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BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Wednesday, March 2, 2022
Town Hall 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10136 – Library
4. 10129 - Police Department
5. 10122 - Emergency Management
6. 10147 – Information Technology
7. 10103 - Board of Finance
8. 10121 - Contingency
9. Adjournment

Glenn Patterson, Chairman

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TOWN CLERK

TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET

DEPT/AGENCY: 10136 WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/9/21)	2022/2023 RECOMMENDED BD OF SELECTMEN (2/2/22)	BOS Approved \$ Increase	BOS Approved % Increase	2022/2023 BOARD OF FINANCE REDUCTIONS	2022/2023 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS														
51110	ADMINISTRATION	179,834	92,379		47,772	94,461	94,461	94,461	2,082	2.25%			(92,379)	-100.00%
51210	CLERICAL/TECHNICAL	641,315	690,286		340,926	700,135	699,135	699,135	8,849	1.28%			(690,286)	-100.00%
51220	CUSTODIAL-MAINTENANCE	82,890	88,138	(2,000)	40,652	89,869	85,843	85,843	(2,295)	-2.60%			(88,138)	-100.00%
51810	OVERTIME		6,075		2,008	6,075	250	250	(5,825)	-95.88%			(6,075)	-100.00%
51910	FRINGE BENEFITS		0			0	0	0	0				0	#DIV/0!
51920	FICA	63,781	67,082		31,583	68,126	67,296	67,296	214	0.32%			(67,082)	-100.00%
	SUBTOTAL	967,820	943,960	(2,000)	462,941	958,666	946,985	946,985	3,025	0.32%	0	0	(943,960)	-100.00%
SERVICES														
52020	POSTAGE	323	325		133	325	325	325	0	0.00%			(325)	-100.00%
52040	SERVICE CONT.& REPAIRS	7,853	700	2,000		500	0	0	(700)	-100.00%			(700)	-100.00%
52070	REIMBURSABLE EXPENSE	632	690		174	690	690	690	0	0.00%			(690)	-100.00%
52090	FUEL OIL	6,825	0			0	0	0	0				0	#DIV/0!
52100	ELECTRICITY	28,008	0			0	0	0	0				0	#DIV/0!
52110	WATER	797	0			0	0	0	0				0	#DIV/0!
52120	SEWER	738	0			0	0	0	0				0	#DIV/0!
	SUBTOTAL	45,176	1,715	2,000	307	1,515	1,015	1,015	(700)	-40.82%	0	0	(1,715)	-100.00%
MATERIALS & SUPPLIES														
53010	OFFICE SUPPLIES	3,945	4,000		2,134	4,000	3,750	3,750	(250)	-6.25%			(4,000)	-100.00%
53020	OTHER SUPPLIES	3,967	4,800		1,380	4,200	3,725	3,725	(1,075)	-22.40%			(4,800)	-100.00%
	SUBTOTAL	7,912	8,800	0	3,514	8,200	7,475	7,475	(1,325)	-15.06%	0	0	(8,800)	-100.00%
EQUIPMENT														
54160	BOOKS/RELATED MATERIAL	45,000	45,000		44,999	45,000	44,000	44,000	(1,000)	-2.22%			(45,000)	-100.00%
	SUBTOTAL	45,000	45,000	0	44,999	45,000	44,000	44,000	(1,000)	-2.22%	0	0	(45,000)	-100.00%
DEPARTMENT TOTAL		1,065,908	999,475	0	511,761	1,013,381	999,475	999,475	0	0.00%	0	0	(999,475)	-100.00%

TOWN OF WATERFORD FY2023 BUDGET REQUEST Waterford Public Library



BUDGET FUNCTION

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

The Waterford Public Library is a non-partisan, non-sectarian institution dedicated to serving the public in the areas of education, information and recreation, making its services known and available to all.

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

- Approximately 73% of new library materials for all ages, including books, audio books (digital and on CD), movies, magazines, music CDs.
- Access to e-books, e-audiobooks, e-magazines, streaming videos and music.
- Access to online databases.
- All library programs for adults, children and teens, including related promotional materials.
- Furniture, equipment and building improvements, other than capital projects and repairs to building systems and infrastructure.
- Staff attendance at professional conferences, training workshops and continuing educations.
- Dues and memberships in professional organizations.

Mission

The mission of the Waterford Public Library is to help citizens of Waterford enrich their lives through access to ideas, information and entertainment available from books as well as a variety of other sources. To this end the Library provides an array of materials, services and professional assistance, as well as a facility for the support of educational, civic and cultural activities.

Recent Highlights

Throughout the pandemic, the library has continued to carefully balance service with safety. As necessity dictated, we pivoted our services from in-building to curbside "grab & go" and back again. Through the end of the summer, we continued to offer only outdoor and virtual programs. During this past summer, the library secured grant funding from Dominion Energy & Chelsea Groton Bank foundations to offer a series of *Sunset Cinema* outdoor films on Thursday evenings and an *Al Fresco* series of outdoor performances on Friday evenings. In February, we launched our new monthly e-newsletter. We currently have over 700 subscribers. The library has hosted vaccine clinics and is now hosting weekly COVID testing in partnership with Ledge Light Health District.

The library staff and trustees very much appreciate the ongoing support provided to the library by the Town of Waterford.

TOWN OF WATERFORD

FY2023 BUDGET REQUEST

Waterford Public Library



Strategic Goals

The LIBRARY as PLACE

The Waterford Public Library serves as the destination place for people of all ages to find educational, informational and recreational materials that will enrich their lives. The Library provides a wide array of materials, programs, services and professional assistance and a safe, clean, comfortable, attractive environment for public and staff.

The LIBRARY as COMMUNITY

The Waterford Public Library is a customer-centric organization committed to providing the community with the collections, programs, and services it needs and wants. The Library through outreach and marketing effectively and efficiently communicates its mission.

The LIBRARY as PEOPLE

People in Waterford consistently receive high quality library service provided by well-trained, dedicated, knowledgeable and customer-oriented staff.

The LIBRARY as ENTERPRISE

The Waterford Public Library is committed to working with the Town of Waterford for the optimal operation of the library. The Library continually explores development opportunities to enhance Library programs and services and ensures that its policies and procedures reflect its mission, goals and values.

COLLECTION, PROGRAMS AND SERVICES

- A collection of over 80,000 items including books, movies, magazines, newspapers, non-fiction DVDs and documentaries, audio books, digital books and music CDs for adults, children and young adults
- Downloadable e-books, e-audiobooks, e-magazines, streaming videos and streaming music
- Online databases and resources: *A to Z Travel*, *Ancestry*, *Bookflix* (e-books for grades K-3), *hoopla* (movies, TV, music and more), *JobNow* (resume writing, test prep, career resources), Kanopy (film streaming service), *Mango Languages*, *TRUEflix* (Scholastic e-books for grades 3-6), and *Tumblebooks* (animated picture books for children)
- Reference service (aka 'help, problem solving, teaching, connecting') for all ages
- Readers' advisory for all ages
- 24/7 on-line reference and e-mail reference
- *Homebound Library Services* program, Interlibrary loan
- Public Access to computers with internet access, Microsoft Office applications.
- *Book-A-Tech*: one on one training and technology support; walk-in and by appointment
- Wi-Fi internet access and Wi-Fi printing
- Programming for all ages: including book and film discussions, lectures and author visits
- Story times for children; games, puzzles and toys for in-house use
- STEAM (Science, Technology, Engineering, Art & Math) programs for children and teens
- Teen section: NEW BOOKS, fiction, graphic novels, NUTMEG nominees and winners, digital books, TEEN TOPICS
- Large print collection, Travel books and videos, 'Great Courses' audio and video, Spanish language collection
- Museum passes, Art Exhibits
- Cooperative initiatives with Waterford Public Schools, Rec & Parks, Senior Services and Youth & Family Services
- Booklists, bibliographies, special displays and merchandised collections
- Historical Collection (Waterford and New London County)
- Meeting rooms for use by community groups and organizations
- Open on average 63 hours each week – plus 18 Sundays (Fall/Winter) – FY'23 proposed schedule

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
Waterford Public Library**



BUDGET SUMMARY

TOWN OF WATERFORD
GENERAL FUND
2022 -2023

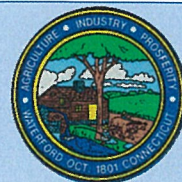
DEPT/AGENCY: WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2021/2022 DEPT/AGENCY REQUEST	2022/2023 DEPT/AGENCY REQUEST
PERSONNEL COSTS			
51110	ADMINISTRATION	92,379	94,461
51210	CLERICAL/TECHNICAL	690,286	699,135
51220	CUSTODIAL-MAINTENANCE	88,138	85,843
51810	OVERTIME-SUNDAY	6,075	250
51910	FRINGE BENEFITS	0	0
51920	FICA (7.65%)	67,082	67,296
SUBTOTAL		943,960	946,985
SERVICES			
52020	POSTAGE	325	325
52040	SERVICE CONT.&REPAIRS	700	0
52070	REIMBURSABLE EXPENSE	690	690
52090	FUEL OIL	0	0
52100	ELECTRICITY	0	0
52110	WATER	0	0
52120	SEWER	0	0
SUBTOTAL		1,715	1,015
MATERIALS & SUPPLIES			
53010	OFFICE SUPPLIES	4,000	3,750
53020	OTHER SUPPLIES	4,800	3,725
SUBTOTAL		8,800	7,475
EQUIPMENT			
54160	BOOKS/RELATED MATERIAL	45,000	44,000
SUBTOTAL		45,000	44,000
DEPARTMENT TOTAL		999,475	999,475

TOWN OF WATERFORD

FY2023 BUDGET REQUEST

Waterford Public Library



BUDGET EXPLANATIONS BY CATEGORY

The FY2023 budget anticipates continuing and expanding library programs and services, usage, and activities to our pre-COVID-19 levels.

51000 SALARIES SERIES

Detailed information on salaries can be found in the *Personnel Worksheet* included in the packet. Personnel costs are calculated for a fiscal year with 261 working days (52.2 weeks) for FT staff. Calculations were made based on the RTM approved wage schedules in effect July 1, 2021. The minimum wage/library page rate reflects the state minimum wage.

We are committed to controlling personnel costs. We analyze staffing and usage patterns to make efficient and effective use of personnel at all levels. We re-evaluate all positions as staff members resign or retire, update job descriptions and replace staff only when necessary. Over the past several years, we eliminated positions, zeroed out the clerical and technical substitute budget, reclassified positions and reallocated duties and responsibilities. Additionally, cross training has enabled us to fill short-term gaps due to illness, vacation, attendance at off-site meetings, programs and professional development.

51110 ADMINISTRATION

\$94,461

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

51210 CLERICAL/TECHNICAL

\$699,135

This line reflects the compensation for professional librarians (MP) and clerical/technical staff (AS) – full time and regularly scheduled part-time staff, and library pages. Also included are longevity increases for six full-time employees. Six part-time AS staff will receive annual half-step increases.

51220 CUSTODIAL/MAINTENANCE

\$85,843

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

51810 OVERTIME/SUNDAY HOURS

\$250

Overtime support of \$250 is requested for maintenance and/or custodial work in case of a building, natural disaster, or weather related emergency. For FY2023, to comply with the request for a zero budget increase, we will not be providing Sunday service.

51920 FICA

\$67,296

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

TOWN OF WATERFORD

FY2023 BUDGET REQUEST

Waterford Public Library



BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

52020 POSTAGE

\$325

Postage costs include:

- United States Postal Service (USPS) for overdue notices. We have continued to gather customer e-mail addresses, to reduce the costs of sending overdue and lost item notices. Almost all new customers provide us with an email address at registration and we solicit email addresses when library cards are renewed. We anticipate using the USPS mail for approximately 200 overdue & lost item notices.
- Library business mail (bill payments, etc.) - we anticipate mailing approximately 350 business items.
- The state funded 'DeliverIt!' Program provides for the free exchange of materials among libraries throughout the state, saving individual libraries the costs of mailing interlibrary loan materials. The FY2023 request is the same as last year.

Expended FY2021 - \$324

Expended FY2020 - \$347

Expended FY2019 - \$349

52040 SERVICE CONTRACT & REPAIRS

\$0

Effective with the FY2022 budget facility, utilities and maintenance costs have been removed from department budgets. In FY2022, this line item covered miscellaneous supplies used by the library building manager for needed repairs and grounds maintenance. For FY'23, we are eliminating this budget line to comply with the request for a zero increase budget.

Expended FY2021 - \$21,285

Expended FY2020 - \$34,469

Expended FY2019 - \$21,745

52070 REIMBURSABLE EXPENSE

\$690

This line item is used to reimburse the building and grounds manager for work-related mileage, i.e., trips to the Quaker Hill book drop, vendors, courier runs, etc. Mileage for the last three years has averaged 1150/year. With reimbursement at 56 cents per mile, we anticipate 1,225 miles, and are requesting \$690 for this line item for FY2023. This request is the same as FY2022.

Expended FY2021 - \$632

Expended FY2020 - \$656

Expended FY2019 - \$665

53010 OFFICE SUPPLIES

\$3,750

This line item covers library-specific office supplies, which include vendor pre-processing of books, item and customer barcodes, spine labels, repair tape, book covers, video and audio jewel cases, and receipt paper for the circulation desk and self-check station. With the library's membership in a cooperative for purchasing library supplies at discounted prices, the support of the town's purchasing agent and streamlined processes and procedures, we have been able to maintain this line item at the current level for the last fourteen budgets. For FY2023, we are further decreasing this budget line by \$250.

Expended FY2021 - \$3,957

Expended FY2020 - \$4,000

Expended FY2019 - \$3,999

53020 OTHER SUPPLIES

\$3,725

Items purchased in this line item include consumables and cleaning products of all types including paper products, furniture and carpet cleaners, stain removers, lawn and ground supplies, etc. We have continued increased cleaning of public surfaces, and are providing PPE for staff due to the ongoing COVID-19 pandemic. Our FY2023 request has been reduced by \$1,075 from our FY2022 request.

Expended FY2021 - \$3,977

Expended FY2020 - \$3,954

Expended FY'18 - \$3,992

TOWN OF WATERFORD

FY2023 BUDGET REQUEST

Waterford Public Library



BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

54160 BOOKS/RELATED MATERIAL

\$44,000

This line item is the town's contribution, approximately 27% of the total expenditure, for the purchase of the following items:

- Books, DVDs, audio books (digital and on CD), magazines, newspapers, music CDs, and other materials for adults, children and teens.
- Access to: downloadable e-books, e-magazines, e-audio books, streaming videos and streaming music for adults, children and teens.
New this year: *TRUEflix* (Scholastic e-books for grades 3-6) and Kanopy (film streaming service)
- Access to online databases: *A to Z Travel*, *Ancestry*, *Bookflix* (e-books for grades K-3), *hoopla* (movies, TV, music and more), *JobNow* (resume writing, test prep, career resources), *Mango Languages*, and *Tumblebooks* (animated picture books for children).

The library's professionally trained staff continually monitors how the collections are used and looks for new formats, collections and resources to ensure that the community has what it wants and needs. Each year a larger percentage of this budget is allocated for e-content. This investment was especially beneficial to Waterford cardholders who were able to access quality content online from the safety of their homes during the ongoing pandemic.

Monies are spent on high-demand subjects, best sellers and new books, DVDs, audio books and new formats and collections. Expenditures are reduced or eliminated on categories of minimal use or interest. Similarly, the library continues to review its purchases of materials in response to the availability of information online through either the Internet or the statewide and proprietary databases.

The library continues to focus on resource sharing with our local library partners at Groton Public Library, Mystic & Noank Library and Bill Memorial Library. Books and other library materials available at these libraries are shipped to Waterford within a few days of online requests. Library materials from the collections of hundreds of public, academic, school, and special libraries can be requested, picked up and returned to Waterford, thanks to the state-funded interlibrary loan system comprised of *BorrowIT* (formerly Connecticard) and *Deliver It!* (formerly Connecticar). Additionally, Waterford customers can use their library cards in any of the 192 public libraries throughout Connecticut. The cooperation among libraries and the vast interlibrary loan network in Connecticut greatly expands what an individual library can offer its customers and accounts for savings to a library's materials budget.

The library's goal is to be as responsive as possible to the public while operating in an efficient and cost effective manner. The library Board partners with the town and will continue to fund nearly three-quarters of the total library books, materials and services purchased. After fifteen consecutive years of a flat budget, we are reducing this budget line request by \$1,000 to achieve the requested zero budget increase for FY2023.

Expended FY2021 - \$45,000

Expended FY2020 - \$45,000

Expended FY2019 - \$44,998

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - WATERFORD PUBLIC LIBRARY
2022-2023 FISCAL YEAR**

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2021/2022	SALARY 2022/2023	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
12/14/2020	Director	40	45.24	92,378.94	94,461.12		94,461.12	7,226.28
	TOTALS			92,378.94	94,461.12		94,461.12	7,226.28
51210 - CLERICAL/TECHNICAL								
09/15/08	Dept. Head - Adult	40	34.40	71,559.67	71,827.20	718.27	72,545.47	5,549.73
05/15/17	Dept. Head - Children's	40	34.40	71,559.67	71,827.20		71,827.20	5,494.78
06/28/07	Dept. Head - Tech & Circ Svcs.	40	37.84	78,946.07	79,009.92	790.10	79,800.02	6,104.70
09/06/16	Dept. Assistant - Adult	40	31.21	64,903.99	65,166.48		65,166.48	4,985.24
01/04/88	Technician II	35	28.29	49,438.62	51,685.83	600.00	52,285.83	3,999.87
03/09/92	Technician II	35	28.29	49,438.62	51,685.83	600.00	52,285.83	3,999.87
11/22/93	Technician II	35	28.29	49,438.62	51,685.83	600.00	52,285.83	3,999.87
VAC.	Tech. Ass't - Tech & Circ Svcs.	19	25.56	44,670.15	25,350.41		25,350.41	1,939.31
VAC.	Info/Tech Ass't - Children's	16	23.19	0.00	19,368.29		19,368.29	1,481.67
05/30/06	Secretary II	35	31.19	54,499.41	56,984.13	350.00	57,334.13	4,386.06
09/10/21	Info/Ref Ass't - Adult	15	23.74	18,588.42	17,805.00		17,805.00	1,362.08
09/23/19	Info/Ref Ass't - Adult	12	24.97	18,243.90	14,982.00		14,982.00	1,146.12
VAC.	Info/Ref Ass't - Children's	19	23.19	22,999.84	22,030.50		22,030.50	1,685.33
08/09/21	Info/Ref Ass't - Children's	16	23.74	19,827.65	18,992.00		18,992.00	1,452.89
08/20/12	Technician I	16	24.42	19,034.21	19,536.00		19,536.00	1,494.50
08/07/17	Technician I	12	21.58	12,609.43	12,948.00		12,948.00	990.52
09/04/18	Technician I	12	21.05	12,308.76	12,630.00		12,630.00	966.20
10/05/07	Technician I	14	25.66	17,933.83	17,962.00		17,962.00	1,374.09
n/a	***Pages			14,285.00	14,000.00		14,000.00	1,071.00
	TOTALS			690,285.86	695,476.62	3,658.37	699,134.99	53,483.83
51220 - CUSTODIAL/MAINTENANCE								
09/14/15	Bldg. & Grounds Manager	40	29.59	59,090.40	61,783.92		61,783.92	4,726.47
01/05/15	Janitor II	18	23.75	21,347.71	21,375.00		21,375.00	1,635.19
06/21/01	Janitor II	2	26.84	6,699.87	2,684.00		2,684.00	205.33
n/a	Substitutes			1,000.00	0.00		0.00	0.00
	TOTALS			88,137.98	85,842.92		85,842.92	6,566.99

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - WATERFORD PUBLIC LIBRARY
2022-2023 FISCAL YEAR**

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2021/2022	SALARY 2022/2023	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
	51810 - OVERTIME/SUNDAYS							
				6,075.00	250.00		250.00	19.13
	TOTALS			6,075.00	250.00		250.00	19.13
	TOTALS - DEPARTMENT			876,877.78	876,030.66	3,658.37	879,689.03	67,296.23
				943,959				946,985

WORKDAYS

2022/2023	WEEKS TO BUDGET
261	52.2

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2022-2023 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: WATERFORD PUBLIC LIBRARY

LINE ITEM	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 YTD	2022-2023 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties	7,578	0	0	0	0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	7,578	0	0	0	0

The library along with our partner libraries have stopped charging fines on overdue materials effective March 14, 2020.

THE WATERFORD PUBLIC LIBRARY, INC.
501c3 Account

FY2023 Disbursements

Auditor	\$4,500
Books & materials	\$93,000
Building equipment & supplies	\$4,500
Dues, conferences, education	\$3,500
Furniture & building improvements	\$4,000
Innovation & Miscellaneous	\$3,500
Insurance	\$191
Office equipment & supplies	\$5,000
On-line subscriptions	\$29,000
Programs & community relations	\$13,800
Public copier lease & fees	\$3,800
Special Projects	\$4,680
TOTAL EXPENDITURES	\$169,471

FUNDS ANTICIPATED FY2022 **\$142,043**

FUNDS APPROPRIATED FY2021/FUNDS RECEIVED FY2021 **\$154,387/\$107,869**

THE WATERFORD PUBLIC LIBRARY, INC.

**Financial Statements
With Independent Accountant's Report**

June 30, 2021

Aldrich, Mulcahy & Associates, LLC – Certified Public Accountants

The Waterford Public Library, Inc.

June 30, 2021

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ALDRICH, MULCAHY & ASSOCIATES, LLC

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANTS' REPORT

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

We have audited the accompanying financial statements of The Waterford Public Library, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets - modified cash basis as of June 30, 2021, and the related statements of revenues, expenses and changes in net assets - modified cash basis, and statement of functional expenses-modified cash basis for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities and net assets of The Waterford Public Library, Inc. as of June 30, 2021, and its revenue, and expenses and changes in net assets and its functional expenses for the year then ended in accordance with the modified cash basis of accounting as described in Note 1.

Report on Summarized Comparative Information

We have previously audited the Waterford Public Library, Inc.'s June 30, 2020 financial statements and we expressed an unmodified audit opinion on those financial statements in our report dated September 30, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent in all material respects, with the audited financial statements from which it has been derived.

Aldrich, Mulcahy & Associates, LLC

Waterford, CT 06385
September 14, 2021

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF ASSETS, LIABILITIES AND
NET ASSETS - MODIFIED CASH BASIS
AS OF JUNE 30, 2021
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2020

ASSETS		<u>2021</u>	<u>2020</u>
CURRENT ASSETS			
Cash		\$ 18,410	\$ 4,766
Investments- board designated endowment		<u>3,502,179</u>	<u>2,783,082</u>
TOTAL CURRENT ASSETS		3,520,589	2,787,848
 ART COLLECTIONS		 <u>55,600</u>	 <u>55,600</u>
 TOTAL ASSETS		 <u><u>\$ 3,576,189</u></u>	 <u><u>\$ 2,843,448</u></u>
 NET ASSETS			
NET ASSETS			
Without Donor Restrictions			
Board designated (note 4)		\$ 3,502,179	\$ 2,783,082
Undesignated		<u>72,660</u>	<u>60,366</u>
Total net assets without donor restrictions		<u>3,574,839</u>	<u>2,843,448</u>
With Donor Restrictions		<u>1,350</u>	<u>-</u>
Total net assets with donor restrictions		<u>1,350</u>	<u>-</u>
TOTAL NET ASSETS		<u><u>\$ 3,576,189</u></u>	<u><u>\$ 2,843,448</u></u>

See accountant's report and accompanying notes.

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS -
MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2021
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2020

	Without Donor Restrictions	With Donor Restrictions	Total 2021	Total 2020
SUPPORT AND REVENUE				
Grants	\$ -	\$ 7,894	\$ 7,894	\$ 800
Annual mailing appeal	26,687	-	26,687	29,486
Other fundraising	235	-	235	135
Contributions & Bequests	24,026	-	24,026	14,565
Intergovernmental	19,154	-	19,154	15,325
Book sales and service	1,624	-	1,624	6,058
Investment income	43,795	-	43,795	52,236
Gain (loss) on investments	729,690	-	729,690	7,309
Miscellaneous	6,383	-	6,383	9,997
Reclassifications:				
Released from restriction	6,544	(6,544)	-	-
TOTAL SUPPORT AND REVENUE	858,138	1,350	859,488	135,911
EXPENSES				
Program services	109,546	-	109,546	120,063
Management and general	16,191	-	16,191	15,030
Fundraising	1,010	-	1,010	1,248
TOTAL EXPENSES	126,747	-	126,747	136,341
CHANGE IN NET ASSETS	731,391	1,350	732,741	(430)
NET ASSETS, BEGINNING	2,843,448	-	2,843,878	2,843,878
NET ASSETS, ENDING	\$ 3,574,839	\$ 1,350	\$ 3,576,619	\$ 2,843,448

See accountants report and accompanying notes.

THE WATEFORD PUBLIC LIBRARY, INC.
STATEMENT OF FUNCTIONAL EXPENSES-MODIFIED CASH BASIS
JUNE 30, 2021 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2020

	Program services	Management and General	Fundraising	2021	2020
Accounting	\$ -	\$ 3,900	\$ -	\$ 3,900	\$ 3,900
Occupancy	4,557	-	-	4,557	10,131
Conferences	1,719	-	-	1,719	1,722
Insurance	-	191	-	191	191
Books & Library Materials	69,812	-	-	69,812	67,688
Online resources	9,982	-	-	9,982	21,030
Investment fees	-	12,100	-	12,100	10,939
Public Relations	10,799	-	-	10,799	9,158
Grant expense	6,469	-	-	6,469	-
Office Supplies	1,727	-	-	1,727	3,354
Miscellaneous	3,356	-	-	3,356	5,855
Museum Passes	1,125	-	-	1,125	1,125
Fundraising	-	-	1,010	1,010	1,248
	<u>\$ 109,546</u>	<u>\$ 16,191</u>	<u>\$ 1,010</u>	<u>\$ 126,747</u>	<u>\$ 136,341</u>

See accountant's report and accompanying notes.

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Purpose of Organization

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

The Organization's primary sources of revenue are contributions, grants, and investment income.

Financial Reporting

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

Basis of Presentation

The Organization has presented its financial statements in accordance with the modified cash basis of accounting. In addition, the Organization is required to report information regarding its financial position and activities within the two classes of net assets: Without Donor Restrictions or With Donor Restrictions.

Net Assets Without Donor Restrictions

Net assets without donor restrictions are neither perpetually nor temporarily restricted by donor-imposed stipulations and include revenue from fees, certain investment income, and all gifts, grants, and contributions that are free of donor restrictions. These amounts are currently available at the discretion of the Organization's Board for use in its operations.

Net Assets With Donor Restrictions

Net assets with donor restrictions account for unspent contributions that are restricted by the donor as to use for specific purposes or during specific time periods.

Prior Year Summarized Financial Information

The financial statements include certain prior-year summarized financial information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Organization's audited financial statements as of and for the year ended June 30, 2020, from which the summarized information was derived.

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with the modified cash basis of accounting requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results could differ from those estimates.

Contributions

Contributions received are recorded as with or without donor restrictions depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase net asset with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Revenues, Expenses and Changes in Net Assets - Modified Cash Basis as net assets released from restrictions.

Grants and Contracts

Grants and contracts are generally considered to be exchange transactions in which the grantor or contractor requires the performance of specific activities.

Revenue Recognition

Contributions are recognized when received by the Organization that is, in substance, unconditional. All donor-restricted contributions are reported as increases in net assets with restrictions. When a restriction expires, net assets with restrictions are reclassified to net assets without restrictions.

Contributed property is recorded at fair value at the date of the donation. If the donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, property and equipment are recorded as unrestricted support.

Investment income is recognized when earned. The change in realized and unrealized gains and losses is included in the change in net assets in the statement of activities. Investment income include interest, dividends and capital gain distributions.

Investments

Investments in marketable equity and all debt securities are carried at fair value. Fair value is determined based on quoted market price (Level 1 inputs as discussed in Note 3)

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Program expenses

Reference materials such as books and videos are expensed as program costs and are considered the property of the Town of Waterford. In addition, other costs such as occupancy expenses (building maintenance and the purchase of furniture) are considered program expenses and are expensed as incurred.

Property and Equipment

Property and equipment acquisitions which exceed \$1,000 become the property of the Town of Waterford. The Organization expenses as program services all acquisitions less than \$1,000.

Art Collections

As of July 1, 2005, the Organization capitalized its art collection retroactively in conformity with accounting principles generally accepted in the United States of America. The art collection items acquired prior to July 1, 2005 were appraised and they were determined to have a value of \$55, 000.

Subsequently to July 1, 2005, art collection items acquired by the Organization will be recorded at fair market value if donated, and at cost if purchased.

Fair Value Measurements

The fair value of the Organization's financial instruments are determined using quoted prices in active markets for identical assets as required by accounting principles generally accepted in the United States of America.

The Organization adopted FASB ASC 820, Fair Value Measurements and Disclosures, for assets and liabilities measured at fair value on a recurring basis. The codification established a common definition for fair value to be applied to existing generally accepted accounting principles that requires the use of fair value measurements, establishes a framework for measuring fair value, and expands disclosure about such fair value measurements.

FASB ASC 820 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Additionally, FASB ASC 820 requires the use of valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs. These inputs are prioritized as follows:

- Level 1—Observable inputs such as quoted market prices in active markets for identical assets or liabilities.
- Level 2—Observable market-based inputs or unobservable inputs that are corroborate by market data.
- Level 3—Unobservable inputs for which there is little or no market data, which require the use of the reporting entity's own assumptions.
- The carrying values of cash in bank are short-term in nature approximate fair value.

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes

The Waterford Public Library is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and therefore, has no provision for federal or state income taxes.

The Organization's Form 990, Return of Organization Exempt from Income Tax are subject to examination by the IRS, generally for three years after they were filed.

The Organization did not recognize any liability for uncertain tax positions as defined by accounting principles generally accepted in the United States of America.

Subsequent Events

Subsequent events have been evaluated through September 14, 2021, which is the date the financial statements were available to be issued. There were no subsequent events identified that require disclosure.

2. CONCENTRATIONS

Support and Revenue Concentrations

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

Credit Risks

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

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2021

3. INVESTMENTS

Investments (All Level 1) as of June 30, 2021 are comprised of the following:

	<u>2021</u>
Money market funds	\$ 22,068
Exchange traded funds	523,971
Bonds funds	880,794
Corporate stocks	28,400
Equity funds	2,046,946
	<u>\$ 3,502,179</u>

In accordance with accounting principles generally accepted in the United States of America, the Organization's carrying amounts of cash approximates fair value under Level 1.

