FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing
*Revised 3/13/2025

Monday, March 17, 2025
Town Hall 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10102 – Registrar of Voters
4. 10104 - Assessor
5. 10105 – Board of Assessment Appeals
6. 10106 – Tax Collector
7. 10109 – Town Clerk
8. 10117 – Representative Town Meeting
9. 10101 – Board of Selectmen
10. *10122 – Emergency Management
11. Adjournment

Glenn Patterson, Chairman

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10102 REGISTRARS OF VOTERS

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request $ Increase	Department Request % Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	58,552	54,497		34,235	69,325	14,828	27.21%	69,325	14,828	27.21%
51310	VOTER REGISTRATION	2,043	4,000		3,782	4,200	200	5.00%	4,200	200	5.00%
51320	ELECTION ACTIVITIES	14,650	14,870		23,653	22,860	7,990	53.73%	22,860	7,990	53.73%
51920	F.I.C.A	5,705	5,613		5,350	7,374	1,761	31.37%	7,374	1,761	31.37%
	SUBTOTAL	80,950	78,980	0	67,020	103,759	24,779	31.37%	103,759	24,779	31.37%
SERVICES											
52010	ADVERTISING	0	100		0	0	(100)	0.00%	0	-100	-100.00%
52020	POSTAGE	1,780	2,050		1,150	2,350	300	14.63%	2,350	300	14.63%
52040	SERVICE CONT. & REPAIRS	2,500	2,250		1,250	5,040	2,790	124.00%	5,040	2,790	124.00%
52050	DUES, CONF., & EDUCATION	1,080	1,710		910	1,920	210	12.28%	1,920	210	12.28%
52070	REIMBURSABLE EXPENSE	1,234	1,142		557	1,075	(67)	-5.87%	1,075	-67	-5.87%
	SUBTOTAL	6,594	7,252	0	3,867	10,385	3,133	43.20%	10,385	3,133	43.20%
MATERIALS & SUPPLIES											
53020	OTHER SUPPLIES	11,650	10,293		9,916	7,111	(3,182)	-30.91%	7,111	-3,182	-30.91%
	SUBTOTAL	11,650	10,293	0	9,916	7,111	(3,182)	-30.91%	7,111	-3,182	-30.91%
EQUIPMENT											
54180	VOTING MACHINE				0	0	0	0.00%	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0.00%	0	0	0.00%
DEPARTMENT TOTAL		99,194	96,525	0	80,803	121,255	24,730	25.62%	121,255	24,730	25.62%

REGISTRAR OF VOTERS
FISCAL YEAR 2026 BUDGET

Town of Waterford

BUDGET FUNCTION

The Registrars of Voters are responsible for the administration of the election process, the annual canvas and the maintenance of the town's voter database.

The annual canvas of electors is completed each year from January to May as required by law. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible.

The registrars attend Registrars of Voters Association of Connecticut spring and fall conferences where we receive training and obtain credits towards our required continuing education. Our deputies attend one day so they can learn procedures, as well. We also attend most monthly New London County ROVAC meetings held in Montville and all necessary town meetings.

Before every election, we hire and train thirty to fifty poll workers depending on the needs of that year's election. Our elections run in a two and four year cycle and our budgets are adjusted based on this cycle.

We register voters in person at our office, online through the CT Voter Registration System and online through the DMV.

Looking ahead, we are planning to add a customer service counter to our office, which was recommended to us by a security assessment done 1-2 years ago.

The current number of registered voters in the town of Waterford as of 11/30/2024 is 15,135.

Our office hours are Monday through Friday 9:30 to 12:30. Office hours increase during the busy election months as needed.

FY2026 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY 2026.

This year we are budgeting for a Municipal election.

The 25.62% budget increase is mostly due to the addition of Early Voting. The Early Voting payroll for the Presidential election in October/November for two weeks was $14,860 and supplies were roughly $800. It is our understanding the legislature will look at Early Voting, as well as, the newly passed, 'no excuse absentee voting,' in the new session and hours/days may be adjusted.

We also will be receiving new tabulator voting machines this year from the state from a different vendor. The annual maintenance on the new machines increased $2,790.

The third issue is that we will be getting a new Voter Registration System, which will require training for ourselves and our deputies. It is unclear at this time how that training will take place.

REGISTRAR OF VOTERS FISCAL YEAR 2026 BUDGET

Town of Waterford

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BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action December 2024 an annual salary for each Registrar is as follows:

07/01/25 - 06/30/26 - $34,662.72

$34,662.72 x 2 Registrars = $69,325

51310 VOTER REGISTRATION

Staff for voter registration sessions, part-time clerical help during the canvass and elections. $ 4,200

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the Municipal Election of November 4, 2025. It makes no provision for referenda, primaries, recounts or audits. It also includes reimbursement for conference attendance for Registrars and stipend for Moderator Training.

Conference attendance stipend @$35/day x4 days x 2 Registrars	$ 280	
Conference attendance stipend @$35/day x1 day x 2 deputy registrars	$ 70	
Stipend for Mandatory Moderator Certification stipend x5@$35	$ 175	
Early Voting payroll	$14,800	
Head Moderator (1)	$ 523	
District Moderators 3 @ $341	$ 1,024	
District Asst. Registrars 8 @ $288	$ 2,304	
Official Checkers 4 @ $270	$ 1,080	
Ballot Clerks 4 @ $255	$ 1,020	
Tabulator Tenders 4 @ $255	$ 1,020	
Absentee Ballot Moderator (1)	$ 149	
Absentee Ballot Counters 4 @ $68	$ 340	
End of Night Reporting	$ 75	
Total		$22,860

51920 FICA

7.65% of $ 96,385= $7,374

GRAND TOTAL 51000 SERIES: **$103,759**

$

52020 POSTAGE

Mailings are comprised of voter registration acceptance letters, as well as, registration changes made throughout the year. During the annual canvass, letters of address verification are mailed. $ 2,350

52040 SERVICE CONTRACTS AND REPAIRS

Annual cost of maintenance contract for voting tabulators
New state contract with ES&S has increased the number of tabulators from 12 to 16 and the cost each from $225 to $315.

$ 5,040

52050 DUES, CONFERENCES AND EDUCATION

ROVAC - Dues for 2 Registrars and 2 Deputy Registrars	$ 170	
Registrar of Voters Biannual State Conference $145/day x 8 days	$1,160	
Registrar of Voters State Conference $145/day x 2 Dep. Reg.	$ 290	
Training of Election Day Moderators 5 @ $60	$ 300	
		$1,920

52070 REIMBURSABLE EXPENSES

Mileage reimbursements for Registrars and staff for travel to Conferences, polling place set-up, meeting attendance		
664 miles @ $.670/miles	$445	
Lunch and supplies for Election Day	$655	
		$1,075

GRAND TOTAL 52000 SERIES: $10,385

53020 OTHER SUPPLIES

Programmed USB's for Municipal Election 2025: $2,000

IVS Ballot Style $125 per page (towns are required to pay this cost for municipal elections)

4 Districts @$125	$ 500
1 SDR	$ 125

$ 625

Ballots for Municipal Election, $.50 x 7,568 (50% of registered voters as of 11/30/24) .

Historical voter turnout: 2017- 28%, 2019- 41%, 2021- 33%, 2023 -34% $3784

Cost to conduct the annual canvass $ 102

Election/Early Voting supplies
(labels, ink for tabulators, ballot marking pens) Infoshred ($26x4). $ 600

GRAND TOTAL 53000 SERIES: **$7,111**

GRAND TOTAL BUDGET REQUEST: **$121,255**

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10104 ASSESSOR

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request $ Increase	Department Request % Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51110	ADMINISTRATION	200,976	206,793		106,962	211,963	5,170	2.50%	211,963	5,170	2.50%
51210	CLERICAL/TECHNICAL	64,594	45,797		22,554	46,899	1,102	2.41%	46,899	1,102	2.41%
51910	FRINGE BENEFITS	0	250	25	275	250	0	0.00%	250	0	0.00%
51920	F.I.C.A	19,766	19,343		9,702	19,803	460	2.38%	19,803	460	2.38%
	SUBTOTAL	285,336	272,183	25	139,493	278,915	6,732	2.47%	278,915	6,732	2.47%
SERVICES											
52010	ADVERTISING	232	300		198	300	0	0.00%	300	0	0.00%
52020	POSTAGE	1,445	1,720		482	1,860	140	8.14%	1,860	140	8.14%
52030	PROFESSIONAL FEES	205	250	24,500	24,750	24,750	24,500	0.00%	24,750	24,500	0.00%
52040	SERVICE CONT & REPAIRS	7,339	6,350		3,330	7,662	1,312	20.66%	7,662	1,312	20.66%
52050	DUES, CONF., & EDUCATION	3,006	3,290		580	2,765	(525)	-15.96%	2,765	(525)	-15.96%
52070	REIMBURSABLE EXPENSE		0		0	1,364	1,364	0.00%	1,364	1,364	0.00%
	SUBTOTAL	12,227	11,910	24,500	29,340	38,701	26,791	224.95%	38,701	26,791	224.95%
MATERIALS & SUPPLIES											
53020	OTHER SUPPLIES	138	750	(25)	310	835	85	11.33%	835	85	11.33%
53200	PRICING BOOKS	0	2,370		1,190	1,190	(1,180)	-49.79%	1,190	(1,180)	-49.79%
	SUBTOTAL	138	3,120	(25)	1,500	2,025	(1,095)	-35.10%	2,025	(1,095)	-35.10%
DEPARTMENT TOTAL		297,701	287,213	24,500	170,333	319,641	32,428	11.29%	319,641	32,428	11.29%

BUDGET FUNCTION

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

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

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

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

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

In accordance with Connecticut statutes, The Assessor's office must also oversee the periodic revaluation of all real property within the Town of Waterford. Effective with the 2023 Grand List, Section 7 of Public Act 22-74, five revaluation zones have been established and a new five-year revaluation schedule has been instituted statewide. This legislation redistributes the number of revaluations to be performed annually, and results in an accelerated schedule for the Town of Waterford. Mandatory revaluations are now scheduled for Grand List years 2026, 2029 and 2034.

Looking Ahead: Staffing levels are expected to remain consistent over the next five years with three full-time positions and the possible addition of a student intern to provide assistance on a part-time seasonal basis as we complete the next two scheduled revaluations. Outside of the three state-mandated revaluations scheduled between the years 2026 and 2034 there are no additional capital project requests anticipated.

Assessor's Office Metrics

ACTIVITY	#
Real Estate	
Changes to real property ownership	850
Building permits entered/processed	2280
Property inspections/construction detail/value changes	586
Motor Vehicles	
# of vehicles manually priced	5807
certificates of correction to prorate/add or delete	1414
vehicles from current and prior GLs	
Personal Property	
# accounts reconciled/priced	1262
Assessment Administration	
State Elderly tax relief applications processed	106
Local Elderly tax relief applications processed	106
State Additional Veterans applications processed	71
Local Veterans applications processed	108
New Veteran's Totally & Permanently Disabled applications processed	63
Board of Assessment Appeals applicants scheduled 23 RE & MV	40
BAA Changes made	18
Map Changes processed	46
Tax Appeals received	29
Tax Appeals currently under review	11
Income & Expense forms rec'd/analyzed	191
New PA490 apps reviewed	4
PA490 Decertifications	3
Veterans- new DD214s recorded	48

Budget Summary

Line Item	FY 2021 Appropriated	FY 2022 Appropriated	FY 2023 Appropriated	FY 2024 Appropriated	FY 2025 Appropriated	FY 2026 Request	Change from FY 2025 (+/-)
PERSONNEL COSTS							
51110 Administration	196,788	196,788	169,295	192,597	206,793	211,963	5,170
51210 Clerical/Technical	58,818	62,788	62,224	66,342	45,797	46,899	1,102
51810 Overtime	0	0	0	0	0	0	0
51910 Fringe Benefits	2697	2408	0	0	250	250	0
51920 FICA	19,761	20,041	17,711	19,809	19,343	19,803	460
SUBTOTAL	278,064	282,025	249,230	278,748	272,183	278,915	6,732
SERVICES							
52010 Advertising	650	400	400	400	300	300	0
52020 Postage	744	1031	1068	1650	1720	1860	140
52030 Professional Fees	0	250	250	250	250	24750	24500
52040 Serv Cont & Repairs	1680	5666	5921	6236	6350	7662	1312
52050 Dues, Conf. & Education	1825	1825	1825	2855	3290	2765	-525
52070 Reimbursable Expense	0	0	0	0	0	1364	1364
SUBTOTAL	4,899	9,172	9,464	11,391	11,910	38,701	26,791
MATERIALS & SUPPLIES							
53020 Other Supplies	150	150	150	150	750	835	85
53200 Pricing Books	500	500	500	1859	2370	1190	-1180
SUBTOTAL	650	650	650	2,009	3,120	2,025	(1,095)
DEPARTMENT TOTAL	283,613	291,847	259,344	292,148	287,213	319,641	32,428

Budget Explanations By Category

Personnel Costs: Office staff consists of three full time positions; a Certified Municipal Assessor, an Assistant Assessor and an Assessor's Aide III. Salaries, fringe benefits & longevity are based on rates established by union contracts.

Budget Request: **$278,915** **2.47% increase**

*See the Personnel/Fringe Benefit spreadsheet for calculations

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

Budget Request:

- **10104-52010 – Advertising** Request: **$300** **0% increase**

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

- **10104-52020 – Postage** Request: **$1,860** **8.14% increase**

In addition to typical correspondence with taxpayers, the Assessor's Office is required by CT State Statutes to send out annually the following applications/notifications to taxpayers:
Elderly Homeowners/Totally Disabled Program re-applications and reminder letters
Additional Veteran's re-applications and reminder letters
Personal Property and Real Estate increase notices
Income & Expense forms for commercial/income producing properties
Personal property audit notification and results letters

Postage costs incurred in FY24/25 to date = $482.06

Postage Breakdown:

	Postage Items	Postage Fees
I&E Penalty Notices	32	
Increase Notices PP	1270	
RE	478	
PP Audit Notices Certified	26	
PP Audit Result Notices Certified	26	
PP Audit 2nd request for documentation	8	
Elderly Letters	111	
Elderly Reminders	39	
Eld Cert of Mailing	39	**$ 19.50**
Advets & Local Vets	78	
Certified Mail Pieces	**52**	**$ 252.20**
Regular Mail Pieces	**2055**	**$ 1,500.15**
Estimated additional 15 pieces of mail per month May-Dec (General Taxpayer correspondence)	**120**	**$ 87.60**
Estimated FY25-26	**2227**	**$ 1,859.45**

- **10104-52030 – Professional Fees** Request: **$24,750**

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

Last year the Assessor's office implemented a personal property audit program which includes the physical inspection of business personal property and records by an experienced auditor well-versed in personal property valuation. Personal property auditing services are currently provided by Charles B. Feldman & Associates LLC.

Of the existing 1261 personal property accounts roughly 1/3 (440) accounts did not file a personal property declaration form for the 2024 Grand List. While desk audits are performed in-house through the declaration reconciliation process, non-filer and complex accounts warrant an in-depth 3-year lookback audit to ensure filing compliance and to establish an equitable base value for these accounts moving forward.

Based on the current rates by account size provided below the cost to formally audit 20 accounts, including two large utility accounts for the 2022 – 2024 Grand List years is $24,500.

			22,23,24 Grand List Audits	
Pre-Adjusted Gross Assessment	Cost to Complete		Anticipated # Accounts	
1.01 million - 2.5 million	$	2,000		
2.51 million - 5.0 million	$	3,000		
5.01 million - 10 million	$	4,000		
10.01 million - 20 million	$	5,500	1	$ 5,500.00
20 million plus	$	6,000 plus	1	$ 7,300.00
1.0 million and under	$	650	18	$ 11,700
			20	$ 24,500.00

- **10104 – 52040 – Service Contracts & Repairs** Request: **$7,662** **20.66% increase**

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

The Assessor's Office also leases a Xerox copy machine from Connecticut Business Systems (CBS) at a fixed cost of $158/month. Overages in the number of copies beyond the contracted amount are billed separately.

The Assessor's Office will be transitioning all existing hard-copy historical real estate files to a digital format accessible to other town departments utilizing a secure file sharing software service (Box). To accomplish this project in-house and with minimal cost, historic and future documents will be organized and scanned into Box utilizing an iPad, which has been requested for purchase through IT. In addition to the annual Box subscription a monthly T-mobile subscription for iPad connectivity is also required.

Service Cont. Fees incurred FY 24: **$7,339**

Service Cont. & Repairs Breakdown:

QDS Grand List Binding:	**$3,075**	
QDS Online PP Filing:	**$1,348**	*Estimated at 1350 accounts*
QDS Online I&E Filing:	**$ 442**	*Estimated at 350 accounts*
CBS Copier:	**$1,896**	
CBS Copier overage est:	**$ 307**	
Box Subscription:	**$ 340**	*annually*
T-Mobile subscription:	**$ 254**	*calculated at $21.14/month*
	$7,662	

- **10104 – 52050 – Dues, Conf. & Education** Request: **$2,765** **16.00% decrease**

All aspects of assessment administration require formal assessment specific education and training. Continuing Education, (50 credit hours over 5 years) is required statutorily to meet recertification standards for all Certified Connecticut Municipal Assessors. The Assistant Assessor has completed 4 of the required 5 courses to attain a level I CCMA certification. New staff will require course attendance for training in assessment administration/statutes through educational programs provided by the Connecticut Association of Assessing Officers (CAAO). Courses and workshops are offered in June at the UCONN Assessor School and throughout the year as determined annually by the CAAO's Education Committee. Additional continuing education credits for the Assessor and Assistant Assessor are offered for assessment and statute related topics throughout the year. The Wichita Property Tax Conference is held each year in July and offers educational sessions on complex special use and public utility property valuation. Dues are annually recurring for the CAAO, IAAO, NRAAO and GNLAA, all of which require membership as a source of assessment industry tools/information and for educational offerings at a reduced cost. CAAO membership is required to maintain CT CCMA certification.

Dues, Conf. & Education Fees incurred in FY24: **$3,006.08** (includes $686.08 in mileage)

Assessor & Staff Dues – CAAO, NRAAO, GNLAA, IAAO	**$ 635**
Continuing Education – Assessor – Uconn, IAAO, Wichita, workshops	**$ 750**
CAAO Biannual meetings – Assessor & Asst Assessor	**$ 280**
Uconn/AAT Workshops & Courses Asst. Assessor and Aide	**$ 1,100**
	$ 2,765

- **10104 -52070 – Reimbursable Expense** Request: **$1,364**

Mileage reimbursement for attendance to assessment-related courses, educational workshops and meetings were previously included in the Dues, Conferences and Education line item. Mileage estimates for FY26 are calculated at $0.67/mile.

Assessor & Staff mileage – Annual Assessor School:	**$ 603**
Assessor & Asst. Assessor mileage CAAO biannual meeting	**$ 328**
Assessor & Asst. Assessor mileage Fall Symposium	**$ 131**
Assessment Aide AAT course mileage – Rocky Hill	**$ 302**
	$ 1,364

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

- **10104-53020 – Other Supplies** Request: **$835** **11.33% increase**

The Assessor's office requires an allowance for miscellaneous items and supplies not provided as standard office supplies through the Finance Office. Necessary Assessment office supplies and equipment have not been purchased for some time and worn/broken equipment is in need of replacement. Supply funds requested are for the following items:

○ Dyna Label Rolls:	3@ $33 each	**$100**
○ Toner Cartridges public printer	2 @140 each	**$280**
○ Bankers Boxes	12pk @ $30	**$ 30**
○ 3 Ring Binder 11x17 (tax map copies)	2 @ $30	**$ 60**
○ 3 Ring Binders 2 & 1 inch (4 pk each size)		**$ 72**
○ Binder Tab Dividers	8 @$4	**$ 32**
○ Legal Pads (12 pk)	1 @$38	**$ 38**
○ Graph Pads (6 pk)	1 @$22	**$ 22**
○ Office Shredder		**$200**
		$834

- **10104-53200 – Motor Vehicle Pricing** Request: **$1,190** **49.79% decrease**

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

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

The amount requested for FY26 is estimated based on last year's pricing fee for the DMV and online Assessor subscription costs for both JD Powers (necessary to price the 2023 MV supple list using average retail value) and Price Digest for original MSRP lookup.

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 04 ASSESSOR
2025/2026 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	LINE 51920 PAYROLL TAXES (F.IC.A)	
51110 - ADMINISTRATION									
1/2/2023	ASSESSOR	40	N/A	128,454.27	131,665.63	N/A	131,665.63	10,072.42	
12/07/2021	ASSISTANT ASSESSOR	40	N/A	78,338.81	80,297.28	N/A	80,297.28	6,142.74	
	TOTALS			206,793.08	211,962.91	0.00	211,962.91	16,215.16	
51210 - CLERICAL/TECHNICAL									
1/8/2024	ASSESSMENT AIDE III	35	$ 25.6699	43,615.97	46,898.84	N/A	46,898.84	3,587.76	
	ASSESSOR AIDE I	19	$	0.00	0.00	N/A	0.00	0.00	*REMOVED POSITION FOR FY25/FY26
	TOTALS			43,615.97	46,898.84	0.00	46,898.84	3,587.76	
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00	
51910 -FRINGE/F.I.C.A.							250.00	0.00	
TOTALS		FY25 FICA	19,156.29	250,409.05	258,861.75	0.00	259,111.75	19,802.92	
BUDGET TOTAL W/F.I.C.A				269,565.35			278,914.67		

WORKDAYS 2025/2026	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 04 ASSESSOR
2025/2026 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.IC.A)	
GENERAL	$ 250.0000		250.00	0	*general apparel fringe approved FY25
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
TOTALS - FRINGE BENEFITS			250.00	0.00	***ADDED TO FICA ON PERSONNEL WORKSHEET

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10104 ASSESSOR

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	200,976	206,793			211,963		5,170	2.50%
51210	CLERICAL/TECHNICAL	64,594	45,797			46,899		1,102	2.41%
51910	FRINGE BENEFITS	0	250	25		250		0	0.00%
51920	F.I.C.A	19,766	19,343			19,803		460	2.38%
	SUBTOTAL	285,336	272,183	25	0	278,915	0	6,732	2.47%
SERVICES									
52010	ADVERTISING	232	300			300		0	0.00%
52020	POSTAGE	1,445	1,720			1,860		140	8.14%
52030	PROFESSIONAL FEES	205	250	24,500		24,750		24,500	0.00%
52040	SERVICE CONT & REPAIRS	7,339	6,350			7,662		1,312	20.66%
52050	DUES, CONF., & EDUCATION	3,006	3,290			2,765		(525)	-15.96%
52070	REIMBURSABLE EXPENSE	0	0			1,364		1,364	
	SUBTOTAL	12,227	11,910	24,500	0	38,701	0	26,791	224.95%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	138	750	(25)		835		85	11.33%
53200	PRICING BOOKS	0	2,370			1,190		(1,180)	-49.79%
	SUBTOTAL	138	3,120	(25)	0	2,025	0	(1,095)	-35.10%
DEPARTMENT TOTAL		297,701	287,213	24,500	0	319,641	0	32,428	11.29%

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2025-2026 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: ______________________________

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 EXPECTED	2024-2025 YTD	2025-2026 PROPOSED	VARIANCE
Alarm Monitoring						$ -
Alarm Penalties						$ -
Ambulance Subsidy						$ -
Beach Admission Fees						$ -
Benefit Assessments						$ -
Bulky Waste Fees						$ -
Conveyance Tax						$ -
Copy Fees	455	289	250	100	250	$ -
East Lyme Animal Control Fee						$ -
Enhanced E 9-1-1						$ -
Fines/Penalties						$ -
Hazardous Household Waste						$ -
Inspection Fees						$ -
Interest/Lien Fees						$ -
Inter-Municipal Revenues						$ -
Miscellaneous						$ -
Permitting/Licensing Fees						$ -
Program/Registration Fees						$ -
Recording Fees						$ -
Regional Communications Fees						$ -
Rentals						$ -
Sale of Recyclables						$ -
State Operational Grants						$ -
Tipping Fees						$ -
Versa Kart/Blue Box Purchases						$ -
TOTALS	$ 455.00	$ 289.00	$ 250.00	$ 100.00	$ 250.00	$ -

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER
D140217	EAST LYME ASSESSORS

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01085811	$790.00

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

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

CHECK NUMBER

AMOUNT PAID

FILE COPY

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
09/18/24	10/1/2024 Grand List	The Day	10/1/2024 Grand List	2 col	$760.00	$0.00	$760.00
09/18/24	10/1/2024 Grand List	Day Classified Webpage	10/1/2024 Grand List	2 col	$30.00	$0.00	$30.00
Total					$790.00	$0.00	$790.00

Account Number	Customer	Total Due
D140217	EAST LYME ASSESSORS	$790.00

Day Credit Department	860-701-4204	Accounting Fax	860-437-7504
Community Classifieds - Toll Free	800-582-8296	Advertising Fax	860-437-8780
Day Publishing Company - Toll Free	800-542-3354	Classified Fax	860-442-5443

$790 / 4 Towns = $197.5

Total Bill is Shared by 4 towns equally.

APPROVED

VENDOR# 924

PO#______ FY 2025

CLOSE PO Y____ N____

ACCOUNT # 10104-52010

AMOUNT $197.50

SIGN [signature]

DATE 9/24/2024

Paige Walton

From:	Daphne Doran <ddoran@eltownhall.com>
Sent:	Monday, September 23, 2024 2:33 PM
To:	Melissa Kronfeld, Old Lyme Assessor; Assessor; Paige Walton
Subject:	Joint Legal Ad
Attachments:	Revised Billing for September legal ad.pdf

Good afternoon. Ladies!

Attached is the invoice for the joint legal ad.

If you have any questions. please let us know.

Regards.
Daphne

Daphne Doran | Assistant Assessor

Phone: **(860) 739-6931**
Email: **ddoran@eltownhall.com**
Address: **Town of East Lyme**
108 Pennsylvania Avenue
Niantic, CT 06357

eltownhall.com

Legal Notice

Towns of EAST LYME, LYME, OLD LYME AND WATERFORD, CT

Filing of Tax Lists for 10/1/2024 Grand List

The Towns of EAST LYME, LYME, OLD LYME AND WATERFORD, having separately complied with Section (B), (D), and (H) of Section 12-41 of the Connecticut General Statutes, notes that it is not necessary for persons liable for taxes on Real Estate or Automobiles actively registered with the Connecticut Department of Motor Vehicles, to file tax lists with the Assessor annually as covered under Connecticut General Statute Section 12-42.

Personal Property: All owners of tangible personal property except registered Motor Vehicles are required by Connecticut General Statutes to file with the Assessor, **annually during the month of October,** a listing of such business property. This property includes but is not limited to the following: Machinery. Equipment. Furniture and Fixtures etc. used in a business.

Failure to file: Section 12-42 of the Connecticut General Statutes requires the Assessor to file a listing for those who fail to file or file late and add a 25% penalty to the listing.

Please note the following:

Veterans: Veterans of any war period so declared in Section 12-81. Subsection 19 of the Connecticut General Statues. having not previously filed for exemption within their Town. must provide an original or certified copy of the Honorable Discharge. or similar. to the Town Clerk **prior** to October 1. 2024.

Disabled Veterans: Veterans claiming disability exemptions for the **first time** must submit proof from the Veterans Administration to the Assessor before the BAA completes its duties stating the percentage of disability or a service-connected permanent and total disability in order to receive the proper amount of exemption on the **2024** Grand List. All others need only file if their percentage of disability changed since 10/1/2023.

Disabled Veterans Aged 65 or Older: If you are receiving additional exemptions due to a veteran's disability. you may be entitled to an additional exemption equivalent to the 100% disability rating. If you qualify and are not receiving such exemption. provide proof of age to the Assessor.

Totally Disabled: Under certain circumstances. residents who are receiving permanent disability benefits under the Social Security or certain other qualifying programs. may be entitled to receive a $1.000 property exemption upon submission of qualifying proof of such disability to the Assessor (as per section 12-81 subsection 55. CGS). Claims must be filed during the assessment period.

Blind: Proof of legal blindness, as defined in Section 12-92 of the Connecticut General Statutes, if not previously filed and allowed, must be submitted to the Assessor during the assessment period for consideration on the **10/1/2024** Grand List.

Farmers: Applications for exemption on farm machinery must be filed with the Assessor by October 31, 2024.

Farm, Forest: Owners of Real Estate qualified under various subsections of 12-107 of the Connecticut General Statutes, applying for relief under provisions of this statute, must make application to the Assessor between September 1, 2024 and October 31, 2024 for the 10/1/2024 Grand List. Contact the Assessor's office for details.

Local Option Exemption: Under EAST LYME, OLD LYME AND WATERFORD Town Ordinances, a local exemption is available to owners of certain private vehicles specially equipped for the transportation of the handicapped. Details are available from the Assessor's office.

Local Option Veteran Program: Under EAST LYME, OLD LYME AND WATERFORD Town Ordinances, an additional veteran's exemption may be available to qualifying Veterans. Details are available from the Assessor's office.

For the purpose of fulfilling the above obligations:

East Lyme: The Assessor's Office is open at the Town Hall, 108 Pennsylvania Avenue, Niantic, CT from 8:00 A.M. to 5:00 P.M., Monday-Thursday, 8:00 A.M. to 11:30 A.M. Fridays except legal holidays.

Lyme: The Assessor's Office is open at the Town Hall, 480 Hamburg Rd. Lyme, CT from 9:00 A.M. to 12:00 P.M. and 12:30 P.M. to 4:00 P.M. Monday, Tuesday, Wednesday, and Friday except legal holidays.

Old Lyme: The Assessor's Office is open at the Town Hall, 52 Lyme St. Old Lyme, CT from 9:00 A.M. to 4:00 P.M. weekdays except legal holidays.

Waterford: The Assessor's Office is open at the Town Hall, 15 Rope Ferry Rd. Waterford, CT from 8:00 A.M. to 4:00 P.M. weekdays except legal holidays.

Dated this June 20, 2024

Diane Vitagliano
Assessor
Town of East Lyme, CT

Melinda Kronfeld
Assessor
Town of Old Lyme & Lyme

Paige S. Walton
Assessor
Town of Waterford, CT

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

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00161

Name / Address

Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Ship To/Bill To

Description of Services	Est Qty		Total
Software Services			
Annual Software Support Fee - Assessor Software	1		6,775.00
Annual Subscription Fee - Personal Property CAMA	1	IT	2,350.00
Annual Subscription Fee - QDS Hosted Personal Property Declaration Form	1		400.00
DRaaS - Disaster recovery as a service	84		525.00
Annual Subscription - Online I&E Form	1		300.00
Double Sided laser Printing & Indexing of Grand List - Regular	4		2,100.00
Permanently Binding Grand List Book(s) - Regular List	4		360.00
Double Sided laser Printing & Indexing of Grand List - MVS	1		525.00
Permanently Binding Grand List Book(s) - MVS	1		90.00
Assessor Annual Cost of Services; Maintenance of Town FTP (File Transfer Protocol) Folder	1	IT	600.00
Subtotal			14,025.00
PP Declarations - Printing and Mailing Services			
Printing, processing, and nesting personal property online letters.	1,350		391.50
#10 Window Mailing Envelopes 24# WW - 1 sided	1,400		90.00
CASI certify File	1		90.00
1st Class Postage - CASS Certified Rates	1,350		776.25
Subtotal			1,347.75
Subtotal CONTACTUAL SERVICES			15,372.75

Grand Total

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

Customer Acceptance Signature: ______________________

Print Name and Title: ______________________

Customer Acceptance Date: ______________________

PO #:

Signature represents agreement to our Terms & Conditions: [illegible URL]

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

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00161

Name / Address

Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Ship To/Bill To

Description of Services	Est Qty	Total
OPTIONAL		
Increase Notices - Printing and Mailing		
Printing and Processing Increase Assessor Notices	430	150.50
RE - 110		
PP - 320		
Folding, Stuffing, and Mailing services with Standard #10 envelope	430	98.90
Meter mail on Postage Meter - under CASS certification minimums of 550 pieces	430	25.80
1st Class Postage	430	288.10
Subtotal		563.30
I&E - Printing and Mailing - BASED ON 350		
Setup Charge 4 page Pre-printed I&E < 550 pieces	1	90.00
Print 4 page Pre-printed I&E with Taxpayer Information, including Printing, mailing services and Standard #10 envelope	350	96.25
Meter I&E's on Postage Meter	350	21.00
1st Class Postage - Regular Rate (METERED)	350	234.50

Contact	Finance Dept
e-mail	leo@qds.biz
Phone #	2037559031 Ext 6555

Leo DiNicola, CFO - 203-910-2316 (c)

Grand Total $16,377.80

Customer Acceptance Signature: ________________...

Print Name and Title: ________________...

Customer Acceptance Date: ________________...

PO #: ________________...

Signature represents agreement to our Terms & Conditions:

Xerox Financial Services LLC
201 Merritt 7
Norwalk, CT 06851

Cost Per Image Agreement

xerox

Supplier Name-Address:

Owner: XEROX FINANCIAL SERVICES LLC ~ 201 Merritt 7, Norwalk, CT 06851 | Agreement Number:

CUSTOMER

Full Legal Name: WATERFORD, TOWN OF			Phone:
Billing Address: 15 Rope Ferry Road			Contact Name: Rawle Dummett
City: WATERFORD	State: CT	Zip Code:	Contact Email: rdummett@waterfordct.org

EQUIPMENT

QTY	MODEL and DESCRIPTION	MONTHLY IMAGE ALLOWANCE* B&W	MONTHLY IMAGE ALLOWANCE* COLOR	EXCESS IMAGE CHARGE** B&W	EXCESS IMAGE CHARGE** COLOR
1	XEROX C8045	1,000	0	.008	.08

Meter Billing Frequency (Monthly unless checked): ☐ [illegible] | * Included in Base Payment | ** Plus applicable taxes

Initial Term (in months) 63	Base Payment (plus applicable taxes): $158.00 Frequency: ☒ Monthly ☐ Quarterly ☐ Annually	24 Rope Ferry Road

BY YOUR SIGNATURE BELOW, YOU [illegible] THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS [illegible] PAGES 1 AND 2 HEREOF.

X

Authorized Signer: [signature]	Date:	Federal Tax ID # (Required): 06-[illegible]
Print Name: [illegible]	Title: [illegible]	

Accepted By: Xerox Financial Services LLC	Name and Title:	Date:

1. Definitions. [illegible]

2. Agreement, Payments and Late Payments. [illegible]

3. Equipment and Software. [illegible]

4. Non-Cancellable Agreement. [illegible]

5. End of Agreement Options. [illegible]

6. Equipment Return. [illegible]

7. Equipment Delivery and Maintenance. [illegible] OBLIGATIONS TO YOU NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE MODIFIED, RELEASED OR EXCUSED BY ANY ALLEGED BREACH BY SUPPLIER.

$158/mo

$1896 annually

CBS

ORDERPACKETID 9652

Gary De Cole

MAINTENANCE AGREEMENT

-BILLING INFORMATION-		-SHIPPING INFORMATION-	
CONTACT NAME	Rawle Dummett	CONTACT NAME	Rawle Dummett
COMPANY NAME	Town Of Waterford	COMPANY NAME	Town Of Waterford
ADDRESS	15 Rope Ferry Road	ADDRESS	15 Rope Ferry Road
CITY	WATERFORD STATE CT ZIP 06385	CITY	WATERFORD STATE CT ZIP 06385
EMAIL	rdummett@waterfordct.org	EMAIL	rdummett@waterfordct.org

-METER INFORMATION-		-IT INFORMATION-	
METER CONTACT	Rawle Dummett	IT CONTACT	
METER EMAIL	rdummett@waterfordct.org	IT PHONE	
METER PHONE	860 440 0510	IT EMAIL	

EQUIPMENT	MODEL	SERIAL
Xerox	C8045	

Maintenance and Supply

BASE CHARGE: see lease   B/W COPIES INCLUDED 1,000   B/W PRINTS INCLUDED

BASE BILLED BY CBS   M   COLOR COPIES INCLUDED 0   COLOR PRINTS INCLUDED

A S Q M*

PER COPY RATES

OVERAGES BILLED S   .006   .06   BILLED BY CBS

A S Q M*   BLACK   COLOR   BLACK   COLOR

COPIES   PRINTS

ADDITIONAL NOTES

COPY MINIMUM REQUIRED ON ALL 45 PPM MODELS AND LOWER

**A PRINT COPY IS DEFINED AS STANDARD 8.5" x 11"

CONTRACT DATE TO

FOR THE FIXED CHARGES THAT ARE SUBJECT TO THE TERMS SET FORTH IN THIS AGREEMENT, CONNECTICUT BUSINESS SYSTEMS' FIELD SERVICE DEPARTMENT WILL PROVIDE TECHNICAL REPAIR SERVICE IN ORDER TO MAINTAIN THE ABOVE "EQUIPMENT" IN PROPER OPERATING CONDITION

MAINTENANCE AND SUPPLY AGREEMENT COVERS CONSUMABLE ITEMS: BLACK AND COLOR TONER, WASTE TONER, DEVELOPER AND FUSER OIL. THIS EXCLUDES PAPER AND STAPLES. A PER MONTH PER MACHINE SUPPLY DELIVERY CHARGE APPLIES.

CUSTOMER ACKNOWLEDGES TO HAVE READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH ARE CONTAINED ON BOTH SIDES OF THIS DOCUMENT AND WHICH CONSTITUTES THE ENTIRE AGREEMENT BETWEEN BOTH PARTIES. THERE ARE NO ORAL UNDERSTANDINGS, TERMS OR CONDITIONS AND THE PARTIES MAY NOT RELY UPON ANY REPRESENTATIONS, EXPRESSED OR IMPLIED, NOT CONTAINED IN THIS AGREEMENT. THIS AGREEMENT IS NOT VALID UNTIL ACCEPTED BY CONNECTICUT BUSINESS SYSTEMS, LLC

ALL NETWORK EQUIPMENT PLACEMENTS WILL BE EQUIPPED WITH THE CBS 360 APP FOR METER COLLECTION AT NO CHARGE. IF THE CBS 360 APP IS NOT INSTALLED, YOU WILL AGREE TO AN ADDITIONAL FEE OF $25 PER MONTH FOR METER COLLECTION

✓ OPT IN TO THE CBS 360 APP FOR METER COLLECTION. BY INITIALING THIS BOX YOU AGREE TO HAVE THE CBS 360 APP INSTALLED

SELLER	Connecticut Business Systems, LLC	CUSTOMER NAME	Town of Waterford
ACCEPTED BY		ACCEPTED BY	[signature]
TITLE		TITLE	Purchasing Agent
DATE		DATE	11/20/19

* A = Annually S = Semi-annually Q = Quarterly M = Monthly

At this time, I decline Maintenance Agreement Coverage. Initials:

Xerox® AltaLink® C8045 MFP

Dec. 2024

xerox™

Billing Summary

System Information

Machine Name:	XRX9C934EB37EF1
Machine Serial Number:	8TB627770
Power On Impressions:	820

Software Versions

System Software:	103.002.013.14100
Network Controller:	103.002.14100
User Interface:	103.002.14100
Marking Engine:	063.022.000
Copy Controller:	103.002.14100
Document Feeder:	007.019.000
Finisher:	
Fax:	003.016.001
Copy Controller OS:	103.003.14100
Network Controller OS:	103.003.14100

Billing Meters

Plain Paper: 129466

Fax

Embedded Fax Images Sent:	128
Embedded Fax Impressions:	877

Copy

Black Copied Impressions:	27402
Color Copied Impressions:	6010

Print

Black Printed Impressions:	137564
Color Printed Impressions:	3352

Scan

Network Scanning Images Sent:	29359
E-mail Images Sent:	0

Device Totals

Black Impressions:	165843
Color Impressions:	9362
Total Impressions:	175205

Printed On: Dec 3, 2024, 11:17:57

Activation Date: Oct 22, 2019 09:48:54

Xerox® AltaLink® C8045 MFP

xerox™

7/12/24

Billing Summary

System Information

Machine Name:	XRX9C934EB37EF1
Machine Serial Number:	8TB627770
Power On Impressions:	3725

Software Versions

System Software:	103.002.013.14100
Network Controller:	103.002.14100
User Interface:	103.002.14100
Marking Engine:	063.022.000
Copy Controller:	103.002.14100
Document Feeder:	007.019.000
Finisher:	
Fax:	003.016.001
Copy Controller OS:	103.003.14100
Network Controller OS:	103.003.14100

Billing Meters

Fax

Embedded Fax Images Sent:	123
Embedded Fax Impressions:	840

Copy

Black Copied Impressions:	24408
Color Copied Impressions:	5575

Print

Black Printed Impressions:	124321
Color Printed Impressions:	3269

Scan

Network Scanning Images Sent:	28163
E-mail Images Sent:	0

Plain Paper: 117923

Device Totals

Black Impressions:	149569
Color Impressions:	8844
Total Impressions:	158413

Printed On: Jul 12, 2024, 11:02:31

Activation Date: Oct 22, 2019 09:48:54

Paige Walton

From: Jeffrey Robillard
Sent: Thursday, November 14, 2024 8:20 AM
To: Paige Walton
Subject: RE: box licensing

From: Jeffrey Robillard <jrobillard@waterfordct.org>
Sent: Thursday, November 14, 2024 7:09 AM
To: Paige Walton <pwalton@waterfordct.org>
Subject: box licensing

Good morning,

I have the renewal info for box. I know I am budgeting for it for next year for a single license for your department, but you would need to wait till December 2025 for that renewal/license to kick in.

If you wish to get box this December to try it out for a year, it would be $331.58 per license for the year out of your budget. I realize this is not budgeted for this year and you do not have an IPAD yet to take advantage of that onsite ability to scan documents, take pictures, video, etc related to a property. However, that would give you 6 months of populating any data in it and figuring out the file structure that will work for you for when you do get the ipad, which if approved, you could get 7 months from now in July.

From: Shea Davy <bdavy@waterfordct.org>
Sent: Tuesday, October 8, 2024 9:02 AM
To: Nicole Serra <nserra@waterfordct.org>
Subject: RE: IPad Connection Cost

Good morning Nicole,

The price per month for the unlimited data and messaging for iPads through T-Mobile is $21.14. As for the iPad its self it depends on the deals and promotions that they have going on.

Thank you.

Shea Davy
Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
bdavy@waterfordct.org
860.444.5842 Direct
860.449-4194 Cell
860.440.0579 (fax)

Town of Waterford CONNECTICUT

From: Nicole Serra <nserra@waterfordct.org>
Sent: Tuesday, October 8, 2024 8:56 AM
To: Shea Davy <bdavy@waterfordct.org>
Subject: IPad Connection Cost

Good morning,
We are working on our budget for next year. I was wondering how much would it cost through T-Mobile for a monthly connection for an iPad?
Thank you,

Nicole Serra
Assistant Assessor
Town of Waterford
(860)-444-5821
nserra@waterfordct.org

Service Contract & Repairs

qds binding and printing	$ 4,864.50
Xerox Copier	$ 1,896.00
Overages	
7/12/24 b&w impressions to 12/3/24 = 16,274/6 month period avg of 2,700/month	
overage for b&w copies averages 1,700 per month at .01 or $17.00/month	$ 204.00
color impressions = 518/6 month avg of 86/month overage at .10 or $8.60/month	$ 103.20
Xerox Copier Total	**$ 2,203.20**
Box Subscription	**$ 340.00**
T-Mobile - monthly subscription for ipad connectivity = $21.14/month	253.68
total	**$ 7,661.38**

FILE COPY

Membership Dues - 2025

IAAO
INTERNATIONAL ASSOCIATION of ASSESSING OFFICERS
Valuing the World

Disregard if Paid

DUES INVOICE
Please return with payment to ensure your membership does not lapse.

IAAO
314 W 10th St.
Kansas City, MO 64105-1616 USA

Telephone	816-701-8100
Toll Free	800-616-4226
Fax	816-701-8149
Internet	www.iaao.org
Federal I.D. No.	36-2210012

695 - 574179 4 5 AUTOMIXED AADC 640
Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886

	Begin Date	End Date	Amount Due
Membership Dues (REG)	Jan. 1, 2025	Dec. 31, 2025	$240
Fair and Equitable			$0.00
Journal of Property Assessment & Administration			$0.00

APPROVED
VENDOR# ~~10104-52050~~ 223
PO# – FY 2025
CLOSE PO Y____ N____
ACCOUNT # 10104-50205

TOTAL DUE: $240

AMOUNT $240
SIGN NO
DATE 12-10-24

You have been a member since 08/30/2007

Is the following correct?

(If NO make changes online or email changes to membership@iaao.org)

Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886
Email - pwalton@waterfordct.org

IAAO offers six professional designations increasing competence of assessment personnel through education:

AAS CAE CMS MAS PPS RES

- Assessment Administration Specialist
- Certified Assessment Evaluator
- Cadastral Mapping Specialist
- Mass Appraisal Specialist
- Personal Property Specialist
- Residential Evaluation Specialist

Contact designations@iaao.org for more information.

Pay online anytime at www.iaao.org!

Member Number: 00144399 (REG)
Invoice Number: 25-00144399
Amount Due: $240
Due Date: December 31, 2024

CHECK OR CREDIT CARD ONLY
Make checks payable to IAAO in U.S. $ currency.
For credit card payments, mail form or call 1-816-701-8103.

If you would like to make a change to information on this invoice, please call the IAAO Membership Department at 1-816-701-8103.

Memberships are non-transferable and non-refundable.

Please return form with payment to:
IAAO
PO Box 29900 Dept. 929
Phoenix, AZ 85038-0900

CARD NUMBER VISA EXPIRATION /

NAME ON CARD CVV/CID

SIGNATURE:

The provided e-mail is for the servicing of your account. It is IAAO Policy not to sell, rent, or distribute e-mail addresses.

Questions or Concerns? Please call the IAAO Membership Department at 1-816-701-8103

Northeastern Regional Association of Assessing Officers

An Affiliate of the International Association of Assessing Officers

2025 Membership Application FILE COPY

Dear Assessing/Appraising Professional,

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

In order to reach the above goals, the NRAAO sponsors an annual conference. This year the 2024 conference was hosted by New Jersey **"Future at the Shore in 24." The dates of the conference were May 19-22, 2024 at Bally's Atlantic City Hotel and Casino. The 2025 conference will be hosted by Rhode Island at Newport Harbor Island Resort May 3-8, 2025. Go to NRAAO.org for details.** Join us for a terrific opportunity to obtain ongoing education credits you need.

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

Please fill out the application and send it along with the proper fee, via check, money order or voucher made out to NRAAO and return it to Betsy Quist, P.O. Box 5003, Woodbridge, CT 06525.

OR PAY ONLINE – NRAAO.ORG (fees apply)

The fee structure is as follows:

Active Member (Assessing Officials):	**$ 40.00**
Associate Member (Retired Officials):	**$ 15.00**
Subscribing Members (Corporate, Reps, etc):	**$ 100.00**

APPROVED
VENDOR# 2849
PO# ________ FY 2025
CLOSE PO Y____ N —
ACCOUNT # 10104-52052
AMOUNT $ 40.00
SIGN Paige S. Walton
DATE 10/21/2024

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

RENEWAL MEMBERSHIP APPLICATION 2025
NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Paige S. Walton **Title:** Assessor **Date:** 10/21/2024

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

Mailing Address: 15 Rope Ferry RD **City:** Waterford **ST:** CT **Zip:** 06385

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

Signature Paige S. Walton

CLAIMANT'S CERTIFICATION AND DECLARATION

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

Betsy A Quist

Betsy Quist, Membership Chair - Tax ID#23-7135028

Connecticut Association of Assessing Officers
c/o Marsha Benno, Assessor's Office
11 Meetinghouse Lane
Woodbridge, CT 06525-1597

Receipt of Payment

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

Date Recorded	Amount of Payment
1/8/2024 (check number: 316983)	90.00

Purchase Description	Amounts
Membership Dues: Paige Walton Membership Type: Regular Member	90.00
Purchase Total, Invoice #3957:	90.00 (pd)

FILE COPY

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2024 Membership Dues Notice

For April 1, 2024 through March 31, 2025

Name: Paige Walton

Municipality: Waterford

Address: 15 Rope Ferry Road

City/State/Zip: Waterford/ CT/ 06385

Phone Number: 860-444-5820

Email: pwalton@waterfordct.org

Dues are $15.00
Make checks payable to GNLAAA

Please remit your payment by 3/31/24 with completed form to:

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

APPROVED
VENDOR# 203
PO#_______ FY 24
CLOSE PO Y____ N —
ACCOUNT # 10104-52050
AMOUNT $15
SIGN [signature]
DATE 3/1/24

Please complete a separate form for each employee as necessary

FILE COPY

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2024 Membership Dues Notice

For April 1, 2024 through March 31, 2025

Name: Nicole Serra

Municipality: Waterford

Address: 15 Rope Ferry Road

City/State/Zip: Waterford/ CT/ 06385

Phone Number: 860-444-5821

Email: nserra@waterfordct.org

Dues are $15.00
Make checks payable to GNLAAA

Please remit your payment by 3/31/24 with completed form to:

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

APPROVED
VENDOR# 203
PO#______ FY 24
CLOSE PO Y____ N —
ACCOUNT # 10104-52050
AMOUNT $15
SIGN Paige S. Walt
DATE 3/1/24

Please complete a separate form for each employee as necessary

April 13, 2023

CAAO

INVOICE

Paige Walton
Town of Waterford
15 Rope Ferry Road

Waterford, CT 06385, USA

INVOICE DETAILS

Invoice
CAAO23-04132023-1062-1040

Order
ZMN9B3Z2JNT

Invoice Date
April 13, 2023 / 11:09 AM ET

Item	Price	Quantity	Amount
CAAO Advanced Workshops - Three Day Pass	$300.00	1	$300.00

Order Total: $300.00

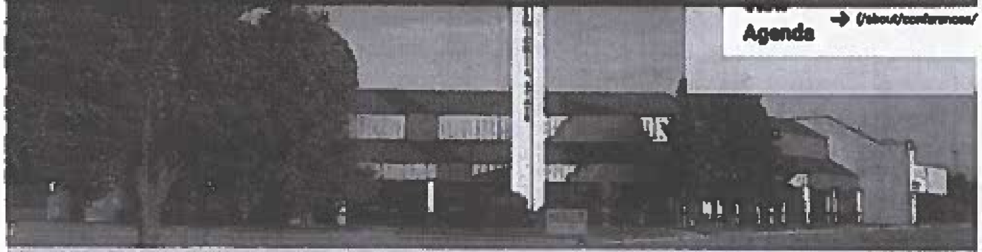
Balance Due: $300.00

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

All checks should be made out to: "UConn - Assessors 22" and mailed to the address below.

