



**TOWN COUNCIL
WATERTOWN, CONNECTICUT**

**MONDAY, MARCH 4, 2024
REGULAR MEETING – 7:00 P.M.**

MINUTES

**WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795**

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
Gary Lafferty
Carina Noyd
Jonathan Ramsay
Rachael Ryan

ABSENT: Anthony DiBona
Robert Retallick

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

4. Recognitions

5. Minutes.

a. February 20, 2024 – Regular Meeting

Motion: Ken Demirs seconded by Robert Desena: I move to approve the Regular Meeting minutes dated February 20, 2024 as presented.

Motion passed unanimously

b. February 27, 2024 – Special Meeting

Motion: Ken Demirs seconded by Robert Desena: I move to approve the Special Meeting minutes dated February 27, 2024 as presented.

Motion passed unanimously

6. Chairman's Report

a. Correspondence.

Chair Mary Ann Rosa stated we had a couple of communications come in via the iPad. The first one was from Jersey Mike's telling us of their day of giving on March 27th for "Make a Wish" and inviting any council members to attend if they are able to do so.

We had one from Mr. Mickel relative to the Board of Tax Review making some suggestions.

We had one relative to the appointments we made to the Special Tax Committee, the last one. We had approved Mr. Johnson as an Independent and in reality, he is an unaffiliated voter. That is a correction to our minutes from the last meeting.

There is a ribbon cutting ceremony on April 25th at 1:30 to Mark, Braxton Manufacturing, "60th Anniversary" and council members are invited to attend but we need to RSVP if anyone is interested. I will make copies of these for other council members.

7. Subcommittee and Liaison Reports

- a. Ordinance – Anthony DiBona, Chair – no report
- b. Public Works – Robert Retallick, Chair – no report
- c. Elderly Tax Relief- Jonathan Ramsay, Chair – no report

8. Town Manager's Report.
Mark Raimo reported:

I have two memos that I have written one is in regards to some of the questions that we had at the last Town Council meeting regarding finance and software and the other is the health fund and potential savings from the health insurance broker change. Just to give you an update the BOE has gone forward and put out an RFQ a request for qualifications for a new broker. During that process Dr. Villanueva had included me in the interview process and after some discussions we see potential for savings from anywhere from \$500,000 to a million dollars, considering commission changes and low hanging fruit within the insurance program itself. The BOE has already gone forward and changed brokers and I think it's in the best interest of the town to follow them and stay together as one organization. We will be making that decision to move forward with the new broker effective March 1st and we will be separating from the current broker that we have. Moving forward the BOE in the town will consider entering into a memo of understanding, so that we understand the processes and the shared services and the shared responsibilities with the health fund. That will help for succession at some point Dr. Villanueva or myself may not be here and they would be able to refer to this document to understand what the intent of the agreement was. We will work on that as we move through the budget process.

I am going to read directly from my memo because it is quite a bit. I apologize it is kind of long but it addresses some of the concerns and some of the questions that were asked by the general public.

MEMORANDUM

To: Honorable Chairwoman and Members of Watertown Town Council
From: Mark A Raimo, Town Manager
Date: March 4, 2024
Re: Update Memo – Finance/Software

The Finance department has maintained the same staff levels for over 30 years, despite facing a substantial increase in workload, notably due to the implementation of a new software system, Federal reporting demands due to ARPA, increased reporting to the State of Connecticut, and the management and reporting for approximately 23 million dollars in grants that have been secured/managed through this administration.

This transition of Infinite Vision (IV) software began prior to the onset of COVID-19 and coincided with changes in leadership, including transitions in the Finance Director role and Town Manager positions. The integration of the new software, initiated in June 2019, faced challenges exacerbated by subsequent changes in management.

The original attempt to integrate to IV was scheduled to occur at the beginning of 2020 with in person setup and training. With the onset of COVID staff was reduced to a minimum and

employees were scheduled to work on opposite days due to the pandemic through the fall of 2020. During the integration IV closed their facilities and worked remotely forcing Watertown to start the integration through remote access. As a reminder remote access and Zoom meeting were not the norm for municipal workers. The initial setup of IV was completed remotely which contributed to improper set up and training that quickly frustrated staff. As a point of fact, the integration as with all proactive projects are completed on top of daily activities of staff members, there was not an implementation team to implement and facilitate the work. Staff members continued to receive training and work with set up specialists to manage the changeover. Through discussions IV recognized the importance of addressing the original setup and offered additional free setup and consultation time. During this time, management was working with staff to address deficiencies in understanding the change in process. Additionally, a third-party vendor was brought in to assist staff with cleanup efforts, yet inaccuracies persisted in the IV software.

During the audit period spanning FY21-22 (from July 2021 to June 2022), discrepancies in cash balance reporting surfaced in September 2022, ultimately revealing a significant \$33 million accounting error in General Fund cash accounts. Further investigations uncovered additional inaccuracies across various funds, necessitating corrections to the accounting system. Consequently, the audit for FY21-22 was delayed and ultimately filed in March 2023.

The \$33 million discrepancy primarily stemmed from errors in the posting of cash balances and bank reconciliation, with expenditure and revenue accounts being accurately recorded.

Management responded by one-on-one discussions with staff and implemented additional training. Management's corrective actions in response to these challenges, verified that errors were accounting errors; all monies were accounted for.

Further discussion on this matter is limited due to its evolution into a personnel issue.

Adjusting journal entries to balance FY21-22 were provided by auditors in April 2022, involving complex corrections across 28 different funds. Despite efforts to wrap up FY21-22 by April 2023, delays in the audit process affected the subsequent fiscal year, FY22-23, requiring reactive measures rather than proactive planning. This process has carried over into the FY 23/24 audit as well. Finance anticipates that all cleanup of accounts will be completed by the end of FY 23/24.

The impact of COVID-19 further compounded challenges, including acquiring the equipment and learning how to remote video conferencing, understanding the impact of an extensive use of credit cards, and adjustments to budget processes. The impact of the significant personnel changes within both the Town and the Board of Education (BOE) led to coordination issues and a disconnect between the two entities. Efforts have since been made to enhance communication and reconcile financial accounts between the Town and the BOE, addressing concerns related to fund intermingling/reconciliation.

Overall, the Finance department has navigated a period of substantial change and increased workload, requiring ongoing efforts to streamline processes, document processes and improve coordination between departments.

In the forthcoming Finance Budget presentation, I propose outlining a succession plan to address the impending retirement of the Finance Director. To facilitate this transition smoothly, I've requested approximately \$68,000.00 to retain Susan Zappone as a part-time employee to assist the finance department. With 30 years of experience across various roles within the finance department, Susan is uniquely positioned to support each member of the finance team during a 9-12-month period.

Susan's continued presence will aid in the seamless handover to the new Finance Director while providing crucial assistance in addressing any outstanding tasks, particularly those related to evaluating a potential transition to new financial software. This presents an opportunity to assess whether the Finance Department is sufficiently staffed by addressing cleanup discrepancies and by utilizing appropriate software solutions and understanding the impact. This can potentially save money through evaluation instead of resorting to hiring additional staff which would be a recurring budgetary expense.

Additionally, I've included a brief Executive Summary of the SWOT analysis conducted by the finance team regarding IV Software for your review.

Executive Summary:

SWOT Analysis of Infinite Visions Financial Software Utilization in Watertown

Conclusion:

The SWOT analysis conducted on the use of Infinite Visions financial software in Watertown presents a multifaceted picture. While the software boasts strengths like adaptability and real-time data processing, it also reveals weaknesses and potential threats that pose significant challenges. These include its origins in educational institutions, which require complex workarounds and contribute to user unfriendliness. Moreover, challenges are exacerbated by concerns over succession planning, scalability issues, and the risks of budget overruns and staff turnover.

