

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Monday, March 13, 2023
Town Hall, 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10145 – Human Resources
4. 10107 – Finance Department
5. 10116 – Retirement Commission
6. 10112 – Insurance
7. 10108 – Legal Department
8. 10147 – Information Technology
9. Adjournment

RECEIVED FOR RECORD
WATERFORD, CT
2023 FEB 23 P 12:21
ATTEST: *[Signature]*
TOWN CLERK

Glenn Patterson, Chairman

**BOARD OF FINANCE
BUDGET HEARING SCHEDULE
FISCAL YEAR 2023/2024**

Wednesday, March 1, 2023Library
Police Department
Emergency Management
Fire Services
Board of Finance
Contingency

Monday, March 6, 2023Ethics Commission
Conservation of Health
Public Health & Nursing
Miscellaneous Social Grants
Youth Services
Senior Citizens
Recreation and Parks

Wednesday, March 8, 2023Economic Development
Conservation Commission
Planning and Zoning
Zoning Board of Appeals
Building Department
Flood and Erosion Control
Review Projected Revenue

Monday, March 13, 2023Human Resources
Finance Department
Retirement
Insurance
Legal
Information Technology

Wednesday, March 15, 2023Regular Meeting

Wednesday, March 15, 2023Registrar of Voters
Assessor
Board of Assessment Appeals
Tax Collector
Town Clerk
Representative Town Meeting
Board of Selectmen

Monday, March 20, 2023Building Maintenance
Public Works
Capital Improvements
Debt Service
Transfers to Capital and Non-Recurring

Wednesday, March 22, 2023Board of Education

Monday, March 27, 2023Board of Finance Public Hearing on Budget Followed by
Special Meeting for Final Budgetary Action

Monday, May 1, 2023RTM Annual Budget Meeting
(anticipated to be conducted May 1st through May 5th)

2022 OCT 14 PM 4:09

All Board of Finance Meetings will be held at the Waterford Town Hall at 7:00 p.m. and end at 10:30 p.m.
unless otherwise noted. All budgets are due in the Finance Office on December 9, 2022 WITH NO
EXCEPTIONS.

S:Finance: Board of Finance-grm/Meeting Schedule/Budget Hearing Schedule

**TOWN OF WATERFORD
GENERAL FUND
2023-2024 PROPOSED BUDGET**

DEPT/AGENCY:

10145

HUMAN RESOURCES DEPARTMENT

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	60,417	92,250			92,025	(225)	-0.24%
51210	CLERICAL/TECHNICAL	88,455	63,785			63,784	(1)	0.00%
51810	OVERTIME	0	0			0	0	0.00%
51920	F.I.C.A	10,773	11,937			11,920	(17)	-0.14%
	SUBTOTAL	159,645	167,972	0	0	167,729	(243)	-0.14%
SERVICES								
52010	ADVERTISING	2,341	3,500			4,000	500	14.29%
52020	POSTAGE	558	855			968	113	13.22%
52030	PROFESSIONAL FEES	120,695	80,000			75,000	(5,000)	-6.25%
52040	SERVICE CONT. & REPAIR	1,268	1,437			1,467	30	2.09%
52050	DUES, CONF. & EDUCATION	503	420			455	35	8.33%
52070	REIMBURSABLE EXPENSE	99	150			250	100	66.67%
52080	TELEPHONE	430	373			495	122	32.71%
52300	TRAINING	195	2,000			6,300	4,300	215.00%
52570	EMPLOYEE ASSIST. PROGRAM	1,991	2,119			2,172	53	2.50%
	SUBTOTAL	128,080	90,854	0	0	91,107	253	0.28%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	128	930			1,000	70	7.53%
53140	VACCINE AND SUPPLIES		100			0	(100)	-100.00%
	SUBTOTAL	128	1,030	0	0	1,000	(30)	-2.91%
DEPARTMENT TOTAL		287,853	259,856	0	0	259,836	(20)	-0.01%

TOWN OF WATERFORD

FY 2024 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



The Town's Human Resources function has the responsibility to coordinate the personnel actions in the Town in such a manner as to provide the community with efficient, economical service and aid in staffing the general government of the town with qualified, productive personnel (Code of Ordinances, Waterford, Connecticut 2.116.30).

Our Mission:

Our mission in Human Resources is to provide the Town's citizens with quality, cost-effective services in the areas of recruitment, retention, labor relations, training, safety and administration of all benefits and employment policies of the Town. Our goal is to provide the above services with integrity and efficiency in all of our interactions in a work environment that is characterized by fairness, open communication, personal accountability, trust and mutual respect. The Town of Waterford recruits, hires, compensates, trains and promotes persons on the basis of qualifications for the work to which they will be assigned. The Town is committed to ensuring that applicants are employed and employees are treated fairly during employment without regard to race, color, sex, sexual orientation, gender identity or expression, national origin, ancestry, religion, age, veteran status, physical or intellectual disability, marital status, present or past history of mental disorder, learning disability or any other characteristic protected by federal, state or local law. All employment-related policies, procedures and actions are designed to comply with applicable laws.

Looking Back:

During FY 2022, the Human Resources Department posted and/or advertised 47 open positions, resulting in 12 promotions, 24 new full-time hires, and 16 new part-time hires. In addition, the Department processed 84 seasonal new/re-hires consisting of 17 employees for the Recreation & Parks Department playground program and beach staff and 59 employees for the Youth & Family Services' Camp DASH program.

The Human Resources Department also processed 25 retirements/resignations in FY 2022, including the following positions that had employees who served the Town of Waterford for over 20 years:

- Public Works Traffic Control Device Technician: 46 years of service
- Recreation & Parks Program Coordinator: 38 years of service
- Assistant Assessor: 32 years of service
- Chief of Police: 26 years of service
- Public Safety Dispatcher: 25 years of service
- Police Patrol Officer: 23 years of service
- Finance Technician: 22 years of service

TOWN OF WATERFORD

FY 2024 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



As positions became open due to retirements or resignations or for any newly created positions, the Human Resources Director, along with labor counsel and the union (if applicable), reviewed job descriptions to ensure the duties of the position and the minimum qualifications were accurately reflected. During FY 2022, the Human Resources Director presented 23 revised job descriptions to the Personnel Review Board (PRB), which is the governing body that must approve any new or revised job descriptions before they become effective.

In regards to collective bargaining, the Town of Waterford and the Waterford Professional Firefighters Association Union Local 4629 International Association of Firefighters (AFL-CIO) settled the July 1, 2021-June 30, 2024 contract and it was ratified by the Representative Town Meeting (RTM) on December 6, 2021. Negotiations began, but were not settled, in FY 2022 with the following unions: Public Safety Dispatchers, Police, and Local 1303.

Looking Forward:

For FY 2024, the Human Resources Department anticipates another year of active recruiting based on the trends over the last two years. Our goal this year will be to streamline the recruitment process to include an easier, more user-friendly online application for applicants and to continue the process of updating job descriptions to ensure they accurately reflect the duties and responsibilities of the positions. As the competition to hire talented employees continues to increase, the Town will continue to work on cultivating a positive culture and positive employee experience along with ensuring the Town's leaders and managers are receiving the support and training they need to effectively lead their teams.

In regards to collective bargaining, the Town of Waterford and the Waterford General Government Administrators (GGA) unit, Local 818 of Council 4, AFSCME, AFL-CIO will start negotiations for a successor contract in late FY 2023, with an anticipated settlement in FY 2024. The current GGA contract ends June 30, 2023.

TOWN OF WATERFORD

FY 2024 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



BUDGET JUSTIFICATION

51110 – ADMINISTRATION **\$92,025**

Human Resources Director

51210 – CLERICAL/TECHNICAL **\$63,784**

Administrative Assistant

51910 – FRINGE BENEFITS **\$11,920**

51920 – FICA: 7.65% of taxable wages of \$155,809 = \$11,920

GRAND TOTAL 51000 SERIES **\$167,729**

52010 – ADVERTISING **\$4,000**

Town wide employment advertising on websites and newspapers

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$2,341	\$2,522	\$5,841	\$7,615

52020 – POSTAGE **\$968**

25 pieces per week @ \$0.60 \$780.00

50 certified notifications @ \$3.75 \$187.50

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$558	\$694	\$808	\$715

52030 – PROFESSIONAL FEES **\$75,000**

Legal fees in regards to collective bargaining, union grievances, policy review, wage and hour, leave compliance, ADA, employee discipline/termination

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$120,695	\$68,525	\$53,177	\$52,538

TOWN OF WATERFORD

FY 2024 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



52040 – SERVICE CONTRACTS AND REPAIRS

\$1,467

Color copies (\$20/month)	\$ 240.00
Lease fee for copier (\$77.23/month)	\$ 927.00
Copier overage fees (\$25/month)	\$ 300.00

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$1,268	\$1,293	\$2,063	\$1,878

52050 – DUES, CONFERENCES, EDUCATION

\$455

Publications & Memberships:	
HR Specialist	\$211.00
SHRM annual dues for Director	\$244.00

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$503	\$418	\$420	\$808

52070 – REIMBURSABLE TOWN EXPENSES

\$250

Refreshments for interview panels, workshops	\$250.00
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Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$99	\$245	\$0	\$51

52080 – TELEPHONE

\$495

Cell phone expense for Director - \$41.25/month	
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Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$431	\$0	\$0	\$0

52300 – TRAINING

\$6,300

Local GovU on-line training for OSHA required trainings and other specific industry trainings for all Town employees (200 users @ \$25.50/user). This is a new expense this fiscal year. Due to major cost savings, the Town switched insurance carriers from CIRMA to Travelers, however, with the switch to Travelers the Town lost access to Local GovU which was free with CIRMA's insurance coverage. Unfortunately, Travelers does not offer any training sites with their coverage, therefore, the Town has to pay for it separately.	\$5,100.00
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TOWN OF WATERFORD

FY 2024 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



Trainings for Department Heads in areas such as leadership, supervision, sexual harassment, diversity, and cultural competence, including continuing education for HR Director's certifications. \$1,200.00

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$195	\$0	\$50	\$0

52570 – EMPLOYEE ASSISTANCE PROGRAM

\$2,172

This program provides diagnostic assessment, counseling and referral for employees and their families. Three sessions are free of charge. Additional sessions are at the expense of the employee based on the agency's sliding fee scale and/or application of insurance coverage. Supervisory referrals are a useful management option. Cost is based on 187 full-time employees @ \$11.61 per person.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$1,991	\$1,991	\$1,991	\$1,991

53020 – OTHER SUPPLIES

\$1,000

Safety and risk management materials \$ 500.00
Office supplies to include labels, pocket folders, index cards, badge sleeves \$ 500.00

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$128	\$751	\$632	\$0

53140 – VACCINES AND SUPPLIES

\$0

Due to the VNA halting on-site flu clinics and the high availability of free flu shots at pharmacies, this line item has been deleted.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
\$0	\$0	\$57	\$36

GRAND TOTAL

\$259,836

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - HUMAN RESOURCES
2023/2024 FISCAL YEAR**

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
12/06/21	HUMAN RESOURCES DIRECTOR		N/A	92,250.00	92,025.00		92,025.00	7,039.91
	TOTALS			92,250.00	92,025.00	0.00	92,025.00	7,039.91
51210 - CLERICAL/TECHNICAL								
	HUMAN RESOURCES ASSISTANT		N/A	0.00	0.00		0.00	0.00
07/01/21	ADMINISTRATIVE ASST.		N/A	63,785.00	63,152.44	631.52	63,783.96	4,879.47
	TOTALS			63,785.00	63,152.44	631.52	63,783.96	4,879.47
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
TOTALS - HUMAN RESOURCES DEPARTMENT				156,035.00	155,177.44	631.52	155,808.96	11,919.38

**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

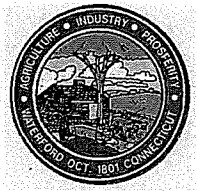
DEPT/AGENCY:

10107

FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	28,961	28,961			29,287	326	1.13%
51110	ADMINISTRATION	290,241	366,697			366,228	(469)	-0.13%
51210	CLERICAL/TECHNICAL	177,509	131,166			147,730	16,564	12.63%
51810	OVERTIME	1,130	2,650			2,650	0	0.00%
51910	FRINGE BENEFITS	2,803	2,372			2,565	193	8.14%
51920	F.I.C.A	36,321	35,439			41,957	6,518	18.39%
	SUBTOTAL	536,965	567,285	0	0	590,417	23,132	4.08%
SERVICES								
52010	ADVERTISING	0	500			200	(300)	-60.00%
52020	POSTAGE	4,099	3,700			4,000	300	8.11%
52030	PROFESSIONAL FEES	53,601	52,000			55,400	3,400	6.54%
52040	SERVICE CONT. & REPAIR	26,722	24,749			49,109	24,360	98.43%
52050	DUES, CONF. & EDUCATION	3,774	6,423			11,721	5,298	82.48%
52070	REIMBURSABLE EXPENSE	85	100			100	0	0.00%
52080	TELEPHONE	16,565	14,839			16,659	1,820	12.26%
	SUBTOTAL	104,846	102,311	0	0	137,189	34,878	34.09%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	24,996	32,000			20,000	(12,000)	-37.50%
	SUBTOTAL	24,996	32,000	0	0	20,000	(12,000)	-37.50%
OFFICE EQUIPMENT								
54010	OFFICE FURNITURE		2,113			115	(1,998)	0.00%
	SUBTOTAL	0	2,113	0	0	115	(1,998)	0.00%
DEPARTMENT TOTAL		666,807	703,709	0	0	747,721	44,012	6.25%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET FUNCTION

The Department of Finance was created by Town of Waterford Ordinance 2.12.010 to manage the centralized financial functions of the town. These functions include processing and recording financial transactions such as payroll, accounts payable, accounts receivable, disbursements, receipts and revenue.

Major responsibilities include debt management, cash management and investment funds, pension administration, central purchasing and all accounting functions including expenditure and revenue transactions.

The department also provides financial advice and recommendations to the Board of Selectmen, the Board of Finance, the Representative Town Meeting, and other town boards, commissions and departments.

Connecticut Statutes Chapter 112 (Municipal Finance) outlines state regulations pertaining to how the finance department invests, expends and reports on town finances.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET SUMMARY

The total FY24 budget request is \$747,721 which is an increase of \$44,012 (6.25%) over fiscal year 2023. The primary changes are in personnel costs, professional fees and dues, conferences and education.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS
No raise is currently included as the RTM has not approved any increases.
- 51110 – ADMINISTRATION
No raises are currently included pending a final GGA negotiated contract and approved raises for NUMP personnel.
- 51210 – CLERICAL/TECHNICAL
 - Raises for 1303 personnel per negotiated contract (2.75%).
- 51810 – OVERTIME (no changes from FY23)
- 51910 – FRINGE BENEFITS
Benefits provided per negotiated contracts
- 51920 – FICA
Increase follows increase in salaries.

SERVICES

- 52010 – ADVERTISING (reduced to reflect past actuals).
- 52020 – POSTAGE
Budget based on projected FY23 actuals.
- 52030 – PROFESSIONAL FEES
Budget based on projected FY23 actuals.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



- 52040 – SERVICE CONTRACTS & REPAIR
Detail shows a new printer contract that covers service/maintenance and supplies for all 36 printers across the town departments. This new contract increase deduces the budgeted amount for office supplies to reflect the reduced need to purchase printer supplies.
- 52050 – DUES, CONFERENCES & EDUCATION
The main change is in an increase in education for the Accountant I position. This education reimbursement is per the negotiated GGA contract.
- 52070 – REIMBURSEABLE EXPENSE (no changes from FY23)
- 52080 – TELEPHONE
Request is based on FY23 projected actuals.

MATERIALS & SUPPLIES

- 53010 – OFFICE SUPPLIES
There is a decrease over FY23 to reflect the new printer contract that will supply printer supplies.

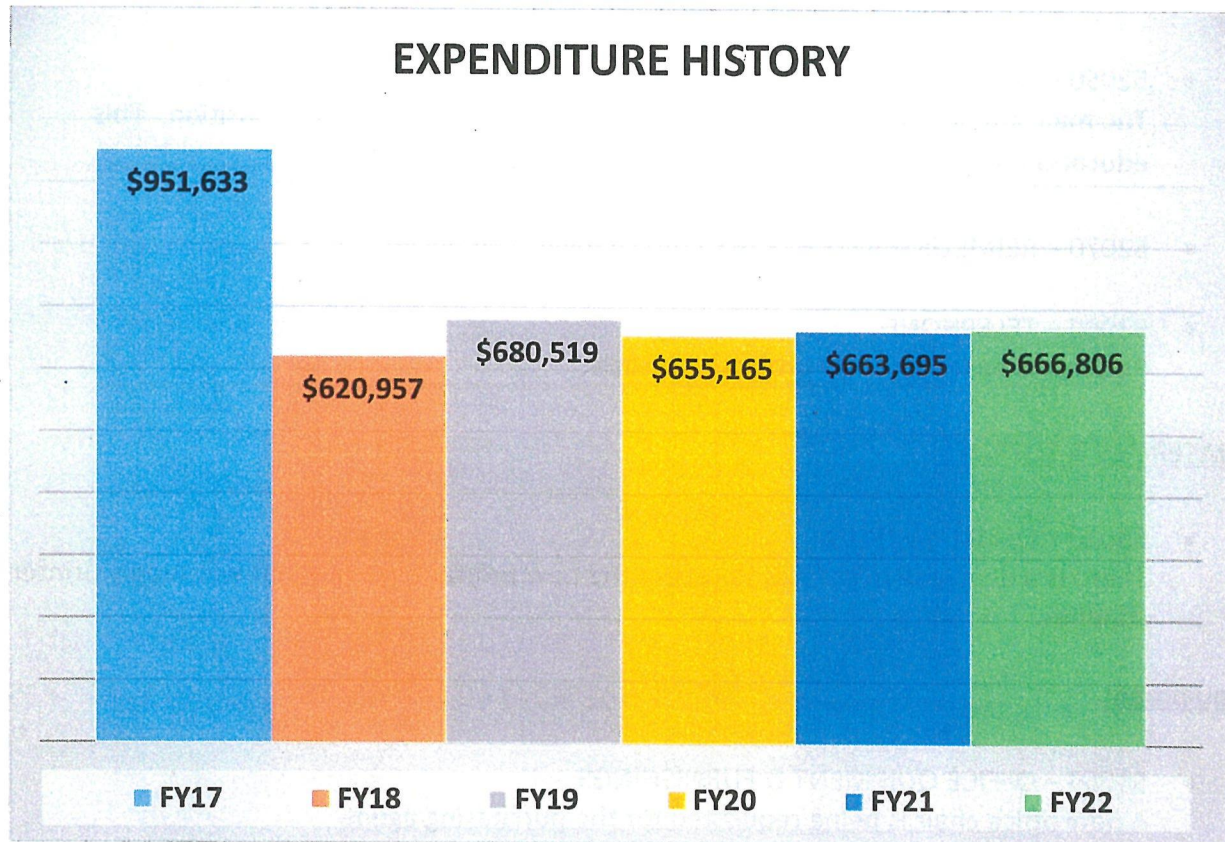
Equipment

- 54060 – OFFICE EQUIPMENT & FURNISHINGS
A new office chair is being requested for the purchasing agent.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



EXPENDITURE HISTORY



**TOWN OF WATERFORD
PERSONNEL WORKSHEET - FINANCE
2023/2024 FISCAL YEAR**

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51010 - ELECTED OFFICIALS								
1/6/2020	TREASURER	N/A		29,286.72	29,286.72		29,287	2,240
	Subtotal			29,286.72	29,286.72	-	29,287.00	2,240.00
51110 - ADMINISTRATION								0
3/9/2020	DIRECTOR OF FINANCE	N/A		122,938.40	122,938.40		122,938	9,405
1/16/2018	PURCHASING AGENT	N/A		81,989.86	81,989.86		81,990	6,272
8/15/2022	ACCOUNTANT II	N/A		70,586.88	70,586.88		70,587	5,400
7/1/2022	ACCOUNTANT I	N/A		88,934.07	88,934.07	1,779	90,713	6,940
	Subtotal			364,449.21	364,449.21	1,779.00	366,228.00	28,017.00
51210 - CLERICAL/TECHNICAL							0	0
8/22/2022	OFFICE COORDINATOR I	35	25.87	45,483.17	47,088.21		47,088	3,602
5/24/1999	FINANCE TECH/PAYROLL	35	24.46	41,651.28	44,508.50		44,509	3,405
3/24/2014	OFFSET/SUPLICATOR OPERATOR	32.5	32.80	52,018.23	55,428.28	250	55,678	4,259
	Subtotal			139,152.68	147,024.99	250.00	147,275.00	11,266.00
51810 - OVERTIME								
	OVERTIME			2,650.00	2,650.00		2,650	203
	Subtotal			2,650.00	2,650.00	-	2,650.00	203.00
TOTALS - DEPARTMENT				535,538.61	543,410.92	2,029.00	545,440.00	41,726.00

2023/2024	WEEKS TO BUDGET
260	52

**TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2023/2024 FISCAL YEAR**

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910	LINE 51920
			TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
ACCOUNTANT II		2,565.00	2,565.00	196.22
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
TOTAL - FRINGE BENEFITS	0.00	2,565.00	2,565.00	196.22

NOTE

This amount should be added to the amount of FICA calculated on your salary worksheet

**TOWN OF WATERFORD
ADVERTISING/POSTAGE - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	0	500	0	200	(300)	-60.00%

ACCOUNT JUSTIFICATION

Bid Advertisements

No new bids for Finance are expected; however, \$200 is budgeted for unforeseen bids that may arise.

