

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10104 ASSESSOR

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 BOARD OF FINANCE REDUCTIONS	2026-2027 BD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS												
51110	ADMINISTRATION	206,813	20	211,963		105,842	225,504	225,504	-	225,504	13,541	6.39%
51210	CLERICAL/TECHNICAL	44,244	-20	46,899		22,971	74,645	74,645	(11,207)	63,438	16,539	35.27%
51910	FRINGE BENEFITS	275	25	250		0	250	250	-	250	-	0.00%
51920	F.I.C.A	18,822		19,803		9,637	22,961	22,961	(857)	22,104	2,301	11.62%
	SUBTOTAL	270,154	25	278,915	0	138,450	323,360	323,360	(12,064)	311,296	32,381	11.61%
SERVICES												
52010	ADVERTISING	198	-102	300		198	250	250	-	250	(50)	-16.67%
52020	POSTAGE	2,636	916	1,860		525	2,760	2,760	-	2,760	900	48.39%
52030	PROFESSIONAL FEES	25,250	25,000	24,750		12,500	10,750	10,750	-	10,750	(14,000)	-56.57%
52040	SERVICE CONT & REPAIRS	7,400	1,237	7,662		2,714	7,365	7,365	-	7,365	(297)	-3.88%
52050	DUES, CONF., & EDUCATION	3,360	447	2,765		465	3,615	3,615	-	3,615	850	30.74%
52070	REIMBURSABLE EXPENSE	0	0	1,364		69	1,390	1,390	-	1,390	26	1.91%
	SUBTOTAL	38,844	27,498	38,701	0	16,471	26,130	26,130	-	26,130	(12,571)	-32.48%
MATERIALS & SUPPLIES												
53020	OTHER SUPPLIES	310	-425	835		0	1,000	1,000	-	1,000	165	19.76%
53200	PRICING BOOKS	1,890	-426	1,190		0	770	770	-	770	(420)	-35.29%
	SUBTOTAL	2,200	-851	2,025	0	0	1,770	1,770	-	1,770	(255)	-12.59%
	DEPARTMENT TOTAL	311,198	26,672	319,641	0	154,921	351,260	351,260	(12,064)	339,196	19,555	6.12%

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Assessor



BUDGET FUNCTION

The Assessment Division is responsible for the discovery, listing and equitable valuation of all real and personal property within the Town of Waterford in accordance with Connecticut State Statutes at 70% of fair market value for the annual compilation of the Grand List. Additionally, the Assessor and staff administer state and local programs of tax relief, apply exemptions as permitted by state law, assist the public with a variety of inquiries and provide data to various entities including the State Office of Policy and Management.

The Assessor's office also maintains an up-to-date inventory of all property, including land and improvements thereon, changes in ownership, new construction, alteration, parcel and map changes resulting from sub-division, assemblage, boundary agreements and surveys filed as of the assessment date.

In compiling the annual Grand List the Assessor's office regularly reviews and inspects ongoing improvements made to real property, processes approximately 1300 business personal property filings annually, and lists and values all vehicles located within the Town of Waterford as of the October 1st assessment date.

The Assessor's office also provides technical and clerical assistance to the Board of Assessment Appeals throughout the year by creating the Board's hearing schedules, generating appointment letters and notices and recording required agendas and minutes.

Throughout the year the Assessor engages in ongoing appraisal review and analysis; prepares written and oral testimony and works in collaboration with the Town's legal department to resolve any outstanding tax appeals filed with Superior Court under CGS §12-117a and 12-119.

In accordance with Connecticut statutes, The Assessor's office must also oversee the periodic revaluation of all real property. Effective with the 2023 Grand List, Section 7 of Public Act 22-74, a new five-year revaluation schedule has been instituted statewide. Mandatory revaluations are now scheduled for Grand List years 2026, 2030 and 2034.

Looking Ahead: Anticipated Grand List growth attributed to EB's refurbishment and occupation of the mall properties and the potential construction of new apartment units will necessitate an additional part-time staff member in the Assessor's office. To assist with building permit confirmation, identifying unpermitted structures and tracking changes to buildings, the Assessor's office anticipates the use of high-resolution aerial imagery and 3D data to provide location intelligence. The new software request in the amount of \$8,300 is included in this year's IT budget as a new item for the Assessor's office. Outside of the three state-mandated revaluations scheduled between the years 2026 and 2034 there are no additional capital project requests anticipated.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Assessor



Assessor's Office Metrics

<u>ACTIVITY</u>	
Real Estate	
Changes to real property ownership	943
Building permits entered/processed	2455
Property Inspections/construction detail/value changes	567
Motor Vehicles	
# of vehicles manually priced	3674
certificates of correction to prorate/add or delete vehicles from current and prior GLs	1164
Personal Property	
# accounts reconciled/priced	1254
Assessment Administration	
State Elderly tax relief applications processed	104
Local Elderly tax relief applications processed	104
State Additional Veterans applications processed	63
Local Veterans applications processed	105
New Veteran's Totally & Permanently Disabled applications processed	63
Board of Assessment Appeals applicants scheduled 24 RE & MV	33
BAA Changes made	20
Map changes processed	67
Tax Appeals received	0
Tax Appeals currently under review from prior years	2
Income & Expense forms rec'd /analyzed	209
New Pa 490 apps reviewed	1
PA490 Decertifications	4
Veterans- new DD 214s recorded	61

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Assessor



Budget Summary

Line Item	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Change from FY
	Appropriated	Appropriated	Appropriated	Appropriated	Appropriated	Request	2026 (+/-)
PERSONNEL COSTS							
51110 Administration	196,788	169,295	192,597	206,793	211,963	225,504	13,541
51210 Clerical/Technical	62,788	62,224	66,342	45,797	46,899	74,645	27,746
51810 Overtime	-	-	-	-	-	-	-
51910 Fringe Benefits	2,408	-	-	250	250	250	-
51920 FICA	20,041	17,711	19,809	19,343	19,803	22,961	3,158
SUBTOTAL	282,025	249,230	278,748	272,183	278,915	323,360	44,445
SERVICES							
52010 Advertising	400	400	400	300	300	250	(50)
52020 Postage	1,031	1,068	1,650	1,720	1,860	2,760	900
52030 Professional Fees	250	250	250	250	24,750	10,750	(14,000)
52040 Serv Cont & Repai	5,666	5,921	6,236	6,350	7,662	7,365	(297)
52050 Dues, Conf & Edu	1,825	1,825	2,855	3,290	2,765	3,615	850
52070 Reimbursable Exp	-	-	-	-	1,364	1,390	26
SUBTOTAL	9,172	9,464	11,391	11,910	38,701	26,130	(12,571)
MATERIALS & SUPPLIES							
53020 Other Supplies	150	150	150	750	835	1,000	165
53200 Pricing Guides	500	500	1,859	2,370	1,190	770	(420)
SUBTOTAL	650	650	2,009	3,120	2,025	1,770	(255)
DEPARTMENT TOTAL	291,847	259,344	292,148	287,213	319,641	351,260	31,619

