FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Regular Meeting

June 11, 2025
7:00 p.m.

1. **Establishment of a quorum and call to order.**

2. **Public Comment**

3. **Approve and acceptance of minutes from May 28, 2025.**

4. To consider and act on a request for a **FY25 Out-of-Series transfer** from the Human Services Administrator, Dani Gorman, in the amount of **$5,000** from **line# 10119-48719 (YSB BOE Clerical Stipend) to line# 10119-51110 (Administration)** as indicated in the Transfer Request Form in Item 5 of this agenda.

5. To consider and act on a request for a **FY25 Out-of-Series transfer** from the Human Services Administrator, Dani Gorman, in the amount of **$14,103** as indicated in the Transfer Request Form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

YOUTH SERVICES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10119	48719	BOE CLERICAL STIPEND				(5,000)	(5,000)
2	10119	51110	ADMINISTRATION			5,000		5,000
3	10119	44480	SDE STATE GRANT				(14,103)	(14,103)
4	10119	51210	CLERICAL & TECHNICAL			12,000		12,000
5	10119	51110	ADMINISTRATION			2,000		2,000
6	10119	51810	OVERTIME			103		103
					TOTAL	19,103	(19,103)	

Explanation

See Attached Memo

6. To consider and act on a request for a **FY25 Out-of-Series Transfer** by the Human Services Administrator, Dani Gorman, in the amount **$3,104** to cover unprecedented requests for service as indicated in the Transfer Request Form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

10135 (Seniors)
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10135	51810	Overtime	983.00	(197.29)	500		303
2	10135	53080	Auto Maintenance	1,562.00	1,427.83		(500)	928
3	10135	51920	FICA	31,709.00	217.05	2,604		2,821
4	10135	54030	Kitchen Equipment	3,806.00	2,039.69		(2,040)	0
6	10135	54020	Fitness Equipment	1,292.00	1,292.00		(564)	728
								0
					TOTAL	3,104	(3,104)	

Explanation

The department has experienced unprecedented requests for service (at record levels which is reflected in our data collection). 1. Seniors are surrendering their licences thus causing the ridership on our vans to climb - especially with providing transporation to medcial appointments precipitating the need for more driver hours. 2. An increase in Meals on Wheels participation for homebound seniors precipitating the need for more MOW drivers. 3. A dramatic increase in social services' cases, especially well-being checks. This has led to the need for staff to do home visits and assist seniors with enrolling in programs. 4. we have also experienced a sharp increase in seniors requesting resoucres to assist with tax relief and Veterans' programs.

7. To consider and act on a request from the Director of Recreation & Parks, Ryan McNamara, for a **FY25 Out-of-Series Transfer** in the amount of **$13,000** to cover an increase for onboarding background checks, hearing tests, unexpected cost with Arnie Holmes Jr. Park and replacement engine for P54 as indicated in the Transfer Request Form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

Parks and Recreation
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10137	51110	Administrative	189,263.00	39,916.42		(13,000)	26,916.42
2	10137	52040	Service Contracts and Repairs	5,176.00	344.06	2,000		2,344
4	10137	52420	Maintenance of Property	100,957.00	(3.27)	8,000		7,997
6	10137	53080	Maintenance of Vehicles	24,500.00	14.58	3,000		3,015
					TOTAL	13,000	(13,000)	

Explanation

Balancing of operational expenses:

Funding can be taken from 10137-51110 (Administrative) due to Assistant Director position delay in hire.

Additional funds needed in Service Contracts and Repairs 10137-52040 for onboarding background checks. - deficit due to Infoshred destruction of papers and Hartford Healthcare and L&M hearing tests.

Additional funds needed in Maintenance of Properties 10137-52420 for supplies and materials to finish seasonal operations - deficit due to unexpected costs associated with Arnie Holmes Jr. Park

Additional funds needed for Maintenance of Vehicles 10137-53080 to finish our season - deficit due to a replacement engine for P54.

8. To consider and act on a request from the Director of Finance, Kimberly Allen, for a **FY25 Out-of-Series Transfer** in the amount of **$2,000** to cover educational costs per union contract and office supplies as indicated in the Transfer Request Form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FINANCE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10107	52050	DUES, CONFERENCES & EDUC	5,897.00	1,025.00	500		1,525
2	10107	53010	OFFICE SUPPLIES	25,000.00	(998.00)	1,500		502
3	10107	52040	SERVICE CONTRACTS	35,036.00	3,343.67		(2,000)	1,344
					TOTAL	2,000	(2,000)	

Explanation

1 - additional funds needed to cover educational costs per union contract

2 - the cost of office supplies have increased over the cost of the year, causing a deficit

3 - funds are available because changes were made to the town-wide printer contract

9. Appoint School Building Committee Representative:

School Building Committee	Robert Tuneski	2/2024 - 6/2024, 7/2024 - 6/2025

10. **Old Business**
    a. Written responses by Robert Tuneski to the items mentioned in the Public Comment Letter submitted by Ted Olynciw in the May Regular Meeting of the Board of Finance.

11. **New Business**

12. **Liaison Reports**
    a. Update on the RTM discussion regarding the Proposed Capital Project Pilot Program described in the resolution passed over on last month's BOF agenda.

13. **Correspondence**
    a. April 2025 Special Revenue Reports
    b. Virginia Bielucki, Town Accountant, Status of Contingency FY25 dated June 3, 2025.

14. **Adjournment**

Glenn Patterson, Chairman

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

YOUTH SERVICES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10119	48719	BOE CLERICAL STIPEND				(5,000)	(5,000)
2	10119	51110	ADMINISTRATION			5,000		5,000
3	10119	44480	SDE STATE GRANT				(14,103)	(14,103)
4	10119	51210	CLERICAL & TECHNICAL			12,000		12,000
5	10119	51110	ADMINISTRATION			2,000		2,000
6	10119	51810	OVERTIME			103		103
					TOTAL	19,103	(19,103)	

Explanation

See Attached Memo

Department Head | **Date**

Director of Finance | **Date**

BOS | 6/3/2025
First Selectman | **Date**

Commission/Board Approval | **Date**

revised 9/9/20

Waterford Youth & Family Services

To: Kimberly Allen, Director of Finance

From: Dani Gorman, Human Services Administrator

Cc: First Selectman Rob Brule

Re: Transfer of Funds to Youth and Family Services

Date: May 23, 2025

I respectfully request that you review and make a recommendation to the Board of Selectmen for consideration regarding the following items;

1. On behalf of the Waterford Youth Services Advisory Board, I respectfully request that the $5,000 stipend provided to Youth and Family Services annually by the Board of Education be appropriated to the department to supplement the administrative line.
   - While the stipend is noted in the department's annual budget presentation as revenue on the 51000 series page, it is assigned to a line item (LI 10119-48719) within the general fund; not permitting us to expend it. Like in previous fiscal years, I respectfully request that the $5,000 be provided to the department, as the Board of Education intended, to help us pay for the unprecedented demand for our services.
   - **On behalf of the Youth and Family Services Advisory Board, I ask that the $5,000 be appropriated to Line Item 10119-51110.**

approved

Once you have reviewed this request, I respectfully ask that you move this forward to the Board of Selectmen with your recommendation.

