



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

**AGENDA**

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

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. 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.

5. Minutes.
  - a. October 6, 2025 - Regular Meeting
6. Chairman's Report
  - a. Correspondence
7. Staff Reports.
  - a. Town Manager
  - b. Finance Director
8. Subcommittees.
  - a. Public Works Subcommittee

9. New Business.

- a. Consider approval of the following job descriptions:
  1. Consider approval of a job description for Building Official.
  2. Consider approval of Administrator of Land Use-Zoning Enforcement Official.
- b. Consider approval of the renewal of the Independent Contractor Agreement for the Golf Pro at Crestbrook Park Golf Course.
- c. Consider approval of Crestbrook Park golf course rates for the 2026 season.
- 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.
- e. Consider approval of a resolution authorizing transfers for Fiscal Year 2025-2026.
- f. Consider approval of a resolution authorizing transfers for Fiscal Year 2024-2025.
- g. Consider a resolution authorizing the payment of tax refunds.

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.

11. Adjournment.

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

**A LINK WILL BE POSTED ON THE DAY OF THE MEETING  
PLEASE SEE [WWW.WATERTOWNCT.ORG](http://WWW.WATERTOWNCT.ORG) UNDER THE CALENDAR OF MEETINGS**



**WARNING AND NOTICE  
TOWN OF WATERTOWN, CONNECTICUT  
SPECIAL TOWN MEETING  
October 20, 2025**

The legal voters of the Town of Watertown and those entitled to vote in Town Meeting are hereby WARNED AND NOTIFIED of a Special Town Meeting to be held on Monday, October 20, 2025 at 6:30 p.m. at the Town Council Chambers to consider authorizing an appropriation of \$3,019,560 from the General Fund to secure funding of a reimbursement grant under the State of Connecticut Transportation Alternatives Federal Surface Transportation Block Grant Program State Project 153-125. Reimbursement will be in the amount of \$2,382,240 with the Town's municipal share of \$637,320. This grant is for the construction of Steele Brook Greenway project to build a segment of 10-12 foot wide multi-use trail along Steele Brook beginning at French Street and ending at the Unico field.

A link to view the special town meeting will be posted on the Town of Watertown website [www.watertownct.org](http://www.watertownct.org) by 4:00 p.m. on the date of the meeting.

Anyone wishing to vote at the Special Town Meeting must attend in person. Anyone wishing to provide comments for the meeting may do so by emailing [towncouncil@watertownct.org](mailto:towncouncil@watertownct.org) or by mail to Watertown Town Council, 61 Echo Lake Rd., Watertown, CT 06795 and must be received by 2:00 p.m. Monday, October 20, 2025.

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

Dated at Watertown, Connecticut this 9<sup>th</sup> day of October, 2025.

  
\_\_\_\_\_  
Mark A. Raimo, Town Manager

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

I hereby certify that on October 9, 2025 I left a duplicate copy of the attached WARNING AND NOTICE of a Special Town Meeting of the Town of Watertown, Connecticut, to be held on October 20, 2025 with Lisa Dalton Town Clerk.

I further certify that on October 9, 2025 I caused a copy of said Warning and Notice to be published in the *REPUBLICAN AMERICAN* Newspaper which has a substantial circulation in said Town and placed upon the Town of Watertown website under Legal Notices.

I further certify that on October 9, 2025 I caused to be set upon the signpost nearest the office of the Town Clerk and all other places with signposts designated by the Town, a written copy of said Warning and Notice signed by me as Town Manager.

I further certify that all the above acts were done at least five (5) days before the holding of the Special Town Meeting on October 20, 2025.

Dated at Watertown, Connecticut this 9th day of October, 2025.

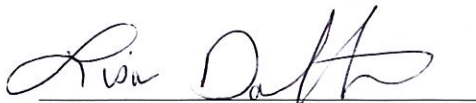


Mark A. Raimo  
Town Manager

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

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

Dated at Watertown, Connecticut this 9th day of October, 2025.



Lisa Dalton, Town Clerk



## TOWN OF WATERTOWN CONNECTICUT

OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road  
Tel: 860.945.5255 • Fax: 860.945.4974 • ww

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

**Town of Watertown  
Office of the Town Manager**

### INTERNAL MEMORANDUM

**To:** Town File

**From:** Mark A. Raimo, Town Manager 

**Date:** October 8, 2025

**Subject:** Alleged Violation of Absentee Ballot Laws – Statement Made During Public Participation at the October 6, 2025 Town Council Meeting

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#### Background

During the public participation portion of the Watertown Town Council meeting held on **October 6, 2025**, an allegation was made concerning a potential violation of Connecticut absentee ballot laws. The speaker stated, in part, that **individuals using Watertown Public Transportation were brought to Town Hall to vote on a referendum the day before the scheduled vote of September 16, 2025**. It was further alleged that these individuals were informed they could vote by absentee ballot because transportation would not be available to them on the day of the referendum.

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#### Follow-Up and Review

On **October 7, 2025, at approximately 8:30 a.m.**, I met with staff in the Town Clerk's Office to review the procedures followed regarding absentee voting. Staff provided a blank copy of the **2025 Application for Absentee Ballot (Form ED-3, Rev. 1/20/25)**, which is attached for reference.

Under **Section IV – Statement of Applicant**, the form lists **six statutory reasons** that qualify an elector to vote by absentee ballot. Staff confirmed that they recalled two individuals being brought to Town Hall to vote prior to the referendum and that both were informed they must select one of the six qualifying reasons in order to proceed with an absentee ballot.

Staff clearly stated that **no individual was coached, advised, or directed as to which reason to select**, and that it is standard practice for Town personnel **not to provide any additional guidance** beyond instructing applicants to choose the reason that applies to them personally.

Additionally, **Section VI – Declaration of Applicant** includes a sworn statement that the applicant declares, under penalty of false statement, that the information provided is true and correct. The form itself also references statutory penalties for making false declarations.

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### **Consultation with State Authorities**

To ensure proper documentation of this matter, I contacted the **State Elections Enforcement Commission (SEEC)** on **October 7, 2025**, and spoke with a staff member identified as “Lori.” She referred me to the **Office of the Secretary of the State**, where I spoke with “Lou,” a staff attorney.

Attorney Lou advised that **the Town is not required to self-report** in this instance, and that it is **sufficient that I have reviewed the matter with the Town Clerk’s Office and have documented the facts of the situation** internally.

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### **Conclusion**

Based on the information gathered, there is **no indication that Town staff violated absentee ballot laws**. Procedures appear to have been followed appropriately, consistent with State guidance and standard practice. This memorandum serves to document the inquiry, findings, and consultation conducted in response to the allegation raised publicly.

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### **Attachment:**

- *Application for Absentee Ballot (ED-3, Rev. 1/20/25)*

# 2025 Application for Absentee Ballot

ED-3 Rev. 1/2025. You must complete a separate application for each election, primary and referendum.

Instructions: All applicants must fill out sections I, II, III, IV, VI. If someone assists you in completing this application, they must complete section VII. Members of the armed forces and electors temporarily living overseas may also check one choice in section V, if applicable. Return completed application to your municipal clerk.

## Section I. – Applicant’s Information

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

(Number, Street, Town)

Telephone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Section II. – Delivery of Absentee Ballot

The set of absentee voting forms shall be: (check only one)

Given to me personally (You must apply in person; forms will not be mailed to you.)

Mailed to me personally at the following address:

Mailing Address: \_\_\_\_\_

(Use only if the mailing address is different from the address above.)

