

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

AGENDA
BOARD OF SELECTMEN REGULAR MEETING

Tuesday, August 6, 2024
5:00 PM

Waterford Town Hall (Appleby Room)

ATTEST: *David J. Camp*
TOWN CLERK

RECEIVED FOR RECORD
WATERFORD, CT
2024 AUG - 2 P 1:38

(Procedural Action: Check register to be signed by the Board of Selectmen in accordance with CGS 7-83)

1. **Call to Order & Roll Call:**
2. **Pledge of Allegiance**
3. **Public Comment:**
4. **Board of Education:** To consider and act on a request for a FY25 appropriation, to replace the tennis court at Waterford High School with post tension concrete from the Waterford Public Schools Director of Finance, Joseph Mancini, in the amount of \$1,200,000 and forward on to the Board of Finance if approved.
5. **Board of Education:** To consider and act on a request for a FY25 appropriation, to replace the turf multipurpose field at Waterford High School from the Waterford Public Schools Director of Finance, Joseph Mancini, in the amount of \$1,200,000 and forward on to the Board of Finance if approved.
6. **Assessor:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, to obtain Personal Property Auditing and Consulting Services from Charles B. Feldman & Associates LLC (pending the approval for an additional appropriation), in the amount of \$24,500, from line # 10104-52030 (Professional Fees).
7. **Assessor:** To consider and act on a request for a FY24 additional appropriation from the Assessor, Paige Walton, in the amount of \$24,500, for personal property auditing services, to account #10104-52030 (Professional Fees) and forward on to the Board of Finance if approved.

8. **Fire Services:** To consider and act on a request for a FY25 additional appropriation from the Director of Fire Services, Michael Howley, in the amount of \$49,226, for an employee payout per negotiated contract, to account #10123-51410 (Full Time Firefighting) and forward on to the Board of Finance if approved.
9. **Fire Services:** To consider and act on the following request for a FY25 In-Series Transfer from the Director of Fire Services, Michael Howley, in the amount of \$4,123 to cover cost of insurance increased for FY25.
10. **Fire Services:** To consider and act on a recommendation from, Purchasing Agent, Shea Davy, for surplus disposal of several items including portable radios, chargers, monitors, pagers, power supplies, batteries, and belt cases.
11. **Public Works:** To consider and act upon awarding the Catch Basins Cleaning contract to Shaw Vac Service LLC, from the Director of Public Works, Gary Schneider, for \$25,350 in accordance with CRCOG contract #757. Funds available from line item #10130-52030 (Professional Fees)
12. **Seniors:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Human Services Administrator, Dani Gorman, in the amount of \$1,003 to cover increased fuel costs after the budget was approved and additional physical exams for new hires and forward on to the Board of Finance if approved.
13. **Human Resources:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Human Resources, Christine Walters, in the amount of \$14,040 to cover expenditures and forward on to the Board of Finance if approved.
14. **Recreation and Parks:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Recreation and Parks, Ryan McNamara, in the amount of \$3,545 to cover increased costs after budget approved and forward on to the Board of Finance if approved.
15. **Planning:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Planning, Jon Mullen, in the amount of \$25,700 to cover budget expenditures and forward on to the Board of Finance if approved.

16. **Facilities:** To consider and act on the following request for a FY24 In-Series Transfer from the Director of Finance, Kim Allen, in the amount of \$15,494 due to Facilities taking over the custodial service contract for the Community Center, which was not budgeted.
17. **Finance:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Finance, Kim Allen, in the amount of \$779 to cover increased need for town-wide supplies by individual departments and forward on to the Board of Finance if approved.
18. **Retirement:** To consider and act on the following request for a FY24 In-Series Transfer from the Director of Finance, Kim Allen, in the amount of \$56,757 to cover retiree benefits actuals over forecasted.
19. **Various:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Finance, Kim Allen, in the amount of \$34,674 to cover increased salaries and increased postage and forward on to the Board of Finance if approved.
20. **First Selectman:** To consider and act on the following request for a FY24 Out-of-Series Transfer from the First Selectman, Rob Brule, in the amount of \$237 to cover increased costs after the budget was approved and forward on to the Board of Finance if approved.
21. **Public Works:** To consider and act on the following request for a FY24 In-Series Transfer from the Director of Public Works, Gary Schneider, in the amount of \$10,788 to cover the cost of fuel.
22. **Appointments & Resignations:**
23. **New Business:**
24. **Old Business:**
25. **Correspondence:**
 - 25a. FY24 4th Qtr Capital Report
 - 25b. Lake Brandegee email – Tiffany Jones
 - 25c. US Treasury Report - Town of Waterford CT Quarterly Report
26. **Consent Agenda**
 - 26a. Tax Refund

26b. Board of Selectmen Regular Meeting Minutes July 23, 2024

27. Adjournment:



Mr. Joseph P. Mancini
Director of Finance

Mr. Thomas W. Giard III
Superintendent of Schools

July 12, 2024

Mr. First Selectman,

At the June 27th Board of Education meeting, the Board of Education directed administration to request an appropriation from fund balance for the following two items:

- Replacement of tennis court at Waterford High School with post tension concrete; and
- Replacement of turf multipurpose field.

The tennis courts at WHS are at the end of their useful life. In 2021, Waterford Public Schools contracted with Linden Landscape Architects to perform an evaluation of the courts and produce site plans for their replacement. The request to fund the replacement was denied and Waterford Public Schools contracted out remediation and repainting of the surfaces. This remediation did not last and the courts are in need of replacement. The expected cost of replacement of the surface is expected to be \$1,200,000.

The turf multipurpose field was installed in 2011 and has been in continual use since installation. Each year the field goes through a GMAX testing, which measures the ability of the playing surface to absorb the "shock" or kinetic energy from a collision. It's normal to see an erosion in the scores and in 2021-2022 additional crumb rubber was placed on the field after seeing lower scores. Once the crumb rubber was added, the GMAX score was 186.8. By October of 2023, the score had returned near the remediation level of 161. Meaning in less than 24 months, the GMAX scores fell by as much as they had in the initial 120 month period. The evaluation stated "Fibers are breaking down, thin and hairy, may not be adequate to hold infill in place." In the May 2024 evaluation from Thomas Testing, the report stated "My recommendation is to look at new turf options and plan for replacement within a year – two at the very most." Estimates for this project are also \$1,200,000.

Thanks,

Respectively,

Joseph Mancini
Director of Finance

CC: Board of Finance

BID DOCUMENTS
TENNIS COURT RECONSTRUCTION
WATERFORD HIGH SCHOOL

15 ROPE FERRY ROAD
WATERFORD, CONNECTICUT

June 28, 2021

LIST OF DRAWINGS

Cover Sheet
L1.0 Overall Plan
L1.1 Demolition Plan
L1.2 Layout Plan
L1.3 Grading Plan
L1.4 Ramp Plan
L1.5 Site Details

LOCATION MAP



PREPARED BY



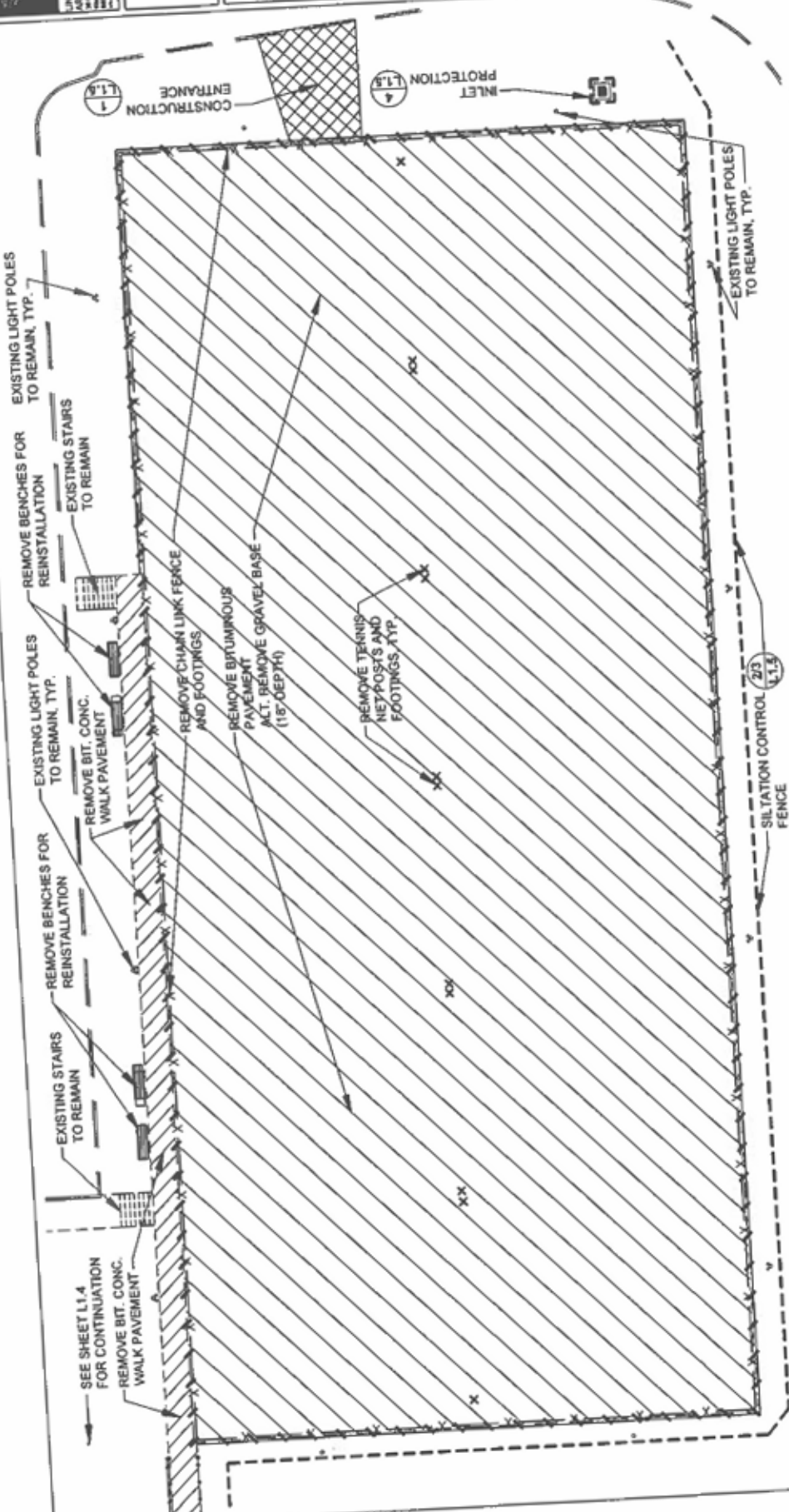
LINDEN LANDSCAPE ARCHITECTS LLC
Waterford, CT (860) 899-9558
office@lindenlandscapearchitects.com



WATERFORD HIGH SCHOOL
15 ROPE FERRY ROAD
WATERFORD, CONNECTICUT

DATE	10/1/00
BY	W. J. W.
CHECKED BY	W. J. W.
DESIGNATION	PLAN

L1.1



- NOTES
1. THE EXISTING TENNIS COURT IS TO BE DEMOLISHED AND A NEW 28' X 56' COURT IS TO BE CONSTRUCTED. THE NEW COURT IS TO BE CONSTRUCTED WITH A 2\"/>
 2. THE EXISTING CHAIN LINK FENCE AND FOOTINGS ARE TO BE REMOVED. A NEW CHAIN LINK FENCE IS TO BE INSTALLED AROUND THE PERIMETER OF THE NEW COURT. THE NEW FENCE IS TO BE 4\"/>
 3. THE EXISTING BITUMINOUS PAVEMENT IS TO BE REMOVED. A NEW BITUMINOUS PAVEMENT IS TO BE INSTALLED OVER THE GRAVEL BASE. THE NEW PAVEMENT IS TO BE 2\"/>
 4. THE EXISTING GRAVEL BASE IS TO BE REMOVED. A NEW GRAVEL BASE IS TO BE INSTALLED OVER THE BITUMINOUS PAVEMENT. THE NEW BASE IS TO BE 4\"/>
 5. THE EXISTING LIGHT POLES ARE TO BE REMOVED. NEW LIGHT POLES ARE TO BE INSTALLED AT THE CORNERS OF THE COURT AND AT THE MIDDLE OF EACH LONG SIDE. THE NEW POLES ARE TO BE 15' TALL AND 4\"/>
 6. THE EXISTING STAIRS ARE TO BE REMOVED. NEW STAIRS ARE TO BE INSTALLED AT THE ENTRANCE TO THE COURT. THE NEW STAIRS ARE TO BE 4\"/>
 7. THE EXISTING BENCHES ARE TO BE REMOVED. NEW BENCHES ARE TO BE INSTALLED ALONG THE PERIMETER OF THE COURT. THE NEW BENCHES ARE TO BE 4\"/>





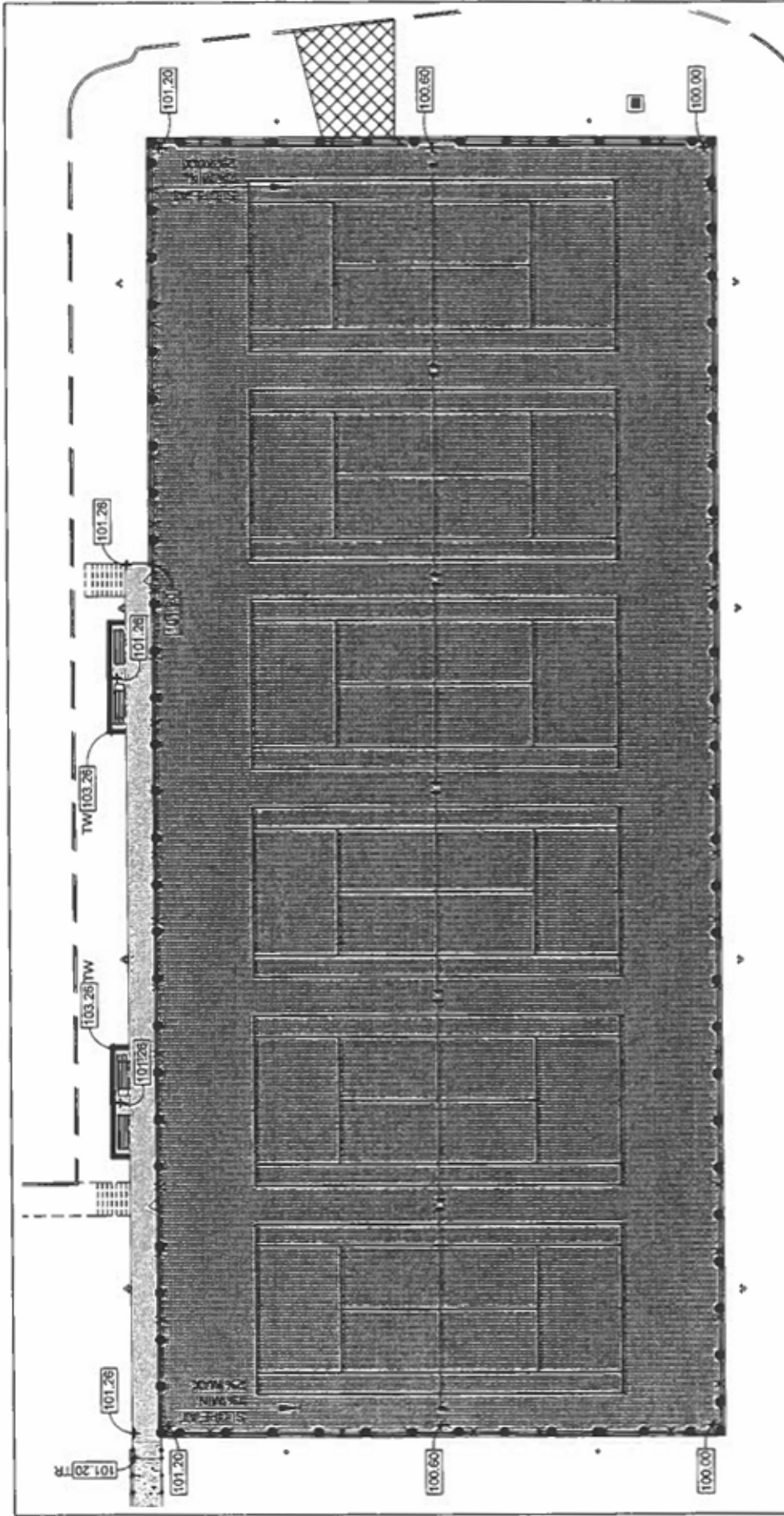
SUNSHINE LANDSCAPE
ARCHITECTS, P.C.
1000 ROUTE 1
WATERFORD, CT 06195-1100
TEL: 860.245.1100
FAX: 860.245.1101

THOMAS COURT RECONSTRUCTION
WATERFORD HIGH SCHOOL
15 ROPE FERRY ROAD
WATERFORD, CONNECTICUT

DATE	REVISION

DATE: APRIL 2007
DRAWN BY: J.A.
CHECKED BY: J.A.
DESIGNED BY: J.A.
DEVELOPMENT
PLAN

L1.3



- NOTES
1. The roof structure is to be replaced with a new steel deck and structural steel members. The existing roof structure is to be removed and the new structure is to be installed in accordance with the specifications and details shown on this plan.
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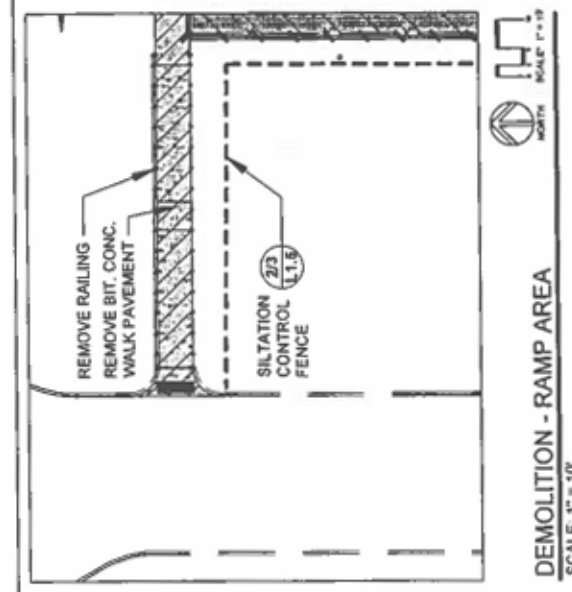
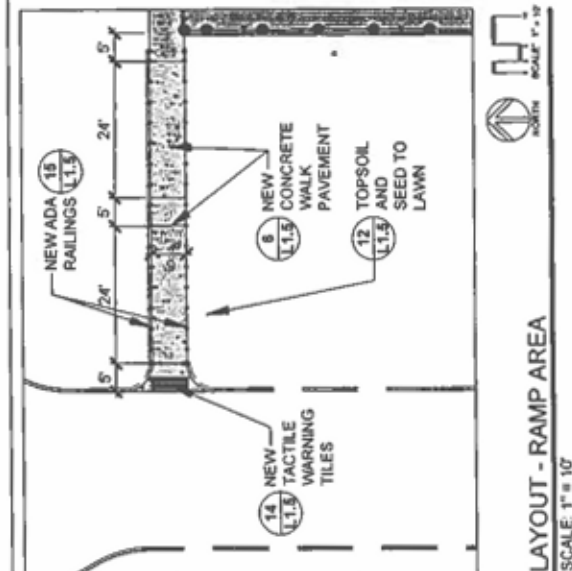
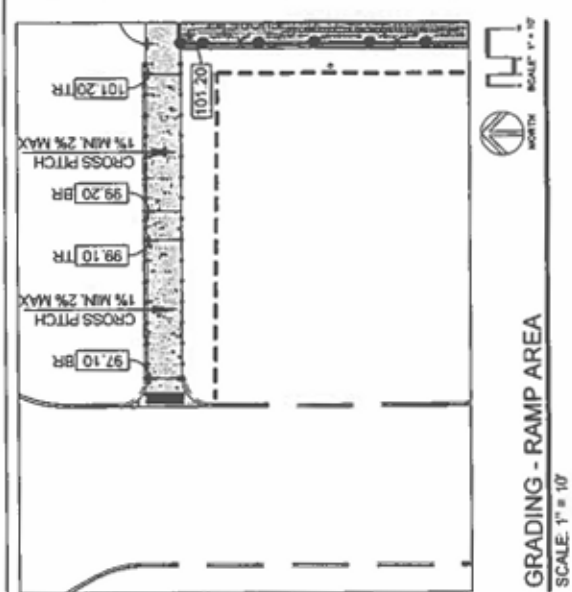
WORTH LANDSCAPE
ARCHITECTS, LLC
200 Park Street
Waterford, CT 06093-1107
Tel: 860.243.8800
Fax: 860.243.8801
www.worthlandscape.com

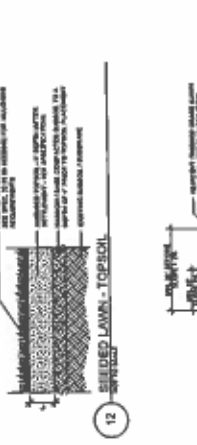
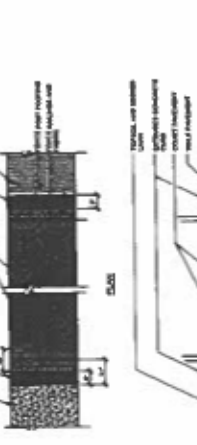
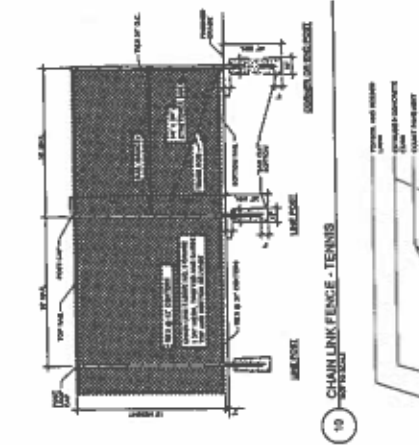
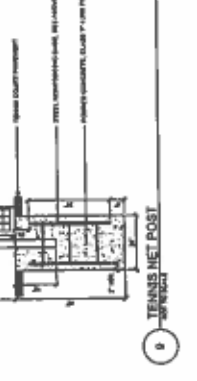
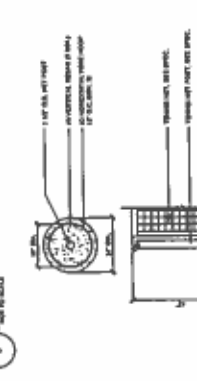
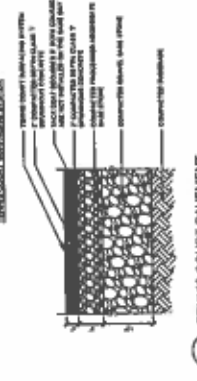
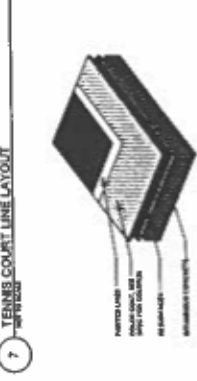
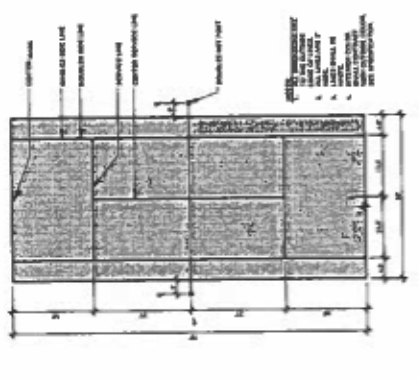
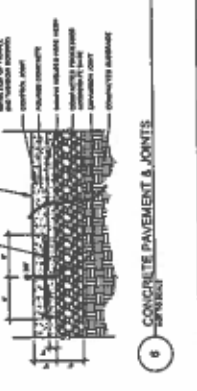
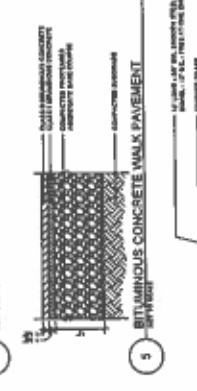
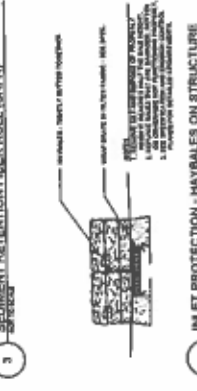
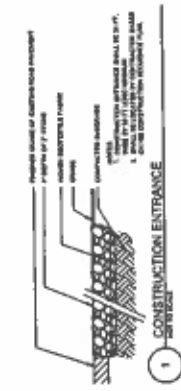
TEARMS COURT RECONSTRUCTION
15 ROPE FERRY ROAD
WATERFORD, CONNECTICUT

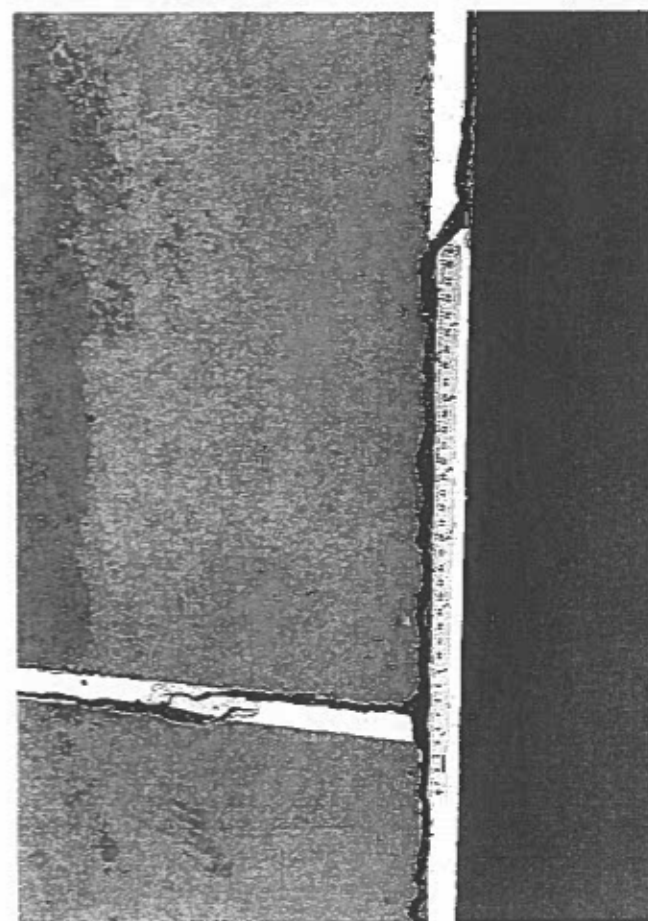
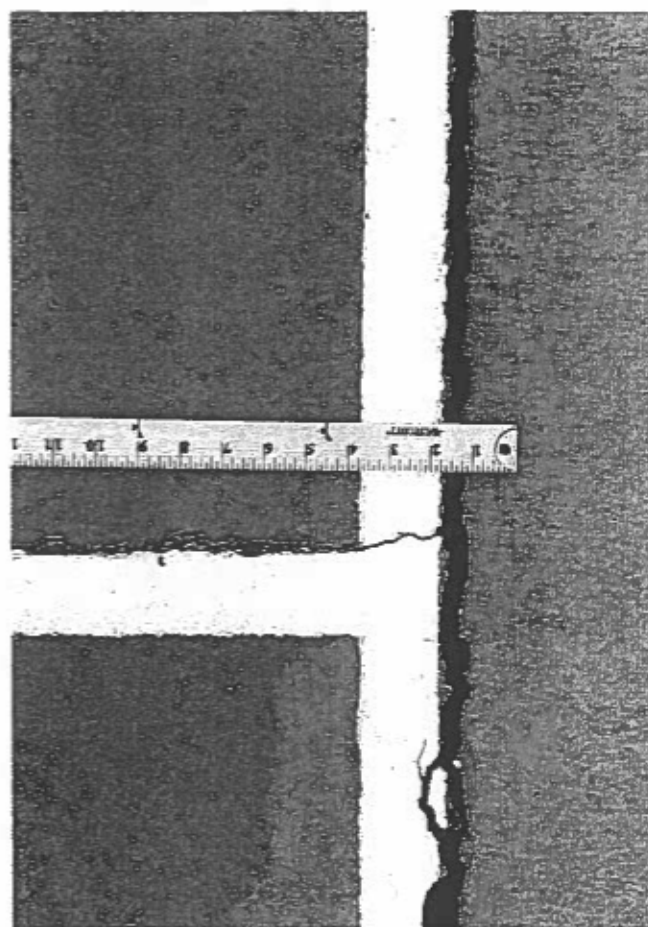
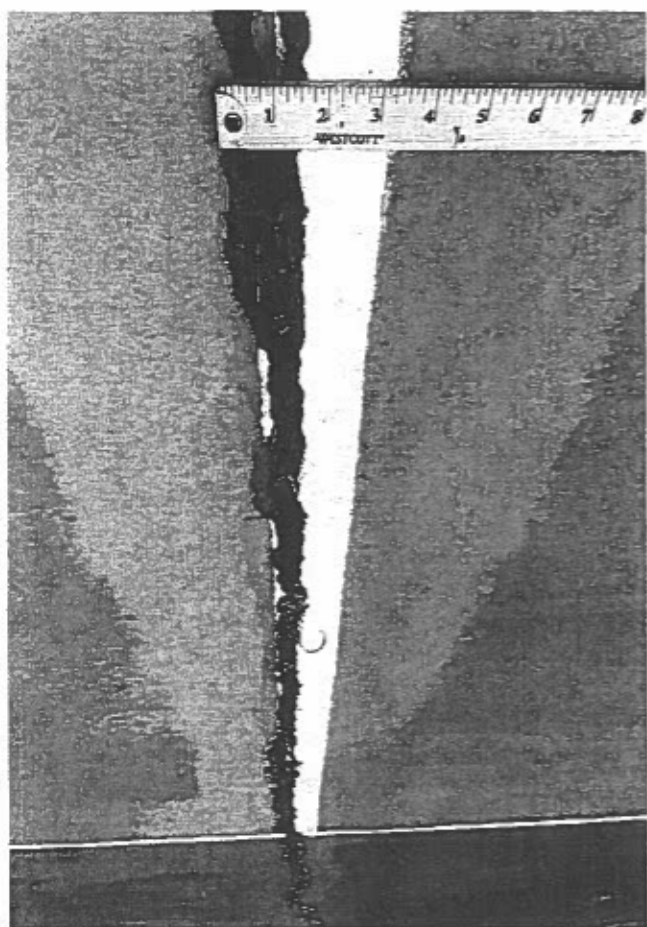
DATE	REVISION

