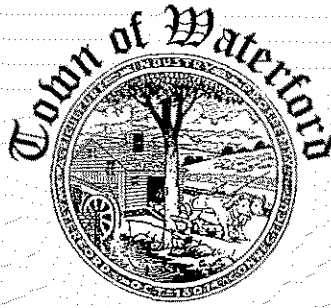


FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553

www.waterfordct.org
RECEIVED FOR RECORD
WATERFORD, CT

2024 MAY 16 A 11:05

ATTEST: *Daniel L. Lamy*
TOWN CLERK

AGENDA
BOARD OF SELECTMEN REGULAR MEETING
Tuesday, May 21, 2024
5:00 PM
Waterford Town Hall (Appleby Room)

(Procedural Action: Check register to be signed by the Board of Selectmen in accordance with CGS 7-83)

1. **Call to Order & Roll Call:**
2. **Pledge of Allegiance**
3. **Public Comment:**
4. **Recreation and Parks – Town Hall Post Tension Concrete Account Merge and Additional Appropriation:**
 - 4a. To consider and act on a request to consolidate capital improvement projects from the Recreation and Parks Director, Ryan McNamara, in the amount of \$91,000, line #33720-55854 Leary Basketball Court Rebuild and \$41,000, line #33720-55855 Town Hall Basketball Court Repairs (pertaining to the athletic court surfacing) to one account under line # 33720-55854 (Leary Basketball Court).
 - 4b. To consider and act on a request for a FY24 additional appropriation, from the Recreation and Parks Director, Ryan McNamara, in the amount of \$249,808, to account #33720-55854 and forward on to the Board of Finance if approved.
5. **Human Resources:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Human Resources Director, Christine Walters, in the amount of \$1,523 to cover end of year overage in Administration and FICA due to non-union general wage increase that was approved after the FY24 budget was finalized and forward on to the Board of Finance if approved.

6. **Human Resources:** To consider and act on the following request for a FY24 In-Series Transfer from the Human Resources Director, Christine Walters, in the amount of \$1,689 to cover year end overage in Administration due to non-union wage increase that was approved after the FY24 budget was finalized.
7. **Planning & Zoning:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Planning Director, Jonathan Mullen, in the amount of \$2,100 to accommodate contractual salary requirements and forward on to the Board of Finance if approved.
8. **Planning:** To consider and act on the following request for a FY24 In-Series Transfer from the Director of Planning, Jonathan Mullen, in the amount of \$4,000 to cover contractual salary requirements.
9. **Utility:** To consider and act on the following request from the Utility Commission to accept Caroline Court as a public road and refer the matter to the Planning and Zoning Commission for an 8-24 review and refer it on to the RTM for final action.
10. **Fire Services:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Fire Services Administrator, Michael Howley, in the amount of \$7,048 to cover apparatus repairs and forward on to the Board of Finance if approved.
11. **Fire Services:** To consider and act on the following request for a FY24 In-Series Transfer from the Fire Services Administrator, Michael Howley, in the amount of \$50,500 to cover year end expenses.
12. **Fire Services:** To consider and act on the following request from the Fire Services Administrator, Michael Howley, to reallocate funds from account 20523-57838 (fire pre-emption light repairs) to account 20523-57777 SCBA upgrades). Line #20523-57838 will be closed.
13. **Appointments & Resignations:**
 - 13a. To consider and act on the appointment of Ed Lusher (R) to the Economic Development Commission to fill the term of 9/1/23-8/31/27 as a member.
14. **New Business:**
15. **Old Business:**

16. Correspondence:

16a. Resurfacing Roads Memorandum

17. Consent Agenda

17a. Tax Refund

17b. Board of Selectmen Regular Meeting Minutes May 7, 2024

18. Adjournment:

TO: Board of Selectmen

FROM: Ryan McNamara, Director of Recreation and Parks

DATE: May 1, 2024

RE: Town Hall Post Tension Concrete Account Merge and Additional Appropriation

I hope this letter finds you well. I am writing to follow up on the request to consolidate capital improvement projects #33720-55854 Leary basketball Court Rebuild (\$91,000) and #33720-55855 Town Hall Basketball Court Repairs (\$41,000) pertaining to the athletic court surfacing, along with an additional appropriation to ensure the completion of this essential project. I am requesting that funds approved in account 33720-55855 (\$41,000) be transferred to account 33720-55854 and then account 33720-55855 be closed.

As you are aware, maintaining our athletic facilities to a high standard is crucial for the well-being and development of our community members, particularly our students and athletes. The current condition of the athletic court surfacing has deteriorated significantly over time, posing safety risks and hindering the quality of sports activities conducted on these courts.

Consolidating the capital improvement projects related to athletic court surfacing will streamline the allocation of resources and enable us to undertake a comprehensive and efficient renovation process. By consolidating these projects, we can maximize cost-effectiveness and minimize disruptions to our athletic programs.

Furthermore, I am requesting an additional appropriation of \$117,808 to the merged account 33720-55854 to ensure that the project can be completed to the desired standard. This additional funding will cover any unforeseen expenses (2% contingency), as well as allow for enhancements that will prolong the lifespan of the surfacing and improve its performance.

- The funding balance once consolidated is \$132,000.
- The recent quote received (attached) reflects a cost of \$244,910.
- We have included a 2% contingency equal to \$4,898 that brings the total request to \$249,808.
- **Total projected cost of \$249,808 - \$132,00 consolidated funding = \$117,808 additional appropriation**

The benefits of investing in our athletic facilities extend beyond providing a safe and conducive environment for sports activities. They also contribute to promoting physical fitness, fostering team spirit, and enhancing the overall well-being of our community members.

I am confident that with your support, we can successfully undertake this capital improvement project and deliver a high-quality athletic facility that meets the needs of our community. I am available to discuss this matter further and provide any additional information you may require.

Thank you for your attention to this request.

IF YOU CAN
PLAY ON IT,



WE CAN
BUILD IT

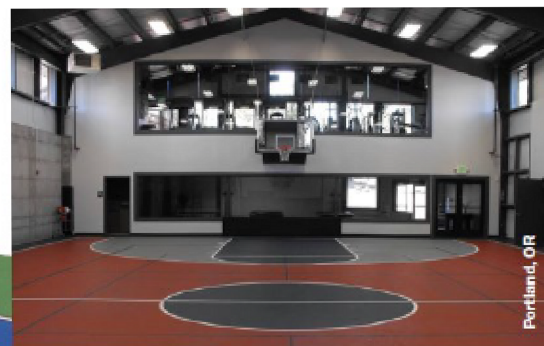
Durability • Reliability
Playability • Engineered to Last



Chelsea Piers, Stamford, CT



New Canaan High School



Portland, OR



Tennis Industry Magazine Contractor of the Year —
10 and Under Tennis (2011)



Hinding Tennis Courts, LLC • 24 Spring Street • West Haven, CT 06516 • p 203-285-3055

Apr 27, 2024

Town of Waterford
Ryan McNamara
15 Rope Ferry Rd, Waterford, CT, 06385
rmcnamara@waterfordct.org

RE: Rebuild one existing asphalt basketball court to post tension concrete. court size 70'x125'

Dear Ryan,

Thank you for considering Hinding Tennis for your recreational needs. It is our goal to provide you with the highest quality sport surfacing products and installation in the industry.

We at Hinding Tennis stand committed to excellence and it is our goal to provide you with the highest quality materials. As a current member of the American Sports Builders Association we are always up to date on the newest innovations and industry trends. Our goal is always to exceed your expectations and let the finished product speak for itself.

We know you have many options when choosing a sport-surfacing contractor, therefore we continually strive to provide the most competitive pricing without compromising the quality or workmanship.

All of us at Hinding Tennis thank you for the opportunity to provide you with this proposal and look forward to working with you in the future.

Sincerely,

Vincent Rapuano
vin@hindingtennis.com



HINDING PROPOSAL

PROCEDURE TO BE AS FOLLOWS:

Furnish all materials, labor and insurance to perform the Rebuild one existing asphalt basketball court to post tension concrete. court size 70'x125'. Town Hall, 15 Rope Ferry Rd, Waterford, CT, 06385

Specifications of Services to be Provided:

Material Description	Qty	Unit Price	Subtotal
Fence Removal - Fence Removal: Remove and dispose of fence posts, fabric and fence post footings	1	Included	\$0.00
Reclaim - Reclaim existing court	1	\$4,000.00	\$4,000.00
Laser grade - base material and establish 1% pitch East to West.	1	Included	\$0.00
Basketball System - Furnish and install (1) 72" Dominator Hoop.	4	\$4,800.00	\$19,200.00
Post Tension Concrete Court -			
A. Form work will be installed around the entire perimeter of the tennis courts.			
B. New net post sleeves to be set in their own concrete footings.			
C. Two layers of 6 mil poly placed over the entire court area.			
D. Encapsulated Post-tensioning tendons laid out according to PTI specifications.			
E. A 5" thick, 3000 psi concrete slab poured monolithically inside the forms.			
F. Post-tensioning cables stressed according to PTI specifications and procedures.			
G. The concrete surface was checked for flatness, according to the ASBA guidelines. Any deviations will be brought to proper tolerances with 5000 psi epoxy concrete.			
H. Final cable stress, cable ends cut off inside the cone holes, and the holes filled with no-shrink grout.			
I. After allowing 30 days for the concrete surface to cure, apply an acid etching solution to abrade the concrete and prepare the surface for subsequent coatings.			
J. Guarantee: Hinding Tennis, LLC will guarantee the post-tensioned slab against structural cracking for a period of ten (10) years from date of install. Hairline cracks (surface cracks not structural as defined above) are not covered. If structural cracks do develop, the contractor will repair the crack as he deems necessary to make the surface playable again. Abuse, neglect, and acts of God are not covered.			
Acid Etch - Acid Etch and Pressure Wash the entire court	1	Included	\$0.00
TI-Coat - Apply TI-Coat Epoxy and first coat of Acrylic Resurfacer to the entire court	1	Included	\$0.00
2 Coat Color System - Furnish and Install the 2 coat acrylic color coating system. This system includes one filler coat and one finish coat of color.	1	Included	\$0.00
Basketball Lines Full Court - Layout and Stripe full court basketball lines in accordance to NCAA.	2	\$1,200.00	\$2,400.00
10' Foot Chain Link Fence Installation - 10' Foot Chain Link Fence Installation: Furnish and install 10' High 8 gage fuse-bonded chain link fence	166	\$68.00	\$11,288.00
Mobilization and Fuel Surcharge - 4% of total proposal price for Mobilization and 3% of total proposal price for Fuel Surcharge	1	\$16,022.00	\$16,022.00

1 \$192,000.00 \$192,000.00

Pricing as Indicated Below:
Non Prevailing Wage Total: \$244,910.00

PAYMENT SCHEDULE

SALES TAX WILL BE CHARGED AT 30% OF THE STATE TAX RATE WHEN APPLICABLE TO ACCOUNT FOR TAX ON LABOR. PAYMENT IS EXPECTED UPON TIMELY COMPLETION.

CREDIT CARD PAYMENTS WILL REQUIRE A 2% CREDIT CARD PROCESSING FEE.

Payment Schedule is to be as follows **unless otherwise specified on the contract:**

For jobs priced below a threshold of approximately \$3,000.00 (subject to vary):

100% "Full payment", plus applicable tax on total amount, due upon signing and remittance of forthcoming contract if this estimate is approved, before work can begin. Please be ready to include a payment along with a signed contract.

For jobs priced above a threshold of approximately \$3,000.00 (subject to vary):

50% "Down payment", plus applicable tax on total amount, due upon signing and remittance of forthcoming contract if this estimate is approved, before work can begin. Please be ready to include a payment along with a signed contract.

25% "Good faith payment", considered due the day we begin work on your project.

25% "Remainder payment", considered due the day we end work on your project.

PLEASE NOTE: In the event that payment is not made as specified above, it is agreed that Hinding Tennis, LLC will receive interest at a rate of 1.5% per month on the remaining balance due. In the event that payment is not made as specified, Hinding Tennis, LLC retains the right to halt works until past due payments are made. Payment in full not being made within 60 days of job completion renders any warranties on the job null and void. Above prices are submitted for approval within sixty days and after that time may be revised. We reserve the right to take before, during & after photos of your particular job & use photos for marketing purposes. We will never give out your name or street address without your consent.

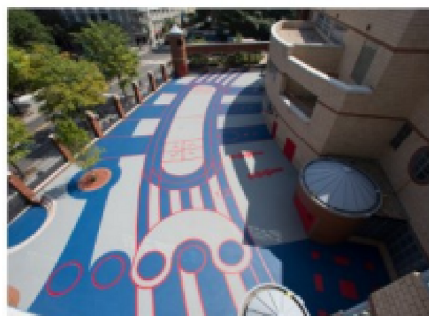
SCOPE OF SERVICES RENDERED: Unless otherwise specified, price does not include the following: Plans, Permits, Design, Layout, Engineering, Town Fees, Testing, Drainage or Drainage Issues and repair of areas around the site that may have been damaged or worn out by equipment being carried to and from court. Warranties if any will be noted on specified items.

ACCEPTANCE OF PROPOSAL: Please hit the green accept button and sign your name electronically, if any issues occur please call the office (203-285-3055) or one of the owners directly if someone is not in touch with you shortly and you are intent on proceeding with the work as described. We will provide a contract for you to sign and remit with payment so that we may begin work.

www.HindingTennis.com



ABOUT US



"Over the years, Hinding Tennis has helped make GRSC a community club with the best hard court surfaces inside and out, as well as junior lines and stand alone courts, outdoor lighting and pickleball courts. They are a great partner in the tennis business."

— Sarah Boone, Owner, Guilford Racquet & Swim Club



Since 1994 the Team at Hinding Tennis, LLC has been building superior Recreational Courts for all types of surfaces. We specialize in Post Tension Concrete Courts and our patented Rubberized Cushion System is a very popular surface among many avid players.

Hinding prides itself on quality workmanship and retains over 90% of its work force each season; our crews are extremely knowledgeable and are some of the most experienced in the business.

From Har Tru to Post Tension Concrete to Tennis and Basketball Courts to Playgrounds and just about anything recreational, we offer only the best products and services. We are actively involved in the ASBA (American Sports Builders Association) and we are constantly on the cutting edge of new technology.

Our reputation speaks for itself and clubs, residential, parks, schools and municipalities count on us everyday.

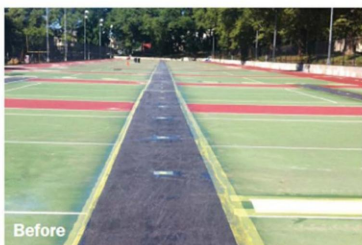
We can customize any job to any size, any color and any speed. Our customer service and sales representatives are extremely knowledgeable of all types of surfaces, coatings and building new courts. So please call us today for a free analysis of your project.



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Official 10 and Under Tennis Court Installer

RITEWAY CRACK REPAIR



The RiteWay Crack Repair System (U.S. Patent No. 7,597,503) utilizes an exclusive technology that allows existing cracks on your court to move without breaking the membrane of this system. Many who have tried other systems have complained about "dead spots," "hollow sounds" and "bubbling." Although these other systems have proven to keep cracks from coming back, RiteWay Crack Repair not only keeps cracks from coming back, but its exclusive technology does not have any dead spots, hollow sounds or bubbling.

