

**MINUTES  
BOARD OF SELECTMEN  
July 21, 2020  
5:00 P.M.  
Waterford Town Hall  
Zoom Remote Access Only**

RECEIVED  
TOWN CLERK  
2020 JUL 22 AM 8:50

**Members Present:** First Selectman Robert Brule; Selectwoman Jody Nazarchyk and Selectwoman Elizabeth Sabilia.

1. **Call to order & Roll Call** - First Selectman Brule called the meeting to order at 5:05 pm.

2. **Pledge of Allegiance**

**First Selectman Brule made a brief statement to the board and requested a standing Motion to dispense the reading of the attached transfers backup.**

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request for a standing Motion to dispense the reading of the attached transfers backup.

**VOTE: 3-0**

3. **Fire Services:**

3a. To consider and act on the attached FY20 End Year In-Series transfers in the total amount of \$120,044.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

3b. To consider and act on the attached FY20 End Year Out-of-Series transfers in the total amount of \$73,000 and forward onto the Board of Finance as required.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

4. **Human Resources:** To consider and act on the attached FY20 End Year In-Series transfers in the total amount of \$3,192.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

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7/21/20 Regular Meeting  
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- 5. Youth and Family Services:** To consider and act on the attached FY20 End Year Out-of-Series transfers in the total amount of \$6600 and forward onto the Board of Finance as required.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

**6. Town Clerk:**

- 6a.** To consider and act on the attached FY20 End Year In-Series transfers in the total amount of \$1,133.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 6b.** To consider and act on the attached FY20 End Year Out-of-Series transfers in the total amount of \$659.00 and forward onto the Board of Finance as required.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

**7. Public Works:**

- 7a.** To consider and act on the attached FY20 End Year In-Series transfers in the total amount of \$4500.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 7b.** To consider and act on the attached FY20 End Year Out-of-Series transfers in the total amount of \$16,000 and forward onto the Board of Finance as required.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 8. Recreation and Parks:** To consider and act on the attached FY20 End Year In-Series transfers in the total amount of \$1,426.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

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- 9. Senior Services:** To consider and act on the attached FY20 End Year In-Series transfers in the total amount of \$1,145.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

**10. Emergency Management:**

- 10a.** To consider and act on the attached FY20 End Year In-Series transfers in the total amount of \$ 5,045.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

**11. Selectman's Office:**

- 11a.** To consider and act on the attached FY20 End Year Out-of-Series transfers in the total amount of \$1,507 and forward onto the Board of Finance as required.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

**12. Police:**

- 12a.** To consider and act on the attached FY20 End Year In-Series transfers in the total amount of. \$77,367.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 12b.** To consider and act on the attached FY20 End Year Out-of-Series transfers in the total amount of \$8,756 and forward onto the Board of Finance as required.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 13. Finance:** To consider and act on the attached FY20 End Year *Inter-Departmental* Out-of-Series transfers in the total amount \$23,614 of and forward onto the Board of Finance as required.

**MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

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**14. New Business:**

First Selectman Brule informed the board of his vision for a Community Campus Ad-Hoc Committee developed through the Board of Selectman and would have further details at a later meeting.

**15. Consent Agenda:**

**15.a.** Tax Refunds – None submitted

**15.b.** Meeting Minutes 7/7/2020 – approved

**16. Adjournment:** There being no further business to come before the Board, and upon a motion made by Ms. Nazarchyk and seconded by Ms. Sabilia, the Meeting of the Board of Selectmen was adjourned at 5:24 pm.

Respectfully submitted,

**Kathleen Nunes Peterson  
Recording Secretary**

# TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (> \$1000)

3a

Fire Department  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description              | APPROVED<br>Budget<br>Amount | Budget<br>Transfer |                | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|---------------------------------|------------------------------|--------------------|----------------|-----------------------------|
|          |           |             |                                 |                              | INCREASE           | DECREASE       |                             |
| 1        | 10123     | 51240       | Educational Incentive           | \$ 19,680                    |                    | \$ (1,000)     | \$ 18,680                   |
| 2        | 10123     | 51410       | Firefighting                    | \$ 1,236,766                 |                    | \$ (85,210)    | \$ 1,151,556                |
| 3        | 10123     | 51920       | FICA                            | \$ 130,395                   |                    | \$ (1,000)     | \$ 129,395                  |
| 4        | 10123     | 51810       | Overtime                        | \$ 25,299                    | \$ 87,210          |                | \$ 112,509                  |
| 5        | 10123     | 52080       | Telephone                       | \$ 28,720.00                 |                    | \$ (11,000.00) | \$ 17,720                   |
| 6        | 10123     | 52290       | Public Safety Awareness         | \$ 2,500.00                  |                    | \$ (966.00)    | \$ 1,534                    |
| 7        | 10123     | 52372       | Insurance                       | \$ 120,000.00                | \$ 11,966.00       |                | \$ 131,966                  |
| 8        | 10123     | 52320       | Rental of Hydrants              | \$ 457,200.00                |                    | \$ (6,322.00)  | \$ 450,878                  |
| 9        | 10123     | 52370       | Clothing Allowance              | \$ 16,000.00                 | \$ 3,054.00        |                | \$ 19,054                   |
| 10       | 10123     | 52378       | Building Maintenance            | \$ 80,000.00                 | \$ 3,268.00        |                | \$ 83,268                   |
| 11       | 10123     | 52376       | Hydraulic Testing & Repairs     | \$ 4,500.00                  |                    | \$ (2,197.00)  | \$ 2,303                    |
| 12       | 10123     | 52377       | SCBA Testing & Repairs          | \$ 6,260.00                  | \$ 2,197.00        |                | \$ 8,457                    |
| 13       | 10123     | 52379       | Hose Testing & Repairs          | \$ 9,825.00                  |                    | \$ (1,500.00)  | \$ 8,325                    |
| 14       | 10123     | 52382       | Generator Maintenance & Repairs | \$ 4,225.00                  |                    | \$ (602.00)    | \$ 3,623                    |
| 15       | 10123     | 52310       | Examinations                    | \$ 8,000.00                  | \$ 2,102.00        |                | \$ 10,102                   |
| 16       | 10123     | 53070       | Automotive Repairs              | \$ 88,000.00                 |                    | \$ (7,284.00)  | \$ 80,716                   |
| 17       | 10123     | 53020       | Other Supplies                  | \$ 17,500.00                 | \$ 7,284.00        |                | \$ 24,784                   |
| 18       | 10123     | 53021       | Consumables                     | \$ 7,500.00                  |                    | \$ (1,296.00)  | \$ 6,204                    |
| 19       | 10123     | 53110       | Computer Supplies               | \$ 2,500.00                  | \$ 1,296.00        |                | \$ 3,796                    |
| 20       | 10123     | 54226       | Equipment                       | \$ 12,000.00                 |                    | \$ (1,667.00)  | \$ 10,333                   |
| 21       | 10123     | 54220       | Radio/Emergency Lights          | \$ 9,000.00                  | \$ 1,667.00        |                | \$ 10,667                   |
| TOTAL    |           |             |                                 |                              | \$ 120,044         | \$ (120,044)   |                             |

**Explanation:**

- 1-4 Providing a two-person 24/7 coverage and the effects of the FLSA compliance lead to a large increase in Overtime for FY20.
- 5-7 The WAS was included on the first several months of this policy, when they withdrew there were some coverages that did not receive complete refunds.
- 8-9 The hiring of two (2) full-time and six (6) part-time firefighters created this overage
- 8-10 Numerous maintenance projects throughout the fire stations created this overage
- 11-12 This overage is due to the overlap of maintenance needed during the conversion/upgrade of SCBA's
- 13-15 The hiring of two (2) full-time and six (6) part-time firefighters created this overage
- 16-17 This overage is due to spending for medical supplies needed for First Responder licensing
- 18-19 This overage is due to spending for ergonomically correct computer stands for staff
- 20-21 This overage is due to several new fire officers being elected (radio needs)

Bruce A. Miller  
Department Head

Bruce A. Miller, Director of Fire Services

7/10/2020

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

3b.

# TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

FIRE DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description            | APPROVED<br>Budget<br>Amount | ACCOUNT  |            | REVISED<br>Budget<br>Amount |
|----------|-----------|-------------|-------------------------------|------------------------------|----------|------------|-----------------------------|
|          |           |             |                               |                              | INCREASE | DECREASE   |                             |
| 1        | 10123     | 52040       | Service Contracts & Repairs   | \$18,130                     |          | (\$7,500)  | \$10,630                    |
| 2        | 10123     | 52050       | Dues, Conferences & Education | \$48,675                     |          | (\$15,000) | \$33,675                    |
| 3        | 10123     | 52090       | Heating Oil                   | \$45,980                     |          | (\$12,500) | \$33,480                    |
| 4        | 10123     | 53090       | Gasoline & Diesel             | \$30,490                     |          | (\$4,000)  | \$26,490                    |
| 5        | 10123     | 53111       | FF Protective Clothing        | \$78,080                     |          | (\$20,000) | \$58,080                    |
| 6        | 10123     | 53113       | Volunteer Responder Awards    | \$5,000                      |          | (\$4,000)  | \$1,000                     |
| 7        | 10123     | 54218       | Firefighting Equipment        | \$35,000                     |          | (\$10,000) | \$25,000                    |
| 8        | 10123     | 51810       | Overtime                      | \$25,299                     | \$73,000 |            | \$98,299                    |
| TOTAL    |           |             |                               |                              | \$73,000 | (\$73,000) |                             |

## Explanation

The primary reason for numerous line items being under utilized for FY20 (March through June) was do to the restrictions that the fire department was under during the COVID-19 pandemic. The fire stations were locked down and access was restricted to only duty personnel. The call volume was reduced and social distancing protocols did not allow us access to many of our vendors.

Providing a two-person 24/7 coverage and the effects of the FLSA compliance lead to a large increase in Overtime for FY20.

Bruce A. Miller      Director of Fire Services  
Department Head

7/10/2020  
Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

**TOWN OF WATERFORD**  
**TRANSFER REQUEST FORM**  
In Series (Over \$1000)

Human Resources  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description | APPROVED<br>Budget<br>Amount | Budget<br>Transfer |            | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|--------------------|------------------------------|--------------------|------------|-----------------------------|
|          |           |             |                    |                              | INCREASE           | DECREASE   |                             |
| 1        | 10145     | 51110       | Administration     | \$ 126,776                   | \$ 1,551           |            | \$ 128,327                  |
| 2        | 10145     | 51210       | Clerical Technical | \$ 52,748                    |                    | \$ (1,551) | \$ 51,197                   |
| 3        | 10145     | 52010       | Advertising        | \$ 4,200                     | \$ 1,641           |            | \$ 5,841                    |
| 4        | 10145     | 52030       | Professional fees  | \$ 60,000                    |                    | \$ (1,641) | \$ 58,359                   |
| 5        |           |             |                    |                              |                    |            | \$ -                        |
| 8        |           |             |                    |                              |                    |            | \$ -                        |
| 9        |           |             |                    |                              |                    |            | \$ -                        |
| 10       |           |             |                    |                              |                    |            | \$ -                        |
| TOTAL    |           |             |                    |                              | \$ 3,192           | \$ (3,192) |                             |

Explanation:

Transfer to Administration from Clerical Technical (position was not filled until November)

Advertising came in higher than expected

Department Head

Director of Finance

First Selectman

Commission/Board Approval

Date

Date

Date

Date

# TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

Youth Services  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description | APPROVED<br>Budget<br>Amount | ACCOUNT    | ACCOUNT    | REVISED<br>Budget<br>Amount |
|----------|-----------|-------------|--------------------|------------------------------|------------|------------|-----------------------------|
|          |           |             |                    |                              | INCREASE   | DECREASE   |                             |
| 1        | 10119     | 51110       | Administration     | \$141,352.00                 | \$5,405.00 |            | \$146,757.00                |
| 2        | 10119     | 51210       | Clerical           | \$42,339.00                  | \$1,195.00 |            | \$43,534.00                 |
| 3        | 10119     | 52030       | Professional Fees  | \$24,000.00                  |            | (\$5,728)  | \$24,000.00                 |
| 4        | 10119     | 52100       | Electric           | \$16,000.00                  |            | (\$550)    | \$16,000.00                 |
| 5        | 10119     | 52020       | Postage            | \$200.00                     |            | (\$215)    | \$200.00                    |
| 6        | 10119     | 52380       | Programs           | \$3,321.00                   |            | (\$107)    | \$3,321.00                  |
| 7        |           |             |                    |                              |            |            |                             |
| 8        |           |             |                    |                              |            |            |                             |
| 9        |           |             |                    |                              |            |            |                             |
| 10       |           |             |                    |                              |            |            |                             |
|          |           |             |                    |                              |            |            |                             |
|          |           |             |                    |                              |            |            |                             |
|          |           |             |                    | TOTAL                        | 6,600.00   | (6,600.00) |                             |

**Explanation**

To cover overages due to a miscalculation in days

Dani Gorman  
Department Head

7/7/2020  
Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

69.

# TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

TOWN CLERK  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description     | APPROVED<br>Budget<br>Amount | Budget<br>Transfer |            | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|------------------------|------------------------------|--------------------|------------|-----------------------------|
|          |           |             |                        |                              | INCREASE           | DECREASE   |                             |
| 1        | 10109     | 51010       | Elected Officials      | \$ 89,300                    | \$ 687             |            | \$ 89,987                   |
| 2        | 10109     | 51210       | Clerical and Technical | \$ 51,720                    | \$ 446             |            | \$ 52,166                   |
| 3        | 10109     | 51920       | FICA                   | \$ 16,405                    |                    | \$ (1,133) | \$ 15,272                   |
| 4        |           |             |                        |                              |                    |            | \$ -                        |
| 5        |           |             |                        |                              |                    |            | \$ -                        |
| 8        |           |             |                        |                              |                    |            | \$ -                        |
| 9        |           |             |                        |                              |                    |            | \$ -                        |
| 10       |           |             |                        |                              |                    |            | \$ -                        |
| TOTAL    |           |             |                        |                              | \$ 1,133           | \$ (1,133) |                             |

Explanation:

Miscalculation

David L. Campo  
Department Head

7/8/2020  
Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

66.

# TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

Town Clerk \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_

| Line No. | Org. Code | Object Code | Object Description  | APPROVED<br>Budget<br>Amount | ACCOUNT  | ACCOUNT  | REVISED<br>Budget<br>Amount |
|----------|-----------|-------------|---------------------|------------------------------|----------|----------|-----------------------------|
|          |           |             |                     |                              | INCREASE | DECREASE |                             |
| 1        | 10109     | 51110       | Administration      | 73,307.00                    | 659.00   |          | 73,966.00                   |
| 2        | 10109     | 52510       | Rental of Equipment | 27,000.00                    |          | (659.00) | 26,341.00                   |
| 3        |           |             |                     |                              |          |          |                             |
| 4        |           |             |                     |                              |          |          |                             |
| 5        |           |             |                     |                              |          |          |                             |
| 6        |           |             |                     |                              |          |          |                             |
| 7        |           |             |                     |                              |          |          |                             |
| 8        |           |             |                     |                              |          |          |                             |
| 9        |           |             |                     |                              |          |          |                             |
| 10       |           |             |                     |                              |          |          |                             |
|          |           |             |                     |                              |          |          |                             |
|          |           |             |                     |                              |          |          |                             |
| TOTAL    |           |             |                     |                              | 659.00   | (659.00) |                             |

Explanation  
Miscalculation

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David L. Campo \_\_\_\_\_  
Department Head

7/8/2020  
Date

Director of Finance \_\_\_\_\_

Date

First Selectman \_\_\_\_\_

Date

Commission/Board Approval \_\_\_\_\_

Date

# TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Public Works  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description  | APPROVED<br>Budget<br>Amount | Budget<br>Transfer |            | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|---------------------|------------------------------|--------------------|------------|-----------------------------|
|          |           |             |                     |                              | INCREASE           | DECREASE   |                             |
| 1        | 10130     | 52510       | Rental of Equipment | \$ 25,000                    |                    | \$ (3,300) | \$ 21,700                   |
| 2        | 10130     | 52460       | Streetlights        | \$ 88,000                    | \$ 3,300           |            | \$ 91,300                   |
| 3        |           |             |                     |                              |                    |            |                             |
| 4        | 10130     | 53300       | Highway Materials   | \$ 275,000                   |                    | \$ (1,200) | \$ 273,800                  |
| 5        | 10130     | 53070       | Auto Repairs        | \$ 140,000                   | \$ 1,200           |            | \$ 141,200                  |
| 8        |           |             |                     |                              |                    |            | \$ -                        |
| 9        |           |             |                     |                              |                    |            | \$ -                        |
| 10       |           |             |                     |                              |                    |            | \$ -                        |
| TOTAL    |           |             |                     |                              | \$ 4,500           | \$ (4,500) |                             |

**Explanation:**

Streetlights - Account for FY20 closed. The department received the credit on July 15, 2020 - too late to apply to FY20.

Auto Repairs - Line item went over due to necessary repairs

Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

76.

# TOWN OF WATERFORD

## TRANSFER REQUEST FORM

Out of Series Transfer Request

Public Works  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description   | APPROVED<br>Budget<br>Amount | ACCOUNT   |             | REVISED<br>Budget<br>Amount |
|----------|-----------|-------------|----------------------|------------------------------|-----------|-------------|-----------------------------|
|          |           |             |                      |                              | INCREASE  | DECREASE    |                             |
| 1        | 10130     | 53090       | Fuels & Lubricants   | 210,000.00                   |           | (16,000.00) | 194,000.00                  |
| 2        | 10130     | 52470       | Solid Waste Disposal | 860,000.00                   | 16,000.00 |             | 876,000.00                  |
| 3        |           |             |                      |                              |           |             | -                           |
| 4        |           |             |                      |                              |           |             | -                           |
| 5        |           |             |                      |                              |           |             | -                           |
| 6        |           |             |                      |                              |           |             | -                           |
| 7        |           |             |                      |                              |           |             | -                           |
| 8        |           |             |                      |                              |           |             | -                           |
| 9        |           |             |                      |                              |           |             | -                           |
| 10       |           |             |                      |                              |           |             | -                           |
|          |           |             |                      |                              |           |             | -                           |
|          |           |             |                      |                              |           |             | -                           |
| TOTAL    |           |             |                      |                              | 16,000.00 | (16,000.00) |                             |

Explanation

Due to COVID-19 our tonage through SCRRRA was more than expected for June

Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

8.

# TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Recreation & Park  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description | APPROVED<br>Budget<br>Amount | Budget<br>Transfer |            | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|--------------------|------------------------------|--------------------|------------|-----------------------------|
|          |           |             |                    |                              | INCREASE           | DECREASE   |                             |
| 1        | 10137     | 51110       | Administration     | \$ 188,698                   | \$ 1,426           |            | \$ 190,124                  |
| 2        | 10137     | 51810       | Parks Maintenance  | \$ 372,624                   |                    | \$ (1,426) | \$ 371,198                  |
| 3        |           |             |                    |                              |                    |            | \$ -                        |
| 4        |           |             |                    |                              |                    |            | \$ -                        |
| 5        |           |             |                    |                              |                    |            | \$ -                        |
| 8        |           |             |                    |                              |                    |            | \$ -                        |
| 9        |           |             |                    |                              |                    |            | \$ -                        |
| 10       |           |             |                    |                              |                    |            | \$ -                        |
| TOTAL    |           |             |                    |                              | \$ 1,426           | \$ (1,426) |                             |

Explanation:

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Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

# TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

SENIOR SERVICES  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description | APPROVED<br>Budget<br>Amount | Budget<br>Transfer |            | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|--------------------|------------------------------|--------------------|------------|-----------------------------|
|          |           |             |                    |                              | INCREASE           | DECREASE   |                             |
| 1        | 10135     | 51110       | ADMINISTRATION     | \$ 148,882                   | \$ 1,145           |            | \$ 150,027                  |
| 2        | 10135     | 51210       | CLERICAL TECHNICAL | \$ 203,500                   |                    | \$ (1,145) | \$ 202,355                  |
| 3        |           |             |                    |                              |                    |            | \$ -                        |
| 4        |           |             |                    |                              |                    |            | \$ -                        |
| 5        |           |             |                    |                              |                    |            | \$ -                        |
| 8        |           |             |                    |                              |                    |            | \$ -                        |
| 9        |           |             |                    |                              |                    |            | \$ -                        |
| 10       |           |             |                    |                              |                    |            | \$ -                        |
| TOTAL    |           |             |                    |                              | \$ 1,145           | \$ (1,145) |                             |

**Explanation:**

PAYROLL WK 28 FOR ADMINISTRATION (2 DAYS FOR FY20 - BUDGETED AS STIPULATED FOR 260 DAYS) FUNDS AVAILABLE IN CLERICAL  
TECHNICAL LINE DUE TO COVID 19 SITUATION.

Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

109.

# TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

EMERGENCY MANAGEMENT  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description | APPROVED<br>Budget<br>Amount | Budget<br>Transfer |            | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|--------------------|------------------------------|--------------------|------------|-----------------------------|
|          |           |             |                    |                              | INCREASE           | DECREASE   |                             |
| 1        | 10122     | 51440       | DISPATCH PERSONNEL | \$ 691,591                   | \$ 1,246           |            | \$ 692,837                  |
| 2        | 10122     | 51110       | ADMINISTRATIVE     | \$ 10,000                    |                    | \$ (1,246) | \$ 8,754                    |
| 3        | 10122     | 51810       | OVERTIME           | \$ 131,668                   | \$ 2,460           |            | \$ 134,128                  |
| 4        | 10122     | 51110       | ADMINISTRATIVE     | \$ 10,000                    |                    | \$ (2,460) | \$ 7,540                    |
| 5        | 10122     | 52040       | SEV. CON & REPAIRS | \$ 45,524                    | \$ 1,339           |            | \$ 46,863                   |
| 6        | 10122     | 52100       | ELECTRICITY        | \$ 38,316                    |                    | \$ (1,339) | \$ 36,977                   |
| 7        |           |             |                    |                              |                    |            | \$ -                        |
| 8        |           |             |                    |                              |                    |            | \$ -                        |
| TOTAL    |           |             |                    |                              | \$ 5,045           | \$ (5,045) |                             |

Explanation:

End of year in series transfer request to balance and close out the 2019-2020 Emergency Management budget.

Steven Sinagra  
Department Head

9-Jul-20  
Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

11a.

# TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

Selectman's Office - FY20

DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description | APPROVED         | ACCOUNT  | ACCOUNT    | REVISED          |
|----------|-----------|-------------|--------------------|------------------|----------|------------|------------------|
|          |           |             |                    | Budget<br>Amount | INCREASE | DECREASE   | Budget<br>Amount |
| 1        | 10101     | 51010       | Elected Officials  | 105,694.00       | 757.00   |            | 106,451.00       |
| 2        | 10101     | 51110       | Administration     | 69,497.00        | 527.00   |            | 70,024.00        |
| 3        | 10101     | 53020       | Other Supplies     | 150.00           | 223.00   |            | 373.00           |
| 4        | 10101     | 52030       | Professional Fees  | 5,000.00         |          | (1,070.00) | 3,930.00         |
| 5        | 10101     | 51920       | FICA               | 13,691.00        |          | (437.00)   | 13,254.00        |
| 6        |           |             |                    |                  |          |            |                  |
| 7        |           |             |                    |                  |          |            |                  |
| 8        |           |             |                    |                  |          |            |                  |
| 9        |           |             |                    |                  |          |            |                  |
| 10       |           |             |                    |                  |          |            |                  |
|          |           |             |                    |                  |          |            |                  |
|          |           |             |                    |                  |          |            |                  |
| TOTAL    |           |             |                    |                  | 1,507.00 | (1,507.00) |                  |

Explanation

1, 2 Salary miscalculation - FY20

3 Covid expense - non-reimbursable - FY20

Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

12a.

# TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Police Department  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description   | APPROVED<br>Budget<br>Amount | Budget<br>Transfer | Budget<br>Transfer | Revised<br>Budget<br>Amount |
|----------|-----------|-------------|----------------------|------------------------------|--------------------|--------------------|-----------------------------|
|          |           |             |                      |                              | INCREASE           | DECREASE           |                             |
| 1        | 10129     | 51210       | Clerical             | \$ 314,236                   |                    | \$ (37)            | \$ 314,199                  |
| 2        | 10129     | 51110       | Administrative       | \$ 475,547                   | \$ 37              |                    | \$ 475,584                  |
| 3        | 10129     | 51920       | FICA                 | \$ 411,065                   |                    | \$ (4,164)         | \$ 406,901                  |
| 4        | 10129     | 51421       | Marine Patrol        | \$ 22,441                    | \$ 4,164           |                    | \$ 26,605                   |
| 5        | 10129     | 51210       | Clerical             | \$ 314,236.00                |                    | \$ (315)           | \$ 313,921                  |
| 8        | 10129     | 51220       | Custodial            | \$ 53,989.00                 |                    | \$ (260.00)        | \$ 53,729                   |
| 9        | 10129     | 51420       | Patrol               | \$ 3,212,166.00              |                    | \$ (11,660.00)     | \$ 3,200,506                |
| 10       | 10129     | 51435       | CSO                  | \$ 139,015.00                |                    | \$ (6,980.00)      | \$ 132,035                  |
| 11       | 10129     | 51810       | Overtime             | \$ 152,790.00                |                    | \$ (11,413.00)     | \$ 141,377                  |
| 12       | 10129     | 51820       | Replacement Overtime | \$ 360,508.00                |                    | \$ (29,784.00)     | \$ 330,724                  |
| 13       | 10129     | 51830       | Training             | \$ 102,872.00                |                    | \$ (10,050.00)     | \$ 92,822                   |
| 14       | 10129     | 51920       | FICA                 | \$ 411,065.00                |                    | \$ (2,704.00)      | \$ 408,361                  |
| 15       | 10129     | 51430       | Detectives           | \$ 466,332.00                | \$ 73,166.00       |                    | \$ 539,498                  |
| TOTAL    |           |             |                      |                              | \$ 77,367          | \$ (77,367)        |                             |

Explanation:

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Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

### Out of Series Transfer Request

REVISÉ  
Budget  
Amount

### Explanation

Date \_\_\_\_\_

# TOWN OF WATERFORD

## TRANSFER REQUEST FORM

Inter-Department Transfer Request

Inter-Department  
DEPARTMENT

| Line No. | Org. Code | Object Code | Object Description           | APPROVED<br>Budget<br>Amount | ACCOUNT   | ACCOUNT     | REVISED<br>Budget<br>Amount |
|----------|-----------|-------------|------------------------------|------------------------------|-----------|-------------|-----------------------------|
|          |           |             |                              |                              | INCREASE  | DECREASE    |                             |
| 1        | 10104     | 51110       | Assessor (Administration)    | 196,788.00                   | 4,515.00  |             | 201,303.00                  |
| 2        | 10104     | 51210       | Assessor (Clerical)          | 58,818.00                    | 3,262.00  |             | 62,080.00                   |
| 3        | 10108     | 52030       | Legal (Professional Fees)    | 264,000.00                   | 12,462.00 |             | 276,462.00                  |
| 4        | 10112     | 52240       | Insurance (Workers' Comp)    | 15,000.00                    | 2,806.00  |             | 17,806.00                   |
| 5        | 10143     | 51210       | Ethics Commission (Clerical) | 300.00                       | 528.00    |             | 828.00                      |
| 6        | 10143     | 51920       | Ethics Commission (FICA)     | 23.00                        | 41.00     |             | 64.00                       |
| 7        | 10139     | 56028       | Debt Service (Interest)      | 314,375.00                   |           | (23,614.00) | 314,375.00                  |
| 8        |           |             |                              |                              |           |             |                             |
| 9        |           |             |                              |                              |           |             |                             |
| 10       |           |             |                              |                              |           |             |                             |
|          |           |             |                              |                              |           |             |                             |
|          |           |             |                              |                              |           |             |                             |
| TOTAL    |           |             |                              |                              | 23,614.00 | (23,614.00) |                             |

Explanation

1 & 2 (Assessor) - Salaries paid to interim staff before new Assessor was hired caused deficits.

3 (Legal) - increased need for legal services for various town business

4 (Insurance) - increased workers' compensation claims

5 & 6 (Ethics Commission) - increased needs

7 (Debt Service) - savings seen from the 2019 bond refunding

Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date