2. Similarly, we respectfully request that the grant provided to us by the Department of Children and Families (annually) in the amount of $14,103 be appropriated to the department to offset the cost for salaries.
   - While the grant is noted on the revenue page of our budget presentation for Youth and Family Services, it is assigned to line item 10119-44480 within the general budget when the money is deposited electronically from the State of Connecticut in 4 quarterly payments; not permitting us to expend it.
   - The narrative of the grant defines how we will expend these funds within our department. The grant is also audited by the State of Connecticut and reviewed by the Town's auditors.
   - **We respectfully ask that the amounts be appropriated to the following lines as follows:**
   - **$12,000 to 10119-51210 (Clerical)**
   - **$2,000 to 10119-51110 (Administration)**
   - **$103 to 10119-51810 (Overtime)**

approved

Once you have reviewed this request, I respectfully ask that you move this forward to the Board of Selectmen with your recommendation.

6/3/25, BOS- approved

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

Account	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10119 YOUTH SERVICE BUREAU							
51110 ADMINISTRATION							
10119 51110 ADMINISTRATION	217,793.00	-1,439.00	216,354.00	199,406.30	0.00	16,947.70	92.2%
51210 CLERICAL AND TECHNICAL							
10119 51210 CLERICAL AND TECHNICAL	46,716.00	-600.00	46,116.00	51,727.96	0.00	-5,611.96	112.2%
51810 OVERTIME							
10119 51810 OVERTIME	0.00	600.00	600.00	664.71	0.00	-64.71	110.8%
51920 F.I.C.A.							
10119 51920 F.I.C.A.	20,235.00	0.00	20,235.00	17,683.37	0.00	2,551.63	87.4%
52020 POSTAGE							
10119 52020 POSTAGE	200.00	0.00	200.00	87.52	0.00	112.48	43.8%
52030 PROFESSIONAL FEES							
10119 52030 PROFESSIONAL FEES	5,000.00	1,439.00	6,439.00	6,438.19	0.00	0.81	100.0%
52040 SERVICE CONT AND REPAIRS							
10119 52040 SERVICE CONT AND REPAIRS	1,060.00	0.00	1,060.00	962.84	41.62	55.54	94.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

		ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52050 DUES CONFER								
10119 52050	DUES,CONFERENCES & EDUCATION	575.00	0.00	575.00	574.25	0.00	0.75	99.9%
52080 TELEPHONE								
10119 52080	TELEPHONE	2,500.00	0.00	2,500.00	2,442.18	57.82	0.00	100.0%
52380 PROGRAMS								
10119 52380	PROGRAMS	500.00	0.00	500.00	326.06	0.00	173,94	65.2%
TOTAL YOUTH SERVICE BUREAU		294,579.00	0.00	294,579.00	280,313.38	99.44	14,166.18	95.2%
TOTAL GENERAL FUND		294,579.00	0.00	294,579.00	280,313.38	99.44	14,166.18	95.2%
TOTAL EXPENSES		294,579.00	0.00	294,579.00	280,313.38	99.44	14,166.18	
GRAND TOTAL		294,579.00	0.00	294,579.00	280,313.38	99.44	14,166.18	95.2%

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

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10119 YOUTH SERVICE BUREAU							
44480 SDE STATE GRANT							
10119 44480 SDE STATE GRANT	-14,000.00	0.00	-14,000.00	-14,103.00	0.00	103.00	100.7%
48719 YSB BOE CLERICAL STIPEND							
10119 48719 YSB BOE CLERICAL STIPEND	-5,000.00	0.00	-5,000.00	-5,000.00	0.00	0.00	100.0%
TOTAL YOUTH SERVICE BUREAU	-19,000.00	0.00	-19,000.00	-19,103.00	0.00	103.00	100.5%
TOTAL GENERAL FUND	-19,000.00	0.00	-19,000.00	-19,103.00	0.00	103.00	100.5%
TOTAL REVENUES	-19,000.00	0.00	-19,000.00	-19,103.00	0.00	103.00	
GRAND TOTAL	-19,000.00	0.00	-19,000.00	-19,103.00	0.00	103.00	100.5%

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

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TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

10135 (Seniors)
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10135	51810	Overtime	983.00	(197.29)	500		303
2	10135	53080	Auto Maintenance	1,562.00	1,427.83		(500)	928
3	10135	51920	FICA	31,709.00	217.05	2,604		2,821
4	10135	54030	Kitchen Equipment	3,806.00	2,039.69		(2,040)	0
5	10135	54020	Fitness Equipment	1,292.00	1,292.00		(564)	728
								0
					TOTAL	3,104	(3,104)	

Explanation

The department has experienced unprecedented requests for service (at record levels which is reflected in our data collection). 1. Seniors are surrendering their licencses thus causing the ridership on our vans to climb - especially with providing transporation to medcial appointments precipitating the need for more driver hours. 2. An increase in Meals on Wheels participation for homebound seniors precipitating the need for more MOW drivers. 3. A dramatic increase in social services' cases, especially well-being checks. This has led to the need for staff to do home visits and assist seniors with enrolling in programs. 4. we have also experienced a sharp increase in seniors requesting resoucres to assist with tax relief and Veterans' programs.

Dani Gorman (email)
Department Head

5/30/2025
Date

Kim Allen
Director of Finance

6/3/25
Date

BOS Approved
First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT

munis a tyler erp solution

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10135 SENIOR CITIZEN COMMISSION							
51110 ADMINISTRATION							
10135 51110 ADMINISTRATION	161,515.00	0.00	161,515.00	148,513.65	0.00	13,001.35	92.0%
51210 CLERICAL AND TECHNICAL							
10135 51210 CLERICAL AND TECHNICAL	216,499.00	-900.00	215,599.00	237,285.83	0.00	-21,686.83	110.1%
51635 SENIOR PROGRAM INSTRUCTORS							
10135 51635 SENIOR PROGRAM INSTRUCTORS	35,495.00	0.00	35,495.00	34,162.15	0.00	1,332.85	96.2%
51810 OVERTIME							
10135 51810 OVERTIME	983.00	900.00	1,883.00	2,080.29	0.00	-197.29	110.5%
51920 F.I.C.A.							
10135 51920 F.I.C.A.	31,709.00	0.00	31,709.00	31,926.05	0.00	-217.05	100.7%
52020 POSTAGE							
10135 52020 POSTAGE	1,000.00	0.00	1,000.00	306.01	0.00	693.99	30.6%
52030 PROFESSIONAL FEES							
10135 52030 PROFESSIONAL FEES	6,360.00	0.00	6,360.00	5,340.00	0.00	1,020.00	84.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52039 ADA SERVICES							
10135 52039 ADA SERVICES	450.00	0.00	450.00	0.00	0.00	450.00	.0%
52040 SERVICE CONT AND REPAIRS							
10135 52040 SERVICE CONT. AND REPAIRS	2,236.00	900.00	3,136.00	3,669.01	538.15	-1,071.16	134.2%
52050 DUES CONFER							
10135 52050 DUES,CONFERENCES & EDUCAT	280.00	0.00	280.00	210.00	0.00	70.00	75.0%
52130 PHYSICAL EXAMINATIONS							
10135 52130 PHYSICAL EXAMINATIONS	1,188.00	-450.00	738.00	840.95	0.00	-102.95	113.9%
52380 PROGRAMS							
10135 52380 PROGRAMS	1,642.00	-450.00	1,192.00	1,128.80	0.00	63.20	94.7%
53010 OFFICE SUPPLIES							
10135 53010 OFFICE SUPPLIES	44.00	0.00	44.00	0.00	0.00	44.00	.0%
53020 OTHER SUPPLIES							
10135 53020 OTHER SUPPLIES	1,925.00	0.00	1,925.00	1,215.28	0.00	709.72	63.1%
53070 AUTO REPAIRS							
10135 53070 AUTO REPAIRS	1,562.00	0.00	1,562.00	1,175.80	0.00	386.20	75.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53080 AUTOMOTIVE MAINTENANCE							
10135 53080 AUTOMOTIVE MAINTENANCE	1,562.00	0.00	1,562.00	134.17	0.00	1,427.83	8.6%
53090 FUELS AND LUBRICANTS							
10135 53090 FUELS AND LUBRICANTS	10,388.00	0.00	10,388.00	8,088.97	0.00	2,299.03	77.9%
54020 EQUIPMENT							
10135 54020 FITNESS EQUIPMENT	1,292.00	0.00	1,292.00	0.00	0.00	1,292.00	.0%
54030 KITCHEN EQUIPMENT							
10135 54030 KITCHEN EQUIPMENT	3,806.00	0.00	3,806.00	1,766.31	0.00	2,039.69	46.4%
54050 AUTOMOTIVE EQUIPMENT							
10135 54050 AUTOMOTIVE EQUIPMENT	1,312.00	0.00	1,312.00	1,020.60	0.00	291.40	77.8%
TOTAL SENIOR CITIZEN COMMISSION	481,248.00	0.00	481,248.00	478,863.87	538.15	1,845.98	99.6%
TOTAL GENERAL FUND	481,248.00	0.00	481,248.00	478,863.87	538.15	1,845.98	99.6%
TOTAL EXPENSES	481,248.00	0.00	481,248.00	478,863.87	538.15	1,845.98	
GRAND TOTAL	481,248.00	0.00	481,248.00	478,863.87	538.15	1,845.98	99.6%