While there are positive aspects to Infinite Visions (IV) software, particularly its coordinated use with the Board of Education, the identified drawbacks, particularly its complexity, necessitate a thorough evaluation. The need for workarounds and associated costs emphasizes the urgency of exploring alternative solutions. Although opportunities for optimization and enhanced training show promise, they demand immediate attention due to potential risks related to scalability, succession turnover, and operational efficiency.

It's noteworthy that discussions with IV representatives at various trade shows have revealed that Watertown is not unique in encountering challenges with the software. Direct feedback from IV representatives underscores this reality. While some users may advocate for persisting with IV and addressing its intricacies, discussions around succession planning highlight that it may not be the most suitable software for the municipality in the long run. With numerous alternative platforms available, there is an opportunity to find a solution better aligned with Watertown's needs and objectives.

Recommendations:

1. Customization and Optimization:

- Engage with the software provider for tailored solutions aligned with municipal needs.
- Streamline the chart of accounts for transparency and efficiency.
- Ensure thorough reconciliation of accounts before any software change.

2. Training and Documentation Enhancement:

- Invest in comprehensive training programs and detailed documentation.
- Address succession challenges by improving user understanding.

3. Exploring Alternative Solutions:

- Conduct market research for software better suited to municipal requirements.
- Prioritize review of operational processes before implementation.

4. Managing Transition and Understanding Impact:

- Appoint a lead for implementation oversight and accountability.
- Develop a detailed transition plan, including staff training and system testing.

5. Risk Mitigation:

- Implement measures like regular internal audits to mitigate operational errors.
- Develop a contingency plan for budget overruns and staff turnover.

6. Public Communication:

- Develop a communication strategy to manage public perception of change.

7. Long-term Financial Planning:

- Incorporate change-related costs into long-term financial planning for sustainability.

By addressing these recommendations, Watertown can enhance financial management, operational efficiency, and community service delivery.

During the last Town Council meeting, there were some points raised that I'd like to address for clarity. Firstly, it was noted that there may be an issue with the Town reporting its revenue. The revenue reporting process is somewhat out of the Town's control, as we rely on multiple agencies for revenue data, which affects our reporting timeline. As a point March 4th is the deadline for the BOE to send their budget to the Town in which the Town relies on for reporting revenue. To address this moving forward, it's crucial to establish a clear timeline for when different parts of the budget will become available. This will help both Council members and the public anticipate when to expect certain information and hold staff accountable for timely reporting. I will ensure this will be completed for next year's budget process.

Regarding revenue from the State of Connecticut, such as LOCIP, Town Road Aid, ECS, or Pilot we typically receive these fund numbers in February, but there's no set timeline for their delivery. Consequently, we're often left waiting to input these numbers as they come in. This can be frustrating for those awaiting this information, especially if they're unfamiliar with or forgetful of the process. By memorializing a timeline and providing detailed explanations, we can shed light on these issues.

Additionally, the intention behind updating the Council and the public on our issues with IV was meant to be a courtesy and keep stakeholders informed. It's important to recognize that with computer software, the adage "garbage in, garbage out" applies. If we don't address inaccuracies in cash balances and bank reconciliations, switching software wouldn't necessarily resolve these issues. Therefore, we're currently focused on cleaning up our books to ensure a smooth transition if we choose to change software in the future. This cleanup process has resulted in Finance operating in arrears temporarily, but it's necessary to ensure accurate and reliable financial data moving forward.

The integration of additional software is as follows:

ClearGov-software is designed to enhance transparency and accountability in the budget process by providing a user-friendly interface for all stakeholders. It is scheduled to be publicly available in March 2024, with ongoing updates and improvements planned throughout the following year. With the rise of social media and the unchecked spread of potentially inaccurate information, ClearGov provides a platform for all citizens to gain a clearer understanding of the Town's processes, policies, and procedures surrounding finance. Once this space is fully populated, we can then engage in discussions to identify areas for improvement from a starting point of actual ground zero.

The implementation of ClearGov aims to simplify the budget process for staff members. Previously, budget creation involved multiple phases, placing a heavy burden on the Finance Department. With ClearGov, much of the budget creation can occur within the originating departments, reducing the data entry workload, while ensuring accuracy for finance personnel. Once the budget gets approved by the public, we will then open up the next budget process for Department Heads to openly work on their budgets throughout the year alleviating the rush to meet deadlines.

ClearGov offers valuable features, including the capability to capture concepts and maintain notes over time. This facilitates improved long-term planning and preserves historical data for future reference. Moreover, the software allows for backup documentation requests to be seamlessly integrated into the system, thereby saving time, and ensuring a transparent audit trail. Additionally, ClearGov provides modules specifically designed to address personnel costs and assist in understanding the impacts of contract negotiations on salary raises. Furthermore, it offers functionality for tracking and reporting on Capital Improvement projects.

ClearGov is a standalone software specifically designed for budget creation and management. Its commitment to transparency is evident through features like the digital budget book, which includes detailed explanations of line items, supporting documentation, budget policies, accounting definitions, demographic information, Town History, budget process explanations, chart of account explanations, and more.

The software seamlessly integrates with existing systems such as Infinite Visions to guarantee data accuracy and simplify the creation of quarterly financial updates mandated by the Charter. In essence, ClearGov's objective is to enhance the budgeting process and efficiency for all stakeholders involved.

Andrews Technology - Software is a Time and Attendance solution designed to handle approximately 65% of our current full-time and part-time payroll needs. Plans are underway to integrate the remaining 35% of staff into future software updates. Due to the complexities negotiated within each union contract, the payroll process has become intricate. We are presently in the testing phase of software implementation, having collaborated with Andrews Technology over the past 8 months to establish rules and procedures. This collaborative effort has highlighted

the need to simplify union nuances to streamline the payroll process. We have followed the recommended implementation process and have maintained the timeline through January. We have pushed back the testing and go live date till March/April to refocus on the Budget and Audit commitments. This is a buildout software that relies on staff's inputs and research, not a plug and play.

Traditionally, all payroll tasks have been completed manually. Staff members submit paper timesheets to their respective managers or department heads for manual approval, after which the payroll team manually calculates totals and then inputs the data into the IV financial software. Andrews Technology enables employees to digitally sign in, with their time reviewed and approved digitally by managers and department heads. The approved, mathematically accurate report is then forwarded to payroll for review before being uploaded into IV financial software for processing.

Furthermore, Andrews Technology offers features to track time off and facilitate digital approval processes for staff alleviating the manual process of tracking time off. This allows management to review reports and have oversight to track current staffing assignments without physically checking the workplace in the moment. Presently, it takes 1.5 staff members 3.5 days to process payroll manually. Implementing Andrews Technology is expected to reduce this processing time by more than half, allowing the payroll team to focus on other related tasks.

Qscend – software is Customer Relationship Management software designed to track various aspects such as issues, complaints, requests, tasks, and workload. This system automates the notification process by directing service requests to the appropriate individual responsible for handling or assigning the work. As we fully integrate the software, we plan to implement a system of responses to keep initial requestors informed of actions taken, updates, transfers of service, or task completions through automated emails, texts, or phone calls.

In cases where tasks are not completed within the designated timeframe set by the Town, matters will be escalated to the next responsible person within the organization, including department heads and the Town Manager. While we continue to develop the system and assess its impact, we will eventually release an application for citizens to report issues throughout the Town. However, we have chosen not to launch this app at this time to prevent overwhelming the Public Works Department with additional tasks related to road conditions.