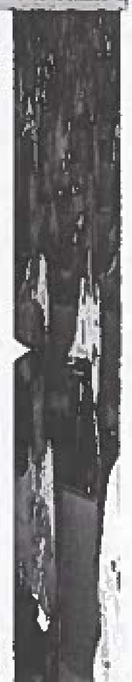
UConn Events and Conference Services
2011 Hillside Road, Unit 1185
Storrs, CT 06269-1185
(p) 860-486-1038, (f) 860-486-1064
conferences@uconn.edu

Wichita Property Tax Conference



View Agenda → (/about/conferences/

WICHITA PROPERTY TAX CONFERENCE



July 28 - August 1, 2024

Wichita Marriott

Wichita State Hughes Metropolitan Complex

New this year! The conference will be held at Wichita State University's Eugene M. Hughes Metropolitan Complex located at 5015 East 29th St N, Wichita, KS 67220

Register →

Book your hotel by July 12 →

Collaboration Across Industries

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

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

The Wichita Property Tax Conference is the world's longest lasting and most well-attended conference for both newcomers and advanced professionals involved with complex property tax valuation and assessments.

Registration now open!

Registration Fees
$450 for State Representatives*
$695 for Industry Representatives

Your registration fee includes:
- 3 first-rate keynote speakers
- 14 special presentations by industry experts
- 4 breakfasts, 3 lunches, snacks morning and afternoon
- 4 evening receptions
- Exposure to current trends and changes in your industry
- A chance to participate in an industry discussion
- Unique and endless networking opportunities
- Access to all Conference information, speaker bio's, presentation handouts and event details on Whova
- Free transportation to and from the conference

Register → (/about/conferences/WPTC/register.php)

***Scholarships Available** → (/about/conferences/WPTC/scholarship.php)

Learn from the Experts

Start each day with inspiring keynotes

View All Speakers →

INVITATION

You are cordially invited to attend the Spring Meeting of
The Connecticut Association of Assessing Officers, Inc.
To be held at the Aqua Turf Club
556 Mulberry St, Southington, Connecticut

PROGRAM

Welcome – President Mary Gardner

Secretary's Report
Treasurer's Report
Committee Reports
Awards
Old Business
New Business

Thursday, May 2, 2024
9:30 AM - Coffee and Pastry
10:00 AM – Meeting
12:00 Noon, Social Hour
1:00 PM Luncheon

Please register your intentions to attend the Spring Meeting and Luncheon on May 2, 2024 by registering online by 4 PM April 24, 2024

Make Checks payable to: CAAO
Mail to: Town of Wethersfield C/O Sonia Betz
505 Silas Deane Highway, Wethersfield, CT 06

APPROVED
VENDOR#
PO# 70 FY 24
CIS PO Y N
ACCT # 5140.00
AMOUNT 10104-52050
SIGN Paige Walton
DATE 5/23/24

1. CAAO MEMBERS Reservations made online by April 24, 2024 by 4 PM

Cost per person $70.00

2. NON CAAO MEMBERS Reservations made online by April 24, 2024 by 4PM

Cost per person $75.00

Please make check payable to CAAO

All payments must be received before entering event

Please make 1 reservation(s) for the Annual meeting on May 2, 2024

Municipality or Company Town of Waterford

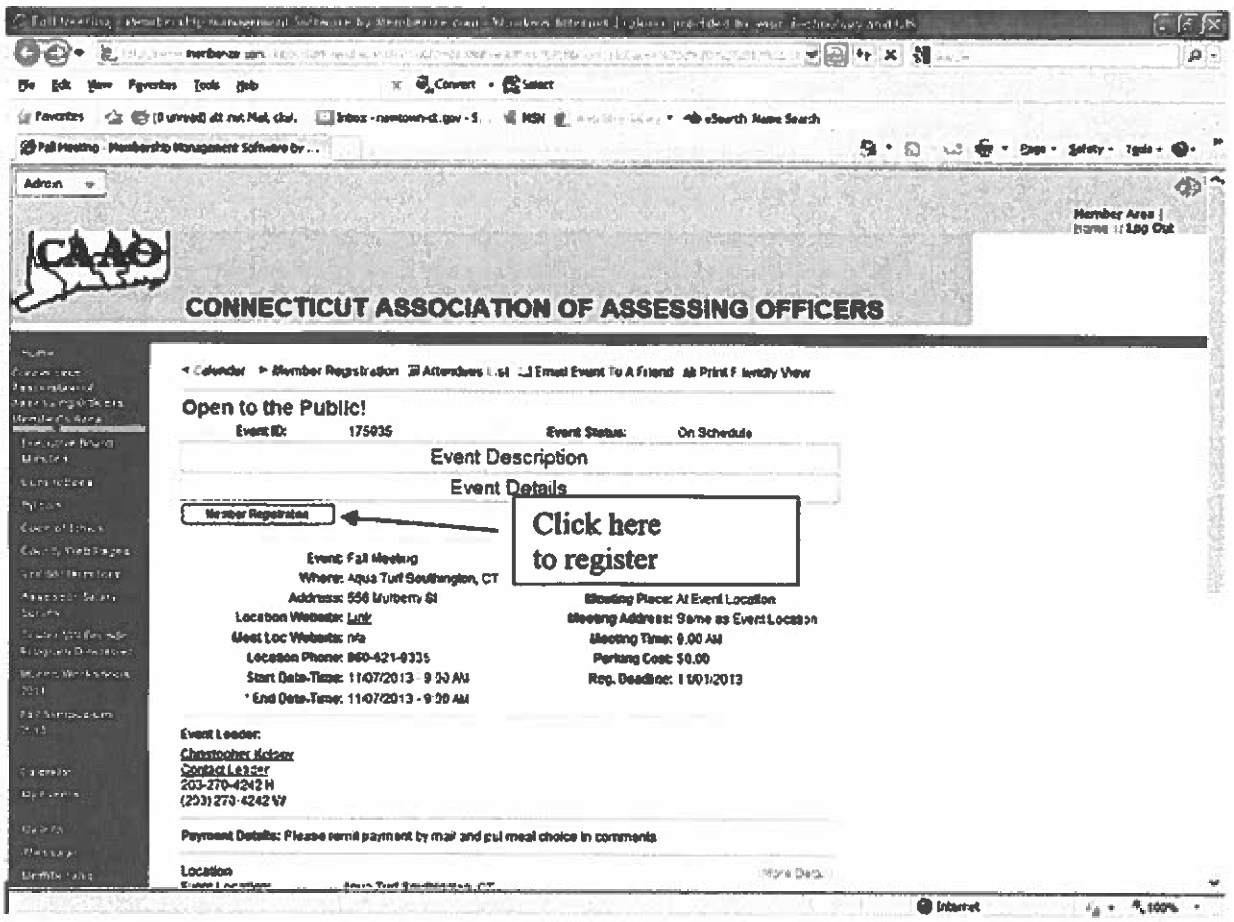
Please list the names of all who are attending and remit payment by mail.

Name	Meal choice
Paige Walton	Chicken
Nicole Serra	Salmon

To help ensure an accurate meal count
Please register on the CAAO member section by April 24, 2024

Go to Calendar of Events
Click on Spring Meeting
Register by clicking the Member Registration box
Do not add guests unless they are <u>not</u> CAAO members

Meal Choices:
Prime Rib
Chicken Kathryn – breaded and baked with white wine sauce
Pan Seared Salmon – with whole grain mustard, honey and ginger glaze



Any questions, please contact: Donna Murphy d.murphy@danbury-ct.gov or Sonia Betz sonia.betz@wethersfieldct.gov

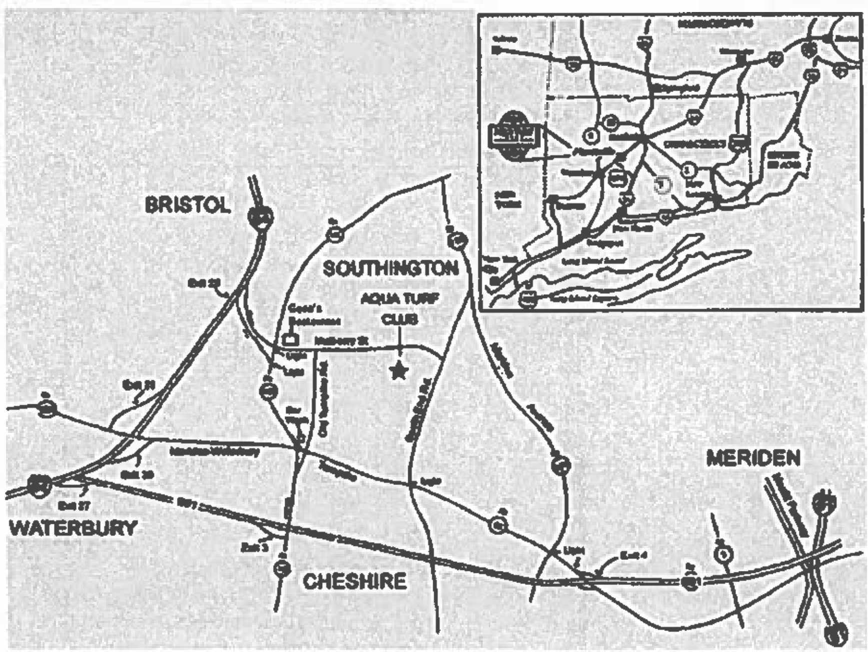
Directions

556 Mulberry Street - Plantsville, CT - 06479 (860) 621-9335 - Fax (860) 276-9966

I-84 EAST FROM WATERBURY - Take Exit 28, take right onto Route 322. Go straight, under second underpass take left at car wash onto Old Turnpike Road. At first stop sign, take right onto Mulberry Street. Aqua Turf Club is located 1/2 mile on the right.

I-84 WEST FROM HARTFORD - Take Exit 29 (left-hand exit). At the end of the exit will be a light. Go straight onto Mulberry Street. Go approximately one mile down the road - Aqua Turf Club will be on your right.

FROM I-91 OR THE MERRITT PARKWAY - Take Route 691 West toward Waterbury, take exit 4 (Southington), take a right. At the bottom of the hill (McDonald's on the corner), take a right onto South End Road. Follow until you come to Mulberry Street on the left, the Aqua Turf Club is on Mulberry Street approximately 1/4 mile on the left.



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

Registration Invoice

September 24, 2024
Invoice #E2910 (pg 1/1)

FILE COPY

Sold To: Nicole Serra
Town of Waterford
Waterford Town Hall
15 Rope Ferry Rd
Waterford, CT 06385-2806

Event Name: Annual Fall Meeting 2024
Dates: 11/07/24 - 11/07/24
Location: AQUATURF CLUB

Purchase Description	Amounts
Serra, Nicole Package Pan Seared Salmon - CAAO member ($70 00 USD)	$70 00 USD
APPROVED VENDOR# 109 PO# ______ FY 24 USE PO Y____ N X ACCOUNT # 10104-52050 AMOUNT $70 - SIGN Nicole Serra DATE 9/24/24	
Purchase Total, Invoice #E2910:	$70.00 USD
Payment Received:	$0.00 USD
Amount Due:	$70.00 USD

INVITATION

You are cordially invited to attend the Annual Fall Meeting of
The Connecticut Association of Assessing Officers, Inc.
To be held at the Aqua Turf Club
556 Mulberry St, Southington, Connecticut

CAAO

PROGRAM

Welcome – President Mary Gardner

Secretary's Report
Treasurer's Report
Committee Reports
Awards
Old Business
New Business

Thursday, November 7, 2024
9:30 AM - Coffee and Pastry
10:00 AM – Meeting
12:00 Noon, Social Hour
1:00 PM Luncheon

Please register your intentions to attend the Fall Meeting and Luncheon on November 7, 2024 by registering online by 4 PM October 25, 2024

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

1. **CAAO MEMBERS** Reservations made online by October 25, 2024 by 4 PM
   Cost per person $70.00
2. **NON CAAO MEMBERS** Reservations made online by October 25, 2024 by 4 PM
   Cost per person $75.00

Please make check payable to CAAO

All payments must be received before entering event

Please make 1 reservation(s) for the Annual meeting on November 7, 2024

Municipality or Company Town of Waterford

Please list the names of all who are attending and remit payment by mail.

Name	Meal choice
Nicole Serra	Salmon
~~Paige Walton~~	~~No meal~~ - Ø

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS, INC.

FILE COPY

CAAO

30th Annual Fall Symposium

Thursday September 26, 2024
Registration begins at 8:00 am

9:00 am – **New Motor Vehicle Valuation**
Presenters: Patrick Sullivan, CCMA II, Property Appraiser Town of West Hartford and Motor Vehicle Committee Co-Chair, Mary Gardner, CCMA II, Assessor of Groton, Martin Heft, Undersecretary Intergovernmental Policy and Planning Division OPM, and Mike Rell, International Governmental Strategies

1:30 pm – **Veterans Bill & Legislative Potpourri**
Presenters: Pam Deziel, CCMA II, Assessor, Town of Middlefield, Stuart Topliff, CCMA II, Assessor, Town of Rocky Hill, Martin Heft, Undersecretary Intergovernmental Policy and Planning Division OPM and Mike Rell, International Governmental Strategies

6 total hours of continuing education credits

$50 current CAAO member
$70 not a current CAAO member

Payment can be made out to CAAO and mailed to
Chandler Rose, Assessor's Office,
979 Main Street, Willimantic, CT 06226

Registration deadline is: September 13, 2024

Breakfast will be provided at 8:00 am/Lunch will be provided at 12:00 pm
Courtyard by Marriott Cromwell
4 Sebethe Drive
Cromwell, CT 06416

CAAO 30th Annual Fall Symposium Reservation Form

Date: September 26, 2024
Time: 8:00 AM
Place: Courtyard by Marriott Cromwell, 4 Sebethe Drive, Cromwell, CT 06416

Reservation Form

Name: Paige Walton **Cost: $50 (CAAO member)**
Please print name

Name: **Cost: $70 (NON CAAO member)**
Please print name

Municipality or Organization: Town of Waterford

Please RSVP by Friday, September 13, 2024

Make checks out to: CAAO

Send this completed form & payment to:

CAAO
C/O Chandler Rose
Assessor's Office
979 Main Street, Willimantic, CT 06226
Phone: (860) 465-3024
assessor@windhamct.com

APPROVED
VENDOR# 69
FY 2025
PO Y N
T # 10104 - 52050
$50.00
8/14/2024

May 1, 2024

UCONN
UNIVERSITY EVENTS AND CONFERENCE SERVICES

INVOICE

Nicole Serra
Town of Waterford
54 Rope Ferry Road

Waterford, CT 06385, USA

FILE COPY

INVOICE DETAILS

Invoice	Order	Invoice Date
CCMA24-05012024-2246-1321	H6N7TB6FT5D	May 1, 2024 / 10:47 AM ET

Item	Price	Quantity	Amount
CCMA Course 2B	$450.00	1	$450.00

Order Total: $450.00

APPROVED
VENDOR# 69
PO#____ FY 2024
CLOSE PO Y____ N ✓
ACCOUNT # 10104-52050
AMOUNT $450 -
SIGN [signature]
DATE 5/3/24

Balance Due: $450.00

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

All checks should be made out to: "UConn - Assessors CCMA 24" and mailed to the address below.

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

May 1, 2024

UCONN
UNIVERSITY EVENTS AND
CONFERENCE SERVICES

INVOICE

Jessica Hewitt
Town of Waterford Assessor's Office
15 Rope Ferry Rd

Waterford, CT 06385, USA

FILE COPY

INVOICE DETAILS

Invoice	Order	Invoice Date
CCMA24-05012024-2254-1329	LMN5SSJRY92	May 1, 2024 / 10:52 AM ET

Item	Price	Quantity	Amount
CCMA Course 1A	$450.00	1	$450.00

Order Total: $450.00

APPROVED
VENDOR# 69
PO#______ FY 2024
CLOSE PO Y____ N X
ACCOUNT # 10104-52050
AMOUNT 450—
SIGN [signature]
DATE 5/3/24

Balance Due: $450.00

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

All checks should be made out to: "UConn - Assessors CCMA 24" and mailed to the address below.

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

FILE COPY

AAT COMMITTEE

ADMINISTRATIVE ASSESSMENT TECHNICIAN (AAT) MODULE 1E
INTRODUCTION TO RESIDENTIAL REAL ESTATE

DATE: Friday, April 5 & Friday April 12, 2024

TIME: 9:00 A.M. PROMPTLY – CLASS ENDS AT 4:30 P.M.
There will be a break for lunch. Lunch is not provided.

PLACE: ROCKY HILL FIRE STATION
3050 MAIN STREET
ROCKY HILL, CT 06067

INSTRUCTOR: CHANDLER ROSE

FEE: $100.00

APPROVED
VENDOR# 69
PO# ______ FY 2024
CLOSE PO Y____ N X
ACCOUNT # 10104 - 52050
AMOUNT 100-
SIGN [signature]
DATE 3/11/24

Registration must be received by **March 28, 2024**. Please include the completed registration form with either payment or a copy of a signed approved purchase order.
Make checks payable to **CAAO**

Mail to: **Pam Deziel**
Assessor's Office
P.O. Box 179
Middlefield, CT 06455

Completed registration forms can be emailed to: pdeziel@middlefieldct.org .

Class registration is on a first come, first served basis with priority given to persons working in an Assessor's Office. **Class size is limited to 25.** For example; if 27 people sign up and 24 work in an Assessor's Office and 3 do not, the 24 people from Assessor's Offices and the first person to register not working in an Assessor's Office to register will be registered for the class. The other 2 people who don't work in an Assessor's Office will not be registered.

For additional information please contact Pam at pdeziel@middlefieldct.org or 860-349-7111.

Please return your completed registration with required fee ($100.00).

(For AAT use only)
CHECK#________
PO#__________

AAT MODULE 1E: INTRODUCTION TO RESIDENTIAL REAL ESTATE

NAME: Jessica Hewitt TOWN: Waterford Assessor's office

MAILING ADDRESS: 15 Rope Ferry Rd. Waterford, CT 06385

OFFICE PHONE: (860)444-5820 CELL PHONE: (860)367-7924

EMAIL: Jhewitt@waterfordct.org

Education & dues

$	450.00	Wichita Tax Conference
$	140.00	Fall Meeting Assessor & Asst Assessor
$	140.00	Spring Meeting Assessor & Asst Assessor
$	900.00	Annual Uconn Assessor's School Asst. Assessor & Assmt Aide
$	300.00	Annual Uconn Assessor's School Workshops - Assessor
$	200.00	AAT Courses - Assmt Aide (2 per year)
$	270.00	CAAO Dues - Assessor, Asst Assessor, Asmt Aide
$	240.00	IAAO Dues - Assessor
$	80.00	NRAAO Dues - Assessor & Asst Assessor
$	45.00	GNLAA Dues - Assessor, Asst Assessor, Asmt Aide
$	**2,765.00**	

Prior year 52050 included mileage reimbursement estimate
FY26 request is for courses and meetings only
mileage reimbursement calculation is reflected in 52070 request

Reimbursable Expenses - Mileage		
375	miles to uconn Nicole	
375	miles to uconn Jessica	
150	miles to uconn Paige	
450	miles to Rocky Hill AAT Jessica	2 courses
260	miles to Aquaturf Nicole - 2 meetings	
230	miles to Aquaturf Paige - 2 meetings	
110	miles to cromwell fall symposium nicole	
85	miles to cromwell fall symposium Paige	
2035	$ 1,363.45	

al Supplies › Labels, Inde… Stamps › Labels & Stickers › All Purpose Labels

Roll over image to zoom in

Aegis - Compatible Labels Replacement for DYMO 30324 (2-1/8" X 2-3/4") Diskette Media & Veterinary - Use with Labelwriter 450, 450 Turbo, 4XL Printers (12 Rolls)

Visit the Aegis Adhesives Store

4.6 ★★★★☆ 616 ratings | Search reviews and Q&A

Price: $31.26 ($0.01 / Count)

Size: **2 1/8" X 2 3/4" - 30324**

1" X 1" - 30332 $21.90 ($0.00 / Count)	2 1/8" X 2 3/4" - 30324 $32.90 ($0.01 / Count)	4" X 6" - 1744907 $25.50 ($0.03 / Count)
½" X 1" - 30333 $19.90 ($0.00 / Count)		

Color	White
Size	2 1/8" X 2 3/4" - 30324
Material	Paper
Brand	Aegis Adhesives
Finish Type	Adhesive

About this item

- 2 1/8" X 2-3/4" Direct Thermal Labels - Non-OEM Replacement for DYMO 30324 Large Multipurpose Media Labels - Compatible with Labelwriter Printers - 1" Core, 12 Rolls / Case & 320 Labels / Roll.
- Quality - Our Priority: Smudge-Free & Fade-Resistant labels. Print darker and sharper content on labels that permanently adhere to virtually any surface. Perfect size for veterinary & pharmacy prescription labels.
- Jam-Free, Headache-Free: Avoid time-consuming printer issues such as label jams and misfeeds. Aegis Adhesive labels follow extremely strict QC guidelines.
- Compatible with 400/300 Series DYMO Labelwriter Machines: DYMO Labelwriter 450, 450 Turbo

prime

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Delivery | Pickup

One-time purchase:

$32.90 ($0.01 / Count)

FREE delivery: **Monday, Oct 2** on orders over $35.00 shipped by Amazon.

Ships from: Amazon

Sold by: Shipp'd Inc.

Subscribe & Save:

5% | 10%

$31.26 ($0.01 / Count)

Save 5% now and up to 10% on repeat deliveries.

- No fees
- Cancel anytime

Learn more

Get it Monday, Oct 2

In Stock

Qty: 1

Deliver every

Nicole Serra

From: Brandishea Moses
Sent: Friday, March 31, 2023 9:30 AM
To: Nicole Serra
Cc: Paige Walton
Subject: RE: HP Laser Jet Pro Toner Cartridge Replacement

Good morning,

Public printers that the collect any type of revenue are not covered under the town supply line. So this would need to be covered in the line account you have provided to me 10104-53020.

Thank you. The total will be around $133.

Shea Moses
Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
bmoses@waterfordct.org
860.444.5842
860.440.0579 (fax)

Town of Waterford CONNECTICUT

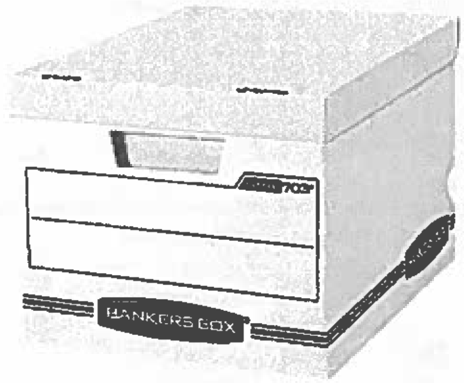
From: Nicole Serra <nserra@waterfordct.org>
Sent: Thursday, March 30, 2023 10:09 AM
To: Brandishea Moses <bmoses@waterfordct.org>
Cc: Paige Walton <pwalton@waterfordct.org>
Subject: RE: HP Laser Jet Pro Toner Cartridge Replacement

Good morning,
I was under the impression that as an office supply that is offered to the public, this might be covered under the Town's general supply budget. If I am incorrect, we can take it out of our OTHER SUPPLIES line item- 10104-53020. This account only has $80.65 in it currently so we would have to transfer money over to cover the expense.
Thanks,

Nicole Serra
Assistant Assessor
Town of Waterford
(860)-444-5821
nserra@waterfordct.org

← Back | Home / Folders & Filing / Filing Accessories / File Storage | More from Bankers Box® File Storage

Selling Fast! Last sold 17 minutes ago



Bankers Box Stor/File 59% Recycled Corrugated File Box Lift Off Lid, Letter/Legal Size, White/Blue, 12/Carton (00703)

Item #: 478887 | Model #: 00703

4.7 ★★★★★ 395 Reviews 3 Questions

$33.29

12/carton $2.77/Box

Klarna 4 interest-free payments. Available for orders above $35. Learn More

First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. Learn more

Delivery	Pick up in store	AutoRestock
$33.29	$33.29	Save 25% $24.97

Deliver tomorrow to Waterford, CT
Order within 6 hrs 51 mins

Free Returns
Online. In store. Always free.
Learn More

Only $3.99
2025 22" x 17" Desk Pad Calendar

Add to cart

Quantity 1

Add to cart

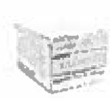
Share Compare Add to list

Highlights View all details

- Lift-off lid, basic-duty box perfect for filing, storing and moving
- Basic-duty, standard set-up construction for moderate stacking or use with shelving
- Letter/Legal Size

ECO-ID MADE IN AMERICA

Save an extra $3.20



Staples 65% Recycled Corrugated File Box Lift Off Lid, Letter/Legal Size, White/Black, 10/Pack (23325011)
★★★★★ 5192
$30.09
1 Add

1 Add to cart

Customers bought together

Cardinal ClearVue 1" 3-Ring View Binder, D-Ring, White (22112V4)

Item #: 737668 | Model #: 22112V4

4.3 ★★★★☆ 100 Reviews Ask a question

$29.59

Klarna 4 interest-free payments. Available for orders above $35. Learn More

First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. Learn more

Delivery	1-Hour pick up	AutoRestock
$29.59	$29.59	Save 25% $22.19

Deliver tomorrow to Waterford, CT
Order within 4 hrs 24 mins

Free Returns
Online. In store. Always free.
Learn More

Quantity 1

Add to cart

Share Compare Add to list

Highlights

View all details

- Ledger binder is ideal for large spreadsheets, blueprints, engineering, mining, construction plans
- Dimensions: 19"H x 11.5"W x 1.8"D
- Three D-Rings keep pages secure

Save an extra $7.90

Cardinal ClearVue 1 1/2" 3-Ring View Binder, D-Ring, White (22122V3)
★★★★☆ 15
$21.69
1 Add

Get Deals

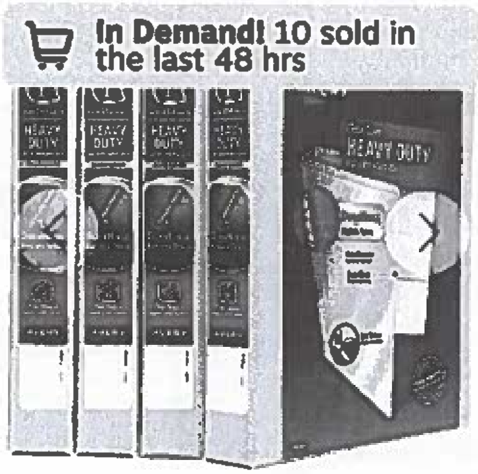
Customers bought together

← Back | Home / Office Supplies / Binders | More from Avery Binders

Avery Heavy Duty 1" 3-Ring View Binders, Slant Ring, White, 4/Pack (79780)

Item #: 24341276 | Model #: 79780

4.4 ★★★★☆ 23 Reviews | 1 Question



$31.69

4/carton $7.92/Binder

Klarna 4 interest-free payments. Available for orders above $35. Learn More

First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. Learn more

Delivery	Pick up in store	AutoRestock
$31.69	$31.69	Save 25% $23.77

Deliver **tomorrow** to Waterford, CT

Order within 4 hrs 22 mins

1 Video

Free Returns

Online. In store. Always free.

Learn More

Highlights

View all details

- Designed to be stronger and more durable than basic binders, these 4 white heavy-duty binders feature a tear-resistant spine (DuraHinge) and more flexible, split-resistant edges (DuraEdge)

$■99

1

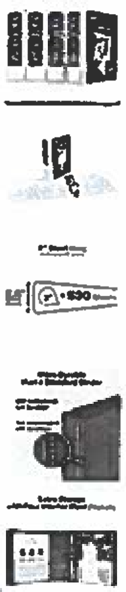
Get Deals

← Back | Home / Office Supplies / Binders | More from Avery Binders

Avery Heavy Duty 2" 3-Ring View Binder, Slant Ring, White, 4/Pack (79790)

Item #: 24341278 | Model #: 79790

4.4 11 Reviews 1 Question



In Demand! 12 sold in the last 48 hrs

$39.99

4/carton $10.00/Binder

Klarna 4 interest-free payments of $9.99. Learn More

First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. Learn more

Delivered FREE	Pick up in store	AutoRestock
$39.99	$39.99	Save 25% $29.99

Deliver **tomorrow** to Waterford, CT
Order within 4 hrs 22 mins

1 Video

Free Returns
Online. In store. Always free.
Learn More

Quantity 1 Add to cart

1 Get Deals

Highlights

View all details

- Designed to be stronger and more durable than basic binders, these 2 inch white heavy-duty binders feature a tear-resistant spine (DuraHinge) and more flexible, split-resistant edges (DuraEdge)
- Deep texture film offers a smoother finish and features a linen pattern for high-quality look and feel
- Secure but easy to open; One Touch slant rings are back mounted, gap free and release at the touch of a button

Consider this similar product

Home / Office Supplies / Binder Accessories | More from Avery Binder Accessories

Avery Big Tab Insertable Paper Divider, 8 Tabs, Multicolor, 1 Set (11111)

Item #: 668485 | Model #: 11111

4.8 ★★★★★ 95 Reviews 1 Question

$3.79

set

Klarna 4 interest-free payments. Available for orders above $35. Learn More

First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. Learn more

Delivery	Pick up in store	AutoRestock
$3.79	$3.79	Save 25% $2.84

Deliver tomorrow to Waterford, CT
Order within 4 hrs 16 mins

Free Returns
Online. In store. Always free.
Learn More

Quantity 1 Add to cart

Share Compare Add to list

Highlights View all details

- Sturdy tab dividers made of durable paper with reinforced plastic tabs
- Big Tabs are easy to see and provide 50% more writing space than standard divider tabs
- Tab inserts won't fall out; special tab design keeps inserts secure and easy to access

ECO-ID

Consider this similar product

Staples Large Tab Insertable Paper Divider, 8 Tabs, Buff with Assorted-Color Tabs, 1 Set (13487/11111)
★★★★★ 181
$3.99
1 Add

1 Add to cart Get Deals

Customers bought together

← Back | Home / Paper / Notebooks & Notepads / Notepads | More from TOPS Notepads

Selling Fast! Last sold 11 minutes ago

TOPS The Legal Pad Writing Pad, Canary, Legal Ruled, 50 Sheets/Pad, 12/Pack

Item #: TOP7572 | Model #: TOP7572

No reviews yet Write a review 3 Questions

$37.26 Discontinued soon

dozen

Klarna 4 interest-free payments of $9.31. Learn More

Delivered FREE | Pick up in store

Deliver tomorrow to Waterford, CT
Order within 4 hrs 15 mins

Free Returns
Online. In store. Always free.
Learn More

Quantity 1 Add to cart

Share Compare Add to list

Highlights View all details

- 8 1/2" x 14"
- 50 Sheets
- Legal ruled

Suggested replacement

Ampad Gold Fibre Notepads, 8.5" x 11.75", Legal Rule, Canary, 50 Sheets/Pad, 12 Pads/Pk (TOP 20-020R)

37

$53.39

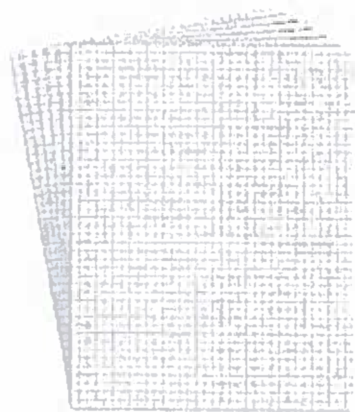
1 Add

Customers bought together

1 Add to cart Get Deals

Home / Paper / Notebooks & Notepads / Notepads | More from Staples Notepads

8 added to cart in the last 48 hrs



Staples Graph Pad, 8.5" x 11", Graph Ruled, White, 50 Sheets/Pad, 6 Pads/Pack (ST57333)

Item #: 412593 | Model #: ST57333

4.3 274 Reviews 4 Questions

$22.19

6/pack $3.70/Pad

Klarna 4 interest-free payments. Available for orders above $35. Learn More

First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. Learn more

Delivery	1-Hour pick up	AutoRestock
$22.19	$22.19	Save 25% $16.64

Deliver tomorrow to Waterford, CT
Order within 4 hrs 20 mins

Free Returns
Online. In store. Always free.
Learn More

Quantity 1 Add to cart

Share Compare Add to list

Highlights

View all details

- 4 Squares per Inch
- Standard notepad for everyday writing
- Sheet size: 8.5" x 11" (US letter)

STAPLES BRAND

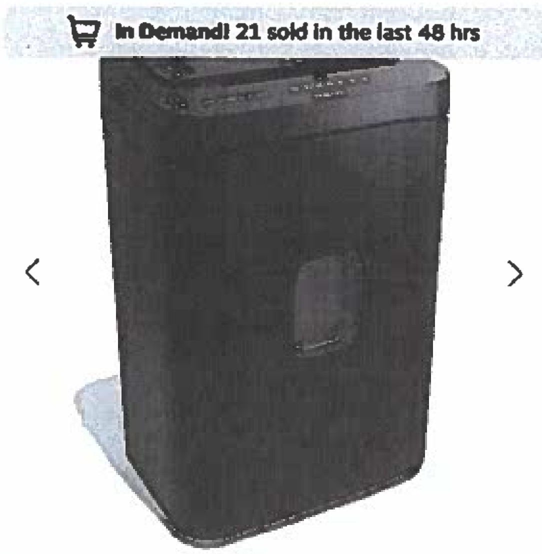
Consider this similar product

Staples Notepad, 8.5" x 11.75", Wide Ruled, White, 50 Sheets/Pad, 72 Pads/Pack (23643CT)
14
$72.79
1 Add

1 Add to cart Get Deals

Customers bought together

← Back | Home / Shredders, Projectors & Office Machines / Shredders & Accessories / Shredders | More from Staples Shredders



1 Video

Staples 150-Sheet Micro-Cut Multi-Media Shredder (ST62157)

Item #: 24581774 | Model #: ST62157

4.1 58 Reviews 3 Questions

$199.99 ~~$239.99~~ 16% off

Klarna 4 interest-free payments of $49.99. Learn More

Delivered FREE | Pick up in store

Deliver tomorrow to Waterford, CT
Order within 4 hrs 26 mins

Free Returns
Online. In store. Always free.
Learn More

Quantity 1

Add to cart

Share Compare Add to list

Protect your purchase

Tech help available for set-up & troubleshooting. If something happens that we can't repair it, we'll replace or reimburse you.

No protection plan

Standard Protection Plan

2-Year	$29.99
3-Year	$49.99

Consider this similar product Get Deals

Highlights View all details

- The micro-cut commercial shredder function takes your data down to 4.3mm x 12mm pieces
- Provides shredding for: paper, credit cards, standard staples and small paper clips
- Quiet operation with a 65-decibel noise level

STAPLES BRAND

CAAO

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS

MOTOR VEHICLE COMMITTEE

FILE COPY

SUBSCRIPTION RENEWAL

2024 JD POWER/NADA MOTOR VEHICLE ORDER FORM

APPROVED
VENDOR# 69
PO# Friday, June 28, 2024 FY 2025
CLOSE PO Y____ N____
ACCOUNT # 10104-53200
AMOUNT $1,190.00
SIGN
DATE 7/24/24

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

1 2024 NADA MOTOR VEHICLE PRICING $ 780

(This cost is to have your vehicles valued for your 2024 Grand List and must be ordered)

1 2024 JD Power online license (one user) $ 285.00

1 2024 Price Digest 1 -5 licenses (up to 5 licenses) $ 125.00

****Each town's order will include one license/user for the JD Power online program & 1 - 5 licenses/users for the Price Digest online program.**

****There are no books****

ADD Total "ADDITIONAL J.D. POWER" from page two $ Ø

TOTAL AMOUNT DUE TO CAAO, INC $ 1,190.00

****

MAKE CHECK PAYABLE TO: CAAO, INC

MAIL PAGE ONE & TWO OF YOUR ORDER FORM W/PAYMENT TO:

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

CAAO

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS

MOTOR VEHICLE COMMITTEE

ORDER FORM – **"ADDITIONAL J.D. POWER"** 2024 PRICING GUIDES

TOWN OF: **Waterford Assessor's Office**
Town Hall
15 Rope Ferry Road
Waterford, CT 06385-2806

QTY

______ J.D. POWER CONNECT RV *Online Subscription Only (years 2025 - 1966) $ 190.00 ea. ______

______ Additional J.D. POWER Online Subscription *ONE USER IS INCLUDED IN YOUR BASE PRICE $ 285.00 ea. ______

______ **TOTAL ORDER** **TOTAL AMOUNT** (Add this amount to page one) $ 0

MAKE CHECK PAYABLE TO: **CAAO, INC**

MAIL ALL ORDER FORMS & PAYMENTS TO:
Sandy Rainieri
City of Milford
Assessor's Office
70 West River St
Milford, CT 06460

Town of Waterford, CT 06385		PAGE: 1 OF 1	CHECK NUMBER: 00319633
INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
05/22/2024	4468	ONLINE ACCESS GL#:10104 - 52030 $250.00	$250.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
63	DEPARTMENT OF MOTOR VEHICLES	319633	07/19/2024	$250.00

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

Vendor Number	Check Date	Check Number
63	07/19/2024	319633

$250.00

Two Hundred Fifty Dollars and 00 Cents

Pay To the Order Of
DEPARTMENT OF MOTOR VEHICLES
3RD FLOOR/FISCAL SERVICE RM327
60 STATE STREET
WETHERSFIELD, CT 06161-0000

FILE COPY
NON-NEGOTIABLE

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
60 State Street, Wethersfield, CT 06161
ct.gov/dmv (860) 263-5700

DMV

Invoice

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

DATE	INVOICE #
5/22/2024	4468

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

DUE DATE
7/12/2024

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

APPROVED
VENDOR# 63
PO# ____ FY 25
CLOSE PO Y____ N____
ACCOUNT # 10104-58030
AMOUNT $250.—
SIGN [signature]
DATE 7/1/24

Please return one copy of invoice with payment.

REC'D FINANCE
JUL 2 '24 PM12:09

Total	$250.00
Payments/Credits	$0.00
Balance Due	$250.00

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

We thank you for your business!

INVOICE

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

DATE: OCT 1, 2024
INVOICE # 1642029215439

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

FILE COPY

		PAYMENT TERMS	DUE DATE
		Due on receipt	

	DESCRIPTION		LINE TOTAL
	Professional Audit Services		$12,500.00

APPROVED
VENDOR# #2977
...# 250362 FY 2025
...E PO Y____ N ✓
...UNT # 10104-52030
...NT #12,500
...N Paige S Walton
...TE 10/1/2024

SUBTOTAL	$12,500.00
SALES TAX	0
TOTAL	$12,500.00

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

Thank you for your business!

Finance Department

Memo

July 29, 2024

Re: **Bid Waiver-Charles B. Feldman & Associates LLC-Personal Property Auditing & Consulting**

Mr. Brule:

In accordance with the Purchasing Ordinance Section 3.08.050, the Purchasing Agent, on behalf of the Assessor's Office, respectfully seeks a Bid Waiver to obtain Personal Property Auditing and Consulting Services from Charles B. Feldman & Associates LLC (pending the approval for an additional appropriation) for $24,500.00. Charles B. Feldman & Associates LLC has expertise in this area and have completed similar audits across the state of CT.

Funds will be made available in line 10104-52030 (Professional Fees), if approved.

Respectfully

Shea Davy

Shea Davy
Purchasing Agent
Town of Waterford

Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06385

Phone: (860) 444-5820
Fax: (860) 444-5819

TO: Robert Brule, First Selectman
Kimberly Allen, Finance Director

Cc: Shea Davy, Purchasing Agent

FROM: Paige Walton, Assessor

RE: Additional Appropriation & Bid Waiver Request – Charles B Feldman & Associates LLC Personal Property Auditing & Consulting

DATE: July 19, 2024

The Assessor's office seeks to establish a personal property audit program, which includes the physical inspection of business personal property and records. Audits should be conducted regularly to maintain equity and to ensure filing accuracy. In addition to the fair and equitable distribution of the tax burden, a consistent auditing program allows for the discovery of unlisted or under-listed personal property and provides an opportunity for taxpayer education concerning complex reporting standards and requirements

The annual personal property filing requirement is a self-reporting system. To date, other than the self-declaration form, there has been no taxpayer compliance/audit program in place to assist with the discovery and verification of taxable personal property.

As such, the Assessor's Office respectfully requests an additional appropriation in the amount of $24,500 for line **10104-52030 Professional Fees** for personal property auditing services, to be conducted pursuant to §12-53 of the Connecticut General Statutes for the 2021, 2022 & 2023 Grand List years.

Additionally, the Assessor's Office would like to request a waiver of competitive bidding for personal property auditing services.

Auditors must be well versed in accounting, personal property valuation, governing state statutes pertaining to the assessment and audit process, and relevant case law. Charles B. Feldman & Associates LLC have completed similar audit work throughout the state of Connecticut over the past several decades and as municipal assessors specializing in personal property, possess a very specific level of expertise in the field of auditing. As such, Charles B. Feldman & Associates LLC are uniquely qualified to assist us in establishing a robust auditing program.

We would like our request to be included on the Board of Selectman's August 6th agenda and to be forwarded to the other Boards as necessary.

Attachment:

Charles B. Feldman & Associates LLC Quote

Charles B. Feldman & Associates, LLC
Personal Property Auditing & Consulting
PO Box 1236
Madison, CT. 06443
(203) 421-8338

July 2, 2024

Paige Walton, CCMA II, Assessor
Waterford Town Hall
15 Rope Ferry Road
Waterford CT 06385

Re: Personal Property Audit Proposal

Dear Ms. Walton:

Please accept our proposal to provide personal property audit services to the Waterford Assessor's office.

The purpose of this letter is to explain the methodology and scope of services that we are prepared to engage in, as a consultant for the Town of Waterford.

The auditing services that we will perform for the Town of Waterford, based on the allocation of $24,500, will include selected personal property accounts to be determined by the Assessor. The audits will cover the Grand List years of 2021, 2022 and 2023.

The auditing services that we will perform for the Town of Waterford will consist of the following:

> We shall determine reporting accuracy, by conducting a comparison of the Personal Property Declaration filed with the Assessor to the taxpayers' Federal Income Tax Return. Specifically, we will be reviewing the following schedules: Schedule L, the Balance Sheet, Form 4562 Depreciation and Amortization, Location Fixed Asset/Depreciation Ledgers, General Ledgers, Trial Balances, Schedules of "Other Deductions" and any other schedule or books(s) of account that is necessary to successfully complete the audit. Additionally, we shall review the taxpayer's lease agreements to determine reporting accuracy. Finally, we will perform an on-site inspection of each company selected for audit.

Upon completion of each audit, the following shall be accomplished:

A.) Deliver to the Assessor a written audit report summarizing procedures and the results of the audit. This shall be considered the legal documentation of such audit, and may be retained by the Assessor on file. This report will be signed by the Auditor and the Assessor.

B.) The written statements and reports utilized and mentioned above shall be made on forms approved by the Assessor.

C.) All statements and reports mentioned above shall be submitted to the Assessor within thirty (30) days of the date on which the audit is completed.

The audits will take place at a predetermined, mutually satisfactory place to both the taxpayer and the Assessor, pursuant to section 12-53 of the Connecticut General Statutes. We will be reviewing the personal property declaration from the aforementioned Grand List years that have been submitted to the Assessor. The Assessor will notify the taxpayer by certified mail of such audits.

The results of this audit will be supported by the administration of personal property assessment practices, used within the parameters of the Connecticut General Statutes. If necessary, we would defend the audit valuations in a court of law at the fee of $500 per day.

Charles B. Feldman & Associates, LLC maintains three Certified Connecticut Municipal Assessors with over 80 years of experience on staff to provide you the utmost in professional auditing service.

If after reviewing this proposal you have any questions or would like to discuss this in more detail, please feel free to call us at (203) 421-8338. Thank you for your consideration and we look forward to serving the Town of Waterford.

Sincerely,

Charles B. Feldman PRES.

Charles B. Feldman & Associates, LLC

Personnel Assigned to Waterford Audits

Charles B. Feldman, CCMA II, Personal Property Auditor.

Professional Experience:

Charles B. Feldman & Associates LLC
(Personal Property Auditors and Certified Personal Property Revaluation Company)

City of West Haven, Assessment Auditor 1994- 2002

City of New Haven, Personal Property Auditor 1982 –1994 (On contract 1982 -1984)

Independent Personal Property Auditor 1982-Present

Professional and Service Organizations:

International Association of Assessing Officers-Personal Property Section

Connecticut Association of Assessing Officers, President, 2000

Co-Chairman and member of Connecticut Association of Assessing Officers Personal Property Committee, 1984- present

Connecticut Association of Assessing Officers Legislative Committee, 1993- 2010

New Haven County Assessors Association, President, 1997- 1998

Publications, Presentations, and Awards:

Primary author of Public Act 99-189 "An Act Concerning Technical Changes and Clarifications to the Assessment of Personal Property" 1999

Author of "Audit section" of Handbook for Connecticut Assessors 1988 and 1998

Author of "A Systematic Methodology of Personal Property Auditing" 1987

Connecticut School for Assessors and Boards of Assessment Appeals, University of Connecticut -Institute of Public Service, Special Instructor of Personal Property Audit and Legislative workshops 1985 - present

Instructor of many and varied Personal Property workshops sponsored by CAAO, and the Society of Professional Assessors throughout New England 1987- present

Connecticut Society of Certified Public Accountants Continuing Education Conference- State Tax Forum, Instructor, October 1997

Co- developer of the Standardized Connecticut Declaration of Personal Property, 1997.

Assessor of the Year Award -Connecticut Association of Assessing Officers, 1998.

Distinguished Service Award- Connecticut Association of Assessing Officers, May 1998.

Received CCMA Designation, June 1985.

Steven Kosofsky, CCMA II, Assessor

Mr. Kosofsky is very well known in the assessment community as an expert in the field of personal property assessment and his credentials are listed below. Mr. Kosofsky will be assisting me in this project, as his expertise is undeniable and invaluable. Any and all work done by Mr. Kosofsky will be reviewed and approved by me before being reviewed with the Assessor. Mr. Kosofsky brings over 40 years of Personal Property Assessment and audit experience to this project. His wealth of knowledge in the field of personal property audits and administration will enhance our efforts exponentially

Professional Experience

Steven Kosofsky & Associates, LLC
(Personal Property Auditing & Consulting Company)

eQuality Valuations LLC, Waterbury, CT. 2022-Present (Director of Revaluations)

Assessor, Town of Newington, CT. 2016-2022

Quality Data Services, Waterbury CT. 2011-2016 (Software Support Consultant)

Assessor, Town of Windsor, CT. 1987-2011

Professional and Service Organizations

State of Connecticut General Assembly Task Force on Uniform Depreciation Schedules & Assessment Practices November 1995-January 1996

International Association of Assessing Officers-Personal Property Section

Connecticut Association of Assessing Officers- Co-Chairman Legislative Committee 1997-2010

Connecticut Association of Assessing Officers- Co-Chairman Personal Property Committee 1987-1991

Publications, Presentations & Awards

Final Minority Report- State of Connecticut General Assembly Task Force on Uniform Depreciation Schedules &Assessment Practices

The Personal Property Report- Personal Property Committee
Connecticut Association of Assessing Officers, November 1988

Connecticut Society of Certified Public Accountants Continuing Education Conference- State Tax Forum Instructor, 1993, 1997-2001

Connecticut School for Assessors & Board of Assessment Appeals
University of Connecticut/Institute of Public Service
Personal I Property Workshop Instructor 1987-1991, 1997, 2001

Connecticut Association of Assessing Officers- Assessor of the Year, 1996

Received Connecticut Certified Municipal Assessor Designation, January 1980

Court Experience

J.C. Penney Company vs. Town of Manchester, CT. 2007

CL&P & Yankee Gas Services vs. City of Meriden, CT. 2001

IBM Corporation vs. Town of Southbury, CT. 1998

CLIENT LIST

City of Ansonia	Town of Barkhamsted	Town of Berlin
Town of Bethlehem	Town of Branford	City of Bridgeport
City of Bristol	Town of Brookfield	Town of Canton
Town of Cheshire	Town of Clinton	Town of Colchester
Town of Columbia	Town of Cromwell	City of Danbury
Town of Darien	Town of Deep River	City of Derby
Town of Durham	Town of East Granby	Town of East Hampton
Town of East Hartford	Town of East Haven	Town of East Lyme
Town of East Windsor	Town of Ellington	Town of Enfield
Town of Essex	Town of Fairfield	Town of Greenwich
Town of Griswold	Town of Groton	Town of Guilford
Town of Hamden	Town of Killingly	Town of Lyme
Town of Madison	Town of Manchester	Town of Mansfield
City of Meriden	Town of Middlebury	City of Middletown
Town of Montville	Town of Naugatuck	City of New Britain

CLIENT LIST (CONT.)

Town of New Canaan	Town of New Fairfield	City of New Haven
City of New London	Town of New Milford	Town of Newington
Town of Newtown	Town of North Branford	Town of North Haven
City of Norwalk	City of Norwich	Town of Orange
Town of Plainville	Town of Plymouth	Town of Prospect
Town of Rocky Hill	Town of Seymour	Town of Simsbury
Town of Southbury	Town of Southington	City of Stamford
Town of Stratford	Town of Suffield	Town of Tolland
City of Torrington	Town of Trumbull	Town of Vernon
Town of Wallingford	Town of Washington	City of Waterbury
Town Watertown	Town of West Hartford	City of West Haven
Town of Westbrook	Town of Westport	Town of Weston
Town of Wethersfield	Town of Windham	Town of Windsor
Town of Windsor Locks	Law firm of Rome McGuigan	

SERVICE DELIVERY PLAN

Please reference the enclosed **"summary of implementation of Personal Property Audit Program addendum".**

All delivery of materials and timetables for the audit program are pursuant to 12-53 of the Connecticut General Statutes.

Summary of Implementation of Personal Property Audit Program

1. Assessor delivers accounts to be audited, and pertinent data to the auditor.

2. Assessor delivers notice of audit via certified mail to taxpayer.

3. Auditor makes contact with account in question and person responsible for handling audit process.

4. Mutually satisfactory arrangement made between taxpayer and auditor to exchange information requested.

5. Data analyzed and personal property audit report developed. All data used to develop the assessment shall be attached to the audit report. An audit reconciliation sheet shall be attached so that the Assessor can easily tie in to the audit data and audit result.

