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BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Wednesday, February 28, 2024
Town Hall 7:00 p.m.

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

Glenn Patterson, Chairman

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10136 WATERFORD PUBLIC LIBRARY

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM/APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	2024/2025 BD OF SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51110	ADMINISTRATION	96,583	96,212		47,297	100,837	100,837	100,837	4,625	4.81%
51210	CLERICAL/TECHNICAL	689,468	693,918		347,863	728,795	728,795	728,795	34,877	5.03%
51220	CUSTODIAL-MAINTENANCE	85,695	87,131		43,722	93,336	93,336	93,336	6,205	7.12%
51810	OVERTIME	0	8,250		3,120	150	150	150	(8,100)	-98.18%
51910	FRINGE BENEFITS	397	0		0	0	0	0	0	0.00%
51920	FICA	63,771	67,130		32,402	70,619	70,619	70,619	3,489	5.20%
	SUBTOTAL	935,914	952,641	0	474,404	993,737	993,737	993,737	41,096	4.31%
SERVICES										
52020	POSTAGE	334	366		107	264	264	264	(102)	-27.87%
52070	REIMBURSABLE EXPENSE	778	830		170	720	720	720	(110)	-13.25%
	SUBTOTAL	1,112	1,196	0	277	984	984	984	(212)	-17.73%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	3,749	4,000		3,015	450	450	450	(3,550)	-88.75%
53020	OTHER SUPPLIES	3,620	4,000		1,605	5	5	5	(3,995)	-99.88%
	SUBTOTAL	7,369	8,000	0	4,620	455	455	455	(7,545)	-94.31%
EQUIPMENT										
54160	BOOKS/RELATED MATERIAL	43,999	45,000		44,999	11,661	11,661	11,661	(33,339)	74.09%
	SUBTOTAL	43,999	45,000	0	44,999	11,661	11,661	11,661	(33,339)	-74.09%
	DEPARTMENT TOTAL	988,394	1,006,837	0	524,300	1,006,837	1,006,837	1,006,837	0	0.00%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



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TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



BUDGET FUNCTION

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

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

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

- Over 80% of new physical library materials for all ages, including books, audio books (digital and on CD), DVDs, magazines, music CDs.
- Subscription access to e-books, e-audiobooks, e-magazines, streaming videos and music.
- Subscription access to online databases.
- All library programs for adults, children and teens, including related promotional materials.
- Furniture, equipment and building improvements, other than capital projects and repairs to building systems and infrastructure.
- Staff attendance at professional conferences, training workshops and continuing education.
- Dues and memberships in professional organizations.

Mission

The newly revised mission of the Waterford Public Library is to enrich, educate and connect our community through discovery and access to ideas, information, technology and entertainment.

FY2023 Highlights

In May of 2023, the library celebrated its 100th anniversary of continuous service to the Waterford community. We marked the occasion with a series of special programs and a family fun fair that attracted over 600 attendees. Most of these events and activities were supported with funding from M&T Bank.

Other highlights included the refresh of the library's mezzanine by removing unused book shelves, installing new carpeting and creating new study and reading spaces for the public. Thanks to a bequest, the library installed two outdoor sets of Adirondack chairs. We added museum passes for the Connecticut River Museum and the Mashantucket Pequot Museum & Research Center; created binge bag collections of themed DVDs; and introduced a new Wonderbook "read-along" collection for children. We also launched a new virtual author series that features three to four bestselling authors online each month.

The library grew its e-news subscriber list to its current level of 1,365, we have 2,853 followers on Facebook and 1,062 on Instagram. All are important tools for marketing and outreach to the community.

This fall, as part of a statewide pilot cohort with a shared consultant, the library developed a new strategic plan that will guide our operations for the next three fiscal years. The draft version of this plan is included in this packet. Our board of trustees will be voting on this draft at its January meeting.

The library staff, our board of trustees and our 6,925 cardholders very much appreciate the ongoing support provided to the library for the benefit of residents and library users by the Town of Waterford.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



DRAFT STRATEGIC PLAN

Strategic Plan: Fiscal Years 2025 – 2027

DRAFT

Our Purpose: The mission of the Waterford Public Library is to enrich, educate and connect our community through discovery and access to ideas, information, technology and entertainment.

Our Vision: The library aspires to be a welcoming center for a vibrant community. Working together, we will create an inclusive and thriving Waterford.

The Library is a place of

- **Belonging**
- **Connection**
- **Discovery**
- **Education**

Belonging – The Library welcomes all and fosters an inclusive environment.

Goal #1: Serve as a community hub and provide a welcoming space, open to all.

Goal #2: Support and develop the open exchange of diverse perspectives and ideas.

Goal #3: Identify and serve marginalized populations.

Goal #4: Actively seek and listen to community feedback and incorporate input into library services.

Connection – The Library builds relationships.

Goal #1: Provide excellent and equitable customer service.

Goal #2: Foster community engagement and discussion.

Goal #3: Develop spaces for learning, engagement and collaboration.

Goal #4: Discover, cultivate and grow community partnerships.

Discovery – The Library supports innovation and curiosity.

Goal #1: Strengthen community awareness of the library's collections, programs and services.

Goal #2: Incorporate new technologies to increase access.

Goal #3: Adapt new tools and techniques to encourage discovery, innovation and creativity.

Goal #4: Provide opportunities for engagement beyond the physical walls of the library.

Education – The Library provides resources for lifelong learning.

Goal #1: Develop and maintain robust collections that reflect the diversity of our community and the world.

Goal #2: Provide access to ideas, information, technology and entertainment.

Goal #3: Offer engaging and informative programs for all ages.

Goal #4: Promote school readiness with early literacy initiatives for both children and caregivers.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



BUDGET SUMMARY

TOWN OF WATERFORD
GENERAL FUND
2024 -2025

DEPT/AGENCY: WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2023/2024 DEPT/AGENCY REQUEST	2024/2025 DEPT/AGENCY REQUEST
PERSONNEL COSTS			
51110	ADMINISTRATION	96,212	100,837
51210	CLERICAL/TECHNICAL	693,918	728,795
51220	CUSTODIAL-MAINTENANCE	87,131	93,336
51810	OVERTIME-SUNDAY	8,250	150
51910	FRINGE BENEFITS	0	0
51920	FICA (7.65%)	67,130	70,619
SUBTOTAL		952,641	993,737
SERVICES			
52020	POSTAGE	366	264
52070	REIMBURSABLE EXPENSE	830	720
SUBTOTAL		1,196	984
MATERIALS & SUPPLIES			
53010	OFFICE SUPPLIES	4,000	450
53020	OTHER SUPPLIES	4,000	5
SUBTOTAL		8,000	455
EQUIPMENT			
54160	BOOKS/RELATED MATERIAL	45,000	11,661
SUBTOTAL		45,000	11,661
DEPARTMENT TOTAL		1,006,837	1,006,837

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Waterford Public Library

BUDGET EXPLANATIONS BY CATEGORY

51000 SALARIES SERIES

Detailed information on salaries can be found in the *Personnel Worksheet* included in the packet. Personnel costs are calculated for a fiscal year with 261 working days (52.2 weeks) for FT staff. Calculations were made based on the wage schedules approved by the RTM at its December 4, 2023 meeting. The minimum wage/library page rate reflects the state minimum wage.

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

51110 ADMINISTRATION

\$100,837

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

51210 CLERICAL/TECHNICAL

\$728,795

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

51220 CUSTODIAL/MAINTENANCE

\$93,336

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

51810 OVERTIME/SUNDAY HOURS

\$150

Overtime support of \$150 is requested for maintenance and/or custodial work in case of a building, natural disaster, or weather related emergency. **Due to budgetary constraints, for FY2025, we are eliminating Sunday service hours.**

51920 FICA

\$70,619

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

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

52020 POSTAGE

\$264

Postage costs include:

- In FY23, we mailed 563 pieces comprised of 335 overdue notices and 228 pieces of library business mail (bill payments, etc.). At this point over 95% of our overdue notices are transmitted via email. In addition, with the institution of automatic renewals and the elimination of most categories of overdue fines, our mailing costs have decreased. The trustee budget pays for all of our fundraising mailing expenses.
- To date, in FY24, we have mailed 159 pieces of mail, 79 of which are overdue notices.
- For FY25, we are anticipating mailing 400 pieces at the current of 66 cents.

Expended FY2023 - \$344

Expended FY2022 - \$330

Expended FY2021 - \$324

52070 REIMBURSABLE EXPENSE

\$720

As the library does not have a fleet vehicle, this line item is used to reimburse the building and grounds manager for work-related mileage, i.e., trips to the Quaker Hill book drop, vendors, courier runs, etc. Mileage for the last three years has averaged 1,195/year. For the first quarter of FY24, 260 miles have been logged. Therefore, for FY2025, we are anticipating 1,100 miles using the current federal reimbursement rate of 65.5 cents, we calculate our annual cost to be \$720.

Expended FY2023 - \$778

Expended FY2022 - \$716

Expended FY2021 - \$632

53010 OFFICE SUPPLIES

\$450

This line item covers library-specific office supplies, which include vendor pre-processing of books, item and customer barcodes, spine labels, repair tape, book covers, video and audio jewel cases, and receipt paper for the circulation desk and self-check station. With the library's membership in a cooperative for purchasing library supplies at discounted prices, the support of the town's purchasing agent and streamlined processes and procedures, we have been able to maintain this line item at the current level of \$4,000 or less since 2008. In recent years, due to inflation, we have seen significant price increases in some of these items, such as the processing cost per book, which rose by 35 cents (a 39% cost increase), in 2022. Due to budgetary constraints, we are requesting \$450 in this line for FY25.

Expended FY2022 - \$3,749

Expended FY2022 - \$4,000

Expended FY2021 - \$3,957

53020 OTHER SUPPLIES

\$5

Items purchased in this line item include consumables and cleaning products of all types including paper products, furniture and carpet cleaners, stain removers, lawn and ground supplies, etc. While we do not anticipate that our costs will be lower this year, due to budgetary constraints, we have reduced this line item to \$5.

Expended FY2023 - \$3,605

Expended FY2022 - \$2,907*

Expended FY2021 - \$3,977

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

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Waterford Public Library

BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

54160

BOOKS/RELATED MATERIAL

\$11,661

This line item is the town's contribution, approximately 9% of the total planned FY25 expenditure, for the purchase of the following items:

- Books (regular and large print), DVDs, audio books (Playaways and CD), magazines, newspapers, music CDs, puzzles and video games for adults, children and teens.
- The library now offers for checkout: eight Wi-Fi hotspots, two CD players, two metal detectors, two ukuleles and thirteen museum passes that provide free or discounted admission.
- Access to: downloadable e-books, e-magazines, e-audio books, streaming videos and streaming music for adults, children and teens: *Bookflix* (Scholastic e-books for grades K-3), *hoopla* (e-books, e-audiobooks, music and video streaming), *Kanopy* (film streaming including documentaries, the Great Courses, and international films), *Overdrive*, as part of the Library Connection, Inc. consortium (downloadable e-books and e-audiobooks and magazines using the *Libby* app), and *Tumblebooks* (animated picture books for children).
- Online resources include: *Ancestry Library Edition* (genealogical research), *JobNow* (resume writing, test prep, career resources) and *Transparent Language* (language learning for 110 languages, including English for new speakers and Kidspeak language learning for children).

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

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

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

The library's goal is to be as responsive as possible to the public while operating in an efficient and cost effective manner. The library board partners with the town and this year will fund over 90% of the total library books, materials and services purchased. Since 2010, the Town has funded this line at a flat rate of \$45,000 (reduced to \$44,000 for FY2023). Due to budget constraints, we have reduced this line for FY25 to \$11,661. Factoring in inflation, to be equal to our 2010 Town funding, this line should be \$62,084 to provide the same purchasing power.

Expended FY2023 - \$43,999

Expended FY2022 - \$44,999

Expended FY2021 - \$45,000

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



PERSONNEL WORKSHEET

TOWN OF WATERFORD PERSONNEL WORKSHEET - 36 WATERFORD PUBLIC LIBRARY 2024-2025 FISCAL YEAR

LINE
51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED / WEEK	HOURLY RATE FY25	SALARY 2023-2024	SALARY 2024-2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
12/14/2020	Library Director	40	48.2934	98,377.24	100,836.67	N/A	100,837.67	7,714.01
	TOTALS			98,377.24	100,836.67	0.00	100,837.67	7,714.01
51210 - CLERICAL TECHNICAL								
09/15/2008	Dept Head Adult services	40	36.7261	74,813.44	76,684.00	1,154.68	77,838.68	5,954.66
08/15/2022	Department Head – Youth Services	40	34.1322	69,529.72	71,268	-	71,268	5,714.01
06/28/2007	Department Head - Tech & Circ Services	40	40.3951	82,287.92	84,345.00	1,270.04	85,615.04	6,549.55
9/4/2016	Technical/Dept Asst – Tech & Circ/Adult	40	29.6935	67,878.20	62,000.00	-	62,000.00	4,7430.00
05/30/2006	Secretary II	35	33.4198	59,586.80	61,058.00	350.00	61,408.00	4,697.71
04/04/2022	Information/Reference Technical Asst- Youth	35	25.5738	45,934.70	46,723.24	-	46,723.24	3,574.33
03/09/1992	Technician II	35	30.3938	53,981.20	55,529.47	600.00	56,129.47	4,293.90
11/22/1993	Technician II	35	30.3938	53,981.20	55,529.47	600.00	56,129.47	4,293.90
01/04/1988	Technician II	35	30.3938	53,981.20	55,529.47	600.00	56,129.47	4,293.90
10/31/2022	Tech I - Graphics	14	20.9920	14,790.44	15,340.95	-	15,340.95	1,173.58
05/11/2015	Information/Reference Asst- Adult	22	24.9439	28,341.50	28,645.57	N/A	28,645.57	2,191.39
5/9/2023	Information/Reference Asst- Adult	15	24.9439	28,408.60	19,531.07	N/A	19,531.07	1,494.13
06/10/2019	Information/Reference Asst- Youth	16	26.2120	26,530.80	21,892.26	N/A	21,892.26	1,674.76
11/01/2008	Technician I	16	26.8723	25,819.67	22,443.74	N/A	22,443.74	1,716.95
8/07/2017	Technician I	12	23.7491	14,427.48	14,876.44	N/A	14,876.44	1,138.05
11/25/2022	Technician I	12	20.991	14,769.44	13,148.81	N/A	13,148.81	1,138.05
8/8/2023	PAGE 1-Library Page I	6	15.7503	4,544.64	4,914.11	N/A	4,914.11	375.93

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



DATE OF HIRE	EMPLOYEE	HOURS WORKED / WEEK	HOURLY RATE FY25	SALARY 2023-2024	SALARY 2024-2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
8/8/2023	PAGE 1-Library Page I	6	15.7503	4,544.64	0	N/A	4,914.11	0
11/13/2023	PAGE 1-Library Page I	6	15.7503	4,787.64	0	N/A	4,914.11	0
05/17/2022	PAGE 1-Library Page I	6	15.8106	4,914.00	4,932.90	N/A	4,932.90	377.37
	TOTALS			733,610.23	724,220.74	4,574.72	728,795.46	55,752.85
51220 - CUSTODIAL MAINTENANCE								
09/14/2015	Buildings & Grounds Manager	40	33.6489	68,016.00	69,989.76	\$ -	69,989.76	5,354.22
06/21/2013	Custodian II	3	29.0112	4,399.20	0	N/A	0	0
02/15/2022	Custodian II	16	22.5800	12,662.91	18,853.32	N/A	13,364.10	1,442.70
9/12/2023	Custodian II	4	21.4900	4,361.76	4,487.11	N/A	4,487.11	343.26
	TOTALS			89,439.87	93,335.69	0.00	93,335.69	7,140.18
51810 - OVERTIME								
				8,250.00	150	0.00	150	11.48
FRINGE F.I.C.A.								0.00
TOTALS				929,677.34	918,543.10	4,574.72	923,117.82	70,618.51
BUDGET TOTAL W/F.I.C.A							993,736.33	

WORKDAYS	WEEKS TO BUDGET
2024/2025	
261	52.2

TOWN OF WATERFORD FY2025 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



REVENUE PROJECTION

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: Library

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Library Fines	\$0.00	\$540.90	\$608.00	\$1,459.00	\$851.20
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
TOTALS	\$0.00	\$540.90	\$608.00	\$1,459.00	\$851.20

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



2023 YEAR AT-A-GLANCE / ANNUAL STATISTICS



WATERFORD
public library

Discovery begins here.

**2023 YEAR
AT A GLANCE**

124,639

Physical Items Borrowed

24,224

Digital Downloads

469

Programs

16,893

Attended/Participated

509

Meetings Hosted

Wi-Fi Hotspots circulated 152 times

Museum Passes circulated 207 times

6,925

Active Cardholders

8,073

Public Computer
Sessions

78,921

Library Visits



Over
32,000
Questions
Answered

www.waterfordpubliclibrary.org
63,500 Website Visits

1,207 E-News Subscribers
2,700 Facebook Followers
970 Instagram Followers



TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Waterford Public Library



FISCAL YEAR 2023 LIBRARY STATISTICS

	FY2023	FY2022	% CHANGE
CIRCULATION			
ADULT	96,048	96,865	-1%
CHILDREN	49,732	47,227	5%
TEEN	3,083	3,384	-9%
TOTAL	148,863	147,476	1%
ADULT			
BOOKS	56,505	57,946	-2%
MAGAZINES	1,575	1,708	-8%
VIDEOS	8,896	10,573	-16%
BOOKS-on-CD	1,952	2,211	-12%
PLAYAWAY	879	962	-9%
MUSIC CDs	1,054	1,360	-23%
MUSEUM PASSES	207	133	56%
DOWNLOADS	24,224	21,463	13%
GAMES/LAUNCHPADS	604	440	37%
EQUIPMENT/HOTSPOTS	152	69	120%
TOTAL	96,048	96,865	-1%
CHILDREN			
BOOKS	46,247	43,806	6%
MAGAZINES	155	98	58%
VIDEOS	2,247	2,326	-3%
AUDIOBOOKS	767	675	14%
MUSIC CDs	316	322	-2%
TOTAL	49,732	47,227	5%
TEEN			
BOOKS	3,083	3,384	-9%
DOWNLOADS (ADULT CIRC.)			
E-BOOKS	10,969	10,748	2%
E-AUDIOBOOKS	10,702	8,248	30%
E-MAGAZINES	1,418	1,321	7%
E-VIDEOS	1,064	1,105	-4%
E-MUSIC	71	41	73%
TOTAL	24,224	21,463	13%
CHECK-INS	112,931	113,732	-1%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



	FY2023	FY2022	% CHANGE
WEBSITE HITS	63,500	61,830	3%
ONLINE SEARCHES	3,741	3,068	22%
ADULT QUESTIONS	16,081	15,210	6%
CHILDREN'S QUESTIONS	5,460	2,925	87%
CIRCULATION DESK QUESTIONS	11,011	9,464	16%
WIFI LOGINS	27,492	19,723	39%
COMPUTER USE			
ADULT	5,618	5,190	8%
CHILDREN	2,455	1,011	143%
TOTAL	8,073	6,201	30%
INTERLIBRARY LOAN			
TO WATERFORD			
GPL, MN, BILL	5,111	4,933	4%
OTHER LIBRARIES	904	758	19%
TOTAL	6,015	5,691	6%
FROM WATERFORD			
GPL, MN, BILL	3,817	3,722	3%
OTHER LIBRARIES	386	574	-33%
TOTAL	4,203	4,296	-2%
CUSTOMER DOOR COUNT	78,921	82,368	-4%
borrowIT (C-Card) CIRCULATION	35,161	37,047	-5%
PROGRAMS			
ADULT			
SESSIONS	182	239	-24%
ATTENDANCE	2,995	3,106	-4%
CHILDREN			
SESSIONS	248	207	20%
ATTENDANCE	13,525	8,410	61%
TEEN			
SESSIONS	39	26	50%
ATTENDANCE	373	298	25%
LIBRARY CARD REGISTRATION	1,127	1,077	5%
COMMUNITY USE OF MEETING ROOMS	509	306	66%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



GRANTS RECEIVED

In FY2023, the Library received the following programming grants:

Name of Grant	Funder	Amount	Purpose
¡Vamos a la biblioteca!	Community Foundation of Eastern CT	\$5,000	To develop the children's and teens' Spanish language collections, to purchase bilingual Wonderbooks and to provide bilingual storytime programs.
Healthy Habits Project	CT State Library	\$2,000	To purchase materials and provide summer programs to teach children, teens and families the importance of healthy nutrition.
Summer al fresco concerts	Dominion Energy Foundation	\$2,000	To provide summer music on the library's side lawn on five Thursday evenings.
Building Equity Based Summers	CT State Library	\$500	Stipend to support equity based initiatives for youth summer reading.
Creating Welcoming Spaces for All	Kelsey S. Harrington Foundation	\$2,000	To support the creation of a sensory bin to support youth on the autism spectrum while using the library, to purchase sensory friendly furniture for the children's room and to fund art classes for youth and adults with intellectual and developmental disabilities.
General programming support	M&T Bank Foundation	\$3,000	M&T bank funded a financial literacy program for teens given by Patrina Dixon and supported the library's 100 th anniversary programs and fair.
STEAM programming for children	Rotary Club of Waterford	\$500	To provide summer STEAM programs for children.
		\$15,000	

CURRENT INITIATIVES

As presented in this report, the library is in the final stages of creating our new strategic plan. Staff will be writing objectives as part of annual action plans to help support each of our stated goals and areas of focus for the next three fiscal years.

We are hoping to receive grant funding for an outdoor Storywalk® to enhance the new Town Center park adjacent to the library and to continue our popular al fresco summer concert series.

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

Thank you for your attention to this report.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library



WATERFORD PUBLIC LIBRARY, INC. BUDGET

THE WATERFORD PUBLIC LIBRARY, INC.

501c3 Account

FY2025 Budgeted Library Support

Auditor	\$5,000
Books & materials	\$87,459
Building maintenance & improvement	\$3,000
Dues, conferences, education	\$3,500
Furniture & shelving	\$3,500
Innovation & Miscellaneous	\$1,500
Insurance	\$191
Office equipment & supplies	\$6,500
On-line subscriptions	\$29,000
Programs & community relations	\$11,000
Public copier lease & fees	\$4,200
Special Projects	\$2,500
TOTAL EXPENDITURES	\$157,350

FUNDS ANTICIPATED FY2024 **\$100,638**

FUNDS APPROPRIATED FY2023/FUNDS RECEIVED FY2023 **\$120,871/\$121,000**

Statement by Aaron Rosenberg, President of the Waterford Public Library Board

As we celebrated the 100th anniversary of the Waterford Public Library this year, it became abundantly clear that the more things change, the more they stay the same. Yes, we have evolved from a modest collection in a small facility to the vast and varied books and materials both in person and online, as well as computers, and engaging programs in our modern, inviting facility. And yet, we pride ourselves on the same warm, friendly staff eager to serve our residents. We consistently have been a hub of the town, where all are able to discover enlightening, edifying and entertaining ways to enrich their lives. And remarkably, these are available to every citizen at no expense.

The Library would not be able to maintain the high standards to which our community depends without the generous support of our town leadership. I can think of no better investment in the intellectual, cultural and social dimensions of our town than upholding the extraordinary contributions of the Waterford Public Library.

THE WATERFORD PUBLIC LIBRARY, INC.

FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH SUMMARIZED COMPARATIVE FINANCIAL
INFORMATION FOR THE YEAR ENDED JUNE 30, 2022)

TOGETHER WITH INDEPENDENT
AUDITOR'S REPORT

THE WATERFORD PUBLIC LIBRARY, INC.
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JUNE 30, 2023

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INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of The Waterford Public Library, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets - modified cash basis as of June 30, 2023, and the related statements of revenues, expenses, and changes in net assets - modified cash basis, and statement of functional expenses - modified cash basis, for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of The Waterford Public Library, Inc. as of June 30, 2023, and its support, revenue, and expenses for the year then ended in accordance with the modified cash basis of accounting as described in Note 1.

Basis for Opinion

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

Basis of Accounting

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

Report on Summarized Comparative Information

We have previously audited The Waterford Public Library, Inc.'s 2022 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 3, 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.


