

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 FIRST SELECTMAN RECOMMENDS	1st Selectman Request \$ Increase	1st Selectman Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	91,269	92,707		46,707	92,707	92,707	0	0.00%
51110	ADMINISTRATION	75,359	73,966		39,708	79,084	79,084	5,118	6.92%
51210	CLERICAL/TECHNICAL	53,854	54,957		27,741	54,759	54,759	(198)	-0.36%
51810	OVERTIME	0	100		0	100	100	0	0.00%
51920	F.I.C.A	15,348	16,962		7,887	17,339	17,339	377	2.22%
	SUBTOTAL	235,830	238,692	0	122,043	243,989	243,989	5,297	2.22%
SERVICES									
52010	ADVERTISING	0	1,300		505	1,600	1,300	0	0.00%
52020	POSTAGE	3,315	2,500		1,440	3,400	2,500	0	0.00%
52030	PROFESSIONAL FEES	0	1		0	0	0	(1)	-100.00%
52040	SERVICE CONT. & REPAIR	0	1		0	0	0	(1)	-100.00%
52050	DUES, CONF. & EDUCATION	610	850		775	850	850	0	0.00%
52060	PRINTING		1		0	0	0	(1)	-100.00%
52070	REIMBURSABLE EXPENSE		1		0	0	0	(1)	-100.00%
52180	VITAL STATISTICS	238	250		0	250	250	0	0.00%
52510	RENTAL OF EQUIPMENT	27,696	24,000		24,000	24,000	24,000	0	0.00%
	SUBTOTAL	31,859	28,904	0	26,720	30,100	28,900	(4)	-0.01%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES		1		0	0	0	(1)	-100.00%
53020	OTHER SUPPLIES		1		0	0	0	(1)	-100.00%
53270	ORDINANCES		1,450		1,159	1,450	1,450	0	0.00%
53280	ELECTION MATERIALS	1,450	700		1,049	1,400	1,400	700	100.00%
53290	MICROFILM SUPPLIES		1			0	0	(1)	-100.00%
	SUBTOTAL	1,450	2,153	0	2,208	2,850	2,850	697	32.37%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	1,890	1			0	0	(1)	-100.00%
	SUBTOTAL	1,890	1	0	0	0	0	(1)	-100.00%
DEPARTMENT TOTAL		271,029	269,750	0	150,971	276,939	275,739	5,989	2.22%

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 10, 2021

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2022/2023 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

My intention is to be as accurate and transparent as possible. If you have any questions, require additional information or wish to review this budget in part or in its entirety, please feel free to contact me before the Board of Selectmen meeting in February of 2022.

David L. Campo, CCTC
Waterford Town Clerk

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



INDEX

	Page
Budget Function	1
Budget Summary	2
Budget Explanation	4
Proposed Budget	9
Five Year Comparison	10
Personnel Worksheet	11
Expenditure Report, FY21	12
Historic Documents Preservation Fund	15
Town Clerk Share Fund	17
Funds From Other Sources	21
Budgetary Restraint	23
Proposed Revenue	24
Revenue Report, FY 21	25
Historic Documents Grant	29

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



BUDGET FUNCTION

The primary duties of the Town Clerk's Department include but not limited to records retention and preservation, vital statistics, FOI request management, land recordings, and licensing (fishing, hunting, canine, shell fishing and marriage). A variety of oaths are administered by the department. Supervision of elections, primaries and referenda continue to be a primary responsibility, being ever mindful of changes to election law and procedure. The office is a designated repository for many filings as well as board and commission minutes. The Town Clerk often acts as the initial contact to the public whether it is by phone, email or in person. Town Charter requires the town clerk to act as secretary and clerk to the Representative Town Meeting. Statutory requirements of this office continue to change and grow. The function of this department has changed greatly due to the COVID pandemic, resulting in increases in some budget lines.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



FY2023 BUDGET SUMMARY

The Town Clerk's budget is completed in a zero-based budgeting format. All items are reviewed for appropriateness annually. The Operating Budget for FY22 is submitted for your review in the amount of \$276,939. This represents an increase of 2.7%. The primary reason for the increase is due to the increase in the Personnel Cost Line. It is expected that absentee ballots will continue to put stress on the budgetary needs of this department.

LI 52510, the contract with Avenu, is by far and away the biggest outlay after personnel costs. It is important to understand that this expenditure is primarily a function of the number of instruments recorded. The revenues generated as a result of this expenditure justify the expense. This year revenues were at an all-time high as illustrated below. The number of recordings in any given year is subject to the vagaries of the marketplace, home sales, development, interest rates, foreclosures, etc. Avenu charges \$4.15, plus \$.40 (index verification), per recording, no matter how many pages. Given the package of services provided (see detailed breakdown in backup material), the cost is well worth it.

To illustrate a typical recording, take for example, a 15-page mortgage: total recording fee is \$130.00 (\$60 for the first page and \$70 for the remaining 14 pages @\$5/page). Out of the \$130, \$4.55 goes to Avenu; \$2 to town clerk's document preservation revenue fund; \$8 to State Library preservation fund (from which the town clerk's office is eligible for an annual grant); \$36 to the State Treasurer (land protection, affordable housing and historic preservation); \$1 to a town clerk revenue fund; and \$3 to a town revenue fund for capital improvement projects. The remaining \$75.45 goes directly into the town's general fund.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



It is worth noting that this office did not collect fees for 17 recordings from the Tax Collector. Nor were fees collected for 47 recordings by the town attorney on behalf of the town. Those recordings, in fact, actually cost this department \$291.20 (\$4.55/recording per Avenu contract) in FY21.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY21 totaled \$781,131 and actual expenditures totaled \$271,029. A net income for the town was realized in the amount of \$510,102, a significant increase of 113%. I expect this to be a one time record not to be broken, due to a unique real estate and refinancing market.

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to \$1.00. Most towns have moved the land records to an online format. The records are easily maintained and distributed creating a user friendly town clerk's office. We now go back to 1995 and will be another three years back by the end of FY22. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The purchase of commission, board and elected officials tracking software will be purchased out of one of the two revenue funds. The approved activities are defined in CGS 11-8j (attached). Also pursuant to CGS 7-34a(d) is the Historic Documents Preservation Program administered by the Public Records Administrator. Annual grants range between \$3,000 and \$5,500. The most recent grant was approved, in the amount of \$5,500. The use of these funds is summarized at the end of the budget packet.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



BUDGET EXPLANATION BY CATEGORY

PERSONNEL COSTS (51000 Series)

\$243,989 2.2%

A sharp increase was seen with the CGA bargaining group workers (Deputy Town Clerk) because a contract had recently been negotiated increasing FY22 - FY23. The #1303 bargaining group workers (Assistant Town Clerk) have not negotiated a contract establishing rates going forward, keeping this line mostly flat with a slight calculation difference. The elected officials (Town Clerk) rate remained flat.

SERVICES (52000 Series)

10109-52010: ADVERTISING

\$1600 23%

Advertising is mandated by State Statute/Town Charter and Ordinances. Legal notices, primarily election/primary related. Additionally, a legal ad will be placed to notify the townspeople that the annual audit/budget is available for view. A rate increase is not expected and I have rounded up to accommodate for any format change of state mandated ads. Any additional nominal advertising needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY21: \$0; FY20: \$307

PAST YEARS EXP. FY21 \$0 (COVID) FY20: \$1299; FY19: \$1554; FY18: \$1,264; FY17: \$363; FY16: \$1,140

10109-52020: POSTAGE

\$3400 36%

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for microfilming, printing, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the increase is an expectation that the demand for absentee ballots, land transactions will be higher to that of past. We will continue to use email and interoffice mail whenever appropriate. This increase accommodates the fact that the elector is more comfortable with the absentee ballot process, but does not accommodate a change similar to that during the 2020 Election when applications were sent to every voter or 2021 when the DTC sent applications to a large number of electors. Any additional nominal postage needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY21: 3315 FY20: \$2556; FY19: \$2592 FY18: \$2,417; FY17: \$2,892; FY16: \$2,626; FY15: \$2,633.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



10109-52030: PROFESSIONAL FEES

\$0 0%

This includes the costs of off-site storage of original records, indexing of dog licenses, Info Shred LLC Storage, archival film storage, uploading the land records to US Land Records, CD tag and link of survey maps, microfilming and scanning of maps, OnBoard - commission and board membership tracking software and like activities. The process of uploading the land records to US Land Records is of highest priority. Rough estimate: \$12,100. These items will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: \$11,514; FY20: \$9,685; FY19: \$9,594; FY18: \$10,341; FY17: \$3,915

PAST YEARS EXP. FY21: \$0 FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$231; FY14: \$0

10109-52040: SERVICE CONTRACTS & REPAIR

\$0 0%

Ricoh copier contract, time stamp, vault service, and like activities will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of the two Revenue Funds. Rough estimate: \$2,900. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: \$1,678; FY20: \$1,672; FY19: 1,745; FY18: \$3,545; FY17: \$2,683

PAST YEARS EXPENDITURES. FY21: 0 FY20: 0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$506.