6. Audit report analyzed by Assessor and auditor.

7. Assessor reviews and signs audit report.

8. Taxpayer notified of audit result and appeal process and sent personal property audit report. This will aid the taxpayer to comprehend the audit results and file accurate personal property declarations in the future.

9. The taxpayer may present any unresolved discrepancies to the Assessor and auditor and a meeting be scheduled to discuss the problem.

10. Assessor makes certificate of correction based on results of the audit and a new tax bill is generated.

Methodologies Used For Personal Property Auditing

The methodologies employed by the auditor must remain consistent with the methodologies requested and used by the Assessor to determine the value originally. The purpose of an audit is to add omitted property not to revalue existing property. The only true practical method used in the State of Connecticut to value personal property is acquisition cost minus depreciation (per CAAO Handbook). The Personal Property declaration requires information to be submitted in a specific format: Asset cost, asset type and acquisition year; we audit on that format. We as auditors must remain uniform and equitable in our audit practices and procedures. The Assessor has inherent powers to employ alternate methodologies but should first give the taxpayer the opportunity to declare on that alternative method before any audit on that method is initiated. In the case of non-compliance by the taxpayer, alternative methods, i.e. gross rent multipliers, unit cost, income approach and even sales comparison approach may be employed as it becomes necessary to assess on "the best available information" per 12-53(b) of the Connecticut General Statutes. However, these circumstances are extremely uncommon. There is no justifiable basis to change methodology if the taxpayer complies with the audit data requests in the format that the Assessor has originally required.

Number of Years in Business Specializing in Municipal Personal Property Tax Audits

I have been an individual performing Personal Property audits continually from 1982 to the present. I have a unique perspective in the fact that I am one of the only Personal Property Auditors who is also a Certified Connecticut Municipal Assessor. I have over 40 years of experience in this very specific field and am also valuation certified. I am very active in the assessment community; being President of the Connecticut Association of Assessing Officers, Co-Chairman of the CAAO Personal Property Committee and a member of the CAAO Legislative Committee. I am the primary author of the most comprehensive personal property legislation ever enacted into law in the State of Connecticut, which passed in the 1999 legislative session. This gives me experience into audit administration and law that a CPA does not possess. I have been and continue to be an instructor at the University of Connecticut Assessor's School. I have been teaching auditing techniques and legislative interpretation each summer since 1985. I pride myself on the solid, positive relationships that have been developed with my fellow assessors through the years. I retain a reputation of being available for my colleagues long after the audit process has been completed.

Costs

The cost to complete an audit for any account with a pre-audited gross assessment of 1.0 million or under is $650.00 per account.

For any account with a pre-audited gross assessment exceeding 1.0 million dollars, the cost to complete the audit per account shall be as follows:

1.01 million – 2.5 million	$2,000.00
2.51 million – 5.0 million	$3,000.00
5.01 million – 10 million	$4,000.00
10.1 million – 20 million	$5,500.00
20 million +	$6,000.00 + up

Billing

Upon approval by the Assessor, we prefer to bill on a mutually agreed amount at the inception of the audit process, and the balance upon completion of said audits.

FY25-26 Postage Estimate

	Postage Items	Postage Fees
I&E Penalty Notices	32	
Increase Notices		
PP	1270	
RE	478	
PP Audit Notices Certified	26	
PP Audit Result Notices Certified	26	
PP Audit 2nd request for documentation	8	
Elderly Letters	111	
Elderly Reminders	39	
Eld Cert of Mailing	39	$ 19.50
Advets & Local Vets	78	
Certified Mail Pieces	**52**	**$ 252.20**
Regular Mail Pieces	**2055**	**$ 1,500.15**
Estimated additional 15 pieces of mail per month		
May-Dec (General Taxpayer correspondence)	**120**	**$ 87.60**
Estimated FY25-26	**2227**	**$ 1,859.45**

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: **10105** **BD. OF ASSESSMENT APPEALS**

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request $ Increase	Department Request % Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	300	300		0	300	300	0	0.00%	300	0	0.00%
51210	CLERICAL/TECHNICAL	414	752		90	809	809	57	7.58%	809	57	7.58%
51920	F.I.C.A	55	80		7	85	85	5	6.25%	85	5	6.25%
	SUBTOTAL	769	1,132	0	97	1,194	1,194	62	5.48%	1,194	62	5.48%
SERVICES												
52010	ADVERTISING	286	350		164	350	350	0	0.00%	350	0	0.00%
52020	POSTAGE	63	60		10	85	85	25	41.67%	85	25	41.67%
52050	DUES, CONF., & EDUCATION	50	200		0	200	200	0	0.00%	200	0	0.00%
	SUBTOTAL	399	610	0	174	635	635	25	4.10%	635	25	4.10%
DEPARTMENT TOTAL		1,168	1,742	0	271	1,829	1,829	87	4.99%	1,829	87	4.99%

Board of Assessment Appeals

BUDGET FUNCTION

The Board of Assessment Appeals is an official municipal agency, created by Connecticut state law that is designed to serve as an appeal body for taxpayers who wish to challenge the valuation of their property or the denial of an exemption. The Board of Appeals is typically comprised of three elected members who meet twice annually to hear taxpayer appeals. Appellants may appear before the Board to appeal their current Grand List valuations for real estate, personal property or motor vehicles in the month of March and may also appear in September when the Board meets exclusively to review motor vehicle appeals.

Assessment staff provides technical support during the hearing and deliberation process and directs complex issues and questions to the Assessor for clarification to the Board. All BAA members receive a fixed stipend for their service on the board and assisting staff are compensated at the appropriate overtime rate and are scheduled based on the number of appeals the Board receives.

BUDGET SUMMARY

Line Item	FY 2024 Appropriated	FY 2025 Appropriated	FY 2026 Request	Change from FY 2025 (+/-)
PERSONNEL COSTS				
51010 Elected Officials	300	300	300	0
51210 Clerical/Technical	677	752	809	57
51920 Fica	75	80	85	5
SUBTOTAL	**1,052**	**1,132**	**1,194**	**62**
SERVICES				
52010 Advertising	350	350	350	0
52020 Postage	50	60	85	25
52050 Dues, Conf. & Education	150	200	200	0
SUBTOTAL	**550**	**610**	**635**	**25**
DEPARTMENT TOTAL	**1,602**	**1,742**	**1,829**	**87**

BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Compensation for members of the Board of Assessment Appeals is fixed at $100 per year per member except during revaluations. Clerical costs are based on the estimated number of appeals that the board hears in a typical non-revaluation year. The chart below outlines the number of appeals heard each year and the required clerical hours to facilitate the hearing process. FY26 personnel costs are calculated assuming 40 total appeals with 20 hours of clerical time provided by the Assessor's staff at an overtime rate. The calculated FICA is included.

	2020 GL	2021 GL	2022 GL	2023 GL
# Appeals March Session	31	16	178	31
# Appeals Sept Session	4	18	10	7
Total Appeals	35	34	188	38
# Clerical Hours	20	20	60	20

Budget Request: **$1,194**

See the Personnel/Fringe Benefit spreadsheet for calculations.

Services: Accounts 52010-52050: Encompassing all necessary operating costs, including statutorily required legal ads and filing notifications, related postage costs, and provisions for Board Member and staff training in assessment appeals.

Budget Request: **$635**

- **10104-52010 – Advertising** Request: **$350**

  Includes required annual publication notifying taxpayers of Board of Assessment Appeals Hearing dates and appeals procedures. Required notices are published in *The Day* newspaper and posted on the Town's website twice annually. Advertising costs incurred in FY24/25 = $323 to date.

  Advertising Breakdown:
  March 2024 Legal Ad: $187
  September Legal Ad: $163
  $350

- **10104-52020 – Postage** Request: **$85**

  Postage estimate is based on approximately 90 mailings at the standard rate and includes an original hearing appointment notification to each appellant and a statutorily required post hearing action notice to each appellant containing appeal results and the process to pursue their appeal in Superior Court if aggrieved.

  Postage costs incurred in FY24 = $63

- **10104 – 52050 – Dues, Conf. & Education** Request: **$200**

  Education cost represents an allowance for BAA training, which is made available to all board members and clerical staff by the state's Office of Policy and Management in conjunction with the Connecticut Association of Assessing Officers. All BAA members and clerical staff should attend training annually. The current cost for the BAA course is $50/per person. Dues, Conf. & Education Fees incurred in FY24:$50.00

Board of Assessment Appeals
15 Rope Ferry Road
Waterford, CT 06385

444-5820
Fax: (860) 444-5819

RECEIVED FOR RECORD
WATERFORD, CT
2024 SEP 12 P 2:40

ATTEST: TOWN CLERK

Board of Assessment Appeals
<u>Meeting Minutes</u>
<u>Motor Vehicle Session</u>

Date: Wednesday, September 11, 2024
Place: Assessor's Office
15 Rope Ferry Rd
Waterford Town Hall
Time: 6:00pm

Board Members Present: Marilyn Lusher, Jerry Porter

Staff Present: Jessica Hewitt

The Board of Assessment Appeals met on Wednesday, September 11, 2024. The meeting was called to order at 5:55pm

The Board voted unanimously to accept meeting minutes from March 13, 2024 as read.

The Board voted unanimously to approve postage transfer for FY2024. Request is to transfer $12.54 from advertising budget to postage budget.

The Board voted unanimously to approve budget for FY2026.Budget Request total of $1,829.

A motion was brought by Marilyn to cancel meeting on September 18, 2024 due to lack of need. Jerry Seconded. Motion passes.

All decisions were voted on by Board members Marilyn Lusher and Jerry Porter.

. The following decisions were made:

1. Johnnie Tran – 2015 Toyota Camry
    a. Decision: The Board voted unanimously, reduce assessment to $4,690
2. Matthew Valentino – 2018 Hyundai Elantra
    a. Decision: The Board voted unanimously, reduce assessment to $8,680
3. Matthew Valentino– 2022 Hyundai Palisade
    a. Decision: The Board voted unanimously, reduce assessment to $27,160
4. David Moltz – 2015 Coachman Freight Xline
    a. Decision: The Board voted unanimously, reduce assessment to $2,100

5. Michele Sisson – 2011 For Expedition
    a. Decision: The Board voted unanimously, reduce assessment to $4,025
6. Michele Sisson – 2011 Nissan Titan
    a. Decision: The Board voted unanimously, no change in assessment
7. Michele Sisson – 2004 Toyota Highlander
    a. Decision: The Board voted unanimously, no change in assessment
8. Liu Grard Bo- 2016 Toyota Corolla LE
    a. Decision- The Board voted unanimously, reduce assessment to $5,285
9. Brett Eckhart- 2016 Subaru Outback
    a. Decision- The Board voted unanimously, reduce assessment to $9,675

Dates for Board of Assessment Appeals meetings for the 24 Grand List were decided as March 12th, March 19th, and March 22nd as well as September 10th for motor vehicles only. A date of September 13th was also held for motor vehicles in case it is needed.

There being no further business, the meeting was adjourned at 7:39 pm

Respectfully Submitted,

Jessica Hewitt

Secretary

TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF ASSESSMENT APPEALS
2025-2026 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY 2024/2025	SALARY 2025/2026	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
	Assessment Aide III	4	$ 40.4600	150.36	161.84	N/A	161.84	12.38
	Sept MV Session							
	March Session	16	$ 40.4600	601.44	647.36	N/A	647.36	49.52
	Total Clerical Technical			**751.80**	**809.20**		**809.20**	**61.90**
ELECTED	BAA MEMBERS	FLAT FEE		300.00			300.00	22.95
	Total Elected			**300.00**			**300.00**	**22.95**
TOTALS							**1,109.20**	**84.85**

WORKDAYS 2025/2026	**WEEKS TO BUDGET**
261	**52.2**

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93229	TOWN OF WATERFORD - ASSESSORS	01/01/24-01/31/24

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	02/29/2024

Current	Over 30 Days	Over 60 Days	Total Balance
$159.76	$0.00	$0.00	$159.76

TOWN OF WATERFORD - ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

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

STATEMENT NUMBER
46398
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				$0.00
01/26/24	BOAA Hearings	CPNW, DAY, DCW	d01072855 BOAA Hearings	2 col X 19 Lines	$159.76

Day Credit Department	**860-701-4204**	**Accounting Fax**	**860-437-7504**
Community Classifieds - Toll Free	**800-582-8296**	**Advertising Fax**	**860-437-8780**
Day Publishing Company - Toll Free	**800-542-3354**	**Classified Fax**	**860-442-5443**

Billing Period	Account Number	Customer
01/01/24-01/31/24	D93229	TOWN OF WATERFORD - ASSESSORS

Current Due	Over 30 Days	Over 60 Days	Total Balance
$159.76	$0.00	$0.00	$159.76

Payment Terms - Net End of Month **A FINANCE CHARGE OF 1.5% PER MONTH** ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER
D93229	TOWN OF WATERFORD - ASSESSORS

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01083833	$163.76

TOWN OF WATERFORD - ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

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

CHECK NUMBER

AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
08/12/24	BOAA Motor Vehicle Grand List	The Day		2 col	$133.76	$0.00	$133.76
08/12/24	BOAA Motor Vehicle Grand List	Day Classified Webpage		2 col	$30.00	$0.00	$30.00
Total					$163.76	$0.00	$163.76

Account Number	Customer	Total Due
D93229	TOWN OF WATERFORD - ASSESSORS	$163.76

Day Credit Department	**860-701-4204**	**Accounting Fax**	**860-437-7504**
Community Classifieds - Toll Free	**800-582-8296**	**Advertising Fax**	**860-437-8780**
Day Publishing Company - Toll Free	**800-542-3354**	**Classified Fax**	**860-442-5443**

Assessor's Office	Metered Mail	# items	BAA	Metered Mail	# items
FY24 Postage			FY 24 Postage		
Jul-23	6.84	11		12.15	19
Aug-23	21.03	33		0.63	1
Sep-23	25.20	38		5.04	8
Oct-23	19.23	29		0	0
Nov-23	3.39	5		0	0
Dec-23	0.63	1		0	0
Jan-24	1212.31	1894		0	0
Feb-24	35.07	52		24.32	37
Mar-24	28.96	45		15.92	25
Apr-24	70.04	103			0
May-24	16.00	24			0
Jun-24	6.00	9		4.48	7
Total Postage	**$ 1,444.70**	**2244**		**$ 62.54**	**32**
FY 25 Postage			**FY 24 Postage**		
Jul-24	93.67	135		1.92	3
Aug-24	77.98	112		3.45	5
Sep-24	18.91	27		4.83	7
Oct-24	272.89	394		0	0
Nov-24	18.61	26		0	0
Total Postage	**$ 482.06**	**694**		**$ 10.20**	**15**

Connecticut Association of
Assessing Officers (https://caao.com)

BAA Workshops – 2025

There are 5 Workshops scheduled for January and February, 2025

3 hours Continuing Education Credits
The Workshop cost is $50.00

Note: The new Motor Vehicle law will be discussed during these classes.

Click on each town below for a flyer and registration information.

Prospect (https://caao.com/wp-content/uploads/BAAWorkshop-Prospect-2025.pdf) – Tuesday, January 7th, 2025 – 6:00 pm – 9:00 pm – Instructor, Bill Gaffney, CCMA II

Watertown (https://caao.com/wp-content/uploads/BAAWorkshop-Watertown-2025.pdf) – Tuedsay, January 14th, 2025 – 5:30 pm – 8:30 pm – Instructor, Tim Hutvagner, CCMA II

Hebron (https://caao.com/wp-content/uploads/BAAWorkshop-Hebron-2025.pdf) – Tuesday, January 21st, 2025 – 5:00 pm – 8:00 pm – Instructor, Tim Hutvagner, CCMA II

Bristol (https://caao.com/wp-content/uploads/BAAWorkshop-Bristol-2025.pdf) – Wednesday, January 29th, 2025 – 6:00 pm – 9:00 pm – Instructor, Bill Gaffney, CCMA II

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10106 TAX COLLECTOR

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request $ Increase	Department Request % Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	88,237	89,684		46,388	90,805	1,121	1.25%	90,805	1,121	1.25%
51210	CLERICAL/TECHNICAL	92,898	88,733	(600)	39,261	78,596	(10,137)	-11.42%	78,596	(10,137)	-11.42%
51920	F.I.C.A	13,110	13,649		6,287	12,960	(689)	-5.05%	12,960	(689)	-5.05%
	SUBTOTAL	194,245	192,066	(600)	91,936	182,361	(9,705)	-5.05%	182,361	(9,705)	-5.05%
SERVICES											
52010	ADVERTISING	654	655		218	690	35	5.34%	690	35	5.34%
52020	POSTAGE	9,357	8,300		4,359	11,000	2,700	32.53%	11,000	2,700	32.53%
52030	PROFESSIONAL FEES	28,030	27,919		27,741	30,349	2,430	8.70%	30,349	2,430	8.70%
52040	SERVICE CONT. & REPAIR	1,081	1,156		1,101	1,067	(89)	-7.70%	1,067	(89)	-7.70%
52050	DUES, CONF. & EDUCATION	945	1,875		985	1,950	75	4.00%	1,950	75	4.00%
	SUBTOTAL	40,067	39,905	0	34,404	45,056	5,151	12.91%	45,056	5,151	12.91%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	399	360	600	928	400	40	11.11%	400	40	11.11%
	SUBTOTAL	399	360	600	928	400	40	11.11%	400	40	11.11%
OFFICE EQUIPMENT											
54060	OFFICE EQUIPMENT	2,329	0			0	-	0.00%	0	-	0.00%
	SUBTOTAL	2,329	0	0	0	0	-	0.00%	0	-	0.00%
	DEPARTMENT TOTAL	237,040	232,331	0	127,268	227,817	(4,514)	-1.94%	227,817	(4,514)	-1.94%

Tax Collector
FISCAL YEAR 2026 BUDGET

WATERFORD TAX COLLECTOR

Functional Description of the Duties of the Tax Office

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

The Grand List 2023 levy totaled $100,101,709.99, an increase of $4,151,949.25 or 4.33% compared to the GL 2022 levy. As of the end of FY 2024, the tax office had achieved the highest overall collection rate as follows:

Real Estate:	100.10%
Personal Property:	99.89%
Motor Vehicle:	97.61%
Motor Vehicle Supplemental:	94.09%
Total Collection Rate:	99.89%

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

12-130 Failure to send or receive bill: Failure to send out or receive any such bill or statement shall not invalidate the tax
12-146 No tax installment shall be construed to be delinquent...if...the envelope containing such tax...bears a postmark showing a date within the time allowed by statute..
12-146 If any tax due...is not paid in full...the whole or such part as is unpaid...shall be subject to interest from the due date of such delinquent installment.
There is no provision in the statutes for a tax collector to waive interest except for a taxpayer who has received compensation under Chapter 968 as a crime victim.

The majority of the required billing information comes from the Assessor's Office, often in conjunction with the Connecticut Department of Motor Vehicles. The daily work necessitates a close working relationship with those offices as well as the Town Clerk, Finance Department, Town Treasurer, and various other agencies. The 2023 levy generated 31,504 tax bills: 9,572 real estate, 1,240 personal property, and 20,692 motor vehicle bills.

A Look Ahead:

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

FY 2026 BUDGET SUMMARY

The Fiscal Year 2026 total budget request is $227,817, a decrease of $4,514 (-1.94%) from the prior year. Personnel costs decreased by $9,705 (-5.05%) and Services increased $5,151 (12.91%) driven predominantly by an increase in Postage and Quality Data Service tax billing services.

Personnel Cost: **$182,361** Backup Page: 7
This is a decrease of $9,705 (-5.05%) from last year's approved budget.

LI 51010 Elected Officials: $90,805

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

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

At the 12/2/2024 meeting of the RTM, elected officials' salaries were, once again, set at ½ of the NUMP salary increase at a value of 1.25%.

LI 51210 Clerical/Technical: **$78,596**

This is a decrease of $10,137 (-11.42%). The decrease is due to the retirement of the previous full-time clerk. The salary for the Tax Office's full-time Accounts Receivable Clerk is determined by a negotiated contract between the Town and Local 1303-037. The increase of the full-time clerk is 5.17% and the increase of the non-union part-time clerk is 4.655%

The Town of Waterford has set the Seasonal Clerk wage scale at $17.00 as of 7/1/2025; the Connecticut minimum wage will be $16.35 effective 1/1/2025.

I have recalculated the necessary hours and days for our seasonal employee per the recommended budget amount from the Finance Department. There are 23 days necessary for this year's collection month. At the 100 hours ($1700.00) calculated by Finance for the budget, this would limit the position to only 4 hour per day as opposed to the historical 5-hour day.

LI 51920 FICA: **$12,960**

This is a decrease of $689 (-5.05%). FICA is budgeted at 7.65% of all wages, including overtime.

Services: $45,056, an increase of $5,151 (12.91%).

LI 52010 Advertising: $690

State statute 12-145 requires publication of tax notices six times per year in a local newspaper: three times for each of the collection months. Rates are for publication in the Waterford Times. I have been in contact with The Day legal ad department and they are stating that the price should remain "close" to this year's price of $109.11, therefore I am budgeting a 6% increase to $115.00 per ad. (Backup: Pages 15-16)

June-July	3 ads x $115 = $345.00	Dec-Jan	3 ads x $115.00 = $345.00

Tax Collector
Fiscal Year 2026
Town of Waterford

LI 52020 Postage: $11,000

Postage rates have gone from $0.55 (1/27/2019); $0.58 (8/29/2012); $0.60 (7/10/2022); $0.63 (1/22/2023); $0.66 (7/9/2023); $0.68 (1/1/24) and $0.73 (7/1/24) another 7.3% increase.

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

July 2024	**Metered Mail**	**$292.41**	
Actual	**Postage**	**$20.80**	
Aug 2024	**Metered Mail**	**$2,305.85**	DQ Statements
Actual	**Postage**	**$76.00**	
Sept 2024	**Metered Mail**	**$1,518.28**	Demands
Actual	**Postage**	**$18.90**	PP Lien Notice
Oct 2024	**Metered Mail**	**$0.70**	
Actual	**Postage**	**$1.80**	
Nov 2023	Metered Mail	$201.84	
	Postage	$3.12	
Dec 2023	Metered Mail	$879.48	
	Postage	$6.24	
Jan 2024	Metered Mail	$1,120.41	Postcards
	Postage	$3.12	
Feb 2024	Metered Mail	$1,105.76	DQ Statements
	Postage	$22.40	
Mar 2024	Metered Mail	$405.45	Demands
	Postage	$5.60	
Apr 2024	Metered Mail	$643.04	Lien Notices
	Postage	$8.80	
May 2024	Metered Mail	$519.15	
	Postage	$6.40	
June 2024	Metered Mail	$444.94	DQ Statements
	Postage	$6.60	
		$9,617.09	

LI 52030 Professional Fees: ***$30,349***

This is an increase of $2,430 (8.7%) completely comprised of the increase in the Quality Data Service budget.

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

Quality Data Service – All Billing Services **$29,573.84**
Last year $27143.24 (Backup: Pages 17-19)

This is an increase of $2430.60 (8.95%)

This year $12,760.00 of software support moved to IT budget.
Last year: $12,186.60

Invoice Cloud Credit Card Processor **$480**
PCI compliance for 1 credit card readers $15 per machine per month $180
Cloud Access Fee $25 per month (Backup: Page 20) $300

DMV – Access DMV database for current address and registration information (Backup: Page 21) **$250**

New Employee Background Check (Backup: Page 22) **$45**

LI 52040 Service Contracts and Repairs: $1067

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

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

3 Year Average: $149.47

2022: $ 146.85
2023: $ 127.19
2024: $ 174.35

LI 52050 Dues, Conferences and Education: $1950

This amount covers state and local membership dues and state/regional association meetings. (Backup: Pages 24-29)

Dues:

Connecticut Tax Collectors' Association (CTx)	$ 75
New London County Tax Collectors' Ass'n	$ 30
Northeast Regional Tax Collectors & Treasurers Ass'n	$ 40

Conferences:

Connecticut Tax Collectors' Association (CTx)	$ 750
Northeast Regional Tax Collectors & Treasurers Ass'n	$ 900
CTx Spring Meeting	$ 65
CTx Fall Meeting	$ 65
Re-Certification (Every 5 Years)	$ 25

LI 53010 Supplies: $400

Supplies that are specific to departments are now in each department's budget in addition to some supplies that are no longer in the Finance Department purview.
(Backup: Page 30)

Return Envelopes Price is $24.40 per box of 500	$ 25
Receipt Paper for Validator (100 @ $1.65) [Current purchase 120 rolls]	$165
Validator Ribbons (20 @ $6.66)	$135
Miscellaneous Non-Finance Supplies: Rubber Bands, Red Pens, Calendars, colored Sharpies, Pencils, Colored highlighters, Address Labels etc.	$ 75

Supplies History	*Receipt Paper*	*Validator Ribbons*
FY 2019	80	18
FY 2020	90	18
FY 2021	70	18
FY 2022	80	16
FY 2023	80	20
FY 2024	80	20
FY 2025 ytd	120	25
7 Yr Average	86	20
Most Recent Costs	$1.65	$6.66

LI 54060 Office Equipment: $0

TOWN OF WATERFORD
GENERAL FUND
Revised 2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10106 TAX COLLECTOR

LINE ITEM	DESCRIPTION	COLUMN 1 2023/2024 ACTUAL EXPENDED	COLUMN 2 2024/2025 RTM APPROP.	COLUMN 3 2024/2025 ADD'L/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/25	COLUMN 5 2025/2026 DEPT/ AGENCY REQUEST	COLUMN 6 2025/2026 APPROVED BD/COMM.	Department Request $ Increase	Department Request % Increaxe
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	86,286	89,684			90,805		1,121	1.25%
51210	CLERICAL/TECHNICAL	80,820	88,733			78,596		(10,137)	-11.42%
51810	OVERTIME	0	0			0		0	
51920	F.I.C.A	12,784	13,649			12,960		(689)	-5.05%
	SUBTOTAL	179,890	192,066	0	0	182,361	0	(9,705)	-5.05%
SERVICES									
52010	ADVERTISING	675	655			690		35	5.34%
52020	POSTAGE	6,000	8,300			11,000		2,700	32.53%
52030	PROFESSIONAL FEES	21,399	27,919			30,349		2,430	8.70%
52040	SERVICE CONT. & REPAIR	1,000	1,156			1,067		(89)	-7.70%
52050	DUES, CONF. & EDUCATION	895	1,875			1,950		75	4.00%
	SUBTOTAL	29,969	39,905	0	0	45,056	0	5,151	12.91%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	280	360			400		40	11.11%
	SUBTOTAL	280	360	0	0	400	0	40	11.11%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	210,139	232,331	0	0	227,817	0	(4,514)	-1.94%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 06 TAX COLLECTOR
2025/2026 FISCAL YEAR
From Finance

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
51010 - ELECTED OFFICIAL								
1/12/2015	TAX COLLECTOR	40	N/A	89,683.25	90,804.51	N/A	90,804.51	6,946.55
	TOTALS			89,683.25	90,804.51	0.00	90,804.51	6,946.55
51210 - CLERICAL/TECHNICAL								
06/26/2024	ACCOUNTS RECEIVABLE CLERK	35	$ 25.1073	43,615.97	45,871.10	N/A	45,871.10	3,509.14
03/09/2015	ACCOUNTS RECEIVABLE CLERK	19	$ 31.2810	29,644.56	31,024.53	N/A	31,024.53	2,373.38
07/01/2022	SEASONAL CLERICAL	*LUMP 100	$ 17.0000	1,650.00	1,700.00	N/A	1,700.00	130.05
	TOTALS			74,910.53	78,595.63	0.00	78,595.63	6,012.57
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.							0.00	0.00
TOTALS		FY25 FICA	12,591.42	164,593.79	169,400.14	0.00	169,400.14	12,959.11
BUDGET TOTAL W/F.I.C.A				177,185.21			182,359.25	

WORKDAYS 2025/2026	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 06 TAX COLLECTOR
2025/2026 FISCAL YEAR

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

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

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

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
2024-2025 FISCAL YEAR

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

DEPARTMENT: TAX COLLECTOR

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 YTD	2 Year Average	VARIANCE
			THRU 11/30		
Beach Admission Fees					
Benefit Assessments					
Bulky Waste Fees					
Conveyance Tax					
Copy Fees					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest	528,233	290,865	126,785	409,549	0
Lien Fees	3,889	2,952	1,200	3,421	0
Inter-Municipal Revenues					0
Investment Interest					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Rentals					0
Sale of Equipment/Vehicles					0
Sale of Recyclables					0
State Operational Grants					0
Tax Collections-Current Year	96,544,226	96,078,023	72,747,588	96,311,125	0
Tax Collections - Prior Year	600,349	486,706	298,040	543,528	0
Versa Kart/Blue Box Purchases					0
Miscellaneous					0
Accurint (Personal Search)					0
NSF	1,300	2,275	1,325	1,788	
UCC Lien Fee	1,652	1,340	660	1,496	
Motor Vehicle Fees	21,711	23,164	12,787	22,438	
Warrant Fees					
East Lyme Animal Control Fee					0
Eugene O'Neill Gate Receipts					0
Alarm Monitoring					0
Alarm Penalties					0
Enhanced E 9-1-1					0
Regional Communications Fees					0
					0
					0
					0
					0
TOTALS	97,701,360	96,885,325	73,188,385	97,293,343	0

Collection Statistics

FY		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
July	Real Estate	60.50%	59.20%	54.80%	55.84%	53.39%	57.62%	52.20%	59.27%	49.41%	61.16%	57.62%
	Personal Prop	98.90%	97.80%	96.60%	97.24%	88.36%	87.58%	85.01%	85.51%	86.37%	86.76%	87.05%
	Motor Vehicle	80.10%	72.70%	66.60%	69.24%	66.86%	66.19%	48.76%	66.64%	68.24%	65.20%	68.72%
	MV Supp							Covid				
	Total	70.80%	68.90%	65.40%	66.62%	62.73%	65.48%	60.42%	66.47%	60.39%	67.28%	66.18%
August	Real Estate	61.50%	61.70%	61.70%	61.81%	61.72%	61.64%	56.66%	62.59%	62.39%	65.11%	62.39%
	Personal Prop	99.30%	99.20%	99.20%	99.34%	99.51%	99.61%	96.35%	99.72%	99.24%	99.63%	98.41%
	Motor Vehicle	86.50%	86.80%	87.00%	89.29%	90.07%	88.97%	65.24%	90.41%	88.23%	88.50%	89.08%
	MV Supp											
	Total	71.90%	71.70%	71.90%	72.28%	72.45%	72.35%	67.22%	73.65%	73.75%	74.25%	73.50%
September	Real Estate	61.70%	61.90%	61.90%	62.04%	62.35%	62.33%	61.45%	63.09%	62.75%	65.29%	62.78%
	Personal Prop	99.30%	99.40%	99.60%	99.41%	99.57%	99.81%	98.86%	99.79%	99.32%	99.67%	99.82%
	Motor Vehicle	90.40%	91.10%	92.10%	92.55%	92.45%	92.06%	82.59%	93.59%	91.28%	91.75%	92.01%
	MV Supp											
	Total	72.20%	72.10%	72.30%	72.62%	73.02%	73.03%	72.01%	74.17%	74.20%	74.55%	74.28%
October	Real Estate	62.00%	62.30%	62.10%	62.22%	62.60%	62.49%	62.67%	63.59%	62.97%	65.51%	62.98%
	Personal Prop	99.40%	99.50%	99.60%	99.53%	99.61%	99.87%	99.39%	99.84%	99.90%	99.72%	99.84%
	Motor Vehicle	92.10%	93.00%	93.60%	93.55%	93.85%	93.32%	92.32%	95.34%	92.69%	93.39%	93.36%
	MV Supp											
	Total	72.50%	72.40%	72.60%	72.81%	73.27%	73.21%	73.46%	74.61%	74.56%	74.80%	74.49%
November	Real Estate	62.20%	63.00%	62.5%	62.59%	63.20%	63.24%	63.19%	63.96%	63.31%	65.91%	
	Personal Prop	99.40%	99.60%	99.7%	99.63%	99.79%	99.89%	99.45%	99.93%	99.87%	99.73%	
	Motor Vehicle	93.10%	94.80%	95.2%	94.65%	95.48%	94.95%	94.00%	95.88%	94.00%	94.25%	
	MV Supp											
	Total	72.30%	73.10%	73.0%	73.15%	73.81%	73.86%	73.92%	74.27%	74.28%	75.14%	

December	Real Estate	71.00%	71.20%	71.01%	71.19%	71.30%	72.61%	71.84%	72.54%	72.10%	73.66%
	Personal Prop	99.60%	99.60%	99.74%	99.64%	99.80%	99.89%	99.84%	99.92%	99.87%	99.76%
	Motor Vehicle	94.70%	95.90%	95.81%	95.16%	96.04%	95.65%	95.13%	96.45%	94.61%	94.69%
	MV Supp	7.60%	6.70%	0.11%	1.42%	0.57%	0.07%	0.39%	0.06%	29.00%	0.31%
	Total	78.70%	78.60%	78.57%	78.76%	79.05%	79.95%	79.61%	80.16%	80.20%	80.28%
		2015	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
January	Real Estate	97.80%	96.70%	94.51%	96.99%	96.11%	96.38%	93.21%	96.67%	96.75%	97.34%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.81%	99.89%	99.84%	99.93%	99.89%	99.76%
	Motor Vehicle	95.40%	96.30%	96.38%	96.39%	96.47%	96.20%	95.68%	97.02%	95.11%	95.23%
	MV Supp	74.40%	71.70%	66.22%	71.45%	64.83%	64.76%	58.52%	65.06%	63.64%	62.30%
	Total	98.00%	97.20%	95.67%	97.48%	96.85%	97.03%	94.80%	97.26%	97.22%	97.60%
February	Real Estate	98.50%	98.70%	98.58%	98.60%	98.55%	98.85%	95.88%	99.31%	99.08%	99.13%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.83%	99.88%	99.87%	99.93%	99.89%	99.76%
	Motor Vehicle	95.80%	96.80%	96.60%	96.63%	96.81%	96.62%	96.50%	97.40%	95.67%	95.76%
	MV Supp	79.60%	83.40%	82.40%	83.86%	83.95%	83.48%	75.09%	84.92%	82.66%	83.34%
	Total	98.60%	98.70%	98.67%	98.70%	98.70%	98.90%	96.80%	99.25%	98.97%	99.02%
March	Real Estate	98.90%	98.90%	98.84%	98.84%	99.05%	99.07%	98.53%	99.62%	99.31%	99.30%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.86%	99.89%	99.88%	99.96%	99.90%	99.78%
	Motor Vehicle	96.30%	97.40%	96.94%	97.08%	97.17%	97.14%	97.25%	97.85%	96.27%	96.27%
	MV Supp	87.40%	89.40%	87.47%	88.36%	89.18%	87.62%	84.79%	90.00%	88.82%	89.53%
	Total	98.90%	99.00%	98.90%	98.92%	99.10%	99.11%	98.73%	99.54%	99.21%	99.21%
April	Real Estate	99.10%	99.10%	98.98%	98.98%	99.23%	99.22%	99.28%	99.62%	99.45%	99.46%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.86%	99.89%	99.93%	99.93%	99.90%	99.77%
	Motor Vehicle	96.60%	97.60%	97.48%	97.39%	97.61%	97.45%	97.81%	97.83%	96.63%	96.71%
	MV Supp	89.50%	91.60%	90.98%	89.58%	91.37%	89.43%	91.06%	91.27%	90.74%	92.17%
	Total	99.00%	99.10%	99.05%	99.04%	99.26%	99.24%	99.32%	99.54%	99.33%	99.35%
May	Real Estate	99.10%	99.10%	99.15%	99.18%	99.38%	99.31%	99.58%	99.72%	99.51%	100.08%

	Personal Prop	99.60%	99.60%	99.80%	99.79%	99.92%	99.89%	99.93%	99.95%	99.90%	99.87%	
	Motor Vehicle	97.90%	97.80%	97.75%	97.94%	97.99%	97.89%	98.06%	98.26%	96.70%	97.57%	
	MV Supp	92.40%	92.30%	93.20%	92.46%	92.11%	90.91%	92.74%	92.51%	92.02%	93.23%	
	Total	99.20%	99.20%	99.21%	99.23%	99.40%	99.33%	99.56%	99.65%	99.39%	99.87%	
June	Real Estate	99.20%	99.22%	99.24%	99.45%	99.43%	99.42%	99.74%	99.74%	99.58%	100.10%	
	Personal Prop	99.70%	99.64%	99.80%	99.79%	99.92%	99.89%	99.93%	99.95%	99.90%	99.89%	
	Motor Vehicle	98.00%	98.04%	97.95%	98.09%	98.24%	98.04%	98.27%	98.45%	97.23%	97.61%	
	MV Supp	93.20%	93.12%	94.28%	93.29%	93.33%	92.30%	95.02%	93.59%	93.55%	94.09%	
	Total	99.20%	99.23%	99.29%	99.43%	99.46%	99.43%	99.69%	99.68%	99.48%	99.89%	

Alan Wilensky

From: legal <legal@theday.com>
Sent: Tuesday, October 22, 2024 10:39 AM
To: Alan Wilensky
Subject: Re: Waterford Legal Ad Budget

Thank you! I remember now, for The Times paper. Yes, you can expect the price to be very close to the same, not sure if it will be exactly the same but close.

Thank you,
Kelly

Kelly Johnson
Legal notices
The Day and Shore Publishing
Legal Line: 860-701-4410
Direct Line: 860-701-4371
legal@theday.com

From: Alan Wilensky <awilensky@waterfordct.org>
Sent: Tuesday, October 22, 2024 10:34 AM
To: legal <legal@theday.com>
Subject: RE: Waterford Legal Ad Budget

This was the latest ad that you whittled down to $109.11 each:

d01080081

Waterford Municipal Taxes
become due on July 1.

Taxes become delinquent after August 1.

Interest of 1 1/2 % will be charged on
delinquent accounts.

Taxes are payable at Waterford Town Hall

Monday-Friday 8-4

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93094	TOWN OF WATERFORD - TAX COLLECTOR	07/01/24-07/31/24

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	08/31/2024

Current	Over 30 Days	Over 60 Days	Total Balance
$218.22	$0.00	$0.00	$218.22

TOWN OF WATERFORD - TAX COLLECTOR
15 ROPE FERRY RD
15 ROPE FERRY ROAD
WATERFORD, CT 06385
United States

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

STATEMENT NUMBER
54190
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				$109.11
07/18/24	Payment		319531		-$109.11
07/04/24-07/25/24	Tax Notice	CCS	d01080081 Tax Notice	2 col X 18 Lines	$218.22

Day Credit Department	860-701-4204	Accounting Fax	860-437-7504
Community Classifieds - Toll Free	800-582-8296	Advertising Fax	860-437-8780
Day Publishing Company - Toll Free	800-542-3354	Classified Fax	860-442-5443

Billing Period	Account Number	Customer
07/01/24-07/31/24	D93094	TOWN OF WATERFORD - TAX COLLECTOR

Current Due	Over 30 Days	Over 60 Days	Total Balance
$218.22	$0.00	$0.00	$218.22

APPROVED FOR PAYMENT Advert
ACCT# 10106 - 52010
AMOUNT 218.22
FISCAL YEAR 2025
SIGNATURE [signature]
DATE 8-1-24

Payment Terms - Net End of Month A FINANCE CHARGE OF 1.5% PER MONTH ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION

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

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00160

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

Ship To/Bill To

Description of Services	Est Qty	Total
Mailing Services		
Jun - CASI certify File	1	90.00
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	20,150	2,619.50
Jun - QNest Services - QDS patented service	1	475.00
Jun - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	125.00
Jun - #10 Mailing Envelopes 24# WW - 1 sided	20,150	1,007.50
Jun - #9 Return Envelope (BRE) - 1 Sided - Color BLUE Envelope	20,150	1,057.88
Jun - 1st Class Postage - CASS Certified Rates	20,150	11,284.00
Jun - TRIFOLD BROCHURE - 8 1/2 x 11 Insert, Black Ink, Color Paper, 24lb, duplex - includes tri-fold and inserting with tax bills	20,150	2,418.00
Subtotal JUNE		19,076.88
Dec - CASI certify File	1	90.00
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,550	331.50
Dec - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit	1	60.00
Dec - #10 Envelopes 24# WW - 1 sided	2,550	127.50
Dec - #9 Return Envelope (BRE) - 1 Sided - Color envelopes	2,550	133.88
Dec - SLIP INSERT - 8 1/2 x 3 1/3 Buckslip Insert, Black Ink, GREEN Paper, 24lb, single - includes inserting with tax bills	2,550	133.88
Dec - 1st Class Postage* - CASS Certified Rates	2,550	1,428.00
Subtotal DECEMBER		2,304.76

Grand Total $21,381.64

Contact	Finance Dept
e-mail	leo@qds.biz
Phone #	2037559031 Ext 6555

Leo DiNicola, CFO - 203-910-2316 (c)

Customer Acceptance Signature: ______________________...

Print Name and Title: ______________________...

Customer Acceptance Date: ______________________...

PO #: ______________________...

Signature represents agreement to our Terms & Conditions

https://qualitydataservice-my.sharepoint.com/:b:/g/personal/gmiza_qds_biz/EVydm(QqRllsq8J16DZO3QBQRz3BDuk16SLSrF9XcGdA?e=3EnWDU

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

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00159

Name / Address

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

Ship To/Bill To

Description of Services	Est Qty	Total
Software Services		
Annual Software Support Fee - Revenue Collection Software	1	8,150.00
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service	1	3,200.00
Annual Hardware Maintenance Plan - Epson TMU675 validator	3	885.00
Serial #: J9UG002545		
Serial #: J9UF002529		
Serial #: BMLG012104		
DRaaS - Disaster recovery as a service	84	525.00
Printing Services		
Setup Charge	1	120.00
Jun - Printing and Processing RE Bills Including Banks	5,500	1,463.00
Jun - Printing and Processing MV Bills	13,400	3,564.40
Jun- Printing and Processing PP Bills	1,250	332.50
Dec - Printing and Processing MVS Bills	2,550	678.30
Book Services		
Final Posted Ratebook per CT State Statutes	3	1,764.00
Binding Final Posted Books	3	270.00
Subtotal - CONTRACTED SERVICE		20,952.20

Grand Total $20,952.20

Contact	Finance Dept
e-mail	leo@qds.biz
Phone #	2037559031 Ext 6555

Leo DiNicola, CFO - 203-910-2316 (c)

Customer Acceptance Signature: ______________________...

Print Name and Title: ______________________...

Customer Acceptance Date: ______________________...

PO #: ______________________...

Signature represents agreement to our Terms & Conditions: https://qualitydataservice-my.sharepoint.com/:b:/g/personal/gmiza_qds_biz/EVydrfQoRIIso6J16DZO3QBQRz3BDekl6SLSrfF9XcGdA?e=3EnWDU

Professional Fees Breakdown FY 2026 (QDS)

Professional Fees	FY 2026	FY 2025	Increase/Decrease	% +/-
QDS Software Support	$8,150.00	$7,925.00	$225.00	2.84%
Qsearch-Tax Bill Web Hosting	$3,200.00	$2,995.00	$205.00	6.84%
DRaaS-Cloud Service Backup	$525.00	$516.60	$8.40	1.63%
Validator Hardware Maintenance	$885.00	$750.00	$135.00	18.00%
	$12,760.00	**$12,186.60**	**$573.40**	**4.71%**
Setup Charge	$120.00	$115.00	$5.00	4.35%
June Real Estate Billing - Printing & Processing	$1,463.00	$1,375.00	$88.00	6.40%
June Motor Vehicle Bills - Printing & Processing	$3,564.40	$3,350.00	$214.40	6.40%
June Personal Property Bills - Printing & Processing	$332.50	$312.50	$20.00	6.40%
June CASI & NCOA	$90.00	$85.00	$5.00	5.88%
June Mailing Costs	$2,619.50	$2,518.75	$100.75	4.00%
June QNest	$475.00	$450.00	$25.00	5.56%
June EZ-Track USPS Tracking System	$125.00	$125.00	$0.00	0.00%
June Mailing Envelopes, Preprinted (20,150)	$1,007.50	$906.75	$100.75	11.11%
June Return Envelopes, Preprinted	$1,057.88	$957.13	$100.75	10.53%
June First Class Postage	$11,284.00	$10,075.00	$1,209.00	12.00%
June Insert (Brochure)	$2,418.00	$2,115.75	$302.25	14.29%
December CASI & NCOA	$90.00	$85.00	$5.00	5.88%
December MV Supp - Printing & Processing	$678.30	$637.50	$40.80	6.40%
December Mailing Costs	$331.50	$318.75	$12.75	4.00%
December EZ-Track USPS Tracking	$60.00	$60.00	$0.00	0.00%
December Mailing Envelopes	$127.50	$114.75	$12.75	11.11%
December Return Envelopes	$133.88	$121.13	$12.75	10.53%
December First Class Postage	$1,428.00	$1,275.00	$153.00	12.00%
December Insert (Brochure)	$133.88	$126.23	$7.65	6.06%
Final Posted Rate Books	$1,764.00	$1,764.00	$0.00	0.00%
Binding Final Posted Rate Books	$270.00	$255.00	$15.00	5.88%
				Inc/Dec
Total	**$29,573.84**	**$27,143.24**	**$2,430.60**	**8.95%**
	$42,333.84	$39,329.84	$3,004.00	**7.64%**
Billing History (# of bills per type)				
Bill Type	**Current year Est**	**GL 2023**	**GL 2022**	**GL 2021**
Real Estate	5,500	5,500	5,300	5,268
Motor Vehicle	13,400	13,400	9,300	9,300
Personal Property	1,250	1,250	1,200	1,200
Motor Vehicle Supplemental (Jan)	2,550	2,550	2,250	2,750
	22,700	22,700	18,050	18,518
	GL 2020	**GL 2019**		
	5,061	5,073		
	11,674	11,511		
	1,170	1,146		
	2,650	2,600		
	20,555	20,330		

InvoiceCloud®

Bill To: Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Invoice #: 717-2024_10
Date: 10/31/2024

Description	Item Count	Price	Total
ACH Reject Fee Submitter (Chase/Braintree) - All	1	$15.000	$15.00
Cloud Access Fee - All	1	$25.000	$25.00

Description	Item Count	Total
Encrypted Reader License Fee - All	1	$15.00
Total Amount:		$55.00
Due Date:		11/10/2024
Balance Due:		**$55.00**

*Unit Price can vary for some items. Please see the Detailed view for further breakdown.

For Service Period of 10/01/2024 through 10/31/2024

Invoice Cloud
30 Braintree Hill Office Park, Suite 303
Braintree, MA 02184
(901) 737-8686

Payment Remittance

Checks Mailed via USPS:
Invoice Cloud, Inc.
PO Box 736147
Chicago, IL 60673-6147

For ACH Payments:
Bank: JPMorgan Chase
ABA/Routing Number: 021000021
Account Number: 568037611
For Credit to: Invoice Cloud, Inc.

STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES

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

SAFETY SECURITY SERVICE DMV

Invoice

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

DATE	INVOICE #
5/21/2024	4360

DUE DATE
7/12/2024

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

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

Please return one copy of invoice with payment.

Total	$250.00
Payments/Credits	$0.00
Balance Due	$250.00

Seat Belts Do Save Lives

DMV is an equal opportunity employer operating under an approved affirmative action plan.

FOLEY

A COMPANY IN MOTION
DRIVING YOUR BUSINESS FORWARD

INVOICE

Customer ID:	0000020855
Invoice Number:	INV00000001124181
Date:	7/31/2022
Customer PO:	
Terms:	NET 28

Account:
Town of Waterford
Joyce Sauchuk
15 Rope Ferry Rd
Waterford, CT 06385 US

Sold To:
Town of Waterford
Joyce Sauchuk
15 Rope Ferry Rd
Waterford, CT 06385 US

Ship To:
Town of Waterford
Joyce Sauchuk
15 Rope Ferry Rd
Waterford, CT 06385 US

Description	Qty	Price	Amount
Packages & Addons Andrew Messina [redacted] Ordered: 7/21/ 22 Order #: 629900	1.00	$40.49	$40.49
Third Party Fees Andrew Messina [redacted] Ordered: 7/21/ 22 Order #: 629900	1.00	$18.00	$18.00
Packages & Addons Brandishea Moses [redacted] Ordered: 7/2 1/22 Order #: 629894	1.00	$40.49	$40.49
Third Party Fees Brandishea Moses [redacted] Ordered: 7/2 1/22 Order #: 629894	1.00	$18.00	$18.00
Packages & Addons Douglas Smith [redacted] Ordered: 7/18/2 2 Order #: 627023	1.00	$40.49	$40.49
Third Party Fees Douglas Smith [redacted] Ordered: 7/18/2 2 Order #: 627023	1.00	$18.00	$18.00
Packages & Addons Ernesta Krukauskaite [redacted] Ordered: 7/18/22 Order #: 627441	1.00	$40.49	$40.49
Third Party Fees Ernesta Krukauskaite [redacted] Ordered: 7/18/22 Order #: 627441	1.00	$18.00	$18.00
Packages & Addons Giovannina Fioravanti [redacted] Ordered : 7/1/22 Order #: 617665	1.00	$40.49	$40.49
Packages & Addons James Reagan [redacted] Ordered: 7/21/22 Order #: 629886	1.00	$40.49	$40.49
Third Party Fees James Reagan [redacted] Ordered: 7/21/22 Order #: 629886	1.00	$18.00	$18.00
Packages & Addons Michael Bartelli [redacted] Ordered: 7/1 3/22 Order #: 624621	1.00	$40.49	$40.49
Packages & Addons Michael Smith [redacted] Ordered: 7/21/2 2 Order #: 629171	1.00	$40.49	$40.49

Background Check

APPROVED FOR PAYMENT
ACCT# 10106-52030 Prof Fees
AMOUNT 40.49
FISCAL YEAR 2023
SIGNATURE [signature]
DATE 8-9-2022

22

CTx

Connecticut Tax Collectors Association, Inc.

Bill To:
Alan Wilensky
15 Rope Ferry Road, Waterford, CT 06385, US
awilensky@waterfordct.org

Invoice NO: 2311
January 5, 2023

INVOICE

DESCRIPTION	AMOUNT
Tax Collector Dues	$75.00
GRAND TOTAL	$75.00

NOTES:
Thank you for choosing Connecticut Tax Collectors Association, Inc.

