



**TOWN COUNCIL
WATERTOWN, CONNECTICUT
TUESDAY, SEPTEMBER 8, 2026
SPECIAL TOWN MEETING – 6:45 P.M.
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. Proclamation – *National Senior Center Month in Watertown*
5. Public Participation.

The Town Council invites the public to speak during Public Participation. Please complete and submit a *Watertown Town Council Public Participation* form if you wish to speak at the meeting. Copies are available on the Town's website and at the meeting. Speakers are limited to three minutes each.

6. Minutes.
 - a. August 17, 2026 – Regular Meeting.
7. Chairman's Report.
 - a. Correspondence.
 1. Letter from Krista Palomba re Town Attorney Appointment, dated August 17, 2026.
 2. Email from Brenda Tate: Formal Objection and Request for Review of August 17 Appointment Under Charter Section 206., dated August 25, 2026
 3. Resignation letter from Enrico Sarandrea as a regular member of the Zoning Board of Appeals, dated August 27, 2026.

8. Staff Reports.
 - a. Town Manager.
 - b. Finance Director
9. Subcommittees.
10. New Business.
 - a. Consider appointments to boards and commissions.
 - b. Consider authorizing the Town Manager and Finance Director in consultation with the Town's Municipal Advisor and Bond Counsel to apply the remaining available BAN proceeds toward repayment of the outstanding \$34,000,000 bond anticipation notes and permanently finance the remaining balance, presently estimated at approximately \$30,600,000, utilizing the level principal hybrid financing structure as recommended by the Water and Sewer Authority.
 - c. Consider the resolution authorizing the Town Manager to permanently finance the outstanding \$6,000,000 Bond Anticipation Notes and to finance the remaining \$4,000,000 of the voter approved road improvement authorization under Bonding Ordinance 08.12.25.312.
 - d. Consider a resolution authorizing a bid waiver for roadway improvements for portions of Deerfield Lane, Hillcrest Avenue, Edgewood Avenue and Williams Avenue for a total estimated project cost not to exceed \$125,000; services to be provided by C and S Masonry and Paving.
 - e. Consider setting a Special Town Meeting to approve an appropriation in the amount of \$142,921 from the General Fund for the purchase of a Senior Transportation Mini-bus. The purchase will be offset by a 2024 CTDOT Section 5310 Transportation Grant, with the Town responsible for twenty percent, or \$30,330, and the grant covering eighty percent, or \$112,888. Funds will be deposited into the 2024 CTDOT Section 5310 Grant account.
 - f. Consider an appropriation from the General Fund for Fiscal Year 2025/2026 in the amount of \$3,218.16 to be placed into the Police Overtime line item 010.50130.020.0000.9010. Funds received as a reimbursement for participation in Homeland Security activities.
 - g. Consider an appropriation from the General Fund for Fiscal Year 2026/2027 in the amount of \$17,500 to be placed into the Police Law Enforcement Equipment line item 010.50572.020.0000.9010. Funds received as a donation from The Taft School.
 - h. Consider mid-year funding for the Assessment Technician position within the Assessor's Department.

- i. Consider approval of updated job descriptions for Bookkeeper I and Bookkeeper II.
 - j. Consider the reclassification of Bookkeeper I to Bookkeeper II in the Park and Recreation Department.
 - k. Consider authorizing a resolution for the approval of utilizing various bids formally bid by various cooperative agencies, including the State of Connecticut Department of Administrative Services for the purchase of various equipment, materials and supplies.
 - l. Consider a resolution authorizing the transfer of funds between line items for Fiscal Year 2025-2026.
 - m. Consider a resolution authorizing an appropriation from the General Fund for tax refunds.
 - n. Consider a resolution authorizing the payment of tax refunds.
11. Old Business.
- a. Consider the sale of a parcel of land located on Litchfield Rd., (Map 053-Block 33A-Lot 009) according to the Guidelines for Sale of Real Property (without building) (Tabled 08.17.2026)
12. 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**



August 12, 2026

Public Act 26-127 – Section 16 – Equitable Distribution of Solar Siting Report
NOTICE OF PROCEEDING AND REQUEST FOR WRITTEN COMMENTS

I. Background

Section 16 (c) through (f) of [Public Act 26-127](#), *An Act Concerning Renewable Power Generation* (the Act), requires the Connecticut Department of Energy and Environmental Protection (DEEP), in consultation with thirteen state, regional council of government, municipal, and nonprofit entities listed in section 16 (c) of the Act, produce a report on the equitable distribution of solar siting in Connecticut. The deadline for the final report is February 1, 2027, after consideration of public comments on a draft report due for public review and comment by November 30, 2026. A public comment period for this November 30 draft report will be open from when it is published through December 31, 2026.

The Act, in Section 16(e) requires the report to include evaluations of and recommendations concerning the following topics:

- (1) the location of solar facilities previously approved by the Connecticut Siting Council, with a focus on measuring and explaining the distribution of and concentration of solar facilities across the state;
- (2) how the Connecticut Siting Council can further minimize conflicts between solar development and other land use priorities, particularly in municipalities with greater concentrations of solar development;
- (3) an assessment of the effectiveness of [Public Act 17-218](#) at protecting core forest and prime farmland resources in the solar facility siting process;
- (4) the existence of project labor agreements between the developers of such solar facilities and the Connecticut State Building Trades Council;
- (5) the potential economic impacts that solar facility development projects may have, including how many direct and indirect jobs would be created in a community and the surrounding region;
- (6) how the developer of such projects may demonstrate that contractors and subcontractors have a registered apprenticeship program approved by the state, whose curriculum includes training for solar and other Class I renewable energy source construction;

(7) how a developer may attest that contractors and subcontractors have no history of stop work orders, wage violations or licensing violations pending by a federal or state agency, nor have they been cited for any wage or licensing violations by a federal or state agency within the preceding five years; and

(8) any policy recommendations resulting from such evaluations.

While not required by statute, DEEP is initiating this proceeding to solicit public input in advance of the public comment opportunity required under Section 16 (f) of the Act; the agency is doing so to ensure that robust public input shapes the report given the diversity of stakeholders and viewpoints held on siting and labor issues related to solar development. Again, another public comment period will be provided in December 2026, soliciting comments related to a draft report published on topics (1) through (8) listed above.

II. Request for Written Comments

By way of this Notice, DEEP will accept written comments relevant to topics (1) through (8) listed in this notice until **Thursday, September 10, 2026, at 5:00 p.m. ET**. Written comments may be submitted to DEEP.STEPS@ct.gov with "PA 26-127 – Section 16 – Equitable Distribution of Solar Siting Report" in the subject line. All materials submitted by stakeholders in this proceeding will be posted under the proceeding titled "Public Act 26-127 – Section 16 – Equitable Distribution of Solar Siting Report" on the DEEP [Energy Filings](#) website. Any questions can be directed to DEEP.STEPS@ct.gov.

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact us at (860) 418-5910 or via email at deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint. Any person needing a hearing accommodation may call the State of Connecticut relay number - 711. In order to facilitate efforts to provide an accommodation, please request all accommodations as soon as possible following notice of any agency hearing, meeting, program or event.

TOWN OF WATERTOWN
MEMORANDU

Town Council
Regular Meeting 09.08.2026
Item: INFO

DID YOU KNOW? RESIDENT INFORMATION SERIES

TO: Watertown Town Council
FROM: Mark A. Raimo, Town Manager 
DATE: August 28, 2026
SUBJECT: Launch of the Did You Know? Resident Information Series

Purpose

This memorandum advises the Town Council of the launch of Watertown's Did You Know? resident information series. The series will provide clear, concise explanations of Town government, municipal services, costs, processes, responsibilities, constraints, and accomplishments.

Series goal: Help residents better understand how Watertown government works, why municipal decisions are made, and how Town programs and services affect the community.

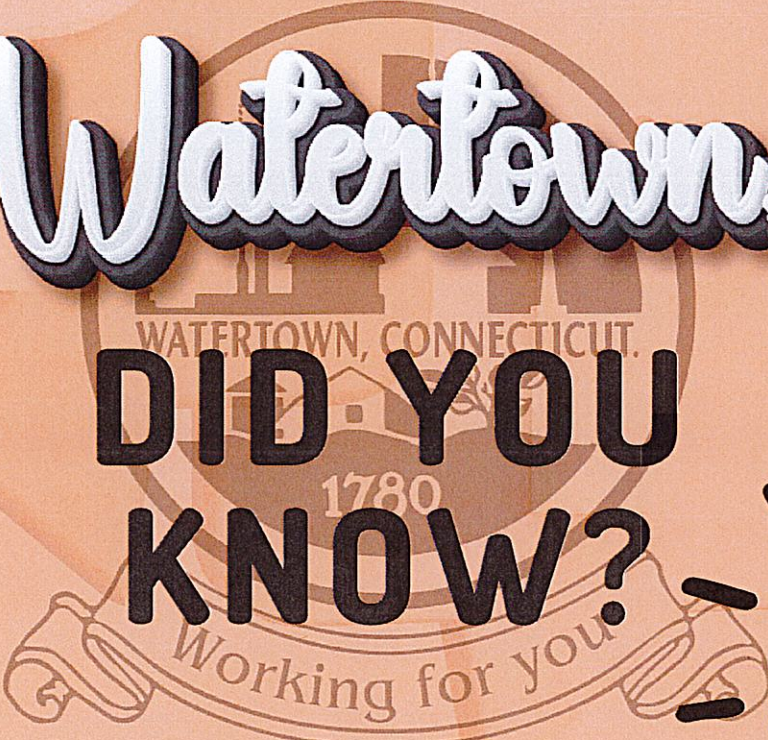
Format and Initial Focus

Each installment will address one topic in accessible language and may be shared through appropriate Town communication channels. Initial topics are expected to include:

- The roles of the Town Council, Town Manager, departments, boards, commissions, and authorities.
- How municipal services are organized, funded, and delivered.
- How budgets, taxes, fees, capital projects, and grants support Town operations.
- Common Town processes, legal requirements, service limitations, and project milestones.

Council Communication

The Town Manager will periodically identify new Did You Know? topics in the monthly report. The series is informational and does not replace formal Council action, public notices, or official Town records.



Watertown.

**DID YOU
KNOW?**



FOR MORE INFORMATION, CHECK OUT:

www.watertownct.org



TOWN OF WATERTOWN CONNECTICUT
OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road • Watertown, CT 06195
Tel: 860.945.5255 • Fax: 860.945.4974 • www.watertownct.org

Town Council
Regular Meeting 09.08.2026
Item: INFO

MEMORANDUM

To: Watertown Town Council

From: Mark A. Raimo, Town Manager 

Date: August 31, 2026

Re: Manager Snapshot Management Development Series

The Town Manager's Office is implementing a **Manager Snapshot Management Development Series** for department heads and supervisors. The purpose is to provide short, practical guidance on recurring management responsibilities and to promote greater consistency, accountability, and awareness across Town departments.

Each Snapshot will focus on a specific management topic and translate Town policies, procedures, legal requirements, and sound management practices into concise guidance that can be applied in day-to-day operations. The series is administrative and educational in nature and does not replace Human Resources, legal guidance, collective bargaining requirements, or existing Town policies.

Initial Snapshot — Ethics & Integrity in Municipal Service

The first Snapshot will address **Ethics & Integrity in Municipal Service**. It is being introduced in conjunction with the Town's October ethics-awareness initiative and emphasizes that ethical responsibility extends beyond the annual acknowledgment required by ordinance.

The Snapshot provides managers with a practical framework for considering authority, conflicts of interest, fairness, transparency, internal controls, use of Town resources, confidential information, and vendor relationships.

Future Snapshots will address additional areas of management responsibility, including employee communication, documentation, investigations, performance management, accountability, internal controls, and other topics intended to strengthen consistent management practices.

Town Council
Re: Manager Snapshot Management Development Services
August 31, 2026
Page 2

The Town Council may receive periodic updates regarding the topics addressed through the series and its overall organizational purpose. Individual personnel matters and confidential information will not be included.

Attachment: Manager Training Snapshot, *Ethics & Integrity in Municipal Service*

MANAGER TRAINING SNAPSHOT

Ethics & Integrity in Municipal Service

Ethics is more than an annual acknowledgment.

