

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Wednesday, March 15, 2023
Town Hall 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10102 – Registrar of Voters
4. 10104 - Assessor
5. 10105 – Board of Assessment Appeals
6. 10106 – Tax Collector
7. 10109 – Town Clerk
8. 10117 – Representative Town Meeting
9. 10101 – Board of Selectmen
10. 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, 2023	Library Police Department Emergency Management Fire Services Board of Finance Contingency
Monday, March 6, 2023	Ethics Commission Conservation of Health Public Health & Nursing Miscellaneous Social Grants Youth Services Senior Citizens Recreation and Parks
Wednesday, March 8, 2023	Economic Development Conservation Commission Planning and Zoning Zoning Board of Appeals Building Department Flood and Erosion Control Review Projected Revenue
Monday, March 13, 2023	Human Resources Finance Department Retirement Insurance Legal Information Technology
Wednesday, March 15, 2023	Regular Meeting
Wednesday, March 15, 2023	Registrar of Voters Assessor Board of Assessment Appeals Tax Collector Town Clerk Representative Town Meeting Board of Selectmen
Monday, March 20, 2023	Building Maintenance Public Works Capital Improvements Debt Service Transfers to Capital and Non-Recurring
Wednesday, March 22, 2023	Board of Education
Monday, March 27, 2023	Board of Finance Public Hearing on Budget Followed by Special Meeting for Final Budgetary Action
Monday, May 1, 2023	<u>RTM</u> Annual Budget Meeting (anticipated to be conducted May 1 st through May 5 th)

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

2022 OCT 14 PM 4:09

OFFICE OF THE TOWN CLERK

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY: 10102 REGISTRARS OF VOTERS

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	47,847	47,848			47,848	0	0.00%
51310	VOTER REGISTRATION	3,157	3,500			4,000	500	14.29%
51320	ELECTION ACTIVITIES	11,904	8,470			7,345	(1,125)	-13.28%
51920	F.I.C.A	4,807	4,576			4,528	(48)	-1.05%
	SUBTOTAL	67,715	64,394	0	0	63,721	(673)	-1.05%
SERVICES								
52010	ADVERTISING	0	0			1	1	#DIV/0!
52020	POSTAGE	1,902	1,400			1,800	400	28.57%
52040	SERVICE CONT. & REPAIRS	2,250	2,500			2,500	0	0.00%
52050	DUES, CONF., & EDUCATION	460	1,380			1,680	300	21.74%
52070	REIMBURSABLE EXPENSE	266	376			401	25	6.65%
52080	TELEPHONE	0	0			0	0	#DIV/0!
	SUBTOTAL	4,878	5,656	0	0	6,382	726	12.84%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	6,939	8,153			9,384	1,231	15.10%
	SUBTOTAL	6,939	8,153	0	0	9,384	1,231	15.10%
EQUIPMENT								
54180	VOTING MACHINE		1			1	0	0.00%
	SUBTOTAL	0	1	0	0	1	0	0.00%
DEPARTMENT TOTAL		79,532	78,204	0	0	79,488	1,284	1.64%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: REGISTRAR OF VOTERS**



TO: Board of Selectman

**FROM: Patti Waters, Bigi Ebbin
Registrar of Voters**

December 9, 2022

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: REGISTRAR OF VOTERS**



BUDGET FUNCTION

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

The annual canvas of electors is completed each year from January to May as required by law. The information is received from the NCOA (National Change of Address) that is supplied to us by the Post Office. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible. Connecticut is also a member of ERIC (Electronic Registration Information Center) which is an organization that assists states and towns to improve the accuracy of their voter rolls by comparing voter registries and other lists from state agencies such as the DMV. This is done concurrently with the aforementioned NCOA canvas. ERIC is growing and now consists of about 35 states.

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

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

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

The current number of registered voters as of 11/30/2022 is 14,501.

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: REGISTRAR OF VOTERS**



BUDGET SUMMARY 2024

Please find enclosed the Registrar of Voters' proposed budget for FY 2024. We have worked diligently to make our budget as close to our expenditures as possible without having to ask for more funding throughout the year.

Early voting was approved in the recent 2022 election. At this time it is unclear how it will affect our budget as to additional personnel hours and supplies.

This year we are budgeting for a Municipal election.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: REGISTRAR OF VOTERS



51010 ELECTED OFFICIALS

Pursuant to RTM action June 2019 an annual salary for each Registrar is as follows:

\$23,924 x 2 Registrars = \$ 47,848

51310 VOTER REGISTRATION

Staff for voter registration sessions, part-time clerical work during the canvass and elections. \$ 4,000

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the Municipal Election of November 7, 2023. It makes no provision for referenda, primaries, recounts or audits. It also includes reimbursement for conference attendance for Registrars and Deputies and stipend for Moderator Training.

Conference attendance stipend @35.00/day	
x 4 days x 2 <u>Registrars</u>	\$ 280
Conference attendance stipend @35.00/day	
x 1 day x 2 <u>Deputy Registrars</u>	\$ 70
Stipend for Mandatory Moderator	
Certification stipend x 7 @ \$35	\$ 245
Head Moderator (1)	\$ 450
District Moderators 3 @ \$300	\$ 900
District Asst. Registrars 8 @ \$250	\$2,000
Official Checkers 4 @ \$250	\$1,000
Ballot Clerks 4 @ \$225	\$ 900
Tabulator Tenders 4 @ \$225	\$ 900
Absentee Ballot Moderator (1)	\$ 125
Absentee Ballot Counters 4 x 75	\$ 300
End of Night Reporting	\$ 125
<u>On Call Personnel for Election</u>	<u>\$ 50</u>
	\$7,345

51920 FICA

7.65% of \$59,193 = \$4,528

GRAND TOTAL 51000 SERIES:

\$63,721

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: REGISTRAR OF VOTERS**



52010 ADVERTISING

Notices of legal registration sessions and deadlines mandated for publication
in a local newspaper \$ 1

52020 POSTAGE

Required: All mailings be first class postage. Mailings comprise letters
of voter acceptance and any changes a voter has made. This also includes
DMV notifications and reports to the Secretary of State. During canvass,
there are letters of address verification and any address change service fees.
Memory cards for the optical scan machines must be insured and return
receipt requested for programming and audits. \$ 1,800

52040 SERVICE CONTRACTS AND REPAIRS

Annual cost of maintenance contract for the AccuVote Optical Scan
Tabulators/ 10 machines @ \$250 \$ 2,500

52050 DUES, CONFERENCES AND EDUCATION

\$160 ROVAC – Dues for 2 Registrars and 2 Deputy Registrars
\$880 Registrar of Voters Biannual State Conference \$110/day x 8 days
\$220 Registrar of Voters State Conference (one) \$110/day x 2 Dep. Registrars
\$420 Training of Election Day Moderators 7 @ \$60 \$ 1,680

52070 REIMBURSABLE EXPENSES

\$351 (600 miles x \$.585) Mileage reimbursement for training,
conferences, audits in Hartford and meeting attendance, poll set-up
\$50 for Election Day poll worker, snacks, water \$ 401

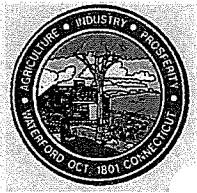
52080 TELEPHONE

IT supplies telephones for the polling places \$ 0

GRAND TOTAL 52000 SERIES:

\$ 6,382

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: REGISTRAR OF VOTERS



53020 OTHER SUPPLIES

\$2,384 Programming of Memory Cards for Municipal Election 2023:

12 races @ \$21.00	\$ 252
106 Voting Positions @ \$10.50	\$1,113
5 Districts @ \$21	\$ 105
9 Ballot Style @ \$21	\$ 189
8 Codes @\$35	\$ 280
20 Memory Cards @ \$21	\$ 420
<u>Shipping and handling</u>	<u>\$ 25</u>
TOTAL:	\$2,384

\$ 625 IVS (Integrated Voting System) Ballot Style \$125 per page (towns are required to pay this cost for municipal elections)

4 Districts @\$125	\$ 500
<u>1 EDR</u>	<u>\$ 125</u>
	\$ 625

\$3,625 Ballots for Municipal Election, \$.50 x 7,250 (50% of registered voters as of 11/30/22)

Historical Voter turnout: 2019 41%, 2021 32.6%

\$102 The cost to obtain data NCOA (national change of address) to conduct the annual canvass.

\$2,750 New Registrar Certification	\$1,700
Infoshred (25 x 4)	\$ 100
Election day food for workers	\$ 700
Election supplies (ink and batteries for tabulators,	
<u>Ballot marking pens)</u>	<u>\$ 250</u>
	\$2,750

GRAND TOTAL 53000 SERIES:

\$9,384

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: REGISTRAR OF VOTERS**



54180 VOTING MACHINES

We are keeping this open due to the Secretary of State indicating we will possibly be using E-Poll books (electronic voter check-in on election day).
A vendor has yet to be approved.

GRAND TOTAL 54000 SERIES:

\$ 1

GRAND TOTAL BUDGET REQUEST:

\$79,488

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10101

BOARD OF SELECTMEN

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.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	FIRST SELECTMAN	109,305	110,837			109,305		(1,532)	-1.38%
51020	OTHER SELECTMEN	3,711	3,780			3,711		(69)	-1.83%
51110	ADMINISTRATION	72,942	72,665			74,297		1,632	2.25%
51210	CLERICAL/TECHNICAL	0	75			75		0	0.00%
51810	OVERTIME	0	0			0			
51920	F.I.C.A	14,211	14,038			14,400		362	2.58%
	SUBTOTAL	200,169	201,395	0	0	201,788	0	393	0.20%
SERVICES									
52010	ADVERTISING	95	100			100		0	0.00%
52020	POSTAGE	47	100			100		0	0.00%
52030	PROFESSIONAL FEES	24,229	2,300			1,500		(800)	-34.78%
52040	SERVICE CONT & REPAIRS	1,288	1,200			1,200		0	0.00%
52050	DUES, CONF., & EDUCATION	5	180			230		50	27.78%
52070	REIMBURSABLE EXPENSE	0	700			200		(500)	-71.43%
52080	TELEPHONE	0	480			480		0	0.00%
	SUBTOTAL	25,664	5,060	0	0	3,810	0	(1,250)	-24.70%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	157	150			300		150	100.00%
53090	FUELS & LUBRICANTS	713	1,000			907		(93)	-9.30%
53119	EMERGENCY EXPENDITURE								
	SUBTOTAL	870	1,150	0	0	1,207	0	57	4.96%
FURNITURE									
54010	OFFICE FURNITURE		0			800	0	800	0.00%
	SUBTOTAL	0	0	0	0	800	0	800	0.00%
DEPARTMENT TOTAL		226,703	207,605	0	0	207,605	0	0	0.00%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT**



BOARD OF SELECTMEN

Robert Brule, First Selectman
Jody Nazarchyk, Selectwoman
Elizabeth Sabilia, Selectwoman
Cindy Dupointe, Executive Assistant

BUDGET FUNCTION

The First Selectman acting for the Board of Selectmen shall be the general town administration officer and shall be responsible for the operation and maintenance of the hall of records, town garage, other property at the town civic center and other property under the administration of the board of selectmen. The supervision of all Department Heads in the Town shall be the responsibility of the First Selectman. He shall be responsible for assignment of office space and scheduling of meetings at the hall of records. Office hours at the hall of records shall be established by the First Selectman (Code of Ordinances, Waterford, Connecticut 2.08.010).

OUR MISSION

The Town of Waterford will strive to promote and improve quality of life, enhancing a sense of community, and preserving the integrity of our small-town identity and culture. We are committed to fostering respect, integrity, and honesty. Town government will support initiatives that create a welcoming and affordable environment for residents, businesses and visitors alike. We strive to provide excellence through a responsible and accessible First Selectman and Board of Selectmen.

BUDGET SUMMARY

The Fiscal Year 24 total budget request is \$207,605, a flat budget from the prior year, although personnel costs increased.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT**



51010 FIRST SELECTMAN

109,305

The salaries for elected officials are addressed by action of the RTM. At the 2/7/22 meeting of the RTM, it was voted to increase the elected official's salaries by the least of the following criteria:

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

At this time, the NUMP contract has not been finalized, so no increase is budgeted although an increase may be approved after July 1, 2023.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
109,305	108,024	106,451	103,115

51020 OTHER SELECTMEN

3,711

The salaries for elected officials are addressed by action of the RTM. At the 2/7/22 meeting of the RTM, it was voted to increase the elected official's salaries by the least of the following criteria:

- 4) Percentage increase of the CPI-U from July of the preceding fiscal year;
- 5) Half (50%) of the percentage increase approved for non-union management;
- 6) One point five (1.5%)

At this time, the NUMP contract has not been finalized, so no increase is budgeted although an increase may be approved after July 1, 2023.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
3,711	3,667	3,657	3,368

51110 ADMINISTRATIVE

74,297

Expended FY22	Expended FY21	Expended FY20	Expended FY19
72,942	63,328	70,024	67,946

51210 CLERICAL/TECHNICAL

75

To cover the cost of additional coverage needed in the First Selectman's office to cover employee time off and vacations, to assure there is an employee present in the office.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT**



Expended FY22	Expended FY21	Expended FY20	Expended FY19
0	0	0	0

51810 OVERTIME **0**

Expended FY22	Expended FY21	Expended FY20	Expended FY19
0	0	0	0

51920 FICA **14,400**

The cost is .765% of total salaries.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
14,211	13,386	13,233	12,513

GRAND TOTAL 51000 Series **201,788**

52010 ADVERTISING **100**

To cover the costs of legal notices as required by State Statues and other public notices which are published by the Board of Selectmen.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
95	0	0	0

52020 POSTAGE **100**

Postage is used for normal communications with the residents, elected officials and business.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
47	55	250	32

TOWN OF WATERFORD FY2024 BUDGET REQUEST DEPARTMENT



52030 PROFESSIONAL FEES

1,500

The First Selectman and Department Heads will complete professional leadership training with KJR Consulting (\$3000). These two leadership trainings will assist department heads to enhance their professional growth and will be provided by KJR Consulting. A Community Foundation of Eastern Community Grant will provide a dollar for dollar match, up to \$1500.

- **Navigating Bias in the Workplace** - will focus on the interpersonal impact of bias in the workplace. We will introduce the concept of micro-aggressions, signals, and affirmations that, though often unintentional, can contribute to larger acts of exclusion. Participants will explore a series of case studies specific to identify where these can happen and work in groups to develop strategies to address them. The session will provide specific language and tools to help participants build the acumen and dexterity to interrupt these subtle acts in future interactions.
- **Building & Leading Effective Teams** - diverse, cohesive, engaged, and productive are terms that describe teams that exist in healthy organizations. A strong leader is crucial to overcoming these issues. This workshop will introduce the GRPI Model for Team Effectiveness and practical application strategies to help leaders create better teams and achieve success through healthy team dynamics.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
24,229	2,113	3,929	52,942

52040 SERVICE CONT. & REPAIRS

1,200

The Ricoh Printer annual lease is \$77.23 monthly, plus an additional average monthly fee of \$15.69 for copies.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
1,288	990	1,398	1,261

52050 DUES, CONFERENCES AND EDUCATION

230

The First Selectman participate in the Certified Connecticut Municipal Official curriculum and earn the CCMO certification. There is a fee of (\$50.00) in January 2024 and it requires completion of 9 hours of study. The First Selectman will attend the CCM Conference in Nov. 2024 (\$180).

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT**



Expended FY22	Expended FY21	Expended FY20	Expended FY19
5	0	0	205

52070 REIMBURSABLE EXPENSE

200

This line covers reimbursements to for out-of-pocket expenses. Examples of expenses include refreshments for the office and special occasions, employee training supplies, retirements, promotions, volunteer acknowledgment and transportation.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
0	254	270	365

52080 TELEPHONE

480

This line covers a cell phone for the Executive Assistant (\$39.99 a month).

Expended FY22	Expended FY21	Expended FY20	Expended FY19
0	0	0	0

GRAND TOTAL 52000 Series

3,810

53020 OTHER SUPPLIES

296

This line covers supplies for the office.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
157	830	1248	85

53090 FUELS & LUBRICANTS

907

This budget pays for fuel, routine maintenance and service for the vehicle assigned to the First Selectman. The # of gallons x the rate (305 x \$2.9374).

TOWN OF WATERFORD FY2024 BUDGET REQUEST DEPARTMENT



GRAND TOTAL 53000 Series

1,203

54010 OFFICE FURNITURE

804

Expended FY22	Expended FY21	Expended FY20	Expended FY19
713	408	949	717

This request will purchase 6 new conference room chairs in the First Selectman's Office. Realspace MFTC 200 Ergonomic Mesh Mid-Back Task Chair, Black (6 x \$133.99) Supports Up To 250 lbs - Black - Mesh Fabric - Assembly Required - Limited 5-Year Warranty. Mesh back fabric for optimal air circulation, pneumatic seat-height adjustment lets you customize your seat, meets and/or exceeds ANSI/BIFMA performance standards, backed by the manufacturer's 5-year limited warranty.

Expended FY22	Expended FY21	Expended FY20	Expended FY19
804	0	0	0

GRAND TOTAL 54000 Series

804

DEPARTMENT TOTAL

207,605

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

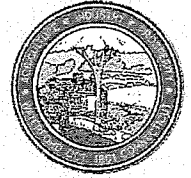
DEPT/AGENCY:

10104

ASSESSOR

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	158,652	169,295	(25,000)		192,597	23,302	13.76%
51210	CLERICAL/TECHNICAL	61,369	62,224			66,342	4,118	6.62%
51810	OVERTIME	0	0			0	0	
51910	FRINGE BENEFITS	287	0			0	0	0.00%
51920	F.I.C.A	15,204	17,711			19,809	2,098	11.85%
	SUBTOTAL	235,512	249,230	(25,000)	0	278,748	29,518	11.84%
SERVICES								
52010	ADVERTISING	0	400			400	0	0.00%
52020	POSTAGE	1,628	1,068			1,650	582	54.49%
52030	PROFESSIONAL FEES	93,853	250	25,000		250	0	0.00%
52040	SERVICE CONT & REPAIRS	6,175	5,921			6,236	315	5.32%
52050	DUES, CONF., & EDUCATION	1,409	1,825			2,855	1,030	56.44%
	SUBTOTAL	103,065	9,464	25,000	0	11,391	1,927	20.36%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	83	150			150	0	0.00%
53200	PRICING BOOKS	1,425	500			1,859	1,359	271.80%
	SUBTOTAL	1,508	650	0	0	2,009	1,359	209.08%
DEPARTMENT TOTAL		340,085	259,344	0	0	292,148	32,804	12.65%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:**



Assessor

BUDGET FUNCTION

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

The Assessor's office also maintains an up-to-date inventory of all property, including land and improvements thereon, changes in ownership, new construction, alterations, parcel and map changes and sub-divisions filed as of the assessment date. Assessment staff inspects and values all permit activity within the Town of Waterford annually, and the revaluation of all real property town-wide is conducted once every 5 years as defined by Connecticut State Statutes.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST**



DEPARTMENT:

BUDGET SUMMARY

Line Item	FY 2022 Appropriated	FY2023 Appropriated	FY 2024 Request	Change from FY 2023 (+/-) \$0
PERSONNEL COSTS				
51110 Administration	196,788	169,295	192,598	23,303
51210 Clerical/Technical	62,788	62,224	66,342	4,118
51810 Overtime	0	0	0	0
51910 Fringe Benefits	2408	0	0	0
51920 FICA	20,041	17,711	19,808	2,097
SUBTOTAL	282,025	249,230	278,748	29,518
SERVICES				
52010 Advertising	400	400	400	0
52020 Postage	1031	1068	1650	582
52030 Professional Fees	250	250	250	0
52040 Serv Cont & Repairs	5666	5921	6236	315
52050 Dues, Conf: & Education	1825	1825	2855	1030
52070 Reimbursable Expense	0	0	0	0
SUBTOTAL	9,172	9,464	11,391	1,927
MATERIALS & SUPPLIES				
53020 Other Supplies	150	150	150	0
53200 Pricing Books	500	500	1859	1359
SUBTOTAL	650	650	2009	1359
DEPARTMENT TOTAL	291,847	259,344	292,148	32,804

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:**



BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Office staff typically consists of 3 full time positions; A Certified Municipal Assessor, an Assistant Assessor and an Assessor's Aide III; and one part-time Assessor's Aide II position at 19 hours/week. The vacant Assessor position has been filled by the previous Assessor. Salaries, fringe benefits & longevity are based on rates established by union contracts.

Budget Request: **\$278,748**

11.84% increase

See the Personnel/Fringe Benefit spreadsheet for calculations.

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

Budget Request:

- **10104-52010 – Advertising Request: \$400 0% increase**

Includes annual publication of a combined legal advertisement notifying taxpayers of state mandated exemption filing deadlines and announcing Personal Property filing requirements as mandated by state statute. An additional legal ad is published in January announcing the filing requirements for the state Elderly Homeowners/Totally Disabled tax relief program. Required notices are published in *The Day* newspaper and posted on the Town's website. The combined legal ad published in the fall is advertised jointly with 3 neighboring municipalities resulting in a cost sharing discount.

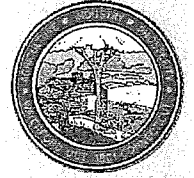
Advertising Breakdown:

Combined Legal Ad: \$250

Elderly Legal Ad: \$150

\$400

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:**



- **10104-52020 – Postage** Request: **\$1,650** **54.50% increase**

In addition to typical correspondence with taxpayers the Assessor's Office is required by CT State Statute to send out annually the following applications/notifications to taxpayers:

Elderly Homeowners/Totally Disabled Program re-applications and reminder letters

Additional veteran's re-applications and reminder letters

Personal Property and Real Estate increase notices

Income & Expense forms for commercial/income producing properties

Postage costs incurred in FY22 = **\$1,628**

Postage Breakdown:

Monthly Correspondence: \$298 Est. at \$25/mo

Increase Notices: \$970 1385@.70

Elderly & Advets Apps/reminders: \$152 200@.70 + April nonfile cert of mailing \$12

Inc. & Expense Forms: \$230 328@.70

- **10104-52030 – Professional Fees** Request: **\$250**

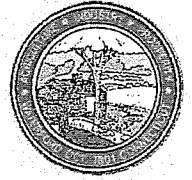
The Assessor's Office requires direct access to the State of Connecticut's DMV CIVLS online database which allows staff members to assist taxpayers with motor vehicle situs issues and accurately determine additions/deletions to the motor vehicle grand list.

The annual cost for this service is \$250.

- **10104-52040 – Service Cont & Repairs** Request: **\$6,236** **5.32% increase**

The Assessor's Office uses administrative software provided by Quality Data Service Inc. (QDS) to apply all exemptions, state and local benefits, produce required state reports and to bridge all billable accounts to the Tax Collector. While software maintenance costs related to QDS are included in the IT budget, there are additional costs attributable to QDS for necessary and required services provided to the Assessor's office. These services include the production and binding of the town's permanent

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:**



annual Grand List books and the annual generation and mailing of online personal property filing notices with unique pin # assignment.

The Assessor's Office also leases a Xerox copy machine from Connecticut Business Systems (CBS) at a fixed cost of \$158/month.

Service Cont. Fees incurred FY22: **\$6,175**

Service Cont. & Repairs Breakdown:

QDS Grand List Binding:	\$2,977
QDS Online PP Filing:	\$1,233 <i>Estimated at 1350 accounts</i>
CBS Copier:	\$1,896
CBS Copier overage est:	<u>\$ 130</u>
	\$6,236

- **10104 – 52050 – Dues, Conf. & Education** Request: **\$2,855** **56.44% increase**

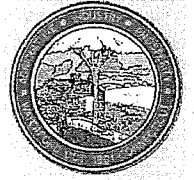
The Assessor's office has experienced significant staff turnover in the past two years. All aspects of assessment administration require formal assessment specific education and training.

Continuing Education, (50 credit hours over 5 years) is required statutorily to meet recertification standards for all Certified Connecticut Municipal Assessors. New staff will require course attendance for training in assessment administration/statutes through educational programs provided by the Connecticut Association of Assessing Officers (CAAO). Courses and workshops are offered in June at the UCONN Assessor School and throughout the year as determined annually by the CAAO's Education Committee. Additional continuing education credits for the Assessor and Assistant Assessor are offered for assessment and statute related topics throughout the year. Dues are annually recurring for the CAAO, IAAO, NRAAO and GNLA, all of which require membership as a source of assessment industry tools/information and for educational offerings at a reduced cost. CAAO membership is required to maintain CT CCMA certification.

Dues, Conf. & Education Fees incurred in FY22 to date: **\$1,409**

Assessor Dues – CAAO, NRAAO, GNLA, IAAO	\$350
Asst. Assessor Dues – CAAO, NRAAO, GNLA, IAAO	\$350
Cont. Ed – Assessor- UCONN, IAAO, workshops	\$930
UConn/Ed, workshops – Asst & Aide	<u>\$1,225</u>
	\$2,855

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:**



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

- **10104-53020 – Other Supplies** Request: **\$150** **0% increase**

The Assessor's office requires an allowance for miscellaneous items not provided by others. Fees incurred in FY22: **\$83** telephone headset.

- **10104-53200 – Pricing Books** Request: **\$1,859** **271.80% increase**

Pricing guides are provided through a bulk purchase contract conducted by the CAAO. JD Power (formerly NADA) has changed the base pricing for motor vehicle valuation guides to a per vehicle price. The former base price for Waterford's NADA books was \$470 and included both the fee for DMV to pre-price a majority of motor vehicles utilizing the former NADA software and one set of standard pricing guides.

The new JD Power base price for Waterford (DMV pricing) is now **\$1,675** (\$0.077 per vehicle at 20,592 vehicles plus an additional \$75 per town which covers the Truck & Trailer VIN program, the NICB guide, CAAO Motor Vehicle committee expenses and on set of books provided to OPM). Pricing guides must now be purchased separately. The Assessor's office has opted to forgo the separate pricing guides and instead has been utilizing the JD Powers Online Pricing Program for an additional fee of **\$184**.

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - 04 ASSESSOR
2023-2024 FISCAL YEAR**

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51110 - ADMINISTRATION								
	ASSESSOR	40	N/A	81,000.00	120,000.00	N/A	120,000.00	9,180.00
12/07/2021	ASSISTANT ASSESSOR	40	N/A	72,597.79	72,597.79	N/A	72,597.79	5,553.73
	TOTALS			153,597.79	192,597.79	0.00	192,597.79	14,733.73
51210 - CLERICAL/TECHNICAL								
06/30/2016	ASSESSMENT AIDE III	35	\$ 23.9402	41,254.67	43,571.08	\$ -	43,571.08	3,333.19
07/01/2014	ASSESSOR AIDE I	19	\$ 23.0477	22,217.84	22,771.12	N/A	22,771.12	1,741.99
	TOTALS			63,472.51	66,342.20	0.00	66,342.20	5,075.18
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 -FRINGE/F.I.C.A.							0.00	0.00
TOTALS				217,070.30	258,939.99	0.00	258,939.99	19,808.91
BUDGET TOTAL W/F.I.C.A							278,748.90	

WORKDAYS 2023/2024

260

WEEKS TO BUDGET

52

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22



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FOR 2022 12

ACCOUNTS FOR: 04	ASSESSOR							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
101 GENERAL FUND								
10104 ASSESSOR								
44001 MAPS								
10104 44001	MAPS							
0.00	0.00	-26.25	-2.50	0.00	26.25	100.0%		
44003 STREET CARDS								
10104 44003	STREET CARDS							
0.00	0.00	-432.00	-28.00	0.00	432.00	100.0%		
TOTAL ASSESSOR								
0.00	0.00	-460.25	-30.50	0.00	460.25	100.0%		
TOTAL GENERAL FUND								
0.00	0.00	-460.25	-30.50	0.00	460.25	100.0%		
TOTAL ASSESSOR								
0.00	0.00	-460.25	-30.50	0.00	460.25	100.0%		
TOTAL REVENUES								
0.00	0.00	-460.25	-30.50	0.00	460.25			

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

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FOR 2023 05

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
101	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
10104 ASSESSOR								
10104	44001 MAPS	0	0	0	-20.50	.00	20.50	100.0%
	TOTAL ASSESSOR	0	0	0	-20.50	.00	20.50	100.0%
	TOTAL GENERAL FUND	0	0	0	-20.50	.00	20.50	100.0%
	TOTAL REVENUES	0	0	0	-20.50	.00	20.50	

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Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

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FOR 2023 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-20.50	.00	20.50	100.0%

** END OF REPORT - Generated by Paige Walton **

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Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

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FOR 2023 05

ACCOUNTS FOR:
 101 GENERAL FUND

ORIGINAL
 APPROP

TRANFRS/
 ADJSTMTS

REVISED
 BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE
 BUDGET

PCT
 USED

10104 ASSESSOR

10104 44003 STREET CARDS

0

0

0

-169.00

.00

169.00

100.0%

TOTAL ASSESSOR

0

0

0

-169.00

.00

169.00

100.0%

TOTAL GENERAL FUND

0

0

0

-169.00

.00

169.00

100.0%

TOTAL REVENUES

0

0

0

-169.00

.00

169.00

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2023 05

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-169.00	.00	169.00	100.0%

** END OF REPORT - Generated by Paige Walton **

TOWN OF WATERFORD, CONNECTICUT
STATEMENT OF EXPENDITURES AND OTHER FINANCING USES-
ORIGINAL BUDGET AND ACTUAL-GENERAL FUND
FOR THE FIVE YEARS ENDED JUNE 30, 2022

ORG	OBJECT DESCRIPTION	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL
	ASSESSOR:										
	PERSONNEL:										
10104	51110 ADMINISTRATION	196,788	158,652	196,788	196,533	196,788	201,303	191,989	198,572	178,218	187,306
10104	51210 CLERICAL AND TECHNICAL	62,788	61,369	58,818	64,060	58,818	62,080	56,123	57,490	76,428	54,114
10104	51810 OVERTIME	0	0	0	0	0	32	0	2,327	0	307
10104	51910 FRINGE BENEFITS	2,408	287	2,697	891	2,697	1,887	3,248	19,380	5,223	1,962
10104	51920 F.I.C.A.	20,041	15,204	19,761	19,009	19,761	19,402	19,230	0	19,052	18,413
	TOTAL PERSONNEL	282,025	235,512	278,064	280,493	278,064	284,703	270,590	277,770	278,921	262,102
	SERVICES:										
10104	52010 ADVERTISING	400	0	650	214	650	366	650	245	650	574
10104	52020 POSTAGE	1,031	1,628	744	1,286	744	1,364	736	353	2,340	1,641
10104	52030 PROFESSIONAL FEES	250	93,853	0	2,650	0	478	8,590	24,243	8,620	8,575
10104	52040 SERVICE CONTRACTS AND REPAIRS	5,666	6,175	1,680	5,487	1,680	2,319	16,066	13,513	14,326	12,989
10104	52050 DUES, CONFERENCES & EDUCATION	1,825	1,409	1,825	380	1,825	450	2,615	1,040	2,000	2,769
10104	52070 REIMBURSABLE EXPENSES	0	0	0	0	0	0	0	0	162	0
	TOTAL SERVICES	9,172	103,065	4,899	10,017	4,899	4,976	28,657	39,394	28,098	26,548
	MATERIALS & SUPPLIES:										
10104	53020 OTHER SUPPLIES	150	83	150	282	150	57	150	99	186	333
10104	53200 PRICING BOOKS	500	1,425	500	470	500	470	399	1,040	862	604
	TOTAL MATERIALS & SUPPLIES	650	1,508	650	752	650	527	549	1,139	1,048	937
	TOTAL ASSESSOR	291,847	340,085	283,613	291,263	283,613	290,206	299,796	318,303	308,067	289,588

**Assessor's Office****FY 2022-2023****GL 2021****Staff: Paige Walton, Nicole Serra, Kelcie Sullivan, Richard Messina**

The primary function of the Assessor's Office is the discovery listing and valuation of all taxable and tax-exempt property. Three categories of property; real estate, motor vehicle and business personal property, comprise the grand list. In compiling the annual grand list office staff regularly reviews and inspects ongoing improvements made to real property, conducts reviews and audits of business personal property equipment and maintains and values all vehicles located within the Town of Waterford as of the October 1st assessment date.

