1. Call Meeting to Order.
   Chair Mary Ann Rosa called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.
   Chair Mary Ann Rosa led the pledge of allegiance.

3. Roll Call.

   PRESENT: Mary Ann Rosa, Chair
   Ken Demirs, Vice Chair
   Robert Desena
   Anthony DiBona
   Gary Lafferty
   Carina Noyd
   Jonathan Ramsay
   Robert Retallick
   Rachael Ryan (phone)

   ABSENT:

   OTHERS PRESENT: Mark Raimo, Town Manager
                      Susan Zappone, Assistant Town Manager/Finance Director

5. Minutes.

   a. February 5, 2024 – Regular Meeting
   Motion: Ken Demirs seconded by Robert Retallick: I move to approve the Regular Meeting minutes dated February 5, 2024 as presented.
   Discussion: none.
   Aye: 7 Rosa, Demirs, Desena, Lafferty, Noyd, Ramsay, Retallick
   Nay: 0
   Abstain: 2 DiBona, Ryan
   Motion passes

   b. February 5, 2024 – Public Hearing
   Motion: Ken Demirs seconded by Robert Retallick: I move to approve the Public Hearing minutes dated February 5, 2024 as presented.
   Discussion: none.
   Aye: 8 Rosa, Demirs, Desena, Lafferty, Noyd, Ramsay, Retallick, Ryan
   Nay: 0
   Abstain: 1 DiBona
   Motion passes

6. Chairman’s Report
   a. Correspondence.

   Chair Mary Ann Rosa I want to remind those on the council and also the public that we have started as of this evening our budget reviews of the various departments. We will be holding them on Monday’s when we have council meetings but we will also be holding a couple of meetings that are not a Monday. For the record, February 20th is this evening, March 4th is a Monday here at the Town Hall, March 12th is a Tuesday we will also be here, March 18th is a Monday, March 19th is a Tuesday and April 1st is a Monday.

   1. Copy of a Notice to the Office of the Secretary of State regarding Number of Electors and Number of Polling Places.

   Chair Mary Ann Rosa read a section in the notice. A recommendation from the Town Clerk and Registrar of Voters is to only designate one early voting
7. Subcommittee and Liaison Reports

8. Town Manager’s Report

See attached

Motion: Ken Demirs seconded by Robert Retallick: I move Public Participation from item 10 to item 8a on the agenda.

Motion passed unanimously

a. Public Participation:

Richard Rozanski, 35 Reynolds Street talked about the software over the pass few months with concerns about the audit and issues with Tyler Technologies Software and asked for more information. Mr. Rozanski talked about the implementation of new software Customer Relationship Software called CATALIS, the time and attendance software by Andrew Technologies and asked if we are going to have the same problem implementing those as we are having with our financial reporting software.

Chair Mary Ann Rosa answered you have a lot of questions which have in-depth answers that are needed. In the future I am not going to say when with all our budget presentations but we will give a total update on the software issue.

Katherine Camara, 31 Cottage Place talked about legal action that is pending with the Town and asked the council to consider the request with the Sealy matter with an appeal that is happening now, there is an application for case referral to the Land Use litigation docket. Stating the matter is a land use issue, there is a docket in Hartford that is specific to land use and being a town matter it would be prudent to get that moved from the Waterbury Court to be before a judge that has expertise in Land Use. Ms. Camara will give the form to the commission. She stated she asked 3 questions at last meeting and asked when she could have the answers.

Chair Mary Ann Rosa answered she sent an email this morning.
As we approach the finalization of the budget, I would like to bring to your attention several important facts that will aid in the Council’s review of department budgets.

1. **Payroll Increase**: The anticipated increase in payroll is approximately 3.15%, totaling around $1.2 million. This figure should be noted as we evaluate departmental allocations.

2. **Additional Budget Requests**: An additional approximate amount of $1,100,000 (I am still identifying the final numbers) has been requested to accommodate adjustments in departments such as Communications, Public Works, Fire Department and the Building Official's office.

3. **Assessors Department Restructuring**: While there was a request for restructuring within the Assessors department, it has been deferred to next year’s budget cycle.

4. **Grand List Growth**: The growth of the Grand List is estimated to be approximately $3 million. This increase could potentially offset, and the requested growth presented in the 2024-25 budget, excluding any revaluation factors.

5. **Public Works Budget Increase**: A significant increase has been allocated to the Public Works budget to underscore the Town's commitment to road infrastructure improvements, which includes a staffing increase.

6. **Communications Organizational Change**: There is an organizational change presented for the Communications department, aimed at enhancing the Town’s control over communications. This restructuring may also facilitate partnerships with neighboring towns to generate additional revenue through service provision.

While these figures are still being verified, I wanted to provide the Council with some pertinent information to consider during the budget review process. Several suggested changes have been proposed to regain control, minimize output, and explore avenues for revenue generation. As the department heads present their budgets, I have asked them to highlight such areas.

For instance, the Assessor’s office has made concerted efforts to promote online access to declaration filing, and has conducted additional onsite visits to businesses, with increased awareness through website enhancements, and enlisted new outside vendors to review and report areas for increased revenue. Notably, there has been a 7.3% increase in personal property revenue due to economic growth and the proactive measures undertaken by the Assessor’s office. I hope to present and solidify those changes in the 25-26 budget cycle.

