

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

RECEIVED FOR RECORD  
WATERFORD, CT  
16 OCT 13 AM 9:40  
ATTEST: *David J. Simpson*  
TOWN CLERK

**BOARD OF FINANCE  
AGENDA**

Town Hall Auditorium  
Regular Meeting

Wednesday, October 19, 2016  
7:00 pm

1. Establishment of a quorum and call to order
2. Public Comment
3. Approval and acceptance of minutes:  
Regular Meeting on September 14, 2016
4. Approval and acceptance of minutes:  
Special Meeting on September 27, 2016
5. Review and approval of Budget Guidelines for FY 2017/18
6. Review and approval of Budget Review Schedule for FY 2017/18
7. Review and approval of 2017 Board of Finance Regular Meeting Schedule
8. Old Business
  - a) Informational Presentation of the Municipal Complex Project

Consider and act upon the removal of this item from Old Business as an updated presentation was completed at the Special Meeting held on September 27, 2016.
9. New Business
10. Liaison Reports

**11.** Correspondence

- a) 9/21/16 Letter from Roz Rubinstein, Library Director Re: FY17 Budget Shortfall
- b) 9/30/16 Email Re: WHS Ineligible Costs
- c) 09/13/16 Status of General Fund Unassigned Balance – Town Accountant
- d) 09/12/16 Periodic Financial Statements (08/31/16) - Town Accountant
- e) 10/03/16 Public Health & Wellness Nursing Report FY2016 from VNA
- f) Board of Education Regular Meeting Agenda for 09/22/16

**12.** Adjournment

A handwritten signature in cursive script that reads "Ronald Fedor".

Ronald Fedor

Chairman

Board of Finance  
Regular Meeting Minutes

Wednesday, September 14, 2016  
Town Hall Auditorium

- Present: Chairman Ronald Fedor, Anthony Jessuck Jr., John W. Sheehan, Cheryl Larder, James Reid
- Absent: Elizabeth Sabilia, Norman Glidden
- Elected: Daniel M. Steward, First Selectman
- RTM: Thomas Dembek, Moderator
- Staff: Maryanna Stevens, Director of Finance  
Gail Miller, Secretary  
Brett Mahoney, Chief of Police  
Mike Bekech, Assessor  
Abby Piersall, Planning Director  
Roslyn Rubinstein, Library Director  
Brian Flaherty, Recreation & Parks Director

RECEIVED FOR RECORD  
 WATERBURY, CT  
 16 SEP 15 AM 11:54  
 ATTEST: *Brenda L. Connor*  
 TOWN CLERK

1. Establishment of a quorum and call to order  
A quorum was established and the regular meeting of the Board of Finance was called to order at 7:00 p.m.
2. Public Comment – There was no public comment.
3. Approval and acceptance of minutes of:  
Regular Meeting on July 20, 2016  
**Motion** by Mr. Reid and **seconded** by Mr. Sheehan to approve the minutes as presented.  
**Vote: Unanimous                      Motion passed.**

*Mr. Steward advised all appropriation requests were approved by the Board of Selectmen on September 13, 2016.*

4. Consider and act upon a request from the Board of Selectmen on behalf of Brett Mahoney, Chief of Police, for an appropriation in the amount of **\$12,737** from Capital and Non-Recurring Line Item **#20500-31520** Undesignated Fund Balance for carpet and flooring to coincide with Phase I of the Police furniture replacement project, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their September 13, 2016 meeting and forward to the Representative Town Meeting as required.

*Chief Mahoney was present and responded to questions from the Board.*  
**Motion** by Mr. Jessuck and **seconded** by Mr. Reid to approve the appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.  
**Vote: Unanimous                      Motion passed.**

5. Consider and act upon a request from the Board of Selectmen on behalf of Mike Bekech, Assessor, for an appropriation in the amount of **\$119,000** from Capital and Non-Recurring Designated Line Item **#20501-57639** Revaluation for the purpose of funding the contract for the 2017 Town of Waterford Real Property Revaluation (excluding Millstone Power Plant). This request is based upon its consistency with the Capital Improvement Plan and contingent upon approval of the Board of Selectmen at their September 13, 2016 meeting. Once approved, the request will be forwarded to the Representative Town Meeting as required.

*Mr. Bekech was present and responded to questions from the Board.*

**Motion** by Mr. Sheehan and **seconded** by Mr. Jessuck to approve the appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

**Vote: Unanimous**                      **Motion passed.**

6. Consider and act upon a request from the Board of Selectmen on behalf of Abby Piersall, Planning Director, for an appropriation in the amount of **\$24,571** from Capital and Non-Recurring Line Item **#20500-31520** Undesignated Fund Balance for the purchase of Permitting and Asset Management Software, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their September 13, 2016 meeting and forward to the Representative Town Meeting as required.

*Ms. Piersall was present; provided an overview and responded to questions from the Board.*

**Motion** by Ms. Larder and **seconded** by Mr. Sheehan to approve the appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

**Vote: Unanimous**                      **Motion passed.**

7. Consider and act upon a request from Roslyn Rubinstein, Library Director, to authorize the First Selectman to enter into a multi-year contract with Lantern Energy for the replacement of LED lights at the library, contingent upon approval of the Board of Selectmen at their September 13, 2016 meeting and forward to the RTM for their approval.

*Ms. Rubinstein was present and responded to questions from the Board.*

**Motion** by Ms. Larder and **seconded** by Mr. Reid to approve the request as stated and forward on to the Representative Town Meeting.

**Vote: Unanimous**                      **Motion passed.**

8. Consider and act upon a request from the Board of Selectmen on behalf of Brian Flaherty, Recreation & Parks Director, for an appropriation in the amount of **\$14,700** from Capital and Non-Recurring Designated Line Item **#20537-57783** Accessible Path & Drainage to Civic Triangle Building, based upon its consistency with the Capital Improvement Plan and contingent upon approval of the Board of Selectmen at their September 13, 2016 meeting and forward to the Representative Town Meeting as required.

*Mr. Flaherty was present and responded to questions from the Board.*

**Motion** by Mr. Reid and **seconded** by Ms. Larder to approve the appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

*Mr. Sheehan expressed his concern over the lack of backup documentation provided for the Recreation and Parks appropriation requests.*

**Vote: 4 – 1 (No – Mr. Sheehan) Motion passed.**

9. Consider and act upon a request from the Board of Selectmen on behalf of Brian Flaherty, Recreation & Parks Director, for an appropriation in the amount of **\$50,000** from Capital and Non-Recurring Designated Line Item **#20537-57795** Waterford Beach Park Causeway Bridge for Phase II Design & Construction, based upon its consistency with the Capital Improvement Plan and contingent upon approval of the Board of Selectmen at their September 13, 2016 meeting and forward to the Representative Town Meeting as required.

**Motion** by Mr. Jessuck and **seconded** by Mr. Reid to discuss the request.

**Motion** by Ms. Larder and **seconded** by Mr. Sheehan to approve the appropriation request at the reduced amount of **\$25,000**, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

**Vote: Unanimous Motion passed.**

10. Consider and act upon a request from the Board of Selectmen on behalf of Brian Flaherty, Recreation & Parks Director, for an appropriation in the amount of **\$11,000** from Capital and Non-Recurring Designated Line Item **#20537-57797** Babe Ruth Backstop Replacement, based upon its consistency with the Capital Improvement Plan and contingent upon approval of the Board of Selectmen at their September 13, 2016 meeting and forward to the Representative Town Meeting as required.

**Motion** by Mr. Jessuck and **seconded** by Mr. Reid to approve the appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

**Vote: Unanimous                      Motion passed.**

11. Discussion and possible action to appoint a liaison to the RTM due to Jim Reed's resignation (from that position only).  
**Following a brief discussion, no action was taken.**

12. Old Business
  - a) Informational Presentation of the Municipal Complex Project  
Ms. Larder reported the Municipal Complex Building Committee has been meeting frequently. They have received updated information and would like to have a meeting with the Board of Selectmen and Board of Finance on September 27, 2016. The purpose of this meeting will be an updated informational presentation and possible funding request.

13. New Business  
**Addendum:**  
Reappoint Alan Wilensky, as Board of Finance liaison, to the School Building Committee for a term of two years; 07/01/16 – 06/30/18.

*Mr. Sheehan expressed his concern over having someone who is not on the Board of Finance as the Board's representative on the Committee.*

**Motion** by Ms. Larder and **seconded** by Mr. Sheehan to appoint James Reid, as Board of Finance liaison to the School Building Committee for a term of two years; 07/01/16 – 06/30/18.

**Vote: Unanimous                      Motion passed.**

Ms. Stevens advised an RFP would be going out in November for a Bonding Financial Advisor. Mr. Sheehan expressed interest in helping to evaluate the Proposals.

Ms. Stevens advised she is working with O & G and JCI on issues with the Waterford High School Project.

**14. Liaison Reports**

Ms. Larder reported on the Utility Commission:

They went before Planning & Zoning on Monday for approval of the Grit Station.

Ms. Larder reported on the IT Committee:

New IT Chairman is Chief Brett Mahoney. He will be meeting with department heads to inventory the current software and assess future needs.

Mr. Reid reported the Board of Selectmen approved all items on the September 13, 2016 agenda.

Mr. Reid provided a Board of Education Labor Contract Report to the members.

Mr. Sheehan reported on the Retirement Commission, see attached report.

**15. Correspondence**

- a) 07/21/16 FY2016 Status of Contingency from Town Accountant
- b) 07/21/16 FY2017 Status of Contingency from Town Accountant
- c) 08/11/16 Periodic Financial Statements – Month End 07/31/2016
- d) 09/06/16 Periodic Financial Statements – Month End 06/30/2016
- e) Board of Education Agenda for 08/04/16 & 08/25/16

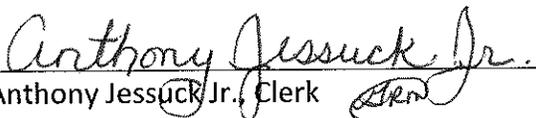
**16. Adjournment**

**Motion** by Mr. Sheehan and **seconded** by Mr. Jessuck to adjourn the Regular Meeting of the Board of Finance at 9:03 p.m.

**Vote: Unanimous**

**Motion passed.**

Respectfully submitted,

  
Anthony Jessuck Jr., Clerk

  
Gail R. Miller, Secretary

**Liaison Reports**  
**September 14, 2016**

**Retirement Commission**

08/17/2016 – Retirement Commission met with Fiduciary Investment Advisors regarding the funding approach for both Pension and OPEB funds. After much discussion the Commission voted to change the Pension Fund Allocation to 50% Equity (Domestic 25%, International 25%) and 50% fixed income. The OPEB Asset Allocation was established at 65% Equity (Domestic 32.5%, International 35.5%) and 35% Fixed Income. Investment Policy Statements as proposed by Fiduciary Investment Advisors were approved for the Pension Fund and the OPEB fund. The Commission also reviewed the final Investment reports from Hooker & Holcombe, Inc for the Retirement Pension Fund.

08/30/2016 - Retirement Commission approved a resolution to appoint Wells Fargo as the new custodian/trustee for the Town of Waterford Pension Fund and authorized the Finance Director Maryanna Stevens to request the transfer of funds from Charles Schwab to Wells Fargo Institutional Pension and Trust.

Board of Finance  
Special Meeting Minutes

Tuesday, September 27, 2016  
Town Hall Auditorium – 5:30 p.m.

