

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Monday, March 8, 2021
Zoom Meeting @ 7:00 p.m.

Topic: Board of Finance Budget Meeting
Time: Mar 8, 2021 07:00 PM Eastern Time (US and Canada)

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 843 7461 3305

Passcode: 859512

Find your local number: <https://us02web.zoom.us/j/84374613305>

1. Call to Order
2. Public Comment
3. 10113 – Economic Development Commission
4. 10114 – Conservation Commission
5. 10110 – Planning & Zoning
6. 10115 – Zoning Board of Appeals
7. 10118 – Building Department
8. 10141 – Flood and Erosion Control
9. Review Projected Revenue
10. Adjournment

Ronald Fedor, Chairman

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10113 ECONOMIC DEVELOPMENT COMM.

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROX.	2020/2021 ADDITIONAL TRANSFERS	ACTUAL EXPENSES OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (12/10/20)	2021/2022 FIRST SELECTMAN RECOMM.	2021/2022 RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
SERVICES													
52010	ADVERTISING		425		0	425	425	425	0				-100.00%
52020	POSTAGE		0			0	0	0	0				
52030	PROFESSIONAL FEES					2,500	2,500	1,500	1,500				
52050	DUES, CONF. & EDUC.	6,831	7,851		7,043	7,851	7,851	7,851	7,851			(7,851)	-100.00%
52060	PRINTING		150			150	150	150	150			(150)	-100.00%
52070	REIMBURSABLE EXPENSES		150			150	150	150	150			(150)	-100.00%
	SUBTOTAL	6,831	8,576	0	7,043	11,076	11,076	10,076	10,076	0	0	(8,576)	100.00%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	0	0	0	0	0	0	0	0		0		
	SUBTOTAL	0	0	0	0	0	0	0	0		0		
	DEPARTMENT TOTAL	6,831	8,576	0	7,043	11,076	11,076	10,076	10,076	0	0	(8,576)	-100.00%



ECONOMIC DEVELOPMENT COMMISSION FISCAL YEAR 2022 BUDGET

Town of Waterford

waterfordct.org/economic-development-commission

CONTENTS

- BUDGET
FUNCTION..... 2
- EDC MISSION..... 2
- FY2019
EXPENDITURES . 3
- BUDGET
SUMMARY..... 4
- BUDGET
EXPLANATIONS BY
CATEGORY 4
- HISTORY OF
EXPENDITURES . 4



MEMBERS

Kevin Marcks, Chair
Edward Lusher
Ivan Kuvalanka
Richard Lacombe
Stephanie Hughes

ALTERNATES

Eric Palmer
Gregory Attanasio

BUDGET FUNCTION

The Waterford Economic Development Commission engages new and existing businesses to facilitate establishment and expansion of commercial enterprise in Waterford, consistent with the Plan of Conservation and Development. Ultimately, this benefits Waterford through a robust grand list and availability of commercial services.

ECONOMIC DEVELOPMENT COMMISSION MISSION

Initiate strong partnerships with existing and potential Waterford businesses to address their needs to enable and encourage new business development, by working with Local and Government agencies.

VISION

The Economic Development Commission (EDC) Mission members actively work with the business community to execute actionable items.

The direct interaction with existing and potential Waterford businesses to exchange pertinent information to identify and support improvements that will enhance success in the business community.

Establish a plan that will enhance responsible growth and development consistent with the Waterford Plan for Conservation and Development.

OBJECTIVES

The EDC Members will have monthly duties/tasks that build relationships with current and new businesses.

The EDC will update and improve website materials, videos, and information to promote Waterford to prospective investors.

The EDC members will attend SeCTer meetings and host a bi-annual business support meeting.

Develop and maintain an inventory of vacant retail sites and available sites in areas zoned for business development. The EDC will build partnerships with the commercial real estate community.

Create a marketing strategy to promote available locations and recruit appropriate businesses.

BUDGET SUMMARY

The total requested Economic Development Commission Budget for FY2022 is \$10,076. The increase from previous budgets is requested to enable the Commission to engage a professional videographer to begin updating marketing materials for the Town.

Line Number	Description	Amount Requested
10113-52010	Advertising	\$ 425
10113-52050	Dues, Conferences and Education	\$ 7,851
10113-52030*	Professional Fees	\$ 1,500
10113-52060	Printing	\$ 150
10113-52070	Reimbursable Expenses	\$ 150
TOTAL		\$ 10,076

* The professional fees line has not been funded in recent years but does exist in this budget.

BUDGET EXPLANATIONS BY CATAGORY

Advertising Line 10113-52010 \$425 Requested

The EDC advertises projects and makes announcements in the New London Day. Advertisements are placed to solicit participation in EDC initiatives, to invite members of the community to volunteer as EDC members, and will be used to advertise bi-annual meetings for business owners.



Dues, Conferences and Education Line 10113-52050 \$7,851 Requested

Association with professional organizations, attendance at conferences & educational seminars, and business oriented gatherings for the purposes of implementing and maintaining effective economic development programs.

Southeastern CT Enterprise Region (seCTer).....	\$ 6,831
Regional business information, regional promotion, educational resources	
Chamber of Commerce of Southeastern CT	\$ 220
Promotes local networking, facilitates communication & collaboration	
CT Economic Development Association (CEDAS).....	\$ 150
Economic development expertise, educational seminars & forums	
Business meeting expenses, including shared costs of facilities and admission costs for economic events, meetings and seminars	\$ 650

Professional Fees Line 10113-52050 \$1,500 Requested

The EDC will develop new professional video materials to promote Waterford. The existing Town video is dated. The EDC plans to hire a professional videographer for a one-year period to create video and still images of 12 events or places of interest. Each of the 12 segments would be finished to stand alone as a short video clip. At the end of the year, these would be compiled into a new video that highlights the Waterford's amenities and economy.

Printing Line 10113-52060 \$150 Requested

The EDC will develop new materials to distribute at seminars, trade shows, conferences and via mail. These materials include flyers, postcards and business cards with information about the EDC and the services it provides. Printing is also required to distribute draft and final versions of the strategic plan currently being drafted and to submit grant applications to leverage funding for EDC projects.

Reimbursable Expenses Line 10113-52070 \$150 Requested

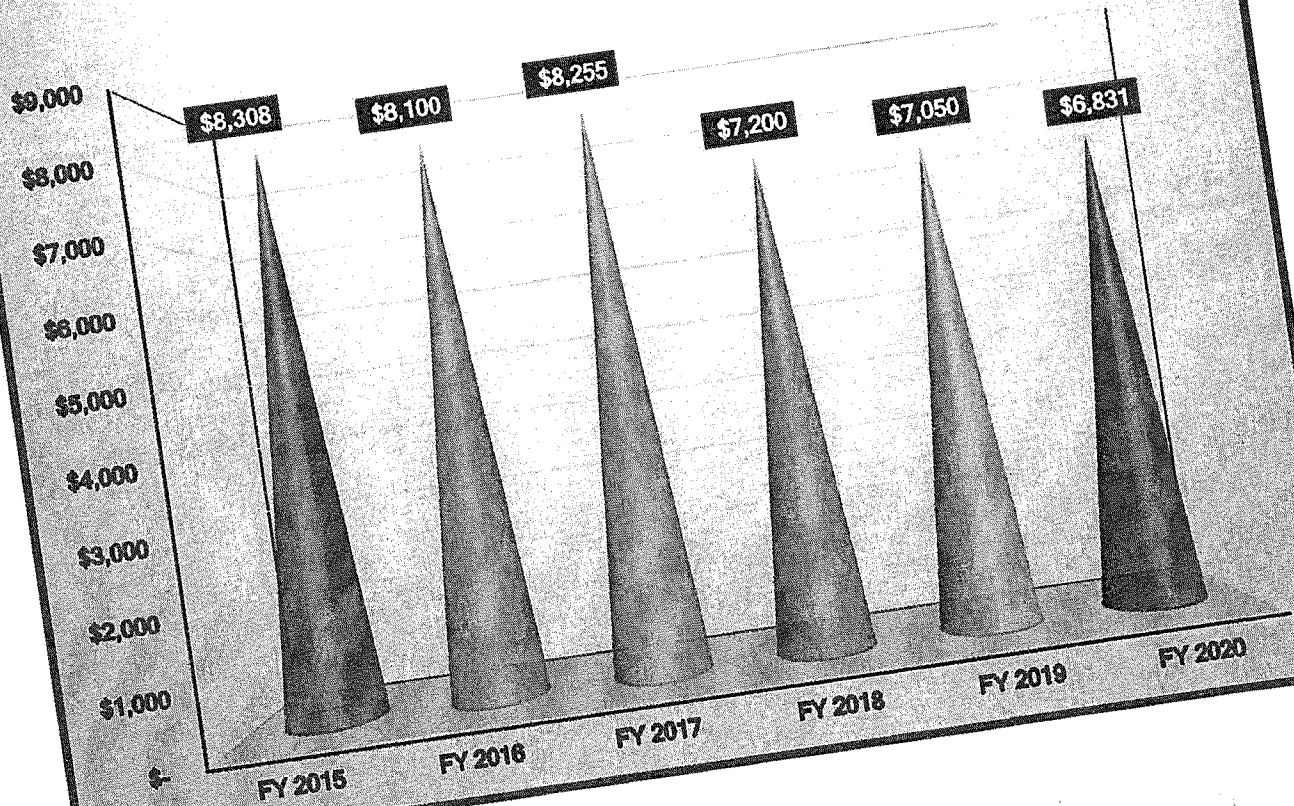
EDC members often pay out of pocket for expenses associated with travel to seminars and business meetings. This line item provides for the reimbursement of funds expended by EDC members in providing services to the Town. This includes the cost of providing refreshments with to support bi-annual meetings with the business community.

HISTORY OF EXPENDITURES AND PROPOSED BUDGET

10113		ACTUAL BUDGET EXPENDITURES					YTD	PROPOSED
		2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
52010	ADVERTISING	372	777	0	0	0	0	425
52020	POSTAGE	1	1	1	0	0	0	0
52030	PROFESSIONAL FEES	N/A	N/A	N/A	N/A	N/A	N/A	1,500
52050	DUES, CONFERENCES & EDUCATION	7,185	7,185	7,185	7,050	6,831	7043	7851
52060	PRINTING	542	10	0	0	0	0	150
52070	REIMBURSABLE EXPENSES	0	282	15	0	0	0	150
	TOTAL	8,100	8,255	7,200	7,050	6,831	7043	10,076

EXPENDITURES

ECONOMIC DEVELOPMENT EXPENDITURES 5 YEAR HISTORY



WATERFORD ECONOMIC DEVELOPMENT COMMISSION

**December 10, 2020
Zoom Virtual Meeting
5:00 PM**

RECEIVED FOR RECORD
2020 DEC 15 PM 1:38

MEMBERS PRESENT: Chairman -Kevin Marcks, Stephanie Hughes, Edward Lusher, Richard LaCombe
MEMBERS ABSENT: Ivan Kuvalanka,
ALTERNATES PRESENT: Eric Palmer, Greg Attanasio
ALTERNATES ABSENT: None
STAFF PRESENT: Abby Piersall, AICP, Planning Director, Mark Wujtewicz, Planner

1. **CALL TO ORDER/APPOINTMENT OF ALTERNATES**

A quorum was established. K. Marcks called the meeting to order at 5:00PM and appointed G. Attanasio for I. Kuvalanka.

2. **APPROVAL OF MINUTES - November 12, 2020 meeting**

MOTION: Motion made by K. Marcks, seconded by E. Lusher to approve the minutes of the November 12, 2020 meeting.

VOTE: 5-0 to approve the minutes.

