

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Wednesday, March 1, 2023
Town Hall 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10136 – Library
4. 10129 - Police Department
5. 10122 - Emergency Management
6. 10123 – Fire Services
7. 10103 - Board of Finance
8. 10121 - Contingency
9. Adjournment

RECEIVED FOR RECORD
WATERFORD, CT
2023 FEB 23 P 12:20
ATTEST: *[Signature]*
TOWN CLERK

Glenn Patterson, Chairman

BOARD OF FINANCE BUDGET HEARING SCHEDULE FISCAL YEAR 2023/2024

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

All Board of Finance Meetings will be held at the Waterford Town Hall at 7:00 p.m. and end at 10:30 p.m. unless otherwise noted. All budgets are due in the Finance Office on December 9, 2022 WITH NO EXCEPTIONS.

S:Finance: Board of Finance-grm/Meeting Schedule/Budget Hearing Schedule

2022 OCT 14 PM 4:09

OFFICE OF THE TOWN CLERK
WATERFORD, MA

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10136

WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM. (12/12/22)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	94,457	94,461			96,212	96,212	1,751	1.85%
51210	CLERICAL/TECHNICAL	670,449	699,135			693,918	693,918	(5,217)	-0.75%
51220	CUSTODIAL-MAINTENANCE	81,211	85,843			87,131	87,131	1,288	1.50%
51810	OVERTIME	6,215	250			250	250	0	0.00%
51910	FRINGE BENEFITS	2,620	0			0	0	0	0.00%
51920	FICA	62,166	67,296			67,130	67,130	(166)	-0.25%
	SUBTOTAL	917,118	946,985	0	0	944,641	944,641	(2,344)	-0.25%
SERVICES									
52020	POSTAGE	330	325			366	366	41	12.62%
52040	SERVICE CONT.& REPAIRS	2,160	0			0	0	0	0.00%
52070	REIMBURSABLE EXPENSE	716	690			830	830	140	20.29%
52090	FUEL OIL								
52100	ELECTRICITY								
52110	WATER								
52120	SEWER								
	SUBTOTAL	3,206	1,015	0	0	1,196	1,196	181	17.83%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	3,997	3,750			4,000	4,000	250	6.67%
53020	OTHER SUPPLIES	2,907	3,725			4,000	4,000	275	7.38%
	SUBTOTAL	6,904	7,475	0	0	8,000	8,000	525	7.02%
EQUIPMENT									
54160	BOOKS/RELATED MATERIAL	44,999	44,000			45,000	45,000	1,000	2.27%
	SUBTOTAL	44,999	44,000	0	0	45,000	45,000	1,000	2.27%
DEPARTMENT TOTAL		972,227	999,475	0	0	998,837	998,837	(638)	-0.06%

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



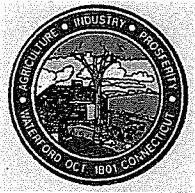
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TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



BUDGET FUNCTION

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

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

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

- Approximately 65% of new physical library materials for all ages, including books, audio books (digital and on CD), DVDs, magazines, music CDs.
- Subscription access to e-books, e-audiobooks, e-magazines, streaming videos and music.
- Subscription access to online databases.
- All library programs for adults, children and teens, including related promotional materials.
- Furniture, equipment and building improvements, other than capital projects and repairs to building systems and infrastructure.
- Staff attendance at professional conferences, training workshops and continuing education.
- Dues and memberships in professional organizations.

Mission

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

FY2022 Highlights

As the pandemic stretched on, the library continued its careful delivery of services and programs in a safe and responsible manner. We offered many outdoor programs for all ages, when the weather permitted, to allow residents to gather safely. During the colder months, we offered in-person, online and hybrid access to adult programs. For children and teens, we continued to provide online and grab & go programs and activities. We offered two grant-funded series of programs: Thursday evening *Sunset Cinema* drive-in style films and Friday evening al fresco concerts on the library's side lawn. Over the winter months additional grant-funded programs including two online American Sign Language series: one for children, and one for teens, a *Great Decisions* foreign policy discussion series, a women's suffrage book discussion series, and a *Talk About Town Waterford* community conversation series.

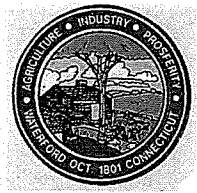
We grew our monthly e-news subscriber list to its current level of over 1,000, we have 1,799 followers on Facebook and 792 on Instagram. We installed two outdoor charging benches to enable easier access to our Wi-Fi, and outdoor Adirondack chairs, funded by a local family's donations.

The library staff and trustees very much appreciate the ongoing support provided to the library for the benefit of town residents by the Town of Waterford.

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



Strategic Goals

The LIBRARY as PLACE

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

The LIBRARY as COMMUNITY

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

The LIBRARY as PEOPLE

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

The LIBRARY as ENTERPRISE

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

COLLECTION, PROGRAMS AND SERVICES

- A collection of over 80,000 items including books, movies, magazines, newspapers, non-fiction DVDs and documentaries, audio books, digital books and music CDs for adults, children and young adults
- Downloadable e-books, e-audiobooks, e-magazines, streaming videos and streaming music and online databases and resources: *Ancestry*, *BookFlix* (Scholastic e-books for grades K-3), *hoopla* (movies, TV, music and more), *FamilySearch*, *JobNow* (resume writing, test prep, career resources), *Kanopy* (film streaming service), *Overdrive/Libby* (downloadable e-audiobooks & e-books), *Transparent Language & kidspeak*, *TRUEflix* (Scholastic e-books for grades 3-6), and *Tumblebooks* (animated picture books)
- Reference service (aka 'help, problem solving, teaching, connecting') & readers' advisory for all ages
- 24/7 on-line reference and e-mail reference
- *Homebound Library Services* program, Interlibrary loan
- Public Access to computers with internet access, Microsoft Office applications, circulating Wi-Fi hotspots, indoor device charging station and two outdoor charging benches, Wi-Fi internet access and printing
- *Book-A-Tech*: one on one training and technology support; walk-in and by appointment
- Programming for all ages: including book and film discussions, lectures and author visits
- Story times for children; games, puzzles and toys for in-house use
- STEAM (Science, Technology, Engineering, Art & Math) programs for children and teens
- Teen section: Fiction, graphic novels, NUTMEG titles, and Teen Topics Non-fiction collection
- Large print collection, Travel books and videos, 'Great Courses' audio and video, Spanish language collection
- Museum passes, Art Exhibits
- Cooperative initiatives with Waterford Public Schools, Rec & Parks, Senior Services and Youth & Family Services as well as local area non-profits, including the Waterford Historical Society
- Booklists, bibliographies, special displays and merchandised collections
- Historical Collection (Waterford and New London County)
- Meeting rooms for use by community groups and organizations
- Open 6 days/64 hours each week from September to June (60 hours/week in July & August)

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



BUDGET SUMMARY

TOWN OF WATERFORD
GENERAL FUND
2023 -2024

DEPT/AGENCY: WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2022/2023 DEPT/AGENCY REQUEST	2023/2024 DEPT/AGENCY REQUEST
PERSONNEL COSTS			
51110	ADMINISTRATION	94,461	96,212
51210	CLERICAL/TECHNICAL	699,135	693,918
51220	CUSTODIAL-MAINTENANCE	85,843	87,131
51810	OVERTIME-SUNDAY	250	250
51910	FRINGE BENEFITS	0	0
51920	FICA (7.65%)	67,296	67,130
SUBTOTAL		946,985	944,641
SERVICES			
52020	POSTAGE	325	366
52070	REIMBURSABLE EXPENSE	690	830
SUBTOTAL		1,015	1,196
MATERIALS & SUPPLIES			
53010	OFFICE SUPPLIES	3,750	4,000
53020	OTHER SUPPLIES	3,725	4,000
SUBTOTAL		7,475	8,000
EQUIPMENT			
54160	BOOKS/RELATED MATERIAL	44,000	45,000
SUBTOTAL		44,000	45,000
DEPARTMENT TOTAL		999,475	998,837

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



BUDGET EXPLANATIONS BY CATEGORY

51000 SALARIES SERIES

Detailed information on salaries can be found in the *Personnel Worksheet* included in the packet. Personnel costs are calculated for a fiscal year with 260 working days (52 weeks) for FT staff. Calculations were made based on the RTM approved wage schedules in effect July 1, 2022. The minimum wage/library page rate reflects the state minimum wage.

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

51110 ADMINISTRATION

\$96,212

This line reflects the compensation for the director based on the current non-union management professionals wage schedules.

51210 CLERICAL/TECHNICAL

\$693,918

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

51220 CUSTODIAL/MAINTENANCE

\$87,131

This line includes the full-time building and grounds manager and two part-time custodians. These employees are responsible for cleaning and maintaining the library building, grounds, and mechanical systems and ensuring a safe, clean, sound, secure environment for customers and staff with increased sanitizing public and staff areas and workstations and periodic deep cleaning.

51810 OVERTIME/SUNDAY HOURS

\$250

Overtime support of \$250 is requested for maintenance and/or custodial work in case of a building, natural disaster, or weather related emergency. For FY2024, we will not be providing Sunday service.

51920 FICA

\$67,130

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

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

52020 POSTAGE

\$366

Postage costs include:

- In FY22, we mailed 609 pieces comprised of 334 overdue notices and 275 pieces of library business mail (bill payments, etc.). At this point 95% of our overdue notices are transmitted via email. We are continuing to collect email addresses from the small minority of library patrons who have yet to provide us with one, but as we know, not everyone is digital.
- To date, in FY23, we have mailed 193 pieces of mail, 157 of which are overdue notices.
- For FY24, we are anticipating mailing 610 pieces at the new rate of 60 cents.

Expended FY2022 - \$330

Expended FY2021 - \$324

Expended FY2020 - \$347

52070 REIMBURSABLE EXPENSE

\$830

This line item is used to reimburse the building and grounds manager for work-related mileage, i.e., trips to the Quaker Hill book drop, vendors, courier runs, etc. Mileage for the last three years has averaged 1,167/year. However, for much of that time, our Quaker Hill book drop was closed due to COVID restrictions. For the first quarter of FY23, 332 miles have been logged. Therefore, for FY2024, we are anticipating 1,328 miles using the current federal reimbursement rate of 62.5 cents, to calculate our requested amount of \$830.

Expended FY2022 - \$716

Expended FY2021 - \$632

Expended FY2020 - \$656

53010 OFFICE SUPPLIES

\$4,000

This line item covers library-specific office supplies, which include vendor pre-processing of books, item and customer barcodes, spine labels, repair tape, book covers, video and audio jewel cases, and receipt paper for the circulation desk and self-check station. With the library's membership in a cooperative for purchasing library supplies at discounted prices, the support of the town's purchasing agent and streamlined processes and procedures, we have been able to maintain this line item at the current level for the last fourteen budgets. Our vendors have increased the processing cost per book by 35 cents, which is a 39% cost increase, therefore we are increasing our request by \$250 over FY23.

Expended FY2022 - \$4,000

Expended FY2021 - \$3,957

Expended FY2020 - \$4,000

53020 OTHER SUPPLIES

\$4,000

Items purchased in this line item include consumables and cleaning products of all types including paper products, furniture and carpet cleaners, stain removers, lawn and ground supplies, etc. As with everything else, we have seen an increase in costs for our basic supply needs. Our FY2024 request is \$275 higher than FY23.

Expended FY2022 - \$2,907*

Expended FY2021 - \$3,977

Expended FY2020 - \$3,954

*our FY2022 total is artificially low due to the request to suspend spending in April of 2022.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



54160 BOOKS/RELATED MATERIAL

\$45,000

This line item is the town's contribution, approximately 30% of the total planned FY2024 expenditure, for the purchase of the following items:

- Books, DVDs, audio books (mp3 and on CD), magazines, newspapers, music CDs, puzzles and video games for adults, children and teens.
- The library now offers Wi-Fi hotspots and CD players for check-out.
- *Coming Soon:* New grant-funded *Citizen Science* collection including a telescope, microscope, metal detectors and MOBY kits for children and families to explore "My Own Backyard."
- Access to: downloadable e-books, e-magazines, e-audio books, streaming videos and streaming music for adults, children and teens.
- Online resources include: *Ancestry*, *Bookflix* (Scholastic e-books for grades K-3), *hoopla* (movies, TV, music and more), *JobNow* (resume writing, test prep, career resources), *Kanopy* (film streaming including documentaries, the Great Courses, and international films), *Overdrive* (downloadable e-books and e-audiobooks using the *Libby* app), *Transparent Language*, *TrueFlix* (Scholastic e-books for grades 3-6), and *Tumblebooks* (animated picture books for children).

The library's professionally trained staff continually monitors how the collections are used and looks for new formats, collections and resources to ensure that the community has what it wants and needs. Each year a larger percentage of this budget is allocated for e-content. This investment was especially beneficial to Waterford cardholders who were able to access quality content online from the safety of their homes during the ongoing pandemic.

Monies are spent on high-demand subjects, best sellers and new books, DVDs, audio books and new formats and collections. Expenditures are reduced or eliminated on categories of minimal use or interest. Similarly, the library continues to review its purchases of materials in response to the availability of information online through either the Internet or statewide and proprietary databases.

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

The library's goal is to be as responsive as possible to the public while operating in an efficient and cost effective manner. The library Board partners with the town and will continue to fund over 70% of the total library books, materials and services purchased. In FY2023, we reduced this line item by \$1,000, we have increased our request back to \$45,000, which is the amount that the Town has funded since 2010. With rising inflation, this amount funds about 30% fewer items than it did in 2010.

Expended FY2022 - \$44,999

Expended FY2021 - \$45,000

Expended FY2020 - \$45,000

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



PERSONNEL WORKSHEET

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 36 WATERFORD PUBLIC LIBRARY
2023-2024 FISCAL YEAR

								LINE 51920
DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
12/14/2020	Library Director	40	\$46.2560	\$96,212.48	\$96,212.48	N/A	\$96,212.48	\$7,360.25
	TOTALS			\$96,212.48	\$96,212.48	\$0.00	\$96,212.48	\$7,360.25
51210 - CLERICAL TECHNICAL								
09/15/2008	Dept Head Adult services	40	\$35.1765	\$73,167.12	\$73,167.12	\$1,097.51	\$74,264.63	\$5,681.24
08/15/2022	Department Head - Youth Services	40	\$32.6923	\$67,999.88	\$67,999.88	N/A	\$67,999.88	\$5,201.99
06/28/2007	Department Head - Technical & Circulation Services	40	\$38.6910	\$80,477.28	\$80,477.28	\$1,207.16	\$81,684.44	\$6,248.86
10/27/97	Technical/Department Assistant, Adult & Technical & Circulation Services	40	\$31.9158	\$66,384.76	\$66,384.76	N/A	\$66,384.76	\$5,078.43
05/30/2006	Secretary II	35	\$31.1863	\$56,759.07	\$56,759.07	350.00	\$57,109.07	\$4,368.84
04/04/2022	Information/Reference & Technical Assistant – Children's Services	35	\$24.0450	\$42,205.80	\$43,761.90	N/A	\$43,761.90	3,347.79
03/09/1992	Technician II	35	\$28.2926	\$51,492.53	\$51,492.53	\$600.00	\$52,092.53	\$3,985.08
11/22/1993	Technician II	35	\$28.2926	\$51,492.53	51,492.53	\$600.00	\$52,092.53	\$3,985.08
01/04/1988	Technician II	35	\$28.2926	\$51,492.53	\$51,492.53	\$600.00	\$52,092.53	\$3,985.08
10/31/22	PT Tech I - Graphics	14	\$19.3773	\$13,882.96	\$14,106.68	N/A	\$14,106.68	\$1,079.16
10/17/22	PT Information/Reference Assistant - Adult	22	\$23.5708	\$26,529.36	\$26,964.96	N/A	\$26,964.96	\$2,062.82
08/09/21	PT Information/Reference Assistant - Children's Services	16	\$24.2885	\$19,751.68	\$20,208.00	N/A	\$20,208.00	\$1,545.91

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
09/23/2019	PT Information /Reference Assistant - Adult	15	\$25.4469	\$19,476.60	\$19,848.60	N/A	\$19,848.60	\$1,518.42
08/20/12	PT Technician I	16	\$24.9446	\$20,317.44	\$20,753.92	N/A	\$20,753.92	\$1,587.67
08/07/2017	PT-Technician I	12	\$22.0488	\$13,465.92	\$13,758.48	N/A	\$13,758.48	\$1,052.52
11/25/22	PT-Technician I	12	\$19.3502	\$11,899.68	\$12,074.52	N/A	\$12,074.52	\$923.70
04/25/2022	PT-Library Page I	6	\$15.0000	\$4,368.00	\$4,680.00	N/A	\$4,680.00	\$358.02
05/17/2022	PT-Library Page I	6	\$15.0000	\$4,368.00	\$4,680.00	N/A	\$4,680.00	\$358.02
09/26/2022	PT-Library Page I	6	\$15.0000	\$4,094.00	\$4,680.00	N/A	\$4,680.00	\$358.02
VACANT	PT-Library Page I	6	\$15.0000	\$4,094.00	\$4,680.00	N/A	\$4,680.00	\$358.02
	TOTALS			\$683,719.14	\$689,462.76	\$4,454.67	\$693,917.43	\$53,084.68
51220 - CUSTODIAL MAINTENANCE								
09/14/2015	Buildings & Grounds Manager	40	\$31.0700	\$62,494.40	\$64,625.60	N/A	\$64,625.60	\$4,943.86
06/21/2001	PT-Custodian II	3	\$26.8406	\$4,187.13	\$4,187.13	N/A	\$4,187.13	\$320.32
02/15/2022	PT-Custodian II	17	\$20.7223	\$17,871.08	\$18,318.52	N/A	\$18,318.52	\$1,401.37
	TOTALS			\$84,552.61	\$87,131.25	\$0.00	\$87,131.25	\$6,665.54
51810 - OVERTIME								
				\$250.00	\$250.00	\$0.00	\$250.00	\$19.13
	FRINGE F.I.C.A.							\$0.00
	TOTALS			\$864,734.24	\$873,056.50	\$4,454.67	\$877,511.16	\$67,129.60
	BUDGET TOTAL F.I.C.A						944,640.77	

**WORKDAYS
2023/2024**

WEEKS TO BUDGET

260

52

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



REVENUE PROJECTION

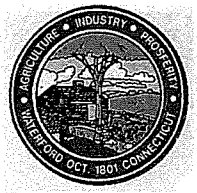
TOWN OF WATERFORD PROPOSED REVENUE BY DEPARTMENT GENERAL FUND 2023-2024 FISCAL YEAR

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

DEPARTMENT: Library

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Library Fines	\$0.00	\$0.00	\$39.35	\$1,050.00	\$1,010.65
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
TOTALS	\$0.00	\$0.00	\$39.35	\$1,050.00	\$1,010.65

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



REVENUE NARRATIVE

The library suspended all accrual and collection of overdue fines in March of 2020 due to the COVID-19 shutdown and ongoing pandemic service interruptions.

At the Annual Meeting of the Library Board of Trustees on July 12, 2022, a new fines policy was approved to eliminate most categories of fines with the exception of the following high demand categories of materials:

Materials Types	Description	Daily Fine	Maximum Fine
Red Hot Reads	7 Day Loan Bestsellers	25 cents	\$5.00
Red Hot DVDs	3 Day Loan New Films	50 cents	\$5.00
Museum Passes	Free or discounted access to area museums	\$5.00	\$25.00
Wi-Fi Hotspots	Free access to internet for up to 5 devices	\$5.00	\$25.00

Borrowers remain responsible for the replacement cost of any lost or damaged materials. An item is considered lost after it is one month overdue. Lost items that are returned will have the replacement cost waived, minus fines accrued for the above-specified categories.

In recent years, libraries, both large and small, throughout the United States and Canada have been going "fine free" in support of enabling greater access and equity. Studies have shown that fines impact more heavily those who are least likely to be able to afford to pay them. Often children and teens are the ones to lose access to library materials either due to fine accumulation or a parent or guardian's fear of fine accumulation. As of November of 2022, a total of 117 public library locations in CT are now mostly or fully fine free.

On November 1, our library introduced this new fine structure. As we only have a few weeks of data upon which to base our revenue estimates for FY2024, we are conservatively estimating approximately \$20 in fines collection each week.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST**

DEPARTMENT: Waterford Public Library



2022 YEAR AT-A-GLANCE / ANNUAL STATISTICS



**2022 YEAR
AT A GLANCE**

147,476

Total Items Borrowed

21,463

Digital Downloads

472

Programs

11,814

Attended/Participated

306

Meetings Hosted

**41 Different Grab & Go Kits & Crafts
distributed to 3,430 patrons**

7,087

Active Cardholders

6,201

Public Computer
Sessions

82,368

Library Visits



Over
27,500
Questions
Answered

www.waterfordpubliclibrary.org
61,830 Website Visits

**888 E-News Subscribers
2,500 Facebook Likes
699 Instagram Followers**



TOWN OF WATERFORD

FY2024 BUDGET REQUEST

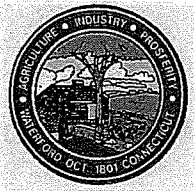
DEPARTMENT: Waterford Public Library



FY2022 ANNUAL STATISTICS

		FY2022	FY2021	% CHANGE
CIRCULATION	ADULT	96,865	90,994	6%
	CHILDREN	47,227	41,701	13%
	TEEN	3,384	3,752	-10%
	TOTAL	147,476	136,447	8%
ADULT	BOOKS	57,946	55,789	4%
	MAGAZINES	1,708	1,555	10%
	VIDEOS	10,573	11,141	-5%
	BOOKS-on-CD	2,211	2,215	0%
	PLAYAWAY	962	898	7%
	MUSIC CDs	1,360	1,344	1%
	MUSEUM PASSES	133	43	209%
	DOWNLOADS	21,463	17,706	21%
	GAMES/LAUNCHPADS	440	303	45%
	EQUIPMENT/HOTSPOTS	69	N/A	N/A
	TOTAL	96,865	90,994	6%
CHILDREN	BOOKS	43,806	38,740	13%
	MAGAZINES	98	106	-8%
	VIDEOS	2,326	2,004	16%
	AUDIOBOOKS	675	545	24%
	MUSIC CDs	322	306	5%
	TOTAL	47,227	41,701	13%
TEEN	BOOKS	3,384	3,752	-10%
DOWNLOADS	E-BOOKS	10,748	9,970	8%
	E-AUDIOBOOKS	8,248	6,247	32%
	E-MAGAZINES	1,321	659	100%
	E-VIDEOS	1,105	804	37%
	E-MUSIC	41	26	58%
	TOTAL	21,463	17,706	21%
CHECK-INS		113,732	105,229	8%
WEBSITE HITS		61,830	63,434	-3%
ONLINE SEARCHES		3,068	1,208	154%

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



ADULT QUESTIONS	15,210	14,203	7%
CHILDREN'S QUESTIONS	2,925	3,592	-19%
CIRCULATION DESK QUESTIONS	9,464	6,692	41%
WIFI LOGINS	19,723	10,560	87%
COMPUTER USE			
ADULT	5,190	4,000	30%
CHILDREN	1,011	89	1036%
INTERLIBRARY LOAN			
TO WATERFORD			
GPL, MN, BILL	4,933	6,947	-29%
OTHER LIBRARIES	758	569	33%
TOTAL	5,691	7,516	-24%
FROM WATERFORD			
GPL, MN, BILL	3,722	5,058	-26%
OTHER LIBRARIES	574	336	71%
TOTAL	4,296	5,394	-20%
CUSTOMER DOOR COUNT	82,368	57,204	44%
borrowIT (C-Card) CIRCULATION	37,047	33,243	11%
PROGRAMS			
ADULT			
SESSIONS	239	134	78%
ATTENDANCE	3,106	1,538	102%
CHILDREN			
SESSIONS	207	148	40%
ATTENDANCE	8,410	4,062	107%
TEEN			
SESSIONS	26	22	18%
ATTENDANCE	298	224	33%
LIBRARY CARD REGISTRATION	1,077	724	49%
COMMUNITY USE OF MEETING ROOMS	306	0	n/a

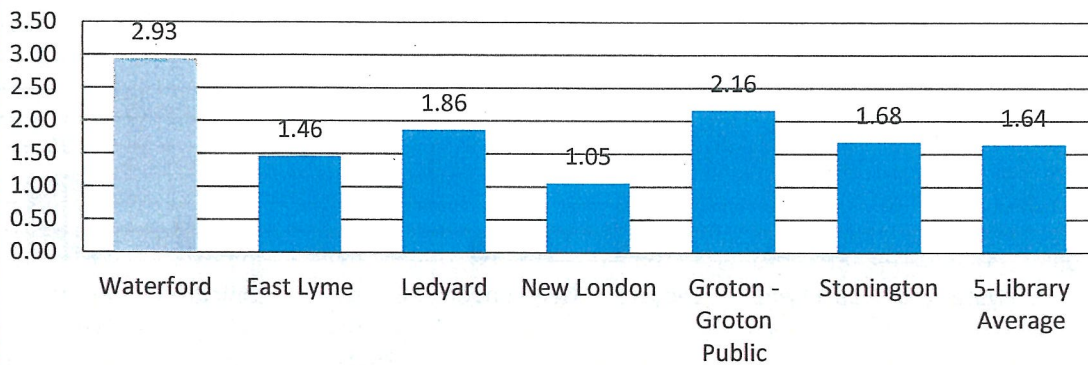
TOWN OF WATERFORD FY2024 BUDGET REQUEST



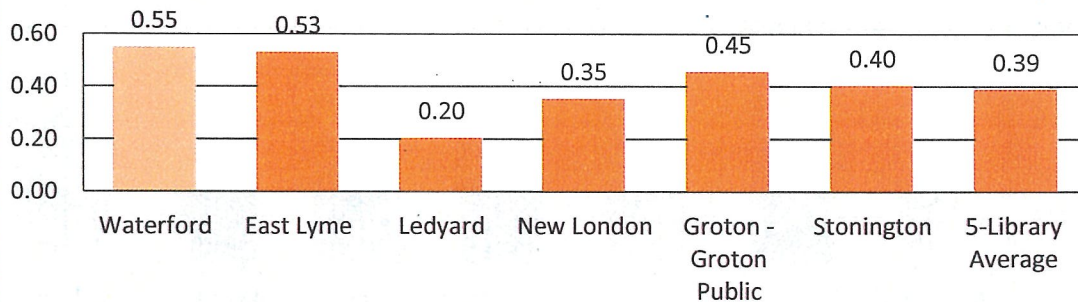
DEPARTMENT: Waterford Public Library

CT STATE LIBRARY STATISTICAL COMPARISON CHARTS FOR FISCAL YEAR 2021*

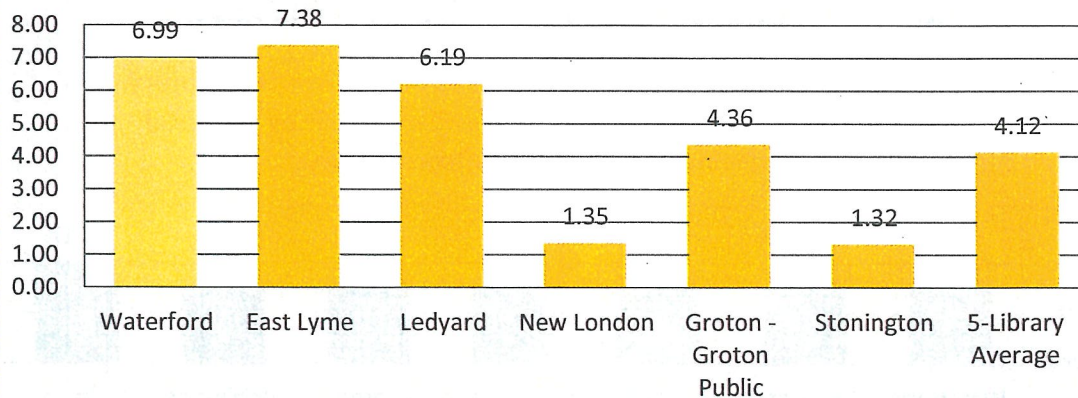
Library Visits Per Capita, FY2021



Program Attendance & Views Per Capita, FY2021



Circulation Per Capita, FY2021

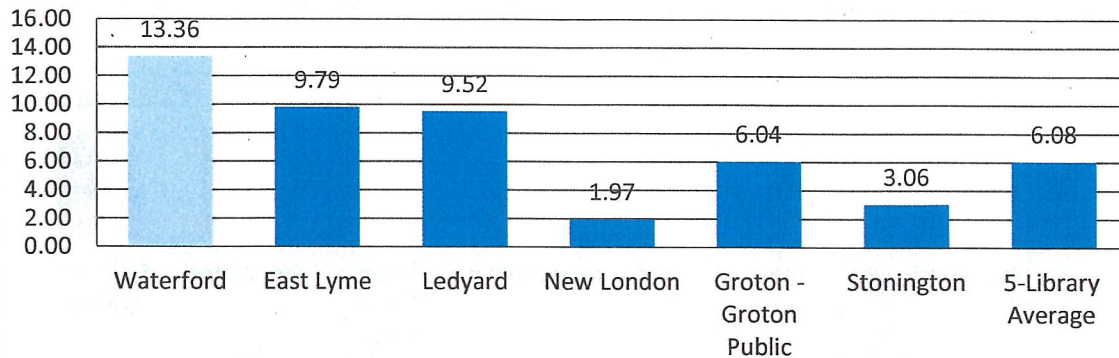


*Latest data available, will provide updated data once it is released in January

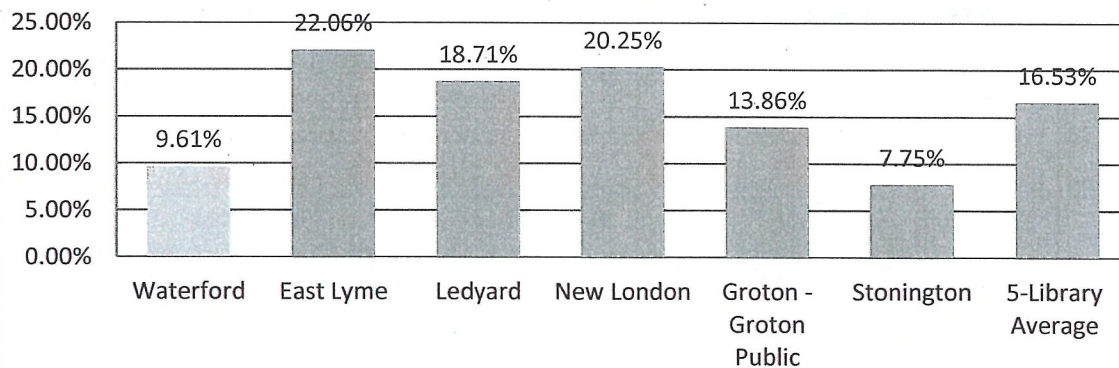
TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



Children's & YA Circulation Per Capita, FY2021
 (using a population of under age 18 only)

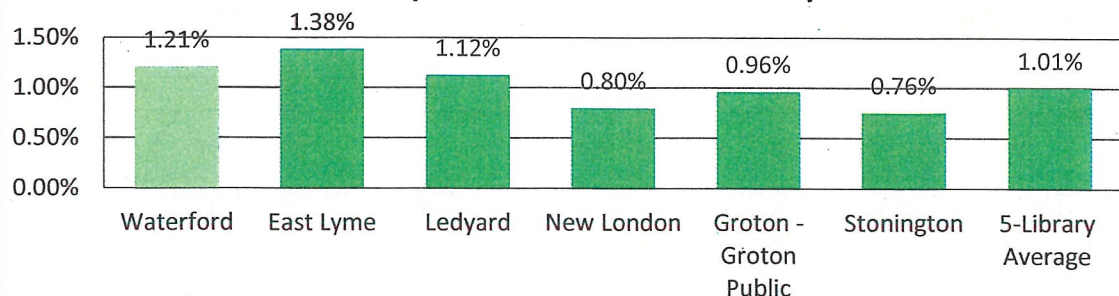


E-Book Circulation as a % of All Book Circulation, FY2021



Community Commitment Index, FY2021

A measure of a community's financial commitment to the library,
 dividing the library's total operating expenditures by the total
 municipal revenue of the town or city.



TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



GRANTS RECEIVED

In FY2022, the Library received the following programming grants:

Name of Grant	Funder	Amount	Purpose
ALA NEH ARP Grant	American Library Association	\$10,000	All Are Welcome @WPL diverse summer youth programming grant
ARPA Grant	CT State Library	\$17,367	To support COVID safe library initiatives including technology and PPE.
Children's STEAM Grant	Waterford Rotary	\$500	To support science, technology, engineering, art & mathematics programs for children.
Community Conversations Grant	American Library Association	\$3,000	To support "Talk About Town Waterford" conversation series
CT Humanities Quick Grant	CT Humanities	\$1,834.04	To support "Great Decisions: Global Topics for Local Discussion" program series.
Let's Talk About It: Women's Suffrage Grant	American Library Association	\$1,000	To support book discussion series on women's suffrage movement in the U.S.
New England Small & Rural Libraries Grant	Association of Rural & Small Libraries	\$4,700	Citizen Science grant to support the creation of a circulating collection and programming support for science based activities
Public Library Grant	Turn to the Wonderful Foundation	\$500	To support library service for underserved populations.
		\$38,901.04	

CURRENT INITIATIVES

Presently, the library's trust is providing funding to replace the carpeting on the library's mezzanine.

Staff is working on the following grant proposals:

A submission to the Community Foundation of Eastern CT to fund a youth collection of Spanish language and bilingual materials including, print, audio and new Vox and/or Wonderbooks. This initiative will be supported with bilingual programming for children and parents/caregivers.

The development of a 1,000 books before kindergarten early literacy support reading program.

In May, the library will be celebrating its 100th anniversary. Beginning in January we will be celebrating this anniversary with book displays and special programs culminating with a planned outdoor library fair on the library's side lawn in May.

Long-term, the library is seeking grant funds to provide ADA elevator access to all three levels of our building and to update the lower level restrooms to make them accessible.

Thank you for your attention to this report.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST**



DEPARTMENT: Waterford Public Library

WATERFORD PUBLIC LIBRARY, INC. BUDGET

THE WATERFORD PUBLIC LIBRARY, INC.

501c3 Account

FY2024 Budgeted Library Support

Auditor	\$4,500
Books & materials	\$80,047
Building equipment & supplies	\$2,000
Dues, conferences, education	\$2,500
Furniture & building improvements	\$2,500
Innovation & Miscellaneous	\$1,000
Insurance	\$191
Office equipment & supplies	\$4,500
On-line subscriptions	\$27,000
Programs & community relations	\$11,000
Public copier lease & fees	\$3,800
Special Projects	\$2,500
TOTAL EXPENDITURES	\$141,538

FUNDS ANTICIPATED FY2023 **\$169,471**

FUNDS APPROPRIATED FY2022/FUNDS RECEIVED FY2022 **\$142,043/\$70,000**

Waterford Public Library Board of Trustees

Minutes of Meeting of 12 December 2022

1. President Rosenberg called the meeting to order at 6:02 p.m.

Trustees present: E. Boyce, L. Couture, N. Dragoli, C. Giordano, J. Lehet, J. Merrill B., J. Mullen, B. Pisacich, M. Wagner Also present, C. Johnson, Library Director. Not present: G. Ritter, A. Robarge.

With a quorum present virtually and in person the trustees of the Waterford Public Library addressed two issues.

The first was the FY2024 Trust Budget, that is, the amount of funds from the Endowment to supplement books, materials, programs and other special needs. As per our discussion at the Nov. 8, 2022 Board Meeting we agreed to transfer \$100,638, representing 3.25 % of the endowment.

The second item for discussion was the FY2024 Library's Town Budget Request. In approving the Budget Request document prepared by Director Christine Johnson, we requested the figure of \$998,837, which comes in less than the \$999,475 request FY2023. The reduced figure reflects some minor adjustment in staff.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Aaron Rosenberg, President of the Waterford Public Library Board
December 12, 2022

THE WATERFORD PUBLIC LIBRARY, INC.

**FINANCIAL STATEMENTS
JUNE 30, 2022
(WITH SUMMARIZED COMPARATIVE FINANCIAL
INFORMATION FOR THE YEAR ENDED JUNE 30, 2021)**

**TOGETHER WITH INDEPENDENT
AUDITOR'S REPORT**

THE WATERFORD PUBLIC LIBRARY, INC.
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JUNE 30, 2022

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GS&B
GARVEY, STEELE & BANCROFT LLP
Certified Public Accountants & Advisors

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of The Waterford Public Library, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets - modified cash basis as of June 30, 2022, and the related statements of revenues, expenses, and changes in net assets - modified cash basis, and statement of functional expenses - modified cash basis, for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of The Waterford Public Library, Inc. as of June 30, 2022, and its support, revenue, and expenses for the year then ended in accordance with the modified cash basis of accounting as described in Note 1.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Waterford Public Library, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue the auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting in error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that,

FIRM FOUNDATION

INDEPENDENTLY OWNED MEMBER

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individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Waterford Public Library, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Waterford Public Library, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited The Waterford Public Library, Inc.'s 2021 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated September 14, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Gary Stul - Banerjee
Mystic, Connecticut
October 3, 2022

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - MODIFIED CASH BASIS
JUNE 30, 2022
(with summarized financial information for 2021)

ASSETS	<u>2022</u>	<u>2021</u>
Current Assets		
Cash and cash equivalents	\$ 8,869	\$ 18,410
Total current assets	<u>8,869</u>	<u>18,410</u>
Investments		
Board designated endowment	2,997,806	3,502,179
Total investments	<u>2,997,806</u>	<u>3,502,179</u>
Non-current Assets		
Art collections	55,600	55,600
Total non-current assets	<u>55,600</u>	<u>55,600</u>
Total assets	<u><u>\$ 3,062,275</u></u>	<u><u>\$ 3,576,189</u></u>
LIABILITIES AND NET ASSETS		
Net Assets		
Net assets without donor restrictions:		
Available for operations	\$ 58,055	\$ 72,660
Board designated endowment	2,997,806	3,502,179
Total net assets without donor restrictions	<u>3,055,861</u>	<u>3,574,839</u>
Net assets with donor restrictions	6,414	1,350
Total net assets	<u>3,062,275</u>	<u>3,576,189</u>
Total liabilities and net assets	<u><u>\$ 3,062,275</u></u>	<u><u>\$ 3,576,189</u></u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2022
(with summarized financial information for 2021)

	Without Donor Restrictions	With Donor Restrictions	Total 2022	Total 2021
SUPPORT AND REVENUE				
Grants	\$ -	\$ 39,711	\$ 39,711	\$ 7,894
Annual mailing appeal	28,779	-	28,779	26,687
Other fundraising	341	-	341	235
Contributions and bequests	14,439	380	14,819	24,026
Intergovernmental	15,152	-	15,152	19,154
Book sales and service	6,565	-	6,565	1,624
Investment income, net	30,422	-	30,422	31,695
(Loss) gain on investment	(494,530)	-	(494,530)	729,690
Miscellaneous	8,537	-	8,537	6,383
Net assets released from restriction:				
Satisfaction of time or purpose requirement	35,027	(35,027)	-	-
Total support and revenue	<u>(355,268)</u>	<u>5,064</u>	<u>(350,204)</u>	<u>847,388</u>
EXPENSES				
Program services	157,858	-	157,858	109,546
Management and general	4,491	-	4,491	4,091
Fundraising	1,361	-	1,361	1,010
Total expenses	<u>163,710</u>	<u>-</u>	<u>163,710</u>	<u>114,647</u>
Change in net assets	<u>(518,978)</u>	<u>5,064</u>	<u>(513,914)</u>	<u>732,741</u>
Net assets, beginning	3,574,839	1,350	3,576,189	2,843,448
Net assets, ending	<u>\$ 3,055,861</u>	<u>\$ 6,414</u>	<u>\$ 3,062,275</u>	<u>\$ 3,576,189</u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF FUNCTIONAL EXPENSES - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2022
(with summarized financial information for 2021)

	Program Services	Management and General	Fundraising	Total 2022	Total 2021
Accounting	\$ -	\$ 4,300	\$ -	\$ 4,300	\$ 3,900
Occupancy	2,777	-	-	2,777	4,557
Conferences	2,638	-	-	2,638	1,719
Insurance	-	191	-	191	191
Books and library materials	73,316	-	-	73,316	69,812
Online resources	22,571	-	-	22,571	9,982
Public relations	13,001	-	-	13,001	10,799
Grant expense	34,647	-	-	34,647	6,469
Office supplies	4,002	-	-	4,002	1,727
Miscellaneous	3,716	-	-	3,716	3,356
Museum passes	1,190	-	-	1,190	1,125
Fundraising	-	-	1,361	1,361	1,010
Total expenditures	<u>\$ 157,858</u>	<u>\$ 4,491</u>	<u>\$ 1,361</u>	<u>\$ 163,710</u>	<u>\$ 114,647</u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

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

Basis of Accounting and Presentation

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

Use of Estimates

The preparation of financial statements in accordance with the modified cash basis of accounting requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. These estimates are based on information available at the time the financial statements are prepared. Actual amounts or results could differ from these estimates.

Reclassifications

Certain reclassifications and adjustments have been made to the financial statements of the prior year in order to conform to the current year presentation. These reclassifications have no effect on previously reported net income or total net assets.

Net Asset Categories

To ensure observance of limitations and restrictions placed on the use of resources available to the Library, the accounts of the Library are maintained in the following net asset categories:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed stipulations but may be designated for specific purposes by the Board of Trustees (the Board).

- *Board designated endowment* – The Board has designated a portion of net assets without donor restrictions that represents the market value of the Library's endowment fund to emphasize that this portion of net assets without donor restrictions is available for current operations only to the extent that is set forth in the annual budget, subject to the endowment investment spending policy. See *Note 4* for more detail on the Library's board designated endowment.

Net assets with donor restrictions – Net assets subject to donor-imposed stipulations that may or will be met either by the actions of the Library and/or the passage of time, or which may be perpetual. When a restriction is satisfied, the associated amount is reclassified from net assets with donor restrictions to net assets without donor restrictions and is reported in the Statement of Revenues, Expenses, and Changes in Net Assets – Modified Cash Basis as net assets released from restrictions. See *Note 5* for more detail on the Library's net assets with donor restrictions, which primarily consist of unspent contributions.

Prior Year Summarized Financial Information

The financial statements include certain prior year summarized financial information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Library's audited financial statements as of and for the year ended June 30, 2021, from which the summarized information was derived.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Liquidity

Assets are presented in the accompanying Statement of Assets, Liabilities, and Net Assets – Modified Cash Basis according to their nearness of conversion to cash and liabilities according to the nearness of their maturity and resulting use of cash.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and highly liquid debt instruments with maturities of three months or less at the date of purchase. This policy does not apply to funds with donor-imposed restrictions. The Library maintains cash balances at one financial institution and such deposits may, at times, exceed federal depository insurance limits.

Property and Equipment

Property and equipment acquisitions which exceed \$1,000 become the property of the Town of Waterford. The Library expenses as program services all acquisitions less than \$1,000. Maintenance and repairs are charged to expense as incurred.

Art Collections

As of July 1, 2005, the Library capitalized its art collection retroactively in conformity with accounting principles generally accepted in the United States of America (US GAAP). The art collection items acquired prior to July 1, 2005 were appraised and they were determined to have a value of \$55,000. Subsequent to July 1, 2005, art collection items acquired by the Library will be recorded at fair market value if donated, and at cost if purchased.

Investments

Investments in marketable equity securities with readily determined fair values and investments in debt securities are carried at fair value. Fair value is determined based on quoted market price (all Level 1 measurements). Realized and unrealized gains and losses on these investments are reported in the Statement of Revenues, Expenses, and Changes in Net Assets – Modified Cash Basis, as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulations or by law. Investment income and gains restricted by donors are reported as increases in net assets without donor restrictions if the restrictions are met in the same reporting period in which the income and gains are recognized.

Fair Value of Financial Instruments

US GAAP defines fair value and establishes a framework that includes a hierarchy that categorizes and prioritizes the sources used to measure and disclose fair value. Fair value is defined as the price that would be received in a sale of an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The hierarchy is broken down into three levels of input that market participants would use in valuing the asset or liability, which can be summarized as follows:

- Level 1 – Quoted prices in active markets for identical assets or liabilities.
- Level 2 – Quoted prices for similar assets and liabilities in active markets.
- Level 3 – Valuation based on inputs that are unobservable therefore requiring management's best estimate of what market participants would use as fair value.

The level of a financial instrument within the fair value hierarchy is based on the lowest, or least observable, level of input that is significant to the fair value measurement. Fair value estimates discussed herein are based upon certain market assumptions and pertinent information available to management. The respective carrying value of certain on-balance-sheet financial instruments approximates their fair values due to the short-term nature of these instruments.

At June 30, 2022, the Library's Level 1 financial assets consist of investments which are valued at quoted market prices in active markets for identical assets. The Library had no Level 2 or 3 financial assets.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Tax Status

The Library is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the Library qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2). The Library currently has no unrelated business income. Accordingly, no provision for income taxes has been recorded.

The Library did not recognize any liability for uncertain tax positions as defined by US GAAP.

The Library's tax return for the year ended June 30, 2022 is subject to examination by the IRS, generally for three years after it has been filed.

Subsequent Events

Management evaluated subsequent events through October 3, 2022, the date these financial statements were available to be issued.

NOTE 2 – CONCENTRATIONS

Support and Revenue

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

Credit Risks

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

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS

The cost and fair market value of the Library's investments (all Level 1) at June 30, 2022 are as follows:

June 30, 2022	Adjusted Cost	Unrealized Gains	Unrealized Loss	Estimated Fair Value
Equities	\$ 1,271,118	\$ 436,855	\$ (8,183)	\$ 1,699,790
US Treasuries	789,153	30	(5,406)	783,777
Exchange traded funds	338,884	124,017	-	462,901
Corporate stocks	23,559	1,206	-	24,765
Money market funds	26,573	-	-	26,573
	<u>\$ 2,449,287</u>	<u>\$ 562,108</u>	<u>\$ (13,589)</u>	<u>\$ 2,997,806</u>

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (Continued)

A summary of the Library's investment return is presented below at June 30, 2022:

	<u>2022</u>
Interest and dividends	\$ 43,098
Investment management fees	(12,676)
Realized losses	(34,371)
Unrealized losses	(460,159)
Total return on investments	<u>\$ (464,108)</u>

Management evaluates the Library's investment portfolio for other-than-temporary impairment at least on a quarterly basis, and more frequently when economic or market conditions warrant such evaluation. Consideration is given to the length of time and the extent to which fair value has been less than cost, the financial condition of the issuer, and the intent and ability of the Library to retain the investment until a recovery value is achieved.

NOTE 4 – BOARD DESIGNATED ENDOWMENT

The Library's endowment consists of funds designated by the Board to function as endowments. The Board designated endowment consists of the fair market value of the investment funds, without accrued interest. As required by generally accepted accounting principles, net assets associated with endowments, including funds designated as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions. Changes in endowment net assets for the year ended June 30, 2022 is as follows:

	<u>2022</u>
Board designated endowment assets, beginning of year	\$ 3,502,179
Investment income	43,098
Net realized and unrealized losses	<u>(494,530)</u>
Total investment return	(451,432)
Contributions	29,735
Endowment funds utilized for operations	(70,000)
Investment fees	<u>(12,676)</u>
Board designated endowment assets, end of year	<u>\$ 2,997,806</u>

Return Objectives and Risk Parameters

The Library has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Actual returns in any given year may vary from this amount. Endowment assets include those funds designated as endowment by the Board.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objective, the Library relies on a total return strategy in which the investment returns are achieved through both a capital appreciation (realized and unrealized) and current yield (interest and dividends). The general policy is to diversify investments within both equity and fixed-income securities so as to provide a balance that will enhance total return while avoiding undue risk concentration in any single asset class or investment category.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 4 – BOARD DESIGNATED ENDOWMENT (Continued)

Spending Policy and How the Investment Objectives Relate to Spending Policies

The investments are comprised of a board designated endowment fund. With regards to these funds, the Library has adopted an investment policy with the primary objective of providing resources and appropriate oversight of the funds to further the mission statement of the Library, now and in the future. As part of the investment policy, the Library has adopted a spending policy by which the Board shall limit allocated endowment funding in any fiscal year to between 3% and 5% of the average market value of the board designated endowment fund for the previous three prior fiscal years ending June 30.

Additionally, the Board has designated the Finance Committee (the Committee) to effectively oversee the management of the endowment fund. The Committee is charged with having a semiannual account review between themselves and the outside investment managers to review the performance of the investments.

NOTE 5 – NET ASSETS WITH DONOR RESTRICTIONS

At June 30, 2022, net assets with donor restrictions consisted of grants and contributions totaling \$6,414.

The restrictions placed on the funds by the donors stipulate when the funds may be used (timing restriction). All of the funds with restrictions are expected to be spent in the following year. Net assets with donor restrictions were released from restriction by incurring expenses satisfying the restricted purpose specified by the donor or by the passage of time. The net assets released from restrictions for the year ending June 30, 2022 was \$35,027.

NOTE 6 – LIQUIDITY AND AVAILABLE FOR GENERAL EXPENDITURE

The following table reflects the Library's financial assets as of June 30, 2022, reduced by amounts not available for general use within one year in accordance with its Investment Policy and due to contractual or donor-imposed restrictions:

	<u>2022</u>
Financial assets	
Cash and cash equivalents	\$ 8,869
Investments	<u>2,997,806</u>
Financial assets, end of year	3,006,675
Less: those unavailable for general expenditure in one year	
Board designated endowment and reserve funds	
not currently authorized for expenditure (96%)	<u>2,877,894</u>
Financial assets available for general expenditure within one year	<u>\$ 128,781</u>

Board designated endowment funds are authorized by the Board for expenditure.

NOTE 7 – CORONAVIRUS

On March 11, 2020 the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The Library cannot reasonably estimate the length or severity of this pandemic, or the extent to which the disruption may materially impact the Library's financial position, results of operations, and cash flows in fiscal year 2023.

**WATERFORD POLICE DEPARTMENT
2023-2024 BUDGET REQUEST**

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BREAKDOWN 10129-51000 SERIES – SALARIES

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**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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51000 SERIES – SALARIES

A detailed breakdown is attached

<u>10129-51110</u>	<u>ADMINISTRATION</u>	<u>\$522,033</u>
	CHIEF OF POLICE	Public Safety Wage Schedule
	LIEUTENANT	
	LIEUTENANT	
	LIEUTENANT	
Expended FY22 \$532,495	FY21 \$481,981	FY20 \$546,583
	FY19 \$527,202	FY18 \$455,289
<u>10129-51210</u>	<u>CLERICAL/TECHNICAL</u>	<u>\$265,355</u>
	OFFICE COORDINATOR	
	SECRETARY III - Investigative Services	
	DATA TECHNICIAN - Records	
	ACCTS. REC/SECRETARY - Records	
	EVENING SECRETARY - Records	
Expended FY22 \$237,394	FY21 \$310,999	FY20 \$270,884
	FY19 \$270,976	FY18 \$240,003
<u>10129-51220</u>	<u>CUSTODIAN</u>	<u>\$49,694</u>
Expended FY22 \$36,838	FY21 \$17,559	FY20 \$37,729
	FY19 \$62,813	FY18 \$51,790
<u>10129-51420</u>	<u>PATROL</u>	<u>\$3,634,468</u>
This line item consists of REGULAR FORCE WAGES subject to contractual increases to include all contractual benefits and requirements of State and Federal Law.		
Expended FY22 \$3,255,806	FY21 \$3,284,650	FY20 \$3,209,509
	FY19 \$3,184,853	FY18 \$2,941,154
<u>10129-51421</u>	<u>MARINE PATROL</u>	<u>\$25,538</u>
This line item consists of wages from May through October and wages in partnership with East Lyme Police, the Transportation Security Administration, and USCG Sector Long Island Sound operations. See Page 21.		
Expended FY22 \$17,754	FY21 \$23,519	FY20 \$24,601
	FY19 \$21,591	FY18 \$19,410
<u>10129-51430</u>	<u>INVESTIGATIVE SERVICES</u>	<u>\$535,461</u>
This line item consists of three Detectives, one assigned Investigator and one assigned Detective Sergeant.		
Expended FY22 \$456,319	FY21 \$478,474	FY20 \$553,154
	FY19 \$444,679	FY18 \$410,005
<u>10129-51435</u>	<u>COMMUNITY SERVICE OFFICERS</u>	<u>\$123,688</u>
We are authorized seventeen Community Service Officers who work on a part-time basis. They are stationed at the front window 24 hours a day, 7 days a week to be available to the public, and are the first point of contact for a citizen seeking assistance. The CSO is responsible for booking prisoners, conducting fingerprinting services to the public, providing security to the building, and performing miscellaneous tasks for officers. See Page 22		
Expended FY22 \$118,808	FY21 \$112,913	FY20 \$120,035
	FY19 \$130,552	FY18 \$109,019
<u>10129-51810</u>	<u>OVERTIME</u>	<u>\$150,075</u>
This line item is designed to cover costs associated with extended hours of duty and special investigations. A detailed breakdown sheet has been provided. This line item has been modified to reflect hours worked in addition to the normal duty days. It is important to note that clerical overtime is also contained within this line item. See Page 23 and 24.		
Expended FY22 \$163,944	FY21 \$128,640	FY20 \$141,043
	FY19 \$152,671	FY18 \$143,549

**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

Page 14

51000 SERIES (continued)

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

This line item contains funds that are directly related to filling shifts within the Patrol Division including early call-ins; holdovers; vacation days; holidays; personal, sick, injury, FMLA, Military Leave, and funeral days; and miscellaneous vacancies created by retirements, personnel attending the basic police academy, and other unanticipated needs. See Page 25.

Expended FY22 \$352,540 FY21 \$422,264 FY20 \$330,723 FY19 \$354,570 FY18 \$354,716

10129 51830 **TRAINING – SALARIES** **\$116,221**

Training salaries are strictly related to wages, which are paid at a time-and-a-half rate, when training is not available on an officers' regularly scheduled shift. Included are mandatory recertification training and other training that may be required in the development of personnel relative to changing police trends and assignments. See Page 26.

Expended FY22 \$74,854 FY21 \$76,507 FY20 \$92,821 FY19 \$106,874 FY18 \$90,585

10129 51920 **F.I.C.A.** **\$448,025**

This tax is calculated at a rate of 7.65% for fiscal year 2021/2022 as directed by the Board of Finance Guidelines. See Page 27.

Expended FY22 \$385,882 FY21 \$391,804 FY20 \$392,297 FY19 \$385,981 FY18 \$357,034

52000 SERIES – SERVICES

10129 52010 **ADVERTISING** **\$300**

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

Expended FY22 \$278 FY21 \$429 FY20 \$169 FY19 \$408 FY18 \$133

10129 52020 **POSTAGE** **\$1,500**

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

Expended FY22 \$775 FY21 \$994 FY20 \$1,331 FY19 \$1,523 FY18 \$1,355

10129 52030 **PROFESSIONAL FEES** **\$15,000**

The Police Department is required to utilize outside professional resources which may include, but not be limited to, psychologists, therapists, polygraph examiners, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency (hiring process). This includes the mandated periodic drug screening (\$136 each) and mental health assessments (\$190 each) for all officers as a result of the Police Accountability Bill. Police physicals and confidential counseling (contractual) is taken from this Line Item. K-9 kenneling, routine and emergency medical expenses and food are also paid from this line item.

Expended FY22 \$12,044 FY21 \$10,961 FY20 \$11,258 FY19 \$11,689 FY18 \$11,533

10129 52040 **SERVICE CONTRACTS AND REPAIRS** **\$21,889**

This line item covers service contracts for all Departmental equipment such as software, computers, office equipment. The line item also covers equipment not covered by contracts. See Page 28.

Expended FY22 \$29,324 FY21 \$34,395 FY20 \$34,345 FY19 \$139,599 FY18 \$116,374

10129 52050 **PROFESSIONAL ASSOCIATION DUES** **\$2,895**

This line item covers professional association dues for the Chief and members of the Department in law enforcement-related organizations - State, regional, and international. In addition, this line item covers membership dues for the Police Commissioners Association of Connecticut. See Page 29.

Expended FY22 \$1,460 FY21 \$865 FY20 \$1,735 FY19 \$2,153 FY18 \$1,955

**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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52000 SERIES (continued)

10129 52060 **PRINTING** **\$800**
This line item covers specialized engraving, pamphlets and forms that cannot be produced by the Town Printer.
Expended FY22 \$125 FY21 \$1,052 FY20 \$1,200 FY19 \$1,174 FY18 \$796

10129 52080 **TELEPHONE** **\$30,846**
This allocation is based on a twenty-four-month average per the Board of Finance Guidelines. See Page 30
Expended FY22 \$31,385 FY21 \$30,320 FY20 \$32,322 FY19 \$30,732 FY18 \$35,319

10129 52300 **TRAINING & EDUCATION** **\$85,500**
This line item represents our in-service obligations as determined by the department, contractual requirements and State Mandates. The Police Accountability bill increased the amount of mandatory trainings. The basic requirements are attached to this budget report as a resource document. See Page 31
Expended FY22 \$76,880 FY21 \$75,199 FY20 \$53,320 FY19 \$44,209 FY18 \$32,559

10129 52305 **OSHA COMPLIANCE** **\$5,500**
This line item represents expenses relevant to OSHA mandated training and/or purchases of equipment not related to covid. Requirements include, but are not limited to, HAZMAT, blood borne pathogen protective equipment, and burning of narcotics authorized by the Courts and drugs turned into the Department for disposal 4 times a year. This line item also includes high visibility vests, hearing protection and Tyvek Suits.
Expended FY22 \$5,182 FY21 \$4,981 FY20 \$2,489 FY19 \$5,795 FY18 \$5,500

10129 52370 **UNIFORM ALLOWANCE** **\$79,215**
Uniform allowance is a contractual item, which represents an annual fee of \$1,500 per officer. In addition, this line item covers uniforms for the custodian, part time Community Service Officers and POST-C required uniforms and equipment for new hires, in addition to replacement uniforms for those damaged in the line of duty. See Page 32
Expended FY22 \$80,526 FY21 \$80,499 FY20 \$77,211 FY19 \$77,841 FY18 \$74,164

10129 52520 **LAW ENFORCEMENT COUNCIL** **\$16,711**
Enforcement Council of Eastern Connecticut. The L.E.C. provides base line testing for new Officers, promotional testing for our agency, recruitment, tri-annual base line training for POST-C requirements, equipment, assistance with special event operations and cross town cooperation. They are also hosting a regional police academy starting in 2023, to which we will participate in.
Expended FY22 \$13,520 FY21 \$13,520 FY20 \$13,126 FY19 \$13,126 FY18 \$12,744

**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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53000 SERIES – MATERIALS & SUPPLIES

10129 53010 **OFFICE SUPPLIES** **\$1,000**

Supplies include, but are not limited to, printer cartridges and purchases which have to be purchased because they are police-related and are not used by other departments; i.e., labels and paper publications needed for informational purposes.

Expended FY22 \$823 FY21 \$834 FY20 \$532 FY19 \$712 FY18 \$1,062

10129 53020 **OTHER SUPPLIES** **\$7,000**

This figure directly relates to the purchase of janitorial supplies for our building and necessary consumables; i.e., toilet paper, hand towels, soap, frozen dinners for prisoners, batteries, light bulbs and other misc. items for a 24/7/365 building.

Expended FY22 \$7,042 FY21 \$6,916 FY20 \$6,497 FY19 \$6,500 FY18 \$5,935

10129 53070 **AUTOMOBILE REPAIRS** **\$32,000**

This line item relates to the cost of repairs, parts and regular maintenance of our vehicles that are not covered by warranty.

Expended FY22 \$31,939 FY21 \$32,385 FY20 \$31,178 FY19 \$31,812 FY18 \$31,606

10129-53090 **GASOLINE** **\$131,288**

This allocation is based on a twenty-four-month average at a rate of \$2.94 per the Board of Finance Guidelines. Marine gasoline is at a rate of \$5.47 a gallon. See Page 33

Expended FY22 \$65,813 FY21 \$69,125 FY20 \$87,523 FY19 \$113,656 FY18 \$104,808

10129 53100 **TIRES** **\$13,024**

The request is for the purchase of approximately 88 tires. Purchase and replacement of each tire consists of the install, balancing, replacement of stems and labor, totaling approximately \$148 per tire.

Expended FY22 \$12,518 FY21 \$12,460 FY20 \$8,293 FY19 \$7,368 FY18 \$8,282

10129 53180 **POLICE EQUIPMENT AND SUPPLIES** **\$42,964**

There are five sections to this line item. The amount requested reflects current price of consumables such as photo equipment, ammunition and the purchase or replacement of necessary equipment as required by procedure. The breakdown is as follows:

\$1,000 Drone - Propeller replacement (2), Lithium Batteries (3) and misc. parts.

\$19,250 Ammunition for Pistol, Rifle, Shotgun, Electronic Control Device (ECD) cartridges, less lethal impact munitions (Combined Tactical Systems).

\$2,214 2 x ECD replacements @ \$1,107.00 each, less lethal delivery system.

\$7,000 Naloxone, Patrol Gloves, Spit Shields, Tyvek Suits, Booties, Traffic Vests, Flares, Crime Scene Tape, Hazmat Tape, Patches, Badges, Lock-Out supplies, Pepper Spray, Keys, Asps, Finger Print Ink, Batteries, First Aid Supplies, bicycle supplies, also includes K9 Supplies, K9 Food, and Equipment (Harnesses, Leads, Muzzles, Tracking, Training, Cleaning Supplies). Digital recordings and storage equipment, memory cards, USB devices and replacement body cameras as needed.

\$10,500 Ten (10) Ballistic Vest Replacement @ \$1050.00 each. Grant opportunities will be applied for but are not guaranteed.

\$3,000 Evidence Collection kits, Urine Collection Containers and Kits, Blood Collection Containers and Kits, Evidence Bags, DNA Collection Kits, Finger Print Powder, Finger Print Lift Kits Evidence Storage Boxes, Brushes, Adhesive Measurement Tape, Nine Types of Narcotic Test Kits, GSR Collection Kit. Filters for fumer and hood.

Expended FY22 \$35,023 FY21 \$38,964 FY20 \$46,710 FY19 \$52,156 FY18 \$55,056

**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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53000 SERIES (continued)

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

This money is used for the controlled purchase of illicit substances, pay informants, administer polygraph tests to suspects, and pay for undercover work expenses.

Expended FY22 \$1,500 FY21 \$2,000 FY20 \$2,500 FY19 \$2,500 FY18 \$2,500

10129 53220 **MARINE PATROL** **\$5,500**

This request covers equipment maintenance and replacement from May through October. Included in the Line Item is marine-related safety equipment such as inclement weather gear, fire extinguishers maintenance, life raft re-pack, and flares. Marine maintenance represents two (2) scheduled haul-outs and oil changes, sanding and painting of the hull of the vessel, zinc replacement and miscellaneous maintenance costs. There has been a substantial increase in the costs of materials, labor, and repair in the marine industry.

Expended FY22 \$2,228 FY21 \$12,239 FY20 \$2,100 FY19 \$4,582 FY18 \$1,535

10129-53260 **ANIMAL CONTROL SUPPLY** **\$100,000**

The \$100,000 amount listed is established at the direction of the Finance Director for the maintenance and operation of the Waterford/East Lyme Animal Control Officer program which is shared with the Town of East Lyme.

Expended FY22 \$60,000 FY21 \$60,000 FY20 \$30,000 FY19 \$30,000 FY18 \$30,000

54000 Series - Equipment

10129 54020 **EQUIPMENT** **\$7,139**

This line item is used for the purchase of specialized equipment, furniture and small office equipment. See Page 34.

