

**TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET**

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	89,987	90,908			92,707		1,799	1.98%
51110	ADMINISTRATION	73,966	73,307			73,966		659	0.90%
51210	CLERICAL/TECHNICAL	52,166	51,720			54,957		3,237	6.26%
51810	OVERTIME	0	100			100		0	0.00%
51920	F.I.C.A	15,181	16,527			16,962		435	2.63%
	SUBTOTAL	231,300	232,562	0	0	238,692	0	6,130	2.64%
SERVICES									
52010	ADVERTISING	1,299	1,000			1,300		300	30.00%
52020	POSTAGE	2,556	2,900			2,500		(400)	-13.79%
52030	PROFESSIONAL FEES	0	1			1		0	0.00%
52040	SERVICE CONT. & REPAIR	0	1			1		0	0.00%
52050	DUES, CONF. & EDUCATION	675	850			850		0	0.00%
52060	PRINTING	0	1			1		0	0.00%
52070	REIMBURSABLE EXPENSE	0	1			1		0	0.00%
52180	VITAL STATISTICS	250	250			250		0	0.00%
52510	RENTAL OF EQUIPMENT	27,000	25,000			24,000		(1,000)	-4.00%
	SUBTOTAL	31,780	30,004	0	0	28,904	0	(1,100)	-3.67%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	1			1		0	0.00%
53020	OTHER SUPPLIES	0	1			1		0	0.00%
53270	ORDINANCES	1,621	1,450			1,450		0	0.00%
53280	ELECTION MATERIALS	491	1,400			700		(700)	-50.00%
53290	MICROFILM SUPPLIES	0	1			1		0	0.00%
	SUBTOTAL	2,112	2,853	0	0	2,153	0	(700)	-24.54%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	1,890			1		(1,889)	-99.95%
	SUBTOTAL	0	1,890	0	0	1	0	(1,889)	-99.95%
DEPARTMENT TOTAL		265,192	267,309	0	0	269,750	0	2,441	0.91%



TOWN CLERK FISCAL YEAR 2022 BUDGET

Town of Waterford

To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 11, 2020

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2021/2022 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 on February 2, 2021.

David L. Campo, CCTC
Waterford Town Clerk

INDEX

	Page
Budget Function	1
Budget Summary	2
Budget Explanation	4
Proposed Budget	8
Five Year Comparison	9
Personnel Worksheet	10
Expenditure Report, FY20	11
Historic Documents Preservation Fund	15
Town Clerk Share Fund	17
Funds From Other Sources	20
Budgetary Restraint	22
Proposed Revenue	23
Revenue Report, FY 20	24
Historic Documents Grant	27



Town Clerk FISCAL YEAR 2022 BUDGET

Town of Waterford

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. Currently, there are over 500 statutory requirements of this office. This continues to grow. The function of this department has changed greatly due to the COVID pandemic and may have an effect on budget requests in the future.

FY2022 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 \$269,750. This represents an increase of .9%. The primary reason for the increase is due to the increase in the Personnel Cost Line. It should be noted that the department, outside of personnel costs which we are contractually obligated, realized a reduction of 10.6%. The greatest savings came from the reduction in the Office Equipment Line.

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. 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 Conduent; \$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.

It is worth noting that this office did not collect fees for 13 recordings from the Tax Collector. Nor were fees collected for 36 recordings by the town attorney on behalf of the town. Those recordings, in fact, actually cost this department \$222.95 (\$4.55/recording per Avenu contract) in FY20.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY20 totaled \$498,492 and actual expenditures totaled \$259,290. A net income for the town was realized in the amount of \$239,202, a slight increase from FY19.

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. 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.

BUDGET EXPLANATIONS BY CATEGORY

BUDGET JUSTIFICATION FY22

PERSONNEL COSTS (51000 Series)

\$238,692 2.6%

The payroll was maintained at FY20 contract levels for the GGA workers (Deputy Town Clerk). A sharp increase was seen with the #1303 bargaining group workers (Assistant Town Clerk) because a contract had recently been negotiated increasing both FY21 and FY22. has not been negotiated as of the budget deadline for submission. The elected officials (Town Clerk) rate increase is based on the October/2020 CPI-U (1.2%) per RTM approval.

SERVICES (52000 Series)

10109-52010: ADVERTISING

\$1300 30%

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 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: FY20: \$307

PAST YEARS EXP. FY20: \$1299; FY19: \$1554; FY18: \$1,264; FY17: \$363; FY16: \$1,140; FY15 \$69

10109-52020: POSTAGE

\$2500 -13.8%

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 decrease is an expectation that the demand for absentee ballots will be lower to that of past years. We will continue to use email and interoffice mail whenever appropriate.

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

10109-52030: PROFESSIONAL FEES

\$1 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: FY20: \$9685; FY19: \$9594; FY18: \$10,341; FY17: \$3,915

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

10109-52040: SERVICE CONTRACTS & REPAIR

\$1 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: FY20: \$1672; FY19: 1745; FY18: \$3,545; FY17: \$2,683

PAST YEARS EXPENDITURES. 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 and I am now a Certified Connecticut Town Clerk (CCTC). My Assistant, Darleen Celotto, continues to take classes. One class is offered every six months. 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: FY20: \$0; FY19: \$0; FY18: \$100; FY17: \$810

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

10109-52060: PRINTING

\$1 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: FY20: \$84; FY19: \$176; FY18: \$190; FY17: \$211

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

10109-52070: REIMBURSABLE EXPENSES

\$1

Primarily, this includes mileage attending conferences, accommodations, seminars, county meetings, court appearances, town clerk school, 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. 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: FY20: \$0; FY19: \$0; FY18: \$42; FY17: \$278.

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

10109-52510: RENTAL OF EQUIPMENT

\$24,000 -4%

Contract with Avenu, formerly known as Conduent, 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. 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).

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

TOTAL SERVICES (52000 SERIES)

TOTAL \$28,904 -3.6%

FY21 Approved budget amount of \$30,004

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES

\$1 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: FY20: \$1505; FY19: \$1048; FY18: \$1,607; FY17: \$1,951.

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

10109-53020: OTHER SUPPLIES

\$1 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. 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.

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

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

10109-53280: ELECTION SUPPLIES

\$700 50%

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 absentees may altered as it was for 2020. As of now, I am assuming it will not. 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

\$1 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. FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$0

TOTAL MATERIAL & SUPPLIES (53000 Series)

TOTAL \$2,153 -24.5%

FY21 Approved budget amount of \$2,853

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT

\$1 -99.9%

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. FY20: \$0; FY19 \$0; FY18: \$4,603; FY17: \$0; FY16: \$0; FY15: \$0.