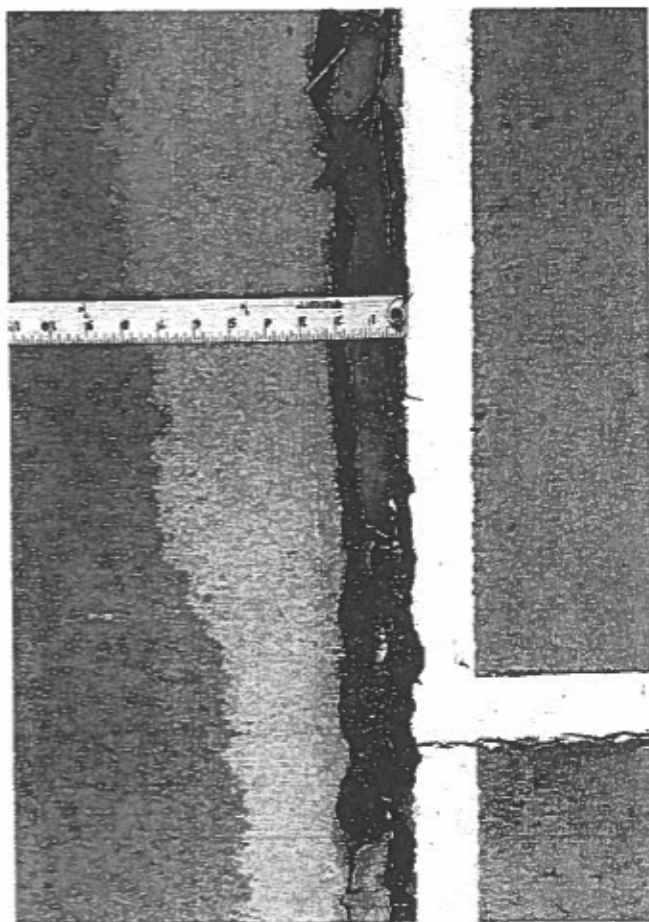
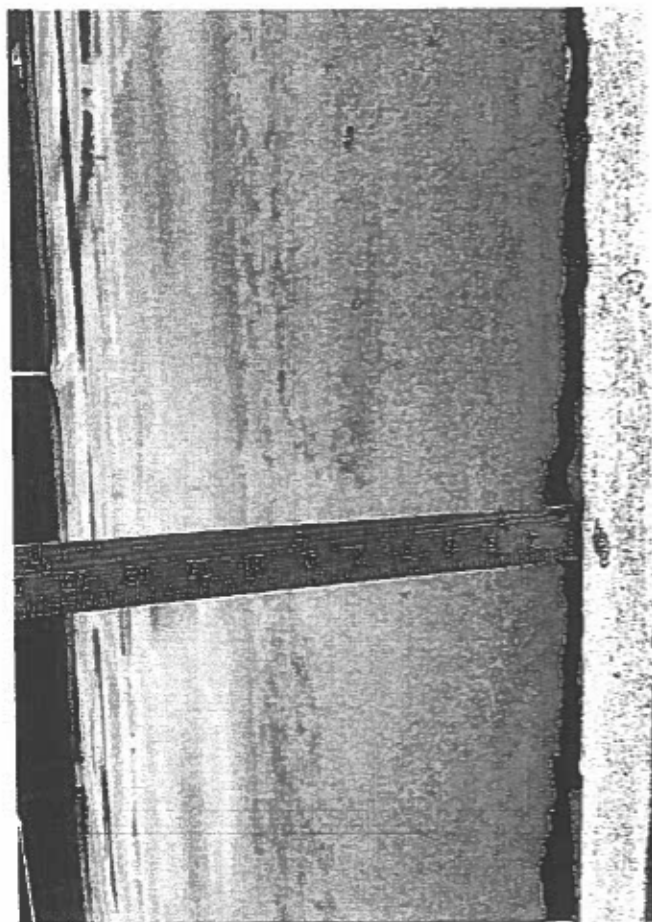
DATE: JUNE 29, 2011
SCALE: 1" = 10'
DESIGNED BY: J.L.
CHECKED BY: J.M.
ALTERNATE:
RAMP PLANS

L14











Sports Surface Impact Test Report
Waterford High School
Stadium Field
Waterford, CT

Test Date: Oct. 5, 2023

Report Date: Oct. 7, 2023

Test Methods- ASTM F 355: Standard Test Method for Shock-Absorbing Properties of Playing Surface Systems and Materials, Procedure A. ASTM F 1936: Standard Specification for Shock-Absorbing Properties of North American Football Field Playing Systems as Measured in the Field. Accelerometer last calibrated February 2023. Tests performed by Sabrina Thomas.

Surface Description: Fieldturf - monofilament fiber, sand/rubber infill, artificial turf system multi-sport field.

Field is inlaid with football, soccer, fh, and b/g lacrosse, with a center logo. Field was completed in the fall of 2011.

Fibers are breaking down - thin and hairy, may not be adequate to hold infill in place. Colored (orange) lines breaking down the worst.

Infill needed at lacrosse goal and soccer hash marks. Patches/inlays need work at boys lacrosse area at main entrance end.

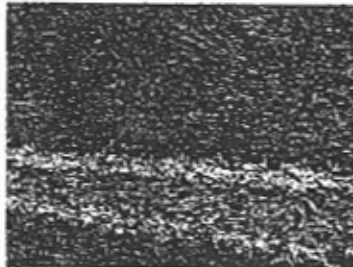
Field Average Gmax is for 10 total drop locations.

Weather Conditions: Sunny, warm, dry

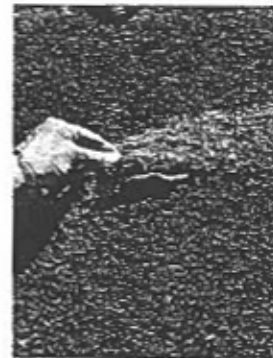
Max Temp.	75 degrees F
Min Temp.	74 degrees F
Humidity	58%

Summary of Results

Field Average Gmax	161
Average Infill Depth "	1 1/2"



Orange lines broken down



Inlays need work at main end.

Test results reported herein reflect the conditions of the tested field at the time of testing and at the temperatures reported. Under the stated test conditions, all points did meet the requirement of < 200 Gmax when tested in accordance with ASTM F1936.

10006 S. 29th St. Scotts, MI 49088
P (269) 327-4690 F(269) 323-0940
Email: marvinthomas@thomastesting.com





1511 Route 22 #160, Brewster, NY 10509 Phone: (866)327-4690 Email: sabrinastwo@aol.com

May 3, 2024

Jay Miner – Director of Buildings and Grounds
Waterford Public Schools
15 Rope Ferry Rd.
Waterford, CT 06385

To Jay Miner,

I visited your Stadium synthetic turf field on April 26. I believe the field was installed in 2011. This field has always been a very nice field and is still playable for probably a very short time.

I have been providing the annual Gmax (shock attenuation) testing on this field for many years. The field has been maintained extremely well and that is the reason that the field has lasted as long as it has.

Synthetic turf fields were designed to last approximately 10 years.

This field has done incredibly well, especially with the number of Sports that this field has to support (it's not just football and soccer anymore).

My observations / concerns are:

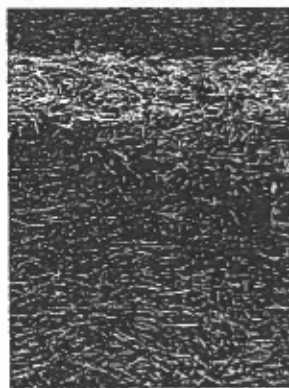
1. The fibers are very worn and thin – breakage of fibers all across the field. Fibers can be broken off with just pulling on them with your fingers, or just wiping your hand across the top of the fibers.
2. Shorter fibers will prevent the ability of the field to support the proper amount of infill to maintain the proper shock absorberency.
3. Any patching that will be necessary from this point forward will cause trip hazards and never blend with the height of the older, shorter turf.
4. Playing on the field will become difficult – without the proper fiber height, the players will be running on mostly just loose infill, with no grip or control/footing.
4. There is a lot of moss and weeds growing on the edges of the turf – this is very difficult to get rid of once it has started.



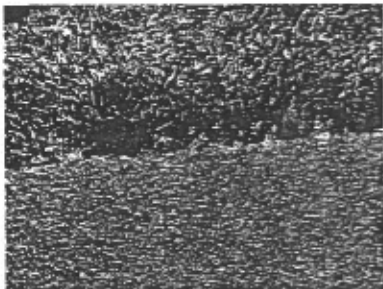
Turf fibers breaking easily all across the field



Fiber tips broken and laying loose across the field.



Any patches will be at a different height – causing trip hazards

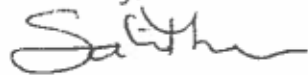


Moss and weeds growing at the edges – very difficult to get rid of.

My recommendation is to look at new turf options and plan for replacement within a year – two at the very most.

Thank you very much for your consideration.

Sincerely,



Sabrina Thomas
Thomas Testing, Inc.



Finance Department

Memo

July 29, 2024

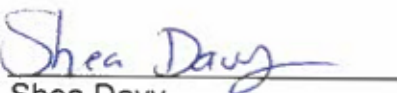
Re: Bid Waiver-Charles B. Feldman & Associates LLC-Personal Property Auditing & Consulting

Mr. Brule:

In accordance with the Purchasing Ordinance Section 3.08.050, the Purchasing Agent, on behalf of the Assessor's Office, respectfully seeks a Bid Waiver to obtain Personal Property Auditing and Consulting Services from Charles B. Feldman & Associates LLC (pending the approval for an additional appropriation) for \$24,500.00. Charles B. Feldman & Associates LLC has expertise in this area and have completed similar audits across the state of CT.

Funds will be made available in line 10104-52030 (Professional Fees), if approved.

Respectfully


Shea Davy
Purchasing Agent
Town of Waterford

Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06385



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

TO: Robert Brule, First Selectman
Kimberly Allen, Finance Director

Cc: Shea Davy, Purchasing Agent

FROM: Paige Walton, Assessor

RE: Additional Appropriation & Bid Waiver Request – Charles B. Feldman & Associates LLC
Personal Property Auditing & Consulting

DATE: July 19, 2024

The Assessor's office seeks to establish a personal property audit program, which includes the physical inspection of business personal property and records. Audits should be conducted regularly to maintain equity and to ensure filing accuracy. In addition to the fair and equitable distribution of the tax burden, a consistent auditing program allows for the discovery of unlisted or under-listed personal property and provides an opportunity for taxpayer education concerning complex reporting standards and requirements.

The annual personal property filing requirement is a self-reporting system. To date, other than the self-declaration form, there has been no taxpayer compliance/audit program in place to assist with the discovery and verification of taxable personal property.

As such, the Assessor's Office respectfully requests an additional appropriation in the amount of \$24,500 for line **10104-52030 Professional Fees** for personal property auditing services, to be conducted pursuant to §12-53 of the Connecticut General Statutes for the 2021, 2022 & 2023 Grand List years.

Additionally, the Assessor's Office would like to request a waiver of competitive bidding for personal property auditing services.

Auditors must be well versed in accounting, personal property valuation, governing state statutes pertaining to the assessment and audit process, and relevant case law. Charles B. Feldman & Associates LLC have completed similar audit work throughout the state of Connecticut over the past several decades and as municipal assessors specializing in personal property, possess a very specific level of expertise in the field of auditing. As such, Charles B. Feldman & Associates LLC are uniquely qualified to assist us in establishing a robust auditing program.

We would like our request to be included on the Board of Selectman's August 6th agenda and to be forwarded to the other Boards as necessary.

Attachment:

Charles B. Feldman & Associates LLC Quote

Charles B. Feldman & Associates, LLC
Personal Property Auditing & Consulting

PO Box 1236
Madison, CT. 06443
(203) 421-8338

July 2, 2024

Paige Walton, CCMA II, Assessor
Waterford Town Hall
15 Rope Ferry Road
Waterford CT 06385

Re: Personal Property Audit Proposal

Dear Ms. Walton:

Please accept our proposal to provide personal property audit services to the Waterford Assessor's office.

The purpose of this letter is to explain the methodology and scope of services that we are prepared to engage in, as a consultant for the Town of Waterford.

The auditing services that we will perform for the Town of Waterford, based on the allocation of \$24,500, will include selected personal property accounts to be determined by the Assessor. The audits will cover the Grand List years of 2021, 2022 and 2023.

The auditing services that we will perform for the Town of Waterford will consist of the following:

We shall determine reporting accuracy, by conducting a comparison of the Personal Property Declaration filed with the Assessor to the taxpayers' Federal Income Tax Return. Specifically, we will be reviewing the following schedules: Schedule L, the Balance Sheet, Form 4562 Depreciation and Amortization, Location Fixed Asset/Depreciation Ledgers, General Ledgers, Trial Balances, Schedules of "Other Deductions" and any other schedule or books(s) of account that is necessary to successfully complete the audit. Additionally, we shall review the taxpayer's lease agreements to determine reporting accuracy. Finally, we will perform an on-site inspection of each company selected for audit.

Upon completion of each audit, the following shall be accomplished:

- A.) Deliver to the Assessor a written audit report summarizing procedures and the results of the audit. This shall be considered the legal documentation of such audit, and may be retained by the Assessor on file. This report will be signed by the Auditor and the Assessor.
- B.) The written statements and reports utilized and mentioned above shall be made on forms approved by the Assessor.
- C.) All statements and reports mentioned above shall be submitted to the Assessor within thirty (30) days of the date on which the audit is completed.

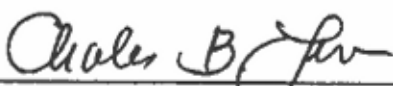
The audits will take place at a predetermined, mutually satisfactory place to both the taxpayer and the Assessor, pursuant to section 12-53 of the Connecticut General Statutes. We will be reviewing the personal property declaration from the aforementioned Grand List years that have been submitted to the Assessor. The Assessor will notify the taxpayer by certified mail of such audits.

The results of this audit will be supported by the administration of personal property assessment practices, used within the parameters of the Connecticut General Statutes. If necessary, we would defend the audit valuations in a court of law at the fee of \$500 per day.

Charles B. Feldman & Associates, LLC maintains three Certified Connecticut Municipal Assessors with over 80 years of experience on staff to provide you the utmost in professional auditing service.

If after reviewing this proposal you have any questions or would like to discuss this in more detail, please feel free to call us at (203) 421-8338. Thank you for your consideration and we look forward to serving the Town of Waterford.

Sincerely,

 PRES.

Charles B. Feldman & Associates, LLC

Personnel Assigned to Waterford Audits

Charles B. Feldman, CCMA II, Personal Property Auditor,

Professional Experience:

Charles B. Feldman & Associates LLC
(Personal Property Auditors and Certified Personal Property Revaluation Company)
City of West Haven, Assessment Auditor 1994- 2002
City of New Haven, Personal Property Auditor 1982 -1994 (On contract 1982 -1984)
Independent Personal Property Auditor 1982-Present

Professional and Service Organizations:

International Association of Assessing Officers-Personal Property Section
Connecticut Association of Assessing Officers, President, 2000
Co-Chairman and member of Connecticut Association of Assessing Officers
Personal Property Committee, 1984- present
Connecticut Association of Assessing Officers Legislative Committee, 1993- 2010
New Haven County Assessors Association, President, 1997- 1998

Publications, Presentations, and Awards:

Primary author of Public Act 99-189 "An Act Concerning Technical Changes and Clarifications to the Assessment of Personal Property" 1999
Author of "Audit section" of Handbook for Connecticut Assessors 1988 and 1998
Author of "A Systematic Methodology of Personal Property Auditing" 1987
Connecticut School for Assessors and Boards of Assessment Appeals, University of Connecticut -Institute of Public Service, Special Instructor of Personal Property Audit and Legislative workshops 1985 - present
Instructor of many and varied Personal Property workshops sponsored by CAAO, and the Society of Professional Assessors throughout New England 1987- present
Connecticut Society of Certified Public Accountants Continuing Education Conference- State Tax Forum, Instructor, October 1997
Co- developer of the Standardized Connecticut Declaration of Personal Property, 1997.
Assessor of the Year Award -Connecticut Association of Assessing Officers, 1998.
Distinguished Service Award- Connecticut Association of Assessing Officers, May 1998.
Received CCMA Designation, June 1985.

Steven Kosofsky, CCMA II, Assessor

Mr. Kosofsky is very well known in the assessment community as an expert in the field of personal property assessment and his credentials are listed below. Mr. Kosofsky will be assisting me in this project, as his expertise is undeniable and invaluable. Any and all work done by Mr. Kosofsky will be reviewed and approved by me before being reviewed with the Assessor. Mr. Kosofsky brings over 40 years of Personal Property Assessment and audit experience to this project. His wealth of knowledge in the field of personal property audits and administration will enhance our efforts exponentially

Professional Experience

Steven Kosofsky & Associates, LLC
(Personal Property Auditing & Consulting Company)

eQuality Valuations LLC, Waterbury, CT. 2022-Present (Director of Revaluations)

Assessor, Town of Newington, CT. 2016-2022

Quality Data Services, Waterbury CT. 2011-2016 (Software Support Consultant)

Assessor, Town of Windsor, CT. 1987-2011

Professional and Service Organizations

State of Connecticut General Assembly Task Force on Uniform Depreciation Schedules & Assessment Practices
November 1995-January 1996

International Association of Assessing Officers-Personal Property Section

Connecticut Association of Assessing Officers- Co-Chairman Legislative Committee 1997-2010

Connecticut Association of Assessing Officers- Co-Chairman Personal Property Committee 1987-1991

Publications, Presentations & Awards

Final Minority Report- State of Connecticut General Assembly Task Force on Uniform Depreciation Schedules & Assessment Practices

The Personal Property Report- Personal Property Committee
Connecticut Association of Assessing Officers, November 1988

Connecticut Society of Certified Public Accountants Continuing Education Conference- State Tax Forum
Instructor, 1993, 1997-2001

Connecticut School for Assessors & Board of Assessment Appeals
University of Connecticut/Institute of Public Service
Personal Property Workshop Instructor 1987-1991, 1997, 2001

Connecticut Association of Assessing Officers- Assessor of the Year, 1996

Received Connecticut Certified Municipal Assessor Designation, January 1980

Court Experience

J.C. Penney Company vs. Town of Manchester, CT. 2007

CL&P & Yankee Gas Services vs. City of Meriden, CT. 2001

IBM Corporation vs. Town of Southbury, CT. 1998

CLIENT LIST

City of Ansonia	Town of Barkhamsted	Town of Berlin
Town of Bethlehem	Town of Branford	City of Bridgeport
City of Bristol	Town of Brookfield	Town of Canton
Town of Cheshire	Town of Clinton	Town of Colchester
Town of Columbia	Town of Cromwell	City of Danbury
Town of Darien	Town of Deep River	City of Derby
Town of Durham	Town of East Granby	Town of East Hampton
Town of East Hartford	Town of East Haven	Town of East Lyme
Town of East Windsor	Town of Ellington	Town of Enfield
Town of Essex	Town of Fairfield	Town of Greenwich
Town of Griswold	Town of Groton	Town of Guilford
Town of Hamden	Town of Killingly	Town of Lyme
Town of Madison	Town of Manchester	Town of Mansfield
City of Meriden	Town of Middlebury	City of Middletown
Town of Montville	Town of Naugatuck	City of New Britain

CLIENT LIST (CONT.)

Town of New Canaan	Town of New Fairfield	City of New Haven
City of New London	Town of New Milford	Town of Newington
Town of Newtown	Town of North Branford	Town of North Haven
City of Norwalk	City of Norwich	Town of Orange
Town of Plainville	Town of Plymouth	Town of Prospect
Town of Rocky Hill	Town of Seymour	Town of Simsbury
Town of Southbury	Town of Southington	City of Stamford
Town of Stratford	Town of Suffield	Town of Tolland
City of Torrington	Town of Trumbull	Town of Vernon
Town of Wallingford	Town of Washington	City of Waterbury
Town Watertown	Town of West Hartford	City of West Haven
Town of Westbrook	Town of Westport	Town of Weston
Town of Wethersfield	Town of Windham	Town of Windsor
Town of Windsor Locks	Law firm of Rome McGuigan	

SERVICE DELIVERY PLAN

Please reference the enclosed **"summary of implementation of Personal Property Audit Program addendum"**.

All delivery of materials and timetables for the audit program are pursuant to 12-53 of the Connecticut General Statutes.

Summary of Implementation of Personal Property Audit Program

1. Assessor delivers accounts to be audited, and pertinent data to the auditor.
2. Assessor delivers notice of audit via certified mail to taxpayer.
3. Auditor makes contact with account in question and person responsible for handling audit process.
4. Mutually satisfactory arrangement made between taxpayer and auditor to exchange information requested.
5. Data analyzed and personal property audit report developed. All data used to develop the assessment shall be attached to the audit report. An audit reconciliation sheet shall be attached so that the Assessor can easily tie in to the audit data and audit result.
6. Audit report analyzed by Assessor and auditor.
7. Assessor reviews and signs audit report.
8. Taxpayer notified of audit result and appeal process and sent personal property audit report. This will aid the taxpayer to comprehend the audit results and file accurate personal property declarations in the future.
9. The taxpayer may present any unresolved discrepancies to the Assessor and auditor and a meeting be scheduled to discuss the problem.
10. Assessor makes certificate of correction based on results of the audit and a new tax bill is generated.

Methodologies Used For Personal Property Auditing

The methodologies employed by the auditor must remain consistent with the methodologies requested and used by the Assessor to determine the value originally. The purpose of an audit is to add omitted property not to revalue existing property. The only true practical method used in the State of Connecticut to value personal property is acquisition cost minus depreciation (per CAAO Handbook). The Personal Property declaration requires information to be submitted in a specific format: Asset cost, asset type and acquisition year; we audit on that format. We as auditors must remain uniform and equitable in our audit practices and procedures. The Assessor has inherent powers to employ alternate methodologies but should first give the taxpayer the opportunity to declare on that alternative method before any audit on that method is initiated. In the case of non-compliance by the taxpayer, alternative methods, i.e. gross rent multipliers, unit cost, income approach and even sales comparison approach may be employed as it becomes necessary to assess on "the best available information" per 12-53(b) of the Connecticut General Statutes. However, these circumstances are extremely uncommon. There is no justifiable basis to change methodology if the taxpayer complies with the audit data requests in the format that the Assessor has originally required.

Number of Years in Business Specializing in Municipal Personal Property Tax Audits

I have been an individual performing Personal Property audits continually from 1982 to the present. I have a unique perspective in the fact that I am one of the only Personal Property Auditors who is also a Certified Connecticut Municipal Assessor. I have over 40 years of experience in this very specific field and am also valuation certified. I am very active in the assessment community; being President of the Connecticut Association of Assessing Officers, Co-Chairman of the CAAO Personal Property Committee and a member of the CAAO Legislative Committee. I am the primary author of the most comprehensive personal property legislation ever enacted into law in the State of Connecticut, which passed in the 1999 legislative session. This gives me experience into audit administration and law that a CPA does not possess. I have been and continue to be an instructor at the University of Connecticut Assessor's School. I have been teaching auditing techniques and legislative interpretation each summer since 1985. I pride myself on the solid, positive relationships that have been developed with my fellow assessors through the years. I retain a reputation of being available for my colleagues long after the audit process has been completed.

Costs and Billing

Costs

The cost to complete an audit for any account with a pre-audited gross assessment of 1.0 million or under is \$650.00 per account.

For any account with a pre-audited gross assessment exceeding 1.0 million dollars, the cost to complete the audit per account shall be as follows:

1.01 million – 2.5 million	\$2,000.00
2.51 million – 5.0 million	\$3,000.00
5.01 million – 10 million	\$4,000.00
10.1 million – 20 million	\$5,500.00
20 million +	\$6,000.00 + up

Billing

Upon approval by the Assessor, we prefer to bill on a mutually agreed amount at the inception of the audit process, and the balance upon completion of said audits.

Dear Taxpayer,

As you may know, Personal Property Declarations filed with this office are subject to audit, as authorized by Section 12-53 of the Connecticut General Statutes.

A representative of the Assessor's Office, Mr. Charles Feldman, will call on you to review your Declaration. We assume the amounts reported can be directly traced to amounts recorded in your accounting records and Federal Income Tax depreciation schedule. In accordance with Section 12-53 of the Connecticut General Statutes, the audit will be continued until all evidence has been provided.

The examination will require but is not limited to the following documentation, copies of which should be prepared for the auditor:

- Page one of your Federal Tax returns, Forms 4562 and Schedule L from the last THREE most recently filed Federal Income Tax Returns.
- General Ledger and location Fixed Asset records can be used for consolidated returns.
- The detailed Depreciation and/or Fixed Asset schedules in support of the above, showing original cost and acquisition year, including Section 179 property. This may be obtained from the accountant who prepares your Federal income tax returns and should be updated through 10/1/2023.
- A detailed listing of fixed assets recorded as Leasehold or Building Improvements, along with supporting documentation for any items that the Company claims to be included as realty.
- A listing of all leased equipment along with copies of the lease agreements.
- The schedule of "Other Deductions" detail.

Mr. Feldman will call on you shortly and you may feel free to contact him at (203) 421-8338 if you have any questions.

Sincerely,

Assessor

Dear Taxpayer,

Recently a letter of audit intent was sent to you regarding the Personal Property located in:
_____ and owned by _____.

Pursuant to Section 12-53(b) of the Connecticut General Statutes, "No person shall be excused from giving testimony or producing books of account, papers, documents and other records... All property which the Assessor or Board of Assessors believes should have been declared for taxation and was not declared, and concerning which sufficient information cannot be obtained by them at such audit or any adjournment thereof, shall be added to the declaration at such percentage of the actual valuation thereof from the best information obtainable by the Assessor or Board of Assessors, and **twenty-five percent shall be added to such assessment.**

Failure to respond to this **final** request by _____ will constitute implementation of the aforementioned statute, plus applicable penalties and/or fines. We anticipate your cooperation in this matter.

Sincerely,

Assessor

Dear Taxpayer,

We have sent you two letters of audit intent regarding Personal Property owned by you at

_____.

We have not received the information we have requested. Therefore, pursuant to Section 12-53(b) of the Connecticut General Statutes, your assessment(s) are as follows:

Grand List Year

Assessments

You may appeal these audit results at the next session of the Board of Assessment Appeals meeting that handles Personal Property cases. For additional information, please call _____ at (000) 123-4567.

Sincerely,

Assessor

September 22, 2023

Re: Results of Personal Property Audit

As you know, the Personal Property Schedule you recently filed was reviewed by auditors from the Assessors Office. You are hereby notified that the results of that review are as follows:

<u>GRAND LIST</u>	<u>ASSESSMENT PRIOR TO AUDIT</u>	<u>ASSESSMENT AFTER AUDIT</u>
October 1, 2023		
October 1, 2022		
October 1, 2021		

Enclosed is a copy of the audit report for your records. If you wish to contest the results of this audit, you may appeal to the Board of Assessment Appeals at their next regularly scheduled meetings. If you have any questions concerning this matter, please feel free to contact me at () . Thank you for your cooperation.