Expended FY22 \$10,162 FY21 \$5,395 FY20 \$15,201 FY19 \$16,613 FY18 \$11,533

**WATERFORD POLICE DEPARTMENT
2023-2024 BUDGET REQUEST
CONTRACTUAL PAY RATES**

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PAY RATES EFFECTIVE JULY 1, 2023	HOURLY RATE	OVERTIME RATE	DAILY RATE	WEEKLY RATE	ANNUAL RATE
LIEUTENANT -- STEP 1	49.91	74.87	399.28	1,996.40	103,812.80
LIEUTENANT -- STEP 2	52.41	78.62	419.28	2,096.40	109,012.80
LIEUTENANT -- STEP 3	55.03	82.55	440.24	2,201.20	114,462.40
SERGEANT -- STEP 1	45.27	67.91	362.16	1,810.80	94,161.60
SERGEANT -- STEP 2	47.53	71.30	380.24	1,901.20	98,862.40
SERGEANT -- STEP 3	49.91	74.87	399.28	1,996.40	103,812.80
DETECTIVE -- STEP 1	41.06	61.59	328.48	1,642.40	85,404.80
DETECTIVE -- STEP 2	43.11	64.67	344.88	1,724.40	90,013.68
DETECTIVE -- STEP 3	45.27	67.91	362.16	1,810.80	94,161.60
OFFICER -- STEP 1	32.29	48.44	258.32	1,291.60	67,163.20
OFFICER -- STEP 2	34.09	51.14	272.72	1,363.60	71,179.92
OFFICER -- STEP 3	35.65	53.48	285.20	1,426.00	74,152.00
OFFICER -- STEP 4	37.44	56.16	299.52	1,497.60	78,174.72
OFFICER -- STEP 5	39.16	58.74	313.28	1,566.40	81,452.80
OFFICER -- STEP 6	41.06	61.59	328.48	1,642.40	85,404.80
OFFICER - FIRST CLASS	43.14	64.71	345.12	1,725.60	89,731.20
COMMUNITY SERVICE OFFICERS	15.85				

ADMINISTRATION	LINE ITEM 10129 51110 -- BASIC SALARIES
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DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
03/01	Chief of Police	C1		67.3077	140,000	0	0	0		600	1,200	141,800	10,848
07/13	Lieutenant	L1	2	52.4100	109,013	6,359	2,848	5,451			1,200	124,871	9,553
11/02	Lieutenant	L2	2	52.4100	109,013	6,359	2,848	5,451			1,200	124,871	9,553
05/98	Lieutenant	L3	3	55.0300	114,462	6,677	3,028	5,723			600	130,491	9,983
SUB-TOTAL					472,488	19,395	8,725	16,624	0	600	4,200	522,033	39,936

CLERICAL/TECHNICAL	LINE ITEM 10129 51210 -- BASIC SALARIES
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DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	SHIFT DIFF	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	TOTAL	FICA
03/22	Off Coord		2	28.3100	51,524						51,524	3,942
04/99	Secretary III	423	7	35.3600	64,355					600	64,955	4,969
02/16	Accts Rec/Sec	425	4	26.9600	49,067						49,067	3,754
11/22	Data Tech		2	22.1800	40,368						40,368	3,088
04/97	Eve Sec	421	7	32.0800	58,386	455				600	59,441	4,547
SUB-TOTAL					263,700	455				1,200	265,355	20,300

CUSTODIAL	LINE ITEM 10129 51220 - BASIC SALARY
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DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
09/21	CUSTODIAN		1	23.8915	49,694							49,694	3,802
SUB-TOTAL					49,694							49,694	3,802

TOTAL THIS PAGE					785,882	19,850	8,725	16,624	0	1,800	4,200	837,082	64,037
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**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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PATROL DIVISION LINE ITEM 10129-51420 - BASIC SALARIES												
DATE HIRE	ID#	Rank	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
08/11	11	SGT	2	47.5300	98,862		2,583	4,943		1,200	107,589	8,231
05/09	13	SGT	2	47.5300	98,862		2,583	4,943		1,200	107,589	8,231
07/14	15	SGT	2	47.5300	98,862		2,583	4,943		1,200	107,589	8,231
12/13	16	SGT	2	47.5300	98,862		2,583	4,943		1,200	107,589	8,231
08/05	17	SGT	3	49.8800	103,750		2,711	5,188	2,394	1,200	115,243	8,816
08/05	18	SGT	3	49.8800	103,750		2,711	5,188	2,394	1,200	115,243	8,816
12/08	19	SGT	2	47.5300	98,862		2,583	4,943		1,200	107,589	8,231
03/99	40	PFC	7	43.1400	89,731		2,345	4,487		800	97,362	7,448
07/99	41	PFC	7	43.1400	89,731		2,345	4,487		1,200	97,762	7,479
03/00	42	PFC	7	43.1400	89,731		2,345	4,487	2,070	600	99,232	7,591
05/00	43	PFC	7	43.1400	89,731		2,345			1,200	93,276	7,136
05/00	44	PFC	7	43.1400	89,731		2,345	4,487	2,070	1,200	99,832	7,637
07/01	46	PFC	7	43.1400	89,731		2,345	4,487	2,070		98,632	7,545
08/05	53	OFC	6	41.0600	85,405		2,232			740	88,376	6,761
01/06	54	OFC	6	41.0600	85,405		2,232	4,270		150	92,057	7,042
06/08	56	OFC	6	41.0600	85,405		2,232	4,270		600	92,507	7,077
02/09	60	OFC	6	41.0600	85,405		2,232	4,270		1,200	93,107	7,123
08/11	64	OFC	6	41.0600	85,405		2,232	4,270		1,200	93,107	7,123
07/13	67	OFC	6	41.0600	85,405		2,232	4,270		1,200	93,107	7,123
12/13	70	OFC	6	41.0600	85,405		2,232	4,270		1,200	93,107	7,123
06/15	72	OFC	6	41.0600	85,405		2,232	4,270		1,180	93,087	7,121
06/15	73	OFC	6	41.0600	85,405		2,232	4,270		1,200	93,107	7,123
09/15	74	OFC	6	41.0600	85,405		2,232			690	88,326	6,757
12/17	77	OFC	5	39.1600	81,453		2,128	4,073			87,654	6,706
07/18	78	OFC	4	37.4400	77,875		2,035	3,894		900	84,704	6,480
07/18	79	OFC	5	39.1600	81,453		2,128	4,073		1,200	88,854	6,797
12/18	80	OFC	4	37.4400	77,875		2,035	3,894		1,200	85,004	6,503
04/19	82	OFC	4	37.4400	77,875		2,035	3,894		1,170	84,974	6,500
11/19	83	OFC	3	35.6500	74,152		1,938	3,708		1,200	80,997	6,196
06/20	84	OFC	3	35.6500	74,152		1,938	3,708		1,200	80,997	6,196
06/20	85	OFC	3	35.6500	74,152		1,938	3,708		1,200	80,997	6,196
06/20	86	OFC	3	35.6500	74,152		1,938				76,090	5,821
08/20	87	OFC	3	35.6500	74,152		1,938	3,708		160	79,957	6,117
08/20	88	OFC	4	37.4400	77,875		2,035			1,200	81,110	6,205
08/20	89	OFC	3	35.6500	74,152		1,938			610	76,700	5,868
10/20	90	OFC	3	35.6500	74,152		1,938			1,200	77,290	5,913
12/20	91	OFC	3	35.6500	74,152		1,938			1,200	77,290	5,913
12/21	92	OFC	2	34.0900	70,907		1,853			1,200	73,960	5,658
12/22	93	OFC	1	32.2900	67,163		1,755			600	69,518	5,318
11/22	94	OFC	2	34.0900	70,907		1,853			1,200	73,960	5,658
SUB-TOTAL					3,370,848	0	88,080	126,342	10,998	38,200	3,634,468	278,037

INVESTIGATIVE SERVICES LINE ITEM 10129-51430 - BASIC SALARIES												
DATE HIRE	ID#		PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
10/03	12	SGT	3	49.8800	103,750	4,539	2,711	5,188	2,394	1,200	119,782	9,163
06/05	21	DET	3	45.2700	94,162	4,120	2,460	4,708	1,832	1,200	108,482	8,299
07/13	22	DET	2	43.1400	89,731	3,718	2,221	4,487	1,832	1,200	103,189	7,894
12/08	23	DET	2	43.1400	89,731	3,926	2,345	4,487	1,832		102,320	7,827
09/16	75	INV	2	43.1400	89,731	3,926	2,345	4,487		1,200	101,688	7,779
SUB-TOTAL					467,106	20,228	12,082	23,355	7,890	4,800	535,461	40,963

TOTAL					3,837,954	20,228	100,161	149,698	18,888	43,000	4,169,929	319,000
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**WATERFORD POLICE DEPARTMENT
2023/2024
BUDGET REQUEST**

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LINE ITEM 10129-51421 - MARINE PATROL

Two Officers from April 1 through October 31

Patrols: (70) Shifts totaling 372 hours

46- (6) Six hour shifts (1 Mate/1 Captain)

24- (4) Four hour shifts (1 Mate/1 Captain)

(6) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$60.41	6	\$362.46	\$8,336.58
Captain	\$68.57	6	\$411.42	\$9,462.66

(4) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$60.41	4	\$241.64	\$3,624.60
Captain	\$68.57	4	\$274.28	\$4,114.20

Special Events:

New London Fireworks (1 Mate/1 Captain for 6 Hour shift),

East Lyme Day/Fireworks (1 Mate for 6 Hour shift)

Niantic Bay Triathlon (1 Mate for 4 Hour shift)

Coast Guard Academy Graduation (1 Mate/1 Captain for 6 hour shift)

Average of Three (3) After-Hours Call-out

\$25,538

Marine Patrol Total:

Shift rates were calculated on a wage based average of the following:

Mate hours averaged at \$60.41 Captains hours averaged at \$68.57.

This shows an increase of \$1,624 from FY 22-23 due to contractual step increases.

**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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LINE ITEM 10129-51435 - Community Service Officer Program

Average CSO Pay
\$15.85

Community Service Officers

	Hours Worked Per Week	Average Hourly Salary	Annual Salary
CSO Shift Coverage	143.301	\$15.85	\$118,109

	Training Hours Per CSO	Average Hourly Salary	Training Salary
Semiannual Training	8	\$15.85	\$2,156

	Training Hours Per New Hire	CSO Trainee Salary	Training Salary
New CSO Training (3 New Hires)	72	\$15.85	\$3,424

TOTAL

\$123,688

The Waterford Police Department employs (17) seventeen Community Service Officers (CSOs) in a part-time capacity. CSOs monitor the police building, are the first point of contact for complainants in the lobby and process and watch prisoners brought to the department by police officers. CSOs are scheduled 24 hours a day, 7 days a week, 365 days a year. The CSO program has been in place since the 1990s, serving as a low-cost on-the-job training for potential law enforcement officers, allowing sworn higher paid officers to remain on patrol. Several CSOs have been hired after performing well in the part-time role.

The average pay per CSO is currently \$15.85 per hour, totaling \$138,846 for the year. When a new CSO is hired, they require approximately (9) nine training shifts as well as mandated training such as COLLECT, CPR and Naloxone deployment. These additional shifts equal (72) Seventy-two hours per CSO. In addition, semi-annual training for (4) four hours per CSO is held for updates in policy, law and defensive tactic training.

The total request for Community Service Officers is \$123,688. This request is flat from the 2022-2023 request as the department has been able to adjust certain shifts and training efforts in an attempt to present a stable budget request.

**WATERFORD POLICE DEPARTMENT
2023/2024
BUDGET REQUEST**

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LINE ITEM 10129 51810 OVERTIME

	PROJECTED HOURS	PAY RATE TIME & 1/2	TOTAL
PROJECTED - F.Y. 2023/24			
EXIGENT DUTY (case work, Court, Storms, SRT, etc.)	800	58.74	46,992
ACCIDENT INVESTIGATION TEAM (AIT)	50	64.67	3,234
INVESTIGATIVE SERVICES	300	64.32	19,296
K9 UNIT	100	61.59	6,159
K9 MAINTENANCE	234	61.59	14,412
BOE Outside Details (Minus \$11,000.00 stipend)	260	64.67	5,814
TRAFFIC ENFORCEMENT	114.08	58.74	6,701
COMMUNITY EVENTS	450	58.74	26,433
BUSINESS DISTRICT HOLIDAY PATROL	274.55	61.59	16,910
OFFICE PERSONNEL OVERTIME	48	43.46	2,086
POLICE COMMISSION SECRETARY	48	42.47	2,039
TOTAL	2,679		150,075

BOE outside details have been added this year. Waterford Police Department receives a \$11,000.00 stipend yearly for these events.

**WATERFORD POLICE DEPARTMENT
2023/2024
BUDGET REQUEST**

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Line Item 10129-51810 - OVERTIME BREAKDOWN

Exigent Duty (case work, Court, Storms, Etc) \$46,992

Frequently we may require an Officer to holdover for an assignment on an accident investigation or other case where additional manpower is required.. This may mean calling in early or holding over an Officer.

Accident Investigation Team (AIT) \$3,234

This team is activated for fatal or near-fatal motor vehicle accidents crashes.

Investigative Services \$19,296

Includes call ins for violent crimes related to robbery, burglary, sexual assaults, high value larcenies and other crimes. This is also used for joint operations involving incidents that cross jurisdictional lines, such as tracking, and fentanyl related narcotic sales that lead to OD deaths, Identifying suspects, and assisting FBI, DEA, and State Task Forces.

K-9 Unit \$6,159

K-9 Call outs, community events, mutual aid.

K-9 Maintenance \$14,412

For contractually scheduled maintenance of the K-9 on days off.

Board of Education Outside Details (Minus \$11,000 Stipend) \$5,814

Basketball, football games, dances, back to school night, graduation, field trips.

Traffic Enforcement \$6,701

Dedicated traffic enforcement efforts.

Community Events \$26,433

Road races, bicycle rodeo, sailfest traffic, harvest fest, safety fairs (Wal*Mart, Target Lowe's), Color Guard requests, motorcycle runs, open house, beach patrol, tours of the Police Department, town parade, fireworks at the Town Beach.

Business District Holiday Patrol \$16,910

High visibility patrols, business checks, plain clothes details, increased foot patrols of local businesses and banks.

Office Personnel Overtime \$2,086

Records destruction, training, new hires.

Police Commission Secretary \$2,039

All regularly scheduled and special Board of Police Commissioners Meetings for the fiscal year.

TOTAL REQUEST **\$150,075**

**WATERFORD POLICE DEPARTMENT
2023-2024 BUDGET REQUEST
Line Item 10129-51820**

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	Amount Requested	Amount Appropriated	Town Funded	Grant Funded	Actually Expended	Contractual Increase
<u>Budget Year 2012-2013</u>	\$163,329	\$163,329	\$190,647	\$60,894	\$251,541	2.25
<u>Budget Year 2013-2014</u>	\$250,000	\$150,000	\$159,237	\$60,679	\$219,916	2.25
<u>Budget Year 2014-2015</u>	\$256,250	\$196,250	\$236,739	\$20,000	\$256,739	2.50
<u>Budget Year 2015-2016</u>	\$292,115	\$292,115	\$292,115	\$0	\$312,192	2.50
<u>Budget Year 2016-2017</u>	\$343,137	\$343,137	\$343,137	\$0	\$342,629	2.50
<u>Budget Year 2017-2018</u>	\$351,715	\$351,715	\$351,715	\$0	\$354,716	2.50
<u>Budget Year 2018-2019</u>	\$360,508	\$360,508	\$360,508	\$0	\$354,570	2.25
<u>Budget Year 2019-2020</u>	\$360,508	\$360,508	\$360,508	\$0	\$330,723	2.25
<u>Budget Year 2020-2021</u>	\$360,508	\$360,508	\$360,508	\$0	\$422,264	2.25
<u>Budget Year 2021-2022</u>	\$360,508	\$360,508	\$360,508	\$0	\$352,540	2.25

ROT Requested \$360,508

The replacement overtime request remains flat in an attempt to maintain a stable budget, as this year's budget includes two years of wage increases approved by the RTM. As stated in the 2000 Long Range Financial Management Plan, our full complement is 5 Officers and a Supervisor per shift, yet we often operate below that level to stay within the budget.

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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Line Item 10129-51830 TRAINING WAGES

The Waterford Police Department strives to provide valuable and effective training opportunities to all officers. Especially with today's policing climate, we find adequate training a high priority to ensure that our officers are prepared and our community receives the highest quality of professional service they deserve.

	Hours	Officers	Per Hour	Supervisors	Per Hour	Totals
LEC Mandated Recertification Requirements (POSTC)	12	14	\$53.48	4	\$67.91	\$12,244
In-House Mandated Training Requirements	16	37	\$53.48	11	\$67.91	\$43,612
Firearms Training and Use of Force Training	10	30	\$53.48	6	\$67.91	\$20,119
Rifle Training	8	35	\$53.48	6	\$67.91	\$18,234
Specialty Teams (AIT, SRT, K-9, Marine Patrol)	72	20	\$53.48			\$77,011
Board of Education SRO Stipend						-\$55,000
TOTAL						\$116,221

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

This line item includes the mandatory trainings; COLLECT/NCIC training and certification, OSHA mandates, CPR training, Crisis Intervention, Advanced DUI, Advanced Roadside Impaired Driving Enforcement, Human Trafficking, Use of Force, Sexual Assault, Juvenile Crimes, Bigotry/Bias, Implicit Bias, Fair & Impartial Policing, Domestic Violence, Cultural Awareness, Citizen's with Special Needs, Procedural Justice training and others. Also included is firearms training to include pistols and patrol rifles, as well as specialized trainings for assigned and promoted officers.

**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST****LINE ITEM 10129-51920 FICA**

	Line Item Amount	FICA Amount
Administration	\$522,033	\$39,936
Clerical/Technical	\$265,355	\$20,300
Custodian	\$49,694	\$3,802
Patrol	\$3,634,468	\$278,037
Marine Patrol	\$25,538	\$1,954
Detective Division	\$535,461	\$40,963
CSO's/Matrons	\$123,688	\$9,462
Overtime	\$150,075	\$11,481
Replacement Overtime	\$360,508	\$27,579
Training Wages	\$116,221	\$8,891
Uniform Allowance	\$73,500	\$5,623
 TOTAL	 \$5,856,540	
FICA RATE	0.0765	
AMOUNT NEEDED	\$448,025	

**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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LINE ITEM 10129 52040 SERVICE CONTRACTS & REPAIRS BREAKDOWN

VENDOR	ITEM	MONTHLY COST	# of Payments	TOTAL
Ricoh	Copy Machine (3) \$88.325 ea	328	12	\$3,936
Ricoh	Color Copies	90	12	\$1,080
Quench Water	Cooler Rental (2)	74	12	\$888
Gym Equipment	Repairs/Maintenance			\$1,000
TMDE Calibration Labs	Speed Enforcement Certification			\$860
Atlantic Broadband	Cable TV			\$1,290
Watchguard	General Repairs			\$4,010
Drone USA	Drone Insurance			\$1,067
Watch Guard Warranty	2nd Year Vista Warranty			\$5,758
Wrecker Services (Case Invest.)				\$2,000
TOTAL				\$21,889

**WATERFORD POLICE DEPARTMENT
2023/2024
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LINE ITEM 10129 52050 PROFESSIONAL ASSOCIATION DUES

Police Commissioners Association of CT (5)	400
I.A.C.P. (International Association Chiefs of Police) -- Chief	875
NEAcop (New England Associaton Chief of Police)	100
CPCA (Connecticut Police Chiefs Association)	1,000
NESPIN (New England State Police Information Network)	150
NPWDA (2 National Police Working Dog Association)	175
IAPE International Association of Property Evidence	65
Waterford Rotary Club Membership	130

TOTAL

\$2,895

WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST
Breakdown of Expenditures for 24 Months
Line Item 10129-52080 Telephone

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MONTH	COST
December-20	2,581
January-21	2,630
February-21	2,118
March-21	2,819
April-21	2,519
May-21	2,435
June-21	2,445
July-21	3,185
August-21	2,671
September-21	2,401
October-21	2,324
November-21	2,111
December-21	2,535
January-22	2,502
February-22	2,473
March-22	2,486
April-22	2,516
May-22	2,501
June-22	3,113
July-22	2,846
August-22	2,899
September-22	2,848
October-22	2,895
November-22	2,709
TOTAL	\$62,562

Monthly Charges include MDT's

Mean Average \$2,606 x 12 months = \$31,272

F.Y. 2023/24	\$31,272
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**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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LINE ITEM 10129 52300 -- TUITION & EDUCATION

Professional Development & Education Tuition Related Materials

Professional Development Training

**** Includes registration, travel and lodging fees and meal reimbursements**

Computer Training/Training Conferences	4,525
State Police Academy Fees & Range Materials	8,700
Investigative Services	8,600
Publications	1,225
K-9 Yearly Training	400
Firing Range Trailer	4,800
Professional Development Training	32,250
Total	\$60,500

Computer Training/Professional Conferences: Professional development to include CAD/Mobile/RMS administrative services. This line item includes professional development conferences and associated expenditures including Use of Force, LEEDS, CPCA and the FBI Command College.

Police Academy Recruit Training Fees and Range Materials:

There is a potential for two Officer vacancies due to retirements during the fiscal year. With those retirements comes an extensive hiring process including written and physical testing, multiple interviews, and background checks. This amount also includes the State/LEC set tuition to attend the academy in the amount of \$3,800 per recruit, as well as additional materials the department is required to provide. \$8,700 covers the associated expenses for two new hires.

Investigative Services: The critical and specialized training needed by members of the Investigative Services Unit relies heavily on private vendors, with POST-C Academy offering only a few advanced trainings. Most of these trainings range between 3-5 days, costing an average of between \$400-600 per person. This year we are looking to take advantage of the University of Rhode Island Bureau of Criminal Investigations School which will allow one Detective to complete the certificate program and take the IAI Crime Scene Investigator certification exam.

Publications: The annual updates to the Loose Leaf Redbook for Officers and Detectives has increased from \$800 to \$1,225. This amount allows for annual updates and purchases for any new Officers.

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

Firearms Range Trailer: The cost of utilizing the indoor range trailer has increased from \$4,600 to \$4,800. The training offers scenario based shoot / don't shoot drills. It also offers low light training as well.

Professional Development Training/Patrol: The cost remains flat due to the availability of training and the continued high cost associated. POST-C Academy has slightly increased the amount of training classes they offer, and established fees for the courses they do offer. The majority of training is provided by private vendors at a significant cost. New mandates from the Police Accountability Bill will require additional department wide training in areas such as De-Escalation, Fair and Impartial Policing, Crowd Control, Implicit Bias, and Liability. The department requires training for newer officers to acquire the special skills and certifications left vacant by several recent retirements.

TUITION RELATED MATERIALS:

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

Contractual Tuition & Material Cap	\$25,000
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Training & Education Total	\$85,500
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**WATERFORD POLICE DEPARTMENT
2023/2024
BUDGET REQUEST**

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LINE ITEM 10129 52370 -- UNIFORM ALLOWANCE BREAKDOWN

49 OFFICERS X \$1,500 EACH (Contractual)	49	\$73,500
2 POSTC/LEC Required Uniforms & Equipment (\$1,650 each)		3,300
POST required uniforms, books, bullet proof vest		
1 CUSTODIAN (Contractual) \$140 UNIFORM & \$75.00 SHOES		215
17 COMMUNITY SERVICE OFFICERS		1,500
DAMAGED UNIFORMS (REPLACEMENT)		700

TOTAL	\$79,215
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WATERFORD POLICE DEPARTMENT
2023/2024
BUDGET REQUEST

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LINE ITEM 10129 53090 -- GASOLINE BREAKDOWN PAST 24 MONTH BREAKDOWN
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There are 4 expenses related to this Line Item:

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

TOTAL	660	Gallons @	\$5.47	per gallon		SUBTOTAL	\$3,610
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#2	Mileage Reimbursements	SUBTOTAL	500.00
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#3	Gasoline Consumption	<u>Date</u>	<u># of Gallons</u>	<u>ce Per Gallon</u>
		11/30/20	3,628	\$1.47
		12/30/20	3,503	\$1.47
		01/31/21	3,226	\$1.47
		02/28/21	3,126	\$1.47
		03/31/21	3,839	\$1.47
		04/30/21	3,708	\$1.47
		05/31/21	3,753	\$1.47
		06/30/21	4,005	\$1.47
		07/31/21	3,916	\$1.47
		08/31/21	3,973	\$1.47
		09/30/21	3,808	\$1.47
		10/30/21	3,871	\$1.47
		11/30/21	3,478	\$1.47
		12/30/21	3,237	\$1.47
		01/31/22	3,210	\$1.47
		02/28/22	2,972	\$1.47
		03/31/22	3,620	\$1.47
		04/30/22	3,575	\$1.47
		05/31/22	3,750	\$1.47
		06/30/22	4,011	\$1.47
		07/31/22	3,797	\$2.86
		08/31/22	3,647	\$2.86
		09/30/22	3,598	\$2.86
		10/30/22	3,615	\$2.86
		TOTALS	86,865	1.70

Mean Average	86,865	Gallons divided by 24 mo. =	3,619	
	3,619 Gallons per month x 12		43,428	
	43,428 x 2.94 per gallon	SUBTOTAL		\$127,678
		TOTAL		\$131,288

**WATERFORD POLICE DEPARTMENT
2023/2024 BUDGET REQUEST**

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LINE ITEM 10129-54020 - EQUIPMENT & FURNITURE

1. Detective Division Camera Replacements

This update will replace the cameras used by our Investigative Services Unit, which are over 10 years old. Recent trainings direct Investigators to mirrorless cameras to provide better quality for crime scene processing and court proceedings. This update includes:

- 1-Nikon Z7II DSLR Mirrorless Camera with 24-70 Lens Kit \$3,400.
- 1-Nikon Z MC 50mm Macro Lens \$600
- 1-Remote Control Shutter Release Set: WR-R11a/WR-T10 Remote Control Set \$280
- 1-Manfrotto Befree 3-way Live Advanced Tripod \$260
- 1-Kodak Photo Gear 63" Tripod and Monopod with 360 Ball Head \$90

2. Mobile Device Examiner Equipment

The Waterford Police Department has participated in the US Secret Service, Connecticut Financial Task Force Eastern Technical Investigative Group since November 2017. It currently has one officer assigned on a part-time basis as a Mobile Device Examiner. Investigations conducted by ETIG include crimes such as counterfeit currency; bank fraud; virus and worm proliferation; access device fraud; telecommunications fraud; Internet threats; computer system intrusions and cyber-attacks; phishing/spoofing; Narcotics; Motor Vehicle Forensics supporting serious motor vehicle accidents, assistance with Internet-related child pornography and exploitation; and identity theft. The following equipment will allow these investigation to store the extracted data away from town systems and provide quicker extractions for em

Crucial Bundle with 128GB DDR4 RDIMM, Dual Ranked registered ECC Memory
6X Western Digital 10TB WD Red Plus NAS Hard Drive

1. Detective Division cameras replacements	\$4,630
2. Mobil Device Examiner Equipment	\$2,509
TOTAL	\$7,139

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

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

DEPARTMENT: Waterford Police Department

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSE D	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/ Parking Tickets	475	50	75	75	(25)
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/ Pistol Permits	21,070	8,330	2,590	6,000	2,330
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
Police Report Fees	2,098	2,532	762	2,000	532
School Resource Officers (BOE)	53,000	60,000	63,000	66,000	(6,000)
Cruiser Fees for Vendors	108,825	126,887	28,362	100,000	26,887
Fingerprints/Records Check	8,310	4,605	2,475	4,605	0
Solicitor Permits	250	150	225	250	(75)
TOTALS	194,028	202,554	97,489	178,930	23,649

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

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

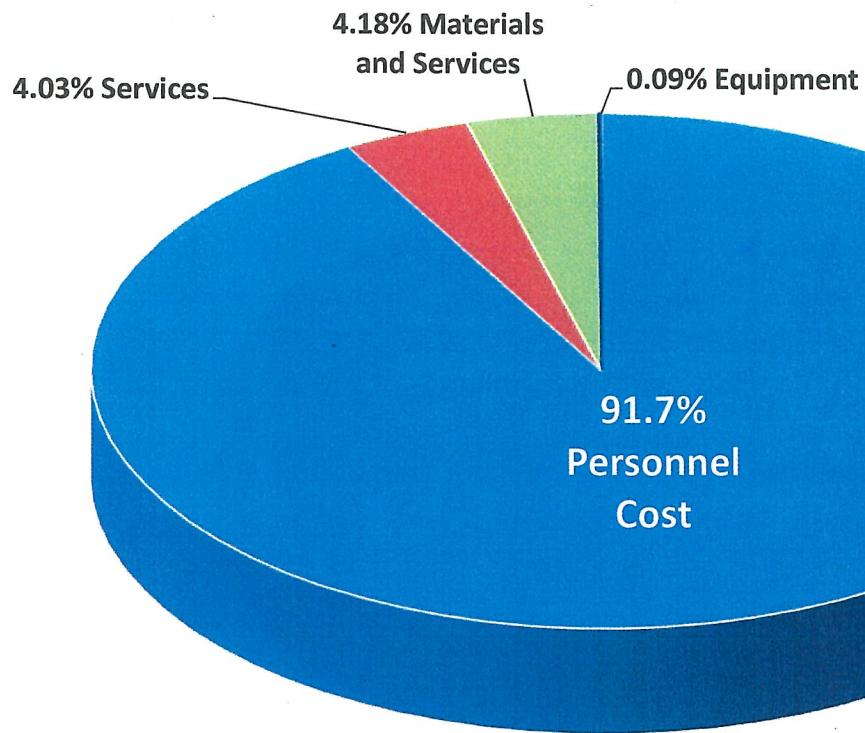
DEPARTMENT: Waterford Police Department

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSE D	VARIANCE
GRANTS					
DRE Support Grant	6,118	15,203	5,924	10,000	(4,076)
Impaired Driving Grant		6,514	1,635	13,000	(11,365)
Bullet Proof Vest Grant		1,257	0	1,200	(1,200)
JAG Grant			18,896	0	18,896
DONATIONS					0
Gardiner Family Foundation			10,000	10,000	0
Daversa Partners			7,513	7,513	0
McCourt Family			2,000	0	2,000
Various K9 Donations		5,697	2,050	2,000	50
PROGRAM FEES					0
					0
					0
					0
					0
					0
MISC					0
					0
					0
					0
					0
TOTALS	6,118	28,671	48,018	43,713	4,305

**WATERFORD POLICE DEPARTMENT
2022-2023 BUDGET**

Personnel Cost	91.70%
Services	4.03%
Materials and Supplies	4.18%
Equipment	0.09%

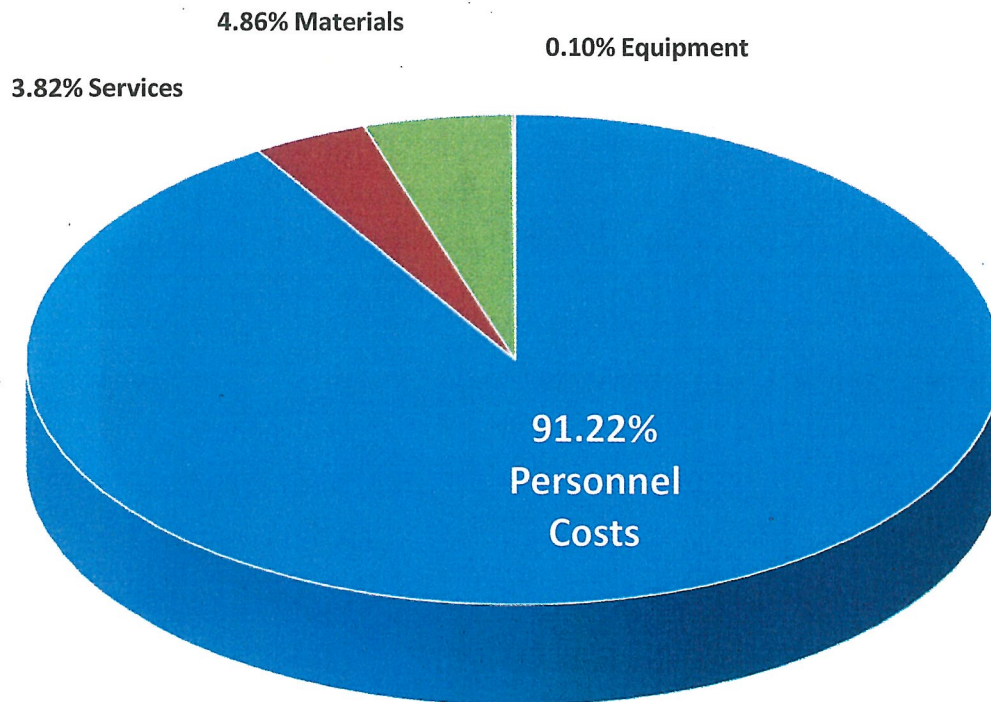
****2022-2023****



WATERFORD POLICE DEPARTMENT
2023-2024 BUDGET

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Personnel Cost	91.18%
Services	3.81%
Materials and Supplies	4.91%
Equipment	0.10%

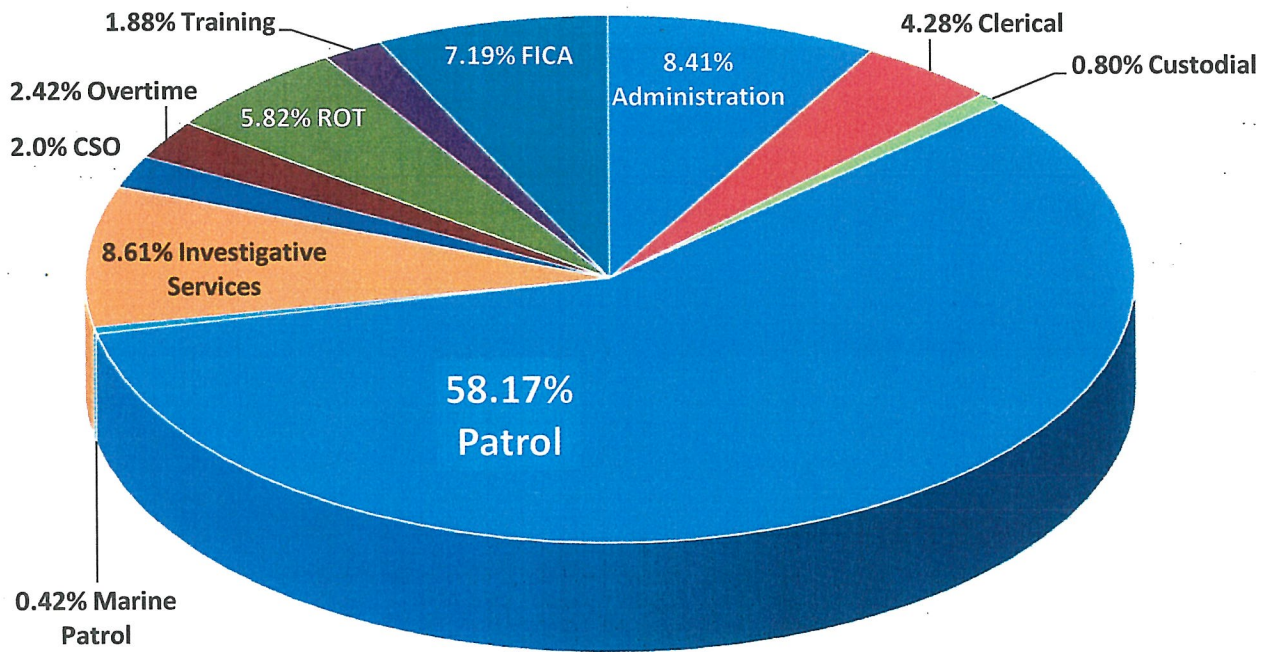


WATERFORD POLICE DEPARTMENT
2023-2024 PROPOSED BUDGET

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51000 Series Breakdown

Administration	8.41%
Clerical/Technical	4.28%
Custodial	0.80%
Patrol	58.17%
Marine Patrol	0.42%
Investigative Services	8.61%
CSO Program	2.00%
Overtime	2.42%
Replacement OT	5.82%
Training	1.88%
FICA	7.19%



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

DEPT/AGENCY: 10129 POLICE COMMISSION

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMIM. (12/5/22)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	532,495	497,883			522,033	522,033	24,150	4.85%
51210	CLERICAL/TECHNICAL	237,394	247,200			265,355	265,355	18,155	7.34%
51220	CUSTODIAL	36,838	46,098			49,694	49,694	3,596	7.80%
51420	PATROL	3,255,806	3,437,122			3,634,468	3,634,468	197,346	5.74%
51421	MARINE PATROL	17,754	23,914			25,538	25,538	1,624	6.79%
51430	DETECTIVE	456,319	500,643			535,461	535,461	34,818	6.95%
51435	COMM. SERVICE OFFICERS	118,808	123,688			123,688	123,688	0	0.00%
51810	OVERTIME	163,944	150,075			150,075	150,075	0	0.00%
51820	REPLACEMENT OVERTIME	352,540	360,508			360,508	360,508	0	0.00%
51830	TRAINING & EDUCATION	74,854	135,202			116,221	116,221	(18,981)	-14.04%
51920	FICA	385,882	428,081			448,025	448,025	19,944	4.66%
	SUBTOTAL	5,632,634	5,950,414	0	0	6,231,066	6,231,066	280,652	4.72%
SERVICES									
52010	ADVERTISING	278	500			300	300	(200)	-40.00%
52020	POSTAGE	775	2,000			1,500	1,500	(500)	-25.00%
52030	PROFESSIONAL FEES	12,044	15,000			15,000	15,000	0	0.00%
52040	SERVICE CONT & REPAIRS	29,324	26,269			21,889	21,889	(4,380)	-16.67%
52050	DUES, CONF. & EDUCATION	1,460	1,785			2,895	2,895	1,110	62.18%
52060	PRINTING	125	1,200			800	800	(400)	-33.33%
52080	TELEPHONE	31,385	30,846			31,272	31,272	426	1.38%
52300	TRAINING & EDUCATION	76,880	85,500			85,500	85,500	0	0.00%
52305	OSHA COMPLIANCE	5,182	5,500			5,500	5,500	0	0.00%
52370	UNIFORM ALLOWANCE	80,526	79,215			79,215	79,215	0	0.00%
52520	CRIMINAL JUSTICE PLANNER	13,520	13,950			16,711	16,711	2,761	19.79%
	SUBTOTAL	251,499	261,765	0	0	260,582	260,582	(1,183)	-0.45%

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

DEPT/AGENCY: 10129 POLICE COMMISSION

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMIM. (12/5/22)	Department Request \$ Increase	Department Request % Increase
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	823	1,000			1,000	1,000	0	0.00%
53020	OTHER SUPPLIES	7,042	7,000			7,000	7,000	0	0.00%
53070	AUTOMOTIVE REPAIRS	31,939	32,000			32,000	32,000	0	0.00%
53090	FUELS & LUBRICANTS	65,813	108,767			127,827	131,288	19,060	17.52%
53100	TIRES	12,518	10,854			13,024	13,024	2,170	19.99%
53180	POLICE EQUIP. & SUPPLIES	35,023	44,664			42,964	42,964	(1,700)	-3.81%
53210	SELECTIVE ENFORCEMENT	1,500	2,500			2,500	2,500	0	0.00%
53220	MARINE PATROL SUPPLIES	2,228	5,000			5,500	5,500	500	10.00%
53260	ANIMAL CONTROL SUPPLIES	60,000	60,000			100,000	100,000	40,000	66.67%
		216,886	271,785	0	0	331,815	335,276	60,030	22.09%
EQUIPMENT									
54020	EQUIPMENT & FURNITURE	10,162	4,250			7,139	7,139	2,889	67.98%
	SUBTOTAL	10,162	4,250	0	0	7,139	7,139	2,889	67.98%
DEPARTMENT TOTAL									
		6,111,181	6,488,214	0	0	6,830,602	6,834,063	342,388	5.28%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT**



BUDGET FUNCTION

The Waterford Police Department is a 24-hour, 7-day a week and 365 days per year public safety and community outreach agency. As the police department is staffed around the clock, we are able to assist other agencies with their needs while also serving in a law enforcement capacity.

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

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT**



BUDGET SUMMARY

The Waterford Police Department prides itself as being an integral part of the town and our municipal government. Our agency is passionate about community outreach and engagement, strengthening our relationships with the community we serve and delivering high quality police services. We work closely with other town departments and the Board of Education in an effort to make Waterford a safe place to live, work and visit.

As the police department attempts to be completely transparent in the presentation of our budget request, the following factors are critical elements to consider:

This year's request is an increase of 5.33% from last year. This increase is primarily driven by collective bargaining agreements, the cost of fuel and an addition to the ACO program as detailed below.

The collective bargaining agreement between the Waterford Police Union and the Town of Waterford was approved by the Representative Town Meeting (RTM) on November 14, 2022. This agreement impacted this year's budget request by representing two years of wage increases for every Waterford Police Officer, 2.75% effective July 1, 2022 and 2.75% effective July 1, 2023.

The collective bargaining agreement between the civilian staff who work at the police department and the Town of Waterford was approved by the Representative Town Meeting (RTM) on November 14, 2022. This agreement impacted this year's budget request by representing two years of wage increases for every civilian employee, 2.75% effective July 1, 2022 and 2.75% effective July 1, 2023.

These wage increases, approved by the RTM, also cause the F.I.C.A. line item request to rise by \$19,944.

The Animal Control Officer program, which is a shared cost with the Town of East Lyme, increased \$40,000 a year, as directed by the Town of Waterford Finance Director. This increase is due to both towns agreeing on a second full-time Animal Control Officer for the program.

TOWN OF WATERFORD FY2024 BUDGET REQUEST DEPARTMENT



This funding is detailed in the Waterford Police budget, but is ultimately transferred to the Town of East Lyme. Our department does not have any influence on this funding.

In last year's budget request, the town's guidance for gasoline pricing was set at \$2.38 per gallon. This year, that guidance is set at \$2.94, which causes this line to increase by \$22,032. Added with the cost of marine fuel for the regional police boat at \$5.47 per gallon (\$3,610), the total fuel increase equals \$22,521.

Although many line items remained flat or were decreased in an attempt to provide a reasonable budget request for this fiscal year; the true cost to replace an officer on a shift or assign an officer to an overtime detail continues to increase.

To summarize, the 51000 series increase in our budget request is \$280,651, whereas the 52000 series decreased \$1,183, the 53000 series increased \$63,491 (with a \$40,000 increase in ACO line and a \$19,060 increase in gasoline) and the 54000 series increased \$2,889.

Although our agency returned a significant amount of money to the town at the end of fiscal year 2021-2022, the majority was due to vacancies in staffing. For various periods of time during last fiscal year, the following positions were vacant: Chief of Police, Lieutenant, two entry level police officer positions, Office Coordinator, Data Technician and Custodian. These vacancies account for a significant portion of the funding returned, but our department also reviewed processes and took steps to find savings through training adjustments.

Other high profile items in the budget request are explained below:

Training: Although training has been and continues to be a priority for all police departments, we have been able to decrease our request under the 51000 series. This reduction is not due to reducing the amount of training, but further evidence that we continuously analyze our processes in search of savings. Our agency has had significant turnover in recent years and our average cost per officer for the training has been reduced. In addition, our department continues to take advantage of shift overlaps to train as we have been working for years to develop state certified trainers within our own agency.

Traffic Enforcement: Traffic complaints continue to be one of Waterford's largest challenges. Without a dedicated traffic unit, our patrol officers are tasked with additional traffic assignments in an attempt to gain compliance from motorists and keep our roadways safe. Last fiscal year, we took steps to dedicate several officers to traffic at various times of the year in an

TOWN OF WATERFORD FY2024 BUDGET REQUEST DEPARTMENT



effort to be proactive rather than reactive to these concerns. Although the Overtime line (51810) request in this budget is flat, we modified the breakdown to ensure we continue to focus on traffic safety in our town.

Community Outreach: The Waterford Police Department is fortunate to serve a community that shows tremendous support for law enforcement. We believe that our community outreach efforts are critical to maintaining and continuing to build upon that positive relationship. In the last fiscal year, we have observed a dramatic increase in requests for our Community Engagement Officer and his comfort dog Hodges as well as our Police Color Guard Unit. In addition, the town has increased community events to include a parade, food truck event at the beach and others to which our agency attends in both an outreach capacity and for security. As our Overtime line (51810) remains flat in an effort to present a reasonable budget, there is an increased cost to the agency.

Equipment: Our agency continues to need updates in various areas and equipment is one of them. Our requests this year, which shows an increase of \$2,889, allows the Investigative Services Division to replace the cameras which are over 10 years old. Recent trainings direct Investigators to mirrorless cameras to provide better quality for crime scene processing and court proceedings. It also asks for mobile device examination hardware, which will allow certain types of investigations to store extracted data away from town systems and provide quicker extractions of that data in emergency situations.

Board of Education Agreement: In an agreement between the Waterford Police Department and the Waterford Board of Education, the School Resource Officer program will see modest increases in funding from the BOE. In 2023-2024, the department will receive \$55,000 to offset the School Resource Officer positions and an additional \$11,000 to offset the police services requested at school functions and sporting events. This is an increase to the department of \$3,000 from the previous year. This transfer of funding is listed in the Training Wages line (51830). Although this funding supports the SRO program, it does not cover the cost of two full-time officers nor does it accurately portray the dedicated security our agency provides to every school throughout the year.

Retirements: The police department has been impacted by numerous retirements in the past few years. For a few, large-scale payouts are made due to contractual obligations, and must come from the police department's operating budget. Although there is the potential for additional retirements in fiscal year 2023-2024, the payouts cannot be projected in the budget request.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT**



Budget Explanations By Category

51000 Series

51110 Admin	\$24,150 increase due to Union contract agreement with town
51210 Clerical	\$18,155 increase due to Union contract agreement with town
51220 Custodial	\$3,596 increase due to Union contract agreement with town
51420 Patrol	\$197,346 increase due to Union contract agreement with town
51421 Marine Patrol	\$1,624 increase due to Union contract agreement with town
51430 Inv. Services	\$34,818 increase due to Union contract agreement with town
51435 CSO Program	Line item remains level
51810 Overtime	Line item remains level
51820 Rep. Overtime	Line item remains level
51830 Training	\$18,981 decrease due to increase in BOE agreement, lower pay scale average for those needing training and further use of internal instruction
51920 FICA	\$19,944 increase due to budgeting guidelines

52000 Series

52010 Advertising	\$200 decrease based on review of past expenditures
52020 Postage	\$500 decrease based on review of past expenditures
52030 Prof. Fees	Line item remains level
52040 Serv. Contracts	\$4,380 decrease due to moving four items to town's IT budget
52050 Prof Dues	\$1,110 increase due to increase in fees

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT



52060 Printing	\$400 decrease based on review of past expenditures
52080 Telephone	\$426 increase based on average
52300 Training/Ed	Line item remains level
52305 OSHA	Line item remains level
52370 Uniforms	Line item remains level
52520 LEC	\$2,761 increase due to an increase in annual membership fee

53000 Series

53010 Off. Supplies	Line item remains level
53020 Other Supplies	Line item remains level
53070 Auto Repairs	Line item remains level
53090 Fuel & Lube	\$22,521 increase based on Finance guidelines and purchase history (Marine)
53100 Tires	\$2,170 increase due to average cost increase per tire as well as increase in number of tires
53180 Equip/Supp	\$1,700 decrease due to inventory as well as review of past expenditures
53210 Sel. Enforce	Line item remains level
53220 Marine	\$500 increase due to additional maintenance required
53260 ACO	\$40,000 increase based on direction from Finance Director

54000 Series

54020 Equipment	\$2,889 increase to update dated equipment and obtain additional resources for computer related crime investigations
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Excerpts from the Uniform Crime Report

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

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

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

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

The latest Connecticut uniform Crime Reporting statistics places Waterford as one of the busier police departments in New London County. While activity remains high, the Waterford Police Department has the highest crime solve rate in the county.

*State of Connecticut Uniform Crime Report

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10122

EMERGENCY MANAGEMENT

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	78,913	78,611			80,380	1,769	2.25%
51210	CLERICAL/TECHNICAL	3,014	3,486			3,640	154	4.42%
51240	DISPATCH EDUCATION INCENTIVE		2,300			2,300	0	0.00%
51440	DISPATCH PERSONNEL	623,874	663,371			695,767	32,396	4.88%
51810	DISPATCH OVERTIME	143,370	134,630			134,547	(83)	-0.06%
51823	EMERGENCY PERSONNEL	0	1,800			1,800	0	0.00%
51830	TRAINING OVERTIME	1,696	7,080			7,335	255	3.60%
51920	FICA	61,744	68,552			70,722	2,170	3.17%
	SUBTOTAL	912,611	959,830	0	0	996,491	36,661	3.82%
SERVICES								
52010	ADVERTISING	0	200			200	0	0.00%
52020	POSTAGE	7	1,000			1,000	0	0.00%
52030	PROFESSIONAL FEES	207	1,000			1,000	0	0.00%
52040	SERVICE CONT & REPAIR	19,804	40,034			36,941	(3,093)	-7.73%
52050	DUES, CONF., & EDUCATION	3,697	21,984			21,933	(51)	-0.23%
52060	PRINTING	29	200			200	0	0.00%
52080	TELEPHONE	21,554	28,368			20,688	(7,680)	-27.07%
52300	TRAINING, EDUC & EMERG	2,016	2,600			2,600	0	0.00%
52370	DISPATCH CLOTHING ALLOWANCE	3,752	3,760			4,000	240	6.38%
52415	GENERATOR MAINTENANCE	0	6,200			6,200	0	0.00%
	SUBTOTAL	51,066	105,346	0	0	94,762	(10,584)	-10.05%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	0	250			250	0	0.00%
53020	OTHER SUPPLIES	470	1,030			1,030	0	0.00%
53090	FUELS & LUBRICANTS	386	1,030			1,030	0	0.00%
53120	SHELTER SUPPLIES	48	600			600	0	0.00%
53130	RADIOLOGICAL SUPPLIES	0	400			400	0	0.00%
	SUBTOTAL	904	3,310	0	0	3,310	0	0.00%
EQUIPMENT								
54120	DISPATCH CENTER EQUIPMENT	1,739					0	0.00%
	SUBTOTAL	1,739	0	0	0	0	0	0.00%
DEPARTMENT TOTAL		966,320	1,068,486	0	0	1,094,563	26,077	2.44%

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



BUDGET FUNCTION

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

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

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

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



FY2024 BUDGET SUMMARY

The proposed FY 2023/24 Emergency Management Department budget is \$1,094,563. This represents an increase of \$26,076 (3.56%) over the FY 2022/23 approved budget. The percentage increase was calculated by considering costs that were moved out of the emergency management budget and into the Information Technology Department budget (\$11,971) to show an accurate representation. Personnel costs represent 91.04% of the total budget while operations represents 8.96%. The majority of line items have no change or minimal change.

I prepared this fiscally conservative budget while limiting spending where able, moving funding where necessary and increasing funding only when required to meet department mandates.

The most significant changes to this year's proposed budget are shown in the table below:

UPSEU Contracted Wage Increase	2.5%
51110 Administration Increase	\$1,769
51440 Dispatch Personnel Increase	\$32,396
51920 FICA Increase	\$2170
52040 Service Contracts & Repairs Decrease	(\$3,093)
52080 Telephone Decrease	(\$7,680)

The proposed FY 2023/24 Emergency Management and Waterford Emergency Communications Center budget allows the Town of Waterford to maintain current Federal and State standards of acceptance. As the Town of Waterford has a nuclear power plant within its borders, the WECC must comply with required objectives from the Nuclear Regulatory Commission while being prepared for natural and storm related emergencies and disasters.

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

Series changes (up and down) are explained below:

51000 series – This series represents 91.04% of the Emergency Management budget. It is up 3.82% due to contractual raises and the requested additional full-time dispatcher position for FY 2024. Dispatch personnel costs are lower on average due to the retirements of three long tenured top-step employees. They are being replaced by new employees starting at entry level pay.

52000 series – This series decreased by \$10584 when considering that \$11,971 was moved to the Waterford Information Technology Department's budget.

53000 series – There were no changes to this series.

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



BUDGET EXPLANATIONS BY CATEGORY

51110 - ADMINISTRATION

\$1,769 increase – 2.25% rate increase due to the GGA collective bargaining agreement. A portion of this salary is eligible for reimbursement through the Emergency Management Performance Grant (EMPG) program and the Nuclear Safety Emergency Program (NSEP). The reimbursement varies slightly each year; EMPG can be up to 25% and NSEP can be up to 50%. These reimbursements go into the general fund.

51210 – CLERICAL/TECHNICAL

Clerical/Technical has increased by \$154. This increase is due to a contractual pay increase.

51240-DISPATCH EDUCATION INCENTIVE

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

51440 – DISPATCH PERSONNEL

\$32,396 increase – 4.88% increase due to the resolution of the UPSEU Waterford Public Safety Dispatchers' Union collective bargaining agreement that had expired on June 30, 2022 and the addition a full-time dispatcher position. The previous staffing level lead to frequent overtime and dispatcher burnout as nearly all time off had to be covered on an overtime basis. This line item includes the salaries for ten (10) public safety dispatchers who operate the Emergency Communications Center. Step increases are also a factor in this budget, but three retirements lead to the hiring of staff at lower steps. Also included are part time dispatchers' wages. Two full-time dispatchers were recently hired and are in training. There is currently one part-time dispatcher training. Part-time dispatchers are crucial to helping control over-time costs.

51810 – DISPATCH OVERTIME

\$83 decrease – .06% decrease due the three retirements of dispatchers at the top of the pay scale. They were/will be replaced with dispatchers at the first step of the pay scale. This line item is designed to provide funding to cover shifts, which are vacant because of authorized approved time off, and /or vacancies that have been created by resignations or retirements.

51823 – EMERGENCY PERSONNEL

This line item is for emergency workers' salaries to attend and/or instruct emergency management education and training programs, assist during emergencies, participate in drills and emergency

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



information data input. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Emergency Fund.

51830 – TRAINING OVERTIME

\$255 Increase. This increase is due to contractual pay increases and the addition of 1 full-time dispatcher position. Training overtime is strictly related to wages, which are paid at a time and a half rate for recertification training and other training that may be required for certification. The full-time and part-time dispatchers are required to have a minimum of 16 hours of training for Emergency Medical Dispatching (EMD), COLLECT, and CPR. The line allows for APCO in-service trainings, such as caller interrogation, crisis intervention, and active shooter. These trainings will help the dispatchers provide better customer service to residents and visitors to the Town of Waterford.

51920 – FICA

This amount is 7.65% of the total of all personnel in the 51000 series. This line increases with wage increases.

52010 - ADVERTISING

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

52020 –POSTAGE

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

52030-PROFESSIONAL FEES

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

52040 – SERVICE CONTRACT AND REPAIRS

\$3,093 decrease – This decrease was created by moving the annual cost of the service contract for the five (5) Eaton, Inc. Uninterruptible Power Supplies (UPS) located at the five radio tower sites to the Information Technology budget.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



52050 – DUES, CONFERENCES AND EDUCATION

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

52060 – PRINTING

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

52080 – TELEPHONE

\$7,680 decrease - Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center are the routine telephone expenses for business telephones, remote lines that connect remotely located radios; alarm monitoring lines, computer lines, cellular phones, and (1) T1line for the 800mhz Radio System. There are still several months in FY 2022/23 that are increasing the overall mean average. This line item was determined by reviewing the past 24 months billing. The decrease in this line is the result of moving the annual service costs for Crown Castle fiber to the Information Technology budget.

52300 – TRAINING, EDUCATION & EMERGENCIES

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

52370 – DISPATCH CLOTHING ALLOWANCE

\$240 increase – The increase is due to the addition of a full-time dispatch position. The Town is required by the CBA to provide each full-time dispatcher three (3) long sleeved uniform shirts and three (3) short-sleeved uniform shirts, and two (2) sweatshirts. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse the full-time dispatchers for khaki style pants, not to exceed a total of one hundred dollars (\$100).

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



52415 – GENERATOR MAINTENANCE

No change. A number of emergency generators provide electrical power to certain town facilities during extended power outages. Emergency Management has 2 portable generators, 5 generators located at the tower sites and 5 portable back-up generators for the 800 MHz Radio System.

53010 – OFFICE SUPPLIES

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

53020 – OTHER SUPPLIES

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

53090 – FUELS & LUBRICANTS

No change. This line item covers gas for the Emergency Management vehicle, the radio shelters and emergency generators.

53120 – SHELTER SUPPLIES

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

53130 – RADIOLOGICAL SUPPLIES

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

[illegible]

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2023/2024 FISCAL YEAR**

Employee	Step	Date	Rate	# of Days	# of Hours	Step Pay	Step	Increase Date	Rate	# of Days	# of Hours	Step Pay	23-24 Pay	Year Ending
2	2	1-Jul-23	31.3138	276	1572.82192	49,251.0310	3	2-Apr-24	32.8800	89.00	507.178082	16,676.0153	65,927.0463	30-Jun-24
1	7	1-Jul-23	36.3158	365	2080	75,536.8640	6	30-Jun-24	36.3158	0.00	0	-	75,536.8640	30-Jun-24
3	4	1-Jul-23	32.9435	365	2080	68,522.4800	4	30-Jun-24	27.0900	0.00	0	-	68,522.4800	30-Jun-24
4	2	1-Jul-23	29.8788	365	2080	62,147.9040	3	30-Jun-24	29.8788	0.00	0	-	62,147.9040	30-Jun-24
5	2	1-Jul-23	28.4643	201	1145.42466	32,603.7111	3	18-Jan-24	29.8788	164.00	934.575342	27,923.9897	60,527.7008	30-Jun-24
6	2	1-Jul-23	28.4643	208	1185.31507	33,739.1637	3	25-Jan-24	29.8788	157.00	894.684932	26,732.1121	60,471.2758	30-Jun-24
7	1	1-Jul-23	27.1113	304	1732.38356	46,967.1705	2	30-Apr-24	28.4600	61.00	347.616438	9,893.1638	56,860.3343	30-Jun-24
8	1	1-Jul-23	27.1113	304	1732.38356	46,967.1705	2	30-Apr-24	28.4600	61.00	347.616438	9,893.1638	56,860.3343	30-Jun-24
9	1	1-Jul-23	27.1113	365	2080	56,391.5040	1	30-Jun-24	27.1113	0.00	0	0	56,391.5040	30-Jun-24
10	1	1-Jul-23	27.1113	365	2080	56,391.5040	1	30-Jun-24	27.1113	0.00	0	0	56,391.5040	30-Jun-24

260 Working Days

TOWN OF WATERFORD

PART TIME, OVERTIME & TRAINING OVERTIME WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT

2023/2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022-23 RTM APPROVED	2022/23 ACTUAL TO DATE	2023/24 PROPOSED	% INCREASE/ (DECREASE)
51440	PART TIME DISPATCHERS								
			Included in Full-Time Actuals				37,960	37,960	0.00%
LINE ITEM	ACCOUNT NAME	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022-23 RTM APPROVED	2022/23 ACTUAL TO DATE	2023/24 PROPOSED	% INCREASE/ (DECREASE)
51810	DISPATCH OVERTIME								
		151,758	238,017	131,587	143,370	131,688	98,370	134,980	2.50%

LINE ITEM	ACCOUNT NAME	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022-23 RTM APPROVED	2022/23 ACTUAL TO DATE	2023/24 PROPOSED	% INCREASE/ (DECREASE)
51830	TRAINING OVERTIME								
		4,333	2,220	2,717	1,696	7,080	2,345	7,335	3.60%

HOURLY OVERTIME

		RATE	HOURS	TOTAL
1	DISPATCHER II PS-05 STEP 2/38	49.32	16	789.12
1	DISPATCHER I PS-04 STEP 7	54.47	16	871.52
1	DISPATCHER I PS-04 STEP 4	49.41	16	790.56
3	DISPATCHER I PS-04 STEP 2	44.82	16	2,151.36
4	DISPATCHER I PS-04 STEP 1	42.69	16	2,732.16

PART-TIME

1	22.63
2	19.16
3	18.25
4	18.25

Total 7,334.72

**TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2023-2024 FISCAL YEAR**

		LINE 52370		LINE 51240	LINE 51440		LINE 51920
POSITION	DATE OF HIRE	CLOTHING ALLOWANCE	HRA FUNDING	EDUCATION INCENTIVE	HOLIDAY/DUE DAY	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
DISPATCHER II	10/02/19	100.00			2,260.70	2,360.70	180.59
DISPATCHER I	05/22/17	100.00			3,508.96	3,608.96	276.09
DISPATCHER I	01/16/20	100.00		1,200.00		1,300.00	99.45
DISPATCHER I	02/20/20	100.00			1,666.20	1,766.20	135.11
DISPATCHER I	02/22/21	100.00		600.00		700.00	53.55
DISPATCHER I	07/25/22	100.00				100.00	7.65
DISPATCHER I	10/31/22	100.00				100.00	7.65
DISPATCHER I	10/31/22	100.00				100.00	7.65
DISPATCHER I	VACANT	100.00				100.00	7.65
DISPATCHER I	VACANT	100.00				100.00	7.65
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
TOTAL - FRINGE BENEFITS		\$1,000.00	0.00	\$1,800.00	\$7,435.86	\$10,235.86	\$783.04

FY 2024 ANNUAL BUDGET

DEPT/AGENCY:

10122 EMERGENCY MANAGEMENT

LINE ITEM	DESCRIPTION	COLUMN 1 2021/22 ACTUAL EXPENDED	COLUMN 2 2022/23 R.T.M. APP.	COLUMN 3 2021/22 TRANSERS ADD.	COLUMN 4 ACTUAL EXPENDED 11/30/2022	COLUMN 5 2023/24 DEPT/AGY REQUEST	COLUMN 6 2023/24 APPR BD/SEL	COLUMN 7 2023/24 BD OF FIN RECOMM.	COLUMN 8 2023/24 R.T.M. APPROVED
10222	DESCRIPTION								
51000	PERSONNEL COSTS								
51110	ADMINISTRATION	78,913	78,611	4,030	34,316	80,380			
51210	CLERICAL/TECHNICAL	3,014	3,486	(10,000)	1,423	3,640			
51240	DISP. EDUCATION INCENTIVE	0	2,300	(1,778)	0	2,300			
51440	DISPATCH PERSONNEL	623,874	663,371	(15,733)	228,547	695,767			
51810	DISPATCH OVERTIME	143,370	134,630	11,703	98,370	134,547			
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800			
51830	TRAINING OVERTIME	1,696	7,080		2,345	7,335			
51920	FICA	61,744	68,552		27,028	70,722			
SUB-TOTAL			959,830			996,491	0	0	
52000	SERVICES								
52010	ADVERTISING	0	200		0	200			
52020	POSTAGE	7	1,000		0	1,000			
52030	PROFESSIONAL FEES	207	1,000		898	1,000			
52040	SERV. CONT. & REPAIRS	19,804	40,034		33,412	36,941			
52050	DUES, CONF. & EDUCATION	3,697	21,984	(2,206)	2,600	21,933			
52060	PRINTING	29	200		3	200			
52080	TELEPHONE	21,554	28,368		9,147	20,688			
52300	TRAINING, EDUC & EMERG	2,015	2,600	2,206	259	2,600			
52370	DISP. CLOTHING ALLOWANCE	3,752	3,760		186	4,000			
52415	GENERATOR MAINTENANCE	0	6,200		0	6,200			
SUB-TOTAL			105,346			94,762	0	0	
53000	MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	0	250		293	250			
53020	OTHER SUPPLIES	470	1,030		111	1,030			
53090	FUEL & LUBRICANTS	386	1,030		283	1,030			
53120	SHELTER SUPPLIES	48	600		0	600			
53130	RADIOLOGICAL SUPPLIES	0	400		254	400			
SUB-TOTAL			3,310			3,310	0	0	
DEPARTMENT TOTAL			1,068,486			1,094,563	0	0	

TOWN OF WATERFORD
ADVERTISING-POSTAGE-PROF. FEES - EMERGENCY MANAGEMENT DEPARTMENT
2023/2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52010	ADVERTISING	-	-	-	200	200	200	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52020	POSTAGE	6	3	7	1,000	1,000	1,000	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52030	PROFESSIONAL FEES	897	999	207	1,000	1,000	1,000	0.00%

ACCOUNT JUSTIFICATION

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

**TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - EMERGENCY MANAGEMENT DEPARTMENT
2023/2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52040	SERVICE CONTRACTS & REPAIRS	40,593	29,066	19,803	43,920	40,034	36,941	-7.73%

ACCOUNT JUSTIFICATION

ATLANTIC BROADBAND	\$192.79/MONTH	2,314	Cable TV for EOC
CRYSTAL ROCK	\$36.91/MONTH	443	Water Coolers Dispatch & EOC
RICOH	\$77.00 MONTHLY	924	Copier in Dispatch Center
RICOH	\$.052/PAGE	260	5000 Pages
EATON-5 RADIO TOWER SITES UPS	ANNUAL	-	Preventative Maintenance for UPS for Radio Tower Sites (Moved to IT)
VEHICLE MAINTENANCE	ESTIMATED COST OF REPAIRS	1,500	Vehicle Maintenance for Emergency Management vehicle
	ESTIMATED COST OF MISC		
REPAIRS TO EQUIPMENT	REPAIRS	7,500	Cost for Damaged Equipment in the Dispatch Center & EOC
BATTERIES-TOWNWIDE RADIOS		12,000	Replacement Batteries for Portable Radios
REPAIRS/SERVICE CALLS FOR TOWNWIDE RADIOS		12,000	Repair Costs for Portables and Mobiles
	TOTAL	<u>36,941</u>	

TOWN OF WATERFORD
DUES-CONFERENCES-EDUCATION, PRINTING & REIMB. EXPENSES -EMERGENCY MANAGEMENT DEPARTMENT
2023/2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52050	DUES, CONF & EDUCATION	5,982	3,892	3,697	22,084	21,984	21,933	-0.23%

ACCOUNT JUSTIFICATIONAPCO

DUES	11 FULLTIME DISPATCHERS & EMD \$69 ea.	759
RECERTIFICATION-APCO PST-7	10 FULLTIME DISPATCHERS \$30 ea.	300
INSERVICE TRAINING - 8 HOUR CLASS	10 FULLTIME DISPATCHERS \$200 ea.	2,000
APCO ATLANTIC CHAPTER CONFERENCE	10 FULLTIME DISPATCHERS \$150 ea.	1,500
NENA 911 Dues	EMD and DISPATCHER II \$137	274

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

EMERGENCY MANAGEMENT/HURRICANE CONFERENCE

2 EM PERSONNEL TO ATTEND	4,500
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APCO/NENA CONFERENCES

1 DISPATCHER AND EMD TO ATTEND THE CONFERENCE	4,500
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<u>CT EMERGENCY MANAGEMENT ASSOC.</u>	DUES-EMD	\$100 ea.	100
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COLLEGE REIMBURSEMENT

Per Union contract	8,000
	21,933

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52060	PRINTING	-	-	29	200	200	200	0.00%

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52070	REIMBURSABLE EXPENSES	-	-	-	-	-	-	0.00%

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

**TOWN OF WATERFORD
TELEPHONE - EMERGENCY MANAGEMENT DEPARTMENT
2023/2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52080	TELEPHONE	29,325	27,567	21,553	28,368	28,368	20,688	-27.07%

ACCOUNT JUSTIFICATION

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

MONTH	COST
December-20	1,329
January-21	3,316
February-21	1,547
March-21	1,488
April-21	1,352
May-21	1,812
June-21	1,508
July-21	1,642
August-20	1,662
September-21	1,589
October-21	2,259
November-21	1,757
December-21	1,677
January-22	1,670
February-22	1,560
March-22	1,658

MONTH	COST
April-22	1,668
May-22	1,702
June-22	1,671
July-22	1,728
August-22	1,776
September-22	1,659
October-22	1,696
November-22	1,658
TOTAL	41,384

Mean Average 1,724 x 12 months = 20,688

F.Y. 2023/24	20,688
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*Crown Castle Dark Fiber Fees Moved to IT Budget for FY 2024

52300-TRAINING, EDUC. EMERGENCIES.,
52370-DISPATCH CLOTHING ALLOWANCE,
52415 GENERATOR MAIN.

**TOWN OF WATERFORD
EMERGENCY MANAGEMENT DEPARTMENT
2023/2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52300	TRAINING, EDUCATION & EMERGENCIES	-	1,620	2,016	2,600	2,600	2,600	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52370	DISPATCH CLOTHING ALLOWANCE	732	5,374	3,752	3,760	3,760	4,000	6.38%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
52415	GENERATOR MAINTENANCE	3,350	-	-	6,200	6,200	6,200	0.00%

ACCOUNT JUSTIFICATION

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

53010 OFFICE SUPPLIES, 53020 OTHER SUPPLIES

53090 FUELS LUBRICANTS

TOWN OF WATERFORD
OFFICE SUPPLIES, OTHER SUPPLIES & FUELS & LUBRICANTS- EMERGENCY MANAGEMENT DEPARTMENT
2023/2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
53010	OFFICE SUPPLIES	156	44	-	250	250	250	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
53020	OTHER SUPPLIES	988	1,015	470	1,030	1,030	1,030	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
53090	FUELS & LUBRICANTS	-	-	386	600	1,030	1,030	0.00%

ACCOUNT JUSTIFICATION

This line item covers gas for the radio tower sites, the emergency management vehicle and a towable 30kW diesel generator.

TOWN OF WATERFORD
SHELTER & RADIOLOGICAL SUPPLIES & EQUIPMENT- EMERGENCY MANAGEMENT
2023/2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
53120	SHELTER SUPPLIES	-	-	48	600	600	600	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2021/22 RTM APPROVED	2022/23 APPROVED	2023/24 PROPOSED	
53130	RADIOLOGICAL SUPPLIES	-	-	-	400	400	400	0.00%

ACCOUNT JUSTIFICATION

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

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

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

DEPARTMENT: EMERGENCY MANAGEMENT

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy	12,000	12,000	6,000	12,000	6,000
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Civil Preparedness	19,823	40,686	19,653	20,000	347
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1	22,981	22,981	22,981	22,981	0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues	81,237	72,221	0	72,221	72,221
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees	6,000	6,000	6,000	6,000	0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
TOTALS	142,041	153,888	54,634	133,202	78,568

PART TIME, OVERTIME , TRAINING OVERTIME WORKSHEET

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

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

DEPARTMENT: Emergency Management

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
EMPG	9,915	9,515	9,916	10,310	394
NSEP	115,770	19,653	0	75,000	75,000
					0
					0
					0
					0
DONATIONS (list individual donations below)					0
					0
					0
					0
					0
					0
					0
					0
PROGRAM FEES (list anticipated revenue by program)					0
					0
					0
					0
					0
					0
					0
MISC -					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	125,685	29,168	9,916	85,310	75,394

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

DEPT/AGENCY:

10123

FIRE SERVICES

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	196,014	247,202		99,815	204,179	(43,023)	-17.40%
51120	INSPECTION	116,073	81,715		42,272	83,068	1,353	1.66%
51210	CLERICAL/TECHNICAL	145,524	139,552		76,400	147,637	8,085	5.79%
51240	EDUCATION INCENTIVE	17,620	16,750		12,400	16,750	0	0.00%
51410	FULL TIME FIRE FIGHTING	1,289,556	1,043,458		596,587	1,202,923	159,465	15.28%
51411	INCENTIVE PROGRAM STIPENDS	21,805	40,000		4,457	50,000	10,000	0.00%
51412	PART TIME FIRE FIGHTING		310,584		112,814	210,000	(100,584)	-32.39%
51810	OVERTIME	256,665	238,250		131,520	245,000	6,750	2.83%
51920	FICA	145,772	161,990		78,801	165,206	3,216	1.99%
	SUBTOTAL	2,189,029	2,279,501	0	1,155,066	2,324,763	45,262	1.99%
SERVICES								
52010	ADVERTISING	1,159	400		0	400	0	0.00%
52020	POSTAGE	245	250		100	250	0	0.00%
52030	PROFESSIONAL FEES	2,653	4,150		750	2,500	(1,650)	-39.76%
52040	SERV. CONT & REPAIRS	7,033	13,530		7,025	13,530	0	0.00%
52050	DUES, CONFERENCES & EDUC.	34,450	36,800		25,963	36,800	0	0.00%
52060	PRINTING	13	50		17	100	50	100.00%
52070	REIMBURSABLE EXPENSE	414	1,500		79	1,500	0	0.00%
52080	TELEPHONE	16,092	18,500		9,399	18,500	0	0.00%
52290	PUBLIC SAFETY AWARENESS	2,248	5,000		3,464	4,000	(1,000)	-20.00%
52310	EXAMINATIONS	7,519	10,000		2,645	10,000	0	0.00%
52320	RENTAL OF HYDRANTS	450,806	457,200		270,475	541,000	83,800	18.33%
52370	CLOTHING ALLOWANCE	20,178	19,000		6,493	19,500	500	2.63%
52371	FIRE POLICE	4,837	750		314	1,250	500	66.67%
52372	INSURANCE	142,680	140,934		139,223	140,000	(934)	-0.66%
52373	LP GAS	3,593	5,600		858	5,600	0	0.00%
52374	CABLE TELEVISION	7,042	7,500		4,216	7,500	0	0.00%
52375	LADDER TESTING & REPAIRS	7,177	7,800		0	7,800	0	0.00%
52376	HYDRAULIC TESTING & REPAIRS	4,812	3,500		0	2,000	(1,500)	-42.86%
52377	BREATHING APPARATUS TESTING & REPAIRS	10,102	8,760	4,000	12,334	9,500	740	8.45%
52378	BUILDING MAINTENANCE	71,717	87,000	(4,000)	33,708	84,000	(3,000)	-3.45%
52379	HOSE TESTING AND REPAIRS	0	9,825		0	9,825	0	0.00%

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

DEPT/AGENCY:

10123

FIRE SERVICES

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
52387	PUMP TESTING SERVICES	1,200	4,000		1,200	4,000	0	0.00%
52392	GENERATOR MAINT. & REPAIRS	15,289	9,500		4,939	9,500	0	0.00%
SUBTOTAL		811,259	851,549	0	523,202	929,055	77,506	9.10%

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

DEPT/AGENCY:

10123

FIRE SERVICES

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
	MATERIALS & SUPPLIES							
53010	OFFICE SUPPLIES	512	1,500		561	1,000	(500)	-33.33%
53020	OTHER SUPPLIES	11,226	15,000		-744	12,000	(3,000)	-20.00%
53021	CONSUMABLE SUPPLIES	5,488	4,000		3,997	3,800	(200)	-5.00%
53070	AUTOMOTIVE REPAIRS	120,969	110,000		98,932	110,000	0	0.00%
53090	FUELS & LUBRICANTS	23,607	29,370		22,174	45,000	15,630	53.22%
53110	COMPUTER SUPPLIES	740	1,500		191	1,000	(500)	-33.33%
53111	FF - PROTECTIVE CLOTHING	38,558	35,000		5,449	35,000	0	0.00%
53112	FIREFIGHTING SUPPLIES & REPAIRS	5,664	9,000		1,901	9,000	0	0.00%
53113	VOLUNTEER RESPONDER AWARDS	2,034	5,000		999	5,000	0	0.00%
53114	MEDICAL SUPPLIES	5,220	8,000		2,542	6,500	(1,500)	0.00%
NEW	VOLUNTEER FIREFIGHTER SUPPLIES					3,000		
	SUBTOTAL	214,018	218,370	0	136,002	231,300	12,930	5.92%
	EQUIPMENT							
54060	OFFICE EQUIPMENT	500	2,000		810	1,500	(500)	-25.00%
54202	EQUIPMENT - FIRE INVESTIGATIONS	1,172	500		0	500	0	0.00%
54218	FIREFIGHTER EQUIPMENT	16,046	30,000		9,935	24,000	(6,000)	-20.00%
54220	RADIO/EMERGENCY LIGHTS	9,158	9,000		3,226	9,000	0	0.00%
54222	RESCUE TRUCK EQUIPMENT	0	5,500		87	5,500	0	0.00%
54226	EQUIPMENT	0	12,000		319	6,000	(6,000)	-50.00%
	SUBTOTAL	26,876	59,000	0	14,377	46,500	(12,500)	-21.19%
	DEPARTMENT TOTAL	3,241,182	3,408,420	0	1,828,647	3,531,618	123,198	3.61%

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



BUDGET FUNCTION

The bedrock of our organization can be found in the Mission Statement of the Waterford Fire Department. The goal is to safely achieve our mission while remaining fiscally responsible, professionally effective and proficient in the use of all appropriate resources. It is the responsibility of each member to support the mission. The Waterford Fire Department provides services to protect the lives and property of Waterford's residents, businesses and visitors. This encompasses fire protection, technical rescues, medical emergencies or exposure to dangerous conditions caused by nature or humans.

Waterford is a changing community. With the vision to transform today's fire/rescue service into a developing, proactive and professional service we will be working toward exceeding current demands and future needs. Our service delivery will continue to be enhanced through training, education, planning, and teamwork.

An essential function of the Department is to provide a positive presence in the community. This can be achieved with increased interaction within our community with our firefighters, fire marshals and community safety educator.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



BUDGET SUMMARY

The FY23-24 budget total for the department has an increase of \$123,198 or 3.61%. Contributing factors to this increase are line item expenses for Full-Time Firefighting, Rental of Hydrants and Fuels and Lubricants. Total Personnel Costs (51000) increased by 1.99%. The net of this increase is due to Full-Time Firefighting increase of 15.28% with reductions to Administration and Part-Time Firefighting lines. Total Services (52000) increased by 9.10%. The net of this increase is due to Hydrants increase of 18.33% with reductions to numerous services lines. Total Materials & Supplies (53000) increased by 5.92%. The net of this increase is due to Fuels and Lubricants increase of 53.22% with reductions in numerous lines. There was a reduction in line items for Equipment (54000 series) resulting in a decrease of 21.19% from the prior year RTM appropriated budget.

There are many building projects started and/or coming shortly consisting of apartments in different areas of Town in addition to single family homes, affordable housing and senior housing. The large growth will require additional services from Police, Fire and EMS. As this budget is being prepared, the Fire Department continues to provide emergency operations with a core of 12 full-time and 10 part-time paid staff, augmented by the continued use of volunteer fire protection services. The need to add additional firefighters continues to increase each year as the lack of volunteers continues across the country, state and Waterford. Time commitments, training requirements, working and balancing family life has changed the volunteer firefighter. This is a balancing act of available firefighters needed to protect Waterford's residents and businesses. Taking this into consideration I have made the decision to focus our budget on staffing resources. In order to adhere to budget constraints, in lieu of the position of an Assistant Chief, I have elected only for this upcoming FY, to forgo this position in order to support the hiring of additional full-time firefighters. With the emphasis on staffing we have reallocated funds that were previously dedicated to other expenditures. To meet the demands of Waterford Fire Department we need to increase paid staffing and increase efforts for volunteers in recruiting, educating and benefits of their incentive plan.

Firefighter safety and the effectiveness of fire suppression service are closely linked. Firefighters cannot maintain the same level of aggressive fire suppression services while receiving fewer and fewer resources of personnel. Those personnel resources were our volunteers for many years. Waterford, along with many communities, are struggling to maintain volunteers. Over the last 20 years, deviations from the industry's standard regarding recommended acceptable levels of staffing per unit of response have seriously compromised firefighter safety. Firefighters are needed to complete the tasks faced to mitigate the hazards whether it is volunteer or paid staff. We will continue to collect data that shows the trends affecting Waterford and make necessary changes as needed to keep our personnel and community safe.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



In July of 2020, the Representative Town Meeting passed a Volunteer Incentive Program that provides a stipend to qualified Firefighters and Fire Police based on a \$7.00 per call point system. This system is currently being used and has been reviewed at the end of FY22. I have brought forward to the Public Protection and Safety committee the changes and recommendations for the Incentive Program. Recruitment and Retention remains the number one priority in the fire service across America and the challenges we face with declining volunteers. Waterford Fire Services has been committed to attracting new volunteers with public education, local events, banners, flyers, and social media.

The remainder of this budget has various increases and decreases that are driven by collective bargaining agreements, approved non-union pay scales, and/or historical expense data. We truly appreciate the support extended from the town in our continuing efforts to provide an exemplary level of service to our citizens, businesses, visitors, and industrial partners.

Respectfully Submitted:

Michael J. Howley

Director of Fire Services

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY: 10123 FIRE SERVICES

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPENDITURE AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST
PERSONNEL COSTS						
51110	ADMINISTRATION	196,014	247,202		87,854	204,179
51120	INSPECTION	116,073	81,715		37,295	83,068
51210	CLERICAL/TECHNICAL	145,524	139,552		67,418	147,637
51240	EDUCATION INCENTIVE	17,620	16,750		12,400	16,750
51410	FULL TIME FIRE FIGHTING	1,289,556	1,043,458		538,244	1,202,923
51412	PART TIME FIRE FIGHTING		310,584		100,290	210,000
51411	INCENTIVE PROGRAM STIPENDS	21,805	40,000		4,457	50,000
51810	OVERTIME	256,665	238,250		115,430	245,000
51920	FICA	145,772	161,990		70,366	165,206
	SUBTOTAL	2,189,029	2,279,501	0	1,033,754	2,324,763
SERVICES						
52010	ADVERTISING	1,159	400		0	400
52020	POSTAGE	245	250		98	250
52030	PROFESSIONAL FEES	2,653	4,150		750	2,500
52040	SERV. CONT & REPAIRS	7,033	13,530		1,833	13,530
52050	DUES, CONFERENCES & EDUC.	34,450	36,800		25,122	36,800
52060	PRINTING	13	50		17	100
52070	REIMBURSABLE EXPENSE	414	1,500		79	1,500
52080	TELEPHONE	16,092	18,500		8,000	18,500
52290	PUBLIC SAFETY AWARENESS	2,248	5,000		3,464	4,000
52310	EXAMINATIONS	7,519	10,000		1,791	10,000
52320	RENTAL OF HYDRANTS	450,806	457,200		135,237	541,000
52370	CLOTHING ALLOWANCE	20,178	19,000		6,408	19,500
52371	FIRE POLICE	4,837	750		314	1,250
52372	INSURANCE	142,680	140,934		139,223	140,000
52373	LP GAS	3,593	5,600		578	5,600
52374	CABLE TELEVISION	7,042	7,500		3,946	7,500
52375	LADDER TESTING & REPAIRS	7,177	7,800		0	7,800
52376	HYDRAULIC TESTING & REPAIRS	4,812	3,500		0	2,000
52377	REPAIRS	10,102	8,760	4,000	12,258	9,500
52378	BUILDING MAINTENANCE	71,717	87,000	(4,000)	29,675	84,000
52379	HOSE TESTING AND REPAIRS	0	9,825		0	9,825
52387	PUMP TESTING SERVICES	1,200	4,000		1,200	4,000
52392	GENERATOR MAINT. & REPAIRS	15,289	9,500		4,987	9,500
	SUBTOTAL	811,259	851,549	0	374,980	929,055

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



MATERIALS & SUPPLIES						
53010	OFFICE SUPPLIES	512	1,500		80	1,000
53020	OTHER SUPPLIES	11,226	15,000		9,263	12,000
53021	CONSUMABLE SUPPLIES	5,488	4,000		3,893	3,800
53070	AUTOMOTIVE REPAIRS	120,969	110,000		98,484	110,000
53090	FUELS & LUBRICANTS	23,607	29,370		17,964	45,000
53110	COMPUTER SUPPLIES	740	1,500		191	1,000
53111	FF - PROTECTIVE CLOTHING	38,558	35,000		5,263	35,000
53112	FIREFIGHTING SUPPLIES & REPAIRS	5,664	9,000		1,012	9,000
53113	VOLUNTEER RESPONDER AWARDS	2,034	5,000		999	5,000
53114	MEDICAL SUPPLIES	5,220	8,000		2,391	6,500
NEW	VOLUNTEER FIREFIGHTERS SUPPLIES					3,000
SUBTOTAL		214,018	218,370	0	139,540	231,300
EQUIPMENT						
54060	OFFICE EQUIPMENT	500	2,000		0	1,500
54202	EQUIPMENT - FIRE INVESTIGATIONS	1,172	500		0	500
54218	FIREFIGHTER EQUIPMENT	16,046	30,000		9,906	24,000
54220	RADIO/EMERGENCY LIGHTS	9,158	9,000		3,006	9,000
54222	RESCUE TRUCK EQUIPMENT	0	5,500		87	5,500
54226	EQUIPMENT	0	12,000		319	6,000
SUBTOTAL		26,876	59,000	0	13,318	46,500
DEPARTMENT TOTAL		3,241,182	3,408,420	0	1,561,592	3,531,618

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Town of Waterford - FY2022 Statistics

By District Demographics

Fire Incidents

		Jordan	Quaker Hill	Goshen	Oswegatchie	Cohanzie	Mutual Aid	Total
July	2021	24	16	12	11	31	5	99
August	2021	21	17	18	14	25	5	100
September	2021	39	15	13	11	27	4	109
October	2021	25	11	14	12	28	2	92
November	2021	14	14	11	5	21	6	71
December	2021	21	11	10	15	29	7	93
January	2022	25	9	9	10	24	5	82
February	2022	16	9	14	9	24	7	79
March	2022	17	12	11	11	16	4	71
April	2022	8	9	13	11	22	5	68
May	2022	16	9	10	8	19	8	70
June	2022	27	5	16	9	17	5	79
Total		253	137	151	126	283	63	1,013

EMS Incidents

		Jordan	Quaker Hill	Goshen	Oswegatchie	Cohanzie	Mutual Aid	Total
July	2021	40	23	26	29	15	0	133
August	2021	48	13	22	26	24	0	133
September	2021	39	14	19	31	20	0	123
October	2021	47	21	15	27	27	0	137
November	2021	53	13	7	23	25	1	122
December	2021	41	11	13	27	32	0	124
January	2022	51	13	18	32	27	0	141
February	2022	39	5	11	34	10	0	99
March	2022	55	12	16	23	27	0	133
April	2022	32	11	18	27	21	0	109
May	2022	47	17	23	40	24	0	151
June	2022	44	17	13	33	24	0	131
Total		536	170	201	352	276	1	1,536

Yearly Total

Jordan	Quaker Hill	Goshen	Oswegatchie	Cohanzie	Mutual Aid	Total
789	307	352	478	559	64	2,549

Fire Department Employees

EMS Calls

		P/T FFs	F/T FFs
July	2021	101	131
August	2021	87	168
September	2021	61	172
October	2021	75	155
November	2021	40	170
December	2021	58	152
January	2022	66	187
February	2022	45	154
March	2022	43	207
April	2022	50	163
May	2022	44	240
June	2022	49	210
Total		719	2,109

Monthly Totals

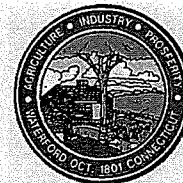
Including Mutual Aid

July	2021	232
August	2021	233
September	2021	232
October	2021	229
November	2021	193
December	2021	217
January	2022	223
February	2022	178
March	2022	204
April	2022	177
May	2022	221
June	2022	210
Total		2,549

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



WATERFORD FIRE DEPARTMENT

Incident Type Report (Summary)

Alarm Date Between (07/01/2021) and (06/30/2022)

Incident Type	Count	% of Incidents
1 Fire		
111 Building fire	32	1.26%
113 Cooking fire, confined to container	1	0.04%
114 Chimney or flue fire, confined to chimney or flue	3	0.12%
130 Mobile property (vehicle) fire, Other	2	0.08%
131 Passenger vehicle fire	5	0.20%
132 Road freight or transport vehicle fire	1	0.04%
140 Natural vegetation fire, Other	3	0.12%
142 Brush or brush-and-grass mixture fire	13	0.51%
151 Outside rubbish, trash or waste fire	3	0.12%
152 Garbage dump or sanitary landfill fire	2	0.08%
154 Dumpster or other outside trash receptacle	4	0.16%
160 Special outside fire, Other	1	0.04%
	70	2.75%
2 Overpressure Rupture, Explosion, Overheat (no fire)		
251 Excessive heat, scorch burns with no	2	0.08%
	2	0.08%
3 Rescue & Emergency Medical Service Incident		
321 EMS Call, excluding vehicle accident with	1,481	58.10%
322 Motor vehicle accident with injuries	132	5.18%
323 Motor vehicle/pedestrian accident (MV Ped)	8	0.31%
324 Motor vehicle accident with no injuries	28	1.10%
342 Search for person in water	1	0.04%
353 Removal of victim(s) from stalled elevator	3	0.12%
357 Extrication of victim(s) from machinery	1	0.04%
360 Water & ice-related rescue, other	2	0.08%
364 Surf rescue	2	0.08%
365 Watercraft rescue	4	0.16%
	1,662	65.20%

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



Incident Type		Count	% of Incidents
4 Hazardous Condition (No Fire)			
400	Hazardous condition, Other	11	0.43%
410	Combustible/flammable gas/liquid condition	2	0.08%
411	Gasoline or other flammable liquid spill	6	0.24%
412	Gas leak (natural gas or LPG)	13	0.51%
413	Oil or other combustible liquid spill	5	0.20%
420	Toxic condition, Other	1	0.04%
421	Chemical hazard (no spill or leak)	1	0.04%
423	Refrigeration leak	1	0.04%
424	Carbon monoxide incident	6	0.24%
440	Electrical wiring/equipment problem, Other	19	0.75%
441	Heat from short circuit (wiring)	2	0.08%
444	Power line down	44	1.73%
445	Arcing, shorted electrical equipment	8	0.31%
461	Building or structure weakened or collapsed	1	0.04%
463	Vehicle accident, general cleanup	2	0.08%
		122	4.79%

5 Service Call

510	Person in distress, other	2	0.08%
520	Water problem, Other	2	0.08%
521	Water evacuation	5	0.20%
522	Water or steam leak	13	0.51%
542	Animal rescue	1	0.04%
550	Public service assistance, Other	3	0.12%
551	Assist police or other governmental agency	2	0.08%
552	Police matter	5	0.20%
553	Public service	9	0.35%
554	Assist invalid	55	2.16%
555	Defective elevator, no occupants	1	0.04%
561	Unauthorized burning	18	0.71%
571	Cover assignment, standby, move up	3	0.12%
		119	4.67%

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Incident Type	Count	% of Incidents	
6 Good Intent Call			
600	Good intent call, Other	87	3.41%
621	Wrong Location	1	0.04%
622	No incident found on arrival at dispatch	87	3.41%
631	Authorized controlled burning	17	0.67%
651	Smoke scare, odor of smoke	37	1.45%
652	Steam, vapor, fog or dust thought to be	4	0.16%
671	HazMat release investigation w/no HazMat	14	0.55%
		247	9.69%
7 False Alarm & False Call			
710	Malicious, mischievous false call, other	1	0.04%
715	Local alarm system, malicious false alarm	5	0.20%
730	System malfunction, no fire	9	0.35%
731	Sprinkler activation due to malfunction	3	0.12%
733	Smoke detector activation due to malfunction	27	1.06%
735	Alarm system sounded due to malfunction	4	0.16%
736	CO detector activation due to malfunction	16	0.63%
740	Unintentional Transmission of alarm, Other	116	4.55%
741	Sprinkler activation, no fire	1	0.04%
743	Smoke detector activation, no fire	59	2.31%
744	Detector activation, no fire	12	0.47%
745	Alarm system activation, no fire	38	1.49%
746	Carbon monoxide detector activation, no CO	9	0.35%
		300	11.77%
8 Severe Weather & Natural Disaster			
812	Flood assessment	21	0.82%
813	Wind storm, tornado/hurricane assessment	5	0.20%
814	Lightning strike (no fire)	1	0.04%
		27	1.06%

Total Incident Count: 2,549

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Waterford Fire Department
Mutual Aid Given Report (Summary)

Alarm Date Between (07/01/2021) and (06/30/2022)

Incident Type	Count	% of Incidents
East Lyme		
Fire Incidents	4	6.25%
Cover Assignments	4	6.25%
Person in distress	1	1.56%
False Alarm	1	1.56%
Water Rescue	2	3.13%
	<u>12</u>	<u>18.75%</u>
Montville		
Fire Incidents	6	9.38%
Motor Vehicle Accidents	5	7.81%
Electrical Wiring/Equipment problem	1	1.56%
False Alarm	2	3.13%
No Incident Found	1	1.56%
	<u>15</u>	<u>21.88%</u>
New London		
Fire Incidents	19	29.69%
Motor Vehicle Accidents	1	1.56%
Gas Leak (natural gas or LPG)	4	6.25%
Smoke scare, odor of smoke	1	1.56%
Water Rescue	4	6.25%
Removal of Victim from stalled elevator	1	1.56%
False Alarm	4	6.25%
Building or Structure weakened	1	1.56%
EMS	1	1.56%
	<u>36</u>	<u>56.25%</u>
Groton		
Fire Incidents	1	1.56%
	<u>1</u>	<u>1.56%</u>

Total Incident Count: 64

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



**FIRE DEPARTMENT
Program and Service Fee Assessment**

The following is a breakdown of the fees for the Fire Service:

EXPLOSIVE PERMITS:

\$60.00 per permit. Fee is established by the State of Connecticut.

FIRE ALARM ORDINANCE:

The enforcement of this ordinance began on January 1, 2004. There are several fee structures that will be levied on repeated false fire alarm offenders.

CHARGES FOR SERVICES:

This category (court actions, false alarm reimbursements, arson fire reimbursement & FOI) is established by the State of Connecticut and charged accordingly. F.O.I. fees are \$.50 cents per page.

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

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

DEPARTMENT: FIRE SERVICES

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD 11/30/22	2023-2024 PROPOSED	VARIANCE
Copy Fees	0	0	0	0	0
Explosives Permit	120	300	120	0	(120)
Fines/Penalties	200	750	0	0	0
Freedom of Information	35	10	5	0	(5)
Miscellaneous	870	0	0	0	0
Regional Communications Fees	6,000	6,000	6,000	6,000	0
TOTALS	7,225	7,060	6,125	6,000	(125)

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES
INVENTORY UPDATE



EQUIPMENT AND VEHICLES IN EXCESS OF \$1,000

Department/Agency: **Fire Department**

Budgeted acquisition - January 1, 2022 through June 30, 2023:

<u>DESCRIPTION OF ITEM</u>	<u>DATE OF ESTIMATED PURCHASE</u>	<u>ESTIMATED COST</u>	<u>LOCATION</u>
Firefighter Protective Clothing	03/2023	\$3,480	F/T Firefighter
Firefighter Protective Clothing	03/2023	\$3,480	F/T Firefighter
Firefighter Protective Clothing	03/2023	\$3,480	F/T Firefighter
Firefighter Protective Clothing	03/2023	\$3,480	P/T Firefighter
Firefighter Protective Clothing	04/2023	\$3,480	Volunteer FF
Firefighter Protective Clothing	04/2023	\$3,480	Volunteer FF
Firefighter Protective Clothing	04/2023	\$3,480	Volunteer FF

Budgeted acquisition - July1, 2022 through June 30, 2023:

<u>DESCRIPTION OF ITEM</u>	<u>DATE OF ESTIMATED PURCHASE</u>	<u>ESTIMATED COST</u>	<u>LOCATION</u>
Ford F-350 Utility	12/28/2022	\$56,688	Company 2
Purchase order placed June 7 th 2021			

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



BUDGET EXPLANATIONS BY CATEGORY

1000 Series: PERSONNEL

10123-51110 Administration:

The salaries in this line item contain those of the Director of Fire Services and Fire Marshal and an Assistant Chief. These salaries were in conformance with the Non-Union Management Wage Schedule approval effective December 7, 2020 and expires on June 30, 2022. The salary, longevity and sick incentive for each position is shown on the FY2024 Fire Department - Personnel Worksheet. The increase presented is based on the NUMP Wage Schedule and the Assistant Chiefs position.

Expended FY22 - \$196,014

FY21 - \$285,451

Expended FY20 - \$218,054

FY 23-24 Total Administration = \$204,179

10123-51120 Inspection/Prevention:

The salary in this line item contains that of the Fire Inspector. The salary is in conformance with the Waterford Professional Firefighters Association's Collective Bargaining Agreement approval effective December 6, 2021 and expires on June 30, 2024. The salary and longevity for the position is shown on the FY23-24 Fire Department - Personnel Worksheet.

Expended FY22 - \$116,073

FY21 - \$78,582

Expended FY19 - \$77,144

FY 23-24 Total Inspection/Prevention = \$83,068

10123-51210 Clerical/Technical:

The salaries in this line item contain those of the Office Coordinator and full-time Clerk. These salaries are in conformance with the Local 1303-037 of Council #4's Collective Bargaining Agreement approval effective July 1, 2022 and expires on June 30, 2026. The increase presented is based on the recent approval of the Collective Bargaining Agreement.

The other salary in this line item contains that of the part-time Community Safety Educator. This salary is in conformance with the Non-Union Management Professional salary schedule approval effective December 7, 2020 and expires on June 30, 2022.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



The salary for each position is shown on the FY23-24 Fire Department – Personnel Worksheet. The increase presented is based on the current NUMP Wage Schedule.

Expended FY22 - \$145,524

FY21 - \$130,019

Expended FY20 – \$127,394

FY 23-24 Total Clerical/Technical = \$147,637

10123-51240 Educational Incentive:

This line item is to provide for the Professional Education Support and College Education Incentive in conformance with the Waterford Professional Firefighters Association's Collective Bargaining Agreement approval effective December 6, 2021 and expires on June 30, 2024. The Director of Fire Services and the Fire Marshal are also contained in this line item.

Expended FY22 - \$17,620

FY21 - \$18,473

Expended FY20 - \$18,290

FY 23-24 Total Education Support and Incentive = \$16,750

10123-51410 Firefighting – Full Time:

The salaries in this line item contain those of twelve full time firefighters in addition to three new full time firefighters. These salaries are in conformance with the Waterford Professional Firefighters Association's Collective Bargaining Agreement approval effective December 6, 2021 and expires on June 30, 2024. The increase presented is based on a fifty-six hour work week during the fiscal year. Five career firefighters on twenty four hours seven days a week, covering Jordan and Cohanzie Fire Stations.

FY 23-24 Total Full Time Firefighters = \$1,202,923

10123-51412 Firefighting – Part Time:

The salaries in this line item contain that of twelve part time firefighters. The schedule of hours for the part time positions can be found on the FY23-24 Firefighter Schedule. These salaries are in conformance with the Season/Occasional Wage Schedule approval effective May 2022 allowing Part time firefighters to work up to twenty five hours a week. Part time firefighters will be covering Quaker Hill, Goshen, and Oswegatchie stations with some fill-in work at Jordan and Cohanzie as needed.

FY 23-24 Total Part Time Firefighters = \$210,000

The schedule and cost breakdown for these positions is shown on the FY23-24 Fire Department - Personnel Worksheet.

Expended FY22 - \$1,289,556

FY21 - \$1,276,714

Expended FY20 - \$1,509,261

FY 23-24 Total Firefighting = \$1,422,923

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



10123-51411 Volunteer Incentive Program:

This line item is to provide for the Volunteer Incentive Program approved by the Representative Town Meeting on October 5, 2020. This program is currently based on \$7.00 per call for active volunteer firefighters and fire police. This incentive is being reviewed each quarter to determine if this new program is working. This program is with Public Safety Committee review modifying incentive program to bring forward to RTM. This current program can be referenced in detail in ordinance number 2.36.080

Expended FY22 - \$21,805

FY21 - \$23,878

Expended FY20 - \$0

FY 23-24 Total Education Support and Incentive = \$50,000

10123-51810 Overtime:

This line item is to provide for overtime funding for Fire Services activities (Examples: Fire Investigations, Inspections outside of normal hours, Firework Inspections, etc.) and for shift coverage when Firefighters are on vacation, sick, or personnel leave. Training is also a part of overtime cost, attending classes when off scheduled shift. Added training cost does reflect in a positive way on our ISO rating. Use of overtime is avoided if and when possible, however as is the case in most departments, at times it is unavoidable.

These calculations have been increased from the previous year(s) due to historical data based on overtime hours for the full time Firefighters, part time Firefighters and the Fire Inspector.

Expended FY22 - \$256,665

FY21 - \$273,755

Expended FY20 - \$185,509

FY 23-24 Total Overtime = \$245,000

10123-51920 FICA:

This calculation is based on the accumulation of projected salaries and wages from the 51000 series line items for which FICA is required. This figure is calculated at a rate of 7.65%.

Expended FY22 - \$145,772

FY21 - \$151,651

Expended FY20 - \$129,202

FY 23-24 Total FICA = \$165,206

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



PERSONNEL SUMMARY- 5 Year History

<u>Category</u>	<u>Class</u>	<u>Number of Employees</u>				
		<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
Director of Fire Services	NUMP	1	1	1	1	1
Assistant Chief	NUMP	0	0	0	0	0
Fire Marshal	NUMP	1	1	1	1	1
Fire Inspector	FF-CBA	1	1	1	1	1
Office Coordinator I	AS-10	1	1	1	1	1
Clerk/Typist III	AS-6	1	1	1	1	1
Community Safety Educator	MP-3	1	1	1	1	1
Fire Fighter	FF-CBA	8	8	10	12	15
Part-time Fire Fighter	PT					12
TOTAL NUMBER OF CATEGORIES:		7	7	7	7	8
TOTAL NUMBER OF EMPLOYEES:		14	14	16	18	33

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



TOWN OF WATERFORD PERSONNEL WORKSHEET - Fire Services 2023-2024 FISCAL YEAR

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	BUDGET SALARY 2022/2023	SALARY 2023/2024	LONGEVITY	SICK INCENTIVE	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION									
06/07/21	Director of Fire Services	Salary	N/A	102,250	104,550			104,550	7,998
Vacant	Assistant Fire Chief	Salary	N/A	45,000	0			0	0
01/02/85	Fire Marshal	Salary	N/A	99,952	96,795	600	2,234	99,629	7,622
	TOTALS			247,202	201,345	600	2,234	204,179	15,620
51120 - INSPECTION									
06/19/08	Fire Inspector	40	39.7200	81,715	82,618	450	0	83,068	6,355
	TOTALS			81,715	82,618	450	0	83,068	6,355
51210 - CLERICAL/TECHNICAL									
04/11/05	Office Coordinator I	35	34.4110	59,898	62,628	350	0	62,978	4,818
07/11/16	Clerk Typist III	35	26.9619	46,658	51,005	0	0	51,005	3,902
11/18/13	Community Safety Educator	21.25	30.3200	32,996	33,504	150	0	33,654	2,575
	TOTALS			139,552	147,137	500	0	147,637	11,294
51240 - EDUCATIONAL INCENTIVE									
	Administration			1,220	1,220	0		1,220	93
	Fire Inspection			1,310	1,310	0		1,310	100
	Firefighters			3,220	3,220	0		3,220	246
	Professional Education			6,000	6,000	0		6,000	459
	Tuition Reimbursement			5,000	5,000	0		5,000	383
	TOTALS			16,750	16,750	0	0	16,750	1,281
51410 - FIREFIGHTING									
08/02/93	Firefighter	56	39.3707	108,630	114,648	600		115,248	8,816
10/31/94	Firefighter	56		108,630	0	0		0	0
09/10/01	Firefighter	56	39.3707	108,630	114,648	600		115,248	8,816
09/19/05	Firefighter	56	37.8325	108,480	110,168	450		110,618	8,462
07/17/06	Firefighter	56	39.3707	108,480	114,648	600		115,248	8,816
01/03/11	Firefighter	56	30.4124	87,156	88,561	300		88,861	6,798
08/13/18	Firefighter	56	27.3357	78,376	79,602			79,602	6,090
07/15/19	Firefighter	56	27.3357	78,076	79,602			79,602	6,090
07/15/19	Firefighter	56	27.3357	78,076	79,602			79,602	6,090
08/02/21	Firefighter	56	21.8500	63,802	72,254			72,254	5,527
02/15/22	Firefighter	56	20.4250	57,561	61,108			61,108	4,675
02/15/22	Firefighter	56	20.4250	57,561	61,108			61,108	4,675
10/05/22	Firefighter	56	19.0000		58,440			58,440	4,471
New	Firefighter Spring 23	56	19.0000		55,328			55,328	4,233
New	Firefighter	56	19.0000		55,328			55,328	4,233
New	Firefighter	56	19.0000		55,328			55,328	4,233
Part-Time	Firefighters	10,000	24.0000	310,584	210,000			210,000	16,065
	TOTALS			1,354,042	1,410,373	2,550		1,412,923	108,089
5141X - Volunteer Incentive Program									
	Volunteer Firefighters	Various	7.0000	40,000	50,000			50,000	3,825
	TOTALS			40,000	50,000			50,000	3,825
51810 - OVERTIME									
	Fire Inspector			5,500	5,000			5,000	383
	Firefighters			232,750	240,000			240,000	18,360
	TOTALS			238,250	245,000			245,000	18,743
TOTALS - FIRE SERVICES				2,117,511	2,153,223	4,100	2,234	2,159,556	165,206

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



TOWN OF WATERFORD
CLOTHING ALLOWANCE BUDGET
2023-2024 FISCAL YEAR

LINE 52370

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL CLOTHING
51110 - ADMINISTRATION			
Director of Fire Services	\$ 970.00		\$ 970.00
Assistant Chief	\$ -		\$ -
Fire Marshal	\$ 970.00		\$ 970.00
TOTALS	\$ 1,940.00	\$ -	\$ 1,940.00
51120 - INSPECTION			
Fire Inspector	\$ 970.00		\$ 970.00
TOTALS	\$ 970.00	\$ -	\$ 970.00
51210 - CLERICAL/TECHNICAL			
Office Coordinator I	\$ -		\$ -
Clerk/Typist III	\$ -		\$ -
Community Safety Educator	\$ 250.00		\$ 250.00
TOTALS	\$ 250.00	\$ -	\$ 250.00
51410 - FIREFIGHTING			
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Firefighter	\$ 920.00		\$ 920.00
Part-Time Firefighters (15)	\$ 5,300.00	\$353/ea	\$ 5,300.00
TOTALS	\$ 16,340.00	\$ -	\$ 16,340.00
TOTALS	\$ 19,500.00	\$ -	\$ 19,500.00

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



FIREFIGHTER SCHEDULE FISCAL YEAR 23-24

Jordan	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift (2) FT/FF	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30
Shift (2) FT/FF	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30

Staffing by (2) career staff 24/7

Cohanzie	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift (2) FT/FF	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30
Shift (2) FT/FF	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30

Staffing by (2) career staff 24/7

Oswegatchie	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift (2) PT/FF	6a-2p 2p-10p	8a-4p	8a-4p	8a-4p	8a-4p	8a-4p	6a-2p 2p-10p

Staffing each shift with (2) part-time firefighters seven days a week

Quaker Hill	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift (1) PT/FF			8a-4p		8a-4p		8a-4p

Staffing three days a week with part-time staff (8) hour days

Goshen	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift (1) PT/FF	8a-4p						8a-4p

Staffing two days a week Memorial Day - Labor Day weekends with (1) part-time staff (8) hour days

Staffing Saturdays only rest of year (1) part-time

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



2000 Series: SERVICES

10123-52010 Advertising:

The advertising needs for the Fire Department are for Capital Improvement Project bids and important fire safety messages. The rates for a standard bid advertisement are approximately \$200.

Expended FY22 - \$1,159

Expended FY21 - \$380

Expended FY20 - \$0

FY 22-24 Total Advertising = \$400

10123-52020 Postage:

The postage needs for the fire department are for normal mailings and the sending of bulky packages. With the utilization of email and various social media, this line item remains the same as previous years. The breakdown is \$125 for the fire services administration and \$25 per fire station.

Expended FY22 - \$245

Expended FY21 - \$216

Expended FY20 - \$292

FY 23-24 Total Postage = \$250

10123-52030 Professional Fees:

Background Checks - These funds are utilized to cover the expenses incurred to conduct proper volunteer and employment background checks for our career and part time firefighters, these are performed in conjunction with the Human Resources department. Anticipating approximately 40 background checks @ \$60 per event based on prior year(s) averages.

Expended FY22 - \$2,653

Expended FY21 - \$4,537

Expended FY20 - \$4,890

FY 23-24 Total Professional Fees = \$2,500

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



10123-52040 Service Contracts & Repairs:

Service contracts are maintained for specific services which are specialized, infrequent and cannot be performed by staff. The IT Contracts have been removed from this portion of the budget and funded through the IT budget. These contracts or services are listed below:

Office Service	<u>Cost/Year</u>
Copier Lease - \$157.50/Month	\$1,890
Copies - Estimated 60,000 - \$.0065 p/c	\$390

Annual Service	<u>Cost/Year</u>
FIT Test Calibration	\$1,000

Non-Contract Items	<u>Cost</u>
Encoder Repairs - 2 Units (\$95)	\$190
Knox Box - 6 Units (\$175)	\$1,050
Knox Box - 6 Padlocks (\$85)	\$510
FIT Test Supplies	\$500
Traffic Light Pre-Emption System	\$2,500
Equipment Repairs	\$5,500

Summary of Service Contracts & Repairs	<u>Cost/Year</u>
Office Service	\$2,280
Annual Service	\$1,000
Non-Contract Items	\$10,250

Expended FY22 - \$7,033

Expended FY21 - \$14,400

Expended FY20 - \$8,893

FY 23-24 Total Service Contracts & Repairs = \$13,530

10123-52050 Association Dues/Conferences/Education:

This request will be utilized for the expenses for membership in the various trade organizations, publications, conferences and educational expenses. This item provides for the knowledge of trends, new developments, updated codes and the latest technology in the related areas of the fire service.

Subscriptions	<u>Cost</u>
NFPA Code Services Subscription	\$1,500
NFPA Handbooks	\$250
International Code Council Code Books	\$250

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Materials & Manuals	<u>Cost</u>
IFSTA/J&B Training Manuals	\$1,000
Training Materials/DVD's	\$1,000

Dues	<u>Cost</u>
National Fire Protection Association	\$175
International Code Council	\$175
National Fire Sprinkler Association	\$150
International Association of Fire Chiefs	\$300
Connecticut Fire Marshals Association	\$150
New London County Fire Marshals Association	\$50

F/T Staff Training	<u>Cost</u>
OSHA Recertification Training (6 members)	\$1,000
EMT Concert Program - Refresher (6 members)	\$1,500
Fire Service Instructor II (2 members)	\$900
Fire Officer II/III (2 members)	\$900
Pump & Aerial Operator (4 members)	\$1,400
Safety Officer (2 members)	\$300
Fire/Arson Investigation (2 members)	\$500
Live Fire Training	\$500

Fire Company - Training Courses	<u>Cost</u>
Firefighter Training	\$3,500
Fire Officer Training	\$2,000
OSHA Recertification Training (5 Sessions)	\$1,500
HazMat Recertification Training (5 Sessions)	\$1,500
Aerial Operator/Strategy & Tactics	\$2,000
Pump Operator/Basic Pump Operations	\$2,000
Driver Training/Q Endorsement	\$1,500
Fire Police	\$800
Junior Member Training	\$1,500
Rescue Technician Training	\$2,000
Live Fire Training	\$3,500
Rescue Week & June School	\$3,000

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Summary of Dues, Conferences & Educ.	<u>Cost/Year</u>
Subscriptions	\$2,000
Materials & Manuals	\$2,000
Dues	\$1,000
Training	\$7,000
Training Courses	\$24,800

Expended FY22 - \$34,450

Expended FY21 - \$24,686

Expended FY20 - \$33,335

FY 23-24 Total Association Dues/Conferences/Education = \$36,800

10123-52060 Printing:

This request shall be utilized for services provided by the Town's printer for color copies.

Expended FY22 - \$13

Expended FY21 - \$26

Expended FY20 - \$0

FY 23-24 Total Printing Expenses = \$100

10123-52070 Reimbursable Expenses:

This request shall be utilized for unexpected out-of-pocket expenses not covered in other line items and reimbursement for use of personal vehicles for town business at \$.625 per mile.

Expended FY22 - \$414

Expended FY21 - \$0

Expended FY20 - \$1,250

FY 23-24 Total Reimbursable Expenses = \$1,500

10123-52080 Telephone:

This request will be utilized for telephone service for the Public Safety Complex as well as the fire stations, including cellular service. The expense breakdown has been provided:

Expended FY22 - \$16,092

Expended FY21 - \$18,817

Expended FY20 - \$17,549

FY 23-24 Total Telephone = \$18,500

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FIRE DEPARTMENT
Telephone Expense Summary
FY 22

DEPARTMENT	Phone Service	Surcharges & Fees	Station Alerting	Gas Pump Circuit	Cellular	TOTALS
Fire Services 204 Boston Post Road					\$2,069.99	\$ 2,069.99
Jordan Fire Company 89 Rope Ferry Road	\$1,877.31	\$317.52	\$541.20			\$ 2,736.03
Quaker Hill Fire Company 17 Old Colchester Road	\$2,656.76	\$276.36	\$568.90			\$ 3,502.02
Goshen Fire Company 63 Goshen Road	\$1,454.59	\$323.40	\$568.56			\$ 2,346.55
Oswegatchie Fire Company 441 Boston Post Road	\$1,877.93	\$205.80	\$541.20			\$ 2,624.93
Cohanzie Fire Company 53 Dayton Road	\$1,350.92	\$458.64	\$568.37	\$857.94		\$ 3,235.87
GRAND TOTALS:	\$9,217.51	\$1,581.72	\$2,788.23	\$ 857.94	\$2,069.99	\$16,515.39

FY21-22
Telephone Expense
Detailed Analysis

Fire Marshal's Office Cellular Expense	Director	Fire Marshal	Fire Inspector	Tablets	Captain	Total
Jul-21		\$41.14	\$11.62	\$80.02	\$50.56	\$183.34
Aug-21		\$41.08		\$80.02	\$50.56	\$171.66
Sep-21		\$41.05		\$80.02	\$50.51	\$171.58
Oct-21		\$41.05		\$80.02	\$50.47	\$171.54
Nov-21		\$41.05		\$80.02	\$50.46	\$171.53
Dec-21		\$41.02		\$80.02	\$50.46	\$171.50

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Jan-22	\$41.02	\$80.02	\$50.43	\$171.47		
Feb-22	\$41.02	\$80.02	\$50.43	\$171.47		
Mar-22	\$41.01	\$80.02	\$50.43	\$171.46		
Apr-22	\$41.01	\$80.02	\$50.41	\$171.44		
May-22	\$41.01	\$80.02	\$50.41	\$171.44		
Jun-22	\$41.13	\$80.02	\$50.41	\$171.56		
TOTALS:	\$0.00	\$492.59	\$11.62	\$960.24	\$605.54	\$2,069.99

Jordan Fire Company		Surcharges	Station	
	Phone	& Fees	Alert	Total
Jul-21	\$154.04	\$26.46	\$45.10	\$225.60
Aug-21	\$153.54	\$26.46	\$45.10	\$225.10
Sep-21	\$153.94	\$26.46	\$45.10	\$225.50
Oct-21	\$153.17	\$26.46	\$45.10	\$224.73
Nov-21	\$164.64	\$26.46	\$45.10	\$236.20
Dec-21	\$164.43	\$26.46	\$45.10	\$235.99
Jan-22	\$162.36	\$26.46	\$45.10	\$233.92
Feb-22	\$150.07	\$26.46	\$45.10	\$221.63
Mar-22	\$150.07	\$26.46	\$45.10	\$221.63
Apr-22	\$152.99	\$26.46	\$45.10	\$224.55
May-22	\$152.74	\$26.46	\$45.10	\$224.30
Jun-22	\$165.32	\$26.46	\$45.10	\$236.88
Totals	\$1,877.31	\$317.52	\$541.20	\$2,736.03

Quaker Hill Fire Company		Surcharges	Station	
	Phone	& Fees	Alert	Total
Jul-21	\$219.31	\$23.03	\$44.20	\$286.54
Aug-21	\$219.31	\$23.03	\$44.20	\$286.54
Sep-21	\$218.91	\$23.03	\$44.20	\$286.14
Oct-21	\$221.27	\$23.03	\$44.20	\$288.50
Nov-21	\$230.08	\$23.03	\$53.67	\$306.78
Dec-21	\$230.21	\$23.03	\$54.34	\$307.58
Jan-22	\$228.37	\$23.03	\$53.81	\$305.21
Feb-22	\$215.83	\$23.03	\$44.20	\$283.06
Mar-22	\$215.83	\$23.03	\$44.20	\$283.06
Apr-22	\$215.19	\$23.03	\$44.20	\$282.42
May-22	\$214.94	\$23.03	\$44.01	\$281.98
Jun-22	\$227.51	\$23.03	\$53.67	\$304.21
Totals	\$2,656.76	\$276.36	\$568.90	\$3,502.02

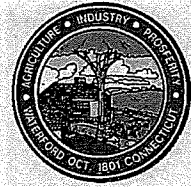
TOWN OF WATERFORD
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Goshen Fire Company	Phone	Surcharges & Fees	Station Alert	Total
Jul-21	\$118.56	\$26.95	\$44.20	\$189.71
Aug-21	\$119.23	\$26.95	\$44.20	\$190.38
Sep-21	\$118.43	\$26.95	\$44.20	\$189.58
Oct-21	\$117.08	\$26.95	\$44.20	\$188.23
Nov-21	\$128.08	\$26.95	\$53.67	\$208.70
Dec-21	\$128.29	\$26.95	\$53.81	\$209.05
Jan-22	\$126.51	\$26.95	\$53.81	\$207.27
Feb-22	\$115.46	\$26.95	\$44.20	\$186.61
Mar-22	\$115.73	\$26.95	\$44.20	\$186.88
Apr-22	\$118.67	\$26.95	\$44.20	\$189.82
May-22	\$118.81	\$26.95	\$44.20	\$189.96
Jun-22	\$129.74	\$26.95	\$53.67	\$210.36
Totals	\$1,454.59	\$323.40	\$568.56	\$2,346.55

Oswegatchie Fire Company	Phone	Surcharges & Fees	Station Alert	Total
Jul-21	\$154.09	\$17.15	\$45.10	\$216.34
Aug-21	\$154.02	\$17.15	\$45.10	\$216.27
Sep-21	\$153.54	\$17.15	\$45.10	\$215.79
Oct-21	\$152.14	\$17.15	\$45.10	\$214.39
Nov-21	\$164.12	\$17.15	\$45.10	\$226.37
Dec-21	\$164.33	\$17.15	\$45.10	\$226.58
Jan-22	\$162.22	\$17.15	\$45.10	\$224.47
Feb-22	\$152.24	\$17.15	\$45.10	\$214.49
Mar-22	\$150.11	\$17.15	\$45.10	\$212.36
Apr-22	\$152.99	\$17.15	\$45.10	\$215.24
May-22	\$152.93	\$17.15	\$45.10	\$215.18
Jun-22	\$165.20	\$17.15	\$45.10	\$227.45
Totals	\$1,877.93	\$205.80	\$541.20	\$2,624.93

**TOWN OF WATERFORD
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Cohanzie Fire Company	Phone	Surcharges & Fees	Station Alert	Gas Pumps	Total
Jul-21	\$110.77	\$38.22	\$44.20	\$67.17	\$260.36
Aug-21	\$110.77	\$38.22	\$44.20	\$77.26	\$270.45
Sep-21	\$110.37	\$38.22	\$44.20	\$76.95	\$269.74
Oct-21	\$109.44	\$38.22	\$44.20	\$76.74	\$268.60
Nov-21	\$120.43	\$38.22	\$53.67	\$66.71	\$279.03
Dec-21	\$120.59	\$38.22	\$53.81	\$76.46	\$289.08
Jan-22	\$119.21	\$38.22	\$53.81	\$66.02	\$277.26
Feb-22	\$108.06	\$38.22	\$44.20	\$66.30	\$256.78
Mar-22	\$108.06	\$38.22	\$44.20	\$76.33	\$266.81
Apr-22	\$107.58	\$38.22	\$44.20	\$75.97	\$265.97
May-22	\$107.10	\$38.22	\$44.01	\$66.12	\$255.45
Jun-22	\$118.54	\$38.22	\$53.67	\$65.91	\$276.34
Totals	\$1,350.92	\$458.64	\$568.37	\$857.94	\$3,235.87

**FY 20-21
Telephone Expense**

Fire Marshal's Office	\$3,753.36
Jordan Fire Company	\$2,705.35
Quaker Hill Fire Company	\$4,333.93
Goshen Fire Company	\$2,253.52
Oswegatchie Fire Company	\$2,617.53
Cohanzie Fire Company	\$3,153.17
TOTAL	\$18,816.86

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10123-52090 Heating Oil:

This line item has been moved to the consolidated line item to serve all town departments and buildings.

Expended FY22 - \$0

Expended FY21 - \$32,472

Expended FY20 - \$32,309

Total Heating Oil = \$0

10123-52100 Electricity:

This line item has been moved to the consolidated line item to serve all town departments and buildings.

Expended FY22 - \$0

Expended FY21 - \$61,966

Expended FY20 - \$60,638

Total Electricity = \$0

10123-52110 Water:

This line item has been moved to the consolidated line item to serve all town departments and buildings.

Expended FY22 - \$0

Expended FY21 - \$5,368

Expended FY20 - \$5,557

Total Water = \$0

10123-52120 Sewer:

This line item has been moved to the consolidated line item to serve all town departments and buildings.

Expended FY22 - \$0

Expended FY21 - \$8,104

Expended FY20 - \$8,378

Total Sewer = \$0

10123-52290 Public Safety Awareness:

This request will be utilized by the Community Safety Educator to purchase specialized printed material, handouts, posters, etc. for the school and our senior programs focused on general fire prevention and life safety education. This allocation will also be used for marketing of the Fire Services within our community, volunteer recruitment activities including career and college fairs and middle and high school displays.

Expended FY22 - \$2,248

Expended FY21 \$410

Expended FY20 - \$1,387

FY 23-24 Total Public Safety Awareness = \$4,000

TOWN OF WATERFORD
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10123-52310 Examinations:

This request will be utilized to provide OSHA/NFPA required physicals for all firefighters who are certified in the use of self-contained breathing apparatus and interior structural firefighting. Additional tests may be required and conducted at the discretion of the Physician during the physical examination. Fitness for Duty testing is also conducted from this line item. Anticipating 24 firefighters @ \$408 per physical in FY24.

Expended FY22 - \$7,519 Expended FY21 - \$5,373 Expended F20 - \$10,101

FY 23-24 Total Examinations = \$10,000

10123-52320 Fire Hydrants:

This request will be utilized to cover the expense of the Water System Contract with the City of New London.

1,102 City of New London @ \$491 \$541,082

Expended FY22 - \$450,806 Expended FY21 - \$450,806 Expended FY20 - \$450,806

FY 23-24 Total Fire Hydrants = \$541,000

10123-52370 Clothing Allotment:

This request will be utilized for outfitting the Fire Department personnel with their uniform needs.

Director	\$970
Assistant Chief	\$0
Fire Marshal	\$970
Fire Inspector	\$970
Fire Safety Instructor	\$250
Fire Fighters (12 full-time @ \$900.00)	\$11,040
Fire Fighters (15 part-time)@\$353	\$5,300

Expended FY22 - \$20,178 Expended FY21 - \$10,688 Expended FY20 - \$19,054

FY 23-24 Total Clothing Allowance = \$19,500

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10123-52371 Fire Police:

This request will be utilized for protective equipment for the fire police. Below is a cost breakdown of items required in fulfilling the legal requirements in performance of these duties.

Reflective Coat (4)	\$135	Rain Jacket	\$40 (3)
Reflective Vest (3)	\$30	Protective Helmets	\$35 (3)
Reflective Gloves (3)	\$25	Flashlights	\$40 (3)
Traffic Cone (4)	\$20	Traffic Control Sign	\$40 (3)

Expended FY22 - \$4,837

Expended FY21 - \$21

Expended FY20 - \$429

FY 23-24 Total Fire Police = \$1,250

10123-52372 Insurance - Fire Companies:

This request will be utilized for insurance coverage on the building/grounds and apparatus/vehicles.

Expended FY22 - \$142,680

Expended FY21 - \$134,223

Expended FY20 - \$131,966

FY 23-24 Total Insurance - Fire Companies = \$140,000

10123-52373 LP-Gas:

This request will be utilized for propane fuel for kitchen stoves and gas grills. The figures used are from a three-year average consumption. Fire Services is exploring the possibility of becoming a part of the Board of Education contract price and supplier in FY23-24.

Expended FY22 - \$3,593

Expended FY10 - \$3,258

Expended FY20 - \$2,377

FY 23-24 Total LP-Gas = \$5,600

TOWN OF WATERFORD

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FIRE DEPARTMENT

Consolidated LP-Gas Usage Summary

FY21-22

DEPARTMENT	Amount	Quantity
Jordan Fire Company 89 Rope Ferry Road	\$1,256.67	235.6
Quaker Hill Fire Company 17 Old Colchester Road	\$115.10	28.8
Goshen Fire Company 63 Goshen Road	\$622.50	132.3
Oswegatchie Fire Company 441 Boston Post Road	\$388.95	88.3
Cohanzie Fire Company 53 Dayton Road	\$1,041.19	199.8
GRAND TOTALS:	\$3,424.41	684.8

10123-52374 Cable Television:

This request will be utilized for expanded basic cable television for the (5) fire stations. The rate utilized to calculate is the estimated rate of \$1,500 per station (\$125p/m) from Atlantic Broadband.

Expended FY22 - \$7,042

Expended FY21 - \$6,983

Expended FY20 - \$6,767

FY 23-24 Total Cable Television = \$7,500

10123-52375 Ladder Testing/Repairs:

This request will be utilized for the annual testing and certification of all ground ladders.

Ground Ladders	(760 Feet x \$3.50)	\$2,660
Aerial Devices	(3 Units x \$1,425)	\$4,275
Repairs		\$865

Expended FY22 - \$7,177

Expended FY21 - \$5,919

Expended FY20 - \$5,704

FY 23-24 Total Ladder Testing/Repairs = \$7,800

TOWN OF WATERFORD
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10123-52376 Hydraulic Tools Testing/Repairs:

This request will be utilized for the annual testing, certification and repairs of all hydraulic tools and equipment.

Expended FY22 - \$4,812

Expended FY21 - \$1,935

Expended FY20 - \$388

FY 23-24 Total Hydraulic Tools Testing/Repairs = \$2,000

10123-52377 SCBA Testing/Repairs:

This request will be utilized for the annual testing and certification of Air Packs.

Annual Flow Testing (96@\$65)	\$6,240
Maintenance & Repairs	\$3,260

Expended FY22 - \$10,102

Expended FY21 - \$11,861

Expended FY20 - \$8,456

FY 23-24 Total SCBA Testing/Repairs = \$9,500

10123-52378 Building Maintenance:

This request will be to provide funding for building maintenance and upgrades to the fire stations. This breakdown is a per station cost at \$16,800 per fire station. These contracts or services listed below are averages based on a 5 year of history:

Fire Alarm System Inspection	\$625	Sprinkler System Inspection	\$1,575
Boiler Inspection	\$100	Fire Extinguisher Inspection	\$300
Kitchen Hood System Inspection	\$500	Pest Control	\$600
Vehicle Exhaust System	\$1,000	Overhead Door Repairs	\$1,500
HVAC & Repairs	\$1,500	Plumbing & Electrical	\$1,500
Grounds Maintenance & Exterior	\$2,300	Interior repairs	\$5,300

Expended FY22 - \$71,717

Expended FY21 - \$71,388

Expended FY20 - \$84,133

FY 23-24 Total Service Building Maintenance = \$84,000

10123-52379 Fire Hose & Nozzle/Appliance Testing/Repairs:

This request will be utilized for the annual testing and certification from a third-party vendor for the following:

Fire Hose	35,000 feet	\$7,700
Nozzles & Appliances	175 Units	\$2,125

Expended FY22 - \$0

Expended FY21 - \$7,539

Expended FY20 - \$8,280

FY 23-24 Total Fire Hose Testing/Repairs = \$9,825

**TOWN OF WATERFORD
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10123-52387 Fire Pump Testing:

This request will be utilized for the annual testing and certification of the ten (10) apparatus fire pumps at the cost of \$350 per unit.

