AGENDA

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

1. Call Meeting to Order.

2. Pledge of Allegiance.

3. Roll Call.

4. Recognitions

5. Minutes.
   a. February 20, 2024 – Regular Meeting
   b. February 27, 2024 – Special Meeting

6. Chairman’s Report
   a. Correspondence.

7. Subcommittee and Liaison Reports
   a. Ordinance – Anthony DiBona, Chair
   b. Public Works – Robert Retallick, Chair
   c. Elderly Tax Relief- Jonathan Ramsay, Chair

8. Town Manager’s Report.

   a. Finance Subcommittee – Fiscal Year 2024-2025 Budget Reviews
      1. Social Services (pg. 18)
      2. Parks (pg. 18)
      3. Recreation (pg. 20)
      4. Senior Center (pg. 21)
5. Crestbrook (pg 24)
6. Finance (pg. 1)
7. Tax Collector (pg. 2)
8. Assessor (pg. 2)
9. Information Technology -IT, (pg.3)
10. Debt Service

b. Consider appointments to boards and commissions.

c. Consider a 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.

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

e. Consider a resolution authorizing tax refunds.


11. Adjournment.
MEMORANDUM

To: All Town of Watertown Staff

From: Mark A. Raimo, Town Manager

Date: February 28, 2024

Subject: Reminder Regarding Interactions with Residents and Customers

Dear Team,

I am writing to bring to your attention an important aspect of our interactions with the residents and customers associated with the business of the Town of Watertown. While our focus may often be on delivering information or addressing issues, it's crucial to consider not just what is being said, but also how the message may be received.

As we navigate through these daunting economic times, it's essential to recognize that many families or individuals within our community may be facing challenges and struggles. While our intentions may be to convey facts or policies, the delivery of our message can significantly impact the reputation of our organization and the well-being of those we serve.

I understand that sometimes it may seem unnecessary to be overly mindful of our communication approach, but a small shift in tone or phrasing can make a world of difference in how our message is perceived. We must remember that our mission at the Town of Watertown is to strive to be Litchfield County's most citizen/employee-centric town.

Our goal is to create an environment where citizens, businesses, and employees alike feel valued and respected. This means not only providing efficient services
and ensuring fiscal responsibility but also fostering a sense of empathy and understanding in our interactions.

Each interaction we have, whether it's a phone call, an email, or a face-to-face encounter, is an opportunity to embody our mission and demonstrate our commitment to being a town where all can count on engaging schools, a safe community, and above all, compassionate and respectful service.

I understand that it may seem like a small reminder, but I believe it's essential for us to reflect on the impact of our communication and ensure that we are upholding the values of our organization in every interaction.

Thank you for your attention to this matter, and for your dedication to serving the residents and customers of the Town of Watertown.
Management Memo

To: Sue Zappone, Finance Director
From: Chief David Bromley
CC: 
Date: February 14, 2024
Subject: Reimbursement for Protective Clothing for Junior Corp members of the Fire Department from SAFER Grant

The following reimbursement was received by the finance department on February 14, 2024 for expenditures from the Fire Department Uniform/Protective Clothes account.

Protective Clothing for (8) Junior Corp. members of the Fire Department $15,986.00 – 10/19/2023 for purchase order #23241435

Please appropriate the aforementioned amount totaling $15,986.00 to the fire department Uniform/Protective Clothes account 010-50450-018-0000-9010
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 wo have been approved for their refunds, monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates $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, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on March 4, 2024 the foregoing resolution was moved for adoption by Councilman/Councilwoman _______________________. The motion was supported by Councilman/Councilwoman_____________________.

Motion declared adopted.

________________________________________
Susan King, Clerk
Watertown Town Council
RESOLUTION

WHEREAS, taxpayers have made applications for property tax refunds in accordance with C.G.S. Section 12-129 *Refunds 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

At a regular meeting of the Watertown Town Council held on March 4, 2024 the foregoing resolution was moved for adoption by Councilman/Councilwoman _______________________. The motion was supported by Councilman/Councilwoman_________________________.

Motion declared adopted.

__________________________
Susan King, Clerk
ACTION TAKEN BY THE TOWN COUNCIL:

At a regular meeting of the Town Council held on __________ day of __________ 2024, it was authorized to refund property taxes, interest, and fees amounting to $_________ to the below applicants.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Prop Loc/Vehicle Info.</th>
<th>Reason</th>
<th>Tax</th>
<th>Int</th>
<th>Fees</th>
<th>Refund</th>
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<tr>
<td>CONLON PATRICIA</td>
<td>230 CHIMNEY RD</td>
<td>WATERTOWN, CT</td>
<td>230 CHIMNEY RD</td>
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<td>COX EDWARD M &amp; CAROL A</td>
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<td>(2005)/(F15G67637H746977)</td>
<td>Sec. 12-81 (20) Servicemen Having Disability</td>
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<td>CRABTREE AUTOMOTIVE LLC</td>
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<td>MILFORD, CT</td>
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8,771.53 53.71 10.00 8,835.24

Susan King, Clerk of the Town Council
# DEBT SERVICE FUND 220

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<th>Account</th>
<th>Description</th>
<th>FY 2023-2024 Budget</th>
<th>2/27/2024 YTD Transactions</th>
<th>FY 2024-2025 Department Request</th>
<th>FY 2024-2025 Town Managers Recommended</th>
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# DEBT SERVICE FUND 220 REVENUE

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<tr>
<th>Account</th>
<th>Description</th>
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<th>2/27/2024 YTD Transactions</th>
<th>FY 2024-2025 Department Request</th>
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<td>446,416</td>
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