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10109 TOWN CLERK

LINE ITEM	DESCRIPTION	COLUMN 1 2019/2020 ACTUAL EXPENDED	COLUMN 2 2020/2021 RTM APPROX.	COLUMN 3 2020/2021 ADDITIONAL TRANSFERS	COLUMN 4 ACTUAL EXPENSE & ENCUMBRANCE OF 2021	COLUMN 5 2021/2022 AGENCY REQUEST	COLUMN 6 2021/2022 APPROVED BY COMML	COLUMN 7 2021/2022 RECOMMENDED BY SELECTMEN	COLUMN 8 2021/2022 BOARD OF FINANCE REDUCTIONS	COLUMN 9 2021/2022 RECOMMENDED BY FINANCE	COLUMN 10 2021/2022 RTM APPROVED	COLUMN 11 2021/2022 RTM APPROVED
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	89,987	90,908			92,707						
51110	ADMINISTRATION	73,966	73,307			73,966						
51210	CLERICAL/TECHNICAL	52,166	51,720			54,957						
51810	OVERTIME	0	100			100						
51920	F.I.C.A	15,181	16,527			16,962						
	SUBTOTAL	231,300	232,562	0	0	238,692	0	0	0	0	0	0
SERVICES												
52010	ADVERTISING	1,299	1,000			1,300						
52020	POSTAGE	2,556	2,900			2,500						
52030	PROFESSIONAL FEES	0	1			1						
52040	SERVICE CONT. & REPAIR	0	1			1						
52050	DUES, CONF. & EDUCATION	675	850			850						
52060	PRINTING	0	1			1						
52070	REIMBURSABLE EXPENSE	0	1			1						
52180	VITAL STATISTICS	250	250			250						
52310	RENTAL OF EQUIPMENT	21,098	25,000			24,000						
	SUBTOTAL	25,878	30,004	0	0	28,904	0	0	0	0	0	0
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0	1			1						
53020	OTHER SUPPLIES	0	1			1						
53270	ORDINANCES	1,621	1,450			1,450						
53280	ELECTION MATERIALS	491	1,400			700						
53290	MICROFILM SUPPLIES		1			1						
	SUBTOTAL	2,112	2,853	0	0	2,153	0	0	0	0	0	0
OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0	1,890			1						
	SUBTOTAL	0	1,890	0	0	1	0	0	0	0	0	0
	DEPARTMENT TOTAL	259,290	267,309	0	0	269,750	0	0	0	0	0	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, 2020

TOWN CLERK	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL	FY2017 ORIGINAL BUDGET	FY2017 ACTUAL	FY2016 ORIGINAL BUDGET	FY2016 ACTUAL
PERSONNEL:										
10109-51010-101-010-09-00-51 ELECTED OFFICIALS	89,300	89,987	87,122	87,121	85,413	85,413	84,308	84,308	84,336	84,631
10109-51110-101-010-09-00-51 ADMINISTRATION	73,307	73,966	71,519	71,518	66,573	69,431	66,823	66,161	67,077	67,077
10109-51210-101-010-09-00-51 CLERICAL AND TECHNICAL	51,720	52,166	48,627	50,629	48,877	49,615	49,053	51,716	47,200	47,922
10109-51810-101-010-09-00-51 OVERTIME	100	0	100	0	100	0	100	0	200	114
10109-51920-101-010-09-00-51 F.I.C.A.	16,405	15,181	15,864	14,903	15,374	14,812	15,323	15,043	15,196	14,859
Total PERSONNEL	230,832	231,299	223,232	224,171	216,337	219,270	215,620	219,229	214,029	214,602
SERVICES:										
10109-52010-101-010-09-00-52 ADVERTISING										
10109-52020-101-010-09-00-52 POSTAGE	1,300	1,298	1,200	1,534	1,308	1,264	500	363	2,800	1,140
10109-52030-101-010-09-00-52 PROFESSIONAL FEES	2,600	2,556	2,300	2,592	2,400	2,417	2,800	2,892	2,400	2,626
10109-52040-101-010-09-00-52 SERVICE CONT. AND REPAIRS		0	1	0	1	0	1	0	1	0
10109-52050-101-010-09-00-52 DUES, CONFERENCES & EDUCAT	850	675	850	880	850	850	1	0	1	0
10109-52060-101-010-09-00-52 PRINTING		0	1	0	1	0	1	0	1	0
10109-52070-101-010-09-00-52 REIMBURSABLE EXPENSES	1	0	1	0	1	0	150	0	75	74
10109-52180-101-010-09-00-52 VITAL STATISTICS	250	250	250	228	250	250	1	0	1	0
10109-52510-101-010-09-00-52 RENTAL OF EQUIPMENT	27,000	27,000	25,000	20,299	29,000	24,071	28,000	26,293	27,300	31,670
Total SERVICES	32,004	31,780	34,204	25,354	33,804	28,852	33,455	29,547	32,530	35,511
MATERIALS & SUPPLIES:										
10109-53010-101-010-09-00-53 OFFICE SUPPLIES	1	0	1	0	1	0	1	0	1	0
10109-53020-101-010-09-00-53 OTHER SUPPLIES	1	0	1	0	1	0	1	0	35	21
10109-53270-101-010-09-00-53 ORDINANCES	1,850	1,621	1,350	1,849	2,200	1,135	1	0	1	0
10109-53280-101-010-09-00-53 ELECTION MATERIALS	1,000	491	1,000	1,341	700	462	1,000	1,097	700	1,378
10109-53290-101-010-09-00-53 MICROFILM SUPPLIES				0	1	0	1	0	1	0
Total MATERIALS & SUPPLIES	2,853	2,112	2,853	3,190	2,903	1,597	1,004	1,097	736	1,399
OFFICE EQUIPMENT:										
10109-54060-101-010-08-00-54 OFFICE EQUIPMENT	1	0	1	0	4,520	4,603	1	0	1	0
Total OFFICE EQUIPMENT	1	0	1	0	4,520	4,603	1	0	1	0
TOTAL	265,690	285,181	260,290	252,715	257,664	254,322	248,080	249,873	247,348	251,512

TOWN OF WATERFORD
PERSONNEL WORKSHEET - DEPARTMENT NAME
2020/2021 FISCAL YEAR

[illegible]