10109-52050: DUES, CONFERENCES, AND EDUCATION

\$850 0%

Education and networking will be a focus of this department. I have completed my Connecticut Town Clerk Certification. The certification was completed in the minimum time allowed by my Assistant, Darleen Celotto and she is now a Certified Connecticut Town Clerk (CCTC). It should be noted that the town has three Certified Connecticut Town Clerks. This amount covers Connecticut Town Clerk & County Town Clerk's association dues, classes and conferences. Additional classes, conferences, accommodations or dues will be paid for out of Line Item 101-21039 [CGS 7-34a(e)], one of the two revenue funds.

Expenditures from Revenue Funds: FY21: \$0 FY20: \$0; FY19: \$0; FY18: \$100; FY17: \$810

PAST YEARS EXP. FY21: \$610; FY20: 675; FY19: 680; FY18: \$850; FY17: \$0; FY16: \$0; FY15: \$280.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



10109-52060: PRINTING

\$0 0%

Dog license notices, color copies, tag envelopes, tags (Dept. of Agriculture), and all other printing projects will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Estimate: \$250. Some savings may be realized with in-house printing. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: \$187, FY20: \$84; FY19: \$176; FY18: \$190; FY17: \$211

PAST YEARS EXP. FY21 \$0; FY20 \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$221.

10109-52070: REIMBURSABLE EXPENSES

\$0 0%

Primarily, this includes mileage attending conferences, accommodations, seminars, county meetings, court appearances, town clerk school, refreshments and other necessities for town functions. etc. [CGS 9-6]. I have not found it to be necessary to take a reimbursement. If required it will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Rough estimate: \$300. Request the Line Item remain open, however.

PAST YEARS EXPENDITURES. FY21: 0 FY20: \$0; FY19: \$0 FY18: \$0; FY17: \$0; FY16: \$75; FY15: \$54.

10109-52180: VITAL STATISTICS

\$250 0%

Payments to other CT towns for receipt of certified copies of vital statistics, marriages and deaths that occurred outside of Waterford. If additional is required it will be paid for out of Line Item 101-21036 [CGS 7-34a(d)].

Expenditures from Revenue Funds: FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$42; FY17: \$278.

PAST YEARS EXP. FY21: \$238; FY20 \$250 FY19: \$228; FY18: \$250; FY17: \$0; FY16: \$0; FY15: \$480.

10109-52510: RENTAL OF EQUIPMENT

\$24,000 0%

Contract with Avenu with optical imaging of Land Records which includes equipment and service, training, binders, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, printing and microfilming of land records, which are included in the Avenu contract, will be paid out of Line Item 101-21039 [CGS 7-34a(e)] and treated as professional fees. Even though I experienced a spike in FY21 and I may see it again in FY22, I have not asked for an increase as I along with other Town Clerk's feel it was a result of COVID. The proposed budget request of \$24,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at \$4.55/unit price (i.e., per recording). Any additional nominal Rental of Equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



PAST YEARS EXP. FY21 \$27,696; FY20: \$21,098; FY19: \$20,299; FY18: \$24,072; FY17: 26,292; FY16: \$31,670; FY15: \$29,060

TOTAL SERVICES (52000 SERIES)
FY22 Approved budget amount of \$28,904

TOTAL \$30,100 4.2%

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES **\$0 0%**

Materials of a non-standard nature, including labels, specialty envelopes, toner, binders, specialty stamps, archival paper, etc., will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate (including Other Supplies below): \$1,900.

Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: 2,056, FY20: \$1505; FY19: \$1048; FY18: \$1,607; FY17: \$1,951.

PAST YEARS EXP. FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$174

10109-53020: OTHER SUPPLIES **\$0 0%**

Miscellaneous items will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate included in Office Supplies above (LI 53010). Request Line Item remain open, however.

PAST YEARS EXPENDITURES. FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY 17: \$0; FY16: \$21; FY15: \$58

10109-53270: ORDINANCES **\$1450 0%**

Publication of supplements to the Waterford Code of Ordinances required by CGS 7-148a, by Municipal Code Corporation, including annual internet maintenance/storage fee, administration fee, annual supplement, code online info base supplement, online updates during year, and shipping. I have budgeted for \$950 towards fees and an additional estimate of \$250 per projected change. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY21: \$250; FY20: \$0; FY19: \$100 FY18: \$0; FY17: \$1,560

PAST YEARS EXP FY21: \$1450; FY20: \$1621; FY19: \$1849 FY18: \$1,135; FY17: \$0; FY16: \$0; FY15: \$1,285.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
TOWN CLERK**



10109-53280: ELECTION SUPPLIES

\$1400 100%

This LI is solely for absentee ballots and election supplies. Presidential elections are the most expensive. Municipals are the least expensive. The process for administering absentee ballots may altered as it was for 2020. As of now, I am assuming it will not. I am assuming that the voters comfort level with the process has increased. Because of this, I have increased the request from four years ago. The Registrars of Voters pay for poll ballots.

PAST YEARS EXPENDITURES. FY20: \$421; FY19: \$1341 FY18: \$462 FY17 \$1,097; FY16: \$1,378; FY15 \$780

10109-53290: MICROFILM SUPPLIES

\$0 0%

The State Library grant will be used partially for these purposes. Additional expenditures will be paid out of Line Item 101-21036 [CGS 7-34a(d)], one of two Revenue Funds. Future costs are unknown at this time. Request the Line Item remain open, however.

PAST YEARS EXPENDITURES. FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$0

**TOTAL MATERIAL & SUPPLIES (53000 Series)
FY22 Approved budget amount of \$2,153**

TOTAL \$2,851 32.5%

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT

\$0 0%

The Town Clerk's office is the most public of all the offices in Town Hall. Any additional equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY21: \$1890; FY20: \$0; FY19 \$0; FY18: \$4,603; FY17: \$0; FY16: \$0; FY15: \$0.

TOWN OF WATERFORD, CONNECTICUT
STATEMENT OF EXPENDITURES AND OTHER FINANCING USES-
ORIGINAL BUDGET AND ACTUAL-GENERAL FUND
FOR THE FIVE YEARS ENDED JUNE 30, 2021

TOWN CLERK:

PERSONNEL:

	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL	FY2017 ORIGINAL BUDGET	FY2017 ACTUAL
10109-51010-101-010-09-00-51 ELECTED OFFICIALS	90,908	91,269	89,300	89,987	87,122	87,121	85,413	85,413	84,309	84,308
10109-51110-101-010-09-00-51 ADMINISTRATION	73,307	75,359	73,307	73,966	73,519	71,516	66,673	69,431	66,825	68,161
10109-51210-101-010-09-00-51 CLERICAL AND TECHNICAL	51,720	53,854	51,720	52,166	49,627	50,629	48,877	49,615	49,063	51,716
10109-51810-101-010-09-00-51 OVERTIME	100	(0)	100	0	100	0	100	0	100	0
10109-51920-101-010-09-00-51 F.I.C.A.	15,327	15,348	15,405	15,181	15,854	14,903	15,374	14,812	15,323	15,043
Total PERSONNEL	232,562	235,831	230,832	231,299	228,232	224,171	216,357	219,270	215,620	219,229

SERVICES:

10109-52010-101-010-09-00-52 ADVERTISING	1,000	0	1,300	1,299	1,200	1,554	1,300	1,264	500	363
10109-52020-101-010-09-00-52 POSTAGE	2,900	3,315	2,600	2,558	2,500	2,592	2,400	2,417	2,800	2,882
10109-52030-101-010-09-00-52 PROFESSIONAL FEES	0	0	0	0	0	0	0	0	0	0
10109-52040-101-010-09-00-52 SERVICE CONT. AND REPAIRS	0	0	0	0	0	0	0	0	0	0
10109-52050-101-010-09-00-52 DUES, CONFERENCES & EDUCAT	850	610	850	675	850	680	850	850	0	0
10109-52060-101-010-09-00-52 PRINTING	0	0	0	0	0	0	0	0	0	0
10109-52070-101-010-09-00-52 REIMBURSABLE EXPENSES	0	0	0	0	0	0	0	0	150	0
10109-52180-101-010-09-00-52 VITAL STATISTICS	250	238	250	250	250	228	250	250	0	0
10109-52510-101-010-09-00-52 RENTAL OF EQUIPMENT	25,000	27,696	27,000	27,000	29,000	20,299	28,000	24,071	28,000	26,293
Total SERVICES	30,004	31,859	32,004	31,780	34,204	25,354	33,504	28,852	31,455	29,547

MATERIALS & SUPPLIES:

10109-53010-101-010-09-00-53 OFFICE SUPPLIES	0	0	0	0	0	0	0	0	0	0
10109-53020-101-010-09-00-53 OTHER SUPPLIES	0	0	0	0	0	0	0	0	0	0
10109-53270-101-010-09-00-53 ORDINANCES	1,450	1,450	850	1,621	850	1,849	2,200	1,135	0	0
10109-53280-101-010-09-00-53 ELECTION MATERIALS	1,400	0	0	491	1,000	1,341	700	462	1,000	1,097
10109-53290-101-010-09-00-53 MICROFILM SUPPLIES	0	0	0	0	0	0	0	0	0	0
Total MATERIALS & SUPPLIES	2,850	1,450	2,850	2,112	2,850	3,190	2,900	1,597	1,004	1,097