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

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TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

Parks and Recreation
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10137	51110	Administrative	189,263.00	39,916.42		(13,000)	26,916.42
2	10137	52040	Service Contracts and Repairs	5,176.00	344.06	2,000		2,344
4	10137	52420	Maintenance of Property	100,957.00	(3.27)	8,000		7,997
6	10137	53080	Maintenance of Vehicles	24,500.00	14.58	3,000		3,015
					TOTAL	13,000	(13,000)	

Explanation

Balancing of operational expenses:

Funding can be taken from 10137-51110 (Administrative) due to Assistant Director position delay in hire.

Additional funds needed in Service Contracts and Repairs 10137-52040 for onboarding background checks, - deficit due to Infoshred destruction of papers and Hartford Healthcare and L&M hearing tests.

Additional funds needed in Maintenance of Properties 10137-52420 for supplies and materials to finish seasonal operations - deficit due to unexpected costs associated with Arnie Holmes Jr. Park

Additional funds needed for Maintenance of Vehicles 10137-53080 to finish our season - deficit due to a replacement engine for P54.

Emailed
Department Head

5/28/2025
Date

Kim Allen
Director of Finance

5/28/2025
Date

BDS
First Selectman

6/3/25
Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

		ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND								
10137 RECREATION AND PARKS								
51110 ADMINISTRATION								
10137 51110	ADMINISTRATION	189,263.00	0.00	189,263.00	152,347.58	0.00	36,915.42	80.5%
51210 CLERICAL AND TECHNICAL								
10137 51210	CLERICAL AND TECHNICAL	90,881.00	0.00	90,881.00	82,486.28	0.00	8,394.72	90.8%
51220 CUSTODIAL								
10137 51220	CUSTODIAL	19,960.00	0.00	19,960.00	0.00	0.00	19,960.00	.0%
51610 PARKS MAINTENANCE								
10137 51610	PARKS MAINTENANCE	476,284.00	4,330.00	480,614.00	424,302.81	0.00	56,311.19	88.3%
51620 RECREATION PROGRAMS								
10137 51620	RECREATION PROGRAMS	313,172.00	0.00	313,172.00	310,153.19	0.00	3,018.81	99.0%
51810 OVERTIME								
10137 51810	OVERTIME	33,700.00	0.00	33,700.00	23,363.23	0.00	10,336.77	69.3%
51910 FRINGE BENEFITS								
10137 51910	FRINGE BENEFITS	4,325.00	0.00	4,325.00	3,240.90	0.00	1,084.10	74.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51920 F.I.C.A.								
10137 51920	F.I.C.A.	86,260.00	0.00	86,260.00	72,675.47	0.00	13,584.53	84.3%
52010 ADVERTISING								
10137 52010	ADVERTISING	1,360.00	-600.00	760.00	352.24	0.00	407.76	46.3%
52020 POSTAGE								
10137 52020	POSTAGE	6,700.00	-300.00	6,400.00	5,232.64	0.00	1,167.36	81.8%
52040 SERVICE CONT AND REPAIRS								
10137 52040	SERVICE CONT. AND REPAIRS	2,976.00	2,200.00	5,176.00	4,785.52	46.42	344.06	93.4%
52050 DUES CONFER								
10137 52050	DUES,CONFERENCES & EDUCATION	3,030.00	-900.00	2,130.00	1,795.00	0.00	335.00	84.3%
52070 REIMBURSABLE EXPENSES								
10137 52070	REIMBURSABLE EXPENSES	650.00	0.00	650.00	0.00	0.00	650.00	.0%
52080 TELEPHONE								
10137 52080	TELEPHONE	2,740.00	-400.00	2,340.00	1,831.77	65.31	442.92	81.1%
52206 XFER TO COMMUNITY EVENTS FUND								
10137 52206	XFER TO COMMUNITY EVENTS FUND	4,750.00	0.00	4,750.00	4,750.00	0.00	0.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52380 PROGRAMS							
10137 52380 PROGRAMS	14,564.00	0.00	14,564.00	9,521.59	412.00	4,630.41	68.2%
52390 CO-SPONSORED PROGRAMS							
10137 52390 CO-SPONSORED PROGRAMS	41,549.00	0.00	41,549.00	35,882.00	0.00	5,667.00	86.4%
52420 MAINTENANCE OF PROPERTY							
10137 52420 MAINTENANCE OF PROPERTY	101,098.00	-141.00	100,957.00	100,465.13	495.14	-3.27	100.0%
53010 OFFICE SUPPLIES							
10137 53010 OFFICE SUPPLIES	1,363.00	0.00	1,363.00	1,349.52	0.00	13.48	99.0%
53020 OTHER SUPPLIES							
10137 53020 OTHER SUPPLIES	36,703.00	0.00	36,703.00	35,625.78	677.90	399.32	98.9%
53080 AUTOMOTIVE MAINTENANCE							
10137 53080 MAINTENANCE VEHICLES	24,500.00	0.00	24,500.00	24,485.42	0.00	14.58	99.9%
53090 FUELS AND LUBRICANTS							
10137 53090 FUELS AND LUBRICANTS	21,772.00	0.00	21,772.00	16,632.40	0.00	5,139.60	76.4%
54020 EQUIPMENT							
10137 54020 EQUIPMENT	7,480.00	141.00	7,621.00	7,558.55	0.00	62.45	99.2%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL RECREATION AND PARKS	1,485,080.00	4,330.00	1,489,410.00	1,318,837.02	1,696.77	168,876.21	88.7%
TOTAL GENERAL FUND	1,485,080.00	4,330.00	1,489,410.00	1,318,837.02	1,696.77	168,876.21	88.7%
TOTAL EXPENSES	1,485,080.00	4,330.00	1,489,410.00	1,318,837.02	1,696.77	168,876.21	
GRAND TOTAL	1,485,080.00	4,330.00	1,489,410.00	1,318,837.02	1,696.77	168,876.21	88.7%