Town Assessor

TOWN OF: WATERFORD

Year 2023

PERSONAL PROPERTY AUDIT REPORT

Account Name: _____

Account #: _____

Address: _____

Auditor: _____

City, State, Zip: _____

Date: _____

I. Accountant Information:

Accountant or Financial Representative, and of what firm:

Name: _____

Phone: _____

Address: _____

City, State, Zip: _____

II. Data Entry Information:

A. Net Assessment by Assessor: _____
B. Date Last Audited: _____
C. Business type/code: _____
D. Auditor Code: _____
E. Filed Declaration: _____

III. Business Type:

☐ Professional ☐ Retail ☐ Other
☐ Manufacturer ☐ Service
☐ Wholesaler ☐ Construction

IV. Schedules Reviewed:

☐ Schedule L (Balance Sheet) ☐ IRS 4562 ☐ Other
☐ Depreciation/Fixed Asset ☐ IRS 8594
☐ General Ledger ☐ Invoices
☐ Disbursement Ledger ☐ Financial Statement
☐ Sales Contract ☐ IRS 4797

V. Audit Result:

Net Assessment per audit: _____

Reported net assessment by taxpayer: _____

Net Assessment Gains/Loss: _____

VI. NET ASSESSMENT COMPUTATION(S):Year 2023**Code #9 : Unregistered Motor Vehicles (Includes Dealer, Repair Plates & Trailers)**

Per Audit				Assessment
Year	Make	Model	Original Cost	@ 70%
			0	0
			0	0
Total			0	0

Code #10: Machinery & Equipment

Per Audit				Assessment
Year	Original Cost	% Good	Net Value	@ 70%
2023	0	95%	0	0
2022	0	90%	0	0
2021	0	80%	0	0
2020	0	70%	0	0
2019	0	60%	0	0
2018	0	50%	0	0
2017	0	40%	0	0
Prior	0	30%	0	0
Total	0		0	0

Code #13: Manufacturing Machinery & Equipment

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	90%	0
2021	0	80%	0
2020	0	70%	0
2019	0	60%	0
2018	0	50%	0
2017	0	40%	0
Prior	0	30%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0
0
0
0

Code #16: Furniture & Fixtures

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	90%	0
2021	0	80%	0
2020	0	70%	0
2019	0	60%	0
2018	0	50%	0
2017	0	40%	0
Prior	0	30%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0
0
0
0

Code #20: Computer Equipment

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	80%	0
2021	0	60%	0
2020	0	40%	0
Prior	0	20%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0

Code #23: Supplies on Hand (Avg. Mo. Supply)

Per Audit		
Year	Original Cost	Monthly Average
2023	0	0
Total	0	0

Assessment
@ 70%
0
0

Code #24: All Other Equipment

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	90%	0
2021	0	80%	0
2020	0	70%	0
2019	0	60%	0
2018	0	50%	0
2017	0	40%	0
Prior	0	30%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0
0
0
0

SUMMARY

Code No.	Net Value	Net Assessment
Code #9	0	0
Code #10	0	0
Code #13	0	0
Code #16	0	0
Code #20	0	0
Code #23	0	0
Code #24	0	0
Sub-Total	0	0
Code #25 Penalty		
Final Assessment per Audit		0

VII. Audit Result:

Net Assessment per audit:

Reported net assessment:

Net Assessment Gains/Loss:

Add 25% Penalty:

Total Net Assessment:

Auditors Signature:

Date Reviewed:

Assessors Signature:

Date Reviewed:

Auditors Notes:

Article I

Declaration

The TOWN agrees to retain Charles B. Feldman & Associates, LLC as the CONSULTANT for Personal Property Audit Services, and the CONSULTANT agrees to serve the TOWN in this capacity.

Article II

Scope of Professional Services

The CONSULTANT agrees to performance of the following obligations as the basis for compensation under Article III:

1. The CONSULTANT shall determine reporting accuracy by conducting a comparison of the Personal Property Declaration to the taxpayer's Federal Income Tax Records, to the taxpayer's Books of Account, or any other pertinent data necessary to complete the audit.
2. Additionally, CONSULTANT shall review the taxpayer's file of leases to determine reporting accuracy.
3. Upon completion of each audit, CONSULTANT shall accomplish the following:
 - A. Deliver to the Assessor a written Report summarizing the procedures used by the CONSULTANT in conducting the audit, and the results. Such Report shall be required to be filed with the Assessor regardless of whether CONSULTANT'S auditing process discloses reporting discrepancies.
 - B. Written Statements and Reports utilized by CONSULTANT in connection with the performance of his services as described in Subsection (A) above, shall be made on forms approved by the Assessor.
 - C. CONSULTANT shall submit all Statements and Reports, as described in Subsection (A) above within thirty (30) days of the date on which the audit was completed.
 - D. The services described above will be performed on selected accounts as determined by the Assessor.

Article III

Compensation

The TOWN agrees to compensate the CONSULTANT Twenty-Four Thousand Five Hundred Dollars (\$24,500) paid out as per the following schedule:

- A. Twelve Thousand Two Hundred and Fifty Dollars (\$12,250) at the inception of audit process.
- B. Twelve Thousand Two Hundred and Fifty Dollars (\$12,250) within thirty (30) days of the conclusion of the project

Article IV

Expenses

If upon prior approval or at the direction of the Assessor, CONSULTANT is required to make trips outside the legal boundaries of the Town of Waterford, mileage for such trips shall be reimbursed by the TOWN on the basis of \$0.50 per mile.

Article V

Delegation

CONSULTANT is permitted to delegate part of his duties under this Agreement with prior consent of the Assessor.

Article VI

Conflicts of Interests

CONSULTANT shall be prohibited from the discharge of his service where there exists a conflict of interest such as would create an appearance of impropriety. A conflict of interest shall be determined to exist where CONSULTANT, individually or through any proprietorship interest or involvement in the location and/or business where his services are to be performed. A potential conflict of interest shall be attributed to CONSULTANT if any member of his family, either in ascendancy, descendancy or laterally, has a similar interest or involvement in said location and/or business. Any such conflicts or potential conflicts of interest shall be reported in writing to the Assessor prior to commencing work, who may make a written recommendation that such conflict or potential conflict is remote enough to avoid an appearance of impropriety. Such recommendation shall be first submitted to the office of the TOWN Attorney for review.

Article VII

Amendments

No change or amendment to the language or terms of this Agreement shall be effective to bind the parties unless in writing signed and attested to by both parties.

Article VIII

Termination of Agreement

If the CONSULTANT fails, for any reason, to fulfill his contractual duties as stated herein, the TOWN shall have the right to terminate this Agreement upon thirty (30) days written notice from the date of mailing. Such notice shall be sent to CONSULTANT'S address as described above, registered or certified mail, return receipt requested. CONSULTANT expressly agrees that all Documents, Statements and Reports prepared in connection with the services herein described, whether finished or unfinished are the property of the Town of Waterford and that, upon receipt of notice of termination mailed pursuant to this Article, all such materials will be immediately delivered to the TOWN in their original form, and CONSULTANT relinquishes any claim, right or interest in such materials.

Delivery of any and all materials in CONSULTANT'S possession or control shall be a condition precedent for payment of CONSULTANT'S services.

Upon receipt of documents and upon the effective date of termination pursuant to properly delivered notice, the TOWN will be obligated to compensate CONSULTANT for authorized and completed work performed to the effective date of termination of the Agreement.

The TOWN shall not be prevented from taking such alternate or substitute performance, as it determines to be in its best interests, to have any unfinished work completed as a result of CONSULTANT'S termination.

Article IX

Relationship Between the Parties

Nothing in the Agreement shall be construed to create the relationship of employer and employee between the parties and CONSULTANT shall, at all times, be deemed an independent contractor.

The CONSULTANT shall not be considered to have employee status as a result of this Agreement, and shall not be covered by any of the municipal benefits or policies accorded regular employees of the Town of Waterford.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the day and year first above written.

WITNESS:

TOWN OF WATERFORD, CT.

By: _____

WITNESS:

CONSULTANT:

Melissa P. Smith

By: Charles B. Feldman

STATE OF CONNECTICUT)

COUNTY OF _____) ss: _____

2024

Personally appeared, _____ of the Town of Waterford, Connecticut
Signer and sealer of the foregoing instrument, and acknowledged the same to be free act and deed, and the
free act and deed of the Town of Waterford, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires _____

STATE OF CONNECTICUT)

COUNTY OF New Haven) ss: July 3,

2024

Personally appeared, Charles B. Feldman, CONSULTANT, Signer and sealer of the foregoing instrument,
and acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court
Notary Public
Melissa P. Smith
My Commission Expires 11/30/2029

CHARLES B. FELDMAN & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06385



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

TO: Robert Brule, First Selectman
Kimberly Allen, Finance Director

Cc: Shea Davy, Purchasing Agent

FROM: Paige Walton, Assessor

RE: Additional Appropriation & Bid Waiver Request – Charles B. Feldman & Associates LLC
Personal Property Auditing & Consulting

DATE: July 19, 2024

The Assessor's office seeks to establish a personal property audit program, which includes the physical inspection of business personal property and records. Audits should be conducted regularly to maintain equity and to ensure filing accuracy. In addition to the fair and equitable distribution of the tax burden, a consistent auditing program allows for the discovery of unlisted or under-listed personal property and provides an opportunity for taxpayer education concerning complex reporting standards and requirements.

The annual personal property filing requirement is a self-reporting system. To date, other than the self-declaration form, there has been no taxpayer compliance/audit program in place to assist with the discovery and verification of taxable personal property.

As such, the Assessor's Office respectfully requests an additional appropriation in the amount of \$24,500 for line **10104-52030 Professional Fees** for personal property auditing services, to be conducted pursuant to §12-53 of the Connecticut General Statutes for the 2021, 2022 & 2023 Grand List years.

Additionally, the Assessor's Office would like to request a waiver of competitive bidding for personal property auditing services.

Auditors must be well versed in accounting, personal property valuation, governing state statutes pertaining to the assessment and audit process, and relevant case law. Charles B. Feldman & Associates LLC have completed similar audit work throughout the state of Connecticut over the past several decades and as municipal assessors specializing in personal property, possess a very specific level of expertise in the field of auditing. As such, Charles B. Feldman & Associates LLC are uniquely qualified to assist us in establishing a robust auditing program.

We would like our request to be included on the Board of Selectman's August 6th agenda and to be forwarded to the other Boards as necessary.

Attachment:

Charles B. Feldman & Associates LLC Quote

Charles B. Feldman & Associates, LLC
Personal Property Auditing & Consulting
PO Box 1236
Madison, CT. 06443
(203) 421-8338

July 2, 2024

Paige Walton, CCMA II, Assessor
Waterford Town Hall
15 Rope Ferry Road
Waterford CT 06385

Re: Personal Property Audit Proposal

Dear Ms. Walton:

Please accept our proposal to provide personal property audit services to the Waterford Assessor's office.

The purpose of this letter is to explain the methodology and scope of services that we are prepared to engage in, as a consultant for the Town of Waterford.

The auditing services that we will perform for the Town of Waterford, based on the allocation of \$24,500, will include selected personal property accounts to be determined by the Assessor. The audits will cover the Grand List years of 2021, 2022 and 2023.

The auditing services that we will perform for the Town of Waterford will consist of the following:

We shall determine reporting accuracy, by conducting a comparison of the Personal Property Declaration filed with the Assessor to the taxpayers' Federal Income Tax Return. Specifically, we will be reviewing the following schedules: Schedule L, the Balance Sheet, Form 4562 Depreciation and Amortization, Location Fixed Asset/Depreciation Ledgers, General Ledgers, Trial Balances, Schedules of "Other Deductions" and any other schedule or books(s) of account that is necessary to successfully complete the audit. Additionally, we shall review the taxpayer's lease agreements to determine reporting accuracy. Finally, we will perform an on-site inspection of each company selected for audit.

Upon completion of each audit, the following shall be accomplished:

- A.) Deliver to the Assessor a written audit report summarizing procedures and the results of the audit. This shall be considered the legal documentation of such audit, and may be retained by the Assessor on file. This report will be signed by the Auditor and the Assessor.
- B.) The written statements and reports utilized and mentioned above shall be made on forms approved by the Assessor.
- C.) All statements and reports mentioned above shall be submitted to the Assessor within thirty (30) days of the date on which the audit is completed.

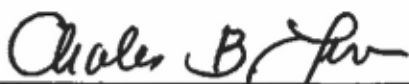
The audits will take place at a predetermined, mutually satisfactory place to both the taxpayer and the Assessor, pursuant to section 12-53 of the Connecticut General Statutes. We will be reviewing the personal property declaration from the aforementioned Grand List years that have been submitted to the Assessor. The Assessor will notify the taxpayer by certified mail of such audits.

The results of this audit will be supported by the administration of personal property assessment practices, used within the parameters of the Connecticut General Statutes. If necessary, we would defend the audit valuations in a court of law at the fee of \$500 per day.

Charles B. Feldman & Associates, LLC maintains three Certified Connecticut Municipal Assessors with over 80 years of experience on staff to provide you the utmost in professional auditing service.

If after reviewing this proposal you have any questions or would like to discuss this in more detail, please feel free to call us at (203) 421-8338. Thank you for your consideration and we look forward to serving the Town of Waterford.

Sincerely,

 PRES.
Charles B. Feldman & Associates, LLC

Personnel Assigned to Waterford Audits

Charles B. Feldman, CCMA II, Personal Property Auditor,

Professional Experience:

Charles B. Feldman & Associates LLC
(Personal Property Auditors and Certified Personal Property Revaluation Company)

City of West Haven, Assessment Auditor 1994- 2002

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Professional and Service Organizations:

International Association of Assessing Officers-Personal Property Section

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Co-Chairman and member of Connecticut Association of Assessing Officers
Personal Property Committee, 1984- present

Connecticut Association of Assessing Officers Legislative Committee, 1993- 2010

New Haven County Assessors Association, President, 1997- 1998

Publications, Presentations, and Awards:

Primary author of Public Act 99-189 "An Act Concerning Technical Changes and Clarifications to the Assessment of Personal Property" 1999

Author of "Audit section" of Handbook for Connecticut Assessors 1988 and 1998

Author of "A Systematic Methodology of Personal Property Auditing" 1987

Connecticut School for Assessors and Boards of Assessment Appeals, University of Connecticut -Institute of Public Service, Special Instructor of Personal Property Audit and Legislative workshops 1985 - present

Instructor of many and varied Personal Property workshops sponsored by CAAO, and the Society of Professional Assessors throughout New England 1987- present

Connecticut Society of Certified Public Accountants Continuing Education Conference- State Tax Forum, Instructor, October 1997

Co- developer of the Standardized Connecticut Declaration of Personal Property, 1997.

Assessor of the Year Award -Connecticut Association of Assessing Officers, 1998.

Distinguished Service Award- Connecticut Association of Assessing Officers, May 1998.

Received CCMA Designation, June 1985.

Steven Kosofsky, CCMA IL Assessor

Mr. Kosofsky is very well known in the assessment community as an expert in the field of personal property assessment and his credentials are listed below. Mr. Kosofsky will be assisting me in this project, as his expertise is undeniable and invaluable. Any and all work done by Mr. Kosofsky will be reviewed and approved by me before being reviewed with the Assessor. Mr. Kosofsky brings over 40 years of Personal Property Assessment and audit experience to this project. His wealth of knowledge in the field of personal property audits and administration will enhance our efforts exponentially

Professional Experience

Steven Kosofsky & Associates, LLC
(Personal Property Auditing & Consulting Company)

eQuality Valuations LLC, Waterbury, CT. 2022-Present (Director of Revaluations)

Assessor, Town of Newington, CT. 2016-2022

Quality Data Services, Waterbury CT. 2011-2016 (Software Support Consultant)

Assessor, Town of Windsor, CT. 1987-2011

Professional and Service Organizations

State of Connecticut General Assembly Task Force on Uniform Depreciation Schedules & Assessment Practices
November 1995-January 1996

International Association of Assessing Officers-Personal Property Section

Connecticut Association of Assessing Officers- Co-Chairman Legislative Committee 1997-2010

Connecticut Association of Assessing Officers- Co-Chairman Personal Property Committee 1987-1991

Publications, Presentations & Awards

Final Minority Report- State of Connecticut General Assembly Task Force on Uniform Depreciation
Schedules & Assessment Practices

The Personal Property Report- Personal Property Committee
Connecticut Association of Assessing Officers, November 1988

Connecticut Society of Certified Public Accountants Continuing Education Conference- State Tax Forum
Instructor, 1993, 1997-2001

Connecticut School for Assessors & Board of Assessment Appeals
University of Connecticut/Institute of Public Service
Personal Property Workshop Instructor 1987-1991, 1997, 2001

Connecticut Association of Assessing Officers- Assessor of the Year, 1996

Received Connecticut Certified Municipal Assessor Designation, January 1980

Court Experience

J.C. Penney Company vs. Town of Manchester, CT. 2007

CL&P & Yankee Gas Services vs. City of Meriden, CT. 2001

IBM Corporation vs. Town of Southbury, CT. 1998

CLIENT LIST

City of Ansonia	Town of Barkhamsted	Town of Berlin
Town of Bethlehem	Town of Branford	City of Bridgeport
City of Bristol	Town of Brookfield	Town of Canton
Town of Cheshire	Town of Clinton	Town of Colchester
Town of Columbia	Town of Cromwell	City of Danbury
Town of Darien	Town of Deep River	City of Derby
Town of Durham	Town of East Granby	Town of East Hampton
Town of East Hartford	Town of East Haven	Town of East Lyme
Town of East Windsor	Town of Ellington	Town of Enfield
Town of Essex	Town of Fairfield	Town of Greenwich
Town of Griswold	Town of Groton	Town of Guilford
Town of Hamden	Town of Killingly	Town of Lyme
Town of Madison	Town of Manchester	Town of Mansfield
City of Meriden	Town of Middlebury	City of Middletown
Town of Montville	Town of Naugatuck	City of New Britain

CLIENT LIST (CONT.)

Town of New Canaan	Town of New Fairfield	City of New Haven
City of New London	Town of New Milford	Town of Newington
Town of Newtown	Town of North Branford	Town of North Haven
City of Norwalk	City of Norwich	Town of Orange
Town of Plainville	Town of Plymouth	Town of Prospect
Town of Rocky Hill	Town of Seymour	Town of Simsbury
Town of Southbury	Town of Southington	City of Stamford
Town of Stratford	Town of Suffield	Town of Tolland
City of Torrington	Town of Trumbull	Town of Vernon
Town of Wallingford	Town of Washington	City of Waterbury
Town Watertown	Town of West Hartford	City of West Haven
Town of Westbrook	Town of Westport	Town of Weston
Town of Wethersfield	Town of Windham	Town of Windsor
Town of Windsor Locks	Law firm of Rome McGuigan	

SERVICE DELIVERY PLAN

Please reference the enclosed **"summary of implementation of Personal Property Audit Program addendum"**.

All delivery of materials and timetables for the audit program are pursuant to 12-53 of the Connecticut General Statutes.

Summary of Implementation of Personal Property Audit Program

1. Assessor delivers accounts to be audited, and pertinent data to the auditor.
2. Assessor delivers notice of audit via certified mail to taxpayer.
3. Auditor makes contact with account in question and person responsible for handling audit process.
4. Mutually satisfactory arrangement made between taxpayer and auditor to exchange information requested.
5. Data analyzed and personal property audit report developed. All data used to develop the assessment shall be attached to the audit report. An audit reconciliation sheet shall be attached so that the Assessor can easily tie in to the audit data and audit result.
6. Audit report analyzed by Assessor and auditor.
7. Assessor reviews and signs audit report.
8. Taxpayer notified of audit result and appeal process and sent personal property audit report. This will aid the taxpayer to comprehend the audit results and file accurate personal property declarations in the future.
9. The taxpayer may present any unresolved discrepancies to the Assessor and auditor and a meeting be scheduled to discuss the problem.
10. Assessor makes certificate of correction based on results of the audit and a new tax bill is generated.

Methodologies Used For Personal Property Auditing

The methodologies employed by the auditor must remain consistent with the methodologies requested and used by the Assessor to determine the value originally. The purpose of an audit is to add omitted property not to revalue existing property. The only true practical method used in the State of Connecticut to value personal property is acquisition cost minus depreciation (per CAAO Handbook). The Personal Property declaration requires Information to be submitted in a specific format: Asset cost, asset type and acquisition year; we audit on that format. We as auditors must remain uniform and equitable in our audit practices and procedures. The Assessor has inherent powers to employ alternate methodologies but should first give the taxpayer the opportunity to declare on that alternative method before any audit on that method is initiated. In the case of non-compliance by the taxpayer, alternative methods, i.e. gross rent multipliers, unit cost, income approach and even sales comparison approach may be employed as it becomes necessary to assess on "the best available information" per 12-53(b) of the Connecticut General Statutes. However, these circumstances are extremely uncommon. There is no justifiable basis to change methodology if the taxpayer complies with the audit data requests in the format that the Assessor has originally required.

Number of Years in Business Specializing in Municipal Personal Property Tax Audits

I have been an individual performing Personal Property audits continually from 1982 to the present. I have a unique perspective in the fact that I am one of the only Personal Property Auditors who is also a Certified Connecticut Municipal Assessor. I have over 40 years of experience in this very specific field and am also valuation certified. I am very active in the assessment community; being President of the Connecticut Association of Assessing Officers, Co-Chairman of the CAAO Personal Property Committee and a member of the CAAO Legislative Committee. I am the primary author of the most comprehensive personal property legislation ever enacted into law in the State of Connecticut, which passed in the 1999 legislative session. This gives me experience into audit administration and law that a CPA does not possess. I have been and continue to be an instructor at the University of Connecticut Assessor's School. I have been teaching auditing techniques and legislative interpretation each summer since 1985. I pride myself on the solid, positive relationships that have been developed with my fellow assessors through the years. I retain a reputation of being available for my colleagues long after the audit process has been completed.

Costs and Billing

Costs

The cost to complete an audit for any account with a pre-audited gross assessment of 1.0 million or under is \$650.00 per account.

For any account with a pre-audited gross assessment exceeding 1.0 million dollars, the cost to complete the audit per account shall be as follows:

1.01 million – 2.5 million	\$2,000.00
2.51 million – 5.0 million	\$3,000.00
5.01 million – 10 million	\$4,000.00
10.1 million – 20 million	\$5,500.00
20 million +	\$6,000.00 + up

Billing

Upon approval by the Assessor, we prefer to bill on a mutually agreed amount at the inception of the audit process, and the balance upon completion of said audits.

Dear Taxpayer,

As you may know, Personal Property Declarations filed with this office are subject to audit, as authorized by Section 12-53 of the Connecticut General Statutes.

A representative of the Assessor's Office, Mr. Charles Feldman, will call on you to review your Declaration. We assume the amounts reported can be directly traced to amounts recorded in your accounting records and Federal Income Tax depreciation schedule. In accordance with Section 12-53 of the Connecticut General Statutes, the audit will be continued until all evidence has been provided.

The examination will require but is not limited to the following documentation, copies of which should be prepared for the auditor:

- Page one of your Federal Tax returns, Forms 4562 and Schedule L from the last THREE most recently filed Federal Income Tax Returns.
- General Ledger and location Fixed Asset records can be used for consolidated returns.
- The detailed Depreciation and/or Fixed Asset schedules in support of the above, showing original cost and acquisition year, including Section 179 property. This may be obtained from the accountant who prepares your Federal Income tax returns and should be updated through 10/1/2023.
- A detailed listing of fixed assets recorded as Leasehold or Building Improvements, along with supporting documentation for any items that the Company claims to be included as realty.
- A listing of all leased equipment along with copies of the lease agreements.
- The schedule of "Other Deductions" detail.

Mr. Feldman will call on you shortly and you may feel free to contact him at (203) 421-8338 if you have any questions.

Sincerely,

Assessor

Dear Taxpayer,

Recently a letter of audit intent was sent to you regarding the Personal Property located in:
_____ and owned by _____.

Pursuant to Section 12-53(b) of the Connecticut General Statutes, "No person shall be excused from giving testimony or producing books of account, papers, documents and other records... All property which the Assessor or Board of Assessors believes should have been declared for taxation and was not declared, and concerning which sufficient information cannot be obtained by them at such audit or any adjournment thereof, shall be added to the declaration at such percentage of the actual valuation thereof from the best information obtainable by the Assessor or Board of Assessors, and **twenty-five percent shall be added to such assessment.**

Failure to respond to this **final** request by _____ will constitute implementation of the aforementioned statute, plus applicable penalties and/or fines. We anticipate your cooperation in this matter.

Sincerely,

Assessor

Dear Taxpayer,

We have sent you two letters of audit intent regarding Personal Property owned by you at

We have not received the information we have requested. Therefore, pursuant to Section 12-53(b) of the Connecticut General Statutes, your assessment(s) are as follows:

Grand List Year

Assessments

You may appeal these audit results at the next session of the Board of Assessment Appeals meeting that handles Personal Property cases. For additional information, please call _____ at (000) 123-4567.

Sincerely,

Assessor

September 22, 2023

Re: Results of Personal Property Audit

As you know, the Personal Property Schedule you recently filed was reviewed by auditors from the Assessors Office. You are hereby notified that the results of that review are as follows:

<u>GRAND LIST</u>	<u>ASSESSMENT PRIOR TO AUDIT</u>	<u>ASSESSMENT AFTER AUDIT</u>
-------------------	--------------------------------------	-----------------------------------

October 1, 2023

October 1, 2022

October 1, 2021

Enclosed is a copy of the audit report for your records. If you wish to contest the results of this audit, you may appeal to the Board of Assessment Appeals at their next regularly scheduled meetings. If you have any questions concerning this matter, please feel free to contact me at () . Thank you for your cooperation.

Town Assessor

TOWN OF: WATERFORD

Year 2023

PERSONAL PROPERTY AUDIT REPORT

Account Name: _____

Account #: _____

Address: _____

Auditor: _____

City, State, Zip _____

Date: _____

I. Accountant Information:

Accountant or Financial Representative, and of what firm:

Name: _____

Phone: _____

Address: _____

City, State, Zip: _____

II. Data Entry Information:

A. Net Assessment by Assessor: _____
B. Date Last Audited: _____
C. Business type/code: _____
D. Auditor Code: _____
E. Filed Declaration: _____

III. Business Type:

☐ Professional ☐ Retail ☐ Other
☐ Manufacturer ☐ Service
☐ Wholesaler ☐ Construction

IV. Schedules Reviewed:

☐ Schedule L (Balance Sheet) ☐ IRS 4562 ☐ Other
☐ Depreciation/Fixed Asset ☐ IRS 8594
☐ General Ledger ☐ Invoices
☐ Disbursement Ledger ☐ Financial Statement
☐ Sales Contract ☐ IRS 4797

V. Audit Result:

Net Assessment per audit: _____

Reported net assessment by taxpayer: _____

Net Assessment Gains/Loss: _____

VI. NET ASSESSMENT COMPUTATION(S):Year 2023**Code #9 : Unregistered Motor Vehicles (Includes Dealer, Repair Plates & Trailers)**

Per Audit			
Year	Make	Model	Original Cost
			0
			0
Total			0

Assessment
@ 70%
0
0
0

Code #10: Machinery & Equipment

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	90%	0
2021	0	80%	0
2020	0	70%	0
2019	0	60%	0
2018	0	50%	0
2017	0	40%	0
Prior	0	30%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0
0
0

Code #13: Manufacturing Machinery & Equipment

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	90%	0
2021	0	80%	0
2020	0	70%	0
2019	0	60%	0
2018	0	50%	0
2017	0	40%	0
Prior	0	30%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0
0
0
0

Code #16: Furniture & Fixtures

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	90%	0
2021	0	80%	0
2020	0	70%	0
2019	0	60%	0
2018	0	50%	0
2017	0	40%	0
Prior	0	30%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0
0
0
0

Code #20: Computer Equipment

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	80%	0
2021	0	60%	0
2020	0	40%	0
Prior	0	20%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0

Code #23: Supplies on Hand (Avg. Mo. Supply)

Per Audit		
Year	Original Cost	Monthly Average
2023	0	0
Total	0	0

Assessment
@ 70%
0
0

Code #24: All Other Equipment

Per Audit			
Year	Original Cost	% Good	Net Value
2023	0	95%	0
2022	0	90%	0
2021	0	80%	0
2020	0	70%	0
2019	0	60%	0
2018	0	50%	0
2017	0	40%	0
Prior	0	30%	0
Total	0		0

Assessment
@ 70%
0
0
0
0
0
0
0
0
0

SUMMARY

Code No.	Net Value	Net Assessment
Code #9	0	0
Code #10	0	0
Code #13	0	0
Code #16	0	0
Code #20	0	0
Code #23	0	0
Code #24	0	0
Sub-Total	0	0
Code #25 Penalty		
Final Assessment per Audit		0

VII. Audit Result:

Net Assessment per audit:

Reported net assessment:

Net Assessment Gains/Loss:

Add 25% Penalty:

Total Net Assessment:

Auditors Signature:

Date Reviewed:

Assessors Signature:

Date Reviewed:

Auditors Notes:

Article I

Declaration

The TOWN agrees to retain Charles B. Feldman & Associates, LLC as the CONSULTANT for Personal Property Audit Services, and the CONSULTANT agrees to serve the TOWN in this capacity.

Article II

Scope of Professional Services

The CONSULTANT agrees to performance of the following obligations as the basis for compensation under Article III:

1. The CONSULTANT shall determine reporting accuracy by conducting a comparison of the Personal Property Declaration to the taxpayer's Federal Income Tax Records, to the taxpayer's Books of Account, or any other pertinent data necessary to complete the audit.
2. Additionally, CONSULTANT shall review the taxpayer's file of leases to determine reporting accuracy.
3. Upon completion of each audit, CONSULTANT shall accomplish the following:
 - A. Deliver to the Assessor a written Report summarizing the procedures used by the CONSULTANT in conducting the audit, and the results. Such Report shall be required to be filed with the Assessor regardless of whether CONSULTANT'S auditing process discloses reporting discrepancies.
 - B. Written Statements and Reports utilized by CONSULTANT in connection with the performance of his services as described in Subsection (A) above, shall be made on forms approved by the Assessor.
 - C. CONSULTANT shall submit all Statements and Reports, as described in Subsection (A) above within thirty (30) days of the date on which the audit was completed.
 - D. The services described above will be performed on selected accounts as determined by the Assessor.

Article III

Compensation

The TOWN agrees to compensate the CONSULTANT Twenty-Four Thousand Five Hundred Dollars (\$24,500) paid out as per the following schedule:

- A. Twelve Thousand Two Hundred and Fifty Dollars (\$12,250) at the inception of audit process.
- B. Twelve Thousand Two Hundred and Fifty Dollars (\$12,250) within thirty (30) days of the conclusion of the project

Article IV

Expenses

If upon prior approval or at the direction of the Assessor, CONSULTANT is required to make trips outside the legal boundaries of the Town of Waterford, mileage for such trips shall be reimbursed by the TOWN on the basis of \$0.50 per mile.

Article V

Delegation

CONSULTANT is permitted to delegate part of his duties under this Agreement with prior consent of the Assessor.

Article VI

Conflicts of Interests

CONSULTANT shall be prohibited from the discharge of his service where there exists a conflict of interest such as would create an appearance of impropriety. A conflict of interest shall be determined to exist where CONSULTANT, individually or through any proprietorship interest or involvement in the location and/or business where his services are to be performed. A potential conflict of interest shall be attributed to CONSULTANT if any member of his family, either in ascendancy, descendancy or laterally, has a similar interest or involvement in said location and/or business. Any such conflicts or potential conflicts of interest shall be reported in writing to the Assessor prior to commencing work, who may make a written recommendation that such conflict or potential conflict is remote enough to avoid an appearance of impropriety. Such recommendation shall be first submitted to the office of the TOWN Attorney for review.

Article VII

Amendments

No change or amendment to the language or terms of this Agreement shall be effective to bind the parties unless in writing signed and attested to by both parties.

Article VIII

Termination of Agreement

If the CONSULTANT fails, for any reason, to fulfill his contractual duties as stated herein, the TOWN shall have the right to terminate this Agreement upon thirty (30) days written notice from the date of mailing. Such notice shall be sent to CONSULTANT'S address as described above, registered or certified mail, return receipt requested. CONSULTANT expressly agrees that all Documents, Statements and Reports prepared in connection with the services herein described, whether finished or unfinished are the property of the Town of Waterford and that, upon receipt of notice of termination mailed pursuant to this Article, all such materials will be immediately delivered to the TOWN in their original form, and CONSULTANT relinquishes any claim, right or interest in such materials.

Delivery of any and all materials in CONSULTANT'S possession or control shall be a condition precedent for payment of CONSULTANT'S services.

Upon receipt of documents and upon the effective date of termination pursuant to properly delivered notice, the TOWN will be obligated to compensate CONSULTANT for authorized and completed work performed to the effective date of termination of the Agreement.

The TOWN shall not be prevented from taking such alternate or substitute performance, as it determines to be in its best interests, to have any unfinished work completed as a result of CONSULTANT'S termination.

Article IX

Relationship Between the Parties

Nothing in the Agreement shall be construed to create the relationship of employer and employee between the parties and CONSULTANT shall, at all times, be deemed an independent contractor.

The CONSULTANT shall not be considered to have employee status as a result of this Agreement, and shall not be covered by any of the municipal benefits or policies accorded regular employees of the Town of Waterford.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the day and year first above written.

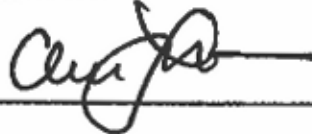
WITNESS:

TOWN OF WATERFORD, CT.

By: _____

WITNESS:

CONSULTANT:

By: 

STATE OF CONNECTICUT)

COUNTY OF _____) ss:

2024

Personally appeared, _____ of the Town of Waterford, Connecticut
Signer and sealer of the foregoing instrument, and acknowledged the same to be free act and deed, and the
free act and deed of the Town of Waterford, before me.

Commissioner of the Superior Court
Notary Public
My Commission Expires _____

STATE OF CONNECTICUT)

COUNTY OF New Haven) ss: July 3,

2024

Personally appeared, Charles B. Feldman, CONSULTANT, Signer and sealer of the foregoing instrument,
and acknowledged the same to be his free act and deed, before me.

Commissioner of the Superior Court
Notary Public

My Commission Expires 11/30/2029

CHARLES B. FELDMAN & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

TOWN OF WATERFORD

TRANSFER REQUEST FORM

In Series (Over \$1000)

FIRE SERVICES 7/19/24
DEPARTMENT

FY2025

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer	Budget Transfer	REVISED Available Budget
						INCREASE	DECREASE	
1	10123	52372	Insurance	\$ 142,000	\$ 142,000	4,123.00		\$ 146,123
2	10123	52378	Building Maintenance	\$ 84,000	\$ 63,005		(4,123.00)	\$ 58,882
								\$ -
TOTAL						4,123.00	(4,123.00)	

Explanation:

1-2 Cost of insurance increased for FY25

Email _____
 Department Head _____

7/19/2024
 Date _____

Kim Allen
 Director of Finance _____

7/19/2024
 Date _____

First Selectman _____

Date _____

Commission/Board Approval _____

Date _____

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
103 GENERAL FUND						
10123 FIRE SERVICES						
51110 ADMINISTRATION						
10123 51110	ADMINISTRATION 0.00	200,611.00	8,169.00	0.00	192,442.00	4.1%
51120 INSPECTION						
10123 51120	INSPECTION 0.00	83,385.00	3,177.60	0.00	80,207.40	3.8%
51210 CLERICAL AND TECHNICAL						
10123 51210	CLERICAL AND TECHNICAL 0.00	167,150.00	6,606.45	0.00	160,543.55	4.0%
51240 EDUCATIONAL INCENTIVE						
10123 51240	EDUCATIONAL INCENTIVE 0.00	13,240.00	2,240.00	0.00	11,000.00	16.9%
51410 FIRE FIGHTING						
10123 51410	FIRE FIGHTING 0.00	1,287,338.00	47,810.80	0.00	1,239,527.20	3.7%
51411 INCENTIVE PROGRAM STIPENDS						
10123 51411	INCENTIVE PROGRAM STIPENDS 0.00	50,000.00	0.00	0.00	50,000.00	.0%
51412 PART TIME FIREFIGHTING						
10123 51412	PART TIME FIREFIGHTING 0.00	175,000.00	4,615.20	0.00	170,384.80	2.6%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13						
	ORIGINAL APPROP	TRANS/ADJ'S	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET % USED
51440 DISPATCH						
10123 51440	DISPATCH	0.00	0.00	0.00	0.00	0.0%
51450 EXTRA DUTY						
10123 51450	EXTRA DUTY	0.00	0.00	0.00	0.00	0.0%
51451 EXTRA DUTY REGULAR WAGES						
10123 51451	EXTRA DUTY REGULAR WAGES	0.00	0.00	0.00	0.00	0.0%
51810 OVERTIME						
10123 51810	OVERTIME	0.00	8,000.00	15,718.22	0.00	-7,718.22 196.5%
51812 FIRE INSPECTORS' OVERTIME						
10123 51812	FIRE INSPECTORS' OVERTIME	0.00	5,000.00	0.00	0.00	5,000.00 0.0%
51820 REPLACEMENT OVERTIME						
10123 51820	REPLACEMENT OVERTIME	0.00	165,000.00	0.00	0.00	165,000.00 0.0%
51830 TRAINING & EDUCATION						
10123 51830	TRAINING OVERTIME	0.00	10,000.00	0.00	0.00	10,000.00 0.0%
51920 F.I.C.A.						
10123 51920	F.I.C.A.	0.00	165,601.00	6,366.32	0.00	159,234.68 3.8%

Town of Waterford, CT

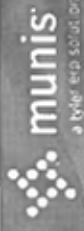
YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52010 ADVERTISING						
10123 52010	ADVERTISING 0.00	400.00	0.00	0.00	400.00	.0%
52020 POSTAGE						
10123 52020	POSTAGE 0.00	250.00	0.00	0.00	250.00	.0%
52030 PROFESSIONAL FEES						
10123 52030	PROFESSIONAL FEES 0.00	2,500.00	0.00	0.00	2,500.00	.0%
52040 SERVICE CONT AND REPAIRS						
10123 52040	SERVICE CONT. AND REPAIRS 0.00	21,000.00	0.00	11,184.76	9,815.24	53.3%
52050 DUES CONFER						
10123 52050	DUES, CONFERENCES & EDUCAT 0.00	38,000.00	493.48	3,000.00	34,506.52	9.2%
52060 PRINTING						
10123 52060	PRINTING 0.00	100.00	0.00	0.00	100.00	.0%
52070 REIMBURSABLE EXPENSES						
10123 52070	REIMBURSABLE EXPENSES 0.00	1,000.00	0.00	0.00	1,000.00	.0%
52080 TELEPHONE						
10123 52080	TELEPHONE 0.00	29,500.00	0.00	26,175.20	3,324.80	88.7%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52090 HEATING FUEL						
10123 52090	HEATING FUEL 0.00	0.00	0.00	0.00	0.00	.0%
52100 ELECTRICITY						
10123 52100	ELECTRICITY 0.00	0.00	0.00	0.00	0.00	.0%
52110 WATER						
10123 52110	WATER 0.00	0.00	0.00	0.00	0.00	.0%
52120 SEWER						
10123 52120	SEWER 0.00	0.00	0.00	0.00	0.00	.0%
52290 PUBLIC SAFETY AWARENESS						
10123 52290	PUBLIC SAFETY AWARENESS 0.00	4,000.00	0.00	0.00	4,000.00	.0%
52305 OSHA COMPLIANCE						
10123 52305	OSHA COMPLIANCE 0.00	1,800.00	0.00	0.00	1,800.00	.0%
52310 EXAMINATIONS						
10123 52310	EXAMINATIONS 0.00	10,000.00	0.00	10,000.00	0.00	100.0%
52320 RENTAL OF HYDRANTS						
10123 52320	RENTAL OF HYDRANTS 0.00	579,000.00	0.00	579,000.00	0.00	100.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52370 CLOTHING OR UNIFORM ALLOW						
10123 52370	CLOTHING OR UNIFORM ALLOW 23,000.00	23,000.00	0.00	5,000.00	18,000.00	21.7%
52371 FIRE POLICE						
10123 52371	FIRE POLICE 1,250.00	1,250.00	0.00	0.00	1,250.00	.0%
52372 INSURANCE						
10123 52372	INSURANCE 142,000.00	142,000.00	0.00	146,123.00	-4,123.00	102.9%
52373 LP GAS						
10123 52373	LP GAS 5,600.00	5,600.00	0.00	0.00	5,600.00	.0%
52374 CABLE TELEVISION						
10123 52374	CABLE TELEVISION 7,500.00	7,500.00	0.00	4,738.00	2,762.00	63.2%
52375 GROUND LADDER TESTING						
10123 52375	GROUND LADDER TESTING 7,800.00	7,800.00	0.00	5,337.50	2,462.50	68.4%
52376 HYDRAULIC TESTING						
10123 52376	HYDRAULIC TESTING 3,200.00	3,200.00	0.00	0.00	3,200.00	.0%
52377 BREATHING APPARATUS TESTING						
10123 52377	BREATHING APPARATUS TESTING 9,800.00	9,800.00	0.00	0.00	9,800.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANS/ADJSYTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52378 BUILDING MAINTENANCE						
10123 52378	BUILDING MAINTENANCE 0.00	84,000.00	2,480.00	18,515.00	63,005.00	25.0%
52379 HOSE TESTING AND REPAIRS						
10123 52379	HOSE TESTING AND REPAIRS 0.00	9,950.00	0.00	10,254.87	-304.87	103.1%
52387 PUMP TESTING SERVICES						
10123 52387	PUMP TESTING SERVICES 0.00	4,500.00	0.00	0.00	4,500.00	.0%
52392 GENERATOR MAINTENANCE & REPAIR						
10123 52392	GENERATOR MAINTENANCE & REPAIR 0.00	9,500.00	0.00	0.00	9,500.00	.0%
52396 FF -PROTECTIVE CLOTHING						
10123 52396	FF -PROTECTIVE CLOTHING 0.00	0.00	0.00	0.00	0.00	.0%
53010 OFFICE SUPPLIES						
10123 53010	OFFICE SUPPLIES 0.00	1,000.00	0.00	0.00	1,000.00	.0%
53020 OTHER SUPPLIES						
10123 53020	OTHER SUPPLIES 0.00	10,000.00	0.00	0.00	10,000.00	.0%
53021 CONSUMABLE SUPPLIES						
10123 53021	CONSUMABLE SUPPLIES 0.00	4,500.00	0.00	0.00	4,500.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53070 AUTO REPAIRS						
10123 53070	AUTO REPAIRS 0.00	110,000.00	0.00	15,000.00	95,000.00	13.6%
53080 AUTOMOTIVE MAINTENANCE						
10123 53080	AUTOMOTIVE MAINTENANCE 0.00	20,000.00	0.00	11,500.00	8,500.00	57.5%
53085 MARINE REPAIRS						
10123 53085	MARINE REPAIRS 0.00	5,000.00	0.00	0.00	5,000.00	.0%
53090 FUELS AND LUBRICANTS						
10123 53090	FUELS AND LUBRICANTS 0.00	42,000.00	19.47	680.53	41,300.00	1.7%
53100 TIRES						
10123 53100	TIRES 0.00	7,000.00	0.00	3,176.20	3,823.80	45.4%
53110 COMPUTER SUPPLIES						
10123 53110	COMPUTER SUPPLIES 0.00	1,000.00	0.00	0.00	1,000.00	.0%
53111 FF PROTECTIVE CLOTHING						
10123 53111	FF PROTECTIVE CLOTHING 0.00	35,000.00	289.00	7,000.00	27,711.00	20.8%
53112 FIREFIGHTING SUPPLIES						
10123 53112	FIREFIGHTING SUPPLIES 0.00	9,500.00	0.00	2,900.00	6,600.00	30.5%

Town of Waterford, CT

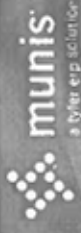


YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53113 VOLUNTEER RESPONDER AWARDS						
10123 53113	VOLUNTEER RESPONDER AWARDS 0.00	5,000.00	0.00	0.00	5,000.00	.0%
53114 MEDICAL SUPPLIES						
10123 53114	MEDICAL SUPPLIES 0.00	6,500.00	351.22	4,000.00	2,148.78	66.9%
53115 VOLUNTEER FIREFIGHTER SUPPLIES						
10123 53115	VOLUNTEER FIREFIGHTER SUPPLIES 0.00	3,000.00	0.00	0.00	3,000.00	.0%
54060 OFFICE EQUIPMENT						
10123 54060	OFFICE EQUIPMENT 0.00	1,200.00	0.00	0.00	1,200.00	.0%
54202 EQUIPMENT -FIRE INVESTIGATIONS						
10123 54202	EQUIPMENT -FIRE INVESTIGATIONS 0.00	750.00	0.00	0.00	750.00	.0%
54207 SCBA REPLACEMENT BOTTLES						
10123 54207	SCBA REPLACEMENT BOTTLES 0.00	0.00	0.00	0.00	0.00	.0%
54215 THERMAL CAMERAS -OSWEGATCHIE						
10123 54215	THERMAL CAMERAS -OSWEGATCHIE 0.00	0.00	0.00	0.00	0.00	.0%
54216 MULTI-GAS METER						
10123 54216	MULTI-GAS METER 0.00	0.00	0.00	0.00	0.00	.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13						
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET % USED
54217 RESCUE SAWS						
10123 54217	0.00	0.00	0.00	0.00	0.00	0.00 .0%
54218 FIREFIGHTER EQUIPMENT						
10123 54218	24,000.00	0.00	24,000.00	0.00	5,000.00	19,000.00 20.8%
54219 EQUIPMENT STORAGE LOCKER						
10123 54219	0.00	0.00	0.00	0.00	0.00	0.00 .0%
54220 RADIO/EMERGENCY LIGHTS						
10123 54220	9,500.00	0.00	9,500.00	0.00	3,000.00	6,500.00 31.6%
54221 SERVICE TRUCK EQUIPMENT						
10123 54221	0.00	0.00	0.00	0.00	0.00	0.00 .0%
54222 RESCUE TRUCK EQUIPMENT						
10123 54222	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00 .0%
54226 EQUIPMENT						
10123 54226	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00 .0%
54241 TELEPHONE SYSTEM - GOSHEN FIRE						
10123 54241	0.00	0.00	0.00	0.00	0.00	0.00 .0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANS/ADJSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FTR SERVICES 3,632,425.00	0.00	3,632,425.00	98,336.76	871,585.06	2,662,503.18	26.7%
TOTAL GENERAL FUND 3,632,425.00	0.00	3,632,425.00	98,336.76	871,585.06	2,662,503.18	26.7%
TOTAL EXPENSES 3,632,425.00	0.00	3,632,425.00	98,336.76	871,585.06	2,662,503.18	
GRAND TOTAL 3,632,425.00	0.00	3,632,425.00	98,336.76	871,585.06	2,662,503.18	26.7%

** END OF REPORT - Generated by Kimberly Allen **

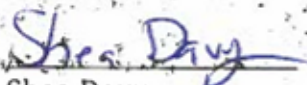
Memo

To: The Board of Selectmen
From: Shea Davy
Date: July 29, 2024
Re: Disposal of Surplus Assets

Dear Mr. Brule:

In accordance with the town Property Ordinance, Chapter 2.112.020, it is requested that the Board of Selectman please consider an act to surplus, on Behalf of the Fire Department. As the attached items have outlived their usefulness to the department and most items have been out of service for several years. These items include; portable radios, chargers, monitors, pagers, power supplies, batteries, and belt cases. These items will be properly disposed of and or sold to Sunny Communications a company who specializes in purchasing used radio equipment. Please see the list attached:

Thank you for your consideration



Shea Davy
Purchasing Agent,
Town of Waterford

FIRE SERVICES

INTEROFFICE CORRESPONDENCE

DATE: July 18, 2024

TO: Robert Brule, First Selectman

FROM: Michael J. Howley, Director of Fire Services 

RE: Portable Radio Surplus

The Department of Fire Services is declaring the following Portable Radios and miscellaneous radio equipment as surplus.

See attached sheets

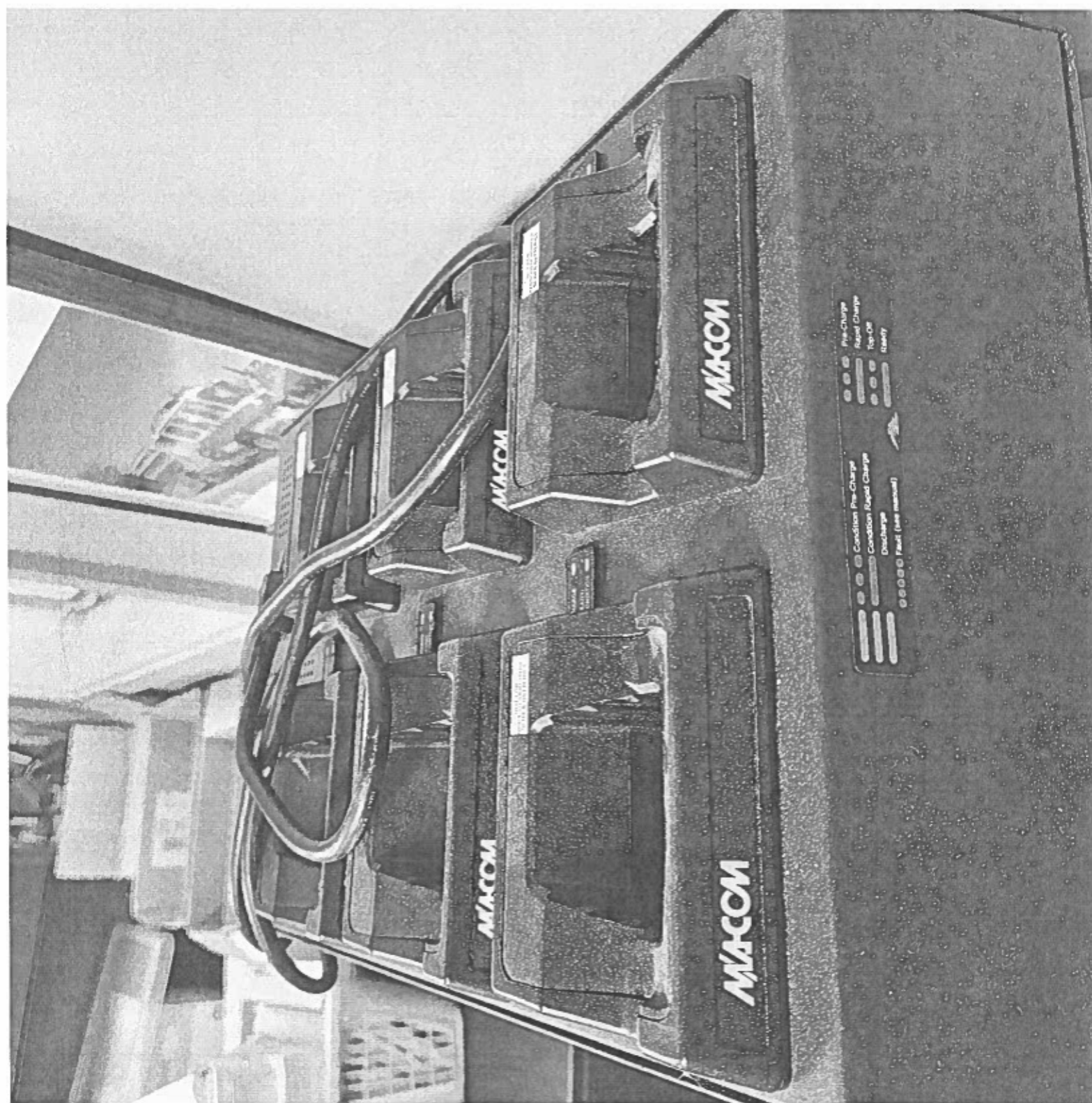
These radios are unable to be upgraded and have been replaced with new Kenwood radios and chargers.

Asset Number	Description	Manufacture/Make	Model	Serial Number/VIN
100635	Portable Radio	Harris/TYCO	P5100	9223629
100637	Portable Radio	Harris/TYCO	P5100	9223631
100638	Portable Radio	Harris/TYCO	P5100	9223632
100639	Portable Radio	Harris/TYCO	P5100	9223633
100688	Portable Radio	Harris/TYCO	P5100	9240231
100690	Portable Radio	Harris/TYCO	P5100	9240232
100695	Portable Radio	Harris/TYCO	P5100	9240234
100704	Portable Radio	Harris/TYCO	P5100	9223653
100709	Portable Radio	Harris/TYCO	P5100	9229447
100710	Portable Radio	Harris/TYCO	P5100	9229449
100712	Portable Radio	Harris/TYCO	P5100	9229531
100716	Portable Radio	Harris/TYCO	P5100	9229437
100723	Portable Radio	Harris/TYCO	P5100	9240237
100724	Portable Radio	Harris/TYCO	P5100	9240238
100743	Portable Radio	Harris/TYCO	P5100	9177761
100755	Portable Radio	Harris/TYCO	P5100	9177818
100780	Portable Radio	Harris/TYCO	P5100	9177933
100781	Portable Radio	Harris/TYCO	P5100	9177934
100782	Portable Radio	Harris/TYCO	P5100	9177935
100784	Portable Radio	Harris/TYCO	P5100	9178027
100786	Portable Radio	Harris/TYCO	P5100	9178029
100787	Portable Radio	Harris/TYCO	P5100	9178030
100808	Portable Radio	Harris/TYCO	P5100	9217809
100809	Portable Radio	Harris/TYCO	P5100	9217810
100810	Portable Radio	Harris/TYCO	P5100	9217811
100811	Portable Radio	Harris/TYCO	P5100	9217812
100812	Portable Radio	Harris/TYCO	P5100	9217813
100814	Portable Radio	Harris/TYCO	P5100	9217815
100841	Portable Radio	Harris/TYCO	P5100	9218081
100863	Portable Radio	Harris/TYCO	P5100	9235068
100876	Portable Radio	Harris/TYCO	P5100	9234319
101074	Portable Radio	Harris/TYCO	P5100	9240239
101148	Portable Radio	Harris/TYCO	P5100	9239462
101149	Portable Radio	Harris/TYCO	P5100	9239463
101151	Portable Radio	Harris/TYCO	P5100	9239465
101153	Portable Radio	Harris/TYCO	P5100	9238378

Asset Number	Description	Manufacture/Make	Model	Serial Number/VIN
101159	Portable Radio	Harris/TYCO	P5100	9238444
101160	Portable Radio	Harris/TYCO	P5100	9238445
101161	Portable Radio	Harris/TYCO	P5100	9238436
101162	Portable Radio	Harris/TYCO	P5100	9238437
101163	Portable Radio	Harris/TYCO	P5100	9238438
101165	Portable Radio	Harris/TYCO	P5100	9238358
101167	Portable Radio	Harris/TYCO	P5100	9238441
101168	Portable Radio	Harris/TYCO	P5100	9238442
101170	Portable Radio	Harris/TYCO	P5100	9238439
101175	Portable Radio	Harris/TYCO	P5100	9239088
101177	Portable Radio	Harris/TYCO	P5100	9239100
101178	Portable Radio	Harris/TYCO	P5100	9239331
101179	Portable Radio	Harris/TYCO	P5100	9239332
101181	Portable Radio	Harris/TYCO	P5100	9239334
N/A	Portable Radio	Harris/TYCO	P5100	9217858
N/A	Portable Radio	Harris/TYCO	P5100	9217847
N/A	Portable Radio	Harris/TYCO	P5100	9217513
N/A	Portable Radio	Harris/TYCO	P5100	9104444
	Portable Radio	Vertex		5D570077

Miscellaneous Radio Equipment for Surplus

- 7 (seven) – Bank Radio Chargers (2-MA-COM; 5- Harris)
- 25 (twenty five) – Radio Batteries (16 – Tactical Comm. 9 – Harris)
- 3 (three) – MA-COM Mics
- 5 (five) – Belt cases
- 3 (three) – Misc. chargers (AC/DC)
- 22 (twenty two) – Vehicular Chargers (21 – MA-COM; 1 – Harris)
- 4 (four) – Motorola Alert Monitors
- 8 (eight) – Motorola Pagers – Minitor V
- 2 (two) – Motorola batteries
- 7 (seven) Motorola charging bases
- 4 (four) Motorola Power cords





READY/CONDITION CHARGE

WACOM

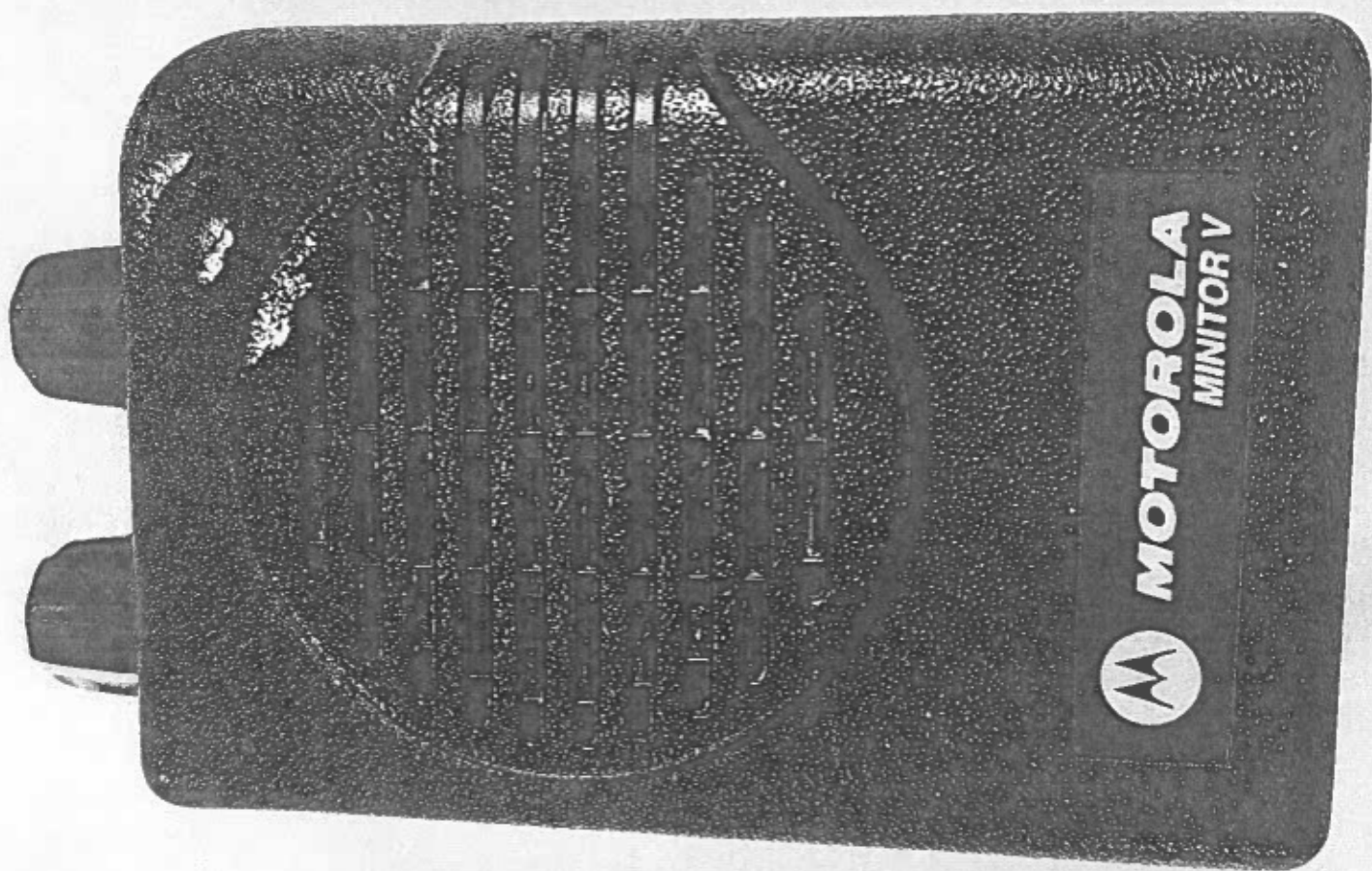
Pre-Charge
Rapid Charge
Top-Off
Ready

Condition Pre-Charge
Condition Rapid Charge
Discharge
Fault (see manual)

WACOM 100-10000-0000







Miscellaneous Radio Equipment for Surplus

39 (thirty nine) - Radio Batteries

10 (ten) - MA-Com Vehicular Chargers



Office of the Director
Waterford Fire Department
204 Boston Post Road
Waterford CT. 06385

July 18, 2023

First Selectman Rob Brule
15 Rope Ferry Road
Waterford, CT 06385

Re: Additional Appropriation, Fire Services Retirement payout \$49,226.47.
Line 10123-51410 Full Time Firefighting

On behalf of the Waterford Fire Services, I would like to request an additional appropriation in the amount of \$49,226.47 for the retirement of Captain Mark Parker after 30 years of service to the Town of Waterford. Captain Parker's retirement came in after the F/Y 2025-26 budget was completed.