Present: Chairman Ronald Fedor, Elizabeth Sabilia, Anthony Jessuck Jr.,  
John W. Sheehan, Cheryl Larder, James Reid, Norman Glidden

Elected: Daniel M. Steward, First Selectman  
Robert Brule, Selectman  
Peter Davis, Selectman

RTM: Thomas Dembek, Moderator

Staff: Maryanna Stevens, Director of Finance  
Gail Miller, Secretary  
Kathleen Peterson, Executive Secretary  
Neftali Soto, Utility Commission Chief Engineer and Director  
Kristin Zawacki, Public Works Director

Others: Robert Avena, Esq., Town Attorney

RECEIVED FOR RECORD  
WATER DEPARTMENT  
16 SEP 28 AM 10:43  
TESTE: Donald E. Conner  
TOWN CLERK

Municipal Complex Improvements Building Committee Members:

Bruce Kruszewski, Chairman  
Edward Carboni, Member  
Sandy Kenniston, Recording Secretary

1. Establishment of a quorum and call to order  
A quorum was established and the Special Meeting was called to order at 5:30 p.m.
2. Municipal Complex Building Committee – Updated Status and Informational Presentation on the Municipal Complex Building Project

Mr. Kruszewski, Chairman of the Municipal Complex Improvements Building Committee, introduced the members of the Committee. He also provided background information on Committee activities and the status of the project.

Mr. Kruszewski and Town Attorney, Robert Avena responded to questions from the Board.

*The Board of Selectmen unanimously approved an appropriation in the amount \$20,000 at their Special Meeting held on Tuesday, September 27, 2016.*

3. Consider and act upon a request, contingent upon the approval of the Board of Selectmen, on behalf of the Municipal Complex Building Committee for an appropriation in the amount of \$20,000 from Capital and Non-Recurring Designated Line Item # 20530-57695 Municipal Complex Renovations for the hiring of a third party to review the present, updated Municipal Complex Architectural and Engineering Plans, based upon its consistency with the Capital Improvement Program. Upon approval, this request will be forwarded to the Representative Town Meeting as required.

**Motion** by Mr. Sheehan and **seconded** by Mr. Glidden to approve the appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

**Vote: Unanimous                      Motion passed.**

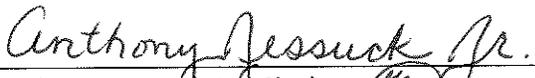
*First Selectman Steward thanked everyone in attendance for helping to move this project forward.*

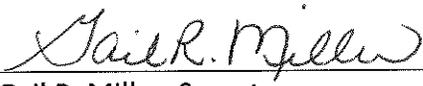
4. Adjournment

**Motion** by Mr. Sheehan and **seconded** by Ms. Sabilia to adjourn the Special Meeting of the Board of Finance at 5:58 p.m.

**Vote: Unanimous                      Motion passed.**

Respectfully submitted,

  
\_\_\_\_\_  
Anthony Jessuck Jr., Clerk

  
\_\_\_\_\_  
Gail R. Miller, Secretary

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

## BOARD OF FINANCE 2017-2018 BUDGET GUIDELINES

**DATE:**

### SECTION A

#### **BUDGET REQUESTS NOT ADEQUATELY PRESENTED OR JUSTIFIED MAY BE RETURNED, REDUCED, OR SIMPLY NOT APPROVED.**

All Town departments, boards, commissions and agencies are directed to use the following guidelines and attachments in the preparation of your Fiscal Year 2017-2018 budget.

1. **Every budget line item should be justified and explained to the maximum extent possible.** The amount requested should not be a percentage increase from the previous year's expenditure. This includes detailed lists of all expenditures using, as a minimum, the previous 24 months values. For certain measurable items such as electricity, heat and gasoline, a minimum of 24 months of history should be disclosed to justify the volume of units used in calculating the need for FY2018. If anomalies exist causing the 24-month historical use to be inaccurate, do not use it. Explain how the proposed budgeted amount was calculated.
2. Comparisons to prior year budgets should be based on what was appropriated by the RTM, i.e. do not include mid-year appropriations. Be sure to identify any new cost items that have not appeared in earlier budgets.
3. To ensure purchase quality, provide consistency and to determine appropriate costs for each item, all budget requests for the purchase of any equipment or supplies MUST be reviewed by the Director of Finance or the Purchasing Agent in the Finance Director's absence. When possible, similar equipment will be purchased for all departments to save costs for maintenance and supplies.
4. Provide a detailed breakdown of all service contracts and maintenance & repair costs. These should be reviewed with the Director of Finance or Purchasing Agent to ascertain if cost savings can be achieved by servicing similar equipment from many departments under one bill with prorated costs. In addition, all such budget requests MUST be reviewed by either of these individuals to ensure all costs are consistent and appropriate.
5. Personnel budgets for each department are established based on the number and classification of employees disclosed at the budget hearings. Department heads must provide explanation for variance(s) between the annual personnel survey report provided by the Human Resources Director and the budget personnel count. Transfer of funds from one 51000 series line item to another for the purpose of creating additional positions or change of classification requires prior approval of the Finance Board and the RTM. Open positions should not be filled unless absolutely necessary. Departments Heads must disclose the assignment of and costs associated with re-assignment of personnel outside of their normal work function.

6. Provide a detailed listing of specific dues, conferences and other educational expenses and a rationale for this need. These costs must be disclosed within this classification and not included under Training. The Training Line Item must be restricted to mandated or required training only.
  - a. Provide a five-year history of mandatory training
  - b. Describe the changes year-to-year as the schedule requires
7. The practice of leaving \$1 in a line item to keep it open must be justified.
8. A certified audit report of all funds appropriated during the last completed fiscal year should be supplied by public health nurses, Ledge Light Health District, seCTer, library and social service agencies.
9. Any organization that receives funds from source(s) other than the Town or anticipates receiving funds from source(s) other than the Town is requested to disclose the source(s), amount received/anticipated and how those funds are or will be used. Any organization that receives funding from outside sources and does not disclose those sources is required to provide an explanation. For each source of funding please provide the amount received in the previous fiscal year, the amount received or expected in the current fiscal year and any amount expected in the next fiscal year, including grants. In addition for grant funds, include the line item from which the funds were expended, as well as a projection of anticipated grant funds for the next fiscal year.
  - a. The Utility Commission must provide a copy of its Sewer Enterprise Fund current fiscal year operating budget and its projected operating budget for Fiscal Year 2017-2018.
  - b. The Waterford Ambulance Association must provide a copy of its last audited financials, a copy of its current fiscal year operating budget and a copy of its projected operating budget for Fiscal Year 2017-2018.
10. Director of Fire Services is requested to provide rationale for differences (if any) between fire company budgets in all budgeted classifications now that all company budgets are funded through the Fire Service budget. In addition, please provide a summary by line item for each company.
11. The Youth Services Bureau, Recreation and Park Department and the Senior Citizens Commission are expected to provide a summary of the past, current and projected size of each program and any revenue vs. cost information associated with fee based programs. Provide a 3 year history of all programs offered but were subsequently cancelled and provide the reason for the cancellation.

## **SECTION B - FINANCE DEPARTMENT INSTRUCTIONS**

1. Review your schedule of fees charged, providing the rationale for those amounts. Please report your revenues on the Schedule of Revenue. This form should be used to report General Fund revenue only.
2. Personnel costs for general government employees covered by expired or expiring union contracts should be calculated at the rate in effect at the expiration of the current contract. For budget purposes, note that there are **260** workdays/**52** weeks (Monday-Friday) in fiscal year 2017-2018.
3. Calculate mileage reimbursement at **54** cents per mile (2016 IRS standard mileage rate).
4. Calculate unleaded gasoline as follows:  
TBD per gallon; (Current contract ends 12/31/2016, the new contract pricing will be available in late November, early December and will be provided at that time.)
5. Calculate heating oil and diesel as follows:  
Ultra Low Sulfur Diesel Fuel; TBD per gallon (summer blend)  
Ultra Low Sulfur Diesel Fuel: TBD per gallon (winter blend)  
#2 Heating Oil TBD per gallon  
(Current contracts ends on June 30, 2017.)

6. The Finance Office will provide all standard office supplies. (Only those supplies that are unique to your department needs and not available through the Finance Office should be reflected in your budget request.) A list of standard office supplies provided by the Finance Office can be found on the "T" Drive in the Purchasing Folder for your reference. Office furniture and equipment are not consumables and must be budgeted in department budgets.
7. The Finance Office will provide black and white printing unless your requirement is unusual. Check with the Purchasing Agent before budgeting for any printing. All color printing must be budgeted within your department's operating budget at a rate of \$.07 per page.
8. Include a brief functional statement of the duties and responsibilities of your agency and submit the budget summary worksheet for your department. The worksheet can be found on the "G" Drive/Budget 2017-2018/FY18 Budget Workbook-departments. There are tabs along the bottom of the workbook for each department. All budgets and supporting documentation must be submitted on 8 1/2 x 11 paper. If that drive is not available to your office, please contact the Finance Office as soon as possible.
9. An excel workbook titled **FY 18 Personnel-Fringe Benefit Template** is available on the "G" Drive/Budget 2017-2018. There is a tab for Salaries and a tab for Fringe Benefits. A "SAMPLE" tab is also included for the salaries worksheet. These forms must be completed and submitted with your budget request. **Totals on these forms must reconcile with line item budget requests.**
10. Any amounts proposed to be expended for gifts associated with illness, retirement, special personal events or achievements, etc. must be submitted to the First Selectman, with justification, for inclusion in the Board of Selectmen's budget. Traditional employee performance awards and citations are permissible through departmental budgets but must be described in your budget justification.
11. Any department with employees covered under the GGA Contract or Non-Union Management Professionals whose sick time will exceed the maximum accrual allowed by the GGA Contract, must budget the value of the estimated overage under Fringe Benefits by individual calculated as follows:

Current daily rate of pay - (employee's annual salary on their anniversary date divided by two hundred sixty (260) days - Payment shall include fractional days)

It is recognized that much work goes into the preparation of your budgets and your efforts and cooperation are acknowledged and appreciated.

Please email your budget to Maryanna Stevens, [mstevens@waterfordct.org](mailto:mstevens@waterfordct.org) and **copy Gail Miller**, [gmillers@waterfordct.org](mailto:gmillers@waterfordct.org) no later than the close of business on **December 16, 2016**.

If you are unable to email your budget, please send two copies of your final budget to the Finance Office no later than close of business on **December 16, 2016**. **Your budget must be single-sided, indexed, paginated and submitted without staples.** You must be in attendance for your budget review session in accordance with the attached schedule.

Ronald Fedor, Chairman  
Board of Finance

Attachments:

Budget Hearing Schedule; Schedule of Revenues; Personnel-Fringe Benefit Template  
(These documents are available on the 'G' Drive/Budget 2017-2018)

BOARD OF FINANCE  
BUDGET HEARING SCHEDULE  
FISCAL YEAR 2017/2018

DRAFT #1

6.

March 6, 2017	Library Emergency Management Police Department Information Technology (new) Board of Finance Contingency
March 8, 2017	Regular Meeting
March 8, 2017	Ethics Commission Conservation of Health Public Health & Nursing Miscellaneous Social Grants Youth Services Senior Citizens Recreation and Parks Community Use of Schools
March 13, 2017	Board of Selectmen Registrar of Voters Assessor Board of Assessment Appeals Tax Collector Town Clerk Representative Town Meeting Human Resources Finance Department Legal
March 15, 2017	Flood and Erosion Control Economic Development Conservation Commission Planning and Zoning Zoning Board of Appeals Building Maintenance Building Department Fire Services
March 20, 2017	Public Works Capital Improvements Transfers to Capital and Non-Recurring
March 22, 2017	Board of Education Insurance Retirement Debt Service Review Projected Revenue
March 27, 2017	Board of Finance Public Hearing on Budget Followed by Special Meeting for Final Budgetary Action
May 1, 2017	<u>RTM</u> Annual Budget Meeting (anticipated to be conducted May 1 <sup>st</sup> through May 4 <sup>th</sup> )

All Board of Finance Meetings will be held at the Waterford Town Hall at 7:00 p.m. and end at 10:30 p.m. unless otherwise noted.