OFFICE EQUIPMENT:

10109-54060-101-010-09-00-54 OFFICE EQUIPMENT	1,890	1,890	0	0	0	0	4,620	4,603	0	0
Total OFFICE EQUIPMENT	1,890	1,890	0	0	0	0	4,620	4,603	0	0

TOTAL

	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL	FY2017 ORIGINAL BUDGET	FY2017 ACTUAL
TOTAL	267,309	271,030	265,690	265,191	280,290	252,715	257,684	254,322	248,080	249,873

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - TOWN CLERK
2022-2023 FISCAL YEAR**

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2021/2022	SALARY 2022/2023	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
1/4/2016	Town Clerk			92,707	92,707		92,707	7,092
9/1/1998	Deputy Town Clerk			72,526	77,533	1,551	79,084	6,050
3/22/1990	Assistant Town Clerk	35	29.57	54,607	54,409	350	54,759	4,189
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
51810 - OVERTIME				100.00	100.00		100.00	7.65
TOTALS - DEPARTMENT				219,940.00	224,749.00		226,650.00	17,339.00

WORKDAYS

2022/2023 WEEKS TO BUDGET

261

52.2

12/09/2021 15:13
 kallen

 Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

 P 1
 glytbdud

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND		TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
<u>10109 TOWN CLERK</u>							
<u>10109 51010</u>	ELECTED OFFICIALS						
90,908.00	361.00		91,269.00	91,268.96	0.00	0.04	100.0%
<u>10109 51110</u>	ADMINISTRATION						
73,307.00	2,053.00		75,360.00	75,359.39	0.00	0.61	100.0%
<u>10109 51210</u>	CLERICAL AND TECHNICAL						
51,720.00	2,135.00		53,855.00	53,854.35	0.00	0.65	100.0%
<u>10109 51810</u>	OVERTIME						
100.00	-100.00		0.00	-0.04	0.00	0.04	100.0%
<u>10109 51920</u>	F.I.C.A.						
16,527.00	-936.00		15,591.00	15,348.44	0.00	242.56	98.4%
<u>10109 52010</u>	ADVERTISING						
1,000.00	-999.00		1.00	0.00	0.00	1.00	.0%
<u>10109 52020</u>	POSTAGE						
2,900.00	415.00		3,315.00	3,314.92	0.00	0.08	100.0%
<u>10109 52030</u>	PROFESSIONAL FEES						
1.00	0.00		1.00	0.00	0.00	1.00	.0%
<u>10109 52040</u>	SERVICE CONT. AND REPAIRS						
1.00	0.00		1.00	0.00	0.00	1.00	.0%
<u>10109 52050</u>	DUES, CONFERENCES & EDUCAT						
850.00	-240.00		610.00	610.00	0.00	0.00	100.0%
<u>10109 52060</u>	PRINTING						
1.00	0.00		1.00	0.00	0.00	1.00	.0%
<u>10109 52070</u>	REIMBURSABLE EXPENSES						
1.00	0.00		1.00	0.00	0.00	1.00	.0%
<u>10109 52180</u>	VITAL STATISTICS						
250.00	0.00		250.00	238.00	0.00	12.00	95.2%
<u>10109 52510</u>	RENTAL OF EQUIPMENT						
25,000.00	2,735.00		27,735.00	27,696.24	0.00	38.76	99.9%
<u>10109 53010</u>	OFFICE SUPPLIES						
1.00	0.00		1.00	0.00	0.00	1.00	.0%
<u>10109 53020</u>	OTHER SUPPLIES						
1.00	0.00		1.00	0.00	0.00	1.00	.0%
<u>10109 53270</u>	ORDINANCES						
1,450.00	0.00		1,450.00	1,449.58	0.00	0.42	100.0%
<u>10109 53280</u>	ELECTION MATERIALS						
1,400.00	-1,400.00		0.00	0.00	0.00	0.00	.0%
<u>10109 53290</u>	MICROFILM SUPPLIES						
1.00	0.00		1.00	0.00	0.00	1.00	.0%
<u>10109 54060</u>	OFFICE EQUIPMENT						
1,890.00	0.00		1,890.00	1,889.90	0.00	0.10	100.0%
TOTAL TOWN CLERK							
267,309.00	4,024.00		271,333.00	271,029.74	0.00	303.26	99.9%

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Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND		TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
TOTAL GENERAL FUND							
267,309.00		4,024.00	271,333.00	271,029.74	0.00	303.26	99.9%
TOTAL EXPENSES							
267,309.00		4,024.00	271,333.00	271,029.74	0.00	303.26	

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

P 3
glytdbud

FOR 2021 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
267,309.00	GRAND TOTAL 4,024.00	271,333.00	271,029.74	0.00	303.26	99.9%