Please take these factors into account as you assess the proposed budgets and consider the potential impacts on our fiscal planning and revenue generation strategies. Additionally, I have arranged a workshop for Council Members, Planning and Zoning and Economic Development Commissions to have some time with the Deputy Commissioner of the Connecticut Department of Economic and Community Development. Economic Development is an important strategy for the Town to stabilize taxes. I have handed out a memo to the Council and official invites will come out tomorrow. This workshop will be open to the public and is scheduled for March 5, 2024.
Al Mickel, 95 Woodvine Avenue stated there are one too many columns in the budget and asked if an electronic version of the budget be put on the website. Mr. Mickel asked for update on the parking lot to be put in and the AARP money being spent by the end of this year. Mr. Mickel asked about the debt service figures and will talk to Sue about them.

Katherine Camara, 31 Cottage Place stated she did not see an email and asked if it possible to know now.

Chair Mary Ann Rosa answered the first question, what’s happens to the money that is budgeted but not paid to the part time person?
Chair Mary Ann Rosa answered it remains in the line item in the general fund. We budgeted a full-time position there is only a part time person in the position.

Katherine Camara asked how many other positions part time but budgeted full time.
Chair Mary Ann Rosa answered replied there are none.

Chair Mary Ann Rosa you mentioned why are we paying a full-time rate to a part time person.
Chair Mary Ann Rosa answered there are not two different rates, the rates are set by contract with unions of the positions.

9. New Business

Jonathan Ramsay stated “Good Evening” and we are going to start with the library.

a. Finance Subcommittee – Fiscal Year 2024-2025 Budget Reviews
   Library (pg. 13) – Matthew Lisk, President of the Library Association. Mr. Lisk gave a budget presentation with the history of the library having a wealth of resources with expanded technology and expanded programming. Having a performance with 11,250 registered borrowers, a partnership between the Town and the association and their request.

   See attachment

1. Town Clerk (pg. 3) – Lisa Dalton, Town Clerk provided a copy of the Town Clerk explanation and justification of requests. Overall, I have requested an increase effecting three line items for training meetings without travel in part due to a new staff member who will need all the required classes to work toward her certification, the other two items are minor increases for maintenance agreements and membership fees.
Ken Demirs asked I think it was in 22 where we had a record number of land transfer dollars and asked if it could be pointed out on this budget.

Lisa Dalton answered I did not do the revenue this year because of the new system but at this time the land transfers are numbering less but the sales have evened out because the sale prices are higher than they were a few years ago.

Anthony DiBona asked the Town Manager in the coming weeks we will have the revenue items to this.

Susan Zappone, Assistant Town Manager/Finance Director answered yes, the revenue is on the calendar to discuss later down the road, we are waiting for state numbers to come in.

Elections (pg. 4) – Christine Shields, Republican Registrar, Laurie Gamberdella, Democratic Registrar reviewed budget for tonight, much of what we have has remained the same anywhere we could. However, with the onset of early voting we had to increase it substantially in terms of the pay for election workers to work the poll, the one polling place that will be in Town Hall downstairs, for the president preference primary with a total of 4 early voting days, for any primary that takes place if there is one, it will be a 7 day early voting time and for the election in November it will be 14 days. We are asking for an increase of $24,500 to pay poll workers. For training and meetings without travel we have asked for a decrease of $2,000 because Laurie and I have paid for some of the classes we needed for certification. Mileage allowances a decrease mainly because whenever we go, we choose to car pool. Office supplies needed another increase for early voting requires the extra money. We are not asking increases for anything else.

Gary Lafferty you were asking for $24,000 more and I see under the election workers you are going from $43,000 up to $68,000 in 2025.

Laurie Gamberdella, Democratic Registrar answered I think it is because we might have worked extra hours, we did not give ourselves raises or anything like that or take a cut. I think we might have had some extra hours there. I am not totally sure how it changed that much. We have been trying to catch up we have had a lot of new stuff coming up and to try to clean up some stuff that was from before. We normally get our stipends, that could have to do with elections, the higher amount.

Jonathan Ramsay asked regarding the early voting days, the number of days is that something at state level or federal level.
Christine Shields, Republican Registrar answered it is a state requirement, we have no choice in the matter. We have to work Easter weekend, for presidential preference primaries it will be 4 days as required. We will be open Tuesday, Wednesday, Thursday, Good Friday is not going to be a voting day and Saturday is. For other primaries it will be a 7 day early voting period and this also includes weekends. The early voting before the election in November will be 14 days, Saturdays and Sundays included. We are staffing them with a skeleton crew. We are not doing a full polling location bunch of people; we are having 4 people.

Chair Mary Ann Rosa asked you have encountered new costs with printing and advertising and education and all of that. Did you get any guidance from the state on helping you estimate that or did that all fall on you?

Christine Shields, Republican Registrar answered nothing, what we got from the Secretary of State was, we could be planning for 100 and get 1,000 or we could be planning for a 1,000 and getting 100.