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

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FINANCE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10107	52050	DUES, CONFERENCES & EDUC	5,897.00	1,025.00	500		1,525
2	10107	53010	OFFICE SUPPLIES	25,000.00	(998.00)	1,500		502
3	10107	52040	SERVICE CONTRACTS	35,036.00	3,343.67		(2,000)	1,344
					TOTAL	2,000	(2,000)	

Explanation

1 - additional funds needed to cover educational costs per union contract

2 - the cost of office supplies have increased over the cost of the year, causing a deficit

3 - funds are available because changes were made to the town-wide printer contract

Kim Allen
Department Head

5/28/2025
Date

Kim Allen
Director of Finance

5/25/2025
Date

RDS
First Selectman

6/3/25
Date

Commission/Board Approval

Date

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10107 FINANCE							
51010 ELECTED OFFICIALS							
10107 51010 ELECTED OFFICIALS	29,987.00	0.00	29,987.00	27,487.57	0.00	2,499.43	91.7%
51110 ADMINISTRATION							
10107 51110 ADMINISTRATION	379,292.00	0.00	379,292.00	333,111.76	0.00	46,180.24	87.8%
51210 CLERICAL AND TECHNICAL							
10107 51210 CLERICAL AND TECHNICAL	153,942.00	0.00	153,942.00	138,469.98	0.00	15,472.02	89.9%
51810 OVERTIME							
10107 51810 OVERTIME	2,650.00	0.00	2,650.00	71.62	0.00	2,578.38	2.7%
51910 FRINGE BENEFITS							
10107 51910 FRINGE BENEFITS	2,565.00	0.00	2,565.00	0.00	0.00	2,565.00	.0%
51920 F.I.C.A.							
10107 51920 F.I.C.A.	43,485.00	0.00	43,485.00	35,067.26	0.00	8,417.74	80.6%
52010 ADVERTISING							
10107 52010 ADVERTISING	200.00	0.00	200.00	0.00	0.00	200.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52020 POSTAGE							
10107 52020 POSTAGE	4,080.00	0.00	4,080.00	3,590.80	0.00	489.20	88.0%
52030 PROFESSIONAL FEES							
10107 52030 PROFESSIONAL FEES	55,400.00	8,000.00	63,400.00	52,865.37	10,534.63	0.00	100.0%
52040 SERVICE CONT AND REPAIRS							
10107 52040 SERVICE CONT. AND REPAIRS	40,036.00	-5,000.00	35,036.00	27,486.75	4,205.58	3,343.67	90.5%
52050 DUES CONFER							
10107 52050 DUES,CONFERENCES & EDUCATION	13,697.00	-7,800.00	5,897.00	4,871.99	0.00	1,025.01	82.6%
52070 REIMBURSABLE EXPENSES							
10107 52070 REIMBURSABLE EXPENSES	100.00	0.00	100.00	84.69	0.00	15.31	84.7%
52080 TELEPHONE							
10107 52080 TELEPHONE	17,422.00	4,800.00	22,222.00	18,088.11	4,012.26	121.63	99.5%
53010 OFFICE SUPPLIES							
10107 53010 OFFICE SUPPLIES	25,000.00	0.00	25,000.00	25,920.19	77.35	-997.54	104.0%
TOTAL FINANCE	767,856.00	0.00	767,856.00	667,116.09	18,829.82	81,910.09	89.3%

munis a tyler erp solution

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GENERAL FUND	767,856.00	0.00	767,856.00	667,116.09	18,829.82	81,910.09	89.3%
TOTAL EXPENSES	767,856.00	0.00	767,856.00	667,116.09	18,829.82	81,910.09	
GRAND TOTAL	767,856.00	0.00	767,856.00	667,116.09	18,829.82	81,910.09	89.3%

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

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
June 2, 2025

RTM Moderator Paul Goldstein called the June 2, 2025 Regular Meeting of the Representative Town Meeting to order at 7:00 P.M.

ROLL CALL
PRESENT: Kyrah Augmon-Bossa (Speaker Phone), Michael Bono, Jennifer Bracciale, Mark Campo, Erica Casper (Speaker Phone), Mary Childs, Harry Colonis, Timothy Condon, Thomas J. Dembek, Susan Driscoll, Timothy Fioravanti, Paul Goldstein, Kristen Gonzalez, Narciss Greene, Ryan Healy, Matthew Keatley (Speaker Phone), Lindsay Khan, Shawn Monahan, Ursula Moreshead, Kayla Mullen, Kathleen Mullen Kohl, Theodore Olynciw, Danielle Steward-Gelinas, David Sugrue
ABSENT: Christina Jessuck, Kate MacKenzie
EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule, Selectman Richard Muckle, Board of Education Chair Pat Fedor, Board of Finance Chair Glenn Patterson
EX-OFFICIO MEMBERS ABSENT: Selectman Greg Attanasio, Board of Education Chair Pat Fedor
ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Robert Avena; Town Attorney Nicholas Kepple; Director of Finance Kim Allen

AGENDA ITEM C – May 5, 2025 Minutes
MOTION by Steward-Gelinas, seconded by Moreshead, to approve the minutes with the following correction noted by Town Clerk Campo: The original budget presented under Police Commission should be corrected to $7,250,097
VOTING IN FAVOR: Unanimous

RTM Representative Kyrah Augmon-Bossa joined via speaker phone.

CORRESPONDENCE
Three cover letters were received from Board of Finance Chair Glenn Patterson in regard to Item's 3, 4 & 5. Letter from First Selectman Robert Brule to Chair of the Oswegatchie Fire Station Building Committee requesting a detailed cost estimate for the new facility. A copy of the lease agreement between the Town of Waterford and the Oswegatchie Fire Company No. 4, Inc. A Board of Education Quarterly Report. Democratic recommendation to the Utility Commission. Copies of correspondence can be obtained from the Office of the Town Clerk.

PUBLIC COMMENT
Resident Dr. Victor Ferry, 13 Colonial Dr, Waterford, spoke in favor of a new Oswegatchie Fire House citing his experience as a past Building Committee Chair, Oswegatchie Fire Volunteer, and his FEMA

training background. He understands the need for accurate financials but believes the project should *move forward as soon as those become available.*
Resident Bryan Sayles, 54 Wintergreen Dr, Quaker Hill, spoke in regards to his opposition to a new Oswegatchie Fire House, the need for more complete public comment minutes, the need to replace the roof at Oswegatchie Fire House, the need for the Fire Services Review Report, among other concerns (See Attachments).

COMMITTEE REPORTS
Committee report received from Public Health, Recreation & Environment. (See Attachment)
MOTION by Steward-Gelinas, seconded by Moresehead to accept the committee report.
MOTION PASSED: Unanimous

APPOINTEE & LIAISON REPORTS
An Oswegatchie Fire Station appointee report from Ted Olynciw.

