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Town of Waterford

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2021 FEB 18 AM 10: 08

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Monday, March 1, 2021
Zoom Meeting @ 7:00 p.m.

Topic: Board of Finance Budget Meeting
Time: Mar 1, 2021 07:00 PM Eastern Time (US and Canada)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
Meeting ID: 884 4930 5531
Passcode: 344658
Find your local number: https://us02web.zoom.us/u/keCFnTorhO

1. Call to Order
2. Public Comment
3. 10136 – Library
4. 10129 - Police Department
5. 10122 - Emergency Management
6. 10147 – Information Technology
7. 10103 - Board of Finance
8. 10121 - Contingency
9. Adjournment

Ronald Fedor, Chairman

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10136 WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (11/10/20)	2021/2022 First Selectman Recommends	RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved $ Increase	BOF Approved % Increaxe
PERSONNEL COSTS													
51110	ADMINISTRATION	113,287	112,435	20,097	132,532	92,379	92,379	92,379	92,379			(112,435)	-100.00%
51210	CLERICAL/TECHNICAL	630,388	687,309	(16,902)	308,962	701,687	701,687	690,286	690,286			(687,309)	-100.00%
51220	CUSTODIAL-MAINTENANCE	72,704	85,826		39,989	89,478	89,478	88,138	88,138			(85,826)	-100.00%
51810	OVERTIME-SUNDAY	5,737	250		0	7,500	7,500	6,075	6,075			(250)	-100.00%
51910	FRINGE BENEFITS	2,876	3,195	(3,195)	0	0	0	0	0			(3,195)	-100.00%
51920	FICA	61,045	68,010		32,712	68,165	68,165	67,082	67,082			(68,010)	-100.00%
	SUBTOTAL	886,037	957,025	0	514,195	959,209	959,209	943,960	943,960	0	0	(957,025)	-100.00%
SERVICES													
52020	POSTAGE	347	325		128	325	325	325	325			(325)	-100.00%
52040	SERVICE CONT.& REPAIRS	34,459	11,815		7,229	700	700	700	700			(11,815)	-100.00%
52070	REIMBURSABLE EXPENSE	656	667		143	690	690	690	690			(667)	-100.00%
52090	FUEL OIL	8,709	10,951		546	0	0		0			(10,951)	-100.00%
52100	ELECTRICITY	32,068	34,000		15,077	0	0	0	0			(34,000)	-100.00%
52110	WATER	932	940		393	0	0	0	0			(940)	-100.00%
52120	SEWER	934	940		156	0	0	0	0			(940)	-100.00%
	SUBTOTAL	78,105	59,638	0	23,672	1,715	1,715	1,715	1,715	0	0	(59,638)	-100.00%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	3,999	4,000		1,524	4,000	4,000	4,000	4,000			(4,000)	-100.00%
53020	OTHER SUPPLIES	3,953	4,000		1,875	4,800	4,800	4,800	4,800			(4,000)	-100.00%
	SUBTOTAL	7,952	8,000	0	3,399	8,800	8,800	8,800	8,800	0	0	(8,000)	-100.00%
EQUIPMENT													
54160	BOOKS/RELATED MATERIAL	45,000	45,000		45,000	45,000	45,000	45,000	45,000			(45,000)	-100.00%
	SUBTOTAL	45,000	45,000	0	45,000	45,000	45,000	45,000	45,000	0	0	(45,000)	-100.00%
DEPARTMENT TOTAL		1,017,094	1,069,663	0	586,266	1,014,724	1,014,724	999,475	999,475	0	0	(1,069,663)	-100.00%

Waterford Public Library
FY 2021 – 2022 Budget

"Waterford Public Library" FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Waterford Public Library is a town-owned and supported institution maintained for the benefit of the townspeople. By resolution of the Representative Town Meeting to the Town of Waterford, dated August 7, 1967, it was designated to be the *Principal Public Library* of the Town of Waterford. It is operated by the Board of Trustees of the Waterford Public Library, Inc. The Board of Trustees consists of twelve citizens of Waterford. The first selectman, the chair of the RTM Education Committee and the chair of the RTM Finance, Wage & Personnel Committee are ex-officio board members.

The Waterford Public Library is a non-partisan, non-sectarian institution dedicated to serving the public in the areas of education, information and recreation, making its services known and available to all.

The Waterford Public Library, Inc. is a nonprofit corporation with an endowment fund, the income of which is used toward the operation expenses of the Library, supplementing the annual appropriation of the Town. The board's contribution pays for the following:

- Approximately two-thirds of new library materials for all ages, including books, audio books (digital and on CD), movies, magazines, music CDs.
- Access to e-books, e-audiobooks, e-magazines, streaming videos and music.
- Access to online databases/
- All library programs for adults, children and teens, including related promotional materials.
- Furniture, equipment and building improvements, other than capital projects and repairs to building systems and infrastructure.
- Staff attendance at professional conferences, training workshops and continuing educations.
- Dues and memberships in professional organizations.

Mission

The mission of the Waterford Public Library is to help citizens of Waterford enrich their lives through access to ideas, information and entertainment available from books as well as a variety of other sources. To this end the Library provides an array of materials, services and professional assistance, as well as a facility for the support of educational, civic and cultural activities.

BUDGET FUNCTION (CONTINUED)

Strategic Goals

The LIBRARY as PLACE
The Waterford Public Library serves as the destination place for people of all ages to find educational, informational and recreational materials that will enrich their lives. The Library provides a wide array of materials, programs, services and professional assistance and a safe, clean, comfortable, attractive environment for public and staff.

The LIBRARY as COMMUNITY
The Waterford Public Library is a customer-centric organization committed to providing the community with the collections, programs, and services it needs and wants. The Library through outreach and marketing effectively and efficiently communicates its mission.

The LIBRARY as PEOPLE
People in Waterford consistently receive high quality library service provided by well-trained, dedicated, knowledgeable and customer-oriented staff.

The LIBRARY as ENTERPRISE
The Waterford Public Library is committed to working with the Town of Waterford for the optimal operation of the library. The Library continually explores development opportunities to enhance Library programs and services and ensures that its policies and procedures reflect its mission, goals and values.

COLLECTION, PROGRAMS AND SERVICES

- A collection of over 80,000 items including books, moves, magazines, newspapers, non-fiction DVDS and documentaries, audio books, digital books and music CDs for adults, children and young adults
- Downloadable e-books, e-audiobooks, e-magazines, streaming videos and streaming music
- Online databases and resources: *researchIT CT* (State of CT digital library databases), *Ancestry, A to Z World Travel, Bookflix* (K-3 chapter books), *Consumer Reports, DMV Driving Tests, JobNow, Mango Languages, TumbleBooks* (picture books)
- Reference service (aka ‘help, problem solving, teaching, connecting’) for all ages
- Readers’ advisory for all ages
- 24/7 on-line reference and e-mail reference
- *Homebound Library Services* program, Interlibrary loan
- Public Access to computers with internet access, Microsoft Office applications.
- *Book-A-Tech*: one on one training and technology support; walk-in and by appointment
- Wi-Fi internet access and Wi-Fi printing
- Programming for all ages: including book and file discussions, lectures and author visits
- Story times for children; games, puzzles and toys for in-house use
- STEAM (Science, Technology, Engineering, Art & Math) programs for children and teens
- Teen section: NEW BOOKS, fiction, graphic novels, NUTMEG nominees and winners, digital books, TEEN TOPICS (non-fiction collection)
- Large print collection, Travel books and videos, ‘Great Courses’ audio and video, Spanish language collection
- Museum passes, Art Exhibits
- Cooperative initiatives with Waterford Public Schools, Recreation & Parks, Senior Services and Youth & Family Services
- Booklists, bibliographies, special displays and merchandised collections
- Historical Collection (Waterford and New London County)
- Meeting rooms for use by community groups and organizations
- Open 67.5 hours each week - including 26 Sundays (Fall/Winter) - FY’22 proposed schedule

FY2022 BUDGET SUMMARY

TOWN OF WATEFORD
GENERAL FUND
2021 -2022

DEPT/AGENCY: WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2020/2021 DEPT/AGENCY REQUEST	2021/2022 DEPT/AGENCY REQUEST
PERSONNEL COSTS			
51110	ADMINISTRATION	112,435	92,379
51210	CLERICAL/TECHNICAL	687,309	690,286
51220	CUSTODIAL-MAINTENANCE	85,826	88,138
51810	OVERTIME-SUNDAY	250	6,075
51910	FRINGE BENEFITS	3,195	0
51920	FICA	68,010	67,082
SUBTOTAL		957,025	943,960
SERVICES			
52020	POSTAGE	325	325
52040	SERVICE CONT.& REPAIRS	11,815	700
52070	REIMBURSABLE EXPENSE	667	690
SUBTOTAL		12,807	1,715
MATERIALS & SUPPLIES			
53010	OFFICE SUPPLIES	4,000	4,000
53020	OTHER SUPPLIES	4,000	4,800
SUBTOTAL		8,000	8,800
EQUIPMENT			
54160	BOOKS/RELATED MATERIAL	45,000	45,000
SUBTOTAL		45,000	45,000
DEPARTMENT TOTAL		1,022,832	999,475

BUDGET EXPLANATIONS BY CATEGORY

The FY'22 budget is predicated on library programs and services, hours, usage, overall activities and staffing at pre-COVID-19 levels.

Due to the COVID-19 pandemic the library closed to the public at the end business on March 13, 2020 and did not re-open until June 17, 2020. The closing impacted FY'20 expenditures in several line items, most significantly the 51000 series/personnel due to the temporary 'layoff' of part-time staff, and to a lesser extent the 52000 series/services due to reduced hours and usage. Calculations for determining FY'22 budget requests will be based on pre-COVID 19 staffing, hours and usage.

51000 SALARIES SERIES
Detailed information on salaries can be found in the *Personnel Worksheet* included in the packet. Personnel costs are calculated for a fiscal year with 261 working days v. 260 for FY'21. Calculations were made based on the RTM approved wage schedules in effect July 1, 2019. The minimum wage/library page rate reflects the state minimum wage.

We are committed to controlling personnel costs. We analyze staffing and usage patterns to make efficient and effective use of personnel at all levels. We reevaluate all positions as staff members resign or retire, update job descriptions and replace staff only when necessary. Over the past several years, we eliminated positions, zeroed out the clerical and technical substitute budget, reclassified positions and reallocated duties and responsibilities. Additionally, cross training has enabled us to fill short-term gaps due to illness, vacation, attendance at off-site meetings, programs and professional development.

51110 ADMINISTRATION
This line reflects the compensation including any longevity payment for the director. With the retirement of the director the budget for this line has been calculated at the beginning of the salary range for the classification NUMP-5 with no longevity.

51210 CLERICAL/TECHNICAL
This line reflects the compensation for professional librarians (MP) and clerical/technical staff (AS) - full time and regularly scheduled part-time staff, and library pages. Also included are longevity increases for six full-time employees. Seven part-time AS staff will receive annual half-step increases.

51220 CUSTODIAL/MAINTENANCE
This line includes the full-time building and grounds manager and two part-time custodians. These employees are responsible for cleaning and maintaining the library building, grounds, and mechanical systems and ensuring a safe, clean, sound, secure environment for customers and staff with increased sanitizing public and staff areas and workstations and periodic deep cleaning. The full-time building manager will receive the 18-month full step increase; one part-time custodian will receive an annual half-step increase.

51810 OVERTIME **$6,075**
To comply with the first selectman's directive for a FY'21 level-funded budget, OVERTIME for Sunday Service continuously funded since FY'07 was eliminated. Due to savings in the 51000 series as well as the public's appeal for Sunday hours, our FY'22 budget request for OVERTIME includes $5,900 to restore Sunday Service as previously scheduled for 21 Sundays from October through March.
An additional $175 is requested for maintenance and/or custodial work in case of a building, natural disaster, or weather related emergency.

Expended FY'20 - $5,738 Expended FY'19 - $7,246 Expended FY'18 - $7,001
(Budget/26 weeks, open/22 weeks)

51920 FICA
FICA has been calculated at 7.65%, per Board of Finance guidelines, and is included in the Personnel Worksheet - *Payroll Taxes*.

52020 POSTAGE **$325**

Postage costs include:

- United States Postal Service (USPS) for overdue notices.
  Through an aggressive and successful campaign to gather customer e-mail addresses, only approximately 3.5% of all overdue notices are now sent by the USPS. Almost all new customers provide us with an email address at registration and we solicit email addresses when library cards are renewed. We anticipate using the USPS mail for approximately 300 overdue notices.
- Library business mail (bill payments, etc.) - we anticipate mailing approximately 350 library business items.
- The state funded *'DeliverIt!'* Program provides for the free exchange of materials among libraries throughout the state, saving individual libraries the costs of mailing interlibrary loan materials.
  The FY'22 request is the same as last year.

Expended FY'20 - $348 Expended FY'19 - $349 Expended FY'18 - $375

52040 SERVICE CONTRACT & REPAIRS **$700**
Effective with this budget facility utilities and maintenance costs have been removed from department budgets. Our request for this line item will cover miscellaneous supplies used by the library building manager for miscellaneous repairs and grounds maintenance.

Expended FY'20 - $34,469 Expended FY'19 - $21,745 Expended FY'18 - $24,908

52070 REIMBURSABLE EXPENSE **$690**

This line item is used to reimburse the building and grounds manager for work-related mileage, i.e., trips to the Quaker Hill book drop, vendors, courier runs, etc. Mileage for the last three years has averaged 1200/year. In-series transfers have covered realized shortfalls. With reimbursement at 57.5 cents per mile, we request $690 for this line item for FY'22.

Expended FY'20 - $656 Expended FY'19- $665 Expended FY'18 - $639

(no activity 3/14-6/16/20)

53010 OFFICE SUPPLIES **$4,000**
This line item covers library-specific office supplies, which include vendor pre-processing of books, item and customer barcodes, spine labels, repair tape, book covers, video and audio jewel cases, and receipt paper for the circulation desk and self-check station. With the library's membership in a cooperative for purchasing library supplies at discounted prices, the support of the town's purchasing agent and streamlined processes and procedures, we have been able to maintain this line item at the current level for the last thirteen budgets.

Expended FY'20 - $4,000 Expended FY'19 - $3,999 Expended FY'18 - $3,999

53020 OTHER SUPPLIES **$4,800**

Items purchased in this line item include consumables and cleaning products of all types including paper products, furniture and carpet cleaners, stain removers, lawn and ground supplies, etc.
Due to COVID-19 we anticipate the continued need for hand sanitizers, gloves, disinfectant wipes and sprays and any other necessary PPE for staff and public. The health and safety of all is paramount. Working with the prices provided by the purchasing agent, and analyzing usage over the past several months, we are requesting an additional $800 to this line item. This is the first increase in this line in more than fifteen years.

FY'20 - $3,954 Expended FY'18 - $3,992 Expended FY'17 - $3,994

54160 BOOKS/RELATED MATERIAL **$45,000**

This line item is the town's contribution, approximately one-third of the total expenditure, for the purchase of the following items:

- Books, DVDs, audio books (digital and on CD), magazines, newspapers, music CDs, and other materials for adults, children and teens.
- Access to: downloadable e-books, e-magazines, e-audio books, streaming videos and streaming music for adults, children and teens.
  New this year: *hoopla* (movies, TV, music and more) and *Bookflix* (e-books for grades K-3).
- Access to online databases: *A to Z Travel, Ancestry, Brainfuse* (resume writing, test prep, career resources), *Mango Languages,* and *Tumblebooks* (animated picture books for children).

The library's professionally trained staff continually monitors how the collections are used and looks for new formats, collections and resources to ensure that the community has what it wants and needs. Each year a larger percentage of this budget is allocated for e-content. Monies are spent on high-demand subjects, best sellers and new books, DVDs, audio books and new formats and collections. Expenditures are reduced or eliminated on categories of minimal use or interest. Similarly, the library continues to review its purchases of materials in response to the availability of information online through either the Internet or the statewide and proprietary databases.

Regionalization remains a staple of library operations. Books and other library materials available at Groton Public Library, Mystic & Noank Library and Bill Memorial Library are shipped to Waterford within a few days of request. Library materials from the collections of hundreds of public, academic, school, and special libraries can be requested, picked up and returned to Waterford, thanks to the state-funded interlibrary loan system comprised of *BorrowIT* (formerly Connecticard) and *Deliver It!* (formerly Connecticar). Additionally, Waterford customers can use their library cards in any of the 192 public libraries throughout Connecticut. The cooperation among libraries and the vast interlibrary loan network in Connecticut greatly expands what an individual library can offer its customers and accounts for savings to a library's materials budget.

The library's goal is to be as responsive as possible to the public while operating in an efficient and cost effective manner. The library Board partners with the town and will continue to fund approximately two-thirds of the total library books, materials and services purchased. For the fourteenth consecutive year, there has been no increase in this line item.

Expended FY'20 - $45,000 Expended FY'19 - $44,998 Expended FY'18 - $44,998

TOWN OF WATERFORD
PERSONNEL WORKSHEET - LIBRARY
2021-2022 FISCAL YEAR

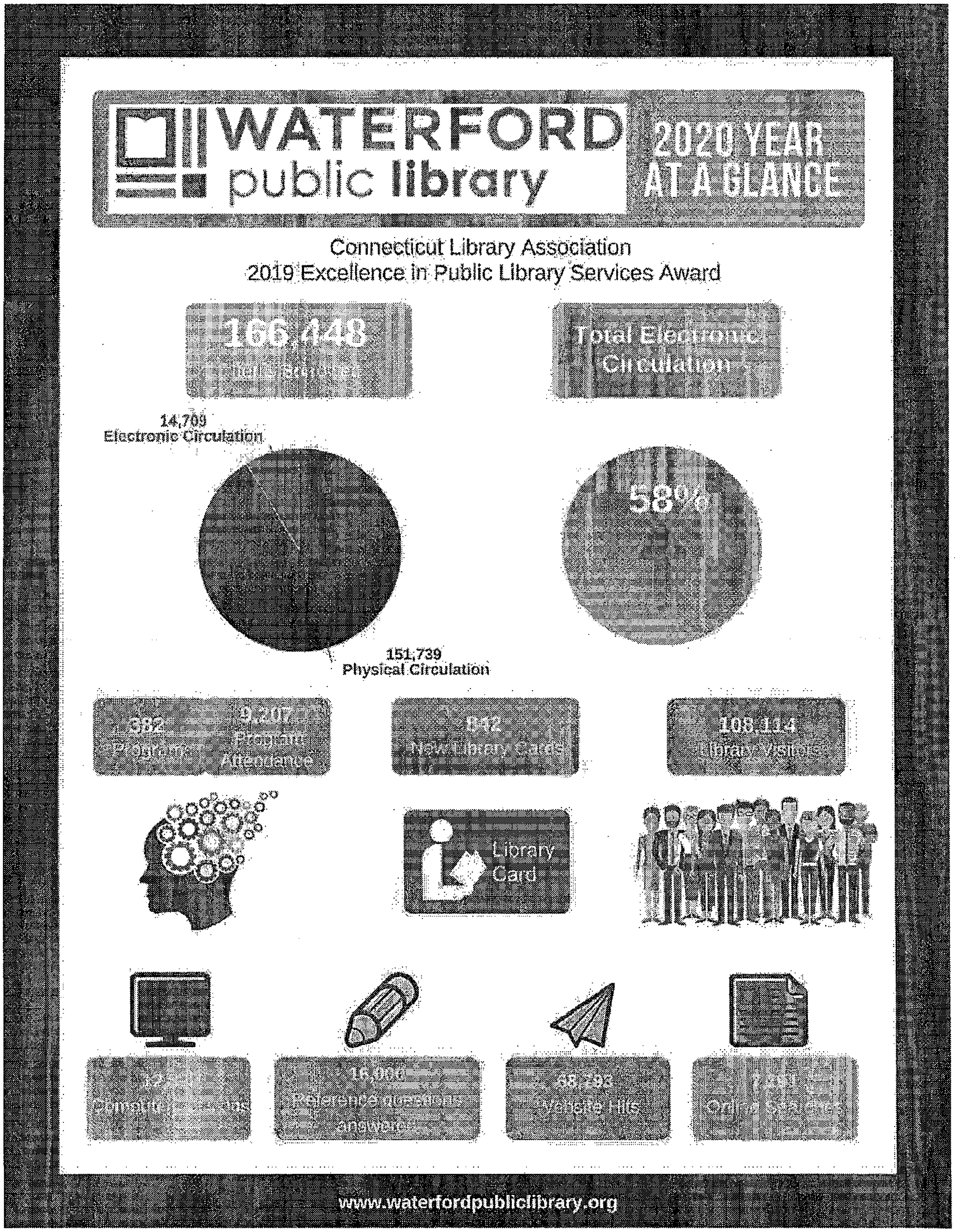
LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	*SALARY 2020/2021	**SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51110 - ADMINISTRATION								
	Director	40		110,773.00	92,378.94		92,378.94	7,066.99
	TOTALS			110,773.00	92,378.94		92,378.94	7,066.99
51210 - CLERICAL/TECHNICAL								
09/15/08	Dept. Head - Adult	40	33.65	69,985.01	71,559.67	699.85	72,259.52	5,527.85
05/15/17	Dept. Head - Children's	40	33.65	69,985.01	71,559.67		71,559.67	5,474.31
06/28/07	Dept. Head - Circ & Tech Svcs.	40	37.00	77,208.87	78,946.07	772.09	79,718.16	6,098.44
09/15/08	Dept. Assistant - Adult	40	30.53	63,475.78	64,903.99		64,903.99	4,965.16
01/04/88	Technician II	35	27.06	49,249.20	49,438.62	600.00	50,038.62	3,827.95
03/09/92	Technician II	35	27.06	49,249.20	49,438.62	600.00	50,038.62	3,827.95
11/22/93	Technician II	35	27.06	49,249.20	49,438.62	600.00	50,038.62	3,827.95
09/30/20	Tech. Ass't - Circ & Tech Svcs.	35	24.45	46,755.80	44,670.15		44,499.00	3,404.17
05/30/06	Secretary II	35	29.83	54,290.60	54,499.41	350.00	54,849.41	4,195.98
VAC.	Info/Ref Ass't - Adult	12	22.45	14,539.20	14,062.68		14,062.68	1,075.80
09/23/19	Info/Ref Ass't - Adult	15	23.30	17,713.80	18,243.90		18,243.90	1,395.66
02/15/21	Info/Ref Ass't - Children's	19	22.45	26,582.40	22,265.91		22,265.91	1,703.34
VAC.	Info/Ref Ass't - Children's	16	22.45	21,256.56	18,750.24		18,750.24	1,434.39
08/20/12	Technician I	16	22.79	18,495.36	19,034.21		19,034.21	1,456.12
08/07/17	Technician I	12	20.13	12,261.16	12,609.43		12,609.43	964.62
09/04/18	Technician I	12	19.65	11,955.84	12,308.76		12,308.76	941.62
10/05/07	Technician I	14	24.54	17,865.12	17,933.83		17,933.83	1,371.94
n/a	***Pages			20,000.00	17,000.00		17,000.00	1,300.50
	TOTALS			690,118.11	686,663.78	3,621.94	690,285.72	52,806.86

51220 - CUSTODIAL/MAINTENANCE									
09/14/15	Bldg.& Grounds Manager	40	28.3000	56,056.00	59,090.40		59,090.40	4,520.42	
01/05/15	Janitor II	18	22.7200	20,760.48	21,347.71		21,347.71	1,633.10	
06/21/01	Janitor II	5	25.6700	8,009.00	6,699.87		6,699.87	512.54	
n/a	Substitutes			1,000.00	1,000.00		1,000.00	76.50	
	TOTALS			85,825.48	88,137.98		88,137.98	6,742.56	
51810 - OVERTIME				250.00	6,075.00		6,075.00	464.74	
51910 - FRINGE	(see Fringe Benefit Worksheet - pg. 11)						0.00	0.00	
TOTALS				886,966.59	873,255.70	3,621.94	876,877.64	67,081.15	943,958.79

***FY'21 salaries for NUMP full-time staff were based on RTM approved rates effective 7/1/2020 for 260 workdays**
****FY'22 salaries for NUMP full-time Staff were based on RTM approved rates effective 7/1/2020 for 261 workdays**
***FY'21 salaries for AS/TC full-time and part-time staff were based on rates in effect through 6/30/20 for 260 workdays**
****FY'22 salaries for AS/TC full-time and part-time staff are based on rates in effect through 6/30/20 for 261 workdays**
****PAGES salaries at state minimum wage- increase of $1.00 in August 2021.**

WORKDAYS 2021/2022	WEEKS TO BUDGET
261	52.2


WATERFORD
public library
2020 YEAR
AT A GLANCE
Connecticut Library Association
2019 Excellence in Public Library Services Award
166,448
Total Electronic
Circulation
14,709
Electronic Circulation
58%
151,739
Physical Circulation
382
Programs
9,207
Program
Attendance
842
New Library Cards
108,114
Library Visitors
Library
Card
16,000
Reference questions
answered
Website Hits
www.waterfordpubliclibrary.org

WATERFORD PUBLIC LIBRARY - FY'20 STATISTICS

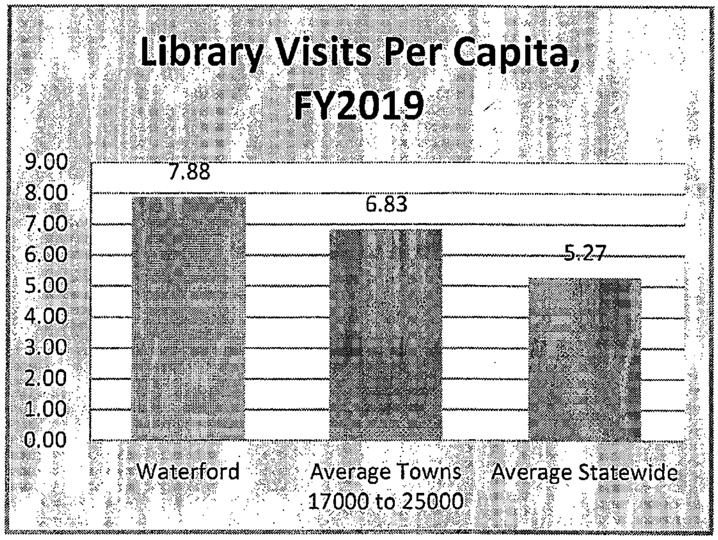
COVID-19

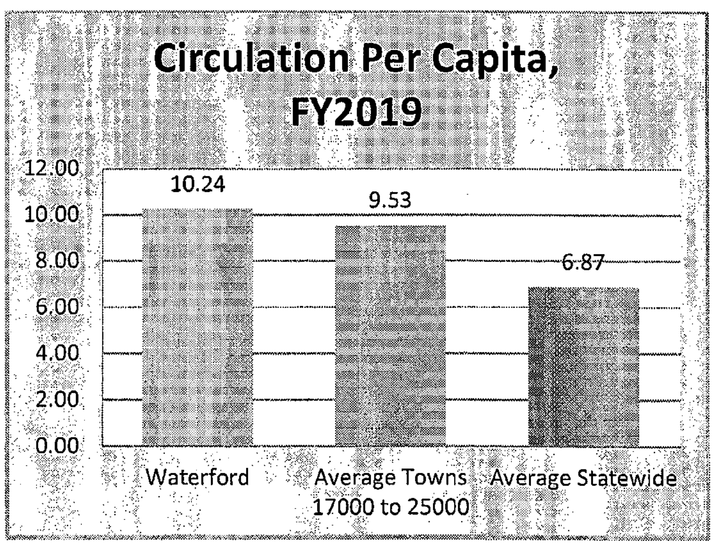
Library closed 3/14/20 - 6/16/20

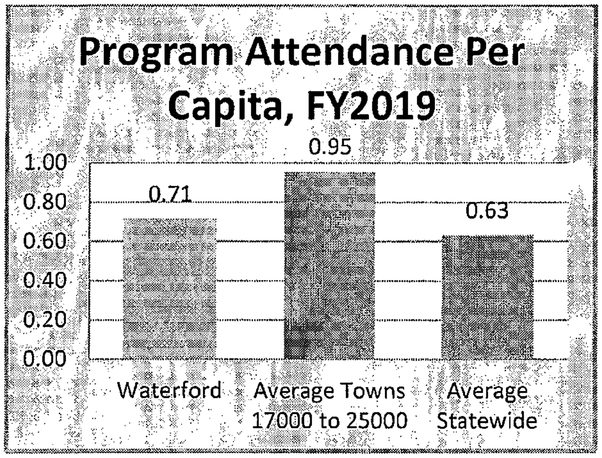
Re-opened 6/17/20 - 6/30/20 with limited hours (38 vs. 64.5)