Director Fire Services

A handwritten signature in black ink, appearing to read "MJH".

Chief Michael J. Howley

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

PUBLIC WORKS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer	Budget Transfer	REVISED Available Budget
						INCREASE	DECREASE	
1	10130	53090	FUELS & LUBRICANTS	\$ 247,004	\$ (10,787)	10,788.00		\$ 1
2	10130	53070	AUTO REPAIRS	\$ 282,334	\$ 66,866		(10,788.00)	\$ 56,078
TOTAL						10,788.00	(10,788.00)	\$ -

Explanation:

REGULAR AND DIESEL FUEL PRICES WERE NOT LOCKED IN UNTIL AFTER BUDGETS APPROVED.

Department Head

Date

KIM ALLEN

7/29/2024

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
101 GENERAL FUND									
10130 PUBLIC WORKS									
5110 ADMINISTRATION									
10130 51110	338,287.00	ADMINISTRATION 11,738.00	350,025.00	350,024.91	0.00	0.09	100.0%		
51130 ENGINEERING									
10130 51130	5,558.00	ENGINEERING 0.00	5,558.00	0.00	0.00	5,558.00	.0%		
51210 CLERICAL AND TECHNICAL									
10130 51210	164,347.00	CLERICAL AND TECHNICAL 0.00	164,347.00	155,004.53	0.00	9,342.47	94.3%		
51450 EXTRA DUTY									
10130 51450	0.00	EXTRA DUTY 0.00	0.00	0.00	0.00	0.00	.0%		
51451 EXTRA DUTY REGULAR WAGES									
10130 51451	0.00	EXTRA DUTY REGULAR WAGES 0.00	0.00	0.00	0.00	0.00	.0%		
51510 EQUIPMENT MAINTENANCE									
10130 51510	403,804.00	EQUIPMENT MAINTENANCE -20,000.00	383,804.00	324,318.83	0.00	59,485.17	84.5%		
51520 HIGHWAY MAINTENANCE									
10130 51520	927,036.00	HIGHWAY MAINTENANCE -22,743.00	904,293.00	845,065.32	0.00	59,227.68	93.5%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
51530 REFUSE COLL.& DISPOSAL									
10130 51530	471,730.00	REFUSE COLL.& DISPOSAL -30,400.00	441,330.00	415,489.60	0.00	25,840.40	94.1%		
51540 SNOW REMOVAL									
10130 51540	56,000.00	SNOW REMOVAL -3,787.00	52,213.00	52,212.78	0.00	0.22	100.0%		
51810 OVERTIME									
10130 51810	55,000.00	OVERTIME 23,938.00	78,938.00	78,937.60	0.00	0.40	100.0%		
51910 FRINGE BENEFITS									
10130 51910	16,225.00	FRINGE BENEFITS 0.00	16,225.00	12,268.96	0.00	3,956.04	75.6%		
51920 F.I.C.A.									
10130 51920	187,021.00	F.I.C.A. 0.00	187,021.00	158,484.47	0.00	28,536.53	84.7%		
52010 ADVERTISING									
10130 52010	0.00	ADVERTISING 0.00	0.00	0.00	0.00	0.00	0%		
52020 POSTAGE									
10130 52020	400.00	POSTAGE 900.00	1,300.00	1,107.40	0.00	192.60	85.2%		
52030 PROFESSIONAL FEES									
10130 52030	120,000.00	PROFESSIONAL FEES 10,435.00	130,435.00	120,037.62	10,709.86	-312.48	100.2%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJ/SMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52040 SERVICE CONT. AND REPAIRS							
10130 52040	60,000.00	SERVICE CONT. AND REPAIRS 24,649.00	84,649.00	78,308.96	5,584.67	755.37	99.1%
52050 DUES CONFER							
10130 52050	3,000.00	DUES, CONFERENCES & EDUCATION 6,000.00	9,000.00	8,899.18	0.00	100.82	98.9%
52060 PRINTING							
10130 52060	50.00	PRINTING 0.00	50.00	1.60	0.00	48.40	3.2%
52070 REIMBURSABLE EXPENSES							
10130 52070	50.00	REIMBURSABLE EXPENSES 0.00	50.00	25.00	0.00	25.00	50.0%
52090 HEATING FUEL							
10130 52090	0.00	FUEL OIL 0.00	0.00	0.00	0.00	0.00	.0%
52100 ELECTRICITY							
10130 52100	0.00	ELECTRICITY 0.00	0.00	0.00	0.00	0.00	.0%
52110 WATER							
10130 52110	0.00	WATER 0.00	0.00	0.00	0.00	0.00	.0%
52400 MEAL ALLOWANCE							
10130 52400	2,300.00	MEAL ALLOWANCE 0.00	2,300.00	1,679.63	0.00	620.37	73.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52410 STREET TREE MAINTENANCE						
10130 52410	STREET TREE MAINTENANCE 1,400.00	1,900.00	1,900.00	0.00	0.00	100.0%
52450 SITE WORK						
10130 52450	SITE WORK 1,000.00	1,000.00	423.79	0.00	576.21	42.4%
52460 STREET LIGHTING						
10130 52460	STREET LIGHTING 90,000.00	90,000.00	72,718.53	0.00	17,281.47	80.8%
52470 SOLID WASTE DISPOSAL						
10130 52470	SOLID WASTE DISPOSAL -106,801.00	833,199.00	769,472.38	0.00	63,726.62	92.4%
52475 RECYCLING PROGRAM						
10130 52475	RECYCLING PROGRAM 200.00	200.00	0.00	0.00	200.00	.0%
52500 OPTIONS AND RIGHTS OF WAY						
10130 52500	OPTIONS AND RIGHTS OF WAY 0.00	0.00	0.00	0.00	0.00	.0%
52510 RENTAL OF EQUIPMENT						
10130 52510	RENTAL OF EQUIPMENT 33,400.00	38,400.00	36,545.46	0.00	1,854.54	95.2%
52531 LANDFILL CAP MAINTENANCE						
10130 52531	LANDFILL CAP MAINTENANCE 23,000.00	24,150.00	24,130.00	0.00	20.00	99.9%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53010 OFFICE SUPPLIES						
10130 53010	OFFICE SUPPLIES 325.00 90.00	415.00	451.46	0.00	-36.46	108.8%
53030 OPERATIONAL SUPPLIES						
10130 53030	OPERATIONAL SUPPLIES 18,000.00 5,000.00	23,000.00	19,146.15	0.00	3,853.85	83.2%
53050 ENGINEERING SUPPLIES						
10130 53050	ENGINEERING EQUIP.&SUPPLIES 300.00 -90.00	210.00	0.00	0.00	210.00	.0%
53070 AUTO REPAIRS						
10130 53070	AUTO REPAIRS 205,000.00 77,334.00	282,334.00	215,467.81	0.00	66,866.19	76.3%
53090 FUELS AND LUBRICANTS						
10130 53090	FUELS AND LUBRICANTS 327,790.00 -80,786.00	247,004.00	257,791.33	0.00	-10,787.33	104.4%
53100 TIRES						
10130 53100	TIRES 35,000.00 21,000.00	56,000.00	45,290.96	0.00	10,709.04	80.9%
53240 REFUSE DISPOSAL MATERIALS						
10130 53240	REFUSE DISPOSAL MATERIALS 0.00 0.00	0.00	0.00	0.00	0.00	.0%
53250 TRAFFIC CONTROL MATERIALS						
10130 53250	TRAFFIC CONTROL MATERIALS 20,000.00 4,898.00	24,898.00	23,596.93	0.00	1,301.07	94.8%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJ SMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53300 HIGHWAY MATERIALS						
10130 53300	HIGHWAY MATERIALS 0.00	170,000.00	167,353.26	0.00	2,646.74	98.4%
54050 AUTOMOTIVE EQUIPMENT						
10130 54050	AUTOMOTIVE EQUIPMENT 40,932.00	67,687.00	24,516.77	22,548.00	20,622.23	69.5%
54060 OFFICE EQUIPMENT						
10130 54060	OFFICE EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%
55010 TOWN AID ROADS IMPROVED						
10130 55010	TOWN AID ROADS IMPROVED 0.00	321,120.00	249,490.47	11,041.00	60,588.53	81.1%
TOTAL PUBLIC WORKS						
4,994,798.00		4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%
TOTAL GENERAL FUND						
4,994,798.00		4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%
TOTAL EXPENSES						
4,994,798.00		4,993,055.00	4,510,161.69	49,883.53	433,009.78	
GRAND TOTAL						
4,994,798.00		4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD

TRANSFER REQUEST FORM

Out of Series Transfer Request

SENIORS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10135	52130	PHYSICAL EXAMS	1,018.00	(187.90)	188.00		0.10
2	10135	53090	FUELS AND LUBRICANTS	7,488.00	(814.35)	815.00		0.65
3	10135	52380	PROGRAMS	3,100.00	363.65		(363.00)	0.65
4	10135	53020	OTHER SUPPLIES	3,059.00	268.77		(268.00)	0.77
5	10135	51810	OVERTIME	3,251.00	100.42		(100.00)	0.42
6	10135	52010	ADVERTISING	200.00	200.00		(200.00)	0.00
7	10135	53010	OFFICE SUPPLIES	700.00	95.68		(72.00)	23.68
								0.00
TOTAL						1,003.00	(1,003.00)	

Explanation

FUEL COSTS INCREASED AFTER BUDGET WAS APPROVED.

ADDITIONAL PHYSICAL EXAMS NEEDED FOR NEW HIRES.

Department Head

Date

KIM ALLEN
Director of Finance

7/29/2024
Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10135 SENIOR CITIZEN COMMISSION						
5110 ADMINISTRATION						
10135 51110	ADMINISTRATION 147,169.00 5,160.00	152,329.00	152,328.06	0.00	0.94	100.0%
5120 CLERICAL AND TECHNICAL						
10135 51210	CLERICAL AND TECHNICAL 234,870.00 5,278.00	240,148.00	242,864.74	0.00	-2,716.74	101.1%
51635 SENIOR PROGRAM INSTRUCTORS						
10135 51635	SENIOR PROGRAM INSTRUCTORS 31,236.00 -6,131.00	25,105.00	25,904.34	0.00	-799.34	103.2%
5180 OVERTIME						
10135 51810	OVERTIME 983.00 2,268.00	3,251.00	3,150.58	0.00	100.42	96.9%
5190 FRINGE BENEFITS						
10135 51910	FRINGE BENEFITS 0.00 0.00	0.00	0.00	0.00	0.00	.0%
51920 F.I.C.A.						
10135 51920	F.I.C.A. 31,691.00 427.00	32,118.00	32,117.45	0.00	0.55	100.0%
52010 ADVERTISING						
10135 52010	ADVERTISING 200.00 0.00	200.00	0.00	0.00	200.00	.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
52020 POSTAGE							
10135 52020	POSTAGE	1,575.00	0.00	1,575.00	1,281.78	0.00	293.22 81.4%
52030 PROFESSIONAL FEES							
10135 52030	PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.0%
52039 ADA SERVICES							
10135 52039	ADA SERVICES	-450.00	0.00	0.00	0.00	0.00	0.0%
52040 SERVICE CONT AND REPAIRS							
10135 52040	SERVICE CONT. AND REPAIRS	12,448.00	0.00	12,448.00	11,824.42	0.00	623.58 95.0%
52050 DUES, CONFER							
10135 52050	DUES, CONFERENCES & EDUCAT	690.00	0.00	690.00	407.98	0.00	282.02 59.1%
52070 REIMBURSABLE EXPENSES							
10135 52070	REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
52090 HEATING FUEL							
10135 52090	HEATING FUEL	0.00	0.00	0.00	0.00	0.00	0.0%
52100 ELECTRICITY							
10135 52100	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52115 WATER & SEWER CHARGES						
10135 52115	WATER/SEWER 0.00	0.00	0.00	0.00	0.00	.0%
52130 PHYSICAL EXAMINATIONS						
10135 52130	PHYSICAL EXAMINATIONS -1,198.00	1,018.00	1,205.90	0.00	-187.90	118.5%
52380 PROGRAMS						
10135 52380	PROGRAMS 450.00	3,100.00	2,753.85	0.00	346.15	88.8%
53010 OFFICE SUPPLIES						
10135 53010	OFFICE SUPPLIES 300.00	700.00	604.32	0.00	95.68	86.3%
53020 OTHER SUPPLIES						
10135 53020	OTHER SUPPLIES 100.00	3,059.00	2,790.23	0.00	268.77	91.2%
53070 AUTO REPAIRS						
10135 53070	AUTO REPAIRS 0.00	1,729.00	1,728.14	0.00	0.86	100.0%
53080 AUTOMOTIVE MAINTENANCE						
10135 53080	AUTOMOTIVE MAINTENANCE -1,236.00	159.00	158.26	0.00	0.74	99.5%
53090 FUELS AND LUBRICANTS						
10135 53090	FUELS AND LUBRICANTS -3,225.00	7,488.00	8,302.35	0.00	-814.35	110.9%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54020 EQUIPMENT						
10135 54020	FITNESS EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%
54030 KITCHEN EQUIPMENT						
10135 54030	KITCHEN EQUIPMENT 0.00	120.00	56.53	0.00	63.47	47.1%
54050 AUTOMOTIVE EQUIPMENT						
10135 54050	AUTOMOTIVE EQUIPMENT 0.00	1,137.00	1,084.32	0.00	52.68	95.4%
54060 OFFICE EQUIPMENT						
10135 54060	OFFICE EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%
TOTAL SENIOR CITIZEN COMMISSION		486,374.00	488,563.25	0.00	-2,189.25	100.5%
TOTAL GENERAL FUND		486,374.00	488,563.25	0.00	-2,189.25	100.5%
TOTAL EXPENSES		486,374.00	488,563.25	0.00	-2,189.25	
GRAND TOTAL		486,374.00	488,563.25	0.00	-2,189.25	100.5%

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD

TRANSFER REQUEST FORM

OUT OF SERIES

HUMAN RESOURCES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer	Budget Transfer	REVISED Available Budget
						INCREASE	DECREASE	
1	10145	53020	OTHER SUPPLIES	\$ 1,000	\$ (14,038)	14,040.00		\$ 2
2	10145	52030	PROFESSIONAL FEES	\$ 73,477	\$ 20,822		(14,040.00)	\$ 6,782
								\$ -
TOTAL						14,040.00	(14,040.00)	

Explanation:

Department Head

Date

KIM ALLEN
Director of Finance

7/29/2024
Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10145 HUMAN RESOURCES							
5110 ADMINISTRATION							
10145 51110	ADMINISTRATION	2,071.00	94,096.00	94,095.52	0.00	0.48	100.0%
5120 CLERICAL AND TECHNICAL							
10145 51210	CLERICAL AND TECHNICAL	17,106.00	80,890.00	80,889.56	0.00	0.44	100.0%
5180 OVERTIME							
10145 51810	OVERTIME	0.00	0.00	0.00	0.00	0.00	.0%
5190 FRINGE BENEFITS							
10145 51910	FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	.0%
51920 F.I.C.A.							
10145 51920	F.I.C.A.	1,141.00	13,061.00	13,060.05	0.00	0.95	100.0%
52010 ADVERTISING							
10145 52010	ADVERTISING	0.00	4,000.00	2,996.56	0.00	1,003.44	74.9%
52020 POSTAGE							
10145 52020	POSTAGE	0.00	968.00	453.37	0.00	514.63	46.8%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
ORIGINAL APPROP	TRANS/ADJMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
52030 PROFESSIONAL FEES							
10145 52030	PROFESSIONAL FEES -1,523.00	73,477.00	52,654.88	0.00	20,822.12	71.7%	
52040 SERVICE CONT AND REPAIRS							
10145 52040	SERVICE CONT AND REPAIRS 0.00	1,467.00	1,254.73	0.00	212.27	85.5%	
52050 DUES CONFER							
10145 52050	DUES, CONFERENCES & EDUCATION 0.00	455.00	455.00	0.00	0.00	100.0%	
52070 REIMBURSABLE EXPENSES							
10145 52070	REIMBURSABLE EXPENSES 0.00	250.00	136.12	0.00	113.88	54.4%	
52080 TELEPHONE							
10145 52080	TELEPHONE 72.00	567.00	454.15	0.00	112.85	80.1%	
52300 TRAINING & EDUCATION							
10145 52300	TRAINING -72.00	6,228.00	3,834.00	0.00	2,394.00	61.6%	
52570 EMPLOYEE ASSISTANCE PROG.							
10145 52570	EMPLOYEE ASSISTANCE PROGRAM 0.00	2,172.00	2,171.07	0.00	0.93	100.0%	
53020 OTHER SUPPLIES							
10145 53020	OTHER SUPPLIES 0.00	1,000.00	15,038.37	0.00	-14,038.37	1503.8%	

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53140 VACCINE SUPPLIES						
10145 53140	VACCINE AND SUPPLIES 0.00	0.00	0.00	0.00	0.00	.0%
54010 FURNITURE						
10145 54010	OFFICE FURNITURE 0.00	0.00	0.00	0.00	0.00	.0%
TOTAL HUMAN RESOURCES		18,795.00	267,493.38	0.00	11,137.62	96.0%
259,836.00						
TOTAL GENERAL FUND		18,795.00	267,493.38	0.00	11,137.62	96.0%
259,836.00						
TOTAL EXPENSES		18,795.00	267,493.38	0.00	11,137.62	
259,836.00						
GRAND TOTAL		18,795.00	267,493.38	0.00	11,137.62	96.0%
259,836.00						

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

REC & PARKS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10137	51610	PARKS MAINTENANCE	439,197.00	(699.02)	700.00		0.98
2	10137	51920	FICA	79,931.00	(53.45)	54.00		0.55
3	10137	52020	POSTAGE	3,809.00	(186.71)	187.00		0.29
4	10137	52040	SERVICE CONTRACTS	4,311.00	(778.39)	779.00		0.61
5	10137	52380	PROGRAMS	36,786.00	(1,212.65)	1,213.00		0.35
6	10137	53010	OFFICE SUPPLIES	1,600.00	(611.83)	612.00		0.17
7	10137	53090	FUESL & LUBRICANTS	32,208.00	10,219.75		(3,545.00)	6,674.75
								0.00
TOTAL						3,545.00	(3,545.00)	

Explanation

INCREASED COSTS AFTER BUDGET APPROVED.

Department Head

Date

KIM ALLEN
Director of Finance

7/29/2024
Date

First Selectman

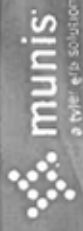
Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET % USED
101 GENERAL FUND						
10137 RECREATION AND PARKS						
5110 ADMINISTRATION						
10137 51110	108,605.00	ADMINISTRATION 2,991.00	111,596.00	111,595.58	0.00	0.42 100.0%
5120 CLERICAL AND TECHNICAL						
10137 51210	85,382.00	CLERICAL AND TECHNICAL 1,940.00	87,322.00	87,321.73	0.00	0.27 100.0%
51220 CUSTODIAL						
10137 51220	21,232.00	CUSTODIAL -8,493.00	12,739.00	12,738.64	0.00	0.36 100.0%
51450 EXTRA DUTY						
10137 51450	0.00	EXTRA DUTY 0.00	0.00	0.00	0.00	0.00 .0%
51451 EXTRA DUTY REGULAR WAGES						
10137 51451	0.00	EXTRA DUTY REGULAR WAGES 0.00	0.00	0.00	0.00	0.00 .0%
51610 PARKS MAINTENANCE						
10137 51610	450,959.00	PARKS MAINTENANCE -11,762.00	439,197.00	439,896.02	0.00	-699.02 100.2%
51620 RECREATION PROGRAMS						
10137 51620	339,883.00	RECREATION PROGRAMS 72,097.00	411,980.00	411,979.98	0.00	0.02 100.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51630 SUMMER JOBS FOR MINORS						
10137 51630	SUMMER JOBS FOR MINORS 0.00	0.00	0.00	0.00	0.00	.0%
51810 OVERTIME						
10137 51810	OVERTIME -2,914.00	30,078.00	30,077.89	0.00	0.11	100.0%
51910 FRINGE BENEFITS						
10137 51910	FRINGE BENEFITS -1,191.00	3,209.00	3,208.37	0.00	0.63	100.0%
51920 F.I.C.A.						
10137 51920	F.I.C.A. 107.00	79,931.00	79,984.45	0.00	-53.45	100.1%
52010 ADVERTISING						
10137 52010	ADVERTISING -1,447.00	1,313.00	1,282.30	0.00	30.70	97.7%
52020 POSTAGE						
10137 52020	POSTAGE -2,291.00	3,809.00	3,995.71	0.00	-186.71	104.9%
52040 SERVICE CONT. AND REPAIRS						
10137 52040	SERVICE CONT. AND REPAIRS 1,284.00	4,311.00	4,158.09	931.30	-778.39	118.1%
52050 DUES CONFER						
10137 52050	DUES, CONFERENCES & EDUCATION -1,217.00	1,873.00	1,873.00	0.00	0.00	100.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52060 PRINTING							
10137 52060	0.00	PRINTING 0.00	0.00	0.00	0.00	0.00	.0%
52070 REIMBURSABLE EXPENSES							
10137 52070	150.00	REIMBURSABLE EXPENSES -150.00	0.00	0.00	0.00	0.00	.0%
52080 TELEPHONE							
10137 52080	2,740.00	TELEPHONE 0.00	2,740.00	1,883.13	0.00	856.87	68.7%
52090 HEATING FUEL							
10137 52090	9,098.00	HEATING FUEL -9,098.00	0.00	0.00	0.00	0.00	.0%
52100 ELECTRICITY							
10137 52100	3,000.00	ELECTRICITY -3,000.00	0.00	0.00	0.00	0.00	.0%
52110 WATER							
10137 52110	4,725.00	WATER -4,725.00	0.00	0.00	0.00	0.00	.0%
52120 SEWER							
10137 52120	2,640.00	SEWER -2,640.00	0.00	0.00	0.00	0.00	.0%
52206 XFER TO COMMUNITY EVENTS FUND							
10137 52206	4,750.00	XFER TO COMMUNITY EVENTS FUND 0.00	4,750.00	4,750.00	0.00	0.00	100.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52380 PROGRAMS						
10137 52380	PROGRAMS	36,786.00	0.00	36,786.00	39,641.39	107.8%
52390 CO-SPONSORED PROGRAMS						
10137 52390	CO-SPONSORED PROGRAMS	41,549.00	-10,854.00	30,695.00	30,695.00	100.0%
52420 MAINTENANCE OF PROPERTY						
10137 52420	MAINTENANCE OF PROPERTY	85,232.00	-8,805.00	76,427.00	75,088.64	98.2%
53010 OFFICE SUPPLIES						
10137 53010	OFFICE SUPPLIES	1,600.00	0.00	1,600.00	2,296.95	143.6%
53020 OTHER SUPPLIES						
10137 53020	OTHER SUPPLIES	36,291.00	-2,500.00	33,791.00	31,084.99	92.0%
53080 AUTOMOTIVE MAINTENANCE						
10137 53080	MAINTENANCE VEHICLES	24,500.00	2,500.00	27,000.00	25,789.21	95.5%
53090 FUELS AND LUBRICANTS						
10137 53090	FUELS AND LUBRICANTS	32,208.00	0.00	32,208.00	21,988.25	68.3%
54020 EQUIPMENT						
10137 54020	EQUIPMENT	0.00	0.00	0.00	0.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13							
ORIGINAL APPROP	TRANS/ADJST	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
TOTAL RECREATION AND PARKS 1,423,523.00	9,832.00	1,433,355.00	1,421,329.32	931.30	11,094.38	99.2%	
TOTAL GENERAL FUND 1,423,523.00	9,832.00	1,433,355.00	1,421,329.32	931.30	11,094.38	99.2%	
TOTAL EXPENSES 1,423,523.00	9,832.00	1,433,355.00	1,421,329.32	931.30	11,094.38		
GRAND TOTAL 1,423,523.00	9,832.00	1,433,355.00	1,421,329.32	931.30	11,094.38	99.2%	

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD

TRANSFER REQUEST FORM

Out of Series Transfer Request

PLANNING
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10110	52030	PROFESSIONAL FEES	1,900.00	(27,472.41)	25,700.00		(1,772.41)
2	10110	51110	ADMINISTRATION	107,362.38	3,920.62		(3,900.00)	20.62
3	10110	51210	CLERICAL	162,634.00	2,599.22		(2,500.00)	99.22
4	10110	51910	FRINGE BENEFITS	5,838.00	3,306.22		(3,300.00)	6.22
5	10110	51920	FICA	43,478.00	3,688.61		(3,600.00)	88.61
6	10110	52010	ADVERTISING	5,000.00	2,260.44		(2,260.00)	0.44
7	10110	52040	SERVICE CONTRACTS	13,681.00	7,220.01		(7,200.00)	20.01
8	10110	53010	OFFICE SUPPLIES	2,750.00	1,542.33		(1,540.00)	2.33
9	10110	54060	OFFICE EQUIPMENT	1,440.00	1,437.99		(1,400.00)	37.99
								0.00
				TOTAL		25,700.00	(25,700.00)	

Explanation

Department Head

Date

KIM ALLEN
Director of Finance

7/29/2024
Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10110 PLANNING & ZONING COMM.						
51110 ADMINISTRATION						
10110 51110	ADMINISTRATION 0.00	111,283.00	107,362.38	0.00	3,920.62	96.5%
51120 INSPECTION						
10110 51120	INSPECTION 6,100.00	288,511.00	288,459.11	0.00	51.89	100.0%
51210 CLERICAL AND TECHNICAL						
10110 51210	CLERICAL AND TECHNICAL 0.00	162,634.00	160,034.78	0.00	2,599.22	98.4%
51810 OVERTIME						
10110 51810	OVERTIME -4,000.00	2,164.00	1,750.09	0.00	413.91	80.9%
51910 FRINGE BENEFITS						
10110 51910	FRINGE BENEFITS 0.00	5,838.00	2,531.78	0.00	3,306.22	43.4%
51920 F.I.C.A.						
10110 51920	F.I.C.A. 0.00	43,478.00	39,789.39	0.00	3,688.61	91.5%
52010 ADVERTISING						
10110 52010	ADVERTISING 1,000.00	5,000.00	2,739.56	0.00	2,260.44	54.8%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
52020 POSTAGE									
10110 52020	450.00	0.00	450.00	280.60	0.00	169.40	62.4%		
52030 PROFESSIONAL FEES									
10110 52030	20,000.00	PROFESSIONAL FEES -1,000.00	19,000.00	42,205.40	4,267.01	-27,472.41	244.6%		
52040 SERVICE CONT AND REPAIRS									
10110 52040	15,781.00	SERVICE CONT. AND REPAIRS -2,100.00	13,681.00	6,460.99	0.00	7,220.01	47.2%		
52050 DUES CONFER									
10110 52050	3,521.00	DUES, CONFERENCES & EDUCAT 0.00	3,521.00	3,490.80	0.00	30.20	99.1%		
52060 PRINTING									
10110 52060	450.00	PRINTING	450.00	139.10	0.00	310.90	30.9%		
52070 REIMBURSABLE EXPENSES									
10110 52070	200.00	REIMBURSABLE EXPENSES 0.00	200.00	0.00	0.00	200.00	.0%		
53010 OFFICE SUPPLIES									
10110 53010	2,750.00	OFFICE SUPPLIES 0.00	2,750.00	1,207.67	0.00	1,542.33	43.9%		
53090 FUELS AND LUBRICANTS									
10110 53090	810.00	FUELS AND LUBRICANTS 0.00	810.00	563.47	0.00	246.53	69.6%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJSMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
54060 OFFICE EQUIPMENT									
10110 54060	1,440.00	OFFICE EQUIPMENT 0.00	1,440.00	272.00	0.00	1,168.00	18.9%		
TOTAL PLANNING & ZONING COMM.									
	661,210.00	0.00	661,210.00	657,287.12	4,267.01	-344.13	100.1%		
TOTAL GENERAL FUND									
	661,210.00	0.00	661,210.00	657,287.12	4,267.01	-344.13	100.1%		
TOTAL EXPENSES									
	661,210.00	0.00	661,210.00	657,287.12	4,267.01	-344.13			
GRAND TOTAL									
	661,210.00	0.00	661,210.00	657,287.12	4,267.01	-344.13	100.1%		

** END OF REPORT - Generated by Kimberly Allen **

In Series (Over \$1000)

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer	Budget Transfer	REVISED Available Budget
						INCREASE	DECREASE	
1	10111	52040	SERVICE CONTRACTS	\$ 519,921	\$ (12,015)	12,016.00		\$ 1
2	10111	52090	FUEL OIL	\$ 139,098	\$ (500)	500.00		\$ 0
3	10111	52110	WATER	\$ 25,672	\$ (884)	884.00		\$ 0
4	10111	52120	SEWER	\$ 25,873	\$ (2,093)	2,094.00		\$ 1
5	10111	52100	ELECTRICITY	\$ 401,278.00	\$ 21,596.04		(15,494.00)	\$ 6,102
								\$ -
TOTAL						15,494.00	(15,494.00)	

FACILITIES TOOK OVER THE CUSTODIAL SERVICE CONTRACT FOR THE COMMUNITY CENTER WHICH WAS NOT BUDGETED.

