



**TOWN COUNCIL
WATERTOWN, CONNECTICUT
MONDAY, OCTOBER 20, 2025
SPECIAL TOWN MEETING – 6:30 P.M.
REGULAR MEETING – 7:00 P.M.**

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

1. Call Meeting to Order.

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

2. Pledge of Allegiance.

Chair Mary Ann Rosa led the pledge of allegiance.

3. Roll Call.

PRESENT: Mary Ann Rosa, Chair
Ken Demirs, Vice Chair
Robert Desena
Anthony DiBona
Gary Lafferty
Carina Noyd
Jonathan Ramsay
Robert Retallick
Rachael Ryan

ABSENT:

OTHERS PRESENT: Mark Raimo, Town Manager
Maria Guerrero, Finance Director

4. Public Participation.

The Town Council invites the public to speak under public participation. Please complete and provide a *Watertown Town Council Public Participation* Form if you wish to speak at the meeting. Copies are available on the Town's website or at the meeting. There is a time limit of three minutes per speaker.

Al Mickel, 95 Woodvine Avenue talked about the job descriptions on the agenda with suggested changes. Mr. Mickel stated the Park & Recreation meeting had the best public participation with a give and take between the golfers and the commission. On the agenda is for a new commission tonight and he asked how it will be formed, the members, when it is going to meet and what are its powers and responsibility going to be. The upcoming meeting with the Finance Committee Workshop, he asked if the entire council is invited or is it a three-member panel.

5. Minutes.

a. October 6, 2025 - Regular Meeting

Motion: Ken Demirs seconded by Robert Desena: I move to approve the Regular Meeting minutes dated October 6, 2025 as presented.

Discussion: none.

Aye: 7 Rosa, Demirs, Desena, Lafferty, Noyd, Ramsay, Ryan

Nay: 0

Abstain: 2 DiBona, Retallick

Motion passes

6. Chairman's Report

a. Correspondence

Chair MaryAnn Rosa stated we were obviously disappointed in the decision by the WSA with regards to the Westgate rate payers. We have asked our Town Attorney to look into whether or not we will have any authority to override anything that WSA does. We don't know how those rates were determined to be different than everyone else but hopefully we will get some answers.

What we passed out and what was attached to the agenda online, is the Town Manager's report that is dated today, October 20, 2025. It is ten pages and it is about as comprehensive and detailed as you could possibly want on town business. It goes into all different area's general government, finance and legal, our bond notes sale update giving the amounts and dates relative to our credit rating, budget audit and preparation information is here. Public Works infrastructure is detailed. There is an issue on blight, there an issue on the greenway, centennial corner, infrastructure project update, etc. etc. It is very informative and tells you all of the projects that the Town Manager office has been working on, as well as what's come before the council. The manager has highlighted these on an individual basis as different

months have passed. This is an update as this council ends and I think he should be commended.

7. Staff Reports.

- a. Town Manager – attached.
- b. Finance Director

Maria Guerrero reported:

1. The transfers for Fiscal Year 24/25 & 25/26 were submitted I am requesting that you table them until the next meeting. I realized I did not include two pages that are going to be important to these transfers.
2. The quarterly budget to actual reports I have for each council member and those will be distributed.
3. The field work for the 24/25 audit has begun and I will keep you informed on the progress.
4. Last week we had an in person meeting with the Director of Finance from Waterbury, it went well. We expressed our concerns with discrepancies and how they were instructed to apply the payment versus how we were seeing how they were applied on the backup. He said he would get back to us by the end of the week. I followed up this morning because I had not heard back from him, I will keep you posted on what the outcome was on that. He was going to give us a detailed listing of their payments so we can compare it to ours.

Carina Noyd asked I was looking at the notice about the band can you clarify the WSA and the roads, are they two separate...

Maria Guerrero answered they are two separate and will be tracked separately.

Mark Raimo, Town Manager stated that is not accurate, we went up for one band conjunctively, 40 million dollars and we tracked separately as we receive the money. That was one purchase of one equity firm that purchased that. They will be supplying us 40 million dollars, three hundred and eight one thousand dollars with our premium, but we will track it separately.

Carina Noyd stated the reason I ask is before referendum, I clarified and went back in the minutes both with the Chairwoman and with the Bond Attorney Rybacki that they would absolutely be separate.

Mark Raimo added they were purchased as one unit of 40 million dollars with a premium and it is in our best interest to put that out there as one unit. Out of the nine bidders we had one bidder that split the bid, the 34 million and 6 million dollars. We chose to go with the entity that offered one purchase. It will be incumbent upon Finance and WSA to track this money separately. I have a process; I am developing now so that we understand the receivable that will be associated with that bond. We could bill WSA monthly because we will understand what that cost is. It will be their responsibility for making those payments to the Town of Watertown to pay for that bond. It is an 85/15 percent split between the six million and the 34 million.