Supervised Ballot (Check this box if you live in an institution where supervised balloting will be conducted)

E-mailed to me at the following address \_\_\_\_\_ (Section V applications only)

E-mailed to me at the following address \_\_\_\_\_ (Accessible ballot only)

## Section III. – Purpose of Application

A. This application is for: (Check only one)  Election  Primary  Referendum

B. Date of Election, Primary or Referendum \_\_\_\_\_

C. For Primary only, specify which party in which the application is qualified to vote \_\_\_\_\_

## Section IV. – Statement of Applicant

I the undersigned applicant believe that I am, or will be, eligible to vote at the election, primary or referendum indicated above and that I expect to be unable to appear at the polling place during the hours of voting for the reason below: (check only one)

My active service in the Armed Forces of the United States

My absence from my town of residence

Sickness

My religious tenets forbid secular activity on the day of the election, primary or referendum

My duties as a primary, election or referendum official at a polling place other than my own during all of the hours of voting

Physical disability

## Section V. (This section is to be used by Members of the Armed Forces and Electors Temporarily Residing Overseas only):

I am a member of the armed forces or the spouse or dependent living where such member is stationed who, due to military contingencies needs additional time to vote by absentee ballot. I, therefore, request that a blank absentee ballot be issued to me beginning 90 days before the regular election. I understand that if the military contingency ceases to exist, I may apply for an additional ballot with candidates printed on it.

I am an elector of the above municipality who is (1) temporarily living or expects to be living or traveling outside the territorial limits of the United States before and on election day or (2) a member of the armed forces or the spouse or dependent living where such member is stationed, and request that a blank absentee ballot, together with a complete list of candidates and questions be issued to me (approximately 45 days before an election and 30 days before a primary. If this application reaches the municipal clerk after the time of availability of regular absentee ballots, I understand that I will be sent a regular ballot with candidates printed on it.

## Section VI. – Applicant’s Declaration - Required

I declare, under the penalties of false statement in absentee balloting, that the above statements are true and correct, and that I am the applicant named above. (Sign your legal name in full. If you are unable to write, you may authorize someone to write your name and the date in the spaces provided, followed by the word “by” and the signature of the authorized person. Such person must also complete section VII below.)

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## Section VII. – Declaration of the person providing assistance (Completed by any person who assists with the completion of application.)

I sign this application under penalties of false statement in absentee balloting.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Penalties for False Statements A person is guilty of false statement in absentee balloting when he intentionally makes a false written statement in or on or signs the name of another person to the application for an absentee ballot or the inner envelope accompanying any such ballot, which he does not believe to be true and which statement or signature is intended to mislead a public servant in the performance of his official function. False statement in absentee balloting is a class D felony. The sentence for a class D felony shall be at least one year but may not exceed five years in prison. A fine for the conviction of a class D felony shall not exceed five thousand dollars.

This application is to be returned to the municipal clerk of municipality in which you are a registered voter. Absentee ballot sets are to be provided by the municipal clerk beginning 31 days before an election, 21 days before a primary, or 19 days before a referendum, upon application properly made. Blank ballots may be sent out to certain military persons beginning 90 days before a regular election and to Connecticut electors temporarily residing outside the U.S. and all military persons beginning 45 days before a regular election, approximately 30 days before a primary and as soon as a complete list of candidates and questions is available before a special election.

Return this completed application to your municipal clerk. If your municipal clerk has a fax machine, you may fax this application to the clerk but must also mail this completed application with your original signature to the clerk, either separately or with your absentee ballot. If your application with your original signature is not received by the close of the polls on the day of the election, primary, or referendum, your absentee ballot will not be counted.

For Municipal Clerk’s Use

Outer Envelope Serial No.

Date Forms Issued

Check ▶	Mailed to Applicant <input type="checkbox"/>	Given to Applicant Personally <input type="checkbox"/>
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Pol. Subdivision	Voting District No.
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## TOWN OF WATERTOWN CONN

OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road

Tel: 860.945.5255 • Fax: 860.945.4974 • ww

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

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### 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.

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### 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.

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## **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.**

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### **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.

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## **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.

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### **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.

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### **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**.

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### **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.

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### **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.

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## 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.

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## 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.

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## 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

**Centennial Celebration Dinner** recognized the dedication of local **first responders**, reflecting on the Town’s ongoing appreciation for their professionalism, service, and commitment to public safety.

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**8. Upcoming Meetings and Key Dates**

<b>Date</b>	<b>Meeting / Event</b>	<b>Notes</b>
<b>October 16</b>	Bond Anticipation Note Sale	\$40M GO BAN sale; Town awarded notes to lowest bidder – ‘SP+1’ rating assigned by S&P
<b>October 16</b>	WSA Special Meeting	Westgate rates and billing update expected.
<b>October TBD</b>	Finance Committee Workshop	FY26 budget framework discussion
<b>November 4</b>	Election Day	Town Hall open for normal business
<b>November 18</b>	Town Council Regular Meeting	Regular meeting

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**9. Closing Note**

Watertown continues to demonstrate fiscal discipline, transparency, and collaborative regional engagement amid substantial infrastructure and financial transition. The administration’s forward-planning approach ensures Watertown is building responsibly for today while laying a strong foundation for future generations.

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**JOB DESCRIPTION**  
**Building Official**

**JOB TYPE:** FULL-TIME  
**STATUS:** EXEMPT, SALARY  
**COMPENSATION:** NEGOTIATED  
**REPORTS TO:** TOWN MANAGER  
**APPROVED BY:** WATERTOWN TOWN COUNCIL  
**APPROVAL DATE:**

**POSITION SUMMARY:** Responsible for the administration and enforcement of the Connecticut State Building Code and related regulations; oversee the Town's building inspection program, code enforcement, and construction compliance. Serves as the chief administrative officer of the Building Department and as a departmental head within the Town organization.

**SUPERVISORY RESPONSIBILITIES:** Works under the general direction of the Town Manager and consistent with Town Charter provisions governing department heads. Supervises staff, including assigning work, reviewing performance, and recommends hiring, promotions, demotions, or terminations. May manage others through subordinate supervisors.

**SUPERVISION EXERCISED**

Assistant Building Officials and administrative staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administers the Connecticut State Building Code, local ordinances, and applicable State and Federal regulations.
- Inspects buildings and structures during construction and upon completion to ensure compliance with the State Building Code.
- Reviews and approves building plans and specifications for code compliance prior to issuance of permits.
- Estimates construction costs prior to issuance of permits and determines applicable fees.
- Issues construction, demolition, and other required permits and certificates of occupancy.
- Enforces corrective actions and ensures abatement of violations in accordance with statutory authority.
- Provides technical consultation to Town officials, boards, commissions, contractors, engineers, and the general public.