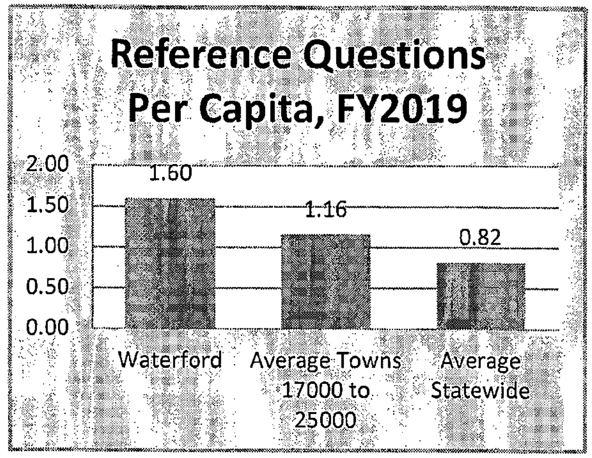
CHECK-OUTS	
ADULT	
BOOKS	55,066
MAGAZINES	1,965
VIDEOS	19,185
AUDIOBOOKS	5,774
MUSIC CDs	1,844
MUSEUM PASSES	194
DOWNLOADS	14,709
GAMES/LAUNCHPADS	435
TOTAL	99,172
CHILDREN	
BOOKS	43,091
MAGAZINES	102
VIDEOS	4,027
AUDIOBOOKS	736
MUSIC CDs	649
TOTAL	48,605
TEEN	
BOOKS	3,962
GRAND TOTAL CHECK-OUTS	151,739
CHECK-INS	126,581
DOWNLOADS (ADULT CIRC.)	
E-BOOKS	7,410
E-AUDIOBOOKS	5,341
E-MAGAZINES	704
E-VIDEOS	1,254
TOTAL	14,709
WEBSITE HITS	68,793
ONLINE SEARCHES	7,191
ADULT REFERENCE/INFORMATION (includes telephone reference during closure)	12,800
CHILDREN'S REFERENCE/INFORMATION (includes telephone reference during closure)	3,200
MOBILE DEVICE USERS (July - March; does not include parking lot usage)	3,588
ADULT COMPUTER SESSIONS	11,451
CHILDREN'S COMPUTER SESSIONS	1,448
INTERLIBRARY LOAN (items for customers obtained from other libraries)	5,762
CUSTOMER DOOR COUNT	108,114
ADULT PROGRAMS Sessions/Attendance	120/1,600
CHILDREN	248/7,451
TEEN	14/156
GRAB & GO (curbside pickup) appointments 5/18/20-6/30/20	1,112
LIBRARY CARD REGISTRATION	842
COMMUNITY USE OF MEETING ROOMS	329

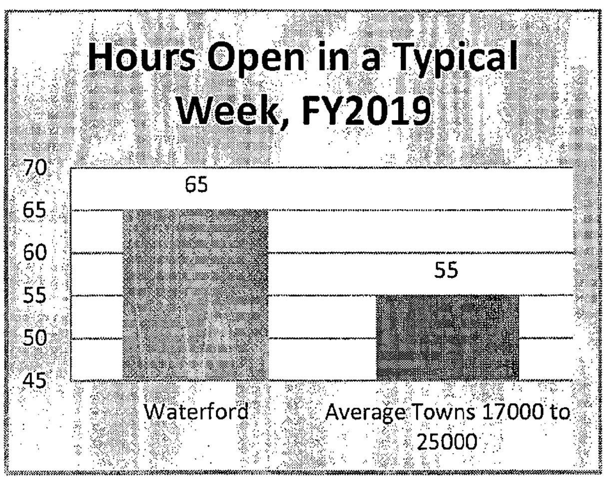
Connecticut State Library – Public Library Annual Statistical Report 2019
(latest available data)

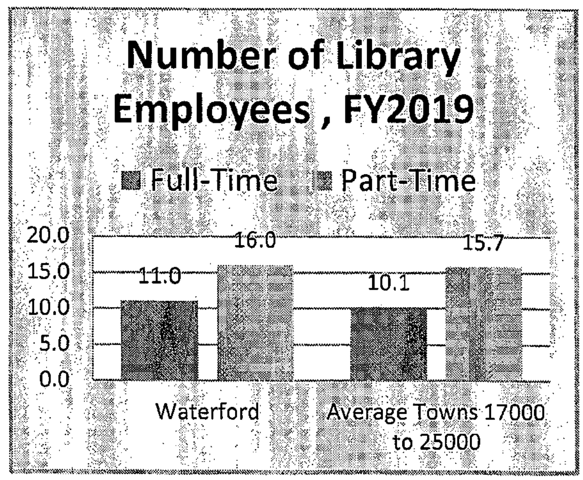


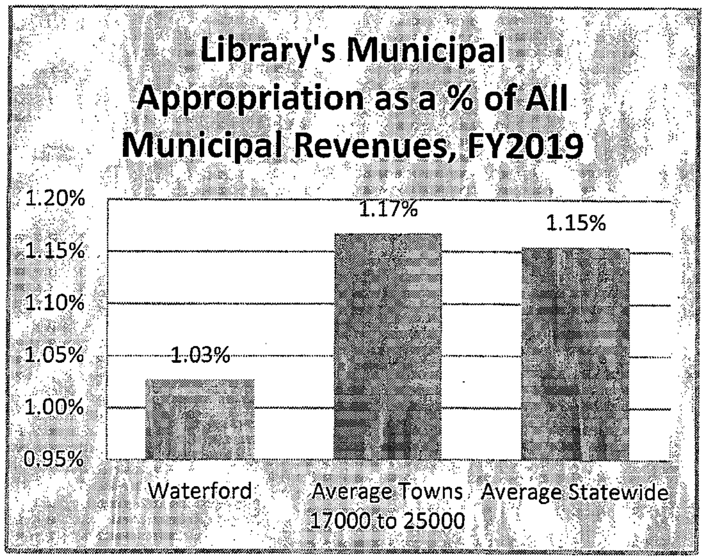


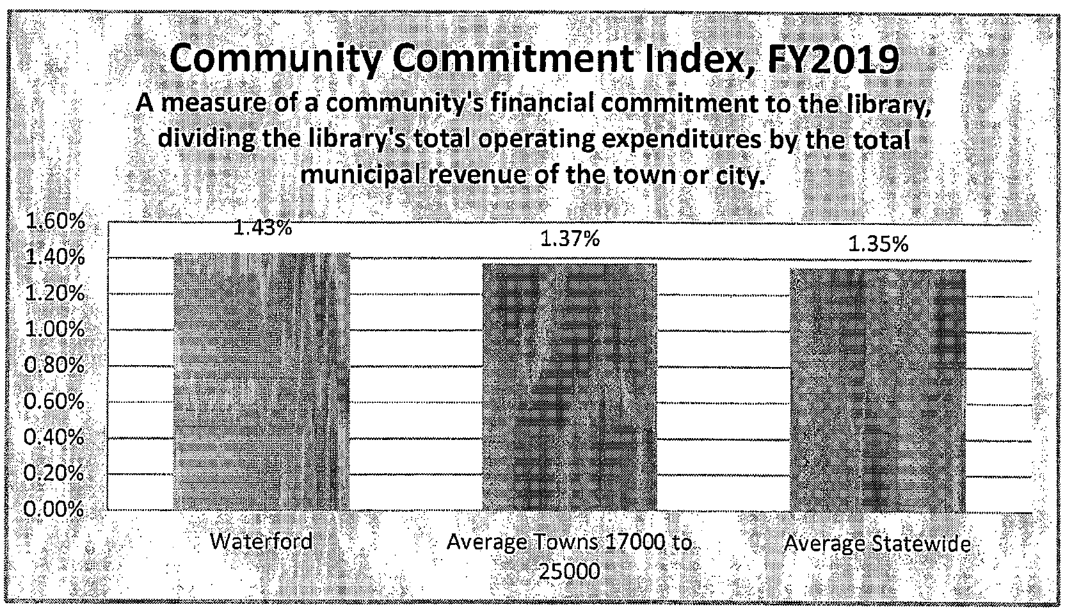

Program Attendance Per Capita, FY2019
1.00
0.80
0.60
0.40
0.20
0.00
0.71
0.95
0.63
Waterford
Average Towns 17000 to 25000
Average Statewide


Reference Questions Per Capita, FY2019
2.00
1.50
1.00
0.50
0.00
1.60
1.16
0.82
Waterford
Average Towns 17000 to 25000
Average Statewide


Hours Open in a Typical Week, FY2019
70
65
60
55
50
45
65
55
Waterford
Average Towns 17000 to 25000


Number of Library Employees , FY2019
Full-Time
Part-Time
20.0
15.0
10.0
5.0
0.0
11.0
16.0
10.1
15.7
Waterford
Average Towns 17000 to 25000


Library's Municipal Appropriation as a % of All Municipal Revenues, FY2019
1.20%
1.15%
1.10%
1.05%
1.00%
0.95%
1.03%
1.17%
1.15%
Waterford
Average Towns 17000 to 25000
Average Statewide


Community Commitment Index, FY2019
A measure of a community's financial commitment to the library, dividing the library's total operating expenditures by the total municipal revenue of the town or city.
1.60%
1.40%
1.20%
1.00%
0.80%
0.60%
0.40%
0.20%
0.00%
1.43%
1.37%
1.35%
Waterford
Average Towns 17000 to 25000
Average Statewide

THE WATERFORD PUBLIC LIBRARY, INC.
Corporate Account

FY'22

Disbursements	
Auditor	$4,000
Books & materials	$83,852
Building equipment & supplies	$3,000
Dues, conferences, education	$2,500
Furniture & building improvements	$3,000
Insurance	$191
Miscellaneous	$1,500
Office equipment & supplies	$4,000
On-line subscriptions	$25,000
Programs & community relations	$12,000
Public copier/scanner	$3,000
TOTAL	**$142,043**

FUNDS EXPECTED FY'21 **$154,387**

***FUNDS APPROPRIATED FY'20/FUNDS RECEIVED FY'20** **$145,795/$120,795**
***COVID-19 Library closed - 3/14/20-6/16/20**
Programs cancelled; material ordering curtailed

THE WATERFORD PUBLIC LIBRARY, INC.

Financial Statements

June 30, 2020

Aldrich, Mulcahy & Associates, LLC – Certified Public Accountants

The Waterford Public Library, Inc.

June 30, 2020

Table of Contents

ALDRICH, MULCAHY & ASSOCIATES, LLC

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANTS' REPORT

To the Board of Trustees of
The Waterford Public Library, Inc.
Waterford, Connecticut

We have audited the accompanying financial statements of The Waterford Public Library, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets - modified cash basis as of June 30, 2020, and the related statements of revenues, expenses and changes in net assets - modified cash basis, and statement of functional expenses-modified cash basis for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 1: this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances, Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities and net assets of The Waterford Public Library, Inc. as of June 30, 2020, and its revenue, and expenses and changes in net assets and its functional expenses for the year then ended in accordance with the modified cash basis of accounting as described in Note 1.

We have previously audited the Waterford Public Library, Inc.'s June 30, 2019 financial statements and we expressed an unmodified audit opinion on those financial statements in our report dated September 25, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent in all material respects, with the audited financial statements from which it has been derived.

Aldrich, Mulcahy & Associates, LLC

Waterford, CT 06385
September 30, 2020

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF ASSETS, LIABILITIES AND
NET ASSETS - MODIFIED CASH BASIS
AS OF JUNE 30, 2020
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2019

ASSETS

	2020	2019
CURRENT ASSETS		
Cash	$ 4,766	$ 8,186
Investments- board designated endowment	2,783,082	2,780,092
TOTAL CURRENT ASSETS	2,787,848	2,788,278
ART COLLECTIONS	55,600	55,600
TOTAL ASSETS	$ 2,843,448	$ 2,843,878

NET ASSETS

	2020	2019
NET ASSETS		
Without Donor Restrictions		
Board designated (note 4)	$ 2,783,082	$ 2,780,092
Undesignated	60,366	63,786
Total net assets without donor restrictions	2,843,448	2,843,878
TOTAL NET ASSETS	$ 2,843,448	$ 2,843,878

See accountant's report and accompanying notes.

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2020
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2019

	2020	2019
SUPPORT AND REVENUE		
State and private grants	$ 13,659	$ 14,178
Annual mailing appeal	29,486	38,094
Other fundraising	135	59
Contributions	1,706	2,195
Intergovernmental	15,325	16,570
Book sales and service	6,058	7,307
Investment income	52,236	44,466
Gain (loss) on investments	7,309	100,624
Miscellaneous	9,997	12,186
TOTAL SUPPORT AND REVENUE	135,911	235,680
EXPENSES		
Program services	120,063	137,402
Management and general	15,030	14,878
Fundraising	1,248	1,081
TOTAL EXPENSES	136,341	153,361
CHANGE IN NET ASSETS	(430)	82,319
NET ASSETS, BEGINNING	2,843,878	2,761,559
NET ASSETS, ENDING	$ 2,843,448	$ 2,843,878

See accountants report and accompanying notes.

THE WATEFORD PUBLIC LIBRARY, INC.
STATEMENT OF FUNCTIONAL EXPENSES-MODIFIED CASH BASIS
JUNE 30, 2020 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2019

	Program services	Management and General	Fundraising	2020	2019
Accounting	$ -	$ 3,900	$ -	$ 3,900	$ 3,900
Occupancy	10,131	-	-	10,131	22,655
Conferences	1,722	-	-	1,722	3,423
Insurance	-	191	-	191	191
Books & Library Materials	67,688	-	-	67,688	74,247
Online resources	21,030	-	-	21,030	15,311
Investment fees		10,939	-	10,939	10,787
Public Relations	9,158	-	-	9,158	12,193
Office Supplies	3,354	-	-	3,354	4,169
Miscellaneous	5,855	-	-	5,855	4,269
Museum Passes	1,125	-	-	1,125	1,135
Fundraising	-	-	1,248	1,248	1,081
	$ 120,063	$ 15,030	$ 1,248	$ 136,341	$ 153,361

See accountant's report and accompanying notes.

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Purpose of Organization

The Waterford Public Library, Inc. (Organization), was formed to establish and perpetually maintain a free public library for the benefit of the inhabitants of the Town of Waterford, and to promote all the purposes which usually appertain to such libraries.

The Organization's primary sources of revenue are contributions, grants, and investment income.

Financial Reporting

The financial statements of the Organization have been prepared on the modified cash basis of accounting. Revenues are recognized when received and expenses are recognized when paid. Contributions of collections are recognized at fair market value when gifted.

Basis of Presentation

The Organization has presented its financial statements in accordance with the modified cash basis of accounting. In addition, the Organization is required to report information regarding its financial position and activities within the two classes of net assets: Without Donor Restrictions or With Donor Restrictions. The Organization also presents a statement of cash flows.

Net Assets Without Donor Restrictions

Net assets without donor restrictions are neither perpetually nor temporarily restricted by donor-imposed stipulations and include revenue from fees, certain investment income, and all gifts, grants, and contributions that are free of donor restrictions. These amounts are currently available at the discretion of the Organization's Board for use in its operations.

Net Assets With Donor Restrictions

Net assets with donor restrictions account for unspent contributions that are restricted by the donor as to use for specific purposes or during specific time periods.

Prior Year Summarized Financial Information

The financial statements include certain prior-year summarized financial information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Organization's audited financial statements as of and for the year ended June 30, 2019, from which the summarized information was derived.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results could differ from those estimates.

Contributions

Contributions received are recorded as with or without donor restrictions depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase net asset with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Revenues, Expenses and Changes in Net Assets - Modified Cash Basis as net assets released from restrictions.

Grants and Contracts

Grants and contracts are generally considered to be exchange transactions in which the grantor or contractor requires the performance of specific activities.

Revenue Recognition

Contributions are recognized when received by the Organization that is, in substance, unconditional. All donor-restricted contributions are reported as increases in net assets with restrictions. When a restriction expires, net assets with restrictions are reclassified to net assets without restrictions.

Contributed property is recorded at fair value at the date of the donation. If the donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, property and equipment are recorded as unrestricted support.

Investment income is recognized when earned. The change in realized and unrealized gains and losses is included in the change in net assets in the statement of activities. Investment income include interest, dividends and capital gain distributions.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

Investments in marketable equity and all debt securities are carried at fair value. Fair value is determined based on quoted market price (Level 1 inputs as discussed in Note 3).

Program expenses

Reference materials such as books and videos are expensed as program costs and are considered the property of the Town of Waterford. In addition, other costs such as occupancy expenses (building maintenance and the purchase of furniture) are considered program expenses and are expensed as incurred.

Property and Equipment

Property and equipment acquisitions which exceed $1,000 become the property of the Town of Waterford. The Organization expenses as program services all acquisitions less than $1,000.

Art Collections

As of July 1, 2005, the Organization capitalized its art collection retroactively in conformity with accounting principles generally accepted in the United States of America. The art collection items acquired prior to July 1, 2005 were appraised and they were determined to have a value of $55, 000.

Subsequently to July 1, 2005, art collection items acquired by the Organization will be recorded at fair market value if donated, and at cost if purchased.

Fair Value Measurements

The fair value of the Organization's financial instruments are determined using quoted prices in active markets for identical assets as required by accounting principles generally accepted in the United States of America.

Income Taxes

The Waterford Public Library is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and therefore, has no provision for federal or state income taxes.

The Organization's Form 990, Return of Organization Exempt from Income Tax are subject to examination by the IRS, generally for three years after they were filed.

The Organization did not recognize any liability for uncertain tax positions as defined by accounting principles generally accepted in the United States of America.

Subsequent Events

Subsequent events have been evaluated through September 30, 2020, which is the date the financial statements were available to be issued. There, were no subsequent events identified that require disclosure.

2. CONCENTRATIONS

Support and Revenue Concentrations

The Organization receives significant support in the form of salaries and fringe benefits paid to the Town of Waterford employees who provide librarian staffing services to the library and the use of the Library facilities which are owned by the Town of Waterford. Any significant reduction in the level of this support would have a negative impact on the Organization's programs and activities.

Credit Risks

The organization's financial instruments that are exposed to concentrations of credit risk consist of cash and cash equivalents, and investments. The Organization places its cash deposits with high credit quality institutions. Such deposits are fully covered by federal depository insurance. Investments are considered by management to be sufficiently diversified to minimize individual investment and industry concentration risks. However, investments are subject to risks of the securities market as a whole.

3. INVESTMENTS

Investments (All Level 1) as of June 30, 2020 are comprised of the following:

		2020
Money market funds	$	141,081
Exchange traded funds		259,288
Fixed income funds		383,343
Bonds mutual funds		512,905
Corporate stocks		28,325
Equity mutual funds		1,458,140
	$	2,783,081

In accordance with accounting principles generally accepted in the United States of America, the Organization's carrying amounts of cash approximates fair value under Level 1.

Net investment income is comprised of the following:

		2020
Interest and dividends	$	52,236
Less: investment fee and charges		10,939
	$	41,297

The net gain (losses) on investments is comprised of the following:

		2020
Realized gains (losses)	$	50,381
Unrealized gains (losses)		(43,072)
	$	7,309

4. BOARD DESIGNATED ENDOWMENT

The Organization's board designated endowment consists of investments in various marketable securities as outlined in Note 3. Net assets associated with endowment funds, including funds designated by the Board to function as endowments, are classified and reported on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The philosophy contained in UPMIFA focuses on the following factors:

1. The duration and preservation of a fund
2. The purpose of the organization and the donor designations thereto
3. General economic conditions
4. The possible effects of inflation and deflation
5. The expected total return of the charitable assets
6. Other resources of the organization
7. The investment policies of the organization

Endowment Net Assets composition by type of fund as of June 30, 2020:

Board designated endowment fund	$	2,783,082

Changes in Endowments Net Assets for the year ended June 30, 2020 are as follows:

		Without Donor Restrictions
Endowment net assets, beginning of year	$	2,780,092
Investment return:		
Investment income, net		41,297
Contributions		29,779
Net appreciation (realized and unrealized)		7,309
Total investment return	$	78,385
Appropriation of assets for expenditures		75,395
Endowment net assets, end of year	$	2,783,082

Board Policies and Objectives

The Organization has an objective to provide for conservation of capital through the use of a diversified portfolio of prudent investments. The Board of Trustees policy is to limit spending in any fiscal year to between three percent (3%) and five percent (5%) of the average fair market value of the endowment's assets at the end of the last three previous fiscal years. The minimum objective is to conserve and protect assets over the long term. An additional objective is to beat the rate of inflation as defined by the CPU annually. The base measure for the equity allocation will be the S&P 500 with dividends reinvested. On an individual basis, all securities will be compared to the appropriate index representing that investment universe. The target allocation is between 50% and 70% on a market basis shall be invested in the equity market. With balance in fixed income securities.

5. LIQUIDITY AND AVAILIABILTY OF FINANCIAL ASSETS

The liquidity and availability of the Organization's financial Assets consist of Cash and Investments to fund general expenditures as of June 30, 2020 total $2,787,848 of which $60,366 is held for restricted purposes, resulting in $2,727,482 in financial assets available to support general expenditures for the upcoming year.

6. OTHER MATTERS

On March 11, 2020 the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The Organization cannot reasonably estimate the length or severity of this pandemic, or the extent to which the disruption may materially impact the organization's financial position, results of operations, and cash flows in fiscal 2021.

Board of Trustees Minutes for meeting on November 10, 2020

1. President Rosenberg called the meeting to order at 6:09pm.
   Trustees Present: L. Couture, B. Pisacich, A. Robarge, N. Dragoli, J. Merrill, C. Giordano, E. Boyce, M. Wagner, G. Ritter and honorary member C. Grandjean. Also present R. Rubinstein, Director. Library staff members present: Jen Smith, Jill Adams and Laura Erickson.

2. Consent Agenda
   Motion to approve the consent agenda, including minutes, treasurer's report and financial report for the meeting of September 8, 2020.
   Moved by M. Wagner, 2nd by B. Pisacich. Motion carried

   R. Rubinstein asked the board (with regret) to accept the resignation of Board Member Kathleen McNamara. B. Pisacich offered to take over the vacancy on the Policy Committee. C. Giordano will be the new chair on the Nominating committee.

3. Committee Reports
   Nominating: Committee reported that they have been working on finding a new Director for the library.

   Fundraising: Committee reported that the annual Fund Drive income through 11/9/2020 is $14,095 which includes $900 in matching funds from Charter Oak Federal Credit Union. The Library also received a $5,000 bequest.

   Finance: B. Pisacich reported that the finance committee met on October 19, 2020 with Future Benefits to review the library endowment. During that meeting there was discussion regarding increasing the Equity portion of the endowment from the current 60% to 70%. Future Benefits will get back to us on their recommendations.

4. Director's Report
   Director reported that she has cut back the expected amount for the budget item for Book Sales (due to Covid) as well as Books and Materials amount. Also line item for Furniture was cut by 67% as the library will not been in need of any for a while. Motion to accept the Budget: 1st J. Merrill, 2nd Giordano.
   Motion passed.

   Capital Budget: Request to the town of $400,000 for each of the next 2 years for HVAC Upgrade. Motion made by J. Merrill, 2nd N. Dragoli. Motion passed.

5. Old Business
   Library Art Work: Total collection accessed at $55,000 a few years ago (property of the Corporation – and NOT the Town) The value is covered under the Town insurance policy.

6. President's Report
   The search committee along w/ Rob Brule and Joyce Sauchuk, have narrowed the 7 viable candidates for the Library Director position down to 2 people and have offered the position to Christine Johnson. She has accepted the position.

   President A. Rosenberg also met with Rob Brule along with Nik the town attorney. They want our board meetings as well as out minutes to be available to the public. They also want the library director to report to the 1st selectman. Cliff Grandjean spoke to the board regarding this issue. There was a motion proposed to have attorney Grandjean represent the board and library and to meet with Rob Brule regarding this request. Motion by J. Merrill, 2nd E. Boyce. Motion passed.

7. Adjournment
   Motion to adjourn at 7:41pm. Motion by M. Wagner, 2nd by C. Giordano. Motion carried.

Respectfully submitted,

Lee J. Couture, Secretary

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10129 POLICE COMMISSION

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (11/16/20)	2021/2022 FIRST SELECTMAN RECOMMENDS	RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved $ Increase	BOF Approved % Increaxe
PERSONNEL COSTS													
51110	ADMINISTRATION	546,583	473,575		242,922	496,902	496,902	496,902	496,902			(473,575)	-100.00%
51210	CLERICAL/TECHNICAL	270,884	307,282		173,360	300,922	300,922	300,922	300,922			(307,282)	-100.00%
51220	CUSTODIAL	37,729	43,923		17,559	46,098	46,098	46,098	46,098			(43,923)	-100.00%
51420	PATROL	3,209,509	3,333,709		1,660,000	3,353,956	3,353,956	3,353,956	3,353,956			(3,333,709)	-100.00%
51421	MARINE PATROL	24,601	23,716		20,889	23,350	23,350	23,350	23,350			(23,716)	-100.00%
51430	DETECTIVE	553,154	486,203		260,195	494,794	494,794	494,794	494,794			(486,203)	-100.00%
51435	COMM. SERVICE OFFICERS	120,035	140,053		53,425	136,857	136,857	136,857	136,857			(140,053)	-100.00%
51450	EXTRA DUTY				3,614							0	
51810	OVERTIME	136,281	145,814		72,328	145,838	145,838	145,838	145,838			(145,814)	-100.00%
51820	REPLACEMENT OVERTIME	330,723	360,508		232,110	360,508	360,508	360,508	360,508			(360,508)	-100.00%
51830	TRAINING & EDUCATION	92,821	113,967		58,778	137,702	137,702	137,702	137,702			(113,967)	-100.00%
51910	FRINGE BENEFITS				-223							0	
51920	FICA	392,297	420,922		202,674	426,138	426,138	426,138	426,138			(420,922)	-100.00%
	SUBTOTAL	5,714,617	5,849,672	0	2,997,631	5,923,065	5,923,065	5,923,065	5,923,065	0	0	(5,849,672)	-100.00%
SERVICES													
52010	ADVERTISING	169	500		429	500	500	500	500			(500)	-100.00%
52020	POSTAGE	1,331	2,000		531	2,000	2,000	2,000	2,000			(2,000)	-100.00%
52030	PROFESSIONAL FEES	11,258	11,000		6,989	11,000	11,000	11,000	11,000			(11,000)	-100.00%
52040	SERVICE CONT & REPAIRS	34,345	39,785		15,213	29,990	29,990	29,990	29,990			(39,785)	-100.00%
52050	DUES, CONF. & EDUCATION	1,735	1,735		413	1,735	1,735	1,735	1,735			(1,735)	-100.00%
52060	PRINTING	1,200	1,200		937	1,200	1,200	1,200	1,200			(1,200)	-100.00%
52080	TELEPHONE	32,322	33,422		13,747	31,798	31,798	31,798	31,798			(33,422)	-100.00%
52090	FUEL OIL	16,796	17,566		5,712	0	0	0	0			(17,566)	-100.00%
52100	ELECTRICITY	54,046	52,223		30,339							(52,223)	-100.00%
52115	WATER & SEWER	4,066	4,500		1,411							(4,500)	-100.00%
52300	TRAINING & EDUCATION	53,319	74,200		32,369	85,500	85,500	85,500	85,500			(74,200)	-100.00%
52305	OSHA COMPLIANCE	2,489	5,500		872	8,700	8,700	8,700	8,700			(5,500)	-100.00%
52370	UNIFORM ALLOWANCE	78,211	84,465		72,566	80,665	80,665	80,665	80,665			(84,465)	-100.00%
52520	CRIMINAL JUSTICE PLANNER	13,126	13,520		13,520	13,520	13,520	13,520	13,520			(13,520)	-100.00%
	SUBTOTAL	304,413	341,616	0	195,048	266,608	266,608	266,608	266,608	0	0	(341,616)	-100.00%

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10129 POLICE COMMISSION

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (11/16/20)	2021/2022 FIRST SELECTMAN RECOMMENDS	RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved $ Increase	BOF Approved % Increaxe
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	532	1,000		336	1,000	1,000	1,000	1,000			(1,000)	-100.00%
53020	OTHER SUPPLIES	6,496	7,000		4,262	7,000	7,000	7,000	7,000			(7,000)	-100.00%
53070	AUTOMOTIVE REPAIRS	31,178	32,000		11,282	32,000	32,000	32,000	32,000			(32,000)	-100.00%
53090	FUELS & LUBRICANTS	87,523	111,441		30,928	65,572	65,572	65,572	65,572			(111,441)	-100.00%
53100	TIRES	8,293	10,325		6,001	10,325	10,325	10,325	10,325			(10,325)	-100.00%
53150	BUILDING MAINTENANCE	20,639	16,250		19,512	0	0	0	0			(16,250)	-100.00%
53180	POLICE EQUIP. & SUPPLIES	46,710	39,660		33,891	39,908	39,908	39,908	39,908			(39,660)	-100.00%
53210	SELECTIVE ENFORCEMENT	2,500	2,500		1,000	2,500	2,500	2,500	2,500			(2,500)	-100.00%
53220	MARINE PATROL SUPPLIES	2,100	4,000		827	4,000	4,000	4,000	4,000			(4,000)	-100.00%
53260	ANIMAL CONTROL SUPPLIES	30,000	30,000		30,000	60,000	60,000	60,000	60,000			(30,000)	-100.00%
53320	CHALLENGE	1,970	0		0							0	
		237,941	254,176	0	138,039	222,305	222,305	222,305	222,305	0	0	(254,176)	-100.00%
EQUIPMENT													
54020	EQUIPMENT & FURNITURE	15,201	5,277		5,395	9,710	9,710	9,710	9,710			(5,277)	-100.00%
	SUBTOTAL	15,201	5,277	0	5,395	9,710	9,710	9,710	9,710	0	0	(5,277)	-100.00%
DEPARTMENT TOTAL		6,272,172	6,450,741	0	3,336,113	6,421,688	6,421,688	6,421,688	6,421,688	0	0	(6,450,741)	-100.00%

Police Department
FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Waterford Police Department is 24/7/365 public safety and community outreach agency. As the Police Department is staffed around the clock, we are able to assist other agencies with their needs.

The Police Department employs 49 sworn officers, 17 part time Community Service Officers, 5 support staff personnel and 1 custodian.

The Animal Control Officer is a split cost with the Town of East Lyme.

FY2022 BUDGET SUMMARY

The Waterford Police Department prides itself on being an integral part of our town, and our municipal government. We strive to be more than just a professional police agency, we do everything we can to assist all town departments and the board of education in delivering any services that make our town a better place to live and visit.

This year has been a trying one for the police department. COVID-19 brought special considerations that we have never dealt with. While still dealing with COVID-19, the death of George Floyd in Minneapolis brought intense scrutiny to police departments across the country, the Waterford, Connecticut Police Department is no different. What makes Connecticut far different from other parts of the country is state legislation - the first in the country - that mandates how police officers train for and react to nuanced use of force situations and mental health calls that we deal with daily.