The Assessor's Office is also responsible for the administration of numerous state-mandated and local option tax exemptions and abatements such as the Tax Relief for the Elderly, Veterans, Blind and Disabled programs. In addition to the appraisal, classification and recording of all property the Assessment division must analyze and properly reflect all property transfers and ownership changes in order to maintain an accurate and current CAMA database.

Our goal is to perform responsible assessment, appraisal and administrative work to ensure uniformity and an equitable distribution of the tax burden. As well, we strive to ensure that computerized records are regularly and efficiently updated to permit prompt public access to data and to enable statutory and statistical revaluations to proceed proficiently. This includes the maintenance of accurate tax/GIS maps which requires processing and recording changes resulting from subdivisions, assemblage, boundary agreements and surveys.

The Assessment Department continues to incorporate various technological advances including online personal property declaration filing, as well as staff education, to improve our administrative processes and increase our efficiency in serving the public.

Before corrections and Board of Assessment Appeals adjustments the 2021 Net Grand List totaled \$3,512,862,470. The Board of Assessment Appeals met in the month of March and reduced the Net Grand List by \$427,500. The final 2021 taxable net Grand List as reported to OPM was:

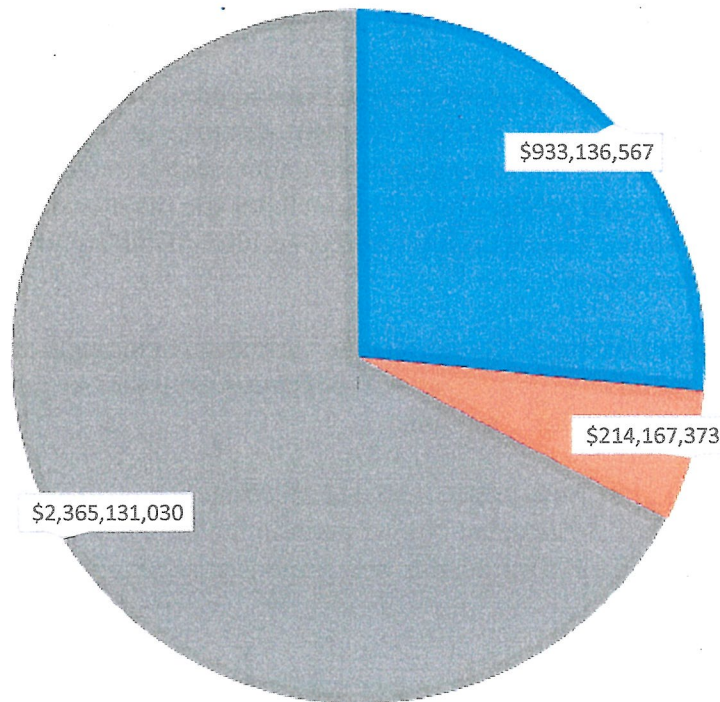
\$3,512,434,970

2021 Grand List summary:

2021 GRAND LIST OF TAXABLE AND EXEMPT				
TYPE OF ACCOUNT	# OF ACCOUNTS	GROSS ASSESSMENT	TOTAL EXEMPTIONS	TOTAL NET VALUE
REAL ESTATE REGULAR	9050	\$ 2,370,902,386.00	\$ 34,576,996.00	\$ 2,336,325,390.00
REAL ESTATE ELDERLY HOMEOWNER	225	\$ 29,752,140.00	\$ 946,500.00	\$ 28,805,640.00
TOTAL REAL ESTATE TAXABLE	9,275	\$ 2,400,654,526.00	\$ 35,523,496.00	\$ 2,365,131,030.00
REAL ESTATE EXEMPT	300	\$ 289,082,840.00	\$ 289,082,840.00	
REAL ESTATE TOTALS	9575	\$ 2,689,737,366.00	\$ 324,606,336.00	\$ 2,365,131,030.00
PERSONAL	1278	\$ 957,974,160.00	\$ 24,837,593.00	\$ 933,136,567.00
MV	20,077	\$ 217,651,283.00	\$ 3,483,910.00	\$ 214,167,373.00
TOTAL MV & PP	21,355	\$ 1,175,625,443.00	\$ 28,321,503.00	\$ 1,147,303,940.00
FINAL TOTAL		\$ 3,865,790,309.00	\$ 352,927,839.00	\$ 3,512,862,470.00
FINAL TOTAL TAXABLE M13		BAA CHANGE	\$ (427,500.00)	\$ 3,512,434,970.00

2021 GRAND LIST

■ Personal Property ■ Motor Vehicle ■ Real Estate



Summary of Change

The 2021 Assessor's Grand List realized a net increase of **\$125,261,784** or a net change of 3.71%. This Grand List growth is due primarily to new construction and property improvements resulting from building permits and from a close review of property sales wherein significant property improvements were noted. Major construction projects impacting the 2021 Grand List include the new Hartford Healthcare building at 5 Dayton Road, apartments located at 171 Rope Ferry Road and sites approved for commercial development with construction underway for the Waterford Woods apartment complex on Willets Avenue and the utility scale solar facility located at 117 Oil Mill Road. The motor vehicle list included 682 fewer vehicles this year, primarily as a result of the DMV's extension on vehicle registration renewals. Despite the vehicle count decrease the demand for used cars over the past year has resulted in either value retention or appreciation. Surrounding towns have reported similar rates of increase.

- The Grand List 2021 change in each component is the result of:
- Personal Property- Values increased by 6.14% led by changes made at Dominion as well as personal property additions by CL&P.
- Real Estate- There was a 1.18% increase resulting from new construction and property improvements made town-wide.
- Motor Vehicle – The 2021 Grand List increased by 25.65%. The COVID-19 pandemic has affected all aspects of the motor vehicle industry including manufacturing, computer chip shortages and mandatory shutdowns. The significant interruption in the consumer supply chain has resulted in both an increase in demand and value across all vehicle classes.

Component	2020	2021	% Change
Real Estate	\$ 2,337,585,637	\$ 2,365,131,030	1.18%
Personal Property	\$ 879,136,394	\$ 933,136,567	6.14%
Motor Vehicles	\$ 170,451,155	\$ 214,167,373	25.65%

Assessment Change

Change Summary



Distribution of Grand List

The Grand List is comprised of 3 Stratum; Real Property, Personal Property and Motor Vehicles. The percentage distribution historically remains consistent. The charts below illustrate our Grand List structure overall and compares each sub-category of real estate and its contribution to the total net grand list.

2021 Grand List

Total Real Estate	67.33%
Personal Property	26.57%
Motor Vehicles	6.10%
	100.00%

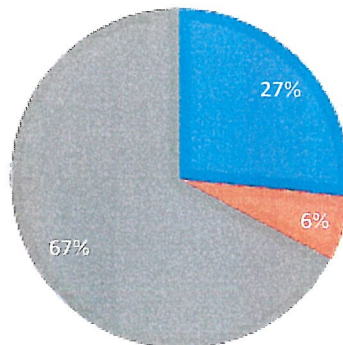
2020 Grand List

Total Real Estate	69.01%
Personal Property	25.96%
Motor Vehicles	5.03%
	100.00%

Net Grand List Comparison 2020 to 2021									
Category	2020 Grand List AFTER BAA & COCs		2021 Grand List PRE BAA		2021 Grand List Post BAA	\$ VARIANCE	% VARIANCE	% GRAND LIST	
Net Real Estate									
Residential	\$	1,499,675,200	\$	1,512,687,571	\$	1,512,636,621	\$ 12,961,421	0.86%	43.07%
Commercial	\$	822,647,753	\$	838,126,214	\$	837,807,694	\$ 15,159,941	1.84%	23.85%
Industrial	\$	339,794,190	\$	339,293,051	\$	339,293,051	(501,139)	-0.15%	9.66%
Total Gross Real Estate	\$	2,662,117,143	\$	2,690,106,836	\$	2,689,737,366	\$ 27,620,223	1.04%	76.58%
Exemptions	\$	(324,531,506)	\$	(324,606,336)	\$	(324,606,336)	\$ 74,830	0.02%	
Total Net Real Estate	\$	2,337,585,637	\$	2,365,500,500	\$	2,365,131,030	\$ 27,545,393	1.18%	67.34%
Personal Property	\$	907,920,160	\$	958,032,190	\$	957,974,160	\$ 50,054,000	5.51%	27.27%
Exemptions	\$	(28,783,766)	\$	(24,837,593)	\$	(24,837,593)	(3,946,173)	-13.71%	
Total Net Personal Property	\$	879,136,394	\$	933,194,597	\$	933,136,567	\$ 54,000,173	6.14%	26.57%
Motor Vehicles	\$	172,797,105	\$	217,651,283	\$	217,651,283	\$ 44,854,178	25.96%	6.20%
Exemptions	\$	(2,345,950)	\$	(3,483,910)	\$	(3,483,910)	\$ 1,137,960	48.51%	
Total Net Motor Vehicles	\$	170,451,155	\$	214,167,373	\$	214,167,373	\$ 43,716,218	25.65%	6.10%
Total Net Grand List	\$	3,387,173,186	\$	3,512,862,470	\$	3,512,434,970	\$ 125,261,784	3.70%	100.00%

DISTRIBUTION OF GRAND LIST

■ Personal Property
 ■ Motor Vehicle
 ■ Real Estate



Top Ten Taxpayers Grand List 2021 RE/PP Combined

REAL ESTATE		Net Assessed Value
Dominion Energy Nuclear CT Inc. MP#3	\$	251,405,533
Dominion Energy Nuclear Connecticut Inc.	\$	129,751,610
Dominion Energy Nuclear CT Inc MP#2	\$	74,420,093
Centro GA Waterford Commons (Waterford Commons Plaza)	\$	29,248,272
Crystal Mall LLC (Mall Stores)	\$	28,590,018
Chase Crossroads Waterford Square (Crossroads Plaza)	\$	13,976,930
Mass Municipal Wholesale Electric Co	\$	12,544,967
Wal-Mart Real Estate Business Trust	\$	12,283,794
VTR Northeast Holdings LLC	\$	11,815,950
Charter Oak Federal Credit Union	\$	11,307,540
PERSONAL PROPERTY		Net Assessed Value
Dominion Energy Nuclear Connecticut Inc	\$	722,493,958
Connecticut Light & Power Company dba Eversource	\$	102,607,680
Mass Municipal Wholesale Electric Co	\$	16,203,660
Yankee Gas Services Co	\$	11,143,430
Green Mountain Power Corp	\$	5,840,066
SEConn Fabrication LLC	\$	4,204,080
Constitution Eye Surgery Ctr East LC	\$	3,377,070
Target Corporation	\$	2,713,250
Stop & Shop Supermarket Co	\$	2,639,270
Sonalysts Inc.	\$	2,139,590
COMBINED		Net Assessed Value
Dominion Energy Nuclear Connecticut	\$	1,178,071,194
Connecticut Light & Power Co. dba Eversource	\$	102,607,680
Centro GA Waterford Commons (Waterford Commons Plaza)	\$	29,248,272
Mass Municipal Wholesale Electric	\$	28,748,627
Crystal Mall LLC (Mall Stores)	\$	28,590,018
Chase Crossroads Waterford Square (Crossroads Plaza)	\$	13,976,930
Charter Oak Federal Credit Union	\$	13,290,350
Sonalysts Inc.	\$	12,739,220
Wal-Mart Real Estate Business Trust	\$	12,283,794
VTR Northeast Holdings LLC	\$	11,815,950

Assessment Administration

The Board of Assessment Appeals conducted hearings in March over the course of two sessions. Assessment staff assists the board by performing the following duties: appellant appointment scheduling; legal ad postings; records and files meeting agendas and minutes; updates assessment changes in the CAMA and QDS system and mails action notices to all appellants per state statute.

In total, the Board heard 16 appeals and made 9 changes, including 1 change to a motor vehicle valuation appearing on the 2020 Supplemental list. The Board chose to hear appeals for commercial and industrial properties with assessed values over \$1M and made 0 changes to properties in this category.

Total 2021 GL BAA Reductions by category

	# Appeals	# Changes	# No Changes	Total BAA Reductions
Real Estate	14	7	7	(\$ 369,470.00)
Personal Property	1	1	0	(\$ 58,030.00)
Motor Vehicle**	1	1	0	(\$ 2,850.00)
*2020 Supplemental	16	9	7	(\$ 430,350.00)
		Total 2021 Reductions		(\$ 427,500.00)
Not Heard	0			
Incomplete/Late Filings				
Total Not Heard	0			

Real Estate:

Sales questionnaires continue to be sent to all new owners of real estate. The returned forms assist staff in determining the validity of sales as a reflection of the current real estate market. Staff continues to review listings of properties for sale and update real estate data as warranted. The sales validation process is recorded both locally, in the town's CAMA system, and at the state level through the OPM sales ratio database, which is integral to the state's annual compilation of the Equalized Net Grand List.

Transfers of real estate title for tax billing and ownership records are processed on an ongoing basis in the Assessor's office. From October 2021 through September 2022 a total of **1067** changes to title were processed.

Number of Documents	Q1	Q2	Q3	Q4	YTD Totals
Transfers ≥ \$2,000	142	87	137	132	498
Change or Transfer \$0	127	150	135	157	569
Transaction Totals	269	237	272	289	1067

The Assessor's Office is required to maintain accurate GIS/tax maps and process updates accordingly. Working with Tighe and Bond, the Assessor's office initiated a total of **31** map changes for the 2021 Grand List.

Staff members have processed a total of **2251** building permits this year, verifying and valuing those that reflect property improvements and changes of use.

Income and Expense forms were mailed on March 15, 2022 to all owners of commercial, income producing real estate. The deadline to file the 2021 I&E forms was June 1st, 2022. Staff collected returned forms for further analysis by the Assessor and commercial appraisers with Vision Government Solutions Inc. to establish economic income data relevant to the 2022 state-mandated revaluation.

The 2022 town-wide revaluation commenced in March 2021 with the mailing and collection of data mailers to all residential property owners. Vision data collectors visited all commercial properties to record changes, property use and condition. Residential properties were measured and listed when returned data mailers indicated a change in construction detail or when completed data mailers were not received by the Assessor's office. Revaluation staff also made site visits to all properties with outstanding building permits.

Preliminary values resulting from the 2022 revaluation will be established and impact notices mailed by November 23rd, 2022 to all property owners. Informal hearings will be conducted by telephone in mid-December for all property owners wishing to discuss their newly established valuations. The revaluation is anticipated to be finalized and certified by January 31st, 2023.

The Day

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D140217	EAST LYME ASSESSORS	09/01/22-09/30/22

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	10/30/2022

Current	Over 30 Days	Over 60 Days	Total Balance
\$967.95	\$0.00	\$0.00	\$967.95

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

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

STATEMENT NUMBER
21851
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$0.00
09/24/22- 09/25/22	10/1/2022 Grand List	CPNW, DAY, DCW	d01040314 10/1/2022 Grand List	3 col X 83 Lines	\$967.95

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer
09/01/22-09/30/22	D140217	EAST LYME ASSESSORS

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$967.95	\$0.00	\$0.00	\$967.95

APPROVED

VENDOR# 724

PO# FY 2023

CLOSE PO Y N X X

ACCOUNT # 10104-52 010

AMOUNT \$241.99

SIGN RUW

DATE 10/12/22

Paige Walton

From: Diane Vitagliano <dvitagliano@eltownhall.com>
Sent: Friday, September 2, 2022 8:57 AM
To: Daphne Doran; Melissa Kronfeld, Old Lyme Assessor; Paige Walton
Subject: RE: September 2022 Legal Notice

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Hi All,

The bill for each town is \$241.99 per town. I will pay and if each town can make their check out to East Lyme once I get the invoice that would be great.

Diane

From: Daphne Doran <ddoran@eltownhall.com>
Sent: Thursday, September 1, 2022 4:05 PM
To: Diane Vitagliano <dvitagliano@eltownhall.com>; Melissa Kronfeld, Old Lyme Assessor <mkronfeld@oldlyme-ct.gov>; Paige Walton, Waterford Assessor <pwalton@waterfordct.org>
Subject: September 2022 Legal Notice

Good afternoon

Attached (below) is the proof of the legal notice for publication along with the cost .

If you have any questions, please let us know.

Daphne Doran | Assistant Assessor

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

www.eltownhall.com



From: legal <legal@theday.com>
Sent: Thursday, September 1, 2022 10:30 AM

Legal Notice
Towns of EAST LYME, LYME, OLD LYME AND WATERFORD, CT
Filing of Tax Lists for 10/1/2022 Grand List

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

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

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

Please note the following:

Veterans: Veterans of any war period so declared in Section 12-31, Subsection 19 of the Connecticut General Statutes, having not previously filed for exemption within their Town, must provide an original or certified copy of the Honorable Discharge, or similar, to the Town Clerk prior to October 1, 2022.

Disabled Veterans: Veterans claiming disability exemptions for the first time must submit proof from the Veterans Administration to the Assessor before the BAA completes its duties stating the percentage of disability in order to receive the proper amount of exemption on the 2022 Grand List. All others need only file if their percentage of disability changed since 10/1/2021

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

Totally Disabled: Under certain circumstances, residents who are receiving permanent disability benefits under the Federal Old Age Survivors and Disability Insurance Program or certain other qualifying programs, may be entitled to receive a \$1,000 property exemption upon submission of qualifying proof of such disability to the Assessor (as per Section 12-31 subsection 55, CGS). Claims must be filed during the assessment period.

and: Proof of legal blindness, as defined in Section 12-92 of the Connecticut General Statutes, if not previously filed and allowed, must be submitted to the Assessor during the assessment period for consideration on the 10/1/2022 Grand List.

Farmers: Applications for exemption on farm machinery must be filed with the Assessor by October 31, 2022.

Farm, Forest: Owners of Real Estate qualified under various subsections of 12-10 of the Connecticut General Statutes, applying for relief under provisions of this statute must make application to the Assessor between September 1, 2022 and October 31, 2022 for the 10/1/2022 Grand List. Contact the Assessor's office for details

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

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

For the purpose of fulfilling the above obligations:

East Lyme: The Assessor's Office is open at the Town Hall, 108 Pennsylvania Avenue, Niantic, CT from 8:00A.M. to 4:00 P.M. weekdays except legal holidays.

Lyme: The Assessor's Office is open at the Town Hall, 400 Hamburg Rd, Lyme CT from 9:00A.M. to 12:00P.M. and 12:30 P.M. to 4:00 P.M. Monday, Tuesday, Wednesday and Friday except legal holidays.

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

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

Dated this August 25, 2022

De Vitagliano
 Assessor
 Town of East Lyme, CT

Melinda Krosfeld
 Assessor
 Town of Old Lyme & Lyme

Paige S. Walton
 Assessor
 Town of Waterford, CT

Postage Statement—First-Class Mail and First-Class Package Service

Use this form for First-Class Mail and First-Class Package Service.

Post Office: Note Mail Arrival
Date & Time (Do Not Round-Stamp)

Mailing Agent	Permit Holder Name, Address, Email, Telephone TOWN OF WATERFORD 15 ROPE FERRY ROAD WATERFORD, CT 06385 860-440-0511 amonton@waterfordct.org CAPS Cust. Ref. No. _____ CRID _____		Mailing Agent (If other than permit holder) Name, Address, Telephone CRID _____		Mail Owner (If other than permit holder) Name, Address CRID _____	
	Post Office of Mailing NEW LONDON, CT		Mailler's Mailing Date 11/12/22		Federal Agency Cost Code _____	
Mailing	Statement Seq. No. _____		Permit # 485		No. and type of Containers _____ Sacks 2 1 ft. Letter Trays 2 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other	
	Type of Postage ☐ Permit Imprint ☐ Precanceled Stamps ☒ Metered		Processing Category ☒ Letters ☐ Flats ☐ Parcels		For Mail Enclosed within Another Class ☐ Marketing Mail ☐ Bound Printed Matter ☐ Library Mail ☐ Periodicals ☐ Media Mail	
	Weight of a Single Piece 0.216 pounds		SSF Transaction ID# _____		Parcels Only Hold For Pickup (HFPU) _____	
	Total Pieces 1274		Total Weight 27.52 lbs		Customer Generated Electronic Labels ☐ SigCon	
USPS Use Only	Move Update Method ☒ Ancillary Service Endorsement ☐ NCOA Link ☐ ACS		☐ Alternative Method ☐ Multiple ☐ OneCode ACS ☐ n/a Alternative Address Format		Letter or flat-size mailpieces contain: ☐ Round Trip ONLY: One DVD/CD or other disk.	
	☐ Combined Mailing ☐ Single Class		This is a Political Campaign Mailing ☐ Yes ☒ No This is Official Election Mail ☐ Yes ☒ No		For Automation Price Pieces, Enter Date of Address Matching and Coding _____	
Parts Completed (Select all that apply): ☐ A ☐ B ☐ C ☐ D ☐ S ☐ NSA						
Postage	1		Subtotal Postage (Add parts totals)			
	2		Price at Which Postage Affixed (Check one): ☒ Correct ☐ Lowest ☐ Neither Complete if mailing includes pieces bearing metered/PC Postage.			
	3		Incentive/Discount Flat Dollar Amount			
	4		Fee Flat Dollar Amount			
	5		Permit # 485 Net Postage Due (Line 1 +/- Lines 2, 3, 4)			
USPS Use Only	Additional Postage Payment (State reason)					
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.			Total Adjusted Postage Affixed		
	Postmaster: Report Total Postage in AIC-121 (Permit Imprint Only)			Total Adjusted First-Class Mail Postage Permit Imprint		
	Postmaster: Report Total Postage in AIC-128 (Permit Imprint Only)			Total Adjusted First-Class Package Service Postage Permit Imprint		
Certification	Incentive/Discount Claimed: _____ Type of Fee: _____ The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. Privacy Notice: For information regarding our Privacy Policy visit www.usps.com .					
	Signature of Mailer or Agent BERT MONTON • TOWN OF WATERFORD		Printed Name of Mailer or Agent Signing Form BERT MONTON • TOWN OF WATERFORD		Telephone 860-440-0511 Cell: 860-908-6979	
S Use Only	Weight of a Single Piece _____ pounds		Total Weight _____		Are postage figures at left adjusted from mailer's entries? ☐ Yes ☒ No If yes, reason: _____	
	Total Pieces _____		Total Postage _____		Round Stamp (Required) Payment Date _____	
	Presort Verification Performed? (If required) ☐ Yes ☒ No		Date Mailer Notified _____		Contact _____	
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)		By (Initials) _____		Time AM PM	
	USPS Employee's Signature _____		Print USPS Employee's Name _____			

	FY22 METERED MAIL TO DATE				
	usage				
Number	Name	Items	Value		
1	1ST SELECTMAN	87	#REF!	10101-52020	
2	REGISTAR OF VOTER	3095	\$1,534.09	10102-52020	
3	COVID	0	\$115.75	101-16070	
4	ASSESSOR	3028	\$1,508.99	10104-52020	
5	BOARD OF ASSESS APEALS	15	\$75.89	10105-52020	
6	TAX COLLECTOR	12788	\$6,367.95	10106-52020	
7	FINANCE	5835	\$3,376.96	10107-52020	
8	TOWN CLERK	4344	\$3,367.18	10109-52020	
9	PLANNING AND ZONING	224	\$528.73	10110-52020	
10	ECONOMIC DEVELOPMENT	0	\$29.70	10113-52020	
11	CONSERVATION COMMISSION	36	\$72.69	10114-52020	
12	ZONING BOARD OF APPEALS	34	\$126.25	10115-52020	
13	RTM	0	\$0.00	10117-52020	
14	BUILDING DEPT.	1951	\$1,123.44	10118-52020	
15	FLOOD AND EROSION	0	\$104.86	10141-52020	
16	HARBOR MANAGEMENT	0	\$0.00	25142-52020	
17	ETHICS COMMISION	0	\$0.00	10143-52020	
18	EMERGENCY MANAGEMENT	11	\$7.04	10122-52020	
19	BUREAU OF FIRE PREVENTION	82	\$121.42	10123-52020	
20	POLICE DEPARTMENT	567	\$708.86	10129-52020	
21	PUBLIC WORKS	674	\$424.59	10130-52020	
22	HISTORIC PROPERTIES COMMISSION	44	\$91.71	10120-52635	
23	YOUTH SERVICE BUREAU	447	\$242.62	10119-52020	
24	HUMAN RESOURCES	882	\$507.90	10145-52020	
25	SENIOR CITIZENS COMMISSION	450	\$269.25	10135-52020	
26	WTFD PUBLIC LIBRARY	609	\$306.77	10136-52020	
27	RECREATION AND PARKS	950	\$453.59	10137-52020	
28	WTFD. SHELLFISH COMMISSION	0	\$89.92	20780-52020	
29	UTILITY COMMISSION	30884	\$10,993.60	60131-52020	
30	BD OF ED CENTRAL OFFICE	7783	\$8,350.20	10160-59901	
32	GREAT NECK ELEMENTRY	1123	\$1,241.25	10160-59901	
33	OSWEGATCHIE ELEMENTRY	1377	\$1,054.26	10160-59901	
34	QUAKER HILL ELEMENTRY	1311	\$903.39	10160-59901	
36	CLARK LANE MIDDLE SCHOOL	4328	\$2,984.29	10160-59901	BOE
37	WATERFORD HIGH SCHOOL	4480	\$2,969.60	10160-59901	\$17,502.99
38	REVAL	152	\$261.42	20501-57639	
39	ANIMAL CONTROL FUND RAISING	0	\$0.00	27829-52020	GG
40	TOWN CLERK ABSENTEE BALLOTS	90	\$47.70	10109-52020	#REF!
41	OPEN DOORS GRANT	0	\$0.00	21735-52020	
	TOTAL		#REF!	101-16100	#REF!

Monthly Postage
Assessor's Office

**Assessor's Office
FY21 Postage**

	Metered Mail	# Items
Jul-20	93.55	174
Aug-20	14.50	29
Sep-20	0.00	0
Oct-20	20.60	38
Nov-20	31.00	57
Dec-20	9.50	19
Jan-21	542.88	2331
Feb-21	336.78	658
Mar-21	192.16	376
Apr-21	8.16	16
May-21	9.07	17
Jun-21	28.08	53

**BAA
FY 21 Postage**

Metered Mail	# Items
0	0
0	0
0	0
0	0
0	0
0	0
1.5	3
19.38	38
16.83	33
0	0
0	0
0	0

Total Postage	\$ 1,286.28	3768	\$ 37.71	74
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FY 22 Postage

	Metered Mail	# Items
Jul-21	16.21	30
Aug-21	9.56	18
Sep-21	28.62	53
Oct-21	33.32	60
Nov-21	50.50	92

Total Postage	\$ 138.21	253	\$ 8.25	15
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STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES



60 State Street, Wethersfield, Connecticut 06161
ct.gov/dmv

Invoice

BILL TO

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

DATE

INVOICE #

5/31/2022

3942

DUE DATE

7/29/2022

DESCRIPTION

QTY

AMOUNT

-- PAYMENT DUE UPON RECEIPT --

PERIOD COVERED: 7/01/22 TO 06/30/22

YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE
INFORMATION. (DMV DIRECT PROGRAM)

250.00

* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW
FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF
TERMINATION BY DMV

APPROVED

VENDOR#

63

PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5183 WITH ANY
QUESTIONS.

PO#

FY 2022

CLOSE PO

Y

N

ACCOUNT #

1004-52030

AMOUNT

\$ 250.00

SIGN

[Signature]

DATE

6/11/2022

PLEASE REMIT THE TOTAL DUE TO:

DEPARTMENT OF MOTOR VEHICLES
3RD FLOOR/FISCAL SERVICES RM 327
60 STATE STREET
WETHERSFIELD, CT 06161

Please return one copy of invoice with payment.

Total

\$250.00

Payments/Credits

\$0.00

Balance Due

\$250.00

Teen Driving: You Risk, You Live
Seat Belts Do Save Lives

Paige S. Walton

2432 Dairy Rd.

Cosby, TN 37722

Invoice Number:

2022-0024

Invoice Date:

12/05/2022

Invoice

Buyer:

Town of Waterford

15 Rope Ferry Road

Waterford, CT 06385

Shipping Address:

Town of Waterford

15 Rope Ferry Road

Waterford, CT 06385

Purchase Order Number	Purchase Order Date	Currency
N/A	12/05/2022	US Dollars

Name	Description	Unit of Measure	Qty.	Tax	Unit Price	Total
1.	11/20/2022 - 11/26/2022	Each	55.00	No	\$50.00	\$2,750.00
2.	11/27/2022- 12/03/2022	Each	55.00	No	\$50.00	\$2,750.00

**Comments: Remote and in-office
management, Ongoing 2022**

Revaluation, 2022 Grand List

Compilation, Map changes, Sales

verification, taxpayer communications

Subtotal:

\$5,500.00

Total:

\$5,500.00

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Construed in accordance with and governed by the laws of Connecticut.