Net investment income is comprised of the following:

	<u>2021</u>
Interest and dividends	\$ 43,795
Less: investment fee and charges	12,100
	<u>\$ 31,695</u>

The net gain (losses) on investments is comprised of the following:

	<u>2021</u>
Realized gains (losses)	\$ 44,788
Unrealized gains (losses)	684,902
	<u>\$ 729,690</u>

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2021

4. BOARD DESIGNATED ENDOWMENT

The Organization's board designated endowment consists of investments in various marketable securities as outlined in Note 3. Net assets associated with endowment funds, including funds designated by the Board to function as endowments, are classified and reported on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The philosophy contained in UPMIFA focuses on the following factors:

1. The duration and preservation of a fund
2. The purpose of the organization and the donor designations thereto
3. General economic conditions
4. The possible effects of inflation and deflation
5. The expected total return of the charitable assets
6. Other resources of the organization (including Town funding)
7. The investment policies of the organization

Endowment Net Assets composition by type of fund as of June 30, 2021:

Board designated endowment fund	\$ 3,502,179
---------------------------------	--------------

Changes on Endowments Net Assets for the year ended June 30, 2020 are as follows:

	<u>Without Donor Restrictions</u>
Endowment net assets, beginning of year	\$ 2,783,082
Investment income, net	31,695
Net appreciation (realized and unrealized)	<u>729,690</u>
Total investment return	761,385
Contributions	10,000
Appropriation of assets for expenditures	<u>(52,288)</u>
Endowment net assets, end of year	<u>\$ 3,502,179</u>

THE WATERFORD PUBLIC LIBRARY, Inc.
Notes to Financial Statements
For the Year Ended June 30, 2021

4. BOARD DESIGNATED ENDOWMENT (Continued)

Board Policies and Objectives

The Organization has an objective to provide for conservation of capital through the use of a diversified portfolio of prudent investments. The Board of Trustees policy is to limit spending in any fiscal year to between three percent (3%) and five percent (5%) of the average fair market value of the endowment's assets at the end of the last three previous fiscal years. The minimum objective is to conserve and protect assets over the long term. An additional objective is to beat the rate of inflation as defined by the CPU annually. The base measure for the equity allocation will be the S&P 500 with dividends reinvested. On an individual basis, all securities will be compared to the appropriate index representing that investment universe. The target allocation is between 50% and 70% on a market basis shall be invested in the equity market. With balance in fixed income securities.

5. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The liquidity and availability of the Organization's financial Assets consist of Cash and Investments to fund general expenditures as of June 30, 2021 total \$3,520,589 of which \$3,502,179 is held for Board designated purposes, and \$1,350 is held for restricted purposes resulting in \$17,060 in financial assets available to support general expenditures for the upcoming year.

6. OTHER MATTERS

On March 11, 2020 the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The Organization cannot reasonably estimate the length or severity of this pandemic, or the extent to which the disruption may materially impact the organization's financial position, results of operations, and cash flows in fiscal 2022.

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY: 10136 WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM.	FIRST SELECTMA N RECOMMEN	Department Request \$ Increase	Department Request % Increase
	PERSONNEL COSTS									
51110	ADMINISTRATION	179,834	92,379			94,461			2,082	2.25%
51210	CLERICAL/TECHNICAL	641,315	690,286			700,135			9,849	1.43%
51220	CUSTODIAL-MAINTENANCE	82,890	88,138			89,869			1,731	1.96%
51810	OVERTIME		6,075			6,075			0	0.00%
51910	FRINGE BENEFITS		0			0			0	#DIV/0!
51920	FICA	63,781	67,082			68,126			1,044	1.56%
	SUBTOTAL	967,820	943,960	0	0	958,666	0	0	14,706	1.56%
	SERVICES									
52020	POSTAGE	323	325			325			0	0.00%
52040	SERVICE CONT.& REPAIRS	7,853	700			500			(200)	-28.57%
52070	REIMBURSABLE EXPENSE	632	690			690			0	0.00%
52090	FUEL OIL	6,825	0			0			0	#DIV/0!
52100	ELECTRICITY	28,008	0			0			0	#DIV/0!
52110	WATER	797	0			0			0	#DIV/0!
52120	SEWER	738	0			0			0	#DIV/0!
	SUBTOTAL	45,176	1,715	0	0	1,515	0	0	(200)	-11.66%
	MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	3,945	4,000			4,000			0	0.00%
53020	OTHER SUPPLIES	3,967	4,800			4,200			(600)	-12.50%
	SUBTOTAL	7,912	8,800	0	0	8,200	0	0	(600)	-6.82%
	EQUIPMENT									
54160	BOOKS/RELATED MATERIAL	45,000	45,000			45,000			0	0.00%
	SUBTOTAL	45,000	45,000	0	0	45,000	0	0	0	0.00%
	DEPARTMENT TOTAL	1,065,908	999,475	0	0	1,013,381	0	0	13,906	1.39%



2021 YEAR AT A GLANCE

136,447

Total Items Borrowed

2,190

Curbside Deliveries

>20% increase in downloads of
e-books, e-audios & videos

FY2021: 17,706 vs FY2020: 14,709

304

Programs

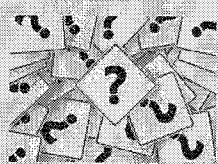
5,824

Program Attendees

724

New Cardholders

72 Different Grab & Go Kits & Crafts
distributed to 2,425 patrons



Over 24,000
Questions
Answered

www.waterfordpubliclibrary.org
63,434 Website Visits

57,204

Library Visits



Connecticut Library Association
2019 Excellence in Public Library Services Award

WATERFORD PUBLIC LIBRARY - FY'21 STATISTICS

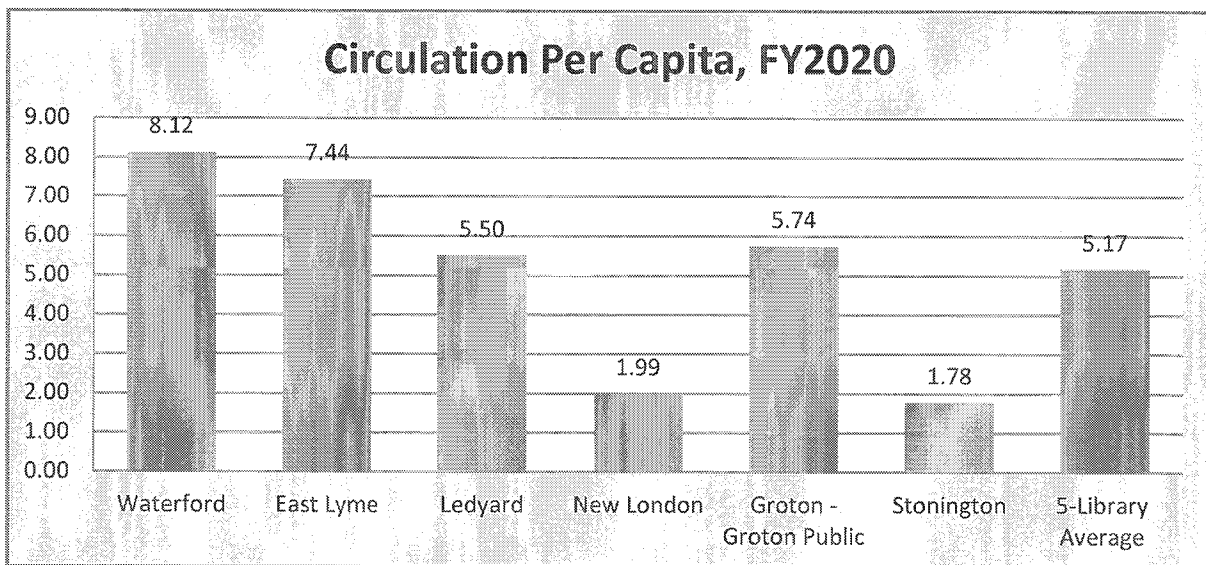
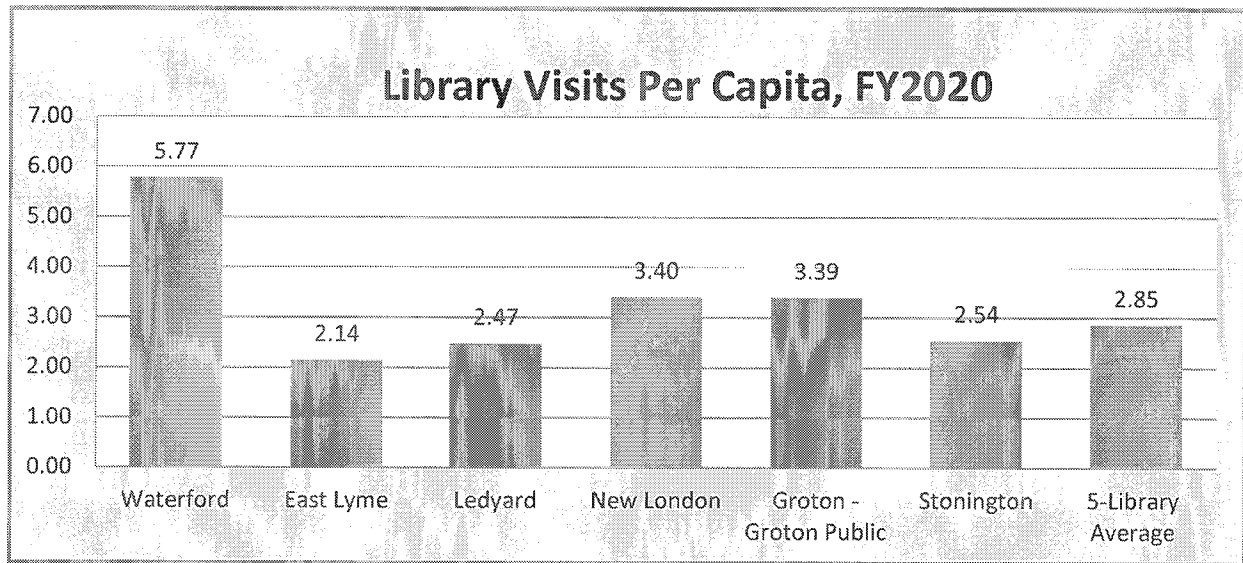
COVID-19

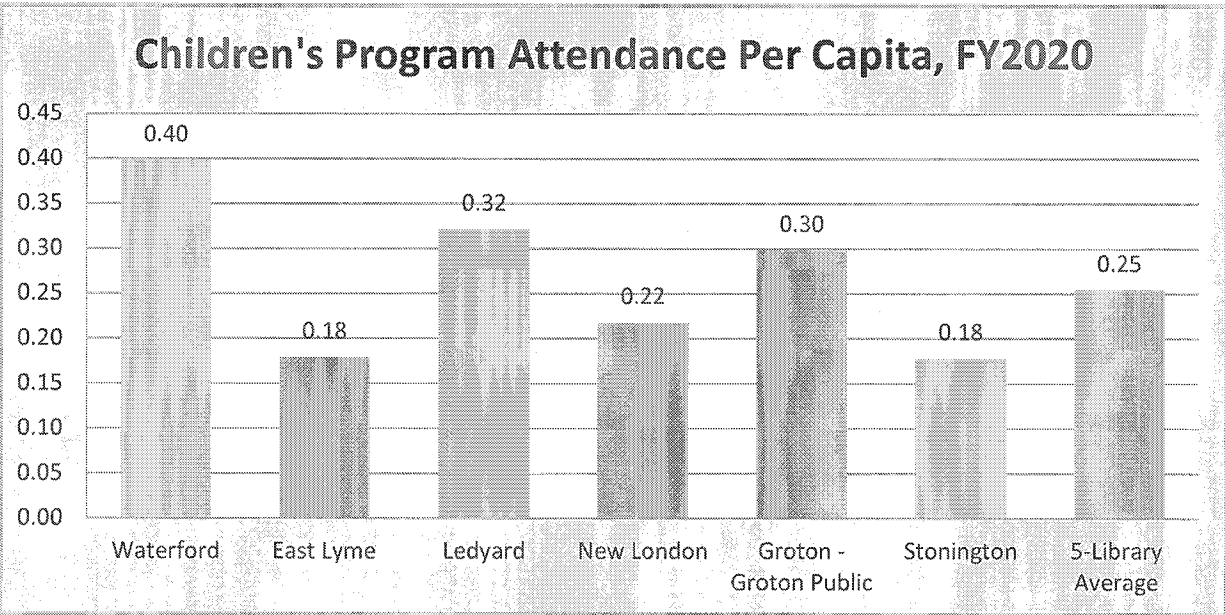
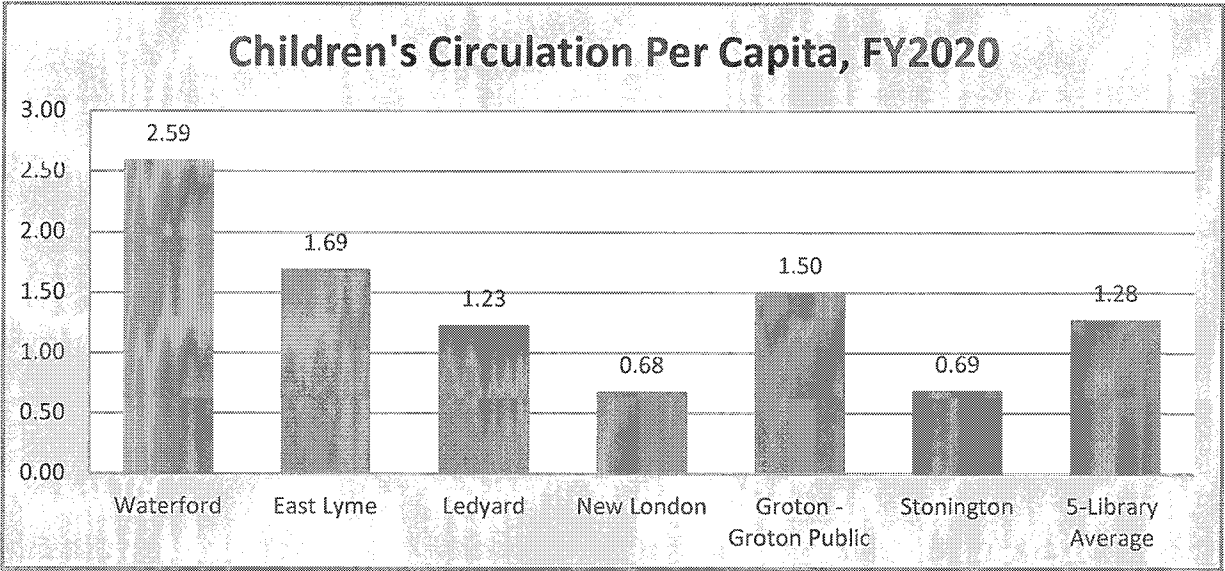
Library closed 12/16/20 - 2/02/21

Re-opened 2/03/21-6/30/21

CHECK-OUTS	
ADULT	
BOOKS	55,789
MAGAZINES	1,555
VIDEOS	11,141
AUDIOBOOKS	3,113
MUSIC CDs	1,344
MUSEUM PASSES	43
DOWNLOADS	17,706
GAMES/LAUNCHPADS	303
TOTAL	90,994
CHILDREN	
BOOKS	38,740
MAGAZINES	106
VIDEOS	2,004
AUDIOBOOKS	545
MUSIC CDs	306
TOTAL	41,701
TEEN	
BOOKS	3,752
GRAND TOTAL CHECK-OUTS	136,447
CHECK-INS	105,229
DOWNLOADS (ADULT CIRC.)	
E-BOOKS	9,970
E-AUDIOBOOKS	6,247
E-MAGAZINES	659
E-VIDEOS	804
E-MUSIC	26
TOTAL	17,706
WEBSITE HITS	63,434
ONLINE SEARCHES	1,208
ADULT REFERENCE/INFORMATION (includes telephone reference during closure)	14,203
CHILDREN'S REFERENCE/INFORMATION (includes telephone reference during closure)	3,592
CIRCULATION DESK QUESTIONS (includes telephone reference during closure)	6,692
WIFI LOGINS	10,560
ADULT COMPUTER SESSIONS	4,000
CHILDREN'S COMPUTER SESSIONS	89
INTERLIBRARY LOAN (items for customers obtained from other libraries)	7,516
CUSTOMER DOOR COUNT	57,204
ADULT PROGRAMS Sessions/Attendance	134/1,538
CHILDREN	148/4,062
TEEN	22/224
GRAB & GO (curbside pickup) appointments 5/18/20-6/30/20	2,190
LIBRARY CARD REGISTRATION	724
COMMUNITY USE OF MEETING ROOMS	0

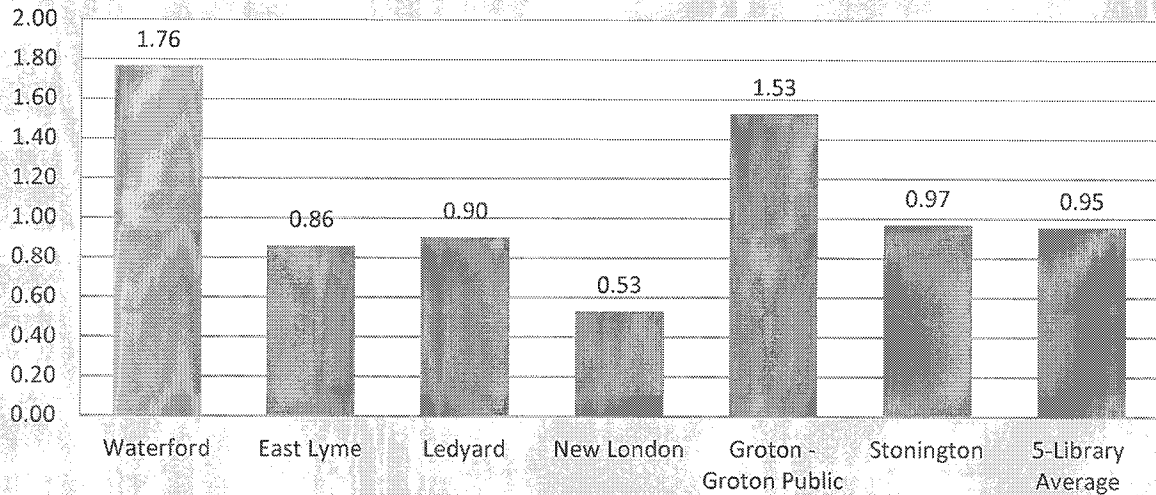
Connecticut State Library – Public Library Annual Statistical Report
Comparison Data FY2020
(latest available state data)





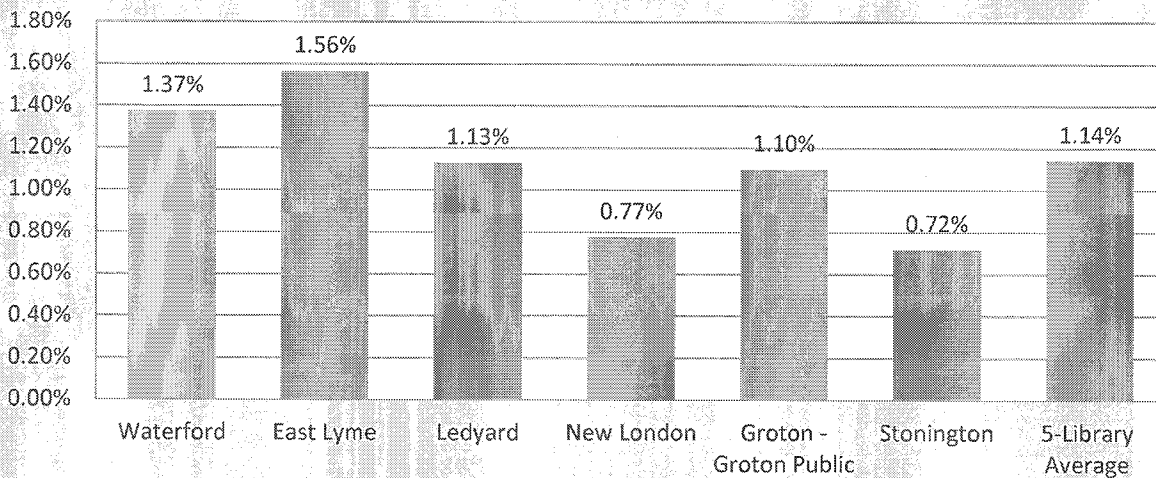
Collection Turnover, FY2020

Circulation divided by Collection Size, the higher the better



Community Commitment Index, FY2020

A measure of a community's financial commitment to the library, dividing the library's total operating expenditures by the total municipal revenue of the town or city.



Board of Trustees Minutes for special meeting on December 9, 2021

1. President Rosenberg called the meeting to order at 6:00pm.

Trustees Present: L. Couture, N. Dragoli, C. Giordano, E. Boyce, M. Wanger, A. Robarge, G. Ritter, J. Merrill, and J. Mullen. Also present C. Johnson, Director.

2. Town Budget

Director, C. Johnson was asked by the First Selectman, Rob Brule, to present a budget to the town staying flat to the previous year budget – 0% increase overall (not including any step increases in salaries). There was a discussion within the board members as to whether these salaries numbers should include the union contract cost of living increases. The numbers we are providing are including this increase. The over all Personnel Cost w/ COLA) is up 1.56% from the 2021 FY numbers.

Services Costs are down 11.56%, Materials & Supplies cost are lower by 11.56%, We have kept the book budget flat (flat for the past 15 years), for a total overall budget with a 1.39% increase from FY2021.

The WPL Budget for FY 2022/23 is \$204,471 vs \$172,043 (up 16%) but only up 10% from that of the 2020 FY. Note: Misc line item now reads Innovation & Misc.

The 501c3 Account FY Disbursements

Total Expenditures \$169,471. Funds Anticipated FY 2022: \$142,043

Funds Appropriated \$154,387 vs Funds Received \$107,869

Motion to approve the 2022/23 budget. Moved by M. Wagner. 2nd C. Giordano.
Motion carried

3. Capital Improvements

A reminder the WPL HVAC Upgrade request amount from the town for FY 2022/23 is \$545,600 (from which a portion was from the first year that was not appropriated)

4. Staffing

C. Johnson reported that a fulltime Staff member has resigned due to some ongoing health issues. She would like to update this position to a new position with updated duties. She has asked that the Personnel Committee review these changes and report back to the entire board at the next board meeting.

5. Adjournment

Motion to adjourn at 6:55pm. Motion by M. Wagner, 2nd by Robarge. Motion carried.

Respectfully submitted,

Lee J. Couture, Secretary

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY: 10129 POLICE COMMISSION

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/8/21)	2022/2023 RECOMMENDED BD OF SELECTMEN (2/2/22)	BOS Approved \$ Increase	BOS Approved % Increase	2022/2023 BOARD OF FINANCE REDUCTIONS	2022/2023 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS														
51110	ADMINISTRATION	481,981	496,902		326,281	497,883	497,883	497,883	981	0.20%			(496,902)	-100.00%
51210	CLERICAL/TECHNICAL	310,999	300,922	(58,254)	117,672	247,200	247,200	247,200	(53,722)	-17.85%			(300,922)	-100.00%
51220	CUSTODIAL	17,559	46,098		15,139	46,098	46,098	46,098	0	0.00%			(46,098)	-100.00%
51420	PATROL	3,284,650	3,353,956		1,692,493	3,437,122	3,437,122	3,437,122	83,166	2.48%			(3,353,956)	-100.00%
51421	MARINE PATROL	23,519	23,350		10,944	23,914	23,914	23,914	564	2.42%			(23,350)	-100.00%
51430	DETECTIVE	478,474	494,794		242,686	500,643	500,643	500,643	5,849	1.18%			(494,794)	-100.00%
51435	COMM. SERVICE OFFICERS	112,913	136,857		58,964	123,688	123,688	123,688	(13,169)	-9.62%			(136,857)	-100.00%
51450	EXTRA DUTY		0		490				0				0	#DIV/0!
51810	OVERTIME	128,863	145,838		63,454	150,075	150,075	150,075	4,237	2.91%			(145,838)	-100.00%
51820	REPLACEMENT OVERTIME	422,264	360,508		198,567	360,508	360,508	360,508	0	0.00%			(360,508)	-100.00%
51830	TRAINING & EDUCATION	76,507	137,702		6,263	135,202	135,202	135,202	(2,500)	-1.82%			(137,702)	-100.00%
51910	FRINGE BENEFITS	-223	0						0				0	#DIV/0!
51920	FICA	391,804	426,138		203,319	428,081	428,081	428,081	1,943	0.46%			(426,138)	-100.00%
	SUBTOTAL	5,729,310	5,923,065	(58,254)	2,936,272	5,950,414	5,950,414	5,950,414	27,349	0.46%	0	0	(5,923,065)	-100.00%
SERVICES														
52010	ADVERTISING	429	500			500	500	500	0	0.00%			(500)	-100.00%
52020	POSTAGE	994	2,000		289	2,000	2,000	2,000	0	0.00%			(2,000)	-100.00%
52030	PROFESSIONAL FEES	10,961	11,000		3,700	15,000	15,000	15,000	4,000	36.36%			(11,000)	-100.00%
52040	SERVICE CONT & REPAIRS	34,395	29,990		21,711	26,269	26,269	26,269	(3,721)	-12.41%			(29,990)	-100.00%
52050	DUES, CONF. & EDUCATION	865	1,735		1,400	1,785	1,785	1,785	50	2.88%			(1,735)	-100.00%
52060	PRINTING	1,052	1,200			1,200	1,200	1,200	0	0.00%			(1,200)	-100.00%
52080	TELEPHONE	30,320	31,798		13,190	30,846	30,846	30,846	(952)	-2.99%			(31,798)	-100.00%
52090	FUEL OIL	14,803	0			0	0	0	0				0	#DIV/0!
52100	ELECTRICITY	51,835	0						0				0	#DIV/0!
52115	WATER & SEWER	4,125	0						0				0	#DIV/0!
52300	TRAINING & EDUCATION	75,199	85,500		28,355	85,500	85,500	85,500	0	0.00%			(85,500)	-100.00%
52305	OSHA COMPLIANCE	4,981	8,700		827	5,500	5,500	5,500	(3,200)	-36.78%			(8,700)	-100.00%
52370	UNIFORM ALLOWANCE	80,499	80,665		73,371	79,215	79,215	79,215	(1,450)	-1.80%			(80,665)	-100.00%
52520	CRIMINAL JUSTICE PLANNER	13,520	13,520		13,520	13,950	13,950	13,950	430	3.18%			(13,520)	-100.00%
	SUBTOTAL	323,978	266,608	0	156,363	261,765	261,765	261,765	(4,843)	-1.82%	0	0	(266,608)	-100.00%

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY: 10129 POLICE COMMISSION

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/8/21)	2022/2023 RECOMMENDED BD OF SELECTMEN (2/2/22)	BOS Approved \$ Increase	BOS Approved % Increase	2022/2023 BOARD OF FINANCE REDUCTIONS	2022/2023 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
MATERIALS & SUPPLIES														
53010	OFFICE SUPPLIES	834	1,000		314	1,000	1,000	1,000	0	0.00%			(1,000)	-100.00%
53020	OTHER SUPPLIES	6,916	7,000		4,490	7,000	7,000	7,000	0	0.00%			(7,000)	-100.00%
53070	AUTOMOTIVE REPAIRS	32,385	32,000		15,158	32,000	32,000	32,000	0	0.00%			(32,000)	-100.00%
53090	FUELS & LUBRICANTS	69,125	65,572		29,969	108,767	108,767	108,767	43,195	65.87%			(65,572)	-100.00%
53100	TIRES	12,460	10,325		6,306	10,854	10,854	10,854	529	5.12%			(10,325)	-100.00%
53150	BUILDING MAINTENANCE	64,926	0			0	0	0	0				0	#DIV/0!
53180	POLICE EQUIP. & SUPPLIES	38,964	39,908		18,780	44,664	44,664	44,664	4,756	11.92%			(39,908)	-100.00%
53210	SELECTIVE ENFORCEMENT	2,000	2,500		500	2,500	2,500	2,500	0	0.00%			(2,500)	-100.00%
53220	MARINE PATROL SUPPLIES	12,239	4,000		1,759	5,000	5,000	5,000	1,000	25.00%			(4,000)	-100.00%
53260	ANIMAL CONTROL SUPPLIES	30,000	60,000		60,000	60,000	60,000	60,000	0	0.00%			(60,000)	-100.00%
53320	CHALLENGE		0						0				0	
		269,849	222,305	0	137,276	271,785	271,785	271,785	49,480	22.26%	0	0	(222,305)	-100.00%
EQUIPMENT														
54020	EQUIPMENT & FURNITURE	5,395	9,710		8,730	4,250	4,250	4,250	(5,460)	-56.23%			(9,710)	-100.00%
	SUBTOTAL	5,395	9,710	0	8,730	4,250	4,250	4,250	(5,460)	-56.23%	0	0	(9,710)	-100.00%
DEPARTMENT TOTAL		6,328,532	6,421,688	(58,254)	3,238,641	6,488,214	6,488,214	6,488,214	66,526	1.04%	0	0	(6,421,688)	-100.00%

TOWN OF WATERFORD FY2023 BUDGET REQUEST DEPARTMENT



BUDGET FUNCTION

The Waterford Police Department is a 24-hour, 7-day a week and 365 days per year public safety and community outreach agency. As the police department is staffed around the clock, we are able to assist other agencies with their needs while also serving in a law enforcement capacity.

The police department employs 49 sworn officers, 17 part-time Community Service Officers, 5 support staff personnel and 1 custodian.

The Animal Control Officer is a split cost with the Town of East Lyme.

TOWN OF WATERFORD FY2023 BUDGET REQUEST DEPARTMENT



BUDGET SUMMARY

The Waterford Police Department prides itself as being an integral part of the town and our municipal government. Our agency is passionate about community outreach and engagement, strengthening our relationships with the community we serve and delivering high quality police services. We work closely with other town departments and the Board of Education in an effort to make Waterford a great place to live, work and visit.

The Covid-19 Pandemic has created challenges for law enforcement across the country, to which Waterford is not exempt. As our agency developed new response methods in order to maintain the high standards our community expects, our planning must ensure the ability to maintain safe staffing levels as officers are required to quarantine for the safety of the public and fellow officers.

In addition to the pandemic concerns, the State of Connecticut Police Accountability Bill has mandated numerous actions, several of which create increased financial burdens to the Waterford Police Department operating budget.

Waterford Police Officers, like every other officer in the state, must now submit to drug screenings and mental health evaluations in order to remain certified as a police officer in the State of Connecticut. These requirements, which are mandates, must be funded through the police department's operating budget. Currently, for each officer, the drug screening costs \$136.00 and must be completed every three years. The mental health evaluations for each officer, costs \$180.00 and must be completed every five years. These increases are reflected in the professional fees line item found within this fiscal year budget request.