All budgets are due in the Finance Office on To be Determined WITH NO EXCEPTIONS.

*Proposed Schedule for FY18 Budget Hearings 09/21/16*

## Gail Miller

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**From:** Gail Miller  
**Sent:** Wednesday, September 21, 2016 10:40 AM  
**To:** Department Heads; Thomas Giard III; 'Stephen Mansfield'; 'Jennifer Muggeo'; 'mlenzini@vnasc.org'; 'katemac@sbcglobal.net'; 'David Benvenuti'  
**Cc:** 'RONALD R FEDOR'; Linda Finnegan; Joan Barnes; Carol Libby; Kathy Kent; Marlena Montgomery; Sandy Kenniston; Ann Nolan; Ellen Fougere; Donna Payne; Caroline Whittaker  
**Subject:** Draft #1 - Board of Finance Budget Hearing Schedule for FY2017/2018 Budgets  
**Attachments:** FY18 Board of Finance Budget Hearing Schedule Draft 1.doc

Good Morning Everyone,

Attached is Draft #1 of the Board of Finance budget hearing schedule for FY2017/2018.

There are several changes to the schedule in order to even out the length of each budget hearing.

Please review the schedule carefully and notify me by October 12, 2016 if you encounter any conflicts with the schedule.

Please contact me with any questions.

Thank you for your prompt attention to this request.

*Gail R. Miller*  
*Board of Finance Secretary*  
*Town of Waterford*  
*(860) 440-0562 Telephone*  
*(860) 440-0579 Fax*  
*email: [gmilller@waterfordct.org](mailto:gmilller@waterfordct.org)*

Responses:

9/21/16 Roy Rubinstein - OK  
Steve Mansfield - OK  
Sally Ritchie - OK

10/12/16 NO other replies

Add Separate Budget:  
Information Technology  
FY18

BOARD OF FINANCE  
BUDGET HEARING SCHEDULE  
FISCAL YEAR ~~2016/2017~~ 2017/2018

Last yr

~~March 7, 2016~~  
3/6/17

Registrars of Voters  
Ethics Commission  
Library  
Representative Town Meeting  
Town Clerk  
Emergency Management  
Police Department  
Board of Finance  
Contingency

} 3hr mtg  
7pm - 9:50pm  
2hrs 50min

~~March 9, 2016~~  
3/8/17

Public Health & Nursing  
Miscellaneous Social Grants  
Youth Services  
Senior Citizens  
Recreation and Parks  
Community Use of Schools

} 1.5 hr mtg  
7pm - 8:30pm

3/8/17  
~~March 14, 2016~~

Regular Meeting (7:00 p.m. - Monday) > @ 20min mtg

March 14, 2016  
3/13/17

Tax Collector  
Assessor  
Board of Assessment Appeals  
Board of Selectmen  
Human Resources  
Finance Department  
Legal

} 2.0 hr mtg  
7:15 - 9:15

March 16, 2016  
3/15/16

Conservation of Health  
Flood and Erosion Control  
Economic Development  
Conservation Commission  
Planning and Zoning  
Zoning Board of Appeals  
Building Maintenance  
Building Department

} @ 1.0 hr mtg  
7pm - 8:11p

March 21, 2016  
3/20/17

Fire Services  
Public Works  
Capital Improvements  
Transfers to Capital and Non-Recurring

} @ 3hr mtg  
7pm - 9:48pm

March 23, 2016  
3/22/17

Board of Education  
Insurance  
Retirement  
Debt Service  
Review Projected Revenue

} 2.5 hr mtg  
7pm - 9:30p

March 28, 2016  
3/27/17

Board of Finance Public Hearing on Budget Followed  
by Special Meeting for Final Budgetary Action

} @ 2hr mtg  
7p - 8:50p

May 2, 2016  
5/1/17

RTM Annual Budget Meeting (anticipated to be  
conducted May 2-4 & May 9)  
1-4

All Board of Finance Meetings will be held at the Waterford Town Hall at 7:00 p.m. and end at 10:30 p.m. unless otherwise noted.

All budgets are due in the Finance Office on <sup>TBD</sup> ~~December 17, 2015~~ WITH NO EXCEPTIONS.

Approved 10/14/15

**BOARD OF FINANCE  
MEETING SCHEDULE  
2017**

**ALL MEETINGS WILL BE HELD AT 7:00 P.M. UNLESS OTHERWISE NOTED**

January 11, 2017	Regular Meeting
February 15, 2017	Regular Meeting (Third Wednesday)
March 6, 2017	Budget Hearing
March 8, 2017	Regular Monthly Meeting (followed by Budget Hearing)
March 8, 2017	Budget Hearing
March 13 2017	Budget Hearing
March 15, 2017	Budget Hearing
March 20, 2017	Budget Hearing
March 22, 2017	Budget Hearing
March 27, 2017	Public Hearing on the budget followed by Special Meeting for Final Budgetary Action
April 12, 2017	Regular Meeting
May 1, 2017	<u>RTM</u> Annual Budget Meeting (anticipated to be conducted May 1 <sup>st</sup> through 4 <sup>th</sup> )
May 17, 2017	Regular Meeting (Third Wednesday)
June 14, 2017	Regular Meeting
July 19, 2017	Regular Meeting (Third Wednesday)
August 9, 2017	Regular Meeting
September 13, 2017	Regular Meeting
October 11, 2017	Regular Meeting
November 15, 2017	Regular Meeting (Third Wednesday)
December 13, 2017	Regular Meeting

*BOF proposed 2017 meeting schedule 9/19/16*

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



Finance, Board of

TO: Chairpersons  
All Boards and Commissions

FROM: Janet Hanney *Janet*  
Assistant Town Clerk

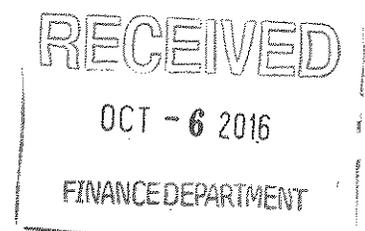
DATE: October 5, 2016

RE: **2017 SCHEDULE OF REGULAR MEETINGS**

It is time to send your 2017 schedule of meetings to the Waterford Town Clerk. Please be sure a schedule is filed in this office on or before December 31, 2016.

A reminder that no regular meetings for the year 2017 shall be held sooner than thirty (30) days after the schedule has been filed with the Town Clerk's Office. For example, if a regular meeting for 2017 is scheduled for Thursday, January 5, 2017, then the meeting schedule must be filed with this office no later than December 6, 2016.

Thank you for your cooperation.



Usually meets 2<sup>nd</sup> Wednesday  
of the month

**BOARD OF FINANCE  
MEETING SCHEDULE**

~~2016~~ 2017

**ALL MEETINGS WILL BE HELD AT 7:00 P.M. UNLESS OTHERWISE NOTED**

<del>January 13, 2016</del> 1/11/17	Regular Meeting
February 10, 2016 2/15/17	Regular Meeting (3 <sup>rd</sup> Wednesday) Falls Between BOS mtgs.
<del>March 7, 2016</del> 3/6/17	Budget Hearing
<del>March 9, 2016</del> 3/8/17	Budget Hearing
<del>March 14, 2016</del> 3/8/17	Regular Monthly Meeting (Second Monday) & Budget Hearing
<del>March 14, 2016</del> 3/13/17	Budget Hearing
March 16, 2016 3/15/17	Budget Hearing
March 21, 2016 3/20/17	Budget Hearing
March 23, 2016 3/22/17	Budget Hearing
March 28, 2016 3/27/17	Public Hearing on the budget followed by Special Meeting for Final Budgetary Action
April 13, 2016 4/12/17	Regular Meeting
May 2, 2016 5/01/17	<b>RTM</b> Annual Budget Meeting (anticipated to be conducted May 2 <del>-4</del> <sub>1-4</sub> & May 9)
May 18, 2016 5/17/17	Regular Meeting (Third Wednesday) (2 <sup>nd</sup> week too close to RTM Budget Closing)
<del>June 8, 2016</del> 6/14/17	Regular Meeting
<del>July 20, 2016</del> 7/19/17	Regular Meeting (Third Wednesday)
August 10, 2016 8/09/17	Regular Meeting
September 14, 2016 9/13/17	Regular Meeting
<del>October 19, 2016</del> 10/11/17	Regular Meeting (Third Wednesday)
November 9, 2016 11/15/17	Regular Meeting (3 <sup>rd</sup> Wednesday) 2 <sup>nd</sup> week (8 <sup>th</sup> ) too close to election Day (7 <sup>th</sup> )
<del>December 14, 2016</del> 12/13/17	Regular Meeting

Approved 10/14/15

Proposed BOF 2017 Regular meeting schedule.

11a.

**WATERFORD PUBLIC LIBRARY**  
49 Rope Ferry Road  
Waterford, CT 06385

TO: Board of Finance  
FROM: Roz Rubinstein, Library Director  
SUBJECT: BUDGET SHORTFALL  
DATE: September 21, 2016



The assistant director (MP7) retired as of Sept. 2 and received a payout for accumulated vacation and sick leave as per library and town policy in the amount of \$65,281.87.

The Personnel Review Board at its meeting of July 18, 2016 approved the library's recommendation to eliminate the position and create an adult services department head position (MP5) and revise the existing technical services department head position (MP5) to assume the duties and responsibilities of the assistant director.

The budgetary impact is as follows:

- The assistant director position is in the Administration sub-series 10536-51110 and through June 30, 2017 there will be a savings of approximately \$11,391.
- The department head positions are in the Clerical/Technical sub-series 10536-51210 and through June 30, 2017 there will be a shortfall of approximately \$56,803.
- The net shortfall for these personnel changes is estimated to be \$45,412.

We expect to have funds available through in-series and out-of-series transfers to cover a portion of the shortfall; however, we anticipate needing an additional appropriation to cover the full amount at the end of FY'17.

Cc: Maryanna Stevens, Finance Director

11b.

**Gail Miller**

---

**From:** Maryanna Stevens  
**Sent:** Friday, September 30, 2016 9:40 AM  
**To:** Dan Steward; anthony.jessuckjr@wellsfargoadvisors.com; Cheryl Larder (clarder@geraghtybonnano.com); Elizabeth Sabilla (beth@sabillalaw.com); James Reid (jreid43@att.net); John W. Sheehan (sheehanjw@sbcglobal.net); Norman Glidden (mnglidden@yahoo.com); Ron Fedor (ronald\_r\_fedor@sbcglobal.net)  
**Cc:** Gail Miller; Ginny Bielucki  
**Subject:** Waterford High School Ineligible costs  
**Attachments:** 152-0102 RNVE Waterford High School building project.pdf

Hi Everyone,

I had reported at the last Board of Finance meeting that the High School Ineligible Cost worksheet had never been updated to reflect the Renovate as New Status. Good News – Attached is the letter from the State of CT recognizing previous ineligible costs as eligible. Our ineligible costs are now \$3.1 million rather than \$12.7million.

Sometime next week I will submit a request for a progress payment for the eligible costs.

