

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Wednesday, March 13, 2024
Town Hall 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10102 – Registrar of Voters
4. 10104 - Assessor
5. 10105 – Board of Assessment Appeals
6. 10106 – Tax Collector
7. 10109 – Town Clerk
8. 10117 – Representative Town Meeting
9. 10101 – Board of Selectmen
10. Adjournment

Glenn Patterson, Chairman

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

REGISTRARS OF VOTERS

10102

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase	2023/2024 BD OF SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	50,805	47,848		26,912	54,497	6,649	13.90%	54,497	6,649	13.90%
51310	VOTER REGISTRATION	3,498	4,000		808	4,000	0	0.00%	4,000	0	0.00%
51320	ELECTION ACTIVITIES	16,932	7,345		5,802	14,870	7,525	102.45%	14,870	7,525	102.45%
51920	F.I.C.A	5,439	4,528		2,546	5,613	1,085	23.96%	5,613	1,085	23.96%
	SUBTOTAL	76,674	63,721	0	36,068	78,980	15,259	23.95%	78,980	15,259	23.95%
SERVICES											
52010	ADVERTISING	0	1		0	100	99	0.00%	100	99	0.00%
52020	POSTAGE	1,980	1,800		546	2,050	250	13.89%	2,050	250	13.89%
52040	SERVICE CONT. & REPAIRS	2,500	2,500		2,500	2,250	(250)	-10.00%	2,250	-250	-10.00%
52050	DUES, CONF., & EDUCATION	800	1,680		980	1,710	30	1.79%	1,710	30	1.79%
52070	REIMBURSABLE EXPENSE	411	401		240	1,142	741	184.79%	1,142	741	184.79%
	SUBTOTAL	5,691	6,382	0	4,266	7,252	870	13.63%	7,252	870	13.63%
MATERIALS & SUPPLIES											
53020	OTHER SUPPLIES	10,519	9,384		6,980	10,293	909	9.69%	10,293	909	9.69%
	SUBTOTAL	10,519	9,384	0	6,980	10,293	909	9.69%	10,293	909	9.69%
EQUIPMENT											
54180	VOTING MACHINE	0	1		0	0	(1)	-100.00%	0	-1	-100.00%
	SUBTOTAL	0	1	0	0	0	(1)	-100.00%	0	-1	-100.00%
	DEPARTMENT TOTAL	92,884	79,488	0	47,314	96,525	17,037	21.43%	96,525	17,037	21.43%



REGISTRAR OF VOTERS FISCAL YEAR 2025 BUDGET

Town of Waterford

TO: Board of Selectmen

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

December 8, 2023

FY2025 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY 2025.

This year we are budgeting for a Presidential election. This election will require fourteen days of Early Voting, to include twelve 8-hour days and two 12-hour days for a total of 120 additional hours that will require staffing in our office.

The State budget package that supports Early Voting includes a grant in the amount of \$10,500 per municipality for costs related to implementing and conducting early voting, contingent on detailed intended use of the funds.

We have budgeted \$6,000 for additional staffing during this period. Additional costs will include supplies such as secure ballot bags, locking bins and cabinets, etc.; as well as voter education regarding schedules and location.

Additionally, we will be required to reorganize and fortify our office for use as the early voting location. To that end, much of our office furniture has outlived its useful life and in some cases is broken and hazardous. We have budgeted an amount to purchase new desks to better serve us in our public facing office.

BUDGET FUNCTION

The Registrars of Voters are responsible for the administration of the election process, (which now encompasses early voting), the annual canvas, and the maintenance of the town's voter database.

In June 2023 Public Act 23-5 was approved which requires 14 days of early voting for general elections, 7 days of early voting for most primaries, and 4 days of early voting for special elections and presidential preference primaries. For the 2024 Federal Election this will require an additional 120 hours of staffing, adding a considerable workload to our office.

The annual canvas of electors is completed each year from January to May as required by law. The information is received from the NCOA (National Change of Address) that is supplied to us by the Post Office. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible. Connecticut is also a member of ERIC (Electronic Registration Information Center) which is an organization that assists states and towns to improve the accuracy of their voter rolls by comparing voter registries and other lists from state agencies such as the DMV. This is done concurrently with the aforementioned NCOA canvas. ERIC currently consists of 25 states.

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

To prepare for Election Day we hire and train thirty to fifty poll workers depending on the needs of that year's election. Additionally, we will now require additional staffing to cover early voting. Our elections run in a two and four year cycle and our budgets are adjusted based on this cycle.

We register voters in person at our office, online through the CT Voter Registration System and online through the DMV. We keep our voter rolls accurate and current by incorporating changes due to in-town and out-of-town moves and the Department of Public Health 'Death Report'.

The current number of registered voters as of 11/30/2023 is 14,399.

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

BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action December 2023 an annual salary for each Registrar is as follows:

07/01/24 - 06/30/25 - \$27,248.52

\$27,248.52 x 2 Registrars = \$ 54,497

51310 VOTER REGISTRATION

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

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the Presidential
Election of November 5, 2024.

It also includes stipend for conference attendance for Registrars and stipend for Moderator Training.
Included in this line item is funding for early voting.

Conference attendance stipend @35/day x 4 days x 2 Registrars	\$ 280
Conference attendance stipend @35/day x 1 day x 2 deputy registrars	\$ 70
Mandatory Moderator Certification stipend 4 @\$35	\$ 140
Early voting	\$6,000
Head Moderator (1)	\$ 450
District Moderators 3 @ \$320	\$ 960
District Asst. Registrars 8 @ \$270	\$2,160
Official Checkers 8 @ \$270	\$2,160
Ballot Clerks 4 @ \$240	\$ 960
Tabulator Tenders 4 @ \$240	\$ 960
Absentee Ballot Moderator (1)	\$ 125
Absentee Ballot Counters 6@ \$80	\$ 480
End of Night Reporting	\$ 125

TOTAL: \$14,870

51920 FICA

7.65% of \$ 73,367= \$ 5,613

GRAND TOTAL 51000 SERIES: \$78,980

52010 ADVERTISING

Notices of legal registration sessions and deadlines mandated for publication in a local newspaper \$ 100

52020 POSTAGE

Required: All mailings be first class postage. Mailings comprise letters of voter acceptance and any changes a voter has made. This also includes DMV notifications and reports to the Secretary of State. During canvass, there are letters of address verification and any address change service fees. Memory cards for the optical scan machines must be insured and return receipt requested for programming and audits. \$ 2,050

52040 SERVICE CONTRACTS AND REPAIRS

\$2,250 Annual cost of maintenance contract for the AccuVote optical scan tabulators = 10 machines @ \$225. \$ 2,250

52050 DUES, CONFERENCES AND EDUCATION

\$ 170 ROVAC - Dues for 2 Registrars and 2 Deputy Registrars
\$1,040 Registrar of Voters Biannual State Conference \$130/day x 8 days
\$ 260 Registrar of Voters State Conference (one day) \$130/day x 2 Deputy Registrars
\$ 240 Training of Election Day Moderators 4 @ \$60 \$ 1,710

52070 REIMBURSABLE EXPENSES

\$ 442 Mileage reimbursements for Registrars and staff for training, conferences, meeting attendance, poll set-up - 675 miles @ \$.655/mi.
\$ 700 Lunch and supplies for Election Day. \$1,142

GRAND TOTAL 52000 SERIES: \$ 7,252

53020 OTHER SUPPLIES

\$1306 Programming of Memory Cards for Presidential Election 2024:

6 races @ \$21.00	\$ 126
48 Voting Positions @ \$10.50	\$ 504
5 Districts @ \$21	\$ 105
6 Ballot Style @ \$21	\$ 126
20 Memory Cards @ \$21	\$ 420
Shipping and handling	\$ 25
TOTAL:	\$1306

\$3900 Ballots for Presidential Election, \$.30 x 13,000 (90% of registered voters as of 11/30/23)

Voter turnout history: **2016** 82%, **2020** 87%

\$ 210 Code changes (the cost the printer charges to get codes from the memory cards)

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

\$ 275 Various election supplies including, batteries and ink for tabulators, ballot marking pens. Infoshred (\$ 25x4).

\$4,500 Other costs related to implementing and conducting early voting, including new desks

GRAND TOTAL 53000 SERIES: \$10,293

GRAND TOTAL BUDGET REQUEST: \$96,525

2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
10/11/2018	DEMOCRATIC REGISTRAR		N/A	26,912.16	27,248.52	N/A	27,248.52	2,084.51
2/2/2007	REPUBLICAN REGISTRAR		N/A	26,912.16	27,248.52	N/A	27,248.52	2,084.51
	TOTALS			53,824.32	54,497.04	0.00	54,497.04	4,169.02
51310 - VOTER REGISTRATION								
10/22/2020	DEPUTY REGISTRAR	2	\$ 19.5558	1,974.00	2,033.80	N/A	2,033.80	155.59
VACANT	DEPUTY REGISTRAR	2	\$ 18.5712	1,924.00	1,931.40	N/A	1,931.40	147.75
	TOTALS			3,898.00	3,965.20	0.00	3,965.20	303.34
51320 - ELECTION ACTIVITIES								
	VARIOUS POLLWORKERS		STIPEND	8,420.00	14,380.00	N/A	14,380.00	1,100.07
	TOTALS			8,420.00	14,380.00	0.00	14,380.00	1,100.07
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
				66,142.32	72,842.24	0.00	72,842.24	5,572.43
	TOTALS							
BUDGET TOTAL W/F.I.C.A.							78,414.67	



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10104 ASSESSOR

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROF.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2023/2024 BD OF SELECTMEN APPROVED (1/31/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	132,877	192,597		96,623	206,793	206,793	14,196	7.37%
51210	CLERICAL/TECHNICAL	53,987	66,342		32,063	45,797	45,797	-20,545	-30.97%
51910	FRINGE BENEFITS	0	0		0	250	250	250	0.00%
51920	F.I.C.A	14,002	19,809		9,455	19,343	19,343	-466	-2.35%
	SUBTOTAL	200,866	278,748	0	138,141	272,183	272,183	-6,565	-2.36%
SERVICES									
52010	ADVERTISING	242	400		232	300	300	-100	-25.00%
52020	POSTAGE	2,111	1,650		76	1,720	1,720	70	4.24%
52030	PROFESSIONAL FEES	59,058	250		0	250	250	0	0.00%
52040	SERVICE CONT & REPAIRS	6,092	6,236		2,472	6,350	6,350	114	1.83%
52050	DUES, CONF., & EDUCATION	2,360	2,855		970	3,290	3,290	435	15.24%
	SUBTOTAL	69,863	11,391	0	3,750	11,910	11,910	519	4.56%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	202	150		98	750	750	600	400.00%
53200	PRICING BOOKS	1,811	1,859		0	2,370	2,370	511	27.49%
	SUBTOTAL	2,013	2,009	0	98	3,120	3,120	1,111	55.30%
	DEPARTMENT TOTAL	272,742	292,148	0	141,989	287,213	287,213	-4,935	-1.69%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 04 ASSESSOR
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51110 - ADMINISTRATION								
1/2/2023	ASSESSOR	40	N/A	124,841.08	128,454.28	N/A	128,454.28	9,826.75
12/07/2021	ASSISTANT ASSESSOR	40	N/A	76,135.28	78,339.15	N/A	78,339.15	5,992.94
	TOTALS			200,976.36	206,793.43	0.00	206,793.43	15,819.70
51210 - CLERICAL/TECHNICAL								
01/10/22	ASSESSMENT AIDE III	35	\$ 25.0666	44,508.46	45,796.68	\$ -	45,796.68	3,503.45
	TOTALS			44,508.46	45,796.68	0.00	45,796.68	3,503.45
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 -FRINGE/F.I.C.A.								
				245,484.82	252,590.11	0.00	252,840.11	19,342.27
TOTALS							272,182.38	
BUDGET TOTAL W/F.I.C.A								

WORKDAYS	WEEKS TO BUDGET
2024/2025	
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 04 ASSESSOR
2024-2025 FISCAL YEAR

LINE 51910 LINE 51920

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
Assessor \$	125.0000		125.00	9.5625
Asst Assessor \$	125.0000		125.00	9.5625
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			250.00	19.13

*** ADDED TO FICA ON PERSONNEL WORKSHEET

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:
ASSESSOR



BUDGET FUNCTION

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

The Assessor's office also maintains an up-to-date inventory of all property, including land and improvements thereon, changes in ownership, new construction, alteration, parcel and map changes resulting from sub-division, assemblage, boundary agreements and surveys filed as of the assessment date.

In compiling the annual Grand List the Assessor's office regularly reviews and inspects ongoing improvements made to real property, audits and processes approximately 1300 business personal property filings annually, and lists and values all vehicles located within the Town of Waterford as of the October 1st assessment date.

The Assessor's office also provides technical and clerical assistance to the Board of Assessment Appeals throughout the year by creating the board's hearing schedules, generating appointment letters and notices and recording required agendas and minutes.

Throughout the year the Assessor engages in ongoing appraisal review and analysis; prepares written and oral testimony and works in collaboration with the Town's legal department to resolve any outstanding tax appeals filed with Superior Court under CGS §12-117a and 12-119.

In accordance with Connecticut statutes, The Assessor's office must also oversee the periodic revaluation of all real property within the Town of Waterford. Effective with the 2023 Grand List, Section 7 of Public Act 22-74, five revaluation zones have been established and a new five-year revaluation schedule has been instituted statewide. This legislation redistributes the number of revaluations to be performed annually, and results in an accelerated schedule for the Town of Waterford. Mandatory revaluations are now scheduled for Grand List years 2026, 2029 and 2034.

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



Assessor's Office Metrics

<u>ACTIVITY</u>	<u>#</u>
Real Estate	
Changes to real property ownership	755
Building permits entered/processed	1845
Property inspections/construction detail/value changes	570
Motor Vehicles	
# of vehicles manually priced	5467
certificates of correction to prorate/add or delete vehicles from current and prior GLs	1341
Personal Property	
# accounts reconciled/priced	1323
Assessment Administration	
State Elderly tax relief applications processed	111
Local Elderly tax relief applications processed	111
State Additional veterans applications processed	55
Local Veterans applications processed	67
Board of Assessment Appeals applicants scheduled	188
BAA Changes made	108
Map changes processed	36
Tax Appeals received	29
Tax Appeals currently under review	12
Income & Expense forms rec'd/analyzed	219
New PA490 apps reviewed	2
PA490 Decertifications	4
Veterans - new DD214s recorded	42
Veterans - new vets disability percentages recorded	9

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:



Budget Summary

Line Item	FY 2023 Appropriated	FY2024 Appropriated	FY 2025 Request	Change from FY 2024 (+/-) \$0
PERSONNEL COSTS				
51110 Administration	169,295	192,597	206,793	14196
51210 Clerical/Technical	62,224	66,342	45,797	-20545
51810 Overtime	0	0	0	0
51910 Fringe Benefits	0	0	250	250
51920 FICA	17,711	19,809	19,343	-466
SUBTOTAL	249,230	278,748	272,183	-6565
SERVICES				
52010 Advertising	400	400	300	-100
52020 Postage	1068	1650	1720	70
52030 Professional Fees	250	250	250	0
52040 Serv Cont & Repairs	5921	6236	6350	114
52050 Dues, Conf. & Education	1825	2855	3290	435
52070 Reimbursable Expense	0	0	0	0
SUBTOTAL	9,464	11,391	11,910	519
MATERIALS & SUPPLIES				
53020 Other Supplies	150	150	750	600
53200 Pricing Books	500	1859	2370	511
SUBTOTAL	650	2009	3120	1111
DEPARTMENT TOTAL	259,344	292,148	287,213	-4,935

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



Budget Explanations By Category

Personnel Costs: Office staff consists of three full time positions; a Certified Municipal Assessor, an Assistant Assessor and an Assessor's Aide III. A part-time Assessor's Aide II position at 19 hours/week, originally created to provide clerical support, enter building permits and perform occasional new construction inspections is redundant and has been eliminated. The building permit data entry process has now been automated through a bridge process and all necessary site inspections are performed by the Assistant Assessor and Assessor as part of their duties. Salaries, fringe benefits & longevity are based on rates established by union contracts.

Budget Request: **\$272,183**

(2.36%) decrease

*See the Personnel/Fringe Benefit spreadsheet for calculations

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

Budget Request:

- **10104-52010 – Advertising** Request: **\$300** **(25.00%) decrease**

Includes annual publication of a combined legal advertisement notifying taxpayers of state mandated exemption filing deadlines and announcing Personal Property filing requirements as mandated by state statute. The required notice is published in *The Day* newspaper and posted on the Town's website. The combined legal ad published in the fall is advertised jointly with three neighboring municipalities resulting in a cost-sharing discount. An additional notice announcing the filing requirements for the state Elderly Homeowners/Totally Disabled tax relief program is posted in February on the town's website, in the senior center and on the Waterford Community Access TV channel.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT:



- **10104-52020 – Postage** Request: **\$1,720** **4.24% increase**

In addition to typical correspondence with taxpayers, the Assessor's Office is required by CT State Statute to send out annually the following applications/notifications to taxpayers:
Elderly Homeowners/Totally Disabled Program re-applications and reminder letters
Additional Veteran's re-applications and reminder letters
Personal Property and Real Estate increase notices
Income & Expense forms for commercial /income producing properties

Postage costs incurred in FY23/24 to date = **\$2,196.56** *revaluation year

Postage Breakdown:

Monthly Correspondence:	\$108.80	Est. at 13 pieces of mail/mo.
Increase Notices RE & PP:	\$1184.46	1742 @.68
Elderly & Advets Apps/reminders:	\$169.08	231 @ .68 + April nonfile cert of mailing \$12
Inc. & Expense Forms:	\$224.40	330 @.68
Inc. & Expense penalty notices:	\$33.32	<u>49@.68</u>

- **10104-52030 – Professional Fees** Request: **\$250** **0% increase**

The Assessor's Office requires direct access to the State of Connecticut's DMV CIVLS online database, which allows staff members to assist taxpayers with motor vehicle situs issues and accurately determine additions/deletions to the motor vehicle grand list. The annual cost for this service is \$250.

- **10104 -52040 – Service Contracts & Repairs** Request: **\$6,350** **1.83% increase**

The Assessor's Office uses administrative software provided by Quality Data Service Inc. (QDS) to apply all exemptions, state and local benefits, produce required state reports and to bridge all billable accounts to the Tax Collector. While software maintenance costs related to QDS are included in the IT budget, there are additional costs attributable to QDS for necessary and required services provided to the Assessor's office. These services include the production and binding of the town's permanent annual Grand List books and the annual generation and mailing of online personal property filing notices with unique pin # assignment.

The Assessor's Office also leases a Xerox copy machine from Connecticut Business Systems (CBS) at a fixed cost of \$158/month. Overages in the number of copies beyond the contracted amount are billed separately.

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



Service Cont. Fees incurred FY23: **\$6,092**

Service Cont. & Repairs Breakdown:

QDS Grand List Binding:	\$3,050
QDS Online PP Filing:	\$1,229 <i>Estimated at 1350 accounts</i>
CBS Copier:	\$1,896
CBS Copier overage est:	<u>\$ 175</u>
	\$6,350

- **10104-52050 – Dues, Conf. & Education** Request: **\$3,290** **15.24% increase**

The Assessor's office has experienced significant staff turnover in the past two years. All aspects of assessment administration require formal assessment specific education and training. Continuing Education, (50 credit hours over 5 years) is required statutorily to meet recertification standards for all Certified Connecticut Municipal Assessors. The Assistant Assessor has completed 3 of the required 5 courses to attain a level I CCMA certification. New staff will require course attendance for training in assessment administration/statutes through educational programs provided by the Connecticut Association of Assessing Officers (CAAO). Courses and workshops are offered in June at the UCONN Assessor School and throughout the year as determined annually by the CAAO's Education Committee. Additional continuing education credits for the Assessor and Assistant Assessor are offered for assessment and statute related topics throughout the year. The 2024 Wichita Property Tax Conference is held each year in July and offers educational sessions on complex special use and public utility property valuation.

Dues are annually recurring for the CAAO, IAAO, NRAAO and GNLA, all of which require membership as a source of assessment industry tools/information and for educational offerings at a reduced cost. CAAO membership is required to maintain CT CCMA certification.

Dues, Conf. & Education Fees incurred in FY23: **\$2,360**

Assessor & Asst Assessor Dues – CAAO, NRAAO, GNLA, IAAO	\$490
Continuing Education – Assessor – Uconn, IAAO, Wichita, workshops	\$1,450
UConn/Ed, workshops – Asst & Aide	<u>\$1,350</u>
	\$3,290

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT:



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

- **10104-53020 – Other Supplies** Request: **\$750** **400% increase**

The Assessor's office requires an allowance for miscellaneous items and supplies not provided as standard office supplies through the Finance Office. Necessary Assessment office supplies and equipment have not been purchased for some time and worn/broken equipment is in need of replacement. Supply funds requested are for the following items:

- Dyna label makers have been requested this year through the IT Dept. to assist with frequent mailings.

Dyna Label Rolls:	3 @ \$33 each	- \$100
Document Stands:	3 @ \$15 each	- \$45
Replacement 3 hole punch		- \$15
Verbatim Mono Headset	2 @ \$14 each	- \$28
Replacement guest chairs	2 @ \$134 each	- \$268
Toner Cartridge public printer		- \$133
Replacement Scissors, field clipboards,		
Camera battery, thumb drives		- \$60
Replacement office floor mats	2 @\$50 each	- \$100
		\$750

- **10104-53200 – Pricing Books** Request: **\$2,370** **27.49% increase**

Pricing guides are provided through a bulk purchase contract conducted by the CAAO. JD Powers (formerly NADA) charges base pricing for motor vehicle valuation guides to a per vehicle price. Last year's base price for Waterford's NADA books was **\$1,811** and included the fee for DMV to pre-price a majority of motor vehicles utilizing the JD Power software and 2 additional pricing books.

An increase in the JD Power per vehicle base price for Waterford (DMV pricing) to \$0.102 per vehicle at 20,504 vehicles is anticipated. The estimated base price for the 2024 Grand List is **\$2,160**. This price includes an additional fee of \$60 per town, which covers the Truck & Trailer VIN program, the NICB guide, CAAO Motor Vehicle committee expenses and one set of books provided to OPM. A set of pricing books for use in the office is estimated at an additional **\$210**.

The cost for JD Powers Online Pricing Program has increased substantially and now includes a base charge of \$250, a \$300 per user charge and a cap on the number of price searches conducted annually with applicable overage charges. The Assessor's office has opted to discontinue use of the online pricing program offered by JD Powers and will purchase a set of pricing books at a set cost of \$210.

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





CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS

MOTOR VEHICLE COMMITTEE

FILE COPY

SUBSCRIPTION RENEWAL

2023 JD POWER/NADA MOTOR VEHICLE ORDER FORM

Tuesday, June 20, 2023

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

1 2023 NADA MOTOR VEHICLE PRICING \$ 1,640

(This cost is to have your vehicles valued for your 2023 Grand List and must be ordered)

There are no books included in this cost.

****All MV books are now purchased separately****

ADD Total "ADDITIONAL J.D. POWER" from page two \$ 171.00

TOTAL AMOUNT DUE TO CAAO, INC \$ 1,811.00

MAKE CHECK PAYABLE TO: CAAO, INC

MAIL PAGE ONE & TWO OF YOUR ORDER FORM W/PAYMENT TO:

APPROVED

VENDOR# 69

PO# FY 2023

CLOSE PO Y N

ACCOUNT # 1904-53200

AMOUNT 01,811.00

SIGN [Signature]

DATE 6/28/2023

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



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS
MOTOR VEHICLE COMMITTEE

ORDER FORM – “ADDITIONAL J.D. POWER” 2023 PRICING GUIDES

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

QTY

# <u>1</u>	October issue, J.D. POWER Official Used Car Guide	\$ 84.00 ea. <u>84.00</u>
# <u>1</u>	Sept-Dec issue, J.D. POWER Official Older Used Car Guide	\$ 87.00 ea. <u>87.00</u>
# <u> </u>	Sept-Dec issue, J.D. POWER Classic, Collectible, Exotic Guide	\$ 93.00 ea. <u> </u>
# <u> </u>	Sept-Dec issue, J.D. POWER Commercial Truck Guide	\$ 84.00 ea. <u> </u>
# <u> </u>	Sept-Dec issue, J.D. POWER Motorcycle/Snowmobile Guide	\$ 106.00 ea. <u> </u>
# <u> </u>	Dec. issue, J.D. POWER Vintage Collectible & Retro Motorcycle	\$ 57.00 ea. <u> </u>
# <u> </u>	Sept-Dec issue, J.D. POWER Recreational Vehicle Guide	\$ 155.00 ea. <u> </u>
# <u> </u>	J.D. POWER CONNECT RV * <u>Online Subscription Only</u> *(replaces Older RV Guide) has values for both RV Guides (years 2024-1966)	\$ 165.00 ea. <u> </u>
# <u> </u>	J.D. POWER Online Subscription	\$250.00 ea. <u> </u>

2 **TOTAL ORDER**

TOTAL AMOUNT
(Add this amount to page one)

\$ 171.00

MAKE CHECK PAYABLE TO:

CAAO, INC

MAIL ALL ORDER FORMS & PAYMENTS TO:

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

Town Name	Town Code	County	# of MP's at per DMV	2023 Base Price	Town Total from DMV	Difference in a Vehicles	2023 Base Price Updated	2024 Base Price @ 80.00 vehicles	2024 JD Power books estimate (based on 2023 population)	Committee Expenses, Truck Pricing & Coordination	Total Cost for 2024	2023 Base Price	2023 Additional Books, RV Connect & On-line	2023 Total Including Additional Changes	Change from 2023 to 2024	Optional On-Line Program per user change	Optional On-Line Program base change
Andover	1	Tolland County	4,068	\$340.00	4,090	22	\$340	\$400	\$420	\$60	\$1,080	\$340	\$516	\$856	\$224	\$300	\$250
Ansonia	2	New Haven County	14,736	\$1,240.00	14,729	(7)	\$1,240	\$1,500	\$800	\$60	\$1,860	\$1,240	\$250	\$1,490	\$370	\$300	\$250
Ashford	3	Windham County	4,297	\$440.00	5,018	231	\$440	\$300	\$1,300	\$60	\$1,860	\$440	\$1,081	\$1,521	\$339	\$300	\$250
Avon	4	Hartford County	16,275	\$1,340.00	16,275	(0)	\$1,340	\$1,700	\$620	\$60	\$2,380	\$1,340	\$516	\$1,856	\$524	\$300	\$250
Barnstead	5	Litchfield County	4,325	\$340.00	4,355	30	\$340	\$1,700	\$740	\$60	\$1,200	\$340	\$619	\$959	\$241	\$300	\$250
Bassett Falls	6	New Haven County	5,976	\$540.00	5,976	(0)	\$540	\$600	\$240	\$60	\$1,200	\$540	\$484	\$994	\$260	\$300	\$250
Berlin	7	Hartford County	23,201	\$1,940.00	23,201	(0)	\$1,940	\$2,400	\$500	\$60	\$2,900	\$1,940	\$429	\$2,369	\$601	\$300	\$250
Bethany	8	New Haven County	5,945	\$540.00	5,964	19	\$540	\$1,500	\$1,100	\$60	\$1,760	\$540	\$916	\$2,456	\$304	\$300	\$250
Bethel	9	Fairfield County	18,344	\$1,540.00	18,420	76	\$1,540	\$2,000	\$500	\$60	\$2,560	\$1,540	\$1,081	\$3,621	\$639	\$300	\$250
Bloomfield	10	Litchfield County	4,658	\$440.00	4,668	10	\$440	\$500	\$500	\$60	\$1,160	\$440	\$421	\$861	\$241	\$300	\$250
Bloomfield	11	Hartford County	19,761	\$1,540.00	19,761	(0)	\$1,540	\$2,000	\$500	\$60	\$2,560	\$1,540	\$1,081	\$3,621	\$639	\$300	\$250
Bolton	12	Tolland County	5,539	\$440.00	5,550	11	\$440	\$600	\$600	\$60	\$1,260	\$440	\$419	\$859	\$219	\$300	\$250
Bourne	13	New London	3,641	\$340.00	3,659	18	\$340	\$400	\$600	\$60	\$1,060	\$340	\$370	\$710	\$370	\$300	\$250
Bridford	14	New Haven County	27,546	\$2,400.00	27,546	(0)	\$2,400	\$3,000	\$600	\$60	\$3,600	\$2,400	\$1,081	\$4,681	\$2,081	\$300	\$250
Bridgeport	15	Fairfield County	83,812	\$6,740.00	83,872	60	\$6,740	\$8,000	\$1,260	\$60	\$9,260	\$6,740	\$1,448	\$11,788	\$5,048	\$300	\$250
Bridgeville	16	Litchfield County	2,083	\$240.00	2,058	(25)	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250
Bristol	17	Hartford County	52,020	\$4,340.00	52,020	(0)	\$4,340	\$5,000	\$660	\$60	\$5,660	\$4,340	\$1,776	\$7,116	\$2,776	\$300	\$250
Broadfield	18	Fairfield County	16,978	\$1,440.00	16,974	(4)	\$1,440	\$1,700	\$740	\$60	\$2,480	\$1,440	\$619	\$2,059	\$341	\$300	\$250
Brooklyn	19	Windham County	8,379	\$740.00	8,403	24	\$740	\$900	\$500	\$60	\$1,460	\$740	\$514	\$1,254	\$276	\$300	\$250
Burlington	20	Hartford County	10,196	\$840.00	10,193	(3)	\$840	\$1,000	\$600	\$60	\$1,660	\$840	\$514	\$1,354	\$276	\$300	\$250
Canaan	21	Litchfield County	3,339	\$140.00	3,339	(0)	\$140	\$200	\$400	\$60	\$660	\$140	\$370	\$510	\$370	\$300	\$250
Canterbury	22	Windham County	6,553	\$540.00	6,558	5	\$540	\$700	\$500	\$60	\$1,260	\$540	\$614	\$1,154	\$346	\$300	\$250
Canterbury	23	Hartford County	10,228	\$840.00	10,246	17	\$840	\$1,000	\$600	\$60	\$1,660	\$840	\$514	\$1,354	\$276	\$300	\$250
Chaplin	24	Windham County	2,674	\$240.00	2,752	78	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250
Cheshire	25	New Haven County	26,737	\$2,340.00	26,737	(0)	\$2,340	\$3,000	\$660	\$60	\$3,660	\$2,340	\$1,448	\$5,108	\$2,768	\$300	\$250
Cheshire	26	Middlesex County	4,277	\$340.00	4,290	13	\$340	\$400	\$500	\$60	\$960	\$340	\$370	\$710	\$370	\$300	\$250
Cheshire	27	Middlesex County	13,821	\$1,340.00	13,817	(4)	\$1,340	\$1,700	\$740	\$60	\$2,480	\$1,340	\$619	\$2,059	\$341	\$300	\$250
Colchester	28	New London	16,820	\$1,340.00	16,815	(5)	\$1,340	\$1,700	\$740	\$60	\$2,480	\$1,340	\$619	\$2,059	\$341	\$300	\$250
Colchester	29	Litchfield County	1,909	\$240.00	1,909	(0)	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250
Colchester	30	Tolland County	6,321	\$240.00	6,324	3	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250
Colchester	31	Litchfield County	1,978	\$240.00	1,978	(0)	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250
Colchester	32	Tolland County	33,557	\$1,340.00	33,549	(8)	\$1,340	\$1,700	\$740	\$60	\$2,480	\$1,340	\$619	\$2,059	\$341	\$300	\$250
Colchester	33	Middlesex County	13,928	\$1,340.00	14,024	96	\$1,340	\$1,700	\$740	\$60	\$2,480	\$1,340	\$619	\$2,059	\$341	\$300	\$250
Colchester	34	Fairfield County	72,988	\$5,840.00	72,949	(39)	\$5,840	\$7,000	\$1,160	\$60	\$8,160	\$5,840	\$1,448	\$7,288	\$1,448	\$300	\$250
Colchester	35	Fairfield County	17,461	\$1,440.00	17,453	(8)	\$1,440	\$1,700	\$740	\$60	\$2,480	\$1,440	\$619	\$2,059	\$341	\$300	\$250
Colchester	36	Middlesex County	4,999	\$440.00	5,077	78	\$440	\$500	\$600	\$60	\$1,160	\$440	\$419	\$859	\$219	\$300	\$250
Colchester	37	New Haven County	9,921	\$840.00	9,867	(54)	\$840	\$1,000	\$600	\$60	\$1,660	\$840	\$514	\$1,354	\$276	\$300	\$250
Colchester	38	Middlesex County	8,161	\$740.00	8,161	(0)	\$740	\$900	\$500	\$60	\$1,460	\$740	\$514	\$1,354	\$276	\$300	\$250
Colchester	39	Windham County	2,034	\$240.00	2,210	176	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250
Colchester	40	Hartford County	5,966	\$540.00	6,049	83	\$540	\$600	\$760	\$60	\$1,360	\$540	\$609	\$1,149	\$349	\$300	\$250
Colchester	41	Middlesex County	10,758	\$940.00	11,080	322	\$940	\$1,100	\$710	\$60	\$1,770	\$940	\$592	\$1,532	\$338	\$300	\$250
Colchester	42	Middlesex County	24,060	\$1,340.00	24,060	(0)	\$1,340	\$1,700	\$740	\$60	\$2,480	\$1,340	\$619	\$2,059	\$341	\$300	\$250
Colchester	43	Hartford County	39,708	\$3,240.00	39,508	(200)	\$3,240	\$4,000	\$760	\$60	\$4,760	\$3,240	\$1,081	\$5,841	\$2,601	\$300	\$250
Colchester	44	New Haven County	24,273	\$1,940.00	24,262	(11)	\$1,940	\$2,300	\$610	\$60	\$2,910	\$1,940	\$679	\$2,619	\$679	\$300	\$250
Colchester	45	New London	18,130	\$1,540.00	18,113	(17)	\$1,540	\$1,900	\$1,010	\$60	\$2,970	\$1,540	\$842	\$3,382	\$1,842	\$300	\$250
Colchester	46	Fairfield County	7,261	\$640.00	7,412	151	\$640	\$800	\$600	\$60	\$1,460	\$640	\$419	\$1,059	\$419	\$300	\$250
Colchester	47	Hartford County	12,340	\$1,040.00	12,354	14	\$1,040	\$1,300	\$600	\$60	\$1,960	\$1,040	\$525	\$1,565	\$525	\$300	\$250
Colchester	48	Tolland County	16,627	\$1,340.00	16,663	36	\$1,340	\$1,700	\$740	\$60	\$2,480	\$1,340	\$619	\$2,059	\$341	\$300	\$250
Colchester	49	Hartford County	37,304	\$3,040.00	37,382	78	\$3,040	\$3,700	\$660	\$60	\$4,360	\$3,040	\$1,081	\$4,121	\$1,081	\$300	\$250
Colchester	50	Middlesex County	7,808	\$640.00	7,793	(15)	\$640	\$800	\$600	\$60	\$1,460	\$640	\$419	\$1,059	\$419	\$300	\$250
Colchester	51	Fairfield County	48,110	\$3,840.00	48,110	(0)	\$3,840	\$4,600	\$760	\$60	\$5,360	\$3,840	\$1,081	\$4,921	\$1,081	\$300	\$250
Colchester	52	Hartford County	23,619	\$1,940.00	23,768	149	\$1,940	\$2,300	\$660	\$60	\$2,960	\$1,940	\$679	\$2,619	\$679	\$300	\$250
Colchester	53	New London	2,695	\$240.00	2,729	34	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250
Colchester	54	Hartford County	32,476	\$2,640.00	32,409	(67)	\$2,640	\$3,200	\$560	\$60	\$3,760	\$2,640	\$842	\$3,482	\$842	\$300	\$250
Colchester	55	Litchfield County	4,067	\$340.00	4,155	88	\$340	\$400	\$500	\$60	\$1,060	\$340	\$370	\$710	\$370	\$300	\$250
Colchester	56	Hartford County	11,665	\$940.00	11,582	(83)	\$940	\$1,200	\$500	\$60	\$1,760	\$940	\$514	\$1,454	\$514	\$300	\$250
Colchester	57	Fairfield County	53,180	\$4,340.00	52,993	(187)	\$4,340	\$5,200	\$860	\$60	\$6,060	\$4,340	\$1,448	\$5,788	\$1,448	\$300	\$250
Colchester	58	New London	11,974	\$1,040.00	12,126	152	\$1,040	\$1,200	\$500	\$60	\$1,760	\$1,040	\$514	\$1,554	\$514	\$300	\$250
Colchester	59	New London	29,615	\$2,440.00	30,275	660	\$2,440	\$3,000	\$560	\$60	\$3,560	\$2,440	\$842	\$3,282	\$842	\$300	\$250
Colchester	60	New Haven County	21,660	\$1,740.00	21,674	14	\$1,740	\$2,100	\$360	\$60	\$2,460	\$1,740	\$666	\$2,406	\$666	\$300	\$250
Colchester	61	Middlesex County	10,211	\$840.00	10,338	127	\$840	\$1,000	\$600	\$60	\$1,660	\$840	\$514	\$1,354	\$276	\$300	\$250
Colchester	62	New Haven County	39,893	\$3,240.00	39,557	(336)	\$3,240	\$4,000	\$760	\$60	\$4,760	\$3,240	\$1,081	\$4,121	\$1,081	\$300	\$250
Colchester	63	Windham County	2,605	\$240.00	2,482	(123)	\$240	\$300	\$440	\$60	\$780	\$240	\$370	\$610	\$370	\$300	\$250