The installation is so unique that many tennis court owners can't believe its proven success until they see it for themselves.

No other overlay system can give you the RiteWay results. We've seen the other systems on the market – some have success, some have failures – but none of them can give the guarantee that RiteWay offers. Our proven success and durability will last much longer than the written guarantee.

When considering your repair options, there's only one question to ask yourself:

Are you repairing cracks the old traditional way, or are you repairing them the RiteWay?



Fix Your Cracks - Do It The RiteWay!

For more information go to www.ritewaytennis.com.

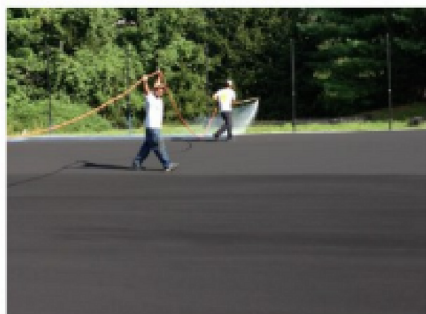


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Official 10 and Under Tennis Court Installer

RESURFACING



Court Resurfacing

Since 1994, Hinding Tennis has been building and resurfacing tennis courts throughout the United States and in the Caribbean. With headquarters located in West Haven, Connecticut, Hinding Tennis' major client concentration runs up and down the U.S. East Coast.

Resurfacing your tennis court is important in the overall maintenance, upkeep, playability and longevity of the court. Typically, a tennis court should be resurfaced every 4-7 years. This varies depending upon the surface, weather, amount of play, and preservation of the court. Hinding Tennis offers all types of coating and cushion systems and will give you several resurfacing options to keep your court performing at its highest level of playability.

Hinding Tennis resurfaces over 400 courts per year. We retain 90% of our professional workforce yearly, therefore we are not training new court technicians each season. Our quality of workmanship, professionalism and customer service is second to none. Examples of our projects include Chelsea Piers, Stamford CT; U.S. Coast Guard, New London CT; and Match Point Tennis, Brooklyn, NY.



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Official 10 and Under Tennis Court Installer

SQUEEGEE MARKS



Differences in site, weather and soil conditions require variations in construction and repair methods and materials. Readers are advised to consult a qualified contractor or design professional before undertaking construction or repair of a court. Rev. 03/04

Acrylic color surfacing systems are generally applied with a squeegee in multiple coats. Most systems include one or more filler coats, followed by two to three coats of color. Some systems also include texture or cushion coats between the filler and the top coats.

There are several theories regarding the application of color coatings. In any case, coating systems must be applied smoothly to a uniform thickness over the entire court surface. This requires an experienced applicator and careful attention to the technique.

Even when color coatings are applied with care by a skilled operator, some squeegee marks and other slight variations in color and texture are inevitable. This is because the formulation of acrylic causes components to migrate to the edge of the material as it is being applied. As a result, an observer will be able to locate the spot where the acrylic material was poured on the surface, where the squeegee operator turned to make a pass in the opposite direction or where one pass overlapped another. Squeegee marks will be more visible on lighter colors and more common when coatings are applied in hot weather or when they include coarser sand. Humidity, angle of the sun when the acrylic is applied and other factors also may affect frequency and visibility of these marks.

Due to the nature of the material and the human element in tennis court construction, squeegee marks are likely to occur, like marks in newly vacuumed plush carpet or newly mown grass. They will not affect play and will become less visible as the court wears and ages.

While squeegee marks are within industry standard, more serious flaws – ridges, drips, tool marks, foot prints, bucket marks and areas of excess material - are unacceptable and should be corrected by the surfacing contractor.



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BIRDBATHS

LOW SPOTS



“Birdbath” is a term commonly used in the tennis industry to describe a low area on a tennis court that holds water.

More precisely, the American Sports Builders Association (ASBA) defines a birdbath as any area where standing water more than 1/16” (2mm – commonly measured using a nickel) remains after drainage of the area has ceased or after one hour of drying at 70 degrees Fahrenheit in sunlight. Birdbaths delay play on the court after rain and may cause staining and/or peeling of the surface.

Among the causes of birdbaths are:

1. Unsuitable material in the subsoil;
2. Inadequate drainage around the tennis court;
3. Improper slope or grade;
4. Inadequate compaction of the subgrade; or
5. Paving error

Paving and surfacing, even with laser-guided equipment, involves both skill and judgment. The number of variables impacting the paving and surfacing processes makes it unreasonable to expect perfection. Minor depressions in the surface, those less than 1/16” deep or those that drain or dry in under an hour, are considered within tolerance and are acceptable. In a new or recently resurfaced court, however, the contractor should correct birdbaths.

Because site selection, design and construction can involve compromise, even properly designed and constructed courts may develop birdbaths over time. Tennis courts sometimes are built on sites which are reclaimed or which have been deemed unsuitable for other purposes. In such cases, less than ideal subsoil, grade, or drainage conditions may exist. Additionally, over time, new circumstances may arise which lead to settling or drainage problems.

The owner’s expectations regarding repair of birdbaths should be based on the nature of the birdbaths that exist to be repaired and the amount of money budgeted for the repair. Owners also should understand that available repair methods and materials are imperfect. Complete removal of standing water may be impossible. Generally the owner should accept that repair of the birdbaths is only a means of reducing the inconvenience they cause and extending the useful life of the court.

The number, size and depth of birdbaths is another consideration. The existence of multiple birdbaths or major depressions of ½” or more may indicate more serious problems. Repairing multiple or deeper birdbaths is labor intensive and often results in cosmetic imperfections, which may require resurfacing to correct. The larger the birdbath, the more difficult it can be to repair.

Differences in site, weather and soil conditions require variations in construction and repair methods and materials. Readers are advised to consult a qualified contractor or design professional before undertaking construction or repair of a court. Rev. 11/10



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ACCESSORIES



Hinding Tennis is your resource for court equipment and accessories. With close to 20 years of experience in court construction and maintenance, we know what you need to give your game a boost and keep your court in shape. We work with the best suppliers of quality court products. Quality products come from quality manufacturers and we can provide you with a variety of choices to meet your personal preferences.



Fencing, lighting and windscreens, tennis nets, tennis posts and benches. Backboards, score boards, goals, ball machines, roll dries and court brooms — we've got you covered. Looking for something? Just ask.



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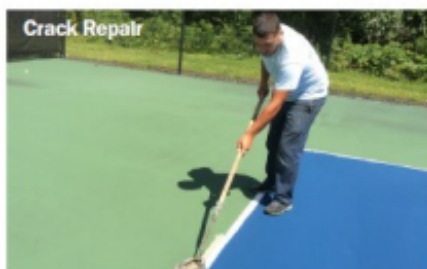
MAINTENANCE



Powerwash



Safe Wash



Crack Repair



Resurface



Line Stripe

Maintaining your court is one of the most important things you can do to preserve the longevity of its appearance. Like changing the oil in your car every 3,000 miles, properly cleaning and inspecting your court once a year is very critical.

To maximize the useful life of any type of court, we recommend that owners develop and implement a regular schedule of maintenance. Regular inspection and repair of minor irregularities is more cost effective than allowing the court to deteriorate to the point of requiring major repairs.

Our maintenance programs include servicing both All Weather and Har Tru Courts. For all weather courts, we recommend you pressure wash once a year, check for cracks, grease net post cranks, check mesh and tighten fence and install your net. Our Har Tru reconditioning includes removing all the dead material. Installing new Har Tru, grooming court, checking fence fabric and tightening, greasing net post cranks and installing your net.



Call us today to inspect your court and for a free non-obligational estimate.



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**No Matter
What Your Game,**



**HINDING
HANDLES IT**



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TOWN OF WATERFORD

TRANSFER REQUEST FORM

Out of Series Transfer Request

Human Resources
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10145	51110	Administration	92,025.00	12,406.00	382.00		12,788.00
2	10145	51920	FICA	11,920.00	618.00	1,141.00		1,759.00
3	10145	52030	Professional Fees	75,000.00	2,352.00		(1,523.00)	829.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
TOTAL						1,523.00	(1,523.00)	

Explanation

Out of series transfer from Professional Fees needed to cover end of year overage in Administration and FICA due to non-union general wage increase that was approved after the FY24 budget was finalized.

Christine Walten
Department Head

DVS
Director of Finance

5/13/24
Date

5/13/24
Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

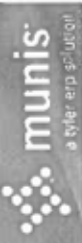
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10145 HUMAN RESOURCES						
5110 ADMINISTRATION						
10145 51110	ADMINISTRATION 0.00	92,025.00	79,619.28	0.00	12,405.72	86.5%
5120 CLERICAL AND TECHNICAL						
10145 51210	CLERICAL AND TECHNICAL 18,795.00	82,579.00	71,923.08	0.00	10,655.92	87.1%
51920 F.I.C.A.						
10145 51920	F.I.C.A. 0.00	11,920.00	11,301.96	0.00	618.04	94.8%
52010 ADVERTISING						
10145 52010	ADVERTISING 0.00	4,000.00	1,295.01	0.00	2,704.99	32.4%
52020 POSTAGE						
10145 52020	POSTAGE 0.00	968.00	382.01	0.00	585.99	39.5%
52030 PROFESSIONAL FEES						
10145 52030	PROFESSIONAL FEES 0.00	75,000.00	35,185.65	37,462.84	2,351.51	96.9%
52040 SERVICE CONT AND REPAIRS						
10145 52040	SERVICE CONT AND REPAIRS 0.00	1,467.00	1,194.38	81.26	191.36	87.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13							
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
52050 DUES, CONFER							
10145 52050	DUES, CONFERENCES & EDUCATION 0.00	455.00	455.00	0.00	0.00	100.0%	
52070 REIMBURSABLE EXPENSES							
10145 52070	REIMBURSABLE EXPENSES 0.00	250.00	76.99	0.00	173.01	30.8%	
52080 TELEPHONE							
10145 52080	TELEPHONE 0.00	495.00	410.47	122.11	-37.58	107.6%	
52300 TRAINING & EDUCATION							
10145 52300	TRAINING 0.00	6,300.00	3,834.00	0.00	2,466.00	60.9%	
52570 EMPLOYEE ASSISTANCE PROG.							
10145 52570	EMPLOYEE ASSISTANCE PROGRAM 0.00	2,172.00	2,171.07	0.00	0.93	100.0%	
53020 OTHER SUPPLIES							
10145 53020	OTHER SUPPLIES 0.00	1,000.00	607.91	0.00	392.09	60.8%	
TOTAL HUMAN RESOURCES							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98	88.3%	
TOTAL GENERAL FUND							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98	88.3%	
TOTAL EXPENSES							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98		
GRAND TOTAL							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98	88.3%	



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Human Resources
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10145	51110	Administration	\$ 92,025	\$ 12,406	1,689.00		\$ 14,095
2	10145	51210	Clerical & Technical	\$ 82,579	\$ 10,656		(1,689.00)	\$ 8,967
3								\$ -
4								\$ -
5								\$ -
6								\$ -
7								\$ -
8								\$ -
TOTAL						1,689.00	(1,689.00)	

Explanation:

Transfer needed from Clerical & Technical to cover end of year overage in Administration due to non-union general wage increase that was approved after the FY24 budget was finalized.

Christine Wilton
Department Head

5/13/24
Date

BOS
Director of Finance

5/13/24
Date

First Selectman

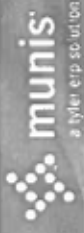
Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10145 HUMAN RESOURCES						
5110 ADMINISTRATION						
10145 51110	ADMINISTRATION 0.00	92,025.00	79,619.28	0.00	12,405.72	86.5%
5120 CLERICAL AND TECHNICAL						
10145 51210	CLERICAL AND TECHNICAL 18,795.00	82,579.00	71,923.08	0.00	10,655.92	87.1%
51920 F.I.C.A.						
10145 51920	F.I.C.A. 0.00	11,920.00	11,301.96	0.00	618.04	94.8%
52010 ADVERTISING						
10145 52010	ADVERTISING 0.00	4,000.00	1,295.01	0.00	2,704.99	32.4%
52020 POSTAGE						
10145 52020	POSTAGE 0.00	968.00	382.01	0.00	585.99	39.5%
52030 PROFESSIONAL FEES						
10145 52030	PROFESSIONAL FEES 0.00	75,000.00	35,185.65	37,462.84	2,351.51	96.9%
52040 SERVICE CONT AND REPAIRS						
10145 52040	SERVICE CONT AND REPAIRS 0.00	1,467.00	1,194.38	81.26	191.36	87.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
ORIGINAL APPROP	TRANS/ADJST	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
52050 DUES CONFER							
10145 52050	DUES, CONFERENCES & EDUCATION 0.00	455.00	455.00	0.00	0.00	100.0%	
52070 REIMBURSABLE EXPENSES							
10145 52070	REIMBURSABLE EXPENSES 0.00	250.00	76.99	0.00	173.01	30.8%	
52080 TELEPHONE							
10145 52080	TELEPHONE 0.00	495.00	410.47	122.11	-37.58	107.6%	
52300 TRAINING & EDUCATION							
10145 52300	TRAINING 0.00	6,300.00	3,834.00	0.00	2,466.00	60.9%	
52570 EMPLOYEE ASSISTANCE PROG.							
10145 52570	EMPLOYEE ASSISTANCE PROGRAM 0.00	2,172.00	2,171.07	0.00	0.93	100.0%	
53020 OTHER SUPPLIES							
10145 53020	OTHER SUPPLIES 0.00	1,000.00	607.91	0.00	392.09	60.8%	
TOTAL HUMAN RESOURCES							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98	88.3%	
TOTAL GENERAL FUND							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98	88.3%	
TOTAL EXPENSES							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98		
GRAND TOTAL							
259,836.00	18,795.00	278,631.00	208,456.81	37,666.21	32,507.98	88.3%	

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD

TRANSFER REQUEST FORM

Out of Series Transfer Request

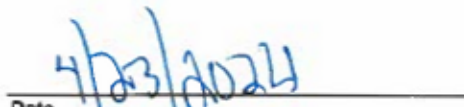
Planning & Zoning
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10110	51120	Inspection	282,411.00	55,223.00	2,100.00		57,323.00
2	10110	52040	Service Cont & Repair	15,781.00	10,268.00		(2,100.00)	8,168.00
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
TOTAL						2,100.00	(2,100.00)	

Explanation

Additional funds needed in the Inspection line to accommodate contractual salary requirements.