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter FY2023-24

Date	Letter/Quot...
11/22/2022	2020E6209

Name / Address

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

Ship To/Bill To

Description of Services

Est Qty

Total

Software Services

Annual Software Support Fee - Assessor Software

1

6,311.81

Annual Subscription Fee - Personal Property CAMA

1

2,205.00

Annual Subscription Fee - QDS Hosted Personal Property

1

303.19

Declaration Form

DRaaS - Disaster recovery as a service

84

509.36

Double Sided laser Printing & Indexing of Grand List - Regular

4

2,050.65

Permanently Binding Grand List Book(s) - Regular List

4

330.75

Double Sided laser Printing & Indexing of Grand List - MVS

1

512.66

Permanently Binding Grand List Book(s) - MVS

1

82.69

Assessor Annual Cost of Services; Maintenance of Town FTP
(File Transfer Protocol) Folder

1

551.25

Subtotal

12,857.36

PP Declarations - Printing and Mailing Services

Printing, processing, and nesting personal property online
letters.

#10 Window Mailing Envelopes 24# WW - 1 sided

CASI certify File

1st Class Postage - CASS Certified Rates

Subtotal

1,350

372.10

1,400

90.00

1

82.69

1,350

688.50

1,233.29

Subtotal CONTACTUAL SERVICES

14,090.65

Grand Total

Contact

Finance Dept

e-mail

leo@qds.biz

Phone #

2037559031

Ext 6555

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

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #:

Enter Total based on options chosen

REC'D FINANCE
FEB 2 '22 PM 3:37



Quality Data Service, Inc.

**121 Mattatuck Heights Rd
Waterbury CT 06705**

Invoice	
Date	Invoice #
1/24/2022	2019-9648

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

Ship To

PO
220464

S.O. No.	P.O. No.	Terms	Due Date	Ship Date	Ship V
		Due on receipt	1/24/2022	1/19/2022	US Mail
Description				Qty	Amount
Double Sided laser Printing & Indexing of Grand List - Regular 2021				4	1,860.00
1 RE					
2 PP					
3 MV A-L					
4 MV M-Z					
Permanently Binding Grand List Book(s) - Regular List 2021				4	300.00
APPROVED					
VENDOR# <u>749</u>					
PO# <u> </u> FY <u>2022</u>					
CLOSE PO Y <u> </u> N <u> </u>					
ACCOUNT # <u>10104-52040</u>					
AMOUNT <u>\$2,160.00</u>					
SIGN <u>PW</u>					
DATE <u>2/2/2022</u>					

Contact	Leo DiNicola CFO
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Web Site	www.qds.biz

Total Due	\$2,160.00
Payments/Credits	\$0.00
Balance Due	\$2,160.00



Purchase Order

Fiscal Year 2022

Page: 1 of: 1

THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES AND SHIPPING PAPER

Purchase

Order #

220464

Terms and Conditions under which this order is
issued can be found on the town's website at:
www.waterfordct.org

ILL TO

TOWN OF WATERFORD
ATTN: TAX ASSESSOR
15 ROPE FERRY
WATERFORD, CT 06385

VENDOR

QUALITY DATA SERVICE INC
121 MATTATUCK HEIGHTS RD
WATERBURY, CT 06705

SHIP TO

TOWN OF WATERFORD
TAX ASSESSOR OFFICE
15 ROPE FERRY RD
WATERFORD, CT 06385

Vendor Phone Number		Requisition Number		Delivery Reference		
203-755-9031		220551				
Date Ordered	Vendor Number	Freight Method/Terms		Department/Location		
02/16/2022	749			TAX ASSESSOR		
Item#	Description/PartNo		QTY	UOM	Unit Price	Extended Price
1	QUALITY DATA SERVICES - GL BIN GL 2021 BINDING/PRINTING INVOICE #2019-9648		1.0	EACH	\$2,160.00	\$2,160.00

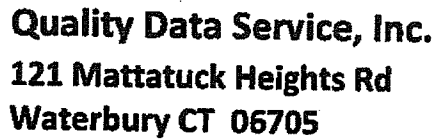
By:

Purchasing Agent

VENDOR COPY

Total Ext. Price
PO Total

\$2,160.00
\$2,160.00



Invoice	
Date	Invoice #
10/5/2022	2019-12132

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

Ship To

FILE COPY

S.O. No.	P.O. No.	Terms	Due Date	Ship Date	Ship Via	Tracking #
		Due on receipt	10/5/2022	9/23/2022	US Mail	

Description	Qty	Amount
PP Declarations - Printing and Mailing Services		
Printing, processing, and nesting personal property online letters.	1,295	339.94
#10 Window Mailing Envelopes 24# WW - 1 sided	1,400	98.01
CASI certify File	1	78.75
1st Class Postage - CASS Certified Rates	1,295	621.34

APPROVED

VENDOR# 749

Q# FY 2023

USE PO Y N

QUNT # 10104-52040

QUNT 1,138.04

IGN

DATE 10/7/2022

Contact	Leo DiNicola CFO
Phone #	2037559031
Fax #	203-574-4360

Total Due	\$1,138.04
Payments/Credits	\$0.00
Balance Due	\$1,138.04

Contact	Leo DiNicola CFO
Phone #	2037559031
Fax #	203-574-4360
e-mail	leo@qds.biz
Web Site	www.qds.biz

Cost Per Image Agreement



Supplier Name-Address:					
Owner: XEROX FINANCIAL SERVICES LLC - 201 Merritt 7, Norwalk, CT 06851				Agreement Number:	
CUSTOMER INFORMATION					
CUSTOMER	Full Legal Name: WATERFORD, TOWN OF				Phone:
	Billing Address: 15 Rope Ferry Road				Contact Name: Rawle Dummett
	City: WATERFORD	State: CT	Zip Code:		Contact Email: rdummett@waterfordct.org
EQUIPMENT	QTY	MODEL and DESCRIPTION	MONTHLY IMAGE ALLOWANCE*		EXCESS IMAGE CHARGE**
			B&W		COLOR
	1	XEROX C8045	1,000		0
Meter Billing Frequency (Monthly unless checked): ☐ (Other)			* Included in Base Payment		** Plus applicable taxes
TERMS					
Initial Term: 63 (in months)		Base Payment (plus applicable taxes): \$158.00		Equipment Location (if different from Billing Address): 24 Rope Ferry Road	
Frequency: ☒ Monthly ☐ Quarterly ☐ Annually					
CUSTOMER ACCEPTANCE					
BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH ON PAGES 1 AND 2 HEREOF.					
Authorized Signer: <i>[Signature]</i>			Date: <i>[Signature]</i>		Federal Tax ID # (Required): 06-2002121
Print Name: Rawle Dummett			Title: Purchasing Agent		
OWNER ACCEPTANCE					
Accepted By: Xerox Financial Services LLC		Name and Title:		Date:	
TERMS & CONDITIONS					

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us," "Owner" and "our" mean Xerox Financial Services LLC. "Party" means you or XFS, and "Parties" means both you and XFS. "Supplier" means the entity identified as "Supplier" above. "Acceptance Date" means the date you irrevocably determine Equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Cost Per Image Agreement, including any attached Equipment schedule. "Commencement Date" will be a date after the Acceptance Date, as set forth in our first invoice, for facilitating an orderly transition and to provide a uniform billing cycle. "Discount Rate" means 3% per annum. "Equipment" means the items identified in "Equipment" above and in any attached Equipment schedule, plus any Software (defined in section 3 hereof), attachments, accessories, replacements, replacement parts, substitutions, additions and repairs thereto. "Excess Charges" means the applicable excess image charges. "Interim Period" means the period, if any, between the Acceptance Date and the Commencement Date. "Interim Payment" means one thirtieth of the Base Payment multiplied by the number of days in the Interim Period. "Payment" means the Base Payment specified above, which may include an amount payable to Supplier under the Maintenance Agreement to account for the Monthly Image Allowances listed above, the Excess Charges (unless otherwise agreed by you, Supplier and XFS), taxes and other charges you, Supplier and XFS agree will be invoiced by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support purposes. "Origination Fee" means a one-time fee of \$135 billed on your first invoice, which you agree to pay, covering origination, documentation, processing and other initial costs. "Term" means the Interim Period, if any, together with the Initial Term plus any subsequent renewal or extension terms. "UCC" means the Uniform Commercial Code of the State(s) where XFS must file UCC 1 financing statements to perfect its interest in the Equipment.

2. Agreement, Payments and Late Payments. You agree and represent that the Equipment was selected, configured and negotiated by you based on your judgment and supplied by Supplier. At your request, XFS will acquire same from Supplier to lease to you hereunder and you agree to lease same from XFS. The Initial Term commences on the Commencement Date. You agree to pay XFS the first Payment plus any applicable Interim Payment no later than 30 days after the Commencement Date; each subsequent Payment shall be payable on the same date of each month thereafter. You agree to pay us all sums due under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. If any Payment is not paid in full within 5 days after its due date, you will pay a late charge of the greater of 10% of the amount due or \$25, not to exceed the maximum amount permitted by law. For each dishonored or returned Payment, you will be assessed the applicable fee, not to exceed \$35. Restrictive covenants on any method of payment will be ineffective.

3. Equipment and Software. To the extent that the Equipment includes intangible property or associated services such as software licenses, such intangible property shall be referred to as "Software." You acknowledge and agree that XFS is not the licensor of such Software, and therefore has no right, title or interest in it and you will comply throughout the Term with any license and/or other agreement ("Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software Licenses are required, and entering into them with the Software Supplier(s) no later than 30 days after the Acceptance Date. YOU AGREE THE EQUIPMENT IS FOR YOUR LAWFUL BUSINESS USE IN THE UNITED STATES, WILL NOT BE USED FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES, AND IS NOT BEING ACQUIRED FOR RESALE. You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

4. Non-Cancellable Agreement. THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED BY YOU PRIOR TO THE END OF THE INITIAL TERM. YOUR OBLIGATION TO MAKE ALL PAYMENTS IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTION, SET-OFF, DEFENSE, COUNTERCLAIM OR RECOURSE FOR ANY REASON WHATSOEVER, IRRESPECTIVE OF THE PERFORMANCE OF THE EQUIPMENT, SUPPLIER, ANY THIRD PARTY, OR XFS. Any purported claim by you against XFS for alleged breach of our obligations hereunder shall be asserted solely in a separate action; provided, however, that your obligations hereunder shall continue unabated.

5. End of Agreement Options. If you are not in default and if you provide no greater than 150 days and no less than 60 days' prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase all, but not less than all, of the Equipment by paying its fair market value, as determined by XFS in its sole but reasonable discretion ("Determined FMV"), plus Taxes, or (b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a continental US location XFS shall specify. You cannot return Equipment more than 30 days prior to the End Date without our consent. If we consent, we may charge you, in addition to all undiscounted amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive 3-month terms. Either party may terminate the Agreement as of the end of any 3-month renewal term on 30 days' prior written notice and by taking one of the actions identified in (a) or (b) in the preceding sentence of this section. Purchase options shall be exercised with respect to each item of Equipment on the day immediately following the date of expiration of the Term of such item, and by the delivery at such time by you to XFS of payment, in form acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS," "WITH ALL FAULTS" basis, without representation or warranty of any kind.

6. Equipment Return. If the Equipment is returned to XFS, it shall be in the same condition as when delivered to you, except for "ordinary wear and tear" and, if not in such condition, you will be liable for all expenses XFS incurs to return the Equipment to such condition. IT IS SOLELY YOUR RESPONSIBILITY TO SECURE ANY SENSITIVE DATA AND PERMANENTLY DELETE SUCH DATA FROM THE INTERNAL MEDIA STORAGE PRIOR TO RETURNING THE EQUIPMENT TO XFS. YOU SHALL HOLD XFS HARMLESS FROM YOUR FAILURE TO SECURE AND PERMANENTLY DELETE ALL SUCH CUSTOMER DATA AS OUTLINED IN THIS SECTION.

7. Equipment Delivery and Maintenance. You should arrange with Supplier to have the Equipment delivered to you at the location(s) specified herein, and you agree to execute a Delivery & Acceptance Certificate at XFS's request (and confirm same via telephone and/or electronically) confirming when you have received, inspected and irrevocably accepted the Equipment, and authorize XFS to fund Supplier for the Equipment. If you fail to accept the Equipment, you shall no longer have any obligations hereunder; however, you remain liable for any Equipment purchase order or other contract issued on your behalf directly with Supplier. Equipment may not be moved to another physical location without XFS's prior written consent, which shall not be unreasonably withheld or delayed. You agree that you will not take the Equipment out of service during the Term. You shall permit XFS or its agent to inspect Equipment and any maintenance records relating thereto during your normal business hours upon reasonable notice. You represent you have entered into a Maintenance Agreement to maintain the Equipment in good working order in accordance with the manufacturer's maintenance guidelines and to provide you with Equipment supplies. You acknowledge that XFS is acting solely as an administrator for Supplier with respect to the billing and collecting of the charges under any Maintenance Agreement. XFS IS NOT LIABLE FOR ANY BREACH BY SUPPLIER OF ANY OF ITS OBLIGATIONS TO YOU, NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE MODIFIED, RELEASED OR EXCUSED BY ANY ALLEGED BREACH BY SUPPLIER.



A Xerox Company

CONTRACT INVOICE

Invoice Number: IN1408058

Invoice Date: 04/20/2022

Bill To: TOWN OF WATERFORD
ASSESSORS OFFICE
15 ROPE FERRY ROAD
WATERFORD, CT 06385
USA

Customer: TOWN OF WATERFORD
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
T019	Net 30	05/20/2022	\$ 280.00	\$ 280.00	
Invoice Remarks					
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CN18616-01	RAWLE DUMMETT	\$ 280.00		10/20/2020	01/19/2026
Contract Remarks					
COPIER ALLOWANCES : BLK-1000 CLR - 0 PER MONTH					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 10/20/2021 to 04/19/2022 overage period	\$220.00 **
Supply Freight	\$60.00
**See overage details below	\$280.00

Mail:**Equipment included under this contract****XER/XALC8045**

Number	Serial Number	Base Adj.	Location
AC7770	8TB627770	\$0.00	TOWN OF WATERFORD 15 ROPE FERRY ROAD WATERFORD, CT 06385 ASSESSORS DEPT

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
BLK	BLK	66,202	85,546		19,344	6,000	13,344	\$0.006900	\$92.07
CLR	CLR	1,780	3,634		1,854	0	1,854	\$0.069000	\$127.93
									\$220.00

APPROVEDVENDOR# 842PO# FY 22CLOSE PO Y N XACCOUNT # 10104-52040AMOUNT \$280.00SIGN RAWDATE 5/6/22

Bill To:
Connecticut Business Systems
P.O. Box 936745
Atlanta, GA 31193-6745
800-842-0009

Invoice SubTotal	\$280.00
Tax:	\$0.00
Invoice Total	\$280.00
Balance Due:	\$280.00



A Xerox Company

CONTRACT INVOICE

Invoice Number: IN1526056

Invoice Date: 10/20/2022

Bill To: TOWN OF WATERFORD
FINANCE OFFICE
15 ROPE FERRY ROAD
WATERFORD, CT 06385
USA

Customer: TOWN OF WATERFORD
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
TO19	Net 30	11/19/2022	\$ 204.27	\$ 204.27	
Invoice Remarks					
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CN18616-01	RAWLE DUMMETT	\$ 204.27		10/20/2020	01/19/2026
Contract Remarks					
COPIER ALLOWANCES : BLK-1000 CLR - 0 PER MONTH					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 04/20/2022 to 10/19/2022 overage period	\$144.27 **
Supply Freight	\$60.00
	\$204.27

**See overage details below

Mail:

Equipment included under this contract**XER/XALC8045**

Number	Serial Number	Base Adj.	Location
AC7770	8TB627770	\$0.00	TOWN OF WATERFORD 15 ROPE FERRY ROAD WATERFORD, CT 06385 ASSESSORS DEPT

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
BLK	BLK	85,546	97,795		12,249	6,000	6,249	\$0.006900	\$43.12
CLR	CLR	3,634	5,100		1,466	0	1,466	\$0.069000	\$101.15
									\$144.27

APPROVEDVENDOR# 842PO# FY 23CLOSE PO Y NACCOUNT # 10104-52040AMOUNT 204.27SIGN Michael JebraDATE 11/3/22

REC'D FINANCE
OCT 24 '22 AM 11:41

Bill To:
Connecticut Business Systems
P.O. Box 936745
Atlanta, GA 31193-6745
800-842-0009

Invoice SubTotal	\$204.27
Tax:	\$0.00
Invoice Total	\$204.27
Balance Due:	\$204.27

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

Membership Invoice

Invoice # 3078

December 6, 2022

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

FILE COPY

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in Connecticut Association of Assessing Officers!

MEMBER	ITEM	AMOUNT
Walton, Paige 1/1/2023 - 1/1/2024	Regular Member Membership Dues	70.00
APPROVED		
VENDOR# <u>69</u>		
PO# <u> </u> FY <u>2022</u>		
CLOSE PO Y <u> </u> N <u> </u>		
ACCOUNT # <u>10101-52050</u>		
AMOUNT <u>70.00</u>		TOTAL: 70.00

SIGN Paige Walton

DATE 12-8-2022

Payment Stub

Member: Walton, Paige

Invoice #: 3078
Description: Membership Dues
Date Due: 2/15/2023

Amt. Due: 70.00

Enclosed:

Please tear off this stub and include with your payment.
Send payment to:

CAAO
c/o Marsha Benno, Assessor's Office
11 Meetinghouse Lane
Woodbridge, CT 06525-1597

or login and pay online at
<https://caao.com>

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2022 Membership Dues Notice

For April 1, 2022 through March 31, 2023

Name: Paige Walton

Municipality: Town of Waterford

Address: 15 Rope Ferry Rd.

City/State/ZIP Waterford, CT 06385

Phone Number: 860-444-5820

Email: pwalton@waterfordct.org

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment with completed form to:

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

****Please complete a separate form for each employee as necessary****

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2022 Membership Dues Notice

For April 1, 2022 through March 31, 2023

Name: **Nicole Serra**

Municipality: **Town of Waterford**

Address: **15 Rope Ferry Rd.**

City/State/ZIP **Waterford, CT 06385**

Phone Number: **860-444-5820**

Email: **nserra@waterfordct.org**

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment with completed form to:

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

****Please complete a separate form for each employee as necessary****

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

Membership Invoice

APPROVED Invoice # 2525

VENDOR# 69
PO# FY 22
CLOSE PO Y N
ACCOUNT # 10104-52050
AMOUNT 70.00
SIGN PW
DATE 2/16/22

Nicole Serra
Waterford Town Hall
15 Rope Ferry Rd
Waterford, CT 06385-2806

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in Connecticut Association of Assessing Officers!

MEMBER	ITEM	AMOUNT
Serra, Nicole 1/1/2022 - 1/1/2023	Regular Member Membership Dues	70.00
TOTAL:		70.00

Payment Stub

Member: Serra, Nicole

Please tear off this stub and include with your payment.
Send payment to:

Invoice #: 2525
Description: Membership Dues
Date Due: 2/15/2022

CAAO
c/o Marsha Benno, Assessor's Office
11 Meetinghouse Lane
Woodbridge, CT 06525-1597

Amt. Due: 70.00

Enclosed:

or login and pay online at
<https://caao.com>

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

Membership Invoice

Invoice # 2560

APPROVED

VENDOR# 69

PO# FY 22

CLOSE PO Y N

ACCOUNT # 10104-52050

AMOUNT 70.00

SIGN PW

DATE 12-20-21

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

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in Connecticut Association of Assessing Officers!

MEMBER	ITEM	AMOUNT
Walton, Paige 1/1/2022 - 1/1/2023	Regular Member Membership Dues	70.00
TOTAL:		70.00

Payment Stub

Member: Walton, Paige

Invoice #: 2560

Description: Membership Dues

Date Due: 2/15/2022

Amt. Due: 70.00

Enclosed:

Please tear off this stub and include with your payment.
Send payment to:

CAAO
c/o Marsha Benno, Assessor's Office
11 Meetinghouse Lane
Woodbridge, CT 06525

or login and pay online at
<https://caao.com>



INTERNATIONAL ASSOCIATION
OF ASSESSING OFFICERS

Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2806

Membership Dues

SECOND NOTICE

Please return with payment on or before due date
to ensure your membership does not lapse.

IAAO

314 W 10th St
Kansas City, MO 64105-1616 USA
Telephone 816/701-8100
Toll Free 800/616-4226
Fax 816/701-8149
Internet www.iaao.org
Federal I.D. No. 36-2210012

	Begin Date	End Date	Amount Due
Regular Membership for Paige S. Walton (Regular)	1/1/22	12/31/22	\$225.00
Fair and Equitable	1/1/22	12/31/22	\$0.00
Journal of Property Assessment and Administration	1/1/22	12/31/22	\$0.00

APPROVED

VENDOR# ~~11151~~ 223

FY 2022

PO Y N

ACCOUNT # 10104-2205

AMOUNT 225.00

TOTAL DUE: 225.00

You have been a member since 2007.

Mailing Address:

Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2806

SIGN [Signature]
DATE 12/13/2021

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



Certified Assessment Evaluator
Assessment Administration Specialist
Cadastral Mapping Specialist
Personal Property Specialist
Residential Evaluation Specialist
Mass Appraisal Specialist
Please contact designations@iaao.org for more information.

Please return form with payment to:

IAAO
PO Box 29900 Dept. 929
Phoenix, AZ 85038-0900

Credit card payments may be faxed to 1-816-701-8149.

CARD NUMBER	VISA	EXPIRATION
0000 0000 0000 0000		1/1/22
NAME ON CARD		CVV/CID
		000

SIGNATURE

Pay online anytime at www.iaao.org!

Member Number: 00144399
Invoice Number: 22-00144399
Amount Due: 225.00
Due Date: Past Due

CHECK OR CREDIT CARD ONLY

*Make checks payable to IAAO in U.S. \$ currency.

If you would like to make a change to this invoice, please call the IAAO
Membership Department at 1-800-616-4226.

The provided e-mail is for the servicing of your account. It is IAAO Policy not to sell, rent, or distribute e-mail addresses.
Questions or Concerns? Please call the IAAO Membership Department at 1-800-616-4226

Northeastern Regional Association of Assessing Officers
An Affiliate of the International Association of Assessing Officers

2021 Membership Application

Dear Assessing/Appraising Professional,

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

In order to reach the above goals, the NRAAO sponsors an annual conference. This year the conference was to be held at The Hard Rock Hotel & Casino Atlantic City, New Jersey MAY 17-20, 2020. Due to COVID 19 the conference was forced to be cancelled. Hats off to New Jersey for being able to recover all funds spent and refund any money to any participant who had already paid. They were very disappointed at the cancellation of their conference but at our annual fall meeting of our Board of Directors they have stepped up and will try it again in 2025. Thank you New Jersey!!! Also at our Board of Directors meeting, New Hampshire, who was to be our host for our 2021 conference has now decided, due to on-going COVID 19 issues, that they are working on a VIRTUAL conference, more information to follow. PLEASE keep your membership CURRENT. It is important during these uncertain times that we have a network of professionals in the appraising/assessing field that could help you to gain insight to how the assessment field operates, learn about new laws and regulations and contact other assessing officials from various communities, states and provinces.

Please fill out the application and send it along with the proper fee, via check, money order or voucher made out to NRAAO and return it to Betsy Quist, P.O. Box 5005, Woodbridge, CT 06525.

PO# Y 2022 OR PAY ONLINE - NRAAO.ORG (fees apply)

CLOSE PO Y NY The fee structure is as follows:

ACCOUNT # 1904-52050 Active Member (Assessing Officials): \$40.00
Associate Member (Retired Officials): \$15.00
Subscribing Members (Corporate, Reps, etc): \$100.00

RENEWAL MEMBERSHIP APPLICATION 2021
NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Patty Walton Title: Assessor Date: 12/8/21
Jurisdiction/Firm: Town of Watford Phone Number: (860) 444-5820
Mailing Address: 15 Rope Ferry Rd. City: Watford ST: CT Zip: 06385
Fax Number: (860) 444-5819 E-Mail Address: pwalton@watfordct.org

Signature [Signature]

Complete this application and return it with the appropriate fee by check, voucher or money order made out to NRAAO and return to NRAAO, c/o Betsy Quist, P.O. Box 5005, Woodbridge, CT 06525-5005. If you have any questions, please do not hesitate to call 1-800-333-5555.

APPROVED

VENDOR# 223

PO# - FY 22

CLOSE PO Y Y N N

ACCOUNT # 10104 - 52050

AMOUNT \$ 69.57

SIGN PW

DATE 5/24/22

~~MAY 24~~, 2022

ORDER # 77294

314 W 10th St, Kansas City, MO 64105

BILL TO

Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2806
8608578303
Customer ID 00144399

SHIP TO

Paige Walton
Town of Waterford -
Assessor's Office
15 Rope Ferry Rd
Waterford, CT 06385-2806
(860) 857-8303

Please send
reimbursement to:

Paige Walton
2432 Dairy Rd.
Cosby, TN 37722

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
1	BK0097	Property Assessment Valuation - Third Ed.	\$50.00	\$50.00
			Subtotal: (US\$)	\$50.00
			Freight:	\$16.31
			Handling:	\$3.26
			Total: (US\$)	\$69.57
			Payment: (05/24/2022 - card ending: 5094)	(\$69.57)
			Amount Due	\$0.00

Click on MY ACCOUNT to access your online courses, e-books, previous webinars and proceeding recordings, past order information, and membership information.

If the receipt does not display correctly Click here to open in a browser.

Handbooks ordered during the registration process can be picked up at the registration desk on Sunday, June 5 in the lobby of the Graduate Storrs Hotel or in class on Monday, June 6.

Those wishing to purchase a Handbook onsite may do so with a check made out to "CAAO".

CCMA 1B, 2A, 2B, 3, and 4 (Revaluation Course)

- Property Assessment Valuation, 3rd Edition

* **Students must purchase this required text directly from the IAAO website.**

It is recommended that students enrolled in CCMA courses 1B, 2A, 2B, 3, and 4 (Revaluation Course) complete assigned readings (provided by course instructors) from the IAAO text *Property Assessment Valuation, 3rd Edition* prior to the start of School. The prerequisite reading list is posted on the CAAO website.

CCMA 3 - Additional optional texts

Please check the CAAO website for optional texts available for purchase through the Appraisal Institute.

For CAAO Advanced Workshop Participants:

Credit Hours:

Anyone arriving after 9:00 AM to a morning workshop or 1:30 PM to an afternoon workshop will not receive credit hours. **No exceptions.**

Monday - Thursday morning and afternoon sessions: 3.25 hours of credit each.
Friday morning session: 3.0 hours of credit.

Credit hours have been approved by the CCMA based on the time frame set forth by the workshop schedule and reflect the actual number of contact hours that each workshop is in session.

To receive credit for the workshop hours attended, sign-in/out requirements must be met for each workshop held.

For all participants and instructors:

Parking Information:

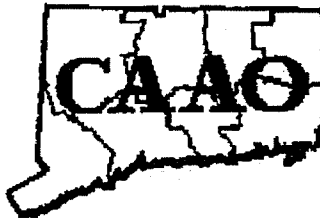
Paige Walton

Duplicate copy

From: University Events and Conference Services <conferences@uconn.edu>
Sent: Wednesday, April 13, 2022 2:59 PM
To: Paige Walton
Subject: Registration Confirmed - 79th Annual School of Connecticut Assessors and Board of Assessment Appeals

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.



Reimbursement
Sent to Paige

Dear Paige,

Your registration has been confirmed. Please save this email for future reference.

Event: 79th Annual School of Connecticut Assessors and Board of Assessment Appeals

Attending: Paige Walton

Number in Party: 1

Time: 4:00 PM

Date: June 5, 2022

Confirmation Number: KRNKQLWL47R

For CCMA Course Participants:

What to Bring:

Individuals enrolled in CCMA 2A should bring a 3-ring binder for handout materials. Participants in all courses, especially CCMA 3, are encouraged to

Yes

Sessions

06-Jun-2022

9:00 AM - 12:15 PM

Valuation of Affordable Housing &
Accessory Dwelling Units

07-Jun-2022

9:00 AM - 12:15 PM

Aquaculture vs. Maritime Heritage
Land

1:30 PM - 4:45 PM

R.E. & P.P. - Solar, Batteries & Wind
Turbine

08-Jun-2022

9:00 AM - 4:45 PM

Revaluation A - Z

10-Jun-2022

12:15 PM - 1:30 PM

Lunch

[View or modify your registration](#)

We look forward to seeing you there.



Sincerely,

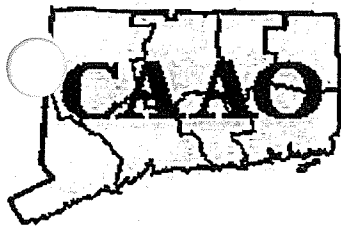
University Events and Conference Services

conferences@uconn.edu

If you no longer want to receive emails from University Events and Conference Services, please [Opt-Out](#).

CAAO Advanced Workshops - Three Day Pass

\$300.00



APPROVED

VENDOR# 69

PO# — FY 22

Summary Fees Agenda at a Glance Sessions Speakers
Required Texts Hotel Directions and Parking Contact Us

CLOSE PO Y N

ACCOUNT # 10104-52050

AMOUNT 450.00

SIGN PW

DATE 4/13/22

79th Annual School of Connecticut Assessors and Board of Assessment Appeals

June 5, 2022—June
10, 2022

UConn
Thomas J. Dodd Research
Center
Storrs, CT 06269

Order Summary

Review your order information and submit your payment.

Nicole Serra

Admission Item

CCMA Course 1B

\$450.00

er your discount code (if applicable)

Apply

Subtotal \$450.00

Order Total \$450.00

Payment

Select Payment Method

☐ Credit Card

☐ Check

☒ Purchase Order

Total Due \$450.00

Purchase orders should be made out to: University of Connecticut – Assessors 22.

They may be mailed to the address below, emailed to conferences@uconn.edu, or faxed to (860) 486-1064.