04	Hartford	\$4,330	\$4,340.00	52,759	(1,571)	\$4,340	\$5,400	\$800	\$4,350	\$4,240	\$666	\$4,906	\$1,354	\$300	\$250
05	Hartford	2,384	\$2,400.00	2,463	79	\$240	\$300	\$300	\$240	\$240	\$250	\$490	\$170	\$300	\$250
06	Litchfield	7,209	\$640.00	7,229	20	\$640	\$700	\$300	\$1,060	\$640	\$250	\$890	\$170	\$300	\$250
07	Hartford	9,938	\$840.00	9,958	20	\$840	\$1,000	\$300	\$1,360	\$840	\$415	\$1,255	\$305	\$300	\$250
08	Hartford	3,097	\$240.00	3,093	141	\$240	\$300	\$210	\$570	\$240	\$171	\$159	\$159	\$300	\$250
09	Windsor	17,060	\$1,440.00	17,116	56	\$1,440	\$2,700	\$1,000	\$2,760	\$1,440	\$831	\$2,271	\$489	\$300	\$250
10	Windsor	7,431	\$640.00	7,446	35	\$640	\$800	\$210	\$1,070	\$640	\$171	\$311	\$259	\$300	\$250
11	New London	9,047	\$740.00	9,288	241	\$740	\$900	\$300	\$1,140	\$740	\$415	\$1,155	\$305	\$300	\$250
12	New London	14,364	\$1,140.00	14,257	171	\$1,140	\$1,500	\$400	\$1,900	\$1,140	\$334	\$1,474	\$486	\$300	\$250
13	New London	4,864	\$440.00	5,129	265	\$440	\$500	\$300	\$1,080	\$440	\$415	\$585	\$205	\$300	\$250
14	Litchfield	9,669	\$840.00	9,644	(25)	\$840	\$1,000	\$300	\$1,090	\$840	\$250	\$1,305	\$325	\$300	\$250
15	New London	2,597	\$240.00	3,043	444	\$240	\$300	\$620	\$980	\$240	\$514	\$754	\$226	\$300	\$250
16	New Haven	17,476	\$1,440.00	17,498	20	\$1,440	\$1,000	\$1,300	\$1,160	\$1,440	\$1,081	\$2,521	\$639	\$300	\$250
17	Hartford	45,880	\$3,740.00	45,467	(413)	\$3,740	\$4,000	\$1,520	\$4,180	\$3,740	\$1,268	\$4,908	\$1,272	\$300	\$250
18	Hartford	10,664	\$800.00	10,664	199	\$800	\$1,100	\$700	\$1,300	\$800	\$614	\$1,554	\$346	\$300	\$250
19	Hartford	6,404	\$540.00	6,444	30	\$540	\$700	\$300	\$1,060	\$540	\$250	\$790	\$270	\$300	\$250
20	New Haven	46,628	\$3,740.00	46,676	48	\$3,740	\$4,000	\$1,520	\$4,180	\$3,740	\$1,081	\$4,821	\$1,339	\$300	\$250
21	New Haven	7,998	\$640.00	8,018	30	\$640	\$800	\$300	\$1,400	\$640	\$525	\$1,165	\$325	\$300	\$250
22	Middlesex	5,394	\$440.00	5,176	(128)	\$440	\$500	\$1,300	\$1,860	\$440	\$1,081	\$1,521	\$339	\$300	\$250
23	Middlesex	36,626	\$1,940.00	36,710	84	\$1,940	\$2,700	\$1,110	\$4,170	\$2,940	\$926	\$3,866	\$1,004	\$300	\$250
24	Middlesex	48,317	\$1,940.00	48,142	(175)	\$1,940	\$4,000	\$1,300	\$4,360	\$1,940	\$1,081	\$5,021	\$1,239	\$300	\$250
25	New Haven	13,109	\$1,040.00	13,139	30	\$1,040	\$1,300	\$940	\$1,360	\$1,040	\$666	\$2,206	\$554	\$300	\$250
26	Fairfield	18,628	\$1,940.00	18,725	97	\$1,940	\$1,900	\$800	\$2,760	\$1,940	\$671	\$2,111	\$559	\$300	\$250
27	New London	17,409	\$1,440.00	17,650	241	\$1,440	\$1,900	\$800	\$2,670	\$1,440	\$926	\$2,111	\$559	\$300	\$250
28	Litchfield	2,900	\$240.00	2,911	11	\$240	\$300	\$1,110	\$1,470	\$240	\$526	\$1,166	\$304	\$300	\$250
29	New Haven	26,138	\$2,400.00	26,138	2	\$2,400	\$2,700	\$740	\$3,500	\$2,400	\$619	\$2,759	\$741	\$300	\$250
30	Hartford	46,505	\$3,740.00	46,522	16	\$3,740	\$4,000	\$1,540	\$4,300	\$3,740	\$1,282	\$5,022	\$1,278	\$300	\$250
31	New Haven	16,605	\$1,340.00	16,489	(116)	\$1,340	\$1,700	\$510	\$2,370	\$1,340	\$511	\$2,370	\$519	\$300	\$250
32	Fairfield	13,109	\$1,040.00	13,139	30	\$1,040	\$1,300	\$940	\$1,360	\$1,040	\$666	\$2,206	\$554	\$300	\$250
33	Litchfield	7,829	\$640.00	7,935	106	\$640	\$800	\$300	\$1,400	\$640	\$525	\$1,165	\$325	\$300	\$250
34	New Haven	60,904	\$4,940.00	60,339	(565)	\$4,940	\$5,300	\$430	\$6,090	\$4,940	\$361	\$5,701	\$1,489	\$300	\$250
35	Hartford	28,211	\$1,340.00	28,067	(144)	\$1,340	\$1,700	\$510	\$2,370	\$1,340	\$511	\$2,370	\$519	\$300	\$250
36	New London	17,111	\$1,440.00	17,174	63	\$1,440	\$1,900	\$800	\$2,760	\$1,440	\$926	\$2,111	\$559	\$300	\$250
37	Litchfield	27,871	\$2,400.00	28,106	235	\$2,400	\$2,900	\$1,300	\$4,160	\$2,400	\$1,081	\$3,321	\$939	\$300	\$250
38	Fairfield	27,087	\$2,400.00	27,169	82	\$2,400	\$2,900	\$1,300	\$4,160	\$2,400	\$1,081	\$3,321	\$939	\$300	\$250
39	Litchfield	2,016	\$240.00	2,005	(11)	\$240	\$300	\$440	\$700	\$240	\$370	\$640	\$90	\$300	\$250
40	New Haven	14,815	\$1,440.00	14,801	(14)	\$1,440	\$1,900	\$800	\$2,590	\$1,440	\$527	\$1,767	\$423	\$300	\$250
41	Litchfield	3,525	\$340.00	3,963	438	\$340	\$400	\$290	\$790	\$340	\$239	\$579	\$171	\$300	\$250
42	New Haven	25,218	\$2,040.00	25,164	(54)	\$2,040	\$2,600	\$1,500	\$3,860	\$2,040	\$997	\$3,037	\$823	\$300	\$250
43	New London	6,429	\$640.00	6,429	31	\$640	\$700	\$300	\$1,300	\$640	\$516	\$1,056	\$324	\$300	\$250
44	Fairfield	75,805	\$4,140.00	76,308	503	\$4,140	\$7,200	\$1,410	\$9,270	\$4,140	\$1,179	\$7,319	\$1,951	\$300	\$250
45	New London	29,346	\$2,400.00	29,221	75	\$2,400	\$3,000	\$810	\$3,170	\$2,400	\$676	\$3,016	\$854	\$300	\$250
46	New London	9,681	\$940.00	9,223	(458)	\$940	\$900	\$400	\$1,770	\$940	\$679	\$1,419	\$351	\$300	\$250
47	Middlesex	13,016	\$1,040.00	13,045	29	\$1,040	\$1,300	\$940	\$1,360	\$1,040	\$524	\$1,564	\$426	\$300	\$250
48	New Haven	15,486	\$1,740.00	15,457	(29)	\$1,740	\$1,900	\$800	\$2,280	\$1,740	\$516	\$1,756	\$524	\$300	\$250
49	New Haven	35,440	\$2,400.00	35,615	75	\$2,400	\$1,600	\$710	\$3,370	\$2,400	\$992	\$3,832	\$538	\$300	\$250
50	Plymouth	14,939	\$1,440.00	15,151	212	\$1,440	\$1,900	\$1,300	\$2,590	\$1,440	\$527	\$1,767	\$423	\$300	\$250
51	Hartford	18,031	\$1,440.00	18,000	(31)	\$1,440	\$1,900	\$800	\$2,590	\$1,440	\$527	\$1,767	\$423	\$300	\$250
52	Litchfield	22,670	\$1,040.00	12,675	5	\$1,040	\$1,300	\$940	\$1,360	\$1,040	\$524	\$1,564	\$426	\$300	\$250
53	Windsor	4,434	\$440.00	4,383	(51)	\$440	\$400	\$200	\$670	\$440	\$171	\$611	\$59	\$300	\$250
54	Windsor	9,799	\$840.00	9,813	74	\$840	\$1,000	\$320	\$1,380	\$840	\$264	\$1,104	\$276	\$300	\$250
55	New London	5,663	\$540.00	6,117	454	\$540	\$600	\$500	\$1,160	\$540	\$415	\$985	\$205	\$300	\$250
56	New Haven	10,511	\$840.00	10,486	(25)	\$840	\$1,000	\$300	\$1,260	\$840	\$216	\$1,756	\$504	\$300	\$250
57	Windsor	8,416	\$740.00	8,393	(23)	\$740	\$900	\$600	\$1,660	\$740	\$573	\$1,313	\$337	\$300	\$250
58	Fairfield	8,465	\$740.00	8,467	32	\$740	\$900	\$700	\$1,660	\$740	\$582	\$1,322	\$338	\$300	\$250
59	Fairfield	21,101	\$1,740.00	21,123	21	\$1,740	\$2,200	\$780	\$2,980	\$1,740	\$609	\$2,349	\$641	\$300	\$250
60	Hartford	18,391	\$1,440.00	18,351	(38)	\$1,440	\$1,900	\$1,300	\$2,590	\$1,440	\$527	\$1,767	\$423	\$300	\$250
61	Rocky Hill	2,909	\$240.00	2,909	5	\$240	\$300	\$610	\$970	\$240	\$511	\$751	\$119	\$300	\$250
62	Litchfield	5,045	\$440.00	5,769	724	\$440	\$600	\$900	\$1,060	\$540	\$316	\$866	\$184	\$300	\$250
63	New London	4,338	\$340.00	4,415	77	\$340	\$400	\$270	\$630	\$340	\$257	\$497	\$133	\$300	\$250
64	Litchfield	1,653	\$140.00	1,964	311	\$140	\$200	\$120	\$360	\$140	\$916	\$1,156	\$204	\$300	\$250
65	New Haven	15,693	\$1,440.00	15,762	70	\$1,440	\$1,900	\$1,300	\$2,590	\$1,440	\$527	\$1,767	\$423	\$300	\$250
66	New Haven	3,093	\$240.00	3,225	132	\$240	\$300	\$710	\$570	\$240	\$171	\$511	\$59	\$300	\$250
67	Fairfield	39,841	\$3,240.00	39,962	121	\$3,240	\$4,100	\$1,000	\$4,100	\$3,240	\$84	\$3,324	\$836	\$300	\$250
68	Fairfield	4,054	\$340.00	3,904	(150)	\$340	\$400	\$200	\$670	\$340	\$171	\$611	\$59	\$300	\$250
69	Hartford	21,413	\$1,740.00	21,381	(32)	\$1,740	\$2,200	\$780	\$2,980	\$1,740	\$609	\$2,349	\$641	\$300	\$250
70	Tolland	10,676	\$940.00	10,825	149	\$940	\$1,100	\$640	\$1,300	\$940	\$535	\$1,475	\$325	\$300	\$250
71	New Haven	19,077	\$1,540.00	19,080	33	\$1,540	\$1,900	\$1,040	\$3,000	\$1,540	\$869	\$2,409	\$591	\$300	\$250
72	Hartford	44,095	\$3,540.00	44,195	100	\$3,540	\$4,500	\$900	\$5,000	\$3,540	\$435	\$3,955	\$1,105	\$300	\$250
73	Hartford	25,353	\$2,040.00	25,170	17	\$2,040	\$2,600	\$1,500	\$3,860	\$2,040	\$997	\$3,037	\$823	\$300	\$250

133	Sprague	New London	2,987	\$240.00	3,096	109	\$240	\$300	\$790	\$240	\$326	\$566	\$184
134	Stafford	Tolland County	13,026	\$1,040.00	13,684	658	\$1,140	\$1,400	\$2,260	\$1,140	\$619	\$1,799	\$441
135	Stafford	Fairfield County	98,977	\$7,940.00	99,725	748	\$8,040	\$10,200	\$11,070	\$8,040	\$677	\$8,717	\$2,353
136	Stafford	Windham County	4,104	\$440	4,401	297	\$440	\$400	\$900	\$440	\$370	\$810	\$90
137	Stafford	New London	19,828	\$1,640.00	19,061	(767)	\$1,540	\$1,000	\$2,400	\$1,540	\$415	\$1,955	\$505
138	Stafford	Fairfield County	45,069	\$3,640.00	45,420	360	\$3,640	\$4,300	\$5,960	\$3,640	\$1,093	\$4,733	\$1,239
139	Stafford	Hartford County	14,906	\$1,240.00	14,752	(154)	\$1,240	\$1,500	\$2,470	\$1,240	\$765	\$1,995	\$475
140	Stafford	Litchfield County	8,305	\$740.00	8,335	30	\$740	\$900	\$1,490	\$740	\$442	\$1,182	\$108
141	Stafford	Windham County	10,156	\$840.00	10,263	107	\$840	\$1,000	\$1,570	\$840	\$421	\$1,261	\$309
142	Stafford	Tolland County	15,367	\$1,240.00	15,436	69	\$1,240	\$1,600	\$2,300	\$1,240	\$535	\$1,775	\$525
143	Stafford	Litchfield County	31,172	\$2,540.00	31,277	105	\$2,540	\$3,200	\$4,070	\$2,540	\$676	\$3,216	\$864
144	Stafford	Fairfield County	32,314	\$2,640.00	32,343	27	\$2,640	\$3,300	\$3,600	\$2,640	\$520	\$3,160	\$770
145	Stafford	Tolland County	1,152	\$140.00	1,170	18	\$140	\$300	\$410	\$140	\$250	\$390	\$70
146	Stafford	Tolland County	25,797	\$2,140.00	25,855	58	\$2,140	\$2,600	\$3,470	\$2,140	\$676	\$2,816	\$654
147	Stafford	New London	3,274	\$140.00	3,363	89	\$140	\$300	\$410	\$140	\$250	\$390	\$70
148	Stafford	New Haven County	43,508	\$3,540.00	43,341	(167)	\$3,540	\$4,400	\$5,270	\$3,540	\$679	\$4,219	\$1,051
149	Stafford	Litchfield County	1,717	\$140.00	1,839	122	\$140	\$300	\$410	\$140	\$250	\$390	\$70
150	Stafford	Litchfield County	4,465	\$440.00	4,464	(1)	\$440	\$500	\$800	\$440	\$290	\$690	\$170
151	Stafford	New Haven County	70,860	\$5,740.00	71,003	143	\$5,740	\$7,200	\$7,780	\$5,740	\$418	\$6,158	\$1,602
152	Stafford	New London	20,469	\$1,640.00	20,504	35	\$1,640	\$2,100	\$2,370	\$1,640	\$171	\$1,811	\$169
153	Stafford	Litchfield County	21,989	\$1,840.00	21,987	(2)	\$1,840	\$2,200	\$3,070	\$1,840	\$677	\$2,517	\$653
154	Stafford	Windham County	8,019	\$640.00	8,047	28	\$640	\$800	\$1,480	\$640	\$516	\$1,156	\$314
155	Stafford	Hartford County	46,101	\$3,740.00	46,101	62	\$3,740	\$4,700	\$5,370	\$3,740	\$926	\$4,666	\$1,204
156	Stafford	New Haven County	37,692	\$3,040.00	37,719	27	\$3,040	\$3,800	\$5,160	\$3,040	\$1,081	\$4,121	\$1,039
157	Stafford	Fairfield County	8,292	\$740.00	8,302	10	\$740	\$900	\$1,180	\$740	\$264	\$1,004	\$176
158	Stafford	Fairfield County	24,322	\$1,940.00	24,325	(3)	\$1,940	\$2,400	\$3,070	\$1,940	\$511	\$2,451	\$519
159	Stafford	Hartford County	22,800	\$1,840.00	22,776	(24)	\$1,840	\$2,300	\$3,070	\$1,840	\$592	\$2,432	\$618
160	Stafford	Tolland County	6,051	\$540.00	6,192	141	\$540	\$600	\$1,700	\$540	\$869	\$1,409	\$291
161	Stafford	Fairfield County	15,422	\$1,240.00	15,456	34	\$1,240	\$1,600	\$2,360	\$1,240	\$586	\$1,826	\$534
162	Stafford	Litchfield County	10,679	\$940.00	10,786	107	\$940	\$1,100	\$1,590	\$940	\$361	\$1,301	\$289
163	Stafford	Windham County	17,324	\$1,440.00	17,389	(65)	\$1,440	\$1,700	\$2,500	\$1,440	\$666	\$2,106	\$654
164	Stafford	Hartford County	27,261	\$2,240.00	27,271	(10)	\$2,240	\$2,800	\$3,660	\$2,240	\$666	\$2,906	\$754
165	Stafford	Hartford County	19,513	\$1,640.00	19,543	28	\$1,640	\$2,100	\$2,800	\$1,640	\$666	\$2,306	\$654
166	Stafford	New Haven County	16,925	\$1,440.00	16,933	8	\$1,440	\$1,700	\$2,500	\$1,440	\$666	\$2,306	\$654
167	Stafford	New Haven County	7,973	\$640.00	8,217	244	\$740	\$900	\$1,260	\$740	\$481	\$1,221	\$289
168	Stafford	Litchfield County	10,608	\$840.00	10,655	47	\$840	\$1,100	\$1,590	\$840	\$361	\$1,301	\$289
169	Stafford	Windham County	9,351	\$740.00	9,648	297	\$840	\$1,100	\$1,590	\$840	\$361	\$1,301	\$289

The Day

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D140217	EAST LYME ASSESSORS	09/01/23-09/30/23
CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	10/30/2023
Current	Over 30 Days	Over 60 Days
\$927.80	\$0.00	\$0.00
		Total Balance
		\$927.80

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

FILE COPY

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

STATEMENT NUMBER
40872
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$0.00
09/30/23	10/1/2023 Grand List	CPNW, DAY, DCW	d01065886 10/1/2023 Grand List	3 col X 83 Lines	\$927.80

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

860-701-4204
800-682-8286
800-642-3354

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

Billing Period	Account Number	Customer
09/01/23-09/30/23	D140217	EAST LYME ASSESSORS
Current Due	Over 30 Days	Over 60 Days
\$927.80	\$0.00	\$0.00
		Total Balance
		\$927.80

Advertising

Reimbursed to
E.L. For Fall Legal Ad

OK to pay DV
10/11/23

Lyme
Old Lyme
Waterford

we get reimbursed
by 3 other towns
our share is 1/4
APPROVED

VENDOR# 724
PO# FY 2024
CLOSE PO Y N
ACCOUNT # 10104-52010
AMOUNT \$231.95
SIGN [Signature]
DATE 10/12/2023

Paige Walton

From: Diane Vitagliano <dvitagliano@eltownhall.com>
Sent: Wednesday, October 11, 2023 11:27 AM
To: Melinda R. Kronfeld; Paige Walton; ASSESSOR@TOWNLINE.ORG
Subject: JOINT TOWN ADD

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

Good Morning Paige and Melinda,

Hope everyone is doing well during this busy season. Attached is the invoice for our joint add with the tear sheet from the paper. **Each share is \$231.95**

Thanks

Diane Vitagliano

Diane Vitagliano, CCMA II, MBA | Assessor

Phone: 860-691-4107
Email: dvitagliano@eltownhall.com
Address: Town of East Lyme
108 Pennsylvania Avenue
Niantic, CT 06357

www.eltownhall.com



Legal Notice

Towns of EAST LYME, LYME, OLD LYME AND WATERFORD, CT
Filing of Tax Lists for 10/1/2023 Grand List

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

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

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

Please note the following:

Veterans: Veterans of any war period so declared in Section 12-81, Subsection 19 of the Connecticut General Statutes, having not previously filed for exemption within their Town, must provide an original or certified copy of the Honorable Discharge, or similar, to the Town Clerk prior to October 1, 2023.

Disabled Veterans: Veterans claiming disability exemptions for the first time must submit proof from the Veterans Administration to the Assessor before the BAA completes its duties stating the percentage of disability in order to receive the proper amount of exemption on the 2023 Grand List. All others need only file if their percentage of disability changed since 10/1/2022.

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

Totally Disabled: Under certain circumstances, residents who are receiving permanent disability benefits under the Social Security or certain other qualifying programs, may be entitled to receive a \$1,000 property exemption upon submission of qualifying proof of such disability to the Assessor (as per section 12-81 subsection 55, CGS). Claims must be filed during the assessment period.

Blind: Proof of legal blindness, as defined in Section 12-92 of the Connecticut General Statutes, if not previously filed and allowed, must be submitted to the Assessor during the assessment period for consideration on the 10/1/2023 Grand List.

Farmers: Applications for exemption on farm machinery must be filed with the Assessor by October 31, 2023.

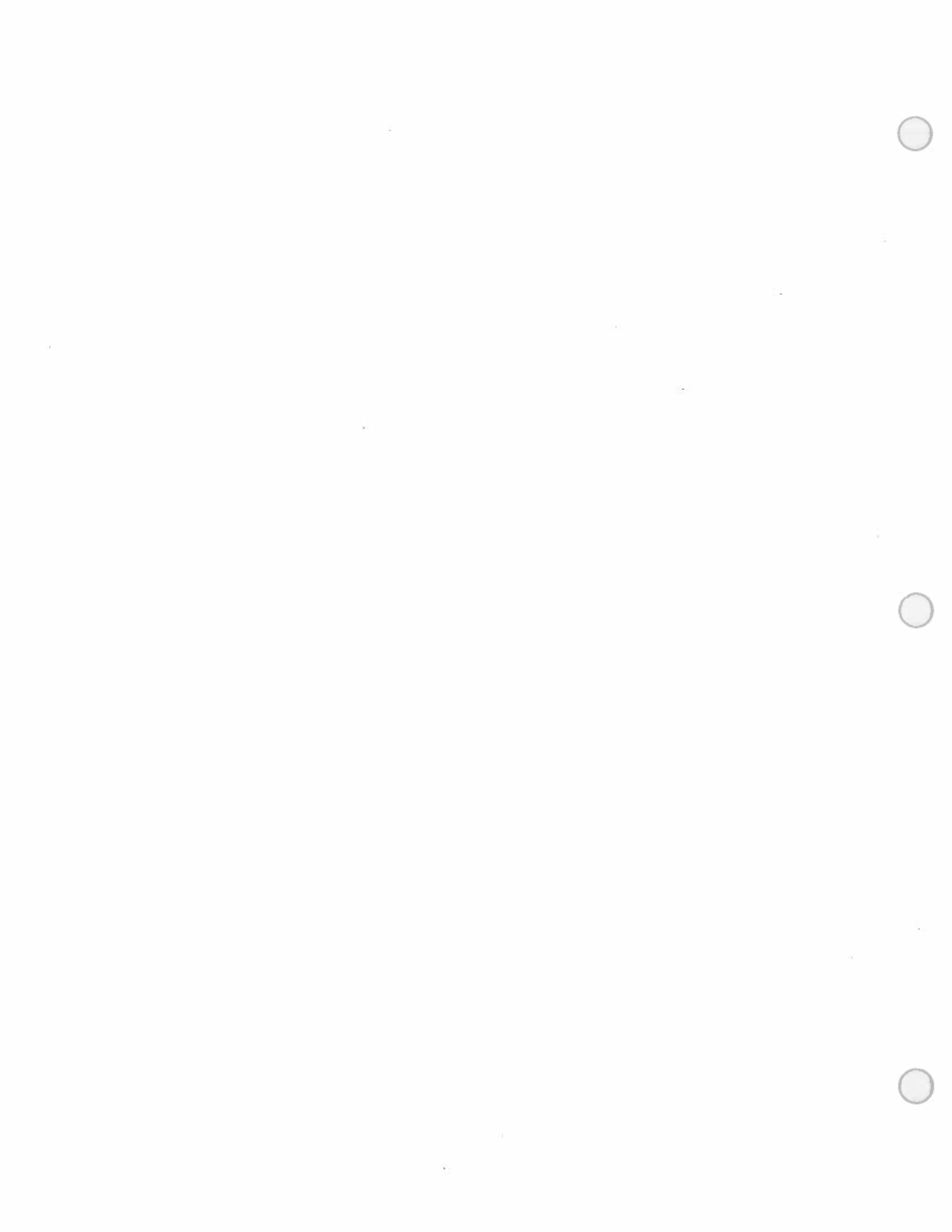
Farm, Forest: Owners of Real Estate qualified under various subsections of 12-107 of the Connecticut General Statutes, applying for relief under provisions of this statute, must make application to the Assessor between September 1, 2023 and October 31, 2023 for the 10/1/2023 Grand List. Contact the Assessor's office for details.

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

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

For the purpose of fulfilling the above obligations:

East Lyme: The Assessor's Office is open at the Town Hall, 108 Pennsylvania Avenue, Niantic, CT from 8:00 A.M. to 5:00 P.M., Monday-Thursday, 8:00 A.M. to 11:30 A.M. Fridays except legal holidays.



Monthly Postage
Assessor's Office

Assessor's Office FY23 Postage	Metered Mail	# items	BAA FY 23 Postage	Metered Mail	# items
Jul-22	34.27	64		0	0
Aug-22	70.83	123		0	0
Sep-22	30.36	52		0	0
Oct-22	12.45	21		0	0
Nov-22	12.10	20		0	0
Dec-22	101.23	177		0	0
Jan-23	115.50	192		0	0
Feb-23	1394.80	2324		0	0
Mar-23	143.04	238		84.60	141
Apr-23	152.76	218		85.08	141
May-23	29.13	36		18.12	29
Jun-23	14.59	12		14.40	24
Total Postage	\$ 2,111.06	3477		\$ 202.20	335
FY 24 Postage			FY 24 Postage		
Jul-23	6.84	11		12.15	19
Aug-23	21.03	33		0.63	1
Sep-23	25.20	38		5.04	8
Oct-23	19.23	29		0	0
Nov-23	13.20	20		0	0
Total Postage	\$ 85.50	131		\$ 17.82	28





STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
60 State Street, Wethersfield, CT 06161
ct.gov/dmv (860) 263-5700

SAFETY
SECURITY
SERVICE

DMV

FILE COPY

Invoice

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

DATE	INVOICE #
5/30/2023	4204

DESCRIPTION		QTY	AMOUNT
-- PAYMENT DUE UPON RECEIPT --			
PERIOD COVERED: 7/01/23 TO 06/30/24			
YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE INFORMATION. (DMV DIRECT PROGRAM)		1	250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV			
VENDOR# 63			
PO# _____ FY 24			
PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY QUESTIONS.			
CLEAN TO Y _____ N _____			
ACC # 10104-53030			
AMC \$250-			
SIGN: [Signature]			
DATE 6/6/23			
PLEASE REMIT THE TOTAL DUE TO:			
DEPARTMENT OF MOTOR VEHICLES 3RD FLOOR/FISCAL SERVICES RM 327 60 STATE STREET WETHERSFIELD, CT 06161			
Please return one copy of invoice with payment.		Total	\$250.00
		Payments/Credits	\$0.00
		Balance Due	\$250.00

Seat Belts Do Save Lives
An Affirmative Action/Equal Opportunity Employer

Xerox Financial Services LLC
201 Merritt 7
Norwalk, CT 06851

Cost Per Image Agreement



Supplier Name/Address:					
Owner: XEROX FINANCIAL SERVICES LLC - 201 Merritt 7, Norwalk, CT 06851				Agreement Number:	
CUSTOMER	Full Legal Name: WATERFORD, TOWN OF				Phone:
	Billing Address: 15 Rope Ferry Road				Contact Name: Raulo Durnetti
	City: WATERFORD	State: CT	Zip Code:	Contact Email: rdurnetti@waterfordct.org	
EQUIPMENT	QTY	MODEL AND DESCRIPTION	MONTHLY IMAGE ALLOWANCE**	EXCESS IMAGE CHARGE**	
	1	XEROX CROAS	1,000	0	006 08
Meter/Billing Frequency (Monthly unless checked): ☐ Other			* Included in Base Payment ** Plus applicable taxes		
Initial Term (in months): 63		Base Payment (if applicable to \$150.00)		24 Rope Ferry Road	
Frequency: ☒ Monthly ☐ Quarterly ☐ Annually					
BY YOUR SIGNATURE BELOW, YOU AGREE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS OF THE XEROX FINANCIAL SERVICES 1 AND 2 HEREON.					
Authorized Signer: <i>[Signature]</i>			Date: 06-20-2012		
Print Name: Raulo Durnetti			Title: TOWN MANAGER		
Accepted By: Xerox Financial Services LLC		Name and Title:		Date:	

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us," "Owner" and "our" mean Xerox Financial Services LLC. "Party" means you or XFS, and "Parties" means both you and XFS. "Supplier" means the entity identified as "Supplier" above. "Acceptance Date" means the date you irrevocably determine equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Cost Per Image Agreement, including any attached Equipment schedule. "Commencement Date" will be a date after the Acceptance Date, to set forth in our first invoice, for facilitating an orderly transition and to provide a uniform billing cycle. "Discount Rate" means 1% per month. "Equipment" means the items identified in "Equipment" above and in any attached Equipment schedule, plus any software (defined in section 3 hereon), attachments, accessories, replacement parts, substitutions, additions and repairs thereto. "Image Charges" means the applicable excess image charges. "Interim Period" means the period, if any, between the Acceptance Date and the Commencement Date. "Interim Payment" means one twelfth of the Base Payment multiplied by the number of days in the Interim Period. "Payment" means the Base Payment specified above, which may include an amount payable to Supplier under the Maintenance Agreement to account for the Monthly Image Allowance listed above, the Excess Charge (unless agreed to by you, Supplier and XFS), taxes and other charges you, Supplier and XFS agree will be included by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support purposes. "Origination Fee" means a one-time fee of \$125 billed on your first invoice, which you agree to pay, covering origination, documentation, processing and other initial costs. "Term" means the Interim Period, if any, together with the Initial Term plus any subsequent renewal or extension terms. "UCC" means the Uniform Commercial Code of the State(s) where XFS must file UCC-1 financing statements to perfect its interest in the Equipment.

2. Agreement, Payment and Late Payments. You agree and represent that the Equipment was selected, configured and suggested by you based on your judgment and accepted by Supplier. At your request, XFS will acquire from Supplier to lease to you hereunder and you agree to lease from XFS. The Initial Term commences on the Commencement Date. You agree to pay XFS the first Payment due on the first day of the first month after the Commencement Date; each subsequent Payment shall be payable on the same date of each month thereafter. You agree to pay us on or before the due date each month via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. If any Payment is not paid in full within 5 days after its due date, you will pay a late charge of the greater of 10% of the amount due or \$25, not to exceed the maximum amount permitted by law. For each delinquent or returned Payment, you will be assessed the applicable fee, not to exceed \$25. Nonpayment of any due Payment will be deemed to be a breach of this Agreement. If you are unable to pay the full amount of a Payment, you may contact XFS to discuss alternative payment arrangements. In the event that the Equipment includes intangible property or associated services such as software licenses, such intangible property shall be referred to as "Software." You acknowledge and agree that XFS is not the licensor of such Software, and therefore has no right, title or interest in it and you will comply throughout the Term with any license and/or other agreements ("Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software License are required, and entering into them with the Software Supplier(s) no later than 30 days after the Acceptance Date. YOU AGREE THE EQUIPMENT IS FOR YOUR COMPANY'S BUSINESS USE IN THE UNITED STATES, WILL NOT BE USED FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES, AND IS NOT BEING ACQUIRED FOR RESALE. You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

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

4. End of Agreement Options. If you are not in default and if you provide no greater than 120 days and no less than 60 days' prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase it, but not less than 60% of the Equipment by paying no less than market value, as determined by XFS in its sole but reasonable discretion; or (b) return the Equipment to XFS. If you choose to purchase the Equipment, you must return the Equipment to XFS no later than 30 days after the End Date without our consent. If we consent, we may charge you, in addition to all undisputed amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive 3-month terms. Either party may terminate the Agreement as of the end of any 3-month renewal term on 30 days' prior written notice and by taking one of the actions identified in (a) or (b) in the preceding sentence of this section. Purchase options shall be exercised with respect to each item of Equipment on the day immediately following the date of expiration of the term of such item, and by the delivery at such time by you to XFS of payment, in full, acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS," "WITH ALL FAULTS" basis, without representation or warranty of any kind.

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



**IAAO**INTERNATIONAL ASSOCIATION
OF ASSESSING OFFICERS

Valuing the World

543-559109 4-5 AUTO MIXED AADC 640

Paige Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886**FILE COPY****Membership Dues - 2024****DUES INVOICE**

Please return with payment to ensure your membership does not lapse.

IAAO314 W 10th St.
Kansas City, MO 64105-1616 USA

Telephone

816-701-8100

Toll Free

800-616-4226

Fax

816-701-8149

Internet

www.iaao.org

Federal I.D. No.

36-2210012

	Begin Date	End Date	Amount Due
Membership Dues (REG)	Jan. 1, 2024	Dec. 31, 2024	\$240

APPROVEDVENDOR# 223PO# FY 2024CLOSE PO Y N ACCOUNT # 10104-52050AMOUNT \$240.00SIGN [Signature]DATE 1/12/2023 YES NO **TOTAL DUE: \$240**(If NO make changes online or email changes to
membership@iaao.org)Paige Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886
Email - pwalton@ci.new-london.ct.usIAAO offers six professional designations increasing competence
of assessment personnel through education:Assessment Administration
Specialist
Certified Assessment Evaluator
Cadastral Mapping Specialist
Mass Appraisal Specialist
Personal Property Specialist
Residential Evaluation SpecialistContact designations@iaao.org
for more information.Pay online anytime at www.iaao.org

Member Number: 00144399 (REG)

Invoice Number: 24-00144399

Amount Due: \$240

Due Date: December 31, 2023

CHECK OR CREDIT CARD ONLY

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

For credit card payments, mail form or call 1-816-701-8103.