** END OF REPORT - Generated by Kimberly Allen **

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (9,789.79)				
*1		236 GCR	7/17/2020	TOWN CLERK 0701-071020		\$ -	\$ 265.00	\$ (265.00)	
*1		311 GCR	7/24/2020	TOWN CLERK 0713-071720		\$ -	\$ 267.00	\$ (532.00)	
*1		385 GCR	7/31/2020	TOWN CLERK 0720-072420		\$ -	\$ 145.00	\$ (677.00)	
*1		426 GCR	7/31/2020	TOWN CLERK 0727-073120		\$ -	\$ 189.00	\$ (866.00)	
*2		40 GEN	8/5/2020	GB04 NC RTN CK #32763 MILONE& MAC		\$ 1.00	\$ -	\$ (865.00)	
*2		72 API	8/14/2020	001852 31324 ADKINS PRINTING		\$ 254.63	\$ -	\$ (610.37)	
*2		110 GCR	8/14/2020	TOWN CLERK 0803-080720		\$ -	\$ 175.00	\$ (785.37)	
*2		178 GCR	8/21/2020	TOWN CLERK 0810-081420		\$ -	\$ 206.00	\$ (991.37)	
*2		216 GCR	8/28/2020	TOWN CLERK 0817-082120		\$ -	\$ 134.00	\$ (1,125.37)	
*2		216 GCR	8/28/2020	TOWN CLERK 082520,NFS		\$ -	\$ 1.00	\$ (1,126.37)	
*2		245 GEN	8/31/2020	GB23 IRS REC FEES REC'D		\$ -	\$ 1.00	\$ (1,127.37)	
*2		269 GCR	8/31/2020	TOWN CLERK 0824-083120		\$ -	\$ 172.00	\$ (1,299.37)	
*3		72 GCR	9/11/2020	TOWN CLERK 0901-090420		\$ -	\$ 157.00	\$ (1,456.37)	
*3		145 GCR	9/18/2020	TOWN CLERK 0908-091120		\$ -	\$ 185.00	\$ (1,641.37)	
*3		183 GCR	9/25/2020	TOWN CLERK 0914-091820		\$ -	\$ 196.00	\$ (1,837.37)	
*3		215 GEN	9/30/2020	GB23 IRS REC FEES REC'D THRU ACH		\$ -	\$ 3.00	\$ (1,840.37)	
*3		231 GCR	9/30/2020	1132 TOWN CLERK 0921-092520		\$ -	\$ 157.00	\$ (1,997.37)	
*3		236 GCR	9/30/2020	TOWN CLERK 0928-093020		\$ -	\$ 157.00	\$ (2,154.37)	
*4		100 GCR	10/16/2020	TOWN CLERK 1001-100920		\$ -	\$ 404.00	\$ (2,558.37)	
*4		162 GCR	10/23/2020	TOWN CLERK 1013-101620		\$ -	\$ 238.00	\$ (2,796.37)	
*4		227 GCR	10/30/2020	TOWN CLERK 1019-102320		\$ -	\$ 227.00	\$ (3,023.37)	
*4		240 GCR	10/31/2020	TOWN CLERK 1026-103020		\$ -	\$ 227.00	\$ (3,250.37)	
*5		62 GCR	11/13/2020	TOWN CLERK 1102-110620		\$ -	\$ 179.00	\$ (3,429.37)	
*5		66 API	11/13/2020	001852 33789 ADKINS PRINTING		\$ 75.50	\$ -	\$ (3,353.87)	
*5		115 GCR	11/20/2020	TOWN CLERK 1109-111320		\$ -	\$ 306.00	\$ (3,659.87)	
*5		173 GEN	11/30/2020	GB23 IRS REC FEES REC'D THRU ACH		\$ -	\$ 5.00	\$ (3,664.87)	
*5		184 GCR	11/30/2020	TOWN CLERK 1116-112020		\$ -	\$ 341.00	\$ (4,005.87)	
*5		202 GCR	11/30/2020	4 TOWN CLERK 1123-113020		\$ -	\$ 235.00	\$ (4,240.87)	
*6		86 GCR	12/11/2020	TOWN CLERK 1201-120420		\$ -	\$ 192.00	\$ (4,432.87)	
*6		98 API	12/14/2020	001852 34479 ADKINS PRINTING		\$ 600.00	\$ -	\$ (3,832.87)	
*6		126 GCR	12/18/2020	TOWN CLERK 1207-121120		\$ -	\$ 193.00	\$ (4,025.87)	
*6		171 GCR	12/29/2020	122920 TOWN CLERK 121420-121820		\$ -	\$ 220.00	\$ (4,245.87)	
*6		220 GCR	12/31/2020	123120 TOWN CLERK 122120-122420		\$ -	\$ 240.00	\$ (4,485.87)	
*6		229 GEN	12/31/2020	GB23 IRS REC FEES REC'D ACH		\$ -	\$ 3.00	\$ (4,488.87)	
*6		246 GCR	12/31/2020	town clerk 1228-123120		\$ -	\$ 174.00	\$ (4,662.87)	
*7		15 API	1/5/2021	001852 34593 ADKINS PRINTING		\$ 188.50	\$ -	\$ (4,474.37)	
*7		26 API	1/7/2021	002404 34756 COMBASE, INC		\$ 1,200.00	\$ -	\$ (3,274.37)	
*7		87 GCR	1/15/2021	TOWN CLERK 0104-010821		\$ -	\$ 171.00	\$ (3,445.37)	
*7		109 GCR	1/22/2021	TOWN CLERK 0111-011521		\$ -	\$ 186.00	\$ (3,631.37)	
*7		185 GCR	1/29/2021	TOWN CLERK 0119-012221		\$ -	\$ 125.00	\$ (3,756.37)	
*7		223 GCR	1/31/2021	TOWN CLERK 0125-012921		\$ -	\$ 227.00	\$ (3,983.37)	
*8		72 API	2/8/2021	000899 35816 MUNICIPAL CODE		\$ 250.00	\$ -	\$ (3,733.37)	
*8		86 GCR	2/12/2021	TOWN CLERK 0201-020521		\$ -	\$ 323.00	\$ (4,056.37)	
*8		131 GCR	2/19/2021	TOWN CLERK 0208-021221		\$ -	\$ 100.00	\$ (4,156.37)	
*8		187 GCR	2/5/2021	ACH TOWN CLERK 020521		\$ -	\$ 1.00	\$ (4,157.37)	
*8		188 GCR	2/23/2021	CT ACH TOWN CLERK		\$ -	\$ 1.00	\$ (4,158.37)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (9,789.79)				
*8		191 GCR	2/26/2021	TOWN CLERK 0214-022021		\$ -	\$ 106.00	\$ (4,264.37)	
*8		227 GCR	2/28/2021	30621 TOWN CLERK 0221-022721		\$ -	\$ 277.00	\$ (4,541.37)	
*9		101 API	3/2/2021	001852 36595 ADKINS PRINTING		\$ 630.85	\$ -	\$ (3,910.52)	
*9		116 GCR	3/12/2021	TOWN CLERK 0228-030621		\$ -	\$ 224.00	\$ (4,134.52)	
*9		161 GCR	3/19/2021	TOWN CLERK 0307-031321 DEP O		\$ -	\$ 106.00	\$ (4,240.52)	
*9		210 API	3/24/2021	001851 36874 AVENU INSIGHTS		\$ 4.20	\$ -	\$ (4,236.32)	
*9		216 GCR	3/26/2021	TOWN CLERK 0315-031921		\$ -	\$ 110.00	\$ (4,346.32)	
*9		255 GCR	3/31/2021	TOWN CLERK IRS ACH 033121		\$ -	\$ 1.00	\$ (4,347.32)	
*9		263 GCR	3/31/2021	0406 TOWN CLERK 0322-032621		\$ -	\$ 229.00	\$ (4,576.32)	
*9		287 GCR	3/31/2021	TOWN CLERK 0329-033121		\$ -	\$ 192.00	\$ (4,768.32)	
*10		86 GCR	4/16/2021	TOWN CLERK 0401-040921		\$ -	\$ 325.00	\$ (5,093.32)	
*10		142 GCR	4/26/2021	TOWN CLERK 0412-041621		\$ -	\$ 148.00	\$ (5,241.32)	
*10		163 API	4/30/2021	001842 37587 CT DEPT OF AGRI		\$ 71.50	\$ -	\$ (5,169.82)	
*10		202 GCR	4/30/2021	TOWN CLERK 0419-042321		\$ -	\$ 90.00	\$ (5,259.82)	
*10		202 GCR	4/30/2021	TOWN CLERK 042721 ELECTRONIC		\$ -	\$ 2.00	\$ (5,261.82)	
*10		231 GCR	4/30/2021	TOWN CLERK 0426-043021		\$ -	\$ 154.00	\$ (5,415.82)	
*11		100 GCR	5/14/2021	TOWN CLERK 0503-050721		\$ -	\$ 172.00	\$ (5,587.82)	
*11		110 API	5/28/2021	001852 38152 ADKINS PRINTING		\$ 87.90	\$ -	\$ (5,499.92)	
*11		110 API	5/28/2021	002430 38154 AMERICAN SECURI		\$ 166.79	\$ -	\$ (5,333.13)	
*11		117 GCR	5/18/2021	IRS ACH TOWN CLERK 051821		\$ -	\$ 2.00	\$ (5,335.13)	
*11		149 GCR	5/21/2021	TOWN CLERK 0510-051421		\$ -	\$ 152.00	\$ (5,487.13)	
*11		178 GCR	5/28/2021	TOWN CLERK 0517-052121		\$ -	\$ 124.00	\$ (5,611.13)	
*11		202 GCR	5/31/2021	TOWN CLERK 0524-053121		\$ -	\$ 172.00	\$ (5,783.13)	
*12		63 GCR	6/8/2021	TOWN CLERK ACH CT		\$ -	\$ 2.00	\$ (5,785.13)	
*12		83 GCR	6/11/2021	TOWN CLERK 0601-060421		\$ -	\$ 96.00	\$ (5,881.13)	
*12		110 API	6/18/2021	001851 38761 AVENU INSIGHTS		\$ 704.70	\$ -	\$ (5,176.43)	
*12		141 GCR	6/16/2021	TOWN CERK 061521 ACH CT		\$ -	\$ 2.00	\$ (5,178.43)	
*12		181 GCR	6/18/2021	TOWN CLERK		\$ -	\$ 166.00	\$ (5,344.43)	
*12		203 GEN	6/23/2021	GB46 NC NSFCK1899/2085 MANNING LA		\$ 2.00	\$ -	\$ (5,342.43)	
*12		223 GCR	6/25/2021	TOWN CLERK 0614-061821		\$ -	\$ 108.00	\$ (5,450.43)	
*12		223 GCR	6/25/2021	TOWN CLERK ACH 0614-061821		\$ -	\$ 2.00	\$ (5,452.43)	
*12		223 GCR	6/25/2021	TOWN CLERK ACH 0614-061821		\$ -	\$ 2.00	\$ (5,454.43)	
*12		239 GCR	6/25/2021	GB54 TOWN CLERK 0614-06/1821		\$ 2.00	\$ -	\$ (5,452.43)	
*12		239 GCR	6/25/2021	GB54 TOWN CLERK 0614-06/1821		\$ 2.00	\$ -	\$ (5,450.43)	
*12		279 GCR	6/30/2021	TOWN CLERK 0628-063021		\$ -	\$ 92.00	\$ (5,542.43)	
*12		279 GCR	6/30/2021	TOWN CLERK 0621-062521		\$ -	\$ 218.00	\$ (5,760.43)	
					\$ (9,789.79)	\$ 4,241.57	\$ 10,002.00	\$ (5,760.43)	\$ (15,550.22)