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 170.30	\$ 205.60	\$ -	\$ 616.40	\$ -

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	4,099	3,700	1,108	4,000	300	8.11%

ACCOUNT JUSTIFICATION

REGULAR MAIL AND POSTAGE DUE

PERMIT - UNITED STATES POSTAL SERVICE

FED EX

CARTRIDGES FOR MACHINE

TOTALS

2021-2022 ACTUAL	2022-2023 APPROVED	2023-2024 PROPOSED
3,569.35	3,200.00	3,500.00
530.00	500.00	500.00
0.00	0.00	0.00
0.00	0.00	0.00
4,099.35	3,700.00	4,000.00

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 3,609.49	\$ 3,706.48	\$ 3,873.50	\$ 3,531.63	\$ 4,099.00

TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	53,601	52,000	31,741	55,400	3,400	6.54%

ADP-PAYROLL OUTSOURCING	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 PROJECTED	2023-2024 PROJECTED
TOWN PAYROLL	41,171.42	41,994.85	44,095	48,380	51,101	54,879	54,900
RETIREE PAYROLL ¹	2,749.56	2,804.55	0	0	0	0	0
HEART AND HYPERTENSION ²	6,578.76	6,710.34	6,908	0	0	0	0
MISCELLANEOUS ³					2,500	500	500
TOTALS	50,499.74	51,509.74	51,003.00	48,380.00	53,601.00	55,379.00	55,400.00

¹ Retiree payroll was outsourced to Wells Fargo eff. 01.01.2017.

¹ Heart & Hypertension is now budgeted under the Retirement Commission.

³ Background Checks, Employee Physicals, Bond-related costs, etc.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	26,722	24,749	18,802	49,109	24,360	98.43%

ACCOUNT JUSTIFICATION

OFFSET PRESS & PLATE MAKER	RICOH (print shop)	6,659	\$554.93/month lease
FOLDER/INSERTER MACHINE	QUADIENT (print shop)	3,425	\$856.23/quarterly lease
PRESS PREVENTIVE MAINT.	STERLING PRESS (print shop)	500	Unexpected repairs to printing press
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	500	PRINT SHOP MISCELLANEOUS REPAIRS
TYLER TECHNOLOGIES	PACE INSERVICE	6,400	MUNIS IN-SERVICE CONTRACT
DOCUMENT DESTROY/DISPOSAL	INFOSHRED, LLC	360	\$30/PICKUP (ESTIMATE 12 PICKUPS)
COPIER-LEASE	XEROX (finance office)	2,256	\$188/MONTH
PRINTER SERVICES CONTRACT	CBS	23,530	INCLUDES ALL SERVICES AND SUPPLIES TOWN-WIDE (36 PRINTERS)
PHOTO COPIER- COPIES	AVERAGE OVER LAST 3 YEARS	462	ACTUAL (FY22 -\$848.30) (FY21 - \$331.00), (FY20 - \$204.78)
OFFSITE FILE STORAGE	INFOSHRED, LLC	720	\$60/month
POSTAGE METER RENTAL	QUADIENT	4,297	\$1,074.15/quarterly lease
	TOTAL	49,109	

5-year Expenditure History

FY18	FY19	FY20	FY21	FY22
\$ 44,385.95	\$ 38,243.23	\$ 23,072.93	\$ 20,905.59	\$ 26,721.97

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	3,774	6,423	3,731	11,721	5,298	82.48%

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 2,959.12	\$ 3,193.94	\$ 1,687.67	\$ 2,324.00	\$ 3,773.54

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

DUES		
Public Purchasing Association of CT (PPAC)	Annual Dues (Purchasing Agent)	200
National GFOA Membership	Annual Dues (Director & Accountant)	380
National Institute of Governmental Purchasing	Annual Dues (Purchasing Agent)	250
American Institute of Architects (AIA)	Annual Dues (Purchasing Agent)	1,465
<i>Purchasing Agent utilizes this membership for RFPs, Contracts and providing documentation for capital projects. Membership is split with Public Works Department.</i>		
Connecticut GFOA Membership	Annual Dues (Director, Accountant, Treasurer)	195
SE TCT Council of Governments	Annual Dues (Purchasing Consortium)	500
<i>The Town utilizes the consortium to procure gas, diesel, heating oil, fertilizer, recycling bins and treated rock salt. There are also a variety of other bids the consortium puts out that the Town can utilize as a member of the consortium. The cost of the membership is offset by the savings in advertising costs.</i>		
	SUBTOTAL	2,990
CONFERENCES		
New England States GFOA Annual Conference		
Seminar Registration (Estimated)	Director Registration	200
Estimated Mileage (200 miles @ \$.56/mile)		112
Per Diem (35*1)		35
	SUBTOTAL	347
Miscellaneous		
Cost of registration for Director and Staff to attend the five CT Government Finance Officer's Meetings. Two staff		240
Two(2) meetings per year for Treasurer and Director @ \$50/ meeting		200
CCM Annual Conference	Director	179
	SUBTOTAL	619
EDUCATION		
CCMO Certification Annual Continuing Education Fee	Director	50
College Tuition Reimbursement per GGA Contract	Accountant I	6,400
Training Sessions for Accountants	Accountant I & II	200
Training Sessions NIGP Purchasing Agent	Purchasing Agent	200
Training Sessions for Payroll/Taxes	Finance Technician	100
	SUBTOTAL	6,950
Miscellaneous		
The New London Day		468
	SUBTOTAL	468
	GRAND TOTAL	11,721

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	85	100	0	100	0	0.00%

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated 180 miles at 58.5 cents/mile (IRS 2022 rate)

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ 72.54	\$ 148.57	\$ 169.58	\$ 85.07	\$ 85.07	

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	16,565	14,475	4,371	16,659	2,184	15.09%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 23 based upon FY 21 Actuals.

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ 16,477.74	\$ 14,532.62	\$ 13,825.51	\$ 14,782.94	\$ 16,564.55	

TOWN OF WATERFORD
Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/15/21	\$1,358.12	Verizon Business	7/23/21	\$83.59	Verizon Wireless	8/6/21	\$41.14	\$1,482.85
FRONTIER	860-442-0553	8/15/21	\$1,328.80	Verizon Business	8/20/21	\$70.24	Verizon Wireless	9/17/21	\$41.14	\$1,440.18
FRONTIER	860-442-0553	9/15/21	\$1,226.87	Verizon Business	10/1/21	\$69.69	Verizon Wireless	10/15/21	\$41.08	\$1,337.64
FRONTIER	860-442-0553	10/15/21	\$1,236.23	Verizon Business	10/29/21	\$95.67	Verizon Wireless	11/12/21	\$41.05	\$1,363.59
FRONTIER	860-442-0553	11/15/21	\$1,253.40	Verizon Business	11/24/21	\$83.04	Verizon Wireless	12/23/21	\$41.05	\$1,377.49
FRONTIER	860-442-0553	12/15/21	\$1,235.65	Verizon Business	12/3/21	\$78.79	Verizon Wireless	1/21/22	\$41.05	\$1,355.49
FRONTIER	860-442-0553	1/15/22	\$1,243.46	Verizon Business	2/4/22	\$19.15	Verizon Wireless	2/18/22	\$41.02	\$1,303.63
FRONTIER	860-442-0553	2/15/22	\$1,224.13	Verizon Business	3/4/22	\$81.37	Verizon Wireless	3/18/22	\$41.02	\$1,346.52
FRONTIER	860-442-0553	3/15/22	\$1,216.55	Verizon Business	4/1/22	\$70.07	Verizon Wireless	4/14/22	\$41.02	\$1,327.64
FRONTIER	860-442-0553	4/15/22	\$1,345.98	Verizon Business	4/29/22	\$81.10	Verizon Wireless	5/13/22	\$71.00	\$1,498.08
FRONTIER	860-442-0553	5/15/22	\$1,345.98	Verizon Business	5/27/22	\$68.01	Verizon Wireless	6/10/22	\$41.01	\$1,455.00
FRONTIER	860-442-0553	6/15/22	\$1,255.71	Verizon Business	6/24/22	\$64.56	Verizon Wireless	6/30/22	\$41.01	\$1,361.28
ACTUAL - 2021/2022			\$15,270.88	Total		\$865.28	Total		\$522.59	\$16,658.75
AVERAGE MONTHLY COST			\$1,272.57			\$72.11			\$43.55	
PROJECTED 2023/2024										\$16,658.76

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/24/20	\$1,091.76	Verizon Business	7/29/21	\$52.93	Verizon Wireless	2/18/21	\$110.12	\$1,254.81
FRONTIER	860-442-0553	8/20/20	\$1,089.62	Verizon Business	8/17/20	\$72.31	Verizon Wireless	2/18/21	\$51.28	\$1,213.21
FRONTIER	860-442-0553	9/24/20	\$1,090.22	Verizon Business	8/28/20	\$50.51	Verizon Wireless	3/2/21	(\$27.00)	\$1,113.73
FRONTIER	860-442-0553	10/16/20	\$1,093.67	Verizon Business	9/21/20	\$96.70	Verizon Wireless	3/17/21	\$75.82	\$1,262.74
FRONTIER	860-442-0553	11/23/20	\$1,091.51	Verizon Business	10/1/20	\$51.92	Verizon Wireless	4/16/21	\$90.03	\$1,233.46
FRONTIER	860-442-0553	1/12/21	\$1,091.51	Verizon Business	10/16/20	\$87.05	Verizon Wireless	4/16/21	\$41.16	\$1,219.72
FRONTIER	860-442-0553	1/26/21	\$2,219.60	Verizon Business	11/3/20	\$51.23	Verizon Wireless	5/14/21	\$41.17	\$2,312.00
FRONTIER	860-442-0553	2/18/21	\$13.07	Verizon Business	11/17/20	\$194.33	Verizon Wireless	5/28/21	\$92.59	\$299.99
FRONTIER	860-442-0553	3/24/21	\$1,096.05	Verizon Business	12/11/20	\$51.23	Verizon Wireless	6/4/21	\$41.17	\$1,188.45
FRONTIER	860-442-0553	4/30/21	\$1,128.78	Verizon Business	1/8/21	\$77.68	Verizon Wireless	6/30/21	\$60.61	\$1,267.07
FRONTIER	860-442-0553	5/28/21	\$1,138.06	Verizon Business	1/8/21	\$51.23	Verizon Wireless	6/30/21	\$41.17	\$1,230.46
FRONTIER	860-442-0553	6/25/21	\$1,133.85	Verizon Business	2/3/21	\$50.00	Verizon Wireless			\$1,183.85
ACTUAL - 2020/2021			\$13,277.70	Total		\$887.12	Total		\$618.12	\$14,782.94

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/22/19	\$1,002.26	Verizon Business	8/2/19	\$52.39	Verizon Wireless	2/4/20	\$52.15	\$1,106.80
FRONTIER	860-442-0553	8/23/19	\$1,002.32	Verizon Business	8/23/19	\$84.79	Verizon Wireless	2/25/20	\$69.74	\$1,156.85
FRONTIER	860-442-0553	9/28/02	\$1,002.28	Verizon Business	8/29/19	\$52.39	Verizon Wireless	3/5/20	\$52.15	\$1,106.82
FRONTIER	860-442-0553	10/23/19	\$1,005.43	Verizon Business	9/17/19	\$72.65	Verizon Wireless	3/20/20	\$98.05	\$1,176.13
FRONTIER	860-442-0553	11/22/19	\$1,002.78	Verizon Business	9/30/21	\$52.39	Verizon Wireless	4/2/20	\$52.15	\$1,107.32
FRONTIER	860-442-0553	12/26/19	\$1,002.80	Verizon Business	10/18/19	\$73.52	Verizon Wireless	4/24/20	\$88.24	\$1,164.56
FRONTIER	860-442-0553	1/22/20	\$999.97	Verizon Business	11/8/19	\$52.46	Verizon Wireless	5/1/20	\$51.99	\$1,104.42
FRONTIER	860-442-0553	2/25/20	\$1,003.70	Verizon Business	11/13/19	\$67.10	Verizon Wireless	5/27/20	\$97.67	\$1,168.47
FRONTIER	860-442-0553	3/24/20	\$997.90	Verizon Business	12/10/19	\$52.46	Verizon Wireless	6/9/20	\$51.99	\$1,102.35
FRONTIER	860-442-0553	4/24/20	\$996.69	Verizon Business	12/26/19	\$70.10	Verizon Wireless	6/22/20	\$187.36	\$1,254.15
FRONTIER	860-442-0553	5/27/20	\$1,114.47	Verizon Business	1/10/20	\$52.46	Verizon Wireless	6/30/20	\$10.82	\$1,177.75
FRONTIER	860-442-0553	6/22/20	\$1,082.94	Verizon Business	1/22/20	\$64.96	Verizon Wireless	6/30/20	\$51.99	\$1,199.89
ACTUAL - 2019/2020			\$12,213.54	Total		\$747.67	Total		\$864.30	\$13,825.51

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	24,996	32,000	7,416	20,000	(12,000)	-37.50%

ACCOUNT JUSTIFICATION

The Finance Department provides standard office supplies to departments. The purchasing agent purchases standard supplies to take advantage of state contract pricing. Supplies include, printer toner, envelopes, general office supplies, copier paper, AP check stock.

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 23,044.66	\$ 25,232.27	\$ 20,622.73	\$ 29,329.61	\$ 24,996.32

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	0	2,113	0	115	(1,998)	-94.56%

ACCOUNT JUSTIFICATION

Desk Chair for Purchasing Agent

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ -	\$ -	\$ -	\$ -	\$ -

Staples Tervina Luxura Mid-Back Manager Chair, Black (56904)

Item #: 24396771 | Model #: 56904V-CC

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**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

DEPT/AGENCY:

10116

RETIREMENT COMMISSION

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM. (1/4/23)	2023/2024 RECOMMENDED BD OF SELECTMEN (2/15/23)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51930	HYPERTENSION/ HEART DISEASE	171,003	173,820		92,537	177,448	177,448	177,448	3,628.00	2.09%
51940	PENSION CONTRIBUTIONS	4,142,777	4,581,338		2,215,767	5,020,191	5,020,191	5,020,191	438,853.00	9.58%
51945	RETIREE HEALTH BENEFITS	372,650	434,598		229,709	393,793	393,793	393,793	(40,805.00)	-9.39%
51949	OPEB TRUST FUND CONTRIBUTION	772,309	1,143,311		1,146,436	1,458,305	1,458,305	1,458,305	314,994.00	27.55%
	SUBTOTAL	5,458,739	6,333,067	0	3,684,449	7,049,737	7,049,737	7,049,737	716,670.00	11.32%
DEPARTMENT TOTAL		5,458,739	6,333,067	0	3,684,449	7,049,737	7,049,737	7,049,737	716,670.00	11.32%

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: RETIREMENT COMMISSION (10116)



BUDGET FUNCTION

The Retirement Commission is charged with the management of the retirement program for the Town. This budget represents the Commission's estimate of the employer cost required to fund our retirement plans on an actuarially sound basis.

The Retirement Commission voted to appoint an Investment Manager in April 2016 for both the pension trust and the OPEB trust fund. The trust was set up and funded in February 2017.

The Governmental Accounting Standards Board (GASB) issued a Statement 45 requiring the cost of Other Post-Employment Benefits (OPEB) to be recognized in the year earned (when the employee is working) rather than when paid (when the employee retires). In addition, the Statement also requires the recording of a liability (implicit rate subsidy) for those retirees that remain on the Town's plan at their own cost. Since the cost of similar benefits for these employees would be greater if the retiree was not part of the group, the statement requires the recording of the liability for the difference. The effective date of Statement 45 was July 1, 2006.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: RETIREMENT COMMISSION (10116)



BUDGET SUMMARY

The proposed FY24 budget of \$7,049,737 is 11.32% higher than FY23. The increased OPEB and MERS Pension contributions are the main drivers for the Budget increase in Fiscal Year 2024.

51930 HEART/HYPERTENSION BENEFITS

The Town is currently paying benefits to two individuals (one widow of a former police officer, one widow of a former firefighter) in accordance with judgments of the worker's compensation commission based upon Connecticut State Statute. In addition, the Town pays for treatment medications for several active police officers. A cost of living adjustment (COLA) is provided annually in October based on information provided by our H & H administrator.

51940 PENSION CONTRIBUTIONS

Overall Budget is up by 11.32%. All general employees, police, and firefighters are covered by MERF B, a State administered plan. Employees who retired prior to the Town joining the MERF system are covered by the Town administered plan.

The employer contribution rates for MERF B for fiscal year 2024 have not been released to date. Rates used are based on expected rates for FY23 received from the State of Connecticut Retirement Division. Payroll has been estimated based on 2022-2023 projected payroll using staffing levels as of November 2022. The employee contribution rate for fiscal year 2023-2024 is 4.25% of payroll and is provided for informational purposes only.

The proposed budget includes an administrative assessment fees for all active and retired employees of \$130.00 per member. The 2023-2024 administrative fee of \$81,380 is based on 342 active participants and 284 retirees.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: RETIREMENT COMMISSION (10116)**



BUDGET SUMMARY (continued)

The Public Employees Retirement System Fund (PERS) currently has 7 active participants. Effective fiscal year 2004, the RTM approved a change in benefit allowing for a minimum pension of \$6,000 annually and offered a one- time \$5,000 bonus. An annual increase linked to the CPI-U was approved with a cap of five (5%) percent per year. The June 30, 2021 Actuarial Valuation Report performed by Hooker & Holcombe, Inc. indicated that based upon the current population and the approved changes to the plan, the fund will carry an unfunded liability of \$198,424.

The next PERS valuation will be completed in June 2023.

51945 RETIREE HEALTH BENEFITS

Overall Budget is down 9.39%. The main driver is the decrease in actual monthly cost to the Town. The Town currently has fourteen(14) retirees who receive post-retirement healthcare benefits. In addition, there are another 32 employees in the Over 65 classification that receive post-employment healthcare benefits. The current GGA contract allows for a buy-out of accrued sick time hours in excess of 1,400 per year for deposit into a Health Retirement Account to be used by the employee for medical costs incurred following retirement.

The cost of the third party administration of the HRA has been included in the line item. The annual cost of this excess, sick time accrual is included in the respective employee's department budget.

OTHER POST EMPLOYMENT BENEFITS (OPEB)

On December 1, 2014, the RTM approved the establishment of a trust fund to account for the OPEB contributions. The Retirement Commission is responsible for the oversight and recommended funding of the OPEB Trust. The Retirement Commission voted to appoint an Investment Manager in April 2016 for both the pension trust and the OPEB trust fund. The trust was set up and funded in February 2017.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: RETIREMENT COMMISSION (10116)**



BUDGET SUMMARY (continued)

Proposed Budget for Fiscal Year 2024 contains an increase of 11.32%.