CALL ITEM 1 – Camp Dash Donation from Cactus Jack
PRESENTATION: Finance Director Kim Allen
MOTION by Steward-Gelinas, seconded by Dembek, to approve a request from Finance Director Kim Allen to deposit a check for **$10,000** from the **Cactus Jack Foundation** to be used for **Town of Waterford's Camp Dash Program.**
MOTION PASSED: Unanimous

CALL ITEM 2 – 28 Industrial Drive Project
PRESENTATION: Planning Director Jonathan Mullen, AICP; Town Attorney Robert Avena
MOTION by Steward-Gelinas, seconded by Condon, to approve a recommendation from the Board of Finance for an additional appropriation of **$85,000** from the **Undesignated fund balance #205-31520 of the Capital and Non-Recurring Expenditure Fund (CNR)** to the established project at 28 Industrial Drive, new account to be established.
MOTION PASSED: 19-1-0 (Gonzalez opposed)

CALL ITEM 3 – BOE Chromebooks and iPads
PRESENTATION: Superintendent of Schools Thomas Giard, Board of Education Finance Director Joseph Mancini
MOTION by Steward-Gelinas, seconded by Sugrue, to approve a recommendation from the Board of Finance for an appropriation of **$197,000 to Line Item #20560-57884 (Chromebooks & iPad Equipment)** for the replacement of 400 Chromebooks, along with the purchase of iPads.
Friendly amendment offered by Driscoll and accepted to add Unassigned General Fund Balance to read as follows: MOTION by Steward-Gelinas, seconded by Sugrue, to approve a recommendation from the Board of Finance for an appropriation of **$197,000 from the Unassigned General Fund Balance** to **Line Item #20560-57884 (Chromebooks & iPad Equipment)** for the replacement of 400 Chromebooks, along with the purchase of iPads.
MOTION PASSED: Unanimous

CALL ITEM 4: BOE Energy Efficiency
PRESENTATION: Superintendent of Schools Thomas Giard, Board of Education Finance Director Joseph Mancini
MOTION by Steward-Gelinas, seconded by Condon, to approve a recommendation from the Board of Finance for an appropriation of **$243,335 to Line Item # 20560-57883 (Energy Efficiency)** for LED, new transformers and new VFDs across the District.
MOTION PASSED: Unanimous

RTM Member Narciss Greene arrived.

CALL ITEM 5 – Nevins Cottage
PRESENTATION: Planning Director Jonathan Mullen, AICP
MOTION by Steward-Gelinas, seconded by Condon, to approve a recommendation from the Board of Finance for an appropriation of **$25,000** from **Designated Line Item #20511-57767 (Nevins Cottage Structural Repairs).**
MOTION PASSED: Unanimous

RTM Member Tim Fioravanti arrived.

CALL ITEM 6 – Utility Commission Update
PRESENTATION: Utility Commission Director Jill Stevens
Director Stevens updated the body and fielded questions in regard to operations. Copies of the Power Point available through the Office of the Town Clerk.

CALL ITEM 7 – Fire Services Review Special Committee Update
PRESENTATION: Fire Services Review Special Committee Chair Robert Tuneski, Director of Fire Services Chris Haley
Presentation followed by questions and answers. It was noted that the final study of the committee is awaiting final approval from the body and should be available in the coming weeks. Items discussed included the need for a complete report, staffing, number of firehouses needed, status of the volunteer system, how an Oswegatchie Fire Station would be incorporated within Waterford Fire Services, homeowner's insurance rates.

CALL ITEM 8 – Town of Waterford Oswegatchie Fire Station Bonding
MOTION by Steward-Gelinas, seconded by Driscoll, to pass over.
MOTION PASSED: Unanimous

CALL ITEM 9 – Salaries of Elected Officials
PRESENTATION: Finance, Wage and Personnel Chair Harry Colonis
Recommendation withdrawn because Town Counsel Attorney Nick Kepple has requested that we **table our recommendation to the RTM** for now. He has identified several concerns regarding the language of the resolution, which he believes should be addressed by the Standing Committee. Once those concerns are resolved, the revised resolution can be brought back to the full RTM at a future meeting.

CALL ITEM 10 – RTM Resolution
MOTION by Steward-Gelinas, seconded by Dembek to approve the attached resolution, postponed from the May 5, 2025 meeting, for a pilot program lasting one year to allow for all approved capital projects within the FY26 budget to move forward through the Finance Department without any further action by the Board of Selectmen, Board of Finance and the Representative Town Meeting.
Brief discussion
MOTION by Gelinas, seconded by Condon, to refer the resolution to the Finance, Wage & Personnel Standing Committee for further review.
MOTION PASSED: Unanimous

CALL ITEM 11 – Utility Commission Appointment
MOTION by Steward-Gelinas, seconded by Dembek, to nominate Ryan Boyle, 10 Lark St, to the Utilty Commission. (Term 04/01/2025 – 03/31/2029)
MOTION by Driscoll, seconded by Moresehead, to nominate Joshua Steele Kelly, 6 Marlin Dr, to the Utilty Commission. (Term 04/01/2025 – 03/31/2029)
VOTING IN FAVOR OF BOYLE: Bono, Bracciale, M. Campo, Casper, Condon, Dembek, Fioravanti, Goldstein, Gonzalez, Healy, KeatleyMonahan, Olynciw, Steward-Gelinas, Sugrue
VOTING AGAINST: Augmon-Bossa, Childs, Driscoll, Greene, Khan, Moreshead, Mullen, Mullen Kohl
Abstained: Colonis
RYAN BOYLE appointed to the Utility Commission 15-8-1

NEW BUSINESS:
Moderator Goldstein noted that the items being recommended for removal from the Public Health, Recreation and Environment Committee, per the submitted committee report, would be taken up at the next meeting of the RTM. (See attachment)

MOTION by Steward-Gelinas, seconded by Bracciale, to adjourn at 9:33 P.M.
MOTION PASSED: Unanimous

Respectfully Submitted,

David L. Campo, CCTC
Waterford Town Clerk

Fight for a qualified fire fighting force in Waterford

5

Published: Jun 02, 2025 6:03 AM**Updated:**Jun 01, 2025 9:43 AM

Waterford residents should attend the June 2 Representative Town Meeting (RTM) to question why First Selectman Rob Brule is directing RTM members to vote about borrowing $12 million for a new firehouse in Oswegatchie. It's a senseless request to pay back upwards of $1 million or more every year while all five fire stations lack adequate firefighting staff.

Since shoring up the roof in 2011, taxes totaling $2.99 million had accumulated between two capital project funds, Oswegatchie Building Renovations and Oswegatchie Building Improvement. In 2021, the entities were combined, yet Mr. Brule continued to leave the roof in disrepair. In early 2024, Mr. Brule directed transfers totaling $432,000 from Waterford's surplus fund to pay for architects, consultants and plans for a new station while ignoring the long-overdue roof repair. Mr. Brule has submitted his $12 million bond request prior to completing and publishing the Waterford Fire Services Review Special Committee report. The report will conclude what residents have known in the last seven years of Brule's leadership. Even his predecessor knew it when Mr. Brule served as his Second Selectman: hiring a qualified firefighting force is essential. The meeting starts at 7 p.m. at the Waterford Town Hall.