Department Head


Date

Director of Finance

Date

First Selectman

Date


Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10110 PLANNING & ZONING COMM.							
51110 ADMINISTRATION							
10110 51110	111,283.00	ADMINISTRATION 0.00	111,283.00	90,845.10	0.00	20,437.90	81.6%
51120 INSPECTION							
10110 51120	282,411.00	INSPECTION 0.00	282,411.00	243,897.75	0.00	38,513.25	86.4%
51210 CLERICAL AND TECHNICAL							
10110 51210	162,634.00	CLERICAL AND TECHNICAL 0.00	162,634.00	135,362.11	0.00	27,271.89	83.2%
51810 OVERTIME							
10110 51810	6,164.00	OVERTIME 0.00	6,164.00	1,646.86	0.00	4,517.14	26.7%
51910 FRINGE BENEFITS							
10110 51910	5,838.00	FRINGE BENEFITS 0.00	5,838.00	2,468.99	0.00	3,369.01	42.3%
51920 F.I.C.A.							
10110 51920	43,478.00	F.I.C.A. 0.00	43,478.00	33,690.45	0.00	9,787.55	77.5%
52010 ADVERTISING							
10110 52010	4,000.00	ADVERTISING 1,000.00	5,000.00	2,408.12	1,141.96	1,449.92	71.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJST'S	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52020 POSTAGE							
10110 52020	450.00	0.00	450.00	183.61	0.00	266.39	40.8%
52030 PROFESSIONAL FEES							
10110 52030	20,000.00	PROFESSIONAL FEES -1,000.00	19,000.00	10,532.99	8,467.01	0.00	100.0%
52040 SERVICE CONT AND REPAIRS							
10110 52040	15,781.00	SERVICE CONT. AND REPAIRS 0.00	15,781.00	5,406.51	1,236.28	9,138.21	42.1%
52050 DUES CONFER							
10110 52050	3,521.00	DUES, CONFERENCES & EDUCAT 0.00	3,521.00	3,270.80	0.00	250.20	92.9%
52060 PRINTING							
10110 52060	450.00	PRINTING 0.00	450.00	139.10	0.00	310.90	30.9%
52070 REIMBURSABLE EXPENSES							
10110 52070	200.00	REIMBURSABLE EXPENSES 0.00	200.00	0.00	0.00	200.00	.0%
53010 OFFICE SUPPLIES							
10110 53010	2,750.00	OFFICE SUPPLIES 0.00	2,750.00	1,061.98	0.00	1,688.02	38.6%
53090 FUELS AND LUBRICANTS							
10110 53090	810.00	FUELS AND LUBRICANTS 0.00	810.00	400.97	0.00	409.03	49.5%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54060 OFFICE EQUIPMENT							
10110 54060	1,440.00	OFFICE EQUIPMENT 0.00	1,440.00	2.01	0.00	1,437.99	.1%
TOTAL PLANNING & ZONING COMM.	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	82.0%
TOTAL GENERAL FUND	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	82.0%
TOTAL EXPENSES	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	
GRAND TOTAL	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	82.0%

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

PLANNING AND ZONING COMMISSION
MEETING MINUTES

RECEIVED FOR RECORD
WATERFORD, CT

Planning & Zoning Commission
Town Hall

2024 MAY -6 P 1:36
April 30, 2024

6:30 PM
ATTEST: *Doris Crum*
TOWN CLERK

Members Present: Chairman Greg Massad, Karen Barnett, Tim Bleasdale and Tim Conderino
Members Absent: Victor Ebersole
Alternates Present: Bertrand Chenard
Alternates Absent: Doris Crum, Joseph DiBuono
Staff Present: Jonathan Mullen, Planning Director, Mark Wujtewicz, Planner, Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

G. Massad called the meeting to order at 6:30 PM. B. Chenard was seated for V. Ebersole.

2. APPROVAL OF MINUTES

MOTION: Motion made by B. Chenard, seconded by T. Conderino, to approve the March 26, 2024 meeting minutes.

VOTE: 3-0 (K. Barnett and T. Bleasdale abstained)

3. PLEDGE OF ALLEGIANCE

4. APPLICATION RECEIPT

#PL-24-6 – Request of Adams Builders, LLC, owner and applicant, for a modification to the Master Design Plan for PDD-2 (Planned Design District 2), 48 Great Neck Road in accordance with Section 19.1.2 and 19.2.2 of the Waterford Zoning Regulations.

APPLICATION WAS RECEIVED: 4/15/24

PUBLIC HEARING REQUIRED BY: 6/20/24

Chairman Massad noted that application PL-24-6 was submitted for receipt at the April 15, 2024 Planning & Zoning Commission meeting. The April 15, 2024 meeting was cancelled, however the application was still officially received in accordance with State Statute and that it was scheduled for a public hearing within the required statutory period.

5. PUBLIC HEARING

#PL-24-5 – Request of East Lyme Tree Service, owner & applicant for a Site Plan/Special Permit approval for Storage of Trucks & Equipment at 1122 & 1124 Hartford Turnpike, IP-3 zone, in accordance with Sections 15.2.1, 22 and 23 of the Zoning Regulations and as shown on plans entitled "East Lyme Tree Services, 1122 & 1124 Hartford Turnpike, Waterford, CT Rev. March 6, 2024".

PUBLIC HEARING REQUIRED BY: 5/16/2024

Chairman Massad opened the public hearing at 6:33 p.m.

Ellen Bartlett, PE., CLA Engineers, was present for the application. M. Wujtecwicz read the exhibit list, items 1-7 into the record. E. Bartlett reviewed the 3.2 acre site with the Commission and noted that because the property is located in the IP-3 zone all uses require a Special Permit. She noted the applicant plans to renovate the existing home, relocate the existing chicken coop on site and use the barn for vehicle storage. Timber and wood chips may be temporarily stored on site but will not be processed on site. There will be no vehicle maintenance or fueling on site. E. Bartlett reviewed the water quality and water treatment proposed. She noted there will be a slight decrease in peak flows.

T. Bleasdale asked how long the wood chips will be kept on the property. E. Bartlett stated the applicant uses them on job sites and he also donates them. The chips shouldn't be there for more than six months.

K. Barnett asked what the hours of operation will be. E. Bartlett stated that they would be 8:00 am – 5:00 pm Monday through Friday and some Saturday morning hours.

G. Massad asked three times if anyone from the public would like to speak regarding the application. No one from the public spoke.

MOTION: Motion made by T. Bleasdale, seconded by T. Conderino, to close the public hearing for PL-24-5.

VOTE: 5-0

The public hearing closed at 6:46 pm.

6. APPLICATION REVIEW

#PL-24-5 – Request of East Lyme Tree Service, owner & applicant for a Site Plan/Special Permit approval for Storage of Trucks & Equipment at 1122 & 1124 Hartford Turnpike, IP-3 zone, in accordance with Sections 15.2.1, 22 and 23 of the Zoning Regulations and as shown on plans entitled "East Lyme Tree Services, 1122 & 1124 Hartford Turnpike, Waterford, CT Rev. March 6, 2024".

G. Massad asked staff if there are any outstanding zoning enforcement issues. Staff responded yes, and this application will resolve the zoning matter. M. Wujtecwicz reviewed the staff report with the Commission.

The Commission made the following findings:

1. The application is for a use subject to a Special Permit approval, pursuant to Section 15.2.1 of the Waterford Zoning Regulations.
2. The existing single family and accessory apartment residential use on the property is a pre-existing non-conforming use and may continue. The continuation of the residential use shall be governed in accordance with Section 24 of the Town of Waterford Zoning Regulations pertaining to non-conforming uses and structures.
3. The statement of use contained in Exhibit 1b provided by the applicant in accordance with Section 23.5 of the Zoning Regulations identifies the findings and that the proposed

use as presented is consistent with the findings listed in Sections 23.5.1 through 23.5.9.

4. The Waterford Conservation Commission issued Inland Wetland Permit# C-23-12 for regulated inland wetland activities.
5. The Waterford Conservation Commission has submitted to the Planning and Zoning Commission a final report in accordance with CGS 8-3(g).
6. The application meets the criteria for site plan approval, pursuant to Section 22 of the Waterford Zoning Regulations, subject to condition 1.

The Commission discussed the following conditions:

1. The deed description for the merger of 1122 and 1124 Hartford Turnpike shall be submitted and filed on the land records at the time the final plans are filed.
2. An annual Maintenance and Inspection Report for the Stormwater management system shall be provided to the Town of Waterford Planning and Development Department. This report shall be required to be submitted in order to verify that the stormwater management system is maintained and continues to operate as originally designed.
3. All conditions of approval for Inland Wetland Permit #C-23-12 shall be incorporated into this decision as if fully set forth herein.

MOTION: Motion made by T. Conderino, seconded by K. Barnett, to approve the Site Plan / Special Permit for a Business Office application #PL-24-5 at 1122 & 1124 Hartford Turnpike with conditions 1 thru 3 and to adopt the findings 1 thru 6 of the staff report.

VOTE: 5-0

5. PUBLIC HEARING

#PL-24-6 – Request of Adams Builders, LLC, owner and applicant, for a modification to the Master Design Plan for PDD-2 (Planned Design District 2), 48 Great Neck Road in accordance with Section 19.1.2 and 19.2.2 of the Waterford Zoning Regulations.

PUBLIC HEARING REQUIRED BY: 6/20/24

T. Conderino recused himself from the public hearing and review of this application.

The public hearing was opened at 6:50 pm.

Gordy Adams, Skip Adams and Brian Florek, LS, were present for the application. B. Florek explained to the Commission that the applicants are a change in the Master Design Plan that would create building development areas for each building in order to allow for flexibility in the footprint locations. B. Florek stated that the building envelopes will be staked out, foundations will be located by a surveyor and foundation location certificates will be provided for each building.

T. Bleasdale asked if the mix of unit types has changed. B. Florek stated the overall amount of units has stayed the same, but there will now be 32 free standing single family units and 4 duplex units. The original layout had 20 free standing single family units and 10 duplex units.

K. Barnett expressed concern with the reduction in the number of duplex units. She questioned whether the potential reduction in length of the driveways would affect the amount of parking available for the project. B. Florek stated the intention is for one car to be parked in the garage and one parking space available in the driveway. The plan identifies additional off street parking not associated with the buildings. All parking designated on the plan conforms with the parking requirements for the PDD-2 Zone District.

G. Massad asked three times if anyone from the public would like to speak regarding the application. No one from the public spoke.

MOTION: Motion made by B. Chenard, seconded by T. Bleasdale, to close the public hearing for PL-24-4.

VOTE: 4-0

The public hearing closed at 7:06 pm.

6. APPLICATION REVIEW

#PL-24-6 – Request of Adams Builders, LLC, owner and applicant, for a modification to the Master Design Plan for PDD-2 (Planned Design District 2), 48 Great Neck Road in accordance with Section 19.1.2 and 19.2.2 of the Waterford Zoning Regulations.

The Commission discussed the application.

T. Bleasdale asked if all buildings comply with zoning setbacks. Staff responded that they do comply.

B. Chenard asked if any house is too close to the wetlands. Staff replied that the proposed and existing locations are consistent with the Inland Wetland permit and the Environmental Planner is working with the applicants on the design and location of the retention basin.

K. Barnett asked if all houses are the same size. Staff responded that the houses will vary in size and design.

B. Chenard noted that the proposed building envelopes allow the developer some flexibility with building placement.

G. Massad questioned if there were still affordable units. Staff replied that the affordable units are still included in the revised Master Design Plan. The requirement that of 10% of the units be affordable is still in place and that the affordable housing plan filed for the original approval applies to this application.

The Commission made the following findings:

1. Application PL-24-6 is submitted in accordance with Sections 19.1.2 and 19.2.2 of the Zoning Regulations as a result of substantial and material changes in the field as determined by the Planning and Zoning Commission on March 26, 2024.
2. The Master Design Plan submitted through application PL-24-6 is consistent with the

purpose of PDD-2 in that it provides for flexibility in building placement and design while providing protection to the adjoining neighborhoods.

3. The Master Design Plan is consistent with the stated goals of the Natural Resources Policy of the 2012 Plan of Conservation and Development amended to June 11, 2015 ("The Plan") by providing for further flexibility of design and placement of buildings and maintaining the existing open space and conservation easement areas through the "smart growth" design.
4. The Master Design Plan is consistent with the Residential Development policy of The Plan in that it maintains the multifamily use originally approved by providing a housing option that will meet the needs of residents of the Waterford. The MDP also will maintain the minimum 10% of the housing units as affordable meeting current affordability guidelines and requirements.

MOTION: Motion by T. Bleasdale, seconded by G. Massad to approve Application PL-24-6 for a new Master Design Plan for the existing PDD-2 Zone District located at 48 Great Neck Road by adopting the findings 1 thru 4 of the Staff Report with an effective date of May 17, 2024.

The Commission discussed the motion on the table.

B. Chenard asked if the proposed houses need sprinklers due to their close locations. Staff responded that the buildings would need to meet current building codes.

Discussion ensued regarding establishing minimum separation distances between buildings. G. Massad offered to require the buildings to be at least 15 feet apart. T. Bleasdale noted that could potentially effect driveways.

AMMENDMENT: Motion by T. Bleasdale, second by B. Chenard to add a condition requiring at least 15 feet between units to be constructed, excluding units that have already been constructed specifically units 1 - 5 and 18 - 25. The 15 feet of separation between units must be accomplished within the proposed building envelopes.

VOTE: 4-0 to the Motion as amended.

7. ADMINISTRATIVE REVIEW

No review was discussed.

8. CORRESPONDENCE

No correspondence was received.

9. COMMISSION BUSINESS

MOTION: Motion made by K. Barnett, seconded by B. Chenard to approve an In-Series Transfer of \$4,000 from: 10110-51810 (Overtime) to: 10110-51120 (Inspection) and Out-of-Series Transfer of \$2,100 from: 10110-52040 (Service Contracts & Repair) to: 10110-51120 (Inspection).

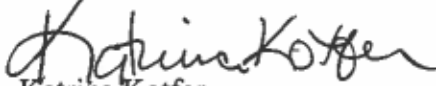
VOTE: 5-0

10. ADJOURNMENT

MOTION: Motion made by K. Barnett, seconded by T. Bleasdale to adjourn at 7:56 pm.

VOTE: 5-0

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Katrina Kotfer', written in a cursive style.

Katrina Kotfer
Recording Secretary

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Planning
Building Department
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10110	51120	Inspection	\$ 282,411	\$ 55,223	4,000.00		\$ 59,223
2	10110	51810	Overtime	\$ 6,164	\$ 4,646		(4,000.00)	\$ 646
3								\$ -
4								\$ -
5								\$ -
6								\$ -
7								\$ -
8								\$ -
TOTAL						4,000.00	(4,000.00)	

Explanation:

Additional amount needed in the Inspection line to accommodate contractual salary requirements.