If you would like to make a change to information on this invoice,
please call the IAAO Membership Department at 1-816-701-8103.

Memberships are non-transferable and non-refundable.

Please return form with payment to:

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

CARD NUMBER



EXPIRATION

NAME ON CARD

CVV/CID

SIGNATURE

The provided e-mail is for the servicing of your account. It is IAAO Policy not to sell, rent, or distribute e-mail addresses.

Questions or Concerns? Please call the IAAO Membership Department at 1-816-701-8103

Northeastern Regional Association of Assessing Officers

An Affiliate of the International Association of Assessing Officers

2024 Membership Application

Dear Assessing/Appraising Professional,

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

In order to reach the above goals, the NRAAO sponsors an annual conference. This year the 2023 conference was hosted by Maryland May 14-17, 2023 at the Ocean City Grand Hotel. **The 2024 Conference will be hosted by New Jersey "Future at the Shore in 24." The dates of the conference are May 19-22, 2024 at Bally's Atlantic City Hotel and Casino. Check the NRAAO website for a link to rooms rates. (Please note the room rate does not include Saturday night).** Join us for a terrific opportunity to obtain ongoing education credits you need.

PLEASE keep your membership CURRENT... **Membership is important** during these uncertain times that we have a network of professionals in the appraising/assessing field that could help you to gain insight to how the assessment **APPROVED** learn about new laws and regulations and contact other assessing officials from various communities, states and provinces

VENDOR# 2549

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

CLOSE PO Y N **NOR PAY ONLINE - NRAAO.ORG (fees apply)**

The fee structure is as follows:

ACCOUNT # 10101-5250

AMOUNT \$40 Active Member (Assessing Officials): \$ 40.00

Associate Member (Retired Officials): \$ 15.00

SIGN [Signature] Subscribing Members (Corporate, Reps, etc): \$ 100.00

DATE 11/13/23 If you have any questions, please feel free to contact me at 203-214-1781 or bquist@derbyct.gov

RENEWAL MEMBERSHIP APPLICATION 2024 NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Nicole Serra Title: Assistant Assessor Date: 11/13/2023

Jurisdiction/Firm: Town of Waterford Phone Number: (860) 444-5821

Mailing Address: 15 Rope Ferry Rd. City: Waterford ST: CT Zip: 06385

Fax Number: (860) 444-5819 E-Mail Address: n.serra@waterfordct.org

Signature [Signature]

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that this invoice is correct in all particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Betsy A Quist

Northeastern Regional Association of Assessing Officers

An Affiliate of the International Association of Assessing Officers

2024 Membership Application

Dear Assessing/Appraising Professional,

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

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PLEASE keep your membership CURRENT....**Membership is important** during these uncertain times that we have a network of professionals in the appraising/assessing field that could help you to gain insight to how the assessment field operates, learn about new laws and regulations and contact other assessing officials from various communities, states and provinces

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

VENDOR# 2549 **OR PAY ONLINE - NRAAO.ORG (fees apply)**

PO# — **FY** 2024 The fee structure is as follows:

CLOSE PO <u>Y</u>	Active Member (Assessing Officials):	\$ 40.00
	Associate Member (Retired Officials):	\$ 15.00
ACCOUNT # <u>10104-52050</u>	Subscribing Members (Corporate, Reps, etc):	\$ 100.00

AMOUNT 390 **Have any questions, please feel free to contact me at 203-214-1781 or bquist@derbyct.gov**

SIGN 2

DATE 11/13/23 **RENEWAL MEMBERSHIP APPLICATION 2024**
NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Raige Walton **Title:** Assessor **Date:** 11/13/2023

Jurisdiction/Firm: Town of Waterford **Phone Number:** (860) 444-5822

Mailing Address: 15 Rte 1A, Box 12 **City:** Waterford **ST:** CT **Zip:** 06385

Fax Number: (860) 444-5819 **E-Mail Address:** quist@waterfordct.org

Signature [Signature]

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that this invoice is correct in all particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Betsy A Quist

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

Membership Invoice

Invoice # 3078

December 6, 2022

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

FILE COPY

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

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

MEMBER	ITEM	AMOUNT
Walton, Paige 1/1/2023 - 1/1/2024	Regular Member Membership Dues	70.00
APPROVED		
VENDOR# <u>69</u>		
PO# <u> </u> FY <u>2022</u>		
CLOSE PO Y <u> </u> N <u> </u>		
ACCOUNT # <u>10104-52050</u>		
AMOUNT <u>70.00</u>		TOTAL: 70.00

SIGN Paige Walton

DATE 12-8-2022

Payment Stub

Member: Walton, Paige

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

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

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

Amt. Due: 70.00

Enclosed:

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

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

Membership Invoice

Invoice # 3030

February 16, 2023

FILE COPY

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

Thank you for your membership! According to our records, your membership dues are past due. In order to continue your membership and all the benefits it provides, please send in payment immediately!

MEMBER	ITEM	AMOUNT
Serra, Nicole 1/1/2023 - 1/1/2024	Regular Member Membership Dues	70.00
APPROVED		
VENDOR# <u>169</u>		
PO# <u> </u> FY <u>2023</u>		
CLOSE PO Y <u> </u> N <u> </u>		
ACCOUNT # <u>10104-52050</u>		
TOTAL:		70.00

AMOUNT \$70.00

SIGN Nicole Serra

Payment Stub

DATE 2/22/23

Member: Serra, Nicole

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

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

Invoice #: 3030
Description: Membership Dues
Date Due: 2/15/2023
Amt. Due: 70.00

Enclosed:



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

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2023 Membership Dues Notice

For April 1, 2023 through March 31, 2024

Name: Nicole Serra

Municipality: Town of Waterford

Address: 15 Rope Ferry Road

City/State/ZIP Waterford, CT 06385

Phone Number: 860-444-5821

Email: nserra@waterfordct.org

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment with completed form to:

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

MEMBER# 203
FY 2023
SE PO Y N
COUNT # 10/04-52030
COUNT 10/04-52050 \$15.00
DATE 3/4/2023

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

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2023 Membership Dues Notice

For April 1, 2023 through March 31, 2024

Name: Paige Walton

Municipality: Waterford

Address: 15 Rope Ferry Road

City/State/ZIP Waterford, CT 06385

Phone Number: 860-444-5822

Email: pwalton@waterfordct.org

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment with completed form to:

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

APPROVED
VENDOR# 203
PO# ✓ FY 2023
CLOSE PO Y ✓ N ✓
ACCOUNT # 1010H 52050
AMOUNT 2 \$15.00
3/4/2023

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



Assessors 2023: CAAO Workshops & Special Events

June 5, 2023 – June 9, 2023

UConn
Thomas J. Dodd Research Center
Storrs, CT 06269

Congratulations, you are now registered!

Your Confirmation Number is:

BDNXS93WYB3

...at, you can register via the link on-site at the .egistration desk. Physical permits no longer need to be displayed on board if you have entered your vehicle online. Directions to "S" Lot, "Y" Lot and "B" Lot are on the registration site.

Add to Calendar

Registration Summary

Review your registration information below

Paige Walton

pwalton@waterfordct.org

Mobile

18608578303

Organization

Town of Waterford

Title

Preferred Mailing Address

Assessor

15 Rope Ferry Road

Waterford, Connecticut 06385

USA

Questions

Are you an appraiser?

No

For non-hotel guests:

Will you require a campus parking pass (included in your registration fee)?

Registration Summary

Review your registration information below

APPROVED

Nicole Serra

nserra@waterfordct.org

Mobile

8606089694

Title

Assistant Assessor

VENDOR# 69

PO# FY 2023

Organization CLOSE PO Y N

Town of Waterford ACCOUNT # 17124-52050

AMOUNT \$450

Preferred Mailing Address SIGN

15 Rope Ferry Road

Waterford, Connecticut 06385 DATE 4/17/2023

USA

Questions

For non-hotel guests:

Will you require a campus parking pass (included in your registration fee)?

Yes

Agenda

Item

Date

Price

Admission Item

CCMA Course 2B

\$450.00

Sessions

April 13, 2023



INVOICE

Raige Walton
Town of Waterford
15 Rope Ferry Road

Waterford, CT 06385, USA

INVOICE DETAILS

Invoice
CAAO23-04132023-1062-1040

Order
ZMN9B3Z2JNT

Invoice Date
April 13, 2023 / 11:09 AM ET

Item	Price	Quantity	Amount
CAAO Advanced Workshops - Three Day Pass	\$300.00	1	\$300.00

Order Total: \$300.00

Balance Due: \$300.00

Payment by "TouchNet" indicates a credit card payment. You will receive a separate email confirmation from TouchNet if you paid by credit card.

All checks should be made out to: "UConn - Assessors 22" and mailed to the address below.

UConn Events and Conference Services
2011 Hillside Road, Unit 1185
Storrs, CT 06269-1185
(p) 860-486-1038, (f) 860-486-1064
conferences@uconn.edu

Make Checks payable to: CAAO
Mail to:
Town of Wethersfield,
C/O Sonia Betz,
505 Silas Deane Hwy,
Wethersfield, CT 06109

Registration Invoice

March 13, 2023
Invoice #E2022 (pg 1/1)

Sold To: Paige Walton
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385-2806

Event Name: Joint Assessor and Tax Collector Spring Meeting
Date(s): 05/09/23 - 05/09/23
Location: AQUATURF CLUB

Purchase Description	Amounts
Walton, Paige Package: Chicken Parmigians (\$50.00 USD)	\$50.00 USD
DATE <u>3/15/23</u>	
SIGN <u>[Signature]</u>	
AMOUNT <u>\$ 50.00</u>	
ACCOUNT # <u>10104-Sass</u>	
CLOSE PO Y <u>N</u>	
PO# <u>FY 2023</u>	
VENDOR# <u>69</u>	
APPROVED	
Connecticut Association Of Assessing Officers For workshops please make checks payable to CAAO For classes please make checks payable to CCMA committee	
Purchase Total, Invoice #E2022:	\$50.00 USD
Payment Received:	\$0.00 USD
Amount Due:	\$50.00 USD



Connecticut Association of
Assessing Officers (<https://caao.com>)

MENU

Event Registration - Connecticut Association of Assessing Officers

Check Or Money Order Payment Voucher

Instructions:

Make Checks payable to: CAAO

Mail to:

Town of Wethersfield,
C/O Sonia Betz,
505 Silas Deane Hwy,
Wethersfield, CT 06109

Event Information:

Organization: Make Checks payable to: CAAO

Mail to:

Town of Wethersfield,
C/O Sonia Betz,
505 Silas Deane Hwy,
Wethersfield, CT 06109

Name: Joint Assessor and Tax Collector Spring Meeting

Description:

**You are cordially invited to attend the Annual Spring Meeting of
The Connecticut Association of Assessing Officers, Inc. and
The Connecticut Tax Collector Association**

**To be held at The Aquaturf Club
556 Mulberry St, Plantsville, CT 06479**

Date(s): 5/9/2023 - 5/9/2023

Time: 9:30 AM - 3:00 PM EST

Location: AQUATURF CLUB, 556 MULBERRY ST, Southington, CT 06489

Add To
Outlook Calendar

(https://www.viethconsulting.com/members/secure/evr/generate_vcs.php?org_id=CAAO&evd=36082895)

Add To
Google Calendar
(<https://www.google.com/calendar/event?action=TEMPLATE&text=Joint Assessor and Tax Collector Spring>)

Meeting&dates=20230509T133000Z/20230509T190000Z&details=Annual+Spring+Meeting%26nbsp%3BYou+are+cordially+invited+to+attend+the+Annual+Spring
MULBERRY ST,Southington,CT 06489&trp=false&sprop=&sprop=name:)

Add To
iCalendar

(https://www.viethconsulting.com/members/secure/evr/generate_ics.php?org_id=CAAO&evd=36082895)

Primary Contact:

Walton, Paige
Town of Waterford
Assessor
15 Rope Ferry Road
Waterford, CT 06385-2806
Work/Primary Phone: (860) 444-5822
Direct Line Phone: (860) 444-5822
pwalton@waterfordct.org

Attendees

Walton, Paige

CAAO Fall Symposium Reservation Form

Date: September 21, 2023

Time: 8:00 AM

Place: Shuttle Meadow Country Club, 51 Randecker Lane, Berlin, CT 06037

Reservation Form

Name: Paige S Walton Cost: \$50 (CAAO member)
Please print name

Name: Cost: \$80 (NON CAAO member)
Please print name

Municipality or Organization: Town of Waterford

Please RSVP by Friday, September 1, 2023

Make checks out to: CAAO

Send this completed form & payment to:

CAAO
C/O Chandler Rose, Assessor's Office
979 Main Street, Willimantic, CT 06226
Phone: (860) 465-3026
assessor@windhamct.com

APPROVED
VENDOR# 69
PO# FY 24
CLOSE PO Y N X
ACCOUNT # 10164-52050
AMOUNT \$50.00
SIGN [Signature]
DATE 8/30/23



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- Certificates
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- On-line Programs
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- Contact Us

The 2023 Wichita Property Tax Conference was a great success!

Thank you to everyone who helped make this year's conference happen.

Our dedicated Planning Committee
The generous Sponsors and donors.

The many vendors, suppliers and staff.

Mark your calendars and plan to be in Wichita for the

2024 Tax Conference: July 28 - August 1, 2024



The 2024 agenda has yet to be scripted.

Have an idea – let the planning committee know.



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and manufacturing.

Conference attendees are people involved in property tax matters and are from organizations including Government, consultants, attorneys, software, accounting and educators.

The Wichita Property Tax Conference is the world's longest lasting and most well-attended conference for both newcomers and advanced professionals involved with complex property tax valuation and assessments.

Whova - the conference app that puts the week in your hand

Registration fees

Registration fees:

For State Representatives (scholarships available, contact Gerald Graham gerald.graham@wichita.edu)

For Industry Representatives

Your registration fee gives you:

- 3 First rate Keynote Speakers
- 12 special presentations by industry experts



Connecticut Chapter of the International Association of Assessing Officers

Course 501 - Personal Property Auditing, Basic to Advanced

This course is a combination of the material contained in Workshops 552 and 553. The course includes one exam and eliminates some material that is identical in the two workshops when taught separately. This course provides a foundation for understanding basic financial records, specifically related to fixed assets. The balance sheet, depreciation schedule, and income statement will be described and discussed in much detail. Emphasis will be placed on the pertinent data relevant to the personal property appraiser. In addition, the course expands to advanced discussions of accounting and auditing theory as it relates to fixed assets. Capitalization techniques will also be discussed. A case study including sample financial records will be used to "discover" fixed assets that may otherwise be hidden from the appraiser. This course includes an exam.

Recommended prerequisites: Course 101, Course 102, Course 500

Recommended textbook: *Property Assessment Valuation (PAV)* (3rd edition)

When: March 18-23, 2024

Where: Rocky Hill Fire Department, Assembly Room, 2nd Floor
3050 Main St, Rocky Hill, CT

Time: 8:00am to 5:00pm

Cost: \$600.00 CT Chapter Members/\$650.00 Non-Members

Instructor: Lisa Hobart, CAE, PPS, FIAAO

Course fees include the cost of materials. Any required books or periodicals can be purchased at IAAO.org

This class is VERY popular and will fill quickly, seats filled based on checks received, please RSVP asap!

RSVP By Friday, February 23, 2024

Refund Policy: Any cancellations prior to the RSVP deadline will be issued a 100% refund. Any cancellations after the cancellation deadline will only be issued a 50% refund.

For questions or to make your reservation contact Stuart Topliff 860-258-2722 or email to stopliff@rockyhillct.gov

Municipality/Company: Town of Waterbury

Name of Attendee: Paige Walton

Phone: (860) 444-5822 Email: paigewalton@waterburyct.org

VENDOR # 217 Amount Enclosed \$600

PO# 2024

CLOSE PO Y 21
Checks Payable to: CT Chapter of IAAO

ACCOUNT # _____

AMOUNT \$600.00

SIGN [Signature]

DATE 11/29/2023

Mail to: CT Chapter of IAAO

C/O Brendan Moriarty

Assessor's Office

761 Old Main St

Rocky Hill, CT 06067



Nicole Serra

From: Brandishea Moses
Sent: Friday, March 31, 2023 9:30 AM
To: Nicole Serra
Cc: Paige Walton
Subject: RE: HP Laser Jet Pro Toner Cartridge Replacement

Good morning,

Public printers that collect any type of revenue are not covered under the town supply line. So this would need to be covered in the line account you have provided to me 10104-53020.

Thank you. The total will be around ~~6135~~

Shea Moses
Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
bmoses@waterfordct.org
860.444.5842
860.440.0579 (fax)



PRIVILEGED AND CONFIDENTIAL: This communication, including attachments, is for the exclusive use of addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you're not the intended recipient, please notify the sender immediately by return email and delete this communication and destroy all copies.

From: Nicole Serra <nserra@waterfordct.org>
Sent: Thursday, March 30, 2023 10:09 AM
To: Brandishea Moses <bmoses@waterfordct.org>
Cc: Paige Walton <pw Walton@waterfordct.org>
Subject: RE: HP Laser Jet Pro Toner Cartridge Replacement

Good morning,

I was under the impression that as an office supply that is offered to the public, this might be covered under the Town's general supply budget. If I am incorrect, we can take it out of our OTHER SUPPLIES line item- 10104-53020. This account only has \$80.65 in it currently so we would have to transfer money over to cover the expense.

Thanks,

Nicole Serra

Assistant Assessor
Town of Waterford
(860)-444-5821
nserra@waterfordct.org



Home > Furniture > Chair Mats > Item #: 567297, Model #: 20239-CC

Sponsored | Ad Feedback

Selling Fast! Last sold 27 minutes ago

Staples 45" x 53" Rectangular Chair Mat w/Lip for Flat Pile Carpet, Vinyl (20239-CC)

3.6 ★★★★★ 567 Reviews
5 Questions

\$50.99

- ☒ Delivered FREE by Fri, Dec 01 to Ashburn, VA
- ☐ 1-Hour pick up

Quantity

Add to cart

Share Compare Add to list

Pay in 4 interest-free payments of \$12.75 with [PayPal](#) [Learn more](#)

Consider this similar product

Staples 45" x 53" Rectangular Hard Floor Chair Mat w/Lip, Clear (20231-CC)

4 ★★★★★

\$72.39

Add



Highlights [View full product details](#)

- Lip shape for extended under desk coverage, 45"W x 53"L
- Made with clear vinyl to allow the beauty of your floors to show through
- Rounded AnchorBar cleats (studs) that are gentle on carpets and hands (no sharp spikes)



Aegis - Compatible Labels Replacement for DYMO 30324 (2-1/8" X 2-3/4") Diskette Media & Veterinary - Use with Labelwriter 450, 450 Turbo, 4XL Printers (12 Rolls)

Visit the Aegis Adhesives Store
4.6 ★★★★★ ~ 616 ratings | Search reviews and Q&A

Price: \$31.26 (\$0.01 / Count)

Size: 2 1/8" X 2 3/4" - 30324

1" X 1" - 30332
\$21.90
(\$0.00 / Count)

1/2" X 1" - 30333
\$19.90
(\$0.00 / Count)

2 1/8" X 2 3/4" - 30324
\$32.90
(\$0.01 / Count)

4" X 6" - 1744907
\$25.50
(\$0.03 / Count)

Color	White
Size	2 1/8" X 2 3/4" - 30324
Material	Paper
Brand	Aegis Adhesives
Finish Type	Adhesive

About this item

- 2 1/8" X 2-3/4" Direct Thermal Labels - Non-OEM Replacement for DYMO 30324 Large Multipurpose Media Labels - Compatible with Labelwriter Printers - 1" Core, 12 Rolls / Case & 320 Labels / Roll.
- Quality - Our Priority: Smudge-Free & Fade-Resistant Labels. Print darker and sharper content on labels that permanently adhere to virtually any surface. Perfect size for veterinary & pharmacy prescription labels.
- Jam-Free, Headache-Free: Avoid time-consuming printer issues such as label jams and misfeeds. Aegis Adhesive labels follow extremely strict QC guidelines.
- Compatible with 450/450 Turbo Series DYMO Labelwriter Machines. DYMO Labelwriter 450, 450 Turbo



Roll over image to zoom in

prime

Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime. Try Prime and start saving today with Fast, FREE Delivery

Delivery Pickup

One-time purchase: \$32.90 (\$0.01 / Count)

FREE delivery: Monday, Oct 2 on orders over \$35.00 shipped by Amazon.

Ships from: Amazon
Sold by: Shipp'd Inc

Subscribe & Save:

5% 10%

\$31.26 (\$0.01 / Count)

Save 5% now and up to 10% on repeat deliveries.

- No fees
- Cancel anytime
- Learn more

Get it Monday, Oct 2

In Stock

Qty: 1 ▼

Refine your search

 In Demand! 9 sold in the last 48 hrs

Staples Plastic Document Stand with Clip & Guide Bar, Black (ST61704-CC)

4.7  590 Reviews 2 Questions

\$14.99

X3

o Delivered by Fri, Sep 29 to Boston, MA 

1-Hour pick up



Quantity

1 

Add to cart

 Share  Compare  Add to list

Consider this similar product

NoteTower Desktop Pro Plast-c Document Stand with Teeth & Guide Bar, Black (NTR300-1)

5 

\$23.89

1  Add



Product details

Details Specifications

★★★★★ Reviews

Q&A

In Demand! 14 sold in the last 48 hrs

Verbatim Mono Headset, Over-the-Head, Black (70722)

5 ★★★★★ 1 Review 2 Questions

\$13.49



Wired Connector Type

USB-A 3.5mm

Audio Output

3.5mm Mono

☒ Delivered by Fri, Sep 29 to Boston, MA

☐ Ship to store

Quantity 1

Add to cart

- Details
- Specifications
- Reviews
- Q&A

In Demand! 20 sold in the last 48 hrs

Staples 3-Hole Punch, 15 Sheet Capacity.
Black/Silver (26639)

4 會會會會 688 Reviews 3 Questions

\$15.19

Delivered by Fri, Sep 29
to Boston, MA ✓

1-Hour pick up

Quantity	Unit	Price	Total
1	kg	100	100
2	kg	100	200
3	kg	100	300
4	kg	100	400
5	kg	100	500
6	kg	100	600
7	kg	100	700
8	kg	100	800
9	kg	100	900
10	kg	100	1000
11	kg	100	1100
12	kg	100	1200
13	kg	100	1300
14	kg	100	1400
15	kg	100	1500
16	kg	100	1600
17	kg	100	1700
18	kg	100	1800
19	kg	100	1900
20	kg	100	2000
21	kg	100	2100
22	kg	100	2200
23	kg	100	2300
24	kg	100	2400
25	kg	100	2500
26	kg	100	2600
27	kg	100	2700
28	kg	100	2800
29	kg	100	2900
30	kg	100	3000
31	kg	100	3100
32	kg	100	3200
33	kg	100	3300
34	kg	100	3400
35	kg	100	3500
36	kg	100	3600
37	kg	100	3700
38	kg	100	3800
39	kg	100	3900
40	kg	100	4000
41	kg	100	4100
42	kg	100	4200
43	kg	100	4300
44	kg	100	4400
45	kg	100	4500
46	kg	100	4600
47	kg	100	4700
48	kg	100	4800
49	kg	100	4900
50	kg	100	5000
51	kg	100	5100
52	kg	100	5200
53	kg	100	5300
54	kg	100	5400
55	kg	100	5500
56	kg	100	5600
57	kg	100	5700
58	kg	100	5800
59	kg	100	5900
60	kg	100	6000
61	kg	100	6100
62	kg	100	6200
63	kg	100	6300
64	kg	100	6400
65	kg	100	6500
66	kg	100	6600
67	kg	100	6700
68	kg	100	6800
69	kg	100	6900
70	kg	100	7000
71	kg	100	7100
72	kg	100	7200
73	kg	100	7300
74	kg	100	7400
75	kg	100	7500
76	kg	100	7600
77	kg	100	7700
78	kg	100	7800
79	kg	100	7900
80	kg	100	8000
81	kg	100	8100
82	kg	100	8200
83	kg	100	8300
84	kg	100	8400
85	kg	100	8500
86	kg	100	8600
87	kg	100	8700
88	kg	100	8800
89	kg	100	8900
90	kg	100	9000
91	kg	100	9100
92	kg	100	9200
93	kg	100	9300
94	kg	100	9400
95	kg	100	9500
96	kg	100	9600
97	kg	100	9700
98	kg	100	9800
99	kg	100	9900

Add to cart

Share Compare Add to list

Consider this similar product

Staples One-Touch 3-Hole Punch, 30 Sheet Capacity, Black (26614)

4.5 立定會女

Q&A

Reviews

Specifications

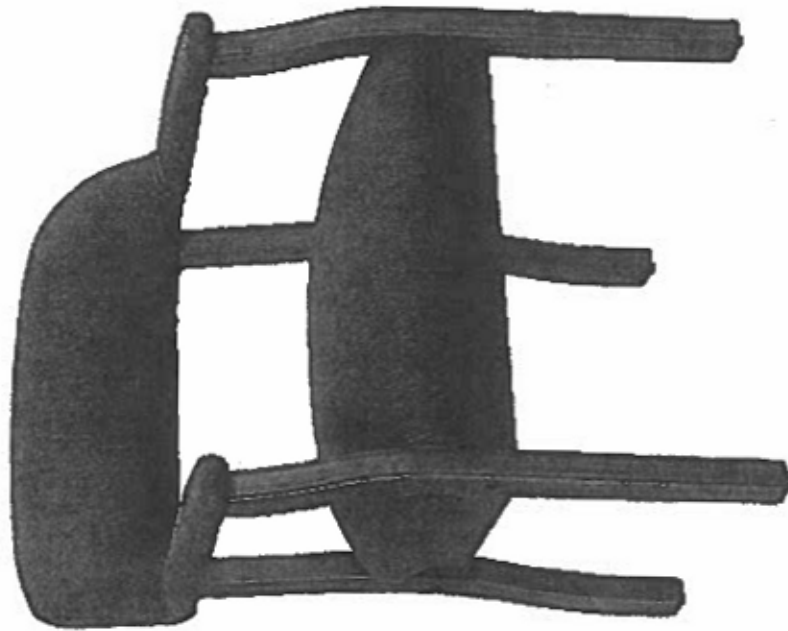
Details

[← Back](#)[Home](#)[Furniture](#)[Chairs & Seating](#)[Accent & Whittier Room Chairs](#)[Item #: 2491281, Model #: B9540DW-SG](#)[More from Boss Office Products Reception & Waiting Room Chairs](#)**Boss Fabric Guest Chair, Slate Grey (B9540DW-SG) [Feedback](#)**4 ☆☆☆☆ 3 [Reviews](#)4 [Questions](#)**\$133.99****○** Delivered by Thu, Dec 07
to Ashburn, VA [▼](#)
[Handling fee applies](#)☐ Ship to store

Quantity

1 [▼](#)[Add to cart](#)[Share](#) [Compare](#) [Add to list](#)Pay in 4 interest-free payments of \$33.50 with [PayPal](#) [Learn more](#)**Assembly** [Learn more](#)[No assembly](#)[Assembly \\$59.29](#)**Protect your purchase**

Tech help available for set-up & troubleshooting. If something happens that we can't repair it, we'll replace or reimburse you.

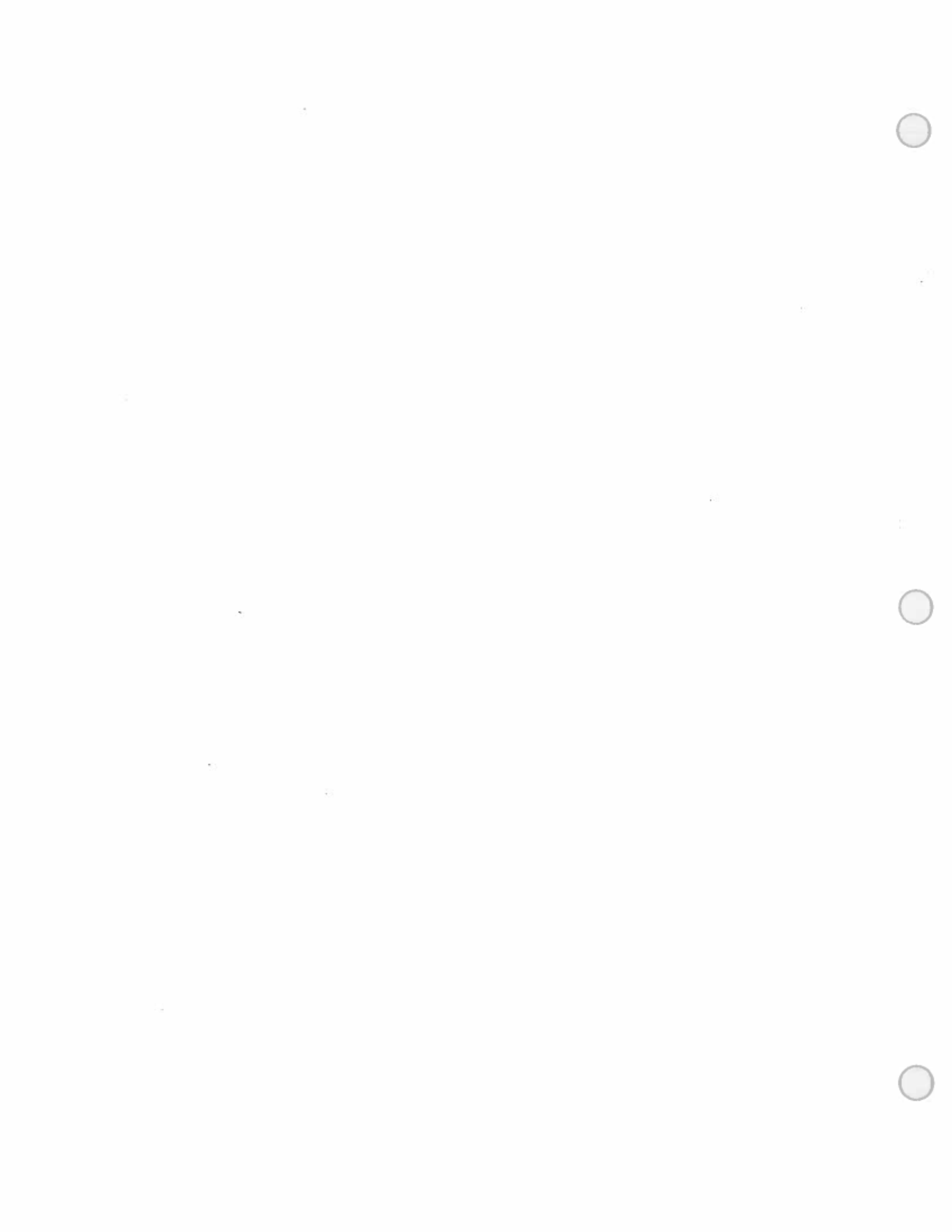
**Highlights** [View full product details](#)**MATERIAL**
Fabric**WEIGHT CAPACITY**
275 lbs**Full Assembly Required**https://www.staples.com/Bose-Modern-Captain-e-Chair-in-Slate-Grade-Commercial-Grade-Linen-B9540DW-SG/product_2491281

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 FISCAL YEAR**

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

DEPARTMENT: Assessor's Office

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees	432	455	445	129	450	\$ 5.00
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees						\$ -
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 432.00	\$ 455.00	\$ 445.00	\$ 129.00	\$ 450.00	\$ 5.00



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10105 BD. OF ASSESSMENT APPEALS

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (9/20/23)	2024/2025 BD OF SELECTMEN APPROVED (1/31/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	1,500	300		0	300	300	300	0	0.00%
51210	CLERICAL/TECHNICAL	1,501	677		73	752	752	752	75	11.08%
51920	F.I.C.A	230	75		6	80	80	80	5	6.67%
	SUBTOTAL	3,231	1,052	0	79	1,132	1,132	1,132	80	7.60%
SERVICES										
52010	ADVERTISING	386	350		126	350	350	350	0	0.00%
52020	POSTAGE	202	50		18	60	60	60	10	20.00%
52050	DUES, CONF., & EDUCATION	150	150		0	200	200	200	50	33.33%
	SUBTOTAL	738	550	0	144	610	610	610	60	10.91%
	DEPARTMENT TOTAL	3,969	1,602	0	223	1,742	1,742	1,742	140	8.74%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF ASSESSMENT APPEALS
2024-2025 FISCAL YEAR

LINE 51920									
DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)	
	Assessment Aide III	4	\$ 37.5900	142.56	150.36	N/A	150.36	11.50	
	Sept MV Session								
	March Session	16	\$ 37.5900	534.60	601.44	N/A	601.44	46.01	
	Total Clerical Technical			677.16	751.80		751.80	57.51	
ELECTED	BAA MEMBERS	FLAT FEE		300.00			300.00	22.95	
	Total Elected			300.00			300.00	22.95	
TOTALS							1,051.80	80.46	

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



Board of Assessment Appeals

BUDGET FUNCTION

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

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

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:



BUDGET SUMMARY

Line Item	FY 2023 Appropriated	FY 2024 Appropriated	FY 2025 Request	Change from FY 2024 (+/-) \$0
PERSONNEL COSTS				
51010 Elected Officials	300	300	300	0
51210 Clerical/Technical	694	677	752	75
51920 Fica	76	75	80	5
SUBTOTAL	1,070	1,052	1,132	80
SERVICES				
52010 Advertising	350	350	350	0
52020 Postage	50	50	60	10
52050 Dues, Conf. & Education	150	150	200	50
SUBTOTAL	550	550	610	60
DEPARTMENT TOTAL	1,620	1,602	1,742	140

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



BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Compensation for members of the Board of Assessment Appeals is fixed at \$100 per year per member except during revaluations. Clerical costs are based on the estimated number of appeals that the board hears in a typical non-revaluation year. The chart below outlines the number of appeals heard each year and the required clerical hours to facilitate the hearing process. FY25 personnel costs are calculated assuming 40 total appeals with 20 hours of clerical time provided by the Assessor's staff at an overtime rate. The calculated FICA is included.

	2019 GL	2020 GL	2021 GL	2022 GL	*Revaluation
# Appeals March Session	38	31	16	178	
# Appeals Sept Session	2	4	18	10	
Total Appeals	40	35	34	188	
# Clerical Hours	20	20	20	60	

Budget Request: **\$1,132**

See the Personnel/Fringe Benefit spreadsheet for calculations.

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



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

Budget Request: \$610

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

Includes required annual publication notifying taxpayers of Board of Assessment Appeals Hearing dates and appeals procedures. Required notices are published in *The Day* newspaper and posted on the Town's website twice annually. Advertising costs incurred in FY23/24 = \$345 to date.

Advertising Breakdown:

March 2023 Legal Ad: \$224

September Legal Ad: \$126

\$350

- **10104-52020 – Postage Request: \$60**

Postage estimate is based on approximately 90 mailings at the standard rate and includes an original hearing appointment notification to each appellant and a statutorily required post hearing action notice to each appellant containing appeal results and the process to pursue their appeal in Superior Court if aggrieved.

Postage costs incurred in FY23 = \$227

- **10104 – 52050 – Dues, Conf. & Education Request: \$200**

Education cost represents an allowance for BAA training, which is made available to all board members and clerical staff by the state's Office of Policy and Management in conjunction with the Connecticut Association of Assessing Officers. All BAA members and clerical staff should attend training annually. The current cost for the BAA course is \$50/per person. Dues, Conf. & Education Fees incurred in FY23: \$150.00

**Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06386**



**Phone: (860) 444-5820
Fax: (860) 444-5819**

**Board of Assessment Appeals
Meeting Minutes**

Meeting date: September 20, 2023
Location: Waterford Town Hall, Assessor's Office
Time: 6pm start

Board Members Present: Marilyn Lusher-Chair, Lee Couture, Jerry Porter
Alternate Member Present: John Morgan
Staff Present: Paige Walton - Assessor & Leanne Santos - Assessment Aide

RECEIVED FOR RECORD
WATERFORD, CT
2023 SEP 22 A 11:33
ATTEST: *Paige Walton*
TOWN CLERK

The meeting was called to order at 6:04 pm, the following decisions were voted on by board members and approved.

