

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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www.waterfordct.org

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ATTEST: *[Signature]*
TOWN CLERK

**THE BOARD OF SELECTMEN SPECIAL BUDGET MEETING
AGENDA**

Wednesday, February 5, 2025

4:00 PM

Waterford Town Hall

PROCEDURE: The Board of Selectmen will hear budget requests in accordance with the below agenda for the Budget meeting, which begins at 4:00pm:

The Board of Selectmen to consider and act on the following proposed budgets and at the appropriate time forward to the Board of Finance for its consideration of and action on the FY25 Budgets:

A. Call to Order & Roll Call:

B. Pledge of Allegiance

C. Public Comment:

D. Consider and act on the following budget requests:

- 1. Registrars of Voters** – To consider and act on the Registrars of Voters tentative FY26 budget request in the amount of \$121,255.
- 2. Human Resources** - To consider and act on the Human Resources tentative FY26 budget request in the amount of \$264,204.
- 3. Board of Assessment Appeals** - To consider and act on the Board of Assessment Appeals tentative FY26 budget request in the amount of \$1,829.
- 4. Zoning Board of Appeals** - To consider and act on the Zoning Board of Appeals tentative FY26 budget request in the amount of \$4,310.
- 5. Tax Collector** - To consider and act on the Tax Collector tentative FY26 budget request in the amount of \$227,817.
- 6. Assessor** - To consider and act on the Assessor tentative FY26 budget request in the amount of \$319,641.
- 7. Ethics** - To consider and act on the Ethics tentative FY26 budget request in the amount of \$900.
- 8. Flood and Erosion** - To consider and act on the Flood and Erosion tentative FY26 budget request in the amount of \$1,109.

9. **Economic Development Commission** - To consider and act on the Economic Development Commission tentative FY26 budget request in the amount of \$25,352.
10. **Conservation Commission** - To consider and act on the Conservation Commission tentative FY26 budget request in the amount of \$18,250.
11. **Planning & Zoning** - To consider and act on the Planning & Zoning tentative Budget request in the amount of \$695,016.
12. **Legal** - To consider and act on the Legal tentative FY26 budget request in the amount of \$295,000.
13. **Board of Selectmen** - To consider and act on the Board of Selectmen tentative FY26 budget request in the amount of \$206,402.

E. Recess:

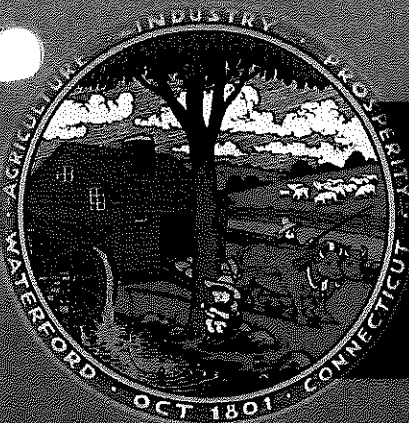
**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10102

REGISTRARS OF VOTERS

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	58,552	54,497			69,325	14,828	27.21%
51310	VOTER REGISTRATION	2,043	4,000			4,200	200	5.00%
51320	ELECTION ACTIVITIES	14,650	14,870			22,860	7,990	53.73%
51920	F.I.C.A	5,705	5,613			7,374	1,761	31.37%
	SUBTOTAL	80,950	78,980	0	0	103,759	24,779	31.37%
SERVICES								
52010	ADVERTISING	0	100			0	(100)	0.00%
52020	POSTAGE	1,780	2,050			2,350	300	14.63%
52040	SERVICE CONT. & REPAIRS	2,500	2,250			5,040	2,790	124.00%
52050	DUES, CONF., & EDUCATION	1,080	1,710			1,920	210	12.28%
52070	REIMBURSABLE EXPENSE	1,234	1,142			1,075	(67)	-5.87%
	SUBTOTAL	6,594	7,252	0	0	10,385	3,133	43.20%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	11,650	10,293			7,111	(3,182)	-30.91%
	SUBTOTAL	11,650	10,293	0	0	7,111	(3,182)	-30.91%
EQUIPMENT								
54180	VOTING MACHINE				0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	99,194	96,525	0	0	121,255	24,730	25.62%



REGISTRAR OF VOTERS FISCAL YEAR 2026 BUDGET

Town of Waterford

BUDGET FUNCTION

The Registrars of Voters are responsible for the administration of the election process, the annual canvas and the maintenance of the town's voter database.

The annual canvas of electors is completed each year from January to May as required by law. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible.

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

Before every election, we hire and train thirty to fifty poll workers depending on the needs of that year's election. Our elections run in a two and four year cycle and our budgets are adjusted based on this cycle.

We register voters in person at our office, online through the CT Voter Registration System and online through the DMV.

Looking ahead, we are planning to add a customer service counter to our office, which was recommended to us by a security assessment done 1-2 years ago.

The current number of registered voters in the town of Waterford as of 11/30/2024 is 15,135.

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

FY2026 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY 2026.

This year we are budgeting for a Municipal election.

The 25.62% budget increase is mostly due to the addition of Early Voting. The Early Voting payroll for the Presidential election in October/November for two weeks was \$14,860 and supplies were roughly \$800. It is our understanding the legislature will look at Early Voting, as well as, the newly passed, 'no excuse absentee voting,' in the new session and hours/days may be adjusted.

We also will be receiving new tabulator voting machines this year from the state from a different vendor. The annual maintenance on the new machines increased \$2,790.

The third issue is that we will be getting a new Voter Registration System, which will require training for ourselves and our deputies. It is unclear at this time how that training will take place.



REGISTRAR OF VOTERS FISCAL YEAR 2026 BUDGET

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BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action December 2024 an annual salary for each Registrar is as follows:

07/01/25 - 06/30/26 - \$34,662.72

\$34,662.72 x 2 Registrars = \$69,325

51310 VOTER REGISTRATION

Staff for voter registration sessions, part-time clerical
help during the canvass and elections. \$ 4,200

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the Municipal
Election of November 4, 2025. It makes no provision for referenda, primaries, recounts or audits.
It also includes reimbursement for conference attendance for Registrars and stipend for Moderator
Training.

Conference attendance stipend @\$35/day	
x4 days x 2 Registrars	\$ 280
Conference attendance stipend @\$35/day	
x1 day x 2 deputy registrars	\$ 70
Stipend for Mandatory Moderator	
Certification stipend x5@\$35	\$ 175
Early Voting payroll	\$14,800
Head Moderator (1)	\$ 523
District Moderators 3 @ \$341	\$ 1,024
District Asst. Registrars 8 @ \$288	\$ 2,304
Official Checkers 4 @ \$270	\$ 1,080
Ballot Clerks 4 @ \$255	\$ 1,020
Tabulator Tenders 4 @ \$255	\$ 1,020
Absentee Ballot Moderator (1)	\$ 149
Absentee Ballot Counters 4 @ \$68	\$ 340
End of Night Reporting	\$ 75
Total	\$22,860

51920 FICA

7.65% of \$ 96,385= \$7,374

GRAND TOTAL 51000 SERIES:

\$

\$103,759

52020 POSTAGE

Mailings are comprised of voter registration acceptance letters, as well as, registration changes made throughout the year. During the annual canvass, letters of address verification are mailed.

\$ 2,350

52040 SERVICE CONTRACTS AND REPAIRS

Annual cost of maintenance contract for voting tabulators
New state contract with ES&S has increased the number of tabulators from 12 to 16 and the cost each from \$225 to \$315.

\$ 5,040

52050 DUES, CONFERENCES AND EDUCATION

ROVAC - Dues for 2 Registrars and 2 Deputy Registrars	\$ 170
Registrar of Voters Biannual State Conference \$145/day x 8 days	\$1,160
Registrar of Voters State Conference \$145/day x 2 Dep. Reg.	\$ 290
Training of Election Day Moderators 5 @ \$60	<u>\$ 300</u>

\$1,920

52070 REIMBURSABLE EXPENSES

Mileage reimbursements for Registrars and staff for travel to Conferences, polling place set-up, meeting attendance 664 miles @ \$.670/miles	\$445
Lunch and supplies for Election Day	<u>\$655</u>

\$1,075

GRAND TOTAL 52000 SERIES:

\$10,385

53020 OTHER SUPPLIES

Programmed USB's for Municipal Election 2025: \$2,000

IVS Ballot Style \$125 per page (towns are required to pay this cost for municipal elections)

4 Districts @\$125	\$ 500	
1 SDR	\$ 125	
		\$ 625

Ballots for Municipal Election, \$.50 x 7,568 (50% of registered voters as of 11/30/24) .

Historical voter turnout: 2017- 28%, 2019- 41%, 2021- 33%, 2023 -34% \$3784

Cost to conduct the annual canvass \$ 102

Election/Early Voting supplies
(labels, ink for tabulators, ballot marking pens) Infoshred (\$26x4). \$ 600

GRAND TOTAL 53000 SERIES: \$7,111

GRAND TOTAL BUDGET REQUEST: \$121,255

**TOWN OF WATERFORD
GENERAL FUND
#REF!**

DEPT/AGENCY:

10145

HUMAN RESOURCES DEPARTMENT

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	94,096	96,819			99,240		2,421	2.50%
51210	CLERICAL/TECHNICAL	80,890	59,969			61,469		1,500	2.50%
51920	F.I.C.A	13,060	11,995			12,294		299	2.49%
	SUBTOTAL	188,046	168,783			173,003		4,220	2.50%
SERVICES									
52010	ADVERTISING	2,997	4,400			4,400		0	0.00%
52020	POSTAGE	453	904			904		0	0.00%
52030	PROFESSIONAL FEES	52,655	75,000			70,000		(5,000)	-6.67%
52040	SERVICE CONT. & REPAIR	1,255	1,467			1,467		0	0.00%
52050	DUES, CONF. & EDUCATION	455	885			874		(11)	-1.24%
52070	REIMBURSABLE EXPENSE	136	250			250		0	0.00%
52080	TELEPHONE	454	495			516		21	4.24%
52300	TRAINING	3,834	6,470			6,680		210	3.25%
52570	EMPLOYEE ASSIST. PROGRAM	2,171	4,500			4,500		0	0.00%
	SUBTOTAL	64,410	94,371			89,591		(4,780)	-5.07%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	15,038	1,050			1,050		0	0.00%
	SUBTOTAL	15,038	1,050			1,050		0	0.00%
FURNITURE & EQUIPMENT									
54010	OFFICE FURNITURE	0	0			560		560	#DIV/0!
	SUBTOTAL	0	0			560		560	#DIV/0!
DEPARTMENT TOTAL		267,494	264,204			264,204		0	0.00%

TOWN OF WATERFORD

FY 2026 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



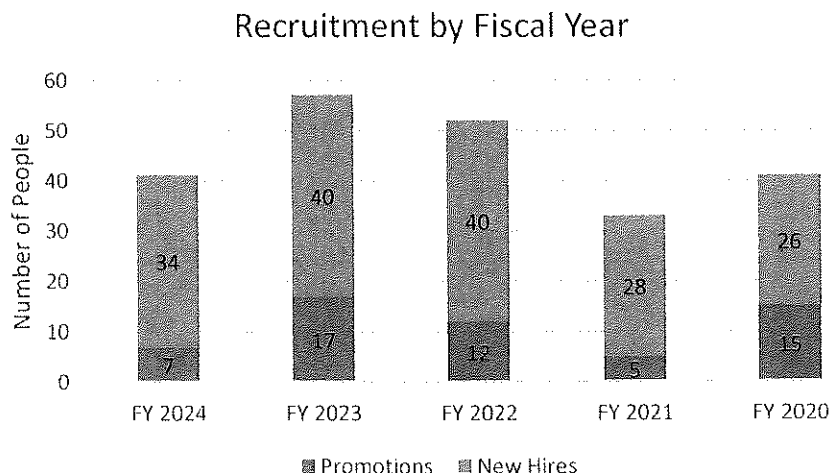
The Town's Human Resources function has the responsibility to coordinate the personnel actions in the Town in such a manner as to provide the community with efficient, economical service and aid in staffing the general government of the town with qualified, productive personnel (Code of Ordinances, Waterford, Connecticut 2.116.30).

Our Mission:

Our mission in Human Resources is to provide the Town's citizens with quality, cost-effective services in the areas of recruitment, retention, labor relations, training, safety and administration of all benefits and employment policies of the Town. Our goal is to provide the above services with integrity and efficiency in all of our interactions in a work environment that is characterized by fairness, open communication, personal accountability, trust and mutual respect. The Town of Waterford recruits, hires, compensates, trains and promotes persons on the basis of qualifications for the work to which they will be assigned. The Town is committed to ensuring that applicants are employed and employees are treated fairly during employment without regard to race, color, sex, sexual orientation, gender identity or expression, national origin, ancestry, religion, age, veteran status, physical or intellectual disability, marital status, present or past history of mental disorder, learning disability or any other characteristic protected by federal, state or local law. All employment-related policies, procedures and actions are designed to comply with applicable laws.

Looking Back:

During FY 2024, the Human Resources Department posted and/or advertised 41 open positions, resulting in 7 promotions, 25 new full-time hires, and 9 new part-time hires. In addition, the Department processed 119 seasonal new/re-hires consisting of 70 employees for the Recreation & Parks Department playground program and beach staff and 49 employees for the Youth & Family Services' Camp DASH program.



TOWN OF WATERFORD

FY 2026 BUDGET REQUEST

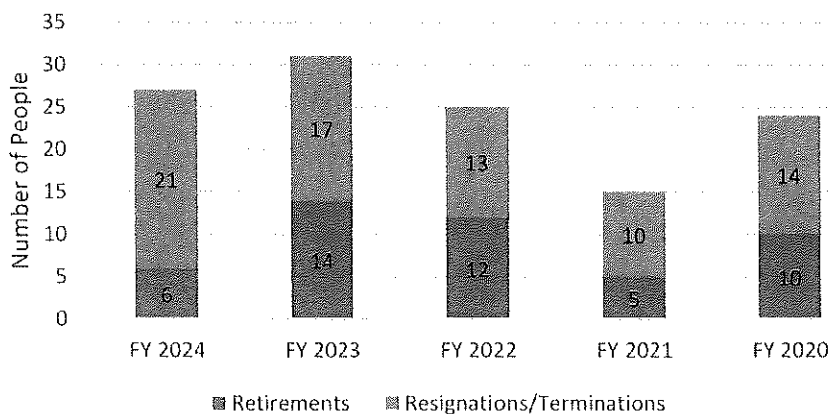
HUMAN RESOURCES DEPARTMENT



The Human Resources Department also processed 27 retirements/resignations in FY 2024, including the following retirements of employees who had served the Town of Waterford for over 20 years:

- HR Administrative Assistant (HR Dept): 39 years of service
- Assistant Construction Inspector (Utility Commission): 37 years of service
- Senior Services Assistant (Senior Services Dept): 26 years of service
- Technical/Department Assistant (Library): 27 years of service

Turnover by Fiscal Year



As positions became open due to retirements or resignations or for any newly created positions, the Human Resources Director, along with labor counsel and the union (if applicable), reviewed job descriptions to ensure the duties of the position and the minimum qualifications were accurately reflected. During FY 2024, the Human Resources Director presented 7 revised job descriptions to the Personnel Review Board (PRB), which is the governing body that must approve any new or revised job descriptions before they become effective.

In regards to collective bargaining, the Town of Waterford settled one contract during FY 2024:

1. Local 818 of Council #4, American Federation of State, County, and Municipal Employees (AFSCME), General Government Administrators (GGA) Collective Bargaining Agreement for July 1, 2023 – June 30, 2027 was ratified by the Representative Town Meeting (RTM) on December 4, 2023.

Negotiations began in FY 2024 with the Waterford Professional Firefighters Association, Union Local 4629 International Association of Firefighters, AFL-CIO. This collective bargaining agreement is expected to be settled in FY 2025.

TOWN OF WATERFORD

FY 2026 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



Looking Forward:

For FY 2026, the Human Resources Department anticipates another year of active recruiting based on the trends over the last three years. As the competition to hire and retain talented employees continues to increase, the Town will continue to work on cultivating a positive culture and positive employee experience along with ensuring the Town's leaders and managers are receiving the support and training they need to effectively lead their teams.

In regards to collective bargaining, the Town of Waterford will start negotiations for successor contracts in FY 2026 with the following bargaining units:

- Local 1303-037 of Council #4, American Federation of State, County, and Municipal Employees, AFL-CIO: Current collective bargaining agreement ends June 30, 2026
- United Public Service Employees Union/Connecticut Organization for Public Safety Division (UPSEU/COPS) Waterford Police Union: Current collective bargaining agreement ends June 30, 2026
- United Public Service Employees Union (UPSEU), Waterford Public Safety Dispatchers Unit: Current collective bargaining agreement ends June 30, 2026

TOWN OF WATERFORD

FY 2026 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



BUDGET JUSTIFICATION

51110 – ADMINISTRATION **\$99,240**
 Human Resources Director

51210 – CLERICAL/TECHNICAL **\$61,469**
 Human Resources Assistant

51910 – FRINGE BENEFITS **\$12,294**
 51920 – FICA: 7.65% of taxable wages of \$160,709 = \$12,294

GRAND TOTAL 51000 SERIES **\$173,003**

52010 – ADVERTISING **\$4,400**
 Indeed: \$300/post x 10 postings = \$3,000
 CCM: \$150/post x 4 postings = \$600
 Newspaper: \$400 x 2 postings = \$800

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$2,997	\$1,661	\$2,341	\$2,522

52020 – POSTAGE **\$904**
 20 pieces per week @ \$0.66 \$686.40
 50 certified notifications @ \$4.35 \$217.50

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$453	\$514	\$558	\$694

52030 – PROFESSIONAL FEES **\$70,000**
 Legal fees in regards to collective bargaining, union grievances, policy review, wage and hour, leave compliance, ADA, employee discipline/termination

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$52,655	\$68,772	\$120,695	\$68,525

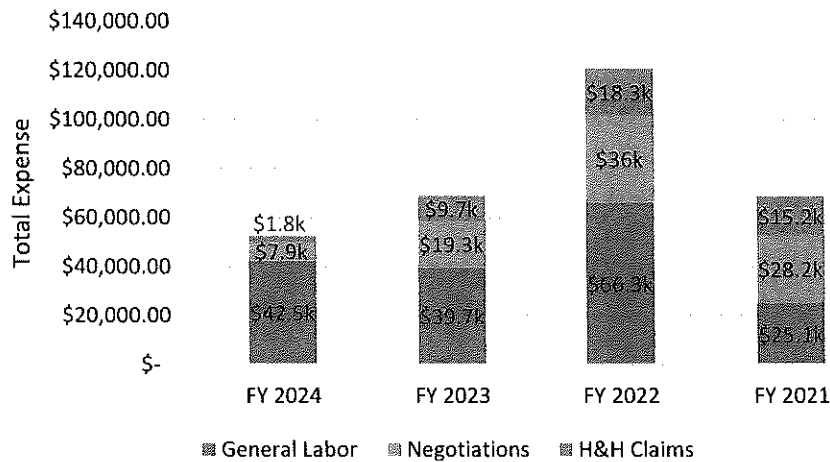
TOWN OF WATERFORD

FY 2026 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



Professional Fee Breakdown by Fiscal Year



52040 – SERVICE CONTRACTS AND REPAIRS

\$1,467

Color copies (\$20/month)	\$ 240.00
Lease fee for copier (\$77.23/month)	\$ 927.00
Copier overage fees (\$25/month)	\$ 300.00

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$1,255	\$1,167	\$1,268	\$1,293

52050 – DUES, CONFERENCES, EDUCATION

\$874

HR Specialist Monthly Newsletter	\$200.00
SHRM annual dues for Director	\$264.00
CT Business & Industry Assoc. (CBIA) Yearly HR Conference	\$275.00
Human Resource Leadership Assoc (HRLA) Workshops \$45 x 3 workshops	\$135.00

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$455	\$420	\$503	\$418

52070 – REIMBURSABLE TOWN EXPENSES

\$250

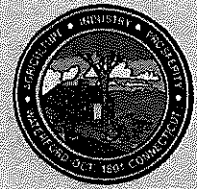
Refreshments for interview panels, workshops

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$136	\$0	\$99	\$245

TOWN OF WATERFORD

FY 2026 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



52080 – TELEPHONE

\$516

Cell phone expense for Director - \$42.93/month

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$454	\$492	\$431	\$0

52300 – TRAINING

\$6,680

Local GovU on-line training for OSHA required trainings and other required industry trainings for Town employees (200 users @ \$27.40/user). (see attached contract) \$5,480

Trainings for Department Heads in areas such as leadership, supervision, sexual harassment, diversity and cultural competence. \$1,200

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$3,834	\$2,765	\$195	\$0

52570 – EMPLOYEE ASSISTANCE PROGRAM

\$4,500

This program provides diagnostic assessment, counseling and referrals for employees and their families. Three sessions are free of charge. Additional sessions can be covered by employee's health insurance. Supervisory referrals are a useful management option as well. Cost is based on 191 full-time employees @ \$23.56 per person. (No increase from FY25 rate)

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$2,171	\$2,119	\$1,991	\$1,991

53020 – OTHER SUPPLIES

\$1,050

Safety and risk management materials \$500.00
 Drug and Alcohol Clearinghouse Yearly CDL queries: \$ 50.00
 40 queries x \$1.25/query
 Office supplies to include labels, pocket folders, index cards, badge sleeves, lanyards \$500.00

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$15,038*	\$899	\$128	\$751

* During FY 24, \$14,395.77 was expended on wellness funds to be reimbursed by Anthem/Carelon. The Town received full reimbursement in FY25 and funds were posted to the "miscellaneous revenue" line.

**TOWN OF WATERFORD
FY 2026 BUDGET REQUEST
HUMAN RESOURCES DEPARTMENT**



54010 – OFFICE FURNITURE

\$560

4-Drawer (legal size) Locking Filing Cabinet: 2 x \$280 each
Two filing cabinets are required for archived personnel files
(example attached)

Expended FY24	Expended FY23	Expended FY22	Expended FY21
\$0	\$0	\$0	\$0

GRAND TOTAL

\$264,204

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - 45 HUMAN RESOURCES DEPARTMENT
2025/2026 FISCAL YEAR**

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51110 - ADMINISTRATION								
11/4/2019	Director	40	N/A	96,818.99	99,239.51	N/A	99,239.51	7,591.82
	TOTALS			96,818.99	99,239.51	0.00	99,239.51	7,591.82
51210 - CLERICAL/TECHNICAL								
11/27/2023	Human Resources Assistant	40	N/A	59,968.93	61,468.11	\$ -	61,468.11	4,702.31
	TOTALS			59,968.93	61,468.11	0.00	61,468.11	4,702.31
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 FRINGE/F.I.C.A.							0.00	0.00
TOTALS		FY25 FICA	\$ 11,994.28	156,787.92	160,707.62	0.00	160,707.62	12,294.13
BUDGET TOTAL W/F.I.C.A				168,782.20			173,001.75	

WORKDAYS 2025/2026

261

WEEKS TO BUDGET

52.2

Proposal

Prepared By: Christy Russell
Phone: (469) 553-0657
Email: crussell@lexipol.com

Quote #: Q-91488-1
Date: 10/23/2024
Valid Through: 1/21/2025

Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet your agency's specific goals and needs.

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
200	LocalGovU Full Library Per User	USD 27.40	USD 5,480.00
	Subscription Line Items Total		USD 5,480.00
			USD 5,480.00
TOTAL:			USD 5,480.00

Discount Notes

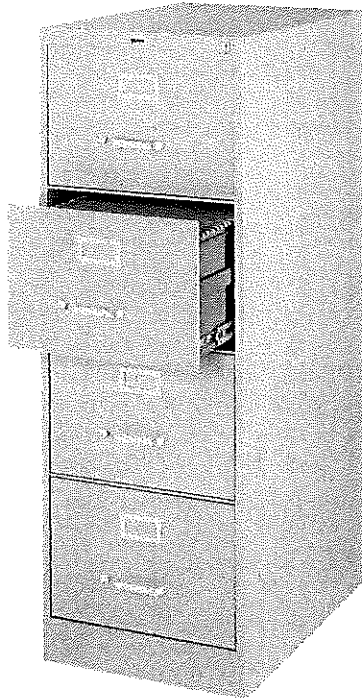
Notes

Home > Furniture > File Cabinets > File Cabinets > Vertical File Cabinets

Quill Brand® Commercial 4 File Drawer Vertical File Cabinet, Locking, Putty/Beige, Legal, 26.5"D (13449D)

Item #: 550-495798 Model #: 60213-CC Brand: Staples

★★★★☆ (88 reviews)



Private sale

\$399.99 Save 30%

\$279.83

Per each

Rewards+

[Free trial details](#)

Upgrade to get 5% off, earn points 10% faster and more.

1 ▾

Add to cart

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

PAYCOM

Apple

Net 30



Earn 279 points Heavy item fee



Next-day delivery



Ship to: 06385 ▾



Tomorrow, Dec 6

Order within the next 3 hr and 39 min to be eligible to get this item tomorrow



Free returns



Add to list

Furnishing Color: Putty/Beige



Number of File Drawers: 4

2

4

File Size: Legal

Legal

Letter

Customers also viewed

Private sale



Private sale



Private sale



Quill Brand® 4-Drawer Vertical File Cabinet, Locking, Letter, Putty/Beige, 25"D (25162D)

Item #: 550-204080



Quill Brand® 2-Drawer Vertical File Cabinet, Locking, Letter, Putty/Beige, 26.5"D (13440D-CC)

Item #: 550-470381



HON 510 Series 2-Drawer Vertical File Cabinet, Locking, Letter, Black, 25"D (HON512PP)

Item #: 550-512PBK



**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10105

BD. OF ASSESSMENT APPEALS

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
	PERSONNEL COSTS								
51010	ELECTED OFFICIALS	300	300			300	300	0	0.00%
51210	CLERICAL/TECHNICAL	414	752			809	809	57	7.58%
51920	F.I.C.A	55	80			85	85	5	6.25%
	SUBTOTAL	769	1,132	0	0	1,194	1,194	62	5.48%
	SERVICES								
52010	ADVERTISING	286	350			350	350	0	0.00%
52020	POSTAGE	63	60			85	85	25	41.67%
52050	DUES, CONF., & EDUCATION	50	200			200	200	0	0.00%
	SUBTOTAL	399	610	0	0	635	635	25	4.10%
	DEPARTMENT TOTAL	1,168	1,742	0	0	1,829	1,829	87	4.99%

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: BAA**



Board of Assessment Appeals

BUDGET FUNCTION

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

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

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: BAA



BUDGET SUMMARY

Line Item	FY 2024 Appropriated	FY 2025 Appropriated	FY 2026 Request	Change from FY 2025 (+/-)
PERSONNEL COSTS				
51010 Elected Officials	300	300	300	0
51210 Clerical/Technical	677	752	809	57
51920 Fica	75	80	85	5
SUBTOTAL	1,052	1,132	1,194	62
SERVICES				
52010 Advertising	350	350	350	0
52020 Postage	50	60	85	25
52050 Dues, Conf. & Education	150	200	200	0
SUBTOTAL	550	610	635	25
DEPARTMENT TOTAL	1,602	1,742	1,829	87

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: BAA**



BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Compensation for members of the Board of Assessment Appeals is fixed at \$100 per year per member except during revaluations. Clerical costs are based on the estimated number of appeals that the board hears in a typical non-revaluation year. The chart below outlines the number of appeals heard each year and the required clerical hours to facilitate the hearing process. FY26 personnel costs are calculated assuming 40 total appeals with 20 hours of clerical time provided by the Assessor's staff at an overtime rate. The calculated FICA is included.

	2020 GL	2021 GL	2022 GL	2023 GL
# Appeals March Session	31	16	178	31
# Appeals Sept Session	4	18	10	7
Total Appeals	<u>35</u>	<u>34</u>	<u>188</u>	<u>38</u>
# Clerical Hours	20	20	60	20

Budget Request: **\$1,194**

See the Personnel/Fringe Benefit spreadsheet for calculations.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: BAA**



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

Budget Request: **\$635**

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

Includes required annual publication notifying taxpayers of Board of Assessment Appeals Hearing dates and appeals procedures. Required notices are published in *The Day* newspaper and posted on the Town's website twice annually. Advertising costs incurred in FY24/25 = \$323 to date.

Advertising Breakdown:

March 2024 Legal Ad: \$187

September Legal Ad: \$163

\$350

- **10104-52020 – Postage Request: \$85**

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

Postage costs incurred in FY24 = \$63

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

Education cost represents an allowance for BAA training, which is made available to all board members and clerical staff by the state's Office of Policy and Management in conjunction with the Connecticut Association of Assessing Officers. All BAA members and clerical staff should attend training annually. The current cost for the BAA course is \$50/per person. Dues, Conf. & Education Fees incurred in FY24: \$50.00

Board of Assessment Appeals
15 Rope Ferry Road
Waterford, CT 06385



RECEIVED FOR RECORD
WATERFORD CT 06385
Fax: (860) 444-5819
2024 SEP 12 P 2:40

ATTEST *Doreen L. Campese*
TOWN CLERK

Board of Assessment Appeals
Meeting Minutes
Motor Vehicle Session

Date: Wednesday, September 11, 2024
Place: Assessor's Office
15 Rope Ferry Rd
Waterford Town Hall
Time: 6:00pm

Board Members Present: Marilyn Lusher, Jerry Porter

Staff Present: Jessica Hewitt

The Board of Assessment Appeals met on Wednesday, September 11, 2024. The meeting was called to order at 5:55pm

The Board voted unanimously to accept meeting minutes from March 13, 2024 as read.

The Board voted unanimously to approve postage transfer for FY2024. Request is to transfer \$12.54 from advertising budget to postage budget.

The Board voted unanimously to approve budget for FY2026. Budget Request total of \$1,829.

A motion was brought by Marilyn to cancel meeting on September 18, 2024 due to lack of need. Jerry Seconded. Motion passes.

All decisions were voted on by Board members Marilyn Lusher and Jerry Porter.

. The following decisions were made:

1. Johnnie Tran – 2015 Toyota Camry
 - a. Decision: The Board voted unanimously, reduce assessment to \$4,690
2. Matthew Valentino – 2018 Hyundai Elantra
 - a. Decision: The Board voted unanimously, reduce assessment to \$8,680
3. Matthew Valentino– 2022 Hyundai Palisade
 - a. Decision: The Board voted unanimously, reduce assessment to \$27,160
4. David Moltz – 2015 Coachman Freight Xline
 - a. Decision: The Board voted unanimously, reduce assessment to \$2,100

5. Michele Sisson – 2011 For Expedition

- a. Decision: The Board voted unanimously, reduce assessment to \$4,025

6. Michele Sisson – 2011 Nissan Titan

- a. Decision: The Board voted unanimously, no change in assessment

7. Michele Sisson – 2004 Toyota Highlander

- a. Decision: The Board voted unanimously, no change in assessment

8. Liu Grard Bo- 2016 Toyota Corolla LE

- a. Decision- The Board voted unanimously, reduce assessment to \$5,285

9. Brett Eckhart- 2016 Subaru Outback

- a. Decision- The Board voted unanimously, reduce assessment to \$9,675

Dates for Board of Assessment Appeals meetings for the 24 Grand List were decided as March 12th, March 19th, and March 22nd as well as September 10th for motor vehicles only. A date of September 13th was also held for motor vehicles in case it is needed.

There being no further business, the meeting was adjourned at 7:39 pm

Respectfully Submitted,

Jessica Hewitt

Secretary

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF ASSESSMENT APPEALS
2025-2026 FISCAL YEAR**

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY 2024/2025	SALARY 2025/2026	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
	Assessment Aide III	4	\$ 40.4600	150.36	161.84	N/A	161.84	12.38
	Sept MV Session							
	March Session	16	\$ 40.4600	601.44	647.36	N/A	647.36	49.52
	Total Clerical Technical			751.80	809.20		809.20	61.90
ELECTED	BAA MEMBERS	FLAT FEE		300.00			300.00	22.95
	Total Elected			300.00			300.00	22.95
TOTALS							1,109.20	84.85

WORKDAYS 2025/2026

261

WEEKS TO BUDGET

52.2



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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93229	TOWN OF WATERFORD - ASSESSORS	01/01/24-01/31/24

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	02/29/2024

Current	Over 30 Days	Over 60 Days	Total Balance
\$159.76	\$0.00	\$0.00	\$159.76

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

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

STATEMENT NUMBER
46398
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$0.00
01/26/24	BOAA Hearings	CPNW, DAY, DCW	d01072855 BOAA Hearings	2 col X 19 Lines	\$159.76

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	
01/01/24-01/31/24	D93229	TOWN OF WATERFORD - ASSESSORS	

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$159.76	\$0.00	\$0.00	\$159.76

The Day

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

ACCOUNT NUMBER	CUSTOMER
D93229	TOWN OF WATERFORD - ASSESSORS

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01083833	\$163.76

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

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

CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
08/12/24	BOAA Motor Vehicle Grand List	The Day		2 col	\$133.76	\$0.00	\$133.76
08/12/24	BOAA Motor Vehicle Grand List	Day Classified Webpage		2 col	\$30.00	\$0.00	\$30.00
Total					\$163.76	\$0.00	\$163.76

Account Number	Customer	Total Due
D93229	TOWN OF WATERFORD - ASSESSORS	\$163.76

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

Assessor's Office FY24 Postage	Metered Mail	# items	BAA FY 24 Postage	Metered Mail	# items
Jul-23	6.84	11		12.15	19
Aug-23	21.03	33		0.63	1
Sep-23	25.20	38		5.04	8
Oct-23	19.23	29		0	0
Nov-23	3.39	5		0	0
Dec-23	0.63	1		0	0
Jan-24	1212.31	1894		0	0
Feb-24	35.07	52		24.32	37
Mar-24	28.96	45		15.92	25
Apr-24	70.04	103			0
May-24	16.00	24			0
Jun-24	6.00	9		4.48	7
Total Postage	\$ 1,444.70	2244		\$ 62.54	32
FY 25 Postage			FY 24 Postage		
Jul-24	93.67	135		1.92	3
Aug-24	77.98	112		3.45	5
Sep-24	18.91	27		4.83	7
Oct-24	272.89	394		0	0
Nov-24	18.61	26		0	0
Total Postage	\$ 482.06	694		\$ 10.20	15



Connecticut Association of
Assessing Officers

[.\(https://caao.com\)](https://caao.com)

[🏠 \(https://caao.com/\)](https://caao.com/)

[Leadership](#)

[Membership](#)

[Resources](#)

[News/Events](#)

[Links](#)

[Site Map \(https://caao.com/site-map/\)](https://caao.com/site-map/)

BAA Workshops – 2025

There are 5 Workshops scheduled for January and February, 2025

3 hours Continuing Education Credits

The Workshop cost is \$50.00

Note: The new Motor Vehicle law will be discussed during these classes.

Click on each town below for a flyer and registration information.

[Prospect \(https://caao.com/wp-content/uploads/BAAWorkshop-Prospect-2025.pdf\)](https://caao.com/wp-content/uploads/BAAWorkshop-Prospect-2025.pdf) – Tuesday, January 7th, 2025 – 6:00 pm – 9:00 pm –
Instructor, Bill Gaffney, CCMA II

[Watertown \(https://caao.com/wp-content/uploads/BAAWorkshop-Watertown-2025.pdf\)](https://caao.com/wp-content/uploads/BAAWorkshop-Watertown-2025.pdf) – Tuesday, January 14th, 2025 – 5:30 pm – 8:30 pm –
Instructor, Tim Hutvagner, CCMA II

[Hebron \(https://caao.com/wp-content/uploads/BAAWorkshop-Hebron-2025.pdf\)](https://caao.com/wp-content/uploads/BAAWorkshop-Hebron-2025.pdf) – Tuesday, January 21st, 2025 – 5:00 pm – 8:00 pm –
Instructor, Tim Hutvagner, CCMA II

[Bristol \(https://caao.com/wp-content/uploads/BAAWorkshop-Bristol-2025.pdf\)](https://caao.com/wp-content/uploads/BAAWorkshop-Bristol-2025.pdf) – Wednesday, January 29th, 2025 – 6:00 pm – 9:00 pm –
Instructor, Bill Gaffney, CCMA II

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	1,463	3,700			3,700	3,700	0	0.00%
52020	POSTAGE	67	160			160	160	0	0.00%
52050	DUES, CONF. & EDUC.	80	400			400	400	0	0.00%
SUBTOTAL		1,610	4,260	0	0	4,260	4,260	0	0.00%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	50		0	50	50	0	0.00%
SUBTOTAL		0	50	0	0	50	50	0	0.00%
DEPARTMENT TOTAL		1,610	4,310	0	0	4,310	4,310	0	0.00%

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
Zoning Board of Appeals**



BUDGET FUNCTION

The Zoning Board of Appeals has three primary functions, as defined in Connecticut State Statute:

- To hear and make decisions concerning requests to vary standards in the Waterford Zoning Regulations
- To hear appeals of decisions made by the Zoning Enforcement Officer
- To review certificates of location for motor vehicle uses, including dealer/repairer licenses

The following proposal represents 0% increase over the approved FY 25 budget.

MEMBERS

Cathy Gonyo, Chair
Anne Darling, Vice Chair
Michele Kripps
John Morgan
William Herzfeld

ALTERNATES

Jason Kohl
Greg Gallup

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
Zoning Board of Appeals**



BUDGET SUMMARY

ZONING BOARD OF APPEALS: Proposed Fiscal Year 2026

SERVICES:

10115-52010-101-010-15-00-52 ADVERTISING	3,700
10115-52020-101-010-15-00-52 POSTAGE	160
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCAT	400

TOTAL	\$ 4,260
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MATERIALS & SUPPLIES:

10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50
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TOTAL	50
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TOTAL	\$ 4,310
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Advertising Line 10115-52010

\$ 3,700 Requested

The ZBA is required under the Connecticut General Statutes to advertise notice of public hearings and Board actions. The cost of each advertisement depends on the complexity of the actual applications. Average advertising costs for individual applications in the last five years ranged from \$215 to over \$600. Total annual advertising costs can vary significantly from year to year based on the number of applications the ZBA receives.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
Zoning Board of Appeals**



Postage Line 10115-52020

\$ 160 Requested

All ZBA public hearing notices and actions are sent via certified mail to the applicants. Property owners and agents also receive these mailings. Each certified letter costs approximately \$6.75. The department has seen an increase in ZBA applications over the last several years. \$160.00 is requested, which matches the FY25 funding request.

Dues, Conferences, Education Line 10115-52050

\$ 400 Requested

Current and new ZBA members benefit from several educational opportunities throughout the fiscal year. The State of Connecticut offers a training seminar specifically targeted to ZBA members that is held annually in the spring. The CT Association of Zoning Enforcement Officers (CAZEO) hosts monthly meetings that address relevant topics and current issues in zoning practice. The annual CT Bar Association conference also typically includes sessions geared toward zoning practice and current legal matters. Access to these training opportunities helps ZBA members at all states of their service to the Town to maintain an understanding of relevant zoning issues. \$400 is requested in FY26.

Office Supplies Line 10115-53010

\$50 Requested

The ZBA historically maintains \$50 in this line to pay for items that are not supplied by the Planning Department or Finance Office. Board member name plates and updated Zoning Regulation binders are funded through this line.

TOWN OF WATERFORD FY2026 BUDGET REQUEST Zoning Board of Appeals



Zoning Board of Appeals 5 Year History of Expenditures										
	FY 2024		FY 2023		FY 2022		FY 2021		FY 2020	
	ORIGINAL BUDGET	FY 2024 ACUTAL	ORIGINAL BUDGET	FY 2023 ACUTAL	ORIGINAL BUDGET	FY 2022 ACUTAL	ORIGINAL BUDGET	FY 2021 ACUTAL	ORIGINAL BUDGET	FY 2020 ACUTAL
ZONING BOARD OF APPEALS										
SERVICES:										
10115-52010-101-010-15-00-52 ADVERTISING	3700	1462	3700	3343	3700	2667	3700	2908	3700	2406
10115-52020-101-010-15-00-52 POSTAGE	160	67	160	109	160	116	160	1555	160	53
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCATION	400	80	400	225	400	50	400	200	400	0
Total SERVICES	4260	1609	4260	3677	4260	2833	4260	4663	4260	2459
MATERIALS & SUPPLIES:										
10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50	0	50	0	50	26	50	85	50	0
Total MATERIALS & SUPPLIES	50	0	50	0	50	26	50	85	50	0
TOTAL	4310	1609	4310	3677	4310	2859	4310	4748	4310	

ZONING BOARD OF APPEALS: Proposed Fiscal Year 2026**SERVICES:**

10115-52010-101-010-15-00-52 ADVERTISING	3,700
10115-52020-101-010-15-00-52 POSTAGE	160
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCATION	400

TOTAL	\$ 4,260
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MATERIALS & SUPPLIES:

10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50
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TOTAL	50
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TOTAL	\$ 4,310
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MINUTES

RECEIVED FOR RECORD
WATERFORD, CT

Zoning Board of Appeals
Waterford Town Hall

2024 NOV 13 A Nov 6, 2024
5:30 PM

ATTEST: *[Signature]*
TOWN CLERK

Members Present: Cathy Gonyo, Chairwoman, Anne Darling, Michelle Kripps, John Morgan
Members Absent: William Herzfeld
Alternates Present: Jason Kohl
Alternates Absent: Greg Gallup
Staff Present: Jonathan Mullen, Planning Director; Mark Wujtewicz, Planner; Wayne Scott, Zoning Official; Dawn Choisy, Recording Secretary
Also Present: Atty Robert Avena, Town Attorney

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairwoman Gonyo called the meeting to order at 5:30. J. Kohl was appointed to sit for W. Herzfeld.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the minutes of the October 2, 2024 meeting as written.

VOTE: 3-0-2, C. Gonyo and J. Kohl abstaining.

3. OLD BUSINESS

Application #ZBA-24-4 - Appeal of A Beautiful Real Estate LLC, owner and applicant for property located at 14 Bella Vista Street, R-20 zone. Variances are requested from zoning regulations: Section 4.4.1 - front yard setback, 4.4.2 - side yard setback and 4.4.3 - rear yard setback as shown on plans titled "Zoning Location Survey" dated July 15, 2024.

A request to table this application until the December 4, 2024 ZBA meeting was received from the applicant's agent.

4. PUBLIC HEARING

Appeal #ZBA-24-5 - Appeal of the Zoning Official's Order to Discontinue dated September 12, 2024 issued for the placement of an unauthorized Recreational Camping Vehicle and other unauthorized uses being conducted in violation of the Town of Waterford Zoning Regulations on property located at 10 Shore Drive, Waterford. Appeal is taken by Alex Mironovas.

Chairwoman Gonyo opened the public hearing and read the following exhibits into the record:

EXHIBIT 1 - Application for Appeal of the Zoning Official's Decision dated 9/25/24
EXHIBIT 2 - email correspondence dated July 15, 2024 to Alex Mironovas from Wayne Scott
EXHIBIT 3 - Order to Discontinue dated 9/12/2024
EXHIBIT 4 - Legal ad run in the Day newspaper on 10/23/24 & 10/30/24
EXHIBIT 5 - email dated May 15, 2024 from Jonathan Mullen to Wayne Scott
(1 photo included)

- EXHIBIT 6 - Three photos of camper and boat trailer on site taken by W. Scott on 5/15/24
- EXHIBIT 7 - Two photos of camper and unassembled dock components taken by M. FitzGerald on 5/15/24
- EXHIBIT 8 - Three photos of camper and unassembled dock components taken by W. Scott on 7/19/24
- EXHIBIT 9 - email dated July 20, 2024 from Alex Mironovas to Wayne Scott, RE: Town of Waterford regulation regarding trailers & Recreational Camping Vehicles Not Permitted
- EXHIBIT 10- Zoning Compliance Review dated 8/23/24
- EXHIBIT 11 - Three photos of camper and dock partially installed on site taken by W. Scott on 8/26/24
- EXHIBIT 12 - email contained 6 photos of activity over the weekend of August 25, 2024 at 10 Shore dr. (photos taken by neighbor, not included)
- EXHIBIT 13 - email from Wayne Scott to Kevin Zawoy dated August 29, 2024 Re: 10 Shore Drive Waterford CT dock permit inquiry
- EXHIBIT 14 - email dated August 29, 2024 from Wayne Scott to "Lisa R", RE: 10 Shore Drive 8/25/24
- EXHIBIT 15 - email dated September 11, 2024 from Alex Mironovas to Wayne Scott, Re: Town of Waterford regulation regarding Trailers & Recreational Camping Vehicles Not Permitted
- EXHIBIT 16 - email dated September 12, 2024 from Wayne Scott to Alex Mironovas RE: Town of Waterford regulation regarding Trailers & Recreational Camping Vehicles Not Permitted
- EXHIBIT 17 - email dated September 17, 2024 from Kathleen Perzanowski to Wayne Scott Subject: 10 Shore Drive, Waterford
- EXHIBIT 18 - email dated October 1, 2024 from Wayne Scott to Kathleen Perzanowski, Subject 10 Shore Drive, Waterford
- EXHIBIT 19 - Activity Log – 10 Shore Dr

W. Scott noted for the record that Exhibit 7 should state that the photographs taken by M. FitzGerald were taken on 7/15/24, not 5/15/24.

W. Scott reviewed Exhibit 19 (Activity Log) as well as the exhibits showing photos of the camper on the property. He noted that Section 3.9.4 of the Zoning Regulations states that a camper is not allowed on a property without there being a principal structure on the property. Section 3.20.3 of the Zoning Regulations allows the Zoning Official to issue a temporary Zoning Compliance Permit for the placement of a manufactured home or trailer on a property only in the circumstance where a building permit has been issued for the construction of the property owners own dwelling. There is currently no principal structure on the property, and there is no building permit in place for the construction of a new home. The property owner has applied for a building permit for a new home; however, it has not been approved because the submittal did not meet the zoning regulations.

Alex Mironovas addressed the Board, and stated that a permit for a new home on the site had been issued, but he does not know if it is still valid.

Attorney Avena asked Mr. Mironovas if a permit for the dock has been issued by DEEP. A. Mironovas replied that the original owner received a permit for the dock. It had expired and he is in communication with the DEEP to get a new permit.

Attorney Avena asked Mr. Mironovas if he received copies of the permits when he bought the property. A. Mironovas replied that the previous owner told him he had permits and gave him a bag of stuff.

Attorney Avena entered into the record as Exhibit 20 a print-out from the permitting software showing an expiration date for the new home permit of 5/24/2007. He stated that the new plans have not been approved.

A. Darling asked A. Mironovas why he did not move the trailer when he received the notice, and asked if he had a current building permit. A. Mironovas replied that the regulation does not say the permit has to be valid.

Attorney Avena asked if A. Mironovas was doing work under the old permit. A. Mironovas replied that he is doing landscaping on the site. Attorney Avena referred to an email sent to the Zoning Official (Exhibit 9) where A. Mironovas asked the Zoning Official for an exception to the regulations and issue a zoning permit for the trailer. A. Mironovas again said that the regulations don't say that the permit needs to be valid.

Chairwoman Gonyo stated that there is a reason rules are put in place, and noted that it has been established that the RV is on the site, and it has also been established that a building permit has not been issued for the property.

Attorney Avena submitted into the record as Exhibit 21 a Warranty Deed for the property.

A. Darling stated the she looked at the property and there are weeds all over and that it does not appear that there is any landscaping work being done as Mr. Mironovas has previously stated.

J. Morgan stated that the RV should just be moved.

W. Scott stated that the Order to Discontinue is also for the installation of the dock. He referred to Exhibit 17 in which DEEP stated that there is not a valid permit for the dock.

There being no further comments, the public hearing was closed at 7:00.

MOTION: Motion made by J. Morgan, seconded by A. Darling to add deliberation of Application #ZBA-24-5 to the agenda.

VOTE: 5-0

MOTION: Motion made by J. Kohl, seconded by J. Morgan, to uphold the Zoning Official's issuance of the Order to Discontinue.

VOTE: 5-0

5. NEW BUSINESS

- Draft 2025 meeting schedule

MOTION: Motion made by J. Kohl, seconded by A. Darling, to approve the 2025 meeting schedule as drafted.

VOTE: 5-0

- Draft 2023/2024 ZBA Annual Report

MOTION: Motion made by J. Morgan, seconded by A. Darling, to approve the 2023/2024 ZBA Annual Report as drafted.

VOTE: 5-0

- Draft 2026 ZBA Budget

MOTION: Motion made by J. Kohl, seconded by A. Darling, to approve the 2026 ZBA Budget as drafted.

VOTE: 5-0

6. CORRESPONDENCE
No correspondence was received.

7. ADJOURNMENT

MOTION: Motion made by J. Kohl, seconded by J. Morgan, to adjourn the meeting at 7:08.

VOTE: 5-0

Respectfully Submitted,


Dawn Choisy
Recording Secretary

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

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

DEPARTMENT: Zoning Board of Appeals

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD (12/08/2023)	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees	\$ 7,760.00	\$ 4,080.00		\$ 560.00	\$ 5,920.00	\$ (5,360.00)
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 7,760.00	\$ 4,080.00	\$ -	\$ 560.00	\$ 5,920.00	\$ 5,360.00

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10106

TAX COLLECTOR

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	88,237	89,684			90,805	1,121.00	1.25%
51210	CLERICAL/TECHNICAL	92,898	88,733			78,596	(10,137.00)	-11.42%
51920	F.I.C.A	13,110	13,649			12,960	(689.00)	-5.05%
	SUBTOTAL	194,245	192,066	0	0	182,361	(9,705.00)	-5.05%
SERVICES								
52010	ADVERTISING	654	655			690	35.00	5.34%
52020	POSTAGE	9,357	8,300			11,000	2,700.00	32.53%
52030	PROFESSIONAL FEES	28,030	27,919			30,349	2,430.00	8.70%
52040	SERVICE CONT. & REPAIR	1,081	1,156			1,067	(89.00)	-7.70%
52050	DUES, CONF. & EDUCATION	945	1,875			1,950	75.00	4.00%
	SUBTOTAL	40,067	39,905	0	0	45,056	5,151.00	12.91%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	399	360			400	40.00	11.11%
	SUBTOTAL	399	360	0	0	400	40.00	11.11%
OFFICE EQUIPMENT								
54060	OFFICE EQUIPMENT	2,329	0			0	-	0.00%
	SUBTOTAL	2,329	0	0	0	0	-	0.00%
	DEPARTMENT TOTAL	237,040	232,331	0	0	227,817	(4,514.00)	-1.94%



Tax Collector FISCAL YEAR 2026 BUDGET

WATERFORD TAX COLLECTOR

Functional Description of the Duties of the Tax Office

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

The Grand List 2023 levy totaled \$100,101,709.99, an increase of \$4,151,949.25 or 4.33% compared to the GL 2022 levy. As of the end of FY 2024, the tax office had achieved the highest overall collection rate as follows:

Real Estate:	100.10%
Personal Property:	99.89%
Motor Vehicle:	97.61%
Motor Vehicle Supplemental:	94.09%
Total Collection Rate:	99.89%

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

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

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

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

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

The majority of the required billing information comes from the Assessor's Office, often in conjunction with the Connecticut Department of Motor Vehicles. The daily work necessitates a close working relationship with those offices as well as the Town Clerk, Finance Department, Town Treasurer, and various other agencies. The 2023 levy generated 31,504 tax bills: 9,572 real estate, 1,240 personal property, and 20,692 motor vehicle bills.

A Look Ahead:

The Tax Office has no specific plans for capital requests or purchases and we are currently at a minimal staffing level. We continue to investigate options that will reduce overhead costs for the Town and for the taxpayers including, but not limited to, the most cost-efficient online payment opportunities and the new collection agency with which we have contracted.

FY 2026 BUDGET SUMMARY

The Fiscal Year 2026 total budget request is \$227,817, a decrease of \$4,514 (-1.94%) from the prior year. Personnel costs decreased by \$9,705 (-5.05%) and Services increased \$5,151 (12.91%) driven predominantly by an increase in Postage and Quality Data Service tax billing services.

Personnel Cost: \$182,361 Backup Page: 7

This is a decrease of \$9,705 (-5.05%) from last year's approved budget.

LI 51010 Elected Officials: \$90,805

The salaries for elected officials were addressed by action of the RTM. At the 2/7/2022 meeting of the RTM, that body voted to increase the elected officials' salaries by the **lowest** of the following criteria:

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

At the 12/2/2024 meeting of the RTM, elected officials' salaries were, once again, set at ½ of the NUMP salary increase at a value of 1.25%.

LI 51210 Clerical/Technical: \$78,596

This is a decrease of \$10,137 (-11.42%). The decrease is due to the retirement of the previous full-time clerk. The salary for the Tax Office's full-time Accounts Receivable Clerk is determined by a negotiated contract between the Town and Local 1303-037. The increase of the full-time clerk is 5.17% and the increase of the non-union part-time clerk is 4.655%

The Town of Waterford has set the Seasonal Clerk wage scale at \$17.00 as of 7/1/2025; the Connecticut minimum wage will be \$16.35 effective 1/1/2025.

I have recalculated the necessary hours and days for our seasonal employee per the recommended budget amount from the Finance Department. There are 23 days necessary for this year's collection month. At the 100 hours (\$1700.00) calculated by Finance for the budget, this would limit the position to only 4 hour per day as opposed to the historical 5-hour day.

LI 51920 FICA: \$12,960

This is a decrease of \$689 (-5.05%). FICA is budgeted at 7.65% of all wages, including overtime.

Services: \$45,056, an increase of \$5,151 (12.91%).

LI 52010 Advertising: \$690

State statute 12-145 requires publication of tax notices six times per year in a local newspaper: three times for each of the collection months. Rates are for publication in the Waterford Times. I have been in contact with The Day legal ad department and they are stating that the price should remain "close" to this year's price of \$109.11, therefore I am budgeting a 6% increase to \$115.00 per ad. (Backup: Pages 15-16)

June-July 3 ads x \$115 = \$345.00

Dec-Jan 3 ads x \$115.00 = \$345.00

LI 52020 Postage: \$11,000

Postage rates have gone from \$0.55 (1/27/2019); \$0.58 (8/29/2012); \$0.60 (7/10/2022); \$0.63 (1/22/2023); \$0.66 (7/9/2023); \$0.68 (1/1/24) and \$0.73 (7/1/24) another 7.3% increase.

FY 2019	\$5,348	FY 2022	\$6,662
FY 2020	\$5,552	FY 2023	\$7,559
FY 2021	\$4,874	FY 2024	\$9,357

July 2024	Metered Mail	\$292.41	
	Actual Postage	\$20.80	
Aug 2024	Metered Mail	\$2,305.85	DQ Statements
	Actual Postage	\$76.00	
Sept 2024	Metered Mail	\$1,518.28	Demands
	Actual Postage	\$18.90	PP Lien Notice
Oct 2024	Metered Mail	\$0.70	
	Actual Postage	\$1.80	
Nov 2023	Metered Mail	\$201.84	
	Postage	\$3.12	
Dec 2023	Metered Mail	\$879.48	
	Postage	\$6.24	
Jan 2024	Metered Mail	\$1,120.41	Postcards
	Postage	\$3.12	
Feb 2024	Metered Mail	\$1,105.76	DQ Statements
	Postage	\$22.40	
Mar 2024	Metered Mail	\$405.45	Demands
	Postage	\$5.60	
Apr 2024	Metered Mail	\$643.04	Lien Notices
	Postage	\$8.80	
May 2024	Metered Mail	\$519.15	
	Postage	\$6.40	
June 2024	Metered Mail	\$444.94	DQ Statements
	Postage	\$6.60	
		\$9,617.09	

LI 52030 Professional Fees: \$30,349

This is an increase of \$2,430 (8.7%) completely comprised of the increase in the Quality Data Service budget.

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

Quality Data Service – All Billing Services

\$29,573.84

Last year \$27143.24 (Backup: Pages 17-19)

This is an increase of \$2430.60 (8.95%)

This year \$12,760.00 of software support moved to IT budget.

Last year: \$12,186.60

Invoice Cloud Credit Card Processor

\$480

PCI compliance for 1 credit card readers \$15 per machine per month	\$180
Cloud Access Fee \$25 per month (Backup: Page 20)	\$300

DMV – Access DMV database for current address

and registration information (Backup: Page 21)

\$250

New Employee Background Check (Backup: Page 22)

\$45

LI 52040 Service Contracts and Repairs: \$1067

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

Copier/Printer Lease

\$1067

Ricoh copier lease: \$77.23 per month	\$926.76
Copy fees: \$0.007 per copy	\$140.00

3 Year Average: \$149.47

2022: \$ 146.85

2023: \$ 127.19

2024: \$ 174.35

LI 52050 Dues, Conferences and Education: \$1950

This amount covers state and local membership dues and state/regional association meetings. (Backup: Pages 24-29)

Dues:

Connecticut Tax Collectors' Association (CTx)	\$ 75
New London County Tax Collectors' Ass'n	\$ 30
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 40

Conferences:

Connecticut Tax Collectors' Association (CTx)	\$ 750
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 900
CTx Spring Meeting	\$ 65
CTx Fall Meeting	\$ 65

Re-Certification (Every 5 Years)

\$ 25

LI 53010 Supplies: \$400

Supplies that are specific to departments are now in each department's budget in addition to some supplies that are no longer in the Finance Department purview.
(Backup: Page 30)

Return Envelopes Price is \$24.40 per box of 500	\$ 25
Receipt Paper for Validator (100 @ \$1.65)	
[Current purchase 120 rolls]	\$165
Validator Ribbons (20 @ \$6.66)	\$135
Miscellaneous Non-Finance Supplies	
Rubber Bands, Red Pens, Calendars, colored Sharpies, Pencils, Colored highlighters, Address Labels etc.	\$ 75

<u>Supplies History</u>	<u>Receipt Paper</u>	<u>Validator Ribbons</u>
FY 2019	80	18
FY 2020	90	18
FY 2021	70	18
FY 2022	80	16
FY 2023	80	20
FY 2024	80	20
FY 2025 ytd	120	25
7 Yr Average	86	20
Most Recent Costs	\$1.65	\$6.66

LI 54060 Office Equipment: \$0

**TOWN OF WATERFORD
GENERAL FUND
Revised 2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10106

TAX COLLECTOR

LINE ITEM	DESCRIPTION	COLUMN 1 2023/2024 ACTUAL EXPENDED	COLUMN 2 2024/2025 RTM APPROP.	COLUMN 3 2024/2025 ADD'L/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/25	COLUMN 5 2025/2026 DEPT/ AGENCY REQUEST	COLUMN 6 2025/2026 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	86,286	89,684			90,805		1,121	1.25%
51210	CLERICAL/TECHNICAL	80,820	88,733			78,596		(10,137)	-11.42%
51810	OVERTIME	0	0			0		0	
51920	F.I.C.A	12,784	13,649			12,960		(689)	-5.05%
	SUBTOTAL	179,890	192,066	0	0	182,361	0	(9,705)	-5.05%
SERVICES									
52010	ADVERTISING	675	655			690		35	5.34%
52020	POSTAGE	6,000	8,300			11,000		2,700	32.53%
52030	PROFESSIONAL FEES	21,399	27,919			30,349		2,430	8.70%
52040	SERVICE CONT. & REPAIR	1,000	1,156			1,067		(89)	-7.70%
52050	DUES, CONF. & EDUCATION	895	1,875			1,950		75	4.00%
	SUBTOTAL	29,969	39,905	0	0	45,056	0	5,151	12.91%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	280	360			400		40	11.11%
	SUBTOTAL	280	360	0	0	400	0	40	11.11%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	210,139	232,331	0	0	227,817	0	(4,514)	-1.94%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 06 TAX COLLECTOR
2025/2026 FISCAL YEAR
From Finance

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
1/12/2015	TAX COLLECTOR	40	N/A	89,683.25	90,804.51	N/A	90,804.51	6,946.55
	TOTALS			89,683.25	90,804.51	0.00	90,804.51	6,946.55
51210 - CLERICAL/TECHNICAL								
06/26/2024	ACCOUNTS RECEIVABLE CLERK	35	\$ 25.1073	43,615.97	45,871.10	N/A	45,871.10	3,509.14
03/09/2015	ACCOUNTS RECEIVABLE CLERK	19	\$ 31.2810	29,644.56	31,024.53	N/A	31,024.53	2,373.38
07/01/2022	SEASONAL CLERICAL	*LUMP 100	\$ 17.0000	1,650.00	1,700.00	N/A	1,700.00	130.05
	TOTALS			74,910.53	78,595.63	0.00	78,595.63	6,012.57
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
							0.00	0.00
TOTALS		FY25 FICA	12,591.42	164,593.79	169,400.14	0.00	169,400.14	12,959.11
BUDGET TOTAL W/F.I.C.A				177,185.21			182,359.25	

WORKDAYS 2025/2026

261

WEEKS TO BUDGET

52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 06 TAX COLLECTOR
2025/2026 FISCAL YEAR

Line Item	Description					
		<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-26</u>
51010	ELECTED OFFICIALS	86,286	86,286	87,255	89,684	90,805
51210	CLERICAL/TECHNICAL	82,334	80,820	85,437	88,733	77,956
51810	OVERTIME	0	0	0	0	0
51920	F.I.C.A.	12,900	12,784	13,211	13,649	12,911
	SUBTOTAL	181,520	179,890	185,903	192,066	181,672
	SERVICES					
52010	ADVERTISING	700	675	675	655	690
52020	POSTAGE	6,000	6,000	7,500	8,300	11,000
52030	PROFESSIONAL FEES	22,214	21,399	22,270	27,919	30,349
52040	SERVICE CONT. & REPAIR	1,178	1,000	1,146	1,146	1,067
52050	DUES, CONF. & EDUCATION	195	895	945	1,875	1,950
	SUBTOTAL	30,287	29,969	32,536	39,895	45,056
	MATERIALS & SUPPLIES					
53010	OFFICE SUPPLIES	100	280	50	360	400
	SUBTOTAL	100	280	50	360	400
	OFFICE EQUIPMENT					
54060	OFFICE EQUIPMENT	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0
	DEPARTMENT TOTAL	211,907	210,139	218,489	232,321	227,128
	Salary Increase	0.96%	0.00%	1.12%	2.28%	1.25%
					11 Year	14.39%

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

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

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

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

DEPARTMENT: TAX COLLECTOR

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 YTD	2 Year Average	VARIANCE
			THRU 11/30		
Beach Admission Fees					
Benefit Assessments					
Bulky Waste Fees					
Conveyance Tax					
Copy Fees					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest	528,233	290,865	126,785	409,549	0
Lien Fees	3,889	2,952	1,200	3,421	0
Inter-Municipal Revenues					0
Investment Interest					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Rentals					0
Sale of Equipment/Vehicles					0
Sale of Recyclables					0
State Operational Grants					0
Tax Collections-Current Year	96,544,226	96,078,023	72,747,588	96,311,125	0
Tax Collections - Prior Year	600,349	486,706	298,040	543,528	0
Versa Kart/Blue Box Purchases					0
Miscellaneous					0
Accurint (Personal Search)					0
NSF	1,300	2,275	1,325	1,788	
UCC Lien Fee	1,652	1,340	660	1,496	
Motor Vehicle Fees	21,711	23,164	12,787	22,438	
Warrant Fees					
East Lyme Animal Control Fee					0
Eugene O'Neill Gate Receipts					0
Alarm Monitoring					0
Alarm Penalties					0
Enhanced E 9-1-1					0
Regional Communications Fees					0
					0
					0
					0
TOTALS	97,701,360	96,885,325	73,188,385	97,293,343	0

Collection Statistics												
FY		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
July	Real Estate	60.50%	59.20%	54.80%	55.84%	53.39%	57.62%	52.20%	59.27%	49.41%	61.16%	57.62%
	Personal Prop	98.90%	97.80%	96.60%	97.24%	88.36%	87.58%	85.01%	85.51%	86.37%	86.76%	87.05%
	Motor Vehicle	80.10%	72.70%	66.60%	69.24%	66.86%	66.19%	48.76%	66.64%	68.24%	65.20%	68.72%
	MV Supp							Covid				
	Total	70.80%	68.90%	65.40%	66.62%	62.73%	65.48%	60.42%	66.47%	60.39%	67.28%	66.18%
August	Real Estate	61.50%	61.70%	61.70%	61.81%	61.72%	61.64%	56.66%	62.59%	62.39%	65.11%	62.39%
	Personal Prop	99.30%	99.20%	99.20%	99.34%	99.51%	99.61%	96.35%	99.72%	99.24%	99.63%	98.41%
	Motor Vehicle	86.50%	86.80%	87.00%	89.29%	90.07%	88.97%	65.24%	90.41%	88.23%	88.50%	89.08%
	MV Supp											
	Total	71.90%	71.70%	71.90%	72.28%	72.45%	72.35%	67.22%	73.65%	73.75%	74.25%	73.50%
September	Real Estate	61.70%	61.90%	61.90%	62.04%	62.35%	62.33%	61.45%	63.09%	62.75%	65.29%	62.78%
	Personal Prop	99.30%	99.40%	99.60%	99.41%	99.57%	99.81%	98.86%	99.79%	99.32%	99.67%	99.82%
	Motor Vehicle	90.40%	91.10%	92.10%	92.55%	92.45%	92.06%	82.59%	93.59%	91.28%	91.75%	92.01%
	MV Supp											
	Total	72.20%	72.10%	72.30%	72.62%	73.02%	73.03%	72.01%	74.17%	74.20%	74.55%	74.28%
October	Real Estate	62.00%	62.30%	62.10%	62.22%	62.60%	62.49%	62.67%	63.59%	62.97%	65.51%	62.98%
	Personal Prop	99.40%	99.50%	99.60%	99.53%	99.61%	99.87%	99.39%	99.84%	99.90%	99.72%	99.84%
	Motor Vehicle	92.10%	93.00%	93.60%	93.55%	93.85%	93.32%	92.32%	95.34%	92.69%	93.39%	93.36%
	MV Supp											
	Total	72.50%	72.40%	72.60%	72.81%	73.27%	73.21%	73.46%	74.61%	74.56%	74.80%	74.49%
November	Real Estate	62.20%	63.00%	62.5%	62.59%	63.20%	63.24%	63.19%	63.96%	63.31%	65.91%	
	Personal Prop	99.40%	99.60%	99.7%	99.63%	99.79%	99.89%	99.45%	99.93%	99.87%	99.73%	
	Motor Vehicle	93.10%	94.80%	95.2%	94.65%	95.48%	94.95%	94.00%	95.88%	94.00%	94.25%	
	MV Supp											
	Total	72.30%	73.10%	73.0%	73.15%	73.81%	73.86%	73.92%	74.27%	74.28%	75.14%	

December	Real Estate	71.00%	71.20%	71.01%	71.19%	71.30%	72.61%	71.84%	72.54%	72.10%	73.66%
	Personal Prop	99.60%	99.60%	99.74%	99.64%	99.80%	99.89%	99.84%	99.92%	99.87%	99.76%
	Motor Vehicle	94.70%	95.90%	95.81%	95.16%	96.04%	95.65%	95.13%	96.45%	94.61%	94.69%
	MV Supp	7.60%	6.70%	0.11%	1.42%	0.57%	0.07%	0.39%	0.06%	29.00%	0.31%
	Total	78.70%	78.60%	78.57%	78.76%	79.05%	79.95%	79.61%	80.16%	80.20%	80.28%
		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
January	Real Estate	97.80%	96.70%	94.51%	96.99%	96.11%	96.38%	93.21%	96.67%	96.75%	97.34%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.81%	99.89%	99.84%	99.93%	99.89%	99.76%
	Motor Vehicle	95.40%	96.30%	96.38%	96.39%	96.47%	96.20%	95.68%	97.02%	95.11%	95.23%
	MV Supp	74.40%	71.70%	66.22%	71.45%	64.83%	64.76%	58.52%	65.06%	63.64%	62.30%
	Total	98.00%	97.20%	95.67%	97.48%	96.85%	97.03%	94.80%	97.26%	97.22%	97.60%
February	Real Estate	98.50%	98.70%	98.58%	98.60%	98.55%	98.85%	95.88%	99.31%	99.08%	99.13%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.83%	99.88%	99.87%	99.93%	99.89%	99.76%
	Motor Vehicle	95.80%	96.80%	96.60%	96.63%	96.81%	96.62%	96.50%	97.40%	95.67%	95.76%
	MV Supp	79.60%	83.40%	82.40%	83.86%	83.95%	83.48%	75.09%	84.92%	82.66%	83.34%
	Total	98.60%	98.70%	98.67%	98.70%	98.70%	98.90%	96.80%	99.25%	98.97%	99.02%
March	Real Estate	98.90%	98.90%	98.84%	98.84%	99.05%	99.07%	98.53%	99.62%	99.31%	99.30%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.86%	99.89%	99.88%	99.96%	99.90%	99.78%
	Motor Vehicle	96.30%	97.40%	96.94%	97.08%	97.17%	97.14%	97.25%	97.85%	96.27%	96.27%
	MV Supp	87.40%	89.40%	87.47%	88.36%	89.18%	87.62%	84.79%	90.00%	88.82%	89.53%
	Total	98.90%	99.00%	98.90%	98.92%	99.10%	99.11%	98.73%	99.54%	99.21%	99.21%
April	Real Estate	99.10%	99.10%	98.98%	98.98%	99.23%	99.22%	99.28%	99.62%	99.45%	99.46%
	Personal Prop	99.60%	99.60%	99.75%	99.76%	99.86%	99.89%	99.93%	99.93%	99.90%	99.77%
	Motor Vehicle	96.60%	97.60%	97.48%	97.39%	97.61%	97.45%	97.81%	97.83%	96.63%	96.71%
	MV Supp	89.50%	91.60%	90.98%	89.58%	91.37%	89.43%	91.06%	91.27%	90.74%	92.17%
	Total	99.00%	99.10%	99.05%	99.04%	99.26%	99.24%	99.32%	99.54%	99.33%	99.35%
May	Real Estate	99.10%	99.10%	99.15%	99.18%	99.38%	99.31%	99.58%	99.72%	99.51%	100.08%

	Personal Prop	99.60%	99.60%	99.80%	99.79%	99.92%	99.89%	99.93%	99.95%	99.90%	99.87%	
	Motor Vehicle	97.90%	97.80%	97.75%	97.94%	97.99%	97.89%	98.06%	98.26%	96.70%	97.57%	
	MV Supp	92.40%	92.30%	93.20%	92.46%	92.11%	90.91%	92.74%	92.51%	92.02%	93.23%	
	Total	99.20%	99.20%	99.21%	99.23%	99.40%	99.33%	99.56%	99.65%	99.39%	99.87%	
June	Real Estate	99.20%	99.22%	99.24%	99.45%	99.43%	99.42%	99.74%	99.74%	99.58%	100.10%	
	Personal Prop	99.70%	99.64%	99.80%	99.79%	99.92%	99.89%	99.93%	99.95%	99.90%	99.89%	
	Motor Vehicle	98.00%	98.04%	97.95%	98.09%	98.24%	98.04%	98.27%	98.45%	97.23%	97.61%	
	MV Supp	93.20%	93.12%	94.28%	93.29%	93.33%	92.30%	95.02%	93.59%	93.55%	94.09%	
	Total	99.20%	99.23%	99.29%	99.43%	99.46%	99.43%	99.69%	99.68%	99.48%	99.89%	

Alan Wilensky

From: legal <legal@theday.com>
Sent: Tuesday, October 22, 2024 10:39 AM
To: Alan Wilensky
Subject: Re: Waterford Legal Ad Budget

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

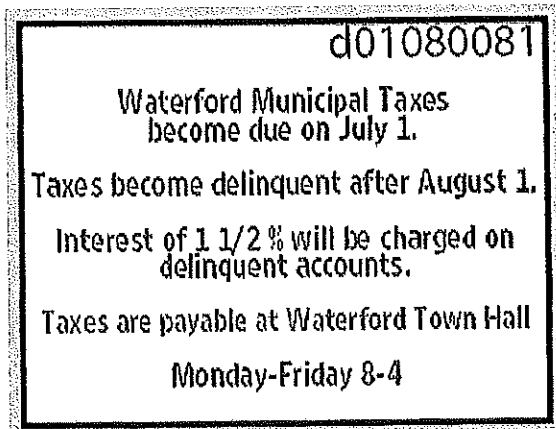
Thank you! I remember now, for The Times paper. Yes, you can expect the price to be very close to the same, not sure if it will be exactly the same but close.

Thank you,
Kelly

Kelly Johnson
Legal notices
The Day and Shore Publishing
Legal Line: 860-701-4410
Direct Line: 860-701-4371
legal@theday.com

From: Alan Wilensky <awilensky@waterfordct.org>
Sent: Tuesday, October 22, 2024 10:34 AM
To: legal <legal@theday.com>
Subject: RE: Waterford Legal Ad Budget

This was the latest ad that you whittled down to \$109.11 each:



The Day

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

ACCOUNT NUMBER	CUSTOMER		BILLING PERIOD
D93094	TOWN OF WATERFORD - TAX COLLECTOR		07/01/24-07/31/24
CLIENT		PAGE NUMBER	DUE DATE
		Page 1 of 1	08/31/2024
Current	Over 30 Days	Over 60 Days	Total Balance
\$218.22	\$0.00	\$0.00	\$218.22

TOWN OF WATERFORD - TAX COLLECTOR
15 ROPE FERRY RD
15 ROPE FERRY ROAD
WATERFORD, CT 06385
United States

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

STATEMENT NUMBER
54190
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$109.11
07/18/24	Payment		319531		-\$109.11
07/04/24- 07/25/24	Tax Notice	OCS	d01080081 Tax Notice	2 col X 18 Lines	\$218.22
Day Credit Department		860-701-4204	Accounting Fax	860-437-7504	
Community Classifieds - Toll Free		800-582-8296	Advertising Fax	860-437-8780	
Day Publishing Company - Toll Free		800-542-3354	Classified Fax	860-442-5443	

Billing Period	Account Number	Customer	
07/01/24-07/31/24	D93094	TOWN OF WATERFORD - TAX COLLECTOR	

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$218.22	\$0.00	\$0.00	\$218.22

APPROVED FOR PAYMENT
ACCT# 10106 - 52010 *Advent*
AMOUNT 218.22
FISCAL YEAR 2025
SIGNATURE [Signature]
DATE 8-1-24

16



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00160

Name / Address

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

Ship To/Bill To

Description of Services

Est Qty

Total

Mailing Services

Jun - CASI certify File

1

90.00

Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post
Office for mailing Bills (RE, PP, MV)

20,150

2,619.50

Jun - QNest Services - QDS patented service

1

475.00

Jun - EZ-Track USPS Mail tracking system for each individual
mailings using QDS Permit - rate based on pieces processed

1

125.00

Jun - #10 Mailing Envelopes 24# WW - 1 sided

20,150

1,007.50

Jun - #9 Return Envelope (BRE) - 1 Sided - Color BLUE Envelope

20,150

1,057.88

Jun - 1st Class Postage - CASS Certified Rates

20,150

11,284.00

Jun - TRIFOLD BROCHURE - 8 1/2 x 11 Insert, Black Ink, Color

20,150

2,418.00

Paper, 24lb, duplex - includes tri-fold and inserting with tax bills
Subtotal JUNE

19,076.88

Dec - CASI certify File

1

90.00

Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post
Office for mailing Bills

2,550

331.50

Dec - EZ-Track USPS Mail tracking system for each individual
mailings using QDS Permit

1

60.00

Dec - #10 Envelopes 24# WW - 1 sided

2,550

127.50

Dec - #9 Return Envelope (BRE) - 1 Sided - Color envelopes

2,550

133.88

Dec - SLIP INSERT - 8 1/2 x 3 1/3 Bucksip Insert, Black Ink,
GREEN Paper, 24lb, single - includes inserting with tax bills

2,550

133.88

Dec - 1st Class Postage* - CASS Certified Rates

2,550

1,428.00

Subtotal DECEMBER

2,304.76

Grand Total

\$21,381.64

Contact	Finance Dept
e-mail	leo@qds.biz
Phone #	2037559031 Ext 6555
Leo DiNicola, CFO - 203-910-2316 (c)	

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Signature represents agreement to our Terms & Conditions:

https://qualitydataservice-my.sharepoint.com/:b/g/personal/qmiza_qds.biz/EVvdmGqRlsg6J16DZO3QBRz3BDuk16SL5rF9XcGdA7e3EnW0U



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00159

Name / Address

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

Ship To/Bill To

Description of Services

Est Qty

Total

Software Services

Annual Software Support Fee - Revenue Collection Software

1

8,150.00

Annual Subscription Fee - QSearch - Tax Records Web Hosting
Service

1

3,200.00

Annual Hardware Maintenance Plan - Epson TMU675 validator

3

885.00

Serial #: J9UG002545

Serial #: J9UF002529

Serial #: BMLG012104

DRaaS - Disaster recovery as a service

84

525.00

Printing Services

Setup Charge

1

120.00

Jun - Printing and Processing RE Bills Including Banks

5,500

1,463.00

Jun - Printing and Processing MV Bills

13,400

3,564.40

Jun- Printing and Processing PP Bills

1,250

332.50

Dec - Printing and Processing MVS Bills

2,550

678.30

Book Services

Final Posted Ratebook per CT State Statutes

3

1,764.00

Binding Final Posted Books

3

270.00

Subtotal - CONTRACTED SERVICE

20,952.20

		Grand Total	\$20,952.20
Contact	Finance Dept	Customer Acceptance Signature: _____ Print Name and Title: _____ Customer Acceptance Date: _____ PO #: _____	
e-mail	leo@qds.biz		
Phone #	2037559031 Ext 6555		
Leo DiNicola, CFO - 203-910-2316 (c)			

Signature represents agreement to our Terms & Conditions:

https://qualitydataservice-my.sharepoint.com/:b/g/personal/qmiza_qds_biz/EVYdrrfQaRllsg8J16DZO3QBQRz3BDuM6SL5rF9XcGdA?e=3EnWdu

Professional Fees Breakdown FY 2026 (QDS)

Professional Fees	FY 2026	FY 2025	Increase/Decrease	% +/-
QDS Software Support	\$8,150.00	\$7,925.00	\$225.00	2.84%
Qsearch-Tax Bill Web Hosting	\$3,200.00	\$2,995.00	\$205.00	6.84%
DRaaS-Cloud Service Backup	\$525.00	\$516.60	\$8.40	1.63%
Validator Hardware Maintenance	\$885.00	\$750.00	\$135.00	18.00%
	\$12,760.00	\$12,186.60	\$573.40	4.71%
Setup Charge	\$120.00	\$115.00	\$5.00	4.35%
June Real Estate Billing - Printing & Processing	\$1,463.00	\$1,375.00	\$88.00	6.40%
June Motor Vehicle Bills - Printing & Processing	\$3,564.40	\$3,350.00	\$214.40	6.40%
June Personal Property Bills - Printing & Processing	\$332.50	\$312.50	\$20.00	6.40%
June CASI & NCOA	\$90.00	\$85.00	\$5.00	5.88%
June Mailing Costs	\$2,619.50	\$2,518.75	\$100.75	4.00%
June QNest	\$475.00	\$450.00	\$25.00	5.56%
June EZ-Track USPS Tracking System	\$125.00	\$125.00	\$0.00	0.00%
June Mailing Envelopes, Preprinted (20,150)	\$1,007.50	\$906.75	\$100.75	11.11%
June Return Envelopes, Preprinted	\$1,057.88	\$957.13	\$100.75	10.53%
June First Class Postage	\$11,284.00	\$10,075.00	\$1,209.00	12.00%
June Insert (Brochure)	\$2,418.00	\$2,115.75	\$302.25	14.29%
December CASI & NCOA	\$90.00	\$85.00	\$5.00	5.88%
December MV Supp - Printing & Processing	\$678.30	\$637.50	\$40.80	6.40%
December Mailing Costs	\$331.50	\$318.75	\$12.75	4.00%
December EZ-Track USPS Tracking	\$60.00	\$60.00	\$0.00	0.00%
December Mailing Envelopes	\$127.50	\$114.75	\$12.75	11.11%
December Return Envelopes	\$133.88	\$121.13	\$12.75	10.53%
December First Class Postage	\$1,428.00	\$1,275.00	\$153.00	12.00%
December Insert (Brochure)	\$133.88	\$126.23	\$7.65	6.06%
Final Posted Rate Books	\$1,764.00	\$1,764.00	\$0.00	0.00%
Binding Final Posted Rate Books	\$270.00	\$255.00	\$15.00	5.88%
				Inc/Dec
Total	\$29,573.84	\$27,143.24	\$2,430.60	8.95%
	\$42,333.84	\$39,329.84	\$3,004.00	7.64%
Billing History (# of bills per type)				
Bill Type	Current year Est	GL 2023	GL 2022	GL 2021
Real Estate	5,500	5,500	5,300	5,268
Motor Vehicle	13,400	13,400	9,300	9,300
Personal Property	1,250	1,250	1,200	1,200
Motor Vehicle Supplemental (Jan)	2,550	2,550	2,250	2,750
	22,700	22,700	18,050	18,518
	GL 2020	GL 2019		
	5,061	5,073		
	11,674	11,511		
	1,170	1,146		
	2,650	2,600		
	20,555	20,330		

InvoiceCloud®

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

Invoice #: 717-2024_10
Date: 10/31/2024

Description	Item Count	Price	Total
ACH Reject Fee Submitter (Chase/Braintree) - All	1	\$15.000	\$15.00
Cloud Access Fee - All	1	\$25.000	\$25.00

Description	Item Count	Total
Encrypted Reader License Fee - All	1	\$15.00
Total Amount:		\$55.00
Due Date:		11/10/2024
Balance Due:		\$55.00

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

For Service Period of 10/01/2024 through 10/31/2024

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

Payment Remittance

Checks Mailed via USPS:
Invoice Cloud, Inc.
PO Box 736147
Chicago, IL 60673-6147

For ACH Payments:
Bank: JPMorgan Chase
ABA/Routing Number: 021000021
Account Number: 568037611
For Credit to: Invoice Cloud, Inc.



STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

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



Invoice

BILL TO
Waterford Tax Collector 15 Rope Ferry Road Waterford, CT 06385

DATE	INVOICE #
5/21/2024	4360

DUE DATE
7/12/2024

DESCRIPTION	QTY	AMOUNT
-- PAYMENT DUE UPON RECEIPT --		
PERIOD COVERED: 7/01/24 TO 06/30/25		
YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE INFORMATION. (DMV DIRECT PROGRAM)	1	250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV		
PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY QUESTIONS.		
PLEASE REMIT THE TOTAL DUE TO:		
DEPARTMENT OF MOTOR VEHICLES 3RD FLOOR/FISCAL SERVICES RM 327 60 STATE STREET WETHERSFIELD, CT 06161		
APPROVED FOR PAYMENT ACCT# <u>10106-52030</u> AMOUNT <u>250.00</u> FISCAL YEAR <u>2026</u> SIGNATURE <u>Alan P. Pardo</u> DATE <u>7-1-2024</u> Rec'd Fees		
Please return one copy of invoice with payment.		Total \$250.00
		Payments/Credits \$0.00
		Balance Due \$250.00

Seat Belts Do Save Lives
DMV is an equal opportunity employer operating under an approved affirmative action plan.

FOLEY

A COMPANY IN MOTION
DRIVING YOUR BUSINESS FORWARD

INVOICE

Account:

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

Customer ID: 0000020855
Invoice Number: INV00000001124181
Date: 7/31/2022
Customer PO:
Terms: NET 28

Sold To:

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

Ship To:

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

Description	Qty	Price	Amount
Packages & Addons Andrew Messina [REDACTED] Ordered: 7/21/ 22 Order #: 629900	1.00	\$40.49	\$40.49
Third Party Fees Andrew Messina [REDACTED] Ordered: 7/21/ 22 Order #: 629900	1.00	\$18.00	\$18.00
Packages & Addons Brandishea Moses [REDACTED] Ordered: 7/2 1/22 Order #: 629894	1.00	\$40.49	\$40.49
Third Party Fees Brandishea Moses [REDACTED] Ordered: 7/2 1/22 Order #: 629894	1.00	\$18.00	\$18.00
Packages & Addons Douglas Smith [REDACTED] Ordered: 7/18/2 2 Order #: 627023	1.00	\$40.49	\$40.49
Third Party Fees Douglas Smith [REDACTED] Ordered: 7/18/2 2 Order #: 627023	1.00	\$18.00	\$18.00
Packages & Addons Ernesta Krukauskaitė [REDACTED] Ordered: 7/18/22 Order #: 627441	1.00	\$40.49	\$40.49
Third Party Fees Ernesta Krukauskaitė [REDACTED] Ordered: 7/18/22 Order #: 627441	1.00	\$18.00	\$18.00
Packages & Addons Giovannina Fioravanti [REDACTED] Ordered: 7/1/22 Order #: 617665	1.00	\$40.49	\$40.49
Packages & Addons James Reagan [REDACTED] Ordered: 7/21/22 Order #: 629886	1.00	\$18.00	\$18.00
Third Party Fees James Reagan [REDACTED] Ordered: 7/21/22 Order #: 629886	1.00	\$40.49	\$40.49
Packages & Addons Michael Bartelli [REDACTED] Ordered: 7/1 3/22 Order #: 624621	1.00	\$40.49	\$40.49
Packages & Addons Michael Smith [REDACTED] Ordered: 7/21/2 2 Order #: 629171	1.00	\$40.49	\$40.49

*Background
Check*

APPROVED FOR PAYMENT

ACCT# 10106-52050 *Trif Fee*
AMOUNT 40.49
FISCAL YEAR 2023
SIGNATURE [Signature]
DATE 8-9-2022



Connecticut Tax Collectors Association, Inc.

Bill To:

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

Invoice NO: 2311
January 5, 2023

INVOICE

DESCRIPTION	AMOUNT
Tax Collector Dues	\$75.00
GRAND TOTAL	\$75.00

NOTES:

Thank you for choosing Connecticut Tax Collectors Association, Inc.

Thank You

**Please make all checks payable to: CTx
MEMBERSHIPS**

For "Pay by Check" memberships, please send all checks to:
CTx c/o Fairfield Tax Office
Attn: Maeci Evans
611 Old Post Road, Fairfield, CT 06824

EVENT REGISTRATION

For "Pay by Check" registrants, please send all checks to:
CTx c/o Milford Tax Collector
Attn: Cory Gumbrewicz
70 W River St, Milford CT 06460

NEW LONDON COUNTY TAX COLLECTOR'S ASSOCIATION

Annual Dues Statement
for 2023.

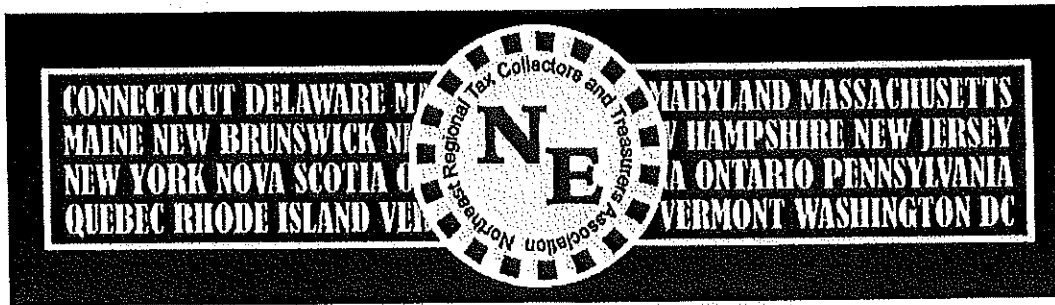
2023 dues:

APPROVED FOR PAYMENT
ACCT# 10106-52650
AMOUNT \$20.00
FISCAL YEAR 2023
SIGNATURE [Signature]
DATE 12/15/2022

Member \$20.00

Retired \$5.00

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



NRTCTA Membership Application

New & Renewal: July 1, 2024 – June 30, 2025

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

Individual Membership:

Dues: US \$40.00 Active Member (Also for Each Vendor Representative)

\$5.00 Retired Member

\$100.00 Subscribing Member

Your Name:

Title / Position:

E-mail:

Telephone number:

Address:

Name of Community you work for:

Associate Membership (Business / Vendors)

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

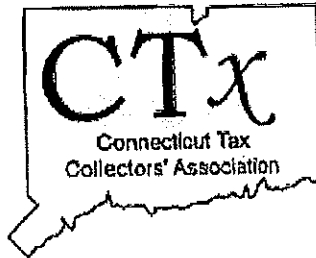
Name of Company / Organization:

Representative Name(s) /Title(s) :

E-mail:

Telephone number:

Address:



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

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

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

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



OPTIONS :

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

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

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

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

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

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

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

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

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

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

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

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

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

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



INVOICE

Aqua Turf Registration

Attendee Information

Invoice #
AT-00817

Name
Alan Wilensky

Title
Tax Collector

City/Town Represented
Waterford

Email
awilensky@waterfordct.org

Phone
(860) 444-5815

Are you a Dues Paying CTx Member?
Yes

Meal Selection

If applicable, any dietary restrictions?

Check Out

Payment Option
Pay By Check

Order

Product	Qty	Unit Price	Price
Prime Rib - \$70	1	\$70.00	\$70.00
Total			\$70.00

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



State of Connecticut Certified Connecticut Municipal Collector Committee (CCMC)
APPLICATION FOR RECERTIFICATION AS A CONNECTICUT MUNICIPAL COLLECTOR

All applications must be accompanied by a check in the amount of \$25.00 made payable to the: CCMC Committee.

NAME OF APPLICANT (Last)	(First)	(MI.)	BUSINESS TELEPHONE	HOME TELEPHONE
ADDRESS (Number and Street)			CCMC CERTIFICATE #	
CITY	STATE	ZIP CODE	EMAIL ADDRESS	

Return To:
Lisa Madden, Clerk,
CCMC Committee,
c/o Town of Windham
979 Main Street,
Willimantic, CT 06226.
lisamaddenccmc@gmail.com

Include proof of program completion for each Program listed below & total all pages. **USE ADDITIONAL PAGES IF NECESSARY.**

Program Title	Date(s) of Program	Provider/School	Topics Covered	Number of Hours
1	Total Hours			

29

I hereby certify that the information contained on this form and included documentation is true, accurate and valid.

Signature: _____

Date: _____

Printed or Typed Name: _____

Alan Wilensky

From: Alan Wilensky
Sent: Tuesday, June 11, 2024 9:30 AM
To: Shea Davy
Subject: RE: Supplies -FY25

Supply List-Finance Dept: (with previous Staples Item #)

- 3 boxes – 3 Tab File Folders (541077)
- 1 box – Yellow Highlighters (65550 Bic Briteliner)
- 1 box- Sharpies Black (No history)
- 1 box – Sharpies Blue (No history)
- 2 – Staplers (No specific preference, not too plastic)

Tax Collector's Budget: Line 10106-53010

- ✓ 80 rolls – Staples Carbonless Paper Roll (53010) Last price: \$1.65/roll
- ✓ 15 – Epson Ribbon Black ERC 32B (E65090) Last price \$6.89/unit on regular Staples, Staples Advantage price is \$9.07
- ✓ 1 pack – Staples Economy #33 Rubber Bands (28619-CC) Last Price \$2.77
- ✓ 1 pack – Staples Economy #16 Rubber Bands (28616-CC) Last Price \$2.90
- ✓ 1 pack – Avery Neon Pink Address Labels (5970) \$14.28
- 1 box – Staples Gummed #1 Currency Envelope (19726/19301) \$8.34
- 1 box – Uniball Gel Grip Medium point blue (65451) \$10.86

Sub total: 274.50

Blue Pens

Alan Wilensky, CCMC
Certified CT Municipal Collector
Waterford Tax Collector

Past President, Connecticut Tax Collectors' Association (CTx)

860-444-5815

awilensky@waterfordct.org



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Good morning everyone,

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10104

ASSESSOR

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	200,976	206,793			211,963	5,170	2.50%
51210	CLERICAL/TECHNICAL	64,594	45,797			46,899	1,102	2.41%
51910	FRINGE BENEFITS	0	250			250	0	0.00%
51920	F.I.C.A	19,766	19,343			19,803	460	2.38%
SUBTOTAL		285,336	272,183	0	0	278,915	6,732	2.47%
SERVICES								
52010	ADVERTISING	232	300			300	0	0.00%
52020	POSTAGE	1,445	1,720			1,860	140	8.14%
52030	PROFESSIONAL FEES	205	250			24,750	24,500	0.00%
52040	SERVICE CONT & REPAIRS	7,339	6,350			7,662	1,312	20.66%
52050	DUES, CONF., & EDUCATION	3,006	3,290			2,765	(525)	-15.96%
52070	REIMBURSABLE EXPENSE		0			1,364	1,364	0.00%
SUBTOTAL		12,227	11,910	0	0	38,701	26,791	224.95%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	138	750			835	85	11.33%
53200	PRICING BOOKS	0	2,370			1,190	(1,180)	-49.79%
SUBTOTAL		138	3,120	0	0	2,025	(1,095)	-35.10%
DEPARTMENT TOTAL		297,701	287,213	0	0	319,641	32,428	11.29%

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT:
ASSESSOR



BUDGET FUNCTION

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

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

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

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

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

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

Looking Ahead: Staffing levels are expected to remain consistent over the next five years with three full-time positions and the possible addition of a student intern to provide assistance on a part-time seasonal basis as we complete the next two scheduled revaluations. Outside of the three state-mandated revaluations scheduled between the years 2026 and 2034 there are no additional capital project requests anticipated.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT:



Assessor's Office Metrics

<u>ACTIVITY</u>	<u>#</u>
Real Estate	
Changes to real property ownership	850
Building permits entered/processed	2280
Property inspections/construction detail/value changes	586
Motor Vehicles	
# of vehicles manually priced	5807
certificates of correction to prorate/add or delete vehicles from current and prior GLs	1414
Personal Property	
# accounts reconciled/priced	1262
Assessment Administration	
State Elderly tax relief applications processed	106
Local Elderly tax relief applications processed	106
State Additional Veterans applications processed	71
Local Veterans applications processed	108
New Veteran's Totally & Permanently Disabled applications processed	63
Board of Assessment Appeals applicants scheduled 23 RE & MV	40
BAA Changes made	18
Map Changes processed	46
Tax Appeals received	29
Tax Appeals currently under review	11
Income & Expense forms rec'd/analyzed	191
New PA490 apps reviewed	4
PA490 Decertifications	3
Veterans- new DD214s recorded	48

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT:



Budget Summary

Line Item	FY 2021 Appropriated	FY 2022 Appropriated	FY 2023 Appropriated	FY 2024 Appropriated	FY 2025 Appropriated	FY 2026 Request	Change from FY 2025 (+/-)
PERSONNEL COSTS							
51110 Administration	196,788	196,788	169,295	192,597	206,793	211,963	5,170
51210 Clerical/Technical	58,818	62,788	62,224	66,342	45,797	46,899	1,102
51810 Overtime	0	0	0	0	0	0	0
51910 Fringe Benefits	2697	2408	0	0	250	250	0
51920 FICA	19,761	20,041	17,711	19,809	19,343	19,803	460
SUBTOTAL	278,064	282,025	249,230	278,748	272,183	278,915	6,732
SERVICES							
52010 Advertising	650	400	400	400	300	300	0
52020 Postage	744	1031	1068	1650	1720	1860	140
52030 Professional Fees	0	250	250	250	250	24750	24500
52040 Serv Cont & Repairs	1680	5666	5921	6236	6350	7662	1312
52050 Dues, Conf. & Education	1825	1825	1825	2855	3290	2765	-525
52070 Reimbursable Expense	0	0	0	0	0	1364	1364
SUBTOTAL	4,899	9,172	9,464	11,391	11,910	38,701	26,791
MATERIALS & SUPPLIES							
53020 Other Supplies	150	150	150	150	750	835	85
53200 Pricing Books	500	500	500	1859	2370	1190	-1180
SUBTOTAL	650	650	650	2,009	3,120	2,025	(1,095)
DEPARTMENT TOTAL	283,613	291,847	259,344	292,148	287,213	319,641	32,428

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT:**



Budget Explanations By Category

Personnel Costs: Office staff consists of three full time positions; a Certified Municipal Assessor, an Assistant Assessor and an Assessor's Aide III. Salaries, fringe benefits & longevity are based on rates established by union contracts.

Budget Request: **\$278,915**

2.47% increase

*See the Personnel/Fringe Benefit spreadsheet for calculations

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

Budget Request:

- **10104-52010 – Advertising** Request: **\$300** **0% increase**

Includes annual publication of a combined legal advertisement notifying taxpayers of state mandated exemption filing deadlines and announcing Personal Property filing requirements as mandated by state statute. The required notice is published in *The Day* newspaper and posted on the Town's website. The combined legal ad published in the fall is advertised jointly with three neighboring municipalities resulting in a cost-sharing discount. An additional notice announcing the filing requirements for the state Elderly Homeowners/Totally Disabled tax relief program is posted in February on the Town's website, in the senior center and on the Waterford Community Access TV Channel. The Assessor's office also conducts periodic forums for residents to provide information and updates regarding available tax benefit programs effecting senior citizens and veterans.

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

DEPARTMENT:



- **10104-52020 – Postage** Request: **\$1,860** **8.14% increase**

In addition to typical correspondence with taxpayers, the Assessor's Office is required by CT State Statutes to send out annually the following applications/notifications to taxpayers:

Elderly Homeowners/Totally Disabled Program re-applications and reminder letters

Additional Veteran's re-applications and reminder letters

Personal Property and Real Estate increase notices

Income & Expense forms for commercial/income producing properties

Personal property audit notification and results letters

Postage costs incurred in FY24/25 to date = \$482.06

Postage Breakdown:

	Postage Items	Postage Fees
I&E Penalty Notices	32	
Increase Notices PP	1270	
RE	478	
PP Audit Notices Certified	26	
PP Audit Result Notices Certified	26	
PP Audit 2nd request for documentation	8	
Elderly Letters	111	
Elderly Reminders	39	
Eld Cert of Mailing	39	\$ 19.50
Advets & Local Vets	78	
Certified Mail Pieces	52	\$ 252.20
Regular Mail Pieces	2055	\$ 1,500.15
Estimated additional 15 pieces of mail per month May-Dec (General Taxpayer correspondence)	120	\$ 87.60
Estimated FY25-26	2227	\$ 1,859.45

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

DEPARTMENT:



- 10104-52030 – Professional Fees** Request: **\$24,750**

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

Last year the Assessor's office implemented a personal property audit program which includes the physical inspection of business personal property and records by an experienced auditor well-versed in personal property valuation. Personal property auditing services are currently provided by Charles B. Feldman & Associates LLC.

Of the existing 1261 personal property accounts roughly 1/3 (440) accounts did not file a personal property declaration form for the 2024 Grand List. While desk audits are performed in-house through the declaration reconciliation process, non-filer and complex accounts warrant an in-depth 3-year lookback audit to ensure filing compliance and to establish an equitable base value for these accounts moving forward.

Based on the current rates by account size provided below the cost to formally audit 20 accounts, including two large utility accounts for the 2022 – 2024 Grand List years is \$24,500.

<u>Pre-Adjusted Gross Assessment</u>	<u>Cost to Complete</u>	<u>22,23,24 Grand List Audits</u>	
		<u>Anticipated # Accounts</u>	
1.01 million - 2.5 million	\$ 2,000		
2.51 million - 5.0 million	\$ 3,000		
5.01 million - 10 million	\$ 4,000		
10.01 million - 20 million	\$ 5,500	1	\$ 5,500.00
20 million plus	\$ 6,000 plus	1	\$ 7,300.00
1.0 million and under	\$ 650	18	\$ 11,700
		20	\$ 24,500.00

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT:**



- **10104 – 52040 – Service Contracts & Repairs** Request: **\$7,662** **20.66% increase**

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

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

The Assessor's Office will be transitioning all existing hard-copy historical real estate files to a digital format accessible to other town departments utilizing a secure file sharing software service (Box). To accomplish this project in-house and with minimal cost, historic and future documents will be organized and scanned into Box utilizing an iPad, which has been requested for purchase through IT. In addition to the annual Box subscription a monthly T-mobile subscription for iPad connectivity is also required.

Service Cont. Fees incurred FY 24: **\$7,339**

Service Cont. & Repairs Breakdown:

QDS Grand List Binding:	\$3,075
QDS Online PP Filing:	\$1,348 <i>Estimated at 1350 accounts</i>
QDS Online I&E Filing:	\$ 442 <i>Estimated at 350 accounts</i>
CBS Copier:	\$1,896
CBS Copier overage est:	\$ 307
Box Subscription:	\$ 340 <i>annually</i>
T-Mobile subscription:	\$ 254 <i>calculated at \$21.14/month</i>
	\$7,662

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT:**



- **10104 – 52050 – Dues, Conf. & Education** Request: **\$2,765 16.00% decrease**

All aspects of assessment administration require formal assessment specific education and training. Continuing Education, (50 credit hours over 5 years) is required statutorily to meet recertification standards for all Certified Connecticut Municipal Assessors. The Assistant Assessor has completed 4 of the required 5 courses to attain a level I CCMA certification. New staff will require course attendance for training in assessment administration/statutes through educational programs provided by the Connecticut Association of Assessing Officers (CAAO). Courses and workshops are offered in June at the UCONN Assessor School and throughout the year as determined annually by the CAAO's Education Committee. Additional continuing education credits for the Assessor and Assistant Assessor are offered for assessment and statute related topics throughout the year. The Wichita Property Tax Conference is held each year in July and offers educational sessions on complex special use and public utility property valuation. Dues are annually recurring for the CAAO, IAAO, NRAAO and GNLA, all of which require membership as a source of assessment industry tools/information and for educational offerings at a reduced cost. CAAO membership is required to maintain CT CCMA certification.

Dues, Conf. & Education Fees incurred in FY24: **\$3,006.08** (includes \$686.08 in mileage)

Assessor & Staff Dues – CAAO, NRAAO, GNLA, IAAO	\$ 635
Continuing Education – Assessor – Uconn, IAAO, Wichita, workshops	\$ 750
CAAO Biannual meetings – Assessor & Asst Assessor	\$ 280
Uconn/AAT Workshops & Courses Asst. Assessor and Aide	<u>\$ 1,100</u>
	\$ 2,765

- **10104 -52070 – Reimbursable Expense** Request: **\$1,364**

Mileage reimbursement for attendance to assessment-related courses, educational workshops and meetings were previously included in the Dues, Conferences and Education line item. Mileage estimates for FY26 are calculated at \$0.67/mile.

Assessor & Staff mileage – Annual Assessor School:	\$ 603
Assessor & Asst. Assessor mileage CAAO biannual meeting	\$ 328
Assessor & Asst. Assessor mileage Fall Symposium	\$ 131
Assessment Aide AAT course mileage – Rocky Hill	<u>\$ 302</u>
	\$ 1,364

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

DEPARTMENT:



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

- **10104-53020 – Other Supplies** Request: **\$835** **11.33% increase**

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

○ Dyna Label Rolls:	3@ \$33 each	\$100
○ Toner Cartridges public printer	2 @140 each	\$280
○ Bankers Boxes	12pk @ \$30	\$ 30
○ 3 Ring Binder 11x17 (tax map copies)	2 @ \$30	\$ 60
○ 3 Ring Binders 2 & 1 inch (4 pk each size)		\$ 72
○ Binder Tab Dividers	8 @\$4	\$ 32
○ Legal Pads (12 pk)	1 @\$38	\$ 38
○ Graph Pads (6 pk)	1 @\$22	\$ 22
○ Office Shredder		\$200
		\$834

- **10104-53200 – Motor Vehicle Pricing** Request: **\$1,190** **49.79% decrease**

Effective with the 2024 Grand List the valuation methodology for all vehicles has changed pursuant to PA 22-118 Sec. 499. Vehicles are now valued based on a set depreciation schedule applied to the original MSRP.

Each town must pay a fee to the DMV to pre-price the majority of vehicles appearing on the Grand List utilizing the JD Powers or Price Digest software. Pricing books have been phased out by JD Powers and the CAAO has negotiated with Price Digest to provide online pricing subscriptions to Assessors at a lower cost than JD Powers.

The amount requested for FY26 is estimated based on last year's pricing fee for the DMV and online Assessor subscription costs for both JD Powers (necessary to price the 2023 MV supply list using average retail value) and Price Digest for original MSRP lookup.

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 04 ASSESSOR
2025/2026 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
1/2/2023	ASSESSOR	40	N/A	128,454.27	131,665.63	N/A	131,665.63	10,072.42
12/07/2021	ASSISTANT ASSESSOR	40	N/A	78,338.81	80,297.28	N/A	80,297.28	6,142.74
	TOTALS			206,793.08	211,962.91	0.00	211,962.91	16,215.16
51210 - CLERICAL/TECHNICAL								
1/8/2024	ASSESSMENT AIDE III	35	\$ 25.6699	43,615.97	46,898.84	N/A	46,898.84	3,587.76
	ASSESSOR AIDE I	19	\$ -	0.00	0.00	N/A	0.00	0.00
	TOTALS			43,615.97	46,898.84	0.00	46,898.84	3,587.76
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
							250.00	0.00
	TOTALS		FY25 FICA 19,156.29	250,409.05	258,861.75	0.00	259,111.75	19,802.92
BUDGET TOTAL W/F.I.C.A				269,565.35			278,914.67	

*REMOVED POSITION FOR FY25/FY26

WORKDAYS

2025/2026

261

WEEKS TO BUDGET

52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 04 ASSESSOR
2025/2026 FISCAL YEAR

LINE 51910

LINE 51920

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
GENERAL	\$ 250.0000		250.00	0
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			250.00	0.00

*general apparel fringe approved FY25

***ADDED TO FICA ON
PERSONNEL WORKSHEET

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10104

ASSESSOR

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	200,976	206,793			211,963		5,170	2.50%
51210	CLERICAL/TECHNICAL	64,594	45,797			46,899		1,102	2.41%
51910	FRINGE BENEFITS	0	250	25		250		0	0.00%
51920	F.I.C.A	19,766	19,343			19,803		460	2.38%
SUBTOTAL		285,336	272,183	25	0	278,915	0	6,732	2.47%
SERVICES									
52010	ADVERTISING	232	300			300		0	0.00%
52020	POSTAGE	1,445	1,720			1,860		140	8.14%
52030	PROFESSIONAL FEES	205	250	24,500		24,750		24,500	0.00%
52040	SERVICE CONT & REPAIRS	7,339	6,350			7,662		1,312	20.66%
52050	DUES, CONF., & EDUCATION	3,006	3,290			2,765		(525)	-15.96%
52070	REIMBURSABLE EXPENSE	0	0			1,364		1,364	
SUBTOTAL		12,227	11,910	24,500	0	38,701	0	26,791	224.95%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	138	750	(25)		835		85	11.33%
53200	PRICING BOOKS	0	2,370			1,190		(1,180)	-49.79%
SUBTOTAL		138	3,120	(25)	0	2,025	0	(1,095)	-35.10%
DEPARTMENT TOTAL		297,701	287,213	24,500	0	319,641	0	32,428	11.29%

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2025-2026 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: _____

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 EXPECTED	2024-2025 YTD	2025-2026 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees	455	289	250	100	250	\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees						\$ -
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 455.00	\$ 289.00	\$ 250.00	\$ 100.00	\$ 250.00	\$ -

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 08320-1231

ACCOUNT NUMBER	CUSTOMER
D140217	EAST LYME ASSESSORS

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01085811	\$790.00

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

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

CHECK NUMBER
AMOUNT PAID

FILE COPY

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
09/18/24	10/1/2024 Grand List	The Day	10/1/2024 Grand List	2 col	\$760.00	\$0.00	\$760.00
09/18/24	10/1/2024 Grand List	Day Classified Webpage	10/1/2024 Grand List	2 col	\$30.00	\$0.00	\$30.00
Total					\$790.00	\$0.00	\$790.00

Account Number	Customer	Total Due
D140217	EAST LYME ASSESSORS	\$790.00

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

$\$790 / 4 \text{ towns} = \197.5

Total Bill is
Shared by 4 towns
equally.

APPROVED

VENDOR# 724
PO# FY 2025
CLOSE PO Y N
ACCOUNT # 10104-52010
AMOUNT \$197.50
SIGN Ray S. Wall
DATE 9/29/2024

Paige Walton

From: Daphne Doran <ddoran@eltownhall.com>
Sent: Monday, September 23, 2024 2:33 PM
To: Melissa Kronfeld, Old Lyme Assessor; Assessor; Paige Walton
Subject: Joint Legal Ad
Attachments: Revised Billing for September legal ad.pdf

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

Good afternoon, Ladies!

Attached is the invoice for the joint legal ad.

If you have any questions, please let us know.

Regards,
Daphne

Daphne Doran | Assistant Assessor

Phone: (860) 739-6931
Email: ddoran@eltownhall.com
Address: Town of East Lyme
108 Pennsylvania Avenue
Niantic, CT 06357

eltownhall.com



Legal Notice

Towns of EAST LYME, LYME, OLD LYME AND WATERFORD, CT

Filing of Tax Lists for 10/1/2024 Grand List

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

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

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

Please note the following:

Veterans: Veterans of any war period so declared in Section 12-81, Subsection 19 of the Connecticut General Statutes, having not previously filed for exemption within their Town, must provide an original or certified copy of the Honorable Discharge, or similar, to the Town Clerk **prior** to October 1, 2024.

Disabled Veterans: Veterans claiming disability exemptions for the **first time** must submit proof from the Veterans Administration to the Assessor before the BAA completes its duties stating the percentage of disability or a service-connected permanent and total disability in order to receive the proper amount of exemption on the **2024** Grand List. All others need only file if their percentage of disability changed since 10/1/2023.

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

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

Blind: Proof of legal blindness, as defined in Section 12-92 of the Connecticut General Statutes, if not previously filed and allowed, must be submitted to the Assessor during the assessment period for consideration on the 10/1/2024 Grand List.

Farmers: Applications for exemption on farm machinery must be filed with the Assessor by October 31, 2024.

Farm, Forest: Owners of Real Estate qualified under various subsections of 12-107 of the Connecticut General Statutes, applying for relief under provisions of this statute, must make application to the Assessor between September 1, 2024 and October 31, 2024 for the 10/1/2024 Grand List. Contact the Assessor's office for details.

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

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

For the purpose of fulfilling the above obligations:

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

Lyme: The Assessor's Office is open at the Town Hall, 480 Hamburg Rd, Lyme, CT from 9:00 A.M. to 12:00 P.M. and 12:30 P.M. to 4:00 P.M. Monday, Tuesday, Wednesday, and Friday except legal holidays.

Old Lyme: The Assessor's Office is open at the Town Hall, 52 Lyme St, Old Lyme, CT from 9:00 A.M. to 4:00 P.M. weekdays except legal holidays.

Waterford: The Assessor's Office is open at the Town Hall, 15 Rope Ferry Rd, Waterford, CT from 8:00 A.M. to 4:00 P.M. weekdays except legal holidays.

Dated this June 20, 2024

Diane Vitagliano
Assessor
Town of East Lyme, CT

Melinda Kronfeld
Assessor
Town of Old Lyme & Lyme

Paige S. Walton
Assessor
Town of Waterford, CT

Quality Data Service, Inc.

**121 Mattatuck Heights Rd
Waterbury, CT 06705**

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00161

Name / Address

**Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385**

Ship To/Bill To

<u>Description of Services</u>	<u>Est Qty</u>	<u>Total</u>
Software Services		
Annual Software Support Fee - Assessor Software	1	6,775.00
Annual Subscription Fee - Personal Property CAMA	1	2,350.00
Annual Subscription Fee - QDS Hosted Personal Property Declaration Form	1	400.00
DRaaS - Disaster recovery as a service	84	525.00
Annual Subscription - Online I&E Form	1	300.00
Double Sided laser Printing & Indexing of Grand List - Regular	4	2,100.00
Permanently Binding Grand List Book(s) - Regular List	4	360.00
Double Sided laser Printing & Indexing of Grand List - MVS	1	525.00
Permanently Binding Grand List Book(s) - MVS	1	90.00
Assessor Annual Cost of Services; Maintenance of Town FTP (File Transfer Protocol) Folder	1	600.00
Subtotal		14,025.00
PP Declarations - Printing and Mailing Services		
Printing, processing, and nesting personal property online letters.	1,350	391.50
#10 Window Mailing Envelopes 24# WW - 1 sided	1,400	90.00
CASI certify File	1	90.00
1st Class Postage - CASS Certified Rates	1,350	776.25
Subtotal		1,347.75
Subtotal CONTACTUAL SERVICES		15,372.75

		Grand Total	
Contact	Finance Dept		
e-mail	leo@qds.biz	Customer Acceptance Signature: _____	
Phone #	2037559031 Ext 6555	Print Name and Title: _____	
Leo DiNicola, CFO - 203-910-2316 (c)		Customer Acceptance Date: _____	

PO #:

Signature represents agreement to our Terms & Conditions:

<http://www.industrydocuments.ucsf.edu/docs/162203200820041831nfrk04A21EnWDL>

Quality Data Service, Inc.

**121 Mattatuck Heights Rd
Waterbury, CT 06705**

www.QDS.biz

Budget Letter 7/1/2025-6/30/2026

Date	Letter/Quot...
11/11/2024	2024E00161

Name / Address

**Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385**

Ship To/Bill To

Description of Services

Est Qty

Total

OPTIONAL

Increase Notices - Printing and Mailing

Printing and Processing Increase Assessor Notices

430

150.50

RE - 110

PP - 320

Folding, Stuffing, and Mailing services with Standard #10 envelope

430

98.90

**Meter mail on Postage Meter - under CASS certification
minimums of 550 pieces**

430

25.80

1st Class Postage

430

288.10

Subtotal

563.30

I&E - Printing and Mailing - BASED ON 350

Setup Charge 4 page Pre-printed I&E < 550 pieces

1

90.00

Print 4 page Pre-printed I&E with Taxpayer Information,

350

96.25

including Printing, mailing services and Standard #10 envelope

Meter I&E's on Postage Meter

350

21.00

1st Class Postage - Regular Rate (METERED)

350

234.50

		Grand Total		\$16,377.80
Contact	Finance Dept			
e-mail	leo@qds.biz	Customer Acceptance Signature: _____		
Phone #	2037559031 Ext 6555	Print Name and Title: _____		
Leo DiNicola, CFO - 203-910-2316 (c)		Customer Acceptance Date: _____		

PO #:

Xerox Financial Services LLC
201 Main St 7
Norwalk, CT 06851

Cost Per Image Agreement



Supplier Name-Address: Dwight: XEROX FINANCIAL SERVICES LLC - 201 Main St 7, Norwalk, CT 06851				Agreement Number:	
Full Legal Name: WATERFORD, TOWN OF		Phone:			
Billing Address: 15 Rope Ferry Road		Contact Name: Rawle Durnett			
City: WATERFORD State: CT Zip Code:		Contact Email: rdurnett@waterford.org			
CUSTOMER EQUIPMENT	QTY	MODEL AND DESCRIPTION	MONTHLY IMAGE ALLOWANCE*	EXCESS IMAGE CHARGE**	
			BLACK	BLACK	COLOR
	1	XEROX C8645	1,000	0	006
Meter Billing Frequency (Monthly unless checked): ☐ Other		* Included in Base Payment		** Plus applicable taxes	
Initial Term (in months): 63	Base Payment (per applicable meter): \$158.00	Frequency: ☒ Monthly ☐ Quarterly ☐ Annually		24 Rope Ferry Road	
BY YOUR SIGNATURE BELOW, YOU AGREE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS OF THE SUPPLIER'S STANDARD TERMS AND CONDITIONS.					
Authorized Signature: <i>[Signature]</i>		Date: <i>[Date]</i>	Federal Tax ID # (Required): 06-000212-1		
Print Name: <i>[Name]</i>		Title: <i>[Title]</i>			
Accepted By: Xerox Financial Services LLC		Name and Title:		Date:	

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us," "our" and "our" mean Xerox Financial Services LLC. "Term" means you or XFS, and "Party" means both you and XFS. "In effect" means the entry identified as "Effective Date" above. "Agreement Date" means the date you physically determine equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Cost Per Image Agreement, including any attached equipment schedule. "Commencement Date" will be a date after the Agreement Date, to be set forth in our first invoice, for facilitating an orderly transition and to provide a uniform billing cycle. "Default Rate" means 25 per month. "Equipment" means the items identified in "Equipment" above and to any attached equipment schedule, plus any software delivered in section 3 hereof, including, but not limited to, copiers, reproducers, replacement parts, subassemblies, add-ons and repair services. "Image Charge" means the applicable excess image charge. "Interim Period" means the period, if any, between the Agreement Date and the Commencement Date. "Interim Payment" means one twelfth of the Base Payment multiplied by the number of days in the Interim Period. "Payment" means the Base Payment specified above, which may include an amount payable to Supplier under the Maintenance Agreement to account for the Monthly Image Allowance listed above, the Service Charge (unless otherwise agreed by you, Supplier and XFS), Fees and other charges you, Supplier and XFS agree will be included by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support services. "Origination Fee" means a one-time fee of \$125 billed on your first invoice, which you agree to pay, covering origination, documentation, preparing and other initial costs. "Term" means the Interim Period, if any, together with the Initial Term plus any subsequent renewal or extension term. "UCC" means the Uniform Commercial Code of the State(s) where XFS must file UCC-1 financing statements to perfect its interest in the Equipment.

2. Agreement, Payments and Late Payments. You agree and represent that the Equipment was received, configured and supported by you based on your purchase and supplied by Supplier at your request. XFS will ensure that from Supplier to you and you agree to issue from XFS. The Initial Term commences on the Commencement Date. You agree to pay XFS the first payment plus any applicable interim payment no later than 30 days after the Commencement Date. Each subsequent payment shall be payable on the same date of each month thereafter. You agree to pay in full each month under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. If any payment is not paid in full within 5 days after its due date, you will pay a late charge of the greater of 10% of the amount due or \$25, not to exceed the maximum permitted by law. For each delinquent or returned payment, you will be charged the applicable fee, not to exceed \$25. Restrictive covenants on any method of payment will be hereby waived. You agree to pay in full each month under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date.

3. Equipment and Software. To the extent that the Equipment includes intangible property or associated services such as software licenses, such intangible property shall be returned to us "Software." You acknowledge and agree that XFS is not the owner of such Software, and therefore has no right, title or interest in it and you will comply throughout the Term with any license and/or other agreement ("Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software License are required, and obtaining any such Software License(s) no later than 30 days after the first invoice date. YOU AGREE THAT COMPLIANCE WITH YOUR SOFTWARE LICENSES IS YOUR SOLE RESPONSIBILITY, AND YOU AGREE TO HOLD XFS HARMLESS FROM YOUR FAILURE TO OBTAIN AND MAINTAIN COMPLIANCE WITH ALL SUCH SOFTWARE LICENSES AS REQUIRED BY THE SOFTWARE SUPPLIER.

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

5. End of Agreement Options. If you are not in default and if you provide no greater than 150 days and no less than 60 days prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase it, but not less than all of the Equipment by paying its full market value, as determined by XFS in its sole but reasonable discretion ("Determined Price"), plus Taxes, or (b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a commercial US location XFS shall specify. You cannot return Equipment more than 90 days prior to the End Date without our consent. If we consent, we may charge you, in addition to all undisputed amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive 3-month terms. Other party may terminate the Agreement as of the end of any 3-month renewal term on 30 days prior written notice and by taking one of the options identified in (a) or (b) in the preceding sentence of this section. Purchase options shall be exercised with respect to each item of Equipment on the day immediately following the date of expiration of the term of such item, and by the delivery of such time by you to XFS of payment, in form acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS, WITH ALL FAULTS" basis, without representation or warranty of any kind.

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

7. Equipment Delivery and Maintenance. You shall arrange with Supplier to have the Equipment delivered to you at the location(s) specified herein, and you agree to execute a Delivery & Acceptance Certificate in XFS's request and confirm same via telephone and/or electronically confirming when you have received, inspected and immediately accepted the Equipment, and authorize XFS to send Supplier for the Equipment. If you fail to accept the Equipment, you shall no longer have any obligations hereunder; however, you remain liable for any Equipment purchased under or other amounts issued in your behalf directly with Supplier. Equipment may not be moved to another physical location without 30 days prior written notice, which shall not be unreasonably withheld or delayed. You agree that you will not take the Equipment out of service during the Term. You shall permit XFS or its agent to inspect, Equipment and any maintenance records relating thereto during your normal business hours upon reasonable notice. You represent you have entered into a Maintenance Agreement to maintain the Equipment in good working order in accordance with the manufacturer's maintenance guidelines and to provide you with Equipment supplies. You acknowledge that XFS is acting solely as an intermediary for Supplier with respect to the billing and collecting of the charges under any Maintenance Agreement. XFS IS NOT LIABLE FOR ANY BREACH BY SUPPLIER OF ANY OF ITS OBLIGATIONS TO YOU NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE WAIVED, RELEASED OR EXCELED BY ANY ALLEGED BREACH BY SUPPLIER.

\$158/mo

\$1896 annually



MAINTENANCE AGREEMENT

ORDERS/PACKET/D

PC 52
Gary De Cole

-BILLING INFORMATION-

CONTACT NAME Rawle Dummett
COMPANY NAME Town Of Waterford
ADDRESS 15 Rope Ferry Road
CITY WATERFORD STATE CT ZIP 06385
EMAIL rdummett@waterfordct.org

-SHIPPING INFORMATION-

CONTACT NAME Rawle Dummett
COMPANY NAME Town Of Waterford
ADDRESS 15 Rope Ferry Road
CITY WATERFORD STATE CT ZIP 06385
EMAIL rdummett@waterfordct.org

-METER INFORMATION-

METER CONTACT Rawle Dummett
METER EMAIL rdummett@waterfordct.org
METER PHONE 860 440 0540

-IT INFORMATION-

IT CONTACT
IT PHONE
IT EMAIL

EQUIPMENT MODEL SERIAL
Xerox C8045

Additional Supply									
BASE CHARGE		see base		B/W COPIES INCLUDED		1,000		B/W PRINTS INCLUDED	
BASE BILLED BY		CIS		COLOR COPIES INCLUDED		0		COLOR PRINTS INCLUDED	
A S Q M*				PER COPY RATES					
OVERAGES BILLED		S		006		00		BILLED BY	
A S Q M*				BLACK		COLOR		BLACK	
								COLOR	
				COPIES		PRINTS			
ADDITIONAL NOTES									
COPY MINIMUM REQUIRED ON ALL 45 PPM MODELS AND LOWER									
**A PRINT: COPY IS DEFINED AS STANDARD 8 1/2" x 11"									

CONTRACT DATE TO

FOR THE FIXED CHARGES THAT ARE SUBJECT TO THE TERMS SET FORTH IN THIS AGREEMENT, CONNECTICUT BUSINESS SYSTEMS' FIELD SERVICE DEPARTMENT WILL PROVIDE TECHNICAL REPAIR SERVICE IN ORDER TO MAINTAIN THE ABOVE "EQUIPMENT" IN PROPER OPERATING CONDITION.

MAINTENANCE AND SUPPLY AGREEMENT COVERS CONSUMABLE ITEMS: BLACK AND COLOR TONER, WASTE TONER, DEVELOPER AND FUSER OIL. THIS EXCLUDES PAPER AND STAPLES. A PER MONTH PER MACHINE SUPPLY DELIVERY CHARGE APPLIES.

CUSTOMER ACKNOWLEDGES TO HAVE READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH ARE CONTAINED ON BOTH SIDES OF THIS DOCUMENT AND WHICH CONSTITUTES THE ENTIRE AGREEMENT BETWEEN BOTH PARTIES. THERE ARE NO ORAL UNDERSTANDINGS, TERMS OR CONDITIONS AND THE PARTIES MAY NOT RELY UPON ANY REPRESENTATIONS, EXPRESSED OR IMPLIED, NOT CONTAINED IN THIS AGREEMENT. THIS AGREEMENT IS NOT VALID UNTIL ACCEPTED BY CONNECTICUT BUSINESS SYSTEMS, LLC.

ALL NETWORK EQUIPMENT PLACEMENTS WILL BE EQUIPPED WITH THE CIS 360 APP FOR METER COLLECTION AT NO CHARGE. IF THE CIS 360 APP IS NOT INSTALLED, YOU WILL AGREE TO AN ADDITIONAL FEE OF \$25 PER MONTH FOR METER COLLECTION.

☒ OPT IN TO THE CIS 360 APP FOR METER COLLECTION. BY INITIALING THIS BOX YOU AGREE TO HAVE THE CIS 360 APP INSTALLED.

SELLER: Connecticut Business Systems, LLC
ACCEPTED BY: _____
TITLE: _____
DATE: _____

CUSTOMER NAME: TOWN OF WATERFORD
ACCEPTED BY: RAWLE DUMMETT
TITLE: MANAGING AGENT
DATE: 11/20/19

* A - Annually S - Semi-annually Q - Quarterly M - Monthly

At this time, I decline Maintenance Agreement Coverage. Initials:

Billing Summary

System Information

Machine Name: XRX9C934EB37EF1
Machine Serial Number: 8TB627770
Power On Impressions: 820

Software Versions
System Software: 103.002.013.14100
Network Controller: 103.002.14100
User Interface: 103.002.14100
Marking Engine: 063.022.000
Copy Controller: 103.002.14100
Document Feeder: 007.019.000
Finisher:
Fax: 003.016.001
Copy Controller OS: 103.003.14100
Network Controller OS: 103.003.14100

Billing Meters

Fax

Embedded Fax Images Sent: 128
Embedded Fax Impressions: 877

Plain Paper: 129466

Copy

Black Copied Impressions: 27402
Color Copied Impressions: 6010

Print

Black Printed Impressions: 137564
Color Printed Impressions: 3352

Scan

Network Scanning Images Sent: 29359
E-mail Images Sent: 0

Device Totals

Black Impressions: 165843
Color Impressions: 9362
Total Impressions: 175205

7/12/24

Billing Summary

Item Information

Machine Name: XRX9C934EB37EF1
Machine Serial Number: 8TB627770
Power On Impressions: 3725

Software Versions

System Software: 103.002.013.14100
Network Controller: 103.002.14100
User Interface: 103.002.14100
Marking Engine: 063.022.000
Copy Controller: 103.002.14100
Document Feeder: 007.019.000
Finisher:
Fax: 003.016.001
Copy Controller OS: 103.003.14100
Network Controller OS: 103.003.14100

Billing Meters

Fax

Embedded Fax Images Sent: 123
Embedded Fax Impressions: 840

Copy

Black Copied Impressions: 24408
Color Copied Impressions: 5575

Print

Black Printed Impressions: 124321
Color Printed Impressions: 3269

Scan

Network Scanning Images Sent: 28163
E-mail Images Sent: 0

Device Totals

Black Impressions: 149569
Color Impressions: 8844
Total Impressions: 158413

Plain Paper:

117923

Paige Walton

From: Jeffrey Robillard
Sent: Thursday, November 14, 2024 8:20 AM
To: Paige Walton
Subject: RE: box licensing

From: Jeffrey Robillard <jrobillard@waterfordct.org>
Sent: Thursday, November 14, 2024 7:09 AM
To: Paige Walton <pw Walton@waterfordct.org>
Subject: box licensing

Good morning,

I have the renewal info for box. I know I am budgeting for it for next year for a single license for your department, but you would need to wait till December 2025 for that renewal/license to kick in.

If you wish to get box this December to try it out for a year, it would be \$331.58 per license for the year out of your budget. I realize this is not budgeted for this year and you do not have an IPAD yet to take advantage of that onsite ability to scan documents, take pictures, video, etc related to a property. However, that would give you 6 months of populating any data in it and figuring out the file structure that will work for you for when you do get the ipad, which if approved, you could get 7 months from now in July.

From: Shea Davy <bdavy@waterfordct.org>
Sent: Tuesday, October 8, 2024 9:02 AM
To: Nicole Serra <nserra@waterfordct.org>
Subject: RE: iPad Connection Cost

Good morning Nicole,

The price per month for the unlimited data and messaging for iPads through T-Mobile is \$21.14. As for the iPad its self it depends on the deals and promotions that they have going on.

Thank you.

Shea Davy
Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
bdavy@waterfordct.org
860.444.5842 Direct
860.449-4194 Cell
860.440.0579 (fax)



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

From: Nicole Serra <nserra@waterfordct.org>
Sent: Tuesday, October 8, 2024 8:56 AM
To: Shea Davy <bdavy@waterfordct.org>
Subject: iPad Connection Cost

Good morning,

We are working on our budget for next year. I was wondering how much would it cost through T-Mobile for a monthly connection for an iPad?

Thank you,

Nicole Serra

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

Service Contract & Repairs

qds binding and printing	\$ 4,864.50
Xerox Copier	\$ 1,896.00
Overages	
7/12/24 b&w impressions to 12/3/24 = 16,274/6 month period avg of 2,700/month	
overage for b&w copies averages 1,700 per month at .01 or \$17.00/month	\$ 204.00
color impressions = 518/6 month avg of 86/month overage at .10 or \$8.60/month	\$ 103.20
Xerox Copier Total	\$ 2,203.20
Box Subscription	\$ 340.00
T-Mobile - monthly subscription for ipad connectivity = \$21.14/month	253.68
total	<u>\$ 7,661.38</u>



INTERNATIONAL ASSOCIATION
of ASSESSING OFFICERS

Valuing the World

695 - 574179 4 5 AUTOMIXED AADC 640

Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886



FILE COPY Membership Dues - 2025

Disregard if Paid

DUES INVOICE

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

IAAO

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

Telephone
Toll Free
Fax
Internet
Federal I.D. No.

816-701-8100
800-616-4226
816-701-8149
www.iaao.org
36-2210012

	Begin Date	End Date	Amount Due
Membership Dues (REG)	Jan. 1, 2025	Dec. 31, 2025	\$240
Fair and Equitable			\$0.00
Journal of Property Assessment & Administration			\$0.00

APPROVED

VENDOR# 10104-50200 223

PO# - FY 2125

CLOSE PO Y - N -

ACCOUNT # 10104-50200

TOTAL DUE: \$240

You have been a member since 06/30/2007 AMOUNT \$240

IAAO offers six professional designations increasing competence of assessment personnel through education:

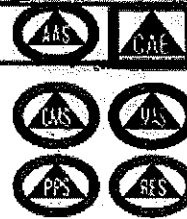
Is the following correct?

SIGN NO

(If NO make changes online or email changes to membership@iaao.org)

DATE 12-10-24

Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886
Email - pwalton@waterfordct.org



Assessment Administration Specialist
Certified Assessment Evaluator
Cadastral Mapping Specialist
Mass Appraisal Specialist
Personal Property Specialist
Residential Evaluation Specialist

Contact designations@iaao.org for more information.

Pay online anytime at www.iaao.org

Member Number: 00144399 (REG)
Invoice Number: 25-00144399
Amount Due: \$240
Due Date: December 31, 2024

CHECK OR CREDIT CARD ONLY

Make checks payable to IAAO in U.S. \$ currency.
For credit card payments, mail form or call 1-816-701-8103.

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

Memberships are non-transferable and non-refundable.

Please return form with payment to:

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

CARD NUMBER



EXPIRATION

NAME ON CARD

CVV/CID

SIGNATURE

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

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

Northeastern Regional Association of Assessing Officers

An Affiliate of the International Association of Assessing Officers

2025 Membership Application

FILE COPY

Dear Assessing/Appraising Professional,

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

In order to reach the above goals, the NRAAO sponsors an annual conference. This year the 2024 conference was hosted by New Jersey "Future at the Shore in 24." The dates of the conference were May 19-22, 2024 at Bally's Atlantic City Hotel and Casino. The 2025 conference will be hosted by Rhode Island at Newport Harbor Island Resort May 3-8, 2025. Go to NRAAO.org for details. Join us for a terrific opportunity to obtain ongoing education credits you need.

APPROVED

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

VENDOR#

PO#

CLOSE PO

Y

N

Please fill out the application and send it along with the proper fee, via check, money order or voucher made out to NRAAO and return it to Betsy Quist, P.O. Box 3005, Woodbridge, CT 06525. 10104-62050

OR PAY ONLINE - NRAAO.ORG (fees apply)

The fee structure is as follows:

Active Member (Assessing Officials):	\$ 40.00
Associate Member (Retired Official):	\$ 15.00
Subscribing Members (Corporate, Reps, etc):	\$ 100.00

SIGN

DATE

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

RENEWAL MEMBERSHIP APPLICATION 2025

NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Paige S. Walton Title: Assessor Date: 10/21/2024

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

Mailing Address: 15 Rye Key RD City: Waterford ST: CT Zip: 06385

Fax Number: — E-Mail Address: pwalton@waterfordct.org

Signature

CLAIMANT'S CERTIFICATION AND DECLARATION

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

Betsy A Quist

Betsy Quist, Membership Chair - Tax ID#23-7135028

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

Receipt of Payment

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

Date Recorded	Amount of Payment
1/8/2024 (check number: 316983)	90.00

Purchase Description	Amounts
Membership Dues: Paige Walton Membership Type: Regular Member	90.00
Purchase Total, Invoice #3957:	90.00 (pd)

FILE COPY

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2024 Membership Dues Notice

For April 1, 2024 through March 31, 2025

Name: Paige Walton
Municipality: Waterford
Address: 15 Rope Ferry Road
City/State/Zip: Waterford/ CT/ 06385
Phone Number: 860-444-5820
Email: pwalton@waterfordct.org

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment by 3/31/24 with completed form to:

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

APPROVED

VENDOR# 203

PO# _____ FY 24

CLOSE PO Y _____ N _____

ACCOUNT # 10164-52050

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

SIGN [Signature]

DATE 3/1/24

FILE COPY

**GREATER NEW LONDON AREA ASSESSORS
ASSOCIATION**

2024 Membership Dues Notice

For April 1, 2024 through March 31, 2025

Name: Nicole Serra
Municipality: Waterford
Address: 15 Rope Ferry Road
City/State/Zip: Waterford/ CT/ 06385
Phone Number: 860-444-5821
Email: nserra@waterfordct.org

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment by 3/31/24 with completed form to:

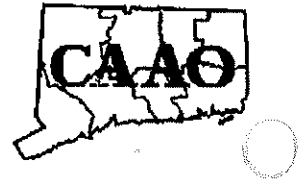
Kathi Race, Assessor's Office
Town of East Hampton
1 Community Dr.
East Hampton, CT 06424-1000

APPROVED

VENDOR# 203
PO# _____ **FY.** 24
CLOSE PO Y _____ N _____
ACCOUNT # 10104-52050
AMOUNT \$15
SIGN Barry S. Wall
DATE 3/1/24

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

April 13, 2023



INVOICE

Raige Walton
Town of Waterford
15 Rope Ferry Road

Waterford, CT 06385, USA

INVOICE DETAILS

Invoice
CAAO23-04132023-1062-1040

Order
ZMN9B3Z2JNT

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

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

Order Total: \$300.00

Balance Due: \$300.00

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

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

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



Wichita Property Tax Conference

[Agenda](#) → [/about/conferences/](#)



WICHITA PROPERTY TAX CONFERENCE

July 28 - August 1, 2024

Wichita Marriott

Wichita State Hughes Metropolitan Complex

New this year! The conference will be held at Wichita State University's Eugene M. Hughes Metropolitan Complex located at 5015 East 29th St N, Wichita, KS 67220 ([map](#)) ([directions](#)) ([app](#)) ([google](#)) ([facebook](#)) ([twitter](#))

[Register](#) → [/about/conferences/WPT/register.php](#)

[Book your hotel by July 12](#) → [/about/conferences/WPT/booking/booking.php](#)

Collaboration Across Industries

This is an annual conference hosted on the campus of Wichita State University and provides valuation and assessment topics for complex industries.

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

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



Registration now open!

Registration Fees

\$450 for State Representatives*

\$695 for Industry Representatives

Your registration fee includes:

- 3 first-rate keynote speakers
- 14 special presentations by industry experts
- 4 breakfasts, 3 lunches, snacks morning and afternoon
- 4 evening receptions
- Exposure to current trends and changes in your industry
- A chance to participate in an industry discussion
- Unique and endless networking opportunities
- Access to all Conference information, speaker bio's, presentation handouts and event details on WhoVa
- Free transportation to and from the conference

Register → </about/conferences/WPTC/register.php>

***Scholarships
Available**

→ </about/conferences/WPTC/scholarship.php>

Learn from the Experts

Start each day with inspiring
keynotes

**View All
Speakers**

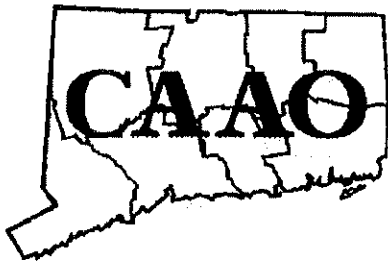
→ </about/conferences/WPTC/speakers.php>



INVITATION

You are cordially invited to attend the Spring Meeting of
The Connecticut Association of Assessing Officers, Inc.

To be held at the Aqua Turf Club
556 Mulberry St, Southington, Connecticut



PROGRAM

Welcome – President Mary Gardner

Secretary's Report
Treasurer's Report
Committee Reports
Awards
Old Business
New Business

Thursday, May 2, 2024

9:30 AM - Coffee and Pastry

10:00 AM – Meeting

12:00 Noon, Social Hour

1:00 PM Luncheon

Please register your intentions to attend the Spring Meeting and Luncheon on May 2, 2024 by registering online by 4 PM April 24, 2024

Make Checks payable to: CAAO
Mail to: Town of Wethersfield C/O Sonia Betz
505 Silas Deane Highway, Wethersfield, CT 06092-2400

1. CAAO MEMBERS Reservations made online by April 24, 2024 by 4 PM

Cost per person \$70.00 FY 24

2. NON CAAO MEMBERS Reservations made online by April 24, 2024 by 4 PM

Cost per person \$75.00 T # 1140.00

Please make check payable to CAAO

All payments must be received before entering event

Please make (1) reservation(s) for the Annual meeting on May 2, 2024

Municipality or Company

Town of Wethersfield

Please list the names of all who are attending and remit payment by mail.