Purpose

Ethical conduct is part of everyday public service. Employees and managers are entrusted with public resources, information, authority, and decision-making responsibilities.

The Town's annual ethics acknowledgment matters, but it covers one moment in the year. The routine decisions made every day are where ethical responsibility actually shows up.

Manager Rule

When a decision involves a personal interest, Town resources, confidential information, a vendor relationship, a gift or favor, or uncertainty about what is appropriate, stop and ask before acting.

The Five-Question Ethics Check

Before making or approving a decision, ask:

1. AUTHORITY — Do I have the authority to make this decision?

Follow applicable approval, purchasing, financial, personnel, and administrative procedures.

2. INTEREST — Could I, a family member, friend, associate, or outside organization benefit from this decision?

Disclose potential conflicts and address them before participating.

3. FAIRNESS — Would I make the same decision if the people involved were different?

Personal relationships, pressure, favoritism, or animosity should not influence the use of Town authority.

4. TRANSPARENCY — Would I be comfortable explaining the decision and how it was made?

Public-service decisions should be supportable and appropriately documented.

5. PROCESS — Did I follow the required process and internal controls?

Good intentions do not replace approvals, documentation, segregation of duties, competitive purchasing, reconciliations, or other safeguards.

Common Areas Requiring Awareness

Conflicts of Interest

Personal, family, financial, business, or outside relationships may create an actual or perceived conflict. Do not decide on your own that a potential conflict is insignificant — disclose it and seek guidance when appropriate.

Gifts, Favors & Vendor Relationships

Employees regularly interact with contractors, businesses, and vendors. A gift or favor may raise questions about influence or preferential treatment. Ask before accepting.

Confidential Information

Access to information through Town employment does not make it available for personal use or informal disclosure. Protect personnel, medical, legal, investigative, security, financial, procurement, and other protected information.

Town Resources

Use Town equipment, vehicles, purchasing authority, credit cards, systems, employee time, supplies, and facilities only as authorized.

Purchasing & Vendors

Familiarity with a vendor does not replace required purchasing procedures. Follow applicable quote, bid, approval, contract, and conflict-disclosure requirements.

Applied Examples

The Familiar Vendor

A manager knows a local contractor who has performed good work for the Town.

Less Effective

"Just give it to them. We know they do good work."

Better Practice

Determine which purchasing process applies, obtain required approvals or quotes, disclose any personal relationship, and document the selection.

Bypassing a Control

A routine approval is unavailable, and waiting would be inconvenient.

Less Effective

"Just process it and we'll fix the paperwork later."

Better Practice

Determine whether another authorized approval method is available. If not, escalate the issue rather than bypassing the control.

A Question About an Open File

A council member or resident asks for details about an ongoing personnel or legal matter.

Less Effective

"It's not really a secret — I'll just tell you generally what's going on."

Better Practice

Direct the request to the appropriate channel (HR, Legal, or the public records process) and share only what is authorized for release.

A Vendor's Gift

A vendor offers event tickets or a holiday gift basket to a Town employee.

Less Effective

"It's a small gift — no one will think twice about it."

Better Practice

Check the Town's gift policy and disclose the offer before deciding whether to accept, decline, or report it.

Managers Set the Tone

Employees often learn what an organization truly expects by observing what supervisors tolerate, approve, question, and correct.

Managers reinforce an ethical workplace when they:

- Follow the same rules they expect employees to follow.
- Avoid informal exceptions that bypass established procedures.
- Explain why important controls exist.
- Encourage employees to raise questions before acting.
- Address concerns consistently and objectively.
- Disclose potential conflicts rather than managing them privately.
- Seek guidance when the appropriate course of action is unclear.

Ethical leadership does not mean having every answer. It means recognizing when a question should be raised before a decision is made.

Ethics Awareness & Annual Acknowledgment

October — Ethics Awareness

Starting October 2026, the Town will use Global Ethics Day, October 21, 2026, to reinforce ethics, integrity, accountability, and public trust with employees, managers, boards, commissions, and the community.

During October 2026, employees and applicable board and commission members will also be asked to review and sign the Town's ethics acknowledgment as part of this awareness initiative.

March — Annual Ethics Acknowledgment

In March 2027, the Town will conduct the ethics acknowledgment process in accordance with the Town's ordinance. Beginning that year, March becomes the Town's regular annual acknowledgment period consistent with National Ethics Awareness Month.

The annual process is a chance to review responsibilities, ask questions, and reinforce the standards expected in public service — not just to collect a signature.

Before You Close the Question

Once you've worked through the Five-Question Check, three things confirm you're ready to move forward:

- Have I disclosed anything that needs disclosing?
- Have I documented the decision appropriately?
- If I was uncertain about any part of this, did I ask before acting?

Manager Reminder

Public trust is built through ordinary decisions made correctly, consistently, and transparently. The annual ethics acknowledgment confirms an obligation that exists every day.

Reference Basis: Town of Watertown Code of Ordinances, Chapter 3, Code of Ethics; applicable Town policies and procedures. This Manager Snapshot is an awareness and training aid and does not replace the governing ordinance, Town policy, Human Resources guidance, or case-specific legal advice.

**TOWN OF WATERTOWN, CON
WATER AND SEWER AUTH**

LEGAL NOTICE - ADOPTED SEWER RA

Town Council

Regular Meeting 09.08.2026

Item: INFO

Pursuant to Connecticut General Statutes § 7-255, notice is hereby given that, following a duly noticed public hearing held on August 26, 2026, the Watertown Water and Sewer Authority unanimously approved revisions to its sewer rates and charges and approved a multi-year sewer rate schedule through Fiscal Year 2031.

The adopted sewer rates and charges were filed in the Office of the Watertown Town Clerk on **August 28, 2026**.

ADOPTED SEWER RATE SCHEDULE

Rate Period	Scheduled Effective Date	Quarterly Fixed Charge Under 12,000 Gallons	Quarterly Fixed Charge Over 12,000 Gallons	Quantity Rate per 1,000 Gallons
Initial / FY2027	August 26, 2026*	\$93.26	\$143.47	\$7.98
FY2028	July 1, 2027	\$122.17	\$187.95	\$10.45
FY2029	July 1, 2028	\$160.04	\$246.21	\$13.69
FY2030	July 1, 2029	\$164.84	\$253.60	\$14.10
FY2031	July 1, 2030	\$169.79	\$261.21	\$14.52

* The Initial/FY2027 rates took effect upon adoption and are first reflected in the bills issued after adoption for the September through November 2026 billing cycle, as stated in the Authority's adopted motion.

EFFECTIVE DATE AND BILLING APPLICATION

The Initial/FY2027 rates and charges shown above took effect upon adoption on August 26, 2026, and shall first be reflected in the bills issued after adoption for September through November 2026. Those bills shall apply the new quantity rates to that usage period and the new quarterly fixed service charges to the billing. Bills issued before this cycle of billing shall remain subject to the existing rates and charges.

Future Rate Schedule. The FY2028 through FY2031 rates are scheduled to take effect on July 1 of the applicable fiscal year. The Water and Sewer Authority shall conduct an annual financial and operational review of updated financial, operating, usage, debt-service, capital improvement, revenue, reserve, wholesale sewer cost, and other relevant information. A scheduled future rate may be modified by subsequent Authority action when warranted by that annual review and in accordance with any legally required process.

System Applicability. The sewer quarterly fixed service charges shown above apply to customers served under Connecticut Public Water System Nos. CT1530021 and CT1539031, as applicable. The sewer quantity rates shown above apply to customers served under CT1530021 and do not apply under CT1539031. Special customer classifications shall be adjusted consistently with the applicable adopted sewer-rate adjustment unless otherwise required by an applicable agreement or law.

TIME AND MANNER OF PAYMENT

Sewer charges are billed quarterly and are payable by the due date stated on the Water and Sewer Authority bill. Payments may be made to Watertown WSA by mail at 747 French Street, Oakville, Connecticut 06779; in person at that address during regular business hours; through the 24-hour payment drop box at the WSA office; by telephone payment service at 844-940-2048; or through a customer's bank bill-pay/ACH service. Applicable credit or debit card processing fees may apply.

RIGHT OF APPEAL

Any appeals from the sewer rates and charges must be taken within twenty-one (21) days after the date the adopted charges were filed with the Watertown Town Clerk.

Copies of the adopted sewer rates and charges are available for public inspection at the Office of the Watertown Town Clerk, 61 Echo Lake Road, Watertown, Connecticut, and on the Town of Watertown website.

BY ORDER OF THE WATERTOWN WATER AND SEWER AUTHORITY

James Sugden, Chairman

Watertown Water and Sewer Authority

Date Filed with Town Clerk: August 28, 2026



Town Council
Regular Meeting 09.08.2026
Item: SPECIAL TOWN MEETING 6:45 PM

**WARNING AND NOTICE
TOWN OF WATERTOWN, CONNECTICUT
SPECIAL TOWN MEETING
September 8, 2026**

The legal voters of the Town of Watertown and those entitled to vote in Town Meeting are hereby WARNED AND NOTIFIED Special Town Meeting Tuesday, September 8, 2026 at 6:45 p.m. at the Watertown Town Hall, Town Council Chambers. to consider the following appropriations:

\$155,640 from FEMA Account 010.40236.420.3052.0000 to FEMA Expenditures, line item 283.50690.460.0000.9283; and an appropriation of

\$291,079 from FEMA Account 010.40236.2191.0000 to FEMA Expenditures, line item 283.50690.460.0000.9283.

The purpose for the appropriations are for the purchase of the following, or similar, vehicles and associated equipment: One Dyna-4 cab tractor mower; Two Chevrolet Regular Cab 2500 trucks; One Chevrolet Regular Cab 3500 truck; One Freightliner 114SD single-axle plow truck; and partial funding for one Freightliner 114SD axle plow with wing, with the remaining amount to be financed.

A link to view the special town meeting will be posted on the Town of Watertown website www.watertownct.org on the date of the meeting.

Anyone wishing to vote at the Special Town Meeting must attend in person. Anyone wishing to provide comments for the meeting may do so by emailing towncouncil@watertownct.org or by mail to Watertown Town Council, 61 Echo Lake Rd., Watertown, CT 06795 and must be received by 2:00 p.m. Tuesday, September 8, 2026.

If you require a translator, or accommodations for a hearing impairment or other accommodation, contact the Town of Watertown at 860-945-5255.

Dated at Watertown, Connecticut this 25th day of August, 2026.

Mark A. Raimo, Town Manager

RETURN OF
WARNING AND NOTICE
TOWN OF WATERTOWN, CONNECTICUT
SPECIAL TOWN MEETING

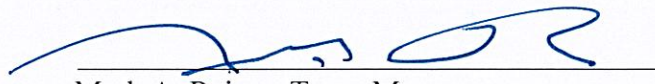
I hereby certify that on August 25, 2026 I left a duplicate copy of the attached WARNING AND NOTICE of a Special Town Meeting of the Town of Watertown, Connecticut, to be held on September 8 2026 with Lisa Dalton Town Clerk.

I further certify that on August 25, 2026 I caused a copy of said Warning and Notice to be published in the *REPUBLICAN AMERICAN* Newspaper which has a substantial circulation in said Town and placed upon the Town of Watertown website under Legal Notices.

I further certify that on August 25, 2026 I caused to be set upon the signpost nearest the office of the Town Clerk and all other places with signposts designated by the Town, a written copy of said Warning and Notice signed by me as Town Manager.

I further certify that all the above acts were done at least five (5) days before the holding of the Special Town Meeting on September 8, 2026.

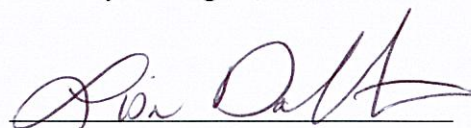
Dated at Watertown, Connecticut this 25th day of August, 2026.


Mark A. Raimo, Town Manager

TOWN CLERK'S CERTIFICATION
AS TO WARNING AND RETURN OF WARNING

I hereby certify that the attached WARNING AND NOTICE of the foregoing RETURN OF WARNING are duly recorded in the records of the Town of Watertown, Connecticut and that Mark A. Raimo was Town Manager of the Town of Watertown on the date the WARNING and RETURN OF WARNING were signed.

Dated at Watertown, Connecticut this 25th day of August, 2026.


Lisa Dalton, Town Clerk

PROCLAMATION
*Honoring National Senior Center Month
September, 2026*

Whereas, National Senior Center Month originated as National Senior Center Week in May of 1979, and is observed annually in September to recognize and celebrate the vital role that senior centers play in enhancing the health and well-being of older adults; and

WHEREAS, Senior centers bring essential services, opportunities, and support together in one place. Every day, they create welcoming spaces for connection and community and provide programs that support physical and mental health. Senior Centers connect people to benefits, resources, and critical services while offering opportunities for learning, creativity, and engagement.

WHEREAS, the theme for National Senior Center Month 2026, as designated by the National Council on Aging is "Happier Birthday Happen Here," celebrating the dynamic role that centers play in fostering creativity, connection, purpose, and resilience in later life. Happier birthdays don't start with candles or cake—they start with connection, purpose, support, and community. Every day at senior centers across the nation people walk through the doors and find the relationships, resources, and opportunities that make each year richer than the last. This is where happier birthdays begin.

WHEREAS, the Town of Watertown is committed to supporting its growing older adult population through programs and services that empower older adults to live healthy, active, and independent lives; and

NOW, THEREFORE, BE IT RESOLVED that the Watertown Town Council proclaims the month of September 2026 as "Senior Center Month" in Watertown, Connecticut and encourage all residents to recognize and celebrate the contributions of older adults and the essential role of senior centers in our community and encourage all residents to visit.

Now, therefore, I Jonathan Ramsay, Chairman of the Watertown Town Council do hereby proclaim September 2025 as **SENIOR CENTER MONTH IN WATERTOWN**. The Town Council calls all upon all citizens to recognize the special contributions of the senior center participants and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME AND CAUSED THE SEAL OF THE TOWN OF WATERTOWN, THIS 8th DAY OF SEPTEMBER, 2026.

Jonathan Ramsay, Chair

Town Council

Town Council
Regular Meeting 09.08.2026
Item: Correspondence 7 (a) 1

From: Krista Palomba <kristapalomba31@g.>
Sent: Monday, August 17, 2026 1:35 PM
To: Town Council
Subject: town attorney appointment

I am unable to make it to the Town Council meeting tonight but wanted to express my reservations regarding the appointment of the Offices of Pilicy & Ryan.

I believe the Town Council should carefully consider all relevant factors before making this appointment, including concerns I have regarding the handling and disclosure of personal information involving me.

My concern is not based on politics or personalities. Rather, it is about trust, confidentiality, professional judgment, and the responsibility that comes with serving as legal counsel to a municipality and its residents.

There was an instance in which personal information concerning me was provided to Dan DiVito, Chair of the Republican Town Committee, and that information was subsequently shared publicly on Facebook. I am concerned because the information that was subsequently made public was in fact inaccurate. When personal information is shared publicly, particularly when it concerns an individual's reputation, accuracy and context are extremely important.

I am not asking the Council to make assumptions about anyone's intentions. I am asking the Council to consider whether the circumstances raise legitimate questions about discretion, confidentiality, professional judgment, and the public's confidence in the attorneys who will represent the Town.

Regardless of political affiliation or personal disagreement, residents should be able to reasonably expect that information provided to individuals acting in an official or professional capacity will be treated appropriately and with care.

No resident should have to question whether sensitive personal information provided in connection with a municipal matter could ultimately become public or be used in a political context.

This is not simply about me. It is about the standard we expect from those entrusted to provide legal counsel to our community.

I respectfully ask the Town Council to carefully consider these concerns before recommending the offices of Pilicy & Ryan and to ensure that whoever serves as the Town's attorneys is someone residents can have confidence in when it comes to confidentiality, discretion, accuracy, and professional judgment.

Trust is not a political issue. Confidentiality is not a partisan issue. And the expectation that personal information will be handled responsibly should apply equally to every resident.

Sincerely,
Krista Palomba
480 Echo Lake Rd
Watertown, CT 06795

Lisa Cattaneo

From: Brenda Tate <tatewatertown@aol.com>
Sent: Tuesday, August 25, 2026 11:05 AM
To: Mark Raimo; Jonathan Ramsay; Mary Ann Rosa; Dan Cocchiola; Tom DeMatteis; Ken Demirs; Robert Desena; Carina Noyd; Robert Retallick; Rachael A. Ryan
Cc: Lisa Dalton; Lisa Cattaneo
Subject: Re: Formal Objection and Request for Review of August 17 Appointment Under Charter §206

Dear Mr. Raimo,

Thank you for confirming receipt of my correspondence.

I appreciate the Town's statement that it is consulting with Town Counsel regarding Charter §206 and will review the factual questions concerning the timing and communication of the Republican Party's recommendation.

My objection does not rest solely on whether the Council's authority to fill a vacancy expired after sixty days. Rather, it raises two related questions that require a clear public answer:

1. Whether a valid Republican Party recommendation was made and communicated within the sixty-day period specified in §206; and
2. If no timely recommendation was made, what legal effect the phrase "such limitation shall end" has on the Council's authority and the process used for the August 17 appointment.

As I understand the Charter language, the expiration of the sixty-day period may end the requirement that the appointment be limited to a person recommended by the departing member's political party. If that is the Town's interpretation as well, then the Town should explain why the August 17 Republican Party announcement was treated as controlling, rather than simply as one potential consideration among eligible candidates.

Please provide the Town's final written legal interpretation of §206, along with the nonprivileged factual and legal basis for concluding that Mr. DeMatteis's appointment was valid. In particular, please identify:

- the specific act, meeting, document, and date that the Town contends constituted the Republican Party's recommendation;

- whether that recommendation was made on or before approximately July 24, 2026;
- who was authorized to make it;
- when and how it was communicated to the Town; and
- the record that memorializes it.

Please also confirm whether my objection has been distributed to all Council members, entered into the Town's official records, and will be placed on the next regular or properly noticed special meeting agenda for public discussion.

To the extent the Town construes any portion of my correspondence as a request for public records, please process it accordingly. Please preserve all records relating to the vacancy, recommendation, selection process, appointment, oath, and this objection.

Sincerely,

Brenda Tate

[Sent from the all new AOL app for iOS](#)

On Tuesday, August 25, 2026, 8:28 AM, Mark Raimo <raimo@watertownct.org> wrote:

Dear Ms. Tate:

This email confirms receipt of your correspondence concerning the August 17, 2026, Town Council appointment.

As an initial matter, Section 206 does not state that the Town Council's authority to fill the vacancy expires after sixty days. The provision states that, in the absence of a party recommendation within that period, "such limitation shall end." The Town understands this to mean that the party-recommendation limitation ends, not that the Council loses its authority to fill the vacancy. This interpretation is being confirmed with Town Counsel.

The Town will also review the factual questions you raised concerning the timing and communication of the party recommendation. To the extent your correspondence requests existing public records relating to this matter, those requests will be processed in accordance with applicable public records requirements.

The Town will provide a further response following completion of its review.

Best,

Mark A. Raimo

Town Manager
Town of Watertown
61 Echo Lake Rd
Watertown, CT 06795
(860) 945-5255

Mission Statement: In Watertown, we strive to be Litchfield County's most citizen/employee centric town. We seek to be a town where citizens, businesses and employees are valued; where all can count on efficient services, fiscal responsibility, engaging schools and a safe community.

From: Brenda Tate <tatewatertown@aol.com>
Sent: Monday, August 24, 2026 10:26 PM
To: Jonathan Ramsay <Ramsay@watertownct.org>; Mary Ann Rosa <Rosa@watertownct.org>; Dan Cocchiola <Cocchiola@watertownct.org>; Tom DeMatteis <Dematteis@watertownct.org>; Ken Demirs <Demirs@watertownct.org>; Robert Desena <Desena@watertownct.org>; Carina Noyd <Noyd@watertownct.org>; Robert Retallick <Retallick@watertownct.org>; Rachael A. Ryan <Ryan@watertownct.org>
Cc: Mark Raimo <raimo@watertownct.org>; Lisa Dalton <daltonl@watertownct.org>
Subject: Formal Objection and Request for Review of August 17 Appointment Under Charter §206

Dear Chairman Ramsay, Members of the Town Council, Town Manager Raimo, and Town Clerk

I am submitting this formal written objection concerning the procedure and authority underlying the appointment of Tom DeMatteis to the

Watertown Town Council on August 17, 2026.

The Council vacancy began following the death of Council Vice Chair Michele McHugh on May 25, 2026. Section 206 of the Watertown Town Charter

provides that when the person vacating an elective office was elected as a member of a political party, the vacancy shall be filled by a member of the

same party upon that party's recommendation. The charter further states that the recommendation "must be made within sixty (60) days of the date when

such vacancy begins," and that, in the absence of a timely recommendation, "such limitation shall end."

The sixty-day period appears to have expired on or about July 24, 2026.

The appointment appeared on the Council's July 20 agenda, but the Council unanimously postponed action until its next meeting without identifying a

nominee or discussing whether a formal Republican Party recommendation had been made. The first publicly documented Republican nomination I

have located is the Republican Town Committee's August 17 announcement stating that it "will nominate" Mr. DeMatteis and that his term would begin that evening.

In addition, the following circumstances raise legitimate procedural concerns:

- The Republican Town Committee publicly presented the appointment as an anticipated outcome before the Council conducted its official vote.
- A nameplate for the new member reportedly had been prepared before the vote.
- A question concerning the expiration of the sixty-day period was raised before the August 17 vote.
- Although the chair stated that he would check with the town attorney, the Council proceeded immediately with the vote and oath without first

presenting a legal explanation or establishing on the record that a timely party recommendation existed.

This objection is not directed at Mr. DeMatteis personally. It concerns compliance with the Town Charter, whether the Republican Party made a

valid recommendation within the prescribed period, and whether the Council properly determined the extent of its appointment authority before voting.

Accordingly, I respectfully request:

1. That this objection be distributed to every member of the Town Council.
2. That it be entered into the Town's official records and attached to or incorporated by reference in the minutes of the August 17, 2026 meeting.

3. That the Council place an agenda item titled "Validity of the August 17, 2026 Town Council Appointment Under Charter §206" on its next regular or properly noticed special meeting agenda.
4. That the Town identify the specific act, document, meeting and date it contends constituted the Republican Party's recommendation.
5. That the Town establish whether the recommendation was made on or before July 24, who was authorized to make it, when it was communicated to the Town and what record memorializes it.
6. That the town attorney provide the Council with a legal analysis addressing:
 - o What constitutes a party "recommendation" under §206;
 - o Whether the recommendation was made within sixty days;
 - o The meaning and effect of the phrase "in the absence thereof such limitation shall end";
 - o Whether other eligible nominations could be considered after the limitation ended; and
 - o Whether the August 17 appointment was validly authorized.
7. That the Council disclose its ultimate legal conclusion and the nonprivileged factual and legal basis upon which it relies.
8. That Mr. DeMatteis voluntarily refrain from voting or otherwise participating in official Council decisions until the Council has publicly resolved the appointment's validity.
9. This request is intended to protect the integrity of Council actions and avoid creating additional questions concerning votes taken while his authority remains disputed.
10. That all records relating to the vacancy, party recommendation, selection process, advance announcement, nameplate, appointment vote, oath and procedural objection be preserved.
11. That the Town provide a written response before Mr. DeMatteis participates in another substantive Council vote.

At this time, no contemporaneous record has been publicly produced showing that the Republican Party made or transmitted its recommendation within

the sixty-day period. If such documentation exists, its production should resolve an essential factual question. If it does not exist, the Council should explain

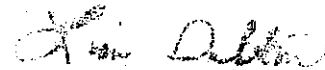
why it treated the Republican Party's August 17 recommendation as controlling after the charter period appears to have expired.

Public confidence requires more than completing a vote. It requires demonstrating that the process was authorized, transparent and consistent with the Town Charter.

Please confirm receipt and advise whether this matter will be included on the next Council agenda.

Sincerely,

Brenda Tate
Watertown, Connecticut
Email: Tatewatertown@aol.com


TOWN CLERK

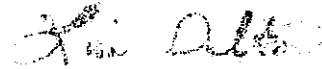
August 27, 2026

I, Enrico Sarandrea, hereby submit my resignation from the Zoning Board of Appeals, for my seat that expires January of 2030.

Sincerely,

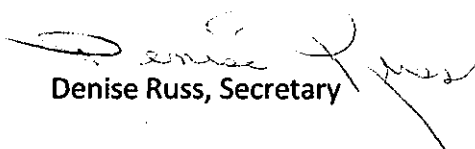


Enrico Sarandrea
21 Emile Ave
Oakville, CT 06779


TOWN CLERK

August 25, 2026

At our regular Watertown Democratic Town Committee meeting held at Falls Avenue Senior Center, in Oakville, CT on July14, 2026, A motion was made by Joe Masi and second by Al Mickel to nominate Gary Swingle, 2579 Litchfield Rd. Watertown, CT. to fill the unexpired term on Zoning Board of Appeals for Enrico Sarandrea, 21 Emile Avenue, Oakville, CT. Enrico term ends 1/30.


Denise Russ, Secretary

TO: Lisa Dalton – Town Clerk

CC: Lisa Cattaneo, Mary Ann Rosa

FROM: Day Palmer – WRTC Secretary

May 19, 2026

At an in person meeting of the Watertown Republican Town Committee held on March 26, 2026, the members endorsed Enrico Sarandrea for the full member seat on the Zoning Board of Appeals created by the resignation of Phillipe Roger.

Mr. Sarandrea will serve the remaining term of Mr. Roger, til January 2028

His info is as follows:

Enrico Sarandrea
21 Emile Ave
Oakville, CT 06779
Ricks548@aol.com
203-228-7663

Respectfully submitted,

Day Palmer – WRTC Secretary
Watertown Republican Town Committee
day111160@optonline.net
203-509-4134



TOWN COUNCIL

RESOLUTION – WATER AND SEWER AUTHORITY PERMANENT FINANCING

WHEREAS, the Town of Watertown issued \$34,000,000 in General Obligation Bond Anticipation Notes in connection with the voter-approved City of Waterbury water and sewer judgment authorization, which notes mature on October 28, 2026; and

WHEREAS, a portion of the original BAN proceeds remains available and will be applied toward repayment of the outstanding notes, resulting in an estimated permanent financing requirement of approximately \$30.6 million, subject to final reconciliation; and

WHEREAS, at its special meeting of August 19, 2026, the Water and Sewer Authority unanimously recommended that the Town Council utilize the Level Principal Hybrid financing structure for the permanent financing of the remaining obligation;

NOW THEREFORE BE IT RESOLVED, that the Watertown Town Council hereby authorizes the Town Manager and Finance Director, in consultation with the Town's Municipal Advisor and Bond Counsel, to apply available BAN proceeds toward repayment of the outstanding \$34,000,000 Bond Anticipation Notes and to permanently finance the remaining balance, presently estimated at approximately \$30.6 million, utilizing the Level Principal Hybrid financing structure recommended by the Water and Sewer Authority; and

BE IT FURTHER RESOLVED, that the final principal amount, interest rates, maturity schedule and other financing terms shall be determined following final reconciliation and based upon prevailing market conditions and the best financial interests of the Town and the Water and Sewer Authority.

Dated at Watertown, Connecticut this 8th day of September.

Jonathan Ramsay, Chair
Watertown Town Council

At the regular Town Council meeting held on September 8, 2026 the foregoing resolution was moved for adoption by Councilman/Councilwoman _____. The motion was supported by Councilman/ Councilwoman _____.

Resolution was declared adopted.

Susan King, Clerk
Watertown Town Council



TOWN OF WATERTOWN CONNECTICUT

OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road • Watertown, CT 06795

Tel: 860.945.5255 • Fax: 860.945.4974 • www.watertownct.org

MEMORANDUM

To: Watertown Town Council

From: Mark A. Raimo, Town Manager 

Date: September 1, 2026

Re: Water and Sewer Authority Bond Anticipation Note

Background

On August 12, 2025, the Town Council approved a \$34,000,000 appropriation and bond authorization related to the City of Waterbury water and sewer judgment. The authorization was subsequently approved by the voters at referendum on September 16, 2025.

Following voter approval, the Town issued \$34,000,000 in General Obligation Bond Anticipation Notes on October 29, 2025. The notes provided temporary financing for the obligation and mature on October 28, 2026.

Current Financing Position

The full \$34,000,000 of BAN proceeds was not required for the underlying obligation and authorized costs. Based upon the current accounting, approximately \$30.6 million has been utilized, leaving approximately \$3.4 million available from the original financing.

The remaining available BAN proceeds will be applied toward repayment of the outstanding notes, thereby reducing the amount required to be placed into permanent long-term financing. The amount presently expected to be permanently financed is therefore approximately \$30.6 million.

The final amount will be determined following reconciliation by the Finance Department and review by the Town's Municipal Advisor and Bond Counsel. The reconciliation will account for authorized expenditures, remaining BAN proceeds, investment earnings, financing and closing costs, and any other required adjustments.

Water and Sewer Authority Recommendation

The Town received a presentation from the Town's Municipal Advisor regarding alternatives for converting the temporary financing to permanent bonds.

At its special meeting on August 19, 2026, the Water and Sewer Authority reviewed the financing alternatives and voted unanimously to recommend the Level Principal Hybrid financing structure.

The hybrid structure is intended to moderate debt-service requirements during the initial years of the financing while maintaining an orderly long-term repayment schedule. The approach better aligns debt service with projected Water and Sewer Authority revenues, reserve requirements and the multi-year rate plan adopted in August 2026.

Recommendation

I recommend that the Town Council authorize the Town Manager and Finance Director, in consultation with the Town's Municipal Advisor and Bond Counsel, to apply the remaining available BAN proceeds toward repayment of the outstanding \$34,000,000 Bond Anticipation Notes and permanently finance the remaining balance, presently estimated at approximately \$30.6 million, utilizing the Level Principal Hybrid financing structure unanimously recommended by the Water and Sewer Authority on August 19, 2026.

The final principal amount, interest rates, maturity schedule and other financing terms shall be determined following final reconciliation and based upon prevailing market conditions and the best financial interests of the Town and the Water and Sewer Authority.

Following completion of the financing, the final borrowing amount, interest rates, maturity schedule and annual debt-service requirements will be reported to the Town Council and Water and Sewer Authority.



TOWN COUNCIL

RESOLUTION – ROAD IMPROVEMENT FINANCING

WHEREAS, the voters of the Town of Watertown approved a \$10,000,000 road improvement authorization at referendum on September 16, 2025; and

WHEREAS, \$6,000,000 of that authorization was issued as General Obligation Bond Anticipation Notes, which mature on October 28, 2026, with the remaining \$4,000,000 authorized but unissued; and

WHEREAS, the Town desires to permanently finance the outstanding Bond Anticipation Notes and provide funding for continuation of the road improvement program during the 2027 construction season;

NOW THEREFORE BE IT RESOLVED, that the Watertown Town Council hereby authorizes the Town Manager, in consultation with the Finance Director, Municipal Advisor and Bond Counsel, to take all necessary actions to permanently finance the outstanding \$6,000,000 Bond Anticipation Notes and to finance up to the remaining \$4,000,000 of the voter-approved road improvement authorization; and

BE IT FURTHER RESOLVED, that the final amount, timing and structure of the financing shall be determined based upon market conditions, anticipated project expenditures and the best financial interests of the Town, provided that the total financing shall not exceed the \$10,000,000 authorization approved by the voters.

Dated at Watertown, Connecticut this 8th day of September.

Jonathan Ramsay, Chair
Watertown Town Council

At the regular Town Council meeting held on September 8, 2026 the foregoing resolution was moved for adoption by Councilman/Councilwoman _____. The motion was supported by Councilman/ Councilwoman _____.

Resolution was declared adopted.

Susan King, Clerk
Watertown Town Council



TOWN OF WATERTOWN CONNECTICUT

OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road • Watertown, CT 06795

Tel: 860.945.5255 • Fax: 860.945.4974 • www.watertownct.org

MEMORANDUM

To: Watertown Town Council

From: Mark A. Raimo, Town Manager 

Date: September 08, 2026

Re: Permanent Financing – \$10,000,000 Road Improvement Authorization

Purpose

The purpose of this memorandum is to request Town Council authorization to proceed with the permanent financing of the Town's voter-approved road improvement program, including the retirement of the \$6,000,000 Bond Anticipation Note currently outstanding and the financing of the remaining \$4,000,000 previously authorized for road improvements.

Background

On August 12, 2025, following a public hearing, the Town Council unanimously approved an ordinance appropriating \$10,000,000 for various road improvements and related work and authorizing the issuance of bonds, notes and temporary notes in the same amount to finance the appropriation. The Town Council also unanimously authorized submission of the ordinance to the voters at referendum on September 16, 2025.

At the September 16, 2025 referendum, the \$10,000,000 road improvement authorization was approved by the voters, with 1,993 votes in favor and 986 votes opposed.

Following voter approval, the Town issued \$6,000,000 in General Obligation Bond Anticipation Notes for the road improvement program on October 29, 2025. The notes mature on October 28, 2026. The Town's October 2025 Official Statement identified the full road authorization as \$10,000,000, consisting of the \$6,000,000 BAN issuance and \$4,000,000 remaining authorized but unissued.

Current Status

The initial \$6,000,000 has been utilized during the 2026 construction season to advance the Town's road improvement program. The Department of Public Works has undertaken a significant amount of roadway rehabilitation utilizing a combination of paving, reconstruction, recycling, preservation and related roadway improvements.

The remaining \$4,000,000 of the voter-approved authorization is intended to continue the road improvement program during the 2027 construction season. No additional appropriation or increase to the voter-approved \$10,000,000 road program is being requested. The proposed financing remains within the amount and purpose previously authorized by the Town Council and approved by the voters.

Proposed Financing

The outstanding \$6,000,000 BAN reaches maturity on October 28, 2026. Accordingly, the Town must provide for repayment or refinancing of that obligation prior to maturity.

I recommend that the Town move from temporary financing to permanent general obligation bond financing for the \$6,000,000 already utilized and, subject to the recommendation of the Town's Municipal Advisor and Bond Counsel, incorporate up to the remaining \$4,000,000 of authorized road funding into the same financing.

This would provide permanent financing for the work completed during the 2026 construction season while making the balance of the voter-approved authorization available for the 2027 road construction program.

Combining the financing may also allow the Town to conduct a single financing transaction rather than undertaking separate issuances, thereby potentially reducing duplicative issuance and professional costs. However, the final amount and structure should be based upon the anticipated timing of the 2027 expenditures, current market conditions, the Town's existing debt-service schedule, applicable tax requirements and the advice of the Town's Municipal Advisor and Bond Counsel.

Financial Management Considerations

As part of the financing process, the Town Manager and Finance Director will work with the Town's Municipal Advisor and Bond Counsel to develop the final financing structure. Prior to issuance, Council should be provided with the anticipated interest rate or market range, proposed maturity schedule, projected annual debt service and the effect of the new debt on the Town's overall debt-service schedule.

The financing structure should seek to balance affordability, useful life of the improvements, existing Town debt maturities and the cost of borrowing.

Additionally, because approximately \$4,000,000 is intended for the 2027 construction season, the Town's Municipal Advisor and Bond Counsel should confirm that including the entire amount in the 2026 permanent financing is financially and legally advantageous based upon the anticipated construction draw schedule. If staging a portion of the remaining authorization would produce a more favorable result, the requested authorization should provide the Town with sufficient flexibility to do so.

Recommendation

I recommend that the Town Council authorize the Town Manager and Finance Director, working in consultation with the Town's Municipal Advisor and Bond Counsel, to take the necessary actions to permanently finance the outstanding \$6,000,000 Bond Anticipation Note due October 28, 2026, and to finance up to the remaining \$4,000,000 of the previously authorized \$10,000,000 road improvement appropriation.

The final financing shall not exceed the voter-approved authorization and shall be structured in a manner determined to be in the best financial interests of the Town, taking into consideration market conditions, projected cash requirements for the 2027 construction season, debt-service impact, applicable legal and tax requirements, and issuance costs.