WORKDAYS	WEEKS TO BUDGET
261	52.2

11/12/2020 08:22
vbielucki

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

06/30/20



P 21
glytdbud

FOR 2020 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
09 TOWN CLERK	APPROP	BUDGET				BUDGET	USED
101 GENERAL FUND							
10109 TOWN CLERK							
51010 ELECTED OFFICIALS							
10109 51010 ELECTED OFFICIALS	89,300	89,987	89,986.52	.00	.00	.48	100.0%
51110 ADMINISTRATION							
10109 51110 ADMINISTRATION	73,307	73,966	73,965.77	.00	.00	.23	100.0%
51210 CLERICAL AND TECHNICAL							
10109 51210 CLERICAL AND TECHNICAL	51,720	52,166	52,165.80	.00	.00	.20	100.0%
51810 OVERTIME							
10109 51810 OVERTIME	100	100	.00	.00	.00	100.00	.0%
51920 F.I.C.A.							
10109 51920 F.I.C.A.	16,405	15,272	15,180.65	.00	.00	91.35	99.4%
52010 ADVERTISING							
10109 52010 ADVERTISING	1,300	1,300	1,299.40	.00	.00	.60	100.0%
52020 POSTAGE							
10109 52020 POSTAGE	2,600	2,600	2,555.60	.00	.00	44.40	98.3%
52030 PROFESSIONAL FEES							
10109 52030 PROFESSIONAL FEES	1	1	.00	.00	.00	1.00	.0%

11/12/2020 08:22
vbielucki

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT 06/30/20

P 22
glytdbud

FOR 2020 13

ACCOUNTS FOR:
09 TOWN CLERK

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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52040 SERVICE CONT AND REPAIRS

10109 52040 SERVICE CONT. AND REPA	1	1	.00	.00	.00	1.00	.0%
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52050 DUES CONFER

10109 52050 DUES, CONFERENCES & EQ	850	850	675.00	.00	.00	175.00	79.4%
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52060 PRINTING

10109 52060 PRINTING	1	1	.00	.00	.00	1.00	.0%
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52070 REIMBURSABLE EXPENSES

10109 52070 REIMBURSABLE EXPENSES	1	1	.00	.00	.00	1.00	.0%
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52180 VITAL STATISTICS

10109 52180 VITAL STATISTICS	250	250	250.00	.00	.00	.00	100.0%
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52510 RENTAL OF EQUIPMENT

10109 52510 RENTAL OF EQUIPMENT	27,000	27,001	27,000.00	7,927.30	.00	1.00	100.0%
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53010 OFFICE SUPPLIES

10109 53010 OFFICE SUPPLIES	1	1	.00	.00	.00	1.00	.0%
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53020 OTHER SUPPLIES

10109 53020 OTHER SUPPLIES	1	1	.00	.00	.00	1.00	.0%
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53270 ORDINANCES

10109 53270 ORDINANCES	1,850	1,690	1,621.14	.00	.00	68.86	95.9%
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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT 06/30/20

P 23
glytdbud

FOR 2020 13

ACCOUNTS FOR: 09 TOWN CLERK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53280 ELECTION MATERIALS							
10109 53280 ELECTION MATERIALS	1,000	500	490.76	.00	.00	9.24	98.2%
53290 MICROFILM SUPPLIES							
10109 53290 MICROFILM SUPPLIES	1	1	.00	.00	.00	1.00	.0%
54060 OFFICE EQUIPMENT							
10109 54060 OFFICE EQUIPMENT	1	1	.00	.00	.00	1.00	.0%
TOTAL GENERAL FUND	265,690	265,690	265,190.64	7,927.30	.00	499.36	99.8%