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (26,425.30)				
*1		236 GCR	7/17/2020	TOWN CLERK 0701-071020		\$ -	\$ 210.00	\$ (210.00)	
*1		258 API	7/24/2020	001794 31055 W.B. MASON CO.,		\$ 24.54	\$ -	\$ (185.46)	
*1		311 GCR	7/24/2020	TOWN CLERK 0713-071720		\$ -	\$ 154.00	\$ (339.46)	
*1		385 GCR	7/31/2020	TOWN CLERK 0720-072420		\$ -	\$ 110.00	\$ (449.46)	
*1		426 GCR	7/31/2020	TOWN CLERK 0727-073120		\$ -	\$ 138.00	\$ (587.46)	
*2		40 GEN	8/5/2020	GB04 NC RTN CK #32763 MILONE& MAC		\$ 2.00	\$ -	\$ (585.46)	
*2		64 API	8/10/2020	000678 31452 RICOH USA INC		\$ 173.34	\$ -	\$ (412.12)	
*2		64 API	8/10/2020	000678 31453 RICOH USA INC		\$ 276.20	\$ -	\$ (135.92)	
*2		81 GRV	8/14/2020	GB243 ORIGINAL JNL NOT FOUND		\$ -	\$ 173.34	\$ (309.26)	
*2		110 GCR	8/14/2020	TOWN CLERK 0803-080720		\$ -	\$ 110.00	\$ (419.26)	
*2		113 API	8/17/2020	000946 31569 INFOSHRED, LLC		\$ 26.50	\$ -	\$ (392.76)	
*2		119 API	8/18/2020	001651 31606 JP MORGAN CHASE		\$ 319.43	\$ -	\$ (73.33)	
*2		178 GCR	8/21/2020	TOWN CLERK 0810-081420		\$ -	\$ 132.00	\$ (205.33)	
*2		195 API	8/20/2020	001852 31909 ADKINS PRINTING		\$ 120.14	\$ -	\$ (85.19)	
*2		195 API	8/20/2020	000678 31837 RICOH USA INC		\$ 311.44	\$ -	\$ 226.25	
*2		216 GCR	8/28/2020	TOWN CLERK 0817-082120		\$ -	\$ 128.00	\$ 98.25	
*2		216 GCR	8/28/2020	TOWN CLERK 082520,NFS		\$ -	\$ 2.00	\$ 96.25	
*2		225 API	8/28/2020	000946 31962 INFOSHRED, LLC		\$ 7.00	\$ -	\$ 103.25	
*2		245 GEN	8/31/2020	GB23 IRS REC FEES REC'D		\$ -	\$ 2.00	\$ 101.25	
*2		266 GCR	8/31/2020	TOWN CLERK 0824-083120		\$ -	\$ 124.00	\$ (22.75)	
*3		56 API	9/10/2020	000678 32215 RICOH USA INC		\$ 184.39	\$ -	\$ 161.64	
*3		56 API	9/10/2020	001794 32295 W.B. MASON CO.,		\$ 85.30	\$ -	\$ 246.94	
*3		72 GCR	9/11/2020	TOWN CLERK 0901-090420		\$ -	\$ 94.00	\$ 152.94	
*3		113 API	9/16/2020	000946 32380 INFOSHRED, LLC		\$ 26.50	\$ -	\$ 179.44	
*3		145 GCR	9/18/2020	TOWN CLERK 0908-091120		\$ -	\$ 110.00	\$ 69.44	
*3		150 API	9/21/2020	000137 32627 STAPLES, INC		\$ 29.40	\$ -	\$ 98.84	
*3		150 API	9/21/2020	000137 32628 STAPLES, INC		\$ 38.35	\$ -	\$ 137.19	
*3		183 GCR	9/25/2020	TOWN CLERK 0914-091820		\$ -	\$ 152.00	\$ (14.81)	
*3		190 API	9/25/2020	000137 32772 STAPLES, INC		\$ 38.35	\$ -	\$ 23.54	
*3		192 API	9/28/2020	001852 32785 ADKINS PRINTING		\$ 28.00	\$ -	\$ 51.54	
*3		215 GEN	9/30/2020	GB23 IRS REC FEES REC'D THRU ACH		\$ -	\$ 6.00	\$ 45.54	
*3		231 GCR	9/30/2020	1132 TOWN CLERK 0921-092520		\$ -	\$ 94.00	\$ (48.46)	
*3		236 GCR	9/30/2020	TOWN CLERK 0928-093020		\$ -	\$ 94.00	\$ (142.46)	
*3		250 GEN	9/30/2020	GB49 COLOR COPY CHARGES 083120		\$ 24.80	\$ -	\$ (117.66)	
*4		100 GCR	10/16/2020	TOWN CLERK 1001-100920		\$ -	\$ 228.00	\$ (345.66)	
*4		132 API	10/16/2020	000946 33272 INFOSHRED, LLC		\$ 26.50	\$ -	\$ (319.16)	
*4		132 API	10/16/2020	000137 33346 STAPLES, INC		\$ 12.78	\$ -	\$ (306.38)	
*4		132 API	10/16/2020	001794 33295 W.B. MASON CO.,		\$ 85.30	\$ -	\$ (221.08)	
*4		147 API	10/22/2020	001651 33442 JP MORGAN CHASE		\$ 122.96	\$ -	\$ (98.12)	
*4		162 GCR	10/23/2020	TOWN CLERK 1013-101620		\$ -	\$ 116.00	\$ (214.12)	
*4		204 API	10/28/2020	001794 33581 W.B. MASON CO.,		\$ 7.05	\$ -	\$ (207.07)	
*4		227 GCR	10/30/2020	TOWN CLERK 1019-102320		\$ -	\$ 114.00	\$ (321.07)	
*4		240 GCR	10/31/2020	TOWN CLERK 1026-103020		\$ -	\$ 114.00	\$ (435.07)	
*4		247 GEN	10/31/2020	GB45 COLOR COPY CHARGES 093020		\$ 0.30	\$ -	\$ (434.77)	
*5		36 API	11/6/2020	001851 33732 AVENU INSIGHTS		\$ 64.14	\$ -	\$ (370.63)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (26,425.30)				
*5		36 API	11/6/2020	000678 33761 RICOH USA INC	\$	-	\$ 35.24	\$ (405.87)	
*5		36 API	11/6/2020	000678 33762 RICOH USA INC	\$	41.00	\$ -	\$ (364.87)	
*5		36 API	11/6/2020	000137 33769 STAPLES, INC	\$	2.85	\$ -	\$ (362.02)	
*5		62 GCR	11/13/2020	TOWN CLERK 1102-110620	\$	-	\$ 158.00	\$ (520.02)	
*5		90 API	11/17/2020	000946 33890 INFOSHRED, LLC	\$	26.50	\$ -	\$ (493.52)	
*5		90 API	11/17/2020	001794 33975 W.B. MASON CO.,	\$	36.81	\$ -	\$ (456.71)	
*5		115 GCR	11/20/2020	TOWN CLERK 1109-111320	\$	-	\$ 132.00	\$ (588.71)	
*5		173 GEN	11/30/2020	GB23 IRS REC FEES REC'D THRU ACH	\$	-	\$ 10.00	\$ (598.71)	
*5		184 GCR	11/30/2020	TOWN CLERK 1116-112020	\$	-	\$ 182.00	\$ (780.71)	
*5		197 GEN	11/30/2020	GB54 COLOR COPY CHARGES 103120	\$	0.60	\$ -	\$ (780.11)	
*5		202 GCR	11/30/2020	4 TOWN CLERK 1123-113020	\$	-	\$ 110.00	\$ (890.11)	
*6		20 API	12/11/2020	000678 34251 RICOH USA INC	\$	165.62	\$ -	\$ (724.49)	
*6		86 GCR	12/11/2020	TOWN CLERK 1201-120420	\$	-	\$ 84.00	\$ (808.49)	
*6		126 GCR	12/18/2020	TOWN CLERK 1207-121120	\$	-	\$ 146.00	\$ (954.49)	
*6		171 GCR	12/29/2020	122920 TOWN CLERK 121420-121820	\$	-	\$ 100.00	\$ (1,054.49)	
*6		220 GCR	12/31/2020	123120 TOWN CLERK 122120-122420	\$	-	\$ 120.00	\$ (1,174.49)	
*6		229 GEN	12/31/2020	GB23 IRS REC FEES REC'D ACH	\$	-	\$ 6.00	\$ (1,180.49)	
*6		246 GCR	12/31/2020	town clerk 1228-123120	\$	-	\$ 108.00	\$ (1,288.49)	
*6		249 API	12/31/2020	001651 34946 JP MORGAN CHASE	\$	39.95	\$ -	\$ (1,248.54)	
*7		26 API	1/7/2021	000946 34751 INFOSHRED, LLC	\$	26.50	\$ -	\$ (1,222.04)	
*7		36 API	1/8/2021	000678 34850 RICOH USA INC	\$	146.14	\$ -	\$ (1,075.90)	
*7		87 GCR	1/15/2021	TOWN CLERK 0104-010821	\$	-	\$ 102.00	\$ (1,177.90)	
*7		99 API	1/20/2021	000946 35246 INFOSHRED, LLC	\$	26.50	\$ -	\$ (1,151.40)	
*7		109 GCR	1/22/2021	TOWN CLERK 0111-011521	\$	-	\$ 92.00	\$ (1,243.40)	
*7		185 GCR	1/29/2021	TOWN CLERK 0119-012221	\$	-	\$ 70.00	\$ (1,313.40)	
*7		214 GEN	1/31/2021	GB43 COLOR COPY CHARGES 013121	\$	0.70	\$ -	\$ (1,312.70)	