Please include:

- purchase order number
- maximum amount of purchase order
- valid start and end dates
- contact information of the person responsible for payment of purchase order
- the names of the attendees the PO covers

P.O.s should be mailed to:

UConn Events and Conference Services

Attn: Assessors 22

2019 Hillside Road, Unit 1185

Storrs, CT 06269-1185

Purchase Order Name/Number _____

Nicole Serra

From: Paige Walton
Sent: Monday, October 31, 2022 1:58 PM
To: Nicole Serra
Subject: FW: JD Power Pricing Schedule for 2022 & 2023 Budget
Attachments: NADA MV Pricing Scenario - 2022 - Final.xlsx; J.D. Power Guide Book Pricing 2022.xlsx

Here are the prices for next year

From: Labarbera, Larry <labarbera@townofwindsorct.com>
Sent: Thursday, December 16, 2021 2:46 PM
To: CAAO Hotline (caao-hotline@caao.com) <caao-hotline@caao.com>
Subject: JD Power Pricing Schedule for 2022 & 2023 Budget

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Assessor,

As many of you are aware, JD Power (formerly NADA) is changing the base pricing to a per vehicle price. The base price for your town (shown on the spreadsheet in blue) has not changed for many years. In addition, this included one set of pricing guides.

For 2022 the price will be \$0.055 per vehicle. In addition, all of the guides must be purchased separately (price list attached). We understand that most of you have not budgeted this amount in your current FY 22 budgets. However, this will be the basis for the order form and the invoice you will receive from CAAO in the spring of 2022. The column highlighted in yellow is your new base price. Purchasing one of each guide (not including the online guides) will add \$433 to your base price. The additional \$75 per town is so we can provide the Truck & Trailer VIN program, the NICB guide, the Motor Vehicle committee expenses and one set of books provided to OPM.

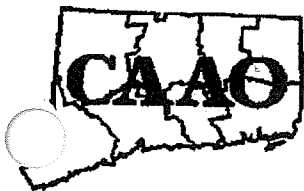
The Chairs of the Motor Vehicle Committee worked very hard to mitigate this increase. It was only a couple of months ago that a final resolution was reached. JD Power wanted a much higher increase for 2022. As it is, for 2023 the per vehicle price will be \$0.077 and the pricing guides are expected to increase another 15% (your 2023 base price is shown in the last column). Remember to add the guide costs when requesting your FY 23 budget amounts.

Larry.

Lawrence LaBarbera, ASA, CCMA II, CCMC
Assessor, Town of Windsor
(860) 285-1819

Town Name	Town Code	County	# of MV's	Base Price 2021	2021 Total incl. Additional Books	PER VEH @.055	2022 Base Price \$0.055 per vehicle (rounded to nearest \$100) + \$75/town	2023 Base Price \$0.077 per vehicle (rounded to nearest \$100) + \$75/town
Wallingford	148	New Haven County	44,038	\$ 730.00	\$ 1,076.00	\$ 2,422.09	\$ 2,475.00	\$ 3,475.00
Warren	149	Litchfield County	1,735	\$ 350.00	\$ 425.00	\$ 95.43	\$ 175.00	\$ 175.00
Washington	150	Litchfield County	4,504	\$ 350.00	\$ 453.00	\$ 247.72	\$ 275.00	\$ 375.00
Waterbury	151	New Haven County	68,499	\$ 730.00	\$ 1,024.00	\$ 3,767.45	\$ 3,875.00	\$ 5,375.00
Waterford	152	New London	20,592	\$ 470.00	\$ 470.00	\$ 1,132.56	\$ 1,175.00	\$ 1,675.00
Watertown	153	Litchfield County	22,333	\$ 470.00	\$ 470.00	\$ 1,228.32	\$ 1,275.00	\$ 1,775.00
Westbrook	154	Middlesex County	7,940	\$ 350.00	\$ 413.00	\$ 436.70	\$ 475.00	\$ 675.00
West Hartford	155	Hartford County	46,912	\$ 730.00	\$ 793.00	\$ 2,580.16	\$ 2,675.00	\$ 3,675.00
West Haven	156	New Haven County	38,170	\$ 600.00	\$ 1,049.00	\$ 2,099.35	\$ 2,175.00	\$ 2,975.00
Weston	157	Fairfield County	8,464	\$ 350.00	\$ 350.00	\$ 465.52	\$ 575.00	\$ 775.00
Westport	158	Fairfield County	23,545	\$ 470.00	\$ 545.00	\$ 1,294.98	\$ 1,375.00	\$ 1,875.00
Wethersfield	159	Hartford County	23,019	\$ 470.00	\$ 723.00	\$ 1,266.05	\$ 1,375.00	\$ 1,875.00
Willington	160	Tolland County	6,730	\$ 350.00	\$ 540.00	\$ 370.15	\$ 475.00	\$ 575.00
Wilton	161	Fairfield County	15,959	\$ 470.00	\$ 781.00	\$ 877.75	\$ 975.00	\$ 1,275.00
Winchester	162	Litchfield County	10,512	\$ 470.00	\$ 510.00	\$ 578.16	\$ 675.00	\$ 875.00
Windham	163	Windham County	16,793	\$ 470.00	\$ 608.00	\$ 923.62	\$ 975.00	\$ 1,375.00
Windsor	164	Hartford County	27,480	\$ 600.00	\$ 738.00	\$ 1,511.40	\$ 1,575.00	\$ 2,175.00
Windsor Locks	165	Hartford County	22,452	\$ 470.00	\$ 470.00	\$ 1,234.86	\$ 1,275.00	\$ 1,775.00
Wolcott	166	New Haven County	16,951	\$ 470.00	\$ 919.00	\$ 932.31	\$ 975.00	\$ 1,375.00
Woodbridge	167	New Haven County	8,275	\$ 350.00	\$ 540.00	\$ 455.13	\$ 575.00	\$ 675.00
Woodbury	168	Litchfield County	10,703	\$ 470.00	\$ 781.00	\$ 588.67	\$ 675.00	\$ 875.00
Woodstock	169	Windham County	9,398	\$ 350.00	\$ 453.00	\$ 516.89	\$ 575.00	\$ 775.00
			3,039,215			\$ -		\$ -
					\$ 107,708.00	\$ 167,156.83	\$ 180,175.00	\$ 246,475.00
						JD Power	\$ 165,000.00	
						NICB	\$ 1,700.00	
						Truck VIN	\$ 4,000.00	
							\$ 170,700.00	

Guide Description	2022 Pricing
Used Car Guide	\$70.00
Older Used Car Guide	\$55.00
Classic, Collectible & Exotic Guide	\$55.00
Commercial Truck Guide	\$70.00
Motorcycle/Snowmobile Guide	\$55.00
Vintage Collectible & Retro Motorcycle	\$50.00
Recreational Vehicle Guide	\$78.00
CONNECT RV - Older RV's Online Only	\$130.00
JD Power Online Program	\$184.00



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS
MOTOR VEHICLE COMMITTEE

SUBSCRIPTION RENEWAL PACKAGE
2022 NADA MOTOR VEHICLE PRICING PACKAGE

Wednesday, May 11, 2022

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

1 2022 NADA MOTOR VEHICLE PRICING PACKAGE \$ 1,175

All Guide Books are now purchased separately.

ADD Total Amount figure from "ADDITIONAL J.D. POWER" form \$ 250

TOTAL AMOUNT DUE TO CAAO, INC \$ 1,425 -

MAKE CHECK PAYABLE TO CAAO, INC

MAIL ALL ORDER FORMS & PAYMENTS TO:
APPROVED

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

VENDOR# 69

PO# FY 2022

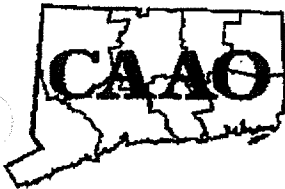
CLOSE PO Y N X

ACCOUNT # 10104-53200

AMOUNT \$ 1425

SIGN PW

DATE 5/16/22



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS
MOTOR VEHICLE COMMITTEE

ORDER FORM - "ADDITIONAL J.D. POWER" 2022 PRICING GUIDES

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

QTY

# _____	October issue, J.D. POWER Official Used Car Guide	\$ 70.00 ea. _____
# _____	Sept-Dec issue, J.D. POWER Official Older Used Car Guide	\$ 55.00 ea. _____
# _____	Sept-Dec issue, J.D. POWER Classic, Collectible, Exotic Guide	\$ 55.00 ea. _____
# _____	Sept-Dec issue, J.D. POWER Commercial Truck Guide	\$ 70.00 ea. _____
# _____	Sept-Dec issue, J.D. POWER Motorcycle/Snowmobile Guide	\$ 55.00 ea. _____
# _____	Dec. issue, J.D. POWER Vintage Collectible & Retro Motorcycle	\$ 50.00 ea. _____
# _____	Sept-Dec issue, J.D. POWER Recreational Vehicle Guide	\$ 78.00 ea. _____
# _____	J.D. POWER CONNECT RV * <u>Online Subscription Only</u> *(replaces Older RV Guide) has values for both RV Guides (years 2022-1968)	\$130.00 ea. _____
# <u>1</u>	J.D. POWER Online (replaces E-Valuator)	\$250.00 ea. <u>✓</u>

_____ **TOTAL ORDER**

TOTAL AMOUNT \$ 250.00
(Add this amount to the billing form)

MAKE CHECK PAYABLE TO:

CAAOC, INC

MAIL ALL ORDER FORMS & PAYMENTS TO:

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

Paige Walton

From: Paige Walton
Sent: Tuesday, May 17, 2022 11:09 AM
To: Kimberly Allen
Cc: Christy Gregg; Nicole Serra
Subject: Assessor budget
Attachments: 4TH QTR IN-SERIES TRANSFER REQUEST.xls; NADA pricing.pdf

Attached please find a 4TH quarter in-series transfer request for the Assessor's office to cover both the postage and service contract line items.

As well I wanted to bring to your attention a recent sizable increase in the cost for our NADA (now JD Powers) pricing books. Historically the base price for a standard set of NADA motor vehicle pricing books has always been around \$500 per year. The base price included not only the books but also the fee for the DMV to automatically price the majority of vehicles using the NADA software prior to the list being released to us.

We were informed in December that the JD Powers pricing will be changing. The base price for DMV pricing through the new software is now calculated on a per vehicle price (.055 per car) and physical pricing books are no longer included with the base price but instead will be available on an a la carte basis. Rather than spend the additional \$433 on physical books we have tested the online access to JD powers, and have opted to instead utilize the online subscription service for \$250 per year to price those vehicles that appear on our unpriced list or that are added to the Grand List after the fact.

The result is a total NADA/JD Powers pricing fee of \$1,425 this year, an increase of \$925 which had not been budgeted for. Since there does not appear to be any excess funds that can be transferred, how should we proceed in order to ensure that the the attached MV pricing invoice is paid?

Thanks,

Paige

Paige S. Walton, CCMA II
Assessor
Town of Waterford
(860) 444-5822
pwalton@waterfordct.org

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2023-2024 FISCAL YEAR**

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

DEPARTMENT: ASSESSOR

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees	273	460	190	380	191
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	273	460	190	380	191

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10105

BD. OF ASSESSMENT APPEALS

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. (12/9/22)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	300	300			300	300	0	0.00%
51210	CLERICAL/TECHNICAL	149	694			677	677	(17)	-2.45%
51920	F.I.C.A	34	76			75	75	(1)	-1.32%
	SUBTOTAL	483	1,070	0	0	1,052	1,052	(18)	-1.68%
SERVICES									
52010	ADVERTISING	296	350			350	350	0	0.00%
52020	POSTAGE	19	50			50	50	0	0.00%
52050	DUES, CONF., & EDUCATION	150	150			150	150	0	0.00%
	SUBTOTAL	465	550	0	0	550	550	0	0.00%
DEPARTMENT TOTAL		948	1,620	0	0	1,602	1,602	(18)	-1.11%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:**



Board of Assessment Appeals

BUDGET FUNCTION

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

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST**



DEPARTMENT:

BUDGET SUMMARY

Line Item	FY 2022 Appropriated	FY2023 Appropriated	FY 2024 Request	Change from FY 2023 (+/-) \$0
PERSONNEL COSTS				
51010 Elected Officials	300	300	300	0
51210 Clerical/Technical	694	694	677	-17
51920 Fica	76	76	75	-1
SUBTOTAL	1,070	1,070	1,052	-18
SERVICES				
52010 Advertising	350	350	350	0
52020 Postage	50	50	50	0
52050 Dues, Conf. & Education	150	150	150	0
SUBTOTAL	550	550	550	0
DEPARTMENT TOTAL	1,620	1,620	1,602	-18

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:



BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Compensation for members of the Board of Assessment Appeals is fixed at \$100 per year per member except during revaluations. Based on the estimated number of appeals that the board hears in a typical non-revaluation year, there are 19 hours of clerical time provided by the Assessor's staff at an overtime rate. The calculated FICA is included.

Budget Request: **\$1,052**

See the Personnel/Fringe Benefit spreadsheet for calculations.

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

Budget Request: **\$550**

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

Includes required annual publication notifying taxpayers of Board of Assessment Appeals Hearing dates and appeals procedures. Required notices are published in *The Day* newspaper and posted on the Town's website twice annually. Advertising costs incurred in FY22 = \$295 to date.

Advertising Breakdown:

March 2024 Legal Ad: \$174

September Legal Ad: \$175

\$350

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT:



- **10104-52020 – Postage** Request: **\$50**

Postage estimate is based on approximately 70 mailings at the standard rate and includes an original hearing appointment notification to each appellant and a statutorily required post hearing action notice to each appellant containing appeal results and the process to pursue their appeal in Superior Court if aggrieved.

Postage costs incurred in FY22 = **\$19.**

- **10104 – 52050 – Dues, Conf. & Education** Request: **\$150**

Education cost represents an allowance for BAA training, which is made available to all board members by the state's Office of Policy and Management in conjunction with the Connecticut Association of Assessing Officers. The current cost for the BAA course is \$50/per person. Dues, Conf. & Education Fees incurred in FY22:\$150.00

TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF ASSESSMENT APPEALS
2023-2024 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
	Assessment Aide III	4	\$ 35.6400	136.00	142.56	N/A	142.56	10.91
	Sept MV Session							
	March Session	15	\$ 35.6400	558.00	534.60	N/A	534.60	40.90
	Total Clerical Technical			694.00	677.16		677.16	51.80
ELECTED	BAA MEMBERS	FLAT FEE		300.00			300.00	22.95
	Total Elected			300.00			300.00	22.95
TOTALS							977.16	74.75

WORKDAYS 2023/2024

260

WEEKS TO BUDGET

52

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 04 ASSESSOR
2023-2024 FISCAL YEAR

LINE 51910 LINE 51920

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
	\$		0.00	0
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			0.00	0.00

***ADDED TO FICA ON
PERSONNEL WORKSHEET

TOWN OF WATERFORD, CONNECTICUT
STATEMENT OF EXPENDITURES AND OTHER FINANCING USES-
ORIGINAL BUDGET AND ACTUAL-GENERAL FUND
FOR THE FIVE YEARS ENDED JUNE 30, 2022

ORG	OBJECT DESCRIPTION	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL
	BOARD OF ASSESSMENT APPEALS:										
	PERSONNEL:										
10105	51010 ELECTED OFFICIALS	300	300	300	200	300	400	300	300	500	133
10105	51210 CLERICAL AND TECHNICAL	694	149	664	371	831	379	781	232	1,994	1,783
10105	51810 OVERTIME	0	0	0		0	269	0	0	0	0
10105	51920 F.I.C.A.	76	34	74	44	87	80	83	41	153	147
	TOTAL PERSONNEL	1,070	483	1,038	614	1,218	1,128	1,164	573	2,647	2,063
	SERVICES:										
10105	52010 ADVERTISING	350	296	350	414	500	177	500	319	500	177
10105	52020 POSTAGE	50	19	50	38	150	91	150	17	235	99
10105	52050 DUES, CONFERENCES & EDUCATION	150	150	150	0	300	50	300	0	300	0
10105	52070 REIMBURSABLE EXPENSES	0	0	0	0	0	0	50	0	108	0
	TOTAL SERVICES	550	465	550	452	950	318	1,000	335	1,143	276
	TOTAL BOARD OF ASSESSMENT APPEALS	1,620	948	1,588	1,066	2,168	1,446	2,164	908	3,790	2,339

Paige Walton

From: Marilyn Lusher <marilyn@marilynlusher.com>
Sent: Friday, December 9, 2022 1:50 PM
To: Paige Walton
Subject: RE: FY24 BAA Budget

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**

Ok, then I approve.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Paige Walton <pw Walton@waterfordct.org>
Date: 12/9/22 1:45 PM (GMT-05:00)
To: Marilyn Lusher <marilyn@marilynlusher.com>
Subject: RE: FY24 BAA Budget

Not in this budget – it was supposed to be covered in the FY23 budget request, but was cut by the BOS.

This budget is for FY24 (7/1/2023 through 6/30/24) so the appeals from the revaluation will have already taken place. It should be a typical BAA session in March 2024.

Also, the Finance Director just informed us that she will be taking care of transferring over any additional funds needed for the 2 extra board members and OT salary for the clerk this coming March session.

From: Marilyn Lusher <marilyn@marilynlusher.com>
Sent: Friday, December 9, 2022 1:40 PM
To: Paige Walton <pw Walton@waterfordct.org>
Subject: RE: FY24 BAA Budget

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**

Should the additional members be in this budget? If so, where is that amount?

Paige Walton

From: Lee Couture <lee.couture@snet.net>
Sent: Friday, December 9, 2022 1:29 PM
To: Paige Walton
Subject: Re: FY24 BAA Budget

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**

Looks good. I approve.
Happy Holidays!
Lee Couture

Sent from my iPhone

On Dec 9, 2022, at 1:25 PM, Paige Walton <pwalton@waterfordct.org> wrote:

Thank you Dave.

Paige S. Walton, CCMA II
Assessor
Town of Waterford
(860) 444-5822
pwalton@waterfordct.org

From: David Peabody <david.peabody@ymail.com>
Sent: Friday, December 9, 2022 1:22 PM
To: marilynusher@remax.com; Lee Couture <lee.couture@snet.net>; Paige Walton <pwalton@waterfordct.org>
Cc: Marilyn Lusher <marilyn@marilynusher.com>
Subject: Re: FY24 BAA Budget

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**

Hi Paige, I approve

The Day

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD	
D93229	TOWN OF WATERFORD - ASSESSORS	07/01/22-07/31/22	
CLIENT	PAGE NUMBER	DUE DATE	
	Page 1 of 1	08/31/2022	
Current	Over 30 Days	Over 60 Days	Total Balance
\$162.60	\$0.00	\$0.00	\$162.60

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

FILE COPY

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

STATEMENT NUMBER
18498
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$0.00
07/26/22	Waterford- notice	CPNW, DAY, DCW	d01037098 hearings for the 202	2 col X 19 Lines	\$162.60

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
07/01/22-07/31/22	D93229	TOWN OF WATERFORD - ASSESSORS	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$162.60	\$0.00	\$0.00	\$162.60

APPROVED

VENDOR# 157
PO# 1 FY 2023
CLOSE PO Y N
ACCOUNT # 10105-52010
AMOUNT \$162.60
SIGN [Signature]
DATE 8/1/22

Paige Walton

From: legal <legal@theday.com>
Sent: Friday, January 14, 2022 12:56 PM
To: Paige Walton
Subject: RE: Board of Assessment Appeals -Town of Waterford

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Happy Friday paige – your notice is all set to run in tommrrows paper 1-15

Thank you!!

Total : \$162.60

d01021615

**TOWN OF WATERFORD
BOARD OF ASSESSMENT APPEALS**

The Board of Assessment Appeals will conduct hearings for the 2021 Grand List on the dates and times listed below. Applications for appeal must be submitted in writing and filed with the Assessor's office by February 20th, 2022. Hearings are by appointment only. Applications may be requested by contacting the Assessor's Office at (860) 444-5820 and are also available online at <https://www.waterfordct.org/board-of-assessment-appeals>. Meeting date and time schedule is as follows:

Tuesday March 1, 2022	4:00 pm – 7:00 pm
Wednesday March 2, 2022	4:00 pm – 7:00 pm
Tuesday March 8, 2022	4:00 pm – 7:00 pm
Wednesday March 9, 2022	4:00 pm – 7:00 pm

Location: Waterford Assessor's Office
15 Rope Ferry Road

From: Paige Walton <pw Walton@waterfordct.org>
Sent: Friday, January 14, 2022 10:48 AM
To: legal <legal@theday.com>
Subject: Board of Assessment Appeals -Town of Waterford

Good Morning,

Attached please find a legal ad for the Waterford Board of Assessment Appeals March 2022 session. I would like the ad to run in The Day as soon as possible.

Please let me know if there are any questions,

Paige Walton

From: Paige Walton
Sent: Monday, July 25, 2022 1:00 PM
To: 'legal'
Cc: Amanda Goodhind
Subject: RE: BAA legal ad

Thank you!

~Paige

Paige S. Walton, CCMA II
Assessor
Town of Waterford
(860) 444-5822
pwalton@waterfordct.org

From: legal <legal@theday.com>
Sent: Monday, July 25, 2022 8:37 AM
To: Paige Walton <pwalton@waterfordct.org>
Amanda Goodhind <agoodhind@waterfordct.org>
Subject: RE: BAA legal ad

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the
content is safe.**

Good morning Paige 😊

This notice is all set and ready to run in tomorrow's paper—7-26

Total : \$162.60

Maryellen McConnell

From: Cindy Dupointe
Sent: Tuesday, November 23, 2021 2:20 PM
To: Maryellen McConnell
Subject: FW: CAAO INFOLINE: BAA Workshop

Hi

I spoke with Rob about the email below, he approved payment for the training for all 3.

Cindy Dupointe, LMSW
Executive Assistant to the First Selectman
Waterford Town Hall
15 Rope Ferry Road
Waterford, CT 06385
cdupointe@waterfordct.org
Phone: 860-444-5834
Fax: 860-444-0273



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From: Paige Walton
Sent: Tuesday, November 23, 2021 2:04 PM
To: Cindy Dupointe <cdupointe@waterfordct.org>
Subject: FW: CAAO INFOLINE: BAA Workshop

The CAAO sponsors a workshop each year for new BAA members, assessment staff and Assessors who work closely with the Board of Assessment Appeals.

This year we have one new office staff member, Kelcie, who will be acting as the Board's secretary and admin, and a newly elected BAA member, Lee Couture.

Because the board is tasked with specific authorities to change assessments, list additional, omitted assessments and overturn exemption determinations, members and staff should be fully trained on all pertinent statutes and functions of the Board. As well, since the Assessor acts as the technical advisor to the board, he/she should periodically sit through a BAA refresher course to remain abreast of any changes to statutes or procedure.

Additionally next year is a revaluation year which will likely result in a marked increase in appeals to the Board for the March/April 2023 session. I anticipate that 2 BAA alternatives will be assisting the board in 2023 and the new Assistant Assessor will also have joined the office staff so that between this year and next all new BAA members and staff who

assist the board should have attended a BAA workshop. The current BAA chair, Marilyn Lusher and member Mike Buscetto have attended workshops in the past.

\$150 is budgeted each year for Board of Assessment Appeals education.

Please let me know if you need any further information.

~Paige

From: Labarbera, Larry [<mailto:labarbera@townofwindsorct.com>]
Sent: Tuesday, November 16, 2021 11:24 AM
To: CAAO Hotline (caao-hotline@caao.com) <caao-hotline@caao.com>
Subject: CAAO INFOLINE: BAA Workshop

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Board of Assessment Appeals Workshop

Bristol City Hall
City Council Chambers 1st floor
111 North Main St.
Bristol, CT 06010

Tuesday, November 30th, 2021

6:00 pm to 9:00 pm

Virtual - zoom link (if requested)

Instructor: Brian Smith, CCMA II

3 hours Continuing Education Credit

Workshop Cost \$50.00

[Click here for complete details and Registration Form](#)

Town of Waterford, CT 06385

PAGE: 1 OF 1

CHECK NUMBER: 00306852

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
11/23/2021	BOAA WORKSHOP	P. WALTON, K SULLIVAN & L COUTURE REGISTRATION GL# 10105 - 52050	\$150.00

\$150.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
69	CAAO, INC	306852	11/24/2021	\$150.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A 4000 PARTICULATE MICROPRINTING FACT AND IS SECURED BY SILKS AND WATERMARKS AND IS REGISTERED.



Town of Waterford

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

Peoples Bank
Bridgeport, CT
51-7218/2211

Vendor Number	Check Date	Check Number
69	11/24/2021	306852

VOID 180 DAYS FROM DATE OF ISSUE

\$150.00

One Hundred Fifty Dollars and 00 Cents

Pay
To the
Order Of
CAAO, INC
TOWN OF WOLCOTT
PAM DEZIEL
10 KENEA AVE
WOLCOTT, CT 06716-0030



[Signature]
Treasurer

MP

⑈00306852⑈ ⑆221172186⑆ 1377000058⑈

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

DEPT/AGENCY:

10106

TAX COLLECTOR

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	86,616	86,286			87,255	969	1.12%
51210	CLERICAL/TECHNICAL	81,111	80,820			85,437	4,617	5.71%
51810	OVERTIME	0	0			0	0	0.00%
51920	F.I.C.A	12,130	12,784			13,211	427	3.34%
	SUBTOTAL	179,857	179,890	0	0	185,903	6,013	3.34%
SERVICES								
52010	ADVERTISING	789	675			675	0	0.00%
52020	POSTAGE	6,662	6,000			7,500	1,500	25.00%
52030	PROFESSIONAL FEES	20,633	21,399			21,646	247	1.15%
52040	SERVICE CONT. & REPAIR	1,072	1,000			1,146	146	14.60%
52050	DUES, CONF. & EDUCATION	185	895			945	50	5.59%
	SUBTOTAL	29,341	29,969	0	0	31,912	1,943	6.48%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	79	280			50	(230)	-82.14%
	SUBTOTAL	79	280	0	0	50	(230)	-82.14%
OFFICE EQUIPMENT								
54060	OFFICE EQUIPMENT				0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	209,277	210,139	0	0	217,865	7,726	3.68%



Tax Collector FISCAL YEAR 2024 BUDGET

Town of Waterford

BUDGET FUNCTION

Functional Description of the Duties of the Tax Office

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

The Grand List 2021 levy totaled \$96,522,676.97, an increase of \$3,156,014.13 or 3.38% over the GL 2020 levy. As of the end of FY 2022, the tax office had collected at the following rates:

Real Estate:	99.74%
Personal Property:	99.95%
Motor Vehicle:	98.45%
Motor Vehicle Supplemental:	93.59%
Total Collection Rate:	99.68%

This was a decrease of 0.01 percentage point from last year and was the 2nd highest historical collection rate in the town's history.

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

The majority of the required billing information comes from the Assessor's Office, often in conjunction with the Connecticut Department of Motor Vehicles. The daily work necessitates a close working relationship with those offices as well as the Town Clerk, Finance Department, Town Treasurer, and various other agencies. The 2021 levy generated 30,941 tax bills: 9,575 real estate, 1,278 personal property, and 20,088 motor vehicle bills.

The office accepts Waterford Utility Commission payments and they are forwarded to the W.U.C. office at 1000 Hartford Road. We have started tracking the number of payments collected. In FY 2022, we accepted 1,192 payments. I have been continuing my efforts into having the Tax Collector's Office be able to post sewer payments to taxpayer's accounts and be able to access the WUC database in order to help our taxpayers.

FY 2024 BUDGET SUMMARY

The Fiscal Year 2024 total budget request is \$217,865 an increase of \$7,726 (3.68%) from the prior year. Personnel cost increased \$6,013 (3.34%) and Services increased \$1,943 (6.48%) driven predominantly by postage increases.

Personnel Cost: **\$185,903**

LI 51010 Elected Officials: \$87,255

The salaries for elected officials are addressed by action of the RTM. At the 2/7/2022 meeting of the RTM, it was voted to increase the elected officials' salaries by the least of the following criteria:

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

At this time, the NUMP contract has not been finalized, so no increase is budgeted although an increase will be needed.

LI 51210 Clerical/Technical: **\$85,437**

This is an increase of \$2,635. The salary for the Tax Office's full-time Accounts Receivable Clerk is determined by a negotiated contract between the Town and Local 1303-037. There was an increase of 2.75% in the union contract. The increase for our part-time Accounts Receivable clerk is 2.55%

With the Connecticut minimum wage increasing to \$15.00 per hour on 7/1/2023, the budget for the seasonal July employee has increased by 7.15%. I have recalculated the necessary hours and days for our seasonal employee per the recommended budget amount from the Finance Department. This would limit the position to a maximum of 22.5 hours per week. I have also re-evaluated the need for a seasonal clerk for the January collection period based on office needs in January 2021. I have since eliminated the request for a January seasonal employee for the second year in a row.

LI 51920 FICA: **\$13,211**

This is an increase of \$311 (2.4%). FICA is budgeted at 7.65% of all wages, including overtime. The increase is a function of the changes in salaries budgeted above in LI 51010 through 51810.

Services: \$32,536 an increase of \$2,567.

LI 52010 Advertising: \$675

No change. I have a written notification from The Day anticipating no increase in the costs of our required advertisements. State statute 12-145 requires publication of tax notices six times per year in a local newspaper; three times for each of the collection months. Rates are for publication in the Waterford Times. At the current rate of \$109.20 per ad, six ads would result in a total of \$655.20. The \$675 budget would allow for a 3% increase should things change.

June-July 3 ads x \$109.20 = \$327.60
Dec-Jan 3 ads x \$109.20 = \$327.60

LI 52020 Postage: \$7500

Postage rates have gone from \$0.51 to \$0.60 (18%) in the last year, so my postage budget has been increasing. I had to transfer \$1700 last fiscal year in order to keep this budget solvent.

FY 2019 \$5,348
FY 2020 \$5,552
FY 2021 \$4,863 (Payment extension by Governor due to Covid)
FY 2022 \$6,662

<u>Jul-22</u>	<u>Metered Mail</u>	<u>200.91</u>	
<u>(actual)</u>	<u>Postage</u>	<u>14.07</u>	
<u>Aug-22</u>	<u>Metered Mail</u>	<u>1,837.56</u>	DQ statements
<u>(actual)</u>	<u>Postage</u>	<u>108.29</u>	
<u>Sep-22</u>	<u>Metered Mail</u>	<u>1,198.77</u>	Demands
<u>(actual)</u>	<u>Postage</u>	<u>26.60</u>	Lien Notice PP
<u>Oct-22</u>	<u>Metered Mail</u>	<u>156.27</u>	
<u>(actual)</u>	<u>Postage</u>	<u>3.50</u>	
Nov-22	Metered Mail	75.26	
(LY)	Postage	2.01	
Dec-21	Metered Mail	670.96	
(LY)	Postage	16.75	
Jan-22	Metered Mail	1,194.11	Postcard Reminders
(LY)	Postage	24.12	
Feb-22	Metered Mail	615.53	DQ statements
(LY)	Postage	18.76	
Mar-22	Metered Mail	467.73	Demands
(LY)	Postage	12.06	
Apr-22	Metered Mail	122.14	Lien Notice RE
(LY)	Postage	1.34	
May-22	Metered Mail	74.73	
(LY)	Postage	3.35	
Jun-22	Metered Mail	63.25	DQ statements
(LY)	Postage	10.05	

LI 52030 Professional Fees: \$21,526 \$21,646

This is an increase of **\$247**. The main driver of this budget line is the Quality Data Service (QDS) billing and mailing service. QDS billing and mailing services increased by \$987.59 (4.79%).