Chair Mary Ann Rosa asked so after the first early voting session that you encountered, if you see that you have underestimated your need you will let us know so that for the next one we are more prepared.

Christine Shields, Republican Registrar answered yes, the other piece of is that this year is going to be a presidential, next year will not. That will also make a huge difference in the amount of paper we need. It will change depending on the kind of election.

Chair Mary Ann Rosa asked you will keep some kind of record so that you can analyze whether you have estimated sufficiently or you need more or less as we go forward.

Christine Shields, Republican Registrar answered yes.

Rachael Ryan commented she wanted to thank the registrars for carpooling it is a little thing but little things help the budget for the taxpayers, thank you for that.

Catrina Noyd commented thank you for your extra time especially holiday weekends.
3. Probate (pg. 13) – Mark Raimo, Town Manager stated it’s a one-line item, it is our share to partake in probate with Southbury.

4. Economic Development (pg. 20) – Mark Raimo, Town Manager stated the budget is identical to last year’s there are not adjustments. The only discussion point that we had was for façade improvements. We have elected to put that in there, Economic Development is going to review this and maybe an additional amount so that businesses could actually take part in this. I think if we took on a walking campaign, we would get a better response to this. We would like to keep that in the budget and give it a second try for this coming budget.

Jonathan Ramsay asked that was a 50/50 match up to $1,500.

Mark Raimo answered correct they are going to discuss going to a $3,000 a $6,000 match.

Jonathan Ramsay asked was that just for business on Main Street.

Mark Raimo answered just for businesses on Main Street.

5. Town Council (pg. 1) – Mark Raimo, Town Manager stated the budget has stayed the same except for codification. Codification is a thorough legal review of our municipal code of ordinances. It should be done within 10 years; we are at the 10-year mark. We were scheduled to go through the codification process right before COVID and it was put on the back burner. We would like to move that forward and get that review done.

6. Public Buildings (pg. 6) – Donna Ford, Purchasing Agent stated we have some line items that decreased which is electricity, fuel oil and gas. Most of the budget line is the same. There was a couple of increases, maintenance agreements due to our facility dude and events manager which we had for a few years but it was under IT budget and it should have been under my budget. The increase is for a new ductless heater at the PD. The one in the dispatch office has ceased to work, we have one that works and it is not adequate for heating or cooling. When we get to the improvements, the Police Department needs a lot of expensive equipment. The HVAC system is at the end of usefulness. Talking to the HVAC contractor there are things that cannot be replaced and if they do go, there is no more parts, everything is old. The ductwork is falling apart and inefficient, there is heating and air conditioning going into the attic. The rooftop units are not environmentally safe, they are 25 years old. The mini splits are 15 years old and if something major happens, I don’t know if we would be able to continue to work out of
this building. The other items are the generator is undersized and needs a fence around it, the 2nd door replacement, and the roof is leaking needing to be replaced the center part, wireless cards readers for the doors are getting old, bullet proof glass and to rebuild the wall for the Records Department when you first enter. The controls for the roof tops are obsolete. We will need to talk in the future about the maintenance garage roof. The structure of the garage may not be able to support a new shingled roof. We are looking to replace the whole garage at some point. We are going to start working on that this year. The good thing about replacing it is we can put the larger garage at one end where we can store our huge Vac machine instead of renting space as we do now. The Police and Public Works store things there, only half the building is for maintenance the rest is for storage and we could use more storage.

See attached

Gary Lafferty asked how much is it going to replace the unit in the dispatcher’s office.

Donna Ford answered $10,500.

Gary Lafferty asked I thought we put money in the budget last year to get all those metal door frames replaced.

Donna Ford answered we did two at the Firehouse and one at the Police Department, this is for the second one.

Gary Lafferty asked about the air quality in the Police Department.

Donna Ford answered we have not monitored it. We had the ducts cleaned last year I don’t know if there is a problem with the air quality. The ductwork is a huge project, its all bad it is not certain areas it is falling apart in the whole building; it was not done correctly a year ago.

Gary Lafferty stated if you look into a new building on Thomaston Road, you would want to make it big enough for the HVAC, I don’t know if you wanted to look at for the police RV there too to make another bay.
Robert Desena stated I appreciate Mrs. Ford’s presentation. For years prior to you being the Purchasing Agent there has been a band-aid approach at the PD regarding the need for repairs. The air conditioning, the air quality, the doors etc., it’s falling on you and it shows more to me that there is a need for a new facility. We need a new facility soon because all these problems have occurred the roof has leaked in the past. The quality of the department has to have a place to work in with safety. If OSHA went in, as they went in once and this was when I was working there, as was the Fire Chief, we tried to correct the problems it was a band-aid approach, we need a new building, thank you.

Jonathan Ramsay asked the door locks the old ones are keypad are the new ones going to be keypads or key fobs or what’s the thought on that.

Donna Ford answered it would be keypads also.

Added they are electronic and they require a software system that is also included in the price. There will also be 70 key fobs associated with the price so officers have them registered to them specifically so they know who is coming in and going out in the computer software. We have a similar system at Company one.