- Plans, supervises, and evaluates the work of departmental staff; provides training and guidance to subordinates.
- Develops and administers the departmental operating budget; monitors and controls expenditures within approved appropriations.
- Maintains official records, inspection reports, and documentation of departmental activities.
- Prepares written correspondence, reports, and recommendations for the Town Manager and other officials as required.
- Serves as the Town's **ADA Coordinator, Demolition Code Administrator, and Historic District Enforcement Officer**, ensuring regulatory compliance across assigned program areas.
- Performs related work as required to ensure efficient departmental operations.
- On-call responsibilities as required.
- Directs and supervises the selection, training, assignment, evaluation and discipline of Assistant Building Officials and those employees performing or supporting building inspection functions; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of principles and practices of building construction and repair, including electrical, heating, and insulation.
- Thorough knowledge of the Connecticut State Building Code, related statutes, and municipal ordinances.
- Ability to read and interpret complex blueprints, plans, and specifications.
- Ability to inspect and evaluate building construction at all phases for compliance with applicable codes and standards.
- Ability to enforce regulations with firmness, fairness, and tact.
- Demonstrated ability to plan, organize, and direct the work of subordinates.
- Proficiency with modern inspection and permitting software, electronic plan review, and recordkeeping systems.
- Strong written and verbal communication skills.
- Skill in financial and human capital management.
- Ability to establish and maintain effective working relationships with Town and State officials, contractors, architects, engineers, and the general public.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from High School
- Must hold a current **State of Connecticut Building Official License** in accordance with **Section 29-260 of the Connecticut General Statutes**.

#### **SPECIAL REQUIREMENT:**

- Must have a valid Connecticut driver's license or be able to obtain one in sixty (60) days.

**PHYSICAL DEMANDS:**

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

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee may occasionally work in outside-weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This position is salaried at will member.

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

**TRAVEL:**

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

**OTHER DUTIES:**

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

**EEOC STATEMENT:**

It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race,

religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

REV. 10-13-2025



**JOB DESCRIPTION**

**Administrator of Land Use Administrator – Zoning Enforcement Official**

**JOB TYPE:** FULL-TIME  
**STATUS:** EXEMPT, SALARY  
**COMPENSATION:** NEGOTIATED  
**REPORTS TO:** TOWN MANAGER/PLANNING & ZONING COMMISSION ORD. §36-2 ORD.  
**APPROVED BY:** WATERTOWN TOWN COUNCIL  
**APPROVAL DATE:**  
**APPROVED BY:** PLANNING & ZONING COMMISSION  
**APPROVAL DATE:**

**POSITION SUMMARY:** The Land Use Administrator is responsible for performing overall planning functions for the Town, including administration of the Plan of Conservation and Development, administration of land use regulations, and management of the land use departments.

**SUPERVISORY RESPONSIBILITIES:** Works under the supervision of the Town Manager and Planning and Zoning Commission as specified by Town Charter. Supervises staff, including assigning work, reviewing performance, and recommends hiring, promotions, demotions, or terminations. Manages others through subordinate supervisors.

**SUPERVISION EXERCISED**

Provides immediate supervision to the Wetlands Enforcement Officer / Assistant Zoning Enforcement Officer, and administrative staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide professional staff support to the Planning and Zoning Commission, and to Conservation/Inland Wetlands and Watercourses Agency (CC/IWWA) and Zoning Board of Appeals (ZBA) as necessary;
- Provide general oversight of land use functions with an emphasis on providing effective and efficient services to stakeholders and program users;
- Responsible for updates and revisions to land use regulations including zoning, subdivision, inland wetlands and watercourses and the Plan of Conservation and Development;
- Responsible for implementation and maintenance of e-permit systems;
- Responsible for coordination and administration of the regional hazard mitigation program;
- Responsible for administration and implementation of the town floodplain program;
- Responsible for updates and revisions to the Affordable Housing Plan;
- Supervision and management of complaint and infractions pertaining to land use regulations;
- Attends Planning and Zoning commission, Town Council and other land use commission meetings and performs site visits as necessary;

- Coordinate and schedule preapplication and administrative review team meetings with application stakeholders and appropriate regulatory officials;
- Responsible for developing and maintaining an efficient and effective plan review process;
- Prepares Land Use annual budget and oversee departmental expenditures.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organizational skills, attention to detail and ability to prioritize.
- Ability to develop and maintain effective working relationships with management, co-workers and the general public.
- Considerable knowledge of zoning inspection practices. Good knowledge of the principles of land use planning and zoning. Good knowledge of environmental problems with respect to municipal development. Considerable ability to inspect and evaluate zoning and inland wetland infractions.
- Considerable ability to read and interpret laws, ordinances, regulations, maps, and building plans. Good ability to enforce standards with firmness and tact.

**EDUCATION AND EXPERIENCE:**

- The skills and knowledge usually acquired with a Master’s Degree in Planning, Urban Planning, Environmental Planning, Public Administration, or closely related degree and five years of planning experience with at least one year of which has been as a Town Planner or Department Head.
- Certification as a CAZEO official, and CT DEEP Inland Wetlands Agent.
- Certification by the American Institute of Certified Planners preferred.

**SPECIAL REQUIREMENT:**

- Must have a valid Connecticut driver’s license or be able to obtain one in sixty (60) days.

**PHYSICAL DEMANDS:**

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

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

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

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

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat and airborne particles. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This position is salaried unit member.

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

**TRAVEL:**

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

**OTHER DUTIES:**

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

**EEOC STATEMENT:**

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**REV. 10-13-2025**



**WATERTOWN, CONNECTICUT**  
**PARKS, RECREATION, SENIOR, & SOCIAL SERVICES**  
61 ECHO LAKE ROAD WATERTOWN, CONNECTICUT 06795-2629  
MAIN OFFICE (860) 945- 5246



Town Council  
Regular Meeting 10/20/2025  
Item: 9 b

TO: Mark Raimo  
Town Manager  
Town of Watertown

FROM: Michael Ganem  
Director of Parks, Recreation, Senior and Social Services  
Town of Watertown

DATE: October 3, 2025

SUBJECT: AGREEMENT BY AND BETWEEN THE TOWN OF WATERTOWN  
AND MARTIN P. BYRNES, JR. FOR INDEPENDENT CONTRACTOR AGREEMENT  
AT CRESTBROOK PARK GOLF COURSE

At the regular meeting of the Parks and Recreation Commission on October 2, 2025, the Commission voted unanimously:

*“To recommend to the Town Council for their approval the proposed  
“AGREEMENT BY AND BETWEEN THE TOWN OF WATERTOWN AND MARTIN P.  
BYRNES, JR. FOR INDEPENDENT CONTRACTOR AGREEMENT AT CRESTBROOK  
PARK GOLF COURSE”*

There are no substantive changes to the current Agreement.

**AGREEMENT  
BY AND BETWEEN  
THE TOWN OF WATERTOWN  
AND  
MARTIN P. BYRNES, JR.  
FOR  
INDEPENDENT CONTRACTOR AGREEMENT  
AT CRESTBROOK PARK GOLF COURSE**

This Agreement, made effective this \_\_\_ day of \_\_\_\_\_, 2025, by and between the **Town of Watertown**, Connecticut, a municipal corporation with its principal office and place of business at 61 Echo Lake Road, Watertown, Connecticut 06795, acting herein through its Town Manager, duly authorized (hereinafter referred to as the "Town"), and **Martin P. Byrnes, Jr.**, having an address at 19 Sandra Avenue, Terryville, CT 06786 (hereinafter referred to as the "**Contractor**").

**WITNESSETH THAT:**

**WHEREAS**, the Town owns and operates a municipal golf course known as Crestbrook Park Golf Course; and

**WHEREAS**, the Town wishes to enter into a Contract for the services of a Golf Pro for the Crestbrook Park Golf Course and Pro Shop; and

**WHEREAS**, the Contractor represents that Contractor is a qualified golf professional and has passed the PGA Business School Parts I and II and is competent to perform the services desired.

**NOW, THEREFORE**, the Town and the Contractor, in consideration of the mutual covenants and agreements herein contained, agree as follows:

**SECTION 1: ENGAGEMENT**

101. The Town hereby engages the Contractor and the Contractor hereby agrees to perform the services set forth herein in accordance with the terms and conditions and for the consideration set forth herein.