Brian Sayles

Quaker Hill

SHARE STORY

Bryan Sayles
page 1 of 3
RTM - 6/2/25

Bryan Sayles
Page 2 of 3
RTM - 6/2/25

0

COMMENTS (5)
Words: 177/200

Post Comment

BRYAN SAYLES
6/2/2025 4:49 PM

The only disappointment is in the mismanagement of (pick anything) by First Selectman Brule. Just read the meeting attachment signed by Ted Olynciw. Readers, a.k.a., Waterford taxpayers, especially those from Quaker Hill need to pay attention to how the First Selectman's office has been screwing them by collecting taxes earmarked for specific projects, in this case, repairing the Oswegatchie firestation roof, then not *spending that money for said purpose. Year after year. To a man on a horse, seeing* those line items in writing you'd think you could trust that the repairs were done. Not so. Where is that 2.99 million dollars that was accrued since shoring up that roof in 2011? Surely, a good amount was collected from Quaker Hill's residents whose own firehouse staffing has been run into the ground under his administration. That sucking sound? It's our neighborhood taxes drawn for someone else's benefit. In this case, at the expense and safety of taxpayers and first responders. I'd highly recommend you start attending meetings and asking questions. There is good reason to attend tonight.

0

Report Comment

Debra Gilpin
6/2/2025 12:15 PM

Mr. Sheehan is correct. However Item 7 on the agenda is, "Fire Service Review Special Committee Presentation." This will cover more than just the replacement of the Owegatchie Fire Dept. building. Wayne Gilpin

0

Report Comment

JOHN W BILL SHEEHAN
6/2/2025 9:51 AM

Just so readers are not disappointed. The BOS did not forward the Bonding request to the Board of Finance so the BOF did not forward the request to the Representative Town Meeting. The reason for not forwarding the request was because there was no cost information in the backup material. Possibly, the numbers will be available in August or September.

0

Report Comment

Bryan Sayles
page 3 of 3
RTM - 6/2/25

Ken Scandariato
6/2/2025 7:23 AM
If staffing is *and it always is, the primary issue here, there must be a financial plan for an ongoing rotational system that manages that part of the public safety envelope which should be considered separate and apart from infrastructure investment. Mutual aid adds response time and is not an adequate first choice. Is there expansion/development on the horizon that requires upgraded facilities rather than spending on an aging infrastructure? In a growing community there always is that need. Primary considerations in Public Safety bonding/taxation must include Staffing, Facilities, Equipment, Administration , Communications, and Training as the foundation of a system. Financial planning for each part is essential.

0

Report Comment

Debra Gilpin
6/2/2025 6:51 AM
For some reason, my signature was truncated in my comment. Wayne Gilpin

1

Report Comment

Debra Gilpin
6/2/2025 6:49 AM
Mr. Sayles is correct that staffing is vital. However it is only one of the three legs on the stool. The other two are equipment and facilities. Please visit the Oswegatchie Fire Co. #4 Inc. FaceBook page. There is a letter and series of pictures that will show that the station is beyond repair. https://www.facebook.com/oswegatchiefirecompany4 For those without FaceBook access, the pictures are available at: https://www.canva.com/design/DAGophQir0g/Zhbjer-iJ6uc04RtYlMA6Q/view?utm_content

1

Report Comment

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Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

Bryan Nayles
page 1 of 1
RTM - 4/2/25

May 27, 2025

You think?!

When will the Fire Services Review report be made public? Will you allow a minimum of 60 days for taxpayers to study the report and talk with their RTM members before your decision?

Dear Chairman Tuneski,

I understand that the project architect, SPA, is nearing completion of the final design drawings for the new Town Fire Station. With that in mind, I respectfully request that you ask the Oswegatchie Fire Station Building Committee to work with Downes, the Project Manager, to prepare a detailed cost estimate for the new facility based on SPA's completed plans.

Having a current and comprehensive estimate will ensure that the Oswegatchie Fire Station Building Committee, the Board of Selectmen (BOS), the Board of Finance (BOF), and the Representative Town Meeting (RTM) have the most accurate and transparent information available to guide their decision-making, particularly regarding potential bonding for the project. From what I understand, Downes' estimate should be ready in the second half of June.

In the interest of due diligence and fiscal responsibility, I intend to propose to the Board of Selectmen tonight that we table the bonding resolution until these updated figures are available. I will also encourage both the Board of Finance and the Representative Town Meeting to do the same. A decision of this financial scale requires careful consideration, and we owe it to the taxpayers of Waterford to proceed with the clearest possible understanding of the costs involved.

Please also extend, on behalf of the Board of Selectmen and the residents of Waterford, our sincere gratitude to the Oswegatchie Fire Station Building Committee. The dedication and professionalism demonstrated by the Committee through nearly fifty meetings over the past two and a half years is deeply appreciated.

With Thanks,

Robert Brule

Robert Brule, First Selectman

RECEIVED FOR RECORD
WATERFORD, CT
2025 MAY 27 P 3:43
ATTEST: [signature]
TOWN CLERK

(Bryan Sayles RTM 6/2/25)

RECEIVED FOR RECORD
WATERFORD CT
2025 MAY 27 A 8:5
ATTEST [illegible] TOWN CLERK

ASSIGNEE REPORT OF THE OSWEGATCHIE FIRE HOUSE BUILDING COMMITTEE

May 23, 2025 (REVISED)

This report is a summary of facts gathered during the past 2+ years the committee has been working on this project.

1. **The Building Committee has <u>never</u> voted on a motion to request funding or bonding from the Town for this project.**
   a. **In fact, the Committee voted, at the April 1,2025 meeting, Rocco Bracciale made a motion and seconded by Richard Muckle, to have a hard number (based on actual bids) before requesting Town funding / bonding since budget numbers have been proven to be unreliable.**
   b. ***The Committee reaffirmed, at its most recent meeting on May 6th, to* request funding or bonding only based on hard bid numbers.**
   c. **The Chairman, Bob Tuneski, on May 6th, stated during his conversation with Kim Allen, Finance Director, that she decided to ask the BOS to approve bonding for this project based on budget numbers, not actual cost.**

2. **Fire Services Review Special Committee.**
   a. **The RTM formed this Committee at its meeting on 6/7/21 meeting.**
   b. **THE MISSION: REVIEW ISSUES INCLUDING PERFORMANCE, POLICIES, AND STAFFING AND PRESENT THEIR FINDINGS/RECOMMENDATIONS OF ANY CHANGES NEEDED TO ENHANCE PUBLIC SAFETY, CREATING A STEERING DOCUMENT AND STATEGIC PLAN.**
   c. **<u>This committee has failed after 4 years to provide a full comprehensive</u> *<u>report of their findings and recommendations</u> regarding the needs for all 5* Fire Houses.**
   d. **<u>Mr.</u> Tim Condon, at the RTM meeting, on 8/7/23 stated "The decision to approve an Oswegatchie Fire Building Committee was facilitated by the fact that report from the Fire Service Review Special Committee would be provided. As you are aware this report has never been submitted to the Town for review and consideration.**

3. **The RTM decided without the benefit of a report from the Fire Services Review Special Committee, which was established by the RTM on June 7, 2021, to go forward with a new fire house at Oswegatchie. By not having this report we have *placed the cart before the horse by designing a new fire house before obtaining* this report which would have met the needs of all 5 fire houses.**

Alarming

Bryan Saykes
RTM - 6/2/25

4. The Building Committee was formed on 2/6/23 with the specific instruction to "REPAIR OR REPLACE". This was understood to consider the cost of renovating the existing building versus building a new building. At a subsequent RTM meeting that was changed by majority vote that the new meaning was to "REPAIR AS NECESSARY THE EXISTING BUILDING UNTIL THE NEW BUILDING IS COMPLETED".

