

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10106 TAX COLLECTOR

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 BD OF SELECTMEN APPROVED	2026-2027 BD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	89,688	4	90,805		44,880	91,940	91,940	91,940	1,135	1.25%
51210	CLERICAL/TECHNICAL	74,760	-604	78,596		38,980	81,407	81,407	81,407	2,811	3.58%
51920	F.I.C.A	12,112		12,960		6,204	13,261	13,261	13,261	301	2.32%
	SUBTOTAL	176,560	(600)	182,361	0	90,064	186,608	186,608	186,608	4,247	2.33%
SERVICES											
52010	ADVERTISING	654		690		218	730	730	730	40	5.80%
52020	POSTAGE	8,752	453	11,000		5,607	11,000	11,000	11,000	-	0.00%
52030	PROFESSIONAL FEES	27,188	-58	30,349		12,228	31,619	31,619	31,619	1,270	4.18%
52040	SERVICE CONT. & REPAIR	1,048	-100	1,067		503	1,067	1,067	1,067	-	0.00%
52050	DUES, CONF. & EDUCATION	1,810	-65	1,950		965	1,995	1,995	1,995	45	2.31%
	SUBTOTAL	39,452	230	45,056	0	19,521	46,411	46,411	46,411	1,355	3.01%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	928	570	400		325	590	590	591	191	47.75%
	SUBTOTAL	928	570	400	0	325	590	590	591	191	47.75%
OFFICE EQUIPMENT											
54060	OFFICE EQUIPMENT	0		0			0	0	-	-	
	SUBTOTAL	0	0	0	0	0	0	0	-	-	
	DEPARTMENT TOTAL	216,940	200	227,817	0	109,910	233,609	233,609	233,609	5,792	2.54%



Tax Collector FISCAL YEAR 2027 BUDGET

WATERFORD TAX COLLECTOR

Functional Description of the Duties of the Tax Office

The purpose of the Tax Office is to bill and collect municipal real estate, business personal property, and motor vehicle taxes; conform to all state statutes for collection and reporting, as well as to provide information regarding taxes to taxpayers and various agencies upon demand. The office is responsible for the accuracy and legality of all steps in the billing, adjustment, collection, deposit, and reporting process.

The Grand List 2024 levy totaled \$104,077,869.51, an increase of \$3,976,159.52 or 3.97% compared to the GL 2023 levy. As of the end of FY 2025, the tax office had achieved an overall collection rate as follows:

Real Estate:	99.69%
Personal Property:	99.91%
Motor Vehicle:	97.77%
Motor Vehicle Supplemental:	93.73%
Total Collection Rate:	99.62%

State statutes govern the tax collection process almost entirely. Tax bill preparation and delivery, the collection calendar, collection procedures, interest rates, fees, and collection tools specified in the statutes, such as:

12-130 Failure to send or receive bill: Failure to send out or receive any such bill or statement shall not invalidate the tax
12-146 No tax installment shall be construed to be delinquent...if...the envelope containing such tax...bears a postmark showing a date within the time allowed by statute..

12-146 If any tax due...is not paid in full...the whole or such part as is unpaid...shall be subject to interest from the due date of such delinquent installment.

There is no provision in the statutes for a tax collector to waive interest except for a taxpayer who has received compensation under Chapter 968 as a crime victim.

The majority of the required billing information comes from the Assessor's Office, often in conjunction with the Connecticut Department of Motor Vehicles. The daily work necessitates a close working relationship with those offices as well as the Town Clerk, Finance Department, Town Treasurer, and various other agencies. The 2024 levy generated 33,938 tax bills: 9,606 real estate, 1,258 personal property, 20,714 motor vehicle bills and this year we started billing a portion of the supplemental (partial year) motor vehicle bills. In July, there were 2,260 supplemental motor vehicle bills. The remaining half will be billed in January.

A Look Ahead:

The Tax Office has no specific plans for capital requests or purchases and we are currently at a minimal staffing level. We continue to investigate options that will reduce overhead costs for the Town and for the taxpayers including, but not limited to, the most cost-efficient online payment opportunities and the new collection agency with which we have contracted.

FY 2027 BUDGET SUMMARY

The Fiscal Year 2027 total budget request is \$233,609, an increase of \$5,792 (2.54%) from the prior year. Personnel costs increased by \$4,247 (2.33%) and Services increased \$1,355 (3.01%) driven predominantly by an increase Quality Data Service tax billing services.

Personnel Cost: \$186,608

This is an increase of \$4,247 (2.33%).

Backup Page: 6-7

LI 51010 Elected Officials: \$91,940

At the 2/7/2022 meeting of the RTM, that body voted to increase the elected officials' salaries by the **lowest** of the following criteria:

1. The percentage increase of the CPI-U from July of the preceding fiscal year;
2. One-Half (50%) of the percentage increase approved for non-union management;
3. One point five percent (1.5%)

At the 12/1/2025 meeting of the RTM, salaries of the non-union managers were approved at a 2.5% increase thereby setting the salaries of elected officials at 1.25%.