Timothy Conderino- Decision:	2021 International VIN# 3HTEJTAN9MN063614 Board members unanimously voted to reduce appraised value to \$79,500
Alfred Eaton- Decision:	1964 Ford Pickup VIN# F10BE554358 Board members unanimously voted to reduce assessed value to \$500 (see affidavit) supplied by owner.
Eric Levine- Decision:	2018 Acura VIN# 5J8TB4H71JL003572 Board members unanimously voted to reduce assessed value to \$14,683
Andrew Leuze- Decision:	2014 Reiser VIN# 55LR1WA13EN000392 Board members unanimously voted to reduce appraised value to \$750
Ludger & Jacquelyn Lubkowski- Decision:	2008 Chev Truck VIN# 1GCEC14X68Z100959 Board members unanimously voted to reduce appraised value to \$2575
Bryon Picazio- Decision:	2014 BMW VIN# WBA3B5C54EP540152 Appellant was not present/ No change
Debbie StDenis- Decision:	2013 Honda VIN# 1HGCR2F53DA021220 Board members unanimously voted to reduce assessed value to \$4900
Michele Sisson- Decision:	2004 Toyota VIN# JTEGD21A840076086 Board members unanimously voted to make no change
Decision:	2011 Nissan VIN# 1N6AA0ECXBN310423 Board members unanimously voted to reduce assessed value to \$9000
Decision:	2011 Ford VIN# 1FMJU1J50BEF56738 Board members unanimously voted to reduce assessed value to \$4500

The minutes from the April 24, 25 & 26 2023 meetings were accepted with the following correction:
Amend the meeting time for September 20, 2023 to 6pm on the April 26, 2023 minutes.

The BAA Budget for fiscal year 2025 was unanimously approved.

Possible meeting dates for March 2024 were reserved as:

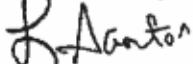
March 6th and 13th (5 pm – 8 pm) and March 9th (9am – 12pm) if needed

Possible meeting date for September 2024 were reserved as:

September 11th and 18th (6pm-9pm)

Meeting was adjourned at 7:40pm.

Submitted by,



Leanne Santos

The Day

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

ACCOUNT NUMBER	CUSTOMER	
D93229	TOWN OF WATERFORD - ASSESSORS	
CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01064103	\$126.32

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

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

CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
08/16/23	9-20 hearing notice	The Day	9-20 hearing notice	2 col	\$100.32	\$0.00	\$100.32
08/16/23	9-20 hearing notice	Day Classified Webpage	9-20 hearing notice	2 col	\$1.00	\$0.00	\$1.00
08/17/23	9-20 hearing notice	CT Public Notices Webpage	9-20 hearing notice	Not Applicable	\$25.00	\$0.00	\$25.00
Total					\$126.32	\$0.00	\$126.32

Account Number	Customer	Total Due
D93229	TOWN OF WATERFORD - ASSESSORS	\$126.32

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

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

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

FILE COPY

APPROVED

VENDOR# 00000 157

PO# FY 2023

CLOSE PO Y N

ACCOUNT # 10105-52010

AMOUNT 126.32

SIGN [Signature]

DATE 8/16/2023

The Day

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93229	TOWN OF WATERFORD - ASSESSORS	02/01/23-02/28/23

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	03/28/2023

Current	Over 30 Days	Over 60 Days	Total Balance
\$223.60	\$0.00	\$0.00	\$223.60

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

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

STATEMENT NUMBER
29975
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$0.00
02/28/23	3-20 hearing notice	CPNW, DAY, DCW	d01053255 3-20 hearing notice	2 col X 27 Lines	\$223.60

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

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

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

Billing Period	Account Number	Customer
02/01/23-02/28/23	D93229	TOWN OF WATERFORD - ASSESSORS

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$223.60	\$0.00	\$0.00	\$223.60

REC'D FINANCE
MAR 2 '23 PM 12:53

APPROVED

VENDOR# 157
PO# FY 2023
CLOSE PO Y N X
ACCOUNT # 10105-52010
AMOUNT \$223.60
SIGN [Signature]
DATE 3/1/23

Monthly Postage
Assessor's Office

Assessor's Office FY23 Postage	Metered Mail	# items	BAA FY 23 Postage	Metered Mail	# items
Jul-22	34.27	64		0	0
Aug-22	70.83	123		0	0
Sep-22	30.36	52		0	0
Oct-22	12.45	21		0	0
Nov-22	12.10	20		0	0
Dec-22	101.23	177		0	0
Jan-23	115.50	192		0	0
Feb-23	1394.80	2324		0	0
Mar-23	143.04	238		84.60	141
Apr-23	152.76	218		85.08	141
May-23	29.13	36		18.12	29
Jun-23	14.59	12		14.40	24
Total Postage	\$ 2,111.06	3477		\$ 202.20	335
FY 24 Postage			FY 24 Postage		
Jul-23	6.84	11		12.15	19
Aug-23	21.03	33		0.63	1
Sep-23	25.20	38		5.04	8
Oct-23	19.23	29		0	0
Nov-23	13.20	20		0	0
Total Postage	\$ 85.50	131		\$ 17.82	28



Board of Assessment Appeals Workshop Registration

Windsor Town Hall
Council Chambers
275 Broad Street
Windsor, CT 06095

Monday, February 13th, 2023
(Snow Date: Wednesday, February 22nd, 2023)

6:00 to 9:00 pm

Name: John R. Morgan

Day Phone: (860) 235-2524 Email address: john@morganjr.com

Municipality: Town of Waterford

Work Address: 15 Rope Ferry Rd.

Town: Waterford ST: CT Zip: 06385

Payment Fee: \$50.00

Checks made payable to: CAAO

Mail Registration & payment to:

APPROVED

VENDOR# 69

PO# FY 2023

CLOSE PO Y N ✓

Town of Windsor ACCOUNT # 10105-52050

BAA Workshop AMOUNT \$50.00
Chandler Rose, Assessor

979 Main St SIGN John R. Morgan
Willimantic, CT 06226-2200 DATE 2/4/2023

Board of Assessment Appeals Workshop Registration

Windsor Town Hall
Council Chambers
275 Broad Street
Windsor, CT 06095

Monday, February 13th, 2023
(Snow Date: Wednesday, February 22nd, 2023)

6:00 to 9:00 pm

Name: Cathy Gonyo

Day Phone: () (860) 625-5444 Email address: Cathy@CathyGonyo.com

Municipality: Town of Watford

Work Address: 65 Boston Post Rd.

Town: Watford ST: CT Zip: 06385

Payment Fee: \$50.00

Checks made payable to: CAAO

Mail Registration & payment to:

APPROVED

VENDOR# 69

PO# FY 2023

CLOSE PO Y N ☒

Town of Windsor ACCOUNT # 10/05 - 52050

BAA Workshop ACCOUNT \$50.00

Chandler Rose, Assessor SIGN Cathy

Willimantic, CT 06226-2200 DATE 2/3/2023



Tax Collector FISCAL YEAR 2025 BUDGET

Town of Waterford

BUDGET FUNCTION

Functional Description of the Duties of the Tax Office

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

The Grand List 2022 levy totaled \$95,949,759.99, a decrease of \$572,916.98 or 0.006% compared to the GL 2021 levy. As of the end of FY 2023, the tax office had collected at the following rates:

Real Estate:	99.58%
Personal Property:	99.90%
Motor Vehicle:	97.23%
Motor Vehicle Supplemental:	93.55%
Total Collection Rate:	99.48%

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

12-130 Failure to send or receive bill: Failure to send out or receive any such bill or statement shall not invalidate the tax

12-146 No tax installment shall be construed to be delinquent...if...the envelope containing such tax...bears a postmark showing a date within the time allowed by statute..

12-146 If any tax due...is not paid in full...the whole or such part as is unpaid...shall be subject to interest from the due date of such delinquent installment.

There is no provision in the statutes for a tax collector to waive interest except for a taxpayer who has received compensation under Chapter 968 as a crime victim.

A majority of the required billing information comes from the Assessor's Office, often in conjunction with the Connecticut Department of Motor Vehicles. The daily work necessitates a close working relationship with those offices as well as the Town Clerk, Finance Department, Town Treasurer, and various other agencies. The 2022 levy generated 31,318 tax bills: 9,570 real estate, 1,297 personal property, and 20,451 motor vehicle bills.



FY 2025 BUDGET SUMMARY

The Fiscal Year 2025 total budget request is \$232,321, an increase of \$14,462 (6.64%) from the prior year. Personnel cost increased \$6,169 (3.32%) and Services increased \$7,983 (25.02%) driven predominantly by a significant increase in Quality Data Service tax billing services.

Personnel Cost: \$192,066

This is an increase of \$7,232 (3.91%)

LI 51010 Elected Officials: \$89,684

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

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

On 12/4/2023 the RTM voted the increases in related union and non-union salaries the set the new salaries for elected officials. This year's total included increases for last year's and this year's budgets.

LI 51210 Clerical/Technical: \$88,733

This is an increase of \$3,296 (3.86%). The salary for the Tax Office's full-time Accounts Receivable Clerk is determined by a negotiated contract between the Town and Local 1303-037

The Town of Waterford has set the Seasonal Clerk wage scale at \$16.00 as of 7/1/2023; the Connecticut minimum wage will be \$15.69 effective 1/1/2024.

I have recalculated the necessary hours and days for our seasonal employee per the recommended budget amount from the Finance Department. This would limit the position to a maximum of 20 hours per week. I have also re-evaluated the need for a seasonal clerk for the January collection period based on office needs in January. I have since eliminated the request for a January seasonal employee for the third year in a row.

LI 51920 FICA: \$13,649

This is an increase of \$444 (3.36%). FICA is budgeted at 7.65% of all wages, including overtime. The increase is a function of the changes in salaries budgeted above in LI 51010 through 51810.

Services: \$39,895 an increase of \$7,983.

LI 52010 Advertising: \$655

State statute 12-145 requires publication of tax notices six times per year in a local newspaper: three times for each of the collection months. Rates are for publication in the Waterford Times. By keeping the ad to the smallest legal requirement, I was able to keep the cost per ad at a low price of \$109.11.

June-July 3 ads x \$109.11 = \$327.33 Dec-Jan 3 ads x \$109.11 = \$327.33

LI 52020 Postage: \$8300

Postage rates have gone from \$0.55 (1/27/2019); \$0.58 (8/29/2012); \$0.60 (7/10/2022); \$0.63 (1/22/2023); \$0.66 (7/9/2023) and in January 2024 \$0.68. Metered rates will be \$0.64 from \$0.63, an additional 1.6% increase.

FY 2019	\$5,348	FY 2022	\$6,662
FY 2020	\$5,552	FY 2023	\$6000 + (\$1800 add approp)
FY 2021	\$4,874	FY 2024	July-Oct: \$3975.18

July 2023	Metered Mail	\$250.17	
	Actual Postage	\$13.92	
Aug 2023	Metered Mail	\$2,107.20	DQ Statements
	Actual Postage	\$74.88	
Sept 2023	Metered Mail	\$1,443.90	Demands
	Actual Postage	\$31.98	PP Lien Notice
Oct 2023	Metered Mail	\$50.01	
	Actual Postage	\$3.12	
Nov 2022	Metered Mail	\$189.72	
	Postage	\$3.50	
Dec 2022	Metered Mail	\$828.45	
	Postage	\$16.80	
Jan 2023	Metered Mail	\$839.74	Postcards
	Postage	\$14.08	
Feb 2023	Metered Mail	\$622.68	DQ Statements
	Postage	\$22.12	
Mar 2023	Metered Mail	\$528.84	Demands
	Postage	\$16.28	
Apr 2023	Metered Mail	\$45.84	Lien Notices
	Postage	\$2.96	
May 2023	Metered Mail	\$590.04	
	Postage	\$29.60	
June 2023	Metered Mail	\$527.64	DQ Statements
	Postage	\$5.18	
		\$8,258.65	



LI 52030 Professional Fees: \$27,919

This is an increase of \$6,273 completely comprised of the increase in the Quality Data Service budget.

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

Quality Data Service – All Billing Services	\$27,143.24
Last year \$20,870.36	

This is an increase of \$6,272.88 (30.06%) comprised of an increased estimate of motor vehicle tax bills and an increase in postage costs.

This year, \$12,186.60 of software support moved to IT budget.

Invoice Cloud Credit Card Processor	\$480
PCI compliance for 1 credit card readers \$15 per machine per month	\$180
Cloud Access Fee \$25 per month	\$300

DMV – Access DMV database for current address and registration information	\$250
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New Employee Background Check	\$45
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LI 52040 Service Contracts and Repairs: \$1156

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

Copier/Printer Lease	\$1038
Ricoth copier lease: \$77.23 per month	\$926.76
Copy fees: \$0.007 per copy	\$120.00

2021: \$ 66.09	3 Year Average: \$113.38
2022: \$ 146.85	
2023: \$ 127.19	

Printer Service Contract for Desktop Office Printers	
2 HP Desktop printers supplies & repairs	\$109



LI 52050 Dues, Conferences and Education: \$1875

This amount covers state and local membership dues and state/regional association meetings.

Dues:

Connecticut Tax Collectors' Association (CTx)	\$ 75
New London County Tax Collectors' Ass'n	\$ 20
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 30

Conferences:

Connecticut Tax Collectors' Association (CTx)	\$ 750
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 900
CTx Spring Meeting	\$ 50
CTx Fall Meeting	\$ 50

LI 53010 Supplies: \$360

There is need for #9 blue return envelopes used for return payments and forms. Supplies that are specific to departments are now in each department's budget in addition to some supplies that are no longer in the Finance Department perview.

Return Envelopes Price is \$24.40 per box of 500	\$ 50
Receipt Paper for Validator (83 @ \$1.65)	\$140
Validator Ribbons (17 @ \$6.89)	\$120
Miscellaneous Non-Finance Supplies	
Rubber Bands, Red Pens, Calendars, colored Sharpies, Pencils, Colored highlighters, Address Labels etc.	\$ 50

<u>Supplies History</u>	<u>Receipt Paper</u>	<u>Validator Ribbons</u>
Fy 2018	100	12
FY 2019	80	18
FY 2020	90	18
FY 2021	70	18
FY 2022	80	16
FY 2023	80	20
6 Yr Average	83	17
Most Recent Costs	\$1.65	\$6.89

LI 54060 Office Equipment: \$0



**TOWN OF WATERFORD
GENERAL FUND
Revised 2024-2025 PROPOSED BUDGET**

DEPT/AGENCY:

10106

TAX COLLECTOR

LINE ITEM	DESCRIPTION	COLUMN 1 2022/2023 ACTUAL EXPENDED	COLUMN 2 2023/2024 RTM APPROP.	COLUMN 3 2023/2024 ADD'L TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/24	COLUMN 5 2024/2025 DEPT/ AGENCY REQUEST	COLUMN 6 2024/2025 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	86,286	87,255			89,684		2,429	2.78%
51210	CLERICAL/TECHNICAL	80,820	85,437			88,733		3,296	3.86%
51810	OVERTIME	0	0			0		0	
51920	F.I.C.A	12,784	13,205			13,649		444	3.36%
	SUBTOTAL	179,890	185,897	0	0	192,066	0	6,169	3.32%
SERVICES									
52010	ADVERTISING	675	675			655		(20)	-2.96%
52020	POSTAGE	6,000	7,500			8,300		800	10.67%
52030	PROFESSIONAL FEES	21,399	21,646			27,919		6,273	28.98%
52040	SERVICE CONT. & REPAIR	1,000	1,146			1,146		0	0.00%
52050	DUES, CONF. & EDUCATION	895	945			1,875		930	98.41%
	SUBTOTAL	29,969	31,912	0	0	39,895	0	7,983	25.02%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	280	50			360		310	620.00%
	SUBTOTAL	280	50	0	0	360	0	310	620.00%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	210,139	217,859	0	0	232,321	0	14,462	6.64%

COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10	COLUMN 11
2024/2025 RECOMMEN DED BD OF SELECTMEN	2024/2025 BOARD OF FINANCE REDUCTIO NS	2024/2025 RECOMME NDED BD OF FINANCE	2024/2025 RTM CUTS	2024/2025 RTM APPROVED
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 06 TAX COLLECTOR
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
1/12/2015	TAX COLLECTOR	40	N/A	88,236.72	89,683.25	N/A	89,683.25	6,860.77
	TOTALS			88,236.72	89,683.25	0.00	89,683.25	6,860.77
51210 - CLERICAL/TECHNICAL								
03/30/2009	ACCOUNTS RECEIVABLE CLERK	35	\$ 31.9921	55,285.05	58,449.57	\$ 350.00	58,799.57	4,498.17
03/09/2015	ACCOUNTS RECEIVABLE CLERK	19	\$ 28.5172	27,488.44	28,283.40	N/A	28,283.40	2,163.68
07/01/2022	SEASONAL CLERICAL	*LUMP 100	\$ 16.0000	1,600.00	1,650.00	N/A	1,650.00	126.23
	TOTALS			84,373.49	88,382.97	350.00	88,732.97	6,788.07
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
TOTALS				172,610.21	178,066.22	350.00	178,416.22	13,648.84
BUDGET TOTAL W/F.I.C.A.							192,065.06	

WORKDAYS 2024/2025 261 WEEKS TO BUDGET 52.2



Line Item	Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-26	2026-27
51010	ELECTED OFFICIALS	86,286	86,286	87,255	89,684		
51210	CLERICAL/TECHNICAL	82,334	80,820	85,437	88,733		
51810	OVERTIME	0	0	0	0		
51920	F.I.C.A.	12,900	12,784	13,211	13,649		
	SUBTOTAL	181,520	179,890	185,903	192,066		
	SERVICES						
52010	ADVERTISING	700	675	675	655		
52020	POSTAGE	6,000	6,000	7,500	8,300		
52030	PROFESSIONAL FEES	22,214	21,399	22,270	27,919		
52040	SERVICE CONT. & REPAIR	1,178	1,000	1,146	1,146		
52050	DUES, CONF. & EDUCATION	195	895	945	1,875		
	SUBTOTAL	30,287	29,969	32,536	39,895		
	MATERIALS & SUPPLIES						
53010	OFFICE SUPPLIES	100	280	50	360		
	SUBTOTAL	100	280	50	360		
	OFFICE EQUIPMENT						
54060	OFFICE EQUIPMENT	0	0	0	0		
	SUBTOTAL	0	0	0	0		
	DEPARTMENT TOTAL	211,907	210,139	218,489	232,321		

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



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



**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
2024-2025 FISCAL YEAR**

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

DEPARTMENT: TAX COLLECTOR

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD THRU 11/30	2024-2025 PROPOSED 2 Year Average Except for Current Year Taxes, This equals Budget requirement	VARIANCE
Beach Admission Fees					
Benefit Assessments					
Bulky Waste Fees					
Conveyance Tax					
Copy Fees					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest	235,075	528,233	145,715	381,654	0
Lien Fees	3,072	3,889	1,536	3,481	0
Inter-Municipal Revenues					0
Investment Interest					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Rentals					0
Sale of Equipment/Vehicles					0
Sale of Recyclables					0
State Operational Grants					0
Tax Collections-Current Year	93,528,076	96,544,226	72,080,975	95,263,203	0
Tax Collections - Prior Year	373,349	600,349	275,529	486,849	0
Versa Kart/Blue Box Purchases					0
Miscellaneous					0
Accurint (Personal Search)					0
NSF	1,725	1,300	1,466	1,513	
UCC Lien Fee	1,650	1,652	680	1,651	
Motor Vehicle Fees	21,437	21,711	14,676	21,574	
Warrant Fees					
East Lyme Animal Control Fee					0
Eugene O'Neill Gate Receipts					0
Alarm Monitoring					0
Alarm Penalties					0
Enhanced E 9-1-1					0
Regional Communications Fees					0
					0
					0
					0
					0
TOTALS	94,164,384	97,701,360	72,520,577	96,159,924	0

Collection Statistics											
FY		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
July	Real Estate	60.50%	59.20%	54.80%	55.84%	53.39%	57.62%	52.20%	59.27%	49.41%	61.16%
	Personal Prop	98.90%	97.80%	96.60%	97.24%	88.36%	87.58%	85.01%	85.51%	86.37%	86.76%
	Motor Vehicle	80.10%	72.70%	66.60%	69.24%	66.86%	66.19%	48.76%	66.64%	68.24%	65.20%
	MV Supp							Covid			
	Total	70.80%	68.90%	65.40%	66.62%	62.73%	65.48%	60.42%	66.47%	60.39%	67.28%
August	Real Estate	61.50%	61.70%	61.70%	61.81%	61.72%	61.64%	56.66%	62.59%	62.39%	65.11%
	Personal Prop	99.30%	99.20%	99.20%	99.34%	99.51%	99.61%	96.35%	99.72%	99.24%	99.63%
	Motor Vehicle	86.50%	86.80%	87.00%	89.29%	90.07%	88.97%	65.24%	90.41%	88.23%	88.50%
	MV Supp										
	Total	71.90%	71.70%	71.90%	72.28%	72.45%	72.35%	67.22%	73.65%	73.75%	74.25%
September	Real Estate	61.70%	61.90%	61.90%	62.04%	62.35%	62.33%	61.45%	63.09%	62.75%	65.29%
	Personal Prop	99.30%	99.40%	99.60%	99.41%	99.57%	99.81%	98.86%	99.79%	99.32%	99.67%
	Motor Vehicle	90.40%	91.10%	92.10%	92.55%	92.45%	92.06%	82.59%	93.59%	91.28%	91.75%
	MV Supp										
	Total	72.20%	72.10%	72.30%	72.62%	73.02%	73.03%	72.01%	74.17%	74.20%	74.55%
October	Real Estate	62.00%	62.30%	62.10%	62.22%	62.60%	62.49%	62.67%	63.59%	62.97%	65.51%
	Personal Prop	99.40%	99.50%	99.60%	99.53%	99.61%	99.87%	99.39%	99.84%	99.90%	99.72%
	Motor Vehicle	92.10%	93.00%	93.60%	93.55%	93.85%	93.32%	92.32%	95.34%	92.69%	93.39%
	MV Supp										
	Total	72.50%	72.40%	72.60%	72.81%	73.27%	73.21%	73.46%	74.61%	74.56%	74.80%
November	Real Estate	62.20%	63.00%	62.5%	62.59%	63.20%	63.24%	63.19%	63.96%	63.31%	65.91%
	Personal Prop	99.40%	99.60%	99.7%	99.63%	99.79%	99.89%	99.45%	99.93%	99.87%	99.73%
	Motor Vehicle	93.10%	94.80%	95.2%	94.65%	95.48%	94.95%	94.00%	95.88%	94.00%	94.25%
	MV Supp										
	Total	72.30%	73.10%	73.0%	73.15%	73.81%	73.86%	73.92%	74.27%	74.28%	75.14%



88



89



Professional Fees Breakdown FY 2025 (QDS)

Professional Fees	FY 2025	FY 2024	Increase/Decrease	% +/-
QDS Software Support	\$7,925.00	\$7,662.38	\$262.62	3.43%
Qsearch-Tax Bill Web Hosting	\$2,995.00	\$2,894.06	\$100.94	3.49%
DRaaS-Cloud Service Backup	\$516.60	\$509.36	\$7.24	1.42%
Validator Hardware Maintenance	\$750.00	\$744.19	\$5.81	0.78%
	\$12,186.60	\$11,809.99	\$376.61	3.19%
Setup Charge	\$115.00	\$110.25	\$4.75	4.31%
June Real Estate Billing - Printing & Processing	\$1,375.00	\$1,272.00	\$103.00	8.10%
June Motor Vehicle Bills - Printing & Processing	\$3,350.00	\$2,232.00	\$1,118.00	50.09%
June Personal Property Bills - Printing & Processing	\$312.50	\$288.00	\$24.50	8.51%
June CASI & NCOA	\$85.00	\$82.69	\$2.31	2.79%
June Mailing Costs	\$2,518.75	\$1,916.22	\$602.53	31.44%
June QNest	\$450.00	\$441.00	\$9.00	2.04%
June EZ-Track USPS Tracking System	\$125.00	\$110.25	\$14.75	13.38%
June Mailing Envelopes, Preprinted	\$906.75	\$609.72	\$297.03	48.72%
June Return Envelopes, Preprinted	\$957.13	\$679.40	\$277.73	40.88%
June First Class Postage	\$10,075.00	\$7,110.00	\$2,965.00	41.70%
June Insert (Brochure)	\$2,115.75	\$1,532.92	\$582.83	38.02%
December CASI & NCOA	\$85.00	\$82.69	\$2.31	2.79%
December MV Supp - Printing & Processing	\$637.50	\$540.00	\$97.50	18.06%
December Mailing Costs	\$318.75	\$272.88	\$45.87	16.81%
December EZ-Track USPS Tracking	\$60.00	\$55.00	\$5.00	9.09%
December Mailing Envelopes	\$114.75	\$86.83	\$27.92	32.15%
December Return Envelopes	\$121.13	\$96.75	\$24.38	25.20%
December First Class Postage	\$1,275.00	\$1,237.50	\$37.50	3.03%
December Insert (Brochure)	\$126.23	\$102.20	\$24.03	23.51%
Final Posted Rate Books	\$1,764.00	\$1,764.00	\$0.00	0.00%
Binding Final Posted Rate Books	\$255.00	\$248.06	\$6.94	2.80%
				Inc/Dec
Total	\$27,143.24	\$20,870.36	\$6,272.88	30.06%
	\$39,329.84	\$32,680.35	\$6,649.49	20.35%
Billing History (# of bills per type)				
Bill Type	Current year Est	GL 2022	GL 2021	GL 2020
Real Estate	5,500	5,300	5,268	5,061
Motor Vehicle	13,400	9,300	9,300	11,674
Personal Property	1,250	1,200	1,200	1,170
Motor Vehicle Supplemental (Jan)	2,550	2,250	2,750	2,650
	22,700	18,050	18,518	20,555
	GL 2019			
	5,073			
	11,511			
	1,146			
	2,600			
	20,330			

It's budget time again. I remember from last year, there would have been a significant increase that was announced much later in the process. We were able to rework the ad to the previous budget amount. What do you imagine the future cost of the ads will be??

Alan

I have been told that our rates are going up 2.5% for 2024.

The smallest size display ad in the Times paper, was \$375 per run so, it will increase to approx. \$385.

*Thank you,
Kelly*

Kelly,

Is the \$375/\$385 for the 3 ads per publication (\$128.34/ad) for me or for each ad?

No sorry it is \$375/\$385 per publication date. $3 \times 375 = \$1125$.

I will see if I can get it processed as an in-column ad like we did last year. I will get back to you with pricing for that if they allow it.

*Thank you,
Kelly*

Alan,

We can run something similar to this in the back part of the Times paper. The total for the 3 day will be for approx. \$500. This will probably work better for you.

Due to the increase last year, I had really truncated the ad to this:

Waterford Municipal Taxes become due on July 1.
Taxes become delinquent after August 1.
Interest of 1 ½ % will be charged on delinquent accounts.
Taxes are payable at Waterford Town Hall
Monday-Friday 8-4

With this stripped down version, the cost had stayed at \$109.08/ad.

Where would we be in that instance. I'm sure that you understand my desire to maintain a tight municipal budget.

Alan

If that worked for you last year than we can run that for you again. It was a very small ad.

The stripped-down version will be the same price as it was in June/July 2023- \$337.23 (\$109.11 each notice.)





Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter FY2024-25

Date	Letter/Quot...
11/29/2023	2020E7483

Name / Address

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

Ship To/Bill To

Description of Services

Est Qty

Total

Software Services

Annual Software Support Fee - Revenue Collection Software

1

7,925.00

Annual Subscription Fee - QSearch - Tax Records Web Hosting
Service

1

2,995.00

Annual Hardware Maintenance Plan - Epson TMU675 validator

3

750.00

Serial #: J9UG002545

Serial #: J9UF002529

Serial #: BMLG012104

DRaaS - Disaster recovery as a service

84

516.60

Printing Services

Setup Charge

1

115.00 ✓

Jun - Printing and Processing RE Bills Including Banks

5,500

1,375.00 ✓

Jun - Printing and Processing MV Bills

13,400

3,350.00 ✓

Jun - Printing and Processing PP Bills

1,250

312.50 ✓

Dec - Printing and Processing MVS Bills

2,550

637.50 ✓

Book Services

Final Posted Ratebook per CT State Statutes

3

1,764.00 ✓

Binding Final Posted Books - 2019

3

255.00 ✓

Subtotal - CONTRACTED SERVICE

19,995.60

Grand Total

\$19,995.60

Contact

Finance Dept

e-mail

leo@qds.biz

Phone #

2037559031

Ext 6555

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

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Signature represents agreement to our Terms & Conditions:

https://qualitydataservice-my.sharepoint.com/:b/a/person/leonila_qds_biz/CVdntQsRfsgJ18DZ03Q8Q8Rz38Dutl8SLsrF8XcG4A7e-3EnWOU



InvoiceCloud®

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

Invoice #: 717-2023_11
Date: 11/30/2023

Description	Item Count	Price	Total
ACH Reject Fee Submitter (Chase/Braintree) - All	2	\$15.000	\$30.00
Cloud Access Fee - All	1	\$25.000	\$25.00

Description	Item Count	Total
Encrypted Reader License Fee - All	1	\$15.00
Total Amount:		\$70.00
Due Date:		12/10/2023
Balance Due:		\$70.00

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

For Service Period of 11/01/2023 through 11/30/2023

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

Payment Remittance

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

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





STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, CT 06161
ct.gov/dmv (860) 263-5700



BILL TO

Waterford Tax Collector
15 Rope Ferry Road
Waterford, CT 06385

Invoice

DATE	INVOICE #
5/30/2023	4098

DUE DATE

7/7/2023

DESCRIPTION

QTY

AMOUNT

-- PAYMENT DUE UPON RECEIPT --

PERIOD COVERED: 7/01/23 TO 06/30/24

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

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

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

PLEASE REMIT THE TOTAL DUE TO:

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

1

250.00

APPROVED FOR PAYMENT
ACCT# 10106 - 52030 *Pro Q*
AMOUNT 250.00
FISCAL YEAR 2024
SIGNATURE *[Signature]*
DATE 7-3-2023

Please return one copy of invoice with payment.

Total

\$250.00

Payments/Credits

\$0.00

Balance Due

\$250.00

Seat Belts Do Save Lives
An Affirmative Action/Equal Opportunity Employer





A COMPANY IN MOTION
DRIVING YOUR BUSINESS FORWARD

INVOICE

Account:

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

Customer ID: 0000020855

Invoice Number: INV000000001124181

Date: 7/31/2022

Customer PO:

Terms: NET 28

Sold To:

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

Ship To:

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

Description	Qty	Price	Amount
Packages & Addons	1.00	\$40.49	\$40.49
Andrew Messina [REDACTED] Ordered: 7/21/22 Order #: 629900			
Third Party Fees	1.00	\$18.00	\$18.00
Andrew Messina [REDACTED] Ordered: 7/21/22 Order #: 629900			
Packages & Addons	1.00	\$40.49	\$40.49
Brandishea Moses [REDACTED] Ordered: 7/21/22 Order #: 629894			
Third Party Fees	1.00	\$18.00	\$18.00
Brandishea Moses [REDACTED] Ordered: 7/21/22 Order #: 629894			
Packages & Addons	1.00	\$40.49	\$40.49
Douglas Smith [REDACTED] Ordered: 7/18/22 Order #: 627023			
Third Party Fees	1.00	\$18.00	\$18.00
Douglas Smith [REDACTED] Ordered: 7/18/22 Order #: 627023			
Packages & Addons	1.00	\$40.49	\$40.49
Ernesta Krukauskaitė [REDACTED] Ordered: 7/18/22 Order #: 627441			
Third Party Fees	1.00	\$18.00	\$18.00
Ernesta Krukauskaitė [REDACTED] Ordered: 7/18/22 Order #: 627441			
Packages & Addons	1.00	\$40.49	\$40.49
Giovannina Fioravanti [REDACTED] Ordered: 7/1/22 Order #: 617665			
Packages & Addons	1.00	\$40.49	\$40.49
James Reagan [REDACTED] Ordered: 7/21/22 Order #: 629886			
Third Party Fees	1.00	\$18.00	\$18.00
James Reagan [REDACTED] Ordered: 7/21/22 Order #: 629886			
Packages & Addons	1.00	\$40.49	\$40.49
Michael Bartelli [REDACTED] Ordered: 7/13/22 Order #: 624621			
Packages & Addons	1.00	\$40.49	\$40.49
Michael Smith [REDACTED] Ordered: 7/21/22 Order #: 629171			

Background
Check

APPROVED FOR PAYMENT

ACCT# 10106-52030 Trif Fee

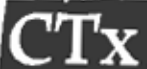
AMOUNT 40.49

FISCAL YEAR 2023

SIGNATURE Alma [Signature]

DATE 8-9-2022





Connecticut Tax Collectors Association, Inc.

Bill To:

Alan Wilensky
15 Rope Ferry Road, Waterford, CT 06385, US
awilensky@waterfordct.org

Invoice NO: 2311
January 5, 2023

INVOICE

DESCRIPTION

AMOUNT

Tax Collector Dues

\$75.00

GRAND TOTAL

\$75.00

NOTES:

Thank you for choosing Connecticut Tax Collectors Association, Inc.

Thank You

Please make all checks payable to: CTx

MEMBERSHIPS

For "Pay by Check" memberships, please send all checks to:

CTx c/o Fairfield Tax Office

Attn: Maeci Evans

611 Old Post Road, Fairfield, CT 06824

EVENT REGISTRATION

For "Pay by Check" registrants, please send all checks to:

CTx c/o Milford Tax Collector

Attn: Cory Gumbrewicz

70 W River St, Milford CT 06460



NEW LONDON COUNTY TAX COLLECTOR'S ASSOCIATION

Annual Dues Statement
for 2023.

2023 dues:

Member \$20.00

Retired \$5.00

APPROVED FOR PAYMENT
ACCT# 10106-52050 Dues Card
AMOUNT \$20.00
FISCAL YEAR 2023
SIGNATURE [Signature]
DATE 12/15/2022

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





NRTCTA Membership Application

New & Renewal: July 1, 2022 – June 30, 2023

Make check payable to: NRTCTA. Send to Rosemarie Silva 4 Garfield Terrace, West Warwick, RI 02893. Questions/Phone: Rosemarie Silva (401) -827-9063 and JoAnne Santos (401)-364-1217

Individual Membership:

Dues: US \$30.00 Active Member (Also for Each Vendor Representative)

\$5.00 Retired Member

\$100.00 Subscribing Member

Your Name:

Title / Position:

E-mail:

Telephone number:

Address:

Name of Community you work for:

Associate Membership (Business / Vendors)

Dues: US \$100.00 Per Organization (Associate Business Membership)

Name of Company / Organization:

Representative Name(s)/Title(s):

E-mail:

Telephone number:

Address:



Good morning!! Please refer to the attached for a save the date for the upcoming March 2024 conference and future meetings at Aqua Turf. Below is some additional information regarding the conference.

1. The pricing increased slightly for 2024 which is as follows:

Plan A	\$750	(Wednesday-Friday, all meals & single occupancy)
Plan B	600	(Wednesday-Friday, all meals & double occupancy)
Plan C	105	(Commuter-Wednesday only, Breakfast & Lunch)
Plan C	125	(Commuter-Thursday only, Breakfast & Lunch)
Plan C	40	(Commuter-Friday only, Breakfast)
Plan C	260	(Commuter all 3 days, Breakfast & Lunch)
Plan E	75	(Online-Wednesday only)
Plan E	75	(Online-Thursday only)
Plan E	25	(Online-Friday only)
Plan E	155	(Online-all 3 days)
	100	(Wednesday night dinner & Entertainment)
	150	(Banquet Dinner Thursday night)
	145	(Additional night's room)

The above pricing will remain in effect for the 2025 conference.





OPTIONS :

PLAN A: "SINGLE": Single Occupancy, member, entire conference – Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night potluck, 3 breakfasts, 2 lunches, dinner Tuesday) – **Early bird (by 7/15) = \$800 per person. OR: \$900 per person (7/16 through 8/21/23)** (one member only in the room).

PLAN B: "DOUBLE": Double Occupancy, member, entire conference – Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night potluck, 3 breakfasts, 2 lunches, dinner Tuesday) – **Early bird (by 7/15) = \$550 per person. OR: \$650 per person (7/16 through 8/21/23)** (two NRTCTA members sharing one guestroom. * VALUE !! * Also : if you are interested in similar rates for 3 or 4 in a room – reach out to us.

PLAN C: "GUEST": Non member guest, sharing a room with a NRTCTA member: **\$300 per person** (for example, spouse or guest. You [member] register under Plan A; your spouse registers under Plan C. All conference meals and functions including the Sunday night potluck, and the Tuesday night dinner are included for both of you under Plan A (you) & Plan C (guest). No early bird pricing for this plan.

PLAN D: "COMMUTER - CONFERENCE": Commuter Plan: **NO LODGING – Meals Only** – entire conference. **Early bird (by 7/15) = \$300 per person. OR: \$365 per person (7/16 through 8/21/23).** All conference meals included (3 breakfasts, 2 lunches, Sunday night potluck, and the Tuesday night dinner) included.

PLAN E: "EXTRA NIGHTS": Additional Night's Lodging: **\$180 per night** (before, or after) – subject to availability . No early bird pricing.

PLAN T: "THEMED DINNER": Tuesday night dinner (if purchased separately): **\$100 per person.** No early bird pricing.

PLAN O: "ONE DAY COMMUTER": ONE DAY COMMUTER: **MONDAY \$155; TUESDAY \$135; or WEDNESDAY: \$90 per day per person.** Includes breakfast and lunch. Specify day. No early bird pricing.

PLAN V: "VENDOR" / EXHIBITOR TABLE: \$250. ** VALUE DEAL! ** Monday, Tuesday, Wednesday morning exhibits. The vendor exhibition cost is **IN ADDITION TO** your registration costs (above). No early bird pricing.

Children: There is a charge for childrens' meals, and for children lodging with you. Please contact Lisa Biagiarelli at lbiagiar@norwalkct.gov with questions.

Hotel policies, in brief: [Atlantic Sands Hotel & Conference Center | Terms & Conditions | Rehoboth](#)

Pets: Facility makes no allowance for pets or emotional support animals.

Smoking: The entire facility is non-smoking. Smoking is prohibited in all areas, including guest rooms, banquet spaces, restaurants, hallways, lobbies, restrooms, and on balconies.

Parking: complimentary on-site parking for one vehicle per room reservation; first come first served.
Check in: 4 pm. **Check out:** 11 am. It is up to commuters or other day guests to secure public parking.

Other occupants: The hotel has a policy of charging for other adults and children being in the room with you even if they are not attending the event. Please reach out to Lisa B. in advance with any questions.





INVOICE

Aqua Turf Registration

Attendee information

Invoice #
AquaT-00257

Name
Alan Wilensky

Title
President

City/Town Represented
Waterford

Email
awilensky@waterfordct.org

Phone
(860) 444-5815

Are you a Dues Paying CTx Member?
Yes

Meal Selection

If applicable, any dietary restrictions?

Check Out

Payment Option
Pay By Check

Order

Product	Qty	Unit Price	Price
Chicken - \$50	1	\$50.00	\$50.00
Total			\$50.00

Please remember to send your check to:
CTx c/o Milford Tax Collector
Attn: Cory Gumbrewicz
70 W River St, Milford CT 06460



Staples Business Advantage.



Thank you for your order, Diana Wall!

A confirmation email will be sent to dwall@waterfordct.org with the complete order details.

Order Number: 7615269599

Status: Pending Approval

[Add to list](#) [Print to pdf](#)Pending with: ROTELLA APPROVER [?]

Placed on: September 19, 2023

Shipping information

Diana Wall
TOW TAX COLL
TOWN OF WATERFORD
15 ROPE FERRY RD
Diana Wall/Front Reception
WATERFORD, CT 06385-2806 US
(860)444-5820

Accounting information

Order Summary

Items (4)	\$153.85
Pretax subtotal	\$153.85

Order total	\$153.85
-------------	----------

Buy again [?]

Feedback

Items purchased

Expected delivery by September 20, 2023



Epson ERC-32B Black Dot-Matrix Printer Ribbon
(E65090)
Item #: 752325 | MFR Item #: E65090

[Add to list](#)

10 @ \$6.89 1/EA
\$68.90

Packing slip note
tax collector



ON CONTR...

Staples Carbonless Paper Roll, 2-Ply, 3" x 100', White,
1 Roll (18300-CC)
Item #: 532531 | MFR Item #: 18300CC | CIN #: 532531

[Added to list](#)

40 @ \$1.65 1/RL
~~\$2.49~~
\$66.00

Packing slip note
tax collector



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 BD OF SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	93,391	93,033		45,230	95,622	95,622	2,589	2.78%
51110	ADMINISTRATION	109,882	68,005		33,838	73,477	73,477	5,472	8.05%
51210	CLERICAL/TECHNICAL	39,386	42,879		20,391	45,797	45,797	2,918	6.81%
51810	OVERTIME	0	100		0	100	100	0	0.00%
51920	F.I.C.A	17,242	15,608		7,013	16,448	16,448	840	5.38%
	SUBTOTAL	259,901	219,625	0	106,472	231,444	231,444	11,819	5.38%
SERVICES									
52010	ADVERTISING	745	1,600		818	1,400	1,400	(200)	-12.50%
52020	POSTAGE	2,499	3,200		970	2,700	2,700	(500)	-15.63%
52030	PROFESSIONAL FEES	0	0		0	180	180	180	0.00%
52050	DUES, CONF. & EDUCATION	850	850		935	925	925	75	8.82%
52180	VITAL STATISTICS	0	100		0	50	50	(50)	-50.00%
52510	RENTAL OF EQUIPMENT	21,198	24,000		5,459	26,000	26,000	2,000	8.33%
	SUBTOTAL	25,292	29,750	0	8,182	31,255	31,255	1,505	5.06%
MATERIALS & SUPPLIES									
53270	ORDINANCES	1,422	1,450		950	750	750	(700)	-48.28%
53280	ELECTION MATERIALS	268	1,400		900	1,400	1,400	0	0.00%
	SUBTOTAL	1,690	2,850	0	1,850	2,150	2,150	(700)	-24.56%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0		0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	286,883	252,225	0	116,504	264,849	264,849	12,624	5.01%

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



To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 08, 2023

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2024/2025 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

My intention is to be as accurate and transparent as possible. If you have any questions, require additional information or wish to review this budget in part or in its entirety, please feel free to contact me before the Board of Selectmen meeting in February of 2024.

David L. Campo, CCTC
Waterford Town Clerk

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



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



BUDGET FUNCTION

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

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



FY2025 BUDGET SUMMARY

The Town Clerk's budget is completed in a zero-based budgeting format. All items are reviewed for appropriateness annually. The Operating Budget for FY25 is submitted for your review in the amount of \$264,849. This represents an increase of 5%. The primary reason for the increase is due to a sharp increase to the personnel line due to contracts being negotiated and finalized. This reflects increases over a two year span. It is unknown how early voting may affect the needs of this department.

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

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

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



It is worth noting that this office did not collect fees for 145 recordings from the Tax Collector. Nor were fees collected for 25 recordings by the town attorney on behalf of the town. Those recordings, in fact, actually cost this department \$774 (\$4.55/recording per Avenu contract) in FY23.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY23 totaled \$610,778 and actual expenditures totaled \$300,295. A net income for the town was realized in the amount of \$310,483, a decrease of 30%. The decrease was expected as this still represents the third highest year for revenues. I expect revenues to continue to fall as they were greatly inflated over past years due to a unique real estate and refinancing market.

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to \$1.00. We have moved land records to an online format, while still maintaining hard copies. The records are easily maintained and distributed creating a user friendly town clerk's office. We now go back to 1990 and will be another one to two years back by the end of FY23. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The purchase of commission, board and elected officials tracking software will be purchased out of one of the two revenue funds. The approved activities are defined in CGS 11-8j (attached). Also pursuant to CGS 7-34a(d) is the Historic Documents Preservation Program administered by the Public Records Administrator. Annual grants range between \$3,000 and \$5,500. The most recent grant was approved, in the amount of \$5,500. The use of these funds is summarized at the end of the budget packet.

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



BUDGET EXPLANATION BY CATEGORY

PERSONNEL COSTS (51000 Series) \$222,424 1.3%

A sharp increase was seen due mostly to an administrative salary increase. The Town and the GGA bargaining group have settled a contract as of December 4, 2023. The elected officials (Town Clerk) rate increased slightly.

SERVICES (52000 Series)

10109-52010: ADVERTISING \$1400 -12.5%

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

Expenditures from Revenue Funds: FY23: \$0; FY22: \$476; FY21: \$0; FY20: \$307

PAST YEARS EXP. FY23: \$745; FY22: \$1299; FY21: \$0 (COVID); FY20: \$1299; FY19: \$1554; FY18: \$1,264; FY17: \$363; FY16: \$1,140

10109-52020: POSTAGE \$2700 -15.%

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the decrease is the expectation that absentee ballots will be down due to the excitement over early voting which is a function of the Registrar of Voters. In the event that absentee ballots are greater than expected I have grant funds available from 2022. We will continue to use email and interoffice mail whenever appropriate. Any additional nominal postage needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY23: 2499; FY22: \$3245; FY21: 3315; FY20: \$2556; FY19: \$2592 FY18: \$2,417; FY17: \$2,892; FY16: \$2,626; FY15: \$2,633.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



10109-52030: PROFESSIONAL FEES

\$180

This includes credit card processing. All other professional fees that may arise such as costs of off-site storage of original records, Info Shred LLC Storage, microfilming of land records and storage, uploading the land records to US Land Records, CD tag and link of survey maps, website updates, microfilming and scanning of maps, OnBoard - commission and board membership tracking software, uploading the land records to US Land Records, and like activities. Rough estimate: \$12,100. These items will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY23: \$10,807; FY22: \$11,563; FY21: \$11,514; FY20: \$9,685; FY19: \$9,594; FY18: \$10,341; FY17: \$3,915

PAST YEARS EXP. FY23: \$0 FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$231; FY14: \$0

10109-52040: SERVICE CONTRACTS & REPAIR

\$0 0%

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

Expenditures from Revenue Funds: FY23: \$1,160; FY22: \$1,223; FY21: \$1,678; FY20: \$1,672; FY19: 1,745; FY18: \$3,545; FY17: \$2,683

PAST YEARS EXPENDITURES. FY23: \$0; FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$506.

10109-52050: DUES, CONFERENCES, AND EDUCATION

\$925 8.8%

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

Expenditures from Revenue Funds: FY23: \$717; FY22: \$345; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$100; FY17: \$810

PAST YEARS EXP. FY23: \$850; FY22: \$850; FY21: \$610; FY20: 675; FY19: 680; FY18: \$850; FY17: \$0; FY16: \$0; FY15: \$280.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



10109-52060: PRINTING

\$0 0%

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

Expenditures from Revenue Funds: FY23: \$133; FY22: \$216; FY21: \$187; FY20: \$84; FY19: \$176; FY18: \$190; FY17: \$211

PAST YEARS EXP. FY23: \$0; FY22 \$0; FY21 \$0; FY20 \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$221.

10109-52070: REIMBURSABLE EXPENSES

\$0 0%

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

PAST YEARS EXPENDITURES. FY23: \$0; FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0 FY18: \$0; FY17: \$0; FY16: \$75; FY15: \$54.

10109-52180: VITAL STATISTICS

\$50 -50%

Payments to other CT towns for receipt of certified copies of marriages that occurred outside of Waterford. If additional is required it will be paid for out of Line Item 101-21036 [CGS 7-34a(d)].
Expenditures from Revenue Funds: FY23: \$0 FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$42; FY17: \$278.

PAST YEARS EXP. FY23: \$0; FY22: \$28; FY21: \$238; FY20 \$250 FY19: \$228; FY18: \$250; FY17: \$0; FY16: \$0; FY15: \$480.

10109-52510: RENTAL OF EQUIPMENT

\$26,000 8.3%

Contract with Avenu with optical imaging of Land Records which includes equipment and service, training, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, fraud alert, microfilming of land records and storage, and associated supplies will be paid for out of this Line. The proposed budget request of \$26,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at \$4.55/unit price at this time, but an increase is expected (i.e., per recording). Any additional nominal Rental of Equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY23: \$21,198; FY22: \$25,155; FY21 \$27,696; FY20: \$21,098; FY19: \$20,299; FY18: \$24,072; FY17: 26,292; FY16: \$31,670; FY15: \$29,060

TOTAL SERVICES (52000 SERIES)

FY24 Approved budget amount of \$29,750

TOTAL \$31,075 4.5%

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



MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES

\$0 0%

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

Expenditures from Revenue Funds: FY23: 1,617; FY22: 1585; FY21: 2,056; FY20: \$1505; FY19: \$1048; FY18: \$1,607; FY17: \$1,951.

PAST YEARS EXP. FY23: \$0; FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$174

10109-53020: OTHER SUPPLIES

\$0 0%

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

PAST YEARS EXPENDITURES. FY23: \$0; FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY 17: \$0; FY16: \$21; FY15: \$58

10109-53270: ORDINANCES

\$1450 0%

Publication of supplements to the Waterford Code of Ordinances required by CGS 7-148a, by Municipal Code Corporation, including annual internet maintenance/storage fee, administration fee, annual supplement, code online info base supplement, online updates during year, and shipping. I have budgeted for \$250 towards fees and an additional estimate of \$250 per projected change. The online hosting fee (\$700) previously paid out of this line will be accounted for under IT. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY23: \$30; FY22: \$0; FY21: \$250; FY20: \$0; FY19: \$100 FY18: \$0; FY17: \$1,560

PAST YEARS EXP FY23: \$1,422; FY22: \$1159; FY21: \$1450; FY20: \$1621; FY19: \$1849 FY18: \$1,135; FY17: \$0; FY16: \$0; FY15: \$1,285.

10109-53280: ELECTION SUPPLIES

\$1400 100%

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

PAST YEARS EXPENDITURES. FY23: \$268; FY22: \$1049; FY21: \$0; FY20: \$421; FY19: \$1341 FY18: \$462 FY17 \$1,097; FY16: \$1,378; FY15 \$780

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



10109-53290: MICROFILM SUPPLIES

\$0 0%

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

PAST YEARS EXPENDITURES. FY23: \$0; FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$0

**TOTAL MATERIAL & SUPPLIES (53000 Series)
FY24 Approved budget amount of \$2,850**

TOTAL \$2,150 24.5%

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT

\$0 0%

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

PAST YEARS EXP. FY23: \$0; FY22: \$0; FY21: \$1890; FY20: \$0; FY19 \$0; FY18: \$4,603; FY17: \$0; FY16: \$0; FY15: \$0.

TOWN OF WATERFORD
GENERAL FUND
#REF!

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMBRAS OF 3/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 FIRST SELECTMAN RECOMMENDS	2024/2025 RECOMMENDED BD OF SELECTMEN	2024/2025 BOARD OF FINANCE REDUCTIONS	2024/2025 RECOMMENDED BD OF FINANCE
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	93,391	93,033			95,622				0
51110	ADMINISTRATION	109,882	68,005			73,477				0
51210	CLERICAL/TECHNICAL	39,386	42,879			45,797				0
51810	OVERTIME	0	100			100				0
51920	F.I.C.A	17,242	15,608			16,448				0
	SUBTOTAL	259,901	219,625	0	0	231,444	0	0	0	0
SERVICES										
52010	ADVERTISING	745	1,600			1,400				0
52020	POSTAGE	2,499	3,200			2,700				0
52030	PROFESSIONAL FEES	0	0			180				0
52040	SERVICE CONT. & REPAIR	0	0							0
52050	DUES, CONF. & EDUCATION	850	850			925				0
52060	PRINTING	0	0							0
52070	REIMBURSABLE EXPENSE	0	0							0
52180	VITAL STATISTICS	0	100			50				0
52510	RENTAL OF EQUIPMENT	21,198	24,000			26,000				0
	SUBTOTAL	25,292	29,750	0	0	31,255	0	0	0	0
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	0	0							0
53020	OTHER SUPPLIES	0	0							0
53270	ORDINANCES	1,422	1,450			750				0
53280	ELECTION MATERIALS	268	1,400			1,400				0
53290	MICROFILM SUPPLIES	0	0							0
	SUBTOTAL	1,690	2,850	0	0	2,150	0	0	0	0
OFFICE EQUIPMENT										
54060	OFFICE EQUIPMENT	0	0			0		0		0
	SUBTOTAL	0	0	0	0	0	0	0	0	0
	DEPARTMENT TOTAL	286,883	252,225	0	0	264,849	0	0	0	0

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2022/2023 ORIGINAL BUDGET	2022/2023 ACTUAL EXPENDED	2021/2022 ORIGINAL BUDGET	2021/2022 ACTUAL EXPENDED	2020/2021 ORIGINAL BUDGET	2020/2021 ACTUAL EXPENDED	2019/2020 ORIGINAL BUDGET	2019/2020 ACTUAL EXPENDED	2018/2019 ORIGINAL BUDGET	2018/2019 ACTUAL EXPENDED	2017/2018 ORIGINAL BUDGET	2017/2018 ACTUAL EXPENDED
PERSONNEL COSTS													
S1010	ELECTED OFFICIALS	92,707	93,391	92,707	92,352	90,908	91,269	89,300	89,987	87,122	87,121	85,413	85,413
S1110	ADMINISTRATION	79,084	109,882	73,966	77,042	73,307	75,359	73,307	73,966	71,518	71,518	66,673	69,431
S1210	CLERICAL/TECHNICAL	54,759	39,386	54,957	54,481	51,720	53,854	51,720	52,165	48,627	50,629	48,877	49,615
S1810	OVERTIME	100	0	100	0	100	0	100	0	100	0	100	0
S1920	F.I.C.A.	17,339	17,242	16,952	15,505	16,527	15,348	16,405	15,181	15,864	14,903	15,374	14,812
	SUBTOTAL	248,989	259,901	238,692	239,379	232,562	235,830	230,832	231,300	223,231	224,171	216,337	219,270
SERVICES													
S2010	ADVERTISING	1,300	745	1,300	1,299	1,000	1,299	1,300	1,299	1,200	1,554	1,300	1,264
S2020	POSTAGE	2,500	2,499	2,500	3,245	2,900	3,315	2,600	2,556	2,900	2,592	2,400	2,417
S2030	PROFESSIONAL FEES	1	0	1	0	1	0	1	0	1	0	1	0
S2040	SERVICE CONT. & REPAIR	1	0	1	0	1	0	1	0	1	0	1	0
S2050	DUES, CONF. & EDUCATION	850	850	850	850	850	610	850	675	850	680	850	850
S2060	PRINTING	0	0	1	0	1	0	1	0	1	0	1	0
S2070	REIMBURSABLE EXPENSE	0	0	1	0	1	0	1	0	1	0	1	0
S2180	VITAL STATISTICS	250	0	250	28	250	238	250	250	250	228	250	250
S2310	RENTAL OF EQUIPMENT	24,000	21,198	24,000	25,155	25,000	27,696	27,000	27,000	29,000	20,299	29,000	24,071
	SUBTOTAL	28,900	25,292	28,904	30,577	30,004	31,859	32,004	31,780	34,204	25,353	33,804	28,852
MATERIALS & SUPPLIES													
S3010	OFFICE SUPPLIES	0	0	1	0	1	0	1	0	1	0	1	0
S3020	OTHER SUPPLIES	0	0	1	0	1	0	1	0	1	0	1	0
S3270	ORDINANCES	1,450	1,422	1,450	1,159	1,450	1,450	1,850	1,621	1,850	1,849	2,200	1,135
S3280	ELECTION MATERIALS	1,400	268	700	1,049	1,400	0	1,000	491	1,000	1,341	700	462
S3290	MICROFILM SUPPLIES	0	0	1	0	1	0	1	0	1	0	1	0
	SUBTOTAL	2,850	1,690	2,153	2,208	2,853	1,450	2,853	2,112	2,853	3,190	2,903	1,597
OFFICE EQUIPMENT													
S4050	OFFICE EQUIPMENT	0	0	1	0	1,890	1,890	1	0	1	0	4,520	4,503
	SUBTOTAL	0	0	1	0	1,890	1,890	1	0	1	0	4,520	4,503
	DEPARTMENT TOTAL	275,536	286,893	269,750	272,164	267,309	271,029	265,690	265,102	260,289	252,714	257,564	254,322

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 09 TOWN CLERK
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
1/4/2016	TOWN CLERK	40	N/A	94,079.44	95,621.53	N/A	95,621.53	7,315.05
	TOTALS			94,079.44	95,621.53	0.00	95,621.53	7,315.05
51110 - ADMINISTRATION								
01/17/06	DEPUTY TOWN CLERK	35	N/A	70,383.56	72,420.71	\$ 1,055.75	73,476.46	5,620.95
	TOTALS			70,383.56	72,420.71	1,055.75	73,476.46	5,620.95
51210 - CLERICAL/TECHNICAL								
10/03/22	ADMINISTRATIVE ASSISTANT I	35	\$ 25.0666	42,918.92	45,796.68	\$ -	45,796.68	3,503.45
	TOTALS			42,918.92	45,796.68	0.00	45,796.68	3,503.45
51810 - OVERTIME								
						100.00	100.00	7.65
51910 - FRINGE/F.I.C.A.								
							0.00	0.00
	TOTALS			207,381.92	213,838.92	1,155.75	214,994.67	16,447.09
	BUDGET TOTAL W/F.I.C.A.						231,441.76	

WORKDAYS	WEEKS TO BUDGET
2024/2025	
261	52.2

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

	ORIGINAL APPROP	TRANS/ADJ SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10109 TOWN CLERK							
51010 ELECTED/OFFICIALS							
10109 51010	92,707.00	ELECTED OFFICIALS 700.00	93,407.00	93,390.50	0.00	16.50	100.0%
51110 ADMINISTRATION							
10109 51110	79,084.00	ADMINISTRATION 30,798.00	109,882.00	109,881.83	0.00	0.17	100.0%
51210 CLERICAL AND TECHNICAL							
10109 51210	54,759.00	CLERICAL AND TECHNICAL 0.00	54,759.00	39,386.27	0.00	15,372.73	71.9%
51810 OVERTIME							
10109 51810	100.00	OVERTIME 0.00	100.00	0.00	0.00	100.00	.0%
51920 F.I.C.A.							
10109 51920	17,339.00	F.I.C.A. 0.00	17,339.00	17,242.19	0.00	96.81	99.4%
52010 ADVERTISING							
10109 52010	1,300.00	ADVERTISING 0.00	1,300.00	744.99	0.00	555.01	57.3%
52020 POSTAGE							
10109 52020	2,500.00	POSTAGE 0.00	2,500.00	2,499.33	0.00	0.67	100.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52050 DUES, CONFER						
10109 52050	DUES, CONFERENCES & EDUCAT 0.00	850.00	850.00	0.00	0.00	100.0%
52180 VITAL STATISTICS						
10109 52180	VITAL STATISTICS 0.00	250.00	0.00	0.00	250.00	.0%
52510 RENTAL OF EQUIPMENT						
10109 52510	RENTAL OF EQUIPMENT 0.00	24,000.00	21,197.88	0.00	2,802.12	88.3%
53270 ORDINANCES						
10109 53270	ORDINANCES 0.00	1,450.00	1,422.00	0.00	28.00	98.1%
53280 ELECTION MATERIALS						
10109 53280	ELECTION MATERIALS 0.00	1,400.00	267.69	0.00	1,132.31	19.1%
GRAND TOTAL						
275,739.00	31,498.00	307,237.00	286,882.68	0.00	20,354.32	93.4%

** END OF REPORT - Generated by David Campo **

ACCOUNT PER	ACCOUNT NAME	JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO					\$ (11,534.13)				
*1			129 GCR	7/6/2022	TC ERX 070622			\$ 12.00	\$ (12.00)	
*1			131 GCR	7/7/2022	TC ERX 070722			\$ 8.00	\$ (20.00)	
*1			180 GCR	7/11/2022	TC ERX 071122			\$ 4.00	\$ (24.00)	
*1			223 GCR	7/13/2022	TC ERX 071322			\$ 14.00	\$ (38.00)	
*1			224 GCR	7/14/2022	TC ERX 071422			\$ 6.00	\$ (44.00)	
*1			225 GCR	7/15/2022	TC ERX 071522			\$ 6.00	\$ (50.00)	
*1			244 GCR	7/12/2022	TC ERX 071222			\$ 12.00	\$ (62.00)	
*1			246 GCR	7/18/2022	TC 0701-070822			\$ 72.00	\$ (134.00)	
*1			246 GCR	7/18/2022	TC ERX 071822			\$ 6.00	\$ (140.00)	
*1			261 GCR	7/19/2022	TC ERX 071922			\$ 18.00	\$ (158.00)	
*1			262 GCR	7/20/2022	TC 0711-071522			\$ 80.00	\$ (238.00)	
*1			263 GCR	7/21/2022	TC ERX 072122			\$ 4.00	\$ (242.00)	
*1			300 GCR	7/22/2022	TC ERX 072222			\$ 8.00	\$ (250.00)	
*1			321 GCR	7/25/2022	TC ERX 072522			\$ 4.00	\$ (254.00)	
*1			322 GCR	7/27/2022	TC 0718-072222			\$ 108.00	\$ (362.00)	
*1			334 GCR	7/27/2022	TC ERX 072722			\$ 6.00	\$ (368.00)	
*1			363 GCR	7/31/2022	TC ERX 072922 DEP 080122			\$ 4.00	\$ (372.00)	
*1			364 GCR	7/31/2022	TC 0725-072922 DEP 080322			\$ 98.00	\$ (470.00)	
*2			28 API	8/5/2022	001851 49235 GOVERNMENT REVE		\$ 279.72	\$ -	\$ (190.28)	
*2			49 GCR	8/2/2022	TC ERX 080222			\$ 12.00	\$ (202.28)	
*2			88 API	8/19/2022	001852 49499 ADKINS PRINTING		\$ 8.79	\$ -	\$ (193.49)	
*2			92 GCR	8/3/2022	TC ERX 080322			\$ 8.00	\$ (201.49)	
*2			94 GCR	8/5/2022	TC ACH 080522 IRS #60154-013			\$ 2.00	\$ (203.49)	
*2			94 GCR	8/5/2022	TC ERX 080522			\$ 8.00	\$ (211.49)	
*2			96 GCR	8/8/2022	TC ERX 080822			\$ 6.00	\$ (217.49)	
*2			97 GCR	8/9/2022	TC ERX 080922			\$ 2.00	\$ (219.49)	
*2			98 GCR	8/10/2022	TC ERX 081022			\$ 6.00	\$ (225.49)	
*2			99 GCR	8/11/2022	TC ERX 081122			\$ 8.00	\$ (233.49)	
*2			147 GCR	8/12/2022	TC 0801-080522			\$ 72.00	\$ (305.49)	
*2			147 GCR	8/12/2022	TC ERX 081222			\$ 4.00	\$ (309.49)	
*2			148 GCR	8/15/2022	TC ERX 081522			\$ 2.00	\$ (311.49)	
*2			149 GCR	8/16/2022	TC ERX 081622			\$ 6.00	\$ (317.49)	
*2			150 GCR	8/17/2022	TC ERX 081722			\$ 4.00	\$ (321.49)	
*2			182 GCR	8/19/2022	TC 0808-081222			\$ 66.00	\$ (387.49)	
*2			186 GCR	8/18/2022	TC ERX 081822			\$ 6.00	\$ (393.49)	
*2			187 GCR	8/19/2022	TC ERX 081922			\$ 8.00	\$ (401.49)	
*2			190 GCR	8/23/2022	TC ERX 082322			\$ 10.00	\$ (411.49)	
*2			215 GCR	8/26/2022	TC 0815-081922			\$ 88.00	\$ (499.49)	
*2			217 GCR	8/31/2022	TC 0822-082622 DEP 090222			\$ 130.00	\$ (629.49)	
*2			218 GCR	8/31/2022	TC 0829-083122 DEP 090722			\$ 30.00	\$ (659.49)	
*2			221 GCR	8/25/2022	TC ERX 082522			\$ 2.00	\$ (661.49)	
*2			224 GCR	8/29/2022	TC ERX 082922			\$ 6.00	\$ (667.49)	
*2			225 GCR	8/30/2022	TC ERX 083022			\$ 4.00	\$ (671.49)	
*3			2 API	9/2/2022	001852 49874 ADKINS PRINTING		\$ 137.75	\$ -	\$ (533.74)	
*3			52 GCR	9/1/2022	TC ERX 090122			\$ 4.00	\$ (537.74)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (11,534.13)				
*3		53 GCR	9/2/2022	TC ERX 090222	\$ -	\$ -	\$ 2.00	\$ (539.74)	
*3		54 GCR	9/6/2022	TC ERX 090622	\$ -	\$ -	\$ 8.00	\$ (547.74)	
*3		101 GEN	9/8/2022	GB11 NC RTN CK#1022 CT IOLTA	\$ 4.00	\$ -	\$ -	\$ (543.74)	
*3		116 GCR	9/7/2022	TC ERX 050722	\$ -	\$ -	\$ 4.00	\$ (547.74)	
*3		123 GCR	9/8/2022	TC ERX 090822	\$ -	\$ -	\$ 2.00	\$ (549.74)	
*3		124 GCR	9/16/2022	TC 0901-090922	\$ -	\$ -	\$ 142.00	\$ (691.74)	
*3		127 GCR	9/9/2022	TC ACH 090922	\$ -	\$ -	\$ 4.00	\$ (695.74)	
*3		128 GCR	9/12/2022	TC ACH 091222	\$ -	\$ -	\$ 12.00	\$ (707.74)	
*3		130 GCR	9/13/2022	TC ERX 091322	\$ -	\$ -	\$ 4.00	\$ (711.74)	
*3		131 GCR	9/14/2022	TC ERX 091422	\$ -	\$ -	\$ 8.00	\$ (719.74)	
*3		143 GCR	9/23/2022	TC 0912-091622	\$ -	\$ -	\$ 94.00	\$ (813.74)	
*3		144 GCR	9/15/2022	TC ERX 091522	\$ -	\$ -	\$ 2.00	\$ (815.74)	
*3		145 GCR	9/16/2022	TC ERX 091622	\$ -	\$ -	\$ 8.00	\$ (823.74)	
*3		180 GCR	9/19/2022	TOWN CLERK ERX 091922	\$ -	\$ -	\$ 2.00	\$ (825.74)	
*3		182 GCR	9/20/2022	TOWN CLERK ERX 092022	\$ -	\$ -	\$ 8.00	\$ (833.74)	
*3		183 GCR	9/21/2022	TOWN CLERK ERX 092122	\$ -	\$ -	\$ 8.00	\$ (841.74)	
*3		199 GCR	9/30/2022	TOWN CLERK 9/19/2022-9/23/20	\$ -	\$ -	\$ 84.00	\$ (925.74)	
*3		207 GCR	9/23/2022	TOWN CLERK ERX 092322	\$ -	\$ -	\$ 2.00	\$ (927.74)	
*3		210 GCR	9/26/2022	TOWN CLERK ERX 092622	\$ -	\$ -	\$ 2.00	\$ (929.74)	
*3		211 GCR	9/27/2022	TOWN CLERK ERX 092722	\$ -	\$ -	\$ 6.00	\$ (935.74)	
*3		213 GCR	9/28/2022	TOWN CLERK ERX 092822	\$ -	\$ -	\$ 2.00	\$ (937.74)	
*3		217 GCR	9/30/2022	TOWN CLERK ERX 09302022	\$ -	\$ -	\$ 8.00	\$ (945.74)	
*3		224 GCR	9/30/2022	TOWN CL 9/26-9/30/22 DEP1005	\$ -	\$ -	\$ 72.00	\$ (1,017.74)	
*4		40 GCR	10/3/2022	TOWN CLERK ERX 100322	\$ -	\$ -	\$ 2.00	\$ (1,019.74)	
*4		41 GCR	10/4/2022	TOWN CLERK ERX 10042022	\$ -	\$ -	\$ 8.00	\$ (1,027.74)	
*4		42 GCR	10/5/2022	TOWN CLERK ERX 10052022	\$ -	\$ -	\$ 6.00	\$ (1,033.74)	
*4		43 GCR	10/6/2022	TOWN CLERK ERX 10062022	\$ -	\$ -	\$ 6.00	\$ (1,039.74)	
*4		44 GCR	10/7/2022	TOWN CLERK ERX 10072022	\$ -	\$ -	\$ 2.00	\$ (1,041.74)	
*4		45 GCR	10/11/2022	TOWN CLERK ERX 10112022	\$ -	\$ -	\$ 4.00	\$ (1,045.74)	
*4		46 GCR	10/12/2022	TOWN CLERK ERX 10122022	\$ -	\$ -	\$ 84.00	\$ (1,129.74)	
*4		74 GCR	10/13/2022	TOWN CLERK ERX 10132022	\$ -	\$ -	\$ 18.00	\$ (1,147.74)	
*4		88 GCR	10/19/2022	TOWN CLERK 10/11-10/14/2022	\$ -	\$ -	\$ 12.00	\$ (1,159.74)	
*4		92 GCR	10/14/2022	TOWN CLERK ERX 10142022	\$ -	\$ -	\$ 54.00	\$ (1,213.74)	
*4		93 GCR	10/17/2022	TOWN CLERK ERX 10172022	\$ -	\$ -	\$ 6.00	\$ (1,219.74)	
*4		107 GCR	10/7/2022	TOWN CLERK ACH 10072022	\$ -	\$ -	\$ 8.00	\$ (1,227.74)	
*4		113 GCR	10/18/2022	TOWN CLERK ERX	\$ -	\$ -	\$ 4.00	\$ (1,231.74)	
*4		134 GCR	10/19/2022	TOWN CLERK ERX 10192022	\$ -	\$ -	\$ 8.00	\$ (1,239.74)	
*4		136 GCR	10/21/2022	TOWN CLERK ERX 10212022	\$ -	\$ -	\$ 14.00	\$ (1,253.74)	
*4		151 GCR	10/24/2022	TOWN CLERK ERX 10242022	\$ -	\$ -	\$ 10.00	\$ (1,263.74)	
*4		182 GCR	10/26/2022	TOWN CLERK 10/17-10/21/2022	\$ -	\$ -	\$ 8.00	\$ (1,271.74)	
*4		184 GCR	10/25/2022	TOWN CLERK ERX 10252022	\$ -	\$ -	\$ 60.00	\$ (1,331.74)	
*4		185 GCR	10/26/2022	TOWN CLERK ERX 10262022	\$ -	\$ -	\$ 10.00	\$ (1,341.74)	
*4		186 GCR	10/20/2022	TOWN CLERK ERX 10202022	\$ -	\$ -	\$ 10.00	\$ (1,351.74)	
*4		198 GCR	10/27/2022	TOWN CLERK ERX 10272022	\$ -	\$ -	\$ 20.00	\$ (1,371.74)	
*4					\$ -	\$ -	\$ 8.00	\$ (1,379.74)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (11,534.13)				
*4		236 GCR	10/31/2022	TOWN CLERK EXR 10312022	\$	-	\$ 4.00	\$ (1,383.74)	
*4		241 GCR	10/31/2022	TOW 10/24-10/28/22 DEP 11022	\$	-	\$ 52.00	\$ (1,435.74)	
*4		241 GCR	10/31/2022	TOW 103122 DEP 110222	\$	-	\$ 4.00	\$ (1,439.74)	
*5		35 GCR	11/1/2022	TOWN CLERK EXR 110122	\$	-	\$ 12.00	\$ (1,451.74)	
*5		36 GCR	11/2/2022	TOWN CLERK EXR 11022022	\$	-	\$ 18.00	\$ (1,469.74)	
*5		38 GCR	11/4/2022	TOWN CLERK EXR 11042022	\$	-	\$ 2.00	\$ (1,471.74)	
*5		44 GCR	11/7/2022	TOWN CLERK EXR 11072022	\$	-	\$ 10.00	\$ (1,481.74)	
*5		56 GCR	11/8/2022	TOWN CLERK EXR 110822	\$	-	\$ 12.00	\$ (1,493.74)	
*5		85 GCR	11/9/2022	TOWN CLERK EXR 11092022	\$	-	\$ 14.00	\$ (1,507.74)	
*5		87 GCR	11/14/2022	TOWN CLERK EXR 11142022	\$	-	\$ 4.00	\$ (1,511.74)	
*5		113 GCR	11/9/2022	110922 TOWN CLERK 103122-110422	\$	-	\$ 46.00	\$ (1,557.74)	
*5		117 GCR	11/15/2022	111522 TOWN CLERK 111522	\$	-	\$ 18.00	\$ (1,575.74)	
*5		119 GCR	11/16/2022	111622 TOWN CLERK 110722-111022	\$	-	\$ 66.00	\$ (1,641.74)	
*5		120 GCR	11/16/2022	TOWN CLERK ACH	\$	-	\$ 14.00	\$ (1,655.74)	
*5		121 GCR	11/17/2022	111722 TOWN CLERK ACH	\$	-	\$ 12.00	\$ (1,667.74)	
*5		123 GCR	11/18/2022	111822 TOWN CLERK ACH	\$	-	\$ 2.00	\$ (1,669.74)	
*5		145 GCR	11/23/2022	TOWN CLERK 11/14-11/18/2022	\$	-	\$ 90.00	\$ (1,759.74)	
*5		153 GCR	11/21/2022	TOWN CLERK EXR 11212022	\$	-	\$ 8.00	\$ (1,767.74)	
*5		154 GCR	11/22/2022	TOWN CLERK EXR 11222022	\$	-	\$ 30.00	\$ (1,797.74)	
*5		155 GCR	11/23/2022	TOWN CLERK EXR 11232022	\$	-	\$ 40.00	\$ (1,837.74)	
*5		183 GCR	11/25/2022	TOWN CLERK EXR 11252022	\$	-	\$ 4.00	\$ (1,841.74)	
*5		185 GCR	11/29/2022	TOWN CLERK EXR 11292022	\$	-	\$ 28.00	\$ (1,869.74)	
*5		198 GCR	11/30/2022	TOWN CLERK 11/21-11/23/2022	\$	-	\$ 34.00	\$ (1,903.74)	
*5		198 GCR	11/30/2022	TOWN CLERK EXR 11302022	\$	-	\$ 14.00	\$ (1,917.74)	
*5		224 GCR	11/30/2022	TOWN 11/28-11/30/22 DEP 1202	\$	-	\$ 30.00	\$ (1,947.74)	
*6		15 GCR	12/2/2022	TOWN CLERK EXR 12022022	\$	-	\$ 8.00	\$ (1,955.74)	
*6		16 GCR	12/1/2022	TOWN CLERK EXR 12012022	\$	-	\$ 20.00	\$ (1,975.74)	
*6		17 GCR	12/5/2022	TOWN CLERK EXR 12052022	\$	-	\$ 4.00	\$ (1,979.74)	
*6		34 API	12/9/2022	001842 52731 CT DEPT OF AGRI	\$	40.00	\$ -	\$ (1,939.74)	
*6		52 GCR	12/8/2022	TOWN CLERK EXR 12072022	\$	-	\$ 4.00	\$ (1,943.74)	
*6		52 GCR	12/8/2022	TOWN CLERK EXR 12082022	\$	-	\$ 4.00	\$ (1,947.74)	
*6		55 GCR	12/9/2022	TOWN CLERK EXR 12092022	\$	-	\$ 6.00	\$ (1,953.74)	
*6		64 GCR	12/12/2022	TOWN CLERK EXR 12122022	\$	-	\$ 2.00	\$ (1,955.74)	
*6		75 GCR	12/13/2022	TOWN CLERK EXR 12132022	\$	-	\$ 14.00	\$ (1,969.74)	
*6		82 GCR	12/14/2022	TOWN CLERK 12132022	\$	-	\$ 104.00	\$ (2,073.74)	
*6		90 GCR	12/14/2022	TOWN CLERK EXR 12142022	\$	-	\$ 6.00	\$ (2,079.74)	
*6		102 GCR	12/16/2022	TOWN CLERK EXR 120622	\$	-	\$ 12.00	\$ (2,091.74)	
*6		104 GCR	12/15/2022	TOWN CLERK EXR 12152022	\$	-	\$ 6.00	\$ (2,097.74)	
*6		108 GCR	12/9/2022	TOWN CLERK ACH 12092022	\$	-	\$ 2.00	\$ (2,099.74)	
*6		123 GCR	12/16/2022	TOWN CLERK EXR 12162022	\$	-	\$ 8.00	\$ (2,107.74)	
*6		125 GCR	12/19/2022	TOWN CLERK EXR 12192022	\$	-	\$ 6.00	\$ (2,113.74)	
*6		145 GCR	12/21/2022	TOWN CLERK 12/12-12/16/2022	\$	-	\$ 88.00	\$ (2,201.74)	
*6		159 GCR	12/21/2022	TOWN CLERK 12212022	\$	-	\$ 6.00	\$ (2,207.74)	
*6		174 GCR	12/22/2022	TOWN CLERK EXR 12222022	\$	-	\$ 2.00	\$ (2,209.74)	
*6		181 GCR	12/28/2022	TOWN CLERK 12/19-12/23/2022	\$	-	\$ 56.00	\$ (2,265.74)	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21036	JNL HISTORIC DOCUMENTS PRESERVATIO				\$ (11,534.13)				
*6		195 GCR	12/28/2022	TOWN CLERK EXR 12282022	\$	-	\$ 4.00	\$ (2,269.74)	
*6		203 GCR	12/29/2022	TOWN CLERK EXR 12292022	\$	-	\$ 4.00	\$ (2,273.74)	
*6		208 GCR	12/30/2022	TOWN CLERK EXR 12302022	\$	-	\$ 4.00	\$ (2,277.74)	
*6		240 GCR	12/31/2022	TOW 12/27-12/30/22 DEP 01042	\$	-	\$ 74.00	\$ (2,351.74)	
*7		12 GEN	1/4/2023	GB02 NORTHAMERICAN BANCARD FEE	\$	32.95	\$ -	\$ (2,318.79)	
*7		32 GCR	1/3/2023	TOWN CLERK EXR 01032023	\$	-	\$ 6.00	\$ (2,324.79)	
*7		33 GCR	1/4/2023	TOWN CLERK EXR 01042023	\$	-	\$ 4.00	\$ (2,328.79)	
*7		34 GCR	1/5/2023	TOWN CLERK EXR 01052023	\$	-	\$ 4.00	\$ (2,332.79)	
*7		35 GCR	1/6/2023	TOWN CLERK EXR 01062023	\$	-	\$ 2.00	\$ (2,334.79)	
*7		45 GCR	1/11/2023	TOWN CLERK 1/3-1/06/2023	\$	-	\$ 92.00	\$ (2,426.79)	
*7		54 GCR	1/9/2023	TOWN CLERK EXR 01092023	\$	-	\$ 2.00	\$ (2,428.79)	
*7		55 GCR	1/10/2023	TOWN CLERK EXR 01102023	\$	-	\$ 12.00	\$ (2,440.79)	
*7		56 GCR	1/11/2023	TOWN CLERK EXR 01112023	\$	-	\$ 2.00	\$ (2,442.79)	
*7		77 GCR	1/12/2023	TOWN CLERK EXR 01122023	\$	-	\$ 4.00	\$ (2,446.79)	
*7		78 GCR	1/13/2023	TOWN CLERK EXR 011323	\$	-	\$ 2.00	\$ (2,448.79)	
*7		109 GCR	1/17/2023	TOWN CLERK EXR 01172023	\$	-	\$ 2.00	\$ (2,450.79)	
*7		116 GCR	1/18/2023	TOWN CLERK EXR 01172023	\$	-	\$ 14.00	\$ (2,464.79)	
*7		117 GCR	1/19/2023	TOWN CLERK EXR 01182023	\$	-	\$ 2.00	\$ (2,466.79)	
*7		118 GCR	1/20/2023	TOWN CLERK 1/9-1/13/2023	\$	-	\$ 76.00	\$ (2,542.79)	
*7		128 GCR	1/20/2023	TOWN CLERK EXR 01192023	\$	-	\$ 6.00	\$ (2,548.79)	
*7		136 GCR	1/23/2023	TOWN CLERK EXR 01202023	\$	-	\$ 8.00	\$ (2,556.79)	
*7		155 GCR	1/24/2023	TOWN CLERK EXR 01232023	\$	-	\$ 6.00	\$ (2,562.79)	
*7		156 GCR	1/25/2023	TOWN CLERK 1/17-1/20/2023	\$	-	\$ 62.00	\$ (2,624.79)	
*7		156 GCR	1/25/2023	TOWN CLERK EXR 01242023	\$	-	\$ 6.00	\$ (2,630.79)	
*7		167 GCR	1/26/2023	TOWN CLERK EXR 01252023	\$	-	\$ 8.00	\$ (2,638.79)	
*7		192 GCR	1/27/2023	TOWN CLERK EXR 01262023	\$	-	\$ 6.00	\$ (2,644.79)	
*7		224 GCR	1/30/2023	TOWN CLERK EXR 01272023	\$	-	\$ 6.00	\$ (2,650.79)	
*7		247 GCR	1/31/2023	TOW 01/23-01/31/23 DEP 02032	\$	-	\$ 118.00	\$ (2,768.79)	
*8		20 GEN	2/1/2023	GB03 EPX FE FEE	\$	32.95	\$ -	\$ (2,735.84)	
*8		32 GCR	2/1/2023	TOWN CLERK EXR 02012023	\$	-	\$ 8.00	\$ (2,743.84)	
*8		33 GCR	2/3/2023	TOWN CLERK EXR 02022023	\$	-	\$ 4.00	\$ (2,747.84)	
*8		49 GCR	2/6/2023	TOWN CLERK EXR 02032023	\$	-	\$ 8.00	\$ (2,755.84)	
*8		50 GCR	2/7/2023	TOWN CLERK EXR 02062023	\$	-	\$ 2.00	\$ (2,757.84)	
*8		52 GCR	2/8/2023	TOWN CLERK 02/01-02/03/2023	\$	-	\$ 36.00	\$ (2,793.84)	
*8		52 GCR	2/8/2023	TOWN CLERK EXR 02072023	\$	-	\$ 2.00	\$ (2,795.84)	
*8		73 GCR	2/9/2023	TOWN CLERK EXR 02082023	\$	-	\$ 16.00	\$ (2,811.84)	
*8		74 GCR	2/10/2023	TOWN CLERK EXR 02092023	\$	-	\$ 4.00	\$ (2,815.84)	
*8		80 GCR	2/13/2023	TOWN CLERK EXR 02102023	\$	-	\$ 2.00	\$ (2,817.84)	
*8		99 GCR	2/14/2023	TOWN CLERK EXR 02132023	\$	-	\$ 4.00	\$ (2,821.84)	
*8		100 GCR	2/15/2023	TOWN CLERK 2/6-2/10/2023	\$	-	\$ 50.00	\$ (2,871.84)	
*8		100 GCR	2/15/2023	TOWN CLERK EXR 02152023	\$	-	\$ 8.00	\$ (2,879.84)	
*8		117 GCR	2/16/2023	TOWN CLERK EXR 02152023	\$	-	\$ 2.00	\$ (2,881.84)	
*8		127 GCR	2/17/2023	TOWN CLERK EXR 02162023	\$	-	\$ 4.00	\$ (2,885.84)	
*8		170 GCR	2/21/2023	TOWN CLERK EXR 02172023	\$	-	\$ 2.00	\$ (2,887.84)	
*8		171 GCR	2/22/2023	TOWN CLERK 02/13-02/17/2023	\$	-	\$ 72.00	\$ (2,959.84)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (11,534.13)				
*8		171 GCR	2/22/2023	TOWN CLERK ERX 02212023	\$	-	\$ 6.00	\$ (2,965.84)	
*8		183 GCR	2/23/2023	TOWN CLERK ERX 02222023	\$	-	\$ 6.00	\$ (2,971.84)	
*8		185 GCR	2/24/2023	TOWN CLERK ERX 02232023	\$	-	\$ 8.00	\$ (2,979.84)	
*8		223 GCR	2/27/2023	TOWN CLERK ERX 022423	\$	-	\$ 4.00	\$ (2,983.84)	
*8		225 GCR	2/28/2023	TOWN CLERK ERX 02272023	\$	-	\$ 2.00	\$ (2,985.84)	
*8		231 GCR	2/28/2023	TOWN CL ERX 022823 DEP 03012	\$	-	\$ 2.00	\$ (2,987.84)	
*8		231 GCR	2/28/2023	TOW 02/21-02/28/23 DEP 03032	\$	-	\$ 64.00	\$ (3,051.84)	
*9		5 API	3/3/2023	001852 54922 ADKINS PRINTING	\$	181.04		\$ (2,870.80)	
*9		7 GEN	3/1/2023	GB01 EPX FEES	\$	32.95		\$ (2,897.85)	
*9		72 GCR	3/2/2023	TOWN CLERK ERX 030123	\$	-	\$ 6.00	\$ (2,843.85)	
*9		73 GCR	3/3/2023	TOWN CLERK ERX 030223	\$	-	\$ 2.00	\$ (2,845.85)	
*9		76 API	3/17/2023	001852 55299 ADKINS PRINTING	\$	635.50		\$ (2,210.35)	
*9		78 GCR	3/6/2023	TOWN CLERK ERX 030323	\$	-	\$ 8.00	\$ (2,218.35)	
*9		80 GCR	3/8/2023	TOWN CLERK ERX 030723	\$	-	\$ 2.00	\$ (2,220.35)	
*9		80 GCR	3/8/2023	TOWN CLERK 03/01/23-03/03/23	\$	-	\$ 44.00	\$ (2,264.35)	
*9		83 GCR	3/10/2023	TOWN CLERK ERX 030823	\$	-	\$ 4.00	\$ (2,268.35)	
*9		85 GCR	3/14/2023	TOWN CLERK ERX 031323	\$	-	\$ 6.00	\$ (2,274.35)	
*9		86 GCR	3/15/2023	TOWN CLERK ERX 030923	\$	-	\$ 6.00	\$ (2,280.35)	
*9		86 GCR	3/15/2023	TOWN CLERK ERX 031023	\$	-	\$ 2.00	\$ (2,282.35)	
*9		86 GCR	3/15/2023	TOWN CLERK ERX 031423	\$	-	\$ 4.00	\$ (2,286.35)	
*9		86 GCR	3/15/2023	TOWN CLERK 030623-031023	\$	-	\$ 118.00	\$ (2,404.35)	
*9		122 GCR	3/16/2023	031623 TOWN CLERK 031523 ERX	\$	-	\$ 4.00	\$ (2,408.35)	
*9		123 GCR	3/17/2023	031723 TOWN CLERK 031623 ERX	\$	-	\$ 2.00	\$ (2,410.35)	
*9		124 GEN	3/21/2023	032123 TOWN CLERK 032023 ERX	\$	-	\$ 2.00	\$ (2,412.35)	
*9		130 GCR	3/20/2023	032023 TOWN CLERK 031723ERX	\$	-	\$ 4.00	\$ (2,416.35)	
*9		130 GCR	3/20/2023	032023 TOWN CLERK 031723EPX	\$	-	\$ 2.00	\$ (2,418.35)	
*9		136 GCR	3/22/2023	032223 T CLERK 0313-031723	\$	-	\$ 70.00	\$ (2,488.35)	
*9		136 GCR	3/22/2023	032223 T CLERK 032123 ERX	\$	-	\$ 4.00	\$ (2,492.35)	
*9		138 GCR	3/23/2023	032323 T CLERK 032223 ERX	\$	-	\$ 2.00	\$ (2,494.35)	
*9		149 GCR	3/24/2023	032423 T CLERK 032323ERX	\$	-	\$ 6.00	\$ (2,500.35)	
*9		149 GCR	3/24/2023	032423 T CLERK 032323ERX	\$	-	\$ 6.00	\$ (2,506.35)	
*9		182 GCR	3/30/2023	033023 T CLERK 032923ERX	\$	-	\$ 8.00	\$ (2,514.35)	
*9		183 GCR	3/27/2023	032723 T CLERK 032423ERX	\$	-	\$ 2.00	\$ (2,516.35)	
*9		184 GCR	3/28/2023	032823 T CLERK 032723 ERX	\$	-	\$ 4.00	\$ (2,520.35)	
*9		185 GCR	3/29/2023	032923 T CLERK 03/20-3/24/23	\$	-	\$ 68.00	\$ (2,588.35)	
*9		185 GCR	3/29/2023	032923 T CLERK 032823 ERX	\$	-	\$ 12.00	\$ (2,600.35)	
*9		208 GCR	3/31/2023	033123 T CLERK 033023 ERX	\$	-	\$ 2.00	\$ (2,602.35)	
*9		214 GCR	3/31/2023	MARCH T CLERK 033123 ERX DEP 04032	\$	-	\$ 10.00	\$ (2,612.35)	
*9		222 GCR	3/31/2023	MARDITT CLERK 03/27/-03/31/23 DIT	\$	-	\$ 50.00	\$ (2,662.35)	
*10		3 GEN	4/3/2023	GB01 EPX MERCHANT FEE	\$	8.06		\$ (2,654.29)	
*10		26 GCR	4/4/2023	040423 T CLERK 040323 ERX	\$	-	\$ 8.00	\$ (2,662.29)	
*10		44 GCR	4/6/2023	040623 T CLERK 040523 ERX	\$	-	\$ 8.00	\$ (2,670.29)	
*10		46 GCR	4/7/2023	040723 TOWN CLERK 040623 ERX	\$	-	\$ 2.00	\$ (2,672.29)	
*10		71 GCR	4/11/2023	041123 T CLERK 041023 ERX	\$	-	\$ 18.00	\$ (2,690.29)	
*10		85 GCR	4/12/2023	TCLERK 4/3-4/6/23	\$	-	\$ 58.00	\$ (2,748.29)	

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ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	-000-00-00-000-21036 HISTORIC DOCUMENTS PRESERVATIO				\$ (11,534.13)				
*10		85 GCR	4/12/2023	TCLERK 041123 ERX			2.00	\$ (2,750.29)	
*10		95 GCR	4/13/2023	TCLERK 04122023			4.00	\$ (2,754.29)	
*10		97 GCR	4/14/2023	TCLERK 041323			4.00	\$ (2,758.29)	
*10		111 GCR	4/17/2023	TCLERK 041423 CC			14.00	\$ (2,772.29)	
*10		113 GCR	4/18/2023	TCLERK 041723 EPX			2.00	\$ (2,774.29)	
*10		113 GCR	4/18/2023	TCLERK 041723 ERX			14.00	\$ (2,788.29)	
*10		130 GCR	4/19/2023	TCLERK 041023-041423			80.00	\$ (2,868.29)	
*10		130 GCR	4/19/2023	TCLERK 041923 CC			4.00	\$ (2,872.29)	
*10		150 GCR	4/20/2023	TCLERK 041923 ERX			8.00	\$ (2,880.29)	
*10		173 GCR	4/24/2023	TCLERK 042123 ERX			2.00	\$ (2,882.29)	
*10		177 GCR	4/27/2023	TCLERK 041723-042123			66.00	\$ (2,948.29)	
*10		191 GCR	4/25/2023	TCLERK 042423 EPX			2.00	\$ (2,950.29)	
*10		191 GCR	4/25/2023	TCLERK 042423 ERX			2.00	\$ (2,952.29)	
*10		193 GCR	4/26/2023	TCLERK 042523 EPX			4.00	\$ (2,956.29)	
*10		203 GCR	4/30/2023	TCLERK 042823 ERX DIT			8.00	\$ (2,964.29)	
*10		206 GCR	4/30/2023	TCLERK 0424-042823 DIT			74.00	\$ (3,038.29)	
*11		14 GEN	5/2/2023	GB01 EPX FEES		20.29	-	\$ (3,018.00)	
*11		76 GCR	5/2/2023	TCLERK 050123 ERX			12.00	\$ (3,030.00)	
*11		77 GCR	5/3/2023	TCLERK 050223 ERX			6.00	\$ (3,036.00)	
*11		99 GCR	5/5/2023	TCLERK 050423 ERX			4.00	\$ (3,040.00)	
*11		101 GCR	5/8/2023	TCLERK 050523 ERX			4.00	\$ (3,044.00)	
*11		102 GCR	5/10/2023	TCLERK 050123-050523			76.00	\$ (3,120.00)	
*11		102 GCR	5/10/2023	TCLERK 050923 EPX			2.00	\$ (3,122.00)	
*11		102 GCR	5/10/2023	TCLERK 050923 ERX			8.00	\$ (3,130.00)	
*11		108 GCR	5/12/2023	TCLERK 051123 EPX			2.00	\$ (3,132.00)	
*11		120 GCR	5/15/2023	TCLERK 051223 EPX			2.00	\$ (3,134.00)	
*11		120 GCR	5/15/2023	TCLERK 051223 ERX			6.00	\$ (3,140.00)	
*11		121 GCR	5/16/2023	TCLERK 051523 ERX			2.00	\$ (3,142.00)	
*11		134 GCR	5/17/2023	TCLERK 050823-051223			54.00	\$ (3,196.00)	
*11		134 GCR	5/17/2023	TCLERK 051623 ERX			4.00	\$ (3,200.00)	
*11		193 GCR	5/22/2023	TCLERK 051923 ERX			2.00	\$ (3,202.00)	
*11		200 GCR	5/23/2023	TCLERK 052223 ERX			6.00	\$ (3,208.00)	
*11		204 GCR	5/24/2023	TCLERK 051523-051923			60.00	\$ (3,268.00)	
*11		204 GCR	5/24/2023	TCLERK 052323 ERX			4.00	\$ (3,272.00)	
*11		220 GCR	5/25/2023	TCLERK 052423 EPX			2.00	\$ (3,274.00)	
*11		220 GCR	5/25/2023	TCLERK 052423 ERX			2.00	\$ (3,276.00)	
*11		231 GCR	5/26/2023	TCLERK 053123 ACH IRS			2.00	\$ (3,278.00)	
*11		231 GCR	5/26/2023	TCLERK 052523 ERX			6.00	\$ (3,284.00)	
*11		254 GCR	5/30/2023	TCLERK 052623 ERX			8.00	\$ (3,292.00)	
*11		256 GCR	5/31/2023	TCLERK 053023 ERX			2.00	\$ (3,294.00)	
*11		282 GCR	5/31/2023	TCLERK 053123 ERX DEP 060123			8.00	\$ (3,302.00)	
*11		283 GCR	5/31/2023	TCLERK 0522-053123 DEP 06022			106.00	\$ (3,408.00)	
*12		30 GCR	6/2/2023	TCLERK 060123 EPX			2.00	\$ (3,410.00)	
*12		30 GCR	6/2/2023	TCLERK 060123 ERX			6.00	\$ (3,416.00)	
*12		34 GCR	6/5/2023	TCLERK 060223 ERX			6.00	\$ (3,422.00)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (11,534.13)				
*12		37 GCR	6/1/2023	GB03 EPX FEE		7.95		\$ (3,414.05)	
*12		72 GCR	6/6/2023	TCLERK 060523 ERX			10.00	\$ (3,424.05)	
*12		75 GCR	6/8/2023	TCLERK 060723 ERX			4.00	\$ (3,428.05)	
*12		75 GCR	6/8/2023	TCLERK 060723 EPX			2.00	\$ (3,430.05)	
*12		102 GCR	6/7/2023	TCLERK 0601-060223			56.00	\$ (3,486.05)	
*12		102 GCR	6/7/2023	TCLERK 060623 ERX			4.00	\$ (3,490.05)	
*12		102 GCR	6/7/2023	TCLERK 060623 EPX			2.00	\$ (3,492.05)	
*12		114 GCR	6/9/2023	TCLERK 060923 IRS			2.00	\$ (3,494.05)	
*12		114 GCR	6/9/2023	TCLERK 060823 ERX			10.00	\$ (3,504.05)	
*12		143 GCR	6/14/2023	RECDESK 061223			64.00	\$ (3,568.05)	
*12		143 GCR	6/14/2023	TCLERK 061323 ERX			4.00	\$ (3,572.05)	
*12		143 GCR	6/14/2023	TCLERK 061323 EPX			2.00	\$ (3,574.05)	
*12		151 GCR	6/13/2023	TCLERK 061223 ERX			8.00	\$ (3,582.05)	
*12		151 GCR	6/13/2023	TCLERK 061223 EPX			2.00	\$ (3,584.05)	
*12		153 GCR	6/16/2023	TCLERK IRS 061623			6.00	\$ (3,590.05)	
*12		153 GCR	6/16/2023	TCLERK 061523 EPX			2.00	\$ (3,592.05)	
*12		200 GCR	6/21/2023	TCLERK 0612-061623			50.00	\$ (3,642.05)	
*12		200 GCR	6/21/2023	TCLERK 062023 ERX			2.00	\$ (3,644.05)	
*12		209 GCR	6/26/2023	TCLERK 062323 ERX			4.00	\$ (3,648.05)	
*12		237 GCR	6/20/2023	TCLERK 061623 ERX			6.00	\$ (3,654.05)	
*12		240 GCR	6/23/2023	TCLERK 062223 ERX			2.00	\$ (3,656.05)	
*12		241 GCR	6/27/2023	TCLERK 062623 EPX			2.00	\$ (3,658.05)	
*12		241 GCR	6/27/2023	TCLERK 062623 ERX			6.00	\$ (3,664.05)	
*12		272 GCR	6/28/2023	TCLERK 0619-062323			82.00	\$ (3,746.05)	
*12		294 GCR	6/30/2023	T CLERK 062923 ERX			2.00	\$ (3,748.05)	
*12		295 GCR	6/30/2023	T CLERK EPX FEE		7.95		\$ (3,740.10)	
*12		295 GCR	6/30/2023	T CLERK 063023 ERX			6.00	\$ (3,746.10)	
*12		310 GCR	6/30/2023	063023 T CLERK 0626-063023			78.00	\$ (3,824.10)	
					\$ (11,534.13)	\$ 1,429.90	\$ 5,254.00	\$ (3,824.10)	\$ (15,358.23)