As the police department attempts to be completely transparent in the presentation of our request, the following factors are critical elements to consider:

The collective bargaining agreement between the Waterford Police Union and the Town of Waterford expires in June of 2022. Therefore, the wages used in this request represent the wages from the agreement that is currently in place and set to expire.

TOWN OF WATERFORD FY2023 BUDGET REQUEST DEPARTMENT



The collective bargaining agreement between the civilian staff who work at the police department, Local 1303, also expires in June of 2022. Therefore, the wages used in this request represent the wages from the agreement that is currently in place and set to expire.

Other major influences on this year's request:

53090 Fuel & Lubricants	Increase of \$43,195 due to the town's price guidelines for fuel
51420 Patrol	Increase of \$83,166 due to contractual step increases
51210 Clerical/Technical	Decrease of \$53,722 due to IT personnel moved from police budget
52040 Service Contracts	Decrease of \$3,721 due to transfers from PD budget to IT budget
51435 CSO Program	Decrease of \$13,169 due to three year analysis of staffing

As we highlight the significant changes in the line items, we should also bring attention to a few of the anticipated funding sources that the police department generates for the town. These funds either supplement the police budget bringing an overall savings to the annual request or go directly to the town's general fund.

WPD Cruiser charge/road jobs	\$117,000 to the general fund
Pistol Permit fees	\$18,000 to the general fund
FOIA Fees	\$2,500 to the general fund
Fingerprinting services	\$3,165 to the general fund
DRE Grant	\$34,700 to offset police expenses
Impaired Driving Grant	\$8,700 to offset police expenses
Board of Education Agreement	\$63,000 to cover partial expense of SROs
Permitting and licensing	\$9,500 to the general fund

Other high profile items in the budget request are explained below:

Training: The State of Connecticut Police Accountability Bill has had a major impact on policing in Connecticut. Likewise, the Connecticut legislation on Cannabis has also resulted in mandated training for all Connecticut police officers to remain certified in the state, (ARIDE). As more topics become requirements for police training, we have kept the annual training cost at approximately \$750.00 per officer, per year.

TOWN OF WATERFORD FY2023 BUDGET REQUEST DEPARTMENT



Retirements: The police department has been impacted by numerous retirements in the past few years. For a few, large-scale payouts are made due to contractual obligations, and must come from the police department's operating budget. Although there is the potential for additional retirements in fiscal year 2022-2023, the payouts cannot be projected in the budget request.

Criminal Activity: The crimes being investigated are becoming more regional in nature. Rather than a local resident committing a local crime, our investigations are becoming more complex, connected with more municipalities and even crossing state lines. These types of investigations require significantly more time to investigate and demand partnering with various law enforcement agencies.

Replacement Overtime: This line item has remained flat for a few years. Although the collective bargaining agreements approved by the town increase rates of pay, we have held this line item in an attempt to stabilize the budget requests. Although the line item appears stable, it is artificially flat as the cost to replace an officer out sick, away on personal time or required to quarantine, has risen during the years. This effort has caused staffing levels to be below full complement.

Community Service Officers: The Community Service Officer program not only benefits the residents when entering the police department seeking direction, but it allows the higher paid officer to remain on the road while they process prisoners, secure property and monitor the building and prisoners being held. As the East Lyme Police Department is anticipated to end its use of the Waterford Police Department building in 2022, this program continues to be a significant cost savings to the town by having them working, rather than a high-paid officer restricted to the building.

The Waterford Police Department works to present a stable budget. As 91% of our budget involves personnel in collective bargaining agreements approved by town boards, a flat budget request is not feasible. That being said, we closely analyze all expenditures each year and look for ways to find savings when possible.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
DEPARTMENT**



Budget Explanations By Category

51000 Series

51110 Admin	\$981 increase due to contractual obligations
51210 Clerical	\$53,722 decrease due to IT employee budget transfer
51220 Custodial	Line item remains flat
51420 Patrol	\$83,166 increase due to contractual step increases
51421 Marine Patrol	\$564 increase due to contractual step increases
51430 Inv. Services	\$5,849 increase due to contractual step increases
51435 CSO Program	\$13,169 decrease due to review of annual staffing abilities
51810 Overtime	\$4,237 increase due to step increases
51820 Rep. Overtime	Line item remains flat
51830 Training	\$2500 decrease as line remains flat and BOE agreement increase
51920 FICA	\$1,943 increase

52000 Series

52010 Advertising	Line item remains flat
52020 Postage	Line item remains flat
52030 Prof. Fees	\$4,000 increase due to Police Accountability Bill requirements
52040 Serv. Contracts	\$3,721 decrease due to transfers to the IT budget
52050 Prof Dues	\$50 increase due to increase in fees
52060 Printing	Line item remains flat
52080 Telephone	\$952 decrease based on averages
52300 Training/Ed	Line item remains flat

TOWN OF WATERFORD FY2023 BUDGET REQUEST DEPARTMENT



52305 OSHA	\$3,200 decrease due to PPE purchasing by the town
52370 Uniforms	\$1,450 decrease as number of new hires needed is reduced
52520 LEC	\$430 increase due to an increase in annual membership fee

53000 Series

53010 Off. Supplies	Line item remains flat
53020 Other Supplies	Line item remains flat
53070 Auto Repairs	Line item remains flat
53090 Fuel & Lube	\$43,195 increase due to budgeting guidelines
53100 Tires	\$529 increase due to average cost increase per tire installation
53180 Equip/Supp	\$4,756 increase due to grant reimbursement process
53210 Sel. Enforce	Line item remains flat
53220 Marine	\$1,000 increase due to additional maintenance required
53260 ACO	Line item remains flat

54000 Series

54020 Equipment	\$5,460 decrease
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Excerpts from the Uniform Crime Report

*The requirements for law enforcement service vary greatly from one locale to another based upon each jurisdiction's unique demographic traits and characteristics. A small community situated between two larger cities, for example, may require a greater number of law enforcement personnel than a community of the same size that has no urban center nearby. Similarly, the needs of a community having a highly mobile or seasonal population may be very different from those of a city with a relatively stable population. A community that incorporates legal gambling establishments will have different law enforcement challenges than one in which the presence of a large military base is the dominant influence, just as a small college town will have different needs than one comprised predominantly of retirees.

*The functions of law enforcement are also significantly diverse throughout the Nation. The responsibilities of state police and highway patrol agencies vary considerably from one jurisdiction to another. Their duties range from traffic enforcement on state highways and interstate roadways to major investigative responsibilities for all violent crimes committed statewide. Nationally, the overall role of law enforcement continues to be expanded and redefined in light of the constant threat from international and domestic terrorism. When attempting any comparison of law enforcement employee rates, the data user must consider these differing service requirements and responsibilities.

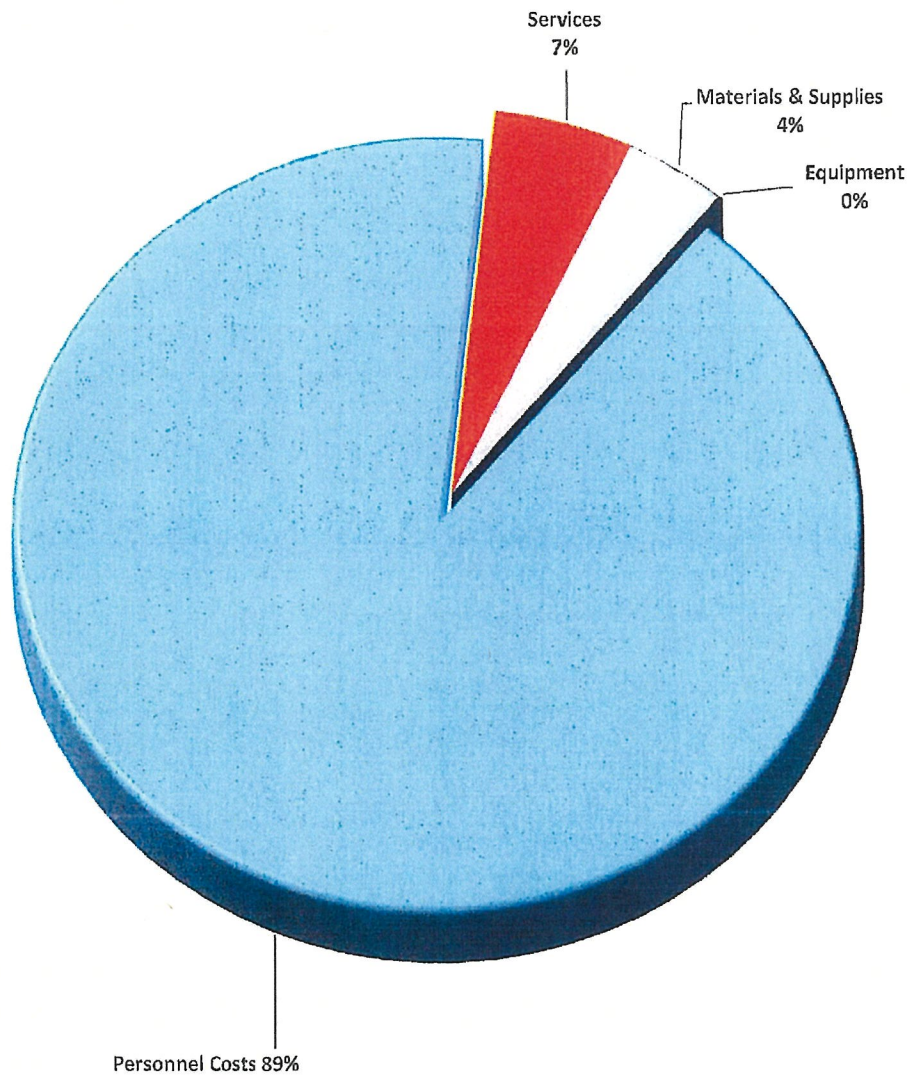
In view of these differing service requirements and responsibilities, care should be used when attempting any comparison of law enforcement rates. The rates presented should be viewed as guides or indicators, not as recommended or preferred police strengths. Adequate personnel for a specific locale can be determined only after careful study and analysis of the various conditions affecting service requirements in that jurisdiction.

New London County is home to 23 jurisdictions with a mix of organized police departments, constabularies and state police coverage.

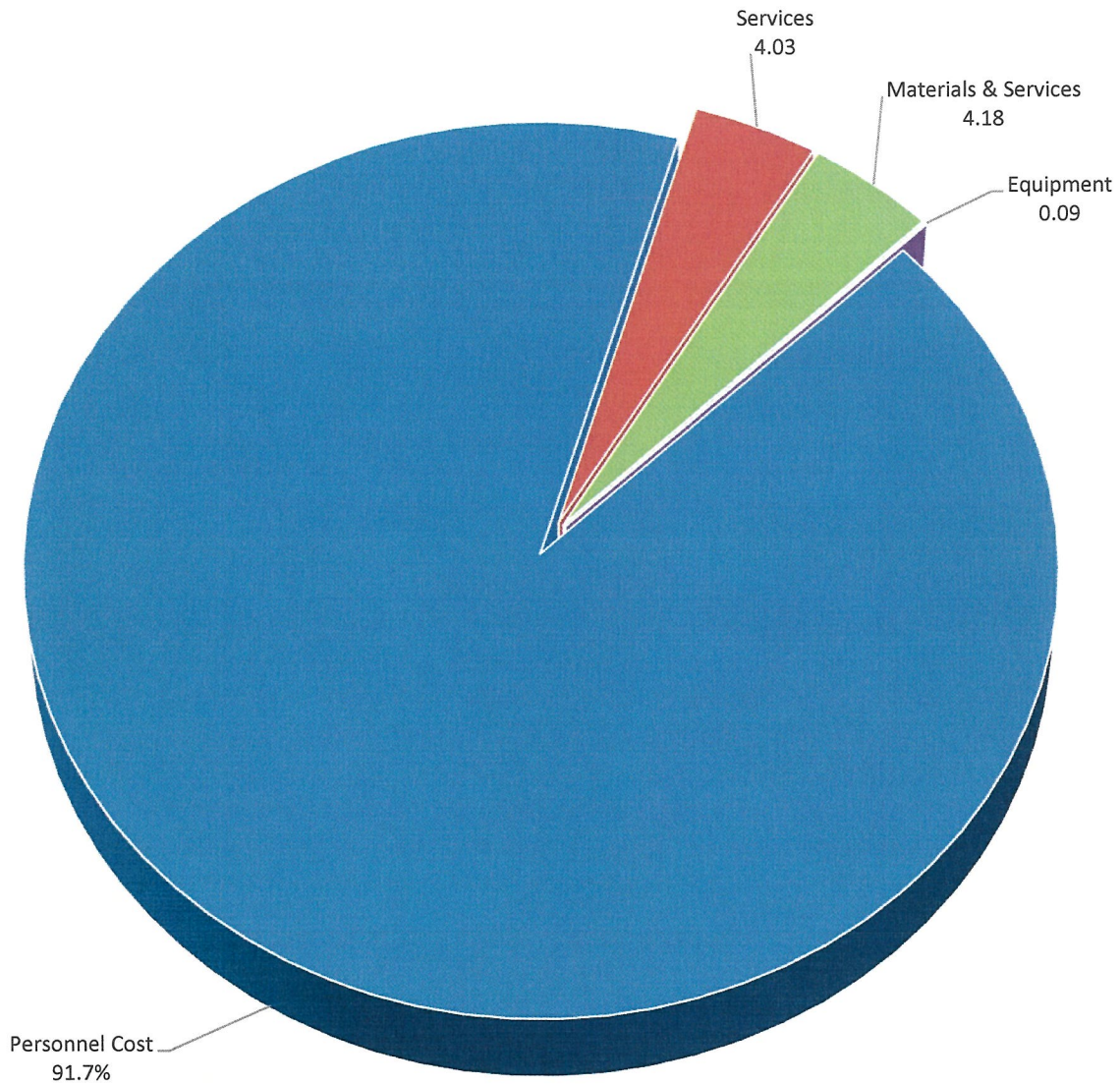
The latest Connecticut uniform Crime Reporting statistics places Waterford as the fourth busiest police department in New London County behind the cities of New London, Norwich and Groton. While activity remains high the Waterford Police Department doubles the county average and almost triples the state average when it comes to solving crime.

*State of Connecticut Uniform Crime Report

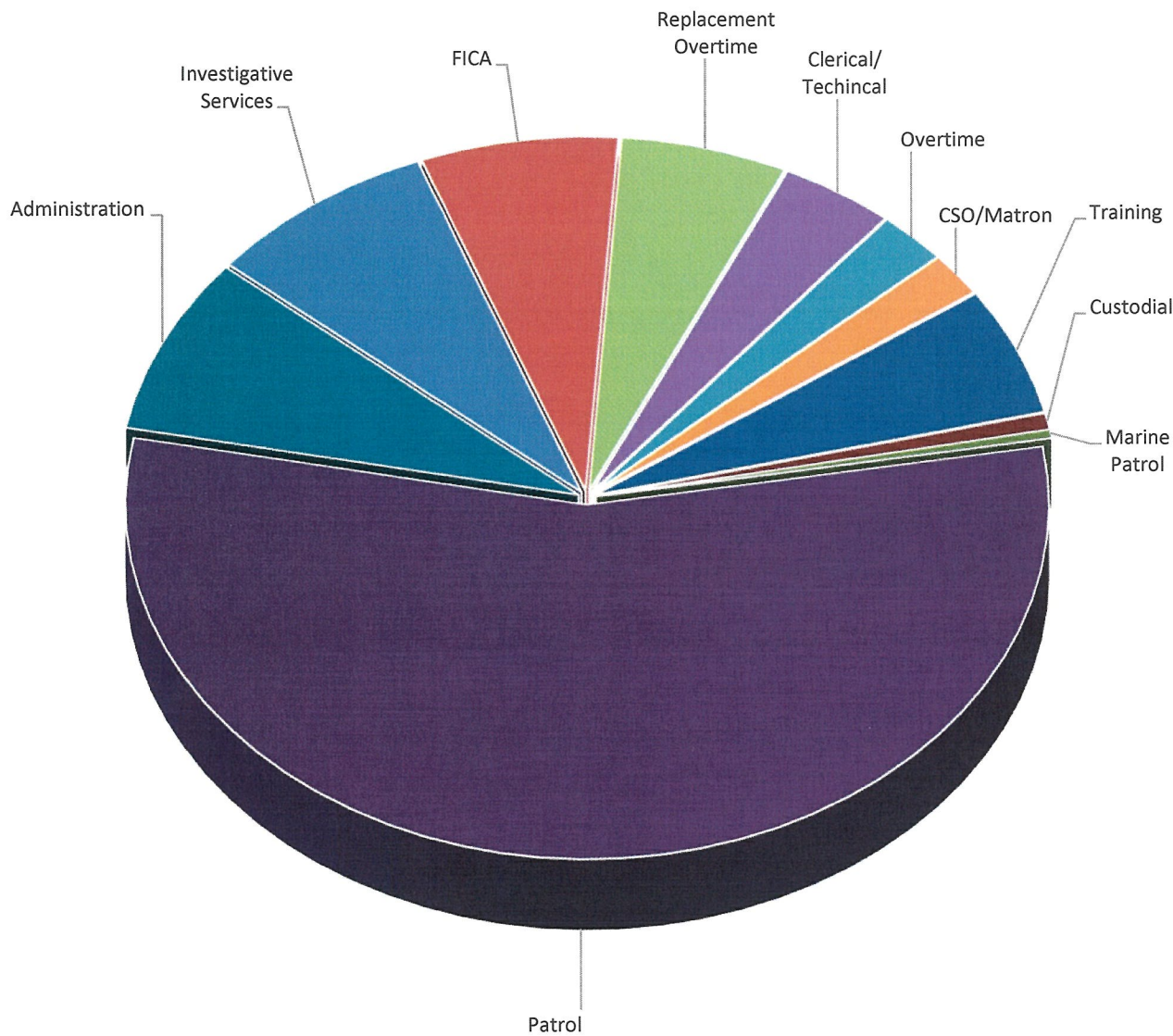
**WATERFORD POLICE
DEPARTMENT 2020-2021
BUDGET**



WATERFORD POLICE DEPARTMENT PROPOSED 2022-2023 BUDGET



WATERFORD POLICE DEPARTMENT
2022-2023 PROPOSED BUDGET



**WATERFORD POLICE DEPARTMENT
2022-2023 BUDGET REQUEST**

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**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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51000 SERIES – SALARIES

A detailed breakdown is attached

<u>10129-51110</u>	<u>ADMINISTRATION</u>				<u>\$497,883</u>
	CHIEF OF POLICE				Public Safety Wage Schedule
	LIEUTENANT				
	LIEUTENANT				
	LIEUTENANT				
Expended FY21 \$481,981	FY20 \$546,583	FY19 \$527,202	FY18 \$455,289	FY17 \$449,502	
<u>10129-51210</u>	<u>CLERICAL/TECHNICAL</u>				<u>\$247,200</u>
	OFFICE COORDINATOR				
	SECRETARY III - Investigative Services				
	DATA TECHNICIAN - Records				
	ACCTS. REC/SECRETARY - Records				
	EVENING SECRETARY - Records				
Expended FY21 \$310,999	FY20 \$270,884	FY19 \$270,976	FY18 \$240,003	FY17 \$281,346	
<u>10129-51220</u>	<u>CUSTODIAN</u>				<u>\$46,098</u>
Expended FY21 \$17,559	FY20 \$37,729	FY19 \$62,813	FY18 \$51,790	FY17 \$50,979	
<u>10129-51420</u>	<u>PATROL</u>				<u>\$3,437,122</u>
This line item consists of REGULAR FORCE WAGES subject to contractual increases to include all contractual benefits and requirements of State and Federal Law.					
Expended FY21 \$3,284,650	FY20 \$3,209,509	FY19 \$3,184,853	FY18 \$2,841,154	FY17 \$2,911,576	
<u>10129-51421</u>	<u>MARINE PATROL</u>				<u>\$23,914</u>
This line item consists of wages from May through October and wages in partnership with East Lyme Police, the Transportation Security Administration, and USCG Sector Long Island Sound operations. See Page 21.					
Expended FY21 \$23,519	FY20 \$24,601	FY19 \$21,591	FY18 \$19,410	FY17 \$21,120	
<u>10129-51430</u>	<u>INVESTIGATIVE SERVICES</u>				<u>\$500,643</u>
This line item consists of three Detectives, one assigned Investigator and one assigned Detective Sergeant.					
Expended FY21 \$478,474	FY20 \$553,154	FY19 \$444,679	FY18 \$410,005	FY17 \$302,402	
<u>10129-51435</u>	<u>Community Service Officer Program</u>				<u>\$123,688</u>
We are authorized seventeen Community Service Officers who work on a part-time basis. They are stationed at the front window 24 hours a day, 7 days a week to be available to the public, and are the first point of contact for a citizen seeking assistance. The CSO is responsible for booking prisoners, conducting fingerprinting services to the public, providing security to the building, and performing miscellaneous tasks for officers. See Page 22					
Expended FY21 \$112,913	FY20 \$120,035	FY19 \$130,552	FY18 \$109,019	FY17 \$84,740	
<u>10129-51810</u>	<u>OVERTIME</u>				<u>\$150,075</u>
This line item is designed to cover costs associated with extended hours of duty and special investigations. A detailed breakdown sheet has been provided. This line item has been modified to reflect hours worked in addition to the normal duty days. It is important to note that clerical overtime is also contained within this line item. See Page 23 and 24.					
Expended FY21 \$128,640	FY20 \$141,043	FY19 \$152,671	FY18 \$143,549	FY17 \$134,997	

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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51000 SERIES (continued)

10129 51820 **REPLACEMENT OVERTIME** **\$360,508**

This line item contains funds that are directly related to filling shifts within the Patrol Division including early call-ins; holdovers; vacation days; holidays; personal, sick, injury, FMLA, Military Leave, and funeral days; and miscellaneous vacancies created by retirements, personnel attending the basic police academy, and other unanticipated needs. See Page 25.

Expended FY21 \$422,264 FY20 \$330,723 FY19 \$354,570 FY18 \$354,716 FY17 \$342,629

10129 51830 **TRAINING – SALARIES** **\$135,202**

Training salaries are strictly related to wages, which are paid at a time-and-a-half rate, when training is not available on an officers' regularly scheduled shift. Included are mandatory recertification training and other training that may be required in the development of personnel relative to changing police trends and assignments. See Page 26.

Expended FY21 \$76,507 FY20 \$92,821 FY19 \$106,874 FY18 \$90,585 FY17 \$80,472

10129 51920 **F.I.C.A.** **\$428,081**

This tax is calculated at a rate of 7.65% for fiscal year 2021/2022 as directed by the Board of Finance Guidelines. See Page

Expended FY21 \$391,804 FY20 \$392,297 FY19 \$385,981 FY18 \$357,034 FY17 \$345,507

52000 SERIES – SERVICES

10129 52010 **Advertising** **\$500**

This line item reflects legal notification requirements including news media for ads, i.e. lost property, and other special notices endorsed by the Finance Director.

Expended FY21 \$429 FY20 \$169 FY19 \$408 FY18 \$133 FY17 \$452

10129 52020 **POSTAGE** **\$2,000**

This line item covers postage fees for department-related equipment that must be shipped to vendors for service, as well as metered monthly postage.

Expended FY21 \$994 FY20 \$1,331 FY19 \$1,523 FY18 \$1,355 FY17 \$1,316

10129 52030 **PROFESSIONAL FEES** **\$15,000**

The Police Department is required to utilize outside professional resources which may include, but not be limited to, psychologists, therapists, polygraph examiners, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency (hiring process). This includes the mandated periodic drug screening (\$136 each) and mental health assessments (\$180 each) for all officers as a result of the Police Accountability Bill. Police physicals and confidential counseling (contractual) is taken from this Line Item. K-9 kenneling, routine and emergency medical expenses and food are also paid from this line item.

Expended FY21 \$11,533 FY20 \$11,258 FY19 \$11,689 FY18 \$11,533 FY17 \$8,257

10129 52040 **SERVICE CONTRACTS AND REPAIRS** **\$26,269**

This line item covers service contracts for all Departmental equipment such as software, computers, office equipment. The line item also covers equipment not covered by contracts. See Page 28.

Expended FY21 \$34,395 FY20 \$34,345 FY19 \$139,599 FY18 \$116,374 FY17 \$113,473

10129 52050 **PROFESSIONAL ASSOCIATION DUES** **\$1,785**

This line item covers professional association dues for the Chief and members of the Department in law enforcement-related organizations - State, regional, and international. In addition, this line item covers membership dues for the Police Commissioners Association of Connecticut. See Page 29.

Expended FY21 \$865 FY20 \$1,735 FY19 \$2,153 FY18 \$1,955 FY17 \$3,101

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The fee is \$13,520 Fifteen police departments and eight constabularies in the eastern portion of the state support the Law Enforcement Council of Eastern Connecticut. The L.E.C. provides base line testing for new Officers, promotional testing for our agency, recruitment, tri-annual base line training for POST-C requirements, equipment, assistance with special event operations and cross town cooperation.

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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53000 SERIES – MATERIALS & SUPPLIES

10129 53010 **OFFICE SUPPLIES** **\$1,000**

Supplies include, but are not limited to, printer cartridges and purchases which have to be purchased because they are police-related and are not used by other departments; i.e., labels and paper publications needed for informational purposes.

Expended FY21 \$834 FY20 \$532 FY19 \$712 FY18 \$1,062 FY17 \$973

10129 53020 **OTHER SUPPLIES** **\$7,000**

This figure directly relates to the purchase of janitorial supplies for our building and necessary consumables; i.e., toilet paper, hand towels, soap, frozen dinners for prisoners, batteries, light bulbs and other misc. items for a 24/7/365 building.

Expended FY21 \$6,916 FY20 \$6,497 FY19 \$6,500 FY18 \$5,935 FY17 \$6,252

10129 53070 **AUTOMOBILE REPAIRS** **\$32,000**

This line item relates to the cost of repairs, parts and regular maintenance of our vehicles that are not covered by warranty.

Expended FY21 \$32,385 FY20 \$31,178 FY19 \$31,812 FY18 \$31,606 FY17 \$33,546

10129-53090 **GASOLINE** **\$108,767**

This allocation is based on a twenty-four-month average at a rate of \$2.38 per the Board of Finance Guidelines. Marine gasoline is at a rate of \$3.97 a gallon. There is an allocation of \$1,000 for pump maintenance. **See Page 33**

Expended FY21 \$69,125 FY20 \$87,523 FY19 \$113,656 FY18 \$104,808 FY17 \$83,058

10129 53100 **TIRES** **\$10,854**

The request is for the purchase of approximately 80 tires. Purchase and replacement of each tire consists of the install, balancing, replacement of stems and labor, totaling approximately \$135.67 per tire.

Expended FY21 \$12,460 FY20 \$8,293 FY19 \$7,368 FY18 \$8,282 FY17 \$8,325

10129 53180 **POLICE EQUIPMENT AND SUPPLIES** **\$44,664**

There are five sections to this line item. The amount requested reflects current price of consumables such as photo equipment, ammunition and the purchase or replacement of necessary equipment as required by procedure. The breakdown is as follows:

\$1,000 Drone - Propeller replacement (2), Lithium Batteries (3) and misc. parts.

\$17,500 Ammunition for Pistol, Rifle, Shotgun, Electronic Control Device (ECD) cartridges, less lethal impact munitions (Combined Tactical Systems).

\$2,214 2 x ECD replacements @ \$1,107.00 each, less lethal delivery system, Armorer supplies.

\$10,800 Narcan, Patrol Gloves, Spit Shields, Tyvek Suits, Booties, Traffic Vests, Flares, Crime Scene Tape, Hazmat Tape, Patches, Badges, Loc Joc, Pepper Spray, Keys, Asps, Sterilizer Wipes, Hand and Eye Wash, Finger Print Ink, Breaching Equipment, Batteries, First Aid Supplies, bicycle supplies, also includes K9 Supplies, Food, and Equipment (Harnesses, Leads, Muzzles, Tracking, Training, Cleaning Supplies). Digital recordings and storage equipment, memory cards, USB devices.

\$8,750 Ten (10) Ballistic Vest Replacement @ \$875 each. Grant applications may offset the cost.

\$4,400 Evidence Collection kits, Urine Collection Containers and Kits, Blood Collection Containers and Kits, Evidence Bags, DNA Collection Kits, Finger Print Powder, Finger Print Lift Kits Evidence Storage Boxes, Brushes, Adhesive Measurement Tape, Nine Types of Narcotic Test Kits, GSR Collection Kit. Filters for fumer and hood.

Expended FY21 \$38,964 FY20 \$46,710 FY19 \$52,156 FY18 \$55,056 FY17 \$53,551

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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53000 SERIES (continued)

10129 53210 **SELECTIVE ENFORCEMENT** **\$2,500**

This money is used for the controlled purchase of illicit substances, pay informants, administer polygraph tests to suspects, and pay for undercover work expenses.

Expended FY21 \$2,000 FY20 \$2,500 FY19 \$2,500 FY18 \$2,500 FY17 \$2,500

10129 53220 **MARINE PATROL** **\$5,000**

This request covers equipment maintenance and replacement from May through October. Included in this Line Item is marine-related equipment and safety equipment such as foul weather gear, fire extinguishers and maintenance, flares, sanding and painting the hull of the vessel, Zinc replacements during haul outs, generator maintenance, Jet Ski maintenance and repair expenses. This represents two scheduled maintenances for the year, which averages \$1,500 each. Due to the age of the vessel additional maintenance and issues should be expected, and with inflation all costs have increased.

Expended FY21 \$12,239 FY20 \$2,100 FY19 \$4,582 FY18 \$1,535 FY17 \$2,055

10129-53260 **ANIMAL CONTROL SUPPLY** **\$60,000**

The \$60,000 amount listed is established at the direction of the Finance Director for the maintenance and operation of the Waterford/East Lyme Animal Shelter.

Expended FY21 \$60,000 FY20 \$30,000 FY19 \$30,000 FY18 \$30,000 FY17 \$30,000

54000 Series - Equipment

10129 54020 **EQUIPMENT** **\$4,250**

This line item is used for the purchase of specialized equipment, furniture and small office equipment. See Page 34.