Rachael Ryan asked can you clarify that the bands are for a short period of time maybe a year?

Mark Raimo answered that is correct.

Rachael Ryan stated the interest rate we got was very low which is great that will be for one year only?

Mark Raimo answered that is correct our rate was 2.544 that will be for one year, it is due October 28, 2026. Today I was working on the document separating everything out so that we understand what the actual cost is borrowing that money. As I talked about the splitting the 85/15 percent, 6 million dollars is equal to 15 percent, while the 85 million is equal to the 34 million. We would have to track that and as we get our fixed amount of interest the cost directly associated with the band we will split out 85/15 and the town will pay the 15 percent of the interest on the that full bond and WSA will cover the 85 percent.

Rachael Ryan added not the 85 percent interest.

Mark Raimo answered through the share of interest that is owed. The interest was a million dollars total for the year, it is a little bit above that.

Rachael Ryan added you are not talking about percentages; you are talking dollars amounts based on the interest rate.

Rachael Ryan asked after one year, are we able to do another band or is that when we do the full bond?

Mark Raimo answered I think that is something that we would evaluate in time. I believe both discussions we had with the Phoenix Group that would be in our best interest. They anticipate, although they cannot forecast that bond rates will actually drop over next year it should be in a favorable position to get a new bond rating. If it's favorable we will go to 20 years. I am not a Finance person, there could be reasons that maybe advantageous for us to go out for another year if that were the case. I think our intent is to go out for bond prior to that October 28th 2026.

8. Subcommittees.

a. Public Works Subcommittee

Robert Retallick reported: Last week we discussed next year's meetings and approved meeting dates for the subcommittee. We discussed the paving season with the exception of three roads and some line stripping. We had a discussion about hiring a company, the same company that evaluated our roads the last time. Now that some paving has been done and the 10-million-dollar bond has been taken out, we want to make sure that we are paving the right roads at the right time and not just paving roads that didn't need it. The cleaning of the detention basins is what we completed at the end of this week, to help out with the flooding issue. The Citizens Academy for Public Works starts Thursday and I hope it becomes very successful they have been working very hard on it. Again, I say what Jerry said at the meeting on the Public Safety for Main Street is this Thursday, I encourage people to attend.

Chair Mary Ann Rosa asked is that going to be a conflict?

Robert Retallick answered they moved the rooms.

Chair Mary Ann Rosa asked so you couldn't go to both.

Mark Raimo added I think the Citizens Academy is next Tuesday and the meeting for RSA is this Thursday.

9. New Business.

a. Consider approval of the following job descriptions:

1. Consider approval of a job description for Building Official.

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the updated job description for Building Official as presented.

Gary Lafferty asked what has changed on the job description?

Mark Raimo answered the only thing that is changed currently the building official is actually in the manager's union, supervisors' union. I would like to take that position move it back into the department head, a non-organized unit. The reasons why are because over the last four years it's pretty much operated that way. Back in 2020 I don't know if it was the council or the manager had asked to move that back in to try and save some money. I don't think it is fair that the individual who sits in that position is doing all the work. He is doing the budgeting and providing all the information and he is managing his staff. This department is one of the largest revenue generators of the town. I like to move him back into that position with a small bump in pay and it's the perfect opportunity as we go to fill the Planning and Zoning Administrator's position. That way I am not taking anything from an individual for making the cut when we have the opportunity.

Rachael Ryan asked it says on here that they will report to the Town Manager. Who does the building official report to now?

Mark Raimo answered he is currently reporting to the Planning & Zoning Administrator.

Rachael Ryan asked why would you make that change because he would become department head?

Mark Raimo answered he would, he was actually operating as a department head I am not saying he is getting support by our Planning & Zoning Administrator. He is basically running his own department; he and I had worked together closely and it's just the actuality of what is happening.

Rachael Ryan asked who would be considered on the staff for the building official? Where are we now with who would be reporting to the building official?

Mark Raimo answered I don't remember the exact title off the top of my head there is a technician that is direct full-time position and we have hired a part time building official. Part of making this decision I had discussions with our current building official in whether we should bring it another full-time building official or if we can manager by having him act as the department head to continue to work as he has been working and bring on a part time building official head, on how we are going to move forward.

Rachael Ryan asked what does mean for the building official's salary? Would it be increased and if so by how much?

Mark Raimo answered I put something on your desk before we started the meeting. He is currently being paid under the Watertown Town Hall supervisor employee and that range runs from 78,567 to 98,233. I would like to make that range go from about \$88,000 to \$102,000 which gives a 20 percent spread between the two. It is a little bit past what is in the unions position but again he going to officially take

the responsibility for managing his own department, managing his own budget and managing his own revenue.

Gary Lafferty asked when he goes to this salary increase, is he going to gradually go step to step or is he just going to top pay?

Mark Raimo answered he is in that salary range which is within the Town Hall supervisors' employees. When he moves to department head it will just be a range. There are no steps involved he and I would sit and negotiate that pay I would expect his pay to be somewhere around that \$100,000 mark give or take \$1,000. From his current pay rate which is currently around \$96,000 we are talking maybe a 4 or 5 thousand dollar increase to actually take responsibility that he has been doing.

Motions passed unanimously

2. Consider approval of Administrator of Land Use-Zoning Enforcement Official.

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the updated job description for Administrator of Land Use-Zoning Enforcement Official.

Rachael Ryan asked I did notice what Al noticed as well between at will vs the unit can you explain what those terms mean? It's in the Administrator of Land Use on page 3 and it says in the position type expected hours of work it says the position is a salary unit member?

Mark Raimo answered it is basically an oversight; this position is an at will position of the department head. That language I missed it in creating this and we will have to clean that up. But it is an exempt employee being that they are salary and they are not part of any union other than a non-organized unit, which is department heads and Lisa Cattaneo's position.

Chair Mary Ann Rosa stated so we understand that the description will be corrected.

Mark Raimo answered I will make that correction yes and the only changes in this job description was relieving the job descriptions of the oversight of the building official.

Motions passed unanimously

- b. Consider approval of the renewal of the Independent Contractor Agreement for the Golf Pro at Crestbrook Park Golf Course.

Motion: Ken Demirs seconded by Robert Desena: I move to authorize the Town Manager to execute the Independent Contract Agreement for the Golf Pro at Crestbrook Park Golf Course.

Rachael Ryan asked are there any major changes from the previous year's contract?

Michael Ganem, Director of Parks and Recreation answered no, just address and dates.

Robert Desena stated I might say in reading to consider approval for renewal of the independent contractor agreement, it is self-explanatory, it's a renewal of the agreement already in effect.

Motions passed unanimously

- c. Consider approval of Crestbrook Park golf course rates for the 2026 season.

Motion: Ken Demirs seconded by Robert Desena: I move to approve the Crestbrook Park Golf Course rates for the 2026 season.

Discussion: none.

Motions passed unanimously

- d. Consider authorizing an appropriation in the amount of \$1,170.24 from the General Fund to Police Overtime line item-010.50130.020.0000.9010. Funds received from the State of Connecticut for Homeland Security activities.

Motion: Ken Demirs seconded by Robert Desena: I move to authorize an appropriation in the amount of \$1,170.24 from the General Fund to Police Overtime line item-010.50130.020.0000.9010. Funds received from the State of Connecticut for Homeland Security activities.

Discussion: none.

Motions passed unanimously

- e. Consider approval of a resolution authorizing transfers for Fiscal Year 2025-2026.

Motion: Ken Demirs seconded by Jonathan Ramsay: I make a motion to table item e.

Chair Mary Ann Rosa stated this is the transfers for 25/26 year.

Motions passed unanimously

- f. Consider approval of a resolution authorizing transfers for Fiscal Year 2024-2025.

Motion: Ken Demirs seconded by Jonathan Ramsay: I make a motion to table item f.

Chair Mary Ann Rosa stated which is the transfers from 24/25.

Motions passed unanimously

- g. Consider a resolution authorizing the payment of tax refunds.

R E S O L U T I O N

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 20th day of October, 2025.

Mary Ann Rosa, Chair
Watertown Town Council

Motion: Ken Demirs seconded by Jonathan Ramsay: I move to approve the resolution authorizing payment of tax refunds.

Discussion: none.

Motions passed unanimously

10. Old Business.

- a. Discussion and possible action on creating a commission to investigate what lead to the Water and Sewer lawsuit; why it happened and develop recommendations for preventing similar situations in the future.

Chair Mary Ann Rosa the motion was made by Rachael at the last meeting.

Rachael Ryan stated two things; I will table this conversation until the meeting after the 11th on November 10th. One of the reasons why I want to table that is because I think also after the election, we should consider a Charter Revision Commission. This might be better dealt with through a change in the charter to fix some of the problems that led to the situation.

Motion: Rachael Ryan seconded by Ken Demirs: I move to table.

Motions passed unanimously

Chair Mary Ann Rosa stated this is the last meeting of this council and like to thank Anthony DiBona for his years of service and Gary Lafferty for his time on the council, thank you both and good luck.

11. Adjournment.

Motion: Ken Demirs seconded by Jonathan Ramsay: to adjourn the Regular Meeting at 7:28 p.m.