*7		223 GCR	1/31/2021	TOWN CLERK 0125-012921	\$	-	\$ 134.00	\$ (1,446.70)	
*8		24 API	2/3/2021	001794 35693 W.B. MASON CO.,	\$	85.30	\$ -	\$ (1,361.40)	
*8		24 API	2/3/2021	000137 35655 STAPLES, INC	\$	188.36	\$ -	\$ (1,173.04)	
*8		72 API	2/8/2021	001794 35894 W.B. MASON CO.,	\$	13.28	\$ -	\$ (1,159.76)	
*8		72 API	2/8/2021	000678 35850 RICOH USA INC	\$	173.34	\$ -	\$ (986.42)	
*8		86 GCR	2/12/2021	TOWN CLERK 0201-020521	\$	-	\$ 106.00	\$ (1,092.42)	
*8		131 GCR	2/19/2021	TOWN CLERK 0208-021221	\$	-	\$ 120.00	\$ (1,212.42)	
*8		147 API	2/18/2021	000946 36145 INFOSHRED, LLC	\$	27.82	\$ -	\$ (1,184.60)	
*8		164 API	2/24/2021	001651 36303 JP MORGAN CHASE	\$	51.13	\$ -	\$ (1,133.47)	
*8		183 API	2/25/2021	000678 36334 RICOH USA INC	\$	88.33	\$ -	\$ (1,045.14)	
*8		187 GCR	2/5/2021	ACH TOWN CLERK 020521	\$	-	\$ 2.00	\$ (1,047.14)	
*8		188 GCR	2/23/2021	CT ACH TOWN CLERK	\$	-	\$ 2.00	\$ (1,049.14)	
*8		191 GCR	2/26/2021	TOWN CLERK 0214-022021	\$	-	\$ 203.00	\$ (1,252.14)	
*8		227 GCR	2/28/2021	30621 TOWN CLERK 0221-022721	\$	-	\$ 114.00	\$ (1,366.14)	
*9		101 API	3/2/2021	001794 36608 W.B. MASON CO.,	\$	1,735.73	\$ -	\$ 369.59	
*9		101 API	3/2/2021	000678 36583 RICOH USA INC	\$	88.33	\$ -	\$ 457.92	
*9		101 API	3/2/2021	000137 36514 STAPLES, INC	\$	67.12	\$ -	\$ 525.04	
*9		116 GCR	3/12/2021	TOWN CLERK 0228-030621	\$	-	\$ 128.00	\$ 397.04	
*9		136 API	3/17/2021	001651 36750 JP MORGAN CHASE	\$	105.48	\$ -	\$ 502.52	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (26,425.30)				
*9		161 GCR	3/19/2021	TOWN CLERK 0307-031321 DEP 0		\$ -	\$ 280.00	\$ 222.52	
*9		210 API	3/24/2021	001851 36873 AVENU INSIGHTS	\$ 7,495.00	\$ -	\$ -	\$ 7,717.52	
*9		210 API	3/24/2021	000137 37156 STAPLES, INC	\$ 17.02	\$ -	\$ -	\$ 7,734.54	
*9		210 API	3/24/2021	000946 37085 INFOSHRED, LLC	\$ 27.82	\$ -	\$ -	\$ 7,762.36	
*9		216 GCR	3/26/2021	TOWN CLERK 0315-031921	\$ -	\$ 185.00	\$ -	\$ 7,577.36	
*9		255 GCR	3/31/2021	TOWN CLERK IRS ACH 033121	\$ -	\$ 2.00	\$ -	\$ 7,575.36	
*9		263 GCR	3/31/2021	0406 TOWN CLERK 0322-032621	\$ -	\$ 118.00	\$ -	\$ 7,457.36	
*9		271 GEN	3/31/2021	GB52 COLOR COPY CHARGES FEB 2021	\$ 0.40	\$ -	\$ -	\$ 7,457.76	
*9		287 GCR	3/31/2021	TOWN CLERK 0329-033121	\$ -	\$ 64.00	\$ -	\$ 7,393.76	
*10		86 GCR	4/16/2021	TOWN CLERK 0401-040921	\$ -	\$ 150.00	\$ -	\$ 7,243.76	
*10		119 API	4/21/2021	001651 37514 JP MORGAN CHASE	\$ 211.90	\$ -	\$ -	\$ 7,455.66	
*10		142 GCR	4/26/2021	TOWN CLERK 0412-041621	\$ -	\$ 304.00	\$ -	\$ 7,151.66	
*10		163 API	4/30/2021	000137 37796 STAPLES, INC	\$ 23.34	\$ -	\$ -	\$ 7,175.00	
*10		163 API	4/30/2021	000678 37778 RICOH USA INC	\$ 77.23	\$ -	\$ -	\$ 7,252.23	
*10		202 GCR	4/30/2021	TOWN CLERK 0419-042321	\$ -	\$ 145.00	\$ -	\$ 7,107.23	
*10		202 GCR	4/30/2021	TOWN CLERK 042721 ELECTRONIC	\$ -	\$ 1.00	\$ -	\$ 7,106.23	
*10		231 GCR	4/30/2021	TOWN CLERK 0426-043021	\$ -	\$ 237.00	\$ -	\$ 6,869.23	
*11		6 API	5/7/2021	000946 37885 INFOSHRED, LLC	\$ 27.82	\$ -	\$ -	\$ 6,897.05	
*11		18 API	5/14/2021	000137 37930 STAPLES, INC	\$ 29.40	\$ -	\$ -	\$ 6,926.45	
*11		18 API	5/14/2021	000137 37931 STAPLES, INC	\$ 8.63	\$ -	\$ -	\$ 6,935.08	
*11		97 API	5/21/2021	000678 38120 RICOH USA INC	\$ 14.28	\$ -	\$ -	\$ 6,949.36	
*11		100 GCR	5/14/2021	TOWN CLERK 0503-050721	\$ -	\$ 296.00	\$ -	\$ 6,653.36	
*11		117 GCR	5/18/2021	IRS ACH TOWN CLERK 051821	\$ -	\$ 1.00	\$ -	\$ 6,652.36	
*11		149 GCR	5/21/2021	TOWN CLERK 0510-051421	\$ -	\$ 216.00	\$ -	\$ 6,436.36	
*11		162 API	5/28/2021	000946 38428 INFOSHRED, LLC	\$ 27.82	\$ -	\$ -	\$ 6,464.18	
*11		175 API	5/28/2021	001651 38546 JP MORGAN CHASE	\$ 53.45	\$ -	\$ -	\$ 6,517.63	
*11		178 GCR	5/28/2021	TOWN CLERK 0517-052121	\$ -	\$ 172.00	\$ -	\$ 6,345.63	
*11		202 GCR	5/31/2021	TOWN CLERK 0524-053121	\$ -	\$ 326.00	\$ -	\$ 6,019.63	
*11		207 GEN	5/31/2021	GB50 COLOR COPY CHARGES 043021	\$ 0.10	\$ -	\$ -	\$ 6,019.73	
*12		63 GCR	6/8/2021	TOWN CLERK ACH CT	\$ -	\$ 1.00	\$ -	\$ 6,018.73	
*12		83 GCR	6/11/2021	TOWN CLERK 0601-060421	\$ -	\$ 158.00	\$ -	\$ 5,860.73	
*12		110 API	6/18/2021	000946 38795 INFOSHRED, LLC	\$ 27.82	\$ -	\$ -	\$ 5,888.55	
*12		141 GCR	6/16/2021	TOWN CLERK 061521 ACH CT	\$ -	\$ 1.00	\$ -	\$ 5,887.55	
*12		181 GCR	6/18/2021	TOWN CLERK	\$ -	\$ 243.00	\$ -	\$ 5,644.55	
*12		203 GEN	6/23/2021	GB46 NC NSFC1899/2085 MANNING LA	\$ 1.00	\$ -	\$ -	\$ 5,645.55	
*12		223 GCR	6/25/2021	TOWN CLERK 0614-061821	\$ -	\$ 174.00	\$ -	\$ 5,471.55	
*12		223 GCR	6/25/2021	TOWN CLERK ACH 0614-061821	\$ -	\$ 1.00	\$ -	\$ 5,470.55	
*12		223 GCR	6/25/2021	TOWN CLERK ACH 0614-061821	\$ -	\$ 1.00	\$ -	\$ 5,469.55	
*12		239 GCR	6/25/2021	GB54 TOWN CLERK 0614-06/1821	\$ 1.00	\$ -	\$ -	\$ 5,470.55	
*12		239 GCR	6/25/2021	GB54 TOWN CLERK 0614-06/1821	\$ 1.00	\$ -	\$ -	\$ 5,471.55	
*12		245 GEN	6/30/2021	GB205 RICOH CREDIT 105014765 05282	\$ -	\$ 37.34	\$ -	\$ 5,434.21	
*12		254 API	6/30/2021	000899 39192 MUNICIPAL CODE	\$ 169.07	\$ -	\$ -	\$ 5,603.28	
*12		254 API	6/30/2021	001531 39213 R & B APPAREL P	\$ 116.25	\$ -	\$ -	\$ 5,719.53	
*12		254 API	6/30/2021	000137 39231 STAPLES, INC	\$ 29.40	\$ -	\$ -	\$ 5,748.93	
*12		279 GCR	6/30/2021	TOWN CLERK 0628-063021	\$ -	\$ 165.00	\$ -	\$ 5,582.93	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21.039	TOWN CLERK'S PORTION AGR. REC.				\$ (26,425.30)				
*12		279	GCR 6/30/2021	TOWN CLERK 0621-062521		\$ -	\$ 249.00	\$ 5,333.93	
*12		299	GEN 6/30/2021	GB72 COLOR COPY CHARGES 063021		\$ 0.65	\$ -	\$ 5,334.58	
					\$ (26,425.30)	\$ 13,532.50	\$ 8,197.92	\$ 5,334.58	\$ (21,090.72)