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Assessor



Budget Explanations By Category

Personnel Costs: Office staff consists of three full time positions; a Certified Municipal Assessor (CCMA II), an Assistant Assessor (CCMA I) and an Assessor's Aide III. Anticipated commercial improvements and new construction at the Crystal Mall site, Millstone and potential new apartment units will necessitate the restoration of the part-time Assessor Aide I position. The ongoing personal property auditing program will be transitioning to a year-round, in-house auditing program conducted by the Assessor and Assistant Assessor resulting in the need for additional administrative assistance. A seasonal Assessor's Aide I position is also requested to assist the office staff with taxpayer issues and concerns during the summer months when the Assessor and Assistant Assessor are conducting new construction field inspections.

Budget Request: \$323,360

15.93% increase

*See the Personnel/Fringe Benefit spreadsheet for calculations

Services: Accounts 52010-52070: Encompassing all necessary daily operating costs, including statutorily required legal ads and filing notifications, related postage costs, professional fees related to office operations, required office equipment and materials and provisions for the Assessor and Assistant Assessor's ongoing continuing education and staff training.

Budget Request: \$26,130

(32.48%) decrease

- **10104-52010 – Advertising Request: \$250 (16.67%) decrease**

Includes annual publication of a combined legal advertisement notifying taxpayers of state mandated exemption filing deadlines and announcing Personal Property filing requirements as mandated by state statute. The required notice is published in *The Day* newspaper and posted on the Town's website. The combined legal ad published in the fall is advertised jointly with three neighboring municipalities resulting in a cost-sharing discount. Notices announcing the filing requirements for the state Elderly Homeowners/Totally Disabled tax relief program are posted in February on the Town's website, in the senior center and on the digital message boards located in Quaker Hill and in front of the High School. The Assessor's office also conducts periodic forums for residents to provide information and updates regarding available tax benefit programs effecting senior citizens and veterans.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Assessor



- **10104-52020 – Postage Request: \$2,760** **48.39% increase**

In addition to typical correspondence with taxpayers, the Assessor's Office is required by CT State Statutes to send out annually the following applications/notifications to taxpayers:

Elderly Homeowners/Totally Disabled Program re-applications and reminder letters

Additional Veteran's re-applications and reminder letters

Personal Property and Real Estate increase notices

Income & Expense forms for commercial/income producing properties

Personal property declarations/notices to file

Personal property audit notification and results letters

Postage costs incurred in FY 25/26 to date = \$525.20

Postage Breakdown:

	Postage Items	Postage Fees
I&E Penalty Notices	55	
Increase Notices PP	1270	
RE	567	
Incomplete MV requests for info	200	
Unreg MV request for info/to file	100	
PP Audit Notices Certified	25	
PP Audit Result Notices Certified	25	
PP Audit 2nd request for documentation	12	
New Elderly Tax Relief Requests	50	
Elderly Letters	110	
Elderly Reminders	40	
Eld Cert of Mailing	40	\$ 20.00
Advets & Local Vets	73	
APA vet application mailers & reminders	95	
Certified Mail Pieces	50	\$ 265.00
Regular Mail Pieces	2572	\$ 2,006.16
Estimated additional 50 pieces of mail per month May-Dec (General Taxpayer correspondence and sales verification letters)	600	\$ 468.00
Estimated FY26-27	3222	\$ 2,759.16

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Assessor



- 10104-52030 – Professional Fees** Request: \$10,750 **(56.57%) decrease**

The Assessor's Office requires direct access to the State of Connecticut's DMV CIVLS online database, which allows staff members to assist taxpayers with motor vehicle situs issues and to accurately determine additions/deletions to the motor vehicle grand list. The annual cost for this service is \$250.

In FY25 a personal property audit program was implemented which includes the physical inspection of business personal property and records by an experienced auditor well versed in personal property valuation. Personal property auditing services are currently provided by Charles B. Feldman & Associates LLC.

Of the existing 1261 personal property accounts roughly 1/3 (440) accounts habitually fail to file an annual personal property declaration form. While desk audits are performed in-house through the declaration reconciliation process, non-filer and complex accounts warrant an in-depth 3-year lookback audit to ensure filing compliance and to establish an equitable base value for these accounts moving forward.

The Assessor's office will be transitioning from utilizing a third-party auditing vendor for all audits to a year-round, in-house auditing program for standard accounts to be conducted by the Assessor and Assistant Assessor. Charles B. Feldman & Associates will continue to provide auditing services for individual complex accounts that require an in-depth analysis.

Based on the current rates by account size provided below the cost to formally audit 3 larger complex accounts is \$10,500.

Pre-Adjusted Gross Assessment	Cost to Complete	23,24,25 Grand List Audits	
		Anticipated # of Accounts	
1.01 million - 2.5 million	\$ 2,000.00	1	\$ 2,000.00
2.51 million - 5.0 million	\$ 3,000.00	1	\$ 3,000.00
5.01 million - 10 million	\$ 4,000.00		
10.01 million - 20 million	\$ 5,500.00	1	\$ 5,500.00
20 million plus	\$ 6000 plus		
1.0 million and under	\$ 650.00	*40	\$ -
		*performed in-house	
		43	\$ 10,500.00

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Assessor



- **10104-52040 Service Contracts & Rep Request: \$7,365 (3.88%) decrease**

The Assessor's Office uses administrative software provided by Quality Data Service Inc. (QDS) to apply all exemptions, state and local benefits, produce required state reports and to bridge all billable accounts to the Tax Collector. While software maintenance costs related to QDS are included in the IT budget, there are additional costs attributable to QDS for necessary and required services provided to the Assessor's Office. These services include the production and binding of the town's permanent annual Grand List books and the annual generation and mailing of online personal property filing and income and expense notices with unique pin# assignment.

A Xerox copy machine previously leased from Connecticut Business Systems (CBS) at a rate of \$158/month plus copy overages has been replaced with a machine leased from Ricoh at \$119.68/month plus a per copy fee of \$.0069. Estimating 60,000 copies annually, the new lease will result in an overall savings of \$352.84.

The Assessor's office also utilizes an iPad, in conjunction with an annual Box and T-Mobile subscription for use in the field, when conducting inspections and to scan and store historic documents.

