1. Call Meeting to Order.
Chair Jonathan Ramsay called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.
Chair Jonathan Ramsay led the pledge of allegiance.

3. Roll Call.
PRESENT: Jonathan Ramsay, Chair
Mary Ann Rosa, Vice Chair
Ken Demirs
Robert Desena
Anthony DiBona (phone)
Gary Lafferty
Robert Retallick
Denise Russ
Rachael Ryan

ABSENT:

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

4. Public Comment.
Chair Jonathan Ramsay wanted to reiterate policies and procedures put in place regarding public comment or public participation and read a portion of it.

Running the meeting, the Chair or other council member acting as Chair shall have control over the conduct of the meeting. All comments and questions from members of the public, council members and or staff should be made through the Chair. The Chairman has discretion to stop a speaker or council member if the speaker is being repetitive or becomes confrontational. There will be a request for a five-minute time limit per speaker, per meeting, it will be called public participation. The Chair reserves the right to ask any individual of the public to leave if they prove disruptive of the process. There is more to the policy but I did want to reiterate some of those items. Additionally,
we will be working with the Town Attorney to review this policy and see if there are any updates we should include.

Mark Sanduli, 21 Farrow, Wolcott stated he is here representing Deb Smoley from 760 Middlebury Road in Watertown, Ct.

Chair Jonathan Ramsay stated public comment is made just for members that live in town. She can put something in writing to the Town Council or the town.

Al Mickel, 95 Woodvine Avenue talked about putting public participation back on the agenda. Mr. Mickel read sections of the Charter 602, 603 and 604 regarding the responsibility of town owned structures and talked about the line items in the budget.

Katherine Camara, 31 Cottage Place talked public comments at the last meeting with participation in regards to a group home. Ms. Camara talked about the Advanced Report in regards to the Sealy property in Oakville and the appeals for reimbursement of legal fees. She asked if a time clock could be up front for residents to check the time limit for comment.

William Donston, 105 Dunrobin Lane, Chairman of the Park and Recreation Commission stated if the commission has any questions on agenda items c, d, and e and that he and Lisa Carew would be happy to answer questions. On the budget review session, I would like to ask further communication with the five budgets that Carew reviews every year, Park & Recreation, Senior, Municipal Agent Services, Social Services, Fuel Bank and Crestbrook Golf Course affording residents to know that anyone of those areas will be covered to answer questions.

5. Minutes.
   a. Regular Meeting, February 6, 2023

   Motion: Mary Ann Rosa seconded by Rachael Ryan: I move to approve the
   Regular Meeting minutes dated February 6, 2023 as presented.

   Aye: 8 Rosa, Demirs, Desena, DiBona, Lafferty, Retallick, Russ, Ryan
   Nay: 0
   Abstain: 1 Ramsay

   Motion passes

6. Chairman’s Report
   a. Correspondence.
Chair Jonathan Ramsay stated we received a letter from Richard Vaughn of the Watertown Bicentennial Gazebo Permanent Memorial Committee. The communication included the request for additional members on that committee.

7. Town Manager’s Report.
Mark Raimo reported:
- Our audit which we had anticipated to be finished by the end of February has now been pushed off until March due to additional items that we needed to provide to our auditors, as well as auditors going on vacation at the end of the month and anticipate that being completed by the end of March.

8. Subcommittee Reports.

a. Finance Subcommittee – Fiscal Year 2023-2024 Budget Reviews
   1. Town Clerk
      Lisa Dalton, Town Clerk highlighted on line item increases for white-collar employees, the overtime due possibly for early voting to assist the registrars with voting, training and photographic. There was a decrease in legal services. For an overall increase of $1,600. I did provide to you a comparison of revenue that the Town Clerk’s office generates for the town comparing calendar years 2021 to 2022.

   2. Elections
      Christine Shields and Laurine Gamgardella, Registrar of Voters highlighted on increases in Deputy Registrars fees, trainings for certification from the state, printing and binding due to the rise in cost and more paper involved with early voting, and office supplies. There is a decrease in the food allowance due to a duplication in the line item.