FUNDS FROM OTHER SOURCES

Summary and Explanation

Historic Documents Preservation Revenue Fund

LI 101-21036

Pursuant to CGS 7-34a(d), An Act Concerning Real Estate Filings and the Preservation of Historic Documents, records restoration and related storage are being funded from this revenue fund. Source: \$2/recording.

Revenue Balance FY21: \$15,550

Anticipated additional revenues FY21: \$8,000

Town Clerk Revenue Fund

LI 101-21039

Pursuant to CGS 7-34a(e), (Land Protection, Affordable Housing & Historic Preservation). Source: Since 2013 with every mortgage recorded with Mortgage Electronic Registration Systems (MERS) as nominee, \$39 goes into the general fund and \$10 into this revenue fund. Otherwise, \$1 per recording.

Revenue Balance FY21: \$21,090

Anticipated additional revenues FY21: \$7,000

Historic Documents Preservation Grant Program

Also Pursuant to CGS 7-34a(d), records restoration and related storage are being funded by grants from the Office of the Public Records administrator, Connecticut State Library.

Grant Received FY17: \$4,000

Grant Received FY18: \$4,000

Grant Received FY19: \$4,500

Grant Received FY20: \$5,500

Grant Received FY21: \$5,500

Grant Received FY22: \$5,500

Expectation FY23: \$3,500 – \$5,500

Anticipated Future Expenditures of Funds

Continued off-site document and security microfilm storage, continuing document preservation and uploading of land record to the internet and storage with a focus on technology integration throughout the office, annual purchase of vital records binders, copier costs, microfilming, professional fees, tracking software and as needs arise, purchasing of shelving, cabinets for the vault and furniture for the office.

LI 101-21036

(d) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of three dollars for each document recorded in the land records of the municipality. Not later than the fifteenth day of each month, town clerks shall remit two-thirds of the fees paid pursuant to this subsection during the previous calendar month to the State Librarian for deposit in a bank account of the State Treasurer and crediting to the historic documents preservation account established under section 11-81. One-third of the amount paid for fees pursuant to this subsection shall be retained by town clerks and used for the preservation and management of historic documents. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with said employee's official duties. As used in this section "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, district, as defined in chapter 105 or chapter 105a, and each municipal board, commission and taxing district not previously mentioned.

LI 101-21039

(e) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of forty dollars for each document recorded in the land records of the municipality. The town clerk shall retain one dollar of any fee paid pursuant to this subsection and three dollars of such fee shall become part of the general revenue of the municipality and be used to pay for local capital improvement projects, as defined in section 7-536. Not later than the fifteenth day of each month, town clerks shall remit thirty-six dollars of the fees paid pursuant to this subsection during the previous calendar month to the State Treasurer. Upon deposit in the General Fund, such amount shall be credited to the community investment account established pursuant to section 4-66aa. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with such employee's official duties. As used in this subsection, "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, and district, as defined in chapter 105 or 105a, any municipal corporation or department thereof created by a special act of the General Assembly, and each municipal board, commission and taxing district not previously mentioned.

Historic Document Preservation Grant Program

Sec. 11-81. Preservation and management of historic documents: Definitions. As used in sections 11-81 to 11-81, inclusive, "preservation and management of historic documents" means activities that include, but are not limited to, the following: (1) The restoration and conservation of land records, land record indexes, maps or other records; (2) the microfilming of land records, land record indexes, maps or other records; (3) the use of information technology to facilitate the performance of duties integral to the maintenance and tracking of historic documents; (4) providing public access to an electronic indexing system that combines the grantor index and the grantee index of a town's land records; (5) the assessment or upgrading of records retention facilities; (6) disaster recovery; and (7) the training of personnel to perform duties integral to the maintenance and tracking of historic documents.

NEAR AND LONG TERM PLANS TO RESTRAIN BUDGETARY GROWTH

As in the past and going forward we will remain a no frills office. That being said, most town clerks offices have implemented technology incrementally throughout the years reducing the time spent on particular projects. The primary purpose of these funds is for document and record preservation. These funds are set aside by the State of Connecticut. My concern has always been that the state may discontinue these funds someday and our window to upgrade the office will close. This has become less of a concern as our office is benefiting from many of the upgrades instituted of the previous years.

Thanks to CGS 7-34a(d), records restoration is being funded from a revenue fund (An Act Concerning Real Estate Filing and the Preservation of Historic Documents). Thanks, also, to CGS 7-34a(e), (An Act Concerning Farm Land Preservation, Land Protection, Affordable Housing and Historic preservation), the office has more latitude in expenditures. Also available is an annual grant award, most recently in the amount of \$5,500. Over the last several years the grant amount has ranged from \$3,000 to \$5,500.

We will continue to reduce the postage line with the use of email when appropriate.

The use of part time personnel in the office will not be needed to implement any technology. Any amount of additional implementation will be provided without overtime, either will be completed by staff during the town hours of operation or by the clerk during hours outside of normal operating hours. The change in election law concerning absentee ballots may facilitate a need, as it did during COVID, to enlist additional personnel.

We will continue to share advertising costs with other towns to help reduce expenses when appropriate.

State provided education will be committed to and implemented when appropriate. We fully implemented the State Death Registration System (which we helped to pilot) which allows us to easily retrieve and create death records. The savings by this department per year will be approximately \$250, and will include additional revenues. A marriage registration system will be in the near future with similar benefits.

When appropriate the plan is to continue the use of the revenue funds to help support some line items and department initiatives.

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2022-2023 FISCAL YEAR**

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: 10109 TOWN CLERK

LINE ITEM	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 YTD	2022-2023 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax	291,184	493,745		200,000	200,000
Copy Fees	24,221	28,773		25,000	25,000
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees	183,087	258,613		175,000	175,000
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	498,492	781,131	0	400,000	400,000

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 Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

06/30/21

 P 17
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FOR 2021 13

ACCOUNTS FOR: 09 TOWN CLERK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
10109 TOWN CLERK							
40351 LIENS							
10109 40351 LIENS -COLLECTED BY UT	-10,000	-10,000	-10,500.00	.00	.00	500.00	105.0%
40400 CONVEYANCE TAX							
10109 40400 CONVEYANCE TAX	-200,000	-200,000	-493,745.26	.00	.00	293,745.26	246.9%
41020 MARRIAGE LICENSES							
10109 41020 MARRIAGE LICENSES	0	0	-3,424.00	.00	.00	3,424.00	100.0%
41021 HUNTING & FISHING LICENSE							
10109 41021 HUNTING & FISHING LICE	0	0	-103.00	.00	.00	103.00	100.0%
41022 DOG LICENSES							
10109 41022 DOG LICENSES	0	0	-1,335.00	.00	.00	1,335.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS							
10109 41029 WTFD-EL SHELLFISH PERM	0	0	-283.50	.00	.00	283.50	100.0%
41031 WATERFORD SHELLFISH PERMI							
10109 41031 WATERFORD SHELLEFISH PE	0	0	-59.60	.00	.00	59.60	100.0%
42009 RECORDING FEES							
10109 42009 RECORDING FEES	-150,000	-150,000	-182,698.00	.00	.00	32,698.00	121.8%

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/21

P 18
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FOR 2021 13

ACCOUNTS FOR: 09 TOWN CLERK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
44004 COPIES							
10109 44004 COPIES	0	0	-28,773.00	.00	.00	28,773.00	100.0%
44005 VITAL STATISTICS							
10109 44005 VITAL STATISTICS	0	0	-32,795.00	.00	.00	32,795.00	100.0%
44006 MISCELLANEOUS							
10109 44006 MISCELLANEOUS	0	0	-2,820.00	.00	.00	2,820.00	100.0%
44254 LOCAL CAPITAL IMPROVEMENT							
10109 44254 LOCIP FUND- AGRICULTUR	0	0	-9,915.00	.00	.00	9,915.00	100.0%
TOTAL TOWN CLERK	-360,000	-360,000	-766,451.36	.00	.00	406,451.36	212.9%
TOTAL GENERAL FUND	-360,000	-360,000	-766,451.36	.00	.00	406,451.36	212.9%

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/21

P 19
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FOR 2021 13

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
09 TOWN CLERK							
232 CTCL ELECTION GRANT							
23200 CTCL ELECTION GRANT							
48028 ELECTION GRANT REVENUE							
23200 48028 ELECTION GRANT REV TOW	0	0	-9,180.00	.00	.00	9,180.00	100.0%
TOTAL CTCL ELECTION GRANT	0	0	-9,180.00	.00	.00	9,180.00	100.0%
TOTAL CTCL ELECTION GRANT	0	0	-9,180.00	.00	.00	9,180.00	100.0%

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Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

06/30/21

P 20
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FOR 2021 13

ACCOUNTS FOR: 09 TOWN CLERK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
293 CT STATE LIBRARY TARGETED GRAN							
29302 CT STATE LIBRARY TARGETED GRAN							
48750 STATE OF CONN GRANT							
29302 48750 STATE OF CONN GRANT	0	0	-5,500.00	.00	.00	5,500.00	100.0%
TOTAL CT STATE LIBRARY TARGETED G	0	0	-5,500.00	.00	.00	5,500.00	100.0%
TOTAL CT STATE LIBRARY TARGETED G	0	0	-5,500.00	.00	.00	5,500.00	100.0%
TOTAL TOWN CLERK	-360,000	-360,000	-781,131.36	.00	.00	421,131.36	217.0%
TOTAL REVENUES	-360,000	-360,000	-781,131.36	.00	.00	421,131.36	

TOWN of WATERFORD

Targeted Grants:

FY 2022

**Historic Documents
Preservation Grant Program
State of Connecticut**



Prepared by:
David L. Campo, CCTC
Waterford Town Clerk

APPLICATION**TARGETED GRANT FY 2022**

Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2021)

**STATE OF CONNECTICUT**

Connecticut State Library

PUBLIC RECORDS ADMINISTRATOR

231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://otstatelibrary.org/publicrecords/hdpp>

Name of Municipality:

Use full municipality name, ie
 'Town of' or 'City of'

Town of Waterford**Name of Municipal CEO:****Robert Brule****Title: First Selectman****Phone with Area Code:****860.444.5834****Email:****Firstsel@waterfordct.org****Name of Town Clerk:****David L. Campo****Title: Town Clerk****Phone with Area Code:****860.444.5829****Email:****Dcampo@waterfordct.org****Check if Designated Applicant: ☒****TC Mailing Address:****15 Rope Ferry Rd, Waterford CT, 06385****MCEO Address if Different:****Grant Application Deadline:**☒ **Cycle 1: April 30, 2021**☐ **Cycle 2: September 30, 2021****Grant Contract Period:**

The contract period begins after July 1, 2021 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2022.

