TOWN COUNCIL
WATERTOWN, CONNECTICUT

TUESDAY, FEBRUARY 20, 2024
REGULAR MEETING – 7:00 P.M.

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 5, 2024 – Regular Meeting
   b. February 5, 2024 – Public Hearing

6. Chairman’s Report
   a. Correspondence.
      1. Copy of a Notice to the Office of the Secretary of State regarding Number of Electors and Number of Polling Places.

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. Library (pg. 13)
      2. Town Clerk (pg. 3)
3. Elections (pg. 4)
4. Probate (pg. 13)
5. Economic Development (pg. 20)
6. Town Council (pg. 1)
7. Public Buildings (pg. 6)
8. Town Manager (pg. 1)
9. Health Services (pg. 11)
10. Police (pg. 11)

b. Consider appointments to boards and commissions.
   1. Appointment of Sub-Registrar to fill a vacancy due to a resignation.

c. Consider referral to the Planning and Zoning Commission for 8-24 approval for the sale of a right of way to Waterbury property located on Georgetown Drive known as the Third Piece on a subdivision map, Georgetown Heights Subdivision, Watertown, CT dated, March 15, 1985, Map #2437.

d. Consider an appropriation from the General Fund to the Police overtime account in the amount of $6,745.95. Funds received for Watertown Police Department participation in the Organized Crime Drug Enforcement Task Force.

e. Consider a resolution authorizing the transfer of funds between line items for Fiscal Year 2023-2024.

f. Consider a resolution authorizing an appropriation of $6,125.42 for tax refunds.

g. Consider a resolution authorizing tax refunds.


11. Adjournment.

THIS MEETING WILL BE AN IN-PERSON MEETING AND WILL ALSO BE AVAILABLE VIA ZOOM IN LISTEN ONLY MODE

A LINK WILL BE POSTED ON THE DAY OF THE MEETING
PLEASE SEE WWW.WATERTOWNCT.ORG UNDER THE CALENDAR OF MEETINGS
MEMORANDUM

February 8, 2024

To: Mark A. Raimo, Town Manager

From: Lisa Dalton, Town Clerk
        Christine Shields Republican Registrar of Voters
        Laurine Gambardella, Democratic Registrar of Voters

Re: Early Voting Polling Location(s)

In the 2023 Legislative Session Public Act 23-5, as amended by Public 23-204, established early voting for state and municipal general elections, and primaries effective in 2024, beginning with the Presidential Preference Primary. Pursuant to the Act municipalities with a population of 20,000 or more may designate one or more additional early voting locations. While additional locations are optional, municipalities meeting the population threshold must make the determination and report that information to the Secretary of the State. The legislative body determines whether to designate an additional early voting location. After making this determination, the municipality must send a detailed explanation of the decision to the Secretary of the State, and the Secretary must maintain this explanation as a public record.

According to the 2023 CT State Register and Manual Watertown has a population of 22,105 and as of the date of this Memorandum, 14,413 registered, active voters.

It is the recommendation of the Town Clerk and both Registrars of Voters to only designate one early voting location for the 2024 Election year. We feel one location will be adequate to accommodate the voters in Watertown/Oakville.

Could you please add this item to the next Town Council agenda for their consideration and vote.
To the Secretary of the State:

**Notification of Number of Electors and Number of Polling Places**

Notice is hereby given of the following information as required by Section 9-238a of the CGS.

**USE ONLY FIGURES FROM THE ACTIVE REGISTRY LIST**

<table>
<thead>
<tr>
<th>Voting District Number</th>
<th>Total Republican</th>
<th>Total Democratic</th>
<th>Total Minor Parties</th>
<th>Total Unaffiliated</th>
<th>Total No. Names On Registry List</th>
<th>Total No. Voting Machines (excluding spares)</th>
<th>Total Number of Spare Machines</th>
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<td>1,397</td>
<td>893</td>
<td>72</td>
<td>1,748</td>
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<td>3</td>
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<td>664</td>
<td>62</td>
<td>1,454</td>
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<td>4</td>
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<td>1,575</td>
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<tr>
<td>A/B</td>
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<td>0</td>
<td>0</td>
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<td>1</td>
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<td><strong>4,776</strong></td>
<td><strong>3,137</strong></td>
<td><strong>250</strong></td>
<td><strong>6,250</strong></td>
<td><strong>14,413</strong></td>
<td><strong>5</strong></td>
<td><strong>5</strong></td>
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</tbody>
</table>

Total Number of Voting Machines for Entire Town: 10
(Including Spare Machines)

Dated at **Watertown**, this 10th day of **February**, 2024

Lisa Dalton
Signature of Town Clerk

Town of **Watertown**
MEMORANDUM

February 7, 2024

To: Mark A. Raimo, Town Manager

From: Lisa Dalton, Town Clerk

Re: Appointment of Sub-Registrar to fill Vacancy

I received a resignation letter (attached) from Diane Steingl as a Sub-Registrar on behalf of Hickcox Funeral Home, effective March 1, 2024. Diane’s term was to expire January 2, 2026.

My recommendation for her replacement is Stephanie Umbro, current Funeral Director of Hickcox Funeral Home.

Per CGS 7-65: a local registrar shall appoint not less than two suitable persons as sub-registrars, who shall be authorized to issue removal, transit and burial permits and cremation permits for any death that occurs in such registrar’s town, during the hours in which the office of the registrar of vital records is closed. The appointment of sub-registrars shall be made in writing, with the approval of the town’s chief elected official.

Could you please add this item to the next Town Council agenda for the Council to approve Stephanie Umbro of Hickcox Funeral Home, 195 Main St., Watertown CT as a Sub-registrar to fill the vacancy beginning March 1, 2024 to the expiration of the term, January 2, 2026.
February 1, 2024

To whom it may concern:

Please be advised, in conjunction with my retirement from Hickcox Funeral Home, I am resigning my position as sub-registrar for the Town of Watertown effective immediately. March 1, 2024.

Very truly yours,

[Signature]

Diane M. Stengl
Funeral Director
December 1, 2023

Paul R. Jessell, Esq.
Slavin, Stauffacher & Scott, LLC
27 Siemon Company Dr. Unit 300
Watertown, CT 06795

Re: Georgetown Drive, Right of Way

Attorney Jessell:

Please accept this letter as the formal offer of Morrone Development, L.L.C. to purchase the real property described as “Third Piece” in a quit claim deed from Century Corp. to the Town of Watertown recorded on the Watertown Land Records in Book 536, Page 128 (the “ROW”) from the Town of Watertown for Five Thousand Dollars and Zero Cents ($5,000.00). A copy of the referenced deed is attached hereto for ease.

The ROW will be used to support private access to two single family homes on the adjacent Waterbury parcel currently owned by Mrs. Daryl Le Duc (the “LeDuc Parcel”). The LeDuc Parcel maintains the right to pass and repass over the ROW.

Please let me know if you would like to discuss this matter further. Thank you.

Very truly yours,

Stephanie E. Cummings

Enclosures.
SEC/ro
To all People to whom these Presents shall Come, Greeting:

Know Ye, That CENTURY CORP., a Connecticut corporation,

herein designated as the "Releasor",

for the consideration of "no consideration"

received by Releasor's full satisfaction from TOWN OF WATERTOWN

whose mailing address is

30 Forest Street, Watertown, CT 06795 herein designated as the "Releree",

does hereby present, release and forever Quit Claim unto the said Releree and to the Releree's heirs, successors and assigns forever, all the right, title, interest, claim and demand whatsoever in or to

FIRST PIECE:

A certain piece or parcel of land designated "LAND TO BE CONVEYED TO THE TOWN OF WATERTOWN, 8.31 ACRES" all as further shown on record subdivision map, Georgetown Heights Subdivision, Watertown, Connecticut, dated March 15, 1988, recorded in the Town of Watertown May 26, 1988, Map #2437.

SECOND PIECE:

A parcel of land designated "R.O.W. between Lot #7 and Lot #8 as shown on record subdivision map, Georgetown Heights Subdivision, Watertown, Connecticut, Dated March 15, 1988, recorded in the Town of Watertown, May 26, 1988, Map #2437.

THIRD PIECE:

A parcel of land designated "R.O.W.: between Lot #14 and #15 as shown on record subdivision map, Georgetown Heights Subdivision, Watertown, Connecticut, Dated March 15, 1988, recorded in the Town of Watertown, May 26, 1988, Map #2437.

FOURTH PIECE:

Georgetown Drive dedicated as a public highway as shown on said record subdivision map, Georgetown Heights Subdivision, Watertown, Connecticut, Dated March 15, 1988, recorded in the Town of Watertown, May 26, 1988, Map #2437.

This conveyance shall constitute a formal dedication of said road to the Town of Watertown for public highway purposes pursuant to Connecticut Law as shown on said record subdivision map.

"No Conveyance Tax collected"

[Signature]

Town Clerk 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

[Signature]
INVOICE

NUMBER: 410408  DATE: Oct 23, 2023  PAGE: 1

For information regarding this invoice please contact accountsreceivable@firematic.com or (631) 924-3185. Please reference your customer number on your payment.

Please phone your contact at Firematic Supply to confirm any request to change payment instructions.

SHIP TO: Watertown Fire Dept.
935 MAIN STREET
ATTN: JIM DEMAREST
WATERTOWN, CT 06795

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<th>CUSTOMER NO.</th>
<th>ORDER NO.</th>
<th>ORDER DATE</th>
<th>SALESPERSON</th>
<th>TERMS</th>
<th>CUSTOMER PO NO.</th>
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<td>NET 30</td>
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<td>FREIGHT FROM MANUFACTURER</td>
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<td>26.00</td>
<td>EA</td>
<td>26.00</td>
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</table>

COMMENTS

CUSTOMER COPY

Tax Amt: 0.00

AMOUNT DUE

15,986.00
Purchase Order

TOWN OF WATERTOWN
61 ECHO LAKE ROAD
WATERTOWN CONNECTICUT 06795

No. 23241435

THE TOWN OF WATERTOWN IS EXEMPT FROM FEDERAL AND STATE TAXES WHICH SHOULD NOT BE INCLUDED IN PRICES.

INVOICES MUST BE MADE IN DUPLICATE MAIL INVOICES TO ABOVE ADDRESS

DAMAGE CLAIMS AGAINST CARRIER MUST BE MADE BY VENDOR. UNLESS OTHERWISE NOTED.

ALL PRICES ARE F.O.B. WATERTOWN, CT.

P.O. Date: 10/19/2023 Questions? DONNA FORD (860) 945-5260 Ext: Account:

P.O. Issued To: Ship To:

FIREMATIC SUPPLY CO. INC.
651 BROOK STREET
ROCKY HILL CT 06067-3401

Contact: Location: Fire Department

Phone: (860) 209-6689 Fax:

Fire Department
Atttn: Hood, Jordana
935 Main Street
Watertown CT 06795
(860) 945-5220

Project: Undesignated Req# 241447

Reference: Date Required: 11/03/2023 Award Number:

Line City Unit Part# Description Account Number Unit Price Extended Tax Freight
1 1 EA Junior Gear - 9 sets 010.00450.018.000.9010 15,988.00 15,988.00 0.00 0.00

UNIFORM/PROTECTIVE CLOTHES

Approval Log

Approved By Date Notes
877p.Jhood 10/19/23 Requisition Submitted for Approval
877.szappone 10/19/23
877.cford 10/19/23 Purchase Order Created

Sub-Total: 15,988.00

Freight: 0.00

Tax: 0.00

Total Amount: 15,988.00

APPROVAL SIGNATURES: ________________________________

______________________________

______________________________

NOTES: 

Order Via: www

Monday, October 23, 2023

FILE COPY

Page 1 of 1
Check Information

Town of Watertown
Pay To The Order Of
FIREMATIC SUPPLY CO. INC.

Check # 598304
Date* 11/02/2023

Amount $15,986.00

P.O. BOX 187
YAPHANK, NY 11980-0187

Fifteen Thousand Nine Hundred Eighty Six and 00/100 Dollars
WHEREAS, expenses in the 2023-2024 fiscal year require the transfer of funds:

NOW THEREFORE BE IT RESOLVED, by vote of the Watertown Town Council, that the following actions are taken relative to the transfer of funds.

**CRESTBROOK**
- **AMOUNT:** $35,000
- **NO:** 1
- **FROM:** 074.50317.123.1913.9074 – Crestbrook Maintenance
- **TO:** 074.50430.123.1866.9074 - Chemicals
- **REASON:** Price increase of chemicals, pesticides and fertilizers due to market conditions.

Dated at Watertown, Connecticut this 20th day of February, 2024.

______________________________
Mary Ann Rosa, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on February 20, 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 applied for Tax Refunds pursuant to Section 12-129, Refund of Excess Payments; and

WHEREAS, the Tax Collector recommended that the refunds be made in accordance with the provisions of Section 12-129; and

WHEREAS, in order to refund taxpayers who have been approved for their refunds, monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates $6,215.42 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 20th day of February, 2024.

______________________________
Mary Ann Rosa, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on February 20, 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 12-129;

NOW THEREFORE BE IT RESOLVED, that the Town Council approves the attached listing of tax refunds.

Dated at Watertown, Connecticut this 20th day of February 2024.

Mary Ann Rosa, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on February 20, 2024 the foregoing resolution was moved for adoption by Councilman/Councilwoman ___________________________.
The motion was supported by Councilman/Councilwoman ___________________________.

Motion declared adopted.
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>Bill</th>
<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>Fee</th>
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<td>DEMATTEIS THOMAS C</td>
<td>123 PEPPERIDGE TREE RD</td>
<td>WATERTOWN, CT 06777</td>
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<td>2018/1FTYR2YM2/M2K96523</td>
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<td>KOUWAR JOSHUA J</td>
<td>1558 HIGHLAND AVE Apt 2</td>
<td>WATERBURY, CT 06704</td>
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<td>1401 FRANKLIN BLVD</td>
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<td>LIBERTYVILLE, IL 60040</td>
<td>2019/3V2B7AX7KM120094</td>
<td>Sec. 12-129 Refund of Excess Payments</td>
<td>$339.11</td>
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<td>6,118.57</td>
<td>6.85</td>
<td>-</td>
<td>6,125.42</td>
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Susan King, Clerk of the Town Council