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

06/30/20

P 24
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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
09 TOWN CLERK	APPROP	BUDGET				BUDGET	USED
293 CT STATE LIBRARY TARGETED GRAN							
29309 CT STATE LIBRARY TARGETED GRAN							
52030 PROFESSIONAL FEES							
29309 52030 PROFESSIONAL FEES	0	0	4,500.00	2,000.00	.00	-4,500.00	100.0%*
53020 OTHER SUPPLIES							
29309 53020 OTHER SUPPLIES	0	0	1,000.00	.00	.00	-1,000.00	100.0%*
TOTAL CT STATE LIBRARY TARGETED G	0	0	5,500.00	2,000.00	.00	-5,500.00	100.0%
TOTAL TOWN CLERK	265,690	265,690	270,690.64	9,927.30	.00	-5,000.64	101.9%
TOTAL EXPENSES	265,690	265,690	270,690.64	9,927.30	.00	-5,000.64	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-21036	HISTORIC DOCUMENTS				\$ (12,461.19)				
* 1	143 GCR		7/10/2019	TOWN CLERK 0701-070519	\$ -	\$ -	\$ 97.00	\$ (97.00)	
* 1	230 GCR		7/17/2019	TOWN CLERK 0708-071219	\$ -	\$ -	\$ 70.00	\$ (167.00)	
* 1	273 API		7/19/2019	001851 21552 AVENU HOLDINGS	\$ 283.08	\$ -	\$ -	\$ 116.08	
* 1	326 GCR		7/24/2019	TOWN CLERK 0715-071919	\$ -	\$ -	\$ 187.00	\$ (70.92)	
* 1	422 GCR		7/31/2019	TOWN CLERK 0722-072619	\$ -	\$ -	\$ 134.00	\$ (204.92)	
* 1	428 GEN		7/31/2019	GB23 IRS REC FEES	\$ -	\$ -	\$ 6.00	\$ (210.92)	
* 1	469 GCR		7/31/2019	TOWN CLERK 0729-073119	\$ -	\$ -	\$ 147.00	\$ (357.92)	
* 2	117 GCR		8/16/2019	TOWN CLERK 0801-080919	\$ -	\$ -	\$ 129.00	\$ (486.92)	
* 2	178 GCR		8/23/2019	TOWN CLERK 082019	\$ -	\$ -	\$ 167.00	\$ (653.92)	
* 2	243 GCR		8/30/2019	CORREC	\$ -	\$ -	\$ 139.00	\$ (792.92)	
* 2	244 GEN		8/31/2019	GB23 IRS REC FEED REC'D	\$ 5.00	\$ -	\$ -	\$ (787.92)	
* 2	245 GRV		8/31/2019	GB23 ORIGINAL JNL NOT FOUND	\$ -	\$ -	\$ 5.00	\$ (792.92)	
* 2	246 GRV		8/31/2019	GB23 ORIGINAL JNL NOT FOUND	\$ -	\$ -	\$ 5.00	\$ (797.92)	
* 2	263 GCR		8/31/2019	TOWN CLERK 0826-083019	\$ -	\$ -	\$ 173.00	\$ (970.92)	
* 3	29 API		9/9/2019	001852 22680 ADKINS PRINTING	\$ 137.99	\$ -	\$ -	\$ (832.93)	
* 3	75 GCR		9/13/2019	TOWN CLERK 0903-090619	\$ -	\$ -	\$ 127.00	\$ (959.93)	
* 3	120 GCR		9/20/2019	TOWN CLERK 090919-091319	\$ -	\$ -	\$ 116.00	\$ (1,075.93)	
* 3	191 GCR		9/27/2019	TOWN CLERK 0916-092019	\$ -	\$ -	\$ 132.00	\$ (1,207.93)	
* 3	203 GEN		9/30/2019	GB23 IRS FEES REC'D THRU PEOPLES	\$ -	\$ -	\$ 6.00	\$ (1,213.93)	
* 3	219 GCR		9/30/2019	TOWN CLERK 0923-093019	\$ -	\$ -	\$ 224.00	\$ (1,437.93)	
* 4	47 GCR		10/11/2019	TOWN CLERK 1001-1100419	\$ -	\$ -	\$ 80.00	\$ (1,517.93)	
* 4	101 GCR		10/18/2019	TOWN CLERK 1007-101119	\$ -	\$ -	\$ 161.00	\$ (1,678.93)	
* 4	144 GCR		10/25/2019	TOWN CLERK 1015-101819	\$ -	\$ -	\$ 112.00	\$ (1,790.93)	
* 4	149 API		10/25/2019	001651 23974 JP MORGAN CHASE	\$ 17.29	\$ -	\$ -	\$ (1,773.64)	
* 4	177 GEN		10/31/2019	GB23 IRS REC FEES REC'D	\$ -	\$ -	\$ 6.00	\$ (1,779.64)	
* 4	188 GCR		10/31/2019	TOWN CLERK 1021-102519	\$ -	\$ -	\$ 108.00	\$ (1,887.64)	
* 4	206 GCR		10/31/2019	TOWN CLERK 1028-103119	\$ -	\$ -	\$ 76.00	\$ (1,963.64)	
* 5	43 API		11/13/2019	001851 24407 AVENU HOLDINGS	\$ 100.00	\$ -	\$ -	\$ (1,863.64)	
* 5	60 GCR		11/15/2019	TOWN CLERK 1101-110819	\$ -	\$ -	\$ 114.00	\$ (1,977.64)	
* 5	110 GCR		11/22/2019	TOWN CLERK 1112-111519	\$ -	\$ -	\$ 124.00	\$ (2,101.64)	
* 5	146 GEN		11/30/2019	GB23 IRS REC FEES REC'D	\$ -	\$ -	\$ 2.00	\$ (2,103.64)	
* 5	154 GCR		11/30/2019	TOWN CLERK 1118-112219	\$ -	\$ -	\$ 138.00	\$ (2,241.64)	
* 5	181 GCR		11/30/2019	TOWN CLERK 1125-112719	\$ -	\$ -	\$ 100.00	\$ (2,341.64)	
* 6	81 GCR		12/13/2019	town clerk 1202-120619	\$ -	\$ -	\$ 168.00	\$ (2,509.64)	
