

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



BOARD OF FINANCE
AGENDA

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

Waterford Town Hall
Budget Hearing

Wednesday, March 10, 2021
Zoom Meeting @ 7:00 p.m.

Topic: Board of Finance Meeting followed by Budget Meeting
Time: Mar 10, 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: 832 3852 8404

Passcode: 572708

Find your local number: <https://us02web.zoom.us/j/kdyLC6p0JH>

1. Call to Order
2. Public Comment
3. 10101 – Board of Selectmen
4. 10102 – Registrar of Voters
5. 10104 - Assessor
6. 10105 – Board of Assessment Appeals
7. 10106 – Tax Collector
8. 10109 – Town Clerk
9. 10117 - Representative Town Meeting
10. Adjournment

Ronald Fedor, Chairman

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10101 BOARD OF SELECTMEN

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 FIRST SELECTMAN RECOMMENDS	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												
51010	FIRST SELECTMAN	106,451	107,596		52,985	110,837	110,837	110,837			-107,596	-100.00%
51020	OTHER SELECTMEN	3,657	3,669		1,834	3,780	3,780	3,780			-3,669	-100.00%
51110	ADMINISTRATION	70,024	69,497		27,976	71,061	71,061	71,061			-69,497	-100.00%
51210	CLERICAL/TECHNICAL	0	75		63	75	75	75			-75	-100.00%
51810	OVERTIME	0	0		0	0	0	0				
51920	F.I.C.A	13,233	13,690		6,255	14,210	14,210	14,210			-13,690	-100.00%
	SUBTOTAL	193,365	194,527	0	89,113	199,963	199,963	199,963	0	0	-194,527	-100.00%
SERVICES												
52010	ADVERTISING	0	100		0	100	100	100			-100	-100.00%
52020	POSTAGE	250	75		19	100	100	100			-75	-100.00%
52030	PROFESSIONAL FEES	3,929	3,680		0	3,000	3,000	3,000			-3,680	-100.00%
52040	SERVICE CONT. & REPAIRS	1,398	1,300		549	0	0	0			-1,300	-100.00%
52050	DUES, CONF. & EDUCATION	0	150		0	400	400	400			-150	-100.00%
52070	REIMBURSABLE EXPENSE	270	370		254	700	700	700			-370	-100.00%
	SUBTOTAL	5,847	5,675	0	822	4,300	4,300	4,300	0	0	-5,675	-100.00%
MATERIALS & SUPPLIES												
53020	OTHER SUPPLIES	1,248	150	200	164	150	150	150			-150	-100.00%
53090	FUELS & LUBRICANTS	949	968	-200	178	900	900	900			-968	-100.00%
53119	EMERGENCY EXPENDITURE	191,482	0	0	0	0	0	0				
	SUBTOTAL	193,679	1,118	0	342	1,050	1,050	1,050	0	0	-1,118	-100.00%
FURNITURE												
54010	OFFICE FURNITURE					0	0	0				
	SUBTOTAL	0	0	0	0	0	0	0	0	0		
DEPARTMENT TOTAL		392,891	201,320	0	90,227	205,313	205,313	205,313	0	0	-201,320	-100.00%



Board of Selectmen FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The First Selectman acting for the board of selectmen shall be the general town administration officer and shall be responsible for the operation and maintenance of the hall of records, town garage, other property at the town civic center and other property under the administration of the board of selectmen. He shall be responsible for assignment of office space and scheduling of meetings at the hall of records. Office hours at the hall of records shall be established by the First Selectman (Code of Ordinances, Waterford, Connecticut 2.08.010).

Our Mission:

The Town of Waterford will strive to promote and improve quality of life, enhancing a sense of community, and preserving the integrity of our small-town identity and culture. We are committed to fostering respect, integrity, and honesty. Town government will support initiatives that create a welcoming and affordable environment for residents, businesses and visitors alike. We strive to provide excellence through a responsible and accessible First Selectman and Board of Selectmen.

FY2022 BUDGET SUMMARY

Over the past year, during challenging times during Covid-19, my office introduced 10 Emergency Orders in town to ensure residents remained safe during the pandemic. My office worked diligently to keep Town Hall and other town offices and departments open to residents in a safe manner (open by appointment only, programs and activities cancelled and limiting number of residents in areas to respect to social distancing).

During the pandemic, the First Selectman's office remained open to the public and continues to maximize new meeting technology, such as ZOOM, to meet regularly with residents, town staff and community members and continue to hold routine and special public meetings and hearings, per ordinance.

Working closely with our IT Department, the town efficiently designed a consistent and effective means of municipal communication. In addition, technology continues to play a necessary role for my office, including, but not limited to, social media presence, professional writing, economic development networking and emergency services upgrades.

Covid-19 has delayed attendance at conferences, trainings and education, however, through the town's SustainableCT membership, my office interviewed and selected an Equity Coach to assist in the creation of a community DEI committee. There will be continued work and need for more DEI initiatives in town, partnerships with the private sector and increased training, education and need for professional services. These professional services will focus on social media communication, legal questions necessitating a neutral party opinion and professional writers to assist with messaging and assistance.

BUDGET EXPLANATIONS BY CATEGORY

BOARD OF SELECTMEN BUDGET JUSTIFICATION FY 2022

51010 FIRST SELECTMAN

110,837

Effective July 1, 2021, elected officials will receive a 1.2% rate increase based on the October 2020 CPI-U.

Expended FY20	Expended FY19	Expended FY18
109,523	105,694	103,115

51020 OTHER SELECTMEN

3,780

Effective July 1, 2021, elected officials will receive a 1.2% rate increase based on the October 2020 CPI-U.

Expended FY20	Expended FY19	Expended FY18
3,735	3,604	3,368

51110 ADMINISTRATION

71,061

Effective July 1, 2021, the RTM approved a 2.25% rate increase

Expended FY20	Expended FY19	Expended FY18
69,497	69,497	67,946

51210 CLERICAL/TECHNICAL

75

Expended FY20	Expended FY19	Expended FY18
75	150	0

51810 OVERTIME

0

Expended FY20	Expended FY19	Expended FY18
0	0	0

51920 FICA

14,210

Effective July 1, 2021, elected officials will receive a 1.2% rate increase based on the October 2020 CPI-U.

7.65% of Taxable Wages of \$185,753 = \$14,210

Expended FY20	Expended FY19	Expended FY18
13,690	13,691	12,513

GRAND TOTAL 51000 Series

199,963

52010 ADVERTISING

100

To cover the costs of legal notices as required by State Statues and other public notices which are published by the Board of Selectmen.

Expended FY20	Expended FY19	Expended FY18
100	200	0

52020 POSTAGE

100

Cards and letters mailed to residents and businesses

Expended FY20	Expended FY19	Expended FY18
75	125	32

52030 PROFESSIONAL FEES

3,000

Professional development and consultation for municipal leadership

Legal fees for independent counsel for third party review

Social media consultant expertise

Funds for professional writing for economic development & public service announcements

Expended FY20	Expended FY19	Expended FY18
3680	5000	52,942

52040 SERVICE CONT., & REPAIRS

0

Expended FY20	Expended FY19	Expended FY18
1300	1582	1261

52050 DUES, CONFERENCES AND EDUCATION

400

Educational materials; attendance at conferences, meetings and seminars, mainly state and regional

CCM Annual Conference (\$125)

Fred Pryor Leadership Seminars for First Selectman (\$275)

Expended FY20	Expended FY19	Expended FY18
150	150	205

52070 REIMBURSABLE EXPENSE

700

Refreshments at office and other departments in town; flowers for special occasions and acknowledgements, cards and PPE

Expended FY20	Expended FY19	Expended FY18
370	480	365

GRAND TOTAL 52000 Series 4,300

53020 OTHER SUPPLIES 150

Office supplies

Expended FY20	Expended FY19	Expended FY18
150	150	85

53090 FUELS & LUBRICANTS 900

Routine maintenance and service on 1-WFD

Expended FY20	Expended FY19	Expended FY18
968	1000	717

GRAND TOTAL 53000 Series \$1,050

DEPARTMENT TOTAL \$205,313



TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10102 REGISTRARS OF VOTERS

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROX.	2020/2021 ADDITIONAL TRANSFERS	ACTUAL EXPEND & ENCUMBRAS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 SELECTMAN RECOMMENDS	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
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	46,444	47,280		23,128	47,848	47,848				-47,280	-100.00%
51310	VOTER REGISTRATION	1,997	3,500		2,016	3,500	3,500				-3,500	-100.00%
51320	ELECTION ACTIVITIES	6,339	8,240		8,875	6,657	6,657				-8,240	-100.00%
51920	F.I.C.A	4,191	4,515		3,237	4,437	4,437				-4,515	-100.00%
	SUBTOTAL	58,971	63,535	0	37,256	62,442	62,442		0	0	-63,535	-100.00%
SERVICES												
52010	ADVERTISING	0	1		0	1	1				-1	-100.00%
52020	POSTAGE	1,562	1,400		1,122	1,300	1,300				-1,400	-100.00%
52040	SERVICE CONT. & REPAIRS	2,000	2,000		2,000	2,250	2,250				-2,000	-100.00%
52050	DUES, CONF. & EDUCATION	1,010	1,220		340	1,110	1,110				-1,220	-100.00%
52070	REIMBURSABLE EXPENSE	623	878		501	885	885				-878	-100.00%
52080	TELEPHONE	0	100		0	1	1				-100	-100.00%
	SUBTOTAL	5,195	5,599	0	3,963	5,547	5,547		0	0	-5,599	-100.00%
MATERIALS & SUPPLIES												
53020	OTHER SUPPLIES	5,036	5,144		2,232	6,518	6,518				-5,144	-100.00%
	SUBTOTAL	5,036	5,144	0	2,232	6,518	6,518		0	0	-5,144	-100.00%
EQUIPMENT												
54180	VOTING MACHINE	0	1		0	1	1				-1	-100.00%
	SUBTOTAL	0	1	0	0	1	1		0	0	-1	-100.00%
	DEPARTMENT TOTAL	69,802	74,279	0	43,451	74,508	74,508		0	0	-74,279	-100.00%



REGISTRAR OF VOTERS FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Registrars of Voters are responsible for the administration of the election process, the annual canvas and the maintenance of the town's voter database.

The annual canvas of electors is completed each year from January to May as required by law. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible.

The registrars attend Registrars of Voters Association of Connecticut spring and fall conferences where we receive training and obtain credits towards our required continuing education. Our deputies attend one day so they can learn procedures, as well. We also attend most monthly New London County ROVAC meetings held in Montville and all necessary town meetings.

Before every election, we hire and train thirty to fifty poll workers depending on the needs of that year's election. Our elections run in a two and four year cycle and our budgets are adjusted based on this cycle.

We register voters in person at our office, online through the CT Voter Registration System and online through the DMV.

The current number of registered voters as of 11/30/2020 is 14,418.

Our office hours are Monday through Friday 9:45 to 12:45. Office hours are increased during the busy election months as needed.

FY2022 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY 2022. We have worked diligently to make our budget as close to our expenditures as possible without having to ask for more funding throughout the year.

This year we are budgeting for a Municipal election.

BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action June 2019 an annual salary for each Registrar is as follows:

07/01/20 - 06/30/21 - \$23,640

Effective July 1, 2021 elected official salaries will be based on the October CPI-U of the previous year.
The October 2020 CPI-U is 1.2%

\$23,924 x 2 Registrars = \$ 47,848

51310 VOTER REGISTRATION

Staff for voter registration sessions, part-time clerical
help during the canvass and elections. \$ 3,500

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the Municipal
Election of November 2, 2021. It makes no provision for referenda, primaries, recounts or audits.
It also includes reimbursement for conference attendance for Registrars and stipend for Moderator
Training.

Conference attendance stipend @35.00/day	
x 4 days x 2 Registrars	\$ 280
Conference attendance stipend @35.00/day	
x 1 day x 2 deputy registrars	\$ 70
Stipend for Mandatory Moderator	
Moderator Certification stipend	
x 2 @25	\$ 50
Head Moderator (1)	\$ 325
District Moderators 3 @ \$275	\$ 825
District Asst. Registrars 8 @ \$250	\$2,000
Official Checkers 4 @ \$225	\$ 900
Ballot Clerks 4 @ \$225	\$ 900
Tabulator Tenders 4 @ \$208	\$ 832
Absentee Ballot Moderator (1)	\$ 100
Absentee Ballot Counters 6@ \$50	\$ 300
End of Night Reporting	\$ 75

TOTAL: \$ 6,657

51920 FICA

7.65% of \$ 58,004= \$ 4,437

GRAND TOTAL 51000 SERIES:

\$62,442

52010 ADVERTISING

Notices of legal registration sessions and deadlines mandated for publication
in a local newspaper

\$ 1

52020 POSTAGE

Required: All mailings be first class postage. Mailings comprise letters
of voter acceptance and any changes a voter has made. This also includes
DMV notifications and reports to the Secretary of State. During canvass,
there are letters of address verification and any address change service fees.
Memory cards for the optical scan machines must be insured and return
receipt requested for programming and audits.

\$ 1,300

52040 SERVICE CONTRACTS AND REPAIRS

\$2,250 Annual cost of maintenance contract for the AccuVote optical scan
Tabulators = 10 machines @ \$225. (LHS increase per machine \$200 to \$225
Effective 06/30/2021).

\$ 2,250

52050 DUES, CONFERENCES AND EDUCATION

\$140 ROVAC - Dues for 2 Registrars and 2 Deputy Registrars
\$680 Registrar of Voters Biannual State Conference \$85/day x 8 days
\$170 Registrar of Voters State Conference (one) \$85/day x 2 Deputy Registrars
\$120 Training of Election Day Moderators 2 @ \$60

\$ 1,110

52070 REIMBURSABLE EXPENSES

\$345 Mileage reimbursements for Registrars and staff for training,
conference and meeting attendance - 600 miles @ \$.575/mi.
\$540 Lunch and supplies for Election Day.

\$ 885

52080 TELEPHONE

We are using phones for our polling places from the Board of Ed. We were not
charged this year but that may change in the future.

\$ 1

GRAND TOTAL 52000 SERIES:

\$ 5,547

53020 OTHER SUPPLIES

\$1941 Programming of Memory Cards for Municipal Election 2021:

6 races @ \$21.00	\$ 126
103 Voting Positions @ \$10.50	\$1082
5 Districts @ \$21	\$ 105
9 Ballot Style @ \$21	\$ 189
20 Memory Cards @ \$21	\$ 420
Shipping and handling	\$ 19
TOTAL:	\$1941

\$625 IVS Ballot Style \$125 per page (towns are required to pay this cost for municipal elections)

4 Districts @\$125	\$ 500
1 EDR	\$ 125
	\$ 625

\$3600 Ballots for Municipal Election, \$.50 x 7,200(50% of registered voters as of 11/30/20) Increase due to 4 different ballot styles (4 districts) for municipal election.

Voter turnout: 2013 20%, 2015 38%, 2017 28%, 2019 41%

\$102 The cost to obtain data NCOA (national change of address) to conduct the annual canvass.

\$250 Various election supplies including, ink for tabulators, ballot marking pens. Infoshred (\$18x4).

GRAND TOTAL 53000 SERIES: \$6,518

54180 VOTING MACHINES

We are keeping this open due to the Secretary of State indicating we will possible be using E-Poll books (electronic voter check-in on election day).
A vendor has yet to be approved.

\$ 1

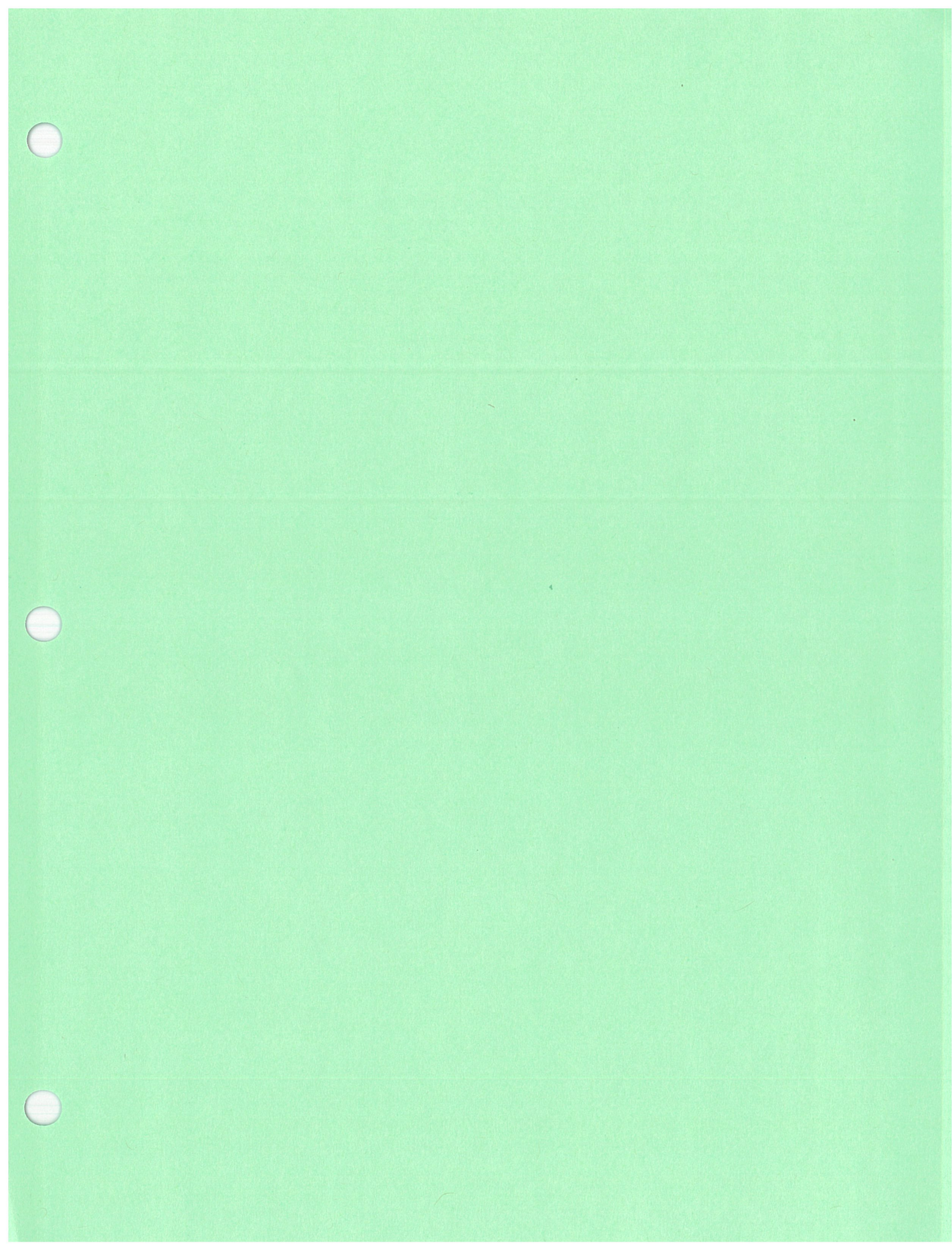
GRAND TOTAL 54000 SERIES: \$ 1

GRAND TOTAL BUDGET REQUEST: \$74,508

TOWN OF WATERFORD
PERSONNEL WORKSHEET - REGISTRAR OF VOTERS
2021/2022 FISCAL YEAR

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2020/2021	SALARY 2021/2022	STIPEND	TOTAL EMPLOYEE SALARY	EMPLOYEE TAXES (FICA)
	REGISTRAR 51010						0	0
							0	0
							0	0
1/1/2012	Patti Waters			23,640.00	23,924		23,924	1,830
5/1/2015	Julie Watson Jones			23,640.00	23,924		23,924	1,830
							0	0
							0	0
							0	0
	CLERICAL 51310						0	0
							0	0
	Deputy Registrars						3,500	268
							0	0
							0	0
							0	0
	ELECT ACT. 51320						0	0
							0	0
	Poll Workers, Training					6,657	6,657	509
							0	0
							0	0
	51810 - OVERTIME						0.00	0.00
	TOTALS - DEPARTMENT			47,280.00	47,848.00	6,657.00	58,005.00	4,437.00





TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10104 ASSESSOR

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 FIRST SELECTMAN RECOMMENDS	RECOMMENDED BD OF SELECTMEN (2/3/20)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS												
51110	ADMINISTRATION	201,303	196,788		94,683	196,788	196,788	196,788				
51210	CLERICAL/TECHNICAL	62,080	58,818	(736)	30,004	62,788	62,788	62,788			-196,788	-100.00%
51810	OVERTIME	32	2,697		0	0	0	0			-58,818	-100.00%
51910	FRINGE BENEFITS	1,887	0	(1,805)	0	2,408	2,408	2,408			-2,697	-100.00%
51920	F.I.C.A	19,402	19,761		9,057	20,041	20,041	20,041			-19,761	-100.00%
	SUBTOTAL	284,704	278,064	(2,541)	133,744	282,025	282,025	282,025	0	0	-278,064	-100.00%
SERVICES												
52010	ADVERTISING	366	650	(150)	214	400	400	400				
52020	POSTAGE	1,364	744	(20)	215	1,031	1,031	1,031			-650	-100.00%
52030	PROFESSIONAL FEES	478	0	250	250	250	250	250			-744	-100.00%
52040	SERVICE CONT & REPAIRS	2,319	1,680	3,561	3,747	5,666	5,666	5,666			-1,680	-100.00%
52050	DUES, CONF., & EDUCATION	450	1,825	(1,250)	320	1,825	1,825	1,825			-1,825	-100.00%
52070	REIMBURSABLE EXPENSE	0	0		0	0	0	0		0		
	SUBTOTAL	4,977	4,899	2,391	4,746	9,172	9,172	9,172	0	0	-4,899	-100.00%
MATERIALS & SUPPLIES												
53020	OTHER SUPPLIES	57	150	150	282	150	150	150				
53200	PRICING BOOKS	470	500			500	500	500			-150	-100.00%
	SUBTOTAL	527	650	150	282	650	650	650	0	0	-500	-100.00%
											-650	-100.00%
									0	0		
DEPARTMENT TOTAL		290,208	283,613	0	138,772	291,847	291,847	291,847	0	0	-283,613	-100.00%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - ASSESSOR
2021/2022 FISCAL YEAR

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2020/2021	SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (FICA)
51110 - ADMINISTRATION								
9/30/2019	Assessor	40	N/A	98,295	98,295		98,295	7,520
2/15/2019	Asst Assessor	40	N/A	96,326	96,326	2,167	98,493	7,535
							-	184
							-	-
	Total Administration			194,621	194,621	2,167	196,788	15,238
51210 - Clerical / Technical								
4/29/2019	Assessment Aide III							
	AS-G, Step 2							
	43.4 Weeks @ Step 2	35	22.15	6,647	34,403		34,403	2,632
	2.25% COLA		0.4984					
	8.8 Weeks @ Step 3	35	23.26	33,336	7,164		7,164	548
	FY21 COLA		0.4748		146		146	11
10/30/2017	Assessment Aide II							
	AS Non-Union							
	17.4 Weeks @ Step 2.5	19	20.63	6,498	6,974		6,974	534
	2.25% COLA		0.4642					
	34.8 Weeks @ Step 3	19	21.10	13,719	13,951		13,951	1,067
	FY21 COLA		0.4527		150		150	11
	Total Clerical/Technical			60,200	62,788		62,788	4,803
51810 - OVERTIME								
				0	0		0	0
	TOTALS - DEPARTMENT			254,821	257,409	2,167	259,576	20,041

WORKDAYS
2021/2022 **WEEKS TO BUDGET**
261 **52.2**

51210 Clerical/Technical Calculations					
Eva Assessment Aide III					
	Hours Worked/Week	Hourly Rate			FY21 Salary Plus Cola
8.8 Weeks @ Step 1 AS-G	35	21.1005			6,645
COLA 2.25%		0.4748			
		21.5753			
43.4 Weeks @ Step 2 AS-G	35	22.1555			33,654
			Total FY 21 Salary		40,299
			Original FY 21 Salary		40,153
			Total Cola Due		146
			FICA		11
Rich Assessment Aide II					
17.4 Weeks @ Step 2	19	20.12			6,801
COLA 2.25%		0.4527			
		20.5727			
34.8 Weeks @ Step 2.5	19	20.63			13,641
			Total FY21 Salary		20,442
			Original FY21 Salary		20,292
			Total Cola Due		150
			FICA		11



Assessment FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Assessment Division is responsible for the discovery, listing and equitable valuation of all real and personal property within the Town of Waterford in accordance with Connecticut State Statutes at 70% of fair market value for the annual compilation of the Grand List. Additionally, the assessor and staff administer state and local programs of tax relief, apply exemptions as permitted by state law, assist the public with a variety of inquiries and provide data to various entities including the State Office of Policy and Management.

The Assessor's office also maintains an up-to-date inventory of all property, including land and improvements thereon, changes in ownership, new construction, alterations, parcel and map changes and sub-divisions filed as of the assessment date. All permit activity within the Town of Waterford is inspected and valued annually by Assessment staff and the revaluation of all real property town-wide is conducted once every 5 years as defined by Connecticut State Statutes.

FY2022 BUDGET SUMMARY

Line Item	FY 2020 Appropriated	FY 2021 Appropriated	FY2022 Request	Change from FY 2021 (+/-)	
				\$0	(percent)
PERSONNEL COSTS					
51110 Administration	196,788	196,788	196,788	0	0%
51210 Clerical/Technical	58,818	58,818	62,788	+ 3970	7%
51810 Overtime	0	0	0	0	0%
51910 Fringe Benefits	2,697	2,697	2,408	-289	-11%
51920 FICA	19,761	19,761	20,041	+ 280	1%
SUBTOTAL	278,064	278,064	282,025	+ 3961	1%
SERVICES					
52010 Advertising	650	650	400	-250	-38%
52020 Postage	744	744	1,031	+287	39%
52030 Professional Fees	0	0	250	+250	n/a
52040 Service Cont & Repairs	1,680	1,680	5,666	+3986	237%
52050 Dues, Conf. & Education	1,825	1,825	1,825	0	0%
52070 Reimbursable Expense	0	0	0	0	n/a
SUBTOTAL	4,899	4,899	9,172	+4273	87%
MATERIALS & SUPPLIES					
53020 Other Supplies	150	150	150	0	0%
53200 Pricing Books	500	500	500	0	0%
SUBTOTAL	650	650	650	0	0%
DEPARTMENT TOTAL	283,613	283,613	291,847	+8234	3%

BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Office staff consists of 3 full time positions; A Certified Municipal Assessor, an Assistant Assessor and an Assessor's Aide III; and one part-time Assessor's Aide II position at 19 hours/week. Salaries, fringe benefits & longevity are based on rates established by union contracts.

Budget Request: **\$282,025 1% increase**

See the Personnel/Fringe Benefit Spreadsheet for calculations.

Services: Accounts 52010 - 52070: Encompassing all necessary daily operating costs, including statutorily required legal ads and filing notifications, related postage costs, professional fees related to office operations, required office equipment and materials and provisions for Assessor's ongoing continuing education and staff training.

Budget Request: **\$9,172 87% increase**

- **10104-52010 - Advertising** Request: **\$400 -38% reduction**

Includes annual publication of a combined legal advertisement notifying taxpayers of state mandated exemption filing deadlines and announcing Personal Property filing requirements as mandated by state statute. An additional legal ad is published in January announcing the filing requirements for the state Elderly Homeowners/Totally Disabled tax relief program. Required notices are published in *The Day* newspaper and posted on the Town's website. Advertising costs incurred in FY20 = **\$365**; FY21 publishing rate increases are anticipated to be offset by savings realized from cost sharing/advertising jointly with neighboring municipalities.

Advertising Breakdown:

Combined Legal Ad:	\$250
Elderly Legal Ad:	<u>\$150</u>
	\$400

- **10104-52020 - Postage** Request: **\$1,031 39 % increase**

In addition to typical correspondence with taxpayers the Assessor's Office is required by CT State Statute to send out annually the following applications/notifications to taxpayers:

Elderly Homeowners/Totally Disabled Program re-applications and reminder letters
Additional veteran's re-applications and reminder letters
Personal Property and Real Estate increase notices *(under-estimated in FY20,21)
Income & Expense forms for commercial/income producing properties *

*(not included in FY20,21 - I&E forms are required for the
upcoming 2022 revaluation and annually thereafter per CGS12-63c)

Postage costs incurred in FY20 = **\$1,364**; FY21 anticipated total cost: **\$1,095** includes greater than typical monthly correspondence total due to Covid-19

Postage Breakdown:

Monthly Correspondence:	\$360	<i>Est. @ \$30/mo</i>
Increase Notices:	\$390	<i>709 @.55</i>
Elderly Applications/reminders	\$ 93	<i>Feb. 150 @.55 + April nonfiler letters 20@.55</i>
Advts reminders	\$ 22	<i>40@.55</i>
Inc. & Expense Forms	\$166	<i>301@.55</i>
	\$1,031	

• **10104-52030 - Professional Fees** Request: **\$250** increase

The Assessor's Office requires direct access to the State of Connecticut's DMV CIVLS online database which allows staff members to assist taxpayers with motor vehicle situs issues and accurately determine additions/deletions to the motor vehicle grand list.

Professional Fees incurred in FY20: **\$478** - included new employee background checks, physicals & \$250 DMV CIVLS access. FY21: **\$250** - DMV CIVLS

• **10104-52040 - Service Cont & Repairs** Request: **\$5,666** 237% increase -

The Assessor's office uses administrative software provided by Quality Data Service Inc. (QDS) to apply all exemptions, state and local benefits, produce required state reports and to bridge all billable accounts to the Tax Collector. While software maintenance costs related to QDS are included in the IT budget, there are additional costs attributable to QDS for necessary and required services provided to the Assessor's office. These services include the production and binding of the town's permanent annual Grand List books, and the annual generation and mailing of online personal property filing notices with unique pin # assignment.

The Assessor's Office also leases a Xerox copy machine from Connecticut Business Systems (CBS) at a fixed cost of \$158/month. The previous copy machine did not meet the copying, faxing and scanning needs of the Assessor's office and was replaced in October 2019.

Service Cont Fees incurred FY20: **\$2,319** - cost for previous copier contract total, final cell phone payment for former Assessor. Cost also included QDS production and mailing of personal property declarations which was not budgeted for. QDS GL books fee was incorrectly included & paid from IT budget.

Service Cont. Fees incurred FY21: **\$5,643** - cost for QDS GL books, QDS PP online filing notices and unique pins, copier contract. QDS GL books fee, increased copier fee was not budgeted for.

Service Cont. & Repairs Breakdown:

QDS Grand List Binding:	\$2,700	
QDS Online PP Filing:	\$1,070	<i>Estimated at 1350 accounts</i>
CBS Copier	<u>\$1,896</u>	
	\$5,666	

- **10104-52050 - Dues, Conf. & Education** Request: **\$1,825** 0% increase

Continuing education, (50 credit hours over 5 years) is required statutorily to meet recertification standards for all Certified Connecticut Municipal Assessors. New staff will require course attendance for training in assessment administration/statutes through educational programs provided by the Connecticut Association of Assessing Officers (CAAO). Courses and workshops are offered in June at the UCONN Assessor School and throughout the year as determined annually by the CAAO's Education Committee. Additional continuing education credits for the Assessor will be received for certain conference attendance on assessment and statute related topics throughout the year. Dues are annually recurring for the CAAO, IAAO, NRAAO and GNLA, all of which require membership as a source of assessment industry tools/information and for educational offerings at a reduced cost. CAAO membership is required to maintain CT CCMA certification.

Dues, Conf. & Education Fees incurred in FY20: **\$450** - Limited educational offerings. UConn Assessor's School cancelled. FY21: **\$575** - courses cancelled/Covid-19

Dues, Conf & Education Breakdown:

Assessor Dues -	\$350
Asst Assr Dues -	\$ 70
Cont. Ed - Assessor & Asst	\$920
UConn/Ed - Assmt Aide	<u>\$485</u>
	\$1,825

- **10104-52070 - Reimbursable Expense** Request: **\$0** 0% increase

Materials & Supplies: Accounts 53020-53200: Includes additional supplies and materials required to effectively operate the Assessor's Office

- **10104-53020 - Other Supplies** Request: **\$150** 0% increase

The Assessor's Office requires an allowance for miscellaneous items not provided by others. Fees incurred in FY20: **\$57** Chase card closing fee used for additional supplies purchased by former Assessor. FY21: **\$300** replacement of 2 broken task chairs, additional supplies, office's portion of Finance Infoshred bill

- **10104-53200 - Pricing Books** Request: **\$500** 0% increase

Pricing guides are provided through a bulk purchase contract conducted by the CAAO. The 5 most common pricing books (NADA - as recommended by OPM) were packaged last year at a cost of \$470 and are estimated to increase slightly in cost. Online pricing tools will be utilized for unique categories/older/antique vehicles to avoid purchasing additional pricing manuals as was past practice.

Fees incurred in FY20: **\$470** FY21: **\$470**

UTILITY COMMUNICATIONS, INC.

920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203) 287-1306 (800) 443-1306 Fax: (203) 248-9167

Date 12-11-20

To: ACCTS PAYABLE DEPT

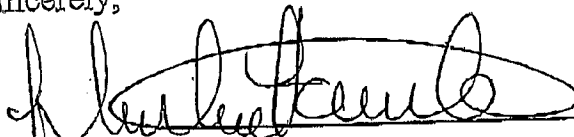
Fax # 860-440-057

Please check your records. The following invoices on your account are now due. If you have any questions regarding the following invoices please give me a call at (203) 287-1306.

INVOICE - 80441 - \$689.79

If you have already sent your payment please disregard this notice and accept our thanks for you payment

Sincerely,



Shiohan Hawley
Accounts Receivable

INVOICE

UTILITY COMMUNICATIONS
920 Sherman Avenue
Hamden CT 06514

Doc#	Date	Due Date	Page
80441	10/29/2020		1

(203) 287-1306

Bill to: Accts Payable
Waterford, Town Of
Finance Dept.
15 Rope Ferry Road
Waterford CT 06385

Ship to: WATERFORD POLICE DEPARTMENT
ATTN CHIEF MAHONEY
41 AVERY LANE
WATERFORD CT 06385

Act	P/O	Terms	Slsman
70488		NET 30 DAYS	137

Quantity	Description	Unit Price	Total
2	M3046-V	338.17	676.34
1	CAM AXIS W/WDR INDR IP	13.45	13.45
	UPS GROUND release		
Please Remit Invoice Total —————>			689.79



STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, Connecticut 06161
ct.gov/dmv



BILL TO

Waterford (ASSESSOR)
15 Rope Ferry Rd
Waterford, Ct. 06385

Invoice

DATE	INVOICE #
6/16/2020	3414

Inv# 3414 \$ 250.00
CT DMV
06/16/2020 * Pages 1 FP1 D0C37S300

DUE DATE

7/17/2020

Seat Belts Do Save Lives

DESCRIPTION	QTY	AMOUNT
-- PAYMENT DUE UPON RECEIPT --		
PERIOD COVERED: 7/01/20 TO 06/30/21		
YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE INFORMATION. (DMV DIRECT PROGRAM)	1	250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV		
PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY QUESTIONS.		
PLEASE REMIT THE TOTAL DUE TO:		
DEPARTMENT OF MOTOR VEHICLES 3RD FLOOR/FISCAL SERVICES RM 327 60 STATE STREET WETHERSFIELD, CT 06161		
APPROVED		
VENDOR# _____		
GC# _____ FY 2021		
CHASE PO Y _____ N _____		
AMOUNT # 10104153030		
AMOUNT \$ 250.00		
SIGN _____		
DATE 6/30/2020		
Please return one copy of invoice with payment.		Total \$250.00
		Payments/Credits \$0.00
		Balance Due \$250.00

REV. 08/2018

Inv# CAAO-DMV PAIGE WALTO \$ 250.00
CT DMV
10/07/2019 * Pages 5 FP5 D0C23S1055

C A A O, INC.

On-line DMV Direct Data Access
with the
**CONNECTICUT DEPARTMENT OF MOTOR
VEHICLES**

Vendor # 63
APPROVED FOR PAYMENT
ACCT# 10104 52030
AMOUNT \$ 250.00
FISCAL YEAR 19
SIGNATURE Km
DATE 10/11/19

REV. 06/2018

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS, INC.

ACCESS TO CONNECTICUT DEPARTMENT OF MOTOR VEHICLES (DMV)

The Connecticut Association of Assessing Officers, Inc. (CAAO) has an on-line data access agreement with the Connecticut Department of Motor Vehicles (DMV). The agreement allows Connecticut municipalities to access, directly into DMV Records, DMV's registration, and delinquent tax records. The program is known as "DMV DIRECT".

The municipalities who currently participate in this program have found the system to be useful. If your municipality is interested in participating in this program, the following information and steps are required:

PC Requirements

- Desktop operating system
- Internet connection is required to access CIVLS
- Browser Based: Microsoft i.e. (recommended), Chrome, & FireFox (least desirable as it seems to be problematic)



In order to set up an account to access DMV DIRECT you will need to enter into a contract with CAAO. This requires two forms to be completed and signed (the letter of participation and DMV Direct Responsible Party form), and return them to Patrick Sullivan at the Town of West Hartford assessor's office and Chairman of the CAAO MV Committee for processing.

DMV Access Fee and Letter of Participation

DMV's current access fee is \$250.00 for Towns with a population of 38,000 and under and \$450.00 for Towns with a population over 38,000. This fee is necessary to cover DMV's administrative and direct information cost. Please note the fee to participate is based on the period between July 1 and June 30. You will be billed again each June (due July 1) for the \$250/\$450 participation fee no matter when you decide to join DMV Direct.

Please make the check payable to: CT Dept. of Motor Vehicles, 60 State St, Wethersfield CT, 06161 and mail the original Letter of Participation, DMV Responsible Party Form, and your check to:

Town of West Hartford
Dept. of Assessment – Patrick Sullivan
50 South Main St
West Hartford, CT. 06107

You will not receive your password and access until the above steps have been completed. Upon receipt of the municipality's letter of participation, DMV Responsible Party Form and payment made payable to DMV, DMV will contact you directly to assign the necessary data-access user name and password(s) to the authorized Municipal Tax Assessor. Please note that set-up takes approximately 2-4 weeks.

If your municipality is interested in accessing DMV data, or if you have any questions, please contact Patrick Sullivan at (860) 561-7412 or by e-mail at Patrick.sullivan@westhartford.org

REV. 06/2018

**CAAO - DMV
DIRECT LETTER OF PARTICIPATION**

Date: 10/10/19

Patrick Sullivan
Department of Assessment
Town of West Hartford
50 South Main St
West Hartford CT. 06107

Dear Patrick:

The Town/City of Waterford would like to access online data with the Department of Motor Vehicles (DMV).

Please consider this our "Letter of Participation".

1. The Town/City of Waterford would like to participate in the Connecticut Association of Assessing Officers' (CAAO) and DMV's "DMV DIRECT" online access program.
2. The Town/City agrees to hold the CAAO and DMV harmless from any liability resulting from misuse of the online data.
3. The Town/City has all the necessary hardware in place and has completed the Responsible Party Form in order to access the DMV system.
4. The Town/City has enclosed with this Letter of Participation the \$250/\$450 access fee payable to DMV and understands that we will be billed each June \$250/\$450 for our participation in this program for the period of July 1, to the following June 30th.
5. The following staff member(s) in the Assessor Office will have access to the online DMV data:
Paige Walton - Assessor Eva Penski
Charlie Lobacz
6. The Town/City agrees to notify both you and DMV if there are changes in the personnel using the system, or if it terminates their participation in the program.
7. The person signing this letter represents that he or she has been authorized by the Town/City to do so on its behalf and to bind the Town/City to the Agreement.

Thank you for your consideration.

Sincerely,

Paige S. Walt

REV. 06/2018

CAAO-DMV Direct Responsible Party Form

Date: 10/10/19

Municipality: Town of Watford

3 Digit Town Number: 152

Population: 18,907

Address: 15 Rope Ferry Rd. Watford, CT 06385

Name of town Tax Assessor/CAAO member responsible for access of authorized users:

Paige S. Walton

Telephone number: (860) 444-5822

Mailing Address: (if different from above)

Email address: pwalt@watfordct.org

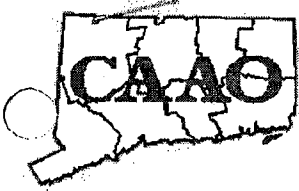
Internet Provider: _____

Browser: Microsoft i.e. (recommended) Chrome, & Foxfire



DMV 1-YEAR FEE: \$250.00

Your town will be responsible for the annual fee and DMV will send an invoice for your participation in the DMV Direct program each June for the next fiscal year's fee. If you decide to withdraw from DMV Direct, you must notify DMV. There is no prorating or refunds of the DMV Direct fee.



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS
MOTOR VEHICLE COMMITTEE

SUBSCRIPTION RENEWAL PACKAGE
2020 MOTOR VEHICLE PRICING PACKAGE

Wednesday, April 22, 2020

Waterford Assessor's Office
Town Hall
15 Rope Ferry Road
Waterford CT 06385-2806

1 2020 MOTOR VEHICLE PRICING PACKAGE \$ 470

Includes one (1) copy each of the following:

NADA Used Car Guide NADA Older Used Car Guide
NADA Commercial Truck Guide NADA Motorcycle Guide
NICB Vehicle ID Manual

ADD Total Amount figure from "ADDITIONAL NADA" form \$ 0

TOTAL AMOUNT DUE TO CAAO, INC \$ 470

MAKE CHECK PAYABLE TO CAAO, INC

APPROVED

~~VENDOR~~ ALL ORDER FORMS & PAYMENTS TO:

Sandy Rainieri
City of Milford
Assessor's Office
70 West River St
Milford, CT 06460

PO# FY 2020

CLOSE PO Y N

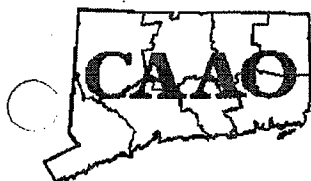
ACCOUNT # 10104-53200

AMOUNT \$ 470.00

SIGN Cary E. Welch

DATE 4/29/2020

Re-Approval by R. Allen
(see attached)



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS
MOTOR VEHICLE COMMITTEE

ORDER FORM - "ADDITIONAL NADA" 2020 PRICING GUIDES

TOWN OF: Waterford Assessor's Office
Town Hall
15 Rope Ferry Road
Waterford, CT 06385-2806

QTY

_____ October issue, NADA Official Used Car Guide \$ 48.00 ea _____
_____ September-December issue, NADA Official Older Used Car Guide \$ 35.00 ea _____
_____ September-December issue, NADA Classic, Collectible, Exotic Guide \$ 35.00 ea _____
_____ September-December issue, NADA Commercial Truck Guide \$ 48.00 ea _____
_____ September-December issue, NADA Motorcycle/Snowmobile Guide \$ 35.00 ea _____
_____ December issue, NADA Vintage Collectible & Retro Motorcycle Guide \$ 30.00 ea _____
_____ September-December issue, NADA Recreational Vehicle Guide \$ 55.00 ea _____
_____ NADA CONNECT RV*Online Subscription Only*(replaces Older RV \$100.00 ea _____
Guide) & has values for both RV Guides (years 2020-1968)
_____ NADA Online (replaces E-Valuator) \$170.00 ea _____

_____ TOTAL ORDER

TOTAL AMOUNT \$ 2
(Add this amount to the billing form)

MAKE CHECK PAYABLE TO:

CAAAC, INC

MAIL ALL ORDER FORMS & PAYMENTS TO:

Sandy Rannieri
City of Milford
Assessor's Office
70 West River St.
Milford, CT 06460

Monthly Postage
Assessor's Office

Assessor's Office FY 20 Postage	Metered Mail	# Items	BAA FY 20 Postage	Metered Mail	# Items
Jul-19	15.15	30		0	0
Aug-19	4.8	8		1	2
Sep-19	33.66	60		0	0
Oct-19	38.65	56		1.5	3
Nov-19	10.95	22		0	0
Dec-19	6.5	13		0	0
Jan-20	986.35	1948		5.5	11
Feb-20	27.08	37		21	42
Mar-20	21.15	42		37.12	73
Apr-20	176.9	344		23.26	42
May-20	21.82	31		1.12	1
Jun-20	20.6	24		0	0
Total Postage	\$ 1,364	2615		\$ 91	174
FY21 Postage					
Jul-20	99.74	174		0	0
Aug-20	20.08	29		0	0
Sep-20	43.45	59		1	2
Oct-20	20.6	38		0	0
Nov-20	31	57		0	0
Total Postage	\$ 215	357		\$ 1	2

**IAAO**INTERNATIONAL ASSOCIATION
OF ASSESSING OFFICERSPaige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2806

Membership Dues

DUES INVOICE

Please return with payment on or before the due date to ensure your membership does not lapse.

IAAO314 W 10th St
Kansas City, MO 64105-1616 USA
Telephone 816/701-8100
Toll Free 800/616-4226
Fax 816/701-8149
Internet www.iaao.org
Federal I.D. No. 36-2210012

	Begin Date	End Date	Amount Due
Regular Membership for Paige S. Walton (Regular)	1/1/21	12/31/21	\$220.00
Fair and Equitable	1/1/21	12/31/21	\$0.00
Journal of Property Assessment and Administration	1/1/21	12/31/21	\$0.00

APPROVEDVENDOR# 223PO# FY 2021CLOSE PO Y N Jurisdiction no longer paying your membership dues? Apply for the IAAO Membership Assistance Fund, sponsored by Vision Government Solutions. Visit www.iaao.org/VisionGrant for more information.ACCOUNT # 10104-52050
AMOUNT \$220.00**TOTAL DUE: 220.00**

You have been a member since May, 2007

Mailing Address:

Paige S. Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2806DATE 12/7/2020

IAAO offers six professional designations increasing competence of assessment personnel through education:

Certified Assessment Evaluator
Assessment Administration Specialist
Cadastral Mapping Specialist
Personal Property Specialist
Residential Evaluation Specialist
Mass Appraisal Specialist
Please contact designation@iaao.org for more informationPay online anytime at www.iaao.org

Member Number: 00144399

Invoice Number: 21-00144399

Amount Due: 220.00

Due Date: 1/1/2021

CHECK OR CREDIT CARD ONLY

Make checks payable to IAAO in U.S. \$ currency.

If you would like to make a change to this invoice, please call the IAAO Membership Department at 1-800-616-4226.

Please return form with payment to:

IAAO
PO Box 29900 Dept. 929
Phoenix, AZ 85038-0900

Credit card payments may be faxed to 1-816-701-8149.

CARD NUMBER	VISA	EXPIRATION
NAME ON CARD	CVV/CID	

SIGNATURE _____

The provided e-mail is for the servicing of your account. It is IAAO Policy not to sell, rent, or distribute e-mail addresses.
Questions or Concerns? Please call the IAAO Membership Department at 1-800-616-4226.

Northeastern Regional Association of Assessing Officers
An Affiliate of the International Association of Assessing Officers

Membership Application

Dear Assessing/Appraising Professional,

Below is an application to renew your membership to the Northeastern Regional Association of Assessing Officers. Our organization has been in existence for over fifty years and was created to provide training and educational opportunities for assessing officials, to improve assessment standards and to promote more efficient and uniform administration of property tax laws throughout the northeastern United States and Canada.

In order to reach the above goals, the NRAAO sponsors an annual conference. This year the conference was held at Gurney's Newport Resort, 1 Goat Island, Newport, Rhode Island 02840, 401-849-2600, April 28 - May 1, 2019. As a professional in the appraising field, you would be gaining insight to how the assessment field operates, learn about new laws and regulations and meet with assessing officials from various communities, states and provinces. As an assessor, you too would be gaining much needed information in order to perform your job in a professional manner. As an added bonus, credits are given towards certification in each related field. In addition, conference registration fees will be reduced for NRAAO members attending the 56th Annual Conference to be held at Atlantic City Hard Rock Hotel & Casino Atlantic City, New Jersey MAY 17-20, 2020

Please fill out the application and send it along with the proper fee, via check, money order or voucher made out to NRAAO and return it to Betsy Quist, P.O. Box 5005, Woodbridge, CT 06525.

OR PAY ONLINE - NRAAO.ORG (fees apply)

The fee structure is as follows:

Active Member (Assessing Officials):	\$ 40.00
Associate Member (Retired Officials):	\$ 15.00
Subscribing Members (Corporate, Reps, etc):	\$ 100.00

RENEWAL MEMBERSHIP APPLICATION 2020
NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Paige Walton Title: Assessor Date: 12/3/19
Jurisdiction/Firm: Town of Watford Phone Number: (860) 444-5822
Mailing Address: 15 Rope Ferry Rd City: Watford ST: CT Zip: 06385
Fax Number: _____ E-Mail Address: gwalton@watfordct-ny
Signature: [Signature]

Complete this application and return it with the appropriate fee by check, voucher or money order made out to NRAAO and return to NRAAO, c/o Betsy Quist, P.O. Box 5005, Woodbridge, CT 06525-5005. If you have any questions, please do not hesitate to call me at 203-389-3417 or e-mail at bquist@woodbridgect.org

**GREATER NEW LONDON AREA ASSESSORS
ASSOCIATION**

2019 Membership Dues Notice

For April 1, 2019 through March 31, 2020

Name: Paige S. Walton
Municipality: Town of Waterford
Address: 15 Rope Ferry Rd.
City/State/Zip: Waterford, CT 06385
Phone Number: (860) 444-5822
Email: gwalton@waterfordct.org

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment with completed form to:

Kathi Race, Assessor's Office
Town of East Hampton
20 East High Street
East Hampton, CT 06424-1000

****Please complete a separate form for each employee as necessary****

Connecticut Association of Assessing Officers
c/o Fauna Eller, Assessor's Office
505 Silas Deane Highway
Wethersfield, CT 06109-2280

Membership Invoice

Invoice # 2149

Paige Walton
15 Rope Ferry Road
Waterford, CT 06385-2806

VENDOR# 69
PO# FY 2021
CLOSE PO Y N
ACCOUNT # 10104-52050
AMOUNT \$70.00
SIGN \$70.00 / [Signature]

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in Connecticut Association of Assessing Officers!

MEMBER	ITEM	AMOUNT
Walton, Paige 1/1/2021 - 1/1/2022	Regular Member Membership Dues	70.00
FILE COPY		
TOTAL:		70.00

Payment Stub

Please tear off this stub and include with your payment.
Send payment to:

CAAO
c/o Fauna Eller, Assessor's Office
505 Silas Deane Highway
Wethersfield, CT 06109-2280

or login and pay online at
<https://caao.com>

Member: Walton, Paige

Invoice #: 2149
Description: Membership Dues
Date Due: 2/15/2021

Amt. Due: 70.00

Enclosed:

CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS, INC.

Inv# CHARLES LOBACZ RENEN \$ 70.00
CAAO, INC
02/28/2020 # Pages 1 FP1 D0C32S694



President – Shawna Baron

President Elect – Thomas DeNoto
Secretary – Pamela Deziel
Treasurer – Lawrence G. LaBarbera

2020 - Renewal Notice

Your dues invoice is shown below and your membership will be paid until December 31st, 2020.

This year you are able to renew directly online by paying by PayPal. PayPal accepts most credit cards.

Member Type: Regular

~~Dues Amount: \$70.00~~ (Paid by Check)

Dues Amount: \$72.45 (Paid by Paypal)

Please make check payable to CAAO

Lowell Wethersfield
Route 110 Box 22
505 Stratfield Ave
Wethersfield, CT 06094-0022

CAAO Federal Tax ID # 06-1917665

From the CAAO Bylaws: Annual dues shall be due and payable on the first business day of each calendar year to the Treasurer. Any member whose dues have not been paid on or before the following March 31st shall forfeit all rights and privileges as a member of this Association until such time, and in accordance with these by-laws, as when those dues are paid in full.

Please take the time to review your data in the membership directory and update and out of date information.

Name of Member: Charles Lobacz
Municipality: Wethersfield
Position: Assistant Assessor
Date Joined CAAO: 06/01/99

If your date joined is incorrect please contact me at fauna.elliott@wethersfieldct.gov.

Please return this notice with your payment. Thank you.

APPROVED

VENDOR# 69

PO# FY 2020

CLOSE PO Y N

ACCOUNT# 10104-62050

AMOUNT \$ 70.00

Sincerely,
Fauna Eller
SIGN Membership Chairman

DATE 2/28/2020



The Connecticut Chapter of IAAO and the CAAO
are pleased to announce presentations for:

2020 Kohl's v Rocky Hill Court Decision and Assessor Potpourri

This 4 hour program will provide a review of the 2020 Kohl's personal property court decision, which reversed a Superior Court decision and sent the case back for a new trial. The Assessor Potpourri will include a roundtable discussion by Tim Hutvagner and Mary Gardner on effects of Covid in an office setting. Sonia Rutchick will also present her process of inventorying construction site equipment and communications with general contractors in an effort to document assets for the personal property assessment.

When: Wednesday, October 7, 2020

Where: Churchill Park Pavilion
1991 Main St
Newington, CT

APPROVED

VENDOR# _____ Time: 10:00 am to 3:00 pm
Registration 9:30am

PO# _____ FY 2021

CLOSE PO Y _____ Cost: _____

\$30 per person
Box lunch will be provided

ACCOUNT # 10104-52050

AMOUNT \$30.00 Please RSVP by Thursday, October 1, 2020

SIGN [Signature] 4 hours CEU's pending CCMA Approval

DATE 9/22/20 Please bring your own chair and mask for social distancing

For questions or to make your reservation, contact Brendan Moriarty
860-258-2722 or email bmoriarty@rockyhillct.gov

Name of Attendee: Paige S Walton

Organization: Town of Waterford

Phone: (860)444-5820

Email: pwalton@waterfordct.org

Checks Payable to the:

~~CT Chapter of IAAO~~
~~C/O Brendan Moriarty~~
~~Town of Rocky Hill~~
~~761 Old Main Street~~
~~Rocky Hill CT 06067~~



Connecticut Chapter of the International Association of Assessing Officers

Course 402 – Tax Policy

Course 402 offers student's strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decision in the area of tax policy on a regular basis.

Recommended: Course 101 and Course 102, Property Assessment Valuation (PAV) textbook (3rd edition) AQB Approved: 33.50 CE, 33.50 hours CE with exam / 30 hours CE no exam

When: March 16th-20th, 2020

Where: Bristol Public Library

5 High Street

Bristol, CT 06010

Time: 8:00am to 5:00pm

Cost: \$550.00 CT Chapter Members

\$600.00 Non-Members

Course fees include the cost of materials. Any required books or periodicals can be purchased at IAAO.org (Lunch on your own)

RSVP By Friday February 7th, 2020

Refund Policy: Any cancellations prior to the RSVP deadline will be issued a 100% refund. Any cancellations after the cancellation deadline will only be issued a 50% refund.

For questions or to make your reservation contact Sarah Scacco 203-563-0123 or email to Sarah.Scacco@wiltonct.org

Municipality/Company: Town of Waterford

Name of Attendee: Paige S Walton

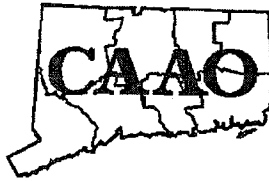
Phone 860-857-8303

Email pwalton@waterfordct.org

Amount Enclosed \$ 550.00

Checks Payable to: CT Chapter of IAAO

Mail to: CT Chapter of IAAO
C/O Sarah Scacco
Wilton Assessor's Office
238 Danbury Rd
Wilton, CT 06897



**Connecticut Association of Assessing Officers, Inc.
Education Committee**

Chandler Rose, CMA II, Co-Chair
William Gaffney, CCMA II, Co-Chair

EDUCATIONAL OFFERING

Course: BOARD OF ASSESSMENT APPEALS WORKSHOP

Instructor: Brian Smith, CCMA II

Date: Thursday, January 23, 2020**

Time: Registration 5:45 p.m. - Workshop 6:00 - 9:00 p.m.

Location: Colchester Town Hall - Concho Meeting Room ONE

127 Norwich Avenue
Colchester, Connecticut 06415

Cost: \$50.00

Make Checks Payable to: CAAO

NAME:

Eva Renski

ADDRESS:

53 Oslo Street Mystic CT 06355

PHONE:

860-367-4027

EMAIL:

ERenski@waterfordet.org

Complete this form and mail along with your check in the amount of \$50 to:

Colchester Town Hall
127 Norwich Avenue
Colchester, Connecticut 06415
Attn: John Chaponis

Any questions, please contact John Chaponis at (860) 537-7205 or Assessor@ColchesterCT.gov

**In the event of inclement weather requiring a cancelation, the Workshop will be rescheduled for January 27, 2020.

AAT COMMITTEE

**ADMINISTRATIVE ASSESSMENT TECHNICIAN (AAT) MODULE 1D
INTRODUCTION TO BENEFIT PROGRAMS & EXEMPTIONS**

DATES: February 13, 19 and 26. (Snow dates: February 20 and 27)
TIME: There are two separate classes, one in the morning and one in the afternoon.
Class 1 - 9:00 A.M. - 12:00 P.M.
Class 2 - 1:30 P.M. - 4:30 P.M.

*Please note: If the number of registrants for either the morning or the afternoon class does not meet the minimum class size, they will be combined into one class. The class will be offered in the time for which the majority had registered.

PLACE: QUALITY DATA SYSTEMS
121 MATTATUCK HEIGHTS
WATERBURY, CT 06705

The topics covered in this module are: Homeowners, Veterans, Additional Veterans, Blind, Totally Disabled and Active Duty MV. The module consists of three half days. *Please note this module is not vendor specific and will not cover any software.

FEE: \$60.00 (Make checks payable to CAAO)

Registration must be received by **February 4, 2020** and mailed with the **form and fee (or purchase order)** to:

Pam Deziel
Assessor's Office
Wolcott Town Hall
10 Kenea Ave
Wolcott, CT 06716

INV# AA TECH CLASS FEB \$ 60.00
CAAO, INC
12/04/2019 # Pages: 1 FP1 DOC25S1297

Please contact Pam if you have any questions at: 203-879-8100 x111 or pdeziel@wolcottct.org

Please send a copy of this form as registration with required fee (\$60.00) or copy of approved purchase order. Class size is limited to a maximum of 25 students with a minimum of 15 students.

Morning Class ☒

Afternoon Class ☐

(For AAT use only)

CHECK#

PO#

AAT EXEMPTIONS/ABATEMENTS MODULE 1D

NAME: Eva Renski

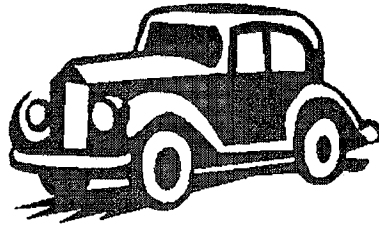
TOWN: Waterford

CELL PHONE: (860) 367-4027 (Contact if the class is cancelled due to weather.)

EMAIL: ERenski@Waterfordct.org

OFFICE PHONE: (860) 444-5820

10104-52050
x Don Sh



John Rainaldi, CCMA II, Co-Chair
Jrainaldi@manchesterct.gov

Patrick Sullivan, CCMA II, Co-Chair
Patrick.Sullivan@westhartfordct.gov

The DMV has informed us that the towns' Change-of-Address files have been placed on both the assessors' and the collectors' Tumbleweed sites. Your vendor should be contacting you this week with instructions to load them.

The file names are:

2020_05_01_INT0100TaxTownAddressUpdates_xxx.csv

2020_05_01_INT0100TaxTownNameUpdates_xxx.csv

John and Pat

This year is CAAO's Election year.

Become a leader within your professional organization. We are looking for members to run for President Elect, Secretary and Treasurer. CAAO could utilize the strengths that you possess and make our organization even better than it is now.

Anyone who is interested in running for one of these offices needs to send a nomination letter to the Committee Chairperson, Gail Gwiazdowski assessor@pomfretct.gov or assessor@lisbonct.com by May 29th. (Note: the e-mails are a correction from what was printed in the recent Assessorreporter)

2020 Annual School for Assessors and Boards of Assessment Appeals
CCMA Courses 1A, 1B, 2A, 2B, 3 & 4
August 10 – 14, 2020

Registrations for the 2020 Annual Assessor School are now being accepted for CCMA Courses 1A, B, 2A, 2B, 3 and 4. The cost per course is \$300.00.

Note: There will be no workshops for recertification credit offered by the Annual Assessor School this year.

Class hours will be 8:30 am to 4:30 pm Monday thru Thursday. Class will start at 8:30 on Friday for the exam.

The location of each class is to be determined at a future date. As soon as the class location is confirmed students will be notified.

The number of seats available in each class will be determined by the location of the class.

A seat in the class will be reserved upon receipt of either payment in full or an approved purchase order.

Courses 2A, 2B, 3 and 4 require purchase of "IAAO Property Assessment Valuation, Third Edition". It is available for sale on the IAAO Website for \$50.00.

Follow this link for the CCMA Class Reading List

For online registration or a printable registration form, click on the links below.

Click here to register online. Click here to print a registration form.

If you have any questions regarding registration please contact Pam Deziel at pdeziel@wolcottct.org or 203-879-8100 x111.

The Day  **theday.com**

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93229	WATERFORD - TOWN OF/ ASSESSORS	01/01/20-01/31/20

Client		PAGE NUMBER	DUE DATE
		Page 1 of 1	2/29/20
CURRENT	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 123.90	\$ 0.00	\$ 0.00	\$ 123.90

WATERFORD - TOWN OF/ ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385

Is your digital marketing really working? For a FREE comprehensive digital audit call Aaron Witko at 860-701-4332 today!

CHECK NUMBER

AMOUNT PAID

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
01/23/20	Previous Balance						\$0.00
	853720 LEGAL TOWN OF WATERFC	DAY,DWB	D00853720	2 Col X 21 Lines			\$123.90
APPROVED VENDOR# <u>157</u> PO# <u>✓</u> FY <u>2020</u> CLOSE PO Y <u>✓</u> N <u> </u> ACCOUNT # <u>10104-52010</u> AMOUNT <u>123.90</u> SIGN <u>[Signature]</u> DATE <u>2/6/2020</u>							

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

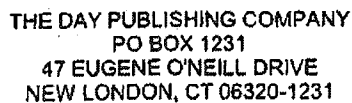
860-442-2200
800-582-8296
800-542-3354

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

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT
01/01/20-01/31/20	D93229	WATERFORD - TOWN OF/ ASSESSORS

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 123.90	\$ 0.00	\$ 0.00	\$ 123.90

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



Client		PAGE NUMBER	DUE DATE
		Page 1 of 1	10/31/20
CURRENT	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 857.55	\$ 0.00	\$ 0.00	\$ 857.55

Is your digital marketing really working? For a FREE comprehensive digital audit call Aaron Witko at 860-701-4332 today!

CHECK NUMBER
AMOUNT PAID

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

[illegible]

860-437-7504
860-437-8780
860-442-5443

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT	
09/01/20-09/30/20	D140217	EAST LYME ASSESSORS	

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 857.55	\$ 0.00	\$ 0.00	\$ 857.55

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

ton

Diane Vitagliano <dvitaglano@eltownhall.com>

Monday, October 05, 2020 1:42 PM

Melinda R. Kronfeld; Assessor; Paige Walton

Invoice from the Day for the Joint ad

0711_001.pdf

Subject:

Attachments:

Follow Up Flag:

Flag Status:

Follow up

Flagged

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 Afternoon,

Hope all are well. Attached is the invoice for the Joint Ad. It certainly is nice to be able to split it 4 ways. That is \$214.87 each.

Thank you

Diane Vitagliano

Diane Vitagliano, CCMAII
Assessor East Lyme
860-691-4107

\$ 857.53 / 4 =

\$ 214.39



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2021-22

Date	Letter #
11/30/2020	2020E3189

Name / Address

Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

Est Qty Total

Software Services

Annual Software Support Fee - Assessor Software	1	5,725.00
Annual Subscription Fee - Personal Property CAMA	1	2,000.00
Annual Subscription Fee - QDS Hosted Personal Property Declaration Form	1	275.00
DRaaS - Disaster recovery as a service	84	462.00

} IT

Double Sided laser Printing & Indexing of Grand List - Regular	4	1,860.00
Permanently Binding Grand List Book(s) - Regular List	4	1,370.00
Double Sided laser Printing & Indexing of Grand List - MVS	1	455.00
Permanently Binding Grand List Book(s) - MVS	1	75.00

} GL Book

Assessor Annual Cost of Services; Maintenance of Town FTP (File Transfer Protocol)	1	500.00
Folder		
Subtotal		11,662.00

} IT

PP Declarations - Printing and Mailing

Setup Charge	1	100.00
Printing, Processing and Nesting Personal Property Declaration Forms - Long Forms - Personalized	1,320	660.00
Printing, Processing and Nesting Personal Property Declaration Forms - MFG Forms - Personalized	20	10.60
Printing, Processing and Nesting Personal Property Declaration Forms - Short Forms - Personalized	10	4.00
Print, Process, Insert, and Mail PP Declarations with Personalized information and QTY-1320-6x9 envelopes - not including postage		
1st Class Postage - CASS Certified Rates	1,350	580.50

www.qds.biz

Grand Total

Review this letter carefully - call if
items need to be removed or added -
Sign and return promptly

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #:

Enter Total based on options chosen



Quality Data Service, Inc.
121 Mattatuck Heights Rd
Waterbury CT 06705

Invoice

Date	Invoice #
10/14/2020	2019-5522

Bill To
Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Ship To

FILE COPY

S.O. No.	P.O. No.	Terms	Due Date	Ship Date	Ship Via	Tracking #
		Due on receipt	10/14/2020	9/21/2020	US Mail	
Description					Qty	Amount
PP DECLARATIONS - ONLINE LETTER						
PP Declarations - Printing and Mailing						
Printing, processing, and nesting personal property online letters.					1,329	332.25
#10 Mailing Envelopes 24# WW - 1 sided - min charge \$ 90.00					1,350	90.00
CASI certify File					1	75.00
1st Class Postage - CASS Certified Rates					1,329	549.64
APPROVED						
VENDOR# <u>749</u>						
PO# <u> </u> FY <u>21</u>						
CLOSE PO Y <u> </u> N <u> </u>						
ACCOUNT # <u>10104-5205</u>						
AMOUNT <u>981046.89</u>						
SIGN <u>[Signature]</u>						
DATE <u>11/14/2020</u>						

Contact	Leo DiNicola CFO
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Web Site	www.qds.biz

Total Due	\$1,046.89
Payments/Credits	\$0.00
Balance Due	\$1,046.89

\$1,069.50

For 1,350 total accounts

Xerox Financial Services LLC
201 Merritt 7
Norwalk, CT 06851

Cost Per Image Agreement



Supplier Name-Address:						
Owner: XEROX FINANCIAL SERVICES LLC - 201 Merritt 7, Norwalk, CT 06851				Agreement Number:		
CUSTOMER INFORMATION						
CUSTOMER	Full Legal Name: WATERFORD, TOWN OF				Phone:	
	Billing Address: 15 Rope Ferry Road				Contact Name: Rawle Dummett	
	City: WATERFORD	State: CT	Zip Code:	Contact Email: rdummett@waterfordct.org		
EQUIPMENT	QTY	MODEL and DESCRIPTION	MONTHLY IMAGE ALLOWANCE*		EXCESS IMAGE CHARGE**	
	1	XEROX C8045	B&W	COLOR	B&W	COLOR
			1,000	0	.008	.08
Meter Billing Frequency (Monthly unless checked): ☐ (Other)			* Included in Base Payment ** Plus applicable taxes			
Initial Term: 63 (In months)			Base Payment (plus applicable taxes): \$158.00			
Frequency: ☒ Monthly ☐ Quarterly ☐ Annually			24 Rope Ferry Road			
BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH IN PAGES 1 AND 2 HEREOF.						
Authorized Signer: <i>[Signature]</i>			Date: <i>[Signature]</i>			
Print Name: RAWLE DUMMETT			Federal Tax ID # (Required): 06-3002121			
DATE OF ACCEPTANCE						
Accepted By: Xerox Financial Services LLC			Name and Title: _____ Date: _____			

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us," "Owner" and "our" mean Xerox Financial Services LLC. "Party" means you or XFS, and "Parties" means both you and XFS. "Supplier" means the entity identified as "Supplier" above. "Acceptance Date" means the date you irrevocably determine Equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Cost Per Image Agreement, including any attached Equipment schedule. "Commencement Date" will be a date after the Acceptance Date, as set forth in our first invoice, for facilitating an orderly transition and to provide a uniform billing cycle. "Discount Rate" means 3% per annum. "Equipment" means the items identified in "Equipment" above and in any attached Equipment schedule, plus any Software (defined in section 3 hereof), attachments, accessories, replacements, replacement parts, substitutions, additions and repairs thereto. "Excess Charges" means the applicable excess image charges. "Interim Period" means the period, if any, between the Acceptance Date and the Commencement Date. "Interim Payment" means one third of the Base Payment multiplied by the number of days in the Interim Period. "Payment" means the Base Payment specified above, which may include an amount payable to Supplier under the Maintenance Agreement to account for the Monthly Image Allowances listed above, the Excess Charges (unless otherwise agreed by you, Supplier and XFS), Taxes and other charges you, Supplier and XFS agree will be invoiced by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support purposes. "Origination Fee" means a one-time fee of \$125 billed on your first invoice, which you agree to pay, covering origination, documentation, processing and other initial costs. "Term" means the Interim Period, if any, together with the initial Term plus any subsequent renewal or extension terms. "UCC" means the Uniform Commercial Code of the State(s) where XFS must file UCC-1 financing statements to perfect its interest in the Equipment.

2. Agreement, Payments and Late Payments. You agree and represent that the Equipment was selected, configured and negotiated by you based on your judgment and supplied by Supplier. At your request, XFS will acquire same from Supplier to lease to you hereunder and you agree to lease same from XFS. The Initial Term commences on the Commencement Date. You agree to pay XFS the first Payment plus any applicable Interim Payment no later than 30 days after the Commencement Date; each subsequent Payment shall be payable on the same date of each month thereafter. You agree to pay us all sums due under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. If any Payment is not paid in full within 5 days after its due date, you will pay a late charge of the greater of 10% of the amount due or \$15, not to exceed the maximum amount permitted by law. For each dishonored or returned Payment, you will be assessed the applicable fee, not to exceed \$35. Restrictive covenants on any method of payment will be ineffective.

3. Equipment and Software. To the extent that the Equipment includes intangible property or associated services such as software licenses, such intangible property shall be referred to as "Software." You acknowledge and agree that XFS is not the licensor of such Software, and therefore has no right, title or interest in it and you will comply throughout the Term with any license and/or other agreement ("Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software Licenses are required, and entering into them with the Software Supplier(s) no later than 30 days after the Acceptance Date. YOU AGREE THE EQUIPMENT IS FOR YOUR LAWFUL BUSINESS USE IN THE UNITED STATES, WILL NOT BE USED FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES, AND IS NOT BEING ACQUIRED FOR RESALE. You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

4. Non-Cancellable Agreement. THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED BY YOU PRIOR TO THE END OF THE INITIAL TERM. YOUR OBLIGATION TO MAKE ALL PAYMENTS IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTION, SET-OFF, DEFENSE, COUNTERCLAIM OR RECOURSE FOR ANY REASON WHATSOEVER, IRRESPECTIVE OF THE PERFORMANCE OF THE EQUIPMENT, SUPPLIER, ANY THIRD PARTY, OR XFS. Any pursued claim by you against XFS for alleged breach of our obligations hereunder shall be asserted solely in a separate action; provided, however, that your obligations hereunder shall continue unabated.

5. End of Agreement Options. If you are not in default and if you provide no greater than 150 days and no less than 60 days' prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase all, but not less than all, of the Equipment by paying its fair market value, as determined by XFS in its sole but reasonable discretion ("Determined FMV"), plus Taxes, or (b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a continental US location XFS shall specify. You cannot return Equipment more than 30 days prior to the End Date without our consent. If we consent, we may charge you, in addition to all undiscounted amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive 3-month terms. Either party may terminate the Agreement as of the end of any 3-month renewal term on 30 days' prior written notice and by taking one of the actions identified in (a) or (b) in the preceding sentence of this section. Purchase options shall be exercised with respect to each item of Equipment on the day immediately following the date of expiration of the Term of such item, and by the delivery at such time by you to XFS of payment, in form acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS," "WITH ALL FAULTS" basis, without representation or warranty of any kind.

6. Equipment Return. If the Equipment is returned to XFS, it shall be in the same condition as when delivered to you, except for "ordinary wear and tear" and, if not in such condition, you will be liable for all expenses XFS incurs to return the Equipment to such condition. IT IS SOLELY YOUR RESPONSIBILITY TO SECURE ANY SENSITIVE DATA AND PERMANENTLY DELETE SUCH DATA FROM THE INTERNAL MEDIA STORAGE PRIOR TO RETURNING THE EQUIPMENT TO XFS. YOU SHALL HOLD XFS HARMLESS FROM YOUR FAILURE TO SECURE AND PERMANENTLY DELETE ALL SUCH CUSTOMER DATA AS OUTLINED IN THIS SECTION.

7. Equipment Delivery and Maintenance. You should arrange with Supplier to have the Equipment delivered to you at the location(s) specified herein, and you agree to execute a Delivery & Acceptance Certificate at XFS's request (and confirm same via telephone and/or electronically) confirming when you have received, inspected and irrevocably accepted the Equipment, and authorize XFS to fund Supplier for the Equipment. If you fail to accept the Equipment, you shall no longer have any obligations hereunder; however, you remain liable for any Equipment purchase order or other contract issued on your behalf directly with Supplier. Equipment may not be moved to another physical location without XFS's prior written consent, which shall not be unreasonably withheld or delayed. You agree that you will not take the Equipment out of service during the Term. You shall permit XFS or its agent to inspect Equipment and any maintenance records relating thereto during your normal business hours upon reasonable notice. You represent you have entered into a Maintenance Agreement to maintain the Equipment in good working order in accordance with the manufacturer's maintenance guidelines and to provide you with Equipment supplies. You acknowledge that XFS is acting solely as an administrator for Supplier with respect to the billing and collecting of the charges under any Maintenance Agreement. XFS IS NOT LIABLE FOR ANY BREACH BY SUPPLIER OF ANY OF ITS OBLIGATIONS TO YOU, NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE MODIFIED, RELEASED OR EXCUSED BY ANY ALLEGED BREACH BY SUPPLIER.



MAINTENANCE AGREEMENT

ORDER/PACKET ID: 9052
Gary DeColle

-BILLING INFORMATION-

CONTACT NAME: Rawle Dummett
COMPANY NAME: Town Of Waterford
ADDRESS: 15 Rope Ferry Road
CITY: WATERFORD STATE: CT ZIP: 06385
EMAIL: rdummett@waterfordct.org

-METER INFORMATION-

METER CONTACT: Rawle Dummett
METER EMAIL: rdummett@waterfordct.org
METER PHONE: 860/440-0540

-SHIPPING INFORMATION-

CONTACT NAME: Rawle Dummett
COMPANY NAME: Town Of Waterford
ADDRESS: 15 Rope Ferry Road
CITY: WATERFORD STATE: CT ZIP: 06385
EMAIL: rdummett@waterfordct.org

-IT INFORMATION-

IT CONTACT:
IT PHONE:
IT EMAIL:

EQUIPMENT	MODEL	SERIAL
Xerox	C8045	

Maintenance and Supply

BASE CHARGE: see lease

B/W COPIES INCLUDED: 1,000

B/W PRINTS INCLUDED:

BASE BILLED BY: CBS

COLOR COPIES INCLUDED: 0

COLOR PRINTS INCLUDED:

A S Q M*

PER COPY/RATES

OVERAGES BILLED: \$

.006

.05

BILLED BY: CBS

A S Q M*

BLACK

COLOR

BLACK

COLOR

COPIES

PRINTS

ADDITIONAL NOTES:

COPY MINIMUM REQUIRED ON ALL 45 PPM MODELS AND LOWER

**A PRINT: COPY IS DEFINED AS STANDARD 8.5" x 11"

CONTRACT DATE: TO:

FOR THE FIXED CHARGES THAT ARE SUBJECT TO THE TERMS SET FORTH IN THIS AGREEMENT, CONNECTICUT BUSINESS SYSTEMS' FIELD SERVICE DEPARTMENT WILL PROVIDE TECHNICAL REPAIR SERVICE IN ORDER TO MAINTAIN THE ABOVE "EQUIPMENT" IN PROPER OPERATING CONDITION.

MAINTENANCE AND SUPPLY AGREEMENT COVERS CONSUMABLE ITEMS: BLACK AND COLOR TONER, WASTE TONER, DEVELOPER AND FUSER OIL. THIS EXCLUDES PAPER AND STAPLES. A PER MONTH PER MACHINE SUPPLY DELIVERY CHARGE APPLIES.

CUSTOMER ACKNOWLEDGES TO HAVE READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH ARE CONTAINED ON BOTH SIDES OF THIS DOCUMENT AND WHICH CONSTITUTES THE ENTIRE AGREEMENT BETWEEN BOTH PARTIES. THERE ARE NO ORAL UNDERSTANDINGS, TERMS OR CONDITIONS; AND THE PARTIES MAY NOT RELY UPON ANY REPRESENTATIONS, EXPRESSED OR IMPLIED, NOT CONTAINED IN THIS AGREEMENT. THIS AGREEMENT IS NOT VALID UNTIL ACCEPTED BY CONNECTICUT BUSINESS SYSTEMS, LLC

ALL NETWORK EQUIPMENT PLACEMENTS WILL BE EQUIPPED WITH THE CBS 360 APP FOR METER COLLECTION AT NO CHARGE. IF THE CBS 360 APP IS NOT INSTALLED, YOU WILL AGREE TO AN ADDITIONAL FEE OF \$25 PER MONTH FOR METER COLLECTION.

☒ OPT IN TO THE CBS 360 APP FOR METER COLLECTION. BY INITIALING THIS BOX YOU AGREE TO HAVE THE CBS 360 APP INSTALLED.

SELLER: Connecticut Business Systems, LLC

CUSTOMER NAME: TOWN OF WATERFORD

ACCEPTED BY:

ACCEPTED BY: Rawle Dummett

TITLE:

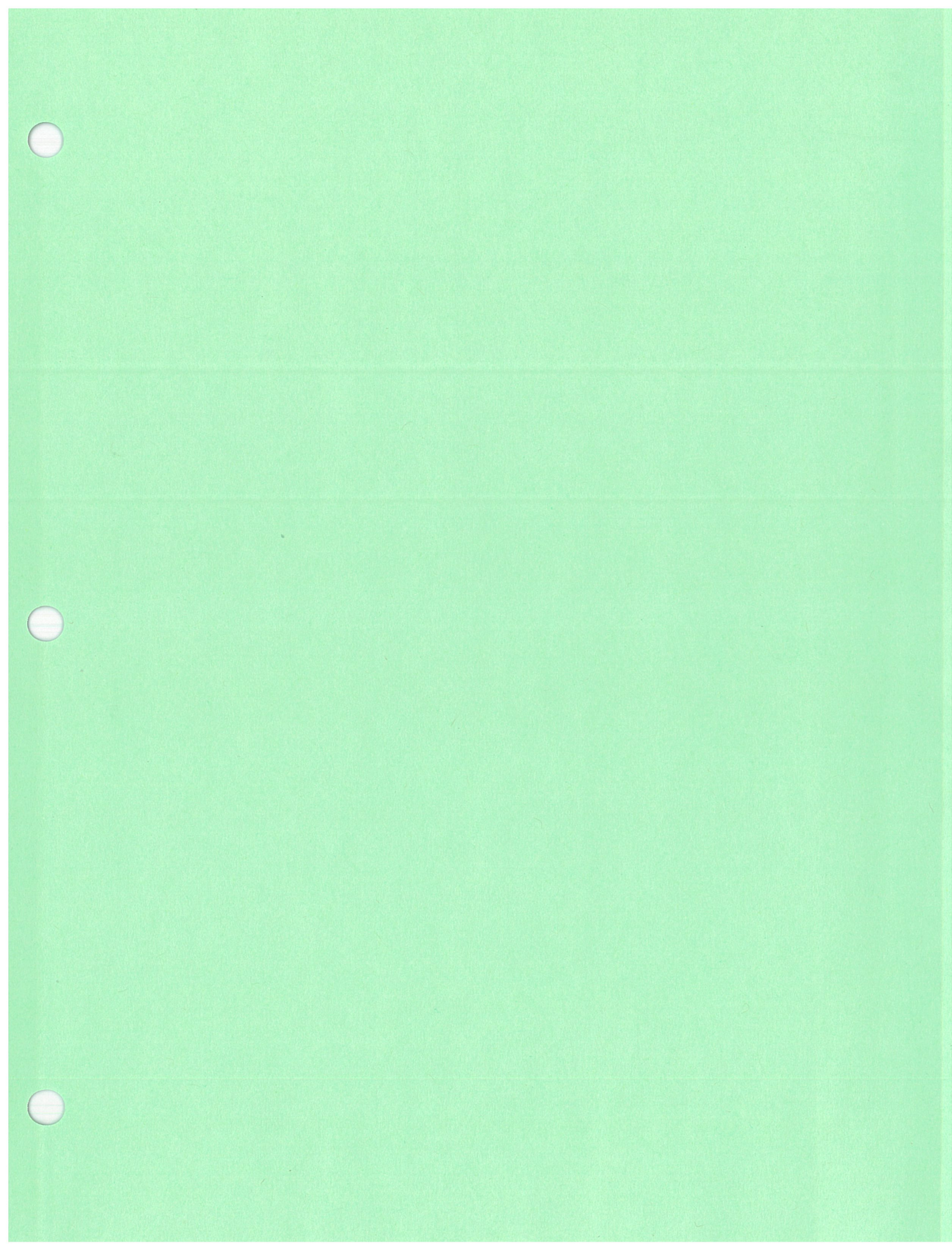
TITLE: Purchasing Agent

DATE:

DATE: 11/20/19

* A = Annually S = Semi-annually Q = Quarterly M = Monthly

At this time, I decline Maintenance Agreement Coverage. Initials:





TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10105 BD. OF ASSESSMENT APPEALS

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL TRANSFERS	ACTUAL EXPEND. & ENCUMBR. AS OF 11/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM (11/19/21)	2021/2022 SELECTMAN RECOMMENDS	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												
51010	ELECTED OFFICIALS	400	300		0	300	300	300	300			(300)	-100.00%
51210	CLERICAL/TECHNICAL	379	664		79	694	694	694	694			(664)	-100.00%
51810	OVERTIME	269	0		0	0			76				
51920	F.I.C.A	80	74		6	76	76	76	76			(74)	-100.00%
	SUBTOTAL	1,128	1,038	0	85	1,070	1,070	1,070	1,070	0	0	(1,038)	-100.00%
	SERVICES												
52010	ADVERTISING	177	350		156	350	350	350	350			(350)	-100.00%
52020	POSTAGE	91	50		1	50	50	50	50			(50)	-100.00%
52050	DUES, CONF. & EDUCATION	50	150			150	150	150	150			(150)	-100.00%
	SUBTOTAL	318	550	0	157	550	550	550	550	0	0	(550)	-100.00%
	DEPARTMENT TOTAL	1,446	1,588	0	242	1,620	1,620	1,620	1,620	0	0	(1,588)	-100.00%

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10105 BD. OF ASSESSMENT APPEALS

LINE ITEM	DESCRIPTION	COLUMN 1 2019/2020 ACTUAL EXPENDED	COLUMN 2 2020/2021 ITEM APPROP.	COLUMN 3 2020/2021 ADDITIONAL TRANSFERS	COLUMN 4 ACTUAL EXPENDS ENCUMBRAS 01/1/21	COLUMN 5 2021/2022 DEPT/ AGENCY REQUEST	COLUMN 6 2021/2022 APPROVED BD/COMM	Department Requests Increase	Department Request % Increase	COLUMN 7 2021/2022 RECOMMENDED BD OF SUBJECTIVE
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	400	300	0	0	300		0	0	
51210	CLERICAL/TECHNICAL	379	664	0	79	694		30	5%	
51920	F.I.C.A	80	74	0	6	76		2	3%	
	SUBTOTAL	859	1,038	0	85	1,070	0	32	3%	0
SERVICES										
52010	ADVERTISING	177	350	0	156	350	0	0	0	
52020	POSTAGE	91	50	0	1	50	0	0	0	
52050	DUES, CONF., & EDUCATION	50	150	0	0	150	0	0	0	
	SUBTOTAL	318	550	0	157	550	0	0	0	0
DEPARTMENT TOTAL										
		1,177	1,588	0	242	1,620	0	32	2%	0



Assessment FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Board of Assessment Appeals is an official municipal agency, created by Connecticut state law that is designed to serve as an appeal body for taxpayers who wish to challenge the valuation of their property or the denial of an exemption. The Board of Appeals is comprised of three elected members who meet twice annually to hear taxpayer appeals. Appellants may appear before the Board to appeal their current Grand List valuations for real estate, personal property or motor vehicles in the month of March and may also appear in September when the Board meets exclusively to review motor vehicle appeals.

Assessment staff provides technical support during the hearing and deliberation process and directs complex issues and questions to the Assessor for clarification to the Board. All BAA members receive a fixed stipend for their service on the board and assisting staff are compensated at the appropriate overtime rate and are scheduled based on the number of appeals the Board receives.

FY2022 BUDGET SUMMARY

Line Item	FY 2020 Appropriated	FY 2021 Appropriated	FY2022 Request	Change from FY 2021 (+/-)	
				\$0	(percent)
PERSONNEL COSTS					
51010 Elected Officials	300	300	300	0	0%
51210 Clerical/Technical	831	664	694	+ 30	5%
51920 FICA	87	74	76	+ 2	3%
SUBTOTAL	1,218	1,038	1,070	+ 32	3%
SERVICES					
52010 Advertising	500	350	350	0	0%
52020 Postage	150	50	50	0	0%
52050 Dues, Conf. & Education	300	150	150	0	0%
SUBTOTAL	950	550	550	0	0%
DEPARTMENT TOTAL	2,168	1,588	1,620	+32	2%

BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Compensation for members of the Board of Assessment Appeals is fixed at \$100 per year per member except during revaluations. Additionally, based on the estimated number of appeals that the board typically receives, there are 20 hours of clerical time provided by the Assessor's staff at an overtime rate. The calculated FICA is included.

Budget Request: **\$1,070 3% increase**

See the Personnel/Fringe Benefit Spreadsheet for calculations.

Services: Accounts 52010 - 52050: Encompassing all necessary operating costs, including statutorily required legal ads and filing notifications, related postage costs, and provisions for Board member and staff training in assessment appeals.

Budget Request: **\$550 0% increase**

- **10105-52010 - Advertising** Request: **\$350 0% increase**

Includes required annual publication notifying taxpayers of Board of Assessment Appeals Hearing dates and appeals procedures. Required notices are published in *The Day* newspaper and posted on the Town's website twice annually. Advertising costs incurred in FY20 = **\$177**; FY21 = **\$156 to date**. March 2021 legal ad estimated at \$200.

Advertising Breakdown:

March Legal Ad:	\$200
September Legal Ad:	<u>\$150</u>
	\$350

- **10105-52020 - Postage** Request: **\$50 0 % increase**

Postage estimate is based on approximately 90 mailings at the standard rate and includes an original hearing appointment notification to each appellant and a statutorily required post hearing action notice to each appellant containing appeal results and the process to pursue their appeal in Superior Court if aggrieved.

Postage costs incurred in FY20 = **\$91**; includes additional appeal notifications due to Covid-10 hearing rescheduling. FY21 anticipated total cost: **\$50**

- **10105-52050 - Dues, Conf. & Education** Request: **\$150 0% increase**

Education cost represents an allowance for BAA training which is made available to all board members by the state's Office of Policy and Management in conjunction with the Connecticut Association of Assessing Officers. The current cost for the BAA course is \$50/per person. Dues, Conf. & Education Fees incurred in FY20: **\$0** FY21: **\$50** - one BAA member in attendance.

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10105 BD. OF ASSESSMENT APPEALS

LINE ITEM	DESCRIPTION	COLUMN 1 2019/2020 ACTUAL EXPENDED	COLUMN 2 2020/2021 REQ APPROP	COLUMN 3 2020/2021 ADDITIONAL TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/21	COLUMN 5 2021/2022 DEPT AGENCY REQUEST	COLUMN 6 2021/2022 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase	COLUMN 7 2021/2022 RECOMMENDED BD OF SHEGUEMEN
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	400	300	0	0	300	0	0	0	
51210	CLERICAL/TECHNICAL	379	664	0	79	694	30	5%	5%	
51920	F.I.C.A	80	74	0	6	76	2	3%	3%	
	SUBTOTAL	859	1,038	0	85	1,070	0	32	3%	0
SERVICES										
52010	ADVERTISING	177	350	0	156	350	0	0	0	
52020	POSTAGE	91	50	0	1	50	0	0	0	
52050	DUES, CONF., & EDUCATION	50	150	0	0	150	0	0	0	
	SUBTOTAL	318	550	0	157	550	0	0	0	0
DEPARTMENT TOTAL		1,177	1,588	0	242	1,620	0	32	2%	0

LINE 51920

WORKDAYS	WEEKS TO BUDGET
2021/2022	52.2
261	

261 52.2

LEGAL

TOWN OF WATERFORD

BOARD OF ASSESSMENT APPEALS

The Board of Assessment Appeals will conduct hearings for the 2019 Grand List on the dates and times listed below. Applications for appeal must be submitted in writing and filed with the Assessor's office by February 20th, 2020. Hearings are by appointment only. Applications are available in the Assessor's office Monday through Friday between the hours of 8:00 am and 4:00 pm. Meeting date and time schedule is as follows:

Tuesday, March 24, 2020	5:00 pm – 9:00 pm
Wednesday, March 25, 2020	5:00 pm – 9:00 pm
Thursday, March 26, 2020	5:00 pm – 7:00 pm

Location: Assessor's Office 15 Rope Ferry Road, Waterford

RECEIVED FOR RECORD
WATERFORD, CT
2020 JAN 30 AM 10:00
Michael A. Longo
TOWN CLERK

TOWN OF WATERFORD

BOARD OF ASSESSMENT APPEALS

SESSION EXTENDED THROUGH APRIL 30TH 2020

The Board of Assessment Appeals will be conducting hearings for the 2019 Grand List on the dates and times listed below. Hearings are by appointment only. Meeting date and time schedule is as follows:

Tuesday, April 14, 2020 5:00 pm – 9:00 pm

Wednesday, April 15, 2020 5:00 pm – 9:00 pm

Tuesday, April 21, 2020 5:00 pm – 9:00 pm

Wednesday, April 22, 2020 5:00 pm – 9:00 pm

Location: All meetings will be held by ZOOM Remote Access Only.

****See individual posted agendas by day for Zoom meeting ID and password to join each meeting**

Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06385



Phone: (860) 444-5820
Fax: (860) 444-5819

Board of Assessment Appeals
September Motor Vehicle Session
Special Meeting Agenda

Date: Wednesday, September 16, 2020

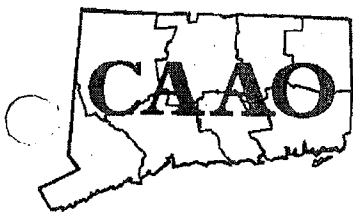
Place: Assessor's Office
15 Rope Ferry Rd.
Waterford Town Hall

Time: 5:00 pm – 8:00 pm

RECEIVED TOWN HALL
2020 AUG 24 AM 9:32
TOWN CLERK

Business to be transacted:

1. Call to Order
2. Approval of minutes of meeting April 22, 2020
3. Public Comments
4. Conduct scheduled motor vehicle hearings for taxpayers who filed a written appeal for the 2019 Grand List.
5. Additions
6. Adjournment



Connecticut Association of Assessing Officers, Inc.
Education Committee

Chandler Rose, CMA II, Co-Chair
William Gaffney, CCMA II, Co-Chair

EDUCATIONAL OFFERING

Course: BOARD OF ASSESSMENT APPEALS WORKSHOP

Instructor: Brian Smith, CCMA II

Date: Thursday, January 23, 2020**

Time: Registration 5.45 p.m. - Workshop 6:00 - 9:00 p.m.

Location: Colchester Town Hall - Contois Meeting Room ONE

127 Norwich Avenue
Colchester, Connecticut 06415

Cost: \$50.00

Make Checks Payable to:

APPROVED

VENDOR#

69

PO#

CLOSE PO Y ☒ N ☐

FY 2019/2020

ACCOUNT #

1005-52050

AMOUNT

\$ 50.00

SIGN

DATE

2/1/2020

NAME:

Marilyn Lusher

ADDRESS:

6 Williamsburg Dr.

Waterford, CT 06385

PHONE:

(860) 460-9555

EMAIL:

marilyn@marilynusher.com

Complete this form and mail along with your check in the amount of \$50 to:

Colchester Town Hall
127 Norwich Avenue
Colchester, Connecticut 06415
Attn: John Chaponis

Any questions, please contact John Chaponis at (860) 537-7205 or Assessor@ColchesterCT.gov

**In the event of inclement weather requiring a cancelation, the Workshop will be rescheduled for January 27, 2020.

BAA Clerical Technical Calculations

Assessment Aide III	Hourly Rate	# Hours	Total Salary
September 22 BAA Session	22.15		
COLA	<u>0.50</u>		
Total Hourly Base Rate	22.65		
Half Time	11.32		
Total Hourly OT Rate - 9/21	33.97	4	135.89

Assessment Aide III

April Session BAA	23.26		
Half Time	<u>11.63</u>		
Total Hourly OT Rate - April 22	34.89	16	558.24
Total Salary Estimate			694.13

The Day  **theday.com**

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93229	WATERFORD - TOWN OF/ ASSESSORS	08/01/20-08/31/20

Client		PAGE NUMBER	DUE DATE
		Page 1 of 1	9/30/20
CURRENT	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 156.35	\$ 0.00	\$ 0.00	\$ 156.35

WATERFORD - TOWN OF/ ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385

Is your digital marketing really working? For a FREE comprehensive digital audit call Aaron Witko at 860-701-4332 today!

CHECK NUMBER
AMOUNT PAID

FILE COPY

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
08/14/20	Previous Balance						\$0.00
	871944 TOWN OF WATERFORD BO	DAY DWB	D00871944	3 Col X 18 Lines			\$156.35
APPROVED VENDOR# <u>167</u> PO# <u> </u> FY <u> </u> CLOSE PO Y <u> </u> N <u> </u> ACCOUNT # <u>10105-32010</u> AMOUNT <u>\$ 156.35</u> IGN <u> </u> DATE <u>9/22/20</u>							

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

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

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

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT	
08/01/20-08/31/20	D93229	WATERFORD - TOWN OF/ ASSESSORS	
CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 156.35	\$ 0.00	\$ 0.00	\$ 156.35

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

The Day  **theday.com**

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93229	WATERFORD - TOWN OF/ ASSESSORS	02/01/20-02/29/20

Client	PAGE NUMBER	DUE DATE
	Page 1 of 1	3/31/20

CURRENT	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 177.00	\$ 0.00	\$ 0.00	\$ 177.00

WATERFORD - TOWN OF/ ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385

Is your digital marketing really working? For a FREE comprehensive digital audit call Aaron Witko at 860-701-4332 today!

CHECK NUMBER

AMOUNT PAID

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES OF QTY	GROSS AMOUNT	OTHER	NET AMOUNT
02/18/20	Previous Balance						\$123.90
02/18/20	PAYMENT RECEIVED - THANK YOU		16939				(\$123.90)
02/01/20	854991 LEGAL TOWN OF WATERFO	DAY,DWB	D00854991	3 Col X 20 Lines			\$177.00
APPROVED VENDOR# <u>151</u> PO# <u>—</u> <u>FY 2020</u> CLOSE PO <u>Y</u> <u>N</u> ACCOUNT # <u>10105-52010</u> Account # 10105-52010 AMOUNT <u>177.00</u> SIGN <u>Day</u> DATE <u>3/6/2020</u>							

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

860-442-2200
800-582-8296
800-542-3354

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

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT
02/01/20-02/29/20	D93229	WATERFORD - TOWN OF/ ASSESSORS

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 177.00	\$ 0.00	\$ 0.00	\$ 177.00

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

Monthly Postage
Assessor's Office

Assessor's Office FY 20 Postage	Metered Mail	# Items BAA FY 20 Postage	Metered Mail	# Items
Jul-19	15.15	30	0	0
Aug-19	4.8	8	1	2
Sep-19	33.66	60	0	0
Oct-19	38.65	56	1.5	3
Nov-19	10.95	22	0	0
Dec-19	6.5	13	0	0
Jan-20	986.35	1948	5.5	11
Feb-20	27.08	37	21	42
Mar-20	21.15	42	37.12	73
Apr-20	176.9	344	23.26	42
May-20	21.82	31	1.12	1
Jun-20	20.6	24	0	0
Total Postage	\$ 1,364	2615	\$ 91	174
FY21 Postage				
Jul-20	99.74	174	0	0
Aug-20	20.08	29	0	0
Sep-20	43.45	59	1	2
Oct-20	20.6	38	0	0
Nov-20	31	57	0	0
Total Postage	\$ 215	357	\$ 1	2

INTERDEPARTMENTAL MEMORANDUM

Date: April 27, 2020
To: Kimberly Allen, Finance Director
Robert Brule, First Selectman
From: Paige Walton, Assessor
Subject: 2019 Board of Assessment Appeals

The Board of Assessment Appeals has completed its duties for the April session of the 2019 Grand List. Action notices have been mailed to all appellants and the minutes and recordings from each meeting have been filed with the Town Clerk and appear on the town's website. In total the Board heard **38** appeals over the course of four sessions conducted via zoom teleconferencing and made **25 changes**.

The Board chose to hear appeals for commercial and industrial properties with assessed values over \$1M and **1** change was made.

Please see below for overall BAA results and reductions to the 2019 GL.

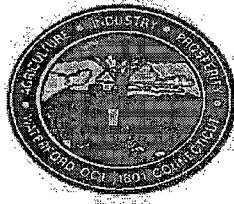
	# Appeals	# Changes	# No Changes	Total Reductions
Real Estate	12	11	1	\$ (703,480.00)
Personal Property	18	11	7	\$ (523,180)
Motor Vehicle	5	2	3	\$ (2,580)
RE C&I Appeals w/ Assessments over \$1M	3	1	2	\$ (363,650)
	38	25	13	\$ (1,592,890.00)
Not Heard				
Incomplete/Late Filings	5			
Total Not Heard	5			

****Note Gross Personal Property was reduced by \$503,230 and pp exemptions increased by \$19,950 resulting in a total net reduction of -523,180.**

Below please find the updated 2019 Grand List Totals as compared to last year.

2018 POST Board of Assessment Appeals				
2018 GL	GROSS	EXEMPT	NET	
REAL ESTATE	\$ 2,644,610,314	\$ 318,760,858	\$ 2,325,849,456	
PERSONAL PROPERTY	\$ 843,989,110	\$ 24,391,491	\$ 819,597,619	
MOTOR VEHICLE	\$ 156,473,430	\$ 1,406,910	\$ 155,066,520	
TOTAL	\$ 3,645,072,854	\$ 344,559,259	\$ 3,300,513,595	
2019 POST Board of Assessment Appeals				
2019 GL	GROSS	EXEMPT	NET	% CHANGE
REAL ESTATE	\$ 2,642,887,404	\$ 319,506,196	\$ 2,323,381,208	-0.11%
PERSONAL PROPERTY	\$ 875,070,820	\$ 26,507,719	\$ 848,563,101	3.53%
MOTOR VEHICLE	\$ 161,228,498	\$ 2,215,850	\$ 159,012,648	2.54%
TOTAL	\$ 3,679,186,722	\$ 348,229,765	\$ 3,330,956,957	0.91%

Board of Assessment Appeals
15 Rope Ferry Road
Waterford, CT 06385



Phone: (860) 444-5820
Fax: (860) 444-5819

Board of Assessment Appeals
Zoom Access Only
Special Meeting Minutes

Date: Tuesday, January 19, 2021
Place: ZOOM Remote Access Only
Time: 11:00am – 12:00pm

2021 JAN 19 PM 12:35
RECEIVED
TOWN OF WATERFORD

Join Zoom Meeting:

<https://us02web.zoom.us/j/86084294413?pwd=VEFxMDNyZXJmUVZyME5YVWJRTzJhdz09>

Meeting ID: 860 8429 4413

Passcode: 4CpL38

Board Members Present: Marilyn Lusher, Chair, Gregg Swanson

Board Members Absent: Mike Buscetto

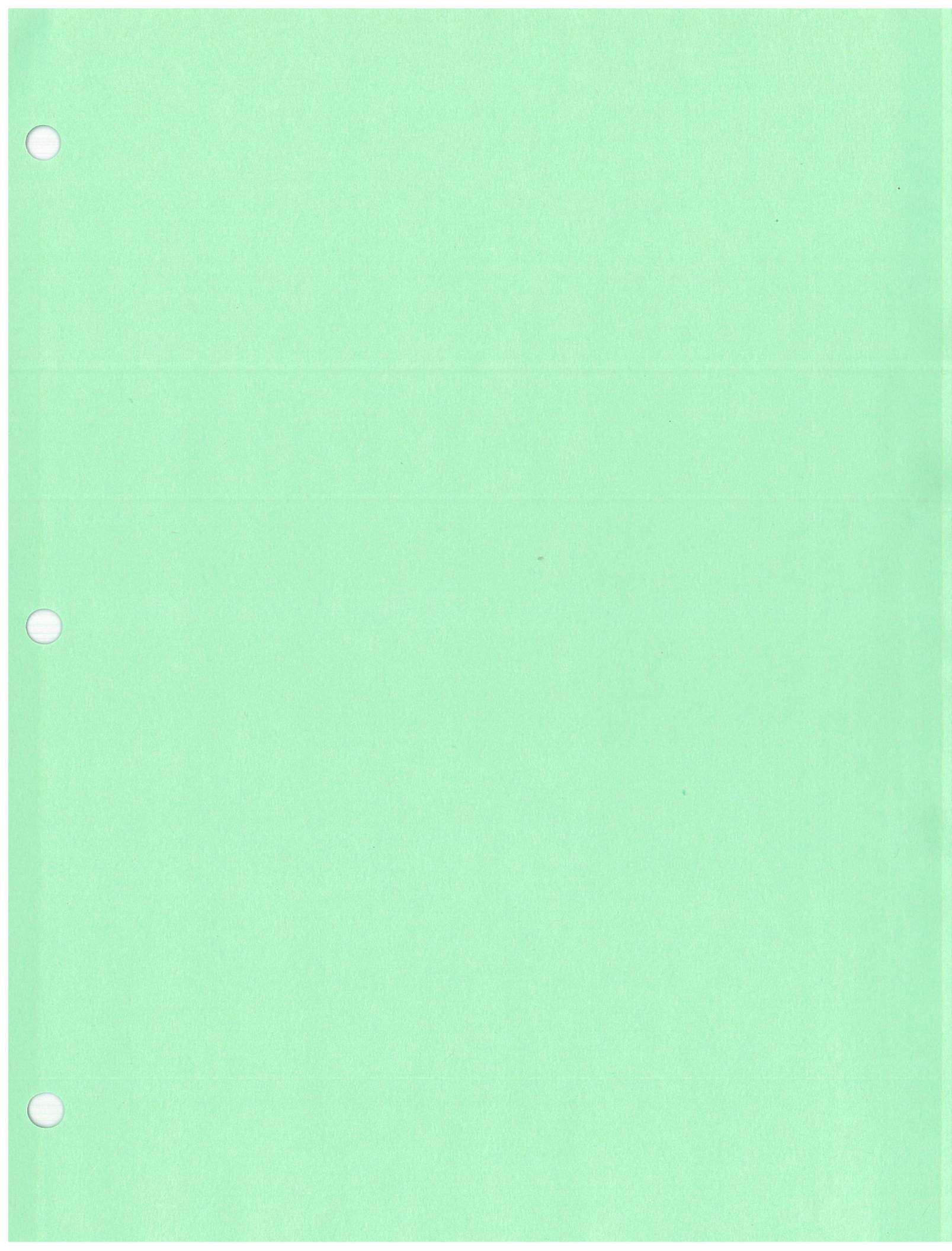
Staff Present: Paige Walton, Assessor, Eva Renski, Secretary

1. Call to Order
 - a. Marilyn Lusher called the meeting to order at 11:00am
2. Approval of Minutes
 - a. The minutes from the September 16, 2020 meeting were approved
 - i. Motion to accept made by Marilyn Lusher
 - ii. Seconded by Gregg Swanson
 - iii. Unanimous to approve
3. Old Business
 - a. None
4. New Business
 - a. Create meeting schedule for 2021 (2020 Grand List)
 - i. The Board will meet on March 1, 2, 9, & 10th 2020 from 4pm-7pm (with 10 minute appointments) via Zoom
 1. The Board opted to hear BAA Appeals over \$1,000,000
 - ii. The Board will meet on September 2, 2021 from 5pm-6:30pm
 - b. 2022 BAA Budget
 - i. Motion to approve by Marilyn Lusher
 - ii. Seconded by Gregg Swanson
 - iii. Unanimous to approve
 - c. Town Email Addresses
 - i. Motion to approve by Marilyn Lusher
 - ii. Seconded by Gregg Swanson
 - iii. Unanimous to approve
 - d. BAA Alternate

- i. Paige Walton will follow up with the town attorney about process of selecting an alternate
 - ii. Marilyn and Gregg both in favor of selecting an alternate
- 5. Motion to Adjourn
 - a. There being no further business, the meeting was adjourned at 11:21am
 - i. Motion by Marilyn Lusher
 - ii. Seconded by Gregg Swanson
 - iii. Unanimous to adjourn

Respectfully Submitted,

Eva Renski
Secretary

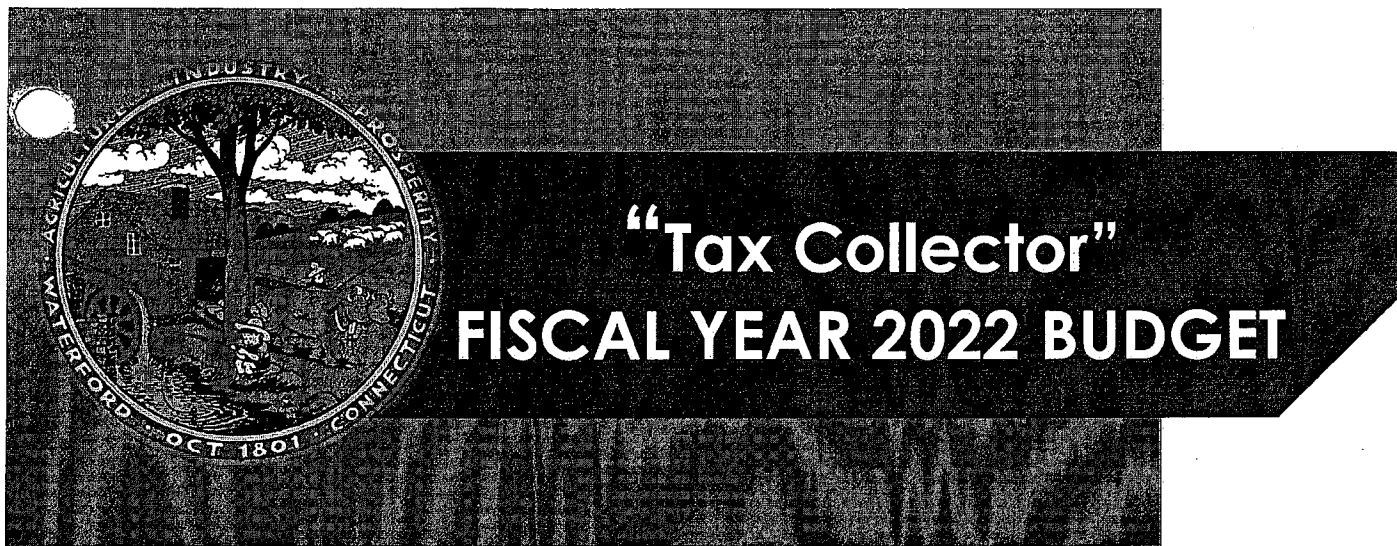




TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10106 TAX COLLECTOR

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 FIRST SELECTMAN RECOMMENDS	RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	84,398	85,262		41,986	86,286	86,286	86,286			(85,262)	-100.00%
51210	CLERICAL/TECHNICAL	73,283	77,769	(500)	37,260	82,334	82,334	82,334			(77,769)	-100.00%
51810	OVERTIME	0	0		0	0	0	0				
51920	FICA	11,495	12,478		5,766	12,900	12,900	12,900			(12,478)	-100.00%
	SUBTOTAL	169,176	175,509	(500)	85,012	181,520	181,520	181,520	0	0	(175,509)	-100.00%
SERVICES												
52010	ADVERTISING		700		328	700	700	700			(700)	-100.00%
52020	POSTAGE	655	6,000		2,190	6,000	6,000	6,000			(6,000)	-100.00%
52030	PROFESSIONAL FEES	5,552	21,832		21,491	22,214	22,214	22,214			(21,832)	-100.00%
52040	SERVICE CONT. & REPAIR	20,579	1,350		1,350	1,178	1,178	1,178			(1,350)	-100.00%
52050	DUES, CONF. & EDUCATION	1,339	685	(500)	0	195	195	195			(685)	-100.00%
	SUBTOTAL	28,757	30,567	(500)	25,359	30,287	30,287	30,287	0	0	(30,567)	-100.00%
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0	30	1,000	927	35	100	100			(30)	-100.00%
	SUBTOTAL	0	30	1,000	927	35	100	100	0	0	(30)	-100.00%
OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	575	50		50	65	0	0			(50)	-100.00%
	SUBTOTAL	575	50	0	50	65	0	0	0	0	(50)	-100.00%
	DEPARTMENT TOTAL	198,508	206,156	0	131,548	211,907	211,907	211,907	0	0	(206,156)	-100.00%



Town of Waterford

BUDGET FUNCTION

Functional Description of the Duties of the Tax Office

The purpose of the Tax Office is to bill and collect municipal real estate, business personal property, and motor vehicle taxes; conform to all state statutes for collection and reporting, as well as to provide information regarding taxes to taxpayers and various agencies upon demand. The office is responsible for the accuracy and legality of all steps in the billing, adjustment, collection, deposit, and reporting process.

The Grand List 2019 levy totaled \$92,573,372.13, an increase of \$487,202.13 or .5% over the GL 2018 levy. As of the end of FY 2020, the tax office had collected at the following rates:

Real Estate:	99.42%
Personal Property:	99.89%
Motor Vehicle:	98.04%
Motor Vehicle Supplemental:	92.30%
Total Collection Rate:	99.43%

This was a small decrease of .03% from the highest historical collection rate last year.

State statutes govern the tax collection process almost entirely. Tax bill preparation and delivery, the collection calendar, collection procedures, interest rates, fees, and collection tools are specified in the statutes.

The majority of the required billing information comes from the Assessor's Office, often in conjunction with the Connecticut Department of Motor Vehicles. The daily work necessitates a close working relationship with those offices as well as the Town Clerk, Finance Department, Town Treasurer, and various other agencies. The 2019 levy generated 31,328 tax bills: 9,572 real estate, 1,231 personal property, and 20,524 motor vehicle bills.

My office accepts Waterford Utility Commission payments and they are forwarded to the W.U.C. office at 1000 Hartford Road. We have started tracking the number of payments collected. In FY 2020, we accepted 1,188 payments. I believe that the Town should look into having the Tax Collector's Office be able to post sewer payments to taxpayer's accounts and to utilize a single software program for both offices. My office, the Finance office, the WUC and the town attorneys are attempting to implement that change.

FY2022 BUDGET SUMMARY

The Fiscal Year 2022 total budget request is \$211,907, an increase of \$5751 (2.79%) from the prior year. Was it not for the salary increases, this budget would have a small decrease of \$260.

Personnel Costs: \$181,520

Personnel costs are higher due to the 1303 union contract renegotiation.

LI 51010 Elected Officials: \$86,286

The salaries for elected officials were addressed by action of the RTM. Increases are determined by the Consumer Price Index (CPI-U) as of October each year. This year, the index is 1.2%. The CPI chart is in the backup.

LI 51210 Clerical/Technical: 82,334

This is an increase of \$4,565. The salary for the Tax Office's full-time Accounts Receivable Clerk is determined by a negotiated contract between the Town and Local 1303-037. This individual is at the top of her pay grade. The 1303 contract has been settled at an increase of 2.25% for last year and this year. The increase for our part-time Accounts Receivable clerk is tied to the 1303 union contract and increases as she rises in the salary steps.

LI 51920 FICA: \$12,900

This is an increase of \$422 from last year. FICA is budgeted at 7.65% of all wages, including overtime. The increase is a function of the changes in salaries budgeted above in LI 51010 through 51810.

Services: \$30,938, an increase of \$1,536.

LI 52010 Advertising: \$700

I have a written notification from The Day anticipating no increase in the costs of our required advertisements. State statute 12-145 requires publication of tax notices six times per year in a local newspaper; three times for each of the collection months. Rates are for publication in the Waterford Times. At the current rate of \$109.20 per ad, six ads would result in a total of \$655.20. The \$700 budget would allow for a 7% increase should things change.

June-July	3 ads x \$109.20 = \$327.60
Dec-Jan	3 ads x \$109.20 = \$327.60

LI 52020 Postage: \$6000

No increase. I am anticipating an increase in the mailing of delinquent statements as the DMV will institute the start of three-year registrations. Actual costs as listed below are anomalous this year due to the payment extension caused by the Governor's executive order.

Last year July-Nov \$3277

This year July-Nov \$2187

FY 2019 \$5,348

FY 2020 \$5,552

<u>Jul-20</u>	Metered Mail		260.05		
<u>(actual)</u>	Postage		14.87		
<u>Aug-20</u>	Metered Mail		198.15	DQ statements	
<u>(actual)</u>	Postage		11.16		
<u>Sep-19</u>	Metered Mail		315.50	Demands	
<u>(actual)</u>	Postage		29.76	Lien Notice PP	
<u>Oct-18</u>	Metered Mail		1,227.29		
<u>(actual)</u>	Postage		52.70		
<u>Nov-18</u>	Metered Mail		77.55		
<u>(actual)</u>	Postage		0.00		
<u>Dec-18</u>	Metered Mail		244.60		
<u>(LY)</u>	Postage		4.88		
<u>Jan-19</u>	Metered Mail		786.30	Postcard Reminders	
<u>(LY)</u>	Postage		14.67		
<u>Feb-19</u>	Metered Mail		605.40	DQ statements	
<u>(LY)</u>	Postage		25.41		
<u>Mar-19</u>	Metered Mail		416.95	Demands	
<u>(LY)</u>	Postage		11.78		
<u>Apr-19</u>	Metered Mail		22.30	Lien Notice RE	
<u>(LY)</u>	Postage		0.00		
<u>May-19</u>	Metered Mail		73.15		
<u>(LY)</u>	Postage		1.24		
<u>Jun-19</u>	Metered Mail		68.40	DQ statements	
<u>(LY)</u>	Postage		0.00		
Total			4,462.11		

LI 52030 Professional Fees: \$22,214

This is an increase of \$382. The main driver of this budget line is the Quality Data Service (QDS) billing and mailing service. QDS billing and mailing services accounted for all of the increase as their services rose by 1.8%. Software maintenance costs have been removed from this budget and transferred to the Information Technology budget.

I have included a year-to-year cost comparison for Quality Data Services in the backup.

Quality Data Service – All Billing Services \$21,442
Last year \$21,062

This year, \$10,037 of software support moved to IT budget

Invoice Cloud Credit Card Processor \$360
PCI compliance for 2 credit card readers
\$15 per machine per month

**DMV – Access DMV database for current address
and registration information** \$250

New Employee Background Check \$55
Criminal Records Check Statewide \$11
Statewide Federal Criminal Search \$7
Nationwide Sex Offender Check \$13
Driving Record Search Fee \$6
Driving Record State Fee \$18

New Employee Drug Screening \$75

White Pages Premium \$32
This is a search engine for names, addresses
and other information for billing and mailing
purposes. It has replaced the Lexis-Nexus
expense that had been budgeted at \$360.

LI 52040 Service Contracts and Repairs: \$1,178

This is for the lease payments on the Ricoh copier and copy fees based on usage.
There was a decrease of \$172 due to a renegotiation of the lease contracts.

Copier/Printer Lease \$1178
Ricoh copier lease: \$88.325 per month \$1059.90
Copy fees: \$0.007 per copy \$117.40

copies	2018	2019	2020	AVG
1 st Quarter	3218	1882	2088	2396
2 nd Quarter	8702	7771	7348	7940
3 rd Quarter	2940	2016	1966	2307
4 th Quarter	4379	3711	4294	4128
Total	19,239	15,380	15,696	16,771

Current year FY 2021: 1st Quarter 984
2nd Quarter 4318

LI 52050 Dues, Conferences and Education: \$195

This is a decrease of \$600 due to the cancellation of the CTx Annual conference last year. This amount covers state and local membership dues and state association meetings.

Dues:

Connecticut Tax Collectors' Association (CTx)	\$75
New London County Tax Collectors' Ass'n	\$20

Conferences:

Connecticut Tax Collectors' Association (CTx)	\$ 0
CTx Spring Meeting	\$50
CTx Fall Meeting	\$50

Our annual conference has been postponed again. My registration has been paid from a previous year's budget.

Effective 1/1/2021, the Office of Policy & Management (OPM)

Will be instituting requirements for continuing education for

Tax collectors. This will require 50 hours every 5 years.

Some of these hours will be inclusive of current meetings and Seminars already in budgeted items. It is possible that additional line items may be necessary in the future.

LI 53010 Supplies: \$100

There is need for #9 blue return envelopes that are used extensively for return payments and forms.

We are in need of a new date stamp; ours expires at the end of 2021.

LI 54060 Office Equipment: \$0

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TOWN OF WATERFORD
PERSONNEL WORKSHEET - DEPARTMENT NAME
2021/2022 FISCAL YEAR

		DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	PREV YR SALARY 2020/2021	SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (FICA)	LINE 51920
51010 - Elected Officials											
		2/17/2015	Tax Collector	40		85,262	86,286		86,286	6,601	
			Total Elected Officials			85,262	86,286		86,286	6,601	
51210 - Clerical/Technical											
		Diana Wall 7/3/2017	Accounts Receivable Clerk AS-8, Step 7	35	29,563 28,2767	51,464	54,013	250	54,263	4,151	
		Original Hire Date 3/30/2009									
		Laura Brackett 3/8/2015	Accounts Receivable Clerk AS Non-Union 35 Weeks @ Step 3.5 17 Weeks @ Step 4	19 19	24,977 25,604	15,501 7,717	16,611 8,271		16,611 8,271	1,271 633	
		N/A	Seasonal Clerk July - 23 days FT (7/1/21-8/3/21) January - 22 Days PT (1/3/22-2/2/22)	35 20	12,807 12,807	2,058 1,029	2,062 1,127		2,062 1,127	158 86	
		N/A	Seasonal Clerk July 24 Days PT (7/1/19-8/2/19)	20	12.25	0	0				
			Total Clerical/Technical			77,769	82,084		82,334	6,299	
51810 - OVERTIME											
			Accounts Receivable Clerk			0	0		0	0	
			Total Overtime			0	0		0	0	
WORKDAYS			Total Department WEEKS TO BUDGET			153,031	168,370		168,620	12,900	

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Line Item	Description	1999-2000	2000-2001	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
		1999-2000	2000-2001	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
51010	ELECTED OFFICIALS	51,844	52,736	54,516	56,362	57,452	60,056	60,486	63,436	64,416	67,310
51210	CLERICAL/TECHNICAL	105,335	107,010	119,258	123,145	124,285	93,749	96,657	92,050	81,129	86,782
51810	OVERTIME	652	600	627	680	680	720	618	607	2,240	1,500
51920	F.I.C.A.	28,659	31,374	31,537	36,859	0	0				
	SUBTOTAL	12,075	12,343	13,419	13,784	13,955	11,821	12,069	11,941	11,306	11,903
		198,565	204,063	219,357	230,830	196,372	166,346	169,830	168,034	159,091	167,495
	SERVICES										
52010	ADVERTISING										
52020	POSTAGE	713	830	857	420	378	435	435	882	940	928
52030	PROFESSIONAL FEES	9,447	9,331	10,196	12,281	11,636	5,616	5,842	6,430	6,993	5,958
52040	SERVICE CONT. & REPAIR	800	1,050	1,200	1,350	1,550	15,420	16,870	15,713	18,078	18,400
52050	DUES, CONF. & EDUCATION	4,293	7,061	7,213	7,418	7,868	8,520	8,920	8,576	8,880	8,525
	SUBTOTAL	622	749	723	708	900	900	1,000	485	335	301
		38	50	50	50	50	50	50	776	146	146
	MATERIALS & SUPPLIES	15,913	19,071	20,239	22,227	22,382	30,941	33,117	32,862	35,372	34,258
53010	OFFICE SUPPLIES										
	SUBTOTAL										
		7	0	0	0	0	0	0	1,000	1,100	750
	OFFICE EQUIPMENT	7	0	0	0	0	0	0	1,000	1,100	750
54060	OFFICE EQUIPMENT										
	SUBTOTAL										
		315	0	0	0	0	0	0	0	1,113	0
	DEPARTMENT TOTAL	315	0	0	0	0	0	0	0	1,113	0
	DEPARTMENT TOTAL	214,800	223,134	239,596	253,057	218,754	197,287	202,947	201,896	196,676	202,503

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Line Item	Description	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
51010	ELECTED OFFICIALS	68,339	70,877	72,501	75,040	76,835	77,757	79,382	79,382	80,109	81,711	83,754	85,262
51210	CLERICAL/TECHNICAL	81,301	81,044	65,041	65,317	67,340	68,929	70,287	72,959	73,107	73,373	78,192	77,769
51810	OVERTIME	1,417	900	897	789	821	816	949	798	399	280	297	0
51920	F.I.C.A.	11,557	11,691	10,591	10,799	11,093	11,286	11,523	11,715	11,752	11,885	12,412	12,478
	SUBTOTAL	162,614	164,512	149,030	151,945	156,089	158,788	162,141	164,854	165,367	167,249	174,655	175,509
	SERVICES												
52010	ADVERTISING	970	1,200	1,252	1,056	1,086	1,050	1,176	1,146	1,101	1,101	1,128	700
52020	POSTAGE	5,910	6,063	5,637	5,791	5,949	6,334	6,028	6,100	5,500	5,500	5,500	6,000
52030	PROFESSIONAL FEES	18,100	20,700	23,175	23,833	18,304	19,286	13,835	28,688	30,058	30,290	20,764	21,832
52040	SERVICE CONT. & REPAIR	9,205	9,580	10,395	10,587	10,787	13,273	15,193	1,434	1,385	1,365	1,365	1,350
52050	DUES, CONF. & EDUCATION	326	171	326	326	326	326	726	726	775	415	675	685
	SUBTOTAL	34,511	37,714	40,785	41,593	36,452	40,269	36,958	38,094	38,819	38,671	29,432	30,567
	MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	720	480	860	1,065	1,028	320	613	80	50	30	30	30
	SUBTOTAL	720	480	860	1,065	1,028	320	613	80	50	30	30	30
	OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0	1,200	0	0	400	410	200	200	0	1900	100	50
	SUBTOTAL	0	1,200	0	0	400	410	200	200	0	1900	100	50
	DEPARTMENT TOTAL	197,845	203,906	190,675	194,603	193,969	199,787	199,912	203,228	204,236	207,850	204,217	206,156

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Line Item	Description	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
51010	ELECTED OFFICIALS	85,262	86,286					
51210	CLERICAL/TECHNICAL	77,769	82,334					
51810	OVERTIME	0	0					
51920	F.I.C.A.	12,478	12,900					
	SUBTOTAL	175,509	181,520					
	SERVICES							
52010	ADVERTISING	700	700					
52020	POSTAGE	6,000	6,000					
52030	PROFESSIONAL FEES	21,832	22,214					
52040	SERVICE CONT. & REPAIR	1,350	1,178					
52050	DUES, CONF. & EDUCATION	685	195					
	SUBTOTAL	30,567	30,287					
	MATERIALS & SUPPLIES							
53010	OFFICE SUPPLIES	30	100					
	SUBTOTAL	30	100					
	OFFICE EQUIPMENT							
54060	OFFICE EQUIPMENT	50	0					
	SUBTOTAL	50	0					
	DEPARTMENT TOTAL	206,156	211,907					

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	Motor Vehicle	93.90%	94.40%	93.70%	94.90%	96.70%	97.10%	96.40%	96.20%	95.90%	94.90%	94.70%	95.20%	95.40%	96.30%	96.38%	96.39%	96.47%	96.20%
	MV Supp	81.20%	81.10%	77.00%	80.00%	73.70%	74.60%	77.50%	76.10%	73.90%	74.10%	72.00%	75.20%	74.40%	71.70%	66.22%	71.45%	64.83%	64.76%
	Total	97.50%	97.70%	91.80%	91.40%	89.20%	92.00%	91.70%	97.20%	97.80%	97.70%	97.30%	98.10%	98.00%	97.20%	95.67%	97.48%	96.85%	97.03%
February	Real Estate	98.4%	98.20%	96.00%	95.90%	95.70%	95.90%	96.00%	97.60%	98.30%	97.70%	98.20%	98.10%	98.50%	98.70%	98.58%	98.60%	98.55%	98.85%
	Personal Prop	98.7%	99.80%	78.70%	78.50%	78.50%	82.90%	79.90%	99.90%	99.90%	99.70%	99.80%	99.60%	99.80%	99.60%	99.75%	99.76%	99.83%	99.88%
	Motor Vehicle	94.8%	95.00%	94.60%	95.60%	97.00%	97.40%	96.70%	96.60%	96.30%	96.40%	95.20%	95.70%	95.80%	96.60%	96.60%	96.63%	96.81%	96.62%
	MV Supp	87.2%	86.50%	84.90%	85.50%	83.50%	80.80%	83.20%	82.00%	83.10%	84.50%	80.10%	80.90%	79.60%	83.40%	82.40%	83.86%	83.95%	83.48%
	Total	98.1%	98.30%	92.60%	92.30%	92.10%	93.10%	92.40%	97.90%	98.50%	98.00%	98.30%	98.60%	98.60%	98.70%	98.67%	98.70%	98.70%	98.90%
March	Real Estate	98.7%	98.50%	96.30%	96.20%	96.30%	96.30%	96.40%	98.20%	98.40%	98.00%	98.40%	98.80%	98.90%	98.84%	98.84%	98.84%	99.05%	99.07%
	Personal Prop	98.8%	99.80%	78.70%	78.50%	78.50%	82.90%	79.90%	99.90%	99.90%	99.70%	99.80%	99.60%	99.80%	99.60%	99.75%	99.76%	99.86%	99.89%
	Motor Vehicle	95.3%	95.60%	96.50%	96.00%	97.40%	97.80%	97.30%	97.10%	97.10%	97.30%	96.10%	96.30%	96.30%	97.40%	96.94%	97.08%	97.17%	97.14%
	MV Supp	89.3%	89.10%	88.40%	89.20%	88.10%	89.90%	89.20%	86.80%	87.90%	88.50%	88.70%	87.40%	87.40%	89.40%	87.47%	88.36%	89.18%	87.62%
	Total	98.4%	98.50%	93.00%	92.60%	92.60%	93.40%	92.80%	98.50%	98.60%	98.30%	98.60%	98.80%	98.90%	99.00%	98.90%	98.92%	99.10%	99.11%
April	Real Estate	99.0%	98.70%	96.70%	96.60%	96.60%	96.60%	96.90%	98.70%	98.70%	98.30%	98.80%	99.00%	99.10%	99.10%	98.98%	98.98%	99.23%	99.22%
	Personal Prop	98.8%	99.90%	79.00%	78.50%	78.50%	82.90%	79.90%	100.00%	99.90%	99.90%	99.70%	99.60%	99.60%	99.60%	99.75%	99.76%	99.86%	99.89%
	Motor Vehicle	96.0%	96.10%	96.90%	96.50%	97.60%	98.00%	97.60%	97.50%	97.40%	97.70%	97.20%	96.60%	96.60%	97.60%	97.48%	97.39%	97.61%	97.45%
	MV Supp	91.1%	91.00%	89.50%	91.50%	89.80%	91.90%	90.60%	90.30%	89.80%	90.90%	90.70%	89.20%	89.50%	91.60%	90.98%	89.58%	91.37%	89.43%
	Total	98.7%	98.70%	93.30%	92.90%	92.80%	93.70%	93.10%	98.90%	98.90%	98.60%	98.90%	99.00%	99.00%	99.10%	99.05%	99.04%	99.26%	99.24%
May	Real Estate	99.1%	98.90%	96.80%	96.70%	96.80%	96.60%	97.00%	98.80%	98.80%	98.80%	99.00%	99.10%	99.10%	99.10%	99.15%	99.18%	99.38%	99.31%
	Personal Prop	99.0%	99.90%	79.00%	78.50%	78.50%	82.90%	79.90%	100.00%	99.90%	99.90%	99.70%	99.60%	99.60%	99.60%	99.80%	99.79%	99.97%	99.89%
	Motor Vehicle	96.6%	96.50%	97.20%	97.20%	98.00%	98.20%	97.80%	97.70%	97.70%	98.00%	97.70%	97.00%	97.90%	97.80%	97.75%	97.94%	97.99%	97.89%
	MV Supp	92.6%	92.30%	90.50%	93.00%	92.30%	93.50%	91.40%	92.30%	92.10%	92.60%	92.20%	91.30%	92.40%	92.30%	93.20%	92.46%	92.11%	90.91%
	Total	98.9%	98.90%	93.40%	93.00%	93.00%	93.80%	93.20%	99.00%	99.00%	98.90%	99.00%	99.10%	99.20%	99.20%	99.21%	99.23%	99.40%	99.33%
June	Real Estate	99.1%	98.90%	96.90%	96.80%	96.90%	96.70%	98.60%	98.90%	98.90%	98.90%	98.90%	99.20%	99.20%	99.22%	99.24%	99.45%	99.43%	99.42%
	Personal Prop	99.0%	99.90%	79.00%	78.50%	78.50%	82.90%	85.00%	100.00%	99.90%	99.90%	99.70%	99.60%	99.70%	99.64%	99.80%	99.79%	99.92%	99.89%
	Motor Vehicle	96.6%	96.80%	97.50%	97.40%	98.20%	98.30%	97.90%	98.00%	98.00%	98.20%	97.80%	97.60%	98.00%	98.04%	97.95%	98.09%	98.24%	98.04%
	MV Supp	92.6%	93.10%	91.20%	93.40%	94.20%	94.50%	92.20%	93.40%	93.20%	93.00%	92.70%	92.00%	93.20%	93.12%	94.28%	93.29%	93.33%	92.30%
	Total	98.9%	98.90%	93.50%	93.10%	93.10%	93.80%	95.70%	99.00%	99.00%	99.00%	99.00%	99.20%	99.20%	99.23%	99.29%	99.43%	99.46%	99.43%

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U.S. BUREAU OF LABOR STATISTICS

Economic News Release



Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, October 2020

[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Sep. 2020	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Oct. 2019	Sep. 2020	Oct. 2020	Oct. 2019- Oct. 2020	Sep. 2020- Oct. 2020	Jul. 2020- Aug. 2020	Aug. 2020- Sep. 2020	Sep. 2020- Oct. 2020
All items	100.000	257.346	260.280	260.388	1.2	0.0	0.4	0.2	0.0
Food	14.084	259.632	269.163	269.828	3.9	0.2	0.1	0.0	0.2
Food at home	7.781	242.340	251.369	251.937	4.0	0.2	-0.1	-0.4	0.1
Cereals and bakery products	1.004	276.470	284.416	284.740	3.0	0.1	-0.2	0.0	0.3
Meats, poultry, fish, and eggs	1.743	250.592	265.386	265.796	6.1	0.2	-1.7	-0.4	0.4
Dairy and related products	0.789	220.738	230.656	229.155	3.8	-0.7	1.5	-0.5	-0.9
Fruits and vegetables	1.341	301.318	306.249	309.071	2.6	0.9	0.2	-0.4	0.1
Nonalcoholic beverages and beverage materials	0.933	170.842	177.848	178.400	4.4	0.3	0.1	-0.8	-0.1
Other food at home	1.972	211.492	218.358	218.758	3.4	0.2	0.5	-0.6	0.3
Food away from home(1)	6.304	286.791	297.080	297.893	3.9	0.3	0.3	0.6	0.3
Energy	6.182	216.351	198.858	196.458	-9.2	-1.2	0.9	0.8	0.1
Energy commodities	3.034	240.279	199.741	196.835	-18.1	-1.5	2.0	-0.1	-0.5
Fuel oil	0.073	282.534	201.474	202.805	-28.2	0.7	3.9	-5.3	-0.3
Motor fuel	2.903	236.346	196.756	193.647	-18.1	-1.6	2.0	0.1	-0.6
Gasoline (all types)	2.841	235.168	195.888	192.792	-18.0	-1.6	2.0	0.1	-0.5
Energy services	3.148	202.556	207.454	205.445	1.4	-1.0	-0.2	1.6	0.8
Electricity	2.472	212.829	218.395	215.570	1.3	-1.3	-0.2	0.9	1.2

Footnotes

(1) Not seasonally adjusted.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1996=100 base.

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93094	WATERFORD - TOWN OF/ TAX COLLECTOR	07/01/20-07/31/20

Client		PAGE NUMBER	DUE DATE
		Page 1 of 1	8/31/20
CURRENT	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 218.40	\$ 0.00	\$ 0.00	\$ 218.40

WATERFORD - TOWN OF/ TAX COLLECTOR
ATTN: ALAN WILENSKY
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Is your digital marketing really
working? For a FREE
comprehensive digital audit call
Aaron Witko at 860-701-4332
today!

CHECK NUMBER

AMOUNT PAID

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE #/ PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
	Previous Balance						\$109.20
07/14/20	PAYMENT RECEIVED - THANK YOU		300092				(\$109.20)
07/09/20	Taxpayers	WFD	D00866515	2x4 8.00			\$109.20
07/30/20	Taxpayers	WFD	D00866515	2x4 8.00			\$109.20
APPROVED FOR PAYMENT ACCT# <u>10106 - 52010</u> <i>Advert</i> AMOUNT <u>218.40</u> FISCAL YEAR <u>2021</u> SIGNATURE <u>Alan Wilensky</u> DATE <u>8/10/2020</u>							

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

860-442-2200
800-582-8296
800-542-3354

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

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT	
07/01/20-07/31/20	D93094	WATERFORD - TOWN OF/ TAX COLLECTOR	

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 218.40	\$ 0.00	\$ 0.00	\$ 218.40

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

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Professional Fees Breakdown FY 2022 (QDS)

Professional Fees	2022	2021	Increase/Decrease	
QDS Software Support	\$6,950.00	\$6,750.00	\$200.00	
Qsearch-Tax Bill Web Hosting	\$2,625.00	\$2,550.00	\$75.00	
DRaaS-Cloud Service Backup	\$462.00	\$462.00	\$0.00	
	\$10,037.00	\$9,762.00	\$275.00	
Validator Hardware Maintenance	\$450.00	\$450.00	\$0.00	
Setup Charge	\$100.00	\$100.00	\$0.00	
June Real Estate Billing (5100)	\$1,111.80	\$1,081.20	\$30.60	LY 5,100
June Motor Vehicle Bills (11,550)	\$2,517.90	\$2,448.30	\$69.60	LY 11,550
June Personal Property Bills (1150)	\$250.70	\$243.80	\$6.90	LY 11,550
June CASI & NCOA	\$75.00	\$75.00	\$0.00	
June Mailing Costs (17,800)	\$1,958.00	\$1,913.50	\$44.50	LY 17,800
June QNest	\$400.00	\$400.00	\$0.00	
June EZ-Track USPS Tracking System	\$100.00	\$100.00	\$0.00	
June Mailing Envelopes, Preprinted (17,800)	\$623.00	\$605.20	\$17.80	LY 17,800
June Return Envelopes, Preprinted (17,800)	\$694.20	\$676.40	\$17.80	LY 17,800
June First Class Postage (17,800)	\$7,298.00	\$7,262.40	\$35.60	LY 17,800
June Insert (Brochure)(17,800)	\$1,566.40	\$1,530.80	\$35.60	LY 17,800
December CASI & NCOA	\$75.00	\$75.00	\$0.00	
December Mailing Costs (2750)	\$302.50	\$284.88	\$17.62	LY 2,650
December EZ-Track USPS Tracking	\$50.00	\$50.00	\$0.00	
December Mailing Envelopes (2750)	\$96.25	\$90.10	\$6.15	LY 2,650
December Return Envelopes (2750)	\$107.25	\$100.70	\$6.55	LY 2,650
December First Class Postage (2750)	\$1,127.50	\$1,081.20	\$46.30	LY 2,650
December Insert (Brochure)(2750)	\$113.30	\$106.00	\$7.30	LY 2,650
December 2020 Motor Vehicle Supp (2750)	\$599.50	\$561.80	\$37.70	LY 2,650
Final Posted Rate Books	\$1,600.00	\$1,600.00	\$0.00	
Binding Final Posted Rate Books	\$225.00	\$225.00	\$0.00	
				Inc/Dec
Total	\$21,441.30	\$21,061.28	\$380.02	1.80%

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Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2021-22

Date	Letter #
11/30/2020	2020E3191

Name / Address

Waterford Tax Collector
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

Software Services

Annual Software Support Fee - Revenue Collection Software	1	6,950.00	-
Annual Subscription Fee - QSearch - Tax Records Web Hosting Service	1	2,625.00	-
Annual Hardware Maintenance Plan - Epson TMU675 validator	2	450.00	-
DRaaS - Disaster recovery as a service	84	462.00	-

Printing Services

Setup Charge	1	100.00	-
Jun - Printing and Processing RE Bills Including Banks	5,100	1,111.80	-
Jun - Printing and Processing MV Bills	11,550	2,517.90	-
Jun- Printing and Processing PP Bills	1,150	250.70	-
Dec - Printing and Processing MVS Bills	2,750	599.50	

Book Services

Final Posted Ratebook per CT State Statutes	3	1,600.00	
Binding Final Posted Books	3	225.00	
Subtotal - CONTRACTED SERVICE		16,891.90	

www.qds.biz

Grand Total

\$16,891.90

Review this letter carefully - call if
items need to be removed or added -
Sign and return promptly

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Enter Total based on options chosen

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Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2021-22

Date	Letter #
11/30/2020	2020E3192r

Name / Address

Waterford Tax Collector
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

Mailing Services

	Est Qty	Total
Jun - CASI certify File	1	75.00
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	17,800	1,958.00
Jun - QNest Services - QDS patented service that allows Nesting of Real Estate and Motor Vehicle Bills into 1 envelope - Potential 30%-40% reduction in RE bills mailed	1	400.00
Jun - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	100.00
Jun - #10 Mailing Envelopes 24# WW - 1 sided	17,800	623.00
Jun - #9 Return Envelope (BRE) - 1 Sided - Color BLUE Envelope	17,800	694.20
Jun - 1st Class Postage - CASS Certified Rates - 2% announced rate increases 1/1/2020	17,800	7,298.00
Jun - TRIFOLD BROCHURE - 8 1/2 x 11 Insert, Black Ink, Color Paper, 24lb, duplex - includes tri-fold and inserting with tax bills	17,800	1,566.40
Subtotal JUNE		12,714.60
Dec - CASI certify File	1	75.00
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,750	302.50
Dec - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit	1	50.00
Dec - #10 Envelopes 24# WW - 1 sided	2,750	96.25
Dec - #9 Return Envelope (BRE) - 1 Sided - Color envelopes - Black Ink	2,750	107.25
Dec - SLIP INSERT - 8 1/2 x 3 1/3 Bucksip Insert, Black Ink, Yellow Paper, 24lb, single - includes inserting with tax bills	2,750	113.30

www.qds.biz

Grand Total

Review this letter carefully - call if
items need to be removed or added -
Sign and return promptly

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #:

Enter Total based on options chosen

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Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

Budget Letter 2021-22

Date	Letter #
11/30/2020	2020E3192r

Name / Address

Waterford Tax Collector
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Contact	Leo DiNicola
Phone #	2037559031
Fax #	203-574-4360
e-mail	LEO@QDS.BIZ
Cellphone #	203-910-2316

Description of Services

	<u>Est Qty</u>	<u>Total</u>
Dec - 1st Class Postage* - CASS Certified Rates - 2% announced rate increases 1/1/2020	2,750	1,127.50
Subtotal DECEMBER		1,871.80

~~~~~ CHANGE ORDER ~~~~~

December 1, 2020

> Decreased quantity of Envelopes #10-Single from 2,800 to 2,750. Decreased price  
of Envelopes #10-Single from \$98.00 to \$96.25. (-\$1.75)

> Decreased quantity of #9-Single-Color from 2,800 to 2,750. Decreased price of  
#9-Single-Color from \$109.20 to \$107.25. (-\$1.95)

> Decreased price of Subtotal from \$1,875.50 to \$1,871.80. (-\$3.70)

Total change to estimate -\$3.70

~~~~~

www.qds.biz

Grand Total

\$14,586.40

Review this letter carefully - call if
items need to be removed or added -
Sign and return promptly

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Enter Total based on options chosen

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InvoiceCloud[®]

Innovating the Customer Experience

II To: Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Invoice #: 717-2020_6
Date: 6/30/2020

Product ID	Description	Quantity	Price	Total
------------	-------------	----------	-------	-------

Product ID	Description	Quantity	Total
------------	-------------	----------	-------

79	Encrypted Reader License Fee -	2	\$30.00
----	--------------------------------	---	---------

Total Amount:	\$30.00
Due Date:	7/10/2020
Balance Due:	\$30.00

We're excited to announce enhancements to your monthly statement.
In the coming months, you'll see a new statement that includes breakdowns by
Invoice Type as well as the ability to review and extract details from within your Biller Portal.