Have a good weekend

Maryanna



165 Capitol Avenue  
Hartford, CT 06106-1658

September 27, 2016

**RECEIVED**

**SEP 29 2016**

**SUPERINTENDENT'S OFFICE**

Mr. Thomas W. Giard, III  
Superintendent of Schools  
Waterford Public Schools  
15 Rope Ferry Road  
Waterford, CT 06385-2886

Dear Mr. Giard:

Subject: State Project No: **152-0102 RNV/E, Waterford High School**

In follow-up to our approval of this project as a "Renovation" as defined in Section 10-282(18) of the Connecticut General Statutes (C.G.S.), we have reviewed the project costs that are normally considered ineligible for reimbursement. These costs are currently estimated at \$12,796,749.

In accordance with C.G.S. Section 10-286(a)(8), I approve the reimbursement of these costs with the following exception(s):

- Off-site improvements, permits, computer software, artificial turf, and other items (estimated at \$3,137,080) remain ineligible for reimbursement.

Future progress payment requests (Form SCG-046) should take this reclassification into consideration in order that the grant calculations reflect this approval.

Please call Barbara Fabiani at 860-713-6486 if you have any questions.

Sincerely,

Kosta Diamantis, Director  
Office of School Construction Grants & Review

KD/ag

cc: Renovation/Plan Review File  
Grants File  
Michelle Dixon  
Ken Biega, O&G

G:\SFUDOC\Plan Review Unit\Waterford\waiver-inelig-costs DAS.doc  
Rev. 1/11/16 (AG)

11c.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

To: Board of Finance Members

From: Town Accountant *JMB*

Date: September 13, 2016

Subject: Status of General Fund Unassigned Balance

**Unassigned Fund Balance:**

1) Unassigned balance 06/30/16	10,948,102
Revenues in excess of (less than) anticipated through 08/31/16	129,545
Estimated Ending Unassigned Balance	<u>11,077,647</u>

1) Per unaudited Financial Statements

11d.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

Date: September 12, 2016  
To: The Members of the Board of Finance  
From: The Town Accountant  
Subject: Periodic Financial Statements

Enclosed are the latest financial statements.  
If you have any questions, please call.

Thank you,

  
Virginia Bielucki

Enclosures:

- General Fund-Statement of Revenues and Statement of Expenditures
- Fleet Management-Statement of Revenues and Expenditures
- Capital and Non-recurring Fund-Statement of Fund Balance Designations and Appropriations
- Capital Improvement Fund-Expenditures
- Capital Projects Funds-Expenditures
- Contributed Gifts Fund-Balances
- Insurance Administration Fund- Balance Sheet

**TOWN OF WATERFORD**  
**STATEMENT OF REVENUES COMPARED TO ANTICIPATED**  
**FOR FISCAL YEAR 2016-2017, THROUGH AUGUST 31, 2016**  
**WITH COMPARATIVE ACTUAL AMOUNTS**  
**FOR FISCAL YEAR 2015-2016, THROUGH AUGUST 31, 2015**

	FISCAL YEAR 2016-2017 ANTICIPATED	FISCAL YEAR 2016-2017 ACTUAL	FAVORABLE (UNFAVORABLE) FISCAL YEAR 2016-2017 VARIANCE	FISCAL YEAR 2015-2016 ACTUAL
<b>STATE OF CONNECTICUT</b>				
<b>EDUCATION</b>				
EQUALIZED COST SHARING	488,299	0.00	(488,299)	0.00
HEALTH & WELFARE	6,070	0.00	(6,070)	0.00
<b>SUB TOTAL</b>	<b>494,369</b>	<b>0.00</b>	<b>(494,369)</b>	<b>0.00</b>
<b>GENERAL GOVERNMENT</b>				
PILOT-STATE-OWNED PROPERTY	122,408	0.00	(122,408)	0.00
PILOT-ELDERLY	179,000	0.00	(179,000)	0.00
PILOT-DISABLED	2,300	0.00	(2,300)	0.00
PILOT-PRIVATE TAX EXEMPT PROPERTY	61,523	0.00	(61,523)	0.00
TAX RELIEF-VETERANS	12,450	0.00	(12,450)	0.00
COURT FINES	14,000	0.00	(14,000)	0.00
CIVIL PREPAREDNESS	44,292	0.00	(44,292)	0.00
TELECOMMUNICATIONS PROPERTY TAX	87,000	0.00	(87,000)	0.00
TOWN AID ROADS-IMPROVED	321,363	\$160,349	(161,014)	0.00
SDE STATE GRANT	14,000	0.00	(14,000)	0.00
MASHANTUCKET PEQUOT GRANT	42,601	0.00	(42,601)	0.00
ENHANCEMENT 911	22,981	\$5,729	(17,252)	5,736
GRANTS FOR MUNICIPAL PROJECTS (PREV IN LIEU OF)	34,255	0.00	(34,255)	0.00
MUNICIPAL REVENUE SHARE GRANT	129,546	\$259,091	129,545	0.00
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,087,719</b>	<b>\$425,169</b>	<b>(662,550)</b>	<b>5,736</b>
<b>TOTAL STATE OF CONNECTICUT</b>	<b>1,582,088</b>	<b>\$425,169</b>	<b>(1,156,919)</b>	<b>5,736</b>
<b>OTHER SOURCES</b>				
<b>EDUCATION</b>				
TUITION	30,674	0.00	(30,674)	0.00
RENT & MISCELLANEOUS	4,500	\$0	(4,500)	0.00
<b>SUB TOTAL</b>	<b>35,174</b>	<b>\$0</b>	<b>(35,174)</b>	<b>0.00</b>
<b>GENERAL GOVERNMENT</b>				
INTEREST & LIENS	250,000	\$90,294	(159,706)	42,772
INTEREST ON INVESTMENTS	100,000	\$25,640	(74,360)	17,779
RECREATION & PARKS	180,000	\$121,373	(58,627)	114,142
COMMUNITY USE OF SCHOOLS	10,000	\$1,000	(9,000)	2,800
BUILDING INSPECTOR	325,000	\$59,911	(265,089)	54,910
LICENSE, FEE, PERMIT, FINE	25,000	\$4,783	(20,217)	165,827
LIBRARY	18,560	\$2,959	(15,601)	3,221
SALE OF EQUIPMENT	1,000	0.00	(1,000)	0.00
NL RADIO COMM. NETWORK USE FEE	141,941	0.00	(141,941)	0.00
ALARM PENALTIES	1,000	0.00	(1,000)	0.00
BULKY WASTE FEES	104,446	\$15,596	(88,850)	19,012

**TOWN OF WATERFORD**  
**STATEMENT OF REVENUES COMPARED TO ANTICIPATED**  
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	FISCAL YEAR 2016-2017 ANTICIPATED	FISCAL YEAR 2016-2017 ACTUAL	FAVORABLE (UNFAVORABLE)	
			FISCAL YEAR 2016-2017 VARIANCE	FISCAL YEAR 2015-2016 ACTUAL
MISCELLANEOUS	35,000	\$31,461	(3,539)	3,700
CONVEYANCE TAX	200,000	\$53,304	(146,696)	49,160
EMS-REG COMM CTR FEES	10,000	0.00	(10,000)	0.00
SEWER ASSESSMENTS	32,000	\$1,345	(30,655)	0.00
PLANNING& ZONING, ZBA, CONSRV COMM	40,000	\$5,212	(34,788)	13,003
TOWN CLERK FEES	175,000	\$32,577	(142,423)	28,968
LIENS -COLLECTED BY UTILITY COMMISSION	15,000	0.00	(15,000)	0.00
TIPPING FEES	250,000	(\$100)	(250,100)	(22)
RECYCLING	20,000	\$4,270	(15,730)	1,355
TRANSFERS IN-PY ENCUMBRANCES	100	0.00	(100)	0.00
AMBULANCE OPERATING SUBSIDY	198,790	\$33,132	(165,658)	30,862
YSB PROGRAM FEES	0.00	\$120	120	0.00
YSB BOE CLERICAL STIPEND	5,000	0.00	(5,000)	0.00
RENTAL OF BUILDINGS	165,600	\$32,553	(133,047)	36,946
SENIOR SERVICES	29,000	\$9,355	(19,645)	9,319
VERSA KART/BLUE BOXES	3,000	\$780	(2,220)	680
EAST LYME ANIMAL CONTROL PMT.	58,800	0.00	(58,800)	0.00
BOE HUMAN RESOURCES OFFSET	14,347	0.00	(14,347)	0.00
<b>SUB TOTAL</b>	<b>2,408,584</b>	<b>\$525,565</b>	<b>(1,883,019)</b>	<b>594,433</b>
<b>TOTAL OTHER SOURCES</b>	<b>2,443,758</b>	<b>\$525,565</b>	<b>(1,918,193)</b>	<b>594,433</b>
<b>PROPERTY TAXATION</b>				
CURRENT PROPERTY TAX	84,772,785	\$61,229,473	(23,543,312)	58,169,076
PRIOR YEAR TAXES	250,000	0.00	(250,000)	0.00
<b>TOTAL PROPERTY TAXATION</b>	<b>85,022,785</b>	<b>\$61,229,473</b>	<b>(23,793,312)</b>	<b>58,169,076</b>
<b>TOTAL REVENUES</b>	<b>89,048,631</b>	<b>\$62,180,207</b>	<b>(26,868,424)</b>	<b>58,769,245</b>

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				FISCAL	FISCAL
				YEAR	YEAR
				2016-2017	2015-2016
				VARIANCE	ACTUAL
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<b>TOTAL OTHER SOURCES</b>	<b>2,443,758</b>	<b>\$525,565</b>	<b>21.51%</b>	<b>(1,918,193)</b>	<b>594,433</b>
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<b>TOTAL PROPERTY TAXATION</b>	<b>85,022,785</b>	<b>\$61,229,473</b>	<b>72.02%</b>	<b>(23,793,312)</b>	<b>58,169,076</b>
<b>TOTAL REVENUES</b>	<b>89,048,631</b>	<b>\$62,180,207</b>	<b>69.83%</b>	<b>(26,868,424)</b>	<b>58,769,245</b>

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**GENERAL FUND  
STATEMENT OF EXPENDITURES COMPARED TO BUDGET  
FOR FISCAL YEAR 2016-2017, THROUGH AUGUST 31, 2016  
WITH COMPARATIVE ACTUAL AMOUNTS  
FOR FISCAL YEAR 2015-2016, THROUGH AUGUST 31, 2015**

	FISCAL YEAR2017	FISCAL YEAR2017	FISCAL YEAR2017 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2015-2016 ACTUAL
	APPROPRIATED	ACTUAL		
<b>GENERAL GOVERNMENT</b>				
Board of Selectmen	\$223,415	30,154	193,261	26,292
Registrar of Voters	\$74,466	10,843	63,623	11,258
Board of Finance	\$53,544	626	52,918	746
Assessor	\$324,850	57,898	266,952	58,177
Board of Assessment Appeals	\$1,466	0.00	1,466	0.00
Tax Collector	\$203,228	46,746	156,482	46,290
Finance Department	\$936,556	150,178	786,378	278,014
Legal Department	\$289,000	7,088	281,912	9,210
Town Clerk	\$248,080	29,816	218,264	58,504
Planning and Zoning	\$581,187	86,803	494,384	73,887
Building Maintenance	\$168,147	26,144	142,003	20,544
Insurance	\$4,316,949	380,414	3,936,535	3,515,652
Economic Development Commission	\$10,809	7,035	3,774	6,831
Conservation Commission	\$18,250	92	18,158	182
Zoning Board of Appeals	\$3,640	1	3,639	226
Retirement Commission	\$4,904,047	1,037,508	3,866,539	1,025,908
R.T.M.	\$19,856	13,771	6,085	13,560
Building Department	\$296,414	39,916	256,498	42,689
Social Service Grants/Miscellaneous	\$90,618	72,812	17,806	71,025
Contingency Fund	\$256,063	0.00	256,063	0.00
Flood and Erosion Control Bd.	\$5,685	4,801	884	28
Ethics Commission	\$723	0.00	723	0.00
Human Resources	\$210,660	39,462	171,198	29,723
Emergency Management	\$1,295,752	387,169	908,583	372,444
Fire Services	\$2,989,306	604,754	2,384,552	605,456
Police Department	\$5,790,541	811,937	4,978,604	933,516
Public Works Department	\$4,670,852	749,765	3,921,087	652,385
Youth Service Bureau	\$237,826	42,328	195,498	40,527
Conservation of Health	\$141,623	141,623	0.00	139,461