5. Jonathan Mullen, Planning Director, provided us with the attached Population Projections which shows that the population in Waterford will decrease between now and 2040. See attached.

6. The proposed design, approved by the Fire House Building committee, includes 3 drive through bays. The cost of this additional bay is approximately $410,000.
   a. Only 2 drive through bays are needed based upon the present and future needs.
   b. There are existing unused indoor parking spaces for 7 additional vehicles in the other 4 fire houses.
   c. According to Director of Fire Services, Michael Howley, there are no plans for the next 10 years to add any additional vehicles.
   d. The existing structure is 16,000 square feet in size versus the proposed new building which is 10,000 square feet in size.
   e. The exiting building adequately houses 4 pieces of apparatus, the same for the proposed fire.

Alarming

7. The proposed plans have included the following luxury items:
   a. Heated floor slab with the garage bays.
      The cost is $181,000 plus 15% general conditions, overhead and profit, and 5% for contingency for a total cost of $ 217,000.
      There is already in the design a redundant gas fired forced air heating system which is adequate to heat the entire garage. This is the same system that is being used in our Municipal Garage. This is included in the budget.
   b. Providing 3 bi-folding garage at the front of the building versus 3 typical rolling overhead doors. Cost for the bi-fold door is estimated to be $ 108,000 versus rolling overhead doors estimated to be $ 36,000. These figures include the15% for general contractors overhead/ profit plus 5% for contingency. This is included in the budget.

Bryan Sayles
RTM - 6/2/25

Alarming

8. The existing poor soil conditions for the placement of the new building foundation requires an additional $300,000 including General Contractors 15% fee for overhead/profit plus 5% contingency. The entire footprint of the building has to be excavated to a dept of 6' and the material removed from the site. Additionally, 4' of structural fill has to be installed in the excavation before the foundation can be backfilled. I do not believe that this cost is not included in the budget.

9. The existing traffic light may have to be relocated due to the new location of the building at an additional cost of $ 600,000. The Chief of Police will make a decision to keep the existing light or install a new one after he reviews the line of site along the Boston Post Road. This cost is $600,000 including the General Contractor's fee of 15% and 5% contingency. This potential cost is not included in the budget.

Personal note to the BOF. I urge you to review these facts before you cast your vote on the motion to approve funding / bonding for this project based on a budget number versus actual cost.

Ted Olynciw

Ted Olynciw, RTM Representative, 2nd District and RTM Appointed Member
To the Oswegatchie Building Committee

62 Twin Lakes Drive, Waterford, CT. 06385

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

PHONE: 860-442-0553
www.waterfordct.org

PUBLIC HEALTH, RECREATION AND ENVIRONMENT STANDING COMMITTEE OF THE RTM COMMITTEE REPORT
Review of Feral Cat Management, RTC 12/05/2022
Review of Creation of a Special Revenue Fund, RTC 04/07/2025

Background
At the RTM Regular Meeting on December 5, 2023 following public comment and discussion The RTM voted unanimously to refer the" Review of Feral Cat Management" and on April 7, 2025 they voted to refer "Review of Creation of a Special Revenue Fund" to the Public Health Recreation & Environment Standing Committee of the RTM

Summary
This committee met January 30, 2023, July 12, 2023 April 16, 2025 in regard to **"Review of Feral Cat Management".** The committee heard from a member of the public at the January 30 2023 meeting regarding their concern for the feeding of feral cats. The committee reviewed current state legislation regarding feral cat management and submitted questions for review to the Chief of Police and the Animal Control Officer at subsequent meetings.

The Committee met April 16, 2025 in regard to **"Review of Creation of a Special Revenue Fund"** with Assistant Director of Recreation and Parks Timothy Cieplik and heard from members of the public who represented the town's co-sponsored Little League program. The committee found that there is a significant need for additional support for our towns co-sponsored recreation programs.

Recommendations
At the April 16, 2025 meeting the committee unanimously recommended the following issues out of committee with no action taken.

Review of Feral Cat Management, RTC 12/05/2022

The committee felt that the issue of "**feral cat management"** was not widespread or rose to the level that would require action through ordinance. The committee also notes that there haven't been significant complaints of feral cat issues heard by the committee since the item was referred.

Review of Creation of a Special Revenue Fund, RTC 04/07/2025

The committee also recommends to report the item **"Review of Creation of a Special Revenue Fund"** out of committee after with a recommendation the RTM recommends to report to the full RTM that they direct the finance Director, in conjunction with the board of Finance, to review the issue, and move forward with establishing a special revenue account to address Hoelck Park field rental and maintenance.

Attachments
Minutes and supporting documents available online and/or by request.

Respectfully submitted,
Michael Bono
Committee Chair

OPIOID SETTLEMENT

Fund General
Account # 101-21011
Description OPIOID SETTLEMENT FUNDS
As of April 30, 2025

	BALANCE PER TRIAL BALANCE	BALANCE PER DETAIL	VARIANCE
4/30/2025	($134,864.67)	($134,864.67)	$0.00

DEPOSIT DATE	DEPOSIT AMOUNT	AMOUNT EXPENDED	BALANCE
BEGINNING BALANCE			$132,628.44
JULY	$0.00	($3,843.51)	$128,784.93
AUGUST	$28,432.17	($11,449.15)	$145,767.95
SEPTEMBER	$18,538.04	($3,577.43)	$160,728.56
OCTOBER	$0.00	($3,989.10)	$156,739.46
NOVEMBER	$0.00	($2,922.45)	$153,817.01
DECEMBER	$0.00	($6,170.72)	$147,646.29
JANUARY	$0.00	($2,878.39)	$144,767.90
FEBRUARY	$0.00	($3,834.45)	$140,933.45
MARCH	$0.00	($5,925.71)	$135,007.74
APRIL	$3,873.07	($4,016.14)	$134,864.67
MAY			$134,864.67
JUNE			$134,864.67
	$50,843.28	**($48,607.05)**	**$134,864.67**

NIPS FUNDS

Fund General
Account # 101-21010
Description REVENUE FROM SALE OF NIPS
As of April 30, 2025

	BALANCE PER TRIAL BALANCE	BALANCE PER DETAIL	VARIANCE
4/30/2025	($60,549.32)	($60,549.32)	$0.00

DEPOSIT DATE	DEPOSIT AMOUNT	AMOUNT EXPENDED	BALANCE
BEGINNING BALANCE			$81,922.16
JULY	$0.00	$0.00	$81,922.16
AUGUST	$0.00	$0.00	$81,922.16
SEPTEMBER	$0.00	($27,380.00)	$54,542.16
OCTOBER	$18,192.40	$0.00	$72,734.56
NOVEMBER	$6.00	$0.00	$72,740.56
DECEMBER	$0.00	($12,191.24)	$60,549.32
JANUARY	$0.00	$0.00	$60,549.32
FEBRUARY	$0.00	$0.00	$60,549.32
MARCH	$0.00	$0.00	$60,549.32
APRIL	$0.00	$0.00	$60,549.32
MAY			$60,549.32
JUNE			$60,549.32
	$18,198.40	**($39,571.24)**	**$60,549.32**