Date _____

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
101 GENERAL FUND									
10111 BUILDING MAINTENANCE									
51140 FACILITIES COORDINATOR									
10111 51140	73,708.00	FACILITIES COORDINATOR -19,812.00	53,896.00	53,895.44	0.00	0.56	100.0%		
51810 OVERTIME									
10111 51810	0.00	OVERTIME	0.00	0.00	0.00	0.00	.0%		
51910 FRINGE BENEFITS									
10111 51910	75.00	FRINGE BENEFITS -50.00	25.00	25.00	0.00	0.00	100.0%		
51920 F.I.C.A.									
10111 51920	5,639.00	F.I.C.A. -1,711.00	3,928.00	3,927.53	0.00	0.47	100.0%		
52010 ADVERTISING									
10111 52010	0.00	ADVERTISING	0.00	0.00	0.00	0.00	.0%		
52040 SERVICE CONT AND REPAIRS									
10111 52040	243,570.00	SERVICE CONT. AND REPAIRS 276,351.00	519,921.00	530,736.24	1,200.00	-12,015.24	102.3%		
52090 HEATING FUEL									
10111 52090	130,000.00	FUEL OIL	139,098.00	139,597.89	0.00	-499.89	100.4%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJST'S	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52091 NATURAL GAS						
10111 52091	NATURAL GAS 0.00	0.00	0.00	0.00	0.00	.0%
52100 ELECTRICITY						
10111 52100	ELECTRICITY 3,000.00	401,278.00	379,681.96	0.00	21,596.04	94.6%
52110 WATER						
10111 52110	WATER 9,947.00	25,672.00	26,555.77	0.00	-883.77	103.4%
52120 SEWER						
10111 52120	SEWER 4,098.00	25,873.00	27,966.07	0.00	-2,093.07	108.1%
53020 OTHER SUPPLIES						
10111 53020	OTHER SUPPLIES 725.00	6,725.00	6,703.60	0.00	21.40	99.7%
55030 BUILDING IMPROVEMENTS						
10111 55030	PUBLIC IMPROVEMENTS 0.00	5,000.00	4,982.36	0.00	17.64	99.6%
TOTAL BUILDING MAINTENANCE						
899,770.00	281,646.00	1,181,416.00	1,174,071.86	1,200.00	6,144.14	99.5%
TOTAL GENERAL FUND						
899,770.00	281,646.00	1,181,416.00	1,174,071.86	1,200.00	6,144.14	99.5%
TOTAL EXPENSES						
899,770.00	281,646.00	1,181,416.00	1,174,071.86	1,200.00	6,144.14	
GRAND TOTAL						
899,770.00	281,646.00	1,181,416.00	1,174,071.86	1,200.00	6,144.14	99.5%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJST'S	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD

TRANSFER REQUEST FORM

Out of Series Transfer Request

FINANCE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10107	53010	OFFICE SUPPLIES	21,000.00	(778.95)	779.00		0.05
2	10107	52080	TELEPHONE	21,034.00	2,080.99		(779.00)	1,301.99
								0.00
				TOTAL		779.00	(779.00)	

Explanation

INCREASED NEED FOR TOWN-WIDE SUPPLIES BY INDIVIDUAL DEPARTMETNS.

KIM ALLEN
Department Head

7/29/2024
Date

KIM ALLEN
Director of Finance

7/29/2024
Date

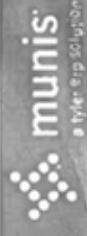
First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10107 FINANCE						
51010 ELECTED OFFICIALS						
10107 51010	ELECTED OFFICIALS 330.00	29,617.00	29,616.22	0.00	0.78	100.0%
51110 ADMINISTRATION						
10107 51110	ADMINISTRATION 2,394.00	368,622.00	368,622.33	0.00	-0.33	100.0%
51210 CLERICAL AND TECHNICAL						
10107 51210	CLERICAL AND TECHNICAL 0.00	147,730.00	146,083.40	0.00	1,646.60	98.9%
51810 OVERTIME						
10107 51810	OVERTIME -2,300.00	350.00	259.14	0.00	90.86	74.0%
51910 FRINGE BENEFITS						
10107 51910	FRINGE BENEFITS -580.00	1,985.00	1,982.61	0.00	2.39	99.9%
51920 F.I.C.A.						
10107 51920	F.I.C.A. 163.00	42,120.00	39,257.40	0.00	2,862.60	93.2%
52010 ADVERTISING						
10107 52010	ADVERTISING -58.00	142.00	114.16	0.00	27.84	80.4%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52020 POSTAGE						
10107 52020	POSTAGE 800.00	4,800.00	4,516.27	0.00	283.73	94.1%
52030 PROFESSIONAL FEES						
10107 52030	PROFESSIONAL FEES 5,178.00	60,578.00	58,450.80	0.00	2,127.20	96.5%
52040 SERVICE CONT AND REPAIRS						
10107 52040	SERVICE CONT, AND REPAIRS 11,400.00	60,509.00	59,967.50	0.00	541.50	99.1%
52043 SERVICE CONTRACTS INFORMATION						
10107 52043	SERVICE CONTRACTS INFORMATION 0.00	0.00	0.00	0.00	0.00	.0%
52050 DUES, CONFER						
10107 52050	DUES, CONFERENCES & EDUCATION -6,075.00	5,646.00	5,808.21	0.00	-162.21	102.9%
52070 REIMBURSABLE EXPENSES						
10107 52070	REIMBURSABLE EXPENSES -80.00	20.00	19.13	0.00	0.87	95.7%
52080 TELEPHONE						
10107 52080	TELEPHONE 4,375.00	21,034.00	18,953.01	0.00	2,080.99	90.1%
53010 OFFICE SUPPLIES						
10107 53010	OFFICE SUPPLIES 1,000.00	21,000.00	21,778.95	0.00	-778.95	103.7%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
ORIGINAL APPROP	TRANS/ADJSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
54010 FURNITURE							
10107 54010	FURNITURE -115.00	0.00	0.00	0.00	0.00	.0%	
54060 OFFICE EQUIPMENT							
10107 54060	OFFICE EQUIPMENT 2,330.00	2,330.00	2,329.06	0.00	0.94	100.0%	
54130 COMPUTER EQUIPMENT							
10107 54130	COMPUTER SUPPORT SYSTEM 0.00	0.00	0.00	0.00	0.00	.0%	
TOTAL FINANCE							
747,721.00	18,762.00	766,483.00	757,758.19	0.00	8,724.81	98.9%	
TOTAL GENERAL FUND							
747,721.00	18,762.00	766,483.00	757,758.19	0.00	8,724.81	98.9%	
TOTAL EXPENSES							
747,721.00	18,762.00	766,483.00	757,758.19	0.00	8,724.81		
GRAND TOTAL							
747,721.00	18,762.00	766,483.00	757,758.19	0.00	8,724.81	98.9%	

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

RETIREMENT COMMISSION
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer	Budget Transfer	REVISED Available Budget
						INCREASE	DECREASE	
1	10116	51945	RETIREE HEALTH BENE	\$ 363,031	\$ (56,757)	56,757.00		\$ 0
2	10116	51940	PENSION CONTRIBUTIONS	\$ 4,878,392	\$ 709,529		(56,757.00)	\$ 652,772
								\$ -
TOTAL						56,757.00	(56,757.00)	

Explanation:

RETIREE BENEFITS ACTUALS OVER FORECASTED.

Department Head

Date

KIM ALLEN
Director of Finance

7/29/2024
Date

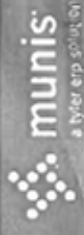
First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJVS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10116 RETIREMENT COMMISSION						
51930 HEART AND HYPERTENSION						
10116 51930	HEART AND HYPERTENSION 59,728.00	237,176.00	233,021.06	0.00	4,154.94	98.2%
51940 PENSION CONTRIBUTIONS						
10116 51940	PENSION CONTRIBUTIONS -144,799.00	4,875,392.00	4,261,880.33	0.00	613,511.67	87.4%
51945 RETIREE HEALTH BENEFITS						
10116 51945	RETIREE HEALTH BENEFITS -30,762.00	363,031.00	419,787.87	0.00	-56,756.87	115.6%
51949 OPEB TRUST FUND CONTRIBUTION						
10116 51949	OPEB TRUST FUND CONTRIBUTION 5,200.00	1,463,505.00	1,463,505.00	0.00	0.00	100.0%
TOTAL RETIREMENT COMMISSION						
	-110,633.00	6,939,104.00	6,378,194.26	0.00	560,909.74	91.9%
TOTAL GENERAL FUND						
	-110,633.00	6,939,104.00	6,378,194.26	0.00	560,909.74	91.9%
TOTAL EXPENSES						
	-110,633.00	6,939,104.00	6,378,194.26	0.00	560,909.74	
GRAND TOTAL						
	-110,633.00	6,939,104.00	6,378,194.26	0.00	560,909.74	91.9%

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD TRANSFER REQUEST FORM

Inter-Department Transfer
Out of Series Transfer Request

VARIOUS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
								0.00
1	10102 (ROV)	51010	ELECTED OFFICIALS	55,303.00	(3,248.52)	3,300.00		51.48
2	10102 (ROV)	52020	POSTAGE	1,696.00	(83.60)	84.00		0.40
3	10102 (ROV)	52070	REIMBURSEABLE EXPENSES	434.00	(799.73)	800.00		0.27
4	10106 (TAX)	51010	ELECTED OFFICIALS	87,255.00	(981.65)	982.00		0.35
5	10106 (TAX)	51210	CLERICAL	85,437.00	(7,416.25)	7,417.00		0.75
6	10106 (TAX)	52030	PROFESSIONAL FEES	27,946.00	(83.51)	84.00		0.49
7	10108 (LEGAL)	520300	PROFESSIONAL FEES	302,584.00	(18,488.70)	18,489.00		0.30
8	10132 (LEDGELHGT)	52075	HEALTH DISTRICT	148,407.00	(0.27)	1.00		0.73
9	10135 (SENIORS)	51210	CLERICAL	240,148.00	(2,716.74)	2,717.00		0.26
10	10135 (SENIORS)	51635	PROGRAM INSTRUCTORS	25,105.00	(799.34)	800.00		0.66
11	10130	55010	TOWN AID ROADS	321,120.00	60,588.53		(34,674.00)	25,914.53
								0.00
								0.00
				TOTAL		34,674.00	(34,674.00)	

Explanation

1 -3 (ROV): raises approved after budget was approved; Increase in postage costs; additional supplies needed for election

4-6 (Tax Collector): salaries increased after budget approved; QDS cost increase after budget approved

7 (legal): additional hours on millstone tax settlement and purchase of 8 Goshen Road

9-10 (Seniors): salaries increased after budget approved

Department Head

Date

KIM ALLEN
Director of Finance

7/9/2024
Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
						% USED
101 GENERAL FUND						
10102 REGISTRAR OF VOTERS						
51010 ELECTED OFFICIALS						
10102 51010	47,848.00	ELECTED OFFICIALS 7,455.00	55,303.00	58,551.52	0.00	-3,248.52 105.9%
51310 VOTER REGISTRATION						
10102 51310	4,000.00	VOTER REGISTRATION 0.00	4,000.00	2,042.50	0.00	1,957.50 51.1%
51320 ELECTION ACTIVITIES						
10102 51320	7,345.00	ELECTION ACTIVITIES 7,305.00	14,650.00	14,650.00	0.00	0.00 100.0%
51920 F.I.C.A.						
10102 51920	4,528.00	F.I.C.A. 1,747.00	6,275.00	5,704.53	0.00	570.47 90.9%
52010 ADVERTISING						
10102 52010	1.00	ADVERTISING 0.00	1.00	0.00	0.00	1.00 .0%
52020 POSTAGE						
10102 52020	1,800.00	POSTAGE -104.00	1,696.00	1,779.60	0.00	-83.60 104.9%
52040 SERVICE CONT. AND REPAIRS						
10102 52040	2,500.00	SERVICE CONT. AND REPAIRS 0.00	2,500.00	2,500.00	0.00	0.00 100.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
	ORIGINAL APPROP	TRANS/ADJST	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET % USED
52050 DUES CONFER						
10102 52050	1,680.00	DUES, CONFERENCES & EDUCAT 71.00	1,751.00	1,080.00	0.00	671.00 61.7%
52070 REIMBURSABLE EXPENSES						
10102 52070	401.00	REIMBURSABLE EXPENSES 33.00	434.00	1,233.73	0.00	-799.73 284.3%
52080 TELEPHONE						
10102 52080	0.00	TELEPHONE 0.00	0.00	0.00	0.00	0.00 .0%
53020 OTHER SUPPLIES						
10102 53020	9,384.00	OTHER SUPPLIES 3,066.00	12,450.00	11,649.65	0.00	800.35 93.6%
54180 VOTING MACHINES						
10102 54180	1.00	VOTING MACHINES 0.00	1.00	0.00	0.00	1.00 .0%
TOTAL REGISTRAR OF VOTERS	79,488.00	19,573.00	99,061.00	99,191.53	0.00	-130.53 100.1%
TOTAL GENERAL FUND	79,488.00	19,573.00	99,061.00	99,191.53	0.00	-130.53 100.1%
TOTAL EXPENSES	79,488.00	19,573.00	99,061.00	99,191.53	0.00	-130.53
GRAND TOTAL	79,488.00	19,573.00	99,061.00	99,191.53	0.00	-130.53 100.1%

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
101 GENERAL FUND									
10106 TAX COLLECTOR									
51010 ELECTED OFFICIALS									
10106 51010	87,255.00	ELECTED OFFICIALS 0.00	87,255.00	88,236.65	0.00	-981.65	101.1%		
51210 CLERICAL AND TECHNICAL									
10106 51210	85,437.00	CLERICAL AND TECHNICAL 0.00	85,437.00	92,898.25	0.00	-7,461.25	108.7%		
51810 OVERTIME									
10106 51810	0.00	OVERTIME 0.00	0.00	0.00	0.00	0.00	.0%		
51920 F.I.C.A.									
10106 51920	13,211.00	F.I.C.A. 0.00	13,211.00	13,110.31	0.00	100.69	99.2%		
52010 ADVERTISING									
10106 52010	675.00	ADVERTISING 0.00	675.00	654.06	0.00	20.94	96.9%		
52020 POSTAGE									
10106 52020	7,500.00	POSTAGE 2,000.00	9,500.00	9,357.33	0.00	142.67	98.5%		
52030 PROFESSIONAL FEES									
10106 52030	21,646.00	PROFESSIONAL FEES 6,300.00	27,946.00	28,029.51	0.00	-83.51	100.3%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52040 SERVICE CONT AND REPAIRS						
10106 52040	SERVICE CONT. AND REPAIRS 0.00	1,146.00	1,081.44	0.00	64.56	94.4%
52050 DUES CONFER						
10106 52050	DUES, CONFERENCES & EDUCATION 0.00	945.00	945.00	0.00	0.00	100.0%
53010 OFFICE SUPPLIES						
10106 53010	OFFICE SUPPLIES 330.00	380.00	398.88	0.00	-18.88	105.0%
54060 OFFICE EQUIPMENT						
10106 54060	OFFICE EQUIPMENT 2,340.00	2,340.00	2,329.06	0.00	10.94	99.5%
TOTAL TAX COLLECTOR						
217,865.00	10,970.00	228,835.00	237,040.49	0.00	-8,205.49	103.6%
TOTAL GENERAL FUND						
217,865.00	10,970.00	228,835.00	237,040.49	0.00	-8,205.49	103.6%
TOTAL EXPENSES						
217,865.00	10,970.00	228,835.00	237,040.49	0.00	-8,205.49	
GRAND TOTAL						
217,865.00	10,970.00	228,835.00	237,040.49	0.00	-8,205.49	103.6%

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10108 LEGAL DEPARTMENT						
52030 PROFESSIONAL FEES						
10108 52030	PROFESSIONAL FEES 42,584.00	302,584.00	321,072.70	0.00	-18,488.70	106.1%
52540 PROBATE COURT						
10108 52540	PROBATE COURT 1,900.00	36,800.00	36,778.64	0.00	21.36	99.9%
52560 MISCELLANEOUS CLAIMS						
10108 52560	MISCELLANEOUS CLAIMS 75,000.00	75,100.00	75,000.00	0.00	100.00	99.9%
TOTAL LEGAL DEPARTMENT						
295,000.00		414,484.00	432,851.34	0.00	-18,367.34	104.4%
TOTAL GENERAL FUND						
295,000.00		414,484.00	432,851.34	0.00	-18,367.34	104.4%
TOTAL EXPENSES						
295,000.00		414,484.00	432,851.34	0.00	-18,367.34	
GRAND TOTAL						
295,000.00		414,484.00	432,851.34	0.00	-18,367.34	104.4%

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13							
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
101 GENERAL FUND							
10132 CONSERVATION OF HEALTH							
52075 LEDGELIGHT HEALTH DISTRICT							
10132 52075	LEDGELIGHT HEALTH DISTRICT	148,407.00	148,407.27	0.00	-0.27	100.0%	
	148,407.00	148,407.00	148,407.27	0.00	-0.27	100.0%	
TOTAL CONSERVATION OF HEALTH							
	148,407.00	148,407.00	148,407.27	0.00	-0.27	100.0%	
TOTAL GENERAL FUND							
	148,407.00	148,407.00	148,407.27	0.00	-0.27	100.0%	
TOTAL EXPENSES							
	148,407.00	148,407.00	148,407.27	0.00	-0.27	100.0%	
GRAND TOTAL							
	148,407.00	148,407.00	148,407.27	0.00	-0.27	100.0%	

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT

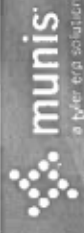


YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10135 SENIOR CITIZEN COMMISSION						
51110 ADMINISTRATION						
10135 51110	ADMINISTRATION 147,169.00	152,329.00	152,328.06	0.00	0.94	100.0%
51210 CLERICAL AND TECHNICAL						
10135 51210	CLERICAL AND TECHNICAL 234,870.00	240,148.00	242,864.74	0.00	-2,716.74	101.1%
51635 SENIOR PROGRAM INSTRUCTORS						
10135 51635	SENIOR PROGRAM INSTRUCTORS 31,236.00	25,105.00	25,904.34	0.00	-799.34	103.2%
51810 OVERTIME						
10135 51810	OVERTIME 983.00	3,251.00	3,150.58	0.00	100.42	96.9%
51910 FRINGE BENEFITS						
10135 51910	FRINGE BENEFITS 0.00	0.00	0.00	0.00	0.00	.0%
51920 F.I.C.A.						
10135 51920	F.I.C.A. 31,691.00	32,118.00	32,117.45	0.00	0.55	100.0%
52010 ADVERTISING						
10135 52010	ADVERTISING 200.00	200.00	0.00	0.00	200.00	.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52020 POSTAGE						
10135 52020	POSTAGE	0.00	1,281.78	0.00	293.22	81.4%
52030 PROFESSIONAL FEES						
10135 52030	PROFESSIONAL FEES	0.00	0.00	0.00	0.00	.0%
52039 ADA SERVICES						
10135 52039	ADA SERVICES	-450.00	0.00	0.00	0.00	.0%
52040 SERVICE CONT AND REPAIRS						
10135 52040	SERVICE CONT. AND REPAIRS	0.00	11,824.42	0.00	623.58	95.0%
52050 DUES CONFER						
10135 52050	DUES, CONFERENCES & EDUCAT	0.00	407.98	0.00	282.02	59.1%
52070 REIMBURSABLE EXPENSES						
10135 52070	REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00	.0%
52090 HEATING FUEL						
10135 52090	HEATING FUEL	0.00	0.00	0.00	0.00	.0%
52100 ELECTRICITY						
10135 52100	ELECTRICITY	0.00	0.00	0.00	0.00	.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJST'S	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52115 WATER & SEWER CHARGES						
10135 52115	WATER/SEWER 0.00	0.00	0.00	0.00	0.00	.0%
52130 PHYSICAL EXAMINATIONS						
10135 52130	PHYSICAL EXAMINATIONS -1,198.00	1,018.00	1,205.90	0.00	-187.90	118.5%
52380 PROGRAMS						
10135 52380	PROGRAMS 450.00	3,100.00	2,753.85	0.00	346.15	88.8%
53010 OFFICE SUPPLIES						
10135 53010	OFFICE SUPPLIES 300.00	700.00	604.32	0.00	95.68	86.3%
53020 OTHER SUPPLIES						
10135 53020	OTHER SUPPLIES 100.00	3,059.00	2,790.23	0.00	268.77	91.2%
53070 AUTO REPAIRS						
10135 53070	AUTO REPAIRS 0.00	1,729.00	1,728.14	0.00	0.86	100.0%
53080 AUTOMOTIVE MAINTENANCE						
10135 53080	AUTOMOTIVE MAINTENANCE -1,236.00	159.00	158.26	0.00	0.74	99.5%
53090 FUELS AND LUBRICANTS						
10135 53090	FUELS AND LUBRICANTS -3,225.00	7,488.00	8,302.35	0.00	-814.35	110.9%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJSNLS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54020 EQUIPMENT						
10135 54020	FITNESS EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%
54030 KITCHEN EQUIPMENT						
10135 54030	KITCHEN EQUIPMENT 0.00	120.00	56.53	0.00	63.47	47.1%
54050 AUTOMOTIVE EQUIPMENT						
10135 54050	AUTOMOTIVE EQUIPMENT 0.00	1,137.00	1,084.32	0.00	52.68	95.4%
54060 OFFICE EQUIPMENT						
10135 54060	OFFICE EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%
TOTAL SENIOR CITIZEN COMMISSION						
484,631.00	1,743.00	486,374.00	488,563.25	0.00	-2,189.25	100.5%
TOTAL GENERAL FUND						
484,631.00	1,743.00	486,374.00	488,563.25	0.00	-2,189.25	100.5%
TOTAL EXPENSES						
484,631.00	1,743.00	486,374.00	488,563.25	0.00	-2,189.25	
GRAND TOTAL						
484,631.00	1,743.00	486,374.00	488,563.25	0.00	-2,189.25	100.5%

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10130 PUBLIC WORKS						
51110 ADMINISTRATION						
10130 51110	ADMINISTRATION 11,738.00	350,025.00	350,024.91	0.00	0.09	100.0%
51130 ENGINEERING						
10130 51130	ENGINEERING 0.00	5,558.00	0.00	0.00	5,558.00	.0%
51210 CLERICAL AND TECHNICAL						
10130 51210	CLERICAL AND TECHNICAL 0.00	164,347.00	155,004.53	0.00	9,342.47	94.3%
51450 EXTRA DUTY						
10130 51450	EXTRA DUTY 0.00	0.00	0.00	0.00	0.00	.0%
51451 EXTRA DUTY REGULAR WAGES						
10130 51451	EXTRA DUTY REGULAR WAGES 0.00	0.00	0.00	0.00	0.00	.0%
51510 EQUIPMENT MAINTENANCE						
10130 51510	EQUIPMENT MAINTENANCE -20,000.00	383,804.00	324,318.83	0.00	59,485.17	84.5%
51520 HIGHWAY MAINTENANCE						
10130 51520	HIGHWAY MAINTENANCE -22,743.00	904,293.00	845,065.32	0.00	59,227.68	93.5%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJ SWTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
51530 REFUSE COLL. & DISPOSAL									
10130 51530	471,730.00	REFUSE COLL. & DISPOSAL -30,400.00	441,330.00	415,489.60	0.00	25,840.40	94.1%		
51540 SNOW REMOVAL									
10130 51540	56,000.00	SNOW REMOVAL -3,787.00	52,213.00	52,212.78	0.00	0.22	100.0%		
51810 OVERTIME									
10130 51810	55,000.00	OVERTIME 23,938.00	78,938.00	78,937.60	0.00	0.40	100.0%		
51910 FRINGE BENEFITS									
10130 51910	16,225.00	FRINGE BENEFITS 0.00	16,225.00	12,268.96	0.00	3,956.04	75.6%		
51920 F.I.C.A.									
10130 51920	187,021.00	F.I.C.A. 0.00	187,021.00	158,484.47	0.00	28,536.53	84.7%		
52010 ADVERTISING									
10130 52010	0.00	ADVERTISING 0.00	0.00	0.00	0.00	0.00	.0%		
52020 POSTAGE									
10130 52020	400.00	POSTAGE 900.00	1,300.00	1,107.40	0.00	192.60	85.2%		
52030 PROFESSIONAL FEES									
10130 52030	120,000.00	PROFESSIONAL FEES 10,435.00	130,435.00	120,037.62	10,709.86	-312.48	100.2%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52040 SERVICE CONT AND REPAIRS						
10130 52040	SERVICE CONT. AND REPAIRS 24,649.00	84,649.00	78,308.96	5,584.67	755.37	99.1%
52050 DUES CONFER						
10130 52050	DUES, CONFERENCES & EDUCATION 6,000.00	9,000.00	8,899.18	0.00	100.82	98.9%
52060 PRINTING						
10130 52060	PRINTING 50.00	50.00	1.60	0.00	48.40	3.2%
52070 REIMBURSABLE EXPENSES						
10130 52070	REIMBURSABLE EXPENSES 50.00	50.00	25.00	0.00	25.00	50.0%
52090 HEATING FUEL						
10130 52090	FUEL OIL 0.00	0.00	0.00	0.00	0.00	.0%
52100 ELECTRICITY						
10130 52100	ELECTRICITY 0.00	0.00	0.00	0.00	0.00	.0%
52110 WATER						
10130 52110	WATER 0.00	0.00	0.00	0.00	0.00	.0%
52400 MEAL ALLOWANCE						
10130 52400	MEAL ALLOWANCE 2,300.00	2,300.00	1,679.63	0.00	620.37	73.0%

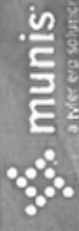
Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52410 STREET TREE MAINTENANCE						
10130 52410	STREET TREE MAINTENANCE 1,400.00	1,900.00	1,900.00	0.00	0.00	100.0%
52450 SITE WORK						
10130 52450	SITE WORK 0.00	1,000.00	423.79	0.00	576.21	42.4%
52460 STREET LIGHTING						
10130 52460	STREET LIGHTING 0.00	90,000.00	72,718.53	0.00	17,281.47	80.8%
52470 SOLID WASTE DISPOSAL						
10130 52470	SOLID WASTE DISPOSAL -106,801.00	833,199.00	769,472.38	0.00	63,726.62	92.4%
52475 RECYCLING PROGRAM						
10130 52475	RECYCLING PROGRAM 0.00	200.00	0.00	0.00	200.00	.0%
52500 OPTIONS AND RIGHTS OF WAY						
10130 52500	OPTIONS AND RIGHTS OF WAY 0.00	0.00	0.00	0.00	0.00	.0%
52510 RENTAL OF EQUIPMENT						
10130 52510	RENTAL OF EQUIPMENT 33,400.00	38,400.00	36,545.46	0.00	1,854.54	95.2%
52531 LANDFILL CAP MAINTENANCE						
10130 52531	LANDFILL CAP MAINTENANCE 1,150.00	24,150.00	24,130.00	0.00	20.00	99.9%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
53010 OFFICE SUPPLIES									
10130 53010	325.00	OFFICE SUPPLIES 90.00	415.00	451.46	0.00	-36.46	108.8%		
53030 OPERATIONAL SUPPLIES									
10130 53030	18,000.00	OPERATIONAL SUPPLIES 5,000.00	23,000.00	19,146.15	0.00	3,853.85	83.2%		
53050 ENGINEERING SUPPLIES									
10130 53050	300.00	ENGINEERING EQUIP.&SUPPLIES -90.00	210.00	0.00	0.00	210.00	.0%		
53070 AUTO REPAIRS									
10130 53070	205,000.00	AUTO REPAIRS 77,334.00	282,334.00	215,467.81	0.00	66,866.19	76.3%		
53090 FUELS AND LUBRICANTS									
10130 53090	327,790.00	FUELS AND LUBRICANTS -80,786.00	247,004.00	257,791.33	0.00	-10,787.33	104.4%		
53100 TIRES									
10130 53100	35,000.00	TIRES 21,000.00	56,000.00	45,290.96	0.00	10,709.04	80.9%		
53240 REFUSE DISPOSAL MATERIALS									
10130 53240	0.00	REFUSE DISPOSAL MATERIALS 0.00	0.00	0.00	0.00	0.00	.0%		
53250 TRAFFIC CONTROL MATERIALS									
10130 53250	20,000.00	TRAFFIC CONTROL MATERIALS 4,898.00	24,898.00	23,596.93	0.00	1,301.07	94.8%		

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53300 HIGHWAY MATERIALS						
10130 53300	HIGHWAY MATERIALS 0.00	170,000.00	167,353.26	0.00	2,646.74	98.4%
54050 AUTOMOTIVE EQUIPMENT						
10130 54050	AUTOMOTIVE EQUIPMENT 40,932.00	67,687.00	24,516.77	22,548.00	20,622.23	69.5%
54060 OFFICE EQUIPMENT						
10130 54060	OFFICE EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%
55010 TOWN AID ROADS IMPROVED						
10130 55010	TOWN AID ROADS IMPROVED 0.00	321,120.00	249,490.47	11,041.00	60,588.53	81.1%
TOTAL PUBLIC WORKS						
		4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%
TOTAL GENERAL FUND						
		4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%
TOTAL EXPENSES						
		4,993,055.00	4,510,161.69	49,883.53	433,009.78	
GRAND TOTAL						
		4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

FIRST SELECTMAN

DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10101	52040	SERVICE CONTRACTS	1,280.00	(24.75)	25.00		0.25
2	10101	53020	OTHER SUPPLIES	1,910.00	(92.83)	93.00		0.17
3	10101	53090	FUELS & LUBRICANTS	1,574.00	(118.45)	119.00		0.55
4	10101	51110	ADMINISTRATION	71,463.00	11,088.81		(237.00)	10,851.81
								0.00
TOTAL						237.00	(237.00)	

Explanation

INCREASED COSTS AFTER BUDGET WAS APPROVED.

Department Head

Date

KIM ALLEN

7/29/2024

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10101 FIRST SELECTION							
51010 ELECTED OFFICIALS							
10101 51010	110,837.00	ELECTED OFFICIALS 668.00	111,505.00	111,350.25	0.00	154.75	99.9%
51020 ELECTED SELECTION							
10101 51020	3,780.00	ELECTED SELECTION 335.00	4,115.00	3,794.86	0.00	320.14	92.2%
51110 ADMINISTRATION							
10101 51110	72,665.00	ADMINISTRATION -1,202.00	71,463.00	60,374.19	0.00	11,088.81	84.5%
51210 CLERICAL AND TECHNICAL							
10101 51210	75.00	CLERICAL AND TECHNICAL -75.00	0.00	0.00	0.00	0.00	.0%
51810 OVERTIME							
10101 51810	0.00	OVERTIME 0.00	0.00	0.00	0.00	0.00	.0%
51920 F.I.C.A.							
10101 51920	14,038.00	F.I.C.A. 241.00	14,279.00	12,848.00	0.00	1,431.00	90.0%
52010 ADVERTISING							
10101 52010	100.00	ADVERTISING 0.00	100.00	0.00	0.00	100.00	.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52020 POSTAGE						
10101 52020	POSTAGE 50.00	150.00	123.42	0.00	26.58	82.3%
52030 PROFESSIONAL FEES						
10101 52030	PROFESSIONAL FEES -2,200.00	100.00	100.00	0.00	0.00	100.0%
52040 SERVICE CONT AND REPAIRS						
10101 52040	SERVICE CONT. AND REPAIRS 80.00	1,280.00	1,304.75	0.00	-24.75	101.9%
52050 DUES CONFER						
10101 52050	DUES, CONFERENCES & EDUCAT 69.00	249.00	249.00	0.00	0.00	100.0%
52070 REIMBURSABLE EXPENSES						
10101 52070	REIMBURSABLE EXPENSES -700.00	0.00	0.00	0.00	0.00	.0%
52080 TELEPHONE						
10101 52080	TELEPHONE 400.00	880.00	804.34	0.00	75.66	91.4%
53020 OTHER SUPPLIES						
10101 53020	OTHER SUPPLIES 1,760.00	1,910.00	2,002.83	0.00	-92.83	104.9%
53090 FUELS AND LUBRICANTS						
10101 53090	FUELS AND LUBRICANTS 574.00	1,574.00	1,692.45	0.00	-118.45	107.5%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53119 EMERGENCY EXPENDITURES						
10101 53119	EMERGENCY EXPENDITURES 0.00	0.00	0.00	0.00	0.00	.0%
54010 FURNITURE						
10101 54010	FURNITURE 0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRST SELECTION 207,605.00		207,605.00	194,644.09	0.00	12,960.91	93.8%
TOTAL GENERAL FUND 207,605.00		207,605.00	194,644.09	0.00	12,960.91	93.8%
TOTAL EXPENSES 207,605.00		207,605.00	194,644.09	0.00	12,960.91	
GRAND TOTAL 207,605.00		207,605.00	194,644.09	0.00	12,960.91	93.8%

** END OF REPORT - Generated by Kimberly Allen **

Fy24

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

PUBLIC WORKS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer	Budget Transfer	REVISED Available Budget
						INCREASE	DECREASE	
1	10130	53090	FUELS & LUBRICANTS	\$ 247,004	\$ (10,787)	10,788.00		\$ 1
2	10130	53070	AUTO REPAIRS	\$ 282,334	\$ 66,866		(10,788.00)	\$ 56,078
TOTAL						10,788.00	(10,788.00)	\$ -

Explanation:

REGULAR AND DIESEL FUEL PRICES WERE NOT LOCKED IN UNTIL AFTER BUDGETS APPROVED.

Department Head

Date

KIM ALLEN
Director of Finance

7/29/2024
Date

First Selectman

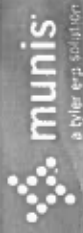
Date

Commission/Board Approval

Date

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJ'S	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10130 PUBLIC WORKS							
51110 ADMINISTRATION							
10130 51110	338,287.00	ADMINISTRATION 11,738.00	350,025.00	350,024.91	0.00	0.09	100.0%
51130 ENGINEERING							
10130 51130	5,558.00	ENGINEERING 0.00	5,558.00	0.00	0.00	5,558.00	.0%
51210 CLERICAL AND TECHNICAL							
10130 51210	164,347.00	CLERICAL AND TECHNICAL 0.00	164,347.00	155,004.53	0.00	9,342.47	94.3%
51450 EXTRA DUTY							
10130 51450	0.00	EXTRA DUTY 0.00	0.00	0.00	0.00	0.00	.0%
51451 EXTRA DUTY REGULAR WAGES							
10130 51451	0.00	EXTRA DUTY REGULAR WAGES 0.00	0.00	0.00	0.00	0.00	.0%
51510 EQUIPMENT MAINTENANCE							
10130 51510	403,804.00	EQUIPMENT MAINTENANCE -20,000.00	383,804.00	324,318.83	0.00	59,485.17	84.5%
51520 HIGHWAY MAINTENANCE							
10130 51520	927,036.00	HIGHWAY MAINTENANCE -22,743.00	904,293.00	845,065.32	0.00	59,227.68	93.5%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13									
	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
51530 REFUSE COLL.& DISPOSAL									
10130 51530	471,730.00	REFUSE COLL.& DISPOSAL -30,400.00	441,330.00	415,489.60	0.00	25,840.40	94.1%		
51540 SNOW REMOVAL									
10130 51540	56,000.00	SNOW REMOVAL -3,787.00	52,213.00	52,212.78	0.00	0.22	100.0%		
51810 OVERTIME									
10130 51810	55,000.00	OVERTIME 23,938.00	78,938.00	78,937.60	0.00	0.40	100.0%		
51910 FRINGE BENEFITS									
10130 51910	16,225.00	FRINGE BENEFITS 0.00	16,225.00	12,268.96	0.00	3,956.04	75.6%		
51920 F.I.C.A.									
10130 51920	187,021.00	F.I.C.A. 0.00	187,021.00	158,484.47	0.00	28,536.53	84.7%		
52010 ADVERTISING									
10130 52010	0.00	ADVERTISING 0.00	0.00	0.00	0.00	0.00	.0%		
52020 POSTAGE									
10130 52020	400.00	POSTAGE 900.00	1,300.00	1,107.40	0.00	192.60	85.2%		
52030 PROFESSIONAL FEES									
10130 52030	120,000.00	PROFESSIONAL FEES 10,435.00	130,435.00	120,037.62	10,709.86	-312.48	100.2%		

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52040 SERVICE CONT AND REPAIRS						
10130 52040	SERVICE CONT. AND REPAIRS 24,649.00	84,649.00	78,308.96	5,584.67	755.37	99.1%
52050 DUES CONFER						
10130 52050	DUES, CONFERENCES & EDUCATION 6,000.00	9,000.00	8,899.18	0.00	100.82	98.9%
52060 PRINTING						
10130 52060	PRINTING 0.00	50.00	1.60	0.00	48.40	3.2%
52070 REIMBURSABLE EXPENSES						
10130 52070	REIMBURSABLE EXPENSES 0.00	50.00	25.00	0.00	25.00	50.0%
52090 HEATING FUEL						
10130 52090	FUEL OIL 0.00	0.00	0.00	0.00	0.00	.0%
52100 ELECTRICITY						
10130 52100	ELECTRICITY 0.00	0.00	0.00	0.00	0.00	.0%
52110 WATER						
10130 52110	WATER 0.00	0.00	0.00	0.00	0.00	.0%
52400 MEAL ALLOWANCE						
10130 52400	MEAL ALLOWANCE 2,300.00	2,300.00	1,679.63	0.00	620.37	73.0%

Town of Waterford, CT



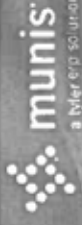
YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52410 STREET TREE MAINTENANCE						
10130 52410	STREET TREE MAINTENANCE 1,400.00	1,900.00	1,900.00	0.00	0.00	100.0%
52450 SITE WORK						
10130 52450	SITE WORK 1,000.00	1,000.00	423.79	0.00	576.21	42.4%
52460 STREET LIGHTING						
10130 52460	STREET LIGHTING 90,000.00	90,000.00	72,718.53	0.00	17,281.47	80.8%
52470 SOLID WASTE DISPOSAL						
10130 52470	SOLID WASTE DISPOSAL -106,801.00	833,199.00	769,472.38	0.00	63,726.62	92.4%
52475 RECYCLING PROGRAM						
10130 52475	RECYCLING PROGRAM 200.00	200.00	0.00	0.00	200.00	.0%
52500 OPTIONS AND RIGHTS OF WAY						
10130 52500	OPTIONS AND RIGHTS OF WAY 0.00	0.00	0.00	0.00	0.00	.0%
52510 RENTAL OF EQUIPMENT						
10130 52510	RENTAL OF EQUIPMENT 33,400.00	38,400.00	36,545.46	0.00	1,854.54	95.2%
52531 LANDFILL CAP MAINTENANCE						
10130 52531	LANDFILL CAP MAINTENANCE 23,000.00	24,150.00	24,130.00	0.00	20.00	99.9%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53010 OFFICE SUPPLIES						
10130 53010	OFFICE SUPPLIES 325.00 90.00	415.00	451.46	0.00	-36.46	108.8%
53030 OPERATIONAL SUPPLIES						
10130 53030	OPERATIONAL SUPPLIES 18,000.00 5,000.00	23,000.00	19,146.15	0.00	3,853.85	83.2%
53050 ENGINEERING SUPPLIES						
10130 53050	ENGINEERING EQUIP. & SUPPLIES 300.00 -90.00	210.00	0.00	0.00	210.00	.0%
53070 AUTO REPAIRS						
10130 53070	AUTO REPAIRS 205,000.00 77,334.00	282,334.00	215,467.81	0.00	66,866.19	76.3%
53090 FUELS AND LUBRICANTS						
10130 53090	FUELS AND LUBRICANTS 327,790.00 -80,786.00	247,004.00	257,791.33	0.00	-10,787.33	104.4%
53100 TIRES						
10130 53100	TIRES 35,000.00 21,000.00	56,000.00	45,290.96	0.00	10,709.04	80.9%
53240 REFUSE DISPOSAL MATERIALS						
10130 53240	REFUSE DISPOSAL MATERIALS 0.00 0.00	0.00	0.00	0.00	0.00	.0%
53250 TRAFFIC CONTROL MATERIALS						
10130 53250	TRAFFIC CONTROL MATERIALS 20,000.00 4,898.00	24,898.00	23,596.93	0.00	1,301.07	94.8%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSYS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
53300 HIGHWAY MATERIALS						
10130 53300	HIGHWAY MATERIALS 0.00	170,000.00	167,353.26	0.00	2,646.74	98.4%
54050 AUTOMOTIVE EQUIPMENT						
10130 54050	AUTOMOTIVE EQUIPMENT 40,932.00	67,687.00	24,516.77	22,548.00	20,622.23	69.5%
54060 OFFICE EQUIPMENT						
10130 54060	OFFICE EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%
55010 TOWN AID ROADS IMPROVED						
10130 55010	TOWN AID ROADS IMPROVED 0.00	321,120.00	249,490.47	11,041.00	60,588.53	81.1%
TOTAL PUBLIC WORKS						
4,994,798.00	-1,743.00	4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%
TOTAL GENERAL FUND						
4,994,798.00	-1,743.00	4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%
TOTAL EXPENSES						
4,994,798.00	-1,743.00	4,993,055.00	4,510,161.69	49,883.53	433,009.78	
GRAND TOTAL						
4,994,798.00	-1,743.00	4,993,055.00	4,510,161.69	49,883.53	433,009.78	91.3%

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD
GENERAL FUND
CAPITAL PROJECT STATUS REPORT (CIP, CNR & ARPA)
FY24 FOURTH QUARTER REPORT (Apr 1 - Jun 30),

COLOR CODING

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DATE APPROVED	DEPARTMENT	SOURCE	LINE ITEM	DESCRIPTION	APPROVED BUDGET	AMOUNT APPROPRIATED/ AVAILABLE	AMOUNT DESIGNATED	AMOUNT ENCUMBERED	AMOUNT EXPENDED	COMMENTS	DATE UPDATED
2/6/2023	BOE	CIP	20560-55020	CLARK LANE MIDDLE SCHOOL CHILLER REPLACEMENT	951,340	70,229	-	859,545	21,566	Additional funds have been approved in the amount of \$149,340 and the contract has been awarded.	7/22/2024
7/1/2019	BOE	CNR	20560-57828	QH 1-YEAR RETRO COMMISSIONING	30,000	-	30,000	-	-	On Hold, waiting to see the legislation on the HVAC inspection before moving forward. Legislation gave a slight reprieve for the inspections, quaker hill is the oldest elementary and will be the first one evaluated. I expect this project to go ahead in the winter/spring of 2025	7/22/2024
7/1/2019	BOE	CNR	20560-57833	TENNIS COURTS	52,300	-	52,300	-	-	Funds being held until the courts are replaced in the future. A funding request is coming forward to the Boards this summer.	7/22/2024
7/1/2020	BOE	CNR	20560-57842	SCHOOL SECURITY	2,082,900	280,219	-	1,618,941	183,739	Project is moving along. Camera's ordered. Wiring in progress at CLMS for camera installation. Next - cameras will be installed at Town Hall, Police Station and other schools. Working through zoning boards for bollards and fencing.	7/22/2024
7/1/2023	EMERGENCY MGMT	CIP	32224-55908	APCO INTELLICOM GUIDECARD SYSTEM	40,000	-		20,000	20,000	Project in progress now that the NexGen system is live. Expected completion date - early Fall 2024.	7/11/2024
7/1/2023	EMERGENCY MGMT	CIP	32224-55909	EVENTIDE NEXLOGDX RECORDER	88,701	88,701				System is to be built with the town's radio system upgrade. Currently on hold awaiting bonding decision from State as possible source of funding for full radio upgrade project.	7/11/2024
12/5/2023	EMERGENCY MGMT	CNR	20522-57887	Fargo Water Tank Antennas	48,998	-		48,997	-	Project being completed in conjunction with the Fargo Water Tank Prefabrication project. New mountings installed and antennas to be moved for tank rehabilitation work. Project will be completed once tank is fully complete and antennas returned to original location.	7/11/2024
7/1/2016	EMERGENCY MGMT	CNR	20522-57794	MOBILE & PORTABLE RADIO REPLACEMENT PROGRAM	1,257,577	41	0	517,932	739,604	New radios purchased as part of our town wide radio system. Last part of order placed and awaiting shipment before closing project. Will be shipped once old radios are reprogrammed.	7/11/2024
7/1/2019	FACILITIES	CIP	31120-55851	ADA IMPROVEMENTS PD/YSB	87,000	66,200	0	6,000	14,800	Project Design being completed and then work will begin.	7/16/2024

**TOWN OF WATERFORD
GENERAL FUND
CAPITAL PROJECT STATUS REPORT (CIP, CNR & ARPA)
FY24 FOURTH QUARTER REPORT (Apr 1 - Jun 30),**

COLOR CODING

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7/1/2020	FACILITIES	CIP	31121-55851	ADA IMPROVEMENTS PD/YSB	80,700	66,561	0	10,500	4,639	Project Design being completed and then work will begin.	7/16/2024
7/1/2022	FACILITIES	CIP	31123-55905	UST REPLACEMENT (LIBRARY & PUBLIC SAFETY)	420,000	8,729	0	170,609	240,623	Public Safety Building: This portion of the project is completed and remains open for Retainages. Library: Replacement tank installed but old tank still needs to be removed.	7/16/2024
7/1/2022	FACILITIES	CIP	31123-55904	UST REPLACEMENT (EUGENE O'NEILL, 2 tanks)	260,000	108,515	0	74,570	76,914	Complete (awaiting final invoicing) but needs to remain open for required 2 years of resting.	7/16/2024
7/1/2021	FACILITIES	CIP	31122-55819	UNDERGROUND TANK REPLACMENT (POLICE DEPT)	250,000	0	0	13,798	236,202	New tank fully operational. Remains open for retainage.	7/16/2024
7/1/2019	FACILITIES	CIP	31120-55852	TOWN HALL BATHROOMS	87,500	(311)	0	0	87,811	Building Official reviewing men's for final CO and reviewing plan for women's before beginning next phase.	7/16/2024
7/1/2016	FACILITIES	CIP	31117-55803	PARKING LOT - YSB & POLICE	300,000	260,800	0	14,068	25,132	Plan being developed so that work can begin.	7/16/2024
7/1/2017	FACILITIES	CIP	31118-55803	PARKING LOT - YSB & POLICE	195,320	138,320	0	0	57,000	Plan being developed so that work can begin.	7/16/2024
7/1/2023	FACILITIES	CIP	31124-55912	TOWN DOCK REPLACEMENT	40,000	40,000	-	-	-	Meeting was held with DEEP and it is estimated that additional funds will be needed to complete project. Department to request additional funding before beginning project.	7/16/2024
7/1/2023	FACILITIES	CIP	31123-55904	UST REPLACEMENT (EUGENE O'NEILL)	260,000	108,515	-	74,570	76,914	Project ongoing. Testing to be completed.	7/16/2024
7/1/2023	FACILITIES	CIP	31124-55913	JORDAN PARK HOUSE REPAIRS	25,000	20,850	-	-	4,150	Project begun. External oil tank replaced with an internal double wall tank. Priority list of remaining work is being complied to complete project.	7/16/2024
7/1/2021	FACILITIES	CIP/ARPA	31122-55893	EUGENE O'NEILL MANSION ROOF REPLACEMENT	60,768	0	0	2,700	58,068	Roof replacement is completed. Town is due credits from vendor and once received, chimney work will be completed to complete project.	7/16/2024
8/7/2023	FACILITIES	CNR	20511-57885	COMMUNITY CENTER BMS PROJECT	300,000	51,050	0	2,000	246,950	Project complete. Awaiting final invoice before closing.	7/16/2024
2/7/2021	FACILITIES	CNR	20511-57872	ROOF & HVAC REPLACMENT OF PUBLIC SAFETY BULDING	409,400	14,369	0	63,203	331,828	Project complete. Awaiting final invoice before closing.	7/16/2024
2/7/2021	FACILITIES	CNR	20511-57874	RECONDITION ELEVATORS (TOWN HALL & YSB)	310,900	28,569	0	239,565	42,750	Contract signed with OTIS and work being scheduled to begin.	7/16/2024

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11/9/2022	FACILITIES	CNR	20511-57879	TOWN HALL BATHROOMS	419,090	72,046	0	182,502	219,542	Building Official reviewing men's for final CO and reviewing plan for women's before beginning next phase.	7/16/2024
7/1/2022	FIRE	CIP	32323-55900	COHANZIE EMERGENCY GENERATOR	57,000	0	0	57,000	0	Generator received and awaiting installation late summer.	7/25/2024
7/1/2016	FIRE	CNR	20523-57792	OSWEGATCHIE FIRE BUILDING IMPROVEMENTS	693,471	604,526	-	2,488	86,457	Project ongoing. Additional funds requested to hire architect and project manager.	7/25/2024
7/1/2019	FIRE	CNR	20523-57838	FIRE SERVICES PRE EMPTION LIGHT REPAIRS	50,000	-	-	-	-	Funds requested to be transferred to account 20523-57777. Project to be resubmitted during FY26 budget cycle.	7/25/2024
7/1/2023	FIRE SERVICES	CNR	20523-57777	SCBA UPGRADES	64,000	19	-	-	63,981	3 year project. FY24 annual replacements completed. Funds transferred from account 20523-57838 to this account to fund year 2 of project.	7/25/2024
7/1/2019	FIRE/PUBLIC WORKS	CNR	20523-57791	JORDAN TRAFFIC LIGHT UPGRADE	25,000	-	25,000	-	-	Quote received. Cooperative Purchasing request to be submitted to begin work.	7/25/2024
2/6/2023	IT	CIP	34723-55021	AUDITORIUM MEETING ROOM	272,000	184,597	-	66,272	21,381	Project to be completed in 3 phases (floor, furniture and technology). Flooring complete. Furniture to be installed week of July 29. Technology bids being prepared for audio, video and live streaming.	7/23/2024
7/1/2023	IT	CIP	34724-55910	NEXGEN TRANSITION	309,520	6,736	-	20,034	282,750	Project completed. Awaiting final invoicing before closing.	7/23/2024
7/1/2021	IT	CNR	20547-57860	PHONE SYSTEM UPGRADE (SOFTWARE & HARDWARE)	581,700	44,076	0	0	537,624	Project completed. Awaiting final invoicing before closing.	7/23/2024
7/1/2021	IT	CNR	20547-57847	TOWN WIDE CAMERA SYSTEM (Priority 5)	85,000	0	0	84,914	0	Project being completed with Security Project. Town Hall cameras to be installed after Clark Lane is completed.	7/23/2024
7/1/2023	IT	CNR	20547-57882	COMPUTER REPLACEMENTS	42,250		8,069	-	34,180	FY24 project complete. Will remain open for FY25 schedule.	7/23/2024
4/1/2022	PLANNING	ARPA	23507-55018	CIVIC TRIANGLE	2,054,845		0	941,838	1,113,007	In progress: ADA walkways, street scape and plantings. Expected completion date, July 2024.	7/16/2024
7/1/2022	PLANNING	CIP	31123-57857	CIVIC TRIANGLE UPGRADES (DREDGING)	1,285,818	23,388	0	0	1,262,430	Dredging completed. Remains open for final billing and retainage per contract.	7/16/2024
7/1/2019	PLANNING	CNR	20511-57840	POCD	100,000	0	0	10,915	89,085	Final draft version awaiting review and approval by Commission. Chairman has taken leadership of the project.	7/16/2024

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7/1/22019	PLANNING	CNR	20511-57767	NEVINS COTTAGE	152,000	20,715	100,000	0	31,285	Town has signed a license with the Friends of Nevins Cottage, LLC to allow them access to property. Project renovations plan before the Historical Properties Commission. Once approved, a permit will be requested to begin work.	7/16/2024
7/1/2019	PLANNING	CNR	20541-57328	ALEWIFE COVE	37,500	0	37,500	0	0	Grant received. New London to invoice for our share of project. Grant will require a match from Waterford in FY26. Contract awarded by New London for project.	7/16/2024
7/1/2022	PLANNING	CNR	20511-57870	MAGO POINT IMPROVEMENTS	400,000	0	374,500	0	24,000	Still in negotiations with State on funding and how the project will move forward.	7/16/2024
3/1/2024	PLANNING	LoCIP	23507-55018	CIVIC TRIANGLE	200,000	200,000			0	In progress: ADA walkways, street scape and plantings. Expected completion date, July 2024.	7/16/2024
8/3/2022	PUBLIC WORKS	ARPA	23507-58022	EUGENE O'NEILL THEATER	324,995	-	0	50,538	274,458	Roof replacement is completed. Town is due credits from vendor and once received, chimney work will be completed to complete project.	7/16/2024
1/20/1900	PUBLIC WORKS	CIP	33024-55911	BLOOMINGDALE RD/HUNTS BROOK BRIDGE/CULVERT	15,000	-	-	3,000	12,000	Study done and plan received. Awaiting final payment before closing.	7/16/2024
8/7/2023	PUBLIC WORKS	CNR	20530-57886	PAVING (OLD NORWICH ROAD)	1,053,000	1,053,000	0	0	0	Scheduled for Fall 2024.	7/16/2024
11/9/2022	PUBLIC WORKS	CNR	20530-57880	MAJOR/MINOR PAAVING PROJECTS	1,762,736	764,446	0	91,427	906,863	Oil Mill Road has been completed, Niantic River Road has been resurfaced. Manhole adjustment work contract awarded. New Shore work being replaced by Goshen Road, Quarry Road and Leary Road to ensure work in the area can continue while WUC studies the water main in this area.	7/16/2024
6/6/2022	PUBLIC WORKS	CNR	20511-57876	Southwest School Underground Tank Removal	155,000	75,527	0	6,314	73,159	Tank removed. Awaiting environmental review before closing this part of project.	7/16/2024
7/1/2022	PUBLIC WORKS	CIP	33023-55901	SANDY HOLLOW & SHORE ROADS CONCRETE CURB REPLACEMENT	319,300	90,180	-	218,600	11,060	Contract awarded to White Construction. Work to start by the end of July 2024.	7/16/2024
7/1/2021	PUBLIC WORKS	CIP/LoCIP	33022-55882	SIDEWALK REPLACEMENT: Norman/Concrete Panels	80,100	(48,104)	0	17,449	110,755	Punch list of items outstanding before project completion.	7/16/2024
7/1/2021	PUBLIC WORKS	CIP/LoCIP	33022-55883	SIDEWALK REPLACEMENT: William Street/Concrete Sidewalk	42,300	10,969	0	9,642	21,689	Punch list of items outstanding before project completion.	7/16/2024
7/1/2021	PUBLIC WORKS	CIP/LoCIP	33022-55884	SIDEWALK REPLACEMENT: Summer Street/Concrete Sidewalk	33,420	21,633	0	5,118	6,669	Punch list of items outstanding before project completion.	7/16/2024

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	New FY24 Project added - approved since last report or out of regular budget cycle
	Project complete but being kept open for retainage (per contract) or final state review and closure