Name

Paige Walton
Nicole Serra

Meal choice

Chicken
Salmon

To help ensure an accurate meal count
Please register on the CAAO member section by April 24, 2024

Go to Calendar of Events
Click on Spring Meeting
Register by clicking the Member Registration box
Do not add guests unless they are not CAAO members

Meal Choices:

Prime Rib

Chicken Kathryn – breaded and baked with white wine sauce

Pan Seared Salmon – with whole grain mustard, honey and ginger glaze

The screenshot shows a web browser window displaying the CAAO website. The browser's address bar shows the URL <http://www.membership.com>. The website header includes the CAAO logo and the text "CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS". A navigation menu on the left lists various links such as "Home", "Calendar", "Member Registration", "Attendee List", "Email Event To A Friend", "Print Friendly View", "Executive Board", "Minutes", "Committees", "Bylaws", "Code of Ethics", "County Web Pages", "Vendor Directory", "Assessor Salary Survey", "Transfer With Provider", "Program Download", "Member Workbooks", "Fall Symposium 2013", "Calendar", "My Events", "My Site", "Message", and "Membership". The main content area features a section titled "Open to the Public!" with a link to "Member Registration". Below this, the "Event Description" and "Event Details" are provided. The event is the "Fall Meeting" held at "Aqua Turf Southington, CT" on "11/07/2013" from "9:30 AM" to "9:30 AM". The event leader is "Christopher Kutzner", the contact leader is "Sonia Betz", and the location is "Aqua Turf Southington, CT". A "Click here to register" button is prominently displayed. The footer of the website includes the text "Internet" and "100%".

CAAO

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS

Home

Calendar

Member Registration

Attendee List

Email Event To A Friend

Print Friendly View

Open to the Public!

Event ID: 175935

Event Status: On Schedule

Event Description

Event Details

Member Registration

Click here to register

Event: Fall Meeting

Where: Aqua Turf Southington, CT

Address: 556 Mulberry St

Location Website: Link

Meeting Place: At Event Location

Meeting Address: Same as Event Location

Meeting Time: 9:00 AM

Meeting Cost: \$0.00

Reg. Deadline: 11/01/2013

Event Leader: Christopher Kutzner

Contact Leader: Sonia Betz

203-270-4242 H

(203) 270-4242 V

Payment Details: Please remit payment by mail and put meal choice in comments

Location: Aqua Turf Southington, CT

Any questions, please contact: Donna Murphy d.murphy@danbury-ct.gov or
Sonia Betz sonia.betz@wethersfieldct.gov



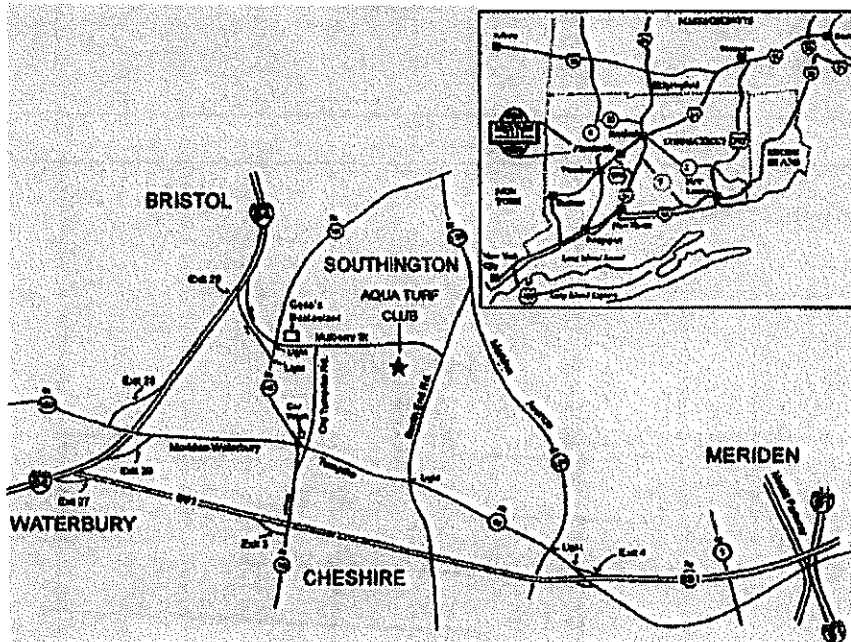
Directions

556 Mulberry Street - Plantsville, CT - 06479 (860) 621-9335 - Fax (860) 276-9966

I-84 EAST FROM WATERBURY - Take Exit 28, take right onto Route 322. Go straight, under second underpass take left at car wash onto Old Turnpike Road. At first stop sign, take right onto Mulberry Street. Aqua Turf Club is located 1/2 mile on the right.

I-84 WEST FROM HARTFORD - Take Exit 29 (left-hand exit). At the end of the exit will be a light. Go straight onto Mulberry Street. Go approximately one mile down the road - Aqua Turf Club will be on your right.

FROM I-91 OR THE MERRITT PARKWAY - Take Route 691 West toward Waterbury, take exit 4 (Southington), take a right. At the bottom of the hill (McDonald's on the corner), take a right onto South End Road. Follow until you come to Mulberry Street on the left, the Aqua Turf Club is on Mulberry Street approximately 1/4 mile on the left.



Make Checks payable to: CAAO

Mail to: Town of Wethersfield C/O Sonia Betz, 505 Silas Deane Highway, Wethersfield CT 06109-2280

PLEASE SIGN IN BEFORE YOU REGISTER

Registration Invoice

September 24, 2024

Invoice #E2910 (pg 1/1)

FILE COPY

Sold To: Nicole Serra
Town of Waterford
Waterford Town Hall
15 Rope Ferry Rd
Waterford, CT 06385-2806

Event Name: Annual Fall Meeting 2024

Dates: 11/07/24 - 11/07/24

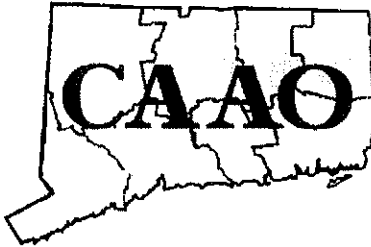
Location: AQUATURF CLUB

Purchase Description	Amounts
Serra, Nicole Package Pan Seared Salmon - CAAO member (\$70.00 USD) APPROVED VENDOR# <u>109</u> Q# <u> </u> FY <u>24</u> SE PO Y <u> </u> N <u>X</u> OUNT # <u>10104-52050</u> OUNT <u>\$70-</u> SIGN <u>Nicole Serra</u> DATE <u>9/24/24</u>	\$70.00 USD
Purchase Total, Invoice #E2910: Payment Received: Amount Due:	\$70.00 USD \$0.00 USD \$70.00 USD

INVITATION

You are cordially invited to attend the Annual Fall Meeting of
The Connecticut Association of Assessing Officers, Inc.

To be held at the Aqua Turf Club
556 Mulberry St, Southington, Connecticut



PROGRAM

Welcome – President Mary Gardner

Secretary's Report
Treasurer's Report
Committee Reports
Awards
Old Business
New Business

Thursday, November 7, 2024

9:30 AM - Coffee and Pastry

10:00 AM – Meeting

12:00 Noon, Social Hour

1:00 PM Luncheon

Please register your intentions to attend the Fall Meeting and Luncheon on November 7, 2024 by registering online by 4 PM October 25, 2024

Make Checks payable to: CAAO
Mail to: Town of Wethersfield C/O Sonia Betz
505 Silas Deane Highway, Wethersfield, CT 06109-2280

1. CAAO MEMBERS Reservations made online by October 25, 2024 by 4 PM

Cost per person \$70.00

2. NON CAAO MEMBERS Reservations made online by October 25, 2024 by 4 PM

Cost per person \$75.00

Please make check payable to CAAO

All payments must be received before entering event

Please make 1 reservation(s) for the Annual meeting on November 7, 2024

Municipality or Company Town of Waterford

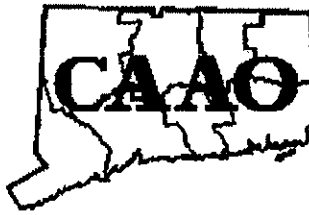
Please list the names of all who are attending and remit payment by mail.

Name Nicole Senza
Paige Walton

Meal choice Salmon
no meat - X

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS, INC.

FILE COPY



30th Annual Fall Symposium

Thursday September 26, 2024
Registration begins at 8:00 am

9:00 am –

New Motor Vehicle Valuation

Presenters: Patrick Sullivan, CCMA II, Property Appraiser Town of West Hartford and Motor Vehicle Committee Co-Chair, Mary Gardner, CCMA II, Assessor of Groton, Martin Heft, Undersecretary Intergovernmental Policy and Planning Division OPM, and Mike Rell, International Governmental Strategies

1:30 pm –

Veterans Bill & Legislative Potpourri

Presenters: Pam Deziel, CCMA II, Assessor, Town of Middlefield, Stuart Topliff, CCMA II, Assessor, Town of Rocky Hill, Martin Heft, Undersecretary Intergovernmental Policy and Planning Division OPM and Mike Rell, International Governmental Strategies

6 total hours of continuing education credits

\$50 current CAAO member

\$70 not a current CAAO member

Payment can be made out to CAAO and mailed to
Chandler Rose, Assessor's Office,
979 Main Street, Willimantic, CT 06226

Registration deadline is: September 13, 2024

Breakfast will be provided at 8:00 am/Lunch will be provided at 12:00 pm
Courtyard by Marriott Cromwell
4 Sebethe Drive
Cromwell, CT 06416

CAAO 30th Annual Fall Symposium Reservation Form

Date: September 26, 2024

Time: 8:00 AM

Place: Courtyard by Marriott Cromwell, 4 Sebethe Drive, Cromwell, CT 06416

Reservation Form

Paige Walton

Name:

Please print name

Cost: \$50 (CAAO member)

Name:

Please print name

Cost: \$70 (NON CAAO member)

Municipality or Organization:

Town of Waterford

Please RSVP by Friday, September 13, 2024

Make checks out to: CAAO

Send this completed form & payment to:

CAAO

C/O Chandler Rose

Assessor's Office

979 Main Street, Willimantic, CT 06226

Phone: (860) 465-3024

assessor@windhamct.com

APPROVED

VENDOR#

69

FY 2025

PO Y N

T# 10104 - 52050

\$50.00

8/14/2024

May 1, 2024

UConn

UNIVERSITY EVENTS AND
CONFERENCE SERVICES

INVOICE

Nicole Serra
Town of Waterford
54 Rope Ferry Road

FILE COPY

Waterford, CT 06385, USA

INVOICE DETAILS

Invoice
CCMA24-05012024-2246-1321

Order
H6N7TB6FT5D

Invoice Date
May 1, 2024 / 10:47 AM ET

Item	Price	Quantity	Amount
CCMA Course 2B	\$450.00	1	\$450.00

Order Total: \$450.00

APPROVED

VENDOR# 69

PO# FY 2024

CLOSE PO Y N ✓

ACCOUNT # 10104-82050

AMOUNT \$450 -

SIGN [Signature]

DATE 5/3/24

Balance Due: \$450.00

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

All checks should be made out to: "UConn - Assessors CCMA 24" and mailed to the address below.

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

May 1, 2024

UConn

UNIVERSITY EVENTS AND
CONFERENCE SERVICES

INVOICE

Jessica Hewitt
Town of Waterford Assessor's Office
15 Rope Ferry Rd

Waterford, CT 06385, USA

FILE COPY

INVOICE DETAILS

Invoice
CCMA24-05012024-2254-1329

Order
LMN5SSJRY92

Invoice Date
May 1, 2024 / 10:52 AM ET

Item	Price	Quantity	Amount
CCMA Course 1A	\$450.00	1	\$450.00

Order Total: \$450.00

APPROVED

VENDOR# 69
PO# FY 2024
CLOSE PO Y N X
ACCOUNT # 10104-52050
AMOUNT 450-
SIGN [Signature]
DATE 5/3/24

Balance Due: \$450.00

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

All checks should be made out to: "UConn - Assessors CCMA 24" and mailed to the address below.

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

FILE COPY

AAT COMMITTEE

ADMINISTRATIVE ASSESSMENT TECHNICIAN (AAT) MODULE 1E
INTRODUCTION TO RESIDENTIAL REAL ESTATE

DATE: Friday, April 5 & Friday April 12, 2024

TIME: 9:00 A.M. PROMPTLY – CLASS ENDS AT 4:30 P.M.
There will be a break for lunch. Lunch is not provided.

PLACE: ROCKY HILL FIRE STATION
3050 MAIN STREET
ROCKY HILL, CT 06067

APPROVED

VENDOR# 169

INSTRUCTOR: CHANDLER ROSE

PO# _____ FY 2024

FEE: \$100.00

CLOSE PO Y _____ N X

Registration must be received by **March 28, 2024**. Please include the completed registration form with either payment or a copy of a signed approved purchase order.

ACCOUNT # 10104-52050

Make checks payable to CAAO

AMOUNT 100-

Mail to: Pam Deziel
Assessor's Office
P.O. Box 179
Middlefield, CT 06455

SIGN Pam Deziel

DATE 3/11/24

Completed registration forms can be emailed to: pdeziel@middlefieldct.org.

Class registration is on a first come, first served basis with priority given to persons working in an Assessor's Office. **Class size is limited to 25.** For example; if 27 people sign up and 24 work in an Assessor's Office and 3 do not, the 24 people from Assessor's Offices and the first person to register not working in an Assessor's Office to register will be registered for the class. The other 2 people who don't work in an Assessor's Office will not be registered.

For additional information please contact Pam at pdeziel@middlefieldct.org or 860-349-7111.

Please return your completed registration with required fee (\$100.00).

(For AAT use only)

CHECK# _____

PO# _____

AAT MODULE 1E: INTRODUCTION TO RESIDENTIAL REAL ESTATE

NAME: Jessica Hewitt TOWN: Waterford Assessor's office

MAILING ADDRESS: 15 Rope Ferry Rd. Waterford, CT 06385

OFFICE PHONE: (860)444-5820 CELL PHONE: (860)367-7924

EMAIL: Jhewitt@waterfordct.org

Education & dues

\$	450.00	Wichita Tax Conference
\$	140.00	Fall Meeting Assessor & Asst Assessor
\$	140.00	Spring Meeting Assessor & Asst Assessor
\$	900.00	Annual Uconn Assessor's School Asst. Assessor & Assmt Aide
\$	300.00	Annual Uconn Assessor's School Workshops - Assessor
\$	200.00	AAT Courses - Assmt Aide (2 per year)
\$	270.00	CAAO Dues - Assessor, Asst Assessor, Asmt Aide
\$	240.00	IAAO Dues - Assessor
\$	80.00	NRAAO Dues - Assessor & Asst Assessor
\$	45.00	GNLAA Dues - Assessor, Asst Assessor, Asmt Aide
\$	<u>2,765.00</u>	

Prior year 52050 included mileage reimbursement estimate

FY26 request is for courses and meetings only

mileage reimbursement calculation is reflected in 52070 request

Reimbursable Expenses - Mileage		
375	miles to uconn Nicole	
375	miles to uconn Jessica	
150	miles to uconn Paige	
450	miles to Rocky Hill AAT Jessica	2 courses
260	miles to Aquaturf Nicole - 2 meetings	
230	miles to Aquaturf Paige - 2 meetings	
110	miles to cromwell fall symposium nicole	
85	miles to cromwell fall symposium Paige	
2035	\$	1,363.45



Roll over image to zoom in



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

Visit the Aegis Adhesives Store

4.6 ★★★★★ 616 ratings | Search reviews and Q&A

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

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

1" X 1" - 30332

\$21.90
(\$0.00 / Count)

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

\$32.90
(\$0.01 / Count)

4" X 6" - 1744907

\$25.50
(\$0.03 / Count)

1/2" X 1" - 30333

\$19.90
(\$0.00 / Count)

Color

White

Size

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

Material

Paper

Brand

Aegis Adhesives

Finish Type

Adhesive

About this item

- 2 1/8" X 2-3/4" Direct Thermal Labels - Non-OEM Replacement for DYMO 30324 Large Multipurpose Media Labels - Compatible with Labelwriter Printers - 1" Core, 12 Rolls / Case & 320 Labels / Roll.
- Quality - Our Priority: Smudge-Free & Fade-Resistant labels. Print darker and sharper content on labels that permanently adhere to virtually any surface. Perfect size for veterinary & pharmacy prescription labels.
- Jam-Free, Headache-Free: Avoid time-consuming printer issues such as label jams and misfeeds. Aegis Adhesive labels follow extremely strict QC guidelines.
- Compatible with 400/300 Series DYMO Labelwriter Machines: DYMO Labelwriter 450, 450 Turbo



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Delivery

Pickup

One-time purchase:

~~\$32.90 (\$0.01 / Count)~~

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

Ships from: Amazon

Sold by: Shipp'd Inc.

Subscribe & Save:

5% 10%

\$31.26 (\$0.01 / Count)

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

- No fees
 - Cancel anytime
- Learn more

Get it Monday, Oct 2

In Stock

Qty: 1

Deliver even

Nicole Serra

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

Good morning,

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

Thank you. The total will be around ~~\$133~~

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



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

Good morning,

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

Thanks,

Nicole Serra

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

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Item #: 478887 | Model #: 00703

4.7 ★★★★★ [395 Reviews](#) [3 Questions](#)**\$33.29**

12/carton \$2.77/Box



4 interest-free payments. Available for orders above \$35.

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Pick up in store**\$33.29**
AutoRestock**Save 25% \$24.97**Deliver **tomorrow** to Waterford, CT ✓

Order within 6 hrs 51 mins

**Free Returns**

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[Learn More](#)**Only
\$3.99**2025 22" x 17" Desk Pad
Calendar[Add to cart](#)

Quantity

1

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ECO-ID



MADE IN AMERICA

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Save an extra \$3.20**Staples 65% Recycled Corrugated File Box Lift Off Lid, Letter/Legal Size, White/Black, 10/Pack (23325011)**★★★★★ **5192****\$30.09**

1

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1

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Cardinal ClearVue 1" 3-Ring View Binder, D-Ring, White (22112V4)

Item #: 737668 | Model #: 22112V4

4.3 ★★★★★ [100 Reviews](#) [Ask a question](#)**\$29.59****Klarna**4 interest-free payments. Available for orders above \$35. [Learn More](#)First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. [Learn more](#)

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-----------------------------------	---	---

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Free Returns

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Highlights [View all details](#)

- Ledger binder is ideal for large spreadsheets, blueprints, engineering, mining, construction plans
- Dimensions: 19"H x 11.5"W x 1.8"D
- Three D-Rings keep pages secure

\$5.99
 20W USB-C wall charger


Quantity

1

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Save an extra \$7.90



Cardinal ClearVue 1 1/2" 3-Ring View Binder, D-Ring, White (22122V3)

★★★★★ [15](#)**\$21.69**

1

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Customers bought together

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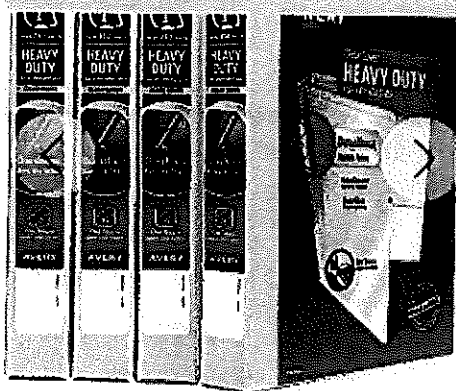
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Slant Ring

Customizable

More Durable
than a Standard BinderEasy to open & close
No pinched fingers In Demand! 10 sold in
the last 48 hrs

Avery Heavy Duty 1" 3-Ring View Binders, Slant Ring, White, 4/Pack (79780)

Item #: 24341276 | Model #: 79780

4.4 ★★★★★ [23 Reviews](#) [1 Question](#)**\$31.69**

4/carton \$7.92/Binder

Klarna4 interest-free payments. Available for
orders above \$35. [Learn More](#)**First time subscribers save 25% off your entire
AutoRestock order!** Save up to 10% on all
following orders. [Learn more](#)**Delivery****\$31.69****Pick up in
store****\$31.69****AutoRestock****Save 25%****\$23.77**Deliver **tomorrow** to Waterford, CT ✓

Order within 4 hrs 22 mins

**1 Video**

Highlights [View all details](#)

- Designed to be stronger and more durable than basic binders, these 4 white heavy-duty binders feature a tear-resistant spine (DuraHinge) and more flexible, split-resistant edges (DuraEdge)

Free Returns

Online. In store. Always free.

[Learn More](#)~~\$49.99~~

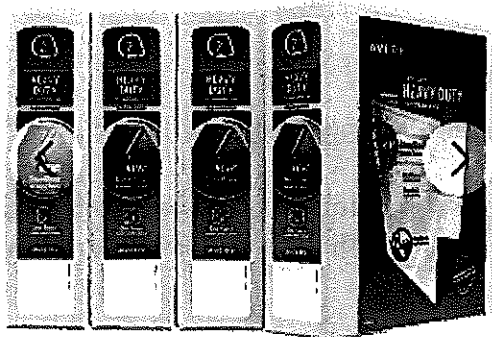
1 ✓

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In Demand! 12 sold in the last 48 hrs


Avery Heavy Duty 2" 3-Ring View Binder, Slant Ring, White, 4/Pack (79790)

Item #: 24341278 | Model #: 79790

4.4 ★★★★★ [11 Reviews](#) [1 Question](#)**\$39.99**

4/carton \$10.00/Binder

Klarna 4 interest-free payments of \$9.99. [Learn More](#)

First time subscribers save 25% off your entire AutoRestock order! Save up to 10% on all following orders. [Learn more](#)

Delivered FREE
\$39.99

 Pick up in store
\$39.99

 AutoRestock
Save 25%
\$29.99

Deliver **tomorrow** to Waterford, CT ✓
Order within 4 hrs 22 mins

1 Video



Highlights [View all details](#)

- Designed to be stronger and more durable than basic binders, these 2 inch white heavy-duty binders feature a tear-resistant spine (DuraHinge) and more flexible, split-resistant edges (DuraEdge)
- Deep texture film offers a smoother finish and features a linen pattern for high-quality look and feel
- Secure but easy to open; One Touch slant rings are back mounted, gap free and release at the touch of a button

Free Returns

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\$5.99
20W USB-C
wall charger


Quantity

1 ▼

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1 ▼

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[Home](#) / [Office Supplies](#) / [Binder Accessories](#) / [More from Avery Binder Accessories](#)**Avery Big Tab Insertable Paper Divider, 8 Tabs, Multicolor, 1 Set (11111)**

Item #: 668485 | Model #: 11111

4.8 ★★★★★ 95 Reviews 1 Question

\$3.79

set

Klarna

4 interest-free payments. Available for orders above \$35.

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Delivery

\$3.79

Pick up in store

\$3.79

AutoRestock

Save 25% \$2.84

Deliver tomorrow to Waterford, CT ✓
Order within 4 hrs 16 mins**Free Returns**

Online. In store. Always free.

[Learn More](#)**\$5.99**
20W USB-C wall chargerSUPERCHARGE
YOUR GIFTING[Add to cart](#)

Quantity

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[Add to cart](#)

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[Share](#)[Compare](#)[Add to list](#)**Consider this similar product****Staples Large Tab Insertable Paper Divider, 8 Tabs, Buff with Assorted-Color Tabs, 1 Set (13487/11111)**

★★★★★ 181

\$3.99

1

[Add](#)

1

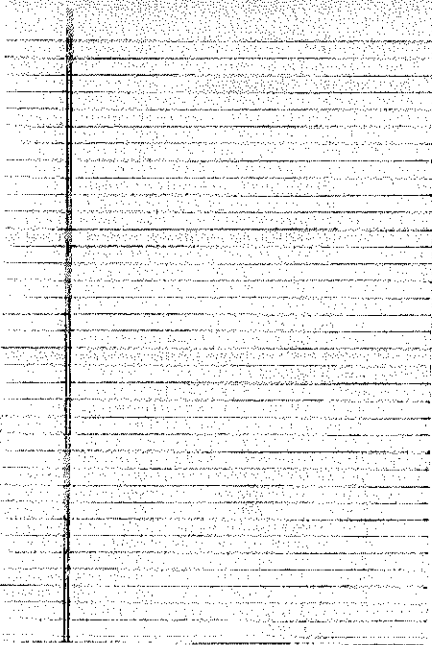
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Item #: TOP7572 | Model #: TOP7572

No reviews yet [Write a review](#) [3 Questions](#)**\$37.26** Discontinued soon

dozen

Klarna 4 interest-free payments of \$9.31. [Learn More](#) **Delivered FREE** **Pick up in store**Deliver tomorrow to Waterford, CT ✓
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20W USB-C
wall chargerSUPERCHARGE
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Quantity

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[Add to cart](#)**Highlights** [View all details](#)

- 8 1/2" x 14"
- 50 Sheets
- Legal ruled

 [Share](#) [Compare](#) [Add to list](#)**Suggested replacement****Ampad Gold Fibre Notepads, 8.5" x 11.75", Legal Rule, Canary, 50 Sheets/Pad, 12 Pads/Pk (TOP 20-020R)**

★★★★★ 32

\$53.39

1

[Add](#)**Customers bought together**

1

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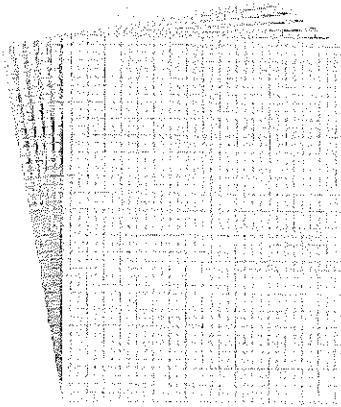
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8 added to cart in the last 48 hrs



Staples Graph Pad, 8.5" x 11", Graph Ruled, White, 50 Sheets/Pad, 6 Pads/Pack (ST57333)

Item #: 412593 | Model #: ST57333

4.3 ★★★★★ 274 Reviews 4 Questions

\$22.19

6/pack \$3.70/Pad

Klarna

4 interest-free payments. Available for orders above \$35.
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Delivery

\$22.19

1-Hour pick up

\$22.19

AutoRestock

Save 25% \$16.64

Deliver tomorrow to Waterford, CT ▾
Order within 4 hrs 20 mins

Free Returns

Online. In store. Always free.

[Learn More](#)**\$5.99**20W USB-C
wall chargerSUPERCHARGE
YOUR GIFTING

Add to cart

Quantity

1 ▾

Add to cart

Highlights [View all details](#)

- 4 Squares per Inch
- Standard notepad for everyday writing
- Sheet size: 8.5" x 11" (US letter)



STAPLES BRAND

Share

Compare

Add to list

Consider this similar product



Staples Notepad, 8.5" x 11.75", Wide Ruled, White, 50 Sheets/Pad, 72 Pads/Pack (23643CT)

★★★★★ 14

**\$72.79**

1 ▾

Add

1 ▾

Add to cart

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Customers bought together

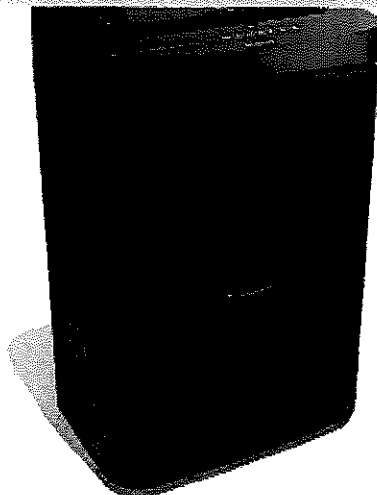
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Item #: 24581774 | Model #: ST62157

4.1 ★★★★★ [58 Reviews](#) [3 Questions](#)**\$199.99** ~~\$239.99~~ **16% off** ⓘ**Klarna** 4 interest-free payments of \$49.99. [Learn More](#) **Delivered FREE** **Pick up in store**Deliver **tomorrow** to Waterford, CT ✓
Order within 4 hrs 26 mins**Free Returns**

Online. In store. Always free.

[Learn More](#)**\$5.99**
20W USB-C
wall charger**SUPERCHARGE
YOUR GIFTING****Add to cart**

Quantity

1 ▼

Add to cart**Highlights** [View all details](#)

- The micro-cut commercial shredder function takes your data down to 4.3mm x 12mm pieces
- Provides shredding for: paper, credit cards, standard staples and small paper clips
- Quiet operation with a 65-decibel noise level

**STAPLES BRAND** [Share](#) [Compare](#) [Add to list](#)**Protect your purchase**

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

No protection plan

Standard Protection Plan

2-Year ⓘ

\$29.99

3-Year ⓘ

\$49.99**Consider this similar product**[Get Deals](#)



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MOTOR VEHICLE COMMITTEE

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SUBSCRIPTION RENEWAL

2024 JD POWER/NADA MOTOR VEHICLE ORDER FORM

APPROVED

VENDOR# 69

PO# Friday, June 28, 2024 2025

CLOSE PO Y N

ACCOUNT # 10104-S3200

AMOUNT \$1,190.00

SIGN [Signature] \$ 780

DATE 7/24/24

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

1 2024 NADA MOTOR VEHICLE PRICING

(This cost is to have your vehicles valued for your 2024 Grand List and must be ordered)

1 2024 JD Power online license (one user) \$ 285.00

1 2024 Price Digest 1 -5 licenses (up to 5 licenses) \$ 125.00

****Each town's order will include one license/user for the
JD Power online program & 1 - 5 licenses/users for the
Price Digest online program.**

****There are no books****

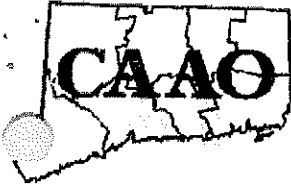
ADD Total "ADDITIONAL J.D. POWER" from page two \$ 0

TOTAL AMOUNT DUE TO CAAO, INC \$ 1,190.00

MAKE CHECK PAYABLE TO: CAAO, INC

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

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



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS
MOTOR VEHICLE COMMITTEE

ORDER FORM - "ADDITIONAL J.D. POWER" 2024 PRICING GUIDES

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

QTY

_____ J.D. POWER CONNECT RV *Online Subscription Only \$ 190.00 ea. _____
(years 2025 - 1966)

_____ Additional J.D. POWER Online Subscription \$ 285.00 ea. _____
*ONE USER IS INCLUDED IN YOUR BASE PRICE

_____ **TOTAL ORDER**

TOTAL AMOUNT
(Add this amount to page one)

\$

MAKE CHECK PAYABLE TO:

CAA O, INC

MAIL ALL ORDER FORMS & PAYMENTS TO:

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

Town of Waterford, CT 06385

PAGE: 1 OF 1

CHECK NUMBER:

00319633

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
05/22/2024	4468	ONLINE ACCESS GL#:10104 - 52030	\$250.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
63	DEPARTMENT OF MOTOR VEHICLES	319633	07/19/2024	\$250.00

**Town of Waterford**

Accounts Payable
15 Rope Ferry Rd.
Waterford, CT 06385
(860) 444-5842 Fax: (860) 440-0579

Vendor
Number

63

Check
Date

07/19/2024

Check
Number

319633

\$250.00

Two Hundred Fifty Dollars and 00 Cents

Pay
To the
Order Of

DEPARTMENT OF MOTOR VEHICLES
3RD FLOOR/FISCAL SERVICE RM327
60 STATE STREET
WETHERSFIELD, CT 06161-0000

**FILE COPY
NON-NEGOTIABLE**



STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES

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



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

Invoice

DATE	INVOICE #
5/22/2024	4468



Inv# 4468 \$ 250.00
CT DMV
05/22/2024 # Pages: 1 FP1 D0C147S77

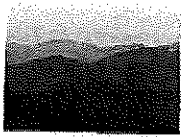
DESCRIPTION	QTY	AMOUNT
- PAYMENT DUE UPON RECEIPT -		
PERIOD COVERED: 7/01/24 TO 06/30/25		
YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE INFORMATION. (DMV DIRECT PROGRAM)	1	250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV		
APPROVED		
PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY QUESTIONS.	VENDOR# <u>63</u>	
	PO# <u>FY 25</u>	
	CLOSE PO Y <u>N</u>	
	ACCOUNT # <u>10104-53030</u>	
	AMOUNT <u>\$250.00</u>	
	SIGN <u>[Signature]</u>	
	DATE <u>7/1/24</u>	
PLEASE REMIT THE TOTAL DUE TO:		
DEPARTMENT OF MOTOR VEHICLES 3RD FLOOR/FISCAL SERVICES RM 327 60 STATE STREET WETHERSFIELD, CT 06161		

Please return one copy of invoice with payment.

REC'D FINANCE
JUL 2 '24 PM 12:09

Seat Belts Do Save Lives
DMV is an equal opportunity employer operating under an approved affirmative action plan.

Total	\$250.00
Payments/Credits	\$0.00
Balance Due	\$250.00



We thank you for your business!

INVOICE

Charles B. Feldman & Associates
Post Office Box 1236
Madison, CT 06443
203-421-8338
charles.feldman@comcast.net

DATE: OCT 1, 2024
INVOICE # 1642029215439

Town of Waterford
Paige Walton Assessor
15 Rope Ferry Road
Waterford, CT 06385

FILE COPY

PAYMENT TERMS

DUE DATE

Due on receipt

DESCRIPTION

LINE TOTAL

Professional Audit Services

\$12,500.00

APPROVED

VENDOR# #2977
260362 FY 2025
PO Y N ✓
UNT # 10104 - 52030
UNT # 12,500
IN Paige S. Walton
ATE 10/1/2024

SUBTOTAL	\$12,500.00
SALES TAX	0
TOTAL	\$12,500.00

Make all checks payable to Charles B. Feldman & Associates LLC

Thank you for your business!

Finance Department

Memo

July 29, 2024

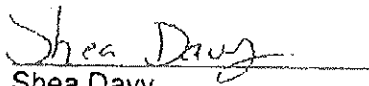
Re: Bid Waiver-Charles B. Feldman & Associates LLC-Personal Property Auditing & Consulting

Mr. Brule:

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

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

Respectfully


Shea Davy
Purchasing Agent
Town of Waterford

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



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

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

Cc: Shea Davy, Purchasing Agent

FROM: Paige Walton, Assessor

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

DATE: July 19, 2024

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

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

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

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

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

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

Attachment

Charles B. Feldman & Associates LLC Quote

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

July 2, 2024

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

Re: Personal Property Audit Proposal

Dear Ms. Walton:

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

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

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

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

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

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

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

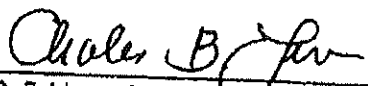
The audits will take place at a predetermined, mutually satisfactory place to both the taxpayer and the Assessor, pursuant to section 12-53 of the Connecticut General Statutes. We will be reviewing the personal property declaration from the aforementioned Grand List years that have been submitted to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

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

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

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

Sincerely,

 PRES.

Charles B. Feldman & Associates, LLC

Personnel Assigned to Waterford Audits

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

Professional Experience:

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

City of West Haven, Assessment Auditor 1994- 2002

City of New Haven, Personal Property Auditor 1982 -1994 (On contract 1982 -1984)

Independent Personal Property Auditor 1982-Present

Professional and Service Organizations:

International Association of Assessing Officers-Personal Property Section

Connecticut Association of Assessing Officers, President, 2000

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

Connecticut Association of Assessing Officers Legislative Committee, 1993- 2010

New Haven County Assessors Association, President, 1997- 1998

Publications, Presentations, and Awards:

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

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

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

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

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

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

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

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

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

Received CCMA Designation, June 1985.

Steven Kosofsky, CCMA II, Assessor

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

Professional Experience

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

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

Assessor, Town of Newington, CT. 2016-2022

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

Assessor, Town of Windsor, CT. 1987-2011

Professional and Service Organizations

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

International Association of Assessing Officers-Personal Property Section

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

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

Publications, Presentations & Awards

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

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

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

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

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

Received Connecticut Certified Municipal Assessor Designation, January 1980

Court Experience

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

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

IBM Corporation vs. Town of Southbury, CT. 1998

CLIENT LIST

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

CLIENT LIST (CONT.)

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

SERVICE DELIVERY PLAN

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

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

Summary of Implementation of Personal Property Audit Program

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

Methodologies Used For Personal Property Auditing

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

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

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

Costs and Billing

Costs

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

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

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

Billing

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

FY25-26 Postage Estimate

	Postage Items	Postage Fees
I&E Penalty Notices	32	
Increase Notices		
PP	1270	
RE	478	
PP Audit Notices Certified	26	
PP Audit Result Notices Certified	26	
PP Audit 2nd request for documentation	8	
Elderly Letters	111	
Elderly Reminders	39	
Eld Cert of Mailing	39	\$ 19.50
Advets & Local Vets	78	
Certified Mail Pieces	52	\$ 252.20
Regular Mail Pieces	2055	\$ 1,500.15
Estimated additional 15 pieces of mail per month		
May-Dec (General Taxpayer correspondence)	120	\$ 87.60
Estimated FY25-26	<u>2227</u>	<u>\$ 1,859.45</u>

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10143

ETHICS COMMISSION

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
	PERSONNEL COSTS								
51210	CLERICAL/TECHNICAL	323	600			600		0	0.00%
51920	F.I.C.A	25	50			50		0	0.00%
	SUBTOTAL	348	650	0	0	650	0	0	0.00%
	SERVICES								
52020	POSTAGE	100	0			0		0	0.00%
52030	PROFESSIONAL FEES	0	200			200		0	0.00%
52070	REIMBURSABLE EXPENSE	0	0					0	0.00%
	SUBTOTAL	100	200	0	0	200	0	0	0.00%
	MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES		50			50		0	0.00%
	SUBTOTAL	0	50	0	0	50	0	0	0.00%
	DEPARTMENT TOTAL	448	900	0	0	900	0	0	0.00%

BUDGET FUNCTION

2.50.040 - Establishment of an ethics commission.

In accordance with the provision of Section 7-148h of the Connecticut General Statutes there is created an ethics commission. This commission is empowered to investigate or to cause to be investigated allegations levied against any town board, agency, commission, committee, official or employee of unethical conduct, corrupting influence, or illegal activities. Allegations of criminal misconduct or violations of the state penal code shall be referred to the police department or State Attorney's office whenever such allegations come to the attention of the commission, whether upon receipt of a complaint or during the course of an investigation. Notwithstanding provisions herein to the contrary, established internal complaint procedures of any town board, agency, commission or committee, as such procedures may be amended, shall take precedence over the procedures established herein as to allegations levied against any town employee of such board or commission. Complaints which fall under the purview of an established complaint procedure of an agency shall be referred to that agency for disposition. The commission may issue subpoenas or subpoenas duces tecum, enforceable upon application to the superior court, to compel the attendance of persons at hearings and the production of books, documents, records and papers. The commission shall not initiate investigations on its own volition.

The financial needs of the commission shall be funded in the same manner as other Town funded boards and commissions. The commission shall receive no compensation for their services as such, but shall be reimbursed for their necessary expenses incurred in the performance of their duties.

Funding for the commission is comprised of clerical services (plus fringe benefits), operating services, and office supplies.

TOWN OF WATERFORD FY2026 BUDGET REQUEST ETHICS COMMISSION (10143)

BUDGET SUMMARY

The total budget request for FY26 is \$900. This request represents a 0% increase over FY25. This allows for no expenses associated with complaints requiring the issuance or filing of any legal actions, as described above; additional supplies needed to service such complaints; legal services beyond those provided by the Town Attorney; or other unanticipated expenses associated with such complaints. At present, there are no complaints before the Commission.

10143-51210 Clerical and Technical

(\$600)

The recording secretary attends regularly-scheduled and special meetings as necessary. She prepares agendas, takes minutes and maintains the commission's files. The position is paid hourly and is budgeted at .55 hours per week for 52.5 weeks.

10143-51920 FICA

(\$50)

Employer's share of social security and Medicare taxes is paid at the mandated rate of 7.65% of gross wages.

10143-52030 PROFESSIONAL FEES

(\$200)

Minor expenses associated with complaints requiring the issuance or filing of any legal actions, as described above; professional legal services beyond those provided by the Town Attorney; or other unanticipated expenses associated with such complaints.

10143-51920 OFFICE SUPPLIES

(\$50)

Supplies needed to service complaints or legal actions that may arise from complaints.

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10143 ETHICS COMMISSION							
51210 CLERICAL AND TECHNICAL							
10143 51210	CLERICAL AND TECHNICAL						
	600.00	0.00	600.00	322.96	0.00	277.04	53.8%
51920 F.I.C.A.							
10143 51920	F.I.C.A.						
	50.00	0.00	50.00	24.71	0.00	25.29	49.4%
52020 POSTAGE							
10143 52020	POSTAGE						
	0.00	100.00	100.00	99.74	0.00	0.26	99.7%
52030 PROFESSIONAL FEES							
10143 52030	PROFESSIONAL FEES						
	200.00	-100.00	100.00	0.00	0.00	100.00	.0%
53010 OFFICE SUPPLIES							
10143 53010	OFFICE SUPPLIES						
	50.00	0.00	50.00	0.00	0.00	50.00	.0%
TOTAL ETHICS COMMISSION							
	900.00	0.00	900.00	447.41	0.00	452.59	49.7%
TOTAL GENERAL FUND							
	900.00	0.00	900.00	447.41	0.00	452.59	49.7%
TOTAL EXPENSES							
	900.00	0.00	900.00	447.41	0.00	452.59	
GRAND TOTAL							
	900.00	0.00	900.00	447.41	0.00	452.59	49.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

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

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY: 10141 FLOOD & EROSION CONTROL BD.

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL	530	500			500	500	0	0.00%
51920	F.I.C.A	41	39			39	39	0	0.00%
	SUBTOTAL	571	539	0	0	539	539	0	0.00%
SERVICES									
52010	ADVERTISING	0	100			100	100	0	0.00%
52020	POSTAGE	0	25			25	25	0	0.00%
52030	PROFESSIONAL FEES	4	400			400	400	0	0.00%
52070	REIMBURSABLE EXPENSE		20			20	20	0	0.00%
	SUBTOTAL	4	545	0	0	545	545	0	0.00%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	0	25			25	25	0	0.00%
	SUBTOTAL	0	25	0	0	25	25	0	0.00%
DEPARTMENT TOTAL		575	1,109	0	0	1,109	1,109	0	0.00%

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: Flood and Erosion Control Board



BUDGET FUNCTION

The Flood and Erosion Control Board's purpose is to review and recommend flood prevention, climate resilience and erosion and sediment control measures implemented within the Town. The Board is empowered by Town Ordinance 5.4.1 and Connecticut State Statutes Chapter 477.

The Flood and Erosion Control Board will continue to prioritize objectives and further projects regarding erosion and sedimentation of waterways and surrounding resources. Board members are pursuing training opportunities to enhance their knowledge base and technical skills.

In addition to regular meetings, the Flood and Erosion Control Board conducts field meetings with Town staff to acquaint members with Alewife, Jordan, Keeney, Smith, and Goshen coves and to review areas vulnerable to storm surges and increased tides identified in the Town's "Climate Change Risk Vulnerability, Risk Assessment and Adaptation Study (2017)". The Board also submits comments and recommendations to the Planning and Zoning Commission and Conservation Commission concerning flood control and erosion and sediment control requirements on development proposals during the course of the year. This budget proposal represents a 0% increase over the FY25 approved budget.

MEMBERS

Chris Callahan, Co-Chair
George Harran, Co-Chair
Craig Hart, Treasurer
Stirling Danskin
Kate McKenzie

ALTERNATES

Vacant

Vacant

TOWN OF WATERFORD FY2026 BUDGET REQUEST



DEPARTMENT: Flood and Erosion Control Board

BUDGET SUMMARY

Advertising Line 10113-52010

\$500 Requested

Postage 10113-52030

\$1000 Requested

Professional Fees Line 10113-52030

\$400 Requested

Reimbursable Expenses Line 10113-52070

\$20 Requested

Office Supplies 10141-53020

\$25 Requested

	5 Year History of Expenditures									
	FY 2024 ORIGINAL BUDGET	FY 2024 ACUTAL	FY 2023 ORIGINAL BUDGET	FY 2023 ACUTAL	FY 2022 ORIGINAL BUDGET	FY 2022 ACUTAL	FY 2021 ORIGINAL BUDGET	FY 2021 ACUTAL	FY 2020 ORIGINAL BUDGET	FY ACUTAL
FLOOD & EROSION CONTROL BOARD										
PERSONNEL:										
10141-51210 CLERICAL AND TECHNICAL	760	529.71	760	391	760	446	760	374	760	317
10141-51920 F.I.C.A	58	40.54	58	29.96	58	34	58	29	58	24
TOTAL PERSONNEL	818	570.25	818	420.96	818	480	818	403	818	341
SERVICES:										
10141-52010 ADVERTISING	300	-	300	-	300	-	300	-	300	-
10141-52020 POSTAGE	25	-	25	-	25	-	25	-	25	-
10141-52030 PROFESSIONAL FEES	950	-	950	-	950	-	950	-	950	-
10141-52070 REIMBURSABLE EXPENSES	20	-	20	-	20	-	20	-	20	-
Total SERVICES	1,295	-	1,295	-	1,295	-	1,295	-	1,295	-
MATERIALS & SUPPLIES:										
10141-53020 OFFICE SUPPLIES	20	-	20	-	25	-	25	-	25	-
Total MATERIALS & SUPPLIES	20	-	20	-	25	-	25	-	25	-
TOTAL	2,133	-	1,315	-	2,138	480	2,138	403	2,138	341

FLOOD & EROSION CONTROL BOARD: Proposed Fiscal Year 2026**PERSONNEL:**

10141-51210 CLERICAL AND TECHNICAL	500
10141-51920 F.I.C.A	39

TOTAL	539
--------------	------------

SERVICES:

10141-52010 ADVERTISING	100
10141-52020 POSTAGE	25
10141-52030 PROFFESIONAL FEES	400
10141-52070 REIMBURSABLE EXPENSES	20

TOTAL	\$ 545
--------------	---------------

MATERIALS & SUPPLIES:

10141-53020 OFFICE SUPPLIES	25
-----------------------------	----

TOTAL	25
--------------	-----------

TOTAL	\$ 1,109
--------------	-----------------

FLOOD & EROSION CONTROL BOARD
REGULAR MEETING MINUTES
November 18, 2024

RECEIVED FOR RECORD
WATERFORD, CT

2024 NOV 20 A 10:58

Members

Present: Chris Callahan, Co-Chair
George Harran, Co-Chair
Craig Hart
Stirling Danskin

ATTEST: *David T. L...*
TOWN CLERK

Absent: Kate MacKenzie

Staff: Jonathan E. Mullen, AICP, Planning Director

1. **CALL TO ORDER.** Co-Chair Callahan called the Flood & Erosion Control Board Regular Meeting of November 18, 2024 to order at 7:05 p.m.

MOTION (1): Mr. Hart moved to add Annual Report to this evening's Agenda, under 3. b. Seconded by Mr. Danskin. (4-0) Unanimous.

2. **NEW BUSINESS.** There was no discussion of new business.

3. **OLD BUSINESS**

- a. **Budget.** The Commission reviewed the FY 24/25 Flood & Erosion Control Budget.

Mr. Hart asked if in the course of the year we needed more money, can it be taken from the General Fund? Mr. Mullen responded e.g. if you wanted to hire someone to prepare a study, the Board and he would ask for an additional appropriation. We would have to provide back-up to the Board of Selectmen, Board of Finance and RTM.

MOTION (2): Mr. Hart moved to approve the FY24/25 Flood & Erosion Control Budget in the amount of \$1,209. Seconded by Mr. Harran. (4-0) Unanimous.

- b. **Annual Report.** Commission members reviewed the Flood & Erosion Control Board 2023/2024 Annual Report.

MOTION (3): Mr. Harran moved to approve the Flood & Erosion Control Board's 2023/2024 Annual Report. Seconded by Mr. Hart. (4-0) Unanimous.

4. **PLANS REVIEW** There were no new plans for review.

5. **CORRESPONDENCE.**

1. November, 2024 Year-to-Date Budget Report.

6. **PAYMENT OF BILLS.** There were no new bills received.

7. APPROVAL OF October 16, 2024 MEETING MINUTES OF THE FLOOD AND EROSION CONTROL BOARD.

MOTION (4): Mr. Harran moved to approve the October 16, 2024 Meeting Minutes of the Flood & Erosion Control Board, as presented. Seconded by Mr. Danskin. (4-0) Unanimous.

8. ADJOURNMENT.

MOTION (5): Mr. Harran moved to adjourn the Flood & Erosion Control Board November 18, 2024 Regular Meeting at 7:20 p.m. Seconded by Mr. Hart. (4-0) Unanimous.

Respectfully submitted,

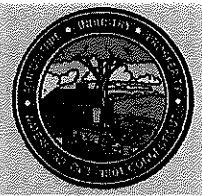
Frances Gheri, Recording Secretary

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY: 10113 ECONOMIC DEVELOPMENT COMM.

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	0	500			500	500	0	0.00%
52020	POSTAGE	0	0			1,000	1,000	1,000	0.00%
52030	PROFESSIONAL FEES	17,000	8,000			11,800	11,800	3,800	47.50%
52050	DUES, CONF. & EDUC.	9,144	16,467			11,752	11,752	(4,715)	-28.63%
52060	PRINTING	0	200			200	200	0	0.00%
52070	REIMBURSABLE EXPENSES	177	100			100	100	0	0.00%
	SUBTOTAL	26,321	25,267	0	0	25,352	25,352	85	0.34%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
DEPARTMENT TOTAL		26,321	25,267	0	0	25,352	25,352	85	0.34%

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: Economic Development Commission



BUDGET FUNCTION

The Economic Development Commission's purpose is to support and grow Waterford's economy. The Commission is empowered by Town Ordinance and State Statutes to serve as a platform to coordinate activities and groups that work in support of economic development. Broad responsibilities the Commission may undertake include market analysis, business recruitment and retention, marketing the Town, and recommending actions that the Town can take to meet its development goals.

The proposed FY26 EDC budget reflects a .3% increase from FY25. The Commission voted to continue to ensure that it has the resources to better support Waterford's economic development efforts. Key elements of the budget request include the need for consultant to work with the Commission on engagement with the business community, effective marketing, and targeted networking.

MEMBERS

Edward Lusher, Chair
Guy Russo
James Nicholas
Michael Buscetto III
Kathleen Mullen – Kohl

ALTERNATES

Julie Greco
Scott Gladstone

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST**



DEPARTMENT: Economic Development Commission

BUDGET SUMMARY

ECONOMIC DEVELOPMENT: Proposed Fiscal Year 2026

SERVICES:

10113-52010-101-010-13-00-52 ADVERTISING	500
10113-52020-101-010-13-00-52 POSTAGE	1,000
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	11,800
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	11,752
10113-52060-101-010-13-00-52 PRINTING	200
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	100

TOTAL	25,352
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Advertising Line 10113-52010

\$500 Requested

The EDC will advertise via print, digital, and social media platforms. Advertisements for EDC sponsored events to aimed at helping local small businesses gain access to grants, loans and buisness advising services would be paid from this line.

Postage 10113-52030

\$1000 Requested

The EDC will pay for postage to advertise EDC sponsored events out of this line.

Professional Fees Line 10113-52030

\$11,800 Requested

The Town is looking to hire a consultant to act as a community liaison. The consultant would report to the Planning Director. Example of duties would include but would not be limited to; attendance at all Economic Development Commission meetings; coordination of EDC sponsored events; serve as primary contact with local businesses and economic agencies such as seCTer and the Chamber of Commerce; and maintenance of a Waterford small business database.

Dues, Conferences and Education Line 10113-52050

\$11,752 Requested

The EDC maintains membership with the Southeastern CT Enterprise Region (SeCTer) for the Town. SeCTer provides access to regional economic data and project support. The Commission also maintains memberships with professional organizations for the purposes of implementing and maintaining effective economic development programs. Members attend educational and networking events whenever possible.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST**



DEPARTMENT: Economic Development Commission

Southeastern CT Enterprise Region (seCTer)\$ 8,932

SeCTer provides the Town with regional business information, regional promotion, and educational resources.

Chamber of Commerce of Southeastern CT\$ 220

Promotes local networking, facilitates communication & collaboration

Business meeting expenses, including shared costs of facilities and admission costs for economic events, meetings and seminars\$ 500

International Council of Shopping Centers (ICSC) Conference Attendance..... \$2,100

ICSC is a member organization supporting retail, dining, entertainment, and other marketplace industries. The organization provides industry insights and networking opportunities to support development initiatives. The Economic Development Commission recommends that two representatives from Waterford be funded to attend an International Council of Shopping Centers (ICSC) in New York to make connections and promote commercial development opportunities in Waterford to industry leaders.

Printing Line 10113-52060

\$200 Requested

This line will cover the cost of materials related to Economic Development Strategy implementation, such as drafts of graphic designs or similar items that will require Commission review.

Reimbursable Expenses Line 10113-52070

\$100 Requested

EDC members on occasion pay out of pocket for expenses associated with travel to seminars and business meetings. This line item provides for the reimbursement of funds expended by EDC members in providing services to the Town.

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

DEPARTMENT: Economic Development Commission



Economic Development Commission 5 Year History of Expenditures

	FY2024 ORIGINAL BUDGET	FY2024 ACTUAL	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL
ECONOMIC DEVELOPMENT COMMISSION										
SERVICES:										
10113-52010-101-010-13-00-52 ADVERTISING	500	-	1,000	-	425	-	425	-	425	-
10113-52020-101-010-13-00-52 POSTAGE	-	-	-	-	-	-	200	-	200	-
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	15,000	17,000	16,000	7,500	1,500	1,372	-	-	-	-
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	16,467	9,144	10,071	8,508	7,851	7,103	8,223	7,043	8,223	6,831
10113-52060-101-010-13-00-52 PRINTING	200	-	200	-	150	-	300	-	300	-
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	100	177	200	383	-	-	150	-	150	15
Total SERVICES	32,267	26,321	27,471	16,391	9,926	8,475	9,298	7,043	9,298	6,846

ECONOMIC DEVELOPMENT: Proposed Fiscal Year 2026**SERVICES:**

10113-52010-101-010-13-00-52 ADVERTISING	500
10113-52020-101-010-13-00-52 POSTAGE	1,000
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	11,800
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	11,752
10113-52060-101-010-13-00-52 PRINTING	200
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	100

TOTAL	25,352
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Southeastern Connecticut Enterprise Region seCTer

19-B Thames Street P.O. Box 867 • Groton, Connecticut 06340
860-437-4659 • Fax: 860-437-4662 • E-mail: seCTer@seCTer.org

December 17, 2024

First Selectman Brule
15 Rope Ferry Rd
Waterford 06385

Dear Mr. Robert Brule,

As you plan Waterford's 2025/2026 Municipal Budget, the Southeastern Connecticut Enterprise Region (seCTer) is submitting its annual request of **\$8,806.95** to provide regional economic development, commercial lending, procurement technical assistance, small business development, data and grant writing support. The requested funding rate is \$0.45 per capita. As of the 2020 U.S. Census, Waterford's population was 19517.

seCTer is the local, state and federally designated Economic Development Organization (EDO) for the Economic Development District (EDD) of southeastern Connecticut. seCTer catalyzes growth and prosperity throughout the EDD with a **mission** of making southeastern Connecticut stronger and more vibrant by 2030.

As a benefit to member municipalities such as Waterford, seCTer provides **services** to Waterford's residents, leaders, and existing and prospective businesses on an on-going basis. These services include but are not limited to: writing and implementing the five-year **Comprehensive Economic Development Strategy (CEDS)** for the region, securing funding for targeted businesses, assistance to businesses to procure government contracts, creating partnerships for businesses to capitalize on municipal and state incentives, providing small business development, delivering data and grant writing guidance, and site finding. seCTer is funded for these efforts, in part, by the U.S. Department of Commerce's Economic Development Administration (EDA).

The 2023 - 2028 CEDS was created by the region for the region and is approved by seCTer's Board of Directors, the Southeastern CT Council of Governments, CT Department of Economic and Community Development, and the US Economic Development Administration. The CEDS serves as an ambitious and accountable framework for sustained regional economic prosperity through collaboration and innovation. seCTer also created a digital CEDS that is a resource for all in the region. It is interactive with data that is updated when new releases become available, <https://sector.digitalceds.com/>. Please take a look!

seCTer's Non-Traditional Small Business Lending program supports small to mid-sized manufacturing, fabricating, biotech, agro-tech and similar businesses in the region with available capital in its Revolving Loan Funds (RLF). seCTer is pro-active in providing lending to businesses requiring financial aid, including start-ups, by seCTer directly and with lending partnerships. seCTer continues to work closely with the U.S. EDA, the U.S. Small Business Administration (SBA), and the State's Department of Economic and Community Development (DECD), to facilitate newly introduced loan and grant programs to small businesses in the region.

seCTerRise, a growth grant program for businesses in the region was launched this year providing, so far, \$988,696 in awards to sixty two businesses. Annually, for the next three years, seCTer will provide to businesses in the region up to \$500,000.00. It is more than likely a business in Waterford will access these funds.

The Economic Development Organization for the Economic Development District of southeastern Connecticut

seCTer also participates in the CT Small Business Boost Fund which provides low interest loans to existing businesses. Launched this year is the seCTerRise Program, which will provide seed and growth funding to businesses in the region. These funds will not be loans and are accompanied with technical assistance so that businesses have the resources needed to succeed.

seCTer's Connecticut APEX Accelerator (CT APEX) is a statewide program that has assisted thousands of Connecticut businesses to successfully prepare for and win local, state and federal government contracts. In it's program year ending August 31, 2024, CT APEX served many companies throughout the region resulting in more than \$441 million in government contracts. CT APEX is funded by DECD and the U.S. Department of Defense. This program is especially vital towards helping our region's businesses take advantage of opportunities presented by the unprecedented growth in our local defense industry. CT APEX's services are provided at no charge.

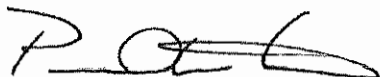
seCTer is available to **assist in municipal grant applications** that forward economic development in the region, particularly those consistent with CEDS goals and action items, and issues letters of support to strengthen grant applications where appropriate. seCTer also provides data profiles for member municipalities which elevate grant proposals for a higher chance of success. This data presentation can be customized to the specific goals of the grant proposal.

Since seCTer's regional focus benefits all residents, seCTer will serve each of Waterford's residents. Municipal support continues to be particularly essential in maintaining seCTer's economic development programming and **leverages federal funding**. Sustaining Waterford's financial contribution of \$8,806.95 and is critical in developing and expanding assistance to economic development officials and volunteers throughout the region, including Waterford.

seCTer's Fiscal Year 2024 **Annual Report** is available on our website at www.seCTer.org.

seCTer's staff and board of directors **welcome your participation** in all of seCTer's programs, and are similarly eager to support your programming and initiatives wherever appropriate. Staff will engage with, and offer assistance to, municipal members and industry associations with leadership in new initiatives, market research, small business development, funding, site selection and other economic development activities. We are available to discuss our programs in person or virtually with your municipal leaders, city commissions or finance board, and invite you to call us to arrange for a meeting with any or all of these groups. We appreciate your past and continued support and thank you for your assistance in furthering this vital public-private partnership.

Sincerely,



Paul Whitescarver
Executive Director
pwhitescarver@secter.org
(860) 437-4659 X201



MINUTES
WATERFORD ECONOMIC DEVELOPMENT COMMISSION
November 14, 2024
WATERFORD TOWN HALL
5:00 PM

MEMBERS PRESENT: Kathleen Mullen-Kohl, Guy Russo
MEMBERS ABSENT: Edward Lusher, Michael Buscetto, James Nicholas
ALTERNATES PRESENT: Julie Greco
ALTERNATES ABSENT: Scott Gladstone
STAFF PRESENT: Jonathan E. Mullen, AICP, Planning Director, Mark Wujtewicz, Planner, Dawn Choisy, Recording Secretary

RECEIVED FOR RECORD
 WATERFORD, CT
 2024 NOV 21 A 1:47
 ATTEST: *[Signature]*
 TOWN CLERK

1. **CALL TO ORDER/APPOINTMENT OF ALTERNATES**
 G. Russo called the meeting to order at 5:00 and seated J. Greco.

2. **APPROVAL OF MINUTES – October 10, 2024**
MOTION: Motion made by K. Mullen-Kohl, seconded by J. Greco to approve the minutes of the September 12, 2024 meeting as written.
VOTE: 3-0

3. **UPDATE ON NEW AND EXISTING BUSINESSES**
 J. Mullen and M. Wujtewicz updated the Commission on grand openings for the storage facility on Hartford Turnpike and Cohen Optical in Waterford Commons. They also noted that the Town is waiting on information on the construction of the canopy for the gas station located at 118 Boston Post Road.

4. **NEW BUSINESS**
 - **Upcoming EDC Sponsored Events**
 J. Mullen stated that the Commission should think about what kind of small business events they would like to sponsor.
 - **FY23/24 Annual Report**
MOTION: Motion made by K. Mullen-Kohl, seconded by J. Greco, to approve the FY23/24 Annual Report as drafted.
VOTE: 3-0
 - **FY26 Budget**
MOTION: Motion made by K. Mullen-Kohl, seconded by J. Greco, to approve the FY26 Budget as drafted.
VOTE: 3-0

5. **OLD BUSINESS**
 - **Gateway Signage**
 J. Mullen stated that the First Selectman wants to explore other options.

MOTION: Motion made by J. Greco, seconded by K. Mullen-Kohl to add an update on the Crystal Mall to the agenda.

VOTE: 3-0

- **Mall Update**

J. Mullen updated the Commission on the Crystal Mall.

6. ADJOURNMENT

MOTION: Motion made by K. Mullen-Kohl, seconded by J. Greco, to adjourn the meeting at 5:42.

VOTE: 3-0

**SOUTHEASTERN
CONNECTICUT ENTERPRISE
REGION CORPORATION**

**FINANCIAL STATEMENTS
AS OF JUNE 30, 2023**

**TOGETHER WITH
INDEPENDENT AUDITORS' REPORT,
FEDERAL SINGLE AUDIT REPORTS
AND
STATE SINGLE AUDIT REPORTS**

 **HOYT
FILIPPETTI &
MALAGHAN LLC**

CERTIFIED PUBLIC ACCOUNTANTS

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
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JUNE 30, 2023**

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**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Southeastern Connecticut Enterprise Region Corporation
Groton, Connecticut

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinion

We have audited the accompanying financial statements of Southeastern Connecticut Enterprise Region Corporation (seCTer), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows 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 financial position of seCTer as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of seCTer 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 opinions.

Emphasis of Matter

As discussed in Note 1 to the financial statements, seCTer changed its method of accounting for leases due to the adoption of Accounting Standards Codification Topic 842, *Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about seCTer's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' 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 an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government 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 from 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, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government 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 seCTer'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 judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about seCTer'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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards and schedule of expenditures of state financial assistance, as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the *State Single Audit Act*, respectively, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and schedule of expenditures of state financial assistance are fairly stated, in all material respects, in relation to the financial statements as a whole.

Report on Summarized Comparative Information

We have previously audited seCTer's 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 2, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated November 13, 2023, on our consideration of seCTer's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of seCTer's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering seCTer's internal control over financial reporting and compliance.

Hoyt, Filippetti & Malaghan, LLC

Groton, Connecticut
November 13, 2023

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023
(With Summarized Financial Information for 2022)**

ASSETS

	<u>2023</u>	<u>2022</u>
Cash	\$ 608,601	\$ 139,552
Grants receivable	244,727	159,958
Accounts receivable	55,532	214,569
Prepaid expenses	7,394	10,405
Restricted cash and certificate of deposit	3,980,685	4,063,114
Loans receivable, less allowance for doubtful loans	3,742,026	4,082,350
Property and equipment, net	4,477	5,577
Operating lease, right-of-use asset, net	67,577	-
Total assets	<u>\$ 8,711,019</u>	<u>\$ 8,675,525</u>

LIABILITIES AND NET ASSETS

LIABILITIES

Operating lease liability	\$ 67,577	\$ -
Accounts payable	34,742	24,446
Accrued expenses	26,502	28,943
Due to Connecticut - small business lending partner program	5,152	157
Due to Connecticut - small business express program	45,415	66,991
Deferred grant revenue	521,577	139,145
Total liabilities	<u>700,965</u>	<u>259,682</u>

NET ASSETS

Without donor restrictions	287,343	270,379
With donor restrictions	7,722,711	8,145,464
Total net assets	<u>8,010,054</u>	<u>8,415,843</u>
Total liabilities and net assets	<u>\$ 8,711,019</u>	<u>\$ 8,675,525</u>

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023
(With Summarized Financial Information for 2022)**

	2023			2022
	Without Donor Restrictions	With Donor Restrictions	Total	Total
SUPPORT AND REVENUE				
Grant revenue	\$ 1,333,648	\$ -	\$ 1,333,648	\$ 2,073,629
Contributions	145,900	-	145,900	100,623
Contributed nonfinancial assets	30,125	-	30,125	30,712
Interest income	137,298	81,454	218,752	210,734
Program fees	49,731	2,383	52,114	26,643
Investment income	75,368	-	75,368	1,152
Loan allowances	(62,199)	(458,514)	(520,713)	(133,130)
Net assets released from restrictions:				
Satisfaction of purpose restrictions	48,076	(48,076)	-	-
Total support and revenue	<u>1,757,947</u>	<u>(422,753)</u>	<u>1,335,194</u>	<u>2,310,363</u>
EXPENSES				
Program services				
Loan programs	143,049	-	143,049	138,390
Comprehensive economic development strategy	639,909	-	639,909	541,690
Procurement technical assistance center	824,302	-	824,302	837,342
Total program services	<u>1,607,260</u>	<u>-</u>	<u>1,607,260</u>	<u>1,517,422</u>
Supporting services				
Management and general	133,723	-	133,723	49,409
Total expenses	<u>1,740,983</u>	<u>-</u>	<u>1,740,983</u>	<u>1,566,831</u>
Change in net assets	16,964	(422,753)	(405,789)	743,532
NET ASSETS, beginning of year	<u>270,379</u>	<u>8,145,464</u>	<u>8,415,843</u>	<u>7,672,311</u>
NET ASSETS, end of year	<u>\$ 287,343</u>	<u>\$ 7,722,711</u>	<u>\$ 8,010,054</u>	<u>\$ 8,415,843</u>

The accompanying notes are an integral part of these financial statements.

SOUTHEASTERN CONNECTICUT ENTERPRISE REGION CORPORATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2023
(With Summarized Financial Information for 2022)

2023							
PROGRAM SERVICES							
	Loan Programs	Comprehensive economic development strategy	Procurement technical assistance center	Total	Management and general	Total 2023	Total 2022
Salaries	\$ 38,012	\$ 236,791	\$ 413,211	\$ 688,014	\$ 149,247	\$ 837,261	\$ 877,156
Payroll taxes and benefits	12,823	57,398	97,148	167,369	39,931	207,300	212,084
Total payroll related costs	50,835	294,189	510,359	855,383	189,178	1,044,561	1,089,240
Travel	361	5,755	32,115	38,231	-	38,231	32,347
Office expense and supplies	331	4,504	8,225	13,060	6,037	19,097	61,562
Subscription services	-	12,994	22,299	35,293	-	35,293	11,500
Contracted services	55,417	188,642	14,842	258,901	54,828	313,729	154,423
Grant subrecipients	-	57,280	-	57,280	-	57,280	-
Dues and membership	-	8,988	10,539	19,527	5,994	25,521	19,327
Insurance	-	-	-	-	9,751	9,751	4,817
Marketing	-	2,075	-	2,075	-	2,075	32,345
Miscellaneous	888	557	-	1,445	2,005	3,450	7,037
Occupancy	-	-	42,125	42,125	30,770	72,895	73,291
Collection expense	-	-	-	-	-	-	5,750
Professional fees	32,546	4,524	2,315	39,385	14,547	53,932	23,114
Training	350	3,260	35,730	39,340	2,363	41,703	20,073
Meeting expense	-	10,658	5,560	16,218	4,095	20,313	3,880
Loss on disposal of fixed assets	-	-	-	-	-	-	14,964
Repairs and maintenance	-	-	-	-	-	-	355
Telephone and internet	-	-	1,932	1,932	120	2,052	11,161
Indirect charges	2,321	46,483	138,261	187,065	(187,065)	-	-
Total expenses before depreciation	143,049	639,909	824,302	1,607,260	132,623	1,739,883	1,565,186
Depreciation	-	-	-	-	1,100	1,100	1,645
	\$ 143,049	\$ 639,909	\$ 824,302	\$ 1,607,260	\$ 133,723	\$ 1,740,983	\$ 1,566,831

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2023
(With Summarized Financial Information for 2022)**

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (405,789)	\$ 743,532
Adjustments to reconcile the change in net assets to net cash provided by operating activities:		
Increase in allowance for doubtful loans	520,713	133,130
Amortization of right-to-use asset	36,048	-
Loss on disposal of fixed assets	-	14,964
Depreciation and amortization	1,100	1,645
Changes in operating assets and liabilities:		
Grants receivable	(84,769)	(117,214)
Accounts receivable	159,037	76,521
Prepaid expenses	3,011	3,498
Loans receivable	(180,389)	(101,309)
Operating lease liability	(36,048)	-
Accounts payable	10,296	11,581
Accrued expenses	(2,441)	(15,715)
Due to Connecticut - small business lending partner program	4,995	-
Due to Connecticut small business express program	(21,576)	(201)
Deferred grant revenue	382,432	89,145
Net cash provided by operating activities	<u>386,620</u>	<u>839,577</u>
 NET INCREASE IN CASH, RESTRICTED CASH, AND CERTIFICATE OF DEPOSIT	 386,620	 839,577
 CASH, RESTRICTED CASH, AND CERTIFICATE OF DEPOSIT, beginning of year	 <u>4,202,666</u>	 <u>3,363,089</u>
 CASH, RESTRICTED CASH, AND CERTIFICATE OF DEPOSIT, end of year	 <u>\$ 4,589,286</u>	 <u>\$ 4,202,666</u>
 SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash	\$ 608,601	\$ 139,552
Restricted cash and certificate of deposit	3,980,685	4,063,114
	<u>\$ 4,589,286</u>	<u>\$ 4,202,666</u>
 NON CASH TRANSACTIONS		
Right-of-use asset obtained for new operating lease liability	\$ 103,625	\$ -

The accompanying notes are an integral part of these financial statements.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

PURPOSE OF ORGANIZATION

Southeastern Connecticut Enterprise Region Corporation (seCTer) is a Connecticut non-stock corporation formed to stimulate and support economic development and diversification within Southeastern Connecticut by performing the following activities:

- Fostering a climate favorable for economic development and diversification.
- Supporting the retention and expansion of existing businesses and the startup of new businesses.
- Recruiting new businesses through a marketing program that promotes the region's resources and competitiveness.
- Coordinating economic development activities among the region's municipalities.
- Participating in efforts to meet the infrastructure needs of a growing regional economy.
- Defining and updating the region's economic goals and strategy.

SeCTer's primary sources of revenue are government grants, investment income, interest income from loans, and 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 accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with seCTer's audited financial statements as of and for the year ended June 30, 2022, from which the summarized information was derived. Certain reclassifications have been made to the 2022 amounts in order to conform to the 2023 presentation.

USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results could differ from those estimates.

CASH EQUIVALENTS

For purposes of the statement of cash flows, seCTer defines cash equivalents as liquid investments with an original maturity of three months or less, exclusive of restricted cash and certificate of deposit, which are not available for operations. SeCTer had no cash equivalents as of June 30, 2023.

RESTRICTED CASH AND CERTIFICATE OF DEPOSIT

Restricted cash and certificate of deposit represents cash restricted to the lending programs of seCTer.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

NET ASSET CATEGORIES

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

Without Donor Restrictions

Net assets without donor restrictions consist of available resources other than donor restricted contributions. Included in net assets without donor restrictions are grants, which may be earmarked for specific purposes.

The board of directors has established the following designation of net assets:

- | | |
|----------------|------------|
| • Reserve Fund | \$ 309,721 |
|----------------|------------|

With Donor Restrictions

Net assets with donor restrictions represent contributions and investment earnings thereon that are restricted by the donor as to purpose, time of expenditure, or with the restriction that the principal be invested in perpetuity, and that only the earnings thereon be used for support of seCTer's operations. SeCTer's net assets with donor restrictions consist of amounts received under the Regional Revolving Loan Fund (RRLF), Small Business Loan Fund (SBLF), Southeast Regional Development Fund loan fund (SRDF) and the Cares Act Regional Revolving Loan Cares RRLF). A portion of the income earned from the Cares RRLF program, including interest income, is restricted for use in funding related indirect costs of the program. Loan write-offs serve to reduce net assets with donor restrictions.

REVENUE AND REVENUE RECOGNITION

Grants

Grants are generally considered to be exchange transactions in which the grantor requires the performance of specified activities.

Entitlement to cost reimbursement grants is based on the expenditure of funds in accordance with grant restrictions. Therefore, revenue is recognized to the extent of grant expenditures. Grant receipts in excess of amounts expended are recognized as deferred grant revenue.

Contributions

Contributions are defined as voluntary, nonreciprocal transfers, and include amounts received to fund various programs.

SeCTer recognizes contributions of cash and other assets as restricted support if they are received with donor stipulations that limit the use of such assets. When a restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, restricted net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

REVENUE AND REVENUE RECOGNITION (*Continued*)

Program Fees

Revenue from program fees are recognized as income when the service is performed.

Interest Income

Interest income is recognized as income when earned. Loans which are over ninety (90) days past due are considered for non-accrual status and once placed on non-accrual status, those loans do not accrue interest.

Donated Services

SeCTer recognizes donated services, if they create or enhance non-financial assets, or require specialized skills, and would typically need to be purchased, if not provided by donation. General volunteer services do not meet this criteria for recognition in the financial statements. No donated expenses have been recognized in the accompanying financial statements.

Contributed Nonfinancial Assets

Contributed nonfinancial assets, including the usage of assets such as rent, are recognized at their estimated fair market value. For the year ended June 30, 2023, seCTer recognized \$30,125 in donated rent.

SeCTer reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, seCTer reports expirations of donor restrictions in full when the donated or acquired long-lived assets are placed in service.

PROPERTY AND EQUIPMENT

Property and equipment acquisitions and leasehold improvements that individually exceed \$5,000 are capitalized at cost, if purchased, or fair market value, if donated. Depreciation is provided over the estimated useful lives of property and equipment on a straight-line basis. Leasehold improvements are amortized over the life of the asset or the remaining lease term, whichever is shorter. Repairs and maintenance are charged to expense as incurred.

EXPENSES BY FUNCTION

The financial statements of seCTer report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include depreciation and office and occupancy, which are both allocated on a square footage basis, as well as salaries and benefits, which are allocated on the basis of time and effort studies.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

OPERATING LEASE RIGHT-OF-USE ASSET

The operating lease right-of-use asset is an intangible asset that represents the value of the lessee's right to use a leased asset. For seCTer, the asset represents the right to use the office space where seCTer is located. This asset is presented net of accumulated amortization. The amortization of this asset is included in lease expense.

APPLICATION OF ACCOUNTING STANDARDS

As of July 1, 2022, seCTer changed its method of accounting for leases due to the adoption of Accounting Standards Codification Topic 842, *Leases* (see Note 13).

INCOME TAXES

The Internal Revenue Service has determined that seCTer is exempt from federal income taxes on exempt function income as a public charity under Section 501(c)(3) of the Internal Revenue Code. Consequently, no provision for income taxes has been made in the accompanying financial statements.

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

The federal tax return of seCTer for the year ended June 30, 2023 is subject to examination by the IRS, generally for three years after it has been filed.

SUBSEQUENT EVENTS

Subsequent events have been evaluated through November 13, 2023, which is the date the financial statements were available to be issued. There were no subsequent events identified that require disclosure.

NOTE 2 - CONCENTRATIONS

CONCENTRATIONS OF CREDIT RISK

SeCTer's financial instruments that are exposed to concentrations of credit risk consist primarily of cash, grants and accounts receivable, restricted cash and certificate of deposit, and loans receivable. SeCTer places its deposits in high credit quality institutions and at times such deposits may exceed federal depository insurance.

Loans receivable consist of loans to Southeastern Connecticut businesses under state, federal, and privately funded loan programs. Grants receivable consist primarily of amounts due under a contract with a federal agency. Accounts receivable consists primarily of the current interest payments due on the outstanding loans. The loans are generally collateralized by business assets and personal guarantees of the borrower. Loans which are over ninety (90) days past due are considered for non-accrual status. Once placed on non-accrual status, those loans do not accrue interest, and any payments are applied to principal. Management maintains an allowance for potential credit losses, and such losses have been within management expectations.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 2 - CONCENTRATIONS (Continued)

REVENUE CONCENTRATIONS

Grants from U.S. Department of Defense (DOD) and Connecticut Department of Economic and Community Development (DECD), comprised 72% of total revenues for the year ended June 30, 2023.

NOTE 3 - LIQUIDITY AND AVAILABILITY OF RESOURCES

The following reflects seCTer's financial assets as of the statement of financial position date, reduced by amounts that are not available for general use due to contractual or donor-imposed restrictions within one year of the statement of financial position date.

Financial assets, at year-end	
Cash	\$ 608,601
Grants receivable	244,727
Accounts receivable	55,532
Restricted cash and certificate of deposit	3,980,685
Loans receivable, net	3,742,026
Unused line of credit	<u>150,000</u>
	8,781,571
Less those unavailable for general expenditures within one year, due to:	
Contractual or donor-imposed restrictions	7,722,711
Board designations:	
Reserve fund	<u>309,721</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 749,139</u>

NOTE 4 - LOANS RECEIVABLE

A summary of loans receivable by loan program as of June 30, 2023 is as follows:

Connecticut Small Business Boost Fund	\$ 37,500
Regional Revolving Loan Fund	179,234
Regional Revolving Loan Cares Fund	1,271,825
Small Business Loan Fund	185,411
Southeast Regional Development Fund	<u>2,344,763</u>
	4,018,733
Less: allowance for doubtful loans	<u>276,707</u>
	<u>\$ 3,742,026</u>

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 5 - RESTRICTED CASH AND CERTIFICATE OF DEPOSIT

Restricted cash and certificate of deposit consist of the following as of June 30, 2023:

Description	Total
Certificate of deposit	\$ 169,384
Cash and cash equivalents	<u>3,811,301</u>
	<u>\$ 3,980,685</u>

NOTE 6 - PROPERTY AND EQUIPMENT

A summary of property and equipment as of June 30, 2023 is as follows:

Office equipment	\$ 27,424
Computer equipment	<u>14,125</u>
	41,549
Less: accumulated depreciation and amortization	<u>37,072</u>
	<u>\$ 4,477</u>

Depreciation and amortization expense for the year ended June 30, 2023 was \$1,100.

NOTE 7 - NOTE PAYABLE

\$150,000 line of credit with a local bank. The line of credit, which is due on demand, bears an interest rate of 3% and is collateralized by a certificate of deposit maintained with the bank. There were no borrowings on the line of credit through June 30, 2023.

\$ -

NOTE 8 - CONTRACT BALANCES

Accounts receivable and deferred revenue were as follows as of June 30, 2023 and 2022:

	2023	2022
Grants Receivable	<u>\$ 244,727</u>	<u>\$ 159,958</u>
Program income receivable	<u>\$ 55,532</u>	<u>\$ 214,569</u>
Deferred grant revenue	<u>\$ 521,577</u>	<u>\$ 139,145</u>

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 9 - CONTINGENCIES

Grants

SeCTer participates in various federal and state grant programs. These programs are subject to program compliance audits pursuant to the Federal and State Single Audit Acts. The amount of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although seCTer anticipates the amounts, if any, to be immaterial.

NOTE 10 - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of the following at June 30, 2023:

Southeast Regional Development Fund	\$ 3,927,947
Regional Revolving Loan Fund	971,811
Regional Revolving Loan Cares Fund	1,914,937
Small Business Loan Fund	795,416
Lend a Hand Loan Fund	112,600
	<u>\$ 7,722,711</u>

The following assets comprise net assets with donor restrictions at June 30, 2023:

Loans receivable, net	\$ 3,742,026
Restricted cash and certificate of deposit	3,980,685
	<u>\$ 7,722,711</u>

Net assets released from restrictions for the year ended June 30, 2023 are as follows:

Purpose restrictions:	
Regional Revolving Loan Care Funds	<u>\$ 48,076</u>

NOTE 11 - DISAGGREGATION OF REVENUE

The following table disaggregates seCTer's support and revenue for the year ended June 30, 2023:

Revenue from contracts with customers	
Satisfied over time	
Program fees	\$ 52,114
Grant revenue	1,333,648
Interest income-loans receivable	218,752
	<u>1,604,514</u>
Other support and revenue	
Contributions	145,900
Contributed nonfinancial assets	30,125
Investment income	75,368
Loan allowances	(520,713)
	<u>(269,320)</u>
Total support and revenue	<u>\$ 1,335,194</u>

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

NOTE 12 - PENSION PLAN

SeCTer maintains a defined contribution pension plan in which substantially all employees participate. Under the terms of the plan, seCTer contributed 8% of eligible employee compensation. Pension expense for the year ended June 30, 2023 totaled \$67,154.

NOTE 13 - LEASE AGREEMENT

SeCTer leases office space under a lease which ends on March 31, 2025. Under the terms of the lease, seCTer pays a basic rent per square foot which is subject to review and renegotiation every five years, plus its proportionate share of certain taxes and operating expenses of the leased property.

As of July 1, 2022, seCTer changed its method of accounting for leases due to the adoption of Accounting Standards Codification Topic 842, *Leases*. Upon adoption, seCTer recognized a right-of-use asset and an operating lease liability in the amount of \$103,625 using a weighted-average discount rate of 5.00%. Operating cash flows for this operating lease totaled \$40,242 for the year ended June 30, 2023.

At June 30, 2023, the lease had a weighted-average lease term of 1.75 years with future minimum lease payments as follows:

2024	\$ 40,242
2025	<u>30,182</u>
Total undiscounted cash flows	70,424
Less: present value discount	<u>2,847</u>
Operating lease liability, net	<u><u>\$ 67,577</u></u>

At June 30, 2023, the operating lease right-to-use lease asset consisted of the following:

Cost	\$ 103,625
Less accumulated amortization	<u>36,048</u>
Net carrying balance	<u><u>\$ 67,577</u></u>

Total occupancy expense recognized for the year ended June 30, 2023 was \$72,895 of which \$40,242 was operating lease expense, \$30,125 was contributed rent, and \$2,528 was for utilities.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of
Southeastern Connecticut Enterprise Region Corporation
Groton, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Southeastern Connecticut Enterprise Region Corporation (seCTer), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 13, 2023.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered seCTer's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of seCTer's internal control. Accordingly, we do not express an opinion on the effectiveness of seCTer's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether seCTer's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of seCTer's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering seCTer's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hoyt, Filippetti & Malaghan, LLC

Groton, Connecticut

November 13, 2023

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED
BY THE UNIFORM GUIDANCE**

To the Board of Directors of
Southeastern Connecticut Enterprise Region Corporation
Groton, Connecticut

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

Opinion on Each Major Federal Program

We have audited Southeastern Connecticut Enterprise Region Corporation's (seCTer) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of seCTer's major federal programs for the year ended June 30, 2023. SeCTer's major federal program is identified in the summary of auditors' results section of the accompanying schedule of federal findings and questioned costs.

In our opinion, seCTer complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of seCTer and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of seCTer's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the seCTer's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on seCTer's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the seCTer's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 seCTer's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of seCTer's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the seCTer's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Hayt, Filippetti & Malashan, LLC

Groton, Connecticut
November 13, 2023

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023**

<u>Grantor; Pass-through Grantor; Program Title; Description</u>	<u>Grant Number</u>	<u>Federal CFDA Number</u>	<u>Grant Period Ending</u>	<u>Grant Expenditures</u>
U.S. DEPARTMENT OF COMMERCE				
Direct:				
Economic Adjustment Assistance, Cares Act Revolving Loan Fund	01-79-73018	11.307		1,963,013 *
Economic Adjustment Assistance, American Rescue Plan Revolving Loan Fund- administrative costs	01-79-15238	11.307		20,424
Economic Adjustment Assistance, Build Back Better Regional Challenge	ED22HDQ3070025	11.307		218,595
Economic Adjustment Assistance, Cares	ED20PHI3070059	11.307		67,120
				<u>2,269,152</u>
Economic Development Planning Grant	01-83-14486	11.302		70,000
Total U.S. Department of Commerce				<u><u>2,339,152</u></u>
U.S. DEPARTMENT OF DEFENSE				
Direct:				
Procurement Technical Assistance Program	SP4800-21-2-2105	12.002	8/22	76,074
Procurement Technical Assistance Program	SP4800-22-2-2205	12.002	8/23	400,274
				<u>476,348</u>
Total Federal Awards				<u><u>\$ 2,815,500</u></u>

* See Note D for calculation.

The accompanying notes are an integral part of this schedule.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2023**

NOTE A - ACCOUNTING BASIS

BASIC FINANCIAL STATEMENTS

The accounting policies of seCTer conform to accounting principles generally accepted in the United States of America as applicable to nonprofit organizations.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying schedule of expenditures of federal awards has been prepared on the accrual basis consistent with the preparation of the basic financial statements. Information included in the schedule of expenditures of federal awards is presented in accordance with the requirements Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

For cost reimbursement awards, revenues are recognized to the extent of expenditures. Expenditures have been recognized to the extent the related obligation was incurred within the applicable grant period and liquidated within 90 days after the end of the grant period.

For performance-based awards, revenues are recognized to the extent of performance achieved during the grant period.

Southeastern Connecticut Enterprise Region Corporation has elected to use the 10% de Minimis indirect cost rate on the Economic Adjustment Assistance, Cares Act Revolving Loan Fund-administrative costs grant (01-79-73018) and the Economic Adjustment Assistance, American Rescue Plan Revolving Loan Fund -administrative costs grant (01-79-15238).

NOTE B - LOAN PROGRAMS

The following is a summary of loan activity for the year ended June 30, 2023:

Grantor agency:	Department of Commerce
Loan fund:	Cares Act
CFDA number	11.307
Grant number:	01-79-73018
Issue date:	July 2020
Interest rate:	0%
Original amount:	\$1,960,000

	Loan Principal	Allowance for collection losses	Net carrying amount
Balance July 1, 2022	\$ 1,631,696	\$ 81,585	\$ 1,550,111
Loans made	100,000	-	100,000
Payments received	(459,871)	-	(459,871)
Loan write-offs	-	-	-
Increase in allowance for loan losses	-	5,986	(5,986)
Balance June 30, 2023	<u>\$ 1,271,825</u>	<u>\$ 87,571</u>	<u>\$ 1,184,254</u>

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2023**

NOTE C - OTHER FEDERAL ASSISTANCE

Southeastern Connecticut Enterprise Region Corporation did not receive any non-cash assistance, or other federal assistance in the form of loan guarantees or insurance.

NOTE D - CALCULATION OF FEDERAL ASSISTANCE

	Regional Revolving Cares Loans 01-79-73018
As of June 30, 2023:	
Carrying amount of loans	\$ 1,271,825
Cash and certificate of deposit	643,112
Administrative expenses for fiscal year	48,076
Federal Assistance for fiscal year	<u>\$ 1,963,013</u>

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SCHEDULE OF FEDERAL FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023**

SECTION I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

☐ Material weakness(es) identified?

_____ Yes ✓ No
None reported

☐ Significant deficiency(ies) identified?

_____ Yes ✓ No
reported

Noncompliance material to financial statements noted?

_____ Yes ✓ No

FEDERAL AWARDS

Internal control over major programs:

☐ Material weakness(es) identified?

_____ Yes ✓ No
None reported

☐ Significant deficiency(ies) identified?

_____ Yes ✓ No
reported

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance

_____ Yes ✓ No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program</u>	<u>Expenditures</u>	<u>Federal Assistance</u>
11.307	Economic Adjustment Assistance, Sudden and Severe Economic Dislocation Implementation Grant	\$2,269,152	\$2,269,152

Auditee qualified as low-risk auditee?

✓ Yes

_____ No

Dollar threshold used to distinguish between Type A and Type B program:

\$750,000

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SCHEDULE OF FEDERAL FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023**

**SECTION II – SUMMARY OF FINDINGS RELATED TO FINANCIAL STATEMENTS
REQUIRED UNDER GENERALLY ACCEPTED *GOVERNMENT
AUDITING STANDARDS***

- We issued a report dated November 13, 2023 on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Our report on compliance indicated no reportable instances of noncompliance.
- Our report on internal control over financial reporting disclosed no material weaknesses.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

- There were no findings or questioned costs reported.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SUMMARY SCHEDULE OF THE STATUS OF
PRIOR FEDERAL AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2023**

PRIOR YEAR AUDIT FINDINGS RESOLVED

None



HOYT
FILIPPETTI &
MALAGHAN LLC

CERTIFIED PUBLIC ACCOUNTANTS

Richard M. Hoyt, Jr., CPA PFS
Paul R. Filippetti, CPA
Terence J. Malaghan, CPA
K. Elise vonHousen, CPA
Susan K. Jones, CPA

Jason E. Cote, CPA
Dipti J. Shah, CPA
Fiona J. LaFountain, CPA
Stephanie F. Brown, CPA

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
STATE PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE STATE SINGLE AUDIT ACT**

To the Board of Directors of
Southeastern Connecticut Enterprise Region Corporation
Groton, Connecticut

REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM

Opinion on Each Major State Program

We have audited Southeastern Connecticut Enterprise Region Corporation's (seCTer) compliance with the types of compliance requirements identified as a subject to audit in the *Office of Policy and Management's Compliance Supplement* that could have a direct and material effect on each of seCTer's major state programs for the year ended June 30, 2023. SeCTer's major state programs are identified in the summary of auditors' results section of the accompanying schedule of state findings and questioned costs.

In our opinion, seCTer complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2023.

Basis for Opinion on Each Major State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Our responsibilities under those standards and the State Single Audit Act are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of seCTer and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major state program. Our audit does not provide a legal determination of seCTer's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable seCTer's state programs.

Auditors' Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on seCTer's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the State Single Audit will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about seCTer's compliance with the requirements of each major state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the State Single Audit Act, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, 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 seCTer's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of seCTer's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of seCTer's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all

deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

Hoyt, Filippetti & Malaghan, LLC

Groton, Connecticut

November 13, 2023

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2023**

<u>State Grantor/Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Passed Through to Subrecipients</u>	<u>Grant Expenditures</u>
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT			
Direct:			
Procurement Technical Assistance Program (AKA APEX Accelerator Program)	12034-ECD46000-40221-099	\$ -	\$ 317,828
Support Connecticut Small Business Grant Program	12060-ECD46200-35497	57,280	137,306
Total direct:		57,280	455,134
Indirect:			
Passed through from the University of Connecticut Connecticut Small Business Development Center	16ECD0002MU	-	26,025
Passed through from the CDP Connecticut Loan Fund, Inc. Small Business Boost Fund	12052-ECD46000-43516	-	742,625
Total indirect		-	768,650
Total State Awards		<u>\$ 57,280</u>	<u>\$ 1,223,784</u>

The accompanying note is an integral part of this schedule.

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
NOTES TO SCHEDULE OF EXPENDITURES OF
STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE A - ACCOUNTING BASIS

BASIC FINANCIAL STATEMENTS

The accounting policies of Southeastern Connecticut Enterprise Region (seCTer) conform to accounting principles generally accepted in the United States of America as applicable to nonprofit organizations.

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

The accompanying schedule of expenditures of state financial assistance has been prepared on the accrual basis consistent with the preparation of the basic financial statements. Information included in the schedule of expenditures of state financial assistance is presented in accordance with regulations established by the State of Connecticut, Office of Policy and Management.

For cost reimbursement awards, revenues are recognized to the extent of expenditures. Expenditures have been recognized to the extent the related obligation was incurred within the applicable grant period and liquidated within 90 days after the end of the grant period.

For performance-based awards, revenues are recognized to the extent of performance achieved during the period.

NOTE B - SUBRECIPIENTS

The following entities were subrecipients of seCTer's Support Connecticut Small Business Grant Program (CORE-CT # 12060-ECD46200-35497) for the year ended June 30, 2023:

	Amount
Sustainable Planet, LLC	\$ 20,000
Myrcene Ale Company, LLC	18,780
860Kombucha, LLC	18,500
	<u>\$ 57,280</u>

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023**

SECTION I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

☐ Material weakness(es) identified?

_____ Yes ✓ No

☐ Significant deficiency(ies) identified?

_____ Yes ✓ None reported

Noncompliance material to financial statements noted?

_____ Yes ✓ No

STATE FINANCIAL ASSISTANCE

Internal control over major programs:

☐ Material weakness(es) identified?

_____ Yes ✓ No

☐ Significant deficiency(ies) identified?

_____ Yes ✓ None reported

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported
in accordance with Section 4-236-24 of the Regulations to the State
Single Audit Act?

_____ Yes ✓ No

The following schedule reflects the major programs included in the audit:

<u><i>State Grantor/Program</i></u>	<u><i>State Grant Program Identification Number</i></u>	<u><i>Expenditures</i></u>
Department of Economic and Community Development:		
Support Connecticut Small Business Grant Program	12060-ECD46200-35497	\$ 137,306
CDP Connecticut Loan Fund, Inc. Small Business Boost Fund	12052-ECD46000-43516	\$742,625
Dollar threshold used to distinguish between Type A and Type B program:		<u>\$200,000</u>

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023**

**SECTION II— SUMMARY OF FINDINGS RELATED TO FINANCIAL
STATEMENTS REQUIRED UNDER *GOVERNMENT AUDITING
STANDARDS***

- We issued a report dated November 13, 2023 on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Our report on compliance indicated no reportable instances of noncompliance.
- Our report on internal control over financial reporting disclosed no material weaknesses.

**SECTION III — FINDINGS AND QUESTIONED COSTS RELATING TO STATE
FINANCIAL ASSISTANCE**

None

**SOUTHEASTERN CONNECTICUT ENTERPRISE
REGION CORPORATION
SUMMARY SCHEDULE OF THE STATUS OF
PRIOR STATE AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2023**

PRIOR YEAR AUDIT FINDINGS RESOLVED

None

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY: 10114 CONSERVATION COMMISSION

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	1,069	1,500			1,500	1,500	0	0.00%
52020	POSTAGE	112	125			125	125	0	0.00%
52030	PROFESSIONAL SERVICES	0	3,500			3,500	3,500	0	0.00%
52031	PLANNING SERVICES	7,804	12,000			12,000	12,000	0	0.00%
52050	DUES, CONF. & EDUC.	295	600			600	600	0	0.00%
52060	PRINTING	0	25			25	25	0	0.00%
SUBTOTAL		9,280	17,750	0	0	17,750	17,750	0	0.00%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	191	500			500	500	0	0.00%
SUBTOTAL		191	500	0	0	500	500	0	0.00%
DEPARTMENT TOTAL		9,471	18,250	0	0	18,250	18,250	0	0.00%

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION**



BUDGET FUNCTION

The Waterford Conservation Commission serves as the Inland Wetlands Agency; reviewing applications, issuing permits and enforcing activities affecting inland wetlands and watercourses in accordance with the Waterford Inland Wetlands and Watercourses regulations and CT General Statute's 22a-36 through 22a-45. The Conservation Commission also carries out the statutory responsibilities of a municipal Conservation Commission, maintaining a survey of natural resources, reviewing land use proposals and making recommendations to other Boards and Agencies on natural resource identification and protection, and Open Space preservation.

The Conservation Commission conducted 18 regularly scheduled meetings and 1 special meeting in FY 2023/24 and rendered decisions on 13 applications to conduct activities in and adjacent to inland wetlands and watercourses. Inland Wetland permits authorized the permanent loss of 0.018 acres of wetland, and the temporary disturbance of 0.002 acres of wetlands which are required to be restored following completion of construction. Mitigation for the permanent wetland disturbance was required and consists of creation of 0.039 acres of wetland on the project site.

MEMBERS

Richard Muckle, Chair
Tali Maidelis, Secretary
David Lersch
Geneva Renegar
Wade Thomas
Matthew Keatley
Keith Kriet

ALTERNATES

Ivy Plis
Matthew Shea
1 vacancy

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



FEES

FEES – Application Fees Generated from Inland Wetland Permit Applications

<u>Fiscal Year</u>	<u>Total Fees Collected</u>
FY 2020/2021	\$ 800
FY 2021/2022	\$ 700
FY 2022/2023	\$ 1,600
FY 2023/2024	\$ 1,050
FY 2024/2025 – 4 months	\$ 50

The Waterford Conservation Commission requires an additional fee when public hearings are required. The fee off-sets the cost for publishing the two legal notices of public hearing required by State statute.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



BUDGET SUMMARY

CONSERVATION COMMISSION: Proposed Fiscal Year 2026	
SERVICES:	
10114-52010-101-010-14-00-52 ADVERTISING	1,500
10114-52020-101-010-14-00-52 POSTAGE	125
10114-52030-101-010-14-00-52 PROFESSIONAL FEES	3,500
10114-52031-101-010-14-00-52 PLANNING SERVICES	12,000
10114-52050-101-010-14-00-52 DUES, CONFERENCES & EDUCATION	600
10114-52060-101-010-14-00-52 PRINTING	25

TOTAL	17,750
MATERIALS & SUPPLIES:	
10114-53020-101-010-14-00-53 OTHER SUPPLIES	500

TOTAL	500

TOTAL	18,250

Advertising Line 10114-52010

\$ 1,800 Requested

The advertising account covers the cost of all legal notice requirements required by State statute. This includes publication of notices of public hearings, enforcement orders and notices of decision on all Commission inland wetland agency actions. Advertisements for public hearings and decisions of the Commission are required to be published in a newspaper having general circulation in Waterford. To off-set publication costs, the Commission requires an additional fee of \$400.00 when a public hearing is required for the legal notices. The costs for legal notices of decision placed in The Day newspaper for FY 2023/2024 were \$1,069.36. The requested budget amount is consistent with that approved for the FY 2024/25 budget.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Postage Line 10114-52020

\$ 125 Requested

Postage expenditures include certified letter mailings required for notice of Commission decisions on applications and for enforcement proceedings, correspondence to Town residents, and referrals to municipal, State and Federal agencies. The requested budget amount is consistent with that approved for the FY 2024/25 budget.

Professional Services Line 10114-52030

\$ 3,500 Requested

The professional services account is used to obtain professional technical reviews, retain expert witnesses, chemical laboratory analyses and other professional technical assistance unavailable at the municipal or State level that are required to conduct the duties of the inland wetlands agency and the Conservation Commission. These services may include assisting the Commission with technical expert reviews of application documents, investigating complaints of wetland, soil or water quality impacts, documenting violations of the inland wetlands and watercourses regulations, providing expert testimony in court proceedings, or assisting the Commission in preparing natural resource surveys.

To carry out the responsibilities of the Inland Wetland and Watercourses Act, it is critical that the Commission have the ability to retain expert witnesses for determination of impacts to wetlands and watercourses in order to reach and maintain defensible decisions. Court case law has established that the finding of adverse impacts and justification for conditions of approval requires technical expertise and expert evidence in the application record. The Commission uses the expertise of staff members, and regional and state technical offices when available, however specific technical expertise may be required during the application process within a limited time frame. Having sufficient funding available to procure services when expert review is needed is essential in consideration of the strict time frames established by State Statute for rendering decisions on inland wetland applications.

The fee schedule for Inland Wetland permit applications allows the Commission to charge the applicant for third party expert reviews and technical evaluations deemed necessary to assist in the review of complex permit applications. However, the Commission continues to require funds for obtaining professional expertise on items other than those duties associated with complex permit applications.

Expenditures under this item are difficult to predict and are related to the number and complexity of permit applications, public hearings, enforcement proceedings and technical needs of the Commission. The requested amount will fund an estimated 25 -35 hours of professional service at a rate of \$100 - \$150/hr.

The requested budget amount is consistent with that approved for the FY 2024/25 budget.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Planning Services Line 10114-52031

\$ 12,000 Requested

The Conservation Commission conducts a water quality monitoring program of freshwater streams and ponds in Waterford. Samples are collected at 30 locations in the early summer and late fall of a calendar year to track water quality over the growing season and monitor changes in quality over time. Sampling is conducted on Jordan Brook, Nevins Brook, Fenger Brook, Hunts Brook, Stony Brook, Oil Mill Brook and its tributaries, Millstone (Beebe) Brook, Green Swamp Brook and a tributary stream to Goshen Cove. Water quality parameters monitored include total coliform, e. coli and enterococci bacteria, temperature, pH, and nutrient loadings from nitrogen compounds and phosphorus.

The surface water quality monitoring program has been conducted for the past 24 years by the Conservation Commission and has generated comprehensive data on the quality of the town's water resources. This data is used to evaluate potential impacts of land development on stream health and to track changes in water chemistry over time. It also provides a scientific basis for the Conservation Commission to establish required levels of stormwater treatment for development proposals, and water quality mitigation goals for enforcement proceedings.

Jordan Brook, Oil Mill Brook and Stony Brook support native trout and high quality waters. Habitat requirements for these fisheries include cool, oxygenated waters with suitable substrate conditions to provide food and aquatic habitat. Alteration of adjacent lands, loss of vegetative cover, soil erosion, flow alterations, septic system discharges and stormwater run-off can adversely impact the biological conditions of these watercourses. The monitored temperature, nitrogen and phosphorus levels in these streams continue to indicate high quality surface waters.

The 2022 State of Connecticut Integrated Water Quality Report, submitted by CT DEEP to the EPA, identifies Alewife Cove, Jordan Cove, and areas of Niantic Bay and the Niantic River as impaired estuaries that do not fully support designated uses of habitat for fish and other aquatic wildlife. Fenger Brook is listed as not supporting designated uses for aquatic life and recreation. The section of Hunts Brook downstream of the Miller Pond dam is listed as not supporting fish and aquatic life habitat. The lower reach of Stony Brook south of Route 1 is listed as impaired for recreational use due to bacteria. The State is developing restoration policies to improve water quality and habitat of impaired waters.

The Commission continues to monitor bacteria, nitrogen and phosphorus levels in stream reaches that discharge to Alewife Cove, Jordan Cove, and the Niantic River, including Hunts Brook, Fenger Brook and Stony Brook. This long-term water quality monitoring is a critical part of the natural resource inventory work the Commission conducts and allows tracking of trends in water quality from land use changes and provides an indication of where water quality may be affected. Town staff conducts the sampling to minimize costs. Cost variations are linked to the number of water samples collected.

The requested budget amount is consistent with that approved in the previous fiscal year.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Dues, Conferences and Education Line 10114-52050

\$ 600 Requested

Expenditures from this line item include membership dues, commission and staff training, attendance at seminars and workshops. The Connecticut Inland Wetlands and Watercourses Act [CGS 22a-36 - 22a-45a] recommends members of inland wetland agency complete a comprehensive training program developed by the CT DEEP. Commissioners also attend environmental education conferences and legal seminars regarding inland wetlands to keep informed of changes to State Statute or case law affecting application review practices, public hearing records and decision-making for Inland Wetlands and Watercourse Regulations application. The Commission satisfies the minimum required training recommended by CT DEEP for inland wetlands agencies.

The Commission is requesting the same amount for this item as approved in the previous fiscal year to maintain the level of training of its members and staff.

Printing Line 10114-52060

\$ 25 Requested

Expenditures under this line item include printing of oversized documents, maps and colored copies, which cannot be printed or are unavailable at Town facilities. As a result of changes in court procedures, some printing funds may be necessary to reproduce, in paper or digital format, large documents and files. The amount requested under this line item is the same as approved in the previous fiscal year.

Other Supplies Line 10114-53020

\$ 500 Requested

Funds in this account are used to purchase and maintain environmental testing/monitoring equipment, safety equipment, survey flagging, and Conservation Easement and Non-Encroachment Boundary Line markers for field markings. This equipment allows the Conservation Commission with its professional staff to perform wetland identification, water testing, natural resource inventory and conservation easement boundary marking that would otherwise require contracting for outside professional services.

The amount requested under this line item is the same as approved in the previous fiscal year.

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

DEPARTMENT: CONSERVATION COMMISSION



Conservation Commission Development Commission 5 Year History of Expenditures										
	FY2024 ORIGINAL BUDGET	FY2024 ACTUAL	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL
CONSERVATION COMMISSION										
SERVICES:										
10114-52010-101-010-13-00-52 ADVERTISING	1,500	1,069	1,500	1,599	1,500	1,105	1,500	989	1,500	902
10114-52020-101-010-13-00-52 POSTAGE	125	112	125	112	125	84	125	106	125	104
10114-52030-101-010-13-00-52 PROFESSIONAL FEES	3,500	-	3,500	-	3,500	-	3,500	3,500	3,500	3,500
10114-52031-101-010-13-00-52 PLANNING SERVICES	12,000	7,804	12,000	6,278	12,000	6,357	12,000	12,000	12,000	12,000
10114-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	600	295	600	315	600	275	600	295	600	455
10114-52060-101-010-13-00-52 PRINTING	25	-	25	-	25	-	25	-	25	-
Total SERVICES	17,750	9,280	17,750	8,304	17,750	7,821	17,750	16,890	17,750	16,961
MATERIALS & SUPPLIES:										
10110-53020-101-010-10-00-53 OTHER SUPPLIES	500	0	500	253	500	0	500	368	500	8
Total MATERIALS & SUPPLIES	500	0	500	253	500	0	500	368	500	8
TOTAL	18,250	9,280	18,250	8,557	18,250	7,821	18,250	17,256	18,250	16,969

CONSERVATION COMMISSION: Proposed Fiscal Year 2026**SERVICES:**

10114-52010-101-010-14-00-52 ADVERTISING	1,500
10114-52020-101-010-14-00-52 POSTAGE	125
10114-52030-101-010-14-00-52 PROFESSIONAL FEES	3,500
10114-52031-101-010-14-00-52 PLANNING SERVICES	12,000

10114-52050-101-010-14-00-52 DUES, CONFERENCES & EDUCATION	600
10114-52060-101-010-14-00-52 PRINTING	25

TOTAL	17,750
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MATERIALS & SUPPLIES:

10114-53020-101-010-14-00-53 OTHER SUPPLIES	500
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TOTAL	500
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TOTAL	18,250
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MEETING MINUTES

Conservation Commission
October 10 2024, 6:30 p.m.
Auditorium, Waterford Town Hall

RECEIVED FOR RECORD
WATERFORD, CT
OCT 15 1 P 201
ATTEST: *[Signature]*
TOWN CLERK

Members Present: Matthew Keatley, David Lersch, Tali Maidelis, Chairman Richard Muckle, Wade Thomas
Members Absent: Keith Kriet (notified), Geneva Renegar (notified)
Alternates Present: Ivy Plis
Alternates Absent: Matthew Shea, (1 Vacancy)
Staff Present: Maureen FitzGerald, Environmental Planner; Kim Powell, Recording Secretary

1. CALL TO ORDER

The meeting was called to order by Chairman Muckle at 6:31p.m. I. Plis was seated for K. Kriet

2. APPROVAL OF MEETING MINUTES

Motion: Made by T. Maidelis seconded by W. Thomas to approve the September 26, 2024 meeting minutes.

Vote: 5-0-1 [D. Lersch abstained]

3. NEW APPLICATIONS

There were none.

4. APPLICATION REVIEW

C-24-09 – 234 Bloomingdale Rd, Quaker Hill: New Residential Construction; Integrity Properties, Applicant; Michael Jezierski, Owner; CLA Engineers, Agent

The applicant's agent requested this item be tabled to allow time to respond to staff comments.

5. VIOLATIONS

12 Perkins Farm Road: Revised Consent Order signed and returned. Corrective work to be completed in 60 days

Staff noted the consent order was signed by the property owners and returned on October 1, 2024.

6. CORRESPONDENCE

Commissioners were reminded to notify staff if they plan to attend the CACIWC Annual Conference so registrations can be submitted at the discounted rate. Commissioner Muckle noted he would like to be registered for the conference.

D. Lersch invited members of the Commission to attend the Waterford Land Trust Annual Meeting on October 26, 2024 at 2:00 p.m. in the Stacy Barn. A guest speaker will be discussing forested habitat for birds.

7. OTHER BUSINESS

2025 Conservation Commission Meeting Schedule

Motion: Made by T. Maidelis seconded by I. Plis to approve the meeting schedule for 2025.

Vote: 6-0

2023-2024 Draft Annual Report

Staff presented the Draft Annual Report and explained the water sampling graphs in the report. Water monitoring efforts have proven to be valuable for the Commission when reviewing permits prior to approval and to enforce regulations.

Staff will prepare the 2025-2026 Annual Budget for Commission review at the next meeting. The budget is due to Board of Finance November 1, 2024.

Motion: Made by T. Maidelis seconded by W. Thomas to accept the draft annual report and staff to forward the final annual report to the Board of Finance.

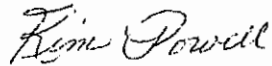
Vote: 6-0

8. ADJOURNMENT

Motion: Made by T. Maidelis seconded by I. Plis to adjourn.

Vote: 6-0 Meeting was adjourned at 6:57 p.m.

Respectfully Submitted,



Kim Powell, Recording Secretary

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY: 10110 PLANNING & ZONING COMMISSION

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	107,362	110,470			110,469	110,469	(1)	0.00%
51120	INSPECTION	288,459	302,919			310,491	310,491	7,572	2.50%
51210	CLERICAL/TECHNICAL	160,035	166,362			171,570	171,570	5,208	3.13%
51810	OVERTIME	1,750	6,164			6,164	6,164	0	0.00%
51910	FRINGE BENEFITS	2,532	4,594			2,955	2,955	(1,639)	-35.68%
51920	F.I.C.A	39,789	44,822			45,791	45,791	969	2.16%
	SUBTOTAL	599,927	635,331	0	0	647,440	647,440	12,109	1.91%
SERVICES									
52010	ADVERTISING	2,740	4,000			4,000	4,000	0	0.00%
52020	POSTAGE	281	450			450	450	0	0.00%
52030	PROFESSIONAL FEES	42,205	20,000			20,000	20,000	0	0.00%
52040	SERVICE CONT. & REPAIR	6,461	16,172			16,172	16,172	0	0.00%
52050	DUES, CONF. & EDUCATION	3,491	6,380			3,260	3,260	(3,120)	-48.90%
52060	PRINTING	139	450			450	450	0	0.00%
52070	REIMBURSABLE EXPENSE	0	200			200	200	0	0.00%
	SUBTOTAL	1,010	47,652	0	0	44,532	44,532	(3,120)	-6.55%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	1,208	2,750			2,450	2,450	(300)	-10.91%
53090	FUELS & LUBRICANTS	563	810			594	594	(216)	-26.67%
	SUBTOTAL	1,771	3,560	0	0	3,044	3,044	(516)	-14.49%
OFFICE EQUIPMENT									
54060	OFFICE FURNITURE & EQUIP.	272	0			0	0	0	0.00%
	SUBTOTAL	272	0	0	0	0	0	0	0.00%
DEPARTMENT TOTAL		602,980	686,543	0	0	695,016	695,016	8,473	1.23%

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET FUNCTION

The Waterford Planning and Zoning Commission budget includes the cost of Commission services, such as land use application reviews, long-range planning, and maintaining and enforcing Waterford's zoning and subdivision regulations. The Commission provides staff for all land use and economic development services in Waterford. The Planning staff provide expertise and assistance to the Board of Selectmen, RTM, and other agencies in Waterford and beyond concerning land use and economic development opportunities in Town.

This budget also includes funds for professional services and technical support that address town-wide needs. Grant writing and project management services are all funded in this budget.

This budget proposal represents a **1.23 %** increase over the FY25 approved budget.

MEMBERS

Gregory Massad, Chair
Timothy Bleasdale
Karen Barnett
Timothy Conderino
Victor Ebersole

ALTERNATES

Doris Crum
Joseph DiBuono

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



LOOKING AHEAD

Capital Projects - Document Scanning

The Planning Department in partnership with the Building Department (the Departments) will be undertaking a project to scan all Planning and Building related documents. It is estimated that there are over 1 million documents including large maps of various sizes, letter, legal and 11X17 sized documents between the two Departments. The Departments have consulted with several companies who specialize in scanning and document management and have gotten estimates to scan their documents and create a document management system. Documents will be stored in cloud based servers and will be available to staff and the public through the town's website. This project will reduce the amount of paper documents that are stored in the Town Hall basement which will have the following benefits:

- Reducing the risk of loss due to fire or flooding
- Increasing government transparency through ease of access by the public
- Reduced staff time searching for paper files

This project has been submitted as a Capital Non-Recurring project for funding in FY-26/27.

Staffing

The Planning and Zoning Department is not anticipating changes to current staffing levels. It is the intent of the Department to maintain the existing staffing levels in order to deliver the expected level of services to Waterford residents and businesses and fulfill the duties of the Department.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST**



DEPARTMENT: Planning and Zoning Commission

BUDGET SUMMARY

PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2026

PERSONNEL:

10110-51110-101-010-10-00-51 ADMINISTRATION	110,469
10110-51120-101-010-10-00-51 INSPECTION	310,491
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	171,570
10110-51810-101-010-10-00-51 OVERTIME	6,164
10110-51910-101-010-10-00-51 FRINGE BENEFITS	2,955
10110-51920-101-010-10-00-51 F.I.C.A.	45,791

TOTAL 647,440

SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,000
10110-52020-101-010-10-00-52 POSTAGE	450
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	16,172
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	3,260
10110-52060-101-010-10-00-52 PRINTING	450
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200

TOTAL 44,532

MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,450
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	594

TOTAL 3,044

OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0
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TOTAL 0

TOTAL 695,016

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



Advertising Line 10110-52010



\$4,000 Requested

Legal advertisements are required for announcing public hearings and decisions. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices. Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY26, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200 each.

Postage Line 10110-52020

\$450 Requested

Postage is used for normal communications with applicants and the public, and for required certified/return receipt postage for decision letters and abatement orders. Postage funding is also required to support neighborhood mailings to alert people about specific planning initiatives that may affect them.

Professional Fees Line 10110-52030

\$20,000 Requested

Professional services are sought for projects that require specific expertise and technical capacity that exceed the typical job duties of the planning staff. The department provides the vast majority of planning services in-house. Certain projects require professional support. Examples include conducting property surveys, traffic impact analysis, market analysis, reviews of engineering design by professional engineers, software development and advanced GIS services. This line would also be used to hire professionals as needed to conduct reviews of development applications and matters before the Commission that are not paid for by applicants.

TOWN OF WATERFORD FY2026 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Service Contracts and Repairs Line 10110-52040

\$16,172 Requested

Printer and Copier Contracts- \$3,964

The Department uses a large format plotter on a daily basis. This machine can scan, copy, and print large plans and is also used by the Assessor and Town Clerk. The plotter is subject to a \$2547 annual lease. The Department also leases a black and white copier which is used for the majority of printing. The Ricoh yearly lease is \$1,060, plus \$.00714 per copy. The Department budgets for 50,000 copies per year, which equates to \$357 in copies. The total cost of this service is \$1,417.

Annual GIS Parcel Mapping - \$10,000

Through a competitive bid process, Waterford awarded Tighe & Bond a contract to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a platform that utilizes the updated parcel mapping and continues to provide staff and the public with information ranging from zoning to floodplain data. It is also an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,740

The Planning Director and field staff use three smartphones and one iPad tablet in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$41 per month. The iPad plan is \$22 per month. Each phone will cost \$492 per year to operate while the annual operational cost for the iPad is \$264. The total cost of cellular plans is \$1,740.

Software Licenses - \$468

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY26 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Economic Development Commission work, small business outreach, and department performance surveys. The cost is \$384 per year and provides flexibility in survey design.

Dues, Conferences and Education Line 10110-52050

\$3,260 Requested

Department staff are committed to maintaining professional certifications and keeping current with information and issues in the field of planning. Involvement with regional and national organizations, attending conferences and seeking opportunities to improve the technical skills of all department members supports high quality work product that benefits Waterford residents and business owners. Whenever possible, staff seeks out free educational opportunities. There are some instances where valuable educational opportunities are not free. Enabling staff to participate in these events generates positive returns for the town by exposing staff to new technical information, legal updates in the field and information about grants that may benefit Waterford.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



American Planning Association (APA) & CT Chapter APA -\$1,100

The Department maintains membership in the American Planning Association for two staff members. APA membership is tiered based on salary. Currently the Planning Director and Planner maintain APA membership. American Planning Association staff members are also required to maintain membership in their State Chapters. The CT Chapter of the American Planning Association charges 35% of the national dues for membership. The total cost for membership dues is \$1,100.

American Institute of Certified Planners (AICP) -\$180

The Planning Director is required to maintain AICP (American Institute of Certified Planners) status as a condition of employment. Maintaining the AICP designation requires APA membership (listed above), State chapter membership (listed above), and AICP Dues. AICP Dues are \$180.

Conference attendance and continuing education are a critical aspect of professional development. Participating in conferences allows staff to meet continuing education requirements for professional certifications and to stay current on legal issues, emerging trends and technical skills related to their jobs. The following conference fees are included in this budget.

Southern New England Chapter of the American Planning Association (SNEAPA) Annual Conference - \$350

The SNEAPA annual conference provides planning staff with educational and networking opportunities in the immediate region. Attending conferences with peers from Connecticut and Southern New England towns helps staff learn about local projects and funding opportunities that benefit Waterford. Legislative updates and legal developments of the past year are presented at this conference, which helps staff stay current on important planning and zoning issues. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification.

American Planning Association Annual Conference -\$450

The 2026 APA National Conference will be held in Detroit, Michigan. The conference draws professionals from planning and associated fields from around the country and the world and presents staff with the opportunity to learn firsthand about innovative planning, economic development and capital projects that could be applied in Waterford. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification. The location of the conference changes annually. The APA also offers an online option which is \$450. In an effort to assess needs versus wants, the Planning Director will attend the virtual conference in FY26. By doing so the Planning Director will have the opportunity to earn the required CM Credits for their AICP certification at a significant cost savings to the Town. The Planning Director will look in future years to attend the national conference in person when it is in a location more proximate to Waterford in order to reduce costs.

Connecticut Association of Zoning Enforcement Officials (CAZEO) - \$360

CAZEO is the professional organization for the Zoning Official. During the 2021 Legislative Session, P.A. 21-29 was passed which requires that beginning on January 1, 2023 anyone appointed as a Zoning Enforcement Official must be certified and maintain their certification. CT Zoning Enforcement Official

TOWN OF WATERFORD FY2026 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Certification is required in Waterford's job description for the Zoning Official. CAZEO membership costs \$150 per year. Maintenance of CZEO status requires attendance at 7 meetings annually which cost \$30.00 each.

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$320

The Zoning Official acts as Waterford's Floodplain Administrator. The Floodplain Administrator is responsible for ensuring the Town's compliance with the requirements of the National Flood Insurance Program (NFIP). Compliance with the NFIP enables Waterford property owners to purchase flood insurance. Annual membership in the ASFPM is \$180. Annual membership in the CAFM is \$65. Annual CAFM conference registration is \$75.

Northeastern Arc Users Group (NEARC) Conference - \$0

NEARC is an organization formed in 1986 to support GIS (Geographic Information System) users in the Northeast US. Waterford's Planner is responsible for managing, maintaining and upgrading GIS data for internal and public users. GIS technology is consistently evolving and it is important that Waterford's Planner maintain current knowledge of the field. In an effort to assess needs versus wants, the Planner will forgo attendance of the conference in FY26. Moving forward the Planner will attend the conference on every other year in order to reduce costs.

One-day training seminars - \$500

Throughout the course of the year, various training seminars are conducted by State, Federal and educational institutions. These training opportunities afford staff the opportunity to improve technical skills, learn about upcoming policies and laws and learn about grant opportunities and best practices from other communities and organizations that can benefit Waterford. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the Planning and Zoning Commission complete four hours of training under the guidelines established by the State Office of Policy and Management. Trainings may be conducted as webinars or on-site. The trainings are typically one-time events; therefore, it is difficult to anticipate exact costs. Typically, these events range from \$30 to \$150 per attendee.

Printing Line 10110-52060

\$450 Requested

Funds are expended for printing oversized documents, reprinting of plans and studies, aerial photographs, posters and zoning maps. Color copies produced by the Town's printing service cost the Department \$.07/per copy. The Planning Department will continue to expand its efforts to engage the community in various planning projects. Part of the cost of public engagement includes printing flyers, maps, letters and postcards to send to residents and business owners.

TOWN OF WATERFORD FY2026 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Reimbursable Expenses Line 10110-52070

\$200 Requested

This line covers reimbursements to commissioners and staff members for out-of-pocket expenses. Examples of expenses include parking fees at job-related meeting, mileage for travel to work-related events when a town vehicle is not available and materials for public outreach programs.

Office Supplies Line 10110-53010

\$2,450 Requested

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include recordable DVDs, thumb drives, display boards, and commissioner name plaques. The Department estimates that \$350 will be needed for the supplies listed above in FY26.

The Department maintains a desktop color printer for daily work. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color toner cartridges for use in the color printer is \$1,200. Plotter paper and ink cartridges for the large format copier is anticipated to cost \$900 in FY26.

Fuels and Lubricants Line 10110-53090

\$750 Requested

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. Vehicles from this department are also shared with other departments as requested. The Department estimates using approximately 271 Gallons at \$2.1918 per gallon. \$594 is requested.

Office Equipment Line 10110-54060

\$0 Requested

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



PLANNING DEPARTMENT 5 YEAR HISTORY OF EXPENDITURES										
	FY 2024 ORIGINAL BUDGET	FY 2024 ACTUAL	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL
10110-51810-101-010-10-00-51 OVERTIME	8,184	1,750	8,184	1,421	5,139	2,158	4,910	1,907	5,253	1,819
10110-51910-101-010-10-00-51 FRINGE BENEFITS	5,838	2,531	7,955	803	7,705	3,813	5,687	5,268	5,687	4,119
10110-51920-101-010-10-00-51 F.I.C.A.	43,478	39,789	43,258	38,907	41,613	37,976	40,491	37,840	41,778	34,559
Total PERSONNEL	611,808	599,925	608,720	585,220	585,567	569,539	569,792	564,041	567,893	514,408
SERVICES:										
10110-52010-101-010-10-00-52 ADVERTISING	4,000	2,739	4,000	3,439	4,000	3,371	4,000	2,780	4,000	3,835
10110-52020-101-010-10-00-52 POSTAGE	450	280	450	343	450	388	450	438	450	504
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000	42,206	20,000	2,768	20,000	5,728	20,000	7,768	20,000	8,373
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	15,781	6,460	15,781	8,020	16,741	6,741	25,764	25,513	17,380	16,783
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCATION	3,521	3,490	3,371	2,848	2,721	3,195	4,396	3,427	4,100	2,677
10110-52060-101-010-10-00-52 PRINTING	450	139	450	250	450	187	450	240	450	29
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200	-	200	0	200	0	200	0	200	0
Total SERVICES	44,402	55,313	44,252	17,668	44,562	19,610	55,260	40,172	46,580	32,201
MATERIALS & SUPPLIES:										
10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750	1,207	2,750	2,343	2,750	1,732	2,750	2,479	2,750	2,698
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	810	683	810	748	595	465	785	268	800	480
Total MATERIALS & SUPPLIES	3,560	1,770	3,560	3,089	3,345	2,197	3,535	2,745	3,550	3,178
OFFICE EQUIPMENT:										
10110-54080-101-010-10-00-54 OFFICE EQUIPMENT	1,440.00	272	1,440	0	1,440	108	700	286	730	741
Total OFFICE EQUIPMENT	1,440.00	272	1,440	0	1,440	108	700	286	730	741
TOTAL	661,210	657,280	657,972	605,977	634,914	591,454	629,267	607,244	638,753	550,528

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2025-2026 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: Planning

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 EXPECTED	2024-2025 YTD (11/05/24)	2025-2026 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees	61,103	49,138	55,980	25,972	55,121	\$ (860)
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 61,103	\$ 49,138	\$ 55,980	\$ 25,972	\$ 55,121	\$ (860)

**TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET**

DEPT/AGENCY:

10108

LEGAL DEPARTMENT

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	Department Request % Increase	Department Request \$ Increase
SERVICES								
52030	PROFESSIONAL SERVICES	321,073	260,000			257,000	(3,000)	-1.15%
52540	PROBATE COURT	36,779	34,900			37,000	2,100	6.02%
52560	MISC. CLAIMS	75,000	100			1,000	900	900.00%
SUBTOTAL		432,852	295,000	0	0	295,000	0	0.00%
DEPARTMENT TOTAL		432,852	295,000	0	0	295,000	0	0.00%

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: LEGAL (10108)**



BUDGET FUNCTION

The Town retains legal counsel to provide legal representation to our boards, commissions, and town departments. The Town Attorney represents the town in a variety of circumstances.

The below list is a sampling of the type of cases that may require legal counsel.

- Planning and Zoning Appeals
- Delinquent Tax Account Collections
- Assessment Appeals
- Claims and Lawsuits
- Town Contracts

**Note that legal counsel fees for personnel issues and negotiated union contracts are budgeted under the Human Resources Department.*

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: LEGAL (10108)**

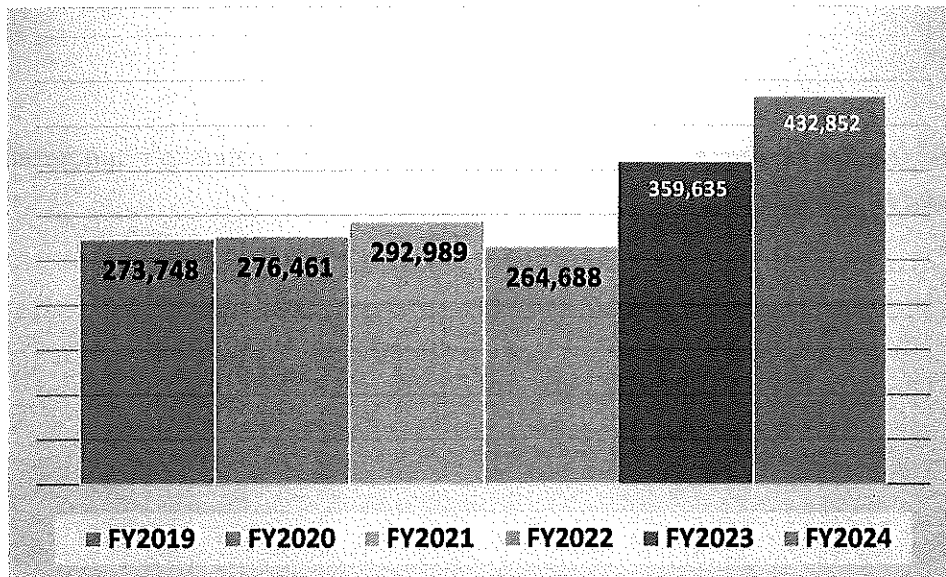


BUDGET SUMMARY

The FY26 Legal Budget Request remains flat over FY25.

The Connecticut Uniform Relocation Assistance Act requires municipalities to provide assistance to residences who are displaced due to code enforcements. The pandemic saw an increase in the need for relocation benefits and the need continues to reis. (Sec. 8-266) Please note that the town's legal counsel does seek reimbursement for all expenditures.

EXPENDITURE HISTORY



**TOWN OF WATERFORD
LEGAL DEPARTMENT
2024-2025 PROPOSED BUDGET**

	2026 PROPOSED	2025 ACTUAL TO DATE (1/1/25)	2024 ACTUAL	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	5 YEAR AVERAGE (2017-2023)
52030 - PROFESSIONAL FEES								
LEGAL FEES	\$ 257,000	\$ 40,071	\$ 321,073	\$ 324,655	\$ 233,161	\$ 292,989	\$ 276,461	\$ 289,667.64
Professional fees covers the cost of the Town Attorney. The Town Attorney handles planning and zoning appeals, collection of delinquent tax accounts, assessment appeals, and provides general legal counsel. Based on the 5 year average and anticipated tax appeals due to the revaluation, the proposed budget for 2024-2025 includes level funding.								
52540 - PROBATE COURT								
PROBATE COURT	\$ 37,000	\$ 34,480	\$ 36,779	\$ 32,480	\$ 31,519	\$ 26,396	\$ 30,895	\$ 31,613.70
Waterford's share of the Probate Office's cost. Waterford shares a probate office with the City of New London and the cost is allocated based on the municipalities grand list. Allocation based on the municipalities grand lists was based on state statute 45-12, which has since been updated. In 1991, 45-12 was transferred to a 45a-8 and effective May 10, 2010, the statute was updated to allow Towns to allocate expenses by agreement. In the absence of an agreement, the grand lists are used to allocate expenses. The cost allocated to Waterford is 71.118%. Based on the 2021-2022 actual expense and 5-year average, the proposed budget for 2024-2025 includes a decrease of \$3,000.								
52560 - MISCELLANEOUS CLAIMS								
MISCELLANEOUS CLAIMS	\$ 1,000	\$ -	\$ 75,000.00	\$ 25,000.00	\$ 8	\$ 2,750	\$ -	\$ 20,551.60
Account is used to account for miscellaneous claims and judgments as well non-reimbursable expenses associated with evictions. The ongoing pandemic has increased the number of evictions and relocation expenditures of Waterford residents. The 2024-2025 includes a level budget request.								

Department of Finance
13 Masonic Street
New London, CT 06320



Phone (860) 447-5218
Fax (860) 447-5297

CITY OF NEW LONDON

September 18, 2023

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

Dear Ms. Allen,

Enclosed is the invoice for Waterford's portion of the Probate Court's expenses for the fiscal year ended June 30, 2023.

If you would like further clarification, please feel free to call me.

Very truly yours,

David McBride
Director of Finance

Enclosure

An Equal Opportunity Employer

PROBATE EXPENDITURES FOR FY 2023

Maintenance & Repair	\$	-	
Microfilming Services	\$	11,528.01	
Communication Services	\$	3,431.20	
Supplies	\$	17,027.15	
State of Connecticut	\$	1,382.48	
Equipment	\$	-	
Total Probate Expenditures for FY 2023	\$	33,368.84	
N.L. Grand List @ 10/22		1,621,264,779	26.339%
Wtfd Grand List @ 10/22		4,534,083,357	73.661%
Space allocated to Probate 1380.07 s.f. @ \$12/sq.ft			\$ 16,560.84

Total Probate Expenses	33,368.84
Rental fee:	16,560.84
	<u>49,929.68</u>

Waterford Percentage	<u>73.661%</u>
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Total Due City of New London for FY 2023	\$ <u>36,778.64</u>
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REC'D FINANCE
SEP 28 '23 PM3:54

The above is true and accurate to the best of my knowledge.

APPROVED
VENDOR# 244
PO# 240348 FY 24
CLOSE PO: Y X N
ACCOUNT# 10108-52540
AMOUNT \$36,778.64
SIGN Jim Allen
DATE 9/27/23

David McBride
David McBride, Director of Finance
City of New London

Inv# 091823 \$ 36,778.64
CITY OF NEW LONDON
09/18/2023 # Pages 2 FP2 DOC103S35
PO# 240348

TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2023-2024 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$4,172.30	\$2,176.00	\$1,561.50	\$1,507.00	\$486.00	\$1,381.00	\$688.00	\$1,187.50	\$85.00	\$204.00	\$102.00	\$408.00	\$13,958.30
Selectman	\$799.00	\$4,997.00	\$8,649.00	\$7,255.00	\$5,271.50	\$1,820.50	\$3,486.50	\$7,494.50	\$3,184.50	\$3,428.00	\$1,547.00	\$1,122.00	\$49,054.50
Finance	\$3,906.50	\$1,998.50	\$720.00	\$937.50	\$1,432.00	\$400.50	\$459.00	\$561.00	\$1,190.00	\$1,878.00	\$1,025.50	\$836.00	\$15,344.50
Board of Finance	\$492.00										\$255.00		\$747.00
Bldg Code/Bldg Dept.	\$981.50	\$73.50		\$714.00	\$3,968.00	\$850.00							\$6,587.00
Health & Conservation	\$0.00												\$0.00
Fire Services	\$2,176.00	\$2,734.00	\$1,645.00	\$1,528.00	\$1,584.00	\$1,734.00	\$6,745.00	\$2,112.00	\$748.00	\$1,755.50	\$2,270.00	\$971.00	\$26,002.50
Planning & Zoning	\$1,435.50	\$1,432.00	\$873.50	\$1,535.50	\$3,960.00	\$10,612.00	\$6,094.00	\$6,239.00	\$3,255.50	\$6,203.00	\$3,040.00	\$3,335.00	\$48,015.00
Police & Emergency Mgmt	\$85.00	\$765.00	\$1,207.00	\$153.00		\$636.50	\$85.00	\$255.00		\$825.50		\$306.00	\$4,318.00
Public Works	\$483.50	\$1,176.50	\$229.00	\$623.00	\$1,122.50	\$928.00	\$700.50	\$187.00	\$905.00	\$1,310.50	\$2,792.50	\$3,050.00	\$13,508.00
R & P	\$0.00			\$986.00	\$1,253.00	\$255.00	\$1,105.00			\$170.00		\$1,589.00	\$5,358.00
RTM	\$1,438.00	\$1,972.00	\$1,802.00	\$1,224.00		\$1,224.00	\$1,105.00	\$901.00	\$804.50	\$697.00	\$2,329.00	\$1,054.00	\$14,550.50
Animal Control - Kennel Fees	\$0.00												\$0.00
Assessor	\$5,127.00	\$6,369.00	\$4,330.00	\$4,248.00	\$3,771.00	\$4,200.00	\$2,509.00	\$4,261.50	\$3,598.50	\$1,671.50	\$3,177.50	\$2,332.50	\$45,595.50
Tax Collector	\$3,141.50	\$6,136.50	\$4,898.00	\$2,073.50	\$3,047.00	\$1,554.00	\$1,071.00	\$3,534.50	\$7,314.00	\$6,917.00	\$4,583.50	\$3,461.00	\$47,731.50
Tax Collector Legal Fee Reimb	(\$734.56)	(\$3,825.30)	(\$3,677.15)	(\$7,243.92)	(\$1,714.14)	(\$5,493.93)	(\$274.00)	(\$394.20)	(\$452.86)	(\$1,029.76)	(\$1,115.28)	(\$6,573.22)	(\$32,528.32)
Tax Appeal	\$0.00												\$0.00
Town Clerk	\$204.00		\$136.00	\$102.00	\$204.00	\$170.00		\$187.00		\$68.00	\$289.00		\$1,360.00
WELSCO	\$0.00												\$0.00
Economic Development	\$0.00												\$0.00
Utility Commission	\$303.50	\$178.00	\$42.00	\$94.50	\$2,227.00	\$422.50	\$510.00	\$884.00	\$1,331.50		\$1,085.50	\$918.00	\$7,996.50
Sr. & Youth Center	\$1,012.50	\$102.00		\$85.00		\$250.00			\$1,955.00	\$204.00	\$136.00		\$3,744.50
Ethics Commission	\$0.00			\$3,003.50		\$306.00	\$2,437.00		\$119.00	\$238.00	\$68.00	\$85.00	\$6,256.50
Harbor Management	\$170.00												\$170.00
Registrars	\$0.00										\$102.00		\$102.00
Shellfish Commission	\$0.00							\$68.00				\$21.00	\$89.00
Conservation Commission	\$861.00	\$768.00	\$1,103.50	\$2,186.50	\$21.00						\$272.00	\$136.00	\$5,348.00
Zoning Bd of Appeals	\$170.00	\$850.00	\$510.00		\$649.00	\$185.00	\$255.00	\$412.00	\$283.50	\$599.00	\$1,301.50	\$2,219.50	\$7,434.50
General Assistance (town historian)	\$68.00	\$255.00						\$136.00	\$984.50	\$183.50			\$1,627.00
Misc Costs	\$3,493.13	\$1,552.59	\$1,630.31	\$2,133.43	\$1,197.29	\$6,317.14	\$2,714.75	\$4,040.87	\$1,129.01	\$484.00	\$165.29	\$3,844.91	\$28,702.72
Total	\$29,785.37	\$29,710.29	\$25,659.66	\$23,145.51	\$28,479.15	\$27,752.21	\$29,690.75	\$32,066.67	\$26,434.65	\$25,806.74	\$23,426.01	\$19,115.69	\$321,072.70

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2023-2024 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$4,172.30	\$2,176.00	\$1,561.50	\$1,507.00	\$486.00	\$1,381.00	\$688.00	\$1,187.50	\$85.00	\$204.00	\$102.00	\$408.00	\$13,958.30
Selectman	\$799.00	\$4,997.00	\$8,649.00	\$7,255.00	\$5,271.50	\$1,820.50	\$3,486.50	\$7,494.50	\$3,184.50	\$3,428.00	\$1,547.00	\$1,122.00	\$49,054.50
Finance	\$3,906.50	\$1,998.50	\$720.00	\$937.50	\$1,432.00	\$400.50	\$459.00	\$561.00	\$1,190.00	\$1,878.00	\$1,025.50	\$836.00	\$15,344.50
Board of Finance	\$492.00										\$255.00		\$747.00
Bldg Code/Bldg Dept.	\$981.50	\$73.50		\$714.00	\$3,968.00	\$850.00							\$6,587.00
Health & Conservation	\$0.00												\$0.00
Fire Services	\$2,176.00	\$2,734.00	\$1,645.00	\$1,528.00	\$1,584.00	\$1,734.00	\$6,745.00	\$2,112.00	\$748.00	\$1,755.50	\$2,270.00	\$971.00	\$26,002.50
Planning & Zoning	\$1,435.50	\$1,432.00	\$873.50	\$1,535.50	\$3,960.00	\$10,612.00	\$6,094.00	\$6,239.00	\$3,255.50	\$6,203.00	\$3,040.00	\$3,335.00	\$48,015.00
Police & Emergency Mgmt	\$85.00	\$765.00	\$1,207.00	\$153.00		\$636.50	\$85.00	\$255.00		\$825.50		\$306.00	\$4,318.00
Public Works	\$483.50	\$1,176.50	\$229.00	\$623.00	\$1,122.50	\$928.00	\$700.50	\$187.00	\$905.00	\$1,310.50	\$2,792.50	\$3,050.00	\$13,508.00
R & P	\$0.00			\$986.00	\$1,253.00	\$255.00	\$1,105.00			\$170.00		\$1,589.00	\$5,358.00
RTM	\$1,438.00	\$1,972.00	\$1,802.00	\$1,224.00		\$1,224.00	\$1,105.00	\$901.00	\$804.50	\$697.00	\$2,329.00	\$1,054.00	\$14,550.50
Animal Control - Kennel Fees	\$0.00												\$0.00
Assessor	\$5,127.00	\$6,369.00	\$4,330.00	\$4,248.00	\$3,771.00	\$4,200.00	\$2,509.00	\$4,261.50	\$3,598.50	\$1,671.50	\$3,177.50	\$2,332.50	\$45,595.50
Tax Collector	\$3,141.50	\$6,136.50	\$4,898.00	\$2,073.50	\$3,047.00	\$1,554.00	\$1,071.00	\$3,534.50	\$7,314.00	\$6,917.00	\$4,583.50	\$3,461.00	\$47,731.50
Tax Collector Legal Fee Reimb	(\$734.56)	(\$3,825.30)	(\$3,677.15)	(\$7,243.92)	(\$1,714.14)	(\$5,493.93)	(\$274.00)	(\$394.20)	(\$452.86)	(\$1,029.76)	(\$1,115.28)	(\$6,573.22)	(\$32,528.32)
Tax Appeal	\$0.00												\$0.00
Town Clerk	\$204.00		\$136.00	\$102.00	\$204.00	\$170.00		\$187.00		\$68.00	\$289.00		\$1,360.00
WELSCO	\$0.00												\$0.00
Economic Development	\$0.00												\$0.00
Utility Commission	\$303.50	\$178.00	\$42.00	\$94.50	\$2,227.00	\$422.50	\$510.00	\$884.00	\$1,331.50		\$1,085.50	\$918.00	\$7,996.50
Sr. & Youth Center	\$1,012.50	\$102.00		\$85.00		\$250.00			\$1,955.00	\$204.00	\$136.00		\$3,744.50
Ethics Commission	\$0.00			\$3,003.50		\$306.00	\$2,437.00		\$119.00	\$238.00	\$68.00	\$85.00	\$6,256.50
Harbor Management	\$170.00												\$170.00
Registrars	\$0.00										\$102.00		\$102.00
Shellfish Commission	\$0.00							\$68.00				\$21.00	\$89.00
Conservation Commission	\$861.00	\$768.00	\$1,103.50	\$2,186.50	\$21.00						\$272.00	\$136.00	\$5,348.00
Zoning Bd of Appeals	\$170.00	\$850.00	\$510.00		\$649.00	\$185.00	\$255.00	\$412.00	\$283.50	\$599.00	\$1,301.50	\$2,219.50	\$7,434.50
General Assistance (town historian)	\$68.00	\$255.00						\$136.00	\$984.50	\$183.50			\$1,627.00
Misc Costs	\$3,493.13	\$1,552.59	\$1,630.31	\$2,133.43	\$1,197.29	\$6,317.14	\$2,714.75	\$4,040.87	\$1,129.01	\$484.00	\$165.29	\$3,844.91	\$28,702.72
Total	\$29,785.37	\$29,710.29	\$25,659.66	\$23,145.51	\$28,479.15	\$27,752.21	\$29,690.75	\$32,066.67	\$26,434.65	\$25,806.74	\$23,426.01	\$19,115.69	\$321,072.70

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2022-2023 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$1,496.00	\$1,632.00	\$2,142.00	\$1,088.00	\$2,453.50	\$1,445.00	\$955.00	\$578.00	\$888.00	\$2,278.00	\$1,212.00	\$1,139.00	\$17,306.50
Selectman	\$2,074.00	\$1,839.00	\$1,812.00	\$3,442.50	\$11,783.00	\$15,009.50	\$15,832.00	\$24,648.00	\$14,613.00	\$6,910.00	\$8,123.50	\$18,650.00	\$124,736.50
Finance	\$1,411.00	\$2,521.00	\$1,105.00	\$728.50	\$272.00	\$1,190.00	\$714.00		\$1,253.00	\$4,035.50	\$425.00	\$1,037.00	\$14,692.00
Board of Finance		\$68.00											\$68.00
Bldg Code/Bldg Dept.							\$1,704.00	\$42.00	\$63.00	\$832.50			\$2,641.50
Health & Conservation													\$0.00
Fire Services		\$204.00	\$867.00	\$1,014.00	\$340.00		\$882.00				\$2,211.50	\$2,312.00	\$7,830.50
Planning & Zoning	\$731.00	\$3,228.00	\$2,712.50	\$3,036.50	\$6,517.00	\$2,999.50	\$3,528.00	\$1,749.00	\$1,891.00	\$2,358.00	\$2,889.00	\$3,661.00	\$35,300.50
Police & Emergency Mgmt	\$335.00	\$3,911.00	\$1,224.50	\$306.00	\$303.50		\$1,244.00	\$309.00	\$102.00	\$306.00	\$127.00	\$306.00	\$8,474.00
Public Works	\$170.00	\$136.00	\$333.00		\$425.50	\$136.50	\$499.50		\$844.00	\$948.50	\$3,050.50	\$406.00	\$6,949.50
R & P			\$68.00					\$170.00	\$442.00	\$170.00	\$68.00	\$221.00	\$1,139.00
RTM	\$748.00	\$1,904.00	\$1,504.00	\$2,397.00	\$1,513.00	\$1,394.00	\$1,330.00	\$1,105.00	\$816.00	\$714.00	\$2,863.00	\$1,105.00	\$17,393.00
Animal Control - Kennel Fees													\$0.00
Assessor	\$1,466.50	\$583.00	\$1,265.50	\$949.50	\$2,499.00	\$3,294.50	\$4,403.00	\$1,802.00	\$3,552.00	\$2,306.00	\$1,371.00	\$4,921.00	\$28,413.00
Tax Collector	\$3,473.50	\$4,671.50	\$4,579.00	\$8,462.50	\$5,094.00	\$3,613.50	\$4,515.50	\$4,233.00	\$8,476.00	\$5,381.00	\$8,357.00	\$314.50	\$61,171.00
Tax Collector Legal Fee Reimb	(\$217.89)	(\$312.39)	(\$506.39)	(\$611.06)	(\$1,541.53)	(\$9,753.13)	(\$278.39)	(\$52.50)	(\$278.94)	(\$12,203.16)	(\$7,038.97)	(\$4,225.43)	(\$37,019.78)
Tax Appeal													\$0.00
Town Clerk	\$170.00					\$459.00	\$493.00				\$425.00	\$340.00	\$1,887.00
WELSCO													\$0.00
Economic Development		\$102.00									\$272.00		\$374.00
Utility Commission	\$3,641.00	\$1,003.00	\$646.00	\$1,232.00	\$561.00	\$273.50	\$474.00	\$294.00	\$905.50	\$161.00	\$518.00	\$340.00	\$10,049.00
Sr. & Youth Center		\$272.00	\$1,147.00	\$255.00	\$787.50	\$1,122.00	\$833.00	\$306.00	\$238.00	\$238.00	\$1,042.50	\$170.00	\$6,411.00
Ethics Commission	\$204.00												\$204.00
Harbor Management	\$289.00	\$595.00	\$119.00			\$306.00			\$68.00	\$1,004.50	\$374.00		\$2,755.50
Registrars													\$0.00
Shellfish Commission	\$51.00												\$51.00
Conservation Commission			\$1,757.00	\$1,685.50	\$240.50	\$166.50	\$1,411.00	\$2,574.00	\$999.00		\$1,609.50	\$1,021.00	\$11,464.00
Zoning Bd of Appeals													\$0.00
General Assistance (town historian)			\$51.00									\$272.00	\$323.00
Total	\$16,042.11	\$22,357.11	\$20,826.11	\$23,985.94	\$31,247.97	\$21,656.37	\$38,539.61	\$37,757.50	\$34,871.56	\$15,439.84	\$27,899.53	\$31,990.07	\$322,613.72

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2021-2022 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$3,111.00	\$3,111.00	\$3,791.00	\$1,445.00	\$5,540.65	\$3,213.00	\$1,785.00	\$2,856.00	\$4,777.00	\$2,777.50	\$1,049.00	\$1,037.00	\$34,493.15
Selectman	\$1,159.64	\$242.84	\$1,471.69	\$663.08	\$345.50	\$141.48	\$6,613.77	\$1,088.00	\$289.00	\$1,158.00	\$868.50	\$2,723.00	\$16,764.50
Finance	\$595.00	\$102.00	\$391.00	\$800.50	\$578.00	\$704.00	\$663.00	\$748.00	\$51.00	\$765.00	\$238.00	\$1,258.00	\$6,893.50
Board of Finance								\$204.00					\$204.00
Bldg Code/Bldg Dept.							\$85.00		\$703.50	\$220.50			\$1,009.00
Fire Services	\$527.00	\$510.00		\$476.00	\$1,683.00	\$275.00	\$286.50	\$1,853.00	\$405.50	\$1,833.00	\$377.00	\$1,304.00	\$9,530.00
Planning & Zoning	\$4,344.50	\$4,631.50	\$4,019.00	\$7,482.00	\$2,987.00	\$5,200.00	\$3,485.50	\$2,011.00	\$6,358.00	\$7,367.50	\$2,174.50	\$3,417.00	\$53,477.50
Police & Emergency Mgmt	\$238.00	\$324.50	\$752.00	\$1,428.00	\$374.00	\$1,258.00	\$799.00	\$1,938.00	\$1,054.00	\$522.00	\$567.00	\$68.00	\$9,322.50
Public Works	\$1,539.50	\$323.00	\$323.00	\$612.00	\$1,241.00	\$799.00	\$85.00	\$68.00	\$1,071.50	\$425.00	\$85.00	\$1,088.00	\$7,660.00
R & P				\$85.00				\$102.00	\$476.00	\$136.00	\$391.00		\$1,190.00
RTM	\$681.50	\$1,496.00	\$544.00	\$774.50	\$1,751.00	\$1,275.00	\$986.00	\$1,938.00	\$544.00	\$2,108.00	\$2,397.00	\$4,862.00	\$19,357.00
Assessor	\$2,757.50	\$3,171.50	\$2,524.50	\$1,150.50	\$481.50	\$878.50	\$2,016.50	\$668.00	\$1,299.00	\$1,522.50	\$126.00	\$931.50	\$17,527.50
Tax Collector	\$917.50	\$2,627.50	\$8,253.00	\$1,310.50	\$4,823.00	\$8,554.50	\$2,015.50	\$4,136.00	\$7,010.50	\$1,028.00	\$1,519.50	\$3,254.50	\$45,450.00
Tax Collector Legal Fee Reimb	(\$2,172.00)	(\$2,384.64)	(\$83.00)	(\$1,265.59)	(\$1,446.19)	(\$52.50)	(\$6,861.82)	(\$1,293.66)			(\$193.36)	(\$301.36)	(\$16,054.12)
Tax Appeal						\$176.50	\$675.50			\$304.50			\$1,156.50
Town Clerk					\$85.00		\$561.00	\$153.00					\$799.00
WELSCO													\$0.00
Economic Development	\$255.00							\$136.00			\$204.00		\$595.00
Utility Commission	\$2,491.50	\$6,173.50	\$3,628.00	\$8,623.00	\$1,461.00	\$986.00	\$493.00	\$1,003.00	\$765.00	\$820.50	\$777.00	\$3,503.50	\$30,725.00
Utility Commission Legal Fee Reimb													\$0.00
Sr. & Youth Center	\$408.00						\$204.00	\$272.00	\$136.00	\$544.00	\$544.00		\$2,108.00
Ethics Commission	\$272.00	\$374.00	\$374.00	\$85.00	\$595.00		\$301.00	\$68.00				\$85.00	\$2,154.00
Harbor Management	\$1,105.00	\$340.00	\$136.00										\$1,581.00
Registrars													\$0.00
Shellfish Commission	\$204.00	\$136.00	\$102.00				\$84.00	\$297.00	\$21.00				\$844.00
Conservation Commission								\$85.00		\$170.00			\$255.00
Zoning Bd of Appeals			\$697.00			\$867.00		\$306.00	\$2,162.50	\$306.00	\$2,259.00	\$153.00	\$6,750.50
General Assistance (town historian)								\$51.00					\$51.00
Expenses/Cossts		\$460.32									\$10,146.15		\$10,606.47
Total	\$18,434.64	\$21,178.70	\$26,923.19	\$23,669.49	\$20,499.46	\$24,513.48	\$14,277.45	\$18,687.34	\$27,123.50	\$22,008.00	\$23,529.29	\$23,383.14	\$264,688.00

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2020 -2021 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC	\$123.00	\$306.00	\$136.00			\$68.00							\$633.00
BOS	\$3,578.00	\$1,173.00	\$2,497.00	\$2,020.50	\$1,258.00	\$2,224.50	\$1,598.00	\$2,329.00	\$3,876.00	\$1,887.00	\$3,400.00	\$2,873.00	\$28,714.00
Selectman	\$2,461.00	\$3,468.91	\$7,632.17	\$1,115.59	\$430.41	\$1,437.13	\$1,912.18	\$2,264.97	\$103.09	\$495.32	\$1,285.59	\$2,394.03	\$25,000.39
Finance	\$391.00		\$748.00	\$255.00	\$526.00	\$442.00	\$374.00	\$1,190.00	\$918.00	\$102.00	\$612.00	\$714.00	\$6,272.00
Board of Finance	\$170.00	\$68.00				\$68.00			\$85.00				\$391.00
Bldg Code/Bldg Dept.	\$157.50	\$881.50	\$21.00										\$1,060.00
Fire Services	\$940.00	\$1,607.00		\$246.00		\$68.00	\$816.00	\$221.00	\$68.00	\$272.00		\$289.00	\$4,527.00
Planning & Zoning	\$3,884.00	\$3,864.00	\$5,986.50	\$6,258.00	\$3,872.00	\$3,807.00	\$2,371.50	\$4,214.00	\$3,534.50	\$3,572.00	\$2,920.50	\$2,876.00	\$47,160.00
Police & Emergency Mgmt	\$1,717.00	\$698.50	\$1,955.50	\$1,861.00	\$391.00	\$2,497.00	\$1,304.00	\$1,360.00	\$1,670.50	\$289.00	\$1,737.00	\$323.00	\$15,803.50
Public Works	\$1,785.00	\$1,887.00	\$345.50	\$1,168.00	\$1,240.00	\$816.00	\$1,079.00	\$276.00	\$782.00	\$1,496.00	\$884.00	\$1,054.00	\$12,812.50
R & P	\$170.00	\$85.00	\$102.00	\$221.00			\$476.00	\$408.00	\$612.00			\$102.00	\$2,176.00
RTM	\$1,717.00	\$1,989.00	\$680.00	\$867.00	\$323.00	\$697.00	\$918.00	\$2,431.00	\$2,306.00	\$1,700.00	\$1,411.00	\$510.00	\$15,549.00
Assessor	\$1,711.50	\$789.00	\$1,201.50	\$1,399.00	\$3,629.00	\$2,613.00	\$2,059.00	\$1,363.50	\$824.50	\$1,979.50	\$2,899.50	\$4,682.00	\$25,151.00
Tax Collector	\$3,134.00	\$7,633.50	\$5,112.50	\$4,325.50	\$5,267.50	\$3,141.50	\$3,169.00	\$2,878.50	\$6,108.00	\$6,752.00	\$7,098.50	\$2,056.50	\$56,677.00
Tax Collector Legal Fee Reimb	(\$2,578.90)	(\$1,424.02)	(\$355.30)	(\$3,017.10)	(\$6,342.37)	(\$2,442.08)	(\$4,402.78)	(\$3,028.04)	(\$2,512.65)	(\$2,591.80)	(\$1,413.98)	(\$1,852.30)	(\$31,961.32)
Tax Appeal													\$0.00
Town Clerk		\$102.00	\$323.00	\$136.00	\$340.00	\$68.00	\$102.00	\$85.00	\$102.00	\$85.00	\$68.00		\$1,411.00
WELSCO		\$738.00		\$272.00									\$1,010.00
Utility Commission	\$3,126.50	\$4,990.50	\$4,486.50	\$4,580.50	\$6,498.00	\$5,231.00	\$4,299.00	\$6,698.00	\$4,951.00	\$3,521.00	\$3,425.50	\$4,113.50	\$55,921.00
Sr. & Youth Center	\$255.00		\$187.00		\$68.00			\$136.00	\$136.00	\$136.00	\$204.00	\$323.00	\$1,445.00
Ethics Commission	\$752.00	\$52.50			\$238.00	\$323.00	\$697.00				\$1,564.00	\$510.00	\$4,136.50
Shellfish Commission	\$459.00							\$136.00		\$527.00	\$136.00	\$238.00	\$1,496.00
Conservation Commission		\$204.00	\$510.00	\$136.00	\$391.00	\$238.00	\$111.00	\$139.00	\$361.00	\$296.00	\$888.00	\$185.00	\$3,459.00
Zoning Bd of Appeals			\$1,445.00	\$663.00	\$527.00		\$68.00		\$425.00	\$272.00	\$170.00	\$306.00	\$3,876.00
General Assistance				\$102.00									\$102.00
Labor			\$2,157.00	\$1,804.00	\$1,459.50		\$3,357.50		\$945.00	\$240.00			\$9,963.00
Total	\$23,952.60	\$29,113.39	\$33,013.87	\$24,412.99	\$18,656.54	\$21,297.05	\$16,950.90	\$23,101.93	\$24,349.94	\$21,234.02	\$27,289.61	\$21,696.73	\$292,988.57

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2019 -2020 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC				\$765.00	\$527.00		\$4,403.00					\$432.00	\$6,127.00
BOS	\$1,357.50	\$613.00	\$1,193.50	\$985.50	\$5,013.00		\$3,132.00	\$1,947.50	\$1,674.00	\$1,374.00	\$4,601.00	\$8,891.00	\$30,782.00
Finance	\$766.50	\$1,899.30	\$1,168.30	\$799.00	\$0.00		\$952.00	\$952.00	\$510.00	\$187.00	\$816.00	\$646.00	\$8,696.10
Board of Finance			\$408.00	\$102.00			\$459.00	\$340.00	\$629.00		\$34.00	\$340.00	\$2,312.00
Bldg Code/Bldg Dept.	\$0.00	\$0.00	\$2,862.50	\$403.50	\$610.50			\$21.00		\$272.00			\$4,169.50
Fire Services	\$2,261.00	\$4,942.30	\$2,074.00	\$1,832.50	\$1,446.50		\$1,751.00	\$2,277.00	\$1,683.00	\$1,037.00	\$1,048.00	\$1,020.00	\$21,372.30
Planning & Zoning	\$1,335.50	\$3,396.00	\$4,425.82	\$3,280.55	\$912.50		\$2,425.50	\$2,204.50	\$2,257.00	\$2,085.00	\$4,278.00	\$5,109.50	\$31,709.87
Police & Emergency Mgmt	\$1,921.00	\$680.00	\$1,343.00	\$2,992.00	\$902.50		\$708.00	\$310.50	\$13,332.50	\$16,859.00	\$8,989.50	\$6,558.50	\$54,596.50
Public Works	\$2,176.00	\$748.00	\$482.38	\$1,003.00	\$2,212.50		\$884.00	\$2,057.00	\$2,465.00	\$1,445.00	\$782.00	\$1,973.50	\$16,228.38
R & P	\$323.00	\$714.00	\$102.00	\$119.00	\$0.00		\$136.00			\$221.00		\$1,649.00	\$3,264.00
RTM	\$85.00	\$918.00	\$1,564.00	\$1,411.00	\$701.50		\$625.50	\$1,547.00	\$314.00	\$3,025.00	\$4,012.00	\$688.00	\$14,891.00
Animal Control - Kennel Fees			(\$130.00)										(\$130.00)
Assessor	\$6,008.00	\$5,616.30	\$5,130.50	\$2,229.50	\$2,865.50		\$4,756.80	\$3,359.50	\$2,910.50	\$1,405.50	\$2,549.50	\$2,105.00	\$38,936.60
Tax Collector	\$3,785.50	\$7,970.60	\$2,208.00	\$4,349.30	\$0.00		\$3,228.50	\$8,132.00	\$1,500.50	\$546.00	\$1,445.50	\$2,340.00	\$35,505.90
Tax Collector Legal Fee Reimb	(\$2,320.00)	(\$4,963.38)	(\$2,673.78)	(\$6,261.71)	(\$9,150.50)	(\$1,787.30)	(\$450.80)	(\$3,355.20)	(\$1,881.30)	(\$1,132.00)	(\$745.50)	(\$726.52)	(\$35,447.99)
Tax Appeal	\$622.50	\$887.50		\$5,991.50	\$11,044.80								\$18,546.30
Town Clerk	\$153.00		\$834.50	\$170.00	\$221.00			\$238.00			\$68.00		\$1,684.50
WELSCO	\$986.00	\$102.00	\$51.00	\$221.00	\$102.00								\$1,462.00
Economic Development													\$0.00
Utility Commission	\$782.00	\$2,577.50	\$442.00	\$833.00	\$2,630.30		\$3,870.50	\$2,924.00		\$5,006.00	\$3,536.00	\$7,282.00	\$29,883.30
Utility Commission Legal Fee Reimb	(\$1,009.66)	(\$2,076.65)	(\$2,205.19)	(\$514.18)	(\$4,578.12)	(\$1,538.50)	(\$210.50)	(\$3,212.18)	(\$389.30)	(\$1,369.03)	(\$1,457.80)	(\$2,064.80)	(\$20,625.91)
Sr. & Youth Center			\$102.00				\$85.00					\$204.00	\$391.00
Registrars								\$68.00					\$68.00
Ethics							\$225.00			\$1,088.00			\$1,313.00
Shellfish Commission							\$1,037.00	\$595.00				\$102.00	\$1,734.00
Conservation Commission							\$1,094.00	\$425.50	\$740.00				\$2,259.50
Legal										\$5,865.50			\$5,865.50
Zoning Bd of Appeals		\$51.00	\$731.00	\$85.00									\$867.00
Total	\$19,232.84	\$24,075.47	\$20,113.53	\$20,796.46	\$15,460.98	(\$3,325.80)	\$29,111.50	\$20,831.12	\$25,744.90	\$37,914.97	\$29,956.20	\$36,549.18	\$276,461.35

**TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2018 -2019 FISCAL YEAR**

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC					102.00								102.00
BOS	715.50	1,718.50	1,122.00	1,208.50	1,966.00	646.00	562.50	488.00	1,105.00	1,411.00	4,166.00	4,370.00	19,479.00
Selectmen	1,834.00	765.00	731.00	1,342.00	567.00	387.50	263.00	129.00	236.00	187.00	544.00	799.00	7,784.50
Finance	238.00	238.00	867.00	527.00	204.00	221.00	357.00		153.00	425.00		374.00	3,604.00
Board of Finance											68.00	51.00	119.00
Bldg Code/Bldg Dept.	55.50	309.00	852.00	1,793.50	84.00	1,018.00	850.00	1,258.00			951.00		7,171.00
Conservation Abatement Order	74.00	148.00	969.00					425.50	703.00	753.75	647.50	277.50	3,998.25
Fire Services	1,633.50	1,003.00	238.00	204.00	408.00	1,938.00	3,315.50	1,822.00	1,207.00	3,336.50	1,871.50	714.00	17,691.00
Planning & Zoning	2,149.00	3,396.00	1,804.00	3,245.50	987.00	1,018.42	3,500.01	1,733.87	3,774.40	4,535.00	867.00	4,187.00	31,197.20
Police & Emergency Mgmt	2,311.00	1,914.50	2,042.00	1,018.50	82.50	1,759.00	1,181.00	238.50	1,944.00	527.00	2,627.80	1,510.50	17,156.30
Public Works	4,027.00	1,310.50	884.00	1,548.50	572.57	2,676.00	1,105.00	5,849.00	1,309.00	510.00	2,312.00	2,847.63	24,951.20
R & P	204.00	136.00		102.00		170.00		561.00	102.00		68.00		1,343.00
RTM	1,740.00	1,360.00	556.00	1,688.50	1,564.00	1,006.00	935.00	510.00	1,258.00	595.00	561.00	102.00	11,875.50
Animal Control - Kennel Fees													0.00
Assessor	2,842.00	4,987.50	6,038.00	5,468.00	4,830.00	2,011.50	7,580.80	2,461.80	6,308.00	4,816.30	5,948.00	8,140.30	61,432.20
Tax Collector	6,794.00	23,646.28	5,453.50	5,213.73	7,592.00	8,406.16	9,006.79	8,401.84	11,800.16	4,340.50	8,016.06	8,976.50	107,647.52
Tax Collector Reimb	(1,842.20)	(3,374.71)	(7,957.62)	(3,215.74)	(1,085.00)	(3,470.31)	(5,162.85)	(6,050.96)	(3,930.44)	(9,778.67)	(18,325.58)	(4,686.39)	68,880.47
Town Clerk	102.00									85.00	102.00		289.00
Utility Commission	1,837.50	2,173.00	2,754.00	3,122.50	3,068.50	1,003.00	1,824.50	799.00	1,853.00	51.00	833.00	646.00	19,965.00
Sr. & Youth Center					476.00			221.00	726.30	341.50	154.50	510.00	2,429.30
Shellfish Commission			408.00	1,814.50	624.00	255.00						255.00	3,356.50
Zoning Board of Appeals	425.00	561.00	51.00										1,037.00
Total	25,139.80	40,291.57	16,811.88	25,080.99	22,042.57	19,045.27	25,318.25	18,847.55	28,548.42	12,135.88	11,411.78	29,074.04	273,748.00

**TOWN OF WATERFORD
GENERAL FUND**

DEPT/AGENCY:

10101

BOARD OF SELECTMEN

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	FIRST SELECTMAN	111,350	113,176			114,591		1,415	1.25%
51020	OTHER SELECTMEN	3,795	3,843			3,890		47	1.22%
51110	ADMINISTRATIVE	60,374	67,070			62,928		(4,142)	-6.18%
51210	CLERICAL/TECHNICAL	0	0			0		0	0.00%
51920	F.I.C.A	12,848	14,083			13,878		(205)	-1.46%
	SUBTOTAL	188,367	198,172		0	195,287	0	(2,885)	-1.46%
SERVICES									
52010	ADVERTISING	0	100			100		0	0.00%
52020	POSTAGE	123	100			125		25	25.00%
52030	PROFESSIONAL FEES	100	3,000			1,500		(1,500)	-50.00%
52040	SERVICE CONT & REPAIRS	1,305	1,200			1,500		300	25.00%
52050	DUES, CONF., & EDUCATION	249	329			2,275		1,946	591.49%
52070	REIMBURSABLE EXPENSE	0	200			100		(100)	-50.00%
52080	TELEPHONE	804	504			515		11	2.18%
	SUBTOTAL	2,581	5,433		0	6,115	0	682	12.55%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	2,003	1,800			2,000		200	11.11%
53090	FUELS & LUBRICANTS	1,692	1,000			1,500		500	50.00%
	SUBTOTAL	3,695	2,800		0	3,500	0	700	25.00%
FURNITURE									
54010	OFFICE FURNITURE	0	0		0	1,500	0	1,500	0.00%
	SUBTOTAL	0	0		0	1,500	0	1,500	0.00%
DEPARTMENT TOTAL		194,643	206,405		0	206,402	0	(3)	0.00%

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
BOARD OF SELECTMEN (10101)**



BOARD OF SELECTMEN

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

TO: Board of Selectmen, Board of Finance and RTM
FROM: Rob Brule, First Selectman
DATE: December 1, 2024

I have attached the budget request for the Board of Selectmen for the Fiscal Year 2025/2026 for your review and approval. I have worked directly with the Director of Finance to ensure the Board of Selectmen personnel, operating and professional services lines have been reviewed and back-up information available for review.

As with my other Directors and Department Heads, my intention is to be as accurate and transparent as possible. If you have any questions, require any additional information or wish to review this budget in part or in its' entirety, please feel free to contact me before the first Board of Selectmen meeting in February 2025.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
BOARD OF SELECTMEN (10101)**



BUDGET FUNCTION

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

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

LOOKING AHEAD

Over the past two years, the Board of Selectmen operating budgeting filled a Part-Time Executive Assistant position to cover vacation, sick and personal time requests by the Executive Assistant. The continuation of this position is very helpful and ensures there is office coverage.

Looking ahead, I see the Board of Selectmen operating budget increasing in the 51110 line to create a Part-Time "Presentation Specialist" position and combining it with the existing Part-Time Executive Assistant position. In addition, future travel to visit possible destinations for Millstone Power Station consent-based siting locations and data center acoustical engineering companies may be the only additional "future" items that may come up that I do not budget.

Finally, I will continue to use "Waterford Cares – Community Events" special revenue fund donations to offset special community events in town to reduce operating budgets within Senior Services, Youth & Family Services Bureau and Recreation & Parks where possible.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
BOARD OF SELECTMEN (10101)**



BUDGET SUMMARY

The First Selectman is responsible for presenting the annual budget to the Board of Selectmen because it ensures transparency and accountability in the town's financial management. This FY26 budget focuses on personnel costs, services, materials & supplies and furniture, to ensure that the Board of Selectmen's operations run smoothly and efficiently.

By presenting this detailed budget, the First Selectman provides a clear plan for how funds will be allocated within this budget, which helps in making informed decisions that benefit the community. It also allows for proper planning and prioritization of resources, ensuring that personnel, services, materials and supplies and furniture costs are funded appropriately.

The First Selectman continues to work with businesses, volunteers, Waterford Rotary, Waterford Community Food Bank, Waterford Veterans Coffeehouse and Waterford Youth & Family Service Bureau through the "Waterford Cares" initiative. This special revenue fund was created to sponsor Community Events with donations, including the Waterford Day Parade and Holiday Tree Lightings at Jordan Green and Quaker Hill Green.

This FY26 BOS operating budget request is a flat budget request (0%) at \$206,402.

The 51000 series (Personnel Costs) remains the largest portion of the budget. This FY26 budget proposal, highlights a decrease of \$2,885 or 1.46% decrease from FY25, and reflects the December 2024 RTM approved increases for elected officials (1.25%) and Non Union Management Personnel (2.5%).

The increases in the 52000 series (Services) is highlighted by an increase in Postage of \$25, a decrease of \$1500 in Professional Fees, an increase in Service Contract & Repairs of \$300, an increase in Dues, Conferences and Education of \$1,946, a decrease in Reimbursement Expense of \$100 and increase in Telephone of \$11.

The increase in the 53000 series (Materials & Supplies) is highlighted by an increase of \$200 in Other Supplies and an Increase in Fuels and Lubricants of \$500.

The increase in the 54000 series (Furniture) is highlighted by the purchase of six office conference room chairs and a new desk chair and reflects an increase of \$1500.

To summarize, the 51000 series decreased \$2,885, whereas the 52000 series increased \$682, the 53000 series increased \$700.00 and the 54000 series increased \$1500 for an overall BOS operating budget of \$206,402, a 0% increase.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
BOARD OF SELECTMEN (10101)**



Key items in the budget request are explained below:

Professional Fees (52030): FY26 request includes funds for:

1) The First Selectman to work with the Economic Development Commission in bringing new initiatives and development to the town. The focus of this request will be bringing on a consultant to assist with mixed-use zoning regulations and development at the Crystal Mall. Requested Amount \$1500.

Dues, Conferences & Education (52050): FY26 request includes funds for:

1) Attend the 2025 CCM Annual Conference (December 2025). More than 1,100 attendees, including local government leaders from across the state and companies providing the best in products and services to towns and cities, gather together for two days of informative workshops, interactive discussions, and networking opportunities. The FY26 budget includes the BOF Chairman and RTM Moderator. The cost \$199.00 for First Selectman and \$249.00 for non-members. Requested Amount \$697.

2) Attend the 2025 International Council of Shopping Centers (ICSC) New York Event to assist with responsible mixed-use development in Waterford. **ICSC NEW YORK** is the premier event that takes place annually in December. It is a two-day gathering of dealmakers and industry experts who are driving innovation and evolution in the Marketplaces Industry. ICSC produces experiences that create connections and catalyze deals and develops high impact marketing and public relations that influence opinions. Requested Amount \$1300.00

Office Furniture (54010): FY26 request includes funds for:

1) Purchase a new desk chair (\$300) and six conference room chairs (\$200 each) for the First Selectman's Office and return the 6 current chairs to the RTM in the Auditorium. The office never had a conference room table for meetings nor chairs, and are needed. The desk chair is 15 years old and needs to be replaced. Requested Amount \$1500.00

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

BOARD OF SELECTMEN (10101)



PERSONNEL COSTS:

- **51010 – ELECTED OFFICIALS/FIRST SELECTMAN** **(\$114,591)**

The wages indicated in this budget reflect the RTM approving (1.25%) for Elected Officials increase in December 2024, per ordinance (See Personnel Sheet).

FY24	\$113,350.25	FY23	\$110,535.06	FY22	\$109,305.24	FY21	\$108,023.65	FY20	\$106,450.59
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- **51020– ELECTED OFFICIALS/SELECTMEN** **(\$3,890)**

The wages indicated in this budget reflect the RTM approving (1.25%) for Elected Officials increase in December 2024, per ordinance (See Personnel Sheet).

FY24	\$3,794.86	FY23	\$3,909.00	FY22	\$3,710.88	FY21	\$3,666.98	FY20	\$3,657.18
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- **51110 – ADMINISTRATION** **(\$62,928)**

The wages indicated in this budget reflect the RTM approving (2.5%) for Non-Union Management Positions (NUMP) wage increase in December 2024, per ordinance This line includes a FT Executive Assistant at \$59,312 and includes a Part-Time Executive Assistant who covers vacation and sick time at \$3,616. (See Personnel Sheet)

FY24	\$60,374.19	FY23	\$71,394.83	FY22	\$72,942.19	FY21	\$64,327.94	FY20	\$70,023.74
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- **51210 – CLERICAL AND TECHNICAL** **(\$0)**

No funds requested for FY26.

FY24	\$0.00	FY23	\$0.00	FY22	\$0.00	FY21	\$63.30	FY20	\$0.00
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- **51920 – FRINGE/FICA** **(\$13,878)**

Budget request based on approved RTM salary increases for Elected Officials and NUMP's in December 2024.

FY24	\$12,848.00	FY23	\$14,012.64	FY22	\$14,211.44	FY21	\$13,386.19	FY20	\$13,232.75
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Personnel Subtotal: \$195,287

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

BOARD OF SELECTMEN (10101)



SERVICES:

- **52010 – ADVERTISING** **(\$100)**

FY26 request remains flat. This request will cover the costs of legal notices as required by State Statutes and other public notices published by the Board of Selectmen.

FY24	\$0.00	FY23	\$23.00	FY22	\$95.00	FY21	\$0.00	FY20	\$0.00
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- **52020 – POSTAGE** **(\$125)**

FY26 request reflects a \$25.00 increase due to increase of thank you and holiday notes. Postage is used for normal communications with residents, elected officials, employees and businesses.

FY24	\$123.42	FY23	\$64.23	FY22	\$46.68	FY21	\$54.57	FY20	\$250.23
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- **52030 – PROFESSIONAL FEES** **(\$1500)**

FY26 request is a reduction of \$1500. Request is for a consultant to assist the town in the mix-use residential and economic development at the Crystal Mall and navigate the complexities of three property owners at the site and state land as abutting property.

FY24	\$100.00	FY23	\$208.58	FY22	\$24,228.60	FY21	\$2,112.97	FY20	\$3,928.98
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- **52040 – SERVICE CONTRACTS & REPAIRS** **(\$1500)**

FY26 request is an increase of \$300 due to an increase in the number of black & white copies (\$0.0070) and color copies (\$0.052) and the Ricoh annual lease of \$77.23 per month or \$926.76 annually.

FY24	\$1,304.75	FY23	\$1,223.42	FY22	\$1,287.89	FY21	\$990.27	FY20	\$1,397.78
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- **52050 – DUES, CONFERENCES & EDUCATION** **(\$2,275)**

The FY26 request is a \$1,946 increase and includes the First Selectman participation at Conferences for state policy and economic development seminars that will shape Waterford's retail/manufacturing footprint and long-range fiscal planning.

TOWN OF WATERFORD

FY2026 BUDGET REQUEST

BOARD OF SELECTMEN (10101)



1) 2025 CCM Annual Conference (November 2025). This annual conference is held locally at Mohegan Sun Casino. The FY26 budget includes inviting the BOF Chairman and RTM Moderator. The cost \$199.00 for First Selectman and \$249.00 for non-members. (\$697)

2) 2025 International Council of Shopping Centers (ICSC) New York Event (December 2025). ICSC NEW YORK is the premier event and is a two-day gathering of dealmakers and industry experts who are driving innovation and evolution in the Marketplaces Industry. This conference will assist with responsible mixed-use development in Waterford and balance large box/retail store trends, measured approach to housing and impact on traffic and public services needed. Budget for hotel, train, meals.

Hotel - \$1,159 (2 nights), Train (includes EDC Chairman) - \$312, Meals - \$57 (\$1528)

Update: CCM Certified CT Municipal Official Program (CCMO): The First Selectman has completed 33 credits and needs 3 Personal Development credits by December 31, 2026 to complete the CCMO certification. Participants must complete 36 hours of study in three developmental categories: Personal Development, Organizational Development, and Community Development. (\$50)

FY24	\$249.00	FY23	\$179.00	FY22	\$5.00	FY21	\$0.00	FY20	\$0.00
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• 52070 – REIMBURSEABLE EXPENSE (\$200)

The FY26 request remains the same as last year's request to cover unexpected out-of-pocket expenses for various activities.

FY24	\$0.00	FY23	\$104.22	FY22	\$0.00	FY21	\$253.94	FY20	\$269.99
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• 52080 – TELEPHONE (\$515)

The FY26 request is for the Executive Assistant's cellular phone. Request is based on a cost of \$42.93 a month, or \$515 annually. As the town's Chief Emergency Officer, the First Selectman's cellular phone is budgeted under the Emergency Management budget.

FY24	\$804.34	FY23	\$504.32	FY22	\$0.00	FY21	\$0.00	FY20	\$0.00
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Services Subtotal: \$6,115

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
BOARD OF SELECTMEN (10101)**



MATERIALS & SUPPLIES

- **53020 – OTHER SUPPLIES**

(\$2000)

Request is based on FY24 projected actuals and includes requests for supplies for cleaning the office and restroom in the office. This request will provide funds for various town meetings, events and programs hosted by the First Selectman (American Red Cross, Nuclear Energy Advisory Council, state and federal commissioners and dignitaries). This will cover expenses for elected official, volunteer and town employee proclamations and retirement events as well as complimentary snacks and bottled water in the First Selectman's Office.

FY24	\$2,002.83	FY23	\$1,273.12	FY22	\$157.13	FY21	\$150.00	FY20	\$680.38
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- **53090 – FUELS AND LUBRICANTS**

(\$1500)

A reduction in this line request is based on the new town-negotiated gasoline prices for FY26. The First Selectman's vehicle continues to be a former 6-cylinder WPD admin vehicle with necessary 4WD. Fuel per gallon cost is \$2.19 and reflects 685 gallons budgeted.

FY24	\$1,692.45	FY23	\$1,801.60	FY22	\$712.99	FY21	\$968.00	FY20	\$948.68
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Materials & Supplies Subtotal: \$3,500

FURNITURE

- **54010 – FURNITURE**

(\$1500)

The FY26 request reflects the purchase of 6 (six) Conference Room Table Chairs for the First Selectman's office (approx. \$200 each) and a new desk chair (approx.. \$300).