Expended FY21 \$5,395 FY20 \$15,201 FY19 \$16,613 FY18 \$11,533 FY17 \$9,907

**WATERFORD POLICE DEPARTMENT
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CONTRACTUAL PAY RATES**

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PAY RATES EFFECTIVE JULY 1, 2021	HOURLY RATE	OVERTIME RATE	DAILY RATE	WEEKLY RATE	ANNUAL RATE
LIEUTENANT -- STEP 1	47.25	70.88	378.00	1,890.00	98,658.00
LIEUTENANT -- STEP 2	49.64	74.46	397.12	1,985.60	103,648.32
LIEUTENANT -- STEP 3	52.12	78.18	416.96	2,084.80	108,826.56
SERGEANT -- STEP 1	42.88	64.32	343.04	1,715.20	89,533.44
SERGEANT -- STEP 2	45.02	67.53	360.16	1,800.80	94,001.76
SERGEANT -- STEP 3	47.25	70.88	378.00	1,890.00	98,658.00
DETECTIVE -- STEP 1	38.89	58.34	311.12	1,555.60	81,202.32
DETECTIVE -- STEP 2	40.86	61.29	326.88	1,634.40	85,315.68
DETECTIVE -- STEP 3	42.88	64.32	343.04	1,715.20	89,533.44
OFFICER -- STEP 1	30.58	45.87	244.64	1,223.20	63,851.04
OFFICER -- STEP 2	32.29	48.44	258.32	1,291.60	67,421.52
OFFICER -- STEP 3	33.77	50.66	270.16	1,350.80	70,511.76
OFFICER -- STEP 4	35.46	53.19	283.68	1,418.40	74,040.48
OFFICER -- STEP 5	37.09	55.64	296.72	1,483.60	77,443.92
OFFICER -- STEP 6	38.89	58.34	311.12	1,555.60	81,202.32
OFFICER - FIRST CLASS	40.86	61.29	326.88	1,634.40	85,315.68
COMMUNITY SERVICE OFFICERS	15.79				

****All employees wages are computed out of 21-22 wage scale due to no collective bargaining agreement being in place at time of submission.****

ADMINISTRATION	LINE ITEM 10129 51110 -- BASIC SALARIES
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DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
TBD	Chief of Police	C1		68.2400	142,485	0	0			600	1,200	144,285	11,038
03/01	Lieutenant	L1	2	49.6400	103,648	3,442	2,698	5,163			1,200	116,151	8,886
11/02	Lieutenant	L2	2	49.6400	103,648	3,442	2,698	5,163			1,200	116,151	8,886
05/98	Lieutenant	L3	3	52.1200	108,827	3,614	2,833	5,423			600	121,296	9,279
SUB-TOTAL					458,608	10,497	8,229	15,749	0	600	4,200	497,883	38,088

CLERICAL/TECHNICAL	LINE ITEM 10129 51210 -- BASIC SALARIES
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DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	SHIFT DIFF	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	TOTAL	FICA
01/21	Off Coord		2	26.8100	48,982						48,982	3,747
04/99	Secretary III	423	7	32.5937	59,549					500	60,049	4,594
02/16	Accts Rec/Sec	425	3	25.5300	46,643						46,643	3,568
TBD	Data Tech	TBD	1	20.0100	36,558						36,558	2,797
04/97	Eve Sec	421	7	29.5635	54,013	455				500	54,968	4,205
SUB-TOTAL					245,745	455				1,000	247,200	18,911

CUSTODIAL	LINE ITEM 10129 51220 - BASIC SALARY
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DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
09/21	CUSTODIAN		2	22.0778	46,098							46,098	3,527
SUB-TOTAL					46,098							46,098	3,527

TOTAL THIS PAGE					750,451	10,952	8,229	15,749	0	1,600	4,200	791,181	60,525
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All employees wages are computed out of 21-22 wage scale due to no collective bargaining agreement being in place at time of submission.

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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PATROL DIVISION	LINE ITEM 10129-51420 - BASIC SALARIES										
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DATE HIRE	ID#	Rank	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
07/13	10	SGT	2	45.0200	94,002		2,447	4,682		1,200	102,331	7,828
08/11	11	SGT	2	45.0200	94,002		2,447	4,682		1,200	102,331	7,828
05/09	13	SGT	2	45.0200	94,002		2,447	4,682		1,200	102,331	7,828
07/14	15	SGT	2	45.0200	94,002		2,447	4,682		1,200	102,331	7,828
08/05	17	SGT	2	45.0200	94,002		2,447	4,682	1,050	1,200	103,381	7,909
08/05	18	SGT	3	47.2500	98,658		2,568	4,914		1,200	107,340	8,212
12/08	19	SGT	2	45.0200	94,002		2,447	4,682		1,200	102,331	7,828
03/99	40	PFC	7	40.8600	85,316		2,221	4,156		800	92,492	7,076
07/99	41	PFC	7	40.8600	85,316		2,221	4,156		1,200	92,892	7,106
03/00	42	PFC	7	40.8600	85,316		2,221	3,197	2,502	600	93,835	7,178
05/00	43	PFC	7	40.8600	85,316		2,221			1,200	88,736	6,788
05/00	44	PFC	7	40.8600	85,316		2,221	4,156	3,010	1,200	95,902	7,337
07/01	46	PFC	7	40.8600	85,316		2,221	3,348	609		91,493	6,999
08/05	53	OFC	6	38.8900	81,202		2,114			740	84,056	6,430
01/06	54	OFC	6	38.8900	81,202		2,114	3,956		150	87,422	6,688
06/08	56	OFC	6	38.8900	81,202		2,114	3,348		600	87,264	6,676
02/09	60	OFC	6	38.8900	81,202		2,114	3,956		1,200	88,472	6,768
08/11	64	OFC	6	38.8900	81,202		2,114	3,956		1,200	88,472	6,768
07/13	67	OFC	6	38.8900	81,202		2,114	3,652		1,200	88,168	6,745
12/13	68	OFC	6	38.8900	81,202		2,114	3,772		1,200	88,288	6,754
12/13	70	OFC	6	38.8900	81,202		2,114	3,772		1,200	88,288	6,754
06/15	72	OFC	6	38.8900	81,202		2,114	3,607		1,180	88,103	6,740
06/15	73	OFC	6	38.8900	81,202		2,114	3,607		1,200	88,123	6,741
09/15	74	OFC	6	38.8900	81,202		2,114	3,052		690	87,058	6,660
09/16	75	OFC	5	37.0900	77,444		2,016	3,171		1,200	83,831	6,413
12/17	77	OFC	4	35.4600	74,040		1,927	2,274			78,242	5,985
07/18	78	OFC	4	35.4600	74,040		1,927	3,688		900	80,556	6,163
07/18	79	OFC	5	37.0900	77,444		2,016	482		1,200	81,142	6,207
12/18	80	OFC	4	35.4600	74,040		1,927	3,404		1,200	80,572	6,164
04/19	82	OFC	3	33.7700	70,512		1,835	1,891		1,170	75,408	5,769
11/19	83	OFC	3	33.7700	70,512		1,835			1,200	73,547	5,626
06/20	84	OFC	3	33.7700	70,512		1,835			1,200	73,547	5,626
06/20	85	OFC	3	33.7700	70,512		1,835			1,200	73,547	5,626
06/20	86	OFC	3	33.7700	70,512		1,835				72,347	5,535
08/20	87	OFC	2	32.2900	67,422		1,755			160	69,336	5,304
08/20	88	OFC	3	33.3700	69,677		1,814			1,200	72,690	5,561
08/20	89	OFC	2	32.2900	67,422		1,755			610	69,786	5,339
10/20	90	OFC	2	32.2900	67,422		1,755			1,200	70,376	5,384
12/20	91	OFC	2	32.2900	67,422		1,755			1,200	70,376	5,384
12/21	92	OFC	2	32.2900	67,422		1,755			1,200	70,376	5,384
SUB-TOTAL					3,204,140	0	83,403	103,607	7,171	38,800	3,437,122	262,940

INVESTIGATIVE SERVICES	LINE ITEM 10129-51430 - BASIC SALARIES										
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DATE HIRE	ID#		PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
10/03	12	SGT	3	47.2500	98,658	4,300	2,568	4,579	1,832	1,200	113,137	8,655
06/05	21	DET	3	42.8800	89,533	3,902	2,331	4,579	1,832	1,200	103,377	7,908
07/13	22	DET	2	40.8600	85,316	3,718	2,221	4,156	1,832	1,200	98,443	7,531
12/08	23	DET	1	38.8900	81,202	3,539	2,114	4,156	1,832		92,843	7,102
TBD	TBD	INV	1	38.8900	81,202	3,539	2,114	4,156	1,832		92,843	7,102
SUB-TOTAL					435,912	18,998	11,347	21,626	9,160	3,600	500,643	38,299

TOTAL					3,640,052	18,998	94,750	125,233	16,331	42,400	3,937,764	301,239
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All employees wages are computed out of 21-22 wage scale due to no collective bargaining agreement being in place at time of submission.

**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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LINE ITEM 10129-51421 - MARINE PATROL

Two Officers from April 1 through October 31

Patrols: (70) Shifts totaling 372 hours

46- (6) Six hour shifts (1 Mate/1 Captain)

24- (4) Four hour shifts (1 Mate/1 Captain)

(6) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$57.22	6	\$343.32	\$7,896.36
Captain	\$64.95	6	\$389.70	\$8,963.10

(4) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	\$57.22	4	\$228.88	\$2,746.56
Captain	\$64.95	4	\$259.80	\$3,117.60

Special Events: (3) Events totaling 20 hours

New London Fireworks (1 Mate/1 Captain for 6 Hour shift),

East Lyme Day/Fireworks (1 Mate for 4 Hour shift)

Niantic Bay Triathlon (1 Mate for 4 Hour shift)

Position	Average Salary Per Hour	Hours Worked	Season Total
Mate	\$57.22	14	\$801.08
Captain	\$64.95	6	\$389.70

\$23,914

Marine Patrol Total:

Shift rates were calculated on a wage based average of the following:

Mate hours averaged at \$57.22 Captains hours averaged at \$64.95.

This shows an increase of \$564 from FY 21-22 due to contractual step increases.

****All employees wages are computed out of 21-22 wage scale due to no collective bargaining agreement being in place at time of submission.****

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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LINE ITEM 10129-51435 - Community Service Officer Program

Average CSO Pay
\$15.79

Community Service Officers

CSO Shift Coverage	Hours Worked Per Week	Average Hourly Salary	Annual Salary
	144	\$15.79	\$118,236

Semiannual Training	Training Hours Per CSO	Average Hourly Salary	Training Salary
	8	\$15.79	\$2,147

New CSO Training (3 New Hires)	Training Hours Per New Hire	CSO Trainee Salary	Training Salary
	72	\$15.30	\$3,305

TOTAL

\$123,688

The Waterford Police Department employs (17) seventeen Community Service Officers (CSOs) in a part-time capacity. CSOs monitor the police building, are the first point of contact for complainants in the lobby and process and watch prisoners brought to the department by police officers. CSOs are scheduled 24 hours a day, 7 days a week, 365 days a year. The CSO program has been in place since the 1990s, serving as a low-cost on-the-job training for potential law enforcement officers, allowing sworn higher paid officers to remain on patrol. Several CSOs have been hired after performing well in the part-time role.

The average pay per CSO is currently \$15.79 per hour. When a new CSO is hired, they require approximately (9) nine training shifts as well as mandated training such as COLLECT, CPR and Naloxone deployment. These additional shifts equal (72) Seventy-two hours per CSO. In addition, semi-annual training for (4) four hours per CSO is held for updates in policy, law and defensive tactic training.

The total request for Community Service Officers is \$123,688. This request is a \$13,169.00 reduction from the 2021-2022 budget. In an attempt to remain fiscally responsible and transparent, we conducted a three (3) year review of staffing ability, required shifts and budgeting priorities to bring this line item in at the current request.

**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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LINE ITEM 10129 51810 OVERTIME

	PROJECTED HOURS	PAY RATE TIME & 1/2	TOTAL
PROJECTED - F.Y. 2022/23			
EXIGENT DUTY (case work, Court, Storms, SRT, etc.)	950	55.64	52,858
ACCIDENT INVESTIGATION TEAM (AIT)	50	61.29	3,065
INVESTIGATIVE SERVICES	300	64.32	19,296
K9 UNIT	100	58.34	5,834
K9 MAINTENANCE	234	58.34	13,652
BOE Outside Details (Minus \$10,500.00 stipend)	260	61.29	5,435
COMMUNITY EVENTS	450	61.29	27,581
BUSINESS DISTRICT HOLIDAY PATROL	300	61.29	18,387
OFFICE PERSONNEL OVERTIME	50	40.75	2,038
POLICE COMMISSION SECRETARY	48	40.22	1,931
TOTAL	2,742		150,075

Waterford Police Department receives a
\$10,500.00 stipend yearly for these events.

**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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Line Item 10129-51810 - OVERTIME BREAKDOWN

<u>Exigent Duty (Case work, Court, Storms, Etc)</u>	\$52,858
Frequently we may require an Officer to holdover for an assignment on an accident investigation or other case where additional manpower is required. This may mean calling in early or holding over an Officer.	
<u>Accident Investigation Team (AIT)</u>	\$3,065
This team is activated for fatal or near-fatal motor vehicle accidents crashes	
<u>Investigative Services</u>	\$19,296
Includes call ins for violent crimes related to robbery, burglary, sexual assaults, high value larcenies, and burglary crimes. This is also used for joint operations involving incidents that cross jurisdictional lines, such as tracking, and fentanyl related narcotic sales that lead to OD deaths, Identifying suspects, and assisting FBI, DEA, and State Task Forces.	
<u>K-9 Unit</u>	\$5,834
K-9 Call outs, community events, mutual aid.	
<u>K-9 Maintenance</u>	\$13,652
For contractually scheduled maintenance of the K-9 on days off.	
<u>Board of Education Outside Details (Minus \$10,500 Stipend)</u>	\$5,435
Basketball, football games, dances, back to school night, graduation, field trips	
<u>Community Events</u>	\$27,581
Road races, bicycle rodeo, sailfest traffic, harvest fest, safety fairs (Wal*Mart, Target Lowe's), Citizens Police Academy, motorcycle runs, open house, beach patrol, tours of the Police Department, Honor Guard, town parade, fireworks at the Town Beach	
<u>Business District Holiday Patrol</u>	\$18,387
High visibility patrols, business checks, plain clothes details, Black Friday events, increased foot patrols of local businesses and banks.	
<u>Office Personnel Overtime</u>	\$2,038
Records destruction, training, new hires.	
<u>Police Commission Secretary</u>	\$1,931
All regularly scheduled and special Board of Police Commissioners Meetings for the fiscal year.	
TOTAL REQUEST	\$150,075

****All employees wages are computed out of 21-22 wage scale due to no collective bargaining agreement being in place at time of submission.****

**WATERFORD POLICE DEPARTMENT
2022-2023 BUDGET REQUEST
Line Item 10129-51820**

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	Amount Requested	Amount Appropriated	Town Funded	Grant Funded	Actually Expended	Contractual Increase
<u>Budget Year 2012-2013</u>	\$163,329	\$163,329	\$190,647	\$60,894	\$251,541	2.25
<u>Budget Year 2013-2014</u>	\$250,000	\$150,000	\$159,237	\$60,679	\$219,916	2.25
<u>Budget Year 2014-2015</u>	\$256,250	\$196,250	\$236,739	\$20,000	\$256,739	2.50
<u>Budget Year 2015-2016</u>	\$292,115	\$292,115	\$292,115	\$0	\$312,192	2.50
<u>Budget Year 2016-2017</u>	\$343,137	\$343,137	\$343,137	\$0	\$342,629	2.50
<u>Budget Year 2017-2018</u>	\$351,715	\$351,715	\$351,715	\$0	\$342,629	2.50
<u>Budget Year 2018-2019</u>	\$360,508	\$360,508	\$360,508	\$0	\$354,716	2.25
<u>Budget Year 2019-2020</u>	\$360,508	\$360,508	\$360,508	\$0	\$330,723	2.25
<u>Budget Year 2020-2021</u>	\$360,508	\$360,508	\$360,508	\$0	\$422,264	2.25
ROT Needed	\$360,508					

Replacement overtime figures were reached after researching the number of shifts replaced in the previous (3) three fiscal years. Weekends are the police department's busiest times; we staff these at five Officers. As stated in the 2000 Long Range Financial Management Plan our full complement is 5 Officers and a Supervisor per shift, yet we often run under that amount to stay within the budget.

****All employees wages are computed out of 21-22 wage scale due to no collective bargaining agreement being in place at time of submission.****

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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Line Item 10129-51830 TRAINING WAGES

The Waterford Police Department strives to provide valuable and effective training opportunities to all officers. Especially with today's policing climate, we find adequate training a high priority to ensure that our officers are prepared and our community receives the highest quality of professional service they deserve.

	Hours	Officers	Per Hour	Supervisors	Per Hour	Totals
LEC Mandated Recertification Requirements (POSTC)	12	14	\$55.64	4	\$70.88	\$12,750
In-House Mandated Training Requirements	16	37	\$55.64	11	\$70.88	\$45,414
Firearms Training and Use of Force Training	10	30	\$55.64	6	\$70.88	\$20,945
Rifle Training	12	35	\$55.64	6	\$70.88	\$28,472
Specialty Teams (AIT, SRT, K-9, Marine Patrol)	72	20	\$55.64			\$80,122
Board of Education SRO Stipend						-\$52,500
TOTAL						\$135,202

This line item covers the mandatory Connecticut Police Officers Standards and Training requirements. The POST mandated core curriculum training requires a minimum of 60 hours of training per officer during a three-year cycle. The Police Accountability Bill outlined additional mandatory trainings for sworn officers, some which must be conducted annually. The Law Enforcement Council provides 40 of the required 60 hours, leaving the department to train an additional 20 hours per officer. This requirement also applies to the supervisors and administrative staff. POST has significantly reduced training and as a result, efforts to obtain the required training is being hosted at the department or sought throughout the state.

This line item includes the mandatory trainings; COLLECT/NCIC training and certification, OSHA mandates, CPR training, Crisis Intervention, Advanced DUI, Advanced Roadside Impaired Driving Enforcement, Human Trafficking, Use of Force, Sexual Assault, Juvenile Crimes, Bigotry/Bias, Implicit Bias, Fair & Impartial Policing, Domestic Violence, Cultural Awareness, Citizen's with Special Needs, Procedural Justice training and others. Also included is firearms training to include pistols and patrol rifles, as well as specialized trainings for assigned and promoted officers.

****All employees wages are computed out of 21-22 wage scale due to no collective bargaining agreement being in place at time of submission.****

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

LINE ITEM 10129-51920 FICA

	Line Item Amount	FICA Amount
Administration	\$497,883	\$38,088
Clerical/Technical	\$247,200	\$18,911
Custodian	\$46,098	\$3,527
Patrol	\$3,437,122	\$262,940
Marine Patrol	\$23,914	\$1,829
Detective Division	\$500,643	\$38,299
CSO's/Matrons	\$123,688	\$9,462
Overtime	\$150,075	\$11,481
Replacement Overtime	\$360,508	\$27,579
Training Wages	\$135,202	\$10,343
Uniform Allowance	\$73,500	\$5,623
 TOTAL	 \$5,595,833	
FICA RATE	0.0765	
AMOUNT NEEDED	\$428,081	

****THIS IS CALCULATED USING THE EXISTING COLLECTIVE BARGAINING
AGREEMENT, WHICH EXPIRES IN JUNE 2022.****

**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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LINE ITEM 10129 52040 SERVICE CONTRACTS & REPAIRS BREAKDOWN

VENDOR	ITEM	MONTHLY COST	# of Payments	TOTAL
Ricoh	Copy Machine (3) \$88.325 ea	264.98	12	\$3,180
Ricoh	Copies Color .050	0.05	5000	\$250
Crystal Clear	Cooler Rental (2)	74	12	\$888
Gym Equipment	Repairs/Maintenance			\$1,000
LexisNexis/TransUnion	Computer Search Engines			\$2,730
New England Radar	Certification			\$2,184
Atlantic Broadband	Cable TV			\$1,290
Crimedex	Nationwide Crime Sharing Service			\$632
IACP Net	On Line Administrative Resource			\$871
Watchguard	General Repairs			\$4,010
New England Computer Forensics	Arrest History Access			\$410
Drone USA	Drone Insurance			\$1,067
Watch Guard Warranty	2nd Year Vista Warranty			\$5,758
Wrecker Services (Case Invest.)				\$2,000
TOTAL				\$26,269

**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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LINE ITEM 10129 52050 PROFESSIONAL ASSOCIATION DUES

Police Commissioners Association of CT (5)	200
I.A.C.P. (International Association Chiefs of Police) -- Chief	250
NEAcop (New England Associaton Chief of Police)	100
CPCA (Connecticut Police Chiefs Association)	900
NESPIN (New England State Police Information Network)	150
NPWDA (2 National Police Working Dog Association)	150
IAPE International Association of Property Evidence	35

TOTAL

\$1,785

WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST
Breakdown of Expenditures for 24 Months
Line Item 10129-52080 Telephone

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MONTH	COST
December-19	2,712
January-20	2,739
February-20	2,595
March-20	2,343
April-20	2,612
May-20	3,292
June-20	2,584
July-20	2,501
August-20	2,491
September-20	2,465
October-20	2,576
November-20	2,520
December-20	2,581
January-21	2,630
February-21	2,118
March-21	2,819
April-21	2,519
May-21	2,435
June-21	2,445
July-21	3,185
August-21	2,671
September-21	2,401
October-21	2,324
November-21	2,111
TOTAL	\$61,669

Monthly Charges include MDT's

Mean Average \$2,570 x 12 months = \$30,846

F.Y. 2022/23	\$30,846
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**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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LINE ITEM 10129 52300 -- TUITION & EDUCATION

Professional Development & Education Tuition Related Materials

Professional Development Training

**** Includes registration, travel and lodging fees and meal reimbursements**

Computer Training/Training Conferences	9,250
State Police Academy Fees & Range Materials	8,700
Investigative Services	4,500
Publications	800
K-9 Yearly Training	400
Firing Range Trailer	4,600
Professional Development Training	32,250

Total **\$60,500**

Computer Training/Professional Conferences: Professional development to include CAD/Mobile/RMS administrative services. This line item includes professional development conferences and associated expenditures including Use of Force, LEEDS, CPCA, FBI Command College, and Central Square.

Police Academy Recruit Training Fees and Range Materials:

There will be two Officer vacancies due to retirements during the fiscal year. With those retirements comes an extensive hiring process including written and physical testing, multiple interviews, and background checks. This amount also includes the State set tuition to attend the Academy in the amount of \$3,800 per recruit, as well as additional materials the department is required to provide. \$8,700 covers the associated expenses for two new hires.

Investigative Services: The critical and specialized training needed by members of the Investigative Services Unit relies heavily on private vendors, with POST-C Academy offering virtually no advanced trainings. Most of these trainings range between 3-5 days, costing an average of between \$400-600 per person. With 2 new Detective promotions and the newly assigned Investigative Services Sergeant, multiple trainings are required to advance their skills.

Publications: The annual updates to the Loose Leaf Redbook for Officers and Detectives has remained consistent. This amount allows for annual updates and purchases for any new Officers.

K-9 Annual Training: This area has also remained consistent. Our agency has taken advantage of in-house trainers as well as utilizing regional efforts for K-9 training. The Connecticut Police Work Dog Association has also offered us free training at various times.

Firearms Range Trailer: The cost of utilizing the indoor range trailer has remained consistent. The training offers scenario based shoot don't shoot drills. It also offers low light training.

Professional Development Training/Patrol: The cost shows an increase due to the availability of training and the increasing cost associated. POST-C Academy has greatly reduced the amount of training classes they offer, and established fees for the few they do offer. The majority of training is provided by private vendors at a significant cost. New mandates from the Police Accountability Bill will require additional department wide training in areas such as De-Escalation, Fair and Impartial Policing, Crowd Control, Implicit Bias, and Liability. The department requires training for newer officers to acquire the special skills and certifications left vacant by several recent retirements.

TUITION RELATED MATERIALS:

In accordance with the labor agreement between the Town of Waterford and the Police Union Local 1948 \$25,000 is designated for those officers pursuing continuing education for their tuition and related materials.

Contractual Tuition & Material Cap **\$25,000**

Training & Education Total **\$85,500**

**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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LINE ITEM 10129 52370 -- UNIFORM ALLOWANCE BREAKDOWN

49 OFFICERS X \$1,500 EACH (Contractual)	49	\$73,500
2 POSTC Required Uniforms & Equipment (\$1,650 each)		3,300
POST required uniforms, books, bullet proof vest		
1 CUSTODIAN (Contractual) \$140 UNIFORM & \$75.00 SHOES		215
17 COMMUNITY SERVICE OFFICERS		1,500
DAMAGED UNIFORMS (REPLACEMENT OF)		700

TOTAL	\$79,215
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**WATERFORD POLICE DEPARTMENT
2022/2023
BUDGET REQUEST**

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22-23

LINE ITEM 10129 53090 -- GASOLINE BREAKDOWN PAST 24 MONTH BREAKDOWN
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There are 4 expenses related to this Line Item:

#1 Regional Marine Boat Gasoline Share 110 gallons x 6 fills

TOTAL	660	Gallons @	\$3.97	per gallon		SUBTOTAL	\$2,620
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#2	Mileage Reimbursements	SUBTOTAL	500.00
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#3	Gasoline Consumption	<u>Date</u>	<u># of Gallons</u>	<u>ce Per Gallon</u>
		11/30/19	3,650	\$1.90
		12/31/19	3,665	\$1.90
		01/31/20	3,880	\$1.90
		02/28/20	3,355	\$1.90
		03/31/20	3,297	\$1.90
		04/30/20	3,520	\$1.90
		05/31/20	3,978	\$1.90
		06/30/20	3,898	\$1.90
		07/31/20	3,876	\$1.90
		08/31/20	3,838	\$1.90
		09/30/20	3,839	\$1.47
		10/31/20	3,871	\$1.47
		11/30/20	3,628	\$1.47
		12/30/20	3,503	\$1.47
		01/31/21	3,226	\$1.47
		02/28/21	3,126	\$1.47
		03/31/21	3,839	\$1.47
		04/30/21	3,708	\$1.47
		05/31/21	3,753	\$1.47
		06/30/21	4,005	\$1.47
		07/31/21	3,916	\$1.47
		08/31/21	3,973	\$1.47
		09/30/21	3,808	\$1.47
		10/30/21	3,627	\$1.47
	TOTALS		88,778	1.59

Mean Average	88,778	Gallons divided by 24 mo. =	3,699
	3,699 Gallons per month x 12		44,389
	44,389 x 2.38 per gallon	SUBTOTAL	\$105,646
		TOTAL	\$108,767

**WATERFORD POLICE DEPARTMENT
2022/2023 BUDGET REQUEST**

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LINE ITEM 10129-54020 - EQUIPMENT & FURNITURE

1. Cell Cameras

To continue to close the blind spots in the cell block area to reduce the Town's liability for potential suicide attempts.

1. Cell Cameras	\$4,250
TOTAL	\$4,250

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2022-2023 FISCAL YEAR**

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

DEPARTMENT: Waterford Police Department

LINE ITEM	2019- 2020 ACTUAL	2020- 2021 ACTUAL	2021-2022 YTD	2022-2023 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
DRE Grant	16,275	6,119	3,916	32,000	28,084
DUI Grant	4,326	6,298	0	8,700	8,700
Vest Grant	1,292	0	0	4,000	4,000
MISC					0
*Cruiser Charge Outside Jobs	107,263	117,500	0	117,500	117,500
Court Fines	117	199	0	2,000	2,000
Finger Printing/Records	4,125	8,310	1,395	3,165	1,770
Permitting and Licensing	365	250	50	9,500	9,450
Pistol Permits State Fees	6,975	21,070	3,010	18,000	14,990
Precious metals	20	10	0	20	20
Police Reports	2,618	2,098	883	2,300	1,417
SROs	40,000	50,000	50,000	52,500	2,500
Parking Tickets	1,510	475	0	500	500
					0
					0
					0
					0
					0
					0
* This amount is credited to the Fleet Management Account					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	184,886	212,329	59,254	250,185	190,931



MINUTES
BOARD OF POLICE COMMISSIONERS
December 8, 2021
Zoom meeting ID 824 0566 6599

PRESENT: Chairman Mark Gelinas, Christopher Gamble, James Dimmock and Robert Brule
Commissioners

NOT PRESENT: T Sheridan

DEPARTMENT: Interim Chief Balestracci, Lt. Silva, Administrative Sergeant Ferland

Pledge of Allegiance

CALL TO ORDER AND ESTABLISH QUORUM: Called to order at 4:30 Quorum was established

2022- 2023 Budget Review-

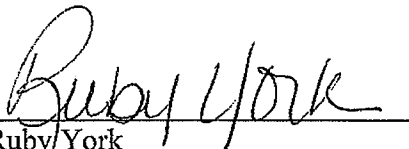
Interim Chief Balestracci gave a brief overview of the budget. Chairman Gelinas asked about the mental health and drug screening process, as well as the police accountability act. He also explained the cost of fuel was significantly increased this budget year. Commissioner Brule Stated that he felt the budget was fair and that the Team did a good job of preparing the budget.