Mystic, Connecticut
September 14, 2023

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - MODIFIED CASH BASIS
JUNE 30, 2023
(with summarized financial information for 2022)

ASSETS	<u>2023</u>	<u>2022</u>
Current Assets		
Cash and cash equivalents	\$ 16,198	\$ 8,869
Total current assets	<u>16,198</u>	<u>8,869</u>
Investments		
Board designated endowment	3,287,467	2,997,806
Total investments	<u>3,287,467</u>	<u>2,997,806</u>
Non-current Assets		
Art collections	55,600	55,600
Total non-current assets	<u>55,600</u>	<u>55,600</u>
Total assets	<u><u>\$ 3,359,265</u></u>	<u><u>\$ 3,062,275</u></u>
LIABILITIES AND NET ASSETS		
Net Assets		
Net assets without donor restrictions:		
Available for operations	\$ 59,680	\$ 58,055
Board designated endowment	3,287,467	2,997,806
Total net assets without donor restrictions	<u>3,347,147</u>	<u>3,055,861</u>
Net assets with donor restrictions	12,118	6,414
Total net assets	<u>3,359,265</u>	<u>3,062,275</u>
Total liabilities and net assets	<u><u>\$ 3,359,265</u></u>	<u><u>\$ 3,062,275</u></u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023
(with summarized financial information for 2022)

	Without Donor Restrictions	With Donor Restrictions	Total 2023	Total 2022
SUPPORT AND REVENUE				
Grants	\$ -	\$ 15,541	\$ 15,541	\$ 39,711
Annual mailing appeal	30,282	-	30,282	28,779
Other fundraising	9,908	-	9,908	341
Contributions and bequests	15,715	-	15,715	14,819
Intergovernmental	13,915	-	13,915	15,152
Book sales and service	7,066	-	7,066	6,565
Investment income, net	65,151	-	65,151	30,422
Gain (loss) on investment	310,510	-	310,510	(494,530)
Miscellaneous	9,199	-	9,199	8,537
Net assets released from restriction:				
Satisfaction of time or purpose requirement	9,837	(9,837)	-	-
Total support and revenue	<u>471,583</u>	<u>5,704</u>	<u>477,287</u>	<u>(350,204)</u>
EXPENSES				
Program services	173,881	-	173,881	157,858
Management and general	4,691	-	4,691	4,491
Fundraising	1,725	-	1,725	1,361
Total expenses	<u>180,297</u>	<u>-</u>	<u>180,297</u>	<u>163,710</u>
Change in net assets	<u>291,286</u>	<u>5,704</u>	<u>296,990</u>	<u>(513,914)</u>
Net assets, beginning	3,055,861	6,414	3,062,275	3,576,189
Net assets, ending	<u>\$ 3,347,147</u>	<u>\$ 12,118</u>	<u>\$ 3,359,265</u>	<u>\$ 3,062,275</u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF FUNCTIONAL EXPENSES - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023
(with summarized financial information for 2022)

	Program Services	Management and General	Fundraising	Total 2023	Total 2022
Accounting	\$ -	\$ 4,500	\$ -	\$ 4,500	\$ 4,300
Occupancy	20,731	-	-	20,731	2,777
Conferences	3,532	-	-	3,532	2,638
Insurance	-	191	-	191	191
Books and library materials	80,794	-	-	80,794	73,316
Online resources	26,452	-	-	26,452	22,571
Public relations	14,352	-	-	14,352	13,001
Grant expense	9,837	-	-	9,837	34,647
Office supplies	6,575	-	-	6,575	4,002
Special projects	6,502	-	-	6,502	-
Miscellaneous	3,856	-	-	3,856	3,716
Museum passes	1,250	-	-	1,250	1,190
Fundraising	-	-	1,725	1,725	1,361
Total expenditures	\$ 173,881	\$ 4,691	\$ 1,725	\$ 180,297	\$ 163,710

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

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

Basis of Accounting and Presentation

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

Use of Estimates

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

Reclassifications

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

Net Asset Categories

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

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

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

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

Prior Year Summarized Financial Information

The financial statements include certain prior year summarized financial information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Library's audited financial statements as of and for the year ended June 30, 2022, from which the summarized information was derived.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Liquidity

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

Cash and Cash Equivalents

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

Property and Equipment

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

Art Collections

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

Investments

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

Fair Value of Financial Instruments

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

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

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

At June 30, 2023, the Library's Level 1 financial assets consist of investments which are valued at quoted market prices in active markets for identical assets. The Library had no Level 2 or 3 financial assets.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Tax Status

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

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

The Library's tax return for the year ended June 30, 2023 is subject to examination by the IRS, generally for three years after it has been filed.

Subsequent Events

Management evaluated subsequent events through September 14, 2023, the date these financial statements were available to be issued.

NOTE 2 – CONCENTRATIONS

Support and Revenue

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

Credit Risks

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

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS

The cost and fair market value of the Library's investments (all Level 1) at June 30, 2023 and 2022 were as follows:

<u>June 30, 2023</u>	<u>Adjusted Cost</u>	<u>Unrealized Gains</u>	<u>Unrealized Loss</u>	<u>Estimated Fair Value</u>
Equities.	\$ 1,271,118	\$ 710,468	\$ -	\$ 1,981,586
Bond funds	229,588	-	-	229,588
US Treasuries	475,778	-	(5,036)	470,742
Exchange traded funds	338,884	202,980	-	541,864
Corporate stocks	23,559	866	-	24,425
Money market funds	39,262	-	-	39,262
	<u>\$ 2,378,189</u>	<u>\$ 914,314</u>	<u>\$ (5,036)</u>	<u>\$ 3,287,467</u>

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (Continued)

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

A summary of the Library's investment return is presented below at June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Interest and dividends	\$ 75,626	\$ 43,098
Investment management fees	(10,475)	(12,676)
Realized losses	(25)	(34,371)
Unrealized losses	310,535	(460,159)
Total return on investments	<u>\$ 375,661</u>	<u>\$ (464,108)</u>

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

Maturities on the Library's investments at June 30, 2023 and 2022 were as follows:

	<u>2023</u>		<u>2022</u>	
	<u>Amount</u>	<u>% to Total</u>	<u>Amount</u>	<u>% to Total</u>
Less than one year	\$ 3,287,467	100%	\$ 2,525,712	84%
One to five years	-	0%	472,094	16%
	<u>\$ 3,287,467</u>	<u>100%</u>	<u>\$ 2,997,806</u>	<u>100%</u>

NOTE 4 – BOARD DESIGNATED ENDOWMENT

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

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 4 – BOARD DESIGNATED ENDOWMENT (Continued)

Changes in endowment net assets for the years ended June 30, 2023 and 2022 were as follows:

	2023	2022
Board designated endowment assets, beginning of year	\$ 2,997,806	\$ 3,502,179
Investment income	75,626	43,098
Net realized and unrealized losses	310,510	(494,530)
Total investment return	386,136	(451,432)
Contributions	35,000	29,735
Endowment funds utilized for operations	(121,000)	(70,000)
Investment fees	(10,475)	(12,676)
Board designated endowment assets, end of year	<u>\$ 3,287,467</u>	<u>\$ 2,997,806</u>

Return Objectives and Risk Parameters

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

Strategies Employed for Achieving Objectives

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

Spending Policy and How the Investment Objectives Relate to Spending Policies

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

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

NOTE 5 – NET ASSETS WITH DONOR RESTRICTIONS

At June 30, 2023 and 2022, net assets with donor restrictions consisted of the following:

	2023	2022
Purpose restriction:		
Unspent grants	<u>\$ 12,118</u>	<u>\$ 6,414</u>

The restrictions placed on the funds by the donors stipulate when the funds may be used (timing restriction). All of the funds with restrictions are expected to be spent in the following year. Net assets with donor restrictions were released from restriction by incurring expenses satisfying the restricted purpose specified by the donor or by the passage of time. The net assets released from restrictions for the years ending June 30, 2023 and 2022 were \$9,837 and \$35,027, respectively.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 6 – LIQUIDITY AND AVAILABLE FOR GENERAL EXPENDITURE

The following table reflects the Library's financial assets as of June 30, 2023 and 2022, reduced by amounts not available for general use within one year in accordance with its Investment Policy and due to contractual or donor-imposed restrictions:

	<u>2023</u>	<u>2022</u>
Financial assets		
Cash and cash equivalents	\$ 16,198	\$ 8,869
Investments	<u>3,287,467</u>	<u>2,997,806</u>
Financial assets, end of year	3,303,665	3,006,675
Less: those unavailable for general expenditure in one year		
Net assets with donor restrictions	12,118	6,414
Board designated endowment and reserve funds		
not currently authorized for expenditure (96%)	<u>3,155,968</u>	<u>2,877,894</u>
Financial assets available for general expenditure within one year	<u>\$ 135,579</u>	<u>\$ 122,367</u>

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



Waterford Public Library Board of Trustees

Minutes of Meeting of 18 December 2023

1. President Rosenberg called the meeting to order at 6:05 p.m.

Trustees present: L. Couture, R. Kyne, J. Lehet, J Merrill, G. Ritter, A. Robarge, A. Rosenberg and M. Wagner. Also present, C. Johnson, Library Director. Not present: E. Boyce, N. Dragoli, C. Giordano and A. Simpson*

*due to Zoom connection problems.

With a quorum present virtually, the trustees of the Waterford Public Library addressed two issues.

The first was the Library's FY2025 Town Budget Request. In approving the Budget Request document prepared by Director Christine Johnson, we agreed upon the figure of \$1,006,837 which represents a zero increase budget per the directive of the First Selectman.

The second item for discussion was the FY2025 Trust Budget, that is, the amount of funds from the Endowment to supplement books, materials, programs and other special library needs. As per our discussion at the Nov. 14, 2023 Board Meeting, we agreed to transfer \$115,000 representing 3.52% of the rolling three-year average value of the endowment.

The meeting was adjourned at 6:22 p.m.

Respectfully submitted,
Joy Merrill, Secretary
December 26, 2023



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10129 POLICE COMMISSION

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (12/11/23)	2024/2025 BOS REDUCTIONS	2024/2025 BD OF SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51110	ADMINISTRATION	564,211	522,033		238,536	530,425	530,425		530,425	8,392	1.61%
51210	CLERICAL/TECHNICAL	249,536	265,355		124,953	279,275	279,275		279,275	13,920	5.25%
51220	CUSTODIAL	45,833	49,694		23,309	52,179	52,179		52,179	2,485	5.00%
51420	PATROL	3,332,029	3,634,468	48,738	1,690,957	3,908,098	3,908,098	(34,400)	3,873,698	273,630	7.53%
51421	MARINE PATROL	27,391	25,538		17,842	26,477	26,477		26,477	939	3.68%
51430	DETECTIVE	503,035	535,461		252,015	528,321	528,321		528,321	(7,140)	-1.33%
51435	COMM. SERVICE OFFICERS	115,538	123,688		54,322	116,846	116,846		116,846	(6,842)	-5.53%
51810	OVERTIME	161,402	150,075		113,239	150,075	150,075		150,075	0	0.00%
51820	REPLACEMENT OVERTIME	423,028	360,508		256,133	377,924	377,924		377,924	17,416	4.83%
51830	TRAINING & EDUCATION	97,627	116,221		9,813	116,221	116,221		116,221	0	0.00%
51920	FICA	413,071	448,025		212,760	471,534	471,534	(2,632)	468,902	23,509	5.25%
	SUBTOTAL	5,932,701	6,231,066	48,738	2,993,879	6,557,575	6,557,375	(37,032)	6,520,343	326,309	5.24%
SERVICES											
52010	ADVERTISING	223	300		0	300	300		300	0	0.00%
52020	POSTAGE	1,406	1,500		598	1,500	1,500		1,500	0	0.00%
52030	PROFESSIONAL FEES	12,866	15,000	5,202	14,039	17,871	17,871		17,871	2,871	19.14%
52040	SERVICE CONT & REPAIRS	15,632	21,889		5,412	24,551	24,551		24,551	2,662	12.16%
52050	DUES, CONF. & EDUCATION	1,319	2,895		1,250	3,020	3,020		3,020	125	4.32%
52060	PRINTING	569	800		247	800	800		800	0	0.00%
52080	TELEPHONE	34,885	31,272		13,130	32,552	32,552		32,552	1,280	4.09%
52300	TRAINING & EDUCATION	76,045	85,500	(5,202)	25,065	85,500	85,500		85,500	0	0.00%
52305	OSHA COMPLIANCE	1,683	5,500		730	3,500	3,500		3,500	(2,000)	-36.36%
52370	UNIFORM ALLOWANCE	78,825	79,215		74,304	90,345	90,345		90,345	11,130	14.05%
52520	CRIMINAL JUSTICE PLANNER	13,926	16,711		16,711	17,212	17,212		17,212	501	3.00%
	SUBTOTAL	237,379	260,582	0	151,486	277,151	277,151	0	277,151	16,569	6.36%

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10129 POLICE COMMISSION

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (12/11/23)	2024/2025 BOS REDUCTIONS	2024/2025 SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	954	1,000		340	1,000	1,000		1,000	0	0.00%
53020	OTHER SUPPLIES	6,322	7,000		2,872	7,000	7,000		7,000	0	0.00%
53070	AUTOMOTIVE REPAIRS	40,238	16,000		8,874	18,000	18,000		18,000	2,000	12.50%
53080	AUTOMATIVE MAINTENANCE		16,000		10,125	18,000	18,000		18,000		
53090	FUELS & LUBRICANTS	125,859	127,827		53,286	108,603	108,603		108,603	(19,224)	-15.04%
53100	TIRES	12,550	13,024		5,257	13,912	13,912		13,912	888	6.82%
53180	POLICE EQUIP. & SUPPLIES	34,654	42,964		8,195	44,135	44,135		44,135	1,171	2.73%
53210	SELECTIVE ENFORCEMENT	1,000	2,500		500	1,500	1,500		1,500	(1,000)	-40.00%
53220	MARINE PATROL SUPPLIES	5,944	5,500		3,286	6,000	6,000		6,000	500	9.09%
53260	ANIMAL CONTROL SUPPLIES	60,000	100,000		100,000	100,000	100,000		100,000	0	0.00%
		287,521	331,815	0	192,735	318,150	318,150	0	318,150	(13,665)	-4.12%
EQUIPMENT											
54020	EQUIPMENT & FURNITURE	4,203	7,139		6,359	0	0		0	()	100.00%
	SUBTOTAL	4,203	7,139	0	6,359	0	0	0	0	(7,139)	-100.00%
	DEPARTMENT TOTAL	6,461,804	6,830,602	48,738	3,344,459	7,152,676	7,152,676	(37,032)	7,115,644	322,074	4.72%

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



BUDGET FUNCTION

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

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

The Animal Control Officer program is a split cost with the Town of East Lyme and employs two full-time Animal Control Officers.

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



BUDGET SUMMARY

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

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

This year's request is an increase of 4.66% from last year. This increase is primarily driven by the request to increase the size of the department from 49 sworn officers to 52 sworn officers. The overall cost to this budget request for the addition of three new officers is \$262,773. **Without this increase, our annual request would be 0.81% as we reduced in every area that was reasonable, to focus on the staffing increase request.**

On May 8, 2023, the Board of Police Commissioners approved the request from Chief Balestracci to increase the size of the department by three officers. On May 10, 2023, a formal request was submitted to the First Selectman's office detailing the request. This increase, if approved, factors into several line items as it impacts salary, equipment, training and benefits. The back-up information referencing the need and initial costs for this increase have been included with this year's budget request to ensure full transparency as it is being reviewed. (See attachments following this summary)

In addition, the collective bargaining agreement between the Waterford Police Union and the Town of Waterford was approved by the Representative Town Meeting (RTM) on November 14, 2022. This agreement impacts this year's budget request by representing a wage increase for every Waterford Police Officer of 2.75% effective July 1, 2024.

The collective bargaining agreement between the civilian staff who work at the police department and the Town of Waterford was approved by the Representative Town Meeting (RTM) on November 14, 2022. This agreement also impacts this year's budget request by representing a wage increase for every civilian employee of 2.75% effective July 1, 2024.

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



These wage increases, approved by the RTM, in addition to the hiring of three new officers cause the F.I.C.A. line item request to rise by \$23,508.

To summarize, the 51000 series increase in our budget request is \$326,309, whereas the 52000 series increased \$16,444, the 53000 series decreased \$17,126 and the 54000 series was reduced to \$0.

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

Replacement Overtime: The replacement overtime request in the police department budget has been flat since the 2018-2019 request. Although each officer who needs to be replaced has received contractual increases of a combined 11.75% in the past five years, and has also received step increases from the same agreements, we have artificially held the line flat in an attempt to present a stable budget. The line was increased in this year's request to allow us the ability to fill an additional 50 vacant shifts (at Officer 1 pay rate), as we routinely staff below the needed level. (see page 25)

Vehicle Maintenance and Repairs: Our department has faced significant challenges with our fleet. Not only does it take between 12-24 months to acquire a new vehicle when needed and approved, but the vehicles we do have are in need of constant repair. The strain on our vehicles when others are out of service or delayed in being replaced, compounds the challenges and results in additional repairs and maintenance. We have increased the vehicle maintenance and repair line items after considerable review of past spending, current trends and forecasted availability.

Equipment: Our agency continues to need updates in various areas, however we have reduced this line to zero this year as we prioritize staffing requests.

Board of Education Agreement: In an agreement between the Waterford Police Department and the Waterford Board of Education, the School Resource Officer program will see modest increases in funding from the BOE. In 2024-2025, the department will receive \$57,500 to offset the School Resource Officer positions and an additional \$11,500 to offset the police services requested at school functions and sporting events. This is an increase to the department of \$3,000 from the previous year. This transfer of funding is listed in the Training Wages line (51830). Although this funding supports the SRO program, it does not cover the cost of two full-time officers nor does it accurately portray the dedicated security our agency provides to every school throughout the year. As this is the final year of the agreement, and we anticipate

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



changes to the School Resource Officer program, a new agreement with the Board of Education will be negotiated in the near future.

Budget Explanations By Category

51000 Series

51110 Admin	\$8,392 increase due to Union contract agreement with town
51210 Clerical	\$13,920 increase due to Union contract agreement with town
51220 Custodial	\$2,485 increase due to Union contract agreement with town
51420 Patrol	\$273,630 increase due to Union contract agreement with town and addition of three new officers
51421 Marine Patrol	\$939 increase due to Union contract agreement with town
51430 Inv. Services	\$7,140 decrease due to movement of employees and lower pay scales
51435 CSO Program	\$6,842 decrease due to staffing realities
51810 Overtime	Line item remains level
51820 Rep. Overtime	\$17,416 increase to provide additional coverage of open shifts
51830 Training	Line item remains level
51920 FICA	\$23,508 increase due to budgeting guidelines

52000 Series

52010 Advertising	Line item remains level
52020 Postage	Line item remains level

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



52030 Prof. Fees	\$2,871 increase due to added costs of additional employees
52040 Serv. Contracts	\$2,662 increase due to item returned from IT budget and increases
52050 Prof Dues	Line item remains level
52060 Printing	Line item remains level
52080 Telephone	\$1,280 increase based on averages
52300 Training/Ed	Line item remains level
52305 OSHA	\$2,000 decrease due to current needs of department
52370 Uniforms	\$11,130 increase due to the addition of three officers and academy costs
52520 LEC	\$501 increase due to increased dues

53000 Series

53010 Off. Supplies	Line item remains level
53020 Other Supplies	Line item remains level
53070 Auto Repairs	Line split per BOF request with \$2,000 increase based off projections
53080 Auto Maint.	Line split per BOF request with \$2,000 increase based off projections
53090 Fuel & Lube	Line decrease by \$22,685 due to the town negotiating lower fuel costs for fiscal year
53100 Tires	\$888 increase due to an increase in number of tires
53180 Equip/Supp	\$1,171 increase due to inventory, review of past expenditures and needs for three additional officers
53210 Sel. Enforce	\$1,000 decrease due to current needs of department
53220 Marine	\$500 increase due to additional maintenance required

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



53260 ACO Line item remains flat

54000 Series

54020 Equipment Line item reduced to zero to focus on staffing request

Costs of three additional Officers:

51420 Patrol	\$212,388
51920 FICA	\$16,248
52030 Prof. Fees	\$3,171
52300 Training/Ed	\$13,050
52370 Uniforms	\$10,458
53180 Equip/Supp	\$7,458
Total:	\$262,773

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



ATTACHMENT 1



Marc Balestracci
Police Chief

WATERFORD POLICE DEPARTMENT
41 AVERY LANE
WATERFORD, CT 06385-2819



(860) 442-9451 TEL.
mbalestracci@waterfordct.org

To: First Selectman Rob Brule
Cc: Board of Police Commissioners
From: Marc Balestracci, Chief of Police
Date: May 10, 2023
Re: Request for additional officers

First Selectman Brule,

Over the past year, you and I have had many discussions in reference to public safety in the Town of Waterford. Our discussions outlined ways that the police department can best prepare for the current and future needs of our community. This request, which you have supported in our conversations, allows the department to better manage several major concerns, most notably traffic enforcement and school safety.

The Waterford Police Department is currently authorized forty-nine (49) sworn officers. Since the mid 1980's, our department has only increased in size by two (2) officers. The department, which remains one of the busier departments in eastern Connecticut, has an incredibly positive relationship with the community, handles calls for service in a professional manner and makes every effort to prevent, interrupt and solve crime in our jurisdiction.

As our department manages the changing laws in the State of Connecticut and the impact of those laws on how police officers work to reduce criminal and motor vehicle violations, we are also planning and preparing for the future needs of our community. Over the past year and a half, we have reviewed policies, procedures, assignments, staffing and long standing challenges in our community. For many years, we have continued to shift patrol officers from their main function in an attempt to positively impact school safety and traffic concerns in town. Those efforts have not resulted in long lasting results and have reduced effectiveness in other areas, of which patrol officers should be focused on. Although Waterford is a safe town to live, work and visit, the residents have also made it clear that school safety and motor vehicle enforcement are priorities.

Beyond the school safety and traffic concerns, our department is planning for the significant amount of development currently being constructed and other projects that are approved and will likely be built in the following areas:

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



ATTACHMENT 2



Marc Balestracci
Police Chief

WATERFORD POLICE DEPARTMENT
41 AVERY LANE
WATERFORD, CT 06385-2819



(860) 442-9451 TEL.
mbalestracci@waterfordct.org

- Approximately 400 apartments on Willets Avenue and approximately 400 apartments on Hartford Turnpike
- Stand-alone residential developments on Clark Lane and Great Neck Road
- Large commercial projects on Hartford Turnpike, Oil Mill Road and potential redevelopment at the site of the Crystal Mall
- Various other proposed projects in town to include a potential multicultural magnet school on Daniels Ave.

Therefore, I am respectfully requesting an increase to the police department by three (3) sworn police officers. If approved, this increase will allow the department to improve in both school safety and traffic enforcement as we plan to add another School Resource Officer assignment and form a much needed traffic unit.

The new School Resource Officer will complement our current staffing of two (2), which will increase our presence in all Waterford Schools. In addition, two officers will be assigned to work with our current Traffic Officer to form an effective traffic unit. The officers assigned to the traffic unit will focus on motor vehicle enforcement such as speeding, distracted driving, impaired driving, reckless driving and traffic crashes, reducing patrol's heavy tasking in those areas and allowing them to prioritize calls for service and criminal activity.

As you know, the recruitment, hiring, training and certification process for police officers can take between six (6) to eighteen (18) months to complete. Due to this extended process, I am seeking authorization of the increase in sworn officers as soon as practicable.

In an attempt to be fully transparent, with current collective bargaining agreement considerations, this request would increase the operating budget for the police department in FY24 by approximately \$234,000 if fully approved and funded. The Police Union CBA states that salaries for police officers will increase by 2.75% each year until the end of the contract.

I again thank you for your support of all public safety efforts in Waterford and appreciate any consideration of this request.

Marc Balestracci
Chief of Police
Waterford Police Department

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



ATTACHMENT 3



MINUTES BOARD OF POLICE COMMISSIONERS May 8, 2023 at 5:00 p.m.

PRESENT: Commissioner Brule, Chairperson T. Sheridan, Commissioner M. Gelinis,
Commissioner C. Gamble, Commissioner J. Dinunock via phone at 5:05pm

DEPARTMENT: Chief M. Balesitracci, LT T. Silva, LT N. VanOverloop, Sgt T. Gelinis,
Traffic Officer J. Niekerson, Training Officer N. Surdo

PLEDGE OF ALLEGIANCE:

PUBLIC INPUT:

Resident Bill O'Donnell introduced himself to the Commission.

CALL TO ORDER AND ESTABLISH A QUORUM:

Commissioner Sheridan called the meeting to order at 5:00 p.m. in the General Meeting Room of the Waterford Police Department. A Quorum was established.

ACCEPTANCE OF MINUTES:

MOTION: Made by Commissioner Gelinis and seconded by Commissioner Gamble to accept the minutes from the April 10, 2023 Regular Meeting. Motion passed.

CORRESPONDENCE:

Correspondence was reviewed.

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



ATTACHMENT 4

TRAFFIC COMMISSION REVIEW:

Traffic Officer Nickerson presented the sign proposal for North Phillips Street.

MOTION: Made by Commissioner Gellinas and Seconded by Commissioner Gamble to approve the sign proposal for North Phillips Street. Motion passed unanimously.

Traffic Officer Nickerson presented the sign proposal for Coolidge Court.

MOTION: Made by Commissioner Gellinas and Seconded by Commissioner Gamble to approve the sign proposal for Coolidge Court. Motion passed unanimously.

Traffic Officer Nickerson presented the sign proposal for Burlake Road.

MOTION: Made by Commissioner Gellinas and Seconded by Commissioner Gamble to approve the sign proposal for Burlake Road. Motion passed unanimously.

CHIEF'S REPORT:

- a. K9 Reports for April
April report was received.
- b. Youth Reports for April
April report was received.
- c. Investigative Services for April
April report was received.
- d. Training Report for April
April report was received.
- e. Records Report for April
April report was received.
- f. Community Service Officer Report for April
April report was received.
- g. Patrol Report for April
April report was received.
- h. Animal Control Report for April
April report was received.
- i. Community Engagement Report for April
April report was received.

TOWN OF WATERFORD FY2025 BUDGET REQUEST POLICE DEPARTMENT



ATTACHMENT 5

OLD BUSINESS:

- a. Discussion of the current draft of the Police Chief Selection Process Policy.

MOTION: Made by Commissioner Gellinas and Seconded by Commissioner Gamble to approve the current draft of the policy contingent on final review of Human Resources and the town labor attorney. Motion passed unanimously.

NEW BUSINESS:

- a. Discussion of the draft of the letter to the First Selectman requesting an increase to the Police Department by three sworn officers. Commissioner Gellinas was concerned that the proposed Data Center and the Exit 74 construction project, neither of which were mentioned in the letter, should be included. Commissioner Dimmock suggested that more than three additional officers were needed due to the growth of the Town. Commissioner Sheridan agreed with the need for more officers but did not agree that three should be requested at one time. Commissioner Sheridan suggested adding one additional officer a year for three years. Discussion ensued. Chief said it's important to note that Sgt Gellinas is applying for a grant to help with funding to deal with long standing challenges and preparing for the future, specifically traffic and school safety.

MOTION: Made by Commissioner Gamble and Seconded by Commissioner Dimmock to move the letter as is to the Board of Selectman and the Personnel Review Board. Motion passed 4-1 with Commissioner Sheridan voting against it as he feels it should be a three-year plan.

MOTION: Made by Commissioner Gellinas and Seconded by Commissioner Gamble to adjourn the meeting at 6:00 p.m. Motion passed unanimously.

Respectfully submitted by:

Diane Driscoll
Recording Secretary

Excerpts from the Uniform Crime Report

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

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

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

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

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

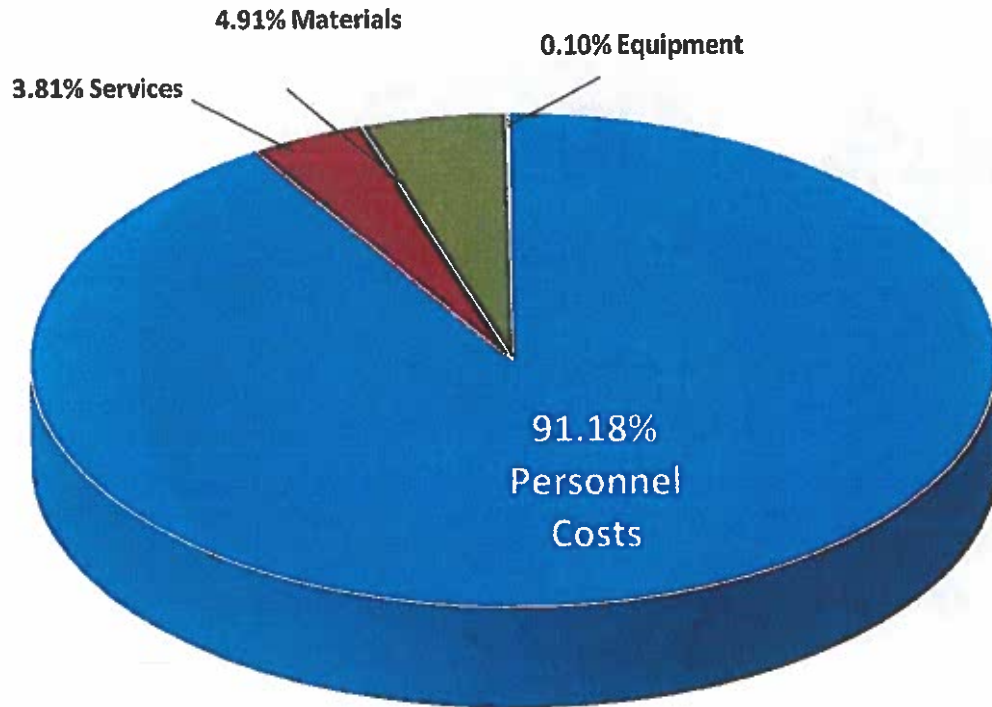
*State of Connecticut Uniform Crime Report

WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET

Page 8

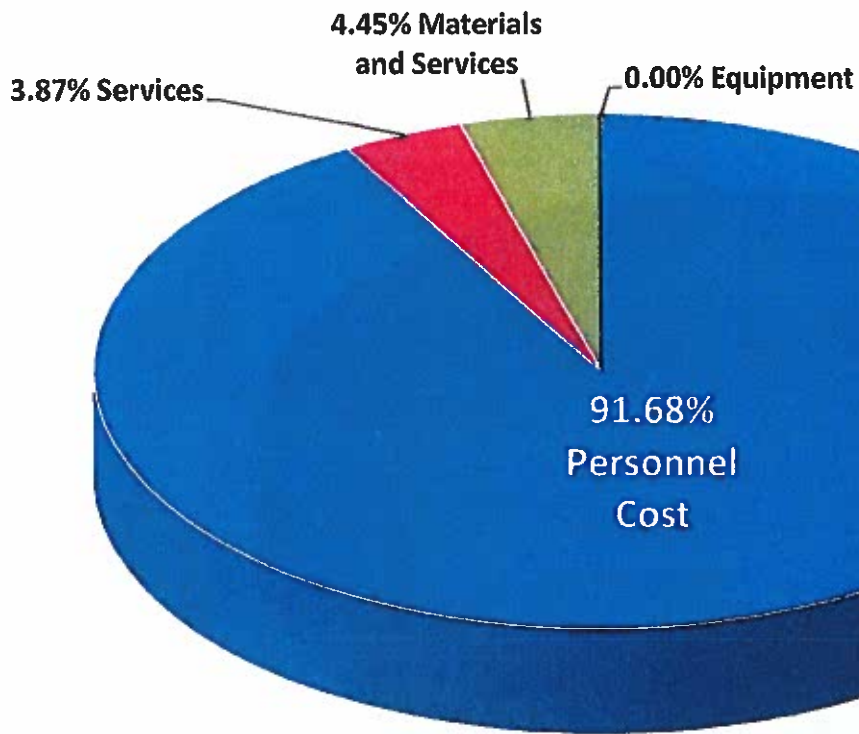
Personnel Cost	91.18%
Services	3.81%
Materials and Supplies	4.91%
Equipment	0.10%

****2023-2024 DATA**



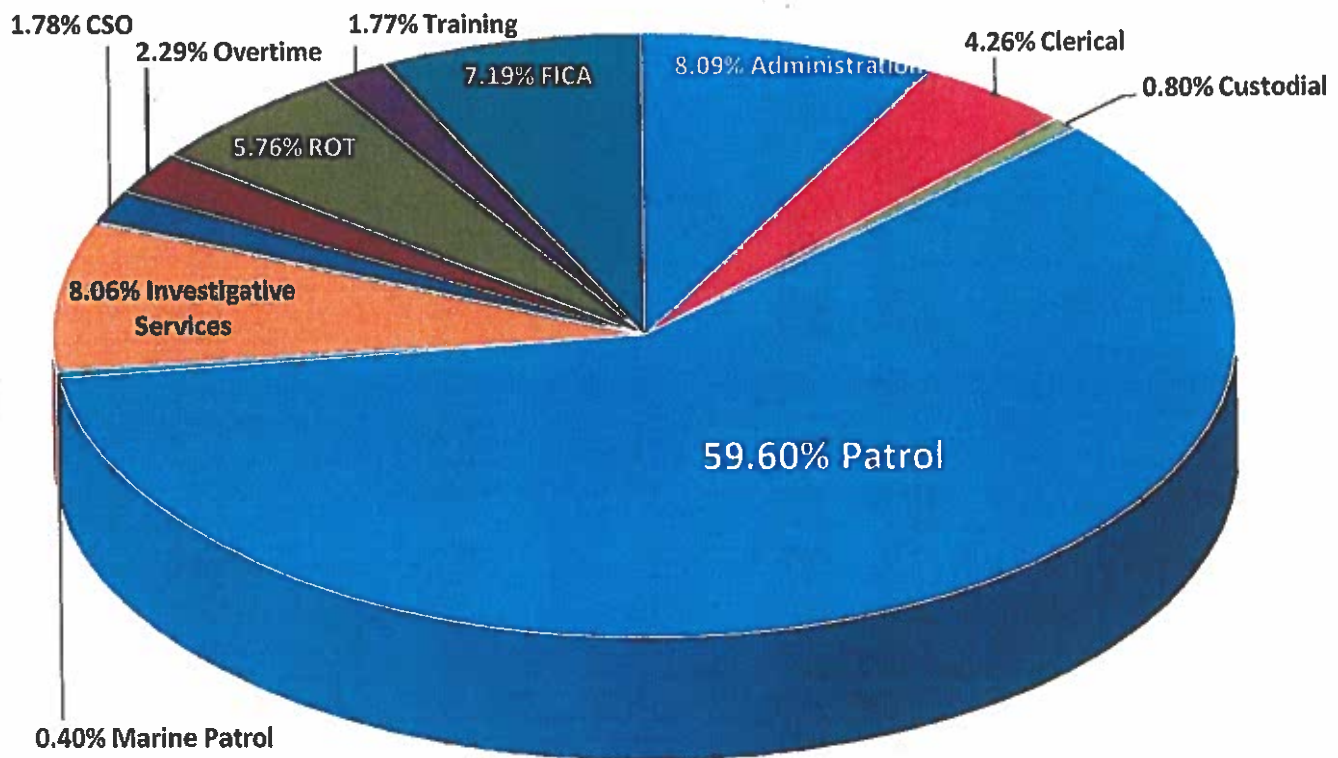
**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET**

Personnel Cost	91.68%
Services	3.87%
Materials and Supplies	4.45%
Equipment	0.00%



51000 Series Breakdown

Administration	8.09%
Clerical/Technical	4.26%
Custodial	0.80%
Patrol	59.60%
Marine Patrol	0.40%
Investigative Services	8.06%
CSO Program	1.78%
Overtime	2.29%
Replacement OT	5.76%
Training	1.77%
FICA	7.19%



ANNUAL BUDGET		DEPT/AGENCY:		10129 POLICE COMMISSION			FISCAL YEAR 2024-2025				
		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	
		2022/23	2023/24	2023/24	ACTUAL	2024/25	2024/25	2024/25	2024/25	2024/25	
		ACTUAL	R.T.M.	TRANSERS	EXPENDED	DEPT/AGY	APPR	APPR	BD OF FIN	R.T.M.	
LINE	ITEM	EXPENDED	APP.	ADD.	11/30/2023	REQUEST	BD/COMM.	BD/SEL	RECOMM.	APPROVE	
10129	DESCRIPTION										
51110	ADMINISTRATION	564,211	522,033			530,425					
51210	CLERICAL/TECHNICAL	249,536	265,355			279,275					
51220	CUSTODIAL	45,833	49,694			52,179					
51420	PATROL	3,332,029	3,634,468			3,908,098					
51421	MARINE PATROL	27,391	25,538			26,477					
51430	INVESTIGATIVE SERVICES	503,035	535,461			528,321					
51435	COMMUNITY SERVICE OFFICERS	115,538	123,688			116,846					
51810	OVERTIME	161,402	150,075			150,075					
51820	REPLACEMENT OVERTIME	423,028	360,508			377,924					
51830	TRAINING	97,627	116,221			116,221					
51920	F.I.C.A. *	413,071	448,025			471,534					
SUB-TOTAL		\$5,932,701	6,231,066		0	6,557,375	0	0	0	0	
52000	SERVICES										
52010	ADVERTISING	223	300			300					
52020	POSTAGE	1,406	1,500			1,500					
52030	PROFESSIONAL FEES	12,866	15,000			17,871					
52040	SERV. CONT. & REPAIRS	15,632	21,889			24,551					
52050	PROFESSIONAL ASSOC. DUES	1,319	3,020			3,020					
52060	PRINTING	569	800			800					
52080	TELEPHONE	34,885	31,272			32,552					
52300	TRAINING & EDUC.	76,045	85,500			85,500					
52305	OSHA COMPLIANCE	1,683	5,500			3,500					
52370	UNIFORM ALLOWANCE	78,825	79,215			90,345					
52520	LAW ENFORCEMENT COUNCIL	13,926	16,711			17,212					
SUB-TOTAL		237,379	260,707		0	277,151	0	0	0	0	
53000	MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	954	1,000			1,000					
53020	OTHER SUPPLIES	6,322	7,000			7,000					
53070	AUTO REPAIRS	40,238	32,000			18,000					
53080	AUTO MAINTENANCE	0	0			18,000					
53090	FUEL & LUBRICANTS	125,859	131,288			108,603					
53100	TIRES	12,550	13,024			13,912					
53180	POL. EQUIP. & SUPP.	34,654	42,964			44,135					
53210	SELECT. ENFORCEMENT	1,000	2,500			1,500					
53220	MARINE PATROL	5,944	5,500			6,000					
53260	ANIMAL CONTROL PROGRAM	60,000	100,000			100,000					
SUB-TOTAL		287,521	335,276		0	318,150	0	0	0	0	
54000	EQUIPMENT										
54020	EQUIPMENT	4,203	7,139			0					
SUB-TOTAL		4,203	7,139	0	0	0	0	0	0	0	
DEPARTMENT TOTAL		6,461,804	6,834,188		0	7,152,676	0	0	0	0	
*BOF Guidelines											

*BOF Guidelines

**WATERFORD POLICE DEPARTMENT
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51000 SERIES -- SALARIES

A detailed breakdown is attached

<u>10129-51110</u>	<u>ADMINISTRATION</u>	<u>\$530,425</u>
	CHIEF OF POLICE	
	LIEUTENANT	
	LIEUTENANT	
	LIEUTENANT	
Expended FY23 \$564,211	FY22 \$532,495 FY21 \$481,981 FY20 \$546,583 FY19 \$527,202	
<u>10129-51210</u>	<u>CLERICAL/TECHNICAL</u>	<u>\$279,275</u>
	OFFICE COORDINATOR	
	SECRETARY III - Investigative Services	
	DATA TECHNICIAN - Records	
	ACCTS. REC/SECRETARY - Records	
	EVENING SECRETARY - Records	
Expended FY23 \$249,536	FY22 \$237,394 FY21 \$310,999 FY20 \$270,884 FY19 \$270,976	
<u>10129-51220</u>	<u>CUSTODIAN</u>	<u>\$52,179</u>
Expended FY23 \$45,833	FY22 \$36,838 FY21 \$17,559 FY20 \$37,729 FY19 \$62,813	
<u>10129-51420</u>	<u>PATROL</u>	<u>\$3,908,098</u>
This line item consists of REGULAR FORCE WAGES subject to contractual increases to include all contractual benefits and requirements of State and Federal Law.		
Expended FY23 \$3,332,029	FY22 \$3,255,806 FY21 \$3,284,650 FY20 \$3,209,509 FY19 \$3,184,853	
<u>10129-51421</u>	<u>MARINE PATROL</u>	<u>\$26,477</u>
This line item consists of wages from May through October in partnership with East Lyme Police, the Transportation Security Administration and USCG Sector Long Island Sound operations. See Page 21.		
Expended FY23 \$27,391	FY22 \$17,754 FY21 \$23,519 FY20 \$24,601 FY19 \$21,591	
<u>10129-51430</u>	<u>INVESTIGATIVE SERVICES</u>	<u>\$528,321</u>
This line item consists of three Detectives, one assigned Investigator and one assigned Detective Sergeant.		
Expended FY23 \$503,035	FY22 \$456,319 FY21 \$478,474 FY20 \$553,154 FY19 \$444,679	
<u>10129-51435</u>	<u>COMMUNITY SERVICE OFFICERS</u>	<u>\$116,846</u>
We are authorized seventeen Community Service Officers who work on a part-time basis. They are stationed at the front window 24 hours a day, 7 days a week to be available to the public and are the first point of contact for a citizen seeking assistance. The CSO is responsible for booking prisoners, conducting fingerprinting services to the public, providing security to the building and performing miscellaneous tasks for officers. See Page 22		
Expended FY23 \$115,538	FY22 \$118,808 FY21 \$112,913 FY20 \$120,035 FY19 \$130,552	
<u>10129-51810</u>	<u>OVERTIME</u>	<u>\$150,075</u>
This line item is designed to cover costs associated with extended hours of duty, special investigations, community events, K9 responsibilities, holiday patrols and traffic efforts. A detailed breakdown sheet has been provided. It is important to note that clerical overtime is also contained within this line item. See Page 23 and 24.		
Expended FY23 \$144,732	FY22 \$163,944 FY21 \$128,640 FY20 \$141,043 FY19 \$152,671	

**WATERFORD POLICE DEPARTMENT
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51000 SERIES (continued)

10129-51820 **REPLACEMENT OVERTIME** **\$377,924**

This line covers the cost to fill vacancies in patrol due to early-ins, holdovers, vacation days, holidays, personal time use, sick time, injuries, FMLA leave, military leave, funeral days and openings due to retirements and new officers away at the police academy. This funding allows our shifts to be properly staffed when vacancies are created. See Page 25

Expended FY23 \$423,028 FY22 \$352,540 FY21 \$422,264 FY20 \$330,723 FY19 \$354,570

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

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

Expended FY23 \$97,627 FY22 \$74,854 FY21 \$76,507 FY20 \$92,821 FY19 \$106,874

10129-51920 **F.I.C.A.** **\$471,534**

This tax is calculated at a rate of 7.65% for fiscal year 2025 as directed by the Board of Finance Guidelines. See Page 27.

Expended FY23 \$413,071 FY22 \$385,882 FY21 \$391,804 FY20 \$392,297 FY19 \$385,981

52000 SERIES – SERVICES

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

This line item reflects legal notification requirements including local media for ads and other special notices needed by the department.

Expended FY23 \$223 FY22 \$278 FY21 \$429 FY20 \$169 FY19 \$408

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

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

Expended FY23 \$1,406 FY22 \$775 FY21 \$994 FY20 \$1,331 FY19 \$1,523

10129-52030 **PROFESSIONAL FEES** **\$17,871**

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

Expended FY23 \$12,866 FY22 \$12,044 FY21 \$10,961 FY20 \$11,258 FY19 \$11,689

10129-52040 **SERVICE CONTRACTS AND REPAIRS** **\$24,551**

This line item covers service agreements for the department, such as drone insurance, cable tv, water coolers, copiers and wrecker services. The line item also covers equipment not covered by contracts. See Page 28.

Expended FY23 \$15,632 FY22 \$29,324 FY21 \$34,395 FY20 \$34,345 FY19 \$139,599

10129-52050 **PROFESSIONAL ASSOCIATION DUES** **\$3,020**

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

Expended FY23 \$1,319 FY22 \$1,460 FY21 \$865 FY20 \$1,735 FY19 \$2,153

**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST**

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52000 SERIES (continued)

<u>10129-52060</u>	<u>PRINTING</u>	<u>\$800</u>
This line item covers specialized engraving, pamphlets and forms that cannot be produced by the town printer.		
Expended FY23 \$569	FY22 \$125	FY21 \$1,052
	FY20 \$1,200	FY19 \$1,174
<u>10129-52080</u>	<u>TELEPHONE</u>	<u>\$32,552</u>
This allocation is based on a twenty-four-month average. See Page 30		
Expended FY23 \$34,885	FY22 \$31,385	FY21 \$30,320
	FY20 \$32,322	FY19 \$30,732
<u>10129-52300</u>	<u>TRAINING & EDUCATION</u>	<u>\$85,500</u>
This line item represents our in-service obligations as determined by the department, contractual requirements and State mandates. The Police Accountability Bill increased the amount of mandatory trainings. The basic requirements are attached to this budget report as a resource document. See Page 31		
Expended FY23 \$76,045	FY22 \$76,880	FY21 \$75,199
	FY20 \$53,320	FY19 \$44,209
<u>10129-52305</u>	<u>OSHA COMPLIANCE</u>	<u>\$3,500</u>
This line item represents expenses relevant to OSHA mandated training and/or purchases of protective equipment for the officers. Requirements include, but are not limited to, HAZMAT, blood borne pathogen protective equipment and the burning of narcotics ordered by the courts, and drugs turned into the department for disposal 4 times a year. This line item also includes high visibility vests, hearing protection and Tyvek Suits.		
Expended FY23 \$1,683	FY22 \$5,182	FY21 \$4,981
	FY20 \$2,489	FY19 \$5,795
<u>10129-52370</u>	<u>UNIFORM ALLOWANCE</u>	<u>\$90,345</u>
Uniform allowance is a contractual item, which represents an annual fee of \$1,500 per officer. In addition, this line item covers uniforms for the custodian, part time Community Service Officers and POST-C required uniforms and equipment for new hires, in addition to replacement uniforms for those damaged in the line of duty. See Page 32		
Expended FY23 \$78,825	FY22 \$80,526	FY21 \$80,499
	FY20 \$77,211	FY19 \$77,841
<u>10129-52520</u>	<u>LAW ENFORCEMENT COUNCIL</u>	<u>\$17,212</u>
The fee to be a member in the organization is \$17,212. Nineteen police departments in the eastern portion of the state support the Law Enforcement Council of Eastern Connecticut. The L.E.C. provides base line testing for new officers, promotional testing for our agency, recruitment, tri-annual base line training for POST-C requirements, equipment, assistance with special event operations and cross-town cooperation. They have begun hosting a regional police academy in 2023, to which we participate in.		
Expended FY23 \$13,926	FY22 \$13,520	FY21 \$13,520
	FY20 \$13,126	FY19 \$13,126

**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST**

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53000 SERIES – MATERIALS & SUPPLIES

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

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

Expended FY23 \$954 FY22 \$823 FY21 \$834 FY20 \$532 FY19 \$712

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

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

Expended FY23 \$6,322 FY22 \$7,042 FY21 \$6,916 FY20 \$6,497 FY19 \$6,500

10129-53070 **AUTOMOBILE REPAIRS** **\$18,000**

This line item relates to the cost of repairs to our vehicles that are not covered by warranty.

Expended FY23 \$40,238 FY22 \$31,939 FY21 \$32,385 FY20 \$31,178 FY19 \$31,812

10129-53080 **AUTOMOBILE MAINTENANCE** **\$18,000**

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

Expended FY24

10129-53090 **GASOLINE** **\$108,603**

This allocation is based on a twenty-four-month average at a rate of \$2.94 per the Finance Director. Marine gasoline is at a rate of \$4.82 a gallon. See Page 33

Expended FY23 \$125,859 FY22 \$65,813 FY21 \$69,125 FY20 \$87,523 FY19 \$113,656

10129-53100 **TIRES** **\$13,912**

This request is for the purchase of approximately 94 tires. Purchase and replacement of each tire consists of the install, balancing, replacement of stems and labor, totaling approximately \$148 per tire.