Denise Russ asked about early voting locations and the number of days.

Mark Raimo, Town Manager stated the Town Clerk and I have discussed recently, we would not be going into the schools the early voting it would taking place inside the Town Hall. We can have discussions with our election officers down the road to see if there are some shared responsibilities between our Town Clerk and our election officials. The bill has not come out yet but we are aware of it and we will keep on top of it and try to lessen the people on stipends.

Vice Chair Mary Ann Rosa asked if the certification is going to be done by the state and do you have to go online.
Christine Shields answered I believe it is online, eight one-hour classes and then there is an exam we will be taking at the end on the computer.

3. Probate
Vice Chair Mary Ann Rosa stated our cost appears to be a total assessment of $7,644.10 by calculation of the probate department.

4. Economic Development
Joseph Seacrist, Economic Coordinator reported minor increases in anticipation of potential fees for associations we belong to for dues. One of the major items is the Business Façade and Cost Sharing Program. The first attempt will be for businesses facing Main Street from Route 63 and 6 intersection all the way down to the Waterbury line.

Robert Retallick asked if there was a design that was going to be approved so the Main Street doesn’t look like one business looking different from the next.

Joseph Seacrist answered the program on our website is very detailed and has a lot of design requirements on it, requiring a sketch of what it would look like based on color consistent with the surrounding colors. The United States Department of Interior has published a list of suggested improvements for downtown facades and that is also included.

Robert Retallick asked did you put enough money in there?

Joseph Seacrist answered we figured $1,500 to start there is no reason why we can’t do more in the future.

Robert Retallick stated I hope people take advantage of it.

Rachael Ryan asked I thought we originally talked about using the ARPA funds for the façade, the redevelopment program.

Joseph Seacrist answered this year there has been appropriated some ARPA funds, the request I am asking for is next year.

5. Town Council
Mark Raimo reported on the three-line items for codification for ordinances or changed ordinances, training for meetings, special events and programs which pays for the wreaths we do for all the ceremonies and other small ancillary money that you may need throughout the year.
6. Public Buildings

   Donna Ford reported I have requested an increase in every line item due to increases that we all have been dealing with such as the electric bill, gas, diesel fuel bills, water bills, our service contracts and supplies/materials. One of the biggest reasons for increase is due to building repair work needed in town. We are going through the buildings to determine what is needed to be done today, what can wait, what can wait for five years. Donna Ford gave a presentation with pictures of buildings repairs needed such as the maintenance garage roof leaking, the purchase of a Building Maintainer vehicle due to the age of the current vehicle, the Fire Department door replacement due to rotting, a Police Department generator replacement due to age, the installing of an awning for the Town Hall for the front entrance, the replacement of the Senior Center roof due to age, the Police Department door replacement due to rotting, the replacement of a HVAC system for the Police Department due to age and the highway garage with the gate rusting, roof replacement and inefficient windows with rain coming in. There is a lot of work to done for old buildings that have not had things done over the years.

   Gary Lafferty asked under equipment and maintenance you went up $27,000 what is in that category?

   Donna Ford answered for generator repairs, generator contract, inspection of range hoods, elevator contracts for the entire town, elevator repairs, elevator renewal certificates, sprinkler system testing, boiler testing and service for our alarm system.

   Gary Lafferty asked about the roofs for most of the buildings like the maintenance building on Route 6 you are saying $70,000 for that, are you making it like a pitched roof instead of what it is now?

   Donna Ford answered exactly, they are going to reframe the whole thing and then make it a shingle roof.

   Gary Lafferty asked if a metal might be better than shingles?

   Donna Ford answered it's not just a metal roof its steel and that would be more expensive than reframing and putting in shingles.

   Rachael Ryan asked could I get an explanation about the salaries for the Building Maintainer and part time salaries, it seems like there is a big shift in those numbers?