This centralized system allows management to quantify workload through extensive reporting. For example, in the past, reporting a blight issue in Town involved multiple departments such as the police department, building department, and public works. Now, citizens can initiate a Blight Notification on the Town's website, and the system will route the complaint to the appropriate department based on the provided information. As an example, if the police department received a blight complaint better handled by Highway, they can escalate the complaint to the Highway through the system alleviating additional collaborative work thus saving time in response and workload. This tracking mechanism will enable management to quantify workload responsibilities and make informed decisions regarding service levels and staffing.

It's important to note that Qscend is not integrated with our financial systems. However, we are integrating it with the permitting system Muncicity, which is used by Planning & Zoning, the Building Department, Engineering, Assessors, Fire Marshal, and the Health Department. This integration allows information associated with these departments to be uploaded to Muncicity, ensuring that each property card is updated and noted. This centralization of information enables the Town to manage building and permitting data more effectively and allows for better

communication with the Assessor's office to better understand and address changes for assessment purposes.

Motion: Ken Demirs seconded by Jonathan Ramsay: I move to add two items under New Business Item 1. Consider a resolution regarding the roof replacement project at Watertown High School. Item 2. Consider a resolution regarding the roof replacement project at John Trumbull Primary School.

Paul Jessell, Town Attorney stated this is somewhat a simple matter, the resolutions that you passed at your last council meeting having to do with those two roof projects was sent up to the Department of Administrative Services to be considered for the grants, that is going offset the cost of these projects. They rejected the resolutions and it was because they want the statement concerning the amount of the town's contribution to be an anticipated amount because there could be items in the project that are not reimbursable. There are some fees from the State Board of Education for example, there is a couple of other things that potentially won't be reimbursable. Not that they would be of great magnitude but DAS would not accept it. Essentially what we just said is that it is anticipated that the local share would be approximately 2.1 million dollars for the High School and 1.9 million dollars for the John Trumbull School roof, that is the only change in those resolutions.

Chair Mary Ann Rosa asked and those figures fall within the amount that was approved at bonding.

Paul Jessell, Town Attorney answered in so far what the numbers are they are exactly the same, it just there may be some slight modification to that, based on things that might not be reimbursable.

Motion passed unanimously

9. New Business.

1. Consider a resolution regarding the roof replacement project at Watertown High School.

RESOLUTION

WHEREAS, the Watertown Town Council, by Ordinance No. 09-06-22-308, appropriated the total sum of \$12,861,000 for various Watertown Board of Education Capital Projects, and authorized the issuance of Bonds and Notes to finance that appropriation; and

WHEREAS, the appropriation was properly noticed and introduced by the Town Council on July 18, 2022; a public hearing was held on August 30, 2022; the Ordinance was adopted on September 6, 2022 and published on September 15, 2022 with an effective date of October 6, 2022; and the funding was approved at referendum vote on November 8, 2022; and

WHEREAS, a portion of the appropriation is allocated specifically to the Partial Roof Replacement Project for Watertown High School;

NOW, THEREFORE, BE IT RESOLVED, that the Watertown Town Council hereby authorizes the expenditure of \$4,971,500 to complete the Watertown High School Partial Roof Replacement Project and that it is anticipated that the local share will be approximately \$2,100,000 of the Watertown High School Partial Roof Replacement Project cost; and

BE IT FURTHER RESOLVED, that the Watertown Town Council authorizes the Watertown School Superintendent to apply to the Commissioner of Education and to accept or reject a grant for the Partial Roof Replacement Project at the Watertown High School; and

BE IT FURTHER RESOLVED, that the School Capital Project Committee is hereby established as the building committee for the Partial Roof Replacement Project at the Watertown High School; and

BE IT FURTHER RESOLVED, that the Watertown Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Partial Roof Replacement Project at the Watertown High School.

Dated at Watertown, Connecticut, this 4th day of March, 2024

Mary Ann Rosa, Chair
Watertown Town Council

Motion Ken Demirs seconded by Jonathan Ramsay: I move to approve the resolution regarding the roof replacement project at Watertown High School.

Discussion: none.

Motion passed unanimously

2. Consider a resolution regarding the roof replacement project at John Trumbull Primary School.

RESOLUTION

WHEREAS, the Watertown Town Council, by Ordinance No. 09-06-22-308, appropriated the total sum of \$12,861,000 for various Watertown Board of Education Capital Projects, and authorized the issuance of Bonds and Notes to finance that appropriation; and

WHEREAS, the appropriation was properly noticed and introduced by the Town Council on July 18, 2022; a public hearing was held on August 30, 2022; the Ordinance was adopted on September 6, 2022 and published on September 15, 2022 with an effective date of October 6, 2022; and the funding was approved at referendum vote on November 8, 2022; and

WHEREAS, a portion of the appropriation is allocated specifically to the John Trumbull Primary School Partial Roof Replacement Project;

NOW, THEREFORE, BE IT RESOLVED, that the Watertown Town Council hereby authorizes the expenditure of \$4,510,000 to complete the Partial Roof Replacement Project at the John Trumbull Primary School and that it is anticipated that the local share will be approximately \$1,900,000 of the John Trumbull Primary School Partial Roof Replacement Project cost; and

BE IT FURTHER RESOLVED, that the Watertown Town Council authorizes the Watertown School Superintendent to apply to the Commissioner of Education and to accept or reject a grant for the Partial Roof Replacement Project at the John Trumbull Primary School; and

BE IT FURTHER RESOLVED, that the School Capital Project Committee is hereby established as the building committee for the Partial Roof Replacement Project at the John Trumbull Primary School; and

BE IT FURTHER RESOLVED, that the Watertown Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Partial Roof Replacement Project at the John Trumbull Primary School.

Dated at Watertown, Connecticut, this 4th day of March, 2024

Mary Ann Rosa, Chair
Watertown Town Council

Motion Ken Demirs seconded by Jonathan Ramsay: I move to approve regarding the roof replacement project at John Trumbull Primary School.

Motion passed unanimously

Jonathan Ramsay we will continue with the budget presentations for the following departments.

a. Finance Subcommittee – Fiscal Year 2024-2025 Budget Reviews

1. Social Services (pg. 17)
2. Parks (pg. 18)
3. Recreation (pg. 20)
4. Senior Center (pg. 21)
5. Crestbrook (pg 24)

Michael Ganem, Director of Parks and Recreation, Senior and Social Services reviewed the presentation in regards to QR codes to view the offerings and special events in our facilities, he talked about the 50th Anniversary of the Crestwood Golf Course, senior attendance, senior bus trips, contacts for social services and the Munson Fund for outstanding medical bills used.

See attached

Chair Mary Ann Rosa asked if he could talk about any increases in the budget.

Michael Ganem, Director of Parks and Recreation, Senior and Social Services answered there are not many increases, one notable increase is the pesticides in the Crestbrook budget that is due to inflation. I mentioned the 50th Anniversary that we would like to promote.

Rachael Ryan asked under advertising and then the Crestbrook 50th Anniversary are the two tied together or is the advertising a separate item if not why an increase for advertising.

Michael Ganem, Director of Parks and Recreation, Senior and Social Services answered it is a place holder because we don't know what the 50th celebration is going to look like.

Rachael Ryan asked you mentioned something about the pesticides, the chemicals for the golf course was a very large percent increase, what has led to that very large increase?

Mark Raimo, Town Manager answered that line item with pesticides was an unequal line item. Every year we were putting an extra \$20,000 or more in that line item to equal it out. I looked to see what we spent for last year we added that, there is an increase for economic changes. I can give you further detail on those adjust line item totals. Most of our pesticides are applied in the spring which will happen over the next few months. Agricultural and Botanical was another line item in Crestbrook that was underfunded, I realigned it to show appropriately what the cost was from last year and then we added some for the increased in cost.