LI 51210 Clerical/Technical: \$81,407

This is an increase of \$2,811 (3.58%). The salary for the Tax Office's full-time Accounts Receivable Clerk is determined by a negotiated contract between the Town and Local 1303-037. The increase of the full-time clerk is 2.35% and the increase of the non-union part-time clerk is 5.06%

The Town of Waterford has set the Seasonal Clerk wage scale at \$17.50 as of 7/1/2026. I have recalculated the necessary hours and days for our seasonal employee per the recommended budget amount from the Finance Department. There are 23 days necessary for this year's collection month. At the 100 hours (\$1750.00) calculated by Finance for the budget, this would limit the position to only 4 hour per day as opposed to the historical 5-hour day.

LI 51920 FICA: \$13,261

This is an increase of \$301 (2.32%). FICA is budgeted at 7.65% of all wages.

Services: \$46,411.

This is an increase of \$1,355 (3.01%).

LI 52010 Advertising: \$730

State statute 12-145 requires publication of tax notices six times per year in a local newspaper: three times for each of the collection months. Rates are for publication in the Waterford Times. I have been in contact with The Day legal ad department and they are stating that the price will be increasing, therefore I am budgeting a 5.8% increase.

LI 52020 Postage: \$11,000

Postage rates have gone from \$0.55 (1/27/2019); \$0.58 (8/29/2012); \$0.60 (7/10/2022); \$0.63 (1/22/2023); \$0.66 (7/9/2023); \$0.68 (1/1/24); \$0.73 (7/1/24) and \$0.75 (10/25). I am using our new collection agency more for their delinquent mailings in order to mitigate some of the postage expense.

FY 2019	\$5,348	FY 2022	\$6,662	FY 2025	\$8752
FY 2020	\$5,552	FY 2023	\$7559		
FY 2021	\$4,874	FY 2024	\$9357		

July 2025	Metered Mail	\$441.17	
Actual	Postage	\$12.69	
Aug 2025	Metered Mail	\$2,894.40	DQ Statements
Actual	Postage	\$113.46	
Sept 2025	Metered Mail	\$1,837.26	Demands
Actual	Postage	\$107.88	PP Lien Notice
Oct 2025	Metered Mail	\$123.42	
Actual	Postage	\$10.23	
Nov 2024	Metered Mail	\$82.11	
	Postage	\$0.90	
Dec 2024	Metered Mail	\$214.74	
	Postage	\$0.90	
Jan 2025	Metered Mail	\$1,168.99	Postcards
	Postage	\$1.80	
Feb 2025	Metered Mail	\$1,342.33	DQ Statements
	Postage	\$69.30	
Mar 2025	Metered Mail	\$700.35	Demands
	Postage	\$16.20	
Apr 2025	Metered Mail	\$749.90	Lien Notices
	Postage	\$4.50	
May 2025	Metered Mail	\$57.96	
	Postage	\$2.70	
June 2025	Metered Mail	\$63.74	DQ Statements
	Postage	\$0.00	
		\$10,016.93	

LI 52030 Professional Fees: \$31,619

This is an increase of \$1,270.00 (4.18%).

I have included a year-to-year cost comparison and billing comparison for the Quality Data Services expenses in the backup.

I have eliminated the expenses for Invoice Cloud as we will be changing our online payment processor and that company does not charge those fees.

Quality Data Service – All Billing Services	\$31,323.51
Last year \$29,573.84 (Backup: Pages 15-17)	

This is an increase of \$1,749.67 (5.92%)

This year \$13,357.50 of software support moved to IT budget.
 Last year: \$12,760.00

DMV – Access DMV database for current address and registration information (Backup: Page 18)	\$250
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New Employee Background Check	\$45
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LI 52040 Service Contracts and Repairs: \$1067

This is for the lease payments on the Ricoh copier and copy fees based on usage.

Copier/Printer Lease		\$1067
Ricoh copier lease: \$77.23 per month	\$926.76	
Copy fees: \$0.007 per copy	\$140.00	

4 Year Average: \$142.45

2022: \$ 146.85
2023: \$ 127.19
2024: \$ 174.35
2025: \$ 121.41

LI 52050 Dues, Conferences and Education: \$1995

This amount covers state and local membership dues and state/regional association meetings. (Backup: Pages 19-24)

Dues:

Connecticut Tax Collectors' Association (CTx)	\$ 75
New London County Tax Collectors' Ass'n	\$ 40
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 40

Conferences:

Connecticut Tax Collectors' Association (CTx)	\$ 800
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 900
CTx Spring Meeting	\$ 70
CTx Fall Meeting	\$ 70

LI 53010 Supplies: \$ 590

Supplies that are specific to departments are now in each department's budget in addition to some supplies that are no longer in the Finance Department purview.
(Backup: Pages 25-27)

Toner for HP printer M402n (Printer @ Soulinda's Desk)	\$ 180
Receipt Paper for Validator (100 @ \$1.89)	
[Current purchase 120 rolls]	\$ 170
Validator Ribbons (20 @ \$6.99)	\$ 140
Miscellaneous Non-Finance Supplies	
Rubber Bands, Red Pens, Calendars, colored Sharpies, Pencils, Colored highlighters, Address Labels, canned air batteries etc.	\$ 100

FY 2021	70	18
FY 2022	80	16
FY 2023	80	20
FY 2024	80	20
FY 2025	120	25
FY 2026 ytd	120	10
8 Yr Average	90	18
Most Recent Costs	\$1.89	\$6.99