   Donna Ford answered our Building Maintainer per contract is getting paid at a carpenter’s rate of pay so it was a large increase for him and the part time salaries are decreased because we no longer have someone, an employee cleaning our Senior Center or our Veterans Park or the Pro Shop. We have
hired a company to do the Veterans bathrooms and the Senior Centner. I believe the Golf Pro is going to take care of his bathrooms at the Pro Shop under maintenance land and building.

Rachael Ryan asked if there anything else that increased in that line item?

Donna Ford answered the replacement of the elevator panel at the Town Hall is not a commercial grade panel and the cleaning of ducts.

Rachael Ryan asked on the line item for building maintenance supplies that is a sizeable increase, is that inflation?

Donna Ford answered that is mostly inflation, everybody needs things done in their building and this year I am running low with the budget.

Rachael Ryan asked could you give an example of something?

Donna Ford answered anything that breaks in the town that can be repaired. We handle such items as doors, locks, shelves built, Fire Departments repairs, patching roofs, anything that goes wrong, things go wrong pretty much every day. Everything thing for every building comes out of this budget.

Denise Russ stated I noticed on the presentation you said you received a quote for the town garage $70,000 and if you received a quote, you would still have to go out for bids.

Donna Ford answered I received only one quote for an idea of how much it would be and yes that would have to go out to bid. Everything over $25,000 would go out to bid. I wanted an idea of how much this would cost.

Denise Russ stated my only concern when we would go out to bid everybody knows already what the quoting was.

Donna Ford stated it is probably going to change, it would be more these quotes I received at the end of the last year. By the time we get to July I am sure that company is not going to be quoting that amount.

Gary Lafferty asked for the location for the defibrillators?

Donna Ford answered we are getting two defibrillators for the Town Hall for the first floor and the second floor and that is including the cabinet with an alarm and a lock.

Vice Chair Mary Ann Rosa stated the presentation you showed us with all the photos, are you able to print that out for us so we can have a lot discussion about everything we have seen here tonight.
Mark Raimo, Town Manager added I will make sure that you get the copies. I would like to thank Donna and Anthony for doing what they are trying to build. They are trying to build a Capital Improvement budget to see where our buildings are. We have not been able to find any records to substantiate how old everything is. They are going out and taking notes trying to recreate what is there so we can better estimate how we go about making improvements. Mark Raimo also noted that the Company Two generator has been asked for in past years for the budget. I asked Donna to put this in her budget to keep track of what we are doing for the buildings and that was removed from the Fire Departments budget. As far as the Senior Center roof as we move forward through our budget presentation, we put a claim in through our insurance for three roofs, one is for Sunset Grill, the Crestbrook Golf Pro Shop and the Senior Center roofs. We have had some movement with the insurance company we may be getting reimbursed for a portion of this we have not been able to get those numbers at this point.

Chair Jonathan Ramsay asked for the record does the Building Department clean all the buildings or some departments take care of that?

Donna Ford answered we take care of all the buildings, the Police Department, the two Fire Departments and the Town Hall.

7. Town Manager
Mark Raimo reported the only adjustments in the budget was the reduction of the intern line item for HR purposes and blight person. I put in a social media stipend to compensate the person who takes care of social media. I have a small increase on training which includes CCM, ICMA conference and the CCMO and a small increase in special events and programs. My intention is to get more people with business for discussions to see how things are going in town.

Rachael Ryan asked in the social media stipend is there a person currently doing that?

Mark Raimo, Town Manager answered Lauren LaPorta who is running our system tonight she does our social media. As we set that up, she took on that task underneath her Admin Assistant job description. It’s grown into a bigger job than just somebody who sits and is able to take care of it during the day. There is quite a bit of time she is spending off hours.

Rachael Ryan asked what furniture is needed for the office or is it in case something breaks?
Mark Raimo, Town Manager answered it's in case if something breaks and you see we have spent funds putting in the Town Council Chambers two additional tables for this area.