The Board of Police Commissioners, at its meeting held on November 16 2020, approved the FY 2021/2022 budget for the Waterford Police Department and hereby submits it to the Board of Selectmen for consideration. Important numbers for this year's budget;

1303 employees budget increase - two years retroactively	2.25%
Training budget increase - payroll/education	20.83%/15.23%
Retired Officers - calendar year 2019-2020	8
Items removed from WPD budget - Electricity, Fuel Oil, Water and Sewer, Building maintenance	$89,200
East Lyme Police cell block and evidence storage charge (general fund)	$50,950
School Resource Officer reimbursement from BOE (applied to training)	$50,000
Road construction cruiser rental fees (general fund)	$79,650

This budget represents a 1.05% increase over last year's request, explained below. If the money that East Lyme Police gives Waterford for prisoner services, and the police cruisers rental for construction jobs was funded directly to the Police Department budget, our request would be -1.3 %.

The Police Department never closes; as part of emergency services for the Town of Waterford we are open 24 hours per day, 7 days per week, 365 days per year. Our staff is always present, with a supervisor on at all times. The police building is always open, our vehicles run constantly, and we have a never-ending need for information technology. Changes in legislation over the year's mandate recording of racial makeup on traffic stops, in car and body cameras, and recording use of force incidents, all of which use computers.

Some of the higher profile requests in this year's budget request are explained below;

Training: This legislation is not resolved as we write this, leaving the police in an untenable position - we have increased our training budget by 20.83% for training wages and 15.23% for training tuition, due to yet another unfunded mandate set forth by the state legislature. Training offered by the Police Officer Standards and Training Council is minimal, but the "Police Accountability Bill" mandates that all officers train in de-escalation, fair and impartial policing, crowd control, implicit bias and liability, as well as body cameras, then continue that training annually. Private training vendors have rushed to fill this void, increasing training rates dramatically. The WPD had several in-house trainers retire last year; those roles have to be filled with younger officers, who have to train to that standard.

Regardless of legislation, the Waterford Police Department has always made staying ahead of the curve paramount when training its officers. Trained and educated officers make better decisions, which is why our officers use force sparingly and appropriately, resulting in very few civilian complaints against our department.

% of WPD Officers trained in De-escalation	100%
% of WPD Officers trained in Crisis Intervention (CIT)	71% - 100% after this budget
Number of De-escalation trainers on WPD staff	2
Sergeants attending "First Line Supervisor" training	4
Use of force seminar attendees requested	3
Allotted training cost per officer 2019-2020	$302.00
Requested training cost per officer, 2020-2021	$750.00

Retirements: During the previous calendar year, Waterford had eight veteran officers retire. For several, this led to large-scale retirement payouts that come directly from our operating budget. We expect to have two officers with large payouts retire this upcoming fiscal year, but cannot project this in this budget. As Waterford trains with many in house personnel, this leaves training and experience gaps for firearms, accident investigation, marine patrol and other areas that younger less experienced officers need to train to fill.

Law changes: Changes in legislation affecting search warrants, juvenile laws, and search and seizure have led to an increase in crime in our community. Car thefts and thefts from cars have increased dramatically.

Animal Control: Up 100%. The Finance Director will have further information regarding this account. Waterford and East Lyme have operated as a multi town animal control for decades. This account has been in deficit for several years as the $30,000 does not cover the salary and expenses we split with East Lyme.

Animal Control Officer salary FY 2019	$55,924
Animal Control Officer salary FY 2020	$56,582

Our series changes (up and Down) are explained below:

51000 series, representing roughly 90% of the Police Department's budget, is up 2.03% due to contractual raises and contractual pay grade step increases. The replacement overtime line item has remained the same from last year, despite step increases, and the regular overtime line item is up 0.02% from last year's request.

52000 series, the Training and Education line item increased by 1.8%, the largest area is due to PPE needs for the COVID-19 pandemic in the OSHA line item. Training has gone up 15.23% due to new legislation.

53000 series, decreased by 6.57%, due to gasoline prices being lower this year. It should be noted that the Animal Control went up 100%, a $30,000 increase.

54000 series, this line is up by 84.01%. This line item varies yearly depending on items requested. This year we are proposing to replace cameras in the cell block, shields for civil unrest, and a laptop computer for roll call.

The Police Department works to present a stable budget. As 89% of our budget involves personnel in currently agreed to union contracts; a zero percent budget is not feasible. This year the State legislature made sweeping changes to the way police conduct themselves and train, without planning for the financial ramifications this will cause municipalities. This puts the Waterford Police Department in a position of meeting legislative standards without knowing the complete costs of that mandate.

We are a community based and community involved police agency - we care deeply for the town we serve and ensure that our standards of conduct reflect accordingly.

BUDGET EXPLANATIONS BY CATEGORY

Salaries are based on 261 days versus 260 days vs. last year's budget.

51000 Series

51110 Admin	$23,327 increase - 2.25% rate increase, due day payouts and step increases - union contractually agreed.
51210 Clerical	$6,360 decrease - retirement of Office Coordinator, AS11 reduced from Step 7 to 1 and no longevity. AS8 reduced from step 7 to 2 and AS 6 from step 7 to 2.
51220 Custodial	$2,175 increase contract increase of 2.25% and a step increase.
51440 Patrol	$20,247 increase - 2.25% increase, step increases and Holiday payouts - union contractually agreed.
51421 Marine Patrol	$366 reduction due to reduced special events.
51430 Detectives	$8,591 increase due to 2.25% increase, step increases and holiday payouts - union contractually agreed.
51435 CSOs	$3,196 decrease from last year.
51810 Overtime	$24 increase. Reduction of Office Personal & Police Commission Secretary rates and $10,000 BOE stipend.
51820 Replacement OT	No increase.
51830 Training	$23,735 increase - 2.25% pay increase, additional hours added for training.
51920 FICA	$8,445 increase due to payroll line item increases

52000 Series

52040 Service Con & Repairs	$9,795 decrease mainly due to a town wide copier contract and maintenance moving to the facility budget
52080 Telephone	$1,624 decrease due to working with Verizon to lower costs.
52300 Training & Education	$11,300 increase - Legislative mandates, lack of POST classes, Police Academy going up to $3,800 per candidate.
52305 OSHA	$3,200 increase for PPE purchases.
52370 Uniform Allowance	$3,800 reduction - Academy uniforms down $3,300, CSOs $500.

53000 Series

53090 Gasoline	$45,869 reduction due to the price going from $2.25 to $1.35.
53180 Police Equip	$248 increase supplies needed.

53260 Animal Control	$30,000 increase for ACO salary.

54000 Series

54020 Equipment	$4,433 increase due to requested equipment.

Excerpts from the Uniform Crime Report

*The requirements for law enforcement service vary greatly from one locale to another based upon each jurisdiction's unique demographic traits and characteristics. A small community situated between two larger cities, for example, may require a greater number of law enforcement personnel than a community of the same size that has no urban center nearby. Similarly, the needs of a community having a highly mobile or seasonal population may be very different from those of a city with a relatively stable population. A community that incorporates legal gambling establishments will have different law enforcement challengers than on in which the presence of a large military base is the dominant influence, jus as a small college town will have different needs than one comprised predominantly of retirees.

*The functions of law enforcement are also significantly diverse throughout the Nation. The responsibilities of state police and highway patrol agencies vary considerable from one jurisdiction to another. Their duties range from traffic enforcement on state highways and interstate roadways to major investigative responsibilities for all violent crimes committed statewide. Nationally, the overall role of law enforcement continues to be expanded and redefined in light of the constant threat from international and domestic terrorism. When attempting any comparison of law enforcement employee rates, the data user must consider these differing service requirements and responsibilities.

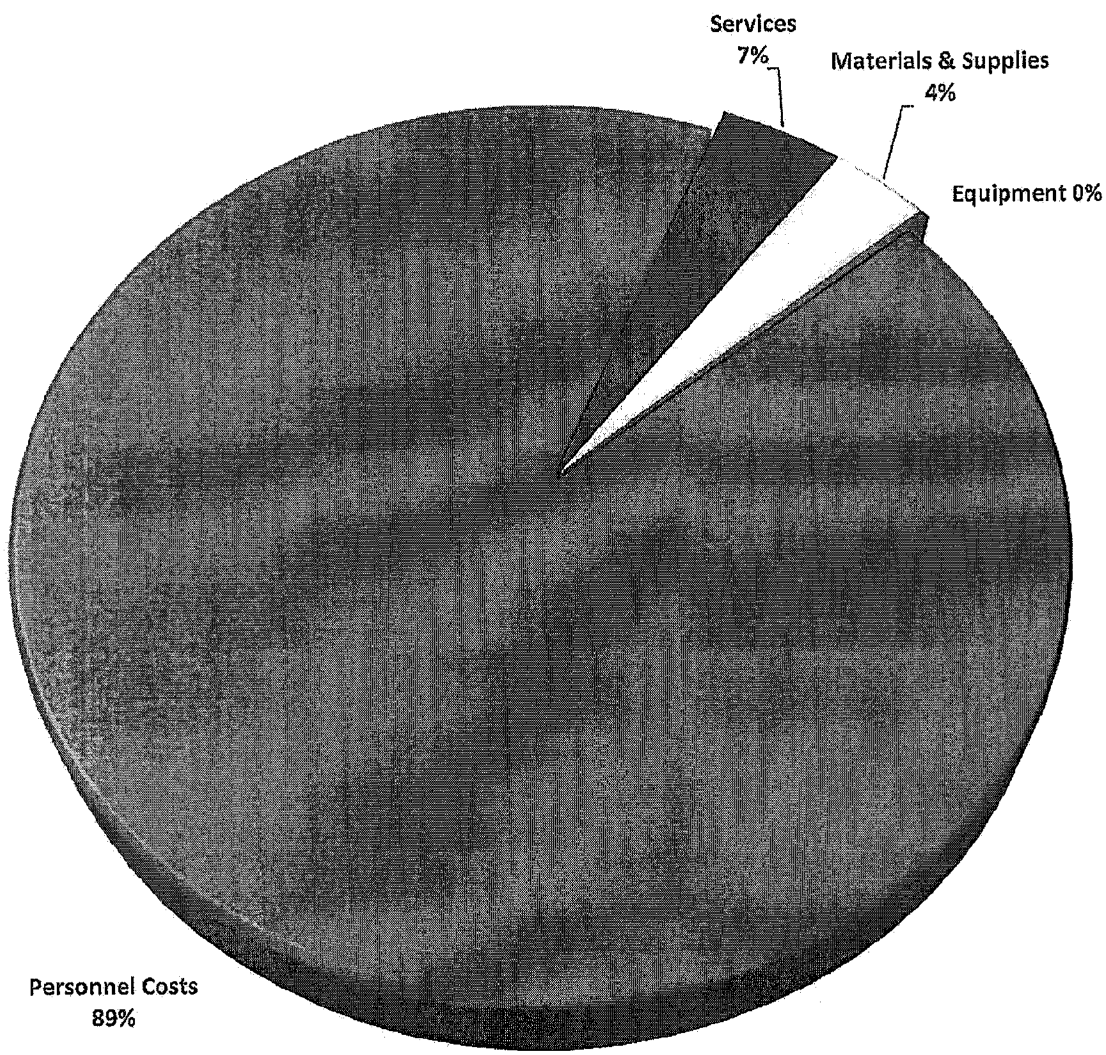
In view of these differing service requirements and responsibilities, care should be used when attempting any comparison of law enforcement rates. The rates presented should be viewed as guides or indicators, not as recommended or preferred police strengths. Adequate personnel for a specific locale can be determined only after careful study and analysis of the various conditions affecting service requirements in that jurisdiction.

New London County is home to 23 jurisdictions with a mix of organized police departments, constabularies and state police coverage.

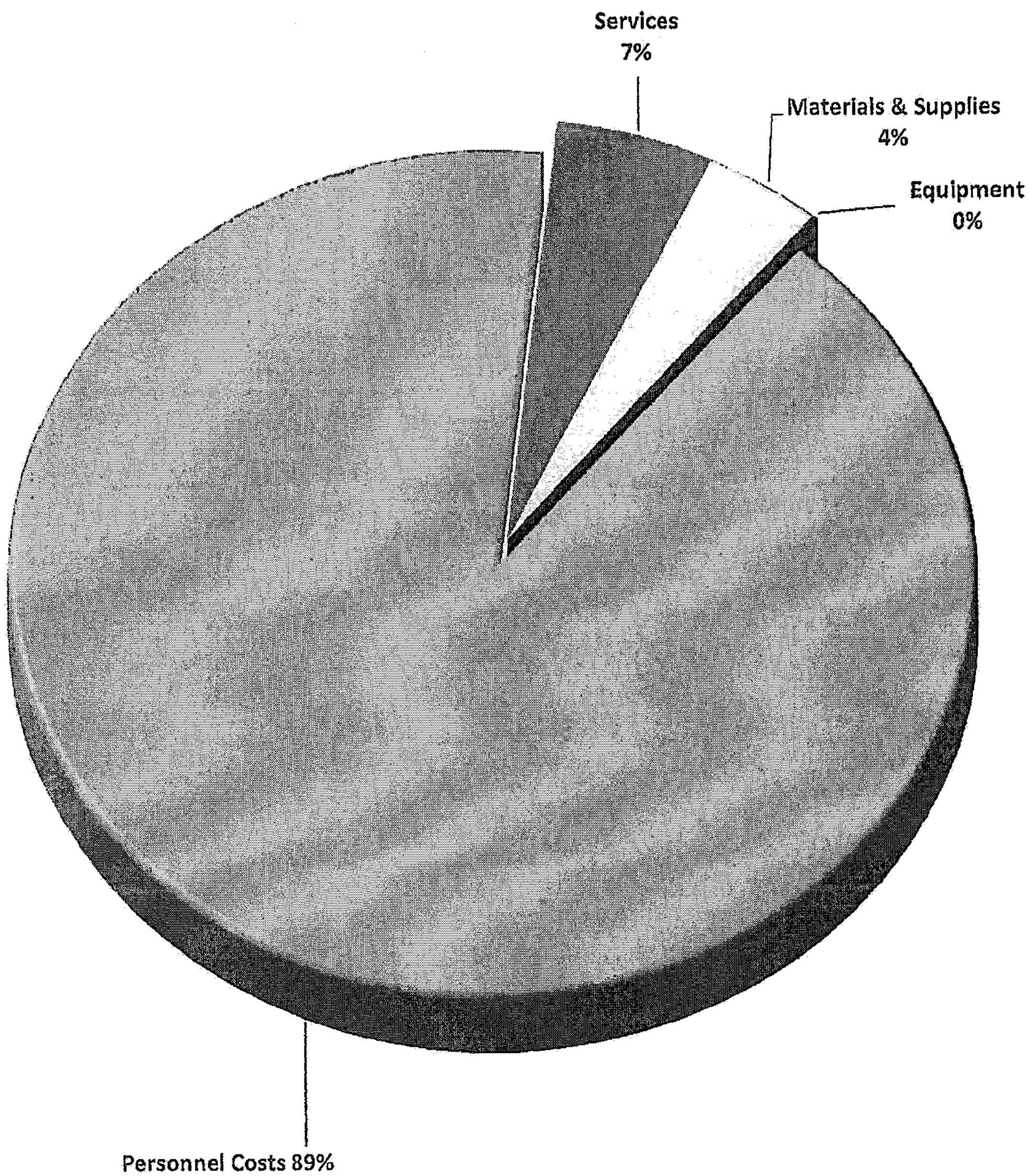
The latest Connecticut uniform Crime Reporting statistics places Waterford as the third busiest police department in New London County behind the cities of New London and Norwich. While activity remains high the Waterford Police Department doubles the county average and almost triples the state average when it comes to solving crime.

*State of Connecticut Uniform Crime Report

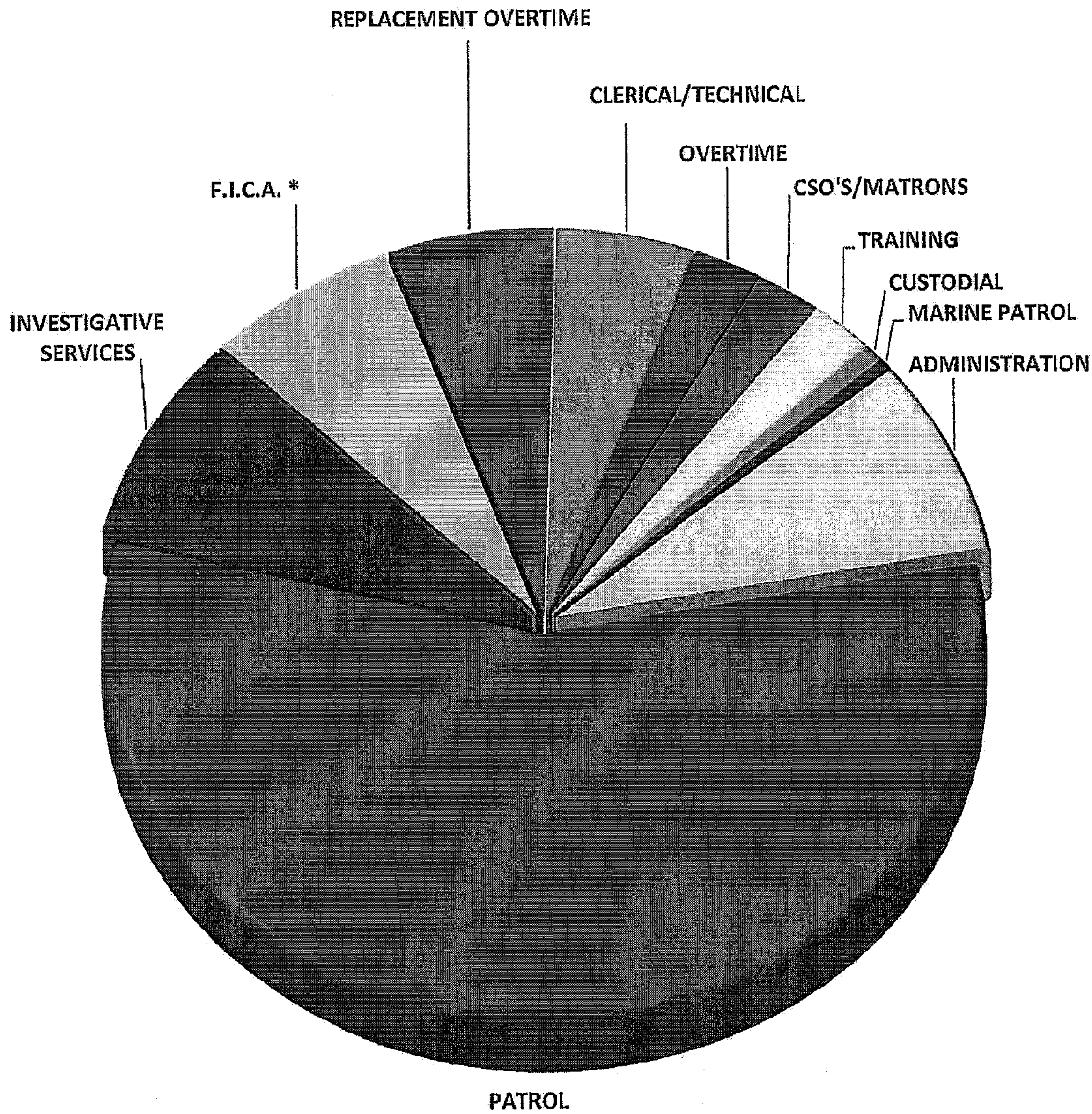
WATERFORD POLICE DEPARTMENT PROPOSED 2021-2022 BUDGET



WATERFORD POLICE DEPARTMENT
2020-2021 BUDGET



WATERFORD POLICE DEPARTMENT
2021-2022 PROPOSED BUDGET
51000 SERIES



	ANNUAL BUDGET	DEPT/AGENCY:		10129 POLICE COMMISSION			FISCAL YEAR 2021-22			
		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9
		2019/20	2020/21	2020/21	ACTUAL	2021/22	2021/22	2021/22	2021/22	2021/22
		ACTUAL	R.T.M.	TRANSERS	EXPENDED	DEPT/AGY	APPR	APPR	BD OF FIN	R.T.M.
ITEM		EXPENDED	APP.	ADD.	11/30/2020	REQUEST	BD/COMM.	BD/SEL	RECOMM.	APPROVED
10229	DESCRIPTION									
51110	ADMINISTRATION	546,583	473,575	71,037		496,902				
51210	CLERICAL/TECHNICAL	270,884	307,282	(43,352)		300,922				
51220	CUSTODIAL	37,729	43,923	(16,260)		46,098				
51420	PATROL	3,209,509	3,333,709	(4,660)		3,353,956				
51421	MARINE PATROL	24,601	23,716	4,164		23,350				
51430	INVESTIGATIVE SERVICES	553,154	486,203	86,822		494,794				
51435	CSO'S/MATRONS	120,035	140,053	(18,980)		136,857				
51810	OVERTIME	141,043	145,814	(11,413)		145,838				
51820	REPLACEMENT OVERTIME	330,723	360,508	(29,784)		360,508				
51830	TRAINING	92,821	113,967	(10,050)		137,702				
51920	F.I.C.A. *	392,297	420,922	(18,768)		426,138				
SUB-TOTAL		$5,719,379	5,849,672		0	5,923,065	0	0	0	0
52000	SERVICES									
52010	ADVERTISING	169	500			500				
52020	POSTAGE	1,331	2,000			2,000				
52030	PROFESSIONAL FEES	11,258	11,000	318		11,000				
52040	SERV. CONT. & REPAIRS	34,345	39,785			29,990				
52050	DUES, CONF. & EDUC.	1,735	1,735			1,735				
52060	PRINTING	1,200	1,200			1,200				
52080	TELEPHONE *	32,322	33,422			31,798				
52300	TRAINING & EDUC.	53,320	74,200			85,500				
52305	OSHA COMPLIANCE	2,489	5,500	(1,347)		8,700				
52370	UNIFORM ALLOWANCE	78,211	84,465			80,665				
52520	LAW ENFORCEMENT COUNCIL	13,126	13,520			13,520				
SUB-TOTAL		229,506	267,327		0	272,134	0	0	0	0
53000	MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	532	1,000			1,000				
53020	OTHER SUPPLIES	6,497	7,000			7,000				
53070	AUTO REPAIRS	31,178	32,000			32,000				
53090	FUEL & LUBRICANTS	87,523	111,441	13,146		65,572				
53100	TIRES	8,293	10,325			10,325				
53180	POL. EQUIP. & SUPP.	46,710	39,660			39,908				
53210	SELECT. ENFORCEMENT	2,500	2,500			2,500				
53220	MARINE PATROL	2,100	4,000			4,000				
53260	ANIMAL CONTROL SUPPLIES	30,000	30,000			60,000				
SUB-TOTAL		215,333	237,926		0	222,305	0	0	0	0
54000	EQUIPMENT									
54020	EQUIPMENT	15,201	5,277			9,710				
SUB-TOTAL		15,201	5,277	0	0	9,710	0	0	0	0
DEPARTMENT TOTAL		6,179,419	6,360,202		0	6,421,688	0	0	0	0
*BOF Guidelines										

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

51000 SERIES – SALARIES — **A detailed breakdown is attached**

10129-51110	**ADMINISTRATION**		**$496,902**
	CHIEF OF POLICE	Public Safety Wage Schedule	
	LIEUTENANT	Contractual Increase 07/21	
	LIEUTENANT	Contractual Increase 07/21	
	LIEUTENANT	Contractual Increase 07/21	
Expended FY20 $546,583	**Expended FY19 $527,202**	**Expended FY18 $455,289**	

10129-51210	**CLERICAL/TECHNICAL**		**$300,922**
	EMERGENCY SERVICES - IT	Contractual Increase 07/21	
	OFFICE COORDINATOR	Contractual Increase 07/21	
	SECRETARY III – Investigative Services	Contractual Increase 07/21	
	DATA TECHNICIAN – Records	Contractual Increase 07/21	
	ACCTS. REC/SECRETARY - Records	Contractual Increase 07/21	
	EVENING SECRETARY – Records	Contractual Increase 07/21	
Expended FY20 $270,884	**Expended FY19 $270,976**	**Expended FY18 $240,003**	

10129-51220	**CUSTODIAN**	Contractual Increase 07/21	**$46,098**
Expended FY20 $37,729	**Expended FY19 $62,813**	**Expended FY18 $51,790**	

10129-51420 — **PATROL** — Contractual Increase 07/21 — **$3,353,956**

This line item consists of REGULAR FORCE WAGES subject to contractual increases to include all contractual benefits and requirements of State and Federal Law.

Expended FY20 $3,209,509 — **Expended FY19 $3,184,853** — **Expended FY18 $2,841,154**

10129-51421 — **MARINE PATROL** — **$23,350**

This line item consists of wages from May through October and wages in partnership with East Lyme Police, the Transportation Security Administration, and USCG Sector Long Island Sound operations. **See Page 16.**

Expended FY20 $24,601 — **Expended FY19 $21,591** — **Expended FY18 $19,410**

10129-51430 — **INVESTIGATIVE SERVICES** — Contractual Increase 07/21 — **$494,794**

This line item consists of two Detectives, two Investigators and one Detective Sergeant.

Expended FY20 $553,154 — **Expended FY19 $444,679** — **Expended FY18 $410,005**

10129-51435 — **CSO** — **$136,857**

We are authorized seventeen Community Service Officers who work on a part-time basis. They are stationed at the front window on weekends and holidays on a 24-hour basis and weekdays during the evening and midnight hours, to be available to the public in addition to booking prisoners and performing miscellaneous tasks for officers. **See Page 17.**

Expended FY20 $120,035 — **Expended FY19 $130,552** — **Expended FY18 $109,019**

10129-51810 — **OVERTIME** — **$145,838**

This line item is designed to cover costs associated with extended hours of duty and special investigations. A detailed breakdown sheet has been provided. This line item has been modified to reflect hours worked in addition to the normal duty days. It is important to note that clerical overtime is also contained within this line item. **See Page 18 and 19.**

Expended FY20 $141,043 — **Expended FY19 $152,671** — **Expended FY18 $143,549**

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

51000 SERIES (continued)

10129 51820 REPLACEMENT OVERTIME **$360,508**

This line item contains funds that are directly related to filling shifts within the Patrol Division including early call-ins; holdovers; vacation days; holidays; personal, sick, injury, FMLA, Military Leave, and funeral days; and miscellaneous vacancies created by retirements, personnel attending the basic police academy, and other unanticipated needs. See Page 20.

Expended FY20 $330,723 **Expended FY19 $354,570** **Expended FY18 $354,716**

10129 51830 TRAINING – SALARIES **$137,702**

Training salaries are strictly related to wages, which are paid at a time-and-a-half rate for mandatory recertification training and other training that may be required in the development of personnel relative to changing police trends and assignments. See Page 21.

Expended FY20 $92,821 **Expended FY19 $106,874** **Expended FY18 $90,585**

10129 51920 F.I.C.A. **$429,367**

This tax is calculated at a rate of 7.65% for fiscal year 2021/2022 as directed by the Board of Finance Guidelines. See Page 22.

Expended FY20 $392,297 **Expended FY19 $385,981** **Expended FY18 $357,034**

52000 SERIES – SERVICES

10129 52010 ADVERTISING **$500**

This line item reflects legal notification requirements including news media for ads, i.e. lost property, and other special notices endorsed by the Finance Director.

Expended FY20 $169 **Expended FY19 $408** **Expended FY18 $133**

10129 52020 POSTAGE **$2,000**

This line item covers postage fees for department-related equipment that must be shipped to vendors for service, as well as metered monthly postage.

Expended FY20 $1,331 **Expended FY19 $1,523** **Expended FY18 $1,355**

10129 52030 PROFESSIONAL FEES **$11,000**

The Police Department is required to utilize outside professional resources which may include, but not be limited to, psychologists, therapists, polygraph examiners, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency (hiring process). Professional advice from training counselors is also commonplace. Police physicals and confidential counseling (contractual) is taken from this Line Item. K-9 kenneling, routine and emergency medical expenses and food are also paid from this line item.

Expended FY20 $11,258 **Expended FY19 $11,689** **Expended FY18 $11,533**

10129 52040 SERVICE CONTRACTS AND REPAIRS **$29,990**

This line item covers service contracts for all Departmental equipment such as software, computers, office equipment, and HVAC. The line item also covers equipment not covered by contracts. See Page 23.

Expended FY20 $34,345 **Expended FY19 $139,599** **Expended FY18 $116,374**

10129 52050 DUES, CONFERENCES, AND EDUCATION **$1,735**

This line item covers dues, conferences and education for the Chief and members of the Department in law enforcement-related organizations - State, regional, and international. In addition, this line item covers membership dues for the Police Commissioners Association of Connecticut. See Page 24.

Expended FY20 $1,735 **Expended FY19 $2,153** **Expended FY18 $1,955**

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

52000 SERIES (continued)

10129 52060 **PRINTING** **$1,200**

This line item covers specialized engraving, pamphlets and forms that cannot be produced by the Town Printer.

Expended FY20 $1,200 **Expended FY19 $1,174** **Expended FY18 $796**

10129 52080 **TELEPHONE** **$33,125**

This allocation is based on a twenty-four-month average per the Board of Finance Guidelines. See Page 25

Expended FY20 $32,322 **Expended FY19 $30,732** **Expended FY18 $35,319**

10129 52300 **TRAINING & EDUCATION** **$85,500**

This line item represents our in-service obligations as determined by the department, contractual requirements and State Mandates. The basic requirements are attached to this budget report as a resource document. See Page 26

Expended FY20 $53,320 **Expended FY19 $44,209** **Expended FY18 $32,559**

10129 52305 **OSHA COMPLIANCE** **$8,700**

This line item represents expenses relevant to OSHA mandated training and/or purchases of equipment. Requirements include, but are not limited to, hearing tests, HAZMAT, blood borne pathogen protective equipment, and burning of narcotics authorized by the Courts and drugs turned into the Department for disposal 4 times a year. This line item also includes PPE supplies; N95 masks, surgical masks, latex gloves and Tyvek Suits.