As of the July 1, 2022, actuarial OPEB valuation, the Town's Unfunded Actuarial Accrued Liability is \$20,868,668. The annual required contribution (ARC) for FY2024 is \$2,505,310. This contribution is funded in several account lines in the annual budget:

Trust Contribution (10116-51949)	1,458,305
Retiree Health Benefits (10116-51945)	393,793
Over 65 - fully insured (10112-52251)	653,212
	2,505,310

**TOWN OF WATERFORD
GENERAL FUND
2023-2024 PROPOSED BUDGET**

DEPT/AGENCY: 10116 RETIREMENT COMMISSION

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51930	HYPERTENSION/ HEART DISEASE	171,003	173,820			177,448		3,628	2.09%
51940	PENSION CONTRIBUTIONS	4,142,777	4,581,338			5,020,191		438,853	9.58%
51945	RETIREE HEALTH BENEFITS	372,650	434,598			393,793		(40,805)	-9.39%
51949	OPEB TRUST FUND CONTRIBUTION	772,309	1,143,311			1,458,305		314,994	27.55%
	SUBTOTAL	5,458,739	6,333,067	0	0	7,049,737	0	716,670	11.32%
DEPARTMENT TOTAL		5,458,739	6,333,067	0	0	7,049,737	0	716,670	11.32%

Note:

The OPEB Trust contribution is currently based on the July 2022 OPEB valuation. The valuation report provides an ADEC (Actuarially Determined Employer Contribution) figure of \$2,505,310. The town budgets on a "pay as you go" basis and funds the ADEC in various budgets as follows:

Trust Contribution (10116-51949)	1,458,305
Retiree Health Benefits (10116-51945)	393,793
Over 65 - fully insured (10112-52251)	653,212
	2,505,310

**TOWN OF WATERFORD
RETIREE HEALTH BENEFITS -SUMMARY SHEET
2023-2024 PROPOSED BUDGET**

10116-51945 - RETIREE HEALTH BENEFITS

	MONTHLY COST	NO. OF MONTHS	ANNUAL COST
RETIREEES - OVER 65	\$7,534.67	12	\$90,416.04 ¹
RETIREEES - UNDER 65	\$22,368.64	12	\$268,423.68 ²
NON BCBS SUPPLEMENT	\$2,812.81	12	\$33,753.69 ³
PROSPECTIVE RETIREEES	\$0.00	12	\$0.00
ADMINISTRATIVE COST - HRA	\$100.00	12	\$1,200.00 ⁴
TOTAL	<u>\$32,816.12</u>		<u>\$393,793.41</u>

AMOUNT TO BUDGET	<u>393,793</u>
2022-2023 ADOPTED BUDGET	<u>434,598</u>
PERCENT INCREASE OVER P/Y	<u>-9.39%</u>

¹ Budget calculation based on October 2022 monthly cost to Town.

² Budget calculation based on October 2022 rates.

³ In 2021-22, 14 retirees were reimbursed for Non-BCBS supplement. The total reimbursement was \$33,753.69. The retiree must submit copies of paid invoices to receive the reimbursement.

⁴ Third party fee for the administration of the HRA accounts allowed for in the current GGA contract. Third party vendor is Flores & Associates.

TOWN OF WATERFORD
HEART/HYPERTENSION 2023-2024 FISCAL YEAR PROPOSED BUDGET

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2022-2023	2023-2024
HEART/HYPERTENSION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGETED	as of 10/6/22	PROPOSED
WAGES ¹	203,002.00	163,225.33	167,099.92	64,269.20	163,820	48,403	171,448
TREATMENT MEDICATION ²	14,185.89	4,066.39	5,996.45	1,907.30	10,000	1,122	6,000
TOTALS	217,187.89	167,291.72	173,096.37	66,176.50	173,820.00	49,525.00	177,448.00

NOTES:

¹ COLA rates used as of October 1, 2022 Note. That the COLA did not increase again this year.

² Treatment medication is based on prior year actual.

**TOWN OF WATERFORD
PENSION CONTRIBUTIONS
2023-2024 FISCAL YEAR PROPOSED BUDGET**

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	INCREASE/ (DECREASE)	% INCREASE/ (DECREASE)
PENSION CONTRIBUTIONS	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGETED	PROPOSED	OVER P/Y	OVER P/Y
TOWN OF WATERFORD PLAN									
EMPLOYER CONTRIBUTIONS	81,493.00	81,131.00	82,000.00	82,000.00	83,000.00	27,280.00	27,280.00	0.00	0.00%
ACTUARIAL FEE*	4,500.00	5,395.01	7,953.00	7,100.00	5,957.91	7,100.00	7,475.00	375.00	5.28%
	85,993.00	86,526.01	89,953.00	89,100.00	88,957.91	34,380.00	34,755.00	375.00	1.09%
MERS									
EMPLOYER CONTRIBUTIONS	2,645,182.00	2,735,169.99	3,851,781.65	3,615,776.00	3,839,599.51	4,072,161.22	4,476,259.15	404,097.93	9.92%
AMORTIZATION/ADMIN COST	507,956.00	497,704.00	497,704.00	502,644.00	420,218.58	474,796.78	509,176.76	34,379.98	7.24%
	3,153,138.00	3,232,873.99	4,349,485.65	4,118,420.00	4,259,818.09	4,546,958.00	4,985,435.91	438,477.91	9.64%
TOTALS	3,239,131.00	3,319,400.00	4,439,438.65	4,207,520.00	4,348,776.00	4,581,338.00	5,020,190.91	438,852.91	9.58%

TOWN OF WATERFORD
PROJECTED MERF CONTRIBUTION - ACTUAL 2020-2021 WAGES
2023-2024 FISCAL YEAR

MONTH	PROJECTED 2022-2023 WAGES				ACTUAL 2021-2022 WAGES				
	TOWN SALARIES	POLICE/FIRE SALARIES	BOE NON-CERT SALARIES	TOTAL		TOWN SALARIES	POLICE/FIRE SALARIES	BOE NON-CERT SALARIES	TOTAL
JULY 2022 ACTUAL	\$878,393.03	\$611,783.53	373,415.47	1,863,592.03	JULY 2021	\$ 855,142.86	\$ 592,153.40	609,023.33	2,056,319.59
AUGUST 2022 ACTUAL	\$672,684.15	\$496,862.45	379,273.22	1,548,819.82	AUGUST 2021	\$ 666,594.77	\$ 501,164.02	417,580.77	1,585,339.56
SEPTEMBER 2022 ACTUAL	\$824,303.13	\$592,635.61	549,219.99	1,966,158.73	SEPTEMBER 2021	\$ 689,266.21	\$ 520,505.04	554,161.35	1,763,932.60
OCTOBER 2022 ACTUAL	\$910,202.27	\$648,992.79	575,561.18	2,134,756.24	OCTOBER 2021	\$ 847,216.21	\$ 615,629.50	545,622.63	2,008,468.34
NOVEMBER 2022 ACTUAL	\$715,827.87	\$550,210.77	575,561.18	1,841,599.82	NOVEMBER 2021	\$ 690,802.56	\$ 466,314.82	535,227.83	1,692,345.21
DECEMBER 2022 PROJECTED	\$933,547.73	\$766,362.41	578,029.98	2,277,940.12	DECEMBER 2021	\$ 868,946.17	\$ 726,965.41	822,904.88	2,418,816.46
JANUARY 2023 PROJECTED	\$757,370.71	\$468,850.09	575,561.18	1,801,781.98	JANUARY 2022	\$ 704,960.61	\$ 444,747.54	503,052.28	1,652,760.43
FEBRUARY 2023 PROJECTED	\$798,774.57	\$467,022.15	575,561.18	1,841,357.90	FEBRUARY 2022	\$ 743,499.32	\$ 443,013.57	581,154.73	1,767,667.62
MARCH 2023 PROJECTED	\$746,630.58	\$462,315.13	575,561.18	1,784,506.89	MARCH 2022	\$ 694,963.70	\$ 438,548.53	540,929.10	1,674,441.33
APRIL 2023 PROJECTED	\$906,881.68	\$600,549.89	575,561.18	2,082,992.75	APRIL 2022	\$ 844,125.41	\$ 569,676.95	542,688.27	1,956,490.63
MAY 2023 PROJECTED	\$735,417.70	\$545,624.11	575,561.18	1,856,602.99	MAY 2022	\$ 684,526.75	\$ 517,574.78	506,834.66	1,708,936.19
JUNE 2023 PROJECTED	\$746,782.20	\$540,928.43	863,341.77	2,151,052.40	JUNE 2022	\$ 695,104.82	\$ 513,120.49	785,024.50	1,993,249.81
TOTALS:	9,626,815.62	6,752,137.36	6,772,208.69	23,151,161.67		8,985,149.39	6,349,414.05	6,944,204.33	22,278,767.77

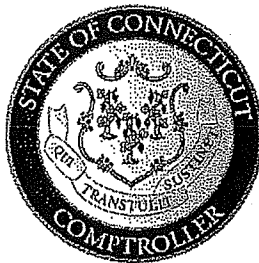
Est wage increase FY24	2.50%	2.75%	2.50%		2.50%	2.50%	2.50%	
Projected MERF salaries 2023-24	9,867,486.01	6,937,821.14	6,941,513.91	23,746,821.06	9,209,778.12	6,508,149.40	7,117,809.44	22,835,736.96
2023-2024 Contribution Rate ¹	17.55%	23.11%	16.44%		15.24%	20.95%	15.24%	
Est. Employer Contribution 2023-2024	\$1,731,743.79	\$1,603,330.47	\$1,141,184.89	\$4,476,259.15	\$1,403,570.19	\$1,363,457.30	\$1,084,754.16	\$3,851,781.65
Amortization	0.00	427,247.68	549.08	427,796.76	0.00	416,827.00	537.00	417,364.00
Administrative Fee	31,980.00	12,870.00	36,530.00	81,380.00	31,200.00	12,740.00	36,400.00	80,340.00
CONTRIBUTION	\$1,763,723.79	\$2,043,448.15	\$1,178,263.97	\$4,985,435.91	\$1,434,770.19	\$1,793,024.30	\$1,121,691.16	\$4,349,485.65

CONTRIBUTION RATE

1. The contribution rate is based on the MERF Projection for FY 2023 from the State of CT. FY 2024 rates not expected to March 2023.

STATE of
CONNECTICUT

RETIREMENT SERVICES
DIVISION



RETIREMENT SERVICES DIVISION
OFFICE of the STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

March 4, 2022

Ms. Joyce Sauchuk
Director of HR
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
jsauchuk@waterfordct.org

RE: Waterford Local 1303 152-B

Dear Ms. Sauchuk:

The purpose of this letter is to advise you of the costs for the above referenced unit to participate in the Connecticut Municipal Employees Retirement System (CMERS) for the fiscal year beginning July 1, 2022. The State of Connecticut Retirement Commission has authorized the contributions rates below to be effective for the July 1, 2022 to June 30, 2023 fiscal year.

- Monthly contribution payments, as a percentage of payroll, will be as follows:

Normal Cost	7.25%
Unfunded Accrued Liability	<u>10.30%</u>
Total	17.55%

We project the contribution payment, as a percentage of payroll, will increase in future annual valuations to an estimated rate of 18.02% for fiscal year ending June 30, 2025. The estimated schedule of future employer contribution rates is provided in the June 30, 2021 valuation.

- As stated in the Retirement Services Division letter dated June 25, 2019, Public Act No. 19-124 includes an increase in employee contributions to MERS in each of the six subsequent fiscal years. Therefore, effective July 1, 2022, the employee contribution rates for members covered by Social Security will increase from 3.75% to 4.25%. Please note that the employee contribution rate for wages above the Social Security Wage Base is 7.00%.
- There is no annual amortization payment for prior service.
- The CMERS administrative charge is \$17,810. This charge is based on \$130 per active and retired member. Our most recent files show 69 active members and 68 retired members.

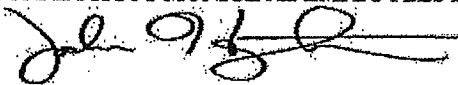
The State Employees Retirement Commission approved the above total contribution rate of 17.55% at its February 17, 2022 meeting. A copy of the June 30, 2021 actuarial valuation report can be found on the Office of the State Comptroller's website at <https://www.osc.ct.gov/rbsd/reports/index.html>.

If you have any questions regarding the information provided in this letter, please contact Rudolph Nelson, a CMERS staff member, at (860)702-3502.

Very truly yours,

THE CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

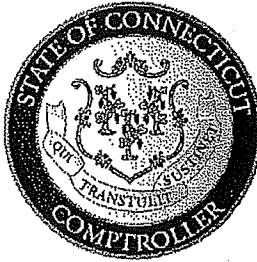
BY:


John Herrington, Director
Retirement Services Division

STATE of
CONNECTICUT



RETIREMENT SERVICES
DIVISION



RETIREMENT SERVICES DIVISION
OFFICE of the STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

March 4, 2022

Ms. Joyce Sauchuk
Director of HR
Waterford Fire Department
15 Rope Ferry Road
Waterford, CT 06385
jsauchuk@waterfordct.org

RE: Waterford Fire 152-F

Dear Ms. Sauchuk:

The purpose of this letter is to advise you of the costs for the above referenced unit to participate in the Connecticut Municipal Employees Retirement System (CMERS) for the fiscal year beginning July 1, 2022. The State of Connecticut Retirement Commission has authorized the contributions rates below to be effective for the July 1, 2022 to June 30, 2023 fiscal year.

- Monthly contribution payments, as a percentage of payroll, will be as follows:

Normal Cost	10.60%
Unfunded Accrued Liability	<u>12.51%</u>
Total	23.11%

We project the contribution payment, as a percentage of payroll, will increase in future annual valuations to an estimated rate of 23.32% for fiscal year ending June 30, 2025. The estimated schedule of future employer contribution rates is provided in the June 30, 2021 valuation.

- As stated in the Retirement Services Division letter dated June 25, 2019, Public Act No. 19-124 includes an increase in employee contributions to MERS in each of the six subsequent fiscal years. Therefore, effective July 1, 2022, the employee contribution rates for members covered by Social Security will increase from 3.75% to 4.25%. Please note that the employee contribution rate for wages above the Social Security Wage Base is 7.00%.
- There is no annual amortization payment for prior service.
- The CMERS administrative charge is \$2,210. This charge is based on \$130 per active and retired member. Our most recent files show 10 active members and 7 retired members.

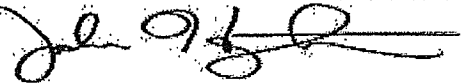
The State Employees Retirement Commission approved the above total contribution rate of 23.11% at its February 17, 2022 meeting. A copy of the June 30, 2021 actuarial valuation report can be found on the Office of the State Comptroller's website at <https://www.osc.ct.gov/rbsd/reports/index.html>.

If you have any questions regarding the information provided in this letter, please contact Rudolph Nelson, a CMERS staff member, at (860)702-3502.

Very truly yours,

THE CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

BY:

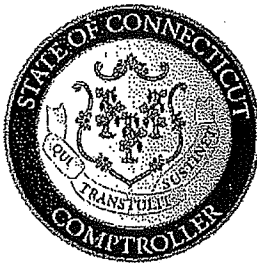


John Herrington, Director
Retirement Services Division

STATE of
CONNECTICUT



RETIREMENT SERVICES
DIVISION



RETIREMENT SERVICES DIVISION
OFFICE of the STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

March 4, 2022

Ms. Joyce Sauchuk
Director of HR
Waterford Public Schools
15 Rope Ferry Road
Waterford, CT 06385
jsauchuk@waterfordct.org

RE: Waterford Police 152-P

Dear Ms. Sauchuk:

The purpose of this letter is to advise you of the costs for the above referenced unit to participate in the Connecticut Municipal Employees Retirement System (CMERS) for the fiscal year beginning July 1, 2022. The State of Connecticut Retirement Commission has authorized the contributions rates below to be effective for the July 1, 2022 to June 30, 2023 fiscal year.

- Monthly contribution payments, as a percentage of payroll, will be as follows:

Normal Cost	10.60%
Unfunded Accrued Liability	<u>12.51%</u>
Total	23.11%

We project the contribution payment, as a percentage of payroll, will increase in future annual valuations to an estimated rate of 23.32% for fiscal year ending June 30, 2025. The estimated schedule of future employer contribution rates is provided in the June 30, 2021 valuation.

- As stated in the Retirement Services Division letter dated June 25, 2019, Public Act No. 19-124 includes an increase in employee contributions to MERS in each of the six subsequent fiscal years. Therefore, effective July 1, 2022, the employee contribution rates for members covered by Social Security will increase from 3.75% to 4.25%. Please note that the employee contribution rate for wages above the Social Security Wage Base is 7.00%.
- There is no annual amortization payment for prior service.
- The CMERS administrative charge is \$12,350. This charge is based on \$130 per active and retired member. Our most recent files show 48 active members and 47 retired members.

The State Employees Retirement Commission approved the above total contribution rate of 23.11% at its February 17, 2022 meeting. A copy of the June 30, 2021 actuarial valuation report can be found on the Office of the State Comptroller's website at <https://www.osc.ct.gov/rbsd/reports/index.html>.

If you have any questions regarding the information provided in this letter, please contact Rudolph Nelson, a CMERS staff member, at (860)702-3502.

Very truly yours,

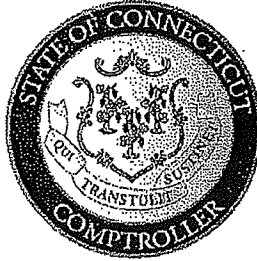
THE CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SYSTEM
BY:

John Herrington, Director
Retirement Services Division

STATE of
CONNECTICUT



RETIREMENT SERVICES
DIVISION



RETIREMENT SERVICES DIVISION
OFFICE of the STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

March 4, 2022

Ms. Joyce Sauchuk
Director of HR
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
jsauchuk@waterfordct.org

RE: Waterford Gen Gov Admin 152-T

Dear Ms. Sauchuk:

The purpose of this letter is to advise you of the costs for the above referenced unit to participate in the Connecticut Municipal Employees Retirement System (CMERS) for the fiscal year beginning July 1, 2022. The State of Connecticut Retirement Commission has authorized the contributions rates below to be effective for the July 1, 2022 to June 30, 2023 fiscal year.

- Monthly contribution payments, as a percentage of payroll, will be as follows:

Normal Cost	7.25%
Unfunded Accrued Liability	<u>10.30%</u>
Total	17.55%

We project the contribution payment, as a percentage of payroll, will increase in future annual valuations to an estimated rate of 18.02% for fiscal year ending June 30, 2025. The estimated schedule of future employer contribution rates is provided in the June 30, 2021 valuation.

- As stated in the Retirement Services Division letter dated June 25, 2019, Public Act No. 19-124 includes an increase in employee contributions to MERS in each of the six subsequent fiscal years. Therefore, effective July 1, 2022, the employee contribution rates for members covered by Social Security will increase from 3.75% to 4.25%. Please note that the employee contribution rate for wages above the Social Security Wage Base is 7.00%.
- There is no annual amortization payment for prior service.
- The CMERS administrative charge is \$6,240. This charge is based on \$130 per active and retired member. Our most recent files show 21 active members and 27 retired members.

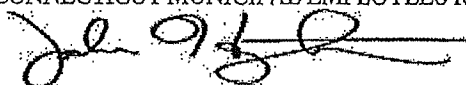
The State Employees Retirement Commission approved the above total contribution rate of 17.55% at its February 17, 2022 meeting. A copy of the June 30, 2021 actuarial valuation report can be found on the Office of the State Comptroller's website at <https://www.osc.ct.gov/rbsd/reports/index.html>.

If you have any questions regarding the information provided in this letter, please contact Rudolph Nelson, a CMERS staff member, at (860)702-3502.

Very truly yours,

THE CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

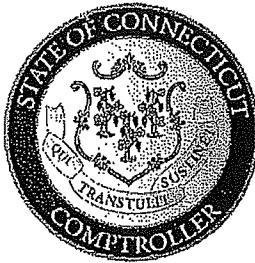
BY:


John Herrington, Director
Retirement Services Division

STATE of
CONNECTICUT



RETIREMENT SERVICES
DIVISION



RETIREMENT SERVICES DIVISION
OFFICE of the STATE COMPTROLLER
165 Capitol Ave.
Hartford, CT 06106

March 4, 2022

Ms. Joyce Sauchuk
Director of HR
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
jsauchuk@waterfordct.org

RE: Waterford Town 152-W

Dear Ms. Sauchuk:

The purpose of this letter is to advise you of the costs for the above referenced unit to participate in the Connecticut Municipal Employees Retirement System (CMERS) for the fiscal year beginning July 1, 2022. The State of Connecticut Retirement Commission has authorized the contributions rates below to be effective for the July 1, 2022 to June 30, 2023 fiscal year.