3. **COMMISSION PROJECTS AND INITIATIVES:**

a. **Review and approve FY22 Budget**

K. Marcks informed the members of the Commission of a phone meeting he had with S. Hughes and the contact for creating potential video recordings to be published on the Town's Website and also the EDC Webpage. He explained that the estimated costs for producing the videos were included in the Budget request.

K. Marcks reviewed the budget with the members of the Commission noting that the only increase in the budget request from last year's budget was the \$2500.00 for the videographer as stated earlier.

A. Piersall discussed with the Commission the timing of the budget approval process.

G. Attanasio questioned whether the EDC could add an item to the agenda to review events and activities that can be included in the EDC discussions for each meeting. K. Marcks agreed and tasked the members of the Commission to come to the next meeting with items, events in Town for review.

MOTION: Motion made by G. Attanasio, seconded by E. Lusher to approve the Budget Request as written.

VOTE: 5-0

4. **TOWN DEVELOPMENT PROJECT AND PERMITTING STATUS**

M. Wujtewicz reviewed ongoing development projects with the Commission.

5. **PAYMENT OF BILLS - None**

6. **CORRESPONDENCE - None**

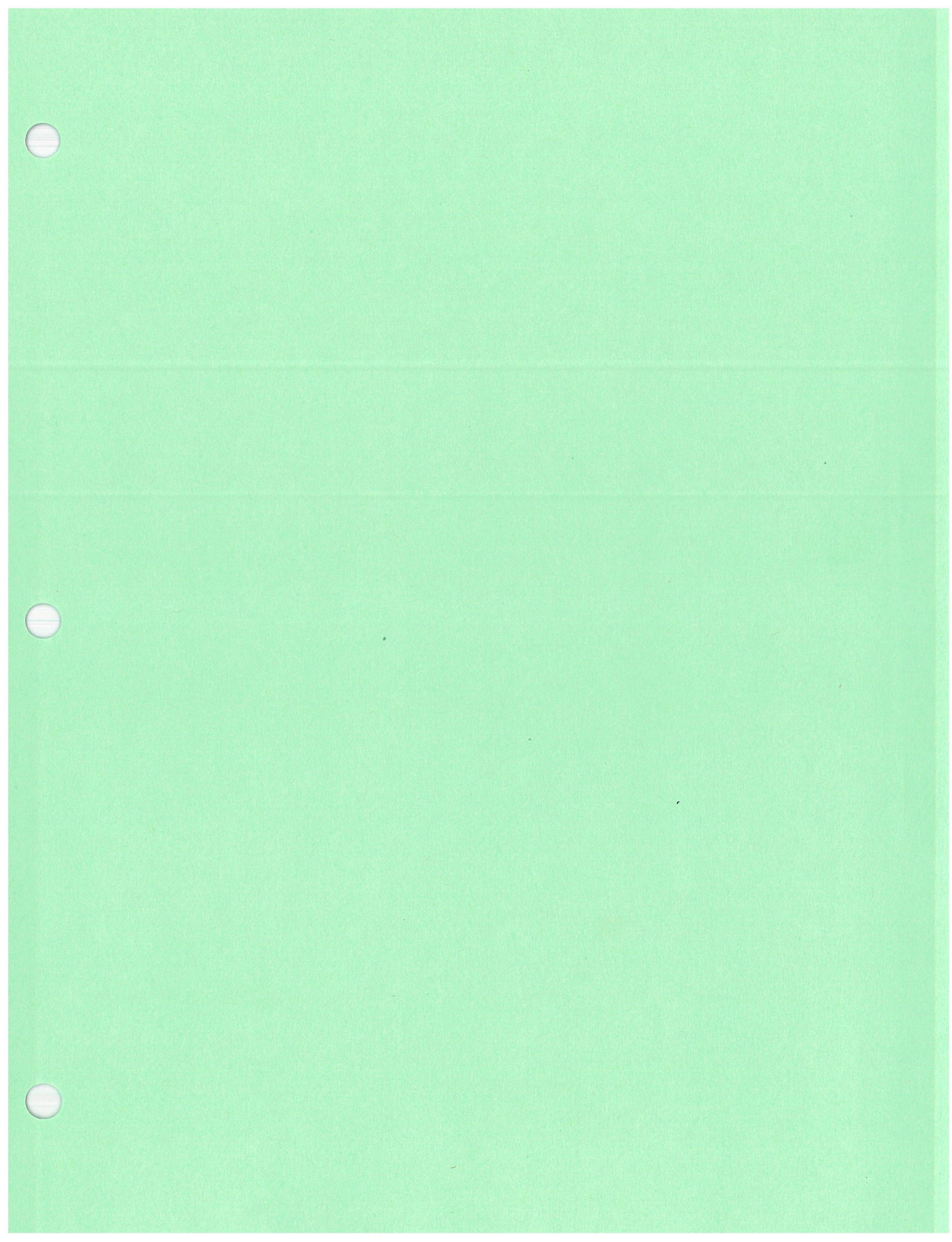
7. OTHER BUSINESS – None
8. ADJOURNMENT

MOTION: Motion by E. Lusher, seconded by S. Hughes to adjourn at 5:30 PM.

VOTE: 5-0

Respectfully Submitted,

Mark Wujtewicz
Planner



TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10114 CONSERVATION COMMISSION

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMBRAS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM	2021/2022 FIRST SELECTMAN RECOMM.	2021/2022 RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
SERVICES													
52010	ADVERTISING	902	1,500		406	1,500		1,500	1,500				
52020	POSTAGE	104	125		59	125		125	125			(1,500)	-100.00%
52030	PROFESSIONAL SERVICES	3,500	3,500		250	3,500		3,500	3,500			(125)	-100.00%
52031	PLANNING SERVICES	12,000	12,000		12,000	12,000		12,000	12,000			(3,500)	-100.00%
52050	DUES, CONF. & EDUC.	455	600		175	600		600	600			(12,000)	-100.00%
52060	PRINTING	0	25		1	25		25	25			(600)	-100.00%
	SUBTOTAL	16,961	17,750	0	12,891	17,750	0	17,750	17,750	0	0	(17,750)	-100.00%
MATERIALS & SUPPLIES													
53020	OTHER SUPPLIES	8	500		0	500		500	500				
	SUBTOTAL	8	500	0	0	500	0	500	500	0	0	(500)	-100.00%
	DEPARTMENT TOTAL	16,969	18,250	0	12,891	18,250	0	18,250	18,250	0	0	(18,250)	-100.00%



CONSERVATION COMMISSION FISCAL YEAR 2022 BUDGET

Town of Waterford

<https://www.waterfordct.org/conservation-commission>

CONTENTS

BUDGET FUNCTION	2
FISCAL YEAR 2022	
BUDGET SUMMARY ..	3
BUDGET EXPLANATIONS	
BY CATEGORY.....	3
HISTORY OF	
EXPENDITURES AND	
PROPOSED BUDGET.....	6

MEMBERS

Richard Muckle, Chair
Tali Maidelis, Secretary
David Lersch
Jessica Patterson
Geneva Renegar
Michael Stankov
Wade Thomas

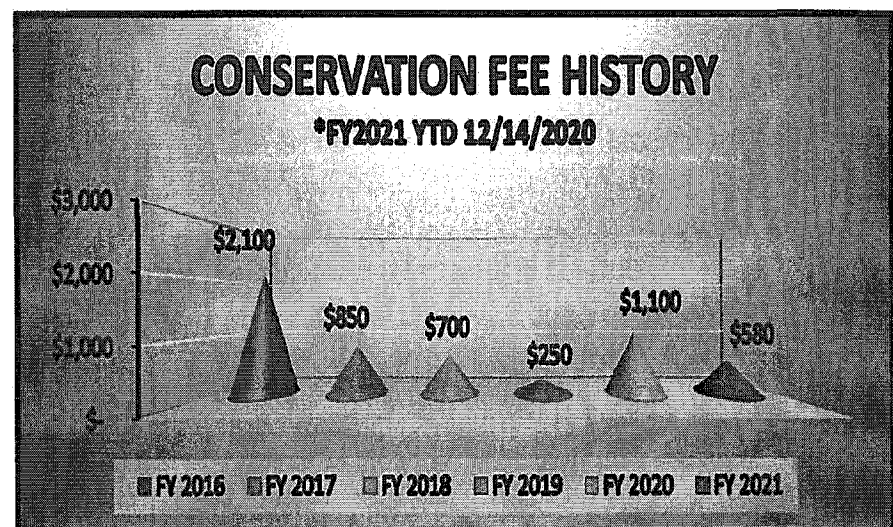
ALTERNATES

Ivy Plis
Julie Wainscott

BUDGET FUNCTION

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

The Conservation Commission conducted 14 regularly scheduled meetings and 3 special meetings in FY 20/21 and reviewed and approved 19 permit applications for activities in and adjacent to inland wetlands and watercourses. Inland Wetland permits authorized 0.43 acres of wetland fill, of which 0.40 acres involved temporary disturbance restored to functioning wetland resource, and 0.03 acres of permanent fill. Temporary impacts approved involved removal of invasive plant species and restoration of native wetland vegetation.



FISCAL YEAR 2022 BUDGET SUMMARY

The total requested ZBA Budget in FY 22 is \$ 18,250. This is the same amount as the approved FY21 budget.

Line Number	Description	Amount Requested
10114-52010	Advertising	\$ 1,500
10114-52020	Postage	\$ 125
10114-52030	Professional Services	\$ 3,500
10114-52031	Planning Services	\$ 12,000
10114-52050	Dues, Conferences and Education	\$ 600
10114-52060	Printing	\$ 25
10114-53020	Other Supplies	\$ 500
TOTAL		\$ 18,250

BUDGET EXPLANATIONS BY CATEGORY

Advertising Line 10114-52010 \$1,500 Requested



The advertising account covers the cost of all legal notice requirements required by State statute. This includes publication of notices of public hearings, enforcement orders and notices of decision on all Commission inland wetland agency actions. Advertisements for public hearings and decisions of the Commission are required to be published in a newspaper having general

circulation in Waterford. To off-set publication costs, the Commission requires an additional fee of \$400.00 when a public hearing is required for the legal notices. The costs of legal advertisements and required publications of decision are not anticipated to diminish.

The requested budgeted amount is consistent with that approved for prior fiscal years.

Postage Line 10114-52020 \$450 Requested

Postage expenditures include certified letter mailings required for Commission decisions on applications and enforcement proceedings, correspondence to Town residents, and referrals to municipal, State and Federal Offices.

The requested budget amount is consistent with that approved for the prior year.

Professional Fees Line 10114-52030

\$3,500 Requested

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

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

The Conservation Commission's application fee schedule allows the Commission to charge the applicant for third party expert reviews and technical evaluations deemed necessary to assist in the review of complex permit applications. However, the Commission continues to require funds for obtaining professional expertise on items and activities not associated with complex permit applications.

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

The Commission is requesting the same amount as approved for the previous fiscal year.

Planning Services Line 10114-52031

\$12,000 Requested

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

The surface water quality monitoring program has been conducted for the past 18 years by the Conservation Commission and has generated comprehensive data on the quality of the town's water resources. This data is used to evaluate potential impacts of land development on stream health and to track changes in water chemistry over time. It also provides a scientific basis for the Conservation Commission to establish required levels of storm water treatment for development proposals, and water quality mitigation goals for enforcement proceedings.

Planning Services Line 10114-52031-Continued

Jordan Brook, Oil Mill Brook and Stony Brook support native trout and high quality waters. Habitat requirements for these fisheries include cool, oxygenated waters with suitable substrate conditions to provide food and aquatic habitat. Alterations and loss of vegetative cover, soil erosion, flow alterations and stormwater discharges can adversely impact the biological conditions of these watercourses.