LI 54060 Office Equipment: \$0

TOWN OF WATERFORD
GENERAL FUND
Revised 2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10106 TAX COLLECTOR

LINE ITEM	DESCRIPTION	COLUMN 1 2024/2025 ACTUAL EXPENDED	COLUMN 2 2025/2026 RTM APPROP.	COLUMN 3 2025/2026 ADD'L/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/26	COLUMN 5 2026/2027 DEPT/ AGENCY REQUEST	COLUMN 6 2026/2027 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	89,688	90,805			91,940		1,135	1.25%
51210	CLERICAL/TECHNICAL	74,760	78,596			81,407		2,811	3.58%
51810	OVERTIME	0	0			0		0	
51920	F.I.C.A	12,112	12,960			13,261		301	2.32%
	SUBTOTAL	176,559	182,361	0	0	186,608	0	4,247	2.33%
SERVICES									
52010	ADVERTISING	654	690			730		40	5.80%
52020	POSTAGE	8,557	11,000			11,000		0	0.00%
52030	PROFESSIONAL FEES	27,188	30,349			31,619		1,270	4.18%
52040	SERVICE CONT. & REPAIR	994	1,067			1,067		0	0.00%
52050	DUES, CONF. & EDUCATION	1,810	1,950			1,995		45	2.31%
	SUBTOTAL	39,203	45,056	0	0	46,411	0	1,355	3.01%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	958	400			590		190	47.50%
	SUBTOTAL	958	400	0	0	590	0	190	47.50%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	216,720	227,817	0	0	233,609	0	5,792	2.54%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 06 TAX COLLECTOR
2026/2027 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
1/12/2015	TAX COLLECTOR	40	N/A	90,804.30	91,939.35	N/A	91,939.35	7,033.36
	TOTALS			90,804.30	91,939.35	0.00	91,939.35	7,033.36
51210 - CLERICAL/TECHNICAL								
06/26/2024	ACCOUNTS RECEIVABLE CLERK	35	\$ 25.6982	45,871.10	46,950.65	N/A	46,950.65	3,591.72
03/09/2015	ACCOUNTS RECEIVABLE CLERK	19	\$ 32.1730	31,129.75	31,909.13	N/A	32,705.46	2,501.97
07/01/2022	SEASONAL CLERICAL	*LUMP 100	\$ 17.5000	1,700.00	1,750.00	N/A	1,750.00	133.88
	TOTALS			78,700.85	80,609.78	0.00	81,406.11	6,227.57
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
	TOTALS	FY26 FICA	12,967.14	169,505.14	172,549.13	0.00	173,345.46	13,260.93
	BUDGET TOTAL W/F.I.C.A.			182,472.29			186,606.39	

WORKDAYS 2026/2027	WEEKS TO BUDGET
261	52.2

Line Item	Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-26
51010	ELECTED OFFICIALS	86,286	86,286	87,255	89,684	90,805
51210	CLERICAL/TECHNICAL	82,334	80,820	85,437	88,733	77,956
51810	OVERTIME	0	0	0	0	0
51920	F.I.C.A.	12,900	12,784	13,211	13,649	12,911
	SUBTOTAL	181,520	179,890	185,903	192,066	181,672
	SERVICES					
52010	ADVERTISING	700	675	675	655	690
52020	POSTAGE	6,000	6,000	7,500	8,300	11,000
52030	PROFESSIONAL FEES	22,214	21,399	22,270	27,919	30,349
52040	SERVICE CONT. & REPAIR	1,178	1,000	1,146	1,146	1,067
52050	DUES, CONF. & EDUCATION	195	895	945	1,875	1,950
	SUBTOTAL	30,287	29,969	32,536	39,895	45,056
	MATERIALS & SUPPLIES					
53010	OFFICE SUPPLIES	100	280	50	360	400
	SUBTOTAL	100	280	50	360	400
	OFFICE EQUIPMENT					
54060	OFFICE EQUIPMENT	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
	DEPARTMENT TOTAL	211,907	210,139	218,489	232,321	227,128
	Salary Increase	0.96%	0.00%	1.12%	2.28%	1.25%
					11 Year	14.39%

Line Item	Description	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
		68,339	70,877	72,501	75,040	76,835	77,757	79,382	79,382	80,109	81,711	83,754	85,262
51010	ELECTED OFFICIALS	81,301	81,044	65,041	65,317	67,340	68,929	70,287	72,959	73,107	73,373	78,192	77,769
51210	CLERICAL/TECHNICAL	1,417	900	897	789	821	816	949	798	399	280	297	0
51810	OVERTIME	11,557	11,691	10,591	10,799	11,093	11,286	11,523	11,715	11,752	11,885	12,412	12,478
51920	F.I.C.A.	162,614	164,512	149,030	151,945	156,089	158,788	162,141	164,854	165,367	167,249	174,655	175,509
	SUBTOTAL												
	SERVICES												
52010	ADVERTISING	970	1,200	1,252	1,056	1,086	1,050	1,176	1,146	1,101	1,101	1,128	700
52020	POSTAGE	5,910	6,063	5,637	5,791	5,949	6,334	6,028	6,100	5,500	5,500	5,500	6,000
52030	PROFESSIONAL FEES	18,100	20,700	23,175	23,833	18,304	19,286	13,835	28,688	30,058	30,290	20,764	21,832
52040	SERVICE CONT. & REPAIR	9,205	9,580	10,395	10,587	10,787	13,273	15,193	1,434	1,385	1,365	1,365	1,350
52050	DUES, CONF. & EDUCATION	326	171	326	326	326	326	726	726	775	415	675	685
	SUBTOTAL	34,511	37,714	40,785	41,593	36,452	40,269	36,958	38,094	38,819	38,671	29,432	30,567
	MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	720	480	860	1,065	1,028	320	613	80	50	30	30	30
	SUBTOTAL	720	480	860	1,065	1,028	320	613	80	50	30	30	30
	OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0	1,200	0	0	400	410	200	200	0	1900	100	50
	SUBTOTAL	0	1,200	0	0	400	410	200	200	0	1900	100	50
	DEPARTMENT TOTAL	197,845	203,906	190,675	194,603	193,969	199,787	199,912	203,228	204,236	207,850	204,217	206,156