Expended FY20 $2,489 **Expended FY19 $5,795** **Expended FY18 $5,500**

10129 52370 **UNIFORM ALLOWANCE** **$80,665**

Uniform allowance is a contractual item, which represents an annual fee of $1,500 per officer. In addition, this line item covers uniforms for the custodian, part time Community Service Officers and Class A uniforms for new hires, in addition to replacement uniforms for those damaged in the line of duty. See Page 27

Expended FY20 $77,211 **Expended FY19 $77,841** **Expended FY18 $74,164**

10129 52520 **LAW ENFORCEMENT COUNCIL** **$13,520**

The fee is $13,520 Fifteen police departments and eight constabularies in the eastern portion of the state support the Law Enforcement Council of Eastern Connecticut. The L.E.C. provides base line testing for new Officers, promotional testing for our agency, recruitment, tri-annual base line training for POST-C requirements, equipment, assistance with special event operations and cross town cooperation.

Expended FY20 $13,126 **Expended FY19 $13,126** **Expended FY18 $12,744**

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

53000 SERIES – MATERIALS & SUPPLIES

10129 53010 **OFFICE SUPPLIES** **$1,000**
Supplies include, but are not limited to, various directories and office supplies, printer cartridges and purchases which have to be purchased because they are police-related and are not used by other departments; i.e., labels and paper publications needed for informational purposes.
Expended FY20 $532 **Expended FY19 $712** **Expended FY18 $1,062**

10129 53020 **OTHER SUPPLIES** **$7,000**
This figure directly relates to the purchase of janitorial supplies for our building and necessary consumables; i.e., toilet paper, hand towels, soap, frozen dinners for prisoners, batteries, light bulbs and other misc. items for a 24/7/365 building.
Expended FY20 $6,497 **Expended FY19 $6,500** **Expended FY18 $5,935**

10129 53070 **AUTOMOBILE REPAIRS** **$32,000**
This line item relates to the cost of repairs, parts and regular maintenance of our vehicles that are not covered by warranty.
Expended FY20 $31,178 **Expended FY19 $31,812** **Expended FY18 $31,606**

10129-53090 **GASOLINE** **$65,572**
This allocation is based on a twenty-four-month average at a rate of $1.35 per the Board of Finance Guidelines. Marine gasoline is at a rate of $4.60 a gallon. There is an allocation of $1,000 for pump maintenance. **See Page 28**
Expended FY20 $87,523 **Expended FY19 $113,656** **Expended FY18 $104,808**

10129 53100 **TIRES** **$10,325**
The request is for the purchase of approximately 80 tires at $100.00 per tire. Replacing a tire consists of the install, balancing, replacement of stems and labor, totaling approximately $129.07 per tire.
Expended FY20 $8,293 **Expended FY19 $7,368** **Expended FY18 $8,282**

10129 53180 **POLICE EQUIPMENT AND SUPPLIES** **$39,908**
There are five sections to this line item. The $39,908 request reflects normal prices of consumables such as photo equipment, ammunition and the purchase or replacement of necessary equipment as required by procedure. The breakdown is as follows:

$ 1,000	Drone - Propeller replacement (2), Lithium Batteries (3) and misc. parts.
$17,500	Ammunition for Pistol, Rifle, Shotgun, Electronic Control Device (ECD) cartridges, and less lethal impact munitions, (Combined Tactical System). This 25% increase is due to low supply throughout the county, coinciding with a drastic spike in demand.
$ 1,458	2 x ECD replacements @ $679.00 each, less lethal delivery system, Armorers supplies
$10,800	Narcan, Patrol Gloves, Latex Gloves, Surgical Masks, Spit Shields, Tyvek Suits, Booties, Traffic Vests, Flares, Crime Scene Tape, Hazmat Tape, Patches, Badges, Loc Joc, Pepper Spray, Keys, Asps, Sterilizer Wipes, Hand and Eye Wash, Finger Print Ink, Breaching Equipment, Batteries, First Aid Supplies, bicycle supplies, also includes K9 Supplies, Food, and Equipment (Harnesses, Leads, Muzzles, Tracking, Training, Cleaning Supplies). Digital recordings and storage equipment, memory cards, USB devices.
$4,750	Ten (10) Ballistic Vest Replacement @ $875 each. Grant money supplements $4,000 of the total.
$4,400	Evidence Collection kits, Urine Collection Containers and Kits, Blood Collection Containers and Kits, Evidence Bags, DNA Collection Kits, Finger Print Powder, Finger Print Lift Kits Evidence Storage Boxes, Brushes, Adhesive Measurement Tape, Nine Types of Narcotic Test Kits, GSR Collection Kit. Filters for fumer and hood.

Expended FY20 $46,710 **Expended FY19 $52,156** **Expended FY18 $55,056**

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

53000 SERIES (continued)

10129 53210 | **SELECTIVE ENFORCEMENT** | **$2,500**

This money is used to buy drugs, pay informants, perform polygraph tests on suspects, and pay for undercover work expenses.

Expended FY20 $2,500 | **Expended FY19 $2,500** | **Expended FY18 $2,500**

10129 53220 | **MARINE PATROL** | **$4,000**

This request covers equipment maintenance and replacement from May through October. Included in this Line Item is marine-related equipment such as foul weather gear, emergency equipment, flares and water hazard expenses. This represents two scheduled maintenances for the year, which averages $1,500 each.

Expended FY20 $2,100 | **Expended FY19 $4,582** | **Expended FY18 $1,535**

10129-53260 | **ANIMAL CONTROL SUPPLY** | **$60,000**

The $60,000 amount listed is established at the direction of the Finance Director for the maintenance and operation of the Waterford/East Lyme Animal Shelter.

54000 SERIES - EQUIPMENT

10129 54020 | **EQUIPMENT** | **$14,710**

This line item is used for the purchase of specialized equipment, furniture and small office equipment. **See Page 28.**

Expended FY20 $15,201 | **Expended FY19 $16,613** | **Expended FY18 $11,533**

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST
CONTRACTUAL PAY RATES

PAY RATES EFFECTIVE JULY 1, 2021	HOURLY RATE	OVERTIME RATE	DAILY RATE	WEEKLY RATE	ANNUAL RATE
LIEUTENANT -- STEP 1	47.25	70.88	378.00	1,890.00	98,658.00
LIEUTENANT -- STEP 2	49.64	74.46	397.12	1,985.60	103,648.32
LIEUTENANT -- STEP 3	52.12	78.18	416.96	2,084.80	108,826.56
SERGEANT -- STEP 1	42.88	64.32	343.04	1,715.20	89,533.44
SERGEANT -- STEP 2	45.02	67.53	360.16	1,800.80	94,001.76
SERGEANT -- STEP 3	47.25	70.88	378.00	1,890.00	98,658.00
DETECTIVE -- STEP 1	38.89	58.34	311.12	1,555.60	81,202.32
DETECTIVE -- STEP 2	40.86	61.29	326.88	1,634.40	85,315.68
DETECTIVE -- STEP 3	42.88	64.32	343.04	1,715.20	89,533.44
OFFICER -- STEP 1	30.58	45.87	244.64	1,223.20	63,851.04
OFFICER -- STEP 2	32.29	48.44	258.32	1,291.60	67,421.52
OFFICER -- STEP 3	33.77	50.66	270.16	1,350.80	70,511.76
OFFICER -- STEP 4	35.46	53.19	283.68	1,418.40	74,040.48
OFFICER -- STEP 5	37.09	55.64	296.72	1,483.60	77,443.92
OFFICER -- STEP 6	38.89	58.34	311.12	1,555.60	81,202.32
OFFICER - FIRST CLASS	40.86	61.29	326.88	1,634.40	85,315.68
COMMUNITY SERVICE OFFICERS	15.26				

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

ADMINISTRATION LINE ITEM 10129 51110 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE 07/01/21	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL
03/95	Chief of Police	C1		68.2400	142,485	0	0			600	1,200	144,285
03/01	Lieutenant	L1	2	49.6400	103,648	3,442	2,698	5,049			1,200	116,037
11/02	Lieutenant	L2	2	49.6400	103,648	3,442	2,698	4,806			1,200	115,794
05/98	Lieutenant	L3	3	52.1400	108,868	3,615	2,834	5,049			420	120,786
SUB-TOTAL					458,650	10,498	8,230	14,904	0	600	4,020	496,902

CLERICAL/TECHNICAL LINE ITEM 10129 51210 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE 07/01/21	ANNUAL RATE	SHIFT DIFF	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	EM/Fire IT PORTION	TOTAL
03/89	Off Coord			25.5381	46,658							46,658
04/99	Secretary III	423	7	32.5937	59,549					500		60,049
02/16	Accts Rec/Sec	425	2	24.3219	44,436							44,436
	Data Tech		1	20.0097	36,558					0		36,558
04/97	Eve Sec	421	7	29.5635	54,013	455				500		54,968
Emergency Services IT				35.2200	73,254						-15,000	58,254
SUB-TOTAL					314,467	455				1,000	-15,000	300,922

CUSTODIAL LINE ITEM 10129 51220 - BASIC SALARY

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE 07/01/21	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL
05/19	CUSTODIAN	601	2	22.0778	46,098	0	0				0	46,098
SUB-TOTAL					46,098	0	0			0	0	46,098

TOTAL THIS PAGE								
TOTAL THIS PAGE	46,098	10,953	8,230	14,904	0	1,600	-10,980.	843,922

PATROL DIVISION LINE ITEM 10129-51420 - BASIC SALARIES

DATE HIRE	ID#	PRESENT STEP	HOURLY RATE 07/01/21	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost
07/13	10	2	45.0200	94,002		2,447	4,362		1,200	102,011
05/09	13	1	42.8800	89,533		2,331	3,607		1,200	96,671
07/14	15	2	45.0200	94,002		2,447	4,362		1,200	102,011
08/05	17	2	45.0200	94,002		2,447	4,362	1,996	1,200	104,007
08/05	18	3	47.2500	98,658		2,568	4,066		1,200	106,492
	19	1	42.8800	89,533		2,331			1,200	93,064
08/11	20	1	42.8800	89,533		2,331	4,362		1,200	97,426
03/99	40	7	40.8600	85,316		2,221	4,156		800	92,492
07/99	41	7	40.8600	85,316		2,221	4,156		1,200	92,892
03/00	42	7	40.8600	85,316		2,221	3,197	1,854	600	93,187
05/00	43	7	40.8600	85,316		2,221			1,200	88,736
05/00	44	7	40.8600	85,316		2,221	4,156	1,407	1,200	94,299
07/01	46	7	40.8600	85,316		2,221	3,348	609		91,493
08/05	53	6	38.8900	81,202		2,114			740	84,056
01/06	54	6	38.8900	81,202		2,114	3,956		150	87,422
06/08	56	6	38.8900	81,202		2,114	3,348		600	87,264
12/08	58	6	38.8900	81,202		2,114	3,195		1,200	87,711
02/09	60	6	38.8900	81,202		2,114	3,956		1,200	88,472
07/13	65	6	38.8900	81,202		2,114	3,956		1,200	88,472
07/13	67	6	38.8900	81,202		2,114	3,652		1,200	88,168
12/13	68	6	38.8900	81,202		2,114	3,772		1,200	88,288
12/13	70	6	38.8900	81,202		2,114	3,772		1,200	88,288
06/15	72	5	37.0900	77,444		2,016	3,607		1,180	84,247
06/15	73	5	37.0900	77,444		2,016	3,607		1,200	84,267
09/15	74	5	37.0900	77,444		2,016	3,052		690	83,202
09/16	75	4	35.4600	74,040		1,927	3,171		1,200	80,339
12/17	77	3	33.7700	70,512		1,835	2,274			74,621
07/18	78	3	33.7700	70,512		1,835	979		900	74,226
07/18	79	4	35.4600	74,040		1,927			1,200	77,168
12/18	80	2	32.2900	67,422		1,755			1,200	70,376
04/19	82	2	32.2900	67,422		1,755			1,170	70,346
10/19	83	2	32.2900	67,422		1,755			1,200	70,376
06/20	84	2	32.2900	67,422		1,755			1,200	70,376
06/20	85	2	32.2900	67,422		1,755			1,200	70,376
06/20	86	2	32.2900	67,422		1,755				69,176
08/20	87	1	30.5800	63,851		1,662			160	65,673
08/20	88	1	30.5800	63,851		1,662			1,200	66,713
08/20	89	1	30.5800	63,851		1,662			610	66,123
10/20	90	1	30.5800	63,851		1,662			1,200	66,713
	91	1	30.5800	63,851		1,662			1,200	66,713
SUB-TOTAL				3,137,199	0	81,660	90,431	5,866	38,800	3,353,956

INVESTIGATIVE SERVICES LINE ITEM 10129-51430 - BASIC SALARIES

DATE HIRE	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost
10/03	12	2	45.0200	94,002	4,097	2,447	4,579	1,832	1,200	108,156
05/05	24	3	42.8800	89,533	3,902	2,331	4,156	1,039	1,200	102,161
		2	40.8600	85,316	3,718	2,221			1,200	92,455
08/11	64	2	40.8600	85,316	3,718	2,221	4,156		1,200	96,611
12/08	57	2	40.8600	85,316	3,718	2,221	4,156			95,411
SUB-TOTAL				439,482	19,154	11,440	17,047	2,871	4,800	494,794

TOTAL				3,576,681	19,154	93,100	107,478	8,737	43,600	3,848,750

LINE ITEM 10129-51421 - MARINE PATROL

Two Officers from April 1 through October 31

SPECIAL EVENTS:

New London Fireworks (2 Officers 6 Hr. Shift), East Lyme Day/Fireworks (1 Officer 4 HR Shift), Niantic Bay Triathlon (1 Officer 4 Hr. Shift)

46 6 hour shifts, **24** 4 hour shifts and **20** hours for Special Events = 90 shifts

	SHIFTS	**PER 6 HOUR SHIFT**	TOTAL	SHIFTS	**PER 4 HOUR SHIFT**	TOTAL	**20 HOURS SPECIAL EVENTS**
Mates	23	$331	$7,613	12	$221	$2,652	$579
Captains	23	$385	$8,855	12	$256	$3,072	$579

TOTAL **$23,350**

TOTAL MARINE SALARIES (including special events) **$23,350**

Marine Patrol cannot sail without two officers on board.

Shift rate was calculated on a wage based average of the following:
Mate hours averaged at $55.16. Captains hours averaged at $64.10.

LINE ITEM 10129-51435 - Community Service Officers

Community Service Officers

Day of the Week Week	Hours Per Shift	Shifts Per Week	Total Hours Per Week
Monday - Friday Days	8	5	40
Monday - Friday Eve	8	5	40
Monday - Friday Mids	8	5	40
Saturday - Sunday	8	6	48
Total Hours			**168**
188 Hours per week x 52 Weeks			**8736**
8736 hours x $15.26 = (Reduced to	8407	HRS)	**$128,291**
Quarterly Training all CSO's			**$4,171**
Training for new CSO's			**$4,395**
TOTAL			**$136,857**

(Cost after East Lyme reimbursement of $51,950 will be $89,907)

CSO pay rate is an average of $15.26

The Waterford Police Department employs seventeen Community Service Officers (CSOs) in a part-time capacity. CSO's monitor the police building, are the first point of contact for complainants, and process and watch prisoners brought to the department by Police Officers for litigation purposes. CSO's are scheduled 24/7/365, totaling 168 hours per week or 8.736 hours a year. The CSO program has been in place since the 1990s, serving as a low-cost-on-the-job training for potential law enforcement officers, allowing sworn, higher paid officers to return to patrol immediately, and WPD administration the ability to monitor the CSO's job performance. Several current WPD officers were hired after performing well as CSOs.
The average pay per CSO is currently $15.26 per hour, totaling $133.311 for the year. When a new CSO is hired, they require approximately 9 shifts of training as well as a state mandated 3 day COLLECT training. These additional shifts equal 96 hours per hired CSO. In addition, periodic training to ensure compliance with changing police standards and policies is necessary. A quarterly training of 4 hours per 17 CSOs, totaling 68 hours is requested.

WATERFORD POLICE DEPARTMENT
2021/2022
BUDGET REQUEST

LINE ITEM 10129 51810 OVERTIME

	PROJECTED HOURS	PAY RATE TIME & 1/2	TOTAL
PROJECTED - F.Y. 2021/22			
EXIGENT DUTY (case work, Court, Storms, SRT, etc.)	955	55.64	53,136
ACCIDENT INVESTIGATION TEAM (AIT)	50	61.29	3,065
INVESTIGATIVE SERVICES	300	64.32	19,296
K9 UNIT	100	58.34	5,834
K9 MAINTENANCE	156	58.34	9,101
BOE Outside Details (Minus $10,000.00 stipend)	260	61.29	5,935
COMMUNITY EVENTS	450	61.29	27,581
BUSINESS DISTRICT HOLIDAY PATROL	300	61.29	18,387
OFFICE PERSONNEL OVERTIME	50	34.90	1,745
POLICE COMMISSION SECRETARY	48	36.64	1,759
TOTAL	2,669		145,838

BOE outside details have been added this year. Waterford Policed Department receives a $10,000.00 stipend yearly for these events.

WATERFORD POLICE DEPARTMENT
2021/2022
BUDGET REQUEST

Line Item 10129-51810 - OVERTIME BREAKDOWN

<u>Exigent Duty (case work, Court, Storms, Etc</u> Frequently we may require an Officer to holdover for an assignment on an accident investigation or other case where additional manpower is required. This may mean calling in early or holding over an Officer	$53,136
<u>Accident Investigation Team (AIT)</u> This team is activated for fatal or near-fatal motor vehicle accidents crashes	$3,065
<u>Investigative Services</u> Call-ins for murders, sexual assaults, burglaries, larcenies, and joint operations with outside agencies	$19,296
<u>K-9 Unit</u> K-9 Call outs, community events, mutual aid.	$5,834
<u>K-9 Maintenance</u> For contractually scheduled maintenance of the K-9 on days off	$9,101
<u>Board of Education Outside Details (Minus $10,000 Stipend)</u> Basketball, football games, dances, back to school night, graduation, field trips Criminal Justice Instructors.	$5,935
<u>Community Events</u> Road races, bicycle rodeo, sailfest traffic, harvest fest, safety fair (Wal*Mart, Target Lowe's, Citizens Police Academy, motorcycle runs, open house, beach patrol, tours of the Police Department.	$27,581
<u>Business District Holiday Patrol</u> High visibility patrols, business checks, plain clothes details, Black Friday events, increased foot patrols of local business and banks.	$18,387
<u>Office Personnel Overtime</u> Records destruction, training, new hires.	$1,745
<u>Police Commission Secretary</u> All regularly scheduled and special Board of Police Commissioners Meetings for the fiscal year.	$1,759
TOTAL REQUEST	**$145,838**

WATERFORD POLICE DEPARTMENT
2021-2022 BUDGET REQUEST
Line Item 10129-51820

	Amount Requested	Amount Appropriated	Town Funded	Grant Funded	Actually Expended	Contractual Increase
Budget Year 2012-2013	$163,329	$163,329	$190,647	$60,894	$251,541	2.25
Budget Year 2013-2014	$250,000	$150,000	$159,237	$60,679	$219,916	2.25
Budget Year 2014-2015	$256,250	$196,250	$236,739	$20,000	$256,739	2.50
Budget Year 2015-2016	$292,115	$292,115	$292,115	$0	$312,192	2.50
Budget Year 2016-2017	$343,137	$343,137	$343,137	$0	$342,629	2.50
Budget Year 2017-2018	$351,715	$351,715	$351,715	$0	$342,629	2.50
Budget Year 2018-2019	$360,508	$360,508	$360,508	$0	$354,716	2.25
Budget Year 2019-2020	$360,508	$360,508	$360,508	$0	$330,723	2.25
Budget Year 2020-2021	$360,508	$360,508	$360,508	$0		2.25
ROT Needed	$360,508					

Replacement overtime figures were reached after researching the number of shifts replaced in FY 2020-21.
Weekends are the police department's busiest times, we staff these at five Officers.
As stated in the 2000 Long Range Financial Management Plan our full complement is 5 Officers and a Supervisor per shift, yet we often run under that amount to stay within the budget.

Line Item 10129-51830 TRAINING WAGES

This line item covers the mandatory Connecticut Police Officers Standards and Training requirements. The POST mandated core curriculum training requires 60 hours of training per officer during a three year cycle. The Law Enforcement Council provides 40 of the required 60 hours, leaving the department to train an additional 20 hours per officer. This requirement also applies to the supervisors and administrative staff. POST has significantly reduced training and as a result efforts to obtain the required training is being hosted at the department or sought throughout the state.

Included in this line item is COLLECT/NCIC training and certification, OSHA mandates, CPR training, Advanced Impaired Driving training and others. Also included is firearms training to include pistols and patrol rifles.

	Hours	Officers	Per Hour	Supervisors	Per Hour	Totals
LEC Mandated Recertification Requirements (POSTC)	12	14	$55.64	4	$70.88	$12,750
In-House Mandated Training Requirements	16	37	$55.64	11	$70.88	$45,414
Firearms Training and Use of Force Training	10	30	$55.64	6	$70.88	$20,945
Rifle Training	12	35	$55.64	6	$70.88	$28,472
Specialty Teams (AIT, SRT, K-9, Marine Patrol)	72	20	$55.64			$80,122
Board of Education SRO Stipend						-$50,000
TOTAL						**$137,702**

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST

LINE ITEM 10129-51920 FICA

Administration	$496,902
Clerical/Technical	$300,922
Custodian	$46,098
Patrol	$3,353,956
Marine Patrol	$23,350
Detective Division	$494,794
CSO's/Matrons	$136,857
Overtime	$145,838
Replacement Overtime	$360,508
Training Wages	$137,702
Uniform Allowance	$73,500
TOTAL	$5,570,428
FICA RATE	0.0765
AMOUNT NEEDED	**$426,138**

WATERFORD POLICE DEPARTMENT
2021/2022
BUDGET REQUEST

LINE ITEM 10129 52040 SERVICE CONTRACTS & REPAIRS BREAKDOWN

VENDOR	ITEM	MONTHLY COST	# of Payments	TOTAL
Ricoh	Copy Machine (3) $88.325 ea	264.98	12	3,180
Ricoh	Copies B&W .0070	0.007	100000	700
Ricoh	Copies Color .052	0.052	5000	260
New England Mechanical	HVAC Service Contract			3,918
Generator Maintenance	Emergency Generator			698
Waltham Pest Control	Building Maintenance	74	12	888
Krystal Kleer	Cooler Rental (2)	74	12	888
Thames Valley Fire Protection	Sprinkler Inspection	360	2	720
Blackburn Janitorial	OSHA Biohazard(cell/fleet)	300	2	600
Gym Equipment	Repairs/Maintenance			1,000
MagnaKleen	Walk-off Mats	41	26	1,066
LexisNexis/TransUnion	Computer Search Engines			2,730
New England Radar	Certification			2,184
Selex ES	License Plate Reader			2,184
LEFTA Systems	Transparency & Accountability Software			6,715
Atlantic Broadband	Cable TV			1,090
ST of CT	Boiler/Water Heater Inspection			164
Crimedex	Nationwide Crime Sharing Service			632
IACP Net	On Line Administrative Resource			871
Watchguard	General Maintenance			2,000
New England Computer Forensics	Arrest History Access			410
Drone USA	Drone Insurance			618
Wrecker Services (Case Invest.)				2,000
TOTAL				$35,516

WATERFORD POLICE DEPARTMENT
2021/2022
BUDGET REQUEST

LINE ITEM 10129 52050 DUES, CONFERENCES, & EDUCATION

Police Commissioners Association of CT (5)	200
I.A.C.P. (International Association Chiefs of Police) -- Chief	150
NEAcop (New England Associaton Chief of Police)	60
CPCA (Connecticut Police Chiefs Association)	600
NESPIN (New England State Police Information Network)	150
NPWDA (2 National Police Working Dog Association)	140
CPCA Expos	400
IAPE International Association of Property Evidence	35
TOTAL	$1,735

WATERFORD POLICE DEPARTMENT
2021/2022 BUDGET REQUEST
Breakdown of Expenditures for 24 Months
Line Item 10129-52080 Telephone

MONTH	COST
December-18	2,730
January-19	2,707
February-19	2,749
March-19	1,812
April-19	1,805
May-19	2,991
June-19	2,995
July-19	2,590
August-19	4,066
September-19	2,495
October-19	2,602
November-19	2,624
December-19	2,712
January-20	2,739
February-20	2,595
March-20	2,343
April-20	2,612
May-20	3,292
June-20	2,584
July-20	2,501
August-20	2,491
September-20	2,465
October-20	2,576
November-20	2,520
TOTAL	**$63,596**

Monthly Charges include MDT's

Mean Average **$2,650 x 12 months = $31,798**

F.Y. 2021/22	**$31,798**

LINE ITEM 10129 52300 -- TUITION & EDUCATION
Professional Development & Education Tuition Related Materials

Professional Development Training
**** Includes registration, travel and lodging fees and meal reimbursements**

Computer Training/IT Updates	5,000
State Police Academy Fees & Range Materials 3 Recruits	13,050
Investigative Services	4,500
Publications	800
K-9 Yearly Training	400
Firing Range Trailer	4,500
Professional Development Training	32,250
Total	$60,500

Computer Training/IT Updates: IT professional development to include administration of VPN clients administration of CAD/Mobile/RMS backend services.

Police Academy Recruit Training Fees and Range Materials:
There is a potential for three Officer retirements during the fiscal year. With those retirements comes an extensive hiring process including written and physical testing, multiple interviews, and background checks. This amount also includes the State set tuition to attend the Academy in the amount of $3,800 per recruit, as well as additional materials the department is required to provide. $13,050 covers all associated expenses for three new hires.

Investigative Services: The critical and specialized training needed by members of the Investigative Services Unit relies heavily on private vendors, with POST-C Academy offering virtually no advanced trainings. Most of these trainings range between 3-5 days, costing an average of between $400-600 per person. With 2 new detective promotions and the newly assigned Investigative Services Sergeant, multiple trainings are required to advance their skills.

Publications: The annual updates to the Loose Leaf Redbook for Officers and Detectives has remained consistent. This amount allows for annual updates and purchases for any new Officers.

K-9 Annual Training: This area has also remained consistent. Our agency has taken advantage of in-house trainers as well as utilizing regional efforts for K-9 training. The Connecticut Police Work Dog Association has also offered us free training at various times.

Firearms Range Trailer: The cost of utilizing the indoor range trailer has remained consistent. The training offers scenario based shoot don't shoot drills. It also offers low light training.

Professional Development Registration/Patrol: The cost shows an increase due to the availability of training and the increasing cost associated. POST-C Academy has greatly reduced the amount of training classes they offer, and established fees for the few they do offer. The majority of training is provided by private vendors at a significant cost. New mandates from the Police Accountability Bill will require additional department wide training in areas such as De-Escalation, Fair and Impartial Policing, Crowd Control, Implicit Bias, and Liability. The department requires training for newer officers to acquire the special skills and certifications left vacant by several recent retirements. This line item includes professional development conferences and associated expenditures, including Use of Force, LEEDS, Chief of Police, and Central Square

TUITION RELATED MATERIALS:
In accordance with the labor agreement between the Town of Waterford and the Police Union Local 1948 $25,000 is designated for those officers pursuing continuing education for their tuition and related materials.

Contractual Tuition & Material Cap	**$25,000**
Training & Education Total	**$85,500**

LINE ITEM 10129 52370 -- UNIFORM ALLOWANCE BREAKDOWN

49	OFFICERS X $1,500 EACH (Contractual)	$73,500
3	POSTC Required Uniforms & Equipment ($1,650 each) POST required uniforms, books, bullet proof vest	4,950
1	CUSTODIAN (Contractual) $140 UNIFORM & $75 SHOES	215
17	COMMUNITY SERVICE OFFICERS	1,500
	DAMAGED UNIFORMS (REPLACEMENT OF)	500
	TOTAL	**$80,665**

LINE ITEM 10129 53090 -- GASOLINE BREAKDOWN
PAST 24 MONTH BREAKDOWN

There are 4 expenses related to this Line Item:

#1 Regional Marine Boat Gasoline Share 110 gallons x 6 fills

TOTAL 660 Gallons @ $3.75 per gallon SUBTOTAL **$2,475**

#2 Mileage Reimbursements SUBTOTAL **500.00**

#3 Gasoline Consumption

Date	# of Gallons	:e Per Gallon
11/30/18	4,204	$2.25
12/31/18	4,309	$2.28
01/31/19	4,497	$2.25
02/22/19	3,966	$2.25
03/31/19	3,934	$2.25
04/30/19	3,809	$2.25
05/31/19	4,012	$2.25
06/30/19	4,019	$2.25
07/31/19	3,622	$1.90
08/31/19	3,838	$1.90
09/30/19	3,830	$1.90
10/31/19	4,106	$1.90
11/30/19	3,650	$1.90
12/31/19	3,665	$1.90
01/30/20	3,880	$1.90
02/28/20	3,355	$1.90
03/31/20	3,297	$1.90
04/30/20	3,520	$1.90
05/31/20	3,978	$1.90
03/30/20	3,898	$1.90
07/31/20	3,876	1.4681
08/31/20	3,761	1.4681
09/30/20	3,839	1.4681
10/30/20	3,871	1.4681
TOTALS	**92,736**	**1.88**

Mean Average 92,736 Gallons divided by 24 mo. = 3,864
3,864 Gallons per month x 12 46,368
46,368 x $1.35 SUBTOTAL $62,597

TOTAL **$65,572**

LINE ITEM 10129-54020 - EQUIPMENT & FURNITURE

1. Protective Shields
The shields offer protection for Waterford Police Officers in the event of civil unrest in Waterford or if requested to a neighboring community. The 54 protective shields, which are made of clear plastic, will allow every sworn officer to be equipped while having five additional spare shields in the event of damage. Recent events have shown that projectiles are often thrown at police during civil unrest events and this will provide Waterford Police Officers some level of protection from serious injury or worse.

2. Lap Top
The Police Department uses a laptop for roll call three times a day (24 hours, day, evening, midnight shift) for our roll call software, vehicle, zone, and equipment assignments. Additionally, Be On The Lookout (BOLO), wanted persons, and important news items from inter-state police sites are viewed in roll call from this computer. Finally, much of the WPD training is viewed through this laptop via a television in roll call.

3. Cell Cameras
To continue to close the blind spots in the cell block area to reduce the Town's liability for potential suicide attempts.

1. Protective Shields (54)	$4,320
2. Lap Top	$1,140
3. Cell Cameras (2)	$4,250
TOTAL	**$9,710**

WATERFORD POLICE DEPARTMENT
2021/2022
BUDGET REQUEST
PERSONNEL SUMMARY

LINE ITEM NO. 10129 51110	ID#	POSITION	DATE HIRE	STATUS	FY'22 wage	FY 2022 261	LONGEVITY	COLL CREDITS	ON CALL	Holiday	Due Day Payout	Sick Day Payout	TOTAL
Admin	C1	POLICE CHIEF	03/95	FT	68.2400	142,485	600	1,200					144,285
	L1	LIEUTENANT	03/01	FT	49.6400	103,648		1,200	3,442	2,698	5,049		116,037
	L2	LIEUTENANT	11/02	FT	49.6400	103,648		1,200	3,442	2,698	4,806		115,794
	L3	LIEUTENANT	05/98	FT	52.1400	108,866		420	3,615	2,834	5,049		120,786
TOTAL - LINE ITEM 10129 51110						349,782	600	3,600	6,883	5,396	14,904	0	496,902

LINE ITEM NO. 10129 51210	ID#	POSITION	DATE HIRE	STATUS	FY'22 wage	FY 2022 261	LONGEVITY	DIFF PAY	EM IT Portion	TOTAL
Clerical		OFFICE COORD		FT	25.5381	46,658				46,658
	423	SECRETARY III	04/99	FT	32.5937	59,549	500			60,049
	425	ACCTS REC/SEC	02/16	FT	24.3219	44,436				44,436
	426	DATA TECH		FT	20.0097	36,558				36,558
	421	EVE SEC	04/97	FT	29.5635	54,013	500	457		54,969
		EMERGENCY SVR IT			35.2200	73,254			-15,000	58,254
TOTAL - LINE ITEM 10129 51210						314,467	1,000	457		300,922

LINE ITEM NO. 10129 51220	ID#	POSITION	DATE HIRE	STATUS	FY'22 wage	FY 2022 261	LONGEVITY	Sick Day Payout	TOTAL
CUSTODIAL	601	CUSTODIAN	05/19	FT	22.0778	46,098			46,098
TOTAL - LINE ITEM 10129 51220						46,098	0		46,098

TOTAL THIS PAGE 843,922

WATERFORD POLICE DEPARTMENT
2021/2022
BUDGET REQUEST
PERSONNEL SUMMARY

LINE ITEM # 10129-51420	ID#	POSITION	DATE OF HIRE	STEP	STATUS	SALARY HR WAGE 261	FY2022 2,088	On Call	COLL CREDITS	Holiday	Due Day Payout	Sick Day Payout	TOTAL
	10	SERGEANT	07/13	3-5	FT	$45.0200	94,002		1,200	2,447	4,362	0	102,011
PATROL	13	SERGEANT	05/09	0-2	FT	$42.8800	89,533		1,200	2,331	3,607	0	96,671
	15	SERGEANT	07/14	3-5	FT	$45.0200	94,002		1,200	2,447	4,362	0	102,011
	17	SERGEANT	08/05	3-5	FT	$45.0200	94,002		1,200	2,447	4,362	1,996	104,007
	18	SERGEANT	08/05	6	FT	$47.2500	98,658		1,200	2,568	4,066	0	106,492
	19	SERGEANT		1	FT	$42.8800	89,533		1,200	2,331			93,064
	20	SERGEANT	08/11	0-2	FT	$42.8800	89,533		1,200	2,331	4,362	0	97,426
	40	OFFICER	03/99	7	FT	$40.8600	85,316		800	2,221	4,156	0	92,492
	41	OFFICER	07/99	7	FT	$40.8600	85,316		1,200	2,221	4,156	0	92,892
	42	OFFICER	03/00	7	FT	$40.8600	85,316		600	2,221	3,197	1,854	93,187
	43	OFFICER	05/00	7	FT	$40.8600	85,316		1,200	2,221	0	0	88,736
	44	OFFICER	05/00	7	FT	$40.8600	85,316		1,200	2,221	4,156	1,407	94,299
	46	OFFICER	07/01	7	FT	$40.8600	85,316		0	2,221	3,348	609	91,493
	53	OFFICER	08/05	6	FT	$38.8900	81,202		740	2,114	0	0	84,056
	54	OFFICER	01/06	6	FT	$38.8900	81,202		150	2,114	3,956	0	87,422
	56	OFFICER	06/08	6	FT	$38.8900	81,202		600	2,114	3,348	0	87,264
	58	OFFICER	12/08	6	FT	$38.8900	81,202		1,200	2,114	3,195	0	87,711
	60	OFFICER	02/09	6	FT	$38.8900	81,202		1,200	2,114	3,956	0	88,472
	65	OFFICER	07/13	6	FT	$38.8900	81,202		1,200	2,114	3,956	0	88,472
	67	OFFICER	07/13	6	FT	$38.8900	81,202		1,200	2,114	3,652	0	88,168
	68	OFFICER	12/13	6	FT	$38.8900	81,202		1,200	2,114	3,772	0	88,288
	70	OFFICER	12/13	6	FT	$38.8900	81,202		1,200	2,114	3,772	0	88,288
	72	OFFICER	06/15	5	FT	$37.0900	77,444		1,180	2,016	3,607	0	84,247
	73	OFFICER	6/15	5	FT	$37.0900	77,444		1,200	2,016	3,607	0	84,267
	74	OFFICER	09/15	5	FT	$37.0900	77,444		690	2,016	3,052	0	83,202
	75	OFFICER	09/16	4	FT	$35.4600	74,040		1,200	1,927	3,171	0	80,339
	77	OFFICER	12/17	3	FT	$33.7700	70,512			1,835	2,274	0	74,621
	78	OFFICER	07/18	3	FT	$33.7700	70,512		900	1,835	979	0	74,226
	79	OFFICER	07/18	4	FT	$35.4600	74,040		1,200	1,927	0	0	77,168
	80	OFFICER	12/18	2	FT	$32.2900	67,422		1,200	1,755	0	0	70,376
	82	OFFICER	4/19	2	FT	$32.2900	67,422		1,170	1,755	0	0	70,346
	83	OFFICER	10/19	2	FT	$32.2900	67,422		1,200	1,755	0	0	70,376
	84	OFFICER	06/20	2	FT	$32.2900	67,422		1,200	1,755	0	0	70,376
	85	OFFICER	06/20	2	FT	$32.2900	67,422		1,200	1,755	0	0	70,376
	86	OFFICER	06/20	2	FT	$32.2900	67,422			1,755	0	0	69,176
	87	OFFICER	08/20	1	FT	$30.5800	63,851		160	1,662	0	0	65,673
	88	OFFICER	08/20	1	FT	$30.5800	63,851		1,200	1,662	0	0	66,713
	89	OFFICER	08/20	1	FT	$30.5800	63,851		610	1,662	0	0	66,123
	90	OFFICER	10/20	1	FT	$30.5800	63,851		1,200	1,662	0	0	66,713
	91 Request	OFFICER		1	FT	$30.5800	63,851		1,200	1,662	0		66,713
TOTAL - LINE ITEM 10129 51420							3,137,199		38,800	81,660	90,431	5,866	**3,353,957**

LINE ITEM # 10129-51430	ID#	POSITION	DATE OF HIRE	STEP	STATUS	HR WAGE 261	FY2022 2,088	On Call	COLL CREDITS	Holiday	Due Day Payout	Sick Day Payout	TOTAL
INV. SVCS.	12	DET. SGT.	10/03	3-5	FT	45.0200	94,002	4,097	1,200	2,447	4,579	1,832	108,156
	24	DET	05/05	6	FT	42.8800	89,533	3,902	1,200	2,331	4,156	1,039	102,161
		DET		3-5	FT	40.8600	85,316	3,718	1,200	2,221	0	0	92,455
	64	Invest.	08/11	3-5	FT	40.8600	85,316	3,718	1,200	2,221	4,156	0	96,611
	57	Invest.	12/08	3-5	FT	40.8600	85,316	3,718		2,221	4,156	0	95,411
TOTAL LINE ITEM 10129 51430							439,482	19,154	4,800	11,440	17,047	2,871	**494,794**

TOTAL THIS PAGE **3,848,750**

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2021-2022 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: Police Department

LINE ITEM	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 YTD	2021-2022 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					0
*Cruiser Charge Outside Jobs	84,215	107,263	39,825	79,650	39,825
East Lyme Animal Control Fee					0
East Lyme Building Rental	42,229	44,340	46,305	50,950	4,645
Enhanced E 9-1-1					0
Fines/Penalties	1,005	1,510	1,820	1,900	80
Finger Printing	5,355	3,015	2,490	2,500	10
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees	700	4,970	9,730	10,000	270
Pistol Permit State Fees	7,500	2,775	17,250	17,250	0
Police Services	6,000	7,000	8,000	10,000	2,000
Precious Metal Permits	20	20	10	10	0
Reports/Photo Copy Fees	1,995	2,594	2,088	2,500	412
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
SRO's	35,000	40,000	45,000	50,000	5,000
State Operational Grants					0
State Traffic Reimbursement	13,994	8,323	0	4,312	4,312
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
TOTALS	198,013	221,810	172,518	229,072	56,554

*This amount is credited to the Fleet Management Account

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10122 EMERGENCY MANAGEMENT

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 FIRST SELECTMAN RECOMM	RECOMMENDED BD OF SELECTMEN (2/2/21)	BOS Approved $ Increase	BOS Approved % Increaxe	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved $ Increase	BOF Approved % Increaxe
PERSONNEL COSTS														
51110	ADMINISTRATION	25,430	73,600		37,016	75,189	75,189	75,189	1,589	2.16%			73,600	-100.00%
51210	CLERICAL/TECHNICAL	38,496	14,256		11,935	14,256	14,256	14,256	0	0.00%			14,256	-100.00%
51240	DISPATCH EDUCATION INCENTIVE	120	2,300		0	2,300	2,300	2,300	0	0.00%			2,300	-100.00%
51440	DISPATCH PERSONNEL	632,716	642,931		300,200	647,530	647,530	647,530	4,599	0.72%			642,931	-100.00%
51810	DISPATCH OVERTIME	238,017	131,668		51,770	131,668	131,668	131,668	0	0.00%			131,668	-100.00%
51823	EMERGENCY PERSONNEL	496	1,800		0	1,800	1,800	1,800	0	0.00%			1,800	-100.00%
51830	TRAINING OVERTIME	2,220	7,080		272	7,080	7,080	7,080	0	0.00%			7,080	-100.00%
51920	FICA	66,181	66,069		28,144	68,198	68,198	68,198	2,129	3.22%			66,069	-100.00%
	SUBTOTAL	1,003,676	939,704	0	429,337	948,021	948,021	948,021	8,317	0.89%	0	0	939,704	-100.00%
SERVICES														
52010	ADVERTISING	0	200		0	200	200	200	0	0.00%			200	-100.00%
52020	POSTAGE	6	50		1	1,000	1,000	1,000	950	1900.00%			50	-100.00%
52030	PROFESSIONAL FEES	897	1,000		298	1,000	1,000	1,000	0	0.00%			1,000	-100.00%
52040	SERVICE CONT & REPAIR	40,593	45,524		18,046	43,920	43,920	43,920	(1,604)	-3.52%			45,524	-100.00%
52050	DUES, CONF., & EDUCATION	5,982	22,084		1,347	22,084	22,084	22,084	0	0.00%			22,084	-100.00%
52060	PRINTING	0	200		0	200	200	200	0	0.00%			200	-100.00%
52080	TELEPHONE	0	25,537		14,935	28,368	28,368	28,368	2,831	11.09%			25,537	-100.00%
52100	ELECTRICITY	29,326	35,546		18,562	0	0	0	(35,546)	-100.00%			35,546	-100.00%
52300	TRAINING, EDUC & EMERG	36,886	2,600		0	2,600	2,600	2,600	0	0.00%			2,600	-100.00%
52370	DISPATCH CLOTHING ALLOWANCE	732	3,760		2,243	3,760	3,760	3,760	0	0.00%			3,760	-100.00%
52415	GENERATOR MAINTENANCE	3,350	8,200		0	6,200	6,200	6,200	(2,000)	-24.39%			8,200	-100.00%
	SUBTOTAL	117,772	144,701	0	55,432	109,332	109,332	109,332	(35,369)	-24.44%	0	0	144,701	-100.00%
MATERIALS & SUPPLIES														
53010	OFFICE SUPPLIES	156	250		44	250	250	250	0	0.00%			250	-100.00%
53020	OTHER SUPPLIES	988	1,000		827	1,030	1,030	1,030	30	3.00%			1,000	-100.00%
53090	FUELS & LUBRICANTS	0	600		0	1,030	1,030	1,030	430	71.67%			600	-100.00%
53120	SHELTER SUPPLIES	0	600		0	600	600	600	0	0.00%			600	-100.00%
53130	RADIOLOGICAL SUPPLIES	0	400		0	400	400	400	0	0.00%			400	-100.00%
	SUBTOTAL	1,144	2,850	0	871	3,310	3,310	3,310	460	16.14%	0	0	2,850	-100.00%
EQUIPMENT														
54120	DISPATCH CENTER EQUIPMENT	0	1		0	2,000	2,000	2,000	1,999	199900.00%			1	-100.00%
54150	SURPLUS EQUIPMENT	0	1		0	1	1	1	0	0.00%			1	-100.00%
54190	EMERGENCY EQUIPMENT	0	1		0	1	1	1	0	0.00%			1	-100.00%
	SUBTOTAL	0	3	0	0	2,002	2,002	2,002	1,999	66633.33%	0	0	3	-100.00%
DEPARTMENT TOTAL		1,122,592	1,087,258	0	485,640	1,062,665	1,062,665	1,062,665	(24,593)	-2.26%	0	0	1,087,258	-100.00%

Emergency Management
FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Waterford Emergency Management Department is the managerial function charged with creating the framework within which the Town of Waterford reduces vulnerability to hazards and copes with disasters. The Emergency Management Department protects the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. This is accomplished through partnerships and cooperation with surrounding towns, State and Federal agencies, as well as commercial organizations.

The primary purpose of the Waterford Emergency Communications Center is to receive, process and disseminate information to police, fire, Waterford Ambulance Service, YNHH Lawrence + Memorial Hospital Paramedics and neighboring public safety agencies. The Waterford Emergency Communications Center is a 24 hours per day, 365 days per year operation that works with every Town of Waterford Department and the Board of Education answering burglar and fire alarms, as well as sewer alarms for the WPCA. The Waterford Emergency Communications Center is in constant communication with Public Works crews and utility companies during storms. The Waterford Emergency Communications Center serves as the core of the Waterford Community-wide Emergency Action Plan and information center, and disseminates information to other Emergency Operations Centers within the Environmentally Protected Zone (EPZ) surrounding the Millstone Power Station.

The Waterford Emergency Management Department continues its partnerships with the City of New London, New London Port Area Marine Group and the Millstone nuclear power facility.

FY2022 BUDGET SUMMARY

The proposed FY 2021/22 Emergency Management Department budget represents a decrease of 2.26% over the FY 2020/21 approved budget. The majority of line items have no change or minimal change. The largest line item change is seen in annual electricity costs as this item has been moved to the Facility Maintenance Budget.

I assumed responsibility for the Emergency Management Department on April 6, 2020 as the Emergency Management Director. This full time position was created in the FY 2020/21 budget by merging the Emergency Management Director stipend and Emergency Management Assistant salary into the Emergency Management Director salary. I came to this position with 31 years of law enforcement experience. Five years were at the supervisory level, 5 years were at the middle management level and 8 years were spent as captain in an administrative capacity overseeing several divisions of the police department including the Emergency Communications Center. I prepared this fiscally conservative budget while limiting spending where able, moving funding where necessary and increasing funding only when required to meet department mandates and expectations.

In FY 2020/21 the Emergency Management Department subscribed to the Everbridge mass notification service. This service is in the IT budget for FY 2021/22. Everbridge, also informally known as "Reverse 911," allows for instant mass notifications to Waterford residents enhancing our ability to keep the public informed during any type of incident. I have transferred a database of our residents "needing assistance" from an antiquated software program to Microsoft Access and have uploaded that contact group into Everbridge for immediate notifications and to improve our response to their specific needs. All resident and business land-lines are currently in the system, and residents will soon have the ability to enter additional forms of contact into the system. I continue to work on projects that streamline and improve the emergency management function in town.

The proposed FY 2021/22 Emergency Management and Waterford Emergency Communications Center budget allows for the Town of Waterford to maintain current Federal and State standards of acceptance. As the Town of Waterford has a nuclear power plant within our town borders, the WECC must comply with required objectives from the Nuclear Regulatory Commission while being prepared for natural and storm related emergencies and disasters.

This budget represents three municipal responsibilities; Emergency Management, Waterford Emergency Communications Center and the Town-wide P25 radio system. The majority of costs for the Town-wide P25 radio system are for radio shelter expenses.

BUDGET EXPLANATIONS BY CATEGORY

51110 - ADMINISTRATION

This position was filled with a full-time Emergency Management Director for the first time on April 6, 2020. There is no change as the contract for this position expired on June 30, 2020 and a new contract with the Town has yet to be settled. A portion of this salary is eligible for reimbursement through the Emergency Management Performance Grant (EMPG) program and the Nuclear Safety Emergency Program (NSEP). The reimbursement varies slightly each year; EMPG can be up to25% and NSEP can be up to 50%. These reimbursements go into the general fund.

51210 - CLERICAL/TECHNICAL

Clerical/Technical has remained the same. $10,000 of this line item is for IT support for the department.

51240-DISPATCH EDUCATION INCENTIVE

An amount of ten dollars ($10.00) per annum per college credit shall be paid to any employee who successfully completed a course at an accredited college or university within the field of emergency communications, provided, however, that the employee has completed his/her probationary period and that payment under this provision shall not be made for more than one hundred and twenty (120) credits cumulative.

51440 - DISPATCH PERSONNEL

This line item includes the salaries for nine (9) public safety dispatchers who operate the Emergency Communications Center. The contract between the dispatcher's union and the town expired on June 30, 2020 and a new contract has yet to be settled. Step increases have been calculated for this budget, but no annual increase has been included. As there was no increase included in the FY 2020/21 budget and again for the FY 2021/22 budget, there will be shortfalls of $24,577 and $36,932 respectively based on the increases that have been recently applied to other town union and non-union agreements. Also included are part time dispatchers' wages. A full-time dispatcher was certified at the start of the current fiscal year and a part-time dispatcher has been recently certified. There are two part-time dispatchers currently training. Part-time dispatchers are crucial to helping control over-time costs.

51810 - DISPATCH OVERTIME

There is no change to Dispatch Overtime. This line item is designed to provide funding to cover shifts, which are vacant because of authorized approved time off, and /or vacancies that have been created by resignations or retirements.

51823 - EMERGENCY PERSONNEL

This line item is for emergency workers' salaries to attend and/or instruct emergency management education and training programs, assist during emergencies, participate in drills and emergency information data input. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Emergency Fund.

51830 - TRAINING OVERTIME

There was no change to this line item. Training salaries are strictly related to wages, which are paid at a time and a half rate for recertification training and other training that may be required for certification. The full-time and part-time dispatchers are required to have a minimum of 8 hours of training for Emergency Medical Dispatching (EMD), COLLECT, and CPR. The line has been increased due to the training hours going from 12 hours to 16 hours to allow for APCO in-service trainings, such as caller interrogation, crisis intervention, and active shooter. These trainings will help the dispatchers provide better customer service to residents and visitors to the Town of Waterford.

51920 - FICA

This amount is 7.65% of the total of all personnel in the 51000 series.

52010 - ADVERTISING

The amount requested will be used for placing emergency procedures, public information notices and legal ads. This line has not changed.

52020 -POSTAGE

This amount will be used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center. This line was increased to allow for quarterly mailings to approximately 500 residents of town who are in the Emergency Management Department's "needs assistance" database for requiring assistance during emergencies and/or evacuations.

52030-PROFESSIONAL FEES

The Dispatch Center has been required to utilize outside professional resources which may include, but not be limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Monies allocated for interpreting of both language and documents have been issued. Professional advice from training counselors is also commonplace. Dispatchers' physicals and confidential counseling is also taken from this Line Item. This line item will be utilized as additional full and part time hires are anticipated in the coming fiscal year.

52040 - SERVICE CONTRACT AND REPAIRS

There is an 3.52% decrease in this line item. A 3% cost escalator was added to the service contracts. The following service contracts were removed from this line; Waltham Exterminator (moved to Facility Maintenance budget) and EMCOR HVAC (moved to Facility Maintenance budget).

52050 - DUES, CONFERENCES AND EDUCATION

There is no change to this line item. This line item covers all conferences and training for the Communications Center and Emergency Management as well as college reimbursement.

52060 - PRINTING

This amount will be used for the items that cannot be printed in the town print room, such as but not limited to, poster size enlargements for the EOC with radiological and evacuation informational updates, and color Millstone zone maps, plow routes for DPW, and maps of all roadways for storm related incidents. Most expenses are eligible for up to 50% reimbursement under the state and local assistance program.

52070 - REIMBURSABLE EXPENSES
This line item has been zeroed out due to Emergency Management having an assigned vehicle.

52080 - TELEPHONE
This line item has an 11.08% increase this year. Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center is the routine telephone expenses for business telephones, remote lines that connect remotely located radios; alarm monitoring lines, computer lines, cellular phones, fiber and (1) T1line for the 800mhz Radio System. There are still several months in FY 2020/21 that are increasing the overall mean average. This line item was determined by reviewing the past 24 months billing.

52100 - ELECTRICITY
This line item has been moved to the Facility Maintenance budget.

52300 - TRAINING, EDUCATION & EMERGENCIES
Included in this line item is participation in the annual Millstone rehearsal and exercise. Additionally, the town is under a Federal Mandate contained within the Superfund Amendments Authorization Act 1986 (SARA) Title III to participate in an annual hazardous materials emergency exercise. This line item is also used for any type of emergency that may occur such as, but not limited to, blizzards, hurricanes or flooding, as well as any expenditure necessary relating to the preparation, mitigation, response and recover of any emergency. Also included are funds for personnel to attend and/or purchase supplies for Emergency Management Education and Training Programs, emergency information data input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

52370 - DISPATCH CLOTHING ALLOWANCE
The Town is required by the CBA to provide each full-time dispatcher three (3) long sleeved uniform shirts and three (3) short-sleeved uniform shirts, and two (2) sweatshirts. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse the full-time dispatchers for khaki style pants, not to exceed a total of one hundred dollars ($100).

52415 - GENERATOR MAINTENANCE
This line item is reduced 24.39%. A review of the costs associated with this line indicated that it was over funded. A number of emergency generators provide electrical power to certain town facilities during extended power outages. Emergency Management has 2 portable generators, 4 generators located at the tower sites and 5 portable back-up generators for the 800 mhz Radio System.

53010 - OFFICE SUPPLIES
This line is based on prior year history and current year projections and there was no increase.

53020 - OTHER SUPPLIES
This line remains unchanged. Included in this line item are funds for Info-USA cross reference directories, which are used as a reference to maintain the town residents' database. The other portion of the requested amount is used to purchase protective gear for emergency workers and easily identifiable emblems, etc., to be kept on hand for use during an emergency and miscellaneous items for the Dispatch Center including: cleaning pads, equipment, etc. Some items are eligible for up to 50% reimbursement through the EMPG program.

53090 - FUELS & LUBRICANTS

This line was increased to the FY 2019/20 approved amount as a vehicle was returned to service in the Emergency Management Department. This line item covers gas for the radio project shelters and for the emergency management vehicle.

53120 - SHELTER SUPPLIES

This line remains unchanged. This request represents the amount needed to increase and maintain the readiness level of supplies required to adequately equip a shelter/pet shelter for an evacuation within the town, such as for a storm-related emergency condition. It will be used to purchase the necessary items that must be kept on hand. Perishable food products and consumable items such as disposable pillowcases are replaced at the end of each fiscal year.

53130 - RADIOLOGICAL SUPPLIES

This line remains unchanged. This line item is used to purchase radiological monitors, warning and evacuation signs and equipment, protective clothing and decontamination supplies.

54120 - DISPATCH EQUIPMENT

This line has been increased for the purpose of purchasing large monitors for the Emergency Operations Center. Partial funding was moved from 52415-Generator Maintenance to this line to replace aging monitors, as well as purchase large monitors for the Emergency Communications Center for the monitoring of security cameras in the Police Department and Public Safety buildings. There are currently multiple cameras being monitored on a small computer screen for police officer, employee, citizen and prisoner safety. The sizing of the current images makes it nearly impossible to effectively monitor these safety systems.

54150 - SURPLUS EQUIPMENT

This line remains unchanged. This amount is used to purchase surplus state and federal equipment. The office of emergency management is one of the few agencies in town with that capability.

54190 - EMERGENCY EQUIPMENT

This line remains unchanged. No purchases are planned in this line item for this budgetary period however, it is requested that this line item remain open. In the event of an emergency this department needs the ability to purchase items immediately without delay. Also for reimbursement purposes a separate line item should be maintained.

