

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

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

Wednesday, February 4, 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. Social Service Grants** – To consider and act on the proposed FY27 Social Service Grants budget request in the amount of \$122,825.
- 2. Public Health & Nursing Services (VNA)** - To consider and act on the proposed FY27 Public Health & Nursing Services (VNA) budget request in the amount of \$17,280.
- 3. Conservation of Health (Ledge Light Health District)** – To consider and act on the proposed FY27 Conservation of Health (Ledge Light Health District) budget request in the amount of \$160,368.
- 4. Waterford Public Library** – To consider and act on the proposed FY27 Waterford Public Library budget request in the amount of \$1,045,991.
- 5. Youth & Family Services** – To consider and act on the proposed FY27 Youth & Family Services budget request in the amount of \$292,078.
- 6. Senior Citizens Commission** – To consider and act on the proposed FY27 Senior Citizens Commission budget request in the amount of \$528,682.

RECEIVED FOR RECORD
WATERFORD, CT
2026 JAN 27 P 1:30
ATTEST: David J. Langston
TOWN CLERK

7. **Emergency Management** – To consider and act on the proposed FY27 Emergency Management budget request in the amount of \$1,270,180.
8. **Police Department**– To consider and act on the proposed FY27 Police Department budget request in the amount of \$7,321,043.
9. **Information Technology** – To consider and act on the proposed FY27 Information Technology budget request in the amount of \$1,380,069.
10. **Contingency** – To consider and act on the proposed FY27 Contingency budget request in the amount of \$285,000.
11. **Board of Finance** – To consider and act on the proposed FY27 Board of Finance budget request in the amount of \$86,406.
12. **Representative Town Meeting** – To consider and act on the proposed FY27 Representative Town Meeting budget request in the amount of \$17,802.
13. **Town Clerk** – To consider and act on the proposed FY27 Town Clerk budget request in the amount of \$271,688.

E. Recess:

**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: 10120 SOCIAL SERVICE GRANTS/MISC

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. (1/8/26)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52590	WATERFORD SHELLFISH COMMISSION	1,290	2,029		2,029	5,530	5,530	3,501	172.55%
52633	WATERFORD/EAST LYME SHELLFISH	0	1		0	1	1	0	0.00%
52634	SECT COUNCIL OF GOVERNMENTS (SCCOG)	10,764	11,501		11,501	11,548	11,548	47	0.41%
52635	HISTORIC PROPERTIES COMMISSION	331	400		1	400	400	0	0.00%
52636	T.V.C.C.A.	6,244	6,556		6,556	8,921	8,921	2,365	36.07%
52638	DISABLED AMERICAN VETERANS	250	250		0	0	0	(250)	-100.00%
52639	V.F.W. POST 6573	2,000	2,000			2,300	2,300	300	15.00%
52643	SAFE FUTURES	6,500	6,500		0	6,500	6,500	0	0.00%
52644	SEAT	41,451	43,523		43,523	47,875	47,875	4,352	10.00%
52645	EASTERN CT CONSERVATION DISTRICT INC	1,500	1,500		0	1,500	1,500	0	0.00%
	SUBTOTAL	70,330	74,260	0	63,610	84,575	84,575	10,315	13.89%
CONTRIBUTIONS TO OUTSIDE AGENCIES									
58340	WTFD HISTORICAL SOCIETY	3,000	3,500		0	4,000	4,000	500	14.29%
58440	UNITED COMMUNITY & FAMILY SERVICES	8,000	8,000		8,000	10,000	10,000	2,000	25.00%
58450	THE ARC OF EASTERN CONNECTICUT	1,800	1,500		0	1,500	1,500	0	0.00%
58595	NL HOMELESS HOSPITALITY CENTER	15,000	15,000		0	20,000	20,000	5,000	33.33%
58596	SACCEC	1,250	1,250		1,250	1,250	1,250	0	0.00%
NEW	UNITED CEREBRAL PALSY OF EASTERN CT	0	0		0	10,000	1,500	1,500	100.00%
	SUBTOTAL	29,050	29,250	0	9,250	46,750	38,250	9,000	30.77%
	DEPARTMENT TOTAL	99,380	103,510	0	72,860	131,325	122,825	19,315	18.66%

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10133 PUBLIC HEALTH NURSING SERVICE

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	Department Request \$ Increase	Department Request % Increase
CONTRACTED OUTSIDE AGENCIES								
58010	PUBLIC HEALTH NURSING	25,862	21,600		1,100	17,280	(4,320)	-20.00%
	SUBTOTAL	25,862	21,600	0	1,100	17,280	(4,320)	-20.00%
DEPARTMENT TOTAL		25,862	21,600	0	1,100	17,280	(4,320)	-20.00%

Visiting Nurse Association of Southeastern CT DBA Yale New Haven Health- Health at Home-
Southeast

BUDGET NARRATIVEs—TOWN OF WATERFORD

July 1, 2026- June 30, 2027

We annually estimate the expenditure for services for those residents who are uninsured and cannot afford to pay for care with their own fund. This year we will discontinue offering Nurse Managed Clinics, Blood pressure and Foot clinics due to a return to our core business of Home Health.

The budget for Yale New Haven Health- Health at Home- Southeast (YNHH-HAH- Southeast) service will include the home health skilled visit charge of \$180 per nursing visit.

YNHH-HAH Southeast is committed to providing healthcare services to the town at an appropriate level.

The agency is a state-licensed, Medicare-certified, home care organization. YNHH- HAH Southeast underwent a reporting structure change. YNHH-HAH- Southeast reports to Yale New Haven Health System rather than Lawrence and Memorial Corporation.

Indigent Care/Health Promotion

Home visits to residents at risk for handicapping conditions or hospitalizations are made under consultation with the family physician. A plan is established to assist the resident to remain safely at home,

Home healthcare services including nursing, therapies, home health aide and social workers are provided under a plan of care when the resident is uninsured or underinsured and meets the financial criteria for free or subsidized care.

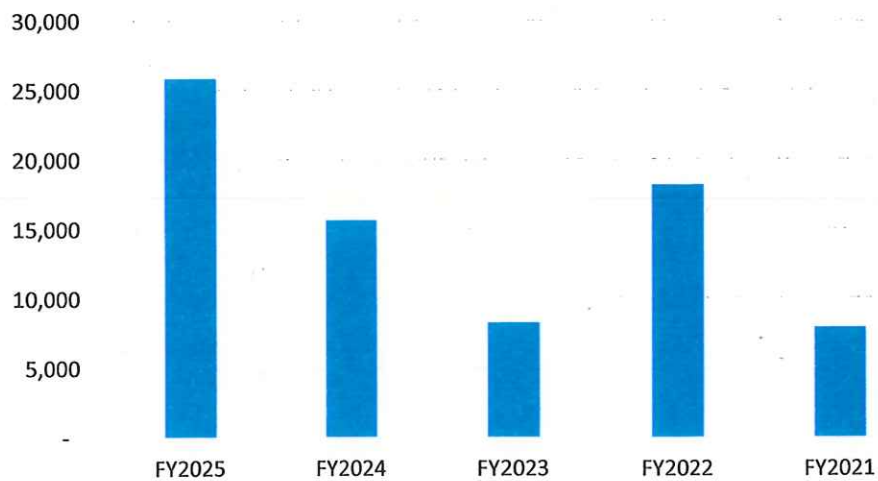
There is a continued need for assistance with care for those who are struggling to stay independent at home. The need for free care has reduced in the past few years due to the greater use of CT expanded Medicaid. At this time it is unknown whether the expansion will continue.

**VISITING NURSE ASSOCIATION OF SOUTHEASTERN CONNECTICUT
Dba. YALE NEW HAVEN HEALTH AT HOME - SOUTHEAST**

July 1, 2026- June 30, 2027

Program	Units Per Year	Rate	Service	Estimated Cost/Year
Homecare Visits for the Indigent	As needed not to exceed Budget 8 VISITS PER MONTH.	\$180/Visit	Skilled RN Home Health Visits	\$17,280.00
			Total	

FIVE YEAR EXPENDITURE HISTORY





December 12, 2025

Town of Waterford
First Selectman Robert Brule
15 Rope Ferry Rd
Waterford, CT 06385

First Selectman Brule:

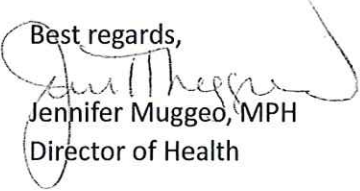
At their November meeting, the Board of Directors of Ledge Light Health District approved an increase of 3% to the member per capita rate for FY27, raising the per capita charge from \$7.82 to \$8.05 for next fiscal year. As a reminder to those reviewing this budget submission, the total is inclusive of all fringe benefits and all legal, vehicle, human resources and capital improvement expenses.

In addition to the change in the per capita rate, there is an increase of 81 people in the population of the Town of Waterford reported to us by the Department of Public Health, which we are mandated by statute to use in calculating each municipality's annual assessment. The per capita and population increases bring Waterford's FY27 contribution to Ledge Light Health District to \$160,367.09.

A detailed draft budget for FY27 is attached for your review. We have also included a report on our activities and the services offered to Waterford.

Please let me know if you have any questions regarding this; I look forward to attending the usual budget hearings in 2026.

Best regards,


Jennifer Muggeo, MPH
Director of Health

CC: LLHD Waterford Board of Directors Representative Paul Goldstein



TOWN OF WATERFORD
15 Rope Ferry Road
Waterford, CT 06385
860-442-0553

SOCIAL SERVICES GRANT FUNDING REQUEST

ORGANIZATION NAME: Ledge Light Health District

REQUEST DATE (FISCAL YEAR): FY27

REQUESTED AMOUNT: \$160,367.09

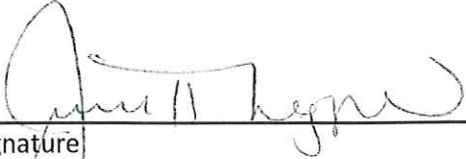
BENEFIT STATEMENT (Describe how these funds will be used)

Ledge Light Health District is honored to serve as the Town's Health Department. Our team of
of public health professionals enforce the State Public Health Code through the regulation
of foodservice, cosmetology, tattoo, daycare and lodging establishments and public pools and bathing
waters; reviews of on-site subsurface sewage disposal systems and private wells; and investigations of
housing and other public health concerns. We also provide education and support on a wide variety of public
health topics to community partners, schools and facilities, and the general public.

Per Town of Waterford Budget Guidelines: please attach a certified audit report of all funds appropriated during the last completed fiscal year to your funding request.

DECLARATION

I, the requester, understand that I am requesting public funds from the Town of Waterford.
I declare that this request does not pose any potential conflict with the Town of Waterford
and I will provide any documentation requested by the Town of Waterford to authorize
funding this request or review the appropriateness of the request.


Signature

12/12/25
Date

**Ledge Light Health District
Budget FY2027**

Projected transfer from designated funds: (\$27,477)

Projected Revenue **\$4,057,471**

Municipality	Population	FY2027 Contribution	\$1,252,112
	<i>3% increase from \$7.82</i>	<i>\$8.05</i>	
East Lyme	19,004	\$153,069.62	
Groton	38,762	\$312,212.41	
Ledyard	15,575	\$125,450.40	
Lyme	2,421	\$19,500.19	
New London	28,081	\$226,181.22	
North Stonington	5,197	\$41,859.76	
Old Lyme	7,721	\$62,189.57	
Stonington	18,782	\$151,281.50	
Waterford	19,910	\$160,367.09	
<i>Total Population:</i>	<i>155,453</i>		

State Per Capita \$3.00 **\$466,359**

Environmental Health Fees **\$405,000**

Food Service	\$225,000
Cosmetology	\$25,000
Pools	\$7,500
Septic/Well	\$145,000
Other	\$2,500

Training/Consulting/Other Services **\$10,000**

Interest **\$12,000**

Grants **\$1,804,000**

Public Health Emergency Preparedness	\$881,000
Foundation Grants	\$50,000
DPH Block Grant	\$75,000
DPH Immunization	\$105,000
DPH Violence Prevention	\$88,000
DPH Workforce Development	\$225,000
DMHAS GASP	\$125,000
DMHAS How Can We Help	\$170,000
Opioid Settlement Funds	\$40,000
IOPSLL	\$45,000

G&A **\$108,000**

Foundation	\$12,000
PHEP R1	\$64,000
PHEP R4	\$32,000

Projected Expenses

Personnel Services

		\$4,084,948
Employee Salary-Core	\$1,374,400	
Benefits/Payroll Taxes-Core	\$577,248	\$3,036,448
Employee Salary-Grants	\$791,900	
Benefits/Payroll Taxes-Grants	\$292,900	

Non-Personnel Operating Expenses

Facilities, Utilities and Vehicles		\$130,600
Utilities	\$24,000	
Maintenance and Condo	\$48,800	
Security	\$600	
Telephone & telecommunications	\$22,000	
Data Connection	\$7,500	
Vehicle Repair/Fees	\$2,500	
Vehicle Fuel	\$6,000	
Auto/Mileage Reimbursement	\$10,000	
Auto Insurance	\$9,200	
Supplies and Equipment		\$73,500
Office Supplies	\$9,500	
IT Supplies and SAS	\$50,000	
Program Supplies	\$7,500	
Postage, shipping, delivery	\$5,000	
Equip rental & maintenance	\$1,500	
Professional Services		\$55,000
Accounting fees	\$13,500	
Legal fees	\$5,000	
IT Consulting Fees	\$20,000	
Medical Consulting Fees	\$3,000	
Other Professional Service Fees	\$5,000	
Insurance Agency Fee	\$8,500	
Other Administrative Costs		\$70,200
Membership dues - organization	\$2,500	
Staff development	\$12,000	
Community Outreach and Engage	\$2,500	
General Liability Insurance	\$21,000	
Property Insurance	\$3,900	
Public Officials Insurance	\$1,700	
Employment Practices Insurance	\$6,600	
Umbrella Insurance	\$3,500	
Processing fees	\$7,500	
Meeting expenses	\$1,500	
CHIP implementation	\$7,500	
Grant Non-Personnel and Subcontracts		\$719,200

Ledge Light Health District (LLHD) serves as the local health department for the municipalities of Waterford, East Lyme, Groton, Ledyard, Lyme, New London, North Stonington, Old Lyme, and Stonington. The LLHD team, comprised of experts in administration and finance, environmental health, communicable disease prevention, and health education and community outreach, work cooperatively to promote healthy communities and ensure that healthy opportunities are available to everyone. The Director of Health and finance/admin team support the teams described below and coordinate cross-specialty efforts to improve community service across the organization.

Environmental Health *The 14 members of our Environmental Health Team have a range and depth of expertise that serve Waterford community members*

LLHD inspects food service establishments to ensure they are compliant with the FDA Food Code and are following good food safety practices. These establishments are inspected based on the risk associated with their level of food preparation activities. We work with these local businesses to implement comprehensive food safety practices and provide cost-effective food service education programs. We continue to support food service establishments and vendors through the changes required due to Connecticut's transition to the FDA Food Code. In Waterford there are 97 licensed food service establishments.

We also inspect public pools (6 in Waterford), cosmetology (23 in Waterford), day care (7 in Waterford) and body art establishments (2 in Waterford) to ensure these entities are taking measures to protect public health. We also respond to complaints about lodging establishments (6 in Waterford). Our online complaint reporting system provides residents the opportunity to submit their concerns electronically. During the swimming season, LLHD conducts weekly water sampling at bathing beaches (3 in Waterford) and informs the public regarding bathing water quality that does not meet EPA/State standards.

Our environmental land use staff of Environmental Health Specialists and Environmental Technicians conduct soil testing and plan reviews for all building lots served by onsite septic systems and/or wells. On existing properties served by septic systems we review residential and commercial building additions, lot line changes, the addition of accessory structures (sheds, decks, pools, and detached garages), and changes in use (residential to commercial, or an increase in the number of bedrooms). All reviews are conducted to ensure compliance with State of CT regulations 19-13-B100a and 19-13-B103 (there were 18 B100a reviews in Waterford last fiscal year). Septic installation plans for new septic systems (3 in Waterford during FY25) or repairs (10 in Waterford in FY25) are reviewed under 19-13-B103 and permitted and inspected by LLHD personnel. Requested exceptions to the CT Public Health Code are reviewed and referred to CT DPH when required. LLHD also conducts the site location review, permit approval, site inspection and water test review for private and public drinking water wells, irrigation wells and geothermal wells. Certain septic systems and water supply permitting involve DPH or DEEP – our team works closely with both agencies to ensure compliance with all code requirements.

Safe and healthy housing is an important public health topic. We respond to complaints or concerns about conditions in rental units and properties with excess garbage, stagnant water or other conditions that may impact health (45 in Waterford last fiscal year). We also enforce the State's regulations related to lead poisoning and conduct comprehensive inspections and family education when a child with an elevated blood lead level is identified.

Communicable Disease Prevention *There are 3 team members who focus in this area of work*

LLHD holds annual free flu vaccination clinics for people aged 6 and up and COVID vaccinations for people who are un- or under-insured. We educate the public about infectious disease prevention and distribute masks and COVID test kits at community events and through our community partners. We provide education to the public and organizations about infection prevention and control practices and investigate reports of communicable and/or infectious diseases such as tuberculosis or food borne illnesses. These investigations may include conducting partner follow-up, delivering direct observed therapy (to ensure patients are taking their medications as required), implementing control measures, and providing general support to the affected individual and their families. Over the last five years we have seen a dramatic increase in the number of tuberculous cases we have had to manage.

LLHD provides support to schools and long-term care facilities during reported outbreaks to help prevent the spread of illness. We also provide yearly educational opportunities for infection control personnel in long term care facilities and schools. We meet with Infection Preventionists from area Long Term Care facilities to provide education and guidance.

Preparedness Activities *One team member has primary responsibility for this body of work*

LLHD works closely with municipal and regional partners to prepare for and respond to emergency situations. These activities include participation in Drive-Thru Clinics and Millstone exercises, working with local partners to develop Continuity of Operations and COVID plans. LLHD is the regional lead for emergency preparedness and manages the contract from the Department of Public Health for all health districts within DMHS Region 4. This regional effort provides opportunity to align plans and share resources.

Health Education & Community Outreach *There are 10 team members who work on these programs*

LLHD engages and supports the communities we serve in health education, health promotion, and health policy development activities in a variety of ways. These efforts draw on scientific, evidence-based best practices to ensure that the programmatic processes involved make efficient use of available funding, while achieving measurable and desired changes in our population's overall health and resilience. LLHD works diligently to secure external funding to support these activities and supplement our municipal members' contributions. LLHD continues to support public health projects initiated by other agencies by serving on a variety of coalitions, providing community outreach, educational presentations and materials to schools, healthcare providers, businesses and the community-at-large.

Regional Asthma Management Program – Breathe Well-Respira Bien: Asthma is the most common chronic disease of childhood and a leading cause of preventable hospital admissions for both children and adults. Asthma rates in CT are among the highest in the nation; there are approximately 50 deaths from asthma each year in our state. LLHD has a long history of participating in programs to help reduce the burden of asthma. Although asthma cannot be cured, it can be managed. Understanding medications and their use can prevent emergency situations. Breathe Well is a free program co-sponsored by Lawrence and Memorial Hospital, designed to help children and adults with asthma to manage their asthma better. A trained asthma educator and public health environmental specialist review medications and provide an in-home environmental assessment of asthma triggers.

Community Health Workers: Funding from the Connecticut Department of Public Health through the Preventive Health Services Block Grant program as well as from the Connecticut Health Foundation supports our Community Health Worker Program. Community Health Workers are public health team members who support people experiencing barriers to health in accessing healthcare, insurance, social services, transportation, housing, food and other resources. They draw from their lived experiences and trust relationships with community members as well as their knowledge of systems of care to help community members achieve their individual health goals. The LLHD Community Health Workers partner with our colleagues in Waterford Human Services to connect with community members at the Waterford Food Bank and other locations. We also serve a number of Waterford residents at The Bodega food pantry at the Place for CommUNITY Wellbeing each week.

Immunization Action Program: The Connecticut Department of Public Health provides funding to promote immunization across the lifespan and reduce preventable and sometimes fatal diseases. LLHD provides public education and professional development for healthcare providers and conducts site visits to ensure proper vaccine storage and handling and promote quality improvement strategies among providers. LLHD reaches out to parents of children who have missed vaccine doses or need a vaccine provider, conducts community outreach and awareness campaigns, and enrolls families into CTWiZ. The SECT Immunization Partnership meets twice annually to guide program activities and assist in the promotion of childhood immunizations.

Overdose Action Team and New London County Coordinated Access, Resources, Engagement and Support (NLC CARES): The Overdose Action Team continues its coordinated efforts to address the overdose crisis by increasing no barrier access to care and services, saturating the community with naloxone and reducing stigma and discrimination against people living with substance use disorder. The team continues to adapt and innovate in response to new information and changing conditions and to expand partnerships in order to more fully support people's needs and improve community conditions that contribute to overdose. We are grateful for the support of our municipal partners in sharing the science-based information and messaging about overdose prevention and look to continue that partnership.

The Health Improvement Collaborative (HIC): LLHD continues to convene numerous partner agencies and community members who collectively monitor the health of our communities and take action to address prioritized health concerns through the Health Improvement Collaborative of Southeastern CT.

Ledge Light Health District
FY26 Budget-to-Actual
Core Budget Only-no grants included

	Year to Date Jul-Oct	Budgeted Jul-Jun	
<u>Income</u>	1,368,540	2,093,097	
Member Per Capita	1,199,244	1,199,244	
State Per Capita		358,853	
Environmental Fees	127,768	405,000	31.55%
	59,230		
	5,550		
	61,188		
	1,800		
Training/Consulting/Other	3,114	10,000	31.14%
Interest	4,430	12,000	36.91%
G&A	33,985	108,000	31.47%
<u>Expenses</u>	1,024,199	2,280,948	
Salaries	522,165	1,374,400	37.99%
Fringe Benefits/Payroll Taxes	325,988	577,248	56.47%
Facilities, Utilities and Vehicles	70,948	130,600	54.32%
	6,299		
	10,143		
	27,956		
	330		
	6,333		
	1,751		
	2,428		
	3,348		
	12,360		

Food
Cosmetology
Septic/Well
Other
Utilities
Maintenance
Condo Fees
Security
Telephone
Data Connection
Vehicle Repair
Vehicle Fuel
Mileage Reimbursements
Auto Insurance

Supplies and Equipment			
Office Supplies	28,880	73,500	39.29%
IT Supplies	2,804		
Program Supplies	12,282		
Postage and shipping	13,577		
Equipment rental and maintenance	217		
Professional Services			
Accounting Fees	15,358	55,000	27.92%
Legal Fees			
IT Consulting Fees	5,900		
Medical Advisor Fees			
Insurance Agency Fee	6,500		
Other Professional Service Fees	2,958		
	60,860	70,200	86.69%
Other Administrative Costs			
Membership Dues	331		
Staff development	3,484		
Community outreach and engagement	4,019		
General liability insurance	29,895		
Property insurance	5,506		
Public officials insurance	4,649		
Employment practices	8,804		
Umbrella insurance	701		
Travel			
Square Fees	3,147		
Meeting Expenses	323		
CHIP Implementation			

**LEDGE LIGHT
HEALTH DISTRICT**

**SERVING THE FOLLOWING TOWNS IN
SOUTHEASTERN CONNECTICUT:**

**GROTON, EAST LYME, LEDYARD, LYME,
NORTH STONINGTON, OLD LYME,
STONINGTON, WATERFORD; THE CITIES
OF GROTON AND NEW LONDON; AND THE
BOROUGH OF STONINGTON**

**BASIC FINANCIAL STATEMENTS
AS OF JUNE 30, 2024**

TOGETHER WITH

INDEPENDENT AUDITORS' REPORT,

**REQUIRED SUPPLEMENTARY
INFORMATION,**

OTHER SUPPLEMENTARY INFORMATION,

FEDERAL SINGLE AUDIT REPORTS AND

STATE SINGLE AUDIT REPORTS



CPAs + BUSINESS ADVISORS

**LEDGE LIGHT HEALTH DISTRICT
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INDEPENDENT AUDITORS' REPORT

INDEPENDENT AUDITORS' REPORT

To the Board of Health of
Ledge Light Health District
New London, Connecticut

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Ledge Light Health District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-7, the budgetary comparison information on page 30 and the pension schedules on pages 31-32 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the schedule of expenditures of state financial assistance, as required by the Connecticut State Single Audit Act, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 8, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Hayt, Filippetti & Malaghan, LLC

Groton, Connecticut
April 8, 2025

**LEDGE LIGHT HEALTH DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2024**

BASIC FINANCIAL STATEMENTS

Our discussion and analysis of the Ledge Light Health District's (the "District") financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2024; as such, it should be read in conjunction with the District's audited financial statements. The District's financials consist of two series of financial statements: Government-wide and Fund Financial Statements.

1. Government-wide Financial Statements: These statements, which include the Statement of Net Position and the Statement of Activities, provide information about the activity of the District as a whole. These statements also present a longer-term view of the District's finances by presenting all assets, liabilities, net position, revenues, and expenses on the *accrual basis of accounting*, which is similar to the accounting methods used by many private-sector companies.

For purposes of the Government-wide Financial Statements, the District has the following activities:

- a) Governmental Activities – All of the District's health services are reported here. These activities are financed primarily through annual per capita funding from the State of Connecticut and member towns; specific federal, state, and local grants; and permit and other fees assessed.
2. Fund Financial Statements: For governmental activities, these statements present how the services provided by the District were financed in the short term as well as what remains for future spending. Additionally, these statements report the District's activities in greater detail by highlighting the District's only fund – the General Fund. The District's General Fund is classified as the following type of fund:

Governmental Fund – All of the District's basic services are reported as a governmental fund, which focuses on how money flows into and out of the fund and the balances left at year-end that are available for spending. This fund is reported using the *modified accrual basis of accounting*, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations. These statements help you to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's operations. We describe the relationship (or differences) between governmental *activities* (reported in the government-wide financial statements) and government *funds* in a reconciliation at the bottom of the fund financial statements.

LEDGE LIGHT HEALTH DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2024

CONDENSED GOVERNMENT-WIDE STATEMENTS

Presented below is a condensed version of the government-wide financial statements.

Statement of Net Position

	Governmental Activities		
	2024	2023	Change
Current and other assets	\$2,156,973	\$1,937,007	\$ 219,966
Capital assets, net	766,148	534,239	231,909
Deferred outflows of resources	13,282	58,826	(45,544)
Total assets and deferred outflows of resources	<u>\$2,936,403</u>	<u>\$2,530,072</u>	<u>\$ 406,331</u>
Current liabilities	\$1,359,480	\$ 816,283	\$ 543,197
Noncurrent liabilities	583,501	507,816	75,685
Deferred inflows of resources	3,700	-	3,700
Total liabilities and deferred inflows of resources	<u>1,946,681</u>	<u>1,324,099</u>	<u>622,582</u>
Net position			
Invested in capital assets	674,965	534,239	140,726
Unrestricted	314,757	671,734	(356,977)
Total net position	<u>989,722</u>	<u>1,205,973</u>	<u>(216,251)</u>
Total liabilities, deferred inflows of resources, and net position	<u>\$2,936,403</u>	<u>\$2,530,072</u>	<u>\$ 406,331</u>

Overall, total net position *decreased* from the prior fiscal year by \$216,251 as revenues exceeded expenses for the fiscal year. The overall *increase* in current assets and liabilities results from an *increase* in both receivables and unspent grant funds on hand at year-end. Significant capital outlays (those in excess of \$5,000) are being recorded as District capital assets and are being depreciated over their estimated useful lives. The District made significant capital outlays during the fiscal year which included extensive property renovations. Capital assets presented here are shown net of their accumulated depreciation.

The District entered into a three year operating lease during the fiscal year and recognized a right to use lease asset and a lease liability of \$104,610.

Net position has been separated into two categories on the District's financial statements: 1) Invested in capital assets and 2) Unrestricted net position. Because capital assets are not very liquid (i.e. easily converted to cash), the District's equity in these assets has been separated and labeled as such. Unrestricted net position, however, represents the liquid portion of the District's net position that can be used to finance daily operations without constraints.

LEDGE LIGHT HEALTH DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2024

CONDENSED GOVERNMENT-WIDE STATEMENTS *(Continued)*

Statement of Activities

	Governmental Activities		Increase
	2024	2023	(Decrease)
Program revenues			
Charges for services	\$ 409,676	\$ 444,987	\$ (35,311)
Operating grants and contributions	4,672,725	4,438,650	234,075
General revenues			
Interest and other	36,264	19,809	16,455
Investment income (loss)	887	(5,430)	6,317
Total revenues	5,119,552	4,898,016	221,536
Program expenses			
Health services	5,333,400	5,179,816	153,584
Interest on long-term debt	2,403	-	2,403
Total expenses	5,335,803	5,179,816	155,987
Change in net position	(216,251)	(281,800)	65,549
Net position, beginning of year	1,205,973	1,487,773	(281,800)
Net position, end of year	<u>\$ 989,722</u>	<u>\$ 1,205,973</u>	<u>\$ (216,251)</u>

As mentioned previously, the District's net position *decreased* \$216,251 from the prior fiscal year primarily resulting from program expenses exceeding program and general revenues for the year, despite an *increase* in operating grants and contributions.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUND

As of June 30, 2024, the District's only governmental fund, the General Fund, reported an ending fund balance of \$346,739, a *decrease* of \$497,771 in comparison with the prior year. The *decrease* in fund balance was the result extensive capital expenditures incurred and an *increase* of year-end grants receivable that were not collected soon enough to be considered "available" for revenue recognition and therefore were deferred at year-end. The total amount of unavailable revenue at year-end was \$416,584. The District's management expects to recognize this revenue in the subsequent year as the receivables are collected.

General Fund Budgetary Highlights

There were no amendments to the District's budget. Overall actual expenditures were *over* budget by \$1,387,091 and revenues came in *ahead* of budget by \$888,891. Both variances were attributable to greater than expected federal grant funding during the year.

**LEDGE LIGHT HEALTH DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2024**

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2024, the District had over \$1,100,000 invested in various capital assets as listed below:

	Governmental Activities
Construction in process	\$ 22,127
Buildings and improvements	737,108
Equipment	71,900
Vehicles	172,486
Lease asset	104,610
Total	<u>\$ 1,108,231</u>

During the 2023-2024 fiscal year, the District invested over \$130,000 in renovations to its property at 216 Broad Street and acquired a \$104,610 right of use lease asset in a separate New London property. Construction in process consists of HVAC improvements at 216 Broad Street.

Noncurrent Liabilities

The Ledge Light Health District's noncurrent liabilities consist of compensated absences (accrued vacation time) owed to District employees as of June 30, 2024, a net pension liability related to its participation in the Town of Groton Retirement System, and a lease liability for a building. More detailed information on the District's capital assets and noncurrent liabilities is presented in the notes to the financial statements.

NEXT YEAR'S BUDGET AND RATES

In April 2024, the Ledge Light Health District adopted a \$4,288,196 budget for the 2024-2025 fiscal year using a per capita rate of \$7.59 for member towns.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the District's finances and to show accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District Office at Ledge Light Health District, 216 Broad Street, New London, Connecticut 06320.

LEDGE LIGHT HEALTH DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2024

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

	<u>GOVERNMENTAL ACTIVITIES</u>
CURRENT ASSETS	
Cash and cash equivalents	\$ 1,200,227
Investments	127,212
Receivables	729,183
Prepaid expenses	66,181
Total current assets	<u>2,122,803</u>
NONCURRENT ASSETS	
Deposit on capital asset	34,170
Capital assets, net of accumulated amortization	90,081
Capital assets, net of accumulated depreciation	676,067
Total noncurrent assets	<u>800,318</u>
Total assets	<u>2,923,121</u>
DEFERRED OUTFLOWS OF RESOURCES	
Differences between expected and actual experience	1,543
Changes of assumptions	11,624
Net difference between projected and actual earnings on pension plan investments	115
Total deferred outflows of resources	<u>13,282</u>
Total assets and deferred outflows of resources	<u>\$ 2,936,403</u>

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

CURRENT LIABILITIES	
Accounts payable	\$ 483,247
Accrued expenses	47,487
Unearned revenue	828,746
Total current liabilities	<u>1,359,480</u>
NONCURRENT LIABILITIES	
Due within one year	61,609
Due in more than one year	521,892
Total noncurrent liabilities	<u>583,501</u>
Total liabilities	<u>1,942,981</u>
DEFERRED INFLOWS OF RESOURCES	
Differences between expected and actual experience	3,700
Total deferred inflows of resources	<u>3,700</u>
NET POSITION	
Invested in capital assets, net of related debt	674,965
Unrestricted	314,757
Total net position	<u>989,722</u>
Total liabilities, deferred inflows of resources, and net position	<u>\$ 2,936,403</u>

The accompanying notes are an integral part of these financial statements

**LEDGE LIGHT HEALTH DISTRICT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024**

Functions / Programs	Program Revenues			Net (Expense) Revenue and Change in Net Position
	Expenses	Charges for		
		Services	Operating Grants and Contributions	
GOVERNMENTAL ACTIVITIES				
Health services	\$ (5,333,400)	\$ 409,676	\$ 4,672,725	\$ (250,999)
Interest on long-term debt	(2,403)	-	-	(2,403)
	<u>\$ (5,335,803)</u>	<u>\$ 409,676</u>	<u>\$ 4,672,725</u>	
GENERAL REVENUES				
		Interest and other		36,264
		Investment income		887
		Total general revenues		<u>37,151</u>
		Change in net position		(216,251)
		NET POSITION, beginning of year		1,205,973
		NET POSITION, end of year		<u>\$ 989,722</u>

The accompanying notes are an integral part of these financial statements

**LEDGE LIGHT HEALTH DISTRICT
BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2024**

ASSETS

	<u>GENERAL FUND</u>
ASSETS	
Cash and cash equivalents	\$ 1,200,227
Investments	127,212
Receivables	729,183
Prepaid expenditures	66,181
Total assets	<u>\$ 2,122,803</u>

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE

LIABILITIES	
Accounts payable	\$ 483,247
Accrued expenses	47,487
Unearned revenues	828,746
Total current liabilities	<u>1,359,480</u>

DEFERRED INFLOWS OF RESOURCES	
Revenues - unavailable	416,584
Total deferred inflows of resources	<u>416,584</u>

FUND BALANCE	
Nonspendable	66,181
Committed	1,190,000
Unassigned	(909,442)
Total fund balance	<u>346,739</u>
Total liabilities, deferred inflows of resources, and fund balance	<u>\$ 2,122,803</u>

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
GOVERNMENTAL ACTIVITIES
JUNE 30, 2024

Total fund balance	\$ 346,739
Amounts reported for <i>governmental activities</i> in the statement of net position are different because:	
Capital assets and deposits on capital assets used in governmental activities are not financial resources and therefore not reported in the fund financial statements.	800,318
Other assets are not available to pay for current-period expenditures and therefore are deferred or excluded from the fund financial statements:	
Differences between expected and actual experience	1,543
Changes of assumptions	11,624
Net difference between projected and actual earnings on pension plan investments	115
Deferred inflows - unavailable revenues	416,584
Long-term liabilities are not due and payable in the current period and therefore not reported in the fund financial statements:	
Compensated absences	(164,109)
Net pension liability	(328,209)
Lease liability	(91,183)
Deferred inflows - differences between expected and actual experience	(3,700)
Net position of governmental activities	\$ 989,722

The accompanying notes are an integral part of these financial statements

**LEDGE LIGHT HEALTH DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	GENERAL FUND
REVENUES	
Town contributions	\$ 1,190,025
Permits and fees	411,886
Federal, state, and private grants	3,340,120
Interest income and other	36,264
Investment income	887
Total revenues	<u>4,979,182</u>
EXPENDITURES	
Current	
Health services	5,233,188
Capital outlay	332,545
Debt service	15,830
Total expenditures	<u>5,581,563</u>
Deficiency of revenues over expenditures	<u>(602,381)</u>
OTHER FINANCING SOURCES	
Proceeds from issuance of long-term debt	104,610
Total other financing sources	<u>104,610</u>
Deficiency of revenues and other financing sources over expenditures	<u>(497,771)</u>
FUND BALANCE, beginning of year	844,510
FUND BALANCE, end of year	<u>\$ 346,739</u>

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

Net change in fund balances - total governmental funds \$ (497,771)

Government funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their useful lives and reported as depreciation expense. This is the amount by which capital outlay (\$332,545) exceeded depreciation (\$51,937) and amortization (\$14,529) in the current period. 266,079

Certain expenses in the statement of activities do not require the use of current financial resources and are therefore not reported in the fund financial statements, including:

Decrease in net pension liability	17,887
Increase in lease liability	(91,183)
Decrease in deferred outflows - expected and actual experience	(19,221)
Increase in deferred outflows - Changes of assumptions	8,256
Decrease in deferred outflows - net difference between projected and actual earnings on pension plan investments	(34,579)
Increase in deferred inflows - net difference between expected and actual experience	(3,700)
Decrease in deferred inflows - Changes of assumptions	
Decrease in compensated absences	(2,389)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.

This is the increase in unavailable grant income during the year. 140,370

Change in net position of governmental activities \$ (216,251)

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Ledge Light Health District (the "District") was organized on April 19, 1993 pursuant to Chapter 368f of the Connecticut General Statutes. The District serves the Towns of Groton, East Lyme, Ledyard, Lyme, North Stonington, Old Lyme, Stonington, Waterford, the Cities of Groton and New London, and the Borough of Stonington, Connecticut. Appointed representatives from each municipality comprise the District's Board of Health.

The District was created to preserve and improve the status of public health in southeastern Connecticut by (1) upholding and enforcing (a) the Public Health Code of the State of Connecticut and (b) such ordinances and regulations as may be adopted by the Board; and (2) working with other providers of health services in the District to better coordinate existing programs and to plan and implement new health programs.

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the District are discussed below.

REPORTING ENTITY

The Ledge Light Health District consists of all significant funds, agencies, boards, commissions and authorities over which the District exercises oversight responsibility. Oversight responsibility was determined on the basis of financial interdependence, selection of governing authority, designation of management, ability to significantly influence operations, accountability for fiscal matters and scope of public service. The District is not included in any other governmental "reporting entity" as defined by GASB pronouncements.

BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE STATEMENTS

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize its health service activities as governmental.

In the government-wide Statement of Net Position, the governmental activities column (a) is presented on a consolidated basis, and (b) is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District's net position is reported in two parts – invested in capital assets and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of the District's health services function. This function is also supported by general government revenues (interest earnings, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating, and capital grants.

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE STATEMENTS (*Continued*)

Program revenues must be directly associated with the function. The net costs by function are normally covered by general revenue (interest income, etc.). The District does not allocate indirect costs. This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed.

BASIC FINANCIAL STATEMENTS – FUND FINANCIAL STATEMENTS

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues, and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the District:

1. Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the District:

- a. General Fund is the general operating fund of the District. It is used to account for all financial resources.

When an expenditure is incurred for a purpose for which amounts in any unrestricted fund balance category could be used, restricted fund balances are considered to have been spent first, followed by committed, assigned, and unassigned fund balances.

BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual: Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE STATEMENTS (*Continued*)

2. Modified Accrual: The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

INVESTMENTS

The District reports its investments using the fair value measurement guidelines established by accounting principles generally accepted in the United States of America. These guidelines recognize a three-tiered fair value hierarchy as outlined below:

- Level 1: Quoted prices for identical investments in active markets
- Level 2: Observable inputs other than quoted prices
- Level 3: Unobservable inputs

PREPAID EXPENSES/EXPENDITURES

Certain payments to vendors reflect costs applicable to future accounting periods, and are recorded as prepaid items using the consumption method in both the government-wide and fund financial statements. Reported amounts are equally offset by nonspendable fund balance in the fund financial statements, which indicates that these amounts do not constitute "available spendable resources" even though they are a component of current assets.

CAPITAL ASSETS

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives (expressed in years):

Building and improvements	25
Equipment	5 - 10
Vehicles	5 - 10

Lease assets, and type of intangible capital asset, are amortized over the shorter of their useful life or the related lease term.

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*Continued*)

ALLOWANCE FOR DOUBTFUL ACCOUNTS

Based upon prior experience, management believes all receivables are fully collectible and that an allowance for doubtful accounts is not necessary.

DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of net position and the governmental fund balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents the consumption of net position or fund balance that applies to a future period and so it will not be recognized as an expense or expenditure until then. For the year ended June 30, 2024, the District had deferred outflows related to its pension resulting from differences between expected and actual experience, projected and actual earnings on pension plan investments, and from changes in actuarial assumptions (see *Note 8*). In addition to liabilities, the statement of net position and the governmental fund balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position or fund balance that applies to a future period and so it will not be recognized as revenue until then.

For the year ended June 30, 2024, the District had receivables in connection with various grants receivable which were considered unavailable for revenue recognition and were therefore presented as deferred inflows of resources at June 30, 2024. These are discussed further in *Note 3*. The District also had deferred inflows related to its participation in an agent multiple employer defined benefit pension plan, resulting from changes in actuarial experience and actuarial assumptions. These are discussed further in *Note 8*.

UNEARNED REVENUES

Unearned revenues are reported as liabilities in the government-wide and fund financial statements when assets are recognized before the related revenue recognition criteria have been satisfied. In the District, this consists of grants received before the eligibility and performance requirements have been met.

COMPENSATED ABSENCES

The liability for compensated absences reported in the government-wide financial statements consists of unpaid, but earned vacation pay balances. Expenditures and liabilities related to these obligations are recognized in the governmental fund financial statements when they mature such as upon the termination of employment. Compensated absences are reported as noncurrent liabilities in the government-wide statement of net position.

NET PENSION LIABILITY

The net pension liability is measured as the portion of the actuarial value of projected benefits that is attributed to past periods of employee service in the District's agent multiple employer defined benefit pension plan, net of the pension plan's fiduciary net position.

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FUND EQUITY AND NET POSITION

In the government-wide financial statements, net position is classified in the following categories:

Invested in Capital Assets, Net of Related Debt – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce this category.

Restricted Net Position – This category represents the net position of the District, which are subject to constraint that are either a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or b) imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents the net position of the District, which are not restricted for any project or other purpose.

In the fund financial statements, fund balances of governmental funds are composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

Nonspendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The District's nonspendable fund balance relates to its prepaid expenditures.

Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law.

Committed Fund Balance – This represents the portion of fund balance that can only be used for specific purposes imposed by the District's highest level of decision making authority (the Board of Health).

Assigned Fund Balance – This classification includes amounts that are intended for a particular purpose, but are neither Restricted nor Committed. In the District, these are monies set aside at the suggestion of the District's Finance Committee.

Unassigned Fund Balance – This represents amounts that are available for any purpose. It is the residual classification in the General Fund.

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

BUDGETS

The District adopts an annual budget for the General Fund by April 30th of each year. The budget is presented on the modified accrual basis of accounting which is consistent with accounting principles generally accepted in the United States of America with the exception that allocations of overhead to grant programs are reported as both revenues and expenditures. The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1. The District's Director of Health prepares the annual budget for presentation to the Board of Health.
2. The Board of Health holds a public hearing on the proposed budget, where it is formally approved.
3. The Board of Health may make amendments to the budget, but any actions which would increase the member Districts' contributions by more than seven percent (7%) requires a public hearing.

USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

APPLICATION OF ACCOUNTING STANDARDS

For the year ended June 30, 2024, the following accounting pronouncement became effective. The District implemented the pronouncement, where applicable:

GASB Statement 100, *Accounting Changes and Error Corrections*. This statement enhances accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

SUBSEQUENT EVENTS

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through April 8, 2025, the date that the financial statements were available to be issued. No subsequent events were identified.

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 2 – CASH, CASH EQUIVALENTS, AND INVESTMENTS

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Deposits - The District does not have a policy for deposits. The District also does not have a custodial credit risk policy. However, as a practice, the District follows Connecticut State Statutes. The State of Connecticut requires that each depositor maintain segregated collateral in an amount equal to a defined percentage of its public deposits based upon the bank's risk based capital ratio.

Cash Equivalents / Investments - The District does not have a custodial credit risk policy with regard to cash equivalents, investments, or related credit risk for debt securities, however it is the District's practice to follow Connecticut State Statutes (CGS). CGS Section 7-400 permit municipalities and local governments to invest in: (1) obligations of the United States and its agencies; (2) highly rated obligations of any state of the United States or of any political subdivision, authority or agency thereof; and (3) shares or other interests in custodial arrangements or pools maintaining constant net asset values and in highly rated no-load open end money market mutual funds (with constant or fluctuating net asset values) whose portfolios are limited to obligations of the United States and its agencies, and repurchase agreements fully collateralized by such obligations. CGS Sections 3-27a to 3-27f permit the investment by the District in the shares of the Connecticut Short Term Investment Fund (STIF).

The STIF is a money market investment pool managed by a division of the State of Connecticut's Treasurer's Office. Investments must be made in instruments authorized by the State's CGS using guidelines adopted by the State Treasurer. The fair value of the position in the pool is the same as the value of the pool shares and investments held by the fund and are stated at amortized cost. STIF is rated by Standard & Poor's at AAAM, its highest rating for money funds and investment pools.

Interest Rate Risk - The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from interest rate increases. Generally, the District does not invest in any long-term investment obligations.

The following is a summary of cash and cash equivalents at June 30, 2024:

	Carrying Amount
Deposit accounts	\$ 619,708
Connecticut Short Term Investment Fund	580,519
Total cash and cash equivalents	<u>\$ 1,200,227</u>

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 2 – CASH, CASH EQUIVALENTS, AND INVESTMENTS (Continued)

Concentration of Credit Risk – The carrying amount of the District's deposits with financial institutions was \$619,708 and the bank balance was \$649,237, of which \$250,000 was covered by federal depository insurance, \$64,924 was collateralized by securities held by the financial institution, and the balance of \$334,313 was uninsured and uncollateralized at June 30, 2024.

The risk category for the District's shares in STIF cannot be determined since the District does not own identifiable securities, but invests as a shareholder of the investment pool.

The following is a summary of investments at June 30, 2024:

Investment Type	Average Credit Rating	Fair Value	Fair Value Measurements		
			Level 1	Level 2	Level 3
Investments					
Mutual funds	N/A	\$ 126,672	\$ 126,672	\$ -	\$ -
Money market funds	N/A	540	540	-	-
		<u>\$ 127,212</u>	<u>\$ 127,212</u>	<u>\$ -</u>	<u>\$ -</u>

The average credit rating for the District's investments in mutual funds cannot be determined since the District does not own identifiable securities, but invests as a shareholder of the funds.

Investment Type	Investment Maturities (Years)			
	N/A	Less than 1	1-10	More than 10
Investments				
Mutual funds	\$ 126,672	\$ -	\$ -	\$ -
Money market funds	540	-	-	-
	<u>\$ 127,212</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE 3 – RECEIVABLES

At June 30, 2024, the District's receivables consisted of the following:

	Carrying Amount
Intergovernmental grants	\$ 703,256
Permits, fees, and other	25,927
	<u>\$ 729,183</u>

Governmental funds report *deferred inflows of resources* in connection with receivables that are not considered to be available to liquidate liabilities of the current period. At June 30, 2024, the District's deferred inflows of resources in the fund financial statements consisted of the following:

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 3 – RECEIVABLES (Continued)

	Revenues -
	Unavailable
Receivables	<u>\$ 416,584</u>
Total deferred inflows of resources	<u>\$ 416,584</u>

The District also defers revenue recognition in connection with resources that have been received, but not yet earned. These are recorded in the liability *unearned revenue* at June 30, 2024 in both the government-wide and fund financial statements. At June 30, 2024, the balance of unearned revenue totaled \$828,746.

NOTE 4 – CAPITAL ASSETS

Changes in capital assets for governmental activities for the year ended June 30, 2024 are as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets, not being depreciated				
Construction in process	\$ -	\$ 22,127	\$ -	\$ 22,127
Total capital assets, not being depreciated	<u>-</u>	<u>22,127</u>	<u>-</u>	<u>22,127</u>
Capital assets, being depreciated				
Buildings and improvements	598,550	138,558	-	737,108
Equipment	38,819	33,081	-	71,900
Vehicles	172,486	-	-	172,486
Total capital assets, being depreciated	<u>809,855</u>	<u>171,639</u>	<u>-</u>	<u>981,494</u>
Less: accumulated depreciation				
Buildings and improvements	185,593	27,278	-	212,871
Equipment	33,734	7,411	-	41,145
Vehicles	56,290	17,248	-	73,538
Total accumulated depreciation	<u>275,617</u>	<u>51,937</u>	<u>-</u>	<u>327,554</u>
Total capital assets, net of accumulated depreciation	<u>\$ 534,238</u>	<u>\$ 141,829</u>	<u>\$ -</u>	<u>\$ 676,067</u>
	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets, being amortized				
Right of use asset - building	\$ -	\$ 104,610	\$ -	\$ 104,610
Total capital assets, being amortized	<u>-</u>	<u>104,610</u>	<u>-</u>	<u>104,610</u>
Less: accumulated amortization				
Right of use asset - building	-	14,529	-	14,529
Total accumulated amortization	<u>-</u>	<u>14,529</u>	<u>-</u>	<u>14,529</u>
Capital assets, net of accumulated amortization	<u>\$ -</u>	<u>\$ 90,081</u>	<u>\$ -</u>	<u>\$ 90,081</u>

Depreciation expense of \$51,937 and amortization expense of \$14,529 were charged to Health Services for the year ended June 30, 2024.

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 5 – NONCURRENT LIABILITIES

A summary of noncurrent liabilities is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Current Portion
Compensated absences	\$ 161,720	\$ 2,389	\$ -	\$ 164,109	\$ 27,697
Lease liability (Note 6)	-	104,610	(13,427)	91,183	33,912
Net pension liability (Note 8)	346,096	-	(17,887)	328,209	-
Total	<u>\$ 507,816</u>	<u>\$ 106,999</u>	<u>\$ (31,314)</u>	<u>\$ 583,501</u>	<u>\$ 61,609</u>

NOTE 6 – OPERATING LEASE

During the year ended June 30, 2024, the District entered into a three year operating lease for a building in New London, Connecticut. Under the terms of the lease, which began February 1, 2024, the District must make payments of approximately \$3,200 a month for thirty six months through January 1, 2027. At the inception of this lease, the District recognized both a right-to-use lease asset and a lease liability in the amount of \$104,610. During the year ended June 30, 2024, the District recognized \$16,932 of lease expense under this lease, which consists of amortization of \$14,529 and interest of \$2,403. As of June 30, 2024, future minimum lease payments (annualized) were as follows:

	Total		
Year ending June, 30th	Payments	Interest	Principal
2025	\$ 37,992	\$4,080	\$33,912
2026	37,992	2,470	35,522
2027	22,187	438	21,749
	<u>\$ 98,171</u>	<u>\$6,988</u>	<u>\$91,183</u>

At June 30, 2024, the right-to-use lease asset had a carrying balance of \$90,081 which is net of an initial cost of \$104,610 and accumulated amortization of \$14,529.

In addition to the lease, the District also entered into a purchase agreement with the landlord, to acquire the leased building in the amount of \$300,000 at the end of the lease term (See Note 10). As of June 30, 2024, the District has placed a total of \$34,170 on deposit with the landlord to be applied to the purchase and will continue to deposit approximately \$800 per month with the landlord under the terms of the agreement until accumulating a total of \$60,000 toward the purchase. Amounts on deposit with the landlord are classified as a deposit on capital asset on the District's statement of net position.

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 7 – FUND BALANCE

At June 30, 2024, committed fund balances on the fund financial statements consisted of the following:

Purpose	Amount
Committed	
Pension liability	\$ 280,000
Operating deficits	200,000
Capital improvements - 216 Broad Street	130,000
Emergency operating expenses	100,000
Program development	100,000
Workforce development	100,000
Vehicle replacements	80,000
Emergency response /PPE /Equipment	75,000
Other employee paid time off	50,000
Future unemployment benefits	50,000
Accreditation / Strategic planning	25,000
Total committed fund balance	<u>\$ 1,190,000</u>

In addition to committed fund balance, the District has non-spendable fund balance of \$66,181 representing its investment in prepaid expenditures, \$300,000 assigned fund balance for the acquisition of real estate under a purchase agreement (See *Note 10*), and net unassigned deficit fund balance of (\$909,442) which it plans to restore through previously unavailable grant receivables and future budgetary measures.

NOTE 8 – PENSION PLAN

The District participates in both a defined contribution and defined benefit plan. The defined benefit plan is closed to new employees, however, all eligible employees may participate in the salary deferral 457(b) plan.

Defined Contribution Plan

District employees who work a minimum of thirty-two (32) hours per week are eligible for participation in the District's 457(b) salary deferral plan. The plan is administered through ICMA-RC and requires mandatory participation for all full-time employees. The District makes matching contributions in amounts not to exceed six-percent (6%) of the employees' gross pay. The matching contributions are deposited into the District's 401(a) plan and are subject to the following vesting schedule:

Years of Service Completed	% Vested
0 to 2 years	0%
2.1 to 4 years	50%
4.1 + years	100%

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 8 – PENSION PLAN (*Continued*)

Defined Contribution Plan (*Continued*)

Length of service will include continuous service time to a District municipal member by a full-time employee transferred to the District from a municipality which joins the District or to the District by any part-time employee who becomes a full-time employee without a break in service.

Contributions of unvested funds that are forfeited by employees leaving the District will be applied towards future District contributions made on behalf of other employees. For the year ended June 30, 2024, the District's matching contributions totaled \$149,057. The plan is not considered a fiduciary activity of the District as the District does not hold the plan's assets or have the ability to direct the use, exchange, or employment of the assets. As of June 30, 2024, there were 34 participants in the plan.

Defined Benefit Plan

Certain employees who were employed with the District on January 1, 2008, may have elected to continue their participation in the Town of Groton Retirement System, an agent multiple employer Public Employee Retirement System (PERS Plan), administered by the Town of Groton's Retirement Board. The PERS Plan provides retirement, disability, and death benefits to plan members and beneficiaries. The Town of Groton (the Town's) Charter provides the Town Council with the authority to establish and amend benefit provisions, by ordinance, through the Retirement Board. The PERS Plan is considered to be part of the Town's financial reporting entity and is included in the Town's financial reports as a pension trust fund. Those reports may be obtained by writing to the Finance Department of the Town of Groton, 45 Fort Hill Road, Groton, Connecticut.

The District is required to contribute at an actuarially determined rate. As a condition of the plan, participating employees will contribute four percent (4%) of their gross pay. District employees hired after January 1, 2008 are prohibited from participation in this plan. The District's required contributions to this plan totaled \$37,300 for the year ended June 30, 2024 and were paid during that fiscal year. Pension expense (income) recognized for the year ended June, 30, 2024 was \$68,657 under this plan. For the year ended June 30, 2024, there was one current District employee and two retirees and/or beneficiaries receiving benefits, participating in the plan. PERS Plan benefits are calculated as 2% of average annual pay (for highest paid 3 years out of last 5 years) multiplied by the number of years of continuous service up to 30 years and 1.25% of average annual pay times years of continuous service in excess of 30.

The PERS Plan's fiduciary net position has been determined on the same basis as that used by the plan. The PERS Plan's financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. The PERS Plan's investments are reported at fair value. Investment income is recognized as earned, and gains or losses on sales or exchanges of investments are recognized on the transaction date.

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 8 – PENSION PLAN (Continued)

Defined Contribution Plan (Continued)

The District reported the following deferred outflows of resources and deferred inflows of resources in connection with the PERS Plan on the statement of net position as of June 30, 2024:

	Deferred Outflows	Deferred Inflows
Differences between expected and actual experience	\$ 1,543	\$ 3,700
Changes of assumptions	11,624	-
Net difference between projected and actual earnings on pension plan investments	115	-
Total	<u>\$ 13,282</u>	<u>\$ 3,700</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension will be recognized in pension expense as follows:

Year ending June 30,	Expense
2025	\$ 6,821
2026	20,509
2027	(10,707)
2028	(7,041)
	<u>\$ 9,582</u>
Deferred outflows	\$ 13,282
Deferred inflows	(3,700)
	<u>\$ 9,582</u>

The District's net pension liability for the year ended June 30, 2024 was derived as follows:

Total pension liability	\$ 1,074,463
Less: Plan fiduciary net position	746,254
Net pension liability	<u>\$ 328,209</u>

Total fiduciary net position as a percentage of the total pension liability	69.45%
--	--------

The total pension liability was determined by an actuarial valuation as of July 1, 2023, rolled forward to June 30, 2024, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	Varies by age
Investment rate of return	6.75%

**LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 8 – PENSION PLAN (Continued)

Defined Contribution Plan (Continued)

Mortality rates were based on the Pub-2010 Public Retirement Plans Amount-Weighted Mortality Tables projected to valuation date with Scale MP-2021. The actuarial assumptions used in the July 1, 2023 valuation were based on the 2014 Experience Study Report published in August 2014. The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2024, along with the asset allocation policy are summarized in the following table:

Asset Class	Long-Term Expected	
	Real Rate of Return	Target Allocation
U.S. large cap	4.50%	27.00%
U.S. small cap	6.40%	5.00%
World equity	4.80%	15.00%
Emerging markets	4.80%	2.00%
Core fixed income	2.90%	25.00%
Limited duration	1.80%	12.00%
Emerging debt	5.30%	3.00%
High-yield bonds	4.70%	3.00%
Real estate (REITs)	6.10%	3.00%
US all cap factor equity	4.70%	5.00%
		<u>100.00%</u>

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that the District's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. If the District's discount rate was lowered to 5.75%, the net pension liability would increase to \$442,910, while if the District's discount rate was increased to 7.75%, the net pension liability would decrease to \$228,957.

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 8 – PENSION PLAN (Continued)

Defined Benefit Plan (Continued)

Changes in the net pension liability for the year ended June 30, 2024 were as follows:

	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balance, June 30, 2023	\$ 1,069,550	\$ 723,454	\$ 346,096
2023-2024 changes:			
Service cost	12,880	-	12,880
Interest on total pension liability	72,392	-	72,392
Differences between expected and actual experience	(8,324)	-	(8,324)
Changes of assumptions	26,154	-	26,154
Employer contributions	-	37,300	(37,300)
Member contributions	-	204	(204)
Net investment income	-	83,758	(83,758)
Benefit payments, including employee contribution refunds	(98,189)	(98,189)	-
Administrative expenses	-	(273)	273
	<u>4,913</u>	<u>22,800</u>	<u>(17,887)</u>
Balance, June 30, 2024	<u>\$ 1,074,463</u>	<u>\$ 746,254</u>	<u>\$ 328,209</u>

NOTE 9 – RISK MANAGEMENT

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District has obtained coverage from commercial insurance companies and has effectively managed risk through various employee education and prevention programs. There have been no significant reductions in insurance coverage and settlements have not exceeded insurance coverage for each of the past three fiscal years. All risk management activities are accounted for in the general fund.

NOTE 10 – COMMITMENTS

The District has entered into a agreement to purchase real estate it is currently leasing at the end of the lease term in January 2027 for the amount of \$300,000. At June 30, 2024, the District has fund balance assigned for this purchase in the same amount. Deposits placed with the seller to be used towards the purchase total \$34,170 at June 30, 2024 and are reported as deposit on capital asset in the District's statement of net position.

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NOTE 11 – EXPENDITURES IN EXCESS OF APPROPRIATIONS

For the year ended June 30, 2024, the following expenditures were in excess of their budgeted appropriations by the following amounts:

Personnel services	
Employee salary - core	\$ 78,706
Benefits/payroll taxes - core	59,589
Employee salary - grants	190,831
Benefits/payroll taxes - grants	53,968
Non-personnel services	
Facilities, utilities, and vehicles	35,915
Supplies and equipment	271,231
Professional services	29,462
Other administrative costs	37,751
Grant non-personnel	629,638

Total expenditures were over budget for the year in the amount of \$1,387,091. Total revenues exceeded budgeted estimates by \$888,891. There were no budget modifications made for the year ended June 30, 2024.

NOTE 12 – PRONOUNCEMENTS ISSUED, NOT YET EFFECTIVE

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to June 30, 2024 that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements:

GASB Statement 101 - Compensated Absences. This statement updates the recognition and measurement guidance for compensated absences. The requirements of this statement are effective for fiscal years beginning after December 15, 2023 (the District's fiscal year ending June 30, 2025).

GASB Statement 102 - Certain Risk Disclosures. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. The requirements of this statement is effective for fiscal years beginning after June 15, 2024 (the District's fiscal year ending June 30, 2025).

GASB Statement 103, Financial Reporting Model Improvements. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. The requirements of this statement is effective for fiscal years beginning after June 15, 2025 (the District's fiscal year ending June 30, 2026).

**LEDGE LIGHT HEALTH DISTRICT
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
REVENUES					
Member per capita	\$ 1,163,653	\$ -	\$ 1,163,653	\$ 1,190,025	\$ 26,372
State per capita	398,616	-	398,616	398,616	-
Environmental health fees	391,300	-	391,300	403,180	11,880
Training/consulting/other services	10,000	-	10,000	8,706	(1,294)
Interest income and other	5,000	-	5,000	36,264	31,264
Investment income (loss)	-	-	-	887	887
General & Administrative	100,260	-	100,260	-	(100,260)
Contracts/grants	2,021,462	-	2,021,462	2,941,504	920,042
Total revenues	4,090,291	-	4,090,291	4,979,182	888,891
EXPENDITURES					
Current - health services					
Personnel services					
Employee salary - core	1,272,630	-	1,272,630	1,351,336	(78,706)
Benefits/payroll taxes - core	496,470	-	496,470	556,059	(59,589)
Employee salary - grants	1,054,848	-	1,054,848	1,245,679	(190,831)
Benefits/payroll taxes - grants	369,197	-	369,197	423,165	(53,968)
Non-personnel services					
Facilities, utilities, and vehicles	102,100	-	102,100	138,015	(35,915)
Supplies and equipment	74,000	-	74,000	345,231	(271,231)
Professional services	62,500	-	62,500	91,962	(29,462)
Other administrative costs	60,700	-	60,700	98,451	(37,751)
Grant non-personnel	597,417	-	597,417	1,227,055	(629,638)
Total expenditures	4,089,862	-	4,089,862	5,476,953	(1,387,091)
Excess (deficiency) of revenues over expenditures - budgetary basis	429	-	429	(497,771)	(498,200)
ADJUSTMENTS TO GAAP BASIS					
Proceeds from issuance of long-term debt - lease liability				104,610	
Capital outlay for lease asset				(104,610)	
Total adjustments				-	
Excess (deficiency) of revenues over expenditures - GAAP basis				(497,771)	
FUND BALANCE, beginning of year				844,510	
FUND BALANCE, end of year				\$ 346,739	

See independent auditors' report

**LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
TOWN OF GROTON RETIREMENT SYSTEM
LAST 10 FISCAL YEARS**

	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Actuarially determined contribution	\$ 37,300	\$ 33,700	\$ 30,000	\$ 24,800	\$ 19,900	\$ 15,700	\$ 13,200	\$ 8,958	\$ 8,971	\$ 6,764
Contributions in relation to the actuarially determined contribution	37,300	33,700	30,000	24,800	20,500	15,700	13,200	8,958	8,971	6,764
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ (600)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered-employee payroll	143,635	143,351	134,616	127,535	122,630	112,203	105,474	101,308	90,125	89,652
Contributions as a percentage of covered-employee payroll	25.97%	23.51%	22.29%	19.45%	16.72%	13.99%	12.51%	8.84%	9.95%	7.54%

Notes to Schedule

Valuation date:
Measurement date:

Actuarially determined rates are calculated as of June 30th, two years prior to the end of the fiscal year in which the contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method
Amortization method
Remaining amortization period
Asset valuation method
Inflation
Salary increases
Investment rate of return
Retirement age
Mortality

Entry Age Normal
Normal Actuarial Cost
20 years (Prior: 18 years)
Adjusted value of assets
2.40%
Vary by age group
6.75%, net of pension plan investment expenses (prior 7.00%)
Age related table
Pub-2010 Public Retirement Plans Amount-Weighted Mortality Tables (with separate tables for Public Safety),
projected to the valuation date with Scale MP-2021.

See independent auditors' report

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED
TOWN OF GROTON RETIREMENT SYSTEM
LAST 10 FISCAL YEARS

	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Total pension liability:										
Service cost	\$ 12,880	\$ 12,304	\$ 10,959	\$ 10,578	\$ 9,829	\$ 8,959	\$ 8,701	\$ 7,714	\$ 621,108	\$ 7,181
Interest on total pension liability	72,392	69,481	65,868	61,063	56,837	54,160	51,179	48,675	94,625	46,078
Differences between expected and actual experience	(8,324)	32,393	29,096	24,596	39,206	23,590	21,741	29,608	(651,642)	(7,730)
Changes in assumptions	26,154	-	25,818	18,648	(2,655)	14,387	(4,319)	5,161	(5,817)	23,355
Benefit payments, including employee contribution refunds	(98,189)	(48,998)	(48,998)	(48,998)	(42,468)	(37,804)	(37,804)	(37,804)	(37,804)	(37,804)
Net change in total pension liability	4,913	65,180	82,743	65,887	60,749	63,252	39,498	53,354	20,470	31,080
Total pension liability - beginning of year	1,069,550	1,004,370	921,627	855,740	794,991	731,739	692,241	638,887	618,417	587,337
Total pension liability - end of year	1,074,463	1,069,550	1,004,370	921,627	855,740	794,991	731,739	692,241	638,887	618,417
Plan fiduciary net position:										
Contributions - employer	37,300	33,700	30,000	24,800	20,500	15,700	13,200	8,958	8,971	6,764
Contributions - member	204	5,745	5,734	5,385	5,101	4,905	4,442	4,265	4,052	3,627
Net investment income	83,758	64,776	(99,874)	161,457	34,415	42,276	42,251	55,221	(380)	19,083
Benefit payments, including employee contribution refunds	(98,189)	(48,998)	(48,998)	(48,998)	(42,468)	(37,804)	(37,804)	(37,804)	(37,804)	(37,804)
Administrative expense	(273)	(227)	(236)	(203)	(284)	(203)	(251)	(179)	(172)	(212)
Net change in plan fiduciary net position	22,800	54,996	(113,374)	142,441	17,264	24,874	21,838	30,461	(25,335)	(8,542)
Plan fiduciary net position - beginning of year	723,454	668,458	781,832	639,391	622,127	597,253	575,415	544,954	570,287	578,829
Plan fiduciary net position - end of year	746,254	723,454	668,458	781,832	639,391	622,127	597,253	575,415	544,954	570,287
Net pension liability - end of year	\$ 328,209	\$ 346,096	\$ 335,912	\$ 139,795	\$ 216,349	\$ 172,864	\$ 134,486	\$ 116,826	\$ 93,933	\$ 48,130
Plan fiduciary net position as a percentage of the total pension liability	69.45%	67.64%	66.55%	84.83%	74.72%	78.26%	81.62%	83.12%	85.30%	92.22%
Covered-employee payroll	\$ 143,635	\$ 143,351	\$ 134,616	\$ 127,535	\$ 122,630	\$ 112,203	\$ 105,474	\$ 101,308	\$ 90,125	\$ 89,652
Net pension liability as a percentage of covered-employee payroll	228.50%	241.43%	249.53%	109.61%	176.42%	154.06%	127.51%	115.32%	104.23%	53.69%

See independent auditors' report

FEDERAL SINGLE AUDIT REPORTS

**FEDERAL INTERNAL CONTROL
AND COMPLIANCE REPORTS**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Health of
Ledge Light Health District
New London, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Ledge Light Health District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated April 8, 2025.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hayt, Filippetti & Malachuk, LLC

Groton, Connecticut

April 8, 2025

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED
BY THE UNIFORM GUIDANCE**

To the Board of Health of
Ledge Light Health District
New London, Connecticut

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

Opinion on Each Major Federal Program

We have audited Ledge Light Health District's (the "District's") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2024. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of federal findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Hayt, Filippetti & Malaghan, LLC

Groton, Connecticut

April 8, 2025

**SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS**

**LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024**

Grantor; Pass-through Grantor; Program Title; Description	Pass-Through Entity Identifying Number	Assistance Listing Number	Passed Through to Subrecipients	Grant Expenditures
U.S. DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES				
Indirect:				
Passed through the State of Connecticut Department of Public Health:				
CT Investment in Public Health	2024-0066	93.967	\$ -	\$ 4,986
Prev. Health Services Block Grant PPHF	2020-0058	93.758	-	14,709
ELC - Enhancing Det COVID	2022-0156	93.323	-	411,243
Public Health Emergency Prep	2019-0231	93.069	382,712	451,996
Public Health Emergency Prep	2019-0226	93.069	165,562	342,462
Opioid Overdose Crisis	2021-0038	93.138	-	61,533
IAP Covid Supplement	2021-0007	93.268	-	106,392
Immunization Action Plan	2021-0007	93.268	-	152,342
Immunization Children	2024-0065	93.268	-	152,248
			<u>548,274</u>	<u>1,697,911</u>
Passed through the State of Connecticut Department of Mental Health and Addiction Services				
Opioid Academic Detailing	23MHA1042	93.788	-	43,140
Groton Alliance Substance Abuse Prevention	22MHA1020-3	93.959	-	130,318
Connecticut Promotes Recovery	23MHA6026	93.788	-	39,077
Connecticut Promotes Recovery	23MHA6026-4	93.788	-	97,438
			-	<u>309,973</u>
Passed through the State of Connecticut Office of Health Strategy				
State Innovation Models	21OHS0010	93.624	-	215,180
Passed through Southeastern Regional Action Council				
Prevention and Treatment of Substance Abuse		93.959	-	11,527
Passed through University of Connecticut				
Strategic Prevention Framework for Prescription Drugs	1H79SP082768-01	93.243	-	5,000
Passed through National Association of County and City Health Officials				
Implementing Overdose Prevention Strategies	2022-112103	93.421	-	110,562
Direct:				
Drug-Free Communities Support Program	1NH28CE003053-03	93.276	-	34,231
Drug-Free Communities Support Program	1NH28CE003053-04	93.276	-	92,909
			-	<u>127,140</u>
Total US Department of Public Health and Human Services			<u>548,274</u>	<u>2,477,293</u>
US FEDERAL EMERGENCY MANAGEMENT AGENCY				
Indirect:				
Passed through United Way				
Emergency Food and Shelter Program		97.024	-	15,000
Total US Federal Emergency Management Agency			-	<u>15,000</u>
US DEPARTMENT OF TREASURY				
Indirect:				
Passed through the Connecticut Children's Medical Center				
Coronavirus State and Local Fiscal Recovery Funds	23-179749-04	21.027	-	82,664
Passed through the Town of East Lyme, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	16,077
Passed through the City of Groton, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	26,372
Passed through the Town of Groton, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	25,009
Passed through the Town of Ledyard, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	12,504
Passed through the Town of Lyme, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	1,786
Passed through the City of New London, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	104,440
Passed through the Town of Old Lyme, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	7,145
Passed through the Town of Waterford, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	16,077
Passed through the Town of Stonington, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	16,077
Passed through the Groton Long Point Association, Inc.				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	447
Passed through the Borough of Stonington, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	7
Passed through the Town of North of Stonington, CT				
Coronavirus State and Local Fiscal Recovery Funds		21.027	-	3,573
Total US Department of Treasury			-	<u>312,178</u>
Total Expenditures of Federal Awards			<u>\$ 548,274</u>	<u>\$ 2,804,471</u>

The accompanying notes are an integral part of this schedule.

LEDGE LIGHT HEALTH DISTRICT
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2024

NOTE A - ACCOUNTING BASIS

BASIC FINANCIAL STATEMENTS

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to state and local governments.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying schedule of expenditures of federal awards has been prepared on the accrual basis consistent with the preparation of the basic financial statements. Information included in the schedule of expenditures of federal awards is presented in accordance with the requirements Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

For cost reimbursement awards, revenues are recognized to the extent of expenditures. Expenditures have been recognized to the extent the related obligation was incurred within the applicable grant period and liquidated within 90 days after the end of the grant period. For performance-based awards, revenues are recognized to the extent of performance achieved during the grant period.

Ledge Light Health District has not elected to use the 10% de Minimis indirect cost rate.

NOTE B - SUBRECIPIENTS

The following federal awards were made to subrecipients for the year ended June 30, 2024:

Grant / Subrecipient	Assistance Listing Number	Amount
Public Health Emergency Prep (2019-0231)		
Stratford Health Department	93.069	\$ 106,176
Stamford Health Department	93.069	75,271
Norwalk Health Department	93.069	51,580
City of Bridgeport, CT	93.069	32,415
Aspetuck Health District	93.069	26,590
Trumbull Health Department	93.069	20,401
Greenwich Health Department	93.069	17,963
Fairfield Health Department	93.069	17,685
New Canaan Health Department	93.069	11,708
Wilton Health Department	93.069	10,751
Darien Health Department	93.069	7,779
Monroe Health Department	93.069	4,393
		<u>382,712</u>

LEDGE LIGHT HEALTH DISTRICT
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
(Continued)
JUNE 30, 2024

NOTE B - SUBRECIPIENTS *(Continued)*

Grant / Subrecipient	Assistance Listing Number	Amount
Public Health Emergency Prep (2019-0226)		
Eastern Highlands Health District	93.069	52,250
Northeast District Department of Health	93.069	52,250
Uncas Health District	93.069	52,062
Mohegan Tribe Health Department	93.069	9,000
		<u>165,562</u>
Total Federal Assistance passed through to subrecipients		<u>\$ 548,274</u>

**SCHEDULE OF FEDERAL FINDINGS
AND QUESTIONED COSTS**

LEDGE LIGHT HEALTH DISTRICT

SCHEDULE OF FEDERAL FINDINGS AND QUESTIONED COSTS

FOR THE YEAR ENDED JUNE 30, 2024

SECTION I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

☐ Material weakness(es) identified? _____ Yes ✓ No

☐ Significant deficiency(ies) identified? _____ Yes ✓ None reported

Noncompliance material to financial statements noted? _____ Yes ✓ No

FEDERAL AWARDS

Internal control over major programs:

☐ Material weakness(es) identified? _____ Yes ✓ No

☐ Significant deficiency(ies) identified? _____ Yes ✓ None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance _____ Yes ✓ No

Identification of major programs:

CFDA Number	Name of Federal Program	Expenditures	Federal Assistance
93.069	U.S. Department of Health and Human Services – Public Health Emergency Preparedness	\$794,458	\$794,458
93.323	U.S. Department of Health and Human Services – Enhanced Detection Cooperative Agreement	\$411,243	\$411,243

Auditee qualified as low-risk auditee? _____ Yes ✓ No

Dollar threshold used to distinguish between Type A and Type B program: \$750,000

**LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF FEDERAL FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

**SECTION II – SUMMARY OF FINDINGS RELATED TO FINANCIAL STATEMENTS
REQUIRED UNDER GENERALLY ACCEPTED *GOVERNMENT AUDITING
STANDARDS***

- We issued a report dated April 8, 2025 on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Our report on compliance indicated no reportable instances of noncompliance.
- Our report on internal control over financial reporting disclosed no material weaknesses.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

- There were no findings or questioned costs reported.

**LEDGE LIGHT HEALTH DISTRICT
SUMMARY SCHEDULE OF THE STATUS OF
PRIOR FEDERAL AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2024**

PRIOR YEAR AUDIT FINDINGS RESOLVED

MW-2019-001 Timely Bank Reconciliations

PRIOR YEAR AUDIT FINDINGS REPEATED

None

STATE SINGLE AUDIT REPORTS

**STATE INTERNAL CONTROL AND
COMPLIANCE REPORTS**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Health of
Ledge Light Health District
New London, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Ledge Light Health District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated April 8, 2025.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hoyt, Filippetti & Malaghan, LLC

Groton, Connecticut
April 8, 2025

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the State Single Audit will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the State Single Audit Act, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any material weaknesses and significant deficiencies in internal control over compliance that we identified during the audit.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE STATE SINGLE AUDIT ACT

To the Board of Health of
Ledge Light Health District
New London, Connecticut

REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM

Opinion on Each Major State Program

We have audited Ledge Light Health District's (the "District") compliance with the types of compliance requirements identified as subject to audit in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of the District's major state programs for the year ended June 30, 2024. The District's major state programs are identified in the summary of auditors' results section of the accompanying schedule of state findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2024.

Basis for Opinion on Each Major State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Our responsibilities under those standards and the State Single Audit Act are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's state programs.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

Hoyt, Filippetti & Malachuk, LLC

Groton, Connecticut

April 8, 2025

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2024

<u>State Grantor; Pass-through Grantor; Program Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
NONEXEMPT PROGRAMS		
DEPARTMENT OF PUBLIC HEALTH		
Direct:		
Local and District Departments of Health	11000-DPH48558-17009	\$ 398,616
Total Department of Public Health		<u>398,616</u>
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES		
Direct:		
Grants for Substance Abuse Services	11000-MHA53300-16003	<u>13,525</u>
Total Department of Mental Health and Addiction Services		<u>13,525</u>
TOTAL STATE FINANCIAL ASSISTANCE		<u>\$ 412,141</u>

**LEDGE LIGHT HEALTH DISTRICT
NOTE TO SCHEDULE OF EXPENDITURES OF
STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2024**

NOTE A - ACCOUNTING BASIS

BASIC FINANCIAL STATEMENTS

The accounting policies of Ledge Light Health District (the "District") conform to accounting principles generally accepted in the United States of America as applicable to state and local governments.

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

The accompanying schedule of expenditures of state financial assistance has been prepared on the accrual basis consistent with the preparation of the basic financial statements. Information included in the schedule of expenditures of state financial assistance is presented in accordance with regulations established by the State of Connecticut, Office of Policy and Management.

For cost reimbursement awards, revenues are recognized to the extent of expenditures. Expenditures have been recognized to the extent the related obligation was incurred within the applicable grant period and liquidated within 90 days after the end of the grant period.

For performance-based awards, revenues are recognized to the extent of performance achieved during the period.

**SCHEDULE OF STATE FINDINGS
AND QUESTIONED COSTS**

**LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

SECTION I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

☐ Material weakness(es) identified?

_____ Yes ✓ No
None reported

☐ Significant deficiency(ies) identified?

_____ Yes ✓ No
reported

Noncompliance material to financial statements noted?

_____ Yes ✓ No

STATE FINANCIAL ASSISTANCE

Internal control over major programs:

☐ Material weakness(es) identified?

_____ Yes ✓ No
None reported

☐ Significant deficiency(ies) identified?

_____ Yes ✓ No
reported

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported
in accordance with Section 4-236-24 of the Regulations to the State Single
Audit Act?

_____ Yes ✓ No

The following schedule reflects the major program included in the audit:

<u>State Grantor/Program</u>	<u>State Grant Program Identification Number</u>	<u>Expenditures</u>
Department of Public Health:		
Local and District Departments of Health	11000-DPH48558-17009	\$ 398,616

Dollar threshold used to distinguish between Type A and Type B program:

\$100,000

**LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

**SECTION II– SUMMARY OF FINDINGS RELATED TO FINANCIAL STATEMENTS
REQUIRED UNDER *GOVERNMENT AUDITING STANDARDS***

- We issued a report dated April 8, 2025 on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Our report on compliance indicated no reportable instances of noncompliance.
- Our report on internal control over financial reporting disclosed no material weaknesses.

**SECTION III – FINDINGS AND QUESTIONED COSTS RELATING TO STATE
FINANCIAL ASSISTANCE**

None

**LEDGE LIGHT HEALTH DISTRICT
SUMMARY SCHEDULE OF THE STATUS OF
PRIOR STATE AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2024**

PRIOR YEAR AUDIT FINDINGS RESOLVED

MW-2022-001 Timely Bank Reconciliations

PRIOR YEAR AUDIT FINDINGS REPEATED

None

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10136

WATERFORD PUBLIC LIBRARY

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 (12/10/25)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	101,225	103,756			106,349	106,349	2,593	2.50%
51210	CLERICAL/TECHNICAL	738,278	739,630			764,602	764,602	24,972	3.38%
51220	CUSTODIAL-MAINTENANCE	91,729	73,540			75,612	75,612	2,072	2.82%
51810	OVERTIME/SUNDAY HOURS	13	7,739			7,930	7,930	191	2.47%
51910	FRINGE BENEFITS	953	3,500			4,500	4,500	1,000	100.00%
51920	FICA	67,778	71,005			73,363	73,363	2,358	3.32%
	SUBTOTAL	999,976	999,170	0	0	1,032,356	1,032,356	33,186	3.32%
SERVICES									
52020	POSTAGE	386	325			325	325	0	0.00%
52070	REIMBURSABLE EXPENSE	717	835			860	860	25	2.99%
	SUBTOTAL	1,103	1,160	0	0	1,185	1,185	25	2.16%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	228	450			450	450	0	0.00%
53020	OTHER SUPPLIES	0	1,500			1,500	1,500	0	0.00%
	SUBTOTAL	228	1,950	0	0	1,950	1,950	0	0.00%
EQUIPMENT									
54160	BOOKS/RELATED MATERIAL	11,661	10,500			10,500	10,500	0	0.00%
	SUBTOTAL	11,661	10,500	0	0	10,500	10,500	0	0.00%
	DEPARTMENT TOTAL	1,012,968	1,012,780	0	0	1,045,991	1,045,991	33,211	3.28%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: LIBRARY**



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Strategic plan, FY2025-2027 attached	
Waterford Public Library, Inc. audit	

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



BUDGET FUNCTION

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

The Waterford Public Library is a non-partisan, non-sectarian organization dedicated to serving the public in the areas of education, information and recreation, making its services known and available to all. Per Connecticut State Statute, Chapter 190, Section 11-24b:

- Principal public libraries shall not charge individuals residing in the town in which the library is located or the town in which the contract library is located for borrowing and lending library materials, accessing information, advice and assistance and programs and services which promote literacy; and
- Principal public libraries shall provide equal access to library service for all individuals and shall not discriminate upon the basis of age, race, sex, gender identity or expression, religion, national origin, handicap or place of residency in the town in which the library is located or the town in which the contract library is located.

The Waterford Public Library participates in the state's Connecticard program, as defined in Sec. 11-31a: "Connecticard" means a cooperative program among public libraries in Connecticut which allows a resident of any town in the state who holds a valid borrower card issued by his home library to use that card to borrow materials from any public library in the state that is participating in the program." In return for participating, the library receives an annual reimbursement from the state based upon the number of net transactions to non-resident cardholders. For the most recent reporting period, ending in March of 2025, the library reported 40,366 circulations to non-resident cardholders. For this service, the library was reimbursed \$15,744.

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

- Over 91% of new physical library materials for all ages, including books, audio books (digital and on CD), DVDs, newspapers, magazines, music CDs, video games and Wi-Fi hotspots.
- Library of Things collection that includes museum passes, metal detectors, binoculars and ukuleles.
- Subscription access to e-books, e-audiobooks, e-magazines, streaming videos and music.
- Subscription access to online reference databases.
- All library programs, not funded by grants, for adults, children and teens, including related promotional materials.
- Furniture, equipment & special projects as determined by the trustees.
- Library office supplies including processing materials such as book covers, audiovisual cases, labels, and book tape in addition to supplies such as receipt paper, ink and specialty printing paper.
- Staff attendance at professional conferences, training workshops and continuing education.
- Dues and memberships in professional organizations.
- Special projects and initiatives such as FY2025's special initiative to build a robust Spanish language collection for adults and the library's support of Town-wide initiatives including the annual parade, tree lighting and trunk or treat events.

Thanks to the library trustees' prudent fiscal stewardship, the library's perpetual endowment has contributed a total of \$2,112,043 to the library's annual operating expenses since FY2006.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



Mission

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

FY2025 Strategic Initiatives

The library's four foundational pillars are Belonging, Connection, Discovery & Education.

- Belonging – The Library welcomes all and fosters an inclusive environment.
- Connection – The Library builds relationships.
- Discovery – The Library supports innovation and curiosity.
- Education – The Library provides resources for lifelong learning.

In support of these core objectives, the library accomplished the following in FY2025:

1. Added the CollegeNow digital resource, which provides live skilled guidance for completing the college application and financial aid forms, writing an essay and offers access to eParachute vocational interest resources to aid teens and adults who are interested in furthering their education.
2. Offered a weekly English Conversation Circle program funded by a grant from the Community Foundation to support new teen and adult English language learners.
3. Curated an updated English language learning collection of circulating materials, funded by the Community Foundation.
4. Updated the library's Spanish language adult collection with funds provided by the library endowment.
5. Moved the 400s collection of language learning materials from the mezzanine to the main floor to be shelved adjacent to our Spanish language books for adults to aid in discovery.
6. Created bilingual English/Spanish library card application to foster a more inclusive environment.
7. Introduced staff to basic library-related Spanish language terms to assist in providing more inclusive service to all library users.
8. Added genre and short story labels to adult fiction collection to aid patron discovery.
9. Collaborated with the New London Day to accept and transport to the library, their donation of the complete back file of microfilm covering The Day newspaper from 1881 to 2022. Worked with Town IT to purchase The Day's microfilm reader/scanner and a new public computer, using funds from the library's endowment, to support access to this important local resource.
10. Utilized grant funds from SciStarter to offer two educational bird migration programs in partnership with CT Audubon to support education and lifelong learning.
11. Expanded programs for neurodivergent youth and families through Sensory Saturday programming funded by the Kelsey S. Harrington Foundation.
12. With matching funds from CT Humanities, offered monthly "Sign & Sing" storytime programs that incorporate American Sign Language for infants and toddlers.
13. Collaborated with Waterford Senior Services to offer quarterly book discussion at the Community Center.
14. Created and launched circulating toy collection, funded by Traveling Toys, Inc., to support families and children's discovery and learning and equitable access to resources.
15. Added 2nd self-check station in the Children's Room to better support families wishing to borrow library materials.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



16. In response to a patron suggestion, launched a plant propagation station in February to support discovery and connection among library users.
17. Created small café area on lower level in response to survey requests.
18. Enabled curated lists in Overdrive to aid patron discovery of the library's e-resources.
19. Added shortcut searches to the library's online catalog to aid discovery of museum passes, toy collection and our popular "library of things."
20. Updated many catalog subject headings, as directed by the Library of Congress, to modernize terms in support of diversity, equity and inclusion.
21. Offered bi-weekly drop-in tech sessions to help increase digital literacy in support of lifelong learning.
22. In April, hosted our 2nd annual Community Volunteer Fair in support of area non-profits and organizations and support discovery and build community for those wishing to volunteer their time and talents.
23. In support of innovation and curiosity, Library Trustees Eileen Boyce and Mim Wagner with assistance from volunteer Marcia Benvenuti redesigned and planted the library's front pollinator garden. As part of this project, they offered two paver decorator programs to library patrons of all ages to create the border for the revitalized garden. Big thanks to Josh Therrien and his team at Rec & Parks for tilling the beds to support the replanting of this beautiful public space.
24. Launched monthly Silent Book Club to support belonging and connection in the community.
25. With funding support from the CT State Library, provided three months of innovative STEAM programming for children and families offered by The GIANT Room.
26. In May, in partnership with Sangam CT and Waterford RISE, hosted our first annual South Asian American heritage celebration.
27. Increased programs and enrichment activities for children, ages birth to 5, to support early literacy and school readiness and support Waterford parents and families.
28. Used social media to more proactively promote collections in addition to library programs & events.
29. Continued collaborations with Waterford Police Department to offer monthly "Read to Hodges" program and annual Hodges's birthday celebration, Coffee with a Cop and Back to School with SROs programs.
30. Continued collaborations with Waterford Fire Services to offer multiple Fire Safety Storytime programs and annual touch-a-truck summer reading event.
31. Continued partnership with Waterford Public Schools to support 1st grade school visits, hosted multicultural family night and participated in various school outreach events.
32. Supported Town of Waterford events including annual Waterford Day Parade, Harvest Festival, Trunk or Treat, Tree Lighting and Community Wellness Fair.
33. Strengthened existing partnerships with area organizations including the Waterford Historical Society, American Association of University Women, the Lions and Rotary clubs and Waterford RISE.

Our monthly e-newsletter, Discover More, has 1,667 subscribers; 1,359 people follow the library on Instagram; and our Facebook followers currently number 3,700.

The library staff, our board of trustees and our 6,337 cardholders very much appreciate the ongoing support provided to the library for the benefit of residents and library users by the Town of Waterford.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: LIBRARY**



BUDGET SUMMARY

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

DEPT/AGENCY: WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2024/2025 DEPT/AGENCY APPROVED	2025/2026 DEPT/AGENCY APPROVED	2026/2027 DEPT/AGENCY REQUEST
PERSONNEL COSTS				
51110	ADMINISTRATION	100,837	103,756	106,349
51210	CLERICAL/TECHNICAL	728,795	739,630	764,602
51220	CUSTODIAL- MAINTENANCE	93,336	73,540	75,612
51810	OVERTIME & SUNDAY	150	7,739	7,930
51910	FRINGE BENEFITS	0	3,500	4,500
51920	FICA (7.65%)	70,619	71,005	73,363
SUBTOTAL		993,737	999,170	1,032,356
SERVICES				
52020	POSTAGE	264	325	325
52070	REIMBURSABLE EXPENSE	720	835	860
SUBTOTAL		984	1,160	1,185
MATERIALS & SUPPLIES				
53010	OFFICE SUPPLIES	450	450	450
53020	OTHER SUPPLIES	5	1,500	1,500
SUBTOTAL		455	1,950	1,950
EQUIPMENT				
54160	BOOKS/RELATED MATERIAL	11,661	10,500	10,500
SUBTOTAL		11,661	10,500	10,500
DEPARTMENT TOTAL		1,006,837	1,012,780	1,045,991

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



BUDGET EXPLANATIONS BY CATEGORY

51000 SALARIES SERIES

Detailed information on salaries can be found in the *Personnel Worksheet* included in the packet. Personnel costs are calculated for a fiscal year with 261 working days (52.2 weeks) for FT staff. Calculations were made based on the wage schedules approved by the RTM at its December 1, 2025 meeting. The minimum wage/library page rate reflects the state minimum wage.

We are committed to controlling personnel costs. We analyze staffing and usage patterns to make efficient and effective use of personnel at all levels. We re-evaluate all positions as staff members resign or retire, update job descriptions and replace staff only when necessary.

From November through mid-March, the library is open 63 hours per week; from April through June and in September and October, the library is open 60 hours each week; in July and August, the library is open 56 hours each week. All public service staff work at least every other Saturday and one evening each week without differential pay. Sunday staff are paid regular wages without differentials but wages are segregated under the "Overtime" line of the budget as they are not part of regular library hours.

51110 ADMINISTRATION

\$106,349

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

51210 CLERICAL/TECHNICAL

\$764,602

This line reflects the compensation for four full-time librarians (MP) and twelve clerical/technical staff (AS) – full time and regularly scheduled part-time staff, and four library pages. Seven library staff hold Masters of Library & Information Science degrees. Also included are longevity increases for seven full-time employees. Six part-time staff will receive annual half-step increases.

51220 CUSTODIAL/MAINTENANCE

\$75,612

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

51810 OVERTIME & SUNDAY HOURS

\$7,930

Overtime support of \$150 is requested for maintenance and/or custodial work in case of a building, natural disaster, or weather related emergency. The balance of this line, \$7,780 will enable the library to open for 20 Sundays from 1 to 4 p.m., beginning on November 1 and ending on March 14 at an average cost of \$389 per Sunday which covers a custodian, 3 staff members and 1 page.

51910 FRINGE BENEFITS

\$4,500

As requested in the Board of Finance guidelines, we are including the anticipated unused sick time HSA payout for one full-time employee.

51920 FICA

\$73,363

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

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

52020 POSTAGE

\$325

- In FY25, we mailed 477 pieces comprised of 207 overdue notices, 270 pieces of library business mail (bill payments, etc.) and 5 miscellaneous charges. Over 95% of our overdue notices are transmitted via email. The trustee budget pays for all of our fundraising mailing expenses.
- In the first four months of this year, we have mailed 180 pieces.
- For FY27, we are anticipating mailing 415 pieces at the current rate of 78 cents. We plan to accomplish this decrease by paying more of our book vendor bills with e-checks.

Expended FY2023 - \$334 Expended FY2024 - \$312 Expended FY2025 - \$386 Budgeted FY2026 - \$325

52070 REIMBURSABLE EXPENSE

\$860

As the library does not have a fleet vehicle, this line item is used to reimburse the building and grounds manager for use of his personal vehicle for work-related mileage, i.e., trips to the Quaker Hill book drop, vendors, courier runs, etc. Mileage for the last three years has averaged 1,211/year. For the first five months of FY26, 511 miles have been logged. For FY27, we are budgeting 1,228 miles at the current federal reimbursement rate of \$0.70.

Expended FY2023 - \$778 Expended FY2024 - \$858 Expended FY2025 - \$770* Budgeted FY2026 - \$835

*the Trustee budget covered \$52.50 in unbudgeted expenses for the month of June.

53010 OFFICE SUPPLIES

\$450

Historically, this line item had covered Town printing & copying expenses along with library-specific office supplies, which include vendor pre-processing of books, item and customer barcodes, spine labels, repair tape, book covers, video and audio jewel cases, and receipt paper for the circulation desk and self-check station. With the library's membership in a cooperative for purchasing library supplies at discounted prices, the support of the town's purchasing agent and streamlined processes and procedures, we had been able to maintain this line item at its previous level of \$4,000 from 2008 to 2024. Due to budgetary constraints, in FY2025, we reduced our office supplies request to \$450. This line is now used almost exclusively for Town printing & copying expenses. The Trustee budget is providing \$9,000 in FY26 and budgeting \$10,765 in FY27 to cover the balance of the library's office supplies expenses.

Expended FY2023 - \$3,749 Expended FY2024 - \$3,881 Expended FY2025 - \$384 Budgeted FY2026 - \$450

53020 OTHER SUPPLIES

\$1,500

Items purchased in this line item include consumables and cleaning products of all types including paper products, furniture and carpet cleaners, stain removers, lawn and ground supplies, etc. The amount requested should be enough to cover supplies for our combined seven public and staff restroom facilities. The library's trustee budget will continue to cover all other building maintenance supplies as well as special expenses such as carpet cleaning. For FY26, the trustees are allocating \$4,000, for FY27, the trustees are budgeting \$6,000 for this line.

Expended FY2023 - \$3,620 Expended FY2024 - \$3,858 Expended FY2025 - \$0 Budgeted FY2026 - \$1,500

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

54160 BOOKS/RELATED MATERIAL

\$10,500

This line item is the town's contribution, approximately 6.4%, of the library's total planned FY27 expenditure of \$163,877, for the purchase of the following items:

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

The library's professionally trained staff continually monitors how the collections are used and looks for new formats, collections and resources to ensure that the community has what it wants and needs. Each year a larger percentage of this budget is allocated for e-content. Last year, the use of e-resources began to level off with only a 3% increase, after a 24% increase from 2023 to 2024 and 13% increase from 2022 to 2023. We are happy to see that patrons are continuing to enjoy library resources 24/7 whether or not they physically visit the library. However, it must be noted that the cost of electronic resources is exponentially higher than that of print books. Also, publishers place greater restrictions on access to library e-resource through the employment of embargoes, i.e., not providing access to new bestseller titles, and an artificial 2-year end date (or sometimes sooner on bestsellers) for online access requiring the library to repurchase more popular titles.

This past year, the library received a grant from Traveling Toys, Inc., a local non-profit, to support the creation of a circulating toy library. The new collection currently has 40 toys and we will be adding more in the coming months. Families are enjoying using the toys in the library as well as checking them out for use at home.

In FY2025, library staff selected, ordered, received, cataloged and made shelf-ready over 5,200 new physical items for the library's collections.

The library's goal is to be as responsive as possible to the public while operating in an efficient and cost effective manner. The library board partners with the town and this year will again fund over 90% of the total library books, materials and services purchased. From 2010 to 2022, the Town had funded this line at a flat rate of \$45,000 (reduced to \$44,000 for FY2023). As mentioned above, the Trustees have approved \$114,050 for physical materials and \$39,327 for digital resources, for total support of \$153,377 for FY27.

Expended FY23 - \$43,999 Expended FY24 - \$44,999 Expended FY25 - \$11,661 Budgeted FY26 - \$10,500

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



TOWN OF WATERFORD
PERSONNEL WORKSHEET - 36 WATERFORD PUBLIC LIBRARY
2026-2027 FISCAL YEAR

									LINE 51920
DATE OF HIRE	EMPLOYEE	HRS	HOURLY RT FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (FICA)
51110 - ADMINISTRATION									
12/14/2020	Library Director	40	-	103,755.33	-	106,349.21	-	106,349.21	8,135.71
	TOTALS			103,755.33	0.00	106,349.21	0.00	106,349.21	8,135.71
51210 - CLERICAL TECHNICAL									
09/15/2008	Dept Head Adult Svcs	40	38.7337	78,903.29	1,183.55	80,875.55	1,213.13	82,088.68	6,279.78
08/15/2022	Dept Head - Children's Svcs	40	35.9981	73,330.74	-	75,164.01	-	75,164.01	5,750.05
06/28/2007	Dept Head - Technical Svcs	40	42.6034	86,786.18	1,301.79	88,956.11	1,334.34	90,290.45	6,907.22
09/08/2025	Dept Ass't - Technical & Adult Svcs	40	28.0089	57,219.03	-	58,649.51	-	58,649.51	4,486.69
05/30/2006	SEC 2-Secretary II	35	35.2497	62,830.53	500.00	64,401.75	500.00	64,901.75	4,964.98
04/04/2022	Info/Ref Technical Asst- Children's	35	30.0587	51,875.11	-	54,917.38	-	54,917.38	4,201.18
03/09/1992	Technician II	35	31.9400	56,929.32	600.00	58,354.38	600.00	58,954.38	4,510.01
11/22/1993	Technician II	35	31.9400	56,929.32	600.00	58,354.38	600.00	58,954.38	4,510.01
01/04/1988	Technician II	35	31.9400	56,929.32	600.00	58,354.38	600.00	58,954.38	4,510.01
10/31/2022	Tech I - PT - Graphics	14	23.7500	16,385.18	-	17,356.50	-	17,356.50	1,327.77
10/31/2025	Info/Ref Assistant PT - Adult	16.5	26.6550	16,201.15	-	22,957.95	-	22,957.95	1,756.28
09/10/2021	Info/Ref Assistant PT - Adult	16	28.9400	21,463.32	-	24,170.69	-	24,170.69	1,849.06
06/10/2019	Info/Ref Assistant PT - Children's	16	29.6910	26,450.39	-	24,797.92	-	24,797.92	1,897.04
11/01/2008	Technician I PT	16	28.9400	23,577.70	-	24,170.69	-	24,170.69	1,849.06
08/07/2017	Technician I PT	12	26.9099	16,017.05	-	16,856.36	-	16,856.36	1,289.51
11/25/2022	Technician I PT	7.5	23.6071	13,433.96	-	9,242.18	-	9,242.18	707.03
Vacancy	PAGE 1-Library Page I	6	17.6109	4,831.37	-	5,515.73	-	5,515.73	421.95
05/17/2022	PAGE 1-Library Page I	6	17.7900	5,475.11	-	5,571.83	-	5,571.83	426.24
09/15/2025	PAGE 1-Library Page I	6	17.6109	4,831.37	-	5,515.73	-	5,515.73	421.95
10/01/2024	PAGE 1-Library Page I	6	17.7900	5,475.11	-	5,571.83	-	5,571.83	426.24
	TOTALS			735,874.54	4,785.34	759,754.87	4,847.47	764,602.34	58,492.08
51220 - CUSTODIAL MAINTENANCE									
09/14/2015	Buildings & Grounds Manager	40	35.2200	71,743.68	250.00	73,539.36	250.00	73,789.36	5,644.89
06/21/2001	Custodian II SUB	60	30.3707	1,893.50	-	1,822.24	-	1,822.24	139.40
	TOTALS			73,637.18	250.00	75,118.64	250.00	75,611.60	5,784.29

TOWN OF WATERFORD FY2027 BUDGET REQUEST DEPARTMENT: LIBRARY



				SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (FICA)
51810 - OVERTIME	OVERTIME & SUNDAYS			7,500.00	-	7,930.00	-	7,930	606.65
51910- FRINGE F.I.C.A.	HRA FUNDING			3,500.00		4,500		4,500.00	344.25
TOTALS				924,267.05	5,035.34	949,152.72	5,097.27	958,993.15	73,362.98
BUDGET TOTAL W/F.I.C.A				994,973.48				1,032,356.13	

WORKDAYS
2026/2027

261

WEEKS TO BUDGET

52.2

TOWN OF WATERFORD FRINGE BENEFITS WORKSHEET - 36 WATERFORD PUBLIC LIBRARY 2026/2027 FISCAL YEAR

			LINE 51910	LINE 51920
	POSITION	HRA FUNDING	TOTAL FRINGE BENEFIT S	PAYROLL TAXES (F.I.C.A)
	Dept Head - Technical Svcs	4000	4,500.00	344.25
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
	TOTALS - FRINGE BENEFITS		4,500.00	344.25

*HRA best estimate, fluctuates w/sick usage

***ADDED TO FICA ON PERSONNEL
WORKSHEET

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



REVENUE PROJECTION

TOWN OF WATERFORD PROPOSED REVENUE BY DEPARTMENT GENERAL FUND 2026-2027 FISCAL YEAR

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

DEPARTMENT: Library

LINE ITEM	2024-2025 ACTUAL	2025-2026 YTD	2025-2026 BUDGET	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Library Fines	\$1,440.84	\$552.50	\$1,598.00	\$1,650.	\$52
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
TOTALS	\$1,440.84	\$552.50	\$1,598.00	\$1,650.	\$52

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



ANNUAL STATISTICS

	FY2023	FY2024	FY2025	% CHANGE 2025 VS 2024
CIRCULATION				
ADULT	96,048	114,182	115,558	1%
CHILDREN	49,732	61,485	60,384	-2%
TEEN	3,083	3,908	3,772	-3%
TOTAL	148,863	179,575	179,714	0%
ADULT				
BOOKS	56,505	67,293	69,199	3%
MAGAZINES	1,575	2,322	1,809	-22%
VIDEOS	8,896	8,338	7,025	-16%
BOOKS-on-CD	1,952	1,915	1,942	1%
PLAYAWAY	879	1,151	1,341	17%
MUSIC CDs	1,054	1,538	1,469	-4%
MUSEUM PASSES	207	239	322	35%
DOWNLOADS	24,224	30,300	31,305	3%
GAMES/LAUNCHPADS	604	767	775	1%
EQUIPMENT/HOTSPOTS/THINGS	152	319	371	16%
TOTAL	96,048	114,182	115,558	1%
CHILDREN				
BOOKS	46,247	56,473	55,892	-1%
MAGAZINES	155	323	252	-22%
VIDEOS	2,247	2,118	1,729	-18%
AUDIOBOOKS	767	2,110	2,057	-3%
MUSIC CDs	316	461	454	-2%
TOTAL	49,732	61,485	60,384	-2%
TEEN				
BOOKS	3,083	3,908	3,772	-3%
DOWNLOADS (ADULT CIRC.)				
E-BOOKS	10,969	11,702	11,732	0%
E-AUDIOBOOKS	10,702	13,209	13,257	0%
E-MAGAZINES	1,418	3,840	4,474	17%
E-VIDEOS	1,064	1,470	1,752	19%
E-MUSIC	71	79	90	14%
TOTAL	24,224	30,300	31,305	3%
CHECK-INS	112,931	108,073	104,626	-3%
WEBSITE HITS	63,500	54,421	55,214	1%
ONLINE SEARCHES	3,741	3,797	3,663	-4%

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



ANNUAL STATISTICS, CONTINUED

	FY2023	FY2024	FY2025	2025 VS 2024
ADULT QUESTIONS	16,081	10,764	10,634	-1%
CHILDREN'S QUESTIONS	5,460	5,356	7,241	35%
CIRCULATION DESK QUESTIONS	11,011	12,727	10,179	-20%
WIFI LOGINS	27,492	31,362	32,229	3%
COMPUTER USE				
ADULT	5,618	6,417	7,161	12%
CHILDREN	2,455	3,439	3,686	7%
TOTAL	8,073	9,856	10,847	10%
INTERLIBRARY LOAN				
TO WATERFORD				
GPL, MN, BILL	5,111	4,908	4,752	-3%
OTHER LIBRARIES	904	1,343	1,577	17%
TOTAL	6,015	6,251	6,329	1%
FROM WATERFORD				
GPL, MN, BILL	3,817	4,340	3,595	-17%
OTHER LIBRARIES	386	390	332	-15%
TOTAL	4,203	4,730	3,927	-17%
CUSTOMER DOOR COUNT	78,921	84,786	88,283	4%
borrowIT (C-Card) CIRCULATION	35,161	42,245	39,384	-7%
PROGRAMS				
ADULT SESSIONS	182	224	289	29%
ADULT ATTENDANCE	2,995	3,498	3,794	8%
CHILDREN SESSIONS	248	373	331	-11%
CHILDREN ATTENDANCE	13,525	16,808	17,241	3%
TEEN SESSIONS	39	44	25	-43%
TEEN ATTENDANCE	373	399	326	-18%
TOTAL SESSIONS	469	641	645	1%
TOTAL ATTENDANCE	16,893	20,705	21,361	3%
LIBRARY CARD REGISTRATION	1,127	1,023	1,119	-9%
ACTIVE CARDHOLDERS				
RESIDENT	5,408	5,602	5,061	-10%
NON-RESIDENT	1517	1529	1,276	-17%
TOTAL	6925	7131	6,337	-11%
COMMUNITY USE OF MEETING ROOMS	509	592	609	3%

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



MEETING ROOM GROUPS

American Association of University Women (AAUW)	Pequot Point Beach
AAUW Book Club	Pokémon Group
Advanced College Planning	Post House Condo Association
ARC of Eastern CT	Rep. Gauthier + Sen. Marx Town Hall
Auxiliary L&M Hospital	Rope Ferry Commons Condo Association
Book Babes Book Club	RTM Meet & Greet
The Book Group	Safe Futures
Child First United Community & Family Services (UCFS)	Safe Harbor Home Aide
Clam Shell Quilt Guild	Service Employees International Union (SEIU) 1199 Union
Community Conversation with Senator Martha Marx	Shoreline Ladies Book Club
Community Foundation of Eastern CT	Simple Learning Solutions
CSEA (Retired State Employees Union)	Sound Lab Reunion
Cub Scouts Pack 36 Den 2	Spark Makerspace
Cub Scouts Pack 36 Tiger Den	Stoneheights Condo Association
Department of Defense (Employment Screenings)	Student Nursing Study Group
East Neck Cemetery Society	Student Transportation of America (STA)
EB Study Group	Survivors of Homicide
Friends of Harkness	Thames Landing Homeowners Association
Gamblers Anonymous (GA)	Thames River Garden Club
Girl Scout Troop #63431	Thames Stamp Club
Girl Scout Troop #63433	Thames Valley Co-op Cultural Fair
Glenbrook Green HOA	Tuesday Club
Governors Landing Homeowner Association	Uke Gals
Guardians of Democracy	Ukuleles By the Sea
Hartford Healthcare Ayer Neuroscience Institute	Waterford High School Debate Practice
Individual Meetings	Waterford High School Girls Swim Team
Jehovah's Witnesses	Waterford Historic Cemeteries
Joseph Lawrence School of Nursing	Waterford Historical Society
Kiwanis Club of New London	Waterford Land Trust
LEARN School Meeting	Waterford Little League
The Light House	Waterford Police Department Training
Longview Village	Waterford Public Schools Multilingual Learners
Mothers Against Drunk Driving (MADD) SMART	Information Night
Moms of SE CT	Waterford Regional Lions Club
Nerds of New London	Waterford Regional Lions Club - Leos
New Mama Support Circle	Waterford Women's Club
Nurturing Families Network	Waterford Women's Club - Book Discussion
One More Chapter Book Club	West Neck Beach Association
Parent Support Services (Circle of Security)	W H. Chapman Foundation
Pequot Chapel	Women of Waterford Book Club (WOW)

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



GRANTS RECEIVED

In FY2025, the library applied for and received the following program grants totaling \$7,602:

- \$400 from SciStarter to support programs around the fall bird migration in October
- \$1,110 from the Kelsey S. Harrington Foundation to support 3 sessions of Sensory Saturday programs
- \$300 from Charter Oak Federal Credit Union to support Irish music events in March
- \$1,442 CT State Aid to Libraries grant used to fund the attendance of 6 staff members at the annual CT Library Association conference at the Mystic Marriott in April and to partially fund our Juneteenth lecture, Connecticut, Color and the Civil War by John Mills
- \$350 from CorePlus Credit Union to support our Sangam celebration of South Asian American Heritage in May, offered in partnership with Sangam CT and Waterford RISE
- \$3,000 from M&T Bank in support of 2025 youth summer reading
- \$500 from Waterford Rotary in support of youth STEM programs
- \$500 from the Katherine Forest Crafts Foundation to support a traditional Mexican embroidery program for teens during Hispanic Heritage Month in the fall 2025

In addition, the library was selected to participate in a one year Bonterra/Network for Good's Jumpstart fundraising support & training program funded by the Community Foundation of Eastern CT and was selected by the CT State Library to offer the GIANT Room youth-engagement programming series, funded by the CT State Library. CT Humanities has continued to provide program support for our monthly *Sign & Sing* storytimes on Saturday mornings.

LOOKING AHEAD

The library continues to provide materials, programs and services for Waterford residents of all ages. We have a particular focus on providing early literacy support and school readiness for children, ages birth to 5. In October, the library's youth services team added a monthly "Baby & Me" lapsit program for babies and toddlers, up to 18 months, with a caregiver. This program is in addition to our weekly Monday morning storytime that is open to all ages and two alternating monthly toddler programs: Toddler Story and Sensory Play and Tale & Tinker. Parents have asked for more programming for this age group, but with our current staffing, we do not have the capacity to add additional programs.

To commemorate CT/America 250, the library applied for and received a \$1,500 grant to provide monthly programs beginning in January 2026 and continuing through the summer.

Our long awaited HVAC replacement/upgrade project is nearing completion. Next up will be the replacement of the library's electrical service. It is our understanding that the Department of Public Works will also be scheduling the replacement of the library's roof in FY2027. Looking further ahead, the library needs an elevator upgrade as our current elevator to the lower level is not ADA-accessible, nor is there any elevator or lift access to the library's mezzanine level. A longer-term goal, once a lift is installed, is to create a dedicated Tween-Teen space on the mezzanine.

In FY27, either with grant funds or funded by the endowment, the library will be upgrading our meeting room audiovisual equipment as it is now at end-of-life.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: LIBRARY



WATERFORD PUBLIC LIBRARY, INC. FY 2027 BUDGET

THE WATERFORD PUBLIC LIBRARY, INC. TRUSTEE BUDGET

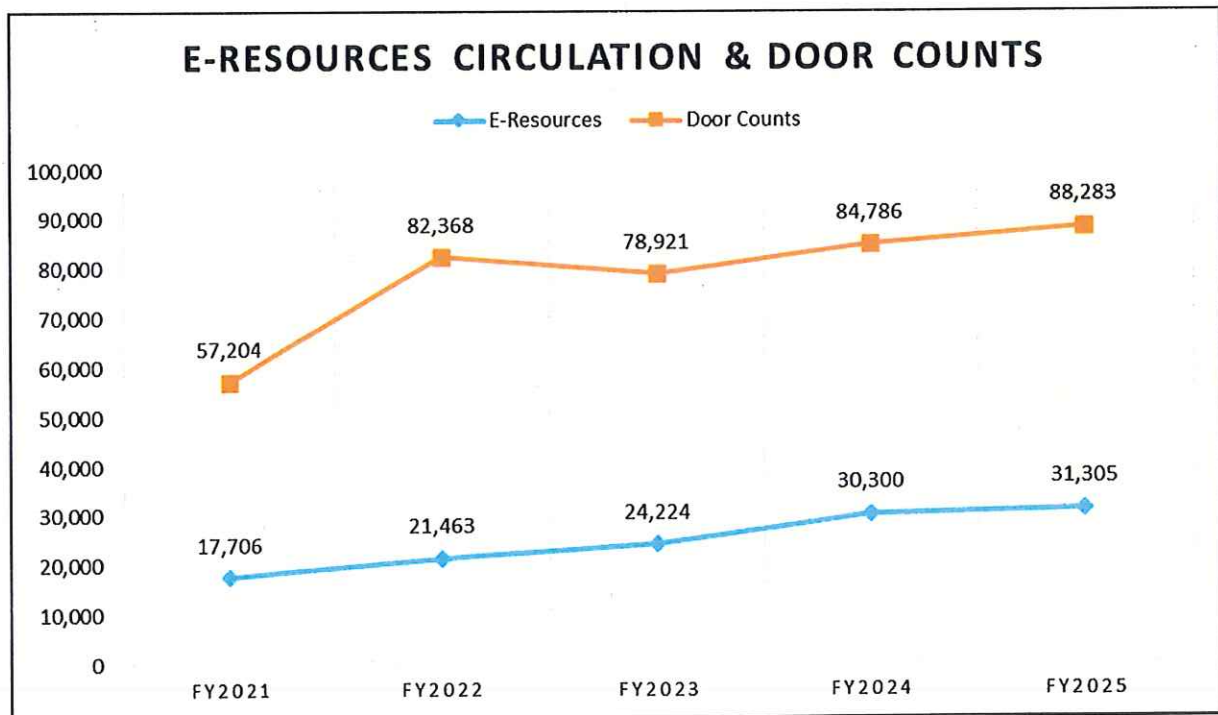
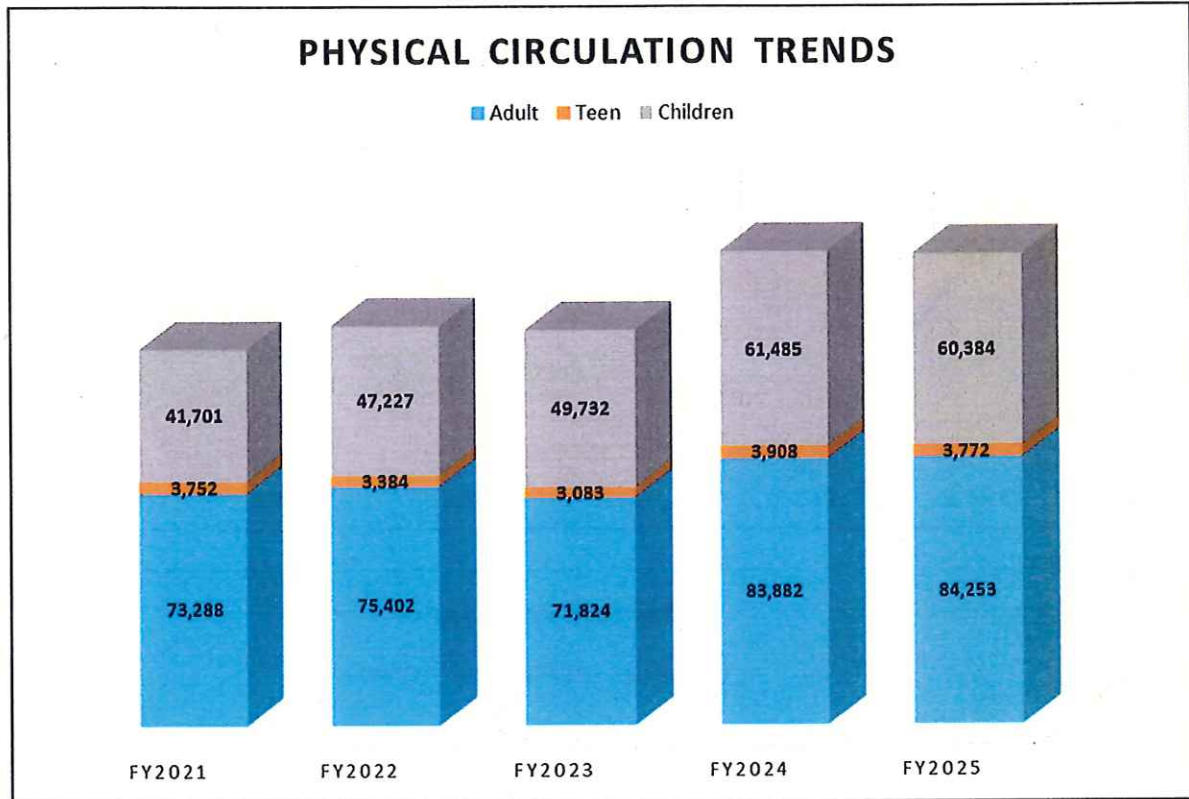
	FY'27	FY'26	Change '27 over '26	25 Actual
INCOME				
Anonymous III/Strochlitz	\$14,400	\$14,350	\$50	\$14,410
Book sale	\$6,700	\$6,000	\$700	\$6,639
Connecticard reimbursement	\$14,300	\$14,300	\$0	\$14,302
Endowment transfers	\$182,495	\$156,162	\$26,333	\$151,889
Fundraising	\$40,000	\$35,000	\$5,000	\$69,161
Grants	\$7,500	\$5,000	\$2,500	\$7,602
Lost and damaged books	\$1,800	\$2,000	(\$200)	\$1,721
Miscellaneous (copies, lost library cards, etc.)	\$3,500	\$3,500	\$0	\$3,087
Public copier income	\$4,500	\$4,750	(\$250)	\$4,213
Special projects income				\$627
TOTAL INCOME	\$275,195	\$241,062	\$34,133	\$273,651
EXPENSES				
Auditor	\$6,000	\$5,000	\$1,000	\$5,000
Books & materials	\$114,050	\$113,266	\$784	\$113,149
Building maintenance & improvement	\$6,000	\$4,000	\$2,000	\$7,329
Dues, conferences, education	\$4,000	\$4,500	(\$500)	\$3,179
Fundraising expenses	\$3,750	\$2,100	\$1,650	\$1,617
Fundraising to endowment	\$36,250	\$32,900	\$3,350	\$43,500
Furniture & shelving	\$4,000	\$3,500	\$500	\$3,456
Grant expenses	\$7,500	\$5,000	\$2,500	\$19,575
Innovation & Miscellaneous	\$2,000	\$1,500	\$500	\$1,035
Insurance	\$2,823	\$191	\$2,632	\$191
Meeting Room A/V Project	\$14,300		\$14,300	
Office equipment & supplies	\$10,765	\$9,000	\$1,765	\$10,958
Online subscriptions	\$44,007	\$40,474	\$3,533	\$36,040
Programs & community relations				
Adult Programs	\$5,750	\$5,500	\$250	\$5,920
Children's & Teen Programs	\$5,750	\$5,500	\$250	\$5,229
Public copier lease & fees	\$5,000	\$4,881	\$119	\$4,183
Special Projects	\$3,250	\$3,750	\$0	\$8,016
TOTAL EXPENDITURES	\$275,195	\$241,062	\$34,633	\$268,377

The library's annual audited financial statement for FY2025 is attached.

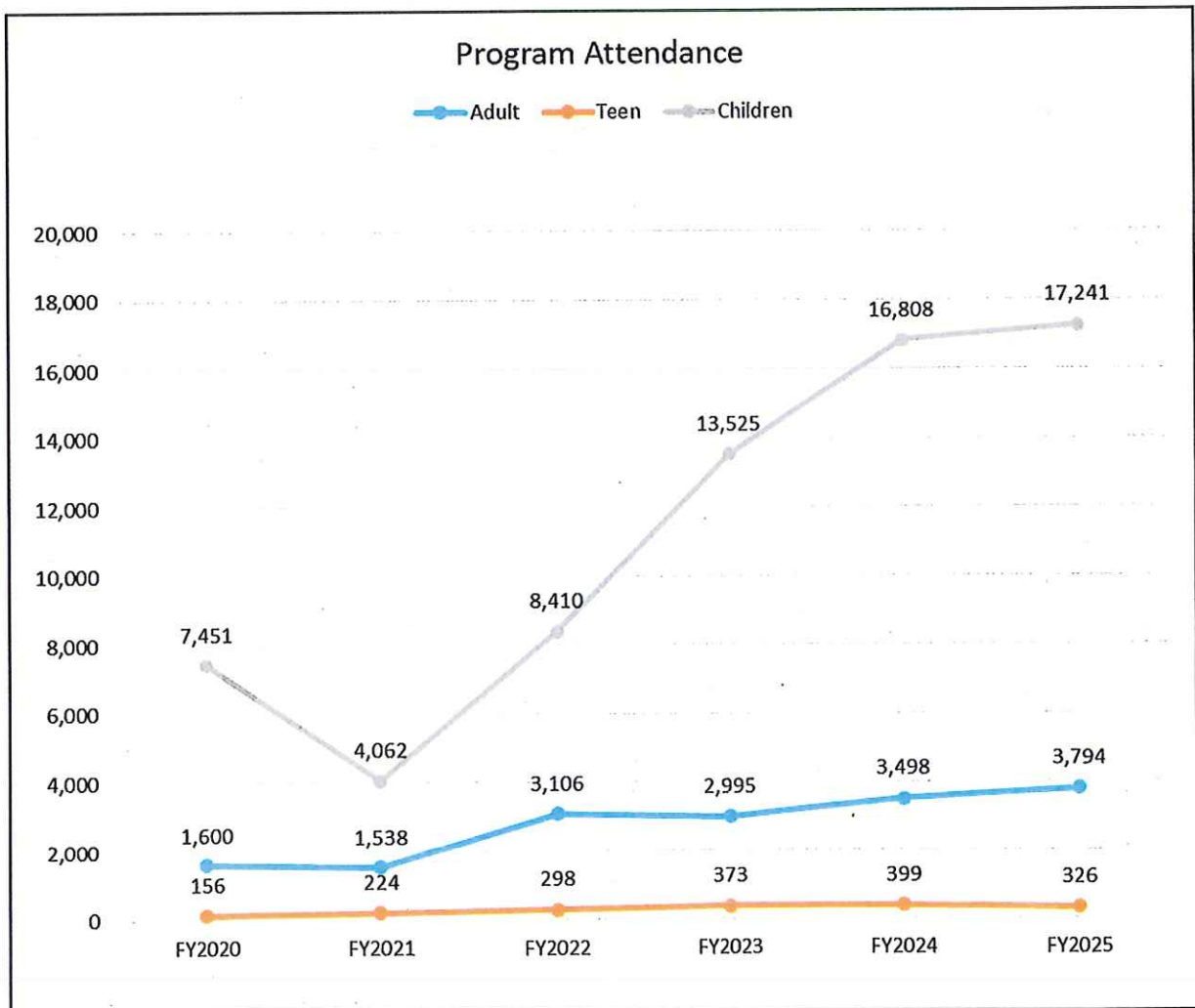
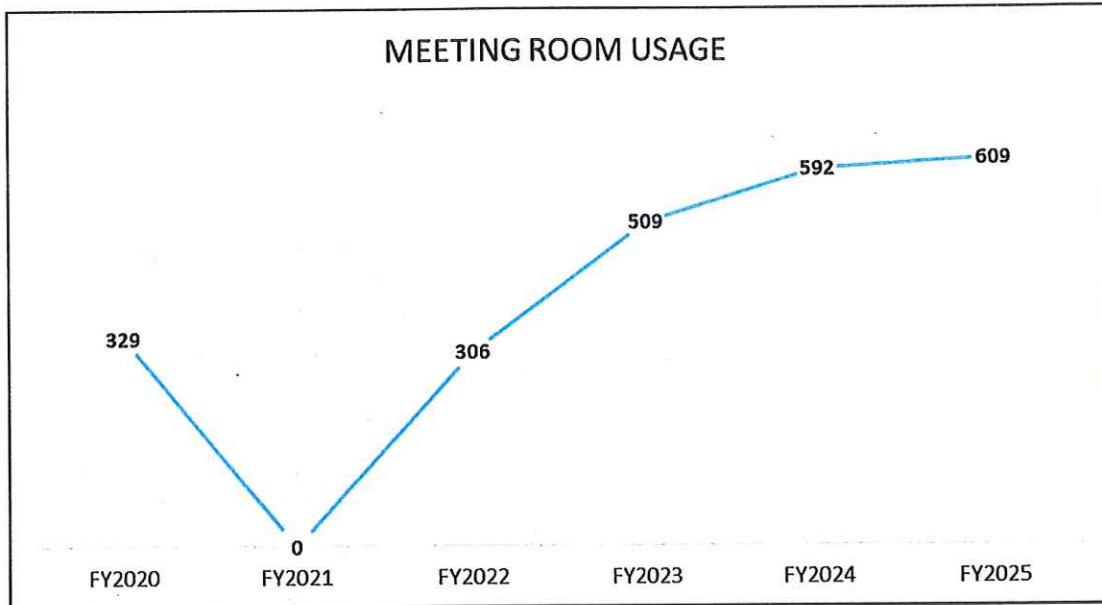
TOWN OF WATERFORD FY2027 BUDGET REQUEST DEPARTMENT: LIBRARY



WATERFORD PUBLIC LIBRARY 5-YEAR TRENDS



TOWN OF WATERFORD FY2027 BUDGET REQUEST DEPARTMENT: LIBRARY



OUR PURPOSE:

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

OUR VISION:

The Waterford Public Library aspires to be a welcoming center for a vibrant community. Working together, we will create an inclusive and thriving Waterford.



Phone 860-444-5805
49 Rope Ferry Rd
Waterford, CT 06385
www.waterfordpubliclibrary.org



OUR CORE PRINCIPLES:

At the Waterford Public Library, our values define what we stand for and guide our actions.

- We believe in intellectual freedom, confidentiality of records, and accessibility to all, as articulated in the First Amendment of the United States Constitution, the American Library Association's Library Bill of Rights and the Freedom to Read Principle.
- We value literacy and lifelong learning.
- We value trust, honesty, responsibility, diversity, equity, inclusivity, and respect for all.
- We value responsive and friendly service, focused on individual needs in a comfortable and welcoming atmosphere.
- We value teamwork, collaboration, and community engagement.
- We value helpful and skilled staff and leadership, and continuous quality improvement in all that we do.
- We value innovation and flexibility.
- We value sensible and sustainable use of resources.
- We value providing a space for community to gather and foster open discussion and self-directed learning.
- We value community outreach.

2024-2027

WATERFORD PUBLIC LIBRARY STRATEGIC PLAN



THE LIBRARY IS A PLACE OF:



Belonging

The Waterford Public Library welcomes all and fosters an inclusive environment.

- Serve as a community hub and provide a welcoming space, open to all.
- Support and develop the open exchange of diverse perspectives and ideas.
- Identify and serve marginalized populations.
- Actively seek and listen to community feedback and incorporate input, as appropriate, into library services.



Connection

The Waterford Public Library builds relationships.

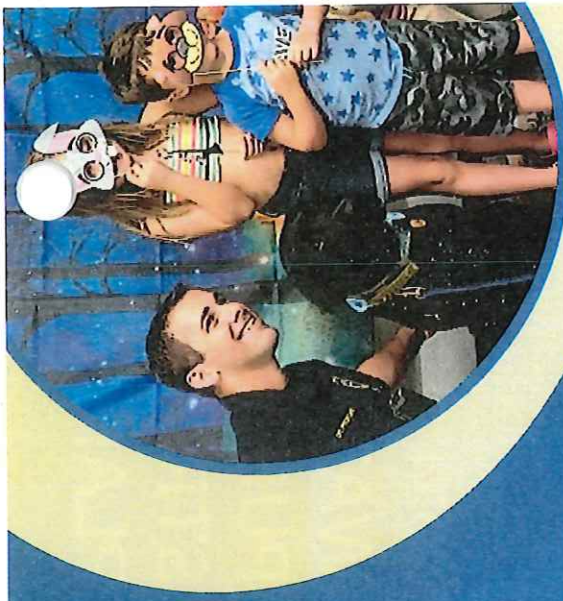
- Provide excellent and equitable customer service.
- Foster community engagement and discussion.
- Develop spaces for learning, engagement and collaboration.
- Discover, cultivate and grow community partnerships.



Discovery

The Waterford Public Library supports innovation and curiosity.

- Strengthen community awareness of the library's collections, programs and services.
- Incorporate new technologies to increase access.
- Adapt new tools and techniques to encourage discovery, innovation and creativity.
- Provide opportunities for engagement beyond the physical walls of the library.



Education

The Waterford Public Library provides resources for lifelong learning.

- Develop and maintain robust collections that reflect the diversity of our community and the world.
- Provide access to ideas, information, technology and entertainment.
- Offer engaging and informative programs for all ages.
- Promote school readiness with early literacy initiatives for both children and caregivers.



THE WATERFORD PUBLIC LIBRARY, INC.

FINANCIAL STATEMENTS
JUNE 30, 2025
(WITH SUMMARIZED COMPARATIVE FINANCIAL
INFORMATION FOR THE YEAR ENDED JUNE 30, 2024)

TOGETHER WITH INDEPENDENT
AUDITOR'S REPORT



MYSTIC
ACCOUNTING
GROUP, LLP

CERTIFIED PUBLIC ACCOUNTANTS

THE WATERFORD PUBLIC LIBRARY, INC.
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JUNE 30, 2025

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**MYSTIC
ACCOUNTING
GROUP, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the accompanying financial statements of The Waterford Public Library, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets - modified cash basis as of June 30, 2025, and the related statements of revenues, expenses, and changes in net assets - modified cash basis, and statement of functional expenses - modified cash basis, for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of The Waterford Public Library, Inc. as of June 30, 2025, and its support, revenue, and expenses for the year then ended in accordance with the modified cash basis of accounting as described in Note 1.

Basis for Opinion

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

Basis of Accounting

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

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

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

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

Report on Summarized Comparative Information

We have previously audited The Waterford Public Library, Inc.'s 2024 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated December 30, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Mystic Accounting Group, LLP

Mystic, Connecticut
October 29, 2025

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - MODIFIED CASH BASIS
JUNE 30, 2025
(with summarized financial information for 2024)

ASSETS	<u>2025</u>	<u>2024</u>
Current Assets		
Cash and cash equivalents	\$ 31,584	\$ 26,309
Total current assets	<u>31,584</u>	<u>26,309</u>
Investments		
Board designated endowment	3,978,428	3,677,553
Total investments	<u>3,978,428</u>	<u>3,677,553</u>
Non-current Assets		
Art collections	55,600	55,600
Total non-current assets	<u>55,600</u>	<u>55,600</u>
Total assets	<u>\$ 4,065,612</u>	<u>\$ 3,759,462</u>
LIABILITIES AND NET ASSETS		
Net Assets		
Net assets without donor restrictions:		
Available for operations	\$ 81,013	\$ 63,765
Board designated endowment	3,978,428	3,677,553
Total net assets without donor restrictions	<u>4,059,441</u>	<u>3,741,318</u>
Net assets with donor restrictions	6,171	18,144
Total net assets	<u>4,065,612</u>	<u>3,759,462</u>
Total liabilities and net assets	<u>\$ 4,065,612</u>	<u>\$ 3,759,462</u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2025
(with summarized financial information for 2024)

	Without Donor Restrictions	With Donor Restrictions	Total 2025	Total 2024
SUPPORT AND REVENUE				
Grants	\$ -	\$ 6,160	\$ 6,160	\$ 18,389
Annual mailing appeal	36,222	-	36,222	31,538
Other fundraising	6,647	-	6,647	470
Contributions and bequests	40,703	-	40,703	20,987
Intergovernmental	15,744	-	15,744	14,213
Book sales and service	6,639	-	6,639	6,832
Investment income	152,822	-	152,822	94,442
Gain on investment, net of fees	256,442	-	256,442	370,682
Miscellaneous	9,648	-	9,648	9,432
Net assets released from restriction:				
Satisfaction of time or purpose requirement	18,133	(18,133)	-	-
Total support and revenue	<u>543,000</u>	<u>(11,973)</u>	<u>531,027</u>	<u>566,985</u>
EXPENSES				
Program services	218,068	-	218,068	159,709
Management and general	5,191	-	5,191	5,191
Fundraising	1,618	-	1,618	1,888
Total expenses	<u>224,877</u>	<u>-</u>	<u>224,877</u>	<u>166,788</u>
Change in net assets	<u>318,123</u>	<u>(11,973)</u>	<u>306,150</u>	<u>400,197</u>
Net assets, beginning	3,741,318	18,144	3,759,462	3,359,265
Net assets, ending	<u>\$ 4,059,441</u>	<u>\$ 6,171</u>	<u>\$ 4,065,612</u>	<u>\$ 3,759,462</u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF FUNCTIONAL EXPENSES - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2025
(with summarized financial information for 2024)

	Program Services	Management and General	Fundraising	Total 2025	Total 2024
Accounting	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Occupancy	10,785	-	-	10,785	5,328
Conferences	3,179	-	-	3,179	2,935
Insurance	-	191	-	191	191
Books and library materials	113,147	-	-	113,147	76,868
Online resources	36,039	-	-	36,039	28,500
Public relations	11,149	-	-	11,149	13,961
Grant expense	19,576	-	-	19,576	12,363
Office supplies	10,958	-	-	10,958	6,249
Special projects	7,627	-	-	7,627	3,169
Strategic planning	-	-	-	-	5,100
Miscellaneous	5,608	-	-	5,608	5,236
Fundraising	-	-	1,618	1,618	1,888
Total expenditures	<u>\$ 218,068</u>	<u>\$ 5,191</u>	<u>\$ 1,618</u>	<u>\$ 224,877</u>	<u>\$ 166,788</u>

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025 AND 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

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

Basis of Accounting and Presentation

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

Use of Estimates

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

Reclassifications

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

Net Asset Categories

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

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

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

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

Prior Year Summarized Financial Information

The financial statements include certain prior year summarized financial information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Library's audited financial statements as of and for the year ended June 30, 2024, from which the summarized information was derived.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025 AND 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Liquidity

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

Cash and Cash Equivalents

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

Property and Equipment

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

Art Collections

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

Investments

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

Fair Value of Financial Instruments

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

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

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

At June 30, 2025, the Library's Level 1 financial assets consist of investments which are valued at quoted market prices in active markets for identical assets. The Library had no Level 2 or 3 financial assets.

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025 AND 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Tax Status

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

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

The Library's tax return for the year ended June 30, 2025 is subject to examination by the IRS, generally for three years after it has been filed.

Subsequent Events

Management evaluated subsequent events through October 29, 2025, the date these financial statements were available to be issued.

NOTE 2 – CONCENTRATIONS

Support and Revenue

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

Credit Risks

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

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS

The cost and fair market value of the Library's investments (all Level 1) at June 30, 2025 and 2024 were as follows:

	Adjusted Cost	Unrealized Gains	Unrealized Loss	Estimated Fair Value
June 30, 2025				
Equities	\$ 1,820,645	\$ 1,354,174	\$ -	\$ 3,174,819
Bonds	732,235	16,610	-	748,845
Money market funds	54,764	-	-	54,764
	<u>\$ 2,607,644</u>	<u>\$ 1,370,784</u>	<u>\$ -</u>	<u>\$ 3,978,428</u>
June 30, 2024				
Equities	\$ 1,694,596	\$ 1,113,228	\$ -	\$ 2,807,824
Bonds	699,959	1,113	-	701,072
Money market funds	168,657	-	-	168,657
	<u>\$ 2,563,212</u>	<u>\$ 1,114,341</u>	<u>\$ -</u>	<u>\$ 3,677,553</u>

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025 AND 2024

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (Continued)

A summary of the Library's investment return is presented below at June 30, 2025 and 2024:

	2025	2024
Interest and dividends	\$ 162,893	\$ 106,230
Investment management fees	(10,071)	(11,788)
Realized losses	-	-
Unrealized losses	256,442	370,682
Total return on investments	<u>\$ 409,264</u>	<u>\$ 465,124</u>

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

Maturities on the Library's investments at June 30, 2025 and 2024 were as follows:

	2025		2024	
	Amount	% to Total	Amount	% to Total
Less than one year	\$ 3,978,428	100%	\$ 3,677,553	100%
	<u>\$ 3,978,428</u>	<u>100%</u>	<u>\$ 3,677,553</u>	<u>100%</u>

NOTE 4 – BOARD DESIGNATED ENDOWMENT

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

Changes in endowment net assets for the years ended June 30, 2025 and 2024 were as follows:

	2025	2024
Board designated endowment assets, beginning of year	\$ 3,677,553	\$ 3,287,467
Investment income	162,893	106,230
Net realized and unrealized losses	256,442	370,682
Total investment return	419,335	476,912
Contributions	43,500	25,600
Endowment funds utilized for operations	(151,889)	(100,638)
Investment fees	(10,071)	(11,788)
Board designated endowment assets, end of year	<u>\$ 3,978,428</u>	<u>\$ 3,677,553</u>

Return Objectives and Risk Parameters

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

THE WATERFORD PUBLIC LIBRARY, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025 AND 2024

NOTE 4 – BOARD DESIGNATED ENDOWMENT (Continued)

Strategies Employed for Achieving Objectives

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

Spending Policy and How the Investment Objectives Relate to Spending Policies

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

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

NOTE 5 – NET ASSETS WITH DONOR RESTRICTIONS

At June 30, 2025 and 2024, net assets with donor restrictions consisted of the following:

	2025	2024
Purpose restriction:		
Unspent grants	\$ 6,170	\$ 18,144

The restrictions placed on the funds by the donors stipulate when the funds may be used (timing restriction). All of the funds with restrictions are expected to be spent in the following year. Net assets with donor restrictions were released from restriction by incurring expenses satisfying the restricted purpose specified by the donor or by the passage of time. The net assets released from restrictions for the years ending June 30, 2025 and 2024 were \$19,576 and \$12,363, respectively.

NOTE 6 – LIQUIDITY AND AVAILABLE FOR GENERAL EXPENDITURE

The following table reflects the Library's financial assets as of June 30, 2025 and 2024, reduced by amounts not available for general use within one year in accordance with its Investment Policy and due to contractual or donor-imposed restrictions:

	2025	2024
Financial assets		
Cash and cash equivalents	\$ 31,584	\$ 26,309
Investments	3,978,428	3,677,553
Financial assets, end of year	4,010,012	3,703,862
Less: those unavailable for general expenditure in one year		
Net assets with donor restrictions	6,170	18,144
Board designated endowment and reserve funds		
not currently authorized for expenditure (96.48% & 96.75%, respectively)	3,838,387	3,558,033
Financial assets available for general expenditure within one year	\$ 165,455	\$ 127,685

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

WATERFORD public library

Discovery begins here.

At A Glance | FY2025



88,286

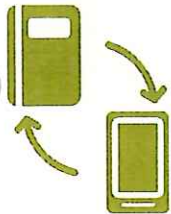
LIBRARY VISITS

609 community meetings



645 IN-PERSON &
VIRTUAL PROGRAMS

21,361 in-person & virtual
program attendees



179,714 ITEMS
CIRCULATED

5,061 Resident cardholders



*The library is my
happy place!*

LEAH G

Waterford Public Library
Patron



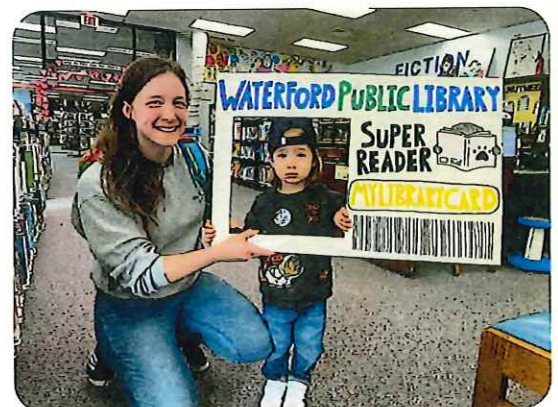
32,229 WI-FI SESSIONS

14 public computers
10,487 public computer uses



\$1,346,278
ANNUAL TOWN EXPENDITURES

\$67.36 per resident
1.39 % of all municipal operating
spending supports the library



YOUTH SUMMER READING 2025

WATERFORD PUBLIC LIBRARY

LEVEL UP
AT YOUR
LIBRARY

NUMBER OF
PROGRAMS
AND
ACTIVITIES

81

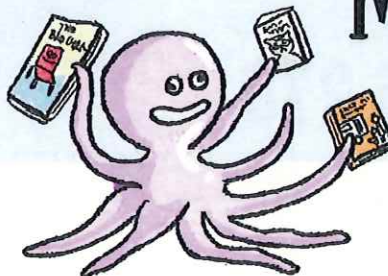
NUMBER OF
PROGRAM /
ACTIVITY
ATTENDEES

4,717

Youth Summer Reading Challenge
(birth to 18 years old):

**As a community, 182
participants completed
the Summer Reading
Challenge and
collectively read**

OVER
**200,000
MINUTES**



We ran summer programming for:

**Early Childhood
Children
Teens
Adults
Families**



Waterford Public Library
Board of Trustees
Special Meeting via Zoom
10 December 2025

Trustees present: E. Boyce, L. Couture, B. Kyne, J. Lehet, J. Merrill, G. Ritter, A. Robarge, A. Rosenberg, A. Simpson. Also present, C. Johnson, Library Director.

Not present: N. Dragoli, C. Giordano.

1. A quorum was established and President M. Furey-Wagner called the meeting to order at 5:35 p.m.
2. There was no Public Comment.
3. FY27 Town Budget Submission

A motion was made by A. Simpson and seconded by B. Kyne to accept the revised Town Budget to be submitted.

A good discussion ensued.

- a. Under Budget Function current Board contributions, a revision to: Furniture and equipment and special projects as determined by the Board of Trustees.
- b. A note to be added at the end of the list. Over the past 10 years, the Library Board of Trustees Endowment has contributed \$(total) to the Library Budget.
- c. The 2.5% raises are included in the Town Budget.
- d. J. Lehet's report will be summarized and handed out as a 1 page Executive Summary at Board of Selectmen and Board of Finance hearings.

A vote was taken. All in favor, none against, no abstentions. The Town Budget was approved unanimously as amended.

4. FY27 Endowment Budget

A motion was made by J. Merrill, and seconded by A. Simpson to accept the Endowment Budget to be submitted. There was no discussion.

A vote for approval was taken. All in favor, none against, no abstentions. The Endowment Budget was approved unanimously as presented.

6. Adjournment

A motion was made by A. Simpson, seconded by J. Merrill, to adjourn. A vote was taken. All in favor, none against, no abstentions. The meeting adjourned at 6:02 p.m..

Respectfully submitted 11 December 2025

Joy S. Merrill, Co-Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10119 YOUTH & FAMILY SERVICES

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	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	218,781	228,332		90,314	168,134	-60,198	-26.36%
51210	CLERICAL/TECHNICAL	39,196	48,120		7,748	94,440	46,320	96.26%
51810	OVERTIME	562	0		154	0	0	0.00%
51920	FICA	19,522	21,148		7,035	20,087	-1,061	-5.02%
	SUBTOTAL	278,061	297,600	0	105,251	282,661	-14,939	-5.02%
SERVICES								
52020	POSTAGE	94	200		39	200	0	0.00%
52030	PROFESSIONAL FEES	6,438	5,000		5,000	5,000	0	0.00%
52040	SERVICE CONT.& REPAIRS	1,040	1,060		451	530	-530	-50.00%
52050	DUES, CONF, & EDUCATION	574	575		574	587	12	2.09%
52080	TELEPHONE	2,500	2,500		2,500	2,600	100	4.00%
52380	PROGRAMS	405	500		177	500	0	0.00%
	SUBTOTAL	11,051	9,835	0	8,741	9,417	-418	-4.25%
DEPARTMENT TOTAL								
		289,112	307,435	0	113,992	292,078	7	-5.00%

Town of Waterford Youth & Family Services

FY 27 Budget ~ 10119
Youth & Family Services

Prepared by Dani Gorman, MS, Director

Presented on behalf of the Youth & Family Services Advisory Board

Mike Buscetto, Chairman

FY27: \$292,078

FY 26: \$307,435

Waterford Youth & Family Services

2026-2027

FY 27 Annual Budget

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To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Dani Gorman, Human Services Administrator
Re: Duties and Responsibilities of Youth and Family Services & Looking Ahead
Date: December 8, 2025

Waterford Youth and Family Services is responsible for assessing and addressing the needs of children, youth, and families within its community. Youth and Family Services coordinates and provides prevention, intervention, treatment, and positive youth development services in collaboration with schools, law enforcement, courts, social service agencies, and community organizations. Its primary duties include conducting community needs assessments, developing and implementing youth and family programs, providing diversion and juvenile justice services, and offering crisis intervention, counseling, and family support. Youth and Family Services advocates for youth, promotes healthy development and school success, and ensures access to resources that strengthen families and reduce risk behaviors. Additionally, the Youth and Family Services manages program data and reports annually to the municipality and the Connecticut Department of Children and Families to ensure accountability and continued improvement of youth services. Ultimately, our Fiscal Year 2027 budget presentation is an investment in building stronger families and a more resilient and compassionate future for our youth.

As we present the Fiscal Year 2027 budget, our focus remains on strengthening the well-being of children, youth, families, and our community as a whole. This budget reflects our continued commitment to providing high-quality, accessible, and equitable services that meet the evolving needs of those we serve. In FY27, we aim to enhance prevention and early intervention programs, expand mental health and family support services, and invest in staff development to ensure the sustainability and effectiveness of our work.

The proposed budget prioritizes collaboration, innovation, and fiscal responsibility. It supports data-driven decision-making, community partnerships, and outcome-based programming designed to maximize impact while maintaining transparency and accountability. By investing in youth and family services, we are investing in a stronger, safer, and more resilient community—one that provides every resident the opportunity to thrive.

Looking Ahead:

In Fiscal Year 2027 and beyond, Youth and Family Services will continue to promote the healthy development and well-being of children, youth and families by:

- integrating evidence-based prevention,
- early-intervention and diversion services;
- leveraging data and technology to identify need and target services;

- strengthening partnerships across schools, justice, social-service and community agencies;
- and promoting equity, resilience and family-centered practices.

We commit to adapting to emerging social, economic and technological shifts to ensure our services remain responsive, culturally competent and outcome-driven.

Also as we look ahead, it is clear that the demand for our programs continues to grow which is a reflection of the increased interest in data-driven programs. With this growth, we are also seeing the need for additional program space to better serve our participants and maintain the high quality of experiences we provide. More space would also permit us to serve more young people. At the present time, we have to limit enrollment even though the demand is very high. We have already made expansions in schools, after the school day is complete, so that our programs can continue to thrive and serve even more children. Expanding space for children's programs is essential to meeting both current and future needs of the community. As participation grows, adequate space ensures that programs remain **safe, high quality, and engaging** for every child



To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Dani Gorman, Human Services Administrator
Re: Duties to Restrain Fiscal Spending
Date: December 8, 2025

The Youth and Family Services Department budget represents a 5% decrease for Fiscal Year 2027.

The largest decrease is due to a proposed operational change in the staffing of one position as detailed here:

- The replacement of a Program Coordinator with an Intake Specialist & Administrative Assistant for the following reasons;
 - Changes in Service Demand:
Increased demand for specialized services such as community outreach, coordinated care, intakes, support services, enrollment programs, food bank, and assistance with well-being checks.
 - Role realignment: **An administrative support position is better aligned with the actual duties needed**, such as; reception, data entry, scheduling, intakes, record-keeping, and day-to-day clerical operations.

Background / History:

The department's primary staffing need is additional administrative support rather than a Program Coordinator. The majority of workload pressures stem from increased phone calls, program enrollments, client intakes, data reporting, grant documentation, scheduling, and general customer-service responsibilities. These tasks require consistent clerical capacity, not program-management expertise. An administrative support position is the most cost-effective and appropriate solution, ensuring that routine operational duties are handled efficiently while allowing the program staff to focus on higher-level responsibilities such as program development, service delivery, and program management. This change provides a more balanced staffing structure, improves accuracy and compliance, and supports the growing administrative demands of the department.

In making this decision, I reviewed workload and operational data with the First Selectman, Finance Director, Human Resources Director, as well as the Advisory Board Chairman. Discussion and data focused on;

- Volume of tasks currently being handled (emails, calls, paperwork, requests)..
- Number of programs, clients, or projects that require support.

- Even though the budget reflects increases in the salaries of several positions that are based on contractual obligations, these costs are offset by the replacement of the program coordinator with an administrative assistant. Increases also includes non-union wages. All wage increases are approved through the Representative Town Meeting and are a positive statement on the part of town leaders / elected officials to retain talent.
- An adjustment was made to the cost of phones.
- The budget also reflects a decrease in service contracts due to a new shared cost with senior services for the copier.

Note: We have also submitted requests in other town budgets. A summary of these requests, along with supporting explanations and proposed costs, is provided in the final pages of this budget presentation.

SERIES 51000: Personnel / Salaries**Administration: 10119-51110**

Human Services Administrator GGA Class F 261 Days (@50%) Shared with Senior Services Longevity 1%	\$61,880 \$928 \$62,808
Program Coordinator GGA Class A 261 Days	\$70,337
Human Services Coordinator GGA Class B 261 Days (@ 50%) Shared with Senior Services	\$34,989

Clerical: 10119-51210

Administrative & Intake Specialist Full Time 35 hour per week position	\$47,220
Administrative & Intake Specialist Full Time 35 hour per week position	\$47,220

**A \$5,000 stipend received from BOE (see projected FY26 revenue) will be used to offset the Program Coordinator position.*

** A \$14,103 stipend received from State Dept. of Education (see projected FY26 revenue) will be used to offset the Program Coordinator position.*

Total Salaries (Administrative + Clerical)	\$262,574
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FICA: 10119-51920

Salaries: \$262,574 FICA Rate: x .0765 Total FICA	\$20,087
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TOTAL SERIES 51000:	\$282,661
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SERIES 52000: Services

Postage: 10119-52020

Background: Postage expenses have remained low due to the department's efforts to use electronic mail whenever possible. No changes are proposed.

Budget Year	Amount Requested	Amount Spent	
23-24	\$200	\$127	
24-25	\$200	\$94	
25-26	\$200	YTD \$7	YTDs as of 12/8
Postage Request FY 27			\$200

Professional Fees: 10119-52030

Background: Contracted services are provided by licensed/self-insured clinicians and are consumer-driven. Funds that will be received by the Janssen Settlement will be used to offset these costs in FY27.

Budget Year	Amount Requested	Amount Spent	
23-24	\$32,000	\$26,975	
24-25	\$5,000	\$6,439	
25-26	\$5,000	YTD \$4,200	
Professional Fees Request FY 27			\$5,000

Service Contracts and Repairs: 10119-52040

Background: The only amount requested in this line is for the department's leased copier which is a shared cost with Senior Services.

Budget Year	Amount Requested	Amount Spent	
23-24	\$1,060	\$985	
24-25	\$1,060	\$1,040	
25-26	\$1,060	YTD \$101	
Service Contracts Request FY 27			\$530

Dues, Conferences and Education: 10119-52050

Background: The annual dues is for Waterford to maintain its membership with the Connecticut Youth Services Association (CYSA) consisting of 102 member towns, CYSA advocates to sustain or increase state funding. 2% increase for FY27

Budget Year	Amount Requested	Amount Spent
23-24	\$550	\$550
24-25	\$575	\$575
25-26	\$575	YTD \$575

Dues, Conferences FY 27	\$587
--------------------------------	--------------

Phone: 10119-52080

Background: The costs for this line applies to cell phones, which are carried off-site and after-hours.

Budget Year	Amount Requested	Amount Spent
23-24	\$2,200	\$2,997
24-25	\$2,500	\$2,500
25-26	\$2,500	YTD \$1,085

Phone Request FY 27	\$2,600
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Programs: 10119-52380

Background: Costs, which are not covered by grants.