MOTION: made by J. Dimmock That the Board of Police Commissioners accept the budget as presented, the motion was Seconded by Commissioner Gamble. **Motion passed with 3 yes and Commissioner Brule abstained.**

ADJOURNMENT

MOTION: made by J. Dimmock and **SECONDED** by Chris Gamble to adjourn the meeting at 4:42 Pm. **Passed unanimously.**

Respectfully submitted by:



Ruby York
Recording Secretary

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY: 10122 EMERGENCY MANAGEMENT

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 RECOMMENDED BD OF SELECTMEN (2/2/22)	BOS Approved \$ Increase	BOS Approved % Increase	2022/2023 BOARD OF FINANCE REDUCTIONS	2022/2023 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS													
51110	ADMINISTRATION	77,190	75,189		39,910	78,611	78,611	3,422	4.55%			(75,189)	-100.00%
51210	CLERICAL/TECHNICAL	13,305	14,256	(10,000)	1,685	3,486	3,486	(10,770)	-75.55%			(14,256)	-100.00%
51240	DISPATCH EDUCATION INCENTIVE	120	2,300		0	2,300	2,300	0	0.00%			(2,300)	-100.00%
51440	DISPATCH PERSONNEL	615,833	647,530		313,169	663,371	663,371	15,841	2.45%			(647,530)	-100.00%
51810	DISPATCH OVERTIME	131,587	131,668		77,520	134,630	134,630	2,962	2.25%			(131,668)	-100.00%
51823	EMERGENCY PERSONNEL	0	1,800			1,800	1,800	0	0.00%			(1,800)	-100.00%
51830	TRAINING OVERTIME	2,717	7,080		1,696	7,080	7,080	0	0.00%			(7,080)	-100.00%
51920	FICA	60,055	68,198		31,529	68,552	68,552	354	0.52%			(68,198)	-100.00%
	SUBTOTAL	900,807	948,021	(10,000)	465,509	959,830	959,830	11,809	1.25%	0	0	(948,021)	-100.00%
SERVICES													
52010	ADVERTISING	0	200		0	200	200	0	0.00%			(200)	-100.00%
52020	POSTAGE	2	1,000		5	1,000	1,000	0	0.00%			(1,000)	-100.00%
52030	PROFESSIONAL FEES	999	1,000		0	1,000	1,000	0	0.00%			(1,000)	-100.00%
52040	SERVICE CONT & REPAIR	29,066	43,920		6,682	40,034	40,034	(3,886)	-8.85%			(43,920)	-100.00%
52050	DUES, CONF., & EDUCATION	3,893	22,084		0	21,984	21,984	(100)	-0.45%			(22,084)	-100.00%
52060	PRINTING	0	200		0	200	200	0	0.00%			(200)	-100.00%
52080	TELEPHONE	27,567	28,368		9,039	28,368	28,368	0	0.00%			(28,368)	-100.00%
52100	ELECTRICITY	34,717	0		0	0	0	0				0	#DIV/0!
52300	TRAINING, EDUC & EMERG	1,620	2,600		1,221	2,600	2,600	0	0.00%			(2,600)	-100.00%
52370	DISPATCH CLOTHING ALLOWANCE	5,274	3,760			3,760	3,760	0	0.00%			(3,760)	-100.00%
52415	GENERATOR MAINTENANCE	0	6,200			6,200	6,200	0	0.00%			(6,200)	-100.00%
	SUBTOTAL	103,138	109,332	0	16,947	105,346	105,346	(3,986)	-3.65%	0	0	(109,332)	-100.00%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	44	250			250	250	0	0.00%			(250)	-100.00%
53020	OTHER SUPPLIES	1,015	1,030			1,030	1,030	0	0.00%			(1,030)	-100.00%
53090	FUELS & LUBRICANTS	0	1,030		87	1,030	1,030	0	0.00%			(1,030)	-100.00%
53120	SHELTER SUPPLIES	0	600		48	600	600	0	0.00%			(600)	-100.00%
53130	RADIOLOGICAL SUPPLIES	229	400			400	400	0	0.00%			(400)	-100.00%
	SUBTOTAL	1,288	3,310	0	135	3,310	3,310	0	0.00%	0	0	(3,310)	-100.00%
EQUIPMENT													
54120	DISPATCH CENTER EQUIPMENT	16,693	2,000			0	0	(2,000)	-100.00%			(2,000)	-100.00%
54150	SURPLUS EQUIPMENT		1			0	0	(1)	-100.00%			(1)	-100.00%
54190	EMERGENCY EQUIPMENT		1			0	0	(1)	-100.00%			(1)	-100.00%
	SUBTOTAL	16,693	2,002	0	0	0	0	(2,002)	-100.00%	0	0	(2,002)	-100.00%
DEPARTMENT TOTAL		1,021,926	1,062,665	(10,000)	482,591	1,068,486	1,068,486	5,821	0.55%	0	0	(1,062,665)	-100.00%



Emergency Management FISCAL YEAR 2023 BUDGET

Town of Waterford

BUDGET FUNCTION

The Waterford Emergency Management Department is the managerial function charged with creating the framework within which the Town of Waterford reduces vulnerability to hazards and copes with disasters. The Emergency Management Department protects the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. This is accomplished through partnerships and cooperation with surrounding towns, State and Federal agencies, as well as commercial organizations.

The Waterford Emergency Communications Center employs nine full-time dispatchers and four part-time dispatchers. The primary purpose of the Waterford Emergency Communications Center is to receive, process and disseminate information to police, fire, Waterford Ambulance Service, YNHH Lawrence + Memorial Hospital Paramedics and neighboring public safety agencies. The Waterford Emergency Communications Center is a 24 hours per day, 365 days per year operation that works with every Town of Waterford Department and the Board of Education answering burglar and fire alarms, as well as sewer alarms for the WPCA. The Waterford Emergency Communications Center is in constant communication with Public Works crews and utility companies during storms. The Waterford Emergency Communications Center serves as the core of the Waterford Community-wide Emergency Action Plan and information center, and disseminates information to other Emergency Operations Centers within the Environmentally Protected Zone (EPZ) surrounding the Millstone Power Station.

The Waterford Emergency Management Department continues its partnerships with the City of New London, New London Port Area Marine Group and the Millstone nuclear power facility.

FY2023 BUDGET SUMMARY

The proposed FY 2022/23 Emergency Management Department budget represents an increase of \$5,821 (.55%) over the FY 2021/22 approved budget. Personnel costs represent 89.74% of the total budget while operations represents 10.26%. The majority of line items have no change or minimal change.

I prepared this fiscally conservative budget while limiting spending where able, moving funding where necessary and increasing funding only when required to meet department mandates.

The most significant changes to this year's proposed budget are shown in the table below:

GGA & UPSEU contracted wage increase - 2 years retro active	2.25%
51110 Admin increase	\$3,422
51210 Clerical Technical decrease	(\$10,770)
51440 Dispatch Personnel increase	\$15,841
51810 Dispatch Overtime increase	\$2,962
54120 Dispatch Equipment decrease	(\$2,000)

The proposed FY 2022/23 Emergency Management and Waterford Emergency Communications Center budget allows the Town of Waterford to maintain current Federal and State standards of acceptance. As the Town of Waterford has a nuclear power plant within its borders, the WECC must comply with required objectives from the Nuclear Regulatory Commission while being prepared for natural and storm related emergencies and disasters.

This budget represents three municipal responsibilities; Emergency Management, the Waterford Emergency Communications Center and the Town-wide P25 radio system. The majority of costs for the Town-wide P25 radio system are for radio shelter expenses.

Series changes (up and down) are explained below:

51000 series - This series represents 89.74% of the Emergency Management budget. It is up 2.3% due to contractual raises and contractual pay grade step increases.

52000 series - This series decreased by \$3,980 due to technology contracts being transferred to the IT budget.

53000 series - There were no changes to this series.

54000 series - This series was reduced by \$2,000. Funds were approved in FY 2022 to purchase monitors for the Emergency Communications Center.

BUDGET EXPLANATIONS BY CATEGORY

51110 - ADMINISTRATION

\$3,422 increase - 4.55% rate increase due to the resolution of the GGA collective bargaining agreement that had expired on June 30, 2020. This 4.55% increase is cumulative over FY 2021, 2022 and 2023. A portion of this salary is eligible for reimbursement through the Emergency Management Performance Grant (EMPG) program and the Nuclear Safety Emergency Program (NSEP). The reimbursement varies slightly each year; EMPG can be up to 25% and NSEP can be up to 50%. These reimbursements go into the general fund.

51210 - CLERICAL/TECHNICAL

Clerical/Technical has decreased by \$10,770. \$10,000 of this line item was moved to the new Town of Waterford Information Technology Department. This amount was previously paid from the Emergency Management budget to the Board of Education IT department. The emergency communications center is a technology-laden operation requiring a great deal of IT expertise. The \$770 decrease is due to a retirement and hiring of an employee at a lower pay step.

51240-DISPATCH EDUCATION INCENTIVE

An amount of ten dollars (\$10.00) per annum per college credit shall be paid to any employee who successfully completed a course at an accredited college or university within the field of emergency communications, provided, however, that the employee has completed his/her probationary period and that payment under this provision shall not be made for more than one hundred and twenty (120) credits cumulative.

51440 - DISPATCH PERSONNEL

\$15,841 increase - 2.45% increase due to the resolution of the UPSEU Waterford Public Safety Dispatchers' Union collective bargaining agreement that had expired on June 30, 2020. This line item includes the salaries for nine (9) public safety dispatchers who operate the Emergency Communications Center. Step increases are also a factor in this budget, but a retirement and resignation lead to the hiring of staff at lower steps. Also included are part time dispatchers' wages. A full-time dispatcher with public safety dispatching experience was recently hired. They are currently training and will fill a gap in the schedule very soon. There is currently one part-time dispatcher training. Part-time dispatchers are crucial to helping control over-time costs.

51810 - DISPATCH OVERTIME

\$2,962 increase - 2.25% increase because of the wage increase in the collective bargaining agreement. This line item is designed to provide funding to cover shifts, which are vacant because of authorized approved time off, and /or vacancies that have been created by resignations or retirements.

51823 - EMERGENCY PERSONNEL

This line item is for emergency workers' salaries to attend and/or instruct emergency management education and training programs, assist during emergencies, participate in drills and emergency information data input. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Emergency Fund.

51830 - TRAINING OVERTIME

There was no change to this line item. Training salaries are strictly related to wages, which are paid at a time and a half rate for recertification training and other training that may be required for certification. The full-time and part-time dispatchers are required to have a minimum of 16 hours of training for Emergency Medical Dispatching (EMD), COLLECT, and CPR. The line allows for APCO in-service trainings, such as caller interrogation, crisis intervention, and active shooter. These trainings will help the dispatchers provide better customer service to residents and visitors to the Town of Waterford.

51920 - FICA

This amount is 7.65% of the total of all personnel in the 51000 series. This line increases with wage increases.

52010 - ADVERTISING

The amount requested will be used for placing emergency procedures, public information notices and legal ads. This line has not changed.

52020 -POSTAGE

This amount is used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center. This line is now also used for quarterly mailings to approximately 500 residents of town who are in the Emergency Management Department's "needs assistance" database and require assistance during emergencies and/or evacuations.

52030-PROFESSIONAL FEES

The Dispatch Center has been required to utilize outside professional resources that may include but is not limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Monies allocated for interpreting of both language and documents have been issued. Professional advice from training counselors is also commonplace. Dispatchers' physicals and confidential counseling is also taken from this Line Item. This line item will be utilized as additional full and part time hires are anticipated in the coming fiscal year.

52040 - SERVICE CONTRACT AND REPAIRS

There is a \$24 increase in this item due to an increase by Atlantic Broadband. \$3,910 was moved from this line to the new Waterford Information Technology Department budget for the service contract with Eaton, Inc. for the uninterruptible power supply in dispatch.

52050 - DUES, CONFERENCES AND EDUCATION

There is no change to this line item. This line item covers all conferences and training for the Communications Center and Emergency Management as well as college reimbursement.

52060 - PRINTING

This amount will be used for the items that cannot be printed in the town print room, such as but not limited to, poster size enlargements for the EOC with radiological and evacuation informational updates, and color Millstone zone maps, plow routes for DPW, and maps of all roadways for storm related incidents. Most expenses are eligible for up to 50% reimbursement under the state and local assistance program.

52080 - TELEPHONE

Level funding. Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center is the routine telephone expenses for business telephones, remote lines that connect remotely located radios; alarm monitoring lines, computer lines, cellular phones, fiber and (1) T1 line for the 800mhz Radio System. There are still several months in FY 2021/22 that are increasing the overall mean average. This line item was determined by reviewing the past 24 months billing.

52300 - TRAINING, EDUCATION & EMERGENCIES

Included in this line item is participation in the annual Millstone rehearsal and exercise. Additionally, the town is under a Federal Mandate contained within the Superfund Amendments Authorization Act 1986 (SARA) Title III to participate in an annual hazardous materials emergency exercise. This line item is also used for any type of emergency that may occur such as, but not limited to, blizzards, hurricanes or flooding, as well as any expenditure necessary relating to the preparation, mitigation, response and recover of any emergency. Also included are funds for personnel to attend and/or purchase supplies for Emergency Management Education and Training Programs, emergency information data input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

52370 - DISPATCH CLOTHING ALLOWANCE

The Town is required by the CBA to provide each full-time dispatcher three (3) long sleeved uniform shirts and three (3) short-sleeved uniform shirts, and two (2) sweatshirts. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse the full-time dispatchers for khaki style pants, not to exceed a total of one hundred dollars (\$100).

52415 - GENERATOR MAINTENANCE

No change. Waterford utilities is working to secure a service contract for all town generators to take advantage of the economy of scale. There is currently no contract in effect. A number of emergency generators provide electrical power to certain town facilities during extended power outages. Emergency Management has 2 portable generators, 4 generators located at the tower sites and 5 portable back-up generators for the 800 mhz Radio System.

53010 - OFFICE SUPPLIES

This line is based on prior year history and current year projections and there was no increase.

53020 - OTHER SUPPLIES

This line remains unchanged. Included in this line item are funds for Info-USA cross reference directories, which are used as a reference to maintain the town residents' database. The other portion of the requested amount is used to purchase protective gear for emergency workers and easily identifiable emblems, etc., to be kept on hand for use during an emergency and miscellaneous items for the Dispatch Center including: cleaning pads, equipment, etc. Some items are eligible for up to 50% reimbursement through the EMPG program.

53090 - FUELS & LUBRICANTS

No change. This line item covers gas for the Emergency Management vehicle, the radio shelters and emergency generators.

53120 - SHELTER SUPPLIES

This line remains unchanged. This request represents the amount needed to increase and maintain the readiness level of supplies required to adequately equip a shelter/pet shelter for an evacuation within the town, such as for a storm-related emergency condition. It will be used to purchase the necessary items that must be kept on hand. Perishable food products and consumable items such as disposable pillowcases are replaced at the end of each fiscal year.

53130 - RADIOLOGICAL SUPPLIES

This line remains unchanged. This line item is used to purchase radiological monitors, warning and evacuation signs and equipment, protective clothing and decontamination supplies.

54120 - DISPATCH EQUIPMENT

This line has been reduced to \$0 for this budget year. There was funding of \$2,000 in last year's budget to purchase larger monitors for the dispatch center to monitor public safety cameras in the police department. This line is used to replace equipment in the dispatch center.

54150 - SURPLUS EQUIPMENT

This line has been eliminated in this budget year. This amount is used to purchase surplus state and federal equipment. The office of emergency management is one of the few agencies in town with that capability.

54190 - EMERGENCY EQUIPMENT

This line has been eliminated in this budget year.

ANNUAL BUDGET		DEPT/AGENCY:		10122 EMERGENCY MANAGEMENT		FISCAL YEAR	
LINE ITEM		COLUMN 1 2020/21 ACTUAL EXPENDED	COLUMN 2 2021/22 R.T.M. APP.	COLUMN 3 2020/21 TRANSERS ADD.	COLUMN 4 ACTUAL EXPENDED 11/30/2021	COLUMN 5 2022/23 DEPT/AGY REQUEST	COLUMN 6 2022/23 APPR BD/COMM.
10222	DESCRIPTION						
51000	PERSONNEL COSTS						
51110	ADMINISTRATION	77,190	75,189	4,000	33,863	78,611	
51210	CLERICAL/TECHNICAL	13,305	14,256	(10,000)	1,430	3,486	
51240	DISP. EDUCATION INCENTIVE	120	2,300	(1,212)	0	2,300	
51440	DISPATCH PERSONNEL	615,833	647,530	(27,098)	263,521	663,371	
51810	DISPATCH OVERTIME	131,587	131,668	1,500	63,725	134,630	
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800	
51830	TRAINING OVERTIME	2,717	7,080		1,696	7,080	
51920	FICA	60,055	68,198		26,429	68,552	
SUB-TOTAL		900,807	948,021		390,664	959,830	0
52000	SERVICES						
52010	ADVERTISING	0	200		0	200	
52020	POSTAGE	2	1,000		5	1,000	
52030	PROFESSIONAL FEES	999	1,000		0	1,000	
52040	SERV. CONT. & REPAIRS	29,066	43,920		5,043	40,034	
52050	DUES, CONF. & EDUCATION	3,893	22,084	(11,747)	0	21,984	
52060	PRINTING	0	200		0	200	
52080	TELEPHONE	27,567	28,368	2,031	8,264	29,436	
52300	TRAINING, EDUC & EMERG	1,620	2,600	(476)	783	2,600	
52370	DISP. CLOTHING ALLOWANCE	5,274	3,760	1,700	0	3,760	
52415	GENERATOR MAINTENANCE	0	6,200	(8,200)	0	6,200	
SUB-TOTAL		68,421	109,332		14,095	106,414	0
53000	MATERIALS & SUPPLIES						
53010	OFFICE SUPPLIES	44	250	191	0	250	
53020	OTHER SUPPLIES	1,015	1,030	15	0	1,030	
53090	FUEL & LUBRICANTS	0	1,030	(206)	87	1,030	
53120	SHELTER SUPPLIES	0	600		48	600	
53130	RADIOLOGICAL SUPPLIES	229	400		0	400	
SUB-TOTAL		1,288	3,310		135	3,310	0
54000	EQUIPMENT						
54120	DISPATCH CENTER EQUIPMENT	16,693	2,000	16,693	0	0	
54150	SURPLUS EQUIPMENT	0	1		0	0	
54190	EMERGENCY EQUIPMENT	0	1		0	0	
SUB-TOTAL		16,693	2,002		0	0	0
DEPARTMENT TOTAL		987,209	1,062,665		404,894	1,069,554	0

TOWN OF WATERFORD
PERSONNEL WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR

[illegible]

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR**

Employee	Step	Date	Rate	# of Days	# of Hours	Step Pay	Step	Increase Date	Rate	# of Days	# of Hours	Step Pay	22-23 Pay	Year Ending
1	2	1-Jul-22	27.0900	234	1333.47945	36,123.9584	3	20-Feb-23	28.4400	131.00	746.520548	21,231.0444	57,355.0028	30-Jun-23
2	6	1-Jul-22	32.9200	325	1852.05479	60,969.6438	7	22-May-23	34.5700	40.00	227.945205	7,880.0658	68,849.7096	30-Jun-23
3	2	1-Jul-22	27.0900	93	529.972603	14,356.9578	3	2-Oct-22	28.4400	272.00	1550.0274	44,082.7792	58,439.7370	30-Jun-23
4	1	1-Jul-22	25.8000	52	296.328767	7,645.2822	2	22-Aug-22	27.0900	313.00	1783.67123	48,319.6537	55,964.9359	30-Jun-23
5	1	1-Jul-22	25.8000	304	1732.38356	44,695.4959	2	1-May-23	27.0900	61.00	347.616438	9,416.9293	54,112.4252	30-Jun-23
6	7	1-Jul-22	38.0400	203	1156.82192	44,005.5058	8	20-Jan-23	39.9400	162.00	923.178082	36,871.7326	80,877.2384	30-Jun-23
7	4	1-Jul-22	29.8600	199	1134.0274	33,862.0581	5	16-Jan-23	31.3600	166.00	945.972603	29,665.7008	63,527.7589	30-Jun-23

261 Working Days

2 Dispatchers are at Top Step (\$71,911.57)

PART TIME, OVERTIME , TRAINING OVERTIME WORKSHEET

TOWN OF WATERFORD PART TIME, OVERTIME & TRAINING OVERTIME WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT 2022/2023 FISCAL YEAR									
LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021-22 RTM APPROVED	2021/22 ACTUAL TO DATE	2022/23 PROPOSED	% INCREASE/ (DECREASE)
51440	PART TIME DISPATCHERS								
			Included in Full-Time Actuals			37,960		37,960	0.00%
LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 Actual	2021-22 RTM APPROVED	2021/22 ACTUAL TO DATE	2022/23 PROPOSED	% INCREASE/ (DECREASE)
51810	DISPATCH OVERTIME								
		126,508	151,758	238,017	131,587	131,688	63,725	134,650	2.25%

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/2020 ACTUAL	2020/21 Actual	2021-22 RTM APPROVED	2021/22 ACTUAL TO DATE	2022/23 PROPOSED	% INCREASE/ (DECREASE)
51830	TRAINING OVERTIME								
		4,365	4,333	2,220	2,717	7,080	1,696	7,080	0.00%

HOURLY OVERTIME

		RATE	HOURS	TOTAL
1	DISPATCHER II PS-05 STEP 8	59.91	16	958.56
3	DISPATCHER 1 PS-04 STEP 7	51.86	16	2,489.28
1	DISPATCHER 1 PS-04 STEP 5	47.04	16	752.64
2	DISPATCHER 1 PS-04 STEP 3	42.66	16	1,365.12
2	DISPATCHER 1 PS-04 STEP 2	40.64	16	1,300.48

PART-TIME

1	22.63
2	19.16
3	18.25
4	18.25

Total 6,866.08

**TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2022-2023 FISCAL YEAR**

		LINE 52370		LINE 51240	LINE 51440		LINE 51920
POSITION	DATE OF HIRE	CLOTHING ALLOWANCE	HRA FUNDING	EDUCATION INCENTIVE	HOLIDAY/DUE DAY	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
DISPATCHER II	9/23/1996	100.00			1,103.00	1,203.00	92.03
DISPATCHER I	05/15/97	100.00				100.00	7.65
DISPATCHER I	06/02/97	100.00		900.00	3,457.00	4,457.00	340.96
DISPATCHER I	05/22/17	100.00			5,080.00	5,180.00	396.27
DISPATCHER I	10/02/19	100.00				100.00	7.65
DISPATCHER I	01/16/20	100.00				100.00	7.65
DISPATCHER I	02/20/20	100.00				100.00	7.65
DISPATCHER I	02/22/21	100.00				100.00	7.65
DISPATCHER I	11/01/21	100.00				100.00	7.65
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
TOTAL - FRINGE BENEFITS		\$900.00	0.00	\$900.00	\$9,640.00	\$11,440.00	\$875.16

TOWN OF WATERFORD
ADVERTISING-POSTAGE-PROF. FEES - EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52010	ADVERTISING	-	-	-	200	200	200	0.00%

ACCOUNT JUSTIFICATION

The amount requested will be used for placing emergency procedures, public information notices and legal ads in the newspaper.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52020	POSTAGE	9	40	6	50	1,000	1,000	0.00%

ACCOUNT JUSTIFICATION

This amount will be used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center. Proposed increase is for mailed written notifications to residents on our "Needs Assistance" list in the event of an emergency or evacuation.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52030	PROFESSIONAL FEES	993	664	897	1,000	1,000	1,000	0.00%

ACCOUNT JUSTIFICATION

The Dispatch Center has been required to utilize outside professional resources which may include, but not be limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Monies allocated for interpreting of both language and documents have been issued. Professional advice from training counselors is also common place. Dispatchers' physicals and confidential counseling is also taken from this Line Item.

**TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52040	SERVICE CONTRACTS & REPAIRS	308,948	325,824	40,592	45,524	43,920	36,811	-16.19%

ACCOUNT JUSTIFICATION

ATLANTIC BROADBAND	\$183.00/MONTH	2,196	Cable TV for EOC
CRYSTAL ROCK	36.91/MONTH	443	Water Coolers Dispatch & EOC
RICOH	\$76.00 MONTHLY	912	Copier in Dispatch Center
RICOH	\$.052/PAGE	260	5000 Pages
EATON- DISPATCH UPS	ANNUAL	-	Preventative Maintenance for UPS for Dispatch Center - Moved to IT Dept.
EATON-5 RADIO TOWER SITES UPS	ANNUAL	3,223	Preventative Maintenance for UPS for Radio Tower Sites
VEHICLE MAINTENANCE	ESTIMATED COST OF REPAIRS	1,500	Vehicle Maintenance for Emergency Management vehicle
	ESTIMATED COST OF MISC		
REPAIRS TO EQUIPMENT	REPAIRS	7,500	Cost for Damaged Equipment in the Dispatch Center & EOC
BATTERIES-TOWNWIDE RADIOS		12,000	Replacement Batteries for Portable Radios
REPAIRS/SERVICE CALLS FOR TOWNWIDE			
RADIOS		12,000	Repair Costs for Portables and Mobiles
	TOTAL	40,034	

TOWN OF WATERFORD
DUES-CONFERENCES-EDUCATION, PRINTING & REIMB. EXPENSES -EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52050	DUES, CONF & EDUCATION	16,341	24,253	5,982	22,084	22,084	21,984	-0.45%

ACCOUNT JUSTIFICATIONAPCO

DUES	9 FULLTIME DISPATCHERS & EMD	\$69 ea.	690					
RECERTIFICATION-APCO PST-7	9 FULLTIME DISPATCHERS	\$30 ea.	270					
INSERVICE TRAINING - 8 HOUR CLASS	9 FT DISPATCHERS	\$200 ea.	1,800					
APCO ATLANTIC CHAPTER CONFERENCE	9 FT DISPATCHERS	\$150 ea.	1,350					
NENA 911 Dues	EMD and DISPATCHER II	\$137	274					

The above costs are for the fees for the registration of classes and memberships.

EMERGENNCY MANAGMENT CONFERENCE

2 EM PERSONNEL TO ATTEND 5,000

CENTRAL SQUARE/APCO/NENA CONFERENCES

1 DISPATCHER AND 1 IT PERSON TO ATTEND THE CONFERENCE 4,500

CT EMERGENCY MANAGEMENT ASSOC. DUES-EMD \$100 ea. 100

COLLEGE REIMBURSEMENT

Per Union contract 8,000
21,984

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52060	PRINTING	185	60	-	200	200	200	0.00%

This amount will be used for the items that cannot be printed in the town print room, such as but not limited to, poster size enlargements for the EOC with radiological and evacuation informational updates, & color Millstone zone maps.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2021/22 PROPOSED	
52070	REIMBURSABLE EXPENSES	-	-	-	-	-	-	0.00%

This amount is for out-of-pocket expenditures by emergency management/dispatch staff. This line item also covers gas for the use of personal vehicles used during emergencies or for transportation for administrative or educational functions. It represents an average of 371-miles per year, at the mileage reimbursement guideline rate of 54 cents per mile.

**TOWN OF WATERFORD
TELEPHONE - EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 APPROVED	2022/23 PROPOSED	
52080	TELEPHONE	27,977	26,734	29,325	27,567	28,368	28,368	0.00%

ACCOUNT JUSTIFICATION

The amount requested is the current rate. Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center is the routine telephone expenses for business telephones, remote lines that connect remotely located radios; alarm monitoring lines, computer lines, cellular phones, fiber optics lines and 1-T1 line for the 800mhz Radio System.

MONTH	COST	MONTH	COST
December-19	2,025	April-21	1,352
January-20	4,727	May-21	1,812
February-20	2,658	June-21	1,508
March-20	1,486	July-21	1,642
April-20	1,305	August-21	1,662
May-20	2,165	September-21	1,589
June-20	1,519	October-21	2,259
July-20	1,500	November-21	1,757
August-20	1,465		
* September-20	9,175		
October-20	1,490		
November-20	1,534		
December-20	1,329		
January-21	3,316		
February-21	1,547		
March-21	1,488		
		TOTAL	58,882
		Mean Average	2,453 x 12 months = 29,436
		Cost for Dark Fiber for Radio System is \$11,000 annually	
		F.Y. 2022/23	28,368

* Includes a \$7,800 invoice for dark fiber to cell towers

**TOWN OF WATERFORD
ELECTRICITY - EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52100	ELECTRICITY	34,509	36,424	38,316	34,032	-	-	0.00%

ACCOUNT JUSTIFICATION

The amount requested is the current rate. This line item is for electricity expenses for the Dispatch Center at 204 Boston Post Rd. and the 5 tower sites for the 800mhz Radio System.

DATE	EVERSOURCE	CCM	TOTAL COST
------	------------	-----	------------

Moved to Facility Maintenance Budget FY 2022

DATE	EVERSOURCE	CCM	TOTAL COST
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Total -

Mean Average - 0

F.Y. 2019/20 COST -

52300-TRAINING, EDUC. EMERGENCIES.,
52370-DISPATCH CLOTHING ALLOWANCE,
52415 GENERATOR MAIN.

**TOWN OF WATERFORD
EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52300	TRAINING, EDUCATION & EMERGENCIES	2,552	1,364	-	2,600	2,600	2,600	0.00%

ACCOUNT JUSTIFICATION

Included in this line item is participation in the annual Millstone rehearsal and exercise. Additionally, the town is under a Federal Mandate contained within the Superfund Amendments Authorization Act 1986 (SARA) Title III to participate in an annual hazardous materials emergency exercise. This line item is also used for any type of emergency that may occur such as, but not limited to, blizzards, hurricanes or flooding, as well as any expenditure necessary relating to the preparation, mitigation, response and recover of any emergency. Also included are funds for personnel to attend and/or purchase supplies for Emergency Management Education and Training Programs, emergency information data input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52370	DISPATCH CLOTHING ALLOWANCE	1,896	2,459	731	3,760	3,760	3,760	0.00%

ACCOUNT JUSTIFICATION

Per Union contract the Town shall provide 3 long sleeved shirts, 3 short sleeved shirts and 2 sweatshirts to each dispatcher. The town will replace shirts as needed upon request of the employees. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse employees for khaki style pants, not to exceed \$100. Clothing allowance for part-time dispatchers \$800.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
52415	GENERATOR MAINTENANCE	4,642	320	3,350	8,200	6,200	6,200	0.00%

ACCOUNT JUSTIFICATION

Emergency Management has 1-100kw and 1-30kw portable generators, 5-27kw units obtained from the military five (5) 1033 program and 3-25kw & 1-35kw generators located at each of the tower sites for the townwide radio system. The maintenance contract for the five (5) generators for upkeep and routine service is \$1,700 annually. Parts, labor & other associated costs incurred by repairs that are above & beyond the annual maintenance contract for both the 1033 generators and the five (5) generators covered by the service contract is estimated at an additional \$4,500, for a total of \$6,200.

53010 OFFICE SUPPLIES, 53020 OTHER SUPPLIES

53090 FUELS LUBRICANTS

TOWN OF WATERFORD
OFFICE SUPPLIES, OTHER SUPPLIES & FUELS & LUBRICANTS- EMERGENCY MANAGEMENT DEPARTMENT
2022/2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
53010	OFFICE SUPPLIES	123	259	156	250	250	250	0.00%

ACCOUNT JUSTIFICATION

Funds in this line item are used to cover the expense of office supplies that are not available through the purchasing agent, such as color ink printer cartridges, also miscellaneous special order items needed during a drill or emergency and items needed immediately.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
53020	OTHER SUPPLIES	436	937	988	1,030	1,030	1,030	0.00%

ACCOUNT JUSTIFICATION

Included in this line item are funds for Info-USA cross reference directories which are used as a reference to maintain the town residents' database. The other portion of the requested amount is used to purchase protective gear for emergency workers and easily identifiable emblems to be kept on hand for use during an emergency. Cleaning supplies, computer equipment, such as wireless mice and keyboards, batteries for equipment in the center, and headsets for dispatchers.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
53090	FUELS & LUBRICANTS	885	112	-	600	1,030	1,030	0.00%

ACCOUNT JUSTIFICATION

This line item covers gas for the radio tower sites, the emergency management vehicle and a towable 30kW diesel generator.

TOWN OF WATERFORD
SHELTER & RADIOLOGICAL SUPPLIES & EQUIPMENT- EMERGENCY MANAGEMENT
2022/2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
53120	SHELTER SUPPLIES	827	504	-	600	600	600	0.00%

ACCOUNT JUSTIFICATION

This request represents the amount needed to increase and maintain the readiness level of supplies required to adequately equip a shelter/pet shelter for an evacuation within the town, such as for a storm-related emergency condition. It will be used to purchase the necessary items that must be kept on hand. Perishable food products and consumable items such as disposable pillowcases are replaced at the end of each fiscal year.