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (24,690.94)				
*1		129 GCR	7/6/2022	TC ERX 070622	\$	-	\$ 6.00	\$ (6.00)	
*1		131 GCR	7/7/2022	TC ERX 070722	\$	-	\$ 4.00	\$ (10.00)	
*1		180 GCR	7/11/2022	TC ERX 071122	\$	-	\$ 2.00	\$ (12.00)	
*1		187 API	7/15/2022	000678-48800 RICOH USA INC	\$	107.45	\$ -	\$ 95.45	
*1		187 API	7/15/2022	001852-48633 ADKINS PRINTING	\$	259.99	\$ -	\$ 395.44	
*1		223 GCR	7/13/2022	TC ERX 071322	\$	-	\$ 7.00	\$ 388.44	
*1		224 GCR	7/14/2022	TC ERX 071422	\$	-	\$ 3.00	\$ 385.44	
*1		225 GCR	7/15/2022	TC ERX 071522	\$	-	\$ 3.00	\$ 382.44	
*1		244 GCR	7/12/2022	TC ERX 071222	\$	-	\$ 6.00	\$ 376.44	
*1		246 GCR	7/18/2022	TC 0701-070822	\$	-	\$ 96.00	\$ 280.44	
*1		246 GCR	7/18/2022	TC ERX 071822	\$	-	\$ 3.00	\$ 277.44	
*1		261 GCR	7/19/2022	TC ERX 071922	\$	-	\$ 9.00	\$ 268.44	
*1		262 GCR	7/20/2022	TC 0711-071522	\$	-	\$ 80.00	\$ 188.44	
*1		263 GCR	7/21/2022	TC ERX 072122	\$	-	\$ 2.00	\$ 186.44	
*1		300 GCR	7/22/2022	TC ERX 072222	\$	-	\$ 4.00	\$ 182.44	
*1		321 GCR	7/25/2022	TC ERX 072522	\$	-	\$ 2.00	\$ 180.44	
*1		322 GCR	7/27/2022	TC 0718-072222	\$	-	\$ 134.00	\$ 46.44	
*1		334 GCR	7/27/2022	TC ERX 072722	\$	-	\$ 3.00	\$ 43.44	
*1		363 GCR	7/31/2022	TC ERX 072922 DEP 080122	\$	-	\$ 2.00	\$ 41.44	
*1		364 GCR	7/31/2022	TC 0725-072922 DEP 080322	\$	-	\$ 89.00	\$ (47.56)	
*2		49 GCR	8/2/2022	TC ERX 080222	\$	-	\$ 6.00	\$ (53.56)	
*2		92 GCR	8/3/2022	TC ERX 080322	\$	-	\$ 4.00	\$ (57.56)	
*2		94 GCR	8/5/2022	TC ACH 080522 IRS #60154-013	\$	-	\$ 1.00	\$ (58.56)	
*2		94 GCR	8/5/2022	TC ERX 080522	\$	-	\$ 4.00	\$ (62.56)	
*2		96 GCR	8/8/2022	TC ERX 080822	\$	-	\$ 3.00	\$ (65.56)	
*2		97 GCR	8/9/2022	TC ERX 080922	\$	-	\$ 1.00	\$ (66.56)	
*2		98 GCR	8/10/2022	TC ERX 081022	\$	-	\$ 3.00	\$ (69.56)	
*2		99 GCR	8/11/2022	TC ERX 081122	\$	-	\$ 4.00	\$ (73.56)	
*2		117 API	8/19/2022	000678-49848 RICOH USA INC	\$	91.51	\$ -	\$ 17.95	
*2		147 GCR	8/12/2022	TC 0801-080522	\$	-	\$ 126.00	\$ (108.05)	
*2		147 GCR	8/12/2022	TC ERX 081222	\$	-	\$ 2.00	\$ (110.05)	
*2		148 GCR	8/15/2022	TC ERX 081522	\$	-	\$ 1.00	\$ (111.05)	
*2		149 GCR	8/16/2022	TC ERX 081622	\$	-	\$ 3.00	\$ (114.05)	
*2		150 GCR	8/17/2022	TC ERX 081722	\$	-	\$ 2.00	\$ (116.05)	
*2		182 GCR	8/19/2022	TC 0808-081222	\$	-	\$ 73.00	\$ (189.05)	
*2		186 GCR	8/18/2022	TC ERX 081822	\$	-	\$ 3.00	\$ (192.05)	
*2		187 GCR	8/19/2022	TC ERX 081922	\$	-	\$ 4.00	\$ (196.05)	
*2		190 GCR	8/23/2022	TC ERX 082322	\$	-	\$ 5.00	\$ (201.05)	
*2		215 GCR	8/26/2022	TC 0815-081922	\$	-	\$ 154.00	\$ (355.05)	
*2		217 GCR	8/31/2022	TC 0822-082622 DEP 090222	\$	-	\$ 125.00	\$ (480.05)	
*2		218 GCR	8/31/2022	TC 0829-083122 DEP 090722	\$	-	\$ 45.00	\$ (525.05)	
*2		221 GCR	8/25/2022	TC ERX 082522	\$	-	\$ 1.00	\$ (526.05)	
*2		224 GCR	8/29/2022	TC ERX 082922	\$	-	\$ 3.00	\$ (529.05)	
*2		225 GCR	8/30/2022	TC ERX 083022	\$	-	\$ 2.00	\$ (531.05)	
*3		2 API	9/2/2022	000137 50279 STAPLES, INC	\$	7.42	\$ -	\$ (523.63)	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	JNL TOWN CLERK'S PORTION AGR. REC.				\$ (24,690.84)				
*3		2 API	9/2/2022	000946 49895 INFOSHRED, LLC		29.91	-	\$ (493.72)	
*3		52 GCR	9/1/2022	TC ERX 090122		-	2.00	\$ (495.72)	
*3		53 GCR	9/2/2022	TC ERX 090222		-	1.00	\$ (496.72)	
*3		54 GCR	9/6/2022	TC ERX 090622		-	4.00	\$ (500.72)	
*3		63 API	9/16/2022	000678 50395 RICOH USA INC		91.51	-	\$ (409.21)	
*3		101 GEN	9/8/2022	GB11 NC RTN CK#1022 CT IOLTA		2.00	-	\$ (407.21)	
*3		116 GCR	9/7/2022	TC ERX 090722		-	2.00	\$ (409.21)	
*3		123 GCR	9/8/2022	TC ERX 090822		-	1.00	\$ (410.21)	
*3		124 GCR	9/16/2022	TC 0901-090922		-	141.00	\$ (551.21)	
*3		127 GCR	9/9/2022	TC ACH 090922		-	2.00	\$ (553.21)	
*3		128 GCR	9/12/2022	TC ACH 091222		-	6.00	\$ (559.21)	
*3		130 GCR	9/13/2022	TC ERX 091322		-	2.00	\$ (561.21)	
*3		131 GCR	9/14/2022	TC ERX 091422		-	4.00	\$ (565.21)	
*3		143 GCR	9/23/2022	TC 0912-091622		-	97.00	\$ (662.21)	
*3		144 GCR	9/15/2022	TC ERX 091522		-	1.00	\$ (663.21)	
*3		145 GCR	9/16/2022	TC ERX 091622		-	4.00	\$ (667.21)	
*3		165 API	9/30/2022	000946 50735 INFOSHRED, LLC		29.91	-	\$ (637.30)	
*3		168 GEN	9/28/2022	G839 COLOR COPY CHARGES 0831222		0.60	-	\$ (636.70)	
*3		180 GCR	9/19/2022	TOWN CLERK ERX 091922		-	1.00	\$ (637.70)	
*3		182 GCR	9/20/2022	TOWN CLERK ERX 092022		-	4.00	\$ (641.70)	
*3		183 GCR	9/21/2022	TOWN CLERK ERX 092122		-	4.00	\$ (645.70)	
*3		199 GCR	9/30/2022	TOWN CLERK 9/19/2022-9/23/20		-	82.00	\$ (727.70)	
*3		201 API	9/4/2022	001651 51043 JP MORGAN CHASE		40.97	-	\$ (686.73)	
*3		207 GCR	9/23/2022	TOWN CLERK ERX 092322		-	1.00	\$ (687.73)	
*3		210 GCR	9/26/2022	TOWN CLERK ERX 092622		-	1.00	\$ (688.73)	
*3		211 GCR	9/27/2022	TOWN CLERK ERX 092722		-	3.00	\$ (691.73)	
*3		213 GCR	9/28/2022	TOWN CLERK ERX 092822		-	1.00	\$ (692.73)	
*3		217 GCR	9/30/2022	TOWN CLERK ERX 093022		-	4.00	\$ (696.73)	
*3		224 GCR	9/30/2022	TOWN CL 9/26-9/30/22 DEP1005		-	96.00	\$ (792.73)	
*4		40 GCR	10/3/2022	TOWN CLERK ERX 100322		-	1.00	\$ (793.73)	
*4		41 GCR	10/4/2022	TOWN CLERK ERX 100422		-	4.00	\$ (797.73)	
*4		42 GCR	10/5/2022	TOWN CLERK ERX 100522		-	3.00	\$ (800.73)	
*4		43 GCR	10/6/2022	TOWN CLERK ERX 100622		-	3.00	\$ (803.73)	
*4		44 GCR	10/7/2022	TOWN CLERK ERX 100722		-	1.00	\$ (804.73)	
*4		45 GCR	10/11/2022	TOWN CLERK ERX 10112022		-	2.00	\$ (806.73)	
*4		46 GCR	10/12/2022	TOWN CLERK 10112022		-	72.00	\$ (878.73)	
*4		49 API	10/14/2022	000678 51248 RICOH USA INC		107.20	-	\$ (771.53)	
*4		55 GCR	10/12/2022	TOWN CLERK ERX 10122022		-	9.00	\$ (780.53)	
*4		74 GCR	10/13/2022	TOWN CLERK ERX 10132022		-	6.00	\$ (786.53)	
*4		88 GCR	10/19/2022	TOWN CLERK 10/11-10/14/2022		-	87.00	\$ (873.53)	
*4		92 GCR	10/14/2022	TOWN CLERK ERX 10142022		-	3.00	\$ (876.53)	
*4		93 GCR	10/17/2022	TOWN CLERK ERX 10172022		-	4.00	\$ (880.53)	
*4		107 GCR	10/7/2022	TOWN CLERK ACH 10072022		-	2.00	\$ (882.53)	
*4		113 GCR	10/18/2022	TOWN CLERK ERX		-	4.00	\$ (886.53)	
*4		134 GCR	10/19/2022	TOWN CLERK ERX 10192022		-	7.00	\$ (893.53)	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-000-21039	JNL TOWN CLERK'S PORTION AGR. REC.				\$ (24,690.84)				
*4		136 GCR	10/21/2022	TOWN CLERK ERX 10212022	\$ -	\$ -	\$ 5.00	\$ (898.53)	
*4		151 GCR	10/24/2022	TOWN CLERK ERX 10242022	\$ -	\$ -	\$ 4.00	\$ (902.53)	
*4		172 API	10/28/2022	000137 51647 STAPLES, INC	\$ -	\$ 48.49	\$ -	\$ (854.04)	
*4		172 API	10/28/2022	001388 51781 FOLEY CARRIER S	\$ -	\$ 58.49	\$ -	\$ (795.55)	
*4		172 API	10/28/2022	001858 51788 HARTFORD HEALTH	\$ -	\$ 147.00	\$ -	\$ (648.55)	
*4		172 API	10/28/2022	000946 51798 INFOSHRED, LLC	\$ -	\$ 29.91	\$ -	\$ (618.64)	
*4		182 GCR	10/26/2022	TOWN CLERK 10/17-10/21/2022	\$ -	\$ -	\$ 110.00	\$ (728.64)	
*4		184 GCR	10/25/2022	TOWN CLERK ERX 10252022	\$ -	\$ -	\$ 5.00	\$ (733.64)	
*4		185 GCR	10/26/2022	TOWN CLERK ERX 10262022	\$ -	\$ -	\$ 5.00	\$ (738.64)	
*4		186 GCR	10/20/2022	TOWN CLERK ERX 10202022	\$ -	\$ -	\$ 10.00	\$ (748.64)	
*4		198 GCR	10/27/2022	TOWN CLERK ERX 10272022	\$ -	\$ -	\$ 4.00	\$ (752.64)	
*4		215 API	10/31/2022	001651 51824 JP MORGAN CHASE	\$ -	\$ 234.70	\$ -	\$ (517.94)	
*4		236 GCR	10/31/2022	TOWN CLERK ERX 10312022	\$ -	\$ -	\$ 2.00	\$ (519.94)	
*4		241 GCR	10/31/2022	TOW 10/24-10/28/22 DEP 110222	\$ -	\$ -	\$ 115.00	\$ (635.94)	
*4		241 GCR	10/31/2022	TOW 103122 DEP 110222	\$ -	\$ -	\$ 2.00	\$ (637.94)	
*5		35 GCR	11/1/2022	TOWN CLERK ERX 110122	\$ -	\$ -	\$ 6.00	\$ (643.94)	
*5		36 GCR	11/2/2022	TOWN CLERK ERX 11022022	\$ -	\$ -	\$ 9.00	\$ (652.94)	
*5		38 GCR	11/4/2022	TOWN CLERK ERX 11042022	\$ -	\$ -	\$ 1.00	\$ (653.94)	
*5		44 GCR	11/7/2022	TOWN CLERK ERX 11072022	\$ -	\$ -	\$ 5.00	\$ (658.94)	
*5		48 API	11/10/2022	000137 52224 STAPLES, INC	\$ -	\$ 18.59	\$ -	\$ (640.35)	
*5		48 API	11/10/2022	000678 52211 RICOH USA INC	\$ -	\$ 91.51	\$ -	\$ (548.84)	
*5		48 API	11/10/2022	002662 52096 JAMES A ROBINSO	\$ -	\$ 934.00	\$ -	\$ 385.16	
*5		56 GCR	11/8/2022	TOWN CLERK ERX 110822	\$ -	\$ -	\$ 6.00	\$ 379.16	
*5		85 GCR	11/9/2022	TOWN CLERK ERX 11092022	\$ -	\$ -	\$ 7.00	\$ 372.16	
*5		87 GCR	11/14/2022	TOWN CLERK ERX 11142022	\$ -	\$ -	\$ 2.00	\$ 370.16	
*5		113 GCR	11/9/2022	110922 TOWN CLERK 103122-110422	\$ -	\$ -	\$ 103.00	\$ 267.16	
*5		117 GCR	11/15/2022	111522 TOWN CLERK 111522	\$ -	\$ -	\$ 9.00	\$ 258.16	
*5		119 GCR	11/16/2022	111622 TOWN CLERK 110722-111022	\$ -	\$ -	\$ 83.00	\$ 175.16	
*5		120 GCR	11/16/2022	111622 TOWN CLERK ACH	\$ -	\$ -	\$ 7.00	\$ 168.16	
*5		121 GCR	11/17/2022	111722 TOWN CLERK ACH	\$ -	\$ -	\$ 6.00	\$ 162.16	
*5		123 GCR	11/18/2022	111822 TOWN CLERK ACH	\$ -	\$ -	\$ 1.00	\$ 161.16	
*5		131 API	11/23/2022	000946 52692 INFOSHRED, LLC	\$ -	\$ 29.91	\$ -	\$ 191.07	
*5		145 GCR	11/23/2022	TOWN CLERK 11/14-11/18/2022	\$ -	\$ -	\$ 75.00	\$ 116.07	
*5		153 GCR	11/21/2022	TOWN CLERK ERX 11212022	\$ -	\$ -	\$ 4.00	\$ 112.07	
*5		154 GCR	11/22/2022	TOWN CLERK ERX 11222022	\$ -	\$ -	\$ 15.00	\$ 97.07	
*5		155 GCR	11/23/2022	TOWN CLERK ERX 11232022	\$ -	\$ -	\$ 20.00	\$ 77.07	
*5		183 GCR	11/25/2022	TOWN CLERK ERX 11252022	\$ -	\$ -	\$ 2.00	\$ 75.07	
*5		185 GCR	11/29/2022	TOWN CLERK ERX 11292022	\$ -	\$ -	\$ 14.00	\$ 61.07	
*5		198 GCR	11/30/2022	TOWN CLERK 11/21-11/23/2022	\$ -	\$ -	\$ 47.00	\$ 14.07	
*5		198 GCR	11/30/2022	TOWN CLERK ERX 11302022	\$ -	\$ -	\$ 7.00	\$ 7.07	
*5		224 GCR	11/30/2022	8847 WIDMER T-3 TIME STAMP	\$ -	\$ -	\$ 35.00	\$ (27.93)	
*5		227 GEN	11/30/2022	8847 OFFICE SUPPLIES	\$ -	\$ -	\$ 934.00	\$ (961.93)	
*6		15 GCR	12/2/2022	TOWN CLERK ERX 12022022	\$ -	\$ -	\$ 324.16	\$ (1,286.09)	
*6		16 GCR	12/1/2022	TOWN CLERK ERX 12012022	\$ -	\$ -	\$ 4.00	\$ (1,290.09)	
*6					\$ -	\$ -	\$ 10.00	\$ (1,300.09)	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (24,690.84)				
*6		17 GCR	12/5/2022	TOWN CLERK EXR 12052022	\$		2.00	\$ (1,302.09)	
*6		52 GCR	12/8/2022	TOWN CLERK EXR 12072022	\$		2.00	\$ (1,304.09)	
*6		52 GCR	12/8/2022	TOWN CLERK EXR 12082022	\$		2.00	\$ (1,306.09)	
*6		55 GCR	12/9/2022	TOWN CLERK EXR 12092022	\$		3.00	\$ (1,309.09)	
*6		64 GCR	12/12/2022	TOWN CLERK EXR 12122022	\$		1.00	\$ (1,310.09)	
*6		75 GCR	12/13/2022	TOWN CLERK EXR 12132022	\$		7.00	\$ (1,317.09)	
*6		82 GCR	12/14/2022	TOWN CLERK EXR 12132022	\$		112.00	\$ (1,429.09)	
*6		90 GCR	12/14/2022	TOWN CLERK EXR 12142022	\$		3.00	\$ (1,432.09)	
*6		102 GCR	12/16/2022	TOWN CLERK EXR 120622	\$		6.00	\$ (1,438.09)	
*6		104 GCR	12/15/2022	TOWN CLERK EXR 12152022	\$		3.00	\$ (1,441.09)	
*6		108 GCR	12/19/2022	TOWN CLERK ACH 12092022	\$		1.00	\$ (1,442.09)	
*6		123 GCR	12/16/2022	TOWN CLERK EXR 12162022	\$		4.00	\$ (1,446.09)	
*6		125 GCR	12/19/2022	TOWN CLERK EXR 12192022	\$		23.00	\$ (1,469.09)	
*6		145 GCR	12/21/2022	TOWN CLERK 12/12-12/16/2022	\$		74.00	\$ (1,543.09)	
*6		153 API	12/23/2022	000678 53387 RICOH USA INC	\$	91.51	-	\$ (1,451.58)	
*6		153 API	12/23/2022	002404 53228 COMPBASE, INC	\$	1,200.00	-	\$ (251.58)	
*6		159 GCR	12/21/2022	TOWN CLERK 12212022	\$		3.00	\$ (254.58)	
*6		174 GCR	12/22/2022	TOWN CLERK EXR 12222022	\$		1.00	\$ (255.58)	
*6		181 GCR	12/28/2022	TOWN CLERK 12/19-12/23/2022	\$		88.00	\$ (343.58)	
*6		195 GCR	12/28/2022	TOWN CLERK EXR 12282022	\$		2.00	\$ (345.58)	
*6		203 GCR	12/29/2022	TOWN CLERK EXR 12292022	\$		2.00	\$ (347.58)	
*6		208 GCR	12/30/2022	TOWN CLERK EXR 12302022	\$		2.00	\$ (349.58)	
*6		240 GCR	12/31/2022	TOW 12/27-12/30/22 DEP 01042	\$		47.00	\$ (396.58)	
*6		247 GEN	12/31/2022	G852 COLOR COPY CHARGES 123122	\$	1.30	-	\$ (395.28)	
*7		15 API	1/6/2023	000946 53527 INFOSHRED, LLC	\$	29.91	-	\$ (365.37)	
*7		32 GCR	1/3/2023	TOWN CLERK EXR 01032023	\$		3.00	\$ (368.37)	
*7		33 GCR	1/4/2023	TOWN CLERK EXR 01042023	\$		2.00	\$ (370.37)	
*7		34 GCR	1/5/2023	TOWN CLERK EXR 01052023	\$		12.00	\$ (382.37)	
*7		35 GCR	1/6/2023	TOWN CLERK EXR 01062023	\$		1.00	\$ (383.37)	
*7		45 GCR	1/11/2023	TOWN CLERK 1/3-1/6/2023	\$		76.00	\$ (459.37)	
*7		54 GCR	1/9/2023	TOWN CLERK EXR 01092023	\$		1.00	\$ (460.37)	
*7		55 GCR	1/10/2023	TOWN CLERK EXR 01102023	\$		6.00	\$ (466.37)	
*7		56 GCR	1/11/2023	TOWN CLERK EXR 01112023	\$		1.00	\$ (467.37)	
*7		61 GEN	1/4/2023	G805 CT TOWN CLERK'S ASSOC-CODIN	\$	85.00	-	\$ (382.37)	
*7		77 GCR	1/12/2023	TOWN CLERK EXR 01122023	\$		2.00	\$ (384.37)	
*7		78 GCR	1/13/2023	TOWN CLERK EXR 011323	\$		1.00	\$ (385.37)	
*7		103 API	1/20/2023	000678 54116 RICOH USA INC	\$	106.95	-	\$ (278.42)	
*7		109 GCR	1/17/2023	TOWN CLERK EXR 01172023	\$		1.00	\$ (279.42)	
*7		116 GCR	1/18/2023	TOWN CLERK EXR 01182023	\$		7.00	\$ (286.42)	
*7		117 GCR	1/19/2023	TOWN CLERK EXR 01192023	\$		1.00	\$ (287.42)	
*7		118 GCR	1/20/2023	TOWN CLERK 1/9-1/13/2023	\$		58.00	\$ (345.42)	
*7		128 GCR	1/20/2023	TOWN CLERK EXR 01202023	\$		3.00	\$ (348.42)	
*7		136 GCR	1/23/2023	TOWN CLERK EXR 01232023	\$		4.00	\$ (352.42)	
*7		155 GCR	1/24/2023	TOWN CLERK EXR 01242023	\$		3.00	\$ (355.42)	
*7		156 GCR	1/25/2023	TOWN CLERK 1/17-1/20/2023	\$		41.00	\$ (396.42)	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE	
101 -000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (24,690.84)					
*7		156 GCR	1/25/2023	TOWN CLERK ERX 01242023	\$	-	\$ 3.00	\$ (399.42)		
*7		167 GCR	1/26/2023	TOWN CLERK ERX 01252023	\$	-	\$ 4.00	\$ (403.42)		
*7		192 GCR	1/27/2023	TOWN CLERK ERX 01262023	\$	-	\$ 3.00	\$ (406.42)		
*7		224 GCR	1/30/2023	TOWN CLERK 01272023	\$	-	\$ 3.00	\$ (409.42)		
*7		232 API	1/4/2023	001651 54510 JP MORGAN CHASE	\$	340.17	\$ -	\$ (69.25)		
*7		247 GCR	1/31/2023	TOW 01/23-01/31/23 DEP 02032	\$	-	\$ 79.00	\$ (148.25)		
*7		256 GEN	1/31/2023	G867 COLOR COPY CHARGES 013123	\$	0.30	\$ -	\$ (147.95)		
*8		12 API	2/3/2023	000946 54448 INFOSHRED, LLC	\$	29.91	\$ -	\$ (118.04)		
*8		12 API	2/3/2023	002155 54505 CIVICPLUS, INC	\$	29.78	\$ -	\$ (88.26)		
*8		32 GCR	2/2/2023	TOWN CLERK ERX 02012023	\$	-	\$ 4.00	\$ (92.26)		
*8		33 GCR	2/3/2023	TOWN CLERK ERX 02022023	\$	-	\$ 2.00	\$ (94.26)		
*8		49 GCR	2/6/2023	TOWN CLERK ERX 02032023	\$	-	\$ 14.00	\$ (108.26)		
*8		50 GCR	2/7/2023	TOWN CLERK ERX 02062023	\$	-	\$ 1.00	\$ (109.26)		
*8		52 GCR	2/8/2023	TOWN CLERK 02/01-02/03/2023	\$	-	\$ 48.00	\$ (157.26)		
*8		52 GCR	2/8/2023	TOWN CLERK ERX 02072023	\$	-	\$ 1.00	\$ (158.26)		
*8		73 GCR	2/9/2023	TOWN CLERK ERX 02082023	\$	-	\$ 8.00	\$ (166.26)		
*8		74 GCR	2/10/2023	TOWN CLERK ERX 02092023	\$	-	\$ 2.00	\$ (168.26)		
*8		80 GCR	2/13/2023	TOWN CLERK ERX 02102023	\$	-	\$ 1.00	\$ (169.26)		
*8		87 API	2/17/2023	000678 54870 RICOH USA INC	\$	91.51	\$ -	\$ (77.75)		
*8		87 API	2/17/2023	000873 54806 CT TOWN CLERK'S	\$	161.90	\$ -	\$ 84.15		
*8		87 API	2/17/2023	001794 54655 W.B. MASON CO.,	\$	10.33	\$ -	\$ 94.48		
*8		87 API	2/17/2023	001851 54805 GOVERNMENT REVE	\$	7,236.64	\$ -	\$ 7,331.12		
*8		99 GCR	2/14/2023	TOWN CLERK ERX 02132023	\$	-	\$ 2.00	\$ 7,329.12		
*8		100 GCR	2/15/2023	TOWN CLERK 2/6-2/10/2023	\$	-	\$ 45.00	\$ 7,284.12		
*8		100 GCR	2/15/2023	TOWN CLERK ERX 02152023	\$	-	\$ 14.00	\$ 7,270.12		
*8		117 GCR	2/16/2023	TOWN CLERK ERX 02152023	\$	-	\$ 11.00	\$ 7,259.12		
*8		127 GCR	2/17/2023	TOWN CLERK ERX 02162023	\$	-	\$ 2.00	\$ 7,257.12		
*8		170 GCR	2/21/2023	TOWN CLERK ERX 02172023	\$	-	\$ 1.00	\$ 7,256.12		
*8		171 GCR	2/22/2023	TOWN CLERK 02/13-02/17/2023	\$	-	\$ 66.00	\$ 7,190.12		
*8		171 GCR	2/22/2023	TOWN CLERK ERX 02212023	\$	-	\$ 13.00	\$ 7,177.12		
*8		183 GCR	2/23/2023	TOWN CLERK ERX 02222023	\$	-	\$ 3.00	\$ 7,174.12		
*8		185 GCR	2/24/2023	TOWN CLERK ERX 02232023	\$	-	\$ 4.00	\$ 7,170.12		
*8		223 GCR	2/27/2023	TOWN CLERK ERX 022423	\$	-	\$ 12.00	\$ 7,158.12		
*8		225 GCR	2/28/2023	TOWN CLERK ERX 02272023	\$	-	\$ 1.00	\$ 7,157.12		
*8		229 API	2/4/2023	001651 55279 JP MORGAN CHASE	\$	208.68	\$ -	\$ 7,365.80		
*8		231 GCR	2/28/2023	TOWN CL ERX 022823 DEP 03012	\$	-	\$ 1.00	\$ 7,364.80		
*8		231 GCR	2/28/2023	TOW 02/21-02/28/23 DEP 03032	\$	-	\$ 62.00	\$ 7,302.80		
*8		241 GEN	2/28/2023	G852 COLOR COPY CHARGES 022823	\$	0.35	\$ -	\$ 7,303.15		
*9		5 API	3/3/2023	000946 54992 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,333.06		
*9		72 GCR	3/2/2023	TOWN CLERK ERX 030123	\$	-	\$ 3.00	\$ 7,330.06		
*9		73 GCR	3/3/2023	TOWN CLERK ERX 030223	\$	-	\$ 1.00	\$ 7,329.06		
*9		76 API	3/17/2023	000678 55301 RICOH USA INC	\$	-	\$ -	\$ 7,420.57		
*9		78 GCR	3/6/2023	TOWN CLERK ERX 030323	\$	91.51	\$ -	\$ 4.00	\$ 7,416.57	
*9		80 GCR	3/8/2023	TOWN CLERK ERX 030723	\$	-	\$ 1.00	\$ 7,415.57		
*9		80 GCR	3/8/2023	TOWN CLERK 03/01/23-03/03/23	\$	-	\$ 52.00	\$ 7,363.57		

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	-000-00-00-000-21039	JNL		TOWN CLERK'S PORTION AGR. REC.	\$ (24,690.84)				
*9		83 GCR	3/10/2023	TOWN CLERK ERX 030823	\$		\$ 2.00	\$ 7,361.57	
*9		85 GCR	3/14/2023	TOWN CLERK ERX 031323	\$		\$ 3.00	\$ 7,358.57	
*9		86 GCR	3/15/2023	TOWN CLERK ERX 030923	\$		\$ 3.00	\$ 7,355.57	
*9		86 GCR	3/15/2023	TOWN CLERK ERX 031023	\$		\$ 1.00	\$ 7,354.57	
*9		86 GCR	3/15/2023	TOWN CLERK ERX 031423	\$		\$ 2.00	\$ 7,352.57	
*9		86 GCR	3/15/2023	TOWN CLERK 030623-031023	\$		\$ 109.00	\$ 7,243.57	
*9		122 GCR	3/16/2023	031623 TOWN CLERK 031523 ERX	\$		\$ 2.00	\$ 7,241.57	
*9		123 GCR	3/17/2023	031723 TOWN CLERK 031623 ERX	\$		\$ 1.00	\$ 7,240.57	
*9		124 GEN	3/21/2023	032123 TOWN CLERK 032023 ERX	\$		\$ 1.00	\$ 7,239.57	
*9		130 GCR	3/20/2023	032023 TOWN CLERK 031723ERX	\$		\$ 2.00	\$ 7,237.57	
*9		130 GCR	3/20/2023	032023 TOWN CLERK 031723EPX	\$		\$ 1.00	\$ 7,236.57	
*9		136 GCR	3/22/2023	032223 T CLERK 0313-031723	\$		\$ 65.00	\$ 7,171.57	
*9		136 GCR	3/22/2023	032223 T CLERK 032123 ERX	\$		\$ 2.00	\$ 7,169.57	
*9		138 GCR	3/23/2023	032323 T CLERK 032223 ERX	\$		\$ 1.00	\$ 7,168.57	
*9		149 GCR	3/24/2023	032423 T CLERK 032323ERX	\$		\$ 3.00	\$ 7,165.57	
*9		149 GCR	3/24/2023	032423 T CLERK 032323ERX	\$		\$ 3.00	\$ 7,162.57	
*9		169 API	3/31/2023	000873 55952 CT TOWN CLERK'S	\$	295.00	\$ -	\$ 7,457.57	
*9		169 API	3/31/2023	000946 55977 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,487.48	
*9		182 GCR	3/30/2023	033023 T CLERK 032923ERX	\$		\$ 4.00	\$ 7,483.48	
*9		183 GCR	3/27/2023	032723 T CLERK 032423ERX	\$		\$ 1.00	\$ 7,482.48	
*9		184 GCR	3/28/2023	032823 T CLERK 032723 ERX	\$		\$ 2.00	\$ 7,480.48	
*9		185 GCR	3/29/2023	032923 T CLERK 03/20-3/24/23	\$		\$ 94.00	\$ 7,386.48	
*9		185 GCR	3/29/2023	032923 T CLERK 032823 ERX	\$		\$ 6.00	\$ 7,380.48	
*9		196 API	3/4/2023	001651 56041 JP MORGAN CHASE	\$	30.73	\$ -	\$ 7,411.21	
*9		208 GCR	3/31/2023	033123 T CLERK 033023 ERX	\$		\$ 1.00	\$ 7,410.21	
*9		214 GCR	3/31/2023	MARCH T CLERK 033123 ERX DEP 04032	\$		\$ 5.00	\$ 7,405.21	
*9		222 GCR	3/31/2023	MARDIT T CLERK 03/27/-03/31/23 DIT	\$		\$ 25.00	\$ 7,380.21	
*10		26 GCR	4/4/2023	040423 T CLERK 040323 ERX	\$		\$ 4.00	\$ 7,376.21	
*10		44 GCR	4/6/2023	040623 T CLERK 040523 ERX	\$		\$ 4.00	\$ 7,372.21	
*10		46 GCR	4/7/2023	040723 TOWN CLERK 040623 ERX	\$		\$ 1.00	\$ 7,371.21	
*10		71 GCR	4/11/2023	041123 T CLERK 041023 ERX	\$		\$ 9.00	\$ 7,362.21	
*10		85 GCR	4/12/2023	TCLERK 4/3-4/6/23	\$		\$ 59.00	\$ 7,303.21	
*10		85 GCR	4/12/2023	TCLERK 041123 ERX	\$		\$ 1.00	\$ 7,302.21	
*10		95 GCR	4/13/2023	TCLERK 04122023	\$		\$ 2.00	\$ 7,300.21	
*10		97 GCR	4/14/2023	TCLERK 041323	\$		\$ 2.00	\$ 7,298.21	
*10		111 GCR	4/17/2023	TCLERK 041423 CC	\$		\$ 17.00	\$ 7,281.21	
*10		113 GCR	4/18/2023	TCLERK 041723 EPX	\$		\$ 1.00	\$ 7,280.21	
*10		113 GCR	4/18/2023	TCLERK 041723 ERX	\$		\$ 7.00	\$ 7,273.21	
*10		126 API	4/28/2023	000137 56455 STAPLES, INC	\$	447.60	\$ -	\$ 7,720.81	
*10		126 API	4/28/2023	000873 56451 CT TOWN CLERK'S	\$	175.00	\$ -	\$ 7,895.81	
*10		126 API	4/28/2023	000678 56371 RICOH USA INC	\$	106.16	\$ -	\$ 8,001.97	
*10		130 GCR	4/19/2023	TCLERK 041023-041423	\$		\$ 80.00	\$ 7,921.97	
*10		130 GCR	4/19/2023	TCLERK 041923 CC	\$		\$ 2.00	\$ 7,919.97	
*10		150 GCR	4/20/2023	TCLERK 041923 ERX	\$		\$ 4.00	\$ 7,915.97	
*10		162 API	4/4/2023	001651 56710 JP MORGAN CHASE	\$	91.66	\$ -	\$ 8,007.63	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	JNL TOWIN CLERK'S PORTION AGR. REC.				\$ (24,690.84)				
*10	173 GCR	4/24/2023	TCLERK 042123 ERX		\$	-	\$ 1.00	\$ 8,006.63	
*10	177 GCR	4/27/2023	TCLERK 041723-042123		\$	-	\$ 53.00	\$ 7,953.63	
*10	181 GEN	4/30/2023	GB47 COLOR COPY CHARGES 033123		\$	1.15	-	\$ 7,954.78	
*10	191 GCR	4/25/2023	TCLERK 042423 EPX		\$	-	\$ 1.00	\$ 7,953.78	
*10	191 GCR	4/25/2023	TCLERK 042423 EPX		\$	-	\$ 1.00	\$ 7,952.78	
*10	193 GCR	4/26/2023	TCLERK 042523 EPX		\$	-	\$ 2.00	\$ 7,950.78	
*10	203 GCR	4/30/2023	TCLERK 042823 ERX DIT		\$	-	\$ 14.00	\$ 7,936.78	
*10	205 GCR	4/30/2023	TCLERK 0424-042823 DIT		\$	-	\$ 47.00	\$ 7,889.78	
*11	75 GCR	5/2/2023	TCLERK 050123 ERX		\$	-	\$ 6.00	\$ 7,883.78	
*11	77 GCR	5/3/2023	TCLERK 050223 ERX		\$	-	\$ 3.00	\$ 7,880.78	
*11	78 API	5/12/2023	000678 56805 RICOH USA INC		\$	91.51	-	\$ 7,972.29	
*11	78 API	5/12/2023	000946 56951 INFOSHRED, LLC		\$	29.91	-	\$ 8,002.20	
*11	99 GCR	5/5/2023	TCLERK 050423 ERX		\$	-	\$ 2.00	\$ 8,000.20	
*11	101 GCR	5/8/2023	TCLERK 050523 ERX		\$	-	\$ 2.00	\$ 7,998.20	
*11	102 GCR	5/10/2023	TCLERK 050123-050523		\$	-	\$ 98.00	\$ 7,900.20	
*11	102 GCR	5/10/2023	TCLERK 050923 EPX		\$	-	\$ 1.00	\$ 7,899.20	
*11	102 GCR	5/10/2023	TCLERK 050923 ERX		\$	-	\$ 14.00	\$ 7,885.20	
*11	107 GCR	5/9/2023	TCLERK 050823 ERX		\$	-	\$ 10.00	\$ 7,875.20	
*11	108 GCR	5/12/2023	TCLERK 051123 ERX		\$	-	\$ 1.00	\$ 7,874.20	
*11	120 GCR	5/15/2023	TCLERK 051223 EPX		\$	-	\$ 1.00	\$ 7,873.20	
*11	120 GCR	5/15/2023	TCLERK 051223 ERX		\$	-	\$ 3.00	\$ 7,870.20	
*11	121 GCR	5/16/2023	TCLERK 051523 ERX		\$	-	\$ 1.00	\$ 7,869.20	
*11	134 GCR	5/17/2023	TCLERK 050823-051223		\$	-	\$ 57.00	\$ 7,812.20	
*11	134 GCR	5/17/2023	TCLERK 051623 ERX		\$	-	\$ 2.00	\$ 7,810.20	
*11	180 API	5/26/2023	001842 57325 CT DEPT OF AGRI		\$	86.00	-	\$ 7,896.20	
*11	193 GCR	5/22/2023	TCLERK 051923 ERX		\$	-	\$ 1.00	\$ 7,895.20	
*11	200 GCR	5/23/2023	TCLERK 052223 ERX		\$	-	\$ 3.00	\$ 7,892.20	
*11	204 GCR	5/24/2023	TCLERK 051523-051923		\$	-	\$ 70.00	\$ 7,822.20	
*11	204 GCR	5/24/2023	TCLERK 052323 ERX		\$	-	\$ 2.00	\$ 7,820.20	
*11	220 GCR	5/25/2023	TCLERK 052423 EPX		\$	-	\$ 1.00	\$ 7,819.20	
*11	220 GCR	5/25/2023	TCLERK 052423 ERX		\$	-	\$ 11.00	\$ 7,808.20	
*11	231 GCR	5/26/2023	TCLERK 053123 ACH IRS		\$	-	\$ 1.00	\$ 7,807.20	
*11	231 GCR	5/26/2023	TCLERK 052523 ERX		\$	-	\$ 3.00	\$ 7,804.20	
*11	254 GCR	5/30/2023	TCLERK 052623 ERX		\$	-	\$ 4.00	\$ 7,800.20	
*11	256 GCR	5/31/2023	TCLERK 053023 ERX		\$	-	\$ 1.00	\$ 7,799.20	
*11	276 GEN	5/31/2023	GB56 COLOR COPIES 043023		\$	0.10	-	\$ 7,799.30	
*11	277 GEN	5/31/2023	GB57 COLOR COPIES 053123		\$	1.00	-	\$ 7,800.30	
*11	282 GCR	5/31/2023	TCLERK 053123 ERX DEP 060123		\$	-	\$ 4.00	\$ 7,796.30	
*11	283 GCR	5/31/2023	TCLERK 0522-053123 DEP 06022		\$	-	\$ 103.00	\$ 7,693.30	
*12	30 GCR	6/2/2023	TCLERK 060123 EPX		\$	-	\$ 1.00	\$ 7,692.30	
*12	30 GCR	6/2/2023	TCLERK 060123 ERX		\$	-	\$ 3.00	\$ 7,689.30	
*12	31 API	6/9/2023	000946 57722 INFOSHRED, LLC		\$	29.91	-	\$ 7,719.21	
*12	34 GCR	6/5/2023	TCLERK 060223 ERX		\$	-	\$ 13.00	\$ 7,706.21	
*12	72 GCR	6/6/2023	TCLERK 060523 ERX		\$	-	\$ 5.00	\$ 7,701.21	
*12	75 GCR	6/8/2023	TCLERK 060723 ERX		\$	-	\$ 12.00	\$ 7,689.21	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*12	101-000-00-00-000-21039				\$ (24,690.84)				
*12	JNL TOWN CLERK'S PORTION AGR. REC.								
*12		75 GCR	6/8/2023	TCLERK 060723 EPX	\$	-	\$ 1.00	\$ 7,688.21	
*12		102 GCR	6/7/2023	TCLERK 0601-060223	\$	-	\$ 88.00	\$ 7,600.21	
*12		102 GCR	6/7/2023	TCLERK 060623 ERX	\$	-	\$ 2.00	\$ 7,598.21	
*12		102 GCR	6/7/2023	TCLERK 060623 EPX	\$	-	\$ 1.00	\$ 7,597.21	
*12		114 GCR	6/9/2023	TCLERK 060923 IRS	\$	-	\$ 1.00	\$ 7,596.21	
*12		114 GCR	6/9/2023	TCLERK 060823 ERX	\$	-	\$ 5.00	\$ 7,591.21	
*12		143 GCR	6/14/2023	RECDESK 061223	\$	-	\$ 42.00	\$ 7,549.21	
*12		143 GCR	6/14/2023	TCLERK 061323 ERX	\$	-	\$ 2.00	\$ 7,547.21	
*12		143 GCR	6/14/2023	TCLERK 061323 EPX	\$	-	\$ 1.00	\$ 7,546.21	
*12		151 GCR	6/13/2023	TCLERK 061223 ERX	\$	-	\$ 4.00	\$ 7,542.21	
*12		151 GCR	6/13/2023	TCLERK 061223 EPX	\$	-	\$ 1.00	\$ 7,541.21	
*12		153 GCR	6/16/2023	TCLERK IRS 061623	\$	-	\$ 3.00	\$ 7,538.21	
*12		153 GCR	6/16/2023	TCLERK 061523 EPX	\$	-	\$ 1.00	\$ 7,537.21	
*12		160 API	6/23/2023	000137 57773 STAPLES, INC	\$	94.59	\$ -	\$ 7,631.80	
*12		160 API	6/23/2023	000137 57776 STAPLES, INC	\$	43.03	\$ -	\$ 7,674.83	
*12		160 API	6/23/2023	000678 57771 RICOH USA INC	\$	91.51	\$ -	\$ 7,766.34	
*12		200 GCR	6/21/2023	TCLERK 0612-061623	\$	-	\$ 45.00	\$ 7,721.34	
*12		200 GCR	6/21/2023	TCLERK 062023 ERX	\$	-	\$ 1.00	\$ 7,720.34	
*12		209 GCR	6/26/2023	TCLERK 062323 ERX	\$	-	\$ 12.00	\$ 7,708.34	
*12		212 API	6/28/2023	000946 58224 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,738.25	
*12		213 APM	6/28/2023	000946 57722 INFOSHRED, LLC	\$	-	\$ 29.91	\$ 7,708.34	
*12		214 API	6/28/2023	000946 58225 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,738.25	
*12		215 APM	6/28/2023	000946 56951 INFOSHRED, LLC	\$	-	\$ 29.91	\$ 7,708.34	
*12		216 API	6/28/2023	000946 58226 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,738.25	
*12		217 APM	6/28/2023	000946 54992 INFOSHRED, LLC	\$	-	\$ 29.91	\$ 7,708.34	
*12		218 API	6/28/2023	000946 58227 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,738.25	
*12		219 APM	6/28/2023	000946 54448 INFOSHRED, LLC	\$	-	\$ 29.91	\$ 7,708.34	
*12		220 API	6/28/2023	000946 58228 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,738.25	
*12		221 APM	6/28/2023	000946 52692 INFOSHRED, LLC	\$	-	\$ 29.91	\$ 7,708.34	
*12		222 API	6/30/2023	000946 58229 INFOSHRED, LLC	\$	29.91	\$ -	\$ 7,738.25	
*12		237 GCR	6/20/2023	TCLERK 061623 ERX	\$	-	\$ 3.00	\$ 7,735.25	
*12		240 GCR	6/23/2023	TCLERK 062223 ERX	\$	-	\$ 1.00	\$ 7,734.25	
*12		241 GCR	6/27/2023	TCLERK 062623 EPX	\$	-	\$ 1.00	\$ 7,733.25	
*12		241 GCR	6/27/2023	TCLERK 062623 ERX	\$	-	\$ 3.00	\$ 7,730.25	
*12		272 GCR	6/28/2023	TCLERK 0619-062323	\$	-	\$ 61.00	\$ 7,669.25	
*12		287 GEN	6/30/2023	G852 COLOR COPY CHARGES JUNE	\$	1.25	\$ -	\$ 7,670.50	
*12		294 GCR	6/30/2023	T CLERK 062923 ERX	\$	-	\$ 1.00	\$ 7,669.50	
*12		295 GCR	6/30/2023	T CLERK 063023 ERX	\$	-	\$ 13.00	\$ 7,656.50	
*12		310 GCR	6/30/2023	063023 T CLERK 0626-063023	\$	-	\$ 89.00	\$ 7,567.50	
					\$ (24,690.84)	\$ 13,972.21	\$ 6,404.71	\$ 7,567.50	\$ (17,123.34)

FUNDS FROM OTHER SOURCES

Summary and Explanation

Historic Documents Preservation Revenue Fund

LI 101-21036

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

Revenue Balance FY23: \$15,359

Anticipated additional revenues FY2: \$5,500

Town Clerk Revenue Fund

LI 101-21039

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

Revenue Balance FY23: \$17,124

Anticipated additional revenues FY21: \$7,500

Historic Documents Preservation Grant Program

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

Grant Received FY19: \$4,500

Grant Received FY20: \$5,500

Grant Received FY21: \$5,500

Grant Received FY22: \$5,500

Grant Received FY23: \$5,500

Grant Received FY24: \$6,000

Expectation FY25: \$4,500 – \$6,000

Anticipated Future Expenditures of Funds

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

(d) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of three dollars for each document recorded in the land records of the municipality. Not later than the fifteenth day of each month, town clerks shall remit two-thirds of the fees paid pursuant to this subsection during the previous calendar month to the State Librarian for deposit in a bank account of the State Treasurer and crediting to the historic documents preservation account established under section 11-81. One-third of the amount paid for fees pursuant to this subsection shall be retained by town clerks and used for the preservation and management of historic documents. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with said employee's official duties. As used in this section "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, district, as defined in chapter 105 or chapter 105a, and each municipal board, commission and taxing district not previously mentioned.