Budget Year	Amount Requested	Amount Spent
23-24	\$7,948	\$10,533
24-25	\$500	\$409
25-26	\$500	YTD \$174

Program Request FY 27	\$500
------------------------------	--------------

TOTAL SERIES 52000	\$9,417
---------------------------	----------------

Total Budget

TOTAL SERIES 51000	\$282,661
TOTAL SERIES 52000	\$9,417
TOTAL BUDGET 2026 – 20267 (FY 27)	\$292,078

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - 19 YOUTH & FAMILY SERVICES
2026/2027 FISCAL YEAR**

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION									
12/01/2008	Human Services Admin/Director	40	N/A	60,370.21	\$ 883.00	61,879.47	\$ 928.19	62,807.66	4,804.79
10/04/2021	Human Services Coordinator	40	N/A	40,962.83	N/A	34,989.09	N/A	34,989.09	2,676.67
1/14/2019	Program Coordinator *w/stipend	40	N/A	65,694.34	\$ 6,000.00	67,336.70	\$ 3,000.00	70,336.70	5,380.76
	Program Coordinator	40	N/A	7,405.25	N/A	0.00	N/A	0.00	0.00
	TOTALS			174,432.63	6,883.00	164,205.25	3,928.19	168,133.44	12,862.21
		*add longevity		181,315.63					
51210 - CLERICAL TECHNICAL									
11/17/2025	Administrative & Intake Specialist	35	\$ 25.8459	32,499.72	N/A	47,220.44	N/A	47,220.44	3,612.36
	Administrative & Intake Specialist	35	\$ 25.8459	32,499.72	N/A	47,220.44	N/A	47,220.44	3,612.36
	TOTALS			64,999.44	0.00	94,440.88	0.00	94,440.88	7,224.73
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								0.00	0.00
TOTALS		FY26 FICA	\$ 18,843.10	246,315.07	6,883.00	258,646.13	3,928.19	262,574.32	20,086.94
BUDGET TOTAL W/F.I.C.A				265,158.17				282,661.26	

WORKDAYS 2026/2027	WEEKS TO BUDGET
261	52.2

**TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 19 YOUTH & FAMILY SERVICES
2026/2027 FISCAL YEAR**

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910	LINE 51920
			TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A.)
	\$ -		0.00	0
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			0.00	0.00

GGA HIRED AFTER 7/1/2006 - NO HRA

***ADDED TO FICA ON
PERSONNEL WORKSHEET

INVENTORY UPDATE

EQUIPMENT AND VEHICLES in EXCESS OF \$1,000

Department/Agency:

Equipment/Vehicles purchased or disposed

<u>DESCRIPTION OF ITEM</u>	<u>DATE OF PURCHASE</u>	<u>COST</u>	<u>LOCATION</u>
----------------------------	-------------------------	-------------	-----------------

N/A

Budgeted acquisition –

DATE OF ESTIMATED

<u>DESCRIPTION OF ITEM</u>	<u>PURCHASE</u>	<u>ESTIMATED COST</u>
----------------------------	-----------------	-----------------------

N/A

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
2025-2026 FISCAL YEAR**

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

DEPARTMENT: Youth and Family Services

LINE ITEM	2024-2025 ACTUAL	2025-2026 ACTUAL	2025-2026 YTD	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants	\$14,103	\$ 14,103	\$7,051.50	\$14,103	0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
*BOE Stipend	\$5,000	\$5,000	0	\$5,000	0
					0
					0
					0
					0
TOTALS	\$19,103	\$19,103	\$7,051.50	\$19,103	0

WATERFORD YOUTH SERVICES
FEE SCHEDULE

Program	Fee	Estimated Yearly Income	YTD
Afterschool Programs	\$45	\$10,125	\$6,547

Waterford Youth Services Bureau Grant Funding*

Grant	24-25	25-26	26-27 Estimated
DHMAS Local Prevention Council	\$4,153	\$4,153	\$4,153
Gardiner Family Foundation (Donation)	\$15,000	\$15,000	\$15,000
State Dept. of Education Youth Enhancement	\$16,657	\$16,657	\$16,657
Summer Enrichment Grant	\$20,748	\$24,524	\$20,000
United Way Grant	\$2,500	\$2,500	\$0
CT Food Share	\$7,000	\$3,300	\$0
CT Youth Gambling Awareness		\$4,750	\$2,750
JRB Grant			\$4,000
Janssen Settlement Finance holds records of these funds	\$48,529	\$48,529	\$48,529
Total Grant Funding	\$128,690	\$120,216	\$111,089

*We continue to seek out alternative sources of funding and innovative opportunities, which permit us to sustain and / or “grow” programs and services.

Town of Waterford Youth & Family Services
Special Revenues Program* Staff

Seasonal / Occasional Position	Grade	Average # Employees	Youth Services Program
Seasonal Assistants	01	3-8	• Camp D.A.S.H. • Afterschool Camp • Parent / Caregiver Programs • Recess Programs
Camp Assistant	04	85	• Camp D.A.S.H. • Afterschool Camp Activities • Recess Programs
Youth Services Assistant	10	5-10	• Camp D.A.S.H. • Afterschool Camp Activities • Weekend Programs • Recess Programs
Camp Director	11	5	• Camp D.A.S.H. • Afterschool Camp Activities • Recess Programs

*All positions listed have been vetted through the Personnel Review Board and Human Resources. None of the positions is contractual in nature and / or defined as "independent contractors."

Camp D.A.S.H. is an 8 week summer camp program, offered M-F from 7:30am-5:30pm. The camp (seasonally) employs approximately 85 people with each staff person engaging in 15-35 hours per week. Camp tuition payments subsidize all salaries, supplies, activities, and fringe benefits.

Camp D.A.S.H. inspired afterschool programs offered during the school year in 6-8 week cycles per program. Each afterschool program (seasonally) employs three staff. Program fees and grants subsidize salaries, supplies, activities, and fringe benefits.

Recess / special programs are often Camp D.A.S.H. inspired mini workshops and take place during the holidays or weekends. Based on need, each program (seasonally) employs 3-5 staff. Salaries are paid through grant funds. None of these positions exceeds 988 hours per year.

Mental Health Independent Contractor Backup

Background:

The Town of Waterford enters into contractual agreements with Master-level clinicians. The agreements are between the Town and the clinicians and detail the standards that exist for independent contractors and their roles as mental health providers. The contractors also provide the Town with their liability insurance at a level coverage that is set by the Town.

The number of clinicians contracted is based on the needs of the department/ Town. Contractors enter into 1-year agreements. The agreements are signed by the first selectmen based on recommendation from the Town attorney and Finance Director. The Human Services Administrator oversees the vetting of the clinician.

The **rate per hour** is negotiated between the contractor and Town and based on the clinician's licensing and years of experience.

Mental health services provided are identified as below:

- Individual Counseling
 - Family Therapy
 - Support Groups
 - Crisis Interventions
 - Risk Assessments
 - Substance Use Assessments
 - Mental Health Check-Ups
-
- The Licensed Clinical Social Worker (LCSW / the most senior clinician) is also contracted to provide supervision to the other clinicians, to ensure professional standards are met, and to review treatment plans. The LCSW also assigns cases and reviews files.
 - The Licensed Professional Counselor (LPC) is also a contractor for the Youth and Family Services Department exclusively.

Mental Health Services

Clinician assigned to Youth and Family Services is Andrew Staunton, LCSW – Rate is \$70 per hour individual counseling (45-minute sessions / 15 minutes for notetaking)

- 50 sessions x \$70 per session = \$3,500

Clinician assigned to Youth and Family Services – Rate is \$50 per hour

- 30 sessions x \$50 per session = \$1,500
-

RecDesk

RecDesk serves as Waterford Youth and Family, and Waterford Senior Service's primary platform for program registration, payments, roster management, and reporting, allowing residents to easily enroll in programs while providing staff with real-time data to manage participation and capacity.

\$5,000

OptiSigns

Optisigns is a cloud-based digital signage platform that lets you turn screens (like TVs, monitors, or kiosks) into dynamic, remotely managed digital signs. It's designed for businesses and organizations to display content such as menus, announcements, promotions, social feeds, metrics, and more.

Canva

Canva is a web-based graphic design platform that allows users to create a wide variety of visual content easily, even without advanced design skills. It's widely used for social media graphics, presentations, posters, documents, marketing materials, and more.

Waterford Youth And Family Services

===== 2025 Annual Report =====



WATERFORD
Youth & Family
Services

“

“Never doubt that a small group of thoughtful,
committed people can change the world.

”

-Margaret Mead

WYFS

Advisory Committee

Member Name	Title	Appointed By	Seat Name
Robert J. Brule	First Selectman	Ordinance	First Selectman
Chief Balestracci	Member	Ordinance	Chief of Police
JoAnna Bennett	Member	Board of Selectmen	Youth-Serving Organization Representative
Michael Buscetto, III	Chair	Board of Selectmen	Community Representative
Michael Cristoforo	Member	Board of Selectmen	Board Member
Tom Giard III	Member	Ordinance	Superintendent
Erin McNamara	Member	Board of Selectmen	Parent Representative
Ryan McNamara	Rec & Parks Liaison	Ordinance	Rec & Parks Dept. Liaison
Chris Muckle	Member	Board of Selectmen	Community Representative
Dani Gorman, MS	Director	Ordinance	MS Director / Municipal Agent for Children

2025 ANNUAL REPORT



A MESSAGE FROM HUMAN SERVICES ADMINISTRATOR Dani Gorman

Fiscal Year 2025 was a year of progress, partnership, and purpose for Youth and Family Services. Guided by our mission to strengthen families and empower young people, we continued to provide essential support, innovative programs, and compassionate care to those who need it most. Throughout the year, our team worked tirelessly to respond to emerging community needs: expanding access to counseling, after-school enrichment, family support, and crisis intervention services. We deepened our collaborations with schools, community organizations, and local agencies to create a coordinated network of care that helped families build stability and helped youth reach their full potential.

In 2025, Youth and Family Services observed a continued rise in the complexity and urgency of issues facing children, teens, and caregivers. The most common concerns presented by families included mental health challenges, economic stress, and family conflicts, each often interconnected and intensified by broader social and economic pressures. Anxiety, depression, and social isolation remained the leading mental health issues among youth, reflecting ongoing adjustment difficulties following years of rapid societal change and digital influence. Families also faced increased financial instability, housing insecurity, and difficulties accessing affordable childcare and behavioral health resources. In response, our programs focused on

early intervention, counseling support, and strengthening family resilience through education, resource navigation, and community partnerships. By addressing these pressing needs holistically, we continue to help families find stability, connection, and hope for the future. In 2025, substance use continued to be a significant concern affecting youth, families, and adults across our community.

The ripple effects of addiction touched nearly every aspect of family life; from health and safety to housing stability, employment, and overall well-being. Among youth, early exposure and experimentation with substances such as vaping products, alcohol, and prescription medications remained areas of concern, often linked to stress, peer influence, and mental health struggles. Adults and caregivers faced increased challenges with substance misuse as well, particularly in connection with anxiety, chronic pain, and economic hardship. Our response focused on prevention, education, and recovery support. Through partnerships with schools, healthcare providers, and community organizations, we expanded outreach programs, offered family counseling, and connected individuals to treatment and recovery resources. By addressing substance use as both a public health and a family systems issue, we continued to foster resilience, promote healing, and strengthened the fabric of our community.

...cont.

2025 ANNUAL REPORT

Fiscal Year 2025 brought a continued and evolving demand for social services across our community. Families, seniors, and individuals faced increasing challenges related to housing affordability, food insecurity, mental health, and access to essential resources. Many residents sought assistance not only for immediate needs, but also for long-term stability and support systems that promoted resilience and self-sufficiency. Economic pressures, rising living costs, and the lingering effects of public health and social disruptions contributed to a higher volume and complexity of service requests. In response, our department expanded case management efforts and leveraged data collection to identify emerging trends to coordinate resources more effectively.

In 2025, the demand for food assistance reached some of the highest levels our community has seen in recent years. The Food Bank continued to serve as a vital resource for individuals and families facing economic hardship, providing access to nutritious meals and essential groceries during times of uncertainty. Rising living costs, inflation, and limited access to affordable housing contributed to a steady increase in the number of households seeking food support. Many families visiting the Food Bank for the first time shared stories of working multiple jobs, managing medical expenses, or caring for aging relatives while struggling to make ends meet. In response, we strengthened partnerships with local farms, businesses, and community organizations to expand food distribution and ensure no one in our community went hungry. The continued demand underscored the importance of our sustained investment in food security initiatives and collaborative efforts to address the root causes of hunger.

Our monthly Veterans Coffeehouse at Filomena's continued to be a great success, bringing together Veterans, their families, and community members for meaningful conversations, camaraderie, and support. Each month, participation grew as attendees developed new and lasting friendships in a welcoming environment. The positive feedback and strong turnout highlighted the importance of providing a consistent space where Veterans could relax, recharge, and strengthen their community connections. Additionally, our Veterans Liaison was

instrumental in building strong connections between Veterans, their families, and the community. Through dedicated outreach, resource coordination, and personalized support, the liaison helped ensure that Veterans receive the care, recognition, and opportunities they deserve.

We remained committed to developing and implementing data-driven programs that made a measurable difference in the lives of young people and their families. By using evidence-based practices and ongoing data analysis, we were able to identify emerging needs, track outcomes, and continuously improve the effectiveness of our services. This data-informed approach ensured that every program, whether focused on prevention, intervention, or youth development, was responsive, accountable, and aligned with the best interests of the youth we serve.

Our award-winning Dungeons & Dragons after-school programs become a cornerstone of youth engagement, creativity, and teamwork. By blending imaginative storytelling with social skill-building, these programs provided a safe and inclusive space where young people developed confidence, problem-solving abilities, and lasting friendships. The accolades this program has received reflects the dedication of our staff and the positive impact the program has had on participants; helping youth explore leadership, empathy, and collaboration through the power of play.

As we reflect on 2025, we celebrate the resilience of the families we served, the dedication of our staff and volunteers, and the measurable impact of programs that promoted safety, growth, and hope. Together, we continue to build a stronger, healthier community: one child, one family, and one future at a time. On behalf of the Youth and Family Services Advisory Board, Chairman Buscetto, the staff, and volunteers, I respectfully, present our Fiscal Year 2025 Annual Report:

Dan

2005 ANNUAL REPORT

Meet Our Team



Dani Gorman

Human Services Administrator

Dani oversees the department's daily operations and leads initiatives that strengthen services for Waterford's youth, families, and seniors through collaboration and innovation.



Heidi McSwain

Human Services Coordinator

Heidi coordinates family services, community assistance, and volunteer programs, ensuring residents receive compassionate, effective support when they need it most.



Joseph Trelli

Program Coordinator

Joe develops and manages youth programs that inspire creativity, leadership, and connection, ranging from afterschool enrichment and summer camps to community engagement initiatives.



Mindy Stone

Administrative and Intake Specialist

Mindy serves as the Administrative and Intake Specialist, providing essential support to staff and residents alike. She manages program intakes, assists with client services, and keeps the department running smoothly with professionalism, efficiency, and care.

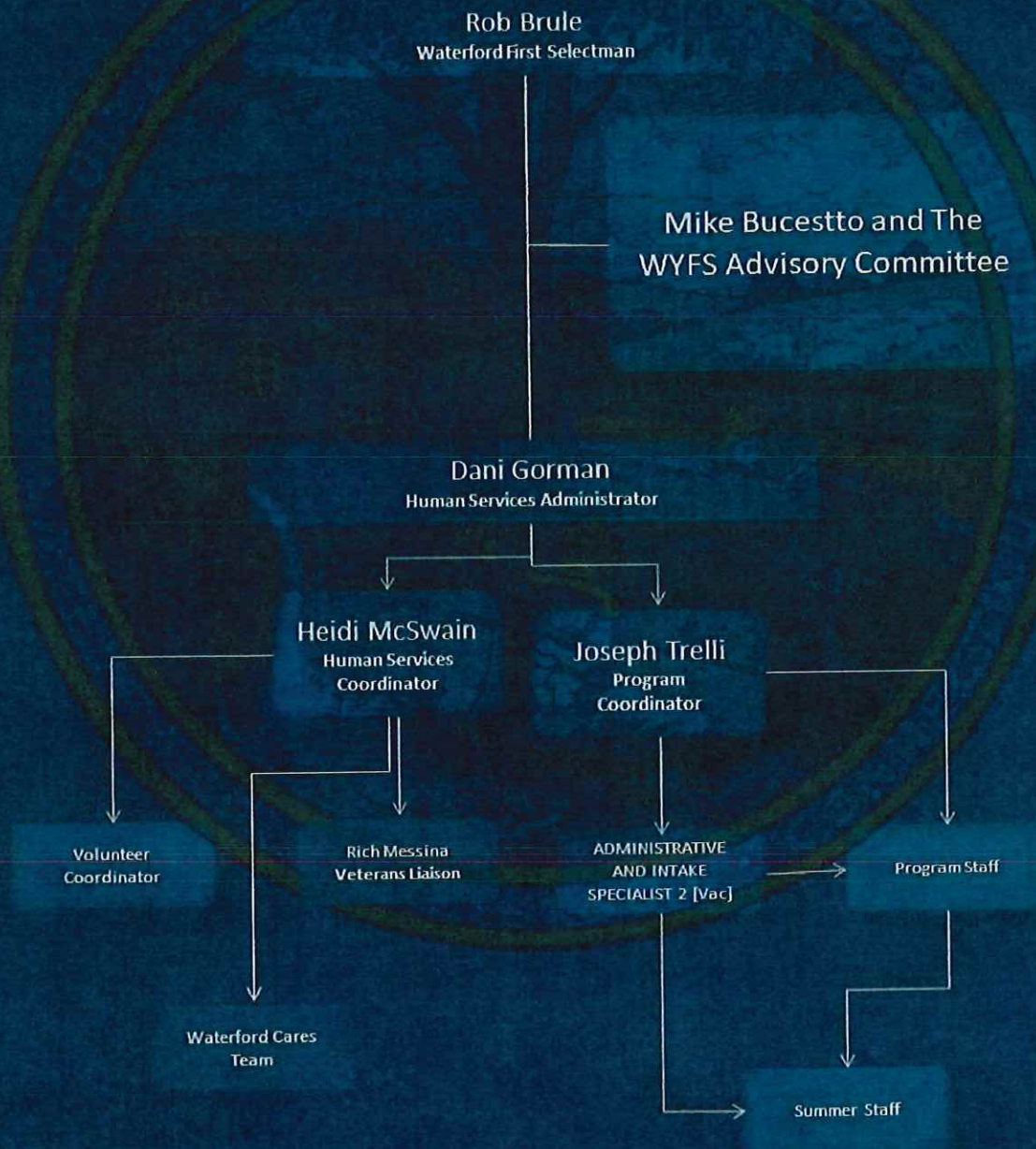


Anne Ogden-Hinner

Volunteer Coordinator

Anne coordinates the dedicated team of volunteers who keep the Waterford Community Food Bank running smoothly. She oversees donation organization, food distribution, and client support with compassion and precision, ensuring families in need receive consistent, reliable assistance.

Organization Chart



2025 ANNUAL REPORT



Youth Volunteers

This year, 49 middle and high school students served through our Youth Leadership Corps at Camp DASH, gaining hands-on experience in teamwork, mentorship, and community service while helping create an unforgettable summer for younger campers.



Adult Volunteers

Our dedicated team of adult volunteers keeps our Food Bank running strong, organizing donations, packing meals, and ensuring local families have access to the support they need. Their generosity and teamwork embody the true spirit of community.

2025 ANNUAL REPORT

Our Partnerships

In fiscal year 2025, we partnered with a diverse array of local entities. These partners offered critical support and played pivotal roles in addressing community needs. This collaborative network was essential in empowering us to continue our mission of supporting Waterford's youth and families through a wide range of services and initiatives.

211 Mobile Crisis
 BJ's of Waterford
 Bouvier Insurance
 Brian Dagle Foundation
 Broadway Kids
 Cactus Jack Foundation
 Captain Scott's
 CB Painting Co.
 Charter Oak Federal Credit Union
 Chelsea Groton Bank of Waterford
 Connecticut Foodshare
 Connecticut Youth Services Association
 Core Plus Credit Union
 CriticalSigns and Screen Printing
 Crossroads Presbyterian Church
 Crown Pizza
 Department of Children and Families
 Department of Developmental Services
 Dime Bank
 DJ Pix
 Ed's Plumbing, LLC
 Filomena's Restaurant
 Flanders Donut & Bake Shop
 Garde Art Center
 Gardiner Family Foundation

Gemma Moran United Way Food Bank
 Heavy Hitters USA
 Home Depot of Waterford
 JJJ Knits
 Joshua's Limousine
 Juvenile Matters Court
 Ledge Light Health District
 LensCrafters of Waterford
 Liberty Bank of Waterford
 Longhorn Steakhouse of Waterford
 Nana's Byrek
 New London Homeless Hospitality Center
 Northeast Medical Group
 OneCircle Foundation
 Rent-A-Space Waterford
 Riverhead Building Supply
 Safe Futures
 SERAC
 Shop Rite of New London
 Sift Baker
 Sirena Medical Aesthetics
 Sportees
 St. Paul Church
 Supreme Pizza
 TBBCF Foundation

Target of Waterford
 Troop 36
 TVCCA
 United Way
 UCP
 UCFS
 Waterford Ambulance
 Waterford Board of Education
 Waterford Fire Department
 Waterford First Selectman's Office
 Waterford High School Athletics
 Waterford Leo's Club
 Waterford Little League
 Waterford Planning and Building Department
 Waterford Police Department
 Waterford Police Union Local 1948
 Waterford Print Shop
 Waterford Public Library
 Waterford Public Schools
 Waterford Recreation and Parks
 Waterford Regional Lions Club
 Waterford Rotary
 Waterford Senior Services
 Whaling City Athletic Club



2025 ANNUAL REPORT

Program Overview

This year marked another incredible milestone for our programs. Camp DASH had a record-breaking summer filled with laughter, learning, and leadership, while our afterschool enrichment programs reached more students than ever before. From Dungeons & Dragons and digital art to cooking, cartooning, and leadership training, every experience continues to inspire creativity, build confidence, and strengthen the sense of community that defines Waterford. We're also proud to employ so many of Waterford's young residents, offering many their very first jobs and proudly earning the reputation as the *coolest* first job in town.



83 WATERFORD YOUTH UNDER 18
VOLUNTEERING OR EMPLOYED



450+ HOURS OF AFTER SCHOOL
PROGRAMMING



500+ HOURS OF SUMMER
PROGRAMMING



OVER 1100 INDIVIDUAL WATERFORD CHILDREN
PARTICIPATED IN AT LEAST ONE OF OUR PROGRAMS



2025 ANNUAL REPORT

Our Programs



For FY25, our afterschool programs continued to grow in popularity, with several reaching full capacity in less than forty eight hours after registration opened. Families are seeking meaningful, high quality experiences, and our enrichment offerings are meeting that need with creativity, fun, and strong youth development outcomes. This rapid growth reflects the trust our community places in Waterford Youth and Family Services and the excitement students feel about being part of these programs.



Statewide Recognition for Waterford's Dungeons and Dragons

In Waterford, Dungeons and Dragons is more than a game. It is a tool for building confidence, teamwork, leadership, and communication. Through cooperative storytelling, students create heroes, solve problems, and work together to overcome challenges in a shared fantasy world. Guided by an adult facilitator, they learn to make decisions, express ideas clearly, support one another, and grow into leadership roles. This mix of creativity and collaboration is why Waterford's Dungeons and Dragons program is gaining recognition across Connecticut as a model for youth development.



Youth Promise

Youth Promise, which is offered to all 5th graders, aims to build trust, promote safety awareness, and encourage responsible citizenship. Through classroom lessons, interactive activities, and community engagement, Waterford Police Department School Resource Officers partner with youth services program staff to help students develop life skills, understand the role of law enforcement, and make positive choices.



The program emphasizes communication, empathy, and decision making so students feel confident navigating real life situations. By working directly with trusted adults in their school community, 5th graders learn that they have support, their voices matter, and they can play an active role in creating a safer, more connected Waterford. Our success has gained attention across the state, and we have begun supporting other communities and organizations that hope to build their own versions of the Youth Promise model.

2025 ANNUAL REPORT

Our Programs



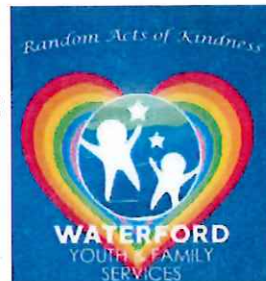
Girls Circle and Pathfinders are nationally recognized, research based group programs designed to promote healthy development, positive relationships, and resilience among youth. Girls Circle is a structured support group model that fosters self esteem, healthy relationships, and personal growth for girls. It is designed to counteract social and cultural pressures that can undermine confidence and connection, giving participants a place to be heard, supported, and empowered. Pathfinders provides a safe, structured space for boys and young men to build strong identities, practice healthy expressions of masculinity, and develop positive relationships. It helps counter harmful stereotypes and promotes emotional literacy, encouraging boys to communicate openly, reflect on their values, and support one another. Together, these programs strengthen social emotional skills, build community, and give participants the tools they need to thrive.

The Waterford Juvenile Review Board (WJRB) is a community-based diversion program that offers an alternative to the formal juvenile justice system for youth who have committed minor offenses. Its primary goal is to hold young people accountable for their actions while avoiding the creation of a juvenile court record. Youth are typically referred to a JRB by police, schools, or probation officers for minor incidents such as shoplifting, fighting, or truancy. To participate, the youth must admit responsibility for their behavior. The WJRB is made up of community members, social workers, police representatives, and youth service staff and meets with the youth and their family to discuss the incident and develop a restorative plan. This plan may include community service, counseling, apology letters, or educational programs. Once the youth successfully completes the agreed-upon requirements, the case is closed without court involvement.



Waterford Whiskers A youth cooking program that taught basic culinary skills, nutrition, and teamwork through hands-on food preparation. Beyond learning to cook, it provided an empowering and creative space where kids can build confidence, social skills, and emotional resilience which all key ingredients for positive mental health.

Random Acts of Kindness and Intergenerational Programs encouraged youth to build empathy, compassion, and community connection through positive social action. In these programs, children and teens participated in simple but meaningful acts like writing thank-you notes, helping a neighbor, or creating care packages that promoted kindness and emotional well-being. When paired with **Intergenerational activities**, such as working on community projects, participants learned respect, patience, and understanding across age groups. These experiences strengthened social bonds, reduced loneliness, and fostered a sense of purpose for both youth and older adults. Together, Random Acts of Kindness and intergenerational programs created a caring community culture where all generations felt valued, connected, and empowered to make a positive difference.



2025 ANNUAL REPORT

Camp DASH



Bloom BCS

Our collaboration with Bloom Behavioral Consulting Services allowed Camp DASH to be even more inclusive and supportive for all children. Through shared expertise and on-site support, we've strengthened our ability to meet diverse behavioral and emotional needs helping every camper feel successful, understood, and included.



Enrichment Comes to DASH

This year, we brought our most popular afterschool enrichment programs, like Dungeons & Dragons, LEGO STEAM, and Girls on the Run, into the summer, and the response was incredible. Students stayed engaged, creative, and connected while exploring their interests in new ways. The success of these summer sessions showed just how much our community values opportunities that combine fun, friendship, and personal growth all year long.



Giving Back

Even though community service hours are no longer required for graduation, 49 student youth volunteers still chose to spend their summer with us at Camp DASH, showing that the spirit of service is alive and well in Waterford. Alongside them, many local teens began their journey into the workforce with us, making Camp DASH not only a place of learning and leadership, but the *coolest* first job in town.

2025 ANNUAL REPORT

Holiday Programs

In Fiscal Year 2025, our Thanksgiving and Holiday Programs continued to be a cornerstone of Waterford's safety net and community spirit. Together with over 100 individual donors and local business owners, we provided holiday food, gift assistance, and seasonal support to more than 800+ families and seniors who might otherwise have gone without. Through Thanksgiving baskets, Holiday Food assistance, and Sponsor a Family and Sponsor a Senior opportunities, residents, faith groups, civic organizations, and businesses worked side by side to ensure that every table was a little fuller and every home felt a little more hopeful. These programs do more than meet basic needs; they reduce isolation, affirm dignity, and remind our neighbors that they are seen, valued, and supported by their community.

Non-Profits,
Organizations
and Faith
Based Group
25%

Bulness/For
Profits
17%

Individuals
58%



6 "Santa Runs"

From Waterford Fire
Depts.



800+ Separate
Households



1100+ Meals Provided



1700+ Toys/Gifts Donated

2025 ANNUAL REPORT

Waterford Community Food Bank



Volunteers

Our Food Bank thrives thanks to a dedicated team of 12 adult volunteers who work tirelessly under the leadership of Volunteer Coordinator Anne Ogden.

Together, they organize donations, pack meals, and ensure that local families have consistent access to nutritious food and essential support. Their compassion, reliability, and teamwork embody the very best of Waterford's community spirit.



By The Numbers



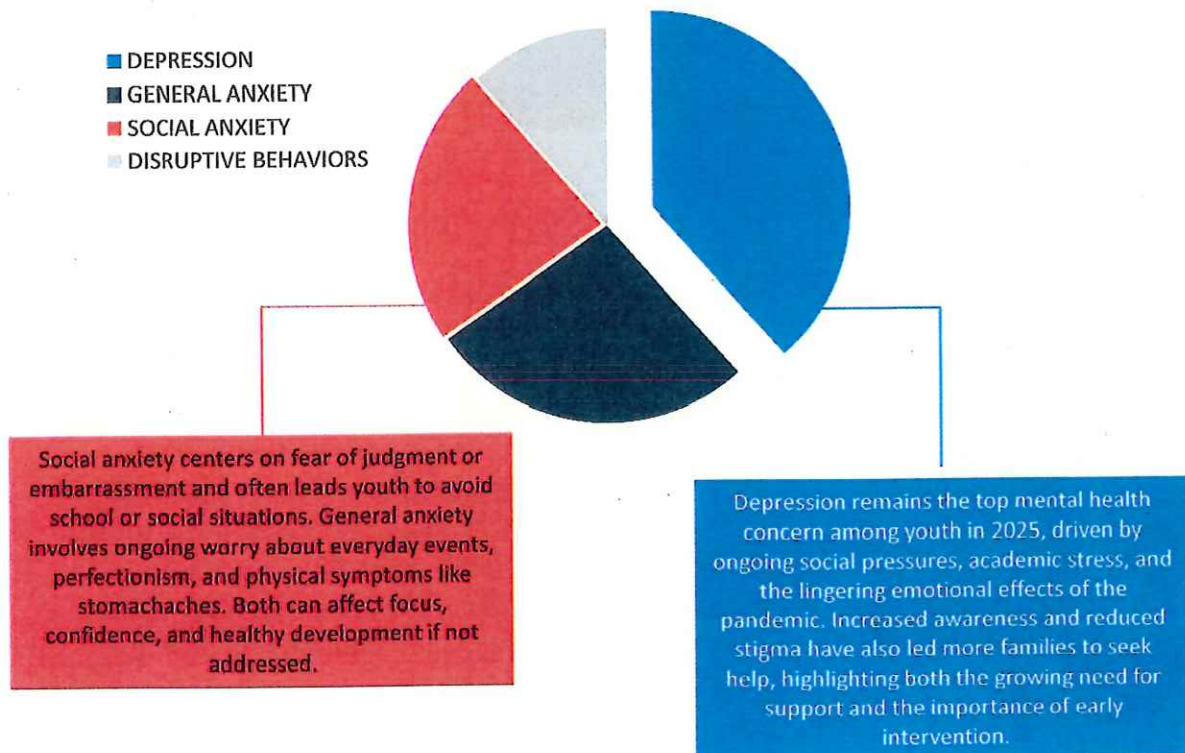
This year, the Waterford Community Food Bank served over 1,500 households and more than 3,000 individuals, an increase of nearly 15% from last year. As the need for assistance continues to rise, our dedicated volunteers and generous donors have ensured that no neighbor goes without support. New this year, our vegetable garden provides fresh, locally grown produce to clients, promoting healthier options and food sustainability. Through compassion and commitment, we continue to meet growing demand and provide vital resources to families across our community.

2025 ANNUAL REPORT

Mental Health

Referrals for counseling continued to pour in from parents, grandparents, schools, DCF, juvenile court, physicians, and community agencies seeking support for children and families. The growing number of requests reflects both the community's increasing awareness of available mental health resources and the ongoing need for accessible, affordable care. Families reached out for help navigating challenges such as anxiety, depression, grief, and behavioral struggles, often brought on or intensified by academic pressures, family stress, and social concerns. This steady influx underscores the vital role our counseling services play in promoting emotional wellness and stability throughout Waterford.

TOP PRESENTING MENTAL HEALTH DISORDERS IN FY25



2025 ANNUAL REPORT

Human Services

In Fiscal Year 2025, our Human Services Department remained dedicated to enhancing the well-being of Waterford residents. Guided by compassion and collaboration, we focused on meeting basic needs, strengthening families, and improving quality of life through prevention, intervention, and direct support. The following highlights capture the scope and impact of our work throughout the year.

At WYFS we are committed to ;

- Assessed community needs to identify gaps in social, economic, and health-related services.
- Provided direct assistance such as food, housing support, energy aid, or emergency relief.
- Coordinated family and youth services, including counseling, case management, and early intervention programs.
- Promoted public health and safety by addressing issues like homelessness, mental health, substance use, and domestic violence.
- Supported workforce and economic stability through job readiness, childcare assistance, and access to benefits.
- Collaborated with other agencies and nonprofits to create an integrated system of care.
- Advocated for social equity and ensured fair access to resources and opportunities for all residents.



201 applications were approved for Energy Assistance, helping households stay warm and secure through the winter months.



154 Renter Rebate applications were processed, resulting in \$72,000 awarded to residents.



101 Farmers Market Nutrition Cards were distributed, totaling \$4,000 in local food support.



\$4189.77 in Endowment Funds was used to assist residents facing emergencies, providing critical support for auto repairs, housing needs, and other unexpected hardships.

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Veteran Services

Waterford Veterans Coffeehouse at Filomena's—The Waterford Veterans Coffeehouse at Filomena's provides a welcoming space for veterans to connect, share stories, and access valuable resources in a respectful and supportive environment.

By fostering fellowship and mutual understanding, it strengthens the bonds within the veteran community while honoring their service and sacrifice. Proudly the largest veterans' gathering in eastern Connecticut, the Coffeehouse continues to grow, with attendance increasing by 35 percent as the community remains deeply committed to ensuring every veteran feels valued, connected, and supported.

12 Coffeehouses
for FY25



100 Veterans Avg.
Attendance



400+ Veteran Food Bags
distributed through the year



Supporting Waterford's Veterans

Under the leadership of Veterans Liaison Rich Messina, we have strengthened its outreach to local veterans in 2025. A Vietnam War veteran himself, Rich has helped dozens of Waterford veterans access critical resources, benefits, and tax relief programs. His dedication and compassion ensure that those who served our country receive the care, recognition, and support they deserve.

2025 ANNUAL REPORT



The Waterford Care team is a multidisciplinary group of town providers who work collaboratively to ensure that residents who have been referred receive comprehensive, efficient, and person-centered care. By integrating medical, behavioral, and social support services, the team promotes seamless communication among providers, reduces duplication of efforts, and enhances outcomes. Our goal is to deliver consistent, high-quality care tailored to each resident's individual needs and preferences.

Referrals to the Waterford Cares Team come from a variety of sources, including adult caregivers, family members, law enforcement, fire and ambulance services, as well as other healthcare and community service providers. This broad referral network ensures that individuals in need of support are identified promptly and connected to the appropriate services and resources.

In fiscal year 2025, the Waterford Cares Team managed an average of five new cases per week. The residents referred to the team presented with a range of ages and complex and interrelated challenges, including mental health concerns, substance use issues, chronic medical conditions, housing instability, social isolation, and difficulties accessing essential community resources. Through a collaborative and person-centered approach, the team worked to address these needs holistically, ensuring that each individual received the appropriate level of care and support.

The Waterford Cares Team completed 75 well-being checks in the field. These visits played a vital role in supporting the physical and emotional health of our community members. By meeting individuals where they are, the team was able to identify needs early, provide timely assistance, and strengthen connections between residents and local resources. This proactive approach ensured that no one is left without care, fostering a safer and more supportive community for all.

The team's dedication gained the attention of other local leaders, who recognize Waterford Cares as a model of commitment to residents in need. This continued collaboration and recognition highlight the impact of proactive, compassionate community outreach.

2025 ANNUAL REPORT

Looking Ahead



Looking ahead, Waterford Youth and Family Services is poised for another year of growth and innovation. With an expanded after-school team, we are broadening our reach across Social Emotional Learning, enrichment programs, and youth development initiatives. This added capacity allows us to engage more young people in meaningful activities that support mental health, creativity, and leadership.

Our growing lineup of after-school opportunities will continue to inspire students through teamwork, skill-building, and creative exploration. At the same time, our team is strengthening mental health support across all programs, ensuring families have access to the guidance and resources they need.



As interest in our programs continues to rise, so does the need for additional program space. Demand is higher than ever, and increased space would allow us to maintain the high quality of our programs while serving more young people. We have already expanded in several schools to meet these needs, and additional space will be essential for sustaining the growth and success of our children's programs.



TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10135 SENIOR CITIZEN 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 (12/16/25)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	164,531	165,557			176,694	176,694	11,137	6.73%
51210	CLERICAL/TECHNICAL	265,300	288,166			280,246	280,246	(7,920)	-2.75%
51635	INSTRUCTORS	33,663	0			0	0	0	0.00%
51810	OVERTIME	2,159	2,750			2,750	2,750	0	0.00%
51920	FICA	35,217	34,920			35,166	35,166	246	0.70%
	SUBTOTAL	500,870	491,393	0	0	494,856	494,856	3,463	0.70%
SERVICES									
52020	POSTAGE	352	1,000			1,000	1,000	0	0.00%
52030	PROFESSIONAL SERVICES	0	6,360			9,485	9,485	3,125	49.14%
52039	ADA SERVICES	0	450			450	450	0	0.00%
52040	SVC. CONTRACTS & REPAIRS	4,241	2,236			4,122	4,122	1,886	84.35%
52050	DUES, CONF & EDUCATION	210	280			280	280	0	0.00%
52130	PHYSICAL EXAMINATIONS	972	1,188			1,188	1,188	0	0.00%
52380	PROGRAMS	1,129	1,642			1,642	1,642	0	0.00%
	SUBTOTAL	6,904	13,156	0	0	18,167	18,167	5,011	38.09%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	44			44	44	0	0.00%
53020	OTHER SUPPLIES	1,791	1,925			2,053	2,053	128	6.65%
53070	AUTO REPAIRS	1,278	1,562			1,562	1,562	0	0.00%
53080	AUTO MAINTENANCE	134	0			0	0	0	0.00%
53090	FUELS & LUBRICANTS	10,128	10,388			10,388	10,388	0	0.00%
	SUBTOTAL	13,331	13,919	0	0	14,047	14,047	128	0.92%
EQUIPMENT									
54020	FITNESS EQUIPMENT	0	0			0	0	0	0.00%
54030	KITCHEN EQUIPMENT	1,766	3,806		1,766	300	300	(3,506)	-92.12%
54050	AUTOMOTIVE EQUIPMENT	1,462	1,312		14	1,312	1,312	0	0.00%
	SUBTOTAL	3,228	5,118	0	1,780	1,612	1,612	(3,506)	-68.50%
	DEPARTMENT TOTAL	524,333	523,586	0	1,780	528,682	528,682	5,096	0.97%

Town of Waterford Senior Services

FY 27 Budget ~ 10135 Senior Citizen Commission

Prepared by Dani Gorman, MS,
Director Presented on behalf of the
Senior Citizen Commission Joyce
Vlaun, Chairperson

FY27: \$528,681.92
FY 26: \$523,585.81

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FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Dani Gorman, Human Services Administrator
Re: Duties and Responsibilities of Senior Services & Looking Ahead
Date: December 8, 2025

Senior Services is dedicated to enhancing the well-being, independence, and quality of life of older adults within the community. The department provides a wide range of programs and services that promote health, wellness, and social engagement, including fitness classes, health screenings, recreational activities, and educational opportunities. It assists seniors and caregivers in accessing vital resources such as housing, transportation, nutrition, and benefit programs, while offering case management and advocacy to ensure that older residents receive the support they need. Senior Services also focuses on helping individuals age in place safely by coordinating in-home assistance and community partnerships. Through collaboration with local organizations, regional agencies, and health providers, the department works to create an inclusive, age-friendly community where seniors are valued, supported, and empowered to live active, fulfilling lives. Ad

The Fiscal Year 2027 budget for the Senior Services Department reflects our steadfast commitment to honoring, supporting, and empowering the older adults in our community. This budget is an investment in dignity, independence, and connection; it strengthens the essential programs and resources that help seniors live healthy, active, and fulfilling lives. In FY27, we are prioritizing wellness initiatives, transportation access, social engagement opportunities, and critical support services that allow residents to age safely and confidently in place. Our goal is to meet the growing needs of our aging population with compassion, innovation, and fiscal responsibility. Every dollar in this budget represents a promise—to ensure that every senior in our community is valued, included, and given the opportunity to thrive

Looking Ahead:

As we look ahead, our commitment to supporting older adults with dignity, compassion, and innovation remains unwavering. In the coming year, we will continue to expand our programs, strengthen our partnerships, and enhance the services that help seniors maintain independence, connection, and quality of life.

We are preparing for a future in which aging brings new opportunities, accessible resources, and community engagement to every senior's experience. By investing in staff development, embracing emerging technologies, and listening closely to the evolving needs of the individuals and families we serve, we aim to set new standards of excellence across all areas of senior care. Together with our clients, caregivers, partners, and community we

will build a supportive, inclusive environment where every senior can thrive.

We hope to further explore (sample ideas):

- **Intergenerational & community-hub models** by integrating programs that involve younger generations (e.g., students, young families) in mentoring, tech-teaching, crafts, storytelling, etc. This “intergenerational living & engagement” model strengthens social bonds, reduces isolation, and fosters mutual learning.
- Expand staff training on personalized care and memory/dementia-friendly services for members living with memory impairment, dementia, or cognitive decline with the goal to provide specialized memory-care programming: stimulating activities, therapy, social support, safe spaces, and staff trained in compassionate, person-centered memory care.
- Leverage technology thoughtfully, keeping ease of use, privacy, and human touch in mind. While smart tech (AI companions, sensors, telehealth) offers big promise, design should prioritize intuitive interfaces, consent, privacy, and not replace human connection.
- We will continue to pursue opportunities to expand our programs through grant funding on the local, state, and federal levels.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Dani Gorman, Human Services Administrator
Re: Duties to Restrain Fiscal Spending
Date: December 8, 2025

In the Fiscal Year 2027 budget presentation, spending is increased by a little over one percent due to the following;

- Increases in the salaries of a variety of positions through contractual obligations. This also includes non-union wages. All wage increases are approved through the Representative Town Meeting and is a positive statement on the part of town leaders / elected officials to retain talent.
- The placement of the nursing well-care services in the budget presentation (for the first time) for the following reason;
 - The nursing well-care services, once provided by Yale New Haven Health (YNHH) were discontinued prior to Fiscal Year 2026. The funding for this service had always been provided through the social services grants' funding. In the spring of 2025, once the budget presentation cycle and reviews had already started for FY26, YNHH withdrew their request and notified the First Selectman of the discontinuation of the program. While the First Selectman and Senior Citizens Commission advocated for the continuation of the popular program, YNHH explained that a nursing shortage would no longer permit them to provide weekly blood pressure clinics and well-being check-ups for seniors at the community center. At that time, YNHH also informed the nurse (known to our seniors for over a decade as "Nurse Judy") that she would either be reassigned or laid off. "Nurse Judy" chose to leave her position with YNHH and then entered into a contractual agreement with the town that was overseen by the town attorney. The agreement required the nurse to present and maintain her license with the State of Connecticut Department of Public Health and liability insurance. For FY26, the Senior Citizens Commission voted to enter into an independent contractual agreement with nurse Judy and pay for her services through the Endowment Fund with the understanding that in FY27, the contractual agreement would be placed in the department's budget presentation.

The total cost for the licensed nurse with her own liability insurance through a contractual agreement with the town in which she is an independent contractor is as follows:

On site nurse visits rate is \$65.00 per hour with nurse at community center for 5.75 hours per month.

Additional increases are noted in the following lines:

Professional Fees (10135-52030): Professional fees Clinical services hourly rate increased to \$70.00 per session.

Shared/ Non shared Contracts and Repairs (10135-52040): Shared/ Non shared Contracts and Repairs there were increased monthly costs on Breezeline, T-Mobile, Info Shred and we listed invoice cloud in the background.

Other Supplies (10135-53020): Increased cost in supplies (toilet paper, paper towels and trash bags).

Decreases are noted in the following line:

Kitchen Supplies (10135-54030):

Note: We have also submitted requests in other town budgets. A summary of these requests, along with supporting explanations and proposed costs, are provided in the final pages of this budget presentation.

Series 51000: Personnel Costs

Administration: 10135-51110

Background: The salaries for the Human Services Administrator and Coordinator are shared salaries with the Youth and Family Services Department. The Human Services Administrator's salary is evenly shared between the two departments. The salary for the Coordinator is as follows; 50% Senior Services and 50% Youth and Family Services. More than half of the salary is assigned to YFS to include the Waterford Community Food Bank which falls under the YFS department.

Human Services Administrator GGA Class D 261 Days (50%) Shared with WYFS \$ Longevity 1% \$928.19	\$62,807.66
Assistant Director GGA Class B 261 Days	\$78,897.04
Human Services Coordinator GGA Class B 261 Days	\$34,989.09

Clerical/Technical: 10135-51210

Background: This line includes clerical staff, transportation staff, café positions, and Meals on Wheels drivers. The demand for transportation services is at its highest level. A detailed description of our transportation services is available in the department's annual report. We have 3 vans with 2 of the 3 vans providing rides from approximately 8 am - 4pm weekly.

Senior Services Assistant AS-H/S-2 261 Days	\$51,469.98
Office Support Technician AS-G/S-2 261 Days	\$48,749.23
Senior Services Clerk PT-07/S-4 Total of 15 hours per week	\$22,104.09
Senior Services Clerk PT-07/S-4 Total of 10 hours per week	\$14,736.06

Driver 261 Days (1,827 Hours)	\$42,977.25
Driver 156 days (988 hours)	\$27,284.42
Driver 156 Days (988 hours)	\$27,284.42
Community Café Manager (19 hours per week)	\$24,212.27

MOW Driver PT Delivering (multiple drivers)* Driver 1: \$17.50 per hour x an average of 6 hours per week Driver 2: \$17.06 per hour x an average of 6 hours per week Driver 3: \$17.06 per hour x an average of 6 hours per week Driver 4: \$17.06 per hour x an average of 6 hours per week	\$21,428.16
--	-------------

*Deliveries are made 4 days per week / 2 drivers per day to cover 2 routes

Instructors: 10135-51635

Background: Instructors have been moved to Special Revenue fund because program fees are set to cover the cost of instructors.

Overtime 10135-51810- OVERTIME

Commission/Clerical 10 Days (2 hours)	\$2,750.00
--	------------

Total Salaries	\$459,689.67
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51920 FICA 10135-51920

Salaries:\$459,689.67 FICA rate: x .0765 FICA Total	\$35,166.25
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SERIES 51000 TOTAL	\$494,855.92
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Series 52000: Services**Advertising: 10135-52010**

Background: We no longer have a need for advertising with our 5310 transportation grant which was the intended reason for this expense.

Budget Year	Amount Requested	Amount Spent
23-24	\$200.00	\$0.00
24-25	0.00	\$0.00
25-26	\$0.00	YTD \$0.00

Advertising Request FY 27	\$0
---------------------------	-----

Postage: 10135-52020

Background: Postage required for the quarterly newsletter which also includes the annual permit fee. 655 newsletters are mailed quarterly at a bulk mail rate. The newsletter is printed in house. This line is reduced because more residents request this via electronic deliver (email).

Budget Year	Amount Requested	Amount Spent
23-24	\$1,575.00	\$1,281.78
24-25	\$1,000.00	\$351.98
25-26	\$1,000.00	YTD 78.81

Postage Request FY 27	\$1,000
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Professional Fees: 10135-52030

Background: This line covers the cost for the mental health contractor. A detailed calculation is provided at the back of this budget presentation. Please see Attachment A as well as contracted nurse detailed in memo on pages 5 and page 6.

Budget Year	Amount Requested	Amount Spent
23-24	\$0.00	\$0.00
24-25	\$6,360.00	\$5,340.00
25-26	\$6,360.00	YTD \$3,420.00

Professional Fees Request FY 27	\$9,485.00
---------------------------------	------------

ADA/Title VI Interpretation: 10135-52039

Background: The Senior Services department provides this services for all town departments. While the service has not been utilized, it should remain available in the event it is needed and so that we remain accessible.

Budget Year	Amount Requested	Amount Spent
23-24	\$450.00	\$0.00
24-25	\$450.00	\$0.00
25-26	\$450.00	\$0.00

ADA requested FY 27	\$450.00
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Shared Service Contracts & Repairs: 10135-52040

Shared cost with Youth and Family Services this section covers the lease of RICOH copier / fax machine. Shared cost with Recreation and Parks for Breezeline cable service available on televisions in designated areas of the community center.

Breezeline $\$77 \times 12 \text{ months} = \$924 / 2 = \$462$

Ricoh $\$77.23 \times 12 \text{ months} = \$926.76 / 2 = \$463.38$

Quarterly inspections of fitness equipment as required by Insurance = \$414

Budget Year	Amount Requested	Amount Spent
23-24	\$12,448.00	\$11824.42
24-25	\$2,236.00	\$4,240.82
25-26	\$2,236.00	YTD \$1,119.80

Service Contracts Request FY 27 Shared Costs	\$4,122.00
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Non-shared Service Contracts & Repairs: 10135-52040

Background: Assistant Director's wireless phone. Required for on-call / off site purposes. The cost for the cell phone is provided by the town purchasing agent. Infoshred and color copy charges (per the Town cost provided by the in-house printer).

T-Mobile $\$86.80 \times 12 \text{ months} = \$1,041.60$

Infoshred $\$38 \times 4 \text{ visits per year} = \152

Color copy charges $.05 \text{ per copy} \times 600 \text{ copies} = \30

Invoice Cloud $\$130.00 \text{ per month} \times 12 \text{ months} = \$1,560.00$

Budget Year	Amount Requested* Amount requested is the combination of the shared and non-shared	Amount Spent
23-24	\$12,448.00	\$11,824.42
24-25	\$2,236.00	\$5,272.00
25-26	\$2,236.00	YTD \$1,119.80

Service Contracts Request FY 27 Non-shared services	\$4,122.00
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Dues, Conferences, & Education: 10135-52050

Background: Trainings and memberships that have fees associated with them. It is expected that this year we will renew our membership with CT Association of Senior Center Personnel Membership (2@\$50), training for the Municipal Agent of Elderly, and the certifications required for the cafe staff (1@\$180 anticipated)

Budget Year	Amount Requested	Amount Spent
23-24	\$690.00	\$407.98
24-25	\$280.00	\$210.00
25-26	\$280.00	YTD \$107.54

Dues, Conferences, & Education FY 27	280.00
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Physical Examinations/ Background Checks: 10135-52130

Background: for all new driver hires and current drivers, the State of CT Dept. of Transportation (DOT) requires physicals. The Town also requires physicals and background checks for all new employees as a part of the hiring process.

3 physicals for drivers (per the DOT requirement with a DOT approved examiner)

$\$172 \times 3 = \516

Average of 12 new hires per year $\times$ \$56 per Physical / Background check = \$672

Budget Year	Amount Requested	Amount Spent
23-24	\$2,216.00	\$1,205.90
24-25	\$1,188.00	\$971.91
25-26	\$1,188.00	YTD \$401.32

DOT/Public service Physical Examinations Request FY 27	\$1,188
---	---------

Programs: 10135-52380

All program costs are reflected in the department's special revenue fund. The cost for residents to participate in programs is "at cost" with a growing number of programs offered at no cost. The costs reflected in this line are what is needed to replace items like cards, game boards, items for music programs, etc.

Budget Year	Amount Requested	Amount Spent
23-24	\$2,650.00	\$2,753.85
24-25	\$1,642.00	\$1,128.80
25-26	\$1,642.00	YTD \$500.10

Programs Request FY 26	\$1,642.00
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SERIES 52000 TOTAL FY 27	\$18,167.00
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Series 53000: Materials and Supplies

Office Supplies: 10135-53010

Background: this line is reduced because the Town printer provides us with the paper and seals for the newsletter. The only cost that remains is the cost for ink cartridges (for our DeskJet Printer).

\$11 per cartridge and we anticipate needing 4 per year.

Budget Year	Amount Requested	Amount Spent
23-24	\$400.00	\$604.32
24-25	\$44.00	\$0.00
25-26	\$44.00	YTD 0.00

Office Supplies FY 27	44.00
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Other Supplies: 10135-53020

The department shares the costs for custodial supplies with the Recreation and Parks department. Costs for the following items are from a list of vendors provided by the State of

CT contract list that guarantees the lowest/best cost. Please see the list of supplies in Attachment C (shared with Recreation and parks.)

Budget Year	Amount Requested	Amount Spent
23-24	\$2,959.00	\$2,790.23
24-25	\$1,925.00	\$1,790.62
25-26	\$1,925.00	YTD 1,043.34

Other Supplies Request FY 27	\$2,053.00
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Auto Repairs: 10135-53070

Background: 3 vans that accommodate wheelchairs transport older residents and disabled residents to medical appointments, programs, and social outings.

The 3 vehicles are as follows:

2017 Ford 14 Passenger W/C Minibus (97,561 YTD Mileage) (Identified as R30)

2018 Ford 11 Passenger W/C Minibus (56,267 YTD Mileage) (Identified as R4)

2022 Ford 12 Passenger W/C Minibus (24,822 YTD Mileage) (Identified as R5)

Fleetio report attached regarding preventative maintenance. Please see attachment D

Budget Year	Amount Requested	Amount Spent
23-24	\$1,729.00	\$1,728.14
24-25	\$1,562.00	\$1,277.72
25-26	\$1,562.00	YTD \$1,268.50

Programs Request FY 27	\$1,562.00
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Fuels and Lubricants: 10135-53090

Based on a 3 year history of the average gallons per year.

For FY 27 we anticipate the need for 5,000 gallons x \$2.0545 per gallon = \$10,272.50 and this is offset by \$2,000 from an annual transportation giving campaign. For further information regarding the demand for transportation services, please see our annual report page on transportation.

2024: 2, 697.12gallons consumed

2025: 3, 577.36gallons consumed

2026: 1,554.18YTD gallons consumed

Budget Year	Amount Requested	Amount Spent
23-24	\$10,713.00	\$8,302.35
24-25	\$10, 388.00	\$10,128.23
25-26	\$10, 388.00	YTD \$4,065.85

Fuels and Lubricants Request FY 27	\$10, 388.00
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SERIES 53000 TOTAL	\$14,047.00
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SERIES 54000: Equipment**Fitness Equipment: 10135-54020**

Budget Year	Amount Requested	Amount Spent
23-24	\$0.00	\$0.00
24-25	\$1,292.00	\$0.00
25-26	\$0.00	YTD \$0.00

Fitness Equipment Request FY 27	\$0.00
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Kitchen Equipment: 10135-54030

Due to increased usage and the popularity of café activities at breakfast, lunch, and social hours. The Kitchen is a Level 4 Kitchen as designated by Ledge Light Health District; the kitchen is inspected by LLHD yearly.

Budget Year	Amount Requested	Amount Spent
23-24	\$120.00	\$56.53
24-25	\$3,806.00	\$1,766.31
25-26	\$3,806.00	YTD \$53.87

Kitchen Equipment Request FY 27	\$300.00
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Automotive Equipment: 10135-54050

The cost to replace the tires on the transportation mini-buses. The cost per tire is \$164 provided by the Town DPW mechanic. It is expected that 8 tires will be replaced.

Budget Year	Amount Requested	Amount Spent
23-24	\$1,137.00	\$1,084.32
24-25	\$1,312.00	\$1,462.16
24-25	\$1,312.00	YTD \$406.30

Automotive Equipment Request FY 27	\$ 1,312.00
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SERIES 54000 TOTAL	\$ 1,612.00
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**TOTAL BUDGET
CALCULATION**

TOTAL SERIES: 51000	\$494,855.92
TOTAL SERIES: 52000	\$18,167.00
TOTAL SERIES: 53000	\$14,047.00
TOTAL SERIES: 54000	\$1,612.00
TOTAL BUDGET	\$528,681.92

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 35 SENIOR CITIZEN COMMISSION
2026/2027 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51110 - ADMINISTRATION									
12/01/2008	HUMAN SERVICES ADMIN/DIRECTOR	40	N/A	60,370.21	\$ 883.00	61,879.47	\$ 928.19	62,807.66	4,804.79
10/04/2021	HUMAN SERVICES COORDINATOR	40	N/A	27,308.56	\$ -	34,989.09	\$ -	34,989.09	2,676.67
6/13/2022	ASSISTANT DIRECTOR SS	40	N/A	76,972.72	\$ -	78,897.04	\$ -	78,897.04	6,035.62
	TOTALS			164,651.49	883.00	175,765.59	928.19	176,693.79	13,517.07
				*add longevity		165,534.49			
51210 - CLERICAL TECHNICAL									
5/9/2022	Senior Services Assistant	35	\$ 28.1719	49,288.81	\$ -	51,469.98	\$ -	51,469.98	3,937.45
9/18/2023	Office Support Technician	35	\$ 26.6827	46,941.66	N/A	48,749.23	N/A	48,749.23	3,729.32
05/15/2023	Community Cafe Manager	19	\$ 24.4125	23,059.35	N/A	24,212.27	N/A	24,212.27	1,852.24
12/14/2023	Community Cafe Manager	9	\$ 22.0500	10,359.09	N/A	10,359.09	N/A	10,359.09	792.47
03/03/2025	Driver-Sr Services FT	40	\$ 23.5234	45,998.64	N/A	49,116.96	N/A	49,116.96	3,757.45
06/25/1996	Driver-Sr Services	19	\$ 27.5100	26,609.99	N/A	27,284.42	N/A	27,284.42	2,087.26
07/22/13	Driver-Sr Services	19	\$ 27.5100	26,582.29	N/A	27,284.42	N/A	27,284.42	2,087.26
11/20/2023	Driver-Sr Services	19	\$ 24.0901	22,737.45	N/A	23,892.58	N/A	23,892.58	1,827.78
*6 drivers as needed	Meals-On-Wheels (hrs/wk average)	31	\$ 17.0690	27,436.32	N/A	27,621.11	N/A	27,621.11	2,113.01
07/01/2014	Enrollment Clerk	15	\$ 28.2300	21,039.21	N/A	22,104.09	N/A	22,104.09	1,690.96
09/24/2024	Enrollment Clerk	10	\$ 28.2300	14,295.48	N/A	14,736.06	N/A	14,736.06	1,127.31
	TOTALS			314,348.29	0.00	326,830.20	0.00	326,830.20	25,002.51
				*add longevity		314,348.29			
51635 - INSTRUCTORS									
UNDER SPECIAL REVENUE	Enrichment Instructor				N/A		N/A	0.00	0.00
	TOTALS			0.00	0.00	0.00	0.00	0.00	0.00
51810 - OVERTIME									
				2,750.00	0.00	2,750.00	0.00	2,750.00	210.38
51910 - FRINGE /F.I.C.A.									
								0.00	0.00
TOTALS		FY26 FICA	\$ 36,921.41	482,632.78	883.00	505,345.79	928.19	506,273.99	38,729.96
BUDGET TOTAL W/F.I.C.A				519,554.19				545,003.95	

WORKDAYS 2026/2027

261

WEEKS TO BUDGET

52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 35 SENIOR CITIZEN COMMISSION
2026/2027 FISCAL YEAR

LINE 51910 LINE 51920

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

GGA HIRED AFTER 7/1/2006 - NO HRA

***ADDED TO FICA ON
PERSONNEL WORKSHEET

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2026-2027 FISCAL YEAR**

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

DEPARTMENT: Senior Services Department

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees						\$ -
Program/Registration Fees	10,198	23,190	10,512	1,841	7,364	\$ (3,148.00)
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 10,198.00	\$ 23,190.00	\$ 10,512.00	\$ 1,841.00	\$ 7,364.00	\$ (3,148.00)

Proposed Revenue General Fund: The reason for lower amount than previous is that all exercise programs were moved in to the Special Revenue Fund. Examples being- Line Dancing, Tai Chi, Pickleball Instructional Lessons.

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2026-2027 FISCAL YEAR**

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

DEPARTMENT: Senior Services

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD	2026- 2027 PROPOS ED	VARIANCE
GRANTS (list anticipated individual grants below)						
DOT 5310 Grant	0	0	0			\$ -
Title III Federal Funds	5,325	5,325	0		5,325	\$ 5,325.00
						\$ -
						\$ -
						\$ -
						\$ -
DONATIONS (list individual donations below)						
Transportation	265	0	1,000	0	1,000	\$ -
Madeline Burstien Trust	0	6,200	352	352	0	\$ (352.00)
						\$ -
						\$ -
						\$ -
						\$ -
PROGRAM FEES (list anticipated revenue by program)						
Fitness	24,291	23,271	52,988	21,461	53,000	\$ 12.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
MISC						
						\$ -
						\$ -
						\$ -
						\$ -
TOTALS	\$ 29,881.00	\$ 34,796.00	\$ 54,340.00	\$ 21,813.21	\$ 59,325.00	\$ 4,985.00

Proposed Revenue Special Revenue Fiscal Year 2026-2027: Increase in Program Fees (Fitness) due to all exercise instructional programs being moved out of the General Fund to Special Revenue. Example: Line Dancing, Tai Chi, Chair Tai Chi and Instructional Pickleball

Mental Health Independent Contractor Backup Attachment A

Background:

The Town of Waterford enters into contractual agreements with Master-level clinicians. The agreements are between the Town and the clinicians and detail the standards that exist for independent contractors and their roles as mental health providers. The contractors also provide the Town with their liability insurance at a level coverage that is set by the Town.

The number of clinicians contracted is based on the needs of the department/ Town. Contractors enter into 1 year agreements. The agreements are signed by the first selectmen based on recommendation from the Town attorney and Finance Director. The Human Services Administrator oversees the vetting of the clinician.

The rate per hour is negotiated between the contractor and Town and based on the clinician's licensing and years of experience.

Mental health services provided are identified as below:

- Individual Counseling
 - Family Therapy
 - Support Groups
 - Crisis Interventions
 - Risk Assessments
 - Substance Use Assessments
 - Mental Health Check-Ups
- The Licensed Clinical Social Worker (LCSW / the most senior clinician) is also contracted to provide supervision to the other clinicians and to ensure professional standards are met and to review treatment plans. The LCSW also assigns cases and reviews files.

Mental Health Services at Senior Services

Clinician assigned to Senior Services is Andrew Staunton, LCSW – Rate is \$70 per hour

Individual & Group sessions= 71.43 hours x \$70.00 per hour
One contractor for WSS

Total = \$9,960 – with allowance for extended time after groups = \$9,996 total request (The requested amount presented in the budget is based on the trending expenses in FY23 per month).

Date of Issue November 17, 2025

Backup C3

Visitly
2350 Capitello St
Dublin, California 94568
United States
+1 510-502-4458
billing@visitly.io

Bill to
Town of waterford
fsabbadin@waterfordct.org

\$899.00 USD

Description	Qty	Unit price	Amount
Visitor Management Software	1	\$899.00	\$899.00

Subtotal	\$899.00
Total	\$899.00
Amount	\$899.00 USD

[illegible]

RecDesk

RecDesk serves as Waterford Youth and Family, and Waterford Senior Service's primary platform for program registration, payments, roster management, and reporting, allowing residents to easily enroll in programs while providing staff with real-time data to manage participation and capacity.

My Senior Center is a specialized software system designed to help senior centers manage their daily operations more efficiently.

Visility is a visitor management software used by schools, businesses, nonprofits, and other organizations to manage and track people entering their buildings.

What Visibly Software Does:

Digitizes visitor check-ins (replaces paper sign-in sheets)

Prints visitor badges

Captures visitor information (name, reason for visit, photo, etc.)

Provides real-time notifications to staff when their visitor arrives

Tracks staff and volunteer check-ins

Stores records securely for reporting and compliance

Supports pre-registration so guests can sign in faster

Offers emergency features (visitor lists, alerts)

Spedsta is a transportation scheduling, dispatch, and routing software platform designed to help organizations coordinate rides and manage their transportation operations more efficiently. It's especially used by community transport programs, senior services, paratransit providers, volunteer driver programs, and non-emergency medical transportation services.

- Ride scheduling & dispatch: Organizes and assigns trips to drivers.
- Route planning & optimization: Creates efficient routes to save time and reduce costs.

- Driver/vehicle/passenger management: Tracks profiles, certifications, and vehicle details.
- Reporting & analytics: Offers quick insights and customized reports.
- Communication tools: Supports SMS, email, and voice notifications.

OptiSigns is a cloud-based digital signage platform that lets you turn screens (like TVs, monitors, or kiosks) into dynamic, remotely managed digital signs. It's designed for businesses and organizations to display content such as menus, announcements, promotions, social feeds, metrics, and more.

Canva is a web-based graphic design platform that allows users to create a wide variety of visual content easily, even without advanced design skills. It's widely used for social media graphics, presentations, posters, documents, marketing materials, and more.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

Backup B1

Waterford Senior Services

To: Kimberly Allen, Director of Finance
Garon VanOverloop, Senior Mechanic

From: Dan Gorman, Human Services Administrator

Cc: Senior Citizens Commission
Gary Schnelder, Public Works Director
Sandy Kenniston, Office Coordinator
Meaghan Lineburgh, Senior Services Assistant

Re: Request for the Fleet Management

Date: November 19, 2025

On behalf of the Senior Citizens Commission and after a discussion at the department's budget hearing workshop on November 12, 2025 (special meeting / minutes on file), it was proposed that a request come before you for consideration for an activity van for seniors based on the following reasons / needs as well as, data collected from our transportation logs;

- Activity vans are more shuttle focused on transporting *ambulatory* (i.e., walking) seniors and better on fuel efficiency when our wheelchair accessible / mobility van is not needed.
- They have adequate capacity for typical activities for smaller groups, especially when our transportation records show that the wheelchair van often has unused seats.
- They provide more comfort and provide a cozy, car-like ride, which can be more comfortable for seniors on short trips around town.
- They are at a lower purchase price with reduced maintenance costs compared to full-size senior vans or buses. They also have better fuel efficiency, which saves money on regular trips.
- They also require less specialized driver training than full-sized vans or buses.

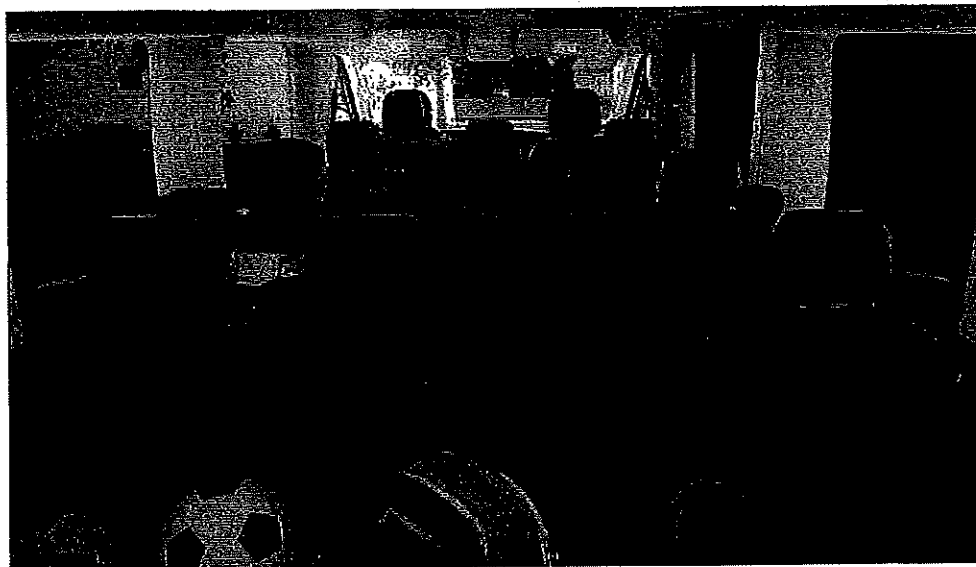
Data Submitted as of 12/2/25:

of passengers (annually) who were in a wheelchair and required the accessibility lift: 59

of riders using a walker needed to use the wheelchair lift because boarding the accessible van was too difficult. (An activity van would provide easier and more convenient access for this rider): 26

Total # of ambulatory passengers who do not routinely need an accessible / mobility van: 134

Backup B3



Executive Summary

SPEDSTA provides software and services for organizations needing to manage transportation options for the elderly, special needs and disabled community. Our customers include small to medium sized Transit, Medical Clinics/Hospitals, Senior Living Homes and Community/Private Transportation Organizations. SPEDSTA is a comprehensive and modern software platform used by over 50 organizations nationally.

This proposal is presented to the Town of Waterford.

As part of this deployment:

1. SPEDSTA will setup, configure and deploy a dedicated SPEDSTA web application Dispatch service
2. SPEDSTA will offer remote digital training and support.
3. In addition, SPEDSTA will set up a community and configure administration and reporting privileges for a dedicated Town of Waterford account.
4. Upon mutually determined and agreed upon success, Town of Waterford would agree in principle to do co-marketing, Case Studies, joint conference participation and be a referenceable customer for SPEDSTA.

Regular monthly check-ins will be done to review results, progress, issues and next steps. Any software feature additions and modifications will be captured into a working document for review at these meetings.

What differentiates us?

Core Competency and Capabilities

Specifically developed for elderly, disabled and special needs transportation and delivery demands. We are subject matter experts.

The safest & most modern solution encompassing community, dial-a-ride, para-transit, demand-responsive dispatch, driver-passenger, and caregiver scheduling and tracking platform.

Error free automatic route planning, real time routing, pooling and communication through seamless dispatch, passenger, and driver tools and apps.

Customizable volunteer and paid driver payout profiles, custom pricing, discounts, ride cost estimation, collection, disbursement, and accounting.

Ease of use. Cross platform functionality across mobile, desktop and tablet. 1 click destination scheduling, 1 click tracking, 1 click reporting.

Easy integration with 3rd party payments systems, ERP, CRMs, ride share (Uber/Lyft), and multiple supported platforms. Ride scheduling API available.

Safety Features

Member decision support systems. Driver-vehicle authorizations, driver matching, caregiver scheduling and tracking, GPS tracking, smart multi-routing, speed tracking, real time communication, route traffic and weather forecasting, driver and passenger reputation tracking, insurance, and license expiration alerts.

Privacy and data protection using similar protocols and infrastructure as Apple, Microsoft, Amazon, and Google.

Compliance and Security: HIPAA and ADA compliant.

Accounting and Reporting

Robust financial and historical reporting – Monthly/Quarterly and Annual reports. Build your own reports tool and pivot table.

Automated invoicing and statements. Driver-passenger reconciliation, payouts, payments, cash, cashless, bank transfer, billing systems, Visa/Credit card.

Detailed driver/passenger reports and analytics. Data logging for liability protection, complaints handling and quality of service.