* 6	138 GCR		12/20/2019	1209- TOWN CLERK 1209-121319	\$ -	\$ -	\$ 143.00	\$ (2,652.64)	
* 6	186 GCR		12/31/2019	TOWN CLERK 1216-122019	\$ -	\$ -	\$ 138.00	\$ (2,790.64)	
* 6	193 GEN		12/31/2019	GB23 IRS REC FEES REC'D	\$ -	\$ -	\$ 4.00	\$ (2,794.64)	
* 6	206 GCR		12/31/2019	TOWN CLERK 1223-123119	\$ -	\$ -	\$ 122.00	\$ (2,916.64)	
* 7	94 GCR		1/17/2020	TOWN CLERK 010220-011020	\$ -	\$ -	\$ 165.00	\$ (3,081.64)	
* 7	130 GCR		1/24/2020	TOWN CLERK 0113-011720	\$ -	\$ -	\$ 80.00	\$ (3,161.64)	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21036	HISTORIC DOCUMENTS				\$ (12,461.19)				
*7	184 GCR	1/31/2020	TOWN CLERK 0121-012420		\$	-	\$ 81.00	\$ (3,242.64)	
*7	199 GEN	1/31/2020	GB23 IRS REC FEES REC'D THRU ACH		\$	-	\$ 2.00	\$ (3,244.64)	
*7	223 GCR	1/31/2020	TOWN CLERK 0127-31/20		\$	-	\$ 180.00	\$ (3,424.64)	
*8	26 GEN	2/6/2020	ENTRY 020720 ERROR AP ENTRY		\$	10.00	\$ -	\$ (3,414.64)	
*8	79 GCR	2/14/2020	TOWN CLERK 0203-020720		\$	-	\$ 187.00	\$ (3,601.64)	
*8	137 GCR	2/21/2020	TOWN CLERK 0210-021420		\$	-	\$ 124.00	\$ (3,725.64)	
*8	188 GCR	2/28/2020	TOWN CLERK 0218-022120		\$	-	\$ 105.00	\$ (3,830.64)	
*8	199 GEN	2/28/2020	GB23 IRS REC FEES REC'D THUR ACH		\$	-	\$ 4.00	\$ (3,834.64)	
*8	221 GCR	2/29/2020	TOWN CLERK 0224-0228/20		\$	-	\$ 124.00	\$ (3,958.64)	
*9	27 API	3/5/2020	001852 27158 ADKINS PRINTING		\$	164.44	\$ -	\$ (3,794.20)	
*9	84 GCR	3/13/2020	TOWN CLERK 0302-030620		\$	-	\$ 162.00	\$ (3,956.20)	
*9	89 API	3/20/2020	001852 27260 ADKINS PRINTING		\$	580.00	\$ -	\$ (3,376.20)	
*9	128 GCR	3/20/2020	TOWN CLERK 0309-031320		\$	-	\$ 101.00	\$ (3,477.20)	
*9	134 API	3/27/2020	001842 27694 CT DEPT OF AGRI		\$	71.50	\$ -	\$ (3,405.70)	
*9	141 GCR	3/24/2020	TOWN CLERK 0316-032020		\$	-	\$ 102.00	\$ (3,507.70)	
*9	218 GEN	3/31/2020	GB23 IRS FEES REC'D THRU ACH		\$	-	\$ 3.00	\$ (3,510.70)	
*9	226 GCR	3/31/2020	TOWN CLERK 0323-033120		\$	-	\$ 112.00	\$ (3,622.70)	
*10	93 GCR	4/17/2020	TOWN CLERK 0401-040920		\$	-	\$ 112.00	\$ (3,734.70)	
*10	117 API	4/24/2020	001851 28341 AVENU HOLDINGS		\$	687.30	\$ -	\$ (3,047.40)	
*10	150 GCR	4/24/2020	TOWN CLERK 0413-041720		\$	-	\$ 200.00	\$ (3,247.40)	
*10	211 GCR	4/30/2020	TOWN CLERK 0420-042420		\$	-	\$ 88.00	\$ (3,335.40)	
*10	213 GEN	4/30/2020	GB23 IRS REC FEES REC'D THRU ACH		\$	-	\$ 2.00	\$ (3,337.40)	
*10	245 GCR	4/30/2020	TOWN CLERK 0427-043020		\$	-	\$ 105.00	\$ (3,442.40)	
*11	96 GCR	5/15/2020	051520 TOWN CLERK 0501-05/08/20		\$	-	\$ 167.00	\$ (3,609.40)	
*11	156 GCR	5/22/2020	TOWN CLERK 0511-051520		\$	-	\$ 89.00	\$ (3,698.40)	
*11	180 GCR	5/29/2020	TOWN CLERK 0518-052220		\$	-	\$ 163.00	\$ (3,861.40)	
*11	198 GEN	5/31/2020	GB23 IRS REC FEES REC'D		\$	-	\$ 2.00	\$ (3,863.40)	
*11	223 GCR	5/31/2020	TOWN CLERK 0526-052920		\$	-	\$ 129.00	\$ (3,992.40)	
*12	123 GCR	6/12/2020	TOWN CLERK 0601-060520		\$	-	\$ 187.00	\$ (4,179.40)	
*12	123 GCR	6/12/2020	TOWN CLERK 0601-060520		\$	-	\$ 260.00	\$ (4,439.40)	
*12	134 GCR	6/12/2020	GB13 TOWN CLERK 0601-060520		\$	260.00	\$ -	\$ (4,179.40)	
*12	187 GCR	6/19/2020	TOWN CLERK 0608-061220		\$	-	\$ 155.00	\$ (4,344.40)	
*12	222 GCR	6/26/2020	TOWN CLERK 0615-061920		\$	-	\$ 183.00	\$ (4,527.40)	
*12	289 GEN	6/30/2020	GB23 IRS REC FEES REC'D THRU ACH		\$	-	\$ 1.00	\$ (4,528.40)	
*12	315 GCR	6/30/2020	TOWN CLERK 0629-063020		\$	-	\$ 111.00	\$ (4,639.40)	
*12	315 GCR	6/30/2020	TOWN CLERK 0622-062620		\$	-	\$ 186.00	\$ (4,825.40)	
*12	316 API	6/30/2020	001851 30577 AVENU HOLDINGS		\$	7,496.80	\$ -	\$ 2,671.40	
					\$ (12,461.19)	\$9,813.40	\$7,142.00	\$ 2,671.40	\$ (9,789.79)