Line Item	Description	1999-2000	2000-2001	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
		1999-2000	2000-2001	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
51010	ELECTED OFFICIALS	51,844	52,736	54,516	56,362	57,452	60,056	60,486	63,436	64,416	67,310
51210	CLERICAL/TECHNICAL	105,335	107,010	119,258	123,145	124,285	93,749	96,657	92,050	81,129	86,782
51810	OVERTIME	652	600	627	680	680	720	618	607	2,240	1,500
51920	F.I.C.A.	28,659	31,374	31,537	36,859	0	0				
	SUBTOTAL	12,075	12,343	13,419	13,784	13,955	11,821	12,069	11,941	11,306	11,903
		198,565	204,063	219,357	230,830	196,372	166,346	169,830	168,034	159,091	167,495
SERVICES											
52010	ADVERTISING										
52020	POSTAGE	713	830	857	420	378	435	435	882	940	928
52030	PROFESSIONAL FEES	9,447	9,331	10,196	12,281	11,636	5,616	5,842	6,430	6,993	5,958
52040	SERVICE CONT. & REPAIR	800	1,050	1,200	1,350	1,550	15,420	16,870	15,713	18,078	18,400
52050	DUES, CONF. & EDUCATION	4,293	7,061	7,213	7,418	7,868	8,520	8,920	8,576	8,880	8,525
	SUBTOTAL	622	749	723	708	900	900	1,000	485	335	301
		38	50	50	50	50	50	50	776	146	146
		15,913	19,071	20,239	22,227	22,382	30,941	33,117	32,862	35,372	34,258
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES										
	SUBTOTAL	7	0	0	0	0	0	0	1,000	1,100	750
		7	0	0	0	0	0	0	1,000	1,100	750
OFFICE EQUIPMENT											
54060	OFFICE EQUIPMENT										
	SUBTOTAL	315	0	0	0	0	0	0	0	1,113	0
		315	0	0	0	0	0	0	0	1,113	0
	DEPARTMENT TOTAL										
		214,800	223,134	239,596	253,057	218,754	197,287	202,947	201,896	196,676	202,503
	DEPARTMENT TOTAL										

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
2026-2027 FISCAL YEAR**

All revenues from each department must be listed in the following categories. If you find that this list is inadequate, please identify your specific type of revenue and list in the space below.

DEPARTMENT: TAX COLLECTOR

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 YTD THRU 11/30	2 Year Average	VARIANCE
Beach Admission Fees					
Benefit Assessments					
Bulky Waste Fees					
Conveyance Tax					
Copy Fees					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest	290,865	354,675	117,787	322,770	0
Lien Fees	2,952	3,048	1,152	3,000	0
Inter-Municipal Revenues					0
Investment Interest					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Rentals					0
Sale of Equipment/Vehicles					0
Sale of Recyclables					0
State Operational Grants					0
Tax Collections-Current Year	96,078,023	98,014,510	77,995,850	97,046,267	0
Tax Collections - Prior Year	486,706	617,639	278,468	552,173	0
Versa Kart/Blue Box Purchases					0
Miscellaneous					0
Accurint (Personal Search)					0
NSF	2,275	2,450	2,035	2,363	
UCC Lien Fee	1,340	1,420	1,446	1,380	
Motor Vehicle Fees	23,164	22,819	18,192	22,992	
Warrant Fees					
East Lyme Animal Control Fee					0
Eugene O'Neill Gate Receipts					0
Alarm Monitoring					0
Alarm Penalties					0
Enhanced E 9-1-1					0
Regional Communications Fees					0
					0
					0
					0
TOTALS	96,885,325	99,016,561	78,414,930	97,950,943	0