Additionally, the Assessor's Office has submitted a new software request included in this year's IT budget for Nearmap in the amount of \$8,300. Nearmap will provide the Assessor's Office with the use of high-resolution aerial imagery, flown twice per year, and 3D data with location intelligence capability. Nearmap will assist with the identification of unpermitted structures, building permit confirmation and tracking changes to buildings. Currently the \$8,300 annual subscription fee for Nearmap includes unlimited licenses and usage for town employees across all departments.

Service Cont. Fees incurred FY 25: **\$7,400**

Service Cont. & Repairs Breakdown:

QDS Grand List Binding:	\$3,075
QDS Online PP Filing:	\$1,376 <i>Estimated at 1,300 accounts</i>
QDS Online I&E Filing:	\$470 <i>Estimated at 350 accounts</i>
Ricoh Copier Lease:	\$1,436
Ricoh per copy estimate:	\$ 414
Box subscription:	\$ 340 <i>annually</i>
T-Mobile subscription:	\$ 254 <i>calculated at \$21.14/month</i>
	<u>\$7,365</u>

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Assessor



- 10104-52050 - Dues, Conf. & Education Request: \$3,615 30.74% increase**

All aspects of assessment administration require formal assessment specific education and training. Continuing Education, (50 credit hours over 5 years) is required statutorily to meet recertification standards for all Certified Connecticut Municipal Assessors. The Assessor holds a CCMA II certification and the Assistant Assessor recently attained a CCMA I certification. New staff will require course attendance for training in assessment administration/statutes through educational programs provided by the Connecticut Association of Assessing Officers (CAAO). Courses and workshops are offered in June at the annual UCONN Assessor School and throughout the year as determined by the CAAO's Education Committee. Additional continuing education credits for the Assessor and Assistant Assessor are offered for valuation and statute related topics throughout the year. The Wichita Property Tax Conference is held each year in July and offers educational sessions on complex special use and public utility property valuation. Dues are annually recurring for the CAAO, IAAO, NRAAO and GNLA, all of which require membership as a source of assessment industry tools/information and for educational offerings at a reduced cost. CAAO membership is required to maintain CT CCMA certification.

Dues, Conf. & Education Fees incurred in FY25: \$3,360.10

Education & Dues		
\$	450.00	Wichita Tax Conference
\$	140.00	Fall Meeting Assessor & Asst Assessor
\$	140.00	Spring Meeting Assessor & Asst Assessor
\$	650.00	Annual Uconn Assessor's School Assmt Aide
\$	400.00	Annual Uconn Assessor's School Workshops - Asst Assessor
\$	200.00	AAT Courses - Assmt Aide (2 per year)
\$	270.00	CAAO Dues - Assessor, Asst Assessor, Asmt Aide
\$	240.00	IAAO Dues - Assessor
\$	80.00	NRAAO Dues - Assessor & Asst Assessor
\$	45.00	GNLAA Dues - Assessor, Asst Assessor, Asmt Aide
\$	1,000.00	IAAO & Misc. course offerings for Continuing Education Credits/Assessor
\$	<u>3,615.00</u>	

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Assessor**



- **10104-52070 – Reimbursable Expense** Request: **\$1,390** **1.91% increase**

Mileage reimbursement for attendance to assessment-related courses, educational workshops and meetings. Mileage estimates for FY27 are calculated at \$0.70/mile.

Assessor & Staff mileage – Annual Assessor School:	\$525
Assessor & Asst. Assessor mileage CAO biannual meeting:	\$343
Assessor & Asst. Assessor mileage Fall Symposium:	\$137
Assessment Aide AAT course mileage – Rocky Hill:	\$315
Assessor – additional course mileage:	<u>\$ 70</u>
	<u>\$1,390</u>

Materials & Supplies: Accounts 53020 – 53200: Includes additional supplies and materials required to effectively operate the Assessor's office.

- **10104-53020 – Other Supplies** Request: **\$1,000** **19.76% increase**

The Assessor's office requires an allowance for miscellaneous items and supplies not provided as standard office supplies through the Finance Office. Supply funds requested are for the following items:

○ Dymo Label Rolls: 10 @ \$10 each	\$100
○ Toner Cartridges public printer 2 @ 150 each	\$300
○ Bankers Boxes 12 pk @\$30	\$ 30
○ 3 Ring Binders 2 & 1 inch (4pk each size)	\$ 75
○ Shredder Bags 2 boxes @ \$21	\$ 42
○ Expandable 10x13 mailers (1 case)	\$100
○ Tax Map Vinyl protector sheets (1 case)	\$185
○ Legal & Graph pads	\$ 70
○ Flash Drives 2 – 3packs @25	\$ 50
○ Canon digital camera memory cards & reader	<u>\$ 48</u>
	<u>\$1,000</u>

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Assessor



- **10104-53200 – Motor Vehicle Pricing** Request: **\$770 (35.29%) decrease**

Effective with the 2024 Grand List the valuation methodology for all vehicles has changed pursuant to PA 22-118 Sec. 499. Vehicles are now valued based on a set depreciation schedule applied to the original MSRP.

Each town must pay a fee to the DMV to pre-price the majority of vehicles appearing on the Grand List utilizing the JD Powers or Price Digest software. Pricing books have been phased out by JD Powers and the CAAO has entered into a contract with Price Digest to provide online pricing subscriptions to Assessors at a lower cost than JD Powers.

Last year's motor vehicle pricing cost included the DMV fee and subscriptions to both Price Digest for MSRP lookup and JD Powers to price the 2023 supply MV based on average retail value. The JD Powers subscription is no longer required going forward.

CAAO has indicated that the \$700 DMV pricing fee for the 2025 MV list is anticipated to increase by 10% and will include 1-5 licenses for the Price Digest online program.