Software maintenance costs have been removed from this budget and transferred to the Information Technology budget. Those costs increased by \$562.39 (5%) as the IT department has now picked up validator maintenance.

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

I have eliminated the expense for the White Pages as, at this time, I have found a better search engine that is free. In addition, I have been informed that drug screening for seasonal employees is no longer needed. The elimination of these two items reduced this section by \$117.

Quality Data Service – All Billing Services \$20,871

Last year \$20,626.96 (\$19,918.21 w/o validator maintenance)

This year, \$11,809.99 of software support moved to IT budget. The IT department is now picking up my validator maintenance as it is related to the software that we use.

Invoice Cloud Credit Card Processor \$480

PCI compliance for 1 credit card readers \$15 per machine per month \$180

Cloud Access Fee \$25 per month \$300

**DMV – Access DMV database for current address
and registration information \$250**

New Employee Background Check \$45

LI 52040 Service Contracts and Repairs: \$1146

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

Copier/Printer Lease \$1038

Ricoh copier lease: \$77.23 per month \$926.76

Copy fees: \$0.007 per copy (15,816 x \$0.007) \$110.00

copies	2020	2021	2022	AVG
1 st Quarter	2088	984	2014	1695
2 nd Quarter	7348	4318	2244	4637
3 rd Quarter	1966	359	2235	1520
4 th Quarter	4294	?	25,259	Approx 9,851
Total	15,696	?	31,752	Approx 15,816

Printer Service Contract for Desktop Office Printers

2 HP Desktop printers supplies & repairs

\$109

LI 52050 Dues, Conferences and Education: \$945

This is an increase of \$50 due to the reinstatement and increase in cost of the CTx Annual Conference. This amount covers state and local membership dues and state association meetings.

Dues:

Connecticut Tax Collectors' Association (CTx)	\$ 75
New London County Tax Collectors' Ass'n	\$ 20

Conferences:

Connecticut Tax Collectors' Association (CTx)	\$ 750
CTx Spring Meeting	\$ 50
CTx Fall Meeting	\$ 50

Effective 1/1/2021, the Office of Policy & Management (OPM) Will be instituting requirements for continuing education for Tax collectors. This will require 50 hours every 5 years. Some of these hours will be inclusive of current meetings and Seminars already in budgeted items. It is possible that additional line items may be necessary in the future.

LI 53010 Supplies: \$50

There is need for #9 blue return envelopes that are used extensively for return payments and forms.
Price is \$24.40 per box of 500

\$50

LI 54060 Office Equipment: \$0

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

DEPT/AGENCY: 10106 TAX COLLECTOR

LINE ITEM	DESCRIPTION	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	Department Request \$ Increase	Department Request % Increase
		2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADD'L/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM.		
	PERSONNEL COSTS								
51010	ELECTED OFFICIALS	86,616	86,286			87,255		969	1.12%
51210	CLERICAL/TECHNICAL	81,111	80,820			85,437		4,617	5.71%
51810	OVERTIME	0	0			0		0	
51920	F.I.C.A	12,130	12,784			13,211		427	3.34%
	SUBTOTAL	179,857	179,890	0	0	185,903	0	6,013	3.34%
	SERVICES								
52010	ADVERTISING	789	675			675		0	0.00%
52020	POSTAGE	6,662	6,000			7,500		1,500	25.00%
52030	PROFESSIONAL FEES	20,633	21,399			<u>21,646</u>		247	1.15%
52040	SERVICE CONT. & REPAIR	1,072	1,000			1,146		146	14.60%
52050	DUES, CONF. & EDUCATION	185	895			945		50	5.59%
	SUBTOTAL	29,341	29,969	0	0	31,912	0	1,943	6.48%
	MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	79	280			50		(230)	-82.14%
	SUBTOTAL	79	280	0	0	50	0	(230)	-82.14%
	OFFICE EQUIPMENT								
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	209,277	210,139	0	0	217,865	0	7,726	3.68%

COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10	COLUMN 11
2023/2024 RECOMMEN DED BD OF SELECTMEN	2023/2024 BOARD OF FINANCE REDUCTIO NS	2023/2024 RECOMME NDED BD OF FINANCE	2023/2024 RTM CUTS	2023/2024 RTM APPROVED
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

TOWN OF WATERFORD
GENERAL FUND
Revised 2023-2024 PROPOSED BUDGET

DEPT/AGENCY:

10106

TAX COLLECTOR

LINE ITEM	DESCRIPTION	COLUMN 1 2021/2022 ACTUAL EXPENDED	COLUMN 2 2022/2023 RTM APPROP.	COLUMN 3 2022/2023 ADD'L/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/23	COLUMN 5 2023/2024 DEPT/ AGENCY REQUEST	COLUMN 6 2023/2024 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase	COLUMN 7 2023/2024 RECOMMEN DED BD OF SELECTMEN	2023/2024 BOARD OF FINANCE REDUCTIO NS	2023/2024 RECOMME NDED BD OF FINANCE	COLUMN 10 2023/2024 RTM CUTS	COLUMN 11 2023/2024 RTM APPROVED
PERSONNEL COSTS														
51010	ELECTED OFFICIALS	86,616	86,286			87,255		969	1.12%					
51210	CLERICAL/TECHNICAL	81,111	80,820			85,437		4,617	5.71%					
51810	OVERTIME	0	0			0		0						
51920	F.I.C.A	12,130	12,784			13,211		427	3.34%					
	SUBTOTAL	179,857	179,890	0	0	185,903	0	6,013	3.34%	0	0	0	0	0
SERVICES														
52010	ADVERTISING	789	675			675		0	0.00%					
52020	POSTAGE	6,662	6,000			7,500		1,500	25.00%					
52030	PROFESSIONAL FEES	20,633	21,399			22,270		871	4.07%					
52040	SERVICE CONT. & REPAIR	1,072	1,000			1,146		146	14.60%					
52050	DUES, CONF. & EDUCATION	185	895			945		50	5.59%					
	SUBTOTAL	29,341	29,969	0	0	32,536	0	2,567	8.57%	0	0	0	0	0
MATERIALS & SUPPLIES														
53010	OFFICE SUPPLIES	79	280			50		(230)	-82.14%					
	SUBTOTAL	79	280	0	0	50	0	(230)	-82.14%	0	0	0	0	0
OFFICE EQUIPMENT														
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%					
	SUBTOTAL	0	0	0	0	0	0	0	0.00%	0	0	0	0	0
	DEPARTMENT TOTAL	209,277	210,139	0	0	218,489	0	8,350	3.97%	0	0	0	0	0

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 06 TAX COLLECTOR
2023-2024 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
1/12/2015	TAX COLLECTOR	40	N/A	87,254.96	87,254.96	N/A	87,254.96	6,675.00
	TOTALS			87,254.96	87,254.96	0.00	87,254.96	6,675.00
51210 - CLERICAL/TECHNICAL								
03/30/2009	ACCOUNTS RECEIVABLE CLERK	35	\$ 31.2118	55,285.05	56,805.39	\$ 350.00	57,155.39	4,372.39
03/09/2015	ACCOUNTS RECEIVABLE CLERK	19	\$ 27.1062	26,116.07	26,780.88	N/A	26,780.88	2,048.74
07/01/2022	SEASONAL CLERICAL	*LUMP 100	\$ 15.0000	1,400.00	1,500.00	N/A	1,500.00	114.75
	TOTALS			82,801.12	85,086.27	350.00	85,436.27	6,535.87
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.							0.00	0.00
TOTALS				170,056.08	172,341.23	350.00	172,691.23	13,210.88
BUDGET TOTAL W/F.I.C.A.							185,902.11	

WORKDAYS 2023/2024

260

WEEKS TO BUDGET

52

Line Item	Description							
		<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
51010	ELECTED OFFICIALS	85,262	86,286	86,286	87,255			
51210	CLERICAL/TECHNICAL	77,769	82,334	80,820	85,437			
51810	OVERTIME	0	0	0	0			
51920	F.I.C.A.	12,478	12,900	12,784	13,211			
	SUBTOTAL	175,509	181,520	179,890	185,903			
	SERVICES							
52010	ADVERTISING	700	700	675	675			
52020	POSTAGE	6,000	6,000	6,000	7,500			
52030	PROFESSIONAL FEES	21,832	22,214	21,399	22,270			
52040	SERVICE CONT. & REPAIR	1,350	1,178	1,000	1,146			
52050	DUES, CONF. & EDUCATION	685	195	895	945			
	SUBTOTAL	30,567	30,287	29,969	32,536			
	MATERIALS & SUPPLIES							
53010	OFFICE SUPPLIES	30	100	280	50			
	SUBTOTAL	30	100	280	50			
	OFFICE EQUIPMENT							
54060	OFFICE EQUIPMENT	50	0	0	0			
	SUBTOTAL	50	0	0	0			
	DEPARTMENT TOTAL	206,156	211,907	210,139	218,489			

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

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

Collection Statistics

		2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
July	Real Estate					59.20%	59.70%	59.60%	58.30%	58.40%	57.90%	59.00%	58.80%	61.10%	60.50%	59.20%	54.80%	55.84%	53.39%	57.62%	52.20%	59.27%	49.41%
	Personal Prop					77.40%	82.60%	79.30%	98.50%	100.40%	100.00%	99.40%	99.30%	99.20%	98.90%	97.80%	96.60%	97.24%	88.36%	87.58%	85.01%	85.51%	86.37%
	Motor Vehicle					81.70%	82.30%	81.10%	81.40%	81.60%	81.00%	81.10%	82.60%	83.20%	80.10%	72.70%	66.60%	69.24%	66.86%	66.19%	48.76%	66.64%	68.24%
	MV Supp																				Covid		
	Total					64.10%	65.80%	65.00%	67.40%	67.90%	67.40%	68.20%	68.20%	71.30%	70.80%	68.90%	65.40%	66.62%	62.73%	65.48%	60.42%	66.47%	60.39%
August	Real Estate	71.7%	65.40%	60.90%	60.80%	59.80%	60.30%	60.50%	59.20%	59.00%	59.20%	59.90%	59.40%	61.70%	61.50%	61.70%	61.70%	61.81%	61.72%	61.64%	56.66%	62.59%	62.39%
	Personal Prop	97.7%	99.50%	78.50%	78.20%	77.70%	82.70%	79.60%	99.60%	99.80%	100.50%	99.60%	99.60%	99.30%	99.30%	99.20%	99.20%	99.34%	99.51%	99.61%	96.35%	99.72%	99.24%
	Motor Vehicle	86.5%	86.10%	87.50%	88.10%	86.60%	86.20%	86.10%	87.40%	86.70%	86.00%	90.20%	86.50%	86.60%	86.50%	86.80%	87.00%						
	MV Supp																						
	Total	73.9%	74.30%	65.60%	65.60%	64.90%	66.50%	66.10%	68.50%	68.30%	68.60%	69.30%	68.80%	71.90%	71.90%	71.70%	71.90%	72.28%	72.45%	72.35%	67.22%	73.65%	73.75%
September	Real Estate	72.2%	65.60%	61.30%	61.00%	60.70%	60.50%	60.90%	59.60%	59.50%	59.40%	59.70%	59.80%	61.90%	61.70%	61.90%	61.90%	62.04%	62.35%	62.33%	61.45%	63.09%	62.75%
	Personal Prop	98.2%	99.50%	78.50%	78.30%	78.40%	82.80%	79.70%	99.70%	99.80%	99.70%	99.60%	99.70%	99.40%	99.30%	99.40%	99.60%	99.41%	99.57%	99.81%	98.86%	99.79%	99.32%
	Motor Vehicle	89.4%	88.60%	89.90%	91.70%	91.90%	91.10%	90.80%	92.20%	90.70%	90.20%	90.20%	90.00%	90.50%	90.40%	91.10%	92.10%	92.55%	92.45%	92.06%	82.59%	93.59%	91.28%
	MV Supp																						
	Total	74.6%	74.60%	66.00%	66.00%	66.00%	66.90%	66.60%	69.00%	68.90%	68.80%	69.10%	69.30%	72.30%	72.20%	72.10%	72.30%	72.62%	73.02%	73.03%	72.01%	74.17%	74.20%
October	Real Estate	72.7%	65.90%	61.50%	61.20%	61.00%	60.80%	61.10%	60.00%	59.80%	59.60%	60.40%	60.00%	62.10%	62.00%	62.30%	62.10%	62.22%	62.60%	62.49%	62.67%	63.59%	62.97%
	Personal Prop	98.4%	99.60%	78.60%	78.40%	78.40%	83.00%	79.80%	99.80%	99.80%	99.80%	99.70%	99.80%	99.60%	99.40%	99.50%	99.60%	99.53%	99.61%	99.87%	99.39%	99.84%	99.90%
	Motor Vehicle	91.2%	91.90%	91.20%	93.00%	93.60%	94.70%	93.80%	94.50%	93.70%	92.40%	91.90%	92.20%	92.00%	92.10%	93.00%	93.60%	93.55%	93.85%	93.32%	92.32%	95.34%	92.69%
	MV Supp																						
	Total	75.2%	75.00%	66.30%	66.30%	66.30%	67.40%	67.00%	69.40%	69.20%	69.00%	69.80%	69.50%	72.50%	72.50%	72.40%	72.60%	72.81%	73.27%	73.21%	73.46%	74.61%	74.56%
November	Real Estate	78.4%	66.30%	61.80%	61.70%	61.40%	61.30%	61.60%	60.40%	60.30%	60.10%	60.70%	60.40%	62.50%	62.20%	63.00%	62.5%	62.59%	63.20%	63.24%	63.19%	63.96%	63.31%
	Personal Prop	98.4%	99.60%	78.60%	78.50%	78.40%	83.00%	79.80%	100.00%	99.80%	99.90%	99.70%	99.80%	99.60%	99.40%	99.60%	99.7%	99.63%	99.79%	99.89%	99.45%	99.93%	99.87%
	Motor Vehicle	93.2%	92.80%	91.90%	93.70%	95.40%	96.10%	95.00%	95.30%	94.70%	94.50%	93.60%	93.40%	93.40%	93.10%	94.80%	95.2%	94.65%	95.48%	94.95%	94.00%	95.88%	94.00%
	MV Supp	27.8%																					
	Total	79.9%	74.70%	66.50%	66.70%	66.20%	67.80%	67.40%	69.80%	69.70%	69.50%	70.10%	69.90%	72.80%	72.30%	73.10%	73.0%	73.15%	73.81%	73.86%	73.92%	74.27%	74.86%
December	Real Estate	78.40%	72.20%	68.30%	67.30%	67.40%	66.10%	65.90%	65.60%	65.90%	66.00%	66.50%	66.90%	70.30%	71.00%	71.20%	71.01%	71.19%	71.30%	72.61%	71.84%	72.54%	
	Personal Prop	98.40%	99.60%	78.70%	78.50%	78.40%	83.00%	79.90%	99.90%	99.90%	99.80%	99.70%	99.80%	99.60%	99.60%	99.60%	99.74%	99.64%	99.80%	99.89%	99.84%	99.92%	
	Motor Vehicle	93.20%	93.60%	93.00%	94.30%	96.20%	96.50%	95.70%	95.60%	95.40%	95.20%	94.30%	94.10%	94.30%	94.70%	95.90%	95.81%	95.16%	96.04%	95.65%	95.13%	96.45%	
	MV Supp	27.80%	32.00%	14.90%	12.60%	18.20%	13.50%	4.90%	7.60%	3.50%	3.50%	3.80%	5.30%	4.70%	7.60%	6.70%	0.11%	1.42%	0.57%	0.07%	0.39%	0.06%	
	Total	79.90%	79.20%	71.10%	70.50%	70.80%	71.00%	70.10%	73.40%	73.70%	73.70%	74.20%	74.50%	78.00%	78.70%	78.60%	78.57%	78.76%	79.05%	79.95%	79.61%	80.16%	
																						</	

	Motor Vehicle	95.3%	95.60%	96.50%	96.00%	97.40%	97.80%	97.30%	97.10%	97.10%	97.30%	96.10%	96.10%	96.30%	96.30%	97.40%	96.94%	97.08%	97.17%	97.14%	97.25%	97.85%	
	MV Supp	89.3%	89.10%	88.40%	89.20%	88.10%	89.90%	89.20%	86.80%	87.90%	88.50%	88.70%	85.60%	87.40%	87.40%	89.40%	87.47%	88.36%	89.18%	87.62%	84.79%	90.00%	
	Total	98.4%	98.50%	93.00%	92.60%	92.60%	93.40%	92.80%	98.50%	98.60%	98.30%	98.60%	98.60%	98.80%	98.90%	99.00%	98.90%	98.92%	99.10%	99.11%	98.73%	99.54%	
April	Real Estate	99.0%	98.70%	96.70%	96.60%	96.60%	96.90%	98.70%	98.70%	98.30%	98.80%	98.60%	99.00%	99.10%	99.10%	98.98%	98.98%	99.23%	99.22%	99.28%	99.62%		
	Personal Prop	98.8%	99.90%	79.00%	78.50%	78.50%	82.90%	79.90%	100.00%	99.90%	99.90%	99.70%	99.80%	99.60%	99.60%	99.60%	99.75%	99.76%	99.86%	99.89%	99.93%	99.93%	
	Motor Vehicle	96.0%	96.10%	96.90%	96.50%	97.60%	98.00%	97.60%	97.50%	97.40%	97.70%	97.20%	97.40%	96.60%	96.60%	97.60%	97.48%	97.39%	97.61%	97.45%	97.81%	97.83%	
	MV Supp	91.1%	91.00%	89.50%	91.50%	89.80%	91.90%	90.60%	90.30%	89.80%	90.90%	90.70%	87.80%	89.20%	89.50%	91.60%	90.98%	89.58%	91.37%	89.43%	91.06%	91.27%	
	Total	98.7%	98.70%	93.30%	92.90%	92.80%	93.70%	93.10%	98.90%	98.90%	98.60%	98.90%	98.80%	99.00%	99.00%	99.10%	99.05%	99.04%	99.26%	99.24%	99.32%	99.54%	
May	Real Estate	99.1%	98.90%	96.80%	96.70%	96.80%	96.60%	97.00%	98.80%	98.80%	98.80%	99.00%	98.80%	99.10%	99.10%	99.10%	99.15%	99.18%	99.38%	99.31%	99.58%	99.72%	
	Personal Prop	99.0%	99.90%	79.00%	78.50%	78.50%	82.90%	79.90%	100.00%	99.90%	99.90%	99.70%	99.80%	99.60%	99.60%	99.60%	99.80%	99.79%	99.92%	99.89%	99.93%	99.95%	
	Motor Vehicle	96.6%	96.50%	97.20%	97.20%	98.00%	98.20%	97.80%	97.70%	97.70%	98.00%	97.70%	97.70%	97.00%	97.90%	97.80%	97.75%	97.94%	97.99%	97.89%	98.06%	98.26%	
	MV Supp	92.6%	92.30%	90.50%	93.00%	92.30%	93.50%	91.40%	92.30%	92.10%	92.60%	92.20%	89.60%	91.30%	92.40%	92.30%	93.20%	92.46%	92.11%	90.91%	92.74%	92.51%	
	Total	98.9%	98.90%	93.40%	93.00%	93.00%	93.80%	93.20%	99.00%	99.00%	98.90%	99.00%	98.90%	99.10%	99.20%	99.20%	99.21%	99.23%	99.40%	99.33%	99.56%	99.65%	
June	Real Estate	99.1%	98.90%	96.90%	96.80%	96.90%	96.70%	98.60%	98.90%	98.90%	98.90%	98.90%	99.20%	99.20%	99.22%	99.24%	99.45%	99.43%	99.42%	99.74%	99.74%		
	Personal Prop	99.0%	99.90%	79.00%	78.50%	78.50%	82.90%	85.00%	100.00%	99.90%	99.90%	99.70%	99.80%	99.60%	99.70%	99.64%	99.80%	99.79%	99.92%	99.89%	99.93%	99.95%	
	Motor Vehicle	96.6%	96.80%	97.50%	97.40%	98.20%	98.30%	97.90%	98.00%	98.00%	98.20%	98.00%	97.80%	97.60%	98.00%	98.04%	97.95%	98.09%	98.24%	98.04%	98.27%	98.45%	
	MV Supp	92.6%	93.10%	91.20%	93.40%	94.20%	94.50%	92.20%	93.40%	93.20%	93.00%	92.70%	90.20%	92.00%	93.20%	93.12%	94.28%	93.29%	93.33%	92.30%	95.02%	93.59%	
	Total	98.9%	98.90%	93.50%	93.10%	93.10%	93.80%	95.70%	99.00%	99.10%	99.00%	99.00%	99.00%	99.20%	99.20%	99.23%	99.29%	99.43%	99.46%	99.43%	99.69%	99.68%	

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
2023-2024 FISCAL YEAR**

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

DEPARTMENT: TAX COLLECTOR

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
			THRU 11/30	2 Year Average	
Beach Admission Fees				Except for Current	
Benefit Assessments				Year Taxes	
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest	336,258	235,075	102,675	285,667	0
Lien Fees	4,969	3,072	936	4,021	0
Inter-Municipal Revenues					0
Investment Interest					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Rentals					0
Sale of Equipment/Vehicles					0
Sale of Recyclables					0
State Operational Grants					0
Tax Collections-Current Year	92,753,875	93,528,076	72,058,972	95,943,064	0
Tax Collections - Prior Year	579,743	373,349	175,973	476,546	0
Versa Kart/Blue Box Purchases					0
Miscellaneous					0
Accurint (Personal Search)	4	0	0	0	0
NSF	1,475	1,725	900	1,600	
UCC Lien Fee	1,486	1,650	889	1,568	
Motor Vehicle Fees	17,320	21,437	13,164	19,379	
Warrant Fees	0	0	0	0	
East Lyme Animal Control Fee					0
Eugene O'Neill Gate Receipts					0
Alarm Monitoring					0
Alarm Penalties					0
Enhanced E 9-1-1					0
Regional Communications Fees					0
					0
					0
					0
					0
TOTALS	93,695,130	94,164,384	72,353,509	96,731,844	0

The Day

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD	
D93094	TOWN OF WATERFORD - TAX COLLECTOR	07/01/22-07/31/22	
CLIENT	PAGE NUMBER	DUE DATE	
	Page 1 of 1	08/31/2022	
Current	Over 30 Days	Over 60 Days	Total Balance
\$218.40	\$0.00	\$0.00	\$218.40

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

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

STATEMENT NUMBER
18546
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$109.20
07/25/22	Payment		309951		-\$109.20
07/07/22- 07/28/22	waterford - Tax notice	WFD	d01033006 waterford - Tax noti	2x4.00 7.87	\$218.40

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
07/01/22-07/31/22	D93094	TOWN OF WATERFORD - TAX COLLECTOR	

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$218.40	\$0.00	\$0.00	\$218.40

APPROVED FOR PAYMENT
ACCT# 10106-52010 Amount
AMOUNT 218.40
FISCAL YEAR 2023
SIGNATURE [Signature]
DATE 8-1-22

Alan Wilensky

From: legal <legal@theday.com>
Sent: Wednesday, October 26, 2022 8:43 AM
To: Alan Wilensky
Subject: RE: Waterford Tax Collector Budget Question

| **CAUTION: This email originated from outside of the organization.** |
| **Do not click links or open attachments unless you recognize the sender's email address and know the** |
content is safe.

Good morning Alan!

The cost of this year will remain the same at the \$109.20

Thanks!

Matt Suraci

Classified & Legal Account Executive
860-701-4410
Direct: m.suraci@theday.com
Legals: legal@theday.com
The Day Publishing Company
47 Eugene O'Neill Drive, PO Box 1231
New London, CT 06320
www.theday.com

From: Alan Wilensky <awilensky@waterfordct.org>
Sent: Tuesday, October 25, 2022 10:04 AM
To: legal <legal@theday.com>
Subject: Waterford Tax Collector Budget Question

It is time for me to build my budget again and I am asking if you expect an increase in the legal ad cost for next year. The cost has been very stable at \$109.20 for the legal ads for the last several years.

Thank you,

Alan

Alan Wilensky, CCMC
Certified CT Municipal Collector
Waterford Tax Collector

President, Connecticut Tax Collectors' Association (CTx)
860-444-5815
awilensky@waterfordct.org

Can we help?

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2023 Postage Price Changes



Information on January 2023 price changes.

Oct 11, 2022 · Knowledge

Article Number

000008052

Customer Information

On October 7, 2022, the United States Postal Service® filed notice with the Postal Regulatory Commission (PRC) of price changes to take effect January 22, 2023. The new rates include a three-cent increase in the price of a First-Class Mail® Forever stamp from 60 cents to 63 cents.

If favorably reviewed by the Commission, the proposed increases will raise First-Class Mail prices approximately 4.2 percent to offset the rise in inflation. The price changes have been approved by the Governors of the U.S. Postal Service.

The proposed Mailing Services price changes include the following:

Product	Current Prices	Proposed Prices
Letters (1 oz.)	\$0.60	\$0.63
Letters (metered 1 oz.)	\$0.57	\$0.60
Domestic Postcards	\$0.44	\$0.48
Single-piece letter and flat, additional ounce	\$0.24	No change
International Postcards	\$1.40	\$1.45
International Letters (1 oz.)	\$1.40	\$1.45

There will be no change to the additional-ounce price of single-piece letters and flats, which remains at 24 cents. The Postal Service is also seeking price adjustments for Special Services products including:

- Certified Mail
- Cost to purchase insurance when mailing an item
- Money order fees
- Post Office Box rental fees

As operating expenses continue to rise, these price adjustments provide the Postal Service with much needed revenue to achieve the financial stability sought by its Delivering for America 10-year plan. The prices of the U.S. Postal Service remain among the most affordable in the world.

Feedback

Professional Fees Breakdown FY 2024 (QDS)

Professional Fees	FY 2023	FY 2023	Increase/Decrease	% +/-
QDS Software Support	\$7,662.38	\$7,297.50	\$364.88	
Qsearch-Tax Bill Web Hosting	\$2,894.06	\$2,756.25	\$137.81	
DRaaS-Cloud Service Backup	\$509.36	\$485.10	\$24.26	
Validator Hardware Maintenance	\$744.19	\$708.75	\$35.44	
	\$11,809.99	\$11,247.60	\$562.39	5.00%
Setup Charge	\$110.25	\$105.00	\$5.25	
June Real Estate Billing (5300)	\$1,272.00	\$1,213.17	\$58.83	
June Motor Vehicle Bills (9300)	\$2,232.00	\$2,128.77	\$103.23	
June Personal Property Bills (1200)	\$288.00	\$274.68	\$13.32	
June CASI & NCOA	\$82.69	\$78.75	\$3.94	
June Mailing Costs (15,800)	\$1,916.22	\$1,824.90	\$91.32	
June QNest	\$441.00	\$420.00	\$21.00	
June EZ-Track USPS Tracking System	\$110.25	\$105.00	\$5.25	
June Mailing Envelopes, Preprinted (15,800)	\$609.72	\$580.65	\$29.07	
June Return Envelopes, Preprinted (15,800)	\$679.40	\$647.01	\$32.39	
June First Class Postage (15,800)	\$7,110.00	\$6,801.90	\$308.10	
June Insert (Brochure)(15,800)	\$1,532.92	\$1,459.92	\$73.00	
December CASI & NCOA	\$82.69	\$78.75	\$3.94	
December Mailing Costs (2250)	\$272.88	\$259.88	\$13.00	
December EZ-Track USPS Tracking	\$55.00	\$52.50	\$2.50	
December Mailing Envelopes (2250)	\$86.83	\$82.69	\$4.14	
December Return Envelopes (2250)	\$96.75	\$92.14	\$4.61	
December First Class Postage (2750)	\$1,237.50	\$1,183.88	\$53.62	
December Insert (Brochure)(2250)	\$102.20	\$97.34	\$4.86	
December 2020 Motor Vehicle Supp (2250)	\$540.00	\$515.03	\$24.97	
Final Posted Rate Books	\$1,764.00	\$1,680.00	\$84.00	
Binding Final Posted Rate Books	\$248.06	\$236.25	\$11.81	
				Inc/Dec
Total	\$20,870.36	\$19,918.21	\$952.15	4.78%
Grand Total	\$32,680.35	\$31,165.81	\$1,514.54	4.86%
Billing History (# of bills per type)				
Bill Type	Current year Est	GL 2022	GL 2021	GL 2020
Real Estate	5300	5300	5268	5061
Motor Vehicle	9300	9300	9300	11674
Personal Property	1200	1200	1200	1170



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter FY2023-24

Date	Letter/Quot...
11/22/2022	2020E6210

Name / Address

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

Ship To/Bill To

Description of Services

Est Qty

Total

Software Services

Annual Software Support Fee - Revenue Collection Software

Annual Subscription Fee - QSearch - Tax Records Web Hosting
Service

Annual Hardware Maintenance Plan - Epson TMU675 validator

Serial #: J9UG002545

Serial #: J9UF002529

Serial #: BMLG012104

DRaaS - Disaster recovery as a service

Printing Services

Setup Charge

Jun - Printing and Processing RE Bills Including Banks

Jun - Printing and Processing MV Bills

Jun- Printing and Processing PP Bills

Dec - Printing and Processing MVS Bills

Book Services

Final Posted Ratebook per CT State Statutes

Binding Final Posted Books - 2019

Subtotal - CONTRACTED SERVICE

1

1

3

84

1

5,300

9,300

1,200

2,250

3

3

1

7,662.38

2,894.06

744.19

509.36

110.25

1,272.00

2,232.00

288.00

540.00

1,764.00

248.06

18,264.30

Grand Total

\$18,264.30

Contact

Finance Dept

e-mail

leo@qds.biz

Phone #

2037559031

Ext 6555

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

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #:

Enter Total based on options chosen



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter FY2023-24

Date	Letter/Quot...
11/22/2022	2020E6211

Name / Address

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

Ship To/Bill To

Description of Services

Est Qty

Total

Mailing Services		
Jun - CASI certify File	1	82.69
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	15,800	1,916.22
Jun - QNest Services - QDS patented service	1	441.00
Jun - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	110.25
Jun - #10 Mailing Envelopes 24# WW - 1 sided	15,800	609.72
Jun - #9 Return Envelope (BRE) - 1 Sided - Color BLUE Envelope	15,800	679.40
Jun - 1st Class Postage - CASS Certified Rates	15,800	7,110.00
Jun - TRIFOLD BROCHURE - 8 1/2 x 11 Insert, Black Ink, Color Paper, 24lb, duplex - includes tri-fold and inserting with tax bills	15,800	1,532.92
Subtotal JUNE		12,482.20
Dec - CASI certify File	1	82.69
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,250	272.88
Dec - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit	1	55.00
Dec - #10 Envelopes 24# WW - 1 sided	2,250	86.83
Dec - #9 Return Envelope (BRE) - 1 Sided - Color envelopes - Black Ink	2,250	96.75
Dec - SLIP INSERT - 8 1/2 x 3 1/3 Bucksliip Insert, Black Ink, GREEN Paper, 24lb, single - includes inserting with tax bills	2,250	102.20
Dec - 1st Class Postage* - CASS Certified Rates	2,750	1,237.50

Grand Total

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

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

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #:

Enter Total based on options chosen



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter FY2023-24

Date	Letter/Quot...
11/22/2022	2020E6211

Name / Address

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

Ship To/Bill To

Description of Services

Subtotal DECEMBER

Est Qty

Total

1,933.85

		Grand Total	\$14,416.05
Contact	Finance Dept		
e-mail	leo@qds.biz		
Phone #	2037559031	Ext	6555
Leo DiNicola, CFO - 203-910-2316 (c)		Customer Acceptance Signature:	_____
		Print Name and Title:	_____
		Customer Acceptance Date:	_____
PO #:	Enter Total based on options chosen		

InvoiceCloud®

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

Invoice #: 717-2022_9
Date: 9/30/2022

Description	Item Count	Price	Total
-------------	------------	-------	-------

Description	Item Count	Total
-------------	------------	-------

Encrypted Reader License Fee - All	2	\$30.00
------------------------------------	---	---------

Total Amount: \$30.00

Due Date: 10/10/2022

Balance Due: \$30.00

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

For Service Period of 09/01/2022 through 9/30/2022

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

Payment Remittance

Checks Mailed via USPS:
Invoice Cloud Inc
PO BOX 8044
Carol Stream, IL 60197-8044

Wire/Ach Payment:
Bridge Bank
ABA/Routing Number: 121143260
Account Number: 8593434564
For Credit to: Invoice Cloud Inc



STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, Connecticut 06161
ct.gov/dmv



Invoice

BILL TO

Waterford Tax Collector
15 Rope Ferry Road
Waterford, CT 06385

DATE

INVOICE #

5/27/2022

3841

DUE DATE

7/29/2022

DESCRIPTION

QTY

AMOUNT

-- PAYMENT DUE UPON RECEIPT --

PERIOD COVERED: 7/01/22 TO 06/30/23

YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE
INFORMATION. (DMV DIRECT PROGRAM)

1

250.00

* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW
FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF
TERMINATION BY DMV

PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY
QUESTIONS.

PLEASE REMIT THE TOTAL DUE TO:

DEPARTMENT OF MOTOR VEHICLES
3RD FLOOR/FISCAL SERVICES RM 327
60 STATE STREET
WETHERSFIELD, CT 06161

APPROVED FOR PAYMENT

ACCT# 10106-52030 Prof Fees
AMOUNT 250.00
FISCAL YEAR 2023
SIGNATURE [Signature]
DATE 7-5-2022

Please return one copy of invoice with payment.

Total

\$250.00

Payments/Credits

\$0.00

Balance Due

\$250.00

Seat Belts Do Save Lives

Teen Driving: You Risk, You Lose



A COMPANY IN MOTION
DRIVING YOUR BUSINESS FORWARD

INVOICE

Account:

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

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

Sold To:

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

Ship To:

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

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

*Background
Check*

APPROVED FOR PAYMENT

ACCT# 10106-52030 *Paid Fee*
AMOUNT 40.49
FISCAL YEAR 2023
SIGNATURE *Alan [illegible]*
DATE 8-9-2022



Connecticut Tax Collectors Association, Inc.

Bill To:
Alan Wilensky
awilensky@waterfordct.org

Invoice NO: 1543
January 13, 2022

INVOICE

DESCRIPTION	AMOUNT
Tax Collector Dues - Payment	75.00
GRAND TOTAL	\$75.00

NOTES:

Thank you for choosing Connecticut Tax Collectors Association, Inc.

Thank You

MEMBERSHIPS

For "Pay by Check" memberships, please send all checks to:
CTx c/o Fairfield Tax Office - Attn: Maeci Evans
611 Old Post Road, Fairfield, CT 06824

EVENT REGISTRATION

For "Pay by Check" registrants, please send all checks to:
CTx c/o Town of Darien - Attn: Kathy Larkins, Tax Collector
2 Renshaw Road, Darien, CT 06820

NEW LONDON COUNTY TAX COLLECTOR'S ASSOCIATION

Annual Dues Statement
for 2022.

2022 dues:

Member \$20.00

Retired \$5.00

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



Connecticut Tax Collectors Association, Inc.

Bill To:

Alan Wilensky
awilensky@waterfordct.org

Invoice NO: 1153

September 28, 2021

INVOICE

DESCRIPTION	AMOUNT
Aqua Turf Member - CFV - Payment	45.00
GRAND TOTAL	\$45.00

NOTES:

Thank you for choosing Connecticut Tax Collectors Association, Inc.

Thank You

MEMBERSHIPS

For "Pay by Check" memberships, please send all checks to:
CTx c/o Fairfield Tax Office - Attn: Maeci Evans
611 Old Post Road, Fairfield, CT 06824

EVENT REGISTRATION

For "Pay by Check" registrants, please send all checks to:
CTx c/o Town of Darien - Attn: Kathy Larkins, Tax Collector
2 Renshaw Road, Darien, CT 06820

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

DEPT/AGENCY:

10109

TOWN CLERK

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	92,352	92,707			93,033	326	0.35%
51110	ADMINISTRATION	77,042	79,084			68,005	(11,079)	-14.01%
51210	CLERICAL/TECHNICAL	54,481	54,759			42,879	(11,880)	-21.70%
51810	OVERTIME	0	100			100	0	0.00%
51920	F.I.C.A	15,505	17,339			15,608	(1,731)	-9.98%
	SUBTOTAL	239,380	243,989	0	0	219,625	(24,364)	-9.99%
SERVICES								
52010	ADVERTISING	1,299	1,300			1,600	300	23.08%
52020	POSTAGE	3,245	2,500			3,200	700	28.00%
52030	PROFESSIONAL FEES	0				0	0	0.00%
52040	SERVICE CONT. & REPAIR	0				0	0	0.00%
52050	DUES, CONF. & EDUCATION	850	850			850	0	0.00%
52060	PRINTING	0				0	0	0.00%
52070	REIMBURSABLE EXPENSE	0				0	0	0.00%
52180	VITAL STATISTICS	28	250			100	(150)	-60.00%
52510	RENTAL OF EQUIPMENT	25,155	24,000			24,000	0	0.00%
	SUBTOTAL	30,577	28,900	0	0	29,750	850	2.94%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	0				0	0	0.00%
53020	OTHER SUPPLIES	0				0	0	0.00%
53270	ORDINANCES	1,159	1,450			1,450	0	0.00%
53280	ELECTION MATERIALS	1,049	1,400			1,400	0	0.00%
53290	MICROFILM SUPPLIES	0				0	0	0.00%
	SUBTOTAL	2,208	2,850	0	0	2,850	0	0.00%
OFFICE EQUIPMENT								
54060	OFFICE EQUIPMENT	0				0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0.00%
DEPARTMENT TOTAL		272,165	275,739	0	0	252,225	(23,514)	-8.53%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 09, 2022

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2023/2024 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

My intention is to be as accurate and transparent as possible. If you have any questions, require additional information or wish to review this budget in part or in its entirety, please feel free to contact me before the Board of Selectmen meeting in February of 2023.

David L. Campo, CCTC
Waterford Town Clerk

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



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**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



BUDGET FUNCTION

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

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



FY2024 BUDGET SUMMARY

The Town Clerk's budget is completed in a zero-based budgeting format. All items are reviewed for appropriateness annually. The Operating Budget for FY24 is submitted for your review in the amount of \$252,225. This represents a decrease of 8.5%. The primary reason for the decrease is due to the reduction in the Personnel Costs Line, resulting from a retirement and changes to personnel. It is expected that absentee ballots will continue to put stress on the budgetary needs of this department. It is unknown how early voting may affect the needs of this department.

LI 52510, the contract with Avenu, is by far and away the biggest outlay after personnel costs. It is important to understand that this expenditure is primarily a function of the number of instruments recorded. The revenues generated as a result of this expenditure justify the expense. This year revenues were at an all-time high as illustrated below. The number of recordings in any given year is subject to the vagaries of the marketplace, home sales, development, interest rates, foreclosures, etc. Avenu charges \$4.15, plus \$.40 (index verification), per recording, no matter how many pages. Given the package of services provided (see detailed breakdown in backup material), the cost is well worth it.

To illustrate a typical recording, take for example, a 15-page mortgage: total recording fee is \$130.00 (\$60 for the first page and \$70 for the remaining 14 pages @\$5/page). Out of the \$130, \$4.55 goes to Avenu; \$2 to town clerk's document preservation revenue fund; \$8 to State Library preservation fund (from which the town clerk's office is eligible for an annual grant); \$36 to the State Treasurer (land protection, affordable housing and historic preservation); \$1 to a town clerk revenue fund; and \$3 to a town revenue fund for capital improvement projects. The remaining \$75.45 goes directly into the town's general fund.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



It is worth noting that this office did not collect fees for 131 recordings from the Tax Collector. Nor were fees collected for 46 recordings by the town attorney on behalf of the town. Those recordings, in fact, actually cost this department \$805.35 (\$4.55/recording per Avenu contract) in FY22.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY22 totaled \$708,336 and actual expenditures totaled \$277,664. A net income for the town was realized in the amount of \$430,672, a decrease of 15.6%. The decrease was expected as this still represents the second highest year for revenues. I expect revenues to continue to fall as they were greatly inflated over past years due to a unique real estate and refinancing market.

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to \$1.00. We have moved land records to an online format, while still maintaining hard copies. The records are easily maintained and distributed creating a user friendly town clerk's office. We now go back to 1992 and will be another one to two years back by the end of FY23. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The purchase of commission, board and elected officials tracking software will be purchased out of one of the two revenue funds. The approved activities are defined in CGS 11-8j (attached). Also pursuant to CGS 7-34a(d) is the Historic Documents Preservation Program administered by the Public Records Administrator. Annual grants range between \$3,000 and \$5,500. The most recent grant was approved, in the amount of \$5,500. The use of these funds is summarized at the end of the budget packet.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



BUDGET EXPLANATION BY CATEGORY

PERSONNEL COSTS (51000 Series)

\$219,625 -9.8%

A sharp decrease was seen due to the retirement of Deputy Clerk Mary Thompson. The Deputy and Assistant position were both filled at a lower cost. The Town and the GGA bargaining group have not settled a contract as of December 9, 2022 leaving that salary line flat. The elected officials (Town Clerk) rate had a slight increase.

SERVICES (52000 Series)

10109-52010: ADVERTISING

\$1600 23%

Advertising is mandated by State Statute/Town Charter and Ordinances. Legal notices, primarily election/primary related. Additionally, a legal ad will be placed to notify the townspeople that the annual audit/budget is available for view. I expect rates to stay the same. Any additional nominal advertising needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY21: \$0; FY20: \$307

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

10109-52020: POSTAGE

\$3200 28%

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the increase is an expectation that the demand for absentee ballots will be higher than past municipal elections. I do not expect state funds to assist with municipal election costs. We will continue to use email and interoffice mail whenever appropriate. This increase accommodates the fact that the elector is more comfortable with the absentee ballot process, but does not accommodate a change similar to that during the 2020 Election when applications were sent to every voter or 2021 when the DTC sent applications to a large number of electors. Any additional nominal postage needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



10109-52030: PROFESSIONAL FEES

\$0 0%

This includes the costs of off-site storage of original records, indexing of dog licenses, Info Shred LLC Storage, archival film storage, uploading the land records to US Land Records, CD tag and link of survey maps, microfilming and scanning of maps, OnBoard - commission and board membership tracking software and like activities. The process of uploading the land records to US Land Records is of highest priority. Rough estimate: \$12,100. These items will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: \$11,514; FY20: \$9,685; FY19: \$9,594; FY18: \$10,341; FY17: \$3,915

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

10109-52040: SERVICE CONTRACTS & REPAIR

\$0 0%

Ricoh copier contract, time stamp, vault service, and like activities will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of the two Revenue Funds. Rough estimate: \$2,900. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: \$1,678; FY20: \$1,672; FY19: 1,745; FY18: \$3,545; FY17: \$2,683

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

10109-52050: DUES, CONFERENCES, AND EDUCATION

\$850 0%

Education and networking will be a focus of this department. My Deputy and I both hold the Connecticut Town Clerk Certification. Certifications were completed in the minimum time allowed and my new assistant has begun her education towards her certification. This amount covers Connecticut Town Clerk & County Town Clerk's association dues, classes and conferences. Additional classes, conferences, accommodations or dues will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$100; FY17: \$810

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



10109-52060: PRINTING

\$0 0%

Dog license notices, color copies, tag envelopes, tags (Dept. of Agriculture), and all other printing projects will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Estimate: \$250. Some savings may be realized with in-house printing. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: \$187, FY20: \$84; FY19: \$176; FY18: \$190; FY17: \$211

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

10109-52070: REIMBURSABLE EXPENSES

\$0 0%

Primarily, this includes mileage attending conferences, accommodations, seminars, county meetings, court appearances, town clerk school, refreshments and other necessities for town functions. etc. [CGS 9-6]. I have not found it to be necessary to take a reimbursement. If required it will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Rough estimate: \$300. Request the Line Item remain open, however.

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

10109-52180: VITAL STATISTICS

\$100 0%

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

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

10109-52510: RENTAL OF EQUIPMENT

\$24,000 0%

Contract with Avenu with optical imaging of Land Records which includes equipment and service, training, binders, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, printing and microfilming of land records, which are included in the Avenu contract, will be paid out of Line Item 101-21039 [CGS 7-34a(e)] and treated as professional fees. Even though I experienced a spike in FY21 and FY22 I have not asked for an increase as I along with other Town Clerk's feel it was a result of a unique real estate market. The proposed budget request of \$24,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at \$4.55/unit price (i.e., per recording). Any additional nominal Rental of Equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY22: \$25,155; FY21 \$27,696; FY20: \$21,098; FY19: \$20,299; FY18: \$24,072; FY17: 26,292; FY16: \$31,670; FY15: \$29,060

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



TOTAL SERVICES (52000 SERIES)

TOTAL \$29,750 2.9%

FY22 Approved budget amount of \$28,904

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES

\$0 0%

Materials of a non-standard nature, including labels, specialty envelopes, toner, binders, specialty stamps, archival paper, etc., will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate (including Other Supplies below): \$1,900.

Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: 2,056, FY20: \$1505; FY19: \$1048; FY18: \$1,607; FY17: \$1,951.

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

10109-53020: OTHER SUPPLIES

\$0 0%

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

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

10109-53270: ORDINANCES

\$1450 0%

Publication of supplements to the Waterford Code of Ordinances required by CGS 7-148a, by Municipal Code Corporation, including annual internet maintenance/storage fee, administration fee, annual supplement, code online info base supplement, online updates during year, and shipping. I have budgeted for \$950 towards fees and an additional estimate of \$250 per projected change. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY21: \$250; FY20: \$0; FY19: \$100 FY18: \$0; FY17: \$1,560

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

10109-53280: ELECTION SUPPLIES

\$1400 100%

This LI is solely for absentee ballots and election supplies. Presidential elections are the most expensive. Municipals are the least expensive. The expectation is that the absentee ballot system will continue to increase for the 2023 municipal election as the voter has become more comfortable with the system and campaigns continue to urge voters to vote early by absentee. Because of this, I have increased the request from four years ago. The Registrars of Voters pay for poll ballots. At this time it is unknown how early voting may affect this cost.

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



10109-53290: MICROFILM SUPPLIES

\$0 0%

The State Library grant will be used partially for these purposes. Additional expenditures will be paid out of Line Item 101-21036 [CGS 7-34a(d)], one of two Revenue Funds. Request the Line Item remain open, however.

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

**TOTAL MATERIAL & SUPPLIES (53000 Series)
FY22 Approved budget amount of \$2,153**

TOTAL \$2,850 0%

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT

\$0 0%

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

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

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10109

TOWN CLERK

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	2023/2024 RECOMMENDED BD OF SELECTMEN	2023/2024 BOARD OF FINANCE REDUCTIONS	2023/2024 RECOMMENDED BD OF FINANCE	2023/2024 RTM CUTS	2023/2024 RTM APPROVED
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	92,352	92,707			93,033				0		0
51110	ADMINISTRATION	77,042	79,084			68,005				0		0
51210	CLERICAL/TECHNICAL	54,481	54,759			42,879				0		0
51810	OVERTIME	0	100			100				0		0
51920	F.I.C.A	15,505	17,339			15,608				0		0
	SUBTOTAL	239,380	243,989	0	0	219,625	0	0	0	0	0	0
SERVICES												
52010	ADVERTISING	1,299	1,300			1,600				0		0
52020	POSTAGE	3,245	2,500			3,200				0		0
52030	PROFESSIONAL FEES	0				0				0		0
52040	SERVICE CONT. & REPAIR	0				0				0		0
52050	DUES, CONF. & EDUCATION	850	850			850				0		0
52060	PRINTING	0				0				0		0
52070	REIMBURSABLE EXPENSE	0				0				0		0
52180	VITAL STATISTICS	28	250			100				0		0
52510	RENTAL OF EQUIPMENT	25,155	24,000			24,000				0		0
	SUBTOTAL	30,577	28,900	0	0	29,750	0	0	0	0	0	0
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0				0				0		0
53020	OTHER SUPPLIES	0				0				0		0
53270	ORDINANCES	1,159	1,450			1,450				0		0
53280	ELECTION MATERIALS	1,049	1,400			1,400				0		0
53290	MICROFILM SUPPLIES	0				0				0		0
	SUBTOTAL	2,208	2,850	0	0	2,850	0	0	0	0	0	0
OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0				0				0		0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		272,165	275,739	0	0	252,225	0	0	0	0	0	0

TOWN OF WATERFORD
GENERAL FUND
5 YEAR LOOK BACK

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2021/2022 ORIGINAL BUDGET	2021/2022 ACTUAL EXPENDED	2020/2021 ORIGINAL BUDGET	2020/2021 ACTUAL EXPENDED	2019/2020 ORIGINAL BUDGET	2019/2020 ACTUAL EXPENDED	2018/2019 ORIGINAL BUDGET	2018/2019 ACTUAL EXPENDED	2017/2018 ORIGINAL BUDGET	2017/2018 ACTUAL EXPENDED
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	92707	92,352	90,908	91,269	89,300	89,987	87,122	87,121	85,413	85,413
51110	ADMINISTRATION	73966	77,042	73,307	75,359	73,307	73,966	71,518	71,518	66,673	69,431
51210	CLERICAL/TECHNICAL	54957	54,481	51,720	53,854	51,720	52,166	48,627	50,629	48,877	49,615
51810	OVERTIME	100	0	100	0	100	0	100	0	100	0
51920	F.I.C.A	16962	15,505	16,527	15,348	16,405	15,181	15,864	14,903	15,374	14,812
	SUBTOTAL	238692	239,380	232,562	235,830	230,832	231,300	223,231	224,171	216,337	219,270
SERVICES											
52010	ADVERTISING	1,300	1,299	1,000	0	1,300	1,299	1,200	1,554	1,300	1,264
52020	POSTAGE	2,500	3,245	2,900	3,315	2,600	2,556	2,900	2,592	2,400	2,417
52030	PROFESSIONAL FEES	1	0	1	0	1	0	1	0	1	0
52040	SERVICE CONT. & REPAIR	1	0	1	0	1	0	1	0	1	0
52050	DUES, CONF. & EDUCATION	850	850	850	610	850	675	850	680	850	850
52060	PRINTING	1	0	1	0	1	0	1	0	1	0
52070	REIMBURSABLE EXPENSE	1	0	1	0	1	0	1	0	1	0
52180	VITAL STATISTICS	250	28	250	238	250	250	250	228	250	250
52510	RENTAL OF EQUIPMENT	24,000	25,155	25,000	27,696	27,000	27,000	29,000	20,299	29,000	24,071
	SUBTOTAL	28,904	30,577	30,004	31,859	32,004	31,780	34,204	25,353	33,804	28,852
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	1	0	1	0	1	0	1	0	1	0
53020	OTHER SUPPLIES	1	0	1	0	1	0	1	0	1	0
53270	ORDINANCES	1,450	1,159	1,450	1,450	1,850	1,621	1,850	1,849	2,200	1,135
53280	ELECTION MATERIALS	700	1,049	1,400	0	1,000	491	1,000	1,341	700	462
53290	MICROFILM SUPPLIES	1	0	1	0	1	0	1	0	1	0
	SUBTOTAL	2,153	2,208	2,853	1,450	2,853	2,112	2,853	3,190	2,903	1,597
OFFICE EQUIPMENT											
54060	OFFICE EQUIPMENT	1	0	1,890	1,890	1	0	1	0	4,620	4,603
	SUBTOTAL		0	1,890	1,890	1	0	1	0	4,620	4,603
DEPARTMENT TOTAL											
		269,750	272,165	267,309	271,029	265,690	265,192	260,289	252,714	257,664	254,322

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 09 TOWN CLERK
2023-2024 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
1/4/2016	TOWN CLERK	40	N/A	93,032.68	93,032.68	N/A	93,032.68	7,117.00
	TOTALS			93,032.68	93,032.68	0.00	93,032.68	7,117.00
51110 - ADMINISTRATION								
01/17/06	DEPUTY TOWN CLERK	35	N/A	66,999.92	66,999.92	\$ 1,005.00	68,004.92	5,202.38
	TOTALS			66,999.92	66,999.92	1,005.00	68,004.92	5,202.38
51210 - CLERICAL/TECHNICAL								
10/03/22	ADMINISTRATIVE ASSISTANT I	35	\$ 23.5594	41,254.61	42,878.19	\$ -	42,878.19	3,280.18
	TOTALS			41,254.61	42,878.19	0.00	42,878.19	3,280.18
51810 - OVERTIME						100.00	100.00	7.65
FRINGE F.I.C.A.								
TOTALS				201,287.21	202,910.79	1,105.00	204,015.79	15,607.21
BUDGET TOTAL W/F.I.C.A							219,623.00	

WORKDAYS 2023/2024

260

WEEKS TO BUDGET

52

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 Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK						
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
101 GENERAL FUND							
10109 TOWN CLERK							
51010 ELECTED OFFICIALS							
<u>10109 51010</u>	ELECTED OFFICIALS						
92,707.00	92,352.00	92,351.71	10,261.30	0.00	0.29	100.0%	
51110 ADMINISTRATION							
<u>10109 51110</u>	ADMINISTRATION						
73,966.00	77,043.00	77,042.02	8,393.01	0.00	0.98	100.0%	
51210 CLERICAL AND TECHNICAL							
<u>10109 51210</u>	CLERICAL AND TECHNICAL						
54,957.00	54,481.00	54,480.69	6,001.38	0.00	0.31	100.0%	
51810 OVERTIME							
<u>10109 51810</u>	OVERTIME						
100.00	100.00	0.00	0.00	0.00	100.00	.0%	
51920 F.I.C.A.							
<u>10109 51920</u>	F.I.C.A.						
16,962.00	15,506.00	15,505.01	1,717.45	0.00	0.99	100.0%	
52010 ADVERTISING							
<u>10109 52010</u>	ADVERTISING						
1,300.00	1,300.00	1,299.35	25.30	0.00	0.65	100.0%	
52020 POSTAGE							
<u>10109 52020</u>	POSTAGE						
2,500.00	3,245.00	3,244.88	210.97	0.00	0.12	100.0%	

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
52030 PROFESSIONAL FEES								
10109 52030	PROFESSIONAL FEES							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
52040 SERVICE CONT AND REPAIRS								
10109 52040	SERVICE CONT. AND REPAIRS							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
52050 DUES CONFER								
10109 52050	DUES, CONFERENCES & EDUCAT							
850.00	850.00	850.00	0.00	0.00	0.00	100.0%		
52060 PRINTING								
10109 52060	PRINTING							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
52070 REIMBURSABLE EXPENSES								
10109 52070	REIMBURSABLE EXPENSES							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
52180 VITAL STATISTICS								
10109 52180	VITAL STATISTICS							
250.00	28.00	28.00	0.00	0.00	0.00	100.0%		
52510 RENTAL OF EQUIPMENT								
10109 52510	RENTAL OF EQUIPMENT							
24,000.00	24,000.00	25,154.70	5,878.60	0.00	-1,154.70	104.8%*		
53010 OFFICE SUPPLIES								
10109 53010	OFFICE SUPPLIES							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
53020 OTHER SUPPLIES								
10109 53020	OTHER SUPPLIES							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
53270 ORDINANCES								
10109 53270	ORDINANCES							
1,450.00	1,159.00	1,158.89	0.00	0.00	0.11	100.0%		
53280 ELECTION MATERIALS								
10109 53280	ELECTION MATERIALS							
700.00	1,050.00	1,049.03	0.00	0.00	0.97	99.9%		
53290 MICROFILM SUPPLIES								
10109 53290	MICROFILM SUPPLIES							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
54060 OFFICE EQUIPMENT								
10109 54060	OFFICE EQUIPMENT							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
TOTAL TOWN CLERK								
269,750.00	271,122.00	272,164.28	32,488.01	0.00	-1,042.28	100.4%		
TOTAL GENERAL FUND								
269,750.00	271,122.00	272,164.28	32,488.01	0.00	-1,042.28	100.4%		

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
293 CT STATE LIBRARY TARGETED GRAN								
29309 CT STATE LIBRARY TARGETED GRAN								
52030 PROFESSIONAL FEES								
29309 52030	PROFESSIONAL FEES							
0.00	0.00	5,500.00	0.00	0.00	-5,500.00	100.0%*		
TOTAL CT STATE LIBRARY TARGETED G								
0.00	0.00	5,500.00	0.00	0.00	-5,500.00	100.0%		
TOTAL CT STATE LIBRARY TARGETED G								
0.00	0.00	5,500.00	0.00	0.00	-5,500.00	100.0%		
TOTAL TOWN CLERK								
269,750.00	271,122.00	277,664.28	32,488.01	0.00	-6,542.28	102.4%		
TOTAL EXPENSES								
269,750.00	271,122.00	277,664.28	32,488.01	0.00	-6,542.28			

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (15,305.36)				
* 1		204 GCR	7/15/2021	TOWN CLERK 0701-070921		\$ -	\$ 148.00	\$ (148.00)	
* 1		355 GCR	7/22/2021	TOWN CLERK 0712-071621		\$ -	\$ 126.00	\$ (274.00)	
* 1		407 GCR	7/29/2021	TOWN CLERK 0719-072321		\$ -	\$ 138.00	\$ (412.00)	
* 1		504 GCR	7/31/2021	TOWN CLERK 0726-073021		\$ -	\$ 158.00	\$ (570.00)	
* 1		504 GCR	7/31/2021	TOWN CLERK 071321 RETURN CK		\$ -	\$ 2.00	\$ (572.00)	
* 2		48 GCR	8/6/2021	ACH TOWN CLERK 080621		\$ -	\$ 2.00	\$ (574.00)	
* 2		137 GCR	8/13/2021	TOWN CLERK 0802-080621		\$ -	\$ 90.00	\$ (664.00)	
* 2		217 GCR	8/20/2021	TOWN CLERK 0809-081321		\$ -	\$ 144.00	\$ (808.00)	
* 2		264 GCR	8/26/2021	CT TOWN CLERK IRS MISC PAY		\$ -	\$ 2.00	\$ (810.00)	
* 2		266 GCR	8/27/2021	TOWN CLERK 0816-082021		\$ -	\$ 114.00	\$ (924.00)	
* 2		311 GCR	8/31/2021	TOWN CLERK 0830-083121		\$ -	\$ 46.00	\$ (970.00)	
* 2		311 GCR	8/31/2021	TOWN CLERK 0823-082721		\$ -	\$ 160.00	\$ (1,130.00)	
* 2		311 GCR	8/31/2021	TOWN CLERK ACH		\$ -	\$ 2.00	\$ (1,132.00)	
* 3		98 GCR	9/10/2021	TOWN CLERK 0901-090321		\$ -	\$ 50.00	\$ (1,182.00)	
* 3		159 GCR	9/17/2021	TOWN CLERK 0907-091021		\$ -	\$ 90.00	\$ (1,272.00)	
* 3		230 GCR	9/24/2021	TOWN CLERK 0913-091721		\$ -	\$ 118.00	\$ (1,390.00)	
* 3		288 GCR	9/30/2021	TOWN CLERK 0920-092421		\$ -	\$ 168.00	\$ (1,558.00)	
* 3		290 GCR	9/29/2021	TOWN CLERK ACH 092321		\$ -	\$ 2.00	\$ (1,560.00)	
* 3		290 GCR	9/29/2021	TOWN CLERK ACH 092721		\$ -	\$ 2.00	\$ (1,562.00)	
* 3		313 GCR	9/30/2021	SEPT TOWN CLERK 09/27-09/30/21		\$ -	\$ 108.00	\$ (1,670.00)	
* 4		125 GEN	10/19/2021	101521 TOWN CLERK 10/01-10/08/21		\$ -	\$ 166.00	\$ (1,836.00)	
* 4		195 GCR	10/22/2021	102221 TOWN CLERK 10/12-10/15/21		\$ -	\$ 130.00	\$ (1,966.00)	
* 4		196 GCR	10/19/2021	101921 TOWN CLERK 101921 IRS		\$ -	\$ 2.00	\$ (1,968.00)	
* 4		278 GCR	10/29/2021	CLERK 10/18-10/22		\$ -	\$ 94.00	\$ (2,062.00)	
* 4		278 GCR	10/29/2021	CLERK ACH 10/26/21		\$ -	\$ 2.00	\$ (2,064.00)	
* 4		311 GCR	10/31/2021	10521 TOWN CLERK 1025-102921		\$ -	\$ 146.00	\$ (2,210.00)	
* 5		131 GCR	11/12/2021	TOWN CLERK 111221		\$ -	\$ 156.00	\$ (2,366.00)	
* 5		208 GCR	11/19/2021	TC ACH IRS BSV#60154-013		\$ -	\$ 2.00	\$ (2,368.00)	
* 5		210 GCR	11/23/2021	TC 112321		\$ -	\$ 132.00	\$ (2,500.00)	
* 5		227 GCR	11/23/2021	TC ACH IRS BSV#60154-0134723		\$ -	\$ 2.00	\$ (2,502.00)	
* 5		233 GCR	11/30/2021	TC 112321		\$ -	\$ 160.00	\$ (2,662.00)	
* 5		254 GCR	11/30/2021	113021 TOWN CLERK 11/22-11/30/21		\$ -	\$ 158.00	\$ (2,820.00)	
* 6		22 GCR	12/3/2021	TC 120321		\$ -	\$ 158.00	\$ (2,978.00)	
* 6		41 GRV	12/3/2021	113021 ORIGINAL JNL NOT FOUND		\$ 158.00	\$ -	\$ (2,820.00)	
* 6		101 GCR	12/8/2021	TC ACH IRS BSV#60154-013 487		\$ -	\$ 2.00	\$ (2,822.00)	
* 6		102 GCR	12/10/2021	TC 120721		\$ -	\$ 52.00	\$ (2,874.00)	
* 6		109 API	12/10/2021	001852 43232 ADKINS PRINTING		\$ 213.54	\$ -	\$ (2,660.46)	
* 6		126 GCR	12/14/2021	TC ACH111021 IRS-#60154-0134		\$ -	\$ 2.00	\$ (2,662.46)	
* 6		174 GCR	12/17/2021	TC 12/6-10/21		\$ -	\$ 106.00	\$ (2,768.46)	
* 6		179 API	12/23/2021	001852 43544 ADKINS PRINTING		\$ 40.00	\$ -	\$ (2,728.46)	
* 6		203 GCR	12/23/2021	TC 12/13-12/17/21		\$ -	\$ 108.00	\$ (2,836.46)	
* 6		262 GCR	12/30/2021	TC 12/20-12/23/21		\$ -	\$ 100.00	\$ (2,936.46)	
* 6		288 GCR	12/31/2021	TC 12/27-12/30/21 DEC 01/07/		\$ -	\$ 96.00	\$ (3,032.46)	
* 7		98 GCR	1/14/2022	TC 01/03-01/07/22		\$ -	\$ 118.00	\$ (3,150.46)	
* 7		165 GCR	1/21/2022	TC 1/10-1/14/22		\$ -	\$ 132.00	\$ (3,282.46)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*7		243 GCR	1/28/2022	TC 01/18-01/21/22		\$ -	\$ 98.00	\$ (3,380.46)	
*7		277 GCR	1/31/2022	TC 1/24-1/31/22 DEP 020422		\$ -	\$ 178.00	\$ (3,558.46)	
*8		87 GCR	2/11/2022	021122 TOWN CLERK 0201-020422		\$ -	\$ 108.00	\$ (3,666.46)	
*8		95 GEN	2/1/2022	GB12 NC RTN CK #50486 GUILFORD SA		\$ 2.00	\$ -	\$ (3,664.46)	
*8		143 GCR	2/18/2022	TC 0207-021122		\$ -	\$ 122.00	\$ (3,786.46)	
*8		206 GCR	2/25/2022	TC 0214-021822		\$ -	\$ 114.00	\$ (3,900.46)	
*8		210 GCR	2/28/2022	TC 022822 DEP 030122		\$ -	\$ 2.00	\$ (3,902.46)	
*8		220 GCR	2/28/2022	TC 0222-022822 DEP 030422		\$ -	\$ 124.00	\$ (4,026.46)	
*8		228 GCR	2/16/2022	TC ACH 021122 REF IRS 310		\$ -	\$ 2.00	\$ (4,028.46)	
*9		12 API	3/4/2022	001852 45333 ADKINS PRINTING		\$ 157.79	\$ -	\$ (3,870.67)	
*9		12 API	3/4/2022	001852 45334 ADKINS PRINTING		\$ 633.95	\$ -	\$ (3,236.72)	
*9		12 API	3/4/2022	002571 45594 STUDIO 33 LLC		\$ 200.00	\$ -	\$ (3,036.72)	
*9		121 GCR	3/11/2022	TC 0301-030422		\$ -	\$ 88.00	\$ (3,124.72)	
*9		149 GCR	3/11/2022	TC ACH 031122		\$ -	\$ 2.00	\$ (3,126.72)	
*9		151 GCR	3/18/2022	TC 0307-031122		\$ -	\$ 128.00	\$ (3,254.72)	
*9		210 GCR	3/25/2022	TC 0314-031822		\$ -	\$ 112.00	\$ (3,366.72)	
*9		279 GCR	3/31/2022	TC 0321-032522 DEP 040122		\$ -	\$ 82.00	\$ (3,448.72)	
*9		302 GCR	3/31/2022	TC 0328-033122 DEP 040522		\$ -	\$ 70.00	\$ (3,518.72)	
*10		24 GCR	4/4/2022	TC ERX 040422		\$ -	\$ 2.00	\$ (3,520.72)	
*10		32 GCR	4/6/2022	TC ERX 040622		\$ -	\$ 4.00	\$ (3,524.72)	
*10		57 GCR	4/7/2022	TC ERX 040722		\$ -	\$ 4.00	\$ (3,528.72)	
*10		58 GCR	4/8/2022	TC ERX 040822		\$ -	\$ 4.00	\$ (3,532.72)	
*10		82 GCR	4/11/2022	TC ERX 041122		\$ -	\$ 6.00	\$ (3,538.72)	
*10		106 GCR	4/12/2022	TC ERX 041222		\$ -	\$ 10.00	\$ (3,548.72)	
*10		108 API	4/14/2022	001851 46353 GOVERNMENT REVE		\$ 7,026.15	\$ -	\$ 3,477.43	
*10		122 GCR	4/13/2022	TC ERX 041322		\$ -	\$ 10.00	\$ 3,467.43	
*10		127 GCR	4/14/2022	TC 0401-040822		\$ -	\$ 108.00	\$ 3,359.43	
*10		147 GCR	4/15/2022	TC ERX 041522		\$ -	\$ 2.00	\$ 3,357.43	
*10		168 GCR	4/19/2022	TC ERX 041922		\$ -	\$ 12.00	\$ 3,345.43	
*10		182 GCR	4/20/2022	TC ERX 042022		\$ -	\$ 4.00	\$ 3,341.43	
*10		218 GCR	4/22/2022	TC 0411-041422		\$ -	\$ 78.00	\$ 3,263.43	
*10		223 GCR	4/21/2022	TC ERX 042122		\$ -	\$ 2.00	\$ 3,261.43	
*10		224 GCR	4/22/2022	TC ERX 042222		\$ -	\$ 2.00	\$ 3,259.43	
*10		228 GCR	4/25/2022	TC ERX 042522		\$ -	\$ 4.00	\$ 3,255.43	
*10		250 GCR	4/26/2022	TC ERX 042622		\$ -	\$ 6.00	\$ 3,249.43	
*10		251 GCR	4/26/2022	TC ACH 042222		\$ -	\$ 2.00	\$ 3,247.43	
*10		255 API	4/29/2022	001852 46647 ADKINS PRINTING		\$ 1,025.60	\$ -	\$ 4,273.03	
*10		295 GCR	4/27/2022	TC ERX 042722		\$ -	\$ 2.00	\$ 4,271.03	
*10		296 GCR	4/28/2022	TC ERX 042822		\$ -	\$ 18.00	\$ 4,253.03	
*10		297 GCR	4/29/2022	TC ERX 042922		\$ -	\$ 2.00	\$ 4,251.03	
*10		300 GCR	4/29/2022	TC 0418-042222		\$ -	\$ 62.00	\$ 4,189.03	
*10		324 GCR	4/30/2022	TC 0425-042922 DEP 050622		\$ -	\$ 118.00	\$ 4,071.03	
*11		20 GCR	5/3/2022	TC ERX 050322		\$ -	\$ 12.00	\$ 4,059.03	
*11		26 GCR	5/4/2022	TC ERX 050422		\$ -	\$ 6.00	\$ 4,053.03	
*11		40 GCR	5/5/2022	TC ERX 050522		\$ -	\$ 6.00	\$ 4,047.03	
*11		59 GCR	5/6/2022	TC ERX 050622		\$ -	\$ 4.00	\$ 4,043.03	

ACCOUNT	ACCOUNT NAME		BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC EFF DATE REFERENCE					
*11		60 GCR 5/9/2022 TC ERX 050922		\$ -	\$ 8.00	\$ 4,035.03	
*11		83 GCR 5/10/2022 TC ERX 051022		\$ -	\$ 10.00	\$ 4,025.03	
*11		84 GCR 5/11/2022 TC ERX 051122		\$ -	\$ 6.00	\$ 4,019.03	
*11		90 API 5/13/2022 001842 47329 CT DEPT OF AGRI		\$ 71.00	\$ -	\$ 4,090.03	
*11		95 GCR 5/12/2022 TC ERX 051222		\$ -	\$ 10.00	\$ 4,080.03	
*11		97 GCR 5/13/2022 TC ERX 051322		\$ -	\$ 8.00	\$ 4,072.03	
*11		103 GCR 5/16/2022 TC ERX 051622		\$ -	\$ 6.00	\$ 4,066.03	
*11		122 GCR 5/17/2022 TC 0502-050622		\$ -	\$ 102.00	\$ 3,964.03	
*11		122 GCR 5/17/2022 TC ERX 051722		\$ -	\$ 20.00	\$ 3,944.03	
*11		134 GCR 5/18/2022 TC ERX 051822		\$ -	\$ 4.00	\$ 3,940.03	
*11		149 GCR 5/20/2022 TC 0509-051322		\$ -	\$ 80.00	\$ 3,860.03	
*11		149 GCR 5/20/2022 TC ERX 052022		\$ -	\$ 8.00	\$ 3,852.03	
*11		155 GCR 5/19/2022 TC ERX 051922		\$ -	\$ 8.00	\$ 3,844.03	
*11		156 GCR 5/23/2022 TC ERX 052322		\$ -	\$ 4.00	\$ 3,840.03	
*11		157 GCR 5/24/2022 TC ERX 052422		\$ -	\$ 10.00	\$ 3,830.03	
*11		168 GCR 5/25/2022 TC ERX 052522		\$ -	\$ 4.00	\$ 3,826.03	
*11		176 API 5/27/2022 001851 47430 GOVERNMENT REVE		\$ 719.20	\$ -	\$ 4,545.23	
*11		181 GCR 5/26/2022 TC ERX 052622		\$ -	\$ 6.00	\$ 4,539.23	
*11		184 GCR 5/27/2022 TC ERX 052722		\$ -	\$ 4.00	\$ 4,535.23	
*11		184 GCR 5/27/2022 TC 0516-052022		\$ -	\$ 100.00	\$ 4,435.23	
*11		202 GCR 5/31/2022 TC 0523-053122 DEP 060322		\$ -	\$ 90.00	\$ 4,345.23	
*11		210 GCR 5/31/2022 TC ERX 053122 DEP 060122		\$ -	\$ 2.00	\$ 4,343.23	
*12		49 GCR 6/1/2022 TC ACH IRS 052722 (JUNE FUND		\$ -	\$ 2.00	\$ 4,341.23	
*12		68 GCR 6/3/2022 TC ERX 060322		\$ -	\$ 8.00	\$ 4,333.23	
*12		69 GCR 6/6/2022 TC ERX 060622		\$ -	\$ 10.00	\$ 4,323.23	
*12		70 GCR 6/7/2022 TC ACH 060722 IRS		\$ -	\$ 2.00	\$ 4,321.23	
*12		70 GCR 6/7/2022 TC ERX 060722		\$ -	\$ 8.00	\$ 4,313.23	
*12		71 GCR 6/10/2022 TC 0601-060322		\$ -	\$ 74.00	\$ 4,239.23	
*12		106 GCR 6/9/2022 TC ERX 060922		\$ -	\$ 6.00	\$ 4,233.23	
*12		107 GCR 6/10/2022 TC ERX 061022		\$ -	\$ 4.00	\$ 4,229.23	
*12		108 GCR 6/13/2022 TC ERX 061322		\$ -	\$ 8.00	\$ 4,221.23	
*12		141 GCR 6/14/2022 TC ERX 061422		\$ -	\$ 4.00	\$ 4,217.23	
*12		142 GCR 6/15/2022 TC ERX 061522		\$ -	\$ 12.00	\$ 4,205.23	
*12		143 GCR 6/16/2022 TC ERX 061622		\$ -	\$ 10.00	\$ 4,195.23	
*12		144 GCR 6/17/2022 TC 0606-061022		\$ -	\$ 88.00	\$ 4,107.23	
*12		144 GCR 6/17/2022 TC ERX 061722		\$ -	\$ 4.00	\$ 4,103.23	
*12		194 GCR 6/24/2022 TC ERX 062422		\$ -	\$ 6.00	\$ 4,097.23	
*12		194 GCR 6/24/2022 TC 0613-061722		\$ -	\$ 86.00	\$ 4,011.23	
*12		198 GCR 6/17/2022 TC ACH 061722 IRS		\$ -	\$ 6.00	\$ 4,005.23	
*12		204 GCR 6/21/2022 TC ERX 062122		\$ -	\$ 4.00	\$ 4,001.23	
*12		204 GCR 6/21/2022 TC ERX 062122		\$ -	\$ 6.00	\$ 3,995.23	
*12		205 GCR 6/22/2022 TC ERX 062222		\$ -	\$ 4.00	\$ 3,991.23	
*12		206 GCR 6/23/2022 TC ERX 062322		\$ -	\$ 4.00	\$ 3,987.23	
*12		259 GCR 6/27/2022 TC ERX 062722		\$ -	\$ 2.00	\$ 3,985.23	
*12		261 GCR 6/29/2022 TC ERX 062922		\$ -	\$ 10.00	\$ 3,975.23	
*12		286 GCR 6/30/2022 TC ERX 063022 DEP 070122		\$ -	\$ 4.00	\$ 3,971.23	

ACCOUNT
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*12
*12

ACCOUNT NAME
JNL

	SRC	EFF DATE	REFERENCE
286	GCR	6/30/2022	TC 0620-062422 DEP 070122
289	GCR	6/30/2022	TC 0627-063022 DEP 070522

BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
	\$ -	\$ 88.00	\$ 3,883.23	
	\$ -	\$ 112.00	\$ 3,771.23	
\$ (15,305.36)	\$ 10,247.23	\$ 6,476.00	\$ 3,771.23	\$ (11,534.13)

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (21,027.58)				
*1		19 GRV	7/31/2021	GB205 ORIGINAL JNL NOT FOUND		\$ 37.34	\$ -	\$ 37.34	
*1		204 GCR	7/15/2021	TOWN CLERK 0701-070921		\$ -	\$ 284.00	\$ (246.66)	
*1		310 API	7/23/2021	001852 39696 ADKINS PRINTING		\$ 193.50	\$ -	\$ (53.16)	
*1		310 API	7/23/2021	002259 39732 CONNECTICUT STA		\$ 30.50	\$ -	\$ (22.66)	
*1		310 API	7/23/2021	000678 39807 RICOH USA INC		\$ 91.51	\$ -	\$ 68.85	
*1		310 API	7/23/2021	000678 39807 RICOH USA INC		\$ -	\$ 39.15	\$ 29.70	
*1		310 API	7/23/2021	000678 39807 RICOH USA INC		\$ 15.91	\$ -	\$ 45.61	
*1		355 GCR	7/22/2021	TOWN CLERK 0712-071621		\$ -	\$ 193.00	\$ (147.39)	
*1		377 API	7/30/2021	001794 39972 W.B. MASON CO.,		\$ 36.81	\$ -	\$ (110.58)	
*1		407 GCR	7/29/2021	TOWN CLERK 0719-072321		\$ -	\$ 259.00	\$ (369.58)	
*1		504 GCR	7/31/2021	TOWN CLERK 0726-073021		\$ -	\$ 199.00	\$ (568.58)	
*1		504 GCR	7/31/2021	TOWN CLERK 071321 RETURN CK		\$ -	\$ 1.00	\$ (569.58)	
*2		48 GCR	8/6/2021	ACH TOWN CLERK 080621		\$ -	\$ 1.00	\$ (570.58)	
*2		126 API	8/20/2021	000678 40351 RICOH USA INC		\$ 91.51	\$ -	\$ (479.07)	
*2		137 GCR	8/13/2021	TOWN CLERK 0802-080621		\$ -	\$ 145.00	\$ (624.07)	
*2		164 API	8/20/2021	000946 40420 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (596.25)	
*2		217 GCR	8/20/2021	TOWN CLERK 0809-081321		\$ -	\$ 222.00	\$ (818.25)	
*2		243 API	8/27/2021	000137 40618 STAPLES, INC		\$ 17.17	\$ -	\$ (801.08)	
*2		264 GCR	8/26/2021	CT TOWN CLERK IRS MISC PAY		\$ -	\$ 1.00	\$ (802.08)	
*2		266 GCR	8/27/2021	TOWN CLERK 0816-082021		\$ -	\$ 157.00	\$ (959.08)	
*2		311 GCR	8/31/2021	TOWN CLERK 0830-083121		\$ -	\$ 83.00	\$ (1,042.08)	
*2		311 GCR	8/31/2021	TOWN CLERK 0823-082721		\$ -	\$ 280.00	\$ (1,322.08)	
*2		311 GCR	8/31/2021	TOWN CLERK ACH		\$ -	\$ 1.00	\$ (1,323.08)	
*3		75 API	9/17/2021	000678 40987 RICOH USA INC		\$ 91.51	\$ -	\$ (1,231.57)	
*3		98 GCR	9/10/2021	TOWN CLERK 0901-090321		\$ -	\$ 125.00	\$ (1,356.57)	
*3		159 GCR	9/17/2021	TOWN CLERK 0907-091021		\$ -	\$ 235.00	\$ (1,591.57)	
*3		230 GCR	9/24/2021	TOWN CLERK 0913-091721		\$ -	\$ 199.00	\$ (1,790.57)	
*3		288 GCR	9/30/2021	TOWN CLERK 0920-092421		\$ -	\$ 294.00	\$ (2,084.57)	
*3		290 GCR	9/29/2021	TOWN CLERK ACH 092321		\$ -	\$ 1.00	\$ (2,085.57)	
*3		290 GCR	9/29/2021	TOWN CLERK ACH 092721		\$ -	\$ 1.00	\$ (2,086.57)	
*3		313 GCR	9/30/2021	SEPT TOWN CLERK 09/27-09/30/21		\$ -	\$ 194.00	\$ (2,280.57)	
*4		5 API	10/1/2021	000946 41251 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (2,252.75)	
*4		53 API	10/15/2021	000678 41738 RICOH USA INC		\$ 169.11	\$ -	\$ (2,083.64)	
*4		125 GEN	10/19/2021	101521 TOWN CLERK 10/01-10/08/21		\$ -	\$ 263.00	\$ (2,346.64)	
*4		195 GCR	10/22/2021	102221 TOWN CLERK 10/12-10/15/21		\$ -	\$ 195.00	\$ (2,541.64)	
*4		196 GCR	10/19/2021	101921 TOWN CLERK 101921 IRS		\$ -	\$ 1.00	\$ (2,542.64)	
*4		239 API	10/29/2021	000946 42024 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (2,514.82)	
*4		278 GCR	10/29/2021	CLERK 10/18-10/22		\$ -	\$ 147.00	\$ (2,661.82)	
*4		278 GCR	10/29/2021	CLERK ACH 10/26/21		\$ -	\$ 1.00	\$ (2,662.82)	
*4		281 API	10/4/2021	001651 42152 JP MORGAN CHASE		\$ 53.29	\$ -	\$ (2,609.53)	
*4		305 GEN	10/31/2021	GB59 COLOR COPY CHARGES 083121		\$ 0.90	\$ -	\$ (2,608.63)	
*4		311 GCR	10/31/2021	10521 TOWN CLERK 1025-102921		\$ -	\$ 223.00	\$ (2,831.63)	
*5		52 API	11/12/2021	000137 42560 STAPLES, INC		\$ 9.00	\$ -	\$ (2,822.63)	
*5		52 API	11/12/2021	001794 42615 W.B. MASON CO.,		\$ 36.81	\$ -	\$ (2,785.82)	

ACCOUNT

PER

ACCOUNT NAME

JNL

SRC EFF DATE REFERENCE

BEG. BALANCE

DEBITS

CREDITS

NET CHANGE

END BALANCE

*5	131 GCR	11/12/2021	TOWN CLERK 111221	\$ -	\$ 258.00	\$ (3,043.82)
*5	172 API	11/24/2021	000678 43046 RICOH USA INC	\$ 91.51	\$ -	\$ (2,952.31)
*5	208 GCR	11/19/2021	TC ACH IRS BSV#60154-013	\$ -	\$ 1.00	\$ (2,953.31)
*5	210 GCR	11/23/2021	TC 112321	\$ -	\$ 186.00	\$ (3,139.31)
*5	227 GCR	11/23/2021	TC ACH IRS BSV#60154-0134723	\$ -	\$ 1.00	\$ (3,140.31)
*5	233 GCR	11/30/2021	TC 112321	\$ -	\$ 200.00	\$ (3,340.31)
*5	249 GEN	11/30/2021	GB59 COLOR COPY CHARGES 103121	\$ 0.20	\$ -	\$ (3,340.11)
*5	254 GCR	11/30/2021	113021 TOWN CLERK 11/22-11/30/21	\$ -	\$ 239.00	\$ (3,579.11)
*5	256 API	11/4/2021	001651 43231 JP MORGAN CHASE	\$ 89.27	\$ -	\$ (3,489.84)
*6	22 GCR	12/3/2021	TC 120321	\$ -	\$ 239.00	\$ (3,728.84)
*6	41 GRV	12/3/2021	113021 ORIGINAL JNL NOT FOUND	\$ 239.00	\$ -	\$ (3,489.84)
*6	101 GCR	12/8/2021	TC ACH IRS BSV#60154-013 487	\$ -	\$ 1.00	\$ (3,490.84)
*6	102 GCR	12/10/2021	TC 120721	\$ -	\$ 66.00	\$ (3,556.84)
*6	109 API	12/10/2021	000946 43412 INFOSHRED, LLC	\$ 27.82	\$ -	\$ (3,529.02)
*6	126 GCR	12/14/2021	TC ACH111021 IRS-#60154-0134	\$ -	\$ 1.00	\$ (3,530.02)
*6	174 GCR	12/17/2021	TC 12/6-10/21	\$ -	\$ 253.00	\$ (3,783.02)
*6	179 API	12/23/2021	002404 43615 COMPBASE, INC	\$ 1,200.00	\$ -	\$ (2,583.02)
*6	180 API	12/23/2021	000137 43756 STAPLES, INC	\$ 19.50	\$ -	\$ (2,563.52)
*6	180 API	12/23/2021	000678 43741 RICOH USA INC	\$ 91.51	\$ -	\$ (2,472.01)
*6	180 API	12/23/2021	001794 43629 W.B. MASON CO.,	\$ 10.78	\$ -	\$ (2,461.23)
*6	203 GCR	12/23/2021	TC 12/13-12/17/21	\$ -	\$ 174.00	\$ (2,635.23)
*6	262 GCR	12/30/2021	TC 12/20-12/23/21	\$ -	\$ 180.00	\$ (2,815.23)
*6	280 GEN	12/31/2021	GB52 COLOR COPY CHARGES 113021	\$ 14.70	\$ -	\$ (2,800.53)
*6	281 GEN	12/31/2021	GB53 COLOR COPY CHARGES 123121	\$ 2.70	\$ -	\$ (2,797.83)
*6	284 API	12/4/2021	001651 44217 JP MORGAN CHASE	\$ 37.99	\$ -	\$ (2,759.84)
*6	288 GCR	12/31/2021	TC 12/27-12/30/21 DEC 01/07/	\$ -	\$ 148.00	\$ (2,907.84)
*7	14 API	1/7/2022	000137 44149 STAPLES, INC	\$ 17.59	\$ -	\$ (2,890.25)
*7	14 API	1/7/2022	000137 44151 STAPLES, INC	\$ 32.39	\$ -	\$ (2,857.86)
*7	14 API	1/7/2022	001852 43895 ADKINS PRINTING	\$ 89.87	\$ -	\$ (2,767.99)
*7	90 API	1/21/2022	000137 44487 STAPLES, INC	\$ 29.40	\$ -	\$ (2,738.59)
*7	90 API	1/21/2022	000202 44316 CENTRAL PAPER C	\$ 24.40	\$ -	\$ (2,714.19)
*7	90 API	1/21/2022	000873 44454 CT TOWN CLERK'S	\$ 12.00	\$ -	\$ (2,702.19)
*7	90 API	1/21/2022	000873 44455 CT TOWN CLERK'S	\$ 12.00	\$ -	\$ (2,690.19)
*7	98 GCR	1/14/2022	TC 01/03-01/07/22	\$ -	\$ 179.00	\$ (2,869.19)
*7	165 GCR	1/21/2022	TC 1/10-1/14/22	\$ -	\$ 166.00	\$ (3,035.19)
*7	243 GCR	1/28/2022	TC 01/18-01/21/22	\$ -	\$ 159.00	\$ (3,194.19)
*7	277 GCR	1/31/2022	TC 1/24-1/31/22 DEP 020422	\$ -	\$ 179.00	\$ (3,373.19)
*8	28 API	2/4/2022	000678 44896 RICOH USA INC	\$ 107.16	\$ -	\$ (3,266.03)
*8	28 API	2/4/2022	000946 44881 INFOSHRED, LLC	\$ 27.82	\$ -	\$ (3,238.21)
*8	87 GCR	2/11/2022	021122 TOWN CLERK 0201-020422	\$ -	\$ 154.00	\$ (3,392.21)
*8	95 GEN	2/1/2022	GB12 NC RTN CK #50486 GUILFORD SA	\$ 1.00	\$ -	\$ (3,391.21)
*8	124 API	2/18/2022	000137 45240 STAPLES, INC	\$ 79.13	\$ -	\$ (3,312.08)
*8	124 API	2/18/2022	000678 45164 RICOH USA INC	\$ 91.51	\$ -	\$ (3,220.57)
*8	143 GCR	2/18/2022	TC 0207-021122	\$ -	\$ 131.00	\$ (3,351.57)
*8	194 GEN	2/28/2022	GB43 COLOR COPY CHARGES 013122	\$ 0.50	\$ -	\$ (3,351.07)

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*8		206 GCR	2/25/2022	TC 0214-021822	\$ -	\$ -	\$ 137.00	\$ (3,488.07)	
*8		210 GCR	2/28/2022	TC 022822 DEP 030122	\$ -	\$ -	\$ 1.00	\$ (3,489.07)	
*8		220 GCR	2/28/2022	TC 0222-022822 DEP 030422	\$ -	\$ -	\$ 122.00	\$ (3,611.07)	
*8		228 GCR	2/16/2022	TC ACH 021122 REF IRS 310	\$ -	\$ -	\$ 1.00	\$ (3,612.07)	
*8		235 API	2/4/2022	001651 45690 JP MORGAN CHASE	\$ 274.33	\$ -	\$ -	\$ (3,337.74)	
*9		12 API	3/4/2022	000946 45493 INFOSHRED, LLC	\$ 29.91	\$ -	\$ -	\$ (3,307.83)	
*9		121 GCR	3/11/2022	TC 0301-030422	\$ -	\$ -	\$ 114.00	\$ (3,421.83)	
*9		134 API	3/18/2022	001852 45698 ADKINS PRINTING	\$ 87.72	\$ -	\$ -	\$ (3,334.11)	
*9		134 API	3/18/2022	000678 45918 RICOH USA INC	\$ 91.51	\$ -	\$ -	\$ (3,242.60)	
*9		149 GCR	3/11/2022	TC ACH 031122	\$ -	\$ -	\$ 1.00	\$ (3,243.60)	
*9		151 GCR	3/18/2022	TC 0307-031122	\$ -	\$ -	\$ 184.00	\$ (3,427.60)	
*9		210 GCR	3/25/2022	TC 0314-031822	\$ -	\$ -	\$ 136.00	\$ (3,563.60)	
*9		279 GCR	3/31/2022	TC 0321-032522 DEP 040122	\$ -	\$ -	\$ 71.00	\$ (3,634.60)	
*9		302 GCR	3/31/2022	TC 0328-033122 DEP 040522	\$ -	\$ -	\$ 65.00	\$ (3,699.60)	
*9		303 GEN	3/31/2022	GB52 COLOR COPY CHARGES 022822	\$ 0.20	\$ -	\$ -	\$ (3,699.40)	
*10		7 API	4/1/2022	001794 46309 W.B. MASON CO.,	\$ 159.55	\$ -	\$ -	\$ (3,539.85)	
*10		7 API	4/1/2022	000946 46199 INFOSHRED, LLC	\$ 29.91	\$ -	\$ -	\$ (3,509.94)	
*10		11 API	4/1/2022	000873 46337 CT TOWN CLERK'S	\$ 345.00	\$ -	\$ -	\$ (3,164.94)	
*10		24 GCR	4/4/2022	TC ERX 040422	\$ -	\$ -	\$ 1.00	\$ (3,165.94)	
*10		32 GCR	4/6/2022	TC ERX 040622	\$ -	\$ -	\$ 2.00	\$ (3,167.94)	
*10		57 GCR	4/7/2022	TC ERX 040722	\$ -	\$ -	\$ 2.00	\$ (3,169.94)	
*10		58 GCR	4/8/2022	TC ERX 040822	\$ -	\$ -	\$ 2.00	\$ (3,171.94)	
*10		82 GCR	4/11/2022	TC ERX 041122	\$ -	\$ -	\$ 3.00	\$ (3,174.94)	
*10		106 GCR	4/12/2022	TC ERX 041222	\$ -	\$ -	\$ 5.00	\$ (3,179.94)	
*10		122 GCR	4/13/2022	TC ERX 041322	\$ -	\$ -	\$ 5.00	\$ (3,184.94)	
*10		127 GCR	4/14/2022	TC 0401-040822	\$ -	\$ -	\$ 144.00	\$ (3,328.94)	
*10		147 GCR	4/15/2022	TC ERX 041522	\$ -	\$ -	\$ 1.00	\$ (3,329.94)	
*10		168 GCR	4/19/2022	TC ERX 041922	\$ -	\$ -	\$ 6.00	\$ (3,335.94)	
*10		182 GCR	4/20/2022	TC ERX 042022	\$ -	\$ -	\$ 2.00	\$ (3,337.94)	
*10		218 GCR	4/22/2022	TC 0411-041422	\$ -	\$ -	\$ 79.00	\$ (3,416.94)	
*10		223 GCR	4/21/2022	TC ERX 042122	\$ -	\$ -	\$ 1.00	\$ (3,417.94)	
*10		224 GCR	4/22/2022	TC ERX 042222	\$ -	\$ -	\$ 1.00	\$ (3,418.94)	
*10		228 GCR	4/25/2022	TC ERX 042522	\$ -	\$ -	\$ 2.00	\$ (3,420.94)	
*10		238 API	4/26/2022	000678 46991 RICOH USA INC	\$ 91.51	\$ -	\$ -	\$ (3,329.43)	
*10		239 APM	4/26/2022	000678 43046 RICOH USA INC	\$ -	\$ -	\$ 91.51	\$ (3,420.94)	
*10		250 GCR	4/26/2022	TC ERX 042622	\$ -	\$ -	\$ 3.00	\$ (3,423.94)	
*10		251 GCR	4/26/2022	TC ACH 042222	\$ -	\$ -	\$ 1.00	\$ (3,424.94)	
*10		255 API	4/29/2022	000678 46990 RICOH USA INC	\$ 106.74	\$ -	\$ -	\$ (3,318.20)	
*10		255 API	4/29/2022	000946 46837 INFOSHRED, LLC	\$ 27.82	\$ -	\$ -	\$ (3,290.38)	
*10		255 API	4/29/2022	000946 46838 INFOSHRED, LLC	\$ 29.91	\$ -	\$ -	\$ (3,260.47)	
*10		295 GCR	4/27/2022	TC ERX 042722	\$ -	\$ -	\$ 1.00	\$ (3,261.47)	
*10		296 GCR	4/28/2022	TC ERX 042822	\$ -	\$ -	\$ 9.00	\$ (3,270.47)	
*10		297 GCR	4/29/2022	TC ERX 042922	\$ -	\$ -	\$ 1.00	\$ (3,271.47)	
*10		300 GCR	4/29/2022	TC 0418-042222	\$ -	\$ -	\$ 121.00	\$ (3,392.47)	
*10		324 GCR	4/30/2022	TC 0425-042922 DEP 050622	\$ -	\$ -	\$ 149.00	\$ (3,541.47)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*11		20 GCR	5/3/2022	TC ERX 050322		\$ -	\$ 6.00	\$ (3,547.47)	
*11		26 GCR	5/4/2022	TC ERX 050422		\$ -	\$ 3.00	\$ (3,550.47)	
*11		40 GCR	5/5/2022	TC ERX 050522		\$ -	\$ 3.00	\$ (3,553.47)	
*11		54 GEN	5/9/2022	GB11 COLOR COPY CHRAGES 033122		\$ 1.60	\$ -	\$ (3,551.87)	
*11		59 GCR	5/6/2022	TC ERX 050622		\$ -	\$ 2.00	\$ (3,553.87)	
*11		60 GCR	5/9/2022	TC ERX 050922		\$ -	\$ 4.00	\$ (3,557.87)	
*11		83 GCR	5/10/2022	TC ERX 051022		\$ -	\$ 5.00	\$ (3,562.87)	
*11		84 GCR	5/11/2022	TC ERX 051122		\$ -	\$ 3.00	\$ (3,565.87)	
*11		90 API	5/13/2022	000678 47314 RICOH USA INC		\$ 91.51	\$ -	\$ (3,474.36)	
*11		95 GCR	5/12/2022	TC ERX 051222		\$ -	\$ 5.00	\$ (3,479.36)	
*11		97 GCR	5/13/2022	TC ERX 051322		\$ -	\$ 4.00	\$ (3,483.36)	
*11		103 GCR	5/16/2022	TC ERX 051622		\$ -	\$ 3.00	\$ (3,486.36)	
*11		122 GCR	5/17/2022	TC 0502-050622		\$ -	\$ 121.00	\$ (3,607.36)	
*11		122 GCR	5/17/2022	TC ERX 051722		\$ -	\$ 10.00	\$ (3,617.36)	
*11		134 GCR	5/18/2022	TC ERX 051822		\$ -	\$ 2.00	\$ (3,619.36)	
*11		149 GCR	5/20/2022	TC 0509-051322		\$ -	\$ 130.00	\$ (3,749.36)	
*11		149 GCR	5/20/2022	TC ERX 052022		\$ -	\$ 4.00	\$ (3,753.36)	
*11		155 GCR	5/19/2022	TC ERX 051922		\$ -	\$ 4.00	\$ (3,757.36)	
*11		156 GCR	5/23/2022	TC ERX 052322		\$ -	\$ 2.00	\$ (3,759.36)	
*11		157 GCR	5/24/2022	TC ERX 052422		\$ -	\$ 5.00	\$ (3,764.36)	
*11		168 GCR	5/25/2022	TC ERX 052522		\$ -	\$ 2.00	\$ (3,766.36)	
*11		181 GCR	5/26/2022	TC ERX 052622		\$ -	\$ 3.00	\$ (3,769.36)	
*11		184 GCR	5/27/2022	TC ERX 052722		\$ -	\$ 2.00	\$ (3,771.36)	
*11		184 GCR	5/27/2022	TC 0516-052022		\$ -	\$ 170.00	\$ (3,941.36)	
*11		196 API	5/4/2022	001651 47697 JP MORGAN CHASE		\$ 17.99	\$ -	\$ (3,923.37)	
*11		202 GCR	5/31/2022	TC 0523-053122 DEP 060322		\$ -	\$ 155.00	\$ (4,078.37)	
*11		210 GCR	5/31/2022	TC ERX 053122 DEP 060122		\$ -	\$ 1.00	\$ (4,079.37)	
*12		49 GCR	6/1/2022	TC ACH IRS 052722 (JUNE FUND		\$ -	\$ 1.00	\$ (4,080.37)	
*12		68 GCR	6/3/2022	TC ERX 060322		\$ -	\$ 4.00	\$ (4,084.37)	
*12		69 GCR	6/6/2022	TC ERX 060622		\$ -	\$ 5.00	\$ (4,089.37)	
*12		70 GCR	6/7/2022	TC ACH 060722 IRS		\$ -	\$ 1.00	\$ (4,090.37)	
*12		70 GCR	6/7/2022	TC ERX 060722		\$ -	\$ 4.00	\$ (4,094.37)	
*12		71 GCR	6/10/2022	TC 0601-060322		\$ -	\$ 67.00	\$ (4,161.37)	
*12		76 API	6/10/2022	000137 47903 STAPLES, INC		\$ 36.00	\$ -	\$ (4,125.37)	
*12		76 API	6/10/2022	000157 47909 THE DAY PUBLISH		\$ 476.00	\$ -	\$ (3,649.37)	
*12		76 API	6/10/2022	000946 47844 INFOSHRED, LLC		\$ 29.91	\$ -	\$ (3,619.46)	
*12		76 API	6/10/2022	001794 47935 W.B. MASON CO.,		\$ 159.55	\$ -	\$ (3,459.91)	
*12		106 GCR	6/9/2022	TC ERX 060922		\$ -	\$ 3.00	\$ (3,462.91)	
*12		107 GCR	6/10/2022	TC ERX 061022		\$ -	\$ 2.00	\$ (3,464.91)	
*12		108 GCR	6/13/2022	TC ERX 061322		\$ -	\$ 4.00	\$ (3,468.91)	
*12		141 GCR	6/14/2022	TC ERX 061422		\$ -	\$ 2.00	\$ (3,470.91)	
*12		142 GCR	6/15/2022	TC ERX 061522		\$ -	\$ 6.00	\$ (3,476.91)	
*12		143 GCR	6/16/2022	TC ERX 061622		\$ -	\$ 5.00	\$ (3,481.91)	
*12		144 GCR	6/17/2022	TC 0606-061022		\$ -	\$ 144.00	\$ (3,625.91)	
*12		144 GCR	6/17/2022	TC ERX 061722		\$ -	\$ 2.00	\$ (3,627.91)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*12		168 API	6/24/2022	000678 48312 RICOH USA INC		\$ 91.51	\$ -	\$ (3,536.40)	
*12		168 API	6/24/2022	000946 48173 INFOSHRED, LLC		\$ 29.91	\$ -	\$ (3,506.49)	
*12		194 GCR	6/24/2022	TC ERX 062422		\$ -	\$ 3.00	\$ (3,509.49)	
*12		194 GCR	6/24/2022	TC 0613-061722		\$ -	\$ 123.00	\$ (3,632.49)	
*12		198 GCR	6/17/2022	TC ACH 061722 IRS		\$ -	\$ 3.00	\$ (3,635.49)	
*12		204 GCR	6/21/2022	TC ERX 062122		\$ -	\$ 2.00	\$ (3,637.49)	
*12		204 GCR	6/21/2022	TC ERX 062122		\$ -	\$ 3.00	\$ (3,640.49)	
*12		205 GCR	6/22/2022	TC ERX 062222		\$ -	\$ 2.00	\$ (3,642.49)	
*12		206 GCR	6/23/2022	TC ERX 062322		\$ -	\$ 2.00	\$ (3,644.49)	
*12		249 API	6/5/2022	001651 48340 JP MORGAN CHASE		\$ 156.24	\$ -	\$ (3,488.25)	
*12		252 GEN	6/30/2022	GB49 COLOR COPY CHARGES 063022		\$ 0.50	\$ -	\$ (3,487.75)	
*12		259 GCR	6/27/2022	TC ERX 062722		\$ -	\$ 1.00	\$ (3,488.75)	
*12		261 GCR	6/29/2022	TC ERX 062922		\$ -	\$ 5.00	\$ (3,493.75)	
*12		286 GCR	6/30/2022	TC ERX 063022 DEP 070122		\$ -	\$ 2.00	\$ (3,495.75)	
*12		286 GCR	6/30/2022	TC 0620-062422 DEP 070122		\$ -	\$ 134.00	\$ (3,629.75)	
*12		289 GCR	6/30/2022	TC 0627-063022 DEP 070622		\$ -	\$ 116.00	\$ (3,745.75)	
*12		340 API	6/30/2022	000946 48924 INFOSHRED, LLC		\$ 29.91	\$ -	\$ (3,715.84)	
*12		361 API	6/30/2022	001651 49020 JP MORGAN CHASE		\$ 52.58	\$ -	\$ (3,663.26)	
*12		362 APM	6/30/2022	001651 49020 JP MORGAN CHASE		\$ -	\$ 52.58	\$ (3,715.84)	
*12		363 API	6/30/2022	001651 49022 JP MORGAN CHASE		\$ 52.58	\$ -	\$ (3,663.26)	
					\$ (21,027.58)	\$ 5,807.98	\$ 9,471.24	\$ (3,663.26)	\$ (24,690.84)

FUNDS FROM OTHER SOURCES

Summary and Explanation

Historic Documents Preservation Revenue Fund

LI 101-21036

Pursuant to CGS 7-34a(d), An Act Concerning Real Estate Filings and the Preservation of Historic Documents, records restoration and related storage are being funded from this revenue fund. Source: \$2/recording.

Revenue Balance FY21: \$15,550

Anticipated additional revenues FY21: \$8,000

Town Clerk Revenue Fund

LI 101-21039

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

Revenue Balance FY21: \$21,090

Anticipated additional revenues FY21: \$7,000

Historic Documents Preservation Grant Program

Also Pursuant to CGS 7-34a(d), records restoration and related storage are being funded by grants from the Office of the Public Records administrator, Connecticut State Library.

Grant Received FY18: \$4,000

Grant Received FY19: \$4,500

Grant Received FY20: \$5,500

Grant Received FY21: \$5,500

Grant Received FY22: \$5,500

Grant Received FY23: \$5,500

Expectation FY24: \$3,500 – \$5,500

Anticipated Future Expenditures of Funds

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

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

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

Historic Document Preservation Grant Program

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

NEAR AND LONG TERM PLANS TO RESTRAIN BUDGETARY GROWTH

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

Thanks to CGS 7-34a(d), records restoration is being funded from a revenue fund (An Act Concerning Real Estate Filing and the Preservation of Historic Documents). Thanks, also, to CGS 7-34a(e), (An Act Concerning Farm Land Preservation, Land Protection, Affordable Housing and Historic preservation), the office has more latitude in expenditures. Also available is an annual grant award, most recently in the amount of \$5,500. Over the last several years the grant amount has ranged from \$3,000 to \$5,500.

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

The use of part time personnel in the office will not be needed to implement any technology. Any amount of additional implementation will be provided without overtime, either will be completed by staff during the town hours of operation or by the clerk during hours outside of normal operating hours. The change in election law concerning absentee ballots may facilitate a need, as it did during COVID; to enlist additional personnel.

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

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

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

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2023-2024 FISCAL YEAR**

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

DEPARTMENT: TOWN CLERK 10109

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax	493,745	469,753		200,000	200,000
Copy Fees	28,773	24,848		25,000	25,000
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees	258,613	229,236		175,000	175,000
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	781,131	723,837	0	400,000	400,000

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
101 GENERAL FUND								
10109 TOWN CLERK								
40351 LIENS								
10109 40351	LIENS -COLLECTED BY UTILITY CO							
-10,000.00	-10,000.00	-8,180.00	-4,860.00	0.00	-1,820.00	81.8%*		
40400 CONVEYANCE TAX								
10109 40400	CONVEYANCE TAX							
-200,000.00	-200,000.00	-469,752.23	-60,970.42	0.00	269,752.23	234.9%		
41020 MARRIAGE LICENSES								
10109 41020	MARRIAGE LICENSES							
0.00	0.00	-2,944.00	-464.00	0.00	2,944.00	100.0%		
41021 HUNTING & FISHING LICENSE								
10109 41021	HUNTING & FISHING LICENSE							
0.00	0.00	-92.00	-5.00	0.00	92.00	100.0%		
41022 DOG LICENSES								
10109 41022	DOG LICENSES							
0.00	0.00	-1,505.00	-1,120.50	0.00	1,505.00	100.0%		
41029 WTFD-EL SHELLFISH PERMITS								
10109 41029	WTFD-EL SHELLFISH PERMITS							
0.00	0.00	-360.50	-35.00	0.00	360.50	100.0%		
41031 WATERFORD SHELLFISH PERMI								
10109 41031	WATERFORD SHELLFISH PERMT							
0.00	0.00	-63.80	-22.00	0.00	63.80	100.0%		

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Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK						
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
42009 RECORDING FEES							
10109 42009	RECORDING FEES						
-200,000.00	-200,000.00	-156,809.00	-11,322.00	0.00	-43,191.00	78.4%	*
44004 COPIES							
10109 44004	COPIES						
0.00	0.00	-24,847.50	-1,680.00	0.00	24,847.50	100.0%	
44005 VITAL STATISTICS							
10109 44005	VITAL STATISTICS						
0.00	0.00	-31,530.00	-4,600.00	0.00	31,530.00	100.0%	
44006 MISCELLANEOUS							
10109 44006	MISCELLANEOUS						
0.00	0.00	-2,778.00	-411.00	0.00	2,778.00	100.0%	
44254 LOCAL CAPITAL IMPROVEMENT							
10109 44254	LOCIP FUND- AGRICULTURAL REC.						
0.00	0.00	-9,474.00	-858.00	0.00	9,474.00	100.0%	
TOTAL TOWN CLERK							
-410,000.00	-410,000.00	-708,336.03	-86,347.92	0.00	298,336.03	172.8%	
TOTAL GENERAL FUND							
-410,000.00	-410,000.00	-708,336.03	-86,347.92	0.00	298,336.03	172.8%	

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 09	TOWN CLERK						
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
226 HISTORIC DOCUMENT PRESERVATION							
22602 HISTORIC DOCUMENT PRESERVATION							
48750 STATE OF CONN GRANT							
<u>22602 48750</u>	STATE OF CONN GRANT						
0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%	
TOTAL HISTORIC DOCUMENT PRESERVAT							
0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%	
TOTAL HISTORIC DOCUMENT PRESERVAT							
0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%	

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 12

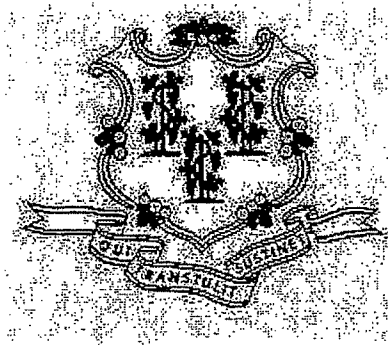
ACCOUNTS FOR: 09		TOWN CLERK						
ORIGINAL APPROP		REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
293 CT STATE LIBRARY TARGETED GRAN								
29302 CT STATE LIBRARY TARGETED GRAN								
48750 STATE OF CONN GRANT								
29302 48750	STATE OF CONN GRANT							
0.00	0.00		-5,500.00	0.00	0.00	5,500.00	100.0%	
TOTAL CT STATE LIBRARY TARGETED G								
0.00	0.00		-5,500.00	0.00	0.00	5,500.00	100.0%	
TOTAL CT STATE LIBRARY TARGETED G								
0.00	0.00		-5,500.00	0.00	0.00	5,500.00	100.0%	
TOTAL TOWN CLERK								
-410,000.00	-410,000.00		-723,836.03	-86,347.92	0.00	313,836.03	176.5%	
TOTAL REVENUES								
-410,000.00	-410,000.00		-723,836.03	-86,347.92	0.00	313,836.03		

TOWN of WATERFORD

Targeted Grants:

FY 2023

**Historic Documents
Preservation Grant Program
State of Connecticut**



Prepared by: •
David L. Campo, CCTC
Waterford Town Clerk

APPLICATION**TARGETED GRANT FY 2023**

Historic Documents Preservation Program

Connecticut Municipalities

GP-001 (rev. 1/2022)



STATE OF CONNECTICUT

Connecticut State Library

PUBLIC RECORDS ADMINISTRATOR

231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:Use full municipality name, ie
'Town of _____' or 'City of _____'**Town of Waterford****Name of Municipal CEO:****Robert Brule****Title: First Selectman****Phone with Area Code:**

860.444.5834

Email:

Rbrule@waterfordct.org

Name of Town Clerk:**David L. Campo****Title: Town Clerk****Phone with Area Code:**

860.444.5829

Email:

Dcampo@waterfordct.org

Check if Designated Applicant: ☒**TC Mailing Address:**

15 Rope Ferry Rd, Waterford CT, 06385

MCEO Address if Different:**Grant Application Deadline:**☐ Cycle 1: April 30, 2022☒ Cycle 2: September 30, 2022**Grant Contract Period:**

The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

Maximum Grant Allowed:

\$5,500

Small Municipality

Population less than 20,000

\$7,500

Medium Municipality

Population between 20,000 and 69,999

\$10,500

Large Municipality

Population of 70,000 or greater

Amount Requested:**\$ 5,500****Grant Category(ies):**☐ Inventory and Planning☐ Organization and Indexing☐ Program Development☐ Storage and Facilities☒ Preservation/Conservation

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,050	\$	\$ 4,050
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 1,450	\$	\$ 1,450
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 5,500	\$	\$ 5,500

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on Page 9.
2. **Provide vendor/personnel info & timeframe.** For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines booklet for instructions under Town Personnel Costs on Page 12.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only one project with one vendor – omit this question. If applying for more than one project – show the detail for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, David L. Campo, the Town Clerk, as the agent for making the above application.

Robert Brule
Signature of MCEO

07/27/2022
Date

Robert Brule, First Selectman
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2023 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

07/27/2022
Date (must be same as or later than above date)

David L. Campo, Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

APPLICATION

TARGETED GRANT FY 2023, CYCLE 2

Historic Documents Preservation Program

1. Describe the project: This is a continuation of last year's project. The primary focus of the project is preservation and retrieval of records in case of disaster. Minutes will be microfilmed from last year and stored. We are also converting some microfilm of meeting minutes to TIFF images and then to hard copies. Hard copies will be created without using grant funds. This will provide us the ability to scan to our website and provide a required hard copy in our vault. New binders will replace older worn out binders.

Additionally, some paper and linen maps do not copy well and need to be left unused for preservation. Florek Surveying will convert some of these to mylars.

(See attached job estimate)

2. Identify the vendors: The primary contact is Irene Sulewski at:

Adkins
40 South Street
P.O. Box 2440
New Britain, CT 06050-2440

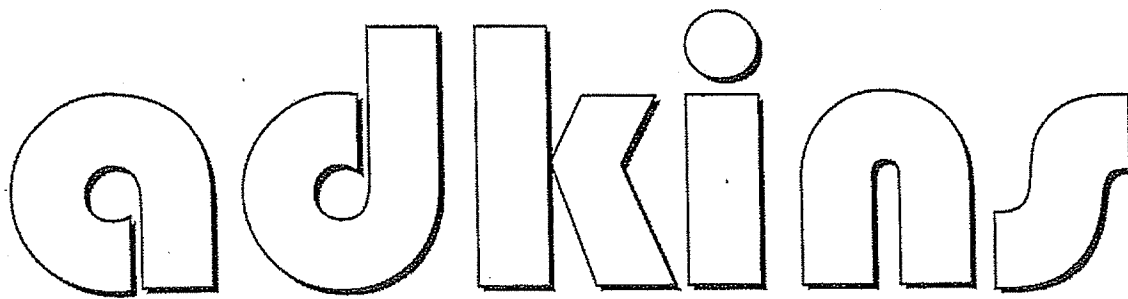
and Brian Florek, LS at:

Florek Surveying, LLC
239 Shore Road
Waterford, CT 06385-2886

3. State what the municipality hopes to accomplish: This project will keep us compliant with regard to preservation and security of records. A secondary outcome will be an ease of retrieval for clients and municipal employees.

4. Provide a detailed budget: Attached is the detailed job estimates displaying all costs and what will be included.

5. Attach supporting documentation: Enclosed



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 11, 2022

Client: Waterford Town Clerk

Title of Job: Creation of TIFF images from microfilm

The Town of Waterford has 5,000 pages of minutes on microfilm that need to be converted to TIFF images for easy viewing and printing.

15,938 images converted to TIFF images @ \$0.16/image..... \$2,550/lot

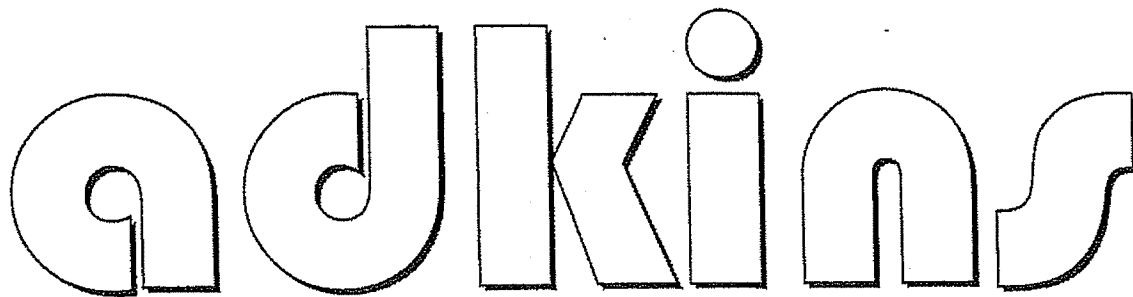
TOTAL COST.....\$2,550

This project will take approximately 4 - 6 weeks to complete.

Signed: _____

A handwritten signature in cursive script, reading "Irene Sulewski", is written over a horizontal line.

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 11, 2022

Client: Waterford Town Clerk

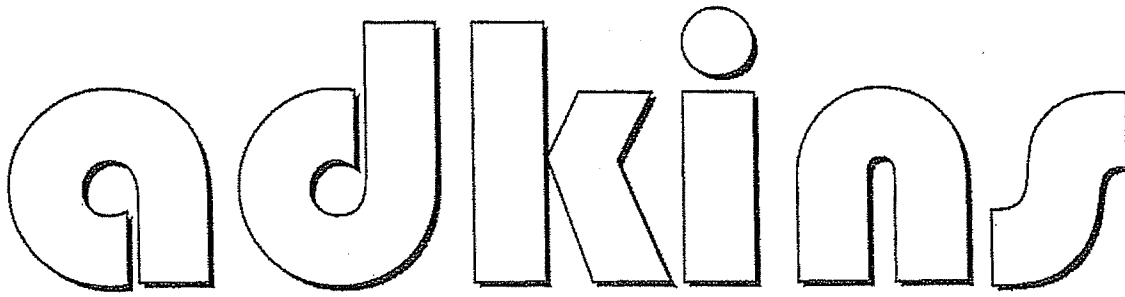
Title of Job: Archival Supplies

- Ten vital binders @ \$140/binder..... \$1,400.00/lot
- UPS freight on above.....\$50.00

TOTAL COST.....\$1,450

Signed: _____

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 11, 2022

Client: Waterford Town Clerk

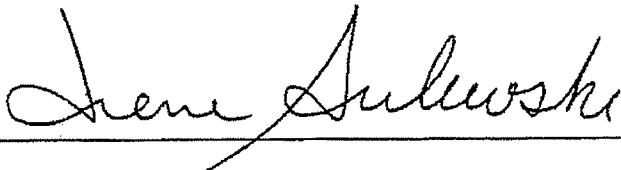
Title of Job: Creation of microfilm from PDF's

The Town of Waterford has 5,000 PDF images of minutes that need to be converted to microfilm for security.

5,000 images converted to archival microfilm @ \$0.10/image.....\$500/lot

TOTAL COST.....\$500.00

This project will take approximately 4 weeks to complete.

Signed: 

Irene Sulewski, Municipal Account Specialist

Florek Surveying, LLC

239 Shore Road
Waterford, CT 06385
860.271.6006
bflorek@floreksurveyingllc.com

JOB ESTIMATE

July 21, 2022

Client: Waterford Town Clerk

Title of Job: Creation of Fix-Line Mylars to the State of Connecticut filing code from original filed copies.

The Town of Waterford has original filed plans on linen and paper that need to be converted to Fix-Line Mylar for easier viewing and copying.

13 filed plans on linen and paper to be converted to fix-line mylar @ \$76.92 / fix-line mylar. \$1,000.00

Total Cost= \$1,000.00

This project will take approximately 4 weeks to complete after approval to proceed.

Regards,

Brian D. Florek, LS
Managing Member, Florek Surveying, LLC.



TOWN BOARD OF FINANCE—Cont'd
Meetings,

- Members of,
 - Additional appropriations, considering, 7-348
 - Minutes in record of, 7-342
 - Notice of, when, 7-342
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 - Appropriations, 7-344
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- Clerk, 7-342
- Dual job ban, 9-210
- Election, 9-202
- Expenses, reimbursement of, 7-341
- Oath of, 7-341
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 - Selection of, 7-342
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- Apportionment, when, 7-346
- Public hearings, 7-344

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- Statement of expenditures and revenues, 7-344

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- Contracts in excess of appropriations, duties re, 7-348
- Members, appointed by, 7-340
- Offices, selection of, 7-342

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- Salary, fixing of, 7-98
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Town meeting,

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- Withdrawal of suit on, 52-324
- Discharge of, filed with, 52-322
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- Petition for discharge, 49-13(a)
- Real estate, 52-85
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 - Recorded by, 7-30

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Automotive glass work and flat glass work board, roster furnished by, 20-332
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Cemeteries, plan for above ground vaults, filed with, 19a-310
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Child born outside United States, record, filing, 7-58
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- Documents, recording of, 7-34a
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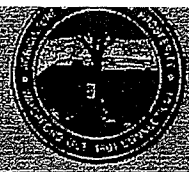
TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10117

REPRESENTATIVE TOWN MEETING

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. (12/5/22)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL		1			1	1	0	0.00%
51920	F.I.C.A					0	0	0	
	SUBTOTAL	0	1	0	0	1	1	0	0.00%
SERVICES									
52010	ADVERTISING	3,345	6,000			6,000	6,000	0	0.00%
52020	POSTAGE		50			50	50	0	0.00%
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	12,852	0	0.00%
	SUBTOTAL	16,197	18,902	0	0	18,902	18,902	0	0.00%
DEPARTMENT TOTAL		16,197	18,903	0	0	18,903	18,903	0	0.00%



BUDGET FUNCTION, SUMMARY, & **EXPLANATION**

The Waterford Representative Town Meeting is the legislative body of the town government. The RTM holds six regular meetings (of which the December meeting is the "Annual Meeting"), one usually extended budget session in May and occasional special meetings during the calendar year.

There are six standing committees which do much of the work of the RTM, meeting as necessary in order to conduct the work assigned to them by the moderator. The town clerk is the clerk of the RTM and most of the clerical work for meetings is handled by that office.

SERIES JUSTIFICATION

51000 SERIES

The Town Clerk will handle these duties as part of his salary. I do ask that the line remain funded in the case of a scheduling conflict or a conflict of interest.

52000 SERIES

52010 Advertising: RTM Call, public hearing notices, notice of legislation, etc.

52020 Postage: Committee correspondence, notices, special requests for minutes or agendas.

52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY21.

53000 SERIES

53010 Office Supplies: The costs of nameplates for new RTM members will come out of the town's general supplies.

BUDGETARY RESTRAINT

We will continue to use email and the Town Courier when appropriate to help reduce postage. Advertising continues to be a primary stressor.



545 Long Wharf Drive, 8th Floor
New Haven CT 06511
(203) 498-3000

Invoice

Invoice INV303964
Date 6/9/2022
PO Number
Customer No. 1377
Payment Terms Upon Receipt

Bill To

FINANCE DIRECTOR
TOWN OF WATERFORD
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Description	Quantity	Price	Amount
2022-23 MUNICIPAL SERVICES FEE	1	\$12,852.00	\$12,852.00

APPROVED

VENDOR# 653

PO# 2023/230131 FY 23

CLOSE PO Y X N

ACCOUNT # 10117-52050

AMOUNT \$12,852.00

SIGN [Signature]

DATE 7/15/22

Subtotal \$12,852.00
Sales Tax \$0.00
Total \$12,852.00

Interest will be calculated at 1% per month on all amounts past due over 45 days from due date

Please remit with payment

Page 1

Invoice Number	Customer Number	Invoice Date	Document Amount
INV303964	1377	6/9/2022	\$ 12,852.00

Payment ☐ Check ☐ Credit Card

Remit to:
CCM
545 Long Wharf Drive, 8th Floor
New Haven CT 06511

Check/Credit Card Number	EXP (mm/yy)	CSV
Am't Paid	signature (credit card)	