Collection Statistics												
FY	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
July	Real Estate	60.50%	59.20%	54.80%	55.84%	53.39%	57.62%	59.27%	49.41%	61.16%	57.62%	59.69%
	Personal Prop	98.90%	97.80%	96.60%	97.24%	88.36%	87.58%	85.51%	86.37%	86.76%	87.05%	98.79%
	Motor Vehicle	80.10%	72.70%	66.60%	69.24%	56.86%	66.19%	66.64%	68.24%	65.20%	68.72%	70.96%
	MV Supp						Covid					59.46%
	Total	70.80%	68.90%	65.40%	66.62%	62.73%	65.48%	66.47%	60.39%	67.28%	66.18%	70.79%
August	Real Estate	61.50%	61.70%	61.70%	61.81%	61.72%	61.64%	56.66%	62.39%	65.11%	62.39%	62.60%
	Personal Prop	99.30%	99.20%	99.20%	99.34%	99.51%	99.61%	96.35%	99.72%	99.63%	98.41%	99.65%
	Motor Vehicle	86.50%	86.80%	87.00%	89.29%	90.07%	88.97%	65.24%	90.41%	88.23%	89.08%	88.59%
	MV Supp											81.94%
	Total	71.90%	71.70%	71.90%	72.28%	72.45%	72.35%	67.22%	73.65%	74.25%	73.50%	73.87%
September	Real Estate	61.70%	61.90%	61.90%	62.04%	62.35%	62.33%	61.45%	62.75%	65.29%	62.78%	62.87%
	Personal Prop	99.30%	99.40%	99.60%	99.41%	99.57%	99.81%	98.86%	99.79%	99.67%	99.82%	99.69%
	Motor Vehicle	90.40%	91.10%	92.10%	92.55%	92.45%	92.06%	82.59%	93.59%	91.75%	92.01%	91.71%
	MV Supp											87.72%
	Total	72.20%	72.10%	72.30%	72.62%	73.02%	73.03%	72.01%	74.17%	74.20%	74.28%	74.23%
October	Real Estate	62.00%	62.30%	62.10%	62.22%	62.60%	62.49%	62.67%	63.59%	62.97%	62.98%	63.11%
	Personal Prop	99.40%	99.50%	99.60%	99.53%	99.61%	99.87%	99.39%	99.84%	99.90%	99.84%	99.72%
	Motor Vehicle	92.10%	93.00%	93.60%	93.55%	93.85%	93.32%	92.32%	95.34%	92.69%	93.36%	93.23%
	MV Supp											89.23%
	Total	72.50%	72.40%	72.60%	72.81%	73.27%	73.21%	73.46%	74.61%	74.56%	74.49%	74.47%
November	Real Estate	62.20%	63.00%	62.5%	62.59%	63.20%	63.24%	63.19%	63.31%	65.91%	63.31%	63.51%
	Personal Prop	99.40%	99.60%	99.7%	99.63%	99.79%	99.89%	99.45%	99.93%	99.73%	99.85%	99.73%
	Motor Vehicle	93.10%	94.80%	95.2%	94.65%	95.48%	94.95%	94.00%	95.88%	94.00%	94.19%	94.24%
	MV Supp											90.17%
	Total	72.30%	73.10%	73.0%	73.15%	73.81%	73.86%	73.92%	74.27%	74.28%	74.76%	74.79%
December	Real Estate	71.00%	71.20%	71.01%	71.19%	71.30%	72.61%	71.84%	72.54%	72.10%	73.66%	69.69%
	Personal Prop	99.60%	99.60%	99.74%	99.64%	99.80%	99.89%	99.84%	99.92%	99.87%	99.76%	99.83%

[illegible]

Professional Fees Breakdown FY 2027 (QDS)

Professional Fees	FY 2027	FY 2026	Increase/Decrease	% +/-
QDS Software Support	\$8,557.50	\$8,150.00	\$407.50	5.00%
Qsearch-Tax Bill Web Hosting	\$3,360.00	\$3,200.00	\$160.00	5.00%
DRaaS-Cloud Service Backup	\$525.00	\$525.00	\$0.00	0.00%
Validator Hardware Maintenance	\$915.00	\$885.00	\$30.00	3.39%
	\$13,357.50	\$12,760.00	\$597.50	4.68%
Setup Charge	\$125.00	\$120.00	\$5.00	4.17%
June Real Estate Billing - Printing & Processing	\$1,540.00	\$1,463.00	\$77.00	5.26%
June Motor Vehicle Bills - Printing & Processing	\$3,724.00	\$3,564.40	\$159.60	4.48%
June Personal Property Bills - Printing & Processing	\$336.00	\$332.50	\$3.50	1.05%
June CASI & NCOA	\$95.00	\$90.00	\$5.00	5.56%
June Mailing Costs	\$2,700.00	\$2,619.50	\$80.50	3.07%
June QNest	\$500.00	\$475.00	\$25.00	5.26%
June EZ-Track USPS Tracking System	\$125.00	\$125.00	\$0.00	0.00%
June Mailing Envelopes, Preprinted (20,000)	\$1,100.00	\$1,007.50	\$92.50	9.18%
June Return Envelopes, Preprinted	\$1,150.00	\$1,057.88	\$92.12	8.71%
June First Class Postage	\$12,100.00	\$11,284.00	\$816.00	7.23%
June Insert (Brochure)	\$2,600.00	\$2,418.00	\$182.00	7.53%
December CASI & NCOA	\$95.00	\$90.00	\$5.00	5.56%
December MV Supp - Printing & Processing	\$714.00	\$678.30	\$35.70	5.26%
December Mailing Costs	\$344.25	\$331.50	\$12.75	3.85%
December EZ-Track USPS Tracking	\$65.00	\$60.00	\$5.00	8.33%
December Mailing Envelopes	\$140.25	\$127.50	\$12.75	10.00%
December Return Envelopes	\$146.63	\$133.88	\$12.75	9.52%
December First Class Postage	\$1,542.75	\$1,428.00	\$114.75	8.04%
December Insert (Brochure)	\$146.63	\$133.88	\$12.75	9.52%
Final Posted Rate Books	\$1,764.00	\$1,764.00	\$0.00	0.00%
Binding Final Posted Rate Books	\$270.00	\$270.00	\$0.00	0.00%
				Inc/Dec
Total	\$31,323.51	\$29,573.84	\$1,749.67	5.92%
	\$44,681.01	\$42,333.84	\$2,347.17	5.54%
Billing History (# of bills per type)				
Bill Type	GL 2024	GL 2023		
Real Estate	9,606	9,572		
Motor Vehicle	20,714	20,692		
Personal Property	1,258	1,240		
Motor Vehicle Supplemental (GL 2024 July Only)	2,360	3,236		
	33,938	34,740		



