

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Wednesday, March 6, 2024
Town Hall 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10113 – Economic Development Commission
4. 10114 – Conservation Commission
5. 10110 – Planning & Zoning
6. 10115 – Zoning Board of Appeals
7. 10118 – Building Department
8. 10141 – Flood and Erosion Control
9. Review Projected Revenue
10. Adjournment

Glenn Patterson, Chairman

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10113 ECONOMIC DEVELOPMENT COMM.

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (11/9/23)	2024/2025 BD OF SELECTMEN APPROVED (1/31/24)	BOS Approved \$ Increase	BOS Approved % Increase
SERVICES										
52010	ADVERTISING	0	500		0	500	500	500	0	0.00%
52020	POSTAGE	5	0		0	0	0	0	0	
52030	PROFESSIONAL FEES	7,500	15,000		0	8,000	8,000	8,000	(7,000)	
52050	DUES, CONF. & EDUC.	8,508	11,647		9,144	16,467	16,467	16,467	4,820	41.38%
52060	PRINTING	0	200		0	200	200	200	0	0.00%
52070	REIMBURSABLE EXPENSES	383	100		0	100	100	100	0	0.00%
	SUBTOTAL	16,396	27,447	0	9,144	25,267	25,267	25,267	(2,180)	-7.94%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	0	0	0	0	0	0	0	0	
	SUBTOTAL	0	0	0	0	0	0	0	0	
	DEPARTMENT TOTAL	16,396	27,447	0	9,144	25,267	25,267	25,267	(2,180)	-7.94%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Economic Development Commission



BUDGET FUNCTION

The Economic Development Commission's purpose is to support and grow Waterford's economy. The Commission is empowered by Town Ordinance and State Statutes to serve as a platform to coordinate activities and groups that work in support of economic development. Broad responsibilities the Commission may undertake include market analysis, business recruitment and retention, marketing the Town, and recommending actions that the Town can take to meet its development goals.

The proposed FY25 EDC budget reflects an 8% decrease over FY24. The Commission voted to continue to ensure that it has the resources to better support Waterford's economic development efforts. Key elements of the budget request include the need for specialized professional services, effective marketing, and targeted networking.

MEMBERS

Edward Lusher, Chair
Guy Russo
Edward Aledia
Michael Buscetto III
Kathleen Mullen – Kohl

ALTERNATES

Julie Greco
Catherine Lynn Gonyo

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Economic Development Commission

BUDGET SUMMARY

ECONOMIC DEVELOPMENT COMMISSION: Proposed Fiscal Year 2025

SERVICES:

10113-52010-101-010-13-00-52 ADVERTISING	\$500
10113-52020-101-010-13-00-52 POSTAGE	\$0
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	\$8,000
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCAT	\$16,467
10113-52060-101-010-13-00-52 PRINTING	\$200
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	\$100

TOTAL	\$25,267
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Advertising Line 10113-52010

\$500 Requested

The EDC will advertise via print, digital, and social media platforms. Projects such as the upcoming small business grants, creation of an economic development strategy for the Town, and marketing to attract businesses and residents would be paid from this line.

Professional Fees Line 10113-52030

\$8,000 Requested

In FY24, the EDC received funds to hire a consultant to assist the Commission in drafting an Economic Development Strategy. The Strategy will include goals and actions necessary to support economic growth in Waterford and outline the Commission's action plan for upcoming years. It is anticipated that implementation efforts will include the need to hire professionals on a limited basis. Examples of projects for which funding needs are anticipated are graphic design, for branding and marketing materials, social media content and two meetings with the Strategy consultant to review the Commission's progress.

Dues, Conferences and Education Line 10113-52050

\$16,467 Requested

The EDC maintains membership with the Southeastern CT Enterprise Region (SeCTer) for the Town. SeCTer provides access to regional economic data and project support. The Commission also maintains memberships with professional organizations for the purposes of implementing and maintaining effective economic development programs. Members attend educational and networking events whenever possible.

Southeastern CT Enterprise Region (seCTer) \$ 8,807

SeCTer provides the Town with regional business information, regional promotion, and educational resources.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Economic Development Commission

Chamber of Commerce of Southeastern CT \$ 220

Promotes local networking, facilitates communication & collaboration

CT Economic Development Association (CEDAS) \$ 150

Economic development expertise, educational seminars & forums

Business meeting expenses, including shared costs of facilities and admission costs for economic events, meetings and seminars..... \$ 400

International Council of Shopping Centers (ICSC) Conference Attendance..... \$6,890

ICSC is a member organization supporting retail, dining, entertainment, and other marketplace industries. The organization provides industry insights and networking opportunities to support development initiatives. The Economic Development Commission recommends that two representatives from Waterford be funded to attend an International Council of Shopping Centers (ICSC) in New York to make connections and promote commercial development opportunities in Waterford to industry leaders.

Printing Line 10113-52060

\$200 Requested

This line will cover the cost of materials related to Economic Development Strategy implementation, such as drafts of graphic designs or similar items that will require Commission review.

Reimbursable Expenses Line 10113-52070

\$100 Requested

EDC members on occasion pay out of pocket for expenses associated with travel to seminars and business meetings. This line item provides for the reimbursement of funds expended by EDC members in providing services to the Town.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Economic Development Commission



Economic Development Commission
FOR THE FIVE YEARS ENDED JUNE 30, 2023

	FY2023 ORIGINAL	FY2023 ACTUAL	FY2022 ORIGINAL	FY2022 ACTUAL	FY2021 ORIGINAL	FY2021 ACTUAL	FY2020 ORIGINAL	FY2020 ACTUAL	FY2019 ORIGINAL	FY2019 ACTUAL
ECONOMIC DEVELOPMENT COMMISSION:										
SERVICES:										
10113-52010-101-010-13-00-52 ADVERTISING	1,000	0	425	0	425	0	425	0	425	0
10113-52020-101-010-13-00-52 POSTAGE	0	5	0	0	0	0	200	0	200	0
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	16,000	7,500	1,500	1,372	0	0	0	0	0	0
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCAT	10,071	8,508	7,851	7,103	7,851	7,043	8,223	6,831	8,307	7,050
10113-52060-101-010-13-00-52 PRINTING	200	0	150	0	150	0	300	0	300	0
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	200	383	0	0	150	0	150	0	150	0
Total SERVICES	27,471	16,396	9,926	8,475	8,576	7,043	9,298	6,831	9,382	7,050



WATERFORD ECONOMIC DEVELOPMENT COMMISSION
November 9, 2023
WATERFORD TOWN HALL – LOUISE T. APPLEBY ROOM
5:00 PM

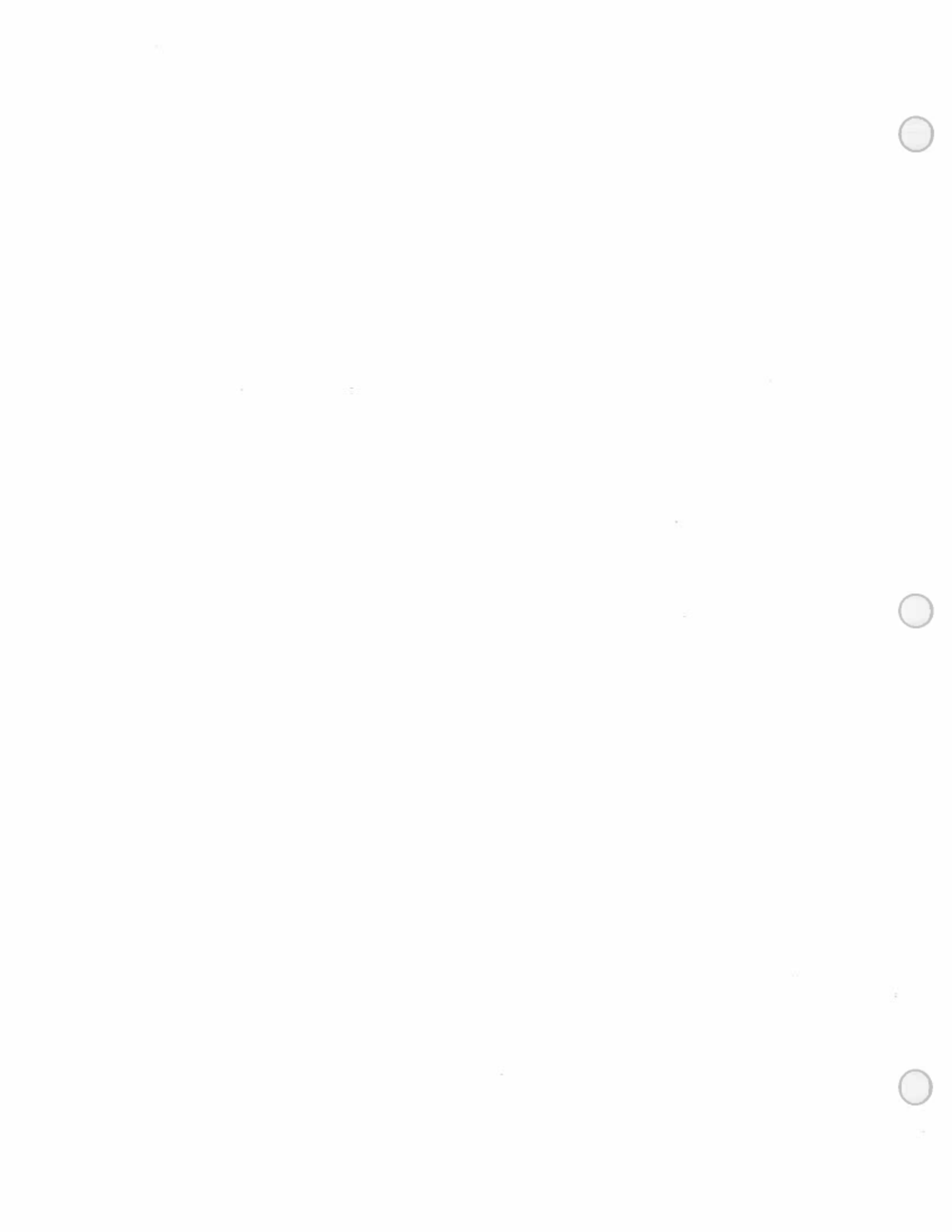
MEMBERS PRESENT: Edward Lusher, Chairman, Guy Russo, Kathleen Mullen-Kohl, Michael Buscetto
MEMBERS ABSENT: Edward Aledia
ALTERNATES PRESENT: Julie Greco, Cathy Gonyo
STAFF PRESENT: Jonathan E. Mullen, AICP, Planning Director, Mark Wujtewicz, Planner, Dawn Choisy, Recording Secretary

