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

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

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

ABSENT:

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

5. Minutes.
   a. March 18, 2024 – Regular Meeting
   Motion: Ken Demirs seconded by Rachael Ryan: I move to approve the Regular Meeting minutes dated March 18, 2024 as presented.

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

   Motion passes

   b. March 19, 2024 – Town Council Finance Sub Joint Meeting
   Motion: Ken Demirs seconded by Robert Retallick: I move to approve the Joint Meeting minutes dated March 19, 2024 as presented.

   Motion passed unanimously

   c. April 1, 2024 – Regular Meeting
   Motion: Ken Demirs seconded by Robert Retallick: I move to approve the Regular Meeting minutes dated April 1, 2024 as presented.

   Motion passed unanimously

6. Chairman’s Report
   a. Correspondence.

      Chair Mary Ann Rosa noted that we received four additional emails relative to the budget. Unfortunately, those individuals did not put their names and their addresses on the email. We do not know if they are town residents, the emails will not be part of the minutes to the meeting.

7. Subcommittee and Liaison Reports
   a. Public Works Subcommittee- Robert Desena reported the meeting was very uneventful.

8. Town Manager’s Report
   Mark Raimo reported:
   1. Read a letter dated April 9, 2024 from Meghan Guilliano our Assistant Finance Director has formally resigned from her position effective May 2, 2024.
With that leaves quite a few questions, over the next week we will prioritize the work load and make some decisions on how to move forward. Some of the items from my perspective is, tonight on the agenda tonight we have job descriptions to update so that we could go out and look for someone to fill both positions. I have reached out to several consulting firms to get some guidance or maybe some temporary staff it it’s needed moving down the road. We have to look at our policies for a complete review. Maybe updating the controls for our financial policies. We will continue to move forward I hope to have a plan by the next Town Council meeting to give you an idea how we will move forward.

2. Last week I did make a verbal offer for our Economic Development Director. We are waiting to finalize that in writing and hopefully that gentlemen will be starting very shortly with us.

3. We are in the process of scheduling a second round of interviews for our Emergency Management Director. We have already gone through the first round and the second meeting will be with myself and we will make a choice for that position.

4. Today I was in court most of the day on the appeal hearing for the Water & Sewer case, it was uneventful. We have had some discussions; we have opened up the communication lines with Waterbury but that’s pretty much all I am going to report.

Chair Mary Ann Rosa asked if there was any future date set for another meeting?

Mark Raimo answered at this point we do not.


a. Consider budgets for Fiscal Year 2024-2025

Motion: Ken Demirs seconded by Robert Retallick: I move that the following budgets be approved to be sent to Referendum.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Town General Fund</td>
<td>$37,385,892</td>
</tr>
<tr>
<td>B. School General Fund</td>
<td>55,305,902</td>
</tr>
<tr>
<td>General Fund Total</td>
<td>$92,691,794</td>
</tr>
<tr>
<td>C. Town Road Aid</td>
<td>353,025</td>
</tr>
<tr>
<td>D. Water Operations</td>
<td>2,847,474</td>
</tr>
<tr>
<td>E. Water Capital</td>
<td>680,000</td>
</tr>
<tr>
<td>F. Sewer Operations</td>
<td>2,934,354</td>
</tr>
</tbody>
</table>
G. Sewer Capital | 558,500  
H. Water and Sewer Debt | 417,590  
I. Crestbrook Golf Operations | 819,321  
J. Local Capital Improvement | 239,307  
K. Water Extension | 521,924  
L. Sewer Extension | 100,000  
L. Debt Service | 446,416

Rachael Ryan asked to amend the motion.

Motion: Rachael Ryan and seconded by Carina Noyd I would like to amend the motion to add the $800,000 back to the BOE budget for a total amount of $56,105,902.

Aye: 3 Lafferty, Noyd, Ryan  
Nay: 6 Rosa, Demirs, Desena, DiBona, Ramsay, Retallick

Motion fails

(vote on Main motion)  
Aye: 6 Rosa, Demirs, Desena, DiBona, Ramsay, Retallick  
Nay: 3 Lafferty, Noyd, Ryan  
Abstain: 0

Motion passes

b. Consider setting date for machine vote on Fiscal Year 2024-2025 budgets.

Motion: Ken Demirs seconded by Anthony DiBona: I move to approve the Referendum Notice for the machine vote on the 2024-2025 Budgets as follows:

A referendum of electors and citizens qualified to vote in Town Meeting of the Town of Watertown will be held on Tuesday, May 21, 2024, between the hours of 6:00 a.m. to 8:00 p.m. to vote for the approval or disapproval of Fiscal Year 2024-2025 Budgets.

Voting will be at the following polling places:

Voting District 68-01 – Watertown High School, 324 French Street, Watertown, CT

Voting District 68-02 – Judson School, 124 Hamilton Lane, Watertown, CT
Voting District 68-03 - Swift Middle School, 250 Colonial Street, Oakville, CT

Voting District 68-04- Polk School, 437 Buckingham Street, Oakville, CT

Persons qualified to vote in Town Meeting who are not electors shall vote at the Office of the Registrar, Watertown Town Hall, 61 Echo Lake Road, Watertown, Connecticut.

Absentee ballots may be obtained at the Town Clerk’s Office.

Motion passed unanimously

c. **Consider setting ballot for Fiscal Year 2024-2025 budgets.**

Motion: Ken Demirs seconded by Robert Retallick I move that the budget question be placed on the voting machines as follows:

a. **SHALL THE FISCAL YEAR 2024-2025 TOWN GENERAL BUDGET BE APPROVED IN THE AMOUNT OF $37,385,892 AND SHALL THE FOLLOWING FISCAL YEAR 2024-2025 BUDGETS BE APPROVED IN THE AMOUNTS OF:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Road Aid</td>
<td>$353,025</td>
</tr>
<tr>
<td>Water Operations</td>
<td>2,847,474</td>
</tr>
<tr>
<td>Water Capital</td>
<td>680,000</td>
</tr>
<tr>
<td>Sewer Operations</td>
<td>2,934,354</td>
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<tr>
<td>Sewer Capital</td>
<td>558,500</td>
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<td>Water and Sewer Debt</td>
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<td>Crestbrook Golf Operations</td>
<td>819,321</td>
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<tr>
<td>Local Capital Improvement</td>
<td>239,307</td>
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<td>Water Extension</td>
<td>521,924</td>
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<tr>
<td>Sewer Extension</td>
<td>100,000</td>
</tr>
<tr>
<td>Debt Service</td>
<td>446,416</td>
</tr>
</tbody>
</table>

b. **SHALL THE FISCAL YEAR 2024-2025 SCHOOL GENERAL FUND BUDGET BE APPROVED IN THE AMOUNT OF $55,305,902?**

Voters approving each question will vote “Yes” and those opposing each question will vote “No.”

Motion passed unanimously
d. Consider the extension of the Golf Cart Lease with New England Golf Cars for Crestbrook Park Golf Course.

Motion: Ken Demirs seconded by Robert Desena: I move to authorize the Town Manager to enter a contract with New England Golf Cars for the extension of the Golf Cart Lease through the 2024 and the 2025 seasons.

Discussion: none.

Motion passed unanimously

e. Consider a resolution affirming Fair Housing in the Town of Watertown.

**FAIR HOUSING RESOLUTION**  
**TOWN OF WATERTOWN**

Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status, or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of Watertown is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOLVED,** That the Town of Watertown hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and
BE IT FURTHER RESOLVED. That the Town Manager of the Town of Watertown or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Watertown and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

The foregoing resolution was adopted by the Watertown Town Council on April 15, 2024.

Mary Ann Rosa, Chair
Watertown Town Council

Motion: Ken Demirs seconded by Anthony DiBona: I move to approve the resolution affirming Fair Housing in the Town of Watertown.

Discussion: none.

Motion passed unanimously

f. Consider approval of the job description for the position of Finance Director.

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the job description for the position of Finance Director.

Rachael Ryan asked I know there are the two descriptions for the Finance Director and the Assistant Finance Director, I have a question about the required skills and abilities. The language is different for each one and I was just wondering obviously the responsibilities and the duties are going to be different but I think that the skills and abilities would be the same language and there is similarities but there is differences such as in the Assistant must have considerable knowledge of municipal finance accounting, personal and debt management practices. Whereas as for the Finance Director it says through knowledge of the principles and practices of public finance and budgeting, that is just an example.

Raymond Lagasse, Director of Human Resource answered both are very similar there are some minor changes. The Finance Director a little bit heavier on the education, the experience, that person will take the lead. The Assistant Director will help with the finances of the town but not as stringent as our Finance Director. In the absence of our Finance Director say on vacation, that Assistant Director would fill in. They would definitely need to know the particulars of the finance job. When we adjusted these to make them work that is what you see in front of you. Do you have a particular question I can answer?
Rachael Ryan asked like the example for the Assistant Finance Director, there is a strong knowledge of Excel and software merging. I don't see that on the Finance Director is it assumed that somebody who is qualified to be the Finance Director would know Excel and software emerging?

Raymond Lagasse answered absolutely, the Finance Director would take the lead, yes, it is assumed.

Rachael Ryan asked for the Assistant is says debt management practices but I don't see that in the Finance Director specifically about debt management.

Raymond Lagasse answered the Assistant Finance Director needs to complement the Finance Director so you will see one balances the other. You will see things like that in these job descriptions, side by side of securing those roles.

Rachael Ryan asked the special requirement for the Assistant Finance Director they must be bondable but that is not on the Finance Director, do they both have to be bondable.

Mark Raimo, Town Manager answered yes both have to be bondable and don't forget in that Assistant Finance Director position that also includes the Treasurer duties.

Rachael Ryan asked does that need to be added then?

Raymond Lagasse answered we can add that to make it much clearer, yes.

Motion passed unanimously

g. Consider approval of the job description for the position of Assistant Finance Director.

Motion: Ken Demirs seconded by Robert Retaillick: I move to approve the job description for the position of Assistant Finance Director.

Discussion: none.

Motion passed unanimously
h. Consider a resolution authorizing an appropriation of $4,097 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 RESOLVED, that the Town Council appropriates $4,097 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 15th day of April, 2024.

Mary Ann Rosa, Chairman
Watertown Town Council

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the resolution authorizing an appropriation of $4,097 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 15th day of April, 2024.

Mary Ann Rosa, Chair
Watertown Town Council
Motion: Ken Demirs seconded by Robert Retallick: I move to approve the resolution authorizing tax refunds.

Discussion: none.

Motion passed unanimously


Al Mickel, 95 Woodvine Avenue asked that Public Participation should be both at the front and the back of the meetings. Mr. Mickel stated he had the same questions about bonding because of the treasurer responsibilities and said job chart should be updated. Mr. Mickel talked about the Assistant Finance Director had responsibilities of supervising people and asked who are the people she is supervising and is she supervising them along with the Finance Director? Mr. Mickel asked if there has been any discussion on how you came up with your vote tonight was there a caucus done by the Republican Party to stick with the $800,000 and if the Financial Subcommittee should have been included. Mr. Mickel asked when the audit would be in.

Mark Raimo, Town Manager answered all the documentation has been given to the auditors and we do not have a time frame. I am hoping that we will have it by the end of April.

Elliot Longo, 83 Bella Vista passed out information to the commission commented that the town is in dire need of fiscal practice and policies. Some of the issues that the town is facing today can be confronted head-on and addressed. He suggested that when you interview candidates for the position of Finance Director to give them an assignment to interpret the caffer report. Mr. Longo talked about the caffer report balances being stringent

11. Adjournment.

Motion: Ken Demirs seconded by Robert Retallick: to adjourn the Regular Meeting at 7:26 p.m.

Motion passed unanimously

Respectfully submitted,

Mary Ann Rosa, Chair
Watertown Town Council

Approved: ___________________________

Susan King, Clerk
<table>
<thead>
<tr>
<th>Bill</th>
<th>Name</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Prop Loc/Vehicle In</th>
<th>Refund of Excess Payments</th>
<th>Tax</th>
<th>Int</th>
<th>Fees</th>
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<td>AR GUSTAFSON FAMILY</td>
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<td>224 ECHO LAKE RD</td>
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