LINE ITEM	ACCOUNT NAME	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 ACTUAL	2020/21 RTM APPROVED	2021/22 APPROVED	2022/23 PROPOSED	
53130	RADIOLOGICAL SUPPLIES	-	-	-	400	400	400	0.00%

ACCOUNT JUSTIFICATION

This line item is used to purchase radiological monitors, warning and evacuation signs and equipment, protective clothing and decontamination supplies.

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2022-2023 FISCAL YEAR**

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

DEPARTMENT: EMERGENCY MANAGEMENT

LINE ITEM	2019-2020 BUDGET	2020-2021 ACTUAL	2021-2022 BUDGET	2022-2023 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy	0	12,000	12,000	12,000	0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Civil Preparedness	2,500	19,823	40,685	9,713	(30,972)
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1	22,981	22,981	22,981	22,981	0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues	114,000	81,237	81,000	81,237	237
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees	6,000	6,000	6,000	6,000	0
Rentals					0
Sale of Recyclables					0
State Operational Grants	9,504	0	10,387	10,387	0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	154,985	142,041	173,053	142,318	(30,735)

PART TIME, OVERTIME , TRAINING OVERTIME WORKSHEET

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2022-2023 FISCAL YEAR**

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

DEPARTMENT: Emergency Management

LINE ITEM	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 YTD	2022-2023 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
EMPG	9,503	9,915	9,915	9,443	(472)
NSEP	68,335	115,770	97,073	75,000	(22,073)
					0
					0
					0
					0
DONATIONS (list indivual donations below)					0
					0
					0
					0
					0
					0
					0
PROGRAM FEES (list anticipated revenue by program)					0
					0
					0
					0
					0
					0
					0
MISC					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	77,838	125,685	106,988	84,443	(22,545)

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY: 10147 INFORMATION TECHNOLOGY

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/22/21)	2022/2023 RECOMMENDED BD OF SELECTMEN (2/2/22)	BOS Approved \$ Increase	BOS Approved % Increase	2022/2023 BOARD OF FINANCE REDUCTIONS	2022/2023 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS														
51110	ADMINISTRATION		7,000	82,500	34,500	120,878	118,100	118,100	111,100	1587%			-7,000	-100.00%
51210	CLERICAL/TECHNICAL			91,731	30,472	126,093	125,787	125,787	125,787					
51810	OVERTIME				102	5,000	5,000	5,000	5,000					
51910	FRINGE BENEFITS					0	0	0	0					
51920	F.I.C.A		536	13,329	5,040	19,277	19,041	19,041	18,505	3452%			-536	-100.00%
	SUBTOTAL	-	7,536	187,560	70,114	271,248	267,928	267,928	260,392	3455.31%	-	-	-7,536	-100.00%
SERVICES														
52010	ADVERTISING					0	0	0	0					
52020	POSTAGE					0	0	0	0					
52030	PROFESSIONAL FEES					0	0	0	0					
52043	IT-SERVICE CONTRACT & REPAIRS	748,459	787,846	(109,080)	525,108	728,609	773,609	773,609	(14,237)	-1.81%			-787,846	-100.00%
52050	DUES, CONF. & EDUCATION					15,080	15,080	15,080	15,080					
52070	REIMBURSEABLE EXPENSE					1,000	500	500	500					
52080	TELEPHONE					1,815	1,815	1,815	1,815					
	SUBTOTAL	748,459	787,846	(109,080)	525,108	746,504	791,004	791,004	3,158	0.40%	-	-	(787,846)	-100.00%
MATERIALS & SUPPLIES														
53010	OFFICE SUPPLIES					0	0							
	SUBTOTAL	-	-	0	0	-	-	-	-		-	-	-	#DIV/0!
EQUIPMENT														
54010	OFFICE FURNITURE					1,550	1,550	1,550	1,550					
54130	COMPUTER SYSTEM	97,193	51,260	5,463	10,956	162,719	99,909	99,909	48,649	94.91%			-51,260	-100.00%
	SUBTOTAL	97,193	51,260	5,463	10,956	164,269	101,459	101,459	50,199	97.93%	-	-	(51,260)	-100.00%
DEPARTMENT TOTAL		845,652	846,642	83,943	606,178	1,182,021	1,160,391	1,160,391	313,749	37.06%	0	0	-846,642	-100.00%

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
INFORMATION TECHNOLOGY (10147)**



BUDGET FUNCTION

On October 4, 2021, the Town of Waterford created an IT department that is now managed under the Finance Department. An IT Manager, Information Support Engineer and a Personal Computer Technician were hired to manage the IT functions of the town. The new department works with the Information Technology Committee to review and approve all town Information Technology purchases, develop long-term goals and plans, and approve IT needs and emergency purchases throughout the year.

The FY23 budget reflects this new department's needs for staffing, benefits, services and equipment. The new salary lines include transfers from other town budgets that previously budgeted for IT support through the Waterford Board of Education. The other budgets will show a decrease in various lines to allow the costs to be transferred and budgeted in the new IT budget.

- Police Department – decrease of \$53,722
- Emergency Management – decrease of \$10,000
- Fire Services – decrease of \$5,000

The balance of the FY23 salary amounts are being transferred from the line 10147-52043.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
INFORMATION TECHNOLOGY (10147)**



BUDGET SUMMARY

The Town of Waterford Information Technology requested budget for fiscal year 2022-2023 is enclosed. The total budget request is increased by \$313,749 for an overall increase of 37.06%.

The Town of Waterford's IT Department goals for the upcoming fiscal year is to focus on strengthening and maintaining the IT infrastructure and systems and keeping the town's data secure, existing systems up to date, and to ensure no duplication of systems.

All software and service maintenance contract fees have been updated for FY23 to reflect actual costs to the town to maintain current systems. One large addition to the list is FLEETIO which is a software system that will allow the automation of the town's Fleet Management Plan. The software package will also allow for better tracking of routine and emergency vehicle maintenance and labor costs, mileage and part costs.

PERSONNEL COSTS

- FY23 budget reflects an increase of \$260,392 due to the new staff hired. Note that the cost will be offset by deductions in other lines.

Services

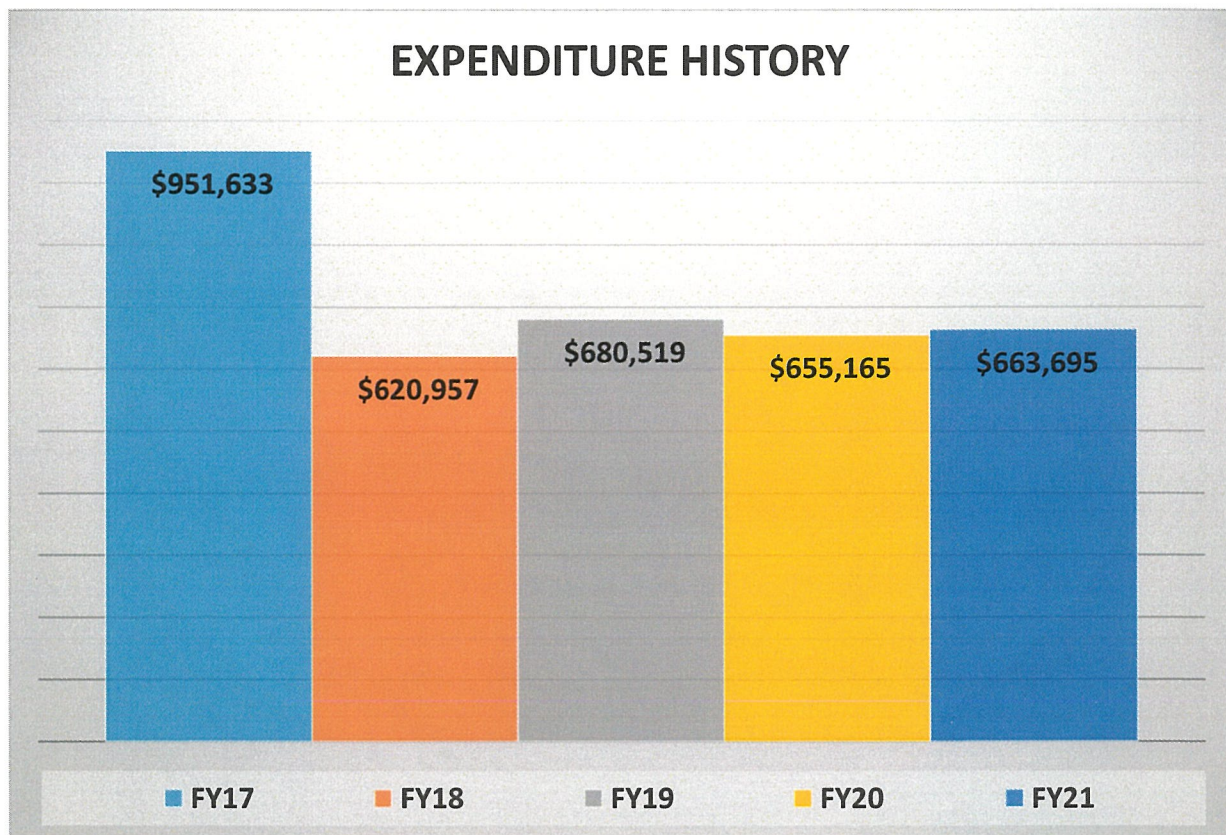
- Service Contracts & Repairs - includes a decrease of \$14,237 due to revised actuals
- Dues, Conference & Education – includes training for three IT staff
- Reimbursable Expense – provides for reimbursement for three IT staff to travel between town buildings
- Telephone – includes cellular phones for three IT staff

TOWN OF WATERFORD FY2023 BUDGET REQUEST INFORMATION TECHNOLOGY (10147)



Equipment

- Office
 - 2 desks for new employees
 - Conference table and chairs
- Computer System – includes an increase of \$48,649. There was no equipment replacement included in the FY22 budget. The FY23 budget reflects a budget for equipment replacement for two years.



TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY 2022-2023
3 percent escalators included for four more fiscal years

DEPT	PROJECT NAME	FISCAL YEAR 2021-2022	FISCAL YEAR 2022-2023	EST. FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	FISCAL YEAR 2026-2027	FIVE YEAR TOTAL	FUNDING SOURCE
Library	Sirsi Dynix Software Maintenance Contract	6,689.00	7,170.86	7,385.99	7,607.57	7,835.79	8,070.87	38,071.07	IT
Library	Envisionware - self checkout	560.15	576.95	594.26	612.09	630.45	649.36	3,063.11	IT
Library	domain renewal for waterfordpubliclibrary.com	0.00	0.00	190.55	0.00	0.00	0.00	190.55	IT
Assessor	Vision CAMA software	14,333.00	14,889.00	15,335.67	15,795.74	16,269.61	16,757.70	79,047.72	IT
Assessor	QDS Software	8,962.00	9,410.10	9,692.40	9,983.18	10,282.67	10,591.15	49,959.50	IT
Tax Office	QDS	10,250.00	10,338.11	10,648.25	10,967.70	11,296.73	11,635.63	54,886.43	IT
P&Z	GIS - esri server maintenance	10,400.00	11,324.63	11,664.37	12,014.30	12,374.73	12,745.97	60,124.00	IT
P&Z	MUNICIPITY- annual license permits	9,525.00	9,200.99	9,477.02	9,761.33	10,054.17	10,355.80	48,849.31	IT
P&Z	Municipity - integration cusi/tax	1,080.00	0.00	0.00	0.00	0.00	0.00	0.00	IT
Finance	ADP payment software	8,173.00	8,173.00					8,173.00	IT
Finance	Tyler Technologies	26,313.72	39,547.72	40,734.15	41,956.18	43,214.86	44,511.31	209,964.22	IT
Finance	Asset Works	1,600.00	3,200.00	3,296.00	3,394.88	3,496.73	3,601.63	16,989.23	IT
HR	Kronos time and attendance	15,756.00	16,228.68	0.00	0.00	0.00	0.00	16,228.68	IT
PD	iRecord interview room software	3,300.00	3,399.00	3,500.97	3,606.00	3,714.18	3,825.60	18,045.75	IT
PD	EATON UPS PD	3,700.00	4,505.22	4,640.38	4,779.59	4,922.98	5,070.66	23,918.82	IT
PD	In house camera system - exacq	3,535.00	3,641.05	3,750.28	3,862.79	3,978.67	4,098.03	19,330.83	IT
PD	Selex - License plate reader	1,990.00	5,430.00	5,592.90	5,760.69	5,933.51	6,111.51	28,828.61	IT
PD	Livescan - Idemia - AFIS fingerprinting	0.00	2,810.00	2,951.00	3,098.00	3,253.00	3,416.00	15,528.00	IT
PD/EOC	Tritech / Central Square - CAD/RMS software	79,900.00	83,421.00	85,923.63	88,501.34	91,156.38	93,891.07	442,893.42	IT
PD	Watchguard in car/body cameras	13,500.00	9,310.00	9,589.30	9,876.98	10,173.29	10,478.49	49,428.05	IT
PD	MDC in car computer lease - new this year	30,200.00	30,200.00	31,106.00	32,039.18	0.00	0.00	93,345.18	IT
PD	MDC property tax- not paid this year	0.00	0.00	2,000.00	2,060.00	2,121.80	2,185.45	8,367.25	IT
PD	Geotime	924.00	951.72	980.27	1,009.68	1,039.97	1,071.17	5,052.81	IT
PD	Netmotion connectivity software	2,490.00	3,948.49	4,066.94	4,188.95	4,314.62	4,444.06	20,963.07	IT
PD	LF Designs - PIN roll call software	1,710.00	1,966.50	2,025.50	2,086.26	2,148.85	2,213.31	10,440.42	IT
PD	LEFTA-Field Training/Accountability/Transparency software	440.00	6,715.00	6,916.45	7,123.94	7,337.66	7,557.79	35,650.85	IT
PD	VCS-scheduling software - POSS	4,026.00	4,146.78	4,271.18	4,399.32	4,531.30	4,667.24	22,015.82	IT
PD	BERLA-Vehile "black box" vehicle software	2,800.00	2,884.00	2,970.52	3,059.64	3,151.42	3,245.97	15,311.55	IT
PD	Crown Castle - fiber maintenance - pd2crossroads camera	1,560.00	1,639.43	1,688.61	1,739.27	1,791.45	1,845.19	8,703.96	IT
PD	Magnetic Forensics - Axiom		0.00	0.00	2,400.00	2,472.00	2,546.16	7,418.16	IT
PD	PowerDMS		4,634.76	4,773.80	4,917.02	5,064.53	5,216.46	24,606.57	IT
PD	Cellebrite		0.00	0.00	5,000.00	5,150.00	5,304.50	15,454.50	IT
PD	GIS - Esri ArcGIS maintenance		400.00	412.00	424.36	437.09	450.20	2,123.65	IT
EOC	Everbridge - Emergency notification newly added	7,300.00	7,292.26	7,511.03	7,736.36	7,968.45	8,207.50	38,715.60	IT
EOC	HARRIS Radio Maintenance Contract	205,462.00	211,625.86	217,974.64	224,513.87	231,249.29	238,186.77	1,123,550.43	IT

TOWN OF WATERFORD
PERSONNEL WORKSHEET - DEPARTMENT NAME
2022-2023 FISCAL YEAR

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2021/2022	SALARY 2022/2023	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
10/4/2021	Committee Chair	N/A	7,000	7,000.00	7,000.00		7,000	536
10/4/2021	IT Manager	40	N/A	110,000.00	110,000.00	1,100.00	111,100	8,499
10/4/2021	Support Engineer	40	37.77	78,863.76	80,638.19	250.00	80,888	6,188
10/4/2021	Computer Technician	40	21.03	43,910.64	44,898.63		44,899	3,435
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
51810 - OVERTIME					5,000.00		5,000.00	382.50
TOTALS - DEPARTMENT							248,887.00	19,040.50

WORKDAYS

2022/2023	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - INFORMATION TECHNOLOGY DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (11/18/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52043	SERVICE CONTRACTS & REPAIRS	748,459	787,846	429,133	728,609	(59,237)	-7.52%

ACCOUNT JUSTIFICATION

Detailed Listing Attached

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ 229,677.09	\$ 232,204.70	\$ 718,914.19	\$ 748,459.31

TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY 2022-2023
3 percent escalators included for four more fiscal years

DEPT	PROJECT NAME	FISCAL YEAR 2021-2022	FISCAL YEAR 2022-2023	EST. FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	FISCAL YEAR 2026-2027	FIVE YEAR TOTAL	FUNDING SOURCE
EOC	EATON UPS DISPATCH		5,138.74	5,292.90	5,451.69	5,615.24	5,783.70	27,282.27	IT
FIRE	CNET access contract - PSDN/CEN interlink	1,800.00	1,500.00	1,545.00	1,591.35	1,639.09	1,688.26	7,963.70	IT
FIRE	5 Firehouse Internet Connectivity - Atlantic BB		10,387.80	10,699.43	11,020.42	11,351.03	11,691.56	55,150.24	IT
FIRE	Fortigate Firewall Contract	545.00	0.00	0.00	0.00	0.00	0.00	0.00	remove
FIRE	Aladtec scheduling software	2,426.00	2,595.60	2,673.47	2,753.67	2,836.28	2,921.37	13,780.39	IT
FIRE	ESO FireHouse Software Contract	5,475.00	5,475.00	5,639.25	5,808.43	5,982.68	6,162.16	29,067.52	IT
FIRE	Active 911 Alerting Application	2,220.00	0.00	0.00	0.00	0.00	0.00	0.00	IT
FIRE	Streetwise - Hanger 14		10,067.22	10,369.24	10,680.31	11,000.72	11,330.74	53,448.24	new
FIRE	NotePage Alerting Application	395.00	0.00	0.00	0.00	0.00	0.00	0.00	remove
FIRE	MERAKI MDM for 22 IPADS		0.00	0.00	0.00	0.00	1,921.47	1,921.47	new
FIRE	My Sidewalk - Craig1300 Pro community risk		927.00	954.81	983.45	1,012.96	1,043.35	4,921.57	new
FIRE	PowerDMS		6,010.86	6,191.19	6,376.92	6,568.23	6,765.28	31,912.47	new
PW	Fuel Master	3,525.00	3,090.00	3,182.70	3,278.18	3,376.53	3,477.82	16,405.23	IT
PW	ArcView ESRI	900.00	927.00	954.81	983.45	1,012.96	1,043.35	4,921.57	IT
PW	Valsoft / AWS - scale weighing system	3,650.00	3,605.00	3,713.15	3,824.54	3,939.28	4,057.46	19,139.43	IT
PW	Mechanic Diagnostic	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	remove
PW	Snap On tools diagnostic		1,499.00	1,543.97	1,590.29	1,638.00	1,687.14	7,958.39	new
PW	Nutmeg - oncommand		600.00	618.00	636.54	655.64	675.31	3,185.48	new
PW	Netmeg - navistar engine diag		1,650.00	1,699.50	1,750.49	1,803.00	1,857.09	8,760.07	new
PW	Ford - IDS		850.00	875.50	901.77	928.82	956.68	4,512.77	new
PW	Cummins Insite	500.00	850.00	875.50	901.77	928.82	956.68	4,512.77	IT
PW	Cummins Quickserve		850.00	875.50	901.77	928.82	956.68	4,512.77	new
PW	Allison Agreement	600.00	618.00	636.54	655.64	675.31	695.56	3,281.05	IT
PW	RTA-Ron Turley and Associates - Fleet Mgmt	1,250.00	2,266.00	0.00	0.00	0.00	0.00	2,266.00	IT
PW	Fleetio - Fleet Mgmt		19,499.00	19,467.00	20,051.01	20,652.54	21,272.12	100,941.67	new
PW	VHB - SamIS - Pavement tracking	3,700.00	4,000.00	4,120.00	4,243.60	4,370.91	4,502.04	21,236.54	IT
IT	Milestone Systems Video Mgmt - Utility Communications	430.00	1,284.60	1,323.14	1,362.83	1,403.72	1,445.83	6,820.12	IT
IT	Meraki AP software maintenance - 3 yr term - ePlus	3,670.00	0.00	14,158.13	0.00	0.00	0.00	14,158.13	IT
IT	CEN connectivity (tow & public) - State of CT	2,940.00	2,976.00	3,065.28	3,157.24	3,251.96	3,349.51	15,799.99	IT
IT	S2 Access Control System - Utility Communications		546.00	562.38	579.25	596.63	614.53	2,898.79	IT
IT	Fortigate for Public Network - (40f) - ePlus		362.05	372.91	384.10	395.62	407.49	1,922.17	new
IT	Fortigate for Town Network - (200f) - ePlus		3,578.90	3,686.27	3,796.86	3,910.76	4,028.08	19,000.87	new
IT	FortiAuthenticator 2FA - ePlus		1,493.00	615.94	634.42	653.45	673.05	4,069.86	new
IT	Cisco Smartnet - Cisco/ePlus	17,250.00	20,000.00	20,600.00	21,218.00	21,854.54	22,510.18	106,182.72	IT
IT	ePlus Managed Services Phone System Support - ePlus	21,310.00	21,548.78	22,195.24	22,861.10	23,546.93	24,253.34	114,405.40	IT
IT	Zoom	4,400.00	4,532.00	4,667.96	4,808.00	4,952.24	5,100.81	24,061.00	IT
IT	iBoss Content Filter - iBoss	3,800.00	2,413.79	2,486.20	2,560.79	2,637.61	2,716.74	12,815.14	IT
IT	Globalsign wildcard ssl cert - Advanced Office Systems	1,200.00	582.98	600.47	618.48	637.04	656.15	3,095.12	IT
IT	VMware - Consolidated Computing	8,000.00	8,021.64	8,262.29	8,510.16	8,765.46	9,028.43	42,587.98	IT

TOWN OF WATERFORD
Software Maintenance List
PROJECT SOFTWARE FY 2022-2023
3 percent escalators included for four more fiscal years

DEPT	PROJECT NAME	FISCAL YEAR 2021-2022	FISCAL YEAR 2022-2023	EST. FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	FISCAL YEAR 2026-2027	FIVE YEAR TOTAL	FUNDING SOURCE
IT	Veeam Backup - Consolidated Computing	2,400.00	2,488.07	2,562.71	2,639.59	2,718.78	2,800.34	13,209.50	IT
IT	Pure Storage SAN - Consolidated Computing		19,022.04	19,592.70	20,180.48	20,785.90	21,409.47	100,990.59	IT
IT	Barracuda Essentials - Consolidated Computing	8,000.00	5,000.00	5,150.00	5,304.50	5,463.64	5,627.54	26,545.68	IT
IT	Town Website - Virtual Town Hall - CivicPlus	3,600.00	7,500.00	7,725.00	7,956.75	8,195.45	8,441.32	39,818.52	IT
IT	Civic Plus Upgrade		45,000.00	46,350.00	47,740.50	49,172.72	50,647.90	238,911.11	IT
IT	Cylance Security Software - Blackberry	21,000.00	0.00	0.00	22,947.27	0.00	0.00	22,947.27	IT
IT	PDQ Inventory/Deploy - PDQ		900.00	900.00	900.00	900.00	900.00	4,500.00	IT
IT	MERAKI MDM for town mobile devices (50) - ePlus		3,850.00	0.00	0.00	0.00	0.00	3,850.00	new
IT	Globalscape EFT Express Server - Globalscape		3,658.00	737.00	759.11	781.88	805.34	6,741.33	new
IT	Microsoft Exchange Server Support - Logically		4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	20,000.00	new
IT	FreshService Help Desk Ticketing/Tracking system		4,104.00	4,227.12	4,353.93	4,484.55	4,619.09	21,788.69	new
IT	Microsoft PowerBI Pro Subscriptions		250.00	257.50	265.23	273.18	281.38	1,327.28	new
SENIOR SERVICES	Rec Desk (50% split with Rec & Parks) - new software replacing Rec Trac	4,150.00	4,150.00	4,253.75	4,360.09	4,469.10	4,580.82	21,813.76	IT
SENIOR SERVICES	Xavus - MySeniorCenter Lite - case management	830.00	809.75	829.99	850.74	872.01	893.81	4,256.31	IT
REC & PARK	Rec Desk (50% split with Senior Services) - new software replacing Rec Trac	4,150.00	4,150.00	4,253.75	4,360.09	4,469.10	4,580.82	21,813.76	IT
	TOTALS	611,594.87	773,608.93	777,027.26	815,770.99	783,475.28	808,770.37	3,958,652.82	

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - INFORMATION TECHNOLOGY DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION				15,080	15,080	#DIV/0!

FY23 VMWARE Training x2	8,500
VEEAM Backup Training x2	6,380
MUNIS Administration	100
Cyber Security (Blum Shapiro)	100

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - INFORMATION TECHNOLOGY DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	0	0		500	500	#DIV/0!

ACCOUNT JUSTIFICATION

Travel Reimbursement for Manager, Engineer and Technician. (IRS 2021 rate)

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ -	\$ -	\$ -	\$ -

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	0	0		1,815	1,815	#DIV/0!

ACCOUNT JUSTIFICATION

Cellular telephones for three IT department staff.

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WATERFORD
OFFICE & COMPUTER SYSTEM EQUIPMENT - INFORMATION TECHNOLOGY DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	OFFICE FURNITURE				1,550	1,550	#DIV/0!

ACCOUNT JUSTIFICATION

Employee Desk x2	800
Conference Table	310
Chairs	440
	<u>1,550</u>

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ -	\$ -	\$ -	\$ -

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54130	COMPUTER SYSTEM EQUIPMENT				99,909	99,909	#DIV/0!

ACCOUNT JUSTIFICATION

Detailed Listing Attached

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ -	\$ -	\$ -	\$ -

**TOWN OF WATERFORD
COMPUTER EQUIPMENT & SOFTWARE - IT
2022-2023 FISCAL YEAR**

EQUIPMENT	2016-17 ADOPTED	2017-2018 ADOPTED	2018-2019 ADOPTED	2019-2020 ADOPTED	2020-2021 ADOPTED	2021-2022 ADOPTED	2022-2023 PROPOSED	NOTES
COMPUTERS	26,794						6,340	5 desktops (\$1268ea)
LAPTOPS							7,998	6 laptops (\$1333ea)
MILESTONE SECURITY CAMERA VIEWSTATION COMPUTERS							7,282	6 desktops (2 at \$2775, 4 monitors at \$433)
SAS TAPE DRIVE AUTOLOADER FOR PD (DUAL DRIVE)							29,298	library sas lto8 autoloader and tapes
IBOSS Appliance Replacement							0	
KVM equipment for PD/EOC/MUNI							5,472	across town.
RFID cards							500	RFID cards for door access
SOFTWARE/MISCELLANEOUS EQUIP	3,000	19,500	19,500	20,585	21,000	24,000	24,000	mid year purchases and broken items
CISCO SWITCH PD MULTIGIGABYTE STACKING							10,722	add 2nd switch to pd vmware connectivity stacked for redundancy
CISCO SWITCH REPLACEMENT / UPGRADE 10GB SUPPORT							3,968	replace 1 switch at (FY23 CC/LIB) (FY24 YC/UC) with 10gb and full 48 port poe
CISCO SWITCHES TH STACKING 10GB SUPPORT							0	
CISCO 10GB UPGRADE CONNECTIVITY							4,329	10gb optics/cabling single mode for interconnectivity over new town fiber infrastructure for existing 10gb supported switches TH-MC/TH-EOC/TH-PD/PD-EOC
PRINTER REPAIR OR REPLACEMENT	500	500	500	500	1,000		0	
SERVERS AND SERVER SUPPORT		18,000	18,000	18,000	18,000	21,000	0	Physical servers remain for several town applications. Hard drives, tape backup items, and other support items.
WINDOWS LICENSING UPGRADE FOR SERVERS			1,758	1,860	1,860	1,860	0	Microsoft licenses for physical servers noted above.
SENIOR/COMMUNITY CENTER LAB UPGRADE				7,000			0	Replace MS "Vista" computers, add vision impaired keyboards and larger monitors.
SQL UPGRADE - VISION SERVER	2,135						0	
CHROME BOOKS - YOUTH SERVICES	1,200	1,400					0	
ATA SWITCHES - CISCO PHONE SYSTEM		2,000					0	
PRINTERS (6)	1,100	4,800	4,800	3,500		2,000	0	Second "half" of printer replacement
Tape Drives					2,000	2000	0	LT-07 tape media for backup/disaster recovery
Phone router at Community Center						4900	0	Replace outdated unsupported phone router
"Veeam" backup					2,400	2400	<MOVED>	Renewal; for backup software/support
VISION CAMA Software - Assessor			5,000	3,000	5,000	0	<MOVED>	
	34,729	46,200	49,558	54,445	51,260	58,160	99,909	

52080



PO BOX 489
NEWARK, NJ 07101-0489

00368835/9680/ 2.691/NB/41006782.1



Inv# 9891153766 \$ 1,352.97
VERIZON WIRELESS
10/21/2021 # Pages 94 FP94 DOC63S264
P0# 228095

REC'D FINANCE
NOV 2 '21 PM3:45

P.O.# 220095

G/L Account Number	Vendor #	9/22/21 - 10/21/21
	331	Total
10107-52080	Finance	41.05
10110-52040	Permitting	123.15
10118-52040	Building	123.15
10119-52080	Youth Services	229.61
20919-53019	Camp Dash YSB	
10123-52080	Fire Svcs	122.07
10130-52040	Public Works	244.25
10135-52040	Senior Services	41.05
10137-52080	Rec & Park	246.30
10145-52080	HR	31.05
10147-52043	IT	151.29
Total		\$1,352.97

P#PWT (#/58)

At b2b.verizonwireless.com



TOWN OF WATERFORD
DIRECTOR OF FINANCE
15 ROPE FERRY RD
WATERFORD, CT 06385-2806

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	685450205-00001	11/13/21
Change your address at http://sso.verizonenterprise.com	Invoice Number	9891153766

Quick Bill Summary

Sep 22 -- Oct 21

Previous Balance (see back for details)	\$1,071.48
Payment - Thank You	-\$1,071.49
Credit Balance	-\$0.01
Monthly Charges	\$1,341.00
Usage and Purchase Charges	
Voice	\$0.00
Messaging	\$0.00
Data	\$0.00
Surcharges and Other Charges & Credits	-\$7.82
Taxes, Governmental Surcharges & Fees	\$19.80
	\$1,352.98

Due by November 13, 2021 \$1,352.97

APPROVED FOR PAYMENT

ACCT# See list
AMOUNT \$1,352.97
FISCAL YEAR FY22
SIGNATURE [Signature]
DATE 11/2/2021

Questions:

1.800.922.0204 or *611 from your phone

Bill Date
Account Number
Invoice Number

October 21, 2021
685450205-00001
9891153766

Total Amount Due by November 13, 2021

Make check payable to Verizon Wireless.
Please return this remit slip with payment.