1. **CALL TO ORDER/APPOINTMENT OF ALTERNATES**
The meeting was called to order at 5:02 pm. Julie Greco was seated for Edward Aledia.
2. **APPROVAL OF MINUTES – September 14, 2023 meeting**
MOTION: Motion made by J. Greco, seconded by K. Mullen-Kohl, to approve the minutes of the October 12, 2023 meeting.
VOTE: 5-0
3. **REVIEW OF DRAFT RFP FOR ECONOMIC DEVELOPMENT STRATEGY**
J. Mullen stated that there have been no changes to the draft presented at the previous meeting, and the document will be forwarded to the Town's Purchasing Agent.
4. **REVIEW OF FY2025 PROPOSED BUDGET**
MOTION: Motion made by G. Russo, seconded by K. Mullen-Kohl, to approve the FY2025 Budget as drafted.
VOTE: 5-0
5. **REVIEW OF 2022/2023 ANNUAL REPORT**
MOTION: Motion made by J. Greco, seconded by G. Russo, to approve the 2022/2023 Annual Report as drafted.
VOTE: 5-0
6. **REVIEW OF DRAFT 2024 MEETING SCHEDULE**
MOTION: Motion made by G. Russo, seconded by K. Mullen-Kohl, to approve the 2024 meeting schedule as drafted.
VOTE: 5-0
7. **ADJOURNMENT**
MOTION: Motion made by K. Mullen-Kohl, seconded by J. Greco, to adjourn the meeting at 5:23.
VOTE: 5-0

Respectfully submitted,

Dawn Choisy, Recording Secretary

RECEIVED FOR RECORD
WATERFORD, CT
2023 NOV 13 A 1:12



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10114 CONSERVATION COMMISSION

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (10/26/23)	2024/2025 BD OF SELECTMEN APPROVED (1/31/24)	BOS Approved \$ Increase	BOS Approved % Increase
SERVICES										
52010	ADVERTISING	1,599	1,500		507	1,500	1,500	1,500	0	0.00%
52020	POSTAGE	112	125		46	125	125	125	0	0.00%
52030	PROFESSIONAL SERVICES	0	3,500		0	3,500	3,500	3,500	0	0.00%
52031	PLANNING SERVICES	11,250	12,000		3,881	12,000	12,000	12,000	0	0.00%
52050	DUES, CONF. & EDUC.	315	600		170	600	600	600	0	0.00%
52060	PRINTING	0	25		0	25	25	25	0	0.00%
	SUBTOTAL	13,276	17,750	0	4,604	17,750	17,750	17,750	0	0.00%
MATERIALS & SUPPLIES										
53020	OTHER SUPPLIES	253	500		0	500	500	500	0	0.00%
	SUBTOTAL	253	500	0	0	500	500	500	0	0.00%
	DEPARTMENT TOTAL	13,529	18,250	0	4,604	18,250	18,250	18,250	0	0.00%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



FY 2024/25 PROPOSED CONSERVATION COMMISSION BUDGET

The Waterford Conservation Commission serves as the Inland Wetlands Agency; reviewing applications, issuing permits and enforcing activities affecting inland wetlands and watercourses in accordance with the Waterford Inland Wetlands and Watercourses regulations and CT General Statutes 22a-36 through 22a-45. The Conservation Commission also carries out the statutory responsibilities of a municipal Conservation Commission, maintaining a survey of natural resources, reviewing land use proposals and making recommendations to other Boards and Agencies on natural resource identification and protection, and Open Space preservation.

The Conservation Commission conducted 21 regularly scheduled meetings and 2 special meetings in FY 2022/23 and rendered decisions on 21 applications to conduct activities in and adjacent to inland wetlands and watercourses. Inland Wetland permits authorized the permanent loss of 0.22 acres of wetland, and the temporary disturbance of 0.96 acres of wetlands which are required to be restored following completion of construction.

FEES – Application Fees Generated from Inland Wetland Permit Applications

<u>Fiscal Year</u>	<u>Total Fees Collected</u>
FY 2109/2020	\$ 1,100
FY 2020/2021	\$ 800
FY 2021/2022	\$ 700
FY 2022/2023	\$ 1,600
FY 2023/2024 – 4 months	\$ 350

The Waterford Conservation Commission requires an additional fee when public hearings are required. The fee off-sets the cost for publishing the two legal notices of public hearing required by State statute.

BUDGET REQUEST SUMMARY

<u>Line</u>	<u>Description</u>	<u>FY24/25 AMOUNT</u>
52010	Advertising	\$ 1,500
52020	Postage	\$ 125
52030	Professional Services	\$ 3,500
52031	Planning Services	\$ 12,000
52050	Dues, Conferences & Education	\$ 600
52060	Printing	\$ 25
53020	Other Supplies	\$ 500
Conservation Commission Total Request		<u>\$ 18,250</u>

This is the same amount approved for the FY 2023/24 budget.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



ADVERTISING LINE 10114-52010

\$ 1,800 REQUESTED

The advertising account covers the cost of all legal notice requirements required by State statute. This includes publication of notices of public hearings, enforcement orders and notices of decision on all Commission inland wetland agency actions. Advertisements for public hearings and decisions of the Commission are required to be published in a newspaper having general circulation in Waterford. To off-set publication costs, the Commission requires an additional fee of \$400.00 when a public hearing is required for the legal notices. The costs for legal notices of decision placed in The Day newspaper for FY 2022/2023 were \$1,599.13. The requested budget amount is consistent with that approved for the FY 2023/24 budget.

POSTAGE LINE 10114-52020

\$ 125 REQUESTED

Postage expenditures include certified letter mailings required for notice of Commission decisions on applications and for enforcement proceedings, correspondence to Town residents, and referrals to municipal, State and Federal agencies. The requested budget amount is consistent with that approved for the FY 2023/24 budget.

PROFESSIONAL SERVICES LINE 10114-52030

\$ 3,500 REQUESTED

The professional services account is used to obtain professional technical reviews, retain expert witnesses, chemical laboratory analyses and other professional technical assistance unavailable at the municipal or State level that are required to conduct the duties of the inland wetlands agency and the Conservation Commission. These services may include assisting the Commission with technical expert reviews of application documents, investigating complaints of wetland, soil or water quality impacts, documenting violations of the inland wetlands and watercourses regulations, providing expert testimony in court proceedings, or assisting the Commission in preparing natural resource surveys.

To carry out the responsibilities of the Inland Wetland and Watercourses Act, it is critical that the Commission have the ability to retain expert witnesses for determination of impacts to wetlands and watercourses in order to reach and maintain defensible decisions. Court case law has established that the finding of adverse impacts and justification for conditions of approval requires technical expertise and expert evidence in the application record. The Commission uses the expertise of staff members, and regional and state technical offices when available, however specific technical expertise may be required during the application process within a limited time frame. Having sufficient funding available to procure services when expert review is needed is essential in consideration of the strict time frames established by State Statute for rendering decisions on inland wetland applications.

The fee schedule for Inland Wetland permit applications allows the Commission to charge the applicant for third party expert reviews and technical evaluations deemed necessary to assist in the review of complex permit applications. However, the Commission continues to require funds for obtaining professional expertise on items other than those duties associated with complex permit applications.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Expenditures under this item are difficult to predict and are related to the number and complexity of permit applications, public hearings, enforcement proceedings and technical needs of the Commission. The requested amount will fund an estimated 25 -35 hours of professional service at a rate of \$100 - \$150/hr.

The requested budget amount is consistent with that approved for the FY 2023/24 budget.

PLANNING SERVICES LINE 10114-52031

\$ 12,000 REQUESTED

The Conservation Commission conducts a water quality monitoring program of freshwater streams and ponds in Waterford. Samples are collected at 30 locations in the early summer and late fall of a calendar year to track water quality over the growing season and monitor changes in quality over time. Sampling is conducted on Jordan Brook, Nevins Brook, Fenger Brook, Hunts Brook, Stony Brook, Oil Mill Brook and its tributaries, Millstone (Beebe) Brook, Green Swamp Brook and a tributary stream to Goshen Cove. Water quality parameters monitored include total coliform, e. coli and enterococci bacteria, temperature, pH, and nutrient loadings from nitrogen compounds and phosphorus.

The surface water quality monitoring program has been conducted for the past 22 years by the Conservation Commission and has generated comprehensive data on the quality of the town's water resources. This data is used to evaluate potential impacts of land development on stream health and to track changes in water chemistry over time. It also provides a scientific basis for the Conservation Commission to establish required levels of stormwater treatment for development proposals, and water quality mitigation goals for enforcement proceedings.