Thank You

Please make all checks payable to: CTx
MEMBERSHIPS
For "Pay by Check" memberships, please send all checks to:
CTx c/o Fairfield Tax Office
Attn: Maeci Evans
611 Old Post Road, Fairfield, CT 06824
EVENT REGISTRATION
For "Pay by Check" registrants, please send all checks to:
CTx c/o Milford Tax Collector
Attn: Cory Gumbrewicz
70 W River St, Milford CT 06460

NEW LONDON COUNTY TAX COLLECTOR'S ASSOCIATION

Annual Dues Statement

for 2023.

2023 dues:

Member $20.00

Retired $5.00

APPROVED FOR PAYMENT Dues Coord
ACCT# 10106-52050
AMOUNT $20.00
FISCAL YEAR 2023
SIGNATURE
DATE 12/15/2022

Please make/remit payment to:
New London County Tax Collector's Ass'n
c/o Amy Snell
Stonington Tax Collector's Office
152 Elm St
Stonington, CT 06378

CONNECTICUT DELAWARE MARYLAND MASSACHUSETTS
MAINE NEW BRUNSWICK NEW HAMPSHIRE NEW JERSEY
NEW YORK NOVA SCOTIA ONTARIO PENNSYLVANIA
QUEBEC RHODE ISLAND VERMONT WASHINGTON DC

NRTCTA Membership Application

New & Renewal: July 1, 2024 – June 30, 2025

Make check payable to: NRTCTA. Send to Rosemarie Silva 4 Garfield Terrace, West Warwick, RI 02893. Questions/Phone: Rosemarie Silva (401) 827-9063 and Jo Anne Santos (401) 364-1217

Individual Membership:

Dues: US **$40.00 Active Member** (Also for Each Vendor Representative)

$5.00 Retired Member

$100.00 Subscribing Member

Your Name:

Title / Position:

E-mail:

Telephone number:

Address:

Name of Community you work for:

Associate Membership (Business / Vendors)

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

Name of Company / Organization:

Representative Name(s) /Title(s) :

E-mail:

Telephone number:

Address:

CTx
Connecticut Tax Collectors' Association

Good morning!! Please refer to the attached for a save the date for the upcoming March 2024 conference and future meetings at Aqua Turf. Below is some additional information regarding the conference.

1. The pricing increased slightly for 2024 which is as follows:

Plan A	$750	(Wednesday-Friday, all meals & single occupancy)
Plan B	600	(Wednesday-Friday, all meals & double occupancy)
Plan C	105	(Commuter-Wednesday only, Breakfast & Lunch)
Plan C	125	(Commuter-Thursday only, Breakfast & Lunch)
Plan C	40	(Commuter-Friday only, Breakfast)
Plan C	260	(Commuter all 3 days, Breakfast & Lunch)
Plan E	75	(Online-Wednesday only)
Plan E	75	(Online-Thursday only)
Plan E	25	(Online-Friday only)
Plan E	155	(Online-all 3 days)
	100	(Wednesday night dinner & Entertainment)
	150	(Banquet Dinner Thursday night)
	145	(Additional night's room)

The above pricing will remain in effect for the 2025 conference.

OPTIONS :

PLAN A: "SINGLE": Single Occupancy, member, entire conference - Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night potluck, 3 breakfasts, 2 lunches, dinner Tuesday) - **Early bird (by 7/15) = $800 per person. OR: $900 per person (7/16 through 8/21/23)** (one member only in the room).

PLAN B: "DOUBLE": Double Occupancy, member, entire conference - Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night potluck, 3 breakfasts, 2 lunches, dinner Tuesday) - **Early bird (by 7/15) = $550 per person. OR: $650 per person (7/16 through 8/21/23)** (two NRTCTA members sharing one guestroom. *** VALUE !! * Also : if you are interested in similar rates for 3 or 4 in a room - reach out to us.**

PLAN C: "GUEST": Non member guest, sharing a room with a NRTCTA member: **$300 per person** (for example, spouse or guest. You [member] register under Plan A; your spouse registers under Plan C. All conference meals and functions including the Sunday night potluck, and the Tuesday night dinner are included for both of you under Plan A (you) & Plan C (guest). No early bird pricing for this plan.

PLAN D: "COMMUTER - CONFERENCE": Commuter Plan: **NO LODGING - Meals Only** - entire conference. **Early bird (by 7/15) = $300 per person. OR: $365 per person (7/16 through 8/21/23).** All conference meals included (3 breakfasts, 2 lunches, Sunday night potluck, and the Tuesday night dinner) included.

PLAN E: "EXTRA NIGHTS": Additional Night's Lodging: **$180 per night** (before, or after) - subject to availability . No early bird pricing.

PLAN T: "THEMED DINNER": Tuesday night dinner (if purchased separately): **$100 per person.** No early bird pricing.

PLAN O: "ONE DAY COMMUTER": ONE DAY COMMUTER: MONDAY **$155; TUESDAY $135;** or WEDNESDAY: **$90 per day per person.** Includes breakfast and lunch. Specify day. No early bird pricing.

PLAN V: "VENDOR" / EXHIBITOR TABLE: $250. ** VALUE DEAL! ** Monday, Tuesday, Wednesday morning exhibits. The vendor exhibition cost is IN ADDITION TO your registration costs (above). No early bird pricing.

Children: There is a charge for childrens' meals, and for children lodging with you. Please contact Lisa Biagiarelli at lbiagiar@norwalkct.gov with questions.

Hotel policies, in brief: Atlantic Sands Hotel & Conference Center | Terms & Conditions | Rehoboth

Pets: Facility makes no allowance for pets or emotional support animals.

Smoking: The entire facility is non-smoking. Smoking is prohibited in all areas, including guest rooms, banquet spaces, restaurants, hallways, lobbies, restrooms, and on balconies.

Parking: complimentary on-site parking for one vehicle per room reservation; first come first served. **Check in:** 4 pm. **Check out:** 11 am. It is up to commuters or other day guests to secure public parking.

Other occupants: The hotel has a policy of charging for other adults and children being in the room with you even if they are not attending the event. Please reach out to Lisa B. in advance with any questions.

CTx

INVOICE

Aqua Turf Registration

Attendee Information

Invoice #
AT-00817

Name
Alan Wilensky

Title
Tax Collector

City/Town Represented
Waterford

Email
awilensky@waterfordct.org

Phone
(860) 444-5815

Are you a Dues Paying CTx Member?
Yes

Meal Selection

If applicable, any dietary restrictions?

Check Out

Payment Option
Pay By Check

Order

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

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

State of Connecticut Certified Connecticut Municipal Collector Committee (CCMC)

APPLICATION FOR RECERTIFICATION AS A CONNECTICUT MUNICIPAL COLLECTOR

All applications must be accompanied by a check in the amount of $25.00 made payable to the: CCMC Committee.

NAME OF APPLICANT (Last) (First) (MI.)	BUSINESS TELEPHONE	HOME TELEPHONE
ADDRESS (Number and Street)		CCMC CERTIFICATE #
CITY STATE	ZIP CODE	EMAIL ADDRESS

Return To:
Lisa Madden, Clerk,
CCMC Committee,
c/o Town of Windham
979 Main Street,
Willimantic, CT 06226.
lisamaddenccmc@gmail.com

Include proof of program completion for each Program listed below & total all pages. **USE ADDITIONAL PAGES IF NECESSARY.**

Program Title	*Date(s) of Program*	*Provider/School*	*Topics Covered*	*Number of Hours*
			Total Hours	

1

I hereby certify that the information contained on this form and included documentation is true, accurate and valid.

Signature: ______________________ Date: ______________

Printed or Typed Name: ______________________

29

Alan Wilensky

From: Alan Wilensky
Sent: Tuesday, June 11, 2024 9:30 AM
To: Shea Davy
Subject: RE: Supplies -FY25

Supply List-Finance Dept: (with previous Staples Item #)
3 boxes – 3 Tab File Folders (541077)
1 box – Yellow Highlighters (65550 Bic Briteliner)
1 box- Sharpies Black (No history)
1 box – Sharpies Blue (No history)
2 – Staplers (No specific preference, not too plastic)

Tax Collector's Budget: Line 10106-53010
80 rolls – Staples Carbonless Paper Roll (53010) Last price: $1.65/roll
15 – Epson Ribbon Black ERC 32B (E65090) Last price $6.89/unit on regular Staples, Staples Advantage price is $9.07
1 pack –Staples Economy #33 Rubber Bands (28619-CC) Last Price $2.77
1 pack – Staples Economy #16 Rubber Bands (28616-CC) Last Price $2.90
1 pack – Avery Neon Pink Address Labels (5970) $14.28
1 box – Staples Gummed #1 Currency Envelope (19726/19301) $8.34
1 box – Uniball Gel Grip Medium point blue (65451) $10.86

Sub total: 274.50

Blue Pens

Alan Wilensky, CCMC
Certified CT Municipal Collector
Waterford Tax Collector
Past President, Connecticut Tax Collectors' Association (CTx)
860-444-5815
awilensky@waterfordct.org

Town of Waterford CONNECTICUT

Good morning everyone,

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10109 TOWN CLERK

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request % Increase	Department Request $ Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	94,079	95,622		49,460	96,817	1.25%	1,195	96,817	1,195	1.25%
51110	ADMINISTRATION	71,439	73,477		38,541	75,716	3.05%	2,239	75,716	2,239	3.05%
51210	CLERICAL/TECHNICAL	42,867	45,797		26,619	48,659	6.25%	2,862	48,659	2,862	6.25%
51810	OVERTIME	0	100		0	100	0.00%	0	100	-	0.00%
51920	F.I.C.A	14,705	16,448		7,793	16,929	2.92%	481	16,929	481	2.92%
	SUBTOTAL	223,090	231,444	0	122,413	238,221	2.93%	6,777	238,221	6,777	2.93%
SERVICES											
52010	ADVERTISING	1,599	1,400		565	1,600	14.29%	200	1,600	200	14.29%
52020	POSTAGE	2,867	2,700		1,264	2,700	0.00%	0	2,700	-	0.00%
52030	PROFESSIONAL FEES	0	180		8	180	0.00%	0	180	-	0.00%
52050	DUES, CONF. & EDUCATION	850	925		650	1,400	51.35%	475	1,400	475	51.35%
52180	VITAL STATISTICS	0	50		0	0	-100.00%	(50)	0	(50)	-100.00%
52510	RENTAL OF EQUIPMENT	21,489	26,000		26,000	26,000	0.00%	0	26,000	-	0.00%
	SUBTOTAL	26,805	31,255	0	28,487	31,880	2.00%	625	31,880	625	2.00%
MATERIALS & SUPPLIES											
53270	ORDINANCES	1,222	750		463	1,000	33.33%	250	1,000	250	33.33%
53280	ELECTION MATERIALS	1,254	1,400		1,020	1,200	-14.29%	(200)	1,200	(200)	-14.29%
	SUBTOTAL	2,476	2,150	0	1,483	2,200	0.00%	50	2,200	50	2.33%
OFFICE EQUIPMENT											
54060	OFFICE EQUIPMENT	0	0		0	0	0.00%	0	0	-	0.00%
	SUBTOTAL	0	0	0	0	0	0.00%	0	0	-	0.00%
DEPARTMENT TOTAL		252,371	264,849	0	152,383	272,301	2.81%	7,452	272,301	7,452	2.81%

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: TOWN CLERK

To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 12, 2024

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2025/2026 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

My intention is to be as accurate and transparent as possible. If you have any questions, require additional information or wish to review this budget in part or in its entirety, please feel free to contact me before the Board of Selectmen meeting in February of 2025.

David L. Campo, CCTC
Waterford Town Clerk

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: TOWN CLERK

INDEX

BUDGET FUNCTION

The primary duties of the Town Clerk's Department include but not limited to records retention and preservation, vital statistics, FOI request management, board and commission membership tracking, land recordings, and licensing (fishing, hunting, canine, shell fishing and marriage). A variety of oaths are administered by the department. Supervision of elections, primaries and referenda continue to be a primary responsibility, being ever mindful of changes to election law and procedure. The office is a designated repository for many filings as well as board and commission minutes. The Town Clerk often acts as the initial contact to the public whether it is by phone, email or in person. Town Charter requires the town clerk to act as secretary and clerk to the Representative Town Meeting. Statutory requirements of this office continue to change and grow. Please find the General Statutes of Connecticut Index covering the Town Clerk included in the back of this budget packet.

FY2025 BUDGET SUMMARY

The Town Clerk's budget is completed in a zero-based budgeting format. All items are reviewed for appropriateness annually. The Operating Budget for FY26 is submitted for your review in the amount of $272,301. This represents an increase of 2.81%. The primary reason for the increase is due to an increase to the personnel line due to negotiated contracts.

LI 52510, the contract with Avenu, is by far and away the biggest outlay after personnel costs. It is important to understand that this expenditure is primarily a function of the number of instruments recorded. The revenues generated as a result of this expenditure justify the expense. This year revenues for FY24 came in at in at $465,378. The number of recordings in any given year is subject to the vagaries of the marketplace, home sales, development, interest rates, foreclosures, etc. Avenu charges $1,590 per month for unlimited recording and equipment/software support. Additional benefits and charges include index verification, microfilming, fraud alert, dog licening, and survey maps. Given the package of services provided (see detailed breakdown in backup material), the cost is still well worth it.

To illustrate a typical recording today, take for example, a 15-page mortgage: total recording fee is $130.00 ($60 for the first page and $70 for the remaining 14 pages @$5/page). Out of the $130, $2 to town clerk's document preservation revenue fund; $8 to State Library preservation fund (from which the town clerk's office is eligible for an annual grant); $36 to the State Treasurer (land protection, affordable housing and historic preservation); $1 to a town clerk revenue fund; and $3 to a town revenue fund for capital improvement projects. The remaining $80 goes directly into the town's general fund.

It is worth noting that this office did not collect fees for 136 recordings from the Tax Collector. Nor were fees collected for 32 recordings by the Town Attorney/Assessor on behalf of the town.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY24 totaled $465,378 and actual expenditures totaled $252,371. A net income for the town was realized in the amount of $213,007. The decrease from the year before was expected. Moving forward I expect numbers to be similar to pre-pandemic levels.

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to $0. We have moved land records to an online format, while still maintaining hard copies. The records are easily maintained and distributed creating a user friendly town clerk's office. We now go back to 1987 and will be another one to two years back by the end of FY25. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The clerk often scans documents during slow periods or on his day off. The approved activities are defined in CGS 11-8j (attached). Also pursuant to CGS 7-34a(d) is the Historic Documents Preservation Program administered by the Public Records Administrator. Annual grants range between $3,000 and $5,500. The most recent grant was approved, in the amount of $5,500. The use of these funds is summarized at the end of the budget packet.

Looking ahead, the clerk's office will continue to run lean. I foresee no need for personnel changes in the future, but remain curious how AI and other technology may affect our workload. I expect the next land record system will go to a cloud based system. I foresee capital needs (Vault shelving) in the near future, but I would accommodate these through grants or Historic Document Funds.

BUDGET EXPLANATION BY CATEGORY

PERSONNEL COSTS (51000 Series) **$238,221 2.9%**

An increase due to negotiated contracts. The Town and currently working under negotiated contracts with 1303 and GGA. The elected officials (Town Clerk) rate increased slightly.

SERVICES (52000 Series)

10109-52010: ADVERTISING **$1,600 14.3%**

Advertising is mandated by State Statute/Town Charter and Ordinances. Legal notices, primarily election/primary related. Additionally, a legal ad will be placed to notify the townspeople that the annual audit/budget is available for view. Any additional nominal advertising needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.
Expenditures from Revenue Funds: FY24: $1,091 FY23: $0; FY22: $476; FY21: $0; FY20: $307

PAST YEARS EXP. FY24: $1,599; FY23: $745; FY22: $1299; FY21: $0 (COVID); FY20: $1299; FY19: $1554; FY18: $1,264; FY17: $363; FY16: $1,140

10109-52020: POSTAGE **$2700 0%**

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the decrease is the expectation that absentee ballots will be down due to the excitement over early voting which is a function of the Registrar of Voters. In the event that absentee ballots are greater than expected I have grant funds available from 2022. We will continue to use email and interoffice mail whenever appropriate. Any additional nominal postage needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY24: $2,867; FY23: 2499; FY22: $3245; FY21: 3315; FY20: $2556; FY19: $2592 FY18: $2,417; FY17: $2,892; FY16: $2,626; FY15: $2,633.

10109-52030: PROFESSIONAL FEES **$180 %0**

This includes credit card processing. All other professional fees that may arise such as costs of off-site storage of original records, Info Shred LLC Storage, microfilming and microfilm storage, uploading the land records to US Land Records, CD tag and link of survey maps, website updates, microfilming and scanning of maps, OnBoard - commission and board membership tracking software, and like activities. Rough estimate: $12,100. These items will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Request the Line Item remain open, however.
Expenditures from Revenue Funds: FY24: $3,875; FY23: $10,807; FY22: $11,563; FY21: $11,514; FY20: $9,685; FY19: $9,594; FY18: $10,341; FY17: $3,915

PAST YEARS EXP. FY24: $0 FY23: $0 FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $231; FY14: $0

10109-52040: SERVICE CONTRACTS & REPAIR **$0 0%**

Ricoh copier contract, time stamp, vault service, and like activities will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of the two Revenue Funds. Rough estimate: $2,900. Request the Line Item remain open, however.
Expenditures from Revenue Funds: FY24: $3,029; FY23: $1,160; FY22: $1223; FY21: $1,678; FY20: $1,672; FY19: 1,745; FY18: $3,545; FY17: $2,683

PAST YEARS EXPENDITURES. FY24: $0 FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $506.

10109-52050: DUES, CONFERENCES, AND EDUCATION **$1400 51.4%**

Education and networking will be a focus of this department. Increases have occurred for conferences and training. My Deputy and I both hold the Connecticut Town Clerk Certification. Certifications were completed in the minimum time allowed and my new assistant continues her education towards her certification. This amount covers Connecticut Town Clerk, County Town Clerk's and International Association dues, classes and conferences. Additional classes, conferences, accommodations or dues will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.
Expenditures from Revenue Funds: FY24: $400; FY23: $717; FY22: $345; FY21: $0; FY20: $0; FY19: $0; FY18: $100; FY17: $810

PAST YEARS EXP. FY24: $850 FY23: $850; FY22: $850; FY21: $610; FY20: 675; FY19: 680; FY18: $850; FY17: $0; FY16: $0; FY15: $280.

10109-52060: PRINTING **$0 0%**

Dog license notices, color copies, tag envelopes, tags (Dept. of Agriculture), and all other printing projects will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Estimate: $250. Some savings may be realized with in-house printing.
Expenditures from Revenue Funds: FY24: $120 FY23: $133; FY22: $216; FY21: $187; FY20: $84; FY19: $176; FY18: $190; FY17: $211

PAST YEARS EXP. FY24 $0; FY23: $0; FY22 $0; FY21 $0; FY20 $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $221.

10109-52070: REIMBURSABLE EXPENSES **$0 0%**

Primarily, this includes mileage attending conferences, accommodations, seminars, county meetings, court appearances, town clerk school, postage, refreshments and other necessities for town functions. etc. [CGS 9-6]. If required it will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds or against the associated line. Rough estimate: $300. Request the Line Item remain open, however.

PAST YEARS EXPENDITURES. FY24: $0; FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0 FY18: $0; FY17: $0; FY16: $75; FY15: $54.

10109-52180: VITAL STATISTICS **$0 0%**

Payments to other CT towns for receipt of certified copies of marriages that occurred outside of Waterford. If required it will be paid for out of Line Item 101-21036 [CGS 7-34a(d)].
Expenditures from Revenue Funds: FY24: $0; FY23: $0 FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $42; FY17: $278.

PAST YEARS EXP. FY24: $0 FY23: $0; FY22: $28; FY21: $238; FY20 $250 FY19: $228; FY18: $250; FY17: $0; FY16: $0; FY15: $480.

10109-52510: RENTAL OF EQUIPMENT **$26,000 0%**

Contract with Avenu with optical imaging of Land Records which includes equipment and service, training, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, fraud alert, microfilming of land records and storage, and associated supplies will be paid for out of this Line. The proposed budget request of $26,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at $4.55/unit price at this time, but an increase is expected (i.e., per recording). Any additional nominal Rental of Equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.
PAST YEARS EXP. FY24: $21,489; FY23: $21,198; FY22: $25,155; FY21 $27,696; FY20: $21,098; FY19: $20,299; FY18: $24,072; FY17: 26,292; FY16: $31,670; FY15: $29,060

TOTAL SERVICES (52000 SERIES) **TOTAL $31,880 2%**
FY25 Approved budget amount of $31,255

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES **$0 0%**

Materials of a non-standard nature, including labels, specialty envelopes, toner, binders, specialty stamps, archival paper, etc., will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate (including Other Supplies below): $1,900. Request the Line Item remain open, however.
Expenditures from Revenue Funds: FY24: 1,573; FY23: 1,617; FY22: 1585; FY21: 2,056; FY20: $1505; FY19: $1048; FY18: $1,607; FY17: $1,951.

PAST YEARS EXP. FY24: $0; FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $174

10109-53020: OTHER SUPPLIES **$0 0%**

Miscellaneous items will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate included in Office Supplies above (LI 53010).

PAST YEARS EXPENDITURES. FY24: $0; FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY 17: $0; FY16: $21; FY15: $58

10109-53270: ORDINANCES **$1000 33.3%**

Publication of supplements to the Waterford Code of Ordinances required by CGS 7-148a, by Municipal Code Corporation, including annual internet maintenance/storage fee, administration fee, annual supplement, code online info base supplement, online updates during year, and shipping. I have budgeted for $250 towards fees and an additional estimate of $250 per projected change. The online hosting fee ($700) previously paid out of this line will be accounted for under IT. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.
Expenditures from Revenue Funds: FY24: $0; FY23: $30; FY22: $0; FY21: $250; FY20: $0; FY19: $100 FY18: $0; FY17: $1,560

PAST YEARS EXP FY24: $1222; FY23 $1422; FY22: $1159; FY21: $1450; FY20: $1621; FY19:$1849 FY18; $1,135; FY17: $0; FY16: $0; FY15: $1,285.

10109-53280: ELECTION SUPPLIES **$1200 -14.3%**

This LI is solely for absentee ballots and election supplies. Presidential elections are the most expensive. Municipals are the least expensive. The voter has become more comfortable with the absentee system and campaigns continue to urge voters to vote early by absentee. Because of this. The Registrars of Voters pay for poll ballots. At this time, it is unknown how no excuse absentee voting may affect this cost.

PAST YEARS EXPENDITURES. FY24: $1,254; FY23: $268; FY22: $1049; FY21: $0; FY20: $421; FY19: $1341 FY18: $462 FY17 $1,097; FY16: $1,378; FY15 $780

TOTAL MATERIAL & SUPPLIES (53000 Series) **TOTAL $2,200 2.3%**
FY24 Approved budget amount of $2,150

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT **$0 0%**

The Town Clerk's office is the most public of all the offices in Town Hall. Any additional equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds or through a grant.

PAST YEARS EXP. FY24: $0; FY23: $0; FY22: $0; FY21: $1890; FY20: $0; FY19 $0; FY18: $4,603; FY17: $0; FY16: $0; FY15: $0.

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10109 TOWN CLERK

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request % Increase	Department Request $ Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	94,079	95,622			96,817		1.25%	1,195
51110	ADMINISTRATION	71,439	73,477			75,716		3.05%	2,239
51210	CLERICAL/TECHNICAL	42,867	45,797			48,659		6.25%	2,862
51810	OVERTIME	0	100			100		0.00%	0
51920	F.I.C.A	14,705	16,448			16,929		2.92%	481
	SUBTOTAL	**223,090**	**231,444**	**0**	**0**	**238,221**	**0**	**2.93%**	**6,777**
SERVICES									
52010	ADVERTISING	1,599	1,400			1,600		14.29%	200
52020	POSTAGE	2,867	2,700			2,700		0.00%	0
52030	PROFESSIONAL FEES	0	180			180		0.00%	0
52050	DUES, CONF. & EDUCATION	850	925			1,400		51.35%	475
52180	VITAL STATISTICS	0	50			0		-100.00%	(50)
52510	RENTAL OF EQUIPMENT	21,489	26,000			26,000		0.00%	0
	SUBTOTAL	**26,805**	**31,255**	**0**	**0**	**31,880**	**0**	**2.00%**	**625**
MATERIALS & SUPPLIES									
53270	ORDINANCES	1,222	750			1,000		33.33%	250
53280	ELECTION MATERIALS	1,254	1,400			1,200		-14.29%	(200)
	SUBTOTAL	**2,476**	**2,150**	**0**	**0**	**2,200**	**0**	**2.13%**	**50**
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0		0	0	0	0.00%	0
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**	**0**
DEPARTMENT TOTAL		**252,371**	**264,849**	**0**	**0**	**272,301**	**0**	**2.81%**	**7,452**

TOWN OF WATERFORD
TOWN CLERK
7 YEAR LOOK BACK

DEPT/AGENCY: 10109 TOWN CLERK

LINE ITEM	DESCRIPTION	2023/2024 ORIGINAL BUDGET	2023/2024 ACTUAL EXPENDED	2022/2023 ORIGINAL BUDGET	2022/2023 ACTUAL EXPENDED	2021/2022 ORIGINAL BUDGET	2021/2022 ACTUAL EXPENDED	2020/2021 ORIGINAL BUDGET	2020/2021 ACTUAL EXPENDED	2019/2020 ORIGINAL BUDGET	2019/2020 ACTUAL EXPENDED	2018/2019 ORIGINAL BUDGET	2018/2019 ACTUAL EXPENDED	2017/2018 ORIGINAL BUDGET	2017/2018 ACTUAL EXPENDED
PERSONNEL COSTS															
51010	ELECTED OFFICIALS	93,033	94,079	92,707	93,391	92,707	92,352	90,908	91,269	89,300	89,987	87,122	87,121	85,413	85,413
51110	ADMINISTRATION	68,005	71,439	79,084	109,882	73,966	77,042	73,307	75,359	73,307	73,966	71,518	71,518	66,673	69,431
51210	CLERICAL/TECHNICAL	42,879	42,867	54,759	39,386	54,957	54,481	51,720	53,854	51,720	52,166	48,627	50,629	48,877	49,615
51810	OVERTIME	100	0	100	0	100	0	100	0	100	0	100	0	100	0
51920	F.I.C.A	15,608	14,705	17,339	17,242	16,962	15,505	16,527	15,348	16,405	15,181	15,864	14,903	15,374	14,812
	SUBTOTAL	219,625	223,090	243,989	259,901	238,692	239,379	232,562	235,830	230,832	231,300	223,231	224,171	216,337	219,270
SERVICES															
52010	ADVERTISING	1,600	1,599	1,300	745	1,300	1,299	1,000		1,300	1,299	1,200	1,554	1,300	1,264
52020	POSTAGE	3,200	2,867	2,500	2,499	2,500	3,245	2,900	3,315	2,600	2,556	2,900	2,592	2,400	2,417
52030	PROFESSIONAL FEES	0	0	1	0	1	0	1	0	1	0	1	0	1	0
52040	SERVICE CONT. & REPAIR	0	0	1	0	1	0	1	0	1	0	1	0	1	0
52050	DUES, CONF. & EDUCATION	850	850	850	850	850	850	850	610	850	675	850	680	850	850
52060	PRINTING	0	0	0	0	1	0	1	0	1	0	1	0	1	0
52070	REIMBURSABLE EXPENSE	0	0	0	0	1	0	1	0	1	0	1	0	1	0
52180	VITAL STATISTICS	100	0	250	0	250	28	250	238	250	250	250	228	250	250
52510	RENTAL OF EQUIPMENT	24,000	21,489	24,000	21,198	24,000	25,155	25,000	27,696	27,000	27,000	29,000	20,299	29,000	24,071
	SUBTOTAL	29,750	26,805	28,900	25,292	28,904	30,577	30,004	31,859	32,004	31,780	34,204	25,353	33,804	28,852
MATERIALS & SUPPLIES															
53010	OFFICE SUPPLIES	0	0	0	0	1	0	1	0	1	0	1	0	1	0
53020	OTHER SUPPLIES	0	0	0	0	1	0	1	0	1	0	1	0	1	0
53270	ORDINANCES	1,450	1,222	1,450	1,422	1,450	1,159	1,450	1,450	1,850	1,621	1,850	1,849	2,200	1,135
53280	ELECTION MATERIALS	1,400	1,254	1,400	268	700	1,049	1,400	0	1,000	491	1,000	1,341	700	462
53290	MICROFILM SUPPLIES	0	0	0	0	1	0	1	0	1	0	1	0	1	0
	SUBTOTAL	2,850	2,476	2,850	1,690	2,153	2,208	2,853	1,450	2,853	2,112	2,853	3,190	2,903	1,597
OFFICE EQUIPMENT															
54060	OFFICE EQUIPMENT	0	0	0	0	1	0	1,890	1,890	1	0	1	0	4,620	4,603
	SUBTOTAL	0	0	0	0	1	0	1,890	1,890	1	0	1	0	4,620	4,603
DEPARTMENT TOTAL		252,225	252,371	275,539	286,833	269,750	272,164	267,309	271,029	265,690	265,192	260,289	252,714	257,664	254,322

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 09 TOWN CLERK
2025/2026 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	LONGEVITY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	LINE 51920 PAYROLL TAXES (F.IC.A)
51010 - ELECTED OFFICIAL									
1/4/2016	TOWN CLERK	40	N/A	95,622.05	N/A	96,817.43	N/A	96,817.43	7,406.53
	TOTALS			95,622.05	0.00	96,817.43	0.00	96,817.43	7,406.53
51110 - ADMINISTRATION									
01/17/06	DEPUTY TOWN CLERK	35	N/A	72,420.63	$ 1,484.62	74,231.14	$ 1,484.62	75,715.76	5,792.26
	TOTALS			72,420.63	1,484.62	74,231.14	1,484.62	75,715.76	5,792.26
		*add longevity		73,905.25					
51210 - CLERICAL/TECHNICAL									
10/03/22	ADMINISTRATIVE ASSISTANT I	35	$ 26.6334	45,796.68	$ -	48,659.30	$ -	48,659.30	3,722.44
	TOTALS			45,796.68	0.00	48,659.30	0.00	48,659.30	3,722.44
51810 - OVERTIME				100.00	100.00		100.00	100.00	7.65
51910 - FRINGE/F.I.C.A.								0.00	0.00
TOTALS		FY25 FICA	16,479.93	215,423.97	1,584.62	219,707.87	1,584.62	221,292.49	16,928.88
BUDGET TOTAL W/F.I.C.A				231,903.91				238,221.37	

WORKDAYS 2025/2026	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 09 TOWN CLERK
2025/2026 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.IC.A)
	$ -		0.00	0
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			0.00	0.00

***ADDED TO FICA ON
PERSONNEL WORKSHEET

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP		TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND								
10109 TOWN CLERK								
51010 ELECTED OFFICIALS								
10109 51010	93,033.00	ELECTED OFFICIALS	1,050.00	94,083.00	94,079.37	0.00	3.63	100.0%
51110 ADMINISTRATION								
10109 51110	68,005.00	ADMINISTRATION	3,441.00	71,446.00	71,439.36	0.00	6.64	100.0%
51210 CLERICAL AND TECHNICAL								
10109 51210	42,879.00	CLERICAL AND TECHNICAL	0.00	42,879.00	42,866.55	0.00	12.45	100.0%
51810 OVERTIME								
10109 51810	100.00	OVERTIME	0.00	100.00	0.00	0.00	100.00	.0%
51920 F.I.C.A.								
10109 51920	15,608.00	F.I.C.A.	0.00	15,608.00	14,704.73	0.00	903.27	94.2%
52010 ADVERTISING								
10109 52010	1,600.00	ADVERTISING	0.00	1,600.00	1,599.44	0.00	0.56	100.0%
52020 POSTAGE								
10109 52020	3,200.00	POSTAGE	0.00	3,200.00	2,867.19	0.00	332.81	89.6%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52050 DUES CONFER							
10109 52050 DUES, CONFERENCES & EDUCAT	850.00	0.00	850.00	850.00	0.00	0.00	100.0%
52180 VITAL STATISTICS							
10109 52180 VITAL STATISTICS	100.00	0.00	100.00	0.00	0.00	100.00	.0%
52510 RENTAL OF EQUIPMENT							
10109 52510 RENTAL OF EQUIPMENT	24,000.00	0.00	24,000.00	21,489.25	0.00	2,510.75	89.5%
53270 ORDINANCES							
10109 53270 ORDINANCES	1,450.00	0.00	1,450.00	1,222.30	0.00	227.70	84.3%
53280 ELECTION MATERIALS							
10109 53280 ELECTION MATERIALS	1,400.00	0.00	1,400.00	1,253.59	0.00	146.41	89.5%
GRAND TOTAL	252,225.00	4,491.00	256,716.00	252,371.78	0.00	4,344.22	98.3%

** END OF REPORT - Generated by David Campo **

ACCOUNT PER		ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
* 1			114 GCR	7/5/2023	070523 T CLERK 070323 ERX		$ -	$ 2.00	$ (2.00)	
* 1			188 GCR	7/7/2023	TC 070623 ERX		$ -	$ 4.00	$ (6.00)	
* 1			235 GCR	7/10/2023	TCLERK 071023 ERX		$ -	$ 4.00	$ (10.00)	
* 1			236 GCR	7/11/2023	TCLERK 071023 EPX		$ -	$ 2.00	$ (12.00)	
* 1			240 GCR	7/13/2023	TCLERK 0703-070723		$ -	$ 50.00	$ (62.00)	
* 1			240 GCR	7/13/2023	TCLERK 071223 ERX		$ -	$ 10.00	$ (72.00)	
* 1			243 GCR	7/14/2023	TCLERK 071323 ERX		$ -	$ 10.00	$ (82.00)	
* 1			244 GCR	7/17/2023	TCLERK 071423 ERX		$ -	$ 6.00	$ (88.00)	
* 1			253 GCR	7/18/2023	TCLERK 071723 ERX		$ -	$ 10.00	$ (98.00)	
* 1			270 GCR	7/19/2023	TCLERK 071823 ERX		$ -	$ 6.00	$ (104.00)	
* 1			326 GCR	7/21/2023	TCLERK 072023 ERX		$ -	$ 2.00	$ (106.00)	
* 1			339 GCR	7/20/2023	TCLERK 0710-071423		$ -	$ 76.00	$ (182.00)	
* 1			339 GCR	7/20/2023	TCLERK 071923 ERX		$ -	$ 2.00	$ (184.00)	
* 1			424 GCR	7/24/2023	TCLERK 072123 ERX		$ -	$ 10.00	$ (194.00)	
* 1			451 GCR	7/26/2023	TCLERK 0717-072123		$ -	$ 104.00	$ (298.00)	
* 1			451 GCR	7/26/2023	TCLERK 072523 ERX		$ -	$ 4.00	$ (302.00)	
* 1			452 GCR	7/27/2023	TCLERK 072623 ERX		$ -	$ 6.00	$ (308.00)	
* 1			453 GCR	7/31/2023	TCLERK 072823 ERX		$ -	$ 8.00	$ (316.00)	
* 1			456 GCR	7/28/2023	TCLERK 073123 IRS ACH		$ -	$ 2.00	$ (318.00)	
* 1			456 GCR	7/28/2023	TCLERK 072723 ERX		$ -	$ 12.00	$ (330.00)	
* 1			457 GCR	7/31/2023	TCLERK 0724-073123 DIT 08022		$ -	$ 74.00	$ (404.00)	
* 1			471 GCR	7/31/2023	TCLERK EPX FEE JULY 080123		$ 7.95	$ -	$ (396.05)	
* 1			471 GCR	7/31/2023	TCLERK 073123 IRS DEP 080123		$ -	$ 2.00	$ (398.05)	
* 1			471 GCR	7/31/2023	TCLERK 073123 ERX DEP 080123		$ -	$ 6.00	$ (404.05)	
* 2			17 API	8/4/2023	001852 59031 ADKINS PRINTING		$ 839.68	$ -	$ 435.63	
* 2			37 GCR	8/2/2023	TCLERK 080123 ERX		$ -	$ 6.00	$ 429.63	
* 2			73 GCR	8/3/2023	TCLERK 080223 ERX		$ -	$ 2.00	$ 427.63	
* 2			73 GCR	8/3/2023	TCLERK 080223 EPX		$ -	$ 2.00	$ 425.63	
* 2			74 GCR	8/4/2023	TCLERK 080323 ERX		$ -	$ 2.00	$ 423.63	
* 2			78 GCR	8/7/2023	TCLERK 080423 ERX		$ -	$ 2.00	$ 421.63	
* 2			110 GCR	8/8/2023	TCLERK 080723 ERX		$ -	$ 2.00	$ 419.63	
* 2			125 GCR	8/10/2023	TCLERK 0801-080423		$ -	$ 60.00	$ 359.63	
* 2			125 GCR	8/10/2023	TCLERK 080923 ERX		$ -	$ 4.00	$ 355.63	
* 2			137 GCR	8/9/2023	TCLERK 080823 ERX		$ -	$ 14.00	$ 341.63	
* 2			144 GCR	8/15/2023	TCLERK 081423 ERX		$ -	$ 8.00	$ 333.63	
* 2			149 GCR	8/21/2023	TCLERK 081823 ERX		$ -	$ 10.00	$ 323.63	
* 2			158 GCR	8/18/2023	TCLERK 081723 ERX		$ -	$ 2.00	$ 321.63	
* 2			165 GCR	8/22/2023	TCLERK 082123 ERX		$ -	$ 6.00	$ 315.63	
* 2			166 GCR	8/16/2023	TCLERK 0807-081123		$ -	$ 98.00	$ 217.63	
* 2			166 GCR	8/16/2023	TCLERK 081523 EPX		$ -	$ 2.00	$ 215.63	
* 2			166 GCR	8/16/2023	TCLERK 081523 ERX		$ -	$ 14.00	$ 201.63	
* 2			191 GCR	8/23/2023	TCLERK 0814-081823		$ -	$ 74.00	$ 127.63	

ACCOUNT / PER	ACCOUNT NAME / JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036 HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
* 2	191	GCR	8/23/2023	TCLERK 082223 EPX		$ -	$ 2.00	$ 125.63	
* 2	200	GCR	8/25/2023	TCLERK 082423 ERX		$ -	$ 14.00	$ 111.63	
* 2	201	GCR	8/28/2023	TCLERK 082523 ERX		$ -	$ 6.00	$ 105.63	
* 2	279	GCR	8/30/2023	TCLERK 0821-082523		$ -	$ 68.00	$ 37.63	
* 2	279	GCR	8/30/2023	TCLERK 082923 ERX		$ -	$ 6.00	$ 31.63	
* 2	289	GCR	8/31/2023	TCLERK 083023 ERX		$ -	$ 4.00	$ 27.63	
* 2	290	GCR	8/31/2023	TCLERK I/C FEE AUG DIT 09012		$ 7.95	$ -	$ 35.58	
* 2	290	GCR	8/31/2023	TCLERK 083123 ERX DIT 090123		$ -	$ 2.00	$ 33.58	
* 2	299	GCR	8/31/2023	TCLERK 0828-083123 DIT 09062		$ -	$ 52.00	$ (18.42)	
* 3	76	GCR	9/5/2023	TCLERK 090123 ERX		$ -	$ 4.00	$ (22.42)	
* 3	76	GCR	9/5/2023	TCLERK 090123 EPX		$ -	$ 2.00	$ (24.42)	
* 3	77	GCR	9/6/2023	TCLERK 090523 ERX		$ -	$ 6.00	$ (30.42)	
* 3	78	GCR	9/7/2023	TCLERK 090623 EPX		$ -	$ 2.00	$ (32.42)	
* 3	79	GCR	9/8/2023	TCLERK 090723 ERX		$ -	$ 4.00	$ (36.42)	
* 3	93	GCR	9/12/2023	TCLERK 9/11/23 ERX		$ -	$ 4.00	$ (40.42)	
* 3	103	GCR	9/13/2023	TCLERK 0901-090823		$ -	$ 78.00	$ (118.42)	
* 3	103	GCR	9/13/2023	TCLERK 091223 ERX		$ -	$ 8.00	$ (126.42)	
* 3	117	GCR	9/11/2023	TCLERK 090823 EPX		$ -	$ 2.00	$ (128.42)	
* 3	117	GCR	9/11/2023	TCLERK 090823 ERX		$ -	$ 6.00	$ (134.42)	
* 3	122	GCR	9/14/2023	TCLERK 091323 ERX		$ -	$ 4.00	$ (138.42)	
* 3	123	GCR	9/15/2023	TCLERK 091423 ERX		$ -	$ 4.00	$ (142.42)	
* 3	124	GCR	9/19/2023	TCLERK 091823 ERX		$ -	$ 6.00	$ (148.42)	
* 3	135	GCR	9/18/2023	TCLERK 091523 ERX		$ -	$ 6.00	$ (154.42)	
* 3	135	GCR	9/18/2023	TCLERK 091523 EPX		$ -	$ 4.00	$ (158.42)	
* 3	138	GCR	9/20/2023	TCLERK 0911-091523		$ -	$ 62.00	$ (220.42)	
* 3	138	GCR	9/20/2023	TCLERK 091923 ERX		$ -	$ 6.00	$ (226.42)	
* 3	167	GCR	9/21/2023	TCLERK 092023 EPX		$ -	$ 2.00	$ (228.42)	
* 3	167	GCR	9/21/2023	TCLERK 092023 ERX		$ -	$ 4.00	$ (232.42)	
* 3	180	GCR	9/25/2023	TCLERK 092223 ERX		$ -	$ 6.00	$ (238.42)	
* 3	181	GCR	9/22/2023	TCLERK 092123 ERX		$ -	$ 4.00	$ (242.42)	
* 3	188	GCR	9/28/2023	TCLERK 092723 ERX		$ -	$ 2.00	$ (244.42)	
* 3	200	GCR	9/29/2023	TCLERK 092823 ERX		$ -	$ 8.00	$ (252.42)	
* 3	201	GCR	9/30/2023	TCLERK I/C FEE SEPT DIT 1003		$ 7.95	$ -	$ (244.47)	
* 3	207	GCR	9/27/2023	TCLERK 0918-092223		$ -	$ 96.00	$ (340.47)	
* 3	207	GCR	9/27/2023	TCLERK 092623 ERX		$ -	$ 2.00	$ (342.47)	
* 3	208	GCR	9/30/2023	TCLERK 0925-092923 DIT 10042		$ -	$ 60.00	$ (402.47)	
* 3	210	GCR	9/30/2023	TCLERK 092923 ERX DIT 100223		$ -	$ 6.00	$ (408.47)	
* 3	212	GCR	9/26/2023	TCLERK 092523 ERX		$ -	$ 12.00	$ (420.47)	
* 4	22	GCR	10/3/2023	TCLERK 100223 ERX		$ -	$ 2.00	$ (422.47)	
* 4	22	GCR	10/3/2023	TCLERK 100223 EPX		$ -	$ 2.00	$ (424.47)	
* 4	49	API	10/13/2023	001852 61292 ADKINS PRINTING		$ 220.04	$ -	$ (204.43)	
* 4	77	GCR	10/4/2023	TCLERK 100323 ERX		$ -	$ 4.00	$ (208.43)	

ACCOUNT PER	JNL	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
* 4			129 GCR	10/5/2023	TCLERK 100423 ERX		$ -	$ 2.00	$ (210.43)	
* 4			130 GCR	10/6/2023	TCLERK 100523 ERX		$ -	$ 8.00	$ (218.43)	
* 4			131 GCR	10/10/2023	TCLERK 100623 ERX		$ -	$ 8.00	$ (226.43)	
* 4			137 GCR	10/11/2023	TCLERK 1002-100623		$ -	$ 68.00	$ (294.43)	
* 4			137 GCR	10/11/2023	TCLERK 101023 EPX		$ -	$ 2.00	$ (296.43)	
* 4			137 GCR	10/11/2023	TCLERK 101023 ERX		$ -	$ 8.00	$ (304.43)	
* 4			137 GCR	10/11/2023	TCLERK 101023 ACH IRS		$ -	$ 2.00	$ (306.43)	
* 4			138 GCR	10/12/2023	TCLERK 101123 ERX		$ -	$ 4.00	$ (310.43)	
* 4			139 GCR	10/13/2023	TCLERK 101223 ERX		$ -	$ 2.00	$ (312.43)	
* 4			139 GCR	10/13/2023	TCLERK 101223 EPX		$ -	$ 2.00	$ (314.43)	
* 4			140 GCR	10/16/2023	TCLERK 101323 ERX		$ -	$ 2.00	$ (316.43)	
* 4			158 GCR	10/19/2023	TCLERK 101823 EPX		$ -	$ 2.00	$ (318.43)	
* 4			158 GCR	10/19/2023	TCLERK 101823 ERX		$ -	$ 14.00	$ (332.43)	
* 4			168 GCR	10/17/2023	TCLERK 101623 ERX		$ -	$ 4.00	$ (336.43)	
* 4			168 GCR	10/17/2023	TCLERK 101623 EPX		$ -	$ 2.00	$ (338.43)	
* 4			198 GCR	10/18/2023	TCLERK 1010-101323		$ -	$ 44.00	$ (382.43)	
* 4			198 GCR	10/18/2023	TCLERK 101723 ERX		$ -	$ 4.00	$ (386.43)	
* 4			199 GCR	10/20/2023	TCLERK 102323 IRS		$ -	$ 2.00	$ (388.43)	
* 4			201 GCR	10/23/2023	TCLERK 102023 ERX		$ -	$ 6.00	$ (394.43)	
* 4			201 GCR	10/23/2023	TCLERK 102023 EPX		$ -	$ 2.00	$ (396.43)	
* 4			203 GCR	10/24/2023	TCLERK 102323 EPX		$ -	$ 2.00	$ (398.43)	
* 4			204 GCR	10/25/2023	TCLERK 1016-102023		$ -	$ 64.00	$ (462.43)	
* 4			204 GCR	10/25/2023	TCLERK 102423 ERX		$ -	$ 20.00	$ (482.43)	
* 4			204 GCR	10/25/2023	TCLERK 102423 EPX		$ -	$ 6.00	$ (488.43)	
* 4			208 GCR	10/26/2023	TCLERK 102523 ERX		$ -	$ 4.00	$ (492.43)	
* 4			209 GCR	10/27/2023	TCLERK 102623 ERX		$ -	$ 2.00	$ (494.43)	
* 4			211 GCR	10/30/2023	TCLERK 102723 ERX		$ -	$ 6.00	$ (500.43)	
* 4			229 GCR	10/31/2023	TCLERK 1023-102723 DIT 11012		$ -	$ 128.00	$ (628.43)	
* 4			229 GCR	10/31/2023	TCLERK I/C FEE OCT DIT 11012		$ 7.95	$ -	$ (620.48)	
* 4			229 GCR	10/31/2023	TCLERK 1030-103123 ERX DIT11		$ -	$ 2.00	$ (622.48)	
* 4			232 GCR	10/31/2023	TCLERK 1030-103123 DIT 11032		$ -	$ 30.00	$ (652.48)	
* 5			74 GCR	11/2/2023	TCLERK 110123 ERX		$ -	$ 2.00	$ (654.48)	
* 5			75 GCR	11/3/2023	TCLERK 110223 ERX		$ -	$ 14.00	$ (668.48)	
* 5			98 GCR	11/7/2023	TCLERK 110623 ERX		$ -	$ 4.00	$ (672.48)	
* 5			98 GCR	11/7/2023	TCLERK 110623 EPX		$ -	$ 2.00	$ (674.48)	
* 5			99 GCR	11/8/2023	TCLERK 1101-110323		$ -	$ 48.00	$ (722.48)	
* 5			122 GCR	11/9/2023	TCLERK 110823 ERX		$ -	$ 4.00	$ (726.48)	
* 5			123 GCR	11/13/2023	TCLERK 110923 ERX		$ -	$ 12.00	$ (738.48)	
* 5			124 GCR	11/14/2023	TCLERK 111323 ERX		$ -	$ 6.00	$ (744.48)	
* 5			125 GCR	11/15/2023	TCLERK 1106-110923		$ -	$ 42.00	$ (786.48)	
* 5			125 GCR	11/15/2023	TCLERK 111423 ERX		$ -	$ 6.00	$ (792.48)	
* 5			130 GCR	11/16/2023	TCLERK 111523 ERX		$ -	$ 10.00	$ (802.48)	