Jonathan E Mullen
Department Head

4/23/2024
Date

Director of Finance

Date

First Selectman

Date

See Attached
Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10110 PLANNING & ZONING COMM.							
51110 ADMINISTRATION							
10110 51110	111,283.00	ADMINISTRATION 0.00	111,283.00	90,845.10	0.00	20,437.90	81.6%
51120 INSPECTION							
10110 51120	282,411.00	INSPECTION 0.00	282,411.00	243,897.75	0.00	38,513.25	86.4%
51210 CLERICAL AND TECHNICAL							
10110 51210	162,634.00	CLERICAL AND TECHNICAL 0.00	162,634.00	135,362.11	0.00	27,271.89	83.2%
51810 OVERTIME							
10110 51810	6,164.00	OVERTIME 0.00	6,164.00	1,646.86	0.00	4,517.14	26.7%
51910 FRINGE BENEFITS							
10110 51910	5,838.00	FRINGE BENEFITS 0.00	5,838.00	2,468.99	0.00	3,369.01	42.3%
51920 F.I.C.A.							
10110 51920	43,478.00	F.I.C.A. 0.00	43,478.00	33,690.45	0.00	9,787.55	77.5%
52010 ADVERTISING							
10110 52010	4,000.00	ADVERTISING 1,000.00	5,000.00	2,408.12	1,141.96	1,449.92	71.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
52020 POSTAGE									
10110 52020	450.00	0.00	450.00	183.61	0.00	266.39	40.8%		
52030 PROFESSIONAL FEES									
10110 52030	20,000.00	PROFESSIONAL FEES -1,000.00	19,000.00	10,532.99	8,467.01	0.00	100.0%		
52040 SERVICE CONT. AND REPAIRS									
10110 52040	15,781.00	SERVICE CONT. AND REPAIRS 0.00	15,781.00	5,406.51	1,236.28	9,138.21	42.1%		
52050 DUES CONFER									
10110 52050	3,521.00	DUES, CONFERENCES & EDUCAT 0.00	3,521.00	3,270.80	0.00	250.20	92.9%		
52060 PRINTING									
10110 52060	450.00	PRINTING 0.00	450.00	139.10	0.00	310.90	30.9%		
52070 REIMBURSABLE EXPENSES									
10110 52070	200.00	REIMBURSABLE EXPENSES 0.00	200.00	0.00	0.00	200.00	.0%		
53010 OFFICE SUPPLIES									
10110 53010	2,750.00	OFFICE SUPPLIES 0.00	2,750.00	1,061.98	0.00	1,688.02	38.6%		
53090 FUELS AND LUBRICANTS									
10110 53090	810.00	FUELS AND LUBRICANTS 0.00	810.00	400.97	0.00	409.03	49.5%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54060 OFFICE EQUIPMENT							
10110 54060	1,440.00	OFFICE EQUIPMENT 0.00	1,440.00	2.01	0.00	1,437.99	.1%
TOTAL PLANNING & ZONING COMM.	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	82.0%
TOTAL GENERAL FUND	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	82.0%
TOTAL EXPENSES	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	
GRAND TOTAL	661,210.00	0.00	661,210.00	531,317.35	10,845.25	119,047.40	82.0%

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

PLANNING AND ZONING COMMISSION
MEETING MINUTES

RECEIVED FOR RECORD
WATERFORD, CT

Planning & Zoning Commission
Town Hall

2024 MAY - 6 P 1: 36
April 30, 2024

6:30 PM
ATTEST: *Doris I. Crum*
TOWN CLERK

Members Present: Chairman Greg Massad, Karen Barnett, Tim Bleasdale and Tim Conderino
Members Absent: Victor Ebersole
Alternates Present: Bertrand Chenard
Alternates Absent: Doris Crum, Joseph DiBuono
Staff Present: Jonathan Mullen, Planning Director, Mark Wujtecwicz, Planner, Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

G. Massad called the meeting to order at 6:30 PM. B. Chenard was seated for V. Ebersole.

2. APPROVAL OF MINUTES

MOTION: Motion made by B. Chenard, seconded by T. Conderino, to approve the March 26, 2024 meeting minutes.

VOTE: 3-0 (K. Barnett and T. Bleasdale abstained)

3. PLEDGE OF ALLEGIANCE

4. APPLICATION RECEIPT

#PL-24-6 – Request of Adams Builders, LLC, owner and applicant, for a modification to the Master Design Plan for PDD-2 (Planned Design District 2), 48 Great Neck Road in accordance with Section 19.1.2 and 19.2.2 of the Waterford Zoning Regulations.

APPLICATION WAS RECEIVED: 4/15/24

PUBLIC HEARING REQUIRED BY: 6/20/24

Chairman Massad noted that application PL-24-6 was submitted for receipt at the April 15, 2024 Planning & Zoning Commission meeting. The April 15, 2024 meeting was cancelled, however the application was still officially received in accordance with State Statute and that it was scheduled for a public hearing within the required statutory period.

5. PUBLIC HEARING

#PL-24-5 – Request of East Lyme Tree Service, owner & applicant for a Site Plan/Special Permit approval for Storage of Trucks & Equipment at 1122 & 1124 Hartford Turnpike, IP-3 zone, in accordance with Sections 15.2.1, 22 and 23 of the Zoning Regulations and as shown on plans entitled "East Lyme Tree Services, 1122 & 1124 Hartford Turnpike, Waterford, CT Rev. March 6, 2024".

PUBLIC HEARING REQUIRED BY: 5/16/2024

Chairman Massad opened the public hearing at 6:33 p.m.

Ellen Bartlett, PE., CLA Engineers, was present for the application. M. Wujtewicz read the exhibit list, items 1-7 into the record. E. Bartlett reviewed the 3.2 acre site with the Commission and noted that because the property is located in the IP-3 zone all uses require a Special Permit. She noted the applicant plans to renovate the existing home, relocate the existing chicken coop on site and use the barn for vehicle storage. Timber and wood chips may be temporarily stored on site but will not be processed on site. There will be no vehicle maintenance or fueling on site. E. Bartlett reviewed the water quality and water treatment proposed. She noted there will be a slight decrease in peak flows.

T. Bleasdale asked how long the wood chips will be kept on the property. E. Bartlett stated the applicant uses them on job sites and he also donates them. The chips shouldn't be there for more than six months.

K. Barnett asked what the hours of operation will be. E. Bartlett stated that they would be 8:00 am – 5:00 pm Monday through Friday and some Saturday morning hours.

G. Massad asked three times if anyone from the public would like to speak regarding the application. No one from the public spoke.

MOTION: Motion made by T. Bleasdale, seconded by T. Conderino, to close the public hearing for PL-24-5.

VOTE: 5-0

The public hearing closed at 6:46 pm.

6. APPLICATION REVIEW

#PL-24-5 – Request of East Lyme Tree Service, owner & applicant for a Site Plan/Special Permit approval for Storage of Trucks & Equipment at 1122 & 1124 Hartford Turnpike, IP-3 zone, in accordance with Sections 15.2.1, 22 and 23 of the Zoning Regulations and as shown on plans entitled "East Lyme Tree Services, 1122 & 1124 Hartford Turnpike, Waterford, CT Rev. March 6, 2024".

G. Massad asked staff if there are any outstanding zoning enforcement issues. Staff responded yes, and this application will resolve the zoning matter. M. Wujtewicz reviewed the staff report with the Commission.

The Commission made the following findings:

1. The application is for a use subject to a Special Permit approval, pursuant to Section 15.2.1 of the Waterford Zoning Regulations.
2. The existing single family and accessory apartment residential use on the property is a pre-existing non-conforming use and may continue. The continuation of the residential use shall be governed in accordance with Section 24 of the Town of Waterford Zoning Regulations pertaining to non-conforming uses and structures.
3. The statement of use contained in Exhibit 1b provided by the applicant in accordance with Section 23.5 of the Zoning Regulations identifies the findings and that the proposed

use as presented is consistent with the findings listed in Sections 23.5.1 through 23.5.9.

4. The Waterford Conservation Commission issued Inland Wetland Permit# C-23-12 for regulated inland wetland activities.
5. The Waterford Conservation Commission has submitted to the Planning and Zoning Commission a final report in accordance with CGS 8-3(g).
6. The application meets the criteria for site plan approval, pursuant to Section 22 of the Waterford Zoning Regulations, subject to condition 1.

The Commission discussed the following conditions:

1. The deed description for the merger of 1122 and 1124 Hartford Turnpike shall be submitted and filed on the land records at the time the final plans are filed.
2. An annual Maintenance and Inspection Report for the Stormwater management system shall be provided to the Town of Waterford Planning and Development Department. This report shall be required to be submitted in order to verify that the stormwater management system is maintained and continues to operate as originally designed.
3. All conditions of approval for Inland Wetland Permit #C-23-12 shall be incorporated into this decision as if fully set forth herein.

MOTION: Motion made by T. Conderino, seconded by K. Barnett, to approve the Site Plan / Special Permit for a Business Office application #PL-24-5 at 1122 & 1124 Hartford Turnpike with conditions 1 thru 3 and to adopt the findings 1 thru 6 of the staff report.

VOTE: 5-0

5. PUBLIC HEARING

#PL-24-6 – Request of Adams Builders, LLC, owner and applicant, for a modification to the Master Design Plan for PDD-2 (Planned Design District 2), 48 Great Neck Road in accordance with Section 19.1.2 and 19.2.2 of the Waterford Zoning Regulations.

PUBLIC HEARING REQUIRED BY: 6/20/24

T. Conderino recused himself from the public hearing and review of this application.

The public hearing was opened at 6:50 pm.

Gordy Adams, Skip Adams and Brian Florek, LS, were present for the application. B. Florek explained to the Commission that the applicants are a change in the Master Design Plan that would create building development areas for each building in order to allow for flexibility in the footprint locations. B. Florek stated that the building envelopes will be staked out, foundations will be located by a surveyor and foundation location certificates will be provided for each building.

T. Bleasdale asked if the mix of unit types has changed. B. Florek stated the overall amount of units has stayed the same, but there will now be 32 free standing single family units and 4 duplex units. The original layout had 20 free standing single family units and 10 duplex units.

K. Barnett expressed concern with the reduction in the number of duplex units. She questioned whether the potential reduction in length of the driveways would affect the amount of parking available for the project. B. Florek stated the intention is for one car to be parked in the garage and one parking space available in the driveway. The plan identifies additional off street parking not associated with the buildings. All parking designated on the plan conforms with the parking requirements for the PDD-2 Zone District.

G. Massad asked three times if anyone from the public would like to speak regarding the application. No one from the public spoke.

MOTION: Motion made by B. Chenard, seconded by T. Bleasdale, to close the public hearing for PL-24-4.

VOTE: 4-0

The public hearing closed at 7:06 pm.

6. APPLICATION REVIEW

#PL-24-6 – Request of Adams Builders, LLC, owner and applicant, for a modification to the Master Design Plan for PDD-2 (Planned Design District 2), 48 Great Neck Road in accordance with Section 19.1.2 and 19.2.2 of the Waterford Zoning Regulations.

The Commission discussed the application.

T. Bleasdale asked if all buildings comply with zoning setbacks. Staff responded that they do comply.

B. Chenard asked if any house is too close to the wetlands. Staff replied that the proposed and existing locations are consistent with the Inland Wetland permit and the Environmental Planner is working with the applicants on the design and location of the retention basin.

K. Barnett asked if all houses are the same size. Staff responded that the houses will vary in size and design.

B. Chenard noted that the proposed building envelopes allow the developer some flexibility with building placement.

G. Massad questioned if there were still affordable units. Staff replied that the affordable units are still included in the revised Master Design Plan. The requirement that of 10% of the units be affordable is still in place and that the affordable housing plan filed for the original approval applies to this application.

The Commission made the following findings:

1. Application PL-24-6 is submitted in accordance with Sections 19.1.2 and 19.2.2 of the Zoning Regulations as a result of substantial and material changes in the field as determined by the Planning and Zoning Commission on March 26, 2024.
2. The Master Design Plan submitted through application PL-24-6 is consistent with the

purpose of PDD-2 in that it provides for flexibility in building placement and design while providing protection to the adjoining neighborhoods.

3. The Master Design Plan is consistent with the stated goals of the Natural Resources Policy of the 2012 Plan of Conservation and Development amended to June 11, 2015 ("The Plan") by providing for further flexibility of design and placement of buildings and maintaining the existing open space and conservation easement areas through the "smart growth" design.
4. The Master Design Plan is consistent with the Residential Development policy of The Plan in that it maintains the multifamily use originally approved by providing a housing option that will meet the needs of residents of the Waterford. The MDP also will maintain the minimum 10% of the housing units as affordable meeting current affordability guidelines and requirements.

MOTION: Motion by T. Bleasdale, seconded by G. Massad to approve Application PL-24-6 for a new Master Design Plan for the existing PDD-2 Zone District located at 48 Great Neck Road by adopting the findings 1 thru 4 of the Staff Report with an effective date of May 17, 2024.

The Commission discussed the motion on the table.

B. Chenard asked if the proposed houses need sprinklers due to their close locations. Staff responded that the buildings would need to meet current building codes.

Discussion ensued regarding establishing minimum separation distances between buildings. G. Massad offered to require the buildings to be at least 15 feet apart. T. Bleasdale noted that could potentially effect driveways.

AMMENDMENT: Motion by T. Bleasdale, second by B. Chenard to add a condition requiring at least 15 feet between units to be constructed, excluding units that have already been constructed specifically units 1 - 5 and 18 - 25. The 15 feet of separation between units must be accomplished within the proposed building envelopes.

VOTE: 4-0 to the Motion as amended.

7. ADMINISTRATIVE REVIEW

No review was discussed.

8. CORRESPONDENCE

No correspondence was received.

9. COMMISSION BUSINESS

MOTION: Motion made by K. Barnett, seconded by B. Chenard to approve an In-Series Transfer of \$4,000 from: 10110-51810 (Overtime) to: 10110-51120 (Inspection) and Out-of-Series Transfer of \$2,100 from: 10110-52040 (Service Contracts & Repair) to: 10110-51120 (Inspection).

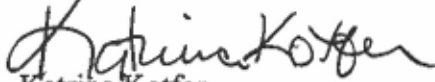
VOTE: 5-0

10. ADJOURNMENT

MOTION: Motion made by K. Barnett, seconded by T. Bleasdale to adjourn at 7:56 pm.

VOTE: 5-0

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Katrina Kotfer', written in a cursive style.

Katrina Kotfer
Recording Secretary

1000 HARTFORD TURNPIKE



WATERFORD, CT 06385

Inter-Office Correspondence

TO: Mr. Rob Brule, First Selectman

FROM: James A. Bartelli, Director of Utilities

DATE: October 10, 2023

A handwritten signature in black ink, appearing to read "James A. Bartelli".