Rachael Ryan asked what is meant by the Golf Pro cart commission under purchased services on page 24.

Mark Raimo, Town Manager answered that is the commission that is paid to our Golf Pro for cleaning up the golf carts afterwards which is part of the contract for the Golf Pro.

Carina Noyd asked about the increase on page 24 under Equipment and Improvements, the pickup truck allotment almost doubled. Is that going to be a purchase or lease of a new vehicles.

Michael Ganem, Director of Parks and Recreation, Senior and Social Services answered that vehicle has already been acquired.

Mark Raimo, Town Manager added when that was put through in last year's

budget it was a low amount for the lease, this appropriately reflects what the lease payment will be for the next 3 years. It should have been divided up a little differently and the payment would have been reduced if we had done it upfront.

Rachael Ryan asked if we hired an Assistant Senior Coordinator yet?

Michael Ganem, Director of Parks and Recreation, Senior and Social Services answered I believe we should be hearing any day as to whether or not, the offer is accepted through personnel.

Rachael Ryan asked on page 21 under the senior center, the 3rd line down it says senior center operator expense to date is only \$28,000, is it expected we will actually spend \$70,000 in this current fiscal year.

Mark Raimo, Town Manager answered it is not but we have received a letter from the White-Collar Union to address these two individuals. We need some room for flexibility for negotiations to increase the hours of our bus drivers. They petitioned the Labor Department to bring them into the union. We did leave that number high to address any issues or changes.

Rachael Ryan asked under the vehicle maintenance line that that has gone up to \$9,000 is that the buses.

Mark Raimo, Town Manager answered that is correct, one bus is in need of repair. We have a newer bus that we received through the grant. Mr. Ganem has just jumped on the grant application to go after an additional bus so that we can replace the older one that is a 2012 or 13 that needs to be replaced. We needed that amount to cover any cost to keep the bus on the road.

Rachael Ryan asked under special events and programs we budget \$10,000 but we are at \$4,516 right now, so we are not even half way through that line item, are you going to spend \$10,000 this year or are there bigger events going to be more costly coming up.

Mark Raimo, Town Manager answered the reason why we left that item is because when we increased that line-item year, it was under the impression that we are going to continue to increase what we offer through the senior center. That is the largest demographic that's growing in our town and I thought it appropriate to keep that line item at that level. With that being said

it was also stated we are going to stay flat for a little while because we need to catch up and understand what we are spending.

Catrina Noyd asked under recreation supplies.

Mark Raimo, Town Manager answered our Senior Center Director when we brought our Senior Center Director in her we talked about we wanted to expand the programs for this demographic and again I think that is funded appropriately. If we find going a year or two and not spending it, we are going to reduce that and probably absorb it somewhere else in the budget.

Rachael Ryan asked I know that we have been looking for a new laborer for the Parks Department for a number of years I see that is in the budget for \$55,000 and you approve it.

Mark Raimo, Town Manager answered if I remember correctly, it was listed twice in the budget. We moved it from I believe from new laborer into laborer's position. We did hire somebody they have been working in that position and we did reduce the temporary salaries appropriately. I think this year we brought it up a little bit because we are still not able to get all the work done.

6. Finance (pg. 1)

Susan Zappone, Assistant Town Manager/Finance Director stated I will go through the Finance Department's any major increases and decreases. I have the current year budget and then the requested budget for fiscal year 25. Starting with Finance Department Administration there is a 2.75% increase for the supervisors and white collar has no increase at this point due to contract negotiations. The legal and fiscal increase is \$3,745 is due to the 3-year agreement we have with our auditors and there is a decrease in our bank fees.

Carina Noyd asked I am seeing a difference between 2025 the department requested column and the Town Manager recommended column a different of \$16,000 but I am not seeing any difference in the line items.

Susan Zappone, Assistant Town Manager/Finance Director answered with this new ClearGov, we had to build this report that you are all looking at now and when it was turned into an excel subtotals did not have any formulas in them. We had to spot check all of and that is the one that got missed.

Rachael Ryan asked the temporary salaries of \$68,300 is what you were talking about mark. I believe it was 9 to 12 depending on the needs.

Susan Zappone, Assistant Town Manager/Finance Director answered correct.

7. Tax Collector (pg. 2)

Susan Zappone, Assistant Town Manager/Finance Director stated the tax office is similar only with salary increases, the one supervisor in that department, the other white collar are the same until the contract is resolved. They have very little increases and decreases in their total budget, no changes for them.

8. Assessor (Pg. 2)

Susan Zappone, Assistant Town Manager/Finance Director stated one supervisor with a 2.75 increase the other two are white collar employees. We have no property revals this year, that line item is zero. Printing and binding have gone up due to inflation and costs. The maintenance agreements have gone the same way because of inflation. They are looking for one new printer and that printer will be for the public up front when they come and need copies made.

Carina Noyd stated I am seeing a decrease for the administrative assistant is that a reduction in hours.

Susan Zappone, Assistant Town Manager/Finance Director answered that position is split with the Public Works Administrative Assistant. This is for 25 hours and then the other 10 hours is over in the Public Works budget.

9. Information Technology - IT, (pg.3)

Mike Simmons, Information Technology Supervisor stated the IT budget is forever changing with cyber security. We do have some increases it is affected by a few changes in the PD, maintenance cost in infrastructure security. In the town maintenance contracts, the increase was due to the new software. There are no change in office supplies. IT computer infrastructure was \$139,734 last year now its down to \$105,000 this is due to changes made last year to the infrastructure. We had an increase in overtime due to maintenance, upgrades and other projects we have going on after hours. Microsoft policy changes to include the office apps for word and excel. The video budget there is improvements and upgrades to the microphone system to make it work right. The PD maintenance contracts went up which includes security cameras and other improvements of the security to the PD.

Rachael Ryan asked under the computer infrastructure IT's lease, there is a line for hardware, \$14,600 was requested and \$70,600 was approved by the Town Manager what was the hardware and why?

Mike Simmons, Information Technology Supervisor answered the infrastructure \$57,300 this year went up to \$95,000.

Mark Raimo, Town Manager answered I don't speak computer language; IT came with their budget and I told them your budget is too high and they would have to cut it. Mr. Simmons went into his budget and under the hardware under computer infrastructure he cut that amount from 114 to 6 to help me bring the budget down a little bit less. If we had an unlimited budget, I wouldn't have done, we have allowed him to move forward. Under computer infrastructure IT Police that is the line item that councilperson is talking about.

Rachael Ryan asked there was nothing previously budgeted, what is the specific hardware that was requested? I could take my response in an email I don't want to hold this up.

Mike Simmons, Information Technology Supervisor answered okay.

Mark Raimo, Town Manager added we will send out a clarification email on that.

Chair Mary Ann Rosa asked I am assuming we still carry cyber insurance?

Susan Zappone, Assistant Town Manager/Finance Director answered absolutely, we do yes.

Chair Mary Ann Rosa asked it is not under the IT budget, where is it?

Susan Zappone, Assistant Town Manager/Finance Director answered when we get to miscellaneous under the Town it is under the package insurance.

10. Debt Service - Susan Zappone, Assistant Town Manager/Finance Director stated the Debt Service comes in two different parts the general fund and the debt service fund. These payments are structured by our financial advisor and all our outstanding bonds. All the 50610 in the beginning are the principal payments and 50620 are the interest payments on all these bonds. If you then go to the debt service fund, when we went out for bonding, we were given a

premium so we are using that additional funds to pay down the debt. We received premium payments during the bond sale we are going to pay off some of the debt this year, it will take away from the general fund side.