The 2018 State of Connecticut Integrated Water Quality Report, submitted by CT DEEP to the EPA, identifies Alewife Cove, Niantic Bay and near-shore waters of Long Island Sound as not meeting designated uses of habitat for fish and other aquatic life. In addition, Alewife Cove, Jordan Cove, and areas of Niantic Bay and the Niantic River are listed as impaired for direct shellfish consumption due to bacteria levels. Fenger Brook is listed as not supporting designated uses for aquatic life and recreation. Hunts Brook downstream of the Miller Pond dam is listed as not supporting fish and aquatic life habitat.

The lower reach of Stony Brook south of Rte 1 has been identified as impaired for recreational use due to bacteria. The State is developing restoration policies to improve water quality and habitat of impaired waters.

Continued monitoring of these streams will assist the Town in tracking trends in water quality from land use changes and provide indication of where water quality is becoming affected. This long-term water quality monitoring is a critical part of the natural resource inventory work the Commission conducts. Town staff conducts the sampling to minimize costs. Cost variations are linked to the number of water samples collected.

The Commission is requesting the same amount for this item as approved in the previous fiscal year.

**Dues, Conferences and Education Line 10114-52050
\$600 Requested**

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

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

**Printing Line 10114-52060
\$25 Requested**

Expenditures under this line item include printing of oversized documents, maps and colored copies, which cannot be printed or are unavailable at Town facilities. As a result of changes in court procedures, some printing funds may be necessary to reproduce, in paper or digital format, large documents and files.

The amount requested under this line item is the same as the prior fiscal year.

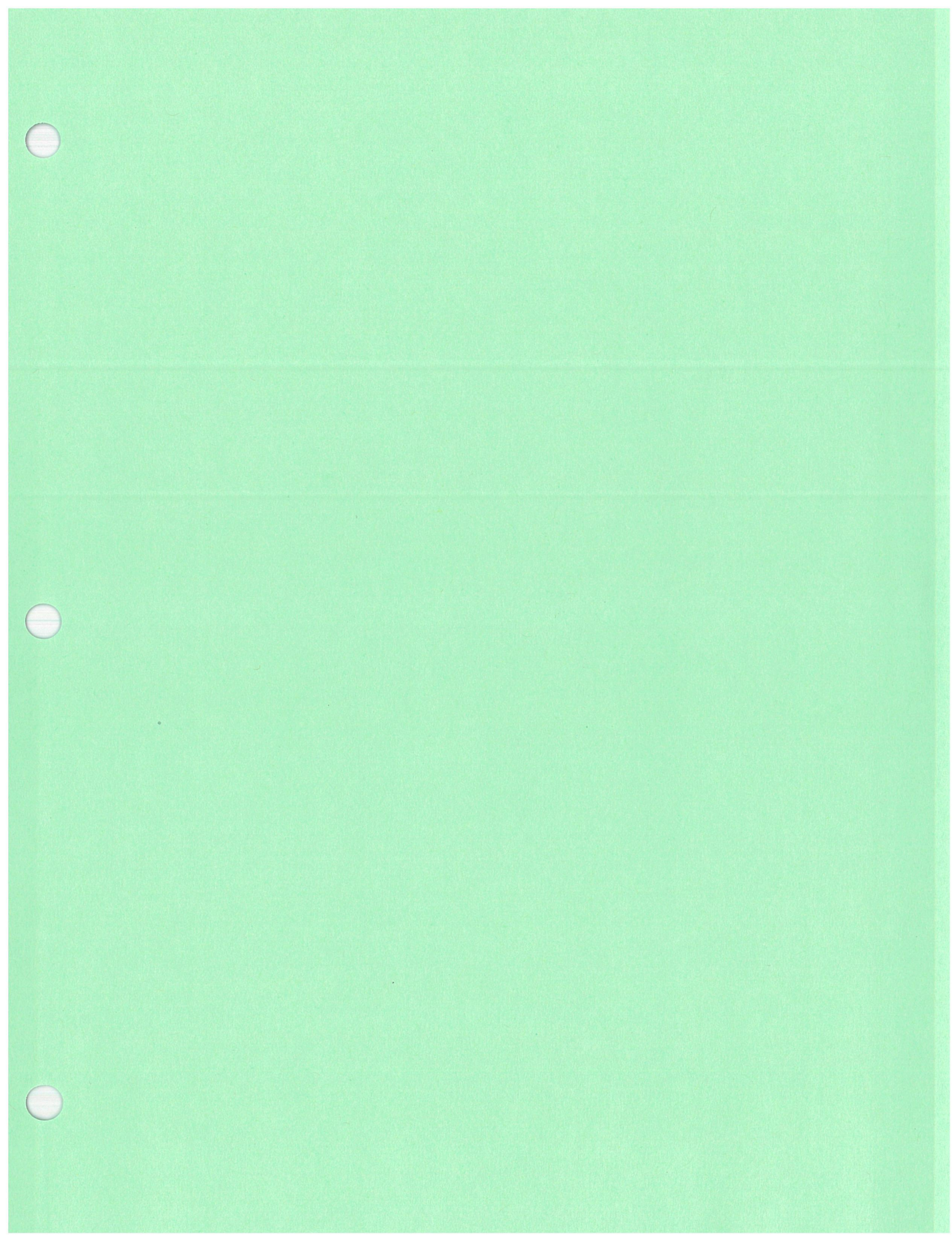
Other Supplies Line 10114-53020 \$500 Requested

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

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

HISTORY OF EXPENDITURES AND PROPOSED BUDGET

10114	Actual Budget Expenditures				Approved Funds	Proposed
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
52010 ADVERTISING	\$ 960.00	\$ 765.00	\$ 469.80	\$ 901.65	\$ 1,500.00	\$ 1,500.00
52020 POSTAGE	\$ 85.89	\$ 80.65	\$ 50.12	\$ 104.40	\$ 125.00	\$ 125.00
52030 PROFESSIONAL FEES	\$ -	\$ 2,900.00	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
52031 PLANNING SERVICES	\$ 10,126.00	\$ 10,665.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
52050 DUES, CONFERENCES & EDUCATION	\$ 345.00	\$ 545.00	\$ 485.00	\$ 455.00	\$ 600.00	\$ 600.00
52060 PRINTING	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00
53020 OTHER SUPPLIES	\$ 264.61	\$ 243.37	\$ 404.37	\$ 8.40	\$ 500.00	\$ 500.00



TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10110 PLANNING & ZONING COMMISSION

FUND	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RECOMMENDED APPROPRIATION	2020/2021 ADDITIONAL TRANSFERS	2020/2021 AGREED FUNDING	2020/2021 DEPT. AGENCY REVENUE	2020/2021 CONV. REV.	2020/2021 MUN. SELECTIONS APPROPRIATION	2020/2021 RECOMMENDED BUDGET SELECTIONS	2020/2021 BOARD/GOV. FINANCE REDUCTIONS	2020/2021 RECOMMENDED BOARD/GOV. FINANCE	2020/2021 BOA/GOV. FINANCE	2020/2021 BOA/GOV. FINANCE
PERSONNEL COSTS													
51110	ADMINISTRATION	104,897	104,097		52,418	108,835	108,835	108,835	108,835				
51120	INSPECTION	232,647	272,147		130,624	272,386	272,386	272,386	272,386				
51210	CLERICAL/TECHNICAL	136,367	142,460		72,303	149,889	149,889	149,889	149,889				
51810	OVERTIME	1,819	4,910		1,176	5,139	5,139	5,139	5,139				
51910	FRINGE BENEFITS	4,119	5,687		5,213	7,705	7,705	7,705	7,705				
51920	F.I.C.A	34,559	40,491		18,645	41,613	41,613	41,613	41,613				
	SUBTOTAL	514,408	569,792	0	280,371	585,567	585,567	585,567	585,567	0	0	0	0
SERVICES													
52010	ADVERTISING	3,835	4,000		1,701	4,000	4,000	4,000	4,000				
52020	POSTAGE	504	450		235	450	450	450	450				
52030	PROFESSIONAL FEES	8,373	20,000		10,000	20,000	20,000	20,000	20,000				
52040	SERVICE CONF. & REPAIR	16,783	25,764		23,649	16,741	16,741	16,741	16,741				
52050	DUES, CONF. & EDUCATION	2,677	4,396		1,583	2,721	2,721	2,721	2,721				
52060	PRINTING	29	450		38	450	450	450	450				
52070	REIMBURSABLE EXPENSE	0	200		0	200	200	200	200				
	SUBTOTAL	29,201	55,200	0	47,206	45,621	45,621	45,621	45,621	0	0	0	0
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	2,698	2,750		1,184	2,750	2,750	2,750	2,750				
53090	FUELS & LUBRICANTS	480	765		118	595	595	595	595				
	SUBTOTAL	3,178	3,515	0	1,302	3,345	3,345	3,345	3,345	0	0	0	0
OFFICE EQUIPMENT													
54060	OFFICE FURNITURE & EQUIP.	741	700		186	1,440	1,440	1,440	1,440				
	SUBTOTAL	741	700	0	186	1,440	1,440	1,440	1,440	0	0	0	0
	DEPARTMENT TOTAL	550,526	629,747	0	319,975	634,524	634,524	634,524	634,524	0	0	0	0



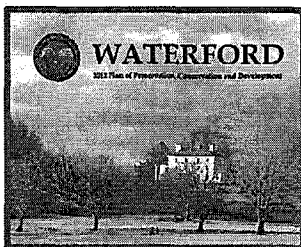
PLANNING AND ZONING COMMISSION FISCAL YEAR 2022 BUDGET

Town of Waterford

waterfordct.org/planning-zoning-commission

CONTENTS

- BUDGET FUNCTION 2
- FY 21 BUDGET SUMMARY 3
- BUDGET EXPLANATIONS BY CATEGORY 4
- HISTORY OF EXPENDITURES . 8
- SALARY WORKSHEET.... 9
- FRINGE BENEFITS WORKSHEET....10



MEMBERS

Joseph Bunkley,
Chair
Timothy Bleasdale
John Bashaw
Gregory Massad
Joseph DiBuono

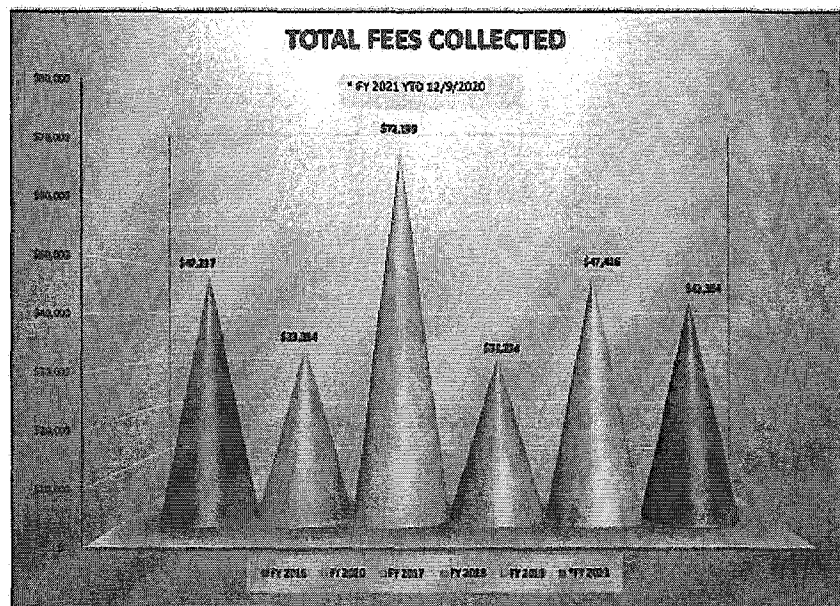
ALTERNATES

Karen Barnett

BUDGET FUNCTION

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

This budget also includes funds for professional services and technical support that address town-wide needs. Maintenance of parcel data and Waterford's Geographic Information Systems (GIS), grant writing, and project management services are all funded in this budget.