LI 101-21039

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

Historic Document Preservation Grant Program

Sec. 11-81. Preservation and management of historic documents: Definitions. As used in sections 11-81 to 11-81, inclusive, "preservation and management of historic documents" means activities that include, but are not limited to, the following: (1) The restoration and conservation of land records, land record indexes, maps or other records; (2) the microfilming of land records, land record indexes, maps or other records; (3) the use of information technology to facilitate the performance of duties integral to the maintenance and tracking of historic documents; (4) providing public access to an electronic indexing system that combines the grantor index and the grantee index of a town's land records; (5) the assessment or upgrading of records retention facilities; (6) disaster recovery; and (7) the training of personnel to perform duties integral to the maintenance and tracking of historic documents.

NEAR AND LONG TERM PLANS TO RESTRAIN BUDGETARY GROWTH

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

Thanks to CGS 7-34a(d), records restoration is being funded from a revenue fund (An Act Concerning Real Estate Filing and the Preservation of Historic Documents). Thanks, also, to CGS 7-34a(e), (An Act Concerning Farm Land Preservation, Land Protection, Affordable Housing and Historic preservation), the office has more latitude in expenditures. Also available is an annual grant award from the State Library, most recently in the amount of \$6,000. Over the last several years the grant amount has ranged from \$3,000 to \$6,000. Grants have also been made available for election purposes from the State of Connecticut.

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

The use of part time personnel in the office will not be needed to implement any technology. Any amount of additional implementation will be provided without overtime, either will be completed by staff during the town hours of operation or by the clerk during hours outside of normal operating hours.

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

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

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

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 FISCAL YEAR**

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

DEPARTMENT: TOWN CLERK 10109

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax	469,753	431,899	200,000		200,000	\$ -
Copy Fees	24,848	16,602	25,000		25,000	\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees						\$ -
Program/Registration Fees						\$ -
Recording Fees	229,236	162,277	175,000		175,000	\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 723,837.00	\$ 610,778.00	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ORIGINAL APPROP	TRANS/ADJNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10109 TOWN CLERK						
40351 LIENS						
10109 40351	LIENS -COLLECTED BY UTILITY CO 0.00	0.00	-8,140.00	0.00	8,140.00	100.0%
40400 CONVEYANCE TAX						
10109 40400	CONVEYANCE TAX 0.00	-200,000.00	-431,898.57	0.00	231,898.57	215.9%
41020 MARRIAGE LICENSES						
10109 41020	MARRIAGE LICENSES 0.00	0.00	-3,280.00	0.00	3,280.00	100.0%
41021 HUNTING & FISHING LICENSE						
10109 41021	HUNTING & FISHING LICENSE 0.00	0.00	-81.00	0.00	81.00	100.0%
41022 DOG LICENSES						
10109 41022	DOG LICENSES 0.00	0.00	-1,660.00	0.00	1,660.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS						
10109 41029	WTFD-EL SHELLFISH PERMITS 0.00	0.00	-290.00	0.00	290.00	100.0%
42031 WATERFORD SHELLFISH PERMIT						
10109 41031	WATERFORD SHELLFISH PERMIT 0.00	0.00	-74.00	0.00	74.00	100.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 '12

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
42009 RECORDING FEES						
10109 42009	RECORDING FEES	0.00	-200,000.00	-96,752.00	-103,248.00	48.4%
44004 COPIES						
10109 44004	COPIES	0.00	0.00	-16,602.50	16,602.50	100.0%
44005 VITAL STATISTICS						
10109 44005	VITAL STATISTICS	0.00	0.00	-25,530.00	25,530.00	100.0%
44006 MISCELLANEOUS						
10109 44006	MISCELLANEOUS	0.00	0.00	-4,097.00	4,097.00	100.0%
44254 LOCAL CAPITAL IMPROVEMENT						
10109 44254	LOCIP FUND- AGRICULTURAL REC.	0.00	0.00	-7,875.00	7,875.00	100.0%
GRAND TOTAL						
		0.00	-400,000.00	-596,280.07	196,280.07	149.1%

** END OF REPORT - Generated by David Campo **

TOWN of WATERFORD

Targeted Grants:

FY 2024

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



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

APPLICATION
TARGETED GRANT FY 2024
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2023)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

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

Name of Municipality: **Town of Waterford**
Use full municipality name, ie 'Town of' or 'City of'

Name of Municipal CEO: **Robert Brule** **Title:** **First Selectman**

Phone with Area Code: **860.444.5834**

Email: **Rbrule@waterfordct.org**

Name of Town Clerk: **David L. Campo** **Title:** **Town Clerk**

Phone with Area Code: **860.444.5829**

Email: **Dcampo@waterfordct.org** **Check if Designated Applicant:** ☒

TC Mailing Address: **15 Rope Ferry Rd, Waterford CT, 06385**

MCEO Address if Different:

Grant Application Deadline: ☒ Cycle 1: April 30, 2023 ☐ Cycle 2: September 30, 2023

Grant Contract Period: The contract period begins after July 1, 2023 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2024.

Maximum Grant Allowed: \$6,000 Small Municipality Population less than 20,000
 \$8,000 Medium Municipality Population between 20,000 and 69,999
 \$11,000 Large Municipality Population of 70,000 or greater

Amount Requested: **\$ 6,000**

Grant Category(ies): ☐ Inventory and Planning ☐ Organization and Indexing
☐ Program Development ☒ Storage and Facilities
☒ Preservation/Conservation

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 1300	\$	\$ 1300
2. Equipment (Total cost for eligible items, i.e. shelving)	\$ 3000	\$	\$ 3000
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 1700	\$ 80	\$ 1780
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 6000	\$ 80	\$ 6080

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

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

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

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

Designation of Town Clerk as Applicant

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

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

Signature of MCEO

Date

Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

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

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the FY 2024 Targeted Grant Guidelines have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (must be same as or later than above date)

Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

APPLICATION

TARGETED GRANT FY 2024, CYCLE 1

Historic Documents Preservation Program

1. Describe the project: This is a continuation of last year's project. The primary focus of the project is preservation and retrieval of records in case of disaster. Minutes will be microfilmed from last year and stored. New binders will replace older worn out binders.

Additionally, some paper and linen maps do not copy well and need to be left unused for preservation. Florek Surveying will convert some of these to mylars. Two new cabinets will be purchased for the vault. The current cabinet is too small and are beginning to age out. We use these for vitals, election materials, litigation records, DD214's etc.

(See attached job estimate)

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

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

and Brian Florek, LS at:

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

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

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

5. Attach supporting documentation: Enclosed



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

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

JOB ESTIMATE

March 23, 2023

Client: Waterford Town Clerk

Title of Job: Storage Cabinet

Two Cabinets with locking doors @ \$1,400/ea.....\$2,800

- 18" deep
- 36" wide
- 78" high
- Reinforced - 5 shelves
- Putty color

Delivery/Freight ----- \$200

Total - \$3,000

Signed: _____

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

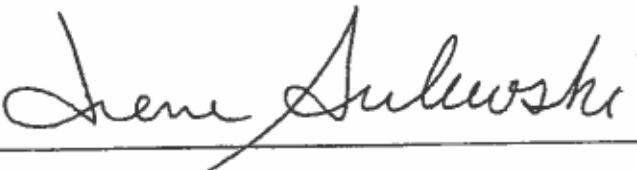
March 29, 2023

Client: Waterford Town Clerk

Title of Job: Archival Supplies

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

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

Signed: 

Irene Sulewski, Municipal Account Specialist



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

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

JOB ESTIMATE

March 28, 2023

Client: Waterford Town Clerk

Title of Job: Creation of microfilm from PDF's

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

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

TOTAL COST.....\$500.00

This project will take approximately 4 weeks to complete.

Signed: _____

Irene Sulewski, Municipal Account Specialist



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

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

JOB ESTIMATE

March 28, 2023

Client: Waterford Town Clerk

Title of Job: Archival Supplies

1. Red & Black imitation leather binder.....\$195.00
 - a. 14 x 8.5
 - b. 1.5" capacity
2. 4 lines of Gold stamping on spine @ \$7.00/line.....\$28.00
 - a. MINUTES OF
 - b. TOWN BUSINESS
 - c. MEETING
 - d. VOL. 15
3. Minute book filler for above.....\$85.00/ream
 - a. 500 sheets (1,000 pages)
4. UPS.....\$22

TOTAL COST.....\$330

Signed: _____

A handwritten signature in cursive script that reads "Irene Sulewski". The signature is written over a horizontal line.

Irene Sulewski, Municipal Account Specialist

Florek Surveying, LLC

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

JOB ESTIMATE

March 29, 2023

Client: Waterford Town Clerk

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

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

9 filed plans on linen and paper to be converted to fix-line mylar @ \$ / fix-line mylar. \$800.00

Total Cost= \$800.00

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

Regards,

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



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TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10117 REPRESENTATIVE TOWN MEETING

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMBRAS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (12/4/23)	2024/2025 BD OF SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51210	CLERICAL/TECHNICAL	0	1		0	1	1	1	0	0.00%
51920	F.I.C.A	0	0		0	0	0	0		
	SUBTOTAL	0	1	0	0	1	1	1	0	0.00%
SERVICES										
52010	ADVERTISING	4,625	6,000		1,499	6,000	6,000	6,000	0	0.00%
52020	POSTAGE	13	50		0	50	50	50	0	0.00%
52050	DUES, CONFERENCES, EDUC.	12,852	12,852		12,852	12,852	12,852	12,852	0	0.00%
	SUBTOTAL	17,490	18,902	0	14,351	18,902	18,902	18,902	0	0.00%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	0	0		0	0	0	0	0	
	SUBTOTAL	0	0	0	0	0	0	0	0	
	DEPARTMENT TOTAL	17,490	18,903	0	14,351	18,903	18,903	18,903	0	0.00%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: RTM 10117**



FY2025

10117 REPRESENTATIVE TOWN MEETING

GENERAL REMARKS

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

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

SERIES JUSTIFICATION

51000 SERIES

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

52000 SERIES

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

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

52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY23.

53000 SERIES

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

BUDGETARY RESTRAINT

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

TOWN OF WATERFORD
GENERAL FUND
2024-2025 PROPOSED BUDGET

DEPT/AGENCY: 10117 REPRESENTATIVE TOWN MEETING

LINE ITEM	DESCRIPTION	COLUMN 1 2022/2023 ACTUAL EXPENDED	COLUMN 2 2023/2024 RTM APPROP.	COLUMN 3 2022/2023 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/24	COLUMN 5 2024/2025 DEPT/ AGENCY REQUEST	COLUMN 6 2022/2023 APPROVED BD/COMM.
	PERSONNEL COSTS						
51210	CLERICAL/TECHNICAL	0	1			1	
51920	F.I.C.A						
	SUBTOTAL	0	1	0	0	1	1
	SERVICES						
52010	ADVERTISING	4,626	6,000			6,000	6,000
52020	POSTAGE	14	50			50	50
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	12,852
	SUBTOTAL	17,492	18,902	0	0	18,902	18,902
	DEPARTMENT TOTAL	17,492	18,903	0	0	18,903	18,903



RECEIVED FOR RECORD
WATERFORD, CT
2023 DEC -6 P 2:38
TOWN CLERK

MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
December 4, 2023

First Selectman Robert Brule, Acting Moderator, called the December 4, 2023 Annual Meeting of the Representative Town Meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Kyrah Augmon-Bossa, Michael Bono, Jennifer Bracciale, Mark Campo, Harry Colonis (speaker phone), Mary Childs, Timothy Condon, Thomas J. Dembek, Susan Driscoll, Timothy Fioravanti, Nicholas Gauthier, Kevin Girard, Paul Goldstein, Kristen Gonzalez, Ryan Healy, Christina Jessuck, Matthew Keatley, Lindsay Khan, Shawn Monahan, Ursula Moreshead, Kayla Mullen, Kathleen Mullen Kohl, Theodore Olynciw, Danielle Steward-Gelinas, David Sugrue

ABSENT: Jerry Fischer

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule; Board of Finance Chair Glenn Patterson; Selectman Richard Muckle

EX-OFFICIO MEMBERS ABSENT: Chair of the Board of Pat Fedor, selectman Greg Attanasio

ALSO PRESENT: Town Clerk David L. Campo; Town Attorneys Robert Avena and Nick Kepple; Director of Finance Kim Allen.

AGENDA ITEM C – Elect a Moderator

NOMINATION by Steward-Gelinas, seconded by Healy, to nominate Paul Goldstein to serve as Moderator for a term of one year.

GOLDSTEIN selected as Moderator: Unanimous

RTM Member Colonis left the meeting.

AGENDA ITEM D – October 2, 2023 Minutes

MOTION by Driscoll, seconded by Bono, to accept the October 2, 2023 Minutes with the following correction noted by Town Clerk David Campo: That written public comment submitted by Waterford Resident Laurette Saller be accepted as part of the October 2, 2023. (See attachment)

MOTION PASSED: Unanimous

CORRESPONDENCE

The following items were received: a quarterly report from Fire Services, a letter from the Energy Task Force, a committee report from Public Protection and Safety, and a letter from the Public Protection and safety requesting the review of a potential open burn ordinance. (See Attachment)

PUBLIC COMMENT

Waterford resident Helen Kwasniewski offered her concerns over the use of fire pits and the need for them to be permitted, political signs should be banned.

The following members of the public spoke in opposition to the proposed Data Center: Tina DuBosque, 45 Wintergreen Dr; James Sposito, 38 Wintergreen Dr; Karen Boehm, 8 Anita Ave; John Valliere, 294 Millstone Rd E.; Bryan Sayles, 54 Wintergreen Dr(See Attachment); Michele Lewis-O'Donnell submitted in writing (See attachment), 19 Nichols Lane.

The following members of the public spoke in support of the proposed Data Center: Beth Sabilia, 132 Oswegatchie Rd; Kris Talar, 6 8th Ave; Joe Toner, 11 Old Mill Rd; Don Barnes 3 Maple Ave; Jim Denning, Old Mill Rd; Fred Elgersma, 245 Shore Rd

Quaker Hill resident Bryan Sayles also spoke in opposition to the LED sign proposed for Quaker Hill that is up for review in front of the Board of Selectman and concern over signs of neglect and hazards in Quaker Hill. (See Attachment)

AGENDA ITEM H

None

CALL ITEM 1 – Data Center Update

PRESENTATION: Attorney for NE Edge William McCoy

Attorney McCoy provided an update on the project and answered questions from the body.

CALL ITEM 2 – Fargo Water Tank Antennas

PRESENTATION: RTM Tom Dembek provided background

Motion by Driscoll, seconded by Bono, to approve a recommendation from the Board of Finance for an additional appropriation in the amount of **\$48,998 for a new Capital Project (Fargo Water Tank Antennas)**, account number to be determined, **from Line #205-31520 Undesignated Fund Balance of the Capital Non-recurring Expenditure Fund (CNR).**

VOTING IN FAVOR: Unanimous (Gauthier was unavailable)

CALL ITEM 3 – SCBA Up-grade Program

PRESENTATION: Fire Services Director Michael Howley

Motion by Driscoll, seconded by Bono, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$64,000 from funds designated on Capital and Non-recurring Line Item #20523-57777, SCBA Up-Grade Program** for SCBA replacements over the next three (3) years per the CIP plan.

VOTING IN FAVOR: Unanimous

MOTION by Steward-Gelinas, seconded by Healy to waive the 15 day waiting period on the above motion.

VOTING IN FAVOR: Unanimous

CALL ITEM 4: Library HVAC

PRESENTATION: Library Director Christine Johnson, Library Trustee Robert Kind

Motion by Driscoll, seconded by Bono, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$1,091,200 from funds designated on Capital and Non-recurring Line**

Item #20536-57848 Library HVAC Upgrade for renovation and replacement of the heating, ventilation and air conditioning systems at the Waterford Public Library.

VOTING IN FAVOR: Unanimous

CALL ITEM 5: Fire Marshal Fee Schedule

PRESENTATION: Public Protection and Safety Chair Tim Condon, Fire Director Michael Howley, Fire Marshal Stephen Dubicki, Jr.

MOTION by Steward-Gelinas, seconded by Dembek, to approve a recommendation from the Public Protection & Safety Standing Committee of the RTM to amend **Chapter 2.36.075 – Fire Marshall Fee Schedule and Enforcement** of the **Town of Waterford Code of Ordinances**.

Friendly amendment offered by Driscoll and accepted to replace "amend" with "add the new section and "to" in place "of" to read as follows: **MOTION** by Steward-Gelinas, seconded by Dembek, to approve a recommendation from the Public Protection & Safety Standing Committee of the RTM to add the new section **Chapter 2.36.075 – Fire Marshall Fee Schedule and Enforcement** to the **Town of Waterford Code of Ordinances**.

MOTION PASSED: Unanimous

CALL ITEM 6 – Non-union Administrative/Technical Crafts Wage Increase

PRESENTATION: First Selectman Robert Brule, Human Resource Director Christine Walters

MOTION by Driscoll, seconded by Bono, to approve a request from the First Selectman to approve the non-union Administrative Support (AS) and Technical Crafts (TC) general wage increase of 2.25% for fiscal year 2023-2024 (retroactive to July 1, 2023) and a general wage increase of 2.50% for fiscal year 2024-2025. This also includes an increase in employee cost-sharing of health benefits from 13.5% to 14% effective January 1, 2024 and 15% effective July 1, 2024.

VOTING IN FAVOR: Unanimous

CALL ITEM 7 – Non-union Management Professionals

PRESENTATION: First Selectman Robert Brule, Human Resource Director Christine Walters

MOTION by Driscoll, seconded by Bono, to approve a request from the First Selectman to approve the non-union Management Professionals general wage increase of 2.25% for fiscal year 2023-2024 (retroactive to July 1, 2023) and a general wage increase of 2.50% for fiscal year 2024-2025. This also includes an increase in employee cost-sharing of health benefits from 13% to 14% effective January 1, 2024 and 15% effective July 1, 2024.

MOTION PASSED: Unanimous

CALL ITEM 8 – Executive Session

MOTION by Steward-Gelinas, seconded by Driscoll, that the RTM along with First Selectman Rob Brule, Director of Human Resources Christine Walters, and Labor Counsel Kristi Kelly go into executive session for the purpose of discussing strategy and/or negotiations with respect to collective bargaining at 9:08 P.M. This action is taken without prejudice and based on the RTM's right to discuss, in private, strategy and/or negotiations with respect to collective bargaining pursuant to Connecticut General Statutes §1-200(2).

MOTION PASSED: Unanimous

MOTION by Steward-Gelinas, seconded by Condon to come out of executive session at 9:31 P.M.

MOTION PASSED: Unanimous

CALL ITEM 9 – Local 818 of Council 4; AFSCME, AFL-CIO contract

PRESENTATION: First Selectman Robert Brule, HR Director Christine Walters

MOTION by Driscoll, seconded by Bono, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Local 818 of Council 4; AFSCME, AFL-CIO, to be effective July 1, 2023 – June 30, 2027, and authorize the First Selectman to sign on the Town's behalf.

MOTION PASSED: Unanimous

CALL ITEM 10: Personnel Review Board

MOTION by Driscoll, seconded by Gauthier, to nominate Kathleen Mullen Kohl and Stephane Browder to the Personnel Review Board. (Term 12/01/2023 – 11/30/2026)

MOTION PASSED: 23-0-1 (Mullen Kohl Abstained)

Mullen Kohl & Browder appointed.

CALL ITEM 11 – Committee on Committees

MODERATOR Goldstein appointed the following members to serve on the Committee on Committees: Danielle Steward-Gelinas, Susan Driscoll, Ryan Healy, Christina Jessuck, Ted Olynciw.

MODERATOR Goldstein called for a five minute recess.

CALL ITEM 12 – Committee on Committees Recommendations

MOTION by Steward-Gelinas, seconded by Driscoll, to accept the committee assignments as presented by the Committee on Committees. (See Attachment.)

MOTION by Gauthier, seconded by Childs, to amend by adding Kayla Mullen to the Public Health, Recreation and Environment Standing Committee of the RTM as a sixth member.

VOTING IN FAVOR: Childs, Gauthier, Gonzalez, Khan, Mullen Kohl

VOTING AGAINST: Augmon-Bossa, Bono, Bracciale, Campo, Condon, Dembek, Driscoll, Fioravanti, Girard, Goldstein, Healy, Jessuck, Keatley, Monahan, Moreshead, Olynciw, Steward-Gelinas, Sugrue

ABSTAINED: Mullen

MOTION TO AMEND FAILED: 5-18-1

ORIGINAL MOTION PASSED: 22-2-0 (Gauthier, Mullen opposed)

CALL ITEM 13 – Long Range Fiscal Planning Committee, School Building Committee

MOTION by Steward-Gelinas, seconded by Driscoll, to accept the Long Range Fiscal Planning Committee and School Building Committee appointments as presented. (See Attachment)

MOTION PASSED: 21-0-3 (Girard, Khan, Sugrue abstained)

CALL ITEM 14 – Retirement Commission

MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Paul Goldstein and Susan Driscoll to the Retirement Commission. (Term 01/01/2024 – 12/31/2024)

Friendly amendment by Driscoll and accepted to change term to 12/04/2023 – 11/30/2025.

MOTION PASSED: Unanimous

CALL ITEM 15 – Social Services Grants Review Board

MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Thomas Dembek and Lindsay Khan to the Social Services Grants Review Board. (Term 12/04/2023 – 12/02/2024)

MOTION PASSED: Unanimous

CALL ITEM 16 – Fire Services Review Special Committee

MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Matthew Keatley and Susan Driscoll to the Fire Services Review Special Committee.

MOTION PASSED: 23-0-1 (Keatley abstained)

CALL ITEM 17 – Oswegatchie Fire Station Building Committee

MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Jennifer Bracciale to the Oswegatchie Fire Station Building Committee.

MOTION PASSED: 23-0-1 (Bracciale abstained)

CALL ITEM 18 – RTM Proposed Schedule

MOTION by Steward-Gelinas, seconded by Driscoll, to approve the proposed schedule as presented.
(See Attachment)

VOTING IN FAVOR: Unanimous

CALL ITEM 19 – RTM Proposed Budget

MOTION by Steward-Gelinas, seconded by Driscoll, to approve the FY25 budget in the amount of \$18,903 and forward to the Board of Selectmen for approval.

VOTING IN FAVOR: Unanimous

NEW BUSINESS:

RTM Member Tim Condon spoke in regard to his letter about open burn permits.

MOTION by Condon, seconded by Gauthier, to refer the subject of an "open burn ordinance" to the Public Protection and Safety Standing Committee.

VOTING IN FAVOR: Unanimous

RTM Member Ted Olynciw spoke regarding his report on vacant properties owned by the Town of Waterford, which had been handed out at a previous meeting.

MOTION by Olynciw, seconded by Gonzalez to forward the report on to the First Selectman.

VOTING IN FAVOR: Unanimous

RTM Member Jennifer Bracciale reminded the body that the tree lighting on the Historic Green is Friday December 8, 2023.

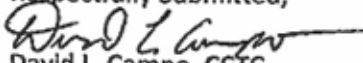
RTM Member Kevin Girard notified the body that the Energy Task Force was set to sundown on December 4, 2023.

MOTION by Driscoll, seconded by Childs, to extend the charge of the Energy task Force until February in order to research new parameters.

VOTING IN FAVOR: Unanimous

MOTION by Bono, seconded by Healy, to adjourn at 10:21 P.M.

Respectfully Submitted,


David L. Campo, CCTC
Waterford Town Clerk

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY:

10101

BOARD OF SELECTMEN

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	FIRST SELECTMAN	110,535	109,305		53,534	113,176	3,871	3.54%
51020	OTHER SELECTMEN	3,909	3,711		1,897	3,843	132	3.56%
51110	ADMINISTRATION	71,395	74,297		29,883	67,070	(7,227)	-9.73%
51210	CLERICAL/TECHNICAL	0	75		0	0	(75)	-100.00%
51920	F.I.C.A	14,013	14,400		6,252	14,083	(317)	-2.20%
	SUBTOTAL	199,852	201,788	0	91,566	198,172	(3,616)	-1.79%
SERVICES								
52010	ADVERTISING	23	100		0	100	0	0.00%
52020	POSTAGE	64	100		19	100	0	0.00%
52030	PROFESSIONAL FEES	209	1,500		100	3,000	1,500	100.00%
52040	SERVICE CONT & REPAIRS	1,223	1,200		512	1,200	0	0.00%
52050	DUES, CONF., & EDUCATION	179	230		0	329	99	43.04%
52070	REIMBURSABLE EXPENSE	104	200		0	200	0	0.00%
52080	TELEPHONE	504	480		555	504	24	5.00%
	SUBTOTAL	2,306	3,810	0	1,186	5,433	1,623	42.60%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	1,273	300		310	1,800	1,500	500.00%
53090	FUELS & LUBRICANTS	1,802	907		777	1,000	93	10.25%
	SUBTOTAL	3,075	1,207	0	1,087	2,800	1,593	131.98%
FURNITURE								
54010	OFFICE FURNITURE	0	800		0	0	(800)	0.00%
	SUBTOTAL	0	800	0	0	0	(800)	0.00%
	DEPARTMENT TOTAL	205,233	207,605	0	93,839	206,405	(1,200)	-0.58%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)



BOARD OF SELECTMEN

Robert Brule, First Selectman
Richard Muckle, Selectman
Gregory Attanasio, Selectman
Shannon Withey, Executive Assistant

BUDGET FUNCTION

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

OUR MISSION

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

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)



BUDGET SUMMARY

The Fiscal Year 2025 total budget request is a decrease of \$1,200 (.58%) over fiscal year 2024.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS (\$113,176)
Raises per the RTM approved percentage after NUMP raises approved.
- 51020– ELECTED SELECTMEN (\$3,843)
• Raises per the RTM approved percentage after NUMP raises approved.
- 51110 – ADMINISTRATION (\$67,070)
A decrease based on FY24 actuals and approved salary increases.
- 51210 – CLERICAL AND TECHNICAL (\$0)
No funds needed for FY25.
- 51920 – FICA (\$14,083)
Budget request based on requested salaries.

Subtotal: \$198,172

SERVICES

- 52010 – ADVERTISING (\$100)
FY25 request remains flat.
- 52020 – POSTAGE (\$100)
FY25 request remains flat.
- 52030 – PROFESSIONAL FEES (\$3000)
FY25 request includes funds for economic development for the First Selectman to work with the Economic Development Commission in bringing new initiatives and development to the town.
- 52040 – SERVICE CONTRACTS & REPAIR (\$1,200)
FY25 request remains flat.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)**



- **52050 – DUES, CONFERENCES & EDUCATION (\$329)**
The FY25 request is \$99 higher and includes a budget for the Executive Assistant to attend trainings (e.g. FOIA).
- **52070 – REIMBURSEABLE EXPENSE (\$200)**
The FY25 request remains the same as last year's request to cover unexpected out-of-pocket expenses for various activities.
- **52080 – TELEPHONE (\$504)**
Request is based on FY24 projected actuals. Budget is for the Executive Assistant's cellular phone. As the town's Chief Emergency Officer, the First Selectman's cellular phone is budgeted under the Emergency Management budget.

Subtotal: \$5,433

MATERIALS & SUPPLIES

- **53020 – OTHER SUPPLIES (\$1800)**
Request is based on FY24 projected actuals and includes requests for supplies for various town meetings, events and programs. The \$800 increase will cover expenses for elected official, volunteer and town employee recognitions and retirements.
- **53090 – FUELS AND LUBRICANTS (\$1000)**
An increase is budgeted based on current gasoline prices.

Subtotal: \$2,800

FURNITURE

- **54010 – FURNITURE (\$0)**
There are no expected needs for FY25.

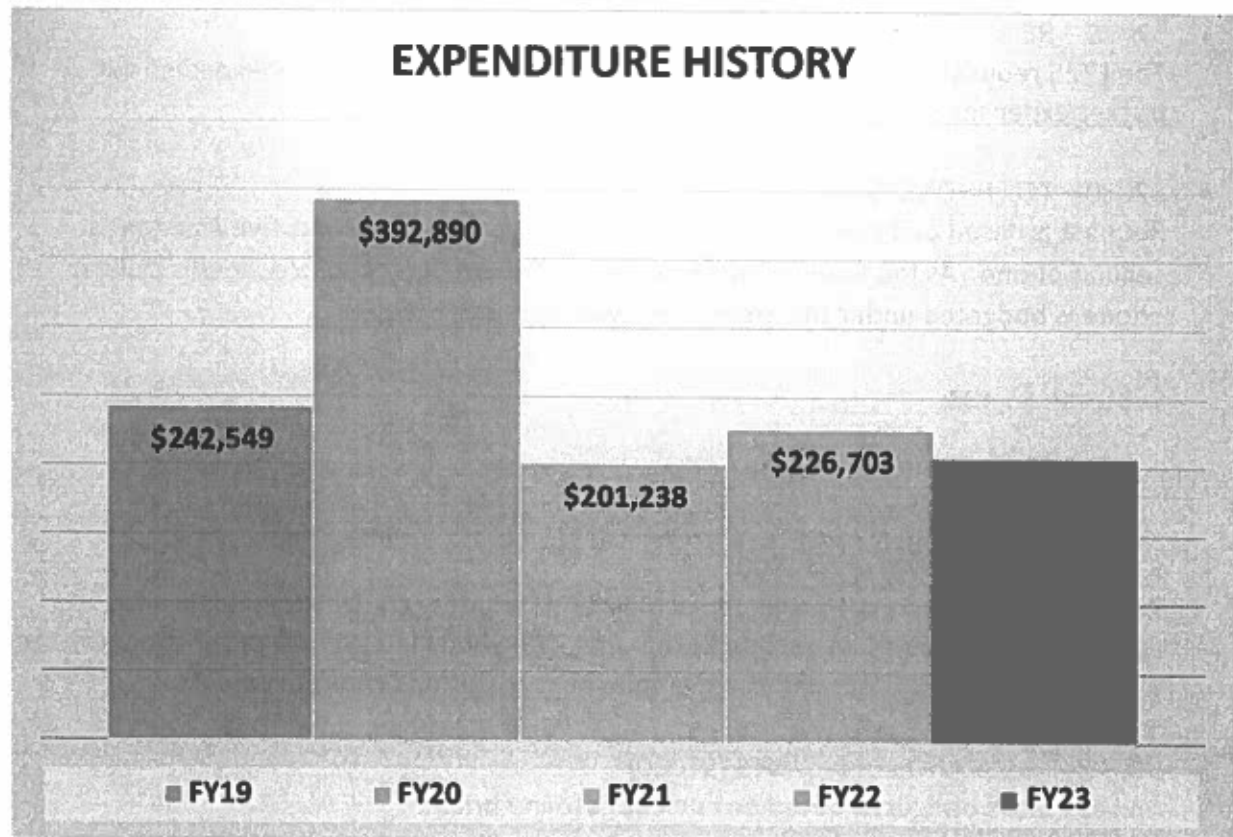
Subtotal: \$0

Department Total: \$206,405

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)**



EXPENDITURE HISTORY



**Note: FY20 includes emergency expenditures related to COVID-19*

TOWN OF WATERFORD
ADVERTISING/POSTAGE - BOARD OF SELECTMEN
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	23	100	0	100	0	0.00%

ACCOUNT JUSTIFICATION

Legal Notices as required by State Statutes and other public notices needed by the Board of Selectmen.

5-year Expenditure History					
	FY19	FY20	FY21	FY22	FY23
\$	145.00	\$ -	\$ -	\$ 95.00	\$ 23.00

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	64	100	17	100	0	0.00%

ACCOUNT JUSTIFICATION

Postage is utilized for communications with residents, elected officials and for town business.

5-year Expenditure History					
	FY19	FY20	FY21	FY22	FY23
\$	31.87	\$ 250.33	\$ 54.57	\$ 46.68	\$ 64.23

**TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF SELECTMEN
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	209	1,500	100	3,000	1,500	100.00%

\$

PROFESSIONAL TRAININGS

The First Selectman and Department Heads will receive professional training throughout the year with KJR Consulting. These trainings provide department heads professional growth opportunities and will focus on various topics. (e.g. Building Effective Teams, Advancing Equity in the Workplace, and Running Effective Meetings).

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 52,942.29	\$ 3,928.98	\$ 2,112.97	\$ 24,228.60	\$ 208.58

Notes:

FY19 was last year that attorney fees were charged to the First Selectman's budget before being moved to the Legal Budget
FY22 higher costs associated with hiring Government Relations Consultant

ECONOMIC DEVELOPMENT

The First Selectman will use these funds to promote Waterford to encourage Economic Development in the town.

- Consultants/Professional Services
- Travel/Hotel

\$ 3,000.00

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	1,223	1,200	356	1,200	0	0.00%

ACCOUNT JUSTIFICATION

COPIER-LEASE
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RICOH
RICOH
Print Shop Printing
TOTAL

936 \$78/MONTH
240 Based on average over 3 years
120 Based on average over 3 years
1,176

5-year Expenditure History			
FY19	FY20	FY21	FY23
\$ 1,261.40	\$ 1,397.78	\$ 990.27	\$ 1,287.89
			\$ 1,223.42

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	179	230	0	329	99	43.04%

CCM Annual Conference	First Selectman	179
CCMO Certification	First Selectman	50
Miscellaneous Trainings (i.e. FOI, etc.)	Executive Assistant	100
	Total	329

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 205.00	\$ -	\$ -	\$ 5.00	\$ 179.00

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - BOARD OF EDUCATION
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	104	200	0	200	0	0.00%

ACCOUNT JUSTIFICATION

Reimbursements for out-of-pocket expenses to include, refreshments, training supplies,

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 364.90	\$ 269.99	\$ 253.94	\$ -	\$ 104.22

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	504	480	473	504	24	5.00%

ACCOUNT JUSTIFICATION

Executive Assistant cellular phone (\$42/month).

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ -	\$ -	\$ -	\$ -	\$ 504.32

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53020	OTHER SUPPLIES	1,273	300	295	1,800	1,500	500.00%

ACCOUNT JUSTIFICATION

Account is used to purchase supplies for the First Selectmen's office and Board of Selectmen that are not provided by the Finance Department. Examples of supplies are name signs, meeting supplies, etc. volunteer acknowledgment, community events, elected official acknowledgement, and employee recognition.

5-year Expenditure History					
	FY19	FY20	FY21	FY22	FY23
\$	84.98	\$ 1,247.79	\$ 830.38	\$ 157.13	\$ 1,273.12

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53090	FUELS AND LUBRICANTS	1,802	907	408	1,000	93	10.25%

ACCOUNT JUSTIFICATION

Includes amounts for fuel and routine maintenance for the town vehicle assigned to the First Selectman.

Fuel	\$ 895.91	305 Miles budgeted at \$2.9374/mile
Maintenance	\$ 100.00	
Total	\$ 995.91	

5-year Expenditure History					
	FY19	FY20	FY21	FY22	FY23
Fuel	\$ 717.28	\$ 948.68	\$ 408.11	\$ 712.99	\$ 1,801.60
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 717.28	\$ 948.68	\$ 408.11	\$ 712.99	\$ 1,801.60

*Note: First Selectman was issued a hybrid vehicle that was transferred to the town's courier in FY2023. In FY2023, a surplus police vehicle was transferred to the First Selectman (AWD SUV).

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	0	800	0	-	(800)	-100.00%

ACCOUNT JUSTIFICATION

No anticipated needs for FY2025.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ -	\$ -	\$ -	\$ -	\$ -