RE: Road Acceptance Request for Caroline Court

Dear Mr. Brule,

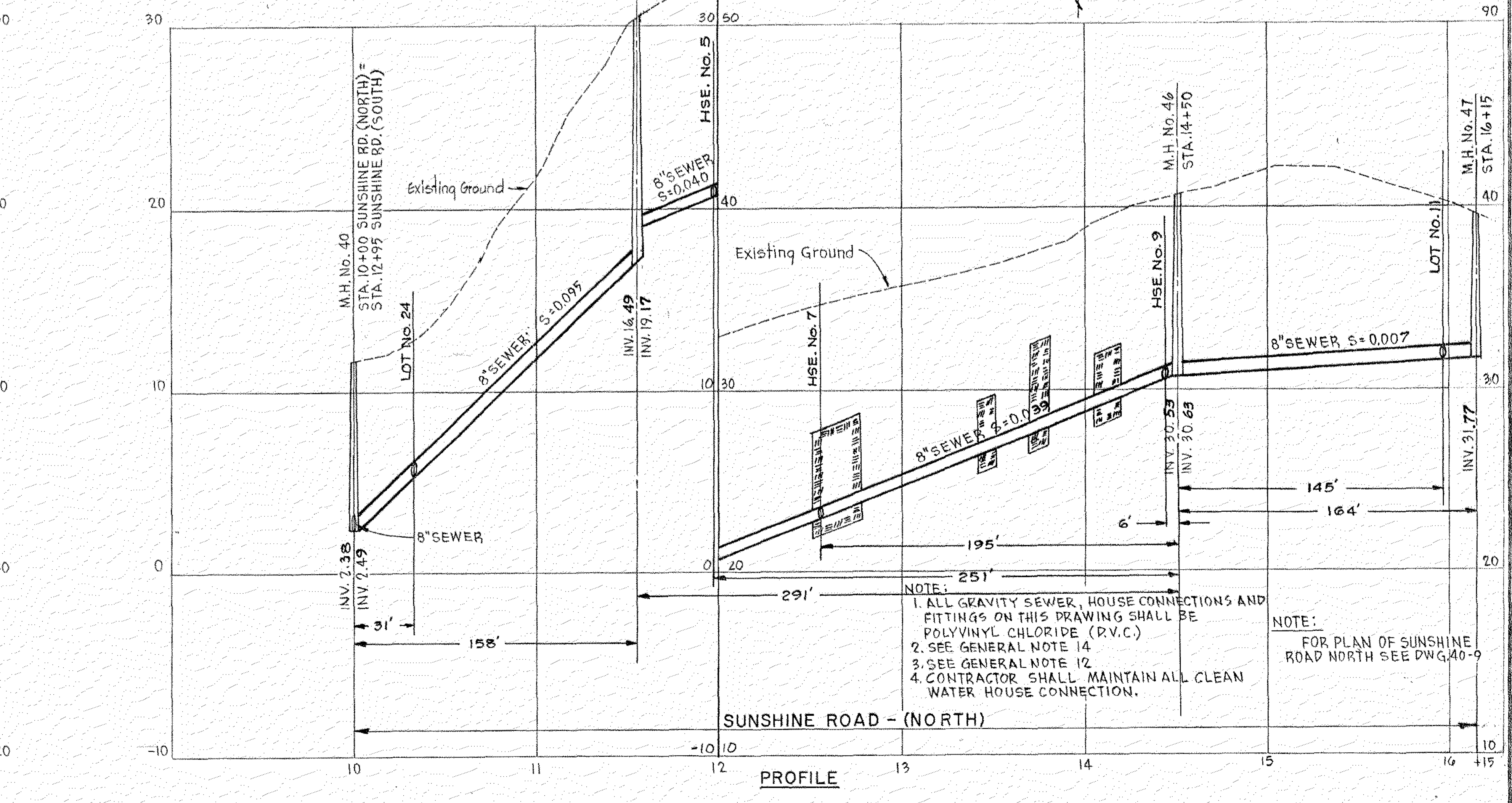
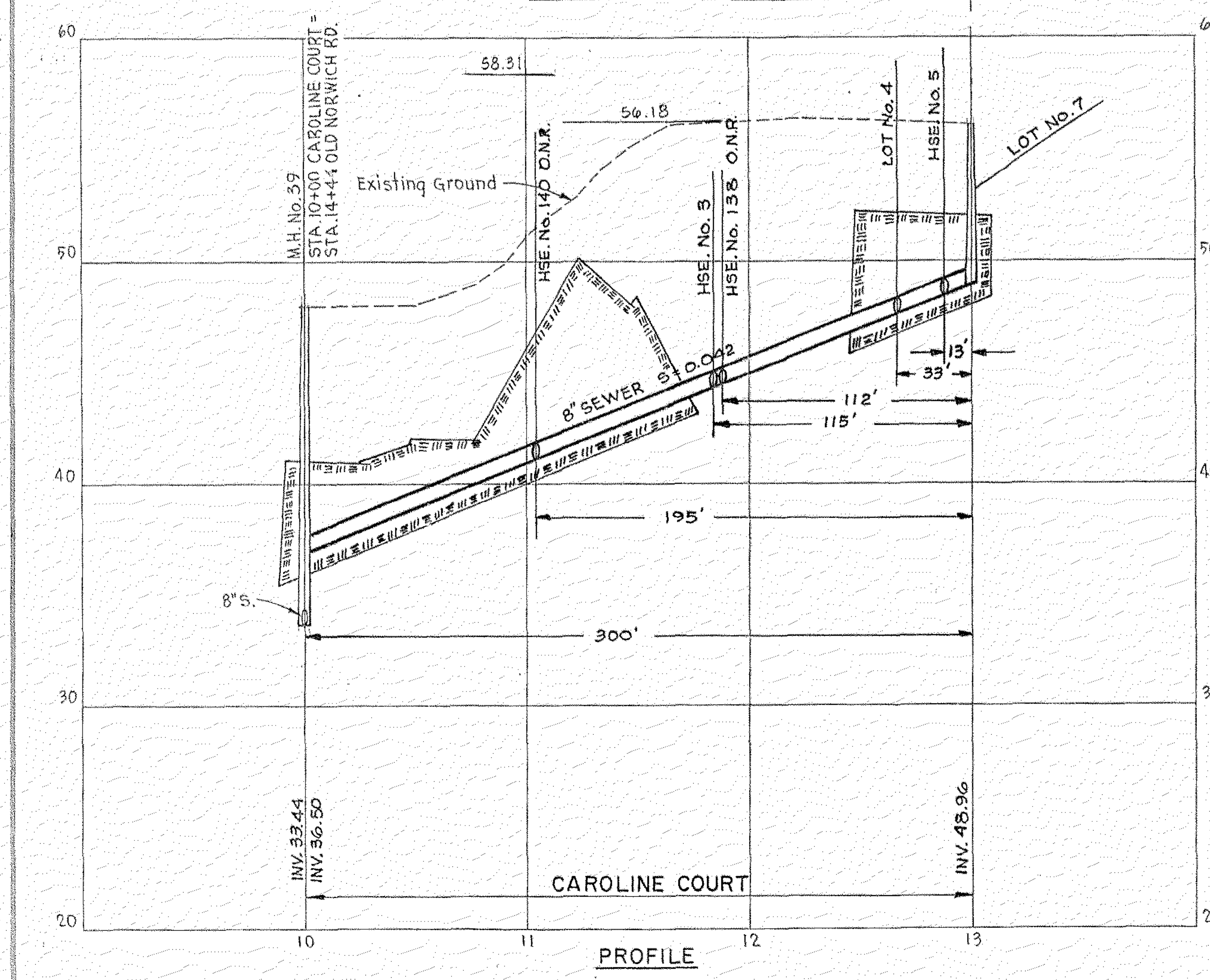
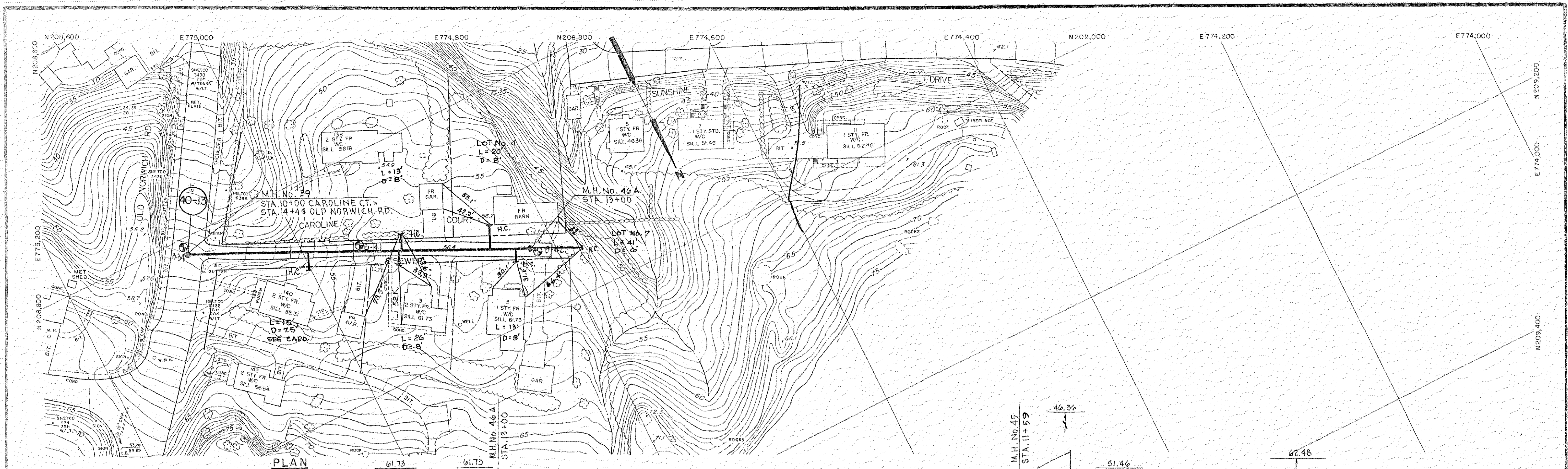
During the 1990's as part of the Contract #40 Lateral Sewers and Roadway Reconstruction Program the Town installed approximately 300' of 8" sewer main and related appurtenances as well as drainage piping and catch basins on what is referred to as Caroline Ct. The sewer main provides lateral sewer service to 6 parcels along this roadway. It was recently brought to our attention that Caroline Ct is in fact private property, not a Town Road or Right of Way and that the Town has no known easement or rights for the aforementioned utilities within said roadway. The Town has historically plowed this roadway as this roadway is identified within Town and "States Road List".

The owner of the land, who recently brought this issue forward, would like to convey the paved land area that encompasses the sewer and drainage utilities to the Town, as he feels the utility on his property presents a potential liability, furthermore, we do not have rights to have the utility there. It remains a mystery as to how the Town installed a sewer main on private property without an easement or acquisition. The property owner has expressed that he will convey this land area for the consideration of \$1.00 if we conduct the survey and related conveyance items. The Utility Commission has executed a survey and set boundary markers, which encompass the aforementioned utilities. The completed survey map and description are attached.

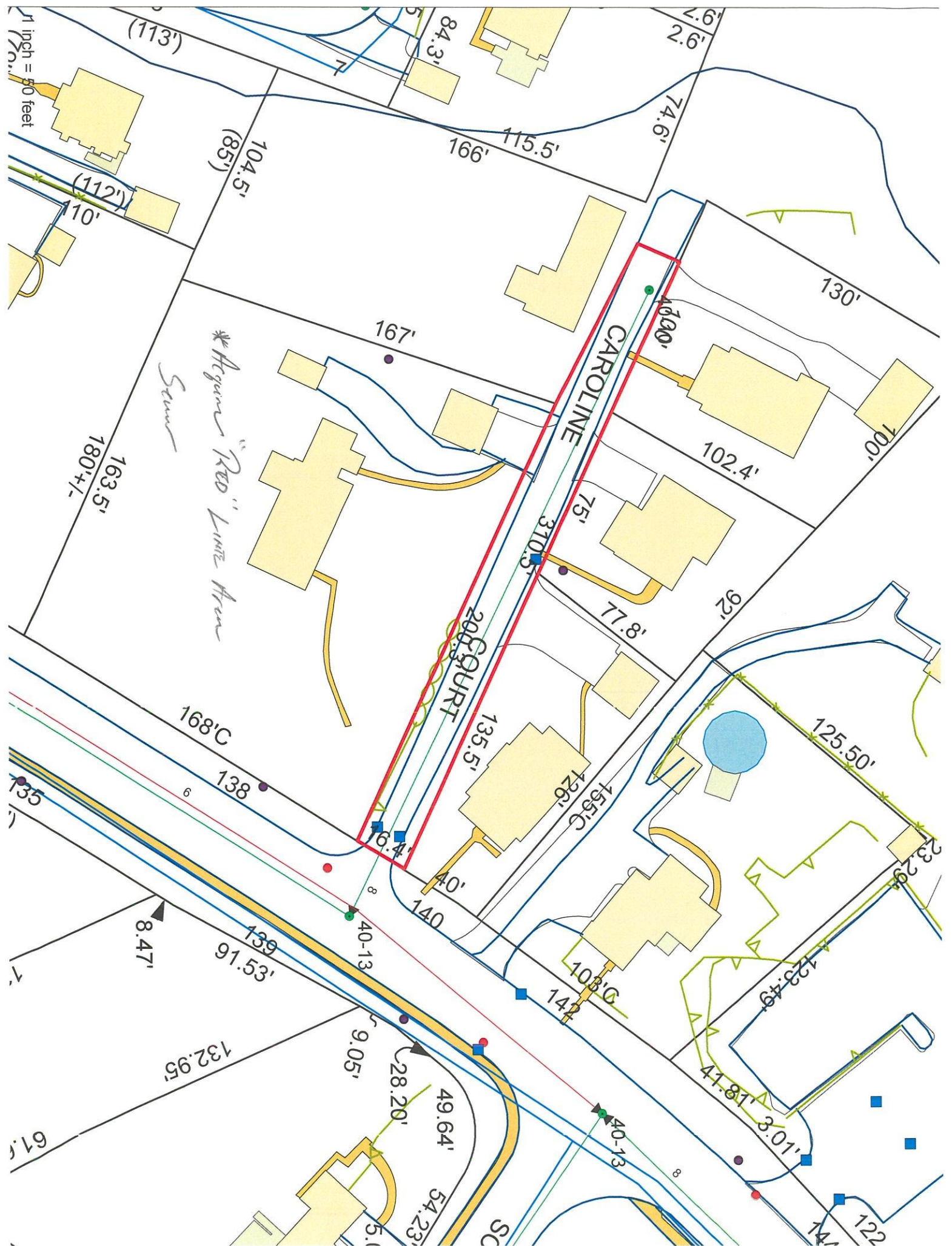
The Utility Commission respectfully request that the Town acquire the land on, so called, Caroline Ct as identified within the attached survey map and description utilizing the CGS 8-24 process for Municipal Projects.