- Monthly contribution payments, as a percentage of payroll, will be as follows:

Normal Cost	7.25%
Unfunded Accrued Liability	10.30%
Total	17.55%

We project the contribution payment, as a percentage of payroll, will increase in future annual valuations to an estimated rate of 18.02% for fiscal year ending June 30, 2025. The estimated schedule of future employer contribution rates is provided in the June 30, 2021 valuation.

- As stated in the Retirement Services Division letter dated June 25, 2019, Public Act No. 19-124 includes an increase in employee contributions to MERS in each of the six subsequent fiscal years. Therefore, effective July 1, 2022, the employee contribution rates for members covered by Social Security will increase from 3.75% to 4.25%. Please note that the employee contribution rate for wages above the Social Security Wage Base is 7.00%.
- There is no annual amortization payment for prior service.
- The CMERS administrative charge is \$9,490. This charge is based on \$130 per active and retired member. Our most recent files show 35 active members and 38 retired members.

The State Employees Retirement Commission approved the above total contribution rate of 17.55% at its February 17, 2022 meeting. A copy of the June 30, 2021 actuarial valuation report can be found on the Office of the State Comptroller's website at <https://www.osc.ct.gov/rbsd/reports/index.html>.

If you have any questions regarding the information provided in this letter, please contact Rudolph Nelson, a CMERS staff member, at (860)702-3502.

Very truly yours,

THE CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

BY:

John Herrington, Director
Retirement Services Division

Executive Summary

	July 1, 2021	July 1, 2019
Number of members		
Active employees	0	0
Terminated vested members	0	0
Retired, disabled and beneficiaries	7	10
Total	7	10
Covered employee payroll	N/A	N/A
Average plan salary	N/A	N/A
Actuarial present value of future benefits	786,000	1,019,984
Actuarial accrued liability	786,000	1,019,984
Plan assets		
Market value of assets	639,050	535,281
Actuarial value of assets	587,576	553,774
Unfunded accrued liability	198,424	466,210
Funded ratio	74.8%	54.3%
Actuarially determined employer contribution (ADEC)		
Fiscal year ending	2023	2021
ADEC	27,280	59,870
Fiscal year ending	2024	2022
ADEC	27,280	59,870



Executive Summary

	July 1, 2022	July 1, 2020
Number of members		
Active members	368	404
Retired members and dependents	179	119
Total	547	523
Covered employee payroll	29,029,526	31,115,420
Average plan salary	78,885	77,018
Actuarial present value of future benefits	32,284,998	27,947,165
Actuarial accrued liability	30,074,765	25,386,650
Plan assets		
Market value of assets	8,465,847	6,109,331
Actuarial value of assets	9,206,097	6,109,331
Unfunded accrued liability	20,868,668	19,277,319
Funded ratio	30.6%	24.1%
Actuarially determined employer contribution (ADEC)		
Fiscal year ending	2024	2022
ADEC	2,505,310	2,217,688
Fiscal year ending	2025	2023
ADEC	2,516,833	2,231,121

**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

DEPT/AGENCY:

10112

INSURANCE

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
SERVICES								
52200	WORKERS' COMPENSATION	677,919	698,805		384,494	718,436	19,631	2.81%
52201	LIABILITY/AUTO/PROPERTY (LAP)	496,149	513,678		472,148	760,738	247,060	48.10%
52240	UNEMPLOYMENT COMPENSATION	9,280	10,000		10,484	10,000	0	0.00%
52250	DEDUCTIBLE COVERAGE	14,071	20,000		2,082	20,000	0	0.00%
52251	HEALTHCARE	3,458,563	3,460,000		268,723	3,569,431	109,431	3.16%
52252	LONG TERM DISABILITY	2,899	4,038		1,831	5,052	1,014	25.11%
52253	LIFE INSURANCE	20,294	22,151		11,743	22,200	49	0.22%
	SUBTOTAL	4,679,175	4,728,672	0	1,151,505	5,105,857	377,185	7.98%
DEPARTMENT TOTAL		4,679,175	4,728,672	0	1,151,505	5,105,857	377,185	7.98%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: INSURANCE (10112)**



BUDGET FUNCTION

The Town of Waterford is responsible for providing a variety of insurance coverage for both its employees and town departments.

- Health Insurance
- Workers' Compensation
- Liability (includes Auto & Property)
- Life Insurance
- Unemployment
- Long Term Disability

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: INSURANCE (10112)**



BUDGET SUMMARY

FY 2023-2024

The insurance budget for fiscal year 2023-2024 represents an increase of \$377,185 (7.98%) over the prior year.

In the Spring of 2022, the Town went out to bid in the open market for the FY2023 policies as an opportunity to review overall coverages and premium costs. The bid resulted in the town moving to all liability, property and workers' compensation policies to Travelers.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: INSURANCE (10112)



ADDITIONAL MEDICAL INSURANCE **INFORMATION**

The Town of Waterford has a **Self-Funded plan** for its employee health benefits. This is a type of plan in which an employer takes on most or all of the cost of benefit claims. The insurance company manages the payments, but the employer is the one who pays the claims. The proposed budget is an estimate of what our annual medical claims will be.

The Town also purchases **Stop-loss** insurance (also known as excess insurance). This insurance is a product that provides protection against catastrophic or unpredictable losses. It is purchased by the town to lessen the liability for large losses arising under our self-funded plan. Under a stop-loss policy, the insurance company becomes liable for losses that exceed certain limits called deductibles. The Town's stop/loss is \$175,000 per individual.

Our proposed FY24 Healthcare budget also includes a **Risk Corridor** amount. We define risk corridors as the risk or possibility of our projected claims being higher than projected. We budget 25.5% of the anticipated claims to act as our insurance policy to offset any possible risk of the claims coming in higher than anticipated.

**TOWN OF WATERFORD
INSURANCE BUDGET SUMMARY
2023 - 2024**

LINE ITEM	COVERAGE	FY 2017 ACTUAL	FY2018 ACUTAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 BUDGETED	FY 2023 PROJECTED	FY2024 PROPOSED	DOLLAR INCREASE/ (DECREASE)	PERCENT INCREASE/ (DECREASE)
52200	WORKERS' COMPENSATION	635,104	704,517	695,402	713,648	657,530	677,919	698,806	698,806	718,436	19,630	2.81%
52201	LIABILITY/AUTO/PROPERTY	488,402	457,590	427,302	411,011	406,751	496,149	513,678	513,678	760,738	247,061	48.10%
52240	UNEMPLOYMENT COMPENSATION	27,555	7,821	1,077	43,498	34,265	9,280	10,000	5,000	10,000	-	0.00%
52250	DEDUCTIBLE COVERAGE	41,212	39,655	26,671	48,865	4,000	14,071	20,000	20,000	20,000	-	0.00%
52251	HEALTHCARE	3,172,323	3,205,084	3,417,542	3,410,686	3,398,170	3,458,563	3,460,000	3,460,000	3,569,431	109,431	3.16%
52252	LONG TERM DISBILIYT	2,412	3,494	2,951	2,440	2,911	2,899	4,038	4,949	5,052	1,014	25.11%
52253	LIFE INSURANCE	16,321	18,811	19,866	19,736	20,444	20,294	22,151	20,222	22,200	49	0.22%
	TOTALS	4,383,329	4,436,972	4,590,811	4,649,883	4,524,071	4,679,175	4,728,673	4,722,655	5,105,857	377,184	7.98%

**TOWN OF WATERFORD
WORKERS' COMPENSATION BUDGET SUMMARY
2023-20234**

COVERAGE	FY 2017 ACTUAL	FY2018 ACUTAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGETED	FY 2024 PROPSOED	DOLLAR INCREASE/ (DECREASE)	PERCENT INCREASE/ (DECREASE)
PREMIUM ¹	638,565	693,728	693,696	672,889	672,830	693,016	713,806	733,435.82	19,630	2.75%
PAYROLL AUDIT ²	13,053	30,144	31,362	55,249	-	-	-	-	-	0.00%
CREDITS - POLICE OUTSIDE SERVICES/MISCELLANEOUS ³	(16,514)	(19,355)	(29,656)	(14,490)	(15,300)	(15,097)	(15,000)	(15,000)	-	0.00%
TOTALS	635,104	704,517	695,402	713,648	657,530	677,919	698,806	718,436	19,630	2.81%

¹ FY23 was the first year with Travelers. Premium increases generally follow payroll salary increases. The average union contract increase is 2.75%.

² No longer a separate fee for this annual audit.

³ Vendor reimbursement from Police special duty jobs. Credit is based on FY22.

**TOWN OF WATERFORD
LIABILITY, AUTO, PROPERTY
2023-2024**

COVERAGE	FY 2017 ACTUAL	FY2018 ACUTAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGETED	FY 2024 PROPOSED	DOLLAR INCREASE/ (DECREASE)	PERCENT INCREASE/ (DECREASE)
LIABILITY/AUTO/PROPERTY (LAP) PREMIUM ¹	404,392	421,676	394,898	367,559	360,639	371,282	386,096	643,094	256,997	66.56%
FLOOD INSURANCE - PUMP STATIONS ²	51,193	-	-						-	#DIV/0!
TAX COLLECTOR BOND	572	572	572	572	572	572	572	572	-	0.00%
TREASURER BOND	1,070	1,070	1,070	1,070	1,070	1,070	1,070	1,070	-	0.00%
MACHINERY ³	6,921	5,852	6,013	14,212	15,003	14,747	15,189	14,424	(765)	-5.04%
VACANT PROPERTY	1,867	1,948	682	737	763	803	827	878	50	6.10%
CRIME	1,654	1,612	1,612	4,032	4,444	4,444	4,577	4,828	251	5.48%
POLLUTION (UST)	1,552	1,839	1,504	1,951	2,031	1,975	2,034	1,819	(215)	-10.58%
RISK MANAGEMENT ADVISOR	21,000	21,000	21,000	21,000	21,000	21,000	21,630	21,000	(630)	-2.91%
ADDITIONAL ENDORSEMENTS (ESTIMATE)	3,517	2,550	537	238	3,641	3,000	3,090	3,100	10	0.32%
CYBER SECURITY						77,273	79,591	69,954	(9,637)	-12.11%
PRIOR YEAR CREDITS	(5,336)	(529)	(586)	(360)	(2,412)	(17)	(1,000)	-	1,000	-100.00%
TOTALS	488,402	457,590	427,302	411,011	406,751	496,149	513,678	760,738	247,061	48.10%

¹ FY23 was first year with Travelers. Industry increases expected to be above 10%. Budget was prepared using an increase of 8%. Will be revised as we get more claim data for our May renewal.

² Flood Insurance costs moved to the Utility Commission in FY2018.

**TOWN OF WATERFORD
UNEMPLOYMENT COMPENSATION
2023-2024**

COVERAGE	FY 2017 ACTUAL	FY2018 ACUTAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY 2023 BUDGET	FY 2024 PROPOSED	DOLLAR INCREASE/ (DECREASE)	PERCENT INCREASE/ (DECREASE)
UNEMPLOYMENT COMPENSATION ¹	27,555	7,821	1,077	43,498	34,265	9,280	10,000	10,000	-	-
TOTALS	27,555	7,821	1,077	43,498	34,265	9,280	10,000	10,000	-	-

Three-Year Average

¹ Proposed budget includes an established funding level to reflect the last several year's downward trend.

Note that the Town pays directly for the unemployment benefits paid to former employees; therefore, expenditures can vary significantly from year to year.

**TOWN OF WATERFORD
LONG-TERM DISABILITY
2023-2024**

COVERAGE	FY 2017 ACTUAL	FY2018 ACUTAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 BUDGETED	FY2024 PROPOSED	DOLLAR INCREASE/ (DECREASE)	PERCENT INCREASE/ (DECREASE)
LONG-TERM DISABILITY	2,412	3,494	2,951	2,440	2,911	2,899	4,038	5,052	1,014	25.11%
TOTALS	2,412	3,494	2,951	2,440	2,911	2,899	4,038	5,052	1,014	25.11%

In accordance with the collective bargaining agreement between the Town of Waterford and the General Government Administrators, the Town shall provide up to 50% of the cost of long-term disability insurance, with the remaining 50% being the responsibility of the employee. The Town's 50% match is capped to a premium liability of not more than \$250 per month. The Town currently has 21 eligible employees with a maximum of \$3000.

**TOWN OF WATERFORD
LIFE INSURANCE
2023-2024**

COVERAGE	FY 2017 ACTUAL	FY2018 ACUTAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 BUDGETED	FY2024 PROPOSED	DOLLAR INCREASE/ (DECREASE)	PERCENT INCREASE/ (DECREASE)
LIFE INSURANCE	16,321	18,811	19,886	19,736	20,444	20,294	22,151	22,200	49	0.22%
TOTALS	16,321	18,811	19,886	19,736	20,444	20,294	22,151	22,200	49	0.22%

All full-time employees of the Town of Waterford are eligible for a group term life insurance based on their collective bargaining agreement. In addition, all employees (except members of 1301) are eligible for accidental death and dismemberment. The level of benefit follow.

Presently, there are 184 employees covered under the plan, 105 have additional coverage for accidental death/disability. Life insurance is at a rate of \$.12 per \$1,000 of benefit and accidental death/disability coverage is at \$.02 per \$1,000 of benefit.

**TOWN OF WATERFORD
HEALTH INSURANCE FUND ANALYSIS
2023-2024 FISCAL YEAR BUDGET**

ITEM	DESCRIPTION	TOWN	BD OF ED	TOTAL	NOTES
	Projected percent of expenditures	34.83%	65.17%	100.00%	
1	Expected paid claims for contract period @100%	\$ 3,522,470	\$ 6,590,851	\$ 10,113,321	Projection THRU NOV 22
2	Administrative Fees/Network Access Fees	\$ 80,177	\$ 150,017	\$ 230,194	Projection FY 24
3	Stop Loss	\$ 1,509,577	\$ 2,824,553	\$ 4,334,130	Projection FY 24
	Note: Includes ISL at \$175K and ASL at 125%				
	Estimated Stop Loss Excess	\$ -	\$ -	\$ -	
4	PCORI	\$ 1,355	\$ 2,536	\$ 3,891	
5	TOTAL 2022-23 PROJECTED EXPENDITURES	\$5,113,579	\$9,567,957	\$14,681,536	
6	Premiums to be collected from COBRA and "Other" participants	\$ 188,682	\$ 314,405	\$ 503,087	from HR
7	Employee Premium Shares	\$ 528,723	\$ 1,462,623	\$ 1,991,346	from HR and BOE finance
8	Due From Sewer Enterprise Fund	\$ 345,351	n/a	\$ 345,351	from HR
9	Due From Town Retirement Budget	\$ 393,793	n/a	\$ 393,793	matches retirement budget #
10	Due From Employer Share Food Service	n/a	\$ 99,218	\$ 99,218	from BOE finance
11	Due From Employee Share Food Service	n/a	\$ 22,765	\$ 22,765	from BOE finance
12	Due from Teachers' Retirement	n/a	\$ 121,960	\$ 121,960	from TRB 2021
13	Projected Investment Earnings/Miscellaneous	\$ 2,500	\$ 2,500	\$ 5,000	
16	TOTAL PROJECTED FUNDING OFFSETS	\$ 1,459,049	\$ 2,023,471	\$ 3,482,520	
17	Total Expenditures	\$3,654,530	\$7,544,486	\$11,199,016	
FUND BALANCE PROJECTION					
18	Fund Balance as of 06/30/2022	\$ 2,112,623	\$ 3,952,903	\$ 6,065,526	From Town Finance

CURRENT YEAR ESTIMATED					
19	Amortization of Fund Balance FY 2022	(\$87,075)	(\$162,925)	(\$250,000)	Based on Budget for 2023
20	ESTIMATED Fund Balance as of 06/30/2023	\$ 2,025,548	\$ 3,789,978	\$ 5,815,526	
21	Risk Corridor @ 25.5% of Line 1	\$ 898,230	\$ 1,680,667	\$ 2,578,897	
22	Fund balance over Risk Corridor	\$ 1,127,318	\$ 2,109,311	\$ 3,236,629	
23	Amortization of Fund balance over/(under) Risk Corridor (Line 22 above)	375,773	703,104	1,078,877	
24	Total Funding Offsets and Funding Requirement	3,278,757	6,841,382	10,120,139	
25	Transfer to Healthcare Fund (Line 15 - Line 19)	\$ 3,278,757	\$ 6,841,382	\$ 10,120,139	
26	Payments in Lieu of Insurance	\$ 21,000	\$ 13,700	\$ 34,700	Per estimate provided by Karen
27	Services of Agent of Record	\$ 15,674	\$ 29,327	\$ 45,000	Assuming no increase
28	HSA Contribution	\$ 254,000	\$ 599,742	\$ 853,742	Per estimate provided by Karen and Christine
29	Health Insurance Appropriation 2023-2024	\$ 3,569,431	\$ 7,484,151	\$ 11,053,581	
30	Appropriated 2022-2023 Budget	\$ 3,460,000	\$ 6,742,222	\$10,202,222	
31	Increase/(Decrease)	109,431	741,929	851,359	
32	Percent Increase/Decrease	3.16%	11.00%	8.34%	

Insurance
Actual Expenditures

FY-2023 Month	Wk. Comp Premium	Vendor Reimb.	Net Premium	LAP Insurance	Unemp. Comp.	Deductable Coverage	Healthcare	Long-term Disability	Life Insurance	Total
Jul-22	\$501.00	(\$527.93)	(\$26.93)	\$0.00	\$0.00	\$0.00	\$165,049.25	\$289.07	\$1,685.18	\$166,996.57
Aug-22	\$129,831.68	(\$793.26)	\$129,038.42	\$400,036.77	\$0.00	\$1,000.00	\$2,031.42	\$256.60	\$1,680.38	\$534,043.59
Sep-22	\$129,828.48	(\$1,275.90)	\$128,552.58	\$35,652.36	\$0.00	\$0.00	\$2,409.83	\$240.54	\$1,680.30	\$168,535.61
Oct-22	\$0.00	(\$164.61)	(\$164.61)		\$0.00	\$0.00	\$0.00	\$365.46	\$1,638.30	\$1,839.15
Nov-22			\$0.00							\$0.00
Dec-22			\$0.00							\$0.00
Jan-23			\$0.00							\$0.00
Feb-23			\$0.00							\$0.00
Mar-23			\$0.00							\$0.00
Apr-23			\$0.00							\$0.00
May-23			\$0.00							\$0.00
Jun-23			\$0.00							\$0.00
	\$260,161.16	(\$2,761.70)	\$257,399.46	\$435,689.13	\$0.00	\$1,000.00	\$169,490.50	\$1,151.67	\$6,684.16	\$871,414.92