Jordan Brook, Oil Mill Brook and Stony Brook support native trout and high quality waters. Habitat requirements for these fisheries include cool, oxygenated waters with suitable substrate conditions to provide food and aquatic habitat. Alteration of adjacent lands, loss of vegetative cover, soil erosion, flow alterations, septic system discharges and stormwater run-off can adversely impact the biological conditions of these watercourses. The monitored temperature, nitrogen and phosphorus levels in these streams continue to indicate high quality surface waters.

The 2020 State of Connecticut Integrated Water Quality Report, submitted by CT DEEP to the EPA, identifies Alewife Cove, Niantic Bay and near-shore waters of Long Island Sound as not meeting designated uses of habitat for fish and other aquatic life. In addition, Alewife Cove, Jordan Cove, and areas of Niantic Bay and the Niantic River are listed as impaired for direct shellfish consumption due to bacteria levels. Fenger Brook is listed as not supporting designated uses for aquatic life and recreation. Hunts Brook downstream of the Miller Pond dam is listed as not supporting fish and aquatic life habitat. The lower reach of Stony Brook south of Rte 1 has been identified as impaired for recreational use due to bacteria. The State is developing restoration policies to improve water quality and habitat of impaired waters.

The Commission continues to monitor bacteria, nitrogen and phosphorus levels in stream reaches that eventually discharge to Jordan Cove, the Niantic River, and Long Island Sound. This long-term water quality monitoring is a critical part of the natural resource inventory work the Commission conducts and allows tracking of trends in water quality from land use changes and provides an indication of where

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



water quality may be affected. Town staff conducts the sampling to minimize costs. Cost variations are linked to the number of water samples collected.

The Commission is requesting the same amount for this item as approved in the previous fiscal year.

DUES, CONFERENCES, EDUCATION LINE 10114-52050

\$ 600 REQUESTED

Expenditures from this line item include membership dues, commission and staff training, attendance at seminars and workshops. The Connecticut Inland Wetlands and Watercourses Act [CGS 22a-36 - 22a-45a] recommends members of inland wetland agency complete a comprehensive training program developed by the CT DEEP. Commissioners also attend environmental education conferences and legal seminars regarding inland wetlands to keep informed of changes to State Statute or case law affecting application review practices, public hearing records and decision-making for Inland Wetlands and Watercourse Regulations application. The Commission satisfies the minimum required training recommended by CT DEEP for inland wetlands agencies.

The Commission is requesting the same amount for this item as approved in the previous fiscal year to maintain the level of training of its members and staff.

PRINTING LINE 10114-52060

\$ 25 REQUESTED

Expenditures under this line item include printing of oversized documents, maps and colored copies, which cannot be printed or are unavailable at Town facilities. As a result of changes in court procedures, some printing funds may be necessary to reproduce, in paper or digital format, large documents and files. The amount requested under this line item is the same as approved in the previous fiscal year.

OTHER SUPPLIES LINE 10114-53020

\$ 500 REQUESTED

Funds in this account are used to purchase and maintain environmental testing/monitoring equipment, safety equipment, survey flagging, and Conservation Easement and Non-Encroachment Boundary Line markers for field markings. This equipment allows the Conservation Commission with its professional staff to perform wetland identification, water testing, natural resource inventory and conservation easement boundary marking that would otherwise require contracting for outside professional services. The amount requested under this line item is the same as approved in the previous fiscal year.

CONSERVATION COMMISSION MEMBERS

Richard Muckle , Chair	Ivy Plis - Alternate
Tali Maidelis, Secretary	2 - vacancies
David Lersch	
Geneva Renegar	
Wade Thomas	
Matthew Keatley	
1 - vacancy	

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: CONSERVATION COMMISSION



CONSERVATION COMMISSION HISTORY OF EXPENDITURES

	FY 19/20	FY20/21	FY21/22	FY22/23	FY23/24 To date	Proposed FY24/25
52010 Advertising	\$901.65	\$989.0	\$1,104.75	\$1,599	\$369.64	\$1,500
52020 Postage	\$ 104.4	\$106.0	\$83.87	\$112.0	\$ 15.0	\$ 125
52030 Professional Fees	\$ 0	\$3,500	\$ 0	\$ 0	\$ 0	\$ 3,500
52031 Planning Services	\$12,000	\$12,000	\$6,357	\$6,278	\$ -	\$ 12,000
52050 Dues/Education	\$ 455	\$295	\$275	\$315	\$ 95	\$ 600
52060 Printing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25
53020 Supplies	\$ 8.40	\$365.92	\$ 0	\$ 253.05	\$ 0	\$500

Approved by the Waterford Conservation Commission – October 26, 2023

MEETING MINUTES

Conservation Commission
October 26, 2023 6:30 PM
Auditorium, Waterford Town Hall

RECEIVED FOR RECORD
OCTOBER 27 2023

2023 OCT - 1 P 1:24

Members Present: Matthew Keatley, Geneva Renegar, Wade Thomas
Members Absent: David Lersch (notified), Tali Maidelis (notified), Richard Muckle (notified),
(1 vacancy)
Alternates Present: Ivy Plis (2 vacancies)
Staff Present: Maureen FitzGerald, Environmental Planner
Kim Powell, Recording Secretary

1. CALL TO ORDER

The meeting was called to order by W. Thomas, acting Chair, at 6:30 PM. I. Plis was seated for D. Lersch.

2. APPROVAL OF THE MEETING MINUTES

Motion: Motion made by M. Keatley, seconded by I. Plis to approve the October 12, 2023 meeting minutes.

Vote: 3-0-1, G. Renegar abstained.

3. NEW APPLICATIONS

C-23-09: 295 & 313 Willetts Ave.; 16 & 18 Boston Post Road, Proposed hotel and associated parking and storm water management systems; Woodsprings Suites – Applicant, CLA Engineers, Inc. - Agent

Robert Russo, Soil Scientist from CLA Engineers presented the proposed activity. The building will be a 122 room hotel with parking and storm water management basins. The inland wetland area on the western side of the site is an isolated area comprised primarily of red maple swamp with greenbriers. R. Russo noted the wetland functions are limited due to surrounding land use. The wetland is used by local wildlife and birds. The primary access to the facility will be from Route 1. Willetts Avenue will provide access for emergency and utility vehicles.

R. Russo reviewed the location of the two storm water management basins that are designed to hold 2" of rainfall run-off, treating many of the pollutants associated with run-off. The storm water system is designed to reduce flows leaving the site. He stated there is no direct impact to wetlands from the project. Activity in the upland review area includes the storm water basin, a portion of the parking and access drive, and proposed landscaped areas. A rain garden will be installed by the dumpster area and by the Boston Post Road access.

Commission members requested a vegetated buffer be included around the isolated wetland. W. Thomas requested the engineer review if the outlet from the southern basin can be moved to the east to avoid conflict with the sanitary line. R. Russo reviewed the proposed proximity of the development to the wetland boundary and adjacent playground. He stated the project engineer will be available to answer questions at the next meeting.

4. APPLICATION REVIEW

C-23-8: 33 Kenyon Road, New Construction; Congregation Beth El Temple, Inc. - Applicant, Wayne S. Garrick, AIA - Agent

Staff noted the applicant's agent is working on revised plans to address additional wetland area on the site.

5. VIOLATIONS

52 Gurley Road: Notice of Violation – Issued 10-13-23, Unauthorized Grading & Clearing of Stream Channel, Restoration Plan required by 10-26-23

Mr. Jeff Reagan, owner, gave background information of the property and described the clean-up of debris and fallen trees that resulted in the unauthorized activity. Mr. Reagan explained the restoration plan proposes planting ten red twig dogwoods 8 feet apart along the western channel embankment. Additional plantings will be added if needed for stabilization of the stream. The lawn will be maintained with proper mowing up to the stream area as it is throughout the property.

The commission accepted the restoration plan and directed staff to draft a permit authorization for review at the next meeting. Mr. Reagan was notified he will need to submit a permit application fee.

577 Vauxhall Street Extension: Notice of Violation & Corrective Actions - Issued 6-14-23 Unauthorized Activity within Inland Wetlands & Watercourses, Restoration required by 11-1-23.

The corrective actions are required to be completed by November 1, 2023.

6. OTHER BUSINESS

49 Niantic River Road – Request to modify portion of non-encroachment area – revised plan

Staff reviewed that unauthorized mowing had been conducted in the non-encroachment area. The mowed area was not grubbed and will grow back. The owners are requesting a modification to the non-encroachment boundary as part of the restoration plan. They have submitted a revised plan for the Commission to consider.

Mr. and Mrs. Heard, owners, addressed the Commission. They purchased the subdivision lot behind their house and combined the properties. They installed a shed on the second property and would like to keep the land behind it cleared to the neighboring yard to improve visibility. They are also requesting the commission relax the non-encroachment boundary by 10 feet on average on the south side of the yard so they can mow around the forsythia and avoid weeds and poison ivy.

Staff explained the forsythia shrubs were planted by the prior owner along the established non-encroachment boundary and have since grown in width. The boundary will be marked with stakes with non-encroachment boundary markers attached.

Motion: Motion made by M. Keatley, second by I. Plis to accept the revised plan to modify the non-encroachment boundary and to have the owners submit an application.

Vote: 4-0

Staff will prepare a draft authorization for review at the next meeting.

Conservation Commission Annual Report 7/1/22-6/30/23

The Commission reviewed a draft of the report and highlights of commission actions.

Conservation Commission Proposed Annual Budget 2024-2025

The Commission reviewed the draft FY 24/25 budget. The requested budget amounts were the same as previous years.

Motion: Motion by M. Keatley, seconded by G. Renegar to approve the draft annual report and the draft budget.

Vote: 4-0

7. CORRESPONDENCE

CACIWC 2023 Annual Conference – November 11, 2023

8. PAYMENT OF BILLS

There were no bills.

9. ADJOURNMENT

Motion: Made by M. Keatley seconded by I. Plis to adjourn the meeting at 7:28 PM.

Vote: Unanimous

Respectfully Submitted,



Kim Powell
Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10110 PLANNING & ZONING COMMISSION

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (11/14/23)	2024/2025 BD OF SELECTMEN APPROVED 1/31/24	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51110	ADMINISTRATION	122,419	111,283		51,617	110,470	110,470	110,470	(813)	-0.73%
51120	INSPECTION	271,747	282,411		143,809	302,919	302,919	302,919	20,508	7.26%
51210	CLERICAL/TECHNICAL	149,923	162,634		76,160	166,362	166,362	166,362	3,728	2.29%
51810	OVERTIME	1,421	6,164		1,002	6,164	6,164	6,164	0	0.00%
51910	FRINGE BENEFITS	803	5,838		2,469	4,594	4,594	4,594	(1,244)	-21.31%
51920	F.I.C.A	38,907	43,478		19,411	44,822	44,822	44,822	1,344	3.09%
	SUBTOTAL	585,220	611,808	0	294,468	635,331	635,331	635,331	23,523	3.84%
SERVICES										
52010	ADVERTISING	3,439	4,000	1,000	1,857	4,000	4,000	4,000	0	0.00%
52020	POSTAGE	343	450		74	450	450	450	0	0.00%
52030	PROFESSIONAL FEES	2,768	20,000	(1,000)	6,671	20,000	20,000	20,000	0	0.00%
52040	SERVICE CONT. & REPAIR	8,020	15,781		2,367	16,172	16,172	16,172	391	2.48%
52050	DUES, CONF. & EDUCATION	2,848	3,521		1,833	6,380	6,380	6,380	2,859	81.20%
52060	PRINTING	250	450		70	450	450	450	0	0.00%
52070	REIMBURSABLE EXPENSE	0	200		0	200	200	200	0	0.00%
	SUBTOTAL	17,668	44,402	0	12,872	47,652	47,652	47,652	3,250	7.32%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	2,343	2,750		656	2,750	2,750	2,750	0	0.00%
53090	FUELS & LUBRICANTS	746	810		241	810	810	810	0	0.00%
	SUBTOTAL	3,089	3,560	0	897	3,560	3,560	3,560	0	0.00%
OFFICE EQUIPMENT										
54060	OFFICE FURNITURE & EQUIP.	0	1,440		0	0	0	0	(1,440)	-100.00%
	SUBTOTAL	0	1,440	0	0	0	0	0	(1,440)	-100.00%
	DEPARTMENT TOTAL	605,977	661,210	0	308,237	686,543	686,543	686,543	25,333	3.83%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET FUNCTION

The Waterford Planning and Zoning Commission budget includes the cost of Commission services, such as land use application reviews, long-range planning, and maintaining and enforcing Waterford's zoning and subdivision regulations. The Commission provides staff for all land use and economic development services in Waterford. The Planning staff provide expertise and assistance to the Board of Selectmen, RTM, and other agencies in Waterford and beyond concerning land use and economic development opportunities in Town.

This budget also includes funds for professional services and technical support that address town-wide needs. Grant writing and project management services are all funded in this budget.

MEMBERS

Gregory Massad, Chair
Timothy Bleasdale
Karen Barnett
Timothy Conderino
Victor Ebersole

ALTERNATES

Bert Chenard
Doris Crum
Joseph DiBuono

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET SUMMARY

PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2025

PERSONNEL:

10110-51110-101-010-10-00-51 ADMINISTRATION	110,470
10110-51120-101-010-10-00-51 INSPECTION	302,919
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	166,362
10110-51810-101-010-10-00-51 OVERTIME	6,164
10110-51910-101-010-10-00-51 FRINGE BENEFITS	4,594
10110-51920-101-010-10-00-51 F.I.C.A.	44,822

TOTAL	635,330
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SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,000
10110-52020-101-010-10-00-52 POSTAGE	450
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	16,172
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	6,380
10110-52060-101-010-10-00-52 PRINTING	450
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200

TOTAL	47,652
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MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	810

TOTAL	3,560
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OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0
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TOTAL	0
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TOTAL	686,542
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TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



Advertising Line 10110-52010



\$4,000 Requested

Legal advertisements are required for announcing public hearings and decisions. The Department maintains a New London Day subscription to verify the accuracy of all required legal ads. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices.

Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY25, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200 each.

Postage Line 10110-52020

\$450 Requested

Postage is used for normal communications with applicants and the public, and for required certified/return receipt postage for decision letters and abatement orders. Postage funding is also required to support neighborhood mailings to alert people about specific planning initiatives that may affect them.

Professional Fees Line 10110-52030

\$20,000 Requested

Professional services are sought for projects that require specific expertise and technical capacity that exceed the typical job duties of the planning staff. The department provides the vast majority of planning services in-house. Certain projects require professional support. Examples include conducting property surveys, traffic impact analysis, market analysis, reviews of engineering design by professional engineers, software development and advanced GIS services. This line would also be used to hire professionals as needed to conduct reviews of development applications and matters before the Commission that are not paid for by applicants.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Service Contracts and Repairs Line 10110-52040

\$16,172 Requested

Printer and Copier Contracts- \$3,964

The Department uses a large format plotter on a daily basis. This machine can scan, copy, and print large plans and is also used by the Assessor and Town Clerk. The plotter is subject to a \$2547 annual lease. The Department also leases a black and white copier which is used for the majority of printing. The Ricoh yearly lease is \$1,060, plus \$.00714 per copy. The Department budgets for 50,000 copies per year, which equates to \$357 in copies. The total cost of this service is \$1,417.

Annual GIS Parcel Mapping - \$10,000

Through a competitive bid process, Waterford awarded Tighe & Bond a contract to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a platform that utilizes the updated parcel mapping and continues to provide staff and the public with information ranging from zoning to floodplain data. It is also an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,740

The Planning Director and field staff use three smartphones and one iPad tablet in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$41 per month. The iPad plan is \$22 per month. Each phone will cost \$492 per year to operate while the annual operational cost for the iPad is \$264. The total cost of cellular plans is \$1,740.

Software Licenses - \$468

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY25 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Economic Development Commission work, small business outreach, and department performance surveys. The cost is \$384 per year and provides flexibility in survey design.

Dues, Conferences and Education Line 10110-52050

\$6,380 Requested

Department staff are committed to maintaining professional certifications and keeping current with information and issues in the field of planning. Involvement with regional and national organizations, attending conferences and seeking opportunities to improve the technical skills of all department members supports high quality work product that benefits Waterford residents and business owners. Whenever possible, staff seeks out free educational opportunities. There are some instances where valuable educational opportunities are not free. Enabling staff to participate in these events generates positive returns for the town by exposing staff to new technical information, legal updates in the field and information about grants that may benefit Waterford.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

American Planning Association(APA) & CT Chapter APA -\$1,100

The Department maintains membership in the American Planning Association for two staff members. APA membership is tiered based on salary. Currently the Planning Director and Planner maintain APA membership. American Planning Association staff members are also required to maintain membership in their State Chapters. The CT Chapter of the American Planning Association charges 35% of the national dues for membership. The total cost for membership dues is \$1,100.

American Institute of Certified Planners (AICP) -\$180

The Planning Director is required to maintain AICP (American Institute of Certified Planners) status as a condition of employment. Maintaining the AICP designation requires APA membership (listed above), State chapter membership (listed above), and AICP Dues. AICP Dues are \$180.

Conference attendance and continuing education are a critical aspect of professional development. Participating in conferences allows staff to meet continuing education requirements for professional certifications and to stay current on legal issues, emerging trends and technical skills related to their jobs. The following conference fees are included in this budget.

Southern New England Chapter of the American Planning Association (SNEAPA) Annual Conference - \$350

The SNEAPA annual conference provides planning staff with educational and networking opportunities in the immediate region. Attending conferences with peers from Connecticut and Southern New England towns helps staff learn about local projects and funding opportunities that benefit Waterford. Legislative updates and legal developments of the past year are presented at this conference, which helps staff stay current on important planning and zoning issues. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification.

American Planning Association Annual Conference -\$2,470

The 2025 APA National Conference will be held in Denver Colorado. The conference draws professionals from planning and associated fields from around the country and the world and presents staff with the opportunity to learn firsthand about innovative planning, economic development and capital projects that could be applied in Waterford. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification. The location of the conference changes annually. The cost for one attendee to the APA National Conference is as follows: Registration - \$835, Travel - \$448 Hotel - \$950, Meals - \$237

Connecticut Association of Zoning Enforcement Officials (CAZEO) - \$360

CAZEO is the professional organization for the Zoning Official. During the 2021 Legislative Session, P.A. 21-29 was passed which requires that beginning on January 1, 2023 anyone appointed as a Zoning Enforcement Official must be certified and maintain their certification. CT Zoning Enforcement Official Certification is required in Waterford's job description for the Zoning Official. CAZEO membership costs \$150 per year. Maintenance of CZEO status requires attendance at 7 meetings annually which cost \$30.00 each.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$320

The Zoning Official acts as Waterford's Floodplain Administrator. The Floodplain Administrator is responsible for ensuring the Town's compliance with the requirements of the National Flood Insurance Program (NFIP). Compliance with the NFIP enables Waterford property owners to purchase flood insurance. Annual membership in the ASFPM is \$180. Annual membership in the CAFM is \$65. Annual CAFM conference registration is \$75.

Northeastern Arc Users Group (NEARC) Conference - \$1,100

NEARC is an organization formed in 1986 to support GIS (Geographic Information System) users in the Northeast US. Waterford's Planner is responsible for managing, maintaining and upgrading GIS data for internal and public users. GIS technology is consistently evolving and it is important that Waterford's Planner maintain current knowledge of the field. Based on the 2023 past registration fees, it is anticipated that the cost for attending the 2024 three-day conference will be \$1,100.

One-day training seminars - \$500

Throughout the course of the year, various training seminars are conducted by State, Federal and educational institutions. These training opportunities afford staff the opportunity to improve technical skills, learn about upcoming policies and laws and learn about grant opportunities and best practices from other communities and organizations that can benefit Waterford. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the Planning and Zoning Commission complete four hours of training under the guidelines established by the State Office of Policy and Management. Trainings may be conducted as webinars or on-site. The trainings are typically one-time events; therefore, it is difficult to anticipate exact costs. Typically, these events range from \$30 to \$150 per attendee.

Printing Line 10110-52060

\$450 Requested

Funds are expended for printing oversized documents, reprinting of plans and studies, aerial photographs, posters and zoning maps. Color copies produced by the Town's printing service cost the Department \$.07/per copy. The Planning Department will continue to expand its efforts to engage the community in various planning projects. Part of the cost of public engagement includes printing flyers, maps, letters and postcards to send to residents and business owners.

Reimbursable Expenses Line 10110-52070

\$200 Requested

This line covers reimbursements to commissioners and staff members for out-of-pocket expenses. Examples of expenses include parking fees at job-related meeting, mileage for travel to work-related events when a town vehicle is not available and materials for public outreach programs.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



Office Supplies Line 10110-53010

\$2,750 Requested

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include recordable DVDs, thumb drives, display boards, and commissioner name plaques. The Department estimates that \$350 will be needed for the supplies listed above in FY25.

The Department maintains a desktop color printer for daily work. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color toner cartridges for use in the color printer is \$1,200. Plotter paper and ink cartridges for the large format copier is anticipated to cost \$1,200 in FY25.

Fuels and Lubricants Line 10110-53090

\$810 Requested

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. Vehicles from this department are also shared with other departments as requested. The Department estimates using approximately 326 Gallons at \$2.4776 per gallon. \$810 is requested.

Office Equipment Line 10110-54060

\$0 Requested

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



PLANNING DEPARTMENT 5 YEAR HISTORY OF EXPENDITURES

PLANNING & ZONING COMMISSION:

PERSONNEL:

	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL
10110-51110-101-010-10-00-51 ADMINISTRATION	111,283	122,419	108,835	109,252	104,097	108,868	104,097	104,897	101,558	101,557
10110-51120-101-010-10-00-51 INSPECTION	282,917	271,747	272,386	277,241	272,147	269,885	272,147	232,647	263,484	269,213
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	157,143	149,923	149,889	139,099	142,460	142,475	158,931	136,367	148,817	139,624
10110-51810-101-010-10-00-51 OVERTIME	6,164	1,421	5,139	2,158	4,910	1,907	5,253	1,819	4,812	2,204
10110-51910-101-010-10-00-51 FRINGE BENEFITS	7,955	803	7,705	3,813	5,687	5,268	5,687	4,119	10,883	3,338
10110-51920-101-010-10-00-51 F.I.C.A.	43,258	38,907	41,613	37,976	40,491	37,840	41,778	34,559	40,366	37,121
Total PERSONNEL	608,728	585,220	585,567	569,539	569,792	564,041	587,893	514,408	567,920	553,057

SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,800	3,439	4,000	3,371	4,000	2,790	4,000	3,835	4,000	2,255
10110-52020-101-010-10-00-52 POSTAGE	450	343	450	368	450	436	450	504	500	460
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000	2,768	20,000	5,728	20,000	7,768	20,000	8,373	25,000	20,225
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	15,781	8,020	16,741	6,741	25,784	25,513	17,380	16,783	17,758	15,295
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	3,371	2,846	2,721	3,195	4,396	3,427	4,100	2,677	4,020	1,905
10110-52060-101-010-10-00-52 PRINTING	450	250	450	187	450	240	450	29	600	20
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200	0	200	0	200	0	200	0	200	0
Total SERVICES	44,252	17,668	44,562	19,610	55,280	40,172	46,580	32,201	52,078	40,160

MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750	2,343	2,750	1,732	2,750	2,479	2,750	2,698	3,100	1,100
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	810	746	595	465	765	266	800	480	820	519
Total MATERIALS & SUPPLIES	3,560	3,089	3,345	2,197	3,515	2,745	3,550	3,178	3,920	1,619

OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	1,440	0	1,440	108	700	286	730	741	420	476
Total OFFICE EQUIPMENT	1,440	0	1,440	108	700	286	730	741	420	476

TOTAL

	657,972	605,977	634,914	591,454	629,267	607,244	638,753	550,528	624,338	595,633
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**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 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: Planning

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD (12/08/2023)	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
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	50,947	61,013		20,635	55,980	\$ 35,345.00
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 50,947.00	\$ 61,013.44	\$ -	\$ 20,635.00	\$ 55,980.00	\$ 35,345.00

**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

Planning & Zoning Commission
Remote Access Only

November 14, 2023
6:30 PM

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

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

G. Massad called the meeting to order at 6:39 PM. D. Crum was seated for T. Bleasdale.

2. APPROVAL OF MINUTES

MOTION: Motion made by T. Conderino, seconded by K. Barnett, to approve the October 24, 2023 meeting minutes.

VOTE: 5-0

3. APPLICATION RECEIPT

#PL-23-12 Request of David & Cynthia Yanaros, Applicant and Owner for a Coastal Site Plan review and approval for a new single family home on property located at 224 Niantic River Road, R-40 Zone in accordance with Sections 5.1.1 and 25.4 of the Zoning Regulations and as shown on plans entitled "Zoning Location Survey, Property Of Cynthia Yanaros and David E Yanaros for Property Located at 224 Niantic River Road Town of Waterford County of New London Connecticut"

ACTION REQUIRED BY: 1/18/24

The application was received after the agenda had been posted but within the statutory time frame. The application review will be scheduled at an upcoming meeting.

G. Massad modified the agenda due to concerns with the posting of the agenda that he wanted to clarify with the Town Attorney. Agenda Item 5 was moved up in the agenda.

5. ADMINISTRATIVE REVIEW

Proposed Annual Report

Staff reviewed with the Commission the proposed Annual Report. M. Wujtecwicz noted he had added a new section for Multi Family Developments.

MOTION: Motion made by T. Conderino, seconded by V. Ebersole, to approve the proposed annual report.

VOTE: 5-0

RECEIVED FOR RECORD 11-17 2023
M. ATTEST *David J. Conner*
TOWN CLERK
2:38 PM

Proposed FY 25 Budget

Staff reviewed with the Commission the proposed draft budget

MOTION: Motion made by T. Conderino, seconded by V. Ebersole, to approve the Planning and Zoning Commission FY25 proposed budget.

VOTE: 5-0

G. Massad noted that the agenda had been reposted on the Town's website with a live Zoom link into the meeting. He reviewed for the record, the actions taken on the agenda items to this point of the meeting.

4. APPLICATION REVIEW

#PL-23-14 Town of Waterford, Applicant and Owner for site plan approval for park improvements for property located at 174 & 184 Boston Post Road and 15, 35 and 49 Rope Ferry Road, C-T Zone in accordance with Sections 10.2.5 and 22 of the Zoning Regulations and as shown on plans entitled "Waterford Civic Triangle Universal Access & Pond Improvements"
ACTION REQUIRED BY: 12/28/23

G. Massad reviewed the Commissions actions relative to the review and denial of the modified CGS §8-24 application that was presented to the Commission at the October 24, 2023 meeting. He stated that the site plan application presently before the Commission is for the review of consistency with the previously approved CGS§8-24 application PL-21-15.

Chad Frost, L.A. of Kent + Frost, Miriam Furey-Wagner, Chair of the Waterford Town Center Development Ad-Hoc Committee and Ryan McNamara, Recreation & Parks Director were present.

C. Frost reviewed the plan with the Commission noting it is in keeping with the previously approved CGS§8-24 that was approved in 2021. He noted that there will be some existing trees along the Rope Ferry Road side of the park that will need to be removed in order to accommodate the relocation of the stonewall from the state right of way into the property. The existing trees root systems will be compromised by the grading and reconstruction of the wall. New trees will be planted along the stonewall to enhance the streetscape.

He reviewed the addition of the accessible ramp from the Rope Ferry Road entrance and the Addition of accessible parking spaces to the Library and the upper parking lot to the Park. The proposed walkway to the Gazebo was added to the plans. The walkway and associated grading will be installed in order to accommodate accessible access to the gazebo.

D. Crum appreciated the accessibility efforts to make the gazebo accessible.

M. Wujtewicz reviewed with the Commission the revised staff report.

The Commission made the following findings:

1. The parcels in this application are located within the CT (Civic Triangle) Zoning District as

identified on the most recently adopted Zone District Map.

2. The Waterford Conservation Commission issued Inland Wetland Permit# C-22-10 for regulated inland wetland activities.
3. The Waterford Conservation Commission has submitted to the Planning and Zoning Commission a final report in accordance with CGS §8-3(g).
4. The project is for improvements to a public park and playground which are permitted uses within the CT Zone District in accordance with Section 10.2.5 of the Town of Waterford Zoning Regulations.
5. The project is proposed as a Site Plan in accordance with Sections 10.11 and 22 of the Town of Waterford Zoning Regulations.
6. The improvements identified on the Site Plan are consistent with improvements included in the Civic Triangle Park Master Plan – October 2021 as approved by the Planning and Zoning Commission through application PL-21-15.

and discussed the following modifications and conditions:

1. All work identified on the site plan as approved by the Commission shall be within the Limit of Work as shown on the site plan. No other work or improvements as appear on the Civic Triangle Park Master Design Plan approved by this Commission through Application #PL-21-15 shall be implemented until such time that a new site plan application is submitted and approved by the Planning and Zoning Commission.
2. Plan Sheet L-13.0 shall be added to the final plan set prior to recording on the land records.
3. All conditions of approval for Inland Wetland Permit #C-22-10 shall be incorporated into this decision as if fully set forth herein.

MOTION: Motion made by T. Conderino, seconded by D. Crum, to approve with conditions, the site improvements for the Civic Triangle Community Park Site Plan Application #PL-23-14, with conditions 1 through 3 and adopt the findings 1 thru 6 of the staff report.

VOTE: 5-0

5. ADMINISTRATIVE REVIEW

Reviewed earlier in the meeting.

6. CORRESPONDENCE

No correspondence was received.

7. COMMISSION BUSINESS

M. Wujtewicz reviewed with the Commission current and upcoming projects and noted that at the November 28, 2023 meeting there will be an informal presentation for a potential hotel on Boston Post Road.

8. ADJOURNMENT

MOTION: Motion made by G. Massad, seconded by T. Conderino to adjourn the meeting at 7:49 PM.

VOTE: 5-0

Respectfully Submitted,



Katrina Kotfer
Recording Secretary



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21



22



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10115 ZONING BOARD OF APPEALS

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (11/1/23)	2024/2025 SELECTMEN APPROVED (1/31/24)	BOS Approved \$ Increase	BOS Approved % Increase
SERVICES										
52010	ADVERTISING	3,344	3,700		537	3,700	3,700	3,700	0	0.00%
52020	POSTAGE	109	160		40	160	160	160	0	0.00%
52050	DUES, CONF. & EDUC.	225	400		80	400	400	400	0	0.00%
	SUBTOTAL	3,678	4,260	0	657	4,260	4,260	4,260	0	0.00%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	0	50		0	50	50	50	0	0.00%
	SUBTOTAL	0	50	0	0	50	50	50	0	0.00%
	DEPARTMENT TOTAL	3,678	4,310	0	657	4,310	4,310	4,310	0	0.00%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Zoning Board of Appeals**



BUDGET FUNCTION

The Zoning Board of Appeals has three primary functions, as defined in state statute:

- To hear and make decisions concerning requests from applicants for relief to standards in the Waterford Zoning Regulations
- To hear appeals of decisions made by the Zoning Enforcement Officer
- To review certificates of location for motor vehicle uses, including dealer/repairer licenses

MEMBERS

Catherine Lynn Gonyo – Chair
Michele Kripps – Vice Chair
Anne Darling, Secretary
William Herzfeld
John Morgan

ALTERNATES

Greg Gallup
Jason Kohl
Vacancy

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Zoning Board of Appeals**



BUDGET SUMMARY

ZONING BOARD OF APPEALS: Proposed Fiscal Year 2025

SERVICES:

10115-52010-101-010-15-00-52 ADVERTISING	3,700
10115-52020-101-010-15-00-52 POSTAGE	160
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCAT	400

TOTAL	\$ 4,260
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MATERIALS & SUPPLIES:

10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50
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TOTAL	50
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TOTAL	\$ 4,310
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ADVERTISING LINE 10115-52010 \$ 3,700 Requested

The ZBA is required under the Connecticut General Statutes to advertise notice of public hearings and Board actions. The cost of each advertisement depends on the complexity of the actual applications. Average advertising costs for individual applications in the last five years ranged from \$215 to over \$600. Total annual advertising costs can vary significantly from year to year based on the number of applications the ZBA receives.

POSTAGE LINE 10115-52020 \$ 160 Requested

All ZBA public hearing notices and actions are sent via certified mail to the applicants. Property owners and agents also receive these mailings. Each certified letter costs approximately \$6.75. The department has seen an increase in ZBA applications over the last several years. \$160.00 is requested, which matches the FY25 funding request.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Zoning Board of Appeals**



DUES, CONFERENCES, EDUCATION LINE 10115-52050 \$ 400 Requested

Current and new ZBA members benefit from several educational opportunities throughout the fiscal year. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the ZBA and other Land Use Commissions complete four hours of training under the guidelines established by the State Office of Policy and Management. The State of Connecticut offers a training seminar specifically targeted to ZBA members that is held annually in the spring. The CT Association of Zoning Enforcement Officers (CAZEO) hosts monthly meetings that address relevant topics and current issues in zoning practice. The annual CT Bar Association conference also typically includes sessions geared toward zoning practice and current legal matters. Access to these training opportunities helps ZBA members at all states of their service to the Town to maintain an understanding of relevant zoning issues. \$400 is requested in FY25.

OFFICE SUPPLIES LINE 10115-53010

\$50 Requested

The ZBA historically maintains \$50 in this line to pay for items that are not supplied by the Planning Department or Finance Office. Board member name plates and updated Zoning Regulation binders are funded through this line.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Zoning Board of Appeals



Zoning Board of Appeals 5 Year History of Expenditures

	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET
ZONING BOARD OF APPEALS:									
SERVICES:									
10115-52010-101-010-15-00-52 ADVERTISING	3,700	3,344	3,700	2,667	3,700	2,908	3,700	2,406	3,706
10115-52020-101-010-15-00-52 POSTAGE	160	109	160	116	160	155	160	53	160
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCAT	400	225	400	50	400	200	400	0	
Total SERVICES	4,260	3,678	4,260	2,833	4,260	3,263	4,260	2,459	4,266
MATERIALS & SUPPLIES:									
10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50	50	50	26	50	85	50	0	50
Total MATERIALS & SUPPLIES	50	50	50	26	50	85	50	0	50
TOTAL	4,310	3,728	4,310	2,859	4,310	3,348	4,310	2,459	4,316

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 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: Zoning Board of Appeals

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD (12/08/2023)	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
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	\$ 7,760.00	\$ 4,080.00		\$ 560.00	\$ 5,920.00	\$ (5,360.00)
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 7,760.00	\$ 4,080.00	\$ -	\$ 560.00	\$ 5,920.00	\$ 5,360.00

MINUTES

Zoning Board of Appeals
Waterford Town Hall

RECEIVED FOR RECORD
WATERFORD, CT

2023 NOV -6 November 1, 2023
5:30 PM

Members Present: Catherine Gonyo, Michelle Kripps, Warren Mackenzie, John Morgan
Members Absent: Anne Darling
Alternates Present: William Herzfeld
Alternates Absent: Jason Maryeski, Greg Gallup,
Staff Present: Jonathan Mullen, Planning Director; Wayne Scott, Zoning Official; Dawn Choisy, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairwoman Gonyo called the meeting to order at 5:30. W. Herzfeld was appointed to sit for A. Darling.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the minutes of the September 6, 2023 special meeting as written.

VOTE: 4-0-1, W. Herzfeld abstaining

3. PUBLIC HEARING

Application #ZBA-23-6 - Appeal of Angel Eyes Construction, LLC owner, Todd Pezzelosi applicant at 8 Point Comfort, R-20 zone. Variance is requested from zoning regulations: Section 4.4.1, Front Yard Setback as shown on plans titled "CAM Site Plan" dated August 19, 2023, revised to October 1, 2023. A Coastal Site Plan Review is required in accordance with the Coastal Management Act.

The following exhibits were previously entered into the record:

EXHIBIT 1 - ZBA Application and support material
EXHIBIT 2 - CAM Application
EXHIBIT 3 - Plan titled "CAM Site Plan" revised to 10/1/23
EXHIBIT 4 - Preliminary Building Plans
EXHIBIT 5 - DEEP referral dated 10/4/23
EXHIBIT 6 - Legal Notice of Public Hearing published in the Day newspaper on October 18, 2023 and October 25, 2023
EXHIBIT 7 - Hearing notification letter sent to applicant dated October 6, 2023 along with certificates of mailing
EXHIBIT 8 - CT DEEP Land and Water Resources Division Coastal Site Plan Review Comments Checklist dated 10/17/23

Surveyor Brian Florek, representing the applicant, reviewed the requested variance with the Board. The applicant is requesting a front yard setback so the structure can be pulled away from the slope, and be closer to Point Comfort. The proposed location of the new home is in character

with the existing houses in the area.

Chairwoman Gonyo asked if there were any members of the audience who wished to speak regarding this application. There were no public comments.

The public hearing was closed at 5:44.

4. OLD BUSINESS

There was no old business.

5. NEW BUSINESS

Review of the 2024 meeting schedule

MOTION: Motion made by W. Herzfeld, seconded by M. Kripps, to approve the 2024 meeting schedule as drafted.

VOTE: 5-0

Review of the 2022/2023 Annual Report

MOTION: Motion made by M. Kripps, seconded by W. Herzfeld, to approve the 2022/2023 Annual Report as drafted.

VOTE: 5-0

Review of the 2025 Budget

MOTION: Motion made by W. Herzfeld, seconded by M. Kripps, to approve the 2025 budget as drafted.

VOTE: 5-0

6. CORRESPONDENCE

No correspondence was received.

7. ADJOURNMENT

MOTION: Motion made by W. Herzfeld, seconded by M. Kripps, to adjourn the meeting at 5:55.

VOTE: 5-0

Respectfully Submitted,



Dawn Choisy
Recording Secretary



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10118 BUILDING DEPARTMENT

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 SELECTMEN APPROVED (2/5/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	102,484	102,095		51,094	110,083	110,083	7,988	7.82%
51120	INSPECTION	96,265	141,174		61,335	164,787	164,787	23,613	16.73%
51810	OVERTIME	73	1,102		228	1,102	1,102	0	0.00%
51910	FRINGE BENEFITS	0	225		0	225	225	0	0.00%
51920	FICA	14,784	18,695		8,289	21,112	21,112	2,417	12.93%
	SUBTOTAL	213,606	263,291	0	120,946	297,309	297,309	34,018	12.92%
SERVICES									
52010	ADVERTISING	1,141	750	1,000	920	3,000	3,000	2,250	300.00%
52020	POSTAGE	869	1,000		311	1,000	1,000	0	0.00%
52030	PROFESSIONAL FEES	18,749	20,000	(1,000)	0	10,000	10,000	(10,000)	-50.00%
52040	SERVICE CONT. & REPAIRS	1,923	3,030		713	2,004	2,004	(1,026)	-33.86%
52050	DUES, CONF., & EDUCATION	7,338	5,480		2,671	5,580	5,580	100	1.82%
	SUBTOTAL	30,020	30,260	0	4,615	21,584	21,584	(8,676)	-28.67%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	1,204	2,400		336	2,400	2,400	0	0.00%
53090	FUELS & LUBRICANTS	1,009	858		632	1,239	1,239	381	44.41%
	SUBTOTAL	2,213	3,258	0	968	3,639	3,639	381	11.69%
EQUIPMENT									
54060	OFFICE EQUIPMENT	0	800		0	4,000	4,000	3,200	400.00%
	SUBTOTAL	0	800	0	0	4,000	4,000	3,200	400.00%
	DEPARTMENT TOTAL	245,839	297,609	0	126,529	326,532	326,532	28,923	9.72%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Building



BUDGET FUNCTION

The Building Department manages permitting for all construction in Waterford and is responsible for administering and enforcing codes and ordinances to protect public safety and building accessibility. The Department includes the Building Official, two Assistant Building Officials and clerical staff who are housed within the Planning Office. Primary functions include processing building permits, plan review, conducting field inspections, evaluating buildings for occupancy and enforcing codes. Additionally, the Building Department works with residents, contractors, design professionals, realtors, appraisers and developers to help understand the building codes and permitting process. The Building Department works closely with other permitting services, including Planning, Zoning, Ledge Light Health District and the Fire Marshal to help coordinate development projects throughout town. The Officials routinely provide inspection and support services for town building projects and capital planning efforts.

The Building Department operates under the following codes and ordinances:

- **Connecticut State Building Code**
 - International Building Code
 - International Residential Code
 - International Energy Conservation Code
 - International Plumbing Code
 - International Mechanical Code
 - National Electrical Code
 - Accessibility Standards
- **Connecticut State Fire Safety Code**
 - International Fire Code
- **Rental Housing Code**
- **Property Maintenance Code**
- **Connecticut Demolition Code**
- **Delay of Demolition Ordinance**

The total amount requested in FY25 is \$326,722. The Building Department historically generates more revenue through permit fees than the total annual budget. In fiscal year 2023, the Department revenue was \$601,620. This number does not reflect municipal building projects for which we do not collect building permit fees. The five-year average (FY2019-FY2023) in Department revenue is \$472,022.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Building



BUDGET SUMMARY

BUILDING DEPARTMENT: Proposed Fiscal Year 2025

PERSONEL:

10118-51110-101-010-18-00-51 ADMINISTRATION	\$110,083
10118-51120-101-010-18-00-51 INSPECTION	\$164,787
10118-51810-101-010-18-00-51 OVERTIME	\$1,102
10118-51910-101-010-18-00-51 FRINGE BENEFITS	\$225
10118-51920-101-010-18-00-51 F.I.C.A.	\$21,112

TOTAL	\$297,308
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SERVICES:

10118-52010-101-010-18-00-52 ADVERTISING	\$3,000
10118-52020-101-010-18-00-52 POSTAGE	\$1,000
10118-52030-101-010-18-00-52 PROFESSIONAL FEES	\$10,000
10118-52040-101-010-18-00-52 SERVICE CONT. AND REPAIRS	\$2,004
10118-52050-101-010-18-00-52 DUES, CONFERENCES & EDUCAT	\$5,580

TOTAL	\$21,584
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MATERIALS & SUPPLIES:

10118-53010-101-010-18-00-53 OFFICE SUPPLIES	\$2,400
10118-53090-101-010-18-00-53 FUELS AND LUBRICANTS	\$1,430

TOTAL	\$3,830
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OFFICE EQUIPMENT:

10118-54060-101-010-18-00-54 OFFICE EQUIPMENT	\$4,000
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TOTAL	\$4,000
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TOTAL	\$326,722
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\$326,532

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Building



Advertising Line 10118-52010

\$3,000 Requested

Buildings over 50 years old are subject to specific delay of demolition requirements. One of these requirements is legal to provide notice of the proposed demolition. Due to changes in the real estate market, there has been a large increase in the number of demolition applications received. In fiscal year 2023, the department received 13 applications for demolition. This budget request anticipates 20 demolition notices at average cost of \$150 per advertisement.

Postage Line 10118-52020

\$1,000 Requested

Postage is used to mail permits, correspondence and certified abatement orders. The Department mails notices to owners of single-family dwellings that they may pick up their house plans rather than placing an ad in the New London Day. While the Department has seen an increase in the number of permits and the number of people requesting information be mailed to them, the implementation of the new online permitting application in FY23 allows the Department to send permits to those applicants that request them electronically potentially offsetting any increase in postage rates for FY25.

Professional Fees Line 10118-52030

\$10,000 Requested

This line is used to secure professional services to supplement plan review services as needed and for engineering and technical consulting services to evaluate structures as needed for safety and compliance with the Property Maintenance Code. Historically, the need for consulting services was rare, and Building Officials attempt to perform most work as part of their regular duties. The Department requests \$10,000 to fund this service.

There are times, however, when specialized services such as from a structural engineer or expert in a particular trade are needed. If services are required as part of an enforcement action, the Town is generally obligated to pay these costs upfront and seek reimbursement after enforcement. The number of enforcement actions in a given year is unpredictable and the majority of enforcement issues have been resolved without requiring a third party professional. Having funds to enable third party assistance should the Building Official deem it necessary helps enforcement proceed in a timely manner.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Building**



Service Contracts and Repairs Line 10118-52040

\$2,004 Requested

The Building Official and Assistant Building Officials use three smartphones and two iPad tablets in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$41 per month. The iPad plan is \$22 per iPad each per month. Each phone will cost \$492 per year to operate while the annual operational cost for the iPads is \$528. The total cost of the cellular plans is \$2004.

Dues, Conferences and Education Line 10118-52050

\$5,580 Requested

The State of Connecticut requires building officials to attend training seminars and conferences in order to maintain licenses and certification. The New England Building Officials seminar and The Eastern States Building Officials Conference are important annual events that provide a significant portion of the ongoing training mandated by Statute. Statutes also obligate the town to be a member of the ICC – International Code Council.

Building Officials maintain multiple certifications and organizational memberships. These include memberships to the Connecticut Building Official Association, The International Association of Electrical Inspectors, the International Code Council, and the Connecticut Association of Housing Code Enforcement Officials and South Eastern CT Building Officials Association. Waterford's Building Officials also maintain certifications and keep current on code issues by attending conferences including the Eastern States Building Official Conference, the New England Building Officials Education Conference at UMass, Amherst, and the CT Electrical License Class. In FY25 Dues are anticipated to cost \$690. Conferences, classes, and seminars are anticipated to cost \$3,390.

The Building Department maintains copies of code books and associated digital materials. New sets of materials are purchased as new codes are adopted. In FY25 the Department anticipates spending \$1,500 on these materials.

Office Supplies Line 10118-53010

\$2,400 Requested

Funds in this line are needed to purchase supplies not provided by the Finance Department. Examples include specialized delay of demolition signs, enforcement placards and color cartridges for the printer. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color ink cartridges is \$1,200. Plotter paper and toner for the large format copier is anticipated to cost \$1,200 in FY25.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST DEPARTMENT:
Building



Fuels and Lubricants Line 10118-53090

\$1,430 Requested

The Building Department is responsible for three automobiles assigned to the Building Official and 2 Assistant Building Officials. The vehicles are also used by the Assessor's Office and IT employees. The Department estimates using approximately 500 gallons of gasoline at \$2.4776 per gallon. \$1,239 is requested.

Office Equipment Line 10118-54060

\$4,000 Requested

Office furniture for the Building Official.

As the department is working towards a paperless future like so many other towns as well as the state, a functional office layout is vital to support the review of electronic plan submissions. The current furniture and restricted layout options in a small office space do not functionally work with the location of the large TV screen for efficient plan review. The new furniture request is for an adjustable height standing desk, credenza, wall cabinet and side table. The standing desk will replace a current 1960's style drafting board. It is important to have a functional and ergonomic workstation to support the plan review process especially in light of the staffing shortage the Building Department has been experiencing for a few years now.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Building



Building Department 5 Year History of Expenditures

	FY2023 ORIGINAL BUDGET	FY 2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL
BUILDING DEPARTMENT:										
PERSONEL COSTS:										
10118-51110-101-010-18-00-51 ADMINISTRATION	102,095	102,484	102,600	164,236	95,976	100,036	95,976	96,229	92,250	93,173
10118-51120-101-010-18-00-51 INSPECTION	141,174	96,265	174,632	127,937	159,207	134,209	159,207	126,023	164,321	155,412
10118-51810-101-010-18-00-51 OVERTIME	1,102	73	1,102	0	1,243	821	1,243	205	1,306	133
10118-51910-101-010-18-00-51 FRINGE BENEFITS	225	0	2,625	2,474	225	1,389	225	0	225	174
10118-51920-101-010-18-00-51 F.I.C.A.	18,695	14,784	21,494	21,370	19,634	17,332	19,634	16,469	19,746	18,332
Total PERSONEL COSTS	263,291	213,606	302,453	316,017	276,285	253,787	276,285	238,926	277,848	267,224
SERVICES:										
10118-52010-101-010-18-00-52 ADVERTISING	750	1,141	750	668	1,200	833	945	738	810	591
10118-52020-101-010-18-00-52 POSTAGE	1,000	869	1,000	1,233	900	946	900	873	900	935
10118-52030-101-010-18-00-52 PROFESSIONAL FEES	20,000	18,749	750	171	750	3,262	750	0	750	0
10118-52040-101-010-18-00-52 SERVICE CONT. AND REPAIRS	3,030	1,923	3,303	1,582	2,658	2,175	2,658	2,144	2,648	2,584
10118-52050-101-010-18-00-52 DUES, CONFERENCES & EDUCAT	5,480	7,338	5,480	2,181	5,480	1,147	5,493	480	5,493	5,063
Total SERVICES	30,260	30,020	11,283	5,835	10,988	8,363	10,746	4,235	10,601	9,173
MATERIALS & SUPPLIES:										
10118-53010-101-010-18-00-53 OFFICE SUPPLIES	2,400	1,204	1,400	83	850	129	850	732	850	743
10118-53090-101-010-18-00-53 FUELS AND LUBRICANTS	858	1,009	893	387	900	507	944	560	872	920
Total MATERIALS & SUPPLIES	3,258	2,213	2,293	470	1,750	636	1,794	1,292	1,722	1,663
OFFICE EQUIPMENT:										
10118-54060-101-010-18-00-54 OFFICE EQUIPMENT	800	0	612	115	400	0	400	0	160	0
Total OFFICE EQUIPMENT	800	0	612	115	400	0	400	0	160	0
TOTAL	297,609	245,839	316,641	322,437	289,423	262,786	289,225	244,453	290,331	278,060

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 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: Building

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD (12/08/2023)	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
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	\$ 463,062.00	\$ 598,119.98		\$ 236,940.00	\$ 530,590.99	\$ 293,650.99
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
Building Fines		\$ 3,500.00				\$ -
TOTALS	\$ 463,062.00	\$ 601,619.98	\$ -	\$ 236,940.00	\$ 530,590.99	\$ 293,650.99



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10141 FLOOD & EROSION CONTROL BD.

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND. & ENCUMB. AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	2024/2025 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51210	CLERICAL/TECHNICAL	392	760		226	500	500	500	(260)	-34.21%
51920	F.I.C.A	30	58		17	39	39	39	(19)	-32.76%
	SUBTOTAL	422	818	0	243	539	539	539	(279)	-34.11%
SERVICES										
52010	ADVERTISING	0	300		0	100	100	100	(200)	-66.67%
52020	POSTAGE	0	25		0	25	25	25	0	0.00%
52030	PROFESSIONAL FEES	0	950		0	400	400	400	(550)	-57.89%
52070	REIMBURSABLE EXPENSE	0	20		0	20	20	20	0	0.00%
	SUBTOTAL	0	1,295	0	0	545	545	545	(750)	-57.92%
MATERIALS & SUPPLIES										
53020	OTHER SUPPLIES	0	25		0	25	25	25	0	0.00%
	SUBTOTAL	0	25	0	0	25	25	25	0	0.00%
	DEPARTMENT TOTAL	422	2,138	0	243	1,109	1,109	1,109	(1,029)	-48.13%



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10141 FLOOD AND EROSION CON BD						
51210 CLERICAL AND TECHNICAL						
10141 51210	CLERICAL AND TECHNICAL 0.00	760.00	225.69	0.00	534.31	29.7%
51920 F.I.C.A.						
10141 51920	F.I.C.A. 58.00	58.00	17.27	0.00	40.73	29.8%
52010 ADVERTISING						
10141 52010	ADVERTISING 300.00	300.00	0.00	0.00	300.00	.0%
52020 POSTAGE						
10141 52020	POSTAGE 25.00	25.00	0.00	0.00	25.00	.0%
52030 PROFESSIONAL FEES						
10141 52030	PROFESSIONAL FEES 950.00	950.00	0.00	0.00	950.00	.0%
52070 REIMBURSABLE EXPENSES						
10141 52070	REIMBURSABLE EXPENSES 20.00	20.00	0.00	0.00	20.00	.0%
53020 OTHER SUPPLIES						
10141 53020	OTHER SUPPLIES 25.00	25.00	0.00	0.00	25.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 '13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLOOD AND EROSION CONTROL	0.00	2,138.00	242.96	0.00	1,895.04	11.4%
TOTAL GENERAL FUND	0.00	2,138.00	242.96	0.00	1,895.04	11.4%
TOTAL EXPENSES	0.00	2,138.00	242.96	0.00	1,895.04	
GRAND TOTAL	0.00	2,138.00	242.96	0.00	1,895.04	11.4%

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



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10141 FLOOD AND EROSION CONTROL							
51210 CLERICAL AND TECHNICAL							
10141 51210	760.00	CLERICAL AND TECHNICAL 0.00	760.00	391.52	0.00	368.48	51.5%
51920 F.I.C.A.							
10141 51920	58.00	F.I.C.A. 0.00	58.00	29.96	0.00	28.04	51.7%
52010 ADVERTISING							
10141 52010	300.00	ADVERTISING 0.00	300.00	0.00	0.00	300.00	.0%
52020 POSTAGE							
10141 52020	25.00	POSTAGE 0.00	25.00	0.00	0.00	25.00	.0%
52030 PROFESSIONAL FEES							
10141 52030	950.00	PROFESSIONAL FEES 0.00	950.00	0.00	0.00	950.00	.0%
52070 REIMBURSABLE EXPENSES							
10141 52070	20.00	REIMBURSABLE EXPENSES 0.00	20.00	0.00	0.00	20.00	.0%
53020 OTHER SUPPLIES							
10141 53020	25.00	OTHER SUPPLIES 0.00	25.00	0.00	0.00	25.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2023 '13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLOOD AND EROSION CONTROL	0.00	2,138.00	421.48	0.00	1,716.52	19.7%
TOTAL GENERAL FUND	0.00	2,138.00	421.48	0.00	1,716.52	19.7%
TOTAL EXPENSES	0.00	2,138.00	421.48	0.00	1,716.52	
GRAND TOTAL	0.00	2,138.00	421.48	0.00	1,716.52	19.7%

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



YEAR-TO-DATE BUDGET REPORT

FOR 2022 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10141 FLOOD AND EROSION CONTROL						
51210 CLERICAL AND TECHNICAL						
10141 51210	CLERICAL AND TECHNICAL 0.00	760.00	445.64	0.00	314.36	58.6%
51920 F.I.C.A.						
10141 51920	F.I.C.A. 58.00	58.00	34.10	0.00	23.90	58.8%
52010 ADVERTISING						
10141 52010	ADVERTISING 300.00	300.00	0.00	0.00	300.00	.0%
52020 POSTAGE						
10141 52020	POSTAGE 25.00	25.00	0.00	0.00	25.00	.0%
52030 PROFESSIONAL FEES						
10141 52030	PROFESSIONAL FEES 950.00	950.00	0.00	0.00	950.00	.0%
52070 REIMBURSABLE EXPENSES						
10141 52070	REIMBURSABLE EXPENSES 20.00	20.00	0.00	0.00	20.00	.0%
53020 OTHER SUPPLIES						
10141 53020	OTHER SUPPLIES 25.00	25.00	0.00	0.00	25.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2022 13						
ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLOOD AND EROSION CON BD	0.00	2,138.00	479.74	0.00	1,658.26	22.4%
TOTAL GENERAL FUND	0.00	2,138.00	479.74	0.00	1,658.26	22.4%
TOTAL EXPENSES	0.00	2,138.00	479.74	0.00	1,658.26	
GRAND TOTAL	0.00	2,138.00	479.74	0.00	1,658.26	22.4%

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YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10141 FLOOD AND EROSION CON BD							
51210 CLERICAL AND TECHNICAL							
10141 51210	760.00	CLERICAL AND TECHNICAL 0.00	760.00	373.54	0.00	386.46	49.2%
51920 F.I.C.A.							
10141 51920	58.00	F.I.C.A. 0.00	58.00	28.58	0.00	29.42	49.3%
52010 ADVERTISING							
10141 52010	300.00	ADVERTISING 0.00	300.00	0.00	0.00	300.00	.0%
52020 POSTAGE							
10141 52020	25.00	POSTAGE 0.00	25.00	0.00	0.00	25.00	.0%
52030 PROFESSIONAL FEES							
10141 52030	950.00	PROFESSIONAL FEES 0.00	950.00	0.00	0.00	950.00	.0%
52070 REIMBURSABLE EXPENSES							
10141 52070	20.00	REIMBURSABLE EXPENSES 0.00	20.00	0.00	0.00	20.00	.0%
53020 OTHER SUPPLIES							
10141 53020	25.00	OTHER SUPPLIES 0.00	25.00	0.00	0.00	25.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2021 13						
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FUND AND EROSION CONTROL	0.00	2,138.00	402.12	0.00	1,735.88	18.8%
TOTAL GENERAL FUND	0.00	2,138.00	402.12	0.00	1,735.88	18.8%
TOTAL EXPENSES	0.00	2,138.00	402.12	0.00	1,735.88	
GRAND TOTAL	0.00	2,138.00	402.12	0.00	1,735.88	18.8%

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