Thank you.

cc. Waterford Utility Commission



DRAWN J.F.K. DESIGNED D.L.S. CHECKED M.A.S. APPROVED E.N.N.		SCALE Hor. 1"=40' Vert. 1"=4' DATE MARCH 1989	STATE OF CONNECTICUT REGISTERED PROFESSIONAL ENGINEER HAYDEN WEGMAN CONSULTING ENGINEERS BOSTON WEST HARTFORD	WATER POLLUTION CONTROL AUTHORITY WATERFORD CONNECTICUT SEWAGE WORKS CONSTRUCTION PROGRAM	CONSTRUCTION CONTRACT 40 QUAKER HILL AREA LATERAL SEWERS PLAN AND PROFILE CAROLINE COURT SUNSHINE RD.-NORTH(PROFILE) STA.10+00 TO STA.13+00 STA.10+00 TO STA.16+15	DRAWING NO 40-10 843692
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Search Results

Parcel Details

- Parcel Details
- Google Map
- Bing Birds Eye
- Photo
- Sketch
- Property Map

CAMA ID 1317

Parcel ID 107200

Address 7 CAROLINE COURT

Lot Size 2.77 AC

Owner BENZON, CHARLES J JR & MARY

Mailing Address 712 JAYHALL ST EXT

Mailing City WATERFORD

Mailing State CT

Mailing Zip 06305

Assessed Total \$52,770.00

Assessed Land \$52,770.00

Assessed Building \$0.00

Assessed Extra Feature \$0.00

Assessed Outbuilding \$0.00

Zone Description N/A

Book/Page 1214/3249

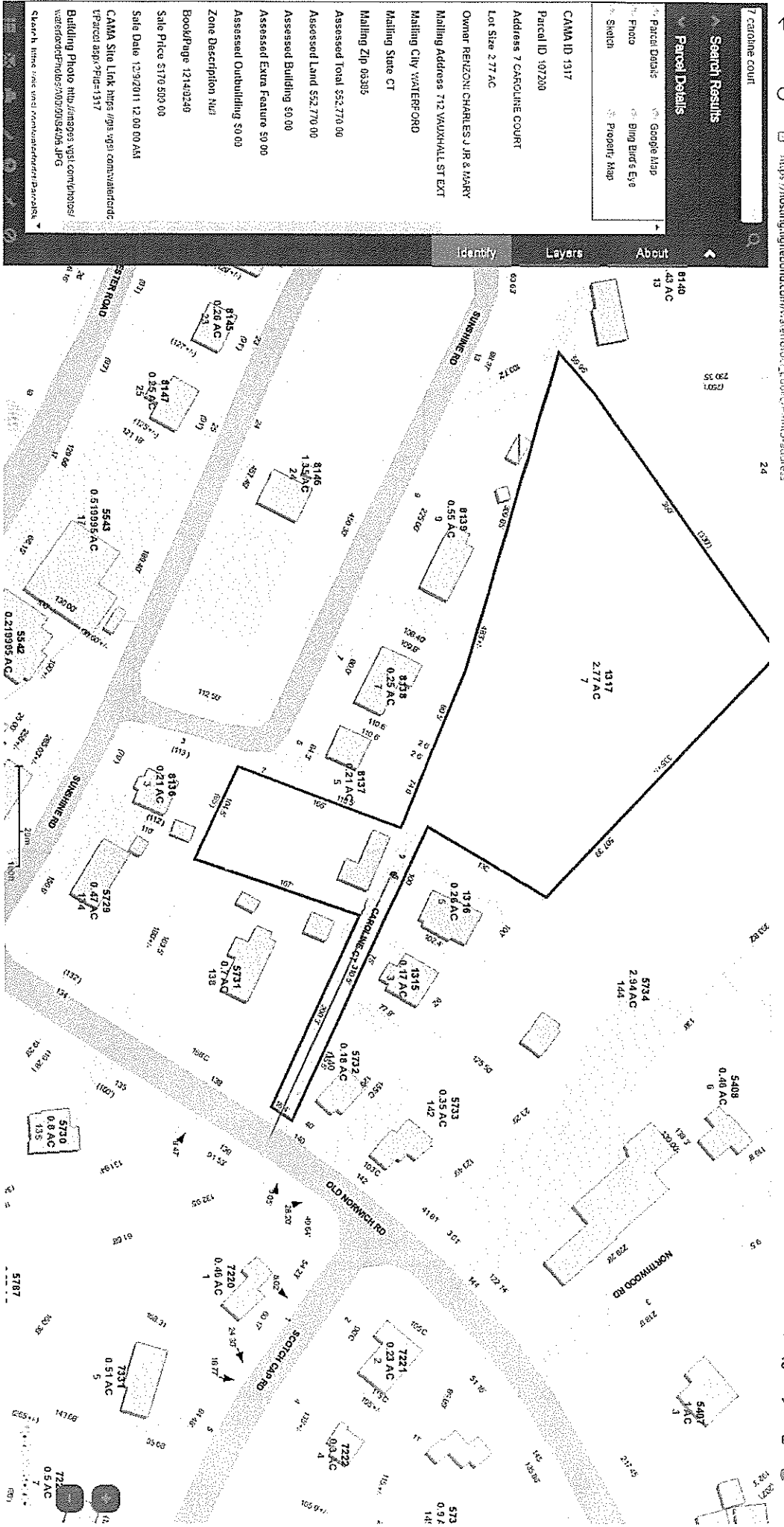
Sale Price \$170,909.00

Sale Date 12/9/2011 12:00:00 AM

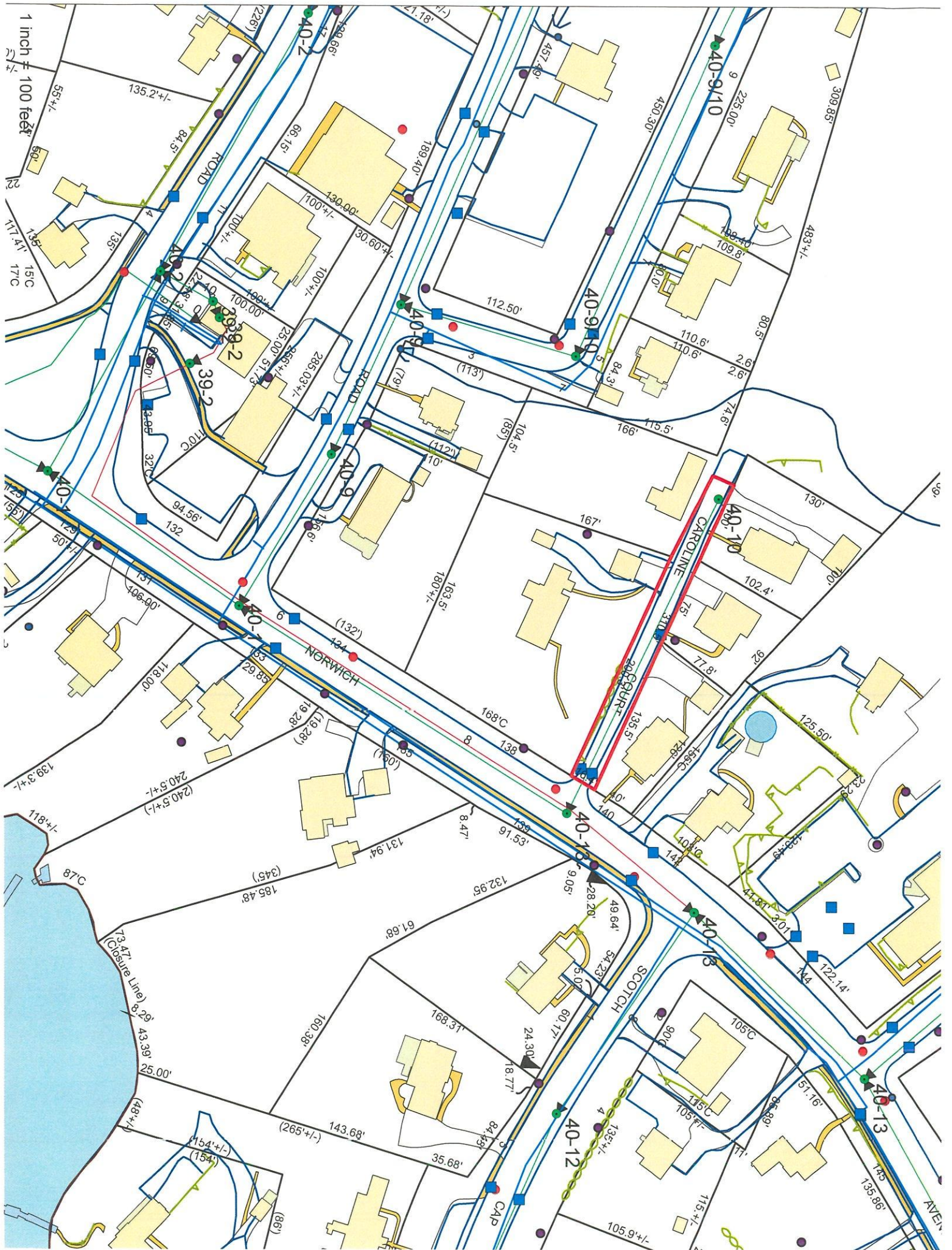
CAMA Site Link <https://gis.waterfordct.com/variancetracer.asp?PID=1317>

Building Photo <http://images.wsi.com/photos/waterford/photos/3070305409.JPG>

Search time: 7/26/2011 12:00:00 AM



10/20/22



two certain tracts of land situated in the Town of Waterford, County of New London, and State of Connecticut, with the buildings and all other improvements thereon, known as No. 3 Caroline Court, bounded and described as follows;

First Tract: Being located northwest of the Old Norwich Road in said Town of Waterford at Quaker Hill and commencing at the southwest corner of the within described premises at its intersection with land of Frederick Howard and Wanda Howard and Caroline Court; thence running northwesterly by and along said proposed road 100 feet to land of the "Second Tract" hereinafter described; thence running northeasterly by and along said land of the "Second Tract" 130 feet to land of Alice M. Alexander; thence running southeasterly by and along said Alexander land 100 feet to said land of Howard; thence running southwesterly by and along said Howard land 102.4 feet to said Caroline Court and the point of beginning.

Being the same premises conveyed to Isabel D. Green and Kelly Green by Kenneth W. Terry and Grace E. Terry by Warranty Deed dated October 26, 1956, and recorded in Volume 114, Page 34, of the Waterford Land Records.

Second Tract: Being situated in said Town of Waterford at Quaker Hill on the Old Norwich Road and commencing at the southeast corner of the premises herein described at its intersection with Old Norwich Road and land of Alfred Kent Bitters; thence running northwesterly in a straight line along said Bitters land and along land of Frederick Howard and Wanda Howard and along land of the "First Tract" hereinabove described, partly by each, in all 310.5 feet to an iron pipe at the northwest corner of the said "First Tract"; thence running northeasterly in a straight line along the said "First Tract" 130 feet to an iron pipe and land of Alice M. Alexander; thence running northwesterly along a fence and said Alexander land 335 feet more or less to a drill hole in a ledge and land formerly of Cassie S. Hardwick; thence running westerly along said Hardwick land and a fence 360 feet to a fence and land of Douglas Abbott and Agnes Abbott; thence running southeasterly along said Abbott land, along land of Paul P. Laubenstein and Sarah L. Laubenstein, and along land of Earle R. Edgecomb and Louise I. Edgecomb, partly by each, in the line of a fence and a stone wall in all 483 feet more or less to the end of the stone wall; thence running southwesterly along said Edgecomb land and in part along Sunshine Road and along the line of a fence 166 feet to a merestone and land of Peter S. Kaika and Bertha Kaika; thence running southeasterly along said Kaika land and along land of Ethel E. Scholfield, partly by each, in the line of a fence 104.5 feet to a drill mark and land of Clifford Boggis and Molly Boggis; thence running northeasterly in a straight line along said Boggis land 167 feet to a drill mark at the northeast corner of said Boggis land; thence running southeasterly in a straight line along said Boggis land in part by a stone wall 200.3 feet to the said Old Norwich Road; thence running northeasterly by said road 16.4 feet to the point of beginning.

The aforesaid premises are shown on a plan entitled "Plan of Property at Quaker Hill On Norwich-New London Road Town of Waterford, Conn. Belonging to Heirs of Caroline A. Bitters Scale 1"=50' Aug. 1949."

Being the same premises conveyed to Kelly Green and Isabel D. Green by Charles F. Bitters, Alfred J. Bitters, and Louis H. Bitters by Warranty Deed dated December 19, 1966, and recorded in Volume 166, Page 85, of the Waterford Land Records.

* Subject to right of way as exists over the premises. Subject to an easement to Connecticut Power Company recorded in Volume 76, Page 209, of the Waterford Land Records.

Together with and subject to Agreements Regarding Easements for Water Pipes at Vol. 972, Pg. 158; Vol. 972, Pg 163 and Vol. 972 Pg. 167.

RECEIVED FOR RECORD
Dec 09, 2011 08:21A
ROBERT M. NYE
TOWN CLERK
WATERFORD, CT

CURRENT OWNER										TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT				6152							
RENZONI JARED C										0	Clear	6	Well	1	Paved	2	Suburban	Description		Code	Appraised	Assessed	WATERFORD, CT						
5 CAROLINE COURT												3	Sewer					RES LAND		1-1	95,640	66,950							
																	DWELLING		1-3	143,240	100,270								
																	RES OUTBL		1-4	6,850	4,800								
SUPPLEMENTAL DATA																				Total		245,730	172,020						
Alt Prcl ID 43										GRINDER																			
District										Solar Pane																			
Old Map/L 06375										490 Size 0.00																			
ADDRESS										AVAILABL																			
Asking pric										Lot Size 0.26																			
Census Tr 6936107																													
GIS ID 0107100										Assoc Pid#																			
RECORD OF OWNERSHIP										BK-VOL/PAGE		SALE DATE		QU		VJ		SALE PRICE		VC		PREVIOUS ASSESSMENTS (HISTORY)							
RENZONI JARED C										1223	0247	02-16-2012		U	I	135,000		01	Total				126,670	126,670					
RENZONI CHARLES JR & MARY										1214	0240	12-09-2011		U	I	170,500		24	Year				Assessed	Year	Code	Assessed			
KERCHER GERALD F EST										1203	0325	09-27-2011		U	I	0		0	2021				47,630	4000	1-1	47,630			
KERCHER GERALD F										0181	0084	12-29-1969		Q	I	0		00	1-3				74,380		1-3	74,380			
																			1-4				4,660		1-4	4,660			
										Total		0.00						Total		126,670	126,670	Total		126,670	126,670				
EXEMPTIONS										OTHER ASSESSMENTS										This signature acknowledges a visit by a Data Collector or Assessor									
Year		Code		Description		Amount		Code		Description		Number		Amount		Comm Int													
Nbhd Name										B		Tracing		Batch															
0001																													
NOTES										ASSESSING NEIGHBORHOOD										APPRAISED VALUE SUMMARY									
WHITE IG DEP=G																				Appraised Bldg. Value (Card)				143,240					
10FT RD																				Appraised Xf (B) Value (Bldg)				0					
																				Appraised Ob (B) Value (Bldg)				6,850					
																				Appraised Land Value (Bldg)				95,640					
																				Special Land Value				0					
																				Total Appraised Parcel Value				245,730					
																				Valuation Method				C					
Total Appraised Parcel Value										245,730										Total Appraised Parcel Value				245,730					
BUILDING PERMIT RECORD										VISIT / CHANGE HISTORY																			
Permit Id		Issue Date		Type		Description		Amount		Insp Date		% Comp		Date Comp		Comments		Date		Id		Type		Is		Cd		Purpost/Result	
P-21-78		05-18-2021		PL		Plumbing		4,650				100				INSTALL WATER LINE FROM		07-19-2017		WD						20		Field Review	
																		09-13-2012		DM						20		Field Review	
																		03-27-2012		SBS						03		Callback - 3rd attempt	
																		03-27-2012		SBS						01		Exterior Inspection Only	
																		03-27-2012		SBS						02		Callback - 2nd attempt	
																		05-16-2001		JR						70		Prior Inspection	
LAND LINE VALUATION SECTION																													
B		Use Code		Description		Zone		Land Type		Land Units		Unit Price		Size Adj		Site Index		Cond.		Nbhd.		Nbhd. Adj		Location Adjustment		Adj Unit P		Land Value	
1		101		Res Dwelling		VR-1				0.260 AC		120,750.00		2.76923		5		1.00		400		1.100		1.0000		367,828.6		95,640	
Total Card Land Units										0.26 AC		Parcel Total Land Area 0.26												Total Land Value		95,640			

No Sketch

A black and white photograph of a small, weathered wooden shed with a gabled roof and a large double door, situated in a wooded area. The shed is made of horizontal wooden planks and has a steep, shingled roof. The double door on the left side is constructed with a heavy wooden frame and diagonal bracing. Two small, rectangular windows are visible on the side wall of the shed. The structure is surrounded by dense trees and foliage, with sunlight filtering through the leaves, creating a dappled light effect on the ground and the shed's surface.