Motion passed unanimously

Respectfully submitted,

Mary Ann Rosa, Chair
Watertown Town Council

Approved: _____
Susan King, Clerk



WATERTOWN TOWN COUNCIL PUBLIC PARTICIPATION FORM

Date of Meeting: TODAY

(Please complete this form and submit it to the clerk of the Town Council if you wish to speak at this meeting)

Please Note: Three Minute Time Limit

1. I agree to a three-minute time limit;
2. I agree not to raise my voice;
3. I agree not to use lewd, obscene, profane, slanderous or libelous language or speak or act in a manner that would tend to incite a breach of the peace;
4. I agree not to speak about Town personnel matters. Personnel matters include comments about the job performance of named Town employees, other than elected officials;
5. After three minutes I agree to leave the microphone and yield the floor;
6. I agree that if I cause a disruption and am asked to leave, I will leave the Chambers.

Name:

[Handwritten Name]

(please print)

Address:

Signature:

[Handwritten Signature]

Written materials may be submitted to the Clerk of the Town Council. Personnel matters should be directed to the relevant Department Head and/or Supervisor or in the case of a Department Head to the Town Manager except for the Town Manager which should be directed to the Chair of the Town Council.



TOWN OF WATERTOWN CONNECTICUT
OFFICE OF THE TOWN MANAGER

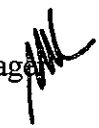
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Town Council
Regular Meeting 10/20/2025
Item: TC REPORT

Town of Watertown

Town Manager's Report

To: Watertown Town Council

From: Mark A. Raimo, Town Manager 

Date: October 20, 2025

Subject: Town Manager's Report – General Update on Town Business

1. General Government and Administration

The Town continues to advance multiple initiatives focused on fiscal stability, capital improvement, and operational efficiency. Coordination remains active with regional and state partners regarding financial obligations, grant funding, and inter-municipal infrastructure planning.

The Town Manager's Office has also initiated early internal preparations for the **FY26/27 budget cycle**. Preliminary meetings have begun with the Finance Department to align expenditure projections, evaluate departmental needs, and identify capital priorities for long-term planning. This proactive approach ensures continuity in budgeting and helps maintain steady progress on grant-funded and bonded projects through completion and compliance reporting.

Over the past three to five years, all department head positions have transitioned. As new leadership continues to take shape, the organization is establishing a modern operational framework—one that respects proven practices while embracing new technologies, efficiencies, and ideas to strengthen municipal performance and service delivery.

2. Finance and Legal Affairs

Waterbury v. Watertown Settlement Implementation

The Finance Department continues to work collaboratively with the **City of Waterbury** to reconcile all outstanding payment applications related to the *Waterbury v. Watertown* judgment.

Following the meeting between Watertown Finance Director Maria Guerrero and Waterbury's Director of Finance, both parties tentatively agreed on a reconciliation framework to confirm payment applications and allocation methodology. This cooperative effort aims to ensure all payments are correctly applied in accordance with statutory provisions and the Council-approved financial plan.

This represents a constructive step in resolving prior misapplications of funds. Both finance offices are now reviewing documentation jointly and will formalize a reconciliation statement once all payment records are verified and cross-referenced.

This meeting also established a standing protocol for future payments to prevent administrative errors and ensure clear audit trails as the settlement implementation continues.

Bond Note Sale Update

On **October 16, 2025**, the Town of Watertown successfully conducted a **competitive sale of \$40 million in General Obligation Bond Anticipation Notes (BANs)** at a **net interest cost (NIC) of 2.54%**. The sale included **\$34 million** to satisfy the Town's financial obligation to the **City of Waterbury** and **\$6 million** for **road and infrastructure improvements** authorized under the Town's Capital Improvement Program.

The sale was coordinated by **Phoenix Advisors, LLC**, with participation from **Finance Director Maria Guerrero**, the **Town Manager**, and the Town's **financial advisory team**. The transaction was conducted in the **Town Manager's Conference Room**, during which Phoenix Advisors provided an overview of current municipal credit market trends, Federal Reserve rate activity, and short-term interest rate conditions.

At **11:30 a.m.**, the Town received **nine (9) competitive bids** from institutional investors—an unusually high level of participation, underscoring strong market confidence in Watertown's credit quality. The BANs were awarded to **Truist Securities**, the **lowest qualified bidder**, in accordance with statutory bidding requirements and the Town's adopted **Debt Management Policy**. The transaction is scheduled to **settle on October 29, 2025**, with the notes maturing in **October 2026**.

Key Highlights

- **Credit Rating:** *S&P Global Ratings* assigned the Town of Watertown its **'SP +1'** short-term rating for the 2025 Series Bond Anticipation Notes—the highest possible short-term designation.
- **Long-Term Rating:** S&P also reaffirmed the Town's **'AA'** long-term general obligation bond rating, just two notches below the highest rating of **'AAA'**.
- **Outlook:** The Town's long-term outlook remains **stable**, reflecting S&P's assessment of Watertown's strong management practices, disciplined fiscal performance, modest debt profile, and healthy reserve levels.
- **Market Impact:** The Town's favorable ratings and investor demand resulted in one of the **lowest short-term interest rates achieved in Connecticut this year**, even outperforming several higher-rated issuers.

The Town's continued strong credit profile directly translates to **lower borrowing costs** and **enhanced financial efficiency** for both taxpayers and ratepayers. Phoenix Advisors will

continue to monitor market trends as the Town prepares to **convert the BANs into permanent long-term bond financing in October 2026.**

Budget and Audit Preparation

Preliminary budget development for FY26/27 is underway. Departments have been instructed to evaluate operational, and capital needs consistent with long-term fiscal objectives. The FY25 audit is also in progress, with fieldwork scheduled for later this fall. Coordination continues with the Board of Education's Finance Office to ensure uniform accounting practices.

Beginning **October 20, 2025**, the Town will initiate **quarterly financial reporting to the Town Council**, providing regular updates on the Town's **budget performance, revenues, expenditures, and fund balances**. This enhanced reporting process reflects the Town's continued commitment to **transparency and financial best practices** and aligns with recommendations made by **CliftonLarsonAllen (CLA)**, the Town's accounting consultants.

In addition, **department heads** and the **Finance Department** will receive **monthly reports** on their respective operating budgets and will participate in **quarterly review meetings** with the Finance Office to discuss expenditure trends, budget compliance, and long-term planning needs. These measures are intended to improve internal oversight, promote data-driven decision-making, and strengthen accountability across all departments.

3. Public Works and Infrastructure

Road Bond Implementation

The Public Works Department is advancing Phase I of the \$10 million Road Bond Improvement Program. The initial \$6 million issuance is active, with a subsequent \$4 million issuance anticipated in 2028. Project prioritization is guided by the BETA Group Pavement Management Study, which evaluates road surface conditions using the Pavement Management System (PMS). Projects are ranked based on Road Surface Rating (RSR), traffic volume, and coordination with drainage and utility work.

This systematic process ensures that available funding is allocated to areas of greatest need while maintaining a **balanced investment across neighborhoods and roadway classifications**.

The Public Works Department has adopted a **balanced maintenance strategy**—focusing on repairing the *worst* roads, preserving the *best*, and “squeezing the middle” to prevent good roads from deteriorating into poor condition. This **proactive approach** promotes long-term sustainability and cost efficiency throughout the Town's roadway network.

The **phased bond implementation** supports these objectives by enabling efficient project sequencing, reducing overlap between paving and utility work, and aligning construction cycles with available contractor capacity. **Engineering staff** are currently finalizing **design plans and bid packages** for the next group of paving, drainage, and intersection improvements scheduled for implementation in the upcoming construction season.

Blight 169 Main Street/Building

The Town continues to coordinate with the Building Department and the Town Attorney to complete condemnation and demolition proceedings for the blighted property at 169 Main Street.

Steele Brook Greenway and Centennial Corner

Design and permitting efforts continue for the **Steele Brook Greenway Extension**, a cornerstone of the Town's long-term **recreational and environmental connectivity strategy**. Staff have established the necessary **rights-of-way (ROW)** and coordinated with **utility companies** to ensure project readiness and overall success. In parallel, coordination with **state and federal agencies** remains ongoing to obtain environmental clearances, finalize grant compliance certifications, and ensure all project components meet applicable design and funding requirements.

Staff are currently preparing **bid specifications and supporting documentation** for release during the **2025–2026 fiscal year**, with **construction anticipated to begin in 2026**.

The long-term vision for **Centennial Corner** includes the creation of a **reflection and passive recreation area** dedicated to honoring the **Watertown Foundation** and recognizing the many **volunteer organizations** that have long served as the backbone of the community. This thoughtfully designed public space will offer residents and visitors a meaningful place for reflection and gathering while enhancing the Town's open space and cultural amenities. The project remains **on schedule**, with **construction completion expected during the 2025–2026 calendar year**.

Infrastructure Project Summary

The Town continues to manage and monitor multiple infrastructure projects, each representing years of planning, intergovernmental coordination, and strategic funding acquisition. The following provides a comprehensive summary of ongoing and recently completed work:

- **Woolson Street Bridge** –Full bridge reconstruction to improve roadway safety and stormwater flow capacity. *Completed.* 50/50 match Federal-Town.

- **Guernseytown Road Improvements** –100% State-funded roadway reconstruction improving access and safety. *Completed.*
- **Steele Brook Greenway** –The Greenway will extend from Unico Bridge to French Street, serving as a major recreational and multimodal transportation corridor. *100% designed.* Funded 80/20 match Federal-Town.
- **Naugatuck River Greenway – Ongoing Design Coordination**
The Town of Watertown continues to collaborate with the **Naugatuck Valley Council of Governments (NVCOG)** and partner municipalities to advance the **regional design and funding efforts** necessary to complete the inter-municipal trail linkage.

This initiative was originally supported through a **multijurisdictional Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant** awarded by the **Federal Government**. The federal government has since **rescinded the grant**, and **NVCOG is actively pursuing alternative funding sources** to ensure the continuation of the project.

Watertown remains committed to supporting the regional vision for the Naugatuck River Greenway, which seeks to enhance **connectivity, recreation, and environmental stewardship** throughout the valley corridor.

- **Main Street Parking Lot** – Enhancements improve safety, lighting, and stormwater management, while supporting downtown business activity and economic development. *Completed.*

Town of Watertown to receive a beautification award by the Chamber of Commerce scheduled for November 2025.

- Watertown has also coordinated with the **Connecticut Department of Transportation (DOT)** to install **five additional Rectangular Rapid Flashing Beacons (RRFBs)** — one located on **Davis Street** and four others at key pedestrian crossings throughout Town. These safety enhancements were **fully funded through the State of Connecticut** and reflect the Town’s ongoing commitment to improving pedestrian safety and accessibility in high-traffic areas.
- **Main Street Road Safety Audit (RSA) – French Street to Baldwin Street Improvements** Design work continues on the **Main Street Road Safety Audit (RSA)** project, which includes the installation of **new sidewalks, upgraded crosswalks, and enhanced roadway signage** to improve pedestrian and vehicular safety. The Town successfully secured a **\$3 million-dollar federal grant** through **Congresswoman Jahana Hayes’ office** to support these improvements.

In addition, an **Oakville Planning Study** is currently underway, extending from the **Pin Shop area in Oakville to French Street**. This study is being conducted to prepare the Town for **future state and federal grant opportunities**, ensuring that design concepts,

right-of-way data, and infrastructure needs are well-documented in advance of upcoming funding cycles.

- **Main Street and Hemingway Park Road Parking Project** – *In design phase*. Will expand off-street parking; funded 80/20 **STEAP Grant** State of Connecticut-Town.
- **Main Street – Holy Disciples Catholic (St. John’s) School Wall Reconstruction** – Improves pedestrian safety and ADA compliance in a key school zone. *Funded 100% through a 2024 State Connectivity Grant*.
- **ADA Sidewalk Ramp Enhancement Program**
Design coordination is being finalized with the **Connecticut Department of Transportation (DOT)** and the **Naugatuck Valley Council of Governments (NVCOG)** for the reconstruction of approximately **140 sidewalk ramps** to meet current **Americans with Disabilities Act (ADA)** standards. This project is **fully funded (100%) through the Local Transportation Capital Improvement Program (LOTICIP)**, administered by NVCOG.
- **Highway Garage Improvements** –Improves working conditions and operational safety for Highway personnel; funded 80/20 **STEAP Grant** State of Connecticut-Town. *70% complete*.
- **Campus-wide Emergency Notification System** - The system will be designed to rapidly notify all individuals on public school campuses and parochial schools—both inside and outside buildings—within seconds of an emergency. It will allow activation from multiple sources, including classroom telephones, panic buttons, and mobile applications, and will deliver alerts through pre-recorded audio messages, strobe lights, remote loudspeakers, LED message boards, and automatic 911 notifications. Funded 80/20 **STEAP Grant** State of Connecticut-Town. *70% complete*.
- **Police Communications** - Community Oriented Policing Services (COPS) Technology and Equipment Grant will support the replacement of Watertown’s aging two-way radio system, a critical component for coordinated and effective emergency response. The current analog system has reached end-of-life and is no longer supported by the manufacturer. This project will implement a modern digital simulcast platform, significantly enhancing coverage, reliability, and interoperability with neighboring municipalities during mutual aid operations, thereby strengthening public safety across the region. The Town secured a **\$3.375 million-dollar federal grant** through Congresswoman **Jahana Hayes’ office** to support this project. *33% complete*.

Long-Range Planning Perspective:

Municipal infrastructure projects are typically planned on a **three-to-five-year horizon**, requiring foresight, grant management, and coordination across agencies. Funding secured in

prior years often converges with new priorities, resulting in overlapping implementation periods. Municipal governments must remain consistent and deliberate in executing such projects—unlike private entities, they cannot shift direction rapidly due to statutory and procurement constraints. Continued long-range planning ensures that Watertown addresses both current and future community needs in a sustainable and fiscally responsible manner.

Economic Development

The **Economic Development Commission (EDC)** is collaborating with industry vendors to organize an **informational session for local businesses** focused on strategies to **reduce energy costs and implement water recycling practices** within manufacturing operations. This initiative aims to promote sustainability, operational efficiency, and long-term cost savings for Watertown's business community.

The session is currently being planned in **November 2025** and will feature presentations from energy and environmental professionals, as well as opportunities for businesses to explore available **grant programs and technical resources** to support implementation.

4. Water and Sewer Authority

The Town Manager's Office has requested a formal update from the Water and Sewer Authority (WSA) regarding implementation of new rates, effective revenue dates, and confirmation that the Town Council's directive on Westgate customer rates appears on the next WSA agenda.

Coordination with the **City of Waterbury's Finance Office** remains ongoing to ensure accurate reconciliation of billing applications and payment allocations in accordance with the approved settlement plan. The WSA is expected to provide **updated billing and revenue projections** by month-end to support continued transparency and accountability in the management of water and sewer operations.

On **October 16, 2025**, the Town successfully completed its **Bond Anticipation Note (BAN)** issuance and secured the funds necessary to **satisfy the outstanding debt owed to the City of Waterbury**. With this financing in place, the Town will continue to collaborate with the **Watertown Fire District (WFD)** to recover the amount due to the Town.

The BAN provides the Town with up to **one year of flexibility** before converting the short-term note into a **long-term bond**, which is anticipated to occur in **October 2026**. The City of Waterbury's obligation will be **fully settled by the end of October 2025**.

The **Town Manager's Office**, in coordination with the **Town Council** and the **Water and Sewer Authority (WSA)**, will continue to evaluate and address the final cost allocations associated with **ratepayer contributions** as they relate to the BAN and future bond conversion. Until the **final interest rate and bond terms** are confirmed, **previously estimated figures** should be used for planning and financial modeling purposes.

The Town extends its appreciation to the **Water and Sewer Authority** and its staff for their **professionalism and attentiveness** during the recent **Waterbury water line break**. The Authority demonstrated strong coordination with the **City of Waterbury**, the **Public Works Department**, and the **Town Manager's Office** to ensure that Watertown's water system remained **safe, clean, and reliable** throughout the incident.

Through proactive management, system isolation, and continuous monitoring, the WSA successfully maintained water quality and service continuity. Equally important, the Authority provided **timely and transparent communication** to the public throughout the event, reinforcing public confidence and demonstrating the Town's commitment to effective crisis management.

In addition, the Town is currently **exploring the option of separating the initial Request for Proposals (RFP)** to include only an **independent evaluation of the WSA system**. This approach would provide a **comprehensive baseline assessment** of the system condition, asset value, and operational capacity—serving as a **starting point for future discussions** regarding long-term management options.

The Town is also collaborating with State Representative Joe Polletta to explore legislation that would allow municipalities to sell water and sewer systems at a retail rather than depreciated value. This change would better reflect market conditions and safeguard local ratepayer interests.

These initiatives collectively reflect the Town's commitment to responsible asset management, long-term financial planning, and maintaining the highest standards of service delivery for the community.

5. Human Resources and Labor Relations

Recruitment remains active for the **Assistant Assessor** position, followed by the **Assessment Technician** role, to ensure continuity within the Assessor's Office. In addition, the Town has initiated recruitment for the **Communications Supervisor** position to strengthen leadership within the Police Department's Dispatch Division to ensure effective coordination of public safety communications.

Following a review of the Human Resources position, the Town will reopen recruitment to ensure continued support for personnel management, benefits administration, and compliance.

The **Police Union** and **Supervisors Union** have **tentatively agreed to new collective bargaining contracts**, marking significant progress toward fair and sustainable labor agreements. These tentative agreements reflect the Town's commitment to collaboration, fiscal responsibility, and employee equity. **Further information will be forthcoming** once the contract language is finalized and reviewed through the formal approval process.

The Town is also in the process of **scheduling interviews for the Land Use Administrator position**. A **revision to the job description** for this role has been proposed, with the **only change being the removal of supervisory responsibilities over the Building Department** to better reflect current operations and clarify reporting structures.

Additionally, the Town is considering **formally designating the Building Official as a Department Head**, aligning the title with actual practices and the position's level of responsibility. This adjustment will ensure the role's recognition within the organizational hierarchy accurately reflects the scope of its duties and oversight.

These organizational updates are part of a broader effort to modernize the Town's administrative structure, clarify departmental responsibilities, and ensure that operations remain aligned with statutory requirements, professional standards, and best practices in municipal governance.

6. Public Safety and Emergency Management

The **Election Day Roll Call Training** materials, developed by the **Secretary of the State's Office**, were shared with the **Watertown Police Department** for their **evaluation and proper dissemination during roll call training**. This ensures that all sworn personnel receive consistent instruction on election-related laws, voter assistance procedures, and security protocols in advance of Election Day.

7. Community Relations and Public Information

The Town Manager's Office developed a *Citizens Guide to the Budget Process* to help residents understand how municipal budgets are prepared, reviewed, and adopted.

The *2025 Citizens Academy for Local Government* has been well received, and plans are underway for the 2026 session, incorporating participant feedback to enhance curriculum design.