ACCOUNT	ACCOUNT NAME				BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE					
101 21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
* 5	132	GCR	11/17/2023	TCLERK 111623 ERX		$ -	$ 6.00	$ (808.48)	
* 5	172	GCR	11/20/2023	TCLERK 111723 ERX		$ -	$ 4.00	$ (812.48)	
* 5	197	GCR	11/22/2023	TCLERK 1113-111723		$ -	$ 76.00	$ (888.48)	
* 5	197	GCR	11/22/2023	TCLERK 112123 ERX		$ -	$ 12.00	$ (900.48)	
* 5	198	GCR	11/24/2023	TCLERK 112223 ERX		$ -	$ 2.00	$ (902.48)	
* 5	200	GCR	11/28/2023	TCLERK 112723 ERX		$ -	$ 6.00	$ (908.48)	
* 5	201	GCR	11/29/2023	TCLERK 112823 ERX		$ -	$ 4.00	$ (912.48)	
* 5	215	GCR	11/30/2023	TCLERK 1120-112223		$ -	$ 38.00	$ (950.48)	
* 5	215	GCR	11/30/2023	TCLERK 112923 ERX		$ -	$ 2.00	$ (952.48)	
* 5	224	GCR	11/30/2023	TCLERK I/C FEE NOV DIT 12012		$ 16.32	$ -	$ (936.16)	
* 5	227	GCR	11/30/2023	TCLERK 1127-113023 DIT 12062		$ -	$ 70.00	$ (1,006.16)	
* 6	56	GCR	12/4/2023	TCLERK 120123 ERX		$ -	$ 4.00	$ (1,010.16)	
* 6	57	GCR	12/5/2023	TCLERK 120423 ERX		$ -	$ 2.00	$ (1,012.16)	
* 6	58	GCR	12/6/2023	TCLERK 120523 EPX		$ -	$ 2.00	$ (1,014.16)	
* 6	58	GCR	12/6/2023	TCLERK 120523 ERX		$ -	$ 8.00	$ (1,022.16)	
* 6	59	GCR	12/7/2023	TCLERK 120623 ERX		$ -	$ 2.00	$ (1,024.16)	
* 6	96	API	12/22/2023	000751 62967 DUPONT STORAGE		$ 525.00	$ -	$ (499.16)	
* 6	111	GCR	12/13/2023	TCLERK 1201-120823 DEP		$ -	$ 118.00	$ (617.16)	
* 6	111	GCR	12/13/2023	TCLERK 121223 ERX		$ -	$ 8.00	$ (625.16)	
* 6	113	GCR	12/14/2023	TCLERK 121323 ERX		$ -	$ 4.00	$ (629.16)	
* 6	113	GCR	12/14/2023	TCLERK 121323 ACH		$ -	$ 2.00	$ (631.16)	
* 6	118	GCR	12/11/2023	TCLERK 120823 ERX		$ -	$ 8.00	$ (639.16)	
* 6	147	GCR	12/18/2023	TCLERK 121523 ERX		$ -	$ 4.00	$ (643.16)	
* 6	151	GCR	12/19/2023	TCLERK 121823 EPX		$ -	$ 2.00	$ (645.16)	
* 6	186	GCR	12/12/2023	TCLERK 121123 EPX		$ -	$ 2.00	$ (647.16)	
* 6	186	GCR	12/12/2023	TCLERK 121123 ERX		$ -	$ 4.00	$ (651.16)	
* 6	187	GCR	12/15/2023	TCLERK 121423 ERX		$ -	$ 8.00	$ (659.16)	
* 6	188	GCR	12/20/2023	TCLERK 1211-121523		$ -	$ 70.00	$ (729.16)	
* 6	188	GCR	12/20/2023	TCLERK 121923 ERX		$ -	$ 6.00	$ (735.16)	
* 6	189	GCR	12/22/2023	TCLERK 122123 ERX		$ -	$ 4.00	$ (739.16)	
* 6	190	GCR	12/26/2023	TCLERK 122223 ERX		$ -	$ 2.00	$ (741.16)	
* 6	190	GCR	12/26/2023	TCLERK 122623 IRS		$ -	$ 2.00	$ (743.16)	
* 6	191	GCR	12/27/2023	TCLERK 122623 ERX		$ -	$ 2.00	$ (745.16)	
* 6	209	GCR	12/28/2023	TCLERK 1218-122223		$ -	$ 68.00	$ (813.16)	
* 6	210	GCR	12/31/2023	TCLERK 122923 EPX DIT 010224		$ -	$ 2.00	$ (815.16)	
* 6	210	GCR	12/31/2023	TCLERK 122923 ERX DIT 010224		$ -	$ 2.00	$ (817.16)	
* 6	211	GCR	12/21/2023	TCLERK 122023 ERX		$ -	$ 4.00	$ (821.16)	
* 6	212	GCR	12/29/2023	TCLERK 1227-122823 ERX		$ -	$ 10.00	$ (831.16)	
* 6	212	GCR	12/29/2023	TCLERK 122823 EPX		$ -	$ 2.00	$ (833.16)	
* 6	217	GCR	12/31/2023	TCLERK 1226-122923 DIT 01082		$ -	$ 54.00	$ (887.16)	
* 6	219	GCR	12/31/2023	TCLERK I/C FEE DEC DIT 01032		$ 15.21	$ -	$ (871.95)	
* 7	67	GCR	1/3/2024	TCLERK 010224 EPX		$ -	$ 2.00	$ (873.95)	

ACCOUNT PER	ACCOUNT NAME JNL		SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
* 7			67 GCR	1/3/2024	TCLERK 010224 ERX		$ -	$ 8.00	$ (881.95)	
* 7			68 GCR	1/4/2024	TCLERK 010324 ERX		$ -	$ 6.00	$ (887.95)	
* 7			69 GCR	1/5/2024	TCLERK 010424 ERX		$ -	$ 6.00	$ (893.95)	
* 7			83 API	1/19/2024	001852 63977 ADKINS PRINTING		$ 250.29	$ -	$ (643.66)	
* 7			106 GCR	1/8/2024	TCLERK 010524 ERX		$ -	$ 2.00	$ (645.66)	
* 7			106 GCR	1/8/2024	TCLERK 010524 EPX		$ -	$ 2.00	$ (647.66)	
* 7			116 GCR	1/9/2024	TCLERK 011124 IRS		$ -	$ 10.00	$ (657.66)	
* 7			116 GCR	1/9/2024	TCLERK 010824 ERX		$ -	$ 2.00	$ (659.66)	
* 7			117 GCR	1/11/2024	TCLERK 0102-010524		$ -	$ 50.00	$ (709.66)	
* 7			139 GCR	1/10/2024	TCLERK 010924 ERX		$ -	$ 4.00	$ (713.66)	
* 7			140 GCR	1/16/2024	TCLERK 011224 ERX		$ -	$ 2.00	$ (715.66)	
* 7			141 GCR	1/17/2024	TCLERK 0108-011224		$ -	$ 68.00	$ (783.66)	
* 7			141 GCR	1/17/2024	TCLERK 011624 ERX		$ -	$ 6.00	$ (789.66)	
* 7			142 GCR	1/18/2024	TCLERK 011724 ERX		$ -	$ 10.00	$ (799.66)	
* 7			143 GCR	1/19/2024	TCLERK 011824 ERX		$ -	$ 8.00	$ (807.66)	
* 7			174 GCR	1/22/2024	TCLERK 011924 ERX		$ -	$ 6.00	$ (813.66)	
* 7			176 GCR	1/23/2024	TCLERK 012224 ERX		$ -	$ 2.00	$ (815.66)	
* 7			176 GCR	1/23/2024	TCLERK 012324 IRS		$ -	$ 2.00	$ (817.66)	
* 7			178 GCR	1/24/2024	TCLERK 012324 ERX		$ -	$ 2.00	$ (819.66)	
* 7			201 GCR	1/25/2024	TCLERK 012424 ERX		$ -	$ 4.00	$ (823.66)	
* 7			218 GCR	1/29/2024	TCLERK 012624 ERX		$ -	$ 2.00	$ (825.66)	
* 7			219 GCR	1/30/2024	TCLERK 0116-011924		$ -	$ 47.00	$ (872.66)	
* 7			219 GCR	1/30/2024	TCLERK 012924 EPX		$ -	$ 2.00	$ (874.66)	
* 7			219 GCR	1/30/2024	TCLERK 012924 ERX		$ -	$ 8.00	$ (882.66)	
* 7			220 GCR	1/31/2024	TCLERK 0122-012624		$ -	$ 66.00	$ (948.66)	
* 7			220 GCR	1/31/2024	TCLERK 013024 ERX		$ -	$ 2.00	$ (950.66)	
* 7			223 GCR	1/31/2024	TCLERK 0129-013124 DIT 02022		$ -	$ 34.00	$ (984.66)	
* 7			230 GCR	1/31/2024	TCLERK I/C FEE JANUARY DIT02		$ 7.95	$ -	$ (976.71)	
* 7			230 GCR	1/31/2024	TCLERK 013124 ERX DIT 020124		$ -	$ 14.00	$ (990.71)	
* 8			38 GCR	2/2/2024	TCLERK 020124 ERX					
* 8			39 GCR	2/5/2024	TCELRK 020224 ERX		$ -	$ 6.00	$ (996.71)	
* 8			62 GCR	2/6/2024	TCLERK 020524 ERX		$ -	$ 14.00	$ (1,010.71)	
* 8			74 GCR	2/7/2024	TCLERK 0201-020224		$ -	$ 6.00	$ (1,016.71)	
* 8			74 GCR	2/7/2024	TCLERK 020624 ERX		$ -	$ 16.00	$ (1,032.71)	
* 8			82 GCR	2/1/2024	GB40 T CLERK 0116-011924 CORRECTI		$ -	$ 12.00	$ (1,044.71)	
* 8			93 GCR	2/8/2024	TCLERK 020724 ERX		$ -	$ 5.00	$ (1,049.71)	
* 8			108 GCR	2/15/2024	TCLERK 021424 ERX		$ -	$ 4.00	$ (1,053.71)	
* 8			113 GCR	2/9/2024	TCLERK 020824 ERX		$ -	$ 6.00	$ (1,059.71)	
* 8			132 GCR	2/12/2024	TCLERK 020924 ERX		$ -	$ 2.00	$ (1,061.71)	
* 8			134 GCR	2/13/2024	TCLERK 021224 ERX		$ -	$ 4.00	$ (1,065.71)	
* 8			136 GCR	2/14/2024	TCLERK 0205-020924		$ -	$ 6.00	$ (1,071.71)	
* 8			136 GCR	2/14/2024	TCLERK 021324 ERX		$ -	$ 52.00	$ (1,123.71)	
							$ -	$ 2.00	$ (1,125.71)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
* 8		142 GCR	2/16/2024	TCLERK 021524 ERX		$ -	$ 4.00	$ (1,129.71)	
* 8		147 GCR	2/20/2024	TCLERK 021624 EPX		$ -	$ 2.00	$ (1,131.71)	
* 8		147 GCR	2/20/2024	TCLERK 021624 ERX		$ -	$ 2.00	$ (1,133.71)	
* 8		148 GCR	2/21/2024	TCLERK 0212-021624		$ -	$ 24.00	$ (1,157.71)	
* 8		148 GCR	2/21/2024	TCLERK 022024 ERX		$ -	$ 18.00	$ (1,175.71)	
* 8		205 GCR	2/26/2024	TCLERK 022324 EPX		$ -	$ 2.00	$ (1,177.71)	
* 8		205 GCR	2/26/2024	TCLERK 022324 ERX		$ -	$ 2.00	$ (1,179.71)	
* 8		206 GCR	2/27/2024	TCLERK 022624 ERX		$ -	$ 2.00	$ (1,181.71)	
* 8		207 GCR	2/28/2024	TCLERK 0220-022324		$ -	$ 26.00	$ (1,207.71)	
* 8		207 GCR	2/28/2024	TCLERK 022724 ERX		$ -	$ 4.00	$ (1,211.71)	
* 8		210 GCR	2/29/2024	TCLERK 022824 ERX		$ -	$ 4.00	$ (1,215.71)	
* 8		221 GCR	2/29/2024	TCLERK CC FEE FEB DIT 030124		$ 7.95	$ -	$ (1,207.76)	
* 8		233 GCR	2/29/2024	TCLERK 0226-022924 DIT 03062		$ -	$ 30.00	$ (1,237.76)	
* 9		30 GCR	3/1/2024	TCLERK 030424 IRS V1850 P263		$ -	$ 2.00	$ (1,239.76)	
* 9		42 GCR	3/5/2024	TCLERK 030424 EPX		$ -	$ 2.00	$ (1,241.76)	
* 9		42 GCR	3/5/2024	TCLERK 030424 ERX		$ -	$ 20.00	$ (1,261.76)	
* 9		61 GCR	3/6/2024	TCLERK 030524 ERX		$ -	$ 14.00	$ (1,275.76)	
* 9		67 GCR	3/4/2024	TCLERK 030124 ERX		$ -	$ 8.00	$ (1,283.76)	
* 9		68 GCR	3/7/2024	TCLERK 030624 ERX		$ -	$ 16.00	$ (1,299.76)	
* 9		78 GCR	3/8/2024	TCLERK 030724 ERX		$ -	$ 2.00	$ (1,301.76)	
* 9		85 GCR	3/11/2024	TCLERK 030824 EPX		$ -	$ 4.00	$ (1,305.76)	
* 9		85 GCR	3/11/2024	TCLERK 030824 ERX		$ -	$ 6.00	$ (1,311.76)	
* 9		117 GCR	3/13/2024	TCLERK 0301-030824		$ -	$ 74.00	$ (1,385.76)	
* 9		117 GCR	3/13/2024	TCLERK 031224 ERX		$ -	$ 14.00	$ (1,399.76)	
* 9		145 GCR	3/12/2024	TCLERK 031124 ERX		$ -	$ 4.00	$ (1,403.76)	
* 9		147 GCR	3/14/2024	TCLERK 031324 ERX		$ -	$ 26.00	$ (1,429.76)	
* 9		148 GCR	3/15/2024	TCLERK 031424 ERX		$ -	$ 8.00	$ (1,437.76)	
* 9		151 GCR	3/18/2024	TCELRK 031524 ERX		$ -	$ 2.00	$ (1,439.76)	
* 9		217 GCR	3/20/2024	TCLERK 031924 ERX		$ -	$ 2.00	$ (1,441.76)	
* 9		217 GCR	3/20/2024	TCLERK 031924 EPX		$ -	$ 4.00	$ (1,445.76)	
* 9		219 GCR	3/21/2024	TCLERK 0311-031524		$ -	$ 70.00	$ (1,515.76)	
* 9		219 GCR	3/21/2024	TCLERK 032024 ERX		$ -	$ 2.00	$ (1,517.76)	
* 9		223 GCR	3/25/2024	TCLERK 032224 ERX		$ -	$ 2.00	$ (1,519.76)	
* 9		224 GCR	3/22/2024	TCLERK 032124 ERX		$ -	$ 6.00	$ (1,525.76)	
* 9		229 GCR	3/26/2024	TCLERK 032524 ERX		$ -	$ 2.00	$ (1,527.76)	
* 9		230 GCR	3/27/2024	TCLERK 0318-032224		$ -	$ 74.00	$ (1,601.76)	
* 9		230 GCR	3/27/2024	TCLERK 032624 ERX		$ -	$ 4.00	$ (1,605.76)	
* 9		232 GCR	3/28/2024	TCLERK 032724 ERX		$ -	$ 2.00	$ (1,607.76)	
* 9		251 GCR	3/29/2024	TCLERK 032824 ERX		$ -	$ 14.00	$ (1,621.76)	
* 9		253 GCR	3/31/2024	TCLERK 0325-032824 DIT 04032		$ -	$ 56.00	$ (1,677.76)	
* 9		256 GCR	3/31/2024	TCLERK I/C FEE MARCH DIT0402		$ 7.95	$ -	$ (1,669.81)	
*10		50 GCR	4/2/2024	TCLERK 040124 ERX		$ -	$ 12.00	$ (1,681.81)	

ACCOUNT		ACCOUNT NAME								
PER	JNL		SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
*10			50 GCR	4/2/2024	TCLERK 040524 IRS*		$ -	$ 2.00	$ (1,683.81)	
*10			51 GCR	4/3/2024	TCLERK 040224 ERX		$ -	$ 6.00	$ (1,689.81)	
*10			51 GCR	4/3/2024	TCLERK 040224 EPX		$ -	$ 2.00	$ (1,691.81)	
*10			64 API	4/12/2024	001852 65917 ADKINS PRINTING		$ 679.80	$ -	$ (1,012.01)	
*10			71 GCR	4/5/2024	TCLERK 040424 ERX		$ -	$ 6.00	$ (1,018.01)	
*10			72 GCR	4/8/2024	TCLERK 040524 ERX		$ -	$ 2.00	$ (1,020.01)	
*10			73 GCR	4/9/2024	TCLERK 040824 EPX		$ -	$ 2.00	$ (1,022.01)	
*10			73 GCR	4/9/2024	TCLERK 040824 ERX		$ -	$ 24.00	$ (1,046.01)	
*10			73 GCR	4/9/2024	TCLERK 041024 IRS V1854 P191		$ -	$ 2.00	$ (1,048.01)	
*10			92 GCR	4/10/2024	TCLERK 040924 ERX		$ -	$ 2.00	$ (1,050.01)	
*10			94 GCR	4/11/2024	TCLERK 0401-040524		$ -	$ 66.00	$ (1,116.01)	
*10			94 GCR	4/11/2024	TCLERK 041024 EPX		$ -	$ 4.00	$ (1,120.01)	
*10			94 GCR	4/11/2024	TCLERK 041024 ERX		$ -	$ 4.00	$ (1,124.01)	
*10			107 GCR	4/12/2024	TCLERK 041724 IRS		$ -	$ 4.00	$ (1,128.01)	
*10			107 GCR	4/12/2024	TCLERK 041124 ERX		$ -	$ 2.00	$ (1,130.01)	
*10			112 GCR	4/15/2024	TCLERK 041224 ERX		$ -	$ 4.00	$ (1,134.01)	
*10			119 GCR	4/16/2024	TCLERK 041524 ERX		$ -	$ 2.00	$ (1,136.01)	
*10			126 GCR	4/17/2024	TCLERK 0408-041224		$ -	$ 68.00	$ (1,204.01)	
*10			126 GCR	4/17/2024	TCLERK 041624 ERX		$ -	$ 8.00	$ (1,212.01)	
*10			155 GCR	4/18/2024	TCLERK 041724 ERX		$ -	$ 4.00	$ (1,216.01)	
*10			159 GCR	4/19/2024	TCLERK 041824 ERX		$ -	$ 2.00	$ (1,218.01)	
*10			171 GCR	4/24/2024	TCLERK 0415-041924		$ -	$ 66.00	$ (1,284.01)	
*10			171 GCR	4/24/2024	TCLERK 042324 ERX		$ -	$ 4.00	$ (1,288.01)	
*10			176 GCR	4/22/2024	TCLERK 041924 ERX		$ -	$ 6.00	$ (1,294.01)	
*10			196 GCR	4/25/2024	TCLERK 042424 ERX		$ -	$ 2.00	$ (1,296.01)	
*10			210 GCR	4/23/2024	TCLERK 042224 ERX		$ -	$ 4.00	$ (1,300.01)	
*10			211 GCR	4/26/2024	TCLERK 042524 ERX		$ -	$ 8.00	$ (1,308.01)	
*10			223 GCR	4/30/2024	TCLERK 0422-042624 DIT 05012		$ -	$ 80.00	$ (1,388.01)	
*10			223 GCR	4/30/2024	TCLERK I/C FEE APRIL DIT0501		$ 7.95	$ -	$ (1,380.06)	
*10			223 GCR	4/30/2024	TCLERK 043024 EPX DIT 050124		$ -	$ 2.00	$ (1,382.06)	
*10			223 GCR	4/30/2024	TCLERK 043024 ERX DIT 050124		$ -	$ 8.00	$ (1,390.06)	
*10			240 GCR	4/30/2024	TCLERK 0429-043024 DIT 05062		$ -	$ 16.00	$ (1,406.06)	
*11			51 GCR	5/2/2024	TCLERK 050124 ERX		$ -	$ 10.00	$ (1,416.06)	
*11			56 GCR	5/3/2024	TCLERK 050224 ERX		$ -	$ 2.00	$ (1,418.06)	
*11			57 GCR	5/6/2024	TCLERK 050324 ERX		$ -	$ 10.00	$ (1,428.06)	
*11			83 GCR	5/7/2024	TCLERK 050624 ERX		$ -	$ 4.00	$ (1,432.06)	
*11			126 GCR	5/8/2024	TCLERK 0501-050324		$ -	$ 70.00	$ (1,502.06)	
*11			126 GCR	5/8/2024	TCLERK 050724 ERX		$ -	$ 6.00	$ (1,508.06)	
*11			126 GCR	5/8/2024	TCLERK 050724 EPX		$ -	$ 2.00	$ (1,510.06)	
*11			127 GCR	5/9/2024	TCLERK 050824 ERX		$ -	$ 4.00	$ (1,514.06)	
*11			131 GCR	5/10/2024	TCLERK 050924 ERX		$ -	$ 10.00	$ (1,524.06)	
*11			146 GCR	5/14/2024	TCLERK 051324 ERX		$ -	$ 6.00	$ (1,530.06)	

ACCOUNT PER		ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
*11			147 GCR	5/16/2024	TCLERK 051524 EPX		$ -	$ 2.00	$ (1,532.06)	
*11			147 GCR	5/16/2024	TCLERK 051524 ERX		$ -	$ 18.00	$ (1,550.06)	
*11			158 GCR	5/15/2024	TCLERK 0506-051024		$ -	$ 50.00	$ (1,600.06)	
*11			158 GCR	5/15/2024	TCLERK 051424 ERX		$ -	$ 4.00	$ (1,604.06)	
*11			175 GCR	5/17/2024	TCLERK 051624 EPX		$ -	$ 2.00	$ (1,606.06)	
*11			175 GCR	5/17/2024	TCLERK 051624 ERX		$ -	$ 4.00	$ (1,610.06)	
*11			176 GCR	5/20/2024	TCLERK 051724 ERX		$ -	$ 4.00	$ (1,614.06)	
*11			218 GCR	5/21/2024	TCLERK 052024 ERX		$ -	$ 4.00	$ (1,618.06)	
*11			219 GCR	5/22/2024	TCLERK 0513-051724		$ -	$ 60.00	$ (1,678.06)	
*11			219 GCR	5/22/2024	TCLERK 052124 ERX		$ -	$ 6.00	$ (1,684.06)	
*11			221 GCR	5/23/2024	TCLERK 052224 ERX		$ -	$ 2.00	$ (1,686.06)	
*11			222 GCR	5/24/2024	TCLERK 052324 ERX		$ -	$ 8.00	$ (1,694.06)	
*11			290 GCR	5/28/2024	TCLERK 052424 ERX		$ -	$ 8.00	$ (1,702.06)	
*11			291 GCR	5/29/2024	TCLERK 0520-052424		$ -	$ 72.00	$ (1,774.06)	
*11			291 GCR	5/29/2024	TCLERK 052824 ERX		$ -	$ 6.00	$ (1,780.06)	
*11			292 GCR	5/30/2024	TCLERK 052924 ERX		$ -	$ 14.00	$ (1,794.06)	
*11			303 GCR	5/31/2024	TCLERK 053124 CC REIMBURSEME		$ 7.95	$ -	$ (1,786.11)	
*11			303 GCR	5/31/2024	TCLERK 053124 ERX		$ -	$ 4.00	$ (1,790.11)	
*11			305 GCR	5/31/2024	TCELRK 0528-053124 DIT 06062		$ -	$ 84.00	$ (1,874.11)	
*12			33 API	6/7/2024	001842 67501 CT DEPT OF AGRI		$ 91.00	$ -	$ (1,783.11)	
*12			33 API	6/7/2024	001852 67227 ADKINS PRINTING		$ 80.00	$ -	$ (1,703.11)	
*12			33 API	6/7/2024	001852 67228 ADKINS PRINTING		$ 125.00	$ -	$ (1,578.11)	
*12			119 GCR	6/6/2024	TCLERK 060524 ERX		$ -	$ 2.00	$ (1,580.11)	
*12			147 GCR	6/5/2024	TCLERK 060424 ERX		$ -	$ 4.00	$ (1,584.11)	
*12			148 GCR	6/7/2024	TCLERK 060624 ERX		$ -	$ 6.00	$ (1,590.11)	
*12			150 GCR	6/10/2024	TCLERK 060724 ERX		$ -	$ 4.00	$ (1,594.11)	
*12			151 GCR	6/11/2024	TCLERK 061024 ERX		$ -	$ 4.00	$ (1,598.11)	
*12			152 GCR	6/12/2024	TCLERK 061124 EPX		$ -	$ 2.00	$ (1,600.11)	
*12			152 GCR	6/12/2024	TCLERK 061124 ERX		$ -	$ 6.00	$ (1,606.11)	
*12			159 GCR	6/4/2024	TCLERK 060324 ERX		$ -	$ 4.00	$ (1,610.11)	
*12			161 GCR	6/13/2024	TCLERK 0603-060724		$ -	$ 46.00	$ (1,656.11)	
*12			161 GCR	6/13/2024	TCLERK 061224 ERX		$ -	$ 8.00	$ (1,664.11)	
*12			163 GCR	6/14/2024	TCLERK 061324 EPX		$ -	$ 2.00	$ (1,666.11)	
*12			163 GCR	6/14/2024	TCLERK 061324 ERX		$ -	$ 8.00	$ (1,674.11)	
*12			178 GCR	6/17/2024	TCLERK 061424 ERX		$ -	$ 4.00	$ (1,678.11)	
*12			179 GCR	6/18/2024	TCLERK 061724 ERX		$ -	$ 8.00	$ (1,686.11)	
*12			193 GCR	6/20/2024	TCLERK 061824 ERX		$ -	$ 4.00	$ (1,690.11)	
*12			246 GCR	6/21/2024	TCLERK 062024 EPX		$ -	$ 2.00	$ (1,692.11)	
*12			246 GCR	6/21/2024	TCLERK 062024 ERX		$ -	$ 4.00	$ (1,696.11)	
*12			250 GCR	6/24/2024	TCLERK 0610-061424		$ -	$ 58.00	$ (1,754.11)	
*12			250 GCR	6/24/2024	TCLERK 062124 ERX		$ -	$ 4.00	$ (1,758.11)	
*12			253 GCR	6/25/2024	TCLERK 062424 ERX		$ -	$ 6.00	$ (1,764.11)	

ACCOUNT		ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER		JNL								
101	21036	HISTORIC DOCUMENTS PRESERVATIO				$ (15,171.23)				
*12			254 GCR	6/26/2024	TCLERK 0617-062124		$ -	$ 70.00	$ (1,834.11)	
*12			262 GCR	6/27/2024	TCLERK 062624 ERX		$ -	$ 2.00	$ (1,836.11)	
*12			264 GCR	6/28/2024	TCLERK 062724 EPX		$ -	$ 2.00	$ (1,838.11)	
*12			264 GCR	6/28/2024	TCLERK 062724 ERX		$ -	$ 4.00	$ (1,842.11)	
*12			302 GCR	6/30/2024	TCLERK CC FEE JUNE DIT 07022		$ 7.95	$ -	$ (1,834.16)	
*12			304 GCR	6/30/2024	TCLERK 0624-062824 DIT 07032		$ -	$ 48.00	$ (1,882.16)	
*12			339 API	6/30/2024	000157 68611 THE DAY PUBLISH		$ 832.16	$ -	$ (1,050.00)	
						$ (15,171.23)	$ 3,754.00	$ 4,804.00	$ (1,050.00)	$ (16,221.23)

ACCOUNT	ACCOUNT NAME								
PER	JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 21039	TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
* 1		111 API	7/7/2023	000678 58465 RICOH USA INC		$ 107.13	$ -	$ 107.13	
* 1		114 GCR	7/5/2023	070523 T CLERK 070323 ERX		$ -	$ 1.00	$ 106.13	
* 1		188 GCR	7/7/2023	TC 070623 ERX		$ -	$ 12.00	$ 94.13	
* 1		235 GCR	7/10/2023	TCLERK 071023 ERX		$ -	$ 2.00	$ 92.13	
* 1		236 GCR	7/11/2023	TCLERK 071023 EPX		$ -	$ 1.00	$ 91.13	
* 1		240 GCR	7/13/2023	TCLERK 0703-070723		$ -	$ 55.00	$ 36.13	
* 1		240 GCR	7/13/2023	TCLERK 071223 ERX		$ -	$ 5.00	$ 31.13	
* 1		243 GCR	7/14/2023	TCLERK 071323 ERX		$ -	$ 5.00	$ 26.13	
* 1		244 GCR	7/17/2023	TCLERK 071423 ERX		$ -	$ 3.00	$ 23.13	
* 1		253 GCR	7/18/2023	TCLERK 071723 ERX		$ -	$ 5.00	$ 18.13	
* 1		270 GCR	7/19/2023	TCLERK 071823 ERX		$ -	$ 3.00	$ 15.13	
* 1		326 GCR	7/21/2023	TCLERK 072023 ERX		$ -	$ 1.00	$ 14.13	
* 1		339 GCR	7/20/2023	TCLERK 0710-071423		$ -	$ 68.00	$ (53.87)	
* 1		339 GCR	7/20/2023	TCLERK 071923 ERX		$ -	$ 1.00	$ (54.87)	
* 1		424 GCR	7/24/2023	TCLERK 072123 ERX		$ -	$ 5.00	$ (59.87)	
* 1		451 GCR	7/26/2023	TCLERK 0717-072123		$ -	$ 112.00	$ (171.87)	
* 1		451 GCR	7/26/2023	TCLERK 072523 ERX		$ -	$ 12.00	$ (183.87)	
* 1		452 GCR	7/27/2023	TCLERK 072623 ERX		$ -	$ 3.00	$ (186.87)	
* 1		453 GCR	7/31/2023	TCLERK 072823 ERX		$ -	$ 4.00	$ (190.87)	
* 1		456 GCR	7/28/2023	TCLERK 073123 IRS ACH		$ -	$ 1.00	$ (191.87)	
* 1		456 GCR	7/28/2023	TCLERK 072723 ERX		$ -	$ 6.00	$ (197.87)	
* 1		457 GCR	7/31/2023	TCLERK 0724-073123 DIT 08022		$ -	$ 77.00	$ (274.87)	
* 1		471 GCR	7/31/2023	TCLERK 073123 IRS DEP 080123		$ -	$ 1.00	$ (275.87)	
* 1		471 GCR	7/31/2023	TCLERK 073123 ERX DEP 080123		$ -	$ 3.00	$ (278.87)	
* 2		17 API	8/4/2023	001794 59016 W.B. MASON CO.,		$ 75.32	$ -	$ (203.55)	
* 2		37 GCR	8/2/2023	TCLERK 080123 ERX		$ -	$ 3.00	$ (206.55)	
* 2		73 GCR	8/3/2023	TCLERK 080223 ERX		$ -	$ 11.00	$ (217.55)	
* 2		73 GCR	8/3/2023	TCLERK 080223 EPX		$ -	$ 1.00	$ (218.55)	
* 2		74 GCR	8/4/2023	TCLERK 080323 ERX		$ -	$ 11.00	$ (229.55)	
* 2		78 GCR	8/7/2023	TCLERK 080423 ERX		$ -	$ 1.00	$ (230.55)	
* 2		110 GCR	8/8/2023	TCLERK 080723 ERX		$ -	$ 1.00	$ (231.55)	
* 2		111 API	8/18/2023	000137 59354 STAPLES, INC		$ 1.66	$ -	$ (229.89)	
* 2		111 API	8/18/2023	000137 59594 STAPLES, INC		$ 48.09	$ -	$ (181.80)	
* 2		111 API	8/18/2023	001852 59629 ADKINS PRINTING		$ 157.50	$ -	$ (24.30)	
* 2		111 API	8/18/2023	000678 59304 RICOH USA INC		$ 91.51	$ -	$ 67.21	
* 2		111 API	8/18/2023	000946 59623 INFOSHRED, LLC		$ 29.91	$ -	$ 97.12	
* 2		125 GCR	8/10/2023	TCLERK 0801-080423		$ -	$ 60.00	$ 37.12	
* 2		125 GCR	8/10/2023	TCLERK 080923 ERX		$ -	$ 2.00	$ 35.12	
* 2		137 GCR	8/9/2023	TCLERK 080823 ERX		$ -	$ 7.00	$ 28.12	
* 2		144 GCR	8/15/2023	TCLERK 081423 ERX		$ -	$ 4.00	$ 24.12	
* 2		149 GCR	8/21/2023	TCLERK 081823 ERX		$ -	$ 5.00	$ 19.12	
* 2		158 GCR	8/18/2023	TCLERK 081723 ERX		$ -	$ 1.00	$ 18.12	

ACCOUNT / PER	ACCOUNT NAME / JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
* 2	165	GCR	8/22/2023	TCLERK 082123 ERX		$ -	$ 3.00	$ 15.12	
* 2	166	GCR	8/16/2023	TCLERK 0807-081123		$ -	$ 89.00	$ (73.88)	
* 2	166	GCR	8/16/2023	TCLERK 081523 EPX		$ -	$ 1.00	$ (74.88)	
* 2	166	GCR	8/16/2023	TCLERK 081523 ERX		$ -	$ 7.00	$ (81.88)	
* 2	191	GCR	8/23/2023	TCLERK 0814-081823		$ -	$ 67.00	$ (148.88)	
* 2	191	GCR	8/23/2023	TCLERK 082223 EPX		$ -	$ 1.00	$ (149.88)	
* 2	200	GCR	8/25/2023	TCLERK 082423 ERX		$ -	$ 7.00	$ (156.88)	
* 2	201	GCR	8/28/2023	TCLERK 082523 ERX		$ -	$ 13.00	$ (169.88)	
* 2	279	GCR	8/30/2023	TCLERK 0821-082523		$ -	$ 104.00	$ (273.88)	
* 2	279	GCR	8/30/2023	TCLERK 082923 ERX		$ -	$ 3.00	$ (276.88)	
* 2	289	GCR	8/31/2023	TCLERK 083023 ERX		$ -	$ 2.00	$ (278.88)	
* 2	290	GCR	8/31/2023	TCLERK 083123 ERX DIT 090123		$ -	$ 1.00	$ (279.88)	
* 2	299	GCR	8/31/2023	TCLERK 0828-083123 DIT 09062		$ -	$ 36.00	$ (315.88)	
* 2	303	GEN	8/31/2023	GB70 COLOR CCOPY CHARGES 073123		$ 0.10	$ -	$ (315.78)	
* 2	304	GEN	8/31/2023	GB71 COLOR COPY CHARGES 083123		$ 0.05	$ -	$ (315.73)	
* 3	66	API	9/15/2023	000678 60200 RICOH USA INC		$ 91.51	$ -	$ (224.22)	
* 3	76	GCR	9/5/2023	TCLERK 090123 ERX		$ -	$ 2.00	$ (226.22)	
* 3	76	GCR	9/5/2023	TCLERK 090123 EPX		$ -	$ 1.00	$ (227.22)	
* 3	77	GCR	9/6/2023	TCLERK 090523 ERX		$ -	$ 13.00	$ (240.22)	
* 3	78	GCR	9/7/2023	TCLERK 090623 EPX		$ -	$ 1.00	$ (241.22)	
* 3	79	GCR	9/8/2023	TCLERK 090723 ERX		$ -	$ 2.00	$ (243.22)	
* 3	93	GCR	9/12/2023	TCLERK 9/11/23 ERX		$ -	$ 2.00	$ (245.22)	
* 3	103	GCR	9/13/2023	TCLERK 0901-090823		$ -	$ 79.00	$ (324.22)	
* 3	103	GCR	9/13/2023	TCLERK 091223 ERX		$ -	$ 14.00	$ (338.22)	
* 3	117	GCR	9/11/2023	TCLERK 090823 EPX		$ -	$ 1.00	$ (339.22)	
* 3	117	GCR	9/11/2023	TCLERK 090823 ERX		$ -	$ 13.00	$ (352.22)	
* 3	122	GCR	9/14/2023	TCLERK 091323 ERX		$ -	$ 2.00	$ (354.22)	
* 3	123	GCR	9/15/2023	TCLERK 091423 ERX		$ -	$ 12.00	$ (366.22)	
* 3	124	GCR	9/19/2023	TCLERK 091823 ERX		$ -	$ 3.00	$ (369.22)	
* 3	135	GCR	9/18/2023	TCLERK 091523 ERX		$ -	$ 3.00	$ (372.22)	
* 3	135	GCR	9/18/2023	TCLERK 091523 EPX		$ -	$ 2.00	$ (374.22)	
* 3	136	API	9/22/2023	000946 60560 INFOSHRED, LLC		$ 29.91	$ -	$ (344.31)	
* 3	138	GCR	9/20/2023	TCLERK 0911-091523		$ -	$ 51.00	$ (395.31)	
* 3	138	GCR	9/20/2023	TCLERK 091923 ERX		$ -	$ 3.00	$ (398.31)	
* 3	167	GCR	9/21/2023	TCLERK 092023 EPX		$ -	$ 1.00	$ (399.31)	
* 3	167	GCR	9/21/2023	TCLERK 092023 ERX		$ -	$ 2.00	$ (401.31)	
* 3	180	GCR	9/25/2023	TCLERK 092223 ERX		$ -	$ 3.00	$ (404.31)	
* 3	181	GCR	9/22/2023	TCLERK 092123 ERX		$ -	$ 2.00	$ (406.31)	
* 3	188	GCR	9/28/2023	TCLERK 092723 ERX		$ -	$ 11.00	$ (417.31)	
* 3	200	GCR	9/29/2023	TCLERK 092823 ERX		$ -	$ 4.00	$ (421.31)	
* 3	207	GCR	9/27/2023	TCLERK 0918-092223		$ -	$ 78.00	$ (499.31)	
* 3	207	GCR	9/27/2023	TCLERK 092623 ERX		$ -	$ 1.00	$ (500.31)	

ACCOUNT	ACCOUNT NAME								
PER	JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
* 3	208	GCR	9/30/2023	TCLERK 0925-092923 DIT 10042		$ -	$ 50.00	$ (550.31)	
* 3	209	API	9/4/2023	001651 61392 JP MORGAN CHASE		$ 99.27	$ -	$ (451.04)	
* 3	210	GCR	9/30/2023	TCLERK 092923 ERX DIT 100223		$ -	$ 3.00	$ (454.04)	
* 3	212	GCR	9/26/2023	TCLERK 092523 ERX		$ -	$ 6.00	$ (460.04)	
* 4	22	GCR	10/3/2023	TCLERK 100223 ERX		$ -	$ 1.00	$ (461.04)	
* 4	22	GCR	10/3/2023	TCLERK 100223 EPX		$ -	$ 1.00	$ (462.04)	
* 4	49	API	10/13/2023	000678 61332 RICOH USA INC		$ 91.51	$ -	$ (370.53)	
* 4	77	GCR	10/4/2023	TCLERK 100323 ERX		$ -	$ 2.00	$ (372.53)	
* 4	129	GCR	10/5/2023	TCLERK 100423 ERX		$ -	$ 1.00	$ (373.53)	
* 4	130	GCR	10/6/2023	TCLERK 100523 ERX		$ -	$ 4.00	$ (377.53)	
* 4	131	GCR	10/10/2023	TCLERK 100623 ERX		$ -	$ 4.00	$ (381.53)	
* 4	135	API	10/20/2023	000946 61650 INFOSHRED, LLC		$ 29.91	$ -	$ (351.62)	
* 4	137	GCR	10/11/2023	TCLERK 1002-100623		$ -	$ 54.00	$ (405.62)	
* 4	137	GCR	10/11/2023	TCLERK 101023 EPX		$ -	$ 1.00	$ (406.62)	
* 4	137	GCR	10/11/2023	TCLERK 101023 ERX		$ -	$ 14.00	$ (420.62)	
* 4	137	GCR	10/11/2023	TCLERK 101023 ACH IRS		$ -	$ 1.00	$ (421.62)	
* 4	138	GCR	10/12/2023	TCLERK 101123 ERX		$ -	$ 2.00	$ (423.62)	
* 4	139	GCR	10/13/2023	TCLERK 101223 ERX		$ -	$ 1.00	$ (424.62)	
* 4	139	GCR	10/13/2023	TCLERK 101223 EPX		$ -	$ 1.00	$ (425.62)	
* 4	140	GCR	10/16/2023	TCLERK 101323 ERX		$ -	$ 1.00	$ (426.62)	
* 4	158	GCR	10/19/2023	TCLERK 101823 EPX		$ -	$ 1.00	$ (427.62)	
* 4	158	GCR	10/19/2023	TCLERK 101823 ERX		$ -	$ 7.00	$ (434.62)	
* 4	168	GCR	10/17/2023	TCLERK 101623 ERX		$ -	$ 2.00	$ (436.62)	
* 4	168	GCR	10/17/2023	TCLERK 101623 EPX		$ -	$ 1.00	$ (437.62)	
* 4	198	GCR	10/18/2023	TCLERK 1010-101323		$ -	$ 52.00	$ (489.62)	
* 4	198	GCR	10/18/2023	TCLERK 101723 ERX		$ -	$ 2.00	$ (491.62)	
* 4	199	GCR	10/20/2023	TCLERK 102323 IRS		$ -	$ 1.00	$ (492.62)	
* 4	201	GCR	10/23/2023	TCLERK 102023 ERX		$ -	$ 3.00	$ (495.62)	
* 4	201	GCR	10/23/2023	TCLERK 102023 EPX		$ -	$ 1.00	$ (496.62)	
* 4	203	GCR	10/24/2023	TCLERK 102323 EPX		$ -	$ 1.00	$ (497.62)	
* 4	204	GCR	10/25/2023	TCLERK 1016-102023		$ -	$ 52.00	$ (549.62)	
* 4	204	GCR	10/25/2023	TCLERK 102423 ERX		$ -	$ 10.00	$ (559.62)	
* 4	204	GCR	10/25/2023	TCLERK 102423 EPX		$ -	$ 3.00	$ (562.62)	
* 4	208	GCR	10/26/2023	TCLERK 102523 ERX		$ -	$ 2.00	$ (564.62)	
* 4	209	GCR	10/27/2023	TCLERK 102623 ERX		$ -	$ 1.00	$ (565.62)	
* 4	211	GCR	10/30/2023	TCLERK 102723 ERX		$ -	$ 3.00	$ (568.62)	
* 4	229	GCR	10/31/2023	TCLERK 1023-102723 DIT 11012		$ -	$ 124.00	$ (692.62)	
* 4	229	GCR	10/31/2023	TCLERK 1030-103123 ERX DIT11		$ -	$ 1.00	$ (693.62)	
* 4	232	GCR	10/31/2023	TCLERK 1030-103123 DIT 11032		$ -	$ 25.00	$ (718.62)	
* 5	9	API	11/3/2023	000137 61778 STAPLES, INC		$ 53.25	$ -	$ (665.37)	
* 5	39	API	11/9/2023	000137 62048 STAPLES, INC		$ 179.93	$ -	$ (485.44)	
* 5	39	API	11/9/2023	000678 62159 RICOH USA INC		$ 91.51	$ -	$ (393.93)	

ACCOUNT PER	ACCOUNT NAME JNL		SRC	EFF DATE	REFERENCE		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039	TOWN CLERK'S PORTION AGR. REC.					$ (17,068.85)				
* 5			74 GCR	11/2/2023	TCLERK 110123 ERX			$ -	$ 1.00	$ (394.93)	
* 5			75 GCR	11/3/2023	TCLERK 110223 ERX			$ -	$ 7.00	$ (401.93)	
* 5			98 GCR	11/7/2023	TCLERK 110623 ERX			$ -	$ 2.00	$ (403.93)	
* 5			98 GCR	11/7/2023	TCLERK 110623 EPX			$ -	$ 1.00	$ (404.93)	
* 5			99 GCR	11/8/2023	TCLERK 1101-110323			$ -	$ 64.00	$ (468.93)	
* 5			114 API	11/22/2023	001794 62272	W.B. MASON CO.,		$ 200.23	$ -	$ (268.70)	
* 5			122 GCR	11/9/2023	TCLERK 110823 ERX			$ -	$ 2.00	$ (270.70)	
* 5			123 GCR	11/13/2023	TCLERK 110923 ERX			$ -	$ 6.00	$ (276.70)	
* 5			124 GCR	11/14/2023	TCLERK 111323 ERX			$ -	$ 3.00	$ (279.70)	
* 5			125 GCR	11/15/2023	TCLERK 1106-110923			$ -	$ 41.00	$ (320.70)	
* 5			125 GCR	11/15/2023	TCLERK 111423 ERX			$ -	$ 3.00	$ (323.70)	
* 5			130 GCR	11/16/2023	TCLERK 111523 ERX			$ -	$ 5.00	$ (328.70)	
* 5			132 GCR	11/17/2023	TCLERK 111623 ERX			$ -	$ 3.00	$ (331.70)	
* 5			172 GCR	11/20/2023	TCLERK 111723 ERX			$ -	$ 2.00	$ (333.70)	
* 5			197 GCR	11/22/2023	TCLERK 1113-111723			$ -	$ 58.00	$ (391.70)	
* 5			197 GCR	11/22/2023	TCLERK 112123 ERX			$ -	$ 6.00	$ (397.70)	
* 5			198 GCR	11/24/2023	TCLERK 112223 ERX			$ -	$ 1.00	$ (398.70)	
* 5			200 GCR	11/28/2023	TCLERK 112723 ERX			$ -	$ 3.00	$ (401.70)	
* 5			201 GCR	11/29/2023	TCLERK 112823 ERX			$ -	$ 2.00	$ (403.70)	
* 5			206 API	11/4/2023	001651 62666	JP MORGAN CHASE		$ 141.70	$ -	$ (262.00)	
* 5			215 GCR	11/30/2023	TCLERK 1120-112223			$ -	$ 39.00	$ (301.00)	
* 5			215 GCR	11/30/2023	TCLERK 112923 ERX			$ -	$ 1.00	$ (302.00)	
* 5			227 GCR	11/30/2023	TCLERK 1127-113023 DIT 12062			$ -	$ 65.00	$ (367.00)	
* 6			28 API	12/8/2023	000678 62907	RICOH USA INC		$ 91.51	$ -	$ (275.49)	
* 6			37 API	12/8/2023	000946 62924	INFOSHRED, LLC		$ 29.91	$ -	$ (245.58)	
* 6			56 GCR	12/4/2023	TCLERK 120123 ERX			$ -	$ 2.00	$ (247.58)	
* 6			57 GCR	12/5/2023	TCLERK 120423 ERX			$ -	$ 1.00	$ (248.58)	
* 6			58 GCR	12/6/2023	TCLERK 120523 EPX			$ -	$ 1.00	$ (249.58)	
* 6			58 GCR	12/6/2023	TCLERK 120523 ERX			$ -	$ 4.00	$ (253.58)	
* 6			59 GCR	12/7/2023	TCLERK 120623 ERX			$ -	$ 1.00	$ (254.58)	
* 6			96 API	12/22/2023	001852 63211	ADKINS PRINTING		$ 106.72	$ -	$ (147.86)	
* 6			111 GCR	12/13/2023	TCLERK 1201-120823 DEP			$ -	$ 119.00	$ (266.86)	
* 6			111 GCR	12/13/2023	TCLERK 121223 ERX			$ -	$ 4.00	$ (270.86)	
* 6			113 GCR	12/14/2023	TCLERK 121323 ERX			$ -	$ 2.00	$ (272.86)	
* 6			113 GCR	12/14/2023	TCLERK 121323 ACH			$ -	$ 1.00	$ (273.86)	
* 6			118 GCR	12/11/2023	TCLERK 120823 ERX			$ -	$ 4.00	$ (277.86)	
* 6			119 API	12/22/2023	000946 63239	INFOSHRED, LLC		$ 29.91	$ -	$ (247.95)	
* 6			147 GCR	12/18/2023	TCLERK 121523 ERX			$ -	$ 2.00	$ (249.95)	
* 6			151 GCR	12/19/2023	TCLERK 121823 EPX			$ -	$ 1.00	$ (250.95)	
* 6			182 API	12/4/2023	001651 63526	JP MORGAN CHASE		$ 116.49	$ -	$ (134.46)	
* 6			186 GCR	12/12/2023	TCLERK 121123 EPX			$ -	$ 1.00	$ (135.46)	
* 6			186 GCR	12/12/2023	TCLERK 121123 ERX			$ -	$ 2.00	$ (137.46)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
* 6		187 GCR	12/15/2023	TCLERK 121423 ERX		$ -	$ 4.00	$ (141.46)	
* 6		188 GCR	12/20/2023	TCLERK 1211-121523		$ -	$ 65.00	$ (206.46)	
* 6		188 GCR	12/20/2023	TCLERK 121923 ERX		$ -	$ 13.00	$ (219.46)	
* 6		189 GCR	12/22/2023	TCLERK 122123 ERX		$ -	$ 2.00	$ (221.46)	
* 6		190 GCR	12/26/2023	TCLERK 122223 ERX		$ -	$ 1.00	$ (222.46)	
* 6		190 GCR	12/26/2023	TCLERK 122623 IRS		$ -	$ 1.00	$ (223.46)	
* 6		191 GCR	12/27/2023	TCLERK 122623 ERX		$ -	$ 1.00	$ (224.46)	
* 6		203 GEN	12/31/2023	GB54 COLOR COPY CHARGES 113023		$ 15.10	$ -	$ (209.36)	
* 6		209 GCR	12/28/2023	TCLERK 1218-122223		$ -	$ 64.00	$ (273.36)	
* 6		210 GCR	12/31/2023	TCLERK 122923 EPX DIT 010224		$ -	$ 1.00	$ (274.36)	
* 6		210 GCR	12/31/2023	TCLERK 122923 ERX DIT 010224		$ -	$ 11.00	$ (285.36)	
* 6		211 GCR	12/21/2023	TCLERK 122023 ERX		$ -	$ 12.00	$ (297.36)	
* 6		212 GCR	12/29/2023	TCLERK 1227-122823 ERX		$ -	$ 5.00	$ (302.36)	
* 6		212 GCR	12/29/2023	TCLERK 122823 EPX		$ -	$ 1.00	$ (303.36)	
* 6		217 GCR	12/31/2023	TCLERK 1226-122923 DIT 01082		$ -	$ 47.00	$ (350.36)	
* 7		13 API	1/5/2024	002404 63333 COMPBASE, INC		$ 1,200.00	$ -	$ 849.64	
* 7		67 GCR	1/3/2024	TCLERK 010224 EPX		$ -	$ 1.00	$ 848.64	
* 7		67 GCR	1/3/2024	TCLERK 010224 ERX		$ -	$ 4.00	$ 844.64	
* 7		68 GCR	1/4/2024	TCLERK 010324 ERX		$ -	$ 3.00	$ 841.64	
* 7		69 GCR	1/5/2024	TCLERK 010424 ERX		$ -	$ 3.00	$ 838.64	
* 7		83 API	1/19/2024	000678 63795 RICOH USA INC		$ 1,417.42	$ -	$ 2,256.06	
* 7		83 API	1/19/2024	000137 63976 STAPLES, INC		$ 29.29	$ -	$ 2,285.35	
* 7		106 GCR	1/8/2024	TCLERK 010524 ERX		$ -	$ 1.00	$ 2,284.35	
* 7		106 GCR	1/8/2024	TCLERK 010524 EPX		$ -	$ 1.00	$ 2,283.35	
* 7		110 API	1/19/2024	000946 63989 INFOSHRED, LLC		$ 29.91	$ -	$ 2,313.26	
* 7		116 GCR	1/9/2024	TCLERK 011124 IRS		$ -	$ 5.00	$ 2,308.26	
* 7		116 GCR	1/9/2024	TCLERK 010824 ERX		$ -	$ 1.00	$ 2,307.26	
* 7		117 GCR	1/11/2024	TCLERK 0102-010524		$ -	$ 45.00	$ 2,262.26	
* 7		118 GCR	1/12/2024	TCLERK 011124 ERX		$ -	$ 10.00	$ 2,252.26	
* 7		139 GCR	1/10/2024	TCLERK 010924 ERX		$ -	$ 12.00	$ 2,240.26	
* 7		140 GCR	1/16/2024	TCLERK 011224 ERX		$ -	$ 1.00	$ 2,239.26	
* 7		141 GCR	1/17/2024	TCLERK 0108-011224		$ -	$ 54.00	$ 2,185.26	
* 7		141 GCR	1/17/2024	TCLERK 011624 ERX		$ -	$ 13.00	$ 2,172.26	
* 7		142 GCR	1/18/2024	TCLERK 011724 ERX		$ -	$ 5.00	$ 2,167.26	
* 7		143 GCR	1/19/2024	TCLERK 011824 ERX		$ -	$ 4.00	$ 2,163.26	
* 7		174 GCR	1/22/2024	TCLERK 011924 ERX		$ -	$ 13.00	$ 2,150.26	
* 7		176 GCR	1/23/2024	TCLERK 012224 ERX		$ -	$ 11.00	$ 2,139.26	
* 7		176 GCR	1/23/2024	TCLERK 012324 IRS		$ -	$ 1.00	$ 2,138.26	
* 7		178 GCR	1/24/2024	TCLERK 012324 ERX		$ -	$ 1.00	$ 2,137.26	
* 7		201 GCR	1/25/2024	TCLERK 012424 ERX		$ -	$ 2.00	$ 2,135.26	
* 7		218 GCR	1/29/2024	TCLERK 012624 ERX		$ -	$ 1.00	$ 2,134.26	
* 7		219 GCR	1/30/2024	TCLERK 0116-011924		$ -	$ 76.00	$ 2,058.26	