Expended FY23 \$12,550 FY22 \$12,518 FY21 \$12,460 FY20 \$8,293 FY19 \$7,368

10129-53180 **POLICE EQUIPMENT AND SUPPLIES** **\$44,135**

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

- \$2,850 3 new Body Worn Cameras at \$950 each
- \$19,250 Ammunition for Pistol, Rifle, Shotgun, Electronic Control Device (ECD) cartridges, less lethal impact munitions (Combined Tactical Systems).
- \$4,850 5 x Electronic Control device (ECD) replacements @ \$970.00 each, which are less lethal delivery systems.
- \$6,685 Naloxone, Patrol Gloves, Spit Shields, Tyvek Booties, Traffic Vests, Flares, Crime Scene Tape, Hazmat Tape, Uniform Patches, Badges, Lock-Out supplies, Pepper Spray, Keys, Asps, Finger Print Ink, Batteries, First Aid Supplies, bicycle supplies, also includes K9 Supplies, K9 Food and Equipment (Harnesses, Leads, Muzzles, Tracking, Training, Cleaning Supplies). Digital recording and storage equipment, memory cards, USB devices and replacement body cameras as needed.
- \$8,500 Ten (10) Ballistic Vest Replacements @ \$850.00 each. Grant opportunities will be applied for but are not guaranteed.
- \$2,000 Evidence Collection kits, Urine Collection Containers and Kits, Blood Collection Containers and Kits, Evidence Bags, DNA Collection Kits, Finger Print Powder, Finger Print Lift Kits, Evidence Storage Boxes, Brushes, Adhesive Measurement Tape, Nine Types of Narcotic Test Kits, GSR Collection Kit. Filters for fumer and hood.
- \$1,287 3 new department issued Glock 45 firearms at \$429 each

Expended FY23 \$34,654 FY22 \$35,023 FY21 \$38,964 FY20 \$46,710 FY19 \$52,156

**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST**

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53000 SERIES (continued)

10129-53210 **SELECTIVE ENFORCEMENT** **\$1,500**

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

Expended FY23 \$1,000 FY22 \$1,500 FY21 \$2,000 FY20 \$2,500 FY19 \$2,500

10129-53220 **MARINE PATROL** **\$6,000**

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

Expended FY23 \$5,944 FY22 \$2,228 FY21 \$12,239 FY20 \$2,100 FY19 \$4,582

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

The \$100,000 amount is established at the direction of the Finance Director for the maintenance and operation of the Waterford/East Lyme Animal Control Officer program which is shared with the Town of East Lyme. The Waterford Police Department is responsible for including this amount in our budget requests, but the funding is simply transferred to the Town of East Lyme.

Expended FY23 \$60,000 FY22 \$60,000 FY21 \$60,000 FY20 \$30,000 FY19 \$30,000

54000 Series - Equipment

10129-54020 **EQUIPMENT** **\$0**

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

Expended FY23 \$4,203 FY22 \$10,162 FY21 \$5,395 FY20 \$15,201 FY19 \$16,613

**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST
CONTRACTUAL PAY RATES**

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PAY RATES EFFECTIVE JULY 1, 2024	HOURLY RATE	OVERTIME RATE	DAILY RATE	WEEKLY RATE	ANNUAL RATE
LIEUTENANT -- STEP 1	51.28	76.92	410.24	2,051.20	106,662.40
LIEUTENANT -- STEP 2	53.85	80.78	430.80	2,154.00	112,008.00
LIEUTENANT -- STEP 3	56.54	84.81	452.32	2,261.60	117,603.20
SERGEANT -- STEP 1	46.51	69.77	372.08	1,860.40	96,740.80
SERGEANT -- STEP 2	48.84	73.26	390.72	1,953.60	101,587.20
SERGEANT -- STEP 3	51.28	76.92	410.24	2,051.20	106,662.40
DETECTIVE -- STEP 1	42.19	63.29	337.52	1,687.60	87,755.20
DETECTIVE -- STEP 2	44.30	66.45	354.40	1,772.00	92,498.40
DETECTIVE -- STEP 3	46.51	69.77	372.08	1,860.40	96,740.80
OFFICER -- STEP 1	33.17	49.76	265.36	1,326.80	68,993.60
OFFICER -- STEP 2	35.03	52.55	280.24	1,401.20	73,142.64
OFFICER -- STEP 3	36.63	54.95	293.04	1,465.20	76,190.40
OFFICER -- STEP 4	38.47	57.71	307.76	1,538.80	80,325.36
OFFICER -- STEP 5	40.23	60.35	321.84	1,609.20	83,678.40
OFFICER -- STEP 6	42.19	63.29	337.52	1,687.60	87,755.20
OFFICER - FIRST CLASS	44.32	66.48	354.56	1,772.80	92,185.60
COMMUNITY SERVICE OFFICERS	17.75 Avg				

ADMINISTRATION LINE ITEM 10129 51110 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
03/01	Chief of Police	C1		68.9900	143,500	0	0	0		600	1,200	145,300	11,115
07/13	Lieutenant	L1	2	53.8500	112,008	6,534	2,927	5,600			1,200	128,269	9,813
11/02	Lieutenant	L2	3	56.5400	117,603	6,860	3,073	5,880			1,200	134,616	10,298
05/09	Lieutenant	L3	1	51.2800	106,662	6,222	2,822	5,333			1,200	122,239	9,351
SUB-TOTAL					479,774	19,616	8,822	16,814	0	600	4,800	530,425	40,578

CLERICAL/TECHNICAL LINE ITEM 10129 51210 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	SHIFT DIFF	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	TOTAL	FICA
03/22	Off Coord		3	30.4686	55,453						55,453	4,242
04/99	Secretary III		7	35.3600	64,355					600	64,955	4,969
02/16	Accts Rec/Sec		4	28.3100	51,524						51,524	3,942
07/22	Data Tech		3	26.3200	47,902						47,902	3,665
04/97	Eve Sec		7	32.0800	58,386	455				600	59,441	4,547
SUB-TOTAL					277,620	455				1,200	279,275	21,365

CUSTODIAL LINE ITEM 10129 51220 - BASIC SALARY

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
09/21	CUSTODIAN		3	25.0861	52,179							52,179	3,992
SUB-TOTAL					52,179							52,179	3,992

TOTAL THIS PAGE					809,573	20,071	8,822	16,814	0	1,800	4,800	861,879	65,934
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**WATERFORD POLICE DEPARTMENT
FY 2024-2026 BUDGET REQUEST**

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PATROL DIVISION LINE ITEM 10129-51420 - BASIC SALARIES												
DATE HIRE	ID#	Rank	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
10/03	12	SGT	3	51.2800	106,662		2,787	5,333	2,461	1,200	118,444	9,061
12/13	16	SGT	2	48.8400	101,587		2,654	5,079		1,200	110,521	8,455
08/05	17	SGT	3	51.2800	106,662		2,787	5,333	2,461	1,200	118,444	9,061
08/05	18	SGT	3	51.2800	106,662		2,787	5,333	2,461	1,200	118,444	9,061
12/08	19	SGT	2	48.8400	101,587		2,654	0		1,200	105,442	8,066
06/15	10	SGT	1	46.5100	96,741		2,528	4,837		1,200	105,306	8,056
07/13	14	SGT	1	46.5100	96,741		2,528	4,837		1,200	105,306	8,056
03/99	40	PFC	7	44.3200	92,186		2,409	4,609		800	100,004	7,650
07/99	41	PFC	7	44.3200	92,186		2,409	4,609		1,200	100,404	7,681
03/00	42	PFC	7	44.3200	92,186		2,409	4,609	2,127	600	101,931	7,798
05/00	43	PFC	7	44.3200	92,186		2,409	0		1,200	95,794	7,328
05/00	44	PFC	7	44.3200	92,186		2,409	4,609	2,127	1,200	102,531	7,844
07/01	46	PFC	7	44.3200	92,186		2,409	4,609	2,127		101,331	7,752
08/05	53	OFC	6	42.1900	87,755		2,293	2,531		740	93,320	7,139
01/06	54	OFC	6	42.1900	87,755		2,293	4,388		150	94,586	7,236
02/09	60	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
08/11	64	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
12/13	70	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
06/15	72	OFC	6	42.1900	87,755		2,293	4,388		1,180	95,616	7,315
09/15	74	OFC	6	42.1900	87,755		2,293	0		690	90,738	6,941
12/17	77	OFC	5	40.2300	83,678		2,187	4,184			90,049	6,889
07/18	78	OFC	5	40.2300	83,678		2,187	4,184		900	90,949	6,958
07/18	79	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
12/18	80	OFC	5	40.2300	83,678		2,187	4,184		1,200	91,249	6,981
04/19	82	OFC	4	38.4700	80,018		2,091	4,001		1,170	87,279	6,677
11/19	83	OFC	4	38.4700	80,018		2,091	4,001		1,200	87,309	6,679
06/20	84	OFC	4	38.4700	80,018		2,091	4,001		1,200	87,309	6,679
08/20	87	OFC	4	38.4700	80,018		2,091	3,078		160	85,346	6,529
08/20	88	OFC	5	40.2300	83,678		2,187	0		1,200	87,065	6,660
08/20	89	OFC	4	38.4700	80,018		2,091	0		610	82,718	6,328
10/20	90	OFC	3	36.6300	76,190		1,991	0		1,200	79,381	6,073
12/20	91	OFC	3	36.6300	76,190		1,991	0		1,200	79,381	6,073
12/21	92	OFC	3	36.6300	76,190		1,991	1,465		1,200	80,846	6,185
12/22	93	OFC	2	35.0300	72,862		1,904	0		600	75,366	5,766
11/22	94	OFC	3	36.6300	76,190		1,991	0		1,200	79,381	6,073
09/23	95	OFC	4	38.4700	80,018		2,091	0		310	82,418	6,305
11/23	96	OFC	1	33.1700	68,994		1,803	0		600	71,396	5,462
11/23	97	OFC	2	35.0300	72,862		1,904	0		600	75,366	5,766
11/23	98	OFC	1	33.1700	68,994		1,803	0		600	71,396	5,462
VAC	99	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
TBD	100	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
TBD	101	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
TBD	102	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
SUB-TOTAL					3,651,066	0	95,402	111,754	13,766	36,110	3,908,098	298,969

INVESTIGATIVE SERVICES LINE ITEM 10129-51430 - BASIC SALARIES												
DATE HIRE	ID#		PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
08/11	11	SGT	2	47.5300	98,862	4,325	2,583	4,943	1,141	1,200	113,055	8,649
06/05	21	DET	3	45.2700	94,162	4,120	2,460	4,708	2,173	1,200	108,823	8,325
07/13	23	DET	2	43.1400	89,731	3,718	2,221	4,487	2,071	1,200	103,427	7,912
12/08	22	DET	2	43.1400	89,731	3,926	2,345	4,487		840	101,328	7,752
09/16	75	INV	2	43.1400	89,731	3,926	2,345	4,487		1,200	101,688	7,779
SUB-TOTAL					462,218	20,014	11,954	23,111	5,384	5,640	528,321	40,417
TOTAL					4,113,283	20,014	107,356	134,865	19,151	41,750	4,436,419	339,386

**WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST**

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LINE ITEM 10129-51421 - MARINE PATROL

Two Officers from April 1 through October 31

Patrols: (70) Shifts totaling 372 hours

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

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

(6) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$63.76	6	\$382.56	\$8,798.88
Captain	\$69.96	6	\$419.76	\$9,654.48

(4) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$63.76	4	\$255.04	\$3,825.60
Captain	\$69.96	4	\$279.84	\$4,197.60

Special Events:

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

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

Niantic Bay Triathlon (1 Mate for 4 Hour shift)

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

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

\$26,477

Marine Patrol Total:

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

Mate hours averaged at \$63.76 Captains hours averaged at \$69.96.

This shows an increase of \$1,624 from FY24 due to increased averages connected to CBA increases

LINE ITEM 10129-51435 - Community Service Officer Program

Average CSO Pay
\$17.75

Community Service Officers

	Hours Worked Per Week	Average Hourly Salary	Annual Salary
CSO Shift Coverage	120	\$17.75	\$110,760

	Training Hours Per CSO	Average Hourly Salary	Training Salary
Semi-annual Training	8	\$17.75	\$2,414

	Training Hours Per New Hire	CSO Trainee Salary	Training Salary
New CSO Training (3 New Hires)	72	\$17.00	\$3,672

TOTAL

\$116,846

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

The average pay per CSO is currently \$17.75 per hour, totaling \$155,490 for the year. When a new CSO is hired, they require approximately (9) nine training shifts as well as mandated training such as COLLECT, CPR and Naloxone deployment. These additional shifts equal (72) seventy-two hours per CSO. In addition, semi-annual training for (4) four hours per CSO is held for updates in policy, law and defensive tactic training.

The total request for Community Service Officers is \$116,846. This request is reduced from the FY2024 request by \$6,842, as the department continues to review our ability to fill every shift and budget accordingly.

**WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST**

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LINE ITEM 10129 51810 OVERTIME

	PROJECTED HOURS	PAY RATE TIME & 1/2	TOTAL
PROJECTED - F.Y. 2025			
EXIGENT DUTY (case work, court, storms, SRT, etc.)	800	60.35	48,280
ACCIDENT INVESTIGATION TEAM (AIT)	50	66.45	3,323
INVESTIGATIVE SERVICES	300	69.77	20,931
K9 UNIT	100	63.29	6,329
K9 MAINTENANCE	234	63.29	14,810
BOE Outside Details (Minus \$11,500.00 stipend)	260	66.45	6,277
TRAFFIC ENFORCEMENT	40	49.76	1,990
COMMUNITY EVENTS	500	54.95	27,475
BUSINESS DISTRICT HOLIDAY PATROL	269.68	60.35	16,275
OFFICE PERSONNEL OVERTIME	48	45.69	2,193
POLICE COMMISSION SECRETARY	48	45.69	2,192
TOTAL	2,650		150,075

BOE outside details have been added this year. Waterford Police Department receives a \$11,500.00 stipend yearly for these events.

**WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST**

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Line Item 10129-51810 - OVERTIME BREAKDOWN

<u>Exigent Duty (case work, court, storms, Etc)</u>	\$48,280
Frequently we may require an Officer to holdover for an assignment on an accident investigation or other case where additional staffing is required. This may mean calling in early or holding over an Officer.	
<u>Accident Investigation Team (AIT)</u>	\$3,323
This team is activated for fatal or near-fatal motor vehicle accidents crashes.	
<u>Investigative Services</u>	\$20,931
Includes call ins for violent crimes related to robbery, burglary, sexual assaults, high value larcenies and other crimes. This is also used for joint operations involving incidents that cross jurisdictional lines, such as trafficking, fentanyl related narcotic sales that lead to OD deaths, identifying suspects and assisting FBI, DEA and State task forces.	
<u>K-9 Unit</u>	\$6,329
K-9 Call outs, community events, mutual aid.	
<u>K-9 Maintenance</u>	\$14,810
For contractually scheduled maintenance of the K-9 on days off.	
<u>Board of Education Outside Details (Minus \$11,500 Stipend)</u>	\$6,277
Basketball and football games, dances, back to school night, graduation events and field trips.	
<u>Traffic Enforcement</u>	\$1,990
Dedicated traffic enforcement efforts.	
<u>Community Events</u>	\$27,475
Road races, bicycle rodeo, sailfest traffic, harvest fest, safety fairs (Wal-Mart, Target Lowe's), Color Guard requests, motorcycle runs, open house, beach patrols, tours of the Police Department, town parade, Summer Music concerts at the Town Beach.	
<u>Business District Holiday Patrol</u>	\$16,275
High visibility patrols, business checks, plain clothes details, increased foot patrols of local businesses and banks during holiday season.	
<u>Office Personnel Overtime</u>	\$2,193
Records destruction, training, new hires.	
<u>Police Commission Secretary</u>	\$2,192
All regularly scheduled and special Board of Police Commissioners Meetings for the fiscal year.	
TOTAL REQUEST	\$150,075

**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST
Line Item 10129-51820**

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	Amount Requested	Amount Appropriated	Town Funded	Grant Funded	Actually Expended	Contractual Increase
<u>Budget Year 2012-2013</u>	\$163,329	\$163,329	\$190,647	\$60,894	\$251,541	2.25
<u>Budget Year 2013-2014</u>	\$250,000	\$150,000	\$159,237	\$60,679	\$219,916	2.25
<u>Budget Year 2014-2015</u>	\$256,250	\$196,250	\$236,739	\$20,000	\$256,739	2.50
<u>Budget Year 2015-2016</u>	\$292,115	\$292,115	\$292,115	\$0	\$312,192	2.50
<u>Budget Year 2016-2017</u>	\$343,137	\$343,137	\$343,137	\$0	\$342,629	2.50
<u>Budget Year 2017-2018</u>	\$351,715	\$351,715	\$351,715	\$0	\$354,716	2.50
<u>Budget Year 2018-2019</u>	\$360,508	\$360,508	\$360,508	\$0	\$354,570	2.25
<u>Budget Year 2019-2020</u>	\$360,508	\$360,508	\$360,508	\$0	\$330,723	2.25
<u>Budget Year 2020-2021</u>	\$360,508	\$360,508	\$360,508	\$0	\$422,264	2.25
<u>Budget Year 2021-2022</u>	\$360,508	\$360,508	\$360,508	\$0	\$352,540	2.25
<u>Budget Year 2022-2023</u>	\$360,508	\$360,508	\$360,508	\$0	\$423,028	2.75

ROT Requested \$377,924

The replacement overtime request has been held artificially flat for years in an attempt to present a reasonable budget for the town. However, the cost to replace an officer who is out of work, or for vacancies within the agency, continues to increase. As stated in the 2000 Long Range Financial Management Plan, our full complement is 5 Officers and a Supervisor per shift, yet we routinely operate below that level to stay within the budget. This reduced staffing does have an impact on the services we provide. This year we are asking for a \$17,416 increase, which at step one officer rate, allows us to fill an additional 50 shifts throughout the year.

**WATERFORD
POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST**

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Line Item 10129-51830 TRAINING WAGES

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

	Hours	Officers	Per Hour	Supervisors	Per Hour	Totals
LEC Mandated Recertification Requirements (POSTC)	12	14	\$53.48	4	\$67.91	\$12,244
In-House Mandated Training Requirements	15.25	37	\$53.48	11	\$67.91	\$41,554
Firearms Training and Use of Force Training	10	30	\$53.48	6	\$67.91	\$20,119
Rifle Training	10	35	\$53.48	6	\$67.91	\$22,793
Specialty Teams (AIT, SRT, K-9, Marine Patrol)	72	20	\$53.48			\$77,011
Board of Education SRO Stipend						-\$57,500
TOTAL						\$116,221

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

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

**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST****LINE ITEM 10129-51920 FICA**

	Line Item Amount	FICA Amount
Administration	\$530,425	\$40,578
Clerical/Technical	\$279,275	\$21,365
Custodian	\$52,179	\$3,992
Patrol	\$3,908,098	\$298,969
Marine Patrol	\$26,477	\$2,025
Detective Division	\$528,321	\$40,417
CSO's/Matrons	\$116,846	\$8,939
Overtime	\$150,075	\$11,481
Replacement Overtime	\$377,924	\$28,911
Training Wages	\$116,221	\$8,891
Uniform Allowance	\$78,000	\$5,967
 TOTAL	 \$6,163,841	
FICA RATE	0.0765	
AMOUNT NEEDED	\$471,534	

**WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST**

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LINE ITEM 10129-52040 SERVICE CONTRACTS & REPAIRS BREAKDOWN

VENDOR	ITEM	MONTHLY COST	# of Payments	TOTAL
Transunion	Background Search Utility			\$1,500
Ricoh	Copy Machine (3) \$88.325 ea	328	12	\$3,936
Ricoh	Extra Copies	110	12	\$1,320
Quench Water	Cooler Rental (2)	77	12	\$924
Gym Equipment	Repairs/Maintenance			\$1,000
TMDE Calibration Labs	Speed Enforcement Certification			\$860
Breezeline	Cable TV	162	12	\$1,944
Watchguard	General Repairs			\$4,000
Flock	Camera Service Contract			\$6,000
Drone USA	Drone Insurance			\$1,067
Wrecker Services (Case Invest.)				\$2,000
TOTAL				\$24,551

**WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST**

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LINE ITEM 10129-52050 PROFESSIONAL ASSOCIATION DUES

Police Commissioners Association of CT (5)	400
I.A.C.P. (International Association Chiefs of Police)	875
NEAcop (New England Associaton Chief of Police)	100
GPCA (Connecticut Police Chiefs Association)	1,000
NESPIN (New England State Police Information Network)	150
NPWDA (National Police Working Dog Association) (2)	100
IAPE International Association of Property Evidence	65
FBI NA FBI National Academy Association	130
Waterford Rotary Club Membership	200

TOTAL

\$3,020

WATERFORD POLICE DEPARTMENT

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FY 2024-2025 BUDGET REQUEST

Breakdown of Expenditures for 24 Months

Line Item 10129-52080 Telephone

MONTH	COST
December-21	2,535
January-22	2,502
February-22	2,473
March-22	2,486
April-22	2,516
May-22	2,501
June-22	3,113
July-22	2,846
August-22	2,899
September-22	2,848
October-22	2,895
November-22	2,709
December-22	2,878
January-23	2,852
February-23	2,893
March-23	2,895
April-23	2,958
May-23	2,621
June-23	2,620
July-23	2,635
August-23	2,490
September-23	2,521
October-23	2,709
November-23	2,710
TOTAL	\$65,105

Monthly Charges include MDT's**Mean Average 2,712.69 x 12 months = 32,552.25**

F.Y. 2024/25	32,552.25
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LINE ITEM 10129-52300 -- TUITION & EDUCATION

Professional Development & Education Tuition Related Materials

Professional Development Training

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

Computer Training/Training Conferences	4,525
Police Academy Fees & Range Materials	21,750
Investigative Services	4,600
Publications	1,225
K-9 Yearly Training	400
Firing Range Trailer	4,800
Professional Development Training	23,200
Total	\$60,500

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

Police Academy Recruit Training Fees and Range Materials:

There is a potential for up to 5 officer vacancies due to retirements during the fiscal year. With those retirements comes an extensive hiring process including written and physical testing, multiple interviews and background checks. This amount also includes the State/LEC set tuition to attend the academy in the amount of \$3,800 per recruit, as well as additional materials the department is required to provide.

Investigative Services: The critical and specialized training needed by members of the Investigative Services Unit relies heavily on private vendors, with POST-C Academy offering only a few advanced trainings. Most of these trainings range between 3-5 days, costing an average of between \$400-600 per person.

Publications: The annual updates to the criminal law Redbook for Officers and Detectives remains at \$1,225. This amount allows for annual updates and purchases for any new Officers.

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

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

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

TUITION RELATED MATERIALS:

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

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

**WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST**

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LINE ITEM 10129-52370 -- UNIFORM ALLOWANCE BREAKDOWN

52 OFFICERS X \$1,500 EACH (Contractual)	52	\$78,000
5 POSTC/LEC Required Uniforms & Equipment (\$1,986 each)		9,930
POST required uniforms, books, bullet proof vest		
1 CUSTODIAN (Contractual) \$140 UNIFORM & \$75.00 SHOES		215
17 COMMUNITY SERVICE OFFICERS		1,500
DAMAGED UNIFORMS (REPLACEMENT)		700

TOTAL	\$90,345
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WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST

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

There are 3 expenses related to this Line Item:

#1 Regional Marine Boat Gasoline Share 96.5 gallons x 7 fills

TOTAL	676.3	Gallons @	\$4.82	per gallon		SUBTOTAL	\$3,259
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#2	Mileage Reimbursements	SUBTOTAL	500.00
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#3	Gasoline Consumption	<u>Date</u>	<u># of Gallons</u>	<u>Price Per Gallon</u>
		11/30/21	3,478	\$1.47
		12/30/21	3,237	\$1.47
		01/31/22	3,210	\$1.47
		02/28/22	2,972	\$1.47
		03/31/22	3,620	\$1.47
		04/30/22	3,575	\$1.47
		05/31/22	3,750	\$1.47
		06/30/22	4,011	\$1.47
		07/31/22	3,797	\$2.86
		08/31/22	3,647	\$2.86
		09/30/22	3,598	\$2.86
		10/30/22	3,615	\$2.86
		11/30/22	3,530	\$2.86
		12/30/22	3,733	\$2.86
		01/31/23	3,385	\$2.86
		02/28/23	3,434	\$2.86
		03/31/23	3,669	\$2.86
		04/30/23	3,594	\$2.86
		05/31/23	3,345	\$2.86
		06/30/23	3,391	\$2.86
		07/31/23	3,510	\$2.94
		08/31/23	3,470	\$2.94
		09/30/23	3,473	\$2.94
		10/30/23	3,508	\$2.94
		TOTALS	84,552	2.41

Mean Average	84,552	Gallons divided by 24 mo.	3,523
		3,523 Gallons per month x 12	42,276
		42,276 x 2.48 per gallon	SUBTOTAL
			\$104,844
		TOTAL	\$108,603

**WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST**

LINE ITEM 10129-54020 - EQUIPMENT & FURNITURE

Our agency is not requesting additional equipment in this year's request as we focus on staffing increases.

TOTAL \$0

**PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
FY 2024-2025**

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All revenues from each department must be listed in the following categories.

DEPARTMENT: Waterford Police Department

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						0
Alarm Penalties						0
Ambulance Subsidy						0
Beach Admission Fees						0
Benefit Assessments						0
Bulky Waste Fees						0
Conveyance Tax						0
Copy Fees						0
East Lyme Animal Control Fee						0
Enhanced E 9-1-1						0
Fines/Parking Tickets	50	425	75	50	75	0
Hazardous Household Waste						0
Inspection Fees						0
Interest/Lien Fees						0
Inter-Municipal Revenues						0
Miscellaneous						0
Permitting/Pistol Permits	8,330	9,380	6,000	1,905	5,000	-1,000
Program/Registration Fees						0
Recording Fees						0
Regional Communications Fees						0
Rentals						0
Sale of Recyclables						0
State Operational Grants						0
Tipping Fees						0
Versa Kart/Blue Box Purchases						0
Police Report Fees	2,532	2,087	2,000	676	2,000	0
School Resource Officers (BOE)	60,000	63,000	66,000	58,666	69,000	3,000
Cruiser Fees for Vendors	126,887	75,100	100,000	13,913	75,100	-24,900
Fingerprints/Records Check	4,605	5,670	4,605	1,080	3,000	-1,605
Solicitor Permits	150	325	250	140	325	75
TOTALS	\$ 202,554	\$ 155,987	\$ 178,930	\$ 76,430	\$ 154,500	-24,430

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
FY 2024-2025**

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All revenues from each department must be listed in the following categories.

DEPARTMENT: Police

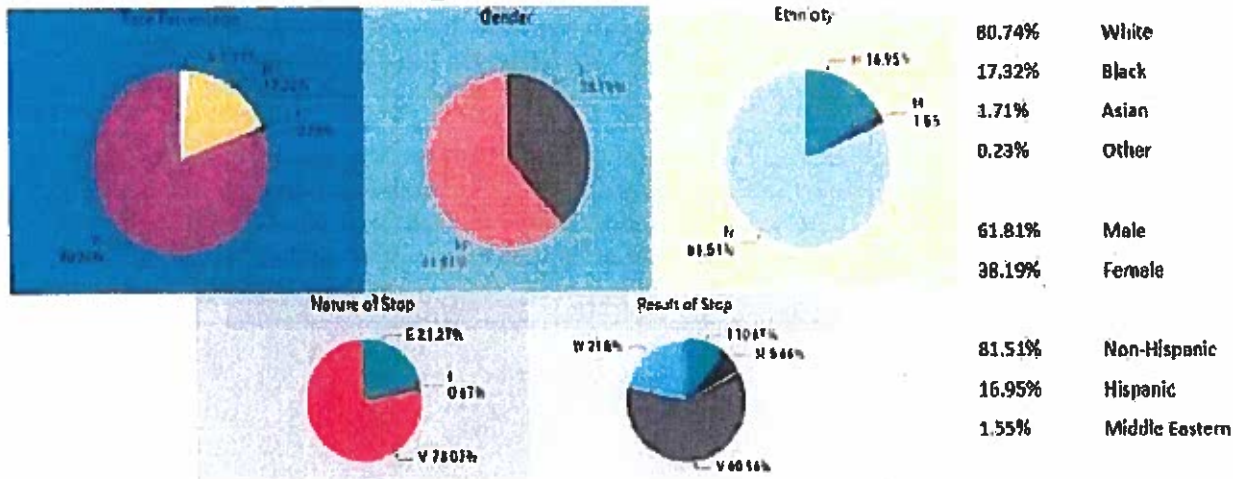
LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
GRANTS					
DRE Support Grant	15,203	30,799	5,964	25,000	(5,799)
Impaired Driving Grant	6,514	8,430	11,452	15,000	6,570
Stolen Vehicle Grant			21,748	0	0
Rural Roads Grant			17,933	0	0
High Visibility/Distracted		13,485	2,631	15,000	1,515
Bullet Proof Vest Grant	1,257	0	0	0	0
JAG Grant		18,896	0	0	(18,896)
DONATIONS					0
Gardiner Family Foundation		10,000	10,000	10,000	0
Daversa Partners		7,513	0	2,000	(5,513)
McCourt Family		2,000	0	0	0
Various K9 Donations	5,697	2,050	2,000	2,000	0
PROGRAM FEES					0
					0
					0
					0
					0
					0
MISC					0
					0
					0
					0
					0
TOTALS	28,671	93,173	71,728	69,000	2,728



**WATERFORD POLICE TYPES OF CALLS, USE OF FORCE*
AND CAR STOP DATA FISCAL YEAR 2022/2023**

Category	Number	Change from previous fiscal year
Arrests	990	-8.3%
Calls For Service	27,829	+3.4
Case Numbers	2,270	-2.4%
Motor Vehicle Stops	4,331	-10.6%
EDP/Welfare Checks	490	+18.9%
Larceny/Shoplifting	348	+14.8%
Domestic Violence	113	-18.7%
Assault	11	-50%
Drug Overdose	11	+10%
Impaired Driving	85	+3.6%
Missing Person	194	+92%
School Checks	801	+7.5%
Motor Vehicle Crashes	793	+4%
Walk-in Complaints	590	+21.9%
Alarms	903	-10.4%
Residence Checks	1,954	-14.2%
Suspicious Person/Vehicle	793	+2.8%
Stolen Cars	24	+26.3%

Motor Vehicle Stop Statistics



Waterford Police Department Use of Force – (multiple types of force can be used in one incident)

Total UOF Incident	Verbal commands	Takedown	Control Hands	Firearm Display	Pointed Firearm	Taser Laser Only	Taser Usage	K9	Pepper Spray	Strike	Restraint Chair
30	28	9	16	8	8	8	1	7	1	1	0

Waterford Police Department Use of Force by gender/race

	Black	Hispanic	White	Totals
Female	2	8	5	10
Male	6	4	10	20



MINUTES
BOARD OF POLICE COMMISSIONERS
December 11, 2023 at 5:00 p.m.

PRESENT: Commissioner C. Gamble, Commissioner M. Gelinas, Commissioner Dimmock

ABSENT: Commissioner R. Brule, Commissioner T. Sheridan

DEPARTMENT: Chief M. Balestracci, LT N. VanOverloop, LT D. Ferland,
LT P. Flanagan, Traffic Officer Mark Devine

CALL TO ORDER AND ESTABLISH A QUORUM:

Commissioner Gamble called the meeting to order at 5:00p.m. in the General Meeting Room of the Waterford Police Department. A Quorum was established.

PLEDGE OF ALLEGIANCE:

PUBLIC INPUT:

ACCEPTANCE OF MINUTES:

MOTION: Made by Commissioner Dimmock and seconded by Commissioner Gelinas to accept the minutes from the November 13, 2023 Regular Meeting. Motion passed.

CORRESPONDENCE:

Correspondence was reviewed.

TRAFFIC COMMISSION REVIEW:

Traffic report was received.

CHIEF'S REPORT:

- a. K9 Reports for November
November report was received.
- b. Youth Reports for November
November report was received.
- c. Investigative Services for November
November report was received.
- d. Training Report for November
November report was received.
- e. Records Report for November
November report was received.
- f. Community Service Officer Report for November
November report was received.
- g. Patrol Report for November
November report was received.
- h. Animal Control Report for November
November report was received.
- i. Community Engagement Report for November
November report was received.

OLD BUSINESS:

- a. Police Chief Selection Process – There was a brief discussion.

MOTION: Made by Commissioner Dimmock and Seconded by Commissioner Gelinas to approve the Chief of Police job description as presented. Motion passed unanimously.

- b. Recording Commission Meetings – Chief Balestracci reported that two bids have been accepted and the project is moving forward.

NEW BUSINESS:

- a. Flock Cameras – Chief Balestracci discussed the purchase of two stationary cameras to assist with identifying the license plates of stolen cars and vehicles used for retail theft. He said many area towns have them and the use of the cameras will connect us to those agencies

- b. Budget – There was a brief discussion. The Commission had no changes or corrections that needed to be made to the budget.

MOTION: Made by Commissioner Dimmock and Seconded by Commissioner Gelinas to approve the FY24-25 budget as presented. Motion passed unanimously.

- c. Retirement Commission appointment

MOTION: Made by Commissioner Dimmock and Seconded by Commissioner Gamble to appoint Commissioner Gelinas to the Retirement Commission. Motion passed unanimously.

There was a brief award presentation discussion.

MOTION: Made by Commissioner Dimmock and Seconded by Commissioner Gelinas to adjourn the meeting at 5:23 p.m. Motion passed unanimously.

Respectfully submitted by:



Diane E. Driscoll
Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10123 FIRE SERVICES

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 BD OF SELECTMEN APPROVED (2/5/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	234,206	204,179		93,524	200,611	200,611	(3,568)	-1.75%
51120	INSPECTION	79,721	83,068		40,294	83,385	83,385	317	0.38%
51210	CLERICAL/TECHNICAL	151,918	147,637		78,517	167,150	167,150	19,513	13.22%
51240	EDUCATION INCENTIVE	12,400	16,750		8,240	13,240	13,240	(3,510)	-20.96%
51410	FULL TIME FIRE FIGHTING	1,129,655	1,202,923		566,443	1,287,338	1,287,338	84,415	7.02%
51411	INCENTIVE PROGRAM STIPENDS	34,873	50,000		7,254	50,000	50,000	0	0.00%
51412	PART TIME FIRE FIGHTING	223,082	210,000		83,356	175,000	175,000	(35,000)	-16.67%
51810	OVERTIME	263,815	245,000		153,589	8,000	8,000	(237,000)	-96.73%
NEW	FIRE INSPECTORS OVERTIME					5,000	5,000		
NEW	REPLACEMENT OVERTIME					165,000	165,000		
NEW	TRAINING OVERTIME					10,000	10,000		
51920	FICA	150,110	165,206		73,913	165,601	165,601	395	0.24%
SUBTOTAL		2,279,780	2,324,763	0	1,105,130	2,330,325	2,330,325	5,562	0.24%
SERVICES									
52010	ADVERTISING	0	400		0	400	400	0	0.00%
52020	POSTAGE	324	250		45	250	250	0	0.00%
52030	PROFESSIONAL FEES	2,556	2,500		714	2,500	2,500	0	0.00%
52040	SERV. CONT & REPAIRS	34,607	13,530	2,625	14,307	21,000	21,000	7,470	55.21%
52050	DUES, CONFERENCES & EDUC.	47,958	36,800		13,964	38,000	38,000	1,200	3.26%
52060	PRINTING	60	100		17	100	100	0	0.00%
52070	REIMBURSABLE EXPENSE	99	1,500		91	1,000	1,000	(500)	-33.33%
52080	TELEPHONE	18,338	18,500	9,175	11,310	29,500	29,500	11,000	59.46%
52290	PUBLIC SAFETY AWARENESS	3,479	4,000		1,847	4,000	4,000	0	0.00%
52305 (NEW)	OSHA COMPLIANCE	0	0			1,800	1,800	1,800	#DIV/0!
52310	EXAMINATIONS	8,207	10,000		6,423	10,000	10,000	0	0.00%
52320	RENTAL OF HYDRANTS	540,950	541,000		135,237	579,000	579,000	38,000	7.02%
52370	CLOTHING ALLOWANCE	20,756	19,500		9,270	23,000	23,000	3,500	17.95%
52371	FIRE POLICE	575	1,250		0	1,250	1,250	0	0.00%
52372	INSURANCE	139,269	140,000		139,203	142,000	142,000	2,000	1.43%
52373	LP GAS	1,940	5,600	(3,800)	950	5,600	5,600	0	0.00%

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10123 FIRE SERVICES

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 BD OF SELECTMEN APPROVED (2/5/24)	BOS Approved \$ Increase	BOS Approved % Increase
52374	CABLE TELEVISION	7,511	7,500		4,204	7,500	7,500	0	0.00%
52375	LADDER TESTING & REPAIRS	3,534	7,800		5,573	7,800	7,800	0	0.00%
52376	HYDRAULIC TESTING & REPAIRS	0	2,000	3,400	5,014	3,200	3,200	1,200	60.00%
52377	BREATHING APPARATUS TESTING & REPAIRS	18,938	9,500		2,575	9,800	9,800	300	3.16%
52378	BUILDING MAINTENANCE	81,796	84,000	(11,400)	34,099	84,000	84,000	0	0.00%
52379	HOSE TESTING AND REPAIRS	8,402	9,825		9,062	9,950	9,950	125	1.27%
52387	PUMP TESTING SERVICES	1,200	4,000		1,800	4,500	4,500	500	12.50%
52392	GENERATOR MAINT. & REPAIRS	11,569	9,500		2,497	9,500	9,500	0	0.00%
SUBTOTAL		952,068	929,055	0	398,202	995,650	995,650	66,595	7.17%

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10123 FIRE SERVICES

DEPT/AGENCY:

10123

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 BD OF SELECTMEN APPROVED (2/5/24)	BOS Approved \$ Increase	BOS Approved % Increase
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	1,062	1,000		92	1,000	1,000	0	0.00%
53020	OTHER SUPPLIES	10,135	12,000		4,870	10,000	10,000	(2,000)	-16.67%
53021	CONSUMABLE SUPPLIES	5,481	3,800		1,797	4,500	4,500	700	18.42%
53070	AUTOMOTIVE REPAIRS	190,637	110,000	(30,000)	75,520	110,000	110,000	0	0.00%
53080	AUTOMATIVE MAINTENANCE	0		30,000	18,043	20,000	20,000		
NEW	MARINE REPAIRS					5,000	5,000		
53090	FUELS & LUBRICANTS	41,537	45,000		20,005	42,000	42,000	(3,000)	-6.67%
53100	TIRES	0	0			7,000	7,000	7,000	0.00%
(NEW)	COMPUTER SUPPLIES	610	1,000		108	1,000	1,000	0	0.00%
53110	FF - PROTECTIVE CLOTHING	42,728	35,000		10,221	35,000	35,000	0	0.00%
53111	FIREFIGHTING SUPPLIES & REPAIRS	15,907	9,000		4,808	9,500	9,500	500	5.56%
53112	VOLUNTEER RESPONDER AWARDS	2,892	5,000		992	5,000	5,000	0	0.00%
53113	MEDICAL SUPPLIES	6,706	6,500		2,821	6,500	6,500	0	0.00%
53114	VOLUNTEER FIREFIGHTER SUPPLIES	0	3,000		1,648	3,000	3,000	0	0.00%
53115	SUBTOTAL	317,695	231,300	0	140,925	259,500	259,500	28,200	12.19%
EQUIPMENT									
54060	OFFICE EQUIPMENT	1,029	1,500		459	1,200	1,200	(300)	-20.00%
54202	EQUIPMENT - FIRE INVESTIGATIONS	505	500		-408	750	750	250	50.00%
54218	FIREFIGHTER EQUIPMENT	16,053	24,000		6,482	24,000	24,000	0	0.00%
54220	RADIO/EMERGENCY LIGHTS	10,199	9,000		1,837	9,500	9,500	500	5.56%
54222	RESCUE TRUCK EQUIPMENT	87	5,500		68	5,500	5,500	0	0.00%
54226	EQUIPMENT	1,421	6,000		0	6,000	6,000	0	0.00%
	SUBTOTAL	29,294	45,500	0	8,438	46,950	46,950	450	0.97%
DEPARTMENT TOTAL									
		3,578,837	3,531,618	0	1,652,695	3,632,425	3,632,425	100,807	2.85%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



BUDGET FUNCTION

The bedrock of our organization can be found in the Mission Statement of the Waterford Fire Department. The goal is to safely achieve our mission while remaining fiscally responsible, professionally effective and proficient in the use of all appropriate resources. It is the responsibility of each member to support the mission. The Waterford Fire Department provides services to protect the lives and property of Waterford's residents, businesses, and visitors. This encompasses fire protection, technical rescues, medical emergencies or exposure to dangerous conditions caused by nature or humans 24 hours a day, 7 days a week, 365 days a year.

The Fire Department has 15 Career Firefighters, 8 Part-Time Firefighters, 1 Fire Marshal, 1 Fire Inspector, Director/Chief of Fire Services, 1 Community Safety Educator and 2 office support staff. In addition to our paid staff are our Volunteer Firefighters consisting of 20-25 active members between the 5 fire companies. We also have 15 Fire Police that are very active during emergencies, supporting Fire, Police, and Emergency Management activities.

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

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

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



BUDGET SUMMARY

The FY24-25 budget total for the department has an increase of \$100,807 or 2.85%. Contributing factors to this increase are line item expenses for full-time firefighting, hydrants, apparatus maintenance, and repairs. Total Personnel Costs (51000) increased by .24 %. The net of this increase is due to full-time firefighting increase of 7.02%. Total Services (52000) increased by 7.02%. The net of this increase is due to hydrants increase of 7.02% and increase in phone line due to charges for tablets in fire apparatus. Total Materials & Supplies (53000) increased by 12.19%. The net of this increase is due to apparatus repairs, apparatus maintenance, and marine unit's repairs.

There are many building projects started and/or coming shortly in Waterford, consisting of residential apartments, commercial projects in different areas of Town in addition to single family homes, affordable housing, and senior housing. The large growth will require additional services from Police, Fire and EMS. As this budget is being prepared, the Fire Department continues to provide emergency operations with a core of 15 full-time and 9 part-time paid staff, augmented by the continued use of volunteer fire protection services. The need to add additional firefighters continues to increase each year as the volunteer pool continues to decrease in Waterford, across the State, and the Country. Time commitments, training requirements, working and balancing family life has changed the volunteer firefighter. This is a balancing act of available firefighters needed to protect Waterford's residents, businesses, and visitors. Taking this into consideration I have made the decision to focus our budget on staffing resources. In order to adhere to budget constraints, in lieu of the position of an Assistant Chief I have elected, only for this upcoming FY, to forgo this position in order to support the hiring of an additional full-time firefighter. With the emphasis on staffing we have reallocated funds that were previously dedicated to other expenditures. To meet the demands of Waterford Fire Department we need to increase paid staffing and increase efforts for volunteers in recruiting, retention, and education to keep their interest here in Waterford.

Fire Services brought forward to the Public Protection and Safety committee the changes and recommendations for the Incentive Program. The RTM passed the recommended changes to the Incentive Program in April of FY23. These changes make a better benchmark/incentive program based on fire education for the volunteers. This gives the Town better trained personnel and gives the volunteer achievable benchmarks. Recruitment and Retention remains the number one priority in the fire service across America and the challenges we face with declining volunteers. Waterford Fire Services has been committed to attracting new volunteers with public education, local events, banners, flyers, and social media.

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

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



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

Respectfully Submitted:

Michael J. Howley

Director/Chief of Fire Services

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10123 FIRE SERVICES

LINE ITEM	DESCRIPTION	COLUMN 1 2022/2023 ACTUAL EXPENDED	COLUMN 2 2023/2024 RTM APPROP.	COLUMN 3 2023/2024 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPENDITURE AS OF 1/1/24	COLUMN 5 2024/2025 DEPT/ AGENCY REQUEST
PERSONNEL COSTS						
51110	ADMINISTRATION	234,206	204,179		93,524	200,611
51120	INSPECTION	79,721	83,068		40,294	83,385
51210	CLERICAL/TECHNICAL	151,918	147,637		78,517	167,150
51240	EDUCATION INCENTIVE	12,400	16,750		8,240	13,240
51410	FULL TIME FIRE FIGHTING	1,129,655	1,202,923		566,443	1,287,338
51412	PART TIME FIRE FIGHTING	223,082	210,000		83,356	175,000
51411	INCENTIVE PROGRAM STIPENDS	34,873	50,000		7,254	50,000
51810	OVERTIME CALLBACKS	263,815	245,000		153,589	8,000
XXXXX	FIRE INSPECTOR(S) OVERTIME					5,000
XXXXX	REPLACEMENT OVERTIME					165,000
XXXXX	TRAINING OVERTIME					10,000
51920	FICA	150,110	165,206		73,913	165,601
	SUBTOTAL	2,279,780	2,324,763	0	1,105,130	2,330,325
SERVICES						
52010	ADVERTISING	0	400		0	400
52020	POSTAGE	324	250		45	250
52030	PROFESSIONAL FEES	2,556	2,500		714	2,500
52040	SERV. CONT & REPAIRS	34,607	13,530	2,625	14,307	21,000
52050	DUES, CONFERENCES & EDUC.	47,958	36,800		13,964	38,000
52060	PRINTING	60	100		17	100
52070	REIMBURSABLE EXPENSE	99	1,500		91	1,000
52080	TELEPHONE	18,338	18,500	9,175	11,310	29,500
52290	PUBLIC SAFETY AWARENESS	3,479	4,000		1,847	4,000
52310	EXAMINATIONS	8,207	10,000		6,423	10,000
52320	RENTAL OF HYDRANTS	540,950	541,000		135,237	579,000
52370	CLOTHING ALLOWANCE	20,756	19,500		9,270	23,000
52371	FIRE POLICE	575	1,250		0	1,250
52372	INSURANCE	139,269	140,000		139,203	142,000
52373	LP GAS	1,940	5,600	(3,800)	950	5,600
52374	CABLE TELEVISION	7,511	7,500		4,204	7,500
52375	LADDER TESTING & REPAIRS	3,534	7,800		5,573	7,800
52376	HYDRAULIC TESTING & REPAIRS	0	2,000	3,400	5,014	3,200

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



52377	BREATHING APPARATUS REPAIRS	18,938	9,500		2,575	9,800
52378	BUILDING MAINTENANCE	81,796	84,000	(11,400)	34,099	84,000
52379	HOSE TESTING AND REPAIRS	8,402	9,825		9,062	9,950
52387	PUMP TESTING SERVICES	1,200	4,000		1,800	4,500
52392	GENERATOR MAINT. & REPAIRS	11,569	9,500		2,497	9,500
XXXXX	OSHA COMPLIANCE					1,800
SUBTOTAL		952,068	929,055	0	398,201	995,650
MATERIALS & SUPPLIES						
53010	OFFICE SUPPLIES	1,062	1,000		92	1,000
53020	OTHER SUPPLIES	10,135	12,000		4,870	10,000
53021	CONSUMABLE SUPPLIES	5,481	3,800		1,797	4,500
53070	AUTOMOTIVE REPAIRS	190,637	110,000	(30,000)	75,520	110,000
XXXXX	MARINE REPAIRS					5,000
XXXXX	TIRES					7,000
53080	AUTOMOTIVE MAINTENANCE		0	30,000	18,043	20,000
53090	FUELS & LUBRICANTS	41,537	45,000		20,005	42,000
53110	COMPUTER SUPPLIES	610	1,000		108	1,000
53111	FF - PROTECTIVE CLOTHING	42,728	35,000		10,221	35,000
53112	FIREFIGHTING SUPPLIES & REPAIRS	15,907	9,000		4,808	9,500
53113	VOLUNTEER RESPONDER AWARDS	2,892	5,000		992	5,000
53114	MEDICAL SUPPLIES	6,706	6,500		2,821	6,500
NEW	VOLUNTEER FIREFIGHTERS SUPPLIES	0	3000		1,648	3,000
SUBTOTAL		317,695	231,300	0	140,924	259,500
EQUIPMENT						
54060	OFFICE EQUIPMENT	1,029	1,500		459	1,200
54202	EQUIPMENT - FIRE INVESTIGATIONS	505	500		-408	750
54218	FIREFIGHTER EQUIPMENT	16,053	24,000		6,482	24,000
54220	RADIO/EMERGENCY LIGHTS	10,199	9,000		1,837	9,500
54222	RESCUE TRUCK EQUIPMENT	87	5,500		68	5,500
54226	EQUIPMENT	1,421	6,000		0	6,000
SUBTOTAL		29,294	46,500	0	8,437	46,950
DEPARTMENT TOTAL		3,578,837	3,531,618	0	1,652,692	3,632,618

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Town of Waterford - FY2023 Statistics

By District Demographics

FIRE INCIDENTS

July 2022 - June 2023

Jordan	Quaker Hill	Goshen	Oswegatchie	Cohanzie	Mutual Aid	Total
355	75	111	137	365	50	1093

EMS INCIDENTS

July 2022 - June 2023

Jordan	Quaker Hill	Goshen	Oswegatchie	Cohanzie	Mutual Aid	Total
708	111	138	272	405	0	1634

TOTAL FIRE & EMS COMBINED

July 2022 - June 2023

Jordan	Quaker Hill	Goshen	Oswegatchie	Cohanzie	Mutual Aid	Total
1,063	186	249	409	770	50	2,727

WATERFORD FIRE DEPARTMENT

Incident Type Report (Summary)

Alarm Date Between (07/01/2022) and (06/30/2023)

Incident Type	Count	% of Incidents
1 Fire		
111 Building fire	28	1.03%
113 Cooking fire, confined to container	9	0.33%
116 Fuel burner/boiler malfunction, fire confined	4	0.15%
118 Trash or rubbish fire, contained	1	0.04%
130 Mobile property (vehicle) fire, Other	1	0.04%
131 Passenger vehicle fire	6	0.22%
132 Road freight or transport vehicle fire	3	0.11%
138 Off-road vehicle or heavy equipment fire	1	0.04%
141 Forest, woods or wildland fire	2	0.07%
142 Brush or brush-and-grass mixture fire	25	0.92%
150 Outside rubbish fire, other	1	0.04%
151 Outside rubbish, trash or waste fire	4	0.15%

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Incident Type		Count	% of Incidents
154	Dumpster or other outside trash receptacle	1	0.04%
162	Outside equipment fire	1	0.04%
		87	3.19%
2 Overpressure Rupture, Explosion, Overheat (no fire)			
251	Excessive heat, scorch burns with no	5	0.18%
		5	0.18%
3 Rescue & Emergency Medical Service Incident			
311	Medical assist, assist EMS crew	15	0.55%
321	EMS Call, excluding vehicle accident with	1,593	58.42%
322	Motor vehicle accident with injuries	155	5.68%
323	Motor vehicle/pedestrian accident (MV Ped)	7	0.26%
324	Motor vehicle accident with no injuries	51	1.87%
342	Search for person in water	1	0.04%
350	Extrication, rescue, other	1	0.04%
351	Extrication of victim(s) from building/structure	1	0.04%
352	Extrication of victim(s) from vehicle	1	0.04%
353	Removal of victim(s) from stalled elevator	1	0.04%
356	High angle rescue	1	0.04%
360	Water & ice-related rescue, other	1	0.04%
364	Surf rescue	1	0.04%
365	Watercraft rescue	2	0.07%
		1,831	67.14%
4 Hazardous Condition (No Fire)			
400	Hazardous condition, Other	2	0.07%
410	Combustible/flammable gas/liquid condition, other	3	0.11%
411	Gasoline or other flammable liquid spill	6	0.22%
412	Gas leak (natural gas or LPG)	11	0.40%
413	Oil or other combustible liquid spill	8	0.29%
421	Chemical hazard (no spill or leak)	1	0.04%
422	Chemical spill or leak	1	0.04%
424	Carbon monoxide incident	5	0.18%
440	Electrical wiring/equipment problem, Other	13	0.48%
441	Heat from short circuit (wiring)	1	0.04%
444	Power line down	12	0.44%

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Incident Type		Count	% of Incidents
445	Arcing, shorted electrical equipment	11	0.40%
461	Building or structure weakened or collapsed	1	0.04%
		75	2.75%
5 Service Call			
500	Service call, other	4	0.15%
510	Person in distress, other	1	0.04%
511	Lock-out	6	0.22%
520	Water problem, Other	3	0.11%
521	Water evacuation	5	0.18%
522	Water or steam leak	14	0.51%
531	Smoke or odor removal	1	0.04%
542	Animal rescue	1	0.04%
550	Public service assistance, Other	6	0.22%
551	Assist police or other governmental agency	5	0.18%
552	Police matter	1	0.04%
553	Public service	29	1.06%
554	Assist invalid	41	1.50%
561	Unauthorized burning	19	0.70%
571	Cover assignment, standby, move-up	3	0.11%
		139	5.10%
6 Good Intent Call			
600	Good intent call, Other	44	1.61%
611	Dispatched & canceled enroute	98	3.59%
621	Wrong Location	3	0.11%
622	No incident found on arrival at dispatch	89	3.26%
631	Authorized controlled burning	4	0.15%
641	Vicinity alarm (incident in other location)	8	0.29%
650	Steam, other gas mistaken for smoke, other	2	0.07%
651	Smoke scare, odor of smoke	32	1.17%
652	Steam, vapor, fog or dust thought to be	4	0.15%
671	HazMat release investigation w/no HazMat	27	0.99%
		311	11.40%
7 False Alarm & False Call			
700	False alarm or false call, other	2	0.07%
710	Malicious, mischievous false call, other	1	0.04%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



Incident Type		Count	% of Incidents
714	Central station, malicious false alarm	1	0.04%
715	Local alarm system, malicious false alarm	6	0.22%
730	System malfunction, no fire	3	0.11%
731	Sprinkler activation due to malfunction	4	0.15%
732	Extinguishing system activation due to malfunction	1	0.04%
733	Smoke detector activation due to malfunction	22	0.81%
735	Alarm system sounded due to malfunction	5	0.18%
736	CO detector activation due to malfunction	8	0.29%
740	Unintentional Transmission of alarm, Other	21	0.77%
741	Sprinkler activation, no fire	15	0.55%
743	Smoke detector activation, no fire	112	4.11%
744	Detector activation, no fire	27	0.99%
745	Alarm system activation, no fire	29	1.06%
746	Carbon monoxide detector activation, no CO	9	0.33%
		266	9.75%
8 Severe Weather & Natural Disaster			
812	Flood assessment	3	0.11%
813	Wind storm, tornado/hurricane assessment	8	0.29%
815	Severe weather or natural disaster standby	1	0.04%
		12	0.44%
9 Special Type of Incident, other			
901	Special Type of Incident	1	0.04%
		1	0.04%
Total Incident Count:		2,727	100.00%

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Waterford Fire Department Mutual Aid Given Report (Summary)

Alarm Date Between (07/01/2022) and (06/30/2023)

Incident Type	Count	% of Incidents
East Lyme		
Fire Incidents	2	4.00%
Motor Vehicle Accidents	2	4.00%
Service Call	1	2.00%
Good Intent	4	8.00%
Watercraft Rescue	1	2.00%
False Alarm	1	2.00%
	11	22.00%
Montville		
Fire Incidents	2	4.00%
Motor Vehicle Accidents	2	4.00%
Cover Assignment, Standby, Moveup	1	2.00%
Service Call	2	4.00%
Good Intent	3	6.00%
	10	20.00%
New London		
Fire Incidents	15	30.00%
Motor Vehicle Accidents	1	2.00%
Rescue	1	2.00%
Good Intent	7	14.00%
False Alarm	2	4.00%
	26	30.00%
Stonington		
Rescue	1	2.00%
	1	2.00%
Groton		
Fire Incidents	1	2.00%
	1	2.00%
Noank		
Good Intent	1	2.00%
	1	2.00%
Total Incident Count:	50	

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



Waterford Fire Department Mutual Aid Received Report (Summary)

Alarm Date Between (07/01/2022) and (06/30/2023)

Incident Type	Count	% of Incidents
East Lyme		
Emergency Medical Calls	4	11.76%
Fire Incidents	2	5.88%
Motor Vehicle Accidents	2	5.88%
	8	23.53%
Montville		
Fire Incidents	1	2.94%
	1	2.94%
New London		
Emergency Medical Calls	10	29.41%
Fire Incidents	7	20.59%
Motor Vehicle Accidents	3	8.82%
Service Call	1	2.94%
	21	29.41%
Chesterfield		
Motor Vehicle Accidents	1	2.94%
	1	2.94%
Poquonnock Bridge		
Fire Incidents	2	5.88%
Service Call	1	2.94%
	3	8.82%
Total Incident Count:	34 ***	

***The total count is 28 calls, as there were 4 incidents where M/A was received from multiple towns simultaneously.

1 call - 3 companies

4 calls - 2 companies

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



FIRE DEPARTMENT
Program and Service Fee Assessment

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

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

CHARGES FOR SERVICES:

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

The following charges are found in Ordinance 2.36.075 Fire Marshal fee schedule and enforcement. This ordinance went into effect 1/1/2024.

BURN PERMITS: \$25.00

INSPECTIONS:

Initial Fee: \$25.00 - \$250.00

Renewal Fee: \$ 0.00 - \$200.00

PLAN REVIEWS:

Building:

Up to 2,000 sq. ft. = \$100.00

≥ 250,001 sq. ft. = \$6,000.00

Fire Alarm System:

Up to 2,000 sq. ft. = \$100.00

≥ 250,001 sq. ft. = \$3,000.00

Sprinkler System:

Up to 2,000 sq. ft. = \$100.00

≥ 250,001 sq. ft. = \$2,800.00

Backup information, Ordinance 2.36.075, can be found at the end of 52000 section.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



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: FIRE SERVICES

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Penalties	750					\$ -
Inspection Fees	0	0	0	0	1,500	\$ 1,500.00
Plan Review Fees	0	0	0	0	4,500	\$ 4,500.00
Burning Permit	0	0	0	0	700	\$ 700.00
Explosives Permit	300	480	0	0	600	\$ 600.00
Freedom of Information	10	25	15	5	20	\$ 5.00
TOTALS	\$ 1,060.00	\$ 505.00	\$ 15.00	\$ 5.00	\$ 7,320.00	\$ 7,305.00

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
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: Fire Services

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
AFG	0	0	91,392		(91,392)
SAFER	0	0	0		0
FP&S	0	0	22,571		(22,571)
					0
MISC					0
					0
					0
TOTALS	0	0	113,963	0	(113,963)

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



INVENTORY UPDATE
EQUIPMENT AND VEHICLES IN EXCESS OF \$1,000

Department/Agency: **Fire Department**

Budgeted acquisition - January 1, 2023 through January 1, 2024:

<u>DESCRIPTION OF ITEM</u>	<u>DATE OF ESTIMATED PURCHASE</u>	<u>ESTIMATED COST</u>	<u>LOCATION</u>
Firefighter Protective Clothing	10/2023	\$3,480	F/T Firefighter
Firefighter Protective Clothing	10/2023	\$3,480	F/T Firefighter
Firefighter Protective Clothing	10/2023	\$3,480	F/T Firefighter
Firefighter Protective Pants	09/2023	\$1,212	F/T Firefighter
Firefighter Protective Clothing	10/2023	\$3,480	P/T Firefighter
Firefighter Protective Clothing	07/2023	\$3,480	Volunteer FF
Firefighter Protective Clothing	07/2023	\$3,480	Volunteer FF
Firefighter Protective Clothing	07/2023	\$3,480	Volunteer FF
Clean Space Mask	08/2023	\$1,253	Fire Inspector
Hazard House (FEMA Grant)	10/2023	\$6,990	Fire Prevention
Hazard Kitchen (FEMA Grant)	10/2023	\$3,590	Fire Prevention
4-Room Fire House (FEMA Grant)	11/2023	\$11,020	Fire Prevention

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



BUDGET EXPLANATIONS BY CATEGORY

1000 Series: PERSONNEL

10123-51110 Administration:

The salaries in this line item contain those of the Director of Fire Services and Fire Marshal. These salaries were in conformance with the Non-Union Management Wage Schedule approval effective December 4, 2023 and expires on June 30, 2024. The salary, longevity and sick incentive for each position is shown on the FY2025 Fire Department - Personnel Worksheet. The increase presented is based on the NUMP Wage Schedule.

Expended FY23 - \$234,206 Expended FY22 - \$196,014 Expended FY21 - \$285,451

FY 24-25 Total Administration = \$200,611

10123-51120 Inspection/Prevention:

The salary in this line item contains that of the Fire Inspector. The salary is in conformance with the Waterford Professional Firefighters Association's Collective Bargaining Agreement approval effective December 6, 2021 and expires on June 30, 2024. The salary and longevity for the position is shown on the FY24-25 Fire Department - Personnel Worksheet.

Expended FY23 - \$79,721 Expended FY22 - \$78,986 Expended FY21 - \$77,144

FY 24-25 Total Inspection/Prevention = \$83,385

10123-51210 Clerical/Technical:

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

The other salary in this line item contains that of the Community Safety Educator. This salary is in conformance with the Non-Union Management Professional salary schedule approval effective December 4, 2023 and expires on June 30, 2024.

The salary for each position is shown on the FY24-25 Fire Department – Personnel Worksheet. The increase presented is based on the current NUMP Wage Schedule.

Expended FY23 - \$151,918 FY22 - \$147,019 Expended FY21 – \$127,394

FY 24-25 Total Clerical/Technical = \$167,150

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



10123-51240 Educational Incentive:

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

Expended FY23 - \$12,400

Expended FY22 - \$16,750

Expended FY21 - \$17,620

FY 24-25 Total Education Support and Incentive = \$13,240

10123-51410 Firefighting – Full Time:

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

FY 24-25 Total Full Time Firefighters = \$1,287,338

10123-51412 Firefighting – Part Time:

The salaries in this line item contain that of twelve part time firefighters. The schedule of hours for the part time positions can be found on the FY24-25 Firefighter Schedule. These salaries are in conformance with the Season/Occasional Wage Schedule approval effective May 2022 allowing Part time firefighters to work up to twenty five hours a week. Part time firefighters cover Quaker Hill, Goshen, and Oswegatchie Fire Stations.

FY 24-25 Total Part Time Firefighters = \$175,000

Expended FY23 - \$1,352,737

Expended FY22 - \$1,289,556

Expended FY21 - \$1,276,714

FY 24-25 Total Combined Firefighting = \$1,462,338

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



10123-51411 Volunteer Incentive Program:

This line item is to provide for the Volunteer Incentive Program approved by the Representative Town Meeting on October 5, 2020. This program is currently based on \$7.00 per call for active volunteer firefighters and fire police. This incentive was reviewed each quarter to determine if this new program is working. This program was recommended to the Public Safety Committee for review and modifications by the Director. These recommendations were approved and brought forward to RTM for approval in April 2023. This current program can be referenced in detail in ordinance number 2.36.080 giving our volunteers better benchmarks in responding and training. This program also gives a better program for our Fire Police that are very active in Waterford.

Expended FY23 - \$34,873

Expended FY22 - \$21,805

Expended FY21 - \$23,878

FY 24-25 Total Education Support and Volunteer Incentive = \$50,000

10123-51810 Overtime Callbacks:

This line item has been broken down this year to reflect areas and track overtime better. The use of overtime is avoided if and whenever possible, however as is the case in most departments, at times it is unavoidable due to contractual agreements.

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

Expended FY23 - \$263,815

Expended FY22 - \$256,665

Expended FY21 - \$273,755

FY 24-25 Total Overtime = \$8,000

10123-XXXXX Inspector(s) Overtime:

This line item is created to track the overtime of fire investigations, inspections outside of normal hours, firework inspections, etc.

Expended FY23 -

Expended FY22 - \$0

Expended FY21 - \$0

FY 24-25 Total Inspector Overtime = \$5,000

10123-XXXXX Replacement Overtime:

This line is created to track the overtime for shift coverage when firefighters are on vacation, sick, or personal leave. This would include jury duty and bereavement.

Expended FY23 -

Expended FY22 - \$0

Expended FY21 - \$0

FY24-25 Total Replacement Overtime = \$165,000

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



10123-XXXXX Training Overtime:

This line is created to track the overtime associated with attending classes when the training occurs during non-shift hours. Added training cost does reflect in a positive way on our ISO rating.

Expended FY23 -

Expended FY22 - \$0

Expended FY21 - \$0

FY24-25 Total Training Overtime = \$10,000

10123-51920 FICA:

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

Expended FY23 - \$150,110

FY22 - \$145,772

Expended FY21 - \$151,651

FY 24-25 Total FICA = \$165,601

PERSONNEL SUMMARY- 5 Year History

<u>Category</u>	<u>Class</u>	<u>Number of Employees</u>				
		<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
Director of Fire Services	NUMP	1	1	1	1	1
Assistant Chief	NUMP	0	0	0	0	0
Fire Marshal	NUMP	1	1	1	1	1
Fire Inspector	FF-CBA	1	1	1	1	1
Office Coordinator I	AS-10	1	1	1	1	1
Clerk/Typist III	AS-6	1	1	1	1	1
Community Safety Educator	MP-3	1	1	1	1	1
Firefighter	FF-CBA	8	8	10	12	15
Part-time Firefighter	PT					9
TOTAL NUMBER OF CATEGORIES:		7	7	7	7	8
TOTAL NUMBER OF EMPLOYEES:		14	14	16	18	30

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



TOWN OF WATERFORD PERSONNEL WORKSHEET - Fire Services 2024-2025 FISCAL YEAR

									LINE 51920
DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	BUDGET SALARY 2023/2024	SALARY 2024/2025	LONGEVITY	SICK INCENTIVE	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION									
06/07/21	Director of Fire Services	Salary	N/A	104,551	107,577			107,577	8,230
	Assistant Fire Chief	Salary	N/A	0				0	0
06/19/08	Fire Marshal	Salary	N/A	89,980	92,584	450		93,034	7,117
	TOTALS			194,531	200,161	450	0	200,611	15,347
51120 - INSPECTION									
09/19/05	Fire Inspector	40	39.7200	82,618	82,935	450	0	83,385	6,379
	Fire Inspector	40	36.0000	0				0	0
	TOTALS			82,618	82,935	450	0	83,385	6,379
51210 - CLERICAL/TECHNICAL									
04/11/05	Office Coordinator I	35	34.4110	62,628	64,441	350	0	64,791	4,957
07/11/16	Clerk Typist III	35	28.3100	51,524	53,015	0	0	53,015	4,056
11/18/13	Community Safety Educator	25	35.7200	47,481	48,855	489	0	49,344	3,775
	TOTALS			161,633	166,311	839	0	167,150	12,787
51240 - EDUCATIONAL INCENTIVE									
	Administration			1,220	0	0		0	0
	Fire Inspection			1,310	360	0		360	28
	Firefighters			3,220	1,880	0		1,880	144
	Professional Education			6,000	6,000	0		6,000	459
	Tuition Reimbursement			5,000	5,000	0		5,000	383
	TOTALS			16,750	13,240	0	0	13,240	1,013
51410 - FIREFIGHTING									
08/02/93	Captain	56	39.3800	114,675	115,116	600		115,716	8,852
09/10/01	Captain	56	39.3800	114,675	115,116	600		115,716	8,852
09/19/05	Firefighter(Promoted to Insp.)	56	37.8325	110,168		0		0	0
07/17/06	Captain	56	39.3800	114,675	115,116	450		115,566	8,841
01/03/11	Firefighter	56	30.4100	88,554	88,895	300		89,195	6,823
08/13/18	Firefighter	56	27.3400	79,614	79,920			79,920	6,114
07/15/19	Firefighter	56	27.3400	79,614	79,920			79,920	6,114
07/15/19	Firefighter	56	27.3400	79,614	79,920			79,920	6,114
08/02/21	Firefighter	56	26.5700	77,372	77,669			77,669	5,942
02/15/22	Firefighter	56	24.1100	70,208	72,526			72,526	5,548
02/15/22	Firefighter	56	24.1100	70,208	72,526			72,526	5,548
10/05/22	Firefighter (Resigned)	56	21.0000		0			0	0
07/17/23	Firefighter	56	21.0000	61,152	65,829			65,829	5,036
07/24/23	Firefighter	56	21.0000	61,152	65,740			65,740	5,029
07/31/23	Firefighter	56	21.0000	61,152	65,652			65,652	5,022
08/14/23	Firefighter	56	21.0000	61,152	65,475			65,475	5,009
10/23/23	Firefighter	56	21.0000	61,152	64,590			64,590	4,941
NEW	Firefighter	56	21.0000		61,378			61,378	4,695
	TOTALS			1,305,137	1,285,388	1,950		1,287,338	98,481

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: FIRE SERVICES



TOWN OF WATERFORD
PERSONNEL WORKSHEET - Fire Services
2024-2025 FISCAL YEAR
(cont.)

51412 - PART TIME FIREFIGHTING									
Part Time Firefighters	9000hrs	27	220,000	198,000				198,000	15,147
TOTALS			220,000	198,000				198,000	15,147
51411 - Volunteer Incentive Program									
			Per Point						
Volunteer Firefighters	Various	7.0000	50,000	50,000				50,000	3,825
TOTALS			50,000	50,000				50,000	3,825
51810 - OVERTIME									
Fire Inspector(s)			5,500	5,500				5,500	421
Firefighters Call Backs			240,000	12,500				12,500	956
Firefighters Replacement				200,000				200,000	15,300
Firefighters Training				15,500				15,500	1,186
TOTALS			245,500	233,500				233,500	17,863
TOTALS - FIRE SERVICES			2,276,169	2,229,535	3,689	0		2,233,224	170,842

LINE 52370

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TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



FIREFIGHTER SCHEDULE
FISCAL YEAR 24-25

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jordan							
Shift (2) FT/FF	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30
Shift (2) FT/FF	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30
Cohanzie							
Shift (2) FT/FF	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30	07:30 - 17:30
Shift (2) FT/FF	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30	17:30 - 07:30
Oswegatchie							
Shift (2) PT/FF	6a-2p 2p-10p	6a-2p	6a-2p	6a-2p	6a-2p	6a-2p	6a-2p 2p-10p
Quaker Hill							
Shift (1) PT/FF			8a-4p		8a-4p		8a-4p
Goshen							
Shift (1) PT/FF	8a-4p						8a-4p

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



2000 Series: SERVICES

10123-52010 Advertising:

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

Expended FY23 - \$0 Expended FY22 - \$1,159 Expended FY21 - \$380

FY 24-25 Total Advertising = \$400

10123-52020 Postage:

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

Expended FY23 - \$324 Expended FY22 - \$245 Expended FY21 - \$216

FY 24-25 Total Postage = \$250

10123-52030 Professional Fees:

Background Checks - These funds are utilized to cover the expenses incurred to conduct proper volunteer and employment background checks for our career and part time firefighters, these are performed in conjunction with the Human Resources department. Anticipating approximately 40 background checks @ \$62.50) per event based on prior year(s) averages.

Expended FY23 - \$2,556 Expended FY22 - \$2,653 Expended FY21 - \$4,537

FY 24-25 Total Professional Fees = \$2,500

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



10123-52040 Service Contracts & Repairs:

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

Office Service	<u>Cost/Year</u>
Copier Lease - \$157.50/Month	\$1,890
Copies - Estimated 60,000 - \$.0065 p/c	\$390
Annual Service	<u>Cost/Year</u>
FIT Test Calibration	\$1,000
Contract Items	<u>Cost/Year</u>
Rug Cleaning (Oswegatchie)	\$1,505
Maintenance of Garage Doors	\$4,130
Non-Contract Items	<u>Cost</u>
Encoder Repairs - 2 Units (\$95)	\$190
Knox Box - 6 Units (\$175)	\$1,050
Knox Box - 6 Padlocks (\$85)	\$510
FIT Test Supplies	\$500
Traffic Light Pre-Emption System	\$2,500
Equipment Repairs	\$7,335
Summary of Service Contracts & Repairs	<u>Cost/Year</u>
Office Service	\$2,280
Annual Service	\$1,000
Contract Items	\$5,635
Non-Contract Items	\$12,085

Expended FY23 - \$10,607

Expended FY22 - \$7,033

Expended FY21 - \$14,400

FY 24-25 Total Service Contracts & Repairs = \$21,000

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10123-52050 Association Dues/Conferences/Education:

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

Subscriptions	<u>Cost</u>
NFPA Code Services Subscription	\$1,500
NFPA Handbooks	\$250
International Code Council Code Books	\$250
 Materials & Manuals	 <u>Cost</u>
IFSTA/J&B Training Manuals	\$1,000
Training Materials/DVD's	\$1,000
 Dues	 <u>Cost</u>
National Fire Protection Association	\$175
International Code Council	\$175
National Fire Sprinkler Association	\$150
International Association of Fire Chiefs	\$340
Connecticut Fire Marshals Association	\$150
CSFA	\$160
CT Fire Chiefs' Association	\$60
New London County Fire Chiefs' Association	\$485
New England Association of Fire Marshals	\$25
International Association of Arson Investigators	\$50
CT Fire Department Instructor Association	\$30
CT State Firefighters Association	\$400
 F/T Staff Training	 <u>Cost</u>
OSHA Recertification Training (6 members)	\$1,000
EMT Concert Program - Refresher (6 members)	\$1,500
Fire Service Instructor II (2 members)	\$900
Fire Officer II/III (2 members)	\$900
Pump & Aerial Operator (4 members)	\$1,400
Safety Officer (2 members)	\$300
Fire/Arson Investigation (2 members)	\$500
Live Fire Training	\$500

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Fire Company - Training Courses	<u>Cost</u>
Firefighter Training	\$3,500
Fire Officer Training	\$2,000
OSHA Recertification Training (5 Sessions)	\$1,500
HazMat Recertification Training (5 Sessions)	\$1,500
Aerial Operator/Strategy & Tactics	\$2,000
Pump Operator/Basic Pump Operations	\$2,000
Driver Training/Q Endorsement	\$1,500

Fire Company - Training Courses (cont.)	<u>Cost</u>
Fire Police	\$800
Junior Member Training	\$1,500
Rescue Technician Training	\$2,000
Live Fire Training	\$3,500
Rescue Week & June School	\$3,000

Summary of Dues, Conferences & Educ.	<u>Cost/Year</u>
Subscriptions	\$2,000
Materials & Manuals	\$2,000
Dues	\$2,200
Training	\$7,000
Training Courses	\$24,800

Expended FY23 - \$47,958 Expended FY22 - \$34,450 Expended FY21 - \$24,686

FY 24-25 Total Association Dues/Conferences/Education = \$38,000

10123-52060 Printing:

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

Expended FY23 - \$60 Expended FY22 - \$13 Expended FY21 - \$26

FY 24-25 Total Printing Expenses = \$100

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10123-52070 Reimbursable Expenses:

This request shall be utilized for unexpected out-of-pocket expenses not covered in other line items and reimbursement for use of personal vehicles for town business at \$.67 per mile.

Expended FY23 - \$99

Expended FY22 - \$414

Expended FY21 - \$0

FY 24-25 Total Reimbursable Expenses = \$1,000

10123-52080 Telephone:

This request will be utilized for telephone service for the Public Safety Complex as well as the five fire stations, including cellular service. The large increase is from the iPads in the fire apparatus, the first year was covered through ARPA funds. The expense breakdown has been provided:

Expended FY23 - \$18,338

Expended FY22 - \$16,092

Expended FY21 - \$18,817

FY 24-25 Total Telephone = \$29,500

FIRE DEPARTMENT

Telephone Expenses

FY 22-23

Telephone Expense

FMO (Cell Phones)	\$2,256.51
FMO (2 New iPads)	\$773.78
Jordan Fire Company	\$2,978.31
Quaker Hill Fire Company	\$3,618.55
Goshen Fire Company	\$2,551.21
Oswegatchie Fire Company	\$2,807.67
Cohanzie Fire Company	\$3,351.73
TOTAL	\$18,337.76

FY 21-22

Telephone Expense

FMO (Cell Phones)	\$2,011.07
Jordan Fire Company	\$2,696.14
Quaker Hill Fire Company	\$3,461.60

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Goshen Fire Company	\$2,164.25
Oswegatchie Fire Company	\$2,585.04
Cohanzie Fire Company	<u>\$3,173.81</u>
TOTAL	\$16,091.91

FY 20-21 Telephone Expense

FMO (Cell Phones)	\$3,753.36
Jordan Fire Company	\$2,705.35
Quaker Hill Fire Company	\$4,333.93
Goshen Fire Company	\$2,253.52
Oswegatchie Fire Company	\$2,617.53
Cohanzie Fire Company	<u>\$3,153.17</u>
TOTAL	\$18,816.86

10123-52090 Heating Oil:

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

Expended FY23 - \$0 Expended FY22 - \$0 Expended FY21 - \$32,472

Total Heating Oil = \$0

10123-52100 Electricity:

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

Expended FY23 - \$0 Expended FY22 - \$0 Expended FY21 - \$61,966

Total Electricity = \$0

10123-52110 Water:

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

Expended FY23 - \$0 Expended FY22 - \$0 Expended FY21 - \$5,368

Total Water = \$0

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10123-52120 Sewer:

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

Expended FY23 - \$0 Expended FY22 - \$0 Expended FY21 - \$8,104

Total Sewer = \$0

10123-52290 Public Safety Awareness:

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

Expended FY23 - \$3,479 Expended FY22 \$2,248 Expended FY21 - \$410

FY 24-25 Total Public Safety Awareness = \$4,000

10123-52310 Examinations:

This request will be utilized to provide OSHA/NFPA required physicals for all firefighters who are certified in the use of self-contained breathing apparatus and interior structural firefighting. Additional tests may be required and conducted at the discretion of the Physician during the physical examination. Fitness for Duty testing is also conducted from this line item. Anticipating 25 firefighters @ \$400 per physical in FY24.

Expended FY23 - \$8,207 Expended FY22 - \$7,519 Expended FY21 - \$5,373

FY 24-25 Total Examinations = \$10,000

10123-52320 Fire Hydrants/Water System Contract:

This request will be utilized to cover the expense of the Water System Contract with the City of New London and Veolia Water. Unfortunately we are seeing increases again this year due to State mandated requirements. An increase of 7% is estimated for budgeting.

1,102 Hydrants @ \$525.40ea \$579,000

Expended FY23 - \$540,950 Expended FY22 - \$450,806 Expended FY21 - \$450,806

FY 24-25 Total Fire Hydrants = \$579,000

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10123-52370 Clothing Allotment:

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

Director	\$980
Assistant Chief	\$0
Fire Marshal	\$980
Fire Inspector	\$980
Fire Safety Instructor	\$250
Fire Fighters (16 full-time) @ \$970.00	\$15,520
Fire Fighters (12 part-time)@ \$357.50	\$4,290

Expended FY23 - \$20,756

Expended FY22 - \$20,178

Expended FY21 - \$10,668

FY 24-25 Total Clothing Allowance = \$23,000

10123-52371 Fire Police:

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

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

Expended FY23 - \$575

Expended FY22 - \$4,837

Expended FY21 - \$21

FY 24-25 Total Fire Police = \$1,250

10123-52372 Insurance - Fire Companies:

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

Expended FY23 - \$139,269

Expended FY22 - \$142,680

Expended FY21 - \$134,223

FY 24-25 Total Insurance - Fire Companies = \$142,000

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10123-52373 LP-Gas:

This request will be utilized for propane fuel for kitchen stoves and gas grills. The figures used are from a three-year average consumption. Fire Services has explored the possibility of becoming a part of the Board of Education contract price and supplier in FY23-24. This has been completed and we are joining that contracted pricing. We are working on changing fire companies over.

Expended FY23 - \$1,940

Expended FY22 - \$3,593

Expended FY21 - \$3,258

FY 24-25 Total LP-Gas = \$5,600

FIRE DEPARTMENT
Consolidated LP-Gas Usage Summary
FY22-23

DEPARTMENT	Amount	Quantity
Jordan Fire Company 89 Rope Ferry Road	\$903.82	370.4
Quaker Hill Fire Company 17 Old Colchester Road	\$0.00	0.0
Goshen Fire Company 63 Goshen Road	\$330.13	152.8
Oswegatchie Fire Company 441 Boston Post Road	\$67.16	26.6
Cohanzie Fire Company 53 Dayton Road	\$527.35	240.9
GRAND TOTALS:	\$1,828.46	790.7

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10123-52374 Cable Television:

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

Expended FY23 - \$7,511

Expended FY22 - \$7,042

Expended FY21 - \$6,983

FY 24-25 Total Cable Television = \$7,500

10123-52375 Ladder Testing/Repairs:

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

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

Expended FY23 - \$3,534

Expended FY22 - \$7,177

Expended FY21 - \$5,919

FY 24-25 Total Ladder Testing/Repairs = \$7,800

10123-52376 Hydraulic Tools Testing/Repairs:

This request will be utilized for the required annual testing, certification and repairs of all hydraulic tools and equipment. We are now out of the 1st year maintenance with new equipment which is reflected in last year's \$0.00 cost.

Expended FY23 - \$0

Expended FY22 - \$418,125

Expended FY21 - \$1,935

FY 24-25 Total Hydraulic Tools Testing/Repairs = \$3,200

10123-52377 SCBA Testing/Repairs:

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

Annual Flow Testing (96 @ \$65)	\$6,240
Maintenance & Repairs	\$3,560

Expended FY23 - \$18,938

Expended FY22 - \$10,102

Expended FY21 - \$11,861

FY 24-25 Total SCBA Testing/Repairs = \$9,800

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10123-52378 Building Maintenance:

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

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

Expended FY23 - \$81,796

Expended FY22 - \$71,717

Expended FY21 - \$71,338

FY 24-25 Total Service Building Maintenance = \$84,000

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

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

Fire Hose	35,000 feet	=	\$7,700
Nozzles & Appliances	175 Units	=	\$2,250

Expended FY23 - \$8,402

Expended FY22 - \$0

Expended FY21 - \$7,539

FY 24-25 Total Fire Hose Testing/Repairs = \$9,950

10123-52387 Fire Pump Testing:

This request will be utilized for the annual testing and certification of the ten (10) apparatus' fire pumps at the cost of \$450 per unit.

Expended FY23 - \$1,200

Expended FY22 - \$1,200

Expended FY21 - \$2,475

FY 23-24 Total Fire Pump Testing = \$4,500

**TOWN OF WATERFORD
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10123-XXXXX OSHA Compliance:

This is a new line to better track costs associated with OSHA compliance costs.

Expended FY23 - \$1,200

Expended FY22 - \$2,475

Expended FY21 - \$3,000

FY24-25 Total OSHA Compliance = \$1,800

10123-52392 Emergency Generator Maintenance/Repairs:

This request will be utilized for annual maintenance and repairs for fire station emergency generators. We are part of the contract for all Town generators for service.

Inspection Contract \$1,725

Repairs \$7,775

Expended FY23 - \$11,569

Expended FY22 - \$15,289

Expended FY21 - \$1,690

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

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2000 Series: Back-up Documents

Connecticut Fire Chiefs Association

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

National Fire Protection Association

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

International Code Council

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

National Fire Sprinkler Association

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

National Volunteer Fire Council

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

International Association of Fire Chiefs

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

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International Association of Arson Investigators

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

Connecticut Fire Marshals Association

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

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

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

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

Firefighter I - \$1250
Flashover Survival - \$120
Building Construction - \$65

Firefighter II - \$950
Fireground Survival - \$165

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

Fire Officer I - \$440

Fire Officer II - \$385

Fire Officer III - \$410

Strategy & Tactic Workshops - \$85

Incident Health & Safety Officer - \$140

Health & Safety Officer - \$140

RIT Command & Control - \$45

Traffic Incident Management - \$55

OSHA Recertification

Safety Presentation

Personal Protective Equipment Inspection

Annual SCBA FIT Test

Operating Guidelines/Policy Review

Accountability System Review

Emergency Vehicle Operations Refresher

HazMat Operational Refresher

HazMat Practical Exercise

Bloodborne Pathogens Refresher

CPR/AED Review/Recertification

Lucas II / Epi-Pen Refresher

HIPPA Requirements Review

HazMat Technician

WMD Awareness - \$100

HazMat Operational - \$300

HazMat Technician - \$475

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

Q Endorsement - \$475

Basic Pump Operation - \$150

Aerial Strategy & Tactics - \$300

Tanker Shuttle Operations - \$110

Pump Operator - \$450

Aerial Operator - \$450

Fire Instructor

Public Information Officer - \$165

Fire Instructor I - \$430

Fire Instructor II - \$430

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Rescue Technician

Cold Water Rescue - \$90

Rescue Technician I/II-Rope Rescue - \$600

Rescue Technician I/II-Vehicle/Machinery - \$550

Rescue Technician I/II-Core - \$465

Rescue Technician I/II-Trench Rescue - \$550

Rescue Technician I/II-Confined Space- \$525

Emergency Medical

Emergency Medical Responder - \$385

Emergency Medical Technician - \$1,150

EMR/EMT Refresher (2/3years) - \$525

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FEMA / Emergency Management Institute (EMI)

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

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

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

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

ICS and NIMS Courses

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

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

June Fire School

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

Rescue Week

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

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Title 2 – ADMINISTRATION AND PERSONNEL

Chapter 2.36 – FIRE SERVICE

2.36.075 – Fire Marshal fee schedule and enforcement.

- A. *Purpose.* The purpose of this fee schedule is to allow the Town of Waterford Fire Marshal's Office to collect fees in connection with the Fire Marshal's fire inspection and plan review responsibilities and other activities within the boundaries of the Town of Waterford, Connecticut, that are regulated by the Waterford Town Ordinances, the State Fire Safety Code, the State Fire Prevention Code, the Connecticut General Statutes and/or the regulations promulgated by the Office of the State Fire Marshal or the Department of Emergency Services and Public Protection.
- B. *Fee schedule for Fire Marshal duties.* Pursuant to Connecticut Agencies Regulations 29-291a-7a(g), the Fire Marshal shall adopt a fee schedule for certain prescribed duties in accordance with the Connecticut State Fire Prevention Code. Fees may be assessed for functions including, but not limited to, permits, plan reviews, inspections, and special events. Such fees may be modified as deemed necessary by the Fire Marshal. Such proposed modifications shall be submitted to the RTM for its approval and the RTM's consideration of said modifications shall serve as notice of changes to this fee schedule.
- C. *Posting of fee schedule.* The Fire Marshal shall post the current fee schedule, in public view, at the Office of the Fire Marshal, the Office of the Building Department, and on the Town's website. Any Occupancy existing on the adoption date of this ordinance shall be exempt from Initial Fees but shall be subject to Renewal Inspections and Fees.
- D. *Exemption from fee liability.* All boards and agencies of the Town of Waterford, including the use of private fire company properties used for fire protection services, shall be exempt from -the payment of fees pursuant to this Chapter.
- E. *Enforcement of State Fire Prevention Code.* When the Fire Marshal ascertains that there exists in any building, or upon any premises, a condition that violates the State Fire Prevention Code, the Fire Marshal shall enforce such State Fire Prevention Code in accordance with Connecticut General Statutes Section 29-291(c) and may impose any penalties and/or fines as set forth therein, as may be amended from time to time.
- F. *Activity fees—certification/license inspections.* When the Office of the Fire Marshal performs an inspection that requires official certification issued from the Office, a fee shall be charged for such inspection prior to the issuance of a certificate. The fees for such inspection noted below shall apply. All other fees for inspections, reviews, or services must be submitted with applications for such services. Government, public education and nonprofit organizations are exempt from fees but are still subject to inspections as required.

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Type of Occupancy	Initial Fee	Renewal Fee
Assembly use, liquor license	\$100	\$50
Carnival/Fair	\$100	N/A
DCF Code Compliance	\$50	\$25
Educational Facilities (Private)	\$100	\$50
Hood & Extinguishing Systems	\$100	\$50
Nursing and Convalescent Homes	\$250	\$100
Residential Board and Care	\$250	\$100
Day Care Facilities	\$100	\$50
Type of Occupancy	Initial Fee	Renewal Fee
Group Day Care (Home)	\$100	\$50
Hotel/Motel	\$200	\$100
Bed & Breakfast	\$100	\$50
Dry Cleaning Facilities	\$100	\$50
Retail Fireworks/Sparkler	\$200	\$200
Elevator Certification	\$100	N/A
Hazardous Materials Transport	\$50	\$50
Blasting Permits (set by State Statute)	\$60	N/A
Propane Filling Station	\$75	\$25
Propane Tank Installation	\$50	N/A
Propane Tank Use at Events	\$25	N/A
Burning Permits	\$25	N/A
Oil Tank Removal <1000 gal	\$100	N/A
Oil Tank Removal >1000 gal	\$250	N/A

G. *Plan review fees.* Whenever any person, firm, business or other entity submits a plan in connection with a building permit for review and/or approval from the Office of the Fire Marshal, the fees for said review and/or approval shall be based on aggregate building square footage as set forth below.

Independent plan review may be required on any project.

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Building plan review

- (a) Up to 2,000 square feet: \$100
- (b) 2,001 square feet to 4,999 square feet: \$175
- (c) 5,000 square feet to 9,999 square feet: \$350
- (d) 10,000 square feet to 20,000 square feet: \$650
- (e) 20,001 square feet to 50,000 square feet: \$850
- (f) 50,001 square feet to 100,000 square feet: \$1250
- (g) 100,001 square feet to 250,000 square feet: \$2500
- (h) 250,001 square feet or greater: \$6000

Fire alarm system plan review (square footage of area being protected)

- (a) Up to 2,000 square feet: \$100
- (b) 2,001 square feet to 4,999 square feet: \$120
- (c) 5,000 square feet to 9,999 square feet: \$200
- (d) 10,000 square feet to 20,000 square feet: \$350
- (e) 20,001 square feet to 50,000 square feet: \$750
- (f) 50,001 square feet to 100,000 square feet: \$950
- (g) 100,001 square feet to 250,000 square feet: \$2000
- (h) 250,001 square feet or greater: \$3000

Sprinkler system plan (square footage of area being protected)

- (a) Up to 2,000 square feet: \$100
- (b) 2,001 square feet to 4,999 square feet: \$120
- (c) 5,000 square feet to 9,999 square feet: \$200
- (d) 10,000 square feet to 20,000: \$650
- (e) 20,001 square feet to 50,000 square feet: \$750
- (f) 50,001 to 100,000 square feet: \$950
- (g) 100,001 square feet to 250,000 square feet: \$1250
- (h) 250,001 square feet or greater: \$2800

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



Food service type I hood system (includes final acceptance inspection) \$75

Hood, Duct, & Suppression Systems:

Kitchen suppression system (wet chemical)	\$100
Other special Suppression System	\$100
Hood & Ductwork (mechanicals)	\$100

- H. *Plan review compliance.* Any plans for buildings may be required to have an independent plan review, as determined at the sole discretion of the Office of the Fire Marshal. The independent plan review may be conducted by a plan reviewer hired by the applicant and subject to the approval of the Office of the Fire Marshal. The applicant shall pay all costs associated with the contracted plan reviewer's independent review and any fees associated with the Waterford Fire Marshal's office. The applicant shall submit the plan reviewer's written report prior to the Office of the Fire Marshal's review and approval of any such plan. The Office of the Fire Marshal has the final authority to modify submitted plans.

The Office of the Fire Marshal shall have 30 days to complete the review of such submitted drawings and shall provide in writing authorization to release a building permit from the Town of Waterford Building Official in accordance with Connecticut General Statutes § 29-263.

When the review is completed and the plan fully complies with the Connecticut State Fire Safety Code, a Plan Review Report shall be provided to the applicant. In addition, a recommendation for permit shall be forwarded to the Building Official.

Fire Marshal inspections shall be required at various phases of the construction process and shall be specified on the Plan Review Report. Once all required inspections have been conducted and passed, the Fire Marshal shall forward a recommendation for a Certificate of Occupancy to the Building Official.

- I. *Billing and enforcement.* No permit or required certificate shall be issued to any party until the fee for such permit or certificate has been submitted with the appropriate application. All fees shall be payable by check only, made out to "Town of Waterford Fire Marshal's Office."

The Town of Waterford may take any enforcement action necessary to obtain compliance with this ordinance.

(Amend. of 12-04-23)

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



3000 Series: MATERIALS/SUPPLIES

10123-53010 Office Supplies:

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

Fire Prevention	\$500
Fire Stations	\$500

Expended FY23 - \$1,062

Expended FY22 - \$519

Expended FY21 - \$903

FY 24-25 Total Office Supplies = \$1,000

10123-53020 Other Supplies:

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

Public Safety	\$2,000
Fire Stations	\$8,000

Expended FY23 - \$10,135

Expended FY22 - \$11,226

Expended FY21 - \$24,290

FY 24-25 Total Other Supplies = \$10,000

10123-53021 Consumables:

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

Expended FY23 - \$5,481

Expended FY22 - \$5,488

Expended FY21 - \$4,131

FY 24-25 Total Consumables Expenses = \$4,500

10123-53070 Auto Repairs:

This request will be utilized for the repair costs of all apparatus and vehicles assigned to the Fire Service. Apparatus fleet. Repairs is an ongoing challenge both in cost and acquiring parts causing extended down times. Fire Services is also working closer with Purchasing and went out to Bid for the first time last fiscal year. This process guaranteed Fire Services a 3 year contract with the option to renew 2 vendors for service and repairs. We now use two vendors for service instead of five or six.

Expended FY23 - \$190,637

Expended FY22 - \$120,969

Expended FY21 - \$111,849

FY 24-25 Total Auto Repairs = \$110,000

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



10123-XXXX Marine Repairs:

This line is new broken off of auto repairs to better track repairs on marine units.

Expended FY23 - \$15,600

Expended FY22 - \$0

Expended FY21 - \$0

FY 24-25 Total Marine Repairs = \$5,000

10123-XXXX Tires:

This line is new broken off of auto repairs to better track tire costs and replacement plans.

Expended FY23 - \$9,787

Expended FY22 - \$0

Expended FY21 - \$0

FY 24-25 Total Tires = \$7,000

10123-53080 Automotive Maintenance:

This request will be utilized for the preventive maintenance of all vehicles and apparatus assigned to Fire Services. This fiscal year we started an aggressive preventative program of undercoating all apparatus to prevent rusting and decaying of equipment. Fire apparatus fleet costs are also increasing due to aging equipment, industry standards, and Federal DOT requirements on annual inspections. The following is a summary of these costs but not all inclusive.

<u>Federal DOT Inspections 49 CFR 396.17</u>	\$ 125
<u>Chassis Service</u>	\$ 475
<u>Pump Service</u>	\$ 375
<u>Brake Inspection</u>	\$ 630
<u>Aerial Truck Service</u>	\$1,300
<u>Apparatus Undercoating</u>	\$ 250
<u>Annual NFPA Pump Service</u>	\$ 450
<u>Tires</u>	\$4,700

Expended FY23 - \$36,055

Expended FY22 - \$0

Expended FY21 - \$0

FY 24-25 Total Automotive Maintenance = \$20,000

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



10123-53090 Fuels Gasoline & Diesel Fuel:

Fuel consumption for a 12 month period follows:

Gasoline - 2,266.4 gallons

Diesel - 12,560.0 gallons

3,000 gallons of gasoline @ \$ 2.4776 per gallon.

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

Expended FY23 - \$41,537

Expended FY22 - \$23,607

Expended FY21 - \$20,647

FY 24-25 Total Gasoline & Diesel Fuel = \$42,000

10123-53110 Computer Supplies:

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

Expended FY23 - \$610

Expended FY22 - \$740

Expended FY21 - \$1,728

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

10123-53111 Firefighters' Protective Clothing:

This request will be utilized for protective turnout gear for the firefighters. The number of sets purchased to date for FY23-24 is reflected on the Inventory Update.

Firefighter Protective Clothing \$3,400 per Firefighter

(9) Integrated PPE Harness at \$250 = \$2,250

(6) Firefighting boots at \$450 = \$2,700

(4) Firefighting Helmets at \$350 = \$1,400

(24) Firefighting Gloves at \$75 = \$1,800

(40) Firefighting Hoods at \$110 = \$2,430

Total \$10,650

Expended FY23 - \$42,728

Expended FY22 - \$38,558

Expended FY21 - \$76,728

FY 24-25 Total Firefighters' Protective Clothing = \$35,000

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



10123-53112 Firefighting Supplies:

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

Expended FY23 - \$15,907 Expended FY22 - \$5,664 Expended FY21 - \$11,327

FY 24-25 Total Firefighting Supplies = \$9,500

10123-53113 Volunteer Responder Awards:

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

Expended FY23 - \$2,892 Expended FY22 - \$2,034 Expended FY21 - \$518

FY 24-25 Total Volunteer Responder Awards = \$5,000

10123-53114 Medical Supplies:

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

Expended FY23 - \$6,706 Expended FY22 - \$5,220 Expended FY21 - \$0

FY 24-25 Total Firefighting Supplies = \$6,500

10123-53115 Volunteer Firefighter Supplies:

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

Expended FY23 - \$0 Expended FY22 - \$0 Expended FY21 - \$0

FY 24-25 Total Volunteer Firefighter Supplies = \$3,000

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



4000 Series: EQUIPMENT

10123-54060 Office Equipment:

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

Public Safety	\$ 200
Fire Stations	\$1,000

Expended FY23 - \$1,029

Expended FY22 - \$500

Expended FY20 - \$209

FY 24-25 Total Office Equipment = \$1,200

10123-54202 Equipment -- Fire Inspection/Investigation:

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

Expended FY23 - \$505

Expended FY22 - \$1,172

Expended FY21 - \$158

FY 24-25 Total Equipment - Fire Inspection/Investigation = \$750

10123-54218 Firefighting Equipment:

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

(8) 50' Length of 1-3/4" Fire Hose @ \$175	\$1,400
(8) 50' Length of 2-1/2" Fire Hose @ \$225	\$1,800
(6) 50' Length of 3" Fire Hose @ \$275	\$1,650
(6) 5" length 100' @ \$900	\$5,400
(2) Combustible Gas Meters @ \$950	\$1,900
(2) Sets of Rescue Rope @ \$400	\$ 800
Rescue Rope Hardware	\$2,000
(10) 5-Gal Container of Firefighting Foam @ \$165	\$1,650
Nozzle/Appliance Repairs/Replacement	\$3,750
Hand Tool Replacement	\$1,400
Power Tool Repairs/Replacement	\$1,250
Wildland Firefighting Equipment	\$1,000

Expended FY23 - \$16,053

Expended FY22 - \$16,046

Expended FY21 - \$16,995

FY 24-25 Total Firefighting Equipment = \$24,000

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



10123-54220 Radio/ Emergency Lights:

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

Radios/Pagers \$1,500

Radio/Lighting Repairs \$8,000

Expended FY23 - \$10,199

Expended FY22 - \$9,158

Expended FY21 - \$11,558

FY 24-25 Total Radio/Emergency Lights = \$9,500

10123-54222 Rescue Truck:

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

Annual Maintenance/Replacement to Power Equipment \$2,000

Consumables/Repairs to Hand Equipment \$3,500

Expended FY23 - \$87

Expended FY22 - \$0

Expended FY21 - \$6,979

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

10123-54226 Equipment:

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

(10) 100' Length of 5" Fire Hose @ \$600 \$6,000

Expended FY23 - \$1,421

Expended FY22 - \$0

Expended FY21 - \$11,666

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

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



**Public Protection Classification
Summary Report
Waterford**

Overview of last two ISO Reports

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

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

January 2023	Begin process of reevaluation of PPC Rating		
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**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES**



Town of Waterford

LABOR REPORT FORM

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

Number of Employees: 16 (15 Firefighters; 1 Fire Inspector)

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

Execution Date: Upon RTM approval

Salary/Wage Costs

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

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

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

Comments

Change in Work Schedule and Impact on Other Contract Provisions:

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

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



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

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

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

Wages:

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

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

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

Health insurance:

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

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

Miscellaneous:

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

Holidays – replaced floating holiday with Juneteenth

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: FIRE SERVICES



Waterford Fire Department



Waterford Co. #1

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



Waterford Co. #2

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



Waterford Co. #3

Goshen Fire Department
63 Goshen Road, Waterford
Est. 1927



Waterford Co. #4

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



Waterford Co. #5

Cohanzie Fire Department
53 Dayton Road, Waterford
Est. 1942



Public Safety Building

Fire Services
204 Boston Post Rd, Waterford



TOWN OF WATERFORD
PERSONNEL WORKSHEET - Fire Services
2024-2025 FISCAL YEAR

REVISED

1/12/2024

LINE 51928

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	BUDGET SALARY 2023/2024	SALARY 2024/2025	LONGEVITY	SICK INCENTIVE	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51110 - ADMINISTRATION									
06/07/21	Director of Fire Services	Salary	N/A	104,551	107,577			107,577	8,230
	Assistant Fire Chief	Salary	N/A	0				0	0
06/19/08	Fire Marshal	Salary	N/A	89,980	92,584	450		93,034	7,117
	TOTALS			194,531	200,161	450	0	200,611	15,347
51120 - INSPECTION									
09/19/05	Fire Inspector	40	39.7200	82,618	82,935	450	0	83,385	6,379
	Fire Inspector	40	36.0000	0				0	0
	TOTALS			82,618	82,935	450	0	83,385	6,379
51210 - CLERICAL/TECHNICAL									
04/11/05	Office Coordinator I	35	34.4110	62,628	64,441	350	0	64,791	4,957
07/11/16	Clerk Typist III	35	28.3100	51,524	53,015	0	0	53,015	4,056
11/18/13	Community Safety Educator	25	35.7200	47,481	48,855	489	0	49,344	3,775
	TOTALS			161,633	166,311	839	0	167,150	12,787
51240 - EDUCATIONAL INCENTIVE									
	Administration			1,220	0	0		0	0
	Fire Inspection			1,310	360	0		360	28
	Firefighters			3,220	1,880	0		1,880	144
	Professional Education			6,000	6,000	0		6,000	459
	Tuition Reimbursement			5,000	5,000	0		5,000	383
	TOTALS			16,750	13,240	0	0	13,240	1,013
51410 - FIREFIGHTING									
08/02/93	Captain	56	39.3800	114,675	115,116	600		115,716	8,852
09/10/01	Captain	56	39.3800	114,675	115,116	600		115,716	8,852
09/19/05	Firefighter(Promoted to Insp.)	56	37.8325	110,168		0		0	0
07/17/06	Captain	56	39.3800	114,675	115,116	450		115,566	8,841
01/03/11	Firefighter	56	30.4100	88,554	88,895	300		89,195	6,823

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	BUDGET SALARY 2023/2024	SALARY 2024/2025	LONGEVITY	SICK INCENTIVE	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
08/13/18	Firefighter	56	27,3400	79,614	79,920			79,920	6,114
07/15/19	Firefighter	56	27,3400	79,614	79,920			79,920	6,114
07/15/19	Firefighter	56	27,3400	79,614	79,920			79,920	6,114
08/02/21	Firefighter	56	26,5700	77,372	77,669			77,669	5,942
02/15/22	Firefighter	56	24,1100	70,208	72,526			72,526	5,548
02/15/22	Firefighter	56	24,1100	70,208	72,526			72,526	5,548
10/05/22	Firefighter (Resigned)	56	21,0000		0			0	0
07/17/23	Firefighter	56	21,0000	61,152	65,829			65,829	5,036
07/24/23	Firefighter	56	21,0000	61,152	65,740			65,740	5,029
07/31/23	Firefighter	56	21,0000	61,152	65,652			65,652	5,022
08/14/23	Firefighter	56	21,0000	61,152	65,475			65,475	5,009
10/23/23	Firefighter	56	21,0000	61,152	64,590			64,590	4,941
NEW	Firefighter	56	21,0000		61,378			61,378	4,695
	TOTALS			1,305,137	1,285,388	1,950		1,287,338	98,481

51412 - PART TIME FIREFIGHTING

Part Time Firefighters	9000hrs	27	220,000	175,000	175,000	13,388		175,000	13,388
TOTALS			220,000	175,000	175,000	13,388		175,000	13,388

5141X - Volunteer Incentive Program

		Per Point							
Volunteer Firefighters	Various	7.0000	50,000	50,000	50,000			50,000	3,825
TOTALS			50,000	50,000	50,000			50,000	3,825

51810 - OVERTIME

Fire Inspector(s)			5,500	5,000	5,000			5,000	383
Firefighters Call Backs			240,000	8,000	8,000			8,000	612
Firefighters Replacement				165,000	165,000			165,000	12,623
Firefighters Training				10,000	10,000			10,000	765
TOTALS			245,500	188,000	188,000			188,000	14,382

TOTALS - FIRE SERVICES

			2,276,169	2,161,035	2,161,035	3,689	0	2,164,724	165,601
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TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

10103 BOARD OF FINANCE

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM. (11/8/23)	2024/2025 OF SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51210	CLERICAL/TECHNICAL	1,492	2,893		435	1,587	1,587	1,587	(1,306)	-45.14%
51920	F.I.C.A	114	221		33	121	121	121	(100)	-45.25%
	SUBTOTAL	1,606	3,114	0	468	1,708	1,708	1,708	(1,406)	-45.15%
SERVICES										
52010	ADVERTISING	181	2,000		0	2,000	2,000	2,000	0	0.00%
52030	PROFESSIONAL FEES	69,117	65,000		69,194	76,960	76,960	76,960	11,960	18.40%
	SUBTOTAL	69,298	67,000	0	69,194	78,960	78,960	78,960	11,960	17.85%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	13	45		0	45	45	45	0	0.00%
	SUBTOTAL	13	45	0	0	45	45	45	0	0.00%
DEPARTMENT TOTAL		70,917	70,159	0	69,662	80,713	80,713	80,713	10,554	15.04%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)**



BUDGET FUNCTION

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

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

BUDGET SUMMARY

PERSONNEL COSTS

Personnel costs cover the board’s clerical support. The FY25 budget request is decreased by 45.14% because of the change in salary for the current finance department staff providing Board of Finance support.

SERVICES

The FY25 budget request reflects a total 17.85% increase over the previous year due to a contractual agreement increase in our audit costs. The contract with our current audit firm (CLA) will expire at the end of FY25 audit.

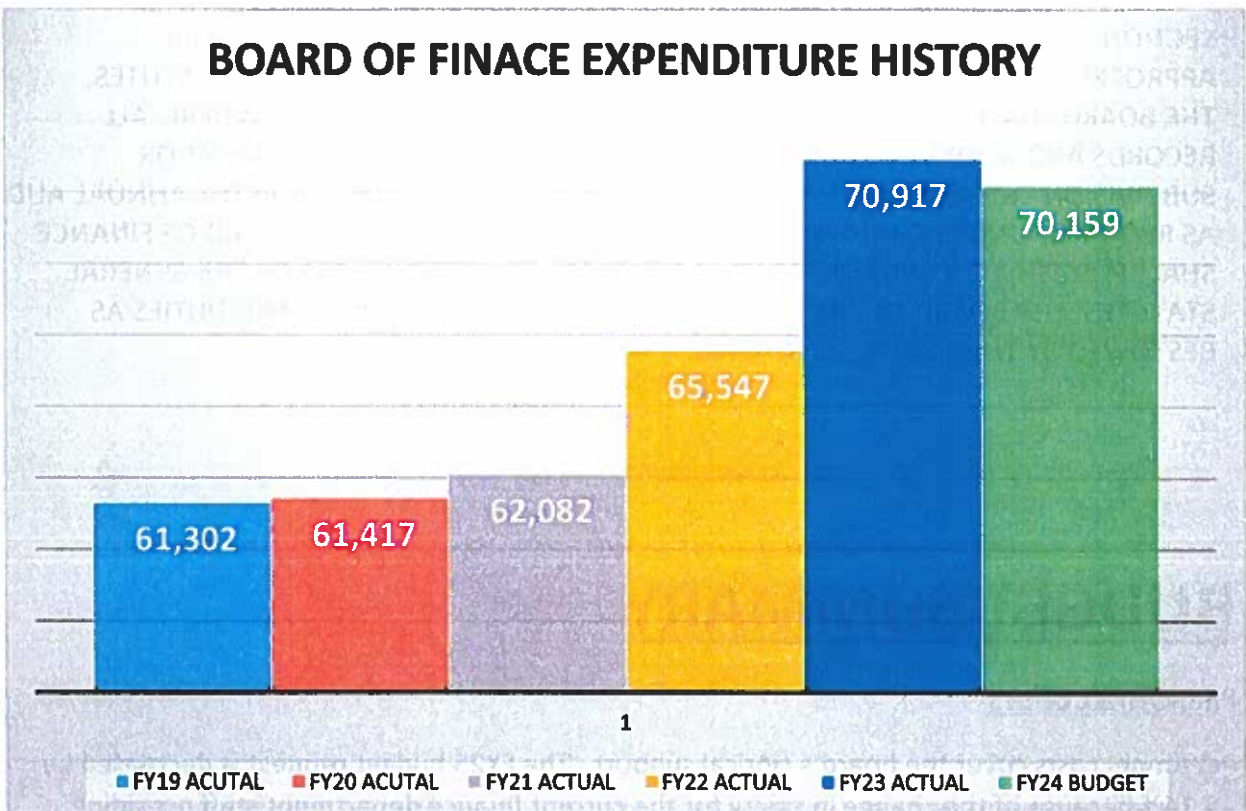
TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)



MATERIALS & SUPPLIES

The FY25 budget request includes funds for new member signs that may be needed after local elections or any other supply that may be needed by the board membership.

EXPENDITURE HISTORY



¹ Number of FY25 meetings scheduled is 21

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

**TOWN OF WATERFORD
ADVERTISING - FINANCE DEPARTMENT
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23	PROPOSED 2024/2025
52010	ADVERTISING	1,953	1,950	1,694	551	181	0	2,000

ACCOUNT JUSTIFICATION

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

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

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23
52030	PROFESSIONAL SERVICES	56,900	58,100	58,800	62,500	69,117	22,210

ACCOUNT JUSTIFICATION

Fee to conduct annual audit as required by the Municipal Auditing Act - Chapter 111 of Connecticut State Statutes
The FY23 audit year is the first year of a three-year contract. The budgeted amount is per the awarded contract.

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES - FINANCE DEPARTMENT
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23
52070	REIMB TOWN EXPENSES	0	0	0	0	0	0

ACCOUNT JUSTIFICATION

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

**TOWN OF WATERFORD
OFFICE SUPPLIES - BOARD OF FINANCE
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23	PROPOSED 2024/2025
53010	OFFICE SUPPLIES	8	9	16	35	13	0	45

ACCOUNT JUSTIFICATION

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



FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52010 ADVERTISING						
10103 52010	ADVERTISING	2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL BD OF FINANCE		2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL GENERAL FUND		2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL EXPENSES		2,300.00	181.04	0.00	2,118.96	
GRAND TOTAL		2,300.00	181.04	0.00	2,118.96	7.9%

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

The Day

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD	
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	01/01/23-01/31/23	
CLIENT	PAGE NUMBER	DUE DATE	
	Page 1 of 1	02/28/2023	
Current	Over 30 Days	Over 60 Days	Total Balance
\$181.04	\$0.00	\$0.00	\$181.04

WATERFORD - TOWN OF/FINANCE
DEPARTMENT
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
29039
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
01/27/23	Request for Qualifications-RFQ #23-101	CPNW, DAY, DCW	d01050842 Request for Qualific	2 col X 22 Lines	\$181.04

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

860-701-4204
800-682-8296
800-542-3354

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

Billing Period	Account Number	Customer	
01/01/23-01/31/23	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$181.04	\$0.00	\$0.00	\$181.04

Inv# 29039 \$ 181.04
THE DAY PUBLISHING CO., INC.
01/31/2023 # Pages 1 FP1 D0C86S538

APPROVED

VENDOR# 157
PO# — FY 23
CLOSE PO Y — N —
ACCOUNT # 10103-50010
AMOUNT \$181.04
SIGN [Signature]
DATE 2/2/23

REC'D PURCHASING
1 FEB '23 PM 12:56

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

FOR 2022 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52010 ADVERTISING						
10103 52010	ADVERTISING	2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL BD OF FINANCE		2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL GENERAL FUND		2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL EXPENSES		2,300.00	550.65	0.00	1,749.35	
GRAND TOTAL		2,300.00	550.65	0.00	1,749.35	23.9%

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

The Day

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

ACCOUNT NUMBER	CUSTOMER		BILLING PERIOD
D93177	TOWN OF WATERFORD - TOWN CLERK		03/01/22-03/31/22
CLIENT		PAGE NUMBER	DUE DATE
		Page 1 of 1	04/30/2022
Current	Over 30 Days	Over 60 Days	Total Balance
\$406.90	\$0.00	\$0.00	\$406.90

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

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

STATEMENT NUMBER
11881
CHECK NUMBER
AMOUNT PAID

Inv# MARCH 2022 D93177 \$ 406.90
THE DAY PUBLISHING CO., INC.
03/31/2022 # Pages 1 FP1 D0C71S483

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION DAYS	REFERENCE NO.	SIZE/LINES (ORD)	NET AMOUNT
	Previous Balance				\$167.60
03/21/22	Payment		308350		-\$167.60
03/21/22	waterford notice	CPNW, DAY, DCW	d01026606 Board of Finance Pub	2 col X 9 Lines	\$100.65
03/28/22	waterford notice	CPNW, DAY, DCW	d01026959 REPRESENTA TIVE TOWN	2 col X 38 Lines	\$306.25

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

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

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

Billing Period	Account Number	Customer	
03/01/22-03/31/22	D93177	TOWN OF WATERFORD - TOWN CLERK	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$406.90	\$0.00	\$0.00	\$406.90

APPROVED

OK to pay
10117-52010
306.25

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

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

The Day

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

REC'D FINANCE
MAY 9 '22 AM 10:27

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

RECEIVED FOR RECORD
MAY 9 '22 PM 1:38
TOWN CLERK

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93177	TOWN OF WATERFORD - TOWN CLERK	04/01/22-04/30/22

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	05/30/2022

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

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

STATEMENT NUMBER
13739
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE	SIZE/LINES OR CT	AMOUNT
	R Previous Balance				\$408.90
04/18/22	Payment		308638		-\$408.90
04/01/22-04/02/22	Waterford notice	CPNW, DAY, DCW	d01028177 Temporary notice	2 col X 15 Lines	\$180.15
04/01/22-04/02/22	Waterford notice	CPNW, DAY, DCW	d0102818 Temporary notice	2 col X 15 Lines	\$180.15
04/08/22	waterford notice	CPNW, DAY, DCW	d01028157 Rust Abatement Proje	2 col X 28 Lines	\$209.80
04/08/22	waterford notice	CPNW, DAY, DCW	d01028158 REQUEST FOR QUALIFIC	2 col X 24 Lines	\$198.00
04/22/22	2023 Budget display ad	DAY	d010287361 2023 Budget display	6x10.00x59.84	\$450.00
04/26/22	waterford notice	CPNW, DAY, DCW	d01028104 Annual Budget meeting	2 col X 24 Lines	\$198.00

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

Billing Period	Account Number	Customer	
04/01/22-04/30/22	D93177	TOWN OF WATERFORD - TOWN CLERK	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$1,319.05	\$0.00	\$0.00	\$1,319.05

OK to pay
10117 - 52010 \$200.25
10109 - 52010 \$260.30
5/3/22
Dad L

Inv# APRIL 2022 D93177 \$ 811.25
THE DAY PUBLISHING CO., INC.
04/30/2022 # Pages 2 FP2 DOC73S260

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

FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52030 PROFESSIONAL FEES						
10103 52030	PROFESSIONAL FEES 61,800.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL BD OF FINANCE	61,800.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL GENERAL FUND	61,800.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL EXPENSES	7,318.00	69,118.00	69,117.31	0.00	0.69	
GRAND TOTAL	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%

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

09/06/2023 14:23
kallen

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



1
glytdbud

FOR 2022 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52030 PROFESSIONAL FEES						
10103 52030	PROFESSIONAL FEES 59,300.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL BD OF FINANCE	59,300.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL GENERAL FUND	59,300.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL EXPENSES	3,200.00	62,500.00	62,500.00	0.00	0.00	
GRAND TOTAL	3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%

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

Bid Sheet

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**REQUEST FOR PROPOSALS FORM
TOWN OF WATERFORD AUDIT SERVICES
RFQ #23-101**

CLA (CliftonLarsonAllen LLP) 29 South Main Street, West Hartford, CT 06107
VENDOR NAME AND ADDRESS

Vanessa Rossitto, Principal
PRINTED NAME AND TITLE OF VENDOR'S AGENT

P: 860-561-6824 | F: 860-521-9241 | E: vanessa.rossitto@CLAconnect.com
PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I, Vanessa Rossitto, Principal of the
Name Position

above named firm hereby submit the following bid in accordance with Town of Waterford specifications.

Vanessa Rossitto February 15, 2023
SIGNATURE DATE

FISCAL YEAR BID PRICING, LUMP SUM:

<u>\$74,000</u>	<u>\$76,960</u>	<u>\$79,990</u>
2023	2024	2025

Statement of Qualifications: The consultant shall provide a brief statement as to their qualification. Please include all participating partners on this project. Please attach qualification sheets to the Bid Form.

COMMENTS:

We are confident that our technical approach, insight, and resources will result in
unsurpassed client service for Waterford. All participating partners have been included in this
proposal, please refer to the proposal for our qualifications.

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10121 CONTINGENCY

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (11/8/23)	2024/2025 BD OF SELECTMEN APPROVED (2/1/24)	BOS Approved \$ Increase	BOS Approved % Increase
MISCELLANEOUS										
59010	CONTINGENCY	233,793	265,000		135,028	265,000	265,000	265,000	0	0.00%
	SUBTOTAL	233,793	265,000	0	135,028	265,000	265,000	265,000	0	0.00%
DEPARTMENT TOTAL		233,793	265,000	0	135,028	265,000	265,000	265,000	0	0.00%

TOWN OF WATERFORD FY2025 BUDGET REQUEST CONTINGENCY (10121)



BUDGET FUNCTION

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

Specific use of the 2024-2025 contingency is unknown at this time; the amount is appropriated for the use of unanticipated expenses. Examples of unanticipated expenses include:

- Payment of accrued time for employee retirement
- Pension contribution rate increases (the Town is not notified of its contribution rate until February)
- Accrued vacation/sick time pay-outs at termination
- Union negotiated contracts finalized during the year
There are no expected contract settlements during the FY2025 year.
- Other unanticipated expenditures that may arise during the course of the fiscal year

TOWN OF WATERFORD FY2025 BUDGET REQUEST CONTINGENCY (10121)

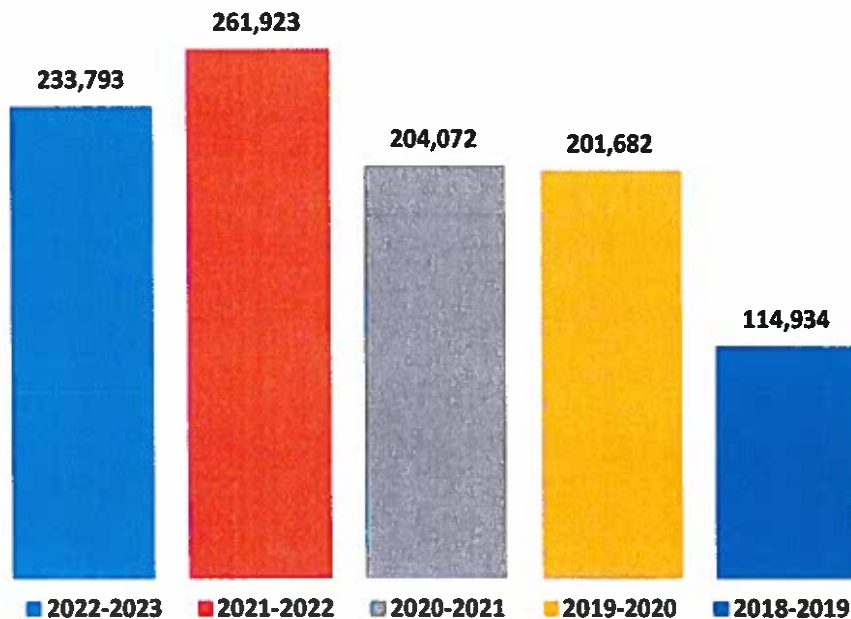


BUDGET SUMMARY

The FY2025 budget request remains flat.

EXPENDITURE HISTORY

FISCAL YEAR	CONTINGENCY USED
2022-2023	233,793
2021-2022	261,923
2020-2021	204,072
2019-2020	201,682
2018-2019	114,934



**TOWN OF WATERFORD
PROPOSED CONTINGENCY BUDGET
2024/2025 FISCAL YEAR**

CONTINGENCY FUND CALCULATION AT 3% of 2024 ADOPTED EXPENDITURES

GENERAL FUND	37,812,994
BOARD OF EDUCATION	54,193,983
CAPITAL	1,917,971
DEBT SERVICE	8,148,250
PROJECTED EXPENDITURES 2024	<u>102,073,198</u>
3% OF EXPENDITURES	<u>3,062,196</u>

PROPOSED CONTINGENCY BUDGET 265,000

FISCAL YEAR	ADOPTED BUDGET	ADDITIONAL APPROPRIATION	ACTUAL EXPENDITURES	CONTINGENCY APPROPRIATION	% OF PRIOR YEAR BUDGET	CONTINGENCY USED	AMOUNT USED AS A % OF ACTUAL EXPENDITURES
2022-2023	99,381,223	3,245,236	101,319,968	265,000	0.27%	233,793	0.23%
2021-2022	97,005,544	1,800,000	97,769,514	265,000	0.28%	261,923	0.27%
2020-2021	95,978,230	0	93,822,142	265,000	0.28%	204,072	0.22%
2019-2020	95,267,503	0	94,482,714	250,000	0.27%	201,682	0.21%
2018-2019	93,146,501	800,000	92,983,504	265,000	0.29%	114,934	0.12%
2017-2018	90,791,493	693,075	90,692,176	245,000	0.28%	241,001	0.27%
2016-2017	89,048,631	0	88,457,466	265,000	0.31%	233,498	0.26%
2015-2016	86,328,469	0	85,729,177	245,000	0.28%	245,000	0.29%
2014-2015	86,972,410	0	86,720,266	245,000	0.30%	245,000	0.28%
2013-2014	81,732,977	0	80,914,330	250,000	0.32%	102,556	0.13%
2012-2013	78,790,589	0	78,339,868	250,000	0.34%	249,696	0.32%
2011-2012	74,335,161	0	73,950,456	250,000	0.35%	239,326	0.32%
2010-2011	72,010,209	180,173	71,986,018	250,000	0.36%	25,000	0.03%
			AVERAGE	254,615	0.30%		0.23%



TOWN OF WATERFORD
2021-2022 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2021-2022 APPROPRIATION					
Youth & Family Services	10119-52030 (professional fees)	Counseling Services	4/13/2022	(5,000.00)	\$265,000.00
Youth & Family Services	10119-51210 (clerical & technical)	Receptionist Position	11/10/2021	(62,992.00)	\$260,000.00
	10119-51910 (FICA)	Taxes for Position	11/10/2021	(3,733.00)	\$197,008.00
Insurance	10112-52201 (LAP)	Cyber Security Insurance Premium	8/11/21	(77,273.00)	\$193,275.00
IT	10147-54130 (computer equipment)	New firewall	8/11/21	(5,463.00)	\$116,002.00
IT	10147-52043 (service contracts)	New MFA contract	8/11/21	(5,226.00)	\$110,539.00
First Selectman	10101-52030 (professional fees)	Jay Levin contract	7/21/21	(24,000.00)	\$105,313.00
Planning Department		Employee Payout	6/6/2022	(78,236.00)	\$81,313.00
					\$3,077.00
TOTAL TRANSFERS FROM CONTINGENCY				\$261,923.00	

TOWN OF WATERFORD
2019-2020 CONTINGENCY TRANSFERS

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



TOWN OF WATERFORD

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