TOWN COUNCIL
FINANCE SUBCOMMITTEE
WATERTOWN, CONNECTICUT
SPECIAL MEETING
MARCH 28, 2023
SPECIAL TOWN MEETING – 6:30 P.M.
SPECIAL 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 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
                  Robert Desena
                  Ken Demir
                  Gary Lafferty
                  Robert Retallick
                  Denise Russ
                  Rachael Ryan

ABSENT:           Anthony DiBona

OTHERS PRESENT:   Mark Raimo, Town Manager
                  Susan Zappone, Asst. Town Manager/Finance Director
                  Lisa Carew, Director of Parks and Recreation
                  William Donston, Chairman Parks and Recreation Commission
                  Michael Simmons, IT Supervisor

a. Parks and Recreation (pg. 37) Lisa Carew, Dir.
b. Senior Center (pg. 39) Lisa Carew, Dir.
c. Crestbrook Golf (pg. 71) Lisa Carew, Dir.
d. Social Services (pg. 29) Lisa Carew, Dir.

Lisa Carew, Park and Recreation Director gave a presentation of the Watertown Parks and Recreation Budget highlighting on Human, Social & Leisure Services, expense drivers for Social Services, Parks, Recreation, Senior Services and Crest Park and Golf Course. Ms. Carew talked about the coverage of areas done in Town by the Parks Department with the new addition of greenways and the new Dog Park.

See attached

Parks Budget
Rachael Ryan asked under personnel services could you explain the reasons for new laborers and the mechanic not approved, what would the mechanic do and why didn’t the Town Manager approve that.

Lisa Carew, Park and Recreation Director answered the Parks Department is responsible for hundreds of acres of maintenance, it was a laborer position. Right now, there is a parks foreman, a laborer and there is a Park Maintainer I, seasonal help for trash removal and field maintenance there is a lot of areas they have to cover. Last year the second laborers’ position was in the budget and when the town had to go back for the first round that was one of the areas that was cut, I am trying to restore it. The mechanic was the manager’s decision because we do have a mechanic at Crestbrook and there is a mechanic at the Highway Department, I believe he felt we could share services.

Rachael Ryan asked on page 38, at the bottom you requested for Parks a total of $840,185 and the Town Manager approved $556,888, that is a huge difference. Can you talk about some of those items you requested and I am wondering about the fencing at Veterans.

Lisa Carew, Park and Recreation Director answered the Veterans fencing is for the large Sandy Hook playground near the pavilion having a lot of access points for children’s safety. Requested was a tractor with a mowing arm, at some time the town is going to have to buy it for maintaining the greenways and other areas in town. In regards to the paving, I was getting 25 for the year for the paving, I was marking that for the boat launch area.
Chair Jonathan Ramsay asked budgets amounts for utility and electricity that looks like it wasn’t used. The Town Managers budget is zero do you know what that was regarding.

Lisa Carew, Park and Recreation Director answered we have irrigation systems at different sites.

Susan Zappone, Asst Town Manager/Finance Director added it was moved into the public buildings budget.

Lisa Carew, Park and Recreation Director added the electricity is going to be used for the WWII monument for the lights scheduled to be completed by this spring.

Gary Lafferty asked why did you need 3-line items allotted for clothing allowance.

Lisa Carew, Park and Recreation Director answered it is for 3 departments kept separate.

Denise Russ asked under paving for $5,000 what would that be used for.

Lisa Carew, Park and Recreation Director answered let’s say at Veterans Park one of the sidewalks has to be repaired or replaced, you have to have funds to do that.

Ken Demirs asked on the Adams Road Park upgrades for $25,000 what were you doing there.

Lisa Carew, Park and Recreation Director answered for the equipment that needs to be replaced.

Robert Retallick asked do you have anyone who does grant writing in your department to be able to buy stuff outside of the town budget.

Lisa Carew, Park and Recreation Director answered I have been very successful in writing grants for the town.

Robert Retallick added I was thinking for the Adams Road project for grants out there.

Lisa Carew, Park and Recreation Director answered it depends they kind of run in spurts right now. The big thing is greenways, that is where a lot of money is right now. I am not familiar with anything right now, I have written quite a few for the town for the dog park and the senior buses.
Lisa Carew noted an error in the budget book for maintenance, not buildings has been restored into that account. There was an oversight when the budget was drafted under purchased services.

**Recreation Budget**

Rachael Ryan asked you have credit card fees of $50.00, $1,500 is that like having a credit card or people using credit cards.

Lisa Carew, Park and Recreation Director answered we have to pay when using credit cards, 99 percent of everything is using credit cards.

Rachael Ryan asked what is the work that needs to be done on the swimming pool.

Lisa Carew, Park and Recreation Director answered the pool is a dinosaur, vintage 1960’s and we are diligent every year keeping it together. There is a new pathway from the upper parking lot where you park for the tennis courts down to the restaurant and the pool. There will need to be decisions made for the pool and the tennis court.

Robert Desena stated it was discussed at recent meetings what descriptive brand should be used should to ensure positive community growth, this is properly summarized in your department. Your quality-of-life department for all citizens in town, our senior citizens, our youth population, thank you.

Chair Jonathan Ramsay asked about the funds when someone passed away and asked what was the plans for the funds for this coming year.

Lisa Carew, Park and Recreation Director answered you have the final say on that. All I can say is a splash pad that is a goal.

William Donston, Chairman Park & Recreation added it is called the Jack Staver fund it is handed through the Connecticut Foundation. We have used the money in the past for rehabilitation for the tennis courts and to finish the dog park for the town.

**Senior Center Budget**

Lisa Carew, Park and Recreation Director stated based on the 2020 census the population in the Town of Watertown is 24.8 percent is for 18 and under, 6.3 percent is 18 to 24 years of age, 29.9 percent is 25 to 44, 24.9 percent is 45 to 64 years of age that is part of our goal group here, and then 14.1 percent is 65 and older. If you add the 45 and up age group that is 39 percent of our population in this community.
Rachael Ryan asked about the large increase adding an assistant, a senior center coordinator, a part-time secretary, increasing the mini bus operation, the increase in the special events program, increase in recreation supplies what do you have in terms of numbers, in terms of visits and time spent. What is the data you have which is leading you to request such an incredibly large amount. That is a huge increase in the percentage of this budget, has there been a dramatic increase in the number of people using the senior center.

Lisa Carew, Park and Recreation Director answered the numbers are definitely increasing and people are using that building all night for meetings and everything else and we don’t charge these groups. That was the goal of the council to have this as a community center also. The part time secretary was included last year and never got broken out, it was under seasonal and temporary salaries. It is better broken out this than last year. I still think $263,000 for 39 percent of the population is a drop in the bucket for the amount of people that is serviced. The number of activities that are going on down there is phenomenal, there is some fees involved. We are definitely servicing the public; more and more buses are being used going in different directions. Laura has introduced trips back since COVID.

Laura Garay, Senior Center/Municipal Agent stated since I was hired on June 1, 2021, we have seen about 150 new people come through the doors to apply to be members. I have seen an explosion of social service cases and 125 referrals since I have started and some of these are still ongoing.

Gary Lafferty asked for the hours a week for the assistant senior coordinator and the part time secretary?

Laura Garay, Senior Center/Municipal Agent answered 25 hours a week.

Denise Russ asked for special events and programs went from $5,500 to $10,000 can you explain why.

Lisa Carew, Park and Recreation Director answered more and more people have been donating, Laura has been fortunate in getting corporate sponsors. To be able to offer more long-range activities and more trips and more special events. To increase things possibly on weekends, to be able to do things evenings, right now we are blocked in an 8:30 to 4:30 schedule. A Community Center/Senior Center should be open a lot more than just 8 hours a day.

Denise Russ asked on your special events for Park and Recreation I noticed you had $7,500 and the Senior Center is asking for 10. Don’t you have a larger clientele coming in. Recreational supplies they went up also to $500 what does that include.
Lisa Carew, Park and Recreation Director answered it would be for new programs that have been introduced, everything has gone up in price.

Crestbrook Budget
Lisa Carew, Park and Recreation Director stated 71 is the projected revenue.

Chair Jonathan Ramsay asked is the daily greens fee a true projection or is a number to balance the budget for Crestbrook.

Lisa Carew, Park and Recreation Director answered it depends the golf course, it is 100 percent weather related. Right now, we have still not opened. We have received money to date right now to balance it out. The sooner we open, the more that is going to be coming through the door. We have sold a lot of seasoned tickets already, more than we have in the past for this time of year. We have new staff up there with a new atmosphere and it is very welcoming.

Ken Demirs stated why a tournament was turned away on Good Friday.

Lisa Carew, Park and Recreation Director answered the commission made some determinations this year to have it so the golf course would be open on holidays to the public. You are guaranteed money for the tournament but you are turning the public away you can only do that some many times or they’re going to someplace else. This year it is on a Saturday, the following day instead.

Ken Demirs asked you expect more than 120 golfers to go through there on Good Friday.

Lisa Carew, Park and Recreation Director answered spring time is when the golf course is open yes, a lot of people have that off, the place would be jammed.

William Donston, Chair Park & Recreation stated since we have put the electronic system up there, we have a more information available to us. Such as the number of hits we got for a Good Friday that got turned away because of a golf tournament on that particular day and then look at a Saturday morning early and you saw very few hits.

Denise Russ asked what do you see in the golf course 2, 3, 4 years do you think it will be self-sufficient?

Lisa Carew, Park and Recreation Director answered you have received public funding for it from the state and federal. It doesn’t have to be used as a golf course but you can’t sell it. One thing to keep in mind it is an asset to the community, little by little thank you to the council the town has assumed some of the responsibility for the recreation resources that are up there.
It is not just a golf course it is a public park. As far as the finals we have been chipping away because there was a deficit way back. We don't have a final answer from last year but we are working in the right direction. I think with the people we have up there right now, it's making a big impact.

William Donston, Chair Park & Recreation added we were over $666,000 on the credit side to the town four years ago. We are in the headway of getting back towards that zero. I have proposed when we get to that zero-point balance that we come up with a formula that says so much remains with the golf course so we have operating budgets and we don't go into this deficit situation in the future and then an excess percentage above that goes into the general fund.

**Social Service Budget**
Lisa Carew, Park and Recreation Director stated the Commission on Aging they would like to see a full-time social worker.

e. Information Technology (pg. 27) Michael Simmons, IT Supv.

Michael Simmons, IT Supervisor gave a presentation on the IT budget for 2023 highlighting on cyber security and planning, cost drivers and the changes from 2022 to 2023.

See attached

Robert Retallick asked if there was anything for the Fire Department.

Michael Simmons, IT Supervisor answered the Fire Department we still have some software in place. We have some money set aside; as soon as they finish evaluating the software and put it place, we are going to spend that.

Robert Retallick asked where is there room to start consolidating some efforts like the school department currently operates their own separate information technology. Do you think in any way there is an area where we can merge into one department some of these costs shared between the town and the school department instead of running two separate systems.

Michael Simmons, IT Supervisor answered they have funding through e-rate and they have special rates that goes through grants. I have not seen the data on that to see where we can save.

Robert Retallick asked the Town Manager maybe that is an area that we can look at to start consolidating efforts and maybe use towards the Senior Center or something else in the town.
Mark Raimo, Town Manager answered at our last Town Council meeting we had discussed we are going to put together a committee to start discussing where we can share services and IT will certainly be one of the topics that we would sit and talk about.

Gary Lafferty asked where he saw future growth?

Michael Simmons, IT Supervisor answered the future growth would be for the server, the capacity network storage capacity, the bandwidth between the different departments for backups and cyber security. It is an unknown we do have some funds in there which we put aside for growth for cyber security and ransomware.

Gary Lafferty asked do you see any programs for internship.

Michael Simmons, IT Supervisor answered I have spoken to the Town Manager and we are looking at internships. We have done a slight internship in the past, there is certain projects we can put out to an intern.

Chair Jonathan Ramsay asked about the overtime in the budget and where are the salaries.

Susan Zappone, Asst. Town Manager/Finance Director answered Mike’s is in the Finance Department budget and his employees that work in his office are under miscellaneous central because they take care of the whole town, they are not really just one department, there is two positions there.

Chair Jonathan Ramsay commented a year or two ago we made IT its own department in the budget is there a reason why we didn’t bring the salaries into the same budget.

Susan Zappone, Asst. Town Manager/Finance Director answered we just did this last year. It is easier to track what Mike wants to accomplish and what he doesn’t instead of having a little bit in everyone’s department. Maybe moving forward, we could definitely look into it.

Chair Jonathan Ramsay added this way we can look at the whole package.

Robert Retallick stated he wanted to thank Park and Recreation, you do a lot for the money you are given and I wish this town could support you 100 percent of what you do but obviously knowing there is hard decisions that we have to make, to make the town also affordable for people. Thank you for everything you guys do.
5. Adjournment.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Jonathan Ramsay, Chair
Watertown Town Council

Approved:

Susan King, Clerk
2023-24 Expense Drivers

Social Services- ($-3,746.00)
  * Request rejected for FT Social Worker Position

Parks- (+ $62,667.00)
  * One (1) Additional Laborer
  * Yearly State Mandated Minimum Wage Increases
  * Contractual Pay Raises

Recreation- ($-10,954)
  * Contractual Pay Raises
  * Yearly State Mandated Minimum Wage Increases

Senior Services- (+$64,137.00)
  * Assistant Coordinator Position
  * Increase in Mini-Bus Services
  * Contractual Pay Raises

Crestbrook Park & Golf Course- (+$79,592.00)
  * Roof replacements for both the Pro Shop and Restaurant
  * Yearly State Mandated Minimum Wage Increases
  * 8 Additional Golf Carts during peak season

Thank You!
Watertown Human, Social & Leisure Services
  Your Quality of Life Department
Information Technology Spending

This is an investment in the future of Watertown

- Hardware equipment and other fixed assets, installation costs, maintenance contracts, warranties, etc.
- Implementation of new technology and software that makes operations more efficient.
- Subscriptions for software, training, cloud computing and managed service providers.
- Cyber Security.

Watertown's Information Technology Budget
Cyber Security Budget and Planning

- Security Awareness Training.
- Cyber Insurance Risk, and Compliance.

Cyber-attacks across all size companies, state and local government in all sectors are driving a need to batten down the hatches and harden our IT systems against hackers.
Cyber Insurance RE: Cyber Policy

- Create separate and distinct IT and Cybersecurity roles
- Multifactor Authentication (MFA)
- Endpoint Detection and Response (EDR)
- Incident Preparation and Response
- Backups
- Data Access Control
- Security Culture Training
- Email Hygiene

If the worst happens and Watertown is infected with ransomware, or an database is hacked, and so on, Cyber Insurance can help alleviate some of the pain. Cyber Insurance typically covers losses from IT system damage and loss of information from Watertown systems and costs of Cyber Insurance requires Watertown to have certain security measures in place, such as:
What is driving up the costs of information technology?

- Increased Cyber Security requirements
- Hardware, Network and Software Infrastructure refresh
- 3rd Party Contracts (Mgmt.): Any 3rd party contract that Watertown may have such as service agreements (printer, internet etc.), consultant etc.
How can we reduce the costs of Information Technology?

TCO (total cost of ownership) is an estimation of the expenses associated with purchasing, deploying, using and retiring a product or piece of equipment.

Smart Information Technology Decision-Making
GMIS International is a professional IT association of worldwide government IT leaders dedicated to providing best practice solutions for initiatives by providing its members with enhanced professional development, training, conferences, awards and networking while offering leadership though advocacy, research and shared experiences. GMIS International's primary mission is to leverage the collective knowledge of our members.
What Changed from FY 2022 to FY 2023

- **Maintenance Contracts**
  - FY Town 2022 $84,000.00
  - FY Town 2023 $142,940.00

- FY Police 2022 $82,000.00
- FY Police 2022 $77,700.00

- **Computing Infrastructure**
  - FY Town 2022 $90,300.00
  - FY Town 2023 $144,344.00

- FY Police 2022 $34,200.00
- FY Police 2023 $57,300.00
## Information Technology Budget FY 2023

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Thank You

The Watertown Information Technology 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?