FEES INCLUDE ZONING COMPLIANCE PERMITS, LAND USE APPLICATIONS AND MISCELLANEOUS. FEES.

FISCAL YEAR 2022 BUDGET SUMMARY

Line Number	Description	Amount Requested
Personnel Costs		
10110-51110	Administration	108,835
10110-51120	Inspection	272,386
10110-51210	Clerical	149,889
10110-51810	Overtime	5,139
10110-51910	Fringe Benefits	7,705
10110-51920	F.I.C.A.	41,613
Personnel Subtotal		\$ 585,567
Services		
10110-52010	Advertising	4,000
10110-52020	Postage	450
10110-52030	Professional Fees	20,000
10110-52040	Service Contracts and Repairs	16,741
10110-52050	Dues, Conferences and Education	2,721
10110-52060	Printing	450
10110-52070	Reimbursable Expenses	200
Services Subtotal		\$ 44,562
Materials and Supplies		
10110-53010	Office Supplies	2,750
10110-53090	Fuels and Lubricants	595
Materials and Supplies Subtotal		\$ 3,345
Office Equipment		
10110-54060	Office Furniture and Equipment	2,240
Office Equipment Subtotal		\$ 1,440
DEPARTMENT TOTAL		\$ 634,914

BUDGET EXPLANATIONS BY CATAGORY

Advertising Line 10110-52010

\$4,000 Requested



Legal advertisements are required for announcing public hearings and decisions. The Department maintains a New London Day subscription to verify the accuracy of all required legal ads. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices.

Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY21, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200.00 each.

Postage Line 10110-52020

\$450 Requested

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

Professional Fees Line 10110-52030

\$20,000 Requested

Professional services are sought for projects that require specific expertise and technical capacity that exceed the typical job duties of the planning staff. The department provides the vast majority of planning services in-house. Certain projects require professional support. Examples include conducting property surveys, traffic impact analysis, market analysis, reviews of engineering design by professional engineers, software development and advanced GIS services. This line would also be used to hire consultants as needed to conduct reviews of development applications and matters before the Commission that are not paid for by applicants. The Department would reserve up to \$5,000 annually from this line to hire planning interns to complete specific projects in partnership with Town staff.

In addition to planning-related professional services, funds to support zoning enforcement are also needed. The Department is increasing efforts to address long-term zoning violations. The Zoning Enforcement Officer manages and resolves most violations. Some cases, most often involving significant accumulation of junk, unregistered vehicles, and other items, require additional support. The Town Attorney assists when cases cannot be resolved at the Department level and court action may be necessary. In some cases, the Town may gain the ability to perform cleanup on a property. One path to cleanup involves the Town hiring a contractor to remove debris and placing a lien on the property to recoup those funds in the future. To do this, funds need to be available to hire contractors. The cost to remove material will vary with each case. Recent costs for contractor services have ranged from \$1,000 to \$5,000.

Service Contracts and Repairs Line 10110-52040

\$16,741 Requested

Printer and Copier Contracts- \$4,917

The Department uses a large format plotter on a daily basis. This machine can scan, copy, and print large plans and is also used by the Assessor and Town Clerk. The plotter is subject to a \$3,500 annual lease. The Department also leases a black and white copier which is used for the majority of printing. The Ricoh yearly lease is \$1,060, plus \$.00714 per copy. The Department budgets for 50,000 copies per year, which equates to \$357 in copies. The total cost of this service is \$1,417.

Annual GIS Parcel Mapping and Web Hosting Services - \$8,500

Waterford undertook a competitive bid process in 2017 to select a GIS service provider. Tighe&Bond was awarded a contract in 2018 to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a significant upgrade from the Town's previous platform. The site provides users with information ranging from zoning to floodplain data and is an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,980

Cellular phones were purchased for the Director and field staff in FY17. Each phone requires a wireless plan to cover phone, text and data fees. The plans are \$55 per month. Each phone will cost \$660 per year to operate. The total cost of cellular plans is \$1,980.

Software Licenses - \$1,344

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY22 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Affordable Housing Plan, small business outreach, and department performance surveys. The cost is \$384 per year and provides flexibility in survey design.

The Department began using Adobe Pro software in 2020, in response to the need to generate more complex PDF documents and share information during the COVID-19 Pandemic. The software has proven to be a critical element in efficient production of digital material. The cost per business license is \$192 per year. 5 licenses total \$960 per year.

Dues, Conferences and Education Line 10110-52050 \$2,721 Requested

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

The Department maintains membership in the American Planning Association for two staff members. APA membership is tiered based on salary. Currently the Planning Director and Planner maintain APA membership. American Planning Association staff members are also required to maintain membership in their State Chapters. The CT Chapter of the American Planning Association charges 35% of the national dues for membership. **The total cost for membership dues is \$1,021.**

The Planning Director is required to maintain AICP (American Institute of Certified Planners) status as a condition of employment. Maintaining the AICP designation requires APA membership (listed above), State chapter membership (listed above), and AICP Dues. **AICP Dues are \$175.00.**

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

Southern New England Chapter of the American Planning Association (SNEAPA) Annual Conference - \$275

The SNEAPA annual conference provides planning staff with educational and networking opportunities in the immediate region. Attending conferences with peers from Connecticut and Southern New England towns helps staff learn about local projects and funding opportunities that benefit Waterford. Legislative updates and legal developments of the past year are presented at this conference, which helps staff stay current on important planning and zoning issues.

Connecticut Association of Zoning Enforcement Officials (CAZEO) - \$510

CAZEO is the professional organization for the Zoning Official. CT Zoning Enforcement Official Certification is required in Waterford's job description for the Zoning Official. CAZEO membership costs \$50 per year. Maintenance of CTZEO status requires attendance at 7 annual meetings which cost \$30.00 each. The Department hired a new Zoning Official in 2020 who will be required to apply for CAZEO certification. The application cost is \$250.

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$240

The Zoning Official acts as Waterford's Floodplain Administrator. The Floodplain Administrator is responsible for ensuring the Town's compliance with the requirements of the National Flood Insurance Program (NFIP). Compliance with the NFIP enables Waterford property owners to purchase flood insurance. Annual membership in the ASFPM is \$140. Annual membership in the CAFM is \$50.00. Annual CAFM conference registration is \$50.

One-day training seminars - \$500

Throughout the course of the year, various training seminars are conducted by State, Federal and educational institutions. These training opportunities afford staff the opportunity to improve technical skills, learn about upcoming policies and laws and learn about grant opportunities and best practices from other communities and organizations that can benefit Waterford. Trainings may be conducted as webinars or on-site. The trainings are typically one-time events, therefore it is difficult to anticipate exact costs. Typically, these events range from \$30.00 to \$150.00 per attendee. The \$500 requested also includes a \$200 annual charge for an online planning education website. This service provides on-demand training for a wide variety of planning topics and is available to the entire department.

**Printing Line 10110-52060
\$450 Requested**

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

**Reimbursable Expenses Line 10110-52070
\$200 Requested**

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

**Office Supplies Line 10110-53010
\$2,750 Requested**

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include recordable DVDs, thumb drives, display boards, and commissioner name plaques. Cleaning supplies and personal protective equipment are also funded from this line. The Department estimates that \$350.00 will be needed for the supplies listed above in FY22.

The Department maintains a desktop color printer for daily work. Until FY18 the cost of color ink cartridges was paid through the purchasing program in Finance. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color ink cartridges is \$1,200. Plotter paper and toner for the large format copier is anticipated to cost \$1,200 in FY22.

**Fuels and Lubricants Line 10110-53090
\$595 Requested**

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. The Department estimates using approximately 340 Gallons at \$1.35 per gallon. \$595 is requested.

Office Equipment Line10110-54060 \$1,440 Requested

The Planning Department is transitioning to digital applications to reduce the amount of paper used in the development process and to respond to the need to access digital material and virtual meetings more frequently. Three webcams are requested, at a cost of \$80 each, totaling \$240. One large TV monitor and a laptop are requested to enable the department to better host virtual meetings, review projects with applicants, and collaborate on department projects.. A large (55 inch) monitor, cords, and mounting equipment is expected to cost \$600. \$600 is requested to replace two old desk chairs that do not provide adequate support throughout the work day. A laptop in anticipated to cost \$800 will also be requested through the IT budget to support the Planning & Zoning Commission transition to a digital platform.

HISTORY OF EXPENDITURES AND PROPOSED BUDGET

10110		ACTUAL BUDGET EXPENDITURES				YTD (12/9/20)	PROPOSED
		2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
51110	ADMINISTRATION	97,273	99,080	101,557	104,897	58,855	108,835
51120	INSPECTION	252,459	257,053	269,213	232,647	156,518	272,386
51210	CLERICAL/TECHNICAL	144,906	147,892	139,624	136,367	80,017	149,889
51810	OVERTIME	1,908	2,412	2,204	1,819	3,821	5,139
51910	FRINGE BENEFITS	5,692	1,580	3,338	4,119	474	7,705
51920	F.I.C.A.	36,941	37,420	37,121	34,559	24,208	41,613
52010	ADVERTISING	2,822	3,055	2,255	3,835	3,255	4,000
52020	POSTAGE	711	304	460	504	215	450
52030	PROFESSIONAL FEES	23,670	12,245	20,225	8,373	10,000	20,000
52040	SERVICE CONTRACTS & REPAIRS	19,260	14,011	15,295	16,783	2,115	16,741
52050	DUES, CONFERENCES & EDUCATION	4,622	3,212	1,905	2,677	2,811	2,721
52060	PRINTING	303	122	20	29	412	450
52070	REIMBURSABLE EXPENSES	0	0	0	0	200	200
53010	OFFICE SUPPLIES	345	1,601	1,421	2,698	1,566	2,750
53090	FUELS & LUBRICANTS	607	597	519	480	647	595
54060	OFFICE FURNITURE & EQUIPMENT	390	23	476	741	514	1,440
TOTAL		591,908	580,608	595,632	550,528	345,619	634,914

SALARY WORKSHEET

TOWN OF WATERFORD									
PERSONNEL WORKSHEET - DEPARTMENT NAME									
2021/2022 FISCAL YEAR									
PLANNING & ZONING COMMISSION									
10110									
DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2020/2021	SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (FICA)	LINE 51920
51110 - ADMINISTRATION									
08/24/15	PLANNING DIRECTOR	40	N/A	106,440.00	108,835.00	0.00	108,835.00	8,325.88	
	TOTALS			106,440.00	108,835.00	0.00	108,835.00	8,325.88	
51120 - INSPECTION									
09/11/89	PLANNER	40	\$ -	95,393.00	95,393.00	2,147.00	97,540.00	7,461.81	
11/25/96	ENVIRONMENTAL PLANNER	40	\$ -	95,393.00	95,393.00	2,147.00	97,540.00	7,461.81	
04/27/20	ZONING OFFICIAL	40	\$ -	77,306.00	77,306.00		77,306.00	5,913.91	
	TOTALS			268,092.00	268,092.00	4,294.00	272,386.00	20,837.53	
51210 - CLERICAL/TECHNICAL									
09/26/18	OFFICE COORDINATOR	35	\$ 24.05	42,802.00	43,940.00		43,940.00	3,361.41	
04/06/98	SECRETARY I	35	\$ 29.28	53,289.60	53,495.00	500.00	53,995.00	4,130.62	
10/12/10	SECRETARY CLERK	35	\$ 28.30	50,246.00	51,704.10	250.00	51,954.10	3,974.49	
	TOTALS			146,337.60	149,139.10	750.00	149,889.10	11,466.52	
51810 - OVERTIME									
	OFFICE COORDINATOR	24 hr per year	\$ 36.08	828.00	865.92		865.92	66.24	
	SECRETARY I	48 hr per year	\$ 43.92	2,064.00	2,108.16		2,108.16	161.27	
	SECRETARY CLERK	48 hr per year	\$ 42.45	1,939.00	2,037.60		2,037.60	153.88	
	SECRETARY CLERK	3 hr per year	\$ 42.45	122.00	127.35		127.35	9.74	
	TOTALS			4,953.00	5,139.03	0.00	5,139.03	393.13	
TOTALS - DEPARTMENT									
				525,822.60	531,205.13	5,044.00	536,249.13	41,023.06	

WORKDAYS
2020/2021
261

WEEKS TO BUDGET
52.2

FRINGE BENEFIT WORKSHEET

TOWN OF WATERFORD FRINGE BENEFIT WORKSHEET 2020-2021 FISCAL YEAR				
			LINE 51910	LINE 51920
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (EJC.A)
			0.00	0.00
PLANNER	75.00	3,740.00	3,815.00	291.85
ENVIRONMENTAL PLANNER	75.00	3,740.00	3,815.00	291.85
ZONING OFFICIAL	75.00		75.00	5.74
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
TOTAL - FRINGE BENEFITS	225.00	7,480.00	7,705.00	589.44

MINUTES
Remote Access

Planning & Zoning Commission
Waterford Town Hall

December 14, 2020
6:30 PM

Members Present:	J. Bunkley, J. Bashaw, T. Bleasdale, J. DiBuono
Members Absent:	G. Massad
Alternates Present:	K. Barnett
Staff Present:	A. Piersall, Planning Director; M. Wujtewicz, Planner; D. Choisy, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairman Bunkley called the meeting to order 6:30. K. Barnett was appointed to sit for G. Massad.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to approve the minutes of the November 23, 2020 meeting as written.

