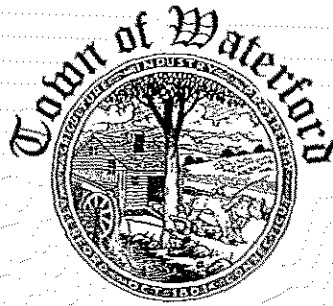


FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

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

Tuesday, February 3, 2026

4:00 PM

Waterford Town Hall

RECEIVED FOR RECORD
WATERFORD, CT
2026 FEB - 5 1 A 8:50
ATTEST
TOWN CLERK

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

The Board of Selectmen to consider and act on the following proposed budgets and at the appropriate time forward to the Board of Finance for its consideration of and action on the FY27 Budgets:

- A. **Call to Order & Roll Call:** 4:03 PM
- B. **Pledge of Allegiance**
- C. **Public Comment:** NONE
- D. **Consider and act on the following budget requests:**

Standing Motion: was made by Selectman, Rich Muckle and seconded by Selectman, Greg Attanasio to tentatively approve the budget requests for FY27.

- 1. **Tax Collector** - To consider and act on the proposed FY27 Tax Collector budget request in the amount of \$233,609.

MOTION by Muckle, seconded by Attanasio to tentatively approve a total budget request in the amount of \$233,609. VOTE 3-0

- 2. **Assessor** - To consider and act on the proposed FY27 Assessor budget request in the amount of \$351,260.

MOTION by Muckle, seconded by Attanasio to tentatively approve a total budget request in the amount of \$351,260. VOTE 3-0

- 3. **Board of Assessment Appeals** - To consider and act on the proposed FY27 Board of Assessment Appeals budget request in the amount of \$5,693.

MOTION by Muckle, seconded by Attanasio to tentatively approve a total budget request in the amount of \$5,693. VOTE 3-0

4. **Human Resources Department** - To consider and act on the proposed FY27 Human Resources Department budget request in the amount of \$256,477.

MOTION by Muckle, seconded by Attanasio to tentatively approve a total budget request in the amount of \$256,477. VOTE 3-0

5. **Registrars of Voters** – To consider and act on the proposed FY27 Registrars of Voters budget request in the amount of \$119,293.

MOTION by Muckle, seconded by Attanasio to move #6 Registrars of Voters up to #5 on the Agenda. VOTE 3-0

MOTION by Muckle, seconded by Attanasio to amend the requested budget amount from \$119,293 to \$126,410. VOTE 3-0

MOTION by Muckle, seconded by Attanasio to tentatively approve a total budget request in the amount of \$126,410. VOTE 3-0

6. **Legal Department**- To consider and act on the proposed FY27 Legal Department budget request in the amount of \$295,000.

MOTION by Muckle, seconded by Attanasio to tentatively approve a total budget request in the amount of \$295,000. VOTE 3-0

7. **Board of Selectmen** - To consider and act on the proposed FY27 Board of Selectmen budget request in the amount of \$207,470.

MOTION by Muckle, seconded by Attanasio to tentatively approve a total budget request in the amount of \$207,470. VOTE 3-0

E. Recess: 5:44 PM

**TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET**

DEPT/AGENCY: 10102 REGISTRARS OF VOTERS

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	68,470	69,325		34,663	70,192	70,192	867	1.25%
51310	VOTER REGISTRATION	4,798	4,200		1,695	4,200	4,200	-	0.00%
51320	ELECTION ACTIVITIES	23,793	22,860		18,501	26,558	26,558	3,698	16.18%
51920	F.I.C.A	8,046	7,374		4,189	7,723	7,723	349	4.73%
SUBTOTAL		105,107	103,759	0	59,048	108,673	108,673	4,914	4.74%
SERVICES									
52020	POSTAGE	2,390	2,350		541	2,400	2,400	50	2.13%
52040	SERVICE CONT. & REPAIRS	1,250	5,040		0	4,410	4,410	(630)	-12.50%
52050	DUES, CONF., & EDUCATION	2,350	1,920		990	2,570	2,570	650	33.85%
52070	REIMBURSABLE EXPENSE	763	1,075		425	1,240	1,240	165	15.35%
SUBTOTAL		6,753	10,385	0	1,956	10,620	10,620	235	2.26%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	12,736	7,111			7,117	7,117	6	0.08%
SUBTOTAL		12,736	7,111	0	0	7,117	7,117	6	0.08%
EQUIPMENT									
54180	VOTING MACHINE	0			0	0	0	-	0.00%
SUBTOTAL		0	0	0	0	0	0	-	0.00%
DEPARTMENT TOTAL		124,596	121,255	0	61,004	126,410	126,410	5,155	4.25%

SUMMARY FOR PREVIOUS FISCAL YEAR COLLECTIONS

2000 THROUGH 2022

UTILITY COMMISSION FILES TOTAL:	\$ 3,043,560.42
TAX COLLECTOR FILES TOTAL:	\$ 8,156,162.46
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 423,781.67
MISC. COLLECTION FILES TOTAL:	<u>\$ 908,530.45</u>
	\$12,532,035.00

FISCAL YEAR 2023

UTILITY COMMISSION FILES TOTAL:	\$ 268,031.78
TAX COLLECTOR FILES TOTAL:	\$ 835,237.45
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 32,970.38
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 54,386.79</u>
TOTAL	\$ 1,190,626.40

FISCAL YEAR 2024

UTILITY COMMISSION FILES TOTAL:	\$ 214,071.63
TAX COLLECTOR FILES TOTAL:	\$ 478,711.81
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 38,056.66
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 32,528.33</u>
TOTAL	\$ 763,368.43

FISCAL YEAR 2025

UTILITY COMMISSION FILES TOTAL:	\$ 152,472.20
TAX COLLECTOR FILES TOTAL:	\$ 389,421.64
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 47,886.08
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 57,810.50</u>
TOTAL	\$ 647,590.42

FISCAL YEAR TO DATE 2026 (JULY 1, 2025 TO JANUARY 07, 2026)

UTILITY COMMISSION FILES TOTAL:	\$ 74,544.46
TAX COLLECTOR FILES TOTAL:	\$ 110,766.14
UTILITY COMMISSION LEGAL REIMBURSEMENT	\$ 11,382.66
TAX & WUC LEGAL REIMBURSEMENT:	<u>\$ 4,513.56</u>
TOTAL	\$ 201,206.82

GRAND TOTAL COLLECTED SINCE APPOINTMENT

AS TOWN ATTORNEY: \$15,334,827.07

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RICOH

Omnia Partners Public Sector Product Schedule

Ricoh USA, Inc.
300 Eagleview Blvd. Suite 200
Exton, PA 19341
328477300MN1

Product Schedule Number:

Master Lease Agreement Number: MLA32847730

This Product Schedule (this "Schedule") is between Ricoh USA, Inc. ("we" or "us") and WATERFORD, TOWN OF, as customer or lessee ("Customer" or "you"). This Schedule constitutes a "Schedule," "Product Schedule," or "Order Agreement," as applicable, under the Omnia Partners Public Sector Master Lease Agreement (together with any amendments, attachments and addenda thereto, the "Lease Agreement") identified above, between you and Ricoh USA Inc. All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

CUSTOMER INFORMATION

WATERFORD, TOWN OF				Shea (Brandishea) Moses			
Customer (Bill To)				Billing Contact Name			
15 ROPE FERRY RD				15 ROPE FERRY RD			
Product Location Address				Billing address (if different from location address)			
WATERFORD	NEW LONDON	CT	06385-2886	WATERFORD	US	CT	06385-2886
City	Country	State	Zip	City	Country	State	Zip
Billing Contact Telephone Number (860)860-4445			Billing Contact Facsimile Number		Billing Contact Email Address bmoses@waterfordct.org		

PRODUCT/EQUIPMENT DESCRIPTION ("Product")

Qty	Product Description: Make & Model	Street Address/City/State/Zip
1	RICOH IMC4500-RM CONFIGURABLE PTO MODEL	41 AVERY LN WATERFORD CT06385-2202 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	41 AVERY LN WATERFORD CT06385-2202 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	15 ROPE FERRY RD WATERFORD CT06385-2886 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	200 BOSTON POST RD WATERFORD CT06385-2819 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	15 ROPE FERRY RD WATERFORD CT06385-2886 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	204 BOSTON POST RD WATERFORD CT06385-2819 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	15 ROPE FERRY RD WATERFORD CT06385-2886 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	15 ROPE FERRY RD WATERFORD CT06385-2886 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	15 ROPE FERRY RD WATERFORD CT06385-2886 US
1	RICOH IM4000-RM CONFIGURABLE PTO MODEL	41 AVERY LN WATERFORD CT06385-2202 US

PAYMENT SCHEDULE

Minimum Term (months)	Minimum Payment (Without Tax)	Minimum Payment Billing Frequency	Advance Payment ☐ 1 st Payment ☐ 1 st & Last Payment ☐ Other _____
60	\$898.11	MONTHLY	

Guaranteed Minimum Images* ^o	
Black/White	Color
0	0

Cost of Additional Images ^o	
Black/White	Color
0.0087	0.0066

Meter Reading/Billing Frequency
QUARTERLY

* Based upon Minimum Payment Billing Frequency

^o Based upon standard 8 1/2" x 11" paper size. Paper sizes greater than 8 1/2" x 11" may count as more than one image.

Sales Tax Exempt: Y

YES (Attach Exemption Certificate)

Customer Billing Reference Number(P.O. #, etc.)

Addendum Attached:

TERMS AND CONDITIONS

1. The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date."
2. You, the undersigned Customer, have applied to us to use the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE**, except as otherwise provided in the Lease Agreement, if applicable. If we accept this Schedule, you agree to use the above Product on all the terms hereof, including the terms and conditions on the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.** You acknowledge and agree that the Ricoh service commitments included on the "Image Management Commitments" page attached to this Schedule (collectively, the "Commitments") are separate and independent obligations of Ricoh USA, Inc. ("Rico") governed solely by the terms set forth on such page. If we assign this Schedule in accordance with the Lease Agreement, the Commitments do not represent obligations of any assignee and are not incorporated herein by reference. You agree that Ricoh alone is the party to provide all such services and is directly responsible to you for all of the Commitments. We are or, if we assign this Schedule in accordance with the Lease Agreement, our assignee will be, the party responsible for financing and billing this Schedule, including, but not limited to, the portion of your payments under this Schedule that reflects consideration owing to Ricoh in respect of its performance of the Commitments. Accordingly, you expressly agree that Ricoh is an intended party beneficiary of your payment obligations hereunder, even if this Schedule is assigned by us in accordance with the Lease Agreement.
3. **Image Charges/Meters:** In return for the Minimum Payment, you are entitled to use the number of Guaranteed Minimum Images as specified in the Payment Schedule of this Schedule. The Meter Reading/Billing Frequency is the period of time (monthly, quarterly, etc.) for which the number of images used will be reconciled. If you use more than the Guaranteed Minimum Images during the selected Meter Reading/Billing Frequency period, you will pay additional charges at the applicable Cost of Additional Images as specified in the Payment Schedule of this Schedule for images, black and white and/or color, which exceed the Guaranteed Minimum Images ("Additional Images"). The charge for Additional Images is calculated by multiplying the number of Additional Images by the applicable Cost of Additional Images. The Meter Reading/Billing Frequency may be different than the Minimum Payment Billing Frequency as specified in the Payment Schedule of this Schedule. You will provide us or our designee with the actual meter reading(s) by submitting meter reads electronically via an automated meter read program, or in any other reasonable manner requested by us or our designee from time to time. If such meter reading is not received within seven (7) days of either the end of the Meter Reading/Billing Frequency period or at our request, we may estimate the number of images used. Adjustments for estimated charges for Additional Images will be made upon receipt of actual meter reading(s). Notwithstanding any adjustment, you will never pay less than the Minimum Payment.
4. Additional Provisions (if any) are:

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

CUSTOMER Signed by: <u>Shea (Brandishea) Davy</u> By: X <u>93040194CD70404...</u> Authorized Signer Signature Printed Name: <u>Shea (Brandishea) Davy</u> Title: <u>Purchasing Agent</u> Date: <u>8/20/2025</u>	DocuSigned by: <u>Dee Hopkins</u> Accepted by: <u>RICOH USA, INC.</u> By: <u>3BC5D53289984E4...</u> Authorized Signer Signature Printed Name: <u>Dee Hopkins</u> Title: <u>Lead Commercial Loan Closing Specialist</u> Date: <u>01-30-2026</u>
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RICOHRicoh USA, Inc.
300 Eagleview Blvd. Suite 200
Exton, PA 19341**RICOH USA, INC.****IMAGE MANAGEMENT PLUS COMMITMENTS**

The below service commitments (collectively, the "Service Commitments") are brought to you by Ricoh USA, Inc., an Ohio corporation having its principal place of business at 300 Eagleview Blvd #200, Exton, PA 19341 ("Ricoh"). The words "you" and "your" refer to you, our customer. You agree that Ricoh alone is the party to provide all of the services set forth below and is fully responsible to you, the customer, for all of the Service Commitments. Ricoh or, if Ricoh assigns the Product Schedule to which this page is attached in accordance with the Lease Agreement (as defined in such Product Schedule), Ricoh's assignee, is the party responsible for financing and billing the Image Management Product Schedule. The Service Commitments are only applicable to the equipment ("Product") described in the Image Management Product Schedule to which these Service Commitments are attached, excluding facsimile machines, single-function and wide-format printers and production units. The Service Commitments are effective on the date the Product is accepted by you and apply during Ricoh's Normal Business Hours (as defined below). They remain in effect for the Minimum Term so long as no ongoing default exists on your part.

TERM PRICE PROTECTION

The Image Management Minimum Payment and the Cost of Additional Images, as described on the Image Management Product Schedule, will not increase in price during the Minimum Term of the Image Management Product Schedule, unless agreed to in writing and signed by both parties.

PRODUCT SERVICE AND SUPPLIES

Ricoh will provide full coverage maintenance services, including replacement parts, drums, labor and all service calls, during Normal Business Hours. "Normal Business Hours" are between 8:00 a.m. and 5:00 p.m., Monday to Friday excluding holidays ((i) New Year's Day; (ii) Memorial Day; (iii) 4th of July; (iv) Labor Day; (v) Thanksgiving; (vi) Day after Thanksgiving; and (vii) Christmas Day). Ricoh will also provide the supplies required to produce images on the Product covered under the Image Management Product Schedule (other than non-metered Product and soft-metered Product). The supplies will be provided according to manufacturer's specifications. Ricoh reserves the right to assess a reasonable charge for supply shipments if you request overnight delivery. If Ricoh determines that you have used more supplies than the manufacturer's recommended specifications, you will pay reasonable charges for those excess supplies and/or Ricoh may refuse you additional supply shipments, or as otherwise agreed to by the parties. Optional supply items such as paper and transparencies are not included, unless otherwise agreed to by the parties in writing. Charges are based on standard 8.5x11 images. Ricoh reserves the right to assess additional images charges for non-standard images, including 11x17 images.

RESPONSE TIME COMMITMENT

Ricoh will provide a one hour (1) phone response to service calls measured from receipt of your call. Ricoh will provide a four (4) business hour response time for all service calls located within a major metropolitan area, and an eight (8) business hour average response time for service calls located fifty (50) miles or greater from a Ricoh service center for the term of the Image Management Product Schedule. Response time is measured in aggregate for all Product covered by the Image Management Product Schedule.

UPTIME PERFORMANCE COMMITMENT

Ricoh will service the Product to be Operational with a quarterly uptime average of 95% during Normal Business Hours, excluding preventative and interim maintenance time. Downtime will begin at the time you place a service call to Ricoh and will end when the Product is again Operational. You agree to make the Product available to Ricoh for scheduled preventative and interim maintenance. You further agree to give Ricoh advance notice of any critical and specific uptime needs you may have so that Ricoh can schedule with you interim and preventative maintenance in advance of such needs. As used in these Service Commitments, "Operational" means substantial compliance with the manufacturer's specifications and/or performance standards and excludes customary end-user corrective actions.

IMAGE VOLUME FLEXIBILITY AND PRODUCT ADDITIONS

At any time after the expiration of the initial ninety day period of the original term of the Image Management Product Schedule to which these Service Commitments relate, Ricoh will, upon your request, review your image volume. If the image volume has moved upward or downward in an amount sufficient for you to consider an alternative plan, Ricoh will present pricing options to conform to a new image volume. If you agree that additional product is required to satisfy your increased image volume requirements, Ricoh will include the product in the pricing options. The addition of product and/or increases/decreases to the Guaranteed Minimum Images requires an amendment ("Amendment") to the Image Management Product Schedule that must be agreed to and signed by both parties to the Schedule. The term of the Amendment may not be less than the remaining term of the existing Image Management Product Schedule but may extend the remaining term of the existing Image Management Product Schedule for up to an additional 60 months. Adjustments to the Guaranteed Minimum Images commitment and/or the addition of product may result in a higher or lower minimum payment. Images decreases are limited to 25% of the Guaranteed Minimum Images in effect at the time of Amendment.