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 04 ASSESSOR
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.)
51110 - ADMINISTRATION								
1/2/2023	ASSESSOR	40	N/A	131,665.63	134,957.27	N/A	134,957.27	10,324.23
12/07/2021	ASSISTANT ASSESSOR	40	N/A	85,411.67	90,547.05	N/A	90,547.05	6,926.85
	TOTALS			217,077.30	225,504.31	0.00	225,504.31	17,251.08
51210 - CLERICAL/TECHNICAL								
1/8/2024	ASSESSMENT AIDE III	35	\$ 26.2889	46,856.01	48,029.80	N/A	48,029.80	3,674.28
VACANT	ASSESSOR AIDE I	19	\$ 22.6000	0.00	22,414.68	N/A	22,414.68	1,714.72
VACANT	ASSESSOR AIDE I (SEAS.)	LUMP 240	\$ 17.5000	0.00	4,200.00	N/A	4,200.00	321.30
	TOTALS			46,856.01	74,644.48	0.00	74,644.48	5,710.30
51810 - OVERTIME								
51910 -FRINGE/F.I.C.A.				0.00	0.00	0.00	0.00	0.00
							250.00	0.00
TOTALS		FY26 FICA	20,190.90	263,933.31	300,148.79	0.00	300,398.79	22,961.38
BUDGET TOTAL W/F.I.C.A.				284,124.21			323,360.18	

WORKDAYS
2026/2027
261

WEEKS TO BUDGET
52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 04 ASSESSOR
2026/2027 FISCAL YEAR

		LINE 51910		LINE 51920	
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)	
ASSESSOR	\$ 125.0000		125.00	0	
ASSIST. ASSESSOR	\$ 125.0000		125.00		
			0.00		
			0.00		
			0.00		
			0.00		
TOTALS - FRINGE BENEFITS			250.00	0.00	

*general apparel fringe approved FY25

*** ADDED TO FICA ON PERSONNEL WORKSHEET

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2026-2027 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: Assessor

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees	289	265	300	125	300	\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees						\$ -
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 289.00	\$ 265.00	\$ 300.00	\$ 125.00	\$ 300.00	\$ -

The Day

THE DAY PUBLISHING COMPANY
200 STATE ST
NEW LONDON, CT 06320

ACCOUNT NUMBER	CUSTOMER	
D140217	EAST LYME ASSESSORS	
CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01103608	\$790.00

EAST LYME ASSESSORS
PO BOX 519
108 Pennsylvania Ave
NIANTIC, CT 06357
United States

MAKE CHECKS PAYABLE
TO DAY PUBLISHING
COMPANY
Include your account # /
order # on your check
remittance

CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
08/30/25	10/1/2025 Grand List	The Day	10/1/2025 Grand List	2 col	\$760.00	\$0.00	\$760.00
08/30/25	10/1/2025 Grand List	Day Classified Webpage	10/1/2025 Grand List	2 col	\$5.00	\$0.00	\$5.00
08/30/25	10/1/2025 Grand List	CT Public Notices Webpage	10/1/2025 Grand List	Not Applicable	\$25.00	\$0.00	\$25.00
Total					\$790.00	\$0.00	\$790.00

Account Number	Customer	Total Due
D140217	EAST LYME ASSESSORS	\$790.00

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

APPROVED

VENDOR# 724

PO# FY 2026

CLOSE PO Y N

ACCOUNT # 10104-52010

AMOUNT \$197.50

SIGN Page S Walt

DATE 8/26/2025

\$790 Total
Ad cost shared
equally between
4 towns
Amount Due:

\$197.50

Paige Walton

From: Daphne Doran <ddoran@eltownhall.com>
Sent: Tuesday, August 26, 2025 10:10 AM
To: Diane Vitagliano; MELINDA KRONFELD; Assessor; Paige Walton
Subject: Joint Ad Invoice
Attachments: Invoice - 10.1.2025 Grand List.pdf

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**

Good morning ladies

Attached, for your records, is the invoice for the joint ad to be published August 30, 2025 in the New London Day.

Regards,

Daphne Doran | Assistant Assessor

Phone: (860) 739-6931

Email: ddoran@eltownhall.com

Address: Town of East Lyme
108 Pennsylvania Avenue
Niantic, CT 06357

FY 26-27 Postage Estimate

	Postage Items	Postage Fees
I&E Penalty Notices	55	
Increase Notices PP	1270	
RE	567	
Incomplete MV requests for info	200	
Unreg MV request for info/to file	100	
PP Audit Notices Certified	25	
PP Audit Result Notices Certified	25	
PP Audit 2nd request for documentation	12	
New Elderly Tax Relief Requests	50	
Elderly Letters	110	
Elderly Reminders	40	
Eld Cert of Mailing	40	\$ 20.00
Advets & Local Vets	73	
APA vet application mailers & reminders	95	
Certified Mail Pieces	50	\$ 265.00
Regular Mail Pieces	2572	\$ 2,006.16
Estimated additional 50 pieces of mail per month May-Dec (General Taxpayer correspondence and sales verification letters)	600	\$ 468.00
Estimated FY26-27	3222	\$ 2,759.16



**STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES**

60 State Street, Wethersfield, CT 06161
ct.gov/dmv (860) 263-5700



BILL TO

Waterford (ASSESSOR)
15 Rope Ferry Rd
Waterford, Ct 06385

Invoice

DATE	INVOICE #
5/22/2024	4468



Inv# 4468 \$ 250.00
CT DMV
05/22/2024 8 Pages 1 FP1 DOC147577

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)		250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV		
APPROVED		
VENDOR# <u>63</u>		
PO# <u>FY 25</u>		
CLOSE PO Y <u> </u> N <u> </u>		
ACCOUNT # <u>10104-52630</u>		
AMOUNT <u>\$250.00</u>		
SIGN <u>[Signature]</u>		
DATE <u>7/1/24</u>		

Please return one copy of invoice with payment.

REC'D FINANCE
JUL 2 '24 PM 12:09

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 plan.



We thank you for your business!

INVOICE

Charles B. Feldman & Associates
Post Office Box 1236
Madison, CT 06443
203-421-8338
charles.feldman@comcast.net

DATE: SEPT 04 2025
INVOICE # 09202512250904

SHIPY Town of Waterford
Paige Walton Assessor
15 Rope Ferry Road
Waterford, CT 06385

FILE COPY

	PAYMENT TERMS	DUE DATE
	Due on receipt	

DESCRIPTION	LINE TOTAL
Professional Audit Services	\$12,250.00

APPROVED

VENDOR# 2977

PO# 260288 FY 2026

USE PO Y N X

COUNT # 10104-52030

AMOUNT \$12,250.00

SIGN Paige S. Walt

DATE 9/4/2025

SUBTOTAL	\$12,250.00
SALES TAX	0
TOTAL	\$12,250.00

Make all checks payable to Charles B. Feldman & Associates LLC

Thank you for your business!



We thank you for your business!

INVOICE

Charles B. Feldman & Associates
Post Office Box 1236
Madison, CT 06443
203-421-8338
charles.feldman@comcast.net

DATE: SEPT 04 2025
INVOICE # 09202512250904

SEPY Town of Waterford
Paige Walton Assessor
15 Rope Ferry Road
Waterford, CT 06385

	PAYMENT TERMS	DUE DATE
	Due on receipt	

	DESCRIPTION	LINE TOTAL
	Professional Audit Services	\$12,250.00

SUBTOTAL	\$12,250.00
SALES TAX	0
TOTAL	\$12,250.00

Charles B. Feldman

Make all checks payable to Charles B. Feldman & Associates LLC

Thank you for your business!



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-Q187

Name / Address

Waterford Assessor
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 - Assessor Software

1

7,113.75

Annual Subscription Fee - Personal Property CAMA

1

2,350.00

Annual Subscription Fee - QDS Hosted Personal Property Declaration Form

1

1,250.00

DRaaS - Disaster recovery as a service

84

525.00

Annual Subscription - Online I&E Form

1

300.00

Double Sided laser Printing & Indexing of Grand List - Regular

4

2,100.00

Permanently Binding Grand List Book(s) - Regular List

4

360.00

Double Sided laser Printing & Indexing of Grand List - MVS

1

525.00

Permanently Binding Grand List Book(s) - MVS

1

90.00

Assessor Annual Cost of Services; Maintenance of Town FTP (File Transfer Protocol) Folder

1

600.00

Subtotal

15,213.75

PP Declarations - Printing and Mailing Services

Printing, processing, and nesting personal property online letters.

1,300

390.00

#10 Window Mailing Envelopes 24# WW - 1 sided

1,300

90.00

CASI certify File

1

90.00

1st Class Postage - CASS Certified Rates

1,300

806.00

Subtotal

1,376.00

Subtotal CONTACTUAL SERVICES

16,589.75

OPTIONAL

Grand Total

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:

Page 1

<https://www.qds.biz/wp-content/uploads/2024/12/QDS-STANDARD-TERMS-AND-CONDITIONS-10-28-2023.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-Q187

Name / Address**Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385****Ship To/Bill To****Description of Services****Est Qty****Total****Increase Notices - Printing and Mailing****Printing and Processing Increase Assessor Notices****430****150.50****RE - 110****PP - 320****Folding, Stuffing, and Mailing services with Standard #10 envelope****430****98.90****Meter mail on Postage Meter - under CASS certification minimums of 550
pieces****430****25.80****1st Class Postage****430****322.50****Subtotal****597.70****I&E - Printing and Mailing - BASED ON 350****Setup Charge 4 page Pre-printed I&E < 550 pieces****1****90.00****Print 4 page Pre-printed I&E with Taxpayer Information, including Printing,
mailing services and Standard #10 envelope****350****96.25****Meter I&E's on Postage Meter****350****21.00****1st Class Postage - Regular Rate (METERED)****350****262.50****Grand Total****\$17,657.20****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:****Page 2****<http://www.qds.biz/Content/Uploads/2024/12/QDS-STANDARD-TERMS-AND-CONDITIONS-10-28-2023.pdf>**



Omnia Partners Public Sector Product Schedule

RICOH

Ricoh USA, Inc.
300 Eagleview Blvd. Suite 200
Exton, PA 19341

Product Schedule Number:

Master Lease Agreement Number: MLA32847730

This Product Schedule (this "Schedule") is between Ricoh USA, Inc. ("we" or "us") and WATERFORD, TOWN OF, as customer or lessee ("Customer" or "you"). This Schedule constitutes a "Schedule," "Product Schedule," or "Order Agreement," as applicable, under the Omnia Partners Public Sector Master Lease Agreement (together with any amendments, attachments and addenda thereto, the "Lease Agreement") identified above, between you and _____. All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

CUSTOMER INFORMATION

WATERFORD, TOWN OF				Shea (Brandishea) Moses			
Customer (Bill To)				Billing Contact Name			
15 ROPE FERRY RD				15 ROPE FERRY RD			
Product Location Address				Billing address (if different from location address)			
WATERFORD	NEW LONDON	CT	06385-2886	WATERFORD	NEW LONDON	CT	06385-2886
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number (860)860-4445			Billing Contact Facsimile Number		Billing Contact Email Address bmoses@waterfordct.org		

PRODUCT/EQUIPMENT DESCRIPTION ("Product")

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	15 ROPE FERRY RD WATERFORD CT06385-2886 US

PAYMENT SCHEDULE

Minimum Term (months)	Minimum Payment (Without Tax)	Minimum Payment Billing Frequency	Advance Payment
60	\$119.68	MONTHLY	☐ 1 st Payment ☐ 1 st & Last Payment ☐ Other _____

Guaranteed Minimum Images**		Cost of Additional Images*		Meter Reading/Billing Frequency
Black/White	Color	Black/White	Color	
0	0	0.0069	N/A	QUARTERLY

* Based upon Minimum Payment Billing Frequency

* Based upon standard 8 1/2" x 11" paper size. Paper sizes greater than 8 1/2" x 11" may count as more than one image.

Sales Tax Exempt: Y

YES (Attach Exemption Certificate)

Customer Billing Reference Number(P.O. #, etc.)

Addendum Attached:

TERMS AND CONDITIONS

1. The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date."
2. You, the undersigned Customer, have applied to us to use the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE**, except as otherwise provided in the Lease Agreement, if applicable. If we accept this Schedule, you agree to use the above Product on all the terms hereof, including the terms and conditions on the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND**

HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT. You acknowledge and agree that the Ricoh service commitments included on the "Image Management Commitments" page attached to this Schedule (collectively, the "Commitments") are separate and independent obligations of Ricoh USA, Inc. ("Rico") governed solely by the terms set forth on such page. If we assign this Schedule in accordance with the Lease Agreement, the Commitments do not represent obligations of any assignee and are not incorporated herein by reference. You agree that Ricoh alone is the party to provide all such services and is directly responsible to you for all of the Commitments. We are or, if we assign this Schedule in accordance with the Lease Agreement, our assignee will be, the party responsible for financing and billing this Schedule, including, but not limited to, the portion of your payments under this Schedule that reflects consideration owing to Ricoh in respect of its performance of the Commitments. Accordingly, you expressly agree that Ricoh is an intended party beneficiary of your payment obligations hereunder, even if this Schedule is assigned by us in accordance with the Lease Agreement.