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter 7/1/2026-6/30/2027

Date	Letter/Quot...
12/1/2025	2026-Q189

Name / Address

Waterford Tax Collector
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Ship To/Bill To

Description of Services

Est Qty

Total

Software Services

Annual Software Support Fee - Revenue Collection Software
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service
Annual Hardware Maintenance Plan - Epson TMU675 validator

1 8,557.50
1 3,360.00
3 915.00

Serial #: J9UG002545

Serial #: J9UF002529

Serial #: BMLG012104

DRaaS - Disaster recovery as a service

84 525.00

Printing Services

Setup Charge
Jun - Printing and Processing RE Bills Including Banks
Jun - Printing and Processing MV Bills
Jun- Printing and Processing PP Bills

1 125.00
5,500 1,540.00
13,300 3,724.00
1,200 336.00

Dec - Printing and Processing MVS Bills

2,550 714.00

Book Services

Final Posted Ratebook per CT State Statutes
Binding Final Posted Books
Subtotal - CONTRACTED SERVICE

3 1,764.00
3 270.00
21,830.50

		Grand Total	\$21,830.50
Contact	Finance Dept		
e-mail	leo@qds.biz		
Phone #	2037559031 Ext 6555		
Leo DiNicola, CFO - 203-910-2316 (c)			

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Signature represents agreement to our Terms & Conditions:

<https://www.qds.biz/wp-content/uploads/2024/12/QDS-STANDARD-TERMS-AND-CONDITIONS-10-26-2023.pdf>

**Quality Data Service, Inc.**121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter 7/1/2026-6/30/2027

Date	Letter/Quot...
12/1/2025	2026-Q190

Name / AddressWaterford Tax Collector
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385Ship To/Bill To
Tax Office**Description of Services****Est Qty****Total****Mailing Services**

Jun - CASI certify File	1	95.00
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	20,000	2,700.00
Jun - QNest Services - QDS patented service	1	500.00
Jun - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	125.00
Jun - #10 Mailing Envelopes 24# WW - 1 sided	20,000	1,100.00
Jun - #9 Return Envelope (BRE) - 1 Sided - Color BLUE Envelope	20,000	1,150.00
Jun - 1st Class Postage - CASS Certified Rates	20,000	12,100.00
Jun - TRIFOLD BROCHURE - 8 1/2 x 11 Insert, Black Ink, Color Paper, 24lb, duplex - includes tri-fold and inserting with tax bills	20,000	2,600.00
Subtotal JUNE		20,370.00
Dec - CASI certify File	1	95.00
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,550	344.25
Dec - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit	1	65.00
Dec - #10 Envelopes 24# WW - 1 sided	2,550	140.25
Dec - #9 Return Envelope (BRE) - 1 Sided - Color envelopes	2,550	146.63
Dec - SLIP INSERT - 8 1/2 x 3 1/3 Bucksliip Insert, Black Ink, GREEN Paper, 24lb, single - includes inserting with tax bills	2,550	146.63
Dec - 1st Class Postage* - CASS Certified Rates	2,550	1,542.75
Subtotal DECEMBER		2,480.51

Grand Total**\$22,850.51**

Contact	Finance Dept
e-mail	leo@qds.biz
Phone #	2037559031 Ext 6555
Leo DiNicola, CFO - 203-910-2316 (c)	

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Signature represents agreement to our Terms & Conditions:

<https://www.qds.biz/wp-content/uploads/2024/12/QDS-STANDARD-TERMS-AND-CONDITIONS-10-26-2023.pdf>



STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, CT 06161

ct.gov/dmv (860) 263-5700



Invoice

BILL TO
Waterford Tax Collector 15 Rope Ferry Road Waterford, CT 06385

DATE	INVOICE #
5/21/2024	4360

DUE DATE
7/12/2024

DESCRIPTION	QTY	AMOUNT
-- PAYMENT DUE UPON RECEIPT --		
PERIOD COVERED: 7/01/24 TO 06/30/25		
YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE INFORMATION. (DMV DIRECT PROGRAM)	1	250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV		
PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY QUESTIONS.		
PLEASE REMIT THE TOTAL DUE TO:		
DEPARTMENT OF MOTOR VEHICLES 3RD FLOOR/FISCAL SERVICES RM 327 60 STATE STREET WETHERSFIELD, CT 06161		

APPROVED FOR PAYMENT
ACCT# 10106-52030
AMOUNT 250.00
FISCAL YEAR 2025
SIGNATURE [Signature]
DATE 7-1-2024

Paid Fees

Please return one copy of invoice with payment.