ACCOUNT	ACCOUNT NAME								
PER	JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 21039	TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
* 7		219 GCR	1/30/2024	TCLERK 012924 EPX		$ -	$ 1.00	$ 2,057.26	
* 7		219 GCR	1/30/2024	TCLERK 012924 ERX		$ -	$ 4.00	$ 2,053.26	
* 7		220 GCR	1/31/2024	TCLERK 0122-012624		$ -	$ 63.00	$ 1,990.26	
* 7		220 GCR	1/31/2024	TCLERK 013024 ERX		$ -	$ 1.00	$ 1,989.26	
* 7		221 API	1/4/2024	001651 64471 JP MORGAN CHASE		$ 15.40	$ -	$ 2,004.66	
* 7		223 GCR	1/31/2024	TCLERK 0129-013124 DIT 02022		$ -	$ 37.00	$ 1,967.66	
* 7		230 GCR	1/31/2024	TCLERK 013124 ERX DIT 020124		$ -	$ 7.00	$ 1,960.66	
* 7		234 GEN	1/31/2024	GB77 COLR COPY CHARGES 123123		$ 1.45	$ -	$ 1,962.11	
* 8		7 API	2/2/2024	000873 64091 CT TOWN CLERK'S		$ 12.00	$ -	$ 1,974.11	
* 8		7 API	2/2/2024	000873 64092 CT TOWN CLERK'S		$ 12.00	$ -	$ 1,986.11	
* 8		7 API	2/2/2024	000873 64116 CT TOWN CLERK'S		$ 12.00	$ -	$ 1,998.11	
* 8		7 API	2/2/2024	001794 64346 W.B. MASON CO.,		$ 56.49	$ -	$ 2,054.60	
* 8		38 GCR	2/2/2024	TCLERK 020124 ERX		$ -	$ 13.00	$ 2,041.60	
* 8		39 GCR	2/5/2024	TCELRK 020224 ERX		$ -	$ 17.00	$ 2,024.60	
* 8		62 GCR	2/6/2024	TCLERK 020524 ERX		$ -	$ 3.00	$ 2,021.60	
* 8		74 GCR	2/7/2024	TCLERK 0201-020224		$ -	$ 18.00	$ 2,003.60	
* 8		74 GCR	2/7/2024	TCLERK 020624 ERX		$ -	$ 6.00	$ 1,997.60	
* 8		85 API	2/16/2024	001794 64749 W.B. MASON CO.,		$ 3.99	$ -	$ 2,001.59	
* 8		85 API	2/16/2024	000137 64670 STAPLES, INC		$ 36.80	$ -	$ 2,038.39	
* 8		85 API	2/16/2024	000678 64765 RICOH USA INC		$ 91.51	$ -	$ 2,129.90	
* 8		93 GCR	2/8/2024	TCLERK 020724 ERX		$ -	$ 2.00	$ 2,127.90	
* 8		94 API	2/16/2024	000946 64785 INFOSHRED, LLC		$ 30.86	$ -	$ 2,158.76	
* 8		108 GCR	2/15/2024	TCLERK 021424 ERX		$ -	$ 3.00	$ 2,155.76	
* 8		113 GCR	2/9/2024	TCLERK 020824 ERX		$ -	$ 1.00	$ 2,154.76	
* 8		132 GCR	2/12/2024	TCLERK 020924 ERX		$ -	$ 2.00	$ 2,152.76	
* 8		134 GCR	2/13/2024	TCLERK 021224 ERX		$ -	$ 13.00	$ 2,139.76	
* 8		136 GCR	2/14/2024	TCLERK 0205-020924		$ -	$ 66.00	$ 2,073.76	
* 8		136 GCR	2/14/2024	TCLERK 021324 ERX		$ -	$ 1.00	$ 2,072.76	
* 8		142 GCR	2/16/2024	TCLERK 021524 ERX		$ -	$ 2.00	$ 2,070.76	
* 8		147 GCR	2/20/2024	TCLERK 021624 EPX		$ -	$ 1.00	$ 2,069.76	
* 8		147 GCR	2/20/2024	TCLERK 021624 ERX		$ -	$ 11.00	$ 2,058.76	
* 8		148 GCR	2/21/2024	TCLERK 0212-021624		$ -	$ 52.00	$ 2,006.76	
* 8		148 GCR	2/21/2024	TCLERK 022024 ERX		$ -	$ 9.00	$ 1,997.76	
* 8		203 GCR	2/22/2024	TCLERK 022124 ERX		$ -	$ 10.00	$ 1,987.76	
* 8		204 GCR	2/23/2024	TCLERK 022224 ERX		$ -	$ 20.00	$ 1,967.76	
* 8		205 GCR	2/26/2024	TCLERK 022324 EPX		$ -	$ 1.00	$ 1,966.76	
* 8		205 GCR	2/26/2024	TCLERK 022324 ERX		$ -	$ 1.00	$ 1,965.76	
* 8		206 GCR	2/27/2024	TCLERK 022624 ERX		$ -	$ 1.00	$ 1,964.76	
* 8		207 GCR	2/28/2024	TCLERK 0220-022324		$ -	$ 23.00	$ 1,941.76	
* 8		207 GCR	2/28/2024	TCLERK 022724 ERX		$ -	$ 2.00	$ 1,939.76	
* 8		208 API	2/4/2024	001651 65245 JP MORGAN CHASE		$ 34.42	$ -	$ 1,974.18	
* 8		210 GCR	2/29/2024	TCLERK 022824 ERX		$ -	$ 2.00	$ 1,972.18	

ACCOUNT	ACCOUNT NAME								
PER	JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 21039	TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
* 8		219 GEN	2/29/2024	GB58 COLOR COPY CHARGES 013124		$ 3.50	$ -	$ 1,975.68	
* 8		233 GCR	2/29/2024	TCLERK 0226-022924 DIT 03062		$ -	$ 45.00	$ 1,930.68	
* 9		4 API	3/1/2024	002889 65140 CONNECTICUT ASS		$ 45.00	$ -	$ 1,975.68	
* 9		4 API	3/1/2024	000873 65050 CT TOWN CLERK'S		$ 270.00	$ -	$ 2,245.68	
* 9		30 GCR	3/1/2024	TCLERK 030424 IRS V1850 P263		$ -	$ 1.00	$ 2,244.68	
* 9		42 GCR	3/5/2024	TCLERK 030424 EPX		$ -	$ 1.00	$ 2,243.68	
* 9		42 GCR	3/5/2024	TCLERK 030424 ERX		$ -	$ 10.00	$ 2,233.68	
* 9		61 GCR	3/6/2024	TCLERK 030524 ERX		$ -	$ 7.00	$ 2,226.68	
* 9		67 GCR	3/4/2024	TCLERK 030124 ERX		$ -	$ 4.00	$ 2,222.68	
* 9		68 GCR	3/7/2024	TCLERK 030624 ERX		$ -	$ 8.00	$ 2,214.68	
* 9		78 GCR	3/8/2024	TCLERK 030724 ERX		$ -	$ 1.00	$ 2,213.68	
* 9		85 GCR	3/11/2024	TCLERK 030824 EPX		$ -	$ 2.00	$ 2,211.68	
* 9		85 GCR	3/11/2024	TCLERK 030824 ERX		$ -	$ 3.00	$ 2,208.68	
* 9		117 GCR	3/13/2024	TCLERK 0301-030824		$ -	$ 47.00	$ 2,161.68	
* 9		117 GCR	3/13/2024	TCLERK 031224 ERX		$ -	$ 7.00	$ 2,154.68	
* 9		145 GCR	3/12/2024	TCLERK 031124 ERX		$ -	$ 2.00	$ 2,152.68	
* 9		147 GCR	3/14/2024	TCLERK 031324 ERX		$ -	$ 13.00	$ 2,139.68	
* 9		148 GCR	3/15/2024	TCLERK 031424 ERX		$ -	$ 4.00	$ 2,135.68	
* 9		151 GCR	3/18/2024	TCELRK 031524 ERX		$ -	$ 1.00	$ 2,134.68	
* 9		182 API	3/28/2024	000946 65791 INFOSHRED, LLC		$ 30.87	$ -	$ 2,165.55	
* 9		217 GCR	3/20/2024	TCLERK 031924 ERX		$ -	$ 1.00	$ 2,164.55	
* 9		217 GCR	3/20/2024	TCLERK 031924 EPX		$ -	$ 2.00	$ 2,162.55	
* 9		219 GCR	3/21/2024	TCLERK 0311-031524		$ -	$ 85.00	$ 2,077.55	
* 9		219 GCR	3/21/2024	TCLERK 032024 ERX		$ -	$ 1.00	$ 2,076.55	
* 9		223 GCR	3/25/2024	TCLERK 032224 ERX		$ -	$ 1.00	$ 2,075.55	
* 9		224 GCR	3/22/2024	TCLERK 032124 ERX		$ -	$ 3.00	$ 2,072.55	
* 9		229 GCR	3/26/2024	TCLERK 032524 ERX		$ -	$ 1.00	$ 2,071.55	
* 9		230 GCR	3/27/2024	TCLERK 0318-032224		$ -	$ 107.00	$ 1,964.55	
* 9		230 GCR	3/27/2024	TCLERK 032624 ERX		$ -	$ 12.00	$ 1,952.55	
* 9		231 API	3/4/2024	001651 65912 JP MORGAN CHASE		$ 31.90	$ -	$ 1,984.45	
* 9		232 GCR	3/28/2024	TCLERK 032724 ERX		$ -	$ 1.00	$ 1,983.45	
* 9		242 GEN	3/31/2024	GB62 COLOR COPY CHARGES 022924		$ 0.15	$ -	$ 1,983.60	
* 9		243 GEN	3/31/2024	GB63 COLOR COPY CHARGES 033124		$ 1.00	$ -	$ 1,984.60	
* 9		251 GCR	3/29/2024	TCLERK 032824 ERX		$ -	$ 7.00	$ 1,977.60	
* 9		253 GCR	3/31/2024	TCLERK 0325-032824 DIT 04032		$ -	$ 48.00	$ 1,929.60	
*10		50 GCR	4/2/2024	TCLERK 040124 ERX		$ -	$ 16.00	$ 1,913.60	
*10		50 GCR	4/2/2024	TCLERK 040524 IRS*		$ -	$ 1.00	$ 1,912.60	
*10		51 GCR	4/3/2024	TCLERK 040224 ERX		$ -	$ 3.00	$ 1,909.60	
*10		51 GCR	4/3/2024	TCLERK 040224 EPX		$ -	$ 1.00	$ 1,908.60	
*10		52 GCR	4/4/2024	TCLERK 040324 ERX		$ -	$ 10.00	$ 1,898.60	
*10		64 API	4/12/2024	000157 66126 THE DAY PUBLISH		$ 258.96	$ -	$ 2,157.56	
*10		64 API	4/12/2024	000678 66083 RICOH USA INC		$ 91.51	$ -	$ 2,249.07	

ACCOUNT		ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER		JNL								
101	21039	TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
*10			71 GCR	4/5/2024	TCLERK 040424 ERX		$ -	$ 3.00	$ 2,246.07	
*10			72 GCR	4/8/2024	TCLERK 040524 ERX		$ -	$ 1.00	$ 2,245.07	
*10			73 GCR	4/9/2024	TCLERK 040824 EPX		$ -	$ 1.00	$ 2,244.07	
*10			73 GCR	4/9/2024	TCLERK 040824 ERX		$ -	$ 12.00	$ 2,232.07	
*10			73 GCR	4/9/2024	TCLERK 041024 IRS V1854 P191		$ -	$ 1.00	$ 2,231.07	
*10			82 APM	4/12/2024	002536 61804 INTERNATIONAL		$ 85.00	$ -	$ 2,316.07	
*10			92 GCR	4/10/2024	TCLERK 040924 ERX		$ -	$ 1.00	$ 2,315.07	
*10			94 GCR	4/11/2024	TCLERK 0401-040524		$ -	$ 63.00	$ 2,252.07	
*10			94 GCR	4/11/2024	TCLERK 041024 EPX		$ -	$ 2.00	$ 2,250.07	
*10			94 GCR	4/11/2024	TCLERK 041024 ERX		$ -	$ 2.00	$ 2,248.07	
*10			107 GCR	4/12/2024	TCLERK 041724 IRS		$ -	$ 2.00	$ 2,246.07	
*10			107 GCR	4/12/2024	TCLERK 041124 ERX		$ -	$ 1.00	$ 2,245.07	
*10			112 GCR	4/15/2024	TCLERK 041224 ERX		$ -	$ 2.00	$ 2,243.07	
*10			119 GCR	4/16/2024	TCLERK 041524 ERX		$ -	$ 1.00	$ 2,242.07	
*10			126 GCR	4/17/2024	TCLERK 0408-041224		$ -	$ 64.00	$ 2,178.07	
*10			126 GCR	4/17/2024	TCLERK 041624 ERX		$ -	$ 4.00	$ 2,174.07	
*10			155 GCR	4/18/2024	TCLERK 041724 ERX		$ -	$ 2.00	$ 2,172.07	
*10			157 API	4/26/2024	000678 66502 RICOH USA INC		$ 165.79	$ -	$ 2,337.86	
*10			157 API	4/26/2024	000873 66221 CT TOWN CLERK'S		$ 150.00	$ -	$ 2,487.86	
*10			159 GCR	4/19/2024	TCLERK 041824 ERX		$ -	$ 11.00	$ 2,476.86	
*10			171 GCR	4/24/2024	TCLERK 0415-041924		$ -	$ 63.00	$ 2,413.86	
*10			171 GCR	4/24/2024	TCLERK 042324 ERX		$ -	$ 2.00	$ 2,411.86	
*10			176 GCR	4/22/2024	TCLERK 041924 ERX		$ -	$ 3.00	$ 2,408.86	
*10			196 GCR	4/25/2024	TCLERK 042424 ERX		$ -	$ 1.00	$ 2,407.86	
*10			210 GCR	4/23/2024	TCLERK 042224 ERX		$ -	$ 2.00	$ 2,405.86	
*10			211 GCR	4/26/2024	TCLERK 042524 ERX		$ -	$ 4.00	$ 2,401.86	
*10			212 API	4/4/2024	001651 66551 JP MORGAN CHASE		$ 34.49	$ -	$ 2,436.35	
*10			223 GCR	4/30/2024	TCLERK 0422-042624 DIT 05012		$ -	$ 80.00	$ 2,356.35	
*10			223 GCR	4/30/2024	TCLERK 043024 EPX DIT 050124		$ -	$ 1.00	$ 2,355.35	
*10			223 GCR	4/30/2024	TCLERK 043024 ERX DIT 050124		$ -	$ 4.00	$ 2,351.35	
*10			240 GCR	4/30/2024	TCLERK 0429-043024 DIT 05062		$ -	$ 18.00	$ 2,333.35	
*11			51 GCR	5/2/2024	TCLERK 050124 ERX		$ -	$ 5.00	$ 2,328.35	
*11			56 GCR	5/3/2024	TCLERK 050224 ERX		$ -	$ 1.00	$ 2,327.35	
*11			57 GCR	5/6/2024	TCLERK 050324 ERX		$ -	$ 5.00	$ 2,322.35	
*11			63 API	5/10/2024	000678 66788 RICOH USA INC		$ 91.51	$ -	$ 2,413.86	
*11			83 GCR	5/7/2024	TCLERK 050624 ERX		$ -	$ 2.00	$ 2,411.86	
*11			126 GCR	5/8/2024	TCLERK 0501-050324		$ -	$ 75.00	$ 2,336.86	
*11			126 GCR	5/8/2024	TCLERK 050724 ERX		$ -	$ 3.00	$ 2,333.86	
*11			126 GCR	5/8/2024	TCLERK 050724 EPX		$ -	$ 1.00	$ 2,332.86	
*11			127 GCR	5/9/2024	TCLERK 050824 ERX		$ -	$ 2.00	$ 2,330.86	
*11			131 GCR	5/10/2024	TCLERK 050924 ERX		$ -	$ 5.00	$ 2,325.86	
*11			146 GCR	5/14/2024	TCLERK 051324 ERX		$ -	$ 3.00	$ 2,322.86	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 21039	TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
*11		147 GCR	5/16/2024	TCLERK 051524 EPX		$ -	$ 1.00	$ 2,321.86	
*11		147 GCR	5/16/2024	TCLERK 051524 ERX		$ -	$ 9.00	$ 2,312.86	
*11		158 GCR	5/15/2024	TCLERK 0506-051024		$ -	$ 65.00	$ 2,247.86	
*11		158 GCR	5/15/2024	TCLERK 051424 ERX		$ -	$ 2.00	$ 2,245.86	
*11		175 GCR	5/17/2024	TCLERK 051624 EPX		$ -	$ 1.00	$ 2,244.86	
*11		175 GCR	5/17/2024	TCLERK 051624 ERX		$ -	$ 2.00	$ 2,242.86	
*11		176 GCR	5/20/2024	TCLERK 051724 ERX		$ -	$ 2.00	$ 2,240.86	
*11		179 API	5/24/2024	000946 66963 INFOSHRED, LLC		$ 30.86	$ -	$ 2,271.72	
*11		218 GCR	5/21/2024	TCLERK 052024 ERX		$ -	$ 2.00	$ 2,269.72	
*11		219 GCR	5/22/2024	TCLERK 0513-051724		$ -	$ 50.00	$ 2,219.72	
*11		219 GCR	5/22/2024	TCLERK 052124 ERX		$ -	$ 3.00	$ 2,216.72	
*11		221 GCR	5/23/2024	TCLERK 052224 ERX		$ -	$ 1.00	$ 2,215.72	
*11		222 GCR	5/24/2024	TCLERK 052324 ERX		$ -	$ 14.00	$ 2,201.72	
*11		285 GEN	5/31/2024	GB60 COLOR COPY CHARGES 043024		$ 5.25	$ -	$ 2,206.97	
*11		290 GCR	5/28/2024	TCLERK 052424 ERX		$ -	$ 4.00	$ 2,202.97	
*11		291 GCR	5/29/2024	TCLERK 0520-052424		$ -	$ 86.00	$ 2,116.97	
*11		291 GCR	5/29/2024	TCLERK 052824 ERX		$ -	$ 3.00	$ 2,113.97	
*11		292 GCR	5/30/2024	TCLERK 052924 ERX		$ -	$ 7.00	$ 2,106.97	
*11		303 GCR	5/31/2024	TCLERK 053124 ERX		$ -	$ 2.00	$ 2,104.97	
*11		305 GCR	5/31/2024	TCELRK 0528-053124 DIT 06062		$ -	$ 122.00	$ 1,982.97	
*12		33 API	6/7/2024	000678 67517 RICOH USA INC		$ 80.69	$ -	$ 2,063.66	
*12		33 API	6/7/2024	000946 67303 INFOSHRED, LLC		$ 30.87	$ -	$ 2,094.53	
*12		33 API	6/7/2024	001794 67511 W.B. MASON CO.,		$ 38.78	$ -	$ 2,133.31	
*12		33 API	6/7/2024	001852 67229 ADKINS PRINTING		$ 43.79	$ -	$ 2,177.10	
*12		119 GCR	6/6/2024	TCLERK 060524 ERX		$ -	$ 1.00	$ 2,176.10	
*12		147 GCR	6/5/2024	TCLERK 060424 ERX		$ -	$ 2.00	$ 2,174.10	
*12		148 GCR	6/7/2024	TCLERK 060624 ERX		$ -	$ 3.00	$ 2,171.10	
*12		150 GCR	6/10/2024	TCLERK 060724 ERX		$ -	$ 12.00	$ 2,159.10	
*12		151 GCR	6/11/2024	TCLERK 061024 ERX		$ -	$ 2.00	$ 2,157.10	
*12		152 GCR	6/12/2024	TCLERK 061124 EPX		$ -	$ 1.00	$ 2,156.10	
*12		152 GCR	6/12/2024	TCLERK 061124 ERX		$ -	$ 3.00	$ 2,153.10	
*12		158 API	6/21/2024	000137 67532 STAPLES, INC		$ 52.92	$ -	$ 2,206.02	
*12		159 GCR	6/4/2024	TCLERK 060324 ERX		$ -	$ 2.00	$ 2,204.02	
*12		161 GCR	6/13/2024	TCLERK 0603-060724		$ -	$ 83.00	$ 2,121.02	
*12		161 GCR	6/13/2024	TCLERK 061224 ERX		$ -	$ 4.00	$ 2,117.02	
*12		163 GCR	6/14/2024	TCLERK 061324 EPX		$ -	$ 1.00	$ 2,116.02	
*12		163 GCR	6/14/2024	TCLERK 061324 ERX		$ -	$ 4.00	$ 2,112.02	
*12		178 GCR	6/17/2024	TCLERK 061424 ERX		$ -	$ 2.00	$ 2,110.02	
*12		179 GCR	6/18/2024	TCLERK 061724 ERX		$ -	$ 4.00	$ 2,106.02	
*12		193 GCR	6/20/2024	TCLERK 061824 ERX		$ -	$ 2.00	$ 2,104.02	
*12		197 API	6/28/2024	000946 67888 INFOSHRED, LLC		$ 30.86	$ -	$ 2,134.88	
*12		246 GCR	6/21/2024	TCLERK 062024 EPX		$ -	$ 1.00	$ 2,133.88	

ACCOUNT / PER		ACCOUNT NAME / JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039	TOWN CLERK'S PORTION AGR. REC.				$ (17,068.85)				
*12			246 GCR	6/21/2024	TCLERK 062024 ERX		$ -	$ 2.00	$ 2,131.88	
*12			250 GCR	6/24/2024	TCLERK 0610-061424		$ -	$ 79.00	$ 2,052.88	
*12			250 GCR	6/24/2024	TCLERK 061724 RICOH REFUND		$ -	$ 844.79	$ 1,208.09	
*12			250 GCR	6/24/2024	TCLERK 062124 ERX		$ -	$ 2.00	$ 1,206.09	
*12			253 GCR	6/25/2024	TCLERK 062424 ERX		$ -	$ 3.00	$ 1,203.09	
*12			254 GCR	6/26/2024	TCLERK 0617-062124		$ -	$ 85.00	$ 1,118.09	
*12			255 API	6/4/2024	001651 68144 JP MORGAN CHASE		$ 13.83	$ -	$ 1,131.92	
*12			259 GEN	6/30/2024	GB58 COLOR COPY CHARGES 063024		$ 2.20	$ -	$ 1,134.12	
*12			262 GCR	6/27/2024	TCLERK 062624 ERX		$ -	$ 11.00	$ 1,123.12	
*12			264 GCR	6/28/2024	TCLERK 062724 EPX		$ -	$ 1.00	$ 1,122.12	
*12			264 GCR	6/28/2024	TCLERK 062724 ERX		$ -	$ 2.00	$ 1,120.12	
*12			304 GCR	6/30/2024	TCLERK 0624-062824 DIT 07032		$ -	$ 84.00	$ 1,036.12	
*12			317 API	6/30/2024	000946 68349 INFOSHRED, LLC		$ 30.87	$ -	$ 1,066.99	
						$ (17,068.85)	$ 6,513.78	$ 5,446.79	$ 1,066.99	$ (16,001.86)

FUNDS FROM OTHER SOURCES
Summary and Explanation

Historic Documents Preservation Revenue Fund
LI 101-21036

Pursuant to CGS 7-34a(d), An Act Concerning Real Estate Filings and the Preservation of Historic Documents, records restoration and related storage are being funded from this revenue fund. Source: $2/recording.
Revenue Balance FY24: $16,221
Anticipated additional revenues FY25: $5,000

Town Clerk Revenue Fund
LI 101-21039

Pursuant to CGS 7-34a(e), (Land Protection, Affordable Housing & Historic Preservation). Source: Since 2013 with every mortgage recorded with Mortgage Electronic Registration Systems (MERS) as nominee, $39 goes into the general fund and $10 into this revenue fund. Otherwise, $1 per recording.
Revenue Balance FY24: $16,001
Anticipated additional revenues FY25: $5,500

Historic Documents Preservation Grant Program

Also Pursuant to CGS 7-34a(d), records restoration and related storage are being funded by grants from the Office of the Public Records administrator, Connecticut State Library.
Grant Received FY20: $5,500
Grant Received FY21: $5,500
Grant Received FY22: $5,500
Grant Received FY23: $5,500
Grant Received FY24: $6,000
Grant Received FY25: $5,500
Expectation FY26: $5,000 – $6,000

Anticipated Future Expenditures of Funds

Continued off-site document and security microfilm storage, continuing document preservation and uploading of land record to the internet and storage with a focus on technology integration throughout the office, annual purchase of vital records binders, office supplies and equipment, copier costs, microfilming, professional fees, tracking software and as needs arise, purchasing of shelving, cabinets for the vault and furniture for the office.

CGS Sec. 7-34a. Fees.

LI 101-21036(d) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of ten dollars for each document recorded in the land records of the municipality. Not later than the fifteenth day of each month, town clerks shall remit two-fifths of the fees paid pursuant to this subsection during the previous calendar month to the State Treasurer for deposit in the General Fund and two-fifths of the fees paid pursuant to this subsection during the previous calendar month to the State Librarian for deposit in a bank account of the State Treasurer and crediting to the historic documents preservation account established under section 11-8i. One-fifth of the amount paid for fees pursuant to this subsection shall be retained by town clerks and used for the preservation and management of historic documents. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with the employee's official duties. As used in this section "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, district, as defined in chapter 105 or chapter 105a, and each municipal board, commission and taxing district not previously mentioned.

LI 101-21039(e) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of forty dollars for each document recorded in the land records of the municipality. The town clerk shall retain one dollar of any fee paid pursuant to this subsection and three dollars of such fee shall become part of the general revenue of the municipality and be used to pay for local capital improvement projects, as defined in section 7-536. Not later than the fifteenth day of each month, town clerks shall remit thirty-six dollars of the fees paid pursuant to this subsection during the previous calendar month to the State Treasurer. Upon deposit in the General Fund, such amount shall be credited to the community investment account established pursuant to section 4-66aa. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with such employee's official duties. As used in this subsection, "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, and district, as defined in chapter 105 or 105a, any municipal corporation or department thereof created by a special act of the General Assembly, and each municipal board, commission and taxing district not previously mentioned.

Historic Document Preservation Grant Program

Sec. 11-8j. Preservation and management of historic documents: Definitions.
As used in sections 11-8i to 11-8*l*, inclusive, "preservation and management of historic documents" means activities that include, but are not limited to, the following: (1) The restoration and conservation of land records, land record indexes, maps or other records; (2) the microfilming of land records, land record indexes, maps or other records; (3) the use of information technology to facilitate the performance of duties integral to the maintenance and tracking of historic documents; (4) providing public access to an electronic indexing system that combines the grantor index and the grantee index of a town's land records; (5) the assessment or upgrading of records retention facilities; (6) disaster recovery; and (7) the training of personnel to perform duties integral to the maintenance and tracking of historic documents.

NEAR AND LONG TERM PLANS TO RESTRAIN BUDGETARY GROWTH

As in the past and going forward we will remain a no frills office. That being said, we continue to implement technology incrementally throughout the years reducing the time spent on particular projects. The primary purpose of these funds is for document and record preservation. These funds are set aside by the State of Connecticut. The office is benefiting from many of the upgrades instituted over the previous years.

Thanks to CGS 7-34a(d), records restoration is being funded from a revenue fund (An Act Concerning Real Estate Filing and the Preservation of Historic Documents). Thanks, also, to CGS 7-34a(e), (An Act Concerning Farm Land Preservation, Land Protection, Affordable Housing and Historic preservation), the office has more latitude in expenditures. Also available is an annual grant award from the State Library, most recently in the amount of $5,500. Over the last several years the grant amount has ranged from $4,500 to $6,000. Grants have also been made available for election purposes from the State of Connecticut.

We will continue to reduce the postage line with the use of email and Erecording when appropriate.

The use of part time personnel in the office will not be needed to implement any technology. Any amount of additional implementation will be provided without overtime, either will be completed by staff during the town hours of operation or by the clerk during hours outside of normal operating hours.

We will continue to share advertising costs with other towns to help reduce expenses when appropriate.

State and Town Clerk Association provided education will be committed to and implemented when appropriate. We fully implemented the State Death Registration System last year (which we helped to pilot) which allows us to easily retrieve and create death records. The savings by this department per year is approximately $250, and will include additional revenues. A marriage registration system will be in the near future with similar benefits.

When appropriate the plan is to continue the use of the revenue funds to help support some line items and department initiatives.

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2025-2026 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: TOWN CLERK 10109

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 EXPECTED	2024-2025 YTD	2025-2026 PROPOSED	VARIANCE
Alarm Monitoring						$ -
Alarm Penalties						$ -
Ambulance Subsidy						$ -
Beach Admission Fees						$ -
Benefit Assessments						$ -
Bulky Waste Fees						$ -
Conveyance Tax	431,899	308,828	225,000		225,000	$ -
Copy Fees	16,602	16,866	25,000		25,000	$ -
East Lyme Animal Control Fee						$ -
Enhanced E 9-1-1						$ -
Fines/Penalties						$ -
Hazardous Household Waste						$ -
Inspection Fees						$ -
Interest/Lien Fees						$ -
Inter-Municipal Revenues						$ -
Miscellaneous						$ -
Permitting/Licensing Fees						$ -
Program/Registration Fees						$ -
Recording Fees	162,277	139,683	150,000		150,000	$ -
Regional Communications Fees						$ -
Rentals						$ -
Sale of Recyclables						$ -
State Operational Grants						$ -
Tipping Fees						$ -
Versa Kart/Blue Box Purchases						$ -
TOTALS	$ 610,778.00	$ 465,377.00	$ 400,000.00	$ -	$ 400,000.00	$ -

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10109 TOWN CLERK							
40351 LIENS							
10109 40351 LIENS -COLLECTED BY UTILITY CO	0.00	0.00	0.00	-8,220.00	0.00	8,220.00	100.0%
40400 CONVEYANCE TAX							
10109 40400 CONVEYANCE TAX	-200,000.00	0.00	-200,000.00	-308,827.90	0.00	108,827.90	154.4%
41020 MARRIAGE LICENSES							
10109 41020 MARRIAGE LICENSES	0.00	0.00	0.00	-3,312.00	0.00	3,312.00	100.0%
41021 HUNTING & FISHING LICENSE							
10109 41021 HUNTING & FISHING LICENSE	0.00	0.00	0.00	-75.00	0.00	75.00	100.0%
41022 DOG LICENSES							
10109 41022 DOG LICENSES	0.00	0.00	0.00	-1,598.00	0.00	1,598.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS							
10109 41029 WTFD-EL SHELLFISH PERMITS	0.00	0.00	0.00	-232.50	0.00	232.50	100.0%
41031 WATERFORD SHELLFISH PERMI							
10109 41031 WATERFORD SHELLFISH PERMT	0.00	0.00	0.00	-24.50	0.00	24.50	100.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
42009 RECORDING FEES							
10109 42009 RECORDING FEES	-175,000.00	0.00	-175,000.00	-90,015.00	0.00	-84,985.00	51.4%
44004 COPIES							
10109 44004 COPIES	0.00	0.00	0.00	-16,866.50	0.00	16,866.50	100.0%
44005 VITAL STATISTICS							
10109 44005 VITAL STATISTICS	0.00	0.00	0.00	-26,280.00	0.00	26,280.00	100.0%
44006 MISCELLANEOUS							
10109 44006 MISCELLANEOUS	0.00	0.00	0.00	-2,720.00	0.00	2,720.00	100.0%
44254 LOCAL CAPITAL IMPROVEMENT							
10109 44254 LOCIP FUND- AGRICULTURAL REC.	0.00	0.00	0.00	-7,206.00	0.00	7,206.00	100.0%
GRAND TOTAL	-375,000.00	0.00	-375,000.00	-465,377.40	0.00	90,377.40	124.1%

** END OF REPORT - Generated by David Campo **

TOWN of WATERFORD

Targeted Grants:

FY 2025

Historic Documents
Preservation Grant Program
State of Connecticut

Prepared by: ·
David L. Campo, CCTC
Waterford Town Clerk

APPLICATION
TARGETED GRANT FY 2025
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2024)

STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at https://ctstatelibrary.org/publicrecords/hdpp

Name of Municipality: *Use full municipality name, ie 'Town of ___' or 'City of ___'* — Town of Waterford

Name of Municipal CEO: Robert Brule — **Title:** First Selectman

Phone with Area Code: 860.444.5834

Email: rbrule@waterfordct.org

Name of Town Clerk: David L. Campo — **Title:** Town Clerk

Phone with Area Code: 860.444.5829

Email: dcampo@waterfordct.org — **Check if Designated Applicant:** ☑

TC Mailing Address: 15 Rope Ferry Rd

MCEO Address if Different:

Grant Application Deadline: X☑ Cycle 1: April 30, 2024 ☐ Cycle 2: September 30, 2024

Grant Contract Period: The contract period begins after July 1, 2024 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2025.

Maximum Grant Allowed:

$5,500	Small Municipality	Population less than 20,000
$7,500	Medium Municipality	Population between 20,000 and 69,999
$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: $ 5,500

Grant Category(ies):

- ☐ Inventory and Planning
- ☐ Program Development
- ☑ Preservation/Conservation
- ☐ Organization and Indexing
- ☐ Storage and Facilities

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. **Consultants/Vendors** (Total cost for all consultants and vendors)	$ 3000	$ 23.75	$ 3023.75
2. **Equipment** (Total cost for eligible items, i.e. shelving)	$	$	$
3. **Supplies** (Total cost for eligible items, i.e. archival supplies)	$ 2500	$	$ 2500
4. **Town Personnel Costs** (Total cost for all town personnel)	[1] $	[2] $	$
5. **Other** (Please specify on a separate sheet; rarely used)	$	$	$
6. **TOTAL**	$ 5500	$ 23.75	$ 5523.75

[1] Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
[2] Personnel taxes, benefits and any overtime must be paid by the municipality.

DasvNarrative Page & Supporting Documents

Answer on an attached page. Number each question and answer. If applying for more than one project, questions 1 through 3 must address each project separately and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.

2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.

3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.

4. **Provide a detailed budget.** If applying for only one project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).

5. **Attach supporting documents.** For **vendors:** provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, David L. Campo, the Town Clerk, as the agent for making the above application.

Robert Brule
Signature of MCEO

April 26, 2024
Date

Robert Brule, Waterford First Selectman
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.
If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2025 Targeted Grant Guidelines* have been met.

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

April 26, 2024
Date (*must be same as or later than above date*)

David L. Campo, Waterford Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: $________

Grant Number: ____-____-____

____
Signature of Public Records Administrator

____
Date

APPLICATION

TARGETED GRANT FY 2025, CYCLE 1

Historic Documents Preservation Program

1. Describe the project: This is a continuation of an earlier project. The primary focus of the project is preservation and retrieval of records in case of disaster. Vitals will be microfilmed from previous years and stored. New binders and paper will be used to secure land records. Additionally, some paper and linen maps do not copy well and need to be left unused for preservation. Florek Surveying will convert some of these to mylars.
(See attached job estimate)

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

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

and Brian Florek, LS at:

Florek Surveying, LLC
239 Shore Road
Waterford, CT 06385-2886

3. State what the municipality hopes to accomplish: This project will keep us compliant with regard to preservation and security of records. A secondary outcome will be an ease of retrieval for clients and municipal employees.

4. Provide a detailed budget: Attached is the detailed job estimates displaying all costs and what will be included.

5. Attach supporting documentation: Enclosed

adkins
40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

April 24, 2024

Client: Waterford Town Clerk

Title of Job: Archival Supplies

- 12 each - 11 x 8.5 red land record binders stamped on spine in gold @ $105/ea….$1,260/lot
- 15 reams of letter size 28lb. archival 100% cotton land record paper @ $70/ream…$1,050/lot
    - UPS $90
- TOTAL – 2,500

TOTAL COST………$2,500

Signed: Irene Sulewski

Irene Sulewski, Municipal Account Specialist

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

April 24, 2024

Client: Waterford Town Clerk

Title of Job: Microfilming of vital records

The Town of Waterford has 8,855 pages of vital records that need to be microfilmed for security.

8,855 pages of vital records microfilmed @ $0.25/image............... $2,213.75/lot

- Births – 1,809 pages
- Marriages – 3,085 pages
- Deaths – 3,960 pages

The records will be in a safe at Adkins while microfilming is performed. The Town will have access to the vital records via email if a copy is needed.

1. **Adkins will send encrypted emails from the following email address: Adkinsprinting@proton.me**
2. **A password will be provided to the Town Clerk to open the email containing the vital certificate.**
3. **Upon sending the image, Adkins will delete the image and no images will be kept past the contracted service.**
4. **The records will be kept in a secure vault while at Adkins facility in New Britain CT**
5. **A chain of custody form will be kept between Adkins and the Town Clerk of Waterford.**

TOTAL COST.........$2,213.75

This project will take approximately 7-14 days to complete.

Signed: Irene Sulewski

Irene Sulewski, Municipal Account Specialist

Florek Surveying, LLC

239 Shore Road
Waterford, CT 06385
860.271.6006
bflorek@floreksurveyingllc.com

JOB ESTIMATE

January 3, 2024

Client: Waterford Town Clerk

Title of Job: Creation of Fix-Line Mylars to the State of Connecticut filing code from original filed copies.

The Town of Waterford has original filed plans on linen and paper that need to be converted to Fix-Line Mylar for easier viewing and copying.

9 filed plans on linen and paper to be converted to fix-line mylar @ $90 / fix-line mylar. $810.00

Total Cost= $810.00

This project will take approximately 4 weeks to complete after approval to proceed.

Regards,

Brian D. Florek, LS
Managing Member, Florek Surveying, LLC.

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10117 REPRESENTATIVE TOWN MEETING

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request $ Increase	Department Request % Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS												
51210	CLERICAL/TECHNICAL	0	1		0	1	1	0	0.00%	1	0	0.00%
51920	F.I.C.A	0	0		0	0	0	0		0		
	SUBTOTAL	0	1	0	0	1	1	0	0.00%	1	0	0.00%
SERVICES												
52010	ADVERTISING	3,395	6,000		2,083	6,000	6,000	0	0.00%	6,000	0	0.00%
52020	POSTAGE	0	50		0	50	50	0	0.00%	50	0	0.00%
52050	DUES, CONFERENCES, EDUC.	12,852	12,852		12,852	12,852	12,852	0	0.00%	12,852	0	0.00%
	SUBTOTAL	16,247	18,902	0	14,935	18,902	18,902	0	0.00%	18,902	0	0.00%
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0	0	0	0	0	0	0		0	0	
	SUBTOTAL	0	0	0	0	0	0	0		0	0	
DEPARTMENT TOTAL		16,247	18,903	0	14,935	18,903	18,903	0	0.00%	18,903	0	0.00%

PROPOSED BUDGET

FY2026
10117 REPRESENTATIVE TOWN MEETING

GENERAL REMARKS

The Waterford Representative Town Meeting is the legislative body of the town government. The RTM holds six regular meetings (of which the December meeting is the "Annual Meeting"), one usually extended budget session in May and occasional special meetings during the calendar year.

There are six standing committees which do much of the work of the RTM, meeting as necessary in order to conduct the work assigned to them by the moderator. The town clerk is the clerk of the RTM and most of the clerical work for meetings is handled by that office.

SERIES JUSTIFICATION

51000 SERIES
The Town Clerk will handle these duties as part of his salary. I do ask that the line remain funded in the case of a scheduling conflict or a conflict of interest.

52000 SERIES
52010 Advertising: RTM Call, public hearing notices, notice of legislation, etc.
52020 Postage: Committee correspondence, notices, special requests for minutes or agendas.
52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY26. (Additional backup attached)

53000 SERIES
53010 Office Supplies: The costs of nameplates for new RTM members will come out of the town's general supplies.

BUDGETARY RESTRAINT & LOOKING AHEAD

We will continue to use email and the Town Courier when appropriate to help reduce postage. Advertising continues to be a primary stressor. Looking ahead, I foresee no relevant changes.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
December 2, 2024

First Selectman Robert Brule, Acting Moderator, called the December 2, 2024 Annual Meeting of the Representative Town Meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL
PRESENT: Kyrah Augmon-Bossa, Michael Bono, Jennifer Bracciale, Mark Campo, Erica Casper, Mary Childs, Harry Colonis, Timothy Condon (speaker phone), Thomas J. Dembek, Susan Driscoll, Timothy Fioravanti, Nicholas Gauthier, Paul Goldstein, Kristen Gonzalez, Ryan Healy, Christina Jessuck, Matthew Keatley, Lindsay Khan, Kate MacKenzie, Shawn Monahan, Ursula Moreshead, Kayla Mullen, Kathleen Mullen Kohl, Theodore Olynciw, Danielle Steward-Gelinas, David Sugrue
ABSENT: None
EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule; Chair of the Board of Education Pat Fedor
EX-OFFICIO MEMBERS ABSENT: Board of Finance Chair Glenn Patterson; Selectman Richard Muckle, Selectman Greg Attanasio
ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Nick Kepple; Director of Finance Kim Allen.

AGENDA ITEM C – Elect a Moderator
NOMINATION by Steward-Gelinas, seconded by Olynciw, to nominate Paul Goldstein to serve as Moderator for a term of one year.
GOLDSTEIN selected as Moderator: Unanimous

AGENDA ITEM D – October 7, 2024 Minutes
MOTION by Steward-Gelinas, seconded by Keatley, to accept the October 7, 2024 Minutes as presented
MOTION PASSED: 25-0-1 (Sugrue abstained)

CORRESPONDENCE
The following items were received: A letter from Tax Collector Alan Wilensky, a quarterly report from the Waterford Public Schools, an email from Jason M. Kohl, an email from Jeff Knight, an email from Dani Gorman, an email from Greg Attanasio, a letter from the Waterford Democratic Town Committee, a letter from the Waterford Republican Town Committee, a letter from First Selectman Robert Brule. Copies of correspondence can be obtained from the office of the Town Clerk.

PUBLIC COMMENT
Waterford resident Jim Auwood, 19 Penninsular Ave, spoke in favor of Item 10.

AGENDA ITEM H
Oswegatchie Fire House Building Committee Member Ted Olynciw provided an Appointee Report.