Out of Series Transfer Request

DEPARTMENT

1-7 Continuing need for apparatus repairs

Date _____

Date _____

Date _____

Date _____

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSKTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10123 FIRE SERVICES							
51110 ADMINISTRATION							
10123 51110	204,179.00	ADMINISTRATION 0.00	204,179.00	164,602.62	0.00	39,576.38	80.6%
51120 INSPECTION							
10123 51120	83,068.00	INSPECTION 0.00	83,068.00	71,295.64	0.00	11,772.36	85.8%
51210 CLERICAL AND TECHNICAL							
10123 51210	147,637.00	CLERICAL AND TECHNICAL 0.00	147,637.00	141,929.23	0.00	5,707.77	96.1%
51240 EDUCATIONAL INCENTIVE							
10123 51240	16,750.00	EDUCATIONAL INCENTIVE 0.00	16,750.00	8,240.00	0.00	8,510.00	49.2%
51410 FIRE FIGHTING							
10123 51410	1,202,923.00	FIRE FIGHTING 0.00	1,202,923.00	1,033,181.22	0.00	169,741.78	85.9%
51411 INCENTIVE PROGRAM STIPENDS							
10123 51411	50,000.00	INCENTIVE PROGRAM STIPENDS 0.00	50,000.00	23,879.00	0.00	26,121.00	47.8%
51412 PART TIME FIREFIGHTING							
10123 51412	210,000.00	PART TIME FIREFIGHTING -24,000.00	186,000.00	136,935.46	0.00	49,064.54	73.6%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51810 OVERTIME							
10123 51810	245,000.00	0.00	245,000.00	222,093.13	0.00	22,906.87	90.7%
51920 F.I.C.A.							
10123 51920	165,206.00	0.00	165,206.00	128,323.63	0.00	36,882.37	77.7%
52010 ADVERTISING							
10123 52010	400.00	-200.00	200.00	0.00	0.00	200.00	.0%
52020 POSTAGE							
10123 52020	250.00	-100.00	150.00	57.13	0.00	92.87	38.1%
52030 PROFESSIONAL FEES							
10123 52030	2,500.00	-1,100.00	1,400.00	1,106.91	0.00	293.09	79.1%
52040 SERVICE CONT AND REPAIRS							
10123 52040	13,530.00	SERVICE CONT. AND REPAIRS 2,725.00	16,255.00	15,399.70	330.46	524.84	96.8%
52050 DUES CONFER							
10123 52050	36,800.00	DUES, CONFERENCES & EDUCAT 0.00	36,800.00	27,474.66	4,055.00	5,270.34	85.7%
52060 PRINTING							
10123 52060	100.00	PRINTING 0.00	100.00	48.45	0.00	51.55	48.5%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52070 REIMBURSABLE EXPENSES							
10123 52070	1,500.00	REIMBURSABLE EXPENSES -1,300.00	200.00	143.83	0.00	56.17	71.9%
52080 TELEPHONE							
10123 52080	18,500.00	TELEPHONE 9,375.00	27,875.00	22,779.81	5,090.35	4.84	100.0%
52290 PUBLIC SAFETY AWARENESS							
10123 52290	4,000.00	PUBLIC SAFETY AWARENESS -2,152.00	1,848.00	1,847.03	0.00	0.97	99.9%
52310 EXAMINATIONS							
10123 52310	10,000.00	EXAMINATIONS 0.00	10,000.00	7,360.58	639.42	2,000.00	80.0%
52320 RENTAL OF HYDRANTS							
10123 52320	541,000.00	RENTAL OF HYDRANTS 0.00	541,000.00	405,712.32	135,237.44	50.24	100.0%
52370 CLOTHING OR UNIFORM ALLOW							
10123 52370	19,500.00	CLOTHING OR UNIFORM ALLOW 6,197.00	25,697.00	22,324.29	4,032.25	-659.54	102.6%
52371 FIRE POLICE							
10123 52371	1,250.00	FIRE POLICE -1,250.00	0.00	0.00	0.00	0.00	.0%
52372 INSURANCE							
10123 52372	140,000.00	INSURANCE -797.00	139,203.00	139,203.00	0.00	0.00	100.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJ SVCS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52373 LP GAS							
10123 52373	LP GAS	-2,520.00	3,080.00	1,791.32	0.00	1,288.68	58.2%
52374 CABLE TELEVISION							
10123 52374	CABLE TELEVISION	1,500.00	9,000.00	7,136.83	336.62	1,526.55	83.0%
52375 GROUND LADDER TESTING							
10123 52375	GROUND LADDER TESTING	-2,227.00	5,573.00	5,573.00	0.00	0.00	100.0%
52376 HYDRAULIC TESTING							
10123 52376	HYDRAULIC TESTING	3,400.00	5,400.00	5,325.30	0.00	74.70	98.6%
52377 BREATHING APPARATUS TESTING							
10123 52377	BREATHING APPARATUS TESTING	-1,500.00	8,000.00	5,172.60	2,170.62	656.78	91.8%
52378 BUILDING MAINTENANCE							
10123 52378	BUILDING MAINTENANCE	-13,900.00	70,100.00	48,894.18	15,816.00	5,389.82	92.3%
52379 HOSE TESTING AND REPAIRS							
10123 52379	HOSE TESTING AND REPAIRS	-763.00	9,062.00	9,061.78	0.00	0.22	100.0%
52387 PUMP TESTING SERVICES							
10123 52387	PUMP TESTING SERVICES	-1,900.00	2,100.00	2,100.00	0.00	0.00	100.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJST	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52392 GENERATOR MAINTENANCE & REPAIR						
10123 52392	GENERATOR MAINTENANCE & REPAIR -1,280.00	8,220.00	4,104.08	0.00	4,115.92	49.9%
53010 OFFICE SUPPLIES						
10123 53010	OFFICE SUPPLIES -100.00	900.00	121.46	0.00	778.54	13.5%
53020 OTHER SUPPLIES						
10123 53020	OTHER SUPPLIES 0.00	12,000.00	7,806.48	0.00	4,193.52	65.1%
53021 CONSUMABLE SUPPLIES						
10123 53021	CONSUMABLE SUPPLIES 0.00	3,800.00	2,859.65	0.00	940.35	75.3%
53070 AUTO REPAIRS						
10123 53070	AUTO REPAIRS 16,695.00	126,695.00	113,492.64	13,201.55	0.81	100.0%
53080 AUTOMOTIVE MAINTENANCE						
10123 53080	AUTOMOTIVE MAINTENANCE 26,000.00	26,000.00	24,791.61	0.00	1,208.39	95.4%
53090 FUELS AND LUBRICANTS						
10123 53090	FUELS AND LUBRICANTS 0.00	45,000.00	37,990.91	0.00	7,009.09	84.4%
53110 COMPUTER SUPPLIES						
10123 53110	COMPUTER SUPPLIES 0.00	1,000.00	192.54	0.00	807.46	19.3%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
53111 FF PROTECTIVE CLOTHING									
10123 53111	35,000.00	FF PROTECTIVE CLOTHING 0.00	35,000.00	28,395.59	5,796.51	807.90	97.7%		
53112 FIREFIGHTING SUPPLIES									
10123 53112	9,000.00	FIREFIGHTING SUPPLIES 0.00	9,000.00	5,986.98	2,302.00	711.02	92.1%		
53113 VOLUNTEER RESPONDER AWARDS									
10123 53113	5,000.00	VOLUNTEER RESPONDER AWARDS 0.00	5,000.00	992.00	0.00	4,008.00	19.8%		
53114 MEDICAL SUPPLIES									
10123 53114	6,500.00	MEDICAL SUPPLIES 0.00	6,500.00	5,054.69	0.00	1,445.31	77.8%		
53115 VOLUNTEER FIREFIGHTER SUPPLIES									
10123 53115	3,000.00	VOLUNTEER FIREFIGHTER SUPPLIES 0.00	3,000.00	1,647.50	0.00	1,352.50	54.9%		
54060 OFFICE EQUIPMENT									
10123 54060	1,500.00	OFFICE EQUIPMENT -525.00	975.00	522.18	0.00	452.82	53.6%		
54202 EQUIPMENT -FIRE INVESTIGATIONS									
10123 54202	500.00	EQUIPMENT -FIRE INVESTIGATIONS 0.00	500.00	-199.60	0.00	699.60	-39.9%		
54218 FIREFIGHTER EQUIPMENT									
10123 54218	24,000.00	FIREFIGHTER EQUIPMENT 0.00	24,000.00	13,161.68	0.00	10,838.32	54.8%		

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54220 RADIO/EMERGENCY LIGHTS						
10123 54220	RADIO/EMERGENCY LIGHTS 0.00	9,000.00	2,611.42	2,254.82	4,133.76	54.1%
54222 RESCUE TRUCK EQUIPMENT						
10123 54222	RESCUE TRUCK EQUIPMENT -5,432.00	68.00	67.50	0.00	0.50	99.3%
54226 EQUIPMENT						
10123 54226	EQUIPMENT -4,846.00	1,154.00	1,152.79	0.00	1.21	99.9%
TOTAL FIRE SERVICES						
	3,531,618.00	0.00	2,909,744.75	191,263.04	430,610.21	87.8%
TOTAL GENERAL FUND						
	3,531,618.00	0.00	2,909,744.75	191,263.04	430,610.21	87.8%
TOTAL EXPENSES						
	3,531,618.00	0.00	2,909,744.75	191,263.04	430,610.21	
GRAND TOTAL						
	3,531,618.00	0.00	2,909,744.75	191,263.04	430,610.21	87.8%

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

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Police Department
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10129	51420	Patrol	\$3,634,468	\$627,525		\$10,000	\$617,525
2	10129	51830	Training	\$116,221	-\$5,927	\$10,000		\$4,073
3	10129	51420	Patrol	\$3,634,468	\$617,525		\$2,500	\$615,025
4	10129	51435	Community Service Officers	\$123,688	\$16,967	\$2,500		\$19,467
5	10129	51420	Patrol	\$3,634,468.00	\$615,025.00		\$35,000.00	\$580,025.00
6	10129	51820	Replacement Overtime	\$360,508.00	\$63,177.00	\$35,000.00		\$98,177.00
7	10129	52300	Training and Education	\$85,500.00	\$22,572.00		\$2,500.00	\$20,072.00
8	10129	52030	Professional Fees	\$15,000.00	\$4,215.00	\$2,500.00		\$6,715.00
9	10129	52300	Training and Education	\$85,500.00	\$20,072.00		\$500.00	\$19,572.00
10	10129	52080	Telephone	\$31,272.00	\$1,389.00	\$500.00		\$1,889.00
Total						\$50,500.00	\$50,500.00	

Transfer request from Patrol to Training is for NexGen training as new CAD/RMS system transition date has been finalized and associated training has started.

Transfer request from Patrol to Community Service Officers is for shift coverage for remainder of fiscal year.

Transfer request from Patrol to Replacement Overtime is due to vacancies needing to be filled till end of fiscal year.

Transfer request from Training and Education to Professional Fees to cover new employee outside vendor costs (poly, psych, med).

Transfer from Training and Education to Telephone to cover costs of Town changeover fees to T Mobile service.

Department Head

Director of Finance

First Selectman

Commission/Board Approval

Date

Date

Date

Date

5/14/2024

5/15/24

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024-13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10129 POLICE DEPARTMENT							
51110 ADMINISTRATION							
10129 51110	522,033.00	ADMINISTRATION 0.00	522,033.00	430,686.27	0.00	91,346.73	82.5%
51210 CLERICAL AND TECHNICAL							
10129 51210	265,355.00	CLERICAL AND TECHNICAL 900.00	266,255.00	229,016.79	0.00	37,238.21	86.0%
51220 CUSTODIAL							
10129 51220	49,694.00	CUSTODIAL 0.00	49,694.00	41,955.75	0.00	7,738.25	84.4%
51420 PATROL							
10129 51420	3,634,468.00	PATROL -32,306.00	3,602,162.00	2,974,636.27	0.00	627,525.73	82.6%
51421 MARINE PATROL							
10129 51421	25,538.00	MARINE PATROL 0.00	25,538.00	18,113.65	0.00	7,424.35	70.9%
51430 DETECTIVE							
10129 51430	535,461.00	DETECTIVE -900.00	534,561.00	444,193.31	0.00	90,367.69	83.1%
51435 COMMUNITY SERVICE OFFICER							
10129 51435	123,688.00	COMMUNITY SERVICE OFFICER 0.00	123,688.00	106,720.50	0.00	16,967.50	86.3%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024-13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51810 OVERTIME						
10129 51810	OVERTIME	0.00	106,979.37	0.00	43,095.63	71.3%
51820 REPLACEMENT OVERTIME						
10129 51820	REPLACEMENT OVERTIME	185,000.00	482,330.84	0.00	63,177.16	88.4%
51830 TRAINING & EDUCATION						
10129 51830	TRAINING & EDUCATION	-55,000.00	67,148.59	0.00	-5,927.59	109.7%
51920 F.I.C.A.						
10129 51920	F.I.C.A.	0.00	368,060.71	0.00	79,964.29	82.2%
52010 ADVERTISING						
10129 52010	ADVERTISING	0.00	0.00	0.00	300.00	.0%
52020 POSTAGE						
10129 52020	POSTAGE	0.00	859.98	0.00	640.02	57.3%
52030 PROFESSIONAL FEES						
10129 52030	PROFESSIONAL FEES	6,102.00	23,217.98	0.00	-2,115.98	110.0%
52040 SERVICE CONT AND REPAIRS						
10129 52040	SERVICE CONT. AND REPAIRS	-7,400.00	11,185.38	379.82	2,923.80	79.8%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52030 DUES, CONFER							
10129 52050	DUES, CONFERENCES & EDUCATION	0.00	2,895.00	1,635.00	0.00	1,260.00	56.5%
	2,895.00						
52060 PRINTING							
10129 52060	PRINTING	0.00	800.00	730.67	0.00	59.33	91.3%
	800.00						
52080 TELEPHONE							
10129 52080	TELEPHONE	900.00	32,172.00	26,707.06	4,075.68	1,389.26	95.7%
	31,272.00						
52300 TRAINING & EDUCATION							
10129 52300	TRAINING, EDUCATION & EMER	-5,202.00	80,298.00	57,725.71	0.00	22,572.29	71.9%
	85,500.00						
52305 OSHA COMPLIANCE							
10129 52305	OSHA COMPLIANCE	-3,100.00	2,400.00	1,745.85	0.00	654.15	72.7%
	5,500.00						
52370 CLOTHING OR UNIFORM ALLOW							
10129 52370	CLOTHING OR UNIFORM ALLOW	8,700.00	87,915.00	88,761.28	6,603.00	-7,449.28	108.5%
	79,215.00						
52520 CRIMINAL JUSTICE PLANNER							
10129 52520	CRIMINAL JUSTICE PLANNER	0.00	16,711.00	16,711.00	0.00	0.00	100.0%
	16,711.00						
53010 OFFICE SUPPLIES							
10129 53010	OFFICE SUPPLIES	0.00	1,000.00	656.96	0.00	343.04	65.7%
	1,000.00						