Following completion of the financing, the final interest rates, maturity structure, borrowing costs and resulting debt-service schedule will be reported to the Town Council.

TOWN OF WATERTOWN
CONNECTICUT
ORDINANCE NO. 08-12-25-312

AN ORDINANCE APPROPRIATING \$10,000,000 FOR VARIOUS ROAD IMPROVEMENTS AND RELATED WORK; AND AUTHORIZING THE ISSUE OF BONDS OR NOTES AND TEMPORARY NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WATERTOWN:

1. That the sum of TEN MILLION DOLLARS (\$10,000,000) is hereby appropriated for costs of milling, paving and other improvements to Town Roads (the "Project"). The Project shall consist of milling and removal of waste materials, paving and materials, installation of manholes and drainage risers, traffic protection, including signage and police and flag personnel. The appropriation may be spent for design, demolition and construction costs, equipment, furnishings, materials, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the Project. The Town Manager is, or such person or persons delegated such power by the Town Manager are, upon consultation with the Director of Public Works, authorized to determine the scope and particulars of the Project, and may reduce or modify the scope of the Project, and the appropriation may be spent on the Project as so reduced or modified.

2. That the Town issue bonds or notes in an amount not to exceed TEN MILLION DOLLARS (\$10,000,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes. The amount of the notes outstanding at any time shall not exceed TEN MILLION DOLLARS (\$10,000,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

4. That the Town Manager and the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds

or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

6. That the Town Manager and the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

7. That the Town Manager, the Director of Finance, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to issue bonds, notes or temporary notes and obtain other funding to finance the aforesaid appropriation, including but not limited to applying for and accepting grants and funds that may be available for the Project.

8. This ordinance shall be published in full within ten days after passage by the Town Council in a newspaper having circulation within the Town, and shall become effective on the 21st day after such publication and after approval at referendum.

Dated at Watertown, Connecticut, this 12th day of August, 2025.


Mary Ann Rosa, Chairman,
Watertown Town Council

Introduced:	August 4, 2025
Public Hearing:	August 12, 2025
Adopted:	August 12, 2025
Published:	August 21, 2025
Effective Date:	September 11, 2025
Referendum Date:	September 16, 2025



TOWN COUNCIL

RESOLUTION – BID WAIVER FOR ROADWAY IMPROVEMENTS

WHEREAS, Section 602(c) of the Town Charter requires sealed bidding for purchases of \$25,000 or more, unless the Town Council determines that bidding would be against the best interests of the Town; and

WHEREAS, the Town has contracted with C & S Masonry and Paving for the paving of Deerfield Lane, Hillcrest Avenue, Edgewood Avenue, and Williams Avenue, and staff recommends expanding that contract by \$52,000 in additional contractor services, bringing the total estimated project cost to approximately \$125,000, funded entirely by the General Fund; and

WHEREAS, the Town Council has reviewed the Town Manager's memorandum dated September 2, 2026, recommending that competitive bidding be waived for the additional contractor services described above;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council finds, pursuant to Section 602(c) of the Town Charter, that requiring sealed competitive bids for the additional \$52,000 in contractor services described above would be against the best interests of the Town, and hereby waives that requirement; and

BE IT FURTHER RESOLVED, that the Administration and Purchasing Agent are authorized to expand the existing contract with C & S Masonry and Paving to include the additional contractor services described above, at an estimated cost of \$52,000, subject to available General Fund appropriations and a total project cost not to exceed \$125,000 without further Council authorization;

BE IT FURTHER RESOLVED, that the paving work authorized by this Resolution shall be performed on Deerfield Lane, Hillcrest Avenue, Edgewood Avenue, and Williams Avenue, as more particularly described in the Town Manager's memorandum dated September 2, 2026; and be it further
RESOLVED, that the Town Manager, or designee, is authorized to execute any documents necessary to carry out the purpose of this Resolution.

Dated at Watertown, Connecticut this 8th day of September.

Jonathan Ramsay, Chair
Watertown Town Council

At the regular Town Council meeting held on September 8, 2026 the foregoing resolution was moved for adoption by Councilman/Councilwoman _____. The motion was supported by Councilman/
Councilwoman _____.

Resolution was declared adopted.

Susan King, Clerk
Watertown Town Council



TOWN OF WATERTOWN CONNECTICUT

OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road • Watertown, CT 06795

Tel: 860.945.5255 • Fax: 860.945.4974 • www.watertownct.org

MEMORANDUM

To: Watertown Town Council

From: Mark A. Raimo, Town Manager 

Date: September 08, 2026

RE: Request for Charter Determination and Authorization of Expanded Contractor Scope

Purpose and Recommendation

I recommend that the Council consider taking two actions on the Deerfield Lane, Hillcrest Avenue, Edgewood Avenue, and Williams Avenue paving project:

- Waive competitive bidding, pursuant to Section 602(c) of the Town Charter, for the additional \$52,000 in contractor services described below, on the grounds that a separate sealed-bid process would be against the best interests of the Town.
- Authorize the Administration and Purchasing Agent to expand the existing contractor's scope by that \$52,000, subject to available General Fund appropriations and a total project cost not to exceed \$125,000 without further Council authorization.

Project Background

The original plan called for Town personnel and equipment to perform the paving work, with the Town purchasing about \$50,000 in asphalt materials from the General Fund. That material cost would apply whether the paving was done by Town forces or by a contractor.

The Town previously awarded about \$23,000 in contractor services under the original scope of work, below the competitive-bidding threshold at the time. While planning the milling and paving schedule, staff determined that shifting more of the work to the contractor would reduce the burden on Town personnel and equipment and get the roads done more efficiently. That shift is the additional \$52,000 now before the Council.

Project Locations

- Deerfield Lane – from the intersection with Lockwood Drive, heading west approximately 145 feet.
- Hillcrest Avenue – from Cherry Avenue, heading north approximately 365 feet.

- Edgewood Avenue – the entire length from Main Street to Cherry Avenue, approximately 965 feet.
- Williams Avenue – from Mt. Vernon Avenue to Davis Street, approximately 380 feet.

Estimated Project Cost

Asphalt materials anticipated under the original Town-force plan	\$50,000
Contractor services previously awarded under the original scope	\$23,000
Additional contractor services requested under the expanded scope	\$52,000
Total estimated municipal project cost	\$125,000

Funding source: The project is funded entirely with General Fund money. No federal, state, or other restricted funds are involved.

Basis for the Bid Waiver

Section 602(c) of the Town Charter requires the Purchasing Agent to invite sealed bids, with ten days' public notice, for any purchase or contract of \$25,000 or more, unless the Council determines that doing so would be against the best interests of the Town. The full \$125,000 project cost is presented to the Council as a single package, not split into separate procurements. The original \$23,000 contractor award was below that threshold when made; the additional work reflects a later operational decision to shift more of the milling and paving to the contractor.

Staff reviewed the contractor's proposed pricing and found it consistent with current market rates for comparable milling and paving work.

Three factors support the bid waiver: the work is a direct continuation of an existing, already-priced project rather than a new procurement; keeping one contractor on the full scope avoids splitting responsibility for coordination and warranty between Town crews and an outside firm; and a new sealed-bid process would not leave enough time to solicit, award, schedule, and complete the work within the planned September construction window. Council authorization creates a clear record of the changed scope and the total municipal cost.

Requested Council Action

I ask that the Council take the following action, pursuant to Section 602(c) of the Town Charter:

- Waive competitive bidding for the additional \$52,000 in contractor services, finding that requiring sealed bids for this work would be against the best interests of the Town, based on the price review, the change in scope, and the September construction window described above.

- Authorize the Administration and Purchasing Agent to proceed with the existing contractor on that basis, provided the total project cost does not exceed \$125,000 without further Council authorization.



WATERTOWN, CONNECTICUT

PARKS, RECREATION SENIOR & COMMUNITY CENTER

61 ECHO LAKE ROAD WATERTOWN

MAIN OFFICE (860) 945-5241



Town Council

Regular Meeting 09.08.2026

Item: Correspondence 10(e)

MEMORANDUM

TO: Mark A. Raimo, Town Manager

FROM: Michael Ganem, Director of Parks and Recreation

DATE: August 31, 2026

SUBJECT: Recommendation for Town Meeting: Senior Transportation Mini-Bus Appropriation

I recommend that the Town Council schedule a Town Meeting to consider an appropriation of \$142,921.00 from the General Fund for the purchase of a new mini-bus to service our seniors and other qualified riders.

Financial Overview:

- **Total Purchase Appropriation:** \$142,921.00
- **Grant Reimbursement (FTA Section 5310 Grant):** \$112,888.00
- **Town's Estimated Portion:** \$30,033.00 (accounting for procurement specifications at purchase)

This vehicle is supported through the Federal Transit Administration (FTA) Section 5310 Grant Program administered by CTDOT, which covers 80% of the baseline capital project. The acquisition will allow us to maintain reliable transit services and meet the ongoing transportation needs of our community members.

Please let me know if you need any additional supporting details or documentation before placing this recommendation on the upcoming Town Council agenda.



WATERTOWN POLICE
195 FRENCH ST
WATERTOWN, CT
860-945-5200

Town Council
Regular Meeting 09.08.2026
Item: Correspondence 10(f)



Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

MANAGEMENT MEMO

TO: Maria Guerrero, Finance Director
Kayle VanWagner

FROM: Chief Joshua Bernegger

CC: Lisa Cattaneo
Danielle Monat

DATE: August 19, 2026

SUBJECT: Reimbursement for Detective Conway's Homeland Security Overtime

The following reimbursement was received by the finance department for expenditures from the police department's overtime account.

Homeland Security overtime incurred by Detective Conway:

July 10, 2026

\$3,218.16

Please appropriate the aforementioned amount of \$3,218.16 to the police department overtime account 010-50130-020-0000-9010 for Fiscal Year 25/26.



WATERTOWN POLICE
195 FRENCH ST
WATERTOWN, CT 06195
860-945-5200

Town Council
Regular Meeting 09.08.2026
Item: Correspondence 10(g)

Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

MANAGEMENT MEMO

TO: Maria Guerrero, Finance Director
FROM: Chief Joshua Bernegger (B) 421
CC: Kayle VanWagner; Danielle Monat; Lisa Cattaneo
DATE: August 25, 2026
SUBJECT: Funds Received from The Taft School

Maria:

Attached you will find a check in the amount of \$17,500 made payable to the Watertown Police Department, which is a donation from The Taft School .

Please appropriate the aforementioned amount of \$17,500 to the 010-50572-020-0000-9010, Law Enforcement Equipment line item.

Thank you.



TOWN OF WATERTOWN CONNECTICUT

OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road • Water

Tel: 860.945.5255 • Fax: 860.945.4974 • www.watertownct.org

Town Council

Regular Meeting 09.08.2026

Item: Correspondence 10(h)

MEMORANDUM

To: Watertown Town Council

From: Mark A. Raimo, Town Manager 

Date: September 08, 2026

RE: Midyear Funding Recommendation - Assessment Technician

I recommend that the Town Council authorize a midyear budget allocation of up to \$42,000 to fund the Assessment Technician position within the Assessment Department.

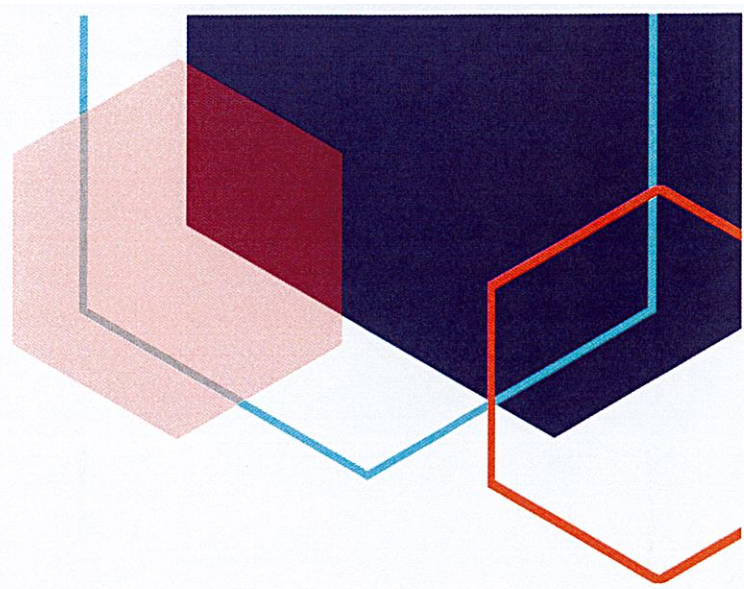
This recommendation is supported by the workload and staffing analysis previously completed by the Assessor and reviewed by the Town Manager's Office. That analysis identified a measurable staffing shortfall within the Assessment Department based on current transaction volumes, required administrative functions, and other assessment-related responsibilities. While the analysis identified a staffing need greater than one additional position, restoration of the Assessment Technician represents a reasonable and measured step toward addressing the documented workload.