For Service Period of 06/01/2020 through 6/30/2020

Invoice Cloud
30 Braintree Hill Office Park, Suite 303
Braintree, MA 02184
(901) 737-8686
[Invoice Cloud](#)

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STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, Connecticut 06161
ct.gov/dmv



Invoice

BILL TO
Waterford Tax Collector 15 Rope Ferry Road Waterford, CT 06385

DATE	INVOICE #
6/16/2020	3415

DUE DATE
7/17/2020

DO NOT WRITE IN THESE SPACES

DESCRIPTION	QTY	AMOUNT
-- PAYMENT DUE UPON RECEIPT --		
PERIOD COVERED: 7/01/20 TO 06/30/21		
YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE INFORMATION. (DMV DIRECT PROGRAM)	1	250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV		
PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY QUESTIONS.		
PLEASE REMIT THE TOTAL DUE TO:		
DEPARTMENT OF MOTOR VEHICLES 3RD FLOOR/FISCAL SERVICES RM 327 60 STATE STREET WETHERSFIELD, CT 06161		
APPROVED FOR PAYMENT ACCT# <u>10106-52030</u> Prof Fees AMOUNT <u>250.00</u> FISCAL YEAR <u>2021</u> SIGNATURE <u>[Signature]</u> DATE <u>7-2-2020</u>		

Please return one copy of invoice with payment.

Total	\$250.00
Payments/Credits	\$0.00
Balance Due	\$250.00



Alan Wilensky

From: Whitepages <reply@email-whitepages.com>
Sent: Thursday, February 21, 2019 1:27 PM
To: Alan Wilensky
Subject: Thank you for your order!

whitepages PREMIUM

You're premium now.

Hi Rawle,

Thanks for your order! You now have access to our industry-leading data with Whitepages Premium.

Start searching

Order Details

Product: Annual Premium Membership

Order Number: A-S03454137

Payment Method: CreditCard

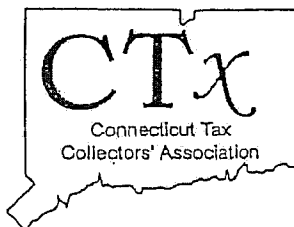
Cost: \$29.99 + Tax

Log in to Whitepages to view your online receipt. Have questions about your account or Premium services? Visit our online help center.

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CONNECTICUT TAX COLLECTORS' ASSOCIATION, INC.
ANNUAL DUES MEMBERSHIP INVOICE – 2019
PAYMENT DUE UPON RECEIPT

Make checks payable to: Connecticut Tax Collectors' Association, Inc.
Please duplicate this form as necessary for others in your office or organization. You may also find this
form on our web site: www.ct-tax.org Click on CTX Membership Resources
Please mail remittance with this completed form to:

Philip Damato, CCMC, Assistant Treasurer
c/o Wilton Tax Collector's Office
238 Danbury Road, Wilton CT 06897
Phone: (203) 563-0127 Fax#: (203) 563-0293
Phil.damato@wiltonct.org

Schedule of Dues: Tax Collector: \$75.00 Assistants, Deputies and Staff: \$50.00 Associates: \$50.00
Retired Members: \$5.00 (Voluntary Contribution to remain on CTx mailing lists)

Regular membership (voting membership) is open to all persons serving as the tax collector, assistant
tax collector all staff members working in any city, town or borough of the State of Connecticut.
Associate memberships (non-voting membership) are open to those who subscribe to the purpose of the
Corporation. Upon application such persons as may be approved by the Board of Directors of the
Association.

MEMBER NAME: ALAN Winowsky TOWN CODE: 152
TITLE: Tax Collector COUNTY: NEW LONDON
CCMC? Circle YES OR NO If YES, please enter YEAR OF CERTIFICATION: 2018
EMPLOYER (TOWN OR CITY): TOWN OF WATERBURY
STREET ADDRESS: 15 ROPE FERRY ROAD P O BOX#: _____
CITY, STATE, ZIP CODE: WATERBURY CT 06385
OFFICE PHONE NUMBER: 860-444-5815 FAX NUMBER: _____
HOURS/DAYS OF OPERATION: 8:00 - 4:00 MON - FRIDAY
E-MAIL ADDRESS: AWINOWSKY@WATERBURYCT.ORG
FOR COLLECTORS/STAFF ONLY: ARE YOU ELECTED OR HIRED? Elected
SOFTWARE VENDOR: QDS
ORIGINAL EMPLOYMENT DATE OF TAX/REVENUE COLLECTION WORK: 2-13-2015



NEW LONDON COUNTY TAX COLLECTOR'S ASSOCIATION

Annual Dues Statement
for 2019.

2019 dues:

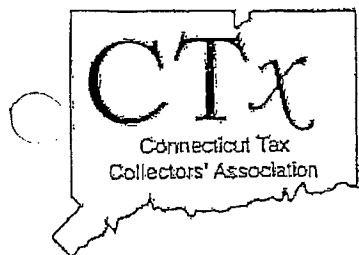
Member \$20.00

APPROVED FOR PAYMENT
ACCT# 10106 - 52050 Dues
AMOUNT 20.00
FISCAL YEAR 2019
SIGNATURE *Amy Snell*
DATE 2-28-19

Retired \$5.00

Please make/remit payment to:
New London County Tax Collector's Ass'n
c/o Amy Snell
Stonington Tax Collector's Office
152 Elm St
Stonington, CT 06378





FALL MEETING
THURSDAY, November 14, 2019
AQUA TURF, SOUTHLINGTON
(WAGON ROOM)



AGENDA:

- 8:30 **REGISTRATION**COFFEE**JUICE**PASTRY**FRUIT**TEA CUP AUCTION
Please bring an item for the auction
- 9:15 **WELCOME**COMMITTEE REPORTS**COUNTY REPORTS**
** CCMC CERTIFICATE PRESENTATION**
- 9:45 Legislative Update: Presented by: Mike Dugan, President, Capitol Consulting, LLC, and
Legislative Committee Co-Chairs Bill Donlin and Dave Kluczowski
- 10:30 Employment Law - The Rights and the Wrongs; Presented by Attorney Frederick Dorsey,
Kainen, Escalera and McHale
- 12:00 ***LUNCHEON*** GARDEN SALAD, PENNE BOLOGNESE, BROCCOLI POLANAISE, BAKED
STUFFED POTATO, CHOCOLATE MOUSSE

CHOICE OF ENTREES:

New York Strip Steak
Chicken Valdestone
(Sauteed breaded chicken breast topped with mozzarella and marsala wine demi-glace)
Baked Scrod
Vegetarian Lasagna

EXECUTIVE BOARD & EDUCATION COMMITTEE MEETING FOLLOWING LUNCH

\$42.00 COST PER PERSON (dues paying member) (RESERVATIONS DUE BY October 31, 2019)
\$45.00 PER PERSON (all non members) (RESERVATIONS DUE BY October 31, 2019)
NO REFUNDS IF CANCELLED AFTER October 31, 2019;
NO RESERVATIONS ACCEPTED AFTER October 31, 2019;
NO EXCEPTIONS

MAIL RESERVATION FORM AND CHECK PAYABLE TO CTx ASSOCIATION, BY October 31, 2019 TO:
Reservation forms can be emailed to klarkins@darientct.gov or FAXed to (203) 656-7380

(One form for each person)

Kathy Larkins
Darien Tax Office
PO Box 1252
Darien, CT 06820

****NO REGISTRATION WILL BE ACCEPTED IF YOU HAVE AN OUTSTANDING
BALANCE FROM A PRIOR EVENT - NO EXCEPTIONS****

NAME Alan Winksky
TOWN Watertown

CHECK LUNCHEON CHOICE:

NY STRIP _____
CHICKEN _____
FISH _____
VEGETARIAN _____



PLEASE RETURN THIS ENTIRE PAGE (OR A COPY) FOR EACH PERSON ATTENDING.

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Telephone 1-800-333-5770
Fax : 1-401-365-6325

INVOICE

INVOICE NO.	INVOICE DATE	ORDER NO.	ORDER DATE
744789	10/29/18	682783	10/26/18
CUST NO.	SHIP DATE	TAX	PAGE
400540	10/26/18	3	1

PLEASE REMIT TO:
PO BOX 1701, PAWTUCKET, RI 02862-1656

WATERFORD, TOWN OF
15 ROPE FERRY RD
WATERFORD, CT 06385

WATERFORD, TOWN OF
15 ROPE FERRY RD
WATERFORD, CT 06385

CUSTOMER P. O. NO.					SALES REP.		SHIP VIA		TERMS	
ERBAL					STEVE SWIADER		+ STEVE S		Net 30	
PRODUCT CODE	QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	UNIT	DESCRIPTION			PRICE / UNIT	TAX	EXTENDED PRICE
EN009BL	500	500		EA	9-24 BLUE REGULAR SPRINGHILL			31.87 M		15.94
APPROVED FOR PAYMENT ACCT# <u>10106-53010</u> <i>Supplier</i> AMOUNT <u>15.94</u> FISCAL YEAR <u>2019</u> SIGNATURE <u><i>[Signature]</i></u> DATE <u>11-5-18</u>										

TOTAL PIECES SHIPPED	500
TOTAL WEIGHT	10
TOTAL CUBE	500

WAREHOUSE

SUBTOTAL	15.94
FREIGHT	
MISC TAX	6.35 %

INVOICE TOTAL

15.94

Central Paper FSC ID# SCS-COC-001739

Only the products that are identified as such on this document are FSC Certified.

CUSTOMER COPY



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TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10109 TOWN CLERK

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RIM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 FIRST SELECTMAN RECOMM.	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
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	89,987	90,908		44,767	92,707	92,707	92,707			(90,908)	-100.00%
51110	ADMINISTRATION	73,966	73,307		36,872	73,966	73,966	73,966			(73,307)	-100.00%
51210	CLERICAL/TECHNICAL	52,166	51,720		26,529	54,957	54,957	54,957			(51,720)	-100.00%
51810	OVERTIME	0	100		0	100	100	100			(100)	-100.00%
51920	F.I.C.A	15,181	16,527		7,537	16,962	16,962	16,962			(16,527)	-100.00%
	SUBTOTAL	231,300	232,562	0	115,705	238,692	238,692	238,692	0	0	(232,562)	-100.00%
SERVICES												
52010	ADVERTISING	1,299	1,000		0	1,300	1,300	1,300			(1,000)	-100.00%
52020	POSTAGE	2,556	2,900		1,409	2,500	2,500	2,500			(2,900)	-100.00%
52030	PROFESSIONAL FEES	0	1		0	1	1	1			(1)	-100.00%
52040	SERVICE CONT. & REPAIR	0	1		0	1	1	1			(1)	-100.00%
52050	DUES, CONF. & EDUCATION	675	850		375	850	850	850			(850)	-100.00%
52060	PRINTING	0	1		0	1	1	1			(1)	-100.00%
52070	REIMBURSABLE EXPENSE	0	1		0	1	1	1			(1)	-100.00%
52180	VITAL STATISTICS	250	250		0	250	250	250			(250)	-100.00%
52510	RENTAL OF EQUIPMENT	27,000	25,000		25,000	24,000	24,000	24,000			(25,000)	-100.00%
	SUBTOTAL	31,780	30,004	0	26,784	28,904	28,904	28,904	0	0	(30,004)	-100.00%
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0	1		872	1	1	1			(1)	-100.00%
53020	OTHER SUPPLIES	0	1		0	1	1	1			(1)	-100.00%
53270	ORDINANCES	1,621	1,450		1,415	1,450	1,450	1,450			(1,450)	-100.00%
53280	ELECTION MATERIALS	491	1,400		0	700	700	700			(1,400)	-100.00%
53290	MICROFILM SUPPLIES	0	1		0	1	1	1			(1)	-100.00%
	SUBTOTAL	2,112	2,853	0	2,287	2,153	2,153	2,153	0	0	(2,853)	-100.00%
OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0	1,890		1,752	1	1	1			(1,890)	-100.00%
	SUBTOTAL	0	1,890	0	1,752	1	1	1	0	0	(1,890)	-100.00%
	DEPARTMENT TOTAL	265,192	267,309	0	146,528	269,750	269,750	269,750	0	0	(267,309)	-100.00%



TOWN CLERK FISCAL YEAR 2022 BUDGET

Town of Waterford

To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 11, 2020

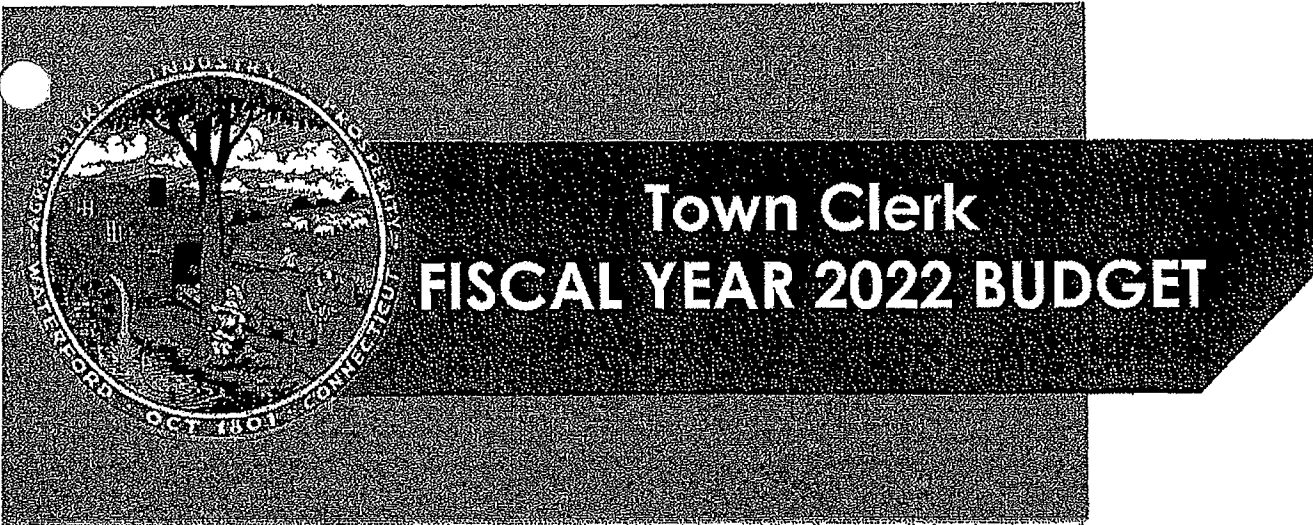
I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2021/2022 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

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 on February 2, 2021.

David L. Campo, CCTC
Waterford Town Clerk

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Town of Waterford

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, 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. Currently, there are over 500 statutory requirements of this office. This continues to grow. The function of this department has changed greatly due to the COVID pandemic and may have an effect on budget requests in the future.

FY2022 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 FY22 is submitted for your review in the amount of \$269,750. This represents an increase of .9%. The primary reason for the increase is due to the increase in the Personnel Cost Line. It should be noted that the department, outside of personnel costs which we are contractually obligated, realized a reduction of 10.6%. The greatest savings came from the reduction in the Office Equipment 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. 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 \$4.15, plus \$.40 (index verification), per recording, no matter how many pages. Given the package of services provided (see detailed breakdown in backup material), the cost is well worth it.

To illustrate a typical recording, take for example, a 15-page mortgage: total recording fee is \$130.00 (\$60 for the first page and \$70 for the remaining 14 pages @\$5/page). Out of the \$130, \$4.55 goes to Conduent; \$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); \$36 to the State Treasurer (land protection, affordable housing and historic preservation); \$1 to a town clerk revenue fund; and \$3 to a town revenue fund for capital improvement projects. The remaining \$75.45 goes directly into the town's general fund.

It is worth noting that this office did not collect fees for 13 recordings from the Tax Collector. Nor were fees collected for 36 recordings by the town attorney on behalf of the town. Those recordings, in fact, actually cost this department \$222.95 (\$4.55/recording per Avenu contract) in FY20.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY20 totaled \$498,492 and actual expenditures totaled \$259,290. A net income for the town was realized in the amount of \$239,202, a slight increase from FY19.

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to \$1.00. Most towns have moved the land records to an online format. The records are easily maintained and distributed creating a user friendly town clerk's office. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The purchase of commission, board and elected officials tracking software will be purchased out of

one of the two revenue funds. 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 \$3,000 and \$5,500. The most recent grant was approved, in the amount of \$5,500. The use of these funds is summarized at the end of the budget packet.

BUDGET EXPLANATIONS BY CATEGORY

BUDGET JUSTIFICATION FY22

PERSONNEL COSTS (51000 Series) \$238,692 2.6%

The payroll was maintained at FY20 contract levels for the GGA workers (Deputy Town Clerk). A sharp increase was seen with the #1303 bargaining group workers (Assistant Town Clerk) because a contract had recently been negotiated increasing both FY21 and FY22. has not been negotiated as of the budget deadline for submission. The elected officials (Town Clerk) rate increase is based on the October/2020 CPI-U (1.2%) per RTM approval.

SERVICES (52000 Series)

10109-52010: ADVERTISING \$1300 30%

Advertising is mandated by State Statute/Town Charter and Ordinances. Legal notices, primarily election/primary related. Additionally, a legal ad will be placed to notify the townspeople that the annual audit/budget is available for view. A rate increase is not expected and I have rounded up to accommodate for any format change of state mandated ads. Any additional 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: FY20: \$307

PAST YEARS EXP. FY20: \$1299; FY19: \$1554; FY18: \$1,264; FY17: \$363; FY16: \$1,140; FY15 \$69

10109-52020: POSTAGE \$2500 -13.8%

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for microfilming, printing, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the decrease is an expectation that the demand for absentee ballots will be lower to that of past years. We will continue to use email and interoffice mail whenever appropriate.

PAST YEARS EXP. FY20: \$2556; FY19: \$2592 FY18: \$2,417; FY17: \$2,892; FY16: \$2,626; FY15: \$2,633.

10109-52030: PROFESSIONAL FEES \$1 0%

This includes the costs of off-site storage of original records, indexing of dog licenses, Info Shred LLC Storage, archival film storage, uploading the land records to US Land Records, CD tag and link of survey maps, microfilming and scanning of maps, OnBoard - commission and board membership tracking software and like activities. The process of uploading the land records to US Land Records is of highest priority. Rough estimate: \$12,100. 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: FY20: \$9685; FY19: \$9594; FY18: \$10,341; FY17: \$3,915

PAST YEARS EXP. FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$231; FY14: \$0

10109-52040: SERVICE CONTRACTS & REPAIR

\$1 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. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY20: \$1672; FY19: 1745; FY18: \$3,545; FY17: \$2,683

PAST YEARS EXPENDITURES. FY20: 0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$506.

10109-52050: DUES, CONFERENCES, AND EDUCATION

\$850 0%

Education and networking will be a focus of this department. I have completed my Connecticut Town Clerk Certification. The certification was completed in the minimum time allowed and I am now a Certified Connecticut Town Clerk (CCTC). My Assistant, Darleen Celotto, continues to take classes. One class is offered every six months. This amount covers Connecticut Town Clerk & County Town Clerk's association dues, classes and conferences. Additional classes, conferences, accommodations or dues will be paid for out of Line Item 101-21039 [CGS 7-34a(e)], one of the two revenue funds.

Expenditures from Revenue Funds: FY20: \$0; FY19: \$0; FY18: \$100; FY17: \$810

PAST YEARS EXP. FY20: 675 FY19: 680; FY18: \$850; FY17: \$0; FY16: \$0; FY15: \$280.

10109-52060: PRINTING

\$1 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: \$250. Some savings may be realized with in-house printing. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY20: \$84; FY19: \$176; FY18: \$190; FY17: \$211

PAST YEARS EXP. FY20 \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$221.

10109-52070: REIMBURSABLE EXPENSES

\$1

Primarily, this includes mileage attending conferences, accommodations, seminars, county meetings, court appearances, town clerk school, etc. [CGS 9-6]. I have not found it to be necessary to take a reimbursement. If required it 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. Rough estimate: \$300. Request the Line Item remain open, however.

PAST YEARS EXPENDITURES. FY20: \$0; FY19: \$0 FY18: \$0; FY17: \$0; FY16: \$75; FY15: \$54.

10109-52180: VITAL STATISTICS

\$250 0%

Payments to other CT towns for receipt of certified copies of vital statistics, marriages and deaths that occurred outside of Waterford. If additional is required it will be paid for out of Line Item 101-21036 [CGS 7-34a(d)].

Expenditures from Revenue Funds: FY20: \$0; FY19: \$0; FY18: \$42; FY17: \$278.

PAST YEARS EXP. FY20 \$250 FY19: \$228; FY18: \$250; FY17: \$0; FY16: \$0; FY15: \$480.

10109-52510: RENTAL OF EQUIPMENT

\$24,000 -4%

Contract with Avenu, formerly known as Conduent, with optical imaging of Land Records which includes equipment and service, training, binders, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, printing and microfilming of land records, which are included in the Avenu contract, will be paid out of Line Item 101-21039 [CGS 7-34a(e)] and treated as professional fees. The proposed budget request of \$24,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at \$4.55/unit price (i.e., per recording).

PAST YEARS EXP. FY20: \$21,098 FY19: \$20,299; FY18: \$24,072; FY17: 26,292; FY16: \$31,670;
FY15: \$29,060

TOTAL SERVICES (52000 SERIES)
FY21 Approved budget amount of \$30,004

TOTAL \$28,904 -3.6%

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES

\$1 0%

Materials of a non-standard nature, including labels, specialty envelopes, toner, binders, specialty stamps, archival paper, 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: FY20: \$1505; FY19: \$1048; FY18: \$1,607; FY17: \$1,951.

PAST YEARS EXP. FY20: \$0; FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$174

10109-53020: OTHER SUPPLIES

\$1 0%

Miscellaneous items will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate included in Office Supplies above (LI 53010). Request Line Item remain open, however.

PAST YEARS EXPENDITURES. FY20: \$0; FY19: \$0; FY18: \$0; FY 17: \$0; FY16: \$21; FY15: \$58

10109-53270: ORDINANCES

\$1450 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 \$950 towards fees and an additional estimate of \$250 per projected change.

Expenditures from Revenue Funds: FY20: \$0; FY19: \$100 FY18: \$0; FY17: \$1,560

PAST YEARS EXP FY20: \$1621; FY19: \$1849 FY18: \$1,135; FY17: \$0; FY16: \$0; FY15: \$1,285.

10109-53280: ELECTION SUPPLIES

\$700 50%

This LI is solely for absentee ballots and election supplies. Presidential elections are the most expensive. Municipals are the least expensive. The process for administering absentees may altered as it was for 2020. As of now, I am assuming it will not. The Registrars of Voters pay for poll ballots.

PAST YEARS EXPENDITURES. FY20: \$421; FY19: \$1341 FY18: \$462 FY17 \$1,097; FY16: \$1,378;
FY15 \$780

10109-53290: MICROFILM SUPPLIES

\$1 0%

The State Library grant will be used partially for these purposes. Additional expenditures will be paid out of Line Item 101-21036 [CGS 7-34a(d)], one of two Revenue Funds. Future costs are unknown at this time. Request the Line Item remain open, however.

PAST YEARS EXPENDITURES. FY19: \$0; FY18: \$0; FY17: \$0; FY16: \$0; FY15: \$0

TOTAL MATERIAL & SUPPLIES (53000 Series)
FY21 Approved budget amount of \$2,853

TOTAL \$2,153 -24.5%

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT

\$1 -99.9%

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.

PAST YEARS EXP. FY20: \$0; FY19 \$0; FY18: \$4,603; FY17: \$0; FY16: \$0; FY15: \$0.