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024-13									
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
53020 OTHER SUPPLIES									
10129 53020	7,000.00	0.00	7,000.00	5,616.66	0.00	1,383.34	80.2%		
53070 AUTO REPAIRS									
10129 53070	16,000.00	0.00	16,000.00	14,002.85	0.00	1,997.15	87.5%		
53080 AUTOMOTIVE MAINTENANCE									
10129 53080	16,000.00	2,000.00	18,000.00	17,366.74	0.00	633.26	96.5%		
53090 FUELS AND LUBRICANTS									
10129 53090	127,827.00	0.00	127,827.00	102,451.72	0.00	25,375.28	80.1%		
53100 TIRES									
10129 53100	13,024.00	0.00	13,024.00	13,231.09	2,292.91	-2,500.00	119.2%		
53180 POLICE SUPPLIES									
10129 53180	42,964.00	POLICE EQUIP. & SUPP. 0.00	42,964.00	37,819.10	1,702.00	3,442.90	92.0%		
53210 SELECTIVE ENFORCEMENT									
10129 53210	2,500.00	SELECTIVE ENFORCEMENT -2,000.00	500.00	500.00	0.00	0.00	100.0%		
53220 MARINE PATROL									
10129 53220	5,500.00	MARINE PATROL 0.00	5,500.00	4,472.16	0.00	1,027.84	81.3%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53260 DOG WARDEN SUPPLIES							
10129 53260	100,000.00	DOG WARDEN SUPPLIES 0.00	100,000.00	100,000.00	0.00	0.00	100.0%
54020 EQUIPMENT							
10129 54020	7,139.00	EQUIPMENT 0.00	7,139.00	7,111.16	0.00	27.84	99.6%
TOTAL POLICE DEPARTMENT							
	6,830,602.00	97,694.00	6,928,296.00	5,802,350.40	15,053.41	1,110,892.19	84.0%
TOTAL GENERAL FUND							
	6,830,602.00	97,694.00	6,928,296.00	5,802,350.40	15,053.41	1,110,892.19	84.0%
TOTAL EXPENSES							
	6,830,602.00	97,694.00	6,928,296.00	5,802,350.40	15,053.41	1,110,892.19	
GRAND TOTAL							
	6,830,602.00	97,694.00	6,928,296.00	5,802,350.40	15,053.41	1,110,892.19	84.0%

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



Office of the Director
Waterford Fire Department
204 Boston Post Road
Waterford CT. 06385

May 8, 2024

First Selectman Rob Brule
15 Rope Ferry Road
Waterford, CT 06385

Re: Request to close CNR 20523-57838 Pre Emption light repairs and reallocate funds for CNR SCBA upgrades line # 20523-57777

On behalf of Waterford Fire Services, I would like to request the closure of CNR 20523-57838 Pre Emption light repairs and reallocate funds for CNR SCBA upgrades line # 20523-57777. The project funds for the Pre-Emption repairs is not adequate for this project and is being evaluated and requoted by vendors to get a better pricing structure for the repairs and a timeline. The SCBA upgrades is a higher priority. We have to replace/upgrade our SCBA bottles and some equipment with this project.

Director of Fire Services,

M.J.H.

Chief, Michael J. Howley

C. C. file

MEMORANDUM

TOWN OF WATERFORD

DEPARTMENT OF PUBLIC WORKS

To: Robert Brule, First Selectman
From: Gary J Schneider, Director of Public Works
Date: May 13, 2024
Re: Resurfacing Roads



The Town continues to make excellent progress in addressing years of delayed work on our road network.

Approved was \$1,762,736 (20530-57880 – Major-Minor Road Paving) to address Niantic River Road, Oil Mill Road, Shore Road and New Shore Road. Completed was Niantic River Road, Oil Mill Road and Shore Road from Jordan Cove Road to Goshen Road. New Shore and the remaining section of Shore Road will not be addressed at this time due the fragile condition of the 10" water main that is underneath these roads. The Utility Commission has advised against using any type of large static or vibrator roller to compact the asphalt overlay due to the fragile condition of the water main. These roads will be addressed with the replacement of the water main.

The funds will be used to address Quarry, Goshen, and Leary Roads, keeping our effort in the same area of Town. These roads have been identified on my paving plan for several years. This action will put us in the que for summer, early fall completion.

Waterford Utility Commission has identified 51 locations where the services must be replaced and 10 locations that must be investigated. They are starting that work now.

This project is an example of the cooperative effort between the Utility Commission and Public Works. Paving projects are now fully vetted with the Utility Commission to ensure coordination with their work and their concerns are addressed before any resurfacing takes place.

Attachment

Sandy Kenniston

Subject: FW: Pleasure Beach Contract #10 Water Main
Attachments: water contract 10 - rev 5-24-23#3.pdf

From: Jim Bartelli <jbartelli@waterfordct.org>
Sent: Friday, May 10, 2024 1:17 PM
To: Robert Brule <rbrule@waterfordct.org>
Cc: Gary Schneider <gschneider@waterfordct.org>
Subject: Pleasure Beach Contract #10 Water Main

Rob,

As you are aware, the Department of Public Works and the Utility Commission have embarked in a Co-Operative Roadway Restoration and Plastic Water Service Replacement Project. Some roadways within the Pleasure Beach Area are proposed to be rehabilitated this season. It is the recommendation of this office to refrain from repaving Shore Road until the Water Main is replaced. The Shore Road water main was installed in 1969 under Water Contract #10 and has experienced over 26 main breaks over the years. It is likely that the vibratory compaction process involved with roadway restoration will eventually cause more breaks either during the rehabilitation process or shortly thereafter which will cause an adverse impact to a newly paved road.

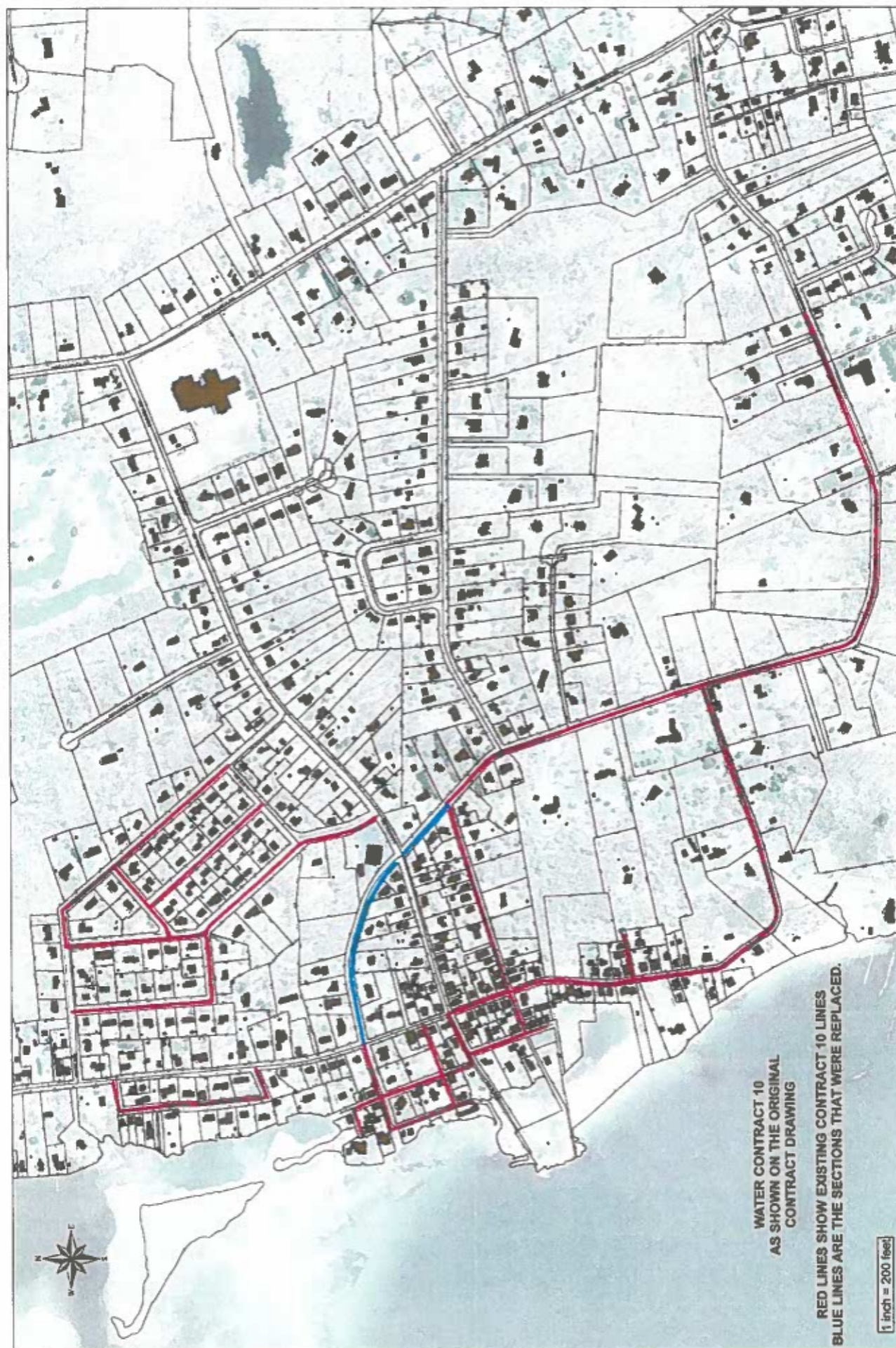
I have attached a map identifying the Contract #10 area, you will note the area in Blue is the section of water main that was replaced in 2007, the areas in Red are the original mains installed in 1969.

Please contact me with any questions.

Thank you.

James A. Bartelli

Director of Utilities
Waterford Utility Commission
Office: 860-444-5886
Mobile: 860-460-9108



WATER CONTRACT 10
AS SHOWN ON THE ORIGINAL
CONTRACT DRAWING

RED LINES SHOW EXISTING CONTRACT 10 LINES
BLUE LINES ARE THE SECTIONS THAT WERE REPLACED.

1 inch = 200 feet

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

RECEIVED FOR RECORD
WATERFORD, CT

2024 MAY 13 A 10:06

ATTEST: *Doreen L. Camp*
TOWN CLERK

MINUTES
BOARD OF SELECTMEN REGULAR MEETING
Tuesday, May 7, 2024
5:00 PM
Waterford Town Hall (Appleby Room)

(Procedural Action: Check register to be signed by the Board of Selectmen in accordance with CGS 7-83)

1. **Call to Order & Roll Call: 5:00 pm**
In attendance: Rob Brule, Rich Muckle & Greg Attanasio
Absent: N/A
2. **Pledge of Allegiance**
3. **Public Comment:** Helen Kwasniewski – Planning & Zoning complaint

4. **Assessor:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Assessor, Paige Walton, in the amount of \$800 to cover year end needs expectations and forward on to the Board of Finance if approved.

MOTION by Attanasio, to table, VOTING IN FAVOR: 0-1 FAILED

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 2-1 PASSED

Voting For: Muckle, Brule

Voting Against: Attanasio

5. **Recreation and Parks – Surplus Assets:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of the Recreation and Parks Director, Ryan McNamara, for surplus disposal of the following item as its outlived its usefulness:

- **Asset #9204030508-1976 Pedestrian Bridge**

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

6. **Information Technology - Bid Award: Bid #GEN 24-003 Camera and**

Security Installation: To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of the Information Technology Manager, Jeffrey Robillard, to award the bid to Utility Communications Inc., in the amount of \$1,682,605.46. Funds will be available from line #20560-57842, (Town Wide Security) and line #20560-57842, (School Security).

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 7. Building Department:** To consider and act on the following request for a FY24 In-Series Transfer from the Director of Planning, Jonathan Mullen, in the amount of \$6,100 to cover contractual salary requirements.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 8. Emergency Management Services:** To consider and act on the following request for a FY24 In-Series Transfer from the Emergency Management Director, Steven Sinagra, in the amount of \$23,000 to cover total year end outcomes based on salary predictions.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 9. Additional Appropriation – Library Staff Increases –** To consider and act on a request for a FY24 additional appropriation, from the Library Director, Christine Johnson, in the amount of \$2,166, line #10136-51110 (administration), \$32,439, line #10136-51210 (clerical), \$3,572, line #10136-51220 (Custodial), \$526, line #10136-51920 (FICA) totaling \$42,818 and forward on to the Board of Finance if approved.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 10. Library:** To consider and act on the following request for a FY24 In-Series Transfer from the Library Director, Christine Johnson, in the amount of \$1,400 to cover underfunded FICA line.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 11. Fire Services:** To consider and act on the following request for a FY24 In-Series Transfer from the Fire Services Administrator, Michael Howley, in the amount of \$5,280 to cover unforeseen repairs and rate increases.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 12. Public Works - Surplus Assets:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of the Director of Public Works, Gary Schneider, for surplus disposal and reassign to the Utility Commission.

- Asset #100475, 2009 International WorkStar 7400 Serial #

1HTWDAAR29J077349

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 13. Board of Finance:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Finance, Kim Allen, in the amount of \$14,169 to cover year end needs expectations and forward on to the Board of Finance if approved.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 14. Finance:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Finance, Kim Allen, in the amount of \$3,075 to cover higher than anticipated costs and forward on to the Board of Finance if approved.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 15. Finance Department - Surplus Assets:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of the Director of Finance, Kim Allen, for surplus disposal:

- **Asset ID: 101254-Kronos Time Clock**
- **Asset ID: 101255-Kronos Time Clock**

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 16. Debt Service:** To consider and act on the following request for a FY24 In-Series Transfer from the Director of Finance, Kim Allen, in the amount of \$63,000 to cover refunding costs.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 17. First Selectman's Office:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the First Selectman, Robert Brule, in the amount of \$800 to cover negative line items and forward on to the Board of Finance if approved.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

MOTION by Muckle, seconded by Attanasio to redact and abstain, VOTING IN FAVOR: 3-0 PASSED

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 2-0 PASSED
Abstain: Attanasio

- 18. Appointments & Resignations:** N/A

19. New Business: Follow-up question to #6, how much is Town side vs BOE side

20. Old Business: Update regarding LEARN

21. Correspondence:

21a. Special Revenue Funds March 2024

21b. Town of Waterford State Radio System FY25 Bond Requests and Support letters

22. Consent Agenda

22a. Tax Refund

22b. Board of Selectmen Regular Meeting Minutes April 16, 2024

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

23. Adjournment: 5:48 pm

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED