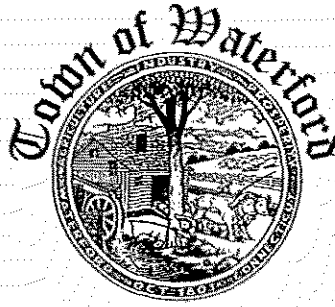


FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

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

Thursday, February 5, 2026

4:00 PM

Waterford Town Hall

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

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

- A. Call to Order & Roll Call:**
- B. Pledge of Allegiance**
- C. Public Comment:**
- D. Consider and act on the following budget requests:**

- 1. Zoning Board of Appeals -** To consider and act on the proposed FY27 Zoning Board of Appeals budget request in the amount of \$4,310.
- 2. Ethics Commission-** To consider and act on the proposed FY27 Ethics Commission budget request in the amount of \$900.
- 3. Flood and Erosion Control Board -** To consider and act on the proposed FY27 Flood and Erosion Control Board budget request in the amount of \$1,104.
- 4. Planning & Zoning -** To consider and act on the proposed FY27 Planning & Zoning Budget request in the amount of \$699,654.
- 5. Conservation Commission -** To consider and act on the proposed FY27 Conservation Commission budget request in the amount of \$18,250.
- 6. Economic Development Commission -** To consider and act on the proposed FY27 Economic Development Commission budget request in the amount of \$25,407.

E. Recess:

RECEIVED FOR RECORD
WATERFORD, CT
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TOWN CLERK

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

DEPT/AGENCY:

DEPARTMENTAL SUMMARY

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL / TRANSFERS (1/1/26)	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
GENERAL GOVERNMENT:								
10101	BOARD OF SELECTMEN	195,254	206,402	0	98,702	207,470	1,068	0.52%
10102	REGISTRARS OF VOTERS	124,596	121,255	0	61,004	119,293	(1,962)	-1.62%
10103	BOARD OF FINANCE	85,342	83,608	0	53,370	86,406	2,798	3.35%
10104	ASSESSOR	311,197	319,641	0	154,921	351,260	31,619	9.89%
10105	BD. OF ASSESSMENT APPEALS	1,271	1,829	0	226	5,693	3,864	211.26%
10106	TAX COLLECTOR	216,940	227,817	0	109,910	233,609	5,792	2.54%
10107	FINANCE DEPARTMENT	761,497	784,326	0	431,364	805,507	21,181	2.70%
10108	LEGAL DEPARTMENT	286,169	295,000	0	291,458	295,000	0	0.00%
10109	TOWN CLERK	260,585	272,301	0	122,720	271,688	(613)	-0.23%
10110	PLANNING & ZONING	660,450	695,016	0	314,468	699,654	4,638	0.67%
10111	BUILDING MAINTENANCE	1,152,391	1,020,000	0	669,801	1,217,876	197,876	19.40%
10112	INSURANCE	4,849,536	5,604,561	0	3,611,694	5,947,106	342,545	6.11%
10113	ECONOMIC DEVELOPMENT COMM	9,191	25,352	0	9,462	25,407	55	0.22%
10114	CONSERVATION COMMISSION	5,031	18,250	0	10,317	18,250	0	0.00%
10115	ZONING BOARD OF APPEALS	2,108	4,310	0	2,960	4,310	0	0.00%
10116	RETIREMENT COMMISSION	7,461,685	7,200,257	0	3,939,325	8,301,874	1,101,617	15.30%
10117	REPRESENTATIVE TOWN MTG.	17,085	17,403	0	15,652	17,802	399	2.29%
10118	BUILDING DEPARTMENT	264,700	321,515	0	111,881	355,537	34,022	10.58%
10119	YOUTH & FAMILY SERVICES	289,113	307,435	0	113,992	292,078	(15,357)	-5.00%
10120	SOC. SVC. GRANTS/MISC.	99,380	103,510	0	72,860	122,825	19,315	18.66%
10121	CONTINGENCY	263,706	265,000	0	7,113	285,000	20,000	7.55%
10122	EMERGENCY MANAGEMENT	1,086,655	1,230,035	0	521,510	1,270,180	40,145	3.26%
10123	FIRE SERVICES	3,618,796	3,958,130	88,640	1,874,316	4,345,218	387,088	9.78%
10129	POLICE DEPARTMENT	7,054,299	7,215,097	0	2,369,159	7,321,043	105,946	1.47%
10130	PUBLIC WORKS DEPARTMENT	4,705,872	5,154,902	0	2,320,484	5,312,218	157,316	3.05%
10132	CONSERVATION OF HEALTH	148,407	155,063	0	155,063	160,368	5,305	3.42%
10133	PUBLIC HEALTH NURSING SERV.	25,862	21,600	0	1,100	17,280	(4,320)	-20.00%
10135	SENIOR CITIZENS COMMISSION	524,333	523,586	0	266,193	528,682	5,096	0.97%
10136	WATERFORD PUBLIC LIBRARY	1,012,967	1,012,780	0	495,299	1,045,991	33,211	3.28%
10137	RECREATION & PARKS COMM.	1,487,357	1,535,328	0	824,869	1,608,405	73,077	4.76%
10141	FLOOD & EROSION CONTROL BD	327	1,109	0	168	1,104	(5)	-0.45%
10143	ETHICS COMMISSION	540	900	0	526	900	0	0.00%
10145	HUMAN RESOURCES DEPT.	224,945	244,204	0	143,365	256,477	12,273	5.03%
10147	INFORMATION TECHNOLOGY	1,203,901	1,214,796	0	1,003,971	1,380,069	165,273	13.61%
TOTAL GENERAL GOV'T OPERATIONS		38,411,488	40,162,318	88,640	20,179,223	42,159,310	1,996,992	4.97%
CAPITAL AND DEBT SERVICE:								
10138	CURRENT YEAR CAPITAL IMPR.	2,634,168	1,101,089		1,101,089	3,669,490	2,568,401	233.26%
10140	TRANS TO CAP & NON-REC.	4,296,312	773,264		773,264	816,971	43,707	5.65%
10139	DEBT SERVICE	8,109,746	7,964,500		7,354,264	7,922,996	(41,504)	-0.52%
TOTAL CAPITAL & DEBT SERVICE		15,040,226	9,838,853	0	9,228,617	12,409,457	2,570,604	26.13%
TOTAL TOWN (OPERATING, CAPITAL, DEBT)		53,451,714	50,001,171	88,640	29,407,840	54,568,767	4,567,596	9.13%
BOARD OF EDUCATION:								
10160	OPERATING BUDGET	57,500,835	59,828,308				(59,828,308)	-100.00%
TOTAL BOE OPERATIONS		57,500,835	59,828,308			0	(59,828,308)	-100.00%
TOTAL GENERAL FUND		110,952,549	109,829,479	88,640	29,407,840	54,568,767	(55,260,712)	-50.32%

TOTAL BOARD OF EDUCATION FUNDS BEING REQUESTED/PROPOSED

Operating (account 10160)	-
Capital (accounts 10138 & 10140)	858,307
Fleet Management Plan	144,000
Debt Payments (account 10139)	6,506,701
Retirement (account 10116)	1,678,715
GRAND TOTAL BOE BUDGET	9,187,723

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

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 APPROVED BD/COMM. (11/5/25)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	2,004	3,700		2,960	3,700	3,700	0	0.00%
52020	POSTAGE	103	160		0	160	160	0	0.00%
52050	DUES, CONF. & EDUC.	0	400		0	400	400	0	0.00%
	SUBTOTAL	2,107	4,260	0	2,960	4,260	4,260	0	0.00%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	50		0	50	50	0	0.00%
	SUBTOTAL	0	50	0	0	50	50	0	0.00%
DEPARTMENT TOTAL		2,107	4,310	0	2,960	4,310	4,310	0	0.00%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
Zoning Board of Appeals**



BUDGET FUNCTION

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

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

The following proposal represents 0% increase over the approved FY 26 budget.

MEMBERS

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

ALTERNATES

Jason Kohl
Greg Gallup

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
Zoning Board of Appeals**



BUDGET SUMMARY

ZONING BOARD OF APPEALS: Proposed Fiscal Year 2027

SERVICES:

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

TOTAL	\$ 4,260
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MATERIALS & SUPPLIES:

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

\$ 3,700 Requested

The ZBA is required under the Connecticut General Statutes to advertise notice of public hearings and Board actions. The cost of each advertisement depends on the complexity of the actual applications. Average advertising costs for individual applications in the last five years ranged from \$210 to over \$400. Total annual advertising costs can vary significantly from year to year based on the number of applications the ZBA receives.

TOWN OF WATERFORD FY2027 BUDGET REQUEST Zoning Board of Appeals



Postage Line 10115-52020

\$ 160 Requested

All ZBA public hearing notices and actions are sent via certified mail to the applicants. Property owners and agents also receive these mailings. Each certified letter costs approximately \$6.75. The department has seen an increase in ZBA applications over the last several years. \$160.00 is requested, which matches the FY 26 funding request.

Dues, Conferences, Education Line 10115-52050

\$ 400 Requested

Current and new ZBA members benefit from several educational opportunities throughout the fiscal year. The State of Connecticut offers a training seminar specifically targeted to ZBA members that is held annually in the spring. The CT Association of Zoning Enforcement Officers (CAZEO) hosts monthly meetings that address relevant topics and current issues in zoning practice. State Legislation through Section 8-4c of the Connecticut General Statutes now requires that each member of the Zoning Board of Appeals complete four hours of training under the guidelines established by the State Office of Policy and Management. The annual CT Bar Association conference also typically includes sessions geared toward zoning practice and current legal matters. Access to these training opportunities helps ZBA members at all states of their service to the Town maintain an understanding of relevant zoning issues. \$400 is requested in FY27.

Office Supplies Line 10115-53010

\$50 Requested

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

**Special Meeting
MINUTES**

RECEIVED FOR RECORD
WATERFORD, CT

Zoning Board of Appeals
Remote Access Only

November 5, 2025
2025 NOV - 11A 11:21
4:00 PM

Members Present: Chairwoman Cathy Gonyo, Michelle Kripps, John Morgan
Members Absent: Anne Darling and William Herzfeld
Alternates Absent: Evan Brown, Greg Gallup and Jason Kohl
Staff Present: Mark Wujtecwicz, Planner and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairwoman Gonyo called the meeting to order at 4:03. No alternates were appointed.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the minutes of the June 4, 2025 meeting as written.

VOTE: 3-0

3. NEW BUSINESS

Draft 2026 Meeting Schedule

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft 2026 Meeting Schedule.

VOTE: 3-0

Draft 2024/2025 ZBA Annual Report

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft 2024/2025 Annual Report.

VOTE: 3-0

Draft FY 2027 ZBA Budget

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft FY2027 ZBA budget.

VOTE: 3-0

New Applications

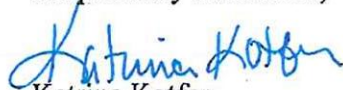
M. Wujtecwicz informed the Board that a new application including variances and a Coastal Area Management Site Plan for property located at 37 Oswegatchie Road has been received and will be scheduled for a public hearing within the statutory time frames.

4. ADJOURNMENT

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to adjourn the meeting at 4:06 PM.

VOTE: 3-0

Respectfully Submitted,


Katrina Kotfer
Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10143

ETHICS COMMISSION

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 APPROVED BD/COMM (1/6/26)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL	403	600		421	600	600	0	0.00%
51920	F.I.C.A	31	50		32	50	50	0	0.00%
	SUBTOTAL	434	650	0	453	650	650	0	0.00%
SERVICES									
52020	POSTAGE	107	0		0	0	0	0	0.00%
52030	PROFESSIONAL FEES	0	200		73	200	200	0	0.00%
	SUBTOTAL	107	200	0	73	200	200	0	0.00%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	50		0	50	50	0	0.00%
	SUBTOTAL	0	50	0	0	50	50	0	0.00%
	DEPARTMENT TOTAL	541	900	0	526	900	900	0	0.00%



**Waterford Ethics Commission
Budget Request
FY 2027**

BUDGET FUNCTION

2.50.040 - Establishment of an ethics commission.

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

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

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

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
ETHICS COMMISSION (10143)**

BUDGET SUMMARY

The total budget request for FY27 is \$900. This request represents a 0% increase over FY26. This allows for no expenses associated with complaints requiring the issuance or filing of any legal actions, as described above; additional supplies needed to service such complaints; legal services beyond those provided by the Town Attorney; or other unanticipated expenses associated with such complaints. At present, there are no complaints before the Commission.

10143-51210 Clerical and Technical

(\$600)

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

10143-51920 FICA

(\$50)

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

10143-52030 PROFESSIONAL FEES

(\$200)

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

10143-51920 OFFICE SUPPLIES

(\$50)

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

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RECEIVED
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

RECEIVED

TO : DIRECTOR, FBI
FROM : SAC, NEW YORK
SUBJECT: [Illegible]
RE: [Illegible]
[Illegible text block containing several lines of typed information, possibly a memorandum or report summary.]

Enclosed for the Bureau are two copies of a letterhead memorandum (LHM) dated and captioned as above. The LHM contains information regarding the activities of [Illegible] and [Illegible] in the New York area.

Very truly yours,
[Illegible Signature]
Special Agent in Charge

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TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10110 PLANNING & ZONING COMMISSION

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 APPROVED BD/COMM. (11/18/25)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	119,913	110,469			100,385	100,385	(10,084)	-9.13%
51120	INSPECTION	299,519	310,491			343,253	343,253	32,762	10.55%
51210	CLERICAL/TECHNICAL	152,371	171,570			157,139	157,139	(14,431)	-8.41%
51810	OVERTIME	1,868	6,164			1,500	1,500	(4,664)	-75.67%
51910	FRINGE BENEFITS	2,431	2,955			2,475	2,475	(480)	-16.24%
51920	F.I.C.A	40,763	45,791			46,235	46,235	444	0.97%
	SUBTOTAL	616,865	647,440	0	0	650,987	650,987	3,547	0.55%
SERVICES									
52010	ADVERTISING	1,632	4,000			4,000	4,000	0	0.00%
52020	POSTAGE	356	450			450	450	0	0.00%
52030	PROFESSIONAL FEES	19,865	20,000			20,000	20,000	0	0.00%
52040	SERVICE CONT. & REPAIR	15,242	16,172			17,172	17,172	1,000	6.18%
52050	DUES, CONF. & EDUCATION	4,892	3,260			3,295	3,295	35	1.07%
52060	PRINTING	376	450			450	450	0	0.00%
52070	REIMBURSABLE EXPENSE	0	200			200	200	0	0.00%
	SUBTOTAL	42,363	44,532	0	0	45,567	45,567	1,035	2.32%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	598	2,450			2,450	2,450	0	0.00%
53090	FUELS & LUBRICANTS	624	594			650	650	56	9.43%
	SUBTOTAL	1,222	3,044	0	0	3,100	3,100	56	1.84%
OFFICE EQUIPMENT									
54060	OFFICE FURNITURE & EQUIP.	0	0			0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	660,450	695,016	0	0	699,654	699,654	4,638	0.67%

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET FUNCTION

The Waterford Planning and Zoning Commission budget includes the cost of Commission services, such as land use application reviews, long-range planning, and maintaining and enforcing Waterford's zoning and subdivision regulations. The Commission provides staff for all land use and economic development services in Waterford. The Planning staff provide expertise and assistance to the Board of Selectmen, RTM, and other agencies in Waterford and beyond concerning land use and economic development opportunities in Town.

This budget also includes funds for professional services and technical support that address town-wide needs. Grant writing and project management services are all funded in this budget.

This budget proposal represents a .67 % increase over the FY26 approved budget.

MEMBERS

Gregory Massad, Chair
Timothy Bleasdale
Karen Barnett
Timothy Conderino
Victor Ebersole

ALTERNATES

Doris Crum
Michael Elbaum
Joseph DiBuono

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



LOOKING AHEAD

Capital Projects - Document Scanning

The Planning Department in partnership with the Building Department (the Departments) will be undertaking a project to scan all Planning and Building related documents. It is estimated that there are over 1 million documents including large maps of various sizes, letter, legal and 11X17 sized documents between the two Departments. The Departments have consulted with several companies who specialize in scanning and document management and have gotten estimates to scan their documents and create a document management system. Documents will be stored in cloud based servers and will be available to staff and the public through the town's website. This project will reduce the amount of paper documents that are stored in the Town Hall basement which will have the following benefits:

- Reducing the risk of loss due to fire or flooding
- Increasing government transparency through ease of access by the public
- Reduced staff time searching for paper files

This project has been submitted as a Capital Non-Recurring project for funding in FY-26/27.

Staffing

The Planning and Zoning Department is proposing to add a part time position of Economic Development Community Liaison to its current staffing levels. The purpose of the position is to assist the Economic Development Commission by performing tasks such as business recruitment and retention which may include researching and implementing grant opportunities. This position will also support the Economic Development Commission by providing an individual to assist the Commission in its initiatives and to represent the Commission at meetings with regional, state and national Economic Development Organizations. This will allow the Planning and Zoning staff to deliver the expected level of services to Waterford residents and businesses and fulfill the duties of the Department.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET SUMMARY

PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2027

PERSONNEL:

10110-51110-101-010-10-00-51 ADMINISTRATION	100,385
10110-51120-101-010-10-00-51 INSPECTION	343,253
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	157,139
10110-51810-101-010-10-00-51 OVERTIME	1,500
10110-51910-101-010-10-00-51 FRINGE BENEFITS	2,475
10110-51920-101-010-10-00-51 F.I.C.A.	46,235

TOTAL	650,987
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SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,000
10110-52020-101-010-10-00-52 POSTAGE	450
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	17,172
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	3,295
10110-52060-101-010-10-00-52 PRINTING	450
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200

TOTAL	45,567
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MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,450
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	650

TOTAL	3,100
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OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0
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TOTAL	0
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TOTAL	699,654
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TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Advertising Line 10110-52010



\$4,000 Requested

Legal advertisements are required for announcing public hearings and decisions. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices. Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY27, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200 each.

Postage Line 10110-52020

\$450 Requested

Postage is used for normal communications with applicants and the public, and for required certified/return receipt postage for decision letters and abatement orders. Postage funding is also required to support neighborhood mailings to alert people about specific planning initiatives that may affect them.

Professional Fees Line 10110-52030

\$20,000 Requested

Professional services are sought for projects that require specific expertise and technical capacity that exceed the typical job duties of the planning staff. The department provides the vast majority of planning services in-house. Certain projects require professional support. Examples include conducting property surveys, traffic impact analysis, market analysis, reviews of engineering design by professional engineers, software development and advanced GIS services. This line would also be used to hire professionals as needed to conduct reviews of development applications and matters before the Commission that are not paid for by applicants.

Service Contracts and Repairs Line 10110-52040

\$17,172 Requested

Printer and Copier Contracts- \$3,964

The Department uses a large format plotter on a daily basis. This machine can scan, copy, and print large plans and is also used by the Assessor and Town Clerk. The plotter is subject to a \$2547 annual lease. The Department also leases a black and white copier which is used for the majority of printing. The Ricoh yearly lease is \$1,060, plus \$.00714 per copy. The Department budgets for 50,000 copies per year, which equates to \$357 in copies. The total cost of this service is \$1,417.

Annual GIS Parcel Mapping - \$10,000

Through a competitive bid process, Waterford awarded Tighe & Bond a contract to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates

TOWN OF WATERFORD

FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a platform that utilizes the updated parcel mapping and continues to provide staff and the public with information ranging from zoning to floodplain data. It is also an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,848

The Planning Director and field staff use three smartphones and one iPad tablet in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$44 per month. The iPad plan is \$22 per month. Each phone will cost \$528 per year to operate while the annual operational cost for the iPad is \$264. The total cost of cellular plans is \$1,848.

Software Licenses - \$1,360

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY27 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Economic Development Commission work, small business outreach, and department performance surveys. The cost is \$360 per year and provides flexibility in survey design.

The Department uses Muncity, a permit tracking software that is also utilized by other Town departments. While the Waterford IT Department covers the cost of the annual licensing, the Planning Department is responsible for the administrative fee. For FY 27, the fee is \$1,000.

Dues, Conferences and Education Line 10110-52050

\$3,295 Requested

Department staff are committed to maintaining professional certifications and keeping current with information and issues in the field of planning. Involvement with regional and national organizations, attending conferences and seeking opportunities to improve the technical skills of all department members supports high quality work product that benefits Waterford residents and business owners. Whenever possible, staff seeks out free educational opportunities. There are some instances where valuable educational opportunities are not free. Enabling staff to participate in these events generates positive returns for the town by exposing staff to new technical information, legal updates in the field and information about grants that may benefit Waterford.

American Planning Association (APA) & CT Chapter APA - \$1,100

The Department maintains membership in the American Planning Association for two staff members. APA membership is tiered based on salary. Currently the Planning Director and Planner maintain APA membership. American Planning Association staff members are also required to maintain membership in their State Chapters. The CT Chapter of the American Planning Association charges 35% of the national dues for membership. The total cost for membership dues is \$1,100.

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

American Institute of Certified Planners (AICP) - \$180

The Planning Director is required to maintain AICP (American Institute of Certified Planners) status as a condition of employment. Maintaining the AICP designation requires APA membership (listed above), State chapter membership (listed above), and AICP Dues. AICP Dues are \$180.

Conference attendance and continuing education are a critical aspect of professional development. Participating in conferences allows staff to meet continuing education requirements for professional certifications and to stay current on legal issues, emerging trends and technical skills related to their jobs. The following conference fees are included in this budget.

Southern New England Chapter of the American Planning Association (SNEAPA) Annual Conference - \$350

The SNEAPA annual conference provides planning staff with educational and networking opportunities in the immediate region. Attending conferences with peers from Connecticut and Southern New England towns helps staff learn about local projects and funding opportunities that benefit Waterford. Legislative updates and legal developments of the past year are presented at this conference, which helps staff stay current on important planning and zoning issues. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification.

American Planning Association Annual Conference - \$450

The conference draws professionals from planning and associated fields from around the country and the world and presents staff with the opportunity to learn firsthand about innovative planning, economic development and capital projects that could be applied in Waterford. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification. The location of the conference changes annually. The APA also offers an online option which is \$450. In an effort to assess needs versus wants, the Planning Director will attend the virtual conference in FY27. By doing so the Planning Director will have the opportunity to earn the required CM Credits for their AICP certification at a significant cost savings to the Town. The Planning Director will look in future years to attend the national conference in person when it is in a location more proximate to Waterford in order to reduce costs.

Connecticut Association of Zoning Enforcement Officials (CAZEO) - \$360

CAZEO is the professional organization for the Zoning Official. During the 2021 Legislative Session, P.A. 21-29 was passed which requires that beginning on January 1, 2023 anyone appointed as a Zoning Enforcement Official must be certified and maintain their certification. CT Zoning Enforcement Official Certification is required in Waterford's job description for the Zoning Official. CAZEO membership costs \$150 per year. Maintenance of CZEO status requires attendance at 7 meetings annually which cost \$30.00 each.

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$355

The Zoning Official acts as Waterford's Floodplain Administrator. The Floodplain Administrator is responsible for ensuring the Town's compliance with the requirements of the National Flood Insurance Program (NFIP). Compliance with the NFIP enables Waterford property owners to purchase flood insurance. Annual membership in the ASFPM is \$180. Annual membership in the CAFM is \$65. Annual CAFM conference

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

registration is \$110.

Northeastern Arc Users Group (NEARC) Conference - \$0

NEARC is an organization formed in 1986 to support GIS (Geographic Information System) users in the Northeast US. Waterford's Planner is responsible for managing, maintaining and upgrading GIS data for internal and public users. GIS technology is consistently evolving and it is important that Waterford's Planner maintain current knowledge of the field. In an effort to assess needs versus wants, the FY27 budget item was reduced to \$0 with the Planner attending the conference on every other year in order to reduce costs.

One-day training seminars - \$500

Throughout the course of the year, various training seminars are conducted by State, Federal and educational institutions. These training opportunities afford staff the opportunity to improve technical skills, learn about upcoming policies and laws and learn about grant opportunities and best practices from other communities and organizations that can benefit Waterford. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the Planning and Zoning Commission complete four hours of training under the guidelines established by the State Office of Policy and Management. Trainings may be conducted as webinars or on-site. The trainings are typically one-time events; therefore, it is difficult to anticipate exact costs. Typically, these events range from \$30 to \$150 per attendee.

Printing Line 10110-52060

\$450 Requested

Funds are expended for printing oversized documents, reprinting of plans and studies, aerial photographs, posters and zoning maps. Color copies produced by the Town's printing service cost the Department \$.07/per copy. The Planning Department will continue to expand its efforts to engage the community in various planning projects. Part of the cost of public engagement includes printing flyers, maps, letters and postcards to send to residents and business owners.

Reimbursable Expenses Line 10110-52070

\$200 Requested

This line covers reimbursements to commissioners and staff members for out-of-pocket expenses. Examples of expenses include parking fees at job-related meeting, mileage for travel to work-related events when a town vehicle is not available and materials for public outreach programs.

Office Supplies Line 10110-53010

\$2,450 Requested

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include thumb drives, display boards, and commissioner name plaques. The Department estimates that \$350 will be needed for the supplies listed above in FY27.

The Department maintains a desktop color printer for daily work. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color toner cartridges for use in the color printer is \$1,200. Plotter paper and ink cartridges for the large format copier is anticipated to cost \$900 in FY27.

Fuels and Lubricants Line 10110-53090

\$650 Requested

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. Vehicles from this department are also shared with other departments as requested. The Department estimates using approximately 325 gallons at \$2.05 per gallon. \$650 is requested.

Office Equipment Line 10110-54060

\$0 Requested

**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

RECEIVED FOR RECORD
WATERFORD, CT

2025 NOV 20 P 2:13
November 18, 2025

6:30 PM
ATTEST: *[Signature]*
CLERK

Remote Access Only

Members Present: Chairman Greg Massad, Karen Barnett, and Tim Conderino
Members Absent: Tim Bleasdale and Victor Ebersole
Alternates Present: Doris Crum and Michael Elbaum
Alternates Absent: Joseph DiBuono
Staff Present: Mark Wujtewicz, Planner and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairman Massad called the meeting to order at 6:30 PM. M. Elbaum was seated for T. Bleasdale and D. Crum was seated for V. Ebersole.

2. APPROVAL OF MINUTES

MOTION: Motion made by M. Elbaum, seconded by T. Conderino, to approve the September 9, 2025 meeting minutes.

VOTE: 4-0-1 (D. Crum abstained from the vote)

3. APPLICATION RECEIPT

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivision Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

G. Massad noted that the application was received on September 30, 2025 and would be heard that evening.

#PL-25-19 Request of Mikhail Yevsyuk, Applicant and Esther Poe, Owner for a Coastal Site Plan review and approval for a new single family home on property located at 2 Forest Street VR-7.5 Zone in accordance with Sections 6A.4.1 and 25.4 of the Zoning Regulations and as shown on plans entitled "Site Plan of 2 Forest Street, Waterford, Connecticut, Prepared for Mikhail Yevsyuk, October 9, 2025"

ACTION REQUIRED BY:

1/22/26

The application will be scheduled for review at a future date.

4. PUBLIC HEARING

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivision Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

Chairman Massad opened the public hearing at 6:36 pm.
M. Wujtewicz read the list of exhibits 1-9 into the record.

- EXHIBIT 1 - Application
 - 1a. Application Form 1 (9 pages)
 - 1b. Application Form 2 (5 pages)
 - 1c. Statement of Use
 - 1d. Consistency with Plan of Conservation and Development
 - 1e. Statement of Design Compatibility
 - 1f. Storm Water Management Report
- EXHIBIT 2 - Site Plan "Brown CAM Resubdivision" Last Revision date August 14, 2025 (4 Sheets)
- EXHIBIT 3- Notice of Public Hearing advertised in the Day newspaper on Tuesday, November 4, 2025 and Tuesday, November 11, 2025
- EXHIBIT 4 - Notice of Public Hearing to Applicant dated October 14, 2025
- EXHIBIT 5 - Certificates of Mailings
- EXHIBIT 6 - Notice of Conservation Commission Action
- EXHIBIT 7 - DEEP Site Plan Review Checklist
- EXHIBIT 8 - Staff Report dated November 18, 2025
- EXHIBIT 9 - Site Plan "Brown CAM Resubdivision" Last Revision date November 13, 2025 (4 Sheets)

Brian Florek, LS, was present on behalf of his client, Sharon Brown. His client is requesting a two lot resubdivision to create two lots for their children. He also stated that the application also includes a request for a waiver from Section 5.3.8 of the Subdivision Regulations which prohibits Flag Lots in subdivisions of less than five lots. Proposed Lot 1 meets the criteria of a Flag Lot. His client is proposing to build two residential houses with a shared driveway. The lots are proposed to be connected to municipal water and sewer systems. The project is located within the Coastal Area Management Boundary and was referred to the Connecticut Department of Energy and Environmental Protection (DEEP) for review. The proposed drainage has been designed by Dave Cooley, PE. The proposed stormwater drainage system will be connected to the Municipal drainage system in Josan Drive, and it will not have an impact on Town resources. B. Florek referenced that this property was created as part of a 1956 subdivision for Josan Drive and that if the property had not been part of a previous subdivision his client would have proposed a free split to create two lots.

Jill Neri, 11 Josan Drive, voiced concerns with the wetlands potentially being impacted behind her property and water overflow that builds into the road.

B. Florek stated that the wetland area in the front of the property will be protected by boulders as required by the Conservation Commission permit. He also stated that based upon the design of the stormwater system there will be any additional water added to the wetland. It will be isolated from any surface water runoff from the proposed driveway.

B. Florek also stated that the wetland to the rear of the property will not be impacted or disturbed in accordance with the Inland Wetland Permit that was granted by the Conservation Commission.

Chairman Massad asked three times if anyone from the public would like to speak regarding the application. There was no public response.

MOTION: Motion made by T. Conderino, seconded by D. Crum to close the public hearing for PL-25-18.

VOTE: 5-0
Public hearing closed at 7:49 pm.

The Commission moved to the Application Review.

5. APPLICATION REVIEW

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivision Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

M. Wujtewicz reviewed the staff report with the Commission.

The Commission discussed the following findings:

The property is located entirely within the R-40 (Low Density Residential) Zone District

1. The division of the property constitutes a resubdivision in accordance with the definition of resubdivision within the Town of Waterford Subdivision Regulations and State Statute.
2. The proposed lots meet the lot design standards of Sections 3.34, 3.38 and 5 of the Town of Waterford Zoning Regulations.
3. The Waterford Conservation Commission issued Inland Wetland Permit# C-24-06 for regulated inland wetland activities.
4. The Waterford Conservation Commission issued a report of its action on application #C-24-0 in accordance with CGS §8.3(g).
5. The resubdivision is consistent with the applicable coastal policies in Section 22a-92 of the Connecticut General Statutes.
6. Based upon a review of the information provided in the record and in accordance with Section 5.7.1.1 of the Waterford Subdivision Regulations, the Commission finds that the granting of the waiver to Section 5.3.8 of the Subdivision Regulations with conditions allowing one flag lot in the two lot resubdivision will not be detrimental to the public safety, health and welfare nor will it have a significant adverse effect on other adjacent property.

The Commission discussed the following conditions:

1. Pursuant to section 3.38.4 of the Zoning Regulations, the Commission finds that access to Lot 2 shall be over Lot 1 perpetuity. Cross reciprocal easements shall be required over Lot 1 in favor of Lot 2. These easements shall incorporate the use of the driveway access and utilities and are to be recorded on the land records at the time final plans are recorded.
2. The shared driveway shall be designed and constructed in such a way as to support emergency vehicle apparatus. The driveway and associated drainage improvements within the area of the cross reciprocal easement shall be constructed prior to the issuance of a zoning compliance permit for house construction.
3. The public and shared improvements, including the drainage improvements and shared driveway shall be bonded prior to recording the final plans on the land records.

4. Access and utility easement language shall be submitted to the Planning Department and reviewed prior to filing the final plans on the land records.

MOTION: Motion made by T. Conderino, seconded by D. Crum to approve with conditions Application PL-25-18, a 2-Lot residential resubdivision located at 9 Josan Drive with conditions 1 through 4 and to adopt the findings 1 through 7 of the staff report date November 18, 2025.

VOTE: 5-0

The agenda was modified to move item 6 earlier in the meeting.

6. PRE-APPLICATION REVIEW

Pre-application review pursuant to CGS Section 7-159b and Section 22a.5 of the Waterford Zoning Regulations of a potential application for a proposed subdivision and PDD development at 53 Great Neck Road.

Brandon Handfield, PE, Yantic River Consultants, Skip Adams and Gordy Adams were present for the presentation. B. Handfield reviewed a Preliminary Master Plan for a Planned Design District Multi-Family development with the Commission. He noted they are proposing 47 single family units and 46 townhouse units, totaling 93 units. He reviewed potential setbacks from property lines, recreational areas and open spaces. The proposed plan has no direct wetland impacts and no work proposed in the coastal boundary.

Commissioners voiced concerns with the density, affordability and consistency with the Town's Plan of Conservation and Development.

B. Handfield thanked the Commission for their input and will review the Commissions comments with his clients.

4. PUBLIC HEARING (Continued)

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

M. Wujtewicz read the list of exhibits 1-9 into the record.

EXHIBIT 1 -	Application (9 pages)
EXHIBIT 2 -	Proposed Regulation Amendments
EXHIBIT 3 -	SECCOG Referral
EXHIBIT 4 -	Public Hearing Notice run in The Day newspaper July 8, 2025 and July 15, 2025
EXHIBIT 5 -	Copy of Application to Town Clerk's Office
EXHIBIT 6 -	Certified copy of Sections 1, 3 and 6 of the Town of Waterford Zoning Regulations, revised through effective date: June 4, 2025
EXHIBIT 7 -	SECCOG Response
EXHIBIT 8 -	Staff Report
EXHIBIT 9 -	DEEP Response

Kyle Stoddard 116 Old Colchester Road, read a statement regarding Agri-Tourism.

Chairman Massad asked three times if anyone from the public would like to speak regarding the application. There was no additional public response.

MOTION: Motion made by D. Crum, seconded by M. Elbaum to close the public hearing for PL-25-12.

VOTE: 5-0

The public hearing closed at 7:20 pm.

The Commission moved to the Application Review.

5. APPLICATION REVIEW (Continued)

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

M. Wujtewicz reviewed the staff report with the Commission. The Commission discussed eliminating the language limiting the number of events that can be conducted in a calendar year currently in the regulations. The Commission also proposed eliminating the existing requirement for a Zoning Compliance Permit to be issued for each event and to eliminate the current language regulating the number of events that can occur within a week and during a weekend.

Concerns were raised regarding enforcement of special permit conditions and the zoning regulations. The discussion was continued to the next meeting.

7. ADMINISTRATIVE REVIEW

Draft 2024/2025 Planning and Zoning Annual Report

MOTION: Motion made by M. Elbaum, seconded by K. Barnett to approve the 2024/2025 Planning and Zoning Annual Report.

VOTE: 5-0

Draft 2026 Meeting Schedule

MOTION: Motion made by M. Elbaum, seconded by K. Barnett to approve the 2026 meeting schedule.

VOTE: 5-0

Draft Planning and Zoning FY 2027 Budget

MOTION: Motion made by D. Crum, seconded by T. Conderino to approve the FY 2027 budget.

VOTE: 5-0

8. CORRESPONDENCE

No correspondence was received or discussed.

9. COMMISSION BUSINESS

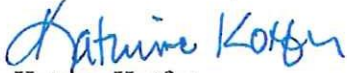
M. Wujtecwicz reviewed the status of current and upcoming projects throughout Town with the Commission.

10. ADJOURNMENT

MOTION: Motion made by K. Barnett, seconded by D. Crum to adjourn at 8:17 pm.

VOTE: 5-0

Respectfully Submitted,



Katrina Kotfer

Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10114 CONSERVATION COMMISSION

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 APPROVED BD/COMM. (11/13/25)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	821	1,500		1,200	1,500	1,500	0	0.00%
52020	POSTAGE	103	125		64	125	125	0	0.00%
52030	PROFESSIONAL SERVICES	0	3,500		0	3,500	3,500	0	0.00%
52031	PLANNING SERVICES	3,483	12,000		8,518	12,000	12,000	0	0.00%
52050	DUES, CONF. & EDUC.	625	600		500	600	600	0	0.00%
52060	PRINTING	0	25		0	25	25	0	0.00%
	SUBTOTAL	5,032	17,750	0	10,282	17,750	17,750	0	0.00%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	0	500		35	500	500	0	0.00%
	SUBTOTAL	0	500	0	35	500	500	0	0.00%
	DEPARTMENT TOTAL	5,032	18,250	0	10,317	18,250	18,250	0	0.00%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION**



BUDGET FUNCTION

The Waterford Conservation Commission serves as the Inland Wetlands Agency; reviewing applications, issuing permits and enforcing activities affecting inland wetlands and watercourses in accordance with the Waterford Inland Wetlands and Watercourses regulations and CT General Statute's 22a-36 through 22a-45. The Conservation Commission also carries out the statutory responsibilities of a municipal Conservation Commission, maintaining a survey of natural resources, reviewing land use proposals and making recommendations to other Boards and Agencies on natural resource identification and protection, and Open Space preservation.

The Conservation Commission held 17 regularly scheduled meetings in FY 2024/25 and rendered decisions on 14 applications to conduct activities in and adjacent to inland wetlands and watercourses. Inland Wetland permits issued authorized the temporary disturbance of 0.02 acres of wetland. Wetland mitigation efforts completed included on-site wetland restoration of 0.012 acres of wetland.

MEMBERS

Richard Muckle, Chair
Tali Maidelis, Secretary
David Lersch
Geneva Renegar
Wade Thomas
Keith Kriet
Ivy Plis

ALTERNATES

Matthew Shea
David DeNoia
Avery Holzworth

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION**



FEES

FEES – Application Fees Generated from Inland Wetland Permit Applications

<u>Fiscal Year</u>	<u>Total Fees Collected</u>
FY 2020/2021	\$ 800
FY 2021/2022	\$ 700
FY 2022/2023	\$ 1,600
FY 2023/2024	\$ 1,050
FY 2024/2025	\$ 362
FY 2025/2026 – 4 months	\$ 360

The Waterford Conservation Commission requires an additional fee when public hearings are required. The fee off-sets the cost for publishing the two legal notices of public hearing required by State statute.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



BUDGET SUMMARY

CONSERVATION COMMISSION: Proposed Fiscal Year 2027

SERVICES:

10114-52010-101-010-14-00-52 ADVERTISING	1,500
10114-52020-101-010-14-00-52 POSTAGE	125
10114-52030-101-010-14-00-52 PROFESSIONAL FEES	3,500
10114-52031-101-010-14-00-52 PLANNING SERVICES	12,000
10114-52050-101-010-14-00-52 DUES, CONFERENCES & EDUCATION	600
10114-52060-101-010-14-00-52 PRINTING	25

TOTAL	17,750

MATERIALS & SUPPLIES:

10114-53020-101-010-14-00-53 OTHER SUPPLIES	500

TOTAL	500

TOTAL	18,250

Advertising Line 10114-52010

\$ 1,500 Requested

The advertising account covers the cost of all legal notice requirements required by State statute. This includes publication of notices of public hearings, enforcement orders and notices of decision on all Commission inland wetland agency actions. Advertisements for public hearings and decisions of the Commission are required to be published in a newspaper having general circulation in Waterford. To off-set publication costs, the Commission requires an additional fee of \$400.00 when a public hearing is required for the legal notices. The requested budget amount is consistent with that approved for the FY 2025/26 budget.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Postage Line 10114-52020

\$ 125 Requested

Postage expenditures include certified letter mailings required for notice of Commission decisions on applications and for enforcement proceedings, correspondence to Town residents, and referrals to municipal, State and Federal agencies. The requested budget amount is consistent with that approved for the FY 2025/26 budget.

Professional Services Line 10114-52030

\$ 3,500 Requested

The professional services account is used to obtain professional technical reviews, retain expert witnesses, chemical laboratory analyses and other professional technical assistance unavailable at the municipal or State level that are required to conduct the duties of the inland wetlands agency and the Conservation Commission. These services may include assisting the Commission with technical expert reviews of application documents, investigating complaints of wetland, soil or water quality impacts, documenting violations of the inland wetlands and watercourses regulations, providing expert testimony in court proceedings, or assisting the Commission in preparing natural resource surveys.

To carry out the responsibilities of the Inland Wetland and Watercourses Act, it is critical that the Commission have the ability to retain expert witnesses for determination of impacts to wetlands and watercourses in order to reach and maintain defensible decisions. Court case law has established that the finding of adverse impacts and justification for conditions of approval requires technical expertise and expert evidence in the application record. The Commission uses the expertise of staff members, and regional and state technical offices when available, however specific technical expertise may be required during the application process within a limited time frame. Having sufficient funding available to procure services when expert review is needed is essential in consideration of the strict time frames established by State Statute for rendering decisions on inland wetland applications.

The fee schedule for Inland Wetland permit applications allows the Commission to charge the applicant for third party expert reviews and technical evaluations deemed necessary to assist in the review of complex permit applications. However, the Commission continues to require funds for obtaining professional expertise on items other than those duties associated with complex permit applications.

Expenditures under this item are difficult to predict and are related to the number and complexity of permit applications, public hearings, enforcement proceedings and technical needs of the Commission. The requested amount will fund an estimated 25 -35 hours of professional service at a rate of \$100 - \$150/hr.

The requested budget amount is consistent with that approved for the FY 2025/26 budget.

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: CONSERVATION COMMISSION

Planning Services Line 10114-52031

\$ 12,000 Requested

The Conservation Commission conducts a water quality monitoring program of freshwater streams and ponds in Waterford. Samples are collected at 30 locations in the early summer and late fall of a calendar year to track water quality over the growing season and monitor changes in quality over time. Sampling is conducted on Jordan Brook, Nevins Brook, Fenger Brook, Hunts Brook, Stony Brook, Oil Mill Brook and its tributaries, Millstone (Beebe) Brook, Green Swamp Brook and a tributary stream to Goshen Cove. Water quality parameters monitored include total coliform, e. coli and enterococci bacteria, temperature, pH, nitrogen compounds and phosphorus.

The surface water quality monitoring program has been conducted for the past 25 years by the Conservation Commission and has generated comprehensive data on the quality of the town's water resources. This data is used to evaluate potential impacts of land development on stream health and to track changes in water chemistry over time. It also provides a scientific basis for the Conservation Commission to establish required levels of stormwater treatment for development proposals, and water quality mitigation goals for enforcement proceedings.

Jordan Brook, Oil Mill Brook and Stony Brook support native trout and high quality waters. Habitat requirements for these fisheries include cool, oxygenated waters with suitable substrate conditions to provide food and aquatic habitat. Alteration of adjacent lands, loss of vegetative cover, soil erosion, flow alterations, septic system discharges and stormwater run-off can adversely impact the biological conditions of these watercourses. The monitored temperature, nitrogen and phosphorus levels in these streams continue to indicate high quality surface waters.

The 2022 State of Connecticut Integrated Water Quality Report, submitted by CT DEEP to the EPA, identifies Alewife Cove, Jordan Cove, and areas of Niantic Bay and the Niantic River as impaired estuaries that do not fully support designated uses of habitat for fish and other aquatic wildlife. Fenger Brook is listed as not supporting designated uses for aquatic life and recreation. The section of Hunts Brook downstream of the Miller Pond dam is listed as not supporting fish and aquatic life habitat. The lower reach of Stony Brook south of Route 1 is listed as impaired for recreational use due to bacteria. The Commission continues to monitor water quality in the streams contributing to these impaired waters

This long-term water quality monitoring is a critical part of the natural resource inventory work the Commission conducts and allows tracking of trends in water quality from land use changes and provides an indication of where water quality may be affected. Town staff conducts the sampling to minimize costs. Expenses from this line item are linked to the number of water samples collected. Due to extreme dry conditions in October & November 2024, stream sampling was not conducted.