8. Finance Department
   Susan Zappone reported the largest increase in fiancé is the personnel section, we will no longer have a department strictly for Treasurer. That division has now moved in my budget as Bookkeeper II. The purchased services we are going out to bid for our audit this year, that rate may go up or down once we get the bids in. Everything else is pretty much the same.

Gary Lafferty asked you are taking over Bookkeeper II position?

Susan Zappone answered there will no longer be a Treasurer Department it used to be a separate department outside of the Finance Director. Now that position is no longer there we now have a Bookkeeper that was added that is why there is such an increase.

Rachael Ryan asked about the Assistant Finance Director, that is a large increase was that a part time to a full-time position.

Susan Zappone answered it's a full-time rate there are contractual plus with the shifting of job duties with Treasurer and Bookkeeper II there was a bump up in that position.

Chair Jonathan Ramsay asked do you recall the salary of the past Treasurer position are we saving with this.

Susan Zappone answered yes, roughly $6,000 savings with the shifting.

Denise Russ asked can you explain what the bank fees are?

Susan Zappone answered there are bank fees, bounced checks and things like that occur that have to get paid regularly.

Mark Raimo, Town Manager stated that is not us bounding checks.

9. Health Services
   Susan Zappone reported there are two-line items, we have the elderly nutrition and Torrington Area Health those two amounts are dictated by the two different organizations we get the information from.

Denise Russ asked the elderly nutrition that is the payment we pay to the NOW Program.
Susan Zappone answered for the Meals on Wheels correct and that is the portion for the Watertown.

Gary Lafferty asked what service do we get from Torrington Health for $121,000?

Mark Raimo, Town Manager stated I don’t have the exact services we receive from them. As we went through COVID Torrington Area Health did most of the work advising us and creating policy. OPIOID prevention they help us with that the town has received probably $45,000 to $60,000 as a result of lawsuits in the State of Connecticut against some of the pharmaceuticals. We will reach out to Torrington Area Health to assist us in putting in these programs to our community take that money and put it back for educational purposes Narcan distribution of that nature. Then a portion of the salary of staff for Torrington Area Health.


a. Consider appointment to boards and commissions.

Democrat appointments:

Motion: Mary Ann Rosa seconded by Denise Russ: I move to reappoint Sally Kuslis, 945 Bunker Hill Road, Watertown as a member of the Commission on Aging for a term to expire January 31, 2025.

Discussion: none.

Aye: 6 Ramsay, Rosa, DiBona, Lafferty, Russ, Ryan
Nay: 0
Abstain: 3 Demirs, Desena, Retallick

Motion passes

Motion: Mary Ann Rosa seconded by Robert Retallick: I move to reappoint Alan Mickel, 45 Woodvine Avenue, Oakville as a member of the Commission on Aging for a term to expire January 31, 2025.

Discussion: none.

Motion passed unanimously

Motion: Mary Ann Rosa seconded by Rachael Ryan: I move to reappoint Heather Chace, 14 Seymour Street, Watertown, CT as a member of the Commission on Aging for a term to expire January 31, 2025.
Discussion: none.

Motion passed unanimously

b. Watertown Foundation representatives will provide information on the Foundation’s intended celebration of their Centennial Anniversary.

Tina Agotti, President of the Watertown Foundation Board of Trustees highlighted on the past, present and future of the foundation. This is how the foundation works financial gifts from new and current members are invested and then the proceeds are reinvested annually within our community. As we approach our 100th Centennial Celebration in October of 2025, the all-volunteer board of trustees of the Watertown Foundation is dedicated to continuing our work of connecting our community through giving. We need your help in three ways, helping to spread information of the good works of the Watertown Foundation, our goal is to welcome 100 new members by our 100th celebration and we are gathering input to mark our 100th centennial celebration. We would love to hear from our community especially from past recipients, emailing suggestions from special events and giving ideas for making a community gift in October. Email suggestions to us on our website at WatertownFoundation.Com. With your support we can grow our membership and resources to ensure that the vision of our founders will continue for generations to come.