FY-2022 Month	Wk. Comp Premium	Vendor Reimb.	Net Premium	LAP Insurance	Unemp. Comp.	Deductable Coverage	Healthcare	Long-term Disability	Life Insurance	Total
Jul-21	\$0.00	(\$1,364.64)	(\$1,364.64)	\$118,267.00	\$0.00	\$0.00	\$167,178.83	\$249.83	\$1,708.20	\$286,039.22
Aug-21	\$173,254.40	(\$2,180.53)	\$171,073.87	\$93,712.75	\$0.00	\$0.00	\$1,486.37	\$249.93	\$1,675.40	\$268,198.32
Sep-21	\$0.00	(\$2,484.43)	(\$2,484.43)	\$0.00	\$0.00	\$0.00	\$3,130.82	\$249.93	\$1,675.40	\$2,571.72
Oct-21	\$173,253.76	(\$1,976.66)	\$171,277.10	\$95,854.75	\$0.00	\$8,914.50	(\$396.40)	\$249.93	\$1,689.80	\$277,589.68
Nov-21	\$0.00	(\$1,621.63)	(\$1,621.63)	\$26.00	\$0.00	\$1,085.50	\$2,173.62	\$249.93	\$1,689.80	\$3,603.22
Dec-21	\$173,253.76	(\$874.01)	\$172,379.75	\$93,712.75	\$0.00	\$40.00	\$979.05	\$236.99	\$1,653.00	\$269,001.54
Jan-22	\$0.00	(\$175.35)	(\$175.35)	(\$161.00)	\$0.00	\$0.00	\$3,260,181.38	\$226.03	\$1,671.80	\$3,261,742.86
Feb-22	\$0.00	(\$334.47)	(\$334.47)	\$0.00	\$2,837.86	\$45.32	\$2,166.66	\$258.87	\$1,704.60	\$6,678.84
Mar-22	\$0.00	(\$700.66)	(\$700.66)	\$0.00	\$2,333.00	\$2,485.00	\$2,659.83	\$262.66	\$1,727.80	\$8,767.63
Apr-22	\$173,256.76	(\$663.88)	\$172,592.88	\$94,641.75	\$4,086.73	\$1,000.00	(\$117.59)	\$247.18	\$1,689.68	\$274,140.63
May-22	\$0.00	(\$1,098.17)	(\$1,098.17)	\$0.00	\$22.30	\$0.00	\$5,673.59	\$238.78	\$1,704.98	\$6,541.48
Jun-22	\$0.00	(\$1,625.40)	(\$1,625.40)	\$95.00	\$0.00	\$500.00	\$13,446.84	\$179.08	\$1,703.98	\$14,299.50
	\$693,018.68	(\$15,099.83)	\$677,918.85	\$496,149.00	\$9,279.89	\$14,070.32	\$3,458,563.00	\$2,899.14	\$20,294.44	\$4,679,174.64

Insurance
Actual Expenditures

FY-2021 Month	Wk. Comp Premium	Vendor Reimb.	Net Premium	LAP Insurance	Unemp. Comp.	Deductable Coverage	Healthcare	Long-term Disability	Life Insurance	Total
Jul-20	\$168,207.98	(\$711.57)	\$167,496.41	\$179,213.61	\$0.00	\$0.00	\$243,800.25	\$249.87	\$3,365.44	\$594,125.58
Aug-20	\$0.00	(\$1,716.54)	(\$1,716.54)	\$0.00	\$13,799.00	\$0.00	\$1,056.25	\$249.87	\$0.00	\$13,388.58
Sep-20	\$168,207.34	(\$1,551.00)	\$166,656.34	\$89,101.84	\$0.00	\$0.00	\$4,993.17	\$249.87	\$3,372.64	\$264,373.86
Oct-20	\$0.00	(\$1,953.66)	(\$1,953.66)	\$2,542.00	\$1,314.00	\$0.00	\$4,143.98	\$786.58	\$1,703.12	\$8,536.02
Nov-20	\$0.00	(\$1,107.97)	(\$1,107.97)	\$0.00	\$0.00	\$0.00	\$1,614.75	(\$286.84)	\$0.00	\$219.94
Dec-20	\$168,207.34	(\$1,023.54)	\$167,183.80	\$89,101.84	\$0.00	\$0.00	\$28,655.22	\$249.87	\$1,771.32	\$286,962.05
Jan-21	\$0.00	(\$94.19)	(\$94.19)	\$655.00	\$2,037.92	\$0.00	\$2,529.66	\$249.87	\$3,427.44	\$8,805.70
Feb-21	\$0.00	(\$371.92)	(\$371.92)	\$572.00	\$6,510.45	\$0.00	\$2,883,320.96	\$249.87	\$1,676.52	\$2,891,957.88
Mar-21	\$0.00	(\$648.22)	(\$648.22)	\$89,101.84	\$5,309.82	\$0.00	\$1,883.96	\$249.87	\$1,709.32	\$97,606.59
Apr-21	\$168,207.34	(\$941.15)	\$167,266.19	\$1,135.22	\$920.50	\$0.00	\$1,595.84	\$212.07	\$1,709.32	\$172,839.14
May-21	\$0.00	(\$1,999.03)	(\$1,999.03)	\$3,641.00	\$1,705.88	\$2,000.00	\$5,420.05	\$229.21	\$1,709.32	\$12,706.43
Jun-21	\$0.00	(\$3,181.57)	(\$3,181.57)	(\$48,313.50)	\$2,667.82	\$2,000.00	\$219,155.91	\$220.64	\$0.00	\$172,549.30
	\$672,830.00	(\$15,300.36)	\$657,529.64	\$406,750.85	\$34,265.39	\$4,000.00	\$3,398,170.00	\$2,910.75	\$20,444.44	\$4,524,071.07

FY-2020 Month	Wk. Comp Premium	Vendor Reimb.	Net Premium	LAP Insurance	Unemp. Comp.	Deductable Coverage	Healthcare	Long-term Disability	Life Insurance	Total
Jul-19	\$168,222.96	\$1,399.45	\$166,823.51	\$130,575.38	\$0.00	\$0.00	\$220,469.84	\$212.24	\$3,295.64	\$521,376.61
Aug-19	\$0.00	\$3,061.06	(\$3,061.06)	\$26.00	\$0.00	\$1,000.00	(\$5.63)	\$242.54	\$1,652.62	(\$145.53)
Sep-19	\$168,221.88	\$847.85	\$167,374.03	\$90,794.42	\$0.00	\$1,000.00	(\$653.28)	(\$242.56)	\$1,638.22	\$259,910.83
Oct-19	\$0.00	\$2,511.00	(\$2,511.00)	(\$74.00)	\$0.00	\$3,000.00	\$7,493.17	\$226.26	\$1,653.52	\$9,787.95
Nov-19	\$0.00	\$1,018.51	(\$1,018.51)	\$98,843.42	\$0.00	\$13,008.75	\$5,967.69	\$271.25	\$1,670.32	\$118,742.92
Dec-19	\$168,221.68	\$579.37	\$167,642.31	\$0.00	\$0.00	(\$1,135.00)	\$3,144,745.47	\$736.94	\$1,633.32	\$3,313,623.04
Jan-20	\$0.00	\$504.15	(\$504.15)	\$2,076.00	\$2,516.81	\$10,000.00	\$10,823.29	(\$245.16)	\$1,614.52	\$26,281.31
Feb-20	\$0.00	\$581.31	(\$581.31)	\$0.00	\$3,360.00	\$0.00	\$1,583.33	\$246.25	\$1,647.32	\$6,255.59
Mar-20	\$168,221.68	\$406.73	\$167,814.95	\$88,843.42	\$2,741.00	(\$757.50)	\$1,271.41	\$246.25	\$1,638.72	\$261,798.25
Apr-20	\$0.00	\$758.68	(\$758.68)	(\$286.00)	\$2,900.00	\$21,748.75	\$9,767.47	\$246.25	\$1,633.92	\$35,251.71
May-20	\$55,249.00	\$1,094.82	\$54,154.18	\$0.00	\$0.00	\$0.00	\$1,230.36	\$204.93	\$1,657.72	\$57,247.19
Jun-20	\$0.00	\$1,726.22	(\$1,726.22)	\$212.00	\$31,980.25	\$1,000.00	\$7,992.71	\$294.81		\$39,753.55
	\$728,137.20	\$14,489.15	\$713,648.05	\$411,010.64	\$43,498.06	\$48,865.00	\$3,410,685.83	\$2,440.00	\$19,735.84	\$4,649,883.42

Insurance
Actual Expenditures

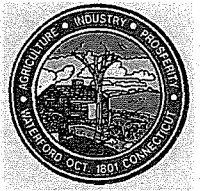
FY-2019 Month	Wk. Comp Premium	Vendor Reimb.	Net Premium	LAP Insurance	Unemp. Comp.	Deductable Coverage	Healthcare	Long-term Disability	Life Insurance	Total
Jul-18	\$173,424.00	\$2,286.59	\$171,137.41	\$128,470.01	\$0.00	\$340.00	\$119,153.00	\$250.26	\$3,300.80	\$422,651.48
Aug-18	\$0.00	\$2,873.51	(\$2,873.51)	(\$586.00)	\$0.00	\$1,000.00	\$666.69	\$227.00	\$1,662.28	\$96.46
Sep-18	\$173,424.00	\$2,582.89	\$170,841.11	\$98,575.25	\$0.00	\$1,051.20	\$0.00	\$218.57	\$1,653.08	\$272,339.21
Oct-18	\$0.00	\$3,360.60	(\$3,360.60)	\$2,574.00	\$0.00	\$1,461.50	\$5,597.11	\$255.09	\$1,667.08	\$8,194.18
Nov-18	\$0.00	\$3,269.17	(\$3,269.17)	\$336.00	\$0.00	\$8,215.00	\$538.25	\$241.29	\$1,653.08	\$7,714.45
Dec-18	\$173,424.00	\$3,363.73	\$170,060.27	\$98,575.25	\$0.00	\$2,394.56	\$3,272,912.00	\$241.29	\$1,663.48	\$3,545,846.85
Jan-19	\$0.00	\$1,930.03	(\$1,930.03)	\$523.00	\$0.00	\$3,489.44	\$2,178.98	\$257.92	\$1,700.02	\$6,219.33
Feb-19	\$0.00	\$3,077.92	(\$3,077.92)	\$0.00	\$106.00	\$2,827.17	\$0.00	\$249.56	\$1,666.82	\$1,771.63
Mar-19	\$173,424.00	\$1,910.62	\$171,513.38	\$98,575.25	\$147.00	\$75.50	\$0.00	\$249.56	\$1,674.82	\$272,235.51
Apr-19	\$0.00	\$1,305.87	(\$1,305.87)	\$259.00	\$123.00	\$11,000.00	\$9,872.44	\$249.56	\$1,567.22	\$21,765.35
May-19	\$31,362.00	\$1,306.42	\$30,055.58	\$0.00	\$225.00	\$10,000.00	\$1,076.50	\$249.56	\$1,657.22	\$43,263.86
Jun-19	\$0.00	\$2,388.61	(\$2,388.61)	\$0.00	\$476.19	(\$15,183.85)	\$5,547.43	\$261.60	\$0.00	(\$11,287.24)
	\$725,058.00	\$29,655.96	\$695,402.04	\$427,301.76	\$1,077.19	\$26,670.52	\$3,417,542.40	\$2,951.26	\$19,865.90	\$4,590,811.07

**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

DEPT/AGENCY: **10108** **LEGAL DEPARTMENT**

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 FIRST SELECTMAN RECOMMENDS	Department Request \$ Increase	Department Request % Increase
SERVICES									
52030	PROFESSIONAL SERVICES	233,161	260,000		40,071	260,000		0	0.00%
52540	PROBATE COURT	31,519	30,000		34,480	34,900		4,900	16.33%
52560	MISC. CLAIMS	8	5,000		0	100		(4,900)	-98.00%
	SUBTOTAL	264,688	295,000	0	74,551	295,000	0	0	0.00%
DEPARTMENT TOTAL		264,688	295,000	0	74,551	295,000	0	0	0.00%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: LEGAL (10108)**



BUDGET FUNCTION

The Town retains legal counsel to provide legal representation to our boards, commissions, and town departments. The Town Attorney represents the town in a variety of circumstances.

The below list is a sampling of the type of cases that may require legal counsel.

- Planning and Zoning Appeals
- Delinquent Tax Account Collections
- Assessment Appeals
- Claims and Lawsuits
- Town Contracts

**Note that legal counsel fees for personnel issues and negotiated union contracts are budgeted under the Human Resources Department.*

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: LEGAL (10108)**

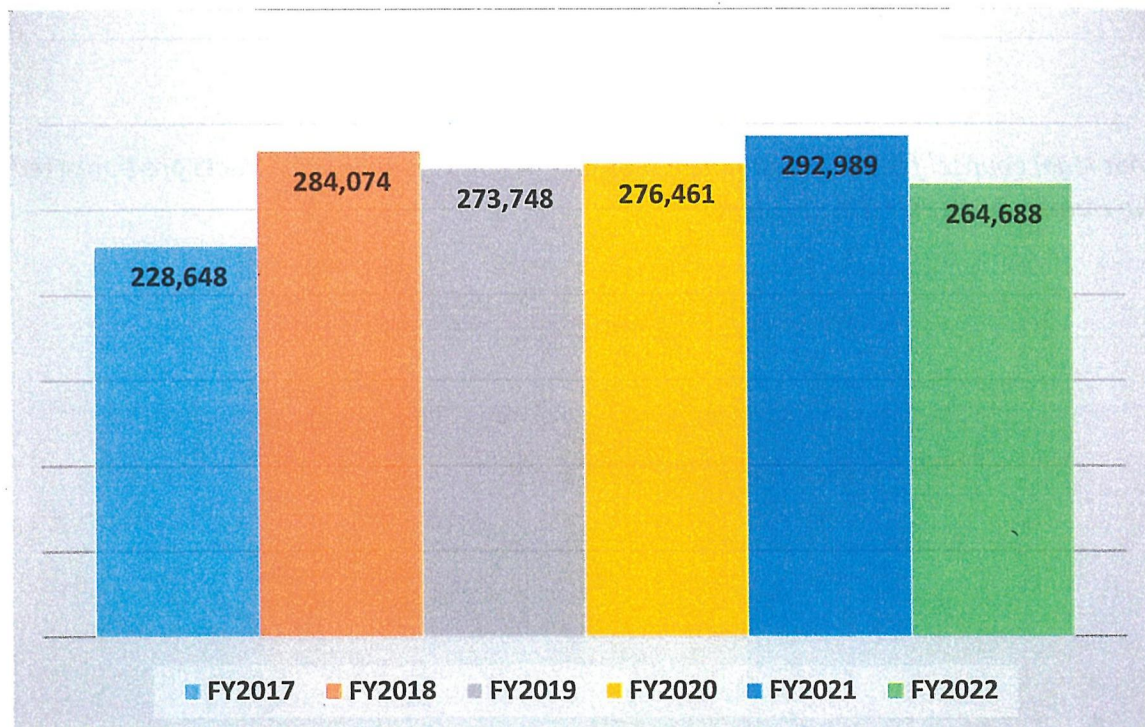


BUDGET SUMMARY

The FY24 Legal Budget Request remains flat over FY23.

The Connecticut Uniform Relocation Assistance Act requires municipalities to provide assistance to residences who are displaced due to code enforcements. The pandemic saw an increase in the need for relocation benefits and the need continues to reis. (Sec. 8-266) Please note that the town's legal counsel does seek reimbursement for all expenditures.

EXPENDITURE HISTORY



**TOWN OF WATERFORD
LEGAL DEPARTMENT
2023-2024 PROPOSED BUDGET**

	2024 PROPOSED	2023 ACTUAL TO DATE (9/30/22)	2022 ACTUAL	2021 ACTUAL	2020 ACUTAL	2019 ACTUAL	2018 ACTUAL	5 YEAR AVERAGE (2017-2021)
52030 - PROFESSIONAL FEES								
LEGAL FEES	\$ 260,000	\$ 40,071	\$ 233,161	\$ 292,989	\$ 276,461	\$ 273,748	\$ 256,052	\$ 266,482.19
Professional fees covers the cost of the Town Attorney. The Town Attorney handles planning and zoning appeals, collection of delinquent tax accounts, assessment appeals, and provides general legal counsel. Based on the 5 year average and anticipated tax appeals due to the revaluation, the proposed budget for 2022-2023 includes level funding.								
52540 - PROBATE COURT								
PROBATE COURT	\$ 34,900	\$ 34,480	\$ 31,519	\$ 26,396	\$ 30,895	\$ 28,644	\$ 28,033	\$ 29,097.34
Waterford's share of the Probate Office's cost. Waterford shares a probate office with the City of New London and the cost is allocated based on the municipalities grand list. Allocation based on the municipalities grand lists was based on state statute 45-12, which has since been updated. In 1991, 45-12 was transferred to a 45a-8 and effective May 10, 2010, the statue was updated to allow Towns to allocate expenses by agreement. In the absence of an agreement, the grand lists are used to allocate expenses. The cost allocated to Waterford is 71.118%. Based on the 2021-2022 actual expense and 5-year average, the proposed budget for 2022-2023 includes a decrease of \$3,000.								
52560 - MISCELLANEOUS CLAIMS								
MISCELLANEOUS CLAIMS	\$ 100	\$ -	\$ 8	\$ 2,750	\$ -	\$ -	\$ -	\$ 551.60
Account is used to account for miscellaneous claims and judgments as well non-reimbursable expenses associated with evictions. The ongoing pandemic has increased the number of evictions and relocation expenditures of Waterford residents. The 2022-2023 includes a level budget request.								

Department of Finance
13 Masonic Street
New London, CT 06320



CITY OF NEW LONDON

Phone (860) 447-5218
Fax (860) 447-5297

August 16, 2022

Kimberly Allen
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Inv# 08162022 \$ 32,480.16
CITY OF NEW LONDON
08/16/2022 # Pages 3 FP3 DOC785554
PO# 230251

Dear Ms. Allen,

Enclosed is the invoice for Waterford's portion of the Probate Court's expenses for the fiscal year ended June 30, 202022.

If you would like further clarification, please feel free to call me.

Very truly yours,

David McBride
Director of Finance

Enclosure

REC'D FINANCE
AUG 19 '22 AM8:30

An Equal Opportunity Employer

PROBATE EXPENDITURES FOR FY 2022

Maintenance & Repair	\$	-	
Microfilming Services	\$	9,408.87	
Communication Services	\$	5,906.30	
Supplies	\$	12,167.82	
State of Connecticut	\$	1,082.48	
Equipment	\$	<u>2,652.79</u>	
Total Probate Expenditures for FY 2022	\$	31,218.26	
N.L. Grand List @ 10/21	1,595,439,971		32.020%
Wtfd Grand List @ 10/21	3,387,173,186		67.980%
Space allocated to Probate: 1380.07 s.f. @ \$12/sq.ft		\$	16,560.84

Total Probate Expenses	31,218.26
Rental fee:	<u>16,560.84</u>
	<u>47,779.10</u>

Waterford Percentage	<u>67.980%</u>
----------------------	----------------

Total Due City of New London for FY 2022	<u>\$ 32,480.16</u>
---	----------------------------

APPROVED

VENDOR#

The above is true and accurate to the best of my knowledge.

CLOSE PRO Y

ACCOUNT#

SIGN

DATE

David McBride, Director of Finance
City of New London

TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2022-2023 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$1,496.00	\$1,632.00											\$3,128.00
Selectman	\$2,074.00	\$1,839.00											\$3,913.00
Finance	\$1,411.00	\$2,521.00											\$3,932.00
Board of Finance		\$68.00											\$68.00
Bldg Code/Bldg Dept.													\$0.00
Fire Services		\$204.00											\$204.00
Planning & Zoning	\$731.00	\$3,228.00											\$3,959.00
Police & Emergency Mgmt	\$335.00	\$3,911.00											\$4,246.00
Public Works	\$170.00	\$136.00											\$306.00
R & P													\$0.00
RTM	\$748.00	\$1,904.00											\$2,652.00
Assessor	\$1,466.50	\$583.00											\$2,049.50
Tax Collector	\$3,473.50	\$4,671.50											\$8,145.00
Tax Collector Legal Fee Reimb	(\$217.89)	(\$312.39)											(\$530.28)
Tax Appeal													\$0.00
Town Clerk	\$170.00												\$170.00
WELSCO													\$0.00
Economic Development		\$102.00											\$102.00
Utility Commission	\$3,641.00	\$1,003.00											\$4,644.00
Utility Commission Legal Fee Reimb													\$0.00
Sr. & Youth Center		\$272.00											\$272.00
Ethics Commission	\$204.00												\$204.00
Harbor Management	\$289.00	\$595.00											\$884.00
Registrars													\$0.00
Shellfish Commission	\$51.00												\$51.00
Conservation Commission													\$0.00
Zoning Bd of Appeals													\$0.00
General Assistance (town historian)													\$0.00
Total	\$16,042.11	\$22,357.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,399.22

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2021-2022 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$3,111.00	\$3,111.00	\$3,791.00	\$1,445.00	\$5,540.65	\$3,213.00	\$1,785.00	\$2,856.00	\$4,777.00	\$2,777.50	\$1,049.00	\$1,037.00	\$34,493.15
Selectman	\$1,159.64	\$242.84	\$1,471.69	\$663.08	\$345.50	\$141.48	\$6,613.77	\$1,088.00	\$289.00	\$1,158.00	\$868.50	\$2,723.00	\$16,764.50
Finance	\$595.00	\$102.00	\$391.00	\$800.50	\$578.00	\$704.00	\$663.00	\$748.00	\$51.00	\$765.00	\$238.00	\$1,258.00	\$6,893.50
Board of Finance								\$204.00					\$204.00
Bldg Code/Bldg Dept.							\$85.00		\$703.50	\$220.50			\$1,009.00
Fire Services	\$527.00	\$510.00		\$476.00	\$1,683.00	\$275.00	\$286.50	\$1,853.00	\$405.50	\$1,833.00	\$377.00	\$1,304.00	\$9,530.00
Planning & Zoning	\$4,344.50	\$4,631.50	\$4,019.00	\$7,482.00	\$2,987.00	\$5,200.00	\$3,485.50	\$2,011.00	\$6,358.00	\$7,367.50	\$2,174.50	\$3,417.00	\$53,477.50
Police & Emergency Mgmt	\$238.00	\$324.50	\$752.00	\$1,428.00	\$374.00	\$1,258.00	\$799.00	\$1,938.00	\$1,054.00	\$522.00	\$567.00	\$68.00	\$9,322.50
Public Works	\$1,539.50	\$323.00	\$323.00	\$612.00	\$1,241.00	\$799.00	\$85.00	\$68.00	\$1,071.50	\$425.00	\$85.00	\$1,088.00	\$7,660.00
R & P				\$85.00				\$102.00	\$476.00	\$136.00	\$391.00		\$1,190.00
RTM	\$681.50	\$1,496.00	\$544.00	\$774.50	\$1,751.00	\$1,275.00	\$986.00	\$1,938.00	\$544.00	\$2,108.00	\$2,397.00	\$4,862.00	\$19,357.00
Assessor	\$2,757.50	\$3,171.50	\$2,524.50	\$1,150.50	\$481.50	\$878.50	\$2,016.50	\$668.00	\$1,299.00	\$1,522.50	\$126.00	\$931.50	\$17,527.50
Tax Collector	\$917.50	\$2,627.50	\$8,253.00	\$1,310.50	\$4,823.00	\$8,554.50	\$2,015.50	\$4,136.00	\$7,010.50	\$1,028.00	\$1,519.50	\$3,254.50	\$45,450.00
Tax Collector Legal Fee Reimb	(\$2,172.00)	(\$2,384.64)	(\$83.00)	(\$1,265.59)	(\$1,446.19)	(\$52.50)	(\$6,861.82)	(\$1,293.66)			(\$193.36)	(\$301.36)	(\$16,054.12)
Tax Appeal						\$176.50	\$675.50			\$304.50			\$1,156.50
Town Clerk					\$85.00		\$561.00	\$153.00					\$799.00
WELSCO													\$0.00
Economic Development	\$255.00							\$136.00			\$204.00		\$595.00
Utility Commission	\$2,491.50	\$6,173.50	\$3,628.00	\$8,623.00	\$1,461.00	\$986.00	\$493.00	\$1,003.00	\$765.00	\$820.50	\$777.00	\$3,503.50	\$30,725.00
Utility Commission Legal Fee Reimb													\$0.00
Sr. & Youth Center	\$408.00						\$204.00	\$272.00	\$136.00	\$544.00	\$544.00		\$2,108.00
Ethics Commission	\$272.00	\$374.00	\$374.00	\$85.00	\$595.00		\$301.00	\$68.00				\$85.00	\$2,154.00
Harbor Management	\$1,105.00	\$340.00	\$136.00										\$1,581.00
Registrars													\$0.00
Shellfish Commission	\$204.00	\$136.00	\$102.00				\$84.00	\$297.00	\$21.00				\$844.00
Conservation Commission								\$85.00		\$170.00			\$255.00
Zoning Bd of Appeals			\$697.00			\$867.00		\$306.00	\$2,162.50	\$306.00	\$2,259.00	\$153.00	\$6,750.50
General Assistance (town historian)								\$51.00					\$51.00
Expenses/Cossts		\$460.32									\$10,146.15		\$10,606.47
Total	\$18,434.64	\$21,178.70	\$26,923.19	\$23,669.49	\$20,499.46	\$24,513.48	\$14,277.45	\$18,687.34	\$27,123.50	\$22,008.00	\$23,529.29	\$23,383.14	\$264,688.00

TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2020 -2021 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC	\$123.00	\$306.00	\$136.00			\$68.00							\$633.00
BOS	\$3,578.00	\$1,173.00	\$2,497.00	\$2,020.50	\$1,258.00	\$2,224.50	\$1,598.00	\$2,329.00	\$3,876.00	\$1,887.00	\$3,400.00	\$2,873.00	\$28,714.00
Selectman	\$2,461.00	\$3,468.91	\$7,632.17	\$1,115.59	\$430.41	\$1,437.13	\$1,912.18	\$2,264.97	\$103.09	\$495.32	\$1,285.59	\$2,394.03	\$25,000.39
Finance	\$391.00		\$748.00	\$255.00	\$526.00	\$442.00	\$374.00	\$1,190.00	\$918.00	\$102.00	\$612.00	\$714.00	\$6,272.00
Board of Finance	\$170.00	\$68.00				\$68.00			\$85.00				\$391.00
Bldg Code/Bldg Dept.	\$157.50	\$881.50	\$21.00										\$1,060.00
Fire Services	\$940.00	\$1,607.00		\$246.00		\$68.00	\$816.00	\$221.00	\$68.00	\$272.00		\$289.00	\$4,527.00
Planning & Zoning	\$3,884.00	\$3,864.00	\$5,986.50	\$6,258.00	\$3,872.00	\$3,807.00	\$2,371.50	\$4,214.00	\$3,534.50	\$3,572.00	\$2,920.50	\$2,876.00	\$47,160.00
Police & Emergency Mgmt	\$1,717.00	\$698.50	\$1,955.50	\$1,861.00	\$391.00	\$2,497.00	\$1,304.00	\$1,360.00	\$1,670.50	\$289.00	\$1,737.00	\$323.00	\$15,803.50
Public Works	\$1,785.00	\$1,887.00	\$345.50	\$1,168.00	\$1,240.00	\$816.00	\$1,079.00	\$276.00	\$782.00	\$1,496.00	\$884.00	\$1,054.00	\$12,812.50
R & P	\$170.00	\$85.00	\$102.00	\$221.00			\$476.00	\$408.00	\$612.00			\$102.00	\$2,176.00
RTM	\$1,717.00	\$1,989.00	\$680.00	\$867.00	\$323.00	\$697.00	\$918.00	\$2,431.00	\$2,306.00	\$1,700.00	\$1,411.00	\$510.00	\$15,549.00
Assessor	\$1,711.50	\$789.00	\$1,201.50	\$1,399.00	\$3,629.00	\$2,613.00	\$2,059.00	\$1,363.50	\$824.50	\$1,979.50	\$2,899.50	\$4,682.00	\$25,151.00
Tax Collector	\$3,134.00	\$7,633.50	\$5,112.50	\$4,325.50	\$5,267.50	\$3,141.50	\$3,169.00	\$2,878.50	\$6,108.00	\$6,752.00	\$7,098.50	\$2,056.50	\$56,677.00
Tax Collector Legal Fee Reimb	(\$2,578.90)	(\$1,424.02)	(\$355.30)	(\$3,017.10)	(\$6,342.37)	(\$2,442.08)	(\$4,402.78)	(\$3,028.04)	(\$2,512.65)	(\$2,591.80)	(\$1,413.98)	(\$1,852.30)	(\$31,961.32)
Tax Appeal													\$0.00
Town Clerk		\$102.00	\$323.00	\$136.00	\$340.00	\$68.00	\$102.00	\$85.00	\$102.00	\$85.00	\$68.00		\$1,411.00
WELSCO		\$738.00		\$272.00									\$1,010.00
Utility Commission	\$3,126.50	\$4,990.50	\$4,486.50	\$4,580.50	\$6,498.00	\$5,231.00	\$4,299.00	\$6,698.00	\$4,951.00	\$3,521.00	\$3,425.50	\$4,113.50	\$55,921.00
Sr. & Youth Center	\$255.00		\$187.00		\$68.00			\$136.00	\$136.00	\$136.00	\$204.00	\$323.00	\$1,445.00
Ethics Commission	\$752.00	\$52.50			\$238.00	\$323.00	\$697.00				\$1,564.00	\$510.00	\$4,136.50
Shellfish Commission	\$459.00							\$136.00		\$527.00	\$136.00	\$238.00	\$1,496.00
Conservation Commission		\$204.00	\$510.00	\$136.00	\$391.00	\$238.00	\$111.00	\$139.00	\$361.00	\$296.00	\$888.00	\$185.00	\$3,459.00
Zoning Bd of Appeals			\$1,445.00	\$663.00	\$527.00		\$68.00		\$425.00	\$272.00	\$170.00	\$306.00	\$3,876.00
General Assistance				\$102.00									\$102.00
Labor			\$2,157.00	\$1,804.00	\$1,459.50		\$3,357.50		\$945.00	\$240.00			\$9,963.00
Total	\$23,952.60	\$29,113.39	\$33,013.87	\$24,412.99	\$18,656.54	\$21,297.05	\$16,950.90	\$23,101.93	\$24,349.94	\$21,234.02	\$27,289.61	\$21,696.73	\$292,988.57

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2019 -2020 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC				\$765.00	\$527.00		\$4,403.00					\$432.00	\$6,127.00
BOS	\$1,357.50	\$613.00	\$1,193.50	\$985.50	\$5,013.00		\$3,132.00	\$1,947.50	\$1,674.00	\$1,374.00	\$4,601.00	\$8,891.00	\$30,782.00
Finance	\$766.50	\$1,899.30	\$1,168.30	\$799.00	\$0.00		\$952.00	\$952.00	\$510.00	\$187.00	\$816.00	\$646.00	\$8,696.10
Board of Finance			\$408.00	\$102.00			\$459.00	\$340.00	\$629.00		\$34.00	\$340.00	\$2,312.00
Bldg Code/Bldg Dept.	\$0.00	\$0.00	\$2,862.50	\$403.50	\$610.50			\$21.00		\$272.00			\$4,169.50
Fire Services	\$2,261.00	\$4,942.30	\$2,074.00	\$1,832.50	\$1,446.50		\$1,751.00	\$2,277.00	\$1,683.00	\$1,037.00	\$1,048.00	\$1,020.00	\$21,372.30
Planning & Zoning	\$1,335.50	\$3,396.00	\$4,425.82	\$3,280.55	\$912.50		\$2,425.50	\$2,204.50	\$2,257.00	\$2,085.00	\$4,278.00	\$5,109.50	\$31,709.87
Police & Emergency Mgmt	\$1,921.00	\$680.00	\$1,343.00	\$2,992.00	\$902.50		\$708.00	\$310.50	\$13,332.50	\$16,859.00	\$8,989.50	\$6,558.50	\$54,596.50
Public Works	\$2,176.00	\$748.00	\$482.38	\$1,003.00	\$2,212.50		\$884.00	\$2,057.00	\$2,465.00	\$1,445.00	\$782.00	\$1,973.50	\$16,228.38
R & P	\$323.00	\$714.00	\$102.00	\$119.00	\$0.00		\$136.00			\$221.00		\$1,649.00	\$3,264.00
RTM	\$85.00	\$918.00	\$1,564.00	\$1,411.00	\$701.50		\$625.50	\$1,547.00	\$314.00	\$3,025.00	\$4,012.00	\$688.00	\$14,891.00
Animal Control - Kennel Fees			(\$130.00)										(\$130.00)
Assessor	\$6,008.00	\$5,616.30	\$5,130.50	\$2,229.50	\$2,865.50		\$4,756.80	\$3,359.50	\$2,910.50	\$1,405.50	\$2,549.50	\$2,105.00	\$38,936.60
Tax Collector	\$3,785.50	\$7,970.60	\$2,208.00	\$4,349.30	\$0.00		\$3,228.50	\$8,132.00	\$1,500.50	\$546.00	\$1,445.50	\$2,340.00	\$35,505.90
Tax Collector Legal Fee Reimb	(\$2,320.00)	(\$4,963.38)	(\$2,673.78)	(\$6,261.71)	(\$9,150.50)	(\$1,787.30)	(\$450.80)	(\$3,355.20)	(\$1,881.30)	(\$1,132.00)	(\$745.50)	(\$726.52)	(\$35,447.99)
Tax Appeal	\$622.50	\$887.50		\$5,991.50	\$11,044.80								\$18,546.30
Town Clerk	\$153.00		\$834.50	\$170.00	\$221.00			\$238.00			\$68.00		\$1,684.50
WELSCO	\$986.00	\$102.00	\$51.00	\$221.00	\$102.00								\$1,462.00
Economic Development													\$0.00
Utility Commission	\$782.00	\$2,577.50	\$442.00	\$833.00	\$2,630.30		\$3,870.50	\$2,924.00		\$5,006.00	\$3,536.00	\$7,282.00	\$29,883.30
Utility Commission Legal Fee Reimb	(\$1,009.66)	(\$2,076.65)	(\$2,205.19)	(\$514.18)	(\$4,578.12)	(\$1,538.50)	(\$210.50)	(\$3,212.18)	(\$389.30)	(\$1,369.03)	(\$1,457.80)	(\$2,064.80)	(\$20,625.91)
Sr. & Youth Center			\$102.00				\$85.00					\$204.00	\$391.00
Registrars								\$68.00					\$68.00
Ethics							\$225.00			\$1,088.00			\$1,313.00
Shellfish Commission							\$1,037.00	\$595.00				\$102.00	\$1,734.00
Conservation Commission							\$1,094.00	\$425.50	\$740.00				\$2,259.50
Legal										\$5,865.50			\$5,865.50
Zoning Bd of Appeals		\$51.00	\$731.00	\$85.00									\$867.00
Total	\$19,232.84	\$24,075.47	\$20,113.53	\$20,796.46	\$15,460.98	(\$3,325.80)	\$29,111.50	\$20,831.12	\$25,744.90	\$37,914.97	\$29,956.20	\$36,549.18	\$276,461.35

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2018 -2019 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC					102.00								102.00
BOS	715.50	1,718.50	1,122.00	1,208.50	1,966.00	646.00	562.50	488.00	1,105.00	1,411.00	4,166.00	4,370.00	19,479.00
Selectmen	1,834.00	765.00	731.00	1,342.00	567.00	387.50	263.00	129.00	236.00	187.00	544.00	799.00	7,784.50
Finance	238.00	238.00	867.00	527.00	204.00	221.00	357.00		153.00	425.00		374.00	3,604.00
Board of Finance											68.00	51.00	119.00
Bldg Code/Bldg Dept.	55.50	309.00	852.00	1,793.50	84.00	1,018.00	850.00	1,258.00			951.00		7,171.00
Conservation Abatement Order	74.00	148.00	969.00					425.50	703.00	753.75	647.50	277.50	3,998.25
Fire Services	1,633.50	1,003.00	238.00	204.00	408.00	1,938.00	3,315.50	1,822.00	1,207.00	3,336.50	1,871.50	714.00	17,691.00
Planning & Zoning	2,149.00	3,396.00	1,804.00	3,245.50	987.00	1,018.42	3,500.01	1,733.87	3,774.40	4,535.00	867.00	4,187.00	31,197.20
Police & Emergency Mgmt	2,311.00	1,914.50	2,042.00	1,018.50	82.50	1,759.00	1,181.00	238.50	1,944.00	527.00	2,627.80	1,510.50	17,156.30
Public Works	4,027.00	1,310.50	884.00	1,548.50	572.57	2,676.00	1,105.00	5,849.00	1,309.00	510.00	2,312.00	2,847.63	24,951.20
R & P	204.00	136.00		102.00		170.00		561.00	102.00		68.00		1,343.00
RTM	1,740.00	1,360.00	556.00	1,688.50	1,564.00	1,006.00	935.00	510.00	1,258.00	595.00	561.00	102.00	11,875.50
Animal Control - Kennel Fees													0.00
Assessor	2,842.00	4,987.50	6,038.00	5,468.00	4,830.00	2,011.50	7,580.80	2,461.80	6,308.00	4,816.30	5,948.00	8,140.30	61,432.20
Tax Collector	6,794.00	23,646.28	5,453.50	5,213.73	7,592.00	8,406.16	9,006.79	8,401.84	11,800.16	4,340.50	8,016.06	8,976.50	107,647.52
Tax Collector Reimb	(1,842.20)	(3,374.71)	(7,957.62)	(3,215.74)	(1,085.00)	(3,470.31)	(5,162.85)	(6,050.96)	(3,930.44)	(9,778.67)	(18,325.58)	(4,686.39)	68,880.47
Town Clerk	102.00									85.00	102.00		289.00
Utility Commission	1,837.50	2,173.00	2,754.00	3,122.50	3,068.50	1,003.00	1,824.50	799.00	1,853.00	51.00	833.00	646.00	19,965.00
Sr. & Youth Center					476.00			221.00	726.30	341.50	154.50	510.00	2,429.30
Shellfish Commission			408.00	1,814.50	624.00	255.00						255.00	3,356.50
Zoning Board of Appeals	425.00	561.00	51.00										1,037.00
Total	25,139.80	40,291.57	16,811.88	25,080.99	22,042.57	19,045.27	25,318.25	18,847.55	28,548.42	12,135.88	11,411.78	29,074.04	273,748.00

**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

DEPT/AGENCY:

10147

INFORMATION TECHNOLOGY

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	89,077	118,100		61,295	113,700	(4,400)	-3.73%
51210	CLERICAL/TECHNICAL	91,143	125,787		57,879	107,054	(18,733)	-14.89%
51810	OVERTIME	343	5,000		155	5,000	-	0.00%
51910	FRINGE BENEFITS		-		7,432			
51920	F.I.C.A	13,275	19,041		7,432	17,263	(1,778)	-9.34%
	SUBTOTAL	193,838	267,928	-	134,193	243,017	(24,911)	-9.30%
SERVICES								
52010	ADVERTISING							
52020	POSTAGE							
52030	PROFESSIONAL FEES							
52043	IT-SERVICE CONTRACT & REPAIRS	717,281	773,609		420,774	875,066	101,457	13.11%
52050	DUES, CONF. & EDUCATION		15,080		-	0	(15,080)	-100.00%
52070	REIMBURSEABLE EXPENSE		500		12	500	-	0.00%
52080	TELEPHONE		1,815			1,815	-	0.00%
	SUBTOTAL	717,281	791,004	-	420,786	877,381	86,377	10.92%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES					0	-	0.00%
	SUBTOTAL	-	1,815	0	0	-	(1,815)	-100.00%
EQUIPMENT								
54010	OFFICE FURNITURE		1,550			0	(1,550)	-100.00%
54130	COMPUTER SYSTEM	23,951	99,909		25,852	44,783	(55,126)	-55.18%
	SUBTOTAL	23,951	101,459	0	25,852	44,783	(56,676)	-55.86%
DEPARTMENT TOTAL								
		935,070	1,160,391	0	580,831	1,165,181	4,790	0.41%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
INFORMATION TECHNOLOGY (10147)**



BUDGET FUNCTION

The Information Technology department is responsible for providing support, security, and maintenance for town wide and public safety IT functions. These functions include maintaining user access across multiple systems to the specific resources such as email, file shares, application access, web access, phone assignments, or voicemail access. We are responsible for analyzing and continually addressing cyber security concerns by restricting access to resources inbound and outbound to the organization, monitoring cybersecurity logs, maintaining multiple data backups, and staying informed on current IT threats.

The department has three positions, an IT Manager, a Systems Engineer, and a PC Technician.

The FY24 budget reflects the department needs for staffing and benefits, town wide software support and maintenance contracts, and IT equipment needs to support town infrastructure.

This year the following budgets will show a decrease in various lines as some items are being consolidated to the IT department budget.

- Police Department – decrease of \$4,293
- Emergency Management – decrease of \$16,782

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
INFORMATION TECHNOLOGY (10147)**



BUDGET SUMMARY

The Town of Waterford Information Technology departments requested budget for fiscal year 2023-2024 is enclosed. The total budget request is increased by \$4,790 for an overall increase of .41% over last year. What is not represented by these numbers is the estimated return of \$88,000 to the general fund from charges to New London for their portion of the Harris Radio Maintenance Contract.

The departments goals for the upcoming fiscal year is to continue focusing on strengthening and maintaining the IT infrastructure and systems from constant cyber security threats, providing quick resolution to end user IT service requests, and working with departments to strengthen their use of current IT resources toward improving productivity.