Expended FY22 - \$1,200

Expended FY21 - \$2,475

Expended FY20 - \$3,000

FY 23-24 Total Fire Pump Testing = \$4,000

10123-52392 Emergency Generator Maintenance/Repairs:

This request will be utilized for annual maintenance and repairs for fire station emergency generators.

Inspection Contract \$1,725

Repairs \$7,775

Expended FY22 - \$15,289

Expended FY21 - \$1,690

Expended FY20 - \$3,603

FY 23-24 Total Emergency Generator Maintenance/Repairs = \$9,500

TOWN OF WATERFORD
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2000 Series: Back-up Documents

Connecticut Fire Chiefs Association

The mission of the organization is to promote the position of Chief Fire Officers in Connecticut as the leaders of the fire service through continuing education, unity in the fire service, safety, and professionalism as a fire officer. The association is involved in legislative issues, training, regulatory and many other facets of the fire service.

National Fire Protection Association

The mission of the international nonprofit NFPA, established in 1896, is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training and education. The world's leading advocate of fire prevention and an authoritative source on public safety, NFPA develops, publishes, and disseminates more than 300 consensus codes and standards intended to minimize the possibility and effects of fire and other risks.

International Code Council

The International Code Council (ICC) is a membership association dedicated to building safety and fire prevention. ICC develops the codes and standards used to construct residential and commercial buildings, including homes and schools. The International Codes, or I-Codes, published by ICC, provide minimum safeguards for people at home, at school and in the workplace. Building codes benefit public safety and support the industry's need for one set of codes without regional limitations. The Fifty states and the District of Columbia have adopted the I-Codes at the state or jurisdictional level.

National Fire Sprinkler Association

The membership of the National Fire Sprinkler Association recognizes that their work has a direct, as well as indirect, impact on the quality of life for all humanity. In practice of their profession, members of the National Fire Sprinkler Association must maintain and constantly improve their competence and perform under a standard of professional behavior, which requires adherence to the highest principles of ethical conduct with balanced regard for the interests of the public, clients, employees, colleagues and the greater fire protection community they serve.

National Volunteer Fire Council

The National Volunteer Fire Council (NVFC) is the leading nonprofit membership association representing the interests of the volunteer fire, EMS, and rescue services. The NVFC serves as the voice of the volunteer in the national arena and provides invaluable tools, resources, programs, and advocacy for first responders across the nation.

International Association of Fire Chiefs

The International Association of Fire Chiefs represents the leadership of over 1.2 million firefighters and emergency responders. IAFC members are the world's leading experts in firefighting, emergency medical services, terrorism response, hazardous materials spills, natural disasters, search and rescue, and public safety legislation. Since 1873, the IAFC has provided a forum for its members to exchange ideas and uncover the latest products and services available to first responders. Their mission is to provide leadership to career and volunteer chiefs, chief fire officers, company officers and managers of emergency service organizations throughout the international community through vision, information education, services and representation to enhance their professionalism and capabilities.

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International Association of Arson Investigators

The International Association of Arson Investigators, Inc. (IAAI) is an association of more than 5,000 fire investigation professionals from across the world, united by a strong commitment to suppress the crime of arson through professional fire investigation. The IAAI's vision is to be the global resource for fire investigation training, technology, research and professional development.

Connecticut Fire Marshals Association

The mission of the Connecticut Fire Marshals Association is to provide protection for the public at large by efficient and effective utilization of its resources through education, prevention and code enforcement. Our Goals is to achieve the highest level of professionalism, ethics and standards for its members through educational programs. And to fairly and impartially enforce state and local codes, while enhancing our community service and relations through public fire education.

The training section of this budget covers a spectrum of disciplines that are required for firefighters to develop their skills and expand their knowledge. Being a volunteer fire service, it takes a number of members to be proficient in the disciplines that are required on incident scenes. Very few firefighters have the detailed knowledge and skills to deal with all types of incidents. That is why we train individuals to their strengths and allow them to specialize in the disciplines that they desire. The following is a breakdown of a few fire service disciplines and the types of training offered.

Firefighting - Every firefighter needs to have the basic skills and training to participate in any emergency incident. All firefighters must be trained in the incident management system, infection control and standard operating procedures. The firefighter must also be proficient in the use of personal protection equipment.

Structural Firefighting - Any firefighter wanting the skills to be a certified structural firefighter needs to meet increased respiratory requirements, more frequent physical requirements and participate in frequently scheduled live fire evolutions. Every structural firefighter must be certified to the firefighter I level to be able to enter a fire within a structure. Advanced skills are developed as the firefighter becomes level II certified.

Firefighter I - \$1150

Flashover Survival - \$120

Building Construction - \$65

Firefighter II - \$950

Fireground Survival - \$165

Fire Officer - Any firefighter wanting to become a fire officer must be skilled and proficient in all the basic aspects of all disciplines that his company may deal with. This firefighter must also have skills to supervise his peers.

Fire Officer I - \$440

Fire Officer II - \$385

Fire Officer III - \$410

Strategy & Tactic Workshops - \$85

Incident Health & Safety Officer - \$140

Health & Safety Officer - \$140

RIT Command & Control - \$45

Traffic Incident Management - \$55

TOWN OF WATERFORD
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OSHA Recertification

Safety Presentation
Personal Protective Equipment Inspection
Annual SCBA FIT Test
Operating Guidelines/Policy Review
Accountability System Review
Emergency Vehicle Operations Refresher

HazMat Operational Refresher
HazMat Practical Exercise
Bloodborne Pathogens Refresher
CPR/AED Review/Recertification
Lucas II / Epi-Pen Refresher
HIPPA Requirements Review

HazMat Technician

WMD Awareness - \$100 HazMat Operational - \$300 HazMat Technician - \$475

Driver/Operator - Any firefighter wanting to become a driver operator must meet the specific licensing requirements for the specific apparatus. There are also physical requirements that come with certain classes for licensing. The firefighter must be certified on the type of apparatus they are operating and be proficient in emergency vehicle operations.

Q Endorsement - \$475
Basic Pump Operation - \$300
Aerial Strategy & Tactics - \$300

Tanker Shuttle Operations - \$110
Pump Operator - \$450
Aerial Operator - \$450

Fire Instructor

Public Information Officer - \$165
Fire Instructor I - \$430
Fire Instructor II - \$430

Rescue Technician

Cold Water Rescue - \$90
Rescue Technician I/II-Rope Rescue - \$600
Rescue Technician I/II-Vehicle/Machinery - \$550

Rescue Technician I/II-Core - \$465
Rescue Technician I/II-Trench Rescue - \$550
Rescue Technician I/II-Confined Space- \$525

Emergency Medical

Emergency Medical Responder - \$385
Emergency Medical Technician - \$1,150
EMR/EMT Refresher (2/3years) - \$525

TOWN OF WATERFORD
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FEMA / Emergency Management Institute (EMI)

The Emergency Management Institute (EMI) serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of federal, state, local, tribal and territorial government officials, volunteer organizations and the public and private sectors to minimize the impact of disasters.

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents.

NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems that guide how personnel work together during incidents.

NIMS Core Curriculum Courses are comprised of ICS, NIMS, and All-Hazards Position Specific (AHPS) courses detailed below:

ICS and NIMS Courses

- ICS-100: Introduction to the Incident Command System On line EMI
- ICS-200: ICS for Single Resources and Initial Action Incidents On line EMI
- ICS-300: Intermediate ICS for Expanding Incidents Three days 24 hours in person
- ICS-400: Advanced ICS for Command and General Staff Two day 16 hours in person
- IS-700: National Incident Management System, An Introduction On line EMI
- IS-703: NIMS Resource Management On line EMI
- IS-706: NIMS Intrastate Mutual Aid – An Introduction On line EMI
- IS-800: National Response Framework, An Introduction On line EMI

ICS 300/400 these are in person and are coordinated by State Emergency Management Agencies,

June Fire School

June Fire School is held in the first full week in June of each year. It is the largest annual event that the Connecticut Fire Academy hosts, concentrating on firefighter development at all response levels.

Rescue Week

Rescue Week is held in the last week in September of each year. It is an annual event that the Connecticut Fire Academy hosts, concentrating on the disciplines of technical rescue at all response levels.

TOWN OF WATERFORD

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YNHH Occupational Medicine and Wellness Services Waterford Fire Department Screening Fees

NFPA Recommendations	Preplace Exam - NFPA	Annual Exam - NFPA
Primary Screening Services		
Audiogram	\$45.00	\$45.00
Chest Xray 2-View- baseline and ONLY repeated as medically necessary	\$76.00	\$76.00
EKG - BASELINE, then annually age 40+, unless medically necessary	\$60.00	\$60.00
Medical Exam & Health Hx, incl dipstick & resp q	\$95.00	\$95.00
Preplace (ONLY) Rapid Drug Test	\$50.00	N/A
Pulmonary Function Test	\$60.00	\$60.00
PPD - placement and read	\$23.00	TB exposure only
Hemocult - age 40+ or as medically necessary	\$10.72	\$10.72
Respirator Questionnaire Review	inc w/exam	incl w/exam
Vision - visual acuity, depth perception, peripheral, color	\$22.00	\$22.00
Stress Test - BASELINE, then repeated as medically necessary	\$256.00	
Labs - Baseline, then every 3 years < age 40, annually 40+		
CBC w/diff	\$34.00	
Comp metabolic panel	\$35.76	
Lipid panel	\$47.00	
PSA - age 50 and over, age 40 and over African American heritage	\$63.70	
Hep A titer, if no documented immunity, IX ONLY	\$59.00	
Hep C titer, if no documented immunity, IX ONLY	\$49.12	
MMR titer, if no documented immunity, IX ONLY		
Measles	\$43.76	
Mumps titer	\$44.72	
Rubella titer	\$49.12	
Varicella titer, if no documented immunity, IX ONLY	\$43.76	
Vaccines - based on titer results and/or discussion with clinician		
Hep A Vaccine - offer	\$121.34	
Hep B Vaccine - series of 3 per CDC	\$88 ea	
MMR Vaccine - in absence of documented immunity, 2 doses	\$127.55 ea	
Varicella Vaccine - offer if no immunity, 2 doses	\$187.32 ea	
Tetanus - every 10 years	\$78.82	
Additional Fees		
Lab Urinalysis - based on dipstick result	\$10.72	\$10.72
Mammogram - biannually age 40+, annually age 50+; defer to PCP or GYN		

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



3000 Series: MATERIALS/SUPPLIES

10123-53010 Office Supplies:

This request will be utilized to cover the cost of office supply items that are not available through the in-house process.

Fire Prevention	\$500
Fire Stations	\$500

Expended FY22 - \$512

Expended FY21 - \$519

Expended FY20 - \$903

FY 23-24 Total Office Supplies = \$1,000

10123-53020 Other Supplies:

This request will be utilized for consumable supplies such as Paper Towels, Trash Receptacle Liners, Toilet Tissue, Facial Tissue, Liquid Soap, Light Bulbs, etc.

Public Safety	\$2,000
Fire Stations	\$10,000

Expended FY22 - \$11,226

Expended FY21 - \$24,290

Expended FY20 - \$24,533

FY 23-24 Total Other Supplies = \$12,000

10123-53021 Consumables:

This request will be utilized for food and refreshments for firefighters during long-term incidents and during training sessions.

Expended FY22 - \$5,488

Expended FY21 - \$4,131

Expended FY20 - \$4,348

FY 23-24 Total Consumables Expenses = \$3,800

10123-53070 Auto Repairs:

This request will be utilized for the preventative maintenance and repair costs of all apparatus and vehicles assigned to the Fire Service. Apparatus fleet repairs and continued preventative maintenance is an ongoing challenge both in cost and acquiring parts causing extended down times. Fire Services is also working closer with Purchasing and went out to Bid for the first time for service and repairs. We now use two vendors for service instead of five or six. This fiscal year we started an aggressive preventative program of undercoating all apparatus to prevent rusting and decaying of equipment.

TOWN OF WATERFORD
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Fire apparatus fleet costs are also increased due to industry standards and Federal DOT requirements on annual inspections. The following is a summary of these costs but not all inclusive.

<u>Federal DOT Inspections</u> 49 CFR 396.17	\$ 125
<u>Chassis Service</u>	\$ 475
<u>Pump Service</u>	\$ 375
<u>Brake Inspection</u>	\$ 630
<u>Aerial Truck Service</u>	\$1,300
<u>Apparatus Undercoating</u>	\$ 250
<u>Annual NFPA Pump Service</u>	\$ 250
<u>Tires</u>	\$4,700

Expended FY22 - \$120,969

Expended FY21 - \$111,849

Expended FY20 - \$79,683

FY 23-24 Total Auto Repairs = \$110,000

10123-53090 Gasoline & Diesel Fuel:

3,000 gallons of gasoline @ \$ 2.9374 per gallon.

11,000 gallons of diesel fuel @ \$4.35 per gallon.

A breakdown of the FY22 fuel usage is provided.

Expended FY22 - \$23,607

Expended FY21 - \$20,647

Expended FY20 - \$26,152

FY 23-24 Total Gasoline & Diesel Fuel = \$45,000

10123-53110 Computer Supplies:

This request will be utilized for software upgrades and miscellaneous supplies. The cost is estimated at \$200 per fire station.

Expended FY22 - \$740

Expended FY21 - \$1,728

Expended FY20 - \$3,796

FY 23-24 Total Computer Supplies = \$1,000

TOWN OF WATERFORD

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10123-53111 Firefighters' Protective Clothing:

This request will be utilized for protective turnout gear for the firefighters. The number of sets purchased to date for FY22-23 is reflected on the Inventory Update.

Firefighter Protective Clothing	\$3,036	Firefighter
Firefighter Protective Clothing	\$3,036	Firefighter
Firefighter Protective Clothing	\$3,036	Firefighter
Firefighter Protective Clothing	\$3,036	Firefighter
Firefighter Protective Clothing	\$3,036	Firefighter
Firefighter Protective Clothing	\$3,036	Firefighter
Firefighter Protective Clothing	\$3,036	Firefighter
Firefighter Protective Clothing	\$3,036	Firefighter

Total \$24,288

(9) Integrated PPE Harness at \$250	=	\$2,250
(6) Firefighting boots at \$450	=	\$2,700
(4) Firefighting Helmets at \$350	=	\$1,400
(34) Firefighting Gloves at \$55	=	\$1,870
(40) Firefighting Hoods at \$60.75	=	\$2,430

Total \$10,650

Expended FY22 - \$38,558

Expended FY21 - \$76,728

Expended FY20 - \$54,479

FY 23-24 Total Firefighters' Protective Clothing = \$35,000

10123-53112 Firefighting Supplies:

This request will be utilized for consumable firefighting supplies such as SCBA Batteries, flashlight batteries, batteries for power tools, Absorbent Materials, Hand tools, Road Flares, Caution Tape, etc.

Expended FY22 - \$5,664

Expended FY21 - \$11,327

Expended FY20 - \$7,668

FY 23-24 Total Firefighting Supplies = \$9,000

10123-53113 Volunteer Responder Awards:

This request will be utilized for awards that are given to the volunteer firefighters in appreciation of various achievements. These awards are normally a type of protective equipment/apparel that can be utilized by the volunteer in the functions of his/her fire service duties.

Expended FY22 - \$2,034

Expended FY21 - \$518

Expended FY20 - \$990

FY 23-24 Total Volunteer Responder Awards = \$5,000

**TOWN OF WATERFORD
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10123-53114 Medical Supplies:

This request will be utilized to supply the (10) units designated as First Responders with consumable supplies such as infectious control equipment (PPE), ventilation & airway equipment, bandages and dressings, triage packs, medications, etc.

Expended FY22 - \$5,220

Expended FY21 - \$0

Expended FY20 - \$0

FY 23-24 Total Firefighting Supplies = \$6,500

10123-XXXXX Volunteer Firefighter Supplies:

This request for Volunteer firefighter supplies is to address our volunteer items that may not be covered under another line. As we all know, keeping our volunteers is crucial and should be provided minor supplies as shirts, sweatshirts, rain gear, winter hats, and other minor items.

Expended FY21 - \$0

Expended FY20 - \$0

Expended FY19 - \$0

FY 23-24 Total Volunteer Firefighter Supplies = \$3,000

TOWN OF WATERFORD
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FY22	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Gasoline	Diesel
Q55	49.7	68.5	51.1	45.9	80.0	71.8	64.6	81.8	88.9	82.9	52.0	40.7	777.9	0.0
Q85	104.9	80.4	21.7	62.4	84.3	65.2	84.2	65.6	61.8	70.6	66.3	63.2	830.5	0.0
Q115	51.5	11.2	52.9	66.7	45.0	62.3	46.7	33.5	46.5	65.9	43.9	60.4	586.5	0.0
HEAT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Key	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	206.1	160.0	125.8	175.0	209.3	199.3	195.6	180.9	197.2	219.4	162.2	164.3	2,194.9	0.0
W11	96.9	150.9	100.9	105.7	98.2	114.4	79.9	106.9	105.8	120.9	151.4	130.3	0.0	1,362.0
W15	158.9	151.1	182.5	177.6	148.2	162.3	164.2	210.3	159.9	115.8	155.6	144.9	0.0	1,931.2
W16	16.5	16.7	26.3	65.2	46.6	14.5	33.7	26.4	4.2	10.4	10.5	76.5	347.5	0.0
Key	0.0	6.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.9
	272.3	325.5	309.7	348.5	293.0	291.1	277.8	343.7	269.8	247.1	317.5	351.6	347.5	3,300.1
W21	79.9	68.1	46.4	73.4	59.2	72.4	40.2	13.7	47.7	29.6	65.7	12.9	0.0	609.2
W23	11.2	0.0	14.3	0.0	0.0	13.0	0.0	0.0	0.0	11.7	0.0	0.0	0.0	50.2
W25	35.0	25.0	43.6	15.2	49.4	47.7	24.6	25.8	32.0	11.2	47.5	36.5	0.0	393.5
W26	14.5	27.0	12.8	25.8	12.7	33.3	29.8	10.3	15.1	14.1	0.0	16.8	0.0	212.2
W92	34.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	34.6
Key-D	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Key-G	0.0	47.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	47.9	0.0
	175.2	168.0	117.1	114.4	121.3	166.4	94.6	49.8	94.8	66.6	113.2	66.2	47.9	1,299.7
W31	45.7	26.0	41.2	37.4	38.5	45.0	12.8	8.5	26.3	19.5	35.9	34.4	0.0	371.1
W32	58.6	73.1	38.0	0.0	8.0	30.6	51.8	37.3	0.0	22.8	17.9	0.0	0.0	338.2
W34	21.1	22.8	0.0	0.0	0.0	18.1	13.6	0.0	0.0	0.0	0.0	14.7	0.0	90.3
W36	0.0	0.0	25.1	24.0	25.6	23.8	19.7	0.0	0.0	22.3	0.0	0.0	0.0	140.6
W93	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
ATV	-	-	-	-	-	-	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ford	23.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.4	0.0
Buff	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Key-G	4.7	8.5	2.6	0.0	0.0	0.0	3.2	0.0	30.9	4.9	0.0	0.0	54.8	0.0
	153.6	130.5	107.0	61.4	72.2	117.5	101.1	45.8	57.1	69.5	53.8	49.0	78.1	940.2

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
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W41	27.4	72.7	25.0	33.3	43.6	9.3	86.4	32.6	39.9	15.5	53.7	16.0	0.0	455.2
W42	135.0	101.3	132.9	125.6	132.5	145.2	77.0	113.4	133.0	104.2	101.7	98.9	0.0	1,400.6
W43	0.0	21.8	15.9	0.0	0.0	19.1	0.0	0.0	0.0	15.7	6.9	0.0	0.0	79.5
W46	8.2	10.3	26.8	59.2	48.2	27.9	44.3	21.7	57.2	74.7	52.4	48.1	0.0	478.9
Mack	0.0	0.0	0.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.0
	170.5	206.1	200.6	218.1	224.3	215.6	207.6	167.6	230.1	210.1	214.7	163.1	0.0	2,428.3

W51	58.6	51.6	70.0	68.6	41.2	87.5	56.7	81.3	108.3	67.9	73.1	78.0	0.0	842.8
W53	9.2	12.5	12.9	13.4	19.2	0.0	0.0	13.8	13.4	0.0	12.6	0.0	0.0	107.0
W55	119.7	146.2	162.8	153.7	163.9	168.3	162.3	113.1	191.7	159.5	198.5	100.5	0.0	1,840.0
W56	9.6	11.2	19.0	10.5	22.7	22.4	28.9	0.0	11.4	10.8	9.8	24.1	0.0	180.4
W57	44.6	35.1	35.7	33.3	38.9	50.8	17.2	46.4	59.4	56.1	83.1	94.5	0.0	595.0
Key	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	241.6	256.6	300.4	279.5	285.9	328.9	265.1	254.6	384.2	294.3	377.0	297.0	0.0	3,565.2

2,668.5	11,533.4
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**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES**



4000 Series: EQUIPMENT

10123-54060 Office Equipment:

This request will be utilized for office equipment or furniture upgrades for the fire stations and the Public Safety Building.

Public Safety	\$250
Fire Stations	\$1,250

Expended FY22 - \$500

Expended FY21 - \$209

Expended FY20 - \$2,559

FY 23-24 Total Office Equipment = \$1,500

10123-54202 Equipment – Fire Inspection/Investigation:

This request will be for the purchase of hand tools, monitoring equipment, consumables, and protective clothing that are utilized in the collection of fire scene evidence or conducting inspections.

Expended FY22 - \$1,172

Expended FY21 - \$158

Expended FY20 - \$593

FY 23-24 Total Equipment - Fire Inspection/Investigation = \$500

10123-54218 Firefighting Equipment:

This request will be utilized for the purchase of various types of equipment. This funding will be utilized to standardize the equipment throughout the fire stations.

(10) 50' Length of 1-3/4" Fire Hose @ \$175	\$1,750
(10) 50' Length of 2-1/2" Fire Hose @ \$225	\$2,250
(8) 50' Length of 3" Fire Hose @ \$275	\$2,200
(4) Combustible Gas Meters @ \$950	\$3,800
(4) Sets of Rescue Rope @ \$400	\$1,600
Rescue Rope Hardware	\$2,000
(15) 5-Gal Container of Firefighting Foam @ \$165	\$2,475
Nozzle/Appliance Repairs/Replacement	\$4,275
Hand Tool Replacement	\$1,400
Power Tool Repairs/Replacement	\$1,250
Wildland Firefighting Equipment	\$1,000

Expended FY22 - \$16,046

Expended FY21 - \$16,995

Expended FY20 - \$21,150

FY 23-24 Total Firefighting Equipment = \$24,000

TOWN OF WATERFORD
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DEPARTMENT: FIRE SERVICES



10123-54220 Radio/ Emergency Lights:

This request will be utilized for radio/pager equipment and repairs to radios/pagers/lighting equipment.

Radios/Pagers \$6,000

Radio/Lighting Repairs \$3,000

Expended FY22 - \$9,158

Expended FY21 - \$11,558

Expended FY20 - \$10,667

FY 23-24 Total Radio/Emergency Lights = \$9,000

10123-54222 Rescue Truck:

This request will be utilized for costs associated for the Rescue Truck. This unit is housed at the Cohanzie station, but services all five fire stations throughout town. This line item allows for sufficient funding to maintain and replace equipment as necessary. This unit provides town-wide rescue disciplines including Vehicle Extrication, Confined Space, High Angle, and Trench.

Annual Maintenance/Replacement to Power Equipment

\$2,000

Consumables/Repairs to Hand Equipment

\$3,500

Expended FY22 - \$0

Expended FY21 - \$6,979

Expended FY20 - \$1,897

FY 23-24 Total Rescue Truck = \$5,500

10123-54226 Equipment:

This request will begin replacing the Large Diameter Hose (5") that is utilized for supply lines on the engines. This request would be for funding the purchase of enough LDH to replace two (2) hose bed loads. Hose testing and replacement is a NFPA Standard annually.

(10) 100' Length of 5" Fire Hose @ \$600

\$6,000

Expended FY22 - \$0

Expended FY21 - \$11,666

Expended FY20 - \$9,293

FY 23-24 Total LDH Hose Replacement = \$6,000

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



**FLEET MANAGEMENT PLAN
Fire Department**

Utility Vehicle – Goshen (W-36)

This vehicle is a 2007 Ford F-350 that has been housed at the Goshen Fire Station since August of 2006. The replacement of this vehicle is at the projected 12 years as designated by the fleet management plan. The vehicle is showing normal wear and tear of any unit of its age and currently has approximately 50,000 miles. This unit will be replaced with a standard gasoline powered pick-up truck with a plow. At this time, **I would recommend that the replacement of this unit be extended until the FY26-27 budget year. This will be evaluated again next year.**

The following vehicle has been designated for replacement in the FY24 Fleet Management Plan:

Fire Inspector Vehicle Ford F – 150 (Car-Q55)

This vehicle is a 2013 F-150 Ford truck with utility cap/cover for equipment. This unit went into service in November 2012. This unit is located at our Public Safety Complex in the Fire Marshal's Office. The vehicle is showing advanced wear and tear with an increase in rusting. This will increase as we go farther out in our replacement plan. Currently this unit has 109,650 for mileage. This unit should be replaced with a same like pick-up truck Ford F-150 4x4 with utility cap to protect equipment carried to better fit our department needs. This unit is 10 years old. Life expectancy on this type of unit is 8-10 years. I am recommending the replacement of this unit in the FY 2024. Budgeting for this type of vehicle will be \$62,000.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



FLEET MANAGEMENT PLAN
Fire Department

The following vehicle has been requested in the FY24 Fleet Management Plan:

Director Fire Services (Car-85) 2016 Ford Expedition

This vehicle is a 2016 Ford Expedition with 106,300 miles. This vehicle went into service February 2016. This vehicle will be reassigned to the Assistant Chief of Fire Services. Fire Services is requesting an **additional vehicle to our Fleet**. To replace the Ford Expedition with same type of vehicle. This request has been updated on submitted Fleet documents. Need is for a Ford Expedition 2023 to carry the equipment and documents of our Command staff. This type of vehicle will have a life expectancy of 10 years. Budgeting for this type of vehicle has been very difficult as supplies are limited. Cost analysis of the complete package is \$ 63,000.

W-26 Ford F – 350 Reassignment from Fire to Emergency Management

This vehicle is a 2006 F-350 4x4 Ford truck with utility cap/cover for equipment. This unit went into service in February 2006. This unit is located at Company 2. This vehicle is currently in the replacement process purchase order placed June 2021. Delivery is expected January 2023. Currently this unit has 54,800 for mileage. It is my recommendation to put this vehicle in Emergency Management. EM is losing the F-350 it was using that belongs to the (LEC) Law Enforcement Council and is going back to them December 2022. This unit W-26 is 16 years old and will fulfill the needs in EM for a couple of years until a replacement can be put in Fleet.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



Public Protection Classification

Summary Report

Waterford

Overview of last two ISO Reports

January 2008	PPC rating 4.9/10	Communications 5.6/10	Fire Department 30.18/50
(Deficiencies)		Operators 1.5/3	Personnel 4.72/15
(Deficiencies)		Alarms Handling 5.6/10	Training 1.53/9

February 2016	PPC Rating 4/4	Communications 5/10	Fire Department 29.22/50
(Deficiencies)		Telecommunicators 2/4	Personnel 3.37/15
(Deficiencies)		Emergency Reporting 1.95/3	Training 2.4/9

January 2023	Begin process of reevaluation of PPC Rating		
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**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES**



Town of Waterford

LABOR REPORT FORM

Employee Organization: Waterford Professional Firefighters Association Union Local 4629
International Association of Firefighters AFL-CIO

Number of Employees: 13 (12 Firefighters; 1 Fire Inspector)
(3 additional firefighters) FY 23-24

Contract Duration: Begins: 07/01/2021 Ends: 06/30/2024

Execution Date: Upon RTM approval

Salary/Wage Costs

	<u>Year 1</u> <u>7/1/21</u>	<u>Year 2</u> <u>7/1/22</u>	<u>Year 3</u> <u>7/1/23</u>
Increase due to additional Staff and schedule change	\$104,656		
GWI Increase \$:	\$8,275	\$18,528	\$21,190
GWI Increase %:	2%*	2%	2.25%
Experience Increase (Steps) \$:	\$0.00**	\$11,857	\$18,125

*Year 1 General Wage Increase is not retroactive to 7/1/21, but effective upon ratification of this agreement

**Step increases were included in the 21-22 budget for Year 1 of the contract

Comments

Change in Work Schedule and Impact on Other Contract Provisions:

Current language provides for 5-day per week, 10-hour per day schedule. For more than a year, employees had been filling gaps outside of the 5-day/10-hour schedule to ensure 24/7 coverage. This agreement specifically identifies the regular schedule of bargaining unit members to provide for 24-hour coverage, through a 24-hour on / 48-hour off schedule with 3 platoons of 4 bargaining unit members each.

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



The 24/48 schedule requires at least 12 full-time personnel. Each of the 3 platoons consists of 1 Captain (a new rank/promotion established in this agreement) and 3 Firefighters. Captains were selected from within the bargaining unit.

The 24-hour tours are broken into 10-hour and 14-hour shifts (for ease in addressing leave and coverage). The processes for filling regular open shifts is addressed (bargaining unit members first, then part-timers). Filling shifts other than regular shifts (e.g., a 10-hour shift at a station not staffed on a regular basis by bargaining unit members) may be offered to part-timers first. To further assist in ensuring coverage, the Town is under no obligation to allow more than one employee to be absent on vacation leave on a shift.

As a result of the change in schedule, leave accruals are converted from days to hours to maintain the same amount of leave.

Wages:

2% GWI upon ratification (not retroactive)
2% GWI 7/1/22-6/30/23
2.25% GWI 7/1/23-6/30/24

Since April 2010, new Firefighters have been on a separate wage scale, with a lower starting rate, followed by annual increases of 15% for each of the first 2 years, and then receiving the general wage increases outlined above for all other Firefighters. As of January 2022, new Firefighters will continue to receive a lower starting rate, but will receive annual increases of 7.5% for each of the first 4 years before receiving the general increases outlined above for all other Firefighters.

Captains will receive an additional \$1.00 per hour over their respective Firefighter rates. Upon successful completion of a 12-month probation, Captains will receive an additional \$.50/hour.

Health insurance:

Employees currently pay 14% of insurance premium (equal to Dispatchers and Police; more than GGA (12%) and 1303 (13.5%)). Effective 7/1/22, employees will pay 14.5% and effective 7/1/23 employees will pay 15.5%. For reference, the majority of bargaining unit members are on a family plan, where 14% currently equals \$4,618 per year, and ½% equals approximately \$165.

Modified prescription co-pays after meeting deductible from \$0 (generic) / \$15 (listed brand) / \$30 (non-listed brand) to \$0 / \$25 / \$40, which is consistent with Dispatchers, Police and GGA.

Miscellaneous:

Duration - 3 years (7/1/2021-6/30/2024)

Holidays – replaced floating holiday with Juneteenth

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



Waterford Fire Department



Waterford Co. #1

Jordan Fire Department
89 Rope Ferry Road, Waterford
Est. 1920



Waterford Co. #2

Quaker Hill Fire Department
17 Old Colchester Road, Quaker Hill
Est. 1927



Waterford Co. #3

Goshen Fire Department
63 Goshen Road, Waterford
Est. 1927



Waterford Co. #4

Oswegatchie Fire Department
441 Boston Post Road, Waterford
Est. 1929



Waterford Co. #5

Cohanzie Fire Department
53 Dayton Road, Waterford
Est. 1942



Public Safety Building

Fire Services
204 Boston Post Rd, Waterford

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

DEPT/AGENCY: 10103 BOARD OF FINANCE

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND/ ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM.	Department INCREASE/ (DECREASE)	Department PERCENT INCREASE/ (DECREASE)
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL	1,718	2,298			2,893		595	25.89%
51920	F.I.C.A	131	230			221		(9)	-3.91%
SUBTOTAL		1,849	2,528	0	0	3,114	0	586	23.18%
SERVICES									
52010	ADVERTISING	551	2,300			2,000		(300)	-13.04%
52030	PROFESSIONAL FEES	62,500	61,800			65,000		3,200	5.18%
SUBTOTAL		63,051	64,100	0	0	67,000	0	2,900	4.52%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	35	45			45		0	0.00%
SUBTOTAL		35	45	0	0	45	0	0	0.00%
DEPARTMENT TOTAL		64,935	66,673	0	0	70,159	0	3,486	5.23%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)**



BUDGET FUNCTION

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

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

BUDGET SUMMARY

PERSONNEL COSTS

Personnel costs cover the board's clerical support. The FY24 budget request is increased by 23.18% because of the change in salary for the current finance department staff providing Board of Finance support.

SERVICES

The FY24 budget request reflects a total 4.52% increase over the previous year due to an expected increase in our audit costs. The contract with our current audit firm (CLA) expired at the end of FY22 audit. A RFP for auditing services for the FY23 annual audit will be released in January 2023.

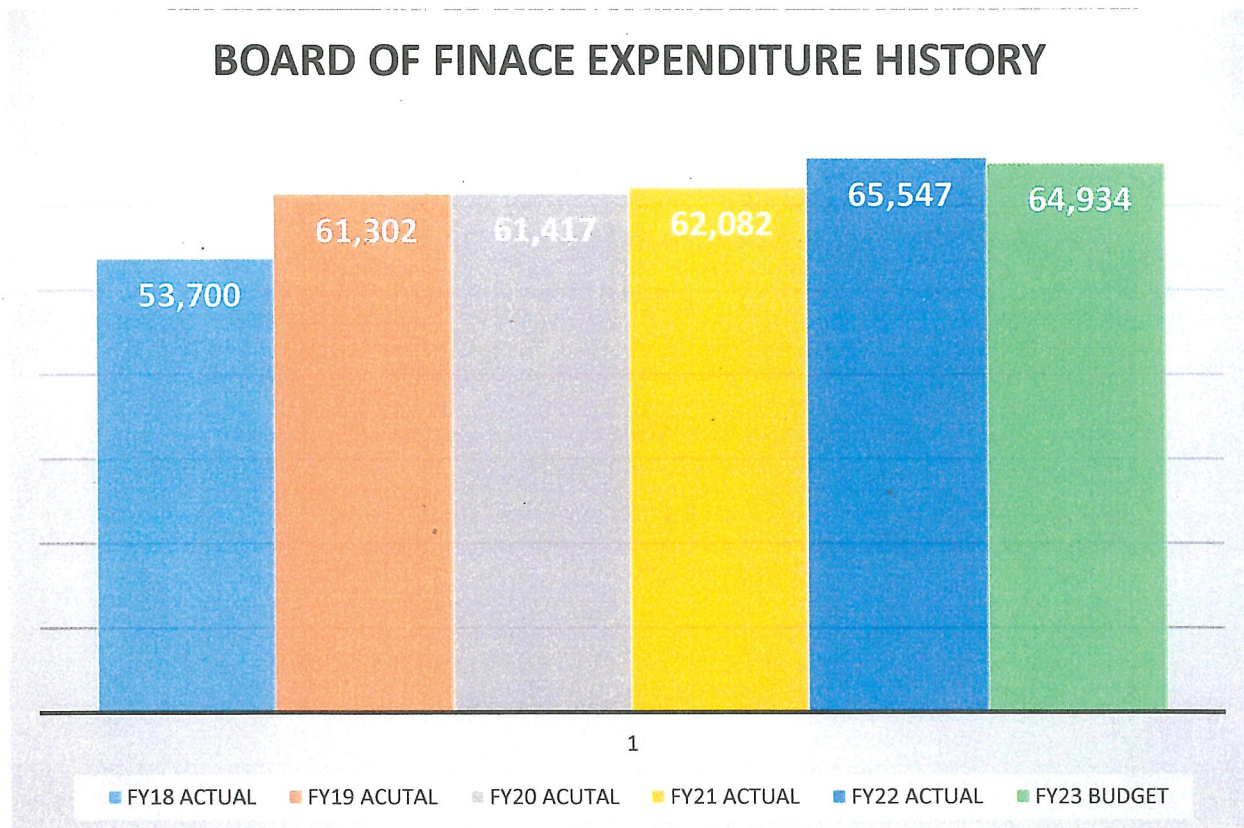
TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)



MATERIALS & SUPPLIES

The FY24 budget request includes funds for new member signs that may be needed after local elections or any other supply that may be needed by the board membership.

EXPENDITURE HISTORY



TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF FINANCE
2023/2024 FISCAL YEAR

EMPLOYEE	# OF MEETINGS ⁽¹⁾	HOURS/ MEETING ⁽²⁾	TOTAL HOURS	HOURLY RATE OF PAY ⁽³⁾	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 THROUGH 11/18/21	2023/2024 PROPOSED	PAYROLL TAXES
51210 - CLERICAL/TECHNICAL												
RECORDING SECRETARY	21	3.50	73.5	\$ 39.36	2,975.36	2,266.79	1,261.65	1,459.61	1,717.54	330.08	2,892.96	221.31
TOTALS					2,975.36	2,266.79	1,261.65	1,459.61		330.08	2,892.96	221.31
			TOTAL HOURS		109.25	109.25	39.86	31.75	49.25			
			# OF MEETINGS		19.00	19.00	21.00	21.00	19.00			
			AVERAGE HOURS/MEETING		5.75	5.75	1.90	1.51	2.59			
			5 YEAR AVG HOURS/MEETING								3.50	

¹ Number of FY24 meetings scheduled is 20 - and 1 possible additional special meeting.

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

**TOWN OF WATERFORD
ADVERTISING - FINANCE DEPARTMENT
2023/2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2019/2021 ACUTAL	2021/2022 ACTUAL	2022/2023 AS OF 9/30/22	5 YEAR AVERAGE	PROPOSED 2023/20243
52010	ADVERTISING	1,967	1,953	1,950	1,694	551	0	1,623	2,000

ACCOUNT JUSTIFICATION

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

**TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF FINANCE
2023/2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	ACTUAL AS OF 9/30/22	PROPOSED 2023/2024
52030	PROFESSIONAL SERVICES	48,500	56,900	58,100	58,800	62,500	34,800	65,000

ACCOUNT JUSTIFICATION

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

The FY22 audit year is the final year of the contract with CLA. I have estimated a 4% increase over the contracted FY22 rate for the FY23 audit. An RFP for auditing services will be distributed this winter for the FY23 annual audit.

**TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES - FINANCE DEPARTMENT
2023/2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 AS OF 9/30/22	PROPOSED 2023/2024
52070	REIMB TOWN EXPENSES	25	0	0	0	0	0	0

ACCOUNT JUSTIFICATION

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

**TOWN OF WATERFORD
OFFICE SUPPLIES - BOARD OF FINANCE
2023/2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 AS OF 9/30/22	PROPOSED 2023/2024
53010	OFFICE SUPPLIES	30	8	9	16	35	13	45

ACCOUNT JUSTIFICATION

Miscellaneous office supplies, such as name plates for new board members, not purchased through the consumable supplies line item in Finance.



10/21/2022 08:42
kallen

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

P 1
glytdbud

FOR 2022 13

ACCOUNTS FOR: 101	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
10103 BD OF FINANCE								
52010 ADVERTISING								
10103 52010	ADVERTISING							
2,300.00	2,300.00	550.65	0.00	0.00	1,749.35	23.9%		
TOTAL BD OF FINANCE								
2,300.00	2,300.00	550.65	0.00	0.00	1,749.35	23.9%		
TOTAL GENERAL FUND								
2,300.00	2,300.00	550.65	0.00	0.00	1,749.35	23.9%		
TOTAL EXPENSES								
2,300.00	2,300.00	550.65	0.00	0.00	1,749.35			

The Day

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93177	TOWN OF WATERFORD - TOWN CLERK	03/01/22-03/31/22

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	04/30/2022

Current	Over 30 Days	Over 60 Days	Total Balance
\$406.90	\$0.00	\$0.00	\$406.90

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

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

STATEMENT NUMBER
11861
CHECK NUMBER
AMOUNT PAID

Inv# MARCH 2022 D93177 \$ 406.90
THE DAY PUBLISHING CO., INC.
03/31/2022 # Pages 1 FP1 D0C71S453

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$167.60
03/21/22	Payment		308350		-\$167.60
03/21/22	waterford notice	CPNW, DAY, DCW	d01026605 Board of Finance Pub	2 col X 9 Lines	\$100.65
03/28/22	waterford notice	CPNW, DAY, DCW	d01026959 REPRESENTA TIVE TOWN	2 col X 38 Lines	\$306.25

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

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

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

Billing Period	Account Number	Customer
03/01/22-03/31/22	D93177	TOWN OF WATERFORD - TOWN CLERK

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$406.90	\$0.00	\$0.00	\$406.90

APPROVED

OK to pay
10117-52010
306.25

VENDOR# 157
PO# — FY 22
CLOSE PO Y — N —
ACCOUNT # 10103 - 52010
AMOUNT \$100.65
SIGN K. Malu
DATE 4/4/22

RECEIVED FOR RECORD
WATERFORD, CT
2022 APR - 1 PM 1:52

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

The Day

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

REC'D FINANCE
MAY 3 '22 AM 10:27

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

MAILED FOR RECORD
MAY 3 '22 PM 1:33
TOWN CLERK

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD	
D93177	TOWN OF WATERFORD - TOWN CLERK	04/01/22-04/30/22	
CLIENT	PAGE NUMBER	DUE DATE	
	Page 1 of 1	05/30/2022	
Current	Over 30 Days	Over 60 Days	Total Balance
\$1,319.05	\$0.00	\$0.00	\$1,319.05

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

STATEMENT NUMBER
13739
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE #	SIZE/LINES OR QTY	NET AMOUNT
	R Previous Balance				\$406.90
04/18/22	Payment		308638		-\$406.90
04/01/22	waterford notice	CPNW, DAY, DCW	d01027917 Dem party notice	2 col X 15 Lines	\$130.15
04/01/22	waterford notice	CPNW, DAY, DCW	d01027918 Rep party notice	2 col X 15 Lines	\$130.15
04/06/22	waterford notice	CPNW, DAY, DCW	d01028157 Rust Abatement Proje	2 col X 26 Lines	\$209.80
04/06/22	waterford notice	CPNW, DAY, DCW	d01028156 REQUEST FOR QUALIFIC	2 col X 24 Lines	\$198.00
04/22/22	2023 Budget display ad	DAY	d01028736 2023 Budget display	6x10.00=59.84	\$450.00
04/25/22	waterford notice	CPNW, DAY, DCW	d01029594 Annual Budget Meeting	2 col X 24 Lines	\$200.95

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

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

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

Billing Period	Account Number	Customer	
04/01/22-04/30/22	D93177	TOWN OF WATERFORD - TOWN CLERK	

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$1,319.05	\$0.00	\$0.00	\$1,319.05

OK to pay
10117-52010 \$200.95
10109-52010 \$260.30
5/3/22
Dud

Inv# APRIL 2022 D93177 \$ 911.25
THE DAY PUBLISHING CO., INC.
04/30/2022 # Pages 2 FP2 D0C73S260

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

APPROVED

VENDOR# 157

PO# — FY 22

CLOSE PO Y — N —

ACCOUNT # 10103-52010

AMOUNT \$450.00

SIGN Kim Allen

DATE 5/2/22

09/17/2021 08:30
kallen

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

P 1
glytdbud

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

TRANS/ADJSMTS

REVISED BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE BUDGET

% USED

10103 BD OF FINANCE

10103 52010

ADVERTISING

2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	73.6%
TOTAL BD OF FINANCE						
2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	73.6%
TOTAL GENERAL FUND						
2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	73.6%
TOTAL EXPENSES						
2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	

FY21


 theday.com

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	03/01/21-03/31/21
Client		PAGE NUMBER
		Page 1 of 1
CURRENT	OVER 30 DAYS	60 AND OVER
\$ 113.50	\$ 0.00	\$ 0.00
		TOTAL DUE
		\$ 113.50

WATERFORD - TOWN OF/FINANCE
DEPARTMENT
15 ROPE FERRY ROAD
WATERFORD, CT 06385

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comprehensive digital audit call
Jim Schiavone at 860-701-4333
today!

CHECK NUMBER

AMOUNT PAID

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES of QTY	GROSS AMOUNT	OTHER	NET AMOUNT
03/16/21	Previous Balance						\$0.00
03/16/21	889310 Town of Waterford Public Notic	DAY,DL,DWB	D00889310	3 Col X 10 Lines			\$113.50
REC'D FINANCE  Inv# D93036 033121 \$ 113.50 THE DAY PUBLISHING CO., INC. 03/31/2021 # Pages 3 FP3 D0C52S942							
#157 APPROVED FOR PAYMENT ACCT# 10103-52010 AMOUNT 113.50 FISCAL YEAR FY21 SIGNATURE <i>[Signature]</i> DATE 4/14/21							

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

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

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

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT	
03/01/21-03/31/21	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	
CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 113.50	\$ 0.00	\$ 0.00	\$ 113.50

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

PUBLISHER'S CERTIFICATE

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

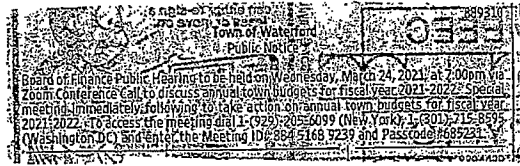
Personally appeared before the undersigned, a Notary Public within and for said County and State, Matt Suraci, Legal Advertising Clerk, of The Day Publishing Company Classifieds dept, a newspaper published at New London, County of New London, state of Connecticut who being duly sworn, states on oath,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

889310 Town of Waterford Public Notice
Board of Finance P

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

03/18/2021

Cust: WATERFORD - TOWN OF/FINANC
Ad #: d00889310



Matt Suraci

Subscribed and sworn to before me

This Thursday, March 18, 2021

Marjelle Solinsky
Notary Public
My commission expires *5/31/24*

REC'D FINANCE
MAR 30 '21 PM2:29



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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93177	WATERFORD TOWN - TOWN CLERK	04/01/21-04/30/21
Client		PAGE NUMBER
		Page 1 of 1
CURRENT	OVER 30 DAYS	60 AND OVER
\$ 2,622.60	\$ 0.00	\$ 0.00
		DUE DATE
		5/31/21
		TOTAL DUE
		\$ 2,622.60

WATERFORD TOWN - TOWN CLERK
15 ROPE FERRY RD
WATERFORD, CT 06385

Is your digital marketing really working? For a FREE comprehensive digital audit call Jim Schiavone at 860-701-4333 today!

CHECK NUMBER

AMOUNT PAID

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DESCRIPTION	PUBLICATIONS	REFERENCE #/ PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
Inv# d93177 043021 \$ 2,622.60 THE DAY PUBLISHING CO., INC. 04/30/2021 # Pages 7 FP7 D0C54S183		303702				\$663.60 (\$663.60)
04/07/21 891538 ADVERTISEMENT FOR BIDS	DAY, DWB	D00891538	3 Col X 58 Lines			\$530.10
04/08/21 891538 ADVERTISEMENT FOR BIDS	DL	D00891538	3 Col X 58 Lines			\$20.00
04/15/21 892107 TOWN OF WATERFORD Noti	DAY, DL, DWB	D00892107 TC	3 Col X 20 Lines			\$199.05
04/23/21 Town of Waterford Legal display	DAY, DL	D00892750 BOF	5x14.25 71.25			\$1,580.00
04/26/21 892892 TOWN OF WATERFORD REF	DAY, DL, DWB	D00892892 RTM	3 Col X 30 Lines		2021 MAY -	\$293.45
#157 APPROVED FOR PAYMENT 2,622.60 ACCT# See List AMOUNT \$2,622.60 FISCAL YEAR FY 21 SIGNATURE [Signature] DATE 5/19/21						
G/L Account Number		Total				
10103-52010		1,580.00				
33020-55850		550.10				
10117-52010		492.50				
Total		\$2,622.60				

RECEIVED FOR RECORD

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

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

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

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT	
04/01/21-04/30/21	D93177	WATERFORD TOWN - TOWN CLERK	

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 2,622.60	\$ 0.00	\$ 0.00	\$ 2,622.60

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



Publication Date: 04/23/2021

This E-Sheet(R) confirms that the ad appeared in The Day on the date and page indicated. You may not create derivative works, or in any way exploit or repurpose any content displayed, or contained, on the electronic tearsheet.

Ad Number: 400892750 Client Name: WATERFORD TOWN - TOWN CLERK
 Insertion Number: Advertiser: Section/Page/Zone: Sports/C004/
 Size: 5 x 14,2500 Town of Waterford Legal display -
 Color Type: B&W Description:

BOF LINE ITEM?

c4 The Day www.theday.com

Friday, April 23, 2021

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Customer Service: Monday-Friday 8:00AM - 4:30PM class@theday.com 1-860-701-4200

PLANNED AND ZONING COMMISSION
 TOWN OF WATERFORD
 NOTICE OF PUBLIC HEARING
 Pursuant to the General Statutes of the State of Connecticut, the Planning and Zoning Commission of the Town of Waterford, Connecticut, hereby gives notice of a public hearing to be held on the 2nd day of May, 2021, at 7:00 PM, at the Town Office, 100 Main Street, Waterford, Connecticut, to consider and act upon the following:

ITEM 1: ZONING MAP AMENDMENT
 To amend the Zoning Map of the Town of Waterford, Connecticut, to change the zoning of the property located at 100 Main Street, Waterford, Connecticut, from Zoning District 1 to Zoning District 2.

ITEM 2: ZONING MAP AMENDMENT
 To amend the Zoning Map of the Town of Waterford, Connecticut, to change the zoning of the property located at 100 Main Street, Waterford, Connecticut, from Zoning District 1 to Zoning District 2.

Interested parties are invited to appear at the public hearing to present their views and objections to the proposed amendments. The public hearing will be held on the 2nd day of May, 2021, at 7:00 PM, at the Town Office, 100 Main Street, Waterford, Connecticut.

For more information, please contact the Town Clerk, 100 Main Street, Waterford, Connecticut, 06093-1000.

Build My Business
 Looking for a new business opportunity? We have the perfect solution for you. Our business is growing rapidly and we are looking for motivated individuals to join our team. We offer a competitive salary and a generous commission structure. If you are ready to take the next step in your career, please contact us today.

Plumbing & Heating
 We provide professional plumbing and heating services for residential and commercial properties. Our team is experienced and reliable, ensuring that your property is always in good working order. Contact us for a free estimate.

Roofing
 We specialize in residential and commercial roofing services. Our team is highly skilled and uses the latest materials and techniques to ensure the longevity of your roof. We also offer gutter installation and maintenance services.

General Handyman
 We provide a wide range of handyman services, including painting, carpentry, and electrical work. Our team is professional and efficient, ensuring that your home or business is in the best possible condition.

TOWN OF WATERFORD PROPOSED GENERAL FUND BUDGET - REVENUE & EXPENSES
 FISCAL YEAR 2022

GENERAL FUND REVENUES	FY 2020-2021 ACTUAL	FY 2021-2022 ESTIMATED	FY 2022-2023 ANTICIPATED
STATE OF CONNECTICUT			
EDUCATION	31,824	32,091	32,444
GENERAL GOVERNMENT	716,407	718,593	718,822
TOTAL STATE OF CT	1,047,131	1,050,684	1,051,266
OTHER SOURCES			
FEDERAL SOURCES	0	0	0
EDUCATION	41,800	41,340	41,340
GENERAL GOVERNMENT	3,811,808	3,882,155	3,922,325
TOTAL OTHER SOURCES	3,853,608	3,923,495	3,963,665
TOTAL REVENUES BEFORE PROPERTY TAXES	4,900,739	4,974,179	5,014,931
AMOUNT TO BE RAISED BY TAXATION	61,252,278	62,362,478	64,024,672
TOTAL GENERAL FUND REVENUE	66,153,017	67,336,657	69,039,603
ESTIMATED FUND BALANCE	0	0	0
GENERAL FUND EXPENSES	FY 2020-2021 ACTUAL	FY 2021-2022 ESTIMATED	FY 2022-2023 ANTICIPATED
GENERAL GOVERNMENT	32,891	32,891	32,891
BOARD OF SELECTORS	69,842	74,229	74,229
REGISTRARS OF VOTERS	31,438	60,000	60,000
ASSESSOR	294,793	293,483	293,483
CHIEF ASSESSMENT OF APPEALS	3,444	1,322	1,322
TAX COLLECTOR	144,708	204,154	213,903
FINANCE DEPARTMENT	655,147	701,270	701,270
LEGAL DEPARTMENT	307,154	298,000	298,000
TOWN CLERK	265,182	287,209	287,209
PLANNING & ZONING	512,528	620,247	631,474
BUILDING MAINTENANCE	225,000	233,405	233,405
INSURANCE	4,449,244	4,454,000	4,472,900
RECREATION/DEVELOPMENT COM	6,831	8,574	10,370
CONSERVATION COMMISSION	36,369	12,254	12,254
CONSERVATION BOARD OF APPEALS	2,419	4,370	4,370
RECREATION/DEVELOPMENT COM	5,878,103	5,932,978	5,942,900
RECREATION/DEVELOPMENT COM	31,850	18,950	18,950
RECREATION/DEVELOPMENT COM	24,403	29,422	29,422
SOC. SEC. DEPARTMENT	81,335	81,780	81,780
CONFIDENTIALITY	114,614	245,000	245,000
FLOOD & EROSION CONTROL	305	2,134	2,134
ETHICS COMMISSION	1,811	450	450
HUMAN RESOURCES DEPARTMENT	24,800	24,823	24,844
COMMUNITY USE OF SCHOOLS	172,251	86,124	86,124
EMERGENCY MANAGEMENT	1,152,190	1,042,254	1,042,254
TIME SERVICES	3,844,413	3,713,542	3,713,542
POLICE DEPARTMENT	4,372,170	4,452,140	4,452,140
INFORMATION TECHNOLOGY	723,294	814,940	814,940
PUBLIC WORKS DEPARTMENT	4,372,170	4,452,140	4,452,140
YOUTH & FAMILY SERVICES	242,832	244,914	244,914
CONSERVATION OF HEALTH	148,802	151,130	151,130
PUBLIC HEALTH SERVICES	25,810	27,222	27,222
SENIOR CITIZENS COMMISSION	472,293	548,337	548,337
WATERFORD PUBLIC LIBRARY	1,817,294	1,899,440	1,899,440
FEEDBACK & PUBLIC OPINION	11,516	15,116	15,116
TOTAL GENERAL GOVERNMENT	32,891,306	34,331,343	34,454,884
BOARD OF EDUCATION			
OPERATING BUDGET	48,672,311	50,372,315	51,041,041
TOTAL BOARD OF EDUCATION	48,672,311	50,372,315	51,041,041
GENERAL AND STATE SERVICES			
QUARTER YEAR CAPITAL BOND	1,443,250	2,314,980	2,314,980
TRANS. TO CAP & NON-CAP	1,443,250	1,443,250	1,443,250
TRANS. TO CAP & NON-CAP	7,598,402	7,598,402	7,598,402
GENERAL CAPITAL & DEBT SERVICE	8,041,702	11,366,790	11,366,790
TOTAL GENERAL FUND	90,892,243	97,462,220	97,462,220

Robert R. Taylor
 Board of Finance

Landscaping
 We provide professional landscaping services, including tree removal, shrub pruning, and lawn maintenance. Our team is experienced and reliable, ensuring that your property is always in good working order. Contact us for a free estimate.

Roofing
 We specialize in residential and commercial roofing services. Our team is highly skilled and uses the latest materials and techniques to ensure the longevity of your roof. We also offer gutter installation and maintenance services.

General Handyman
 We provide a wide range of handyman services, including painting, carpentry, and electrical work. Our team is professional and efficient, ensuring that your home or business is in the best possible condition.

Public Works
 We provide professional public works services, including street cleaning, snow removal, and waste management. Our team is experienced and reliable, ensuring that your community is always in good working order. Contact us for a free estimate.



10/21/2022 08:49
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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2022 13

ACCOUNTS FOR: 101	GENERAL FUND						
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
10103 BD OF FINANCE							
52030 PROFESSIONAL FEES							
10103 52030	PROFESSIONAL FEES						
59,300.00	62,500.00	62,500.00	0.00	0.00	0.00	100.0%	
TOTAL BD OF FINANCE							
59,300.00	62,500.00	62,500.00	0.00	0.00	0.00	100.0%	
TOTAL GENERAL FUND							
59,300.00	62,500.00	62,500.00	0.00	0.00	0.00	100.0%	
TOTAL EXPENSES							
59,300.00	62,500.00	62,500.00	0.00	0.00	0.00		

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

P 1
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FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

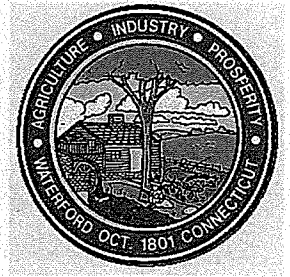
	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10103 BD OF FINANCE						
10103 52030						
59,300.00	PROFESSIONAL FEES					
	0.00	59,300.00	58,800.00	0.00	500.00	99.2%
TOTAL BD OF FINANCE						
59,300.00	0.00	59,300.00	58,800.00	0.00	500.00	99.2%
TOTAL GENERAL FUND						
59,300.00	0.00	59,300.00	58,800.00	0.00	500.00	99.2%
TOTAL EXPENSES						
59,300.00	0.00	59,300.00	58,800.00	0.00	500.00	

TOWN OF WATERFORD
GENERAL FUND
2023-2024 PROPOSED BUDGET

DEPT/AGENCY: 10121 CONTINGENCY

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 9/30/22	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
MISCELLANEOUS									
59010	CONTINGENCY	261,923	265,000		3,271	265,000		0	0.00%
	SUBTOTAL	261,923	265,000	0	3,271	265,000	0	0	0.00%
DEPARTMENT TOTAL		261,923	265,000	0	3,271	265,000	0	0	0.00%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
CONTINGENCY (10121)**



BUDGET FUNCTION

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

Specific use of the 2023-2024 contingency is unknown at this time; the amount is appropriated for the use of unanticipated expenses. Examples of unanticipated expenses include:

- Payment of accrued time for employee retirement
- Pension contribution rate increases (the Town is not notified of its contribution rate until February)
- Accrued vacation/sick time buy-outs at termination
- Union negotiated contracts finalized during the year
Expected contract settlements during the FY24:
 - GGA Union Contract
- Other unanticipated expenditures that may arise during the course of the fiscal year

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
CONTINGENCY (10121)**



BUDGET SUMMARY

The FY2024 budget request remains flat.

**TOWN OF WATERFORD
PROPOSED CONTINGENCY BUDGET
2023/2024 FISCAL YEAR**

CONTINGENCY FUND CALCULATION AT 3% of 2023 ADOPTED EXPENDITURES

GENERAL FUND	35,889,505
BOARD OF EDUCATION	52,109,124
CAPITAL	4,184,954
DEBT SERVICE	7,197,640
PROJECTED EXPENDITURES 2022	<u>99,381,223</u>
 3% OF EXPENDITURES	 <u>2,981,437</u>

PROPOSED CONTINGENCY BUDGET **265,000**

FISCAL YEAR	ADOPTED BUDGET	ADDITIONAL APPROPRIATION	ACTUAL EXPENDITURES ⁽¹⁾	CONTINGENCY APPROPRIATION ⁽¹⁾	% OF PRIOR YEAR BUDGET	CONTINGENCY USED ⁽¹⁾	AMOUNT USED AS A % OF ACTUAL EXPENDITURES
2022-2023	99,381,223	0	24,066,304	265,000	0.27%	4,496	0.02%
2021-2022	97,005,544	1,800,000	97,769,514	265,000	0.28%	261,923	0.27%
2020-2021	95,978,230	0	93,822,142	265,000	0.28%	204,072	0.22%
2019-2020	95,267,503	0	94,482,714	250,000	0.27%	201,682	0.21%
2018-2019	93,146,501	800,000	92,983,504	265,000	0.29%	114,934	0.12%
2017-2018	90,791,493	693,075	90,692,176	245,000	0.28%	241,001	0.27%
2016-2017	89,048,631	0	88,457,466	265,000	0.31%	233,498	0.26%
2015-2016	86,328,469	0	85,729,177	245,000	0.28%	245,000	0.29%
2014-2015	86,972,410	0	86,720,266	245,000	0.30%	245,000	0.28%
2013-2014	81,732,977	0	80,914,330	250,000	0.32%	102,556	0.13%
2012-2013	78,790,589	0	78,339,868	250,000	0.34%	249,696	0.32%
2011-2012	74,335,161	0	73,950,456	250,000	0.35%	239,326	0.32%
2010-2011	72,010,209	180,173	71,986,018	250,000	0.36%	25,000	0.03%
2009-2010	69,945,242	0	69,945,242	250,000	0.36%	250,000	0.36%
AVERAGE				252,500	0.31%		0.23%

⁽¹⁾ AS OF 9/30/22

**TOWN OF WATERFORD
2022-2023 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2022-2023 APPROPRIATION					\$265,000.00
Police	32923-55898	De-escalaton & Communication CIP Project	7/20/2022	(775.00)	\$264,225.00
Police	32923-55897	Cell Bench Safety Overlay	9/7/2022	(2,496.00)	\$261,729.00
Rec & Park	10137-53080	Vehicle Maintenance		(1,225.00)	\$260,504.00
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TOTAL TRANSFERS FROM CONTINGENCY				\$4,496.00	

**TOWN OF WATERFORD
2021-2022 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2021-2022 APPROPRIATION					\$265,000.00
Youth & Family Services	10119-52030 (professional fees)	Counseling Services	4/13/2022	(5,000.00)	\$260,000.00
Youth & Family Services	10119-51210 (clerical & technical)	Receptionist Position	11/10/2021	(62,992.00)	\$197,008.00
	10119-51910 (FICA)	Taxes for Position	11/10/2021	(3,733.00)	\$193,275.00
Insurance	10112-52201 (LAP)	Cyber Security Insurance Premium	8/11/21	(77,273.00)	\$116,002.00
IT	10147-54130 (computer equipment)	New firewall	8/11/21	(5,463.00)	\$110,539.00
IT	10147-52043 (service contracts)	New MFA contract	8/11/21	(5,226.00)	\$105,313.00
First Selectman	10101-52030 (professional fees)	Jay Levin contract	7/21/21	(24,000.00)	\$81,313.00
Planning		Employee Retirement	5/18/22	(78,236.00)	\$3,077.00
TOTAL TRANSFERS FROM CONTINGENCY				\$261,923.00	

**TOWN OF WATERFORD
2020-2021 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2020-2021 APPROPRIATION					\$265,000.00
Police Capital	32921-55864	Body Cameras	8/8/2020	(11,850.00)	\$60,928.00
Fire Services	10123-51410, firefighting & 51920 (FICA)	FLSA Claim Settlement	10/23/20	(77,044.00)	\$187,956.00
Police Department	10129-53220 (marine patrol supplies)	Replacement Generator for Patrol Boat	2/10/21	(16,566.00)	\$171,390.00
Information Technolgoy	10147-52043 (contracts)	PD Records Management Software	2/10/21	(33,639.00)	\$137,751.00
Library	10136-5110 (adminsitraton)	Payout to Administrator	2/10/21	(44,471.00)	\$93,280.00
Town Clerk	various	Election needs	6/30/21	(4,024.00)	\$89,256.00
Youth & Family	10119-51110 (administration)	Additional Staff Salary	6/30/21	(3,758.00)	\$85,498.00
Youth & Family	10119-51210 (clerical)	Additional Staff Salary	6/30/21	(12,720.00)	\$72,778.00
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TOTAL TRANSFERS FROM CONTINGENCY				\$204,072.00	

**TOWN OF WATERFORD
2019-2020 CONTINGENCY TRANSFERS**

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

**TOWN OF WATERFORD
2018-2019 CONTINGENCY TRANSFERS**

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

**TOWN OF WATERFORD
2017-2018 CONTINGENCY TRANSFERS**

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

**TOWN OF WATERFORD
2016-2017 CONTINGENCY TRANSFERS**

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