FY24	\$0.00	FY23	\$0.00	FY22	\$0.00	FY21	\$0.00	FY20	\$0.00
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Furniture Subtotal: \$1500

Department Total: \$206,402

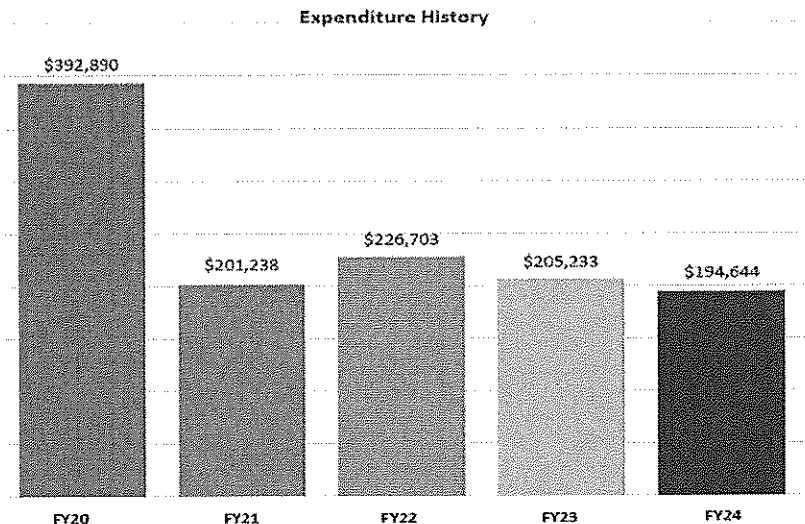
TOWN OF WATERFORD FY2026 BUDGET REQUEST BOARD OF SELECTMEN (10101)



PERSONNEL SHEET

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51010 - ELECTED OFFICIAL								
4/7/2015	CHIEF EXECUTIVE	FT	N/A	113,175.86	114,590.48	N/A	114,590.48	8,766.17
	TOTALS			113,175.86	114,590.48	0.00	114,590.48	8,766.17
51020 - ELECTED OFFICIAL								
04/10/23	OTHER SELECTMEN	PT	N/A	1,921.20	1,945.20	N/A	1,945.20	148.81
02/10/23	OTHER SELECTMEN	PT	N/A	1,921.20	1,945.20	N/A	1,945.20	148.81
	TOTALS			3,842.40	3,890.40	0.00	3,890.40	297.62
51110 - ADMINISTRATIVE								
02/27/23	EXECUTIVE ASSISTANT	FT	N/A	57,865.27	59,312.25	N/A	59,312.25	4,537.39
04/13/23	EXECUTIVE ASSISTANT	PT (2.5 HRS)	\$ 27.0300	3,527.42	3,616.16	N/A	3,616.16	276.64
	TOTALS			61,392.68	62,928.41	0.00	62,928.41	4,814.02
51210 - CLERICAL/TECHNICAL								
	EXEC ASSISTANT	AS NEEDED	N/A	0.00	0.00	N/A	0.00	0.00
	TOTALS			0.00	0.00	0.00	0.00	0.00
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
							0.00	0.00
TOTALS		FY25 FICA	13,648.44	178,410.94	181,409.29	0.00	181,409.29	13,877.81
BUDGET TOTAL W/F.I.C.A				192,059.38			195,287.10	

EXPENDITURE HISTORY



* See Personnel Sheet on Page 9 for more details

52020 – POSTAGE	\$123
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52040 - SERVICE CONTRACTS & REPAIRS \$1,304

52080 – TELEPHONE **\$804**

53020 – OTHER SUPPLIES **\$2002**

53090 - FUELS & LUBRICANTS	\$1,692
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Board Selectmen

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52080	TELEPHONE	2024	06/30/2024	07/12/2024	API	-34.85	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	06/30/2024	07/12/2024	API	42.87	T-MOBILE USA, INC.	ACC # 997249253
10101	52080	TELEPHONE	2024	06/21/2024	06/20/2024	API	35.61	T-MOBILE USA, INC.	997249253 TOWN OF WATERFORD
10101	52080	TELEPHONE	2024	05/03/2024	05/02/2024	API	41.06	VERIZON WIRELESS	685450205-00001
10101	52080	TELEPHONE	2024	04/05/2024	04/04/2024	API	41.08	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	03/15/2024	03/14/2024	API	41.08	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	03/01/2024	02/28/2024	API	41.08	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	01/05/2024	01/04/2024	API	41.07	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	12/08/2023	12/07/2023	API	41.07	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	11/09/2023	11/07/2023	API	41.07	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	10/13/2023	10/11/2023	API	41.04	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	09/15/2023	09/13/2023	API	41.21	VERIZON WIRELESS	ACC # 685450205-00001
10101	52080	TELEPHONE	2024	08/04/2023	08/03/2023	API	390.95	VERIZON WIRELESS	ACC # 685450205-00001

804.34

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	53020	OTHER SUPPLIES	2024	06/30/2024	07/28/2024	API	2.00	JP MORGAN CHASE BANK	JULY 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	06/04/2024	07/03/2024	API	125.00	JP MORGAN CHASE BANK	JUNE 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	05/04/2024	05/31/2024	API	121.00	JP MORGAN CHASE BANK	MAY 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	04/04/2024	05/02/2024	API	96.25	JP MORGAN CHASE BANK	APRIL 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	02/04/2024	03/04/2024	API	148.62	JP MORGAN CHASE BANK	FEBRUARY 2024 STATEMENT
10101	53020	OTHER SUPPLIES	2024	02/06/2024	02/06/2024	APM	1,200.00	FILOMENAS LLC	JOAN BARNES RETIREMENT
10101	53020	OTHER SUPPLIES	2024	12/08/2023	12/07/2023	API	15.11	W.B. MASON CO., INC	LABEL
10101	53020	OTHER SUPPLIES	2024	10/04/2023	11/02/2023	API	119.99	JP MORGAN CHASE BANK	OCTOBER 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	10/04/2023	11/02/2023	API	50.64	JP MORGAN CHASE BANK	OCTOBER 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	09/04/2023	10/12/2023	API	28.69	JP MORGAN CHASE BANK	SEPTEMBER 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	08/04/2023	09/05/2023	API	38.13	JP MORGAN CHASE BANK	AUGUST 2023 STATEMENT
10101	53020	OTHER SUPPLIES	2024	07/01/2023	08/07/2023	GEN	57.40		REV FY23 PPD 070423 JP MORGAN

2,002.83

Board Selectmen

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52020	POSTAGE	2024	06/30/2024	07/10/2024	GEN	0.64		JUNE24 METERED MAIL
10101	52020	POSTAGE	2024	05/31/2024	06/05/2024	GEN	41.19		MAY24 METERED MAIL
10101	52020	POSTAGE	2024	02/29/2024	03/05/2024	GEN	4.72		FEB24 METERED MAIL
10101	52020	POSTAGE	2024	01/31/2024	02/08/2024	GEN	0.64		JAN24 METERED MAIL
10101	52020	POSTAGE	2024	12/31/2023	01/10/2024	GEN	57.33		DEC23 METERED MAIL
10101	52020	POSTAGE	2024	11/30/2023	12/08/2023	GEN	1.89		NOV23 METERED MAIL
10101	52020	POSTAGE	2024	09/30/2023	10/06/2023	GEN	10.08		SEPT 23 METERED MAIL
10101	52020	POSTAGE	2024	08/31/2023	09/07/2023	GEN	4.41		AUG 23 METERED MAIL
10101	52020	POSTAGE	2024	07/31/2023	08/09/2023	GEN	2.52		JULY23 METERED MAIL

123.42

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52040	SERVICE CONT. AND REPAIRS	2024	06/07/2024	06/05/2024	API	59.16	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	05/10/2024	05/08/2024	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	04/26/2024	04/24/2024	API	78.83	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	04/12/2024	04/10/2024	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	02/16/2024	02/15/2024	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	01/19/2024	01/17/2024	API	381.22	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	12/08/2023	12/07/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	11/09/2023	11/07/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	10/13/2023	10/11/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	09/15/2023	09/13/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	08/18/2023	08/16/2023	API	77.23	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	07/07/2023	07/07/2023	API	92.85	RICOH USA INC	Copier Charges per Dept
10101	52040	SERVICE CONT. AND REPAIRS	2024	06/30/2024	07/03/2024	GEN	0.15		COLOR COPY CHARGES 063024
10101	52040	SERVICE CONT. AND REPAIRS	2024	06/30/2024	07/03/2024	GEN	24.80		COLOR COPY CHARGES 053124
10101	52040	SERVICE CONT. AND REPAIRS	2024	03/31/2024	04/04/2024	GEN	0.80		COLOR COPY CHARGES 022924
10101	52040	SERVICE CONT. AND REPAIRS	2024	02/29/2024	03/06/2024	GEN	0.20		COLOR COPY CHARGES 013124
10101	52040	SERVICE CONT. AND REPAIRS	2024	01/31/2024	02/08/2024	GEN	0.10		COLR COPY CHARGES 123123
10101	52040	SERVICE CONT. AND REPAIRS	2024	12/31/2023	01/08/2024	GEN	16.25		COLOR COPY CHARGES 113023
10101	52040	SERVICE CONT. AND REPAIRS	2024	10/31/2023	11/09/2023	GEN	1.05		COLOR COPY CHARGES 093023
10101	52040	SERVICE CONT. AND REPAIRS	2024	08/31/2023	09/13/2023	GEN	1.25		COLOR COPY CHARGES 083123
10101	52040	SERVICE CONT. AND REPAIRS	2024	08/31/2023	09/13/2023	GEN	30.25		COLOR CCOPY CHARGES 073123

1,304.75

Board Selectmen

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	53090	FUELS AND LUBRICANTS	2024	06/30/2024	07/09/2024	GEN	170.81		JUNE24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	05/31/2024	06/05/2024	GEN	158.30		MAY24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	04/30/2024	05/02/2024	GNI	120.05		APR24 FUEL
10101	53090	FUELS AND LUBRICANTS	2024	03/31/2024	04/03/2024	GEN	85.83		MAR24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	02/29/2024	03/05/2024	GEN	183.53		FEB24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	01/31/2024	02/05/2024	GEN	111.65		JAN24 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	12/31/2023	01/08/2024	GEN	85.51		DEC23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	11/30/2023	12/08/2023	GEN	155.95		NOV23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	10/31/2023	11/08/2023	GEN	213.14		OCT23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	09/30/2023	10/04/2023	GEN	131.77		SEPT23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	08/31/2023	09/07/2023	GEN	135.77		AUG 23 FUEL USAGE REPORT
10101	53090	FUELS AND LUBRICANTS	2024	07/31/2023	08/01/2023	GEN	140.14		JUL23 FUEL USAGE REPORT

1,692.45

10101-52020

POSTAGE

FY2024

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Board Selectmen

Metered Mail July23-June24

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52020	POSTAGE	2024	07/31/2023	08/09/2023	GEN	\$2.52		JULY23 METERED MAIL
10101	52020	POSTAGE	2024	08/31/2023	09/07/2023	GEN	\$4.41		AUG23 METERED MAIL
10101	52020	POSTAGE	2024	09/30/2023	10/06/2023	GEN	\$10.08		SEPT23 METERED MAIL
10101	52020	POSTAGE	2024			GEN	\$0.00		OCT23 METERED MAIL
10101	52020	POSTAGE	2024	11/30/2023	12/08/2023	GEN	\$1.89		NOV23 METERED MAIL
10101	52020	POSTAGE	2024	12/31/2023	01/10/2024	GEN	\$57.33		DEC23 METERED MAIL
10101	52020	POSTAGE	2024	01/31/2024	02/08/2024	GEN	\$0.64		JAN24 METERED MAIL
10101	52020	POSTAGE	2024	02/29/2024	03/05/2024	GEN	\$4.72		FEB24 METERED MAIL
10101	52020	POSTAGE	2024			GEN	\$0.00		MAR24 METERED MAIL
10101	52020	POSTAGE	2024			GEN	\$0.00		APR24 METERED MAIL
10101	52020	POSTAGE	2024	05/31/2024	06/05/2024	GEN	\$41.19		MAY24 METERED MAIL
10101	52020	POSTAGE	2024	06/30/2024	07/10/2024	GEN	\$0.64		JUNE24 METERED MAIL

\$123.42

10101-52030

PROFESSIONAL FEES

FY2024

Board of Selectmen

BOARD SELECTMEN
Professional Fees FY24

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52030	PROFESSIONAL FEES	2024	02/06/2024	02/06/2024	APM	-\$1,200.00	FILOMENAS LLC	JOAN BARNES RETIREMENT
10101	52030	PROFESSIONAL FEES	2024	02/02/2024	02/01/2024	API	\$1,200.00	FILOMENAS LLC	JOAN BARNES RETIREMENT
10101	52030	PROFESSIONAL FEES	2024	09/15/2023	09/13/2023	API	\$100.00	ANNE L OGDEN	HEADSHOTS
10101	52030	PROFESSIONAL FEES	2024	09/13/2023	09/13/2023	APM	-\$80.46	ROB BRULE	5 DOZEN DONUTS FOR TEH FIR
10101	52030	PROFESSIONAL FEES	2024	09/01/2023	08/30/2023	API	\$80.46	ROB BRULE	5 DOZEN DONUTS FOR TEH FIRST R

\$100.00

10101-52040

**SERVICE CONT. &
REPAIRS**

FY2024

Board of Selectmen

COLOR COPIER CHARGES

by month (July 23-June 24)

(Total cost = number of copies x \$0.05)

ACCT #	DEPARTMENT	DATE	NUMBER OF COPIES	ORG	OBJECT	TOTAL
00854	Selectman's Office	Jul-23	605	10101	52040	\$ 30.25
00854	Selectman's Office	Aug-23	25	10101	52040	\$ 1.25
00854	Selectman's Office	Sep-23	21	10101	52040	\$ 1.05
00854	Selectman's Office	Oct-23	0	10101	52040	\$ -
00854	Selectman's Office	Nov-23	325	10101	52040	\$ 16.25
00854	Selectman's Office	Dec-23	2	10101	52040	\$ 0.10
00854	Selectman's Office	Jan-24	4	10101	52040	\$ 0.20
00854	Selectman's Office	Feb-24	16	10101	52040	\$ 0.80
00854	Selectman's Office	Mar-24	0	10101	52040	\$ -
00854	Selectman's Office	Apr-24	0	10101	52040	\$ -
00854	Selectman's Office	May-24	496	10101	52040	\$ 24.80
00854	Selectman's Office	Jun-24	3	10101	52040	\$ 0.15

TOTAL COPIES/CHARGES:

1497

\$ 74.85

PO#240033 INV 107904155

Line Item	Regular lease Charges	Department	Contract ID	Equipment ID	Extra Copies
10122-52040	\$77.23	Emergency Management	5290847	14567856	\$14.57
10110-52040	\$102.54	Zoning	5290976	14567654	\$19.63
10145-52040	\$77.23	HR	5290849	14605791	\$212.04
10135-52040	\$38.62	Senior Services	5290824	14605644	\$454.70
10137-52040	\$38.61	Rec and Parks	5290824	14605644	\$0.00
101-21039	\$91.51	Town Clerk	5290970	14567661	\$1,325.91
10129-52040	\$77.23	Police Department	5290848	14605291	\$6.38
10106-52040	\$77.23	Tax Collector	5290969	14605645	\$14.57
10119-52040	\$77.23	Youth Services	5290846	14567541	\$60.44
10101-52040	\$77.23	Selectman	5290850	14567828	\$303.99
10129-52040	\$112.44	Police Department	5291140	14606133	\$125.28
10129-52040	\$138.76	Police Records	5290973	14567928	\$237.99
	\$985.86				\$2,775.50

Vendor 678

Invoice 107904155 12/31/23

PO 240033

10122-52040	\$91.80
10110-52040	\$122.17
10145-52040	\$289.27
10135-52040	\$493.32
10137-52040	\$38.61
101-21039	\$1,417.42
10129-52040	\$83.61
10106-52040	\$91.80
10119-52040	\$137.67
10101-52040	\$381.22
10129-52040	\$237.72
10129-52040	\$376.75
	\$3,761.36

698.08

Inv# 107904155
RICOH USA INC
12/31/2023 # Pages 6
PO# 240033
\$ 3,761.36
FP6 DOC122S14

Signature: *Shen Day*

Date: 1/8/24

REC'D FINANCE
JAN 8 '24 PM 3:44

Image Management Product Schedule

RICOHRicoh USA, Inc.
300 Eagleview Blvd
Suite 200
Exton, PA 19341Product Schedule Number:
Master Lease Agreement Number: _____

This Product Schedule (this "Schedule") is between Ricoh USA, Inc. ("we" or "us") and TOWN OF WATERFORD, as customer or lessee ("Customer" or "you"). This Schedule constitutes a "Schedule," "Product Schedule," or "Order Agreement," as applicable, under the US COMMUNITIES MASTER LEASE AGREEMENT (together with any amendments, attachments and addenda thereto, the "Lease Agreement") identified above, between you and _____.

All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

CUSTOMER INFORMATION

TOWN OF WATERFORD				Rob Brule			
Customer (Bill To)				Billing Contact Name			
15 ROPE FERRY RD				15 ROPE FERRY RD			
Product Location Address				Billing Address (if different from location address)			
WATERFORD	NEW LONDON	CT	06385-2886	WATERFORD	NEW LONDON	CT	06385-2886
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number (860)444-5834			Billing Contact Facsimile Number		Billing Contact E-Mail Address rbrule@waterfordct.org		

PRODUCT/EQUIPMENT DESCRIPTION ("Product")

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	204 BOSTON POST RD, WATERFORD, CT, 06385-2819, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	200 BOSTON POST RD, WATERFORD, CT, 06385-2819, US
1	RICOH MP3055SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP4055SP CONFIGURABLE PTO MODEL	41 AVERY LN, WATERFORD, CT, 06385-2202, US
1	RICOH IMC2500 CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	41 AVERY LN, WATERFORD, CT, 06385-2202, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	15 ROPE FERRY RD, WATERFORD, CT, 06385-2886, US
1	RICOH MP2555SP AD (ARDF) CONFIGURABLE PTO MODEL	24 ROPE FERRY RD, WATERFORD, CT, 06385-2807, US

PAYMENT SCHEDULE

Minimum Term (months)	Minimum Payment (Without Tax)	Minimum Payment Billing Frequency	Advance Payment
60	\$971.58	☒ Monthly ☐ Quarterly ☐ Other: _____	☐ 1 st Payment ☐ 1 st & Last Payment ☐ Other: _____



Guaranteed Minimum Images**	
Black/White	Color
0	0

Cost of Additional Images*	
Black/White	Color
0.0070	0.052

Meter Reading/Billing Frequency
☐ Monthly
☒ Quarterly
☐ Other: _____

* Based upon Minimum Payment Billing Frequency

° Based upon standard 8 1/2" x 11" paper size. Paper sizes greater than 8 1/2" x 11" may count as more than one image.

Sales Tax Exempt: ☒ YES (Attach Exemption Certificate) Customer Billing Reference Number (P.O. #, etc.)

Addendum(s) attached: ☐ YES (check if yes and indicate total number of pages: ____)

TERMS AND CONDITIONS

- The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date." If the term of this Schedule (including any extension or renewal of this Schedule) exceeds twelve (12) months, each of the Minimum Payment and the Cost of Additional Images, at Ricoh's option, may be increased on each one-year anniversary of the Effective Date by an amount equal to 0% of such Minimum Payment or Cost of Additional Images, as applicable, immediately prior to such increase (but not to exceed the maximum amount allowed by applicable law).
- You, the undersigned Customer, have applied to us to use the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE,** except as otherwise provided in any non-appropriation provision of the Lease Agreement, if applicable. If we accept this Schedule, you agree to use the above Product on all the terms hereof, including the terms and conditions on the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.** You acknowledge and agree that the Ricoh service commitments included on the "Image Management Commitments" page attached to this Schedule (collectively, the "Commitments") are separate and independent obligations of Ricoh USA, Inc. ("Ricoh") governed solely by the terms set forth on such page. If we assign this Schedule in accordance with the Lease Agreement, the Commitments do not represent obligations of any assignee and are not incorporated herein by reference. You agree that Ricoh alone is the party to provide all such services and is directly responsible to you for all of the Commitments. We are or, if we assign this Schedule in accordance with the Lease Agreement, our assignee will be, the party responsible for financing and billing this Schedule, including, but not limited to, the portion of your payments under this Schedule that reflects consideration owing to Ricoh in respect of its performance of the Commitments. Accordingly, you expressly agree that Ricoh is an intended party beneficiary of your payment obligations hereunder, even if this Schedule is assigned by us in accordance with the Lease Agreement.
- Image Charges/Meters:** In return for the Minimum Payment, you are entitled to use the number of Guaranteed Minimum Images as specified in the Payment Schedule of this Schedule. The Meter Reading/Billing Frequency is the period of time (monthly, quarterly, etc.) for which the number of images used will be reconciled. If you use more than the Guaranteed Minimum Images during the selected Meter Reading/Billing Frequency period, you will pay additional charges at the applicable Cost of Additional Images as specified in the Payment Schedule of this Schedule for images, black and white and/or color, which exceed the Guaranteed Minimum Images ("Additional Images"). The charge for Additional Images is calculated by multiplying the number of Additional Images by the applicable Cost of Additional Images. The Meter Reading/Billing Frequency may be different than the Minimum Payment Billing Frequency as specified in the Payment Schedule of this Schedule. You will provide us or our designee with the actual meter reading(s) by submitting meter reads electronically via an automated meter read program, or in any other reasonable manner requested by us or our designee from time to time. If such meter reading is not received within seven (7) days of either the end of the Meter Reading/Billing Frequency period or at our request, we may estimate the number of images used. Adjustments for estimated charges for Additional Images will be made upon receipt of actual meter reading(s). Notwithstanding any adjustment, you will never pay less than the Minimum Payment.



4. Additional Provisions (if any) are:

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

CUSTOMER	Accepted by: RICOH USA, INC.
By: X _____ Authorized Signer Signature	By: X _____ Authorized Signer Signature
Printed Name: _____	Printed Name: _____
Title: _____ Date: _____	Title: _____ Date: _____



RICOH USA, INC.

IMAGE MANAGEMENT COMMITMENTS

The below service commitments (collectively, the "Service Commitments") are brought to you by Ricoh USA, Inc., an Ohio corporation having its principal place of business at 300 Eagleview Blvd, Suite 200, Exton, PA 19341 ("RicoH"). The words "you" and "your" refer to you, our customer. You agree that Ricoh alone is the party to provide all of the services set forth below and is fully responsible to you, the customer, for all of the Service Commitments. Ricoh or, if Ricoh assigns the Image Management Product Schedule to which these Service Commitments are attached, Ricoh's assignee is the party responsible for financing and billing the Image Management Product Schedule. The Service Commitments are only applicable to the equipment ("Product") described in the Image Management Product Schedule to which these Service Commitments are attached, excluding facsimile machines, single-function and wide-format printers and production units. The Service Commitments are effective on the date the Product is accepted by you and apply during Ricoh's normal business hours, excluding weekends and Ricoh recognized holidays. They remain in effect for the Minimum Term so long as no ongoing default exists on your part.

PRICING AND CHARGES/PAYMENT TERMS

The Image Management Minimum Payment and the Cost of Additional Images, as described on the Image Management Product Schedule, will not increase in price during the first 12 months of the term of the Image Management Product Schedule. If the term of the Image Management Product Schedule (including any extension or renewal) exceeds 12 months, each of the Image Management Minimum Payment and the Cost of Additional Images, at Ricoh's option, may be increased on each one-year anniversary of the Effective Date by an amount equal to 0% of such Minimum Payment or Cost of Additional Images, as applicable, immediately prior to such increase (but not to exceed the maximum amount allowed by applicable law).

PRODUCT SERVICE AND SUPPLIES

Ricoh will provide full coverage maintenance services, including replacement parts, drums, labor and all service calls, during Normal Business Hours. "Normal Business Hours" are between 8:00 a.m. and 5:00 p.m., Monday to Friday excluding public holidays. Ricoh will also provide the supplies required to produce images on the Product covered under the Image Management Product Schedule (other than non-metered Product and soft-metered Product). The supplies will be provided according to manufacturer's specifications. Ricoh reserves the right to assess a reasonable charge for supply shipments, including overnight delivery. If Ricoh determines that you have used more supplies than the manufacturer's recommended specifications, you will pay reasonable charges for those excess supplies and/or Ricoh may refuse you additional supply shipments. Optional supply items such as paper, staples and transparencies are not included.

PRODUCT AND PROFESSIONAL SERVICES UPGRADE OPTION

At any time after the expiration of one-half of the original term of the Image Management Product Schedule to which these Service Commitments relate, you may reconfigure the Product by adding, exchanging, or upgrading to an item of Product with additional features or enhanced technology. A new Image Management Product Schedule must be agreed to and signed by the parties for a term not less than the remaining term of the existing Image Management Product Schedule. The Cost of Additional Images and the Minimum Payment of the new Image Management Product Schedule will be based on any obligations remaining on the Product, the added equipment and new image volume commitment and may be subject to increase as provided in the new Image Management Product Schedule. Your Ricoh Account Executive will be pleased to work with you on a Technology Refresh prior to the end of your Image Management Product Schedule.

QUALITY ASSURANCE

Please send all correspondence relating to the Service Commitments via registered letter to the Quality Assurance Department located at: 3920 Arkwright Road, Macon, GA 31210, Attn: Quality Assurance. The Quality Assurance Department will coordinate resolution of any performance issues concerning the above Service Commitments with your local Ricoh office. Ricoh is committed to responding to any questions regarding invoiced amounts for the use of the Product relating to the Agreement within a 2-day timeframe. *To ensure the most-timely response, please call 1-888-275-4566.*

MISCELLANEOUS

These Service Commitments do not cover repairs resulting from misuse (including without limitation improper voltage or environment or the use of supplies that do not conform to the manufacturer's specifications), subjective matters (such as color reproduction accuracy) or any other factor beyond the reasonable control of Ricoh. Ricoh and you each acknowledge that these Service Commitments represent the entire understanding of the parties with respect to the subject matter hereof and that your sole remedy for any Service Commitments not performed in accordance with the foregoing is as set forth herein. The Service Commitments made herein are service and/or maintenance warranties and are not product warranties. Except as expressly set forth herein, Ricoh makes no warranties, express or implied, including any implied warranties of merchantability, fitness for use, or fitness for a particular purpose. In no event shall Ricoh be liable to you for any damages resulting from or related to any failure of any software, including, but not limited to, loss of data or delay of delivery of services under these Service Commitments. Neither party hereto shall be liable to the other for any consequential, indirect, punitive or special damages. Customer expressly acknowledges and agrees that, in connection with the security or accessibility of information stored in or recoverable from any Product provided or serviced by Ricoh, Customer is solely responsible for ensuring its own compliance with legal requirements or obligations to third parties pertaining to data security, retention and protection. To the extent allowed by law Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) arising from its failure to comply with any such legal requirements or obligations. These Service Commitments shall be governed according to the laws of the Commonwealth of Pennsylvania without regard to its conflicts of law principles. These Service Commitments are not assignable by the Customer. Unless otherwise stated in your Implementation Schedule, your Product will ONLY be serviced by a "RicoH Certified Technician". If any software, system support or related connectivity services are included as part of these Service Commitments as determined by Ricoh, Ricoh shall provide any such services at your location set forth in the Image Management Product Schedule as applicable, or on a remote basis. You shall provide Ricoh with such access to your facilities, networks and systems as may be reasonably necessary for Ricoh to perform such services. You acknowledge and agree that, in connection with its performance of its obligations under these Service Commitments, Ricoh may place automated meter reading units on imaging devices, including but not limited to the Product, at your location in order to facilitate the timely and efficient collection of accurate meter read data on a monthly, quarterly or annual basis. Ricoh agrees that such units will be used by Ricoh solely for such purpose. Once transmitted, all meter read data shall become the sole property of Ricoh and will be utilized for billing purposes.

Customer Initials



10101-52050

**DUES, CONF. &
REPAIRS**

FY2024

Board of Selectmen

BOARD SELECTMEN
Dues, Conferences Education FY24

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	POST DATE	SRC	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
10101	52050	DUES,CONFERENCES & EDUCAT	2024	01/04/2024	02/07/2024	API	\$249.00	JP MORGAN CHASE BANK NA	JANUARY 2024 STATEMENT

\$249.00

10101-52080

TELEPHONE

FY2024

Board of Selectmen

PO#250258

Finance	Permitting	Building	Rec & Parks	IT	Selectman	HR	YouthServices	Fire Services	Public Works	Senior Services
	\$42.93	\$42.93	\$42.93	\$42.93	\$42.93	\$42.93	\$42.93	\$42.93	\$42.93	\$42.93
		\$42.93	\$42.93	\$30.80	\$42.93		\$42.93	\$42.93	\$42.93	
		\$42.93	\$42.93	\$42.93	\$42.93		\$42.93		\$42.93	
	\$42.93	\$128.79	\$128.79	\$42.93	\$128.79	\$42.93	\$42.93		\$42.93	
				\$30.80			\$42.93	\$85.86		
				\$190.39			\$42.93		\$171.72	\$42.93
							\$257.58			

Vendor #2762	10/21/2024-11/20/2024	Invoice997249253
Dept	G/L	Total
Finance	10107-52080	\$42.93 250258
Permitting	10110-52040	\$128.79 250258
Building	10118-52040	\$128.79 250258
Rec & Parks	10137-52080	\$190.39 250258
IT	10147-52080	\$128.79 250258
Selectman	10101-52080	\$42.93 N/A
HR	10145-52080	\$42.93 250258
Youth Services	10119-52080	\$257.58 250258
Fire Services	10123-52080	\$85.86 250258
Public Works	10130-52040	\$171.72 250258
Senior Services	10135-52040	\$42.93 250258
		\$1,263.64



SELECTMAN

\$42.93 X 12 MONTHS = \$515.16 ANNUALLY

Siganture:

Date:

10101-53020

OTHER SUPPLIES

FY2024

Board of Selectmen

Shannon Withey

From: Apple <no_reply@email.apple.com>
Sent: Monday, July 8, 2024 11:04 AM
To: First Selectman
Subject: Your purchases from Apple

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



Receipt

Save 3% on all your Apple purchases with Apple Card.¹ Apply and use in minutes²

APPLE ID
firstsel@waterfordct.org

DATE
Jun 5, 2024

ORDER ID
MXG2YQ0G6D

DOCUMENT NO.
198809021317

BILLED TO
MasterCard 6807
Rob J Brule
15 Rope Ferry Road
Waterford , CT 06385
USA

iCloud+



iCloud+ with 50 GB of Storage
Monthly
Renews Jun 25, 2024

\$0.99

Subtotal \$0.99

Tax \$0.01

TOTAL \$1.00

Shannon Withey

From: Apple <no_reply@email.apple.com>
Sent: Monday, July 8, 2024 11:04 AM
To: First Selectman
Subject: Your purchases from Apple

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



Receipt

Save 3% on all your Apple purchases with Apple Card.¹ Apply and use in minutes²

APPLE ID
firstsel@waterfordct.org

DATE
Jun 25, 2024

ORDER ID
MXG30G61T2

DOCUMENT NO.
170817085709

BILLED TO
MasterCard 6807
Rob J Brule
15 Rope Ferry Road
Waterford, CT 06385
USA

iCloud+



iCloud+ with 50 GB of Storage
Monthly
Renews Jul 25, 2024

\$0.99

Subtotal \$0.99

Tax \$0.01

TOTAL \$1.00

Shannon Withey

From: info@chamberect.com
Sent: Monday, May 6, 2024 2:06 PM
Subject: Online Payment Confirmation

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

Your online payment request has been received by Chamber of Commerce of Eastern Connecticut .

Payment Confirmation

Name: Robert Brule
Company: Town of Waterford
Transaction Number: ch_2PDVvLOaiKbG3VYI0wtXtEFK
Last 4 of Acct Number: 6807
Amount: \$125.00

Description	Item(s)	Quantity	Total Amount
Registration - 73rd Annual Citizen of the Year Celebration honoring Michael "Mike" Buscetto	Attendees: 1	1	\$125.00
Grand Total:			\$125.00

This Email was automatically generated. For questions or feedback, please contact us at:

Chamber of Commerce of Eastern Connecticut

92 Eugene O'Neill Drive New London, CT 06320 .

(860) 701-9113

info@chamberect.com

<http://www.chamberect.com/>

Shannon Withey

From: info@chamberect.com
Sent: Monday, May 6, 2024 2:06 PM
To: First Selectman
Subject: Confirmation: 73rd Annual Citizen of the Year Celebration honoring Michael "Mi

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Registration Information

73rd Annual Citizen of the Year Celebration honoring Michael "Mike" Buscetto

Date: May 23, 2024 6:00 PM - 9:30 PM EDT

Location: Earth Ballroom

Mohegan Sun Casino

[View Property Map](#)

Suggested parking: Winter Garage

Date/Time Details: *Agenda is approximate.*

6:00 p.m. Cocktail Reception

7:00 p.m. Guests Seated; Welcome Remarks

7:15 p.m. Dinner Served

8:00 p.m. Speaker Presentations; Dessert Served

9:30 p.m. Event Concludes

Thank you very much for your support of the Chamber of Commerce of Eastern Connecticut Citizen of the Year dinner. We look forward to welcoming you to Mohegan Sun and celebrating a very deserving honoree, Michael "Mike" Buscetto.

Cancellation Policy: Notice must be given at least three business days prior to the event. No shows or those unable to cancel in time will be billed. To cancel, please call the Chamber at 860-701-9113.

[Click Here for More Information](#)

Summary			
Item	Details	Quantity	Total Amt
Dinner Reservation	Robert Brule	1	\$125.00
Total:			\$125.00 PAID

[Edit Registration / Edit Attendee\(s\)](#)

[Add to Google Calendar](#)

[Add to Yahoo Calendar](#)

[Add to iCal \(Outlook, Apple, or other\) Calendar](#)

73rd Annual Citizen of the Year Celebration honoring Michael "Mike" Buscetto

Date: May 23, 2024 6:00 PM - 9:30 PM EDT



Location: Earth Ballroom
Mohegan Sun Casino
[View Property Map](#)

Suggested parking: Winter Garage

Date/Time Details: *Agenda is approximate.*
6:00 p.m. Cocktail Reception
7:00 p.m. Guests Seated; Welcome Remarks
7:15 p.m. Dinner Served
8:00 p.m. Speaker Presentations; Dessert
Served
9:30 p.m. Event Concludes

Item: Dinner Reservation

Attendee Name: Robert Brule

Attendee ID: 162662

Confirmation Number: e.2141.12830.112131

Shannon Withey

From: Apple <no_reply@email.apple.com>
Sent: Thursday, April 25, 2024 7:53 PM
To: First Selectman
Subject: Your receipt from Apple.

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Receipt

Save 3% on all your Apple purchases with Apple Card.¹ Apply and use in minutes²

APPLE ID
firstsel@waterfordct.org

DATE
Apr 25, 2024

ORDER ID
MXG2V3FYBT

DOCUMENT NO:
189792704500

BILLED TO
MasterCard 6807
Robert Brule
15 Rope Ferry Road
Waterford, CT 06385
USA

iCloud+



iCloud+ with 50 GB of Storage
Monthly
Renews May 25, 2024
Town Cell iPhone

\$0.99

Subtotal \$0.99

Tax \$0.01

TOTAL

\$1.00

Other
Supplies
10101-53020

CCM

545 Long Wharf Dr 8th floor,
New Haven, CT 06511

Please Return Bottom
Portion With Payment

Invoice #	Payee #	Invoice Date	Terms	Notice Date	Due Date	Balance Due
32920	103243 (I)	4/29/2024	Pay By Due Date	5/3/2024	4/29/2024	\$0.00

Bill to:

Robert Brule
Town of Waterford
First Selectman
15 Rope Ferry Road
Waterford, CT 06385
United States

Ship to:

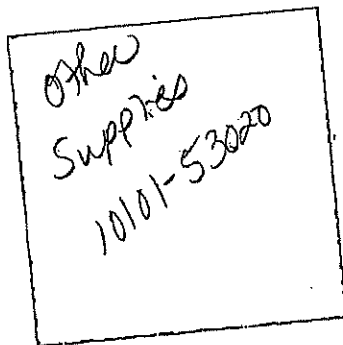
Robert Brule
Town of Waterford
First Selectman
15 Rope Ferry Road
Waterford, CT 06385
United States

Item Description	QTY	Rate	Total
Certified Connecticut Municipal Official	1	\$120.00	\$120.00

Total Invoice \$120.00

Payments \$120.00

Balance Due \$0.00



Please detach and return

Invoice #	Payee #	Invoice Date	Terms	Notice Date	Due Date	Balance Due
32920	103243 (I)	4/29/2024	Pay By Due Date	5/3/2024	4/29/2024	\$0.00

Robert Brule
Town of Waterford
First Selectman
15 Rope Ferry Road
Waterford, CT 06385
United States

Payment: ☐ Check ☐ AMEX ☐ MC ☐ VISA ☐ DISC

Check/Credit Card Number		Exp (mm/yy)	CVV
Amt. Paid	Pmt. Date		
		Signature (credit card only)	

Shannon Withey

From: Edible Arrangements <hello@t.ediblearrangements.com>
Sent: Wednesday, March 13, 2024 11:55 AM
To: Shannon Withey
Subject: Order Submitted 🍌

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know the content is safe.**

Sweet success! Your details are inside.



[find store](#) • [special offers](#) • [shop now](#)

MADE FRESH BY:
Edible Arrangements®

243 State Street
New London, CT 06320
[DIRECTIONS](#)

[INQUIRIES](#)
(800) 437-3166
[CONTACT](#)

ORDER# W0119383380-1

[TRACK ORDER >](#)

Sweet Success!

**Your order has been submitted.
See below for all the delicious details.**

ORDER DATE - Wednesday, March 13, 2024

ORDER TOTAL - \$96.25

PAYMENT INFORMATION:

Rob Brule
15 Rope Ferry Rd
Waterford, CT 06385

ORDER NUMBER - W0119383380-1

ORDER INFORMATION:

DELIVERY ON MARCH 13, 2024

GREG ATTANASIO

229 BLOOMINGDALE RD.
QUAKER HILL, CT, 06376

860-303-8447

ITEM	QTY	PRICE	DISCOUNT	TOTAL
Get Well, Delicious Fruit Design® - Small	1	\$84.99	\$0.00	\$84.99
Delicious Fruit Design® - Small	1			
Customizable Container (Feel Better)	1			

*Containers may vary.

Edible Arrangements - 1432
243 State Street
New London, CT 06320

CARD MESSAGE:

Get well soon! We are thinking about you! Rob,
Shannon and Rich

Delivery Charge: \$9.99
Sales Tax (6.35%): \$1.27
Total: \$96.25



LOVE THE PRODUCT? OWN A STORE!

[LEARN MORE >](#)



GET WEEKLY DEALS AND DISCOUNTS.

[SIGN UP >](#)

**Deliciously
unexpected.**

Gourmet cookies and
cheesecakes available now.

SHOP NOW





125 Cross Road
Waterford, CT
Club Mgr. PEDRO GALARZA

Other
Supplies
10/01-53020

Club:84 Reg:6 Trans:2439
Cashier:525886 01/27/24 12:26pm

*** MEMBERSHIP ID. 02941929437 ***
*** MEMBERSHIP EXPIRES ON 09/24 ***

7572090450 P SPRING WAT 6.99 N
1011965 DEPOSIT 4.00 N
88867003405 WF WATER 15.93 N
2 @ 7.99
1012574 DEPOSIT 14.00 N
2 @ 7.00
88867012460 WF BFEST 100 25.99 N
88133401053 DUNKIN DECAF 30.99 N
2162795 CCPN-DUNKIN 6.50-N
1600016879 NAT VALLEY 15.99 N
1600045076 NAT VALLEY 14.49 N
2162803 ECPN-NAT VAL 3.50-N
7641090148 LANCE PIL 40 9.99 N
8867000746 FOAMCUP10BCT 18.99 T
**** SUBTOTAL 147.41
CT 6.35% Tax 1.21
**** TOTAL 148.62

*****6807 ENTRY: C
Purchase 00 APPROVED
AUTH 076956
TERMINAL NUMBER 780730846
01/27/24 12:27pm 84 6 2439 525886
MASTERCARD
AID: A0000000041010

MasterCard 148.62
CHANGE 0.00
TOTAL ITEMS# 9

As a BJ's Member I JUST SAVED: \$41.48
BJ's Member Savings 31.48
Coupons Redeemed 10.00
Rewards Redeemed 0.00
Current BJ's Gas Savings
FuelSaver earned thru 01/26/24 0.00/gal
FuelSaver earned in this trx: 0.00/gal
Visit BJ's.com/Gas for more details

MEMBER COPY



0127084062439

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
11/29/2023	112923	JOAN BARNES RETIREMENT GL#:10101 - 52030	\$1,200.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
1352	FILOMENAS LLC	317398	02/02/2024	\$1,200.00

**Town of Waterford**

Accounts Payable
15 Rope Ferry Rd.
Waterford, CT 06385
(860) 444-5842 Fax: (860) 440-0579

Vendor
Number

1352

Check
Date

02/02/2024

Check
Number

317398

\$1,200.00

One Thousand Two Hundred Dollars and 00 Cents

Pay FILOMENAS LLC
To the 262 BOSTON POST RD UNIT 1
Order Of WATERFORD, CT 06385-0000

FILE COPY
NON-NEGOTIABLE

Town of Waterford, CT 06385		PAGE: 1 OF 1		CHECK NUMBER: 00316773	
INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT		
11/16/2023	242631410	LABEL GL#:10101 - 53020 \$15.11	\$15.11		
11/07/2023	242387741	INKCART GL#:10135 - 53010 \$26.50	\$26.50		
11/22/2023	242766915	PAPER PO #: 240084 - FINANCE GL#:10107 - 53010 \$93.22	\$93.22		
11/27/2023	242796151	PAD GL#:10110 - 53010 \$49.02	\$49.02		
11/27/2023	242796950	INKCART GL#:60131 - 53010 \$86.74	\$86.74		
12/04/2023	242961353	CALENDAR GL#:10130 - 53010 \$54.64	\$54.64		
11/29/2023	242870227	STAPLER, LABEL PO #: 240084 - FINANCE GL#:10107 - 53010 GL#:10136 - 53010 \$1.78 \$15.25	\$17.03		
11/29/2023	242861548	ENVELOPE PO #: 240084 - FINANCE GL#:10107 - 53010 \$19.90	\$19.90		
11/30/2023	242907152	STAPLER/TAPE/PAPER PO #: 240084 - FINANCE GL#:10107 - 53010 \$19.09	\$19.09		



Town of Waterford

Accounts Payable
15 Rope Ferry Rd.
Waterford, CT 06385
(860) 444-5842 Fax: (860) 440-0579

Vendor
Number
1794

Check
Date
12/08/2023

Check
Number
316773

\$381.25

Three Hundred Eighty-one Dollars and 25 Cents

Pay W.B. MASON CO., INC
To the PO BOX 981101
Order Of BOSTON, MA 02298-1101

**FILE COPY
NON-NEGOTIABLE**

Shannon Withey

From: Canva <no-reply@canva.com>
Sent: Sunday, September 17, 2023 11:44 AM
To: First Selectman
Subject: Your Canva invoice

Follow Up Flag: Follow up
Flag Status: Flagged

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

Your invoice

Thank you for your purchase! Your invoice details are below.

INVOICE	DATE OF ISSUE
03911-29390401	Sep 17, 2023
BRAND ID	BILLED TO
BAEejdwnD4Q	Card (MasterCard - 6807)

Details

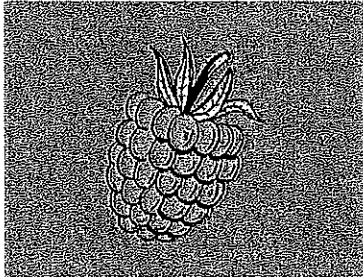
ITEM	AMOUNT
Subscription charges	\$119.99

Charged:

\$119.99

[View details](#)

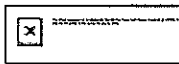
[View all invoices](#)



Did you know?

Grapes explode if you put them in the microwave.

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ABN 80 158 929 938 | [Privacy Policy](#)



Final Details for Order #114-9831948-7784214

Order Placed: September 27, 2023
PO number : 10101-53020
Amazon.com order number: 114-9831948-7784214
Order Total: \$50.64

Shipped on September 28, 2023	
Items Ordered	Price
2 of: 25 Pack White Certificate Holders, Diploma Holders, Document Covers with Gold Foil Border, by Better Office Products, for Letter Size Paper, 25 Count, Sold by: BOP Co (seller profile) Business Price Condition: New	\$19.21
Shipping Address: Shannon Withey FIRST SELECTMAN OFFICE 15 ROPE FERRY RD WATERFORD, CT 06385-2806 United States	Item(s) Subtotal: \$38.42 Shipping & Handling: \$12.22 ----- Total before tax: \$50.64 Sales Tax: \$0.00 -----
Shipping Speed: Two-Day Shipping	Total for This Shipment: \$50.64 -----

Payment Information	
Payment Method: MasterCard Last digits: 1268	Item(s) Subtotal: \$38.42 Shipping & Handling: \$12.22 -----
Billing address Brandishea Moses FINANCE DEPT 15 ROPE FERRY RD WATERFORD, CT 06385-2806 United States	Total before tax: \$50.64 Estimated Tax: \$0.00 ----- Grand Total: \$50.64
Credit Card transactions	MasterCard ending in 1268: September 28, 2023: \$50.64

To view the status of your order, return to [Order Summary](#).

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Details for Order #111-0737292-5321814

Print this page for your records.

Order Placed: August 24, 2023

Amazon.com order number: 111-0737292-5321814

Order Total: \$28.69

Not Yet Shipped

Items Ordered

1 of: 25 Pack White Certificate Holders, Diploma Holders, Document Covers with Gold Foil Border, by Better Office Products, for Letter Size Paper, 25 Count, White

Sold by: BOP Co ([seller profile](#))

Supplied by: Other

Price

\$19.99

Condition: New

Shipping Address:

Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

MasterCard | Last digits: 6807

Item(s) Subtotal: \$19.99

Shipping & Handling: \$6.99

Billing address

Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Total before tax: \$26.98

Estimated tax to be collected: \$1.71

Grand Total: \$28.69

To view the status of your order, return to [Order Summary](#).

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Line# 10101 - 53020
"Other Supplies"

Certificate holders
for Proclamations

SW



Final Details for Order #113-9378003-3741062

Order Placed: July 18, 2023
PO number : 10101-53020
Amazon.com order number: 113-9378003-3741062
Order Total: \$38.13

Shipped on July 18, 2023	
Items Ordered	Price
1 of: Magnetic Wireless Charger Mag-Safe Charger for iPhone 14/13/12 Series Convertible Magnet Wireless Charging Stand/Pad with 20W Adapter 5ft Cable for iP Sold by: TXXTOL (seller profile) Condition: New	\$20.15
1 of: JETech Screen Protector for iPhone 14 6.1-Inch (NOT FOR iPhone 14 Plus 6.7-Inch), Tempered Glass Film, 3-Pack Sold by: JE Products US (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$7.99
Shipping Address: Shannon Withey FIRST SELECTMAN OFFICE 15 ROPE FERRY RD WATERFORD, CT 06385-2806 United States	Item(s) Subtotal: \$28.14 Shipping & Handling: \$0.00 Total before tax: \$28.14 Sales Tax: \$0.00
Shipping Speed: FREE Prime Delivery	Total for This Shipment: \$28.14

Shipped on July 19, 2023	
Items Ordered	Price
1 of: JETech Glitter Case for iPhone 14 6.1-Inch, Bling Sparkle Shockproof Phone Bumper Cover, Cute Sparkly for Women and Girls (Clear) Sold by: JE Products US (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$9.99
Shipping Address: Shannon Withey FIRST SELECTMAN OFFICE 15 ROPE FERRY RD WATERFORD, CT 06385-2806 United States	Item(s) Subtotal: \$9.99 Shipping & Handling: \$0.00 Total before tax: \$9.99 Sales Tax: \$0.00
Shipping Speed: FREE Prime Delivery	Total for This Shipment: \$9.99

Payment information	
Payment Method:	

MasterCard | Last digits: 1268

Billing address

Brandishea Moses
FINANCE DEPT 15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Item(s) Subtotal: \$38.13

Shipping & Handling: \$0.00

Total before tax: \$38.13

Estimated Tax: \$0.00

Grand Total: \$38.13

Credit Card transactions

MasterCard ending in 1268: July 19, 2023: \$38.13

To view the status of your order, return to [Order Summary](#).

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Final Details for Order #111-4951929-7093016

Print this page for your records.

Order Placed: July 1, 2023

Amazon.com order number: 111-4951929-7093016

Order Total: \$57.40

Shipped on July 3, 2023

Items Ordered

Price

1 of: 4K DisplayPort to HDMI Cable 50 Feet, 24AWG Bare Copper Wires, DP to HDMI Male to Male Cord Adapter Converter for PC to HDTV, Monitor, Projector with 2 HDMI Adapter and 25 Cable Ties

Sold by: Wancheng store ([seller profile](#))

Supplied by: Other

Condition: New

Shipping Address:

Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

MasterCard | Last digits: 6807

Item(s) Subtotal: \$46.99

Shipping & Handling: \$6.99

Billing address

Waterford Town Hall C/O First Selectman
15 ROPE FERRY RD
WATERFORD, CT 06385-2806
United States

Total before tax: \$53.98

Estimated tax to be collected: \$3.42

Grand Total: \$57.40

Credit Card transactions

MasterCard ending in 6807: July 3, 2023: \$57.40

To view the status of your order, return to [Order Summary](#).

1 01 01 -
53020
other fees

10101-53090

FUELS & LUBRICANTS

FY2024

Board of Selectmen

FUEL USAGE FY24

	DEPARTMENT	TYPE OF FUEL	GALLONS	PRICE	AMOUNT
2023 JUL	FIRST SELECTMAN	GASOLINE	47.71	2.9374	\$ 140.14
2023 AUG	FIRST SELECTMAN	GASOLINE	46.22	2.9374	\$ 135.77
2023 SEPT	FIRST SELECTMAN	GASOLINE	44.86	2.9374	\$ 131.77
2023 OCT	FIRST SELECTMAN	GASOLINE	72.56	2.9374	\$ 213.14
2023 NOC	FIRST SELECTMAN	GASOLINE	53.09	2.9374	\$ 155.95
2023 DEC	FIRST SELECTMAN	GASOLINE	29.11	2.9374	\$ 85.51
2024 JAN	FIRST SELECTMAN	GASOLINE	38.01	2.9374	\$ 111.65
2024 FEB	FIRST SELECTMAN	GASOLINE	62.48	2.9374	\$ 183.53
2024 MAR	FIRST SELECTMAN	GASOLINE	29.22	2.9374	\$ 85.83
2024 APR	FIRST SELECTMAN	GASOLINE	40.87	2.9374	\$ 120.05
2024 MAY	FIRST SELECTMAN	GASOLINE	53.89	2.9374	\$ 158.30
2024 JUN	FIRST SELECTMAN	GASOLINE	58.15	2.9374	\$ 170.81
			576.17		\$ 1,692.45