VOTE: 5-0

3. RECEIPT OF APPLICATIONS

#PL-20-28 – Request of the Town of Waterford Utility Commission for municipal improvement in accordance with Section 8-24 of the Connecticut General Statutes for extension of the public water main infrastructure Foster Road.

This application was received after the agenda was posted. M. Wujtewicz stated that the Commission can vote it onto the agenda under Item #4.

4. APPLICATION REVIEWS

#PL-20-16 – Request of Fabcon Precast, applicant, Mathon Fund I LLC, owner for Special Permit and Site Plan approval to construct a concrete product manufacturing facility on property located at 140 Waterford Parkway South, IP-1 Zone, in accordance with Sections 13, 22 and 23 of the Zoning Regulations as shown on plans entitled "Inland Wetlands, Special Permit & Site Plan Application for Concrete Manufacturing Plant" dated July 17, 2020.

A. Piersall informed the Commission that a letter withdrawing this application was received from the applicant's agent. The Commission accepted the withdrawal of application #PL-20-16.

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to add review of Application #PL-20-28 to the agenda.

VOTE: 5-0

#PL-20-28 – Request of the Town of Waterford Utility Commission for municipal improvement in accordance with Section 8-24 of the Connecticut General Statutes for extension of the public water main infrastructure Foster Road.

The Commission reviewed the Staff Report prepared by M. Wujtewicz. This application is presented to the Commission in accordance with Section 8-24 of the CT General Statutes. The project consists of extending the public water main infrastructure within a portion of Foster Road. The immediate purpose of the installation is to provide fire service to 70 Foster Road which is

RECEIVED
DEC 16 AM 9:14
PLANNING & ZONING COMMISSION

currently under construction and the need for sprinklers and fire service is required. The overall impact of extending the water service will be to provide a communal benefit as it would allow future domestic water services as well as fire services to be run off this main to all adjacent parcels, not just one. It also allows the additional benefit of a fire hydrant being located within the Town's right-of-way and thereby being beneficial to all the adjacent structures.

One of the roles of the Commission is to review requests that involve municipal improvements. In accordance with CGS Section 8-24: *"No municipal agency or legislative body shall (1) locate, accept, abandon, widen, narrow or extend any street, bridge, parkway or other public way, (2) locate, relocate, substantially improve, acquire land for, abandon, sell or lease any airport, park, playground, school or other municipally owned property or public building, (3) locate or extend any public housing, development, redevelopment or urban renewal project, or (4) locate or extend public utilities and terminals for water, sewerage, light, power, transit and other purposes, until the proposal to take such action has been referred to the commission for a report..."*

In this application, the extension of the public water main qualifies as a CGS 8-24 improvement subject to review by the Commission.

The Commission must also find that the improvement is consistent with the Town's 2012 Plan of Preservation, Conservation and Development, hereinafter the Plan. The extension of the public water main within Foster Road meets one of the criteria of the Plan by investing in infrastructure in order to promote and to support business and economic development.

Further support of the application proposal identified in the Plan is found as highlight of the future Land Use Plan in that "Waterford will continue to support its desired growth patterns through the provision of appropriate utility infrastructure."

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to find that:

1. The proposed extension of the public water main within Foster Road is a Municipal Improvement that qualifies for a CGS 8-24 review by the Planning & Zoning Commission.
2. The extension of the Public Water Main is supported by the 2012 Plan of Preservation, Conservation and Development in that it is consistent with the Plan by investing in infrastructure in order to promote and to support business and economic development.
3. The extension of the Public Water Main is further supported by the 2012 Plan of Preservation, Conservation and Development by continuing to support Waterford's desired growth patterns through the provision of appropriate utility infrastructure.

And to approve Planning and Zoning CGS8-24 Application #PL-20-28 for the extension of the public water main within Foster Road by finding the proposal consistent with the Town of Waterford 2012 Plan of Preservation, Conservation and Development.

VOTE: 5-0

5. CORRESPONDENCE

No correspondence was reviewed.

6. ADMINISTRATIVE REVIEW

FY 2022 Budget

The Commission reviewed the proposed budget.

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to approve the FY 2022 Budget.

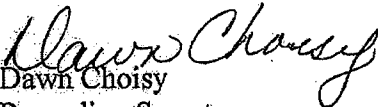
VOTE: 5-0

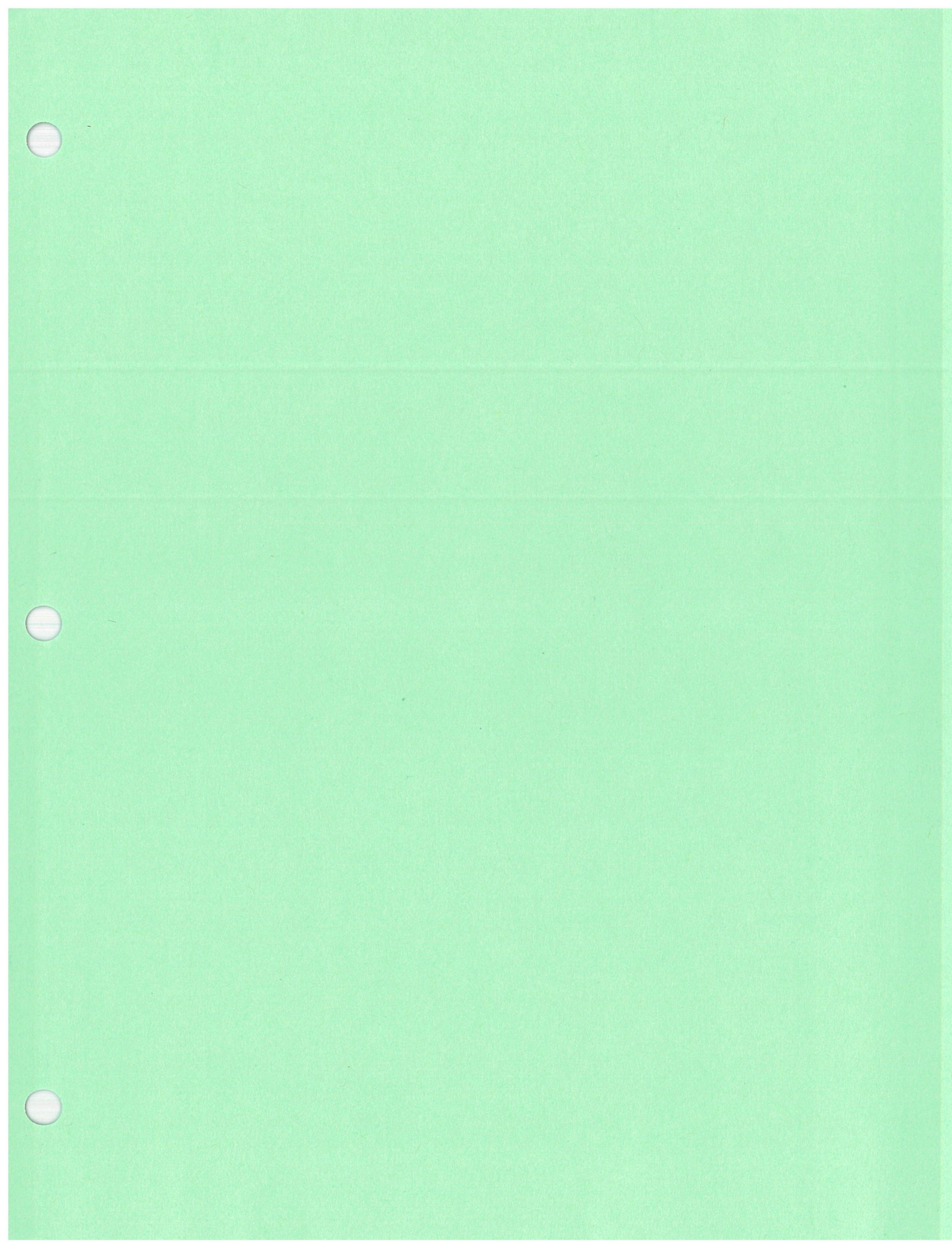
7. ADJOURNMENT

MOTION: Motion made by J. Bashaw, seconded by T. Bleasdale, to adjourn the meeting at 6:53.

VOTE: 5-0

Respectfully Submitted,


Dawn Choisy
Recording Secretary



TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROX.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (11/4/20)	2021/2022 SELECTMAN RECOMM.	RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved Increase	ROI Approved % Increase
SERVICES													
52010	ADVERTISING	2,406	3,700		1,832	3,700	3,700	3,700	3,700				
52020	POSTAGE	53	160		88	160	160	160	160			-3,700	-100.00%
52050	DUES, CONF. & EDUC.		400		0	400	400	400	400			-160	-100.00%
	SUBTOTAL	2,459	4,260	0	1,920	4,260	4,260	4,260	4,260	0	0	-4,260	-100.00%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES		50		15	50	50	50	50			-50	-100.00%
	SUBTOTAL	0	50	0	15	50	50	50	50	0	0	-50	-100.00%
	DEPARTMENT TOTAL	2,459	4,310	0	1,935	4,310	4,310	4,310	4,310	0	0	-4,310	-100.00%