The funding should be allocated to Assessment Technician line item 010.50110.007.2110.9010.

Restoring this position will provide additional staffing capacity for the remainder of the fiscal year and allow the Town to evaluate the operational benefit of the position as part of the development of the FY 2027–2028 budget.

Recommendation

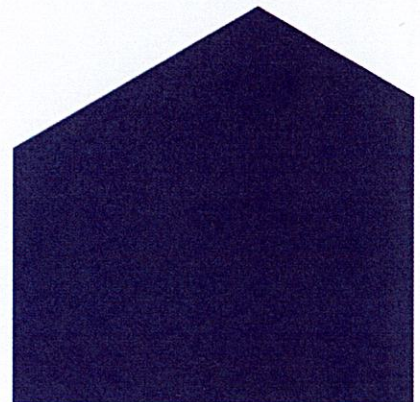
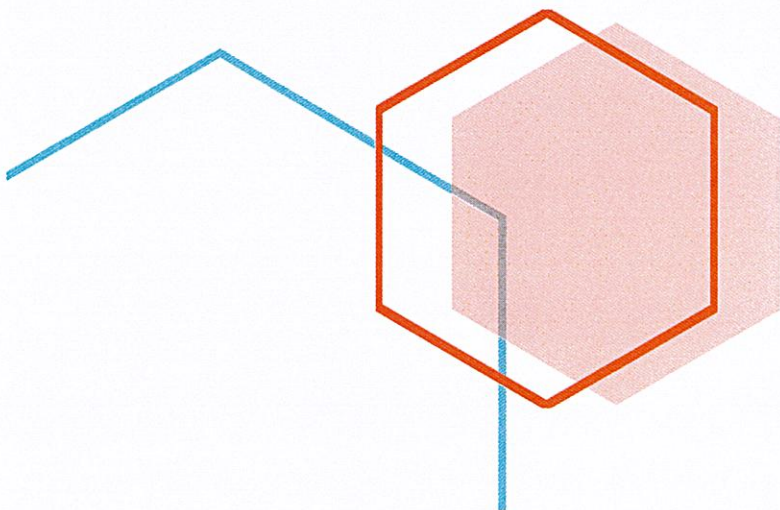
Authorize a midyear budget allocation of **up to \$42,000 to line item 010.50110.007.2110.9010** for the Assessment Technician position.



Assessment Department

Town of Watertown Assessment Department Staffing Analysis 2026

Contained herein are the major projects carried out by the Assessor's Office and an outline of what each project requires for man-hours. Each process has been given a total of the number of hours to process and the number of employee hours listed as an FTE (Full Time Employee) equivalent. FTE=1,722 HRS and allows for 2 weeks vacation & 4 personal days. Sick days have not been included.



Assessment Department

Current Staff

At the present time, the Town of Watertown Assessment Department has two full-time employees: one Assessor and one Assistant Assessor.

They are responsible for the below accounts:

9,330 Real Estate

26,447 Motor Vehicles

1,307 Businesses (Personal Property)

They maintain:

936 Veterans accounts and their state & local exemptions

245 Elderly accounts and their state & local exemptions

60 Manufacturing companies and their exemptions

380 Income & Expense accounts

Additionally, the staff handles phone calls and walk-ins.

Assessor

Responsible for administrative and technical work managing all town assessments in accordance with statutory requirements. Plans, coordinates, organizes and administers or oversees the administration of the town-wide assessments of real and personal property. Oversees work of the Division, supervising all related activities. Reports to and works under the general direction of the Finance Director.

Have "thorough knowledge of current principles, methods, practices and procedures related to real and personal property assessment including large commercial and residential properties."

Have "thorough knowledge of state assessment statutes, regulations and **timetables** affecting municipal government, finances and taxes."

Understand value, depreciation, cost, and assessments. **Must possess a Connecticut Municipal Assessor Certification (CCMA).**

Asst. Assessor

"Assists in the assessment of real and personal property for the Town of Watertown through providing complex technical and clerical assessment support services. Resolves complex situations utilizing independent judgment based upon established policies, state laws, and local ordinances. Works under the direction and supervision of the Assessor .

Consistently educates , working toward CCMA Designation.

Discover, List, & Value

...

The Assessor's Office plans, directs, organizes and implements a continuing town-wide program of real and personal property assessment for the purpose of local taxation as prescribed by State statute.

Performs inspections of new, existing and under construction properties to determine their value.

Every 5 years, coordinates and oversees the town-wide revaluation of all taxable and non-taxable property to reflect current market trends. Supervises all contracted appraisal work for revaluation tax appeals and court cases.

EVALUATION OF LEGAL MATTERS

The Assessor is responsible for managing and addressing assessment-related court cases brought against the Town. This includes working closely with the Town Attorney, outside counsel, commercial appraisers, property owners, and other professionals involved in assessment litigation.

The Assessor provides relevant assessment records, property data, valuation information, and supporting documentation necessary for the Town's legal defense. The Assessor also consults with Town Attorneys and commercial appraisers regarding disputed property valuations, appraisal methodologies, market conditions, and potential settlement options.

As part of the litigation process, the Assessor participates in preliminary hearings and conferences with the judge to review the issues presented in assessment appeals and explore opportunities to resolve disputes before they proceed to trial. The Assessor evaluates proposed settlements, provides professional recommendations regarding property values and assessments, and assists the Town Attorney in negotiating resolutions that are fair, accurate, and in the best interest of the Town.

The position requires a thorough understanding of property assessment practices, valuation principles, applicable statutes and regulations, assessment records, and court procedures. The Assessor must exercise sound professional judgment when evaluating litigation risks, reviewing appraisal evidence, and recommending whether an assessment should be defended, modified, or settled.

The Assessor's responsibilities may also include preparing for hearings, reviewing opposing appraisal reports, responding to requests for assessment information, providing testimony or other evidence when required, and coordinating with legal and appraisal professionals throughout the litigation process.

10 hours x 50

500 HOURS = .29 FTE

BAA / Court Cases

Each year, residents and business owners have the chance to appeal their assessment through the BAA. These appeals are heard by the Board, and the results are either accepted by the appellants or forwarded to Superior Court, where the Assessor must defend our value before the judge. Experts must be researched and hired, brought up to speed on the case, and depositions and findings must occur. Negotiations with new counsel begin; comparables must be found; time out of the office for court and pretrial. This is a time-consuming process.

During the last revaluation, the office explained the valuation of their properties to over 500 owners, mitigating the amount that went to the BAA to approx. 110 appeals.

Major Development

Recent growth in the area has led to the development of major projects that require significant time to research, appraise, and accurately list in our systems. This includes reviewing plans, discussing plans with the developer, and working with an appraiser to accurately determine a market value for each project. This information must be entered into the CAMA system, including construction details, drawings, and other pertinent details.

Currently, we are working on:

1. Subdivisions -
2. New commercial buildings
3. Demolitions

The Assessor must be sure that its maps are as accurate and up to date as possible. With each new development, merger, or split of property, this process requires:

1. Reading the recording document
2. Drawing the new boundaries for the GIS programmer
3. Assign map block and lot
4. Assign new address
5. Send deed, survey, and reference number to Development Coordinator
6. Enter new information in the CAMA system
7. Update engineering of all changes for their GIS System.

Summary

Overview

The following summarizes this analysis of the staffing needs of the Assessor Department by Project, Hours, and equivalent FTE:

Evaluation of Legal Matters	.29 FTE
Permits Inspections	.42 FTE
Revaluation Not included	TBD NEXT REVAL
Motor Vehicle	.65 FTE
Land Records Research-	.19 FTE
Personal Property Declarations	.50FTE
Income and Expense	.12 FTE
Grand List Processing	.80 FTE
Administrative Duties	.70 FTE
BAA/Court Cases	incl
Major development projects	incl
Mapping/GIS	incl
Total	3.67 FTE

Summary Narrative

Overview

The Assessment Department for the Town of Watertown is currently operating with 2.0 FTE's.. This is below the indicated **3.67 FTE's** needed to adequately and efficiently run the department according to the analytics.

Kindly consider that, in addition to these basic functions, the Assessor must also meet with other department heads and policy makers regarding legislation impacting municipal valuation; and keep up to date with current assessment policies and procedures via a continuing education program to maintain certification. **NONE** of the hours required to accomplish these tasks are factored into this analysis. **For the upcoming year 10/1/2026, The office has received over 30 pages of new legislation and valuation changes.**

Furthermore, discovery of new or unlisted property is a continuous process that requires significant effort. Construction equipment, real property improvements without permits, MLS cross references, motor vehicles with expired or out-of-state plates, and new undocumented businesses that should be placed on the Grand List are impossible to add without the appropriate staffing and resources.

The volume and magnitude of work performed requires skilled & educated professionals. The bottom line: real grand list growth only happens with a properly staffed and educated Assessment Department. I am requesting that the Assessment Tech position be reinstated.



**JOB DESCRIPTION
BOOKKEEPER I**

JOB TYPE: FULL-TIME
STATUS: HOURLY
COMPENSATION: \$41,447.00 - \$53,511.36
EXCELLENT FRINGE BENEFITS
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE: XXXX

POSITION SUMMARY:

Bookkeeper I performs routine bookkeeping and accounting duties in support of the Town's financial operations. Maintains accurate financial records, processes transactions, performs reconciliations, and provides administrative support to their specific department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and updates financial, accounting, and bookkeeping records.
- Posts receipts, expenditures, deposits, invoices, and other financial transactions.
- Processes accounts payable and receivable transactions.
- Reviews invoices and supporting documentation for completeness and accuracy.
- Prepares checks, payment documentation, and related accounting records.
- Reconciles bank accounts and other assigned accounts.
- Assists with preparation of financial reports for department.
- Enters and maintains financial information in the Town's accounting/financial system.
- Researches discrepancies and makes routine corrections with appropriate approval.
- Assists department with questions regarding invoices, payments, purchasing, and account coding.
- Maintains organized financial records in accordance with Town policies and applicable record-retention requirements.
- Processes routine financial correspondence and responds to inquiries from employees and vendors.
- Performs data entry and maintains spreadsheets and databases.
- Performs other related duties as assigned.

REQUIREMENTS:

- Associates Degree in accounting, finance, business administration, or a related field; or
- High school diploma and two years of progressively responsible bookkeeping or accounting experience.
- Municipal government experience is preferred.



JOB DESCRIPTION BOOKKEEPER I

- Basic knowledge of:
 - Accounting and bookkeeping principles.
 - Accounts payable and accounts receivable procedures.
 - Reconciliation procedures.
- Experience with Microsoft Office applications, including:
 - Excel
 - Outlook
 - SharePoint
 - Word
- Demonstrated ability to:
 - Maintain accurate and detailed financial records.
 - Perform mathematical calculations and reconciliations.
 - Identify discrepancies and resolve routine issues.
 - Maintain confidentiality of financial and personnel information.
 - Communicate effectively with employees, vendors, departments, and the public.
 - Organize work and meet established deadlines.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, and occasionally balance or crouch to file documents and reports.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and focusing at varying distances.

WORK ENVIRONMENT:

This job operates in a professional office environment, with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The noise level in the work environment is usually quiet in the office.



JOB DESCRIPTION BOOKKEEPER I

POSITION TYPE/EXPECTED HOURS OF WORK:

This position is an hourly unit member.

This is a full-time position and hours of work and days are as stated in the Town of Watertown Employee Handbook and Code of Ordinances Town of Watertown §36-2. This position occasionally requires hours beyond those scheduled hours, including evening and weekend work as job duties demand.

TRAVEL:

Travel is primarily local during the business day, although some out-of-area travel and overnight travel may be expected for conferences and seminars.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations, which does not present an undue hardship, for qualified individuals with disabilities.

Employee's signature below indicates an understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date



JOB DESCRIPTION BOOKKEEPER II

JOB TYPE: FULL-TIME
STATUS: HOURLY
COMPENSATION: \$54,366.00 – \$66,979.36
EXCELLENT FRINGE BENEFITS
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE: XXXX

POSITION SUMMARY:

Bookkeeper II performs advanced and complex bookkeeping and accounting functions. Responsible for complex reconciliations, financial reporting, account analysis, and monitoring of assigned financial activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all duties and responsibilities of a Bookkeeper I at an advanced level.
- Maintains complex financial records and accounting schedules.
- Performs comprehensive bank, general ledger, and account reconciliations.
- Researches and resolves complex discrepancies involving financial transactions and accounts.
- Reviews and analyzes financial transactions for accuracy, appropriate coding, and compliance with Town policies and procedures.
- Prepares recurring and specialized financial reports for management.
- Prepares journal entries and other accounting entries in accordance with established procedures and appropriate authorization.
- Assists with preparation of year-end financial statements, audit schedules, and supporting documentation.
- Monitors assigned revenue and expenditure accounts and identifies unusual activity, variances, or potential errors.
- Assists with budget preparation, monitoring, and analysis.
- Reviews departmental expenditures and assists with budget-to-actual analysis.
- Provides assistance to department regarding account coding, purchasing, invoicing, and financial procedures.
- May assist with grants, special revenue accounts, capital accounts, or other specialized municipal funds.
- Maintains accounting procedures, documentation, and internal controls for assigned functions.
- Maintains confidentiality of sensitive financial, personnel, and other municipal information.



JOB DESCRIPTION BOOKKEEPER II

- Performs other related duties as assigned.

REQUIREMENTS:

- Associates Degree in accounting, finance, business administration, or a related field; and three years of progressively responsible bookkeeping or accounting experience; or
- High school diploma and five years of progressively responsible bookkeeping or accounting experience.
- Municipal government experience is preferred.
- Knowledge of:
 - Generally accepted accounting principles and bookkeeping principles.
 - Municipal accounting and governmental financial practices.
 - General ledger and subsidiary ledger accounting.
 - Reconciliation and financial reporting procedures.
 - Budget monitoring and analysis.
 - Internal controls and financial procedures.
- Experience with Microsoft Office applications, including:
 - Excel
 - Outlook
 - SharePoint
 - Word
- Ability to:
 - Independently perform complex accounting and bookkeeping assignments.
 - Analyze financial information and identify discrepancies or irregularities.
 - Prepare accurate financial reports and accounting schedules.
 - Exercise sound judgment when interpreting financial information and applying established procedures.
 - Prioritize multiple assignments and meet deadlines.
 - Maintain accurate and confidential records.
 - Work effectively with auditor, department heads, vendors, employees, and the public.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.



JOB DESCRIPTION BOOKKEEPER II

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, and occasionally balance or crouch to file documents and reports.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and focusing at varying distances.

WORK ENVIRONMENT:

This job operates in a professional office environment, with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The noise level in the work environment is usually quiet in the office.

POSITION TYPE/EXPECTED HOURS OF WORK:

This position is an hourly unit member.

This is a full-time position and hours of work and days are as stated in the Town of Watertown Employee Handbook and Code of Ordinances Town of Watertown §36-2. This position occasionally requires hours beyond those scheduled hours, including evening and weekend work as job duties demand.

TRAVEL:

Travel is primarily local during the business day, although some out-of-area travel and overnight travel may be expected for conferences and seminars.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.



JOB DESCRIPTION BOOKKEEPER II

EEOC STATEMENT:

It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations, which does not present an undue hardship, for qualified individuals with disabilities.

Employee's signature below indicates an understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date

REV. 08/25/2026



WATERTOWN, CONNECTICUT

PARKS, RECREATION SENIOR, & SOCIAL SERVICES

61 ECHO LAKE ROAD WATERTOWN, CONNECTICUT 06795-2629
MAIN OFFICE (860) 945-5246 FAX (860) 945-4734



MEMORANDUM

TO: Mark Raimo, Town Manager, and Members of the Parks and Recreation Commission

FROM: Michael Ganem, Director of Parks and Recreation

DATE: September 3, 2026

SUBJECT: Personnel Update: Reclassification of Jessica Modeen

The White-Collar Union identified that Jessica Modeen has been performing duties that extend beyond the scope of her current classification as a Bookkeeper I. Following administrative review of her assigned responsibilities, departmental workflow, and the duties associated with the Bookkeeper II classification, it has been determined that Jessica should be reclassified to the position of Bookkeeper II in accordance with the White-Collar Union agreement.

In her current role, Jessica assists the Director with financial and administrative responsibilities associated with the Crestbrook Golf Course Enterprise Account and the Parks budget. While staff share in the day-to-day work across the department's five divisions, the responsibilities associated with Crestbrook and Parks involve additional complexity. These operations differ in budget size, facilities, infrastructure, and park assets and require coordination involving contractors, capital improvements, playgrounds, courts, and other ongoing operational and financial needs.

Based upon a review of these duties and the level of responsibility currently being performed, the Bookkeeper II classification more appropriately reflects Jessica's assigned work.

From a fiscal perspective, the Bookkeeper I position is currently budgeted for FY 2026/27 at \$34,354 across two divisions based on a 25-hour work week. This position was comparably lower than equal positions in other classifications. The full annualized salary range for Bookkeeper II 2026/2027 is \$57,397.24 to \$70,713.88. The actual fiscal impact for FY 2026/27 will depend upon the final step placement, effective date of the reclassification, and the remaining portion of the fiscal year.

This reclassification follows discussions among the Town Manager, Jessica Modeen, and the White-Collar Union and reflects the administrative determination that the Bookkeeper II classification appropriately corresponds with the duties and responsibilities being performed.



RESOLUTION

WHEREAS, Town Council approval is required for waiving the bid process and awarding a contract to the lowest responsive, responsible bidder; and

WHEREAS, Town Council authorization is required for any purchase exceeding \$25,000 that has not been independently bid by the Town's Purchasing Agent; and

WHEREAS, various equipment, materials and supplies required to be furnished to the Town of Watertown have been formally bid by various agencies and cooperative bidding resulting in such lists being available to the Town of Watertown; and

NOW THEREFORE BE IT RESOLVED, that the Watertown Town Council hereby authorizes the Purchasing Agent of the Town of Watertown to utilize the following bids for the purchase of various equipment, material, supplies and services resulting in the satisfaction of bidding requirements and no waiver being required:

SourceWell

TIPS-The Interlocal Purchasing System

CREC-Capital Region Education Council

NVCOG-Naugatuck Valley Council of Governments

CCM-Connecticut Conference of Municipalities

CRCOG-Capital Region Council of Governments

NHCOG-North West Hills Council of Governments

State of Connecticut Department of Administrative Services

Omnia Partners

BE IT FURTHER RESOLVED, that this Resolution shall remain in effect for Fiscal Year 2026-2027.

Dated at Watertown, Connecticut this 8th day of September.

Jonathan Ramsay, Chair
Watertown Town Council

At the regular Town Council meeting held on September 8, 2026 the foregoing resolution was moved for adoption by Councilman/Councilwoman _____. The motion was supported by Councilman/Councilwoman _____.

Resolution was declared adopted.

Susan King, Clerk
Watertown Town Council



RESOLUTION

WHEREAS, expenses in the 2025-26 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 as attached.

Dated at Watertown, Connecticut this 8th day of September, 2026.

Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Tuesday, September 8, 2026 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

**WAGE & SALARY ADJUSTMENTS
FOR FY 2025-2026 TO CLOSE OUT THE FISCAL YEAR**

GENERAL FUND		No.12
FROM:		
010.50130.004.0000.9010	OVERTIME	\$6,483.99
010.50401.004.0000.9010	OFFICE SUPPLIES	\$2,371.07
010.50334.004.0000.9010	LEGAL & FISCAL SERVICES	\$13,230.00
010.50110.007.2133.9010	ASSISTANT ASSESSOR	\$39,272.69
010.50125.010.0065.9010	ELECTION WORKERS	\$13,209.85
010.50110.020.0055.9010	PATROL SERGEANTS	\$76,573.03
010.50110.025.0007.9010	COMMUNICATIONS CENTER FT	\$47,724.40
010.50125.031.0000.9010	TEMPORARY SALARIES	\$47,368.74
010.50125.036.0000.9010	TEMPORARY SALARIES	\$22,733.10
010.50110.036.0050.9010	LABORER	\$22,631.81
010.50120.036.0000.9010	PART-TIME SALARIES	\$7,500.00
010.50161.043.0000.9010	POLICE SPECIAL DUTY TOWN	\$62,198.08
010.50529.047.3054.9010	BUSINESS FACADE IMPROVEMENTS FOR LOCAL BUSINESS	\$9,000.00
		\$370,296.76
TO:		
010.50110.004.0037.9010	BOOKKEEPER II	\$8,868.81
010.50110.004.0038.9010	BOOKKEEPER I	\$7,564.90
010.50110.004.2480.9010	PAYROLL/BOOKKEEPER	\$5,570.34
010.50110.007.2110.9010	ADMIN ASST	\$21,154.98
010.50110.015.0005.9010	BUILDING OFFICIAL	\$6,867.36
010.50110.019.2110.9010	ADMIN ASST	\$13,759.00
010.50110.019.2871.9010	RECORDS CLERK	\$5,078.90
010.50130.020.0000.9010	OVERTIME	\$29,907.06
010.50110.020.0056.9010	DETECTIVES	\$19,498.07
010.50110.020.1822.9010	LIEUTENANT	\$15,904.96
010.50130.025.0000.9010	OVERTIME	\$28,613.96
010.50130.023.0000.9010	OVERTIME	\$10,311.35
010.50110.030.0033.9010	ENGINEERING TECHNICIAN II	\$14,121.50
010.50110.030.0122.9010	ASST. TOWN ENGINEER	\$5,692.11
010.50110.030.0013.9010	TOWN ENGINEER	\$5,021.64
010.50110.031.0046.9010	HIGHWAY PERSONNEL	\$13,463.19
010.50110.031.0049.9010	WORKING FOREMEN	\$11,376.69
010.50130.032.0000.9010	OVERTIME	\$20,989.59
010.50160.043.0000.9010	POLICE SPECIAL DUTY NONTOWN	\$119,402.40
010.50120.047.1644.9010	ECON DEVLPT CONSLT	\$7,129.95
		\$370,296.76

REASON: The adopted budget is a financial forecast based on the best information available when the budget is prepared. It is not possible to know every salary agreement, effective date, staffing change, hourly schedule, or other personnel cost that will occur during the following twelve months.