Total \$250.00

Payments/Credits \$0.00

Balance Due \$250.00

Seat Belts Do Save Lives
DMV is an equal opportunity employer operating under an approved affirmative action plan.



CTx DUES INVOICE

CTx Dues Membership Form

INVOICE NUMBER

CTx_Dues_20250145

NAME

Alan Wilensky

ADDRESS

15 Rope Ferry Road
Waterford, CT 06385
United States

TITLE

Tax Collector

TOWN OR COMPANY

Waterford

PHONE

860-444-5815

EMAIL

awilensky@waterfordct.org

SELECT PAYMENT METHOD

Pay By Check

Order

Product	Qty	Unit Price	Price
Tax Collector Dues	1	\$75.00	\$75.00
Total			\$75.00

Please send your check to:

CTx

15 Rope Ferry Road

NEW LONDON COUNTY TAX COLLECTOR'S ASSOCIATION

**Annual Dues Statement
For 2025**

2025 dues:

Member \$40.00

Retired \$5.00

Please make/remit payment to:
New London County Tax Collectors Assoc
C/O Christine Dixon
East Lyme Tax Collector
PO Box 511
Niantic CT 06357



NRTCTA Membership Application

New & Renewal: July 1, 2025 – June 30, 2026

Make checks payable to: NRTCTA. Please forward payment to:

Rosemarie Silva 4 Garfield Terrace, West Warwick, RI 02893.

Questions/Phone: Rosemarie Silva (401) 827-9063 and Jo Anne Santos (401) 364-1217

Individual Membership:

Dues: \$ 40.00 Active Member (Also for Each Vendor Representative-see below)
\$ 5.00 Retired Member

Your Name:

Title/Position:

E-mail:

Telephone number:

Address:

Name of Community you work for:

Associate Membership (Business/Vendors)

Dues: \$100.00 Per Organization (Associate Business Membership)

Vendors & Business must pay \$100 per organization as well as \$40 per organization representative.

Name of Company/Organization:

Representative Name(s)/Title(s):

E-mail:

Telephone number:

Address:



INVOICE

Annual Conference Attendee Registration

Attendee information

INVOICE #

A2025-00059

NAME

Alan Wilensky

CITY/TOWN REPRESENTED

Waterford

MAILING ADDRESS

15 Rope Ferry Road
Waterford, Connecticut 06385
United States

EMAIL

awilensky@waterfordct.org

PHONE

(860) 444-5815

DIETARY RESTRICTIONS?

Plan Selection

Payment

PAYMENT OPTION

Pay By Check

Order

Product	Qty	Unit Price	Price
PLAN A - Single Occupancy • PLAN A Options: Wed. & Thurs. Room Nights - with Meals for Wed., Thurs., Fri.	1	\$750.00	\$750.00
Total			\$750.00

Please remember to send your check to:

CTx c/o Milford Tax Collector

Attn: Cory Gumbrewicz

70 W River St, Milford CT 06460

There is an additional \$100 surcharge to registration fees if you are NOT a dues-paying member of NRTCTA.

Classes run all day Monday and Tuesday, and a half day Wednesday. Breakfasts and lunches are included. There is a social event on Sunday evening, and a themed banquet dinner on Tuesday – **"Around the World"** (tables decorated to represent different countries of the world). Monday's dinner is on your own. There are two restaurants right on site at the hotel, and dozens of options a short drive or stroll from the hotel.

VENDORS AND EXHIBITORS : \$450 fee allows you to display at a vendor table on Monday and Tuesday. **There is a separate charge of \$50 if you require electricity at your table.** These charges are **due IN ADDITION TO your conference registration costs**, which are the same as our tax collector (member) costs (for lodging and meals). Please email Paula Usher at: usherp@bethel-ct.gov or Lisa Biagiarelli at: Lbiagiar@norwalkct.gov for details. Paula is in charge of vendors. You will still send your reservation form to Maeci Evans.

For ROOM RESERVATIONS: All attendees must reserve room(s) for this event through the NRTCTA. Please do not call the hotel directly. Please do not use other travel sites online to reserve a room at this venue for this event.

Checks payable to: NRTCTA. Please send to: Maeci Evans, Treasurer c/o Town of Fairfield, 611 Old Post Road, Fairfield, CT 06824. mevans@fairfieldct.org . General conference questions: Lbiagiar@norwalkct.gov .

Visit our website: www.nrtcta.org for details, including a registration form and preliminary agenda.

Program is expected to include up to 12.5 hours of class time over 2 ½ days, and will feature speakers from as many member states as possible!

CONTINUING EDUCATION / CEUs: CTC, CFO and CCMC CEUs will be applied for in states with continuing education requirements (such as New Jersey, Connecticut and Rhode Island) and representatives from that state who have received approval from that state. Please join us. You will enjoy camaraderie, networking, vendor exhibits from relevant service providers, and outstanding professional development in a resort setting. Be sure to check the website for updates / changes to agenda, as speakers confirm.



PLAN OPTIONS / PRICING:

PLAN A: "SINGLE": Single Occupancy, member, entire conference – Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night event, 3 breakfasts, 2 lunches, dinner Tuesday, boxed lunch to go Wednesday) – **Early bird (by 7/11) = \$825 per person. OR: \$900 per person (7/12 through Aug. 8, 2025)** (one member only in the room).