ZONING BOARD OF APPEALS FISCAL YEAR 2022 BUDGET

Town of Waterford

waterfordct.org/zoning-board-of-appeals

CONTENTS

- BUDGET FUNCTION 2
- BUDGET SUMMARY AND EXPLANATIONS BY CATEGORY.....3
- HISTORY OF EXPENDITURES... 5

BOARD MEMBERS

*Joshua Friedman,
Chair*

*Cathy Newlin,
Vice Chair*

Ann Darling, Secretary

Michele Kripps

Warren Mackenzie

BOARD ALTERNATES

Jason Maryeski

Danielle McCarty

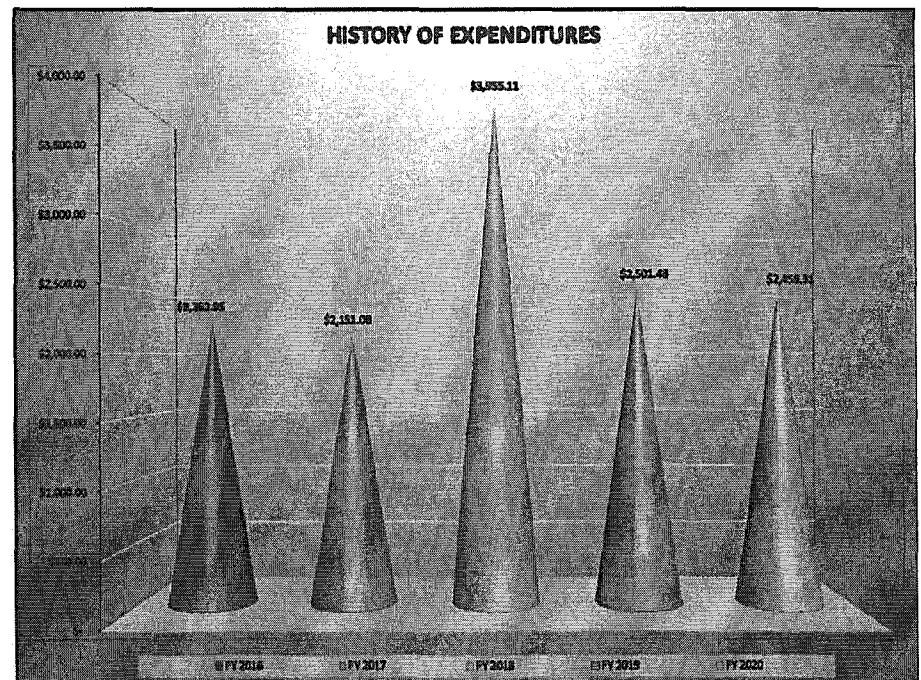
Darcy Van Ness

BUDGET FUNCTION

The Zoning Board of Appeals has three primary functions, as defined in state statute:

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

This budget provides the necessary funding to support the ZBA's work. Application fees are required and offset costs to manage the ZBA. For example, in FY20 the ZBA received \$1,740 in application fees and spent \$2,407. Advertising for public hearings accounts for the majority of ZBA expenditures.



BUDGET SUMMARY

The total requested ZBA Budget in FY22 is \$4,310. This is equal to the approved FY21 ZBA Budget.

Line Number	Description	Amount Requested
10115-52010	Advertising	\$ 3,700
10115-52020	Postage	\$ 160
10115-52050	Dues, Conferences and Education	\$ 400
10115-53010	Office Supplies	\$ 50
TOTAL		\$ 4,310

BUDGET EXPLANATIONS BY CATEGORY

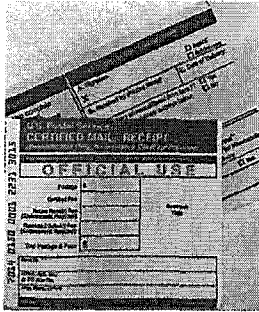
Advertising Line 10115-52010 \$3,700 Requested



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

Waterford updated its application fee structure in 2014. This change has resulted in application fees generally offsetting advertising costs. Advertising costs for complex applications sometimes do exceed the fees collected. If the ZBA initiates a change to the fee schedule, Planning Department staff would perform analysis and draft language to modify Title 16 in the Waterford Code of Ordinances.

Postage Line 10115-52020 \$160 Requested



All ZBA public hearing notices and actions are sent via certified mail to the applicants. Property owners and agents also receive these mailings. Each certified letter costs approximately \$6.75. The department has seen an increase in ZBA applications over the last several years. \$160 is requested, which matches the FY21 funding request.

Dues, Conferences and Education Line 10115-52050 \$400 Requested

Current and New ZBA members benefit from several educational opportunities throughout the fiscal year. The State of Connecticut offers a training seminar specifically targeted to ZBA members that is held annually in the spring. The CT Association of Zoning Enforcement Officers (CAZEO) hosts monthly meetings that address relevant topics and current issues in zoning practice. The annual CT Bar Association conference also typically includes sessions geared toward zoning practice and current legal matters. Access to these training opportunities helps ZBA members at all stages of their service to the Town to maintain an understanding of relevant zoning issues. \$400 is requested in FY22.

Office Supplies Line 10115-53010 \$50 Requested

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

HISTORY OF EXPENDITURES

10115		ACTUAL BUDGET EXPENDITURES				APPROVED FUNDS	PROPOSED
		2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
52010	ADVERTISING	\$ 1,812	\$ 3,637	\$ 2,404	\$ 2,406	\$ 3,700	\$ 3,700
52020	POSTAGE	\$ 79	\$ 214	\$ 97	\$ 53	\$ 160	\$ 160
52050	DUES, CONFERENCES & EDUCAT	\$ 260	\$ 90	\$ -	\$ -	\$ 400	\$ 400
53010	OFFICE SUPPLIES	\$ -	\$ 14	\$ -	\$ -	\$ 50	\$ 50
TOTALS		\$ 2,151	\$ 3,955	\$ 2,501	\$ 2,459	\$ 4,310	\$ 4,310

**MINUTES
SPECIAL MEETING**

Zoning Board of Appeals
Remote Access

November 4, 2020
6:30 PM

Members Present: Joshua. Friedman, Chair Catherine Newlin; Vice Chair; Anne Darling, Secretary;
Michele Kripps
Members Absent: Warren Mackenzie
Alternates Present: Jason Maryeski, Darcy Van Ness
Alternates Absent: Danielle McCarty
Staff Present: Jill Pisechko, Zoning Official; Robert Avena, Town Attorney; Anna Scanlon,
Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chair Friedman called the meeting to order at 6:30 PM and appointed Darcy Van Ness to sit for Warren Mackenzie and Jason Maryeski to sit for Anne Darling as she had to recuse herself for business reasons.

2. APPROVAL OF MINUTES

A consensus of the board approved the minutes of the Special Meeting, October 1, 2020.

3. PUBLIC HEARING

Application #ZBA-20-7 - Appeal of James & June Wino, owners and applicant and Brian Florek, LS, agent at 4 Ellen Ward Road, C-MF zone. Variances are requested from zoning regulations section 8.4- Side yard setback variance of 7.5 feet to allow a side yard setback of 22.5 feet, and 16.1 - Minimum Lot Size variance of 3,415 square feet to allow a minimum lot size of 26,585 square feet. Variances are required to fix an overlapping boundary issue discovered on deeds brought forth which did not properly compensate for the residential structures as shown on plan entitled "Lot Line Revisions Survey, Property Belonging to James & June Wino, 4 Ellen Ward Road" dated 10/14/2020.

The following exhibits were read into the record:

EXHIBIT 1. Application and Support Material for 4 Ellen Ward Road dated September 14, 2020

EXHIBIT 2. Site Plan Dated October 14, 2020

EXHIBIT 3. Site Plan, Certificates of Mailing, dated October 16, 2020

EXHIBIT 4. ZEO Memo dated, October 26, 2020

Brian Florek, LS, agent addressed the board. Mr. Florek stated that once he did the requested survey of the property he discovered an issue with the deed of 4 Ellen Ward Road, the deed that was in three pieces. The structure on 6 Ellen Ward Road is over the property line and has been that way approximately since the 1940's or and kept on repeating the same deed going forward. Mr. Florek would like to propose to create a new quit claim deed to correct this issue.

Robert Avena, requested more history on the ownership and transfers that have occurred and how the structures got there. Mr. Florek did not have documentation with him to answer. Robert Avena, stated, 6 is becoming less non-conforming, and over time the three lots are separate lots of record. Even though they are owned by the same owners they have a right to look at them separately. They are proposing to get rid of a non-conformity which is the structure on different lot and is certainly a legal reason to correct the record. In doing so, there are two variances that are necessary to create that egregious error of having a Waterford building on top of a separate lot in the town. There was no public comment.

MOTION: Motion made by Michele Kripps seconded by Darcy Van Ness to close the public hearing on Application #ZBA-20-7.

VOTE: 5-0

There being no further comments or questions, the public hearing was closed at 6:57 PM.

RECEIVED
2020 NOV 10 PM 3:45

4. OLD BUSINESS

Application #ZBA-20-5 - Appeal of Nevil C. & Gloria J. Petrini, owners and applicant and James Bernardo, L.S, agent at 23 Division Street, R-20 zone. Variance is requested from zoning regulations section 4.4.1—Front yard setback variance of 20 feet to allow a front yard setback of 30 feet. Variance is required to construct an addition to an existing single family dwelling as proposed on plan entitled "Zoning Location Survey, Property of Nevil C. Petrini & Gloria J. Petrini for property located at 23 Division Street" dated August 28, 2020.

MOTION: Motion made by Catherine Newlin; seconded by Michele Kripps to approve Application #ZBA-20-5.

VOTE: 5-0

MOTION: PASSED

5. NEW BUSINESS

5.1. Budget Fiscal Year 2022 Review

MOTION: Motion made by Darcy Van Ness seconded by Catherine Newlin to approve the 2022 Fiscal Year Budget for the Zoning Board of Appeals.

VOTE: 5-0

MOTION: PASSED

5.2. Annual Report Fiscal Year 2020 Review

Brief discussion on reevaluating the Zoning Board of Appeals processing fees.

6. CORRESPONDENCE

7.

There was no correspondence.

8. ADJOURNMENT

MOTION: Motion made by Cathy Newlin and seconded by Michele Kripps, to adjourn the meeting at 7:20 PM.

VOTE: 5-0

Respectfully Submitted,

Anna Scanlon
Recording Secretary



TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10118 BUILDING DEPARTMENT

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RUM APPROP.	2020/2021 ADDITIONAL/ TRANSEERS	ACTUAL EXPEND. & ENCUMBR. OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 FIRST SELECTMAN RECOMM.	2021/2022 RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS												
51110	ADMINISTRATION	96,229	95,976		47,969	95,976	95,976	95,976			(95,976)	-100.00%
51120	INSPECTION	126,023	159,207	(16,164)	43,807	159,207	159,207	159,207			(159,207)	-100.00%
51810	OVERTIME	205	1,243		136	1,243	1,243	1,243			(1,243)	-100.00%
51910	FRINGE BENEFITS	0	225	1,164	1,389	3,925	3,925	3,925			(225)	-100.00%
51920	FICA	16,469	19,634		6,672	20,029	20,029	20,029			(19,634)	-100.00%
	SUBTOTAL	238,926	276,285	(15,000)	99,973	280,380	280,380	280,380	0	0	(276,285)	-100.00%
SERVICES												
52010	ADVERTISING	728	1,200		273	1,050	1,050	1,050			(1,200)	-100.00%
52020	POSTAGE	873	900		402	900	900	900			(900)	-100.00%
52030	PROFESSIONAL FEES	0	750	15,000	3,206	750	750	750			(750)	-100.00%
52040	SERVICE CONT. & REPAIRS	2,144	2,658		967	2,658	2,658	2,658			(2,658)	-100.00%
52050	DUES, CONF., & EDUCATION	480	5,480		977	5,480	5,480	5,480			(5,480)	-100.00%
	SUBTOTAL	4,225	10,988	15,000	5,825	10,838	10,838	10,838	0	0	(10,988)	-100.00%
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	722	850		0	850	850	850			(850)	-100.00%
53090	FUELS & LUBRICANTS	540	900		178	540	540	540			(900)	-100.00%
	SUBTOTAL	1,292	1,750	0	178	1,390	1,390	1,390	0	0	(1,750)	-100.00%
EQUIPMENT												
54060	OFFICE EQUIPMENT	0	400		0	400	400	400			(400)	-100.00%
	SUBTOTAL	0	400	0	0	400	400	400	0	0	(400)	-100.00%
	DEPARTMENT TOTAL	244,453	289,423	0	105,976	293,008	293,008	293,008	0	0	(289,423)	-100.00%