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-21039	TOWN CLERK'S PORTIOI				\$ (24,522.03)				
*1	57 API	7/3/2019	000678 21159	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ 138.10	
*1	143 GCR	7/10/2019	TOWN CLERK 0701-070519		\$ -	\$ 74.00	\$ -	\$ 64.10	
*1	230 GCR	7/17/2019	TOWN CLERK 0708-071219		\$ -	\$ 60.00	\$ -	\$ 4.10	
*1	326 GCR	7/24/2019	TOWN CLERK 0715-071919		\$ -	\$ 134.00	\$ -	\$ (129.90)	
*1	422 GCR	7/31/2019	TOWN CLERK 0722-072619		\$ -	\$ 108.00	\$ -	\$ (237.90)	
*1	428 GEN	7/31/2019	GB23 IRS REC FEES		\$ -	\$ 12.00	\$ -	\$ (249.90)	
*1	469 GCR	7/31/2019	TOWN CLERK 0729-073119		\$ -	\$ 114.00	\$ -	\$ (363.90)	
*2	9 API	8/2/2019	000678 21944	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ (225.80)	
*2	117 GCR	8/16/2019	TOWN CLERK 0801-080919		\$ -	\$ 138.00	\$ -	\$ (363.80)	
*2	127 API	8/23/2019	000946 22269	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (348.80)	
*2	178 GCR	8/23/2019	TOWN CLERK 082019		\$ -	\$ 134.00	\$ -	\$ (482.80)	
*2	240 GCR	8/30/2019	TOWN CLERK 0819-082319		\$ -	\$ 139.00	\$ -	\$ (621.80)	
*2	243 GCR	8/30/2019	CORREC		\$ -	\$ 138.00	\$ -	\$ (759.80)	
*2	243 GCR	8/30/2019	CORREC		\$ 139.00	\$ -	\$ -	\$ (620.80)	
*2	244 GEN	8/31/2019	GB23 IRS REC FEED REC'D		\$ 10.00	\$ -	\$ -	\$ (610.80)	
*2	245 GRV	8/31/2019	GB23 ORIGINAL JNL NOT FOUND		\$ -	\$ 10.00	\$ -	\$ (620.80)	
*2	246 GRV	8/31/2019	GB23 ORIGINAL JNL NOT FOUND		\$ -	\$ 10.00	\$ -	\$ (630.80)	
*2	263 GCR	8/31/2019	TOWN CLERK 0826-083019		\$ -	\$ 146.00	\$ -	\$ (776.80)	
*3	9 API	9/4/2019	000678 22661	RICOH USA INC	\$ 184.61	\$ -	\$ -	\$ (592.19)	
*3	75 GCR	9/13/2019	TOWN CLERK 0903-090619		\$ -	\$ 114.00	\$ -	\$ (706.19)	
*3	106 API	9/18/2019	000137 22963	STAPLES, INC	\$ 15.66	\$ -	\$ -	\$ (690.53)	
*3	120 GCR	9/20/2019	TOWN CLERK 090919-091319		\$ -	\$ 112.00	\$ -	\$ (802.53)	
*3	145 API	9/23/2019	000946 23157	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (787.53)	
*3	191 GCR	9/27/2019	TOWN CLERK 0916-092019		\$ -	\$ 104.00	\$ -	\$ (891.53)	
*3	200 API	9/30/2019	001852 23339	ADKINS PRINTING	\$ 101.16	\$ -	\$ -	\$ (790.37)	
*3	200 API	9/30/2019	000678 23344	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ (652.27)	
*3	203 GEN	9/30/2019	GB23 IRS FEES REC'D THRU PEOPLES		\$ -	\$ 12.00	\$ -	\$ (664.27)	
*3	219 GCR	9/30/2019	TOWN CLERK 0923-093019		\$ -	\$ 168.00	\$ -	\$ (832.27)	
*4	47 GCR	10/11/2019	TOWN CLERK 1001-1100419		\$ -	\$ 80.00	\$ -	\$ (912.27)	
*4	101 GCR	10/18/2019	TOWN CLERK 1007-101119		\$ -	\$ 182.00	\$ -	\$ (1,094.27)	
*4	129 API	10/23/2019	000946 23838	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (1,079.27)	
*4	144 GCR	10/25/2019	TOWN CLERK 1015-101819		\$ -	\$ 144.00	\$ -	\$ (1,223.27)	
*4	177 GEN	10/31/2019	GB23 IRS REC FEES REC'D		\$ -	\$ 12.00	\$ -	\$ (1,235.27)	
*4	188 GCR	10/31/2019	TOWN CLERK 1021-102519		\$ -	\$ 96.00	\$ -	\$ (1,331.27)	
*4	206 GCR	10/31/2019	TOWN CLERK 1028-103119		\$ -	\$ 52.00	\$ -	\$ (1,383.27)	
*5	20 API	11/8/2019	000678 24237	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ (1,245.17)	
*5	20 API	11/8/2019	001794 24285	W.B. MASON CO.,	\$ 102.92	\$ -	\$ -	\$ (1,142.25)	
*5	31 API	11/15/2019	000137 24335	STAPLES, INC	\$ 172.18	\$ -	\$ -	\$ (970.07)	
*5	60 GCR	11/15/2019	TOWN CLERK 1101-110819		\$ -	\$ 148.00	\$ -	\$ (1,118.07)	
*5	107 API	11/27/2019	000946 24716	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (1,103.07)	