Robert Retallick said thank you and are fantastic in what you do for this community and I have joined just recently and I am glad to learn more and more about the organization.

Mary Ann Rosa stated I have joined the foundation in years to come and served on one of the committees and the dedication of the people is unbelievable. It is a great feeling to know a group of people like that, that you wouldn’t get to know otherwise and I encourage everybody to join.

NO ACTION REQUIRED

c. Consider approval of the Independent Contractor’s Agreement with the Crestbrook Park Golf Pro.

Motion: Mary Ann Rosa seconded by Robert Retallick: I move to approve the Independent Contractor’s Agreement with the Crestbrook Park Golf Pro.

Mark Raimo, Town Manager talked about the tightening up of the language on the contract with a review from the Town Attorney. Our Golf Pro has done an amazing job over the last year. He asked for two things a $10,000 increase to his salary so that
he can hire an Assistant Golf Pro. He has done a great job in supporting and building our system and I fully support these increases. The second request was to invest in the number of carts that we have to twelve. We came to a conclusion and it is on our agenda to discuss tonight, it is a revenue to us to have the additional carts.

William Donston stated the Golf Pro for several rotations has been a 4-year contract. This year we felt as a commission that we are going to tailor it back to two. The reviews rave about the Golf Pro and his personality has enhanced the golf course.

Motion passed unanimously

d. Consider an appropriation from the General Fund in the amount of $5,000 for vehicle maintenance; $3,000 for the senior services vehicle and $2,000 to the vehicle maintenance line item for the recreation department.

Motion: Mary Ann Rosa seconded by Robert Retallick: I move to approve an appropriation from the General Fund in the amount of $5,000 for vehicle maintenance as follows: $3,000 to be appropriated to the senior services vehicle line item and $2,000 to the vehicle maintenance line item for the recreation department.

Discussion: none.

Motion passed unanimously

e. Consider authorizing the Town Manager to execute an amendment to the agreement between the Town of Watertown and New England Golf Cars for additional carts.

Motion: Mary Ann Rosa seconded by Robert Retallick: I move to authorize the Town Manager to execute an amendment to the agreement between the Town of Watertown and New England Golf Cars for additional carts for Crestbrook Park Golf Course.

Discussion in line item 9c.

Motion passed unanimously

f. Consider authorizing a modification to the cell tower lease agreements between the Town of Watertown and Verizon Wireless.

Motion: Mary Ann Rosa seconded by Robert Retallick: I move to approve a modification to the cell tower lease between the Town of Watertown and Verizon Wireless as presented.

Rachael Ryan asked for a quick explanation for the record.
Mark Raimo, Town Manager stated Verizon has had a 10-year contract with the Town of Watertown starting back in 2012. They had agreed to a 3 percent increase every year and it’s renewable annually. The cost to rent from us at this point is $3,900 according to that contract. They came to the town and said they are reconsidering moving these cell towers to somewhere else to get a better deal on the rental space. The current rate that we are getting now for somebody who would come in new to rent space on our water towers is about $2,500. Through some negotiations we had settled on a recommendation of $2,500 to bring them back in line with the 2 percent escalator that would occur every year as a renewable contract.

Motion passed unanimously

g. Consider the reallocation of ARPA Funds originally reserved for the upgrade to the Police Department radio system to be allocated for the purchase of Red Dot Optics for handguns.

Motion: Mary Ann Rosa seconded by Robert Desena: I move to approve the reallocation of ARPA Funds originally reserved for the upgrade to the Police Department radio system to be reallocated for the purchase of Red Dot Optics for handguns.