Maximum Grant Allowed:**\$5,500****Small Municipality****Population less than 20,000****\$7,500****Medium Municipality****Population between 20,000 and 69,999****\$10,500****Large Municipality****Population of 70,000 or greater****Amount Requested:****\$ 5,500****Grant Category(ies):**☐ **Inventory and Planning**☐ **Organization and Indexing**☐ **Program Development**☐ **Storage and Facilities**☒ **Preservation/Conservation***See Page 6 of the Guidelines for Category descriptions.*

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,100	\$	\$ 4,100
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 1,400	\$	\$ 1,400
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 5,500	\$	\$ 5,500

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. Number each question and answer. If applying for more than one project, questions 1 through 3 must address each project separately and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. Describe the project. State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on Page 9.
2. Provide vendor/personnel info & timeframe. For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines booklet for instructions under Town Personnel Costs on Page 12.
3. State what will be accomplished. Explain how the project will impact the records, the office and/or the municipality.
4. Provide a detailed budget. If applying for only one project with one vendor – omit this question. If applying for more than one project – show the detail for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds for each line item (if any).
5. Attach supporting documents. For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, David L. Campo, the Town Clerk, as the agent for making the above application.

Robert Brule
Signature of MCEO

Date

Robert Brule, First Selectman
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2022 Targeted Grant Guidelines* have been met.

David L. Campo
Signature of Applicant (MCEO or Town Clerk if Designated)

4/28/21
Date (must be same as or later than above date)

David L. Campo, Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

APPLICATION

TARGETED GRANT FY 2022, CYCLE 1

Historic Documents Preservation Program

1. Describe the project: This is a continuation of last year's project. The primary focus of the project is preservation and retrieval of records in case of disaster. Minutes will be microfilmed from last year and stored. We are also converting some microfilm of meeting minutes to TIFF images and then to hard copies. Hard copies will be created without using grant funds. This will provide us the ability to scan to our website and provide a required hard copy in our vault. New binders will replace older worn out binders.

Additionally, some paper and linen maps do not copy well and need to be left unused for preservation. Florek Surveying will convert some of these to mylars.

(See attached job estimate)

2. Identify the vendors: The primary contact is Irene Sulewski at:

Adkins
40 South Street
P.O. Box 2440
New Britain, CT 06050-2440

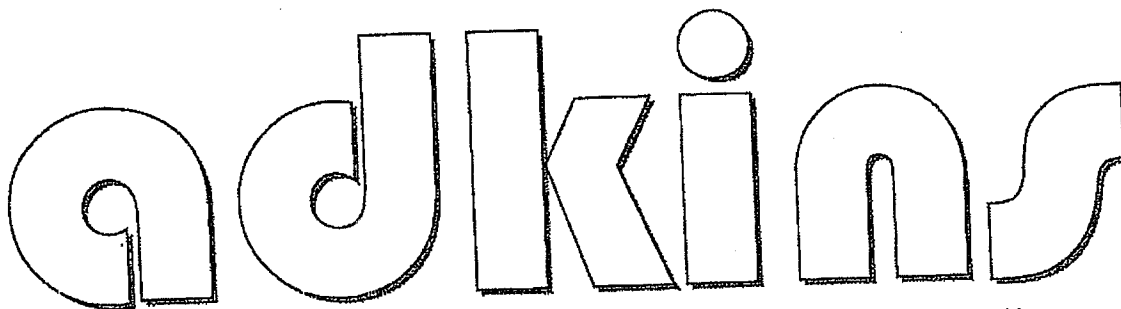
and Brian Florek, LS at:

Florek Surveying, LLC
239 Shore Road
Waterford, CT 06385-2886

3. State what the municipality hopes to accomplish: This project will keep us compliant with regard to preservation and security of records. A secondary outcome will be an ease of retrieval for clients and municipal employees.

4. Provide a detailed budget: Attached is the detailed job estimates displaying all costs and what will be included.

5. Attach supporting documentation: Enclosed



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

April 27, 2021

Client: Waterford Town Clerk

Title of Job: Creation of TIFF images from microfilm

The Town of Waterford has 16,250 pages of minutes on microfilm that need to be converted to TIFF images for easy viewing and printing.

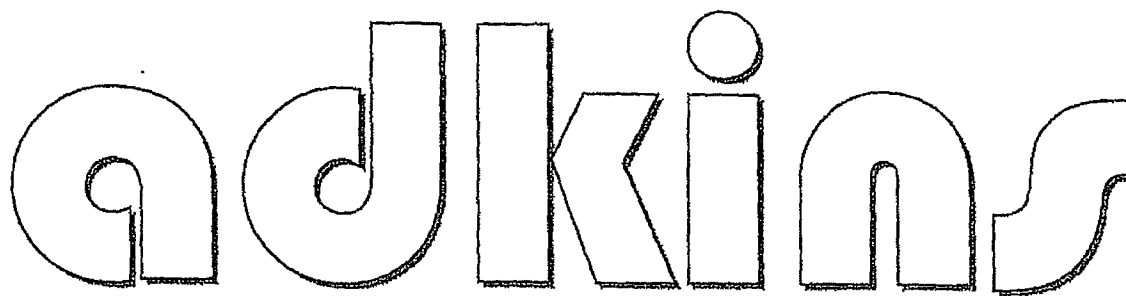
16,250 images converted to TIFF images @ \$0.16/image..... \$2,600/lot

TOTAL COST.....\$2,600

This project will take approximately 4 - 6 weeks to complete.

Signed: _____

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

April 27, 2021

Client: Waterford Town Clerk

Title of Job: Creation of microfilm from PDF's

The Town of Waterford has 5,000 PDF images of minutes that need to be converted to microfilm for security.

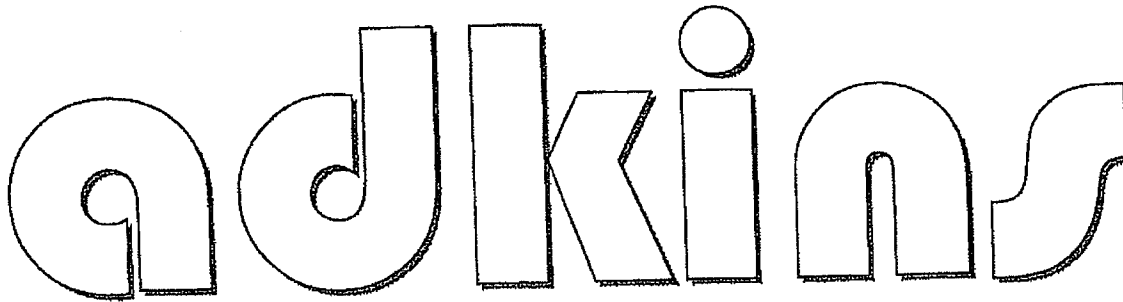
5,000 images converted to archival microfilm @ \$0.10/image.....\$500/lot

TOTAL COST.....\$500.00

This project will take approximately 4 weeks to complete.

Signed: _____

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

April 27, 2021

Client: Waterford Town Clerk

Title of Job: Archival Supplies

- Ten vital binders @ \$135/binder..... \$1,350.00/lot
- UPS freight on above.....\$50.00

TOTAL COST.....\$1,400

Signed: _____

Irene Sulewski, Municipal Account Specialist

Florek Surveying, LLC

239 Shore Road
Waterford, CT 06385
860.271.6006
bflorek@floreksurveyingllc.com

JOB ESTIMATE

April 25, 2021

Client: Waterford Town Clerk

Title of Job: Creation of Fix-Line Mylars to the State of Connecticut filing code from original filed copies.

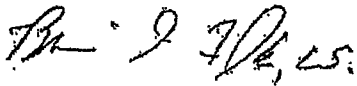
The Town of Waterford has original filed plans on linen and paper that need to be converted to Fix-Line Mylar for easier viewing and copying.

13 filed plans on linen and paper to be converted to fix-line mylar @ \$76.92 / fix-line mylar. \$1,000.00

Total Cost= \$1,000.00

This project will take approximately 4 weeks to complete after approval to proceed.

Regards,



Brian D. Florek, LS
Managing Member, Florek Surveying, LLC