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 PORTIOI				\$ (24,522.03)				
*5	110 GCR	11/22/2019	TOWN CLERK 1112-111519		\$ -	\$ -	\$ 88.00	\$ (1,191.07)	
*5	146 GEN	11/30/2019	GB23 IRS REC FEES REC'D		\$ -	\$ -	\$ 4.00	\$ (1,195.07)	
*5	154 GCR	11/30/2019	TOWN CLERK 1118-112219		\$ -	\$ -	\$ 96.00	\$ (1,291.07)	
*5	181 GCR	11/30/2019	TOWN CLERK 1125-112719		\$ -	\$ -	\$ 80.00	\$ (1,371.07)	
*6	20 API	12/3/2019	000678 24973 RICOH USA INC		\$ 186.45	\$ -	\$ -	\$ (1,184.62)	
*6	81 GCR	12/13/2019	town clerk 1202-120619		\$ -	\$ -	\$ 96.00	\$ (1,280.62)	
*6	138 GCR	12/20/2019	1209- TOWN CLERK 1209-121319		\$ -	\$ -	\$ 106.00	\$ (1,386.62)	
*6	156 API	12/16/2019	000946 25468 INFOSHRED, LLC		\$ 15.00	\$ -	\$ -	\$ (1,371.62)	
*6	184 API	12/30/2019	000137 25568 STAPLES, INC		\$ 41.63	\$ -	\$ -	\$ (1,329.99)	
*6	186 GCR	12/31/2019	TOWN CLERK 1216-122019		\$ -	\$ -	\$ 136.00	\$ (1,465.99)	
*6	193 GEN	12/31/2019	GB23 IRS REC FEES REC'D		\$ -	\$ -	\$ 8.00	\$ (1,473.99)	
*6	206 GCR	12/31/2019	TOWN CLERK 1223-123119		\$ -	\$ -	\$ 124.00	\$ (1,597.99)	
*7	25 API	1/10/2020	000678 25720 RICOH USA INC		\$ 138.10	\$ -	\$ -	\$ (1,459.89)	
*7	73 API	1/17/2020	000946 25823 INFOSHRED, LLC		\$ 15.00	\$ -	\$ -	\$ (1,444.89)	
*7	94 GCR	1/17/2020	TOWN CLERK 010220-011020		\$ -	\$ -	\$ 130.00	\$ (1,574.89)	
*7	114 API	1/22/2020	000137 26011 STAPLES, INC		\$ 7.83	\$ -	\$ -	\$ (1,567.06)	
*7	114 API	1/22/2020	001794 26070 W.B. MASON CO.,		\$ 23.58	\$ -	\$ -	\$ (1,543.48)	
*7	122 API	1/24/2020	001651 26124 JP MORGAN CHASE		\$ 119.94	\$ -	\$ -	\$ (1,423.54)	
*7	130 GCR	1/24/2020	TOWN CLERK 0113-011720		\$ -	\$ -	\$ 100.00	\$ (1,523.54)	
*7	184 GCR	1/31/2020	TOWN CLERK 0121-012420		\$ -	\$ -	\$ 82.00	\$ (1,605.54)	
*7	199 GEN	1/31/2020	GB23 IRS REC FEES REC'D THRU ACH		\$ -	\$ -	\$ 4.00	\$ (1,609.54)	
*7	214 GEN	1/31/2020	GB66 COLOR COPY CHARGES 011420		\$ 3.08	\$ -	\$ -	\$ (1,606.46)	
*7	223 GCR	1/31/2020	TOWN CLERK 0127-31/20		\$ -	\$ -	\$ 120.00	\$ (1,726.46)	
*8	40 API	2/7/2020	000678 26595 RICOH USA INC		\$ 138.10	\$ -	\$ -	\$ (1,588.36)	
*8	79 GCR	2/14/2020	TOWN CLERK 0203-020720		\$ -	\$ -	\$ 154.00	\$ (1,742.36)	
*8	137 GCR	2/21/2020	TOWN CLERK 0210-021420		\$ -	\$ -	\$ 108.00	\$ (1,850.36)	
*8	165 API	2/25/2020	000946 26906 INFOSHRED, LLC		\$ 26.50	\$ -	\$ -	\$ (1,823.86)	
*8	188 GCR	2/28/2020	TOWN CLERK 0218-022120		\$ -	\$ -	\$ 110.00	\$ (1,933.86)	
*8	199 GEN	2/28/2020	GB23 IRS REC FEES REC'D THUR ACH		\$ -	\$ -	\$ 8.00	\$ (1,941.86)	
*8	205 GEN	2/29/2020	GB58 COLOR COPY CHARGES 021420		\$ 5.04	\$ -	\$ -	\$ (1,936.82)	
*8	221 GCR	2/29/2020	TOWN CLERK 0224-0228/20		\$ -	\$ -	\$ 108.00	\$ (2,044.82)	
*9	27 API	3/5/2020	000678 27183 RICOH USA INC		\$ 194.65	\$ -	\$ -	\$ (1,850.17)	
*9	84 GCR	3/13/2020	TOWN CLERK 0302-030620		\$ -	\$ -	\$ 124.00	\$ (1,974.17)	
*9	117 API	3/27/2020	000946 27468 INFOSHRED, LLC		\$ -	\$ -	\$ -	\$ (1,947.67)	
*9	117 API	3/27/2020	000137 27597 STAPLES, INC		\$ 26.50	\$ -	\$ -	\$ (1,938.08)	
*9	128 GCR	3/20/2020	TOWN CLERK 0309-031320		\$ -	\$ -	\$ 82.00	\$ (2,020.08)	
*9	141 GCR	3/24/2020	TOWN CLERK 0316-032020		\$ -	\$ -	\$ 84.00	\$ (2,104.08)	
*9	210 API	3/31/2020	001794 27887 W.B. MASON CO.,		\$ 23.58	\$ -	\$ -	\$ (2,080.50)	
*9	218 GEN	3/31/2020	GB23 IRS FEES REC'D THRU ACH		\$ -	\$ -	\$ 6.00	\$ (2,086.50)	
*9	226 GCR	3/31/2020	TOWN CLERK 0323-033120		\$ -	\$ -	\$ 133.00	\$ (2,219.50)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-21039	TOWN CLERK'S PORTIOI				\$ (24,522.03)				
*10	72 API	4/9/2020	000946	28068	INFOSHRED, LLC	\$ 12.00	\$ -	\$ (2,207.50)	
*10	72 API	4/9/2020	000678	28086	RICOH USA INC	\$ 139.10	\$ -	\$ (2,068.40)	
*10	93 GCR	4/17/2020	TOWN CLERK	0401-040920		\$ -	\$ 216.00	\$ (2,284.40)	
*10	96 API	4/17/2020	001651	28161	JP MORGAN CHASE	\$ 181.73	\$ -	\$ (2,102.67)	
*10	117 API	4/24/2020	000946	28246	INFOSHRED, LLC	\$ 26.50	\$ -	\$ (2,076.17)	
*10	150 GCR	4/24/2020	TOWN CLERK	0413-041720		\$ -	\$ 120.00	\$ (2,196.17)	
*10	211 GCR	4/30/2020	TOWN CLERK	0420-042420		\$ -	\$ 76.00	\$ (2,272.17)	
*10	213 GEN	4/30/2020	GB23	IRS REC FEES REC'D THRU ACH		\$ -	\$ 4.00	\$ (2,276.17)	
*10	223 GEN	4/30/2020	GB45	COLOR COPY CHARGES 03/31/20		\$ 4.20	\$ -	\$ (2,271.97)	
*10	245 GCR	4/30/2020	TOWN CLERK	0427-043020		\$ -	\$ 90.00	\$ (2,361.97)	
*11	22 API	5/4/2020	000678	28808	RICOH USA INC	\$ 138.10	\$ -	\$ (2,223.87)	
*11	61 API	5/8/2020	001852	28911	ADKINS PRINTING	\$ 87.69	\$ -	\$ (2,136.18)	
*11	96 GCR	5/15/2020	051520	TOWN CLERK 0501-05/08/20		\$ -	\$ 114.00	\$ (2,250.18)	
*11	156 GCR	5/22/2020	TOWN CLERK	0511-051520		\$ -	\$ 78.00	\$ (2,328.18)	
*11	172 API	5/27/2020	000157	29303	THE DAY PUBLISH	\$ 101.20	\$ -	\$ (2,236.98)	
*11	172 API	5/27/2020	000946	29162	INFOSHRED, LLC	\$ 26.50	\$ -	\$ (2,200.48)	
*11	180 GCR	5/29/2020	TOWN CLERK	0518-052220		\$ -	\$ 106.00	\$ (2,306.48)	
*11	198 GEN	5/31/2020	GB23	IRS REC FEES REC'D		\$ -	\$ 4.00	\$ (2,310.48)	
*11	223 GCR	5/31/2020	TOWN CLERK	0526-052920		\$ -	\$ 98.00	\$ (2,408.48)	
*12	27 API	6/5/2020	001852	29431	ADKINS PRINTING	\$ 193.37	\$ -	\$ (2,215.11)	
*12	27 API	6/5/2020	000137	29397	STAPLES, INC	\$ 172.18	\$ -	\$ (2,042.93)	
*12	68 API	6/9/2020	000157	29988	THE DAY PUBLISH	\$ 205.60	\$ -	\$ (1,837.33)	
*12	123 GCR	6/12/2020	TOWN CLERK	0601-060520		\$ -	\$ 114.00	\$ (1,951.33)	
*12	148 API	6/15/2020	000946	30115	INFOSHRED, LLC	\$ 26.50	\$ -	\$ (1,924.83)	
*12	148 API	6/15/2020	001794	30188	W.B. MASON CO.,	\$ 85.30	\$ -	\$ (1,839.53)	
*12	187 GCR	6/19/2020	TOWN CLERK	0608-061220		\$ -	\$ 110.00	\$ (1,949.53)	
*12	222 GCR	6/26/2020	TOWN CLERK	0615-061920		\$ -	\$ 106.00	\$ (2,055.53)	
*12	289 GEN	6/30/2020	GB23	IRS REC FEES REC'D THRU ACH		\$ -	\$ 2.00	\$ (2,057.53)	
*12	315 GCR	6/30/2020	TOWN CLERK	0629-063020		\$ -	\$ 82.00	\$ (2,139.53)	
*12	315 GCR	6/30/2020	TOWN CLERK	0622-062620		\$ -	\$ 112.00	\$ (2,251.53)	
*12	316 API	6/30/2020	000137	30626	STAPLES, INC	\$ 9.98	\$ -	\$ (2,241.55)	
*12	316 API	6/30/2020	000137	30627	STAPLES, INC	\$ 11.72	\$ -	\$ (2,229.83)	
*12	356 API	6/30/2020	001651	30795	JP MORGAN CHASE	\$ 126.72	\$ -	\$ (2,103.11)	
					\$ (24,522.03)	\$ 3,860.89	\$ 5,964.00	\$ (2,103.11)	\$ (26,625.14)