CALL ITEM 1 – Oswegatchie Fire Station Building Committee Report
PRESENTATION: Oswegatchie Fire Station Building Committee Chairman Robert Tuneski
Chairman Tuneski provided an update on the project and answered questions from the body. (See Attachment)

MOTION by Steward-Gelinas, seconded by Bracciale, to move ITEM 10 up.
MOTION PASSED: Unanimous

CALL ITEM 10 – Leary Park Renovations
PRESENTATION: Recreation & Parks Director Ryan McNamara, Regional Vice President Andrew Dyjak
Motion by Steward-Gelinas, seconded by Sugrue, to approve **an additional appropriation of $1,197,250** from the **Unassigned Fund Balance of the General Fund to Line Item #33720-55855 Town Basketball Court Repairs** for the court renovations and accessibility at Leary Park.
Friendly amendment offered by Driscoll and accepted to change the Line name to **"Town Courts"** to read as follows: Motion by Steward-Gelinas, seconded by Dembek, to approve **an additional appropriation of $1,197,250** from the **Unassigned Fund Balance of the General Fund to Line Item #33720-55855 Town Court Repairs** for the court renovations and accessibility at Leary Park.
MOTION PASSED: Unanimous

CALL ITEM 2 – Pre-Emption Light Repairs
PRESENTATION: Interim Fire Director Stephen Dubicki, Jr
Motion by Steward-Gelinas, seconded by Dembek, to approve an additional appropriation of **$27,000** from **Line #205-31520** Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund to **Line #20523-57838 Capital Pre-Emption Light Repairs** for a study to test all town pre-emption lights and create a plan to be used as the basis of a **FY2026** Capital Project budget request.
MOTION PASSED: Unanimous

CALL ITEM 3 – Jordan Traffic Light Upgrade Designation
PRESENTATION: Interim Fire Director Stephen Dubicki, Jr
Motion by Steward-Gelinas, seconded by Keatley, to approve a recommendation from the Board of Finance to designate an additional **$10,460** to **Line #20523-57791 Jordan Traffic Light Upgrade** from **Line #205-31520 Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund** for a study to complete a capital project for fire services.
Discussion ensued
MOTION by Olynciw, seconded by Mullen Kohl, to table.
Motion withdrawn
MAIN MOTION PASSED: Unanimous

CALL ITEM 4: Jordan Traffic Light Upgrade
PRESENTATION: Interim Fire Director Stephen Dubicki, Jr
Motion by Steward-Gelinas, seconded by Dembek, to approve a recommendation from the Board of Finance to appropriate **$35,460** from the currently designated **line #20523-57791 Jordan Traffic Light Upgrade.**
MOTION PASSED: Unanimous

RTM Member Tim Condon Left

CALL ITEM 5: Public Safety Radio Grant Acceptance
MOTION by Dembek, seconded by Moreshead, to act upon a resolution to accept a grant in the amount of **$500,000** from the State Department of Emergency Services and Public Protection for replacement of the town public safety radio system as per the attached resolution.
Friendly amendment offered by Driscoll and accepted to correct typos in final draft.
MOTION PASSED: Unanimous

CALL ITEM 6 – Alewife Cove
PRESENTATION: Planning Director Jonathan Mullen, AICP; Environmental Planner Maureen Fitzgerald
MOTION by Steward-Gelinas, seconded by Keatley, to approve a recommendation from the Board of Finance to appropriate **$37,500** from the currently designated **Line #20541-57238 Alewife Cove** to fund a matching grant contribution to the National Wildlife Foundation 2022 Long Island Sound Futures Fund Grant Award for the Stabilization of Alewife Cove Study.
Friendly amendment offered and accepted to change "2022" to "2023".
MOTION PASSED: Unanimous

CALL ITEM 7 – Mago Point Improvements
PRESENTATION: Planning Director Jonathan Mullen, AICP, Town Attorney Robert Avena, Director of State Boating Law Administrator Peter B. Francis
MOTION by Steward-Gelinas, seconded by Moreshead, to approve a recommendation from the Board of Finance to appropriate $374,500 from the designated **Line Item #20511-57870 Mago Point Improvements** for the Town's contribution to the municipal/state improvements to the Mago Point parking lot and state launching area, pursuant to the contract provided.
MOTION PASSED: Unanimous

CALL ITEM 8 – Nevins Cottage Structural Repairs
PRESENTATION: Planning Director Jonathan Mullen, AICP
MOTION by Steward-Gelinas, seconded by Khan, to approve a recommendation from the Board of Finance to appropriate **$75,000** from the **Capital and Non-recurring designated line# 20511-57767 Nevins Cottage Structural Repairs**, for Nevins Cottage Repairs.
Friendly amendment offered by Olynciw and accepted to remove "Structural" to read as follows:
MOTION by Steward-Gelinas, seconded by Khan, to approve a recommendation from the Board of Finance to appropriate **$75,000** from the **Capital and Non-recurring designated line# 20511-57767 Nevins Cottage Repairs**, for Nevins Cottage Repairs.
MOTION PASSED: 24-1-0 (MacKenzie opposed)

CALL ITEM 9 – Service Contracts and Repairs

PRESENTATION: Public Works Director Gary Schneider
MOTION by Steward-Gelinas, seconded by Olynciw, to approve a recommendation from the Board of Finance for an additional appropriation of **$98,254 from the Unassigned Fund Balance of the General Fund to line item #10111-52040 Service Cont. and Repairs.**
MOTION PASSED: Unanimous

CALL ITEM 11 – Track and Field Turf Replacement
PRESENTATION: Board of Education Finance Director Joe Mancini, Regional Vice President Andrew Dyjak
MOTION by Steward-Gelinas, seconded by Sugrue, to approve a recommendation from the Board of Finance to appropriate **$1,147,000 from the designated Line Item #20560-57820 Track and Field Turf Replacement** to replace the turf on the Waterford High school track and field.
MOTION by Moreshead to table until further test results are available and a second making the motion contingent on future test results.
Both withdrawn
MOTION PASSED: 21-1-3 (M. Campo opposed; Gonzalez, Olynciw, Mullen Kohl abstained)

CALL ITEM 12 – High School Tennis Courts Replacement
PRESENTATION: Board of Education Finance Director Joe Mancini, Regional Vice President Andrew Dyjak
MOTION by Steward-Gelinas, seconded by Keatley, to approve a recommendation from the Board of Finance to appropriate **$1,148,100 from the designated Line Item #20560-57833 Tennis Court Replacement** for replacing the tennis courts at Waterford High School.
MOTION PASSED: 22-2-1 (M. Campo MacKenzie opposed, Olynciw abstained

CALL ITEM 13 – Wage Increases
PRESENTATION: Human Resource director Christine Walters, Labor Attorney Kristi Kelly
MOTION by Steward-Gelinas, seconded by Keatley, to accept a request from the First Selectman to approve the non-union Administrative Support (AS) & Technical Crafts (TC) and the non-union Management Professional general wage increase of 2.50% for fiscal year 2025-2026.
MOTION PASSED: 22-0-2 (Bracciale, Gauthier abstained)

CALL ITEM 14 – Executive Session
MOTION by Steward-Gelinas, seconded by Khan to discuss strategy and/or negotiations with respect to the Waterford Professional Firefighters Association Local 4629, International Association of Firefighters, AFL-CIO bargaining agreement in executive session and invite First Selectman Robert Brule, Interim Fire Director Stephen Dubicki, Labor Attorney Kristi Kelly, and Human Resource Director Christine Walters to attend at 9:58 P.M.
MOTION PASSED: Unanimous
MOTION by Steward-Gelinas, seconded by Bracciale, to come out of executive session at 10:22 P.M.
MOTION PASSED: Unanimous

CALL ITEM 15 – Waterford Professional Firefighters Association Local 4629
PRESENTATION: Human Resource director Christine Walters, Labor Attorney Kristi Kelly
MOTION by Driscoll, seconded by Gauthier, to approve the funds necessary to implement the tentative Agreement between the Town of Waterford and the Waterford Professional Firefighters Association Local 4629, International Association of Firefighters, AFL-CIO, to be effective July 1, 2024 – June 30, 2028, and authorize the First Selectman to sign on the Town's behalf.
MOTION PASSED: Unanimous

CALL ITEM 16 – Oswegatchie Fire Station Building Committee
MOTION by Driscoll, seconded by Childs, to appoint Guy Russo to the Oswegatchie Fire Station Building Committee.
MOTION by Steward-Gelinas, seconded by Sugrue, to appoint Michael Elbaum to the Oswegatchie Fire Station Building Committee.
VOTING IN FAVOR OF RUSSO: Augmon-Bossa, Bono, Casper, Childs, Driscoll, Fioravanti, Gauthier, Gonzalez, Khan, Moreshead, Mullen, Mullen Kohl, Olynciw
VOTING AGAINST: Bracciale, Campo, Colonis, Dembek, Goldstein, Healy, Jessuck, Keatley, MacKenzie, Monahan, Steward-Gelinas, Sugrue
GUY RUSSO APPOINTED

CALL ITEM 17 – Personnel Review Board
MOTION by Steward-Gelinas, seconded by Keatley, to appoint Tali Maidelis to the Personnel Review Board. (Term 12/01/2024 – 11/30/2027)
MOTION PASSED: Unanimous

CALL ITEM 18 – Social Services Grants Review Board
MOTION by Steward-Gelinas, seconded by Keatley, to appoint Thomas Dembek to the Social Services Grants Review Board. (Term 12/02/2024 – 11/30/2025)
MOTION by Driscoll, seconded by Gauthier, to appoint Lindsay Khan to the Social Services Grants Review Board. (Term 12/02/2024 – 11/30/2025)
MOTION PASSED: 23-0-2 for both (Dembek, Khan abstained)

CALL ITEM 19 – RTM Proposed Schedule
MOTION by Steward-Gelinas, seconded by Keatley, to approve the 2025 Regular Meeting Schedule. (See attachment)
MOTION PASSED: Unanimous

CALL ITEM 20 – RTM Proposed Budget
MOTION by Steward-Gelinas, seconded by Bracciale, to approve the FY26 budget in the amount of $18,903 and forward to the Board of Selectmen for approval. (See attachment)
MOTION PASSED: 23-2-0 (Childs, Gauthier opposed)

NEW BUSINESS:
MOTION by Gauthier, seconded by Steward-Gelinas, to refer the subject of "salaries of elected officials" to the Finance Wage & Personnel Standing Committee of the RTM in regard to the letter submitted by First selectman Robert Brule. (See Attachment)
MOTION PASSED: 24-1-0 (Driscoll opposed)

MOTION by Steward-Gelinas, seconded by Dembek, to adjourn at 10:44 P.M.
MOTION PASSED: Unanimous

Respectfully Submitted,
David L. Campo
David L. Campo, CCTC
Waterford Town Clerk

CCM
545 Long Wharf Drive, 8th Floor
New Haven CT 06511
(203) 498-3000

Invoice

Invoice	**INV305050**
Date	6/4/2024
PO Number	
Customer No.	1377
Payment Terms	Upon Receipt

Bill To

FINANCE DIRECTOR
TOWN OF WATERFORD
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Description	Quantity	Price	Amount
2024-25 MUNICIPAL SERVICES FEE	1	$12,852.00	$12,852.00

APPROVED
VENDOR# 346
PO# 00250023 FY 25
CLOSE PO Y X N
ACCOUNT # 10117 – 52050
AMOUNT $12,852.00
SIGN
DATE 7/2/24

RECEIVED FOR RECORD
WATERFORD.CT
2024 JUL -2 A 9:31
ATTEST:
TOWN CLERK

Subtotal	$12,852.00
Sales Tax	$0.00
Total	$12,852.00

Interest will be calculated at 1% per month on all amounts past due over 45 days from due date

Please remit with payment

Invoice Number	Customer Number	Invoice Date	Document Amount
INV305050	1377	6/4/2024	$12,852.00

Payment __Check __Credit Card

Remit to:
CCM
545 Long Wharf Drive, 8th Floor
New Haven CT 06511

Check/Credit Card Number	EXP (mm/yy)	CSV
Amt Paid	signature (credit card)	

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10101 BOARD OF SELECTMEN

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM.	Department Request $ Increase	Department Request % Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS												
51010	FIRST SELECTMAN	111,350	113,176		58,539	114,591	114,591	1,415	1.25%	114,591	1,415	1.25%
51020	OTHER SELECTMEN	3,795	3,843		1,921	3,890	3,890	47	1.22%	3,890	47	1.22%
51110	ADMINISTRATION	60,374	67,070		30,687	62,928	62,928	(4,142)	-6.18%	62,928	(4,142)	-6.18%
51920	F.I.C.A	12,848	14,083		6,619	13,878	13,878	(205)	-1.46%	13,878	(205)	-1.46%
	SUBTOTAL	188,367	198,172	0	97,766	195,287	195,287	(2,885)	-1.46%	195,287	(2,885)	-1.46%
SERVICES												
52010	ADVERTISING	0	100		0	100	100	0	0.00%	100	0	0.00%
52020	POSTAGE	123	100		3	125	125	25	25.00%	125	25	25.00%
52030	PROFESSIONAL FEES	100	3,000		0	1,500	1,500	(1,500)	-50.00%	1,500	(1,500)	-50.00%
52040	SERVICE CONT & REPAIRS	1,305	1,200	200	556	1,500	1,500	300	25.00%	1,500	300	25.00%
52050	DUES, CONF., & EDUCATION	249	329		275	2,275	2,275	1,946	591.49%	2,275	1,946	591.49%
52070	REIMBURSABLE EXPENSE	0	200		0	100	100	(100)	-50.00%	100	(100)	-50.00%
52080	TELEPHONE	804	504		214	515	515	11	2.18%	515	11	2.18%
	SUBTOTAL	2,581	5,433	200	1,048	6,115	6,115	682	12.55%	6,115	682	12.55%
MATERIALS & SUPPLIES												
53020	OTHER SUPPLIES	2,003	1,800	(200)	610	2,000	1,800	200	11.11%	1,800	0	0.00%
53090	FUELS & LUBRICANTS	1,692	1,000		708	1,500	1,700	500	50.00%	1,700	700	70.00%
	SUBTOTAL	3,695	2,800	-200	1,318	3,500	3,500	700	25.00%	3,500	700	25.00%
FURNITURE												
54010	OFFICE FURNITURE	0	0		0	1,500	1,500	1,500	0.00%	1,500	1,500	
	SUBTOTAL	0	0	0	0	1,500	1,500	1,500	0.00%	1,500	1,500	0.00%
DEPARTMENT TOTAL		194,643	206,405	0	100,132	206,402	206,402	(3)	0.00%	206,402	(3)	0.00%

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
BOARD OF SELECTMEN (10101)

BOARD OF SELECTMEN

Robert Brule, First Selectman
Richard Muckle, Selectman
Gregory Attanasio, Selectman
Shannon Withey, Executive Assistant

TO: Board of Selectmen, Board of Finance & RTM

FROM: Rob Brule, First Selectman

DATE: December 1, 2024

I have attached the budget request for the Board of Selectmen for the Fiscal Year 2025/2026 for your review and approval. I have worked directly with the Director of Finance to ensure the Board of Selectmen personnel, operating and professional services lines have been reviewed and back-up information available for review.

As with my other Directors and Department Heads, my intention is to be as accurate and transparent as possible. If you have any questions, require any additional information or wish to review this budget in part or in its' entirety, please feel free to contact me before the first Board of Selectmen meeting in February 2025.

BUDGET FUNCTION

The First Selectman acting for the Board of Selectmen shall be the general town administration officer and shall be responsible for the operation and maintenance of the hall of records, town garage, other property at the town civic center and other property under the administration of the board of selectmen. The supervision of all Department Heads in the Town shall be the responsibility of the First Selectman. He shall be responsible for assignment of office space and scheduling of meetings at the hall of records. Office hours at the hall of records shall be established by the First Selectman (Code of Ordinances, Waterford, Connecticut 2.08.010).

The Town of Waterford strives to promote and improve quality of life, enhancing a sense of community, and preserving the integrity of our small-town identity and culture. We are committed to fostering respect, integrity, and honesty. Town government will support initiatives that create a welcoming and affordable environment for residents, businesses and visitors alike. We strive to provide excellence through a responsible and accessible First Selectman and Board of Selectmen.

LOOKING AHEAD

Over the past two years, the Board of Selectmen operating budgeting filled a Part-Time Executive Assistant position to cover vacation, sick and personal time requests by the Executive Assistant. The continuation of this position is very helpful and ensures there is office coverage.

Looking ahead, I see the Board of Selectmen operating budget increasing in the 51110 line to create a Part-Time "Presentation Specialist" position and combining it with the existing Part-Time Executive Assistant position. In addition, future travel to visit possible destinations for Millstone Power Station consent-based siting locations and data center acoustical engineering companies may be the only additional "future" items that may come up that I do not budget.

Finally, I will continue to use "Waterford Cares – Community Events" special revenue fund donations to offset special community events in town to reduce operating budgets within Senior Services, Youth & Family Services Bureau and Recreation & Parks where possible.

BUDGET SUMMARY

The First Selectman is responsible for presenting the annual budget to the Board of Selectmen because it ensures transparency and accountability in the town's financial management. This FY26 budget focuses on personnel costs, services, materials & supplies and furniture, to ensure that the Board of Selectmen's operations run smoothly and efficiently.

By presenting this detailed budget, the First Selectman provides a clear plan for how funds will be allocated within this budget, which helps in making informed decisions that benefit the community. It also allows for proper planning and prioritization of resources, ensuring that personnel, services, materials and supplies and furniture costs are funded appropriately.

The First Selectman continues to work with businesses, volunteers, Waterford Rotary, Waterford Community Food Bank, Waterford Veterans Coffeehouse and Waterford Youth & Family Service Bureau through the "Waterford Cares" initiative. This special revenue fund was created to sponsor Community Events with donations, including the Waterford Day Parade and Holiday Tree Lightings at Jordan Green and Quaker Hill Green.

This FY26 BOS operating budget request is a flat budget request (0%) at $206,402.

The 51000 series (Personnel Costs) remains the largest portion of the budget. This FY26 budget proposal, highlights a decrease of $2,885 or 1.46% decrease from FY25, and reflects the December 2024 RTM approved increases for elected officials (1.25%) and Non Union Management Personnel (2.5%).

The increases in the 52000 series (Services) is highlighted by an increase in Postage of $25, a decrease of $1500 in Professional Fees, an increase in Service Contract & Repairs of $300, an increase in Dues, Conferences and Education of $1,946, a decrease in Reimbursement Expense of $100 and increase in Telephone of $11.

The increase in the 53000 series (Materials & Supplies) is highlighted by an increase of $200 in Other Supplies and an Increase in Fuels and Lubricants of $500.

The increase in the 54000 series (Furniture) is highlighted by the purchase of six office conference room chairs and a new desk chair and reflects an increase of $1500.

To summarize, the 51000 series decreased $2,885, whereas the 52000 series increased $682, the 53000 series increased $700.00 and the 54000 series increased $1500 for an overall BOS operating budget of $206,402, a 0% increase.

Key items in the budget request are explained below:

Professional Fees (52030): FY26 request includes funds for:

1) The First Selectman to work with the Economic Development Commission in bringing new initiatives and development to the town. The focus of this request will be bringing on a consultant to assist with mixed-use zoning regulations and development at the Crystal Mall. Requested Amount $1500.

Dues, Conferences & Education (52050): FY26 request includes funds for:

1) Attend the 2025 CCM Annual Conference (December 2025). More than 1,100 attendees, including local government leaders from across the state and companies providing the best in products and services to towns and cities, gather together for two days of informative workshops, interactive discussions, and networking opportunities. The FY26 budget includes the BOF Chairman and RTM Moderator. The cost $199.00 for First Selectman and $249.00 for non-members. Requested Amount $697.

2) Attend the 2025 International Council of Shopping Centers (ICSC) New York Event to assist with responsible mixed-use development in Waterford. **ICSC NEW YORK** is the premier event that takes place annually in December. It is a two-day gathering of dealmakers and industry experts who are driving innovation and evolution in the Marketplaces Industry. ICSC produces experiences that create connections and catalyze deals and develops high impact marketing and public relations that influence opinions. Requested Amount $1300.00

Office Furniture (54010): FY26 request includes funds for:

1) Purchase a new desk chair ($300) and six conference room chairs ($200 each) for the First Selectman's Office and return the 6 current chairs to the RTM in the Auditorium. The office never had a conference room table for meetings nor chairs, and are needed. The desk chair is 15 years old and needs to be replaced. Requested Amount $1500.00

PERSONNEL COSTS:

- **51010 – ELECTED OFFICIALS/FIRST SELECTMAN** **($114,591)**

The wages indicated in this budget reflect the RTM approving (1.25%) for Elected Officials increase in December 2024, per ordinance (See Personnel Sheet).

FY24	$113,350.25	FY23	$110,535.06	FY22	$109,305.24	FY21	$108,023.65	FY20	$106,450.59

- **51020– ELECTED OFFICIALS/SELECTMEN** **($3,890)**

The wages indicated in this budget reflect the RTM approving (1.25%) for Elected Officials increase in December 2024, per ordinance (See Personnel Sheet).

FY24	$3,794.86	FY23	$3,909.00	FY22	$3,710.88	FY21	$3,666.98	FY20	$3,657.18

- **51110 – ADMINISTRATION** **($62,928)**

The wages indicated in this budget reflect the RTM approving (2.5%) for Non-Union Management Positions (NUMP) wage increase in December 2024, per ordinance This line includes a FT Executive Assistant at $59,312 and includes a Part-Time Executive Assistant who covers vacation and sick time at $3,616. (See Personnel Sheet)

FY24	$60,374.19	FY23	$71,394.83	FY22	$72,942.19	FY21	$64,327.94	FY20	$70,023.74

- **51210 – CLERICAL AND TECHNICAL** **($0)**

No funds requested for FY26.

FY24	$0.00	FY23	$0.00	FY22	$0.00	FY21	$63.30	FY20	$0.00

- **51920 – FRINGE/FICA** **($13,878)**

Budget request based on approved RTM salary increases for Elected Officials and NUMP's in December 2024.

FY24	$12,848.00	FY23	$14,012.64	FY22	$14,211.44	FY21	$13,386.19	FY20	$13,232.75

Personnel Subtotal:	**$195,287**

SERVICES:

- **52010 – ADVERTISING** **($100)**

  FY26 request remains flat. This request will cover the costs of legal notices as required by State Statutes and other public notices published by the Board of Selectmen.

FY24	$0.00	FY23	$23.00	FY22	$95.00	FY21	$0.00	FY20	$0.00

- **52020 – POSTAGE** **($125)**

  FY26 request reflects a $25.00 increase due to increase of thank you and holiday notes. Postage is used for normal communications with residents, elected officials, employees and businesses.

FY24	$123.42	FY23	$64.23	FY22	$46.68	FY21	$54.57	FY20	$250.23

- **52030 – PROFESSIONAL FEES** **($1500)**

  FY26 request is a reduction of $1500. Request is for a consultant to assist the town in the mix-use residential and economic development at the Crystal Mall and navigate the complexities of three property owners at the site and state land as abutting property.

FY24	$100.00	FY23	$208.58	FY22	$24,228.60	FY21	$2,112.97	FY20	$3,928.98

- **52040 – SERVICE CONTRACTS & REPAIRS** **($1500)**

  FY26 request is an increase of $300 due to an increase in the number of black & white copies ($0.0070) and color copies ($0.052) and the Ricoh annual lease of $77.23 per month or $926.76 annually.

FY24	$1,304.75	FY23	$1,223.42	FY22	$1,287.89	FY21	$990.27	FY20	$1,397.78

- **52050 – DUES, CONFERENCES & EDUCATION** **($2,275)**

  The FY26 request is a $1,946 increase and includes the First Selectman participation at Conferences for state policy and economic development seminars that will shape Waterford's retail/manufacturing footprint and long-range fiscal planning.

1) 2025 CCM Annual Conference (November 2025). This annual conference is held locally at Mohegan Sun Casino. The FY26 budget includes inviting the BOF Chairman and RTM Moderator. The cost $199.00 for First Selectman and $249.00 for non-members. ($697)

2) 2025 International Council of Shopping Centers (ICSC) New York Event (December 2025). ICSC NEW YORK is the premier event and is a two-day gathering of dealmakers and industry experts who are driving innovation and evolution in the Marketplaces Industry. This conference will assist with responsible mixed-use development in Waterford and balance large box/retail store trends, measured approach to housing and impact on traffic and public services needed. Budget for hotel, train, meals.
Hotel - $1,159 (2 nights), Train (includes EDC Chairman) - $312, Meals - $57 ($1528)

Update: CCM Certified CT Municipal Official Program (CCMO): The First Selectman has completed 33 credits and needs 3 Personal Development credits by December 31, 2026 to complete the CCMO certification. Participants must complete 36 hours of study in three developmental categories: Personal Development, Organizational Development, and Community Development. ($50)

FY24	**$249.00**	**FY23**	**$179.00**	**FY22**	**$5.00**	**FY21**	**$0.00**	**FY20**	**$0.00**

- **52070 – REIMBURSEABLE EXPENSE** **($200)**

The FY26 request remains the same as last year's request to cover unexpected out-of-pocket expenses for various activities.

FY24	**$0.00**	**FY23**	**$104.22**	**FY22**	**$0.00**	**FY21**	**$253.94**	**FY20**	**$269.99**

- **52080 – TELEPHONE** **($515)**

The FY26 request is for the Executive Assistant's cellular phone. Request is based on a cost of $42.93 a month, or $515 annually. As the town's Chief Emergency Officer, the First Selectman's cellular phone is budgeted under the Emergency Management budget.

FY24	**$804.34**	**FY23**	**$504.32**	**FY22**	**$0.00**	**FY21**	**$0.00**	**FY20**	**$0.00**

Services Subtotal: $6,115

MATERIALS & SUPPLIES

- **53020 – OTHER SUPPLIES** **($2000)**

Request is based on FY24 projected actuals and includes requests for supplies for cleaning the office and restroom in the office. This request will provide funds for various town meetings, events and programs hosted by the First Selectman (American Red Cross, Nuclear Energy Advisory Council, state and federal commissioners and dignitaries). This will cover expenses for elected official, volunteer and town employee proclamations and retirement events as well as complimentary snacks and bottled water in the First Selectman's Office.

FY24	$2,002.83	FY23	$1,273.12	FY22	$157.13	FY21	$150.00	FY20	$680.38

- **53090 – FUELS AND LUBRICANTS** **($1500)**

A reduction in this line request is based on the new town-negotiated gasoline prices for FY26. The First Selectman's vehicle continues to be a former 6-cyliner WPD admin vehicle with necessary 4WD. Fuel per gallon cost is $2.19 and reflects 685 gallons budgeted.

FY24	$1,692.45	FY23	$1,801.60	FY22	$712.99	FY21	$968.00	FY20	$948.68

Materials & Supplies Subtotal: $3,500

FURNITURE

- **54010 – FURNITURE** **($1500)**

The FY26 request reflects the purchase of 6 (six) Conference Room Table Chairs for the First Selectman's office (approx. $200 each) and a new desk chair (approx.. $300).

FY24	$0.00	FY23	$0.00	FY22	$0.00	FY21	$0.00	FY20	$0.00

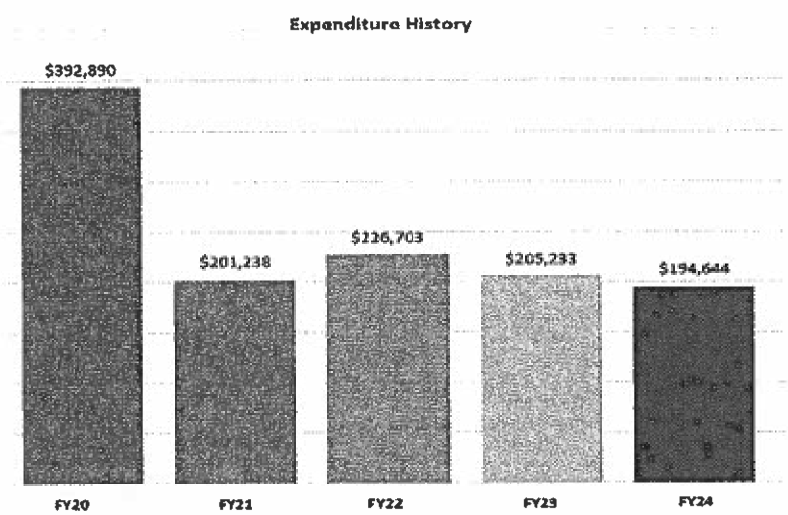
Furniture Subtotal: $1500

Department Total: $206,402

PERSONNEL SHEET

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
51010 - ELECTED OFFICIAL								
4/7/2015	CHIEF EXECUTIVE	FT	N/A	113,175.86	114,590.48	N/A	114,590.48	8,766.17
	TOTALS			113,175.86	114,590.48	0.00	114,590.48	8,766.17
51020 - ELECTED OFFICIAL								
04/10/23	OTHER SELECTMEN	PT	N/A	1,921.20	1,945.20	N/A	1,945.20	148.81
02/10/23	OTHER SELECTMEN	PT	N/A	1,921.20	1,945.20	N/A	1,945.20	148.81
	TOTALS			3,842.40	3,890.40	0.00	3,890.40	297.62
51110 - ADMINISTRATIVE								
02/27/23	EXECUTIVE ASSISTANT	FT	N/A	57,865.27	59,312.25	N/A	59,312.25	4,537.39
04/13/23	EXECUTIVE ASSISTANT	PT (2.5 HRS)	$ 27.0300	3,527.42	3,616.16	N/A	3,616.16	276.64
	TOTALS			61,392.68	62,928.41	0.00	62,928.41	4,814.02
51210 - CLERICAL/TECHNICAL								
	EXEC ASSISTANT	AS NEEDED	N/A	0.00	0.00	N/A	0.00	0.00
	TOTALS			0.00	0.00	0.00	0.00	0.00
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.							0.00	0.00
TOTALS		FY25 FICA	13,648.44	178,410.94	181,409.29	0.00	181,409.29	13,877.81
BUDGET TOTAL W/F.I.C.A				192,059.38			195,287.10	

EXPENDIUTRE HISTORY



FY25 FINANCIAL SUMMARY REPORT (3 Pages)

51000 – PERSONNEL COSTS	**$192,059**

* See Personnel Sheet on Page 9 for more details

52020 – POSTAGE	**$123**
52040 - SERVICE CONTRACTS & REPAIRS	**$1,304**
52080 – TELEPHONE	**$804**
53020 – OTHER SUPPLIES	**$2002**
53090 - FUELS & LUBRICANTS	**$1,692**

Board of Selectmen

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52080	TELEPHONE	2024	06/30/2024	07/12/2024	API	-34.85	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	06/30/2024	07/12/2024	API	42.87	T-MOBILE USA, INC.	ACC # 997249253
10101	52080	TELEPHONE	2024	06/21/2024	06/20/2024	API	35.61	T-MOBILE USA, INC.	997249253 TOWN OF WATERFORD
10101	52080	TELEPHONE	2024	05/03/2024	05/02/2024	API	41.06	VERIZON WIRELESS	685450205-00001
10101	52080	TELEPHONE	2024	04/05/2024	04/04/2024	API	41.08	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	03/15/2024	03/14/2024	API	41.08	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	03/01/2024	02/28/2024	API	41.08	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	01/05/2024	01/04/2024	API	41.07	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	12/08/2023	12/07/2023	API	41.07	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	11/09/2023	11/07/2023	API	41.07	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	10/13/2023	10/11/2023	API	41.04	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	09/15/2023	09/13/2023	API	41.21	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	08/04/2023	08/03/2023	API	390.95	VERIZON WIRELESS	ACC # 685450205-00001
							804.34		

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	53020	OTHER SUPPLIES	2024	06/30/2024	07/28/2024	API	2.00	JP MORGAN CHASE BANK	JULY 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	06/04/2024	07/03/2024	API	125.00	JP MORGAN CHASE BANK	JUNE 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	05/04/2024	05/31/2024	API	121.00	JP MORGAN CHASE BANK	MAY 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	04/04/2024	05/02/2024	API	96.25	JP MORGAN CHASE BANK	APRIL 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	02/04/2024	03/04/2024	API	148.62	JP MORGAN CHASE BANK	FEBRUARY 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	02/06/2024	02/06/2024	APM	1,200.00	FILOMENAS LLC	JOAN BARNES RETIREMENT
10101	53020	OTHER SUPPLIES	2024	12/08/2023	12/07/2023	API	15.11	W.B. MASON CO., INC	LABEL
10101	53020	OTHER SUPPLIES	2024	10/04/2023	11/02/2023	API	119.99	JP MORGAN CHASE BANK	OCTOBER 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	10/04/2023	11/02/2023	API	50.64	JP MORGAN CHASE BANK	OCTOBER 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	09/04/2023	10/12/2023	API	28.69	JP MORGAN CHASE BANK	SEPTEMBER 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	08/04/2023	09/05/2023	API	38.13	JP MORGAN CHASE BANK	AUGUST 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	07/01/2023	08/07/2023	GEN	57.40		REV FY23 PPD 070423 JP MORGAN
							2,002.83		

Board of Selectmen

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52020	POSTAGE	2024	06/30/2024	07/10/2024	GEN	0.64		JUNE24 METERED MAIL
10101	52020	POSTAGE	2024	05/31/2024	06/05/2024	GEN	41.19		MAY24 METERED MAIL
10101	52020	POSTAGE	2024	02/29/2024	03/05/2024	GEN	4.72		FEB24 METERED MAIL
10101	52020	POSTAGE	2024	01/31/2024	02/08/2024	GEN	0.64		JAN24 METERED MAIL
10101	52020	POSTAGE	2024	12/31/2023	01/10/2024	GEN	57.33		DEC23 METERED MAIL
10101	52020	POSTAGE	2024	11/30/2023	12/08/2023	GEN	1.89		NOV23 METERED MAIL
10101	52020	POSTAGE	2024	09/30/2023	10/06/2023	GEN	10.08		SEPT 23 METERED MAIL
10101	52020	POSTAGE	2024	08/31/2023	09/07/2023	GEN	4.41		AUG 23 METERED MAIL
10101	52020	POSTAGE	2024	07/31/2023	08/09/2023	GEN	2.52		JULY23 METERED MAIL
							123.42		

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52040	SERVICE CONT. AND REPAIRS	2024	06/07/2024	06/05/2024	API	59.16	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	05/10/2024	05/08/2024	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	04/26/2024	04/24/2024	API	78.83	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	04/12/2024	04/10/2024	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	02/16/2024	02/15/2024	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	01/19/2024	01/17/2024	API	381.22	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	12/08/2023	12/07/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	11/09/2023	11/07/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	10/13/2023	10/11/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	09/15/2023	09/13/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	08/18/2023	08/16/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	07/07/2023	07/07/2023	API	92.85	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	06/30/2024	07/03/2024	GEN	0.15		COLOR COPY CHARGES 063024
10101	52040	SERVICE CONT. AND REPAIRS	2024	06/30/2024	07/03/2024	GEN	24.80		COLOR COPY CHARGES 053124
10101	52040	SERVICE CONT. AND REPAIRS	2024	03/31/2024	04/04/2024	GEN	0.80		COLOR COPY CHARGES 022924
10101	52040	SERVICE CONT. AND REPAIRS	2024	02/29/2024	03/06/2024	GEN	0.20		COLOR COPY CHARGES 013124
10101	52040	SERVICE CONT. AND REPAIRS	2024	01/31/2024	02/08/2024	GEN	0.10		COLR COPY CHARGES 123123
10101	52040	SERVICE CONT. AND REPAIRS	2024	12/31/2023	01/08/2024	GEN	16.25		COLOR COPY CHARGES 113023
10101	52040	SERVICE CONT. AND REPAIRS	2024	10/31/2023	11/09/2023	GEN	1.05		COLOR COPY CHARGES 093023
10101	52040	SERVICE CONT. AND REPAIRS	2024	08/31/2023	09/13/2023	GEN	1.25		COLOR COPY CHARGES 083123
10101	52040	SERVICE CONT. AND REPAIRS	2024	08/31/2023	09/13/2023	GEN	30.25		COLOR CCOPY CHARGES 073123
							1,304.75		

Board of Selectmen

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	53090	FUELS AND LUBRICANTS	2024	06/30/2024	07/09/2024	GEN	170.81		JUNE24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	05/31/2024	06/05/2024	GEN	158.30		MAY24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	04/30/2024	05/02/2024	GNI	120.05		APR24 FUEL
10101	53090	FUELS AND LUBRICANTS	2024	03/31/2024	04/03/2024	GEN	85.83		MAR24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	02/29/2024	03/05/2024	GEN	183.53		FEB24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	01/31/2024	02/05/2024	GEN	111.65		JAN24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	12/31/2023	01/08/2024	GEN	85.51		DEC23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	11/30/2023	12/08/2023	GEN	155.95		NOV23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	10/31/2023	11/08/2023	GEN	213.14		OCT23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	09/30/2023	10/04/2023	GEN	131.77		SEPT23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	08/31/2023	09/07/2023	GEN	135.77		AUG 23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	07/31/2023	08/01/2023	GEN	140.14		JUL23 FUEL USAGE REPORT
							1,692.45		

10101-52020
POSTAGE
FY2024

Board of Selectmen

Board of Selectmen

Metered Mail July23-June24

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52020	POSTAGE	2024	07/31/2023	08/09/2023	GEN	$2.52		JULY23 METERED MAIL
10101	52020	POSTAGE	2024	08/31/2023	09/07/2023	GEN	$4.41		AUG23 METERED MAIL
10101	52020	POSTAGE	2024	09/30/2023	10/06/2023	GEN	$10.08		SEPT23 METERED MAIL
10101	52020	POSTAGE	2024			GEN	$0.00		OCT23 METERED MAIL
10101	52020	POSTAGE	2024	11/30/2023	12/08/2023	GEN	$1.89		NOV23 METERED MAIL
10101	52020	POSTAGE	2024	12/31/2023	01/10/2024	GEN	$57.33		DEC23 METERED MAIL
10101	52020	POSTAGE	2024	01/31/2024	02/08/2024	GEN	$0.64		JAN24 METERED MAIL
10101	52020	POSTAGE	2024	02/29/2024	03/05/2024	GEN	$4.72		FEB24 METERED MAIL
10101	52020	POSTAGE	2024			GEN	$0.00		MAR24 METERED MAIL
10101	52020	POSTAGE	2024			GEN	$0.00		APR24 METERED MAIL
10101	52020	POSTAGE	2024	05/31/2024	06/05/2024	GEN	$41.19		MAY24 METERED MAIL
10101	52020	POSTAGE	2024	06/30/2024	07/10/2024	GEN	$0.64		JUNE24 METERED MAIL

$123.42

10101-52030

PROFESSIONAL FEES

FY2024

Board of Selectmen

BOARD OF SELECTMEN

Professional Fees FY24

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52030	PROFESSIONAL FEES	2024	02/06/2024	02/06/2024	APM	-$1,200.00	FILOMENAS LLC	JOAN BARNES RETIREMENT
10101	52030	PROFESSIONAL FEES	2024	02/02/2024	02/01/2024	API	$1,200.00	FILOMENAS LLC	JOAN BARNES RETIREMENT
10101	52030	PROFESSIONAL FEES	2024	09/15/2023	09/13/2023	API	$100.00	ANNE L OGDEN	HEADSHOTS
10101	52030	PROFESSIONAL FEES	2024	09/13/2023	09/13/2023	APM	-$80.46	ROB BRULE	5 DOZEN DONUTS FOR TEH FIR
10101	52030	PROFESSIONAL FEES	2024	09/01/2023	08/30/2023	API	$80.46	ROB BRULE	5 DOZEN DONUTS FOR TEH FIRST R

$100.00

10101-52040

SERVICE CONT. & REPAIRS

FY2024

Board of Selectmen

COLOR COPIER CHARGES

by month (July 23-June 24)

(Total cost = number of copies x $0.05)

ACCT #	DEPARTMENT	DATE	NUMBER OF COPIES	ORG	OBJECT	TOTAL
00854	Selectman's Office	Jul-23	605	10101	52040	$ 30.25
00854	Selectman's Office	Aug-23	25	10101	52040	$ 1.25
00854	Selectman's Office	Sep-23	21	10101	52040	$ 1.05
00854	Selectman's Office	Oct-23	0	10101	52040	$ -
00854	Selectman's Office	Nov-23	325	10101	52040	$ 16.25
00854	Selectman's Office	Dec-23	2	10101	52040	$ 0.10
00854	Selectman's Office	Jan-24	4	10101	52040	$ 0.20
00854	Selectman's Office	Feb-24	16	10101	52040	$ 0.80
00854	Selectman's Office	Mar-24	0	10101	52040	$ -
00854	Selectman's Office	Apr-24	0	10101	52040	$ -
00854	Selectman's Office	May-24	496	10101	52040	$ 24.80
00854	Selectman's Office	Jun-24	3	10101	52040	$ 0.15
	TOTAL COPIES/CHARGES:		1497			$ 74.85

PO#240033 INV 107904155

Line Item	Regular lease Charges	Department	Contract ID	Equipment ID	Extra Copies
10122-52040	$77.23	Emergency Management	5290847	14567856	$14.57
10110-52040	$102.54	Zoning	5290976	14567654	$19.63
10145-52040	$77.23	HR	5290849	14605791	$212.04
10135-52040	$38.62	Senior Services	5290824	14605644	$454.70
10137-52040	$38.61	Rec and Parks	5290824	14605644	$0.00
101-21039	$91.51	Town Clerk	5290970	14567661	$1,325.91
10129-52040	$77.23	Police Department	5290848	14605291	$6.38
10106-52040	$77.23	Tax Collector	5290969	14605645	$14.57
10119-52040	$77.23	Youth Services	5290846	14567541	$60.44
10101-52040	$77.23	Selectman	5290850	14567828	$303.99
10129-52040	$112.44	PoliceDepartment	5291140	14606133	$125.28
10129-52040	$138.76	Police Records	5290973	14567928	$237.99
	$985.86				$2,775.50

Vendor 678

Invoice 107904155 12/31/23	PO 240033
10122-52040	$91.80
10110-52040	$122.17
10145-52040	$289.27
10135-52040	$493.32
10137-52040	$38.61
101-21039	$1,417.42
10129-52040	$83.61
10106-52040	$91.80
10119-52040	$137.67
10101-52040	$381.22
10129-52040	$237.72
10129-52040	$376.75
	$3,761.36

& 698.08

Inv# 107904155
RICOH USA INC $ 3,761.36
12/31/2023 # Pages 6 FP6 DOC122S14
PO# 240033

Signature: Shea Day

Date: 1/8/24

REC'D FINANCE
JAN 8 '24 PM3:44

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

Image
Management
Product Schedule

Product Schedule Number:
Master Lease Agreement Number: ______

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

CUSTOMER INFORMATION

TOWN OF WATERFORD Customer (Bill To)				Rob Brule Billing Contact Name			
15 ROPE FERRY RD Product Location Address				15 ROPE FERRY RD Billing Address *(if different from location address)*			
WATERFORD City	NEW LONDON County	CT State	06385-2886 Zip	WATERFORD City	NEW LONDON County	CT State	06385-2886 Zip
Billing Contact Telephone Number (860)444-5834		Billing Contact Facsimile Number		Billing Contact E-Mail Address rbrule@waterfordct.org			

PRODUCT/EQUIPMENT DESCRIPTION ("Product")

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	204 BOSTON POST RD, WATERFORD, CT, 06385-2819, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	200 BOSTON POST RD, WATERFORD, CT, 06385-2819, US
1	RICOH MP3055SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP4055SP CONFIGURABLE PTO MODEL	41 AVERY LN, WATERFORD, CT, 06385-2202, US
1	RICOH IMC2500 CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	41 AVERY LN, WATERFORD, CT, 06385-2202, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	24 ROPE FERRY RD, WATERFORD, CT, 06385-2807, US

PAYMENT SCHEDULE

Minimum Term *(months)*	Minimum Payment *(Without Tax)*	Minimum Payment Billing Frequency	Advance Payment
60	$971.58	☑ Monthly ☐ Quarterly ☐ Other:______	☐ 1st Payment ☐ 1st & Last Payment ☐ Other: ______

Guaranteed Minimum Images*°	
Black/White	Color
0	0

Cost of Additional Images°	
Black/White	Color
0.0070	0.052

Meter Reading/Billing Frequency
☐ Monthly
☑ Quarterly
☐ Other: ____

* Based upon Minimum Payment Billing Frequency
° Based upon standard 8 ½" x 11" paper size. Paper sizes greater than 8 ½" x 11" may count as more than one image.

Sales Tax Exempt:☑YES (Attach Exemption Certificate) Customer Billing Reference Number (P.O. #, etc.)
Addendum(s) attached: ☐YES (check if yes and indicate total number of pages: ___)

TERMS AND CONDITIONS

1. The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date." If the term of this Schedule (including any extension or renewal of this Schedule) exceeds twelve (12) months, each of the Minimum Payment and the Cost of Additional Images, at Ricoh's option, may be increased on each one-year anniversary of the Effective Date by an amount equal to 0% of such Minimum Payment or Cost of Additional Images, as applicable, immediately prior to such increase (but not to exceed the maximum amount allowed by applicable law).

2. You, the undersigned Customer, have applied to us to use the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE,** except as otherwise provided in any non-appropriation provision of the Lease Agreement, if applicable. If we accept this Schedule, you agree to use the above Product on all the terms hereof, including the terms and conditions on the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.** You acknowledge and agree that the Ricoh service commitments included on the "*Image Management Commitments*" page attached to this Schedule (collectively, the "Commitments") are separate and independent obligations of Ricoh USA, Inc. ("Ricoh") governed solely by the terms set forth on such page. If we assign this Schedule in accordance with the Lease Agreement, the Commitments do not represent obligations of any assignee and are not incorporated herein by reference. You agree that Ricoh alone is the party to provide all such services and is directly responsible to you for all of the Commitments. We are or, if we assign this Schedule in accordance with the Lease Agreement, our assignee will be, the party responsible for financing and billing this Schedule, including, but not limited to, the portion of your payments under this Schedule that reflects consideration owing to Ricoh in respect of its performance of the Commitments. Accordingly, you expressly agree that Ricoh is an intended party beneficiary of your payment obligations hereunder, even if this Schedule is assigned by us in accordance with the Lease Agreement.

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

4. Additional Provisions (if any) are:

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

CUSTOMER	**Accepted by: RICOH USA, INC.**
By: X________________________	By: X________________________
Authorized Signer Signature	Authorized Signer Signature
Printed Name: ________________	Printed Name: ________________
Title: ________________ Date: ________	Title: ________________ Date: ________

Image
Management

RICOH

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

RICOH USA, INC.
IMAGE MANAGEMENT COMMITMENTS

The below service commitments (collectively, the "Service Commitments") are brought to you by Ricoh USA, Inc., an Ohio corporation having its principal place of business at 300 Eagleview Blvd, Suite 200, Exton, PA 19341 ("Ricoh"). The words "you" and "your" refer to you, our customer. You agree that Ricoh alone is the party to provide all of the services set forth below and is fully responsible to you, the customer, for all of the Service Commitments. Ricoh or, if Ricoh assigns the Image Management Product Schedule to which these Service Commitments are attached, Ricoh's assignee is the party responsible for financing and billing the Image Management Product Schedule. The Service Commitments are only applicable to the equipment ("Product") described in the Image Management Product Schedule to which these Service Commitments are attached, excluding facsimile machines, single-function and wide-format printers and production units. The Service Commitments are effective on the date the Product is accepted by you and apply during Ricoh's normal business hours, excluding weekends and Ricoh recognized holidays. They remain in effect for the Minimum Term so long as no ongoing default exists on your part.

PRICING AND CHARGES/PAYMENT TERMS

The Image Management Minimum Payment and the Cost of Additional Images, as described on the Image Management Product Schedule, will not increase in price during the first 12 months of the term of the Image Management Product Schedule. If the term of the Image Management Product Schedule (including any extension or renewal) exceeds 12 months, each of the Image Management Minimum Payment and the Cost of Additional Images, at Ricoh's option, may be increased on each one-year anniversary of the Effective Date by an amount equal to 0% of such Minimum Payment or Cost of Additional Images, as applicable, immediately prior to such increase (but not to exceed the maximum amount allowed by applicable law).

PRODUCT SERVICE AND SUPPLIES

Ricoh will provide full coverage maintenance services, including replacement parts, drums, labor and all service calls, during Normal Business Hours. "Normal Business Hours" are between 8:00 a.m. and 5:00 p.m., Monday to Friday excluding public holidays. Ricoh will also provide the supplies required to produce images on the Product covered under the Image Management Product Schedule (other than non-metered Product and soft-metered Product). The supplies will be provided according to manufacturer's specifications. Ricoh reserves the right to assess a reasonable charge for supply shipments, including overnight delivery. If Ricoh determines that you have used more supplies than the manufacturer's recommended specifications, you will pay reasonable charges for those excess supplies and/or Ricoh may refuse you additional supply shipments. Optional supply items such as paper, staples and transparencies are not included.

PRODUCT AND PROFESSIONAL SERVICES UPGRADE OPTION

At any time after the expiration of one-half of the original term of the Image Management Product Schedule to which these Service Commitments relate, you may reconfigure the Product by adding, exchanging, or upgrading to an item of Product with additional features or enhanced technology. A new Image Management Product Schedule must be agreed to and signed by the parties for a term not less than the remaining term of the existing Image Management Product Schedule. The Cost of Additional Images and the Minimum Payment of the new Image Management Product Schedule will be based on any obligations remaining on the Product, the added equipment and new image volume commitment and may be subject to increase as provided in the new Image Management Product Schedule. Your Ricoh Account Executive will be pleased to work with you on a Technology Refresh prior to the end of your Image Management Product Schedule.

QUALITY ASSURANCE

Please send all correspondence relating to the Service Commitments via registered letter to the Quality Assurance Department located at: 3920 Arkwright Road, Macon, GA 31210, Attn: Quality Assurance. The Quality Assurance Department will coordinate resolution of any performance issues concerning the above Service Commitments with your local Ricoh office. Ricoh is committed to responding to any questions regarding invoiced amounts for the use of the Product relating to the Agreement within a 2-day timeframe. *To ensure the most-timely response, please call 1-888-275-4566.*

MISCELLANEOUS

These Service Commitments do not cover repairs resulting from misuse (including without limitation improper voltage or environment or the use of supplies that do not conform to the manufacturer's specifications), subjective matters (such as color reproduction accuracy) or any other factor beyond the reasonable control of Ricoh. Ricoh and you each acknowledge that these Service Commitments represent the entire understanding of the parties with respect to the subject matter hereof and that your sole remedy for any Service Commitments not performed in accordance with the foregoing is as set forth herein. The Service Commitments made herein are service and/or maintenance warranties and are not product warranties. Except as expressly set forth herein, Ricoh makes no warranties, express or implied, including any implied warranties of merchantability, fitness for use, or fitness for a particular purpose. In no event shall Ricoh be liable to you for any damages resulting from or related to any failure of any software, including, but not limited to, loss of data or delay of delivery of services under these Service Commitments. Neither party hereto shall be liable to the other for any consequential, indirect, punitive or special damages. Customer expressly acknowledges and agrees that, in connection with the security or accessibility of information stored in or recoverable from any Product provided or serviced by Ricoh, Customer is solely responsible for ensuring its own compliance with legal requirements or obligations to third parties pertaining to data security, retention and protection. To the extent allowed by law Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) arising from its failure to comply with any such legal requirements or obligations. These Service Commitments shall be governed according to the laws of the Commonwealth of Pennsylvania without regard to its conflicts of law principles. These Service Commitments are not assignable by the Customer. Unless otherwise stated in your Implementation Schedule, your Product will ONLY be serviced by a "Ricoh Certified Technician". If any software, system support or related connectivity services are included as part of these Service Commitments as determined by Ricoh, Ricoh shall provide any such services at your location set forth in the Image Management Product Schedule as applicable, or on a remote basis. You shall provide Ricoh with such access to your facilities, networks and systems as may be reasonably necessary for Ricoh to perform such services. You acknowledge and agree that, in connection with its performance of its obligations under these Service Commitments, Ricoh may place automated meter reading units on imaging devices, including but not limited to the Product, at your location in order to facilitate the timely and efficient collection of accurate meter read data on a monthly, quarterly or annual basis. Ricoh agrees that such units will be used by Ricoh solely for such purpose. Once transmitted, all meter read data shall become the sole property of Ricoh and will be utilized for billing purposes.

Customer Initials

10101-52050

DUES, CONF. & REPAIRS

FY2024

Board of Selectmen

BOARD OF SELECTMEN

Dues, Conferences Education FY24

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52050	DUES,CONFERENCES & EDUCAT	2024	01/04/2024	02/07/2024	API	$249.00	JP MORGAN CHASE BANK NA	JANUARY 2024 STATEMENT
							$249.00		

10101-52080
TELEPHONE
FY2024

Board of Selectmen

PHONE

PO#250258

Finance	Permitting	Building	Rec & Parks	IT	Selectman	HR	YouthServices	Fire Services	Public Works	Senior Services
$42.93	$42.93	$42.93	$42.93	$42.93	$42.93	$42.93	$42.93	$42.93	$42.93	$42.93
	$42.93	$42.93	$30.80	$42.93			$42.93	$42.93	$42.93	
	$42.93	$42.93	$42.93	$42.93			$42.93		$42.93	
$42.93	$128.79	$128.79	$42.93	$128.79	$42.93	$42.93	$42.93		$42.93	
			$30.80				$42.93	$85.86		
			$190.39				$42.93		$171.72	$42.93
							$257.58			

Vendor #2762	10/21/2024-11/20/2024	Invoice997249253	
Dept	G/L	Total	PO#
Finance	10107-52080	$42.93	250258
Permitting	10110-52040	$128.79	250258
Building	10118-52040	$128.79	250258
Rec & Parks	10137-52080	$190.39	250258
IT	10147-52080	$128.79	250258
* Selectman	10101-52080	$42.93	N/A
HR	10145-52080	$42.93	250258
Youth Services	10119-52080	$257.58	250258
Fire Services	10123-52080	$85.86	250258
Public Works	10130-52040	$171.72	250258
Senior Services	10135-52040	$42.93	250258
		$1,263.64	

* SELECTMAN $42.93 X 12 MONTHS = $515.16 ANNUALLY

Siganture: Date:

10101-53020

OTHER SUPPLIES

FY2024

Board of Selectmen

Shannon Withey

From:	Apple <no_reply@email.apple.com>
Sent:	Monday, July 8, 2024 11:04 AM
To:	First Selectman
Subject:	Your purchases from Apple

Receipt

Save 3% on all your Apple purchases with Apple Card.[1] Apply and use in minutes[2]

APPLE ID
firstsel@waterfordct.org

DATE
Jun 5, 2024

ORDER ID
MXG2YQ0G6D

DOCUMENT NO.
198809021317

BILLED TO
MasterCard 6807
Rob J Brule
15 Rope Ferry Road
Waterford , CT 06385
USA

iCloud+

iCloud+ with 50 GB of Storage
Monthly
Renews Jun 25, 2024

$0.99

Subtotal **$0.99**

Tax **$0.01**

TOTAL **$1.00**

Shannon Withey

From:	Apple <no_reply@email.apple.com>
Sent:	Monday, July 8, 2024 11:04 AM
To:	First Selectman
Subject:	Your purchases from Apple

Receipt

Save 3% on all your Apple purchases with Apple Card.[1] Apply and use in minutes[2]

APPLE ID
firstsel@waterfordct.org

DATE
Jun 25, 2024

ORDER ID
MXG30G61T2

DOCUMENT NO.
170817085709

BILLED TO
MasterCard 6807
Rob J Brule
15 Rope Ferry Road
Waterford , CT 06385
USA

iCloud+

iCloud+ with 50 GB of Storage
Monthly
Renews Jul 25, 2024

$0.99

Subtotal	**$0.99**
Tax	**$0.01**
TOTAL	**$1.00**

Shannon Withey

From:	info@chamberect.com
Sent:	Monday, May 6, 2024 2:06 PM
Subject:	Online Payment Confirmation

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

Your online payment request has been received by Chamber of Commerce of Eastern Connecticut .

Payment Confirmation

Name: Robert Brule
Company: Town of Waterford
Transaction Number: ch_2PDVvLOaiKbG3VYI0wtXtEFK
Last 4 of Acct Number: 6807
Amount: $125.00

Description	Item(s)	Quantity	Total Amount
Registration - 73rd Annual Citizen of the Year Celebration honoring Michael "Mike" Buscetto	Attendees: 1	1	$125.00
		Grand Total:	$125.00

This Email was automatically generated. For questions or feedback, please contact us at:
Chamber of Commerce of Eastern Connecticut
92 Eugene O'Neill Drive New London, CT 06320
(860) 701-9113
info@chamberect.com
http://www.chamberect.com/

Shannon Withey

From:	info@chamberect.com
Sent:	Monday, May 6, 2024 2:06 PM
To:	First Selectman
Subject:	Confirmation: 73rd Annual Citizen of the Year Celebration honoring Michael "Mi

Registration Information

73rd Annual Citizen of the Year Celebration honoring Michael "Mike" Buscetto

Date: May 23, 2024 6:00 PM - 9:30 PM EDT
Location: Earth Ballroom
Mohegan Sun Casino
View Property Map

Suggested parking: Winter Garage
Date/Time Details: *Agenda is approximate.*
6:00 p.m. Cocktail Reception
7:00 p.m. Guests Seated; Welcome Remarks
7:15 p.m. Dinner Served
8:00 p.m. Speaker Presentations; Dessert Served
9:30 p.m. Event Concludes

Thank you very much for your support of the Chamber of Commerce of Eastern Connecticut Citizen of the Year dinner. We look forward to welcoming you to Mohegan Sun and celebrating a very deserving honoree, Michael "Mike" Buscetto.