3. **Image Charges/Meters:** In return for the Minimum Payment, you are entitled to use the number of Guaranteed Minimum Images as specified in the Payment Schedule of this Schedule. The Meter Reading/Billing Frequency is the period of time (monthly, quarterly, etc.) for which the number of images used will be reconciled. If you use more than the Guaranteed Minimum Images during the selected Meter Reading/Billing Frequency period, you will pay additional charges at the applicable Cost of Additional Images as specified in the Payment Schedule of this Schedule for images, black and white and/or color, which exceed the Guaranteed Minimum Images ("Additional Images"). The charge for Additional Images is calculated by multiplying the number of Additional Images by the applicable Cost of Additional Images. The Meter Reading/Billing Frequency may be different than the Minimum Payment Billing Frequency as specified in the Payment Schedule of this Schedule. You will provide us or our designee with the actual meter reading(s) by submitting meter reads electronically via an automated meter read program, or in any other reasonable manner requested by us or our designee from time to time. If such meter reading is not received within seven (7) days of either the end of the Meter Reading/Billing Frequency period or at our request, we may estimate the number of images used. Adjustments for estimated charges for Additional Images will be made upon receipt of actual meter reading(s). Notwithstanding any adjustment, you will never pay less than the Minimum Payment.
4. **Additional Provisions (if any) are:**

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

CUSTOMER Signed by: _____ By: X <u>Shea (Brandishea) Davy</u> Authorized Signer Signature Printed Name: <u>Shea (Brandishea) Davy</u> Title: <u>Purchasing Agent</u> Date: <u>11/3/2025</u>	Accepted by: RICOH USA, INC. By: _____ Authorized Signer Signature Printed Name: _____ Title: _____ Date: _____
---	--

Education & Dues		
\$	450.00	Wichita Tax Conference
\$	140.00	Fall Meeting Assessor & Asst Assessor
\$	140.00	Spring Meeting Assessor & Asst Assessor
\$	650.00	Annual Uconn Assessor's School Assmt Aide
\$	400.00	Annual Uconn Assessor's School Workshops - Asst Assessor
\$	200.00	AAT Courses - Assmt Aide (2 per year)
\$	270.00	CAAO Dues - Assessor, Asst Assessor, Asmt Aide
\$	240.00	IAAO Dues - Assessor
\$	80.00	NRAAO Dues - Assessor & Asst Assessor
\$	45.00	GNLAA Dues - Assessor, Asst Assessor, Asmt Aide
\$	1,000.00	IAAO & Misc. course offerings for Continuing Education Credits/Assessor
\$	<u>3,615.00</u>	



Wichita Property Tax Conference



WICHITA PROPERTY TAX CONFERENCE

VALUATION & ASSESSMENT TOPICS FOR COMPLEX INDUSTRIES
(#)

SAVE THE DATE

**July 26 - 30,
2026**

Wichita Marriott

Wichita State Hughes
Metropolitan Complex

Association Charter → (</about/conferences/documents/Wichita-Property-Tax-Conference-Charter-Final.pdf>)

Mailing List → (#mailing)

2025 Agenda → (<https://indd.adobe.com/view/944a9284-f201-49f7-96d8-ecdc98cc0a34>)

Collaboration Across Industries

This is an annual conference hosted on the campus of Wichita State University and provides valuation and assessment topics for complex industries.

Conference attendees are people involved in property tax matters and are from organizations including government, consultants, attorneys, accounting, software and educators.

INVITATION

You are cordially invited to attend the Annual Fall Meeting of
The Connecticut Association of Assessing Officers, Inc.

To be held at the Aqua Turf Club
556 Mulberry St, Southington, Connecticut



Thursday, November 6th, 2025

9:30 AM - Coffee and Pastry

10:00 AM – Meeting

12:00 Noon - Social Hour

1:00 PM - Luncheon

Program:

Welcome – President Jennifer Lineaweaver

Secretary's Report

Treasurer's Report

Committee Reports

Awards

Old Business

New Business

Please register your intentions to attend the Fall Meeting and Luncheon on November 6th, 2025
by registering online by 4 PM October 24th, 2025

Make Checks payable to: CAAO
Mail to: Town of Wethersfield C/O Sonia Betz
505 Silas Deane Highway, Wethersfield, CT 06109-2280

CAAO MEMBERS Reservations made online by October 24th, 2025 by 4PM

Cost per person \$70.00 / If received after 10/24 \$80.00

NON CAAO MEMBERS Reservations made online by October 24th, 2025 by 4
PM

Cost per person \$75.00 / If received after 10/24 \$85.00

Please make check payable to CAAO

All payments must be received before entering event

Make Checks payable to: CAAO

Mail to: Town of Wethersfield C/O Sonia Betz, 505 Silas Deane Highway, Wethersfield CT 06109-2280

PLEASE SIGN IN BEFORE YOU REGISTER

Registration Invoice

September 26, 2025

Invoice #E3404 (pg 1/1)

Sold To: Paige Walton
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385-2806

APPROVED

VENDOR# 69

PO# FY 26

CLOSE PO Y N

ACCOUNT # 10104-52050

AMOUNT 70.00

SIGN 

DATE 9/26/2025

Event Name: Annual Fall Meeting 2025

Dates: 11/06/25

Location: AQUATURF CLUB

Purchase Description	Amounts
Walton, Paige Package: Chicken Florentine - CAAO member (\$70.00 USD)	\$70.00 USD
Purchase Total, Invoice #E3404:	\$70.00 USD
Payment Received:	\$0.00 USD
Amount Due:	\$70.00 USD

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS, INC.



31st Annual Fall Symposium

Thursday September 11, 2025
at: Courtyard by Marriott-Cromwell

Registration begins at 8:00 am
Breakfast will be served

9:00 am - 2025 Legislative Update

Presenters: Jennifer Lineaweaver, CCMA II, Assessor Town of Stonington, and
John Chaponis, CCMA II, Assessor, Towns of Colchester and Andover

12:00-1:30 pm *Lunch and Vendor Fair*

A selection of wraps will be offered.
Cookies and coffee selection in the afternoon.

1:30 pm - *New Ratio Standards & Quadrennial Form (M-3) Review*

Presenters: Melissa Baer, CAE, CCMA II, Mass Appraisal Consultant, along with
William Gaffney, CCMA II, Assessor City of Shelton and Interim Assessor, City of Bridgeport,
and Helen Totz, CCMA II, Assessor, Town of East Windsor

6 total hours of continuing education credits

\$70 current CAAO member
\$100 non-CAAO member

Checks made payable to: CAAO

Mail registration and payment to:

Town of Hebron, CT
Assessor's Office, Attn: Suzanne Topliff
15 Gilead St, Hebron, CT 06248-1501

Registration deadline: August 28, 2025

CAAO 31st Annual Fall Symposium Reservation Form

Date: September 11, 2025

Time: 8:00 AM

Place: Courtyard by Marriott Cromwell, 4 Sebethe Drive, Cromwell, CT 06416

Reservation Form (please select appropriate choice)

☒

Cost: \$70 (CAAO member)

☐

Cost: \$100 (non-CAAO member)

APPROVED

VENDOR#

69

PO#

FY 2026

Name:

Please print name

Paige Walton

CLOSE PO

Y

N

Municipality or Organization:

Town of Waterford

ACCOUNT #

10104-52050

AMOUNT

\$70.00

Email:

pwalton@waterfordct.org

SIGN

Paige Swell

DATE

7/18/2025

Please RSVP by Thursday August 28, 2025

Make checks payable to: CAAO

☐

Will bring check to Symposium

☒

Check will be mailed

Send this completed form & payment to:

CAAO

C/O Suzanne Topliff

Assessor's Office

15 Gilead St, Hebron, CT 06248-1501

Phone: (860) 228-5971x147

stopliff@hebronct.gov

*it is recommended you bring a pen and notepad (or preferred electronic device) and business cards to the symposium.