To promote continued transparency and engagement, the **Town Manager's Office** has also **initiated departmental updates for the Town Council in 2025**. These briefings are intended to provide Council members with a clearer understanding of each department's effectiveness, ongoing projects, and operational challenges. The goal is to strengthen communication between administration and the legislative body, support informed decision-making, and ensure alignment between departmental performance and community priorities.

A Watertown Town Manager's Podcast Initiative is also in development to further promote transparency. The podcast will feature concise, two-minute episodes explaining Town operations, budget insights, and frequently asked questions, with production anticipated in 2026.

The Town continues to collaborate closely with the **Watertown Foundation** and local civic organizations to support community events and initiatives. Most recently, the Foundation's

Town Council

Regular Meeting October 20, 2025 Line item 9G

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Reason	Tax	Int	Fee	Refund
2023-03-0050043	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX	2021/KL4MMESL2MB142901	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	78.27	-	-	78.27
2023-03-0050044	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX	2021/LRBFZMR42MD113023	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	97.73	-	-	97.73
2023-03-0050080	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX	2021/1GNSK(SKD2MR159822	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	525.87	-	-	525.87
2023-03-0050084	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX	2021/1GNEVJKW8MJ158964	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	301.43	-	-	301.43
2023-03-0050112	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX	2021/3GNAXUEV6MS162782	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	200.18	-	-	200.18
2023-03-0050162	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX	2022/3GCPYBEK8NG140121	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	314.34	-	-	314.34
2024-03-0052010	BOTELHO BRUCE J	41 HOLLOW RD	WATERTOWN, CT	2018/1CGRR7HTXJS205682	Sec. 12-129 Refund of Excess Payments.	17.50	-	-	17.50
2024-02-0040512	HUNT KENNETH R	585 PARK RD APT 1-9	WATERBURY, CT	0750 STRAITS TPKE	Sec. 12-129 Refund of Excess payments - DUPLICATE PAYMENT	5.55	-	-	5.55
2024-03-0070635	LEMONS MATTHEW	103 JENKS ST	OAKVILLE, CT	0672016/KM8SMDHF7GU142647	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	56.45	-	-	56.45
2024-03-0062988	MARTINO CHRISTINE	105 BEACH AVE	WATERTOWN, CT	2022/WBA43AT01NCK04125	Sec. 12-129 Refund of Excess payments - DUPLICATE PAYMENT	977.21	-	-	977.21
2024-03-0063075	MASI NICHOLAS L JR	491 NORTH MAIN ST	NAUGATUCK, CT	(2011/1G1ZE5E73BF248070	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	25.14	0.76	-	25.90
2024-03-0063107	MASTRIANNA STEVEN D	13 PARK LAWN DR 18	BETHEL, CT	068012014/1G11A5SL4EF197368	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	15.47	-	-	15.47
2023-03-0064718	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/JN8AT3BB2MW203149	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	307.48	-	-	307.48
2023-03-0064719	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/5N1AT3BB7MC686386	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	307.48	-	-	307.48
2023-03-0064727	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/JN8AT3CB8MW222741	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	533.04	-	-	533.04
2023-03-0064734	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/5N1AT3BB1MC754844	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	395.54	-	-	395.54
2023-03-0064739	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372022/5N1AZ2BS0NC110259	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	99.27	-	-	99.27
2023-03-0064740	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/JN1B1AW4MW661731	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	248.44	-	-	248.44
2023-03-0064749	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/3N1A88CV5MY281876	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	382.94	-	-	382.94
2023-03-0064782	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/JN1B11CW8MW667383	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	89.65	-	-	89.65
2023-03-0064796	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372023/1N4B14DW8PN314164	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	189.15	-	-	189.15
2023-03-0064799	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372023/1N6ED1EK8PN617828	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	62.36	-	-	62.36
2023-03-0064803	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372023/1N4B14EW0PN340790	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	109.53	-	-	109.53
2024-03-0064669	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372021/5N1AT3BB1MC847797	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	377.60	-	-	377.60
2024-03-0064680	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN	372022/3PCA15BB0NF107202	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	61.94	-	-	61.94
2024-03-0068731	SNYDER MARK L	524 BUCKINGHAM ST	OAKVILLE, CT	0672019/KNDPNACAC3K7607286	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	64.16	-	-	64.16
2023-03-0070106	TOYOTA LEASE TRUST	525 FELLOWSHIP RO	MT LAUREL, NJ	0812021/JM3KFBDM1M0403434	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	365.58	-	-	365.58
2024-03-0070617	VELEZIS NANCYLYNNE	296 CONCORD DR	WATERTOWN, CT	2010/1GCSKSE34AZ109107	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	79.15	-	-	79.15
2024-03-0071589	XHELO SYRIA	65 PLEASANTVIEW A	OAKVILLE, CT	0672011/2CNFLCE8B6432590	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	10.69	-	-	10.69
TOTAL						6,299.14	0.76	-	6,299.90