102. The person in charge of administering the services described under this Agreement on behalf of the Town shall be the Town Manager or such other person as designated in this Agreement.

103. The Contractor shall not subcontract any of the professional services to be performed under this Agreement, absent written approval by the Town. The Contractor shall have the right to hire people, at Contractor's own cost and expense, to work with Contractor in performing the duties required under this Agreement. Any persons so hired shall be acceptable to the Director of Parks and Recreation (the "Director") and/or the Town Manager.

106. The Town and the Contractor expressly agree that this is an Agreement for provision of the specific services herein described. The Contractor is to perform those services for the term set forth herein and pursuant to the provisions of this Agreement. Contractor is an Independent Contractor. **Nothing in this Agreement shall serve to make the Contractor an employee of the Town or otherwise establish an employer/employee relationship between the Contractor and the Town. The Contractor shall not be entitled to any of the benefits provided to Town Employees.**

## **SECTION 2: SCOPE OF SERVICES**

201. A description of the services to be provided by the Contractor is set forth below. The Contractor shall perform the services in a satisfactory manner, as reasonably determined by the Town. The Contractor shall make such revisions or modifications to the work, at Contractor's own cost and expense, as may be required by the Town; provided, however, the Contractor shall not be required to incur the cost and expense of making revisions where the revisions are based upon considerations outside the scope of services initially agreed to by the Contractor.

202. All reports and documents prepared by the Contractor under this Agreement shall be submitted to the Town for review and approval. The Town shall review and respond to documents submitted by the Contractor within thirty (30) calendar days.

203. In performing the services required under this Agreement, the Contractor shall consult with the Town, and shall meet, as appropriate, with other employees or officials and with other persons or entities as necessary.

204. The Contractor shall devote full time, attention and energy to the performance of the duties as the Golf Pro during the term of this Agreement and any renewal thereof. The Contractor shall conform conduct at all times and in all matters in accordance with the standards accepted for Golf Professionals as established by the PGA as from time to time amended. The Contractor shall also conform conduct at all times and in all matters in accordance with standards and policies as established by the Town through the Watertown Parks and Recreation Commission (the "Commission"). The Contractor agrees that as a part of the responsibilities and duties and without compensation other than specifically set forth in this Agreement to:

- A. Assume direct responsibility for collection of all green fees, including those collected on-line, powered cart rental fees, golf cart liability forms (to be turned in with daily revenue), driving range fees, gift certificates, specials fees and season tickets according to established procedures. All monies collected from these sources shall be accounted for and paid over to the Town daily. The Contractor shall enter all transactions into the Point of Sales (POS) system and ensure that on-line collections are entered into the POS system as well. The Town is responsible for all costs associated with the POS system, and the Town shall have access to the POS system and data at all times. The Contractor shall also utilize the POS system to develop a data base of names, email addresses and cell phone numbers for players.

- B. Take an active and lead role in developing and implementing plans designed to maximize play and community involvement, working directly and proactively with the restaurant management and Town officials. The plans developed shall be aimed at improving and fostering, among other things, the men's, women's and retiree's associations, all golf leagues and increased private play to ensure active and successful golf programs and coordinate all special golf tournaments held at Crestbrook Park that have been approved by the Commission and/or the Director. The Contractor shall meet no less than monthly with the restaurant management, the Parks and Recreation Director, the operations and maintenance personnel and other Town officials in setting and updating the plans throughout the golf season, including facility and grounds improvements and said plans and updates shall be submitted in writing to the Parks and Recreation Director.
- C. Provide an opportunity for a golf instructional program by the Contractor for any golfer who requests lessons and use those instructional programs to promote additional play. Payments for lessons are to be made directly to the Contractor in accordance with Section 5 hereof. The Contractor shall also maintain an instructional and competitive program for junior golfers.
- D. Assist the Director in the hiring, training and daily supervision of starters, rangers and others providing golf services. The Town will pay the starters and rangers.
- E. Immediately report any problem, incident or accident on the golf course property to the Director.
- F. Participate in the evaluation of starters, rangers and other golf course employees with the exception of maintenance employees.
- G. Schedule starters, rangers, cashiers and other golf course employees, except golf course maintenance personnel. The bi-weekly schedule shall be provided to the Director before the beginning of each pay period.
- H. Schedule and supervise all golf course personnel *except* grounds and maintenance personnel. Develop and maintain a system of checks and balances to ensure all fees are collected, call liability forms are properly filled out and collected and monitor play.
- I. Work cooperatively with and notify the Director of all golf activities, make recommendations for course improvements and notify the Director of any maintenance deficiencies.
- J. Maintain an adequate inventory of supplies that are provided by the Town. The Contractor shall place orders for such supplies with the Parks and Recreation Department on a weekly basis.

- K. The Town shall provide for all utilities (heat, electric, security system) at the Pro Shop. The Contractor shall maintain the Pro Shop in a clean and orderly condition and provide for the removal of refuse.
- L. Hose down cart exteriors and clean interior passenger areas daily. The carts shall be washed thoroughly once weekly.
- M. Ensure that all persons employed by the Contractor are at least 16 years of age. Any person employed by the Contractor who drives golf carts or works in the pro shop shall be at least 18 years of age. Only those actually employed shall be involved in these operations. Contractor shall abide by all wage and hour laws in hiring and managing personnel.
- N. Ensure that there is no loitering at the golf course by individuals not appropriately and actively engaged in golf course activities. Contractor shall be primarily responsible for enforcing all rules and regulations governing the golf course as established by the Commission and/or the Director.
- O. The Contractor shall have use of the pro shop facility in its entirety. The Contractor shall be responsible for ordinary and necessary maintenance and repair of \$100 or less. Major repairs to the building shall be the responsibility of the Town unless damage is caused by the Contractor and/or his employees. The Town, acting by the Director and/or the Public Buildings Supervisor shall have the right, at any time on reasonable notice to the Contractor, to conduct an inspection of the pro shop building. In the case of emergency, the Town may enter the pro shop building without notice. The Town shall always have a current set of keys to pro shop building. At the termination of this Agreement or any extension of it, the Contractor shall return the pro shop building to the Town in the same condition as when he took occupancy, ordinary wear and tear excepted. The Contractor shall have the right to make modifications to the interior of the pro shop building only with the written consent of the Town after providing the Town drawings and specifications for the modifications. No structural modifications may be made to the pro shop building until detailed drawings are provided for the Town's review and approval.
- P. The Contractor shall be responsible for operating and maintaining the Golf Course Driving Range and the area surrounding it, ensuring that it is maintained and used in a safe manner and kept neat and clean. The Contractor shall be responsible for collecting all Driving Range Fees. The Contractor shall be required to supply and keep stocked range balls, baskets and dispensers, and shall obtain and keep in good repair a range picker for cleaning the range, all at Contractor's sole expense.

**SECTION 3: INFORMATION TO BE FURNISHED TO THE CONTRACTOR**

301. The Town will provide the Contractor with all documents, data, and other materials in its possession appropriate to the services to be performed hereunder and will endeavor to secure materials or information from other sources requested by the Contractor for the purpose of carrying out services under this Agreement.

302. The Town will make every effort to supply up to 1200 man-hours of part time, town paid employees to be used for starters and/or rangers on the course. These positions are intended to eliminate the use of volunteers for those positions and in no event shall these part-time employees be used to offset duties required to be performed by the Contractor. Contractor shall immediately inform the Director of Parks and Recreation if there is insufficient staff to perform the starter/ranger functions.

**SECTION 4: TIME OF PERFORMANCE AND TERM OF AGREEMENT**

401. The Contractor shall perform the services set forth in Section 2 of this Agreement at such times and in such sequence as may be directed by the Town. The Contractor agrees to open the Pro Shop at 7:00 a.m. and shall close 1 hour before sunset, notwithstanding the foregoing, the Contractor will have personnel available to monitor and put away the carts, which must, in all events, be returned to the ProShop. The Contractor shall be at the Golf Course six (6) days per week which must include all weekend days and holidays. In the event that the Contractor is unable to be at the Golf Course, he shall notify the Director and provide coverage in the Pro Shop. The Pro Shop shall be operated from March 1<sup>st</sup> through December 30<sup>th</sup>. The hours and dates that the pro shop is open may be flexible depending on weather conditions, in consultation with the Director.

402. The term of this Agreement shall begin on January 1, 2026, and shall end on December 31, 2026 unless otherwise terminated by the parties hereto. This Agreement may be renewed for additional one-year terms running from January 1 through December 31 of each year by agreement of the parties, which agreement should occur on or before November 1 immediately preceding the end of the then current term.

403. Notwithstanding any other provision in this Agreement, the Contractor shall have the right to terminate this Agreement at any time after providing sixty (60) days written notice to the Town of his intent to terminate the Agreement. Likewise, the Town also reserves the right to terminate this Agreement for any reason whatsoever upon sixty (60) days written notice to the Contractor. The Contractor shall be paid for satisfactory services rendered up to the termination date.

**SECTION 5: COMPENSATION AND FEES**

501. The Town shall compensate the Contractor for satisfactory performance of the services provided in paragraphs A through Q in Section of this Agreement as follows: the total gross amount of \$62,500.

Pay schedule:      January 2026- December      2026 \$5208.33 per month

Payment under this Section 501 shall be made in equal monthly installments paid on the 1<sup>st</sup> of each month for the Term of this Agreement. The Contractor will receive additional compensation as follows, subject to the conditions and requirements stated in this Section 5.

502. The Contractor shall have the exclusive right to sell golf merchandise at the Crestbrook Park Golf Course. The Contractor shall establish a satisfactory inventory (minimum of \$3,000 wholesale value) to start the season and shall maintain inventory at that level through September of each year of this Agreement. Merchandise shall be reasonably priced. Financial, inventory and sales records shall be provided on April 1 of each year to the Director. The Contractor shall retain all profits made from operation of the Pro Shop and likewise bear the burden of all losses. It is expressly understood that the Contractor shall pay for all merchandise in his own name and not on behalf of the Town or any entity or department thereof. The Town shall provide a cash register/computer and maintenance of same for the Pro Shop.

503. The Contractor shall have the exclusive right to rent hand carts which will be part of the pro shop inventory and owned by the Contractor. The Contractor shall retain all income from such rentals.

504. On or before the 10<sup>th</sup> day of each month, the Contractor shall be reimbursed \$1.00 for each powered cart rental fee received during the prior month. The Contractor will receive cart reimbursements only when fees are received by the Town. When fees are waived by the Commission, the Contractor will not receive any cart rental fee reimbursement. In the event that the Town determines that the powered golf carts are not being properly maintained or cleaned, the reimbursement shall be reduced as follows: (i) After the first violation of this provision, the Town shall withhold one day's reimbursement (based on the daily average for the month), and (ii) After three violations, one week's reimbursement will be withheld from the Contractor.

505. The Contractor shall retain all proceeds or income from giving lessons.

506. The Contractor shall earn 100% of the total revenue earned at the Golf Course Driving Range.

507. Compensation provided under this Section 5 constitutes full and complete payment to the Contractor. Contractor shall be responsible for all other fees and expenses associated with the work, including any local, state and federal taxes.

## **SECTION 6: INSURANCE**

601. The Contractor will carry commercial general liability insurance with minimum coverage limits of One Million Dollars and No Cents (\$1,000,000.00), to cover the products, operations and services provided under this Agreement. Prior to the execution of this Agreement, the Contractor shall provide a certificate of insurance evidencing said insurance and must provide an updated certificate each year. Upon request, the Contractor will promptly provide the Town with a copy of the insurance policy. It is understood that the Contractor shall not change the terms and conditions of such insurance policy except upon the prior written approval of the Town, which approval shall not be unreasonably withheld. Evidence of workers' compensation coverage shall also be provided with no less than statutory limits of liability. The Town of Watertown, ISAOA, ATIMA, 61 Echo Lake Road, Watertown, CT 06795.,\_ shall be named both certificate holder and additional insured on all policies. The certificate shall specifically reference this Agreement and

provide the Town with 30 days' notice of cancellation. The Contractor shall be solely responsible for the payment of all premiums required under Section 6

602. The Contractor and/or its employees, subcontractors, agents and designees shall indemnify, defend and save harmless the Town and its officers, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting directly or indirectly from the performance of services of the Contractor set forth under this Agreement, including without limitation, those based on the alleged negligence and/or omissions of the Contractor and his employee for injuries to persons (including death), injuries to property or financial losses sustained or alleged to have been sustained by any person or entity, including officers, agents, servants and employees and subcontractors of the Contractor or the Town and arising, or alleged to have arisen out of negligent operations conducted by the Contractor under this Agreement. This undertaking shall not be limited by reason of any insurance coverage.

603. The Contractor shall obtain and furnish to the Town a fidelity bond, issued by a surety company authorized to do business in Connecticut, in the amount of Ten Thousand Dollars (\$10,000.00), guaranteeing that the Contractor, his agents and employees, pay over to the Town of Watertown all golf fees and/or other receipts of any nature which properly belong to the Town of Watertown.

#### **SECTION 7: TERMS AND CONDITIONS**

701. This Agreement, its terms and conditions and any claims arising therefrom shall be governed by Connecticut law. The Contractor shall comply with all applicable laws, ordinances, and codes of the State of Connecticut and the Town of Watertown.

702. The parties agree that they waive a trial by jury as to any and all claims, causes of action or disputes arising out of this Agreement or services to be provided pursuant to this Agreement. Notwithstanding any such claim, dispute, or legal action, the Contractor shall continue to perform services under this Agreement in a timely manner, unless otherwise directed by the Town.

703. The Town and the Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.

704. This Agreement incorporates all the understandings of the parties hereto as to the matters contained herein and supersedes any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written, as to such matters.

705. If any provision of this Agreement is held invalid, the balance of the provisions of this Agreement shall not be affected thereby if the balance of the provisions of this Agreement would then continue to conform to the requirements of applicable laws.

706. Any waiver of the terms and conditions of this Agreement by either of the parties hereto shall not be construed to be a waiver of any other term or condition of this Agreement.

707. The Town may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Town and the Contractor, shall be incorporated in written amendments executed by both parties to this Agreement.

708. The Contractor shall not discriminate against any worker, employee or applicant or any member of the public because of race, color, religion, age, sex, marital status, national origin, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved, in any matter prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. The Contractor agrees that this clause will be incorporated in all contracts entered into by him with suppliers of materials or services, contractors and subcontractors who may perform any labor or services in connection with this Agreement.

709. Except as otherwise specifically provided in this Agreement, whenever under this Agreement approvals, authorizations, determinations, satisfactions or waivers are required or permitted, such items shall be effective and valid only when given in writing signed by a duly authorized officer of the Town or the Contractor, and delivered in hand or sent by mail, postage prepaid, to the party to whom it is directed, which until changed by written notice, are as follows:

**Contractor:** Martin P. Byrnes, Jr.  
19 Sandra Avenue,  
Terryville, CT 06786

**Town:** Town Manager  
Town of Watertown  
61 Echo Lake Road  
Watertown, CT 06795-2200

#### **SECTION EIGHT: MANDATORY NEGOTIATION, AND ARBITRATION**

801. The parties agree that they will attempt to negotiate any dispute of any nature arising under this Agreement.

802. Any dispute of any nature arising under this Agreement not resolved pursuant to negotiation may only be submitted for resolution to binding arbitration before an Arbitrator selected by the American Arbitration Association. The arbitration shall proceed pursuant to rules, regulations and procedures of the American Arbitration Association, and shall take place at a neutral location within the Town of Watertown. Such request for arbitration must be submitted to the American Arbitration Association and a copy to the other party within 60 days of the event giving rise to the disagreement. The decision of arbitration shall be final and binding upon all parties. The cost of arbitration shall be borne equally by each party. Each party shall be required

to submit to the arbitrator and to the other party a written statement of issues proposed for arbitration, a preliminary statement of facts and a proposed claim for relief not less than seven (7) days prior to the date of arbitration.

**IN WITNESS WHEREOF**, the parties have executed two (2) counterparts of this Agreement as of the day and year first above written.

**WITNESS**

\_\_\_\_\_

\_\_\_\_\_

**WITNESS**

\_\_\_\_\_

\_\_\_\_\_

**TOWN OF WATERTOWN**

\_\_\_\_\_  
**Mark A. Raimo Town Manager**

**DATED:** \_\_\_\_\_

\_\_\_\_\_  
**Martin P. Byrnes Jr.**

**DATED:** \_\_\_\_\_



**WATERTOWN, CONNECTICUT**  
**PARKS, RECREATION, SENIOR & SOCIAL SERVICES**

61 ECHO LAKE ROAD WATERTOWN,  
MAIN OFFICE (860) 945- 5246



Town Council  
Regular Meeting 10/20/2025  
Item: 9 c

**TO:** Mark A. Raimo  
Town Manager

**FROM:** Michael Ganem  
Director of Parks, Recreation, Senior, and Social Services

**DATE:** October 15, 2025

**RE: PROPOSED 2026 RATES AND FEES  
AT CRESTBROOK PARK GOLF COURSE**

The Watertown Parks and Recreation Commission, at a special meeting on October 9, 2025, unanimously recommended the 2026 Rates and Fees at Crestbrook Park Golf Course. The recommended 2026 fee schedule is attached, as are the 2025 rates for comparison.

You will also find attached the projected revenues for the current fiscal year.

I appreciate your consideration. Please let me know if you have any questions.



1/1/2025-6/30/2025 7/1/2025-8/31/2025 9/1/2025-9/30/2025 10/1/2024-12/31/2024

Greens Fees	\$213,573.73	\$195,400.60	\$90,667.65	\$69,223.53	\$568,865.51
Golf Carts	\$89,775.76	\$93,448.99	\$42,195.23	\$32,498.90	\$257,918.88
Surcharge	\$1,698.44	\$607.32	\$249.00	\$4,934.25	\$7,489.01
Restaurant	\$24,600.00	\$8,200.00	\$4,700.00	\$12,300.00	\$49,800.00
Memberships	\$135,377.00	\$1,700.00	\$0.00	\$0.00	\$137,077.00
Tax	\$5,736.13	\$5,882.69	\$2,689.57	\$2,068.32	\$16,376.71
Misc	\$4,424.11	\$5,809.00	\$180.80	\$976.00	\$11,389.91
					<b>\$1,048,917.02</b>

Crestbrook Park Golf Course Revenue Projections for 2025

10/15/25



WATERTOWN POLICE DEPARTMENT

195 FREN  
WATERTC  
860-

Town Council  
Regular Meeting 10/20/2025  
Item: 9 d



Joshua N. Bernegger  
Chief of Police

ANNE DOMINGUEZ  
Deputy Chief

MANAGEMENT MEMO

TO: Maria Guerrero, Finance Director  
Megan Guiliano, Assistant Finance Director

FROM: Chief Joshua Bernegger *JS*

CC: Lisa Cattaneo  
Lisa Zambero

DATE: October 14, 2025

SUBJECT: Reimbursement for Detective Conway's Homeland Security Overtime

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

Homeland Security overtime incurred by Detective Conway:

August 26, 2025                      \$1,170.24

Please appropriate the aforementioned amount of \$1,170.24 to the police department overtime account 010-50130-020-0000-9010.

Town Council  
 Regular Meeting 10/20/2025  
 Item: 9 e



RESOLUTION

WHEREAS, expenses in the 2025-26 fiscal year require the transfer of funds:

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

**Line Item Transfers Needed  
 FOR FY 2025-2026 FISCAL YEAR**

<b>GENERAL FUND</b>	<b>NO: 1</b>
To:	
010.50620.050.3046.9010      2020 BOND	104,850.00
010.50620.050.3079.9010      2021 BOND SERIES B	81,746.00
010.50620.050.3080.9010      2022 BONDS	270,150.00
010.50620.050.3078.9010      2021 BOND SERIES A	21,400.00
010.50620.050.3008.9010      2019 BOND	<u>127,560.00</u>
	605,706.00
From:	
010.50620.050.3078.9010      2021 BOND SERIES A	104,850.00
010.50620.050.3080.9010      2022 BONDS	81,746.00
010.50620.050.3081.9010      2023 PROPOSED BAN	270,150.00
010.50620.050.3046.9010      2020 BOND	21,400.00
010.50620.050.3046.9010      2020 BOND	108,800.00
010.50620.050.3079.9010      2021 BOND SERIES B	<u>18,760.00</u>
	605,706.00

At a regular meeting of the Watertown Town Council held on Monday, October 20, 2025 the

Councilman/Councilwoman \_\_\_\_\_ . The motion was supported by  
 Councilman/Councilwoman \_\_\_\_\_ .  
 MaryAnn Rosa, Chairman

Watertown Town Council

Dated at Watertown, Connecticut this 20th day of October, 2025.

Motion declared adopted.

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Susan King, Clerk  
Watertown Town Council



Town Council  
Regular Meeting 10/20/202  
Item 9 f

## RESOLUTION

WHEREAS, expenses in the 2024-25 fiscal year require the transfer of funds:

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

### **OTHER EXPENSE ADJUSTMENTS FOR FY 2024-2025 TO CLOSE OUT THE FISCAL YEAR**

#### **GENERAL FUND**

**NO: 1**

To:

010.50227.002.2392.9010	CAR ALLOWANCE	1,559.64
010.50334.004.0000.9010	LEGAL & FISCAL SERVICES	11,172.25
010.50561.007.1499.9010	PRINTER	126.00
010.50331.009.0000.0000	PHOTOGRAPHIC SERVICE	1,230.75
010.50337.010.0000.0000	MILEAGE ALLOWANCE	800.00
010.50401.010.0000.9010	OFFICE SUPPLIES	378.43
010.50336.011.0000.9010	ADVERTISING	88.12
010.50323.014.0000.9010	UTILITIES - ELECTRIC	15,894.21
010.50337.014.0000.9010	MILEAGE ALLOWANCE	128.90
010.50337.015.0000.9010	MILEAGE ALLOWANCE	13.65
010.50323.022.0000.9010	UTILITIES - ELECTRIC	525.33
010.50329.025.0000.9010	TRAINING-MTGS W/O TRAVEL	698.71
010.50323.034.0000.9010	UTILITIES - ELECTRIC	202.14
010.50325.036.0000.9010	UTILITIES - FUEL OIL & GAS	9.25
010.50300.040.3013.9010	TYLER SETUP AND TRAINING	3,717.50
010.50412.040.2405.9010	CREDIT CARD FEES	8.55
010.50334.041.0000.9010	LEGAL & FISCAL SERVICES	48,530.71
010.50210.042.0000.9010	SOCIAL SECURITY & MEDICARE	155,535.06
010.50243.042.0000.9010	DISABILITY INSURANCE	1,463.59
010.50232.042.0000.9010	LIFE INSURANCE	5,881.24
010.50242.042.0000.9010	UNEMPLOYMENT COMPENSATION	7,565.00
010.50341.043.0104.9010	PROBATE	828.76
010.50341.043.0102.0000	TAX REFUNDS	1,823.19
010.50341.043.0102.9010	TAX REFUNDS	161,126.05

010.50720.043.0535.0000	TOWN CLERK TO STATE	1,669.00
010.50310.055.2101.9010	BACKGROUND CHECKS	<u>2,727.69</u>
		423,703.72

From:

010.50329.002.0000.9010	TRAINING-MTGS W/O TRAVEL	858.65
010.50354.002.0000.9010	SPECIAL EVENTS & PROGRAMS	700.99
010.50401.007.0000.9010	OFFICE SUPPLIES	126.00
010.50331.009.0000.9010	PHOTOGRAPHIC SERVICE	3,958.44
010.50337.010.0000.9010	MILEAGE ALLOWANCE	378.43
010.50401.010.0000.9010	OFFICE SUPPLIES	800.00
010.50401.011.0000.9010	OFFICE SUPPLIES	88.12
010.50317.014.0000.9010	MAINT LAND & BUILDINGS	\$13,133.78
010.50325.014.0000.9010	UTILITIES - FUEL OIL & GAS	2,657.32
010.50326.014.0000.9010	TELEPHONE	\$13,109.83
010.50410.014.0000.9010	BUILDING MAINT SUPPLIES	\$13,595.29
010.50321.015.0000.9010	OTHER EQUIPMENT MAINT	13.65
010.50323.022.2880.9010	WHS/FRENCH STREET	525.33
010.50337.025.0000.9010	MILEAGE ALLOWANCE	698.71
010.50332.028.0000.9010	MAINTENANCE AGREEMENTS	\$31,989.31
010.50332.028.1472.9010	MAINTENANCE AGREEMENTS - IT/POLICE	\$36,210.81
010.50495.028.0000.9010	AUDIO VISUAL EQPT	\$12,500.00
010.50560.028.1472.9010	COMPUTER INFO STRUCTURE - IT/POLICE	\$25,920.20
010.50560.028.2401.9010	COMPUTER INFO STRUCTURE	\$38,492.45
010.50411.031.0499.9010	ASPHALT FOR ROADS	\$32,087.71
010.50500.031.3183.9010	GPS	\$11,659.96
010.50526.031.1640.9010	PAVING	\$20,532.28
010.50317.033.0000.9010	MAINT LAND & BUILDINGS	\$8,723.95
010.50360.033.0000.9010	SOLID WASTE CRRRA FEES	\$31,042.50
010.50361.033.1561.9010	RECYCLING	\$10,326.00
010.50319.036.0000.9010	VEHICLE MAINTENANCE	\$15,242.47
010.50575.036.3070.9010	TRUCK - RACK BODY	\$11,521.88
010.50333.040.0000.9010	MEDICAL SERVICES	143.11
010.50401.040.0000.9010	OFFICE SUPPLIES	2,235.62
010.50560.040.0560.9010	ANNEX COPIER	1,347.32
010.50225.042.0000.9010	SEVERANCE - SICK/VACATION	46,395.36
010.50720.043.0535.9010	TOWN CLERK TO STATE	15,447.00
010.50690.046.0000.9010	MISCELLANEOUS OBJECTS	<u>\$21,241.25</u>
		\$423,703.72

Dated at Watertown, Connecticut this 20th day of October, 2025.

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MaryAnn Rosa, Chairman  
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Monday, October 20, 2025 the foregoing resolution was moved for adoption by

Motion declared adopted.

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Susan King, Clerk  
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Monday, October 20, 2025 the foregoi resolution was moved for adoption by

Motion declared adopted.

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Susan King, Clerk  
Watertown Town Council



Town Council  
Regular Meeting 10/20/2025  
Item: 9 g

## RESOLUTION

WHEREAS, taxpayers have made applications for property tax refunds in accordance with C.G.S. Sections *Refunds of Excess Payment*:

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

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

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

Dated at Watertown, Connecticut this 20<sup>th</sup> day of October, 2025.

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Mary Ann Rosa, Chair  
Watertown Town Council

At a regular meeting of the Watertown Town Council held on October 20, 2025, the foregoing resolution was moved for adoption by Councilman/Councilwoman \_\_\_\_\_.  
The motion was supported by Councilman/Councilwoman \_\_\_\_\_.

Motion declared adopted.

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Susan King, Clerk  
Watertown Town Council

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ACTION TAKEN BY THE TOWN COUNCIL:

At a regular meeting of the Town Council held on \_\_\_\_\_ day of \_\_\_\_\_ 2025, it was authorized to refund property taxes, interest, and fees amounting to \$ \_\_\_\_\_ to the below applicants.

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	2021/1GNSKSKD2MR159822	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	2018/1C6RR7HTXJS205682	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	750 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	2016/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	2011/1G12E5E73BF248070	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	2014/1G11A5SL4EF197368	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	2021/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	2021/5N1AT3BB7MC686386	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	2021/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	2021/5N1AT3BB1MC754844	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	2022/5N1AZ2BS0NC110259	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	2021/JN1BJ1AW4MW661731	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	2021/3N1AB8CV5MY281876	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	2021/JN1BJ1CW8MW667383	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	2023/1N4BL4DW8PN314164	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	2023/1N6ED1EK8PN617828	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	2023/1N4BL4EW0PN340790	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	2021/5N1AT3BB1MC847797	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	2022/3PCAJ5BB0NF107202	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	61.94	-	-	61.94
2024-03-0068731	SNYDER MARK L	524 BUCKINGHAM ST	OAKVILLE, CT	2019/KNDPNAC3K7607286	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	2021/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 SYRJA	65 PLEASANTVIEW AV	OAKVILLE, CT	2011/2CNFLCEC8B6432590	Sec. 12-129 Refund of Excess Payments - ACCOUNT PRORATED	10.69	-	-	10.69
TOTAL						6,299.14	0.76	-	6,299.90

Susan King, Clerk of the Town Council

**TOWN OF WATERTOWN  
DEPARTMENTAL REPORTS**

Fire Department

Town Clerk

Water & Sewer

TOWN OF  
WATERTOWN, CONNECTICUT.

*Prepared for the:*

*Monday, October 20, 2025*

*Town Council Meeting*

*Working for you*

## **Fire Dept. Monthly Town Council Reporting October 20, 2025**

Incident Reponses Year to date, 09/30/2025 - 2240

Total incidents September- 270

Total medical incidents September- 196

Total fire incidents September - 74

Mutual Aid requests September- 3

Structure fires September – (1) 68 Golfview Dr

MVA w/ Injury September- 14

Total Vol. Asso. Membership to date – 71 There are 5 new applicants for membership currently

Total members on Leave - 7 (4 Medical-2 Personal-1 Military)

Total Active Membership - 64

Total Apparatus drivers - 35

Total Vol. EMRs 16

Total Vol. EMTs 30

Total Vol. Paramedic 3

Fire Junior Corp. 2-- 1 new application received

The Fire Dept. continues to sponsor a monthly Red Cross Blood Drive at Fire HQ, next date is 10/21/2025,

The Watertown Fire Dept. continued during September to provide residents with emergency responses of 72.5 % medical calls and 27.5 % fire - misc. calls

Ladder 2 replacement is progressing well and factory inspection was completed on 10/03/25. The Truck is currently in Rhode Island at the dealership, with final installations being performed.

The Fire Dept. on 9/13/25 participated in 142nd CT State Firefighters convention in Orange CT

The vehicle fleet is in good shape, 20.9 % of the FY 25-26 vehicle Maint. budget has been spent.

The Fire Dept. conducted the Town Citizen academy on 10/8/25 at Fire HQ with 7 citizens attending. The session was received well by the public, with many questions answered and the citizens asking at the conclusion, what they could do to help the fire department.

Respectfully, Chief David Bromley

# TOWN OF WATERTOWN

CONNECTICUT

Office of the Town Clerk



61 ECHO LAKE ROAD  
WATERTOWN, CT 06795  
Telephone 860-945-5230  
www.watertownct.org

October 14, 2025  
Monthly Departmental Report

Town Clerk's Office

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## September 2025 reporting:

274 Land Records Recorded  
took in \$28,110.00 in town conveyance tax  
8 Maps Recorded  
12 Property Foreclosure Registrations and De-Registrations  
5 Sports Licenses (Hunting, Fishing licenses and permits)  
0 Liquor License Permits – *note: PA 25-51, effective October 1st this filing is no longer required in order to make the permit effective. Approx. yearly revenue loss to town \$ 800*  
0 Cigarette Dealer License Applications  
5 Notary Commissions and 1 Notary  
3 Trade Name Recordings  
11 Burial Permits  
9 Cremation Permits  
996 Land Record Copies, plus 47 large & regular size map copies  
3 Certified Land Record/Map Copies  
2 Scan fee collections  
21 Dog Licenses plus 1 replacement tag  
9 Marriage Licenses  
0 Military Discharge Recordings  
119 Vital Record Certified Copies

## Project Progress:

\*Town Council meeting minutes scan project continuation – back to 1967  
\*113 Referendum absentee ballots issued for Town Referendum.

A handwritten signature in black ink, appearing to read "Lisa Dalton".

Respectfully submitted,  
Lisa Dalton, MCTC  
Watertown Town Clerk



**TOWN OF WATERTOWN**  
**WATER AND SEWER AUTHORITY**  
 747 French Street  
 Oakville, Connecticut 06779-1099  
 Main Office (860) 945-5299

Date: October 2, 2025  
 To: Mark A. Raimo, Town Manager  
 From: David McMahon, WSA Superintendent / Engineer *DM*  
 Re: **Superintendent's Report – September 2025**

**I. Operations Water and Sewer: September 2025**

Call Before You Dig – <b>153</b>	Non-Payments – Shut-Off – <b>0</b>	Non-Payments – Turned On – <b>0</b>
Backflow Device Inspections – <b>0</b>	Fats, Oil, & Grease – <b>0</b>	Water Leak Investigation – <b>5</b>
Water Service Leaks – <b>3</b>	Water Service Repairs – <b>3</b>	Water Service Inspections – <b>3</b>
Water Main Leaks – <b>1</b>	Water Main Repairs – <b>1</b>	Water Main Inspections – <b>1</b>
Fire Hydrants Flushed – <b>0</b>	Fire Hydrants Installations – <b>0</b>	Fire Hydrants Repaired – <b>0</b>
Water Service Taps – <b>2</b>	Water Service Installations – <b>2</b>	Water Main Installations – <b>0</b>
Sewer Lateral Inspections – <b>4</b>	Sewer Main Inspections – <b>0</b>	Sewer CCTV Inspections – <b>0</b>
Sewer Lateral Blockage – <b>0</b>	Sewer Lateral Repairs – <b>0</b>	Sewer Lateral Installations – <b>4</b>
Sewer Main Blockages – <b>0</b>	Sewer Main Repairs – <b>0</b>	Sewer Main Installations – <b>0</b>
Sewer Manhole Inspections – <b>5</b>	Sewer Manhole Repairs – <b>5</b>	I&I Inspections – <b>0</b>

**II. Business Administration:**

Total Customer Transactions from **September 1-September 30**

- Broken down as: Cash – **5%** Checks – **68%** Electronic – **27%** = **\$465,128.63**
- Property(ies) in Tax Sale: **01 with Tax Office – August 13, 2025**

Non-Payment / Collections Shut Offs: **Shut off notices sent out September 3, 2025**

- Notices Mailed: **133**
- Outstanding Amount: **\$100,266.31**
- Monies Collected: **\$54,987.09 = 55%**

**III. Department Position Status:**

- Temporary Administrative Position - Hiring Service Vendor – Onboard
- WSA Utility Maintainer II – Vacant – External Applications Received – 1<sup>st</sup> and 2<sup>nd</sup> Interviews scheduled 2025
- WSA Business Analyst II – Vacant – On Hold by Town Manager
- WSA Chief Maintainer – Drafting Job Description for Union and Town Manager Approvals
- WSA Assistant Controller – Drafting Job Description for Union and Town Manager Approvals
- WSA Business Analyst I – Drafting Job Description for Union and Town Manager Approvals

#### IV. Project Status:

- Proposed Rates & Fees Increases – Ongoing and Pending Total Amount Bonded
- Bunker Hill WPS – New Vertical Turbine 50HP Pump and Equipment – Ongoing
- Fern Hill WPS – New Vertical Turbine 60HP Pump – Functioning since 05-22-2025
- Waterbury Demolished Old Chemical Building on Bassett Rd
- WSA & Waterbury – WWD 42” Transmission Main Repairs – Bassett Rd – Delayed to 2026 - 2027
- WSA & Waterbury – WWD Slip Lining Project – Ongoing, scheduled to be completed by the end October
- Echo Lake Booster Station – 16” & 12” Main Installation Design Project – On Hold
- WSA Emergency Operations Plan – Draft Reviews – Pending Reviews by Town Manager and Emergency Management Director – 04-23-2025
- Edmunds GovTech - WSA Utility / Customer Billing Software Project – Ongoing Next Meeting Scheduled for October
- WaterWorth Utility Software Project – Ongoing Next Meeting Scheduled for October
- Lead and Copper Rule – Task III – Ongoing Next Meeting Scheduled for October
- SCADA Upgrade Project – Ongoing
- ArcGIS Project – Ongoing
- AMI (Automated Metering Interface) Pilot Project - Ongoing
- Water Storage Tanks – Multi-year Maintenance & Repairs Project – Bid Documents Preparation
- Bunker Hill Rd – Straits Tpke to Commercial St – 12” Main Installation Project – Ongoing Design
- Commercial St – States St to New Wood Rd – 12” Main Installation Project – Ongoing Design
- Frederick St – Frederick St D.E. to Falls Ter – 6” Main Installation Project – Ongoing Design
- CT DPH Project Applications – Applications submitted
- CT DEEP Project Applications – Application submitted for I&I (Infiltration & Inflow)