BUILDING DEPARTMENT FISCAL YEAR 2022 BUDGET

Town of Waterford

waterfordct.org/building

CONTENTS

- BUDGET FUNCTION 2
- FY 22 BUDGET SUMMARY 3
- BUDGET EXPLANATIONS BY CATEGORY 4
- HISTORY OF EXPENDITURES.. 6
- SALARY WORKSHEETS 7
- FRINGE BENEFITS WORKSHEETS 8

STAFF

Director
Abby Piersall

Building Official
Jay Murphy

Assistant Building
Officials
Steve Cardelle
David Garside

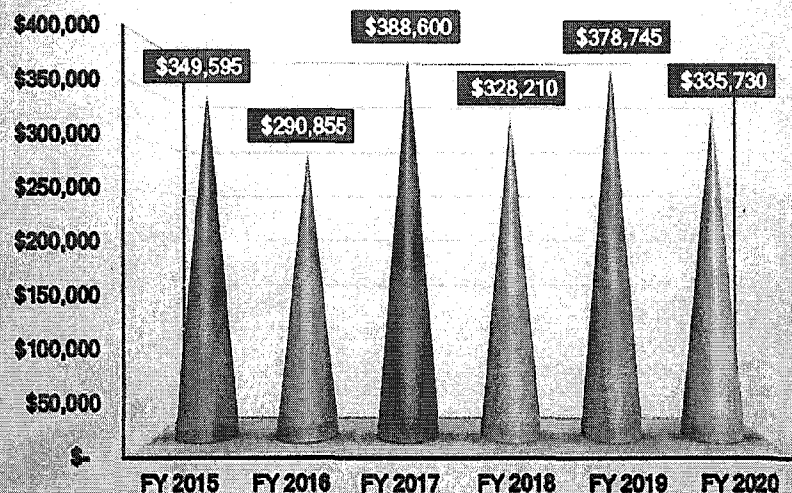
BUDGET FUNCTION

The Building Department is responsible for administering and enforcing codes and ordinances to protect public safety and building accessibility. The Department includes the Building Official, two Assistant Building Officials and clerical staff who are housed within the Planning Office. Primary functions include processing building permits, plan review, conducting field inspections, evaluating buildings for occupancy and issuing abatement orders as needed. The Building Department works closely with other permitting services, including Planning, Zoning, and the Fire Marshal to help coordinate development projects throughout town. The Officials routinely provide inspection and support services for town building projects and capital planning efforts.

The Building Department operates under the following codes and ordinances:

- Connecticut State Building Code
- Plumbing, Electrical and Mechanical Code
- Fire Safety Code
- Rental Housing Code
- Property Maintenance Code
- Connecticut Demolition Code
- Delay of Demolition Ordinance

BUILDING DEPARTMENT REVENUE HISTORY



FY2022 BUDGET SUMMARY

Line Number	Description	Requested
Personnel Costs		
10118-51140	Administration	\$ 95,976
10118-51120	Inspection	\$ 159,207
10118-51810	Overtime	\$ 1,243
10118-51910	Fringe Benefits	\$ 3,925
10118-51920	F.I.C.A.	\$ 20,029
Personnel Subtotal		\$ 280,380
Services		
10118-52010	Advertising	\$ 1,050
10118-52020	Postage	\$ 900
10118-52030	Professional Fees	\$ 750
10118-52040	Service Contracts and Repairs	\$ 2,658
10118-52050	Dues, Conferences and Education	\$ 5,480
Services Subtotal		\$ 10,838
Materials and Supplies		
10118-53010	Office Supplies	\$ 850
10118-53090	Fuels and Lubricants	\$ 540
Materials and Supplies Subtotal		\$ 1,390
Office Equipment		
10118-54060	Office Furniture and Equipment	400
Office Equipment Subtotal		\$ 400
DEPARTMENT TOTAL		\$ 293,008

BUDGET EXPLANATIONS BY CATEGORY

Advertising Line 10118-52010 \$1,050 Requested

Buildings over 50 years old are subject to specific delay of demolition requirements. One of these requirements is legal to provide notice of the proposed demolition. The Department received an average of 7 permits per year for the previous 4 years. This budget request anticipates 7 demolition notices at average cost of \$150 per advertisement.



Postage Line 10118-52020 \$900 Requested

Postage is used to mail permits, correspondence and certified abatement orders. The Department mails notices to owners of single-family dwellings that they may pick up their house plans rather than placing an ad in the New London Day. The Department has seen an increase in the number of people requesting information be mailed to them.

Professional Fees Line 10118-52030 \$750 Requested

This line is also used to pay for engineering and technical consulting services to evaluate structures subject to enforcement under the Property Maintenance Code. Costs may be recovered through a lien on the subject property, however the Town is generally obligated to pay these costs upfront and seek reimbursement after enforcement. The number of enforcement actions in a given year is unpredictable. The majority of property maintenance issues have been resolved without necessitating a third party professional. Having funds to enable third party assistance should the Building Official deem it necessary helps enforcement proceed in a timely manner.

Service Contracts and Repairs Line 10118-52040 \$2,658 Requested

Cellular Phone and iPad Plans - \$1,788

Cellular phones were purchased for the Building Officials and two Assistant Building Officials in FY17. Each phone requires a wireless plan to cover phone, text and data fees. The total cost of cellular plans is \$1,440. iPads were also purchased to enable Officials to perform field inspections and record information using the Municipality permitting software. iPad data plans are expected to cost \$388 in FY22.

Service Contracts and Repairs Line Continued

AutoCAD LT and AdobePro (\$870)

The COVID-19 Pandemic resulted in more frequent submittals of digital permit applications and associated plans. The Building Officials require the appropriate software to efficiently review and comment on these applications. Having access to both programs also enables the Building Department to generate handouts and illustrations of how to approach smaller projects, such as building decks and small structures. These handouts are part of an effort within the Department to help customers better understand permit requirements. The programs also provide the Assistant Building Official with the tools to generate basic designs for Town building projects to assist the Facilities Maintenance Coordinator in designing and completing small projects. AutoCAD is an industry standard platform to create and review architectural designs. AdobePro offers the functionality to comment and collaborate with coworkers and applicants.

Dues, Conferences and Education Line 10118-52050
\$5,480 Requested

The State of Connecticut requires building officials to attend training seminars and conferences in order to maintain licenses and certification. The New England Building Officials seminar and The Eastern States Building Officials Conference are important annual events that provide a significant portion of the ongoing training mandated by Statute. Statutes also obligate the town to be a member of the model code agency.

Building Officials maintain multiple certifications and organizational memberships. These include memberships to the Connecticut Building Official Association, The International Association of Electrical Inspectors, the International Code Council, and the Connecticut Association of housing Code Enforcement Officials. Waterford's Building Officials also attend maintain certifications and keep current on code issues by attending conferences including the Eastern States Building Official Conference, the UMass Conference Officials, and the CT Electrical License Class. In FY22 Dues are anticipated to cost \$690. Conferences, classes, and seminars are anticipated to cost \$2,390.

The Building Department maintains copies of code books and associated digital materials. New sets of materials are purchased as new codes are adopted. In FY 22 the Department anticipates spending \$2,400 on these materials.

Office Supplies Line 10118-53010
\$850 Requested

Funds in this line are needed to purchase supplies not provided by the Finance Department. Examples include specialized delay of demolition signs, enforcement placards and color cartridges for the printer.

Fuels and Lubricants Line 10118-53090 \$540 Requested

The Building Department is responsible for three automobiles assigned to the Building Official and 2 Assistant Building Officials. The Department estimates using approximately 400 Gallons at \$1.35 per gallon. \$540 is requested.

Office Equipment Line 10118-54060 \$400 Requested

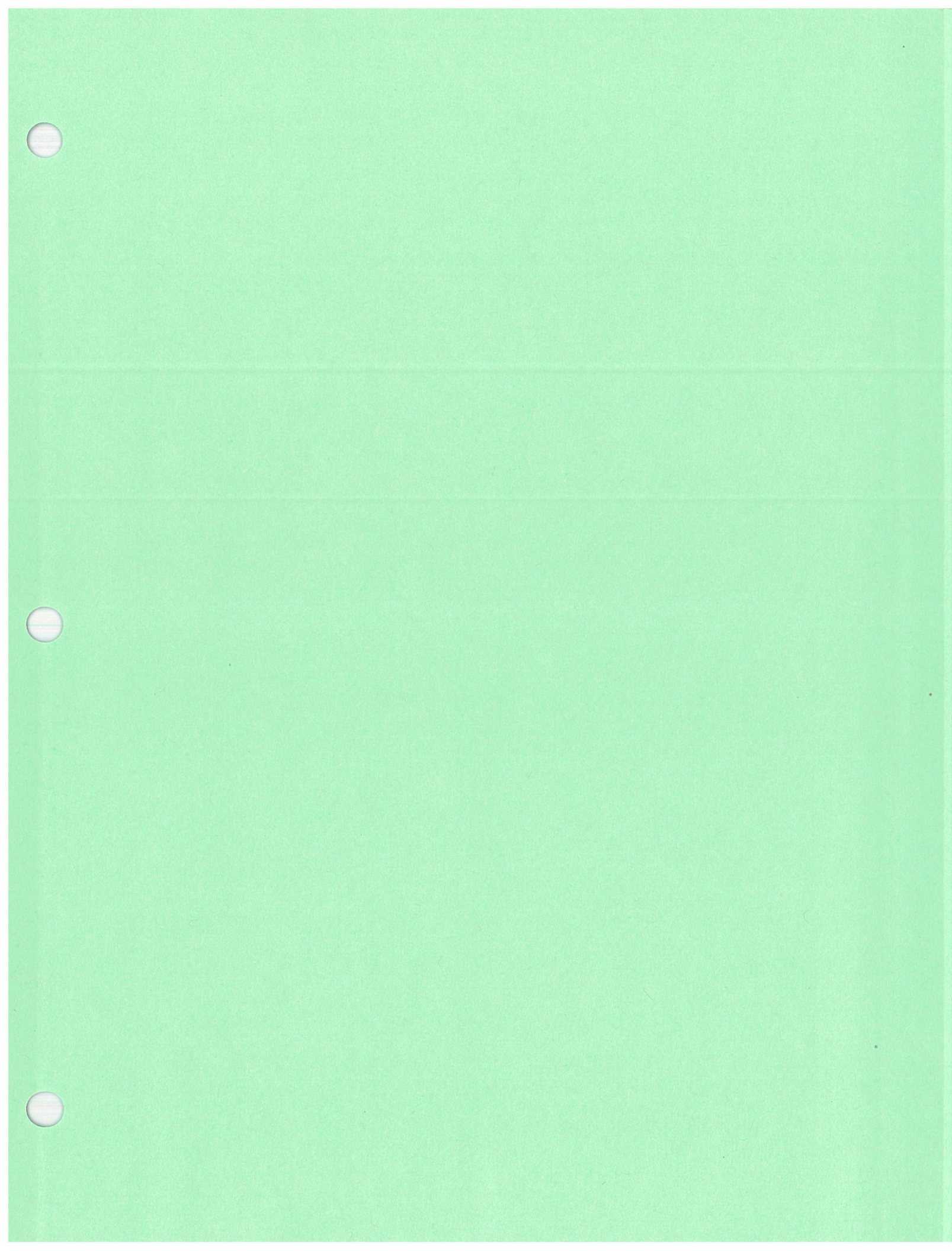
This line is used for equipment that is not routinely supplied by the Finance Department. Items to be purchased include a printer to assist the building officials in their field work. One new large computer monitor and mounting arm is requested, and is anticipated to cost \$300. Funds are also requested to purchase any necessary supplies such as face masks related to COVID-19 that will be paid for by each department in FY22.