Town of Waterford, CT 06385

PAGE: 1 OF 1

CHECK NUMBER:

00323398

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
04/03/2025	CCMA24-04032025-1...	CCMA COURSE 2A GL#:10104 - 52050	\$550.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
413	UConn	323398	05/09/2025	\$550.00

**Town of Waterford**

Accounts Payable

15 Rope Ferry Rd.

Waterford, CT 06385

(860) 444-5842 Fax: (860) 440-0579

Vendor
Number

413

Check
Date

05/09/2025

Check
Number

323398

\$550.00

Five Hundred Fifty Dollars and 00 Cents

Pay
the
Order OfUConn
UConn EVENTS AND CONFERENCE
ATTN: ASSESSORS CCMA 25
2011 HILLSIDE ROAD, UNIT 1185
STORRS, CT 06269-1185**FILE COPY
NON-NEGOTIABLE**

April 3, 2025



INVOICE

Jessica Hewitt
Town of Waterford
15 Rope Ferry Rd

Waterford, CT 06385, USA

INVOICE DETAILS

Invoice
CCMA24-04032025-1448-1083

Order
FVNDFZ8B3J

Invoice Date
April 3, 2025 / 9:56 AM ET

Item	Price	Quantity	Amount
CCMA Course 2A	\$550.00	1	\$550.00

Order Total: \$550.00

APPROVED
VENDOR# 413
PO# FY 25
CLOSE PO Y N
ACCOUNT # 10104 - 52050
AMOUNT \$550
SIGN Ran S. Wall
DATE 4/21/25

See attached
Out of Series transfer
Request
Sent to Kim
4/21/25

Inv# CCMA24-04032025-1448 \$ 550.00
UConn
04/03/2025 8 Pages 8 FPG DOC1655756

Balance Due: \$550.00

Payment by "TouchNet" indicates a credit card payment. You will receive a separate email confirmation from TouchNet if you paid by credit card.

All checks should be made out to: "UConn - Assessors CCMA 25" and mailed to the address below.

UConn Events and Conference Services
2011 Hillside Road, Unit 1185
Storrs, CT 06269-1185
(p) 860-486-1038, (f) 860-486-1064
conferences@uconn.edu

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
01/03/2025	4387	MEMBERSHIP DUES GL#:10104 - 52050	\$90.00
1/03/2025	4207	MEMEBERSHIP DUES GL#:10104 - 52050	\$90.00
01/03/2025	4434	MEMBERSHIP DUES GL#:10104 - 52050	\$90.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
69	CAAO, INC	321889	01/17/2025	\$270.00

**Town of Waterford**

Accounts Payable
15 Rope Ferry Rd.
Waterford, CT 06385
(860) 444-5842 Fax: (860) 440-0579

Vendor
Number
69

Check
Date
01/17/2025

Check
Number
321889

\$270.00

Two Hundred Seventy Dollars and 00 Cents

Pay
the
der Of

CAAO, INC
C/O MARSHA BENNO,
ASSESSOR'S OFFICE
11 MEETINGHOUSE LANE
WOODBIDGE, CT 06525-0000

FILE COPY
NON-NEGOTIABLE

Paige Walton

From: IAAO Support <support@iaao.org>
Sent: Wednesday, December 3, 2025 9:54 AM
To: Paige Walton; accounting@iaao.org
Subject: IAAO Billing Notice

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.



2026 Renewal Notice

International Association of Assessing Officers
314 W 10th
Kansas City, MO 64105 United States
816-701-8100
<https://www.iaao.org/>

Paige Walton

Renewal Number	0047022
Invoice Date	10/15/2025
Due Date	Due upon receipt
Pay Now	click here

Please make checks payable to:
International Association of Assessing Officers

IAAO Lockbox PO Box 802823
Kansas City, MO 64180-2823 United States
816-701-8100

ACH Bank Account Details: -

Name: International Association of Assessing Officers

Bank: Commerce Bank

Account Number: 676269773

Wire Routing Number: 101000019



Renewal Number	
Name	Paige S. Walton
Amount Enclosed	\$

Northeastern Regional Association of Assessing Officers

An Affiliate of the International Association of Assessing Officers

2026 Membership Application

Dear Assessing/Appraising Professional,

Below is an application to renew your membership of the Northeastern Regional Association of Assessing Officers. Our organization has been in existence for over fifty years and was created to provide training and educational opportunities for assessing officials, to improve assessment standards and to promote more efficient and uniform administration of property tax laws throughout the northeastern United States and Canada.

In order to reach the above goals, the NRAAO sponsors an annual conference. This year the 2025 conference was hosted by Rhode Island in beautiful Newport. The dates of the conference were May 3-8, 2025 at the Newport Harbor Island Resort. The 2026 conference will be hosted by New Hampshire at the Sheraton Portsmouth Harborside Hotel May 17 - 20, 2026. Go to NRAAO.org for details. Join us for a terrific opportunity to obtain ongoing education credits you need.

PLEASE keep your membership CURRENT...Membership is important during these uncertain times that we have a network of professionals in the appraising/assessing field that could help you to gain insight to how the assessment field operates, learn about new laws and regulations and contact other assessing officials from various communities, states and provinces

Please fill out the application and send it along with the proper fee, via check, money order or voucher made out to NRAAO and return it to Betsy Quist, P.O. Box 5005, Woodbridge, CT 06525.

APPROVED PAY ONLINE - NRAAO.ORG (fees apply)

VENDOR# 2549 The fee structure is as follows:

PO# _____ FY26 Active Member (Assessing Officials): \$ 40.00
Associate Member (Retired Officials): \$ 15.00
CLOSE PO Y _____ Subscribing Members (Corporate, Reps, etc): \$ 100.00

ACCOUNT# 10104-52050
If you have any questions, please feel free to contact me at 203-214-1781 or bquist@derbyct.gov

AMOUNT 40.00

SIGN _____ RENEWAL MEMBERSHIP APPLICATION 2026
NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

DATE: 12/4/2025 Name: Page Walton Title: Assessor Date: 12/4/2025

Jurisdiction/Firm: Town of Waterford Phone Number: (860) 444-5822

Mailing Address: 15 Rope Ferry Rd. City: Waterford ST: CT Zip: 06385

Fax Number: _____ E-Mail Address: pwalton@waterfordct.org

Signature Page Walton

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that this invoice is correct in all particulars, the articles have been furnished or services rendered as stated herein, and no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Betsy A Quist

Betsy Quist, Membership Chair - Tax ID#23-7136028

**GREATER NEW LONDON AREA ASSESSORS
ASSOCIATION**

FILE COPY

2025 Membership Dues Notice

For April 1, 2025 through March 31, 2026

Name: Paige Walton **APPROVED**
Municipality: Town of Waterford **VENDOR#** 203
Address: 15 Rope Ferry Rd **PO#** / **FY** 25
City/State/Zip: Waterford, CT 06385 **CLOSE PO** Y N ☒
Phone Number: 860-444-5820 **ACCOUNT #** 10104-52050
Email: pwalton@waterfordct.org **AMOUNT** 15.00
SIGN [Signature]
DATE 3/20/25

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment by 4/15/2025 with completed form to:

Kathi Race, Assessor's Office
Town of East Hampton
1 Community Dr.
East Hampton, CT 06424-1000

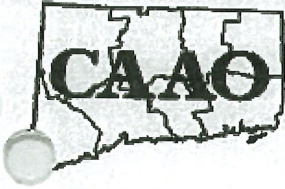
****Please complete a separate form for each employee as necessary****

Materials & Supplies: Accounts 53020 – 53200: Includes additional supplies and materials required to effectively operate the Assessor's office.

- **10104-53020 – Other Supplies** Request: **\$1,000** **19.76% increase**

The Assessor's office requires an allowance for miscellaneous items and supplies not provided as standard office supplies through the Finance Office. Supply funds requested are for the following items:

○ Dymo Label Rolls: 10 @ \$10 each	\$100
○ Toner Cartridges public printer 2 @ 150 each	\$300
○ Bankers Boxes 12 pk @\$30	\$ 30
○ 3 Ring Binders 2 & 1 inch (4pk each size)	\$ 75
○ Shredder Bags 2 boxes @ \$21	\$ 42
○ Expandable 10x13 mailers (1 case)	\$100
○ Tax Map Vinyl protector sheets (1 case)	\$185
○ Legal & Graph pads	\$ 70
○ Flash Drives 2 – 3packs @25	\$ 50
○ Canon digital camera memory cards & reader	<u>\$ 48</u>
	<u>\$1,000</u>



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS

MOTOR VEHICLE COMMITTEE

SUBSCRIPTION RENEWAL

2025 MOTOR VEHICLE ORDER FORM

Tuesday, April 29, 2025

Waterford Assessor's Office
Town Hall
15 Rope Ferry Road
Waterford CT 06385-2806

1 2025 MOTOR VEHICLE PRICING \$ 700

(This cost is to have your vehicles valued for your 2025 Grand List and must be ordered)

1 2025 Price Digest 1 -5 licenses (up to 5 licenses) \$ Included

****Each town's order will include 1 - 5 licenses/users for
the Price Digest online program.**

****There are no books & no JD Power online
subscriptions****

TOTAL AMOUNT DUE TO CAAO, INC \$ 700.00

MAKE CHECK PAYABLE TO: CAAO, INC

MAIL PAGE THIS PAGE WITH PAYMENT TO:

APPROVED

VENDOR# 69

PO# ✓ FY 2025

USE PO Y — N —

COUNT # 104-53200

AMOUNT \$700.00

SIGN Sara S. Welch

DATE 4/30/25

Sandra Rainieri
City of Milford
Assessor's Office
70 West River St
Milford, CT 06460

Paige Walton

From: Connecticut Association of Assessing Officers, Inc Message Board <no-reply@viethconsulting.com>
Sent: Tuesday, December 2, 2025 2:10 PM
To: Paige Walton
Subject: Connecticut Association of Assessing Officers, Inc Message Board Update

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**

Posted to: "Hotline - Assessor's Only board, "Price Digest - 2026 Budgeting" topic.

Lawrence LaBarbera wrote:

Connecticut Association of Assessing Officers
Motor Vehicle Committee

Shawna Baron, CCMA II, Chair
sbaron@ctromwellct.com

Hello Assessors,

Patrick Sullivan, CCMA II, Co-Chair
Patrick.Sullivan@WestHartfordCT.gov

Sandy has been receiving a lot of calls from Assessors working on next year's budget. Next year is the third year of a three-year contract with Price Digest. The contract allows a 10% increase from this year's cost so we suggest, when budgeting for next year's MV costs, to budget an increase of 10% from your 2025 MV cost.

You are opted-in to the [Hotline - Assessor's Only] board.

If you would like to reply to this message, please log-in to the message board first.

If you want to stop receiving these emails please click here: [opt-out and unsubscribe](#)

Paige Walton

From: IAAO Support <support@iaao.org>
Sent: Wednesday, December 3, 2025 9:54 AM
To: Paige Walton; accounting@iaao.org
Subject: IAAO Billing Notice

Follow Up Flag: Follow up
Flag Status: Flagged

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**



2026 Renewal Notice

International Association of Assessing Officers
314 W 10th
Kansas City, MO 64105 United States
816-701-8100
<https://www.iaao.org/>

Renewal Number	0047022
Invoice Date	10/15/2025
Due Date	Due upon receipt
Pay Now	click here

Paige Walton

Please make checks payable to:
International Association of Assessing Officers

IAAO Lockbox PO Box 802823
Kansas City, MO 64180 - 2823 United States
816-701-8100

ACH Bank Account Details: -

Name: International Association of Assessing Officers

Bank: Commerce Bank

Account Number: 676269773

Wire Routing Number: 101000019



Renewal Number	
Name	Paige S. Walton
Amount Enclosed	\$

Assessor's Office

Reimbursable Expense Estimate FY27

	Reimbursable Expenses - Mileage
375	miles to Uconn - Assistant Assessor
375	miles to Uconn - Asmt Aide
450	miles to Rocky Hill AAT Asmt Aide - 2 courses
260	miles to Aquaturf - Assistant Assessor - 2 meetings
230	miles to Aquaturf - Assessor - 2 meetings
110	miles to Cromwell Fall Symposium - Assistant Assessor
85	miles to Cromwell Fall Symposium - Assessor
100	miles estimated Assessor additional in-person courses
1985	<u>\$1,390.00</u>