DONATIONS (WATERFORD CARES/COMMUNITY EVENTS)
FIRST SELECTMAN

REVENUE	20600-48007		
EXPENDITURE	20601-53326	As of:	4/30/2025
TOTAL BALANCE	7,831.23		

FY2025

COMMUNITY EVENTS DONATIONS					
DONOR	**REVENUE**	**VENDOR**	**EVENT**	**EXPENDITURE**	**BALANCE**
FY24 Balance Forwarded	*5,999.95*	Spirit of 76	Fife & Drum Band (Parade)	(1,000.00)	
		Westbrook Drum Corps	Band (Parade)	(750.00)	
Waterford Central LLC	500.00	Fusion/Anthony Walstra	Band (Parade)	(1,550.00)	
Mohegan Sun	5,000.00	Sunshine Investment	Band (Parade)	(1,000.00)	
Great Neck Country Club	5,000.00	Amazon (flags)	General	(82.80)	
Massad Assoc	1,000.00	Amazon (flag toppers)	General	(92.49)	
Bob Tuneski	125.00	Amazon (poles)	General	(93.06)	
		Amazon (plaques)	General	(202.92)	
		Amazon (flags)	General	(54.80)	
		Amazon (coin cases)	General	(21.74)	
		Amazon (flags/holders)	General	(245.60)	
		Hoelcks Florist	Wreath for Veterans Ceremony	(175.00)	
		Target	Trunk or Treat Prizes	(106.36)	
		BJ's	Career Fair Candy	(300.45)	
		Amazon	Career Fair Candy Wrappers	(186.55)	
		Print Shop	Color Copies	(4.00)	
		Amazon	Award Plaques	(162.14)	
		Ukleja's	Town Fence Garland	(2,640.00)	
		Amazon	Candy Canes	(164.89)	
		Waffle Wagon	Tree Lighting	(200.00)	
		Amazon	Flag Poles	(468.37)	
		Halo	Waterford Pens	(292.55)	
	17,624.95			(9,793.72)	7,831.23

WATERFORD PARADE DONATIONS
FIRST SELECTMAN

REVENUE	20600-48005	As of:	4/30/2025
EXPENDITURE	20601-53327		
TOTAL BALANCE	565.00		

FY2024

WATERFORD PARADE DONATIONS					
DONOR	**REVENUE**	**VENDOR**	**EVENT**	**EXPENDITURE**	**BALANCE**
FY24 Balance Forwarded	***2,000.00***				
Waterford Woods LLC	500.00	Matica Arts	Juggler	(400.00)	
Chelsea Groton Bank	250.00	April's Balloons	Balloon Artist & Face Painter	(400.00)	
		Mystic Highland Pipe Band	Bagpipe Band	(850.00)	
		Casey Carle	Bubble Mania	(350.00)	
		William Stewart	Bagpipes	(185.00)	
	2,750.00			(2,185.00)	565.00

SENIORS SPECIAL REVENUE
Special Revenue Account
April 30, 2025

BEGINNING BALANCE 7/1/2024	**$**	**16,808.85**
REVENUE		
General Donations	$	10,864.00
Program Fees	$	23,270.68
Activities (Trips)	$	30,332.10
Lunch/Dinner Programs	$	8,331.16
Bernstein Trust	$	6,200.00
Total Revenue	$	78,997.94
EXPENDITURES		
General Donations	$	17,309.68
Program Fees	$	13,015.83
Activities (Trips)	$	15,611.64
Lunch/Dinner Programs	$	9,704.31
Bernstein Trust	$	4,150.00
Total Expenditures	$	59,791.46
April 30, 2025 BALANCE	$	19,206.48
ACCUMULATIVE BALANCE	**$**	**36,015.33**

YOUTH & FAMILY SERVICES
Special Revenue Account
April 30, 2025

BEGINNING BALANCE 7/1/2024		**$ 106,423.86**
REVENUE		
	Donations	$41,058.75
	Camp Dash	$229,806.31
	Program Fees	$20,788.00
	Total Revenue	$291,653.06
EXPENDITURES		
	General	$21,989.99
	Camp Dash	$198,588.38
	Programs	$33,689.54
	Total Expenditures	$254,267.91
April 30, 2025 BALANCE		$37,385.15
ACCUMULATIVE BALANCE		**$ 143,809.01**

RECREATION & PARKS
Special Revenue Account
April 30, 2025

BEGINNING BALANCE 7/1/2024	**$**	**67,419.69**
REVENUE		
Donations		
Program Fees	$	1,462.00
Summer Music		
Advertising	$	1,650.00
Special Events	$	1,000.00
DOT BIKE Grant		
Total Revenue	$	4,112.00
EXPENDITURES		
General		
Programs	$	4,189.20
Summer Music		
Special Events	$	109.58
DOT BIKE Grant		
Total Expenditures	$	4,298.78
April 30, 2025 BALANCE	$	(186.78)
ACCUMULATIVE BALANCE	**$**	**67,232.91**

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

Date: June 3, 2025

To: Members of the Board of Finance

From: Accountant II

Subject: Status of Contingency Fiscal Year 2025

Contingency Fund, Line item 10121-59010:

07/01/24 Appropriation	265,000
Transferred through 05/28/25	(263,706)
Balance	1,294

Virginia Bielucki

FISCAL YEAR 2024-2025
CONTINGENCY TRANSFERS & BALANCE

ORG	OBJECT	DESCRIPTION	BOARD OF FINANCE	RTM	TRANSFER AMOUNT	BALANCE
		BALANCE 07/01/24				$265,000.00
10104	52030	PROFESSIONAL FEES ASSESSOR	8/14/2024	N/A	$24,500.00	$240,500.00
10123	51410	FIRE FIGHTING	8/14/2024	N/A	$49,227.00	$191,273.00
10123	51110	FIRE SERVICES ADMINISTRATION	9/11/2024	N/A	$14,486.00	$176,787.00
10140	57328	TRANSFER OUT TO CNR-ALEWIFE COVE	9/11/2024	N/A	$12,500.00	$164,287.00
10111	52120	SEWER BUILDING MAINTENANCE	11/13/2024	N/A	$3,112.00	$161,175.00
10137	51610	RECREATION & PARKS PARK MAINTENANCE	12/11/2024	N/A	$4,330.00	$156,845.00
10129	51420	POLICE PATROL	1/15/2025	N/A	$62,757.00	$94,088.00
10138	55913	TRANSFER OUT TO CIF-JORDAN PARKHOUSE REPAIRS	1/15/2025	N/A	$6,583.00	$87,505.00
10123	51410	FIRE FIGHTING	2/12/2025	N/A	$84,511.00	$2,994.00
10102	51310	ROV VOTER REGISTRATION	3/12/2025	N/A	$800.00	$2,194.00
10102	53020	ROV OTHER SUPPLIES	3/12/2025	N/A	$900.00	$1,294.00
					($263,706.00)	$1,294.00