**GENERAL FUND**  
**STATEMENT OF EXPENDITURES COMPARED TO BUDGET**  
**FOR FISCAL YEAR 2016-2017, THROUGH AUGUST 31, 2016**  
**WITH COMPARATIVE ACTUAL AMOUNTS**  
**FOR FISCAL YEAR 2015-2016, THROUGH AUGUST 31, 2015**

	FISCAL YEAR2017	FISCAL YEAR2017	FISCAL YEAR2017	FISCAL YEAR
	APPROPRIATED	ACTUAL	FAVORABLE (UNFAVORABLE)	2015-2016 ACTUAL
Public Health Nursing	\$37,016	119	36,897	306
Senior Citizens Commission	\$541,948	63,370	478,578	74,547
Waterford Public Library	\$1,052,250	153,705	898,545	155,720
Recreation and Parks	\$1,371,159	299,238	1,071,921	291,586
Community Use of Schools	\$356,705	356,705	0.00	0.00
Transfer to Waterford Week Activity Fund	\$4,750	4,750	0.00	4,750
Transfer to Waterford Shellfish Fund	\$4,975	4,975	0.00	6,201
Transfer to Capital Improvement Fund	\$2,147,500	2,147,500	0.00	1,645,151
Transfer to Capital & Non-Recurring Fund	\$1,862,710	1,862,710	0.00	614,181
Transfer to Dog Fund	\$30,000	30,000	0.00	30,000
Debt Service	\$7,383,808	4,359,407	3,024,401	4,401,171
<b>Total General Government</b>	<b>\$43,156,374</b>	<b>14,062,163</b>	<b>29,094,211</b>	<b>15,256,144</b>
<b>Board of Education</b>	<b>\$45,892,257</b>	<b>2,073,909</b>	<b>43,818,348</b>	<b>7,873,421</b>
<b>Total General Fund</b>	<b>\$89,048,631</b>	<b>16,136,071</b>	<b>72,912,560</b>	<b>23,129,566</b>

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**GENERAL FUND**  
**STATEMENT OF EXPENDITURES COMPARED TO BUDGET**  
**FOR FISCAL YEAR 2016-2017, THROUGH AUGUST 31, 2016**  
**WITH COMPARATIVE ACTUAL AMOUNTS**  
**FOR FISCAL YEAR 2015-2016, THROUGH AUGUST 31, 2015**

	FISCAL YEAR2017	FISCAL YEAR2017	FISCAL YEAR2017	FISCAL YEAR2017	FISCAL YEAR
	APPROPRIATED	ACTUAL	PERCENT	VARIANCE	2015-2016
			EXPENDED	FAVORABLE	ACTUAL
				(UNFAVORABLE)	
<b>GENERAL GOVERNMENT</b>					
Board of Selectmen	\$223,415	30,154	13.50%	193,261	26,292
Registrar of Voters	\$74,466	10,843	14.56%	63,623	11,258
Board of Finance	\$53,544	626	1.17%	52,918	746
Assessor	\$324,850	57,898	17.82%	266,952	58,177
Board of Assessment Appeals	\$1,466	0.00	0.00	1,466	0.00
Tax Collector	\$203,228	46,746	23.00%	156,482	46,290
Finance Department	\$936,556	150,178	16.04%	786,378	278,014
Legal Department	\$289,000	7,088	2.45%	281,912	9,210
Town Clerk	\$248,080	29,816	12.02%	218,264	58,504
Planning and Zoning	\$581,187	86,803	14.94%	494,384	73,887
Building Maintenance	\$168,147	26,144	15.55%	142,003	20,544
Insurance	\$4,316,949	380,414	8.81%	3,936,535	3,515,652
Economic Development Commission	\$10,809	7,035	65.08%	3,774	6,831
Conservation Commission	\$18,250	92	0.50%	18,158	182
Zoning Board of Appeals	\$3,640	1	0.04%	3,639	226
Retirement Commission	\$4,904,047	1,037,508	21.16%	3,866,539	1,025,908
R.T.M.	\$19,856	13,771	69.36%	6,085	13,560
Building Department	\$296,414	39,916	13.47%	256,498	42,689
Social Service Grants/Miscellaneous	\$90,618	72,812	80.35%	17,806	71,025
Contingency Fund	\$256,063	0.00	0.00	256,063	0.00
Flood and Erosion Control Bd.	\$5,685	4,801	84.45%	884	28
Ethics Commission	\$723	0.00	0.00	723	0.00
Human Resources	\$210,660	39,462	18.73%	171,198	29,723
Emergency Management	\$1,295,752	387,169	29.88%	908,583	372,444
Fire Services	\$2,989,306	604,754	20.23%	2,384,552	605,456
Police Department	\$5,790,541	811,937	14.02%	4,978,604	933,516
Public Works Department	\$4,670,852	749,765	16.05%	3,921,087	652,385
Youth Service Bureau	\$237,826	42,328	17.80%	195,498	40,527
Conservation of Health	\$141,623	141,623	100.00%	0.00	139,461

**GENERAL FUND  
 STATEMENT OF EXPENDITURES COMPARED TO BUDGET  
 FOR FISCAL YEAR 2016-2017, THROUGH AUGUST 31, 2016  
 WITH COMPARATIVE ACTUAL AMOUNTS  
 FOR FISCAL YEAR 2015-2016, THROUGH AUGUST 31, 2015**

	FISCAL YEAR2017 APPROPRIATED	FISCAL YEAR2017 ACTUAL	FISCAL YEAR2017 PERCENT EXPENDED	FISCAL YEAR2017 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2015-2016 ACTUAL
Public Health Nursing	\$37,016	119	0.32%	36,897	306
Senior Citizens Commission	\$541,948	63,370	11.69%	478,578	74,547
Waterford Public Library	\$1,052,250	153,705	14.61%	898,545	155,720
Recreation and Parks	\$1,371,159	299,238	21.82%	1,071,921	291,586
Community Use of Schools	\$356,705	356,705	100.00%	0.00	0.00
Transfer to Waterford Week Activity Fund	\$4,750	4,750	100.00%	0.00	4,750
Transfer to Waterford Shellfish Fund	\$4,975	4,975	100.00%	0.00	6,201
Transfer to Capital Improvement Fund	\$2,147,500	2,147,500	100.00%	0.00	1,645,151
Transfer to Capital & Non-Recurring Fund	\$1,862,710	1,862,710	100.00%	0.00	614,181
Transfer to Dog Fund	\$30,000	30,000	100.00%	0.00	30,000
Debt Service	\$7,383,808	4,359,407	59.04%	3,024,401	4,401,171
<b>Total General Government</b>	<b>\$43,156,374</b>	<b>14,062,163</b>	<b>32.58%</b>	<b>29,094,211</b>	<b>15,256,144</b>
<b>Board of Education</b>	<b>\$45,892,257</b>	<b>2,073,909</b>	<b>4.52%</b>	<b>43,818,348</b>	<b>7,873,421</b>
<b>Total General Fund</b>	<b>\$89,048,631</b>	<b>16,136,071</b>	<b>18.12%</b>	<b>72,912,560</b>	<b>23,129,566</b>

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**TOWN OF WATERFORD**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
**FLEET MANAGEMENT FUND**  
**AS OF AUGUST 31, 2016**

**Revenues:**

Investment Income	1,576
Vehicle Rentals	17,950
Insurance Settlement	13,633
<b>Total Revenues</b>	<u>33,160</u>

**Expenditures:**

Vehicle Replacement	521,525
<b>Total Expenditures</b>	<u>521,525</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	(488,365)

**Other Financing Sources (Uses):**

Transfers from other funds	1,250,000
<b>Total Other Financing Sources (Uses)</b>	<u>1,250,000</u>

<b>Net Change in Fund Balances</b>	761,635
Fund Balances - Beginning	1,839,637
<b>Fund Balances - Ending</b>	<u><u>2,601,272</u></u>

TOWN OF WATERFORD  
 CAPITAL AND NON-RECURRING EXPENDITURE FUND  
 FUND BALANCE AND APPROPRIATION  
 AS OF AUGUST 31, 2016

	APPROPRIATED	DESIGNATED	UNDESIGNATED	TOTAL
20501-57608 TOWN HALL/YSB WINDOWS& DOORS REPLACEMENT	\$353,938.70	\$0.00	\$0.00	\$353,938.70
20501-57609 TOWN HALL STRUCTURAL REPAIRS	\$1,100.60	\$0.00	\$0.00	\$1,100.60
20501-57639 REVALUATION	\$71.21	\$407,000.00	\$0.00	\$407,071.21
20501-57740 COHANZIE SCHOOL REMEDIATION & DEMO	\$2,827.33	\$0.00	\$0.00	\$2,827.33
20501-57773 TOWN HALL ENTRY IMPROVEMENTS	\$15,426.24	\$0.00	\$0.00	\$15,426.24
20501-57774 PURCHASE OF 299 GREAT NECK ROAD	\$8,467.21	\$0.00	\$0.00	\$8,467.21
20501-57780 HVAC SYSTEM TOWN HALL/YSB	\$0.00	\$697,144.00	\$0.00	\$697,144.00
20501-57787 NEVINS COTTAGE PAINTING-WINDOWS & DOORS	\$0.00	\$41,500.00	\$0.00	\$41,500.00
20501-57788 COMMUNITY CENTER HVAC CONTROL SEPARATION	\$0.00	\$59,650.00	\$0.00	\$59,650.00
20502-57606 HARRISON'S LANDING SEWER/RDS	\$23,162.88	\$0.00	\$0.00	\$23,162.88
20507-57771 NEW TOWN-WIDE TELEPHONE SYSTEM	\$1,973.52	\$0.00	\$0.00	\$1,973.52
20507-57776 FIBER INSTALL MUNICIPAL COMPLEX	\$14,808.85	\$0.00	\$0.00	\$14,808.85
20507-57790 WIFI TOWN-WIDE WIRING	\$0.00	\$25,000.00	\$0.00	\$25,000.00
20511-57767 NEVINS COTTAGE STRUCTURAL REPAIRS	\$780.00	\$8,120.00	\$0.00	\$8,900.00
20511-57803 TOWN HALL HVAC	\$0.00	\$722,500.00	\$0.00	\$722,500.00
20511-57804 YSB HVAC	\$0.00	\$260,000.00	\$0.00	\$260,000.00
20511-57805 YSB FLOORING	\$0.00	\$70,000.00	\$0.00	\$70,000.00
20516-57392 LEARY PARKING LOT	\$5,000.00	\$0.00	\$0.00	\$5,000.00
20519-57749 LEAD ABATEMENT/EXT. PAINTING/WINDOWS YSB	\$38,679.00	\$0.00	\$0.00	\$38,679.00
20522-57794 MOBILE & PORTABLE RADIO REPLACEMENT PROGRAM	\$0.00	\$5.00	\$0.00	\$5.00
20523-57733 OSWEGATCHIE FIRE BUILDING IMPROVEMENTS	\$2,500.00	\$0.00	\$0.00	\$2,500.00
20523-57748 EXTERIOR DOOR REPLACEMENT-JORDAN	\$1,091.86	\$0.00	\$0.00	\$1,091.86
20523-57751 ELECTRICAL UPGRADE-JORDAN	\$0.00	\$12,000.00	\$0.00	\$12,000.00
20523-57753 BOILER REPLACEMENT-QUAKER HILL	\$714.33	\$0.00	\$0.00	\$714.33
20523-57760 COHANZIE WINDOW & DOOR REPLACEMENT	\$366.45	\$0.00	\$0.00	\$366.45
20523-57777 FIRE SERVICE -SCBA UPGRADE PROGRAM	\$0.00	\$300,000.00	\$0.00	\$300,000.00
20523-57778 COHANZIE BUILDING RENOVATIONS	\$986.89	\$26,000.00	\$0.00	\$26,986.89
20523-57779 COHANZIE RESCUE TRUCK EQUIPMENT	\$0.00	\$20,000.00	\$0.00	\$20,000.00
20523-57791 JORDAN-TRAFFIC LIGHT UPGRADE	\$0.00	\$25,000.00	\$0.00	\$25,000.00
20523-57792 OSWEGATCHIE-BUILDING RENOVATIONS	\$0.00	\$250,000.00	\$0.00	\$250,000.00
20529-57793 POLICE BUILDING FURNITURE 247/365	\$52,000.00	\$0.00	\$0.00	\$52,000.00
20530-57695 MUNICIPAL COMPLEX RENOVATION	\$6,368.00	\$270,883.00	\$0.00	\$277,251.00
20530-57696 MUNICIPAL COMPLEX CLEAN UP	\$12,979.05	\$0.00	\$0.00	\$12,979.05