\$1,352.97

\$1,352.97

P.O. BOX 15062
ALBANY, NY 12212-5062



98911537660106854502050000100000135298000001352973



Invoice Number Account Number Date Due Page

9891153766 685450205-00001 11/13/21 3 of 94

Overview of Shared Usage

	Participating Lines as of 10/21/21	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
GB Data Share \$8.00/GB	1	0	5.000GB	0GB	0GB	---

Overview of Lines

Charges by Cost Center	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Charges and Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (Includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
No Cost Center														
860-235-3444 Heidi McSwain	5	\$73.32	---	---	\$9.23	\$1.32	---	\$85.41	7	43	.313GB	---	---	---
860-235-4024 Thomas Price	7	\$49.32	---	---	\$4.45	\$6.66	---	\$50.43	50	128	.756GB	---	---	---
860-235-9196 Gary Schneider	9	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	28	91	.162GB	---	---	---
860-235-9878 Youth Services 2	11	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	---	---	---	---	---	---
860-383-3215 Public Works	12	\$39.99	---	---	\$0.02	\$0.00	---	\$40.01	---	---	---	---	---	---
860-449-2056 Christine Walters	13	\$39.99	---	---	-\$9.60	\$6.66	---	\$31.05	1	66	.018GB	---	---	---
860-449-2742 Youth Services	15	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	9	452	18.690GB	---	---	---
860-608-7264 Fire Services	17	\$39.99	---	---	\$0.02	\$0.00	---	\$40.01	---	---	8.066GB	---	---	---
860-608-7452 Fire Services	18	\$39.99	---	---	\$0.02	\$0.00	---	\$40.01	---	---	---	---	---	---
860-625-5688 Billy Reynolds	19	\$49.32	---	---	\$4.45	\$6.66	---	\$50.43	2	13	.007GB	---	---	---
860-625-5765 Jeff Robillard	21	\$49.32	---	---	\$4.45	\$6.66	---	\$50.43	24	334	.889GB	---	---	---
860-772-4389 Paul Koelle	23	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	347	118	11.887GB	---	---	---
Subtotal		\$541.20	\$0.00	\$0.00	-\$15.82	\$6.60	\$0.00	\$531.98						
ADMINISTRATION														
860-449-4194 Rawie Dummett	29	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	11	9	.256GB	---	---	---
Subtotal		\$39.99	\$0.00	\$0.00	\$4.40	\$6.66	\$0.00	\$41.05						
FIRE MARSHALL														
860-625-0313 Peter Schlink	31	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	442	107	1.207GB	---	---	---
Subtotal		\$39.99	\$0.00	\$0.00	\$4.40	\$6.66	\$0.00	\$41.05						
PARKS AND REC														
860-383-3572 Rec And Parks 2	41	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	---	---	---	---	---	---
860-383-6085 Rec And Parks 3	42	\$39.99	---	---	\$4.40	\$6.66	---	\$41.05	---	---	---	---	---	---

54010

Office DEPOT
OfficeMaxFIND YOUR STORE 

ush Business Furniture Office Advantage Desk 72"W, Slate/White Spectrum, Standard Delivery

Item #141296 | 

★★★★ 3.5 (2)

\$296.49 Sale

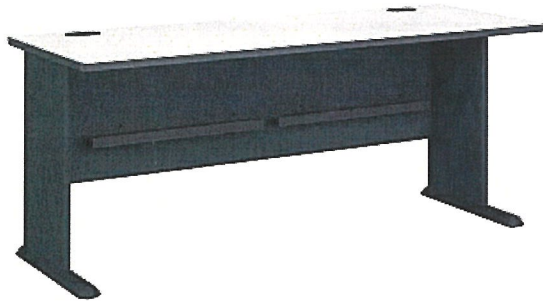
Reg. \$339.99 (You save \$43.50)

After instant savings. Exp 11/27/21.

1

Estimated 10-15 Business Day
Delivery

99+ in Stock



1 / 7

Description

The comfortable C-Leg design of the Office Advantage Desk offers loads of legroom, while a comprehensive wire management system organizes and secures computer cables to keep them out of your way.

Thermally fused laminate finish fends off scratches and stains.

Wire management system includes leg and desktop grommets with a channel on the modesty panel to keep cables under control.

Open C-Leg design provides loads of legroom so you can work in comfort.

Complete your workspace with a coordinating Hutch, Mobile File Cabinet, Keyboard Tray or Pencil Drawer (all sold separately).

Office Advantage makes the most of any space with endless configuration options and 7 attractive two-tone finishes to match your style.

Meets ANSI/BIFMA quality test standards for performance and safety.

Worksurface weight capacity tested to support 200 lbs.

Specifications

Item #

141296

Add To Cart

Color	Slate/White Spectrum
Depth	26-4/5 in.
Finish	Paper Laminate
Height	29-4/5 in.
Number Of Drawers	0 drawers
Width	71-1/2 in.
Adjustable Height	No
Assembly	Assembly Required
Delivery Method	Standard
Desk Style	No Pedestal
Locking Storage	No
Primary Material	Thermofused Laminate (TFL)
Meets/Exceeds ANSI/BIFMA Standards	Yes
Style Name	Office Advantage Desk 72"W, Standard Delivery
Warranty	10-Year Limited
Workspace Type	Business Office
Number Of Pedestals	0
Furniture Style	Contemporary
Quantity	1
Brand Name	Bush Business Furniture
Collection Name	Office Advantage
Dimensions	29-4/5 in. X 71-1/2 in. X 26-4/5 in.
Manufacturer	BUSH INDUSTRIES INC.
Material Family	Laminate
Product Type	Computer Desk

Add To Cart

[< return to search results](#)



[enlarge image](#)



Flash Furniture 72" Oval Conference Table In Rustic Gray

Item: FLFGCTL1035GRY

[Delivers in 7-10 Business Days](#)

- Commercial meeting table
- Ideal use: conference, boardroom, office
- Classic style
- Rustic gray melamine laminate finish
- Smooth stain-resistant top
- Modesty panel adds stability
- Panel legs with screw-in adjustable floor glides

\$309.99/EA

QTY

ADD TO CART

Add To List ▼

54010

[< return to search results](#)



[enlarge image](#)



SuperSeats™ "Sidekick" Mesh Guest Side Chair, Black Fabric

Item: SST25530

 [Rapid Delivery](#)

- Side chair can be stacked up to four high, making it ideal for both private offices and multi-purpose or training rooms.
- Breathable black mesh back.
- Sleek and comfortable.

\$109.99/EA

QTY

ADD TO CART

Add To List



WAB

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-19983-1

Date:

10/8/2021 10:55 AM

Expires On:

7/29/2022

Product:

CivicEngage

Client:

Waterford CT - CivicEngage

Bill To:

Waterford CT - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Alex Webb	x	alex.webb@civicplus.com		Net 30

CivicEngage - Statement of Work

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Premium Department Header Package - CivicEngage	Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout.	
1.00	Premium Department Header Annual Fee - CivicEngage	Premium Department Header Annual Fee - Community Center	Renewable
1.00	Premium Department Header Implementation - CivicEngage	Premium Department Header Implementation	One-time
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	Renewable
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	Renewable
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (https://www.waterfordct.org/)	One-time
1.00	DNS and Domain Hosting Annual Fee (http://URL)	DNS and Domain Hosting Annual Fee (https://www.waterfordct.org/)	Renewable
1.00	Premium Implementation - CivicEngage	Premium Implementation	One-time
1.00	4yr Redesign Premium Annual - CivicEngage Central	4yr Redesign Premium Annual - CivicEngage Central	Renewable
350.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	One-time
6.00	System Training (4h, virtual) - CivicEngage	CivicEngage System Training - Virtual, Half Day Block	One-time

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
5.00	Agendas & Minutes Migration - PDF - 100 Meetings - CivicEngage	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	One-time
1.00	Premium Department Header Package - CivicEngage	Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout.	
1.00	Premium Department Header Annual Fee - CivicEngage	Premium Department Header Annual Fee - Library	Renewable
1.00	Premium Department Header Implementation - CivicEngage	Premium Department Header Implementation	One-time
1.00	Premium Department Header Package - CivicEngage	Page specific Site ID, Navigation, Banner, Graphic Links, Colors; follows main site layout.	
1.00	Premium Department Header Annual Fee - CivicEngage	Premium Department Header Annual Fee - Youth Services Bureau	Renewable
1.00	Premium Department Header Implementation - CivicEngage	Premium Department Header Implementation	One-time

List Price - Year 1 Total	USD 58,531.00
Total Investment - Year 1	USD 46,259.00
Annual Recurring Services - Year 2	USD 9,915.15

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicEngage Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced upon signing of this SOW.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service. Client will pay all invoices within 30 days of the date of such invoice.
5. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed as time sensitive, such as calendar or blog content, during the Project Development.
6. **If** a Recurring Redesign line item is included with the Client's quote in this SOW, starting after 48 months of continuous service under this SOW, Client shall be entitled to receive a redesign at no additional cost. Client

may initiate such redesign any time after 48 months of continuous service. Upon the initiation of an eligible redesign project, Client may begin accumulating eligibility towards a subsequent redesign after another 48 months of continuous service. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software. Recurring Redesigns are eligible for the website, subsite, and department headers included in this SOW only. Any subsequently purchased website, subsite, and department header shall not be included in a redesign hereunder.

7. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this SOW assumes such perpetual permission.

Signature Page to Follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone**Emergency Contact & Mobile Phone****Emergency Contact & Mobile Phone****Billing Contact**

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES):

Y [] or N []

Please list all external sources:

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY: 10103 BOARD OF FINANCE

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 APPROVED BD/COMM. (1/12/22)	2022/2023 RECOMMENDED BD OF SELECTMEN (2/2/22)	BOS Approved \$ Increase	BOS Approved % Increase	2022/2023 BOARD OF FINANCE REDUCTIONS	2022/2023 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS													
51210	CLERICAL/TECHNICAL	1,460	3,611		330	2,298	2,298	(1,313)	-36.36%			-3,611	-100.00%
51920	F.I.C.A	112	276		25	230	230	(46)	-16.67%			-276	-100.00%
	SUBTOTAL	1,572	3,887	0	355	2,528	2,528	(1,359)	-34.96%	0	0	-3,887	-100.00%
SERVICES													
52010	ADVERTISING	1,694	2,300		0	2,300	2,300	0	0.00%			-2,300	-100.00%
52030	PROFESSIONAL FEES	58,800	59,300		62,500	61,800	61,800	2,500	4.22%			-59,300	-100.00%
52070	REIMBURSABLE EXPENSE		0		0			0					
	SUBTOTAL	60,494	61,600	0	62,500	64,100	64,100	2,500	4.06%	0	0	-61,600	-100.00%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	16	60		17	45	45	(15)	-25.00%			-60	
	SUBTOTAL	16	60	0	17	45	45	(15)	-25.00%	0	0	-60	
DEPARTMENT TOTAL		62,082	65,547	0	62,872	66,673	66,673	1,126	1.72%	0	0	-65,547	-100.00%

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
BOARD OF FINANCE (10103)**



BUDGET FUNCTION

THE BOARD OF FINANCE HAS THE RESPONSIBILITIES AS ESTABLISHED BY WATERFORD ORDINANCE 3.3 (BOARD OF FINANCE).

“THE BOARD OF FINANCE SHALL PREPARE THE TOWN BUDGET AND LAY THE TAXES IN ACCORDANCE WITH SECTION 7-344 OF THE GENERAL STATUTES. THE BOARD MAY APPORTION TAXES BETWEEN YEARS IN ACCORDANCE WITH SECTION 7-346 OF THE GENERAL STATUTES. THE BOARD MAY TRANSFER UNEXPENDED BALANCES IN ACCORDANCE WITH SECTION 7-347 OF THE GENERAL STATUTES. THE BOARD MAY APPROVE SPECIAL APPROPRIATIONS IN ACCORDANCE WITH SECTION 7-348 OF THE GENERAL STATUTES. THE BOARD SHALL PRESCRIBE THE METHOD BY WHICH, AND THE PLACE WHERE, ALL RECORDS AND BOOKS OF ACCOUNTS OF THE TOWN OR OF ANY DEPARTMENT OR SUBDIVISION THEREOF SHALL BE KEPT. THE BOARD SHALL ARRANGE FOR THE ANNUAL AUDIT AS REQUIRED UNDER CHAPTER 111 OF THE GENERAL STATUTES. THE BOARD OF FINANCE SHALL PUBLISH AN ANNUAL REPORT AS SET FORTH IN SECTION 7-406 OF THE GENERAL STATUTES. THE BOARD OF FINANCE SHALL HAVE ALL OTHER POWERS AND DUTIES AS BESTOWED BY THE GENERAL STATUTES.”

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
BOARD OF FINANCE (10103)**



BUDGET SUMMARY

PERSONNEL COSTS

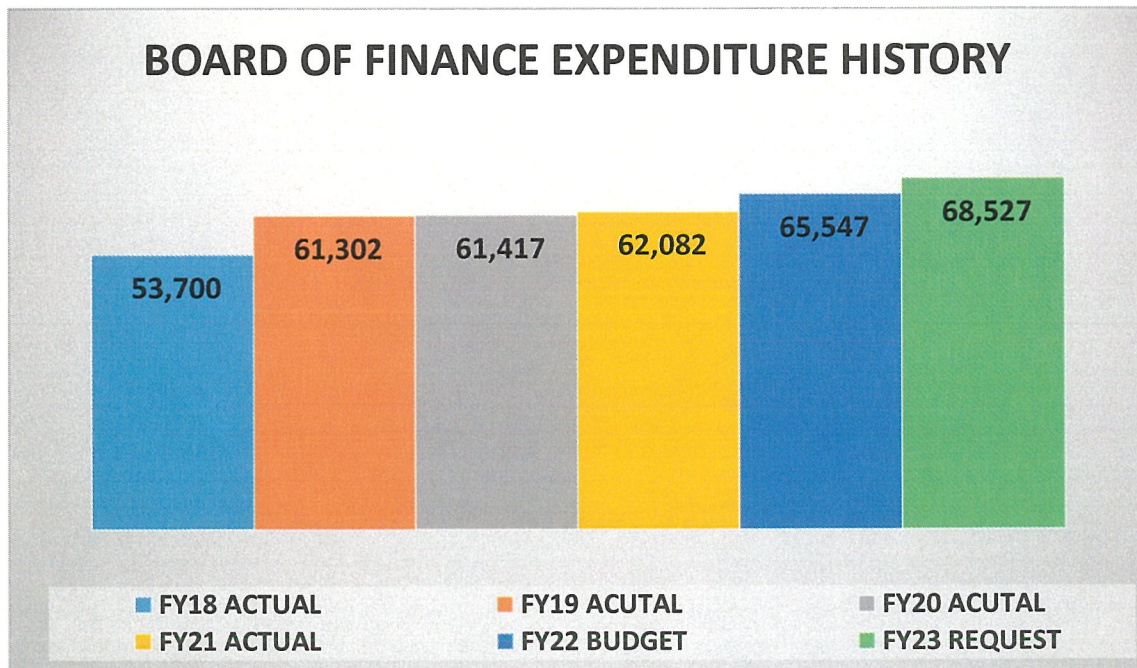
Personnel costs cover the board's clerical support. The FY23 budget request is decreased by 34.96% because of changes in the 5-year averages for number of meetings and total hours needed to record the board's minutes and actions. This clerical support to the Board is received through the Town's finance department fiscal assistant which has decreased the clerical line in the budget. The requested amount is based on current staff salary.

SERVICES

The FY23 budget request reflects a total 4.06% increase over the previous year due to an increase in our audit costs. The contract with our current audit firm (CLA) expires at the end of FY22 audit. We will issue a RFP for auditing services for the FY23 annual audit.

MATERIALS & SUPPLIES

The FY23 budget request includes funds for new member signs that may be needed after the November 2021 local elections.



**TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF FINANCE
2022/2023 FISCAL YEAR**

[illegible]

¹ Number of FY23 meetings scheduled is 21 - and 1 possible additional special meeting.

² Budget is calculated using a 5-year average. Actual hours vary depending on the meeting agenda.

**TOWN OF WATERFORD
ADVERTISING - FINANCE DEPARTMENT
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2019/2021 ACUTAL	ACTUAL AS OF 11/18/21	5 YEAR AVERAGE	PROPOSED 2022/2023
52010	ADVERTISING	2,061	1,967	1,953	1,950	1,694	0	1,925	2,300

ACCOUNT JUSTIFICATION

Legal notices for Public Hearing and printing of Proposed Budget in newspaper as required by Charter.

**TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF FINANCE
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	ACTUAL AS OF 11/18/21	PROPOSED 2022/2023
52030	PROFESSIONAL SERVICES	48,500	46,500	47,000	48,500	56,900	58,100	58,800	29,500	61,800

ACCOUNT JUSTIFICATION

Fee to conduct annual audit as required by the Municipal Auditing Act - Chapter 111 of Connecticut State Statutes

The FY22 audit year is the final year of the contract with CLA. I have estimated a 3% increase over the contracted FY22 rate for the FY23 audit.

**TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES - FINANCE DEPARTMENT
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	ACTUAL AS OF 11/18/21	PROPOSED 2022/2023
52070	REIMB TOWN EXPENSES	25	0	25	0	0		0	0

ACCOUNT JUSTIFICATION

Out of pocket expenses paid for by Board members or Town employees

**TOWN OF WATERFORD
OFFICE SUPPLIES - BOARD OF FINANCE
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	ACTUAL AS OF 11/18/21	PROPOSED 2022/2023
53010	OFFICE SUPPLIES	0	30	30	8	9	16	0	45

ACCOUNT JUSTIFICATION

Miscellaneous office supplies, such as name plates for new board members, not purchased through the consumable supplies line item in Finance.

Budget includes funds for 3 new signs @ \$15/each.

09/17/2021 08:30
kallen

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

P 1
glytdbud

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10103 BD OF FINANCE						
<u>10103 52010</u> ADVERTISING						
2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	73.6%
TOTAL BD OF FINANCE						
2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	73.6%
TOTAL GENERAL FUND						
2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	73.6%
TOTAL EXPENSES						
2,300.00	0.00	2,300.00	1,693.50	0.00	606.50	

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
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	03/01/21-03/31/21
Client		PAGE NUMBER
		Page 1 of 1
CURRENT	OVER 30 DAYS	60 AND OVER
\$ 113.50	\$ 0.00	\$ 0.00
		TOTAL DUE
		\$ 113.50

WATERFORD - TOWN OF/FINANCE DEPARTMENT
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Is your digital marketing really working? For a FREE comprehensive digital audit call Jim Schiavone at 860-701-4333 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
03/18/21	Previous Balance						\$0.00
03/18/21	889310 Town of Waterford Public Notice	DAY,DL,DWB	D00889310	3 Col X 10 Lines			\$113.50
REC'D FINANCE MAR 15 2021 04:15 Inv# D93036 033121 \$ 113.50 THE DAY PUBLISHING CO., INC. 03/31/2021 # Pages 3 FP3 D0C52S942 #157 APPROVED FOR PAYMENT ACCT# 10103-52010 AMOUNT 113.50 FISCAL YEAR F421 SIGNATURE <i>[Signature]</i> DATE 4/14/21							

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	
03/01/21-03/31/21	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	
CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 113.50	\$ 0.00	\$ 0.00	\$ 113.50

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

CREDIT CARD AUTHORIZATION

Complete the information below and return to The Day

Card Number _____ Expiration: ____ / ____ Sec. Code ____
 (MasterCard / Visa / Discover)

Signature: _____ Date _____ Amount Due \$ _____
 (This is a single use authorization.)

PUBLICATION

Abbreviation	Publication Title	Abbreviation	Publication Title
ASP	Aspire	MSR	Managed Services
CCE	Community Classified East	MVT	The Montville Times
CCW	Community Classified West	MYT	The Mystic Times
CTF	Connecticut Family	NHC	North Haven Courier
DAY	The Day	NLT	The New London Times
DWB	Digital Banners	OSG	Old Saybrook Guide
EHC	East Haven Courier	PRO	Digital Contest
EML	Email Advertising	SCM	Sound and Country Magazine
GOW	Go Westerly Magazine	SGC	Guilford Courier
GRT	The Groton Times	SHN	Harbor News
HTJ	Monster	SND	The Sound
IMAG	Digital Magazine	SRC	The Source
IMS	Digital Agency	STT	The Stonington Times
LGY	Legacy	SVC	Valley Courier
LYT	The Lyme Times	TRT	The Thames River Times
MCM	Mystic Country Magazine	WFT	The Waterford Times

Times Group

The Groton Times, The Lyme Times,
 The Montville Times, The Mystic Times,
 The New London Times, The Stonington Times,
 The Thames River Times, The Waterford Times

Shore Publishing Weeklies

East Haven Courier, North Haven
 Courier, Guilford Courier, Harbor News,
 The Sound, The Source, Valley Courier

Tearsheets are available online at ts.theday.com
 Contact your account executive for log in and password information.

Paper tearsheets are available at the cost of \$5.00 for each requested copy.

PUBLISHER'S CERTIFICATE

State of Connecticut
County of New London, ss. New London

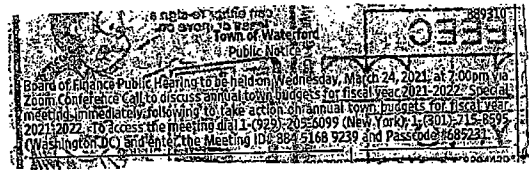
Personally appeared before the undersigned, a Notary Public within and for said County and State, Matt Suraci, Legal Advertising Clerk, of The Day Publishing Company Classifieds dept, a newspaper published at New London, County of New London, state of Connecticut who being duly sworn, states on oath, that the Order of Notice in the case of

889310 Town of Waterford Public Notice
Board of Finance P

A true copy of which is hereunto annexed, was published in said newspaper in its issue(s) of

03/18/2021

Cust: WATERFORD - TOWN OF/FINANC
Ad #: d00889310



Matt Suraci

Subscribed and sworn to before me

This Thursday, March 18, 2021

Maryella Solinsky
Notary Public
My commission expires 5/31/24

REC'D FINANCE
MAR 30 '21 PM2:29

FY21


 theday.com

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

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93177	WATERFORD TOWN - TOWN CLERK	04/01/21-04/30/21
Client		PAGE NUMBER
		Page 1 of 1
CURRENT	OVER 30 DAYS	60 AND OVER
\$ 2,622.60	\$ 0.00	\$ 0.00
		DUE DATE
		5/31/21
		TOTAL DUE
		\$ 2,622.60

WATERFORD TOWN - TOWN CLERK
15 ROPE FERRY RD
WATERFORD, CT 06385

Is your digital marketing really working? For a FREE comprehensive digital audit call Jim Schiavone at 860-701-4333 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
	Inv# d93177 043021 \$ 2,622.60 THE DAY PUBLISHING CO., INC. 04/30/2021 # Pages 7 FP7 D0C54S183						\$663.60
			303702				(\$663.60)
04/07/21	891538 ADVERTISEMENT FOR BIDS	DAY, DWB	D00891538	3 Col X 58 Lines			\$530.10
04/08/21	891538 ADVERTISEMENT FOR BIDS	DL	D00891538	3 Col X 58 Lines			\$20.00
04/15/21	892107 TOWN OF WATERFORD Notif	DAY, DL, DWB	D00892107 TC	3 Col X 20 Lines			\$199.05
04/23/21	Town of Waterford Legal display	DAY, DL	D00892750 BOF	5x14.25 71.25			\$1,580.00
04/26/21	892892 TOWN OF WATERFORD REF	DAY, DL, DWB	D00892892 RTM	3 Col X 30 Lines			\$293.45
#157 APPROVED FOR PAYMENT 2,622.60 ACCT# See List AMOUNT \$2,662.60 FISCAL YEAR FY 21 SIGNATURE [Signature] DATE 5/19/21							RECEIVED FOR RECORD
G/L Account Number				Total			
10103-52010				1,580.00			
33020-55850				550.10			
10117-52010				492.50			
Total				\$2,622.60			

Day Credit Department
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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	
04/01/21-04/30/21	D93177	WATERFORD TOWN - TOWN CLERK	
CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 2,622.60	\$ 0.00	\$ 0.00	\$ 2,622.60

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

09/17/2021 08:31
kallen

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

P 1
glytdbud

FOR 2020 13

ACCOUNTS FOR: 101 GENERAL FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10103 BD OF FINANCE						
<u>10103 52010</u> ADVERTISING						
2,350.00	0.00	2,350.00	1,950.15	0.00	399.85	83.0%*
TOTAL BD OF FINANCE						
2,350.00	0.00	2,350.00	1,950.15	0.00	399.85	83.0%
TOTAL GENERAL FUND						
2,350.00	0.00	2,350.00	1,950.15	0.00	399.85	83.0%
TOTAL EXPENSES						
2,350.00	0.00	2,350.00	1,950.15	0.00	399.85	

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
05/10/20	Previous Balance						\$0.00
05/10/20	Waterford Finance- Budget	DAY,DWB	D00863865	5x10 50.00			\$1,895.00
 Inv# D93036 053120 \$ 1,895.00 THE DAY PUBLISHING CO., INC. 05/31/2020 # Pages 3 FP3 D0C36S513 MENT ACCT# <u>10103-52010</u> AMOUNT <u>\$1,895.00</u> FISCAL YEAR <u>FY 20</u> SIGNATURE <u>Kimella</u> <u>6/14/20</u>							
REC'D FINANCE JUN 4 '20 AM 10:54							

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860-442-2200
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800-542-3354

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

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT
05/01/20-05/31/20	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 1,895.00	\$ 0.00	\$ 0.00	\$ 1,895.00

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

TOWN OF WATERFORD PROPOSED GENERAL FUND BUDGET - REVENUE & EXPENSES

FISCAL YEAR 2022

The RTM Meeting of the Town of Waterford will hold its Annual Budget Meeting via Zoom Conference call on Monday, May 3, 2021, at 6:00 pm to consider and act upon the Town Budget for Fiscal Year 2022. All interested citizens of the Town of Waterford has the right to provide written comments concerning the budget. To submit public comment, see the agenda or email the Town Clerk at dcampo@waterfordct.org. You may also send them to Dave Campo, Town Clerk, Waterford Town Hall, 15 Rope Ferry Road, Waterford, CT 06385. A copy of this notice and the entire proposed budget for the Town of Waterford will be available for public inspection weekdays at the Town Clerk's Office, Town Hall, 15 Rope Ferry Road, Waterford, CT between the hours of 8:00 am and 4:00pm beginning Monday, April 12, 2021. The budget as recommended by the Board of Finance for Fiscal Year 2022 for the Town of Waterford as follows:

GENERAL FUND REVENUES:	FY 2019-2020 ACTUAL	FY 2020-2021 ESTIMATED	FY 2021-2022 ANTICIPATED
STATE OF CONNECTICUT			
EDUCATION	350,244	332,091	332,444
GENERAL GOVERNMENT	716,907	716,553	710,622
TOTAL STATE OF CT	1,067,151	1,048,644	1,043,066
OTHER SOURCES			
FEDERAL SOURCES	0	0	0
EDUCATION	65,880	189,360	201,590
GENERAL GOVERNMENT	3,826,059	2,382,155	2,383,383
TOTAL OTHER SOURCES	3,891,939	2,571,515	2,584,973
TOTAL REVENUES BEFORE PROPERTY TAXES	4,959,090	3,620,159	3,628,039
AMOUNT TO BE RAISED BY TAXATION	91,758,276	92,262,639	94,084,450
TOTAL GENERAL FUND REVENUE	96,717,366	95,882,798	97,712,489
ESTIMATED FUND BALANCE APPLIED	0	0	0
GENERAL FUND EXPENSES:	FY 2019-2020 ACTUAL EXPENDITURES	FY 2020-2021 PROJECTED EXPENDITURES	FY 2021-2022 BD OF FINANCE RECOMMENDED
GENERAL GOVERNMENT:			
BOARD OF SELECTMEN	392,891	201,320	205,313
REGISTRARS OF VOTERS	69,802	74,279	74,508
BOARD OF FINANCE	61,418	66,000	65,547
ASSESSOR	290,208	283,613	291,847
BD. ASSESSMENT OF APPEALS	1,446	1,588	1,620
TAX COLLECTOR	198,508	206,156	211,907
FINANCE DEPARTMENT	655,167	701,270	653,894
LEGAL DEPARTMENT	307,356	298,000	298,000
TOWN CLERK	265,192	267,309	269,750
PLANNING & ZONING	550,528	629,267	634,914
BUILDING MAINTENANCE	225,090	253,045	778,870
INSURANCE	4,649,884	4,658,000	4,717,903
ECONOMIC DEVELOPMENT COMM	6,831	8,576	10,076
CONSERVATION COMMISSION	16,969	18,250	18,250
ZONING BOARD OF APPEALS	2,459	4,310	4,310
RETIREMENT COMMISSION	5,098,103	5,982,978	5,682,906
REPRESENTATIVE TOWN MTG.	18,019	18,953	18,903
BUILDING DEPARTMENT	244,453	289,423	293,008
SOC. SVC GRANTS/MISC.	83,175	81,780	84,366
CONTINGENCY	114,934	265,000	265,000
FLOOD & EROSION CONTROL BD	335	2,138	2,138
ETHICS COMMISSION	1,011	650	850
HUMAN RESOURCES DEPARTMENT	244,000	266,233	265,664
COMMUNITY USE OF SCHOOLS	172,252	86,126	0
EMERGENCY MANAGEMENT	1,122,592	1,087,258	1,062,665
FIRE SERVICES	3,069,463	3,101,562	3,326,034
POLICE DEPARTMENT	6,272,172	6,450,741	6,421,688
INFORMATION TECHNOLOGY	753,374	824,968	846,642
PUBLIC WORKS DEPARTMENT	4,357,816	4,689,207	4,709,654
YOUTH & FAMILY SERVICES	242,910	244,743	232,634
CONSERVATION OF HEALTH	140,082	139,197	142,282
PUBLIC HEALTH NURSING SERVICES	25,830	27,820	27,820
SENIOR CITIZENS COMMISSION	477,293	548,127	491,489
WATERFORD PUBLIC LIBRARY	1,017,094	1,069,663	999,475
RECREATION & PARKS COMMISSION	1,438,643	1,511,615	1,450,159
TOTAL GENERAL GOVERNMENT	32,587,300	34,359,165	34,560,086
BOARD OF EDUCATION:			
OPERATING BUDGET	48,672,211	50,372,315	51,043,047
TOTAL BOARD OF EDUCATION	48,672,211	50,372,315	51,043,047
CAPITAL AND DEBT SERVICE			
CURRENT YEAR CAPITAL IMPR.	1,443,850	2,216,680	2,964,754
TRANS TO CAP & NON-REC.	0	1,401,280	900,600
DEBT SERVICE	7,389,902	7,628,790	7,934,633
TOTAL CAPITAL AND DEBT SERVICE	8,833,752	11,246,750	11,799,987
TOTAL GENERAL FUND	90,093,263	95,978,230	97,403,120
			Ronald R. Fedor Chairman, Board of Finance



47 Eugene O'Neill Drive
New London, CT 06320
860-442-2200
www.theday.com

Classified Advertising Proof

Order Number: d00889287

WATERFORD TOWN - TOWN CLERK
15 Rope Ferry Road Town's Clerk
WATERFORD, CT 06385
860-444-5831

Title: The Day | Class: Public Notices 010
Start date: 3/18/2021 | Stop date: 3/18/2021 |
Insertions: 1 | Lines: 0 ag

Title: Day Website | Class: Public Notices 010
Start date: 3/18/2021 | Stop date: 3/18/2021 |
Insertions: 1 | Lines: 0 ag

Title: Digital-Legal | Class: Public Notices 010
Start date: 3/18/2021 | Stop date: 3/18/2021 |
Insertions: 1 | Lines: 0 ag

A preview of your ad will appear between the two solid lines.