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

10109 TOWN CLERK

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	COLUMN 1 2019/2020 ACTUAL EXPENSE	COLUMN 2 2020/2021 ACTUAL EXPENSE	COLUMN 3 2020/2021 ADDITIONAL TRANSFERS	COLUMN 4 ACTUAL EXPENSE ENGINEER'S FEE	COLUMN 5 2021/2022 DEPT AGENCY REQUEST	COLUMN 6 2021/2022 APPROVED BUDGET	COLUMN 7 2021/2022 RECOMMENDED SELECTED	COLUMN 8 2021/2022 BOARD OF FINANCE REDUCTIONS	COLUMN 9 2021/2022 RECOMMENDED BUDGET	COLUMN 10 2021/2022 RECOMMENDED BUDGET	COLUMN 11 2021/2022 RECOMMENDED BUDGET
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	89,987	90,908			92,707						
51110	ADMINISTRATION	73,307	73,307			73,966						
51210	CLERICAL/TECHNICAL	52,166	51,720			54,957						
51810	OVERTIME	0	100			100						
51920	FICA	15,181	16,527			16,962						
	SUBTOTAL	231,300	232,562	0	0	238,692	0	0	0	0	0	0
SERVICES												
52010	ADVERTISING	1,299	1,000			1,300						
52020	POSTAGE	2,556	2,900			2,500						
52030	PROFESSIONAL FEES	0	1			1						
52040	SERVICE CONT. & REPAIR	0	1			1						
52050	DUES, CONF. & EDUCATION	675	850			850						
52060	PRINTING	0	1			1						
52070	REIMBURSABLE EXPENSE	0	1			1						
52180	VITAL STATISTICS	250	250			250						
52510	RENTAL OF EQUIPMENT	21,098	23,000			24,000						
	SUBTOTAL	25,878	30,004	0	0	28,904	0	0	0	0	0	0
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0	1			1						
53020	OTHER SUPPLIES	0	1			1						
53270	ORDINANCES	1,621	1,450			1,450						
53280	ELECTION MATERIALS	491	1,400			700						
53290	MICROFILM SUPPLIES	1	1			1						
	SUBTOTAL	2,112	2,853	0	0	2,153	0	0	0	0	0	0
OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0	1,890			1						
	SUBTOTAL	0	1,890	0	0	1	0	0	0	0	0	0
	DEPARTMENT TOTAL	259,290	267,309	0	0	269,750	0	0	0	0	0	0

TOWN OF WATERFORD, CONNECTICUT
STATEMENT OF EXPENDITURES AND OTHER FINANCING USES
ORIGINAL BUDGET AND ACTUAL-GENERAL FUND
FOR THE FIVE YEARS ENDED JUNE 30, 2020

	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL	FY2017 ORIGINAL BUDGET	FY2017 ACTUAL	FY2016 ORIGINAL BUDGET	FY2016 ACTUAL
TOWN CLERK										
PERSONNEL:										
10109-51010-101-010-09-00-51 ELECTED OFFICIALS	89,300	89,987	87,122	87,121	85,413	85,413	84,308	84,308	84,356	84,631
10109-51110-101-010-09-00-51 ADMINISTRATION	73,300	73,966	71,519	71,518	66,573	69,431	66,825	68,161	67,077	67,077
10109-51210-101-010-09-00-51 CLERICAL AND TECHNICAL	51,720	52,166	48,627	50,628	48,877	49,615	49,963	51,716	47,200	47,922
10109-51810-101-010-09-00-51 OVERTIME	100	0	100	0	100	0	100	0	200	114
10109-51920-101-010-09-00-51 F.I.C.A.	16,406	15,181	15,864	14,903	15,374	14,812	15,323	15,043	15,196	14,859
Total PERSONNEL	230,832	231,299	223,232	224,171	216,337	219,270	215,620	219,229	214,029	214,602
SERVICES:										
10109-52010-101-010-09-00-52 ADVERTISING	1,300	1,299	1,200	1,554	1,300	1,264	1,300	363	2,800	1,140
10109-52020-101-010-09-00-52 POSTAGE	2,600	2,556	2,300	2,592	2,400	2,417	2,800	2,892	2,400	2,628
10109-52030-101-010-09-00-52 PROFESSIONAL FEES	0	0	1	0	0	0	0	0	0	0
10109-52040-101-010-09-00-52 SERVICE CONT. AND REPAIRS	0	0	0	0	0	0	0	0	0	0
10109-52050-101-010-09-00-52 DUES, CONFERENCES & EDUCAT	850	675	850	880	850	850	1,150	0	0	0
10109-52060-101-010-09-00-52 PRINTING	0	0	0	0	0	0	0	0	0	1
10109-52070-101-010-09-00-52 REIMBURSABLE EXPENSES	250	250	250	228	250	250	150	0	75	74
10109-52180-101-010-09-00-52 VITAL STATISTICS	27,000	27,000	29,000	20,299	29,000	24,071	28,000	26,293	27,500	31,670
10109-52510-101-010-09-00-52 RENTAL OF EQUIPMENT	32,000	31,780	34,204	25,354	33,804	28,852	31,855	29,547	32,800	35,311
Total SERVICES										
MATERIALS & SUPPLIES:										
10109-53010-101-010-09-00-53 OFFICE SUPPLIES	1	0	1	0	1	0	1	0	0	0
10109-53020-101-010-09-00-53 OTHER SUPPLIES	1	0	1	0	1	0	1	0	35	21
10109-53270-101-010-09-00-53 ORDINANCES	1,850	1,621	1,350	1,849	2,200	1,135	1,100	1,097	700	1,378
10109-53280-101-010-09-00-53 ELECTION MATERIALS	1,000	491	1,000	1,341	700	452	1,000	0	0	0
10109-53290-101-010-09-00-53 MICROFILM SUPPLIES	0	0	0	0	0	0	0	0	0	0
Total MATERIALS & SUPPLIES	2,853	2,112	2,853	3,190	2,902	1,587	3,004	1,097	738	1,399
OFFICE EQUIPMENT:										
10109-54080-101-010-09-00-54 OFFICE EQUIPMENT	0	0	0	0	4,320	4,603	1	0	1	0
Total OFFICE EQUIPMENT	0	0	0	0	4,320	4,603	1	0	1	0
TOTAL	265,690	265,191	260,290	252,715	257,564	254,322	218,060	249,873	247,348	251,512

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

06/30/20



21
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FOR 2020 13

ACCOUNTS FOR: 09 TOWN CLERK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
10109 TOWN CLERK							
51010 ELECTED OFFICIALS							
10109 51010 ELECTED OFFICIALS	89,300	89,987	89,986.52	.00	.00	.48	100.0%
51110 ADMINISTRATION							
10109 51110 ADMINISTRATION	73,307	73,966	73,965.77	.00	.00	.23	100.0%
51210 CLERICAL AND TECHNICAL							
10109 51210 CLERICAL AND TECHNICAL	51,720	52,166	52,165.80	.00	.00	.20	100.0%
51810 OVERTIME							
10109 51810 OVERTIME	100	100	.00	.00	.00	100.00	.0%
51920 F.I.C.A.							
10109 51920 F.I.C.A.	16,405	15,272	15,180.65	.00	.00	91.35	99.4%
52010 ADVERTISING							
10109 52010 ADVERTISING	1,300	1,300	1,299.40	.00	.00	.60	100.0%
52020 POSTAGE							
10109 52020 POSTAGE	2,600	2,600	2,555.60	.00	.00	44.40	98.2%
52030 PROFESSIONAL FEES							
10109 52030 PROFESSIONAL FEES	1	1	.00	.00	.00	1.00	.0%



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vbiatucki

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

06/30/20

P 22
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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
09 TOWN CLERK							
52040 SERVICE CONT AND REPAIRS							
10109 52040 SERVICE CONT. AND REPA	1	1	.00	.00	.00	1.00	.0%
52050 DUES CONFER							
10109 52050 DUES, CONFERENCES & EDU	850	850	675.00	.00	.00	175.00	79.4%
52060 PRINTING							
10109 52060 PRINTING	1	1	.00	.00	.00	1.00	.0%
52070 REIMBURSABLE EXPENSES							
10109 52070 REIMBURSABLE EXPENSES	1	1	.00	.00	.00	1.00	.0%
52180 VITAL STATISTICS							
10109 52180 VITAL STATISTICS	250	250	250.00	.00	.00	.00	100.0%
52510 RENTAL OF EQUIPMENT							
10109 52510 RENTAL OF EQUIPMENT	27,000	27,001	27,000.00	7,927.30	.00	1.00	100.0%
53010 OFFICE SUPPLIES							
10109 53010 OFFICE SUPPLIES	1	1	.00	.00	.00	1.00	.0%
53020 OTHER SUPPLIES							
10109 53020 OTHER SUPPLIES	1	1	.00	.00	.00	1.00	.0%
53270 ORDINANCES							
10109 53270 ORDINANCES	1,850	1,690	1,621.14	.00	.00	68.86	95.5%



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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT 06/30/20

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FOR 2020 13

ACCOUNTS FOR: 09 TOWN CLERK	ORIGINAL APPROF	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53280 ELECTION MATERIALS							
10109 53280 ELECTION MATERIALS	1,000	500	490.76	.00	.00	9.24	98.2%
53290 MICROFILM SUPPLIES							
10109 53290 MICROFILM SUPPLIES	1	1	.00	.00	.00	1.00	.0%
54060 OFFICE EQUIPMENT							
10109 54060 OFFICE EQUIPMENT	1	1	.00	.00	.00	1.00	.0%
TOTAL GENERAL FUND	265,690	265,690	265,190.64	7,927.30	.00	499.36	99.8%



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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT 06/30/20

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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
09 TOWN CLERK							
293 CT STATE LIBRARY TARGETED GRAN							
29309 CT STATE LIBRARY TARGETED GRAN							
52030 PROFESSIONAL FEES							
29309 52030 PROFESSIONAL FEES	0	0	4,500.00	2,000.00	.00	-4,500.00	100.0%*
53020 OTHER SUPPLIES							
29309 53020 OTHER SUPPLIES	0	0	1,000.00	.00	.00	-1,000.00	100.0%*
TOTAL CT STATE LIBRARY TARGETED G	0	0	5,500.00	2,000.00	.00	-5,500.00	100.0%
TOTAL TOWN CLERK	265,690	265,690	270,690.64	9,927.30	.00	-5,000.64	101.9%
TOTAL EXPENSES	265,690	265,690	270,690.64	9,927.30	.00	-5,000.64	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-000-21036	HISTORIC DOCUMENTS				\$ (12,461.19)				
* 1	143 GCR	7/10/2019	TOWN CLERK 0701-070519		\$ -	\$ -	\$ 97.00	\$ (97.00)	
* 1	230 GCR	7/17/2019	TOWN CLERK 0708-071219		\$ -	\$ -	\$ 70.00	\$ (167.00)	
* 1	273 API	7/19/2019	001851 21552 AVENU HOLDINGS		\$ -	\$ 283.08	\$ -	\$ 116.08	
* 1	326 GCR	7/24/2019	TOWN CLERK 0715-071919		\$ -	\$ -	\$ 187.00	\$ (70.92)	
* 1	422 GCR	7/31/2019	TOWN CLERK 0722-072619		\$ -	\$ -	\$ 134.00	\$ (204.92)	
* 1	428 GEN	7/31/2019	GB23 IRS REC FEES		\$ -	\$ -	\$ 6.00	\$ (210.92)	
* 1	469 GCR	7/31/2019	TOWN CLERK 0729-073119		\$ -	\$ -	\$ 147.00	\$ (357.92)	
* 2	117 GCR	8/16/2019	TOWN CLERK 0801-080919		\$ -	\$ -	\$ 129.00	\$ (486.92)	
* 2	178 GCR	8/23/2019	TOWN CLERK 082019		\$ -	\$ -	\$ 167.00	\$ (653.92)	
* 2	243 GCR	8/30/2019	CORREC		\$ -	\$ -	\$ 139.00	\$ (792.92)	
* 2	244 GEN	8/31/2019	GB23 IRS REC FEED REC'D		\$ -	\$ 5.00	\$ -	\$ (787.92)	
* 2	245 GRV	8/31/2019	GB23 ORIGINAL JNL NOT FOUND		\$ -	\$ -	\$ 5.00	\$ (792.92)	
* 2	246 GRV	8/31/2019	GB23 ORIGINAL JNL NOT FOUND		\$ -	\$ -	\$ 5.00	\$ (797.92)	
* 2	263 GCR	8/31/2019	TOWN CLERK 0826-083019		\$ -	\$ -	\$ 173.00	\$ (970.92)	
* 3	29 API	9/9/2019	001852 22680 ADKINS PRINTING		\$ -	\$ 137.99	\$ -	\$ (832.93)	
* 3	75 GCR	9/13/2019	TOWN CLERK 0903-090619		\$ -	\$ -	\$ 127.00	\$ (959.93)	
* 3	120 GCR	9/20/2019	TOWN CLERK 090919-091319		\$ -	\$ -	\$ 116.00	\$ (1,075.93)	
* 3	191 GCR	9/27/2019	TOWN CLERK 0916-092019		\$ -	\$ -	\$ 132.00	\$ (1,207.93)	
* 3	203 GEN	9/30/2019	GB23 IRS FEES REC'D THRU PEOPLES		\$ -	\$ -	\$ 6.00	\$ (1,213.93)	
* 3	219 GCR	9/30/2019	TOWN CLERK 0923-093019		\$ -	\$ -	\$ 224.00	\$ (1,437.93)	
* 4	47 GCR	10/11/2019	TOWN CLERK 1001-1100419		\$ -	\$ -	\$ 80.00	\$ (1,517.93)	
* 4	101 GCR	10/18/2019	TOWN CLERK 1007-101119		\$ -	\$ -	\$ 161.00	\$ (1,678.93)	
* 4	144 GCR	10/25/2019	TOWN CLERK 1015-101819		\$ -	\$ -	\$ 112.00	\$ (1,790.93)	
* 4	149 API	10/25/2019	001651 23974 JP MORGAN CHASE		\$ -	\$ 17.29	\$ -	\$ (1,773.64)	
* 4	177 GEN	10/31/2019	GB23 IRS REC FEES REC'D		\$ -	\$ -	\$ 6.00	\$ (1,779.64)	
* 4	188 GCR	10/31/2019	TOWN CLERK 1021-102519		\$ -	\$ -	\$ 108.00	\$ (1,887.64)	
* 4	206 GCR	10/31/2019	TOWN CLERK 1028-103119		\$ -	\$ -	\$ 76.00	\$ (1,963.64)	
* 5	43 API	11/13/2019	001851 24407 AVENU HOLDINGS		\$ -	\$ 100.00	\$ -	\$ (1,863.64)	
* 5	60 GCR	11/15/2019	TOWN CLERK 1101-110819		\$ -	\$ -	\$ 114.00	\$ (1,977.64)	
* 5	110 GCR	11/22/2019	TOWN CLERK 1112-111519		\$ -	\$ -	\$ 124.00	\$ (2,101.64)	
* 5	146 GEN	11/30/2019	GB23 IRS REC FEES REC'D		\$ -	\$ -	\$ 2.00	\$ (2,103.64)	
* 5	154 GCR	11/30/2019	TOWN CLERK 1118-112219		\$ -	\$ -	\$ 138.00	\$ (2,241.64)	
* 5	181 GCR	11/30/2019	TOWN CLERK 1125-112719		\$ -	\$ -	\$ 100.00	\$ (2,341.64)	
* 6	81 GCR	12/13/2019	TOWN CLERK 1202-120619		\$ -	\$ -	\$ 168.00	\$ (2,509.64)	
* 6	138 GCR	12/20/2019	1209- TOWN CLERK 1209-121319		\$ -	\$ -	\$ 143.00	\$ (2,652.64)	
* 6	186 GCR	12/31/2019	TOWN CLERK 1216-122019		\$ -	\$ -	\$ 138.00	\$ (2,790.64)	
* 6	193 GEN	12/31/2019	GB23 IRS REC FEES REC'D		\$ -	\$ -	\$ 4.00	\$ (2,794.64)	
* 6	206 GCR	12/31/2019	TOWN CLERK 1223-123119		\$ -	\$ -	\$ 122.00	\$ (2,916.64)	
* 7	94 GCR	1/17/2020	TOWN CLERK 010220-011020		\$ -	\$ -	\$ 165.00	\$ (3,081.64)	
* 7	130 GCR	1/24/2020	TOWN CLERK 0113-011720		\$ -	\$ -	\$ 80.00	\$ (3,161.64)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21036	HISTORIC DOCUMENTS				\$ (12,461.19)				
*7	184 GCR		1/31/2020	TOWN CLERK 0121-012420	\$ -	\$ -	\$ 81.00	\$ (3,242.64)	
*7	199 GEN		1/31/2020	GB23 IRS REC FEES REC'D THRU ACH	\$ -	\$ -	\$ 2.00	\$ (3,244.64)	
*7	223 GCR		1/31/2020	TOWN CLERK 0127-31/20	\$ -	\$ -	\$ 180.00	\$ (3,424.64)	
*8	26 GEN		2/6/2020	ENTRY 020720 ERROR AP ENTRY	\$ 10.00	\$ -	\$ -	\$ (3,414.64)	
*8	79 GCR		2/14/2020	TOWN CLERK 0203-020720	\$ -	\$ -	\$ 187.00	\$ (3,601.64)	
*8	137 GCR		2/21/2020	TOWN CLERK 0210-021420	\$ -	\$ -	\$ 124.00	\$ (3,725.64)	
*8	188 GCR		2/28/2020	TOWN CLERK 0218-022120	\$ -	\$ -	\$ 105.00	\$ (3,830.64)	
*8	199 GEN		2/28/2020	GB23 IRS REC FEES REC'D THRU ACH	\$ -	\$ -	\$ 4.00	\$ (3,834.64)	
*8	221 GCR		2/29/2020	TOWN CLERK 0224-0228/20	\$ -	\$ -	\$ 124.00	\$ (3,958.64)	
*9	27 API		3/5/2020	001852 27158 ADKINS PRINTING	\$ 164.44	\$ -	\$ -	\$ (3,794.20)	
*9	84 GCR		3/13/2020	TOWN CLERK 0302-030620	\$ -	\$ -	\$ 162.00	\$ (3,956.20)	
*9	89 API		3/20/2020	001852 27260 ADKINS PRINTING	\$ -	\$ -	\$ -	\$ (3,376.20)	
*9	128 GCR		3/20/2020	TOWN CLERK 0309-031320	\$ -	\$ -	\$ 101.00	\$ (3,477.20)	
*9	134 API		3/27/2020	001842 27694 CT DEPT OF AGRI	\$ 71.50	\$ -	\$ -	\$ (3,405.70)	
*9	141 GCR		3/24/2020	TOWN CLERK 0316-032020	\$ -	\$ -	\$ 102.00	\$ (3,507.70)	
*9	218 GEN		3/31/2020	GB23 IRS FEES REC'D THRU ACH	\$ -	\$ -	\$ 3.00	\$ (3,510.70)	
*9	226 GCR		3/31/2020	TOWN CLERK 0323-033120	\$ -	\$ -	\$ 112.00	\$ (3,622.70)	
*10	93 GCR		4/17/2020	TOWN CLERK 0401-040920	\$ -	\$ -	\$ 112.00	\$ (3,734.70)	
*10	117 API		4/24/2020	001851 28341 AVENU HOLDINGS	\$ 687.30	\$ -	\$ -	\$ (3,047.40)	
*10	150 GCR		4/24/2020	TOWN CLERK 0413-041720	\$ -	\$ -	\$ 200.00	\$ (3,247.40)	
*10	211 GCR		4/30/2020	TOWN CLERK 0420-042420	\$ -	\$ -	\$ 88.00	\$ (3,335.40)	
*10	213 GEN		4/30/2020	GB23 IRS REC FEES REC'D THRU ACH	\$ -	\$ -	\$ 2.00	\$ (3,337.40)	
*10	245 GCR		4/30/2020	TOWN CLERK 0427-043020	\$ -	\$ -	\$ 105.00	\$ (3,442.40)	
*11	96 GCR		5/15/2020	051520 TOWN CLERK 0501-05/08/20	\$ -	\$ -	\$ 167.00	\$ (3,609.40)	
*11	156 GCR		5/22/2020	TOWN CLERK 0511-051520	\$ -	\$ -	\$ 89.00	\$ (3,698.40)	
*11	180 GCR		5/29/2020	TOWN CLERK 0518-052220	\$ -	\$ -	\$ 163.00	\$ (3,861.40)	
*11	198 GEN		5/31/2020	GB23 IRS REC FEES REC'D	\$ -	\$ -	\$ 2.00	\$ (3,863.40)	
*11	223 GCR		5/31/2020	TOWN CLERK 0526-052920	\$ -	\$ -	\$ 129.00	\$ (3,992.40)	
*12	123 GCR		6/12/2020	TOWN CLERK 0601-060520	\$ -	\$ -	\$ 187.00	\$ (4,179.40)	
*12	123 GCR		6/12/2020	TOWN CLERK 0601-060520	\$ -	\$ -	\$ 260.00	\$ (4,439.40)	
*12	134 GCR		6/12/2020	GB13 TOWN CLERK 0601-060520	\$ 260.00	\$ -	\$ -	\$ (4,179.40)	
*12	187 GCR		6/19/2020	TOWN CLERK 0608-061220	\$ -	\$ -	\$ 165.00	\$ (4,344.40)	
*12	222 GCR		6/26/2020	TOWN CLERK 0615-061920	\$ -	\$ -	\$ 183.00	\$ (4,527.40)	
*12	289 GEN		6/30/2020	GB23 IRS REC FEES REC'D THRU ACH	\$ -	\$ -	\$ 1.00	\$ (4,528.40)	
*12	315 GCR		6/30/2020	TOWN CLERK 0629-063020	\$ -	\$ -	\$ 111.00	\$ (4,639.40)	
*12	315 GCR		6/30/2020	TOWN CLERK 0622-062620	\$ -	\$ -	\$ 186.00	\$ (4,825.40)	
*12	316 API		6/30/2020	001851 30577 AVENU HOLDINGS	\$ 7,496.80	\$ -	\$ -	\$ 2,671.40	
					\$ (12,461.19)	\$ 9,813.40	\$ 7,142.00	\$ 2,671.40	\$ (9,789.79)

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTION				\$ (24,522.03)				
* 1	57 API	7/3/2019	000678 21159	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ 138.10	
* 1	143 GCR	7/10/2019	TOWN CLERK 0701-070519		\$ -	\$ 74.00	\$ 74.00	\$ 64.10	
* 1	230 GCR	7/17/2019	TOWN CLERK 0708-071219		\$ -	\$ 60.00	\$ 60.00	\$ 4.10	
* 1	326 GCR	7/24/2019	TOWN CLERK 0715-071919		\$ -	\$ 134.00	\$ 134.00	\$ (129.90)	
* 1	422 GCR	7/31/2019	TOWN CLERK 0722-072619		\$ -	\$ 108.00	\$ 108.00	\$ (237.90)	
* 1	428 GEN	7/31/2019	GB23 IRS REC FEES		\$ -	\$ 12.00	\$ 12.00	\$ (249.90)	
* 1	469 GCR	7/31/2019	TOWN CLERK 0729-073119		\$ -	\$ 114.00	\$ 114.00	\$ (363.90)	
* 2	9 API	8/2/2019	000678 21944	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ (225.80)	
* 2	117 GCR	8/16/2019	TOWN CLERK 0801-080919		\$ -	\$ 138.00	\$ 138.00	\$ (363.80)	
* 2	127 API	8/23/2019	000946 22269	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (348.80)	
* 2	178 GCR	8/23/2019	TOWN CLERK 082019		\$ -	\$ 134.00	\$ 134.00	\$ (482.80)	
* 2	240 GCR	8/30/2019	TOWN CLERK 0819-082319		\$ -	\$ 139.00	\$ 139.00	\$ (621.80)	
* 2	243 GCR	8/30/2019	CORREC		\$ -	\$ 138.00	\$ 138.00	\$ (759.80)	
* 2	243 GCR	8/30/2019	CORREC		\$ 139.00	\$ -	\$ -	\$ (620.80)	
* 2	244 GEN	8/31/2019	GB23 IRS REC FEED REC'D		\$ 10.00	\$ -	\$ -	\$ (610.80)	
* 2	245 GRV	8/31/2019	GB23 ORIGINAL JNL NOT FOUND		\$ -	\$ 10.00	\$ 10.00	\$ (620.80)	
* 2	246 GRV	8/31/2019	GB23 ORIGINAL JNL NOT FOUND		\$ -	\$ 10.00	\$ 10.00	\$ (630.80)	
* 2	263 GCR	8/31/2019	TOWN CLERK 0826-083019		\$ -	\$ 146.00	\$ 146.00	\$ (776.80)	
* 3	9 API	9/4/2019	000678 22661	RICOH USA INC	\$ 184.61	\$ -	\$ -	\$ (592.19)	
* 3	75 GCR	9/13/2019	TOWN CLERK 0903-090619		\$ -	\$ 114.00	\$ 114.00	\$ (706.19)	
* 3	106 API	9/18/2019	000137 22963	STAPLES, INC	\$ 15.66	\$ -	\$ -	\$ (690.53)	
* 3	120 GCR	9/20/2019	TOWN CLERK 090919-091319		\$ -	\$ 112.00	\$ 112.00	\$ (802.53)	
* 3	145 API	9/23/2019	000946 23157	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (787.53)	
* 3	191 GCR	9/27/2019	TOWN CLERK 0916-092019		\$ -	\$ 104.00	\$ 104.00	\$ (891.53)	
* 3	200 API	9/30/2019	001852 23339	ADKINS PRINTING	\$ 101.16	\$ -	\$ -	\$ (790.37)	
* 3	200 API	9/30/2019	000678 23344	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ (652.27)	
* 3	203 GEN	9/30/2019	GB23 IRS FEES REC'D THRU PEOPLES		\$ -	\$ 12.00	\$ 12.00	\$ (664.27)	
* 3	219 GCR	9/30/2019	TOWN CLERK 0923-093019		\$ -	\$ 168.00	\$ 168.00	\$ (832.27)	
* 4	47 GCR	10/11/2019	TOWN CLERK 1001-1100419		\$ -	\$ 80.00	\$ 80.00	\$ (912.27)	
* 4	101 GCR	10/18/2019	TOWN CLERK 1007-101119		\$ -	\$ 182.00	\$ 182.00	\$ (1,094.27)	
* 4	129 API	10/23/2019	000946 23838	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (1,079.27)	
* 4	144 GCR	10/25/2019	TOWN CLERK 1015-101819		\$ -	\$ 144.00	\$ 144.00	\$ (1,223.27)	
* 4	177 GEN	10/31/2019	GB23 IRS REC FEES REC'D		\$ -	\$ 12.00	\$ 12.00	\$ (1,235.27)	
* 4	188 GCR	10/31/2019	TOWN CLERK 1021-102519		\$ -	\$ 96.00	\$ 96.00	\$ (1,331.27)	
* 4	206 GCR	10/31/2019	TOWN CLERK 1028-103119		\$ -	\$ 52.00	\$ 52.00	\$ (1,383.27)	
* 5	20 API	11/8/2019	000678 24237	RICOH USA INC	\$ 138.10	\$ -	\$ -	\$ (1,245.17)	
* 5	20 API	11/8/2019	001794 24285	W.B. MASON CO.,	\$ 102.92	\$ -	\$ -	\$ (1,142.25)	
* 5	31 API	11/15/2019	000137 24335	STAPLES, INC	\$ 172.18	\$ -	\$ -	\$ (970.07)	
* 5	60 GCR	11/15/2019	TOWN CLERK 1101-110819		\$ -	\$ 148.00	\$ 148.00	\$ (1,118.07)	
* 5	107 API	11/27/2019	000946 24716	INFOSHRED, LLC	\$ 15.00	\$ -	\$ -	\$ (1,103.07)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTIO				\$ (24,522.03)				
*5	110 GCR	11/22/2019	TOWN CLERK 1112-111519		\$ -	\$ -	\$ 88.00	\$ (1,191.07)	
*5	146 GEN	11/30/2019	GB23 IRS REC FEES REC'D		\$ -	\$ -	\$ 4.00	\$ (1,195.07)	
*5	154 GCR	11/30/2019	TOWN CLERK 1118-112219		\$ -	\$ -	\$ 96.00	\$ (1,291.07)	
*5	181 GCR	11/30/2019	TOWN CLERK 1125-112719		\$ -	\$ -	\$ 80.00	\$ (1,371.07)	
*6	20 API	12/3/2019	000678 24973 RICOH USA INC		\$ 186.45	\$ -	\$ -	\$ (1,184.62)	
*6	81 GCR	12/13/2019	town clerk 1202-120619		\$ -	\$ -	\$ 96.00	\$ (1,280.62)	
*6	138 GCR	12/20/2019	1209-TOWN CLERK 1209-121319		\$ -	\$ -	\$ 106.00	\$ (1,386.62)	
*6	156 API	12/26/2019	000946 25468 INFOSHRED, LLC		\$ 15.00	\$ -	\$ -	\$ (1,371.62)	
*6	184 API	12/30/2019	000137 23568 STAPLES, INC		\$ 41.63	\$ -	\$ -	\$ (1,329.99)	
*6	186 GCR	12/31/2019	TOWN CLERK 1216-122019		\$ -	\$ -	\$ 136.00	\$ (1,465.99)	
*6	193 GEN	12/31/2019	GB23 IRS REC FEES REC'D		\$ -	\$ -	\$ 8.00	\$ (1,473.99)	
*6	206 GCR	12/31/2019	TOWN CLERK 1223-123119		\$ -	\$ -	\$ 124.00	\$ (1,597.99)	
*7	25 API	1/10/2020	000678 25720 RICOH USA INC		\$ 138.10	\$ -	\$ -	\$ (1,459.89)	
*7	73 API	1/17/2020	000946 25823 INFOSHRED, LLC		\$ 15.00	\$ -	\$ -	\$ (1,444.89)	
*7	94 GCR	1/17/2020	TOWN CLERK 010220-011020		\$ -	\$ -	\$ 130.00	\$ (1,574.89)	
*7	114 API	1/22/2020	000137 26011 STAPLES, INC		\$ 7.83	\$ -	\$ -	\$ (1,567.06)	
*7	114 API	1/22/2020	001794 26070 W.B. MASON CO.,		\$ 23.58	\$ -	\$ -	\$ (1,543.48)	
*7	122 API	1/24/2020	001651 26124 JP MORGAN CHASE		\$ 119.94	\$ -	\$ -	\$ (1,423.54)	
*7	130 GCR	1/24/2020	TOWN CLERK 0113-011720		\$ -	\$ -	\$ 100.00	\$ (1,523.54)	
*7	184 GCR	1/31/2020	TOWN CLERK 0121-012420		\$ -	\$ -	\$ 82.00	\$ (1,605.54)	
*7	199 GEN	1/31/2020	GB23 IRS REC FEES REC'D THRU ACH		\$ -	\$ -	\$ 4.00	\$ (1,609.54)	
*7	214 GEN	1/31/2020	GB66 COLOR COPY CHARGES 011420		\$ 3.08	\$ -	\$ -	\$ (1,606.46)	
*7	223 GCR	1/31/2020	TOWN CLERK 0127-31/20		\$ -	\$ -	\$ 120.00	\$ (1,726.46)	
*8	40 API	2/1/2020	000678 26595 RICOH USA INC		\$ 138.10	\$ -	\$ -	\$ (1,588.36)	
*8	79 GCR	2/14/2020	TOWN CLERK 0203-020720		\$ -	\$ -	\$ 154.00	\$ (1,742.36)	
*8	137 GCR	2/21/2020	TOWN CLERK 0210-021420		\$ -	\$ -	\$ 108.00	\$ (1,850.36)	
*8	165 API	2/25/2020	000946 26906 INFOSHRED, LLC		\$ 26.50	\$ -	\$ -	\$ (1,823.86)	
*8	188 GCR	2/28/2020	TOWN CLERK 0218-022120		\$ -	\$ -	\$ 110.00	\$ (1,933.86)	
*8	199 GEN	2/28/2020	GB23 IRS REC FEES REC'D THUR ACH		\$ -	\$ -	\$ 8.00	\$ (1,941.86)	
*8	205 GEN	2/29/2020	GB58 COLOR COPY CHARGES 021420		\$ 5.04	\$ -	\$ -	\$ (1,936.82)	
*8	221 GCR	2/29/2020	TOWN CLERK 0224-0228/20		\$ -	\$ -	\$ 108.00	\$ (2,044.82)	
*9	27 API	3/5/2020	000678 27183 RICOH USA INC		\$ 194.65	\$ -	\$ -	\$ (1,850.17)	
*9	84 GCR	3/13/2020	TOWN CLERK 0302-030620		\$ -	\$ -	\$ 124.00	\$ (1,974.17)	
*9	117 API	3/21/2020	000946 27468 INFOSHRED, LLC		\$ 26.50	\$ -	\$ -	\$ (1,947.67)	
*9	117 API	3/27/2020	000137 27597 STAPLES, INC		\$ 9.59	\$ -	\$ -	\$ (1,938.08)	
*9	128 GCR	3/20/2020	TOWN CLERK 0309-031320		\$ -	\$ -	\$ 82.00	\$ (2,020.08)	
*9	141 GCR	3/24/2020	TOWN CLERK 0316-032020		\$ -	\$ -	\$ 84.00	\$ (2,104.08)	
*9	210 API	3/31/2020	001794 27887 W.B. MASON CO.,		\$ 23.58	\$ -	\$ -	\$ (2,080.50)	
*9	218 GEN	3/31/2020	GB23 IRS REC'D THRU ACH		\$ -	\$ -	\$ 6.00	\$ (2,086.50)	
*9	226 GCR	3/31/2020	TOWN CLERK 0323-033120		\$ -	\$ -	\$ 133.00	\$ (2,219.50)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTIOI				\$ (24,522.03)				
*10	72 API	4/9/2020	000946	28068	INFOHRED, LLC	\$ 12.00	\$ -	\$ (2,207.50)	
*10	72 API	4/9/2020	000678	28086	RICOH USA INC	\$ 139.10	\$ -	\$ (2,068.40)	
*10	93 GCR	4/17/2020	TOWN CLERK	0401-040920		\$ -	\$ 216.00	\$ (2,284.40)	
*10	96 API	4/17/2020	001651	28161	JP MORGAN CHASE	\$ 181.73	\$ -	\$ (2,102.67)	
*10	117 API	4/17/2020	000946	28246	INFOHRED, LLC	\$ 26.50	\$ -	\$ (2,076.17)	
*10	150 GCR	4/24/2020	TOWN CLERK	0413-041720		\$ -	\$ 120.00	\$ (2,196.17)	
*10	211 GCR	4/30/2020	TOWN CLERK	0420-042420		\$ -	\$ 76.00	\$ (2,272.17)	
*10	213 GEN	4/30/2020	GB23	IRS REC FESS REC'D THRU ACH		\$ -	\$ 4.00	\$ (2,276.17)	
*10	223 GEN	4/30/2020	GB45	COLOR COPY CHARGES 03/31/20		\$ 4.20	\$ -	\$ (2,271.97)	
*10	245 GCR	4/30/2020	TOWN CLERK	0427-043020		\$ -	\$ 90.00	\$ (2,361.97)	
*11	72 API	5/4/2020	000678	28808	RICOH USA INC	\$ 138.10	\$ -	\$ (2,223.87)	
*11	61 API	5/8/2020	001852	28911	ADKINS PRINTING	\$ 87.69	\$ -	\$ (2,136.18)	
*11	96 GCR	5/15/2020	051520	TOWN CLERK 0501-05/08/20		\$ -	\$ 114.00	\$ (2,250.18)	
*11	156 GCR	5/22/2020	TOWN CLERK	0511-051520		\$ -	\$ 78.00	\$ (2,328.18)	
*11	172 API	5/27/2020	000157	29303	THE DAY PUBLISH	\$ 101.20	\$ -	\$ (2,226.98)	
*11	172 API	5/27/2020	000946	29162	INFOHRED, LLC	\$ 26.50	\$ -	\$ (2,200.48)	
*11	180 GCR	5/29/2020	TOWN CLERK	0518-052220		\$ -	\$ 106.00	\$ (2,306.48)	
*11	198 GEN	5/31/2020	GB23	IRS REC FESS REC'D		\$ -	\$ 4.00	\$ (2,310.48)	
*11	223 GCR	5/31/2020	TOWN CLERK	0526-052920		\$ -	\$ 98.00	\$ (2,408.48)	
*12	27 API	6/5/2020	001852	29431	ADKINS PRINTING	\$ 193.37	\$ -	\$ (2,215.11)	
*12	27 API	6/5/2020	000137	29397	STAPLES, INC	\$ 172.18	\$ -	\$ (2,042.93)	
*12	68 API	6/9/2020	000157	29988	THE DAY PUBLISH	\$ 205.60	\$ -	\$ (1,837.33)	
*12	123 GCR	6/12/2020	TOWN CLERK	0601-060520		\$ -	\$ 114.00	\$ (1,951.33)	
*12	148 API	6/15/2020	000946	30115	INFOHRED, LLC	\$ 26.50	\$ -	\$ (1,924.83)	
*12	148 API	6/15/2020	001794	30188	W.B. MASON CO.,	\$ 85.30	\$ -	\$ (1,839.53)	
*12	187 GCR	6/19/2020	TOWN CLERK	0608-061220		\$ -	\$ 110.00	\$ (1,949.53)	
*12	222 GCR	6/26/2020	TOWN CLERK	0615-061920		\$ -	\$ 106.00	\$ (2,055.53)	
*12	289 GEN	6/30/2020	GB23	IRS REC FESS REC'D THRU ACH		\$ -	\$ 2.00	\$ (2,057.53)	
*12	315 GCR	6/30/2020	TOWN CLERK	0629-063020		\$ -	\$ 82.00	\$ (2,139.53)	
*12	315 GCR	6/30/2020	TOWN CLERK	0622-062620		\$ -	\$ 112.00	\$ (2,251.53)	
*12	316 API	6/30/2020	000137	30626	STAPLES, INC	\$ 9.98	\$ -	\$ (2,241.55)	
*12	316 API	6/30/2020	000137	30627	STAPLES, INC	\$ 11.72	\$ -	\$ (2,229.83)	
*12	356 API	6/30/2020	001651	30795	JP MORGAN CHASE	\$ 126.72	\$ -	\$ (2,103.11)	
					\$ (24,522.03)	\$ 3,860.89	\$ 5,964.00	\$ (2,103.11)	\$ (26,625.14)