**ADD'L WAGE & SALARY ADJUSTMENTS
FOR FY 2025-2026 TO CLOSE OUT THE FISCAL YEAR**

GENERAL FUND

No. 13

FROM:

010.50155.020.0000.9010	HOLIDAY PAY	\$41,282.07
010.50155.025.0000.9010	HOLIDAY PAY	\$30,358.02
010.50230.042.0000.9010	HEALTH, DENTAL, & VISION	302,815.15
010.50225.042.0000.9010	SEVERANCE - SICK/VACATION	\$35,000.00
010.50110.045.0091.9010	WAGE BENEFIT ADJUSTMENT	\$179,494.50
010.50690.046.0000.9010	MISCELLANEOUS OBJECTS (CONTINGENCY)	\$16,870.20
		\$605,819.94

TO:

010.50220.042.0000.9010	EMPLOYEE'S RETIREMENT	\$357,240.92
010.50220.031.0000.9010	EMPLOYEE'S RETIREMENT	\$64,832.74
010.50220.025.0000.9010	EMPLOYEE'S RETIREMENT	\$33,959.92
010.50220.004.0000.9010	EMPLOYEE'S RETIREMENT	\$29,107.84
010.50220.030.0000.9010	EMPLOYEE'S RETIREMENT	\$23,314.16
010.50220.019.0000.9010	EMPLOYEE'S RETIREMENT	\$13,857.31
010.50220.036.0000.9010	EMPLOYEE'S RETIREMENT	\$12,470.53
010.50220.007.0000.9010	EMPLOYEE'S RETIREMENT	\$12,107.33
010.50220.037.0000.9010	EMPLOYEE'S RETIREMENT	\$9,543.03
010.50220.015.0000.9010	EMPLOYEE'S RETIREMENT	\$8,359.38
010.50220.032.0000.9010	EMPLOYEE'S RETIREMENT	\$8,176.01
010.50220.039.0000.9010	EMPLOYEE'S RETIREMENT	\$7,659.29
010.50220.011.0000.9010	EMPLOYEE'S RETIREMENT	\$7,653.66
010.50220.009.0000.9010	EMPLOYEE'S RETIREMENT	\$6,821.51
010.50220.000.0000.0000	EMPLOYEE'S RETIREMENT	\$5,400.47
010.50220.045.0000.9010	EMPLOYEE'S RETIREMENT	\$5,315.84
		\$605,819.94

REASON:

Retirement costs were higher than budgeted because more employees chose to retire or participate in the Town's pension and 403(b) plans. The original budget was based on the information available at the time and could not predict individual retirement decisions, salary changes, or retroactive payments that increased the actual costs.

OTHER EXPENSE ADJUSTMENTS
FOR FY 2025-2026 TO CLOSE OUT THE FISCAL YEAR

GENERAL FUND		No. 14
FROM:		
010.50329.001.0000.9010	TRAINING MEETINGS W/O TRAVEL	\$2,842
010.50720.043.2637.9010	TRANS YOUTH SERVICES	\$7,000
010.5050300.040.3013.9010	TYLER SETUP AND TRAINING	<u>\$25,415</u>
		\$35,257
TO:		
010.50341.027.1411.9010	ELDERLY NUTRITION	\$4,665
010.50406.040.0000.9010	SOFTWARE	\$25,153
010.50412.040.2405.9010	CREDIT CARD FEES	<u>\$5,439</u>
		\$35,257

REASON: Budget estimates were based on vendor quotes and Finance’s year-over-year spending trends. Actual expenditures were higher in some areas due to actual vendor invoices, charges, and operational needs that occurred during the fiscal year.

**SPECIAL ACCOUNT EXPENSE ADJUSTMENTS
FOR FY 2025-2026 TO CLOSE OUT THE FISCAL YEAR**

SPECIAL FUND 015

No. 15

FROM:

015.50110.074.0091.9015	WAGE BENEFIT ADJUSTMENT	\$8,500.00
015.50318.074.0369.9015	LAB SAMPLES	\$11,914.85
015.50110.074.1784.9015	SUPT/ENGINEER	\$58,593.22
015.50318.074.0356.9010	INFILTRATION INFLOW	\$50,000.00
015.50230.074.0000.9015	MEDICAL INSURANCE	\$91,185.00
015.50334.074.0158.9015	LEGAL SERVICES	\$29,486.50
015.50110.074.3163.9015	WSA BUSINESS ANALYST	\$27,094.00
015.50316.074.2442.9015	DATA PROCESSING SERVICES	\$37,748.11
015.50323.074.0000.9015	UTILITIES - ELECTRIC	\$35,537.47
015.50310.074.0000.9015	PROF & TECH SERVICES	\$52,981.76
		\$403,040.91

TO:

015.50605.074.0000.9015	TRANSFER TO W&S DEBT	\$53,547.50
015.50110.074.0726.9015	W & S SUPERVISOR	\$27,998.57
015.50230.042.0000.9015	HEALTH AND DENTAL	\$95,616.47
015.50344.074.0000.9015	SEWAGE DISPOSAL	\$225,878.37
		\$403,040.91

SPECIAL FUND 016

FROM:

016.50529.076.3167.9016	FACILITY SECURITY FENCING - PHASE I	\$18,138.31
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TO:

016.50553.076.3166.9016	2024-2025 OFFICE VEHICLE	\$18,138.31
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SPECIAL FUND 017

FROM:

017.50110.075.0091.9017	WAGE BENEFIT ADJUSTMENT	\$8,500.00
017.50110.074.3163.9017	WSA BUSINESS ANALYST	\$2,961.07
017.50110.074.3160.9017	WSA CONTROLLER	\$35,718.00
017.50230.075.0000.9017	MEDICAL INSURANCE	\$91,185.00
017.50110.075.1784.9017	SUPT/ENGINEER	\$58,593.22
017.50334.075.0158.9017	LEGAL SERVICES	\$29,486.50
017.50561.075.3083.9017	IT	\$53,053.50
017.50316.075.2442.9017	DATA PROCESSING SERVICES	\$37,748.04
		\$317,245.33

TO:

017.50110.075.3160.9017	WSA CONTROLLER	\$36,393
017.50605.075.0000.9017	TRANSFER TO 019_W&S_DEBT	\$53,548
017.50110.075.0726.9017	W&S SUPERVISOR	\$27,895
017.50230.042.0000.9017	HEALTH AND DENTAL	\$94,245
017.50324.075.0000.9017	UTILITIES - WATER	\$105,165
		\$317,245

SPECIAL FUND 018

FROM:

018.50529.077.3171.9018	LCRR - LEAD & COPPER RULE REVISION - PHASE I	\$18,138.30
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TO:

018.50553.077.3166.9018	2024-2025 OFFICE VEHICLE	\$18,138.30
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REASON:

During Fiscal Year 2025–2026, the Enterprise Fund maintained strict spending controls. Only expenses deemed essential and necessary for continued operations were approved for payment by the Acting Superintendent. Non-essential and discretionary expenditures were deferred whenever possible to preserve available resources and maintain the financial stability of the Fund.



RESOLUTION

WHEREAS, taxpayers have applied for Tax Refunds pursuant to Connecticut General Statutes, Refund of Excess Payments; and

WHEREAS, the Tax Collector certified the refunds in accordance with the provisions of Refund Statutes; and

WHEREAS, to refund taxpayers monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates \$20,230.84 to line item 010.50341.043.0102.9010 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 8th day of September, 2026

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on September 8, 2026 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. Sections *Refunds of Excess Payment*:

WHEREAS, per State Statute, the Tax Collector shall, after examination of such application, refer the same, with recommendations thereon, to the Town Council, and shall certify to the amount of refund, if any, to which the applicant is entitled.

WHEREAS, upon receipt of such application and certification, the Town Council shall draw an order upon the Finance Department in favor of such applicant for the amount of refund so certified.

NOW THEREFORE BE IT RESOLVED that the Town Council authorizes a request that the Finance Department shall issue the payments for the certified refunds.

Dated at Watertown, Connecticut this 8th day of September, 2026

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on September 8, 2026 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

ACTION TAKEN BY THE TOWN COUNCIL: Refund Property Taxes, Interest and Fees of \$_____

At a regular meeting of the Town Council held on _____,

refunds were authorized to the below applicants.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Reason	Tax	Int	Fees	Refund
2025-03-0070656	ALLY FINANCIAL- CHAI	PO BOX 71119	CHARLOTTE, NC 2	2021/1C4HJXDN5MW662173	12-129 Refund of Excess Pmts - Acct prorated	195.17	-	-	195.17
2025-02-0040204	CAPUANO & GIGLIO C	1554 LITCHFIELD RD	WATERTOWN, CT	1554 LITCHFIELD RD	12-129 Refund of Excess Pmts - Duplicate & Ov	307.91	-	-	307.91
2025-03-0053307	CCAP AUTO LEASE LTC	1601 ELM ST STE 800	DALLAS, TX 75201	2023/3C4NJD5PT549452	12-129 Refund of Excess Pmts - Acct prorated	90.75	-	-	90.75
2025-03-0055694	DOBKINS SCOTT A	86 SYLVAN LAKE RD	OAKVILLE, CT 067	2014/5NPEB4AC1EH849029	12-129 Refund of Excess Pmts - Acct prorated	13.04	-	-	13.04
2025-03-0058817	GUTHU STEVEN M	319 THOMASTON RD	WATERTOWN, CT	2008/KNDJC735X85820242	12-129 Refund of Excess Pmts - Acct prorated	42.48	-	-	42.48
2023-01-0003675	HERITAGE WOODS LLC	PO BOX 873	SOUTHBURY, CT	0 BUNKER HILL RD	12-129 Refund of Excess Pmts - Acct prorated	8,420.21	-	-	8,420.21
2024-01-0003687	HERITAGE WOODS LLC	PO BOX 873	SOUTHBURY, CT	0 BUNKER HILL RD	12-129 Refund of Excess Pmts - Acct prorated	8,915.87	-	-	8,915.87
2025-03-0071990	JOHNS LAWN CARE & L	114 PORTER ST	WATERTOWN, CT	2014/1FT7X2B66EEA22795	12-129 Refund of Excess Pmts - Duplicate & Ov	288.98	-	-	288.98
2025-03-0061419	LAPRADE KEVIN M	1900 LITCHFIELD RD	WATERTOWN, CT	2012/1C4NJRFB5CD600008	12-129 Refund of Excess Pmts - Duplicate & Ov	48.51	-	-	48.51
2025-03-0061810	LICNIKAS KATHLEEN	935 BUCKINGHAM ST	WATERTOWN, CT	2012/JN8AS5MV2CW717877	12-129 Refund of Excess Pmts - Acct prorated	9.94	-	-	9.94
2025-03-0062191	LUPACHINO PETER V	1451 GUERNSEY TOWN	WATERTOWN, CT	2019/WP0AF2A90KS165775	12-129 Refund of Excess Pmts - Duplicate & Ov	10.00	-	-	10.00
2025-03-0062384	MADEUX CYRILLA M	290 NORTH ST	WATERTOWN, CT	2014/1G1PC5SBXE7174182	12-129 Refund of Excess Pmts - Acct prorated	23.04	-	-	23.04
2024-03-0062406	MAHAR TERENCE	50 NETTLETON ST	WATERTOWN, CT	2021/1HGCV1F49MA019792	12-129 Refund of Excess Pmts - Acct prorated	37.61	-	-	37.61
2025-03-0062531	MALEVILLE ANTONIO E	1021 GUERNSEY TOWN	WATERTOWN, CT	2020/WP1AE2AY4LDA22343	12-129 Refund of Excess Pmts - Acct prorated	185.11	-	-	185.11
2025-03-0063099	MASELLI ANTOINETTA	269 CIRCLEWOOD DR	BERLIN, CT 06037	1990/1J4FJ58L2LL203651	12-129 Refund of Excess Pmts - Acct prorated	66.06	-	-	66.06
2024-03-0064713	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 37202	2024/1N6ED1FK7RN626134	12-129 Refund of Excess Pmts - Acct prorated	697.83	-	-	697.83
2025-03-0064765	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265	2024/1N6ED1FK7RN626134	12-129 Refund of Excess Pmts - Acct prorated	659.08	-	-	659.08
2025-01-0006158	OSTUNO DONALD P &	105 WESTBURY PARK	WATERTOWN, CT	105 WESTBURY PARK RD	12-129 Refund of Excess Pmts - Duplicate & Ov	61.33	-	-	61.33
2025-03-0065361	PALMER DAY O	267 BRYANT ROAD	WATERTOWN, CT	2011/1G1PG5S95B7181487	12-129 Refund of Excess Pmts - Duplicate & Ov	9.74	-	-	9.74
2024-03-0065882	PERUGINI MICHAEL J	81 BALL FARM RD	OAKVILLE, CT 067	2006/1FTZR45E66PA61524	12-129 Refund of Excess Pmts - Acct prorated	92.52	-	-	92.52
2025-03-0066678	RAICHE GERALD P	21 BRADLEY ROAD APT	WOODBIDGE, CT	2014/1G4GE5G37EF147980	12-129 Refund of Excess Pmts - Acct prorated	24.36	-	-	24.36
2025-03-0068158	SCHULTZ KAITLIN P	83 BRYANT RD	WATERTOWN, CT	2015/JF2GPACCF9243911	12-129 Refund of Excess Pmts - Acct prorated	31.30	-	-	31.30
						20,230.84	-	-	20,230.84

Susan King, Clerk of the Town Council