DATE APPROVED	DEPARTMENT	SOURCE	LINE ITEM	DESCRIPTION	APPROVED BUDGET	AMOUNT APPROPRIATED/ AVAILABLE	AMOUNT DESIGNATED	AMOUNT ENCUMBERED	AMOUNT EXPENDED	COMMENTS	DATE UPDATED
7/1/2021	PUBLIC WORKS	CIP/LoCIP	33022-55885	SIDEWALK REPLACEMENT: David Street/Concrete Sidewalk	43,680	11,390	0	10,892	21,399	Punch list of items outstanding before project completion.	7/16/2024
7/1/2021	PUBLIC WORKS / LIBRARY	CNR	20536-57848	LIBRARY HVAC UPGRADE	1,091,200	971,200	0	120,000	0	In design phase. Bid expected to be distributed in December 2024.	7/16/2024
7/1/2022	PUBLIC WORKS/ FACILITIES	CNR	20511-57871	PUBLIC SAFETY BLDG HVAC PLAN	62,045	0	62,045	0	0	Purchase Order awarded to RZ Design under project 20511-57872. Reviewing this account for closure.	7/16/2024
7/1/2022	REC&PARK	CIP	33723-55838	CHILDREN'S PLAYGROUND EQUIPMENT	40,000	40,000	0	0	0	CIP funds will be joined with Contributed Gift Fund to complete project. Project to be completed with Civic Triangle to ensure park integrates into overall plan. To be completed in last phase of Civic Triangle project.	7/18/2024
7/1/2021	REC&PARK	CIP	33722-55896	EQUIPMENT STORAGE PLAN	21,000	4,250	0	9,199	7,551	Preliminary plan received and being revised based on Rec & Park's initial review of plan. Awaiting revised plan.	7/18/2024
7/1/2019	REC&PARK	CIP	33720-55854	LEARY BASKETBALL COURT REPAIRS	-	0	0	0	0	Project funds requested to be transferred to account 33720-55855. On RTM's August meeting agenda.	7/16/2024
7/1/2019	REC&PARK	CIP	33720-55855	TOWN HALL BASKETBALL COURT REPAIRS	249,808	132,000	0	0	0	Funds requested to be transferred from account 33720-55855. An additional appropriation of \$117,808 approved by BOF. Going before RTM on August meeting.	7/16/2024
	REC&PARK	CNR	20537-57735	LEARY PARK ROAD/PARKING LOT	20,000	0	20,000	0	0	Had discussions with DPW Director on project and what improvements can be completed with current budget. Funds to be used to make an ADA accessible walkway from parking lot to courts.	7/16/2024
8/3/2022	WUC	ARPA	23507-55012	OLD NORWICH PS UPGRADE	1,097,939	-	0	895,817	163,410	Ongoing. Roof Complete. New Door Installed, Next phase - have gas line installed.	7/11/2024
8/3/2022	WUC	ARPA	23507-55014	FARGO LANE WATER TOWER	1,196,933	-	0	913,912	283,012	Project awarded to Utility Service Company. Tank drained and contractor setting up containment system. Inspection showed significant pitting. Corrosion corrected with epoxy coating; fill pipe replaced. Estimated completion date - Fall 2024	7/11/2024

**TOWN OF WATERFORD
AMERICAN RESCUE FUNDS QUARTERLY REPORT
THRU 6/30/2024**

				BUDGET	Expended thru 3/31/2022	Expended 4/1/2022 - 3/31/23	Encumbered	Expended 4/1/23 - 3/31/24	Expended 4/1/24- 3/31/25	Balance Available
1: PUBLIC HEALTH										
1.2 COVID-19 Testing										
Wfd-1.2-01	COVID Test Kits	PROJECT COMPLETE		\$ 3,499.84						\$ -
	SUBTOTAL				\$ 3,499.84	\$ -	\$ -	\$ -	\$ -	
1.5 Personal Protective Equipment										
Wfd-1.5-01	PPE Supplies	PROJECT CANCELLED		\$ -						\$ -
	SUBTOTAL				\$ -	\$ -	\$ -	\$ -	\$ -	
1.7 Other COVID-19 Public Health Expenses										
Wfd-1.7-01	First Responder CADlink Equip/ Software	PROJECT COMPLETE		\$ 74,666.69						\$ -
	SUBTOTAL				\$ 63,360.91	\$ 10,599.24	\$ -	\$ 706.54	\$ -	
Wfd-1.7-02	ESO Fire RMS Software	PROJECT COMPLETE		\$ 10,923.95						\$ -
	SUBTOTAL				\$ 7,728.95	\$ 3,195.00	\$ -	\$ -	\$ -	
Wfd-1.7-03	Dispatch Upgrades	PROJECT COMPLETE		\$ 26,662.50						\$ -
	SUBTOTAL				\$ -	\$ 26,662.50	\$ -	\$ -	\$ -	
Wfd-1.7-04	Emergency Services Pagers & Mobile Radios	PROJECT COMPLETE		\$ 13,671.00						\$ -
	SUBTOTAL				\$ -	\$ -	\$ -	\$ 13,671.00	\$ -	
1.12 Mental Health Services										
Wfd-1.12-01	Human Services Coordinator	PROJECT COMPLETE		\$ 123,470.64						\$ -
	SUBTOTAL				\$ 30,407.27	\$ 59,256.63	\$ -	\$ 33,806.74	\$ -	
Wfd-1.12-02	Safe Futures	PROJECT COMPLETE		\$ 50,000.00				\$ 50,000.00		\$ -
	SUBTOTAL				\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	
1.14 Other COVID-19 Public Health Services										
Wfd-1.14-01	Ledgelight Health District	PROJECT COMPLETE		\$ 55,478.90						\$ -
	SUBTOTAL				\$ 55,478.90	\$ -	\$ -	\$ -	\$ -	
PUBLIC HEALTH SUBTOTAL				\$ 358,373.52	\$ 160,475.87	\$ 99,713.37	\$ -	\$ 98,184.28	\$ -	\$ -

**TOWN OF WATERFORD
AMERICAN RESCUE FUNDS QUARTERLY REPORT
THRU 6/30/2024**

		BUDGET	Expended thru 3/31/2022	Expended 4/1/2022 - 3/31/23	Encumbered	Expended 4/1/23 - 3/31/24	Expended 4/1/24 - 3/31/25	Balance Available
2: NEGATIVE ECONOMIC IMPACTS								
2.32 Small Business Economic Assistance (General)								
Wfd-2.32-01 Waterford Small Business Grants	PROJECT COMPLETE	\$ 236,311.21						\$ -
	SUBTOTAL		\$ -	\$ 122,746.20	\$ -	\$ 113,565.01	\$ -	
2.35 Aid to Tourism, Travel or Hospitality								
Wfd-2.35-01 Eugene O'Neill Theater		\$ 324,995.18						\$ -
	Charles Pasteryak Asphalt Paving			56,647.94				
	Reele Media (PO 230281)			3,500.00	\$ 1,500.00			
	Ahova Home Improvement (PO 240489)				\$ 23,658.51	\$ 56,696.00	\$ 149,391.49	
	Silver/Petrucelli (PO 240500)				\$ 8,550.00		\$ 6,450.00	
	Contingency				\$ 18,329.00			
	The Day					\$ 272.24		
	SUBTOTAL		\$ -	\$ 60,147.94	\$ 50,537.51	\$ 58,468.24	\$ 155,841.49	
	NEGATIVE ECONOMIC IMPACTS SUBTOTAL	\$ 561,306.39	\$ -	\$ 182,894.14	\$ 50,537.51	\$ 172,033.25	\$ 155,841.49	\$ -
5: INFRASTRUCTURE								
5.5 Clean Water: Other Sewer Infrastructure								
Wfd-5.5-01 Cross Road Pump Station Upgrade	PROJECT CANCELLED	\$ 54,361.28						\$ -
	SUBTOTAL		\$ 37,380.21	\$ 16,981.07	\$ -	\$ -	\$ -	\$ -
Wfd-5.5-02 Old Norwich Road Pump Station Upgrade		\$ 1,097,880.53						\$ 10,879.83
	Wright-Pierce Corp (PO 230576)		\$ 15,470.87		\$ 18,957.14			
			\$ 3,986.58					
				\$ 6,004.96	\$ -	\$ 19,441.81		
				\$ 7,996.11				
				\$ 2,980.00				
				\$ 3,970.94				
	Holzner Construction Company (240448)				\$ 900,171.04	\$ 61,750.00	\$ 4,471.25	
							\$ 41,800.00	
							\$ 57,396.36	
							\$ 13,300.00	
							\$ 7,373.90	
	The Day (RFP/Bid)					\$ 235.76		
	SUBTOTAL		\$ 19,457.45	\$ 20,952.01	\$ 919,128.18	\$ 81,191.81	\$ 46,271.25	\$ 10,879.83
Wfd-5.5-03 Gorman Pump Station Control Panels Upgrade	PROJECT COMPLETE	\$ 141,792.18						\$ -
	SUBTOTAL		\$ 55,900.00	\$ 57,942.18	\$ -	\$ 27,950.00	\$ -	\$ -

**TOWN OF WATERFORD
AMERICAN RESCUE FUNDS QUARTERLY REPORT
THRU 6/30/2024**

		BUDGET	Expended thru 3/31/2022	Expended 4/1/2022 - 3/31/23	Encumbered	Expended 4/1/23 - 3/31/24	Expended 4/1/24- 3/31/25	Balance Available
5.14 Drinking Water: Storage								
Wfd-5.14-01	Fargo Lane Water Tower Rehab	\$ 1,196,933.01						\$ -
	Lenard Engineering (PO 220125)		\$ 4,500.00	\$ 4,846.26	\$ 24,807.01	5,326.00		
			\$ 2,000.00	\$ 800.00				
			\$ 3,653.90	\$ 2,000.04				
			\$ 200.01	\$ 1,499.84				
			\$ 3,799.95	\$ 2,500.00				
	Haley Ward (PO 240373) CLOSED					1,800.00		
	Haley Ward (PO 240481)				\$ -	\$ 9,057.00	\$ 11,143.00	
	Utility Service Co., Inc. (PO 240187)				\$ 770,014.08		\$ 229,885.92	
	Utility Service Co (Change Order #2 - PO 240540)				\$ 119,100.00			
	SUBTOTAL		\$ 14,153.86	\$ 11,646.14	\$ 913,921.09	\$ 16,183.00	\$ 241,028.92	\$ -
5.21 Broadband: Other Projects								
Wfd-5.21-01	Broadband/Security Upgrades at Stations PROJECT COMPLETE	\$ 29,574.00						\$ -
	SUBTOTAL		\$ 5,574.00	\$ -	\$ -	\$ -	\$ 24,000.00	\$ -
INFRASTRUCTURE SUBTOTAL		\$ 2,520,541.00	\$ 132,465.52	\$ 107,521.40	\$ 1,833,049.27	\$ 125,324.81	\$ 311,300.17	\$ 10,879.83
6: REVENUE REPLACEMENT								
6.1 Wfd-6.1-01	Civic Triangle Park ADA Revitalization	\$ 2,054,845.41						\$ 32,332.01
	LoCIP Funding						\$ (177,241.32)	
	Kent & Frost (PO 240366)			\$ -	\$ -		\$ 6,000.00	
							\$ 8,000.00	
	The Day		\$ 153.68			\$ 165.84		
			\$ 259.95			\$ 460.72		
	Spectrum Environmental		\$ 26,289.65					
	Cor Built, LLC					\$ 540.00		
	Haley Ward (PO 240403)					\$ 8,200.00		
						\$ 512.50		
	The Pond and Lake Connection (PO 240485)					\$ 1,825.00		
	Suchocki & Son Inc. (PO 230617)				\$ -	\$ 95,275.50	\$ 171,165.00	
						\$ 6,650.00	\$ 20,260.00	
						\$ 23,750.00	\$ 59,700.00	
						\$ 151,225.00	\$ 24,453.60	
						\$ 304,570.00	\$ 176,713.28	
						\$ 194,750.00		
	Suchocki & Son Inc. (Change Order 1) (PO 240264) - Library Walkway				\$ -	\$ 10,500.00	\$ 83,685.00	
	Suchocki & Son Inc. (Change Order 2 & 3) (PO 240271) - Add'l Tree Removal				\$ -	\$ 15,350.00		
	Suchocki & Son Inc. (Change Order 4) (PO 240277) - Hazardous Tree Removal				\$ -	\$ 8,940.00		
	Materials Testing (PO 240494)				\$ 8,000.00			
	Suchocki & Son Inc. (Change Order 5) (PO 240316) - Pathway Color				\$ -	\$ 7,200.00		

**TOWN OF WATERFORD
AMERICAN RESCUE FUNDS QUARTERLY REPORT
THRU 6/30/2024**

	BUDGET	Expended thru 3/31/2022	Expended 4/1/2022 - 3/31/23	Encumbered	Expended 4/1/23 - 3/31/24	Expended 4/1/24- 3/31/25	Balance Available
Suchocki & Son Inc. (Change Order 8) (PO 240349) - Conduit				\$ -	\$ 12,400.00		
Suchocki & Son Inc. (Change Order) (PO 240444) - Streetscape				\$ 585,960.00		\$ 32,000.00	
						\$ 90,000.00	
Suchocki & sons Inc (Change Order) (PO 240432) - Site Amenities				\$ -	\$ 12,000.00	\$ 2,800.00	
						\$ 50,000.00	
Suchocki & sons Inc (Change Order) - Concrete & Drainage							
SUBTOTAL		\$ -	\$ 26,703.28	\$ 593,960.00	\$ 854,314.56	\$ 547,535.56	\$ 32,332.01

**TOWN OF WATERFORD
AMERICAN RESCUE FUNDS QUARTERLY REPORT
THRU 6/30/2024**

		BUDGET	Expended thru 3/31/2022	Expended 4/1/2022 - 3/31/23	Encumbered	Expended 4/1/23 - 3/31/24	Expended 4/1/24- 3/31/25	Balance Available
Wfd-6.1-02	Town GIS Updates PROJECT COMPLETE	\$ 27,655.32						\$ -
	SUBTOTAL		\$ 3,913.75	\$ 17,784.07	\$ -	\$ 5,957.50	\$ -	
Wfd-5.21-02	Cyber Security PROJECT COMPLETE	\$ 25,168.00						\$ -
	SUBTOTAL		\$ -	\$ 25,168.00	\$ -	\$ -	\$ -	
REVENUE REPLACEMENT SUBTOTAL		\$ 2,107,668.73	\$ 3,913.75	\$ 69,655.35	\$ 593,960.00	\$ 860,272.06	\$ 547,535.56	\$ 32,332.01
TOTAL		\$ 5,547,889.64	\$ 296,855.14	\$ 459,784.26	\$ 2,477,546.78	\$ 1,255,814.40	\$ 1,014,677.22	\$ 43,211.84

Memo

July 31, 2024

Mr. Rob Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: Cooperative Purchasing-Catch Basin Cleaning

Dear Mr. Brule:

In keeping with Section 3.08.010 of the Purchasing Ordinance- Cooperative Purchasing, the Purchasing Department, on behalf the Public Works Department, after due diligence and careful consideration, is respectfully seeking the Board's approval to Award the contract for the supply of the above mentioned project to Shaw Vac Service LLC for \$25,350.00 in accordance with CRCOG contract 757.

Funds will be available from Line Item 10130-52030 Professional Fees.

Sincerely,

A handwritten signature in blue ink, reading "Shea Davy", is written over a horizontal line.

Shea Davy
Purchasing Agent,
Town of Waterford

INTER-OFFICE MEMORANDUM

TOWN OF WATERFORD

To: Shea Davy, Purchasing Agent
From: Gary J. Schneider, Director of Public Works
Date: July 31, 2024
Re: Catch Basin Cleaning



We recommend using Capital Region Council of Government (CROCG) bids for catch basin cleaning. The apparent low bidder was American Pipe & Catch Basin Cleaning at \$29.00/basin. They are completely booked up and can't accommodate us for this year. To be compliant with our storm water plan (MS4), we must clean approximately 1/3 of the basins per year. Skipping this year is not recommended. We request permission to use the 2nd lowest bidder on the list. The 2nd bidder on the list is Shaw Vac. Services, whom we have used for this service. The cost per basin is \$32.50.

Public Works requests this award to be on the next available Board of Selectman agenda.



CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #757 CATCH BASIN CLEANING SERVICES

<u>Issue Date:</u>	As listed on CRCOG.bonfirehub.com
<u>Deadline for Questions:</u>	As listed on CRCOG.bonfirehub.com
<u>Response Deadline:</u>	As listed on CRCOG.bonfirehub.com
<u>Response Location:</u>	crocog.bonfirehub.com

**CAPITOL REGION PURCHASING COUNCIL
INVITATION TO BID FOR CATCH BASIN CLEANING SERVICES
CRPC #757**

The Capitol Region Purchasing Council (CRPC), on behalf of certain CRPC members, requests sealed bids for the procurement of CATCH BASIN CLEANING AND DISPOSAL SERVICES for the period commencing January 1, 2024, and ending December 31, 2025.

I. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS

1. GENERAL DESCRIPTION OF WORK

The awarded contractor(s) shall be responsible for providing cleaning catch basin. It should be noted that the majority of the participating communities have indicated a preference for the vacuum method of cleaning, as opposed to the scoop method. Upon completion of each job, catch basins must be free of debris to a degree that will ensure their efficient operation. Such degree of cleanliness is to be reasonably determined by each community's highway superintendent(s) or their agent. The contractor may be recalled to re-clean any unsatisfactorily cleaned basin(s) without charge.

The awarded contractor shall be responsible for the proper disposition of all materials collected during the cleaning process. Each respective town's highway superintendent (or his or her agent) will be responsible for communicating, in writing, where said materials shall be dumped (e.g. town landfill, sand pit for recycling, out-of-town location, etc.). Bid prices furnished on a per basin basis shall cover the disposition of materials at town dumpsites. Any arrangements that are made to dump materials outside the town will be subject to separate hauling/trucking fees, to be quoted on an hourly basis. Finally, it shall be understood that any related tipping/dumping fees incurred by the awarded vendor will be passed through to the respective town on subsequent invoices.

2. WORKERS

The contractor will supply at least one competent, faithful, skilled and experienced operator per vehicle to perform the required work. **IF NECESSARY, A TOWN MAY SUPPLY ONE HELPER, BUT THE NEED FOR SUCH A HELPER SHALL BE CLEARLY STATED AS PART OF A BID PROPOSAL.** If at any time a town highway superintendent (or their designee) shall notify the contractor that an assigned operator is apparently incompetent or unfaithful, such operator shall be discharged promptly and shall not be employed again on the job.

3. CLEANUP

Upon suspension or completion of the work, the contractor shall remove all materials, equipment and rubbish, and shall leave the premises in a neat and orderly condition. Such efforts shall include ensuring that both the basin cover itself and the area immediately surrounding the basin are free from any debris to prevent re-entry of such materials into the basins.

4. **TIME OF STARTING AND COMPLETION**

Work shall be performed substantially within the intervals provided by the various towns to be established with each awarding entity. Any variation in these schedules shall be made by written agreement with the respective highway superintendent. If the contractor shall be delayed in completing work in any town by or on account of an act of omission by the town, or as a result of strikes or other causes beyond the control of the contractor, the latter shall be entitled to a reasonable extension of time to be determined by the highway superintendent or their designee. Such request for an extension must be submitted in writing.

Equipment breakdown shall not be considered a valid cause for a time extension request. The contractor shall be expected to have available backup equipment.

5. **LIST OF BASINS TO BE CLEANED**

A list of basins to be cleaned with their locations shall be supplied to the contractor by the respective highway superintendent when the work is started, and the contractor cannot be paid for cleaning basins other than those designated.

6. **EXPERIENCE**

Each respondent is required to submit satisfactory evidence as part of their bid proposal demonstrating their experience cleaning catch basins. Accordingly, a list of at least four (4) municipalities where this type of work has been performed during the past two (2) years shall be furnished, including contact persons and phone numbers. (See the attached Information Sheet.)

7. **EQUIPMENT**

All cleaning machines must be a 1990 model or newer and shall be capable of efficient, reliable operation. All contractors shall be expected to have and make available extension equipment on an as-needed basis in order to properly clean deeper basins.

Actual operation of equipment may need to be witnessed/verified by a highway superintendent, on request, prior to awarding a contract. The equipment owned by the contractor will be indicated on the bid, in the space provided, together with the equipment available by lease. (See the attached Information Sheet.)

8. **TRAFFIC**

Work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

9. **BASIS FOR PAYMENT**

The contractor will report to the highway superintendent the number of catch basins cleaned and the number of hours worked each day. These reports shall be due at the end of each week during which work has been performed.

10. **PRICING STRUCTURE**

All prices submitted shall apply throughout the term of the contract, and shall be deemed all-inclusive (i.e. include fuel costs, etc.). The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges on the participating communities at any point during the contract period.

Prices Per Basin

Vendors must submit a bid on a per basin basis. It shall be understood that this unit price will apply to all types of basins cleaned under resulting contracts (e.g. shallow, extra deep, double covered, etc).

Hourly Prices

Additional bids, on a per hour basis, are also requested. Such hourly rates may be used by each awarding community for occasional random or emergency cleaning requests covering a small number of basins, or to cover other related cleaning projects, including, but not limited to, vaults, sediment basins, and d walls.

The hourly prices quoted on the Bid Form shall also apply, on an as needed basis, to hauling services provided should towns require that their catch basin debris be dumped at an out-of-town location.

11. **INCLUSION OF NON-PARTICIPATING TOWNS**

It will be expected that vendors will allow any Capitol Region town to participate under the terms of this bid even if such towns are not listed among the participants in the Invitation to Bid. However, vendors will be expected to honor their per hour bid for such additions and will not be held to their bid per basin.

12. **ALTERNATE BID - OPTIONAL**

If available, vendors are asked to submit an alternate bid, on a per hour basis, for renting catch basin cleaning equipment without an operator. Individual pieces of equipment that can be used by town staff must be specified on the Information Sheet attached.

13. **CONTINUITY OF WORK**

The primary purpose of this invitation is to cover the usual annual or semi-annual cleaning programs in each of the towns. It is expected that once work has started, the vendor will provide relatively continuous service until completion of the project.

14. **TERMS OF CONTRACTS**

Contracts resulting from this Bid Invitation shall apply to work done prior to January 1, 2022. Moreover, if mutually agreeable to all involved parties, the term of resulting contracts may be extended for up to two additional years.

15. **FUTURE BID INVITATIONS**

Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

II. STANDARD BID AND RFP TERMS AND CONDITIONS

PURCHASING COUNCIL PURPOSE

The Capitol Region Purchasing Council ("CRPC") is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments ("CRCOG"), which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some 115 towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council's services.

BID FORMS/SUBMISSION OF BIDS

The CRPC uses Bonfire for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The CRPC accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB's, RFP's, RFQ's and RFI's shall be submitted in electronic format via **Bonfire**. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via **Bonfire** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

QUESTIONS

Inquiries should be directed through the **Bonfire** messaging application.

No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing and posted to the **Bonfire** online system. To receive consideration, such questions must be received according to the date posted on the Bonfire online system.

The CRPC staff will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the CRPC staff will **post a copy of any addenda in Bonfire**. In special cases, the CRPC staff reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the **Bonfire** website.

EXCEPTIONS TO SPECIFICATIONS

Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions

expressed herein are acceptable and shall govern resulting contracts. Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor's bid response.

SUBSTITUTION FOR NAMED BRANDS

Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand's specifications.

BID AWARD

A bid award, in the form of a purchase order issued to a participating vendor, shall be made by each respective Member Agency to the lowest responsible bidder(s). The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder's perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.

CONTRACT EXTENSION

Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract period, a two year contract extension will be permitted if there is mutual agreement. All extensions shall be completed before the next bid invitation is issued. A schedule of bid invitations and openings is posted on the CRPC website.

ESTIMATED QUANTITIES

The quantities as listed herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award from this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION

Any Member Agency, current or future, within the CRPC shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

WITHDRAWAL OF BIDS

No bid submitted may be withdrawn, in whole or in part, without the written consent of the CRPC.

REJECTION AND/OR CANCELLATION OF BIDS

The CRPC reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

RIGHT TO WAIVE ANY INFORMALITY

The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

BID PRICES

All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. **Note:** CRPC strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.

TAXES

Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

BILLING

Billing shall be made to each bid participant according to the terms set forth on each purchase order.

1% ADMINISTRATIVE FEE

The Capitol Region Council of Governments uses Bonfire to distribute and receive bids and proposals. Responding vendors agree to pay to the CRCOG an administrative fee of one percent (1%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor. This fee shall be submitted by the vendor to CRCOG on a quarterly basis along with a report on awards made by Member Agencies and purchase orders issued by CRPC members to vendors. The fee shall be payable for all CRPC bids unless specifically exempted by the CRPC.

The fee and report shall be submitted as a check to made to the order of "Capitol Region Council of Governments" and mailed to:

Capitol Region Council of Governments

Attn: Kim Bona

241 Main Street, 4th

Hartford, CT 06106

REPORTING REQUIREMENTS

All orders placed on CRPC bids shall be reported to the Capitol Region Council of Governments on a monthly or quarterly basis. Vendors are responsible for submitting purchase orders to the CRCOG via email to kbona@crcog.org.

FAILURE TO COMPLY

All awarded vendors must comply with the 1% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 60 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

DELIVERY ARRANGEMENTS AND REQUIREMENTS

No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

REFERENCES

Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES

Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor's failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

INSURANCE REQUIRED OF SUCCESSFUL BIDDERS

The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

- a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year; and limits of \$500,000 for all property damage aggregate per policy year or a limit of \$1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 aggregate per policy year; and limits of \$500,000 for all damages because of property damage sustained as the result of any one occurrence or \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- c. Worker's Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

FOR THE TOWN OF WEST HARTFORD ONLY

Please see the Attachment concerning the town's insurance requirements.

FUTURE BID INVITATIONS

Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The CRPC, an affiliate of the CRCOG, subscribes to the CRCOG's policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

SEVERABILITY

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

ADDITIONAL TERMS AND CONDITIONS

The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

#	Ref'd	Item	Subst'd	Howes	Quarry#	Portland	Liquid	Gravel	Farmington	Monroville	Lancaster	Suffolk	Hudon	Marion	Columbia	Indef	Elkington	Union	Retire	Unit#	Water	Selected	Total Cost	Selected #	Unit Price	Scope/Vol	Imp/Exp	Total Cost	Unit Price	Scope/Vol	Imp/Exp	Total Cost	State Communications Services LLC
1		Gravel (See Item 12)																													\$1,377,654.0		
2		Gravel																													\$1,377,654.0		
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FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553

www.waterfordct.org
RECEIVED FOR RECORD
WATERFORD, CT

2024 JUL 26 P 12:40

ATTEST: *David J. Casarano*
TOWN CLERK

**MINUTES
BOARD OF SELECTMEN REGULAR MEETING**

Tuesday, July 23, 2024

5:00 PM

Waterford Town Hall (Appleby Room)

(Procedural Action: Check register to be signed by the Board of Selectmen in accordance with CGS 7-83)

1. Call to Order & Roll Call: 5:00 pm

In attendance: Rob Brule, Rich Muckle & Greg Attanasio

Absent: N/A

2. Pledge of Allegiance

3. Public Comment: NONE

- 4. Planning Department:** To consider and act on a request for the Town of Waterford Board of Selectman to approve the request to accept Caroline Court as a town road and forward it to the Representative Town Meeting for final acceptance.

NO ACTION

- 5. Public Works:** To consider and act upon awarding the contract for the supply of Treated Road Salt to Chemical Equipment Labs of DE, Inc., from the Director of Public Works, Gary Schneider, for \$185,340. Funds available from line item #10130-55010 (Town Aid Road Improved).

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 6. Finance:** To consider and act on a recommendation from, Purchasing Agent, Shea Davy, on behalf of the Town Hall, for surplus disposal of the following item:

- Asset #01369 Yellow Fire Safe Cabinet

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

7. **Finance:** To consider and act on a recommendation from, Purchasing Agent, Shea Davy, on behalf of the Town Hall, for surplus disposal of 28 items, please see list in the backup.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

8. **Finance:** To consider and act on a recommendation from, Purchasing Agent, Shea Davy, on behalf of the Town Hall, for surplus disposal of 40+ items, please see list in the backup.

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

9. **Town Hall:** To consider and act on a recommendation from, Purchasing Agent, Shea Davy, for surplus disposal of the following items:

- 50 Metal Folding Chairs
- 5 American Flags

MOTION by Muckle, seconded by Attanasio to amend the motion to remove “50 Metal Folding Chairs” and from “5 American Flags” to “17”. VOTE 3-0

MOTION by Muckle, seconded by Attanasio to accept the amended motion, VOTING IN FAVOR: 3-0 PASSED

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

10. Appointments & Resignations:

10a. Resignation by Bert Chenard, Alternate, from the Planning and Zoning Commission.

11. New Business: NONE

12. Old Business: Update on Board of Finance Executive Session Discussion and Paving Road Discussion

13. Correspondence:

13a. Letter to siting council

14. Consent Agenda

14a. Tax Refund

14b. Board of Selectmen Regular Meeting Minutes July 9, 2024

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

15. Adjournment: 5:28 pm

MOTION by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED