



**TOWN COUNCIL
WATERTOWN, CONNECTICUT
MONDAY, MARCH 2, 2026
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. February 17, 2025 – Regular Meeting
 - b. February 17, 2026 – Special Town Meeting
6. Chairman's Report
 - a. Correspondence
7. Staff Reports.
 - a. Town Manager
 - b. Finance Director
8. Subcommittees.
 - a. Finance – Budget Reviews
 1. Finance Admin.
 2. Tax – to be added Monday
 3. Assessor – to be added Monday

4. Health Services
5. Misc. Central Services
6. Legal
7. Employee Benefits
8. Misc. Non-Town Agencies
9. Reserve Wage & Benefit
10. Reserve Contingency
11. General Fund Debt
12. Debt Service Fund
13. General Fund Revenue
14. Information Technology
15. Human Resources
16. Parks
17. Recreation
18. Senior Center
19. Social Services
20. Crestbrook Golf

9. New Business.

- a. Consider appointments to boards and commissions.
- b. Consider an appropriation from the General Fund in the amount of \$49,000 for the cost of the demolition of an unsafe structure located at 169 Main Street. A lien will be placed on the property for costs associated with the demolition.
- c. Consider a resolution authorizing an appropriation from the General Fund for tax refunds.
- d. Consider a resolution authorizing the payment of tax refunds.

10. Adjournment.

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

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



WATERTOWN, CONNECTICUT
PARKS, RECREATION, SENIOR, & SOCIAL SERVICES
61 ECHO LAKE ROAD WATERTOWN, CONNECTICUT 06795-2629
MAIN OFFICE (860) 945- 5246 FAX (860) 945- 4734



MEMORADUM

Town Council
Regular Meeting 01/05/2026
Item: 8 (b) 14-17

To: Watertown Town Council
From: Michael Ganem, Director of Parks, Recreation, Senior and Social Services
Date: March 2, 2026
RE: Budget FY 2026-2027- Parks, Recreation, Senior, and Social Services
Town Council Presentation Summary

FY 2026- 2027 Budget Highlights & Explanations

Purpose of This Document

This summary provides the Town Council with a clear, consolidated overview of the FY 2026-2027 Department Recommended budget for the divisions within the **Watertown Parks and Recreation Department**.

It is designed to accompany the detailed operating budgets, financial worksheets, and technical exhibits. These documents contain the supporting calculations and assumptions; this summary; highlights material changes from the prior year, and frames the considerations for Council review.

PARKS

Personnel Enhancements

- **WORKING MECHANIC:** After careful evaluation of operational needs, we are proposing a full-time mechanic to support the Parks Division. This position will operate out of the Parks Garage at Veterans Memorial Park, ensuring consistent, on-site maintenance and rapid response for equipment and vehicle repairs. Establishing this role will improve efficiency, reduce equipment downtime, and strengthen overall support for our parks crew and daily park operations and maintenance. (101.50110.036.2148.9010)
- **PART-TIME SALARIES:** Part-time personnel to assist with gardening, landscaping, and beautification efforts across our parks, monuments, and public spaces. These staff members will assist in maintaining plantings, seasonal displays, and landscaped areas to ensure our community

spaces remain attractive, welcoming, and well cared for throughout the year.
(010.50120.036.0000.9010)

- **OVERTIME:** Accounts for additional duty requirements related to public safety coverage at events and park facilities, as well as adjustments based on prior year actual expenditures. The funding ensures appropriate staffing levels to support safe operations while aligning the budget more accurately with historical usage trends. (010.50130.036.0000.9010)

Operations & Maintenance

- **PROF & TECH SERVICES:** Mowing of the Munson House and irrigation installation at the Municipal Parking Lot. This allocation ensures these areas are properly maintained, safe, and visually consistent with the Town's overall landscaping standards. (010.50310.036.0000.9010)
- **MAINT LAND & BUILDINGS:** Routine maintenance, repairs, and upkeep at various park pavilions and gazebos. This allocation helps keep structures safe, functional, and well-maintained for public use throughout the year. The funding will also support miscellaneous maintenance needs directed toward athletic fields across our various park locations.
(010.50317.036.0000.9010)
- **MAINT NOT BUILDINGS:** This increase is intended to support necessary repairs and ongoing maintenance at our playscapes. This allocation will help address wear and tear, address safety compliance, and extend the lifespan of playground equipment across our park system.
(010.50318.036.0000.9010)
- **TENNIS COURT REPAIR:** The Parks and Recreation Commission's has identified tennis and pickleball court replacement as a **high priority**. The Town is currently under contract with SLR and is in the process of developing a comprehensive plan to guide the renovation and long-term improvement of these features. (010.50318.036.1828.9010)
- **TREE WORK/ REMOVAL:** The ongoing maintenance needs associated with maturing trees throughout our park system. This allocation will support pruning, trimming, and, when necessary, safe removal to address safety concerns, protect park infrastructure, and maintain overall health, appearance, and accessibility of our fields and public spaces.
(010.50318.036.3001.9010)

- **RENTALS:** To cover the cost of a proposed bucket truck required for the installation of American Flags throughout our parks and public spaces. This allocation will also support water service for the Parks Maintenance Garage and portable restrooms located throughout the park system. (010.50322.036.0000.9010)
 - **AGRICULTURE & BOTANICAL:** New plantings, seasonal flowers, and ongoing beautification efforts throughout the Town's parks and public spaces. This funding enhances the visual appeal of our community areas while contributing to overall landscape health and environmental stewardship. (010. 50435.036.0000.9010)
-

RECREATION

Operations & Maintenance

- **MAINTENANCE AGREEMENTS:** Service contracts for the department copier, recreation software, and leased office equipment. This allocation ensures essential administrative systems and equipment remain operational, up to date, and properly maintained to support daily departmental functions. (010.50332.037.0000.9010)
-

SENIOR SERVICES

Personnel Enhancements

- **SR. CNTR/OPERATOR/ TEMPORARY SALARIES:** The compensation for drivers, who are budgeted to work five days per week, in addition to assisting with occasional special events at the Falls Avenue Senior Center. We are proposing a reallocation of \$13,200.00 to Temporary Salaries to provide additional support in administration, data management, and technology functions. (010.50120.039.0111.9010/ 010.50125.039.0000.9010)

Operations & Maintenance

- **MAINTENANCE AGREEMENTS:** Service and maintenance contracts for the department copier, as well as newspaper subscriptions. This allocation ensures essential office equipment

remains operational and provides continued access to informational resources that support daily operations and community awareness. (010.50332.039.0000.9010)

SOCIAL SERVICES

Personnel Enhancements

- **TEMPORARY SALARIES:** Social Services will provide additional staffing support during peak seasons to ensure continuity of services and timely assistance to residents.
(010.50125.029.0000.9010)
-



WATERTOWN, CONNECTICUT
PARKS, RECREATION, SENIOR & SOCIAL SERVICES
61 ECHO LAKE ROAD WATERTOWN, CT 06195
MAIN OFFICE (860) 945- 5246



Town Council
Regular Meeting 01/05/2026
Item: 8 (b) 18

MEMORADUM

To: Watertown Town Council
From: Michael Ganem, Director of Parks, Recreation, Senior and Social Services
Date: March 2, 2026
RE: Budget FY 2026-2027- Crestbrook Park Golf Course
Town Council Presentation Summary

FY 2026- 2027 Budget Highlights & Explanations

Purpose of This Document

This summary provides the Town Council with a clear, consolidated overview of the FY 2026-2027 Department Recommended budget for the divisions within the **Crestbrook Park Golf Course**.

It is designed to accompany the detailed operating budgets, financial worksheets, and technical exhibits. These documents contain the supporting calculations and assumptions; this summary explains how they fit together, highlights material changes from the prior year, and frames the policy considerations for Council review.

CRESTBROOK PARK

Enterprise Utility Context

Crestbrook Park Golf Course operates as an enterprise account and is funded through user fees.

In October of 2025, the Parks and Recreation Commission voted unanimously to recommend to the Town Council the golf rates for the 2026 season. Jessica Modeen, Crestbrook Bookkeeper, Marty Byrnes, Golf Professional, Ray Marks, Course Superintendent, and I approached the fiscal year budget proposal using a variety of factors.

Using our historical costs and reasonable forecasted increases along with contractual obligations, our goal is for revenue to offset the expenses within the Crestbrook budget. It is equally important that the revenue line, referred to as "surcharge," be isolated and properly invested. Thank you to our golf

patrons, leagues, and tournaments, as well as the visitors to the restaurant, courts, pavilion, pond, and pool. I am grateful to the golfers, leagues, organizations, and park patrons for their continued support, and I am pleased with the trends shown at our golf course over the last number of years.

Crestbrook Park Golf Course makes Watertown a more desirable place to live and do business. We appreciate the opportunity to improve our return on investment, as we continue to attract golfers to the course and countless visitors to the park's features.

- WORKING FOREMAN: funding has been adjusted to reflect the current contractual agreement. This revision ensures the budget accurately aligns with established compensation terms. (074.50110.123.0049.9074)
- GOLF PRO CART COMMISSION: Adjusted to reflect the increase associated with updated lease terms. This revision ensures the budget accurately aligns with current contractual obligations and projected commission forecast. (074.50310.123.1502.9074)
- MT NOT BLDG/ GOLF COURSE: To support small maintenance projects to be determined. This allocation provides flexibility to address routine repairs and minor improvements. (074.50318.123.1863.9074)
- GOLF CART LEASE: Reflects the Town's obligation a new three-year lease agreement; service and parts included. This agreement will provide golfers with brand-new carts beginning this season, ensuring reliable equipment and an enhanced course experience. This replaces the previous golf cart lease. (074.50322.123.0289.9074)
- EQUIPMENT PARTS: To address ongoing maintenance needs, including the repair and replacement of parts for department equipment. (074.50415.123.0000.9074)
- STATE OF CONN. SALES TAX/ CREDIT CARD FEES: To reflect increased revenue activity and prior year actual expenditures. This allocation ensures the budget accurately accounts for required tax remittances and transaction processing costs. (074.50720.123.0251.9074/
074.50720.123.2405.9074)

FY 2026/2027 INFORMATION TECHNOLOGY (IT) BUDGET

Stabilizing Systems • Managing Risk •
Planning Ahead





CYBERSECURITY & RISK PROTECTION

Firewall replacements approaching end-of-support

Network, endpoint, and system security renewals

Protection of Police, public-facing, and internal systems

Focus on prevention rather than incident response



MAINTENANCE & LICENSE MANAGEMENT

Identified all recurring software and service renewals

Documented expiration dates and renewal cycles

Reduced risk of service disruption and emergency costs

Predictable, transparent annual budgeting



INFRASTRUCTURE & LIFECYCLE PLANNING



Complete inventory of
Town-wide hardware
and software



Recognition of aging
and obsolete equipment



Multi-year IT roadmap
to phase replacements
responsibly



Avoidance of large,
sudden capital spikes

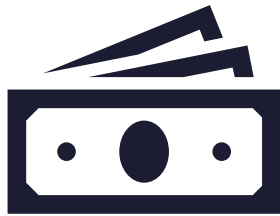


OPERATIONS & STAFFING ALIGNMENT

- Improved coordination with VC3 and internal IT functions
 - Clearer accountability and system documentation
 - Budget reflects alignment of duties, title, and compensation
 - Improved service reliability across all departments
-



FISCAL RESPONSIBILITY & LONG-TERM VALUE



Budget focuses on **stability**,
not expansion



Planned investments reduce
long-term costs



Protects critical services while
maintaining budget discipline

<u>Account</u>	<u>Description</u>	<u>FISCAL YEAR</u>	<u>FISCAL YEAR</u>	2.9.2026	<u>FISCAL YEAR</u>	<u>FISCAL YEAR</u>	<u>FISCAL YEAR</u>	<u>FISCAL YEAR</u>
		<u>2024-2025</u>	<u>2025-2026</u>	<u>2025-2026</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2026-2027</u>	<u>2026-2027</u>
		<u>Actual</u>	<u>Adopted</u>	<u>Expended</u>	<u>1 Year</u>	<u>Department</u>	<u>Town Manager</u>	<u>Town Council</u>
		<u>Expenditures</u>	<u>Budget</u>	<u>To Date</u>	<u>Estimate</u>	<u>Recommended</u>	<u>Recommended</u>	<u>Recommended</u>
028 - IT - Information Technology								
501 - Personnel Services								
010.50110.028.2814.9010	IT TECHNICIAN	-	55,460	34,262	55,460	68,000	68,000	
010.50130.028.0000.9010	OVERTIME	8,880	5,000	1,191	5,000	5,000	5,000	
010.50220.028.0000.9010	EMPLOYEE'S RETIREMENT	513	-	1,418	-	-	-	
503 - Purchase Services								
010.50310.028.2066.9010	WEBSITE	3,300	3,800	3,300	3,800	3,800	3,800	
010.50332.028.0000.9010	MAINTENANCE AGREEMENTS	179,456	199,401	42,369	199,401	196,678	196,678	
010.50332.028.1472.9010	MAINTENANCE AGREEMENTS - IT/POLIC	105,493	82,200	5,345	82,200	112,083	112,083	
010.50310.028.3237.9010	VC3	-	222,408	81,572	222,408	198,000	198,000	
010.50332.028.3007.9010	CYBER SECURITY	1,416	10,000	4,887	10,000	-	-	
010.50310.028.3216.9010	IT MANAGEMENT SERVICES	17,148	-	-	-	-	-	
504 - Supplies & Materials								
010.50401.028.0000.9010	OFFICE SUPPLIES	1,883	1,000	220	1,000	2,000	2,000	
010.50406.028.2389.9010	E-MAIL HOSTING	29,959	-	-	-	-	-	
010.50495.028.0000.9010	AUDIO VISUAL EQPT	167	5,000	-	5,000	8,000	8,000	
505 - Equipment & Improvements								
010.50560.028.1472.9010	COMPUTER INFO STRUCTURE - IT/POLIC	94,741	151,900	-	151,900	142,800	142,800	
010.50560.028.2401.9010	COMPUTER INFO STRUCTURE	91,356	83,063	8,201	83,063	81,100	81,100	
010.50560.028.3082.9010	COMPUTER LEASE	-	-	-	-	-	-	
IT - Information Technology Total		534,312	819,232	182,765	819,232	817,460	817,460	-



BOTTOM LINE:

A stable, secure, and fiscally responsible IT framework for Watertown's future.

Thank you,

Mark A. Raimo
Town Manager



WATERTOWN, CONNECTICUT

PARKS, RECREATION SENIOR

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

Town Council
Regular Meeting 03/02/2026
Item: 9 (a)



RECEIVED

FEB 20 2026

TOWN MANAGERS OFFICE
WATERTOWN, CT

TO: Mark A. Raimo,
Town Manager

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

DATE: February 20, 2026

RE: Recommendation to Reappoint the Municipal Agent

Laura Garay, Watertown's Municipal Agent, plays a crucial role in ensuring that elderly residents have access to the necessary resources and support within their communities, working across several Town Departments and with their teams.

A Municipal Agent is an appointed representative in Watertown who assists elderly residents aged 60 and older. Their primary duties include:

- Disseminating information about community resources and benefits available to elderly people
- Assisting individuals in applying for federal and state benefits, such as Medicare and Medicaid
- Reporting needs and problems of the elderly to the municipality's chief elected official and the Department of Aging and Disability Services
- Providing referrals to various services and programs that support seniors and their families
- I recommend that Laura Garay be reappointed to serve as Watertown's Municipal Agent.

Thank you for your consideration

Cc: Laura Garay, Municipal Agent



TOWN OF WATERTOWN CONNECTICUT

Building Inspector's Office
61 Echo Lake Rd.
Watertown, Connecticut 06795
Tel: 860-945-5264

Town Council
Regular Meeting 03/02/2026
Item: 9 (b)

2/27/2026

On 4/18/2024 an inspection was conducted of the property at 169 Main St. Watertown, CT. The building was found to have a sizable hole in the roof exposing the inside to the elements causing deterioration to the structure and making it unsafe and unsanitary. A notice of violation was sent to the owner, John Kmetz, stating the building was an unsafe structure and to rectify the violation. Mr. Kmetz and I had some discussions and he assured me on numerous occasions that the violation would be rectified. Time went on and nothing was done to rectify the violation. Another notice of violation was sent on 2/18/2025. Again, no action to rectify the violation was taken.

On 10/6/2025 another inspection was conducted and it was determined the building was in disrepair and was a danger to the public and would need to be demolished. After years of exposure to the elements the roof and structure framing was deteriorated and was not repairable and in danger of collapse causing a public danger. At this point the only way to rectify the violation and make the property safe would be to demolish the building.

On 10/6/2025 a notice of imminent danger, order to vacate and posting of unsafe structure emergency measures/work-demolition order was sent to Mr. Kmetz by Marshal. The order states that the only corrective measure would be to demolish the building. The order states Mr. Kmetz has 10 days to comply or the Building Official will take corrective action (demolish the building). Mr. Kmetz had ample time to comply and/or contact the Building official and did neither.

At this time the Town of Watertown will demolish the building and render the property safe. There will be a lien placed on the property for all expenses. The cost for the demolition is \$49,000.00. Because there is no way to abate hazardous material from the building before the demolition, due the dangerous condition of the building, the demolition will be done by an alternate work practice. All materials will be considered hazardous and will be loaded into dumpsters and removed from the site accordingly. All materials are brought to an appropriate hazardous waste site. To remove materials in this manner is more costly than the norm. Engineers will be on site to oversee and document all work.

Jeffrey Biolo
Building Official



1/30/2026

Gene Caron

Invoice

Invoice for

Town of Watertown

Project

169 Main Street
Watertown, CT 06795

Description	Total price
Demolition of Building - Equipment and Personell mobilization for Hazardous building Demolition - Demolition of building with qualified trained personell (Equipment Operator Only) - Loading of Demolished material into lined dumpsters (See Disposal Cost below) - Foundation to remain - Clean debris from site Note: Abatement Contractor to provide laborers as required for demolition work and dust control Disposal of Debris in accordance with Hazardous material survey report. All Materials to be disposed of as	\$49,000.00
CT State Tax (6.35%)	\$3,111.50
Notes:	\$52,111.50



RESOLUTION

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates \$7,213.19 to line item 010.50341.043.0102.9010 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 2nd day of March, 2026.

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on March 2, the foregoing resolution was moved for adoption by Councilman/Councilwoman _____. The motion was supported by Councilman/Councilwoman _____.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council



RESOLUTION

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

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

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

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

Dated at Watertown, Connecticut this 2nd day of March, 2026

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on March 2, 2026, the foregoing resolution was moved for adoption by Councilman/Councilwoman _____.
The motion was supported by Councilman/Councilwoman _____.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council

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

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

refunds were authorized to the below applicants.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Reason	Tax	Int	Fees	Refund
2024-01-0002624	EVERITT-JACOVINO DA	4 EVERITT LANE	OAKVILLE, CT 067	4 EVERITT LN	Sec. 12-129 Refund of Excess Payments.	119.78	0	0	119.78
2024-01-0007946	HOME LOAN SERV	PO BOX 7899	BOISE, ID 83707-	245 CHERRY AVE	Sec. 12-129 Refund of Excess payments -	1,978.74	0	0	1,978.74
2024-01-0008480	HOME LOAN SERV	PO BOX 7899	BOISE, ID 83707-	47 WESTVIEW DR	Sec. 12-129 Refund of Excess payments -	3,029.09	0	0	3,029.09
2024-04-0081720	KAUD CHARLES A	76 CURTISS LN	WATERTOWN, CT	2021/WAUEAAF4XMA039713	Sec. 12-129 Refund of Excess Payments -	59.75	0	0	59.75
2024-04-0082171	MATOS DEBRA L	20 ROCKLAND AVE	OAKVILLE, CT 067	2021/JF2GTHNC1M8381535	Sec. 12-129 Refund of Excess Payments.	13.25	0	0	13.25
2024-03-0064639	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN 37	2022/5N1BT3CB3NC713569	Sec. 12-129 Refund of Excess Payments -	193.57	0	0	193.57
2024-03-0064658	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN 37	2022/5N1BT3CB9NC670498	Sec. 12-129 Refund of Excess Payments -	387.69	0	0	387.69
2024-03-0064682	NISSAN INFINITI LT LLC	P O BOX 22059	NASHVILLE, TN 37	2022/5N1BT3CB9NC689164	Sec. 12-129 Refund of Excess Payments -	484.21	0	0	484.21
2024-03-0068373	SHEPARD PAMELA M	259 WESTGATE RD	WATERTOWN, CT	2015/2C3CDXJGXFH886889	Sec. 12-129 Refund of Excess Payments -	103.94	0	0	103.94
2023-03-0071127	VW CREDIT LEASING LT	1401 FRANKLIN BL	LIBERTYVILLE, IL	2020/3VV2B7AX8LM155941	Sec. 12-129 Refund of Excess Payments -	116.66	0	0	116.66
2024-01-0008711	WINTHROP BRIAN & M	1879 LITCHFIELD F	WATERTOWN, CT	1879 LITCHFIELD RD	Sec. 12-129 Refund of Excess Payments.	726.51	0	0	726.51
TOTAL						7,213.19	0.00	0.00	7,213.19

Susan King, Clerk of the Town Council