PLAN B: "DOUBLE": Double Occupancy, two members, entire conference – Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night event, 3 breakfasts, 2 lunches, dinner Tuesday, boxed lunch to go Wednesday) – **Early bird (by 7/11) = \$575 per person. OR: \$650 per person (7/12 through 8/8/2025)** (two NRTCTA members sharing one guestroom).

PLAN C: "GUEST": Non-member guest, sharing a room with a NRTCTA member: **\$325 per person** (for example, spouse or guest.) You [member] register under Plan A; your spouse registers under Plan C. All conference meals



INVOICE

Aqua Turf Registration

Attendee information

Invoice #
AT-00817

Name
Alan Wilensky

Title
Tax Collector

City/Town Represented
Waterford

Email
awilensky@waterfordct.org

Phone
(860) 444-5815

Are you a Dues Paying CTx Member?
Yes

Meal Selection

If applicable, any dietary restrictions?

Check Out

Payment Option
Pay By Check

Order

Product	Qty	Unit Price	Price
Prime Rib - \$70	1	\$70.00	\$70.00
Total			\$70.00

Please remember to send your check to:
CTx c/o Milford Tax Collector
Attn: Cory Gumbrewicz
70 W River St, Milford CT 06460

Great news! Your order #7646445904 has been confirmed and we're getting it ready for shipment.

We'll send you another email with delivery details as soon as it has been shipped.

Thank you for your ongoing business. We can't wait to see you again!

Your Staples Business Advantage Team

Order information

Date: Nov 25, 2024 | 08:50 AM ET
Order#: 7646445904
Account#: 70112090
PO#: FY18/181002

[View order](#)

Shipping information

Tow Tax Coll
Alan Wilensky
Town Of Waterford
15 Rope Ferry Rd
Front Reception
Waterford, CT 063852806

Need to make changes? Most orders can be cancelled within 30 minutes after placing it.

PROCESSING

Expected on: Wednesday, November 27, 2024 (10 items)



Epson ERC-32B Black Dot-Matrix Printer Ribbon
(E65090)
Item: 752325 | Model: E65090

10@ \$7.09 each \$70.90
\$70.90

Accounting information

Account#: 70112090
PO: FY18/181002
PO Release: 10106-53010

Payment information

Subtotal: \$70.90
Shipping: FREE
Tax: \$0.00

Order Total: \$70.90

Invoice: \$70.90

Need Help?

Visit the **Help Center** for quick and easy order modifications, returns, tracking and more.



Staples
ATTN: FSSC
500 Staples Dr
Framingham, MA 01702

Federal ID: 04-3390816

TOWN OF WATERFORD
Attention: MOSES
15 ROPE FERRY RD
WATERFORD, CT 06385-2806

Summary Number 7006468855

Invoice Number	Invoice Amount
6039736425	\$113.40
Invoice Date	Due Date
08/15/2025	09/29/2025
Order Number	Terms
7662720815-000-001	2% 10 NET 45 DAYS
Bill To	Customer Account
410506	NYC 70112090

Ordered By	Order Date
BRANDISHEA DAVY	08/08/2025
Deliver To	Approved By
BRANDISHEA DAVY	
Ship-to ID	
TOW TAX COLL	
Ship-to Name	
TOWN OF WATERFORD	

Detail Invoice

Budget Center	BC Description
PO Number	PO Description
FY18/181002	
PO Release	PO Release Description
10106-53010	
Shipping Address	
15 ROPE FERRY RD,FRONT RECEPTION,WATERFORD,CT,06385-2806	

Line	Item Number	Description/LIBC	Cust SKU	UOM	Qty	Unit Price	Extended Price	Tax Amount	Total
1	532531	ADD ROLL 3IN 2 PLY W/C NCR	532531	RL	60	\$1.89	\$113.40	\$0.00	\$113.40

Subtotal: \$113.40
Freight/Other: \$0.00
Tax (\$0.00%): \$0.00
Total: \$113.40

Please Remit All Payments To:	
ACH	Check
Wells Fargo Account: 4654634682 Routing: 121000248 ARRemittance@Staples.com	Staples PO Box 70242 Philadelphia, PA 19176-0242

For invoice and payment related inquiries please call 888-753-4103

Page: 1

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Brandishea Moses,

You have just placed an order for \$4.08 with WB Mason.

Order Number: S157741110
Order Date: 11/21/2025
Shipping Address: Town Of Waterford - Tax Collector
15 Rope Ferry Road
Waterford, CT 06385
Attention: Alan Wilensky
Billing Address: Town Of Waterford
15 Rope Ferry Rd
Waterford, CT 06385
Payment Method: On Account
PO Number: 10106-53010

Item Number	Description	Qty	Price	Total
AAGSK2400	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	1	\$1.29/EA	\$1.29
AAGE71750	REFILL,DY DESK,3-1/2X6,JAN-DEC,1/2 HR APT,BK/WE	1	\$2.79/EA	\$2.79

Product Subtotal: \$4.08

Tax Subtotal*: \$0.00

Order Total: \$4.08

* may include bottle deposits

Thank you for shopping at www.wbmason.com