ANNUAL BUDGET DEPT/AGENCY: 10122 EMERGENCY MANAGEMENT FISCAL YEAR 2021-22

LINE ITEM		COLUMN 1 2019/20 ACTUAL EXPENDED	COLUMN 2 2020/21 R.T.M. APP.	COLUMN 3 2019/20 TRANSERS ADD.	COLUMN 4 ACTUAL EXPENDED 11/30/2020	COLUMN 5 2021/22 DEPT/AGY REQUEST	COLUMN 6 2021/22 APPR BD/COMM.	COLUMN 7 2021/22 APPR BD/SEL	COLUMN 8 2021/22 BD OF FIN RECOMM.	COLUMN 9 2021/22 R.T.M. APPROVED
10222	DESCRIPTION									
51000	PERSONNEL COSTS									
51110	ADMINISTRATION	25,430	73,600	26,500	31,233	75,169				
51210	CLERICAL/TECHNICAL	38,496	14,256	(26,500)	11,604	14,256				
51240	DISP. EDUCATION INCENTIVE	120	2,300	(2,180)	0	2,300				
51440	DISPATCH PERSONNEL	632,716	642,931	1,246	246,603	647,530				
51810	DISPATCH OVERTIME	238,017	131,668	106,350	48,197	131,668				
51823	EMERGENCY PERSONNEL	496	1,800	(1,300)	0	1,800				
51830	TRAINING OVERTIME	2,220	7,080	(4,850)	0	7,080				
51920	FICA	66,181	66,069	(2,880)	23,546	68,198				
SUB-TOTAL		$1,003,676	939,704		361,383	948,021	0	0	0	0
52000	SERVICES									
52010	ADVERTISING	0	200	(200)	0	200				
52020	POSTAGE	6	50	0	1	1,000				
52030	PROFESSIONAL FEES	897	1,000	(102)	298	1,000				
52040	SERV. CONT. & REPAIRS	40,593	45,524	(7,060)	19,163	43,920				
52050	DUES, CONF. & EDUCATION	5,982	22,084	(16,075)	1,347	22,084				
52060	PRINTING	0	200	(200)	0	200				
52080	TELEPHONE	29,326	25,537	1,703	15,272	28,368				
52100	ELECTRICITY	36,886	35,546	(1,443)	16,113	0				
52300	TRAINING, EDUC & EMERG	0	2,600	(2,600)	0	2,600				
52370	DISP. CLOTHING ALLOWANCE	732	3,760	(3,100)	2,243	3,760				
52415	GENERATOR MAINTENANCE	3,350	8,200	(3,116)	0	6,200				
SUB-TOTAL		117,771	144,701		54,436	109,332	0	0	0	0
53000	MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	156	250	0	44	250				
53020	OTHER SUPPLIES	988	1,000	0	776	1,030				
53090	FUEL & LUBRICANTS	0	600	(1,400)	0	1,030				
53120	SHELTER SUPPLIES	0	600	(600)	0	600				
53130	RADIOLOGICAL SUPPLIES	0	400	400	0	400				
SUB-TOTAL		1,144	2,850		820	3,310	0	0	0	0
54000	EQUIPMENT									
54120	DISPATCH CENTER EQUIPMENT	0	1	0	0	2,000				
54150	SURPLUS EQUIPMENT	0	1	0	0	1				
54190	EMERGENCY EQUIPMENT	0	1	0	0	1				
SUB-TOTAL		0	3	0	0	2,002	0	0	0	0
DEPARTMENT TOTAL		1,122,591	1,087,258		416,639	1,062,665	0	0	0	0

TOWN OF WATERFORD
PERSONNEL WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	GRADE	HRS	RATE	SALARY 2020/2021	SALARY 2021/2022	LONGEVITY PER CONTRACT	DUE DAY HOLIDAY PAYOUT PER CONTRACT	TOTAL LINE	PAYROLL TAXES	PERCENT INCREASE/ DECREASE
51110 - ADMINISTRATION											
	EMER. MANAGEMENT DIRECTOR		N/A		73,600.00	75,189.00	0.00		75,189.00	5,751.96	2.16%
	TOTALS				73,600.00	75,189.00	0.00		75,189.00	5,751.96	2.16%
51210 - CLERICAL/TECHNICAL											
	SECRETARIAL SERVICES		130	$ 32.7338	14,256.00	14,256.00			14,256.00	1,090.58	0.00%
	TOTALS				14,256.00	14,256.00	0.00		14,256.00	1,090.58	
51440 - DISPATCH PERSONNEL				HOURLY RATE							
09/23/96	DISPATCHER II	STEP 6/7	40	34.6513	70,449.71	75,184.84	700.00	2,359.00	78,243.84	5,985.65	11.06%
05/15/97	DISPATCHER I	STEP 7	40	33.0681	68,781.65	68,781.65	700.00		69,481.65	5,315.35	1.02%
06/02/97	DISPATCHER I	STEP 7	40	33.0681	68,781.65	68,781.65	700.00	3,439.00	72,920.65	5,578.43	6.02%
04/22/02	DISPATCHER I	STEP 7	40	33.0681	68,781.65	68,781.65	550.00	1,587.00	70,918.65	5,425.28	3.11%
05/22/17	DISPATCHER I	STEP 5/6	40	31.4934	65,506.27	64,275.61	0.00	3,059.00	67,334.61	5,151.10	2.79%
09/23/19	DISPATCHER I	STEP 1/2	40	25.9097	53,892.18	53,892.18	0.00		53,892.18	4,122.75	0.00%
10/02/19	DISPATCHER I	STEP 1/2	40	25.9097	53,892.18	53,892.18	0.00		53,892.18	4,122.75	0.00%
01/16/20	DISPATCHER I	STEP 3/4	40	28.5654	62,387.00	59,299.76	0.00		59,299.76	4,536.43	-4.95%
02/20/20	DISPATCHER I	STEP 1/2	40	25.9097	53,892.18	53,541.68	0.00		53,541.68	4,095.94	-0.65%
	PART TIME DISPATCHERS				37,960.00	37,960.00			37,960.00	2,903.94	0.00%
	HOLIDAY PAY				30,045.00	30,045.00			30,045.00	2,298.44	0.00%
	TOTALS				634,369.47	634,436.20	2,650.00	10,444.00	647,530.20	49,536.06	
51810-DISPATCH OVERTIME					131,668.00	131,668.00			131,668.00	10,072.60	0.00%
51823-EMERGENCY PERSONNEL					1,800.00	1,800.00			1,800.00	137.70	0.00%
51830-TRAINING OVERTIME					7,080.00	7,080.00			7,080.00	541.62	0.00%
FICA TOTAL FROM	FRINGE BENEFIT PAGE									936.66	
TOTALS - EMERGENCY MANAGEMENT DEPARTMEN					862,773.47	864,429.20	2,650.00	10,444.00	877,523.20	68,067.18	1.71%

WORKDAYS 2021/22	WEEKS TO BUDGET SALARY
260	52

TOWN OF WATERFORD
PERSONNEL WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

Employee	Step	Date	Rate	# of Days	# of Hours	Step Pay	Step	Increase Date	Rate	# of Days	# of Hours	Step Pay	21-22 Pay	Year Ending
Annibalini, Devon	1	1-Jul-21	24.6796	50	284.931507	7,031.9956	2	20-Aug-21	25.9097	315.00	1795.06849	46,509.6861	53,541.6817	30-Jun-22
Waselik, Rich	3	1-Jul-21	27.2052	15	85.4794521	2,325.4856	4	16-Jul-21	28.5654	350.00	1994.52055	56,974.2773	59,299.7629	30-Jun-22
Finnigan, Shawn	1	1-Jul-21	25.9097	0	0	-	2	1-Jul-21	25.9097	365.00	2080	53,892.1760	53,892.1760	30-Jun-22
Powell, Trina	1	1-Jul-21	24.6796	0	0	-	2	1-Jul-21	25.9097	365.00	2080	53,892.1760	53,892.1760	30-Jun-22
Cook, Tina	5	1-Jul-21	29.9937	144	820.60274	24,612.9124	6	22-Nov-21	31.4934	221.00	1259.39726	39,662.7017	64,275.6141	30-Jun-22
Jodie Strohl	6	1-Jul-21	34.6513	50	284.931507	9,873.2471	7	20-Aug-21	36.3839	315.00	1795.06849	65,311.5925	75,184.8396	30-Jun-22

260 Working Days

S. DeScisiolo, T. Goodhind and M. Smith are at Top Step

TOWN OF WATERFORD
PART TIME, OVERTIME & TRAINING OVERTIME WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

Effect of Yet to be Determined Contract Increases

	Salary	Due Day Holiday Payout	Longevity	Total Line	Payroll Taxes	Salary	Due Day Holiday Payout	Longevity	Total Line	Payroll Taxes
S. Sinagra	**2021 2.25%**					**2022 2.25%**				
	76,881				5,881	78,611				6,014
Clerical/Tech	14,577				1,115	14,905				1,140
	2021 2.25%					2022 2.25%				
J. Strohl	76,876	2,412	700	79,988	6,119	78,606	2,466	700	81,772	6,256
T. Goodhind	70,329		700	71,029	5,434	71,911		700	72,611	5,555
S. Descisciolo	70,329	3,516	700	74,545	5,703	71,911	3,595	700	76,206	5,830
M. Smith	70,329	1,623	550	72,502	5,546	71,911	1,660	550	74,121	5,670
T. Cook	65,722	3,128		68,850	5,267	67,201	3,198		70,399	5,386
T. Powell	55,105			55,105	4,216	56,345			56,345	4,310
S. Finnigan	55,105			55,105	4,216	56,345			56,345	4,310
R. Waselik	60,634			60,634	4,639	61,998			61,998	4,743
D. Annabalini	54,746			54,746	4,188	55,978			55,978	4,282
Total	670,633	10,679		683,962	52,324	685,722	10,919		699,291	53,496
Regualr Wages	683,962				52,324	699,291				53,496
Dispatch OT	134,631				10,299	137,660				10,531
Training OT	7,239				141	7,402				144
Part-time	37,960				554	37,960				554
Holiday Pay	30,721				2,350	31,412				2,403

2021 Approved	935,604
2021 CBA Inc	960,181
2021 Increase	**24,577**

2022 Proposed	943,921
2022 CBA Inc	980,853
2022 Increase	**36,932**

TOWN OF WATERFORD
PART TIME, OVERTIME & TRAINING OVERTIME WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020-21 RTM APPROVED	2020/21 ACTUAL TO DATE	2021/22 PROPOSED	% INCREASE/ (DECREASE)
51440	PART TIME DISPATCHERS								
			Included in Full-Time Actuals			37,960		37,960	0.00%

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 Actual	2020-21 RTM APPROVED	2020/21 ACTUAL TO DATE	2021/22 PROPOSED	% INCREASE/ (DECREASE)
51810	DISPATCH OVERTIME								
		192,785	122,432	151,758	151,758	131,688	48,197	131,688	0.00%

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 Actual	2020-21 RTM APPROVED	2020/21 ACTUAL TO DATE	2021/22 PROPOSED	% INCREASE/ (DECREASE)
51830	TRAINING OVERTIME								
		3,583	4,365	4,365	4,333	7,080	-	7,080	0.00%

			HOURLY OVERTIME RATE	HOURS		TOTAL
1	DISPATCHER II	PS-05 STEP 7	54.57	16		873.12
3	DISPATCHER 1	PS-04 STEP 7	49.60	16		2,380.80
1	DISPACTHER 1	PS-04 STEP 6	47.23	16		755.68
1	DISPACTHER 1	PS-04 STEP 4	42.84	16		685.44
3	DISPACTHER 1	PS-04 STEP 2	38.85	16		1,864.80
					Total	6,559.84

PART-TIME

I. Carpenter	18.25
B. Chappel	18.25
K. Hosp	18.25
J. Nott	22.63

TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2021-2022 FISCAL YEAR

		LINE 52370		LINE 51240	LINE 51440		LINE 51920	
POSITION	DATE OF HIRE	CLOTHING ALLOWANCE	HRA FUNDING	EDUCATION INCENTIVE	HOLIDAY/ DUE DAY	TOTAL FRINGE BENEFITS	PAYROLL TAXES(F.I.C.A)	
DISPATCHER II	9/23/1996	100.00			2,359.00	2,459.00	188.11	J. Strohl
DISPATCHER I	05/15/97	100.00				100.00	7.65	T.Goodhind
DISPATCHER I	06/02/97	100.00		900.00	3,439.00	4,439.00	339.58	S. Descisciolo
DISPATCHER I	04/22/02	100.00			1,587.00	1,687.00	129.06	M. Smith
DISPATCHER I	05/22/17	100.00			3,059.00	3,159.00	241.66	T. Cook
DISPATCHER I	09/23/19	100.00				100.00	7.65	Trina Powell
DISPATCHER I	10/02/19	100.00				100.00	7.65	S. Finnigan
DISPATCHER I	01/16/20	100.00				100.00	7.65	R. Waselik
DISPATCHER I	02/20/20	100.00				100.00	7.65	D. Annabalini
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
						-	-	
TOTAL - FRINGE BENEFITS		$900.00	0.00	$900.00	$10,444.00	$12,244.00	$936.66	

TOWN OF WATERFORD
ADVERTISING-POSTAGE-PROF. FEES - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52010	ADVERTISING	396	150	-	200	200	200	0.00%

ACCOUNT JUSTIFICATION
The amount requested will be used for placing emergency procedures, public information notices and legal ads in the newspaper.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52020	POSTAGE	7	9	40	50	50	1,000	1900.00%

ACCOUNT JUSTIFICATION
This amount will be used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center. Proposed increase is for mailed written notifications to residents on our "Needs Assistance" list in the event of an emergency or evacuation.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52030	PROFESSIONAL FEES	449	993	607	1,000	1,000	1,000	0.00%

ACCOUNT JUSTIFICATION

The Dispatch Center has been required to utilize outside professional resources which may include, but not be limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Monies allocated for interpreting of both language and documents have been issued. Professional advice from training counselors is also common place. Dispatchers' physicals and confidential counseling is also taken from this Line Item.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52040	SERVICE CONTRACTS & REPAIRS	314,832	308,948	326,354	45,524	45,524	43,920	-3.52%

ACCOUNT JUSTIFICATION

ATLANTIC BROADBAND	$158.00/MONTH	1,896	Cable TV for EOC
CRYSTAL ROCK	36.91/MONTH	443	Water Coolers Dispatch & EOC
WALTHAM	$92.00 QUARTERLY	-	Moved to Facility Maintenance
RICOH	$99.00 MONTHLY	1,188	Copier in Dispatch Center
RICOH	$.052/PAGE	260	5000 Pages
EATON- DISPATCH UPS	ANNUAL	3,910	Preventative Maintenance for UPS for Dispatch Center
EATON-5 RADIO TOWER SITES UPS	ANNUAL	3,223	Preventative Maintenance for UPS for Radio Tower Sites
EMCOR-5 RADIO TOWER SITES HVAC	ANNUAL	-	Moved to Facility Maintenance
WALTHAM - MINER LANE RADIO SHELTER	$96.00 QUARTERLY	-	Moved to Facility Maintenance
VEHICLE MAINTENANCE	ESTIMATED COST OF REPAIRS	1,500	Vehicle Maintenance for Emergency Management vehicle
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	7,500	Cost for Damaged Equipment in the Dispatch Center & EOC
BATTERIES-TOWNWIDE RADIOS		12,000	Replacement Batteries for Portable Radios
REPAIRS/SERVICE CALLS FOR TOWNWIDE RADIOS		12,000	Repair Costs for Portables and Mobiles
	TOTAL	43,920	

TOWN OF WATERFORD
DUES-CONFERENCES-EDUCATION, PRINTING & REIMB. EXPENSES -EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52050	DUES, CONF & EDUCATION	10,197	16,341	239,634	22,084	22,084	22,084	0.00%

ACCOUNT JUSTIFICATION

APCO

DUES-9 FT DISPATCHER & EMD		$69 ea.	690
RECERTIFICATION-APCO PST-7	9 FULLTIME DISPATCHERS	$30 ea.	270
INSERVICE TRAINING - 8 HOUR CLASS	9 FT DISPATCHERS	$200 ea.	1,800
APCO ATLANTIC CHAPTER CONFERENCE	9 FT DISPATCHERS	$150 ea.	1,350
NENA 911 Dues	EMD and DISPATCHER II	$137	274

The above costs are for the fees for the registation of classes and memberships.

EMERGENNCY MANAGMENT CONFERENCE

2 EM PERSONNEL TO ATTEND — 5,000

TRI-TECH/APCO/NENA CONFERENCE

1 DISPATCHER AND 1 IT PERSON TO ATTEND THE CONFERENCE — 4,500

CT EMERGENCY MANAGEMENT ASSOC. — DUES-DIRECT. & ADMIN.OFCR. — $100 ea. — 200

COLLEGE REIMBURSEMENT

Per Union contract — 8,000

22,084

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52060	PRINTING	200	185	60	200	200	200	0.00%

This amount will be used for the items that cannot be printed in the town print room, such as but not limited to, poster size enlargements for the EOC with radiological and evacuation informational updates, & color Millstone zone maps.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52070	REIMBURSABLE EXPENSES	77	-	-	-	-	-	0.00%

This amount is for out-of-pocket expenditures by emergency management/dispatch staff. This line item also covers gas for the use of personal vehicles used during emergencies or for transportation for administrative or educational functions. It represents an average of 371-miles per year, at the mileage reimbursement guideline rate of 54 cents per mile.

TOWN OF WATERFORD
TELEPHONE - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52080	TELEPHONE	59,077	27,977	26,226	27,624	25,537	28,368	11.09%

ACCOUNT JUSTIFICATION

The amount requested is the current rate. Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center is the routine telephone expenses for business telephones, remote lines that connect remotely located radios; alarm monitoring lines, computer lines, cellular phones, fiber optics lines and 1-T1 line for the 800mhz Radio System.

MONTH	COST
December-18	1,358
January-19	3,230
February-19	1,301
March-19	1,812
April-19	1,501
May-19	1,417
June-19	1,555
July-19	1,305
August-19	1,372
September-19	9,284
October-19	1,308
November-19	1,486
December-19	2,025
January-20	4,727
February-20	1,394
March-20	1,409

MONTH	COST
April-20	1,305
May-20	2,165
June-20	1,519
July-20	1,500
August-20	1,465
September-20	9,175
October-20	1,568
November-20	1,566
TOTAL	**56,747**

Mean Average 2,364 x 12 months = 28,368

Cost for Dark Fiber for Radio System is $11,000 annually

F.Y. 2021/22	**28,368**

TOWN OF WATERFORD
ELECTRICITY - EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52100	ELECTRICITY	37,731	34,509	36,424	38,316	34,032	-	-100.00%

ACCOUNT JUSTIFICATION

The amount requested is the current rate. This line item is for electricity expenses for the Dispatch Center at 204 Boston Post Rd. and the 5 tower sites for the 800mhz Radio System.

DATE	EVERSOUCE	CCM	TOTAL COST
Moved to Facility Maintenance Budget			

DATE	EVERSOUCE	CCM	TOTAL COST

Total -

Mean Average - 0

F.Y. 2019/20 COST	-

TOWN OF WATERFORD
EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52300	TRAINING, EDUCATION & EMERGENCIES	2,570	2,552	1,364	2,600	2,600	2,600	0.00%

ACCOUNT JUSTIFICATION

Included in this line item is participation in the annual Millstone rehearsal and exercise. Additionally, the town is under a Federal Mandate contained within the Superfund Amendments Authorization Act 1986 (SARA) Title III to participate in an annual hazardous materials emergency exercise. This line item is also used for any type of emergency that may occur such as, but not limited to, blizzards, hurricanes or flooding, as well as any expenditure necessary relating to the preparation, mitigation, response and recover of any emergency. Also included are funds for personnel to attend and/or purchase supplies for Emergency Management Education and Training Programs, emergency information data input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52370	DISPATCH CLOTHING ALLOWANCE	2,362	1,896	2,459	3,760	3,760	3,760	0.00%

ACCOUNT JUSTIFICATION

Per Union contract the Town shall provide 3 long sleeved shirts, 3 short sleeved shirts and 2 sweatshirts to each dispatcher. The town will replace shirts as needed upon request of the employees. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse employees for khaki style pants, not to exceed $100. Clothing allowance for part-time dispatchers $800.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
52415	GENERATOR MAINTENANCE	4,678	4,642	1,467	5,702	5,700	6,200	8.77%

ACCOUNT JUSTIFICATION

Emergency Management has 1-100kw and 1-30kw portable generators, 5-27kw units obtained from the military five (5) 1033 program and 3-25kw & 1-35kw generators located at each of the tower sites for the townwide radio system. The maintenance contract for the five (5) generators for upkeep and routine service is $1,700 annually. Parts, labor & other associated costs incurred by repairs that are above & beyond the annual maintenance contract for both the 1033 generators and the five (5) generators covered by the service contract is estimated at an additional $4,500, for a total of $6,200.

TOWN OF WATERFORD
OFFICE SUPPLIES, OTHER SUPPLIES & FUELS & LUBRICANTS- EMERGENCY MANAGEMENT DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
53010	OFFICE SUPPLIES	248	123	250	250	250	250	0.00%

ACCOUNT JUSTIFICATION

Funds in this line item are used to cover the expense of office supplies that are not available through the purchasing agent, such as color ink printer cartridges, also miscellaneous special order items needed during a drill or emergency and items needed immediately.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
53020	OTHER SUPPLIES	930	436	903	1,030	1,030	1,030	0.00%

ACCOUNT JUSTIFICATION

Included in this line item are funds for Info-USA cross reference directories which are used as a reference to maintain the town residents' database. The other portion of the requested amount is used to purchase protective gear for emergency workers and easily identifiable emblems to be kept on hand for use during an emergency. Cleaning supplies, computer equipment, such as wireless mouses and keyboards, batteries for equipment in the center, and headsets for dispatchers.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
53090	FUELS & LUBRICANTS	579	885	112	1,030	600	1,030	71.67%

ACCOUNT JUSTIFICATION

This line item covers gas for the radio tower sites and the emergency management vehicle. Increase is due to the return of an emergency management vehicle after its removal from the budget in 2020/21.

TOWN OF WATERFORD
SHELTER & RADIOLOGICAL SUPPLES & EQUIPMENT- EMERGENCY MANAGEMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
53120	SHELTER SUPPLIES	65	827	504	600	600	600	0.00%

ACCOUNT JUSTIFICATION

This request represents the amount needed to increase and maintain the readiness level of supplies required to adequately equip a shelter/pet shelter for an evacuation within the town, such as for a storm-related emergency condition. It will be used to purchase the necessary items that must be kept on hand. Perishable food products and consumable items such as disposable pillowcases are replaced at the end of each fiscal year.

LINE ITEM	ACCOUNT NAME	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 RTM APPROVED	2020/21 APPROVED	2021/22 PROPOSED	
53130	RADIOLOGICAL SUPPLIES	395	-	-	400	400	400	0.00%

ACCOUNT JUSTIFICATION

This line item is used to purchase radiological monitors, warning and evacuation signs and equipment, protective clothing and decontamination supplies.

TOWN OF WATERFORD
GENERAL FUND

2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10147 INFORMATION TECHNOLOGY

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED COMMITTEE (12/6/20)	2021/2022 FIRST SELECTMAN RECOMM	2021/2022 RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Request $ Increase	BOF Request % Increaxe
PERSONNEL COSTS													
51110	COMMITTEE CHAIR STIPEND		0			8,000	8,000	7,000	7,000			0	
51920	F.I.C.A		0			612	612	536	536			0	
	SUBTOTAL	0	0	0	0	8,612	8,612	7,536	7,536			0	
SERVICES													
52043	IT-SERVICE CONTRACT & REPAIRS	718,914	773,708		454,008	787,846	787,846	787,846	787,846			-773,708	-100.00%
	SUBTOTAL	718,914	773,708	0	454,008	787,846	787,846	787,846	787,846	0	0	-773,708	-100.00%
OFFICE EQUIPMENT													
54130	COMPUTER SYSTEM	34,460	51,260		48,115	58,160	58,160	51,260	51,260			-51,260	-100.00%
	SUBTOTAL	34,460	51,260	0	48,115	58,160	58,160	51,260	51,260	0	0	-51,260	-100.00%
DEPARTMENT TOTAL		753,374	824,968	0	502,123	854,618	854,618	846,642	846,642	0	0	-824,968	-100.00%

Information Technology Committee
FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Information Technology Committee is formed by Town of Waterford municipal department heads or their appointees, as well as persons chosen by the Board of Finance and Representative Town Meeting.

This committee approves all town Information Technology purchases throughout the year, and plans and approves the IT needs and emergency purchases throughout the year.

All information is planned with the Board of Education IT Director, and any items that can be purchased together (Town and BOE) are.

The Town of Waterford Information Technology requested budget for fiscal year 2021-2022 is enclosed. The IT budget is split into two parts;

- **Service Contract and Repairs –** $7878,846. This is the larger of the two portions, and encompasses almost all service and maintenance contracts for all town departments. This was done to show town officials how much is spent on IT related maintenance in one budget. Additionally, the Town's service contract with the Board of Education is contained here.
- **Computer Equipment and Software –** $51,260. This contains hardware items for the IT budget, and the software and miscellaneous equipment line item that deals with unexpected needs or repairs.
- The total budget request between both areas is $846,642, an overall increase of 2.63%.

The Town of Waterford IT Committee meets regularly to move forward important IT projects, both large and small. The overall health of the Town of Waterford's IT infrastructure is good – we are in a position to not make large scale purchases, but focus on the maintenance and overall health of our network and various systems. The most important focus of the IT Committee is to keep the town's data secure, existing systems up to date, and to ensure no duplication of systems.

The items listed in the chart are some of the largest additions to this year's budget, and explained below.

Police Department Mobile Data Computer lease	$30,200 – annually, for a three year lease
Cylance cyber security renewal	$21,000 – paid up front, three year term
Training – Cyber security and MUNIS training	$11,000
Rec and Park/Senior Services software	$8,300 annually, replaces a nineteen year old system
IT Chairman stipend	$8,000 annually
Meraki software maintenance – Public Works	$3,670 – three year term
Email - elected town officials (BOF, RTM, BOS)	$2,400

Police Department Mobile Data Computer lease- The Police Department's mobile data computers were leased four years ago, on a three-year lease. The town currently own the MDCs, and has experienced out of lease repair issues. These items are not like a desktop computer, they are in use 24/7, and in all-weather environments. This lease includes mounts, docking stations, wiring, and related equipment.

Cylance cyber security renewal – In October 2018, the Town of Waterford suffered a crippling cyber-attack, and our ability to work was shut down for a week. Numerous technical experts were contacted during the recovery phase; Cylance was the overwhelming recommendation to purchase to protect our data. At the time, an emergency purchase was made, good for three years. The next three-year cycle is included in this request.

Training – Cyber security and MUNIS training – The main issue with cyber security is the employees that unwittingly compromise systems. This was the genesis of the aforementioned data breach, and has occurred several times recently. Employee training (recommended by the annual IT audit) and continuing education in MUNIS make up this request, which is a completely new area of the IT budget.

Rec and Park/Senior Services software – The Town of Waterford currently uses Vermont Systems "Rec Trac" as a cataloguing and tracking system for numerous items – field usage, program signup, equipment availability, and other areas. Rec Trac has been used since 2001, and is due for a significant, and very expensive upgrade. Additionally, Rec Trac is very proprietary, and uses it's own credit card processing, which is not in line with the Town's current credit card service – Invoice Cloud. Rec and Parks and Senior Services consulted other nearby agencies, and found "Rec Desk" an up-to-date and streamlined competitor, that interfaces with Invoice Cloud.

IT Chairman stipend – The First Selectman has agreed to fund a stipend for the IT Chairperson, the IT Committee then raised the stipend amount.

Meraki software upgrade – There are multiple Cisco Meraki access points in various buildings throughout town, part of a three year upgrade to allow centralized control of all wireless access points. This request is for three-year maintenance and software upgrades for the Public Works building, only one year was purchased by the building committee when the items were installed.

Email – elected town officials – All Town official business should be conducted via Town of Waterford emails, for FOIA purposes and protection of those elected officials from using their personal accounts. This request purchases additional licenses necessary to allow this.

The main increases in the Software maintenance area are due to replacement of aged systems (Rec & Park/Senior Services,) lease renewal and upgrades (Police MDCs and body camera additions) and the Town's cyber security three year contract.

Another increased area is in training, for which our town has never designated money. Blum Shapiro, our town's financial auditor, provides an annual recommendation report for the town's information technology. From Blum Shapiro's audit;

"Cybersecurity has reached a new crossroads. Towns can no longer have a "wait and see" attitude toward securing operations and data. Proactively assessing and managing operations and IT environment(s) in anticipation of cyber threats is critical. Managing your organization's risk to cyber threats starts with a consideration of the following:

- *Cybersecurity is now considered a key risk by most Boards..*
- *Global spending on cybersecurity is projected to increase each of the next 10 years.*
- *Nearly 70% of funds expended due to a cyber event are unrecoverable.*
- *Ransomware attacks force the majority of impacted entities to pay to get their data back.*
- *The scale of data breaches and lost funds due to phishing and town email compromise is exponentially trending upward.*
- *Most towns do not know all locations where personal/confidential information is stored and/or how it is protected.*
- *With the most frequent cybersecurity attack vector migrating from the network perimeter, directly to the individual user, everyone who touches technology can be a point of exposure.*

As such, cybersecurity strategies require a new approach to identify where critical information exists that needs to be protected, a new way of foreseeing and deterring the threats that could result in the theft of information or the loss of funds, and a new way to understand the overarching corporate risk associated with cyber-attacks."

The larger maintenance contracts have been discussed with the vendors for reductions, some resulted in lowering costs. Constant contact is maintained with Board of Education IT Director Ed Crane regarding needs for the Town's IT budget, as well as preparation for future planning.

BUDGET EXPLANATIONS BY CATEGORY

Service Contracts and Repairs

IT Service Contract with the Board of Education – $1,251.00 increase - The attached document shows the increase in personnel covered by the BOE/Town agreement.

Internet Access (Connecticut Education Network) – $60 decrease - There was a 2% reduction from CEN this year. This is for the Library, Youth Services, and the Community Center.

IT Chairman Stipend – $8,000 increase, there was no line item for this last year.

Firewall Security Support – $11.00 increase for rounding purposes.

Anti Virus Support – $21,000 increase. A three-year purchase was made for Cylance software, it will not need to be paid until 2025, at which point it will be co-termed.

Website Annual Licensing and Support – No increase.

VMWare Enterprise - No increase. Two years ago the town increased from two hosts to three hosts as part of an overhaul of the virtual framework, maintaining the virtual environment for the Town's network.

Barracuda Essentials – No increase. Email spam protection, this is a shared cost with BOE (1/3)

SSL – Renewal of security certificates – No increase. The Town now has more SSL services, due to 2018 capital purchase. SSL certificates bind a secure connection from a web server to a browser.

Domain renewals – No increase, done on a three-year cycle, Waterfordct.org and Waterfordpolice.org need to be renewed this year.

Security Cameras software and upgrades – $500.00 increase, switching existing cameras into the Milestone system.

Technician Travel – No change.

Technician overtime – No change, nighttime streaming of meetings has become a large portion of this.

Cisco Smartnet - $506.00 increase. Covers all Cisco maintenance – phones, switches, and core switches, warranty replacement and repair.

Cisco Managed Services - $620.00 increase (3%) Labor and expertise for Cisco Smartnet.

Software maintenance - $25,865.00 decrease.

- Negotiated lower costs for Harris radio contract and Central Square police software.

Additions to this area

- Crown Castle fiber – Part of town-wide camera project
- Eaton UPS – Battery backup for town virtual infrastructure
- Everbridge – EOC mass notification software
- Kronos for Human Resources – Time keeping and attendance town-wide

- Meraki contract for Public Works – 3 years, wifi in new building
- Milestone camera access – Purchased through PW building, cornerstone piece for cameras
- Mobile Data Computers – In car computers for police department, 3 year lease
- RecDesk – Rec & Parks, Senior Center software, replaces "Rec Trac" software
- Zoom video conferencing – FOIA compliance due to COVID-19

Removals from this area

- Criticall annual software license – WECC Dispatch software
- International agreement – Public Works (Garage)
- Livescan AFIS machine – Police Department fingerprinting, mandated statewide replacement with "IDEMIA" machines this present (2020-2021) winter
- Vermont Systems "Rec Trac" – Rec & Parks and Senior Services software

Mobile Data Computer lease – The current lease on Mobile Data Computers for the Police Department is up, and the computers were extended for an additional year and this was removed from the budget.

Cisco Telephone upgrade – No change The Cisco phone system is a shared system with the BOE, the BOE is paying for two servers, the Town is paying for one.

Equipment and Software

Servers and Server Support - Physical Servers – $3,000 increase- The Town still needs physical servers for a limited number of uses. The virtual servers also need maintenance and some smaller additions to keep the large infrastructure item running problem-free. Hard drives, backup items, and other support items are needed to maintain the Town's fleet.

Windows licensing upgrade for servers – No change – Microsoft licenses for physical servers.

Software/Miscellaneous Equipment – $3000.00 increase - Items break during the year, and software needs to be upgraded. This continues to allow for the Town to plan for IT requests without having to consistently ask for "emergency" requests.

Printer Service Calls – removed, will be dealt with by the "miscellaneous" line item.

Vision CAMA software upgrade – $5,000 decrease. Included in the software maintenance area.

Veeam backup – $2,400 increase (new.) Software renewal for the Veeam backup system.

Tape Drives – No increase LT-07 tape media for disaster backup/recovery. The tape drives are on a constant rotation, the oldest are dropped off and replaced – this is the item that was most helpful during the October 2018 data breach.

TOWN OF WATERFORD
IT - SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR

CONTRACT/SERVICE	VENDOR	2016-17 PROPOSED	2018-2019 BUDGET	2019-2020 BUDGET	2020-2021 BUDGET	2021-2022 BUDGET	PERCENT INCREASE/ DECREASE	NOTES
IT SERVICE CONTRACT W/BOE	PER BOE MEMO	140,112.00	153,059.00	153,840.00	155,000.00	156,251.00		PER MEMO
INTERNET ACCESS [1]	STATE OF CT- NUTMEG NETWORK	6,050.00	3,000.00	3,000.00	3,000.00	2,940.00		CEN charges for library, community center, youth services access, down 2% this year.
Training	Various vendors	0.00	0.00	0.00	0.00	11,000.00		Training for Finance (MUNIS) And Cyber security (Blum Shapiro)
FIREWALL SECURITY SUPPORT	DIGITAL BACK OFFICE	1,210.00	5,800.00	5,974.00	3,789.00	3,800.00		
ANTI-VIRUS SOFTWARE SUPPORT FOR TOWN	CYLANCE		10,316.00	0.00	0.00	21,000.00		Cylance software for three years.
WEBSITE ANNUAL LICENSE/SUPPORT	VIRTUAL TOWN HALL	3,000.00	6,500.00	3,500.00	3,600.00	3,600.00		Includes ADA and reactive pages.
VMWARE ENTERPRISE	CCI, INC	1,437.00	5,813.00	5,988.00	8000	8000		Updated to 3 hosts from 2 hosts
BARRACUDA ESSENTIALS					8,000	8,000		Email spam protection - shared w/ BOE
SSL - RENEWAL OF SECURITY CERTIFICATES			900.00	900.00	1,200.00	1,200.00		Town obtained more SSL services,raised due to 2018 capital purchase.
DOMAIN RENEWALS				600.00	600.00	0.00		Waterfordct.org and Waterfordpolice.org renewed last year
SOFTWARE UPGRADES & SUPPORT FOR SECURITY CAMERAS AND ALARMS	ITS		4,000.00	2,000.00	2,000.00	2,500.00		Some camera additions and adjustments used here.
TECHNICIAN TRAVEL	REIMB BOE	1,075.00	1,000.00	1,000.00	1,000.00	1,000.00		
TECHNICIAN OVERTIME	REIMB BOE	1,700.00	1,700.00	2,000.00	2,000.00	2,000.00		Nightime meeting streaming due to COVID is the largest use.
CISCO SMARTNET (TELEPHONE AND NETWORK PARTS)	EPLUS		13,481.00	13,900.00	16,744	17,250		Increase per manufacturer
MANAGED SERVICES FOR THE NETWORK AND TELEPHONES	EPLUS		19,501.00	20,086.00	20,690.00	21,310.00		3% increase.
SOFTWARE MAINTENANCE	All Town Depts		9,071.00	534,160.00	550,185.00	522,094.87		Removed from other Town Department budgets and consolidated here. All prices have been re-checked by department heads.
CISCO TELEPHONES	EPLUS		4,583.00	5,250.00	5,900.00	5,900.00		
TOTALS		154,584.00	238,724.00	752,198.00	781,708.00	787,845.87		
IT Budget Total					832,968.00	846,005.87	1.57%	

TOWN OF WATERFORD
COMPUTER EQUIPMENT & SOFTWARE - IT
2021-2022 FISCAL YEAR

EQUIPMENT	2016-17 ADOPTED	2017-2018 ADOPTED	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 ADOPTED	2020-2021 PROPOSED		NOTES
COMPUTERS	26,794	0	0	0		0		INCLUDED IN CAPITAL BUDGET
SERVERS AND SERVER SUPPORT		18,000	18,000	18,000	18,000	21,000		Physical servers remain for several town applications. Hard drives, tape backup items, and other support items.
PRINTERS (6)	1,100	4,800	4,800	3,500	0	2,000		Second "half" of printer replacement
WINDOWS LICENSING UPGRADE FOR SERVERS	0		1,758	1,860	1,860	1,860		Microsoft licenses for physical servers noted above.
SENIOR/COMMUNITY CENTER LAB UPGRADE	0	0		7,000		0		Replace MS "Vista" computers, add vision impaired keyboards and larger monitors.
SOFTWARE/MISCELLANEOUS EQUIP	3,000	19,500	19,500	20,585	21,000	17,100		$3,000 increase - mid year purchases and broken items
PRINTER SERVICE CALLS	500	500	500	500	1,000	0		BOE IT staff doesn't repair printers
SQL UPGRADE - VISION SERVER	2,135	0	0			0		
CHROME BOOKS - YOUTH SERVICES	1,200	1,400	0			0		
ATA SWITCHES - CISCO PHONE SYSTEM		2,000	0			0		
"Veeam" backup					2,400	2400		Renewal; for backup software/support
Tape Drives					2,000	2000		LT-07 tape media for backup/disaster recovery
Phone router at Community Center						4900		Replace outdated unsupported phone router
VISION CAMA Software - Assessor			5,000	3,000	5,000	0		
	34,729	46,200	49,558	54,445	51,260	51,260		

TOWN OF WATERFORD
Software maintenance list
PROJECT SOFTWARE FY 2021-22
3 percent escalators included for four more fiscal years

	SOFTWARE CONTRACTS							
DEPT	PROJECT NAME	FUNDING SOURCE	FISCAL YEAR 2021-2022	FISCAL YEAR 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	FIVE YEAR TOTAL
Library	Sirsi Dynix Software Maintenance Contract	IT	6,689.00	6,856.23	7,027.64	7,203.33	7,383.41	**35,159.61**
Library	Envisionware - self checkout	IT	560.15	574.15	588.50	603.21	618.29	**2,944.30**
Assessor	Vision CAMA software	IT	14,333.00	14,691.33	15,058.61	15,435.08	15,820.96	**75,338.98**
Assessor	QDS Software	IT	8,962.00	9,186.05	9,415.70	9,651.09	9,892.37	**47,107.21**
Tax Office	QDS	IT	10,250.00	10,506.25	10,768.91	11,038.13	11,314.08	**53,877.37**
P&Z	GIS server maintenance	IT	10,400.00	10,660.00	10,926.50	11,199.66	11,479.65	**54,665.81**
P&Z	MUNICITY- annual license permits	IT	9,525.00	9,763.13	10,007.21	10,257.39	10,513.82	**50,066.55**
HR	ADP payment software	IT	8,173.00	8,377.33	8,586.76	8,801.43	9,021.47	**42,959.99**
HR	Kronos time and attendance	IT	15,756.00	16,149.90	16,553.65	16,967.49	17,391.68	**82,818.72**
Finance	Tyler Technologies	IT	26,313.72	26,971.56	27,645.85	28,337.00	29,045.43	**138,313.56**
Finance	Asset Works	IT	1,600.00	1,640.00	1,681.00	1,723.03	1,766.11	**8,410.14**
PD	iRecord interview room software	IT	3,300.00	3,382.50	3,467.06	3,553.74	3,642.58	**17,345.88**
IT	Eaton UPS	IT	3,700.00	3,792.50	3,887.31	3,984.49	4,084.10	**19,448.40**
PD	In house camera system	IT	3,535.00	3,623.38	3,713.96	3,806.81	3,901.98	**18,581.13**
PD	Selex - License plate reader	IT	1,990.00	2,039.75	2,090.74	2,143.01	2,196.59	**10,460.09**
PD	Livescan - AFIS fingerprinting	IT	0.00	2,810.00	2,951.00	2,100.00	3,253.00	**11,114.00**
PD/EOC	Central Square - Police and CAD software	IT	79,900.00	81,897.50	83,944.94	86,043.56	88,194.65	**419,980.65**
PD	Watchguard in car/body cameras	IT	13,500.00	13,837.50	14,183.44	14,538.03	14,901.48	**70,960.45**
PD	MDC in car computer lease - new this year	IT	30,200.00	30,955.00	31,728.88	0.00	0.00	**92,883.88**
PD	MDC property tax- not paid this year	IT	0.00	2,000.00	2,050.00	2,101.25	2,153.78	**8,305.03**
PD	Geotime	IT	924.00	947.10	970.78	995.05	1,019.93	**4,856.86**
PD	Netmotion connectivity software	IT	2,490.00	2,552.25	2,616.06	2,681.46	2,748.50	**13,088.27**
PD	LF Designs - PIN roll call software	IT	1,710.00	1,752.75	1,796.57	1,841.48	1,887.52	**8,988.32**
PD	LEFTA-Field Training/Accountability/Transparency software	IT	440.00	451.00	462.28	473.84	485.69	**2,312.81**
PD	VCS-scheduling software	IT	4,026.00	4,126.65	4,229.82	4,335.57	4,443.96	**21,162.00**
PD	BERLA-Vehile "black box" vehicle software	IT	2,800.00	2,870.00	2,941.75	3,015.29	3,090.67	**14,717.71**
EOC	Everbridge - Emergency notification newly added	IT	7,300.00	7,482.50	7,669.56	7,861.30	8,057.83	**38,371.19**
EOC	HARRIS Radio Maintenance Contract	IT	205,462.00	210,598.55	215,863.51	221,260.10	226,791.60	**1,079,975.76**
FIRE	CNET access contract	IT	1,800	1,845.00	1,891.13	1,938.41	1,986.87	**9,461.41**
FIRE	Fortigate Firewall Contract	IT	545	558.63	572.60	586.92	601.59	**2,864.74**
FIRE	Aladtec scheduling software	IT	2,426	2,486.65	2,548.82	2,612.54	2,677.85	**12,751.86**
FIRE	FireHouse Software Contract	IT	5,475	5,611.88	5,752.18	5,895.98	6,043.38	**28,778.42**
FIRE	Active 911 Alerting Application	IT	2,220	2,275.50	2,332.39	2,390.70	2,450.47	**11,669.06**

TOWN OF WATERFORD
Software maintenance list
PROJECT SOFTWARE FY 2021-22
3 percent escalators included for four more fiscal years

	SOFTWARE CONTRACTS							
DEPT	PROJECT NAME	FUNDING SOURCE	FISCAL YEAR 2021-2022	FISCAL YEAR 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	FIVE YEAR TOTAL
FIRE	NotePage Alerting Application	IT	395	404.88	415.00	425.38	436.01	**2,076.27**
PW	Syn-tech - Fuel Master	IT	3,525	3,613.13	3,703.46	3,796.05	3,890.95	**18,528.59**
PW	Municity	IT	1,080	1,107.00	1,134.68	1,163.05	1,192.13	**5,676.86**
PW	ArcView ESRI	IT	900	922.50	945.56	969.20	993.43	**4,730.69**
PW	AWS	IT	3,650	3,741.25	3,834.78	3,930.65	4,028.92	**19,185.60**
PW	Mechanic Diagnostic	IT	1,000	1,025.00	1,050.63	1,076.90	1,103.82	**5,256.35**
PW	Cummins Agreement	IT	500	512.50	525.31	538.44	551.90	**2,628.15**
PW	Allison Agreement	IT	600	615.00	630.38	646.14	662.29	**3,153.81**
PW	RTA-Ron Turley and Associates weighing system	IT	1,250	1,281.25	1,313.28	1,346.11	1,379.76	**6,570.40**
PW	SamIS - Pavement tracking	IT	3,700	3,792.50	3,887.31	3,984.49	4,084.10	**19,448.40**
IT	Milestone Camera Access	IT	430	440.75	451.77	463.06	474.64	**2,260.22**
PW	Meraki sofware maintenance - 3 yr term	IT	3,670	0.00	0.00	3,952.00	0.00	**7,622.00**
SENIOR SERVICES	Rec Desk (50% split with Rec & Parks) - new software replacing Rec Trac	IT	4,150	4,253.75	4,360.09	4,469.09	4,580.82	**21,813.75**
SENIOR SERVICES	Xavaus (My Senior Center) case management	IT	830	850.75	872.02	893.82	916.17	**4,362.76**
REC & PARK	Rec Desk (50% split with Senior Services) - new software replacing Rec Trac	IT	4,150		0.00	0.00	0.00	**4,150.00**
IT	Crown Castle - fiber maintenance	IT	1,560	1,599.00				
IT	Zoom video meeting	IT	4,400	4,510.00				
	TOTALS		**522,094.87**	**525,832.78**	**539,049.38**	**523,030.75**	**533,156.23**	**2,637,204.01**

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10103 BOARD OF FINANCE

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (12/9/20)	2021/2022 FIRST SELECTMAN RECOMMENDS	RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved $ Increase	BOF Approved % Increaxe
PERSONNEL COSTS													
51210	CLERICAL/TECHNICAL	1,262	4,100	-16	335	3,611	3,611	3,611	3,611			-4,100	-100.00%
51920	F.I.C.A	97	300		26	276	276	276	276			-300	-100.00%
	SUBTOTAL	1,359	4,400	-16	361	3,887	3,887	3,887	3,887	0	0	-4,400	-100.00%
SERVICES													
52010	ADVERTISING	1,950	2,300	0		2,300	2,300	2,300	2,300			-2,300	-100.00%
52030	PROFESSIONAL FEES	58,100	59,300	0	58,800	59,300	59,300	59,300	59,300			-59,300	-100.00%
52070	REIMBURSABLE EXPENSE	0	0			0			0				
	SUBTOTAL	60,050	61,600	0	58,800	61,600	61,600	61,600	61,600	0	0	-61,600	-100.00%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	9	0	16	16	60	60	60	60		0		
	SUBTOTAL	9	0	16	16	60	60	60	60	0	0		
DEPARTMENT TOTAL		61,418	66,000	0	59,177	65,547	65,547	65,547	65,547	0	0	-66,000	-100.00%

BOARD OF FINANCE
FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

THE BOARD OF FINANCE HAS THE RESPONSIBILITIES AS ESTABLISHED BY WATERFORD ORDINANCE 3.3 (BOARD OF EDUCATION).

"THE BOARD OF FINANCE SHALL PREPARE THE TOWN BUDGET AND LAY THE TAXES IN ACCORDANCE WITH SECTION 7-344 OF THE GENERAL STATUTES. THE BOARD MAY APPORTION TAXES BETWEEN YEARS IN ACCORDANCE WITH SECTION 7-346 OF THE GENERAL STATUTES. THE BOARD MAY TRANSFER UNEXPENDED BALANCES IN ACCORDANCE WITH SECTION 7-347 OF THE GENERAL STATUTES. THE BOARD MAY APPROVE SPECIAL APPROPRIATIONS IN ACCORDANCE WITH SECTION 7-348 OF THE GENERAL STATUTES. THE BOARD SHALL PRESCRIBE THE METHOD BY WHICH, AND THE PLACE WHERE, ALL RECORDS AND BOOKS OF ACCOUNTS OF THE TOWN OR OF ANY DEPARTMENT OR SUBDIVISION THEREOF SHALL BE KEPT. THE BOARD SHALL ARRANGE FOR THE ANNUAL AUDIT AS REQUIRED UNDER CHAPTER 111 OF THE GENERAL STATUTES. THE BOARD OF FINANCE SHALL PUBLISH AN ANNUAL REPORT AS SET FORTH IN SECTION 7-406 OF THE GENERAL STATUTES.
THE BOARD OF FINANCE SHALL HAVE ALL OTHER POWERS AND DUTIES AS BESTOWED BY THE GENERAL STATUTES."

FY2022 BUDGET SUMMARY

PERSONNEL COSTS

Personnel costs cover the board's clerical support. The FY22 budget request is decreased by 11.66% because of changes in personnel and changes in the 5-year averages for number of meetings and total hours needed to record the board's minutes and actions.

Previous budgets budgeted for an additional employee to support the Board of Finance. Now, this support is received through the Town's finance department fiscal assistant which has decreased the clerical line in the budget.

SERVICES

The FY22 budget request reflects no change from FY21.

MATERIALS & SUPPLIES

The FY22 budget request includes funds for new member signs.

TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF FINANCE
2021/2022FISCAL YEAR

EMPLOYEE	# OF MEETINGS [1]	HOURS/ MEETING [2]	TOTAL HOURS	HOURLY RATE OF PAY	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 THROUGH 1/31/2021	2021/2022 PROPOSED	PAYROLL TAXES
51210 - CLERICAL/TECHNICAL												
RECORDING SECRETARY	22	5.07	111.54	$ 32.3700	4,131.68	3,110.23	2,975.36	2,266.79	1,261.65		3,610.55	276.21
TOTALS					4,131.68	3,110.23	2,975.36	2,266.79	1,261.65	0.00	3,610.55	276.21
		TOTAL HOURS			106.22	109.25	109.25	109.25	39.86			
		# OF MEETINGS			18.00	18.00	19.00	19.00	21.00			
		AVERAGE HOURS/MEETING			5.90	6.07	5.75	5.75	1.90			
		5 YEAR AVERAGE HOURS/MEETING									5.07	
												277.00

[1] Number of fy22 meetings meetings scheduled is 21 - and 1 possible additional meeting. Increase is due to additional budget hearing dates added for FY22.

[2] Budget is calculated using a 5-year average. Actual hours vary depending on the meeting agenda.

TOWN OF WATERFORD
ADVERTISING - FINANCE DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	ACTUAL AS OF 12/31/2020	PROPOSED 2021/2022
52010	ADVERTISING	1,330	2,105	2,061	1,967	1,953	1,950	0	2,300

ACCOUNT JUSTIFICATION
Legal notices for Public Hearing and printing of Proposed Budget in newspaper as required by Charter.

TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF FINANCE
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	ACTUAL AS OF 12/31/2020	PROPOSED 2021/2022
52030	PROFESSIONAL SERVICES	48,500	46,500	47,000	48,500	56,900	58,100	20,000	59,300

ACCOUNT JUSTIFICATION
Fee to conduct annual audit as required by the Municipal Auditing Act - Chapter 111 of Connecticut State Statutes

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES - FINANCE DEPARTMENT
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	ACTUAL AS OF 12/31/2020	PROPOSED 2021/2022
52070	REIMB TOWN EXPENSES	0	25	0	25	0	0	0	0

ACCOUNT JUSTIFICATION
Out of pocket expenses paid for by Board members or Town employees

TOWN OF WATERFORD
OFFICE SUPPLIES - BOARD OF FINANCE
2021/2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	ACTUAL AS OF 12/31/2020	PROPOSED 2021/2022
53010	OFFICE SUPPLIES	30	0	30	30	8	9	16	60

ACCOUNT JUSTIFICATION
Miscellaneous office supplies, such as name plates for new board members, not purchased through the consumable supplies line item in Finance.
Budget includes funds for 4 new signs @ $15/each.

FY21 Current

munis

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10103 BD OF FINANCE							
10103 52010 ADVERTISING	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL BD OF FINANCE	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL GENERAL FUND	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL EXPENSES	2,300	0	2,300	.00	.00	2,300.00	

FY20 history

FOR 2020 13

JOURNAL DETAIL 2021 1 TO 2021 13

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10103 BD OF FINANCE								
10103 52010 ADVERTISING		2,350	0	2,350	1,950.15	.00	399.85	83.0%
2021/01/000422 07/01/2020 BUC	2,300.00 REF					ORIGINAL BUDGET 2021		
TOTAL BD OF FINANCE		2,350	0	2,350	1,950.15	.00	399.85	83.0%
TOTAL GENERAL FUND		2,350	0	2,350	1,950.15	.00	399.85	83.0%
TOTAL EXPENSES		2,350	0	2,350	1,950.15	.00	399.85	

FY20

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NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	05/01/20-05/31/20

Client	PAGE NUMBER	DUE DATE
	Page 1 of 1	6/30/20

CURRENT	OVER 30 DAYS	60 AND OVER	TOTAL DUE
$ 1,895.00	$ 0.00	$ 0.00	$ 1,895.00

WATERFORD - TOWN OF/FINANCE
DEPARTMENT
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AMOUNT PAID

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DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
	Previous Balance						$0.00
05/10/20	Waterford Finance- Budget	DAY,DWB	D00863865	5x10 50.00			$1,895.00

Inv# D93036 053120 $ 1,895.00
THE DAY PUBLISHING CO., INC.
05/31/2020 # Pages 3 FP3 DOC36S513

MENT

ACCT# 10163-52010
AMOUNT $1,895.00
FISCAL YEAR FY 20
SIGNATURE Kimelle
6/4/20

REC'D FINANCE
JUN 4 '20 AM10:54

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Community Classifieds - Toll Free	800-582-8296	Advertising Fax	860-437-8780
Day Publishing Company - Toll Free	800-542-3354	Classified Fax	860-442-5443

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT
05/01/20-05/31/20	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
$ 1,895.00	$ 0.00	$ 0.00	$ 1,895.00

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

In The Day
on 5/10/202

TOWN OF WATERFORD PROPOSED GENERAL FUND BUDGET - REVENUE & EXPENSES
FISCAL YEAR 2021

The RTM Meeting of the Town of Waterford will hold its Annual Budget Meeting via Zoom Conference Call on Monday, May 11, 2020, at 6:00 p.m. to consider and act upon the Town Budget for Fiscal Year 2021. All interested citizens of the Town of Waterford has to right to provide written comments concerning the budget. To submit public comment see the agenda or email the Town Clerk at dcampo@waterfordct.org. You may also send them to Dave Campo, Town Clerk, Waterford Town Hall 15 Rope Ferry Road, Waterford, CT 06385. A copy of this notice and the entire proposed budget for the Town of Waterford will be available for public inspection weekdays at the Town Clerk's Office, Town Hall, 15 Rope Ferry Rd, Waterford, CT between the hours of 8:00am and 4:00 pm, beginning Monday, April 27, 2020. The budget as recommended by the Board of Finance for Fiscal Year 2021 for the Town of Waterford as follows:

GENERAL FUND REVENUES:	FY 2018-2019 ACTUAL	FY 2019-2020 ESTIMATED	FY 2020-2021 ANTICIPATED
STATE OF CONNECTICUT			
EDUCATION	331,175	5,771	332,091
GENERAL GOVERNMENT	756,499	691,347	716,553
TOTAL STATE OF CONNECTICUT	1,087,674	697,118	1,048,644
OTHER SOURCES			
FEDERAL SOURCES	0	0	0
EDUCATION	7,897	5,261	189,360
GENERAL GOVERNMENT	4,181,100	2,684,188	2,455,639
TOTAL OTHER SOURCES	4,188,997	2,689,449	2,644,999
TOTAL REVENUES BEFORE PROPERTY TAXES	5,276,671	3,386,567	3,693,643
AMOUNT TO BE RAISED BY TAXATION	90,549,707	91,880,936	91,912,639
TOTAL GENERAL FUND REVENUE	95,826,378	95,267,503	95,606,282
ESTIMATED FUND BALANCE APPLIED	0	0	0

GENERAL FUND EXPENSES:	FY 2018-2019 ACTUAL EXPENDITURES	FY 2019-2020 PROJECTED EXPENDITURES	FY 2020-2021 BD. OF FINANCE RECOMMENDED
GENERAL GOVERNMENT:			
BOARD OF SELECTMEN	242,549	201,323	201,320
REGISTRARS OF VOTERS	82,296	72,082	74,279
BOARD OF FINANCE	61,301	64,312	66,000
ASSESSOR	318,303	283,613	283,613
BD ASSESSMENT APPEALS	909	2,188	1,588
TAX COLLECTOR	209,122	204,217	206,158
FINANCE DEPARTMENT	660,518	702,300	701,270
LEGAL DEPARTMENT	302,412	298,000	298,000
TOWN CLERK	262,718	265,690	267,309
PLANNING & ZONING	596,632	638,753	629,287
BUILDING MAINTENANCE	193,858	236,965	253,045
INSURANCE	4,590,811	4,630,704	4,668,000
ECONOMIC DEVELOPMENT COMM	7,050	9,298	8,576
CONSERVATION COMMISSION	13,409	18,250	18,250
ZONING BOARD OF APPEALS	2,601	4,310	4,310
RETIREMENT COMMISSION	5,048,167	6,481,235	5,982,978
REPRESENTATIVE TOWN MTG	17,887	18,453	19,453
BUILDING DEPARTMENT	276,059	288,225	289,423
SOC SVC GRANTS/MISC	82,006	83,691	81,780
CONTINGENCY	0	250,000	265,000
FLOOD & EROSION CONTROL BD	335	2,138	2,138
ETHICS COMMISSION	487	723	650
HUMAN RESOURCES DEPARTMENT	210,312	256,233	266,233
EMERGENCY MANAGEMENT	1,306,116	1,130,028	1,087,258
FIRE SERVICES	2,951,981	3,102,257	3,101,562
POLICE DEPARTMENT	6,343,478	6,317,255	6,450,741
INFORMATION TECHNOLOGY	249,908	806,643	824,966
PUBLIC WORKS DEPARTMENT	4,655,491	4,689,098	4,669,207
YOUTH SERVICES	223,023	245,214	244,743
CONSERVATION OF HEALTH	140,774	140,082	139,197
PUBLIC HEALTH NURSING SERV.	27,640	27,640	27,820
SENIOR CITIZENS COMMISSION	510,258	535,411	546,127
WATERFORD PUBLIC LIBRARY	1,022,482	1,072,610	1,073,193
RECREATION & PARKS COMM.	1,412,921	1,519,608	1,519,808
COMMUNITY USE OF SCHOOLS	258,378	172,252	86,126
TOTAL GENERAL GOVERNMENT	32,293,046	33,781,781	34,371,188
BOARD OF EDUCATION:			
OPERATING BUDGET	48,256,233	49,337,084	50,842,315
TOTAL BOARD OF EDUCATION	48,256,233	49,337,084	50,842,315
CAPITAL AND DEBT SERVICE:			
CURRENT YEAR CAPITAL IMPR.	2,576,339	2,542,510	2,216,680
TRANS TO CAP & NON-REC.	2,273,447	2,073,309	1,401,280
DEBT SERVICE	7,585,439	7,532,839	7,628,790
TOTAL CAPITAL AND DEBT SERVICE	12,434,225	12,148,658	11,246,750
TOTAL GENERAL FUND	92,983,504	95,267,503	96,460,253

RONALD R. FEDOR, CHAIRMAN BOARD OF FINANCE

FY20

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ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	03/01/20-03/31/20

Client	PAGE NUMBER	DUE DATE
	Page 1 of 1	4/30/20

CURRENT	OVER 30 DAYS	60 AND OVER	TOTAL DUE
$ 55.15	$ 0.00	$ 0.00	$ 55.15

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DEPARTMENT
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WATERFORD, CT 06385

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03/31/2020 # Pages 6 FP6 D0C33S1013

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		PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
	Previous Balance						$0.00
03/14/20	859764 Town of Waterford Public Notic	DAY,DWB	D00859764	1 Col X 17 Lines			$55.15

157
APPROVED FOR PAYMENT
ACCT# 10103 - 52010
AMOUNT $55.15
FISCAL YEAR FY20
SIGNATURE Kim Allen
DATE 4/7/20

Day Publishing Company	860-442-2200	Accounting Fax	860-437-7504
Community Classifieds - Toll Free	800-582-8296	Advertising Fax	860-437-8780
Day Publishing Company - Toll Free	800-542-3354	Classified Fax	860-442-5443

REC'D FINANCE
APR 7 '20 AM9:02

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT
03/01/20-03/31/20	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
$ 55.15	$ 0.00	$ 0.00	$ 55.15

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

PUBLISHER'S CERTIFICATE

State of Connecticut
County of New London, ss. New London

Personally appeared before the undersigned, a Notary Public within and for said County and State, Michelle Savona, Legal Advertising Clerk, of The Day Publishing Company Classifieds dept, a newspaper published at New London, County of New London, state of Connecticut who being duly sworn, states on oath, that the Order of Notice in the case of

859764 Town of Waterford Public Notice
Board of Finance Pu

A true copy of which is hereunto annexed, was published in said newspaper in its issue(s) of

03/14/2020

Cust: WATERFORD - TOWN OF/FINANC
Ad #: d00859764

Michelle Savona

Subscribed and sworn to before me
This Friday, March 20, 2020

Maryellen Golmsky
Notary Public
My commission expires 5/31/24

REC'D PURCHASING
24 MAR '20 PM2:08

859764

Town of Waterford
Public Notice
Board of Finance Public Hearing to be held on Monday, March 23, 2020 at 7:00 p.m. in Waterford Town Hall Auditorium to discuss annual town budgets for fiscal year 2020-2021. Special meeting immediately following to take action on annual town budgets for fiscal year 2020-2021.

The Day
47 Eugene O'Neill Drive
New London, CT 06320
860-442-2200
www.theday.com

Classified Advertising Proof

Order Number: d00859764

Gail Miller
WATERFORD - TOWN OF/FINANCE DEPARTMENT
N/A
WATERFORD, CT 06385
860-440-0562

Title: The Day | **Class:** Public Notices 010
Start date: 3/14/2020 | **Stop date:** 3/14/2020 |
Insertions: 1 | **Lines:** 0 ag

Title: Day Website | **Class:** Public Notices 010
Start date: 3/14/2020 | **Stop date:** 3/14/2020 |
Insertions: 1 | **Lines:** 0 ag

A preview of your ad will appear between the two solid lines.

859764

Town of Waterford
Public Notice
Board of Finance Public Hearing to be held on Monday, March 23, 2020 at 7:00 p.m. in Waterford Town Hall Auditorium to discuss annual town budgets for fiscal year 2020-2021. Special meeting immediately following to take action on annual town budgets for fiscal year 2020-2021.

Total Order Price: $55.15

Please call your ad representative by 3PM today with any ad changes.