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 FY20: \$9,789

Anticipated additional revenues FY21: \$7,000

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 FY20: \$26,626

Anticipated additional revenues FY21: \$6,000

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 FY16: \$3,000

Grant Received FY17: \$4,000

Grant Received FY18: \$4,000

Grant Received FY19: \$4,500

Grant Received FY20: \$5,500

Grant Received FY21: \$5,500

Expectation FY22: \$3,000 – \$5,500

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, copier costs, microfilming, tracking software and as needs arise, purchasing of shelving, cabinets for the vault and furniture for the office.

CGS Sec. 7-34. 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 three 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-thirds 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-third 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 said 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 11-8i to 11-8j, 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, most town clerks offices have implemented technology incrementally throughout the years reducing the time spent on particular projects. Many projects have been put on the back burner in order to finance the day to day operations with the revenue funds. The primary purpose of these funds is for document and record preservation. These funds are set aside by the State of Connecticut. My concern is that the state may discontinue these funds and our window to upgrade the office will close.

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, most recently in the amount of \$5,500. Over the last several years the grant amount has ranged from \$3,000 to \$5,500.

We will continue to reduce the postage line with the use of email 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 provided education will be committed to and implemented when appropriate. We look forward to training from the state for the State Death Registration System which will allow us to easily retrieve and create death records. The savings by this department per year will be approximately \$250, and will include additional revenues.

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
2021-2022 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	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 YTD	2021-2022 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax	312,126	291,184		200,000	200,000
Copy Fees	22,169	24,221		25,000	25,000
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	161,889	183,087		175,000	175,000
Regional Communications Fees					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	496,184	498,492	0	400,000	400,000



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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT 06/30/20

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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
09 TOWN CLERK	APPROP	BUDGET				BUDGET	USED
101 GENERAL FUND							
10109 TOWN CLERK							
40351 LIENS							
10109 40351 LIENS -COLLECTED BY UT	-10,000	-10,000	-10,360.00	.00	.00	360.00	103.6%
40400 CONVEYANCE TAX							
10109 40400 CONVEYANCE TAX	-200,000	-200,000	-291,184.01	.00	.00	91,184.01	145.6%
41020 MARRIAGE LICENSES							
10109 41020 MARRIAGE LICENSES	0	0	-2,512.00	.00	.00	2,512.00	100.0%
41021 HUNTING & FISHING LICENSE							
10109 41021 HUNTING & FISHING LIC	0	0	-67.00	.00	.00	67.00	100.0%
41022 DOG LICENSES							
10109 41022 DOG LICENSES	0	0	-1,109.00	.00	.00	1,109.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS							
10109 41029 WTFD-EL SHELLFISH PERM	0	0	-276.00	-8.00	.00	276.00	100.0%
41031 WATERFORD SHELLFISH PERMI							
10109 41031 WATERFORD SHELLFISH PE	0	0	-48.50	56.00	.00	48.50	100.0%
42009 RECORDING FEES							
10109 42009 RECORDING FEES	-175,000	-175,000	-120,419.00	.00	.00	-54,581.00	68.8%



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

06/30/20

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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
09 TOWN CLERK	APPROP	BUDGET				BUDGET	USED
44004 COPIES							
10109 44004 COPIES	0	0	-24,220.50	.00	.00	24,220.50	100.0%
44005 VITAL STATISTICS							
10109 44005 VITAL STATISTICS	0	0	-31,365.00	-1,435.00	.00	31,365.00	100.0%
44006 MISCELLANEOUS							
10109 44006 MISCELLANEOUS	0	0	-2,878.00	.00	.00	2,878.00	100.0%
44254 LOCAL CAPITAL IMPROVEMENT							
10109 44254 LOCAL FUND- AGRICULTUR	0	0	-0,532.00	.00	.00	0,532.00	100.0%
48006 SALE OF BICENTENNIAL BOOKS							
10109 48006 SALE OF BICENTENNIAL B	0	0	-20.00	.00	.00	20.00	100.0%
TOTAL GENERAL FUND	-365,000	-365,000	-492,991.01	-1,387.00	.00	107,991.01	128.0%



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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT 06/30/20

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FOR 2020 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
09 TOWN CLERK	APPROP	BUDGET				BUDGET	USED
293 CT STATE LIBRARY TARGETED GRAN							
29302 CT STATE LIBRARY TARGETED GRAN							
48750 STATE OF CONN GRANT							
29302 48750 STATE OF CONN GRANT	0	0	-5,500.00	.00	.00	5,500.00	100.0%
TOTAL CT STATE LIBRARY TARGETED G	0	0	-5,500.00	.00	.00	5,500.00	100.0%
TOTAL TOWN CLERK	-385,000	-385,000	-498,491.01	-1,387.00	.00	113,491.01	129.8%
TOTAL REVENUES	-385,000	-385,000	-498,491.01	-1,387.00	.00	113,491.01	

TOWN of WATERFORD, CT



Targeted Grants:

FY 2021

Historic Documents
Preservation Grant Program

Prepared by:
David L. Campo
Waterford Town Clerk

APPLICATION**TARGETED GRANT FY 2021**

Historic Documents Preservation Program

Connecticut Municipalities

GP-001 (rev. 1/2020)



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://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality:

Use full name, i.e. "Town of ____"
or "City of ____"

Town of Waterford

Name of Municipal CEO:

Robert Brufe

Title: First Selectman

Phone with Area Code:

860.444.5834

Email:

firstsel@waterfordct.org

Name of Town Clerk:

David L. 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

MCEO Address if Different:

Grant Application Deadline:

☐ Cycle 1: April 30, 2020☒ Cycle 2: September 30, 2020

Grant Contract Period:

The contract period begins after July 1, 2020 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2021.

Maximum Grant Allowed:

\$5,500

Small Municipality

Population less than 20,000

\$7,500

Medium Municipality

Population between 20,000 and 69,999

\$10,500

Large Municipality

Population of 70,000 or greater

Amount Requested:

\$ 5,500

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)	\$ 4,100	\$	\$ 4,100
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 1,400	\$ 0	\$ 1,400
4. Town Personnel Costs (Total cost for all town personnel)	\$	\$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 5,500	\$	\$ 5,500

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 Documentation

- Answer on an attached page, numbering the answers for questions 1 through 3; and question 4 if required.
 - If applying for more than one project, questions 1 through 3 must address each project separately; for example, number the answers 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. Where applicable, identify the specific records involved, including volume numbers and date ranges.
 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: Refer to the detailed instructions provided on Page 12 of the Guidelines under Section D, Town Personnel Costs.
 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 more than one project – show the breakdown for each project under each line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*) and the split between grant and local funds where applicable. If applying for only one project with one vendor, omit this question.
 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.

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

8/26/2020
Date

Robert Brule, 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 *EX 2021 Targeted Grant Guidelines* have been met.

David L. Campo
Signature of Applicant (MCEO or Town Clerk if Designated)

8/26/2020
Date (must be same as or later than above date)

David L. Campo, 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

APPLICATION

TARGETED GRANT FY 2021

Historic Documents Preservation Program

1. Describe the project: This is a continuation of last year's project. The primary focus of the project is preservation and retrieval of records in case of disaster. Minutes will be microfilmed from last year and stored. We are also converting some microfilm of meeting minutes to hard copies. This will provide us the ability to scan to our website and provide a required hard copy in our vault. New binders will replace older worn out binders.

(See attached job estimate)

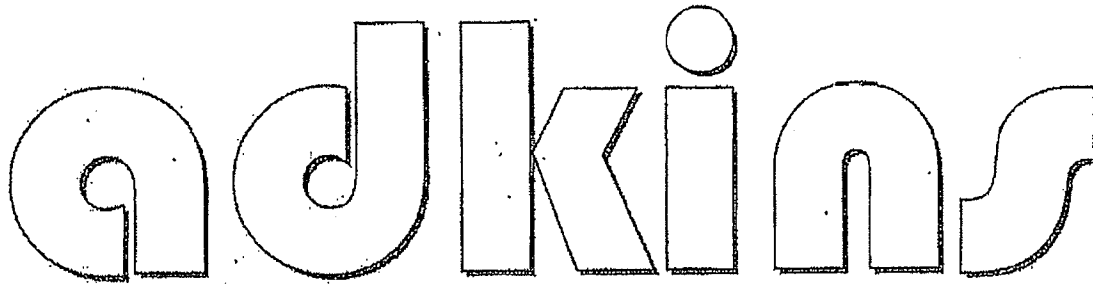
2. Identify the vendors: The primary contact is Irenè Sulewski at:

Adkins
40 South Street
P.O. Box 2440
New Britain, CT 06050-2440

3. State what the municipality hopes to accomplish: This project will keep us compliant with regard to preservation and security of records. A secondary outcome will be an ease of retrieval for clients and municipal employees.

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

August 26, 2020

Client: Waterford Town Clerk

Title of Job: Creation of TIFF images from microfilm

The Town of Waterford has 25,625 pages of minutes on microfilm that need to be converted to TIFF images for easy viewing and printing.

25,625 images converted to TIFF images @ \$0.16/image..... \$4,100/lot

TOTAL COST.....\$4,100

This project will take approximately 4 - 6 weeks to complete.

Signed: _____

A handwritten signature in cursive script, reading "Irene Sulewski", is written over a horizontal line.

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

August 26, 2020

Client: Waterford Town Clerk

Title of Job: Archival Supplies

- Ten vital binders @ \$135/binder..... \$1,350.00/lot
- UPS freight on above.....\$50.00

TOTAL COST.....\$1,400

Signed: _____

Irene Sulewski, Municipal Account Specialist





TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10117 REPRESENTATIVE TOWN MEETING

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP	2020/2021 ADDITIONAL TRANSFERS	ACTUAL EXPENDS OR 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM (12/7/20)	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
PERSONNEL COSTS													
51210	CLERICAL/TECHNICAL	0	1		0	1	1	1	1			(1)	-100.00%
51920	F.L.C.A.												
	SUBTOTAL	0	1	0	0	1	1	1	1	0	0	(1)	-100.00%
SERVICES													
52010	ADVERTISING	5,148	6,000		2,532	6,000	6,000	6,000	6,000			(6,000)	-100.00%
52020	POSTAGE	19	100		0	100	50	50	50			(100)	-100.00%
52050	DUES, CONFERENCES, EDUC.	12,852	12,852		6,426	12,852	12,852	12,852	12,852			(12,852)	-100.00%
	SUBTOTAL	18,019	18,952	0	8,958	18,952	18,902	18,912	18,902	0	0	(18,952)	-100.00%
	DEPARTMENT TOTAL	18,019	18,953	0	8,958	18,953	18,903	18,903	18,903	0	0	(18,953)	-100.00%



Rep Town Meeting

FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION, SUMMARY & EXPLANATION

The Waterford Representative Town Meeting is the legislative body of the town government. The RTM holds six regular meetings (of which the December meeting is the "Annual Meeting"), one usually extended budget session in May and occasional special meetings during the calendar year.

There are six standing committees which do much of the work of the RTM, meeting as necessary in order to conduct the work assigned to them by the moderator. The town clerk is the clerk of the RTM and most of the clerical work for meetings is handled by that office.

SERIES JUSTIFICATION

51000 SERIES

The Town Clerk will handle these duties as part of his salary. I do ask that the line remain funded in the case of a scheduling conflict or a conflict of interest.

52000 SERIES

52010 Advertising: RTM Call, public hearing notices, notice of legislation.

52020 Postage: Committee correspondence, notices, special requests for minutes or agendas.

52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY22.

53000 SERIES

53010 Office Supplies: The costs of nameplates for new RTM members will come out of the town's general supplies.

BUDGETARY RESTRAINT

We will continue to use email and the Town Courier when appropriate to help reduce postage. The RTM reduced postage this year by \$50. Advertising continues to be a primary stressor.

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FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

6

PROPOSED BUDGET

FY2022

10117 REPRESENTATIVE TOWN MEETING

GENERAL REMARKS

The Waterford Representative Town Meeting is the legislative body of the town government. The RTM holds six regular meetings (of which the December meeting is the "Annual Meeting"), one usually extended budget session in May and occasional special meetings during the calendar year

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52020 Postage: Committee correspondence, notices, special requests for minutes or agendas.

52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY21.

53000 SERIES

53010 Office Supplies: The costs of nameplates for new RTM members will come out of the town's general supplies.

BUDGETARY RESTRAINT

We will continue to use email and the Town Courier when appropriate to help reduce postage. Advertising continues to be a primary stressor.

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10117 REPRESENTATIVE TOWN MEETING

LINE ITEM	DESCRIPTION	COLUMN 1 2019/2020 ACTUAL EXPENDED	COLUMN 2 2020/2021 RPM APPROP.	COLUMN 3 2020/2021 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/21	COLUMN 5 2021/2022 DEPT/ AGENCY REQUEST	COLUMN 6 12/7/20 2021/2022 APPROVED BD/COMM
PERSONNEL COSTS							
51210	CLERICAL/TECHNICAL	0	1			1	
51920	F.I.C.A						
	SUBTOTAL	0	1	0	0	1	0
SERVICES							
52010	ADVERTISING	5,149	6,000			6,000	
52020	POSTAGE	20	100			100 50	
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	
	SUBTOTAL	18,021	18,952	0	0	18,952	0
DEPARTMENT TOTAL							
		18,021	18,953	0	0	18,953	0

78,903

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
December 7, 2020

2020 DEC - 9 PM 3:43
RECEIVED

First Selectman Robert Brule, Acting Moderator, called the December 7, 2020 Regular Meeting of the Representative Town Meeting to order at 7:02 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Michael Bono, Jennifer Bracciale, April Cairns, Timothy Condon, Thomas J. Dembek, Susan Driscoll, Steven Elci, Timothy Floravanti, Miriam Furey-Wagner, Nick Gauthier, Paul Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard Muckle, Liam O'Leary, Theodore Olynciw, Sally Ritchie, Michael Rocchetti, Danielle Steward-Gelinas, Baird Welch-Collins,

ABSENT: Richard Morgan, Robert Swansen,

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule.

EX-OFFICIO MEMBERS ABSENT: Selectwoman Jody Nazarchyk; Selectman Elizabeth Sabilia; Chair of the Board of Finance Ronald R. Fedor; Chair of the Board of Education Craig Merriman.

ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Robert Avena.

RTM MEMBER Susan Driscoll asked for a point of personal privilege. She spoke in honor of the recently deceased Sharon Palmer and asked for a moment of silence.

MOMENT OF SILENCE

AGENDA ITEM C – Elect a Moderator.

NOMINATION by Muckle, seconded by Goldstein, for Thomas Dembek to serve as Moderator for a term of one year.

NOMINATION by Gauthier, seconded by Furey-Wagner, for Susan Driscoll to serve as Moderator for a term of one year.

VOTING IN FAVOR OF DEMBEK: Bono, Bracciale, Cairns, Condon, Dembek, Goldstein, Lersch, Metivier, Muckle, O'Leary, Rocchetti, Steward-Gelinas.

VOTED IN FAVOR OF DRISCOLL: Elci, Floravanti, Furey-Wagner, Gauthier, Kohl, Olynciw, Ritchie, Welch-Collins.

ABSTAINED: Driscoll

DEMBEK selected as Moderator. 12-9-1

MODERATOR Thomas Dembek asked for a moment of silence in remembrance of the 75th anniversary of the attack on Pearl Harbor.

MOMENT OF SILENCE

AGENDA ITEM D – October 5, 2020 Minutes.

MOTION by Driscoll, seconded by Welch-Collins, to accept the October 5, 2020 Minutes.

VOTING IN FAVOR: Unanimous.

MOTION PASSED

AGENDA ITEM E – Correspondence from RTM member Susan Driscoll and RTM member Richard Muckle

PUBLIC COMMENT: Christopher Jones spoke in regard to the October 5, 2020 Police Commission appointment by the RTM.

AGENDA ITEM G – Committee report from Legislation & Administration received and will be addressed under Agenda Item 7. Committee Report from Education received and moved to New Business for discussion.

CALL ITEM 1 – Refunding Bonds.

PRESENTATION: Town Attorney Robert Avena; Director of Finance Kim Allen.

Moderator Thomas Dembek read the motion in its entirety.

MOTION by Goldstein, seconded by Welch-Collins, to move the motion.

Town Attorney spoke briefly and read the entire resolution. (See Attachment)

ROLL CALL VOTE RECORDED

VOTING IN FAVOR: Unanimous.

CALL ITEM 2 – Personnel Review Board Appointments.

MOTION by Driscoll, seconded by Welch-Collins, to nominate David Peabody of 14R Spithead Rd, to serve a term of three years on the Personnel Review Board. (Term 12/01/2020 – 11/30/2023)

MOTION by Muckle, seconded by Driscoll, to nominate Cathy Patterson of 7 Leary Dr, to serve a term of three years on the Personnel Review Board. (Term 12/01/2020 – 11/30/2023)

VOTING IN FAVOR OF BOTH NOMINEES: Unanimous

CALL ITEM 3 – Social Services Grants Review Board

MOTION by Driscoll, seconded by Welch-Collins to nominate Sally Ritchie to the Social Services Grants Review Board. (Term 12/07/2020 – 12/06/2021)

MOTION by Muckle, seconded by Attanasio, to nominate Danielle Steward Gelinas to the Social Services Grants Review Board. (Term 12/07/2020 – 12/06/2021)

VOTING IN FAVOR OF BOTH NOMINEES: Unanimous

CALL ITEM 4: Information Technology Committee

MOTION by Driscoll, seconded by Welch-Collins to nominate Tim Fioravanti to the Information Technology Committee. (Term 12/07/2020 – 12/06/2021)

MOTION by Muckle, seconded by Bono, to nominate Danielle Steward Gelinas to the Information Technology Committee. (Term 12/07/2020 – 12/06/2021)

VOTING IN FAVOR OF BOTH NOMINEES: Unanimous

CALL ITEM 5 – 2020 RTM Schedule.

MOTION by Muckle, seconded by Steward-Gelinas, to approve the Regular Meeting Schedule as presented. (See Attachment)

VOTING IN FAVOR: Unanimous

CALL ITEM 6 – RTM Proposed Budget.

MOTION by Driscoll, seconded by Muckle, to approve the FY22 budget in the amount of \$18,953 and forward to the Board of Selectman for approval.

MOTION by Furey-Wagner, seconded by Driscoll, to reduce Line Item **10117-52020** by \$50, from \$100 to \$50.

VOTING IN FAVOR: Unanimous with two members opposing. (Muckle, Lersch)

MOTION by Furey-Wagner, seconded by Welch-Collins, to approve the RTM proposed budget new total of **\$18,903**

VOTING IN FAVOR: Unanimous with two members opposing. (Muckle, Lersch)

CALL ITEM 7 – Ethics Ordinance.

PRESENTATION: Legislation & Administration Committee Chair Susan Driscoll

MOTION by Driscoll, seconded by Steward-Gelinas, to approve the amendments to the **Waterford Code of Ordinances, Chapter 2.50 – Ethics Commission** as presented. (See Attachment)

VOTING IN FAVOR: Unanimous

MOTION by Olynciw, seconded by Gauthier, to move NEW BUSINESS ahead of AGENDA ITEM 8.

VOTING IN FAVOR: Attanasio, Bono, Bracciale, Driscoll, Elci, Fioravanti, Furey-Wagner, Gauthier, Kohl, Metivier, Olynciw, Ritchie, Welch-Collins.

VOTING AGAINST: Cairns, Dembek, Goldstein, Lersch, Muckle, O'Leary, Rocchetti, Steward-Gelinas.

MOTION PASSED: 13-8

NEW BUSINESS:

MOTION by Driscoll, seconded by Steward-Gelinas, to move the item "Restoration/Use of the Nevin's Cottage" out of the Education Committee.

VOTING IN FAVOR: Unanimous.

MOTION by Driscoll, seconded by Muckle, to extend the deadline for item "Review/Evaluate Beach Fee Pricing", currently in the Public Health, Recreation & Environment Standing Committee of the RTM to the February Meeting of the RTM.

VOTING IN FAVOR: Unanimous.

TOWN ATTORNEY Robert Avena spoke in regard to correspondence submitted by RTM member Susan Driscoll. (See Attachment)

Discussion ensued

CALL ITEM 8 – Executive Session.

MOTION by Muckle, seconded by Driscoll, that the RTM along with Human Resources Director Joyce Sauchuk, First Selectman Rob Brule and Town Attorney Eileen Duggan, go into executive session for the purpose of discussing strategy and/or negotiations with respect to current and pending collective

bargaining with multiple bargaining units. This action is taken without prejudice to the Town's right to discuss these matters in a private meeting pursuant to Connecticut General Statutes §1-200 (2) at 7:56 P.M.

VOTING IN FAVOR: Unanimous.

MOTION by Welch-Collins, seconded by Steward-Gelinas, to come out of executive session with no votes taken at 8:51 P.M.

VOTING IN FAVOR: Unanimous.

CALL ITEM 9 – Waterford Professional Firefighters Association Agreement.

MOTION by Driscoll, seconded by Welch-Collins, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Waterford Professional Firefighters Association Local 4629 International Association of Firefighters AFL-CIO, covering the period July 1, 2020-June 30, 2021.

VOTING IN FAVOR: Unanimous with two members abstaining. (Olynciw, Dembek).

CALL ITEM 10 – Local 1303 Agreement.

MOTION by Muckle, seconded by Driscoll, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Local 1303-07 of Council #4 American Federation of State, County and Municipal Employees AFL-CIO covering the period July 1, 2020-June 30, 2022.

VOTING IN FAVOR: Unanimous with one member abstaining. (Olynciw)

CALL ITEM 11 – Non Union Management Professional Wages.

MOTION by Muckle, seconded by Driscoll, to approve the funds necessary implement the Non Union Management Professional wages for the period July 1, 2020 – June 30, 2022.

VOTING IN FAVOR: Unanimous with one member abstaining. (Olynciw)

MOTION by Driscoll, seconded by Bono, to adjourn at 8:56 P.M.

Respectfully Submitted,

David L. Campo, CCTC
Town Clerk