The requested budget amount is consistent with that approved in the previous fiscal year.

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: CONSERVATION COMMISSION

Dues, Conferences and Education Line 10114-52050

\$ 600 Requested

Expenditures from this line item include membership dues, commission and staff training, attendance at seminars and workshops. The Connecticut Inland Wetlands and Watercourses Act [CGS 22a-36 - 22a-45a] recommends members of inland wetland agency complete a comprehensive training program developed by the CT DEEP. Commissioners also attend environmental education conferences and legal seminars regarding inland wetlands to keep informed of changes to State Statute or case law affecting application review practices, public hearing records and decision-making for Inland Wetlands and Watercourse Regulations application. The Commission satisfies the minimum required training recommended by CT DEEP for inland wetlands agencies.

The Commission is requesting the same amount for this item as approved in the previous fiscal year to maintain the level of training of its members and staff.

Printing Line 10114-52060

\$ 25 Requested

Expenditures under this line item include printing of oversized documents, maps and colored copies, which cannot be printed or are unavailable at Town facilities. The amount requested under this line item is the same as approved in the previous fiscal year.

Other Supplies Line 10114-53020

\$ 500 Requested

Funds in this account are used to purchase and maintain environmental testing/monitoring equipment, safety equipment, survey flagging, and Conservation Easement and Non-Encroachment Boundary Line markers for field markings. This equipment allows the Conservation Commission with its professional staff to perform wetland identification, water testing, natural resource inventory and conservation easement boundary marking that would otherwise require contracting for outside professional services.

The amount requested under this line item is the same as approved in the previous fiscal year.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: CONSERVATION COMMISSION



	Conservation Commission Development Commission									
	5 Year History of Expenditures									
	FY2025		FY2024		FY2023		FY2022		FY2021	
	ORIGINAL	FY2025	ORIGINAL	FY2024	ORIGINAL	FY2023	ORIGINAL	FY2022	ORIGINAL	FY2021
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
CONSERVATION COMMISSION	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
SERVICES:										
10114-52010-101-010-13-00-52 ADVERTISING	1,500	820	1,500	1,069	1,500	1,599	1,500	1,105	1,500	989
10114-52020-101-010-13-00-52 POSTAGE	125	102	125	112	125	112	125	84	125	106
10114-52030-101-010-13-00-52 PROFESSIONAL FEES	3,500	-	3,500	-	3,500	-	3,500	-	3,500	3,500
10114-52031-101-010-13-00-52 PLANNING SERVICES	12,000	3,482	12,000	7,804	12,000	6,278	12,000	6,357	12,000	12,000
10114-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	600	625	600	295	600	315	600	275	600	295
10114-52060-101-010-13-00-52 PRINTING	25	-	25	-	25	-	25	-	25	-
al SERVICES	17,750	5,029	17,750	9,280	17,750	8,304	17,750	7,821	17,750	16,890
MATERIALS & SUPPLIES:										
10110-53020-101-010-10-00-53 OTHER SUPPLIES	500	0	500	0	500	253	500	0	500	366
Total MATERIALS & SUPPLIES	500	0	500	0	500	253	500	0	500	366
TOTAL	18,250	5,029	18,250	9,280	18,250	8,557	18,250	7,821	18,250	17,256

Approved by the Waterford Conservation Commission – November 13, 2025

MEETING MINUTES
Waterford Conservation Commission
November 13, 2025, 6:30 p.m.
Auditorium, Waterford Town Hall

Members Present: Keith Kriet, Tali Maidelis, Richard Muckle, Ivy Plis, Geneva Renegar & Wade Thomas
Members Absent: David Lersch
Alternates Present: David DeNoia
Alternates Absent: Avery Holzworth & Matthew Shea
Staff Present: Maureen Fitzgerald, Environmental Planner
Cassandre Grote, Recording Secretary

RECEIVED FOR RECORD
WATERFORD, CT
NOV 19 P 2:33
ATTEN: [Signature]

1. CALL TO ORDER

The meeting was called to order by Chairman Muckle at 6:31 p.m.
D. DeNoia was seated for D. Lersch.

2. APPROVAL OF MEETING MINUTES

Motion: Made by T. Maidelis, seconded by W. Thomas to approve the October 23, 2025 meeting minutes.

Vote: 5 – 0 – 2 [I. Plis & G. Renegar abstaining]

3. NEW APPLICATIONS –

C-25-15: 33 Kenyon Road: New Construction; Owner/Applicant - Congregation Beth-El, Inc. of New London

Mike Ott, P.E, L.S., of Summer Hill Civil Engineers & Land Surveyors, P.C. presented the application on behalf of the applicant. Kathleen McFadden and Ed Goldberg of Congregation Beth El were also present. M. Ott reviewed the previously approved application and plan from 2023, and highlighted the changes between the two plans. The new proposed 3,700 sq. ft. building is located towards the front of the parcel, rather than the rear, which reduces the length of the driveway. M. Ott explained the parking plan includes 36 paved parking spaces in the front and rear of the building, and an additional overflow parking area consisting of 14 spaces of open graded crushed stone. The Commission questioned if this would be enough parking spaces. E. Goldberg explained that based on attendance history and the congregation members who do not drive, 50 spaces would be more than sufficient. M. Ott added that this is an increase in parking spaces from the previously approved plan.

M. Ott explained that surface water runoff from all impervious areas is directed to the stormwater infiltration basin. The basin was moved further upslope from the wetland, and the basin bottom elevation raised. M. Ott noted that they will no longer be filling a portion of the wetland area for construction of the basin. The driveway wetland crossing will be the same as previously approved. The roof will be residential shingles.

The Commission raised a concern regarding the dumpster location. M. Ott stated that there was no other feasible place for the dumpster. It will be on a concrete pad, graded to slope towards the parking lot and will be in an enclosure.

The Commission suggested the demarcation of overflow parking area using bollards or landscape plantings.

The Commission received the application.

4. APPLICATION REVIEW

C-25-14: 5 Bloomingdale Road: Single family residence; Owner/Applicant – Sunmar/RAF Builders, LLC – Review Draft Permit

The Commission reviewed the draft permit.

Motion: Made by W. Thomas, seconded by K. Kriet, to approve the draft permit C-25-14 as written.

Vote: 7 – 0

5. VIOLATIONS – No violations discussed.

6. OTHER BUSINESS –

a) Request for determination of no regulated wetland activity – 18 Pember Road

Staff explained that because this parcel is a rear lot, the Planning & Zoning Commission will require a report from the Conservation Commission. Staff recommended a finding of no regulated inland wetland activity, due to the distance between the clearing limits and wetland.

Motion: Made by K. Kriet, seconded by W. Thomas, to determine that the proposed residential development at 18 Pember Road does not involve regulated wetland activity based upon the distance between the limits of site clearing and grading activity and the wetland resource.

Vote: 7 – 0

b) Draft 2026/2027 Conservation Commission Budget

The Commission reviewed the proposed budget.

Motion: Made by T. Maidelis, seconded by I. Plis to approve the proposed 2026/2027 Conservation Commission Budget as presented.

Vote: 7 – 0

7. CORRESPONDENCE – No correspondence received.

8. ADJOURNMENT

Motion: Made by W. Thomas, seconded by T. Maidelis to adjourn the meeting at 7:01p.m.

Vote: 7 – 0

Respectfully Submitted,



Cassandre Grote
Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10113 ECONOMIC DEVELOPMENT COMM.

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 APPROVED BD/COMM. (12/16/25)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	0	500		400	500	500	0	0.00%
52020	POSTAGE	7	1,000		0	1,000	1,000	0	0.00%
52030	PROFESSIONAL FEES	0	11,800		0	14,000	14,000	2,200	18.64%
52050	DUES, CONF. & EDUC.	9,153	11,752		9,062	9,607	9,607	(2,145)	-18.25%
52060	PRINTING	31	200		0	200	200	0	0.00%
52070	REIMBURSABLE EXPENSES		100		0	100	100	0	0.00%
	SUBTOTAL	9,191	25,352	0	9,462	25,407	25,407	55	0.22%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	9,191	25,352	0	9,462	25,407	25,407	55	0.22%

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Economic Development Commission



BUDGET FUNCTION

The Economic Development Commission's purpose is to support and grow Waterford's economy. The Commission is empowered by Town Ordinance and State Statutes to serve as a platform to coordinate activities and groups that work in support of economic development. Broad responsibilities the Commission may undertake include market analysis, business recruitment and retention, marketing the Town, and recommending actions that the Town can take to meet its development goals.

LOOKING AHEAD

The Commission voted to continue to ensure that it has the resources to better support Waterford's economic development efforts. To assist in supporting those efforts the Commission will utilize the services of a part time Economic Development Community Liaison. The purpose of the position is to assist the Economic Development Commission by performing tasks such as business recruitment and retention which may include researching and implementing grant opportunities. This position will also support the Economic Development Commission by providing an individual to assist the Commission in its initiatives and to represent the Commission at meetings with regional, state and national Economic Development Organizations. The proposed funding for this position is \$25,000 and is included in the Planning and Zoning Commission FY2027 Personnel Budget.

MEMBERS

Michael Buscetto III, Chair
Edward Lusher
James Nicholas
Kathleen Mullen – Kohl

ALTERNATES

Julie Lawrence
Scott Gladstone

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Economic Development Commission



BUDGET SUMMARY

ECONOMIC DEVELOPMENT COMMISSION: Proposed Fiscal Year 2027

SERVICES:

10113-52010-101-010-13-00-52 ADVERTISING	500
10113-52020-101-010-13-00-52 POSTAGE	1,000
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	14,000
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	9,607
10113-52060-101-010-13-00-52 PRINTING	200
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	100
TOTAL	25,407

Advertising Line 10113-52010

\$500 Requested

The EDC will advertise via print, digital, and social media platforms. Advertisements for EDC sponsored events to aimed at helping local small businesses gain access to grants, loans and buisness advising services would be paid from this line.

Postage 10113-52030

\$1000 Requested

The EDC will pay for postage to advertise EDC sponsored events out of this line.

Professional Fees Line 10113-52030

\$14,000 Requested

While the Economic Development Commission continues to utilize the support it receives from partnering with organizations including SeCTer and the Chamber of Commerce of Eastern CT for certain events and services, there are circumstances which require specific expertise in support of promoting and facilitating Economic Development Commission initiatives. The Economic Development Commission will utilize these funds for consulting services such as market studies focused along business corridors including the Interstate 95/ frontage roads, Route 85 and Boston Post Road, developing and maintenance of a Waterford small business database, creating Waterford promotional videos.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Economic Development Commission



Dues, Conferences and Education Line 10113-52050

\$9,607 Requested

The EDC maintains membership with the Southeastern CT Enterprise Region (SeCTer) for the Town. SeCTer provides access to regional economic data and project support. The Commission also maintains memberships with professional organizations for the purposes of implementing and maintaining effective economic development programs. Members attend educational and networking events whenever possible.

Southeastern CT Enterprise Region (seCTer)\$ 8,807

SeCTer provides the Town with regional business information, regional promotion, and educational resources.

Chamber of Commerce of Southeastern CT\$ 300

Promotes local networking, facilitates communication & collaboration

Business meeting expenses, including shared costs of facilities and admission costs for economic events, meetings and seminars\$ 500

Printing Line 10113-52060

\$200 Requested

This line will cover the cost of materials related to Economic Development Strategy implementation, such as drafts of graphic designs or similar items that will require Commission review.

Reimbursable Expenses Line 10113-52070

\$100 Requested

EDC members on occasion pay out of pocket for expenses associated with travel to seminars and business meetings. This line item provides for the reimbursement of funds expended by EDC members in providing services to the Town.

TOWN OF WATERFORD FY2027 BUDGET REQUEST

DEPARTMENT: Economic Development Commission



Economic Development Commission 5 Year History of Expenditures

	FY2025 ORIGINAL BUDGET	FY2025 ACTUAL	FY2024 ORIGINAL BUDGET	FY2024 ACTUAL	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL
ECONOMIC DEVELOPMENT COMMISSION										
SERVICES:										
10113-52010-101-010-13-00-52 ADVERTISING	500	-	500	-	1,000	-	425	-	425	-
10113-52020-101-010-13-00-52 POSTAGE	-	-	-	-	-	-	-	-	200	-
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	8,000	-	15,000	17,000	16,000	7,500	1,500	1,372	-	-
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	16,467	9,152	16,467	9,144	10,071	8,508	7,851	7,103	8,223	7,043
10113-52060-101-010-13-00-52 PRINTING	200	39	200	-	200	-	150	-	300	-
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	100	-	100	177	200	383	-	-	150	-
Total SERVICES	25,267	9,191	32,267	26,321	27,471	16,391	9,926	8,475	9,298	7,043



MINUTES
WATERFORD ECONOMIC DEVELOPMENT COMMISSION
SPECIAL MEETING
December 16, 2025
WATERFORD TOWN HALL
6:00 PM

2025 DEC 18 AM 9:17

RECEIVED FOR RECORD
WATERFORD, CT

MEMBERS PRESENT: Chairman Michael Buscetto, James Nicholas and Kathleen Mullen-Kohl
MEMBERS ABSENT: Edward Lusher
ALTERNATES PRESENT: Scott Gladstone (Call In)
ALTERNATES ABSENT: Julie Lawrence
STAFF PRESENT: Mark Wujtewicz, Planner, Interim Planning Director

1. CALL TO ORDER/APPOINTMENT OF ALTERNATES

Chairman Buscetto called the meeting to order at 6:00 p.m. S. Gladstone was seated for E. Lusher.

2. APPROVAL OF THE December 9, 2025 Meeting Minutes

MOTION: Motion made J. Nicholas, seconded by K. Mullen-Kohl, to approve the December 9, 2025 minutes.

VOTE: 4-0

3. NEW BUSINESS

Draft FY 2027 Budget

M. Wujtewicz reviewed the draft budget with the Commission,

MOTION: Motion made J. Nicholas, seconded by M. Buscetto to approve the FY2027 Economic Development Commission draft budget.

VOTE: 4-0

4. ADJOURNMENT

MOTION: Motion made by J. Nicholas, seconded by K. Mullen-Kohl to adjourn the meeting at 6:10 p.m.

VOTE: 4-0

Respectively submitted,

Mark Wujtewicz
Planner/Acting Planning Director