**TOWN OF WATERFORD  
CAPITAL AND NON-RECURRING EXPENDITURE FUND  
FUND BALANCE AND APPROPRIATION  
AS OF AUGUST 31, 2016**

	APPROPRIATED	DESIGNATED	UNDESIGNATED	TOTAL
20530-57743 JORDAN COVE ROAD BRIDGE REPLACEMENT	\$0.00	\$2,564,300.00	\$0.00	\$2,564,300.00
20530-57785 OIL MILL ROAD CULVERT REPLACEMENT	\$220,700.00	\$0.00	\$0.00	\$220,700.00
20530-57786 FOG PLAIN ROAD REHABILITATION	\$74,156.88	\$0.00	\$0.00	\$74,156.88
20530-57799 UST REPLACEMENT	\$330,000.00	\$0.00	\$0.00	\$330,000.00
20530-57800 GALLUP LANE -RECLAIM/REPAVE	\$48,488.07	\$0.00	\$0.00	\$48,488.07
20531-55771 HARVEY AVENUE PUMP STATION REHAB	\$29,422.12	\$0.00	\$0.00	\$29,422.12
20531-57685 I/I MITIGATION & CONTROL	\$0.00	\$508,303.00	\$0.00	\$508,303.00
20531-57711 WATER SYSTEM IMPROVEMENTS-PLEASURE BEACH	\$0.00	\$175,000.00	\$0.00	\$175,000.00
20531-57722 I/I MITIGATION & CONTROL PHASE I	\$659.03	\$0.00	\$0.00	\$659.03
20531-57766 WASTERWATER SCADA SYSTEM UPGRADE	\$40,717.73	\$0.00	\$0.00	\$40,717.73
20531-57802 FORCE MAIN AIR RELEASE VALVES-EVALUATE & REPLACE	\$0.00	\$17,000.00	\$0.00	\$17,000.00
20537-57342 RESTROOM BLDG ADD WTFD BEACH	\$3,103.00	\$0.00	\$0.00	\$3,103.00
20537-57735 LEARY PARK ROAD /PARKING LOT	\$0.00	\$20,000.00	\$0.00	\$20,000.00
20537-57781 WATERFORD BEACH PAVILION RESTROOM	\$0.00	\$92,687.00	\$0.00	\$92,687.00
20537-57782 REPLACEMENT OF CAUSEWAY BATHROOM @ WBP	\$0.00	\$126,300.00	\$0.00	\$126,300.00
20537-57783 ACCESSIBLE PATH & DRAINAGE CIVIC TRIANGLE	\$0.00	\$14,700.00	\$0.00	\$14,700.00
20537-57795 WBP CAUSEWAY BRIDGE	\$0.00	\$50,000.00	\$0.00	\$50,000.00
20537-57796 TENNIS COURT SURFACE REPAIRS	\$0.00	\$27,800.00	\$0.00	\$27,800.00
20537-57797 BABE RUTH BACKSTOP REPLACEMENTS	\$0.00	\$11,000.00	\$0.00	\$11,000.00
20537-57798 CHILDREN'S PLAYGROUNG-CIVIC TRIANGLE	\$0.00	\$33,715.00	\$0.00	\$33,715.00
20541-57328 ALEWIFE COVE DREDGING	\$0.00	\$37,500.00	\$0.00	\$37,500.00
20560-57806 CLMS ENTRANCE MODIFICATION (SECURITY)	\$0.00	\$47,000.00	\$0.00	\$47,000.00
20560-57807 INSTALL VIRTUAL MAIN SERVER	\$0.20	\$706.00	\$0.00	\$706.20
20560-57808 REPLACE DVR SECURITY CAMERA	\$0.00	\$30,000.00	\$0.00	\$30,000.00
20507-59205 FUNDING OFFSETS (FY17 BUDGET)	\$0.00	(\$1,174,450.00)	\$0.00	(\$1,174,450.00)
20507-59205 FUNDING OFFSETS (LOCAL BRIDGE GRANT JORDAN COVE)	\$0.00	(\$1,906,972.56)	\$0.00	(\$1,906,972.56)
20500-31520 UNDESIGNATED FUND BALANCE	\$0.00	\$0.00	\$1,777,162.55	\$1,777,162.55
<b>TOTAL</b>	<b>\$1,290,489.15</b>	<b>\$3,869,390.44</b>	<b>\$1,777,162.55</b>	<b>\$6,937,042.14</b>

TOWN OF WATERFORD  
 CAPITAL AND NON-RECURRING EXPENDITURE FUND  
 FUND BALANCE DESIGNATION AND APPROPRIATION  
 JULY 1, 2016 TO JUNE 30, 2017  
 AS OF AUGUST 31, 2016

	APPROPRIATIONS	BEGINNING BALANCE		UNDESIGNATED	FY17 RTM XFER IN DESIGNATED	FISCAL YEAR 2016-2017			EXPENDED	INTEREST INC	AVAILABLE TO DATE		
		DESIGNATED	UNDESIGNATED			APPROPRIATED	DESIGNATED	UNDESIGNATED			APPROPRIATED	DESIGNATED	UNDESIGNATED
20501-57608	TOWN HALL/YSB WINDOWS& DOORS REPLACEMENT	\$564,766.70	\$0.00	\$0.00					\$210,828.00		\$353,938.70	\$0.00	\$0.00
20501-57609	TOWN HALL STRUCTURAL REPAIRS	\$89,000.00	\$0.00	\$0.00					\$87,900.00		\$1,100.60	\$0.00	\$0.00
20501-57639	REVALUATION	\$71.21	\$332,000.00	\$0.00	\$75,000.00						\$71.21	\$407,000.00	\$0.00
20501-57740	COHANZIE SCHOOL REMEDIATION & DEMO	\$68,997.54	\$0.00	\$0.00					\$66,170.21		\$2,827.33	\$0.00	\$0.00
20501-57773	TOWN HALL ENTRY IMPROVEMENTS	\$15,426.24	\$0.00	\$0.00							\$15,426.24	\$0.00	\$0.00
20501-57774	PURCHASE OF 299 GREAT NECK ROAD	\$8,467.21	\$0.00	\$0.00							\$8,467.21	\$0.00	\$0.00
20501-57780	HVAC SYSTEM TOWN HALL/YSB	\$0.00	\$710,444.00	\$0.00				\$13,300.00		(\$13,300.00)	\$0.00	\$697,144.00	\$0.00
20501-57787	NEVINS COTTAGE PAINTING-WINDOWS & DOORS	\$0.00	\$41,500.00	\$0.00							\$0.00	\$41,500.00	\$0.00
20501-57788	COMMUNITY CENTER HVAC CONTROL SEPARATION	\$0.00	\$59,650.00	\$0.00							\$0.00	\$59,650.00	\$0.00
20502-57606	HARRISON'S LANDING SEWER/RDS	\$26,042.88	\$0.00	\$0.00					\$2,880.00		\$23,162.88	\$0.00	\$0.00
20507-57771	NEW TOWN-WIDE TELEPHONE SYSTEM	\$31,333.82	\$0.00	\$0.00				\$10,667.00			\$1,973.52	\$0.00	\$0.00
20507-57776	FIBER INSTALL MUNICIPAL COMPLEX	\$360,003.16	\$0.00	\$0.00					\$40,027.30		\$14,808.85	\$0.00	\$0.00
20507-57790	WIFI TOWN-WIDE WIRING	\$0.00	\$0.00	\$0.00	\$25,000.00						\$0.00	\$25,000.00	\$0.00
20511-57767	NEVINS COTTAGE STRUCTURAL REPAIRS	\$780.00	\$8,120.00	\$0.00							\$780.00	\$8,120.00	\$0.00
20511-57803	TOWN HALL HVAC	\$0.00	\$0.00	\$0.00	\$722,500.00						\$0.00	\$722,500.00	\$0.00
20511-57804	YSB HVAC	\$0.00	\$0.00	\$0.00	\$260,000.00						\$0.00	\$260,000.00	\$0.00
20511-57805	YSB FLOORING	\$0.00	\$0.00	\$0.00	\$70,000.00						\$0.00	\$70,000.00	\$0.00
20516-57392	LEARY PARKING LOT	\$5,000.00	\$0.00	\$0.00							\$5,000.00	\$0.00	\$0.00
20519-57749	LEAD ABATEMENT/EXT. PAINTING/WINDOWS YSB	\$82,371.05	\$0.00	\$0.00					\$13,692.05		\$38,679.00	\$0.00	\$0.00
20522-57794	MOBILE & PORTABLE RADIO REPLACEMENT PROGRAM	\$0.00	\$0.00	\$0.00	\$250,195.00	\$250,190.00	(\$250,190.00)		\$250,190.00		\$0.00	\$5.00	\$0.00
20523-57733	OSWEGATCHIE FIRE BUILDING IMPROVEMENTS	\$2,500.00	\$0.00	\$0.00							\$2,500.00	\$0.00	\$0.00
20523-57748	EXTERIOR DOOR REPLACEMENT-JORDAN	\$35,500.00	\$0.00	\$0.00					\$34,408.14		\$1,091.86	\$0.00	\$0.00
20523-57751	ELECTRICAL UPGRADE-JORDAN	\$5,000.00	\$12,000.00	\$0.00					\$5,000.00		\$0.00	\$12,000.00	\$0.00
20523-57751	ELECTRICAL UPGRADE-JORDAN	\$20,000.00	\$0.00	\$0.00					\$19,285.67		\$714.33	\$0.00	\$0.00
20523-57753	BOILER REPLACEMENT-QUAKER HILL	\$25,000.00	\$0.00	\$0.00					\$24,633.55		\$366.45	\$0.00	\$0.00
20523-57760	COHANZIE WINDOW & DOOR REPLACEMENT	\$25,000.00	\$0.00	\$0.00							\$0.00	\$300,000.00	\$0.00
20523-57777	FIRE SERVICE -SCBA UPGRADE PROGRAM	\$0.00	\$150,000.00	\$0.00	\$150,000.00						\$23,013.11	\$986.89	\$26,000.00
20523-57778	COHANZIE BUILDING RENOVATIONS	\$24,000.00	\$26,000.00	\$0.00							\$0.00	\$20,000.00	\$0.00
20523-57779	COHANZIE RESCUE TRUCK EQUIPMENT	\$0.00	\$0.00	\$0.00	\$20,000.00						\$0.00	\$25,000.00	\$0.00
20523-57791	JORDAN-TRAFFIC LIGHT UPGRADE	\$0.00	\$0.00	\$0.00	\$25,000.00						\$0.00	\$250,000.00	\$0.00
20523-57792	OSWEGATCHIE-BUILDING RENOVATIONS	\$0.00	\$0.00	\$0.00	\$52,000.00	\$52,000.00	(\$52,000.00)				\$52,000.00	\$0.00	\$0.00
20529-57793	POLICE BUILDING FURNITURE 24/7/365	\$0.00	\$0.00	\$0.00							\$39,100.23	\$0.00	\$0.00
20530-57695	DOUGLAS LANE RECONSTRUCTION	\$39,100.23	\$0.00	\$0.00					\$40,826.73		\$6,368.00	\$270,883.00	\$8.00
20530-57695	MUNICIPAL COMPLEX RENOVATION	\$47,194.73	\$270,883.00	\$0.00							\$12,979.05	\$0.00	\$0.00
20530-57696	MUNICIPAL COMPLEX CLEAN UP	\$12,979.05	\$0.00	\$0.00							\$0.00	\$2,564,300.00	\$0.00
20530-57743	JORDAN COVE ROAD BRIDGE REPLACEMENT	\$98,883.66	\$2,564,300.00	\$0.00					\$98,883.66		\$0.00	\$0.00	\$0.00
20530-57785	OIL MILL ROAD CULVERT REPLACEMENT	\$231,530.50	\$0.00	\$0.00					\$10,830.50		\$220,700.00	\$0.00	\$0.00
20530-57786	FOG FLAIN ROAD REHABILITATION	\$198,900.00	\$0.00	\$0.00					\$124,743.12		\$74,156.88	\$0.00	\$0.00
20530-57799	UST REPLACEMENT	\$0.00	\$0.00	\$0.00	\$330,000.00	\$330,000.00	(\$330,000.00)				\$330,000.00	\$0.00	\$0.00
20530-57800	GALLUP LANE -RECLAIM/REPAYE	\$0.00	\$0.00	\$0.00	\$440,950.00	\$440,950.00	(\$440,950.00)		\$392,461.93		\$48,488.07	\$0.00	\$0.00
20531-55771	HARVEY AVENUE PUMP STATION REHAB	\$108,450.91	\$0.00	\$0.00					\$79,028.79		\$29,422.12	\$0.00	\$0.00
20531-57685	I/MITIGATION & CONTROL	\$0.00	\$508,303.00	\$0.00							\$0.00	\$508,303.00	\$0.00
20531-57711	WATER SYSTEM IMPROVEMENTS-PLEASURE BEACH	\$0.00	\$175,000.00	\$0.00							\$0.00	\$175,000.00	\$0.00
20531-57722	I/MITIGATION & CONTROL PHASE I	\$659.03	\$0.00	\$0.00							\$659.03	\$0.00	\$0.00
20531-57766	WASTERWATER SCADA SYSTEM UPGRADE	\$304,065.23	\$0.00	\$0.00					\$263,347.50		\$40,717.73	\$0.00	\$8.00

TOWN OF WATERFORD  
 CAPITAL AND NON-RECURRING EXPENDITURE FUND  
 FUND BALANCE DESIGNATION AND APPROPRIATION  
 JULY 1, 2016 TO JUNE 30, 2017  
 AS OF AUGUST 31, 2016

	APPROPRIATIONS	BEGINNING BALANCE		FY17 RIM XFER IN DESIGNATED	FISCAL YEAR 2016-2017			EXPENDED	INTEREST INC	AVAILABLE TO DATE		
		DESIGNATED	UNDESIGNATED		APPROPRIATED	DESIGNATED	UNDESIGNATED			APPROPRIATED	DESIGNATED	UNDESIGNATED
20531-57802 FORCE MAIN AIR RELEASE VALVES-EVALUATE & REPLACE	\$0.00	\$0.00	\$0.00	\$17,000.00						\$0.00	\$17,000.00	\$0.00
20537-57342 RESTROOM BLDG ADD W/IFD BEACH	\$3,103.00	\$0.00	\$0.00							\$3,103.00	\$0.00	\$0.00
20537-57735 LEARY PARK ROAD /PARKING LOT	\$0.00	\$20,000.00	\$0.00							\$0.00	\$20,000.00	\$0.00
20537-57781 WATERFORD BEACH PAVILION RESTROOM	\$0.00	\$92,687.00	\$0.00							\$0.00	\$92,687.00	\$0.00
20537-57782 REPLACEMENT OF CAUSEWAY BATHROOM @ WBP	\$0.00	\$126,300.00	\$0.00							\$0.00	\$126,300.00	\$0.00
20537-57783 ACCESSIBLE PATH & DRAINAGE CIVIC TRIANGLE	\$0.00	\$14,700.00	\$0.00							\$0.00	\$14,700.00	\$0.00
20537-57795 WBP CAUSEWAY BRIDGE	\$0.00	\$0.00	\$0.00	\$50,000.00						\$0.00	\$50,000.00	\$0.00
20537-57796 TENNIS COURT SURFACE REPAIRS	\$0.00	\$0.00	\$0.00	\$27,800.00						\$0.00	\$27,800.00	\$0.00
20537-57797 BABE RUTH BACKSTOP REPLACEMENTS	\$0.00	\$0.00	\$0.00	\$11,000.00						\$0.00	\$11,000.00	\$0.00
20537-57798 CHILDREN'S PLAYGROUND-CIVIC TRIANGLE	\$0.00	\$0.00	\$0.00	\$33,715.00						\$0.00	\$33,715.00	\$0.00
20541-57328 ALEWIFE COVE DREDGING	\$0.00	\$37,500.00	\$0.00							\$0.00	\$37,500.00	\$0.00
20560-57806 CLMS ENTRANCE MODIFICATION (SECURITY)	\$0.00	\$0.00	\$0.00	\$47,000.00						\$0.20	\$706.00	\$0.00
20560-57807 INSTALL VIRTUAL MAIN SERVER	\$0.00	\$0.00	\$0.00	\$150,000.00	\$149,294.00	(\$149,294.00)		\$149,293.80		\$0.00	\$30,000.00	\$0.00
20560-57808 REPLACE DVR SECURITY CAMERA	\$0.00	\$0.00	\$0.00	\$30,000.00						\$0.00	\$30,000.00	\$0.00
20507-59205 FUNDING OFFSETS (FY17 BUDGET)	\$0.00	\$0.00	\$0.00	(\$1,174,450.00)						\$0.00	(\$1,174,450.00)	\$0.00
20507-59205 FUNDING OFFSETS (LOCAL BRIDGE GRANT JORDAN COVE)	\$0.00	(\$1,906,972.56)	\$0.00							\$0.00	(\$1,906,972.56)	\$0.00
20500-31520 UNDESIGNATED FUND BALANCE	\$0.00	\$0.00	\$1,778,950.51							\$8,879.04	\$0.00	\$1,777,162.55
	\$2,379,126.75	\$3,242,414.44	\$1,778,950.51	\$1,862,710.00	\$1,246,401.00	(\$1,235,734.00)		\$2,335,038.60	\$8,879.04	\$1,290,489.15	\$3,869,390.44	\$1,777,162.55

TOWN OF WATERFORD  
 CAPITAL IMPROVEMENT FUND  
 AUGUST 31, 2016

<u>ACCOUNT</u>	<u>DEPT/YEAR</u>	<u>DESCRIPTION</u>	<u>APPROPRIATED</u>	<u>EXPENDED</u>	<u>BALANCE</u>
30117-55738	SELECTMEN FY17	FLEET MANAGEMENT PLAN	1,250,000.00	1,250,000.00	0.00
30117-55797	SELECTMEN FY17	ADA COMPLIANCE	20,000.00		20,000.00
30115-55790	SELECTMEN FY15	ANIMAL CONTROL SHELTER A/E	55,000.00	0.00	55,000.00
30716-55793	FINANCE (IT) FY16	FINANCIAL ACCOUNTING SOFTWARE	170,000.00	162,244.00	7,756.00
30716-55794	FINANCE (IT) FY16	FIELD BASED REPORTING SOFTWARE	80,000.00	80,000.00	0.00
30716-55795	FINANCE (IT) FY16	INFORM CAD UPGRADE	145,151.00	145,151.00	0.00
31117-55803	BLDG MAINT FY17	PARKING LOT -YOUTH SERVICES	300,000.00		300,000.00
32917-55798	POLICE FY17	IN-CAR SYSTEM	171,000.00	153,514.22	17,485.78
33017-55799	PUBLIC WORKS FY17	BLOOMINGDALE RD RECLAIM/REPAVE	139,800.00	139,800.00	0.00
33017-55801	PUBLIC WORKS FY17	NORTH RD MILL & OVERLAY	136,700.00	136,700.00	0.00
33017-55802	PUBLIC WORKS FY17	GLENWOOD AVE BRIDGE	85,000.00		85,000.00
33195-55301	UTILITY COMMISSION 14FY	INDUSTRIAL DR & DAYTON PL WATER PS REHAB	3,491.73	1,491.73	2,000.00
33196-55300	UTILITY COMMISSION FY96	WATER MAIN EXT	222,000.00	164,412.53	57,587.47
33197-55304	UTILITY COMMISSION FY97	WATER DISTRIBUTION SYSTEM MODEL	51,659.47	34,159.47	17,500.00
33117-55804	UTILITY COMMISSION FY17	ROOF REPLACEMENT MAIN BUILDING	45,000.00	42,736.00	2,264.00
		TOTALS	2,874,802.20	2,310,208.95	564,593.25
		PRIOR YEAR EXPENDITURES		355,629.14	
		CURRENT YEAR EXPENDITURES		<u>1,954,579.81</u>	