PERSONNEL COSTS

- FY24 budget reflects a decrease of \$24,911 due to staff changes.

SERVICES

- Service Contracts & Repairs - includes an increase of \$101,457 due to increased charges from vendors for product licensing and support, consolidation of additional items to the IT budget from Police and Emergency Management, and new support contracts covering products added or changed during FY23.
- Reimbursable Expense – provides for mileage reimbursement for three IT staff to travel between town buildings when it is not possible to use town vehicles.
- Telephone – includes cellular phones for three it staff

EQUIPMENT

- Computer System – includes a decrease of \$55,126. Many of the planned hardware replacements required to maintain our systems will be put forth as CIP projects.

**TOWN OF WATERFORD
GENERAL FUND
2023-2024 PROPOSED BUDGET**

DEPT/AGENCY: 10147 INFORMATION TECHNOLOGY

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM.	2023/2024 FIRST SELECTMAN RECOMMENDS	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS										
51110	ADMINISTRATION	89,077	118,100			113,700			(4,400)	-3.73%
51210	CLERICAL/TECHNICAL	91,143	125,787			107,054			(18,733)	-14.89%
51810	OVERTIME	343	5,000			5,000			0	0.00%
51910	FRINGE BENEFITS		0			0			0	0.00%
51920	F.I.C.A	13,275	19,041			17,263			(1,778)	-9.34%
	SUBTOTAL	193,838	267,928	0	0	243,017	0	0	(24,911)	-9.30%
SERVICES										
52010	ADVERTISING	0	0			0			0	0.00%
52020	POSTAGE	0	0			0			0	0.00%
52030	PROFESSIONAL FEES	0	0			0			0	0.00%
52043	SERVICE CONT. & REPAIR	717,281	773,609			875,066			101,457	13.11%
52050	DUES, CONF. & EDUCATION	0	15,080			0			(15,080)	-100.00%
52070	REIMBURSEABLE EXPENSE	0	500			500			0	0.00%
52080	TELEPHONE	0	1,815			1,815			0	0.00%
	SUBTOTAL	717,281	791,004	0	0	877,381	0	0	86,377	10.92%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	0	0			0			0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0	0.00%
EQUIPMENT										
54010	OFFICE FURNITURE	0	1,550		0	0	0	0	(1,550)	-100.00%
54130	COMPUTER SYSTEM EQUIPMENT	23,951	99,909			44,783			(55,126)	-55.18%
	SUBTOTAL	23,951	101,459	0	0	44,783	0	0	(56,676)	-55.86%
DEPARTMENT TOTAL										
		935,070	1,160,391	0	0	1,165,181	0	0	4,790	0.41%

**TOWN OF WATERFORD
ADVERTISING/POSTAGE - INFORMATION TECHNOLOGY DEPARTMENT
2023-2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (9/20/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	0	0	0	0	0	0.00%

ACCOUNT JUSTIFICATION

Bid Advertisements

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ -	\$ -	\$ -	\$ -	\$ -

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (9/20/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	0	0	0	0	0	0.00%

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WATERFORD
PROFESSIONAL FEES - INFORMATION TECHNOLOGY DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (9/20/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL FEES	0	0	-	0	0	0.00%

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WATERFORD
 SERVICE CONTRACTS & REPAIRS - INFORMATION TECHNOLOGY DEPARTMENT
 2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (12/9/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52043	SERVICE CONTRACTS & REPAIRS	717,281	773,609	403,220	875,066	101,457	13.11%

ACCOUNT JUSTIFICATION

Detailed Listing Attached

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 229,677.09	\$ 232,204.70	\$ 718,914.19	\$ 748,459.31	\$ 717,281.48

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - INFORMATION TECHNOLOGY DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (9/20/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	0	15,080	0	0	(15,080)	-100.00%

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - INFORMATION TECHNOLOGY DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (12/9/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	0	500	12	500	0	0.00%

ACCOUNT JUSTIFICATION

Travel Reimbursement for Manager, Engineer and Technician.

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ -	\$ -	\$ -	\$ -	\$ -	

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (9/20/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	0	1,815		1,815	0	0.00%

ACCOUNT JUSTIFICATION

Cellular telephones for three IT department staff.

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ -	\$ -	\$ -	\$ -	\$ -	

TOWN OF WATERFORD
OFFICE SUPPLIES - INFORMATION TECHNOLOGY DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (9/20/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES					-	#DIV/0!

ACCOUNT JUSTIFICATION

General office supplies not supplied by the finance department.

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WATERFORD
OFFICE & COMPUTER SYSTEM EQUIPMENT - INFORMATION TECHNOLOGY DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (9/20/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	OFFICE FURNITURE	0	1,550	0	-	(1,550)	-100.00%

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ -	\$ -	\$ -	\$ -	\$ -	

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (12/9/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54130	COMPUTER SYSTEM EQUIPMENT	23,951	99,909	22,216	44,783	(55,126)	-55.18%

ACCOUNT JUSTIFICATION

Detailed Listing Attached

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ 41,840.69	\$ 17,702.81	\$ 34,459.99	\$ 97,193.02	\$ 23,950.76	

**TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024**

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2022-2023	REQUESTING BUDGET FISCAL 2023-2024	EST FISCAL YEAR 2024- 2025	EST FISCAL YEAR 2025- 2026	EST FISCAL YEAR 2026- 2027	EST FISCAL YEAR 2027- 2028	EST FIVE YEAR TOTAL
Library	SIRSI - Sirsi Dynix Licensing and Support	Cloud based ILS system for cataloging, circulation, acquisitions, and reporting.	7,170.86	7,529.40	7,905.87	8,301.16	8,716.22	9,152.03	32,452.66
Library	ENVISIONWARE - Self Check Licensing and Support	Self checkout kiosk software	576.95	605.80	636.09	667.89	701.29	736.35	2,611.07
Library	Web domain renewal for waterfordpubliclibrary.com	Network Solutions web domain name registration		200.00	0.00	0.00	0.00	0.00	200.00
Assessor	Vision CAMA (Licensing and Support, Cloud DB & Web hosting)	Vision Cloud Database Appraisal system	14,889.00	16,726.00	17,562.30	18,440.42	19,362.44	20,330.56	72,091.15
Assessor	QDS Software Licensing and Support	QDS CAMA management system	9,410.10	11,809.99	12,400.49	13,020.51	13,671.54	14,355.12	50,902.53
Tax Office	QDS Licensing and Support	QDS Tax collector management system	10,338.11	14,897.31	15,642.18	16,424.28	17,245.50	18,107.77	64,209.27
P&Z/Building	GIS - ESRI ArcGIS Licensing and Support	ArcGIS Enterprise map and geospatial data management Software	11,324.63	10,395.00	10,914.75	11,460.49	12,033.51	12,635.19	44,803.75
P&Z/Building	General Code - MUNICIPALITY Licensing and Support	Cloud based permitting, licensing, inspection, & management system.	9,200.99	9,313.00	9,778.65	10,267.58	10,780.96	11,320.01	40,140.19
(NEW) P&Z/Building	Blue Beam Revu Complete Licensing and Support	Software tool for marking up and sharing building site plans		400.00	420.00	441.00	463.05	486.20	1,724.05
Finance/HR	ADP Payroll / HR Suite / Time Tracking Licensing and Support	ADP cloud payroll processing, HR employee database, and time and attendance tracking software suite	8,173.00	34,370.00	36,088.50	37,892.93	39,787.57	41,776.95	148,139.00
Finance	Tyler Technologies MUNIS Licensing and Support	Munis enterprise financial management software	39,547.72	33,583.70	35,262.89	37,026.03	38,877.33	40,821.20	144,749.94
Finance	AssetWorks Licensing and Support	Cloud based fixed asset management software	3,200.00	1,940.40	2,037.42	2,139.29	2,246.26	2,358.57	8,363.37
(NEW) Finance	ClearGov Licensing and Support	Cloud based Budget Book		9,550.00	7,750.00	8,137.50	8,544.38	8,971.59	33,981.88

**TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024**

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2022-2023	REQUESTING BUDGET FISCAL 2023-2024	EST FISCAL YEAR 2024- 2025	EST FISCAL YEAR 2025- 2026	EST FISCAL YEAR 2026- 2027	EST FISCAL YEAR 2027- 2028	EST FIVE YEAR TOTAL
HR	UKG (Kronos) Time and Attendance Licensing and Support	Time clock hardware and cloud based software for time and attendance tracking	16,228.68	0.00	0.00	0.00	0.00	0.00	0.00
PD	BEI iRecord Licensing and Support	Police interview room camera and audio recording system	3,399.00	2,345.00	2,462.25	2,585.36	2,714.63	2,850.36	10,107.24
PD	EATON UPS SLA (PD)	Service contract for Eaton UPS in PD Data Center	4,505.22	4,895.92	5,140.72	5,397.75	5,667.64	5,951.02	21,102.03
PD	BEI PD Camera System SLA	Service contract for police department inhouse camera system	3,641.05	4,000.00	4,200.00	4,410.00	4,630.50	4,862.03	17,240.50
PD	Selex LPR Licensing and Support	Police in-car license plate reader system	5,430.00	5,430.00	5,701.50	5,986.58	6,285.90	6,600.20	23,403.98
PD	Livescan - Idemia Licensing and Support	Police finger printing system	2,810.00	2,200.00	2,310.00	2,425.50	2,546.78	2,674.11	9,482.28
PD/EOC	Central Square - CAD/RMS/MOBILE software	Public Safety Enterprise data management solution for 911 call handling, CAD for Law/Fire/EMS, records management, and mobile in car access.	83,421.00	102,181.62	107,290.70	112,655.24	118,288.00	124,202.40	440,415.55
PD	Watchguard Licensing and Support	Motorola Solutions Police in-car and body camera solution	9,310.00	13,260.00	13,923.00	14,619.15	15,350.11	16,117.61	57,152.26
PD	MDT in car computer lease - (Marlin Business Bank)	Police in-car mobile computer lease	30,200.00	30,175.51	30,175.51	30,175.51	30,175.51	0.00	120,702.04
PD	Geotime (Uncharted Software) Licensing and Support	Criminal investigation analysis platform tool	951.72	924.00	970.20	1,018.71	1,069.65	1,123.13	3,982.56
PD	ABSOLUTE -NetMotion Licensing and Support	Enterprise VPN software for in-car connectivity to police data resources (State Approved)	3,948.49	4,500.00	4,725.00	4,961.25	5,209.31	5,469.78	19,395.56
PD	PIN (LF- Designs LLC) Licensing and Support	Roll call / information sharing Software	1,966.50	1,966.50	2,064.83	2,168.07	2,276.47	2,390.29	8,475.86
PD	LEFTA - Licensing and Support	Field Training/Accountability/Transparency Software	6,715.00	7,123.87	7,480.06	7,854.07	8,246.77	8,659.11	30,704.77
PD	POSS (VCS) Licensing and Support	POSS police time management/scheduling software	4,146.78	4,352.12	4,569.73	4,798.21	5,038.12	5,290.03	18,758.18
PD	BERLA-Vehicle iVe Licensing and Support	Vehicle "black box" data forensics software	2,884.00	3,250.00	3,412.50	3,583.13	3,762.28	3,950.40	14,007.91

**TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024**

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2022-2023	REQUESTING BUDGET FISCAL 2023-2024	EST FISCAL YEAR 2024- 2025	EST FISCAL YEAR 2025- 2026	EST FISCAL YEAR 2026- 2027	EST FISCAL YEAR 2027- 2028	EST FIVE YEAR TOTAL
PD	Crown Castle - fiber maintenance contract - EOC to Crossroads	Fiber connectivity contract for a link to traffic cameras	1,639.43	1,675.00	1,675.00	1,675.00	1,675.00	1,675.00	6,700.00
PD	Magnet Forensics - Axion - Licensing and Support	Digital device data forensics software		4,254.00	4,466.70	4,690.04	4,924.54	5,170.76	18,335.27
PD	PowerDMS Licensing and Support	Cloud based policy management software	4,634.76	5,370.43	5,638.95	5,920.90	6,216.94	6,527.79	23,147.22
PD	Cellebrite UFED Licensing and Support	Forensic Analysis tool for mobile devices		4,300.00	4,515.00	4,740.75	4,977.79	5,226.68	18,533.54
PD	GIS - Esri ArcGIS Licensing and Support	ArcGIS map and geospatial data management Software	400.00	400.00	420.00	441.00	463.05	486.20	1,724.05
PD	Lexis/Nexis/TransUnion Licensing and Support	Computer Search Engines for criminal investigations and background checks		2,730.00	2,866.50	3,009.83	3,160.32	3,318.33	11,766.64
PD	Crimedex Licensing and Support	Nationwide Crime Sharing Service		632.00	663.60	696.78	731.62	768.20	2,724.00
PD	IACP Net Licensing and Support	Online Administrative Resource		871.00	914.55	960.28	1,008.29	1,058.71	3,754.12
PD	New England Computer Forensics Arrest History Licensing and Support	Arrest History Access		410.00	430.50	452.03	474.63	498.36	1,767.15
PD	domain renewal waterfordpolice.org/website hosting	Network Solutions web domain name registration		60.00	63.00	66.15	69.46	72.93	258.61
EOC	Everbridge - Emergency notification	Cloud based public warning notification system	7,292.26	7,292.26	7,292.26	7,292.26	7,292.26	7,656.87	29,169.04
EOC	HARRIS Town Radio SLA	Town public safety radio system used by police, dispatch, public works, schools, ems, fire, youth services, senior services.	211,625.86	222,228.00	233,339.40	245,006.37	257,256.69	270,119.52	957,830.46
EOC	EATON UPS SLA (DISPATCH)	Service contract for Eaton UPS in PD Data Center	5,138.74	3,875.36	4,069.13	4,272.58	4,486.21	4,710.52	16,703.29
EOC	Crown Castle - fiber maintenance - EOC to radio towers	Fiber connectivity contract for links to town tower radio sites		9,600.00	9,600.00	9,600.00	9,600.00	9,600.00	38,400.00
EOC	EATON UPS(s) SLA (TOWERS)	Service contracts for Eaton UPSs in town tower radio sites		7,182.00	7,541.10	7,918.16	8,314.06	8,729.77	30,955.32
EOC	Crown Castle - fiber maintenance - EOC to millstone	Fiber connectivity contract for a link to traffic cameras		1,675.00	1,675.00	1,675.00	1,675.00	1,675.00	6700.00

TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2022-2023	REQUESTING BUDGET FISCAL 2023-2024	EST FISCAL YEAR 2024- 2025	EST FISCAL YEAR 2025- 2026	EST FISCAL YEAR 2026- 2027	EST FISCAL YEAR 2027- 2028	EST FIVE YEAR TOTAL
FIRE	CNET access contract - PSDN/CEN interlink	Firehouse State of CT PSDN / CEN Town Hall connectivity	1,500.00	1,476.00	1,476.00	1,476.00	1,476.00	1,549.80	5,904.00
FIRE	5 Firehouse Internet Connectivity - Cogento/Breezeline	Internet Connectivity for fire firehouses private networks	10,387.80	11,025.00	11,576.25	12,155.06	12,762.82	13,400.96	47,519.13
FIRE	Aladtec Scheduling Licensing and Support	Fire time management/scheduling software	2,595.60	5,600.00	5,880.00	6,174.00	6,482.70	6,806.84	24,136.70
FIRE	ESO Fire RMS Licensing and Support	Cloud based records management software for Fire records		11,765.00	12,353.25	12,970.91	13,619.46	14,300.43	50,708.62
FIRE	FireHouse RMS Licensing and Support	Cloud based fire services records management software (ESO purchased this company and EOL the product)	5,475.00	0.00	0.00	0.00	0.00	0.00	0.00
FIRE	Streetwise - Hanger 14 - Licensing and Support	Cloud based incident management, asset tracking, reporting, and alert notification software	10,067.22	9,132.00	9,588.60	10,068.03	10,571.43	11,100.00	39,360.06
FIRE	MERAKI MDM (COVERED TILL FY27) Licensing and Support	Cloud based Mobile Device management software for Fire Vehicle IPADs	0.00	0.00	0.00	0.00	1,921.47	2,017.54	1,921.47
FIRE	My Sidewalk - Craig1300 - Licensing and Support	Community risk assessment insite generator software	927.00	900.00	945.00	992.25	1,041.86	1,093.96	3,879.11
FIRE	PowerDMS Licensing and Support	Cloud based policy management software	6,010.86	6,167.99	6,476.39	6,800.21	7,140.22	7,497.23	26,584.81
FIRE	Prodigy Licensing and Support	EMS training, certification, and tracking software		1,750.00	1,837.50	1,929.38	2,025.84	2,127.14	7,542.72
PW	Syntech Systems (Fuel Master Maintenance)	Fuelpump access control and usage tracking software	3,090.00	3,701.25	3,886.31	4,080.63	4,284.66	4,498.89	15,952.85
PW	GIS - ESRI ArcGIS Licensing and Support	ArcGIS map and geospacial data management Software	927.00	660.00	693.00	727.65	764.03	802.23	2,844.68
PW	Valsoft / Advanced Weighing Systems (AWS) - Licensing and Support	Transfer station scale vehicle weight system	3,605.00	4,725.00	4,961.25	5,209.31	5,469.78	5,743.27	20,365.34
PW	Snap On tools diagnostic Licensing and Support	Snap On Tools vehicle computer diagnostics software	1,499.00	1,600.00	1,680.00	1,764.00	1,852.20	1,944.81	6,896.20
PW	Navistar ONCOMMAND Service Information (OCSI) Licensing and Sup		600.00	630.00	661.50	694.58	729.30	765.77	2,715.38

**TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024**

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2022-2023	REQUESTING BUDGET FISCAL 2023-2024	EST FISCAL YEAR 2024- 2025	EST FISCAL YEAR 2025- 2026	EST FISCAL YEAR 2026- 2027	EST FISCAL YEAR 2027- 2028	EST FIVE YEAR TOTAL
PW	Navistar ONCOMMAND Service Subscription Licensing and Support	International vehicles support software, diagnostic tools, and resource subscriptions for engines, parts, diagnostics, and service.	1,650.00	1,732.50	1,819.13	1,910.08	2,005.59	2,105.86	7,467.29
PW	Navistar Engine Diagnostics (NED) Licensing and Support			567.00	595.35	625.12	656.37	689.19	2,443.84
PW	Navistar Diamond Logic Builder (DLB) Licensing and Support			700.00	735.00	771.75	810.34	850.85	3,017.09
PW	NavKal Licensing and Support			540.00	567.00	595.35	625.12	656.37	2,327.47
PW	Helm - Ford IDS Licensing and Support	Ford vehicle diagnostics software	850.00	850.00	892.50	937.13	983.98	1,033.18	3,663.61
PW	Cummins Insite Licensing and Support	Cummins vehicle diagnostics	850.00	850.00	892.50	937.13	983.98	1,033.18	3,663.61
PW	Cummins Quickserve Licensing and Support	Cummins resource software	850.00	850.00	892.50	937.13	983.98	1,033.18	3,663.61
PW	Noregon - Allison DOC Fleets Licensing and Support	Allison vehicle diagnostics and resource software	618.00	350.00	367.50	385.88	405.17	425.43	1,508.54
PW	RTA Fleet Licensing and Support	Fleet management software	2,266.00	0.00	0.00	0.00	0.00	0.00	0.00
PW/Finance	Fleetio Licensing and Support	Cloud based real time fleet management maintenance, tracking, and analysis solution	19,499.00	19,845.00	20,837.25	21,879.11	22,973.07	24,121.72	85,534.43
PW	VHB - SamIS - Pavement tracking Licensing and Support	SAM IS pavement inventory and survey tracking data	4,000.00	4,200.00	4,410.00	4,630.50	4,862.03	5,105.13	18,102.53
IT	Milestone VMS - Software Maintenance	Milestone IP camera video management software	1,284.60	1,378.83	1,447.77	1,520.16	1,596.17	1,675.98	5,942.93
IT	Meraki AP Licensing and Support - (3YR)	Meraki Cloud Management licensing for Meraki WIFI Access Points town wide.	0.00	15,120.00	0.00	0.00	17,388.00	0.00	32,508.00
IT	CEN connectivity (tow & public) - State of CT	Internet connectivity for the town and public networks (provided through CT Education Network)	2,976.00	2,976.00	3,124.80	3,281.04	3,445.09	3,617.35	12,826.93
IT	S2 Access Control System - Utility Communications	RFID Door Access control management system	546.00	573.30	601.97	632.06	663.67	696.85	2,470.99
IT	Fortigate for Public Network - Licensing and Support	Fortigate firewall support and feature licensing for the public networks	362.05	337.00	353.85	371.54	390.12	409.63	1,452.51

**TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024**

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2022-2023	REQUESTING BUDGET FISCAL 2023-2024	EST FISCAL YEAR 2024- 2025	EST FISCAL YEAR 2025- 2026	EST FISCAL YEAR 2026- 2027	EST FISCAL YEAR 2027- 2028	EST FIVE YEAR TOTAL
IT	Fortigate for Town Network - Licensing and Support	Fortigate firewall support and feature licensing for the town networks	3,578.90	3,541.00	3,718.05	3,903.95	4,099.15	4,304.11	15,262.15
IT	2FA FortiAuthenticator Licensing and Support	On Premise two factor authentication appliance	1,493.00	0.00	0.00	0.00	0.00	0.00	0.00
IT	2FA Cisco DUO Licensing and Support	Two factor authentication system to protect authentications for privileged accounts to infrastructure and web based email.		2,489.76	2,614.25	2,744.96	2,882.21	3,026.32	10,731.18
IT	Cisco Smartnet - Cisco/TCI - Hardware SLA	Cisco hardware maintenance contract covering specific critical infrastructure components.	20,000.00	14,000.00	14,700.00	15,435.00	16,206.75	17,017.09	60,341.75
IT	ePlus Managed Services Phone System Support SLA	Managed services contract for town Cisco Voice over IP phone system	21,548.78	21,327.39	22,393.76	23,513.45	24,689.12	25,923.58	91,923.72
IT	Zoom Licensing and Support	Zoom video conferencing software for specific users (free version has 40 minute limitation)	4,532.00	2,000.00	2,100.00	2,205.00	2,315.25	2,431.01	8,620.25
IT	iBoss Content Filter - Licensing and Support	Web browsing content filter access control software	2,413.79	1,695.00	1,779.75	1,868.74	1,962.17	2,060.28	7,305.66
IT	Globalsign wildcard ssl cert - Advanced Office Systems	SSL certificate for securing multiple web based applications for town resources	582.98	746.55	783.88	823.07	864.22	907.44	3,217.72
IT	VMware Vsphere Licensing and Support	Virtual Server infrastructure software platform	8,021.64	7,800.17	8,190.18	8,599.69	9,029.67	9,481.16	33,619.71
IT	Cohesity DataProtect Licensing and Support	Backup and recovery platform appliance with immutable backups, fast recovery response, and AWS cloud archiving support		13,732.77	14,419.41	15,140.38	15,897.40	16,692.27	59,189.96
IT	AWS Cloud Data Archive Licensing and Support	Cloud based data archival through Amazon Web Services platform		2,000.00	2,100.00	2,205.00	2,315.25	2,431.01	8,620.25
IT	Veeam Backup - Licensing and Support	A traditional backup and recovery platform that runs on standard Windows servers	2,488.07	0.00	0.00	0.00	0.00	0.00	0.00
IT	Pure Storage SAN - Licensing and Support	An all flash data storage device connected to our VMware virtual server infrastructure platform	19,022.04	20,000.00	21,000.00	22,050.00	23,152.50	24,310.13	86,202.50
IT	Barracuda Essentials - Licensing and Support	Cloud based email data protection, filtering, and archival solution	5,000.00	6,175.00	6,483.75	6,807.94	7,148.33	7,505.75	26,615.02
IT	Blackberry Cylance Protect (COVERED TILL FY25) Licensing and Support	Cloud based AI endpoint protection platform for cybersecurity protection of computers	0.00	0.00	24,150.00	0.00	0.00	0.00	24,150.00
IT	PDQ Inventory/Deploy - PDQ Licensing and Support	Computer inventory scanning and application deployment tool	900.00	1,500.00	1,575.00	1,653.75	1,736.44	1,823.26	6,465.19
IT	MERAKI MDM for town mobile devices (50) - ePlus	Cloud based Mobile Device management software for town phones	3,850.00	0.00	0.00	0.00	0.00	0.00	0.00

**TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024**

5.0% percent escalators included for four more fiscal years

[illegible]

TOWN OF WATERFORD
SOFTWARE MAINTENANCE LIST
PROJECT SOFTWARE FY 2023-2024

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2022-2023	REQUESTING BUDGET FISCAL 2023-2024	EST FISCAL YEAR 2024- 2025	EST FISCAL YEAR 2025- 2026	EST FISCAL YEAR 2026- 2027	EST FISCAL YEAR 2027- 2028	EST FIVE YEAR TOTAL
YOUTH	Rec Desk Licensing and Support	Cloud based recreation management software with credit card payment processing configured for youth services		3,500.00	3,675.00	3,858.75	4,051.69	4,254.27	15,085.44
YOUTH	Charity Tracker Licensing and Support	Cloud based case management platform		2,592.00	2,721.60	2,857.68	3,000.56	3,150.59	11,171.84
	TOTALS		773,608.93	875,066.02	921,436.13	938,980.75	1,002,069.57	1,001,008.86	3,737,552.47

TOWN OF WATERFORD
COMPUTER EQUIPMENT & SOFTWARE - IT - 10147-54130
2023-2024 FISCAL YEAR

EQUIPMENT	2019-2020 ADOPTED	2020-2021 ADOPTED	2021-2022 ADOPTED	2022-2023 ADOPTED	2023-2024 PROPOSED	NOTES
LAPTOPS COMPUTERS				7,998	1,640	QTY 1 REC/PARKS. (EOC LAPTOPS WILL BE REPLACED THROUGH GRANT)
TABLETS (IPADS)					2,400	REPLACE QTY 3 PZ/BUILDING IPADS
UPS BATTERY REPLACEMENT					9,900	PD DATACENTER EATON UPS BATTERY REPLACEMENT (5YR SCHEDULE)
SOFTWARE/MISCELLANEOUS EQUIP	20,585	21,000	24,000	24,000	24,000	MID YEAR PURCHASES/BROKEN ITEMS
PRINTER FOR MAKING ID CARDS					2,983	ID CARD PRINTER, RIBBON, AND ID SOFTWARE
CISCO SWITCH REPLACEMENT 10GB SUPPORT				3,968	3,860	REPLACE CC TOWN SWITCH
DESKTOPS COMPUTERS				6,340	0	
MILESTONE VIEWSTATION COMPUTERS				7,282	0	
SAS TAPE DRIVE AUTOLOADER FOR PD				29,298	0	
KVM equipment for PD/EOC/MUNI				5,472	0	
RFID cards				500	0	
CISCO SWITCH PD MULTIGIGABYTE STACKING				10,722	0	
CISCO 10GB UPGRADE CONNECTIVITY				4,329	0	
PRINTER REPAIR OR REPLACEMENT	500	1,000		0	0	
SERVERS AND SERVER SUPPORT	18,000	18,000	21,000	0	0	
WINDOWS LICENSING UPGRADE FOR SERVERS	1,860	1,860	1,860	0	0	
SENIOR/COMMUNITY CENTER LAB UPGRADE	7,000			0	0	
PRINTERS	3,500		2,000	0	0	
Tape Drives / Media		2,000	2000	0	0	
Phone router at Community Center			4900	0	0	
	51,445	43,860	55,760	99,909	44,783	

[Home](#) [Computers](#) [Laptops & 2-in-1s](#) [Laptops](#)

Dell Latitude 5530 - 15.6" - Core i7 1265U - vPro Enterprise - 16 GB RAM -

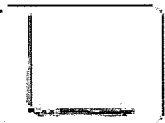
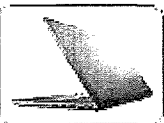
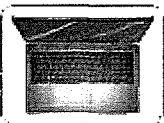
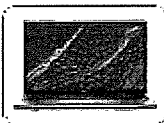
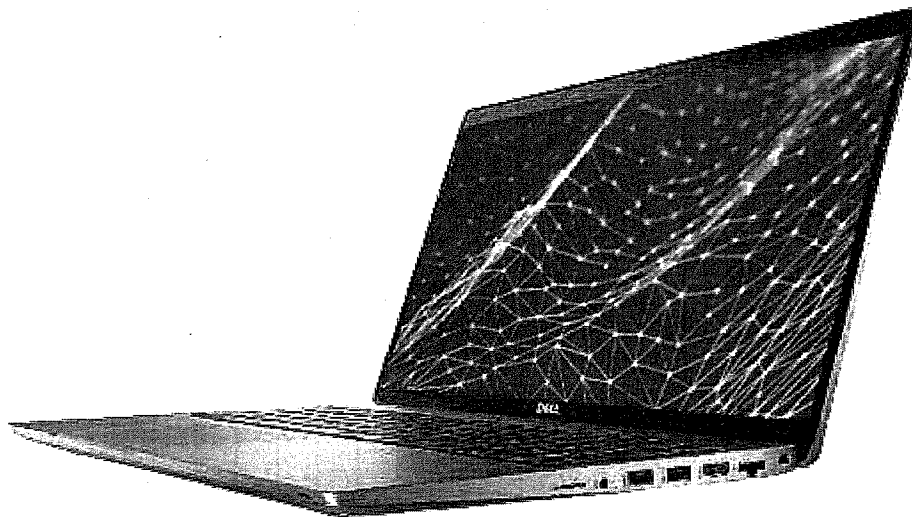
MFG.PART: RF4T7 CDW PART: 7047843 UNSPSC: 43211503

~~\$2,516.84~~

\$1,639.88

Advertised Price

[Tech Specs](#) [Compare](#) [Accessories](#) [Warranties](#)



+ 2 Photos

Quick tech specs

- Intel Core i7 1265U / 1.8 GHz
- Win 10 Pro (includes Win 11 Pro License)
- 16 GB RAM
- Class 35
- Wi-Fi 6E
- with 1 Year Hardware Service with Onsite/In-Home Service After Remote Diagnosis
- vPro Enterprise
- Iris Xe Graphics
- 256 GB SSD NVMe
- 15.6" 1920 x 1080 (Full HD)
- BTS
- Disti SNS

Shopping cart

[Clear cart](#)

Account	Due monthly	Due today
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Account number pending (3 line)	\$0.00	\$2,399.97
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User 1 XX.XXX.XXXX	\$0.00	\$799.99
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[Edit](#)

Apple iPad Air (5th Gen)

[Edit](#) / [Remove](#)

\$0.00	\$799.99
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\$899.99

256 GB, Space Gray
Embedded SIM
[Edit](#)
2yr Contract

[⊕ Add accessories](#)

[Add a line](#)

	Due monthly	Due today
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Order total*	\$0.00	\$2,399.97
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Subtotal	\$0.00	\$2,399.97
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Estimated tax*	-
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Eaton UPS Service Cart: 405609
Cart Date: 09/30/2022
 (Effective until 10/30/2022)

Bryce Freeman,
Eaton Corporation
8609 Six Forks Road
Raleigh, NC 27615
919-690-9294

Email: BryceFreeman@Eaton.com

Prepared For:

Billing Contact: Jeffrey Robillard,
 Billing Company: Waterford Police Department
 41 Avery Lane
 Waterford, CT 06385
 -
 Email: jrobillard@waterfordct.org

For Covered Equipment at Site:

Site Contact: Jeffrey Robillard,
 Site Company: Waterford Police Department
 41 Avery Lane
 Waterford, CT 06385
 -
 Email: jrobillard@waterfordct.org

We are pleased to provide the following services proposal for your power quality equipment. Please refer to the Scopes of Work (SOW) for descriptions of service coverage and exclusions. Eaton Corporation terms and conditions (Eaton Corp. Service Agreement T-0 attachment) govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation. Eaton Corporation cannot be held liable, and Buyer shall not be entitled to any damages and/or indemnifications, in case Eaton Corporation is prevented, hindered or delayed from or in performing any of its obligations resulting from the impact of the outbreak of COVID-19 for reasons not attributable to Eaton Corporation.

Serial Number	New/Renewal	Model Description	Battery Type, Quantity	Coverage Type
BM231KXX02	N	9355-20-30	VRLA Sealed, 6	

Quantity 1, Eaton 9355-20-30, VRLA Sealed, 6

Battery Replacement Items

- All parts and labor to replace (6 x P-106000220) Eaton batteries (kit including 2 battery trays, 9 batteries per tray, 108 batteries total)
- Installation to be completed during normal business hours (5x8)
- Dock to dock freight included, offloading and inside delivery by others
- Removal and disposal of old batteries per EPA regulations
- EOSL Status: Active

Supporting Documents: T-0, W-1, R-11

Site Location	Model	Serial Number
Waterford Police Department	9355-20-30	BM231KXX02

Grand Total Price: \$9,894.60

Is a lift gate required to deliver the batteries: (Y/N)

Is the UPS located on ground floor, or are there stairs/elevator required to access the unit:

If there is an elevator, what is the maximum weight capacity? _____

Who will be the point of contact at the time of service (Name/Phone/Email)?

Are there any additional site restrictions/requirements?

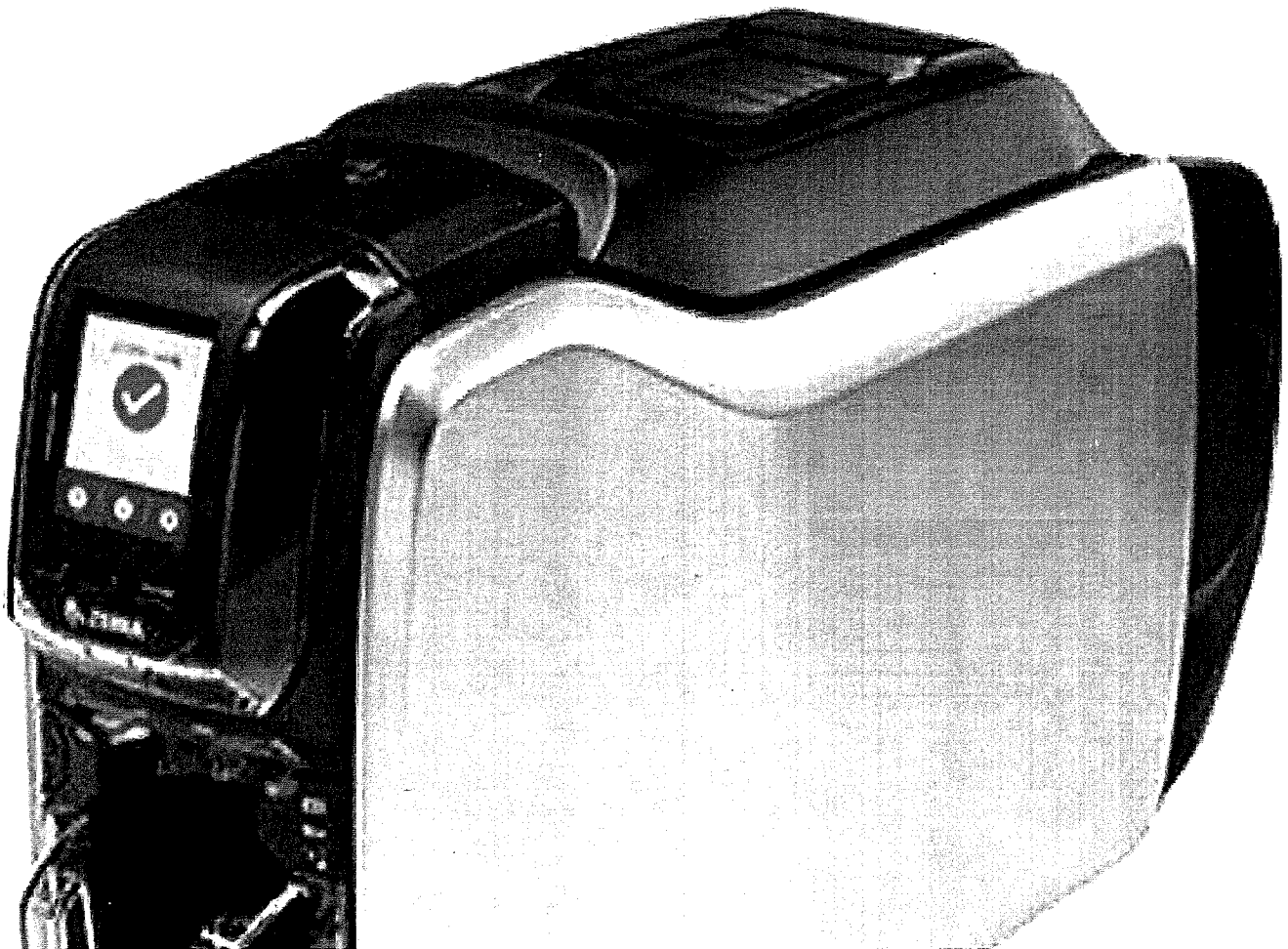
- Non Contract Payment Terms: Net 30 days, Billing Cycle: Upon Completion
- Important Tax Notice: Tax is not included in the above purchase price. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering the state shown in the ship-to address or service equipment location.
- To purchase (renew) your service contract, please sign and date below.
- Return all attachments with purchase order for **Eaton products** to:
 - Eaton Corporation, 8609 Six Forks Road, Raleigh, NC 27615, Tel 800/843-9433, Fax 800/228-1899.
 - Make Payments for Eaton products to: Eaton Corporation, 29085 Network Place, Chicago, IL 60673-1290
- Return all attachments with purchase order for **PDI products** to:
 - PDI products to: Power Distribution, Inc. (PDI), 4200 Oakleys Court, Richmond, VA 23223
 - Make Payments for PDI products to: Power Distribution, Inc. (PDI), 4200 Oakleys Court, Richmond, VA 23223

Accepted By:	Name	Title	Date	Purchase Order Number
Print Name:				

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[HOME / ID BADGING EQUIPMENT & ACCESSORIES / ID PRINTERS & SUPPLIES](#)
[/ ZEBRA PRODUCTS / ZEBRA PRINTERS](#)
[/ ZEBRA ZC-350 COLOR ID CARD PRINTER WITH USB & ETHERNET, #ZC35-000C000US00](#)



Zebra ZC-350 Color ID Card Printer with USB & Ethernet, #ZC35-000C000US00

\$2,086.20

SKU: ZC35-000C000US00

Availability: Ships direct from manufacturer on their schedule.

1



ADD TO CART

ADD TO WISHLIST

DESCRIPTIONRELATED INFOINFORMATIONREVIEWS SHARE



Zebra

ZEBRA, #800011-140 YMCKO

\$47.00

 United States ▼

CARDSTUDIO 2.0 EDITIONS & PRICING

  				
Demo	Classic	Standard	Enterprise	Professional
N/C	\$100	\$350	\$850	\$1350
30 Day Trial Based Professional Version	Card Design and Print on one Application	• All Classic Functions	• All Standard Functions (including Digital ID)	• All Enterprise Functions (including Digital ID)
Prints with Watermark	No Database features	Unlimited Card Designs, and Unlimited Data Records	Unlimited Card Designs, and Unlimited Data Records	Unlimited Card Designs, and Unlimited Data Records, Multiple Project Files
Evaluation of all Professional Features	CardStudio 1.0 Design Conversion	1 Project File	Full external database connectivity capabilities for MS Access, MS SQL, MySQL and Oracle databases. Generic ODBC driver support	Full SmartCard Encoding functionality including MIFARE Classic, Plus & DESFire
Upgradeable with License key purchase	Upgradeable to Standard and above with SW download and license key	CardStudio 1.0 database import	Multiple Project Files	SmartCard Studio editor for SmartCard Encoding integration
		New Digital ID Feature	Upgradeable to Professional and above with license key	
		Upgradeable to Enterprise and above with license key		

CardStudio 2.0 Purchase License Key

CardStudio 2.0 brings a new level of simplicity to the design and printing of every card — from simple to sophisticated. Whether you are printing a handful of single-side monochrome cards or thousands of encoded double-side full color cards with specialty security effects and dynamic data, the well-designed highly-intuitive interface virtually eliminates the need for technical expertise and training. CardStudio 2.0 — card creation made easy.

Once your on-line purchase is complete you will receive two emails from our online retailer FastSpring "mailer@fastspring.com" with your order confirmation and the Activation link to register and activate your software purchase.