Joshua Bernegger, Police Chief: Back in the 2022-23 budget I requested $42,000 to be allocated for an upgrade to the Police Department radio communication operating system, which is operating on a Microsoft Vista platform which is severely outdated. That operating system would have made our radio communication system for viable for another three or four years before a whole system upgrade would be required. At that time during the budget process, it was determined that rather than keep the $42,000 in the operating budget, ARPA funds would be utilized for that operating system upgrade. After the budget season had passed a grant opportunity through Johanna Hayes office presented itself. The Police Department applied for a grant for a full system upgrade for our radio communication system. We were notified last month that we were awarded that grant. That grant will fully replace our communication system rendering this $42,000 operating system invalid for our current system which will cover a whole new operating system. Therefore, we are requesting that money be reallocated for the purchase of Red Dot Optics for our handgun.

Red Dot Optics uses a light emitting diode or an LED to project an aiming point which is called the dot onto a lens that the shooter looks through. This is not to project a laser beam onto a target. Only the shooter actually sees this red dot which is projected on a piece of glass on top of the handgun. Users can achieve a first found hit on their actual acquired target faster with greater confidence thereby increasing public safety and officer safety while reducing collateral damage and liability. Our current handguns do not accommodate the sites we will have to hand them in for
brand new handguns and that is included in this price. We received very good quotes for trade ins of our current guns and we be receiving all new handguns to do this.

Robert Retallick asked does this include training?

Joshua Bernegger, Police Chief answered this does not include training, this will require three full days of training for each officer.

Robert Retallick asked is that going to be asked for in a line item?

Joshua Bernegger, Police Chief answered we are working out the details on that we are hoping to use give back hours that are allowable with the give back contract.

Gary Lafferty asked what is the life expectancy on the guns?

Joshua Bernegger, Police Chief answered for the life of the gun. We generally keep our handguns for 10 to 15 years trading them in for a new model. Our current handguns are 5 years old right now, we would be trading these in for a brand-new handgun.

Robert Desena stated the Chief was explaining a shoot don’t shoot situation that all officers don’t want to engage in and obviously the minimization of collateral damage to anybody within the vicinity with a shootout is not there, decreasing the liability to the town. Also eliminating the threat to prevent whoever is being shot with the use of this optic device to terminate the threat.

Robert Retallick thanked the Police Department for doing everything they do.

Mark Raimo, Town Manager added the Chief had intended to put this in his current budget so we were hoping we could take that expense using the ARPA funds and that would decrease his budget by $45,000 as we move forward through the budget process.

Motion passed unanimously

h. Consider a resolution authorizing an appropriation from the General Fund in the amount of $7,730 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 $7,730 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 21st day of February, 2023.

Jonathan Ramsay, Chairman
Watertown Town Council

Motion: Mary Ann Rosa seconded by Robert Retallick: I move to approve the resolution authorizing an appropriation from the General Fund in the amount of $7,730 for tax refunds.

Discussion: none.

Motion passed unanimously

i. 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 21st day of February, 2023.

Jonathan Ramsay, Chairman
Watertown Town Council

See attached

Motion: Mary Ann Rosa seconded by Rachael Ryan: I move to approve the resolution authorizing tax refunds.

Discussion: none.
Motion passed unanimously

10. Adjournment.

Motion: Mary Ann Rosa seconded by Rachael Ryan: to adjourn the Regular Meeting at 8:30 p.m.

Motion passed unanimously

Respectfully submitted,

Jonathan Ramsay, Chair
Watertown Town Council

Approved:
Susan King, Clerk
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<th>Name</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Prop Loc/Vehicle Info.</th>
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<td>3 ALDORISIO ST</td>
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<td>3 ALDORISIO ST</td>
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<td>20 ODGLEY RD</td>
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<td>MAZZARELLA CHARLES</td>
<td>62 HILLTOP RD</td>
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<td>2013/1FTFW1ETS0KE62459</td>
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<td>WASILAUKAS JOSEPH SR &amp; LORETTA</td>
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<td>OVERLAND PARK, IL 60062</td>
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<td>WILBERT FUNERAL SERVICES INC</td>
<td>10965 GRANADA LN STE 300</td>
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<td>ZNIKARSCHE REBECCA A</td>
<td>365 ROCK CREEK DR</td>
<td>MANTENO, IL 60950</td>
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