PRODUCT AND PROFESSIONAL SERVICES UPGRADE OPTION

At any time after the expiration of one-half of the original term of the Image Management Product Schedule to which these Service Commitments relate, you may reconfigure the Product by adding, exchanging, or upgrading to an item of Product with additional features or enhanced technology. A new Image Management Product Schedule or Amendment must be agreed to and signed by the parties to the Schedule, for a term not less than the remaining term of the existing Image Management Product Schedule but may, in the case of an Amendment, extend the remaining term of the existing Image Management Product Schedule for up to an additional 60 months. The Cost of Additional Images and the Minimum Payment of the new Image Management Product Schedule will be based on any obligations remaining on the Product, the added product and new image volume commitment. Your Ricoh Account Executive will be pleased to work with you on a Technology Refresh prior to the end of your Image Management Product Schedule or Amendment.

PERFORMANCE COMMITMENT

Ricoh is committed to performing these Service Commitments and agrees to perform its services in a manner consistent with the applicable manufacturer's specifications. Should a Product or an accessory not be able to be maintained in conformance with manufacturer's specifications, Ricoh shall, at its own expense, replace such Product with another unit of the same product designation as that Product and Ricoh shall bear all installation, transportation, removal and rigging charges in connection with the installation of such replacement unit; provided, however that (a) the replacement unit may be a reconditioned or otherwise used unit rather than a new unit; and (b) if a replacement unit of the same product designation as the unit of Product it replaces is not available, the replacement unit may be a product of substantially similar or greater capabilities. Ricoh shall re-perform any Services not in compliance with this warranty and brought to Ricoh's attention in writing within a reasonable time, but in no event more than 30 days after such Services are performed. If you are dissatisfied with Ricoh's performance, you must send a registered letter outlining your concerns to the address specified below in the "Quality Assurance" section. Please allow 30 days for resolution.

ACCOUNT MANAGEMENT

Your Ricoh sales professional will, upon your request, be pleased to review your product performance metrics on a quarterly basis and at a mutually convenient date and time. Ricoh will, upon your request, be pleased to annually review your business environment and discuss ways in which Ricoh may improve efficiencies and reduce costs relating to your document management processes.

QUALITY ASSURANCE-

Please send all correspondence relating to the Service Commitments via registered letter to the Quality Assurance Department located at: 3920 Arkwright Road, Macon, GA 31210, Attn: Quality Assurance. The Quality Assurance Department will coordinate resolution of any performance issues concerning the above Service Commitments with your local Ricoh office. To ensure the most timely response please call 1-888-275-4566.

MISCELLANEOUS

THIS IS A COPY**This is a copy view of the Authoritative Copy held by the designated custodian**

These Service Commitments do not cover repairs resulting from misuse (including without limitation improper voltage or environment or the use of supplies that do not conform to the manufacturer's specifications), subjective matters (such as color reproduction accuracy) or any other factor beyond the reasonable control of Ricoh. Ricoh and you each acknowledge that these Service Commitments represent the entire understanding of the parties with respect to the subject matter hereof and that your sole remedy for any Service Commitments not performed in accordance with the foregoing is as set forth under the section hereof entitled "Performance Commitment". The Service Commitments made herein are service and/or maintenance warranties and are not product warranties. Except as expressly set forth herein, Ricoh makes no warranties, express or implied, including any implied warranties of merchantability, fitness for use, or fitness for a particular purpose. Neither party hereto shall be liable to the other for any consequential, indirect, punitive or special damages. Customer expressly acknowledges and agrees that, in connection with the security or accessibility of information stored in or recoverable from any Product provided or serviced by Ricoh, Customer is solely responsible for ensuring its own compliance with legal requirements or obligations to third parties pertaining to data security, retention and protection. These Service Commitments shall be governed according to the laws of the State where your principal place of business or residence is located without regard to its conflicts of law principles. These Service Commitments are not assignable by the Customer. Unless otherwise stated in your Implementation Schedule, your Product will ONLY be serviced by a "Ricoch Certified Technician". If any software, system support or related connectivity services are included as part of these Service Commitments as determined by Ricoh, Ricoh shall provide any such services at your location set forth in the Product Schedule as applicable, or on a remote basis. You shall provide Ricoh with such access to your facilities, networks and systems as may be reasonably necessary for Ricoh to perform such services. You acknowledge and agree that, in connection with its performance of its obligations under these Service Commitments, Ricoh may place automated meter reading units on imaging devices, including but not limited to the Product, at your location in order to facilitate the timely and efficient collection of accurate meter read data on a monthly, quarterly or annual basis. Ricoh agrees that such units will be used by Ricoh solely for such purpose. Once transmitted, all meter read data shall become the sole property of Ricoh and will be utilized for billing purposes.

Initial

SD

Customer Initials

COPY VIEW