Salesperson: Michelle Savona | **Printed on:** 3/13/2020
Telephone: 860-701-4276 | **Fax:** 860-442-5443
Email: Legal@theday.com

The Day
47 Eugene O'Neill Drive
New London, CT 06320
860-442-2200
www.theday.com

Classified Advertising Proof

Order Number: d00817783

~~Gail Miller~~ **Anna Scanlon**
WATERFORD - TOWN OF/FINANCE DEPARTMENT
N/A
WATERFORD, CT 06385
860-440-0562

Title: The Day | **Class:** Public Notices
Start date: 3/2
Insertions: 1 |

Michelle Savona
4276

Title: Day Wel
Start date: 3/2
Insertions: 1 | 1

A preview of you

27862

Town of Waterford
Public Notice

Board of Finance Public Hearing to be held on Monday, March 25, 2019 at 7:00 p.m. in Waterford Town Hall Auditorium to discuss annual town budgets for fiscal year 2019-2020. Special meeting immediately following to take action on annual town budgets for fiscal year 2019-2020.

Total Order Price: $58.10

Please call your ad representative by 3PM today with any ad changes.

Salesperson: Michelle Ruocco | **Printed on:** 3/15/2019
Telephone: 860-701-4276 | **Fax:** 860-442-5443
Email: Legal@theday.com

Town of Waterford

Public Notice

Board of Finance Public Hearing to be held on Monday, March 23, 2020 at 7:00 p.m. in Waterford Town Hall Auditorium to discuss annual town budgets for fiscal year 2020-2021. Special meeting immediately following to take action on annual town budgets for fiscal year 2020-2021.

FY21 Current

FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10103 BD OF FINANCE							
10103 52030 PROFESSIONAL FEES	59,300	0	59,300	55,000.00	.00	4,300.00	92.7%

2021/01/000213 07/15/2020 API	20,000.00	VND 000781 VCH	BLUM SHAPIRO & CO.,P 033020 BILLING #1 FY 20 AUDIT	3000185
2021/01/000422 07/01/2020 BUC	59,300.00	REF	ORIGINAL BUDGET 2021	
2021/04/000132 10/16/2020 API	25,000.00	VND 000781 VCH	BLUM SHAPIRO & CO.,P PROGRESS BILLING #2 ON JUNE 30	301486
2021/05/000025 11/05/2020 API	10,000.00	VND 000781 VCH	BLUM SHAPIRO & CO.,P PROG BILLING #3 JUNE 30 2020	301768

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL BD OF FINANCE	59,300	0	59,300	55,000.00	.00	4,300.00	92.7%
TOTAL GENERAL FUND	59,300	0	59,300	55,000.00	.00	4,300.00	92.7%
TOTAL EXPENSES	59,300	0	59,300	55,000.00	.00	4,300.00	

FY21

29 South Main Street
P.O. Box 272000
West Hartford, CT 06127-2000

Tel: 860.561.4000
Fax: 860.521.9241
blumshapiro.com

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July 7, 2020

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

Terms: Due upon receipt
730195
Invoice: 45136082

For professional services rendered in connection with:	
Progress Billing #1 - June 30, 2020 Audit	20,000.00
Total Services	20,000.00
Total Current Charges	$20,000.00

Inv# 7630195 45136082 $ 20,000.00
BLUM, SHAPIRO & COMPANY, PC
07/07/2020 # Pages 1 FP1 DOC37S282

APPROVED FOR PAYMENT
ACCT# 10103-52030
AMOUNT $20,000.00
FISCAL YEAR FY20
SIGNATURE Kim Allen
DATE 7/9/20

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45136082

Amount Due: $20,000.00

Remittance Address
Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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FY21

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West Hartford, CT 06127-2000

Tel: 860.561.4000
Fax: 860.521.9241
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October 8, 2020

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

Terms: Due upon receipt
730195
Invoice: 45140596

For professional services rendered in connection with:	
Progress Billing #2 - June 30, 2020 Audit	25,000.00
Total Services	25,000.00
Total Current Charges	$25,000.00

Inv# PROGRESS #2 JUNE 202 $ 25,000.00
BLUM, SHAPIRO & COMPANY, PC
10/08/2020 # Pages 1 FP1 DOC40S174

APPROVED FOR PAYMENT
ACCT# 10103-52030
AMOUNT $25,000
FISCAL YEAR FY21
SIGNATURE Kim Allen
10/20/20

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45140596

Amount Due: $25,000.00

Remittance Address
Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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Fax: 860.521.9241
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November 5, 2020

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

Terms: Due upon receipt
730195
Invoice: 45142783

For professional services rendered in connection with:	
Progress Billing #3 - June 30, 2020 Audit	10,000.00
Total Services	10,000.00
Total Current Charges	$10,000.00

APPROVED FOR PAYMENT
ACCT# 10103-52030
AMOUNT $10,000.00
FISCAL YEAR 21
SIGNATURE Kim Allen
DATE 11/5/2020

Inv# 45142783 $ 10,000.00
BLUM, SHAPIRO & COMPANY, PC
11/05/2020 # Pages 1 FP1 DOC40S1035

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45142783

Amount Due: $10,000.00

Remittance Address
Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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FY20 history

munis a tyler erp solution

12/07/2020 15:21
kallen

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

P 1
glytdbud

FOR 2020 13

JOURNAL DETAIL 2021 1 TO 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10103 BD OF FINANCE							
10103 52030 PROFESSIONAL FEES	58,100	0	58,100	58,100.00	.00	.00	100.0%
2021/01/000213 07/15/2020 API	20,000.00 VND 000781 VCH		BLUM SHAPIRO & CO.,P 033020 BILLING #1 FY 20 AUDIT				3000185
2021/01/000422 07/01/2020 BUC	59,300.00 REF		ORIGINAL BUDGET 2021				
2021/04/000132 10/16/2020 API	25,000.00 VND 000781 VCH		BLUM SHAPIRO & CO.,P PROGRESS BILLING #2 ON JUNE 30				301486
2021/05/000025 11/05/2020 API	10,000.00 VND 000781 VCH		BLUM SHAPIRO & CO.,P PROG BILLING #3 JUNE 30 2020				301768
TOTAL BD OF FINANCE	58,100	0	58,100	58,100.00	.00	.00	100.0%
TOTAL GENERAL FUND	58,100	0	58,100	58,100.00	.00	.00	100.0%
TOTAL EXPENSES	58,100	0	58,100	58,100.00	.00	.00	

FY20

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December 31, 2019

Kevin McNabola
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

730195
Invoice: 45126921

For professional services rendered in connection with:	
Final Billing - June 30, 2019 Audit	8,100.00
Total Services	8,100.00
Total Current Charges	$8,100.00

APPROVED FOR PAYMENT
ACCT# 10103-58030
AMOUNT 8,100.00
FISCAL YEAR 2020
SIGNATURE
DATE

Inv# 45123921 $ 8,100.00
BLUM, SHAPIRO & COMPANY, PC
12/31/2019 # Pages 1 FP1 DOC32S107

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45126921

Amount Due: $8,100.00

Remittance Address
Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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October 9, 2019

Kevin McNabola
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

730195
Invoice: 45123026

For professional services rendered in connection with:	
Progress Billing #2 - June 30, 2019 Audit	35,000.00
Total Services	35,000.00
Total Current Charges	$35,000.00

$ 35,000.00
Inv# 45123026
BLUM, SHAPIRO & COMPANY, PC
10/09/2019 # Pages 1
FP1 DOC25S647

APPROVED FOR PAYMENT
ACCT# 10103 52030
AMOUNT $35,000.00
FISCAL YEAR 20
SIGNATURE Km
11/25/19

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45123026

Amount Due: $35,000.00

Remittance Address
Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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FY20

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West Hartford, CT 06127-2000

Tel: 860.561.4000
Fax: 860.521.9241
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July 8, 2019

Kevin McNabola
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

730195
Invoice: 45119972

For professional services rendered in connection with:	
Progress Billing #1 - June 30, 2019 Audit	15,000.00
Total Services	15,000.00
Total Current Charges	$15,000.00

APPROVED FOR PAYMENT
ACCT# 10103-52630
AMOUNT $15,000
FISCAL YEAR FY20
SIGNATURE KM
DATE 7/16/2019

Inv# 45119972 730195 $ 15,000.00
BLUM, SHAPIRO & COMPANY, PC
07/09/2019 # Pages 1 FP1 DOC20S95

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45119972

Amount Due: $15,000.00

Remittance Address
Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

You can also pay your bill online.
Please visit our bill pay website at
www.billpay.blumshapiro.com

All accounts not paid within 30 days are subject to a 1% monthly finance charge

CLA (CliftonLarsonAllen LLP)
29 South Main Street
4th Floor
West Hartford, Connecticut 06107
860-561-4000 | fax 860-521-9241
CLAconnect.com

January 15, 2021

Ronald R. Fedor, Chair
Board of Finance
Town of Waterford, Connecticut
15 Rope Ferry Road
Waterford, CT 06385

Dear Mr. Fedor

The purpose of this letter is to provide a quote to continue providing the following services to the Town of Waterford, Connecticut for the fiscal years ending June 30, 2021, and 2022:

1. Audit of the financial statements (CAFR).
2. Federal Single Audit
3. State Single Audit
4. Agreed-upon procedures related to the Board of Education EFS.

Our proposed all-inclusive fixed fees for these services are included in the table below. We have included our fiscal year 2020 fees for comparison purposes as well as each fiscal year's percentage increase for the Town:

		Proposed Fees	
Service	Current Price 2020	2021	2022
Town			
Financial Statement Audit	$ 18,720	$ 19,100	$ 19,500
Federal Single Audit	5,200	5,300	5,400
State Single Audit	5,200	5,300	5,400
Preparation of Draft Financial Statements	5,200	5,300	5,400
Sub-total (Town)	34,320	35,000	35,700
Board of Education			
Financial Statement Audit	12,380	12,600	12,900
Federal Single Audit	5,200	5,300	5,400
State Single Audit	5,200	5,300	5,400
EFS	1,100	1,150	1,200
Cafeteria	1,100	1,150	1,200
Sub-total (Board of Education)	24,980	25,500	26,100
Total Fees	$ 59,300	$ 60,500	$ 61,800
Town audit percentage increase		2.02%	2.15%

(1) Changes to the audit fee for each year are described below:
    a. 2021
        i. Modest inflationary increase of $1,200
    b. 2022
        i. Modest inflationary increase of $1,300

(2) Fees have been flat for the past 3 years; increase represents modest inflationary increase to cover the two-year period

In addition, reflected in our proposed fees is a technology and client support fee (equal to 5% of the total professional fees). The technology and client support fee related to the increasing costs of responding to the rapid advance of technology. We believe that through the technology fees, we will be able to continue to utilize technology to migrate risks and develop innovative service techniques that will drive down the cost of providing such services to our clients.

Our last word on fees – we are committed to service you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we will appreciate the opportunity to discuss with you the scope of our services.

At CLA, it's more than just getting the job done.

If you are in agreement with the contents of this letter, please sign in the space provided on the following page and forward to me (vanessa.rossitto@claconnect.com) at your earliest convenience.

Thank you.

Sincerely,

CliftonLarsonAllen LLP

Vanessa E. Rossitto

Vanessa E. Rossitto, CPA
Principal
860-561-6824
Vanessa.rossitto@claconnect.com

Response:
This letter correctly sets forth the understanding of the Town of Waterford, Connecticut.

Authorized signature: Kimberly Allen

Title: ~~FA~~ Director of Finance

Date: 2/10/21

Authorized signature (if 2nd signature necessary): ____________________

Title: ____________________

Date: ____________________

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10121 CONTINGENCY

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (12/9/20)	2021/2022 FIRST SELECTMAN RECOMM	2021/2022 RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved $ Increase	BOF Approved % Increaxe
MISCELLANEOUS													
59010	CONTINGENCY	114,934	265,000	(77,044)	0	265,000	265,000	265,000	265,000			-265,000	-100.00%
	SUBTOTAL	114,934	265,000	(77,044)	0	265,000	265,000	265,000	265,000	0	0	-265,000	-100.00%
DEPARTMENT TOTAL		114,934	265,000	(77,044)	0	265,000	265,000	265,000	265,000	0	0	-265,000	-100.00%

CONTINGENCY
FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

Section 7-348 of the Connecticut General Statues provides that "the estimate of expenditures submitted the Board of Finance to the annual town meeting or annual budget meeting may include a recommended appropriation for a contingent fund in an amount not to exceed three percent (3%) of the total estimated expenditures for the current fiscal year."

Specific use of the 2021-2022 contingency is unknown at this time, the amount is appropriated for the use of unanticipated expenses. Examples of unanticipated expenses include:

- Payment of accrued time for employee retirement
- Pension contribution rate increases (the Town is not notified of its contribution rate until February)
- Accrued vacation/sick time buy-outs at termination
- Other unanticipated expenditures that may arise during the course of the fiscal year

Board of Finance
Regular Meeting Minutes
Zoom Meeting

Wednesday, December 9, 2020
7:00 pm, Revision #1

Present: Chairman Ronald R. Fedor, Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson, Tali Maidelis, Robert Tuneski (7:24 pm)

Absent: None

Elected: Robert J. Brule, First Selectman

RTM: Thomas Dembek, RTM Moderator

Staff: Abbas Danesh, Treasurer, Kimberly Allen, Finance Director, Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

   A quorum was established and a call to order was established at 7:00 pm, December 9, 2020.

2. Public comment: No public comment.

3. Election of Chair:

   Ronald Fedor was nominated to be the Chair.

   Motion by Tali Maidelis and **seconded** by Glen Patterson to approve the motion.

   Motion by John Sheehan and seconded by Mark Geer to move that nominations be closed.

   Vote: 6-0 **Motion: Passed**

4. Election of Clerk:

   Mark Geer was nominated to be the Chair.

   Motion by Ronald Fedor and **seconded** by Tali Maidelis to approve the motion.

   Motion by John Sheehan and seconded by Tali Maidelis to move that nominations be closed.

   Vote: 6-0 **Motion: Passed**

5. Approval and acceptance of Board of Finance special meeting minutes from November 18, 2020.

   Motion by John Sheehan and **seconded** by Glenn Patterson to approve the special meeting minutes of November 18, 2020.

   Vote: 6-0 **Motion: Passed**

6. Review and approval of the Board of Finance budget for FY2022.

   Motion by Mark Geer and **seconded** by John Sheehan to approve the budget as stated.

   Motion by John Sheehan and seconded by Mark Geer to change the office supplies line 10103-53010 from $0 to $60.

   Vote: 6-0 **Motion: Passed**

   Motion by John Sheehan and seconded by Tali Maidelis to move that a new budget total be $65,547.

   Vote: 6-0 **Motion: Passed**

7. Review and approval of the Contingency budget for FY2022 for $265,000.

   Motion by Mark Geer and **seconded** by John Sheehan to approve the budget as stated.

   Vote: 6-0 **Motion: Passed**

8. Review and approval of the Debt Service budget for FY2022 for $8,412,089.

   Motion by John Sheehan and **seconded** by Mark Geer to approve the budget as stated.

   Vote: 6-0 **Motion: Passed**

9. Selection of Board of Finance liaisons to Town of Waterford Boards and Commissions' for a term of one year. (See attached list)
   a. Board of Education: Tali Maidelis
   b. Board of Selectmen: Ronald Fedor
   c. Utility Commission: Robert Tuneski
   d. Recreation and Parks Commission: Robert Tuneski
   e. Police Commission: Mark Geer
   f. Senior Citizen Commission: Glenn Patterson
   g. Youth Services Advisory Council: Mark Geer
   h. Emergency Management Advisory Council: John Sheehan
   i. Representative Town Meeting: Ronald Fedor
   j. Municipal Complex Improvement Building Committee: Glen Patterson

   Motion by John Sheehan and **seconded** by Mark Geer to approve the liaisons to the Town of Waterford Boards and Commissions'.

   Vote: 7-0 **Motion: Passed**

10. Appointment of Board of Finance member to serve on the Information Technology Committee for a term of one year December, 2020 to December, 2021.

    Ronald Fedor nominated for the position.

    Motion by John Sheehan and **seconded** by Mark Geer

    Vote: 7-0 **Motion: Passed**

11. Appointment of Board of Finance member to serve on the Ad Hoc Committee to Screen Social Service Grant budgets for a term of one year December, 2020 to December, 2021.

    John Sheehan nominated for the position.

    Motion by Ronald Fedor and **seconded** by Glenn Patterson

    Vote: 7-0 **Motion: Passed**

12. Appointment of Board of Finance member to serve to the Fleet Management Ad Hoc Committee for a term of one year December, 2020 to December, 2021.

Glenn Patterson nominated for the position.

Motion by John Sheehan and **seconded** by Tali Maidelis

Vote: 7-0 **Motion: Passed**

13. Appointment of **two** Board of Finance member to serve to the RTM Long Range Fiscal Planning Committee for a term of one year December, 2020 to December, 2021.

Kevin Petchark and Glenn Patterson nominated for the position.

Motion by John Sheehan and **seconded** by Tali Maidelis.

Vote: 7-0 **Motion: Passed**

14. Old Business: Kimberly Allen: Updated the Board on the outstanding debt for the school construction project, current amount owed is just under $800,000.

15. New Business:

a. Kimberly Allen: Advised the Board that the Town has received $105,000 in State reimbursement for COVID-19 expenses. Additional funds from the State may be available. The Town's FEMA submission has still not been approved.

b. Nominate a Board of Finance member to the School Building Committee that will run through 6/30/2021.*

***Revised to reflect that the term will end 6/30/2021 not 6/30/2020, due to clerical error.**

Tali Maidelis nominated for the position.

Motion by John Sheehan and **seconded** by Mark Geer

Vote: 7-0 **Motion: Passed**

16. Liaison Reports: Glenn Patterson: Municipal Complex – we are on track for a temporary certificate of occupancy for the garage for the end of December 2020. All work is complete; however, landscaping, and the machinery for the wash bay units will be deferred until Spring. The canopy for the garbage trucks is done and we are in the final stages of finishing the project. The phase two remediation is now finished with one more sampling well to be completed with an expected balance of $150,000 to be returned to the Town.

17. Adjournment:

Motion by John Sheehan and **seconded** by Mark Geer to adjourn the Meeting of the Board of Finance at 7:53 p.m.

Vote: 7-0 **Motion: Passed**

Respectfully submitted,

Mark Geer, Jr., Clerk

Maryellen McConnell, Secretary

TOWN OF WATERFORD
PROPOSED CONTINGENCY BUDGET
2021-2022 FISCAL YEAR

CONTINGENCY FUND CALCULATION AT 3% of 2021 ADOPTED EXPENDITURES

GENERAL FUND	34,359,165
BOARD OF EDUCATION	50,372,315
CAPITAL	3,617,960
DEBT SERVICE	7,628,790
PROJECTED EXPENDITURES 2021	**95,978,230**
3% OF EXPENDITURES	**2,879,347**
PROPOSED CONTINGENCY BUDGET	**265,000**

FISCAL YEAR	ADOPTED BUDGET	ADDITIONAL APPROPRIATION	ACTUAL EXPENDITURES [1]	CONTINGENCY APPROPRIATION [1]	% OF PRIOR YEAR BUDGET	CONTINGENCY USED [1]	AMOUNT USED AS A % OF ACTUAL EXPENDITURES
2020-2021	95,978,230	0	50,879,709	265,000	0.28%	182,831	0.36%
2019-2020	95,267,503	0	94,482,714	250,000	0.27%	201,682	0.21%
2018-2019	93,146,501	800,000	92,983,504	265,000	0.29%	114,934	0.12%
2017-2018	90,791,493	693,075	90,692,176	245,000	0.28%	241,001	0.27%
2016-2017	89,048,631	0	88,457,466	265,000	0.31%	233,498	0.26%
2015-2016	86,328,469	0	85,729,177	245,000	0.28%	245,000	0.29%
2014-2015	86,972,410	0	86,720,266	245,000	0.30%	245,000	0.28%
2013-2014	81,732,977	0	80,914,330	250,000	0.32%	102,556	0.13%
2012-2013	78,790,589	0	78,339,868	250,000	0.34%	249,696	0.32%
2011-2012	74,335,161	0	73,950,456	250,000	0.35%	239,326	0.32%
2010-2011	72,010,209	180,173	71,986,018	250,000	0.36%	25,000	0.03%
2009-2010	69,945,242	0	69,945,242	250,000	0.36%	250,000	0.36%
			AVERAGE	252,500	0.31%		0.25%

[1] AS OF 2/12/21

TOWN OF WATERFORD
2020-2021 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2020-2021 APPROPRIATION					**$265,000.00**
Fire Services	10123-51410, firefighting & 51920 (FICA)	FLSA Claim Settlement	10/23/20	(77,044.00)	$187,956.00
Police Department	10129-53220 (marine patrol supplies)	Replacement Generator for Patrol Boat	2/10/21	(16,566.00)	$171,390.00
Information Technolgoy	10147-52043 (contracts)	PD Records Management Software	2/10/21	(33,639.00)	$137,751.00
Library	10136-5110 (adminsitration)	Payout to Administrator	2/10/21	(55,582.00)	$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
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					$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
					$82,169.00
		TOTAL TRANSFERS FROM CONTINGENCY		$182,831.00	

TOWN OF WATERFORD
2019-2020CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2019-2020 APPROPRIATION					**$250,000.00**
First Selectman	10101-52020 Postage	State of CT mailing for Vietname era award ceremony	12/11/19	(200.00)	$249,800.00
Building Maintenance	10111-55030 Public Improvements	to complete necessary town facility maintenance (window films, roof repairs, sump pump)	3/11/20	(10,000.00)	$239,800.00
First Selectman	10101-53119 Emergency Expenditures	to cover COVID-19 expenditures	9/9/20	(191,482.31)	$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
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					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
		TOTAL TRANSFERS FROM CONTINGENCY		$201,682.31	

TOWN OF WATERFORD
2018-2019 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2018-2019 APPROPRIATION					**$265,000.00**
CIP	10138-55832	transfer to CIP	9/12/18	(35,493.00)	$229,507.00
Registrar	10102-51320 Election Activities		10/10/18	(8,677.00)	$220,830.00
Registrar	10102-52070 Reimbursable Expenses		10/10/18	(160.00)	$220,670.00
Registrar	10102-52080 Telephone		10/10/18	(54.00)	$220,616.00
Registrar	10102-53020 Other Supplies		10/10/18	(2,679.00)	$217,937.00
BOF	10103-52030 Professional Fees		1/9/19	(6,900.00)	$211,037.00
Assessor	10104-51110 Administration		7/17/19	(5,662.02)	$205,374.98
Assessor	10104-51210 Professional Fees		7/17/19	(1,367.19)	$204,007.79
Assessor	10104-51920 FICA		7/17/19	(151.00)	$203,856.79
Assessor	10104-52030 Professional Fees		7/17/19	(10,662.60)	$193,194.19
Assessor	10104-53200 Pricing		7/17/19	(641.00)	$192,553.19
Tax Collector	10106-52120 Professional Fees		7/17/19	(1,272.53)	$191,280.66
Legal	10108-52030 Professional Fees		7/17/19	(4,413.00)	$186,867.66
Police	10129-53090 Fuel & Lubricants		7/17/19	(14,435.00)	$172,432.66
Human Resources	10145-51210 Professional Fees		7/17/19	(2,367.00)	$170,065.66
First Selectman	10101-52030 Professional Fees		7/17/19	(20,000.00)	$150,065.66
			TOTAL TRANSFERS FROM CONTINGENCY	$114,934.34	

TOWN OF WATERFORD
2017-2018 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2017-2018 APPROPRIATION					**$245,000.00**
IT	10147-54130 Computer System		8/9/17	(5,200.00)	$239,800.00
Building Maintenance	10111-55030 Building Improvements		1/10/18	(5,000.00)	$234,800.00
First Selectman	10101-52030 Professional Fees		3/14/18	(60,000.00)	$174,800.00
Building Maintenance	10111-55030 Building Improvements		5/16/18	(13,178.00)	$161,622.00
Zoning BOA	10115-52010 Advertising		6/13/18	(1,000.00)	$160,622.00
Retirement	10116-51930 Hypertension/Heart Disease		7/18/18	(106,789.00)	$53,833.00
Retirement	10116-51940 Pension Contribution		7/18/18	(20,413.00)	$33,420.00
Building Department	10118-51110 Administration		7/18/18	(24,842.00)	$8,578.00
Human Resources	10145-52030 Professional Fees		7/18/18	(129.00)	$8,449.00
Human Resources	10145-51210 Clerical/Technical		7/18/18	(474.00)	$7,975.00
Human Resources	10145-51110 Administration		7/18/18	(3,976.00)	$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
		TOTAL TRANSFERS FROM CONTINGENCY		$241,001.00	

TOWN OF WATERFORD
2016-2017 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2016-2017 APPROPRIATION					**$265,000.00**
Registrar	10102-51010 Elected Officials		7/20/16	(8,302.00)	$256,698.00
Registrar	10102-51920 FICA		7/20/16	(635.00)	$256,063.00
	10638-55804		12/14/16	(4,664.00)	$251,399.00
Rec & Park	10137-51620 Programs		2/15/17	(20,000.00)	$231,399.00
Building Maintenance	10111-55030		3/5/17	(5,000.00)	$226,399.00
Finance	10107-54130 Computer Support		4/12/17	(4,770.00)	$221,629.00
	10110-52030 Professional Fees		5/17/17	(9,650.00)	$211,979.00
Assessor	10104-51110 Administration		7/19/2017	(88,885.00)	$123,094.00
Assessor	10104-51210 Clerical/Technical		7/19/2017	(2,215.00)	$120,879.00
Town Clerk	10109-51110 Administration		7/19/2017	(1,337.00)	$119,542.00
Town Clerk	10109-51210 Clerical/Technical		7/19/2017	(882.00)	$118,660.00
Planning & Zoning	10110-51120 Inspection		7/19/2017	(3,006.00)	$115,654.00
Planning & Zoning	10110-51920 FICA		7/19/2017	(160.00)	$115,494.00
Building Department	10118-51120 Inspection		7/19/2017	(2,067.00)	$113,427.00
Human Resources	10145-52010 Advertising		7/19/2017	(2,064.00)	$111,363.00
Emergency Management	10122-51810 Dispatch Overtime		7/19/2017	(11,941.00)	$99,422.00
Emergency Management	10122-52080 Telephone		7/19/2017	(500.00)	$98,922.00
Fire	10123-53070 Automotive Repairs		7/19/2017	(14,641.00)	$84,281.00
Senior Services	10135-51110 Administration		7/19/2017	(29,808.00)	$54,473.00
First Selectman	10101-52030 Professional Fees		7/19/2017	(20,000.00)	$34,473.00
First Selectman	10101-52030 Professional Fees		8/9/2017	(2,971.00)	$31,502.00
			TOTAL TRANSFERS FROM CONTINGENCY	$233,498.00	

TOWN OF WATERFORD
2015-2016 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2015-2016 APPROPRIATION					**$245,000.00**
POLICE - CYC	10638-55795 - INFORM CAD	TRANSFER TO CYC FOR INFORM CAD	AUGUST 2015	(45,951.00)	$199,049.00
FINANCE - IT	10107-54130-COMPUTER SUPPORT SYSTEM	LICENSING AND WINDOWS UPGRADE FOR SERVERS	AUGUST 2015	(14,035.00)	$185,014.00
FINANCE - IT	10107-54130-COMPUTER SUPPORT SYSTEM	6 WORKSTATIONS FOR DISPATCH	NOVEMBER 2015	(5,400.00)	$179,614.00
REGISTRAR OF VOTERS	10102-52050-DUES CONF & EDUC	STATE MANDATED TRAINING	DECEMBER 2015	(1,890.00)	$177,724.00
REGISTRAR OF VOTERS	10102-52070 - REIMB EXPENSES	STATE MANDATED TRAINING	DECEMBER 2015	(134.00)	$177,590.00
REGISTRAR OF VOTERS	10102-53020-OTHER SUPPLIES	ELECTION EXPENSES	DECEMBER 2015	(2,452.00)	$175,138.00
SELECTMAN	10101-52030-PROFESSIONAL FEES	UNDERESTIMATED ANNUAL EXPENSE	MAY 2016	(22,000.00)	$153,138.00
TOWN CLERK	10109-53280 - ELECTION MATERIALS	ADDITIONAL COSTS FOR PRINTING OF BALLOTS	MAY 2016	(679.00)	$152,459.00
REGISTRAR OF VOTERS	10102-51320-ELECTION ACTIVITIES	EXPENSES ASSOCIATED WITH PRIMARY	JUNE 2016	(7,730.00)	$144,729.00
REGISTRAR OF VOTERS	10102-52080-TELEPHONE	EXPENSES ASSOCIATED WITH PRIMARY	JUNE 2016	(825.00)	$143,904.00
REGISTRAR OF VOTERS	10102-53020-OTHER SUPPLIES	EXPENSES ASSOCIATED WITH PRIMARY	JUNE 2016	(2,314.00)	$141,590.00
REGISTRAR OF VOTERS	10102-52020 POSTAGE	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(368.00)	$141,222.00
REGISTRAR OF VOTERS	10102-52050 DUES, CONF & EDUCATION	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(191.00)	$141,031.00
TOWN CLERK	10109-52510 RENTAL OF EQUIPMENT	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(3,859.00)	$137,172.00
FIRE SERVICES	10223-52030 PROFESSIONAL FEES	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(5,663.00)	$131,509.00
FIRE SERVICES	10223-52372 INSURANCE	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(10,601.00)	$120,908.00
FIRE SERVICES	10223-53111 PROTECTIVE CLOTHING	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(5,558.00)	$115,350.00
POLICE	10229-51420 PATROL	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(99,530.00)	$15,820.00
POLICE	10229-51820 REPLACEMENT OVERTIME	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(15,820.00)	$0.00
			TOTAL TRANSFERS FROM CONTINGENCY	$245,000.00	