Jonathan Ramsay asked about the generator for $86,500, is that generator is big enough to do the whole building.

Donna Ford answered I had a generator company come in and look at the whole building and what we want to run on it and that was an estimate over a year ago I did add more.

Jonathan Ramsay asked does that include any additional electrical to make sure it is connected to the whole building.

Donna Ford answered yes, it includes all that.

Jonathan Ramsay asked the HVAC for $510,00 is there anything special or specific that would get to over a half million dollars other than replacing everything.

Donna Ford answered it’s supplying and installing 3 new roof tops, replacing all the fiber board and duct work with new installed metal duct work,
replacing the obsolete controls with new controls, replacing the older mini
splits with new equipment and all electrical.

Anthony DiBona asked about the 2024 Ford F350 with plow we allocated
$25,000 to it in 24 and we are going to allocate another 25 is that a lease.

Donna Ford answered yes, we don’t have the vehicle yet we made the first
payment to the lease company.

Mark Raimo, Town Manager added it is a lease to purchase.

Donna Ford added I believe we will have 4 payments.

7. Town Manager (pg. 1) – Mark Raimo, Town Manager the budget is the same
except for special events and programs. I asked for an additional $100.00
otherwise the budget stays the same from last year.

Gary Lafferty asked under employee’s retirement is that going away after
2024.

Mark Raimo answered it does no, it’s budgeted elsewhere in the budget.

8. Health Services (pg. 11) – Mark Raimo, Town Manager stated Health
Services is made of two items elderly nutrition which has stayed the same
amount for $11,609. Torrington Area Health has also stayed relatively flat for
the last 8 years. They do our community health programs, help us with the
OPOID task force, they do National Prevention Programs, Immunization
Programs, Childhood Lead poisoning prevention programs they are a helpful
organization this is cost based per capita.

9. Police (pg. 11) – Joshua Bernegger, Police Chief reviewed the presentation
with the commission regarding the six budget departments, Administrative
having a nominal increase, and Patrol-Detective seeking an increase for 2
additional patrol officers and for vehicle replacement of 5 new vehicles, the
purchase of an animal control vehicle, electrical police bicycle and for the
replacement for new rifles.

See attached

Lieutenant Chris Paquin, Firearm Instructors talked about the rifles used now
and the new rifles proposed.
Chair Mary Ann Rosa asked how many new ones would we need.

Lieutenant Chris Paquin answered we are looking for 10 to 18 to get off the ground.

Robert Retallick asked what is a 1033 program.

Lieutenant Chris Paquin answered a program in which we obtain some sort of military gear, in this case M16 A2 rifles that were implemented in the late 70’s, early 80’s.

Robert Retallick asked has the department gone through any grant applications or have looked for donations.

Lieutenant Chris Paquin answered grants are tough for weaponry, we are all eyes and ears open for a donor, I would be more than glad to speak to them.

Chair Mary Ann Rosa asked what is the cost for an individual setup.

Lieutenant Chris Paquin answered a full set up would be $1,900.

Gary Lafferty asked are the riles going to be still military or brand new.

Lieutenant Chris Paquin answered they would be brand new not military issue with brand new flashlights and sites with optics, new style swings with brand new technology.

Renee Domingues continued the review with Maintenance & Support with an increase for motor vehicle maintenance due to the older fleet and replacement for two tactical vests and to increase the fleet data mobile plan to unlimited for the phones for videos. Traffic is for the cost of electricity to operate the traffic signals and the License Plate Readers and to maintain the midblock crosswalks signs on Main Street and for the purchase of additional signs that get struck for replacement. The Animal Control increase is for the veterinary account and electricity. In Communications we are proposing for a restructure of staffing.
Fire Chief Bromley added it has been an ongoing issue from the past couple of years the Fire Department and the Police Department have had dispatchers that don’t stay, this is not a part time job, it is a career. We need full timers to learn the position, learn what the Fire Department does and learn what the Police Department so they are aware and ready to respond. The communication center is the heartbeat of our town, everything goes through them, whether it is an emergency or non-emergency, they have to make that decision of who to send and when to send. We need this full-time position, a supervisor that is dedicated to supervise and do quality assurance.

Gary Lafferty asked are the supervisors going to be on one shift, who is going monitor the dispatchers on the 2nd or 3rd shift.

Joshua Bernegger, Police Chief answered the on-duty supervisor is always operationally in charge of the dispatch room. The communication supervisor is going to be the administrative supervisor for communications they’ll will be in charge of all the scheduling, all the quality assurance, all the training, time off and attendance and all of the administrative matters. One thing that we have never been able to implement in our current staffing model. any type of quality control program that a 911 center should have. Where we have a supervisor reviewing the work that the dispatchers are doing and making sure that they comply with our state and federal mandates and how 911 calls should be handled. We have been simply lacking in that area because our supervisor is within the dispatcher’s union and unfortunately with our staffing crisis that we had for 4 or 5 years now we are spending more time to fill shifts themselves on the boards rather than actually supervising, the employees that are in the room.

Gary Lafferty asked do the dispatchers have on the job training or is their training out there so we don’t have problems with communications between the departments and all?

Joshua Bernegger, Police Chief answered every new dispatcher by state statute must attend a 3-day telecommunicator course it is a certification for life, it’s a one-time deal. They also have to attend an emergency medical dispatch course as well as get certified to be able to use the police computer network. Outside of that it takes 3 or 4 months of on-the-job field training program for new dispatchers. There is a lot of information that a new dispatcher has to learn in order to be able to sit on a dispatch board and work it safely to be able to keep the officer safe and the public safe. They have to do a lot of research when an officer is going to a call to see what the history is at that location, are there weapons at that location, any prior domestics, persons at that location in the past with violent tendencies, we might have to flag it there may be an aggressive animal, things along that line. It takes a lot of on
your feet thinking to be a dispatcher, it is not information in and information out.

Gary Lafferty asked with our Animal Control Division are we sharing that service with other towns at all?

Joshua Bernegger, Police Chief answered we are in communications right now with the Town of Thomaston to possibly enter into a shared service agreement we are in the early stages.

Jonathan Ramsay asked the full-time communication supervisor you have different union with a question mark and it looks like a salary change could you give more details on that.

Joshua Bernegger, Police Chief answered the current communications supervisor is within the dispatcher’s union which can cause a lot of conflict when you try to have an Administrative Supervisor with oversight of employees within the same bargaining unit. We think it would be a better model to extract that position from the dispatcher’s union and move them in the Town’s Supervisor Union and then post for that position and go through competitive hiring process with a competitive salary.

Rachael Ryan asked you have a line item for law enforcement equipment, you had requested $67,200 and the Town Manager approved $47,700 could you tell me what was in that line for total supplies and materials under where you have new police cars what is in that line?

Mark Raimo, Town Manager answered what I had looked at was the patrol rifles and I wanted to phase that in over two years. I took out the funding for nine of the rifles, to my recollection that was the cut.

Rachael Ryan asked would every police car going out would they have a rifle if we approved this $47,700?

Mark Raimo, Town Manager answered what I did do is I asked all the department heads to present their budgets as they saw their needs were. I am trying to balance all the departments by making some of these cuts. They still have the military rifles that are there currently to use. I would like to fund the whole thing but to be responsible we should split it up over two years and that was the reason for that cut.
Rachael Ryan asked the new animal control vehicle you said it would last for a while can you talk about the number of years?

Joshua Bernegger, Police Chief answered the animal control vehicle would not get driven as hard as a police cruiser, the actual heavy duty pickup frame I estimate we should get an eight-to-10-year operational time frame.

Rachael Ryan asked on very shift there is one supervisor and two other people in the room either part time or a full-time person.

Joshua Bernegger, Police Chief answered no the current setup is our supervisor only acts as a supervisor once every two weeks, they would get a desk day. Where they can go into their office and do their administrative work. At the other time our current supervisor is simply on the boards right now trying to fill our staffing holes. We do not have a supervisor position at all times, the on-duty sergeant is in operational command of our dispatch center.

Rachael Ryan asked so two people would be answering the 911 calls.

Joshua Bernegger, Police Chief answered we always have two people in our communications room at all time. If we have a significant event in town, we can increase that to three as we do have three dispatch positions but our minimum staffing because we dispatch police and fire and do the emergency medical dispatching for the entire Town of Watertown that requires a two-person minimum in our communications center at all times.

Gary Lafferty asked as far as the high maintenance on all your vehicles there is that due to the extra duty work that is going on.

Joshua Bernegger, Police Chief answered no, we have five of our oldest vehicles we take off line and use as our extra duty vehicles and those are the only vehicles we allow out. They don’t have a police radio they are just there for the lights on the vehicle to keep the scene safe on some of far more major roadways. The extra duty work on our minor roadways the officer uses their own personnel vehicle to go to those sites.

Joshua Bernegger, Police Chief finished the presentation talking about revenue generated and what was done in 2023.
b. Consider appointments to boards and commissions.

1. Appointment of Sub-Registrar to fill a vacancy due to a resignation.

   Motion: Ken Demirs seconded by Robert Retallick: I move to appoint Stephanie Umbro, of Hickcox Funeral Home, 195 Main Street, Watertown, CT as a sub-registrar for the issuance of removal, transit and cremation permits to fill the vacancy beginning March 1, 2024 for a term to expire January 2, 2026. This appointment is to fill the vacancy created by Diane M. Stengle who has resigned due to retirement.

   Discussion: none.

   Motion passed unanimously

b. Consider referral to the Planning and Zoning Commission for 8-24 approval for the sale of a right of way to Waterbury property located on Georgetown Drive known as the Third Piece on a subdivision map, Georgetown Heights Subdivision, Watertown, CT dated, March 15, 1985, Map #2437.

   Motion: Ken Demirs seconded by Robert Retallick: I move to table action on the request as described on the agenda item 9c. 8-24 approval for the sale of a right of way to Waterbury property located on Georgetown Drive.

   Discussion: none.

   Motion passed unanimously

c. Consider an appropriation from the General Fund to the Police overtime account in the amount of $6,745.95. Funds received for Watertown Police Department participation in the Organized Crime Drug Enforcement Task Force.

   Motion: Robert Desena seconded by Robert Retallick: I move to approve an appropriation from the General Fund to the Police overtime account in the amount of $6,745.95. Funds received for the Watertown Police Department participation in the Organized Crime Drug Enforcement Task Force.

   Discussion: none.

   Motion passed unanimously
d. Consider a resolution authorizing the transfer of funds between line items for Fiscal Year 2023-2024.

    RESOLUTION

WHEREAS, expenses in the 2023-2024 fiscal year require the transfer of funds:

NOW THEREFORE BE IT RESOLVED, by vote of the Watertown Town Council, that the following actions are taken relative to the transfer of funds.

CRESTBROOK
AMOUNT: $35,000  NO: 1
FROM: 074.50317.123.1913.9074 – Crestbrook Maintenance
TO: 074.50430.123.1866.9074 - Chemicals
REASON: Price increase of chemicals, pesticides and fertilizers due to market conditions.

Dated at Watertown, Connecticut this 20th day of February, 2024.

Mary Ann Rosa, Chairman
Watertown Town Council

Motion: Ken Demirs seconded by Jonathan Ramsay: I move to approve the resolution authorizing the transfer of funds between line items for Fiscal Year 2023-2024.

Discussion: none.

Motion passed unanimously

e. Consider a resolution authorizing an appropriation of $6,125.42 for tax refunds.

    RESOLUTION

WHEREAS, taxpayers have applied for Tax Refunds pursuant to Section 12-129, Refund of Excess Payments; and

WHEREAS, the Tax Collector recommended that the refunds be made in accordance with the provisions of Section 12-129; and

WHEREAS, in order to refund taxpayers who have been approved for their refunds, monies must be appropriated into the budget line item to expend the funds.
NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates $6,215.42 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 20th day of February, 2024.

Mary Ann Rosa, Chair
Watertown Town Council

Motion: Ken Demirs seconded by Jonathan Ramsay: I move to approve the resolution authorizing an appropriation of $6,125.42 for tax refunds.

Discussion: none.

Motion passed unanimously

f. Consider a resolution authorizing tax refunds.

RESOLUTION

WHEREAS, Taxpayers have made application for the property tax refunds in accordance with C.G.S. Section 12-129 Refund of Excess Payment:

WHEREAS, the Tax Collector recommends that the refunds be made in accordance with the provisions of Section 12-1298;

NOW THEREFORE BE IT RESOLVED: that the Town Council approves the attached listing of tax refunds:

Dated at Watertown, Connecticut this 20 day of February, 2024.

Mary Ann Rosa, Chair
Watertown Town Council

See attached

Motion: Ken Demirs seconded by Jonathan Ramsay: I move to approve the resolution authorizing the tax refunds.

Discussion: none.

Motion passed unanimously
ACTION TAKEN BY THE TOWN COUNCIL:
At a regular meeting of the Town Council held on ___________ day of _______________ 2024, it was authorized to refund property taxes, interest, and fees amounting to $ ________________ to the below applicants.

<table>
<thead>
<tr>
<th>Bill</th>
<th>Name</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Prop Loc/Vehicle Info.</th>
<th>Reason</th>
<th>Tax</th>
<th>Int</th>
<th>Fee</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-04-0080844</td>
<td>DEMATTEIS THOMAS C</td>
<td>123 PEPPERIDGE TREE RD</td>
<td>WATERTOWN, CT 06792</td>
<td>2019/1FMCUJ9J0U4C2474</td>
<td>Sec. 12-128 Refund of Taxes Eroneously</td>
<td>146.07</td>
<td>-</td>
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6,118.57 6.85 - 6,125.42

Susan King, Clerk of the Town Council
10. Public Participation – moved to agenda item 8a.

11. Adjournment.

Motion: Ken Demirs seconded by Jonathan Ramsay: to adjourn the Regular Meeting at 8:48 p.m.

Motion passed unanimously

Respectfully submitted,

Mary Ann Rosa, Chair
Watertown Town Council

Approved:

Susan King, Clerk
WATERTOWN LIBRARY ASSOCIATION
established 1865

Presentation to Town Council
20 February 2024
Serving The Community For More Than 150 Years

Providing a wealth of resources

- Ever growing and rotating selection of titles with virtually unlimited access to e-books, audiobooks and video streaming
- On-site technology availability and support
- Quiet study space for learners and mentors
- Programs and offerings continue to grow:
  - Adult and children’s programs and events have expanded (Woodward Atrium has afforded space for broader subjects and larger audiences as well as hybrid program offerings)
  - Take-home craft kids for children
  - Book clubs
  - Meet the Author engagements
  - Meeting space for community groups
  - Notary Services offered by our Adult Service Librarian
Performance

Borrowers, library hours, events and programs continue to be on the rise

- We served 11,250 registered borrowers in 2023, continuing to trend upwards
- 47% of Oakville and Watertown residents have a library card (CT Avg: 37%)
- Total service hours between locations: 3,150 (State Avg: 2,562)
- Total attendance: 52,100
- Total programs offered: 52

A very careful steward of public resources

- Support for the Library is in line with area communities, on a per-capita basis:
The Town:

Annual appropriation funds ongoing services and operations

- Books, newspapers, magazines, and DVDs
- Access to online information using available technology or open Wi-Fi connectivity, e-books, audiobooks, and video streaming
- Staff wages and benefits

The Library:

Responsible for ALL capital projects, aided by local foundations and The Friends of the Watertown Library

In last 10 years (> $1 million)

Woodward Atrium and technology systems; New Book Nook; water drainage, HVAC, Wi-Fi, and lighting upgrades; Telephone and firewall system overhaul; entrance, stairs, restroom upgrades

In 2023

Furnace and hot water heater replacements at Branch; Staff IT equipment upgrades; cost–effective landscaping/maintenance plan put in place
FY 2024-2025 Request

Requesting a 3% increase over FY 2024 which will provide for

- A 3% wage increase for employees
- Provide funding for the best-in-class library service hours and online resources
- Includes funding for the in-demand and well attended adult, children, and multigenerational program offerings
- Assures funding for the realized and expected increased cost of utilities, service contracts, and maintenance supplies

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<th>Total Growth</th>
<th>Average Growth</th>
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WATERTOWN LIBRARY ASSOCIATION
established 1865
Thank you!
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Police Department Improvements

HVAC System – Quote - $510,000

The HVAC system at the Police Department has reached its life span and parts are becoming hard to find. Repairs are extremely costly. In the past year we have spent $5,800 on repairs.

Generator – Quote - $86,500

Generator is undersized for the building and should be replaced to keep up with the demand if there was a power outage. As of now the generator only powers the dispatch area.

New Fence for Generator – Quote - $5,500

Roof Replacement – Quote - $75,000

Roof is leaking in areas. Work has been done to patch roof but we are still seeing leaks in other areas.
Wireless Card Readers – Quote - $15,000
- The current system is old and obsolete and we are having trouble obtaining parts to repair them. The new system would have a program where they could change codes immediately if someone leaves and also they would be able to see who enters the building and at what time.

Bullet Proof Glass and Wall Replacement for Entrance Area of PD – Quote - $18,000
This would include replacing the current window and frame, installing a stainless steel counter with tray and rebuilding the wall below with an aluminum cladded steel panel. This is due to the shooting at the PD Department in Bristol, CT

Door Replacement – Quote - $10,500
- Door and door frame at main side entrance are rotted and need replacement. Door is a custom size.
Police Department Door Replacement – Quote - $10,500
need at this time. Would also need new fencing around the generator. – Quote - $5,500
The Police Department HVAC system has been an ongoing problem. Our HVAC contractor has stated that the system is being patched along but there is no telling how much longer we have. We have reached the systems lifespan. Some of the duct work has failed due to age. Parts are harder to get. Also if the system does crash this would not be something that can be replaced immediately. It would take time for a new system to be ordered and become available. In the meantime its unclear if they would be able to still operate out of this building if there were a system failure.

The following is comments from our HVAC Contractor

Ductwork is made of fiberboard and taped together. Tape has dried up and is coming apart. Ductboard is original to building. Commercial buildings should have metal ductwork.

Rooftop are between 17 and 22 years old. Useful life is 15 years. Beyond that repairs get expensive and units are not cost effective. One unit has a bad freon leak and 1/2 of the unit (one circuit) has no cooling. They probably have the old refrigerant which is no longer made and very expensive.

Newer rooftops would have more environmentally safe refrigerants and lower energy costs.

Controls for the rooftops are 25 years old. Parts are no longer available and the system is obsolete.

Minisplits are all various ages. Most are over 15 years old.
HVAC DUCT WORK AT PD
HVAC DUCTWORK AND DOOR LOCKS
MAINTENANCE GARAGE – Built in 1960

Roof Replacement – Quote - $70,000 (From Last Budget Year)

We have been advised that the structure of the building may not be able to accommodate a new shingle roof. We will begin researching the cost to replace the entire building. We would have a garage bay big enough to store the large Vac-all from Public Works which will save storage costs we are currently paying. We will also work with Planning and Zoning to see if we can change the footprint of the building.
Maintenance Garage Roof Leak
Maintenance Garage Roof
<table>
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<th>Difference in $</th>
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<td>$668,434</td>
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<td>Patrol-Detective</td>
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<td>+11.0%</td>
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<td>+8.0%</td>
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<td>+3.3%</td>
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<td>Communications</td>
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<td>$852,314</td>
<td>+18.7%</td>
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<td><strong>TOTAL</strong></td>
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<td>$7,001,045</td>
<td>+11.1%</td>
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**POLICE DEPT.'S SIX BUDGETS**
## Budget Breakout

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<td>Personnel Expenses</td>
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<td>Equipment / Other</td>
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<td><strong>TOTAL</strong></td>
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Administrative Budget

Proposed:  +3.4%  + $21,992

- **UPSEU**: Contract expires 6/30/2024. No raises included.

- **Crossing Guards**: Increase in pay rate due to minimum wage increase. (+$4K)

- **Maintenance Agreements**: The costs associated with digital forensic software subscriptions is driving this $13,000 increase.

- **Reference Materials**: Significant increase in cost of patrol field manuals. Inserts no longer being printed. (+$1,200)

- **Printing & Binding**: Cost to have departmental forms printed has increased, such as parking ticket booklets, alarm door hangers, etc. (+$900)
Patrol / Detective Budget

Proposed: +11% + $520,396

- STAFFING 2 additional patrol officers

- New Officer Costs:
  - $78,167 salary;
  - $5,775 uniform;
  - $1,200 equipment ……$85,142 total / officer + benefits

- Current Staffing: 42 Sworn 1.8 officers / 1000 residents
- Seeking: 44 Sworn 1.9 officers / 1000 residents
- Northeast Avg: 1.8 – 1.9 officers / 1000 residents

(Source: FBI, for towns with 10,000 – 24,999 residents)
- **Why more officers?**
  - Minimum officers per shift: Current: 3   Seeking: 4
  - To continue participating in regional task forces
  - To continue utilizing school resource officers
  - Accreditation / Professionalization / Administrative Demands from increased police transparency and accountability laws.

- **Notable Interest:**
  - New contract for sworn personnel:
    - 3% raise for sworn personnel
    - Step compression, Education incentive, Shift Differential, and uniform allowance all have increases
  - Budgeted for a 3% increase in overtime costs
  - Budgeted for a 3% increase in holiday pay costs
- **Vehicle Replacement**
  - Past Four (4) years the Department has only received two new vehicles each year. Not sustainable.
  - **Seeking FIVE (5) new vehicles**
    - Three (3) Patrol Vehicles @ $63,047 / each
    - One (1) Admin Vehicle @ $54,181
    - One (1) Animal Control Vehicle @ $102,194
- **Patrol Rifles**
  - Current rifles are 50 years old, through the Military 1033 program.
    - Seeking 18 new rifles at $1,900 each.
- **Electric Police Bicycle** $5,700
Maintenance & Support

Proposed: +12% + $22,590

- **Increase in costs for motor vehicle maintenance** (+ $5K)
  - **“Other Equipment”**: Need to replace the Level III tactical vests for our Emergency Response Team members.
  - **Telephone**: Had to increase the fleet mobile data plan to “unlimited data” following the installation of the new Axon Fleet 3 dash cameras.
Traffic Budget

+8%  +$620

- Small increase in the cost of electricity to operate the traffic signals and LPR cameras in Town.

- Additional $500 to maintain the midblock crosswalk signs on Main St., and to purchase additional temporary stop signs.
Animal Control Budget

+3.3%  +$3,366

- UPSEU contract expires 6/30/24. No raises included.

- Increase in veterinary account, due to increase in the volume of animals in our custody.

- Electricity cost has increased significantly at the pound with air conditioning.
Communications Budget

+18.8%  + $134,426

- 2.5% pay raise for all communications personnel

- Restructure staffing:
  - Current: 1 Supervisor, 6 full time, 4 part time  $638,827
  - Proposed: 1 Supervisor, 9 full time, 2 part time  $740,684
# Revenue...

Grants, permits & private duty

<table>
<thead>
<tr>
<th>Grant/Program</th>
<th>FY 22-23 Applied for</th>
<th>FY 23-24 Applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRANTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving While Intoxicated</td>
<td>$ -</td>
<td>$30,000</td>
</tr>
<tr>
<td>Distracted Driving</td>
<td>$6,224</td>
<td>$25,000</td>
</tr>
<tr>
<td>Click-it or Ticket</td>
<td>$5,259</td>
<td>$10,000</td>
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<tr>
<td>Rural Roads Speed Enf.</td>
<td>$ -</td>
<td>$110,000</td>
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<tr>
<td>COPS Grant (Radio System)</td>
<td>$3,375,000</td>
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<tr>
<td>Crime Suppression</td>
<td>$35,000</td>
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<tr>
<td>Body Camera Grants</td>
<td>$33,000</td>
<td></td>
</tr>
<tr>
<td><strong>Permits &amp; Reports</strong></td>
<td>$25,684</td>
<td>$16,789 (YTD)</td>
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<tr>
<td><strong>Private Duty</strong></td>
<td>$356,402</td>
<td>$156,148 (as of 1/4/24)</td>
</tr>
</tbody>
</table>
What we did in 2023

With your support....

- 18,673 calls for service
- SRO’s at WHS and SMS
- Task Force Officers in the Regional Violent Crimes Taskforce
- Deployed two new Chevy Tahoe command vehicles
- Upgraded all camera & EDW systems (Dash, Body, & Interview)
- Maintained 10 License Plate Readers throughout Town
- Complete firearm refresh with Red Dot Sights
- Partnership with Sun, Moon & Stars autism group. Have deployed autism sensory kits in every police vehicle.
- Partnership with Litchfield County Opioid Taskforce…leader in the State for police-led deflection
- Fully staffed at 42 officers during a time when many police departments are experiencing recruitment/retention issues.
Thank You!!

- The Watertown Police Department would like to express our sincere thanks for your continued confidence and support!!

- It is our pleasure to provide service to the wonderful community of Watertown/Oakville.

- Questions?