TOWN OF WATERFORD  
CAPITAL IMPROVEMENT FUND  
AUGUST 31, 2016

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED	BALANCE	PERCENT EXPENDED	TRANSFERS OUT
30117-55738	SELECTMEN FY17	FLEET MANAGEMENT PLAN	1,250,000.00	1,250,000.00	0.00	100.0%	1,250,000.00 TO FLT MGMT
30117-55797	SELECTMEN FY17	ADA COMPLIANCE	20,000.00		20,000.00	0.0%	0.00
30115-55790	SELECTMEN FY15	ANIMAL CONTROL SHELTER A/E	55,000.00	0.00	55,000.00	0.0%	0.00
30716-55793	FINANCE (IT) FY16	FINANCIAL ACCOUNTING SOFTWARE	170,000.00	162,244.00	7,756.00	95.4%	0.00
30716-55794	FINANCE (IT) FY16	FIELD BASED REPORTING SOFTWARE	80,000.00	80,000.00	0.00	100.0%	0.00
30716-55795	FINANCE (IT) FY16	INFORM CAD UPGRADE	145,151.00	145,151.00	0.00	100.0%	0.00
31117-55803	BLDG MAINT FY17	PARKING LOT -YOUTH SERVICES	300,000.00		300,000.00	0.0%	0.00
32917-55798	POLICE FY17	IN-CAR SYSTEM	171,000.00	153,514.22	17,485.78	89.8%	0.00
33017-55799	PUBLIC WORKS FY17	BLOOMINGDALE RD RECLAIM/REPAVE	139,800.00	139,800.00	0.00	100.0%	0.00
33017-55801	PUBLIC WORKS FY17	NORTH RD MILL & OVERLAY	136,700.00	136,700.00	0.00	100.0%	0.00
33017-55802	PUBLIC WORKS FY17	GLENWOOD AVE BRIDGE	85,000.00		85,000.00	0.0%	0.00
33195-55301	UTILITY COMMISSION 14FY	INDUSTRIAL DR & DAYTON PL WATER PS REHAB	3,491.73	1,491.73	2,000.00	42.7%	0.00
33196-55300	UTILITY COMMISSION FY96	WATER MAIN EXT	222,000.00	164,412.53	57,587.47	74.1%	0.00
33197-55304	UTILITY COMMISSION FY97	WATER DISTRIBUTION SYSTEM MODEL	51,659.47	34,159.47	17,500.00	66.1%	0.00
33117-55804	UTILITY COMMISSION FY17	ROOF REPLACEMENT MAIN BUILDING	45,000.00	42,736.00	2,264.00	95.0%	0.00
		TOTALS	2,874,802.20	2,310,208.95	564,593.25	80.4%	1,250,000.00
		PRIOR YEAR EXPENDITURES		355,629.14			
		CURRENT YEAR EXPENDITURES		<u>1,954,579.81</u>			

**TOWN OF WATERFORD  
CAPITAL PROJECTS FUNDS  
AUGUST 31, 2016**

<u>FUND 1</u>	<u>DESCRIPTION</u>	<u>APPROPRIATION</u>	<u>EXPENDED</u>	<u>REMAINING BALANCE</u>
	424 DISTRICT MAGNET SCHOOL/EARLY CHLDHD LRN CTR	21,248,892.00	21,248,807.19	84.81
	429 OSWEGATCHIE SCHOOL BUILDING PROJECT	27,755,268.00	26,483,462.72	1,271,805.28
	430 GREAT NECK SCHOOL BUILDING PROJECT	28,890,015.00	26,005,546.90	2,884,468.10
	431 QUAKER HILL SCHOOL BUILDING PROJECT	27,940,275.00	27,216,646.35	723,628.65
	432 WATERFORD HIGH SCHOOL BUILDING PROJECT	68,362,787.00	67,591,468.28	771,318.72
	<b>TOTALS</b>	<b>174,197,237.00</b>	<b>168,545,931.44</b>	<b>5,651,305.56</b>
	<b>PRIOR YEAR EXPENDITURES</b>		<u><b>168,556,852.09</b></u>	
	<b>CURRENT YEAR EXPENDITURES</b>		<u><b>(10,920.65)</b></u>	

**TOWN OF WATERFORD  
CAPITAL PROJECTS FUNDS  
AUGUST 31, 2016**

<u>FUND I</u>	<u>DESCRIPTION</u>	<u>APPROPRIATION</u>	<u>EXPENDED</u>	<u>REMAINING BALANCE</u>	<u>PCT EXP</u>	<u>BALANCE RETURNED</u>
424	DISTRICT MAGNET SCHOOL/EARLY CHLDHD LRN CTR	21,248,892.00	21,248,807.19	84.81	100.00%	
429	OSWEGATCHIE SCHOOL BUILDING PROJECT	27,755,268.00	26,483,462.72	1,271,805.28	95.42%	
430	GREAT NECK SCHOOL BUILDING PROJECT	28,890,015.00	26,005,546.90	2,884,468.10	90.02%	
431	QUAKER HILL SCHOOL BUILDING PROJECT	27,940,275.00	27,216,646.35	723,628.65	97.41%	
432	WATERFORD HIGH SCHOOL BUILDING PROJECT	68,362,787.00	67,591,468.28	771,318.72	98.87%	
	<b>TOTALS</b>	<b>174,197,237.00</b>	<b>168,545,931.44</b>	<b>5,651,305.56</b>	<b>96.76%</b>	<b>0.00</b>
	<b>PRIOR YEAR EXPENDITURES</b>		<b><u>168,556,852.09</u></b>			
	<b>CURRENT YEAR EXPENDITURES</b>		<b><u>(10,920.65)</u></b>			

CONTRIBUTED GIFTS FUND  
FUND # 212  
8/31/2016

FISCAL YEAR 2017	R&P HELMET RODEO DONATIONS	R&P FRANCES X. SWEENEY MEMORIAL DONATIONS	R&P DOG PARK DONATIONS	R&P PLAYGROUND DONATIONS	R&P CIVIC TRIANGLE MEMORIAL DONATIONS	FINANCE DEPT. AUDITORIUM A/V UPGRADE	POLICE DEPT. VEHICLE CHALLENGE	POLICE DEPT. K-9 PROGRAM	POLICE DEPT. GENERAL DONATIONS	P.D. PUBLIC SAFETY DOCK	TOTAL
REVENUES											
TOTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURES											
07/22/16 CT DEPT OF CORRECTIONS									\$100.00		
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
NET CURRENT YEAR ACTIVITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$100.00)	\$0.00	(\$100.00)
PRIOR YEAR BALANCE	\$7,801.70	\$25.00	\$660.94	\$20,875.81	\$300.00	\$151.00	\$780.11	\$10,468.28	\$2,552.05	\$7.04	\$43,621.93
CURRENT YEAR BALANCE	\$7,801.70	\$25.00	\$660.94	\$20,875.81	\$300.00	\$151.00	\$780.11	\$10,468.28	\$2,452.05	\$7.04	\$43,521.93

**Insurance  
Administration Fund  
Balance Sheet  
August 31, 2016**

Assets	
Cash and Cash Equivalents	2,410,744
Accounts Receivable	1,050
Due From Other Funds	<u>1,182,183</u>
Total Assets	<u>3,593,976</u>
Liabilities	
Accounts Payable	
Accrued Liabilities (IBNR)	764,095
Advance Payments	<u>23,197</u>
Total Liabilities	<u>787,292</u>
Net Assets	
Unrestricted	<u>\$2,806,684</u>
Total Net Assets	<u>\$ <u>2,806,684</u></u>



VISITING NURSE ASSOCIATION  
OF SOUTHEASTERN CONNECTICUT

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**TOWN OF WATERFORD  
PUBLIC HEALTH & WELLNESS  
NURSING REPORT FY 2016**

The VNA of Southeastern Connecticut has served the residents of Waterford since July 1, 1996. The services which had been supplied by the Waterford Public Health Nursing Service have been continued.

**Wellness Activities**

Indigent Care	269 visits Decrease of 76 visits
4 Flu Clinics	218 served
59 Blood Pressure Clinics	485 attended
42 Senior Center Clinics	503 attended
12 Nurse Managed Clinics	60 attended

UConn School of Nursing and the VNASC Wellness program continued a collaboration to bring health education programs to the community.

**Home Health Care**

A full service home health care program continued for all town residents. 555 individuals received 12,565 visits.

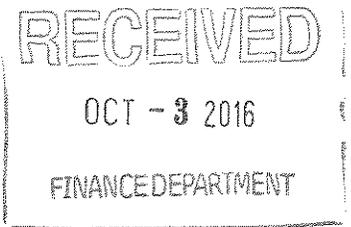
<u>Visits by</u>	<u># of visits</u>
Nurses	6802
Physical Therapist	2791
Speech Therapist	294
Occupational Therapist	605
Medical Social Worker	74
Home Health Aide	1999
Total	12,556

This year continued to show a decrease of visits in town funded indigent care. Those individuals who have no coverage or inadequate coverage receive visits paid for through town funds or grants including the United Way and Area Agency on Aging. The agency received a bequest in 1999 that provides a fund of money designated for those who need assistance in Quaker Hill. There has also been a significant decrease in Home health aide services as the State of CT moves to using personal care aides who are less expensive and who have a lower level of clinical training.

Residents who wish to have home health care service may call the agency at 444-1111 extension 215. General questions concerning the VNA of Southeastern Connecticut should be directed to Mary Lenzini, President.



VISITING NURSE ASSOCIATION  
OF SOUTHEASTERN CONNECTICUT



### School Report

The VNA of Southeastern Connecticut continues to provide health services to both students and staff of the Waterford School District. Some of the activities that took place are as follows:

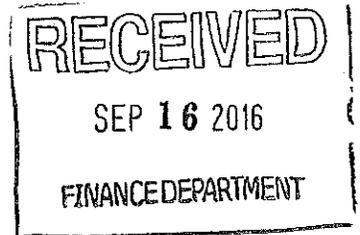
Students Cared For/Screened	2014-2015	2015-2016
First Aid	15,967	15,321
Illness	12,559	12,019
Sent Home	1,723	1,860
Medication Given	6,310	7,149
Vision Screening	1,561	1,650
Hearing Screening	906	1,171
Scoliosis Screening	1,050	1,135
Specialized Health Care (i.e. diabetic care, respiratory treatments, g-tube feedings)	1,540	1,656

In addition to the daily assessment and care of students, the school nurses were available to staff for health counseling and blood pressure screenings. This year, 475 individuals were seen by the nurse. They also provided 14 hepatitis B vaccinations and 249 flu injections to staff members in their individual schools. The nurses also attended 352 meetings that pertained to the medical needs of their students.

The school nurse is a skilled professional who is available for a wide variety of both expected and unexpected health events.

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**AGENDA  
REGULAR MEETING  
WATERFORD BOARD OF EDUCATION  
Waterford, Connecticut**



**DATE:** September 22, 2016

**PLACE:** Conference Room, 2<sup>nd</sup> Floor, Waterford Town Hall  
15 Rope Ferry Road, Waterford, CT

**TIME:** 7:00 p.m.

1. Establishment of a Quorum and Call to Order
2. Pledge of Allegiance
3. Introduction of Visitors
4. Presentations:
  - A. Presentation of Certificates to the 13 year old Waterford Babe Ruth All Stars
5. Public Comment <sup>(1)</sup>
6. Consent Agenda:
  - A. Minutes: August 25, 2016 Regular Meeting, (enclosure)
  - B. Monthly Expenditure Report for August 2016 (enclosure)
7. Reading and/or Review of Correspondence Received
8. Superintendent's Report:
  - A. Administrative Search Update
  - B. Enrollment Update (enclosure)
  - C. Review of September 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Writer's Workshop (enclosures)
  - D. Review of August 30<sup>th</sup> Professional Development and Review of Survey Data (enclosures)
  - E. Any additional items
9. Committee and Other Reports
10. New Business:
  - A. Discussion and Possible Action re: Agreement Between the Waterford Board of Education and the Visiting Nurse Association of Southeastern Connecticut, July 1, 2016 - June 30, 2017 (enclosure)

<sup>(1)</sup> Waterford Board of Education Bylaw 9325 addresses public comment at Board meetings and designates that a three-minute time limit will be allowed per speaker for public comment related to any item within the Board's jurisdiction and that a maximum of 20 minutes per meeting be allocated for any one item.

- B. Discussion and Possible Action re: BOE goals (enclosure)
- C. Notification of Board of Education Committee Assignment Openings
- D. Discussion and Presentation of 2015-2016 Magnet School Survey Data (enclosures)
- E. First Reading of Policies:
  - Series 9000, Bylaws of the Board of Education (enclosure)
  - Policy # 9311, Formulation of Board Policy.

11. Adjournment