See attached

Rachael Ryan asked what is the general fund's current balance?

Susan Zappone, Assistant Town Manager/Finance Director answered I can get to you for the end of the last fiscal year.

Gary Lafferty asked where do we get the information for the pilot money we get for the town?

Susan Zappone, Assistant Town Manager/Finance Director answered we will be reviewing revenue on March 18th and that will all be listed in the general fund revenue.

Jonathan Ramsay asked as far as debt service and our bond rating do we expect to get another rating prior to showing any new bonds.

Susan Zappone, Assistant Town Manager/Finance Director answered yes.

Jonathan Ramsay asked when do we expect that to occur?

Susan Zappone, Assistant Town Manager/Finance Director answered it will probably will have to go out again in June or July which would be 12 months from the last one to bond some of the bands that we took out and then we will go for another rating review at that point.

- b. Consider appointments to boards and commissions.
- c. Consider an appropriation from the General Fund in the amount of \$15,986 for the purchase of Junior Fire Corp uniforms. Funds received for the purchase of the uniforms through a SAFER Grant from FEMA.

Motion: Ken Demirs seconded by Jonathan Ramsay: I move to authorize an appropriation from the General Fund in the amount of \$15,986 for the purchase of Junior Fire Corp uniforms. Funds received for the purchase of the uniforms through a SAFER Grant from FEMA.

Discussion: none.

Motion passed unanimously

d. Consider a resolution authorizing an appropriation of \$8,835.24 for tax refunds.

Motion: Ken Demirs seconded by Jonathan Ramsay: I move to approve the resolution authorizing an appropriation from the General Fund in the amount of \$8,835.24 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 items to expend the funds.

NOW THEREFORE BE IT RESOVED, that the Town Council appropriates \$8,835.24 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 4th day of March, 2024.

Mary Ann Rosa, Chairman
Watertown Town Council

Discussion: none.

Motion passed unanimously

e. 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 4th day of March, 2024.

Mary Ann Rosa, Chair
Watertown Town Council

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

Discussion: none.

Motion passed unanimously

f. Public Participation.

Denise Russ, 135 Porter Street asked if I recall correctly the last year or the year before it was mentioned that all of maintenance agreements were all to go under the IT Department so that have in just one area. Going through the budget, I see maintenance agreements in a few other departments?

Jonathan Ramsay answered I can only assume that the maintenance agreements were related to IT computers maintenance agreements not maintenance agreements on equipment, vehicles and things of that nature would be in all those other budgeted items.

Chair Mary Ann Rosa added like a maintenance agreement on a copy machine wouldn't be in the IT budget.

Katherine Camara, 31 Cottage Place asked about the appointment of Mr. Johnson, and now you are telling us there is a correction that he is unaffiliated. We have been asking for years to get unaffiliated on board and commission, how did it happen.

Chair Mary Ann Rosa answered his name was given to us as someone who has experience in the area that we were looking for.

Katherine Camara, 31 Cottage Place asked there is a lot of people who are unaffiliated who want to get on boards and commission and were told there is no way to do this. If you want to be on a board and commission, do they just give their name to you.

Chair Mary Ann Rosa answered they can submit their names to council certainly.

Katherine Camara talked about a memo in the packet going to town staff regarding behavior. Ms. Camara asked about tomorrow night's meeting if the public could participate.

Chair Mary Ann Rosa answered it is just to listen.

Katherine Camara asked if the council could move the name plaques to see what they are saying.

Al Mickel, 95 Woodvine Avenue stated he received the electronic of the budget and he did not see the Crestbrook budget and if it changed, he would like to be updated on it.

Motion: Ken Demirs seconded Jonathan Ramsay to close the public hearing.

Motion passed unanimously

g. Adjournment.

Motion: Motion: Ken Demirs seconded by Jonathan Ramsay: to adjourn the Regular Meeting at 8:18 p.m.

Motion passed unanimously

Respectfully submitted,

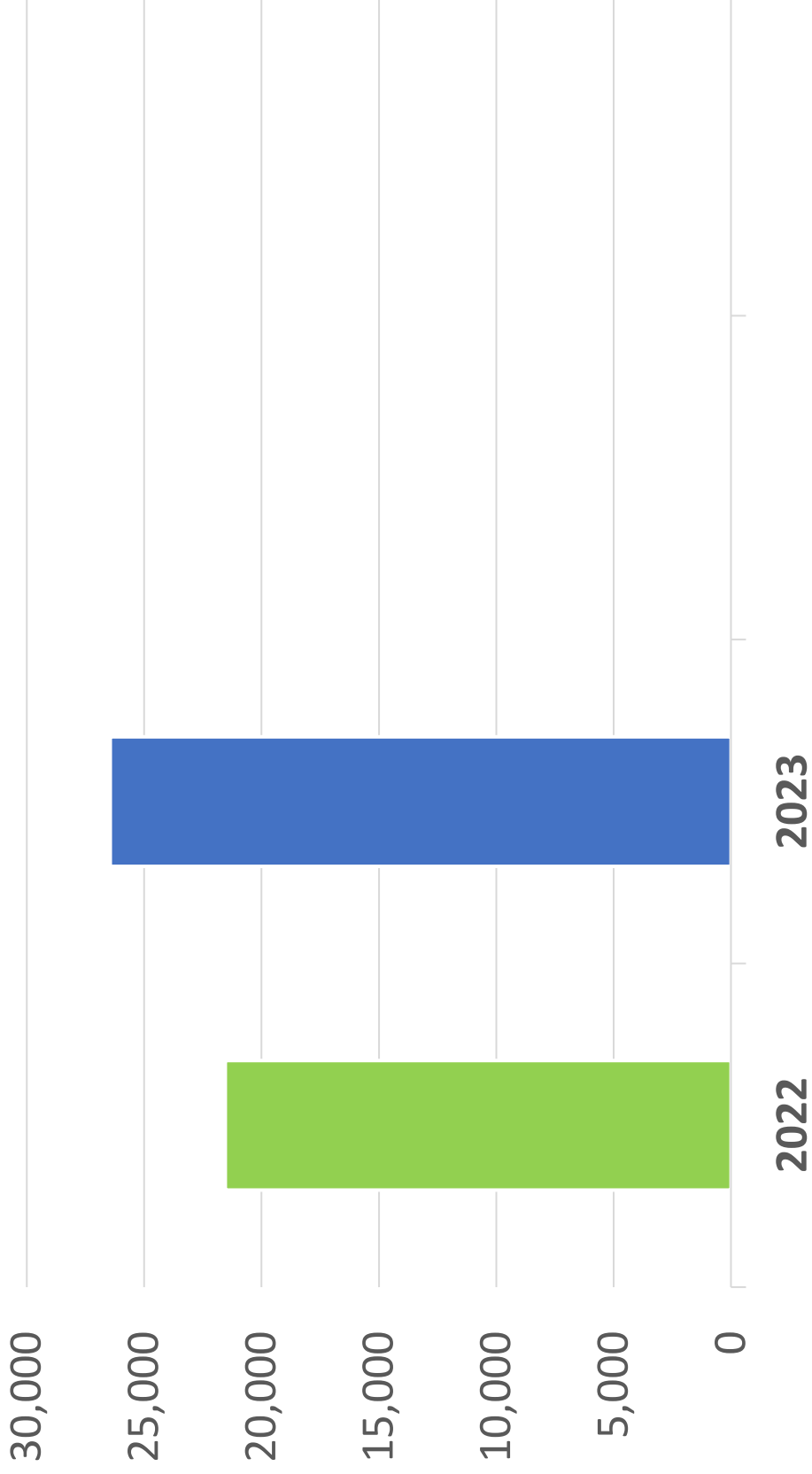
Mary Ann Rosa, Chair
Watertown Town Council

Approved: _____
Susan King, Clerk

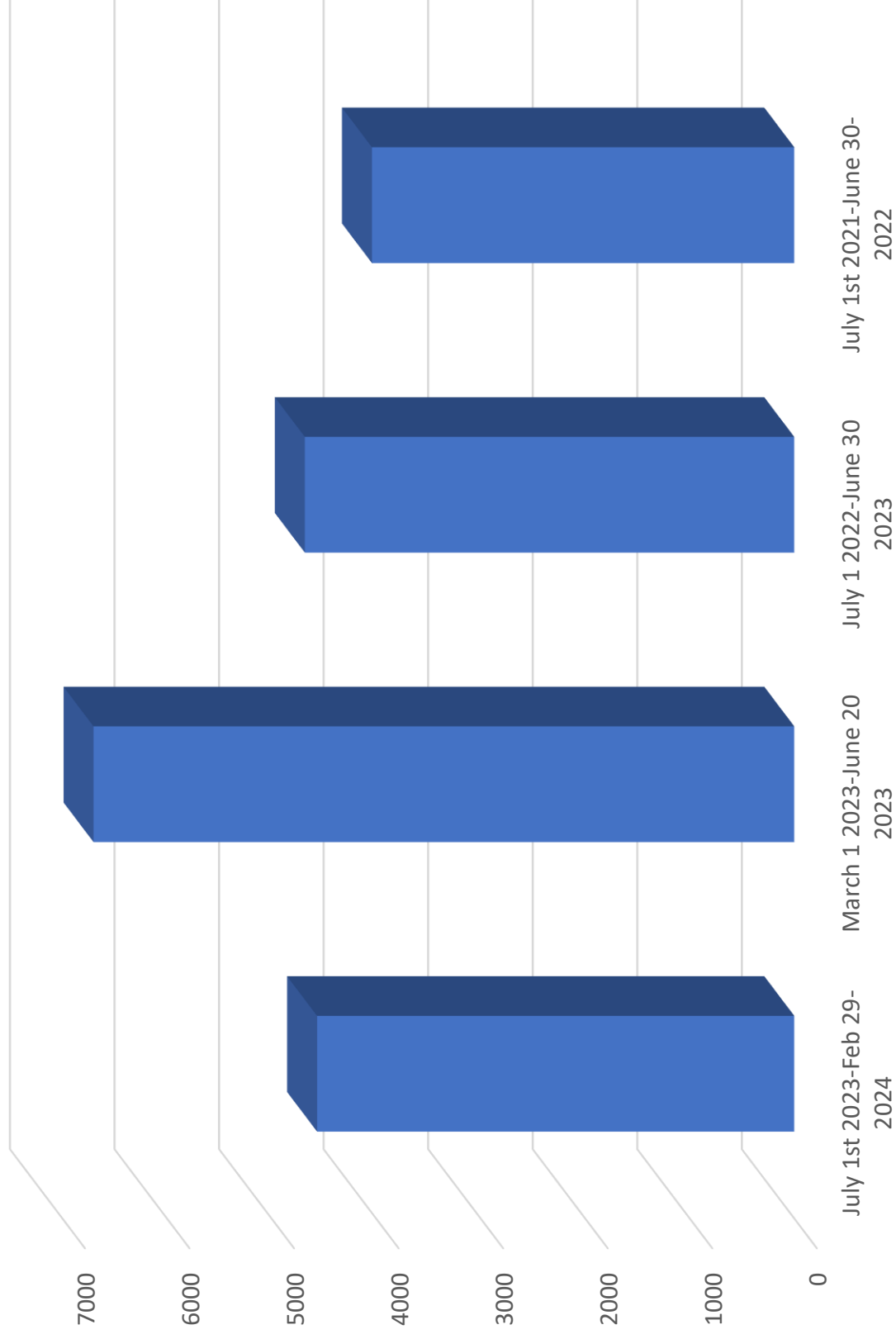
Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Reason	Tax	Int	Fees	Refund
CONLON PATRICIA	230 CHIMNEY RD	WATERTOWN, CT 06477	230 CHIMNEY RD	Sec 12-129 Refund of Excess payments (DU	846.38	-	-	846.38
COX EDWARD M & CAROLA	129 EDGE RD	WATERTOWN, CT 06477	129 EDGE RD	Sec. 12-129 Refund of Excess Payments.	644.09	-	-	644.09
COX EDWARD M & CAROLA	129 EDGE RD	WATERTOWN, CT 06477	129 EDGE RD	Sec. 12-129 Refund of Excess Payments.	651.19	-	-	651.19
HARDT DIANE S	935 BUCKINGHAM ST APT	WATERTOWN, CT 06477	2005/JF1SG67675H746977	Sec. 12-81 (20) Servicemen Having Disabili	32.46	-	-	32.46
ARONHEIM LINDSAY	357 RIDGE RD	ORANGE, CT 06477	2017/1C4BJWDG9HL663903	Sec. 12-126 Tangible Personal Property Ass	519.85	23.39	5.00	548.24
COX EDWARD M & CAROLA	129 EDGE RD	WATERTOWN, CT 06477	129 EDGE RD	Sec. 12-129 Refund of Excess Payments.	686.97	-	-	686.97
CORELOGIC REAL ESTATE TAX	PO BOX 9202	COPPELL, TX 75019	542 DAVIS ST	Sec. 12-129 Refund of Excess Payments.	595.90	-	-	595.90
CONLON PATRICIA A	230 CHIMNEY RD	WATERTOWN, CT 06477	230 CHIMNEY RD	Sec 12-129 Refund of Excess payments (DU	451.36	-	-	451.36
VENTRESCA RAYMOND & AGN	665 FRENCH ST	WATERTOWN, CT 06477	665 FRENCH ST	Sec. 12-128 Refund of Taxes Erroneously C	221.16	-	-	221.16
ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	1GYFZBR40KF203627	Sec. 12-129 Refund of Excess Payments - A	768.65	-	-	768.65
ARONHEIM LINDSAY	357 RIDGE RD	ORANGE, CT 06477	2017/1C4BJWDG9HL663903	Sec. 12-126 Tangible Personal Property Ass	673.87	30.32	5.00	709.19
BARCIAL ROWENA R	18 EVELYN ST	OAKVILLE, CT 06771	2007/5FNRL38257B023291	Sec. 12-129 Refund of Excess Payments.	24.35	-	-	24.35
CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2019/3C4NIDBB4KT711909	Sec. 12-129 Refund of Excess Payments - A	421.39	-	-	421.39
CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2020/1C4RIFAG4LC195090	Sec. 12-129 Refund of Excess Payments - A	187.46	-	-	187.46
HARDT DIANE S	935 BUCKINGHAM ST D7	WATERTOWN, CT 06477	2005/JF1SG67675H746977	Sec. 12-81 (20) Servicemen Having Disabili	32.46	-	-	32.46
SETARO ANTHONY G	102 WINDING BROOK FAR	WATERTOWN, CT 06477	2006/1FTWW31P36ED77102	Sec. 12-129 Refund of Excess Payments - A	105.92	-	-	105.92
CRABTREE AUTOMOTIVE LLC	PO BOX 111	MILFORD, CT 06460	2023/5YFS4MCE2PP143317	Sec. 12-129 Refund of Excess Payments - A	136.11	-	-	136.11
JOHNSON JEREMI	375 WOODBURY RD U 1	WATERTOWN, CT 06477	2023/5UXCY8C07P9P64965	Sec. 12-128 Refund of Taxes Erroneously C	1,686.43	-	-	1,686.43
MATHEWS ROBERT C	893 PARD RD	WATERTOWN, CT 06477	2015/1HGCR2F39FA129939	Sec 12-129 Refund of Excess payments (DU	85.53	-	-	85.53
					8,771.53	53.71	10.00	8,835.24

Number of Rounds Played At Crestbrook Golf Course

Course



Number of Registrations in Myrec



Falls Ave Senior Center Summary March 4, 2024

- We currently have 616 seniors registered to myseniorcenter. During the Fiscal Year 23/24, we had 492 seniors registered. This represents 123 people increase in membership from a year ago.
- From January 13, 2024, which is when we began entering people and activities into myseniorcenter, to March 4, 2024, we averaged almost 50 seniors per day who attended activities.
- Attendance increases about 10% on Tuesdays and Thursdays. Please note that you will see a slight drop off in January, November and December due to weather. Snowbirds also go south.
- From January 13, 2023 to March 4, 2024, we offered 3,461 events at the Senior Center during almost 20,000 hours of activity.
- The highest category of attendance of 6,844 hours is Public Services. This category includes the Energy Assistance Applications (70 completed this season thus far) and Social Services. We had persons log into myseniorcenter 274 times to discuss a Social Service issue.
- Our regularly scheduled activities reflect almost 6,000 hours.
- The third highest activity attended is “Socializing”. That means that seniors really enjoy coming here daily to meet with their friends.
- The fourth highest attended category is our special events that we hold on Fridays.
- Lastly, we have seen an increase in Senior Bus rides for two quarters in the past year.
- In the first quarter of 2023, we made 555 one-way trips compared to 2022.
- In the second quarter, we made 487 one-way trips over 298 in 2022.
- In the third quarter, we made 391 one-way trips.
- In the fourth quarter, we made 558 one-way trips over 453 in 2022.

Watertown Social Services & Food Bank

July 2022- June 2023

- **2,159** Clients visited the **Food Bank**
- **793** clients for other **services**
- April - October I had assisted Renters with their **Renters rebates**: Around **250** Clients served
- November assisted **115 families- 293 individuals with Thanksgiving**
- December assisted **151 families-292 individuals with Christmas Baskets**
- **Children with toys 118**
- Heating assistance: **15 families sent 100 gallons each.** Serviced and repaired furnace
- **Energy Applications 78**
- **The Munson Fund**, established to help people with outstanding medical bills, was utilized by **18 clients**.

Finance Department-Administration 004

Account	Description	FY 2023-2024 Budget	As of 2/27/2024 YTD Transactions	Balance	FY 2024-2025 Department Request	FY 2024-2024 Town Managers Recommended
010.50110.004.0003.9010	ASST TOWN MNGR/FINANCE DIR	127,192	80,723	46,469	127,192	127,192
010.50110.004.0009.9010	IT SUPERVISOR	92,269	58,559	33,711	94,807	94,807
010.50110.004.0012.9010	PURCHASING AGENT	79,085	50,185	28,900	81,260	81,260
010.50110.004.0037.9010	BOOKKEEPER II	54,367	32,779	21,588	54,367	54,367
010.50110.004.0038.9010	BOOKKEEPER I	43,033	27,316	15,717	43,033	43,033
010.50110.004.0144.9010	ASSISTANT FINANCE DIR	92,206	45,540	46,666	94,742	94,742
010.50110.004.2480.9010	PAYROLL/BOOKKEEPER	59,481	38,191	21,290	59,481	59,481
010.50125.004.0000.9010	TEMPORARY SALARIES	2,000	-	2,000	51,530	68,300
010.50130.004.0000.9010	OVERTIME	4,000	1,944	2,056	5,000	5,000
		553,633	335,236	218,397	611,412	628,182
010.50329.004.0000.9010	TRAINING-MTGS W/O TRAVEL	800	-	800	500	500
010.50330.004.0000.9010	PRINTING & BINDING	800	244	556	800	800
010.50334.004.0000.9010	LEGAL & FISCAL SERVICES	38,900	30,000	8,900	42,645	42,645
010.50334.004.1647.9010	BANK FEES	3,000	-	3,000	1,500	1,500
010.50337.004.0000.9010	MILEAGE ALLOWANCE	600	211	389	600	600
010.50339.004.0000.9010	MEMBERSHIPS	250	225	25	250	250
		44,350	30,680	13,670	46,295	46,295
010.50401.004.0000.9010	OFFICE SUPPLIES	5,000	3,480	1,520	5,000	5,000
		5,000	3,480	1,520	5,000	5,000
Totals		602,983	369,396	233,587	662,707	679,477

Finance Department-Tax Collector 006

Account	Description	FY 2023-2024 Budget	As of 2/27/2024 YTD Transactions	Balance	FY 2024-2025 Department Request	FY 2024-2024 Town Managers Recommended
010.50110.006.0015.9010	TAX COLLECTOR	101,526	64,426	37,100	104,318	104,318
010.50110.006.0021.9010	ASST TAX COLLECTOR	55,824	36,425	19,399	55,824	55,824
010.50110.006.0038.9010	BOOKKEEPER I	45,502	25,888	19,614	45,502	45,502
010.50125.006.0000.9010	TEMPORARY SALARIES	-	225	(225)	-	-
010.50130.006.0000.9010	OVERTIME	-	125	(125)	-	-
					205,644	205,644
010.50327.006.0000.9010	POSTAGE	20,200	6,346	13,854	21,238	21,238
010.50329.006.0000.9010	TRAINING-MTGS W/O TRAVEL	3,070	1,685	1,385	2,870	2,870
010.50330.006.0000.9010	PRINTING & BINDING	16,530	4,985	11,545	18,624	18,624
010.50337.006.0000.9010	MILEAGE ALLOWANCE	200	23	177	756	756
010.50339.006.0000.9010	MEMBERSHIPS	205	125	80	205	205
					43,693	43,693
010.50401.006.0000.9010	OFFICE SUPPLIES	2,000	377	1,623	2,000	2,000
					2,000	2,000
010.50720.006.2195.9010	STATE OF CT MV	250	-	250	250	250
					250	250
Totals		245,307	135,513	109,794	251,587	251,587

Finance Department-Assessor 007

Account	Description	FY 2023-2024 Budget	As of 2/27/2024 YTD Transactions	Balance	FY 2024-2025 Department Request	FY 2024-2024 Town Managers Recommended
010.50110.007.0002.9010	ASSESSOR	103,938	65,962	37,976	106,796	106,796
010.50110.007.0487.9010	ASSESSING TECHNICAN	56,394	27,139	29,255	56,394	56,394
010.50110.007.2110.9010	ADMIN ASST	45,487	20,659	24,828	32,487	32,487
010.50125.007.0000.9010	TEMPORARY SALARIES	-	3,085	(3,085)	1,500	
010.50130.007.0000.9010	OVERTIME	1,000	91	909	500	500
					197,677	196,177
010.50310.007.0000.9010	PROF & TECH SERVICES	10,396	2,609	7,787	15,000	15,000
010.50310.007.0277.9010	PROPERTY REVALUATION	129,104	129,104	0		
010.50329.007.0000.9010	TRAINING-MTGS W/O TRAVEL	3,475	1,330	2,145	4,000	4,000
010.50330.007.0000.9010	PRINTING & BINDING	1,500	68	1,432	4,193	4,193
010.50332.007.0000.9010	MAINTENANCE AGREEMENTS	13,057	9,415	3,642	9,620	9,620
010.50337.007.0000.9010	MILEAGE ALLOWANCE	-	337	(337)	750	750
010.50339.007.0000.9010	MEMBERSHIPS	1,500	605	895	1,500	1,500
					35,063	35,063
010.50401.007.0000.9010	OFFICE SUPPLIES	2,700	1,135	1,565	2,700	2,700
010.50405.007.0000.9010	REFERENCE MATERIALS	2,600	-	2,600	3,070	3,070
010.50406.007.0000.9010	SOFTWARE	1,200	-	1,200	1,200	1,200
					6,970	6,970
010.50561.007.1499.9010	PRINTER	-	-	-	549	549
					549	549
TOTALS		372,351	261,540	110,811	240,259	238,759

Account ID	Actual	Adopted	Exp.to Date 02.12.24	1 Year Estimate	Dept Requested	Recommended
IT						
OVERTIME	\$4,606	\$5,000	\$2,940	\$5,000	\$7,000	\$7,000
Total Personnel Services:	\$4,606	\$5,000	\$2,940	\$5,000	\$7,000	\$7,000
EMPLOYEE'S RETIREMENT	\$269	\$0	\$174	\$0	\$0	\$0
Total Employee Benefits:	\$269	\$0	\$174	\$0	\$0	\$0
WEBSITE	\$3,050	\$3,000	\$2,750	\$3,000	\$3,500	\$3,500
MAINTENANCE AGREEMENTS	\$78,871	\$142,940	\$113,286	\$142,940	\$177,190	\$205,690
MAINTENANCE AGREEMENTS - IT/POLICE	\$63,062	\$77,700	\$20,167	\$77,700	\$0	\$0
Office 365 Email & Protection	\$0	\$0	\$0	\$0	\$23,740	\$23,740
PD Leases	\$0	\$0	\$0	\$0	\$44,220	\$44,220
Technology Consulting	\$0	\$0	\$0	\$0	\$30,000	\$30,000
UNITRENDS Platinum	\$0	\$0	\$0	\$0	\$13,500	\$13,500
Hardware / Software Renewals	\$0	\$0	\$0	\$0	\$21,300	\$21,300
Email Security Awareness Training	\$0	\$0	\$0	\$0	\$1,470	\$1,470
CYBER SECURITY	\$5,068	\$10,000	\$3,711	\$10,000	\$10,000	\$10,000
Total Purchased Services:	\$148,050	\$233,640	\$139,914	\$233,640	\$324,920	\$353,420
OFFICE SUPPLIES	\$931	\$2,600	\$1,445	\$2,600	\$2,600	\$2,600
SOFTWARE	\$87,251	\$0	\$0	\$0	\$0	\$0
E-MAIL HOSTING	\$14,877	\$21,000	\$19,669	\$21,000	\$31,900	\$31,900
AUDIO VISUAL EQPT	\$13	\$1,500	\$496	\$1,500	\$23,500	\$23,500
Total Supplies & Materials:	\$103,071	\$25,100	\$21,610	\$25,100	\$58,000	\$47,000
COMPUTER INFO STRUCTURE - IT/POLICE	\$14,536	\$57,300	\$56,957	\$57,300	\$0	\$0
Hardware	\$0	\$0	\$0	\$0	\$114,600	\$70,600
Software	\$0	\$0	\$0	\$0	\$13,000	\$13,000
New Cyber Security related fund	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Repairs	\$0	\$0	\$0	\$0	\$7,000	\$7,000
COMPUTER INFO STRUCTURE	\$70,506	\$139,734	\$101,913	\$139,734	\$234,706	\$105,100
COMPUTER LEASE	\$15,000	\$15,000	\$14,938	\$15,000	\$0	\$0
Total Equipment & Improvements:	\$100,042	\$212,034	\$173,808	\$212,034	\$374,306	\$200,700
Total IT:	\$356,038	\$475,774	\$338,446	\$475,774	\$764,226	\$608,120

General Fund Debt 050

Account	Description	FY 2023-2024		As of		FY 2024-2025	
		Budget	YTD Transactions	2/27/2024	Balance	Department Request	Town Managers Recommended
010.50610.050.2775.9010	2015 REF SER. B	375,000	375,000	-	-	375,000	375,000
010.50610.050.2776.9010	2015 REF TAXABLE SER. C	50,000	50,000	-	-	50,000	50,000
010.50610.050.2845.9010	2017 BOND	100,000	-	100,000	-	100,000	100,000
010.50610.050.2897.9010	2-1-13 REFINANCE	1,235,000	1,235,000	-	-	835,000	835,000
010.50610.050.2924.9010	2018 BOND SERIES A	522,000	522,000	-	-	522,000	522,000
010.50610.050.2925.9010	2018 BOND SERIES B	290,000	290,000	-	-	-	-
010.50610.050.3046.9010	2020 BOND	300,000	300,000	-	-	300,000	300,000
010.50610.050.3047.9010	2019 BOND	240,000	240,000	-	-	240,000	240,000
010.50610.050.3078.9010	2021 BOND SERIES A	1,353,000	1,353,000	-	-	803,000	803,000
010.50610.050.3079.9010	2021 BOND SERIES B	90,000	90,000	-	-	375,000	375,000
010.50610.050.3080.9010	2022 REFUNDING	605,000	-	605,000	-	1,010,000	1,010,000
010.50610.050.3143.9010	2023 BOND ISSUE	-	-	-	-	61,484	61,484
010.50620.050.2665.9010	2-1-13 REFINANCE	130,725	130,725	-	-	81,325	81,325
010.50620.050.2775.9010	2015 REF SER. B	77,400	77,400	34,950	-	62,400	62,400
010.50620.050.2776.9010	2015 REF TAXABLE SER. C	6,600	6,600	2,925	-	5,100	5,100
010.50620.050.2845.9010	2017 BOND	15,750	7,875	7,875	-	13,250	13,250
010.50620.050.2924.9010	2018 BOND SERIES A	330,750	165,375	165,375	-	304,650	304,650
010.50620.050.2925.9010	2018 BOND SERIES B	7,250	7,250	-	-	-	-
010.50620.050.3008.9010	2019 BOND	154,200	43,050	111,150	-	142,200	142,200
010.50620.050.3046.9010	2020 BOND	128,850	67,425	61,425	-	116,850	116,850
010.50620.050.3078.9010	2021 BOND SERIES A	98,460	62,760	35,700	-	50,060	50,060
010.50620.050.3079.9010	2021 BOND SERIES B	85,700	42,929	42,771	-	84,511	84,511
010.50620.050.3080.9010	2022 REFUNDING	334,750	167,375	167,375	-	310,550	310,550
010.50620.050.3101.9010	2023-2024 PROPOSED BONDS/BA	80,000	46,930	33,070	-	-	-
010.50620.050.3143.9010	2023 BOND ISSUE	-	-	-	-	322,350	322,350
010.50620.050.3144.9010	2024 BOND ISSUE	-	-	-	-	225,000	225,000
TOTAL		6,610,435	5,242,819	1,367,616		6,389,730	6,389,730

DEBT SERVICE FUND 220

Account	Description	FY 2023-2024 Budget	As of 2/27/2024 YTD Transactions	Balance	FY 2024-2025 Department Request	FY 2024-2025 Town Managers Recommended
220.50620.049.3143.9220	2023 BOND	-	195,750	-	446,416	446,416
TOTAL			<u>195,750</u>		<u>446,416</u>	<u>446,416</u>

DEBT SERVICE FUND 220 REVENUE

Account	Description	FY 2023-2024 Budget	As of 2/27/2024 YTD Transactions	Balance	FY 2024-2025 Department Request	FY 2024-2025 Town Managers Recommended
220.40616.460.0000.0000	BOND PREMIUM	-	195,750	-	446,416	446,416
TOTAL			<u>195,750</u>		<u>446,416</u>	<u>446,416</u>