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 FY20: \$9,789

Anticipated additional revenues FY21: \$7,000

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 FY20: \$26,626

Anticipated additional revenues FY21: \$6,000

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 FY16: \$3,000

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

Expectation FY22: \$3,000 – \$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, tracking software and as needs arise, purchasing of shelving, cabinets for the vault and furniture for the office.

CGS Sec. 7-34. Fees.

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 11-8i. 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. 11-8j. Preservation and management of historic documents: Definitions. As used in sections 11-8i to 11-8j, 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. Many projects have been put on the back burner in order to finance the day to day operations with the revenue funds. The primary purpose of these funds is for document and record preservation. These funds are set aside by the State of Connecticut. My concern is that the state may discontinue these funds and our window to upgrade the office will close.

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.

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 look forward to training from the state for the State Death Registration System which will allow us to easily retrieve and create death records. The savings by this department per year will be approximately \$250, and will include additional revenues.

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
2021-2022 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	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 YTD	2021-2022 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax	312,126	291,184		200,000	200,000
Copy Fees	22,169	24,221		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	161,889	183,087		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	496,184	498,492	0	400,000	400,000

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

06/30/20

P 14
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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
09 TOWN CLERK							
101 GENERAL FUND							
10109 TOWN CLERK							
40351 LIENS							
10109 40351 LIENS -COLLECTED BY UT	-10,000	-10,000	-10,360.00	.00	.00	360.00	103.6%
40400 CONVEYANCE TAX							
10109 40400 CONVEYANCE TAX	-200,000	-200,000	-291,184.01	.00	.00	91,184.01	145.6%
41020 MARRIAGE LICENSES							
10109 41020 MARRIAGE LICENSES	0	0	-2,512.00	.00	.00	2,512.00	100.0%
41021 HUNTING & FISHING LICENSE							
10109 41021 HUNTING & FISHING LICENSE	0	0	-67.00	.00	.00	67.00	100.0%
41022 DOG LICENSES							
10109 41022 DOG LICENSES	0	0	-1,109.00	.00	.00	1,109.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS							
10109 41029 WTFD-EL SHELLFISH PERM	0	0	-276.00	-8.00	.00	276.00	100.0%
41031 WATERFORD SHELLFISH PERM							
10109 41031 WATERFORD SHELLFISH PE	0	0	-48.50	56.00	.00	48.50	100.0%
42009 RECORDING FEES							
10109 42009 RECORDING FEES	-175,000	-175,000	-120,419.00	.00	.00	-54,581.00	68.8%

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

06/30/20

P 15
glytdbud

FOR 2020 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	-24,220.50	.00	.00	24,220.50	100.0%
44005 VITAL STATISTICS							
10109 44005 VITAL STATISTICS	0	0	-31,365.00	-1,435.00	.00	31,365.00	100.0%
44006 MISCELLANEOUS							
10109 44006 MISCELLANEOUS	0	0	-2,878.00	.00	.00	2,878.00	100.0%
44254 LOCAL CAPITAL IMPROVEMENT							
10109 44254 LOCIP FUND- AGRICULTUR	0	0	-8,532.00	.00	.00	8,532.00	100.0%
48006 SALE OF BICENTENNIAL BOOKS							
10109 48006 SALE OF BICENTENNIAL B	0	0	-20.00	.00	.00	20.00	100.0%
TOTAL GENERAL FUND	-385,000	-385,000	-492,991.01	-1,387.00	.00	107,991.01	128.0%

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

06/30/20

16
glytdbud

FOR 2020 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 TOWN CLERK	-385,000	-385,000	-498,491.01	-1,387.00	.00	113,491.01	129.5%
TOTAL REVENUES	-385,000	-385,000	-498,491.01	-1,387.00	.00	113,491.01	

TOWN of WATERFORD, CT



Targeted Grants:

FY 2021

Historic Documents Preservation Grant Program

Prepared by:
David L. Campo
Waterford Town Clerk

APPLICATION

TARGETED GRANT FY 2021

Historic Documents Preservation Program

Connecticut Municipalities

GP-001 (rev. 1/2020)



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://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:

Use full name, i.e. "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

MCEO Address if Different:

Grant Application Deadline:

☐ Cycle 1: April 30, 2020☒ Cycle 2: September 30, 2020

Grant Contract Period:

The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.

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	\$ 0	\$ 1,400
4. Town Personnel Costs (Total cost for all town personnel)	\$	\$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
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 Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
 - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 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. Where applicable, identify the specific records involved, including volume numbers and date ranges.
 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: Refer to the detailed instructions provided on Page 12 of the Guidelines under Section D, Town Personnel Costs.
 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 more than one project – show the breakdown for each project under each line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.
 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.

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

8/26/2020
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 2021 Targeted Grant Guidelines* have been met.

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

8/26/2020
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 2021

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 hard copies. 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.

(See attached job estimate)

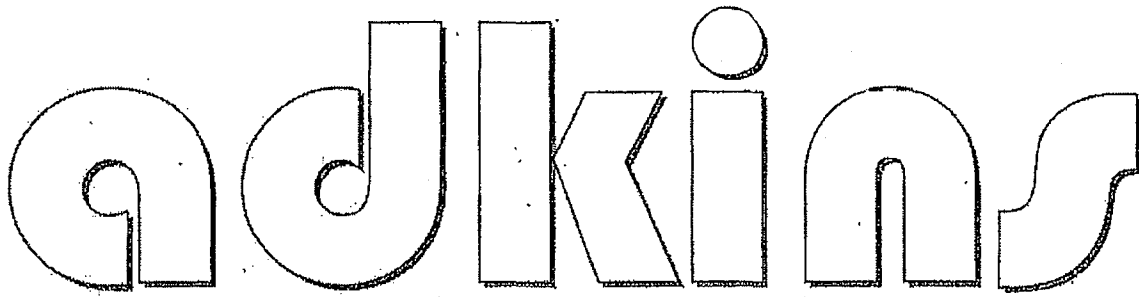
2. Identify the vendors: The primary contact is Irenè Sulewski at:

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

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

August 26, 2020

Client: Waterford Town Clerk

Title of Job: Creation of TIFF images from microfilm

The Town of Waterford has 25,625 pages of minutes on microfilm that need to be converted to TIFF images for easy viewing and printing.

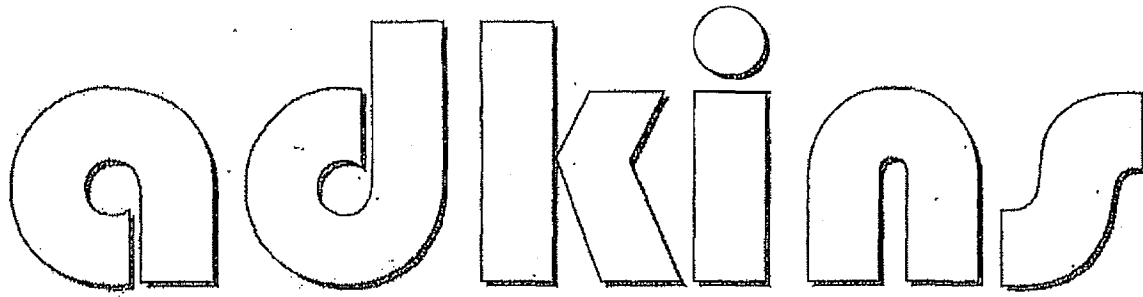
25,625 images converted to TIFF images @ \$0.16/image..... \$4,100/lot

TOTAL COST.....\$4,100

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

August 26, 2020

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