Cancellation Policy: *Notice must be given at least three business days prior to the event. No shows or those unable to cancel in time will be billed. To cancel, please call the Chamber at 860-701-9113.*

Click Here for More Information

Summary			
Item	**Details**	**Quantity**	**Total Amt**
Dinner Reservation	Robert Brule	1	$125.00
		Total:	$125.00 PAID

Edit Registration / Edit Attendee(s)

Add to Google Calendar
Add to Yahoo Calendar
Add to iCal (Outlook, Apple, or other) Calendar

73rd Annual Citizen of the Year Celebration honoring Michael "Mike" Buscetto

Chamber of Commerce Eastern Connecticut

Date: May 23, 2024 6:00 PM - 9:30 PM EDT

Location: Earth Ballroom
Mohegan Sun Casino
View Property Map

Suggested parking: Winter Garage

Date/Time Details: *Agenda is approximate.*
6:00 p.m. Cocktail Reception
7:00 p.m. Guests Seated; Welcome Remarks
7:15 p.m. Dinner Served
8:00 p.m. Speaker Presentations; Dessert Served
9:30 p.m. Event Concludes

Item: Dinner Reservation

Attendee Name: Robert Brule

Attendee ID: 162662
Confirmation Number: e.2141.12830.112131

Shannon Withey

From: Apple <no_reply@email.apple.com>
Sent: Thursday, April 25, 2024 7:53 PM
To: First Selectman
Subject: Your receipt from Apple.

Receipt

Save 3% on all your Apple purchases with Apple Card.[1] Apply and use in minutes[2]

APPLE ID
firstsel@waterfordct.org

DATE
Apr 25, 2024

ORDER ID
MXG2V3FYBT

DOCUMENT NO.
189792704500

BILLED TO
MasterCard 6807
Robert Brule
15 Rope Ferry Road
Waterford, CT 06385
USA

iCloud+

iCloud+ with 50 GB of Storage
Monthly
Renews May 25, 2024
Town Cell iPhone

$0.99

Subtotal $0.99

Tax $0.01

TOTAL $1.00

Other
Supplies
10101-53020

CCM
545 Long Wharf Dr 8th floor,
New Haven, CT 06511

Please Return Bottom Portion With Payment

Invoice #	Payee #	Invoice Date	Terms	Notice Date	Due Date	Balance Due
32920	103243 (I)	4/29/2024	Pay By Due Date	5/3/2024	4/29/2024	$0.00

Bill to:
Robert Brule
Town of Waterford
First Selectman
15 Rope Ferry Road
Waterford, CT 06385
United States

Ship to:
Robert Brule
Town of Waterford
First Selectman
15 Rope Ferry Road
Waterford, CT 06385
United States

Item Description	QTY	Rate	Total
Certified Connecticut Municipal Official	1	$120.00	$120.00

Total Invoice	$120.00
Payments	$120.00
Balance Due	$0.00

Other
Supplies
10101-53020

Please detach and return

Invoice #	Payee #	Invoice Date	Terms	Notice Date	Due Date	Balance Due
32920	103243 (I)	4/29/2024	Pay By Due Date	5/3/2024	4/29/2024	$0.00

Robert Brule
Town of Waterford
First Selectman
15 Rope Ferry Road
Waterford, CT 06385
United States

Payment: ___Check ___AMEX ___MC ___VISA ___DISC

Check/Credit Card Number	Exp (mm/yy)	CVV

Amt. Paid	Pmt. Date	
		Signature (credit card only)

Shannon Withey

From:	Edible Arrangements <hello@t.ediblearrangements.com>
Sent:	Wednesday, March 13, 2024 11:55 AM
To:	Shannon Withey
Subject:	Order Submitted

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

Sweet success! Your details are inside.

edible

find store • special offers • shop now

MADE FRESH BY:
Edible Arrangements®

243 State Street
New London, CT 06320
DIRECTIONS

INQUIRIES
(860) 437-3166
CONTACT

ORDER# W0119383380-1

TRACK ORDER >

Sweet Success!

Your order has been submitted.
See below for all the delicious details.

ORDER DATE - Wednesday, March 13, 2024

ORDER TOTAL - $96.25

PAYMENT INFORMATION:
Rob Brule
15 Rope Ferry Rd
Waterford, CT 06385

ORDER NUMBER - W0119383380-1

ORDER INFORMATION:

DELIVERY ON MARCH 13, 2024

GREG ATTANASIO
229 BLOOMINGDALE RD
QUAKER HILL, CT, 06375

860-303-8447

ITEM	QTY	PRICE	DISCOUNT	TOTAL
Get Well Delicious Fruit Design® - Small	1	$84.99	$0.00	$84.99
Delicious Fruit Design® - Small	1			
Customizable Container (Feel Better)	1			
*Containers may vary.				

Edible Arrangements - 1432
243 State Street
New London, CT 06320

CARD MESSAGE:

Get well soon! We are thinking about you! Rob, Shannon and Rich

Delivery Charge: $9.99
Sales Tax (6.35%): $1.27
Total: $96.25

BJ's

126 Cross Road
Waterford, CT
Club Mgr. PEDRO GALARZA

Club:84 Reg:6 Trans:2439
Cashier:525886 01/27/24 12:26pm
****
*** MEMBERSHIP ID. 02944929437 ***
*** MEMBERSHIP EXPIRES ON 09/24 ***
****

7572090450	P SPRING WAT	6.99 N
1011966	DEPOSIT	4.00 N
88867003406	WF WATER	15.98 N
2 @ 7.99		
1012574	DEPOSIT	14.00 N
2 @ 7.00		
88867012460	WF BFAST 100	25.99 N
**133401063	DUNKIN DECAF	30.99 N
2162796	CCPN-DUNKIN	6.50-N
1600016879	NAT VALLEY	15.99 N
1600046076	NAT VALLEY	14.49 N
2162803	ECPN-NAT VAL	3.50-N
7641090148	LANCE PB 40	9.99 N
**867000746	FOAMCUP108CT	18.99 T
**** SUBTOTAL		147.41
CT 6.35% Tax		1.21
**** TOTAL		148.62

************6807 ENTRY: C
Purchase 00 APPROVED
AUTH 076966
TERMINAL NUMBER 780730846
01/27/24 12:27pm 84 6 2439 525886
MASTERCARD
AID: A0000000041010

MasterCard 148.62
CHANGE 0.00
TOTAL ITEMS= 9

As a BJ's Member I JUST SAVED: $41.48
BJ's Member Savings 31.48
Coupons Redeemed 10.00
Rewards Redeemed 0.00
Current BJ's Gas Savings
FuelSaver earned thru 01/26/24 0.00/gl
FuelSaver earned in this trx: 0.00/gl
Visit BJs.com/Gas for more details

MEMBER COPY

0127084062439

Other Supplies
10101-53020

Town of Waterford, CT 06385		PAGE: 1 OF 1	CHECK NUMBER: 00317398
INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
11/29/2023	112923	JOAN BARNES RETIREMENT GL#:10101 - 52030 $1,200.00	$1,200.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
1352	FILOMENAS LLC	317398	02/02/2024	$1,200.00

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

Vendor Number	Check Date	Check Number
1352	02/02/2024	317398

$1,200.00

One Thousand Two Hundred Dollars and 00 Cents

Pay To the Order Of FILOMENAS LLC
262 BOSTON POST RD UNIT 1
WATERFORD, CT 06385-0000

FILE COPY
NON-NEGOTIABLE

Town of Waterford, CT 06385		PAGE: 1 OF 1	CHECK NUMBER: 00316773
INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
11/16/2023	242631410	LABEL GL#:10101 - 53020 $15.11	$15.11
11/07/2023	242387741	INKCART GL#:10135 - 53010 $26.50	$26.50
11/22/2023	242766915	PAPER PO #: 240084 - FINANCE GL#:10107 - 53010 $93.22	$93.22
11/27/2023	242796151	PAD GL#:10110 - 53010 $49.02	$49.02
11/27/2023	242796950	INKCART GL#:60131 - 53010 $86.74	$86.74
12/04/2023	242961363	CALENDAR GL#:10130 - 53010 $54.64	$54.64
11/29/2023	242870227	STAPLER, LABEL PO #: 240084 - FINANCE GL#:10107 - 53010 $1.78 GL#:10136 - 53010 $15.25	$17.03
11/29/2023	242861548	ENVELOPE PO #: 240084 - FINANCE GL#:10107 - 53010 $19.90	$19.90
11/30/2023	242907152	STAPLER/TAPE/PAPER PO #: 240084 - FINANCE GL#:10107 - 53010 $19.09	$19.09

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
1794	W.B. MASON CO., INC	316773	12/08/2023	$381.25

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

Vendor Number	Check Date	Check Number
1794	12/08/2023	316773

$381.25

Three Hundred Eighty-one Dollars and 25 Cents

Pay To the Order Of W.B. MASON CO., INC
PO BOX 981101
BOSTON, MA 02298-1101

FILE COPY
NON-NEGOTIABLE

Shannon Withey

From:	Canva <no-reply@canva.com>
Sent:	Sunday, September 17, 2023 11:44 AM
To:	First Selectman
Subject:	Your Canva invoice
Follow Up Flag:	Follow up
Flag Status:	Flagged

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

Your invoice

Thank you for your purchase! Your invoice details are below.

INVOICE	DATE OF ISSUE
03911-29390401	Sep 17, 2023

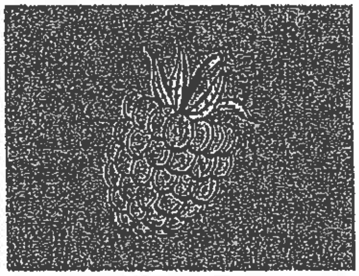
BRAND ID	BILLED TO
BAEejdwnD4Q	Card (MasterCard - 6807)

Details

ITEM	AMOUNT
Subscription charges	$119.99

Charged: **$119.99**

View details | View all invoices



Did you know?

Grapes explode if you put them in the microwave.

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amazon.com

Final Details for Order #114-9831948-7784214

Order Placed: September 27, 2023
PO number : 10101-53020
Amazon.com order number: 114-9831948-7784214
Order Total: **$50.64**

Shipped on September 28, 2023

Items Ordered | **Price**

2 of: *25 Pack White Certificate Holders, Diploma Holders, Document Covers with Gold Foil Border, by Better Office Products, for Letter Size Paper, 25 Count,* — $19.21
Sold by: BOP Co (seller profile)
Business Price
Condition: New

Shipping Address:
Shannon Withey
FIRST SELECTMAN OFFICE
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Shipping Speed:
Two-Day Shipping

Item(s) Subtotal:	$38.42
Shipping & Handling:	$12.22

Total before tax:	$50.64
Sales Tax:	$0.00

Total for This Shipment:	**$50.64**

Payment information

Payment Method:
MasterCard | Last digits: 1268

Billing address
Brandishea Moses
FINANCE DEPT 15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Item(s) Subtotal:	$38.42
Shipping & Handling:	$12.22

Total before tax:	$50.64
Estimated Tax:	$0.00

Grand Total:	**$50.64**

Credit Card transactions — MasterCard ending in 1268: September 28, 2023: $50.64

To view the status of your order, return to Order Summary .

amazon.com

Details for Order #111-0737292-5321814

Print this page for your records.

Order Placed: August 24, 2023
Amazon.com order number: 111-0737292-5321814
Order Total: $28.69

Not Yet Shipped

Items Ordered	**Price**
1 of: *25 Pack White Certificate Holders, Diploma Holders, Document Covers with Gold Foil Border, by Better Office Products, for Letter Size Paper, 25 Count, White* Sold by: BOP Co (seller profile) Supplied by: Other Condition: New	$19.99

Shipping Address:
Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Shipping Speed:
Standard Shipping

Payment information

Payment Method:
MasterCard | Last digits: 6807

Billing address
Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Item(s) Subtotal:	$19.99
Shipping & Handling:	$6.99

Total before tax:	$26.98
Estimated tax to be collected:	$1.71

Grand Total:	**$28.69**

To view the status of your order, return to Order Summary.

Line# 10101 – 53020
"Other Supplies"

Certificate holders
for proclamations

SW

amazon.com

Final Details for Order #113-9378003-3741062

Order Placed: July 18, 2023
PO number : 10101-53020
Amazon.com order number: 113-9378003-3741062
Order Total: **$38.13**

Shipped on July 18, 2023	
Items Ordered	**Price**
1 of: *Magnetic Wireless Charger Mag-Safe Charger for iPhone 14/13/12 Series Convertible Magnet Wireless Charging Stand/Pad with 20W Adapter 5ft Cable for iP* Sold by: TXXTOL (seller profile) Condition: New	$20.15
1 of: *JETech Screen Protector for iPhone 14 6.1-Inch (NOT FOR iPhone 14 Plus 6.7-inch), Tempered Glass Film, 3-Pack* Sold by: JE Products US (seller profile) | Product question? (Ask Seller) Business Price Condition: New	$7.99

Shipping Address:
Shannon Withey
FIRST SELECTMAN OFFICE
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Shipping Speed:
FREE Prime Delivery

Item(s) Subtotal:	$28.14
Shipping & Handling:	$0.00
Total before tax:	$28.14
Sales Tax:	$0.00
Total for This Shipment:	**$28.14**

Shipped on July 19, 2023	
Items Ordered	**Price**
1 of: *JETech Glitter Case for iPhone 14 6.1-Inch, Bling Sparkle Shockproof Phone Bumper Cover, Cute Sparkly for Women and Girls (Clear)* Sold by: JE Products US (seller profile) | Product question? (Ask Seller) Business Price Condition: New	$9.99

Shipping Address:
Shannon Withey
FIRST SELECTMAN OFFICE
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Shipping Speed:
FREE Prime Delivery

Item(s) Subtotal:	$9.99
Shipping & Handling:	$0.00
Total before tax:	$9.99
Sales Tax:	$0.00
Total for This Shipment:	**$9.99**

Payment information

Payment Method:

MasterCard | Last digits: 1268 **Billing address** Brandishea Moses FINANCE DEPT 15 ROPE FERRY RD WATERFORD, CT 06385-2806 United States	**Item(s) Subtotal:** $38.13 **Shipping & Handling:** $0.00 ----- **Total before tax:** $38.13 **Estimated Tax:** $0.00 ----- **Grand Total: $38.13**
Credit Card transactions	MasterCard ending in 1268: July 19, 2023: $38.13

To view the status of your order, return to Order Summary .

amazon.com

Final Details for Order #111-4951929-7093016
Print this page for your records.

Order Placed: July 1, 2023
Amazon.com order number: 111-4951929-7093016
Order Total: $57.40

Shipped on July 3, 2023

Items Ordered	**Price**
1 of: *4K DisplayPort to HDMI Cable 50 Feet, 24AWG Bare Copper Wires, DP to HDMI Male to Male Cord Adapter Converter for PC to HDTV, Monitor, Projector with 2 HDMI Adapter and 25 Cable Ties* Sold by: Wancheng store (seller profile) Supplied by: Other Condition: New	$46.99

Shipping Address:
Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Shipping Speed:
Standard Shipping

Payment information

Payment Method:
MasterCard | Last digits: 6807

Billing address
Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Item(s) Subtotal:	$46.99
Shipping & Handling:	$6.99

Total before tax:	$53.98
Estimated tax to be collected:	$3.42

Grand Total:	**$57.40**

Credit Card transactions MasterCard ending in 6807: July 3, 2023: $57.40

To view the status of your order, return to Order Summary.

1 0101-
53020
Other fees

10101-53090

FUELS & LUBRICANTS

FY2024

Board of Selectmen

FUEL USAGE FY24

	DEPARTMENT	TYPE OF FUEL	GALLONS	PRICE	AMOUNT
2023 JUL	FIRST SELECTMAN	GASOLINE	47.71	2.9374	$ 140.14
2023 AUG	FIRST SELECTMAN	GASOLINE	46.22	2.9374	$ 135.77
2023 SEPT	FIRST SELECTMAN	GASOLINE	44.86	2.9374	$ 131.77
2023 OCT	FIRST SELECTMAN	GASOLINE	72.56	2.9374	$ 213.14
2023 NOC	FIRST SELECTMAN	GASOLINE	53.09	2.9374	$ 155.95
2023 DEC	FIRST SELECTMAN	GASOLINE	29.11	2.9374	$ 85.51
2024 JAN	FIRST SELECTMAN	GASOLINE	38.01	2.9374	$ 111.65
2024 FEB	FIRST SELECTMAN	GASOLINE	62.48	2.9374	$ 183.53
2024 MAR	FIRST SELECTMAN	GASOLINE	29.22	2.9374	$ 85.83
2024 APR	FIRST SELECTMAN	GASOLINE	40.87	2.9374	$ 120.05
2024 MAY	FIRST SELECTMAN	GASOLINE	53.89	2.9374	$ 158.30
2024 JUN	FIRST SELECTMAN	GASOLINE	58.15	2.9374	$ 170.81
			576.17		$ 1,692.45

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY: 10122 EMERGENCY MANAGEMENT

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request $ Increase	Department Request % Increase	2025-2026 BD OF SELECTMEN APPROVED	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51110	ADMINISTRATION	90,211	94,689		48,977	97,055	2,366	2.50%	97,055	2,366	2.50%
51210	CLERICAL/TECHNICAL	26,579	33,591		17,558	34,572	981	2.92%	34,572	981	2.92%
51240	DISPATCH EDUCATION INCENTIVE	1,940	3,000		3140	3,140	140	4.67%	3,140	140	4.67%
51440	DISPATCH PERSONNEL	609,005	738,164		305,316	760,225	22,061	2.99%	760,225	22,061	2.99%
51810	DISPATCH OVERTIME	130,145	120,829		110,977	123,849	3,020	2.50%	123,849	3,020	2.50%
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800	-	0.00%	1,800	-	0.00%
51830	TRAINING OVERTIME (NEW)	21,305	24,000		2,143	24,000	-	0.00%	24,000	-	0.00%
51920	FICA	64,637	78,304		35,652	80,776	2,472	3.16%	80,776	2,472	3.16%
	SUBTOTAL	943,822	1,094,377	0	523,763	1,125,417	31,040	2.84%	1,125,417	31,040	2.84%
SERVICES											
52010	ADVERTISING	0	200		0	200	-	0.00%	200	-	0.00%
52020	POSTAGE	0	500		45	500	-	0.00%	500	-	0.00%
52030	PROFESSIONAL FEES	542	1,000		0	1,000	-	0.00%	1,000	-	0.00%
52040	SERVICE CONT & REPAIR	15,055	43,480		18,108	44,681	1,201	2.76%	44,681	1,201	2.76%
52050	DUES, CONF., & EDUCATION	9,703	21,039		1,449	21,039	-	0.00%	21,039	-	0.00%
52060	PRINTING	5	200		12	200	-	0.00%	200	-	0.00%
52080	TELEPHONE	21,556	20,136		17,669	21,168	1,032	5.13%	21,168	1,032	5.13%
52300	TRAINING, EDUC & EMERG	896	2,600		0	2,600	-	0.00%	2,600	-	0.00%
52370	DISPATCH CLOTHING ALLOWANCE	3,928	4,000		0	4,000	-	0.00%	4,000	-	0.00%
52415	GENERATOR MAINTENANCE	4,988	6,200		0	6,200	-	0.00%	6,200	-	0.00%
	SUBTOTAL	56,673	99,355	0	37,283	101,588	2,233	2.25%	101,588	2,233	2.25%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	239	250		0	250	-	0.00%	250	-	0.00%
53020	OTHER SUPPLIES	444	1,030		0	1,030	-	0.00%	1,030	-	0.00%
53090	FUELS & LUBRICANTS	468	750		57	750	-	0.00%	750	-	0.00%
53120	SHELTER SUPPLIES	508	600		0	600	-	0.00%	600	-	0.00%
53130	RADIOLOGICAL SUPPLIES	175	400		0	400	-	0.00%	400	-	0.00%
	SUBTOTAL	1,834	3,030	0	57	3,030	-	0.00%	3,030	-	0.00%
DEPARTMENT TOTAL		1,002,329	1,196,762	0	561,103	1,230,035	33,273	2.78%	1,230,035	33,273	2.78%

BUDGET FUNCTION

The Waterford Emergency Management Department is the managerial function charged with creating the framework within which the Town of Waterford reduces vulnerability to hazards and copes with disasters. The Emergency Management Department protects the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. This is accomplished through partnerships and cooperation with surrounding towns, State and Federal agencies, as well as commercial organizations.

The Waterford Emergency Communications Center employs ten full-time dispatchers and three part-time dispatchers. The primary purpose of the Waterford Emergency Communications Center is to receive, process and disseminate information to police, fire, Waterford Ambulance Service, YNHH Lawrence + Memorial Hospital Paramedics and neighboring public safety agencies. The Waterford Emergency Communications Center is a 24 hours per day, 365 days per year operation that works with every Town of Waterford Department and the Board of Education. The Waterford Emergency Communications Center is in constant communication with Public Works crews and utility companies during storms. The Waterford Emergency Communications Center serves as the core of the Waterford Community-wide Emergency Action Plan and information center, and disseminates information to other Emergency Operations Centers within the Emergency Planning Zone (EPZ) surrounding Dominion Millstone Power Station.

The Waterford Emergency Management Department continues its partnerships with the City of New London, New London Port Area Marine Group, the Dominion Millstone Power Station, the Connecticut Department of Emergency Management & Homeland Security (DEMHS), CT DEHMS Region IV, the Connecticut Department of Energy & Environmental Protection as well as several other government and non-governmental agencies.

FY2026 BUDGET SUMMARY

The proposed FY 2025/26 Emergency Management Department budget is $1,230,035. This represents an increase of $33,273 (2.78%) over the FY 2024/25 approved budget. Personnel costs represent 91.49% of the total budget while operations represents 8.51%. The majority of line items have no change or minimal change.

I prepared this fiscally conservative budget while limiting spending where able, and increasing funding only when required to meet departmental mandates.

The most significant changes to this year's proposed budget are shown in the table below:

UPSEU Contracted Wage Increase	2.5%
51440 Dispatch Personnel Increase	$22,061
51920 FICA Increase	$2,472

The proposed FY 2025/26 Emergency Management and Waterford Emergency Communications Center (WECC) budget allows the Town of Waterford to maintain current Federal and State standards of acceptance. As the Town of Waterford has a nuclear power plant within its borders, the town must comply with required objectives from the Nuclear Regulatory Commission while being prepared for natural and storm related emergencies and disasters.

This budget represents three municipal responsibilities; Emergency Management, the Waterford Emergency Communications Center and some aspects of the Town-wide P25 radio system. The majority of costs for the Town-wide P25 radio system are for radio maintenance & repair expenses.

Series changes (up and down) are explained below:

51000 series – This series represents 91.49% of the Emergency Management budget. It has increased by 2.84% due to contractual raises.

52000 series – This series increased by $2,233. Increases are due to increases in certain utilities and service costs.

53000 series – There were no changes to this series.

DEPARTMENT METRICS

The data in this section refers only to calls taken and computer entries by dispatchers in the Emergency Communications Center. Activity reported by police, fire and EMS may vary as a result. The emergency dispatch center answered a total of 39,166 telephone calls during FY 2024. There were 51,087 incidents recorded in the Computer Aided Dispatch System (CAD) during the same timeframe. Police self-initiated activity contributes most to the discrepancy between the previously stated numbers.

9-1-1 Calls

The Waterford Emergency Communications Center (WECC) handled 8,828 9-1-1 calls during FY24. That is an average of over one 9-1-1 call per hour for every hour of the year.

Police Dispatch

The WECC entered 30,158 incidents into CAD for routine and emergency calls for assignment to the police department during FY 2024. This was a decrease of 2,495 for FY24. Some incident types such as applicant fingerprinting and other administrative tasks are no longer reported to dispatch resulting in a lower number of recorded activity for the police in dispatch. These incident types are recorded in the police department's records management system (RMS).

Fire/EMS Dispatch

The WECC handled 20,929 routine and emergency calls for assignment to fire/EMS in FY24. This was an increase of 903 from FY23.

BUDGET EXPLANATIONS BY CATEGORY

51110 - ADMINISTRATION

$2,366 increase – There is a Non-Union Management Professionals increase of 2.5% for FY26. A portion of this salary is eligible for reimbursement through the Emergency Management Performance Grant (EMPG) program and the Nuclear Safety Emergency Program (NSEP). The reimbursement varies slightly each year; EMPG can be up to 25% and NSEP is 25%. These reimbursements go into the general fund.

51210 – CLERICAL/TECHNICAL

This line has increased by $981. This increase is due to a contractual pay increase. The Police Department Office Coordinator is assigned to Emergency Management for 2.5 hours/week and a Community Safety Educator is assigned 15 hours/week.

51240-DISPATCH EDUCATION INCENTIVE

An amount of ten dollars ($10.00) per annum per college credit shall be paid to any employee who successfully completed a course at an accredited college or university within the field of emergency communications provided that the employee has completed his/her probationary period and that payment under this provision shall not be made for more than one hundred and twenty (120) credits cumulative. There are currently two dispatchers with bachelor's degrees and one with an associate's degree.

51440 – DISPATCH PERSONNEL
$22,061 increase – 2.99% increase due to contractual increases in the UPSEU Waterford Public Safety Dispatchers' Union collective bargaining agreement. This line item includes the salaries for ten (10) public safety dispatchers who operate the Emergency Communications Center. This includes annual increases as well as step increases and payouts for unused holiday time. Also included are part time dispatchers' wages. There are currently three fully trained part-time dispatchers. Part-time dispatchers are crucial to helping control over-time costs.

51810 – DISPATCH OVERTIME
$3,020 increase – This increase is due to contractual pay increases. This line item is designed to provide funding to cover shifts, which are vacant because of authorized approved time off, and/or vacancies that have been created by resignations. There are currently three full-time vacancies. A selection/hiring process is underway to fill these three positions to bring the department to full staffing levels. Training for the new hires will not be complete until sometime during FY26.

51823 – EMERGENCY PERSONNEL
This line item is for emergency workers' salaries to attend and/or instruct emergency management education and training programs, assist during emergencies, participate in drills and emergency information data input. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Emergency Fund.

51830 – TRAINING OVERTIME
No change. Training overtime is related to wages which are paid at a time and a half rate for recertification training and other training that may be required for certification and for the replacement of dispatchers who attend training in lieu of their scheduled shift. Dispatchers are required to have a minimum of 16 hours of training for Emergency Medical Dispatching (EMD), COLLECT, and CPR. The line allows for APCO in-service trainings such as caller interrogation, crisis intervention, and active shooter. These trainings will help the dispatchers provide better customer service to residents and visitors to the Town of Waterford.

51920 – FICA
This amount is 7.65% of the total of all personnel in the 51000 series. This line increases with wage increases.

52010 - ADVERTISING
The amount requested will be used for placing emergency procedures, public information notices and legal ads. This line has not changed.

52020 –POSTAGE

This amount is used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center. This line is also used for mailings to approximately 500 residents of town who are in the Emergency Management Department's "needs assistance" database and require assistance during emergencies and/or evacuations.

52030-PROFESSIONAL FEES

The Dispatch Center has been required to utilize outside professional resources that may include but is not limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Language and document interpretation services are included in this section. Professional advice from training counselors is also commonplace. Dispatchers' physicals and confidential counseling is also taken from this line item.

52040 – SERVICE CONTRACT AND REPAIRS

$1,201 increase – This increase is largely due to the addition of two town buildings to commercial alarm monitoring costs that had not previously been budgeted for. Breezeline cable television for the EOC also had a slight increase.

52050 – DUES, CONFERENCES AND EDUCATION

No change - This line item covers all conferences and training for the Communications Center and Emergency Management as well as the contractual requirement of college reimbursement.

52060 – PRINTING

This amount will be used for the items that cannot be printed in the town print room, such as but not limited to, poster size enlargements for the EOC with radiological and evacuation informational updates, and color Millstone zone maps, plow routes for DPW, and maps of all roadways for storm related incidents. Most expenses are eligible for up to 50% reimbursement under the state and local assistance program.

52080 – TELEPHONE

$1,032 increase - Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center are the routine telephone expenses for business telephones, remote lines that connect radio equipment in town; computer lines, cellular phones, and (1) T1line for the 800mhz Radio System. This line item was determined by reviewing the past 24 months billing.

52300 – TRAINING, EDUCATION & EMERGENCIES

Included in this line item is participation in the annual Millstone rehearsal and exercise. Additionally, the town is under a Federal Mandate contained within the Superfund Amendments Authorization Act 1986 (SARA) Title III to participate in an annual hazardous materials emergency exercise. This line item is also used for any type of emergency that may occur such as, but not limited to, blizzards, hurricanes and flooding, as well as any expenditure necessary relating to the preparation, mitigation, response and recover of any emergency. Also included are funds for personnel to attend and/or purchase supplies for Emergency Management Education and Training Programs, emergency information data input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

52370 – DISPATCH CLOTHING ALLOWANCE

This line is used to supply uniforms to dispatchers. The Town is required by the CBA to provide each full-time dispatcher three (3) long sleeved uniform shirts and three (3) short-sleeved uniform shirts, and two (2) sweatshirts. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse the full-time dispatchers for uniform style pants and work shoes, not to exceed a total of two hundred dollars ($200).

52415 – GENERATOR MAINTENANCE

No change. A number of emergency generators provide electrical power to certain town facilities during extended power outages. Emergency Management has 2 portable generators, 5 generators located at the tower sites and 5 back-up generators for the 800 MHz Radio System.

53010 – OFFICE SUPPLIES

This line is based on prior year history and current year projections and there was no increase.

53020 – OTHER SUPPLIES

This line remains unchanged. Included in this line item are funds for Info-USA cross reference directories, which are used as a reference to maintain the town residents' database. The other portion of the requested amount is used to purchase protective gear for emergency workers and easily identifiable emblems, etc., to be kept on hand for use during an emergency and miscellaneous items for the Dispatch Center including: cleaning pads, equipment, etc. Some items are eligible for up to 50% reimbursement through the EMPG program.

53090 – FUELS & LUBRICANTS

No change. This line item covers gas for the Emergency Management vehicle, and emergency generators.

53120 – SHELTER SUPPLIES

This line remains unchanged. This request represents the amount needed to increase and maintain the readiness level of supplies required to adequately equip a shelter/pet shelter for an evacuation within the town, such as for a storm-related emergency condition. It will be used to purchase the necessary items that must be kept on hand. Perishable food products and consumable items such as disposable pillowcases are replaced at the end of each fiscal year.

53130 – RADIOLOGICAL SUPPLIES

This line remains unchanged. This line item is used to purchase radiological monitors, warning and evacuation signs and equipment, protective clothing and decontamination supplies.

LOOK AHEAD

The Emergency Management Department is not anticipating any personnel or operations changes that will significantly affect the budget over the next several years. The department is actively working on a project to replace the end-of-life public safety radio system and add statewide interoperability. This project is estimated to cost approximately $6,500,000. An updated cost is expected in February, 2025 adjusted for changes in the scope and design of the system. The Emergency Management Director, Finance Director and First Selectman are actively working to secure funding from sources outside of the Town of Waterford to subsidize the cost of this project as it has many regional benefits for public safety.

FY 2026 ANNUAL BUDGET DEPT/AGENCY: 10122 EMERGENCY MANAGEMENT

LINE ITEM		COLUMN 1 2023/24 ACTUAL EXPENDED	COLUMN 2 2024/25 R.T.M. APP.	COLUMN 3 2023/24 TRANSERS ADD.	COLUMN 4 ACTUAL EXPENDED 11/30/2024	COLUMN 5 2025/26 DEPT/AGY REQUEST	COLUMN 6 2025/26 APPR BD/SEL	COLUMN 7 2025/26 BD OF FIN RECOMM.	COLUMN 8 2025/26 R.T.M. APPROVED
10222	DESCRIPTION								
51000	PERSONNEL COSTS								
51110	ADMINISTRATION	90,211	94,689	11,600	41,721	97,055			
51210	CLERICAL/TECHNICAL	26,579	33,591	23,000	14,584	34,572			
51240	DISP. EDUCATION INCENTIVE	1,940	3,000	3,140	3,140	3,140			
51440	DISPATCH PERSONNEL	609,005	738,164	(49,600)	263,287	760,225			
51810	DISPATCH OVERTIME	130,145	120,829		95,537	123,849			
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800			
51830	TRAINING OVERTIME	21,305	24,000	15,000	2,149	24,000			
51920	FICA	64,637	78,304		30,708	80,776			
SUB-TOTAL			1,094,377			1,125,417	0	0	0
52000	SERVICES								
52010	ADVERTISING	0	200		0	200			
52020	POSTAGE	0	500		0	500			
52030	PROFESSIONAL FEES	542	1,000		0	1,000			
52040	SERV. CONT. & REPAIRS	15,055	43,480	(1,500)	8,486	44,681			
52050	DUES, CONF. & EDUCATION	9,703	21,039		1,314	21,039			
52060	PRINTING	5	200		14	200			
52080	TELEPHONE	21,556	20,136	1,500	8,669	21,168			
52300	TRAINING, EDUC & EMERG	896	2,600		0	2,600			
52370	DISP. CLOTHING ALLOWANCE	3,928	4,000		0	4,000			
52415	GENERATOR MAINTENANCE	4,988	6,200		0	6,200			
SUB-TOTAL			99,355			101,588	0	0	0
53000	MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	239	250		0	250			
53020	OTHER SUPPLIES	444	1,030		0	1,030			
53090	FUEL & LUBRICANTS	468	750		57	750			
53120	SHELTER SUPPLIES	508	600		0	600			
53130	RADIOLOGICAL SUPPLIES	175	400		0	400			
SUB-TOTAL			3,030			3,030			
DEPARTMENT TOTAL			1,196,762			1,230,035	0	0	0

TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2025-2026 FISCAL YEAR

		LINE 52370		LINE 51240	LINE 51440		LINE 51920
POSITION	DATE OF HIRE	CLOTHING ALLOWANCE	HRA FUNDING	EDUCATION INCENTIVE	HOLIDAY/ DUE DAY	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.IC.A)
DISPATCHER II	10/02/19	200.00			2,293.22	2,493.22	190.73
DISPATCHER I	05/22/17	200.00			3,663.36	3,863.36	295.55
DISPATCHER I	01/16/20	200.00		1,200.00		1,400.00	107.10
DISPATCHER I	02/20/20	200.00			3,490.57	3,690.57	282.33
DISPATCHER I	02/22/21	200.00		740.00		940.00	71.91
DISPATCHER I	01/25/24	200.00		1,200.00		1,400.00	107.10
DISPATCHER I	02/26/24	200.00				200.00	15.30
DISPATCHER I	VACANT	200.00				200.00	15.30
DISPATCHER I	VACANT	200.00				200.00	7.65
DISPATCHER I	VACANT	200.00				200.00	7.65
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
TOTAL - FRINGE BENEFITS		$2,000.00	0.00	$3,140.00	$9,447.15	$14,587.15	$1,100.62

TOWN OF WATERFORD
ADVERTISING-POSTAGE-PROF. FEES - EMERGENCY MANAGEMENT DEPARTMENT
2025/2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52010	ADVERTISING	-	200	-	200	200	200	0.00%

ACCOUNT JUSTIFICATION

The amount requested will be used for placing emergency procedures, public information notices and legal ads in the newspaper.

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52020	POSTAGE	7	1	-	1,000	500	500	0.00%

ACCOUNT JUSTIFICATION

This amount will be used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center.

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52030	PROFESSIONAL FEES	207	1,140	542	1,000	1,000	1,000	0.00%

ACCOUNT JUSTIFICATION

The Dispatch Center is required to utilize outside professional resources which may include, but not be limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Monies allocated for interpreting of both language and documents have been issued. Professional advice from training counselors is also common place. Dispatchers' physicals and confidential counseling is also taken from this line item.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - EMERGENCY MANAGEMENT DEPARTMENT
2025/2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52040	SERVICE CONTRACTS & REPAIRS	19,804	44,733	15,055	36,941	43,480	44,681	2.76%

ACCOUNT JUSTIFICATION

BREEZELINE	$212.84/MONTH	2,554	Cable TV for EOC
READY REFRESH (WATER)	$53.94/MONTH	443	Water Coolers Dispatch & EOC
RICOH	$78.00 MONTHLY	924	Copier in Dispatch Center
RICOH	$.052/PAGE	260	5000 Pages
INTEGRATED TECHNICAL SYSTEMS (ALARMS)	ANNUAL	6,000	Alarm monitoring for 12 town buildings
VEHICLE MAINTENANCE	ESTIMATED COST OF REPAIRS	3,000	Vehicle Maintenance for Emergency Management vehicle
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	7,500	Cost for Equipment Repair in the Dispatch Center & EOC
BATTERIES-TOWNWIDE RADIOS		12,000	Replacement Batteries for Portable Radios
REPAIRS/SERVICE CALLS FOR TOWNWIDE RADIOS		12,000	Repair Costs for Portable and Mobile Radios
	TOTAL	44,681	

TOWN OF WATERFORD
DUES-CONFERENCES-EDUCATION, PRINTING & REIMB. EXPENSES -EMERGENCY MANAGEMENT DEPARTMENT
2025/2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52050	DUES, CONF & EDUCATION	3,697	13,431	9,703	21,933	21,039	21,039	0.00%

ACCOUNT JUSTIFICATION

APCO			
DUES	10 FULLTIME DISPATCHERS & EMD	$69 ea.	759
RECERTIFICATION-APCO PST-7	10 FULLTIME DISPATCHERS	$33 ea.	330
INSERVICE TRAINING - 8 HOUR CLASS	10 FULLTIME DISPATCHERS	$220 ea.	2,200
APCO ATLANTIC CHAPTER CONFERENCE	10 FULLTIME DISPATCHERS	$165 ea.	1,650
NENA 911 Dues	10 FULLTIME DISPATCHERS	$75 ea.	750

The above costs are for the fees for the registation of classes and memberships.

EMERGENNCY MANAGEMENT/HURRICANE CONFERENCE			
1 EM PERSONNEL TO ATTEND			2,750
APCO/NENA CONFERENCES			
1 DISPATCHER AND 1 EMD TO ATTEND THE CONFERENCE			4,500
CT EMERGENCY MANAGEMENT ASSOC.	DUES-EMD	$100 ea.	100
COLLEGE REIMBURSEMENT			8,000
Per Union contract			
			21,039

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52060	PRINTING	-	29	2	200	200	200	0.00%

This amount will be used for the items that cannot be printed in the town print room, such as but not limited to, poster size enlargements for the EOC with radiological and evacuation informational updates, & color Millstone zone maps.

TOWN OF WATERFORD
TELEPHONE - EMERGENCY MANAGEMENT DEPARTMENT
2025/2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52080	TELEPHONE	21,553	21,098	21,556	20,688	20,136	21,168	5.13%

ACCOUNT JUSTIFICATION

The amount requested is the current rate. Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center is the routine telephone expenses for business telephones, remote lines that connect remotely located radios; alarm monitoring lines, computer lines, cellular phones, fiber optics lines and 1-T1 line for the 800mhz Radio System.

MONTH	COST
December-22	1,863
January-23	1,772
February-23	1,701
March-23	1,859
April-23	1,638
May-23	1,714
June-23	1,871
July-23	1,675
August-23	1,855
September-23	1,690
October-23	1,746
November-23	1,732
December-23	1,846
January-24	1,878
February-24	1,754
March-24	1,650

MONTH	COST
April-24	1,641
May-24	2,360
June-24	1,659
July-24	1,720
August-24	1,566
September-24	1,609
October-24	1,641
November-24	1,888
TOTAL	**42,328**

Mean Average **1,764 x 12 months = 21,168**

F.Y. 2024/25	**21,168**

TOWN OF WATERFORD
EMERGENCY MANAGEMENT DEPARTMENT
2025/2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52300	TRAINING, EDUCATION & EMERGENCIES	2,016	259	860	2,600	2,600	2,600	0.00%

ACCOUNT JUSTIFICATION

Included in this line item is participation in the annual Millstone rehearsal and exercise. Additionally, the town is under a Federal Mandate contained within the Superfund Amendments Authorization Act 1986 (SARA) Title III to participate in an annual hazardous materials emergency exercise. This line item is also used for any type of emergency that may occur such as, but not limited to, blizzards, hurricanes or flooding, as well as any expenditure necessary relating to the preparation, mitigation, response and recover of any emergency. Also included are funds for personnel to attend and/or purchase supplies for Emergency Management Education and Training Programs, emergency information data input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52370	DISPATCH CLOTHING ALLOWANCE	3,752	2,776	3,928	4,000	4,000	4,000	0.00%

ACCOUNT JUSTIFICATION

Per Union contract the Town shall provide 3 long sleeved shirts, 3 short sleeved shirts and 2 sweatshirts to each dispatcher. The town will replace shirts as needed upon request of the employees. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse employees for khaki style pants, not to exceed $100. Clothing allowance for part-time dispatchers $800.

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
52415	GENERATOR MAINTENANCE	-	4,689	4,988	6,200	6,200	6,200	0.00%

ACCOUNT JUSTIFICATION

Emergency Management has 1-100kw and 1-30kw portable generators, 5-27kw units obtained from the military five (5) 1033 program and 3-25kw & 1-35kw generators located at each of the tower sites for the townwide radio system. The maintenance contract for the five (5) generators for upkeep and routine service is $1,700 annually. Parts, labor & other associated costs incurred by repairs that are above & beyond the annual maintenance contract for both the 1033 generators and the five (5) generators covered by the service contract is estimated at an additional $4,500, for a total of $6,200.

TOWN OF WATERFORD
OFFICE SUPPLIES, OTHER SUPPLIES & FUELS & LUBRICANTS- EMERGENCY MANAGEMENT DEPARTMENT
2025/2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
53010	OFFICE SUPPLIES	-	293	239	250	250	250	0.00%

ACCOUNT JUSTIFICATION

Funds in this line item are used to cover the expense of office supplies that are not available through the purchasing agent, such as color ink printer cartridges, also miscellaneous special order items needed during a drill or emergency and items needed immediately.

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
53020	OTHER SUPPLIES	470	996	444	1,030	1,030	1,030	0.00%

ACCOUNT JUSTIFICATION

This line item is used to purchase protective gear for emergency workers and easily identifiable emblems to be kept on hand for use during an emergency. Cleaning supplies, computer equipment, such as wireless mouses and keyboards, batteries for equipment in the center, and headsets for dispatchers.

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
53090	FUELS & LUBRICANTS	386	612	468	1,030	750	750	0.00%

ACCOUNT JUSTIFICATION

This line item covers fuel for the radio tower sites, the emergency management vehicle and a towable 30kW diesel generator.

TOWN OF WATERFORD
SHELTER & RADIOLOGICAL SUPPLES & EQUIPMENT- EMERGENCY MANAGEMENT
2025/2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
53120	SHELTER SUPPLIES	48	-	508	600	600	600	0.00%

ACCOUNT JUSTIFICATION

This request represents the amount needed to increase and maintain the readiness level of supplies required to adequately equip a shelter/pet shelter for an evacuation within the town, such as for a storm-related emergency condition. It will be used to purchase the necessary items that must be kept on hand. Perishable food products and consumable items such as disposable pillowcases are replaced at the end of each fiscal year.

LINE ITEM	ACCOUNT NAME	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 ACTUAL	2023/24 RTM APPROVED	2024/25 APPROVED	2025/26 PROPOSED	
53130	RADIOLOGICAL SUPPLIES	-	254	175	400	400	400	0.00%

ACCOUNT JUSTIFICATION

This line item is used to purchase radiological monitors, warning and evacuation signs and equipment, protective clothing and decontamination supplies.

APCO International ♦ 351 North Williamson Blvd. ♦ Daytona Beach, FL 32114

ANNUAL DUES RECEIPT

Federal ID Number 63-0461885

APCO INTERNATIONAL INC.
351 NORTH WILLAMSON BLVD.
DAYTONA BEACH, FLORIDA 32114
888-APCO9-1-1 OR 386-322-2500

Statement Date:	12/13/2024
P.O. Number:	
Agency ID:	300031
Invoice #:	1130477
Total Amount Due: Payable in US Funds	**$0.00**

Steven Sinagra
Waterford Emergency Communications Center
204 Boston Post Rd
Waterford, CT 06385-2819

Receipt for: 2025 APCO Membership Dues (January 1 - December 31)

Group Membership	Description	Amount
Group Membership 1 - 10 staff (Tier 1)	$391. Group Memberships 3 full members and 7 online members. Full and Online members have different benefits and discounts, see APCO's membership pages for more information.	$391.00
	Amount Paid	**$391.00**
	Amount Due Payable in US Funds	**$0.00**

Verify your organization and members at myapcointl.org/MyOrganization.

Payment Information

Date	Amount	Payment Method	CK/CC Number	CC Exp. Date	Name on CK/CC	Invoice #
10/12/2024	$391.00	MasterCard	54**********5134	2026/09	Steven Sinagra	1130477

APCO International, Inc is designated under IRS code 501(c)(3) as a charitable entity and a portion of your payment may be tax deductible to the extent permitted by law. PSC magazine subscription price for one year is included in membership dues and members may not deduct the subscription price from dues.

NENA: THE 9-1-1 ASSOCIATION

PO Box 37151 I Baltimore, MD 21297-3151 I 202.466.4911 I Fax 202.618.6370

Dues Invoice

PAID

Date	Invoice #
6/7/2023	300071127

Bill To
Steven Sinagra Waterford Emergency Communications Center 204 Boston Post Rd Waterford, CT 06385-2819 United States

NENA Member Information
Shawn Finnigan Waterford Emergency Communications Center 204 Boston Post Rd Waterford, CT 06385-2819 United States

Mailing a purchase order? Send to:
NENA, 1700 Diagonal Road, Ste 500
Alexandria VA 22314

PO	Due
	12/31/2023

Description	Amount
Public Sector 1	$725.00
Total	$725.00

Payments/Adjustments

Description	Amount
Payment via Credit Card (using card xxxxxxxxxxxx5134) *Applied to invoice on 6/7/2023 11:49:59 AM*	($725.00)
Total Payments/Adjustments	($725.00)
Balance Due	$0.00

Visit nena.org to pay by check or credit card | Make checks payable to NENA | Remit invoice # with payment

READ THIS CAREFULLY! THIS IS A LEGAL AGREEMENT THAT AFFECTS YOUR RIGHTS AND OBLIGATIONS.
By applying for or renewing your membership in the National Emergency Number Association you represent that you have read, and you agree to be bound by the terms of the NENA Intellectual Property Rights Policy, available at www.nena.org/ipr. You MUST accept these terms to become or remain a member of the Association.

NENA: THE 9-1-1 ASSOCIATION

Public Sector Group Membership Packages

NENA's group membership packages are available to public sector 9-1-1 agencies. These packages provide discounted memberships, as well as additional benefits including free job postings and vouchers redeemable for discounts on conferences, courses, and more. By taking advantage of a membership package, your agency will save money and have the chance to share all that NENA has to offer with more employees.

Agency Group Packages	Cost	Package Benefits Visit nena.org/groups to learn more	Savings
I	$725	• Up to 5 Full Memberships • Up to 15 Telecommunicator Memberships* • 1 - $150 Voucher	Up to $1,060
II	$1,600	• Up to 10 Full Memberships • Up to 30 Telecommunicator Memberships* • 2 - $150 Vouchers • 1 Complimentary Job Posting	Up to $2,219
III	$3,100	• Up to 20 Full Memberships • Up to 50 Telecommunicator Memberships* • 5 - $150 Vouchers • 2 Complimentary Job Postings	Up to $4,088
IV	$4,700	• Up to 30 Full Memberships • Up to 70 Telecommunicator Memberships* • 8 - $150 Vouchers • 5 Complimentary Job Postings	Up to $5,655
V	$4,865+	• 31 or More Full Memberships • Up to 100 Telecommunicator Memberships* • 8 - $150 Vouchers • 5 Complimentary Job Postings • Additional Full memberships @$110 each • Additional TC memberships @$15 each	$8,137+

* Telecommunicator memberships are digital, non-voting memberships.

Membership Categories

Public Sector/Full

Individuals who are employed by, or appointed or elected to, a government or quasi-government agency and who are, or have been, responsible for some aspect of design, promotion, construction, installation, maintenance, command, and/or operation of public safety emergency communications systems, along with individuals who have retired from such positions.

Telecommunicator

Individuals who are certified in, engaged in, employed as, or retired from ***non-management and non-supervisory*** public safety communications positions, including call-takers and dispatchers, who wish to further their career in the emergency communications industry and support the goals and objectives of NENA.

NENA Voucher Rules

1. Good toward any national NENA event (regular registration rate), course, or webinar.
2. Not applicable toward additional memberships.
3. One-time use with a max value of $150.
4. Cannot be combined.
5. No money will be given against a voucher. Any balance on a voucher will not be refunded.

JOIN ONLINE OR DOWNLOAD AN APPLICATION FORM AT

NENA.ORG/GROUPS

For more information on how to take advantage of this money-saving opportunity, visit **nena.org/groups**, contact Member Services at **membership@nena.org**, or call NENA at **202.466.4911**.

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2025-2026 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: EMERGENCY MANAGEMENT

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 YTD	2025-2026 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy	12,000	12,000	6,000	12,000	6,000
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Civil Preparedness	23,403	38,988	35,444	35,444	0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1	22,418	22,583	16,946	23,000	6,054
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues	72,000	85,147	0	0	0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees	6,000	6,000	6,000	6,000	0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	**135,821**	**164,718**	**64,390**	**76,444**	**12,054**

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2025-2026 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Emergency Management

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
EMPG	9,916	9,373	9,776	10,310	534
NSEF	67,062	62,417	62,417	1,104,500	1,042,083
					0
					0
					0
					0
DONATIONS (list indivual donations below)					0
					0
					0
					0
					0
					0
					0
PROGRAM FEES (list anticipated revenue by program)					0
					0
					0
					0
					0
					0
					0
MISC					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	76,978	71,790	72,193	1,114,810	1,042,617