Service History by Vehicle

Town of Waterford - Public Works

15 records

Report generated on 12/08/2025 9:17 AM by Maryellen McConnell

Filters

Time Frame: Jul 1, 2024 - Jul 1, 2025 Vehicle: R30, R4, R5

Labor Subtotal
\$2,494.27

Parts Subtotal
\$1,866.34

Line Item Subtotal
\$4,360.61

Vehicle

R30

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Labor	Parts	Total cost	Service Task	Labor Subtotal	Parts Subtotal	Line Item Subtotal
36509197	05/23/2025 9:00 AM	05/23/2025 2:04 PM	5 hrs 4 mins		92.318 mi	\$100.86	\$0.00	\$100.86	Body & Frame (Miscellaneous)	\$100.86		\$100.86
36312209	05/16/2025 1:30 PM	05/16/2025 3:16 PM	1 hr 46 mins		92.072 mi	\$42.03	\$59.99	\$102.02	Exterior Lighting Inspect	\$42.03	\$59.99	\$102.02
35817747	04/25/2025 7:45 AM	04/25/2025 7:45 AM			91.415 mi	\$612.90	\$313.27	\$926.17	A/C Diagnostic	\$490.32	\$266.51	\$756.83
35817747	04/25/2025 7:45 AM	04/25/2025 7:45 AM			91.415 mi	\$612.90	\$313.27	\$926.17	Electronic Solenoid Replacement	\$172.58	\$46.76	\$169.34
33981463	03/05/2025 8:00 AM	03/05/2025 2:30 PM	6 hrs 30 mins		90.030 mi	\$168.10	\$110.42	\$278.52	Preventative Maintenance	\$168.10	\$110.42	\$278.52
33119924	02/18/2025 10:00 AM	02/18/2025 11:30 AM	1 hr 30 mins		89.618 mi	\$33.62	\$111.53	\$145.15	Tire Replacement	\$33.62	\$111.53	\$145.15
30767998	11/07/2024 12:30 PM	11/07/2024 3:30 PM	3 hrs 0 mins		86.474 mi	\$172.58	\$71.54	\$194.12	Air Conditioning System Inspect	\$172.58	\$71.54	\$194.12
29391927	09/06/2024 8:25 AM	09/09/2024 1:30 PM	3 days 5 hrs 5 mins		84.690 mi	\$144.09	\$424.87	\$568.96	Exhaust System Inspect	\$64.04	\$66.75	\$130.79

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Labor	Parts	Total cost	Service Task	Labor Subtotal	Parts Subtotal	Line Item Subtotal
29391927	09/06/2024 8:25 AM	09/09/2024 1:30 PM	3 days 5 hrs 5 mins		84,690 mi	\$144.09	\$424.87	\$568.96	Tire Replacement	\$32.02	\$328.00	\$360.02
29391927	09/06/2024 8:25 AM	09/09/2024 1:30 PM	3 days 5 hrs 5 mins		84,690 mi	\$144.09	\$424.87	\$568.96	Preventative Maintenance	\$48.03	\$30.12	\$78.15
28875395	08/16/2024 7:30 AM	08/16/2024 9:30 AM	2 hrs 0 mins		84,145 mi	\$81.72	\$169.28	\$251.00	WHEEL CHAIR LIFT	\$81.72	\$169.28	\$251.00
28761506	07/25/2024 1:30 PM	07/25/2024 2:30 PM	1 hr 0 mins		83,980 mi	\$72.88	\$0.00	\$72.88	WHEEL CHAIR LIFT	\$72.88		\$72.88
Total Amount										\$1,378.78	\$1,260.90	\$2,639.68

Vehicle

R4

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Labor	Parts	Total cost	Service Task	Labor Subtotal	Parts Subtotal	Line Item Subtotal
35363249	04/10/2025 8:00 AM	04/10/2025 12:00 PM	4 hrs 0 mins		51,545 mi	\$163.44	\$0.00	\$163.44	A/C Diagnostics	\$163.44		\$163.44
34223167	03/06/2025 7:30 AM	03/10/2025 9:00 AM	4 days 0 hrs 30 mins		50,515 mi	\$332.05	\$148.24	\$480.29	Drive Belt Tensioner Replacement	\$108.10	\$148.24	\$256.34
34223167	03/06/2025 7:30 AM	03/10/2025 9:00 AM	4 days 0 hrs 30 mins		50,515 mi	\$332.05	\$149.24	\$480.29	Towing/Roadside Assistance	\$223.95		\$223.95
32850462	01/31/2025 9:30 AM	02/06/2025 3:30 PM	6 days 6 hrs 0 mins		49,568 mi	\$278.78	\$225.48	\$504.26	WHEEL CHAIR LIFT	\$40.86		\$40.86
32850462	01/31/2025 9:30 AM	02/06/2025 3:30 PM	6 days 6 hrs 0 mins		49,568 mi	\$278.78	\$225.48	\$504.26	Engine Drive Belt Replacement	\$40.86	\$44.21	\$85.07
32850462	01/31/2025 9:30 AM	02/06/2025 3:30 PM	6 days 6 hrs 0 mins		49,568 mi	\$278.78	\$225.48	\$504.26	Exhaust Pipe Replacement	\$115.34	\$124.71	\$240.05
32850462	01/31/2025 9:30 AM	02/06/2025 3:30 PM	6 days 6 hrs 0 mins		49,568 mi	\$278.78	\$225.48	\$504.26	Preventative Maintenance	\$81.72	\$56.56	\$138.28

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Labor	Parts	Total cost	Service Task	Labor Subtotal	Parts Subtotal	Line Item Subtotal
29063507	08/22/2024 2:30 PM	08/26/2024 9:00 AM	3 days 18 hrs 30 mins		44,078 mi	\$64.04	\$147.96	\$212.00	Body (Miscellaneous)	\$32.02	\$120.88	\$152.90
29063507	08/22/2024 2:30 PM	08/26/2024 9:00 AM	3 days 18 hrs 30 mins		44,078 mi	\$64.04	\$147.96	\$212.00	Preventative Maintenance	\$32.02	\$27.08	\$59.10
Total Amount										\$838.31	\$521.68	\$1,359.99

Vehicle

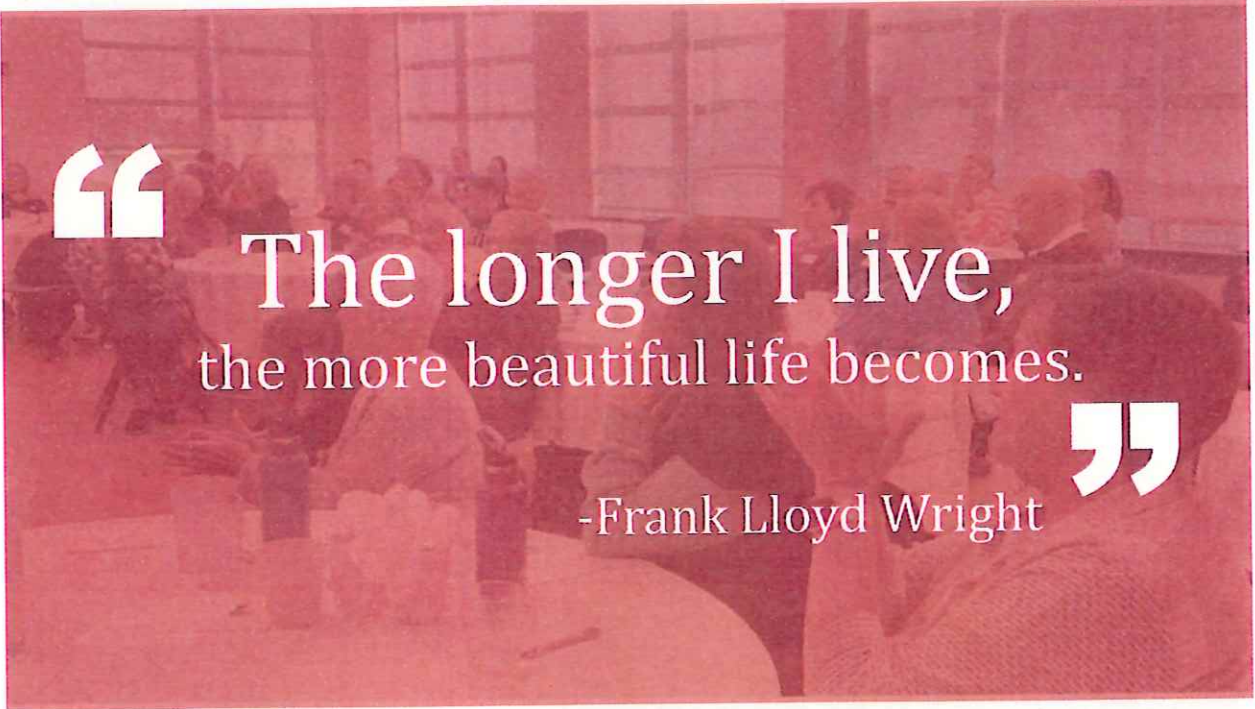
R5

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Labor	Parts	Total cost	Service Task	Labor Subtotal	Parts Subtotal	Line Item Subtotal
36128996	05/09/2025 8:30 AM	05/09/2025 3:30 PM	7 hrs 0 mins		15,855 mi	\$122.58	\$27.55	\$150.13	Preventative Maintenance	\$122.58	\$27.55	\$150.13
28078247	07/19/2024 1:00 PM	07/19/2024 3:00 PM	2 hrs 0 mins		9,885 mi	\$154.60	\$56.21	\$210.81	WHEEL CHAIR LIFT	\$32.02		\$32.02
28078247	07/19/2024 1:00 PM	07/19/2024 3:00 PM	2 hrs 0 mins		9,885 mi	\$154.60	\$56.21	\$210.81	Module Reprogramming	\$40.86		\$40.86
28078247	07/19/2024 1:00 PM	07/19/2024 3:00 PM	2 hrs 0 mins		9,885 mi	\$154.60	\$56.21	\$210.81	Preventative Maintenance	\$81.72	\$56.21	\$137.93
Total Amount										\$277.18	\$83.76	\$360.94

Waterford Senior Services

2025 Annual Report





“

The longer I live,
the more beautiful life becomes.

”

-Frank Lloyd Wright

WSS

Senior Citizens Commission

Joyce Vlaun- Chairperson

Dina Lopes- Vice Chair

Dan Rissi- Vice Chair

Rick Beaney- Commissioner

Anne Darling- Commissioner

Cathy Gonyo- Commissioner

Marilyn Lusher- Commissioner

Susan Marelli- Commissioner

2025 ANNUAL REPORT



A Message from Human Services Administrator Dani Gorman

Fiscal Year 2025 has been a time of growth, resilience, and renewed commitment for Waterford Senior Services. As we continue to serve an expanding population of older adults, our focus has remained steadfast: to promote independence, dignity, and quality of life for every senior in our community. Throughout the year, we strengthened partnerships, enhanced our programs, and embraced innovation to meet the evolving needs of those we serve. From expanding access to health and wellness initiatives, to improving transportation and meal services, to offering new opportunities for connection and lifelong learning, our team has worked tirelessly to ensure that every senior felt supported and valued. At the heart of our Senior Services' mission is the belief that well-being extends beyond physical health.

Our mental health programs supported the emotional, psychological, and social needs of older residents, helping them maintain stability, confidence, and connection as they age. Through individualized case management, counseling referrals, support groups, and wellness workshops, we ensured that every senior had access to compassionate care and the resources they needed to navigate life's challenges. Our staff worked closely with families, caregivers, and community partners to address issues such as isolation, depression, anxiety, grief, and financial or housing concerns. By creating a safe, supportive environment, the Senior Services empowers older adults to build resilience, strengthen relationships, and enhance their overall quality of life.

The Senior Services department has also re-committed itself to using data-driven strategies to design, evaluate, and enhance programs that meet the evolving needs of older residents.

By collecting and analyzing information on program participation, community demographics, and service outcomes, we ensured that every initiative was guided by evidence and focused on measurable impacts.

Through this approach, we were better able to identify gaps in services, allocate resources efficiently, and develop targeted programs that promoted health, independence, and social connection. Data allowed us to move beyond assumption and enabled continuous improvement, accountability, and a deeper understanding of how to best serve our senior community today and in the future.

Fiscal year 2025 was one of our busiest and most vibrant years yet at the senior center. With record participation across programs, events, and daily activities, our center continued to serve as a true hub of community life for older residents. From fitness and wellness classes to educational workshops, social gatherings, and volunteer opportunities, our calendar was full and so were our rooms. This high level of engagement reflects the growing demand for meaningful connections, accessible resources, and enriching experiences among our senior community in 2025. It was heartwarming to see more members joining, returning, and staying active; making the senior center a place where every day has been an opportunity to learn, laugh, and belong.

This annual report reflects not only our achievements, but also the dedication of our staff, volunteers, community partners, and the seniors who inspire our mission every day. As we look ahead, we remain committed to fostering an inclusive, compassionate community where aging is celebrated and every individual has the opportunity to thrive. On behalf of the Senior Citizens Commission, the Senior Services Department, and our Chairwoman Joyce Vlaun, I respectfully present our Fiscal Year 2025 Annual Report:

A handwritten signature in blue ink that reads "Dani".

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Meet Our Team



Dani Gorman

Human Services Administrator

Dani oversees the department's daily operations and leads initiatives that strengthen services for Waterford's youth, families, and seniors through collaboration and innovation.



Terry Wheeler

Assistant Director

Designs and develops services that support older adults' well-being. Plans, coordinates and manages senior programs. Supports planning, staff supervision, budgeting, and community outreach.



Heidi McSwain

Human Services Coordinator

Heidi coordinates family services, community assistance, and volunteer programs, ensuring residents receive compassionate, effective support when they need it most.



Meaghan Lineburgh

Senior Service Assistant

Provides administrative and client support within senior services programs. Assists with scheduling, recordkeeping, and coordination of activities and resources for older adults.



Michael Buscetto

Office Technician

Provides clerical support for senior programs. Handles communication, transportation scheduling, and customer service to ensure efficient office operations and quality service for older adults.



Rich Messina

Veterans Liaison

As the Veterans Liaison, Rich Messina helps Waterford veterans access essential benefits and resources. A Vietnam War veteran himself, he brings compassion and understanding to ensure those who served receive the support they deserve.



Jennifer Bracciale, Barry Neistat & Rick Beany

Senior Services Clerk & Café Managers (Shared)

Van Drivers



Rick Holloway



John Frascarelli

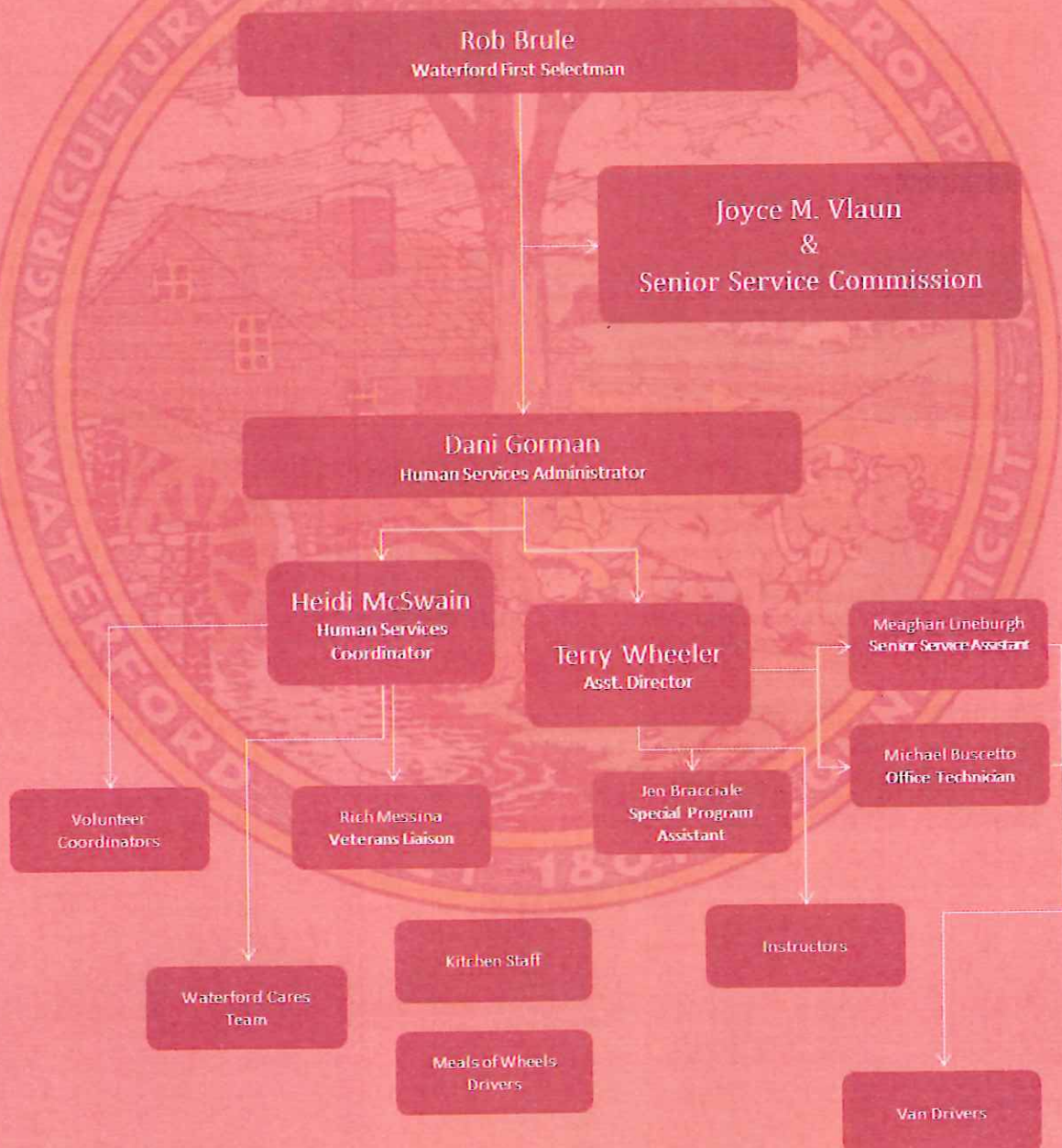


Ruth Menghi



Patricia Duford

Organization Chart



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Community Partners

Waterford Senior Services thrives through the strength of our community connections. Our partnerships span healthcare, housing, nutrition, safety, education, and recreation allowing us to serve the diverse needs of our growing senior population. These collaborations help ensure that every senior in Waterford has access to the resources, services, and experiences that support aging with dignity, purpose, and connection.

National Aging and Disability Resources

- Americans with Disabilities Act (ADA)
- National Council on Aging (NCOA)
- National Institute on Aging (NIA)
- Alzheimer's Association
- AARP (Smart Drivers, Tax-Aide)
- Falls Free CT
- UCP of Eastern CT
- Blue Doors Foundation

Regional and State Agencies

- Senior Resources Agency on Aging
- TVCCA (including Meals on Wheels)
- Visiting Nurse Association of Southeastern CT
- East Lyme Senior Center
- Lymes Senior Center
- SERAC (Southeastern Regional Action Council)
- Thrive 55 Groton

Health Care Providers and Specialists

- Dr. Walter, DPM (Foot Clinic)
- Hartford Healthcare Center for Healthy Aging
- Bayview Health Care
- Atria Crossroads
- NL Rehabilitation and Care
- Greentree Rehabilitation and Nursing

Financial Institutions

- M&T Bank
- Chelsea Groton Bank
- Charter Oak Federal Credit Union

Retail and Grocery Partners

- Stop & Shop of Waterford
- Stop & Shop Pharmacy
- Costco of East Lyme
- Shop Rite of New London

• BJ's of Waterford

Restaurants and Food Establishments

- Filomena's Restaurant
- Neon Chicken
- Mr. G's Restaurant
- Flanders Fish Market and Restaurant
- Crown Pizza
- Supreme Pizza
- Ivy's Simply Homemade
- Nana's Byrek
- Captain Scott's
- Starbucks of Waterford
- Flanders Doughnut and Bake Shop
- BF Clyde's Cider Mill
- Dunkin' Donuts
- SIFT Bake Shop
- LongHorn Steakhouse
- Recovery Room
- Langley's
- Olive Garden
- Chili's
- Black Sheep

Health, Educational & Cultural Organizations

- UConn Master Gardener Program
- Yellow Farmhouse Education Center
- Save The River Save The Hills
- Florence Griswold Museum
- Garde Arts Center
- Broadway Kids and Company
- Nancy Butler, Author and Speaker
- SE Pickleball Association
- Kent Ward, Whaling City Athletic Club
- Joe Grieco
- Mike Mauro
- SERAC
- Friends of Harkness
- Modern Vein Providers

- Audiology Concierge
- SE CT Visiting Nurse Association
- Jude Carter Writing Workshops
- Kathy Swope, Author
- Terri Brodeur Breast Cancer Foundation
- Safe Futures

Transportation & Travel

- Friendship Tours
- Colette Travel
- SEAT HOP Bus Service
- Eastern CT Transportation Consortium

Public Safety and Emergency Services

- Waterford Police Department
- Waterford Fire Department
- Waterford Fire and Safety Education
- Waterford Ambulance
- Waterford Emergency Management

Local Government & Community Services

- Waterford First Selectman's Office / Waterford Cares
- Waterford Youth and Family Services
- Waterford Recreation and Parks
- Waterford Community Food Bank
- Waterford Tax Assessor's Office
- Waterford Rotary Club
- Waterford Public Library
- Waterford Lion's Club
- Waterford High School Senior Internships

Housing and Senior Living

- Jordan Brook
- Victoria Gardens
- Twin Haven
- AHEPA

2025 ANNUAL REPORT

Waterford Senior Services Program Impact Overview

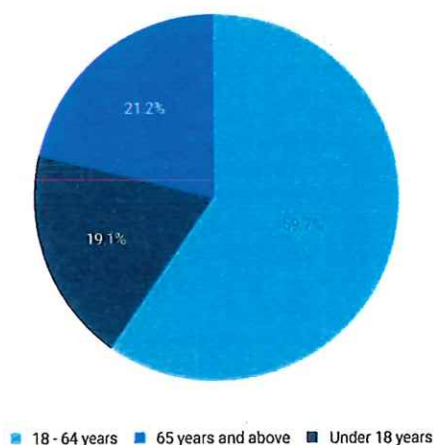
At Waterford Senior Services, programs are designed to enhance the quality of life for older adults in our community by addressing their diverse needs and aspirations. As of the 2020 Census, Waterford's population was 19,570, with 4,542 residents aged 65 and older, comprising approximately 23% of the total population.

In Waterford, the senior population is diverse and growing. Among residents aged 65 and older, 1,257 are 80 years or older and 1,959 are between 70 and 79 years old. This demographic shift underscores the importance of programs that support not only physical health but also social engagement and cognitive well-being.

Our services aim to promote well-being, social connection, and personal growth. From health and wellness initiatives to social and recreational activities, we focus on empowering seniors to lead fulfilling and active lives. Recognizing the significance of community, our programs provide opportunities for socialization, fostering a sense of belonging and purpose among participants.

Waterford, Connecticut population by age cohort

The largest age cohort is 18 - 64 years with a population of 11,669 (59.66%)



Source: U.S. Census Bureau, American Community Survey (ACS) 2017-2021 5-Year Estimates

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Waterford Senior Services Program Impact Overview

Social & Cognitive Wellness Activities

Staying socially connected and mentally engaged is essential to aging well. Waterford Senior Services offers a variety of programs designed to promote interaction, mental stimulation, and a strong sense of community. The number of participants reflect the number of seniors who took part with some individuals attending multiple events. Numbers are dependent upon the number of times per fiscal year we hold the program.

Café Programs

Our Café Programs blend socialization, education, and nutrition to create meaningful experiences for older adults. These include:



- **Lunch and Learn- 209 participants:** Combining educational presentations with shared meals, encouraging learning alongside social connection.
- **Special Lunch Events and Holiday Celebrations- 483 participants:** Bringing the community together to celebrate seasonal and cultural occasions.
- **Out to Lunch Programs- 115 participants:** Group outings to local restaurants, promoting exploration and social engagement.
- **Pizza and A Movie – 105 participants:** A fun, relaxed setting where participants enjoy a meal before a popular film.
- **Café Lunch – 238 participants:** Usually held before our popular Bingo sessions, providing a chance to connect over a meal.
- **Breakfast Programs- 105 participants:** Offering a nutritious start to the day, entertainment and opportunities for social interaction.
- **Senior Picnic- 114 participants:** An annual outdoor gathering that celebrates community and friendship, at Waterford Beach Park.
- **Beach Day at Waterford Beach Park- 27 participants:** An annual summer event that invites seniors to experience the beauty and relaxation of Waterford's local beach. A special experience for those seniors who may find it harder to visit on their own.
- These programs create vibrant, welcoming spaces where seniors can nurture both body and mind, promoting lifelong learning, friendship, and community spirit.

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Waterford Senior Services Program Impact Overview

Games & Card Groups

Regular game gatherings provide fun, challenge, and connection. There are **66 games per year with 883 participants**. We offer a wide selection including Bunco, Bingo, LCR Wild, Mahjongg, Bridge, Pinochle, Cribbage, Canasta, and Pitch. These games support memory, strategy, and social engagement, key elements of cognitive wellness.



Creative Enrichment & Lifelong Learning

Enrichment programs helped the **465 participants** celebrate the seasons, explore new interests, and express themselves creatively. Offerings include painting classes, wreath-making, floral design, and knitting, crocheting, quilting, and book discussions. Technology help sessions and our Brain Flex class encourage digital confidence and cognitive health, while seasonal workshops keep programming fresh and engaging.



Travel and exploration are important aspects of active aging -346 participants. Waterford Senior Services organizes day trips twice a month in partnership with Friendship Tours, offering seniors enjoyable, accessible outings to regional attractions. We also collaborate with Collette Travel to provide trips to America's popular destinations and international vacations, created with the interests and needs of older adults in mind. In addition, we host local excursions to favorite destinations and special events, such as a tea at Florence Griswold or an afternoon of bowling making it easy for seniors to stay engaged, curious, and connected. Together, these activities create a vibrant environment where older adults can thrive, mentally, emotionally, and socially.



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Waterford Senior Services Program Impact Overview

Physical Health & Wellness

Supporting the health of older adults is central to our mission at Waterford Senior Services. We offer a wide range of inclusive fitness programs and preventive health services that help individuals maintain strength, mobility, and overall wellness as they age.



- **Inclusive Fitness & Movement – 379 participants**
Our adaptive chair classes provide safe, accessible exercise options for those with mobility or balance concerns, focusing on strength, flexibility, and circulation while promoting confidence and fall prevention.



- **Popular Group Activities**
Pickleball (190), strength training (295), line dancing (123), table tennis (68), Tai Chi (104), and Zumba Gold (135) attract active older adults committed to maintaining wellness and connection.



- **Falls Prevention Partnership – 77 participants**
In partnership with Physical Therapist Natalie Edwards, we offer specialized balance and safety programs to reduce fall risk and promote independence.



- **Preventive Health Services**
We partner with local providers for convenient onsite screenings, including:

- Flu Clinics with Stop & Shop Pharmacy (57)
- Blood Pressure Checks by Nurse Judy, VNA (296)
- Vein Screenings by Modern Vein Providers (13)
- Hearing Checks by Hearing Concierge (28)
- Foot Clinic with Dr. Walter, PDM (312)



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Waterford Senior Services Program Impact Overview

Waterford Senior Services is dedicated to helping older adults age with dignity through programs that promote health, connection, and independence. As our community grows, we remain committed to providing services that enhance quality of life and reduce isolation. We look forward to continuing our work, supporting seniors to live vibrant, engaged, and meaningful lives.

Key Impacts of Our Programs



Enhanced Social Connection

Our programs create vital opportunities for seniors to build friendships and reduce loneliness. With **100% of our offerings including socialization components**, participants experience increased feelings of belonging and community support.



Improved Physical Health

Through fitness classes, adaptive chair exercises, and preventive health services, seniors enhance their strength, balance, and mobility, contributing to greater independence and reduced fall risk.



Cognitive Stimulation and Lifelong Learning

Enrichment activities, brain fitness classes, and educational programs like Lunch and Learn promote mental agility, curiosity, and personal growth, helping to maintain cognitive health.



Accessible Preventive Care

Partnerships for flu vaccinations, blood pressure screenings, vein health, foot care, and hearing check-ups provide convenient, onsite access to essential health services, leading to early detection and better management of health issues.



Information Assistance & Benefits Counseling

Our knowledgeable staff offers Veterans Affairs and Medicare counseling, helping seniors navigate complex healthcare systems and access vital benefits with confidence and ease.



Technology Help

Technology support sessions empower older adults to use digital tools for communication, accessing services, and enhancing daily life, reducing isolation and increasing independence in an increasingly digital world.



Driver Safety & Independence

The **AARP Smart Driver Course** helps seniors update their driving skills, stay informed about safe driving practices, and maintain independence behind the wheel.

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Transportation



Waterford Senior Services continues to provide free, reliable transportation for Waterford seniors and residents with disabilities. Operating Monday through Friday, our vans remain in high demand as seniors use them to attend medical appointments, shop for groceries, visit the hairdresser or barber, and participate in community activities. The addition of a full-time van driver has expanded our capacity, allowing more residents to access this vital service. By helping seniors stay mobile, we support their ability to live independently, remain socially active, and engage fully in the community. The transportation program is also being upgraded, with route optimization underway to better meet the needs of Waterford's growing senior population.



33,403 TOTAL MILES FOR FLEET



2972 TOTAL INDIVIDUAL TRIPS



2865 TOTAL RIDERS for FY2025



1208 TOTAL SOCIAL RIDES



1100 TOTAL MEDICAL RIDES

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Waterford Community Food Bank



Volunteers

Our Food Bank thrives thanks to a dedicated team of 12 adult volunteers who work tirelessly under the leadership of Volunteer Coordinator Anne Ogden. Together, they organize donations, pack meals, and ensure that local families have consistent access to nutritious food and essential support. Their compassion, reliability, and teamwork embody the very best of Waterford's community spirit.



By The Numbers



This year, the Waterford Community Food Bank served over 1,500 households and more than 3,000 individuals, an increase of nearly 15% from last year. As the need for assistance continues to rise, our dedicated volunteers and generous donors have ensured that no neighbor goes without support. New this year, our vegetable garden provides fresh, locally grown produce to clients, promoting healthier options and food sustainability. Through compassion and commitment, we continue to meet growing demand and provide vital resources to families across our community.

12

Mental Health

Referrals for counseling continued to increase from older adults, caregivers, physicians, and community agencies seeking mental health support for seniors. The rise in requests highlights both a growing awareness of available services and the ongoing need for accessible, affordable care. Many older residents reached out for help managing challenges such as grief, loneliness, and adjustment to life changes. This steady demand underscores the vital role our counseling program plays in promoting emotional wellness, connection, and stability among Waterford's aging population. The most prevalent mental health concerns we're seeing:



Depression

Depression is one of the most common mental health challenges among older adults, often linked to grief, chronic illness, or changes in independence. It can manifest as fatigue, loss of interest, or withdrawal from social activities. Early recognition and support are vital in helping seniors regain a sense of purpose and connection.



Anxiety

Many seniors experience anxiety related to health concerns, financial pressures, or uncertainty about the future. Persistent worry and tension can impact sleep, focus, and overall quality of life. Providing coping tools and reassurance helps reduce stress and promote emotional stability.



Social Isolation

Social isolation remains a leading concern for older adults, particularly those living alone or with limited mobility. Loneliness can intensify feelings of depression and anxiety, affecting both mental and physical health. Community programs and peer connections play a crucial role in rebuilding engagement and belonging.

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Human Services

In Fiscal Year 2025, our Human Services Department remained dedicated to enhancing the well-being of Waterford residents. Guided by compassion and collaboration, we focused on meeting basic needs, strengthening families, and improving quality of life through prevention, intervention, and direct support. The following highlights capture the scope and impact of our work throughout the year.

At WSS we are committed to ;

- Assessed community needs to identify gaps in social, economic, and health-related services.
- Provided direct assistance such as food, housing support, energy aid, or emergency relief.
- Coordinated family and youth services, including counseling, case management, and early intervention programs.
- Promoted public health and safety by addressing issues like homelessness, mental health, substance use, and domestic violence.
- Supported workforce and economic stability through job readiness, childcare assistance, and access to benefits.
- Collaborated with other agencies and nonprofits to create an integrated system of care.
- Advocated for social equity and ensured fair access to resources and opportunities for all residents.



201 applications were approved for Energy Assistance, helping households stay warm and secure through the winter months.



154 Renter Rebate applications were processed, resulting in \$72,000 awarded to residents.



101 Farmers Market Nutrition Cards were distributed, totaling \$4,000 in local food support.



\$4189.77 in Endowment Funds was used to assist residents facing emergencies, providing critical support for auto repairs, housing needs, and other unexpected hardships.

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Veteran Services

Waterford Veterans Coffeehouse at Filomena's –The Waterford Veterans Coffeehouse at Filomena's provides a welcoming space for veterans to connect, share stories, and access valuable resources in a respectful and supportive environment. By fostering fellowship and mutual understanding, it strengthens the bonds within the veteran community while honoring their service and sacrifice. Proudly the largest veterans' gathering in eastern Connecticut, the Coffeehouse continues to grow, with attendance increasing by 35 percent as the community remains deeply committed to ensuring every veteran feels valued, connected, and supported.

12 Coffeehouses
for FY25



100 Veterans Avg.
Attendance



400+ Veteran Food Bags
distributed through the year



Supporting Waterford's Veterans

Under the leadership of Veterans Liaison Rich Messina, we have strengthened its outreach to local veterans in 2025. A Vietnam War veteran himself, Rich has helped dozens of Waterford veterans access critical resources, benefits, and tax relief programs. His dedication and compassion ensure that those who served our country receive the care, recognition, and support they deserve.

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The Waterford Care team is a multidisciplinary group of town providers who work collaboratively to ensure that residents who have been referred receive comprehensive, efficient, and person-centered care. By integrating medical, behavioral, and social support services, the team promotes seamless communication among providers, reduces duplication of efforts, and enhances outcomes. Our goal is to deliver consistent, high-quality care tailored to each resident's individual needs and preferences.

Referrals to the Waterford Cares Team come from a variety of sources, including adult caregivers, family members, law enforcement, fire and ambulance services, as well as other healthcare and community service providers. This broad referral network ensures that individuals in need of support are identified promptly and connected to the appropriate services and resources.

In fiscal year 2025, the Waterford Cares Team managed an average of five new cases per week. The residents referred to the team presented with a range of ages and complex and interrelated challenges, including mental health concerns, substance use issues, chronic medical conditions, housing instability, social isolation, and difficulties accessing essential community resources. Through a collaborative and person-centered approach, the team worked to address these needs holistically, ensuring that each individual received the appropriate level of care and support.

The Waterford Cares Team completed 75 well-being checks in the field. These visits played a vital role in supporting the physical and emotional health of our community members. By meeting individuals where they are, the team was able to identify needs early, provide timely assistance, and strengthen connections between residents and local resources. This proactive approach ensured that no one is left without care, fostering a safer and more supportive community for all.

The team's dedication gained the attention of other local leaders, who recognize Waterford Cares as a model of commitment to residents in need. This continued collaboration and recognition highlight the impact of proactive, compassionate community outreach.



Looking Ahead

Introducing the Memory Café

In the year ahead, we are excited to introduce a new program at Waterford Senior Services, the Memory Café, a program formed in partnership with the Waterford Public Library. This welcoming and inclusive gathering will provide a safe, supportive space for individuals living with memory loss, along with their family members and care partners, to connect, share experiences, and enjoy meaningful activities together.

Importantly, the Memory Café will also offer significant benefits for caregivers. Caregiving can be both rewarding and demanding, and the café provides caregivers a much-needed opportunity to relax, share experiences, and receive encouragement from others who understand their journey. By participating together, caregivers and their loved ones can enjoy positive shared experiences outside of their daily routines, strengthening relationships and easing emotional stress.

In addition, the Memory Café will connect caregivers to community resources, support networks, and educational opportunities, helping them find balance and enhancing the care they provide at home. The Memory Café, held weekly in our dining room, will feature engaging programs such as music, art, conversation, and light refreshments in a relaxed social setting. Our goal is to foster connection, reduce isolation, and promote joy and well-being among participants.

By adding the Memory Café, we are expanding our commitment to serving all seniors in our community, including those affected by dementia or cognitive changes and their care partners. We look forward to collaborating with the library, local businesses and volunteers to bring this valuable resource to life and to ensure it becomes a vibrant, supportive part of Senior Services' programming.



Looking Ahead

Launching the Curiosity Corner

As we look to the year ahead, Senior Services is proud to announce the launch of the Curiosity Corner, an innovative educational initiative housed in our new Patricia Ryan Movie Theater and Multimedia Center. This thoughtfully designed, technology-enhanced environment will serve as a hub for lifelong learning, cultural enrichment, and intellectual engagement.

The Curiosity Corner will feature a diverse range of classes and presentations that encourage exploration, discussion, and discovery. Upcoming topics include The History of Shopping, examining the evolution of consumer culture and its social impact; Media Madness, exploring the changing media landscape and its influence on society; and Celebrating National Parks, highlighting the origins of America's park system, the role of the railways, and the enduring power of nature to inspire.

Through this initiative, we aim to expand the scope of our educational programming, promote intergenerational engagement, and position Senior Services as a leader in creative and meaningful lifelong learning opportunities. The Curiosity Corner reflects our ongoing commitment to innovation, connection, and the enrichment of mind and spirit for all who participate.

Empowering Seniors in a Digital World

Finally, we look to the year ahead, Senior Services is excited to launch our new *Staying Connected Technology Series* — an engaging program designed to help older adults confidently embrace today's digital world. Our Media Center is ideally equipped to host technology programs, providing a welcoming, comfortable space for seniors to learn and stay connected. Through interactive workshops participants will explore topics such as Artificial Intelligence and its practical uses, online safety and privacy, and how technology can support health, wellness, and daily living. The series will also highlight ways to stay socially connected, use smart devices to enhance independence, and discover the creative possibilities technology offers for lifelong learning. By empowering older adults with knowledge and digital skills, we aim to strengthen connection and technology confidence.

Waterford Senior Citizens Commission Meeting
Tuesday, December 16, 2025 at 4:00pm
Waterford Community Center
24 Rope Ferry Rd. Waterford, CT 06385

Present: Joyce Vlaun (Chairperson), Rick Beaney, Anne Darling, Cathy Gonyo, Dina Lopes, Marilyn Lusher, Dan Rissi, Susan Marelli

Also Present: Dani Gorman (Human Services Administrator), Heidi McSwain (Human Services Coordinator), Terry Wheeler (Senior Services Assistant Director, Richard Muckle (Selectman Representative)

Absent: Tom Kennedy (Senior Representative)

- I. Call to Order: Meeting was called to order at 4:02pm
- II. Establish a Quorum: Quorum was established
- III. Public Comment: None
- IV. Approval of minutes of the November 18, 2025 Commission meeting: Motion made by Marilyn Lusher to approve the minutes of the November 18, 2025 Commission Meeting. Rick Beaney seconded the motion. Motion passed.
- V. Correspondence: Thank you letter and donation presented to commission.
- VI. Committee Reports:
 - a. Budget: Senior Citizen Commission Budget for Fiscal Year 2027 presented to commission, discussion followed. Motion made by Marilyn Lusher to approve the Senior Citizen Commission Budget for Fiscal Year 2027 as presented. Anne Darling seconded the motion.
Motion passed: 8-0-0
 - b. Nomination Committee: None
 - c. Endowment/Planned Giving Sub-Committee: One endowment request went to committee. Discussion followed
 - d. Transportation: Dani Gorman stated that in January there would be a presentation to the commission on new transportation software. Discussion about reviewing transportation policies and to be presented to commission at January Commission Meeting.
 - e. Policies Ad Hoc Committee: None
- VII. Director/Assistant Director Report for November 2025: Terry Wheeler presented the commission with latest addition to the Loop. Wheeler stated that registration were busy with an increase in online registration.

VIII. New Business: None

IX. Adjournment: Rick Beaney made a motion to adjourn at 5:01pm. Susan Marelli seconded the motion. Motion passed.

Respectfully submitted

Meaghan Lineburgh

Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10122

EMERGENCY MANAGEMENT

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	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	94,688	97,055		44,260	99,482	2,427	2.50%
51210	CLERICAL/TECHNICAL	33,520	34,572		15,485	35,491	919	2.66%
51240	DISPATCH EDUCATION INCENTIVE	3,140	3,140		3,140	3,140	-	0.00%
51440	DISPATCH PERSONNEL	609,256	760,225		327,513	786,955	26,730	3.52%
51810	DISPATCH OVERTIME	204,392	123,849		61,728	128,207	4,358	3.52%
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800	-	0.00%
51830	TRAINING OVERTIME (NEW)	4,297	24,000		1,765	24,000	-	0.00%
51920	FICA	69,246	80,776		32,794	82,565	1,789	2.21%
	SUBTOTAL	1,018,539	1,125,417	0	486,685	1,161,640	36,223	3.22%
SERVICES								
52010	ADVERTISING	0	200		0	200	-	0.00%
52020	POSTAGE	45	500		229	500	-	0.00%
52030	PROFESSIONAL FEES	1,332	1,000		0	1,000	-	0.00%
52040	SERVICE CONT & REPAIR	35,669	44,681		22,906	46,181	1,500	3.36%
52050	DUES, CONF., & EDUCATION	2,339	21,039		0	19,039	(2,000)	-9.51%
52060	PRINTING	14	200		10	200	-	0.00%
52080	TELEPHONE	21,977	21,168		10,931	25,340	4,172	19.71%
52300	TRAINING, EDUC & EMERG	0	2,600		0	2,600	-	0.00%
52370	DISPATCH CLOTHING ALLOWANCE	4,090	4,000		0	4,250	250	6.25%
52415	GENERATOR MAINTENANCE	2,069	6,200		498	6,200	-	0.00%
	SUBTOTAL	67,535	101,588	0	34,574	105,510	3,922	3.86%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	157	250		0	250	-	0.00%
53020	OTHER SUPPLIES	228	1,030		166	1,030	-	0.00%
53090	FUELS & LUBRICANTS	197	750		85	750	-	0.00%
53120	SHELTER SUPPLIES	0	600		0	600	-	0.00%
53130	RADIOLOGICAL SUPPLIES	0	400		0	400	-	0.00%
	SUBTOTAL	582	3,030	0	251	3,030	-	0.00%
	DEPARTMENT TOTAL	1,086,656	1,230,035	0	521,510	1,270,180	40,145	3.26%

FY 2027 ANNUAL BUDGET

DEPT/AGENCY:

10122 EMERGENCY MANAGEMENT

LINE ITEM	DESCRIPTION	COLUMN 1 2024/25 ACTUAL EXPENDED	COLUMN 2 2025/26 R.T.M. APP.	COLUMN 3 2024/25 TRANSFERS ADD.	COLUMN 4 ACTUAL EXPENDED 12/19/2025	COLUMN 5 2026/27 DEPT/AGY REQUEST	COLUMN 6 2026/27 APPR BD/SEL	COLUMN 7 2026/27 BD OF FIN RECOMM.	COLUMN 8 2026/27 R.T.M. APPROVED
10222	PERSONNEL COSTS								
51110	ADMINISTRATION	90,211	97,055	11,600	44,260	99,482			
51210	CLERICAL/TECHNICAL	33,520	34,572		15,485	35,491			
51240	DISP. EDUCATION INCENTIVE	3,140	3,140	140	3,140	3,140			
51440	DISPATCH PERSONNEL	609,256	760,225	(105,140)	327,513	786,955			
51810	DISPATCH OVERTIME	204,392	123,849	105,000	61,728	128,207			
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800			
51830	TRAINING OVERTIME	4,297	24,000		1,765	24,000			
51920	FICA	69,246	80,776		32,794	82,565			
SUB-TOTAL			1,125,417		486,686	1,161,640	0	0	
52000	SERVICES								
52010	ADVERTISING	0	200		0	200			
52020	POSTAGE	45	500		229	500			
52030	PROFESSIONAL FEES	1,332	1,000	400	0	1,000			
52040	SERV. CONT. & REPAIRS	35,669	44,681	3,000	11,691	46,181			
52050	DUES, CONF. & EDUCATION	2,339	21,039	(6,400)	0	19,039			
52060	PRINTING	14	200		10	200			
52080	TELEPHONE	21,977	21,168	2,000	10,931	25,340			
52300	TRAINING, EDUC & EMERG	0	2,600		0	2,600			
52370	DISP. CLOTHING ALLOWANCE	4,090	4,000	1,000	0	4,250			
52415	GENERATOR MAINTENANCE	2,069	6,200		498	6,200			
SUB-TOTAL			101,588		23,358	105,510	0	0	
53000	MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	157	250		0	250			
53020	OTHER SUPPLIES	228	1,030		166	1,030			
53090	FUEL & LUBRICANTS	197	750		85	750			
53120	SHELTER SUPPLIES	0	600		0	600			
53130	RADIOLOGICAL SUPPLIES	0	400		0	400			
SUB-TOTAL			3,030		251	3,030			
DEPARTMENT TOTAL			1,230,035		510,295	1,270,180	0	0	

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



BUDGET FUNCTION

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

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

The Waterford Emergency Management Department continues its partnerships with the City of New London, New London Port Area Marine Group, the Dominion Millstone Power Station, the Connecticut Department of Emergency Management & Homeland Security (DEMHS) Region IV, the Connecticut Department of Energy & Environmental Protection, Ledge Light Health District and several other government and non-governmental agencies.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



FY2027 BUDGET SUMMARY

The proposed FY 2026/27 Emergency Management Department budget is \$1,270,180. This represents an increase of \$40,145 (3.26%) over the FY 2025/26 approved budget. Personnel costs represent 91.45% of the total budget while operations represents 8.55%. The majority of line items have no change or minimal change.

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

UPSEU Contracted Wage Increase (expires 6/30/26)	0%
51440 Dispatch Personnel Increase	\$26,730
51810 Dispatch Overtime	\$4,358
51920 FICA Increase	\$1,789
52050 Dues, Conferences & Education	-\$2,000
52080 Telephone	\$4,172

The proposed FY 2026/27 Emergency Management and Waterford Emergency Communications Center (WECC) budget allows the Town of Waterford to maintain current Federal and State standards of acceptance. As the Town of Waterford has a nuclear power plant within its borders, the town must comply with required objectives from the Nuclear Regulatory Commission while being prepared for all other emergencies and disasters.

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

Series changes (up and down) are explained below:

51000 series – This series represents 91.45% of the Emergency Management budget. It has increased by \$36,223 (3.22%) due to contractual raises and the hiring of two experienced dispatchers at higher steps than the personnel that they replaced.

52000 series – This series increased by \$3,922. Increases are due to higher telephone costs and equipment repair costs.

53000 series – There were no changes to this series.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



DEPARTMENT METRICS

The data in this section refers only to calls taken and computer entries by dispatchers in the Emergency Communications Center. Activity reported by police, fire and EMS may vary as a result. The emergency dispatch center answered a total of 48,745 telephone calls during FY 2025. There were 53,045 incidents recorded in the Computer Aided Dispatch System (CAD) during the same timeframe. Police self-initiated activity contributes most to the discrepancy between the previously stated numbers.

9-1-1 Calls

The Waterford Emergency Communications Center (WECC) handled 8,069 9-1-1 calls during FY25. That is an average of approximately one 9-1-1 call per hour for every hour of the year.

Police Dispatch

The WECC entered 15,039 incidents into CAD for routine and emergency calls for assignment to the police department during FY 2025. Some incident types such as applicant fingerprinting and other administrative tasks are no longer reported to dispatch resulting in a lower number of recorded activity for the police in dispatch. These incident types are recorded in the police department's records management system (RMS).

Fire/EMS/Medic Dispatch

The WECC handled 23,161 routine and emergency calls for assignment to fire/EMS/Medics in FY25.

BUDGET EXPLANATIONS BY CATEGORY

51110 - ADMINISTRATION

\$2,426 increase – There is a Non-Union Management Professionals increase of 2.5% for FY27. A portion of this salary is eligible for reimbursement through the Emergency Management Performance Grant (EMPG) program and the Nuclear Safety Emergency Program (NSEP). The reimbursement varies slightly each year; EMPG can be up to 25% and NSEP is 25%.

51210 – CLERICAL/TECHNICAL

This line has increased by \$919. This increase is due to a contractual pay increase. The Police Department Office Coordinator is assigned to Emergency Management for 2.5 hours/week and a Fire Services Community Safety Educator is assigned 15 hours/week.

51240-DISPATCH EDUCATION INCENTIVE

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

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



51440 – DISPATCH PERSONNEL

\$26,730 increase – 3.52% increase due to contractual increases in the UPSEU Waterford Public Safety Dispatchers' Union collective bargaining agreement. This line item includes the salaries for ten (10) public safety dispatchers who operate the Emergency Communications Center. This does not include annual increases for FY27 as the UPSEU Waterford Public Safety Dispatchers' Union collective bargaining agreement expires on June 30, 2026. It does include step increases and payouts for unused holiday time. Also included are part time dispatchers' wages. There are currently three fully trained part-time dispatchers. Part-time dispatchers are crucial to helping control overtime costs.

51810 – DISPATCH OVERTIME

\$4,358 increase – This increase is due to contractual pay increases. This line item is designed to provide funding to cover shifts, which are vacant due to training or authorized approved time off. There department is currently fully staffed with one of the staff in basic training. Training for the newest hire will not be complete until sometime during mid FY27.

51823 – EMERGENCY PERSONNEL

This line item is for emergency workers' salaries to attend and/or instruct emergency management education and training programs, assist during emergencies, participate in drills and emergency information data input. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Emergency Fund.

51830 – TRAINING OVERTIME

No change. Training overtime is related to wages which are paid at a time and a half rate for recertification training and other training that may be required for certification and for the replacement of dispatchers who attend training in lieu of their scheduled shift. Dispatchers are required to have a minimum of 16 hours of training for Emergency Medical Dispatching (EMD), COLLECT, and CPR. The line allows for APCO in-service trainings such as caller interrogation, crisis intervention, and active shooter. These trainings will help the dispatchers provide better customer service to residents and visitors to the Town of Waterford.

51920 – FICA

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

52010 - ADVERTISING

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

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT



52020 – POSTAGE

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

52030-PROFESSIONAL FEES

The Dispatch Center has been required to utilize outside professional resources that may include but is not limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Language and document interpretation services are included in this section. Professional advice from training counselors is also commonplace. Dispatchers' physicals and confidential counseling is also taken from this line item.

52040 – SERVICE CONTRACT AND REPAIRS

\$1,500 increase – This increase is largely due to an increase in alarm monitoring costs for town buildings.

52050 – DUES, CONFERENCES AND EDUCATION

This line was reduced by \$2,000. There has been less travel for training reducing our costs. This line item covers all conferences and training for the Communications Center and Emergency Management as well as the contractual requirement of college reimbursement.

52060 – PRINTING

This amount is used for the items for printing poster size enlargements for the EOC with radiological and evacuation informational updates, and color Millstone zone maps, plow routes for DPW, and maps of all roadways for storm related incidents. Most expenses are eligible for up to 50% reimbursement under grants obtained by Emergency Management.

52080 – TELEPHONE

\$4,172 increase - Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center are the routine telephone expenses for business telephones, remote lines that connect radio equipment in town; cellular phones, and (1) T1line for the 800mhz Radio System. This line item was determined by reviewing the past 6 months billing.

52300 – TRAINING, EDUCATION & EMERGENCIES

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

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT**



input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

52370 – DISPATCH CLOTHING ALLOWANCE

This line increased by \$250 due to the rising costs of uniforms. This line is used to supply uniforms to dispatchers. The Town is required by the CBA to provide each full-time dispatcher three (3) long sleeved uniform shirts, three (3) short-sleeved uniform shirts, and two (2) sweatshirts. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse the full-time dispatchers for uniform style pants and work shoes, not to exceed a total of two hundred dollars (\$200).

52415 – GENERATOR MAINTENANCE

No change. A number of emergency generators provide electrical power to certain town facilities during extended power outages. Emergency Management has 5 portable generators, 4 generators located at the tower sites and 4 back-up generators for the 800 MHz Radio System.

53010 – OFFICE SUPPLIES

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

53020 – OTHER SUPPLIES

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

53090 – FUELS & LUBRICANTS

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

53120 – SHELTER SUPPLIES

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

53130 – RADIOLOGICAL SUPPLIES

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

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT**



LOOK AHEAD

The Emergency Management Department is not anticipating any personnel or operations changes that will significantly affect the budget over the next several years. The department is actively working on a project to replace the end-of-life public safety radio system and add statewide interoperability. This project is estimated to cost \$6,142,914. The project has begun and will be completed in the next twelve to eighteen months. The Town has secured \$1,500,000 in grant funding for this project to date and will be seeking an additional \$1,000,000 from the Nuclear Safety Program for this project in FY2027.

[illegible]

TOWN OF WATERFORD
ADVERTISING-POSTAGE-PROF. FEES - EMERGENCY MANAGEMENT DEPARTMENT
2026/2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
52010	ADVERTISING	200	-	-	200	200	200	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
52020	POSTAGE	1	-	45	1,000	500	500	0.00%

ACCOUNT JUSTIFICATION

This amount will be used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center. Also includes shipping costs for equipment repairs.

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
52030	PROFESSIONAL FEES	1,140	542	1,332	1,000	1,000	1,000	0.00%

ACCOUNT JUSTIFICATION

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

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - EMERGENCY MANAGEMENT DEPARTMENT
2026/2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED
52040	SERVICE CONTRACTS & REPAIRS	44,733	15,055	35,669	43,480	44,681	46,181
							3.36%
ACCOUNT JUSTIFICATION							
BREEZELINE	\$212.84/MONTH	2,554	Cable TV for EOC				
READY REFRESH (WATER)	\$53.94/MONTH	443	Water Coolers Dispatch & EOC				
RICOH	\$78.00 MONTHLY	924	Copier in Dispatch Center				
RICOH	\$.052/PAGE	260	5000 Pages				
INTEGRATED TECHNICAL SYSTEMS (ALARMS)	ANNUAL	7,500	Alarm monitoring for 12 town buildings				
VEHICLE MAINTENANCE	ESTIMATED COST OF REPAIRS	3,000	Vehicle Maintenance for Emergency Management vehicle				
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	7,500	Cost for Equipment Repair in the Dispatch Center & EOC				
BATTERIES-TOWNWIDE RADIOS							
REPAIRS/SERVICE CALLS FOR TOWNWIDE RADIOS							
		12,000	Replacement Batteries for Portable Radios				
		12,000	Repair Costs for Portable and Mobile Radios				
		<u>46,181</u>					
	TOTAL						

TOWN OF WATERFORD
DUES-CONFERENCES-EDUCATION, PRINTING & REIMB. EXPENSES -EMERGENCY MANAGEMENT DEPARTMENT
2026/2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED
52050	DUES, CONF & EDUCATION	13,431	9,703	2,339	21,309	21,039	19,039

-9.51%

ACCOUNT JUSTIFICATION

APCO
DUES 759
10 FULLTIME DISPATCHERS & EMD \$69 ea.
RECERTIFICATION-APCO PST-7 330
10 FULLTIME DISPATCHERS
INSERVICE TRAINING - 8 HOUR CLASS 2,200
10 FULLTIME DISPATCHERS
APCO ATLANTIC CHAPTER CONFERENCE 1,650
10 FULLTIME DISPATCHERS
NENA 911 Dues 750
10 FULLTIME DISPATCHERS

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

EMERGENCY MANAGEMENT/HURRICANE CONFERENCE

1 EM PERSONNEL TO ATTEND 2,750
APCO/NENA CONFERENCES 2,500
1 DISPATCHER AND 1 EMD TO ATTEND THE CONFERENCE

CT EMERGENCY MANAGEMENT ASSOC. DUES-EMD 100

COLLEGE REIMBURSEMENT 8,000

Per Union contract 19,039

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED
52060	PRINTING	29	2	14	200	200	200

0.00%

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

TOWN OF WATERFORD
TELEPHONE - EMERGENCY MANAGEMENT DEPARTMENT
2026/2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
52080	TELEPHONE	21,098	21,556	21,977	20,136	21,168	25,340	19.71%

ACCOUNT JUSTIFICATION

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

MONTH	COST
June-25	2,217
July-25	2,135
August-25	2,169
September-25	2,019
October-25	1,936
November-25	2,194
TOTAL	12,670

6 Month Average for 12 months =

F.Y. 2026/27	25,340
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52300-TRAINING, EDUC. EMERGENCIES
52370-DISPATCH CLOTHING ALLOWANCE
52415 GENERATOR MAIN

**TOWN OF WATERFORD
EMERGENCY MANAGEMENT DEPARTMENT
2026/2027 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
52300	TRAINING, EDUCATION & EMERGENCIES	259	860		2,600	2,600	2,600	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
52370	DISPATCH CLOTHING ALLOWANCE	2,776	3,982	4,090	4,000	4,000	4,250	6.25%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
52415	GENERATOR MAINTENANCE	4,689	4,988	2,069	6,200	6,200	6,200	0.00%

ACCOUNT JUSTIFICATION

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

TOWN OF WATERFORD
OFFICE SUPPLIES, OTHER SUPPLIES & FUELS & LUBRICANTS- EMERGENCY MANAGEMENT DEPARTMENT
2026/2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	0.00%
53010	OFFICE SUPPLIES	293	239	157	250	250	250	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	0.00%
53020	OTHER SUPPLIES	996	444	228	1,030	1,030	1,030	0.00%

ACCOUNT JUSTIFICATION

This line item is used to purchase protective gear for emergency workers and easily identifiable emblems to be kept on hand for use during an emergency. Cleaning supplies, computer equipment, such as wireless mouses and keyboards, batteries for equipment in the center, and headsets for dispatchers.

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	0.00%
53090	FUELS & LUBRICANTS	612	468	197	1,030	750	750	0.00%

ACCOUNT JUSTIFICATION

This line item covers fuel for the emergency management vehicle and a towable 30kW diesel generator and small portable generators.

TOWN OF WATERFORD
SHELTER & RADIOLOGICAL SUPPLIES & EQUIPMENT- EMERGENCY MANAGEMENT
2026/2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
53120	SHELTER SUPPLIES	-	508	-	600	600	600	0.00%

ACCOUNT JUSTIFICATION

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

LINE ITEM	ACCOUNT NAME	2022/23 ACTUAL	2023/24 ACTUAL	2024/25 ACTUAL	2024/25 RTM APPROVED	2025/26 APPROVED	2026/27 PROPOSED	
53130	RADIOLOGICAL SUPPLIES	254	175	-	400	400	400	0.00%

ACCOUNT JUSTIFICATION

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

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2026-2027 FISCAL YEAR**

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

DEPARTMENT: EMERGENCY MANAGEMENT

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 YTD	2026-2027 PROPOSED	VARIANCE
					0
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy	12,000	12,000	6,000	12,000	6,000
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Civil Preparedness	38,988	63,764	33,721	35,444	1,723
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1	22,583	22,594	16,924	23,000	6,076
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues	85,147	75,487	0	85,000	85,000
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees	6,000	6,000	6,000	6,000	0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
TOTALS	164,718	179,845	62,645	161,444	98,799

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2026-2027 FISCAL YEAR**

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

DEPARTMENT: Emergency Management

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 YTD	2025-2026 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
EMPG	9,373	9,776	10,313	10,313	0
NSEF	62,417	75,944	104,500	1,080,000	975,500
					0
					0
					0
					0
DONATIONS (list individual donations below)					0
					0
					0
					0
					0
					0
					0
PROGRAM FEES (list anticipated revenue by program)					0
					0
					0
					0
					0
					0
					0
MISC					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	71,790	85,720	114,813	1,090,313	975,500

NENA: THE 9-1-1 ASSOCIATION

PO Box 37151 | Baltimore, MD 21297-3151 | 202.466.4911 | Fax 202.618.6370



Dues Invoice

Date	Invoice #
12/19/2025	300089778

Bill To

Steven Sinagra
Town of Waterford
204 Boston Post Road
Waterford, CT 06385
United States

NENA Member Information

Steven Sinagra
Waterford Emergency Communications Center
204 Boston Post Rd
Waterford, CT 06385-2819
United States

Mailing a **purchase order**? Send to:
NENA, 1700 Diagonal Road, Ste 500
Alexandria VA 22314

PO	Due
	12/31/2025

Description	Amount
Public Sector	\$152.00
Total	\$152.00

Payments/Adjustments

Description	Amount
Payment via Credit Card (using card xxxxxxxxxxxx8313) <i>Applied to invoice on 12/19/2025 1:34:22 PM</i>	(\$152.00)
Total Payments/Adjustments	(\$152.00)
Balance Due	\$0.00

Visit nena.org to pay by check or credit card | Make checks payable to NENA | Remit invoice # with payment

READ THIS CAREFULLY! THIS IS A LEGAL AGREEMENT THAT AFFECTS YOUR RIGHTS AND OBLIGATIONS.
By applying for or renewing your membership in the National Emergency Number Association you represent that you have read, and you agree to be bound by the terms of the NENA Intellectual Property Rights Policy, available at www.nena.org/ipr. You MUST accept these terms to become or remain a member of the Association.

Shopping Cart | Receipt

Thank you for your order.

Your Confirmation number is: AJ0E5C82EFCF

Your Invoice number is: 1204068

You may print this page for your records.

[Print this page](#)

Invoice Details

Order Line Items

Item	Quantity	Price	Tax	Shipping	Discount	Net Total	Paid Amount	Balance Due
<u>AT Chapter - Group Membership 1 - 10 staff</u>	1.00	\$78.20	\$0.00	\$0.00	\$0.00	\$78.20	\$0.00	\$78.20
	Required	Required						
<u>Group Membership 1 - 10 staff (Tier 1)</u>	1.00	\$312.80	\$0.00	\$0.00	\$0.00	\$312.80	\$0.00	\$312.80
	Required	Required						

Billing/Shipping Information

Customer name: Sinagra Steven

Email: ssinagra@waterfordct.org

Phone:

Billing name: Sinagra Steven

Billing label: Steven Sinagra

Emergency Management Director/Dispatch Supervisor

Waterford Emergency Communications Center

204 Boston Post Rd

Waterford, CT 06385-2819

Payment Information

Sub Total: 391.00

Total Shipping: 0.00

Total Tax: 0.00

Total Discount: 0.00

Credits Applied: 0.00

Previous Payments: 0.00

Net total: 391.00

Net Applied: 0.00

Payment Amount: 391.00

Balance Due: 0.00

Payment method: Visa

Authorization code: 036682

Reference number: AJ0E5C82EFCF

&source=

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NENA: THE 9-1-1 ASSOCIATION

Public Sector Group Membership Packages

NENA's group membership packages are available to public sector 9-1-1 agencies. These packages provide discounted memberships, as well as additional benefits including free job postings and vouchers redeemable for discounts on conferences, courses, and more. By taking advantage of a membership package, your agency will save money and have the chance to share all that NENA has to offer with more employees.

Agency Group Packages	Cost	Package Benefits <i>Visit nena.org/groups to learn more</i>	Savings
I	\$750	- Up to 5 Full Memberships - Up to 15 Telecommunicator Memberships* 1 - \$150 Voucher	Up to \$1,090
II	\$1,650	- Up to 10 Full Memberships - Up to 30 Telecommunicator Memberships* 2 - \$150 Vouchers 1 Complimentary Job Posting	Up to \$2,279
III	\$3,200	- Up to 20 Full Memberships - Up to 50 Telecommunicator Memberships* 5 - \$150 Vouchers 2 Complimentary Job Postings	Up to \$4,188
IV	\$4,850	- Up to 30 Full Memberships - Up to 70 Telecommunicator Memberships* 8 - \$150 Vouchers 5 Complimentary Job Postings	Up to \$6,495
V	\$5,000+	31 or More Full Memberships - Up to 100 Telecommunicator Memberships* 8 - \$150 Vouchers 5 Complimentary Job Postings - Additional Full memberships @\$110 each - Additional TC memberships @\$15 each	\$8,350+

* Telecommunicator memberships are digital, non-voting memberships.

Membership Categories

Public Sector/Full

Individuals who are employed by, or appointed or elected to, a government or quasi-government agency and who are, or have been, responsible for some aspect of design, promotion, construction, installation, maintenance, command, and/or operation of public safety emergency communications systems, along with individuals who have retired from such positions.

Telecommunicator

Individuals who are certified in, engaged in, employed as, or retired from **non-management and non-supervisory** public safety communications positions, including call-takers and dispatchers, who wish to further their career in the emergency communications industry and support the goals and objectives of NENA.

NENA Voucher Rules

1. Good toward any national NENA event (regular registration rate), course, or webinar.
2. Not applicable toward additional memberships.
3. One-time use with a max value of \$150.
4. Cannot be combined.
5. No money will be given against a voucher. Any balance on a voucher will not be refunded.

JOIN ONLINE OR DOWNLOAD AN APPLICATION FORM AT

NENA.ORG/GROUPS

For more information on how to take advantage of this money-saving opportunity, visit nena.org/groups, contact Member Services at membership@nena.org, or call NENA at **202.466.4911**.

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10129 POLICE 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	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	532,595	546,417		179,737	561,071	561,071	14,654	2.68%
51210	CLERICAL/TECHNICAL	283,106	289,899		85,078	284,578	284,578	(5,321)	-1.84%
51220	CUSTODIAL	51,954	54,788		18,304	56,374	56,374	1,586	2.89%
51420	PATROL	3,665,389	4,010,121		1,189,834	4,047,308	4,047,308	37,187	0.93%
51421	MARINE PATROL	24,530	27,429		14,725	28,387	28,387	958	3.49%
51430	DETECTIVE	531,883	567,205		179,467	574,772	574,772	7,567	1.33%
51435	COMM. SERVICE OFFICERS	126,795	116,034		38,371	119,865	119,865	3,831	3.30%
51810	OVERTIME	148,748	150,075		57,391	151,680	151,680	1,605	1.07%
51820	REPLACEMENT OVERTIME	531,662	287,924		96,494	287,924	287,924	-	0.00%
51830	TRAINING & EDUCATION	121,042	111,882		40,326	119,901	119,901	8,019	7.17%
51920	FICA	444,687	477,586		151,828	482,704	482,704	5,118	1.07%
	SUBTOTAL	6,462,391	6,639,360	0	2,051,555	6,714,564	6,714,564	75,204	1.13%
SERVICES									
52010	ADVERTISING	0	300			300	300	-	0.00%
52020	POSTAGE	955	1,500		175	1,500	1,500	-	0.00%
52030	PROFESSIONAL FEES	16,625	17,871		5,980	17,871	17,871	-	0.00%
52040	SERVICE CONT & REPAIRS	30,993	25,694		5,826	30,234	30,234	4,540	17.67%
52050	DUES, CONF. & EDUCATION	1,948	5,425		4,115	5,600	5,600	175	3.23%
52060	PRINTING	654	800		4	800	800	-	0.00%
52080	TELEPHONE	41,420	33,265		14,046	42,612	42,612	9,347	28.10%
52300	TRAINING & EDUCATION	58,215	85,500		22,164	85,500	85,500	-	0.00%
52305	OSHA COMPLIANCE	3,498	2,000		148	2,000	2,000	-	0.00%
52370	UNIFORM ALLOWANCE	90,168	85,958		73,162	85,958	85,958	-	0.00%
52520	CRIMINAL JUSTICE PLANNER	17,045	17,557		17,471	17,908	17,908	351	2.00%
	SUBTOTAL	261,521	275,870	0	143,091	290,283	290,283	14,413	5.22%

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10129 POLICE 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.	Department Request \$ Increase	Department Request % Increase
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	763	1,000		111	1,000	1,000	-	0.00%
53020	OTHER SUPPLIES	6,771	7,000		1,812	7,000	7,000	-	0.00%
53070	AUTOMOTIVE REPAIRS	21,958	20,000		5,918	21,000	21,000	1,000	5.00%
53080	AUTOMATIVE MAINTENANCE	17,270	19,000		5,503	19,000	19,000	-	0.00%
53090	FUELS & LUBRICANTS	114,942	93,831		34,050	102,360	102,360	8,529	9.09%
53100	TIRES	9,102	14,896		3,422	14,896	14,896	-	0.00%
53180	POLICE EQUIP. & SUPPLIES	56,015	37,690		18,174	37,690	37,690	-	0.00%
53210	SELECTIVE ENFORCEMENT	0	250		0	250	250	-	0.00%
53220	MARINE PATROL SUPPLIES	3,569	2,700		2,099	5,500	5,500	2,800	103.70%
53260	ANIMAL CONTROL SUPPLIES	100,000	100,000		100,000	100,000	100,000	-	0.00%
		330,390	296,367	0	171,089	308,696	308,696	12,329	4.16%
EQUIPMENT									
54020	EQUIPMENT & FURNITURE		3,500		3,424	7,500	7,500	4,000	100.00%
	SUBTOTAL	0	3,500	0	3,424	7,500	7,500	4,000	100.00%
DEPARTMENT TOTAL									
		7,054,302	7,215,097	0	2,369,159	7,321,043	7,321,043	105,946	1.47%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
POLICE DEPARTMENT**



BUDGET FUNCTION

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

The police department employs 52 sworn officers, 17 part-time Community Service Officers, 5 support staff personnel and 1 custodian.

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

TOWN OF WATERFORD FY2027 BUDGET REQUEST POLICE DEPARTMENT



BUDGET SUMMARY

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

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

This year's request is an increase of 1.47% from last year, totaling \$105,945.

The collective bargaining agreement between the Waterford Police Union and the Town of Waterford expires on June 30, 2026, **therefore any negotiated increases to the Union contract that may go into effect on July 1, 2026, are not covered under this request.**

The collective bargaining agreement between the civilian staff who work at the police department and the Town of Waterford expires on June 30, 2026, **therefore any negotiated increases to the Union contract that may go into effect on July 1, 2026, are not covered under this request.**

To summarize, the 51000 series increase in our budget request is \$75,204, whereas the 52000 series increased \$14,413, the 53000 series increased \$12,329 and the 54000 series increased \$4,000.

TOWN OF WATERFORD FY2027 BUDGET REQUEST POLICE DEPARTMENT



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

Training Salaries: For the past two years, our agency has transferred funding into this line, \$10,000 and \$5,000 respectively. With the number of newer officers within our ranks as well as the increasing requirements of training for our regional emergency response team, we are requesting additional funding for this line. This funding will ensure our newer officers have the training to be successful while also reaching the State of Connecticut requirements and that the members of our emergency response team remain within national standards for their roles.

Telephone: For the past two years, our agency has transferred funding into this line, \$2,900 and \$8,900 respectively. This year, we anticipate the need to transfer approximately \$9,000 into the telephone line as costs continue to increase. As we have previously used twenty-four months' worth of past values to determine an average cost for future budgets, we find this method to be inadequate and are no longer using it to project telephone costs. As we work with the Town's Purchasing Agent and IT Director to try and reduce costs in this area, our request this year is more in line with current monthly costs at the time of budget development as we have averaged the previous five months of bills only.

Overtime: As this line has been flat for the past few years and we continue to support numerous community events, we are requesting an increase in this year's request. The officers who are assigned to the events cost more as they have received pay increases as detailed by the collective bargaining agreement approved by the Town of Waterford. In addition, the growing concerns of mass gatherings and violence in our country is causing us to provide security coverage at more events.

Fuel: Each year, the Town of Waterford directs departments to use a specific value for the cost of gasoline. As a department that uses approximately 40,000 gallons per fiscal year, this value can create significant changes to the annual budget request. In this request, we are using \$2.39 per gallon as that is the current rate being charged to the department's fuel line item per gallon. As of this request, the Town of Waterford has not secured the final value for FY2027.

TOWN OF WATERFORD FY2027 BUDGET REQUEST POLICE DEPARTMENT



Consistant review of spending and reductions: In every budget series, we continue to review the need, costs and overall impact each expenditure has on our budget and adjust when appropriate.

Budget Explanations By Category

51000 Series

51110 Admin	\$14,654 increase due to collective bargaining agreement and a salary adjustment for the Chief of Police which took place in March
51210 Clerical	\$5,321 decrease due to a retirement and newly hired employee at reduced pay rate
51220 Custodial	\$1,586 increase due to collective bargaining agreement
51420 Patrol	\$37,187 increase due to collective bargaining agreement
51421 Marine Patrol	\$958 increase due to collective bargaining agreement creating higher salary averages of officers eligible to work the detail
51430 Inv. Services	\$7,567 increase due to collective bargaining agreement
51435 CSO Program	\$3,831 increase due to adding an additional 4 hours per week as we have been able to better staff CSO shifts the previous two years
51810 Overtime	\$1,605 increase due adding 25 more community event hours and slight adjustment to K9 Unit pay scale
51820 Rep. Overtime	This line remains level, however there is a slight overall increase due to the BOE stipend increase allowing for additional 10 shifts to be covered at Officer 1 pay rate (\$3,750 see page 25)
51830 Training	\$8,019 increase due to the increased need of training and increased SERT hours to maintain national standard
51920 FICA	\$5,118 increase due to budgeting guidelines

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
POLICE DEPARTMENT**



52000 Series

52010 Advertising	Line item remains level
52020 Postage	Line item remains level
52030 Prof. Fees	Line item remains level
52040 Serv. Contracts	\$4,540 increase due to adjustments in several fees, addition of Drone Insurance and the return of LexisNexis from IT budget
52050 Prof Dues	\$175 increase due to adjusted fees and dues
52060 Printing	Line item remains level
52080 Telephone	\$9,347 increase based on averages
52300 Training/Ed	Line item remains level
52305 OSHA	This line remains level
52370 Uniforms	This line remains level
52520 LEC	\$351 increase due to raised fee

53000 Series

53010 Off. Supplies	Line item remains level
53020 Other Supplies	Line item remains level
53070 Auto Repairs	\$1,000 increase based off projections/history
53080 Auto Maint.	This line remains level
53090 Fuel & Lube	\$8,529 increase due to town's pricing guidelines and current billing
53100 Tires	This line remains level
53180 Equip/Supp	This line remains level
53210 Sel. Enforce	This line remains level

TOWN OF WATERFORD FY2027 BUDGET REQUEST POLICE DEPARTMENT



53220 Marine \$2,800 increase due to previous year's temporary decrease as CIP project was conducted, returning annual request to needed level for Marine supplies

53260 ACO Line item remains level

54000 Series

54020 Equipment \$4,000 increase for protective equipment replacement plan

Looking Ahead

Staffing: The collective bargaining agreement for the police union expires on June 30, 2026, whereas the collective bargaining agreement for civilian staff at the police department expires on the same date. These agreements will have significant impacts on retaining the department's current employees as well as our recruitment of future employees, but to the annual budget request as well.

Capital Project Needs: We continue to request and make upgrades within our building to meet current standards and to provide a safe environment for staff and the public. As our building is now approximately 35 years old and is used on a 24/7 basis, we are in significant need of a locker room renovation project. This project will not only update areas directly impacting the employees of the Waterford Police Department, but it will also expand the female locker room in size, as we are beyond capacity for female employees. Although we have taken temporary measures to provide adequate space for newly hired female employees, these efforts are temporary only and are not sustainable. This project will double our capacity for female employees including increased showers and toilets (from one each to two in the female locker room), replace the original lockers which will provide proper ventilation and power outlets and provide new drop ceilings and tiling to replace the original pink and blue tiling that will be irreparable after construction.

The facility is also in considerable need of repairs/replacement to the front doors, roof, HVAC system and parking lot, which are projects controlled by the Public Works department.

Excerpts from the Uniform Crime Report

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

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

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

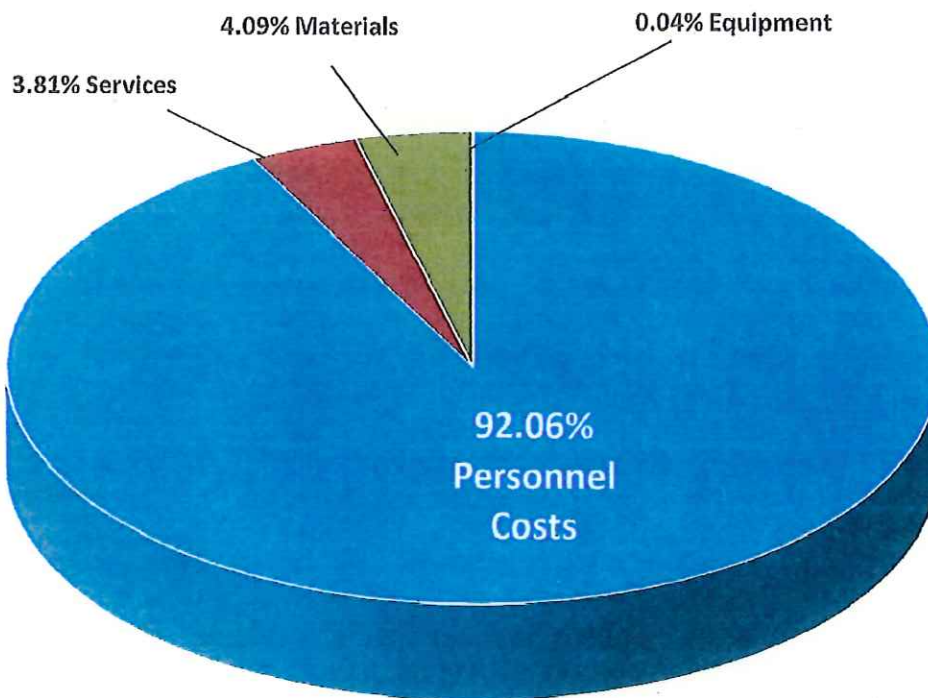
New London County is home to 23 jurisdictions with a mix of organized police departments, constabularies and state police coverage.

The latest Connecticut uniform Crime Reporting statistics places Waterford as one of the busier police departments in New London County. While activity remains high, the Waterford Police Department has the highest crime solve rate in eastern Connecticut for the latest reporting period at **72.69% (NIBRS2024)**.

WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET

Personnel Cost	92.06%
Services	3.81%
Materials and Supplies	4.09%
Equipment	0.04%
	100.00%

2025-2026 Request

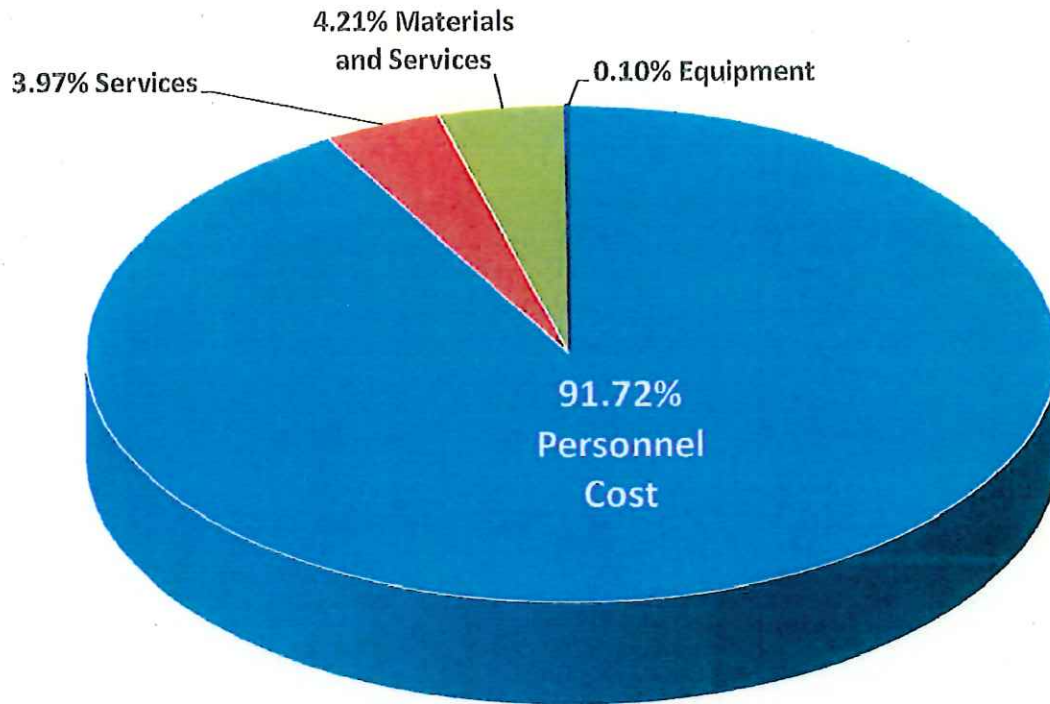


WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET

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Personnel Cost	91.72%
Services	3.97%
Materials and Supplies	4.21%
Equipment	0.10%
	100.00%

2026-2027 Request

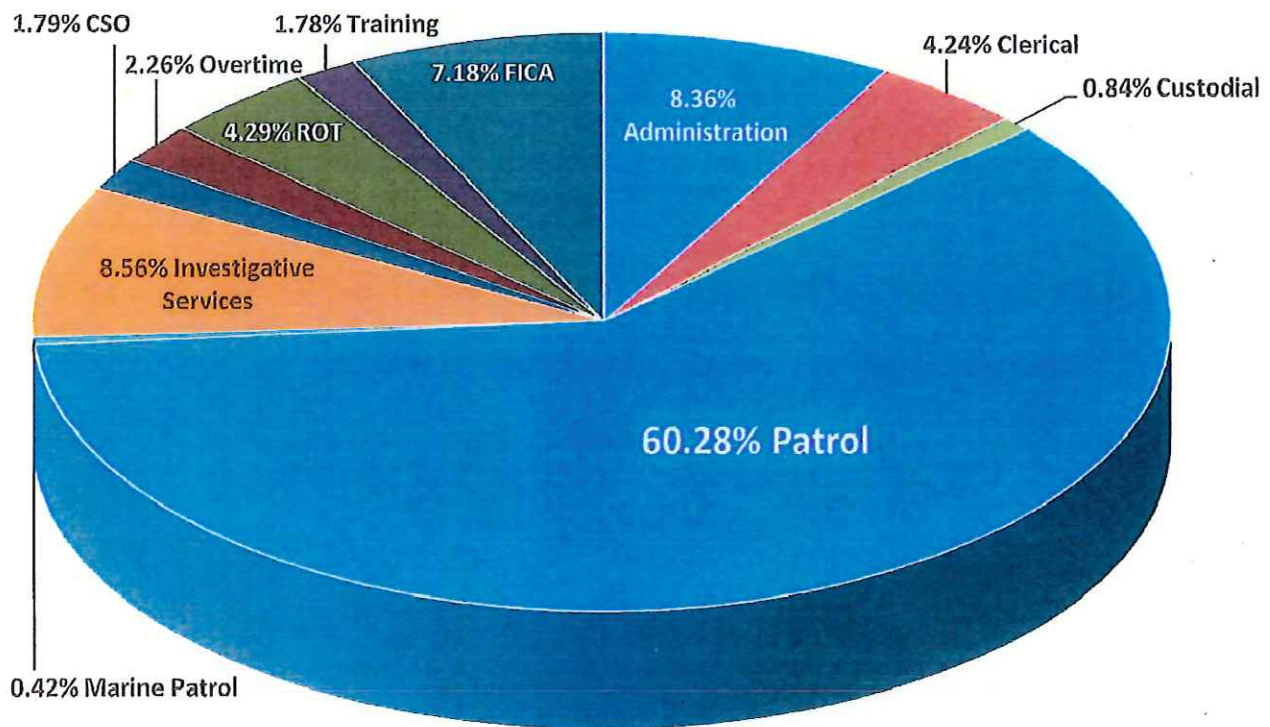


WATERFORD POLICE DEPARTMENT
FY 2025-2026 PROPOSED BUDGET

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51000 Series Breakdown

Administration	8.36%
Clerical/Technical	4.24%
Custodial	0.84%
Patrol	60.28%
Marine Patrol	0.42%
Investigative Services	8.56%
CSO Program	1.79%
Overtime	2.26%
Replacement OT	4.29%
Training	1.78%
FICA	7.18%
	100.00%



ANNUAL BUDGET		DEPT/AGENCY:		10129 POLICE COMMISSION			FISCAL YEAR 2026-2027								
LINE ITEM	DESCRIPTION	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9					
		2024/25 ACTUAL	2025/26 R.T.M.	2025/26 TRANSFERS	2025/26 EXPENDED	2025/27 DEPT/AGY	2026/27 APPR	2026/27 APPR	2026/27 BD OF FIN	2026/27 R.T.M.					
		EXPENDED	APP.	ADD.	11/30/2025	REQUEST	BD/COMM.	BD/SEL.	RECOMM.	APPROVED					
10129															
51110	ADMINISTRATION	532,595	546,417			561,071							2.68%	-100.00%	-100.00%
51210	CLERICAL/TECHNICAL	283,106	289,899			284,578							-1.84%	-100.00%	-100.00%
51220	CUSTODIAL	51,954	54,768			56,374							2.88%	-100.00%	-100.00%
51420	PATROL	3,665,389	4,010,121			4,047,308							0.93%	-100.00%	-100.00%
51421	MARINE PATROL	24,530	27,429			28,387							3.49%	-100.00%	-100.00%
51430	INVESTIGATIVE SERVICES	531,883	567,205			574,772							1.33%	-100.00%	-100.00%
51435	COMMUNITY SERVICE OFFICERS	126,795	116,034			119,885							3.30%	-100.00%	-100.00%
51810	OVERTIME	148,748	150,075			151,880							1.07%	-100.00%	-100.00%
51820	REPLACEMENT OVERTIME	531,662	287,924			287,924							0.00%	-100.00%	-100.00%
51830	TRAINING	121,042	111,882			119,901							7.17%	-100.00%	-100.00%
51920	F.I.C.A.	444,566	477,585			482,704							1.07%	-100.00%	-100.00%
SUB-TOTAL		\$8,462,670	6,639,360		0	6,714,664	0	0	0	0			1.13%	-100.00%	-100.00%
52000	SERVICES													#DIV/0!	
52010	ADVERTISING	0	300			300							0.00%	-100.00%	-100.00%
52020	POSTAGE	855	1,500			1,500							0.00%	-100.00%	-100.00%
52030	PROFESSIONAL FEES	16,625	17,071			17,071							0.00%	-100.00%	-100.00%
52040	SERV. CONT. & REPAIRS	30,993	25,894			30,234							17.67%	-100.00%	-100.00%
52050	PROFESSIONAL ASSOC. DUES	1,948	5,425			5,600							3.23%	-100.00%	-100.00%
52060	PRINTING	654	800			800							0.00%	-100.00%	-100.00%
52080	TELEPHONE	41,420	33,265			42,612							28.10%	-100.00%	-100.00%
52300	TRAINING & EDUC.	69,215	85,500			85,500							0.00%	-100.00%	-100.00%
52305	OSHA COMPLIANCE	3,498	2,000			2,000							0.00%	-100.00%	-100.00%
52370	UNIFORM ALLOWANCE	90,168	85,958			85,958							0.00%	-100.00%	-100.00%
52520	LAW ENFORCEMENT COUNCIL	17,045	17,557			17,908							2.00%	-100.00%	-100.00%
SUB-TOTAL		261,521	275,070		0	290,283	0	0	0	0			5.22%	-100.00%	-100.00%
53000	MATERIALS & SUPPLIES													#DIV/0!	
53010	OFFICE SUPPLIES	783	1,000			1,000							0.00%	-100.00%	-100.00%
53020	OTHER SUPPLIES	6,771	7,000			7,000							0.00%	-100.00%	-100.00%
53070	AUTO REPAIRS	21,958	20,000			21,000							5.00%	-100.00%	-100.00%
53080	AUTO MAINTENANCE	17,270	19,000			19,000							0.00%	-100.00%	-100.00%
53090	FUEL & LUBRICANTS	114,942	93,831			102,360							9.09%	-100.00%	-100.00%
53100	TIRES	9,102	14,896			14,896							0.00%	-100.00%	-100.00%
53180	POL. EQUIP. & SUPP.	66,016	37,690			37,690							0.00%	-100.00%	-100.00%
53210	SELECT. ENFORCEMENT	0	250			250							0.00%	-100.00%	-100.00%
53220	MARINE PATROL	3,559	2,700			5,500							103.70%	-100.00%	-100.00%
53260	ANIMAL CONTROL PROGRAM	100,000	100,000			100,000							0.00%	-100.00%	-100.00%
SUB-TOTAL		330,389	296,367		0	308,686	0	0	0	0			4.16%	-100.00%	-100.00%
54000	EQUIPMENT													#DIV/0!	
54020	EQUIPMENT	0	3,500			7,500							100%	-100.00%	-100.00%
SUB-TOTAL		0	3,500	0	0	7,500	0	0	0	0			100%	-100.00%	-100.00%
DEPARTMENT TOTAL		7,054,581	7,216,097		0	7,321,042	0	0	0	0			1.47%	-100.00%	-100.00%

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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BREAKDOWN 10129-51000 SERIES -- SALARIES

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**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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51000 SERIES – SALARIES

A detailed breakdown is attached

<u>10129-51110</u>	<u>ADMINISTRATION</u>	<u>\$561,071</u>
	CHIEF OF POLICE	
	LIEUTENANT	
	LIEUTENANT	
	LIEUTENANT	
Expended FY25 \$532,595	FY24 \$497,183	FY23 \$564,211
	FY22 \$532,495	FY21 \$481,981
<u>10129-51210</u>	<u>CLERICAL/TECHNICAL</u>	<u>\$284,578</u>
	OFFICE COORDINATOR	
	SECRETARY III - Investigative Services	
	DATA TECHNICIAN - Records	
	ACCTS. REC/SECRETARY - Records	
	DATA TECHNICIAN - Records	
Expended FY25 \$283,106	FY24 \$265,019	FY23 \$249,536
	FY22 \$237,394	FY21 \$310,999
<u>10129-51220</u>	<u>CUSTODIAN</u>	<u>\$56,374</u>
Expended FY25 \$51,954	FY24 \$48,482	FY23 \$45,833
	FY22 \$36,838	FY21 \$17,559
<u>10129-51420</u>	<u>PATROL</u>	<u>\$4,047,308</u>
This line item consists of regular force wages subject to contractual increases to include most contractual benefits and requirements of State and Federal Law.		
Expended FY25 \$3,665,389	FY24 \$3,393,088	FY23 \$3,332,029
	FY22 \$3,255,806	FY21 \$3,284,650
<u>10129-51421</u>	<u>MARINE PATROL</u>	<u>\$28,387</u>
This line item consists of wages from April through October in partnership with East Lyme Police and USCG Sector Long Island Sound operations. See Page 21.		
Expended FY25 \$24,530	FY24 \$22,939	FY23 \$27,391
	FY22 \$17,754	FY21 \$23,519
<u>10129-51430</u>	<u>INVESTIGATIVE SERVICES</u>	<u>\$574,772</u>
This line item consists of three Detectives, one assigned Investigator and one assigned Detective Sergeant.		
Expended FY25 \$531,883	FY24 \$510,450	FY23 \$503,035
	FY22 \$456,319	FY21 \$478,474
<u>10129-51435</u>	<u>COMMUNITY SERVICE OFFICERS</u>	<u>\$119,865</u>
We are authorized seventeen Community Service Officers who work on a part-time basis. They are stationed at the front window 24 hours a day, 7 days a week to be available to the public and are the first point of contact for a citizen seeking assistance. The CSO is responsible for booking prisoners, conducting fingerprinting services to the public, providing security to the building and performing miscellaneous tasks for officers. See Page 22		
Expended FY25 \$126,795	FY24 \$125,450	FY23 \$115,538
	FY22 \$118,808	FY21 \$112,913
<u>10129-51810</u>	<u>OVERTIME</u>	<u>\$151,680</u>
This line item is designed to cover costs associated with extended hours of duty, special investigations, community events, K9 responsibilities, holiday patrols and other efforts. A detailed breakdown sheet has been provided. It is important to note that clerical overtime is also contained within this line item. See Page 23 and 24.		
Expended FY25 \$148,748	FY24 \$154,948	FY23 \$144,732
	FY22 \$163,944	FY21 \$128,640

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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51000 SERIES (continued)

10129-51820 **REPLACEMENT OVERTIME** **\$287,924**

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

Expended FY25 \$531,662 FY24 \$563,764 FY23 \$423,028 FY22 \$352,540 FY21 \$422,264

10129-51830 **TRAINING - SALARIES** **\$119,901**

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

Expended FY25 \$121,042 FY24 \$70,274 FY23 \$97,627 FY22 \$74,854 FY21 \$76,507

10129-51920 **F.I.C.A.** **\$482,704**

This tax is calculated at a rate of 7.65% for fiscal year 2027 as directed by the Board of Finance Guidelines. See Page 27.

Expended FY25 \$444,966 FY24 \$422,398 FY23 \$413,071 FY22 \$385,882 FY21 \$391,804

52000 SERIES - SERVICES

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

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

Expended FY25 \$0 FY24 \$0 FY23 \$223 FY22 \$278 FY21 \$429

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

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

Expended FY25 \$955 FY24 \$1,179 FY23 \$1,406 FY22 \$775 FY21 \$994

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

The Police Department is required to utilize outside professional services which may include, but are not be limited to, psychologists, therapists, polygraph examiners, doctors, evaluators and consultants; all of whom perform tasks required by our agency (hiring process). This includes the mandated periodic drug screening (\$147 each - 3 year cycle) and mental health assessments (\$200 each - 5 year cycle) for all officers as a result of the Bill on Police Accountability. Police physicals and confidential counseling (contractual) is taken from this line item as well. K-9 kenneling, routine and emergency medical expenses are also paid from this line item.

Expended FY25 \$16,625 FY24 \$27,628 FY23 \$12,866 FY22 \$12,044 FY21 \$10,961

10129-52040 **SERVICE CONTRACTS AND REPAIRS** **\$30,234**

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

Expended FY25 \$30,993 FY24 \$13,825 FY23 \$15,632 FY22 \$29,324 FY21 \$34,395

10129-52050 **PROFESSIONAL ASSOCIATION DUES** **\$5,600**

This line item covers professional association dues for members of the department in law enforcement-related organizations - state, regional, and international. See Page 29.

Expended FY25 \$1,948 FY24 \$1,739 FY23 \$1,319 FY22 \$1,460 FY21 \$865

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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52000 SERIES (continued)

10129-52060 **PRINTING** **\$800**

This line item covers specialized engraving, pamphlets and forms that cannot be produced by the town printer.

Expended FY25 \$654 FY24 \$758 FY23 \$569 FY22 \$125 FY21 \$1,052

10129-52080 **TELEPHONE** **\$42,612**

This allocation is based on a twenty-four-month average. See Page 30

Expended FY25 \$41,420 FY24 \$33,809 FY23 \$34,885 FY22 \$31,385 FY21 \$30,320

10129-52300 **TRAINING & EDUCATION** **\$85,500**

This line item represents our in-service obligations as determined by the department, contractual requirements and State mandates. The Bill on Police Accountability has increased the amount of mandatory trainings. The basic requirements are attached to this budget report as a resource document. See Page 31

Expended FY25 \$58,215 FY24 \$59,280 FY23 \$76,045 FY22 \$76,880 FY21 \$75,199

10129-52305 **OSHA COMPLIANCE** **\$2,000**

This line item represents expenses relevant to OSHA mandated training and/or purchases of protective equipment for the officers. This includes, but is not limited to, HAZMAT, blood borne pathogen protective equipment and the burning of narcotics ordered by the courts, and drugs turned into the department for disposal during the year. This line item also includes high visibility vests, hearing protection, Tyvek Suits and fire extinguisher maintenance in the building.

Expended FY25 \$3,498 FY24 \$2,252 FY23 \$1,683 FY22 \$5,182 FY21 \$4,981

10129-52370 **UNIFORM ALLOWANCE** **\$85,958**

Uniform allowance is a contractual item, which represents an annual fee of \$1,500 per officer. In addition, this line item covers uniforms for the custodian, part time Community Service Officers and POST-C required uniforms and equipment for new hires, in addition to replacement uniforms for those damaged in the line of duty. See Page 32

Expended FY25 \$90,168 FY24 \$98,403 FY23 \$78,825 FY22 \$80,526 FY21 \$80,499

10129-52520 **LAW ENFORCEMENT COUNCIL** **\$17,908**

The fee to be a member in the organization is \$17,908. Eighteen police departments in the eastern portion of the state support the Law Enforcement Council of Eastern Connecticut. The L.E.C. provides base line testing for new officers, promotional testing for our agency, recruitment, tri-annual base line training for POST-C requirements, equipment, assistance with special event operations and cross-town cooperation. They began hosting a regional police academy in 2023, to which we participate in.

Expended FY25 \$17,045 FY24 \$16,711 FY23 \$13,926 FY22 \$13,520 FY21 \$13,520

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

Page 16

53000 SERIES – MATERIALS & SUPPLIES

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

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

Expended FY25 \$763 FY24 \$945 FY23 \$954 FY22 \$823 FY21 \$834

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

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

Expended FY25 \$6,771 FY24 \$6,990 FY23 \$6,322 FY22 \$7,042 FY21 \$6,916

10129-53070 **AUTOMOBILE REPAIRS** **\$21,000**

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

Expended FY25 \$21,958 FY24 \$21,049 FY23 \$40,238 FY22 \$31,939 FY21 \$32,385

10129-53080 **AUTOMOBILE MAINTENANCE** **\$19,000**

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

Expended FY25 \$17,270 FY24 \$20,049

10129-53090 **GASOLINE** **\$102,360**

This year's allocation is based on the history of use as well as the Finance Director's guideline of \$2.1918 per gallon. Marine gasoline is at a rate of \$4.82 a gallon. See Page 33

Expended FY25 \$114,942 FY24 \$122,935 FY23 \$125,859 FY22 \$65,813 FY21 \$69,125

10129-53100 **TIRES** **\$14,896**

This request is for the purchase of approximately 98 tires. Purchase and replacement of each tire consists of the install, balancing, replacement of stems and labor, totaling approximately \$152 per tire.

Expended FY25 \$9,102 FY24 \$15,213 FY23 \$12,550 FY22 \$12,518 FY21 \$12,460

10129-53180 **POLICE EQUIPMENT AND SUPPLIES** **\$37,690**

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

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

\$1,940 2 x Electronic Control device (ECD) replacements @ \$970.00 each, which are less lethal delivery systems.

\$6,000 Naloxone, Patrol Gloves, Spit Shields, Tyvek Booties, Flares, Crime Scene Tape, Hazmat Tape, Uniform Patches, Badges, Lock-Out supplies, Pepper Spray, Keys, Asps, Finger Print Ink, Batteries, First Aid Supplies, bicycle supplies, also includes K9 Supplies, K9 Food and Equipment (Harnesses, Leads, Muzzles, Tracking, Training, Cleaning Supplies). Digital recording and storage equipment, memory cards, USB devices and replacement body cameras as needed.

\$8,500 Ten (10) Ballistic Vest Replacements @ \$850.00 each.

\$2,000 Evidence Collection kits, Urine Collection Containers and Kits, Blood Collection Containers and Kits, Evidence Bags, DNA Collection Kits, Finger Print Powder, Finger Print Lift Kits, Evidence Storage Boxes, Brushes, Adhesive Measurement Tape, Nine Types of Narcotic Test Kits, GSR Collection Kit. Filters for fumer and hood.

Expended FY25 \$56,015 FY24 \$43,029 FY23 \$34,654 FY22 \$35,023 FY21 \$38,964

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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53000 SERIES (continued)

10129-53210 **SELECTIVE ENFORCEMENT** **\$250**

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

Expended FY25 \$0 FY24 \$500 FY23 \$1,000 FY22 \$1,500 FY21 \$2,000

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

This year's request is significantly reduced due to our Capital Improvement Project request, however the line historically covers equipment maintenance and replacement from May through October. Included in the line item is marine-related safety equipment such as inclement weather gear, fire extinguisher maintenance, life raft re-pack and flares. Marine maintenance represents two (2) scheduled haul-outs and oil changes, sanding and painting of the hull of the vessel, zinc replacement and miscellaneous maintenance costs.

Expended FY25 \$3,569 FY24 \$4,599 FY23 \$5,944 FY22 \$2,228 FY21 \$12,239

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

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

Expended FY25 \$100,000 FY24 \$100,000 FY23 \$60,000 FY22 \$60,000 FY21 \$60,000

54000 Series - Equipment

10129-54020 **EQUIPMENT** **\$7,000**

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

Expended FY25 \$0 FY24 \$7,111 FY23 \$4,203 FY22 \$10,162 FY21 \$5,395

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST
CONTRACTUAL PAY RATES**

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PAY RATES EFFECTIVE JULY 1, 2025	HOURLY RATE	OVERTIME RATE	DAILY RATE	WEEKLY RATE	ANNUAL RATE
LIEUTENANT -- STEP 1	52.69	79.04	421.52	2,107.60	109,595.20
LIEUTENANT -- STEP 2	55.33	83.00	442.64	2,213.20	115,086.40
LIEUTENANT -- STEP 3	58.09	87.14	464.72	2,323.60	120,827.20
SERGEANT -- STEP 1	47.79	71.69	382.32	1,911.60	99,403.20
SERGEANT -- STEP 2	50.18	75.27	401.44	2,007.20	104,374.40
SERGEANT -- STEP 3	52.69	79.04	421.52	2,107.60	109,595.20
DETECTIVE -- STEP 1	43.35	65.03	346.80	1,734.00	90,168.00
DETECTIVE -- STEP 2	45.52	68.28	364.16	1,820.80	94,681.60
DETECTIVE -- STEP 3	47.79	71.69	382.32	1,911.60	99,403.20
OFFICER -- STEP 1	34.09	51.14	272.72	1,363.60	70,907.20
OFFICER -- STEP 2	35.99	53.99	287.92	1,439.60	74,859.20
OFFICER -- STEP 3	37.64	56.46	301.12	1,505.60	78,291.20
OFFICER -- STEP 4	39.52	59.28	316.16	1,580.80	82,201.60
OFFICER -- STEP 5	41.34	62.01	330.72	1,653.60	85,987.20
OFFICER -- STEP 6	43.35	65.03	346.80	1,734.00	90,168.00
OFFICER - FIRST CLASS	45.54	68.31	364.32	1,821.60	94,723.20
COMMUNITY SERVICE OFFICERS	18.42 Avg				

****All Union employees' wages are calculated from the FY25-26 wage scale due to the current collective bargaining agreements expiring on June 30, 2026****

Waterford Police Department
FY 2026-2027 Budget

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ADMINISTRATION LINE ITEM 10129 51110 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
03/01	Chief of Police	C1			151,840	0	0	0		600	1,200	153,640	11,753
07/13	Lieutenant	L1	2	55.3300	115,529	6,713	3,098	6,197			1,200	132,738	10,154
11/02	Lieutenant	L2	3	58.0900	121,292	7,048	3,253	6,506			1,200	139,299	10,656
05/09	Lieutenant	L3	2	55.3300	115,529	6,713	3,098	6,197	2655.8		1,200	135,394	10,358
SUB-TOTAL					504,190	20,475	9,450	18,900	2,656	600	4,800	561,071	42,922

CLERICAL/TECHNICAL LINE ITEM 10129 51210 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	SHIFT DIFF	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	TOTAL	FICA
03/22	Off Coord		4	32.7919	59,681					250	59,931	4,585
04/99	Secretary III		7	36.1530	65,798					600	66,398	5,079
02/16	Accts Rec/Sec		7	32.7919	59,681					250	59,931	4,585
01/22	Data Tech		4	28.3269	51,555						51,555	3,944
09/25	Data Tech		2	25.6933	46,762						46,762	3,577
SUB-TOTAL					283,478	0				1,100	284,578	21,770

CUSTODIAL LINE ITEM 10129 51220 - BASIC SALARY

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
09/21	CUSTODIAN		4	26.9989	56,374							56,374	4,313
SUB-TOTAL					56,374							56,374	4,313

TOTAL THIS PAGE					844,041	20,475	9,450	18,900	2,656	1,700	4,800	902,022	69,005
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**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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PATROL DIVISION			LINE ITEM 10129-51420 - BASIC SALARIES									
DATE HIRE	ID#	Rank	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
10/03	12	SGT	3	52.6900	110,017		2,951	5,901	2,529	1,200	122,598	9,379
12/13	16	SGT	2	50.1800	104,776		2,810	4,014	1,606	1,200	114,406	8,752
08/05	17	SGT	3	52.6900	110,017		2,951	4,215	2,529	1,200	120,912	9,250
08/05	18	SGT	3	52.6900	110,017		2,951	0	2,529	1,200	116,696	8,927
06/15	10	SGT	2	50.1800	104,776		2,810	5,620		1,200	114,406	8,752
07/13	14	SGT	2	50.1800	104,776		2,810	5,620		1,200	114,406	8,752
07/18	15	SGT	2	47.7900	99,786		2,676	5,352		900	108,714	8,317
07/99	41	PFC	7	45.5400	95,088		2,550	5,100		1,200	103,938	7,951
03/00	42	PFC	7	45.5400	95,088		2,550	5,100	2,186	600	105,524	8,073
05/00	44	PFC	7	45.5400	95,088		2,550	5,100	1,603	1,200	105,541	8,074
01/06	54	PFC	7	45.5400	95,088		2,550	4,372		150	102,160	7,815
02/09	60	OFC	6	43.3500	90,515		2,428	4,855	2,081	1,200	101,078	7,732
08/11	64	OFC	6	43.3500	90,515		2,428	4,855	1,526	1,200	100,524	7,690
12/13	70	OFC	6	43.3500	90,515		2,428	4,855		1,200	98,998	7,573
09/15	74	OFC	6	43.3500	90,515		2,428	0		690	93,632	7,163
09/16	75	OFC	6	43.3500	90,515		2,428	4,855		1,200	98,998	7,573
07/18	79	OFC	6	43.3500	90,515		2,428	4,855		1,200	98,998	7,573
04/19	82	OFC	6	43.3500	90,515		2,428	4,855		1,170	98,968	7,571
11/19	83	OFC	6	43.3500	90,515		2,428	4,855		1,200	98,998	7,573
06/20	84	OFC	5	41.3400	86,318		2,315	4,630		1,200	94,463	7,226
08/20	87	OFC	5	41.3400	86,318		2,315	4,630		160	93,423	7,147
08/20	88	OFC	6	43.3500	90,515		2,428	1,387		1,200	95,630	7,308
08/20	89	OFC	5	41.3400	86,318		2,315	827		610	90,070	6,890
12/20	91	OFC	5	41.3400	86,318		2,315	0		1,200	89,833	6,872
12/21	92	OFC	4	39.5200	82,518		2,213	3,794		1,200	89,725	6,864
12/22	93	OFC	3	37.6400	78,592		2,108	4,216		600	85,516	6,542
11/22	94	OFC	5	41.3400	86,318		2,315	0		1,200	89,833	6,872
11/23	96	OFC	2	35.9900	75,147		2,015	4,031		600	81,793	6,257
11/23	97	OFC	4	39.5200	82,518		2,213	0		600	85,331	6,528
11/23	98	OFC	2	35.9900	75,147		2,015	4,031		600	81,793	6,257
2/24	99	OFC	4	39.5200	82,518		2,213	0		1,200	85,931	6,574
4/24	101	OFC	4	39.5200	82,518		2,213	790		1,200	86,721	6,634
2/24	102	OFC	3	37.6400	78,592		2,108	0		1,200	81,900	6,265
7/24	103	OFC	3	37.6400	78,592		2,108	0		1,200	81,900	6,265
7/24	104	OFC	2	35.9900	75,147		2,015	1,440		1,200	79,802	6,105
7/24	105	OFC	2	35.9900	75,147		2,015	1,440		1,200	79,802	6,105
3/24	106	OFC	2	35.9900	75,147		2,015	0		1,200	78,363	5,995
7/25	107	OFC	2	35.9900	75,147		2,015	0		500	77,663	5,941
9/25	108	OFC	1	34.0900	71,180		1,909	0		820	73,909	5,654
9/25	109	OFC	4	39.5200	82,518		2,213	0		1,200	85,931	6,574
10/25	110	OFC	2	35.9900	75,147		2,015	0		1,200	78,363	5,995
10/25	111	OFC	4	39.5200	82,518		2,213	0		1,200	85,931	6,574
TBD	112	OFC	1	34.0900	71,180		1,909	0		1,200	74,289	5,683
SUB-TOTAL					3,770,009	0	101,111	115,598	16,589	44,000	4,047,308	309,619

INVESTIGATIVE SERVICES LINE ITEM 10129-51430 - BASIC SALARIES												
DATE HIRE	ID#		PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
08/11	11	SGT	3	52.6900	110,017	4,795	2,951	5,901	2,529	1,200	127,393	9,746
06/05	21	DET	3	47.7900	99,786	4,349	2,676	5,352	2,294	1,200	115,657	8,848
07/13	22	DET	3	47.7900	99,786	4,349	2,676	5,352	2,294	1,200	115,657	8,848
12/08	23	DET	3	47.7900	99,786	4,349	2,676	5,352		960	113,123	8,654
12/18	80	INV	1	43.3500	90,515	3,945	2,428	4,855		1,200	102,942	7,875
SUB-TOTAL					499,888	21,786	13,407	26,814	7,117	5,760	574,772	43,970
TOTAL					4,269,897	21,786	114,518	142,412	23,706	49,760	4,622,080	353,589

**WATERFORD POLICE DEPARTMENT
FY 2026-2027
BUDGET REQUEST**

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LINE ITEM 10129-51421 - MARINE PATROL

Two Officers from April 1 through October 31

Patrols: (70) Shifts totaling 372 hours

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

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

(6) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$67.24	6	\$403.44	\$9,279.12
Captain	\$76.13	6	\$456.78	\$10,505.94

(4) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$67.24	4	\$268.96	\$4,034.40
Captain	\$76.13	4	\$304.52	\$4,567.80

Special Events:

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

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

Niantic Bay Triathlon (1 Mate for 4 Hour shift)

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

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

\$28,387

Marine Patrol Total:

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

Mate hours averaged at \$67.24 Captains hours averaged at \$76.13.

This shows an increase of \$958 from FY26 due to increased averages resulting from CBA increases approved by the RTM.

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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LINE ITEM 10129-51435 - Community Service Officer Program

Average CSO Pay
\$18.42

Community Service Officers

CSO Shift Coverage	Hours Worked Per Week	Average Hourly Salary	Annual Salary
	120	\$18.42	\$114,941

Semi-annual Training	Training Hours Per CSO	Average Hourly Salary	Training Salary
	4	\$18.42	\$1,253

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

TOTAL

\$119,866

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

The average pay per CSO is currently \$18.42 per hour, with new hires starting at \$17.00 per hour. When a new CSO is hired, they require approximately (9) nine training shifts as well as mandated training such as COLLECT, CPR and Naloxone deployment. These additional shifts equal (72) seventy-two hours per CSO. In addition, semi-annual training for (4) four hours per CSO is held for updates in policy, law and defensive tactic training.

It should be noted that CSOs are now eligible for State Sick Time use of up to five days. This use of sick time allows for the CSO to be out of work, paid, while we attempt to fill the shift with another CSO. This will have an impact on this line item moving forward.

**WATERFORD POLICE DEPARTMENT
FY 2026-2027
BUDGET REQUEST**

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LINE ITEM 10129 51810 OVERTIME

	PROJECTED HOURS	PAY RATE TIME & 1/2	TOTAL
PROJECTED - F.Y. 2026			
EXIGENT DUTY (case work, court, storms, SRT, etc.)	800	62.01	49,608
ACCIDENT INVESTIGATION TEAM (AIT)	50	68.28	3,414
INVESTIGATIVE SERVICES	284	71.69	20,360
K9 UNIT	100	65.03	6,503
K9 MAINTENANCE	234	65.03	15,217
BOE Outside Details (Minus \$12,000 of the \$12,500 stipend)	260	68.28	5,753
COMMUNITY EVENTS	525	56.46	29,642
BUSINESS DISTRICT HOLIDAY PATROL	270	62.01	16,743
OFFICE PERSONNEL OVERTIME	48	46.85	2,249
POLICE COMMISSION SECRETARY	48	46.85	2,192
TOTAL	2,619		151,680

The Board of Education stipend for police coverage at school events will be \$12,500 this year.

School Resource Officers - Annual Stipend History

FY 20 \$40,000 SRO's \$7,000 Police Services
FY 21 \$45,000 SRO's \$8,000 Police Services
FY 22 \$50,000 SRO's \$10,000 Police Services
FY 23 \$52,500 SRO's \$10,500 Police Services
FY 24 \$55,000 SRO's \$11,000 Police Services
FY 25 \$57,500 SRO's \$11,500 Police Services
FY 26 \$90,000 SRO's \$12,000 Police Services (Increased SRO coverage from 2 to 3 Officers)
FY 27 \$93,750 SRO's \$12,500 Police Services

**WATERFORD POLICE DEPARTMENT
FY 2026-2027
BUDGET REQUEST**

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Line Item 10129-51810 - OVERTIME BREAKDOWN

Exigent Duty (case work, court, storms, Etc) \$49,608

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

Accident Investigation Team (AIT) \$3,414

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

Investigative Services \$20,360

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

K-9 Unit \$6,503

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

K-9 Maintenance \$15,217

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

Board of Education Outside Details (Minus \$12,500 stipend) \$5,753

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

Community Events \$29,642

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

Business District Holiday Patrol \$16,743

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

Office Personnel Overtime \$2,249

Records destruction, training, new hires.

Police Commission Secretary \$2,192

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

TOTAL REQUEST **\$151,680**

**WATERFORD POLICE DEPARTMENT
FY 2025-2026 BUDGET REQUEST
Line Item 10129-51820**

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	Amount Requested	Amount Appropriated	Town Funded	Grant Funded	Actually Expended	Contractual Increase
<u>Budget Year 2013-2014</u>	\$250,000	\$150,000	\$159,237	\$60,679	\$219,916	2.25
<u>Budget Year 2014-2015</u>	\$256,250	\$196,250	\$236,739	\$20,000	\$256,739	2.50
<u>Budget Year 2015-2016</u>	\$292,115	\$292,115	\$292,115	\$0	\$312,192	2.50
<u>Budget Year 2016-2017</u>	\$343,137	\$343,137	\$343,137	\$0	\$342,629	2.50
<u>Budget Year 2017-2018</u>	\$351,715	\$351,715	\$351,715	\$0	\$354,716	2.50
<u>Budget Year 2018-2019</u>	\$360,508	\$360,508	\$360,508	\$0	\$354,570	2.25
<u>Budget Year 2019-2020</u>	\$360,508	\$360,508	\$360,508	\$0	\$330,723	2.25
<u>Budget Year 2020-2021</u>	\$360,508	\$360,508	\$360,508	\$0	\$422,264	2.25
<u>Budget Year 2021-2022</u>	\$360,508	\$360,508	\$360,508	\$0	\$352,540	2.25
<u>Budget Year 2022-2023</u>	\$360,508	\$360,508	\$360,508	\$0	\$423,028	2.75
<u>Budget Year 2023-2024</u>	\$360,508	\$360,508	\$360,508	\$0	\$563,764	2.75
<u>Budget Year 2025-2026</u>	\$377,924	\$377,924	\$377,924	\$0	\$531,662	
<u>Budget Year 2026-2027</u>	\$377,924					
ROT Requested	\$377,924 (Minus \$90,000 of the \$93,750 BOE stipend)					\$287,924

The replacement overtime request has been held artificially flat for years in an attempt to present a reasonable budget for the town. However, the cost to replace an officer who is out of work, or for vacancies within the agency, continues to increase. As stated in the 2000 Long Range Financial Management Plan, our full complement is 5 officers and a supervisor per shift, yet we routinely operate below that level to stay within the budget. This reduced staffing does have an impact on the services we provide as well as the safety of the officers working.

**WATERFORD
POLICE DEPARTMENT
FY 2026-2027
BUDGET REQUEST**

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Line Item 10129-51830 TRAINING WAGES

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

	Hours	Officers	Per Hour	Supervisors	Per Hour	Totals
LEC Mandated Recertification Requirements (POSTC)	12	10	\$56.46	2	\$67.91	\$8,405
In-House Mandated Training Requirements	15	28	\$56.46	11	\$67.91	\$34,918
Firearms Training and Use of Force Training	6	20	\$56.46	3	\$67.91	\$7,998
Rifle Training	4	16	\$56.46	3	\$67.91	\$4,428
Specialty Teams (AIT, SERT, K-9, Marine Patrol)	80	13	\$56.46	1	\$67.91	\$64,151
TOTAL						\$119,901

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

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

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST****LINE ITEM 10129-51920 FICA**

	Line Item Amount	FICA Amount
Administration	\$561,071	\$42,922
Clerical/Technical	\$284,578	\$21,770
Custodian	\$56,374	\$4,313
Patrol	\$4,047,308	\$309,619
Marine Patrol	\$28,387	\$2,172
Detective Division	\$574,772	\$43,970
CSO's	\$119,865	\$9,170
Overtime	\$151,680	\$11,604
Replacement Overtime	\$287,924	\$22,026
Training Wages	\$119,901	\$9,172
Uniform Allowance	\$78,000	\$5,967
 TOTAL	 \$6,309,859	
FICA RATE	0.0765	
AMOUNT NEEDED	\$482,704	

**WATERFORD POLICE DEPARTMENT
FY 2025-2026
BUDGET REQUEST**

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LINE ITEM 10129-52040 SERVICE CONTRACTS & REPAIRS BREAKDOWN

VENDOR	ITEM	MONTHLY COST	# of Payments	TOTAL
Transunion	Background Search Utility			\$1,935
Ricoh	Copy Machine (3) \$88,325 ea	328	12	\$3,936
Ricoh	Extra Copies	110	12	\$1,320
Quench Water	Cooler Rental (2)	89	12	\$1,068
Gym Equipment	Repairs/Maintenance			\$500
TMDE Calibration Labs	Speed Enforcement Certification			\$1,195
Breezeline	Cable TV	179	12	\$2,148
Watchguard	General Repairs			\$1,200
Flock	Camera Service Fees			\$12,000
1033 Program	Military Surplus Access Fee			\$300
Crimedex	Licensing and Support			\$632
LexisNexis	Background Search Utility			\$900
Global Aerospace	Drone Insurance			\$2,100
Wrecker Services (Case Invest.)				\$1,000
TOTAL				\$30,234

WATERFORD POLICE DEPARTMENT
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BUDGET REQUEST

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LINE ITEM 10129-52050 PROFESSIONAL ASSOCIATION DUES

I.A.C.P. (International Association Chiefs of Police)	1,075
NEAcop (New England Association Chief of Police)	100
CPCA (Connecticut Police Chiefs Association)	1,325
NESPIN (New England State Police Information Network)	150
NPWDA (National Police Working Dog Association) (2)	100
FBI NA (FBI National Academy Members Association)	150
SRT (Southeastern CT Special Response Team Annual Allotment)	2500
Waterford Rotary Club Membership	200

TOTAL

\$5,800

WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST
 Breakdown of Expenditures for 24 Months
 Line Item 10129-52080 Telephone

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MONTH	COST
October-23	2,709
November-23	2,710
December-23	2,672
January-24	2,718
February-24	2,620
March-24	2,710
April-24	2,987
May-24	4,023
June-24	2,576
July-24	3,107
August-24	2,968
September-24	3,014
October-24	5,451
November-24	3,430
December-24	3,137
January-25	3,201
February-25	3,243
March-25	3,285
April-25	3,326
May-25	3,679
June-25	3,580
July-25	3,491
August-25	3,532
September-25	3,473
TOTAL	\$72,191

(*)

Monthly Charges include MDT's

(*) = Monthly charge was anomaly

Mean Average 3,551 x 12 months = \$ 42,612

**** Mean Average using last five months of billing only****

F.Y. 2026/27	\$ 42,612
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**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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LINE ITEM 10129-52300 -- TUITION & EDUCATION

Professional Development & Education Tuition Related Materials

Professional Development Training

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

Training Conferences	10,600
Police Academy Fees & Range Materials	15,200
Investigative Services	4,600
Publications	1,700
K-9 Yearly Training	400
Firing Range Trailer	5,000
Professional Development Training	23,000
Total	\$60,500

Training Conferences: Professional development conferences and associated expenditures including Use of Force, CPCA, IACP, Officer Wellness/Peer Support, FBINAA and the FBI Command College.

Police Academy Recruit Training Fees and Range Materials:

There is a potential for up to 4 officer vacancies due to retirements during this fiscal year. With those retirements comes an extensive hiring process including written and physical testing, multiple interviews and background checks. This amount also includes the State/LEC set tuition to attend the academy in the amount of \$3,800 per recruit, as well as additional materials the department is required to provide.

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

Publications: The annual updates to the criminal law Redbook for Officers and Detectives increased to \$1,700. This amount allows for annual updates and purchases for any new Officers.

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

Firearms Range Trailer: The cost of utilizing the indoor range trailer increased to \$5,000. The training offers scenario based shoot / don't shoot drills. It also offers low light training as well.

Professional Development Training/Patrol:

Continual professional development trainings are required on an annual and triannual basis for all officers, with the number of minimum trainings required increasing in recent years. While the department frequently utilizes in-house instructors, many of the trainings are provided by private vendors at a significant cost. The department also requires trainings to acquire special skills and certifications including Crisis Intervention Training, Advanced Roadside Impaired Driving Enforcement, Basic Interview & Interrogation, and Basic Crime Scene Procedure to name a few.

TUITION RELATED MATERIALS:

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

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

WATERFORD POLICE DEPARTMENT
FY 2026-2027
BUDGET REQUEST

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LINE ITEM 10129-52370 -- UNIFORM ALLOWANCE BREAKDOWN

52 OFFICERS X \$1,500 EACH (Contractual)	52	\$78,000
3 POSTC/LEC Required Uniforms & Equipment (\$1,986 each)		\$5,958
POST required uniforms, books, bullet proof vest		
1 CUSTODIAN (Contractual)		\$500
17 COMMUNITY SERVICE OFFICERS		\$1,000
DAMAGED UNIFORMS (REPLACEMENT)		\$500

TOTAL

\$85,958

WATERFORD POLICE DEPARTMENT
FY 2026-2027
BUDGET REQUEST

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

There are 3 expenses related to this Line Item:

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

TOTAL 675.5 Gallons @ \$4.00 per gallon SUBTOTAL \$2,702

#2 Mileage Reimbursements SUBTOTAL 500.00

#3	Gasoline Consumption	Date	# of Gallons	Price Per Gallon
		10/30/23	3,508	\$2.94
		11/30/23	3,047	\$2.94
		12/30/23	3,030	\$2.94
		01/31/24	3,027	\$2.94
		02/28/24	3,337	\$2.94
		03/31/24	3,702	\$2.94
		04/30/24	3,643	\$2.94
		05/31/24	3,574	\$2.94
		06/30/24	3,399	\$2.94
		07/31/24	3,659	\$2.70
		08/31/24	3,473	\$2.70
		09/30/24	3,357	\$2.70
		10/30/24	3,636	\$2.70
		11/30/24	3,382	\$2.70
		12/30/24	3,510	\$2.70
		01/31/25	3,784	\$2.70
		02/28/25	3,099	\$2.70
		03/31/25	3,649	\$2.70
		04/30/25	3,785	\$2.70
		05/31/25	3,522	\$2.70
		06/30/25	3,211	\$2.70
		07/31/25	3,793	\$2.39
		08/31/25	3,489	\$2.39
		09/30/25	3,361	\$2.39
	TOTALS		82,977	\$2.75

Mean Average 82,977 Gallons divided by 24 mo. 3,457

3,457 Gallons per month x 12 41,489

41,489 \$ 2.39 Per Gal. SUBTOTAL \$99,158

TOTAL \$102,360

**WATERFORD POLICE DEPARTMENT
FY 2026-2027 BUDGET REQUEST**

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LINE ITEM 10129-54020 - EQUIPMENT & FURNITURE

Personal Protective Gear - Multi-Year Replacement Plan

Members of the Waterford Police Department are issued ballistic helmets, plates and plate carriers to ensure they are protected in situations where there may be an active shooter. These pieces of equipment expire over time and we are beginning a multi-year replacement effort to ensure all officers have the equipment needed prior to any expiration.

TOTAL	\$7,000
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**PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
FY 2026-2027**

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

DEPARTMENT: Police

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$0
Alarm Penalties						\$0
Ambulance Subsidy						\$0
Beach Admission Fees						\$0
Benefit Assessments						\$0
Bulky Waste Fees						\$0
Conveyance Tax						\$0
Copy Fees						\$0
East Lyme Animal Control Fee						\$0
Enhanced E 9-1-1						\$0
Fines/Parking Tickets	\$100	\$749		\$30	\$749	\$0
Hazardous Household Waste						\$0
Inspection Fees						\$0
Interest/Lien Fees						\$0
Inter-Municipal Revenues						\$0
Miscellaneous						\$0
Permitting/Pistol Permits	\$8,415	\$9,170		\$2,030	\$9,170	\$0
Program/Registration Fees						\$0
Recording Fees						\$0
Regional Communications Fees						\$0
Rentals						\$0
Sale of Recyclables						\$0
State Operational Grants						\$0
Tipping Fees						\$0
Versa Kart/Blue Box Purchases						\$0
Police Report Fees	\$2,131	\$2,309		\$488	\$2,309	\$0
School Resource Officers (BOE)	\$66,000	\$69,000	\$102,000	\$94,000	\$106,250	\$4,250
Cruiser Fees for Vendors	\$100,000					\$0
Fingerprints/Records Check	\$4,410	\$3,945		\$900	\$3,945	\$0
Solicitor Permits	\$295	\$355		\$115	\$355	\$0
TOTALS	\$181,351	\$85,528	\$102,000	\$97,563	\$122,778	\$4,250

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
FY 2026-2027**

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

DEPARTMENT: Police

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD	2026-2027 PROPOSED	VARIANCE
GRANTS						
DRE Support Grant	41,631	43,778	0	0	0	\$ (43,778.00)
ARPA Theft and Violence	34,774	35,000	0	0	0	\$ (35,000.00)
Impaired Driving Grant	5,904	31,542	10,000	3,139	31,542	\$ -
High Visibility - Cell Phone	18,412	13,000	0	0	13,000	\$ -
Stolen Vehicle Grant	21,748		35,000	0	0	\$ -
Rural Roads Grant	49,291	0	0	0	0	\$ -
Bullet Proof Vest Grant	0	0	0	0	0	\$0.00
JAG Grant	0	0	0	0	0	\$0.00
DONATIONS						
Gardiner Family Foundation	10,000	10,000	10,000	10,000	10,000	\$0.00
Daversa Partners	2,323	0	0	0	0	\$0.00
McCourt Family	0	2,000	2,000	2,000	2,000	\$0.00
Various K9 Donations	2,000	2,000	2,000	2,000	2,000	\$0.00
PROGRAM FEES						
MISC						
TOTALS	\$186,083	\$137,320		\$17,139	\$58,542	\$ (78,778.00)

WATERFORD POLICE DEPARTMENT
FY 2026 - 2027
BUDGET REQUEST
ACTIVITY BREAKDOWN FOR COMMON CALLS
(ANNUAL REPORT DATA FY2024/2025)

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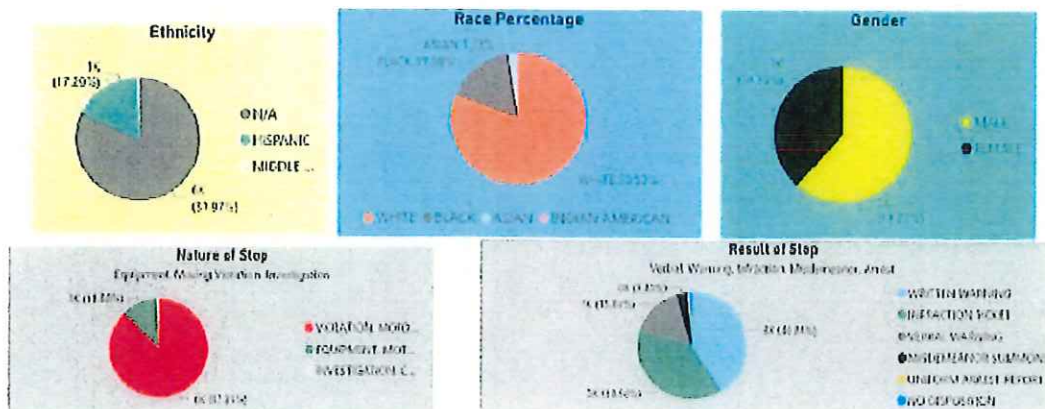


Waterford Police call types, use of force, and car stop data

Category	Number	Change from previous fiscal year
Arrests	959	+16%
Calls For Service	30,959	+8%
Case Numbers	1,598	-18%
Motor Vehicle Stops	7,327	+30%
EDP/Welfare Checks	487	-9%
Larceny/Shoplifting	519	+27%
Domestic Violence	151	+32%
Assault	7	-66%
Drug Overdose	7	-36%
Impaired Driving	48	-7%
Missing Person	28	-76% (*)
School Checks	814	-30%
Motor Vehicle Crashes	686	-8%
Walk-in Complaints	510	-8%
Alarms	840	-17%
Residence Checks	1,839	+15%
Suspicious Person/Vehicle	779	+1%
Stolen Cars	18	+28%

(*) = Significant decrease due to relocation of youth residential facility to nearby community.

Motor Vehicle Stop Statistics



TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10147

INFORMATION TECHNOLOGY

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	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	120,461	123,106		60,402	128,867	5,761	4.68%
51210	CLERICAL/TECHNICAL	125,596	132,925		61,939	139,519	6,594	4.96%
51810	OVERTIME	54	2,500		-	2,500	-	0.00%
51920	F.I.C.A	17,623	19,778		8,917	20,723	945	4.78%
	SUBTOTAL	263,734	278,309	-	131,258	291,609	13,300	4.78%
SERVICES								
52043	IT-SERVICE CONTRACT & REPAIRS	900,414	898,249		855,291	1,046,337	148,088	16.49%
52050	DUES, CONF. & EDUCATION	-	195		25	245	50	25.64%
52070	REIMBURSEABLE EXPENSE	-	500		-	500	-	0.00%
52080	TELEPHONE	1,526	1,548		1,548	1,572	24	1.55%
	SUBTOTAL	901,940	900,492	-	856,864	1,048,654	148,162	16.45%
EQUIPMENT								
54130	COMPUTER SYSTEM	38,227	35,995		15,849	39,806	3,811	10.59%
	SUBTOTAL	38,227	35,995	-	15,849	39,806	3,811	10.59%
DEPARTMENT TOTAL		1,203,901	1,214,796	-	1,003,971	1,380,069	165,273	13.61%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
IT DEPARTMENT: 10147**



BUDGET FUNCTION

The Information Technology department is responsible for providing end user support, security access controls, and software/equipment maintenance for town and public safety IT systems. These functions include maintaining user access across multiple systems such as email, file shares, application access, web access, phone assignments, or voicemail access. We are responsible for analyzing and continually addressing cyber security concerns by restricting access to resources inbound and outbound to the organization, monitoring cybersecurity logs, maintaining multiple data backups, staying informed on current IT threats, and notifying end users of ongoing threats such as phishing scams.

The department has three positions: an IT Manager, IT Support Engineer, and PC Technician. We are responsible for the following equipment:

Approximately 170 Desktops, 50 Laptops, and 97 iPads/iPhones

Approximately 40 Network Switches, 15 Routers, and 2 Firewalls

75 Virtual Servers, Approximately 20 physical servers, and 135 Databases

175 Cisco IP desk/wall phones and 202 security cameras

During FY25 we received 1,308 support tickets into our help desk ticketing system. That being stated, not every request or issue generated a ticket.

BUDGET SUMMARY

The Town of Waterford Information Technology departments requested budget for fiscal year 2026-2027 is enclosed. The total budget request is an increase of \$165,273.00 (13.61%) vs. last year. What is not represented by these numbers is the estimated return of \$72,000 to the general fund from charges to New London for their portion of the Harris Radio Maintenance Contract.

TOWN OF WATERFORD FY2027 BUDGET REQUEST IT DEPARTMENT: 10147



The department's goals for the upcoming fiscal year continue to be focused on strengthening and maintaining the IT infrastructure and systems from constant cyber security threats, providing quick resolution to end user IT service requests, and working with departments to strengthen their use of current IT resources toward improving productivity.

PERSONNEL COSTS

FY27 budget totals with F.I.C.A reflects an increase of \$13,300 (4.78%) vs FY26 due to approved increases in salary, longevity, and associated payroll taxes.

SERVICES

- **SERVICE CONTRACT & REPAIRS increase of \$148,088.00 (16.49%) from FY26.**

This line item includes software maintenance, licensing, and support for almost every department to consolidate IT needs into a quantifiable expense. Attached is a detailed list of those individual items, descriptions of the product's use, and the budget request amounts for FY24 through FY27 along with an estimate for future years through FY31. The following is an explanation of the increases/decreases and how they tie back to individual department's needs.

- **Library total need is \$9,444.00 which represents .90% of line item 10147-52030. This is an increase of 1.45% over FY26.**

Contract renewal increases for the Sirsi Dynix software and how that expense is divided between the 4 libraries in the contract (Waterford, Bill Memorial, Groton Public, and Mystic & Noank) show our expected renewal to be \$1,800.00 (25.71%) higher than last year. This increase is nearly offset by the expected reduction in cost of the EnvisionWare self check system and no renewal of the IT requested Deep Freeze product which was purchased as a 3-year term in FY26.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

IT DEPARTMENT: 10147



The Optisigns request is an IT request across multiple departments to make it easier to manage and support secure digital signage through the Town using a common platform. The renewal cost for a single device subscription is \$108.00 for the year and will allow digital signage to easily be updated from anywhere in the environment by multiple staff through a secure portal. The library has a one digital signage device.

- **Tax Assessor total need is \$43,935.75 which represents 4.20% of line item 10147-52030. This is an increase of 38.26% over FY26.**

Vision software notified us to expect a \$2670.00 (12.82%) increase which is consistent with previous years' renewal increases. For the PPCAMA software from QDS, we were notified of a \$1,188.75 (10.86%) increase. This is substantially higher than previous years' renewals.

The NearMap Oblique Aerial Imagery and Photography cloud based subscription, at \$8,300.00, is a new request this year to improve efficiencies in the property assessments process. This subscription, although requested through the Tax Assessor's office specific to their needs, would be available to aid all town departments in any aerial imaging they may need.

- **Tax Collector total need is \$13,347.50 which represents 1.28% of line item 10147-52030. This is an increase of 5.89% over FY26.**

QDS typically has increases under 4% for this specific product. They have informed us to expect a \$743.50 (5.89%) increase for FY27.

- **Planning/Zoning/Building total need is \$25,302.00 which represents 2.42% of line item 10147-52030. This is a decrease of 8.47% under FY26.**

Renewals for the ESRI GIS software subscription and the Tighe and Bond GIS Hosting is expected to stay the same for FY27.

Municipality has notified us to expect a \$533.00 (5.51%) increase vs. last year.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

IT DEPARTMENT: 10147



The overall decrease to the department's needs are from the removal of the ICC Municipality Code Book integration subscription request. The product was not implemented. With department management changes, they felt it was prudent to hold off so it could be re-evaluated as a need at a future time.

- **Finance total need is \$119,871.00 which represents 11.46% of line item 10147-52030. This is an increase of 7.67% over FY26.**

The cost expectations for ADP have been reduced slightly by \$600.00 (1.32%) based on what we have seen for FY26. The product is billed monthly based on usage levels within the product and thus is not consistent month to month. There is no expectation of a large increase in the product for FY27.

The Munis financial accounting system support contract is \$2,871.00 (7.98%) higher than FY26.

The fixed assets software, AssetWorks, cost is \$2,100 for the Town and \$2,100 for the Board of Education, which pay for its' portion. There is a decrease of \$1,596.00 (-43.18%) in this line item as a correction from the FY26 value that included both licenses as the Town's responsibility.

OpenGov Purchasing software has an expected increase of \$175.00 (1.01%).

ClearGov service renewal is expected to be a decrease of \$316 (-3.63%).

The Finance department has acquired a new product from OpenGov to handle grant management and grant reporting more efficiently. This will be the first renewal of this product at \$8,000.00, consolidated into the IT budget, since they purchased and successfully implemented it during FY26.

- **Town Clerk need is \$2,164.69 which represents .21% of line item 10147-52030. This is an increase of 209.24% over FY26.**

Although the increase percentage vs. FY26 is seems extremely high, the dollar amounts are very low. One of the items is a transfer from the Town Clerks budget into the IT software budget to consolidate IT costs.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

IT DEPARTMENT: 10147



Onboard by Clerkbase has been a cloud based product the Town Clerk department uses to maintain information for Boards and Commissions. This cost of \$1,200 will be consolidated into the IT budget moving forward.

Civic Plus has notified us that the Municode Codification hosting will increase by \$264.69 (37.81%) for next year;s renewal.

- **Police need is \$172,658.62 which represents 16.50% of line item 10147-52030. This is an increase of 16.46% over FY26.**

The major single line item affecting this increase vs. FY26 is with the renewal of the lease of computers and equipment for mobile data terminals. This lease is something that has been ongoing for years, but in FY26, the cost was almost nothing other than a buyout of the equipment from the lease. Last year's one year decrease means this year seems excessive to get back to normal. The lease for the MDT's is not signed yet and we have preliminary pricing expectations for the Panasonic Tablets lease at \$158,000 spread over 4 years, which equates to \$39,217.00 per year, with another buyout option in FY31.

The Town was notified the Eaton UPS maintenance contract would be and increase of \$728.00 (16.62%) over last year. Multiple items are 5% higher than FY26 including the BEI iRecord support contract at \$130.00, Idemia live scan at \$129.00, PenLink GeoTime at \$126.00, and the Lefta software at \$420.00.

NexGen CAD/RMS/Mobile software continues to have low percentage increases with an expectation of a \$910.00 (3.54%) increase vs. FY26. I estimate the switch to NexGen from Central Square will have saved the town over \$250,000 through the FY27 budget year.

The Police department worked diligently with Motorola on a multi-year contract that allowed them receive new body-cameras as part of the Watchguard cloud subscription renewal without any increase in cost over the FY26 rate for the service.

The Absolute NetMotion software decrease of \$420 (-4.76%) is a pricing adjustment based on the number of licenses we are using.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
IT DEPARTMENT: 10147**



DHQ notified us to expect a \$435.00 (15%) price increase.

POSS time management has an expected increase of \$459.00 (9.69%).

PowerDMS software has an expected increase of \$463 (6.32%).

There are several decreases due to products not being renewed for this specific year related to digital forensics programs. The software that is not being renewed this year but it is expected to be in future years are Cellebrite, Magnet Forensics, and Berla. These products combined reflect a one year reduction of \$18,174 from the Police needs.

- **Emergency Management need is \$270,046.30 which represents 25.81% of line item 10147-52030. This is an increase of 3.06% over FY26.**

The town radio system support contract with Harris was renewed late in FY24, and covers FY25, FY26, and FY27 with specific yearly costs. This year's contract will increase by \$7,073.04 (3%).

Eaton has notified us that the service contract for the dispatch data room UPS will be \$933.00 (21.30%) higher than FY26.

All other items needed remain flat.

- **Fire Services need is \$39,044.00 which represents 3.73% of line item 10147-52030. This is a decrease of 11.53% from FY26.**

The largest change affecting the decrease vs. last year is the discontinuing of the Streetwise product. The new Director of Fire Services found that the Streetwise product was not an ideal solution moving forward. Fire Services has embraced using the modules within the NexGen public safety platform to provide the necessary information while gaining better performance and reliability. FY26 will be the last year of a StreetWise renewal.

ESO has notified us of a \$2,719.00 (20.74%) increase vs FY26.

PowerDMS has an expected \$622.00 (9.05%) increase vs FY26.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

IT DEPARTMENT: 10147



The Optisigns digital signage platform allows the NexGen Fire Services status display dashboard to display content on a TV in each of the firehouses in town, dispatch, and the Fire Services office. The solution was recommended by NexGEN as a known working solution for this need. This product was implemented in FY26 by the Fire Services department toward the goal of removing Streetwise. FY27 has the cost of \$756.00, consolidated into the IT budget.

All other software subscription renewals for the department are expected to remain the same as FY26 costs.

- **Public Works need is \$44,401.50 which represents 4.24% of line item 10147-52030. This is an increase of 14.11% over FY26.**

The largest part of this increase is for the Fleetio vehicle / fleet management software subscription. An initial discount that was part of the 3 year original sign up agreement has ended. Combining with a general increase in the cost of the product and the addition of a new reporting module, the cost of this solution increases \$8,910.00 (47.14%) vs. FY26 budget numbers. This product is used by Public Works and the Finance department.

Valsoft has notified us of a \$519.50 (10.27%) increase for the software contract solution for the vehicle scale at the transfer station.

The licensing subscription for the Snap-On Tools diagnostics solution is expected to have an increase of \$36.00 (2.12%) over FY26.

Noregon has notified us to expect a \$25.00 (6.41%) increase for the Allison Fleet Hub maintenance subscription.

Public works will not be renewing the VHB SamIS pavement tracking database for FY27, resulting in a savings of \$4,000.

All other requests for licensing and subscriptions are expected to remain the same as FY26 levels.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

IT DEPARTMENT: 10147



- **IT Department need is \$259,661.94 which represents 24.82% of line item 10147-52030. This is an increase of 52.09% over FY26**

Our 3 year Meraki wireless access point licensing subscription is due in FY27, and the renewal expectation is \$20,575.00. There was no request or expense for this in FY26 due to the term renewal.

Broadcom VMWare licensing and support has an expected \$6,444.00 (49.36%) increase vs FY26. This continues, to be the pricing trend of the product since Broadcom purchased VMware from Dell. Most of the resellers who previously had their own support infrastructure and the ability to resell licenses have terminated. There is still no equal alternative to what VMware offers stable secure virtual environment for production use. We are keeping an eye on the Nutanix platform for its future potential now that they have announced they are working on integration with Pure Storage all flash arrays.

Our Cohesity backup licensing for our DataProtect and FortKnox cloud backups is expected to increase by \$21,444.00 (101.47%) over FY26 budget numbers. This increase actually affected us in FY26 where the invoice was \$13,334 (63.09%) more than what was budgeted. The cost for the product is based on usage, how much data we have stored on premise in our backup appliance and how much we have backed up in Fort Knox (AWS). Our previous budget numbers were estimates from our reseller and Cohesity based on estimated expected usage. The actual usage over time has increased significantly as more data is backed up and retained. We were licensed for 15TB of on premise storage and at this point are using closer to 25TB. Our cloud backup was licensed for 25TB and we were using over 100TB. Adjustments have been made to our backup jobs to retain less but still have a healthy backup retention processes. The budget request for this item is based on 25TB on premise and 75TB of cloud data archived.

As mentioned last year in my "Looking Ahead" statement, software companies are no longer selling software so everything will be a subscription. What you pay for you do not own. You just have a license to use it for a specific period of time and during that time you get support/maintenance updates included. Developers want consistent income and they can easily make that

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

IT DEPARTMENT: 10147



happen through subscriptions of "current versions" of products while eliminating support for persistent one time licensed products.

Traditionally, programs like Office, Exchange Server or SQL server were purchased with persistent licenses allowing organizations to run the specific licensed version technically forever. If you wanted to upgrade to the next version, there was often a reduced cost upgrade version vs. purchasing new. Running these programs for 10+ years is pretty common while skipping versions that come out every 3 years to save money. Developers have decided to put an end to this so they can have constant predictable income for their efforts.

Last year Microsoft announced that Exchange server 2019 would no longer be supported after August 2026 and it would be the last numbered version of Exchange. From now on, the product would be called Exchange SE (Subscription Edition). They provided no part numbers or costs for the product until August 2026, thus there was no way to properly budget for it last year. Three years of Microsoft Exchange SE licensing is expected to cost the Town \$51,121.00.

The Milestone security camera licensing and support is expected to increase \$440.94 (4.77%).

The S2 door security system licensing and support is \$15.00 (-2.5%) less.

The CEN connections for internet access for the Town and public networks remains flat with no increase from CEN or in our expected usage.

The Fortinet Fortigate licensing renewals is expected to be \$25.00 (-8.33%) and \$200.00 (-5.56%) less due to using the Omnia Partners purchasing cooperative program.

The DUO 2FA licensing is expected to remain flat not requiring any additional accounts.

Our Cisco Smartnet service/warranty coverage for certain critical network switches and routers is increasing by \$1,859.00 (12.51%) over last year.

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Our managed phone services and after hours support/monitoring is expected to decrease by \$1,700.00 (-6.05%) from last year. This is primarily due to the one time setup implementation fee incurred last year when we switched to a new vendor for this service.

Zoom licensing is expected to remain flat.

The \$19.00 (2.6%) increase to the ssl certificate renewal is related to an increase in labor associated with getting the certificate installed and exported.

The Barracuda essentials cloud subscription for our email anti-spam protection and email archiving is expected to increase by \$572.80 (7.87%)

Illumio is a product we budgeted for in FY25, and FY26 and we had high hopes of this product helping to control communications between machines within the network through restrictive managed policies. Unfortunately after spending months in the implementation process and using a product that was much more complicated to use than was possible for our department to without adding extra staff, I decided to throw in the towel. We had more hours resolving support issues than we did the actual implementation hours. We did not renew the product for FY26 and will not be requesting funds for it moving forward. This is a reduction of \$11,183.00 in the total request. We are hoping to implement some of the managed internal firewall restrictions through CrowdStrike using a module that we were not expecting to have access to when we started this project. That module became available because of the purchasing agreement arranged between CEN and CrowdStrike available to CEN members.

Our CrowdStrike licensing increase is expected to only be \$206.00 (1.94%) higher thanks to the agreements between CEN and CrowdStrike.

Our Meraki MDM (Mobile Device Management) cloud subscription is due to expire in FY27. The renewal for this for another three years was expected to be \$5,786.00. However we received notice the 2nd week of December 2025 that Meraki will no longer be selling renewal licenses for the product after June of 2026. We have just started researching replacement products solutions, but we will not have a selected product evaluated and tested for at least another month (January). One vendor's product that looks promising is called

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SimpleMDM from PDQ. The cost of this product would be approximately \$2000.00 a year which is comparable to what a yearly cost of Meraki would be so that is the amount we are requesting at this time.

Box has notified us that our cloud file transfer storage system that specific users have access to will increase by \$744.00 (15.50%).

In the last couple of years we have been struggling with patch management for our desktops and laptop devices. We were patching 3rd party software through PDQ and relying on the built in patch management for Windows, but there was no real way to get feedback on what the status was of any patches in the environment. Additionally, due to how the licensing lock was setup on PDQ, only one assigned IT individual was allowed to use the product. Over the last two years we have been discussing solutions to improve our situation with NinjaOne being at the top of the list. This fiscal year we decided to switch to NinjaOne for automated patch management and our help desk ticketing system before the renewals kicked in for either of those individual products. Thus we will no longer be requesting funds for PDQ Inventory and Deploy, as well as the Fresh Service help desk ticketing. NinjaOne is expected to cost \$6,806, which is offset by the removal of PDQ at \$1,575 and FreshService at \$4,600. That puts Ninja one at \$631 more than the other two products combined. For PDQ to support 3 staff members that product would have been \$4,725 for the department. Ninja One has vastly improved our automated patch management which is a checkbox on the Cyber Insurance sheet.

The Microsoft Power BI subscription and the fiber connection maintenance from Crown Castle is not expected to increase.

Our infrastructure and support block of time with Total Communications provides support of critical systems in our infrastructure. It is one of the most vital support services we have and is used to keep our VMWare, Microsoft Exchange, Cohesity, and Cisco switches running smoothly. They provide expertise and knowledge beyond our own to target critical, emergency, or cybersecurity IT issues when we need it. This item has no increase over FY26.

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We have had excellent savings this year on Adobe Acrobat through the OmniaPartners contract system. This will allow us to implement Adobe Professional licenses to specific users for almost half of what we were expecting to pay moving forward. This product's budget request is \$5,014.00 (-52.78%) less than last year.

The domain renewal for \$11 is just to cover the domain protection renewal cost. The full domain renewal is not up until FY30.

The AVTech Room Alert request at \$899 is for our cloud based environmental room monitoring product we installed in FY26 and included the subscription for 1 year. This product allows us to see the temp/humidity in any data room we have the units installed and several of the units have modules that show us when the power in the building has gone down. The cloud subscription for the product allows us to see this information on our Town IT phones live as well as receive alerts when there are anomalies.

As mentioned above the Optisigns request is an IT request across multiple departments to make it easier to manage and support secure digital signage by the Town using a common platform. The renewal cost for a single device subscription is \$108 for the year and will allow digital signage to easily be updated from anywhere in the environment by multiple staff members through a secure portal. In the IT department, we plan on using this service to replace the current Carousel Windows PC appliance that feeds information to the Breezeline PEG channel encoder.

The subscription to AbuseIPDB remains flat.

- **Senior Services need is \$12,746.00 which represents 1.22% of line item 10147-52030. This is an increase of 151.65% over FY26.**

This increase is primarily due to the request of two new products to increase efficiencies, interaction with the public, and safety.

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Visitly is a cloud based visitor program check in solution. This product would be used as a solution for the Community Center based departments, such as Senior Services, Parks and Recreations, and Youth Services. The request of \$899.00 for the subscription is the software component of the solution. There is an additional request for two IPADS, one with cellular service, and a kiosk stand in the IT hardware budget (10147-54130). This solution will allow these departments to know who is in the building, when, and potentially what rooms they were using. This is important for statistics on program and room usage and could provide valuable info should there be a public safety emergency at the building. The cellular service charges are budgeted within the Senior Services budget.

Spedsta is another new request for FY27, which also has a hardware component budgeted in the IT hardware budget (10147-54130). This product was selected by Senior Services staff to provide streamlined transportation scheduling and automatic route planning for the senior vans. The cloud subscription cost for the product is expected to be \$6,300 for the first year. In the hardware budget, there will be two IPADS, both with cellular service, to be used in the senior vans. This will allow the vans to follow the best route patch for the day's schedule and keep track of when they reach those destinations, providing feedback and tracking data to staff in Senior Services. The cellular service charges are accounted for within the Senior Service budget.

Recdesk has notified us to expect a \$184.00 (5.01%) increase over FY26.

My Senior Center Lite has its first increase in years expected for FY27 with it being \$70.00 (8.86%) higher.

The Canva renewal, which is used by multiple departments, has an increase due to a correction in the number of licenses we are actually using not a product cost increase. This is a \$120.00 (20%) increase over last year.

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FY2027 BUDGET REQUEST
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- **Recreation & Parks need is \$8,481.00 which represents .81% of line item 10147-52030. This is an increase of 2.86% over FY26.**

Recdesk has notified us to expect a \$384.00 (5.01%) increase over FY26.

The cellular expense for the beach gatehouse modem is expected to be a bit lower and this is just a pricing correction to actual cost vs. any actual decrease from T-Mobile. This item we project to be \$48.00 (-10%) less than FY26.

The Adobe Express paid license is being removed as it hasn't been used/renewed in the last two years.

- **First Selectman need is \$19,514.84 which represents 1.87% of line item 10147-52030. This is a decrease of 10.92% from FY26.**

All items listed are related to the Town Website. The IT department has received more accurate information from CivicPlus related to the actual renewal for the website hosting. The correction is a decrease in the budget request for this item by \$7,392.16 (-33%) over previous years and is more inline with what we have actually been billed. I do not know why Civicplus provided staff numbers in previous years that were way above the actual, but at least now it is corrected.

The two new items listed are related to adding ADA accessibility to the website, something that we are legally bound to do through federal and state law per Connecticut Office of Policy and Management, State of Connecticut Accessibility & Inclusivity Policy for Websites and Digital Assets, Version 5, July 14, 2025.

The Audio Eye tool was implemented in December of FY26 by working out a deal that included 20 months of subscription for the cost of 12 months, which is why you do not see a renewal for the product until FY28. The accessibility tool provides visual improvement options for end users.

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CommonLook ADA remediation services, offered through Civicplus, at a request of \$5,000 will have Civic plus go through our website to check and update hundreds of existing documents ensuring they are formatted to meet ADA requirements.

The request for these necessary solutions was initiated by the town's ADA coordinator, Dani Gorman.

- **Youth and Family Services** need is \$5,707.00 which represents .55% of line item 10147-52030. This is an increase of 2.00% from FY26.

Recdesk has notified us to expect a \$184.00 (5.01%) increase over FY26.

The Calendly cloud appointment booking software will be \$72.00 (-37.50%) less than last year, this is just a correction for the amount vs. FY26 and not a decrease in the product cost.

Charity Tracker costs are expected to stay the same.

- **DUES, CONF. & EDUCATION – increase of \$50.00 (25.64%) from FY26**
Allows IT staff to attend the State of Connecticut CEN Member and Cyber NutMeg conferences in Connecticut.
- **REIMBURSABLE EXPENSE – zero percent increase from FY26**
Provides for mileage reimbursement for three IT staff to travel between town buildings when it is not possible to use town vehicles. We have been relying on using town vehicles whenever possible to keep this number low.
- **TELEPHONE – increase of \$24.00 (1.55%) from FY26**
This line charge is for the three IT support cell phones. We expect to maintain the same three devices we have in the IT department. Invoices have been consistent at just above \$130 a month.

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EQUIPMENT

- **COMPUTER EQUIPMENT & SOFTWARE - increase of \$3,811.00 (10.59%) from FY26**

We are budgeting for a new firewall to build a secure digital forensics lab at the Police Station. They already have the equipment and software and have been using it for years but we need a way to secure and isolate it with internet access isolated from the Town and Public networks. This selected Fortinet firewall has built in 5G cellular SIM support. The IT staff are familiar with the installation and configurations of Fortinet systems. This item is currently marketed at \$2,379.00 with the 5 years of security licensing included. After 5 years the yearly security services will increase the software contracts line (10147-52043) by an estimated \$400.00.

Five years ago the Fire Services department acquired 22 iPads with AT&T FirstNet cellular services for its vehicles. We are budgeting through the IT budget to replace all of its iPads and reduce the amount to 16 per the needs expressed by the Fire Services director. The 16 Apple iPads will cost \$499.00 each, for a total of \$7,984.00, and will have T-mobile cellular service. The purpose of these devices is to act as mobile data terminals in the fire vehicles. To help protect the devices, we are planning on glass protectors for all units at an estimated total of \$63.84 as well as cases at an estimated \$319.84 for all devices. That totals \$8,367.68 for the replacement solution. Cellular services for these devices will be budgeted through the Fire Services budget.

Mentioned in the Software Contracts line 10147-52043, Senior Services has a request for software related to visitor management. This project will involve purchasing two Apple iPads: one to be used as a Kiosk at the Community Center check-in desk and the other a floating device that can be used with a in room or even for external event check-in. The kiosk unit will be a wifi only device and the floating device will have cellular access through T-mobile. The units are expected to cost \$499.00 each for a total of \$998.00. Additionally, there will be a single kiosk stand currently estimated to be \$69.99, a protective case at an estimated \$19.99, and a glass protector for both units expected to be \$7.98. That totals to \$1,095.96 that we expect to last about 5 years, barring incident. Cellular services for the one device will be budgeted through the Senior Services budget.

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Also mentioned in the Software Contract budget 10147-52043, Senior services has a need for software for transportation scheduling and automatic route planning for senior vans. This product will require two iPads to be used in the vans providing the drivers clear directions for passenger pickup or drop-off. Both iPads will have T-Mobile cellular service for internet access to the Spedsta software while on the road which is a requirement of the software solution. The iPads are expected to cost \$499.00 each, a total of \$998.00. Additionally there will be glass protection for both units expected to be \$7.98. We are budgeting a vehicle mount for the vans at an estimated \$18.99, or \$37.98 total. This totals to \$1,043.96 that we expect will last about 5 years, barring incident. Cellular services for the devices will be budgeted through the Senior Services budget.

We are budgeting to replace batteries in our data closets throughout town buildings. Batteries in the UPS units need to be replaced between 3 and 5 years. Through the Omnia Partners Cooperative we have found a 3rd party battery replacement that costs about 40% of what the manufacturer's batteries cost. We are budgeting to replace the batteries in 10 of our UPS units at an expected cost of \$244 per battery.

All Town employees receive identification badges, which are printed for new hires as well as replacements for damaged or lost badges. We print approximately 50 badges a year for town employees. We are budgeting for 100 printable badges at a cost of \$479.00 based on our last quote from the reseller.

Our miscellaneous equipment item continues without an increase for the 6th year. This line is a vital for us to purchase items and solve unexpected / unbudgeted issues or requirements quickly.

Looking Ahead

Last years "Looking Ahead" detailed our concern over software price increases escalating into yearly subscription renewals vs purchasing and owning a product and possibly paying for just support. All manufacturers are doing this and it will be the new standard. No longer can we invest in a product and use it for 10 years. Now it will be a lease of the product with terms for substantially more. At some point in the next couple of years, there will be a request related to upgrading or replacing Microsoft Office within the Town. In 2028-2029 I fully expect Microsoft

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will make the decision to only offer Microsoft Office 365 cloud service subscriptions for Office, eliminating any option for persistent on premise only use products. I hope that by this time there will be some other potential offerings for solutions such as this than what exists now.

Mentioned last year, the new phone system upgrade, which was a capital project, came with 5 years of licensing and maintenance. The renewal for another 5 years of that licensing and maintenance is something we will be talking to our vendors about for cost projection. Additionally, the phone system upgrade replaced only the components that were considered end-of-life and Cisco would no longer support. Those devices (routers) that we didn't replace will need replacing and we are working with our support vendor to determine when that ideally will be. Some of these items are now listed as future capital requests and future software contract renewal expectations.

Last year I mentioned that our wireless access points, installed in every town building, were expected would need to be replaced in the coming years and that we hadn't received information on when specific models would not be renewable. We found out this year that although our older models will continue to work, they would no longer receive any security patches or firmware upgrades. There is a capital request to split the replacement of our access points over two years. The installation and configuration is something the IT department will be able to do within all the buildings, so there is no need for any outside labor. We just need the physical devices themselves.

As was mentioned last year and continues to be of a concern for us, several of the town buildings were wired for network access over 20 years ago. Although network wiring doesn't degrade there are standards and classifications of network wire that improve over time and are required to achieve faster transmission speeds for newer equipment. These older buildings are wired with CAT 5 cable, which is rated for 100mb/s speeds. All current computers, Cisco VOIP phones, and network switches that we own communicate at 1000mb/s speeds. There is a definite need in some buildings to update the wiring infrastructure so that it can properly support the town for another 20+ years and we will be looking into those costs. There is no critical emergency need here, but it is a concern and something we will continue to discuss.

Every item of hardware that gets purchased has a 5 to 7 year expected lifespan. Our Cohesity backup appliance, our Fortigate firewalls, the new Milestone camera recording servers are all items that will be showing up in future capital projects as we work with vendors and manufactures for proper replacement schedule cycles.

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10147 INFORMATION TECHNOLOGY

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.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	120,461	123,106			128,867		5,761	4.68%
51210	CLERICAL/TECHNICAL	125,596	132,925			139,519		6,594	4.96%
51810	OVERTIME	54	2,500			2,500		-	0.00%
51910	FRINGE BENEFITS	-	-			-			
51920	F.I.C.A	17,623	19,778			20,723		945	4.78%
	SUBTOTAL	263,734	278,309	-	-	291,609		13,300	4.78%
SERVICES									
52043	IT-SERVICE CONTRACT & REPAIRS	900,414	898,249			1,046,337		148,088	16.49%
52050	DUES, CONF. & EDUCATION	-	195			245		50	25.64%
52070	REIMBURSEABLE EXPENSE	-	500			500		-	0.00%
52080	TELEPHONE	1,526	1,548			1,572		24	1.55%
	SUBTOTAL	901,940	900,492	-	-	1,048,654		148,162	4.78%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	-				0		-	
	SUBTOTAL	-	-	-	-	-		-	
EQUIPMENT									
54010	OFFICE FURNITURE	-						-	0.00%
54130	COMPUTER SYSTEM	38,227	35,995			39,806		3,811	10.59%
	SUBTOTAL	38,227	35,995	-	-	39,806		3,811	10.59%
	DEPARTMENT TOTAL	1,203,901	1,214,796	-	-	1,380,069		165,273	13.61%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 47 INFORMATION TECHNOLOGY
2026/2027 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
	51110 - ADMINISTRATION								
10/4/2021	IT MANAGER		N/A	123,865.68	1,850.87	126,962.32	1,904.43	128,866.76	9,858.31
	TOTALS			123,865.68	1,850.87	126,962.32	1,904.43	128,866.76	9,858.31
		*add longevity		125,716.55					
	51210 - CLERICAL/TECHNICAL								
10/4/2021	IT SUPPORT ENGINEER	40	\$ 39.1417	77,793.76	350.00	81,727.92	350.00	82,077.92	6,278.96
2/13/2023	PC TECHNICIAN	40	\$ 27.5100	54,325.92	0.00	57,440.88	0.00	57,440.88	4,394.23
	TOTALS			132,119.68	350.00	139,168.80	350.00	139,518.80	10,673.19
		*add longevity		132,469.68					
	51810 - OVERTIME			2,500.00	0.00	2,500.00	0.00	2,500.00	191.25
	51910 - FRINGE/FICA							0.00	0.00
	TOTALS - INFORMATION TECHNOLOGY	FY26 FICA	19,942.50	260,686.23	2,200.87	268,631.12	2,254.43	270,885.56	20,722.75
	BUDGET TOTAL W/F.I.C.A			280,628.73				291,608.31	

WORKDAYS	WEEKS TO BUDGET
2026/2027	52.2
261	

TOWN OF WATERFORD
ADVERTISING/POSTAGE - INFORMATION TECHNOLOGY DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	0	0	0	0	0	0.00%

ACCOUNT JUSTIFICATION

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 201.00	\$ -	\$ -

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	0	0	0	0	0	0.00%

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WATERFORD
PROFESSIONAL FEES - INFORMATION TECHNOLOGY DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL FEES	0	0	0	0	0	0.00%

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 230.29	\$ -	\$ -

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - INFORMATION TECHNOLOGY DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52043	SERVICE CONTRACTS & REPAIRS	900,414	898,249	584,843	1,046,337	148,088	16.49%

ACCOUNT JUSTIFICATION
Detailed Listing Attached

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 748,459.31	\$ 717,281.48	\$ 703,167.78	\$ 851,919.88	\$ 900,413.95

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - INFORMATION TECHNOLOGY DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	0	195	25	245	50	25.64%

ACCOUNT JUSTIFICATION

State of CT CEN Members Conference for 3 individuals. Registration is \$65 each
State of CT CEN CyberNutmeg Conference for 2 individuals. Registration is \$25 each

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 2,425.00	\$ -	\$ -

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - INFORMATION TECHNOLOGY DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	0	500	0	500	0	0.00%

ACCOUNT JUSTIFICATION

Travel Reimbursement for Manager, Engineer and Technician for driving between town buildings or conferences using personal vehicle

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 11.63	\$ -	\$ -

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	1,526	1,548	521	1,572	24	1.55%

ACCOUNT JUSTIFICATION

Cellular telephones and service for three IT department staff.

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 1,164.61	\$ 1,387.27	\$ 1,526.22

TOWN OF WATERFORD
OFFICE & COMPUTER SYSTEM EQUIPMENT - INFORMATION TECHNOLOGY DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	OFFICE FURNITURE	-	-	0	-	-	0.00%

ACCOUNT JUSTIFICATION

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 664.50	\$ -	

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (12/10/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54130	COMPUTER SYSTEM EQUIPMENT	38,228	35,995	15,209	39,806	3,811	10.59%

ACCOUNT JUSTIFICATION
Detailed Listing Attached

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 97,193.02	\$ 23,950.76	\$ 98,118.44	\$ 43,055.94	\$ 38,226.76

TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY27

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2023-2024	BUDGET FISCAL YEAR 2024-2025	BUDGET FISCAL YEAR 2025-2026	REQUEST FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FISCAL YEAR 2029-2030	ESTIMATED FISCAL YEAR 2030-2031	ESTIMATED FIVE YEAR TOTAL
Library	SIRSI - Sirsi Dynix Licensing and Support	Cloud based ILS system for cataloging, circulation, acquisitions, and reporting.	7,529.40	7,602.00	7,000.00	8,800.00	9,240.00	9,702.00	10,187.10	10,696.46	48,625.56
Library	ENVISIONWARE - Self Check Licensing and Support	Self checkout kiosk software	605.80	650.00	1,250.00	525.00	551.25	578.81	607.75	638.14	2,900.96
IT/Library	Faronics Deep Freeze Enterprise - Licensing and Support (3yr)	Protects workstations and wipes patron data off machines			999.00	0.00	0.00	1,100.00	0.00	0.00	1,100.00
IT/Library	Optisigns Digital Signage subscription	Cloud based digital signage subscription to update the digital signage (TV) in the library				108.00	113.40	119.07	125.02	131.27	596.77
Library	Domain renewal 5yr/protection 1yr : waterfordpubliclibrary.org (Network Solutions)	Network Solutions web domain name registration	200.00	60.00	60.00	11.00	11.00	250.00	11.00	11.00	294.00
Assessor	Vision CAMA (Licensing and Support, Cloud DB & Web hosting)	Vision Cloud Database Appraisal system	16,726.00	18,933.00	20,827.00	23,497.00	24,671.85	25,905.44	27,200.71	28,560.75	129,835.76
Assessor (NEW)	Nearmap Obliques for Government Subscription	Aerial Oblique imagery with measurement tools to be used for property site analysis				8,300.00					
Assessor	QDS PPCAMA Software Licensing and Support	QDS CAMA management system	11,809.99	10,227.00	10,950.00	12,138.75	12,745.69	13,382.97	14,052.12	14,754.73	67,074.26
Tax Office	QDS Licensing and Support	QDS Tax collector management system	14,897.31	12,187.00	12,614.00	13,357.50	14,025.38	14,726.64	15,462.98	16,236.12	73,808.62
P&Z/Building / PW	GIS - ESRI ArcGIS Licensing and Support	ArcGIS Enterprise map and geospatial data management software	10,395.00	9,875.00	8,600.00	8,600.00	9,030.00	9,481.50	9,955.58	10,453.35	47,520.43
P&Z/Building	General Code - MUNICIPALITY Licensing and Support	Cloud based permitting, licensing, inspection, & management system.	9,313.00	10,386.52	9,669.00	10,202.00	10,712.10	11,247.71	11,810.09	12,400.59	56,372.49
P&Z/Building	ICC - MUNICIPALITY ICC Code Integration/Subscription	Municipality integrated access to 10-20 ICC Code Books		3,140.00	2,874.00	0.00	0.00	0.00	0.00	0.00	0.00
P&Z/Building	Blue Beam Revu Complete Licensing and Support	Software tool for marking up and sharing building site plans	400.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P&Z/Building	Tighte Bond GIS Web Hosting and Database Hosting	Town GIS Data Web Hosting and Database Hosting		6,500.00	6,500.00	6,500.00	6,825.00	7,166.25	7,524.56	7,900.79	35,916.60
Finance/HR	ADP Payroll / HR Suite / Time Tracking Licensing and Support	ADP cloud payroll processing, HR employee database, and time and attendance tracking software suite	34,370.00	35,000.00	45,600.00	45,000.00	47,250.00	49,612.50	52,093.13	54,697.78	248,653.41
Finance	Tyler Technologies MUNIS ERP Licensing and Support	Munis enterprise financial management software	39,589.70	35,000.00	36,000.00	38,871.00	40,814.55	42,855.28	44,998.04	47,247.94	214,786.81
Finance	AssetWorks Licensing and Support	Cloud based fixed asset management software	1,940.40	2,134.44	3,696.00	2,100.00	2,205.00	2,315.25	2,431.01	2,552.56	11,603.83
Finance (new)	OpenGov Cloud based Grant Administration	Cloud based grant management software			8,400.00	8,000.00	8,400.00	8,820.00	9,261.00	9,724.05	44,705.05
Finance	OpenGov Cloud based Purchasing Software	Cloud based procurement software solution		16,500.00	17,325.00	17,500.00	19,690.91	20,675.46	21,709.23	22,794.69	102,370.29
Finance	ClearGov Cloud based Budget Book	Cloud based Budget Book	9,550.00	9,550.00	8,716.00	8,400.00	8,820.00	9,261.00	9,724.05	10,210.25	46,415.30
Clerk (new)	ClerkBase OnBoard	Cloud Based management software/portal for Boards and Commission information				1,200.00	1,260.00	1,323.00	1,389.15	1,458.61	6,630.76
Clerk	Municode Hosting (Civic Plus)	Online Code Hosting, Codification, Recodification, Supplementation, and Republication services		700.00	700.00	964.69	1,012.92	1,063.57	1,116.75	1,172.59	5,330.52
PD	BEI PD Camera System SLA	Service contract for police department inhouse camera system	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	EATON UPS SLA (PD)	Service contract for Eaton UPS in PD Data Center	4,895.92	4,900.00	4,381.00	5,109.00	5,364.45	5,632.67	5,914.31	6,210.02	28,230.45
PD	BEI IRecord Licensing and Support	Police interview room camera and audio recording system	2,345.00	2,465.00	2,585.00	2,715.00	2,850.75	2,993.29	3,142.95	3,300.10	

TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY27

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2023-2024	BUDGET FISCAL YEAR 2024-2025	BUDGET FISCAL YEAR 2025-2026	REQUEST FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FISCAL YEAR 2029-2030	ESTIMATED FISCAL YEAR 2030-2031	ESTIMATED FIVE YEAR TOTAL
PD	Leonardo LPR Licensing and Support	Police in-car license plate reader system	5,430.00	5,430.00	3,980.00	4,000.00	4,200.00	4,410.00	4,630.50	4,862.03	22,102.53
PD	Livescan - Idemia Licensing and Support	Police finger printing system	2,200.00	2,448.00	2,570.00	2,699.00	2,833.95	2,975.65	3,124.43	3,280.65	14,913.68
PD/EOC	NexGEN Public Safety Software - CAD/RMS/MOBILE	Public Safety Enterprise data management solution for 911 call handling, CAD for Law/Fire/EMS, records management, and mobile in car access.		33,164.00	25,700.00	26,610.00	27,940.50	29,337.53	30,804.40	32,344.62	147,037.05
PD/EOC	Central Square - CAD/RMS/MOBILE software	Public Safety Enterprise data management solution for 911 call handling, CAD for Law/Fire/EMS, records management, and mobile in car access.	102,181.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	Motorola Watchguard Licensing, Cloud Storage, and Support	Motorola Solutions Police in-car and body camera solution on Cloud Storage	13,260.00	54,170.00	54,040.00	54,040.00	54,040.00	54,040.00	60,000.00	60,000.00	282,120.00
PD	MDC in car computer lease (4yr with 1\$ buyout)	Police in-car mobile computer lease.	30,175.51	30,175.00	100.00	39,317.00	39,317.00	39,317.00	39,317.00	21.00	157,289.00
PD	PEN-LINK - Geotime	Criminal investigation analysis platform tool	924.00	1,305.00	2,466.00	2,592.00	3,500.00	4,000.00	4,500.00	4,500.00	19,092.00
PD	ABSOLUTE - NextMotion Licensing and Support (NexGen)	Enterprise VPN software for in-car connectivity to police data resources (State Approved)	4,500.00	0.00	8,820.00	8,400.00	8,820.00	9,261.00	9,724.05	10,210.25	46,415.30
PD	PIN (LF- Designs LLC) Licensing and Support	Roll call / information sharing Software	1,966.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	DHQ Licensing and Support - Delphi Tech Solutions	Roll call / information sharing Software			2,900.00	3,395.00	3,501.75	3,676.84	3,860.68	4,053.71	18,427.98
PD	LEFTA/Lexipol - Licensing and Support	Field Training/Accountability/Transparency Software	7,123.87	8,563.00	8,385.00	8,805.00	9,245.25	9,707.51	10,182.89	10,702.53	48,653.18
PD	POSS (VCS) Licensing and Support	POSS police time management/scheduling software	4,352.12	4,600.00	4,738.00	5,197.00	5,456.85	5,729.69	6,016.18	6,316.99	28,716.71
PD	BERLA-Vehicle IVE Licensing and Support	Vehicle "black box" data forensics software	3,250.00	3,250.00	3,770.00	0.00	4,156.00	4,363.80	4,581.99	4,811.09	17,912.88
PD	Crown Castle - fiber maintenance contract - EOC to Crossroads	Fiber connectivity contract for a link to traffic cameras	1,675.00	1,904.00	2,023.08	1,984.62	2,083.85	2,188.04	1,675.00	1,675.00	9,606.51
PD	Magnet Forensics - Axiom - Licensing and Support	Digital device data forensics software	4,254.00	4,200.00	4,620.00	0.00	5,094.00	5,348.70	5,616.14	5,896.94	21,955.78
PD	PowerDMS Licensing and Support	Cloud based policy management software	5,370.43	5,719.51	7,328.00	7,791.00	8,180.55	8,589.58	9,019.06	9,470.01	43,050.19
PD	Cellebrite UFED Licensing and Support	Forensic Analysis tool for mobile devices	4,300.00	6,450.00	9,784.00	0.00	10,787.00	11,326.35	11,892.67	12,487.30	46,493.32
PD	GIS - Esri ArcGIS Licensing and Support	ArcGIS map and geospatial data management Software	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	Lexis/Nexis/TransUnion Licensing and Support	Computer Search Engines for criminal investigations and background checks	2,730.00	2,730.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	Crimesex Licensing and Support	Nationwide Crime Sharing Service	632.00	632.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	IACP Net Licensing and Support	Online Administrative Resource	871.00	871.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	New England Computer Forensics Arrest History Licensing and Support	Arrest History Access	410.00	410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PD	Domain renewal 1yr/protection 1yr : waterfordpolice.org (Network Solutions)	Network Solutions web domain name registration	60.00	60.00	60.00	64.00	64.00	64.00	64.00	64.00	320.00
EM	Everbridge - Emergency notification	Cloud based public warning notification system	7,292.26	7,292.26	7,292.26	7,292.26	7,292.26	7,292.26	7,292.26	7,292.26	36,461.30
EM	Town Radio SLA - Harris or State	Town public safety radio system used by police, dispatch, public works, schools, ems, fire, youth services, senior services.	222,228.00	222,232.00	235,767.00	242,840.04	250,000.00	262,500.00	275,635.00	289,406.25	1,320,371.29
EM	EATON UPS SLA (DISPATCH)	Service contract for Eaton UPS in PD Data Center	3,875.36	3,972.00	4,381.00	5,314.00	5,579.70	5,858.69	6,151.62	6,459.20	29,363.20
EM	Crown Castle - fiber maintenance - EOC to radio towers	Fiber connectivity contract for links to town tower radio sites	9,600.00	10,080.00	9,600.00	9,600.00	9,600.00	9,600.00	9,600.00	9,600.00	48,000.00
EM	EATON UPS(s) SLA (TOWERS)	Service contracts for Eaton UPSs in town tower radio sites	7,182.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EM	Crown Castle - fiber maintenance - EOC to millstone	Fiber connectivity contract for a link to traffic cameras	1,675.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EM	APCO IntelliComm software maintenance	Custom electronic guidecards for EMD, law enforcement and fire service		5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	25,000.00

TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY27

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2023-2024	BUDGET FISCAL YEAR 2024-2025	BUDGET FISCAL YEAR 2025-2026	REQUEST FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FISCAL YEAR 2029-2030	ESTIMATED FISCAL YEAR 2030-2031	ESTIMATED FIVE YEAR TOTAL
FIRE	CEN access contract - PSDN/CEN interlink	Firehouse State of CT PSDN / CEN Town Hall connectivity	1,476.00	1,476.00	1,476.00	1,476.00	1,476.00	1,476.00	1,476.00	1,476.00	7,380.00
FIRE	5 Firehouse Internet Connectivity - Cogent/BreezeLine	Internet Connectivity for fire firehouses private networks	11,025.00	7,500.00	6,930.00	6,930.00	7,276.50	7,640.33	8,022.34	8,423.46	38,292.62
FIRE	Aladtec Scheduling Licensing and Support	Fire time management/scheduling software	5,600.00	3,075.00	3,075.00	3,075.00	3,199.23	3,359.19	3,527.15	3,703.51	16,864.08
FIRE	ESO Fire RMS Licensing and Support (all modules)	Cloud based records management software for Fire records (Personnel, Activities, Asset, Incident Mgmt, Incident Reporting, Inspections, Properties)	11,765.00	12,485.00	13,110.00	15,829.00	16,620.45	17,451.47	18,324.05	19,240.25	87,465.22
(NEW) FIRE	OptiSigns Subscription	Subscription to manage secure android devices displaying the NexGen Fire Services Dashboard in Firehouses and Fire Services.				756.00	793.80	833.49	875.16	918.92	4,177.38
FIRE	Streetwise - Hanger 14 - Licensing and Support	Cloud based incident management, asset tracking, reporting, and alert notification software	9,132.00	9,268.00	9,224.00	0.00	0.00	0.00	0.00	0.00	0.00
FIRE	My Sidewalk - Craig1300 - Licensing and Support	Community risk assessment insite generator software	900.00	900.00	900.00	900.00	945.00	992.25	1,041.86	1,093.96	4,973.07
FIRE	PowerDMS Licensing and Support	Cloud based policy management software	6,167.99	6,742.00	7,315.97	7,978.00	8,376.90	8,795.75	9,235.53	9,697.31	44,083.49
FIRE	Prodigy Licensing and Support	EMS training, certification, and tracking software	1,750.00	1,850.00	2,100.00	2,100.00	2,205.00	2,315.25	2,431.01	2,552.56	11,603.83
PW	Syntech Systems (Fuel Master Maintenance)	Fuelpump access control and usage tracking software	3,701.25	3,525.00	3,525.00	3,525.00	3,701.25	3,886.31	4,080.63	4,284.66	19,477.85
PW	GIS - ESRI ArcGIS Licensing and Support	ArcGIS map and geospatial data management Software	660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PW	Valsoft / Advanced Weighing Systems (AWS) - Licensing and Support	Transfer station scale vehicle weight system	4,725.00	4,725.00	5,056.00	5,575.50	5,854.28	6,146.99	6,454.34	6,777.06	30,808.16
PW	Snap On tools diagnostic Licensing and Support	Snap On Tools vehicle computer diagnostics software	1,600.00	1,600.00	1,700.00	1,736.00	1,822.80	1,913.94	2,009.64	2,110.12	9,592.50
PW	Navistar ONCOMMAND Service Information (OCSI) Licensing and Support	International vehicles support software, diagnostic tools, and resource	630.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PW	Navistar ONCOMMAND Service Subscription Licensing and Support	International vehicles support software, diagnostic tools, and resource	1,732.50	1,650.00	1,650.00	1,650.00	1,732.50	1,819.13	1,910.08	2,005.59	9,117.29
PW	Navistar Engine Diagnostics (NED) Licensing and Support	subscriptions for engines, parts, diagnostics, and service.	567.00	540.00	540.00	540.00	567.00	595.35	625.12	656.37	2,983.84
PW	Navistar Diamond Logic Builder (DLB) Licensing and Support		700.00	700.00	700.00	700.00	735.00	771.75	810.34	850.85	3,867.94
PW	NavKai Licensing and Support		540.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PW	Helm - Ford IDS Licensing and Support	Ford vehicle diagnostics software	850.00	850.00	800.00	800.00	840.00	882.00	926.10	972.41	4,420.51
PW	Cummins Insite Licensing and Support	Cummins vehicle diagnostics	850.00	850.00	840.00	840.00	882.00	926.10	972.41	1,021.03	4,641.53
PW	Cummins Quickserve Licensing and Support	Cummings resource software	850.00	850.00	810.00	810.00	850.50	893.03	937.68	984.56	4,475.76
PW	Noregon - Allison Fleet Hub Licensing and Support (Bosch)	Allison vehicle diagnostics and resource software	350.00	350.00	390.00	415.00	435.75	457.54	480.41	504.44	2,293.14
PW/Finance	Rarestep - Fleetio Licensing and Support	Cloud based real time fleet management maintenance, tracking, and analysis solution	19,845.00	19,379.20	18,900.00	27,810.00	29,200.50	30,660.53	32,193.55	33,803.23	153,667.81
PW	VHB - Samis - Pavement tracking Licensing and Support	SAM IS pavement inventory and survey tracking data	4,200.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00
IT	Milestone VMS - Software Maintenance	Milestone IP camera video management software	1,378.83	4,400.00	9,250.00	9,690.94	10,175.49	10,684.26	11,218.47	11,779.40	53,548.56
IT	Meraki AP Licensing and Support - (3YR)	Meraki Cloud Management licensing for Meraki WIFI Access Points town wide.	15,120.00	0.00	0.00	20,575.00	0.00	0.00	25,000.00	0.00	45,575.00
IT	CEN connectivity (tow & public) - State of CT	Internet connectivity for the town and public networks (provided through CT Education Network)	2,976.00	2,952.00	8,220.00	8,220.00	8,631.00	9,062.55	9,515.68	9,991.46	45,420.69

TOWN OF WATERFORD
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IT	S2 Access Control System - Utility Communications	RFID Door Access control management system	573.30	602.00	600.00	585.00	614.25	644.96	677.21	711.07	3,232.49
IT	Fortigate for Public Network - Licensing and Support - concourse	Fortigate firewall support and feature licensing for the public networks	337.00	332.00	300.00	275.00	288.75	303.19	318.35	334.26	1,519.55
IT	Fortigate for Town Network - Licensing and Support - concourse	Fortigate firewall support and feature licensing for the town networks	3,541.00	4,024.00	3,600.00	3,400.00	3,570.00	3,748.50	3,935.93	4,132.72	18,787.15
IT	2FA Cisco DUO Licensing and Support	Two factor authentication system to protect authentications for privileged accounts to infrastructure and web based email.	2,489.76	4,563.00	3,900.00	3,900.00	4,095.00	4,299.75	4,514.74	4,740.47	21,549.96
IT	Cisco Smartnet - Cisco/TCI - Hardware SLA	Cisco hardware maintenance contract covering specific critical infrastructure components.	14,000.00	14,121.64	14,862.00	16,721.00	17,557.05	18,434.90	19,356.65	20,324.48	92,394.08
IT	Managed Services Phone System Support SLA - TCI	Managed services support contract for town Cisco Voice over IP phone system	21,327.39	21,328.00	28,088.00	26,388.00	27,707.40	29,092.77	30,547.41	32,074.78	145,810.36
IT (NEW)	Cisco VOIP Flex and Cube licensing (5 year)	Cisco VOIP Flex calling enterprise agreement licensing for phones/voicemail and trunks				0.00	0.00	100,301.00	0.00	0.00	100,301.00
IT,PD,PZ	Zoom Licensing and Support	Zoom video conferencing software for specific users (free version has 40 minute limitation)	2,000.00	2,000.00	1,600.00	1,600.00	1,680.00	1,764.00	1,852.20	1,944.81	8,841.01
IT	Cybersecurity Web Content Filter (iBoss)	Web browsing content filter access control software	1,695.00	1,695.00	0.00	0.00	3,000.00	3,150.00	3,307.50	3,472.88	12,930.38
IT	GlobalSign wildcard ssl cert - Advanced Office Systems	SSL certificate for securing multiple web based applications for town resources	746.55	731.00	731.00	750.00	787.50	826.88	868.22	911.63	4,144.22
IT	VMware Vsphere Licensing and Support - TCI & Carahsoft	Virtual Server infrastructure software platform	7,800.17	8,190.18	13,056.00	19,500.00	20,475.00	21,498.75	22,573.69	23,702.37	107,749.81
IT	Cohesity DataProtect Backup Appliance & FortKnox Cloud Archive Subscription	Backup and recovery platform appliance with immutable backups, fast recovery response, and AWS cloud archiving support	13,732.77	17,000.00	21,133.00	42,577.00	44,705.85	46,941.14	49,288.20	51,752.61	235,264.80
IT	AWS Cloud Data Archive Licensing and Support	Cloud based data archival through Amazon Web Services platform	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT	Pure Storage SAN - Licensing and Support (3yr)	An all flash data storage device connected to our VMware virtual server infrastructure platform	20,000.00	55,265.00	0.00	0.00	65,000.00	0.00	0.00	0.00	65,000.00
IT	Cybersecurity eMail Filtering / Archival (Barracuda Essentials) - Consolidated	Cloud based email data protection, filtering, and archival solution	6,175.00	7,052.00	7,282.20	7,855.00	8,247.75	8,660.14	9,093.14	9,547.80	43,403.83
IT (REMOVED)	Cybersecurity Endpoint Visibility and Segmentation (Illumio)	Prevent endpoints from causing a ransomware outbreak by stopping lateral movement from your most vulnerable assets.		14,309.50	11,183.00	0.00	0.00	0.00	0.00	0.00	0.00
IT	Cybersecurity End Point Protection (CrowdStrike)	Cloud based AI endpoint protection platform for cybersecurity protection of computers		14,022.00	10,594.00	10,800.00	11,340.00	11,907.00	12,502.35	13,127.47	59,676.82
IT (NEW)	Microsoft Exchange Subscription (3yrs)	Email Server Licensing Subscription				51,121.00	0.00	0.00	60,000.00	0.00	111,121.00
IT (REPLACED)	PDQ Inventory/Deploy - PDQ Licensing and Support	Computer inventory scanning and application deployment tool	1,500.00	1,500.00	1,575.00	0.00	0.00	0.00	0.00	0.00	0.00
IT (ALL DEPTS)	MDM for mobile devices	Cloud based Mobile Device management software for iPhones/iPads		265.00	0.00	2,000.00	2,100.00	2,205.00	2,315.25	2,431.01	11,051.26
IT	File Sharing /Transfer Product (Box)	Secure file transfer software for sharing data files to and from external resources	4,000.00	4,000.00	4,800.00	5,544.00	5,821.20	6,112.26	6,417.87	6,738.77	30,634.10
IT	Advanced MS Exchange Support - Consolidated/Logically	SLA hours specifically for advanced Microsoft Exchange email server support	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT (REPLACED)	FreshService Help Desk Ticketing/Tracking system	Cloud based helpdesk ticketing/incident tracking reporting software	3,662.82	4,596.48	4,600.00	0.00	0.00	0.00	0.00	0.00	0.00

TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY27

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2023-2024	BUDGET FISCAL YEAR 2024-2025	BUDGET FISCAL YEAR 2025-2026	REQUEST FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FISCAL YEAR 2029-2030	ESTIMATED FISCAL YEAR 2030-2031	ESTIMATED FIVE YEAR TOTAL
IT (NEW)	Ninja One Endpoint Management and Ticketing system	Endpoint Patch Management software and help desk ticketing/incident tracking software. This is replacing FreshService Help Desk and PDQ Inventory/Deploy				6,806.00	7,146.30	7,503.62	7,878.80	8,272.74	8,686.37
IT	Microsoft PowerBI Pro Licensing and Support	Microsoft PowerBI reporter builder software	250.00	122.00	122.00	122.00	128.10	134.51	141.23	148.29	674.13
IT	Crown Castle Fiber Maint - EOC to MUNI network connectivity	Fiber connectivity contract for a link to Public Works/Utility Commission	1,500.00	1,575.00	1,500.00	1,500.00	1,575.00	1,653.75	1,736.44	1,823.26	8,288.45
IT	Infrastructure Support (VMWARE/STORAGE/SERVERS) TCI	Prepaid non-expiring block of support hours at a reduced rate to be used for any advanced IT support need	10,000.00	10,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	70,000.00
IT	Adobe Acrobat Pro/Standard for Teams Subscription	Software that allows for creating, editing, or converting PDF documents.	9,341.50	8,380.00	9,500.00	4,486.00	4,710.30	4,945.82	5,193.11	5,452.76	24,787.98
IT	Secure FTP Server BitVise (5 years)	On Premise secure file transfer server software required for certain IT needs	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
IT	Kiwi SysLog Server	On Premise syslog server for capturing specific system log data	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00	700.00
IT (NEW)	Domain renewal 5yr/protection 1yr : waterfordct.org (Network Solutions)	Network Solutions web domain name registration				11.00	11.00	11.00	250.00	11.00	294.00
IT (NEW)	Room Alert - AvTech	Data room environmental monitor & alert notification subscription				899.00	943.95	991.15	1,040.70	1,092.74	1,147.38
IT (NEW)	Optisigns Digital Signage	Cloud based digital signage subscription to update the content on the PEG cable channel.				108.00	113.40	119.07	125.02	131.27	137.84
IT	ABUSEIPDB basic subscription	Customizable Blacklist Tool of Abusive IP addresses	0.00	228.00	228.00	228.00	239.40	251.37	263.94	277.14	1,259.84
SENIOR SERVICES	RecDesk Licensing and Support	Cloud based recreation management software with credit card payment processing configured for senior services	3,500.00	3,500.00	3,675.00	3,859.00	4,051.95	4,254.55	4,467.27	4,690.64	21,323.41
SENIOR SERVICES	Xavus - MySeniorCenter Lite - case management	Cloud based case management platform designed for senior services needs	830.00	790.00	790.00	860.00	903.00	948.15	995.56	1,045.34	4,752.04
SENIOR SERVICES & REC/PARK (NEW)	Visitty	Cloud Visitor / Program Check in software subscription				899.00	943.95	991.15	1,040.70	1,092.74	4,967.54
SENIOR SERVICES (NEW)	Speedata	Cloud van scheduling and intelligent routing efficiency software subscription				6,300.00	4,800.00	5,040.00	5,292.00	5,556.60	26,988.60
IT/SENIOR SERVICES (NEW)	Optisigns Digital Signage	Cloud based digital signage subscription to update the digital signage (TV) in the Community Center				108.00	113.40	119.07	125.02	131.27	596.77
SS/FS/YFS/RP	Canva	Cloud based Advertising/Marketing creator tool			600.00	720.00	756.00	793.80	833.49	875.16	3,978.45
REC & PARK	RecDesk Licensing and Support	Cloud based recreation management software with credit card payment processing configured for parks and rec	3,800.00	7,300.00	7,665.00	8,049.00	8,451.45	8,874.02	9,317.72	9,783.61	44,475.81
REC & PARK	Adobe Express	Advertising creation tool that provides access to thousands of templates, logos, fonts and royalty free photos.	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
REC & PARK (NEW)	Cradlepoint Cloud Management service	Backend cloud management service for the Cradle point cellular router at the Beach Gatehouse.				0.00	0.00	1,370.00	0.00	0.00	1,370.00
REC & PARK	Beach Gatehouse Internet Connectivity (Cellular TMOBILE / ATT)	Internet Connectivity for the beach gatehouse	0.00	480.00	480.00	432.00	453.60	476.28	500.09	525.10	2,387.07
FS	Town Website - Virtual Town Hall - CivicPlus	Cloud hosted website platform which provides residents access to information posted by town departments	10,500.00	17,666.00	21,907.00	14,514.84	15,240.58	16,002.61	16,802.74	17,642.88	80,203.65

TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY27

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME	DESCRIPTION	BUDGET FISCAL YEAR 2023-2024	BUDGET FISCAL YEAR 2024-2025	BUDGET FISCAL YEAR 2025-2026	REQUEST FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FISCAL YEAR 2029-2030	ESTIMATED FISCAL YEAR 2030-2031	ESTIMATED FIVE YEAR TOTAL
FS (NEW)	Audio Eye - Civic Plus	ADA compliance module/tool for Town Website CivicPlus ADA remediation services to find all PDF documents on the Town website and convert them to be ADA compliant.				0.00	4,875.00	5,118.75	5,374.69	5,643.42	5,925.59
FS (NEW)	CommonLook ADA Remediation Services - CivicPlus					5,000.00	4,875.00	4,875.00	4,875.00	4,875.00	4,875.00
YOUTH	RecDesk Licensing and Support	Cloud based recreation management software with credit card payment processing configured for youth services	3,500.00	3,500.00	3,675.00	3,859.00	4,051.95	4,254.55	4,467.27	4,690.64	21,323.41
YOUTH (NEW)	Calendly subscription	Cloud based scheduling software that makes it easier for the public to schedule appointments with the food bank			192.00	120.00	126.00	132.30	138.92	145.86	663.08
YOUTH/SENIOR SERVICES/EOC	Charity Tracker Licensing and Support	Cloud based case management platform	2,592.00	2,592.00	1,728.00	1,728.00	1,814.40	1,905.12	2,000.38	2,100.39	9,548.29
	TOTALS		875,066.02	922,904.73	898,248.51	1,046,336.14	1,096,171.33	1,179,368.09	1,213,900.73	1,138,757.76	5,583,320.53

TOWN OF WATERFORD
COMPUTER EQUIPMENT & SOFTWARE - IT - 10147-54130
2026-2027 FISCAL YEAR

EQUIPMENT	2023-2024 ADOPTED	2024-2025 ADOPTED	2025-2026 ADOPTED	2026-2027 REQUEST	NOTES
FIREWALL				2,379.00	Police Fortigate 51G-5G firewall with 5 years of licensing support
TABLETS (IPADS)	2,400.00		500.00	10,508.00	ipads for fire services (16) & senior services(4) plus accessories
DATA ROOM/CLOSET EQUIPMENT		5,557.00		2,440.00	10 UPS batteries
RFID CARDS		788.98		479.00	Printable PVC RFID Cards (100)
MISCELLANEOUS EQUIP	24,000.00	24,000.00	24,000.00	24,000.00	mid year purchases, replace broken items
LAPTOPS COMPUTERS	1,640.00		3,408.00		
AV EQUIPMENT			5,450.00		
CISCO IP PHONES		2,890.00	2,637.00		
ID CARD PRINTER/SUPPLIES	2,983.00	100.00		-	
LABEL PRINTER(S)/SUPPLIES		840.00			
LIBRARY CHECKOUT EQUIPMENT		737.00			
CISCO SWITCH REPLACEMENT	3,860.00	4,560.00			
EATON UPS BATTERY REPLACEMENT	9,900.00				
	44,783.00	39,472.98	35,995.00	39,806.00	

Hi Jeff

The discounts vary depending on the promotion- I am going to give you the SRP / if there is no promotion at the time I can usually get a discount for you of around \$150-\$200 on new lines . Sometimes there are promotions where they are free.

Apple iPad 10th Gen 64 GB- \$499.99

Apple iPad 10th Gen 256 GB- \$649.99

If there are other models you would like pricing on please let me know or if you have any questions please let me know

Best,
Stacey

Stacey Durant (She/Her/Hers)
Government Account Executive / New England
Mobile 860-960-4440
Stacey.Durant1@T-Mobile.com

Have a question or need account support?
Reach out to your Senior Government Expert / Taressa Polk
Taressa.Lacy1@t-mobilesupport.com
Direct 423-380-7462



4.4 ★★★★★ (180)



ProCase Kids Case for iPad A16 11th Generation 2025/iPad 10th Generation 2022 with Pencil Holder, iPad 11/10 Case Shockproof Lightweight Cover with Stand Convertible Handle for Children -Blue

Visit the [ProCase Store](#)

4.4 ★★★★★ (1,382)

Amazon's Choice

2K+ bought in past month

-20% \$19⁹⁹

List Price: \$24.99

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[Unlock a \\$60 Amazon Gift Card](#) upon approval for Amazon Visa.

Available at a lower price from [other sellers](#) that may not offer free Prime shipping.

Color: **Blue**



7 VIDEOS



apiker 2 Pack Screen Protector for iPad 9th 8th 7th Generation 10.2 Inch, Tempered Glass Film for iPad 9 8 7 (2021/2020/2019), Case Friendly, Apple Pencil Compatible, High Response

Visit the apiker Store

4.6 ★★★★★ (54,269)

Amazon's Choice

10K+ bought in past month

-27% \$7⁹⁸ (\$3.99 / count)

List Price: \$10.99

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[FREE Returns](#)

Coupon: ☐ Apply 6% coupon [Terms](#)

Get \$60 off instantly: Pay \$0.00 upon approval for the Amazon Store Card.

Brand apiker

Compatible iPad 9th/8th/7th gen Devices



7 VIDEOS



OHLPRO Tablet Holder for Car & Truck Dashboard Heavy Duty iPad Mount with Drill Base 360° Rotating Arm, Compatible with 5"-13" Tablets & Phones, Kindle, Ideal for Commercial Vehicles, Wall, Desk

Visit the [OHLPRO Store](#)

4.6 ★★★★★ (191)

Amazon's Choice

300+ bought in past month

\$18⁹⁹

Get Fast, Free Shipping with Amazon Prime

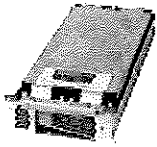
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Save 5% on 2 select item(s) [Shop items](#) >

Get \$60 off instantly: Pay \$0.00 upon approval for the Amazon Store Card.

Size: **5-13" Drilling Base**



**American Battery Company UPS Replacement
Battery RBC43**

\$243.75

ABRBC43

In Stock QTY: 1 Price: \$243.75

Subtotal	\$243.75
Shipping	\$0.00
Tax	\$0.00
Total	\$243.75

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10121 CONTINGENCY

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 9/29/25	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
MISCELLANEOUS									
59010	CONTINGENCY	263,706	265,000	0	7,113	285,000		20,000	7.02%
	SUBTOTAL	263,706	265,000	0	7,113	285,000	0	20,000	7.02%
DEPARTMENT TOTAL		263,706	265,000	0	7,113	285,000	0	20,000	7.02%

TOWN OF WATERFORD FY2027 BUDGET REQUEST CONTINGENCY (10121)



BUDGET FUNCTION

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

Specific use of the 2026-2027 contingency is unknown at this time; the amount is appropriated for the use of unanticipated expenses. Examples of unanticipated expenses include:

- Payment of accrued time for employee retirement
- Pension contribution rate increases (the Town is not notified of its contribution rate for the year until February)
- Accrued vacation/sick time pay-outs at termination
- Union negotiated contracts finalized during the year
There are three (1303, police & dispatch) expected contract settlements to occur during the FY2027 year, as well as, non-union salary increases that are not known at this time.
- Other unanticipated expenditures that may arise during the course of the fiscal year

BUDGET SUMMARY

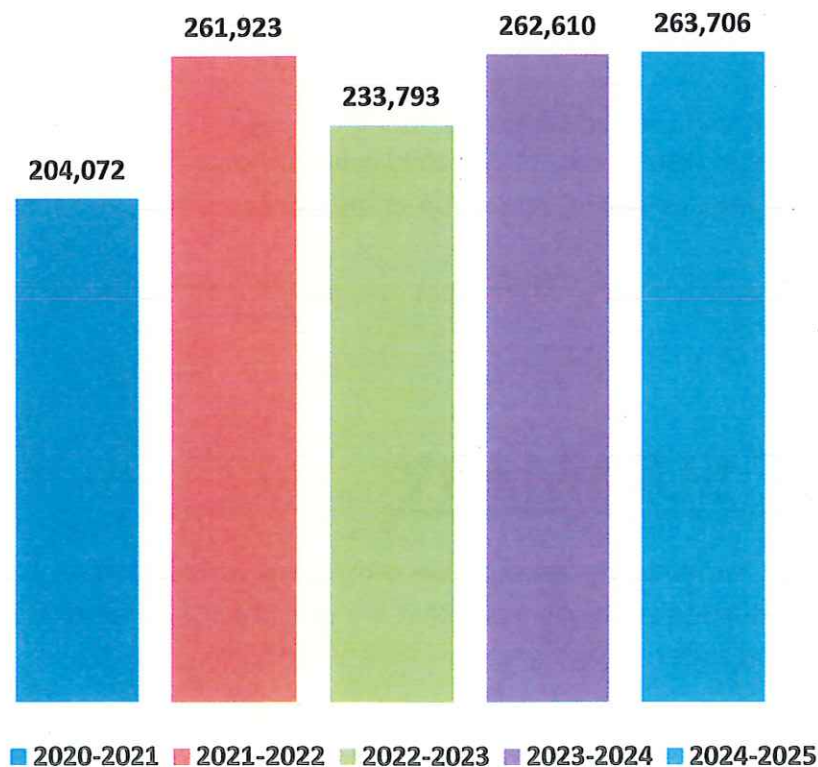
The FY2027 budget request an increase in line with COLA. An additional increase was added to account for the non-union salary increases that are expected to be approved after the budget is approved for the FY27 year.

TOWN OF WATERFORD FY2027 BUDGET REQUEST CONTINGENCY (10121)



EXPENDITURE HISTORY

FISCAL YEAR	CONTINGENCY USED
2020-2021	204,072
2021-2022	261,923
2022-2023	233,793
2023-2024	262,610
2024-2025	263,706



TOWN OF WATERFORD
PROPOSED CONTINGENCY BUDGET
2026-2027 FISCAL YEAR

CONTINGENCY FUND CALCULATION AT 3% of 2025 ADOPTED EXPENDITURES

GENERAL FUND	39,267,105
BOARD OF EDUCATION	57,611,181
CAPITAL	2,250,926
DEBT SERVICE	8,109,746
PROJECTED EXPENDITURES 2025	107,238,958
3% OF EXPENDITURES	3,217,169

PROPOSED CONTINGENCY BUDGET **285,000**

FISCAL YEAR	ADOPTED BUDGET	ADDITIONAL APPROPRIATION	ACTUAL EXPENDITURES	CONTINGENCY APPROPRIATION	% OF PRIOR YEAR BUDGET	CONTINGENCY USED	AMOUNT USED AS A % OF ACTUAL EXPENDITURES
2024-2025	107,238,958	4,768,997	110,799,189	265,000	0.26%	263,706	0.24%
2023-2024	102,073,198	4,547,982	105,015,499	265,000	0.27%	262,610	0.25%
2022-2023	99,381,223	0	24,066,304	265,000	0.27%	233,793	0.97%
2021-2022	97,005,544	1,800,000	97,769,514	265,000	0.28%	261,923	0.27%
2020-2021	95,978,230	0	93,822,142	265,000	0.28%	204,072	0.22%
2019-2020	95,267,503	0	94,482,714	250,000	0.27%	201,682	0.21%
2018-2019	93,146,501	800,000	92,983,504	265,000	0.29%	114,934	0.12%
2017-2018	90,791,493	693,075	90,692,176	245,000	0.28%	241,001	0.27%
2016-2017	89,048,631	0	88,457,466	265,000	0.31%	233,498	0.26%
2015-2016	86,328,469	0	85,729,177	245,000	0.28%	245,000	0.29%
			AVERAGE	259,500	0.30%		0.30%

Cost-of-Living Adjustment (COLA) Information (En español)

Menu

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[Press Releases](#)

Cost-of-Living Adjustment (COLA) Information for 2025

Social Security and Supplemental Security Income (SSI) benefits for more than 72.5 million Americans will increase 2.5 percent in 2025.

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
FY205 APPROPRIATION					\$265,000.00
Fire	10123-51410	Employee Payout	8/14/2024	(49,227.00)	\$215,773.00
Assessor	10104-52030	Personal Property Audit	8/14/2024	(24,500.00)	\$191,273.00
Fire	10123-51110	Employee Payout	9/11/2024	(14,486.00)	\$176,787.00
Planning	20541-57328	Alewife	9/11/2024	(12,500.00)	\$164,287.00
Facilities	10111-52120	Building Maintenance	11/13/2024	(3,112.00)	\$161,175.00
Rec & Park	10137-51610	Employee Payout	12/11/2024	(4,330.00)	\$156,845.00
Public Works	31124-55913	Jordn Park House	1/15/2025	(6,583.00)	\$150,262.00
Police	10129-51420	Employee Payout	1/15/2025	(62,757.00)	\$87,505.00
Fire	10123-51410	Contract Settlement	2/12/2025	(84,511.00)	\$2,994.00
ROV	10102-51310/53020	Election	3/12/2025	(1,700.00)	\$1,294.00
		TOTAL TRANSFERS FROM CONTINGENCY		\$263,706.00	

TOWN OF WATERFORD

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
FY2024 APPROPRIATION					
Legal	10108-52560	settlement	8/9/2023	(75,000.00)	\$265,000.00
Police	10129-51420	employee payout	11/8/2023	(35,952.00)	\$190,000.00
Public Works	33021-55867	tank removal	11/8/2023	(11,290.00)	\$154,048.00
Police	10129-51420	employee payout	12/13/2023	(12,786.00)	\$142,758.00
Police	10129-51420	employee payout	2/14/2024	(34,063.00)	\$129,972.00
Finance	various salary lines	employee wage increases	2/14/2024	(2,887.00)	\$95,909.00
Police	10129-51420	employee payout	2/14/2024	(14,893.00)	\$93,022.00
Library	10136-51210	employee payout	3/13/2024	(16,993.00)	\$78,129.00
Human Resources	10145-51210	employee payout	3/13/2024	(18,795.00)	\$61,136.00
Youth & Family	10119-51110	salary increases	5/22/24	(21,708.00)	\$42,341.00
Library	10136-51110	salary increases	5/22/2024	(10,379.00)	\$20,633.00
ROV	10102-51010	salary increases	6/30/2024	(7,864.00)	\$10,254.00
					\$2,390.00
TOTAL TRANSFERS FROM CONTINGENCY				\$262,610.00	

TOWN OF WATERFORD

2022-2023 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2022-2023 APPROPRIATION					
Police	32923-55898	De-escalation & Communication CIP Project	7/20/2022	(775.00)	\$265,000.00
Police	32923-55897	Cell Bench Safety Overlay	9/7/2022	(2,496.00)	\$264,225.00
Fire Services	10121-59010	Pagers	1/11/2023	(25,000.00)	\$261,729.00
ROV	various	Primary Election Expenses	2/22/2023	(10,964.00)	\$236,729.00
Fire Services	10123-53070	Vehicle Maintenance	2/22/2023	(40,000.00)	\$225,765.00
Board of Finance	10103-52030	FY22 Audit Increase	4/12/2023	(7,298.00)	\$185,765.00
Finance	10107-51110	Employee Payout	4/12/2023	(5,841.00)	\$178,467.00
Board of Assessment	various	Additional Staffing	4/12/2023	(2,235.00)	\$172,626.00
Town Clerk	10109-51110	Employee Payout	4/12/2023	(30,798.00)	\$170,391.00
Fire Services	10123-51110	Employee Payout	5/17/23	(41,043.00)	\$139,593.00
Fire Services	32323-55900	Increased Cost for CIP Project	5/17/2023	(2,000.00)	\$98,550.00
Police	10129-51110	Employee Payout	6/14/2023	(65,343.00)	\$96,550.00
					\$31,207.00
TOTAL TRANSFERS FROM CONTINGENCY					\$233,793.00

[illegible]

TOWN OF WATERFORD

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2020-2021 APPROPRIATION					
Police Capital	32921-55864	Body Cameras	8/8/2020	(11,850.00)	\$60,928.00
Fire Services	10123-51410, firefighting & 51920 (FICA)	FLSA Claim Settlement	10/23/20	(77,044.00)	\$187,956.00
Police Department	10129-53220 (marine patrol supplies)	Replacement Generator for Patrol Boat	2/10/21	(16,566.00)	\$171,390.00
Information Technologoy	10147-52043 (contracts)	PD Records Management Software	2/10/21	(33,639.00)	\$137,751.00
Library	10136-5110 (adminsitraton)	Payout to Administrator	2/10/21	(44,471.00)	\$93,280.00
Town Clerk	various	Election needs	6/30/21	(4,024.00)	\$89,256.00
Youth & Family	10119-51110 (administration)	Additional Staff Salary	6/30/21	(3,758.00)	\$85,498.00
Youth & Family	10119-51210 (clerical)	Additional Staff Salary	6/30/21	(12,720.00)	\$72,778.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
TOTAL TRANSFERS FROM CONTINGENCY				\$204,072.00	

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10103

BOARD OF FINANCE

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	2025-2026 RTM APPROP.	2024/2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND/ ENCUMB AS OF 10/6/25	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM.	Department INCREASE/ (DECREASE)	Department PERCENT INCREASE/ (DECREASE)
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL	1,511	1,926		158	1,636		(290)	-15.06%
51920	F.I.C.A	116	147		12	125		(22)	-14.97%
SUBTOTAL		1,627	2,073	0	170	1,761	0	(312)	-15.05%
SERVICES									
52010	ADVERTISING	1,395	1,500		0	1,500		0	0.00%
52030	PROFESSIONAL FEES	82,321	79,990		53,200	83,100		3,110	3.89%
SUBTOTAL		83,716	81,490	0	53,200	84,600	0	3,110	3.82%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	45		0	45		0	0.00%
SUBTOTAL		0	45	0	0	45	0	0	0.00%
DEPARTMENT TOTAL		85,343	83,608	0	53,370	86,406	0	2,798	3.35%

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)



BUDGET FUNCTION

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

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

BUDGET SUMMARY

PERSONNEL COSTS

Personnel costs cover the board's clerical support. The FY2027 budget request is decreased by 15.05% because of the current salary and 5 year average of hours worked to support the Board of Finance.

SERVICES

The FY2027 budget request reflects a total 3.82% increase over the previous year due to a contractual agreement increase in our audit costs. The contract with our current audit firm (CLA) will expire at the end of FY28 audit.

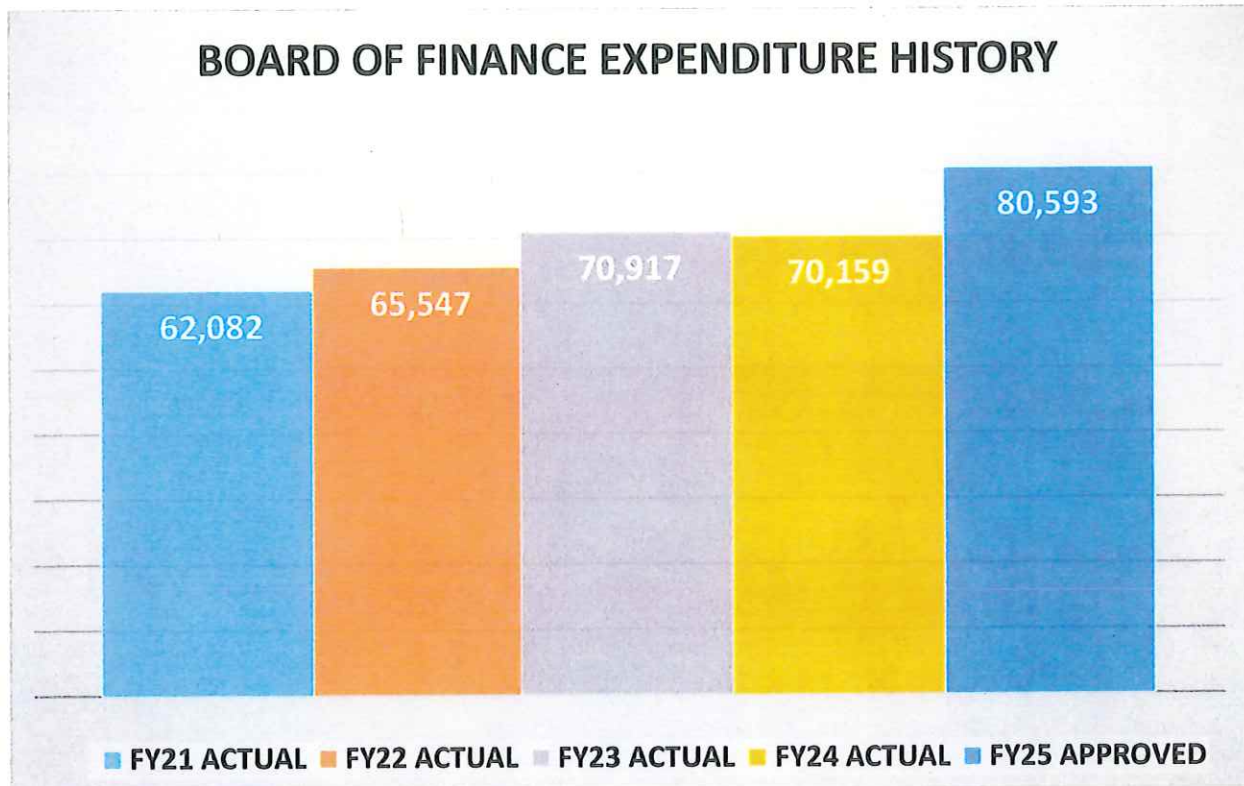
**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)**



MATERIALS & SUPPLIES

The FY2027 budget request includes funds for new member signs that may be needed after local elections or any other supply that may be needed by the board membership.

EXPENDITURE HISTORY



TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF FINANCE
2026-2027 FISCAL YEAR

EMPLOYEE	# OF MEETINGS ⁽¹⁾	HOURS/ MEETING ⁽²⁾	TOTAL HOURS	HOURLY RATE OF PAY ⁽³⁾	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 ACTUAL	2024/2025 ACTUAL	2025/2026 APPROVED	2026-2027 PROPOSED	PAYROLL TAXES
51210 - CLERICAL/TECHNICAL												
RECORDING SECRETARY	22.00	1.93	42.46	\$ 38.54	1,459.61	1,717.54	1,492.24	1,511.62	1,626.28	2,073.00	1,636.41	125.19
TOTALS					1,459.61				1,626.28	2,073.00	1,636.41	125.19
				TOTAL HOURS	31.75	49.25	36.75	39.50	41.00	42.00	42.00	
				# OF MEETINGS	21.00	19.00	21.00	21.00	22.00	21.00	21.00	
				AVERAGE HOURS/MEETING	1.51	2.59	1.75	1.88	1.86	2.00	2.00	
				5 YEAR AVG HOURS/MEETING							1.93	

¹ Number of FY27 meetings scheduled is 21.

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

³ Salary is based on current recording secretary's overtime hourly rate.

**TOWN OF WATERFORD
ADVERTISING - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 ACTUAL	2024/2025 ACTUAL	2025/2026 APPROVED	2026-2027 PROPOSED
52010	ADVERTISING	1,694	551	181	1,395	1,395	1,500	1,500

ACCOUNT JUSTIFICATION

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

**TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF FINANCE
2026-2027 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 ACTUAL	2024/2025 ACTUAL	2025/2026 APPROVED	2026-2027 PROPOSED
52030	PROFESSIONAL SERVICES	58,800	62,500	69,117	79,544	82,321	79,990	83,100

ACCOUNT JUSTIFICATION

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

The FY26 audit year is the first year of a three-year contract. The budgeted amount is per the awarded contract.

**TOWN OF WATERFORD
OFFICE SUPPLIES - BOARD OF FINANCE
2026-2027 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 ACTUAL	2024/2025 ACTUAL	2025/2026 APPROVED	2026-2027 PROPOSED
53010	OFFICE SUPPLIES	16	35	13	0	0	45	45

ACCOUNT JUSTIFICATION

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



CliftonLarsonAllen LLP
CLAconnect.com

July 8, 2025

Kimberly Allen
Director of Finance
Town of Waterford
Finance Office
15 Rope Ferry Road
Waterford, CT 06385

Dear Kim:

Thank you for allowing us the opportunity to continue providing services to the Town of Waterford, CT. Below is a summary of the services and the proposed fees for your organization. If you have any questions about our offerings, please do not hesitate to contact me at 401-330-2752 or email at Stephen.Gross@claconnect.com.

Your investment

Based on our understanding of your requirements, we propose the following fees:

Professional Services	2026	2027	2028
Town			
Audit	\$20,200	\$21,000	\$21,700
Federal Single Audit	\$9,000	\$9,400	\$9,800
State Single Audit	\$9,000	\$9,400	\$9,800
ACFR Assistance	\$5,600	\$5,800	\$6,000
Town total	\$43,800	\$45,600	\$47,300
BOE			
Audit	\$11,200	\$11,600	\$12,100
Federal Single Audit	\$9,000	\$9,400	\$9,800
State Single Audit	\$9,000	\$9,400	\$9,800
EFS	\$10,100	\$10,500	\$10,900
BOE total	\$39,300	\$40,900	\$42,600
Total	\$83,100	\$86,500	\$89,900

Our fees do not anticipate unusual or unforeseen circumstances. Before the scope of our work is changed for any unanticipated circumstances or events, we will inform you of the change and related change in fee.

CLA has a very open fee philosophy with our clients, and will work with you to establish a mutually acceptable fee arrangement for any future or special project engagements. We reiterate our strong interest in providing you the quality of service and support that will help you achieve your goals. If at any time you have a question concerning our services or fees, please call it to our attention so that we can discuss it.

Sincerely,

CliftonLarsonAllen LLP

Stephen Gross, Principal



Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025-13 JOURNAL DETAIL 2025 1 TO 2025-13

ORIGINAL APPROP TRANS/ADJSMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET % USED

101 GENERAL FUND

10102 BUDGET FINANCE

51210 CLERICAL AND TECHNICAL

10103 51210	1,587.00	CLERICAL AND TECHNICAL	0.00	1,587.00	1,510.72	0.00	76.28	95.2%
2025/01/000315	07/26/2024	GNI		71.62 REF ADPIMP ADP IMPORT				
2025/01/000425	07/01/2024	BUC		1,587.00 REF ORIGINAL BUDGET 2025				
2025/02/000135	08/23/2024	GNI		80.57 REF ADPIMP ADP IMPORT				
2025/03/000096	09/20/2024	GNI		80.57 REF ADPIMP ADP IMPORT				
2025/04/000062	10/18/2024	GNI		71.62 REF ADPIMP ADP IMPORT				
2025/05/000091	11/22/2024	GNI		71.62 REF ADPIMP ADP IMPORT				
2025/06/000107	12/20/2024	GNI		71.62 REF ADPIMP ADP IMPORT				
2025/07/000132	01/24/2025	GNI		71.62 REF ADPIMP ADP IMPORT				
2025/08/000090	02/21/2025	GNI		98.48 REF ADPIMP ADP IMPORT				
2025/09/000070	03/14/2025	GNI		197.40 REF ADPIMP ADP IMPORT				
2025/09/000117	03/21/2025	GNI		150.40 REF ADPIMP ADP IMPORT				
2025/09/000158	03/28/2025	GNI		150.40 REF ADPIMP ADP IMPORT				
2025/10/000002	04/04/2025	GNI		169.20 REF ADPIMP ADP IMPORT				
2025/10/000080	04/17/2025	GNI		75.20 REF ADPIMP ADP IMPORT				
2025/12/000005	06/06/2025	GNI		75.20 REF ADPIMP ADP IMPORT				
2025/12/000108	06/20/2025	GNI		75.20 REF ADPIMP ADP IMPORT				

51920 F.I.C.A.

10103 51920	121.00	F.I.C.A.	0.00	121.00	115.56	0.00	5.44	95.5%
2025/01/000315	07/26/2024	GNI		5.48 REF ADPIMP ADP IMPORT				
2025/01/000425	07/01/2024	BUC		121.00 REF ORIGINAL BUDGET 2025				
2025/02/000135	08/23/2024	GNI		6.16 REF ADPIMP ADP IMPORT				
2025/03/000096	09/20/2024	GNI		6.16 REF ADPIMP ADP IMPORT				
2025/04/000062	10/18/2024	GNI		5.48 REF ADPIMP ADP IMPORT				
2025/05/000091	11/22/2024	GNI		5.48 REF ADPIMP ADP IMPORT				
2025/06/000107	12/20/2024	GNI		5.48 REF ADPIMP ADP IMPORT				
2025/07/000132	01/24/2025	GNI		5.48 REF ADPIMP ADP IMPORT				
2025/08/000090	02/21/2025	GNI		7.53 REF ADPIMP ADP IMPORT				
2025/09/000070	03/14/2025	GNI		15.10 REF ADPIMP ADP IMPORT				
2025/09/000117	03/21/2025	GNI		11.51 REF ADPIMP ADP IMPORT				
2025/09/000158	03/28/2025	GNI		11.51 REF ADPIMP ADP IMPORT				

FOR 2025 13
JOURNAL DETAIL 2025 1 TO 2025 13

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							JOURNAL DETAIL 2025 1 TO 2025 13	
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
53010 OFFICE SUPPLIES								
10103 53010	OFFICE SUPPLIES	45.00	0.00	0.00	45.00	.0%		
2025/01/000425 07/01/2024 BUC		45.00 REF	ORIGINAL BUDGET 2025					
TOTAL BD OF FINANCE		80,713.00	86,113.00	85,342.29	0.00	770.71	99.1%	
TOTAL GENERAL FUND		80,713.00	86,113.00	85,342.29	0.00	770.71	99.1%	
TOTAL EXPENSES		80,713.00	86,113.00	85,342.29	0.00	770.71		
GRAND TOTAL		80,713.00	86,113.00	85,342.29	0.00	770.71	99.1%	

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

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10117

REPRESENTATIVE TOWN MEETING

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. (12/1/25)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL	0	1		0	0	0	(1)	-100.00%
51920	F.I.C.A	0	0		0	0	0	0	0.00%
	SUBTOTAL	0	1	0	0	0	0	(1)	-100.00%
SERVICES									
52010	ADVERTISING	4,233	4,500		2,800	4,500	4,500	0	0.00%
52020	POSTAGE	0	50		0	50	50	0	0.00%
52050	DUES, CONFERENCES, EDUC.	12,852	12,852		12,852	12,852	12,852	0	0.00%
	SUBTOTAL	17,085	17,402	0	15,652	17,402	17,402	0	0.00%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	0		0	400	400	400	100.00%
	SUBTOTAL	0	0	0	0	400	400	400	100.00%
	DEPARTMENT TOTAL	17,085	17,403	0	15,652	17,802	17,802	399	0.00%

TOWN OF WATERFORD FY2027 BUDGET REQUEST REPRESENTATIVE TOWN MEETING (10117)



BUDGET FUNCTION

The Representative Town Meeting is the legislative body of Waterford's town government, responsible for creating or amending the laws of the town through ordinances, as well as addressing a variety of issues ranging from confirming policies comply with best practices and state laws, to beach-pass pricing and sewer rates, new infrastructure, and reviewing and/or approving townwide contracts with outside providers. The RTM holds six regular bimonthly meetings annually, along with a 4-part extended budget session each May and occasional special meetings called for a specific time-sensitive issue or proposal.

BUDGET SUMMARY

The proposed FY27 budget total of \$17,802 represents a 2.29% increase over FY26.

51000 Series - PERSONNEL COSTS

RTM standing committees and special committees/task forces have no staff; the groups' chairs or secretaries—all elected or appointed unpaid volunteers--handle the clerical work (agendas, minutes, documentation). The Town Clerk's salary budget covers his numerous duties as Clerk of the RTM.

52000 Series - SERVICES

52010 Advertising: Mandated publication/posting of RTM Calls, public hearing and committee meeting notices comprise the biggest RTM-specific stressor on our budget. Thanks to Town Attorney Avena, who came up with a way to streamline previously lengthy—and costly--public notices, we've been able to bring—and hold—this line down.

52020 Postage: Occasional use for correspondence, notices, and special requests for minutes or agendas.

52050 Dues, Conferences and Education: The RTM budget carries the Municipal Service fees charged by the Connecticut Conference of Municipalities, which provides all town departments, commissions, and elected officials with access to member services including various research reports, legislative updates, and educational seminars and conferences. CCM's FY27 fees will not be known until after the budget hearings are completed.

53000 Series – MATERIALS AND SUPPLIES

53010 Office Supplies: Nameplates for new RTM members and paper/printing of meeting Calls and backup pages are covered by the town's general supplies budget. Following a suggestion by the Town Clerk, the proposed budget includes \$400 for 50 copies of Robert's Rules of Order to supply each RTM member as well as other elected/appointed officials. Details of distribution, and plans for a free FOI seminar for officials and staff are being worked out

LOOKING AHEAD

The RTM has no current or future capital projects in the works. Since the body's workload is driven by issues or incidents (e.g., changes in state statutes, outside proposals such as the Data Center), accurate predictions for advertising costs are difficult. But we will continue to utilize options such as the Town Courier, email distribution, and public hearing consolidations as ways to maintain a stable expense while meeting public notice and transparency mandates.

2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10117 REPRESENTATIVE TOWN MEETING

LINE ITEM	DESCRIPTION	COLUMN 1 2024/2025 ACTUAL EXPENDED	COLUMN 2 2025/2026 RTM APPROP.	COLUMN 3 2025/2026 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/26	COLUMN 5 2026/2027 DEPT/ AGENCY REQUEST	COLUMN 6 2026/2027 APPROVED BD/COMM.
PERSONNEL COSTS							
51210	CLERICAL/TECHNICAL	0	1			0	0
51920	F.I.C.A	0	0			0	0
	SUBTOTAL	0	1	0	0	0	0
SERVICES							
52010	ADVERTISING	4,232	4,500			4,500	4,500
52020	POSTAGE	0	50			50	50
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	12,852
	SUBTOTAL	17,084	17,402	0	0	17,402	17,402
MATERIALS & SUPPLIES							
53010	OFFICE SUPPLIES	0	0			400	400
	SUBTOTAL	0	0	0	0	400	400
DEPARTMENT TOTAL		17,084	17,403	0	0	17,802	17,802

CALL ITEM 19 – RTM Proposed Budget
MOTION by Childs, seconded by Steward-Gelinas, to approve the FY27 budget in the amount of \$17,803 and forward to the Board of Selectmen for approval.
MOTION by Childs, seconded by Franklin, to amend Line Item #51210 by a reduction of \$1 for a new total of \$17,802
VOTING IN FAVOR: 24-2-0 (Goldstein, Steward-Gelinas opposed)
MOTION by Childs, seconded by Moreshead, to amend Line #53010 by a reduction of \$400 for a new total of \$17,402.
MOTION FAILED: 3-22-1 (Childs, Driscoll, Pellett voted in favor; Bennett abstained)
MOTION WITH AMENDED TOTAL PASSED (\$17,802): Unanimous

Excerpt from 12/1/25 RTM Minutes, pg 5;
https://www.waterfordct.org/AgendaCenter/ViewFile/Minutes/_12012025-2260



545 Long Wharf Drive, 8th Floor
New Haven CT 06511
(203) 498-3000

Invoice

Invoice **INV305602**
Date **6/5/2025**
PO Number
Customer No. **1377**
Payment Terms **Upon Receipt**

Bill To

FINANCE DIRECTOR
TOWN OF WATERFORD
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Description	Quantity	Price	Amount
2025-26 MUNICIPAL SERVICES FEE	1	\$12,852.00	\$12,852.00

APPROVED

VENDOR# 3416

PO# 260116 FY 26

CLOSE PO Y X N *

ACCOUNT # 10117-52050

AMOUNT \$12,852.00

SGN [Signature]

DATE 7/1/25

Subtotal **\$12,852.00**
Sales Tax **\$0.00**
Total **\$12,852.00**

Interest will be calculated at 1% per month on all amounts past due over 45 days from due date

Please remit with payment

Page 1

Invoice Number	Customer Number	Invoice Date	Document Amount
INV305602	1377	6/5/2025	\$12,852.00

Payment Check Credit Card

Remit to:
CCM
545 Long Wharf Drive, 8th Floor
New Haven CT 06511

Check/Credit Card Number	EXP (mm/yy)	CSV
Amt Paid		signature (credit card)

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Robert's Rules of Order Newly Revised In Brief, 3rd edition

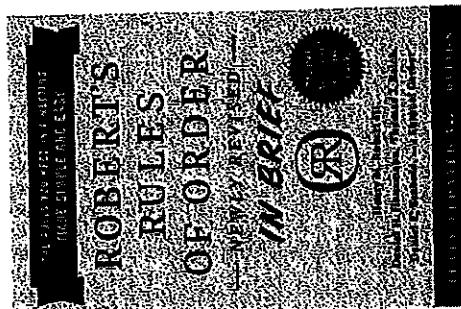
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Add to Quote

Prices change daily. Order now!

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Quantity	25-99	100-249	250-499	500-999	1000+
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Scan Frequency:

No Malware Detected

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Expiration Date:

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FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

2025 DEC -4 PM 4:13

RECEIVED TOWN RECORDS
TOWN OF WATERFORD

MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
December 1, 2025

First Selectman Robert Brule, Acting Moderator, called the December 1, 2025 Annual Meeting of the Representative Town Meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Kyrar Augmon-Bossa, Jim Bartelli, JoAnna Bennett, Steve Besade, Guy Calkins, Erica Casper, Mary Childs, Timothy Condon, Susan Driscoll, Tim Fioravanti, Emmy Franklin, Paul Goldstein, Kristin Gonzalez, Narciss Greene, Lindsay Khan, Kate MacKenzie, Ursula Moreshead, Kayla Mullen, Kathy Mullen Kohl, Kathy Nunes Peterson, Ted Olynciw, Ocean Pellett, Danielle Steward-Gelinas, David Sugrue, Tim Sullivan, Julie Watson Jones

ABSENT: Christina Jessuck

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule; Board of Finance Chair Glenn Patterson; Selectman Richard Muckle; Selectman Greg Attanasio

EX-OFFICIO MEMBERS ABSENT: None

ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Nick Kepple; Director of Finance Kim Allen.

AGENDA ITEM C – Elect a Moderator

NOMINATION by Childs, seconded by Mullen Kohl, to nominate Susan Driscoll to serve as Moderator for a term of one year.

MOTION PASSED: 25-0-1 (Driscoll abstained)

AGENDA ITEM D – October 6, 2025 Minutes

MOTION by Condon, seconded by Goldstein, to accept the October 6, 2025 Minutes as presented.

A friendly amendment was offered by Mary Childs and accepted to refer to the minutes as "amended"

MOTION PASSED: 19-0-7 (Abstained: Bartelli, Calkins, Franklin, Nunes Peterson, Pellett, Sullivan, Watson Jones)

CORRESPONDENCE

The following items were received: a letter from First Selectman Robert Brule in regard to the State of Connecticut's Revaluation Schedule, a letter of interest from Joshua Steele Kelly to serve on the Utility Commission, and a request from Waterford Police Chief Marc Balestracci to begin committee review of Street Takeovers and Traffic Camera Enforcement issues. Late-arriving correspondence (See Attachment) were a revised letter from Finance Director Allen on Agenda Item 2, three recommendations for open Personnel Review Board and one recommendation for the open seat on the Utility Commission.

PUBLIC COMMENT

Waterford resident Joshua Steele Kelly, 6 Marlin Dr, spoke concerning his credentials to as a potential candidate for Utility Commission.

AGENDA ITEM G

MOTION by Childs, seconded by Goldstein, to accept the Moderator report with the noted amendments. (See Attachment)

MOTION PASSED: Unanimous

AGENDA ITEM G

Moderator Driscoll confirmed that Committee Term Reports would be provided to incoming Standing Committee Chairs. Goldstein voiced his concerns that the body will need some direction on the interpretation of the Ethics Ordinance and Advisory opinion and that Legislation & Administration needs to meet on the matter.

CALL ITEM 1 – Harbor Management Fees

PRESENTATION: Harbor Management Chairman John Hughes

MOTION by Childs, seconded by Moreshead, to approve a request from the Harbor Management Commission, effective January 1, 2026, to increase moorings and pulley rates as presented. (See Attachment)

MOTION PASSED: Unanimous

CALL ITEM 2 – Protection/Maintenance of Donated Trees

Motion by Goldstein, seconded by Childs, to approve a request from Finance Director Kim Allen to deposit a check for \$20,000 from the Mr. Paul Eccard to be used for treatment, rehab and continuing protection/maintenance of donated trees at Waterford Beach Park.

A friendly amendment was offered by Childs and accepted to remove the "the" prior to "Mr." and add that the check is to be deposited "into the Contributed Gift Fund" to read as follows:

Motion by Goldstein, seconded by Childs, to approve a request from Finance Director Kim Allen to deposit a check for \$20,000 from Mr. Paul Eccard into the Contributed Gift Fund to be used for treatment, rehab and continuing protection/maintenance of donated trees at Waterford Beach Park.

MOTION PASSED: Unanimous

CALL ITEM 3 – Resurfacing of Roads Year 1

PRESENTATION: Public Works Director Gary Schneider

Motion by Childs, seconded by Moreshead, to approve a recommendation from the Board of Finance for an additional appropriation in the amount of \$1,533,238 from the Undesignated Fund Balance of the General Fund to a new project line within the Capital Improvements Project Fund for the resurfacing of roads identified in Year 1 of the three-year plan.

A friendly amendment was offered by Gonzalez and accepted to adjust the amount to \$1,533,283.

VOTING IN FAVOR: 23-1-2 (Mullen opposed; Moreshead, Condon abstained)

CALL ITEM 4: Library Electrical

PRESENTATION: Public Works Director Gary Schneider

Motion by Moreshead, seconded by Khan, to approve a recommendation from the Board of Finance to move **\$25,000** from the **Undesignated Fund Balance of the Capital Non-recurring Expenditure Fund #205-31520** to a new project line (**Library Electrical Project**).

VOTING IN FAVOR: Unanimous

CALL ITEM 5: Assessor Revaluation

PRESENTATION: Assessor Paige Walton

MOTION by Childs, seconded by Khan, to approve an appropriation in the amount of **\$210,000** from designated Line **#20501-57369 (CNR Revaluation)** for property revaluation project to **Vision Government Solutions Inc.**

MOTION PASSED: Unanimous

CALL ITEM 6 – Full-Time Firefighter/EMTs

PRESENTATION: Director of Fire Services Chris Haley

MOTION by Goldstein, seconded by Khan, to approve a request from the Board of Finance for an additional appropriation in the amount of **\$88,640** from the **Unassigned Fund Balance of the General Fund** to the designated lines **#10123-51410 (\$73,293)**, **10123-53111 (\$8,584)**, **10123-52370 (\$4,463)**, and **10123-52310 (\$2,300)** to support the hiring of two full-time Firefighter/EMTs.

MOTION PASSED: 25-0-1 (Sullivan abstained)

CALL ITEM 7 – SCBA Upgrade

PRESENTATION: Director of Fire Services Chris Haley

MOTION by Childs, seconded by Moreshead, to approve a request from the Board of Finance for an appropriation in the amount of **\$49,102** from designated line **20523-57777 (Fire Service-SCBA Upgrade Prog)** for the **SCBA Upgrade Program**.

MOTION PASSED: 25-0-1 (Sullivan abstained)

CALL ITEM 8– Non-union Administrative/Technical Crafts Wage Increase

PRESENTATION: HR Director Christine Walters

MOTION by Steward-Gelinas, seconded by Childs, to approve a request from the First Selectman to approve the non-union Administrative Support (AS) and Technical Crafts (TC) general wage increase of 2.50% for fiscal year 2026-2027. This also includes an increase in employee cost-sharing of health benefits from 16% to 17% effective July 1, 2026.

MOTION PASSED: Unanimous

CALL ITEM 9 – Non-union Professionals & Management Professionals

PRESENTATION: HR Director Christine Walters

MOTION by Childs, seconded by Steward-Gelinas, to approve a request from the First Selectman to approve the non-union Professionals & Management Professionals general wage increase of 2.50% for fiscal year 2026-2027. This also includes an increase in employee cost-sharing of health benefits from 16% to 17% effective July 1, 2026.

MOTION PASSED: 25-0-1 (Nunes Peterson abstained)

At the request of Steward-Gelinas, a moment of silence was observed for long-serving Member and former Moderator Thomas Dembek.

CALL ITEM 10: Personnel Review Board

MOTION by Childs, seconded by Gonzalez, to nominate Gwendolyn Braxton to the Personnel Review Board. (Term 12/01/2025 – 11/30/2028)

MOTION by Steward-Gelinas, seconded by Goldstein, to nominate Krum Chuchev, to the Personnel Review Board. (Term 12/01/2025 – 11/30/2028)

MOTION by Steward-Gelinas, seconded by Goldstein, to nominate Rikki Wells to the Personnel Review Board. (Term 12/01/2025 – 11/30/2028)

Roll call vote taken in order of nominations.

VOTING IN FAVOR OF BRAXTON: Augmon-Bossa, Bennett, Calkins, Casper, Childs, Driscoll, Fioravanti, Franklin, Gonzalez, Greene, Khan, Moreshead, Mullen, Mullen Kohl, Olynciw, Pellett, Sullivan, Watson Jones

VOTING AGAINST: Bartelli, Besade, Condon, Goldstein, MacKenzie, Steward-Gelinas, Sugrue

UNAVAILABLE: Nunes Peterson

GWENDOLYN BRAXTON appointed: 18-7-0

VOTING IN FAVOR OF CHUCHEV: Bartelli, Besade, Casper, Condon, Goldstein, MacKenzie, Steward-Gelinas, Sugrue

VOTING AGAINST: Augmon-Bossa, Bennett, Calkins, Childs, Driscoll, Fioravanti, Franklin, Gonzalez, Greene, Khan, Moreshead, Mullen, Mullen Kohl, Nunes Peterson, Olynciw, Pellett, Sullivan, Watson Jones

NOMINATION FAILED: 8-18-0

VOTING IN FAVOR OF WELLS: Unanimous

RIKKI WELLS appointed: Unanimous.

CALL ITEM 11: Utility Commission

MOTION by Childs, seconded by Gonzalez, to nominate Beth Sabilia to the Utility Commission. (Term 04/01/2025 – 03/31/2029)

MOTION by Steward-Gelinas, seconded by Goldstein, to nominate Rich Gonyo to the Utility Commission. (Term 04/01/2025 – 03/31/2029)

MOTION by Moreshead, seconded by Khan to nominate Joshua Kelly to the Utility Commission. (Term 04/01/2025 – 03/31/2029)

Roll call vote taken in order of nominations.

VOTING IN FAVOR OF SABILIA: Augmon-Bossa, Bennett, Calkins, Casper, Childs, Driscoll, Gonzalez, Khan, Mullen, Mullen Kohl, Nunes Peterson, Olynciw, Pellett, Sullivan, Watson Jones

VOTING AGAINST: Bartelli, Besade, Condon, Franklin, Goldstein, Greene, MacKenzie, Moreshead, Steward-Gelinas, Sugrue

ABSTAINED: Fioravanti

BETH SABILIA APPOINTED: 15-10-1

CALL ITEM 12 – Committee on Committees

MODERATOR Driscoll appointed the following members to serve with Majority Leader Childs (District 2) and Minority Leader Steward-Gelinas (District 1) on the Committee on Committees: Tim Fioravanti, Lindsay Khan, Dave Sugrue.

RECESS: MODERATOR Driscoll called for a recess at 9:10 p.m. to allow the Committee on Committees to meet and prepare their recommendations.

CALL TO ORDER: MODERATOR Driscoll called the body back to order at 9:35 p.m.

CALL ITEM 13 – Committee on Committees Recommendations

MOTION by Childs, seconded by Steward-Gelinas, to accept the committee assignments as presented by the Committee on Committees. (See Attachment)

MOTION PASSED: Unanimous

CALL ITEM 14 – Long Range Fiscal Planning Committee, School Building Committee, Energy Task Force

MOTION by Steward-Gelinas, seconded by Goldstein, to accept the Long Range Fiscal Planning Committee and School Building Committee appointments as presented. (See Attachment)

A friendly amendment was offered by Childs and accepted to include the continued appointments of MacKenzie and Childs to the Energy Task Force as part of the motion.

MOTION PASSED: Unanimous

CALL ITEM 15 – Retirement Commission

MOTION by Childs, seconded by Goldstein, to appoint Paul Goldstein and Susan Driscoll to the Retirement Commission. (Term 12/01/2025 – 12/06/2027)

MOTION PASSED: Unanimous

CALL ITEM 16 – Social Services Grants Review Board

MOTION by Steward-Gelinas, seconded by Goldstein, to appoint Kate MacKenzie and Lindsay Khan to the Social Services Grants Review Board. (Term 12/01/2025 – 12/06/2027)

MOTION PASSED: Unanimous

CALL ITEM 17 – Oswegatchie Fire Station Building Committee

MOTION by Moreshead, seconded by Condon, to Passover and address at the February Meeting

MOTION PASSED: Unanimous

CALL ITEM 18 – RTM Proposed Schedule

MOTION by Steward-Gelinas, seconded by Condon, to approve the proposed schedule as presented. (See Attachment)

VOTING IN FAVOR: Unanimous

CALL ITEM 19 – RTM Proposed Budget

MOTION by Childs, seconded by Steward-Gelinas, to approve the FY27 budget in the amount of \$17,803 and forward to the Board of Selectmen for approval.

MOTION by Childs, seconded by Franklin, to amend Line Item #51210 by a reduction of \$1 for a new total of \$17,802

VOTING IN FAVOR: 24-2-0 (Goldstein, Steward-Gelinas opposed)

MOTION by Childs, seconded by Moreshead, to amend Line #53010 by a reduction of \$400 for a new total of \$17,402.

MOTION FAILED: 3-22-1 (Childs, Driscoll, Pellett voted in favor; Bennett abstained)

MOTION WITH AMENDED TOTAL PASSED (\$17,802): Unanimous

NEW BUSINESS:

A brief discussion ensued on start times of future meetings. No motions made.

Moderator Driscoll made the body aware that all RTM members' names, email addresses and/or phone numbers will be posted on the Town's website and asked that members relay their preferred—if any—email address or phone number to her and Clerk Campo by the end of the week.

Moderator Driscoll discussed the need to begin scheduled reviews of the town's contracts with private organizations (Ordinance 3.04.070). The First Selectman agreed to present the Waterford Ambulance Service contract at the Feb. 2nd RTM meeting.

Moderator Driscoll requested that all members remain after adjournment for the purpose of newly formed Standing Committees electing their Chairs.

MOTION by Condon, seconded by Childs, to adjourn at 10:09 P.M.

Respectfully Submitted,


David L. Campo, CCTC
Waterford Town Clerk

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

REVISED – 11/21/25

TO: Paul Goldstein
RTM Moderator

FROM: Kim Allen, Director of Finance

COPY: Rob Brule, First Selectman
Ryan McNamara, Director of Recreation & Parks

RE: Contributed Gift Approval

DATE: August 28, 2025

RECEIVED FOR RECORD
WATERFORD, CT
2025 NOV 21 P 12:45
ATTEST: *Kimberly Allen*
DIRECTOR OF FINANCE

Per Waterford Ordinance 3.05.030 (Contributed Gifts Fund), all third party receipts over \$10,000 require the approval of the Representative Town Meeting.

Mr. Paul Eccard has donated \$20,000 to the Recreation and Park Department to be used for the treatment, rehab and continuing protection/maintenance of donated trees at Waterford Beach Park. As directed, funds will be deposited into the Contributed Gift Fund and utilized to begin a treatment plan of said trees and continuing protection that will ensure the continued health of the trees located at Waterford Beach Park.

I respectfully request the RTM's approval for the donation to be deposited into the Contributed Gift fund under the Recreation & Parks to be used for the treatment, protection and maintenance of trees located at Waterford Beach Park.

Respectfully,

Kimberly Allen

Kimberly Allen

David Campo

From: Erin McBride <emcbride.murphy@gmail.com>
Sent: Sunday, November 30, 2025 8:47 PM
To: David Campo
Subject: Utility Commission - Beth Sabilia
Attachments: Sabilia_Resume_UtilityComm.pdf

CAUTION: This email originated from outside of the organization.

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

Good evening, David,

Apologies for the late email, but I wanted to ensure I reached out to express that the Waterford DTC and Nominations Committee strongly recommends **Beth Sabilia** for the mid-term **appointment to the Utility Commission (4/1/25-3/31/29)**.

Beth has served in several elected and appointed positions, demonstrating a continued commitment to the town of Waterford. In addition, Beth brings an impressive array of professional experiences that make her uniquely qualified for this position. Please see the attached resume for additional information on Beth's experiences and qualifications. Thank you.

Contact Info for Beth:

Beth Sabilia
132 Oswegatchie Rd
860-961-2622
beth@sabilialaw.com

Please let me know if you have any questions. Have a good rest of your night, and thank you for your time.

Erin

--
Erin E. McBride (she/her/hers)
Waterford DTC, Chair

RECEIVED FOR RECORD
WATERFORD, CT
2025 DEC - 1 A 9:14
ATTN: Beth Sabilia

David Campo

From: Elizabeth Ritter <betsyritter24@gmail.com>
Sent: Sunday, November 30, 2025 11:07 AM
To: David Campo
Subject: RTM Appointment to Personnel Review Board
Attachments: Personnel Review Board.pdf

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

Hello Dave,

On behalf of the Nominations Committee (Waterford Democratic Town Committee) I am sending you the necessary information for appointment to the Personnel Review Board for a term beginning 12/1/2025. Please share this with the full RTM. Gwen is eager to serve our Town in this way!

--
Betsy

RECEIVED FOR RECORD
WATERFORD, CT
2025 NOV 30 P 2:37
ATTEST: *Betsy Ritter*
TOWN CLERK

Gwendolyn Braxton
278 Boston Post Road, Apt 1
Waterford, CT 06385

(860) 287-0838

usidb@aol.com

Gwen is a long-time Waterford resident, retired, past experience with a variety of community groups, programming with Connecticut College, and Waterford RISE.

WATERFORD REPUBLICAN TOWN COMMITTEE
P.O. Box 671
Waterford, CT 06385

Mr. David Campo
Waterford Town Clerk
15 Rope Ferry Road
Waterford, CT 06385

November 20, 2025

Dear Dave,

Please be informed that the Waterford Republican Town Committee has endorsed Rik Wells to serve on the Personnel Review Board for the December 1, 2025, to November 30, 2028 term.

The Waterford Republican Town Committee respectfully requests that the Representative Town Meeting place in nomination at its meeting on December 1, 2025, the name of Rik Wells for a term on the Personnel Review Board. Rik has been on the board for over 30 years and has been the chairman for 15 years. He brings a lot of knowledge to lead the younger members of the board.

Thank you in advance for your cooperation in this request.

Sincerely yours,

Tali Maidelis
WRTC, Chairman

Cc: Paul Goldstein
Danielle Steward-Gelinas

RECEIVED FOR RECORD
WATERFORD, CT
2025 NOV 21 A 8:35
ATTACHED
[Signature]

WATERFORD REPUBLICAN TOWN COMMITTEE
P.O. Box 671
Waterford, CT 06385

Mr. David Campo
Waterford Town Clerk
15 Rope Ferry Road
Waterford, CT 06385

November 20, 2025

Dear Dave,

Please be informed that the Waterford Republican Town Committee has endorsed Krum Cuchev to serve on the Personnel Review Board for the December 1, 2025, to November 30, 2028, term.

The Waterford Republican Town Committee respectfully requests that the Representative Town Meeting place in nomination at its meeting on December 1, 2025, the name of Krum Chuchev for a term on the Personnel Review Board. He has been a member for three years. His profession as an attorney has helped the board to evaluate personnel issues.

Thank you in advance for your cooperation in this request.

Sincerely yours,

Tali Maidelis
WRTC, Chairman

Cc: Paul Goldstein
Danielle Steward-Gelinas

RECEIVED FOR RECORD
WATERFORD, CT
2025 NOV 21 A 8:35
ATTACHED
[Signature]

WATERFORD REPUBLICAN TOWN COMMITTEE

P.O. BOX 671 WATERFORD CT 06385

December 1, 2025

To the Members of the Representative Town Meeting:

The Waterford Republican Town Committee endorses Rich Gonyo of 35 Pepperbox Road, Waterford to be a member of the Utility Commission.

Rich is a lifelong Waterford resident with a great deal of experience in infrastructure, construction and budgeting and, most importantly, he has the time to commit to the Utility Commission.

Thank you for your consideration.

Respectfully Submitted,

Kate MacKenzie

Kate MacKenzie

Vice Chairman, WRTC

RECEIVED FOR RECORD
WATERFORD, CT
2025 DEC - 1 P 12:30
ATTEST: *[Signature]*
CLERK

MODERATOR'S REPORT UPDATED

Representative Town Meeting
December 1, 2025

Matters Currently in Standing Committees

LEGISLATION & ADMINISTRATION

Review how the RTM considers recommendations for committee assignments,
RTC 06/06/22

Public Act 22-3, an act concerning remote meetings under the freedom of
information act, RTC 02/06/23

Review of a "Public Comment Ordinance" RTC 02/06/23

Police Commission expansion to seven members, RTC 10/02/23

Review of ordinances included within Senior Citizens Commission and Youth &
Family Services Bureau, RTC 08/07/24

Review of Chapter 2.50 Ethics Commission of the Waterford Code of Ordinances,
RTC 10/07/24

* Review of Chapter 3.08 to Reflect Public Act 25-92, RTC 10/06/25

EDUCATION

FINANCE, WAGE & PERSONNEL

Review of Ordinance 3.17 Fleet Management, *RTC 08/04/25

CIP Approval Process Pilot Program, RTC 06/02/25

Salaries of Elected Officials, RTC 12/02/24

PUBLIC HEALTH, RECREATION & ENVIRONMENT

*Review of Chapter 12.2, RTC 10/06/25

PUBLIC PROTECTION & SAFETY

Review of assigned duties to the Director of Fire Services, RTC 06/03/24

Street Takeovers and Enforcement Cameras, RTC 08/04/25

PUBLIC WORKS, PLANNING & DEVELOPMENT

Short Term Rentals, RTC 12/06/21

RTC: referred to committee

*Inadvertently left off the original 12/01/2025 report.

RECEIVED FOR RECORD
2025 DEC -5 AM 9:49
TOWN OF WATERFORD, CT



1

Waterford Harbor Management Commission
Waterford Public Safety Building
204 Boston Post Road
Waterford, CT 06385

Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
Attn: Town Clerk's Office
Mr. David Campo

RECEIVED FOR RECORD
WATERFORD, CT
2025 NOV 13 1 P 3:45
ATTEST: David J. Hughes
TOWN CLERK

Re: Mooring and Pulley Pole Rate Increase Request

Mr. Campo,

The Waterford Harbor Management Commission has found the East Lyme Harbor/Shellfish Commission has again raised their rates for moorings in the waters of East Lyme effective for the 2026 season (See attached minutes from their September 16, 2025 meeting, "Old Business", Item F). Those waters include the Niantic River as well as Niantic Bay. The Niantic River is a shared resource between East Lyme and Waterford. In the interest of parity, the Waterford Harbor Management Commission would like to raise the rates for moorings and pulley poles in all Waterford areas to match the rates instituted in East Lyme. Our current and proposed rates are as follows:

Current Rates:

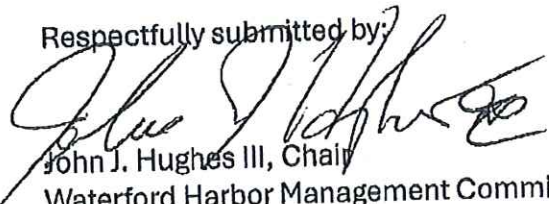
New Mooring or Pulley Pole Rate	-	\$100.00 per year
Renewal Mooring or Pulley Pole Rate	-	\$ 75.00 per year

Proposed Rates:

New Moorings or Pulley Poles	-	\$125.00 per year
Renewing Moorings and Pulley Poles	-	\$100.00 per year

I would like to present this information to the Waterford Representative Town Meeting and ask for their approval to increase our mooring and pulley pole rates to stay at parity with the East Lyme Harbor/Shellfish Commission.

Respectfully submitted by:


John J. Hughes III, Chair
Waterford Harbor Management Commission

2025-2027 RTM Member Committee Assignments/Appointments

Committee on Committees

Moderator appoints at first annual meeting; minimum of 5 members; all 4 districts must be represented.

Majority Leader—Mary Childs (2)

Minority Leader—Danielle Steward-Gelinas (1)

Tim Fioravanti (3)

Dave Sugrue (4)

Lindsay Khan (1)

RECEIVED FOR RECORD
2025 DEC -5 AM 9:40
CITY CLERK

RTM Standing Committees (for duration of current RTM term)

Prepared by Majority and Minority Leader; endorsed by Committee on Committees; approved by RTM at first annual meeting. Every member must serve on at least one standing committee; minimum of 3 members; simple majority applies. Moderator serves as ex-officio member of every committee.

Legislation & Administration

D Erica Casper *

D Emmy Franklin

D Mary Childs

R Paul Goldstein

R Danielle Steward-Gelinas

Public Health, Recreation & Environment

D Kayla Mullen*

D Narciss Greene

D Ocean Pellett

R Steve Besade

R Christina Jessuck

Public Works, Planning & Development

D Guy Caulkins*

D Ted Olynciw

D Kyrach Augmon Bossa

R Jim Bartelli

R Dave Sugrue

Education

D Tim Fioravanti*

D Kristin Gonzalez

D Julie Watson Jones

R Dave Sugrue

R Danielle Steward-Gelinas

Finance, Wage & Personnel

D JoAnna Bennett*

D Lindsay Khan

D Ursula Moreshead

R Kate MacKenzie

R Steve Besade

Public Protection & Safety

D Tim Sullivan*

D Kathy Mullen Kohl

D Kathy Nunes Peterson

R Tim Condon

R D3 Vacancy

* denotes Chair

RTM Member Appointments to Outside Committees/Commissions (for duration of current RTM term unless limited/expanded by oversight dept/board or by ordinance)
When more than one seat, at least one member from each caucus; nominated by caucus, approved by RTM

Social Service Grants Review (2-yr term)

D Lindsay Khan
R Kate MacKenzie

Retirement Commission (2-yr term)

D Susan Driscoll
R Paul Goldstein

School Building Committee (5-yr terms)

two vacancies to be filled mid-term on 12/1/25:

D Ted Olynciw	7/1/25 – 6/30/30
D Julie Watson Jones	7/1/22 – 6/30/27
R Dave Sugrue	7/1/24 – 6/30/29

OSW Fire Station Building Committee (term for life of project; replacements only when appointee resigns from BC or is no longer on RTM)

D Ted Olynciw
R tbd at Feb. meeting

RTM Special Committees (Written charge/mission required. Duration of terms specified by charge/mission statement or applicable ordinance. Simple majority applies.)

Long-Range Fiscal Planning Committee

D JoAnna Bennett
D Lindsay Khan
D Ursula Moreshead
R Christina Jessuck
R Jim Bartelli

Energy Task Force

D Mary Childs
R Kate MacKenzie

**REPRESENTATIVE TOWN MEETING
2026 REGULAR MEETING SCHEDULE
7:00pm – Waterford Town Hall Auditorium**

February 2, 2026

April 6, 2026

May 4, 6, 11 and 13, 2026 (FY27 Annual Budget Meeting)

June 1, 2026

August 3, 2026

October 5, 2026

December 7, 2026 (Annual Meeting)

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10109

TOWN CLERK

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	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	95,627	96,817		44,143	98,028	1,211	1.25%
51110	ADMINISTRATION	73,510	75,716		33,845	77,609	1,893	2.50%
51210	CLERICAL/TECHNICAL	45,743	48,659		18,550	44,707	(3,952)	-8.12%
51810	OVERTIME	0	100		0	100	0	0.00%
51920	F.I.C.A	15,085	16,929		6,957	16,864	(65)	-0.38%
	SUBTOTAL	229,965	238,221	0	103,495	237,308	(913)	-0.38%
SERVICES								
52010	ADVERTISING	783	1,600		948	1,200	(400)	-25.00%
52020	POSTAGE	3,277	2,700		1,420	3,400	700	25.93%
52030	PROFESSIONAL FEES	66	180		40	180	0	0.00%
52050	DUES, CONF. & EDUCATION	925	1,400		569	1,400	0	0.00%
52180	VITAL STATISTICS	32	0		0	0	0	0.00%
52510	RENTAL OF EQUIPMENT	23,766	26,000		15,275	26,000	0	0.00%
	SUBTOTAL	28,849	31,880	0	18,252	32,180	300	0.94%
MATERIALS & SUPPLIES								
53270	ORDINANCES	750	1,000		788	1,000	0	0.00%
53280	ELECTION MATERIALS	1,020	1,200		185	1,200	0	0.00%
	SUBTOTAL	1,770	2,200	0	973	2,200	0	0.00%
DEPARTMENT TOTAL								
		260,584	272,301	0	122,720	271,688	(613)	-0.23%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 19, 2025

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2026/2027 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

My intention is to be as accurate and transparent as possible. If you have any questions, require additional information or wish to review this budget in part or in its entirety, please feel free to contact me before the Board of Selectmen meeting in February of 2026.

David L. Campo, CCTC
Waterford Town Clerk

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



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**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



BUDGET FUNCTION

The primary duties of the Town Clerk's Department include but not limited to records retention and preservation, vital statistics, FOI request management, board and commission membership tracking, land recordings, and licensing (fishing, hunting, canine, shell fishing and marriage). A variety of oaths are administered by the department. Supervision of elections, primaries and referenda continue to be a primary responsibility, being ever mindful of changes to election law and procedure. The office is a designated repository for many filings as well as board and commission minutes. The Town Clerk often acts as the initial contact to the public whether it is by phone, email or in person. Town Charter requires the town clerk to act as secretary and clerk to the Representative Town Meeting. Statutory requirements of this office continue to change and grow. Please find the General Statutes of Connecticut Index covering the Town Clerk included in the back of this budget packet.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



FY2027 BUDGET SUMMARY

The Town Clerk's budget is completed in a zero-based budgeting format. All items are reviewed for appropriateness annually. The Operating Budget for FY27 is submitted for your review in the amount of \$271,688. This represents an decrease of .23%. The primary reason for the decrease is due to a decrease to the personnel line.

LI 52510, the contract with Avenu, is by far and away the biggest outlay after personnel costs. It is important to understand that this expenditure is primarily a function of the number of instruments recorded. The revenues generated as a result of this expenditure justify the expense. This year revenues for FY25 came in at in at \$484,500 The number of recordings in any given year is subject to the vagaries of the marketplace, home sales, development, interest rates, foreclosures, etc. Avenu charges \$1,590 per month for unlimited recording and equipment/software support. Additional benefits and charges include index verification, microfilming and storage, fraud alert, dog licensing, and survey maps. Given the package of services provided (see detailed breakdown in backup material), the cost is still well worth it.

To illustrate a typical recording today, take for example, a 13-page mortgage: total recording fee is \$130.00 (\$70 for the first page and \$60 for the remaining 12 pages @\$5/page). Out of the \$130, \$2 to town clerk's document preservation revenue fund; \$8 to State Library preservation fund (from which the town clerk's office is eligible for an annual grant); \$45 to the State Treasurer (land protection, affordable housing and historic preservation); \$2 to a town clerk revenue fund; and \$3 to a town revenue fund for capital improvement projects. The remaining \$70 goes directly into the town's general fund.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



It is worth noting that this office did not collect fees for 20 recordings from the Tax Collector. Nor were fees collected for 14 recordings by the Town Attorney/Assessor on behalf of the town.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY25 totaled \$484,500 and actual expenditures totaled \$260,584. A net income for the town was realized in the amount of \$223,916. An increase of \$10,909 from the year before

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to \$0. We have moved land records to an online format, while still maintaining hard copies. The records are easily maintained and distributed creating a user-friendly town clerk's office. We now go back to 1986. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The clerk often scans documents during slow periods or on his day off. The approved activities are defined in CGS 11-8j (attached). Also pursuant to CGS 7-34a(d) is the Historic Documents Preservation Program administered by the Public Records Administrator. Annual grants range between \$4,500 and \$5,500. The most recent grant was approved for \$5,500. The use of these funds is summarized at the end of the budget packet.

Looking ahead, the clerk's office will continue to run lean. I foresee no need for personnel changes in the future, but remain curious how AI and other technology may affect our workload. I expect the next land record system will go to a cloud based system. I foresee capital needs (Vault shelving and cabinets) in the near future, but I would accommodate these through grants or Historic Document Funds.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



BUDGET EXPLANATION BY CATEGORY

PERSONNEL COSTS (51000 Series) \$237,308 -.4%

A slight decrease due to a personnel change. The Town is working under negotiated contracts with 1303 and GGA. The elected officials (Town Clerk) rate increased slightly.

SERVICES (52000 Series)

10109-52010: ADVERTISING \$1,200 -25%

Advertising is mandated by State Statute/Town Charter and Ordinances for legal notices, primarily of an election/primary nature. Additionally legal ads will be placed to notify the townspeople that items are available to be viewed. Any additional nominal advertising needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY25: \$0; FY24: \$1,091 FY23: \$0; FY22: \$476; FY21: \$0; FY20: \$307

PAST YEARS EXP. FY25: \$783; FY24: \$1,599; FY23: \$745; FY22: \$1299; FY21: \$0 (COVID); FY20: \$1299; FY19: \$1554; FY18: \$1,264; FY17: \$363; FY16: \$1,140

10109-52020: POSTAGE \$3400 26%

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the increase is the expectation that absentee ballots will be up due to the upcoming state election. We will continue to use email and interoffice mail whenever appropriate. Any additional nominal postage needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY25: \$3,277; FY24: \$2,867; FY23: 2499; FY22: \$3245; FY21: 3315; FY20: \$2556; FY19: \$2592 FY18: \$2,417; FY17: \$2,892; FY16: \$2,626; FY15: \$2,633.

10109-52030: PROFESSIONAL FEES \$180 %0

This includes credit card processing. All other professional fees that may arise such as costs of off-site storage of original records, microfilming and microfilm storage, uploading the land records to US Land Records, CD tag and link of survey maps, record revitalization, website updates, microfilming and scanning of maps. Rough estimate: \$11,000. These items will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY25: \$3,228; FY24: \$3,875; FY23: \$10,807; FY22: \$11,563; FY21: \$11,514; FY20: \$9,685; FY19: \$9,594; FY18: \$10,341; FY17: \$3,915

PAST YEARS EXP. FY25: \$66; FY24: \$0 FY23: \$0 FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$231; FY14: \$0

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: TOWN CLERK



10109-52040: SERVICE CONTRACTS & REPAIR

\$0 0%

Ricoh copier contract, time stamp, vault service, and like activities will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of the two Revenue Funds. Rough estimate: \$2,900.

Expenditures from Revenue Funds: FY25: \$1,149; FY24: \$3,029; FY23: \$1,160; FY22: \$1223; FY21: \$1,678; FY20: \$1,672; FY19: 1,745; FY18: \$3,545; FY17: \$2,683

PAST YEARS EXPENDITURES. . FY25: \$0; FY24: \$0 FY23: \$0; FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$506.

10109-52050: DUES, CONFERENCES, AND EDUCATION

\$1400 0%

Education and networking will be a focus of this department. Increases have occurred for conferences and training. My Deputy and I both hold the Connecticut Town Clerk Certification. Certifications were completed in the minimum time allowed and my new assistant will work towards her certification. This amount covers Connecticut Town Clerk, County Town Clerk's and International Association dues, classes and conferences. Additional classes, conferences, accommodations, mileage, and dues will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY25: \$495; FY24: \$400; FY23: \$717; FY22: \$345; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$100; FY17: \$810

PAST YEARS EXP. FY25: 925; FY24: \$850; FY23: \$850; FY22: \$850; FY21: \$610; FY20: 675; FY19: 680; FY18: \$850; FY17: \$0; FY16: \$0; FY15: \$280.

10109-52060: PRINTING

\$0 0%

Dog license notices, color copies, tag envelopes, tags (Dept. of Agriculture), and all other printing projects will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Estimate: \$150.

Expenditures from Revenue Funds: FY25: \$39; FY24: \$120; FY23: \$133; FY22: \$216; FY21: \$187; FY20: \$84; FY19: \$176; FY18: \$190; FY17: \$211

10109-52180: VITAL STATISTICS

\$0 0%

Payments to other CT towns for receipt of certified copies of marriages that occurred outside of Waterford. If required it will be paid for out of Line Item 101-21036 [CGS 7-34a(d)].

Expenditures from Revenue Funds: FY25: \$0; FY24: \$0; FY23: \$0 FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$42; FY17: \$278.

PAST YEARS EXP. FY24: \$0 FY23: \$0; FY22: \$28; FY21: \$238; FY20 \$250 FY19: \$228; FY18: \$250; FY17: \$0; FY16: \$0; FY15: \$480.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



10109-52510: RENTAL OF EQUIPMENT

\$26,000 0%

Contract with Avenu with optical imaging of Land Records which includes equipment and service, training, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, fraud alert, microfilming of land records and storage, and associated supplies will be paid for out of this Line. The proposed budget request of \$26,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at \$1,590 per month, along with individual pricing for mentioned services. Additional nominal Rental of Equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY25: \$23,766; FY24: \$21,489; FY23: \$21,198; FY22: \$25,155; FY21: \$27,696; FY20: \$21,098; FY19: \$20,299; FY18: \$24,072; FY17: 26,292; FY16: \$31,670; FY15: \$29,060

TOTAL SERVICES (52000 SERIES)

TOTAL \$32,180 1%

FY26 Approved budget amount of \$31,880

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES

\$0 0%

Materials of a non-standard nature, including labels, specialty envelopes, toner, binders, specialty stamps, archival paper, clothing, miscellaneous, etc., will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate (including Other Supplies below): \$1,900. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY25: \$2,577; FY24: \$1,573; FY23: \$1,617; FY22: \$1,585; FY21: \$2,056; FY20: \$1,505; FY19: \$1048; FY18: \$1,607; FY17: \$1,951.

PAST YEARS EXP. FY25: \$0; FY24: \$0; FY23: \$0; FY22: \$0; FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0

10109-53270: ORDINANCES

\$1000 0%

Publication of supplements to the Waterford Code of Ordinances required by CGS 7-148a, by Municipal Code Corporation, including annual internet maintenance/storage fee, administration fee, annual supplement, code online info base supplement, online updates during year, and shipping. I have budgeted for \$250 towards fees and an additional estimate of \$250 per projected change. The online hosting fee (\$700) previously paid out of this line will be accounted for under IT. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY25: \$463; FY24: \$0; FY23: \$30; FY22: \$0; FY21: \$250; FY20: \$0; FY19: \$100 FY18: \$0; FY17: \$1,560

PAST YEARS EXP FY24: \$1222; FY23 \$1422; FY22: \$1159; FY21: \$1450; FY20: \$1621; FY19: \$1849 FY18: \$1,135; FY17: \$0; FY16: \$0; FY15: \$1,285.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



10109-53280: ELECTION SUPPLIES

\$1200 0%

This LI is solely for absentee ballots and election supplies. Presidential elections are the most expensive. Municipals are the least expensive. The voter has become more comfortable with the absentee system and campaigns continue to urge voters to vote early by absentee. The Registrars of Voters pay for poll ballots. At this time, it is unknown how no excuse absentee voting may affect this cost. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXPENDITURES. FY25: \$1,020; FY24: \$1,254; FY23: \$268; FY22: \$1049; FY21: \$0; FY20: \$421; FY19: \$1341 FY18: \$462 FY17 \$1,097; FY16: \$1,378; FY15 \$780

TOTAL MATERIAL & SUPPLIES (53000 Series)
FY24 Approved budget amount of \$2,150

TOTAL \$2,200 0%

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT

\$0 0%

The Town Clerk's office is the most public of all the offices in Town Hall. Any additional equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds or through a grant.

PAST YEARS EXP. FY25: \$0; FY24: \$0; FY23: \$0; FY22: \$0; FY21: \$1890; FY20: \$0; FY19 \$0; FY18: \$4,603; FY17: \$0; FY16: \$0; FY15: \$0.

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY:

10109

TOWN CLERK

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.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	95,627	96,817			98,028			
51110	ADMINISTRATION	73,510	75,716			77,609			
51210	CLERICAL/TECHNICAL	45,743	48,659			44,707			
51810	OVERTIME	0	100			100			
51920	F.I.C.A	15,085	16,929			16,864			
	SUBTOTAL	229,965	238,221	0	0	237,308	-0.38%		
SERVICES									
52010	ADVERTISING	783	1,600			1,200			
52020	POSTAGE	3,277	2,700			3,400			
52030	PROFESSIONAL FEES	66	180			180			
52050	DUES, CONF. & EDUCATION	925	1,400			1,400			
52180	VITAL STATISTICS	32	0			0			
52510	RENTAL OF EQUIPMENT	23,766	26,000			26,000			
	SUBTOTAL	28,849	31,880	0	0	32,180	0.94%		
MATERIALS & SUPPLIES									
53270	ORDINANCES	750	1,000			1,000			
53280	ELECTION MATERIALS	1,020	1,200			1,200			
	SUBTOTAL	1,770	2,200	0	0	2,200	0.00%		
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0			0			
	SUBTOTAL	0	0	0	0	0	0.00%		
	DEPARTMENT TOTAL	260,584	272,301	0	0	271,688	-0.23%		

TOWN OF WATERFORD
TOWN CLERK
7 YEAR LOOK BACK

10109 TOWN CLERK

REPORT/AGENCY:

LINE ITEM	DESCRIPTION	2024/2025 ORIGINAL BUDGET	2024/2025 ACTUAL EXPENDED	2023/2024 ORIGINAL BUDGET	2023/2024 ACTUAL EXPENDED	2022/2023 ORIGINAL BUDGET	2022/2023 ACTUAL EXPENDED	2021/2022 ORIGINAL BUDGET	2021/2022 ACTUAL EXPENDED	2020/2021 ORIGINAL BUDGET	2020/2021 ACTUAL EXPENDED	2019/2020 ORIGINAL BUDGET	2019/2020 ACTUAL EXPENDED	2018/2019 ORIGINAL BUDGET	2018/2019 ACTUAL EXPENDED
PERSONNEL COSTS															
1010	ELECTED OFFICIALS	95,622	95,627	93,033	94,079	92,707	93,391	92,707	92,352	90,908	91,269	89,300	89,987	87,122	87,121
1011	ADMINISTRATION	73,477	73,510	68,005	71,439	79,084	109,882	73,966	77,042	73,307	75,359	73,307	73,966	71,518	71,518
1210	CLERICAL/TECHNICAL	45,797	45,797	42,879	42,867	54,759	39,386	54,957	54,481	51,720	53,854	51,720	52,166	48,627	50,629
1210	OVERTIME	100	0	100	0	100	0	100	0	100	0	100	0	100	0
1920	F.I.C.A	16,448	15,085	15,608	14,705	17,339	17,242	16,962	15,505	16,527	15,348	16,405	15,181	15,864	14,903
	SUBTOTAL	231,444	229,965	219,625	223,090	243,989	259,901	238,692	239,379	232,562	235,830	230,832	231,300	223,231	224,171
SERVICES															
2010	ADVERTISING	1,400	783	1,600	1,599	1,300	745	1,300	1,299	1,000		1,300	1,299	1,200	1,554
2020	POSTAGE	2,700	3,277	3,200	2,867	2,500	2,499	2,500	3,245	2,900	3,315	2,600	2,556	2,900	2,592
2030	PROFESSIONAL FEES	130	66	0	0	1	0	0	1	0	0	1	0	1	0
2040	SERVICE CONT. & REPAIR	0	0	0	0	1	0	1	0	1	0	1	0	1	0
2050	DUES, CONF. & EDUCATION	950	925	850	850	850	850	850	850	850	610	850	675	850	680
2060	PRINTING	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2070	REIMBURSABLE EXPENSE	0	0	0	0	0	0	1	0	1	0	1	0	1	0
22180	VITAL STATISTICS	50	32	100	0	250	0	250	28	250	238	250	250	250	228
22510	RENTAL OF EQUIPMENT	26,000	23,766	24,000	21,489	24,000	21,198	24,000	25,155	25,000	27,696	27,000	27,000	29,000	20,299
	SUBTOTAL	31,255	28,849	29,750	26,805	28,900	25,292	28,904	30,577	30,004	31,859	32,004	31,780	34,204	25,353
MATERIALS & SUPPLIES															
22610	OFFICE SUPPLIES	0	0	0	0	0	0	1	0	1	0	1	0	1	0
23020	OTHER SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
33020	ORDINANCES	750	750	1,450	1,222	1,450	1,422	1,450	1,159	1,450	1,450	1,850	1,621	1,850	1,849
33270	ELECTION MATERIALS	1,400	1,020	1,400	1,254	1,400	268	700	1,049	1,400	0	1,000	491	1,000	1,341
33280	MICROFILM SUPPLIES	0	0	0	0	0	0	1	1	1	0	1	0	1	0
33290		2,150	1,770	2,850	2,476	2,850	1,690	2,153	2,208	2,853	1,450	2,853	2,112	2,853	3,190
	SUBTOTAL	2,150	1,770	2,850	2,476	2,850	1,690	2,153	2,208	2,853	1,450	2,853	2,112	2,853	3,190
OFFICE EQUIPMENT															
54060	OFFICE EQUIPMENT	0	0	0	0	0	0	1	0	1,890	1,890	1	0	1	0
	SUBTOTAL	0	0	0	0	0	0	1	0	1,890	1,890	1	0	1	0
	DEPARTMENT TOTAL	264,849	260,584	252,225	252,371	275,539	286,833	269,750	272,164	267,309	271,029	265,690	265,192	260,289	252,714

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 09 TOWN CLERK
2026/2027 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
LINE 51920									
51010 - ELECTED OFFICIAL									
1/4/2016	TOWN CLERK	40	N/A	96,817.32	N/A	98,027.54	N/A	98,027.54	7,499.11
	TOTALS			96,817.32	0.00	98,027.54	0.00	98,027.54	7,499.11
51110 - ADMINISTRATION									
01/17/06	DEPUTY TOWN CLERK	35	N/A	74,231.14	\$ 1,484.62	76,086.92	\$ 1,521.74	77,608.66	5,937.06
	TOTALS			74,231.14	1,484.62	76,086.92	1,521.74	77,608.66	5,937.06
				75,715.76					
51210 - CLERICAL/TECHNICAL									
10/03/22	ADMINISTRATIVE ASSISTANT I	35	\$ 24.4698	45,920.35	\$ -	44,706.32	\$ -	44,706.32	3,420.03
	TOTALS			45,920.35	0.00	44,706.32	0.00	44,706.32	3,420.03
51810 - OVERTIME				100.00	100.00		100.00	100.00	7.65
51910 - FRINGE/F.I.C.A.								0.00	0.00
	TOTALS			218,553.44	1,584.62	218,820.78	1,621.74	220,442.52	16,863.85
	BUDGET TOTAL W/F.I.C.A.			235,272.77				237,306.38	

WORKDAYS
2026/2027
261

WEEKS TO BUDGET
52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 09 TOWN CLERK
2026/2027 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A.)
LINE 51910				
LINE 51920				
\$			0.00	0
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			0.00	0.00

***ADDED TO FICA ON
PERSONNEL WORKSHEET

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12		ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND								
10109 TOWN CLERK								
51010 ELECTED OFFICIALS								
10109 51010	ELECTED OFFICIALS	95,622.00	5.00	95,627.00	95,626.63	0.00	0.37	100.0%
51110 ADMINISTRATION								
10109 51110	ADMINISTRATION	73,477.00	33.00	73,510.00	73,509.80	0.00	0.20	100.0%
51210 CLERICAL AND TECHNICAL								
10109 51210	CLERICAL AND TECHNICAL	45,797.00	-38.00	45,759.00	45,743.77	0.00	15.23	100.0%
51810 OVERTIME								
10109 51810	OVERTIME	100.00	0.00	100.00	0.00	0.00	100.00	.0%
51920 F.I.C.A.								
10109 51920	F.I.C.A.	16,448.00	0.00	16,448.00	15,085.47	0.00	1,362.53	91.7%
52010 ADVERTISING								
10109 52010	ADVERTISING	1,400.00	-205.00	1,195.00	783.12	0.00	411.88	65.5%
52020 POSTAGE								
10109 52020	POSTAGE	2,700.00	579.00	3,279.00	3,277.32	0.00	1.68	99.9%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12						
ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52030 PROFESSIONAL FEES						
10109 52030	PROFESSIONAL FEES 0.00	180.00	65.89	0.00	114.11	36.6%
52050 DUES/CONFER						
10109 52050	DUES, CONFERENCES & EDUCAT 0.00	925.00	925.00	0.00	0.00	100.0%
52180 VITAL STATISTICS						
10109 52180	VITAL STATISTICS 0.00	50.00	32.00	0.00	18.00	64.0%
52510 RENTAL OF EQUIPMENT						
10109 52510	RENTAL OF EQUIPMENT 0.00	26,000.00	23,765.99	0.00	2,234.01	91.4%
53270 ORDINANCES						
10109 53270	ORDINANCES 0.00	750.00	749.75	0.00	0.25	100.0%
53280 ELECTION MATERIALS						
10109 53280	ELECTION MATERIALS 0.00	1,400.00	1,020.27	0.00	379.73	72.9%
GRAND TOTAL						
264,849.00	374.00	265,223.00	260,585.01	0.00	4,637.99	98.3%

** END OF REPORT - Generated by David Campo **

ACCOUNT PER	ACCOUNT NAME	JNL	HISTORIC DOCUMENTS PRESERVATIO	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036						\$ (16,221.23)				
* 1				209 GCR	7/2/2024	TCLERK 070124 EPX			2.00	\$ (2.00)	
* 1				210 GCR	7/3/2024	TCLERK 070224 ERX			16.00	\$ (18.00)	
* 1				211 GCR	7/5/2024	TCLERK 070324 ERX			4.00	\$ (22.00)	
* 1				212 GCR	7/8/2024	TCLERK 071124 IRS V 1864 P14			2.00	\$ (24.00)	
* 1				213 GCR	7/9/2024	TCLERK 070824 EPX			2.00	\$ (26.00)	
* 1				221 GCR	7/10/2024	TCLERK 0701-070524			72.00	\$ (98.00)	
* 1				221 GCR	7/10/2024	TCLERK 070924 ERX			6.00	\$ (104.00)	
* 1				293 GCR	7/15/2024	TCLERK 071224 EPX			2.00	\$ (106.00)	
* 1				293 GCR	7/15/2024	TCLERK 071224 ERX			6.00	\$ (112.00)	
* 1				321 GCR	7/16/2024	TCLERK 071524 ERX			24.00	\$ (136.00)	
* 1				323 GCR	7/17/2024	TCLERK 071624 ERX			8.00	\$ (144.00)	
* 1				362 GCR	7/18/2024	TCLERK 0708-071224			48.00	\$ (192.00)	
* 1				362 GCR	7/18/2024	TCLERK 071724 ERX			4.00	\$ (196.00)	
* 1				366 GCR	7/19/2024	TCLERK 071824 ERX			4.00	\$ (200.00)	
* 1				366 GCR	7/19/2024	TCLERK 072224 IRS V1865 P93			2.00	\$ (202.00)	
* 1				367 GCR	7/22/2024	TCLERK 071924 ERX			10.00	\$ (212.00)	
* 1				406 GCR	7/24/2024	TCLERK 0715-071924			60.00	\$ (272.00)	
* 1				406 GCR	7/24/2024	TCLERK 072324 ERX			10.00	\$ (282.00)	
* 1				431 GCR	7/23/2024	TCLERK 072224 ERX			16.00	\$ (298.00)	
* 1				432 GCR	7/25/2024	TCLERK 072424 ERX			2.00	\$ (300.00)	
* 1				433 GCR	7/29/2024	TCLERK 072624 EPX			2.00	\$ (302.00)	
* 1				433 GCR	7/29/2024	TCLERK 072624 ERX			2.00	\$ (304.00)	
* 1				436 GCR	7/30/2024	TCLERK 072924 ERX			10.00	\$ (314.00)	
* 1				497 GCR	7/31/2024	TCLERK 073024 ERX			6.00	\$ (320.00)	
* 1				497 GCR	7/31/2024	TCLERK 072224-072624 DEP			84.00	\$ (404.00)	
* 1				528 GCR	7/26/2024	TCLERK 072524 EPX			2.00	\$ (406.00)	
* 1				528 GCR	7/26/2024	TCLERK 072524 ERX			2.00	\$ (408.00)	
* 1				540 GCR	7/31/2024	TCLERK I/C FEE JULY DIT 0801		7.95	-	\$ (400.05)	
* 1				540 GCR	7/31/2024	TCLERK 073124 ERX DIT 080124		-	2.00	\$ (402.05)	
* 1				541 GCR	7/31/2024	TCLERK 0729-073124 DIT0802		-	36.00	\$ (438.05)	
* 2				35 GEN	8/6/2024	GB10 NC RTN CK #532933 SUNPOWER		2.00	-	\$ (436.05)	
* 2				109 GCR	8/5/2024	TCLERK 080224 EPX		-	2.00	\$ (438.05)	
* 2				109 GCR	8/5/2024	TCLERK 080224 ERX		-	4.00	\$ (442.05)	
* 2				110 GCR	8/6/2024	TCLERK 080524 ERX		-	2.00	\$ (444.05)	
* 2				111 GCR	8/7/2024	TCLERK 0801-080224		-	16.00	\$ (460.05)	
* 2				111 GCR	8/7/2024	TCLERK 080624 ERX		-	4.00	\$ (464.05)	
* 2				113 GCR	8/8/2024	TCLERK 080724 ERX		-	10.00	\$ (474.05)	
* 2				118 GCR	8/9/2024	TCLERK 081224 IRS V 1867		-	2.00	\$ (476.05)	
* 2				120 GCR	8/13/2024	TCLERK 081224 EPX		-	2.00	\$ (478.05)	
* 2				120 GCR	8/13/2024	TCLERK 081224 ERX		-	8.00	\$ (486.05)	
* 2				121 GCR	8/14/2024	TCLERK 0805-080924		-	78.00	\$ (564.05)	
* 2				121 GCR	8/14/2024	TCLERK 081324 ERX		-	6.00	\$ (570.05)	

ACCOUNT PER	ACCOUNT NAME	JNL	HISTORIC DOCUMENTS PRESERVATIO	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036	JNL					\$ (16,221.23)				
* 2				162 GCR	8/16/2024	TCLERK 081524 ERX			10.00	\$ (580.05)	
* 2				166 GCR	8/20/2024	TCLERK 081924 ERX			14.00	\$ (594.05)	
* 2				166 GCR	8/20/2024	TCLERK 081924 EPX			2.00	\$ (596.05)	
* 2				167 GCR	8/21/2024	TCLERK 0812-081624			64.00	\$ (660.05)	
* 2				167 GCR	8/21/2024	TCLERK 082024 ERX			4.00	\$ (664.05)	
* 2				171 GCR	8/23/2024	TCLERK 082224 ERX			4.00	\$ (668.05)	
* 2				174 GCR	8/22/2024	TCLERK 082124 ERX			4.00	\$ (672.05)	
* 2				204 GCR	8/26/2024	TCLERK 082324 EPX			2.00	\$ (674.05)	
* 2				204 GCR	8/26/2024	TCLERK 082324 ERX			4.00	\$ (678.05)	
* 2				221 GCR	8/27/2024	TCLERK 082624 ERX			2.00	\$ (680.05)	
* 2				222 GCR	8/28/2024	TCLERK 0819-082324			64.00	\$ (744.05)	
* 2				222 GCR	8/28/2024	TCLERK 082724 ERX			5.00	\$ (750.05)	
* 2				224 GCR	8/29/2024	TCLERK 082824 ERX			8.00	\$ (758.05)	
* 2				225 GCR	8/30/2024	TCLERK 082924 ERX			6.00	\$ (764.05)	
* 2				226 GCR	8/31/2024	TCLERK 083024 ERX DIT 090324			4.00	\$ (768.05)	
* 2				227 GCR	8/31/2024	TCLERK 0826-083024 DIT 09042			62.00	\$ (830.05)	
* 2				227 GCR	8/31/2024	TCLERK CC FEE AUGUST DIT0904		7.95		\$ (822.10)	
* 3				99 GCR	9/5/2024	TCLERK 090424 ERX			6.00	\$ (828.10)	
* 3				99 GCR	9/5/2024	TCLERK 090324 ERX			8.00	\$ (836.10)	
* 3				100 GCR	9/6/2024	TCLERK 090524 ERX			6.00	\$ (842.10)	
* 3				101 GCR	9/9/2024	TCLERK 090624 ERX			6.00	\$ (848.10)	
* 3				102 GCR	9/10/2024	TCLERK 090924 ERX			2.00	\$ (850.10)	
* 3				102 GCR	9/10/2024	TCLERK 090924 EPX			2.00	\$ (852.10)	
* 3				103 GCR	9/11/2024	TCLERK 0903-090624			66.00	\$ (918.10)	
* 3				103 GCR	9/11/2024	TCLERK 091024 ERX			12.00	\$ (930.10)	
* 3				106 GCR	9/12/2024	TCLERK 091124 ERX			8.00	\$ (938.10)	
* 3				107 GCR	9/13/2024	TCLERK 091224 ERX			6.00	\$ (944.10)	
* 3				107 GCR	9/13/2024	TCLERK 091624 IRS V1871 P259			2.00	\$ (946.10)	
* 3				124 GCR	9/16/2024	TCLERK 091324 ERX			6.00	\$ (952.10)	
* 3				125 GCR	9/17/2024	TCLERK 091624 ERX			10.00	\$ (962.10)	
* 3				126 GCR	9/18/2024	TCLERK 0909-091324			52.00	\$ (1,014.10)	
* 3				126 GCR	9/18/2024	TCLERK 091724 ERX			4.00	\$ (1,018.10)	
* 3				169 GCR	9/19/2024	TCLERK 091824 ERX			6.00	\$ (1,024.10)	
* 3				170 GCR	9/20/2024	TCLERK 091924 ERX			8.00	\$ (1,032.10)	
* 3				186 GCR	9/23/2024	TCLERK 092024 ERX			2.00	\$ (1,034.10)	
* 3				187 GCR	9/24/2024	TCLERK 092324 ERX			4.00	\$ (1,038.10)	
* 3				188 GCR	9/25/2024	TCLERK 0916/092024			54.00	\$ (1,092.10)	
* 3				188 GCR	9/25/2024	TCLERK 092424 EPX			2.00	\$ (1,094.10)	
* 3				188 GCR	9/25/2024	TCLERK 092424 ERX			16.00	\$ (1,110.10)	
* 3				216 GCR	9/26/2024	TCLERK 092524 ERX			6.00	\$ (1,116.10)	
* 3				239 GCR	9/27/2024	TCLERK 092624 ERX			6.00	\$ (1,122.10)	
* 3				242 GCR	9/30/2024	TCLERK CC FEE SEPT DIT 10012		7.95		\$ (1,114.15)	

ACCOUNT PER	ACCOUNT NAME	JNL	HISTORIC DOCUMENTS PRESERVATIO	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036						\$ (16,221.23)				
* 3				243 GCR	9/30/2024	TCLERK 093024ERX \$917DIT1002			6.00	\$ (1,120.15)	
* 3				245 GCR	9/30/2024	TCLERK 0923-093024 DIT 10042			90.00	\$ (1,210.15)	
* 4				68 GCR	10/2/2024	TCLERK 100124 ERX \$917			6.00	\$ (1,216.15)	
* 4				72 GCR	10/4/2024	TCLERK 100324 ERX			18.00	\$ (1,234.15)	
* 4				73 GCR	10/7/2024	TCLERK 100424 ERX			10.00	\$ (1,244.15)	
* 4				74 GCR	10/8/2024	TCLERK 100724 ERX			10.00	\$ (1,254.15)	
* 4				75 GCR	10/9/2024	TCLERK 1001-100424			68.00	\$ (1,322.15)	
* 4				75 GCR	10/9/2024	TCLERK 100824 ERX			2.00	\$ (1,324.15)	
* 4				93 GCR	10/10/2024	TCLERK 100924 EPX			2.00	\$ (1,326.15)	
* 4				93 GCR	10/10/2024	TCLERK 100924 ERX			4.00	\$ (1,330.15)	
* 4				111 GCR	10/11/2024	TCLERK 101024 ERX			2.00	\$ (1,332.15)	
* 4				112 GCR	10/15/2024	TCLERK 101124 EPX			2.00	\$ (1,334.15)	
* 4				119 GCR	10/16/2024	TCLERK 101524 ERX			8.00	\$ (1,342.15)	
* 4				119 GCR	10/16/2024	TCLERK 101624 DRS V1872 P486			2.00	\$ (1,344.15)	
* 4				120 GCR	10/17/2024	TCLERK 101624 ERX			8.00	\$ (1,352.15)	
* 4				162 GCR	10/18/2024	TCLERK 1007-101124			50.00	\$ (1,402.15)	
* 4				165 GCR	10/21/2024	TCLERK 101824 ERX			8.00	\$ (1,410.15)	
* 4				166 GCR	10/22/2024	TCLERK 102124 ERX			4.00	\$ (1,414.15)	
* 4				167 GCR	10/23/2024	TCLERK 1015-101824			54.00	\$ (1,468.15)	
* 4				167 GCR	10/23/2024	TCLERK 102224 ERX			2.00	\$ (1,470.15)	
* 4				168 GCR	10/25/2024	TCLERK 102424 ERX			6.00	\$ (1,476.15)	
* 4				168 GCR	10/25/2024	TCLERK 102824 IRS V1872 P868			2.00	\$ (1,478.15)	
* 4				172 GCR	10/24/2024	TCLERK 102324 ERX			4.00	\$ (1,482.15)	
* 4				200 GCR	10/28/2024	TCLERK 102524 ERX			4.00	\$ (1,486.15)	
* 4				200 GCR	10/28/2024	TCLERK 102524 EPX			2.00	\$ (1,488.15)	
* 4				201 GCR	10/29/2024	TCLERK 102824 EPX			2.00	\$ (1,490.15)	
* 4				201 GCR	10/29/2024	TCLERK 102824 ERX			4.00	\$ (1,494.15)	
* 4				202 GCR	10/30/2024	TCLERK 1021-102524			56.00	\$ (1,550.15)	
* 4				202 GCR	10/30/2024	TCLERK 102924 ERX			10.00	\$ (1,560.15)	
* 4				203 GCR	10/31/2024	TCLERK 103024 ERX			2.00	\$ (1,562.15)	
* 4				204 GCR	10/31/2024	TCLERK OCT I/C FEE DIT 11012		7.95	-	\$ (1,554.20)	
* 4				204 GCR	10/31/2024	TCLERK 103124 ERX DIT 110124			10.00	\$ (1,564.20)	
* 4				225 GCR	10/31/2024	TCLERK 1028-103124 DIT 11062			68.00	\$ (1,632.20)	
* 5				78 GCR	11/4/2024	TCLERK 110124 EPX			2.00	\$ (1,634.20)	
* 5				78 GCR	11/4/2024	TCLERK 110124 ERX			4.00	\$ (1,638.20)	
* 5				79 GCR	11/5/2024	TCLERK 110424 ERX			18.00	\$ (1,656.20)	
* 5				83 GCR	11/6/2024	TCLERK 110524 ERX			4.00	\$ (1,660.20)	
* 5				85 GCR	11/7/2024	TCLERK 110624 ERX			12.00	\$ (1,672.20)	
* 5				99 GCR	11/8/2024	TCLERK 110724 EPX			4.00	\$ (1,676.20)	
* 5				99 GCR	11/8/2024	TCLERK 110724 ERX			8.00	\$ (1,684.20)	
* 5				118 GCR	11/12/2024	TCLERK 110824 ERX			2.00	\$ (1,686.20)	
* 5				119 GCR	11/15/2024	TCLERK 111424 EPX			2.00	\$ (1,688.20)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036 HISTORIC DOCUMENTS PRESERVATIO				\$ (16,221.23)				
* 5		119 GCR	11/15/2024	TCLERK 111424 ERX			8.00	\$ (1,696.20)	
* 5		120 GCR	11/13/2024	TCLERK 1101-110824			66.00	\$ (1,762.20)	
* 5		120 GCR	11/13/2024	TCLERK 111224 ERX			4.00	\$ (1,766.20)	
* 5		129 GCR	11/18/2024	TCLERK 111524 ERX			8.00	\$ (1,774.20)	
* 5		130 GCR	11/19/2024	TCLERK 111824 ERX			4.00	\$ (1,778.20)	
* 5		131 GCR	11/20/2024	TCLERK 1112-111524			48.00	\$ (1,826.20)	
* 5		131 GCR	11/20/2024	TCLERK 111924 ERX			2.00	\$ (1,828.20)	
* 5		134 GCR	11/21/2024	TCLERK 112024 ERX			8.00	\$ (1,836.20)	
* 5		170 GCR	11/22/2024	TCLERK 112124 ERX			8.00	\$ (1,844.20)	
* 5		170 GCR	11/22/2024	TCLERK 112124 EPX			2.00	\$ (1,846.20)	
* 5		171 GCR	11/25/2024	TCLERK 112224 EPX			2.00	\$ (1,848.20)	
* 5		171 GCR	11/25/2024	TCLERK 112224 ERX			6.00	\$ (1,854.20)	
* 5		172 GCR	11/26/2024	TCLERK 112524 ERX			6.00	\$ (1,860.20)	
* 5		173 GCR	11/27/2024	TCLERK 1118-112224			50.00	\$ (1,910.20)	
* 5		173 GCR	11/27/2024	TCLERK 112624 ERX			2.00	\$ (1,912.20)	
* 5		174 GCR	11/29/2024	TCLERK 112724 ERX			16.00	\$ (1,928.20)	
* 5		178 GCR	11/30/2024	TCLERK 1125-112724 DIT 12042			42.00	\$ (1,970.20)	
* 6		46 GCR	12/3/2024	TCLERK 120224 ERX			22.00	\$ (1,992.20)	
* 6		81 GCR	12/5/2024	TCLERK 120424 ERX			2.00	\$ (1,994.20)	
* 6		82 GCR	12/4/2024	TCLERK 120324 ERX			10.00	\$ (2,004.20)	
* 6		100 GCR	12/6/2024	TCLERK 120524 EPX			4.00	\$ (2,008.20)	
* 6		100 GCR	12/6/2024	TCLERK 120524 ERX			4.00	\$ (2,012.20)	
* 6		101 GCR	12/9/2024	TCLERK 120624 ERX			2.00	\$ (2,014.20)	
* 6		102 GCR	12/10/2024	TCLERK 120924 ERX			2.00	\$ (2,016.20)	
* 6		102 GCR	12/10/2024	TCLERK 121124 IRS V1874 P129			2.00	\$ (2,018.20)	
* 6		103 GCR	12/12/2024	TCLERK 121124 ERX			8.00	\$ (2,026.20)	
* 6		115 GCR	12/11/2024	TCLERK 1202-120624			44.00	\$ (2,070.20)	
* 6		115 GCR	12/11/2024	TCLERK 121024 ERX			4.00	\$ (2,074.20)	
* 6		198 GCR	12/13/2024	TCLERK 121224 ERX			8.00	\$ (2,082.20)	
* 6		199 GCR	12/16/2024	TCLERK 121324 ERX			2.00	\$ (2,084.20)	
* 6		200 GCR	12/17/2024	TCLERK 121624 ERX			8.00	\$ (2,092.20)	
* 6		201 GCR	12/18/2024	TCLERK 121724 ERX			4.00	\$ (2,096.20)	
* 6		202 GCR	12/19/2024	TCLERK 1209-121324			70.00	\$ (2,166.20)	
* 6		202 GCR	12/19/2024	TCLERK 121824 ERX			12.00	\$ (2,178.20)	
* 6		222 GCR	12/20/2024	TCLERK 121924 ERX			10.00	\$ (2,188.20)	
* 6		230 GCR	12/27/2024	TCLERK 1216-122024			62.00	\$ (2,250.20)	
* 6		230 GCR	12/27/2024	TCLERK 122624 ERX			12.00	\$ (2,262.20)	
* 6		231 GCR	12/30/2024	TCLERK 122724 ERX			10.00	\$ (2,272.20)	
* 6		232 GCR	12/31/2024	TCLERK 123024 ERX			4.00	\$ (2,276.20)	
* 6		234 GCR	12/31/2024	TCLERK 123124 ERX DIT 010225			2.00	\$ (2,278.20)	
* 6		236 GCR	12/31/2024	TCLERK 1223-123124 DIT 01066			74.00	\$ (2,352.20)	
* 7		156 GCR	1/6/2025	TCLERK 010325 EPX			2.00	\$ (2,354.20)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036				\$ (16,221.23)				
*7		156 GCR	1/6/2025	TCLERK 010325 ERX			10.00	\$ (2,364.20)	
*7		161 GCR	1/7/2025	TCLERK 010625 ERX			8.00	\$ (2,372.20)	
*7		162 GCR	1/8/2025	TCLERK 0102-010325			26.00	\$ (2,398.20)	
*7		162 GCR	1/8/2025	TCLERK 010725 ERX			2.00	\$ (2,400.20)	
*7		162 GCR	1/8/2025	TCLERK 010725 EPX			2.00	\$ (2,402.20)	
*7		162 GCR	1/8/2025	TCLERK 010825 IRS V1874P953			2.00	\$ (2,404.20)	
*7		166 GCR	1/9/2025	TCLERK 010825 ERX			12.00	\$ (2,416.20)	
*7		167 GCR	1/10/2025	TCLERK 010925 ERX			10.00	\$ (2,426.20)	
*7		195 GCR	1/3/2025	TCLERK 010225 ERX			2.00	\$ (2,428.20)	
*7		196 GCR	1/13/2025	TCLERK 011025 ERX			16.00	\$ (2,444.20)	
*7		197 GCR	1/14/2025	TCLERK 011325 EPX			2.00	\$ (2,446.20)	
*7		197 GCR	1/14/2025	TCLERK 011325 ERX			8.00	\$ (2,454.20)	
*7		198 GCR	1/15/2025	TCLERK 0106-011025			44.00	\$ (2,498.20)	
*7		198 GCR	1/15/2025	TCLERK 011425 ERX			4.00	\$ (2,502.20)	
*7		204 GCR	1/16/2025	TCLERK 011525 ERX			10.00	\$ (2,512.20)	
*7		204 GCR	1/16/2025	TCLERK 011525 EPX			2.00	\$ (2,514.20)	
*7		205 GCR	1/17/2025	TCLERK 011625 ERX			8.00	\$ (2,522.20)	
*7		241 GCR	1/21/2025	TCLERK 011725 ERX			10.00	\$ (2,532.20)	
*7		242 GCR	1/22/2025	TCLERK 0113-011725			76.00	\$ (2,608.20)	
*7		242 GCR	1/22/2025	TCLERK 012125 EPX			2.00	\$ (2,610.20)	
*7		242 GCR	1/22/2025	TCLERK 012125 ERX			8.00	\$ (2,618.20)	
*7		242 GCR	1/22/2025	TCLERK 012225 IRS V1875P438			2.00	\$ (2,620.20)	
*7		243 GCR	1/23/2025	TCLERK 012225 EPX			2.00	\$ (2,622.20)	
*7		262 GCR	1/24/2025	TCLERK 012325 EPX			2.00	\$ (2,624.20)	
*7		262 GCR	1/24/2025	TCLERK 012325 ERX			6.00	\$ (2,630.20)	
*7		263 GCR	1/27/2025	TCLERK 012425 EPX			2.00	\$ (2,632.20)	
*7		263 GCR	1/27/2025	TCLERK 012425 ERX			8.00	\$ (2,640.20)	
*7		264 GCR	1/28/2025	TCLERK 012725 ERX			6.00	\$ (2,646.20)	
*7		265 GCR	1/29/2025	TCLERK 0121-012425			74.00	\$ (2,720.20)	
*7		272 GCR	1/31/2025	TCLERK 013025 ERX			4.00	\$ (2,724.20)	
*7		275 GRV	1/31/2025	013125DIT WRONG PERIOD			2.00	\$ (2,726.20)	
*7		276 GCR	1/31/2025	TCLERK 0127-013125 DIT 02052			50.00	\$ (2,776.20)	
*8		43 GCR	2/3/2025	TCLERK 013125 ERX DIT 020325			2.00	\$ (2,778.20)	
*8		45 GRV	2/3/2025	013125DIT WRONG PERIOD			-	\$ (2,776.20)	
*8		46 GRV	2/3/2025	013125DIT WRONG PERIOD			-	\$ (2,774.20)	
*8		48 GRV	2/3/2025	REVERSE REVERSAL DONE 2X			2.00	\$ (2,776.20)	
*8		53 API	2/14/2025	002155 73660 CIVICPLUS, INC			463.00	\$ (2,313.20)	
*8		54 GCR	2/14/2025	TCLERK 020325 EPX			2.00	\$ (2,315.20)	
*8		56 GCR	2/5/2025	TCLERK 020425 ERX			4.00	\$ (2,319.20)	
*8		76 GCR	2/10/2025	TCLERK 020725 ERX			10.00	\$ (2,329.20)	
*8		77 GCR	2/17/2025	TCLERK 020625 EPX			2.00	\$ (2,331.20)	
*8		79 GCR	2/12/2025	TCLERK 0203-020725			62.00	\$ (2,393.20)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036				\$ (16,221.23)				
* 8		79 GCR	2/12/2025	TCLERK 021125 EPX			2.00	\$ (2,395.20)	
* 8		85 GCR	2/11/2025	TCLERK 021025 EPX			2.00	\$ (2,397.20)	
* 8		85 GCR	2/11/2025	TCLERK 021025 EPX			16.00	\$ (2,413.20)	
* 8		109 GCR	2/6/2025	TCLERK 020525 EPX			12.00	\$ (2,425.20)	
* 8		129 GCR	2/13/2025	TCLERK 021225 EPX			2.00	\$ (2,427.20)	
* 8		129 GCR	2/13/2025	TCLERK 021225 EPX			4.00	\$ (2,431.20)	
* 8		134 GCR	2/14/2025	TCLERK 021325 EPX			2.00	\$ (2,433.20)	
* 8		135 GCR	2/18/2025	TCLERK 021425 EPX			8.00	\$ (2,441.20)	
* 8		148 GCR	2/19/2025	TCLERK 0210-021425			40.00	\$ (2,481.20)	
* 8		148 GCR	2/19/2025	TCLERK 021825 EPX			12.00	\$ (2,493.20)	
* 8		149 GCR	2/20/2025	TCLERK 021925 EPX			2.00	\$ (2,495.20)	
* 8		149 GCR	2/20/2025	TCLERK 021925 EPX			6.00	\$ (2,501.20)	
* 8		157 API	2/28/2025	002536 74248 INTERNATIONAL	70.00		-	\$ (2,431.20)	
* 8		157 API	2/28/2025	000873 74267 CT TOWN CLERK'S	225.00		-	\$ (2,206.20)	
* 8		163 GCR	2/24/2025	TCLERK 022125 EPX			6.00	\$ (2,212.20)	
* 8		170 GCR	2/25/2025	TCLERK 022425 EPX			4.00	\$ (2,216.20)	
* 8		171 GCR	2/26/2025	TCLERK 0218-022125			62.00	\$ (2,278.20)	
* 8		171 GCR	2/26/2025	TCLERK 022525 EPX			2.00	\$ (2,280.20)	
* 8		190 GCR	2/28/2025	TCLERK 022725 EPX			2.00	\$ (2,282.20)	
* 8		190 GCR	2/28/2025	TCLERK 030325 IRS V1876P294			2.00	\$ (2,284.20)	
* 8		199 GCR	2/28/2025	TCLERK 022825 EPX DIT 030325			10.00	\$ (2,294.20)	
* 8		202 GCR	2/21/2025	TCLERK 022025 EPX			6.00	\$ (2,300.20)	
* 8		214 GCR	2/28/2025	TCLERK 0224-022825 DIT 03052			78.00	\$ (2,378.20)	
* 8		53 GCR	3/4/2025	TCLERK 030325 EPX			6.00	\$ (2,384.20)	
* 9		80 GCR	3/5/2025	TCLERK 030425 EPX			2.00	\$ (2,386.20)	
* 9		85 GCR	3/6/2025	TCLERK 030525 EPX			6.00	\$ (2,392.20)	
* 9		87 GCR	3/7/2025	TCLERK 030625 EPX			2.00	\$ (2,394.20)	
* 9		87 GCR	3/7/2025	TCLERK 030625 EPX			2.00	\$ (2,396.20)	
* 9		89 GCR	3/10/2025	TCLERK 030725 EPX			2.00	\$ (2,398.20)	
* 9		89 GCR	3/10/2025	TCLERK 030725 EPX			2.00	\$ (2,400.20)	
* 9		107 GCR	3/11/2025	TCLERK 031025 EPX			4.00	\$ (2,404.20)	
* 9		107 GCR	3/11/2025	TCLERK 031025 EPX			12.00	\$ (2,416.20)	
* 9		107 GCR	3/11/2025	TCLERK 031425 IRS V1876P618			2.00	\$ (2,418.20)	
* 9		134 GCR	3/12/2025	TCLERK 0303-030725			74.00	\$ (2,492.20)	
* 9		134 GCR	3/12/2025	TCLERK 031125 EPX			6.00	\$ (2,498.20)	
* 9		136 GCR	3/17/2025	TCLERK 031425 EPX			2.00	\$ (2,500.20)	
* 9		150 GCR	3/19/2025	TCLERK 0310-031425			52.00	\$ (2,552.20)	
* 9		150 GCR	3/19/2025	TCLERK 031825 EPX			6.00	\$ (2,558.20)	
* 9		152 GCR	3/18/2025	TCLERK 031725 EPX			14.00	\$ (2,572.20)	
* 9		174 GCR	3/20/2025	TCLERK 031925 EPX			2.00	\$ (2,574.20)	
* 9		175 GCR	3/24/2025	TCLERK 032125 EPX			2.00	\$ (2,576.20)	
* 9		175 GCR	3/24/2025	TCLERK 032125 EPX			12.00	\$ (2,588.20)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036				\$ (16,221.23)				
*9		186 API	3/28/2025	001852 74807		\$ 722.75	-	\$ (1,865.45)	
*9		186 API	3/28/2025	001852 74809		\$ 141.70	-	\$ (1,723.75)	
*9		196 GCR	3/25/2025	TCLERK 032425 EPX		-	4.00	\$ (1,727.75)	
*9		196 GCR	3/25/2025	TCLERK 032425 ERX		-	10.00	\$ (1,737.75)	
*9		197 GCR	3/26/2025	TCLERK 0317-032125		-	64.00	\$ (1,801.75)	
*9		197 GCR	3/26/2025	TCLERK 032525 EPX		-	2.00	\$ (1,803.75)	
*9		197 GCR	3/26/2025	TCLERK 032525 ERX		-	4.00	\$ (1,807.75)	
*9		209 GEN	3/31/2025	GB50 NC NSF CK #421 ROSE		6.00	-	\$ (1,801.75)	
*9		218 GCR	3/27/2025	TCLERK 032625 ERX		-	6.00	\$ (1,807.75)	
*9		219 GCR	3/28/2025	TCLERK 032725 ERX		-	10.00	\$ (1,817.75)	
*9		219 GCR	3/28/2025	TCLERK 033125 IRS V1877P124		-	2.00	\$ (1,819.75)	
*9		224 GCR	3/31/2025	TCLERK 033125 ERX DIT 040125		-	2.00	\$ (1,821.75)	
*9		225 GCR	3/31/2025	TCLERK 0324-033125 DIT 04022		-	84.00	\$ (1,905.75)	
*10		48 GCR	4/3/2025	TCLERK 040225 ERX		-	4.00	\$ (1,909.75)	
*10		53 GCR	4/4/2025	TCLERK 040325 ERX		-	6.00	\$ (1,915.75)	
*10		54 GCR	4/7/2025	TCLERK 040425 ERX		-	6.00	\$ (1,921.75)	
*10		62 API	4/11/2025	001852 75046		189.00	-	\$ (1,732.75)	
*10		62 API	4/11/2025	001852 75203		576.39	-	\$ (1,156.36)	
*10		91 GCR	4/9/2025	TCLERK 0401-040425		-	38.00	\$ (1,194.36)	
*10		91 GCR	4/9/2025	TCLERK 040825 ERX		-	14.00	\$ (1,208.36)	
*10		93 GCR	4/10/2025	TCLERK 040925 ERX		-	10.00	\$ (1,218.36)	
*10		108 GCR	4/14/2025	TCLERK 041125 ERX		-	4.00	\$ (1,222.36)	
*10		110 GCR	4/15/2025	TCLERK 041425 ERX		-	6.00	\$ (1,228.36)	
*10		111 GCR	4/11/2025	TCLERK 041025 EPX		-	6.00	\$ (1,234.36)	
*10		111 GCR	4/11/2025	TCLERK 041025 ERX		-	12.00	\$ (1,246.36)	
*10		111 GCR	4/11/2025	TCLERK 041725 IRS		-	2.00	\$ (1,248.36)	
*10		153 API	4/25/2025	000873 75421		150.00	-	\$ (1,098.36)	
*10		157 GCR	4/16/2025	TCLERK 0407-041125		-	70.00	\$ (1,168.36)	
*10		157 GCR	4/16/2025	TCLERK 041525 ERX		-	12.00	\$ (1,180.36)	
*10		158 GCR	4/18/2025	TCLERK 041725 ERX		-	8.00	\$ (1,188.36)	
*10		207 GCR	4/17/2025	TCLERK 041625 ERX		-	10.00	\$ (1,198.36)	
*10		212 GCR	4/22/2025	TCLERK 042125 ERX		-	6.00	\$ (1,204.36)	
*10		214 GCR	4/23/2025	TCLERK 042225 ERX		-	12.00	\$ (1,216.36)	
*10		227 GCR	4/24/2025	TCLERK 042325 ERX		-	6.00	\$ (1,222.36)	
*10		228 GCR	4/25/2025	TCLERK 0414-041725		-	30.00	\$ (1,252.36)	
*10		228 GCR	4/25/2025	TCLERK 042425 ERX		-	8.00	\$ (1,260.36)	
*10		230 GCR	4/28/2025	TCLERK 042525 ERX		-	6.00	\$ (1,266.36)	
*10		231 GCR	4/29/2025	TCLERK 042825 ERX		-	6.00	\$ (1,272.36)	
*10		232 GCR	4/30/2025	TCLERK 0421-042525		-	60.00	\$ (1,332.36)	
*10		232 GCR	4/30/2025	TCLERK 042925 ERX		-	8.00	\$ (1,340.36)	
*10		245 GCR	4/30/2025	TCLERK 043025 EPX DIT 050125		-	2.00	\$ (1,342.36)	
*10		245 GCR	4/30/2025	TCLERK 043025 ERX DIT 050125		-	10.00	\$ (1,352.36)	

ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036				\$ (16,221.23)				
*10	JNL HISTORIC DOCUMENTS PRESERVATIO								
*11		248 GCR	4/30/2025	TCLERK 0428-043025 DIT 05022		\$ -	\$ 30.00	\$ (1,382.36)	
*11		43 API	5/9/2025	000873 75918 CT TOWN CLERK'S		\$ 50.00	\$ -	\$ (1,332.36)	
*11		59 GCR	5/5/2025	TCLERK 050225 ERX		\$ -	\$ 8.00	\$ (1,340.36)	
*11		66 GCR	5/6/2025	TCLERK 0501-050225		\$ -	\$ 20.00	\$ (1,360.36)	
*11		66 GCR	5/6/2025	TCLERK 050525 ERX		\$ -	\$ 2.00	\$ (1,362.36)	
*11		66 GCR	5/6/2025	TCLERK 050725 IRS V1878P317		\$ -	\$ 2.00	\$ (1,364.36)	
*11		107 GCR	5/2/2025	TCLERK 050125 ERX		\$ -	\$ 20.00	\$ (1,384.36)	
*11		107 GCR	5/2/2025	TCLERK 051225 IRS V1878P543		\$ -	\$ 2.00	\$ (1,386.36)	
*11		146 GCR	5/7/2025	TCLERK 050625 ERX		\$ -	\$ 6.00	\$ (1,392.36)	
*11		147 GCR	5/8/2025	TCLERK 050725 ERX		\$ -	\$ 6.00	\$ (1,398.36)	
*11		148 GCR	5/12/2025	TCLERK 050925 ERX		\$ -	\$ 10.00	\$ (1,408.36)	
*11		172 GCR	5/9/2025	TCLERK 050825 ERX		\$ -	\$ 4.00	\$ (1,412.36)	
*11		173 GCR	5/14/2025	TCLERK 051325 ERX		\$ -	\$ 12.00	\$ (1,424.36)	
*11		181 GCR	5/15/2025	TCLERK 051425 EPX		\$ -	\$ 4.00	\$ (1,428.36)	
*11		184 GCR	5/19/2025	TCLERK 051625 EPX		\$ -	\$ 2.00	\$ (1,430.36)	
*11		184 GCR	5/19/2025	TCLERK 051625 EPX		\$ -	\$ 12.00	\$ (1,442.36)	
*11		196 GCR	5/13/2025	TCLERK 0505-050925		\$ -	\$ 74.00	\$ (1,516.36)	
*11		196 GCR	5/13/2025	TCLERK 051225 ERX		\$ -	\$ 2.00	\$ (1,518.36)	
*11		213 GCR	5/20/2025	TCLERK 0512-051625		\$ -	\$ 70.00	\$ (1,588.36)	
*11		213 GCR	5/20/2025	TCLERK 051925 ERX		\$ -	\$ 8.00	\$ (1,596.36)	
*11		294 GCR	5/21/2025	TCLERK 052025 ERX		\$ -	\$ 6.00	\$ (1,602.36)	
*11		294 GCR	5/21/2025	TCLERK 052025 EPX		\$ -	\$ 2.00	\$ (1,604.36)	
*11		299 GCR	5/22/2025	TCLERK 052125 ERX		\$ -	\$ 2.00	\$ (1,606.36)	
*11		300 GCR	5/27/2025	TCLERK 052325 EPX		\$ -	\$ 2.00	\$ (1,608.36)	
*11		303 GCR	5/23/2025	TCLERK 052225 ERX		\$ -	\$ 6.00	\$ (1,614.36)	
*11		304 GCR	5/29/2025	TCLERK 052825 ERX		\$ -	\$ 6.00	\$ (1,620.36)	
*11		305 GCR	5/30/2025	TCLERK 0519-052325		\$ -	\$ 38.00	\$ (1,658.36)	
*11		305 GCR	5/30/2025	TCLERK 052925 ERX		\$ -	\$ 8.00	\$ (1,666.36)	
*11		311 GCR	5/31/2025	TCLERK 053025 ERX DIT 060225		\$ -	\$ 2.00	\$ (1,668.36)	
*11		311 GCR	5/31/2025	TCLERK 053025 EPX DIT 060225		\$ -	\$ 4.00	\$ (1,672.36)	
*11		312 GCR	5/31/2025	TCLERK 0527-053025 DIT 06032		\$ -	\$ 32.00	\$ (1,704.36)	
*11		320 GCR	5/28/2025	TCLERK 052725 EPX		\$ -	\$ 2.00	\$ (1,706.36)	
*11		320 GCR	5/28/2025	TCLERK 052725 ERX		\$ -	\$ 6.00	\$ (1,712.36)	
*12		72 GCR	6/4/2025	TCLERK 060325 ERX		\$ -	\$ 4.00	\$ (1,716.36)	
*12		74 GCR	6/5/2025	TCLERK 060425 ERX		\$ -	\$ 4.00	\$ (1,720.36)	
*12		75 GCR	6/6/2025	TCLERK 060525 ERX		\$ -	\$ 2.00	\$ (1,722.36)	
*12		112 GCR	6/3/2025	TCLERK 060225 EPX		\$ -	\$ 2.00	\$ (1,724.36)	
*12		113 GCR	6/10/2025	TCLERK 0602-060625		\$ -	\$ 104.00	\$ (1,828.36)	
*12		113 GCR	6/10/2025	TCLERK 060925 ERX		\$ -	\$ 2.00	\$ (1,830.36)	
*12		115 GCR	6/3/2025	TCLERK 060225 ERX		\$ -	\$ 8.00	\$ (1,838.36)	
*12		118 GCR	6/11/2025	TCLERK 061025 ERX		\$ -	\$ 4.00	\$ (1,842.36)	
*12		121 GCR	6/12/2025	TCLERK 061125 ERX		\$ -	\$ 6.00	\$ (1,848.36)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21036				\$ (16,221.23)				
*12		123 API	6/20/2025	001842 77071 CT DEPT OF AGRI		\$ 96.00		\$ (1,752.36)	
*12		200 GCR	6/9/2025	TCLERK 060625 EPX			\$ 2.00	\$ (1,754.36)	
*12		200 GCR	6/9/2025	TCLERK 060625 ERX			\$ 8.00	\$ (1,762.36)	
*12		201 GCR	6/13/2025	TCLERK 061225 ERX			\$ 2.00	\$ (1,764.36)	
*12		201 GCR	6/13/2025	TCLERK 062725 IRS V1879P829&			\$ 4.00	\$ (1,768.36)	
*12		209 GCR	6/16/2025	TCLERK 061325 ERX			\$ 10.00	\$ (1,778.36)	
*12		211 GCR	6/17/2025	TCLERK 0609-061325			\$ 56.00	\$ (1,834.36)	
*12		211 GCR	6/17/2025	TCLERK 061625 ERX			\$ 16.00	\$ (1,850.36)	
*12		212 GCR	6/20/2025	TCLERK 061825 EPX			\$ 2.00	\$ (1,852.36)	
*12		212 GCR	6/20/2025	TCLERK 061825 ERX			\$ 12.00	\$ (1,864.36)	
*12		249 GCR	6/24/2025	TCLERK 0616-062025			\$ 44.00	\$ (1,908.36)	
*12		249 GCR	6/24/2025	TCLERK 062325 ERX			\$ 6.00	\$ (1,914.36)	
*12		265 GCR	6/23/2025	TCLERK 062025 ERX			\$ 6.00	\$ (1,920.36)	
*12		268 GCR	6/25/2025	TCLERK 062425 ERX			\$ 2.00	\$ (1,922.36)	
*12		269 GCR	6/26/2025	TCLERK 062525 EPX			\$ 2.00	\$ (1,924.36)	
*12		270 GCR	6/27/2025	TCLERK 062525 ERX			\$ 6.00	\$ (1,930.36)	
*12		271 GCR	6/30/2025	TCLERK 062625 ERX			\$ 2.00	\$ (1,932.36)	
*12		271 GCR	6/30/2025	TCLERK 0623-062725 DIT 07012			\$ 74.00	\$ (2,006.36)	
*12		271 GCR	6/30/2025	TCLERK 063025 ERX DIT 070125			\$ 6.00	\$ (2,012.36)	
*12		276 GCR	6/18/2025	TCLERK 061725 ERX			\$ 6.00	\$ (2,018.36)	
*12		278 GCR	6/30/2025	TCLERK 063025 DIT 070325			\$ 28.00	\$ (2,046.36)	
*12					\$ (16,221.23)	\$ 2,727.64	\$ 4,774.00	\$ (2,046.36)	\$ (18,267.59)

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
* 1		209 GCR	7/2/2024	TCLERK 070124 EPX			1.00	\$ (1.00)	
* 1		210 GCR	7/3/2024	TCLERK 070224 ERX			8.00	\$ (9.00)	
* 1		211 GCR	7/5/2024	TCLERK 070324 ERX			2.00	\$ (11.00)	
* 1		212 GCR	7/8/2024	TCLERK 071124 IRS V 1864 P14			1.00	\$ (12.00)	
* 1		213 GCR	7/9/2024	TCLERK 070824 EPX			1.00	\$ (13.00)	
* 1		221 GCR	7/10/2024	TCLERK 0701-070524			106.00	\$ (119.00)	
* 1		221 GCR	7/10/2024	TCLERK 070924 ERX			3.00	\$ (122.00)	
* 1		287 API	7/19/2024	000678 68475 RICOH USA INC		106.53	-	\$ (15.47)	
* 1		287 API	7/19/2024	001852 68478 ADKINS PRINTING		30.79	-	\$ 15.32	
* 1		293 GCR	7/15/2024	TCLERK 071224 EPX			1.00	\$ 14.32	
* 1		293 GCR	7/15/2024	TCLERK 071224 ERX			3.00	\$ 11.32	
* 1		321 GCR	7/16/2024	TCLERK 071524 ERX			12.00	\$ (0.68)	
* 1		323 GCR	7/17/2024	TCLERK 071624 ERX			4.00	\$ (4.68)	
* 1		362 GCR	7/18/2024	TCLERK 0708-071224			64.00	\$ (68.68)	
* 1		362 GCR	7/18/2024	TCLERK 071724 ERX			12.00	\$ (80.68)	
* 1		366 GCR	7/19/2024	TCLERK 071824 ERX			2.00	\$ (82.68)	
* 1		366 GCR	7/19/2024	TCLERK 072224 IRS V1865 P93			1.00	\$ (83.68)	
* 1		367 GCR	7/22/2024	TCLERK 071924 ERX			5.00	\$ (88.68)	
* 1		406 GCR	7/24/2024	TCLERK 0715-071924			40.00	\$ (128.68)	
* 1		406 GCR	7/24/2024	TCLERK 072324 ERX			5.00	\$ (133.68)	
* 1		431 GCR	7/23/2024	TCLERK 072224 ERX			8.00	\$ (141.68)	
* 1		432 GCR	7/25/2024	TCLERK 072424 ERX			1.00	\$ (142.68)	
* 1		433 GCR	7/29/2024	TCLERK 072624 EPX			1.00	\$ (143.68)	
* 1		433 GCR	7/29/2024	TCLERK 072624 ERX			1.00	\$ (144.68)	
* 1		436 GCR	7/30/2024	TCLERK 072924 ERX			5.00	\$ (149.68)	
* 1		497 GCR	7/31/2024	TCLERK 073024 ERX			3.00	\$ (152.68)	
* 1		497 GCR	7/31/2024	TCLERK 072224-072624 DEP			102.00	\$ (254.68)	
* 1		528 GCR	7/26/2024	TCLERK 072524 EPX			1.00	\$ (255.68)	
* 1		528 GCR	7/26/2024	TCLERK 072524 ERX			11.00	\$ (266.68)	
* 1		531 GEN	7/31/2024	GB66 COLOR COPY CHARGES 073124		0.15	-	\$ (266.53)	
* 1		540 GCR	7/31/2024	TCLERK 073124 ERX DIT 080124			1.00	\$ (267.53)	
* 1		541 GCR	7/31/2024	TCLK DEP 0729-073124 DIT0802			48.00	\$ (315.53)	
* 2		5 API	8/2/2024	000137 68923 STAPLES, INC			-	\$ (45.45)	
* 2		5 API	8/2/2024	001794 68870 W.B. MASON CO.,			-	\$ 160.79	
* 2		35 GEN	8/6/2024	GB10 NC RTN CK #532933 SUNPOWER			-	\$ 161.79	
* 2		77 API	8/16/2024	000137 69217 STAPLES, INC			-	\$ 240.19	
* 2		77 API	8/16/2024	000678 69206 RICOH USA INC			-	\$ 331.70	
* 2		109 GCR	8/5/2024	TCLERK 080224 EPX			1.00	\$ 330.70	
* 2		109 GCR	8/5/2024	TCLERK 080224 ERX			2.00	\$ 328.70	
* 2		110 GCR	8/6/2024	TCLERK 080524 ERX			1.00	\$ 327.70	
* 2		111 GCR	8/7/2024	TCLERK 0801-080224			18.00	\$ 309.70	
* 2		111 GCR	8/7/2024	TCLERK 080624 ERX			2.00	\$ 307.70	
* 2		113 GCR	8/8/2024	TCLERK 080724 ERX			5.00	\$ 302.70	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
* 2		118 GCR	8/9/2024	TCLERK 081224 IRS V 1867			1.00	\$ 301.70	
* 2		120 GCR	8/13/2024	TCLERK 081224 EPX			1.00	\$ 300.70	
* 2		120 GCR	8/13/2024	TCLERK 081224 ERX			4.00	\$ 296.70	
* 2		121 GCR	8/14/2024	TCLERK 0805-080924			79.00	\$ 217.70	
* 2		121 GCR	8/14/2024	TCLERK 081324 ERX			3.00	\$ 214.70	
* 2		162 GCR	8/16/2024	TCLERK 081524 ERX			5.00	\$ 209.70	
* 2		166 GCR	8/20/2024	TCLERK 081924 ERX			17.00	\$ 192.70	
* 2		166 GCR	8/20/2024	TCLERK 081924 EPX			1.00	\$ 191.70	
* 2		167 GCR	8/21/2024	TCLERK 0812-081624			52.00	\$ 139.70	
* 2		167 GCR	8/21/2024	TCLERK 082024 ERX			2.00	\$ 137.70	
* 2		171 GCR	8/23/2024	TCLERK 082224 ERX			2.00	\$ 135.70	
* 2		174 GCR	8/22/2024	TCLERK 082124 ERX			2.00	\$ 133.70	
* 2		178 API	8/30/2024	000946 69450 INFOSHRED, LLC		30.86		\$ 164.56	
* 2		201 API	8/4/2024	001651 69771 JP MORGAN CHASE		91.05		\$ 255.61	
* 2		204 GCR	8/26/2024	TCLERK 082324 EPX			1.00	\$ 254.61	
* 2		204 GCR	8/26/2024	TCLERK 082324 ERX			2.00	\$ 252.61	
* 2		221 GCR	8/27/2024	TCLERK 082624 ERX			11.00	\$ 241.61	
* 2		222 GCR	8/28/2024	TCLERK 0819-082324			112.00	\$ 129.61	
* 2		222 GCR	8/28/2024	TCLERK 082724 ERX			3.00	\$ 126.61	
* 2		224 GCR	8/29/2024	TCLERK 082824 ERX			4.00	\$ 122.61	
* 2		225 GCR	8/30/2024	TCLERK 082924 ERX			3.00	\$ 119.61	
* 2		226 GCR	8/31/2024	TCLERK 083024 ERX DIT 090324			2.00	\$ 117.61	
* 2		227 GCR	8/31/2024	TCLERK 0826-083024 DIT 09042			111.00	\$ 6.61	
* 3		71 API	9/13/2024	001852 69858 ADKINS PRINTING		194.36		\$ 200.97	
* 3		99 GCR	9/5/2024	TCLERK 090424 ERX			3.00	\$ 197.97	
* 3		99 GCR	9/5/2024	TCLERK 090324 ERX			4.00	\$ 193.97	
* 3		100 GCR	9/6/2024	TCLERK 090524 ERX			13.00	\$ 180.97	
* 3		101 GCR	9/9/2024	TCLERK 090624 ERX			3.00	\$ 177.97	
* 3		102 GCR	9/10/2024	TCLERK 090924 ERX			11.00	\$ 166.97	
* 3		102 GCR	9/10/2024	TCLERK 090924 EPX			1.00	\$ 165.97	
* 3		103 GCR	9/11/2024	TCLERK 0903-090624			63.00	\$ 102.97	
* 3		103 GCR	9/11/2024	TCLERK 091024 ERX			6.00	\$ 96.97	
* 3		106 GCR	9/12/2024	TCLERK 091124 ERX			4.00	\$ 92.97	
* 3		107 GCR	9/13/2024	TCLERK 091224 ERX			3.00	\$ 89.97	
* 3		107 GCR	9/13/2024	TCLERK 091624 IRS V1871 P259			1.00	\$ 88.97	
* 3		124 GCR	9/16/2024	TCLERK 091324 ERX			3.00	\$ 85.97	
* 3		125 GCR	9/17/2024	TCLERK 091624 ERX			5.00	\$ 80.97	
* 3		126 GCR	9/18/2024	TCLERK 0909-091324			66.00	\$ 14.97	
* 3		126 GCR	9/18/2024	TCLERK 091724 ERX			2.00	\$ 12.97	
* 3		169 GCR	9/19/2024	TCLERK 091824 ERX			23.00	\$ (10.03)	
* 3		170 GCR	9/20/2024	TCLERK 091924 ERX			14.00	\$ (24.03)	
* 3		174 API	9/27/2024	000137 70524 STAPLES, INC		60.39		\$ 36.36	
* 3		174 API	9/27/2024	000678 70196 RICOH USA INC		91.51		\$ 127.87	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
* 3		174 API	9/27/2024	000946 70177 INFOSHRED, LLC		\$ 30.87	\$ -	\$ 158.74	
* 3		174 API	9/27/2024	002864 70199 SPORTEES		\$ 350.00	\$ -	\$ 508.74	
* 3		186 GCR	9/23/2024	TCLERK 092024 ERX		\$ -	\$ 1.00	\$ 507.74	
* 3		187 GCR	9/24/2024	TCLERK 092324 ERX		\$ -	\$ 2.00	\$ 505.74	
* 3		188 GCR	9/25/2024	TCLERK 0916/092024		\$ -	\$ 107.00	\$ 398.74	
* 3		188 GCR	9/25/2024	TCLERK 092424 EPX		\$ -	\$ 1.00	\$ 397.74	
* 3		188 GCR	9/25/2024	TCLERK 092424 ERX		\$ -	\$ 8.00	\$ 389.74	
* 3		216 GCR	9/26/2024	TCLERK 092524 ERX		\$ -	\$ 3.00	\$ 386.74	
* 3		220 API	9/4/2024	001651 70570 JP MORGAN CHASE		\$ 276.47	\$ -	\$ 663.21	
* 3		239 GCR	9/27/2024	TCLERK 092624 ERX		\$ -	\$ 3.00	\$ 660.21	
* 3		243 GCR	9/30/2024	TCLERK 093024ERX \$917DIT1002		\$ -	\$ 3.00	\$ 657.21	
* 3		245 GCR	9/30/2024	TCLERK 0923-093024 DIT 10042		\$ -	\$ 105.00	\$ 552.21	
* 3		248 GEN	9/30/2024	GB57 COLOR COPY CHARGES 093024		\$ 15.35	\$ -	\$ 567.56	
* 4		58 GCR	10/2/2024	TCLERK 100124 ERX \$917		\$ -	\$ 3.00	\$ 564.56	
* 4		72 GCR	10/4/2024	TCLERK 100324 ERX		\$ -	\$ 19.00	\$ 545.56	
* 4		73 GCR	10/7/2024	TCLERK 100424 ERX		\$ -	\$ 25.00	\$ 520.56	
* 4		74 GCR	10/8/2024	TCLERK 100724 ERX		\$ -	\$ 5.00	\$ 515.56	
* 4		75 GCR	10/9/2024	TCLERK 1001-100424		\$ -	\$ 84.00	\$ 431.56	
* 4		75 GCR	10/9/2024	TCLERK 100824 ERX		\$ -	\$ 1.00	\$ 430.56	
* 4		93 GCR	10/10/2024	TCLERK 100924 EPX		\$ -	\$ 1.00	\$ 429.56	
* 4		93 GCR	10/10/2024	TCLERK 100924 ERX		\$ -	\$ 12.00	\$ 417.56	
* 4		111 GCR	10/11/2024	TCLERK 101024 ERX		\$ -	\$ 1.00	\$ 416.56	
* 4		112 GCR	10/15/2024	TCLERK 101124 EPX		\$ -	\$ 1.00	\$ 415.56	
* 4		113 API	10/25/2024	000678 71104 RICOH USA INC		\$ 105.85	\$ -	\$ 521.41	
* 4		113 API	10/25/2024	000946 71060 INFOSHRED, LLC		\$ 30.86	\$ -	\$ 552.27	
* 4		119 GCR	10/16/2024	TCLERK 101524 ERX		\$ -	\$ 14.00	\$ 538.27	
* 4		119 GCR	10/16/2024	TCLERK 101624 DRS V1872 P486		\$ -	\$ 1.00	\$ 537.27	
* 4		120 GCR	10/17/2024	TCLERK 101624 ERX		\$ -	\$ 14.00	\$ 523.27	
* 4		162 GCR	10/18/2024	TCLERK 1007-101124		\$ -	\$ 45.00	\$ 478.27	
* 4		165 GCR	10/21/2024	TCLERK 101824 ERX		\$ -	\$ 4.00	\$ 474.27	
* 4		166 GCR	10/22/2024	TCLERK 102124 ERX		\$ -	\$ 2.00	\$ 472.27	
* 4		167 GCR	10/23/2024	TCLERK 1015-101824		\$ -	\$ 37.00	\$ 435.27	
* 4		167 GCR	10/23/2024	TCLERK 102224 ERX		\$ -	\$ 1.00	\$ 434.27	
* 4		168 GCR	10/25/2024	TCLERK 102424 ERX		\$ -	\$ 3.00	\$ 431.27	
* 4		168 GCR	10/25/2024	TCLERK 102824 IRS V1872 P868		\$ -	\$ 1.00	\$ 430.27	
* 4		172 GCR	10/24/2024	TCLERK 102324 ERX		\$ -	\$ 2.00	\$ 428.27	
* 4		186 API	10/4/2024	001651 71446 JP MORGAN CHASE		\$ 30.62	\$ -	\$ 458.89	
* 4		200 GCR	10/28/2024	TCLERK 102524 ERX		\$ -	\$ 2.00	\$ 456.89	
* 4		200 GCR	10/28/2024	TCLERK 102524 EPX		\$ -	\$ 1.00	\$ 455.89	
* 4		201 GCR	10/29/2024	TCLERK 102824 EPX		\$ -	\$ 1.00	\$ 454.89	
* 4		201 GCR	10/29/2024	TCLERK 102824 ERX		\$ -	\$ 2.00	\$ 452.89	
* 4		202 GCR	10/30/2024	TCLERK 1021-102524		\$ -	\$ 68.00	\$ 384.89	
* 4		202 GCR	10/30/2024	TCLERK 102924 ERX		\$ -	\$ 15.00	\$ 369.89	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
* 4		203 GCR	10/31/2024	TCLERK 103024 ERX			\$ 11.00	\$ 358.89	
* 4		204 GCR	10/31/2024	TCLERK 103124 ERX DIT 110124			\$ 5.00	\$ 353.89	
* 4		225 GCR	10/31/2024	TCLERK 1028-103124 DIT 11062			\$ 64.00	\$ 289.89	
* 5		27 API	11/8/2024	000678 71525 RICOH USA INC		\$ 91.51	\$ -	\$ 381.40	
* 5		27 API	11/8/2024	000964 71305 OFFICE DEPOT I		\$ 23.99	\$ -	\$ 405.39	
* 5		78 GCR	11/4/2024	TCLERK 110124 EPX			\$ 1.00	\$ 404.39	
* 5		78 GCR	11/4/2024	TCLERK 110124 ERX			\$ 2.00	\$ 402.39	
* 5		79 GCR	11/5/2024	TCLERK 110424 ERX			\$ 9.00	\$ 393.39	
* 5		83 GCR	11/6/2024	TCLERK 110524 ERX			\$ 22.00	\$ 371.39	
* 5		85 GCR	11/7/2024	TCLERK 110624 ERX			\$ 6.00	\$ 365.39	
* 5		99 GCR	11/8/2024	TCLERK 110724 EPX			\$ 2.00	\$ 363.39	
* 5		99 GCR	11/8/2024	TCLERK 110724 ERX			\$ 4.00	\$ 359.39	
* 5		109 API	11/22/2024	000946 71632 INFOSHRED, LLC		\$ 30.87	\$ -	\$ 390.26	
* 5		118 GCR	11/12/2024	TCLERK 110824 ERX			\$ 1.00	\$ 389.26	
* 5		119 GCR	11/15/2024	TCLERK 111424 EPX			\$ 1.00	\$ 388.26	
* 5		119 GCR	11/15/2024	TCLERK 111424 ERX			\$ 14.00	\$ 374.26	
* 5		120 GCR	11/13/2024	TCLERK 1101-110824			\$ 123.00	\$ 251.26	
* 5		120 GCR	11/13/2024	TCLERK 111224 ERX			\$ 2.00	\$ 249.26	
* 5		129 GCR	11/18/2024	TCLERK 111524 ERX			\$ 4.00	\$ 245.26	
* 5		130 GCR	11/19/2024	TCLERK 111824 ERX			\$ 2.00	\$ 243.26	
* 5		131 GCR	11/20/2024	TCLERK 1112-111524			\$ 34.00	\$ 209.26	
* 5		131 GCR	11/20/2024	TCLERK 111924 ERX			\$ 21.00	\$ 188.26	
* 5		134 GCR	11/21/2024	TCLERK 112024 ERX			\$ 4.00	\$ 184.26	
* 5		170 GCR	11/22/2024	TCLERK 112124 ERX			\$ 14.00	\$ 170.26	
* 5		170 GCR	11/22/2024	TCLERK 112124 EPX			\$ 1.00	\$ 169.26	
* 5		171 GCR	11/25/2024	TCLERK 112224 EPX			\$ 1.00	\$ 168.26	
* 5		171 GCR	11/25/2024	TCLERK 112224 ERX			\$ 3.00	\$ 165.26	
* 5		172 GCR	11/26/2024	TCLERK 112524 ERX			\$ -	\$ 162.26	
* 5		173 GCR	11/27/2024	TCLERK 1118-112224			\$ 45.00	\$ 117.26	
* 5		173 GCR	11/27/2024	TCLERK 112624 ERX			\$ 1.00	\$ 116.26	
* 5		174 GCR	11/29/2024	TCLERK 112724 ERX			\$ 8.00	\$ 108.26	
* 5		178 GCR	11/30/2024	TCLERK 1125-112724 DIT 12042			\$ -	\$ 57.26	
* 6		24 API	12/6/2024	000137 71990 STAPLES, INC		\$ 39.27	\$ -	\$ 96.53	
* 6		46 GCR	12/3/2024	TCLERK 120224 ERX			\$ 11.00	\$ 85.53	
* 6		81 GCR	12/5/2024	TCLERK 120424 ERX			\$ 11.00	\$ 74.53	
* 6		82 GCR	12/4/2024	TCLERK 120324 ERX			\$ 5.00	\$ 69.53	
* 6		100 GCR	12/6/2024	TCLERK 120524 EPX			\$ 2.00	\$ 67.53	
* 6		100 GCR	12/6/2024	TCLERK 120524 ERX			\$ 12.00	\$ 55.53	
* 6		101 GCR	12/9/2024	TCLERK 120624 ERX			\$ 11.00	\$ 44.53	
* 6		102 GCR	12/10/2024	TCLERK 120924 ERX			\$ 1.00	\$ 43.53	
* 6		102 GCR	12/10/2024	TCLERK 121124 IRS V1874 P129			\$ 1.00	\$ 42.53	
* 6		103 GCR	12/12/2024	TCLERK 121124 ERX			\$ 4.00	\$ 38.53	
* 6		115 GCR	12/11/2024	TCLERK 1202-120624			\$ 92.00	\$ (53.47)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
* 6		115 GCR	12/11/2024	TCLERK 121024 ERX		\$ -	\$ 12.00	\$ (65.47)	
* 6		120 API	12/20/2024	000678 72430 RICOH USA INC		\$ 91.51	\$ -	\$ 26.04	
* 6		120 API	12/20/2024	000946 72321 INFOSHRED, LLC		\$ 30.86	\$ -	\$ 56.90	
* 6		193 GEN	12/31/2024	6847 COLOR COPY CHARGES 123124		\$ 8.40	\$ -	\$ 65.30	
* 6		198 GCR	12/13/2024	TCLERK 121224 ERX		\$ -	\$ 4.00	\$ 61.30	
* 6		199 GCR	12/16/2024	TCLERK 121324 ERX		\$ -	\$ 1.00	\$ 60.30	
* 6		200 GCR	12/17/2024	TCLERK 121624 ERX		\$ -	\$ 4.00	\$ 56.30	
* 6		201 GCR	12/18/2024	TCLERK 121724 ERX		\$ -	\$ 2.00	\$ 54.30	
* 6		202 GCR	12/19/2024	TCLERK 1209-121324		\$ -	\$ 75.00	\$ (20.70)	
* 6		202 GCR	12/19/2024	TCLERK 121824 ERX		\$ -	\$ 6.00	\$ (26.70)	
* 6		222 GCR	12/20/2024	TCLERK 121924 ERX		\$ -	\$ 5.00	\$ (31.70)	
* 6		230 GCR	12/27/2024	TCLERK 1216-122024		\$ -	\$ 81.00	\$ (112.70)	
* 6		230 GCR	12/27/2024	TCLERK 122624 ERX		\$ -	\$ 6.00	\$ (118.70)	
* 6		231 GCR	12/30/2024	TCLERK 122724 ERX		\$ -	\$ 5.00	\$ (123.70)	
* 6		232 GCR	12/31/2024	TCLERK 123024 ERX		\$ -	\$ 2.00	\$ (125.70)	
* 6		234 GCR	12/31/2024	TCLERK 123124 ERX DIT 010225		\$ -	\$ 1.00	\$ (126.70)	
* 6		236 GCR	12/31/2024	TCLERK 1223-123124 DIT 01066		\$ -	\$ 47.00	\$ (173.70)	
* 7		7 API	1/3/2025	002404 72685 COMPMASE, INC	\$ 1,200.00	\$ -	\$ -	\$ 1,026.30	
* 7		69 API	1/13/2025	000946 72971 INFOSHRED, LLC	\$ 30.86	\$ -	\$ 30.86	\$ 1,057.16	
* 7		70 API	1/13/2025	000946 69450 INFOSHRED, LLC	\$ -	\$ -	\$ -	\$ 1,026.30	
* 7		71 API	1/13/2025	000946 72972 INFOSHRED, LLC	\$ -	\$ 30.87	\$ -	\$ 1,057.17	
* 7		72 API	1/13/2025	000946 70177 INFOSHRED, LLC	\$ -	\$ -	\$ 30.87	\$ 1,026.30	
* 7		74 API	1/13/2025	000946 72973 INFOSHRED, LLC	\$ -	\$ 30.86	\$ -	\$ 1,057.16	
* 7		75 API	1/13/2025	000946 71060 INFOSHRED, LLC	\$ -	\$ -	\$ 30.86	\$ 1,026.30	
* 7		77 API	1/13/2025	000946 72974 INFOSHRED, LLC	\$ -	\$ 30.87	\$ -	\$ 1,057.17	
* 7		78 API	1/13/2025	000946 71632 INFOSHRED, LLC	\$ -	\$ -	\$ 30.87	\$ 1,026.30	
* 7		79 API	1/13/2025	000946 72975 INFOSHRED, LLC	\$ -	\$ 30.86	\$ -	\$ 1,057.16	
* 7		80 API	1/13/2025	000946 72321 INFOSHRED, LLC	\$ -	\$ -	\$ 30.86	\$ 1,026.30	
* 7		105 API	1/17/2025	000678 73142 RICOH USA INC	\$ 105.75	\$ -	\$ -	\$ 1,132.05	
* 7		156 GCR	1/6/2025	TCLERK 010325 EPX	\$ -	\$ -	\$ 1.00	\$ 1,131.05	
* 7		156 GCR	1/6/2025	TCLERK 010325 ERX	\$ -	\$ -	\$ 5.00	\$ 1,126.05	
* 7		161 GCR	1/7/2025	TCLERK 010625 ERX	\$ -	\$ -	\$ 4.00	\$ 1,122.05	
* 7		162 GCR	1/8/2025	TCLERK 0102-010325	\$ -	\$ -	\$ 33.00	\$ 1,089.05	
* 7		162 GCR	1/8/2025	TCLERK 010725 ERX	\$ -	\$ -	\$ 1.00	\$ 1,088.05	
* 7		162 GCR	1/8/2025	TCLERK 010725 EPX	\$ -	\$ -	\$ 1.00	\$ 1,087.05	
* 7		162 GCR	1/8/2025	TCLERK 010825 IRS V1874P953	\$ -	\$ -	\$ 1.00	\$ 1,086.05	
* 7		166 GCR	1/9/2025	TCLERK 010825 ERX	\$ -	\$ -	\$ 6.00	\$ 1,080.05	
* 7		167 GCR	1/10/2025	TCLERK 010925 ERX	\$ -	\$ -	\$ 15.00	\$ 1,065.05	
* 7		195 GCR	1/3/2025	TCLERK 010225 ERX	\$ -	\$ -	\$ 1.00	\$ 1,064.05	
* 7		196 GCR	1/13/2025	TCLERK 011025 ERX	\$ -	\$ -	\$ 18.00	\$ 1,046.05	
* 7		197 GCR	1/14/2025	TCLERK 011325 EPX	\$ -	\$ -	\$ 1.00	\$ 1,045.05	
* 7		197 GCR	1/14/2025	TCLERK 011325 ERX	\$ -	\$ -	\$ 4.00	\$ 1,041.05	
* 7		198 GCR	1/15/2025	TCLERK 0106-011025	\$ -	\$ -	\$ 22.00	\$ 1,019.05	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
*7		198 GCR	1/15/2025	TCLERK 011425 ERX			2.00	\$ 1,017.05	
*7		204 GCR	1/16/2025	TCLERK 011525 ERX			25.00	\$ 992.05	
*7		204 GCR	1/16/2025	TCLERK 011525 EPX			1.00	\$ 991.05	
*7		205 GCR	1/17/2025	TCLERK 011625 ERX			4.00	\$ 987.05	
*7		216 API	1/31/2025	001794 73468 W.B. MASON CO.,		38.78	-	\$ 1,025.83	
*7		241 GCR	1/21/2025	TCLERK 011725 ERX			5.00	\$ 1,020.83	
*7		242 GCR	1/22/2025	TCLERK 0113-011725			58.00	\$ 962.83	
*7		242 GCR	1/22/2025	TCLERK 012125 EPX			1.00	\$ 961.83	
*7		242 GCR	1/22/2025	TCLERK 012125 ERX			14.00	\$ 947.83	
*7		242 GCR	1/22/2025	TCLERK 012225 IRS V1875P438			1.00	\$ 946.83	
*7		243 GCR	1/23/2025	TCLERK 012225 EPX			1.00	\$ 945.83	
*7		250 GEN	1/31/2025	GB53 COLOR COPY CHARGES 013125		11.05	-	\$ 956.88	
*7		262 GCR	1/24/2025	TCLERK 012325 EPX			1.00	\$ 955.88	
*7		262 GCR	1/24/2025	TCLERK 012325 ERX			3.00	\$ 952.88	
*7		263 GCR	1/27/2025	TCLERK 012425 EPX			1.00	\$ 951.88	
*7		263 GCR	1/27/2025	TCLERK 012425 ERX			4.00	\$ 947.88	
*7		264 GCR	1/28/2025	TCLERK 012725 ERX			3.00	\$ 944.88	
*7		265 GCR	1/29/2025	TCLERK 0121-012425			67.00	\$ 877.88	
*7		272 GCR	1/31/2025	TCLERK 013025 ERX			2.00	\$ 875.88	
*7		275 GRV	1/31/2025	013125DIT WRONG PERIOD			1.00	\$ 874.88	
*7		276 GCR	1/31/2025	TCLERK 0127-013125 DIT 02052			75.00	\$ 799.88	
*8		43 GCR	2/3/2025	TCLERK 013125 ERX DIT 020325			1.00	\$ 798.88	
*8		45 GRV	2/3/2025	013125DIT WRONG PERIOD		1.00	-	\$ 799.88	
*8		46 GRV	2/3/2025	013125DIT WRONG PERIOD		1.00	-	\$ 800.88	
*8		48 GRV	2/3/2025	REVERSE REVERSAL DONE 2X			1.00	\$ 799.88	
*8		53 API	2/14/2025	000137 73760 STAPLES, INC		183.63	-	\$ 983.51	
*8		53 API	2/14/2025	001794 73838 W.B. MASON CO.,		28.13	-	\$ 1,011.64	
*8		53 API	2/14/2025	001794 73841 W.B. MASON CO.,		9.62	-	\$ 1,021.26	
*8		53 API	2/14/2025	000678 73826 RICOH USA INC		91.51	-	\$ 1,112.77	
*8		54 GCR	2/4/2025	TCLERK 020325 EPX			1.00	\$ 1,111.77	
*8		56 GCR	2/5/2025	TCLERK 020425 ERX			12.00	\$ 1,099.77	
*8		76 GCR	2/10/2025	TCLERK 020725 ERX			5.00	\$ 1,094.77	
*8		77 GCR	2/7/2025	TCLERK 020625 EPX			1.00	\$ 1,093.77	
*8		79 GCR	2/12/2025	TCLERK 0203-020725			61.00	\$ 1,032.77	
*8		79 GCR	2/12/2025	TCLERK 021125 EPX			1.00	\$ 1,031.77	
*8		79 GCR	2/12/2025	TCLERK 021125 ERX			10.00	\$ 1,021.77	
*8		85 GCR	2/11/2025	TCLERK 021025 EPX			1.00	\$ 1,020.77	
*8		85 GCR	2/11/2025	TCLERK 021025 ERX			8.00	\$ 1,012.77	
*8		109 GCR	2/6/2025	TCLERK 020525 ERX			6.00	\$ 1,006.77	
*8		129 GCR	2/13/2025	TCLERK 021225 EPX			1.00	\$ 1,005.77	
*8		129 GCR	2/13/2025	TCLERK 021225 ERX			2.00	\$ 1,003.77	
*8		134 GCR	2/14/2025	TCLERK 021325 ERX			1.00	\$ 1,002.77	
*8		135 GCR	2/18/2025	TCLERK 021425 ERX			4.00	\$ 998.77	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
* 8		148 GCR	2/19/2025	TCLERK 0210-021425		\$ -	\$ 60.00	\$ 938.77	
* 8		148 GCR	2/19/2025	TCLERK 021825 ERX		\$ -	\$ 6.00	\$ 932.77	
* 8		149 GCR	2/20/2025	TCLERK 021925 ERX		\$ -	\$ 1.00	\$ 931.77	
* 8		149 GCR	2/20/2025	TCLERK 021925 EPX		\$ -	\$ 3.00	\$ 928.77	
* 8		157 API	2/28/2025	001852 74091 ADKINS PRINTING		\$ 101.72	\$ -	\$ 1,030.49	
* 8		157 API	2/28/2025	000137 74249 STAPLES, INC		\$ 50.64	\$ -	\$ 1,081.13	
* 8		157 API	2/28/2025	000946 74160 INFOSHRED, LLC		\$ 30.87	\$ -	\$ 1,112.00	
* 8		163 GCR	2/24/2025	TCLERK 022125 ERX		\$ -	\$ 3.00	\$ 1,109.00	
* 8		170 GCR	2/25/2025	TCLERK 022425 ERX		\$ -	\$ 2.00	\$ 1,107.00	
* 8		171 GCR	2/26/2025	TCLERK 0218-022125		\$ -	\$ 41.00	\$ 1,066.00	
* 8		171 GCR	2/26/2025	TCLERK 022525 ERX		\$ -	\$ 1.00	\$ 1,065.00	
* 8		190 GCR	2/28/2025	TCLERK 022725 ERX		\$ -	\$ 1.00	\$ 1,064.00	
* 8		190 GCR	2/28/2025	TCLERK 030325 IRS V1876P294		\$ -	\$ 1.00	\$ 1,063.00	
* 8		199 GCR	2/28/2025	TCLERK 022825 ERX DIT 030325		\$ -	\$ 5.00	\$ 1,058.00	
* 8		202 GCR	2/21/2025	TCLERK 022025 ERX		\$ -	\$ 13.00	\$ 1,045.00	
* 8		214 GCR	2/28/2025	TCLERK 0224-022825 DIT 03052		\$ -	\$ 89.00	\$ 956.00	
* 9		53 GCR	3/4/2025	TCLERK 030325 ERX		\$ -	\$ 3.00	\$ 953.00	
* 9		80 GCR	3/5/2025	TCLERK 030425 ERX		\$ -	\$ 1.00	\$ 952.00	
* 9		85 GCR	3/6/2025	TCLERK 030525 ERX		\$ -	\$ 3.00	\$ 949.00	
* 9		87 GCR	3/7/2025	TCLERK 030625 EPX		\$ -	\$ 1.00	\$ 948.00	
* 9		87 GCR	3/7/2025	TCLERK 030625 ERX		\$ -	\$ 1.00	\$ 947.00	
* 9		89 GCR	3/10/2025	TCLERK 030725 EPX		\$ -	\$ 1.00	\$ 946.00	
* 9		89 GCR	3/10/2025	TCLERK 030725 ERX		\$ -	\$ 1.00	\$ 945.00	
* 9		90 API	3/14/2025	000678 74389 RICOH USA INC		\$ 91.51	\$ -	\$ 1,036.51	
* 9		90 API	3/14/2025	000946 74355 INFOSHRED, LLC		\$ 30.86	\$ -	\$ 1,067.37	
* 9		107 GCR	3/11/2025	TCLERK 031025 EPX		\$ -	\$ 2.00	\$ 1,065.37	
* 9		107 GCR	3/11/2025	TCLERK 031025 ERX		\$ -	\$ 6.00	\$ 1,059.37	
* 9		107 GCR	3/11/2025	TCLERK 031425 IRS V1876P618		\$ -	\$ 1.00	\$ 1,058.37	
* 9		134 GCR	3/12/2025	TCLERK 0303-030725		\$ -	\$ 47.00	\$ 1,011.37	
* 9		134 GCR	3/12/2025	TCLERK 031125 ERX		\$ -	\$ 13.00	\$ 998.37	
* 9		136 GCR	3/17/2025	TCLERK 031425 ERX		\$ -	\$ 1.00	\$ 997.37	
* 9		150 GCR	3/19/2025	TCLERK 0310-031425		\$ -	\$ 36.00	\$ 961.37	
* 9		150 GCR	3/19/2025	TCLERK 031825 ERX		\$ -	\$ 3.00	\$ 958.37	
* 9		152 GCR	3/18/2025	TCLERK 031725 ERX		\$ -	\$ 17.00	\$ 941.37	
* 9		174 GCR	3/20/2025	TCLERK 031925 ERX		\$ -	\$ 1.00	\$ 940.37	
* 9		175 GCR	3/24/2025	TCLERK 032125 EPX		\$ -	\$ 1.00	\$ 939.37	
* 9		175 GCR	3/24/2025	TCLERK 032125 ERX		\$ -	\$ 6.00	\$ 933.37	
* 9		186 API	3/28/2025	000946 74900 INFOSHRED, LLC		\$ 30.86	\$ -	\$ 964.23	
* 9		196 GCR	3/25/2025	TCLERK 032425 EPX		\$ -	\$ 2.00	\$ 962.23	
* 9		196 GCR	3/25/2025	TCLERK 032425 ERX		\$ -	\$ 5.00	\$ 957.23	
* 9		197 GCR	3/26/2025	TCLERK 0317-032125		\$ -	\$ 62.00	\$ 895.23	
* 9		197 GCR	3/26/2025	TCLERK 032525 EPX		\$ -	\$ 1.00	\$ 894.23	
* 9		197 GCR	3/26/2025	TCLERK 032525 ERX		\$ -	\$ 12.00	\$ 882.23	

ACCOUNT PER	ACCOUNT NAME	JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.	JNL				\$ (15,965.87)				
*9	209 GEN		209 GEN	3/31/2025	GB50 NC NSF CK #421 ROSE		\$ 3.00	\$ -	\$ 885.23	
*9	218 GCR		218 GCR	3/27/2025	TCLERK 032625 ERX			\$ 13.00	\$ 872.23	
*9	219 GCR		219 GCR	3/28/2025	TCLERK 032725 ERX			\$ 5.00	\$ 867.23	
*9	219 GCR		219 GCR	3/28/2025	TCLERK 033125 IRS V1877P124			\$ 1.00	\$ 866.23	
*9	224 GCR		224 GCR	3/31/2025	TCLERK 033125 ERX DIT 040125			\$ 1.00	\$ 865.23	
*9	225 GCR		225 GCR	3/31/2025	TCLERK 0324-033125 DIT 04022			\$ 122.00	\$ 743.23	
*9	228 GEN		228 GEN	3/31/2025	GB54 COLOR COPY CHARGES 022825		\$ 0.05	\$ -	\$ 743.28	
*10	40 GCR		40 GCR	4/2/2025	TCLERK 040125 ERX			\$ 10.00	\$ 733.28	
*10	48 GCR		48 GCR	4/3/2025	TCLERK 040225 ERX			\$ 2.00	\$ 731.28	
*10	53 GCR		53 GCR	4/4/2025	TCLERK 040325 ERX			\$ 3.00	\$ 728.28	
*10	54 GCR		54 GCR	4/7/2025	TCLERK 040425 ERX			\$ 3.00	\$ 725.28	
*10	62 API		62 API	4/11/2025	000678 75041 RICOH USA INC		\$ 98.35	\$ -	\$ 823.63	
*10	62 API		62 API	4/11/2025	000137 75287 STAPLES, INC		\$ 43.09	\$ -	\$ 866.72	
*10	62 API		62 API	4/11/2025	000946 75339 INFOSHRED, LLC		\$ 30.87	\$ -	\$ 897.59	
*10	62 API		62 API	4/11/2025	000946 75340 INFOSHRED, LLC		\$ 88.40	\$ -	\$ 985.99	
*10	62 API		62 API	4/11/2025	001852 75276 ADKINS PRINTING		\$ 63.75	\$ -	\$ 1,049.74	
*10	91 GCR		91 GCR	4/9/2025	TCLERK 0401-040425			\$ 49.00	\$ 1,000.74	
*10	91 GCR		91 GCR	4/9/2025	TCLERK 040825 ERX			\$ 17.00	\$ 983.74	
*10	93 GCR		93 GCR	4/10/2025	TCLERK 040925 ERX			\$ 5.00	\$ 978.74	
*10	108 GCR		108 GCR	4/14/2025	TCLERK 041125 ERX			\$ 2.00	\$ 976.74	
*10	110 GCR		110 GCR	4/15/2025	TCLERK 041425 ERX			\$ 3.00	\$ 973.74	
*10	111 GCR		111 GCR	4/11/2025	TCLERK 041025 EPX			\$ 3.00	\$ 970.74	
*10	111 GCR		111 GCR	4/11/2025	TCLERK 041025 ERX			\$ 16.00	\$ 954.74	
*10	111 GCR		111 GCR	4/11/2025	TCLERK 041725 IRS			\$ 1.00	\$ 953.74	
*10	153 API		153 API	4/25/2025	002989 75549 AMAZON CAPITAL		\$ 13.83	\$ -	\$ 967.57	
*10	157 GCR		157 GCR	4/16/2025	TCLERK 0407-041125			\$ 75.00	\$ 892.57	
*10	157 GCR		157 GCR	4/16/2025	TCLERK 041525 ERX			\$ 6.00	\$ 886.57	
*10	158 GCR		158 GCR	4/18/2025	TCLERK 041725 ERX			\$ 14.00	\$ 872.57	
*10	207 GCR		207 GCR	4/17/2025	TCLERK 041625 ERX			\$ 15.00	\$ 857.57	
*10	212 GCR		212 GCR	4/22/2025	TCLERK 042125 ERX			\$ 3.00	\$ 854.57	
*10	214 GCR		214 GCR	4/23/2025	TCLERK 042225 ERX			\$ 6.00	\$ 848.57	
*10	227 GCR		227 GCR	4/24/2025	TCLERK 042325 ERX			\$ 3.00	\$ 845.57	
*10	228 GCR		228 GCR	4/25/2025	TCLERK 0414-041725			\$ 25.00	\$ 820.57	
*10	228 GCR		228 GCR	4/25/2025	TCLERK 042425 ERX			\$ 4.00	\$ 816.57	
*10	230 GCR		230 GCR	4/28/2025	TCLERK 042525 ERX			\$ 3.00	\$ 813.57	
*10	231 GCR		231 GCR	4/29/2025	TCLERK 042825 ERX			\$ 3.00	\$ 810.57	
*10	232 GCR		232 GCR	4/30/2025	TCLERK 0421-042525			\$ 70.00	\$ 740.57	
*10	232 GCR		232 GCR	4/30/2025	TCLERK 042925 ERX			\$ 24.00	\$ 716.57	
*10	245 GCR		245 GCR	4/30/2025	TCLERK 043025 EPX DIT 050125			\$ 1.00	\$ 715.57	
*10	245 GCR		245 GCR	4/30/2025	TCLERK 043025 ERX DIT 050125			\$ 15.00	\$ 700.57	
*10	248 GCR		248 GCR	4/30/2025	TCLERK 0428-043025 DIT 05022			\$ 25.00	\$ 675.57	
*10	260 API		260 API	4/25/2025	003009 76050 U.S. BANK NATIO			\$ 10.15	\$ 665.42	
*11	43 API		43 API	5/9/2025	002989 75857 AMAZON CAPITAL		\$ 18.62	\$ -	\$ 684.04	

ACCOUNT	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL								
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
*11		43 API	5/9/2025	001852 75835 ADKINS PRINTING	\$ 159.40	\$ -	\$ -	\$ 853.44	
*11		59 GCR	5/5/2025	TCLERK 050225 ERX	\$ -	\$ -	\$ 4.00	\$ 849.44	
*11		66 GCR	5/6/2025	TCLERK 0501-050225	\$ -	\$ -	\$ 20.00	\$ 829.44	
*11		66 GCR	5/6/2025	TCLERK 050525 ERX	\$ -	\$ -	\$ 1.00	\$ 828.44	
*11		66 GCR	5/6/2025	TCLERK 050725 IRS V1878P317	\$ -	\$ -	\$ 1.00	\$ 827.44	
*11		107 GCR	5/2/2025	TCLERK 050125 ERX	\$ -	\$ -	\$ 20.00	\$ 807.44	
*11		107 GCR	5/2/2025	TCLERK 051225 IRS V1878P543	\$ -	\$ -	\$ 1.00	\$ 806.44	
*11		146 GCR	5/7/2025	TCLERK 050625 ERX	\$ -	\$ -	\$ 13.00	\$ 793.44	
*11		147 GCR	5/8/2025	TCLERK 050725 ERX	\$ -	\$ -	\$ 13.00	\$ 780.44	
*11		148 GCR	5/12/2025	TCLERK 050925 ERX	\$ -	\$ -	\$ 5.00	\$ 775.44	
*11		172 GCR	5/9/2025	TCLERK 050825 ERX	\$ -	\$ -	\$ 22.00	\$ 753.44	
*11		173 GCR	5/14/2025	TCLERK 051325 ERX	\$ -	\$ -	\$ 6.00	\$ 747.44	
*11		181 GCR	5/15/2025	TCLERK 051425 EPX	\$ -	\$ -	\$ 2.00	\$ 745.44	
*11		184 GCR	5/19/2025	TCLERK 051625 EPX	\$ -	\$ -	\$ 1.00	\$ 744.44	
*11		184 GCR	5/19/2025	TCLERK 051625 EPX	\$ -	\$ -	\$ 6.00	\$ 738.44	
*11		196 GCR	5/13/2025	TCLERK 0505-050925	\$ -	\$ -	\$ 77.00	\$ 661.44	
*11		196 GCR	5/13/2025	TCLERK 051225 ERX	\$ -	\$ -	\$ 1.00	\$ 660.44	
*11		198 API	5/23/2025	001794 76420 W.B. MASON CO.,	\$ 46.63	\$ -	\$ -	\$ 707.07	
*11		198 API	5/23/2025	001794 76422 W.B. MASON CO.,	\$ 26.88	\$ -	\$ -	\$ 733.95	
*11		198 API	5/23/2025	000678 76289 RICOH USA INC	\$ 91.51	\$ -	\$ -	\$ 825.46	
*11		213 GCR	5/20/2025	TCLERK 0512-051625	\$ -	\$ -	\$ 45.00	\$ 780.46	
*11		213 GCR	5/20/2025	TCLERK 051925 ERX	\$ -	\$ -	\$ 4.00	\$ 776.46	
*11		294 GCR	5/21/2025	TCLERK 052025 ERX	\$ -	\$ -	\$ 3.00	\$ 773.46	
*11		294 GCR	5/21/2025	TCLERK 052025 EPX	\$ -	\$ -	\$ 1.00	\$ 772.46	
*11		299 GCR	5/22/2025	TCLERK 052125 ERX	\$ -	\$ -	\$ 1.00	\$ 771.46	
*11		300 GCR	5/27/2025	TCLERK 052325 EPX	\$ -	\$ -	\$ 1.00	\$ 770.46	
*11		303 GCR	5/23/2025	TCLERK 052225 ERX	\$ -	\$ -	\$ 3.00	\$ 767.46	
*11		304 GCR	5/29/2025	TCLERK 052825 ERX	\$ -	\$ -	\$ 3.00	\$ 764.46	
*11		305 GCR	5/30/2025	TCLERK 0519-052325	\$ -	\$ -	\$ 39.00	\$ 725.46	
*11		305 GCR	5/30/2025	TCLERK 052925 ERX	\$ -	\$ -	\$ 4.00	\$ 721.46	
*11		311 GCR	5/31/2025	TCLERK 053025 ERX DIT 060225	\$ -	\$ -	\$ 1.00	\$ 720.46	
*11		311 GCR	5/31/2025	TCLERK 053025 EPX DIT 060225	\$ -	\$ -	\$ 2.00	\$ 718.46	
*11		312 GCR	5/31/2025	TCLERK 0527-053025 DIT 06032	\$ -	\$ -	\$ 26.00	\$ 692.46	
*11		319 GEN	5/31/2025	GB56 COLOR COPY CHARGES 043025	\$ 2.65	\$ -	\$ -	\$ 695.11	
*11		320 GCR	5/28/2025	TCLERK 052725 EPX	\$ -	\$ -	\$ 1.00	\$ 694.11	
*11		320 GCR	5/28/2025	TCLERK 052725 ERX	\$ -	\$ -	\$ 13.00	\$ 681.11	
*11		16 API	6/6/2025	001794 76746 W.B. MASON CO.,	\$ 18.83	\$ -	\$ -	\$ 699.94	
*12		16 API	6/6/2025	002989 76684 AMAZON CAPITAL	\$ 76.23	\$ -	\$ -	\$ 776.17	
*12		72 GCR	6/4/2025	TCLERK 060325 ERX	\$ -	\$ -	\$ 2.00	\$ 774.17	
*12		74 GCR	6/5/2025	TCLERK 060425 ERX	\$ -	\$ -	\$ 2.00	\$ 772.17	
*12		75 GCR	6/6/2025	TCLERK 060525 ERX	\$ -	\$ -	\$ 11.00	\$ 761.17	
*12		112 GCR	6/3/2025	TCLERK 060225 EPX	\$ -	\$ -	\$ 1.00	\$ 760.17	
*12		113 GCR	6/10/2025	TCLERK 0602-060625	\$ -	\$ -	\$ 62.00	\$ 698.17	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101	21039 TOWN CLERK'S PORTION AGR. REC.				\$ (15,965.87)				
*12		113 GCR	6/10/2025	TCLERK 060925 ERX		\$ -	\$ 1.00	\$ 697.17	
*12		115 GCR	6/3/2025	TCLERK 060225 ERX		\$ -	\$ 4.00	\$ 693.17	
*12		118 GCR	6/11/2025	TCLERK 061025 ERX		\$ -	\$ 2.00	\$ 691.17	
*12		121 GCR	6/12/2025	TCLERK 061125 ERX		\$ -	\$ 13.00	\$ 678.17	
*12		123 API	6/20/2025	000137 77105 STAPLES, INC		\$ 34.75	\$ -	\$ 712.92	
*12		123 API	6/20/2025	000678 77014 RICOH USA INC		\$ 91.51	\$ -	\$ 804.43	
*12		189 GEN	6/30/2025	GB51 COLOR COPY CHARGES 053125		\$ 0.85	\$ -	\$ 805.28	
*12		200 GCR	6/9/2025	TCLERK 060625 EPX		\$ -	\$ 1.00	\$ 804.28	
*12		200 GCR	6/9/2025	TCLERK 060625 ERX		\$ -	\$ 4.00	\$ 800.28	
*12		201 GCR	6/13/2025	TCLERK 061225 ERX		\$ -	\$ 1.00	\$ 799.28	
*12		201 GCR	6/13/2025	TCLERK 062725 IRS V1879P829&		\$ -	\$ 2.00	\$ 797.28	
*12		209 GCR	6/16/2025	TCLERK 061325 ERX		\$ -	\$ 15.00	\$ 782.28	
*12		211 GCR	6/17/2025	TCLERK 0609-061325		\$ -	\$ 58.00	\$ 724.28	
*12		212 GCR	6/17/2025	TCLERK 061625 ERX		\$ -	\$ 8.00	\$ 716.28	
*12		212 GCR	6/20/2025	TCLERK 061825 EPX		\$ -	\$ 1.00	\$ 715.28	
*12		212 GCR	6/20/2025	TCLERK 061825 ERX		\$ -	\$ 16.00	\$ 699.28	
*12		249 GCR	6/24/2025	TCLERK 0616-062025		\$ -	\$ 52.00	\$ 647.28	
*12		249 GCR	6/24/2025	TCLERK 062325 ERX		\$ -	\$ 3.00	\$ 644.28	
*12		250 GEN	6/30/2025	GB64 COLOR COPY CHARGES 063025		\$ 1.10	\$ -	\$ 645.38	
*12		265 GCR	6/23/2025	TCLERK 062025 ERX		\$ -	\$ 3.00	\$ 642.38	
*12		268 GCR	6/25/2025	TCLERK 062425 ERX		\$ -	\$ 1.00	\$ 641.38	
*12		269 GCR	6/26/2025	TCLERK 062525 EPX		\$ -	\$ 1.00	\$ 640.38	
*12		269 GCR	6/26/2025	TCLERK 062525 ERX		\$ -	\$ 3.00	\$ 637.38	
*12		270 GCR	6/27/2025	TCLERK 062625 ERX		\$ -	\$ 1.00	\$ 636.38	
*12		271 GCR	6/30/2025	TCLERK 0623-062725 DIT 07012		\$ -	\$ 77.00	\$ 559.38	
*12		271 GCR	6/30/2025	TCLERK 063025 ERX DIT 070125		\$ -	\$ 13.00	\$ 546.38	
*12		276 GCR	6/18/2025	TCLERK 061725 ERX		\$ -	\$ 3.00	\$ 543.38	
*12		278 GCR	6/30/2025	TCLERK 063025 DIT 070325		\$ -	\$ 14.00	\$ 529.38	
					\$ (15,965.87)	\$ 5,490.85	\$ 4,961.47	\$ 529.38	\$ (15,436.49)

FUNDS FROM OTHER SOURCES

Summary and Explanation

Historic Documents Preservation Revenue Fund

LI 101-21036

Pursuant to CGS 7-34a(d), An Act Concerning Real Estate Filings and the Preservation of Historic Documents, records restoration and related storage are being funded from this revenue fund. Source: \$2/recording.

Revenue Balance FY25: \$18,268

Anticipated additional revenues FY26: \$5,000

Town Clerk Revenue Fund

LI 101-21039

Pursuant to CGS 7-34a(e), (Land Protection, Affordable Housing & Historic Preservation). Source: Since 2013 with every mortgage recorded with Mortgage Electronic Registration Systems (MERS) as nominee, \$39 goes into the general fund and \$10 into this revenue fund. Otherwise, \$1 per recording.

Revenue Balance FY25: \$15,437

Anticipated additional revenues FY26: \$5,500

Historic Documents Preservation Grant Program

Also Pursuant to CGS 7-34a(d), records restoration and related storage are being funded by grants from the Office of the Public Records administrator, Connecticut State Library.

Grant Received FY20: \$5,500

Grant Received FY21: \$5,500

Grant Received FY22: \$5,500

Grant Received FY23: \$5,500

Grant Received FY24: \$6,000

Grant Received FY25: \$5,500

Grant Received FY26: \$5,000

Expectation FY27: \$5,000 – \$6,000

Anticipated Future Expenditures of Funds

Continued off-site document and security microfilm storage, continuing document preservation and uploading of land record to the internet and storage with a focus on technology integration throughout the office, annual purchase of vital records binders, office supplies and equipment, copier costs, microfilming, professional fees, tracking software and as needs arise, purchasing of shelving, cabinets for the vault and furniture for the office.

CGS Sec. 7-34a. Fees.

LI 101-21036(d) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of ten dollars for each document recorded in the land records of the municipality. Not later than the fifteenth day of each month, town clerks shall remit two-fifths of the fees paid pursuant to this subsection during the previous calendar month to the State Treasurer for deposit in the General Fund and two-fifths of the fees paid pursuant to this subsection during the previous calendar month to the State Librarian for deposit in a bank account of the State Treasurer and crediting to the historic documents preservation account established under section 11-8i. One-fifth of the amount paid for fees pursuant to this subsection shall be retained by town clerks and used for the preservation and management of historic documents. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with the employee's official duties. As used in this section "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, district, as defined in chapter 105 or chapter 105a, and each municipal board, commission and taxing district not previously mentioned.

LI 101-21039(e) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of forty dollars for each document recorded in the land records of the municipality. The town clerk shall retain one dollar of any fee paid pursuant to this subsection and three dollars of such fee shall become part of the general revenue of the municipality and be used to pay for local capital improvement projects, as defined in section 7-536. Not later than the fifteenth day of each month, town clerks shall remit thirty-six dollars of the fees paid pursuant to this subsection during the previous calendar month to the State Treasurer. Upon deposit in the General Fund, such amount shall be credited to the community investment account established pursuant to section 4-66aa. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with such employee's official duties. As used in this subsection, "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, and district, as defined in chapter 105 or 105a, any municipal corporation or department thereof created by a special act of the General Assembly, and each municipal board, commission and taxing district not previously mentioned.

Historic Document Preservation Grant Program

Sec. 11-8j. Preservation and management of historic documents: Definitions.

As used in sections 11-8j to 11-8l, inclusive, "preservation and management of historic documents" means activities that include, but are not limited to, the following: (1) The restoration and conservation of land records, land record indexes, maps or other records; (2) the microfilming of land records, land record indexes, maps or other records; (3) the use of information technology to facilitate the performance of duties integral to the maintenance and tracking of historic documents; (4) providing public access to an electronic indexing system that combines the grantor index and the grantee index of a town's land records; (5) the assessment or upgrading of records retention facilities; (6) disaster recovery; and (7) the training of personnel to perform duties integral to the maintenance and tracking of historic documents.

NEAR AND LONG TERM PLANS TO RESTRAIN BUDGETARY GROWTH

As in the past and going forward we will remain a no frills office. That being said, we continue to implement technology incrementally throughout the years reducing the time spent on particular projects. The primary purpose of these funds is for document and record preservation. These funds are set aside by the State of Connecticut. The office is benefiting from many of the upgrades instituted over the previous years.

Thanks to CGS 7-34a(d), records restoration is being funded from a revenue fund (An Act Concerning Real Estate Filing and the Preservation of Historic Documents). Thanks, also, to CGS 7-34a(e), (An Act Concerning Farm Land Preservation, Land Protection, Affordable Housing and Historic preservation), the office has more latitude in expenditures. Also available is an annual grant award from the State Library, most recently in the amount of \$5,000. Over the last several years the grant amount has ranged from \$5,000 to \$6,000. Grants have also been made available for election purposes from the State of Connecticut.

We will continue to reduce the postage line with the use of email and Erecording when appropriate.

The use of part time personnel in the office will not be needed to implement any technology. Any amount of additional implementation will be provided without overtime, either will be completed by staff during the town hours of operation or by the clerk during hours outside of normal operating hours.

We will continue to share advertising costs with other towns to help reduce expenses when appropriate.

State and Town Clerk Association provided education will be committed to and implemented when appropriate. The Total Vote System should be fully integrated in 2026, taking the place of the Connecticut Voter Registration System. A marriage registration and a Trade Name system is expected in the near future

When appropriate the plan is to continue the use of the revenue funds to help support some line items and department initiatives.

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2026-2027 FISCAL YEAR**

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

DEPARTMENT: 10109 TOWN CLERK

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax	308,828	332,242	225,000		225,000	\$ -
Copy Fees	16,866	14,214	25,000		25,000	\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees						\$ -
Program/Registration Fees						\$ -
Recording Fees	139,683	138,044	150,000		150,000	\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 465,377.00	\$ 484,500.00	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12

	ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10109 TOWN CLERK							
40351 LIENS							
10109 40351	0.00	LIENS -COLLECTED BY UTILITY CO 0.00	0.00	-2,860.00	0.00	2,860.00	100.0%
40400 CONVEYANCE TAX							
10109 40400	-200,000.00	CONVEYANCE TAX 0.00	-200,000.00	-332,241.17	0.00	132,241.17	166.1%
41020 MARRIAGE LICENSES							
10109 41020	0.00	MARRIAGE LICENSES 0.00	0.00	-3,376.00	0.00	3,376.00	100.0%
41021 HUNTING & FISHING LICENSE							
10109 41021	0.00	HUNTING & FISHING LICENSE 0.00	0.00	-82.00	0.00	82.00	100.0%
41022 DOG LICENSES							
10109 41022	0.00	DOG LICENSES 0.00	0.00	-1,645.00	0.00	1,645.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS							
10109 41029	0.00	WTFD-EL SHELLFISH PERMITS 0.00	0.00	-221.50	0.00	221.50	100.0%
41031 WATERFORD SHELLFISH PERMIT							
10109 41031	0.00	WATERFORD SHELLFISH PERMIT 0.00	0.00	-44.00	0.00	44.00	100.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2025 12						
ORIGINAL APPROP	TRANS/ADJTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
42009 RECORDING FEES						
10109 42009	RECORDING FEES	0.00	-93,199.00	0.00	-81,801.00	53.3%
44004 COPIES						
10109 44004	COPIES	0.00	-14,214.50	0.00	14,214.50	100.0%
44005 VITAL STATISTICS						
10109 44005	VITAL STATISTICS	0.00	-26,830.00	0.00	26,830.00	100.0%
44006 MISCELLANEOUS						
10109 44006	MISCELLANEOUS	0.00	-2,643.00	0.00	2,643.00	100.0%
44254 LOCAL CAPITAL IMPROVEMENT						
10109 44254	LOCIP FUND- AGRICULTURAL REC.	0.00	-7,143.00	0.00	7,143.00	100.0%
GRAND TOTAL						
-375,000.00	0.00	-375,000.00	-484,499.17	0.00	109,499.17	129.2%

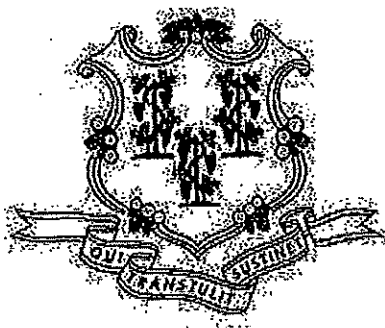
** END OF REPORT - Generated by David Campo **

TOWN of WATERFORD

Targeted Grants:

FY 2026

**Historic Documents
Preservation Grant Program
State of Connecticut**



Prepared by:
David L. Campo, CCTC
Waterford Town Clerk

APPLICATION
TARGETED GRANT FY 2026
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2025)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>

Name of Municipality: **Town of Waterford**
 Use full municipality name, ie 'Town of ' or 'City of '

Name of Municipal CEO: **Robert Brule** Title: **First Selectman**
 Phone with Area Code: **860.444.5834**
 Email: **rbrule@waterfordct.org**

Name of Town Clerk: **David I. Campo** Title: **Town Clerk**
 Phone with Area Code: **860.444.5829**
 Email: **dcampo@waterfordct.org** Check if Designated Applicant: ☒

TC Mailing Address: **15 Rope Ferry Rd, Waterford, CT 06385**

MCEO Address if Different:

Grant Application Deadline: ☒ Cycle 1: April 30, 2025 ☐ Cycle 2: September 30, 2025

Grant Contract Period: The contract period begins after July 1, 2025 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2026.

Maximum Grant Allowed: \$5,000 Small Municipality Population less than 20,000
 \$7,000 Medium Municipality Population between 20,000 and 69,999
 \$10,000 Large Municipality Population of 70,000 or greater

Amount Requested: **\$ 5000**

Grant Category(ies): ☐ Inventory and Planning ☐ Organization and Indexing
☐ Program Development ☒ Storage and Facilities
☒ Preservation/Conservation See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$ 2500	\$ 350	\$ 2850
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 2500	\$	\$ 2500
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 5000	\$ 350	\$ 5350

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. Describe the project. State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines for instructions under Preservation/Conservation on Page 9.
2. Provide vendor/personnel info & timeframe. For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines for instructions under Town Personnel Costs on Page 12.
3. State what will be accomplished. Explain how the project will impact the records, the office and/or the municipality.
4. Provide a detailed budget. If applying for only one project with one vendor – omit this question. If applying for more than one project – show the detail for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds for each line item (if any).
5. Attach supporting documents. For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, David L. Campo, the Town Clerk, as the agent for making the above application.

Robert Brule
Signature of MCEO

April 28, 2025
Date

Robert Brule, Waterford First Selectman
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the FY 2026 Targeted Grant Guidelines have been met.

David L. Campo
Signature of Applicant (MCEO or Town Clerk if Designated)

April 28, 2025
Date (must be same as or later than above date)

David L. Campo, Waterford Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

Completed applications should be submitted by email to Nicole Besseghir at: nicole.besseghir@ct.gov

APPLICATION

TARGETED GRANT FY 2026, CYCLE 1
Historic Documents Preservation Program

1. Describe the project: New binders and paper will be used to secure land records. Additionally, new shelving will be purchased to accommodate land records.
(See attached job estimate)

2. Identify the vendors: The primary contact is Irene Sulewski at:

Adkins
40 South Street
P.O. Box 2440
New Britain, CT 06050-2440

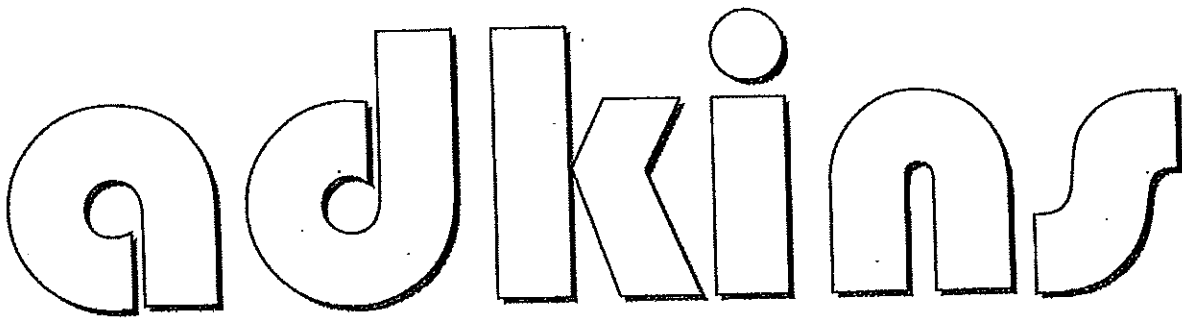
and Ron Keith at:

Dupont Storage Systems
17 Canoe Birch Ct
Berlin, CT 06037

3. State what the municipality hopes to accomplish: This project will secure are land records while making them accessible. Space has become an issue. The new shelving will accommodate years of land records.

4. Provide a detailed budget: Attached is the detailed job estimates displaying all costs and what will be included.

5. Attach supporting documentation: Enclosed



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 24, 2025

Client: Waterford Town Clerk

Title of Job: Archival Supplies

- 12 each - 11 x 8.5 red land record binders stamped on spine in gold @ \$105/ea....\$1,260/lot
- 15 reams of 11 x 8.5 . archival 100% cotton land record paper @ \$70/ream...\$1,050/lot
 - UPS \$90
- TOTAL - 2,500

TOTAL COST.....\$2,500

Signed: _____

Irene Sulewski, Municipal Account Specialist



2/3/2025

David L. Campo
Waterford Town Hall
15 Rope Ferry Road
Waterford, CT 06386

Dear David,

Thanks for your support of Dupont Storage Systems, your local CT company, and allowing us to provide information on the vault shelving storage system. We have reviewed your needs and are pleased to present the proposal for the system you requested.

Mobile Shelving System with Carriages and Track

Option 1:

Shelving (1) unit @ 42" long x 12" deep x 85" high (6 openings)

Carriages (1) unit @ 42" long x 12" deep x 2" high

Project Price: \$2,850.00 (Price valid for 90 days)

Price includes equipment, freight and installation. Work to be done during normal business hours. All workers have their O.S.H.A. certified cards as per State of Connecticut requirements.

We look forward to working with you on this project and servicing all your shelving storage needs. Please contact me @ 203-206-1958 at any time.

Sincerely,

Ronald Keith
Dupont Storage Systems

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