889287

Town of Waterford Public Notice

Board of Finance Public Hearing to be held on Wednesday, March 24, 2021, at 7:00pm via Zoom Conference Call to discuss annual town budgets for fiscal year 2021-2022. Special meeting immediately following to take action on annual town budgets for fiscal year 2021-2022. To access the meeting dial 1-(929)-205-6099 (New York), 1-(301)-715-8595 (Washington DC) and enter the Meeting ID# 884 5168 9239 and Passcode #685231.

Total Order Price: \$113.50

Please call your ad representative by 3PM today with any ad changes.

Salesperson: Matt Suraci | Printed on: 3/16/2021
Telephone: 860-701-4276 | Fax: 860-442-5443
Email: Legal@theday.com

Running on 3/18/21



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

WATERFORD - TOWN OF/FINANCE
DEPARTMENT
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Inv# D93036 033120 \$ 55.15
THE DAY PUBLISHING CO., INC.
03/31/2020 # Pages 6 FP6 D0C33S1013

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	03/01/20-03/31/20
Client		PAGE NUMBER
		Page 1 of 1
CURRENT	OVER 30 DAYS	60 AND OVER
\$ 55.15	\$ 0.00	\$ 0.00
		DUE DATE
		4/30/20
		TOTAL DUE
		\$ 55.15

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

CHECK NUMBER

AMOUNT PAID

55.15

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

PUBLICATIONS	REFERENCE # / PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
Previous Balance					\$0.00
03/14/20 859764 Town of Waterford Public Notic	DAY,DWB	000859764	1 Col X 17 Lines		\$55.15
# 157 APPROVED FOR PAYMENT ACCT# 10103 - 52010 AMOUNT \$55.15 FISCAL YEAR FY 20 SIGNATURE <i>[Signature]</i> DATE 4/7/20					

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

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

Accounting Fax
Advertising Fax
Classified Fax

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

REC'D FINANCE
APR 7 '20 AM 9:02

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT	
03/01/20-03/31/20	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	
CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$ 55.15	\$ 0.00	\$ 0.00	\$ 55.15

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

PUBLISHER'S CERTIFICATE

State of Connecticut
County of New London, ss. New London

Personally appeared before the undersigned, a Notary Public within and for said County and State, Michelle Savona, Legal Advertising Clerk, of The Day Publishing Company Classifieds dept, a newspaper published at New London, County of New London, state of Connecticut who being duly sworn, states on oath, that the Order of Notice in the case of

859764 Town of Waterford Public Notice
Board of Finance Pu

A true copy of which is hereunto annexed, was published in said newspaper in its issue(s) of

03/14/2020

Cust: WATERFORD - TOWN OF/FINANC
Ad #: d00859764

Michelle Savona

Subscribed and sworn to before me

This Friday, March 20, 2020

Margellen Jolmsky

Notary Public

My commission expires

5/31/24

859764
Town of Waterford
Public Notice
Board of Finance Public
Hearing to be held on Mon-
day, March 23, 2020 at 7:00
p.m. in Waterford Town
Hall Auditorium to discuss
annual town budgets for
fiscal year 2020-2021. Spe-
cial meeting immediately
following to take action on
annual town budgets for
fiscal year 2020-2021.

REC'D PURCHASING
24 MAR '20 PM2:08



47 Eugene O'Neill Drive
New London, CT 06320
860-442-2200
www.theday.com

Classified Advertising Proof

Order Number: d00859764

Gail Miller
WATERFORD - TOWN OF/FINANCE DEPARTMENT
N/A
WATERFORD, CT 06385
860-440-0562

Title: The Day | Class: Public Notices | 010
Start date: 3/14/2020 | Stop date: 3/14/2020 |
Insertions: 1 | Lines: 0 ag

Title: Day Website | Class: Public Notices | 010
Start date: 3/14/2020 | Stop date: 3/14/2020 |
Insertions: 1 | Lines: 0 ag

A preview of your ad will appear between the two solid lines.

859764

Town of Waterford
Public Notice
Board of Finance Public
Hearing to be held on Mon-
day, March 23, 2020 at 7:00
p.m. in Waterford Town
Hall Auditorium to discuss
annual town budgets for
fiscal year 2020-2021. Spe-
cial meeting immediately
following to take action on
annual town budgets for
fiscal year 2020-2021.

Total Order Price: \$55.15

Please call your ad representative by 3PM today with any ad changes.

Salesperson: Michelle Savona | Printed on: 3/13/2020
Telephone: 860-701-4276 | Fax: 860-442-5443
Email: Legal@theday.com

Board of Finance
Regular Meeting Minutes

*Wednesday, January 13, 2021

7:00 pm, Revision #1

*Date was changed from 1/13/2020 to 1/13/2021 due to clerical error

Present: Chairman Ronald R. Fedor (7:10pm), Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson, Tali Maidelis, Robert Tuneski

Elected: Robert J. Brule, First Selectman

RTM: None

Staff: Neftali Soto, Director Utility Commission, Paige Walton, Assessor, Kimberly Allen, Finance Director, Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

A quorum was established and a call to order was established at 7:05 pm, January 13, 2020.

2. Public comment: No public comment.

3. Approval and acceptance of minutes:

Motion by John Sheehan and **seconded** by Glen Patterson to approve the minutes of the last meeting and revise item number 4 due to clerical error.

Vote: 7-0

Motion: Passed

4. To consider and act on a request from Kimberly Allen, Finance Director, to extend CLA/Blum Shapiro's contract by two additional years (FY21 and FY22).

Motion by John Sheehan and **seconded** by Tali Maidelis to consider extending the CLA/Blum Shapiro contract.

Discussion ensued regarding the new fees for the coming year.

Vote: 6-1

Abstain: Robert Tuneski

Motion: Passed

5. To consider and act on a request by the Waterford Utility Commission to reallocate funds from one CIP project, In-Line Wastewater Solid Grinders Line #33120-55821 to a new CIP project, Richards Grove Pumping Station Emergency Generator.

Motion by John Sheehan and **seconded** by Tali Maidelis to approve to reallocate funds from In-Line Wastewater Solid Grinders line #33120-55821 to the new CIP project Richards Grove Pumping Station Emergency Generator new account line.

Vote: 7-0

Motion: Passed

6. To consider and act on a transfer request from Waterford Utility Commission and create a new CIP project account number and approve a transfer of money from 33120-55821 to new CIP

Motion by John Sheehan to decrease 33120-55821 by \$31,677 and increase the new account by \$31,677. John Sheehan requests that a memo be sent to the RTM so they know that we did this.

Amended Motion by John Sheehan to change the amount from \$31,677 to \$37,000 and **seconded** by Glenn Patterson.

Vote: 7-0

Motion: Passed

7. To consider and act on a request from, the Board of Finance, on behalf of Kimberly Allen, Finance Director, Town of Waterford, for and **FY21 Out of Series Transfers** as follows:

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10103-53010	Office Supplies	0.00	(15.90)	15.90		0.00
10103-51210	Clerical & Technical	4,100.00	3765.03		(15.90)	3.749.13
	Total			15.90	(15.90)	

Motion by John Sheehan to decrease Clerical & Technical by \$15.90 and increase Office Supplies by \$15.90, **seconded** by Tali Maidelis to approve the transfer as stated.

Vote: 7-0

Motion: Passed



CLA (CliftonLarsonAllen LLP)
29 South Main Street
4th Floor
West Hartford, Connecticut 06107
860-561-4000 | fax 860-521-9241
CLAconnect.com

January 15, 2021

Ronald R. Fedor, Chair
Board of Finance
Town of Waterford, Connecticut
15 Rope Ferry Road
Waterford, CT 06385

Dear Mr. Fedor

The purpose of this letter is to provide a quote to continue providing the following services to the Town of Waterford, Connecticut for the fiscal years ending June 30, 2021, and 2022:

1. Audit of the financial statements (CAFR).
2. Federal Single Audit
3. State Single Audit
4. Agreed-upon procedures related to the Board of Education EFS.

Our proposed all-inclusive fixed fees for these services are included in the table below. We have included our fiscal year 2020 fees for comparison purposes as well as each fiscal year's percentage increase for the Town:

Service	Current Price	Proposed Fees	
	2020	2021	2022
Town			
Financial Statement Audit	\$ 18,720	\$ 19,100	\$ 19,500
Federal Single Audit	5,200	5,300	5,400
State Single Audit	5,200	5,300	5,400
Preparation of Draft Financial Statements	5,200	5,300	5,400
Sub-total (Town)	34,320	35,000	35,700
Board of Education			
Financial Statement Audit	12,380	12,600	12,900
Federal Single Audit	5,200	5,300	5,400
State Single Audit	5,200	5,300	5,400
EFS	1,100	1,150	1,200
Cafeteria	1,100	1,150	1,200
Sub-total (Board of Education)	24,980	25,500	26,100
Total Fees	\$ 59,300	\$ 60,500	\$ 61,800
Town audit percentage increase		2.02%	2.15%

(1) Changes to the audit fee for each year are described below:

- a. 2021
 - i. Modest inflationary increase of \$1,200
- b. 2022
 - i. Modest inflationary increase of \$1,300

(2) Fees have been flat for the past 3 years; increase represents modest inflationary increase to cover the two-year period

In addition, reflected in our proposed fees is a technology and client support fee (equal to 5% of the total professional fees). The technology and client support fee related to the increasing costs of responding to the rapid advance of technology. We believe that through the technology fees, we will be able to continue to utilize technology to migrate risks and develop innovative service techniques that will drive down the cost of providing such services to our clients.

Our last word on fees – we are committed to service you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we will appreciate the opportunity to discuss with you the scope of our services.

At CLA, it's more than just getting the job done.

If you are in agreement with the contents of this letter, please sign in the space provided on the following page and forward to me (vanessa.rossitto@claconnect.com) at your earliest convenience.

Thank you.

Sincerely,

CliftonLarsonAllen LLP



Vanessa E. Rossitto, CPA
Principal
860-561-6824
Vanessa.rossitto@claconnect.com

09/17/2021 08:40
kallen

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

P 1
glytdbud

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
10103 BD OF FINANCE							
<u>10103 52030</u>	PROFESSIONAL FEES						
59,300.00	0.00	59,300.00	58,800.00	0.00	500.00	99.2%	
TOTAL BD OF FINANCE							
59,300.00	0.00	59,300.00	58,800.00	0.00	500.00	99.2%	
TOTAL GENERAL FUND							
59,300.00	0.00	59,300.00	58,800.00	0.00	500.00	99.2%	
TOTAL EXPENSES							
59,300.00	0.00	59,300.00	58,800.00	0.00	500.00		

blumshapiro
accounting • tax • advisory

29 South Main Street
P.O. Box 272000
West Hartford, CT 06127-2000

Tel: 860.561.4000
Fax: 860.521.9241
blumshapiro.com

July 7, 2020

Kim Allen
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Terms: Due upon receipt

730195
Invoice: 45136082

For professional services rendered in connection with:

Progress Billing #1 - June 30, 2020 Audit	20,000.00
Total Services	20,000.00
Total Current Charges	<u>\$20,000.00</u>

Inv# 7630195 45136082 \$ 20,000.00
BLUM, SHAPIRO & COMPANY, PC
07/07/2020 # Pages 1 FP1 D0C37S282

APPROVED FOR PAYMENT

ACCT# 10103-52030

AMOUNT \$20,000.00

FISCAL YEAR FY20

SIGNATURE Kim Allen

DATE 7/9/20

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45136082

Amount Due: \$20,000.00

Remittance Address

Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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Please visit our bill pay website at
www.billpay.blumshapiro.com

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October 8, 2020

Kim Allen
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

29 South Main Street
P.O. Box 272000
West Hartford, CT 06127-2000

Tel: 860.561.4000
Fax: 860.521.9241
blumshapiro.com

Terms: Due upon receipt

730195
Invoice: 45140596

For professional services rendered in connection with:

Progress Billing #2 - June 30, 2020 Audit

Total Services

Total Current Charges

25,000.00

25,000.00

\$25,000.00

Inv# PROGRESS #2 JUNE 2020 \$ 25,000.00
BLUM, SHAPIRO & COMPANY, PC
10/08/2020 # Pages 1 FP1 DOC40S174

APPROVED FOR PAYMENT

ACCT# 10103-52030

AMOUNT \$25,000

FISCAL YEAR FY 21

SIGNATURE

Kim Allen
10/20/20

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45140596

Amount Due: \$25,000.00

Remittance Address

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Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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West Hartford, CT 06127-2000

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November 5, 2020

Kim Allen
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Terms: Due upon receipt

730195
Invoice: 45142783

For professional services rendered in connection with:

Progress Billing #3 - June 30, 2020 Audit	10,000.00
Total Services	10,000.00
Total Current Charges	<u>\$10,000.00</u>

APPROVED FOR PAYMENT

ACCT# 10103-52030

AMOUNT \$10,000.00

FISCAL YEAR 21

SIGNATURE Kim Allen

DATE 11/5/2020



Inv# 45142783 \$ 10,000.00
BLUM, SHAPIRO & COMPANY, PC
11/05/2020 # Pages 1 FP1 DOC40S1035

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45142783

Amount Due: \$10,000.00

Remittance Address

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Fax: 860.521.9241
blumshapiro.com

December 7, 2020

Kim Allen
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Terms: Due upon receipt

730195
Invoice: 45144058

For professional services rendered in connection with:

Final Billing - June 30, 2020 Audit	4,300.00
Less: Electronic Copy Only Discount	-500.00
Total Services	3,800.00
Total Current Charges	<u>\$3,800.00</u>

Inv# 45144058 \$ 3,800.00
BLUM, SHAPIRO & COMPANY, PC
12/07/2020 # Pages 1 FP1 D0C40S2365

APPROVED FOR PAYMENT

ACCT# 10103-52030
AMOUNT \$3800.00
FISCAL YEAR FY21
SIGNATURE Kim Allen
DATE 12/8/20

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45144058

Amount Due: \$3,800.00

Remittance Address

Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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09/17/2021 08:39
kallen

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

P 1
glytdbud

FOR 2020 13

ACCOUNTS FOR: 101 GENERAL FUND							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
10103 BD OF FINANCE							
<u>10103 52030</u>	PROFESSIONAL FEES						
58,100.00	0.00	58,100.00	58,100.00	0.00	0.00	100.0%*	
TOTAL BD OF FINANCE							
58,100.00	0.00	58,100.00	58,100.00	0.00	0.00	100.0%	
TOTAL GENERAL FUND							
58,100.00	0.00	58,100.00	58,100.00	0.00	0.00	100.0%	
TOTAL EXPENSES							
58,100.00	0.00	58,100.00	58,100.00	0.00	0.00		

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Fax: 860.521.9241
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July 8, 2019

Kevin McNabola
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

730195
Invoice: 45119972

For professional services rendered in connection with:
Progress Billing #1 June 30, 2019 Audit
Total Services
Total Current Charges

15,000.00

15,000.00

\$15,000.00

APPROVED FOR PAYMENT

ACCT# 10103-52080
AMOUNT \$15,000
FISCAL YEAR FY20
SIGNATURE Km
DATE 7/16/2019

Inv# 45119972 730195 \$ 15,000.00
BLUM, SHAPIRO & COMPANY, PC
07/08/2019 # Pages 1 FP1 DOC20S95

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45119972

Amount Due: \$15,000.00

Remittance Address

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Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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October 9, 2019

Kevin McNabola
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

730195
Invoice: 45123026

For professional services rendered in connection with:
Progress Billing #2 - June 30, 2019 Audit

Total Services

35,000.00

35,000.00

Total Current Charges

\$35,000.00

Inv# 45123026 \$ 35,000.00
BLUM, SHAPIRO & COMPANY, PC
10/09/2019 # Pages 1 FP1 D0C25S647

APPROVED FOR PAYMENT

ACCT# 10103 52030

AMOUNT \$ 35,000.00

FISCAL YEAR 20

SIGNATURE Km

11/25/19

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45123026

Amount Due: \$35,000.00

Remittance Address

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Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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Tel: 860.561.4000
Fax: 860.521.9241
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December 31, 2019

Kevin McNabola
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

730195
Invoice: 45126921

For professional services rendered in connection with:

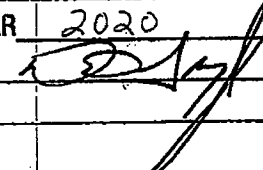
Final Billing - June 30, 2019 Audit	8,100.00
Total Services	8,100.00
Total Current Charges	<u>\$8,100.00</u>

APPROVED FOR PAYMENT

ACCT# 10103-58030

AMOUNT 8,100.⁰⁰

FISCAL YEAR 2020

SIGNATURE 

DATE

Inv# 45123921 \$ 8,100.00
BLUM, SHAPIRO & COMPANY, PC
12/31/2019 # Pages 1 FP1 D0C32S107

Remittance Advice - Please return with your payment.

Client 730195 - Town of Waterford

Invoice No. - 45126921

Amount Due: \$8,100.00

Remittance Address

Blum Shapiro & Company P.C.
Dept 106067
P.O. Box 150489
Hartford, CT 06115-0489

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TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET

DEPT/AGENCY: 10121 CONTINGENCY

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/8/21)	2022/2023 RECOMMENDED BD OF SELECTMEN (2/2/22)	BOS Approved \$ Increase	BOS Approved % Increase	2022/2023 BOARD OF FINANCE REDUCTIONS	2022/2023 RECOMMENDED BD OF FINANCE	BOF Approved \$ Increase	BOF Approved % Increase
	MISCELLANEOUS													
59010	CONTINGENCY	204,072	265,000		178,687	265,000	265,000	265,000	0	0.00%			-265,000	-100.00%
	SUBTOTAL	204,072	265,000	0	178,687	265,000	265,000	265,000	0	0.00%	0	0	(265,000)	-100.00%
	DEPARTMENT TOTAL	204,072	265,000	0	178,687	265,000	265,000	265,000	0	0.00%	0	0	(265,000)	-100.00%

TOWN OF WATERFORD FY2023 BUDGET REQUEST CONTINGENCY (10121)



BUDGET FUNCTION

Section 7-348 of the Connecticut General Statutes provides that “the estimate of expenditures submitted by the Board of Finance to the annual town meeting or annual budget meeting may include a recommended appropriation for a contingent fund in an amount not to exceed three percent (3%) of the total estimated expenditures for the current fiscal year.”

Specific use of the 2022-2023 contingency is unknown at this time; the amount is appropriated for the use of unanticipated expenses. Examples of unanticipated expenses include:

- Payment of accrued time for employee retirement
- Pension contribution rate increases (the Town is not notified of its contribution rate until February)
- Accrued vacation/sick time buy-outs at termination
- Union negotiated contracts finalized during the year
Expected contract settlements during the FY23:
 - Police
 - 1303 (Clerical & Technical)
 - Dispatchers
- Other unanticipated expenditures that may arise during the course of the fiscal year

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
CONTINGENCY (10121)**



BUDGET SUMMARY

The FY2023 budget request remains flat since FY2021.

**TOWN OF WATERFORD
PROPOSED CONTINGENCY BUDGET
2022/2023 FISCAL YEAR**

CONTINGENCY FUND CALCULATION AT 3% of 2022 ADOPTED EXPENDITURES

GENERAL FUND	34,560,086
BOARD OF EDUCATION	50,645,471
CAPITAL	3,865,354
DEBT SERVICE	7,934,633
PROJECTED EXPENDITURES 2022	<u>97,005,544</u>
 3% OF EXPENDITURES	 <u>2,910,166</u>

PROPOSED CONTINGENCY BUDGET **265,000**

FISCAL YEAR	ADOPTED BUDGET	ADDITIONAL APPROPRIATION	ACTUAL EXPENDITURES ⁽¹⁾	CONTINGENCY APPROPRIATION ⁽¹⁾	% OF PRIOR YEAR BUDGET	CONTINGENCY USED ⁽¹⁾	AMOUNT USED AS A % OF ACTUAL EXPENDITURES
2021-2022	97,005,544	0	33,045,412	265,000	0.28%	178,687	0.54%
2020-2021	95,978,230	0	93,822,142	265,000	0.28%	204,072	0.22%
2019-2020	95,267,503	0	94,482,714	250,000	0.27%	201,682	0.21%
2018-2019	93,146,501	800,000	92,983,504	265,000	0.29%	114,934	0.12%
2017-2018	90,791,493	693,075	90,692,176	245,000	0.28%	241,001	0.27%
2016-2017	89,048,631	0	88,457,466	265,000	0.31%	233,498	0.26%
2015-2016	86,328,469	0	85,729,177	245,000	0.28%	245,000	0.29%
2014-2015	86,972,410	0	86,720,266	245,000	0.30%	245,000	0.28%
2013-2014	81,732,977	0	80,914,330	250,000	0.32%	102,556	0.13%
2012-2013	78,790,589	0	78,339,868	250,000	0.34%	249,696	0.32%
2011-2012	74,335,161	0	73,950,456	250,000	0.35%	239,326	0.32%
2010-2011	72,010,209	180,173	71,986,018	250,000	0.36%	25,000	0.03%
2009-2010	69,945,242	0	69,945,242	250,000	0.36%	250,000	0.36%
AVERAGE				252,500	0.31%		0.23%

⁽¹⁾ AS OF 11/18/21

**TOWN OF WATERFORD
2021-2022 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2021-2022 APPROPRIATION					\$265,000.00
Youth & Family Services	10119-51210 (clerical & technical)	Receptionist Position	11/10/2021	(62,992.00)	\$202,008.00
	10119-51910 (FICA)	Taxes for Position	11/10/2021	(3,733.00)	\$198,275.00
Insurance	10112-52201 (LAP)	Cyber Security Insurance Premium	8/11/21	(77,273.00)	\$121,002.00
IT	10147-54130 (computer equipment)	New firewall	8/11/21	(5,463.00)	\$115,539.00
IT	10147-52043 (service contracts)	New MFA contract	8/11/21	(5,226.00)	\$110,313.00
First Selectman	10101-52030 (professional fees)	Jay Levin contract	7/21/21	(24,000.00)	\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
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					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
					\$86,313.00
TOTAL TRANSFERS FROM CONTINGENCY				\$178,687.00	

**TOWN OF WATERFORD
2020-2021 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2020-2021 APPROPRIATION					\$265,000.00
Police Capital	32921-55864	Body Cameras	8/8/2020	(11,850.00)	\$60,928.00
Fire Services	10123-51410, firefighting & 51920 (FICA)	FLSA Claim Settlement	10/23/20	(77,044.00)	\$187,956.00
Police Department	10129-53220 (marine patrol supplies)	Replacement Generator for Patrol Boat	2/10/21	(16,566.00)	\$171,390.00
Information Technolgoy	10147-52043 (contracts)	PD Records Management Software	2/10/21	(33,639.00)	\$137,751.00
Library	10136-5110 (adminsitrations)	Payout to Administrator	2/10/21	(44,471.00)	\$93,280.00
Town Clerk	various	Election needs	6/30/21	(4,024.00)	\$89,256.00
Youth & Family	10119-51110 (administration)	Additional Staff Salary	6/30/21	(3,758.00)	\$85,498.00
Youth & Family	10119-51210 (clerical)	Additional Staff Salary	6/30/21	(12,720.00)	\$72,778.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
					\$60,928.00
TOTAL TRANSFERS FROM CONTINGENCY					\$204,072.00

**TOWN OF WATERFORD
2019-2020 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2019-2020 APPROPRIATION					\$250,000.00
First Selectman	10101-52020 Postage	State of CT mailing for Vietname era award ceremony	12/11/19	(200.00)	\$249,800.00
Building Maintenance	10111-55030 Public Improvements	to complete necessary town facility maintenance (window films, roof repairs, sump pump)	3/11/20	(10,000.00)	\$239,800.00
First Selectman	10101-53119 Emergency Expenditures	to cover COVID-19 expenditures	9/9/20	(191,482.31)	\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
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					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
					\$48,317.69
TOTAL TRANSFERS FROM CONTINGENCY				\$201,682.31	

**TOWN OF WATERFORD
2018-2019 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2018-2019 APPROPRIATION					\$265,000.00
CIP	10138-55832	transfer to CIP	9/12/18	(35,493.00)	\$229,507.00
Registrar	10102-51320 Election Activities		10/10/18	(8,677.00)	\$220,830.00
Registrar	10102-52070 Reimbursable Expenses		10/10/18	(160.00)	\$220,670.00
Registrar	10102-52080 Telephone		10/10/18	(54.00)	\$220,616.00
Registrar	10102-53020 Other Supplies		10/10/18	(2,679.00)	\$217,937.00
BOF	10103-52030 Professional Fees		1/9/19	(6,900.00)	\$211,037.00
Assessor	10104-51110 Administration		7/17/19	(5,662.02)	\$205,374.98
Assessor	10104-51210 Professional Fees		7/17/19	(1,367.19)	\$204,007.79
Assessor	10104-51920 FICA		7/17/19	(151.00)	\$203,856.79
Assessor	10104-52030 Professional Fees		7/17/19	(10,662.60)	\$193,194.19
Assessor	10104-53200 Pricing		7/17/19	(641.00)	\$192,553.19
Tax Collector	10106-52120 Professional Fees		7/17/19	(1,272.53)	\$191,280.66
Legal	10108-52030 Professional Fees		7/17/19	(4,413.00)	\$186,867.66
Police	10129-53090 Fuel & Lubricants		7/17/19	(14,435.00)	\$172,432.66
Human Resources	10145-51210 Professional Fees		7/17/19	(2,367.00)	\$170,065.66
First Selectman	10101-52030 Professional Fees		7/17/19	(20,000.00)	\$150,065.66
TOTAL TRANSFERS FROM CONTINGENCY				\$114,934.34	

**TOWN OF WATERFORD
2017-2018 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2017-2018 APPROPRIATION					\$245,000.00
IT	10147-54130 Computer System		8/9/17	(5,200.00)	\$239,800.00
Building Maintenance	10111-55030 Building Improvements		1/10/18	(5,000.00)	\$234,800.00
First Selectman	10101-52030 Professional Fees		3/14/18	(60,000.00)	\$174,800.00
Building Maintenance	10111-55030 Building Improvements		5/16/18	(13,178.00)	\$161,622.00
Zoning BOA	10115-52010 Advertising		6/13/18	(1,000.00)	\$160,622.00
Retirement	10116-51930 Hypertension/Heart Disease		7/18/18	(106,789.00)	\$53,833.00
Retirement	10116-51940 Pension Contribution		7/18/18	(20,413.00)	\$33,420.00
Building Department	10118-51110 Administration		7/18/18	(24,842.00)	\$8,578.00
Human Resources	10145-52030 Professional Fees		7/18/18	(129.00)	\$8,449.00
Human Resources	10145-51210 Clerical/Technical		7/18/18	(474.00)	\$7,975.00
Human Resources	10145-51110 Administration		7/18/18	(3,976.00)	\$3,999.00
					\$3,999.00
					\$3,999.00
					\$3,999.00
					\$3,999.00
					\$3,999.00
					\$3,999.00
					\$3,999.00
					\$3,999.00
					\$3,999.00
TOTAL TRANSFERS FROM CONTINGENCY					\$241,001.00

**TOWN OF WATERFORD
2016-2017 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2016-2017 APPROPRIATION					\$265,000.00
Registrar	10102-51010 Elected Officials		7/20/16	(8,302.00)	\$256,698.00
Registrar	10102-51920 FICA		7/20/16	(635.00)	\$256,063.00
	10638-55804		12/14/16	(4,664.00)	\$251,399.00
Rec & Park	10137-51620 Programs		2/15/17	(20,000.00)	\$231,399.00
Building Maintenance	10111-55030		3/5/17	(5,000.00)	\$226,399.00
Finance	10107-54130 Computer Support		4/12/17	(4,770.00)	\$221,629.00
	10110-52030 Professional Fees		5/17/17	(9,650.00)	\$211,979.00
Assessor	10104-51110 Administration		7/19/2017	(88,885.00)	\$123,094.00
Assessor	10104-51210 Clerical/Technical		7/19/2017	(2,215.00)	\$120,879.00
Town Clerk	10109-51110 Administration		7/19/2017	(1,337.00)	\$119,542.00
Town Clerk	10109-51210 Clerical/Technical		7/19/2017	(882.00)	\$118,660.00
Planning & Zoning	10110-51120 Inspection		7/19/2017	(3,006.00)	\$115,654.00
Planning & Zoning	10110-51920 FICA		7/19/2017	(160.00)	\$115,494.00
Building Department	10118-51120 Inspection		7/19/2017	(2,067.00)	\$113,427.00
Human Resources	10145-52010 Advertising		7/19/2017	(2,064.00)	\$111,363.00
Emergency Management	10122-51810 Dispatch Overtime		7/19/2017	(11,941.00)	\$99,422.00
Emergency Management	10122-52080 Telephone		7/19/2017	(500.00)	\$98,922.00
Fire	10123-53070 Automotive Repairs		7/19/2017	(14,641.00)	\$84,281.00
Senior Services	10135-51110 Administration		7/19/2017	(29,808.00)	\$54,473.00
First Selectman	10101-52030 Professional Fees		7/19/2017	(20,000.00)	\$34,473.00
First Selectman	10101-52030 Professional Fees		8/9/2017	(2,971.00)	\$31,502.00
TOTAL TRANSFERS FROM CONTINGENCY				\$233,498.00	