HISTORY OF EXPENDITURES AND PROPOSED BUDGET

10118		ACTUAL BUDGET EXPENDITURES				YTD (12/4/20)	PROPOSED
		2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
51110	ADMINISTRATION	96,741	171,631	93,173	96,230	40,696	95,976
51120	INSPECTION	162,174	140,746	155,412	126,023	35,721	159,207
51810	OVERTIME	885	409	133	205	0	1,243
51910	FRINGE BENEFITS	5,529	182	174	0	1,389	3,925
51920	F.I.C.A.	19,262	232,95	18,332	16,465	5,538	20,029
52010	ADVERTISING	259	738	591	738	273	1,050
52020	POSTAGE	792	836	935	873	402	900
52030	PROFESSIONAL FEES	0	0	0	0	2,556	750
52040	SERVICE CONTRACTS & REPAIRS	4,507	2,062	2,584	2,145	914	2,658
52050	DUES, CONFERENCES & EDUCATION	4,313	3,249	5,063	480	827	5,480
53010	OFFICE SUPPLIES	137	656	743	733	0	850
53090	FUELS & LUBRICANTS	717	929	920	561	178	540
54060	OFFICE FURNITURE & EQUIPMENT	2,637	300	0	0	0	400
TOTAL		297,953	345,043	278,059	244,543	88,494	293,008

TOWN OF WATERFORD PERSONNEL WORKSHEET - BUILDING DEPARTMENT 2021/2022 FISCAL YEAR								
10118 BUILDING DEPARTMENT		LINE 51920						
DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2020/2021	SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (FICA)
								0
								0
51110 - ADMINISTRATION								
12/19/05	BUILDING OFFICIAL	40	\$ 45.9600	95,976.00	95,976.00	1,439.64	97,416	7,452
	TOTALS	40		95,976.00	95,976.00	1,439.64	97,416.00	7,452.00
51120 - INSPECTION								
04/20/09	ASSISTANCT BUILDING OFFICIAL	40	\$ 41.1900	85,995.00	85,995.00	859.95	86,854.95	6,644.40
06/11/18	ASSISTANCT BUILDING OFFICIAL	40	\$ 34.6500	72,352.00	72,352.00		72,352.00	5,534.93
	TOTALS	80		158,347.00	158,347.00	859.95	159,206.95	12,179.33
51810 - OVERTIME								
	BUILDING OFFICIAL	8	\$ 68.94	552	551.52		552	42
	ASSISTANT BUILDING OFFICIAL	8	\$ 61.79	494	494.32		494	38
	ASSISTANT BUILDING OFFICIAL	4	\$ 51.98	208	207.92		208	16
	TOTALS			1,254.00	1,253.76	0.00	1,254.00	96.00
TOTALS - DEPARTMENT				255,577.00	255,576.76	2,299.59	257,876.95	19,727.33
WORKDAYS 2020/2021 WEEKS TO BUDGET 261 52.2								

TOWN OF WATERFORD				
FRINGE BENEFIT WORKSHEET				
2021-2022 FISCAL YEAR				
BUILDING DEPARTMENT	10118		LINE 51910	LINE 51920
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (FICA)
BUILDING OFFICIAL	75.00	3,700.00	3,775.00	288.79
			0.00	0.00
ASSISTANT BUILDING OFFICIAL	75.00		75.00	5.74
			0.00	0.00
ASSISTANT BUILDING OFFICIAL	75.00		75.00	5.74
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
✓			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
TOTAL - FRINGE BENEFITS	225.00	3,700.00	3,925.00	300.27



TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

10141 FLOOD & EROSION CONTROL BD.

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND. & ENCUMBR. OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM. (11/4/20)	2021/2022 FIRST SELECTMAN RECOMM.	2021/2022 RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS													
51210	CLERICAL/TECHNICAL	311	760		135	760	760	760					
51920	F.I.C.A.	24	58		10	58	58	58					
	SUBTOTAL	335	818	0	145	818	818	818			0	-818	-100.00%
SERVICES													
52010	ADVERTISING	0	300			300	300	300					
52020	POSTAGE	0	25			25	25	25					
52030	PROFESSIONAL FEES	0	950			950	950	950					
52070	REIMBURSABLE EXPENSE	0	20			20	20	20					
	SUBTOTAL	0	1,295	0	0	1,295	1,295	1,295			0	-1,295	-100.00%
MATERIALS & SUPPLIES													
53020	OTHER SUPPLIES	0	25			25	25	25					
	SUBTOTAL	0	25	0	0	25	25	25			0	-25	-100.00%
	DEPARTMENT TOTAL	335	2,138	0	145	2,138	2,138	2,138	2,138	0	0	-2,138	-100.00%

C

C

C



FLOOD & EROSION CONTROL BOARD FISCAL YEAR 2022 BUDGET

Town of Waterford

<https://www.waterfordct.org/flood-erosion-control-board>

CONTENTS

BUDGET FUNCTION	2
FISCAL YEAR 2022	
BUDGET SUMMARY ..	3
BUDGET EXPLANATIONS	
BY CATEGORY	3
HISTORY OF EXPENDITURES AND PROPOSED BUDGET	4

BOARD MEMBERS

Geneva Renegar, Chair
Christopher Callahan
George Harran
Alexander Kuvalanka
Baird Welch-Collins,
Treasurer

STAFF

Frances Gherzi,
Recording Secretary

BUDGET FUNCTION

The Flood and Erosion Control Board will continue to prioritize objectives and further projects regarding erosion and sedimentation of waterways and surrounding resources. The Flood and Erosion Control Board members will continue to pursue training opportunities to enhance their knowledge base and technical skills.

The proposed budget provides for professional training and attendance at workshops to continue professional development of Board members.

The Flood and Erosion Control Board plans to coordinate its efforts in working with other Town departments and agencies to minimize erosion and damage to fragile dune and tidal marsh areas from pedestrians, watercraft and pets in accordance with the Plan of Conservation & Development and adopt recommendations of the Climate Change Risk Vulnerability, Assessment and Adaptation Study completed for the Town of Waterford.

The Board continues to make recommendations of the Planning and Zoning and the Conservation Commission, if requested, concerning flood and erosion requirements of proposed construction projects throughout the town during the course of the year.

The Board continues to make recommendations, when requested, concerning flood and erosion control requirements for proposed construction projects throughout the town.

FISCAL YEAR 2022 BUDGET SUMMARY

The total requested budget in FY22 is \$2,138. This is the same amount as the approved FY21 budget.

Line Number	Description	Amount Requested
10141-51210	Part-Time Clerical	\$ 760
10141-51920	FICA	\$ 58
10141-52010	Advertising	\$ 300
10141-52020	Postage	\$ 25
10141-52030	Professional Fees	950
10141-52070	Reimbursable	\$ 20
10141-53020	Other Supplies	\$ 25
TOTAL		\$ 2,138

BUDGET EXPLANATIONS BY CATAGORY

Part Time Clerical 10141-51210 \$760 Requested

Based on the projected workload for the next fiscal year and expenditure history, the Board anticipates the amount of secretarial time per meeting required for supplementary reports, correspondence, filing, recording, transcribing and mailing to remain the same. Based on one (1) meeting per month and approximately two and one-half (2.5) hours of secretarial time required per meeting, the Flood and Erosion Control Board requests an annual amount of \$760.00.

FICA 10141-51920 \$58 Requested

Based on the above, anticipated FICA is expected to be \$58.

Advertising Line 10141-52010 \$300 Requested



The Flood and Erosion Control Board requests a minimal sum of \$300 to be appropriated for this line item to cover the cost of advertising regarding proposed survey bids, cove monitoring, meeting notices, any other notices deemed necessary to residents, and any unforeseen advertising required.

Postage Line 10141-52020 \$25 Requested

The request for postage is to remain at \$25.

Professional Fees Line 10141-52030 \$950 Requested

The Flood and Erosion Control Board requests a minimal sum of \$950 to cover the cost of any and all Professional Service fees as deemed necessary in regard to the Board's objectives in this fiscal year as well as obtaining training for members by professionals in their related field of expertise.

Reimbursable Line 10141-52070 \$20 Requested

The Flood and Erosion Control Board requests the sum of \$20 for this line item to cover expenses incurred by board members for travel to meetings and cove monitoring engagements.

Other Supplies Line 10141-53020 \$25 Requested

The Flood and Erosion Control Board requests \$25 be appropriated into this line item for the purchase of items such as replacement keys and other materials deemed necessary by the Board.

HISTORY OF EXPENDITURES AND PROPOSED BUDGET

10141	ACTUAL BUDGET EXPENDITURES				APPROVED FUNDS	PROPOSED
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
51210 CLERICAL AND TECHNICAL	\$ 481	\$ 429	\$ 311	\$ 311	\$ 760	\$ 760
51920 F.I.C.A.	\$ 37	\$ 33	\$ 24	\$ 24	\$ 58	\$ 58
52010 ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300
52020 POSTAGE	\$ 2	\$ -	\$ -	\$ -	\$ 25	\$ 25
52030 PROFESSIONAL FEES	\$ 4,800	\$ -	\$ -	\$ -	\$ 950	\$ 950
52070 REIMBURSABLE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ 20
53020 OTHER SUPPLIES	\$ 7	\$ 6	\$ -	\$ -	\$ 25	\$ 25
TOTALS	\$ 5,327	\$ 467	\$ 335	\$ 335	\$ 2,138	\$ 2,138

FLOOD & EROSION CONTROL BOARD
REGULAR MEETING MINUTES
NOVEMBER 4, 2020
VIA ZOOM

Present: Geneva Renegar, Chairlady
Chris Callahan
George Harran
Baird Welsh-Collins
Alexander Kovalanka

Also Present: Abby Piersall, Planning Director

1. **CALL TO ORDER.** Ms. Piersall called the Regular Meeting of November 4, 2020 Meeting via Zoom to order at 7 p.m. She added that this meeting will be recorded in its entirety and on the Town of Waterford website. Ms. Piersall turned the meeting over to Ms. Renegar.

Each of the Board members introduced themselves.

2. **APPROVAL OF THE MARCH 4, 2020 FLOOD & EROSION CONTROL BOARD MEETING MINUTES.**

MOTION (1): Mr. Welsh-Collins moved to approve the March 4, 2020 Regular Meeting Minutes, as presented. Seconded by Mr. Kovalanka. Messrs. Harran and Welsh-Collins abstained from voting. (3-0-2) Motion carried.

3. **TREASURER'S REPORT.** Mr. Welsh-Collins reported there has been no change to the budget.

4. **NEW BUSINESS.**

1. **Schedule of 2021 Meetings of the Flood and Erosion Control Board.** Board members reviewed the 2021 proposed meeting schedule.

MOTION (2): Mr. Harran moved to approve the 2021 Flood & Erosion Control Board meeting schedule. (5-0) Unanimous.

2. **Review of Annual Budget.** Board members reviewed the 2022 Annual Budget

MOTION (3): Mr. Callahan moved to approve the Fiscal Year 2022 Flood & Erosion Control Board Annual Budget. Seconded by Mr. Welsh-Collins. (5-0) Unanimous.

3. **Review of Annual Report.** Board members reviewed the Flood & Erosion Control Board Annual Report.

MOTION (4): Mr. Welsh-Collins moved to approve the Flood & Erosion 2019-2020 Annual Report. Seconded by Mr. Harran. (5-0) Unanimous.

5. OLD BUSINESS Ms. Renegar had no old business to report on.
6. CORRESPONDENCE. Ms. Renegar had not received any new correspondence.
7. PAYMENT OF BILLS. No new bills were received.
8. ADJOURMENT.

MOTION (5): Mr. Welsh-Collins moved to adjourn the November 4, 2020
At 7:11 p.m. Seconded by Mr. Harran. (5-0) Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary