



**TOWN COUNCIL
WATERTOWN, CONNECTICUT
MONDAY, AUGUST 17, 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. Consider the appointment of a member of the Watertown Town Council.
5. Public Participation.

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

6. Minutes.
 - a. July 20, 2026 – Regular Meeting.
7. Chairman's Report.
 - a. Correspondence.
 1. Resignation from Karim Belica as a member of the Parks and Recreation Commission, dated July 22, 2026
8. Staff Reports.
 - a. Town Manager.
9. Subcommittees.

10. New Business.

- a. Consider appointments to boards and commissions.
- b. Consider an appropriation from the General Fund for Fiscal Year 2025/2026 in the amount of \$5,542.12 to be placed into the Police Overtime line item 010.50130.020.0000.9010. Funds received through a Department of Transportation grant for Click-it-or-Ticket enforcement.
- c. Consider an appropriation from the General Fund for Fiscal Year 2026/2027 in the amount of \$2,015.83 of which \$825.00 is to be placed in the Dispatchers Training line item 010.50329.025.0000.9010 and \$1,190.83 to be placed in Dispatchers Overtime line item 010.50130.025.0000.9010. Funds have been received from the State Department of Emergency Services.
- d. Consider an appropriation from the General Fund for Fiscal Year 2025/2026 in the amount of \$7,486.08 to be placed in the Police Overtime account 010.50130.0000.9010. Funds received from the State of Connecticut Department of Transportation for DUI enforcement.
- e. Consider an appropriation from the General Fund for Fiscal Year 2025/2026 in the amount of \$18,761.60 to be placed in the Police Overtime account 010.50130.0000.9010. Funds received from the State of Connecticut Department of Transportation for distracted driving and high visibility enforcement.
- f. Consider an appropriation from the General Fund in the amount of \$7,225 to be placed in line item 010.50332.019.0000.9010-Police Maintenance Agreements. Funds received from Axiom Forensics through a grant from the Internet Crimes Against Children Taskforce.
- g. Consider a resolution authorizing the transfer of \$20,000 from the General Fund Miscellaneous Revenue line item to Special Capital Project Fund 261 – Fiscal Year 2023/2024 Various Road Improvements.
- h. Consider the sale of a parcel of land located on Litchfield Rd., (Map 053-Block 33A-Lot 009) according to the Guidelines for Sale of Real Property (without building).
- i. Consider authorizing the assignment of the Crestbrook Park Golf Course Restaurant Lease agreement from JJST, Inc. to Sunset Bar and Grill, Inc.

**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**

- j. Consider authorization the purchase of Fiscal Year 2026/2027 Public Works Vehicle Replacements for a total amount of \$850,000. Funding is requested for the purchase as follows:

1. \$403,281 from the Construction Equipment Replacement Fund account
230.50535.244.000.9230.
2. Set a town meeting to appropriate \$155,640 from FEMA Account
010.40236.420.3052.0000 to line item FEMA Expenditures
283.50690.460.0000.9283
3. Set a town meeting to appropriate \$291,079 from FEMA Account
010.40236.21910000 to line item FEMA Expenditures
283.50690.460.0000.9283

- k. Consider updated job description for Payroll Coordinator.

- l. Consider a resolution authorizing an appropriation from the General Fund for tax refunds.

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

11. Adjournment.

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Town Council
Regular Meeting 08.17.2026
Item: 7 (a) 1

WATERTOWN, CT
TOWN CLERKS OFFICE
RECEIVED FOR RECORD

2026 JUL 22 AM 9:32

Kari Dalton
TOWN CLERK

Karim Belica

Watertown, CT

July 22, 2026

Parks and Recreation Commission

Town of Watertown

61 Echo Lake Road

Watertown, CT 06795

Resignation from the Parks and Recreation Commission

Dear Members of the Parks and Recreation Commission and Town Officials,

Please accept this letter as formal notification of my resignation from my position as a Commissioner on the Watertown Parks and Recreation Commission, effective July 31st, 2026.

This decision comes as I prepare to resume my studies in the upcoming fall semester in pursuit of my Masters degree. With the rigorous academic demands and class schedule required for my degree program, I will no longer be able to devote the necessary time and focus to fulfill my duties on the Commission at the level our town and residents deserve.

It has been a privilege to serve the Watertown community alongside fellow dedicated commission members and staff.

Thank you for the opportunity to serve. I wish the Commission continued success in serving the Town of Watertown.

Sincerely,

Karim Belica

Karim Belica



TOWN OF WATERTOWN

WATER AND SEWER AUTHORITY
747 FRENCH STREET
OAKVILLE, CONNECTICUT 06779-1099
(860) 945-5299

NOTICE OF PUBLIC HEARING PROPOSED AMENDMENTS TO WATER AND SEWER RATES

**Wednesday, August 26, 2026, at 7:00 p.m.
Watertown High School Auditorium
324 French Street, Watertown, Connecticut 06795**

Pursuant to Connecticut General Statutes §§ 7-239 and 7-255, the Watertown Water and Sewer Authority hereby gives notice of a Public Hearing to receive public comment concerning proposed amendments to water and sewer rates and charges.

Said Public Hearing will be held at 7:00PM on Wednesday, August 26, 2026, at Watertown High School Auditorium.

The proposed amendments include:

1. revisions to standard quarterly fixed service charges and water and sewer quantity rates for customers served under Connecticut Public Water System No. CT1530021;
2. revisions to applicable quarterly fixed service charges and sewer quantity rates for customers served under Connecticut Public Water System No. CT1539031;
3. corresponding adjustments to special customer classifications, unless otherwise required by an applicable agreement or law;
4. consideration of the planned rate schedule for Fiscal Years 2028 through 2031;
5. an annual financial and operational review process; and
6. related amendments to the Authority's rate structure presented in the hearing materials.

The proposed initial water adjustment would increase standard water quarterly fixed service charges and the water quantity rate by 25.5 percent. The proposed initial sewer adjustment would increase standard sewer quarterly fixed service charges and the sewer quantity rate by 31 percent. The resulting proposed charges, together with the planned rates for Fiscal Years 2028 through 2031, are set forth in the attached Proposed Rate Schedule.

If adopted following the public hearing, the initial rates would take effect upon adoption and would apply only to usage occurring after the effective date. Because customers are billed quarterly in arrears, usage periods occurring before the effective date would remain subject to the existing rates. If adopted at the end of August 2026, the earliest affected bills are anticipated to be the bills for September through November 2026 usage.

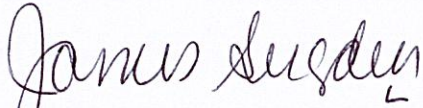
At the public hearing, users of the waterworks system, owners of property served or to be served, owners of property against which sewer charges would be levied, and other interested persons will have an opportunity to be heard concerning the proposed rates and charges.

Copies of this notice, the proposed rate schedule, and supporting hearing materials will be available for

public inspection at least ten days before the hearing at the Watertown Town Clerk's Office, 61 Echo Lake Road, Watertown, Connecticut, and at the Water and Sewer Authority office, 747 French Street, Oakville, Connecticut, during regular business hours. The materials will also be posted on the Town of Watertown website.

Written comments may be delivered or mailed before 2:00 p.m. on the date of the hearing to: Watertown Water and Sewer Authority, Attn: Chairman, 747 French Street, Oakville, Connecticut 06779, or submitted by email to **wsa-info@watertownct.org**. Written comments received before the hearing will be made part of the public hearing record.

BY ORDER OF THE WATERTOWN WATER AND SEWER AUTHORITY



James Sugden, Chairman
Water and Sewer Authority

Date of Notice: August 12, 2026

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

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PROPOSED RATE SCHEDULE

Current rates, proposed initial/FY2027 rates, and planned FY2028-FY2031 rates

A-1. Water Quarterly Fixed Service Charges - Under 12,000 Gallons

Meter Size / Rate Component	Current Rate	Initial/FY2027 Effective Upon Adoption	FY2028 Planned	FY2029 Planned	FY2030 Planned	FY2031 Planned
5/8 inch	\$35.38	\$44.40	\$55.72	\$69.93	\$72.03	\$74.19
3/4 inch	\$58.67	\$73.63	\$92.41	\$115.97	\$119.45	\$123.03
1 inch	\$97.85	\$122.80	\$154.12	\$193.42	\$199.22	\$205.19
1 1/2 inch	\$195.69	\$245.59	\$308.22	\$386.81	\$398.42	\$410.37
2 inch	\$313.05	\$392.88	\$493.06	\$618.79	\$637.36	\$656.48
3 inch	\$587.07	\$736.77	\$924.65	\$1,160.44	\$1,195.25	\$1,231.11
4 inch	\$978.45	\$1,227.95	\$1,541.08	\$1,934.06	\$1,992.08	\$2,051.84

A-2. Water Quarterly Fixed Service Charges - Over 12,000 Gallons

Meter Size / Rate Component	Current Rate	Initial/FY2027 Effective Upon Adoption	FY2028 Planned	FY2029 Planned	FY2030 Planned	FY2031 Planned
5/8 inch	\$54.48	\$68.37	\$85.81	\$107.69	\$110.92	\$114.25
3/4 inch	\$90.43	\$113.60	\$142.57	\$178.92	\$184.29	\$189.82
1 inch	\$150.67	\$189.09	\$237.30	\$297.81	\$306.75	\$315.95
1 1/2 inch	\$301.35	\$378.21	\$474.66	\$595.70	\$613.57	\$631.98
2 inch	\$482.21	\$605.37	\$759.74	\$953.48	\$982.08	\$1,011.54
3 inch	\$904.17	\$1,134.94	\$1,424.36	\$1,787.57	\$1,841.19	\$1,896.43
4 inch	\$1,506.99	\$1,891.68	\$2,374.05	\$2,979.44	\$3,068.82	\$3,160.88

PROPOSED RATE SCHEDULE (CONTINUED)

A-3. Water Quantity Rate - Per 1,000 Gallons

Rate Component / Usage Category	Current Rate	Initial/FY2027 Effective Upon Adoption	FY2028 Planned	FY2029 Planned	FY2030 Planned	FY2031 Planned
All Usage	\$4.59	\$5.76	\$7.23	\$9.07	\$9.35	\$9.63

A-4. Sewer Quarterly Fixed Service Charges

Rate Component / Usage Category	Current Rate	Initial/FY2027 Effective Upon Adoption	FY2028 Planned	FY2029 Planned	FY2030 Planned	FY2031 Planned
Under 12,000 gallons	\$71.19	\$93.26	\$122.17	\$160.04	\$164.84	\$169.79
Over 12,000 gallons	\$109.52	\$143.47	\$187.95	\$246.21	\$253.60	\$261.21

A-5. Sewer Quantity Rate - Per 1,000 Gallons

Rate Component / Usage Category	Current Rate	Initial/FY2027 Effective Upon Adoption	FY2028 Planned	FY2029 Planned	FY2030 Planned	FY2031 Planned
All Usage	\$6.09	\$7.98	\$10.45	\$13.69	\$14.10	\$14.52

Rate-plan percentages. Water fixed service charges and quantity rates increase 25.5 percent for the initial rate, FY2028, and FY2029, followed by 3 percent in FY2030 and FY2031. Sewer fixed service charges and quantity rates increase 31 percent for the initial rate, FY2028, and FY2029, followed by 3 percent in FY2030 and FY2031.

Special customer classifications. Unless otherwise required by an applicable agreement or law, special customer classifications would be adjusted by the same percentage increases applicable to the corresponding standard water or sewer fixed service charges and quantity rates.

Annual review. Planned FY2028-FY2031 rates would be subject to annual review of financial, operating, usage, debt-service, capital, revenue, reserve, and wholesale water and sewer cost information, and may be modified by subsequent action of the Authority.

Actual customer bills may vary based on meter size, quarterly usage, customer classification, and other applicable billing provisions.

RETURN OF NOTICE
TOWN OF WATERTOWN
NOTICE OF PUBLIC HEARING

I hereby certify that on August 12, 2026 , I left a duplicate copy of the attached Notice of Public Hearing, Town of Watertown, Connecticut with Lisa Dalton, Town Clerk.

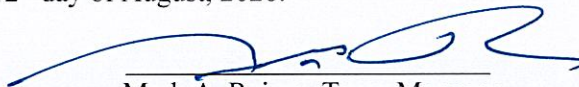
I further certify that on August 12, 2026 I caused to be set upon the signpost or other exterior places nearest the Office of the Town Clerk and all other places and signposts designated by the Town, a written copy of said Notice of Public Hearing signed by the Chairman of the Watertown and Sewer Authority of the Town of Watertown.

This legal notice is also available on the Town of Watertown website www.watertownct.org in the area designated for Legal Notices.

I further certify that the attached Notice of Public Hearing was published in the Republican American on August 12, 2026.

I further certify that all the above acts were done at least five (5) days before the holding of the Public Hearing on August 26, 2026..

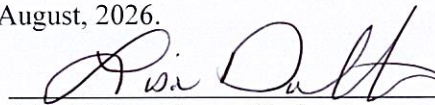
Dated at Watertown, Connecticut this 12th day of August, 2026.


Mark A. Raimo, Town Manager

TOWN CLERK'S CERTIFICATION AS TO
NOTICE OF PUBLIC HEARING AND RETURN OF NOTICE

I hereby certify that the attached Notice of Public Hearing and the foregoing Return of Notice of Public Hearing are duly recorded in the records of the Town of Watertown, Connecticut on the date the Notice was signed and Mark Raimo was Town Manager of the Town of Watertown on the date the Return of Notice was signed.

Dated at Watertown, Connecticut this 12th day of August, 2026.


Lisa Dalton, Town Clerk

SEAL



Understanding the Proposed Rate Changes

What is changing, why costs are rising, and how the plan will be reviewed

TOWN OF WATERTOWN WATER & SEWER AUTHORITY RATE INFORMATION

The proposal at a glance

The Water and Sewer Authority is considering an initial 25.5% increase to standard water fixed and usage charges and a 31% increase to standard sewer fixed and usage charges. These are proposed changes. Final action would occur only after the public hearing and Authority consideration.

25.5%

PROPOSED WATER ADJUSTMENT
fixed and usage charges

31%

PROPOSED SEWER ADJUSTMENT
fixed and usage charges

Aug. 26

PUBLIC HEARING
7:00 p.m. at Watertown High School

Why are changes being considered?

Water and sewer service is operated as a self-supporting utility. Customer charges—not property taxes—must pay for purchased water, wastewater treatment, daily operations, system repairs, debt payments, and emergency reserves. The rate study found that current revenue will not be enough to meet the full cost of service and maintain a reasonable financial cushion over the five-year planning period.

Waterbury rates are only part of the change

Waterbury's adopted FY2027 water usage rate increased from \$2.65 to \$3.50 per CCF (hundred cubic feet, about 748 gallons). Its sewer rate remains \$3.953 per CCF. Watertown's proposed rates also support judgment-related bond payments and the WSA's other operating and financial needs.

A prior obligation requires repayment

A major new cost is long-term debt to pay the Waterbury judgment. This financing addresses previously incurred costs; it is not a new \$30 million construction project.

Ongoing system reinvestment

Water mains, sewer collection lines, pumps, monitoring, security, and regulatory needs require ongoing maintenance and planned replacement.

Reserves support service continuity

The study recommends keeping about 90 days of operating costs available for emergencies, equipment failures, cash-flow timing, and unexpected cost increases.

**PROPOSED PLAN
PUBLIC HEARING
BEFORE FINAL ACTION**

What is not being suggested

This is not a claim that every future estimate will be exactly right. It is a proposed financial path based on current information. Actual costs, usage, financing terms, and later-year rates must be reviewed as conditions change.

How the Proposed Change Could Affect Customers

Bills include a fixed service charge and a usage charge

WATER SERVICE

- **Fixed charge:** helps pay for service availability and costs that continue even when usage is low.
- **Usage charge:** based on water used in 1,000-gallon units.
- **Usage charge:** current \$4.59 to proposed \$5.76 per 1,000 gallons.

SEWER SERVICE

- **Fixed charge:** supports readiness, administration, maintenance, and compliance.
- **Usage charge:** generally based on water use because homes do not have separate sewer meters.
- **Usage charge:** current \$6.09 to proposed \$7.98 per 1,000 gallons.

Illustrative quarterly combined bills

The examples below assume a 5/8-inch meter and include both water and sewer fixed and usage charges.

Quarterly usage	Current combined bill	Proposed initial bill	Quarterly increase	Approx. change
5,000 gallons	\$159.97	\$206.35	\$46.38	29%
10,000 gallons	\$213.37	\$275.04	\$61.67	29%
16,000 gallons	\$334.88	\$431.66	\$96.78	29%
26,000 gallons	\$441.68	\$569.04	\$127.36	29%

Examples are for explanation only. Actual bills vary by meter size, quarterly usage, customer classification, and other billing provisions. Rounding may cause small differences. In this newsletter, "fixed charge" means the charge is not calculated per 1,000 gallons; the amount may still vary by meter size or rate category.

A common residential fixed-charge example

Charge	Current	Proposed initial	Increase
Water fixed charge - 5/8-inch meter, under 12,000 gallons	\$35.38	\$44.40	\$9.02
Sewer fixed charge - under 12,000 gallons	\$71.19	\$93.26	\$22.07

BILL TIMING

When could the new rates appear on a bill?

If adopted at the end of August 2026, the proposed initial rates would apply only to usage after the effective date. Because customers are billed quarterly in arrears, the earliest affected bills are expected to be the bills for September through November 2026 usage.

SEWER BILLING

Why is sewer billed separate from water use?

Most properties do not have a separate sewer meter. Water use is therefore used as a practical estimate of wastewater. The Town is billed by Waterbury based on total sewer flow leaving the system. Groundwater and stormwater that enter aging sewer lines—called inflow and infiltration—can increase that total flow and raise system-wide treatment costs.

RATE COMPARISON

How Watertown compares with selected providers

NewGen compared combined quarterly water-and-sewer bills for 16 selected Connecticut utilities and service providers, using 10,000 gallons and the smallest available meter (5/8-inch).

Current Watertown: \$213.37 | Proposed initial: \$275.04 | Range shown: \$120.28–\$404.75

The proposed bill would be the fifth-highest among the 16 providers shown. This comparison provides context only: systems differ in meter charges, rate structures, debt, water sources, treatment arrangements, and services. Figures reflect rates available when NewGen prepared its June 17, 2026 presentation.

Where the Pressure on Rates Is Coming From

The proposed increase is the combined result of several major cost changes

Key FY2027 cost and planning factors

\$0.85

WATER RATE INCREASE
per CCF: \$2.65 to \$3.50

No change

WATERBURY SEWER RATE
\$3.953 per CCF

\$30.6M

BOND PRINCIPAL
Waterbury judgment model

90 days

RESERVE TARGET
25% of operating costs

Important: Waterbury's adopted unit-rate changes are only one part of Watertown's proposed rate plan. The 25.5% water and 31% sewer adjustments are intended to cover the WSA's total projected cost of service.

What changed in Waterbury's rates?

For FY2027, Waterbury increased its published water usage rate by \$0.85 per CCF, or about 32%, from \$2.65 to \$3.50. Its combined sewer use and capital-recovery rate remains \$3.953 per CCF.

Watertown's proposed customer rates also address projected Waterbury charges, annual debt payments for the judgment bond, local operations, system reinvestment, and reserves.

What the Waterbury financing means in plain language

The study models long-term borrowing to pay the Waterbury judgment. Under the model, annual debt payments are approximately \$1.95 million in FY2027, \$2.80 million in FY2028, \$2.73 million in FY2029, \$2.67 million in FY2030, and \$2.60 million in FY2031. The model estimates \$30.6 million in principal and about \$15 million in interest over the life of the debt. The final financing cost will depend on market conditions when the bonds are issued.

What customer revenue supports

Purchased services

Drinking water and wastewater treatment purchased from the City of Waterbury at applicable rates. These charges are one part of the total cost supported by customer rates.

Daily operations

Staffing, maintenance, billing, customer service, utilities, testing, and regulatory compliance.

Debt payments

Principal and interest on current and new borrowing, including the Waterbury judgment obligation.

System reinvestment

Planned work on mains, collection lines, pumps, equipment, monitoring, security, and immediate compliance needs.

Emergency reserves

Cash available for failures, urgent repairs, revenue swings, and unexpected cost increases.

No growth assumption

The model assumes no future customer or usage growth, so rising costs are not spread over a larger customer base.

NEXT PAGE
THE COST MIX

The cost story at a glance

The next page turns the detailed cost tables into a quick visual: what share goes to debt, fixed operations, and variable operations—and how much of the debt and fixed-cost picture is connected to Waterbury.

Where the Money Goes

A simpler look at the cost mix—and the Waterbury connection

The detailed rate model contains many line items. For a clearer public view, this page groups the Water and Sewer Authority (WSA) budget into three broad pieces: debt service, fixed operations, and variable operations.

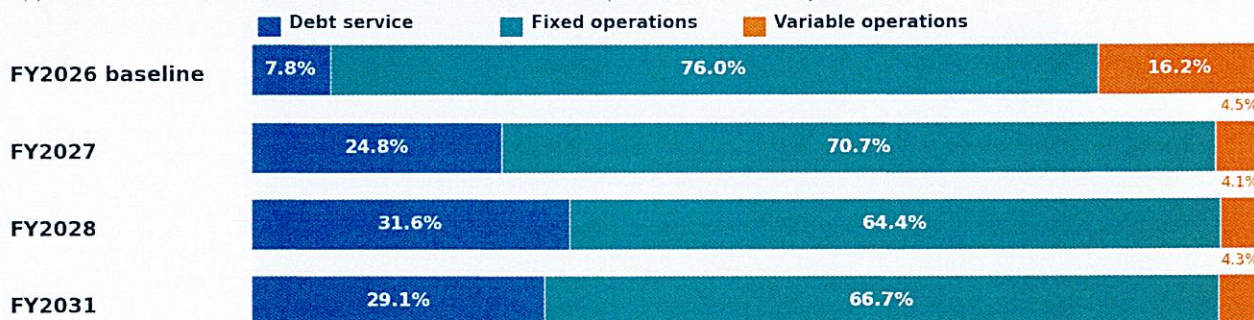
HOW TO READ THIS PAGE

This page explains the WSA budget—not how each charge on your bill is assigned.

Fixed operations are costs the model treats as continuing even when short-term usage changes. Variable operations are the costs it treats as changing with usage. For this analysis, Waterbury wholesale water and sewer-treatment charges are included under fixed operations. "FY2026 baseline" is the comparison year used in the rate study.

How the combined system cost mix changes

Approximate share of the total water-and-sewer revenue requirement (selected years)



Percentages are rounded. Fixed operations include Waterbury wholesale water and sewer-treatment charges for this breakout.

What stands out?

8% → 25%

Debt grows quickly

Debt service rises from 7.8% of combined costs in the FY2026 baseline to 24.8% in FY2027, then stays near 29%–32% in the later forecast years.

About ⅔

Fixed costs remain largest

Fixed operations continue to be the largest share of the system, accounting for roughly 64%–71% of costs during FY2027–FY2031.

About 4%

Classified as variable

The share classified as variable operations declines from 16.2% in the FY2026 baseline to about 4%–5% beginning in FY2027. Waterbury wholesale charges are included in fixed operations for this breakout.

The Waterbury connection

19%–24%

Judgment debt share

Beginning in FY2027, roughly one-fifth to one-quarter of all combined debt service is tied to the Waterbury judgment.

≈63%

Water fixed costs

From FY2027 onward, Waterbury wholesale water charges make up about 63% of the Water Fund's fixed operating costs.

≈82%

Sewer fixed costs

From FY2027 onward, Waterbury wholesale sewer charges make up about 82% of the Sewer Fund's fixed operating costs.

Combined view: Waterbury wholesale charges account for about 75% of the system's combined fixed operating costs from FY2027 onward.

READ THIS SEPARATELY

These percentages answer two different questions.

The cost-mix graphic divides the total revenue requirement. The Waterbury figures below use narrower totals—total debt service or fixed operating costs—so they should not be added to the graphic above.

The figures are planning-model estimates. Actual wholesale charges, financing terms, operating results, and later-year rates will be reviewed annually and may change.

The Multi-Year Plan and Annual Review Process

Planned rates must be tested against actual results each year

ANNUAL REVIEW
LATER-YEAR RATES
ARE NOT AUTOMATIC

Planned does not mean the forecast will be accepted without review

The current proposal includes a multi-year planning path. The Authority's annual review is intended to determine whether later-year assumptions are still reasonable and whether planned rates should be maintained, reduced, delayed, or otherwise modified through formal action.

The current five-year planning path

Fiscal year	Water planning assumption	Sewer planning assumption	Status
Initial / FY2027	25.5%	31%	Proposed for public hearing
FY2028	25.5%	31%	Planned; subject to annual review
FY2029	25.5%	31%	Planned; subject to annual review
FY2030	3%	3%	Planned; subject to annual review
FY2031	3%	3%	Planned; subject to annual review

Percentages apply to standard fixed service charges and usage charges. Special classifications may vary under applicable agreements or law. Each percentage is an annual planning assumption and, if later adopted, would be applied to the then-current rate—not to the original FY2026 rate.

What should be reviewed each year?

1 Actual wholesale water and sewer costs	2 Operating and maintenance results	3 Customer usage and revenue collected	4 Debt payments and final financing terms
5 Capital projects completed and still needed	6 Reserve balance and 90-day target	7 Changes in regulations or system conditions	8 Whether the planned rate change is still justified

What residents should expect from the public information process

- **Plain-language explanations:** technical reports should be paired with summaries and FAQs.
- **Actual-versus-plan reporting:** show what changed from the prior forecast and why.
- **Clear cost categories:** separate debt service, fixed operations, and costs classified as variable.
- **Customer examples:** show the effect at several usage levels and meter sizes.
- **Advance access to materials:** post hearing documents and supporting information for review.
- **Public discussion before action:** provide a meaningful opportunity for questions and comments.

Other financial matters under review

The Town Council and Water and Sewer Authority are reviewing certain cost-allocation and billing matters involving the Watertown Fire District and the City of Waterbury. No final determinations have been made. The rate proposal uses the costs and revenues currently included in the rate study. Any material change resulting from these reviews would be considered in a future rate review and any required public process.

How to participate

Public Hearing: Wednesday, August 26, 2026, at 7:00 p.m. at Watertown High School, 324 French Street. Hearing materials will be available at least 10 days before the hearing through the Town Clerk, the WSA office, and www.watertownct.org (Departments → Water & Sewer Authority → Rate & Financial Planning Updates). Written comments may be sent to the Watertown Water & Sewer Authority, Attn: Chairman, 747 French Street, Oakville, CT 06779, or emailed to wsa-info@watertownct.org.

BOTTOM LINE: This proposal has real effects on ratepayer bills. The purpose of the public process is to put the numbers, assumptions, customer effects, and long-term obligations in one place so ratepayers have what they need to weigh affordability against the Authority's financial and service-reliability obligations, and to raise questions before the Authority takes final action.

This newsletter is a plain-language summary; the official public-hearing notice and proposed rate schedule govern. Sources: June 17, 2026 NewGen rate-study presentation, including the customer bill-comparison slides; City of Waterbury FY2027 adopted water and sewer rate schedules; materials prepared for the August 26, 2026 hearing; and the Watertown cost-breakdown analysis. Figures are estimates and remain subject to public review and final Authority action.

Watertown Water & Sewer Authority

Quarterly Water & Sewer Bill Estimator

Disclaimer: This calculator provides an estimate only and is not an official bill.

Billing Information

Rate Schedule

Current Rates

Customer Type

Metered Water & Sewer

Water Customer Group

Standard Customer

Meter Size

5/8"

Quarterly Water Usage (Gallons)

Enter gallons used

☐ I acknowledge this is an estimate only.

Calculate Estimate

Estimated Bill

Enter customer information and click **Calculate Estimate**.

How Did This Bill Get Calculated?

The calculation details will appear here after calculation.

Rate Information

The active rate schedule will appear here after calculation.

Print Estimate

Watertown Water & Sewer Authority
Quarterly Bill Estimator

For estimation purposes only. Official bills are calculated by WWSA billing systems.



WATERTOWN POLICE DEPARTMENT
195 FRENCH STREET
WATERTOWN, CT 06795
860-945-5200

Town Council
Regular Meeting 08.17.2026
Item: 10 (b)

Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

MANAGEMENT MEMO

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

FROM: Chief Joshua Bernegger  

CC: Lisa Cattaneo; Danielle Monat

DATE: July 30, 2026

SUBJECT: Reimbursement for "Click-It-Or-Ticket" Grant

On July 29, 2026, we received a reimbursement from the State of Connecticut, Department of Transportation in the amount of \$5,542.12. Please appropriate these funds into the following line item for Fiscal Year 2025/2026.

Click-It-Or-Ticket - \$5,542.12 010-50130-020-0000 Overtime Account

Thank you.



WATERTOWN POLICE DEPARTMENT
195 FRENCH STREET
WATERTOWN, CT 06795
860-945-5200

Town Council
Regular Meeting 08.17.2026
Item: 10 (c)

Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

TO: Maria Guerrero, Finance Director
FROM: Chief Joshua Bernegger *JB*
CC: K. VanWagner; D. Monat; L. Cattaneo
DATE: August 11, 2026
SUBJECT: Reimbursement Received by the Finance Department

The reimbursement received on August 8, 2026, from the Department of Emergency Services and Public Protection in the amount of \$2,015.83 was expended out of the dispatchers' training/overtime budget during this fiscal year, 26/27.

These funds were used to pay for dispatchers' overtime/class for PSAP training on July 13, 2026.

Please re-appropriate this reimbursement in the amount of \$2,015.83 into our police department dispatcher's training/overtime line items.

Dispatcher's Training Line Item: 010-50329-025-0000-9010 - \$825.00
Overtime Line Item: 010-50130-025-0000-9010 \$1,190.83



WATERTOWN POLICE DEPARTMENT

195 FRENCH STREET
WATERTOWN, CT 06795
860-945-5200

Town Council
Regular Meeting 08.17.2026
Item: 10 (d)

Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

TO: Maria Guerrero, Finance Director
FROM: Chief Joshua Bernegger *JB*
CC: K. VanWagner, D. Monat, L. Cattaneo,
DATE: August 11, 2026

SUBJECT: Reimbursement Received by the Finance Department

The following reimbursement will be received tomorrow from the Connecticut Department of Transportation by the finance department, for expenditures from the police department's overtime account during FY25/26.

DUI Enforcement Program- \$7,486.08

Please appropriate the aforementioned amount of \$7,486.08 to the police department overtime account 010-50130-020-0000-9010 for FY25/26.

Thank you.



WATERTOWN POLICE DEPARTMENT
195 FRENCH STREET
WATERTOWN, CT 06795
860-945-5200

Town Council
Regular Meeting 08.17.2026
Item: 10 (e)

Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

TO: Maria Guerrero, Finance Director
FROM: Chief Joshua Bernegger *(B) AL*
CC: K. VanWagner; D. Monat; L. Cattaneo
DATE: August 11, 2026
SUBJECT: Reimbursement Received by the Finance Department

The reimbursement received on July 30, 2026, from D.O.T. in the amount of \$18,761.60 was expended out of the police department's overtime budget during FY25/26

These funds were used to pay for officers' overtime for Distracted Driving/High Visibility enforcement.

Please re-appropriate this reimbursement in the amount of \$18,761.60 into our police department overtime line item for FY25/26.

Police Overtime: 010-50130-020-0000-9010 - \$18,761.60



WATERTOWN POLICE DEPARTMENT
195 FRENCH STREET
WATERTOWN, CT 06795
860-945-5200

Town Council
Regular Meeting 08.17.2026
Item: 10 (f)

Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

FROM: Chief Joshua Bernegger *JS*

CC: Maria Guerrero
Lisa Cattaneo
Danielle Monat

DATE: July 30, 2026

SUBJECT: Reimbursement from Axiom Forensics

The following reimbursement was received by the finance department from Axiom Forensics:

July 27, 2026

\$7,225.00

Please appropriate the aforementioned amount of \$7,225.00 to the police department Maintenance Agreements line item 010-50332-019-0000-9010 for Fiscal Year 2026/2027.

Thank you.



RESOLUTION

WHEREAS, \$20,000 was received from Eversource during Fiscal Year 2023-2024 in connection with the restoration of damaged pavement on Wilson Street resulting from Eversource's natural gas pipeline project.

WHEREAS, the funds were originally deposited into the General Fund Miscellaneous Revenue line item and are now requested to be transferred to Special Capital Project Fund 261 for use toward roadway improvements identified by Public Works as part of the Town's Fiscal Year 2026-2027 road improvement and bonding project needs.

NOW THEREFORE BE IT RESOLVED that authorizing the transfer of \$20,000 from the General Fund Miscellaneous Revenue line item to Special Capital Project Fund 261 – 23/24 Various Road Improvements.

Dated at Watertown, Connecticut this 17th day of August, 2026.

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on August 17, 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



TOWN OF WATERTOWN
GUIDELINES FOR SALE OF REAL PROPERTY
OWNED BY TOWN OF WATERTOWN

BE IT RESOLVED by the Town of Watertown Council that the following guidelines shall be followed with respect to sale, lease or transfer of land owned by Town of Watertown:

1. Planning and Zoning Officer shall conduct a review as to the specific land in question and submit a report to Town Council and Planning and Zoning Commission. The report shall include (1) location and general description of the land; (2) zoning; (3) summary of how the property was acquired; (4) development potential; (5) any unusual features or history of the land; and (6) a recommendation or opinion as to whether or not the Town of Watertown should dispose of said land.
2. The Town of Watertown shall obtain a written appraisal or opinion of value from a licensed appraiser and/or the Town Assessor. The Town may rely on an existing appraisal if same is reasonably current and otherwise appears in order.
3. The report and appraisal shall be submitted to Town Council for a preliminary decision as to whether or not the Town should lease or dispose of the real property.
4. If the Town Council votes to proceed, a public hearing shall be conducted on the sale, lease or transfer of real property. Notice of the hearing shall be published in a newspaper having a general circulation in Town at least twice, at intervals of not less than two days, the first not more than fifteen days or less than ten days and the last not less than two days before the date set for the hearing. A sign shall be posed on the property that is subject to the public hearing. Also a request shall be presented to the Planning and Zoning Commission for a Statutory Section 8-24 approval. If the Planning and Zoning Commission votes a Statutory Section 8-24 approval, Town staff will market the property pursuant to these guidelines. If the Planning and Zoning Commission votes to reject the statutory Section 8-24 approval, the matter will be returned to the Town Council for further action pursuant to pertinent statutes.
5. Town staff shall proceed to market any such land and may negotiate with interested parties provided that in no event shall a preliminary agreement to sell any Town owned land be entered into until the offer to sell such land is advertised at least once for a period of not less than ten (10) days.

Any such advertisement shall include (1) the location and general description of the property (2) invitation to submit a sealed bid on or before a date and time certain when all bids will be publicly opened and (3) the name of a person to call who will be available to provide further information in connection with any such land.

6. The advertisement shall further set forth any specific additional criteria pertinent to said offer to sell. For example, if the Town preference is to sell the land to an adjoining property owner the advertisement shall so state.

The advertisement shall state that the Town is accepting offers to purchase subject to final approval of Town Council. The Town shall reserve the right to reject any and all bids.

7. Town staff shall present all pertinent information and documents to Town Council for final decision.

This Message Is From an External Sender

This message came from outside your organization.

Dear Town Manager and Office,

Good evening. My name is Elvis, and my wife and I are the newer owners of 758 Litchfield Road. We were immediately drawn to the charm and tranquility of the town and felt this lot was nearly perfect for building our family in our forever home.

However, one significant challenge we've encountered is the steep grade of our driveway, which intersects directly with Litchfield Road—a busy state road where cars travel between 45–60 mph. The driveway sits just beyond a bend, limiting visibility and making it extremely hazardous when entering or exiting, especially during inclement weather.

When we purchased the property, we anticipated addressing the slope at the bottom of the driveway. Unfortunately, after hiring an asphalt company, we were advised that correcting the base would only steepen the remainder of the driveway, ultimately making the issue worse.

This concern has since been echoed by essential service providers. The trash company has declined to drive up due to the slope and visibility limitations, and our propane supplier expressed concerns about accessing the property in winter conditions unless it is fully cleared of snow and black ice. Compounding the issue, water runoff from neighboring properties makes salting ineffective, as it quickly washes away.

After exploring possible solutions, we discovered that the town owns a small parcel of land adjacent to our driveway entrance—identified on the GIS map as “9” Ledgwood Rd. While the GIS system shows a structure, there appears to be nothing present on the site upon visual inspection.

We would like to formally express our interest in purchasing this parcel from the town, as doing so would allow us to construct a safer, alternative driveway entrance. If a sale is not feasible, we respectfully request consideration for an easement so that we may conduct a survey and explore the possibility of a new curb cut and access point.

Our request is not made lightly. On November 14, 2024, our home was destroyed in a fire. As we work to rebuild with the support of the health, zoning, and building departments, ensuring the long-term safety of our property is a top priority. Throughout the winter, I personally maintained access to the lot by plowing the driveway—but due to

its steepness, snow can only be pushed downhill, often unintentionally spilling onto our neighbor's property, creating further complications.

We are not pursuing this land for expansion or development, but solely to remedy a real safety hazard that affects both our family and those around us. This would create a safer, more manageable entry point that will serve not only our household, but future generations as well.

If possible, I would welcome the opportunity to meet in person to further discuss this matter and share visual references. Thank you sincerely for your time, consideration, and all you do for the town.

Kind regards,

Elvis and Vannesa Methoxha

860-302-8187

04/30/2026 (Revised)

Re: Request for Municipal Review – Proposed Alternate Driveway Entrance and Corridor Safety Improvements

To the Planning and Zoning Commission and Honorable Members of the Board:

I respectfully submit this request pursuant to Connecticut General Statutes §8-24 for municipal review and approval regarding the proposed use of a small, currently unused, non-conforming portion of town-owned land adjacent to my property for the purpose of constructing a safer alternate driveway entrance and improving roadway sightline conditions.

This proposal is driven primarily by safety considerations affecting not only my property, but also the traveling public along this section of roadway.

1. Existing Conditions and Safety Concerns

The current driveway configuration presents several ongoing safety challenges:

A. Excessive Steepness

The existing driveway has a significant grade, creating difficult and potentially hazardous conditions, particularly during winter months.

B. Drainage and Ice Formation

Due to natural topography and stormwater patterns, runoff follows the driveway downward toward the main roadway. During freezing conditions, water accumulates and forms ice at the driveway entrance.

This creates a dangerous condition where vehicles may be unable to safely stop prior to entering the roadway.

C. Snow Removal Constraints

The steep slope complicates snow removal operations.

- Plowing uphill reduces effectiveness and safety.

- Snow displacement options are limited and may result in snow being pushed toward neighboring properties or the state roadway.
- Accumulated snow and ice further exacerbate winter driving hazards.

D. Limited Sightline Visibility

The current driveway entrance location presents restricted horizontal visibility when exiting onto the main road.

Limited sight distance reduces reaction time for both exiting vehicles and approaching traffic, creating potential conflict points along the corridor.

Collectively, these conditions represent an ongoing roadway safety concern.

2. Proposed Improvements

The proposed alternate driveway entrance would:

- Significantly reduce driveway grade
- Improve drainage flow and minimize ice formation
- Allow safer and more manageable snow removal
- Improve ingress and egress geometry
- Enhance overall roadway safety

In addition to relocating the driveway, the proposal includes tapering back the corner of the existing roadway corridor to improve horizontal sightline visibility along this stretch of road.

This adjustment is not solely intended to benefit my property. By modifying the corridor edge and improving visibility geometry, the design enhances sightlines for both adjacent properties as well as motorists traveling in either direction.

Improving corridor sightline conditions increases reaction time, reduces turning conflicts, and promotes safer roadway function overall.

3. Community and Public Safety Benefit

This proposal represents a proactive effort to improve roadway safety conditions for:

- Residents
- Adjacent property owners
- Passing motorists
- Emergency vehicles

Recent visibility concerns along this section of roadway have underscored the importance of maximizing sightline clarity and minimizing preventable hazards. This application reflects a forward-looking approach to improving safety conditions along the corridor.

The intent of this request is not merely to improve private access, but to implement a safer roadway configuration that benefits the broader community.

4. Hardship and Practical Constraints

The hardship associated with the existing driveway is tied to:

- Natural topography
- Existing roadway alignment
- Drainage patterns
- Current driveway placement

The small portion of unused town-owned land identified in this application represents the least intrusive and most practical solution to correct these conditions.

To my knowledge, the subject municipal parcel is currently unused and non-conforming, and the proposal does not interfere with any existing public use.

5. Applicant Commitments

I am prepared to:

- Obtain all required local and state permits
 - Fund all engineering, construction, and associated costs
 - Maintain the driveway improvements at my expense
 - Enter into any necessary agreements required by the Town
 - Ensure compliance with all applicable safety and engineering standards
-

6. Consideration of Municipal Parcel Value

The portion of town-owned land associated with this application is a small, non-conforming parcel that, to my understanding, has been appraised at approximately \$7,000 and is not currently utilized for any active municipal purpose.

As part of this proposal, I am requesting consideration for the conveyance of this parcel for nominal value. This request is based on the substantial private investment required to implement the proposed improvements, which extend beyond the benefit of my property alone.

The estimated costs associated with this project include:

- Approximately \$12,000 for driveway relocation and construction
- Over \$25,000 in corridor and sightline improvements that enhance visibility and safety for adjacent properties and the traveling public
- Approximately \$8,000 already incurred for engineering, surveying, and application-related expenses

These costs total approximately \$45,000, all of which are being funded privately, with no financial contribution from the Town or the State.

The proposed improvements provide measurable public benefits, including enhanced roadway safety, improved sightline geometry, and reduced winter hazard conditions. These are improvements that, absent this proposal, could otherwise require municipal attention or funding in the future.

Additionally, incorporation of the parcel into my property will result in an increase in the overall assessed value of the property, thereby contributing to future property tax revenue for the Town.

Given the limited independent utility of the parcel and the extent of privately funded public safety improvements associated with this proposal, I respectfully request that the Town consider conveyance of the parcel for nominal consideration.

Conclusion

For the reasons outlined above, I respectfully request favorable consideration under §8-24 for the proposed use of the identified municipal land to construct the alternate driveway entrance and implement corridor sightline improvements.

In addition, I respectfully request consideration for the conveyance of the associated municipal parcel for nominal value, in light of the substantial privately funded improvements and the resulting public safety benefits.

The proposal materially enhances roadway safety, reduces winter hazards, improves sightline geometry, and contributes to safer overall roadway conditions for the community.

Thank you for your time and consideration. I look forward to addressing any questions the Commission or Board may have.

Respectfully submitted,

Elvis

758 Litchfield Road, Watertown, CT

860-302-8187



TOWN OF WATERTOWN CONNECTICUT WATERTOWN MUNICIPAL CENTER

61 Echo Lake Road

Watertown, Connecticut 06795-2200

Planning and Zoning, Zoning Board of Appeals, Conservation Commission/Inland Wetland Agency

Telephone: (860) 945-5266

Fax: (860) 945-4706

Hand Delivered

June 18, 2026

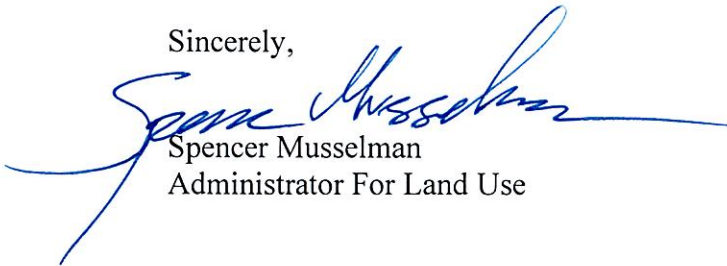
Mr. Mark Raimo
Town Manager
Town of Watertown
61 Echo Lake Road
Watertown, CT 06795

Re: 8-24 Approval 758 Litchfield Road, Elvis Methoxha

Dear Mr. Raimo:

At their Special Meeting held on June 17, 2026, the Planning and Zoning Commission voted to issue a favorable report on the 8-24 approval for 758 Litchfield Road, Elvis Methoxha for the sale of a town-owned parcel (MBL# 053-33A-009) for the construction of a new driveway with improved sightlines.

Sincerely,



Spencer Musselman
Administrator For Land Use

SM:ca



Town of Watertown

Connecticut

06795

**Town of Watertown
Public Works Department
Heminway School Office Complex
61 Echo Lake Road
Watertown, CT 06795
(860) 945-5240
Fax (860) 945-2707
www.watertownct.org**

To: Spencer Musselman, Administrator for Land Use and Building Services/ZEO

From: Paul Bunevich, Town Engineer

Date: June 17, 2026

Subject: C. G. S. 8-24 Approval
Sale of Town Property – Assessor's Map 53-Block 33A-Lot 9
0 Litchfield Road
Watertown, CT

Pursuant to Connecticut General Statute No. 8-24, the Town of Watertown hereby requests approval from the Watertown Planning and Zoning Commission for the sale of the above referenced parcel of land to Elvis and Vanessa Methoxha of 758 Litchfield Road, Watertown, CT, who own the abutting parcel on the south side of the parcel in question.

The parcel comprises 15,028 square feet or 0.35 acres in an R-70 zone. It is shown as Lot 9 on a map titled "Plan of Sec. 1 "Litchfield Estates" Watertown, Conn. Nov. 1947 Scale 1" = 60'" by E.J. Reynolds, Surveyor, recorded as Map No. 576 in the Watertown Land Records.

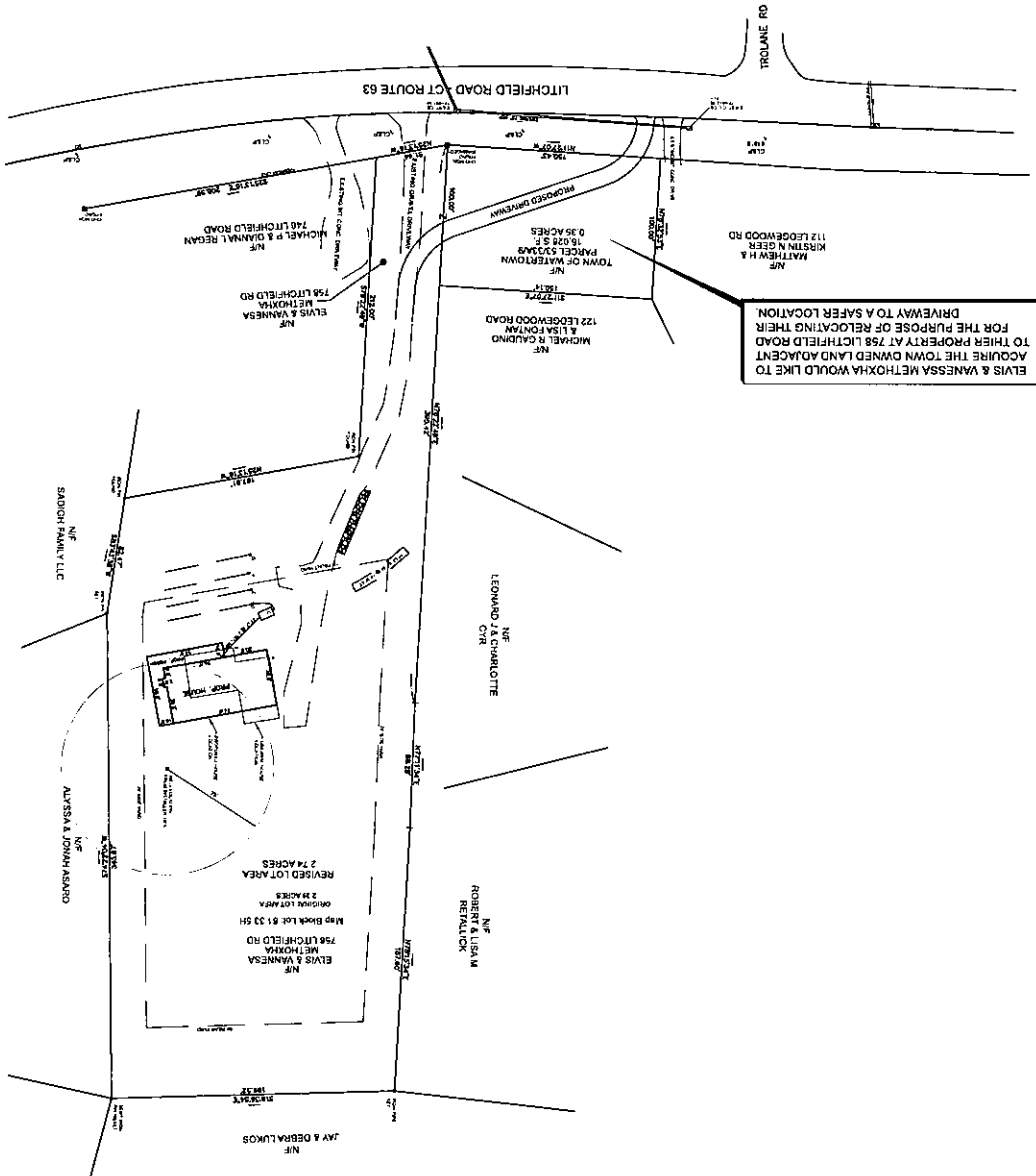
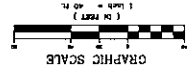
The property is non-conforming in area, as it is less than the zone-required 70,000 square feet, and is insufficient in area for lot development. The Town has no proposed use for the property and has no issue with the sale to the Methoxhas.

The acquisition of this parcel by the Methoxhas will enable them to relocate their existing driveway northerly approximately 150 feet to improve a dangerous sight line condition at the present driveway location. A site plan showing the proposed relocation has been submitted with their request for the sale. I find the plan meets all zoning and public works construction requirements.

If you have any questions please contact me.

Cc: J. Lukowski
C. Natusch
C. Allen

PRELIMINARY
 1:5,000 SCALE
 THIS MAP IS A PRELIMINARY SURVEY AND IS NOT TO BE USED FOR ANY OTHER PURPOSE. THE SURVEYOR HAS NOT BEEN REQUIRED TO CONDUCT A FIELD VERIFICATION OF THE LOCATION OF THE PROPERTY LINES. THE SURVEYOR HAS BEEN REQUIRED TO CONDUCT A FIELD VERIFICATION OF THE LOCATION OF THE PROPERTY LINES. THE SURVEYOR HAS BEEN REQUIRED TO CONDUCT A FIELD VERIFICATION OF THE LOCATION OF THE PROPERTY LINES. THE SURVEYOR HAS BEEN REQUIRED TO CONDUCT A FIELD VERIFICATION OF THE LOCATION OF THE PROPERTY LINES.

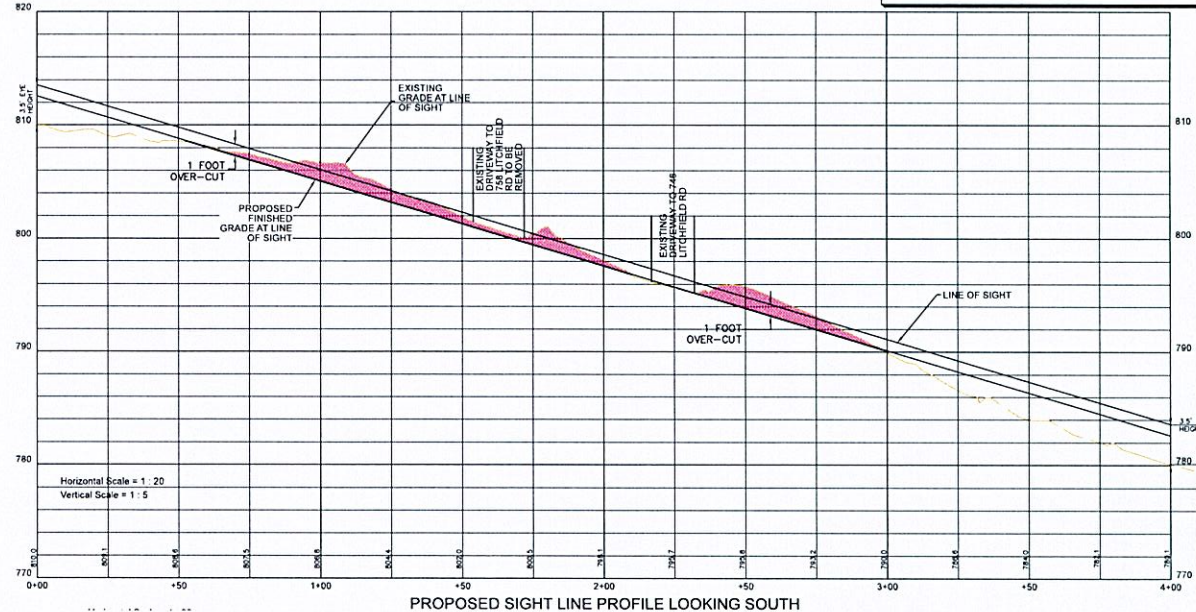
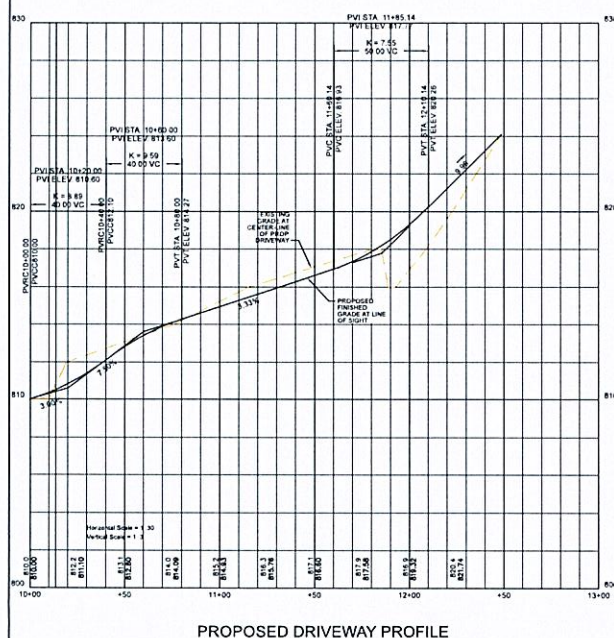
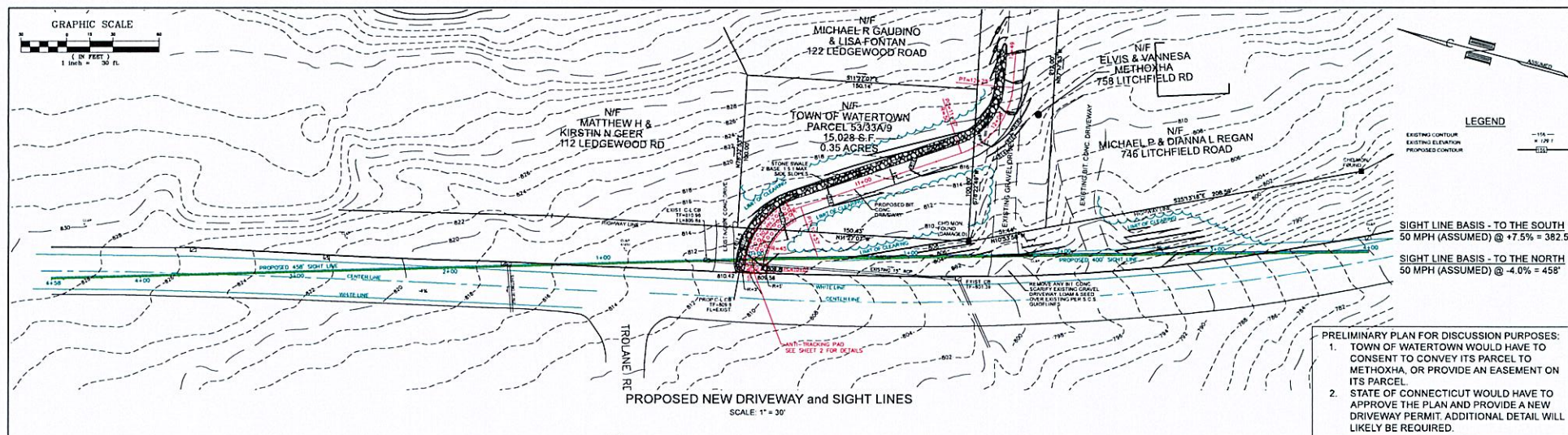


ELVIS & VANESSA METHOXHA WOULD LIKE TO ACQUIRE THE TOWN OWNED LAND ADJACENT TO THEIR PROPERTY AT 758 LITCHFIELD ROAD DRIVEWAY TO A SAFER LOCATION.

CLARK LAND SURVEYING, LLC
 125 TURNER ROAD
 BRISTOL, CONNECTICUT 06010
 TEL: 860.907.4500
 FAX: 860.907.4500
 DATE: 2/27/2025 SCALE: 1"=50' MAP NO. 2025-104-M

PRELIMINARY
 PARCEL MARGER MAP
 758 LITCHFIELD ROAD - PARCEL 61/33/5H
 & PARCEL 53/33A/9 (TOWN OF WATERTOWN)
 PREPARED FOR
 ELVIS & VANESSA METHOXHA
 WATERTOWN, CONNECTICUT



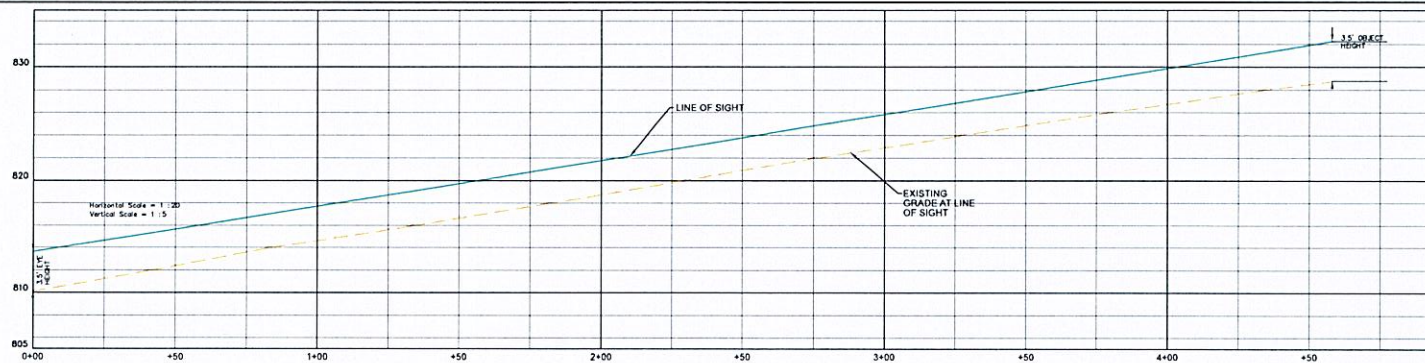


PRELIMINARY
REVISED DRIVEWAY LOCATION PLAN
758 LITCHFIELD ROAD
PREPARED FOR
ELVIS & VANESSA METHOXHA
WATERTOWN, CONNECTICUT

REV 3-23-2026 ADDRESS STATE COMMENTS

CLARK LAND SURVEYING, LLC
126 TUNXIS ROAD
BRISTOL, CT 06010
(860) 961-8550
TODD@CLARKLS.BIZ

DATE: 1-31-2026 SCALE: SHOWN MAP NO: 2025-104
SHEET 1 OF 2 SHEETS

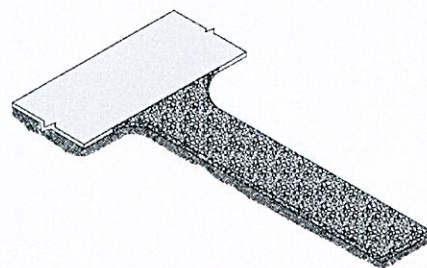


PROPOSED SIGHT LINE PROFILE LOOKING NORTH

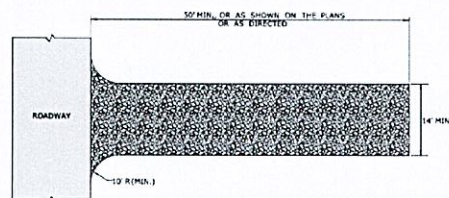
SIGHT LINE BASIS - TO THE SOUTH
50 MPH (ASSUMED) @ +7.5% = 382.5'

SIGHT LINE BASIS - TO THE NORTH
50 MPH (ASSUMED) @ -4.0% = 458'

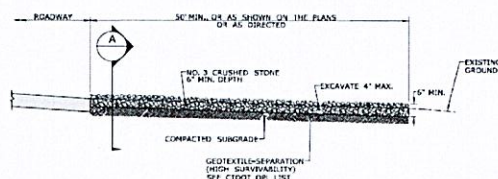
GENERAL NOTE:
1. THE LENGTH OF THE ANTI-TRACKING PAD SHALL BE INCREASED AS DIRECTED FOR SITES COMPOSED OF CLAY OR SILTS.



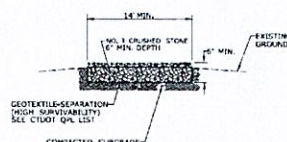
ANTI-TRACKING PAD



PLAN

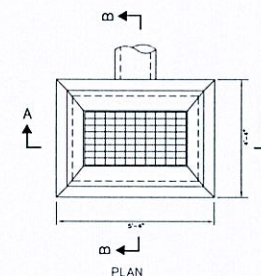


ELEVATION

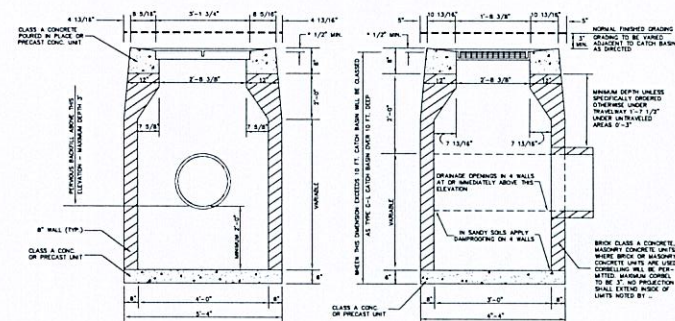


SECTION A-A

ANTI-TRACKING PAD



PLAN



SECTION A-A

SECTION B-B

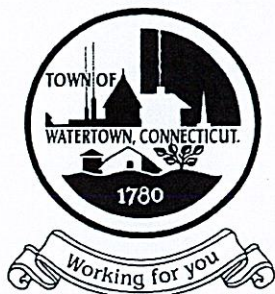
TYPE C-L CATCH BASIN

PRELIMINARY
REVISED DRIVEWAY LOCATION PLAN
758 LITCHFIELD ROAD
PREPARED FOR
ELVIS & VANESSA METHOXHA
WATERTOWN, CONNECTICUT

REV 3-23-2025 ADDRESS STATE COMMENTS

CLARK LAND SURVEYING, LLC
126 TURNIS ROAD
BRISTOL, CONN 06010
(860) 967-8590
TODD@CLARKS.SIZ

DATE: 1-31-2025 SCALE: 1\"/>



WATERTOWN, CONNECTICUT

PARKS, RECREATION SENIOR, & SOCIAL SERVICES
61 ECHO LAKE ROAD WATERTOWN, CONNECTICUT 06195
MAIN OFFICE (860) 945-5246 FAX (860) 945-4777

Town Council
Regular Meeting 08.17.2026
Item: 10 (i)

Watertown
For Your Quality of Life

TO: Mark A. Raimo, Town Manager
Watertown Town Council

FROM: Michael Ganem, Director of Parks and Recreation

DATE: August 12, 2026

SUBJECT: Assignment of Lease – Crestbrook Park Golf Course (JJST, Inc. to Sunset Bar & Grill, Inc.)

ACTION REQUESTED

It is respectfully requested that the Town Council approve the assignment of the Crestbrook Park Golf Course restaurant lease from JJST, Inc. to Sunset Bar & Grill, Inc.

BACKGROUND & RECOMMENDATION

At its regular meeting on August 6, 2026, the Parks and Recreation Commission voted unanimously to recommend approval of this lease assignment.

Key terms of the transfer:

- Transferor: JJST, Inc.
- Transferee: Sunset Bar & Grill, Inc.
- Lease Terms & Extension: All other terms, conditions, and provisions of the original lease agreement remain identical, including the current lease extension through 2029.

ATTACHMENTS

- Memorandum from Town Attorney Paul R. Jessell (dated August 6, 2026)
- Lease Assignment
- Lease Extension (through 2029)
- Original Lease Agreement (dated January 9, 2023)



SLAVIN
STAUFFACHER
& SCOTT LLC

Attorneys at Law

Robert A. Scott
rscott@sssatorneys.com

Paul R. Jessell
pjessell@sssatorneys.com

Dov Braunstein
dbraunstein@sssatorneys.com

Watertown
27 Siemon Company Drive
Suite 300 W • PO Box 9
Watertown, CT 06795
P 860.274.2511
F 860.274.2513
www.sssattorneys.com

Of Counsel

Thomas A. Kaelin
tkaelin@sssatorneys.com

Woodbury
P.O. Box 323
Woodbury, CT 06798
P 860.274.2511
F 860.274.2513

Charles D. Stauffacher
Retired 2014

Sherman R. Slavin 1922-2009

William L. Stevens 1955-2024

MEMO

To: Park and Recreation Commission

From: Town Attorney Paul R. Jessell

Re: Sunset Grill

Date: August 6, 2026

The current Tenant at Sunset Grill has approached the Town requesting that they be permitted to assign the current lease to a new entity. In order to accomplish that, the issue should be reviewed and discussed by the Park and Recreation Commission. If the Commission votes to approve of the assignment, the Commission should refer the matter to the Town Council for final approval. This memo is designed to provide some background and to relate what the Town has been told regarding the effect of this assignment. A copy of the proposed assignment is attached for reference.

By way of background, the initial lease of the restaurant facility at Crestbrook Park was with Ordinary Joes, Inc., of which Joe Romano, Joe Vitone and Steve Martino were principals. The lease was signed in January of 2013. In March of 2014, the Town agreed to an assignment of the Lease to JJST, Inc., of which Steve Martino was the only listed principal, but Joe Romano and Joe Vitone still had some connection with the restaurant.

JJST, Inc., is now asking to be permitted to assign the lease to Sunset Bar & Grille, Inc. Joe Romano and Joe Vitone are listed on the Secretary of the State's website as principals in that business. I am told by their attorney that Steve Martino will still be the majority shareholder at this time, and that two new people, Joseph and Valerie Yankus will be permitted to own a minority holding in the company. Apparently, the plan is that the Yankus's will eventually buy out the other owners after they have shown that they can be successful in running the restaurant. The anticipation is that they will also invest some money into the facility.

It is up to the Park and Recreation Commission whether you want to recommend that the Town permit the assignment. The ownership and operation of the restaurant, at least for the immediate future, will continue to be in the hands of most of the same people who have been involved since 2014. At some point, however, the hope of the current owners is that they can sell the company to the Yankus's, and that they can make the restaurant more successful.

I will say that the form of the assignment is legally sufficient and the assignment itself is permitted so long as the Town votes to approve, and the potential assignee has some proven track record of successful restaurant operation.

If there are other questions, please do not hesitate to call.

ASSIGNMENT OF LEASE AND CONSENT OF LANDLORD

THIS AGREEMENT, made this day of June, 2026, by and between **JJST, INC.**, a Connecticut Corporation with its principal place of business at 834 Northfield Road, Watertown, CT 06795 (hereinafter referred to as "Tenant"), **TOWN OF WATERTOWN**, a municipal corporation organized pursuant to the laws of the State of Connecticut located in Litchfield County, State of Connecticut, (hereinafter referred to as "Landlord"), and **SUNSET BAR & GRILLE, INC.**, a Connecticut Corporation with its principal place of business at 805 Main Street, Oakville, CT 06779 (hereafter referred to as "Assignee");

W I T N E S S E T H:

WHEREAS, Landlord has leased a building located at 834 Northfield Road, Watertown, Connecticut (the "Premises") to the Tenant by written lease dated January 9, 2014 (the "Lease") for a term of ten (10) years commencing, January 1, 2014 and ending April 30, 2024 with an Option to Renew for three (3) options to extend the Lease beyond the first option period for additional Five (5) year periods each, from May 1, 2014 to April 30, 2029, from May 1, 2029 to April 30 2024 and from May 1, 2034 to April 30, 2039 years commencing The Premises are further described in the Lease; and

WHEREAS, said lease was assigned from **ORDINARY JOE'S INC.** to **JJST, INC.** by an Assignment of Lease and Consent of Landlord dated March 7, 2014; and

WHEREAS, Tenant is to operate the Premises as a restaurant and/or catering facility and has entered into an agreement with the Assignee to assign all its right, title and interest in said Lease dated January 9, 2014, to the Assignee herein; and

WHEREAS, the Lease requires that the Tenant obtain the approval of the Landlord prior to any assignment of the Lease;

NOW, THEREFORE, the parties agree as follows:

1. For value received, the Tenant hereby assigns to Assignee all of the Tenant's right, title and interest in and to the Lease to become effective as of the date hereof;
2. Landlord hereby consents to the assignment to the Assignee of all of the Tenant's right, title and interest in the Lease.

3. Assignee agrees to assume all of the Tenant's obligations pursuant to the terms of the Lease, and to make payments to, and be bound directly to the Landlord in the same manner as if the Assignee were named as the Tenant in the Lease;
4. If Assignee is in default pursuant to the terms of the Lease, the Landlord may obtain possession of the Premises by serving a Notice to Quit upon Assignee alone, and may proceed against Assignee alone in any action of Summary Process to gain possession of the Premises, it being agreed and understood that the Tenant will no longer occupy the Premises;
5. The Assignee has been given a copy of the Lease and Assignee agrees to abide by and be bound by all conditions therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Signed, Sealed and Delivered
in the Presence of:

ASSIGNEE
SUNSET BAR & GRILLE, INC.

BY _____
JOSEPH ROMANO, PRESIDENT

TENANT
JJST. INC.

BY _____
STEPHEN P. MARTINO, SECRETARY

LANDLORD
TOWN OF WATERTOWN

BY _____
MARK A. RAIMO, TOWN MANAGER

STATE OF CONNECTICUT : COUNTY OF NEW HAVEN

ss. Middlebury

On this the day of June, 2026 before me, the undersigned officer, Personally
Appeared, JJST, INC. by Stephen P. Martino, Its Secretary, (Tenant) Signer and Sealer of the
foregoing Instruments and acknowledged the same to be his free act and deed.

Notary/Commissioner of the Superior Court

STATE OF CONNECTICUT : COUNTY OF NEW HAVEN

ss. Middlebury

On this the day of June, 2026 before me, the undersigned officer, Personally
Appeared, SUNSET BAR & GRILLE by Joseph Romano, President, (Assignee) Signer and
Sealer of the foregoing Instrument and acknowledged the same to be his free act and deed.

Notary/Commissioner of the Superior Court

STATE OF CONNECTICUT : COUNTY OF LITCHFIELD

ss. Watertown

On this the day of June, 2026, before me, the undersigned officer,
Personally Appeared, TOWN OF WATERTOWN, by Mark A. Raimo, Its Town Manager,
Landlord, Signer and Sealer of the foregoing Instrument and acknowledged the same to be his
free act and deed.

Notary/Commissioner of the Superior Court

AMENDMENT TO LEASE AGREEMENT

THIS AMENDMENT TO LEASE ("Amendment") dated as of the 1st day of May 2024 (the "Effective Date") is entered into by and between the **Town of Watertown**, (the "Landlord") and **JST, INC.**, (the "Tenant").

RECITALS:

WHEREAS, Landlord entered into that certain Lease dated January 9, 2013 with Ordinary Joes Inc., which Lease was assigned to the Tenant on March 7, 2014 with respect to the restaurant facility at Crestbrook Park at 834 Northfield Road, Watertown, CT (the "**Premises**"); and

WHEREAS, the Landlord and the Tenant wish to amend the Lease to among other things, extend the term of the Lease for five years as provided in the original Lease.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant hereby agree to amend the Lease as follows:

1. **Term.** The term of Lease is hereby extended through April 30, 2029 (the "**Option Term**"). Accordingly, as of the Effective Date, all references in the Lease to the "Termination Date", "scheduled expiration date", "maturity date" or words of similar import shall refer to April 30, 2029 with respect to the Premises.
2. **Basic Rent.** The Basic Rent for the Option Term is as follows:

<u>Period</u>	<u>Annual</u>	<u>Monthly</u>
April 1, 2024 – March 31, 2025	\$49,200.00	\$4,100.00
April 1, 2025 – March 31, 2026	\$50,400.00	\$4,200.00
April 1, 2026 – March 31, 2027	\$51,600.00	\$4,300.00
April 1, 2027 – March 31, 2028	\$52,800.00	\$4,400.00
April 1, 2028 – March 31, 2029	\$54,000.00	\$4,500.00

3. **Conflict.** In the event of a conflict between any of the terms of this Amendment and the terms of the Lease, the terms of this Amendment shall control. In all other respects, the terms of the original Lease shall control.

[Signature page to follow]

IN WITNESS WHEREOF, the parties have hereunto executed this Amendment as of the day and year written below.

Dated: April 13 2024

May

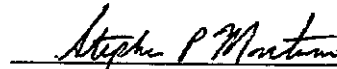
LANDLORD
TOWN OF WATERTOWN



Name: Mark A. Raimo
Title: Town Manager

Dated: April 30 2024

TENANT
JJST, INC.



Name Stephen Martino
Title: President

LEASE

This LEASE AGREEMENT made and entered into this 9th day of January, 2013, by and between the TOWN OF WATERTOWN, a municipal corporation organized pursuant to the laws of the State of Connecticut and located in Litchfield County, Connecticut, with its principal office at 424 Main Street, Watertown, Connecticut 06795 (hereinafter called LESSOR or TOWN) and ORDINARY JOES INC., a Connecticut corporation with its principal place of business at 253 Buckingham Street, Oakville, CT 06779 (hereinafter called LESSEE)

1. PREMISES

The LESSOR/TOWN does hereby lease unto the LESSEE and the LESSEE does hereby take as tenant the Crestbrook Park Restaurant facility to include all real property, approximately 5,296 square feet, including the outside deck and the entire first and second floors, excepting the public pool facilities, located at Crestbrook Park, 834 Northfield Road, Watertown, Connecticut (hereinafter called the PREMISES).

All improvements and fixtures within the PREMISES, as of the date above written constitute a part of the demised premises.

The LESSEE agrees to incorporate as a part of this lease a comprehensive list of all personal property presently existing at this facility belonging to the LESSEE. Said list to be attached hereto as Schedule A. LESSEE and LESSOR agree that at least annually, they will conduct a review of the premises and make a determination of those items constituting moveable trade fixtures, and those items which have become fixtures belonging to LESSOR.

Also included within the PREMISES under the terms of this Lease is one (1) satellite concession. This concession facility, permanently located and presently known as the "Snack Shack", shall remain in its present location unless or until moved to a different location by mutual agreement of the LESSOR and the LESSEE, and shall serve as a food and beverage concession for the exclusive use of patrons of the Crestbrook Park Golf Course. All provisions of this Lease, including, but not limited to, the provisions concerning changes and alterations and the provisions concerning insurance shall apply equally to the "Snack Shack." No additional rent shall be charged for the "Snack Shack."

2. TERM OF LEASE

The initial term of this lease shall be ten (10) years and four (4) Months commencing January 1, 2014 and terminating April 30, 2024.

Option Terms. Conditioned upon the faithful performance by the LESSEE of its covenants herein, LESSEE shall have three (3) options to extend this Lease beyond the first option period for additional Five (5) year periods each, from May 1, 2024 to April 30, 2029, from May 1, 2029 to April 30, 2034, and from May 1, 2034 to April 30, 2039, provided, however, that the LESSEE shall have notified the LESSOR of its intentions to so extend in writing by certified mail, return receipt requested, at least ninety (90) days prior to the expiration of said original Lease Term.

3. USE OF PREMISES

The demised premises shall be used for a restaurant and/or catering facility conducive to "family dining" and for no other purpose. The LESSEE shall keep the quality of the food and service at the highest obtainable level and shall maintain all areas visited by the public and all areas where food is served, stored and prepared, clean and orderly at all times. However, without limiting the generality of the foregoing, portions of the leased property may be used for the sale of alcoholic beverages for consumption on the premises, and for the sale of tobacco, candy, etc. The LESSEE shall not use or occupy nor permit the leased property or any part thereof to be used or occupied for any disreputable or unlawful use or purpose, nor for any purpose deemed by the TOWN to be disreputable or hazardous.

LESSEE agrees not to overload, damage, deface or alter this facility. LESSEE shall provide the TOWN with plans and specifications for all modifications and/or alterations proposed that in any way affect the real property. LESSEE shall provide the same for any change that will in any way alter the function or appearance of the leased property. LESSEE shall not undertake to construct any such modifications and/or alterations until LESSOR has given its written approval for same, which approval shall not be unreasonably withheld, conditioned or delayed.

If there is a change in LESSEE'S use of the premises or if the addition of new equipment causes the liability or fire insurance rate to become higher than it otherwise would be, the LESSEE shall reimburse the TOWN, as additional monthly rent, for that part of all liability and/or fire insurance premiums, thereafter paid by the TOWN which are increased because of LESSEE'S use. Such determination will be at the recommendation of the TOWN'S insurance carrier.

The LESSEE shall not use nor permit the leased property to be used for any public or private nuisance, nor shall the LESSEE conduct or permit to be conducted any activity on the demised premises in violation of any Federal, State or Local law, regulation or ordinance. No noisy or disorderly conduct or any conduct annoying or disturbing to occupants of other portions of the building or to persons outside the building shall be permitted.

The LESSEE shall not permit "topless" or "bottomless" waitresses or waiters or dancers or patrons, unusually loud and raucous bands or music or any other activity which would be unreasonably offensive to the normal patrons of "quality" restaurants such as is required to be operated at the premises by the provisions of the Lease Agreement.

The LESSEE shall be permitted to have a food catering operation within the premises. No activity at the PREMISES shall interfere with activities the TOWN may have at the Park including, without limitation, general public use of the pool, picnic grounds, tennis courts, or golf course. All fees, rules and regulations at Crestbrook Park shall be fully applicable to patrons of the restaurant and catering facility.

LESSEE shall not receive any group or other reduced rates for those patrons using TOWN facilities, such as, but not limited to, the pool and the golf course.

During the term of this lease, the LESSEE shall have the exclusive right to operate a restaurant and/or catering facility at Crestbrook Park.

Any restaurant, catering or concession function to be conducted by LESSEE outside of the restaurant facility (Premises), shall be done only with the express written consent of the TOWN, which consent shall not be unreasonably conditioned, delayed or withheld, and must be conducted only immediately adjacent to the Leased PREMISES in areas as agreed between the LESSEE and the TOWN.

4. HOURS OF OPERATION

The LESSEE shall operate on the following schedule:

A bar area will be operated during the same hours as the golf course and its related facilities are open as limited by the State of Connecticut Liquor Control Commission regulations concerning the maximum hours of operation for a restaurant/liquor business. Along with the bar area, sandwiches and snacks shall be served during the same hours as the golf course and its related facilities are open as established by the TOWN.

5. RENTAL PAYMENTS

Base Rent for the initial term of the Lease shall be in accordance with the following schedule:

Period	Annual	Monthly
January 1, 2013 through April 30, 2013	\$ 0.00	\$ 0.00
May 1, 2014 through April 30, 2015	\$ 9,000.00	\$ 750.00
May 1, 2015 through April 30, 2018	\$18,000.00	\$1,500.00
May 1, 2018 through April 30, 2019	\$27,000.00	\$2,250.00
May 1, 2019 through April 30, 2024	\$48,000.00	\$4,000.00

Option Periods. Base Rent for each of the Option Periods shall be negotiated at the time of the option, and shall be at market rates as then existing.

LESSEE agrees to pay to the LESSOR at the offices of the LESSOR without any prior demand and without any deduction or offsets whatsoever the base rent during the term of this agreement, in advance, on the first day of each month during the initial term and any option term. A late charge of \$100.00 shall be due if the rent is paid after the 10th of the month. Interest at 12% per annum shall be assessed on all rents over 30 days past due.

6. ACCEPTANCE LESSEE'S WORK - MAINTENANCE OF PREMISES

PREMISES are being leased in "as is" condition, and LESSEE accepts the leased PREMISES and Equipment in its condition at the commencement of the lease term.

LESSEE has agreed that the following work shall be done at its sole cost and expense:

- a. Installation of heating and air conditioning for both floors of the building;
- b. Installation of sufficient hot water heating capability;
- c. Repair of some leaks in the roof - the roof is generally in serviceable condition;
- d. Re-side the building;

- e. Install a well filtration system;
- f. General electrical and plumbing repairs and updates as required, including installation of grease traps.

All such work shall only be performed after LESSEE submits plans and specifications therefor and following written approval by the TOWN of the plans and specifications, which approval shall not be unreasonably withheld, conditioned or delayed. All work done by LESSEE shall be subject to the provisions of Paragraph 12 of the Lease.

If the leased PREMISES and/or other areas of said PREMISES are damaged in any way due to negligence of the LESSEE, its servants, employees, contractors, agents, visitors, invitees or licensees, the LESSEE shall be responsible for all repairs and corrective action.

At the expiration or termination of this lease agreement, or upon the LESSEE'S vacating of the PREMISES, whichever shall first occur, the LESSEE shall surrender the leased premises with the inclusion of all approved and reimbursed enhancements in as good condition as at the commencement of the lease term, with reasonable allowance for ordinary "wear and use".

LESSEE shall have the use, together with the general public, of all parking lots. LESSOR shall be responsible for clearing snow and ice from lots and driveways and for maintaining the grounds at the park including maintaining bushes and hedges adjacent to the restaurant facility. LESSEE shall be responsible for the removal of snow and ice from all walks and ramps entering and exiting the PREMISES.

So long as LESSEE shall provide the LESSOR with a minimum of two weeks notice of all scheduled events, LESSOR shall make every reasonable effort to remove snow prior to the scheduled event, if possible. Failure to provide prior notice will exempt the TOWN from timely performance.

7. INSURANCE

The LESSEE shall provide comprehensive general liability including products insurance, regarding all claims for property damage or personal injury in the minimum limit of \$1,000,000; property damage liability insurance for all claims arising out of injury to or destruction of property in any one accident in the minimum limit of \$1,000,000; and bodily injury insurance for all claims arising out of personal injury, illness or death in any one accident in the minimum limits of \$1,000,000. The LESSEE shall also maintain a liquor liability ("dram shop") insurance policy at the minimum limit of \$1,000,000. The TOWN shall be named as additional insured on the aforesaid policies. LESSEE shall secure and pay premiums for the policies of insurance with the minimum limits set forth above. Such insurance policies shall be effective throughout the terms of this lease. A certified copy of each such policy or a certificate evidencing the existence thereof shall be delivered to the Chief Financial Officer of the TOWN at the time of execution of this lease. Each such policy or certificate shall name the TOWN as an additional insured and shall provide that the policy may not be cancelled or modified without giving thirty (30) days written advance notice thereof to the Chief Financial Officer of the TOWN. A renewal policy or certificate shall be delivered to the Chief Financial Officer of the TOWN at least thirty (30) days prior to the expiration date of each expiring policy. If at any time any of the policies shall be or

become unsatisfactory to the Chief Financial Officer of the TOWN as to form or substance, or if any of the carriers issuing such policy shall be or become unsatisfactory to the Chief Financial Officer of the TOWN, the LESSEE shall promptly obtain a new and satisfactory policy in replacement.

If determined necessary by the TOWN, the LESSEE shall deliver to the Chief Financial Officer of the TOWN, upon demand, the original of any policy required herein for review and upon completion of said review, said policy shall be returned to the LESSEE. Failure of the LESSEE to provide adequate insurance shall result in immediate termination of the lease.

8. DAMAGE AND DESTRUCTION OF PREMISES

In case of damage by fire or other casualty to the PREMISES, if the damage is eighty percent (80%) or more of the PREMISES, this lease shall terminate as of the date of the casualty, and the rent shall be apportioned to the time of the termination. In such event, the LESSEE shall have the right of first refusal to enter into a further lease upon such terms and conditions as the TOWN may determine if the TOWN desires to rebuild the PREMISES. In all other cases where the PREMISES is damaged by fire or other casualty, the TOWN shall repair the damage with reasonable dispatch, and if the damage has rendered PREMISES untenable, in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. In determining what constitutes reasonable dispatch, consideration shall be given to delays caused by strikes or other causes beyond the TOWN's control. LESSOR shall not be liable for claims against personal property or lost revenue resulting from such casualty.

Notwithstanding the foregoing provisions, in the event the leased property shall be damaged by fire or other insured casualty due to the fault or neglect of the LESSEE or its servants, employees, contractors, agents, visitors, invitees or licensees, then, without prejudice to any other rights and remedies of the TOWN, the TOWN shall maintain an exclusive right to determine whether or not to repair the damage and if it elects to repair the damage there shall be no apportionment of rent. Additionally, in the event the leased property shall be damaged by fire or other insured or uninsured casualty due to the fault or neglect of the LESSEE or its servants, employees, contractors, agents, visitors, invitees or licensees, the LESSEE shall make the TOWN whole, within thirty (30) days of written request, for all costs paid by the TOWN, whether directly or indirectly associated with the repair, replacement or removal of the leased facility, including but not limited to insurance deductibles.

In the event that the Premises is damaged during the first five years of the Lease such that the Lease is to be terminated, LESSOR and LESSEE shall agree upon an equitable division of insurance proceeds to recompense LESSEE for unrecovered expenditures under Paragraph 6 of this Lease, to the extent LESSEE is not otherwise compensated.

9. DEFAULT BY LESSEE

The following shall constitute default of this Lease Agreement by LESSEE:

- a. Failure to pay rent by the 10th of any month.
- b. Voluntary or involuntary petition in bankruptcy filed against or by the LESSEE.
- c. Abandonment of the leased premises.

- d. Failure to pay utilities as same become due.
- e. Failure to perform any other term, provision or obligation set forth in this lease agreement.
- f. Failure to maintain a valid liquor license and/or to comply with State Statutes and the regulations of the Liquor Control Authority.
- g. Failure to maintain a restaurant license, and/or to comply with any State, Federal or Local law, ordinance or regulation regarding health, food service, etc.

Except with respect to any default under paragraph 9. a., LESSEE shall have a period of thirty (30) days from its receipt of written notice of the default within which to cure such default.

Upon any default by LESSEE which remains uncured within the allowable time, the lease shall automatically terminate and the TOWN shall have all remedies as provided in Connecticut General Statutes, Chapter 830 Title 47a LESSOR and Tenant, as amended.

The Town's waiver of any default by LESSEE shall not constitute a waiver of future default.

If LESSEE defaults with respect to any term or obligation on his part, the TOWN may perform same for the account of LESSEE, and the LESSEE shall reimburse the TOWN for the cost thereof.

The LESSEE shall be responsible for any costs, attorney's fees and legal interest reasonably incurred by the TOWN due to the default of any nature by LESSEE.

10. ASSIGNMENT AND SUBLETTING

The LESSEE may assign this lease and/or sublet the leased PREMISES or any part thereof, only if the TOWN has given its written consent to do so, which consent shall not be unreasonably withheld; AND only if the new lessee or sublet tenant has at least three (3) years experience in operating a restaurant facility, has experience operating a full service liquor bar and is otherwise acceptable to the TOWN in the TOWN'S sole discretion.

11. CATERING AND CONCESSIONS

The LESSOR shall during the term of this lease, allow LESSEE an equal opportunity to quote on catering functions for family and non-family groups using the Crestbrook Park Pavilion. It is understood all groups have the exclusive right to determine who shall cater their functions, which may or may not be the LESSEE. If alcoholic beverages are served at functions catered by LESSEE, a liquor liability insurance policy must be obtained and delivered to the Chief Financial Officer beforehand in the minimum limits provided by State Statutes. This policy must name the TOWN as an additional insured and insurance premiums are to be paid by the LESSEE. The LESSEE agrees to hold the TOWN fully harmless, pursuant to article 14 of this lease, for any claims, which may arise.

The LESSEE must operate a concession stand approved by and in accordance with TOWN standards at the Crestbrook pool during all hours the pool is open.

12. IMPROVEMENTS

No alteration, addition, or improvement to the PREMISES shall be made by the LESSEE without the prior written consent of the TOWN. No such consent shall be given without the prior submission by LESSEE of written plans and specifications for any alteration, addition or improvement. Any alteration, addition or improvement made by LESSEE after the Town's consent shall have been given, and any fixtures installed, as part thereof, except moveable trade fixtures, shall become the property of the TOWN. Any work done shall be performed in a good and workmanlike manner and in compliance with all fire, building and zoning laws and with all other Federal, State and Local laws, ordinances, orders, rules and regulations. At all times when any change or alteration is in progress, there shall be maintained by LESSEE'S at LESSEE'S expense workers compensation insurance at the limits set forth in the Connecticut General Statutes covering all persons employed in connection therewith and general liability insurance for the mutual benefit of the LESSEE and the TOWN expressly covering the additional hazards due to the change or alteration and having the TOWN as an additional insured.

13. CHANGES AND ALTERATIONS

Any alterations approved by the TOWN (hereinafter referred to as "Approved Alterations"), which approval shall not be unreasonably withheld, conditioned or delayed, shall be made on the following conditions:

- before proceeding with any Approved Alteration, LESSEE shall submit to the TOWN for the TOWN approval plans and specifications for the work to be done, and LESSEE shall not proceed with such work until it obtains LESSOR'S approval;
- before proceeding with any Alteration Plan, LESSEE shall additionally provide to Lessor an estimate by a reputable contractor approved by LESSOR;
- LESSEE shall fully and promptly comply with and observe the rules and regulations established by the LESSOR with respect to the making of Approved Alterations;
- the entire cost of the Approved Alterations shall be borne by LESSEE; and
- LESSEE agrees that any review or approval by LESSOR of any plans or specifications with respect to any Approved Alterations is solely for LESSOR'S benefit, and without any representation or warranty whatsoever to LESSEE with respect to the adequacy, correctness or efficiency thereof or otherwise.

LESSEE, at its expense, shall obtain all necessary governmental permits and certificates for the commencement and prosecution of Approved Alterations and for final approval thereof upon completion, and shall cause Approved Alterations to be performed in compliance therewith and with all applicable law and requirements of public authorities and with all applicable requirements of insurance bodies. Approved Alterations shall be diligently performed in a good and workmanlike manner, using new materials and equipment at least equal in quality and class to the better of (i) the original installations of the Building, or (ii) the then standards for the Building established by the LESSOR.

Approved Alterations shall be performed by contractors first approved by LESSOR including but not limited to any Approved Alterations in or to the mechanical, electrical, sanitary, heating,

ventilating, air conditioning or other systems of the Building. Throughout the performance of the Approved Alterations, LESSEE, at its expense, shall carry, or cause to be carried, workmen's compensation insurance in statutory limits and general liability insurance with completed operation endorsements, for any occurrence in or about the Building, under which LESSOR and its agents shall be named as additional insureds, in such limits as LESSOR may reasonably require, with insurers reasonably satisfactory to LESSOR, and shall provide evidence that such insurance is in effect at or before the commencement of Approved Alterations. If any Approved Alterations shall involve the removal of any fixtures, equipment or other property in the PREMISES which are not LESSEE'S property, such fixtures, equipment or other property shall be promptly replaced at LESSEE'S expense with new fixtures, equipment or other property of like utility and at least equal value unless LESSOR shall otherwise expressly consent to the contrary.

LESSEE shall indemnify and save harmless LESSOR from and against any and all mechanics' and other liens and services or materials done for or supplied to LESSEE, or any person claiming through or under LESSEE, including, without limitation, security interests in any materials, fixtures or articles so installed in and constituting part of the PREMISES and against all costs, expenses and liability incurred in connection with any such lien or encumbrance or any action or proceeding brought thereon. LESSEE, at its expense, shall procure the satisfaction or discharge or record of all such liens and encumbrances within a reasonable period of time after the filing thereof.

14. EXONERATION AND INDEMNIFICATION

The LESSEE shall indemnify the TOWN against all liabilities, penalties, damages, judgments, expenses, including without limitation, reasonable attorney fees and judgments, by reason of any injury or claim of injury to person or property, of any nature, arising out of this Lease Agreement including without limitation, claims of the LESSEE'S use, occupation and control of the demised property (including fixtures and personal property used therein); and/or the grounds or other areas adjacent thereto, and claims resulting from any work in connection with any alterations, changes or new construction by LESSEE. LESSEE shall have no obligation to indemnify the TOWN regarding claims caused by the negligence of the TOWN, its agents or employees.

The LESSEE may be subrogated to any rights of the TOWN against any other parties whomsoever in connection therewith. The TOWN shall promptly notify the LESSEE of any claim asserted against the TOWN on account of any such injury or claimed injury to persons or property and shall promptly deliver to the LESSEE the original or a true copy of any summons or other process, pleading, or notice issued in any suit or other proceeding to assert or enforce any such claim. The LESSEE shall have the right to defend any such suit with attorneys of its own selection. The TOWN shall have a right, if it sees fit, to participate in such defense at its own expense.

15. RIGHT OF ENTRY

The TOWN, its agents, independent contractors and/or employees shall have the right to enter the PREMISES at reasonable times during normal business hours in order to examine it, to show

it to prospective LESSEE(s), or to make such decorations, repairs, alterations, improvements, or additions as the TOWN may deem necessary or desirable. The rent reserved shall not abate while any such decorations, repairs, alterations, improvements, or additions are being made as long as they do not unreasonably interfere with LESSEE'S use.

If the LESSEE shall not be personally present to open and permit an entry into the PREMISES at reasonable times during normal business hours when for any reason an entry therein shall be necessary, the TOWN or its agents may enter the demised property by a master key, or may forcibly enter the demised property, without rendering the TOWN or such agents liable therefore, and without in any manner affecting the obligations and the covenants of this lease.

Notwithstanding anything else in this Paragraph 15, the TOWN, acting by its Town Manager and its Purchasing Agent/ Building Supervisor or their appointees, may conduct a complete inspection of the PREMISES at least annually.

16. TAXES AND UTILITIES

a. Taxes and Assessments

LESSEE shall pay all taxes and assessments which, during the term hereof, may become a lien upon or which may be levied upon any taxable interests of the LESSEE acquired under this lease, as well as all taxes on personal property owned by the LESSEE in and about the PREMISES in connection with its services pursuant to this lease agreement.

b. Electric Service

The LESSEE shall be responsible for paying for all electric service for the leased area of the PREMISES. The LESSEE shall have the electrical utilities account in LESSEE's name.

c. Heat -

The LESSEE shall purchase and pay for all heating of the leased premises.

d. Water and Sewer Use Charges

The LESSEE shall pay the Watertown Water & Sewer Authority for all sewer use charges at the restaurant facility.

e. Refuse

The LESSEE shall purchase and pay for all charges for refuse removal from the restaurant facility to include recyclables.

f. Pest and Rodent Control

The LESSEE shall be responsible for pest and rodent control at the LESSEE'S sole expense.

g. Town's Responsibility for Failure to Supply Utilities or Personal Property. The TOWN shall not be liable to LESSEE or any other person or entity for any claim or loss including failure of water supply, heat, oil, electric current or for the failure of any personal property leased herein.

h. Maintenance — Interior

The LESSEE shall be responsible for all interior maintenance of all personal and real property. Maintenance items shall include, but not be limited to, floor maintenance and refinishing, painting, heating and air conditioning, refrigeration, stove, ventilation equipment and related ductwork, fire extinguishers, lighting, telephones, alarms and decorating.

The TOWN shall be responsible for repairs only to fixed equipment, which shall include repairs to exterior shell, roof and structural repairs and replacement of mechanicals including heating, air conditioning and hot water units (after installation by LESSEE under Paragraph 6 hereof).

i. Maintenance — Exterior

The LESSEE shall maintain building perimeter snow removal, sweeping, litter control and general cleanliness on and around exterior entrances, exits, walk paths, porches and decks. The LESSEE shall ensure that all seasonal decorations are removed in a timely manner. The TOWN shall be responsible for all structural and mechanical conditions and/or failures resulting from normal wear. Failure due to neglect, unauthorized modification or lack of LESSEE maintenance shall be the responsibility of the LESSEE.

17. CONDITION

The Lease Agreement shall be conditioned upon LESSEE obtaining an appropriate Liquor Permit from State of Connecticut. The LESSEE shall promptly make all reasonable effort to obtain said Liquor Permit. LESSEE'S failure to obtain said Liquor Permit or LESSEE'S either temporarily or permanently losing its State Liquor license, shall be cause for termination of this lease.

18. COOPERATION

It will be necessary for the LESSEE and his employees to cooperate with and maintain friendly relations with all TOWN personnel.

19. SANITATION

The PREMISES leased to said LESSEE are to be kept clean and in sanitary condition at all times and all rubbish, waste and garbage, wet or dry, must be removed promptly to a regular disposal place outside the PREMISES where they will not be offensive to the public.

In accomplishing this, the LESSEE is fully responsible for the condition of the property immediately surrounding the leased premises but not including any part of the golf course area. The LESSEE will be responsible for the removal of all said garbage once it is properly accumulated in the dumpster. The LESSEE must keep the area surrounding the dumpster free and clear of litter.

The LESSEE must fully comply with all code requirements (including but not limited to Fire Code, Handicapped Code and Health Code).

20. COVENANT OF QUIET ENJOYMENT

Upon the LESSEE'S paying the rent and observing and performing all of the terms, covenants and conditions on LESSEE'S part to be observed and performed, the LESSEE may peaceably and quietly have, hold, occupy and enjoy the PREMISES and all the appurtenances thereto without hindrances or molestation; provided, however, that the TOWN and the TOWN'S agents may examine the PREMISES at any reasonable time. The LESSEE guarantees the quiet enjoyment of the golf course to all persons.

21. MISCELLANEOUS

As used herein "lease term" means the effective period of this lease, whether in its initial term, or any option terms. "Written Notice" shall be deemed to have been duly served if delivered or sent by registered or certified mail return receipt requested to the last business address known to him who gives notice. The notice is deemed given on the date the letter is deposited postage prepaid in the US Mail.

In any litigation that occurs concerning this lease, the prevailing party shall be entitled to court costs, attorney's fees and legal interest for all damages incurred.

This lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties. If any term or provisions of this lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this agreement shall not be affected thereby and each term and provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

This lease shall be governed, construed and enforced with the law of the State of Connecticut.

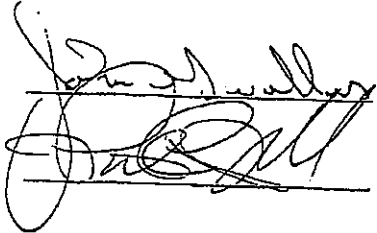
This lease, or memorandum thereof, shall be recorded by the LESSOR in the Watertown Land Records.

This agreement shall inure to the benefit of and be binding upon the heirs, executors, assigns, administrators and successors of the parties.

This agreement supercedes all previous written agreements between the parties, which prior agreements shall be of no further force or effect upon execution of this agreement.

Dated as of the date first written above.

Signed in the presence of:


Charles Frigon,
Its Town Manager, duly authorized

LESSOR — TOWN OF WATERTOWN

By: 
Charles Frigon,
Its Town Manager, duly authorized


Mark G. Ouellette

LESSEE
ORDINARY JOES INC.

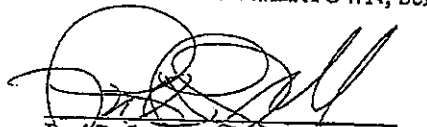
By: 
Joseph Romano,
Its President, duly authorized

STATE OF CONNECTICUT:

: ss. WATERTOWN

COUNTY OF LITCHFIELD:

Personally appeared Charles Frigon, Town Manager of the TOWN OF WATERTOWN, signer and sealer of the foregoing instrument, who, being duly authorized, acknowledged the same to be his free act and deed and the free act and deed of said TOWN OF WATERTOWN, before me ¹⁴¹ day of Jan, 2013.


Paul R. Jessell
Commissioner of the Superior Court

STATE OF CONNECTICUT:

: ss. WATERTOWN

COUNTY OF LITCHFIELD:

Personally appeared Joseph Romano, President of Ordinary Joes Inc., signer and sealer of the foregoing instrument, who acknowledges the same to be his free act and deed, and the free act and deed of the said Ordinary Joes Inc., before me this 9 day of Jan, 2013.


Mark G. Ouellette
Commissioner of the Superior Court



Highway Department Vehicle and Equipment Replacement Program FY 2027

To: Mark Raimo, Town Manager
From: Jerry Lukowski, DPW Director
Date: August 14, 2026
Subject: Request Use - Capital Equipment and FEMA Accounts for FY 2027 Vehicle Replacements

The DPW Highway Department is requesting authorization to utilize available funding from the Construction Equipment Balance Fund and the FEMA Accounts to address critical vehicle replacement needs within the Town fleet.

Vehicle - Quote for FY 27 Purchases	Vehicle ID	Price
Dyna-4 Cab Tractor	Mower 1	\$ 196,221
2026 Chevrolet Reg CAB 2500 4x4	H5	\$ 51,125
2026 Chevrolet Reg CAB 2500 4x4	H7	\$ 51,125
2026 Chevrolet 3500 Reg CAB 4x4	H1	\$ 94,451
Freightliner 114SD Single Axle Plow Truck	T6	\$ 343,629
Freightliner 114SD Axle Axle Plow Truck w/ Wing	T12	\$ 366,911
	Total	\$ 1,103,463

The Town's Highway fleet has an average age of approximately 17 years, significantly older than the statewide municipal average of 12 years and substantially older than the Connecticut Department of Transportation fleet which has an 8 years Replacement Plan. As vehicles continue to age, maintenance costs, repair frequency, and equipment downtime have increased, particularly during winter snow and ice operations when reliability is essential to public safety.

The proposed FY 2027 Vehicle Replacement Program focuses on replacing the Department's highest-priority vehicles identified through the Town's Fleet Replacement and Lifecycle Management Plan and the past year operational briefings. Replacing these units will reduce maintenance expenditures, improve operational reliability, decrease service interruptions, and provide the benefit of manufacturer warranty coverage on new equipment.

The proposed funding plan consists of the following sources:

Description	Account	Amount
Construction Equip Replacement	230.50535.244.000.9230	\$403,281
FEMA Account	010.40236.420.3052.0000	\$155,640
FEMA Account	010.40236.420.2191.0000	\$291,079
Total Available Funding		\$850,000

Watertown Finance Office has verified the available balance for both accounts.

Approval of this request will allow the Town to purchase the first five replacement vehicles outright, eliminating the need for borrowing on those units and preserving future operating budget capacity.

The sixth vehicle, Vehicle ID T12, would be partially financed as follows:

- Down Payment: \$113,000
- Amount Financed: \$253,463
- Financing Term: 4 Years
- Estimated Interest Rate: 5%
- Estimated Annual Debt Service: Approximately \$71,672

While utilization of the Construction Equipment Balance Replacement Fund will reduce available funds for future large capital equipment purchases, those replacements are expected to be addressed through future municipal bonding authorizations. The immediate need to modernize the Highway fleet and improve operational reliability.

Public Works Department
Jerry Lukowski
Director

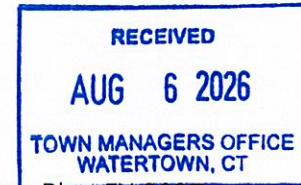
Paul Bunevich
Town Engineer



Watertown Town Hall
61 Echo Lake Road
Watertown, CT 06795
(860) 945-5240

www.watertownct.org

To: Mark Raimo, Town Manager
From: Jerry Lukowski, DPW Director
Date: August 8th, 2026
Subject: Highway Dept Vehicle and Equipment Purchase Program Plan FY 2027



The Town's current fleet is significantly older than both statewide municipal fleets and the Connecticut Department of Transportation (CTDOT) fleet. The advanced age of our vehicles and equipment has resulted in increasing maintenance costs, more frequent repairs, and a higher number of breakdowns during winter snow and ice operations.

Equipment failures during snow events directly affect our ability to maintain safe roadways and provide the level of service our residents expect. Replacing aging vehicles with newer equipment will improve reliability, reduce maintenance expenditures, and provide the benefit of manufacturer warranties, typically covering the first five years of service.

Fleet Age Comparison

- Watertown Highway Fleet Average Age: 17 Years
- Statewide Municipal Fleet Average Age: 12 Years
- CTDOT Fleet Average Age:
 - Trucks: 8 Years
 - Equipment: 5 Years

FY 2027 Vehicle Purchase Plan

Vehicle - Quote for FY 27 Purchases	Vehicle ID	Price
Dyna-4 Cab Tractor	Mower 1	\$ 196,221
2026 Chevrolet Reg CAB 2500 4x4	H5	\$ 51,125
2026 Chevrolet Reg CAB 2500 4x4	H7	\$ 51,125
2026 Chevrolet 3500 Reg CAB 4x4	H1	\$ 94,451
Freightliner 114SD Single Axle Plow Truck	T6	\$ 343,629
Freightliner 114SD Axle Axle Plow Truck w/ Wing	T12	\$ 366,911
	Total	\$ 1,103,463

The proposed FY 2027 Vehicle Purchase Program was presented during the recent budget development process and is consistent with the Town's long-term fleet planning efforts.

A comprehensive replacement strategy is outlined in a document titled:

"Fleet Replacement and Lifecycle Management Plan - FY 2026-2027 through FY 2051."

The FY 2027 plan focuses on replacing the most critical vehicles within the Highway Department fleet to improve operational reliability and reduce future maintenance costs.

Proposed Funding Sources - The following funding sources are proposed:

- Capital Equipment Balance Fund: \$321,000
- FEMA Holding Account: \$479,000
- Total Funding Available: \$800,000

The Finance Office is currently reviewing the FEMA Holding Account and confirming the amount available for use. The Town received approximately \$1.3 million in FEMA reimbursements during the previous year, with portions of those funds reimbursing accounts that were originally used to complete storm-related repairs.

Using the available \$800,000, the Town would purchase the first five vehicles outright without financing.

The sixth vehicle (last vehicle on the list), identified as Vehicle ID T12, would be financed as follows:

- Down Payment: \$63,000
- Amount Financed: \$307,000
- Financing Term: 4 Years
- Interest Rate: 5%

The estimated annual debt service would be approximately \$86,000 per year.

Long-Term Considerations - Utilizing funds from the Capital Equipment Account for these vehicle replacements will limit the Town's flexibility for future large equipment purchases. Specific concern remains with the replacement of the Gradall and Paving Box (Both 27+ years)

The current assumption is that these larger equipment replacements would be addressed through a future municipal capital bond authorization rather than through the Capital Equipment Account.

Recommendation

Given the age and condition of the Highway Department fleet, proceeding with the FY 2027 Vehicle Purchase Program will improve reliability, reduce maintenance costs, decrease operational downtime, and enhance the Town's ability to provide critical services, especially during winter operations.

The proposed funding approach allows the Town to replace six priority vehicles while limiting the amount of borrowing required for a single vehicle purchase.



**JOB DESCRIPTION
PAYROLL COORDINATOR**

JOB TYPE: FULL-TIME
STATUS: HOURLY
COMPENSATION: STARTING ANNUAL RANGE RATE: \$52,470.03 - \$70,457.29
EXCELLENT FRINGE BENEFITS
REPORTS TO: DIRECTOR OF HUMAN RESOURCES
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE: XXXX

POSITION SUMMARY:

The Payroll Bookkeeper is responsible for performing administrative and technical work of a confidential and complex nature related to municipal payroll, payroll accounting, and payroll tax reporting. Duties include collecting and verifying payroll information, processing biweekly payroll, maintaining payroll records, preparing payroll reports and tax filings, and participating in wage-and-payroll budgeting.

In support of the Human Resources Department, this position also assists with employee benefits administration, leave-balance tracking, and related Human Resources functions. Payroll is the primary responsibility of this role; Human Resources support is secondary and performed at the direction of, and in coordination with, the Director of Human Resources.

The position works closely with the Director of Human Resources, Finance Department, department managers, employees, retirees, vendors, insurance carriers, third-party administrators, unions, and other Town officials and agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll Administration

- Manage the payroll workflow to ensure biweekly payroll is processed accurately and timely.
- Collect, review, verify, and process employee time-entry information prior to payroll processing, importing into the Town's IV/Tyler payroll system.
- Verify that time and attendance information has been properly approved by supervisors.
- Calculate, post, verify, and process biweekly payroll.
- Calculate overtime, shift differentials, retroactive pay, longevity payments, stipends, unused sick-leave payments at fiscal year-end, and other compensation adjustments.
- Process new hires, promotions, salary increases, transfers, leaves of absence, terminations, and other personnel changes.
- Maintain accurate employee payroll records and earning histories.
- Process wage garnishments, tax levies, child support orders, and other required payroll deductions.



JOB DESCRIPTION PAYROLL COORDINATOR

- Verify the accuracy of employee payments and initiate corrections and adjustments as necessary.
- Review employee registers and payroll reports prior to final payroll processing.
- Maintain and accurately code payroll-related payments for Town departments, including Police and Fire.
- Enter, retrieve, import, and export payroll and personnel data from applicable computer systems and software.
- Distribute payroll checks to departments as required.
- Work with the Director of Human Resources to ensure payroll for active, terminated, and leave employees is processed accurately and timely.
- Work with the Board of Education on alternating payroll weeks to ensure appropriate payroll processing and filings are completed on its behalf.
- Run and prepare pension and retirement-related payments.

Payroll Reporting, Taxation, and Compliance

- Reconcile payroll reports and resolve payroll discrepancies.
- Run, balance, prepare, and maintain quarterly and annual payroll reports.
- Prepare and file W-2s and required federal, state, and other payroll reports and filings, including applicable IRS Form 941 filings.
- Complete required quarterly and annual surveys for the State Department of Labor and other agencies as required.
- Ensure compliance with federal and state payroll tax laws, wage and hour laws, and reporting requirements.
- Maintain current tax tables and payroll system information.
- Ensure payroll practices comply with Town policies, collective bargaining agreements, employment laws, and applicable regulations.
- Support internal and external audits and provide payroll documentation as requested.

Benefits Administration (in Support of Human Resources)

- Assist the Human Resources Department in administering employee health, dental, vision, life, disability, and voluntary insurance programs.
- Assist the Human Resources Department with new-hire benefit enrollments, qualifying life events, annual open enrollment, benefit changes, and benefit terminations.
- Assist the Human Resources Department in responding to employee benefit questions, referring inquiries to Human Resources as appropriate.
- Assist the Human Resources Department in coordinating with insurance carriers and third-party administrators to resolve enrollment, eligibility, billing, and claim issues.
- Ensure benefit deductions are accurately reflected in payroll.
- Reconcile monthly insurance invoices and investigate and resolve discrepancies.
- Assist the Human Resources Department with COBRA notifications and retiree benefit information, as applicable.



JOB DESCRIPTION PAYROLL COORDINATOR

- Update payroll and benefit provisions annually to reflect changes in employee contracts, union contracts, and Town policies, per the Director of Human Resources.

Leave and Personnel Records

- Maintain accurate and confidential employee personnel and payroll records.
- Track, update, and maintain employee leave balances, including sick leave, vacation, personal time, holidays, and compensatory time.
- Work with the Director of Human Resources to accurately reflect employee salary and personnel changes, including general wage increases, retroactive payments, longevity, leave absences, and terminations.
- Maintain records in accordance with applicable retention requirements and Town policies.
- Prepare employment verification letters and payroll-related documentation.
- Assist with employee onboarding and offboarding processes.

Accounting, Budgeting, and Financial Support

- Participate in the preparation and budgeting of wage and payroll-related costs.
- Reconcile payroll and benefit-related financial information.
- Prepare payroll-related reports for Finance, Human Resources, auditors, management, and other authorized parties.
- Prepare and reconcile payments associated with employee benefits, pensions, and other payroll obligations.
- Assist with special Finance, Human Resources, payroll, and administrative projects.

General Responsibilities

- Maintain strict confidentiality of employee, payroll, benefits, and personnel information.
- Provide professional and responsive customer service to employees, retirees, supervisors, department managers, vendors, and other internal and external customers.
- Establish and maintain effective working relationships with employees, supervisors, Town officials, vendors, and members of the public.
- Interpret and apply applicable policies, procedures, contracts, and regulations using sound judgment.
- Keep projects and assignments on schedule in a time-sensitive environment.
- Adapt to changing priorities and work independently with minimal supervision.
- Perform other related duties as assigned.

REQUIREMENTS:

- Associate's degree in Human Resources, Accounting, Business Administration, Bookkeeping, or a related field; bachelor's degree preferred. An equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position may be considered in lieu of the degree requirement.



JOB DESCRIPTION PAYROLL COORDINATOR

- Three to five years of progressively responsible payroll, bookkeeping, benefits administration, or related experience.
- Municipal department or state agency payroll experience preferred.
- Experience processing payroll using an automated payroll and timekeeping system.
- Experience administering employee benefits and leave programs.
- Strong knowledge of federal and state payroll taxation laws, wage and hour laws, payroll reporting requirements, and payroll best practices.
- Knowledge of payroll deductions, retirement contributions, garnishments, tax levies, and other payroll-related requirements.
- Knowledge of employee benefit administration and payroll benefit deductions.
- Familiarity with municipal payroll systems and collective bargaining agreements preferred.
- Ability to maintain complex and varied payroll, personnel, benefits, and financial records.
- Strong attention to detail and excellent organizational skills.
- Strong analytical, mathematical, and problem-solving abilities.
- Ability to prioritize work, meet strict payroll deadlines, and complete assignments accurately and timely.
- Ability to work independently and exercise sound judgment.
- Ability to maintain strict confidentiality.
- Excellent customer service and interpersonal skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office, particularly Microsoft Excel.
- Ability to establish and maintain effective working relationships with employees, supervisors, department heads, vendors, and the public.
- Must be bondable in accordance with the General Statutes of the State of Connecticut.
- Must be able to successfully complete a thorough background investigation.

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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



JOB DESCRIPTION PAYROLL COORDINATOR

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

POSITION TYPE/EXPECTED HOURS OF WORK:

This position is an hourly unit member.

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

TRAVEL:

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

OTHER DUTIES:

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

EEOC STATEMENT:

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

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

Employee Signature
REV. XXXX

Date



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 \$12,727.76 to line item 010.50341.043.0102.9010 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 17th day of August, 2026.

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on August 17, 2026 the foregoing resolution was moved for adoption by Councilman/Councilwoman _____.
The motion was supported by Councilman/Councilwoman _____.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council



RESOLUTION

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

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

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

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

Dated at Watertown, Connecticut this 17th day of August, 2026.

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on August 17, 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	Fee	Refund
2025-03-0050953	BALDINO ANITA	5 OAK ST	WATERTOWN, CT	2014/1HGCR2F85EA293666	12-129 Refund of Excess Pmts - Acct prorated	104.09	-	-	104.09
2025-03-0053080	CARPINTIERI MAURO	57 JOSHUA TOWN	WATERTOWN, CT	2009/WBAPK73549A464308	12-129 Refund of Excess Pmts - Acct prorated	49.42	-	-	49.42
2025-03-0053325	CENKOLLI AURELA	550 WOODBURY F	WATERTOWN, CT	2014/WDDHF9BB7EA967278	12-129 Refund of Excess Pmts - Acct prorated	75.46	-	-	75.46
2023-01-0001905	COTALITY	PO BOX 9202	COPPELL, TX	245 CHERRY AVE	12-129 Refund of Excess Pmts - Acct prorated	15.90	-	-	15.90
2024-01-0001915	COTALITY	PO BOX 9202	COPPELL, TX	245 CHERRY AVE	12-129 Refund of Excess Pmts - Acct prorated	16.83	-	-	16.83
2024-04-0080763	DRX FINANCIAL	856 ECHO LAKE R	WATERTOWN, CT	2015/3N6CM0KNXFK708202	12-129 Refund of Excess Payments.	6.16	-	-	6.16
2024-03-0056297	EAN HOLDINGS LLC	ONE FINANCIAL P	HARTFORD, CT	2022/1N4BL4DV6NN380538	12-129 Refund of Excess Pmts - Acct prorated	322.39	-	-	322.39
2024-04-0080105	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2022/2C3CDZJG5NH237754	12-129 Refund of Excess Pmts - Acct prorated	180.90	-	-	180.90
2024-04-0080516	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2022/2FMPK4K92NBB07175	12-129 Refund of Excess Pmts - Acct prorated	172.82	-	-	172.82
2024-04-0080514	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2022/2FMPK4K99NBB06721	12-129 Refund of Excess Pmts - Acct prorated	58.06	-	-	58.06
2024-04-0080108	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2022/5TDHZRBH0NS240864	12-129 Refund of Excess Pmts - Acct prorated	411.97	-	-	411.97
2024-04-0081621	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2023/2C3CDXH8PH560001	12-129 Refund of Excess Pmts - Acct prorated	52.42	-	-	52.42
2024-04-0081612	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2023/2C4RC1GG0PR553884	12-129 Refund of Excess Pmts - Acct prorated	284.84	-	-	284.84
2024-04-0081278	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2023/JN8AY2BB5P9833312	12-129 Refund of Excess Pmts - Acct prorated	366.36	-	-	366.36
2024-04-0080510	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2024/1C4RJXN69RW172208	12-129 Refund of Excess Pmts - Acct prorated	394.58	-	-	394.58
2024-04-0081630	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2024/1GYFZDR41RF211273	12-129 Refund of Excess Pmts - Acct prorated	69.13	-	-	69.13
2024-04-0081613	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2024/2T3P1RFV0RC431189	12-129 Refund of Excess Pmts - Acct prorated	98.62	-	-	98.62
2024-04-0081633	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2024/3C4NJDDN8RT119320	12-129 Refund of Excess Pmts - Acct prorated	229.38	-	-	229.38
2024-04-0080107	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2024/3GNAXUEG9RL184004	12-129 Refund of Excess Pmts - Acct prorated	441.37	-	-	441.37
2024-04-0080106	EAN HOLDINGS LLC	14002 E 21ST ST S	TULSA, OK 74116	2024/5N1DR3BC5RC202503	12-129 Refund of Excess Pmts - Acct prorated	255.43	-	-	255.43

Susan King, Clerk of the Town Council

TOWN OF WATERTOWN DEPARTMENTAL REPORTS

Building

Fire Marshal

Land Use

Parks, Recreation, Senior/Social Services

Police Department

Town Clerk

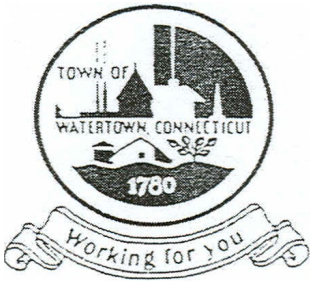
1780

Prepared for the:

Monday, August 17, 2026

Town Council Meeting

Working for you



TOWN OF WATERTOWN CONNECTICUT

Building Inspector's Office
61 Echo Lake Rd.

Watertown, Connecticut 06795

Tel: 860-945-5264

Fax: 860-945-2704

August 12, 2026

To: Mark Raimo

From: Jeffrey Biolo Building Official

RE: Department Activities: July 2026

The Building Department issued 129 permits during July 2026.

Building permits-	50
Electrical permits-	31
HVAC permits-	18
New construction-	3
Plumbing permits-	17
Roofing permits-	8
Swimming Pool-	2

The total fee cost generated is \$38,657.08.

The net value of the permit projects is \$2,513,484.30.

There are many projects in town that the Building Department is currently involved in.

These projects include: Ongoing subdivision, Turnberry Estates, on Pondview Dr.

- With Certificates of Occupancy being issued.

- Phase 1 completed

- Phase 2 construction ongoing

New construction of single family and multi-family dwellings.

Many additions and renovations for single family and multi-family dwellings.

Ongoing construction of shop building at 10 Dinunzio.

Certificate of Occupancy for Galaxy Zone.

Plans submitted for two separate 3 family townhouses.



Watertown Fire Marshal's Office Inspector Activity Report 07/01/2026 to 07/31/2026

Inspection Type	Count
Apartments	1
Assembly (Including Liquor License)	4
Business Inspection	35
GROUP HOMES / BOARD & CARE	1
INSPECTION - Fire Protection	2
PLAN REVIEW - Permit	1
Residential Inspection	1
Tent Inspection	1
Three Family	33

Total Inspections	79
Incident Investigations	0
Total Staff Training	3
Total Staff Activities	101

Activities include, Office Meetings, Burning Permit/Issues, Public Education, Residential Tank Removals, Smoke Detector Installations and additional Fire Marshal Training:

Watertown Fire Marshal's Office - Monthly Report – July 2026

The following highlights summarize the activities of the Fire Marshal's Office for the month of July 2026:

- The Fire Marshal's Office has been actively training two new Deputy Fire Marshals on office procedures, inspection processes, report writing, and daily operations. Their training is progressing well.
- Completed plan reviews, attended pre-construction meetings, and conducted site visits alongside the Building Department for ongoing and upcoming construction projects
- Attended various continuing education and professional development classes to maintain required certifications and stay current with fire code updates and best practices.
- Responded to and fulfilled multiple requests for information, including underground storage tank removal documentation, fire incident reports, and other public records requests.
- Performed a variety of field duties, including building inspections, responses to burn complaints, open burning permit inspections, tent inspections, food truck inspections, and blight-related investigations.

During the month, the office completed:

- 3 Open Burning Permit inspections
- 3 Burn Complaint Investigations
- 2 Code Compliance Investigations
- 2 Food Truck inspections
- 1 Tent inspections
- 3 Blight-related site visits
- 5 Fire Extinguisher Trainings – 2 being with the Town Hall Employees
- 1 Tank Removal Inspection and Report
- Participated in several meetings, including the Connecticut Commission on Fire Prevention and Control Special Populations Committee, Community Risk Reduction Committee, Community Response Subcommittee, and the Youth Firesetting Statewide Steering Committee.
- Presented a fire safety program at Behavioral Approach

Respectfully Submitted, Fire Marshal Kim Calabrese



WATERTOWN POLICE DEPARTMENT
195 FRENCH STREET
WATERTOWN, CT 06795
860-945-5200



Joshua N. Bernegger
Chief of Police

Jared D'Andrea
Deputy Chief

TO: Town Manager Mark Raimo
Watertown Town Council
Watertown Police Commission

FROM: Joshua Bernegger, Chief of Police

DATE: 12 August 2026

RE: August 2026 Chief's Report

- 1) Recruit Officer Morgan DeMarest graduated the New Haven Police Academy on July 31st and is currently assigned to field training for the next 12 weeks.
- 2) Recruit Officer Arnaldo Santos is currently attending the POST Academy in Meriden and scheduled to graduate in December 2026.
- 3) Two additional police applicants are undergoing background checks and, if successful, will be starting the Milford Police Academy on August 28th. The hiring of these two applicants will fill the police department's roster with 42 sworn.
- 4) A new full-time dispatcher and three per diem dispatchers have been hired and are currently training.
- 5) The Town of Watertown Radio Communications Upgrade Project continues as scheduled. The fire department's radios have been received, so our radio vendor (NORCOM) should be completing the project soon.
- 6) Officer Billy Weidemier has been selected to serve as Watertown High School's next School Resource Officer. SRO Weidemier will begin his duties at the high school in the coming weeks.
- 7) A promotional process for the rank of sergeant has been posted. A vacancy in the sergeant rank does not currently exist. This process will establish a two-year list in the event a vacancy does occur.
- 8) The Collective Bargaining Agreement between the Town and the Police Union has been fully ratified. The Agreement with the dispatch union should be going to Town Council in the coming weeks.



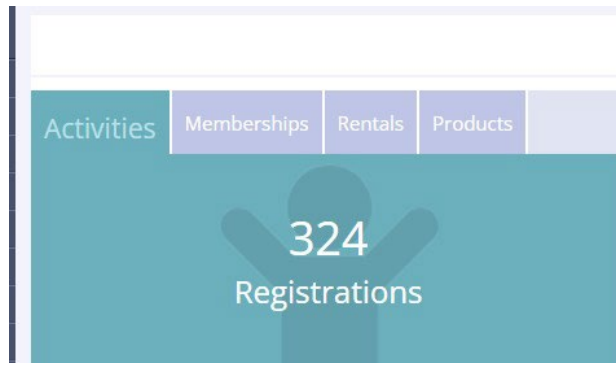
WATERTOWN, CONNECTICUT

PARKS, RECREATION, SENIOR, & SOCIAL SERVICES

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



July 2026 MONTHLY REPORT



Myrec 7/01/2026-7/31/2026

A Message from Michael Ganem, Director:

July brought the full energy of summer to Watertown, marked by memorable community celebrations, vibrant facility usage, and steady progress on our long-term capital goals. Following a seamless fiscal year transition, our team focused heavily on delivering exceptional public programming and keeping our high-priority infrastructure projects moving forward.

Key departmental milestones from July include:

- **Historic July 4th Celebration:** Our Semiquincentennial community picnic at Crestbrook Park was a resounding success. Thanks to seamless shuttle service logistics, robust interdepartmental coordination, and enthusiastic resident turnout, the event offered a memorable celebration for our community.
- **Peak Recreation & Aquatics Operations:** Facility usage and programming across Sylvan Lake and the municipal pool ran at full speed throughout the month. Daily attendance remained strong, supported by our seasonal aquatics team maintaining rigorous safety and operational standards.
- **Court Infrastructure Advancement:** We continued working closely with SLR International Corporation to refine site plans and structural specifications for the post-tension concrete tennis and pickleball court replacements at Crestbrook Park, positioning the project for a 2027 groundbreaking following site assessments and final plan refinements.
- **Master Comprehensive Park Plan:** The Parks and Recreation Commission further advanced discussions and groundwork for the town-wide Master Park Plan, aligning core facility assessment goals to present to the Town Manager.
- **Community & Civic Partnerships:** We expanded outreach and preliminary coordination for upcoming late-summer service initiatives, including finalizing

plans with local schools and community organizations for upcoming volunteer projects and civic programs.

Recreation:

- **Saturday, July 4 – America 250 Celebration**

We celebrated 250 Years of America at Sunset Grille at Crestbrook Park.

Thank you to everyone who joined us for this historic milestone. From the reading of the Declaration of Independence and family activities to the pie-eating contest, games, and wonderful community spirit, it was a day to remember. A heartfelt thank you goes out to our amazing sponsors, volunteers, participants, and everyone who helped make this event possible. Your dedication, generosity, and support brought this celebration to life. Here's to 250 years of America and to a community that continues to come together to celebrate our nation's history. Thank you for making this event so special!

- **Saturday, July 11 – Night Out on Main Street**

Our first Night Out on Main Street was held on Main Street in Watertown with a new event layout. We welcomed more than 52 vendors, including food vendors. The community was very receptive to this exciting event. Despite a brief rain shower, attendance was excellent, and visitors enjoyed live music by Vivid, shopping, and great food.

- **Summer Coloring Contest**

We hosted a Summer Coloring Contest for children in Pre-K through 4th grade. Participants submitted coloring pages that were featured in our Summer Activities Guide. Each child showcased their creativity, and every participant received a prize.

- **Summer Camps**

Our summer camps continue to be a tremendous success. Enrollment has remained strong, and both campers and parents have shared positive feedback. As we begin to wind down the season, we have just three weeks of camp remaining.

- **Aquatics**

Both Crestbrook Park Pool and the Watertown High School Pool are fully operational and continue to be well attended. Residents have been enjoying a safe and successful summer swim season.

- **Mini Musical Summer Camp**

On July 17, campers performed a wonderful production based on the musical Annie. It was fantastic to see the children showcase everything they learned throughout the program. They truly did an outstanding job!

- **Watertown Farmers Market**

The Watertown Farmers Market was held every Wednesday throughout July at Veterans' Memorial Park from 5:00–8:00 p.m. Attendance has been exceptional. Vendors have expressed how pleased they are with the new location and the increase in customer traffic and sales.

- **Summer Poker Run**

Our Summer Poker Run was held every Wednesday in July at Veterans' Memorial Park. Participants had the opportunity to complete a 5K, 3K, or 1K course. This popular event reached a record attendance of more than 50 participants.

- **Summer Concert Series**

The Parks & Recreation Department continued hosting its Summer Concert Series every Wednesday evening at the Veterans' Memorial Park Pavilion. The concerts have generated tremendous community support, with approximately 350 attendees each week, enjoying live music, food, and a fun family atmosphere.

- **Saturday, July 24 – Family Movie Night**

Our first Summer Family Movie Night Under the Stars was held at the Veterans' Memorial Park Pavilion. Approximately 100 residents attended to enjoy the featured movie, The

Goat. The addition of a food truck made the evening even more enjoyable, and the community response was overwhelmingly positive.

- **Fall Programs**

Planning for our fall season is well underway. The Fall Activities Guide will be released on August 4, with registration opening on August 6. We look forward to another exciting season of programs and special events.

- **Korean War Memorial Service**

On Monday, July 27, the Korean War Memorial Service was held at the Steele Brook Greenway Bridge. It was a meaningful ceremony honoring the service and sacrifice of our veterans, and we were grateful to be part of such a special community event.

Social Services:

- Processed Renters Rebate. 24 applications were completed this month.
- Dea Verde donated \$100 to the Food Bank from her proceeds at Night Out on Main
- Received a \$200 donation from Robert Kuegler.
- Assisted two families with Oil and Propane
- Completed a house visit with Laura and the Police Department to assist an elderly resident in need.
- I applied for a Grant to get a vacuum for the Food Bank
- We received many food donations this month:
 - United Way donated a large amount of snack kits
 - Hawk Ridge donated fresh vegetables
 - Help Unlimited donated gallons of water
 - Residents have been sending donations from our Amazon Wishlist
 - The Town Clerk's Office held a Food Drive for Dog and Cat food in honor of Dog licensing month.
 - Premier Subaru made a very generous donation through our Amazon Wishlist.



Senior Center:

- (10) New FASC Members came on board between July 1 and July 31, 2026.

- (11) Seniors enjoyed **Movie & Popcorn** for the showing of *1776: The Musical* on Wednesday, July 1.
- (16) Seniors attended **Milkshake Monday** on Monday, July 13.
- (5) Seniors participated in 25-minute sessions of **Reflexology** on Tuesday, July 14.
- (11) Seniors attended a **Painting Class** led by Middle School Art Teacher Stephanie Lauro-Goetz, who generously donated her time and talent on Wednesday, July 15.
- (40) Seniors participated in a **Bus Trip featuring lunch at Bill's Seafood in Westbrook and a two-hour Cross Sound Lighthouse Cruise** on Friday, July 17.
- (32) Seniors attended our **Sixth Annual Blueberry Bake-Off** on Wednesday, July 22, which featured two new judges: Business Owner Gabi, owner of Gabi Ghouls by Hardcore Sweet Bakery, as well as our Watertown Parks and Recreation Director, Michael Ganem. Our Town Manager, Mark Raimo, attended to support our talented bakers, judges, and senior tasters. This event continues to be one of our signature summer traditions!
- (14) Seniors attended a **Bus Trip** to the **Litchfield Hills** where they enjoyed lunch at **Patty's Restaurant in Litchfield** followed by a visit to the **Bantam Farmers Market** and **Poppy's Ice Cream in Morris** on Friday, July 24.
- (68) Seniors attended our **Second Annual Luau Party**, making it our largest event of the month and a festive conclusion to July's activities on Friday, July 31.

Planned Activities – August 2026

- Zumba (Sponsored by Oak Street Health) **8/4/2026**
- Bus Trip to the Pond House Café & Bushnell Park Carousel **8/7/2026**
- Bus Trip to the Aqua Turf Club for Dinner and Entertainment **8/11/2026**
- Reflexology **8/11/2026**
- Bus Trip to the Nathan Hale Homestead & Bidwell Tavern **8/14/2026**
- Milkshake Monday **8/17/2026**
- Bus Trip to the Waterbury Senior Center for the Brass City Harvest Farmers Market **8/18/2026**
- Blood Pressure Screenings (Sponsored by NCE Home Health Care) **8/18/2026**
- Movie & Popcorn *featuring newly released "Young Washington"* **8/21/2026**
- Bus Trip to BARC's Hidden Café for Lunch **8/24/2026**
- Book Club **8/25/2026**
- Bus Trip to Aldi's in Bristol **8/26/2026**
- Picnic in the Park at Veterans Memorial Park **8/28/2026**

TOWN OF WATERTOWN

CONNECTICUT

Office of the Town Clerk

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



August 12, 2026

Monthly Departmental Report

Town Clerk's Office

July 2026 reporting:

310 Land Records Recorded

took in \$34,392.15 town conveyance tax

0 Maps Recorded

6 Property Foreclosure Registrations and De-Registrations

13 Sports Licenses (Hunting, Fishing licenses and permits)

0 Cigarette Dealer License Applications

6 Notary Commissions and 1 Notary Address Change

6 Trade Name Recordings and 1 Dissolution of Trade Name

11 Burial Permits

7 Cremation Permits

1,099 Land Record Copies and 43 Map Copies

8 Certified Land Record/Map Copies

1 Scan fee collection

153 Dog Licenses plus 1 10-kennel set

4 Marriage Licenses

6 Military Discharge Recordings

108 Vital Record Certified Copies

Project Progress:

*Republican & Democratic Primary – “built” and ordered ballots, prepared ballot packets – began issuing for August 11th Primaries on July 21st – training on new envelope and absentee ballot processes.

Continuation of Minutes Scanning Project – Water & Sewer, 1998-2000.

Respectfully submitted, 
Lisa Dalton, MCTC, Watertown Town Clerk



INCORPORATED 1780

TOWN OF WATERTOWN

Land Use Office

Planning & Zoning Commission · Zoning Board of Appeals · Conservation Commission / Inland Wetlands Agency

Watertown Municipal Center · 61 Echo Lake Road · Watertown, CT 06795
Tel (860) 945-5266 · www.watertownct.org

August 14, 2026

Mark Raimo
Town Manager
Watertown, CT

Re: Department Activities, July 2026.

In the month of July 2026, the Land Use Office issued 26 permits, generating fees to the Town of \$143,080 and having an approximate net value of \$69,566,318 (including Taft Dormitory Project).

Notable projects include:

- Construction of Turnberry age restricted housing Phase II continues. Site work continues for Phase III. There is erosion issues related to Phase III that continue to be addressed by Staff through weekly meetings with the site Project Manager. The CCIWA has asked Turnberry for a 3rd party engineering review of all erosion control features of the site to ensure the site can be adequately stabilized throughout construction and post completion of all site work.
- Site clearing has begun on Berkshire Estates, and a pre-construction meeting will be held with the project team in the coming weeks.
- An application from Taft School for the construction of (2) two 45,000 ft² dormitories with associated drainage improvements, walkways and interior roadway construction has been approved by the CCIWA and the PZC.
- Work on the 2027 POCD update continues by Town Staff, the working group will plan to convene for their first meeting before the September PZC meeting.
- Regulation amendments to the Zoning Regulations to bring Watertown into compliance with PA 25-1 which includes establishing a new “summary review” procedure for “middle-housing” applications between 2-9 units within business zones. These middle housing projects can be entirely residential or contain a commercial component. The Land Use Office is currently tracking a few potential applications that are expected to file this fall. This amendment package also brings the regulations into compliance with Statute to allow for the conversion of assisted care facilities i.e. nursing homes, into apartments by “summary review”.
- Regulation amendments to the Zoning Regulations for driveway separation in the R-70 & R-90 zoning districts has been submitted to the Commission for their review.

- Modifications have been approved by the CCIWA and PZC for Tractor Supply (28 Riverside) and construction has resumed.
- A Planned Development District (PDD) application has been submitted by Napoli Associates for 3 Harvard Street to construct 12-apartment units in the old hardware store building. PDD applications require a master plan, text amendment, and a zone change. If these applications are approved the applicant will then need to submit a site plan application to the PZC and receive approval before construction can begin.
- An application for a contractor facility with office, garage, and employee parking was approved by the PZC for C&S Paving.
- An application for a 900 ft² addition to a professional office at 465 Straits Turnpike was approved by the PZC.
- The CCIWA received an application for a mixed use building on Thomaston Road for 3-commercial and 6-residential units.
- The CCIWA received an application for a 3-lot re-subdivision at 250 Old Baird Road.
- An application has been approved to re-zone 178 / 184 Commercial Street from IR-80 → B-SC to allow for fabrication, restoration and car repairs on the property so that EPS Motorsport can move their operations. The applicant now is filing for a special permit to establish the use.
- The PZC approved a commission petitioned zoning map amendment to rezone the southern half of Echo Lake Road from IR-80 → IG-80 from Park Road to Route 8.

Staff continue to meet through the pre-application process with residents and developers interested in pursuing a variety of development projects in Town. Please let me know if you require any additional information.

Respectfully submitted,

Spencer Musselman, CZEO
Land Use Administrator
Town of Watertown, CT

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.

2024-04-0081627	EAN HOLDINGS LLC	14002 E 21ST ST	TULSA, OK 7	2024/WA1EAAFY9R2063650	12-129 Refund of Excess Pmts - Acct prorated	329.60	-	-	329.60
2024-04-0082056	EAN HOLDINGS LLC	14002 E 21ST ST	TULSA, OK 7	2025/1GNEVGRS8SJ146736	12-129 Refund of Excess Pmts - Acct prorated	66.92	-	-	66.92
2024-04-0080110	EAN HOLDINGS LLC	14002 E 21ST ST	TULSA, OK 7	2025/W1K5J4HB9SN527336	12-129 Refund of Excess Pmts - Acct prorated	366.19	-	-	366.19
2025-03-0057756	GEFFERT TODD W	117 WESTGATE RD	WATERTOWN	2006/1D4HB58266F193392	12-129 Refund of Excess Pmts - Acct prorated	26.98	-	-	26.98
2025-03-0059824	HYUNDAI LEASE TITLI	3161 MICHELSON	IRVINE, CA 9	2023/5NMJFCAE5PH190239	12-129 Refund of Excess Pmts - Acct prorated	445.67	-	-	445.67
2025-03-0059837	HYUNDAI LEASE TITLI	3161 MICHELSON	IRVINE, CA 9	2023/5XYRKDLF8PG192829	12-129 Refund of Excess Pmts - Acct prorated	284.72	-	-	284.72
2025-03-0059895	HYUNDAI LEASE TITLI	3161 MICHELSON	IRVINE, CA 9	2023/KM8JFCAE5PU201082	12-129 Refund of Excess Pmts - Acct prorated	490.61	-	-	490.61
2025-03-0059852	HYUNDAI LEASE TITLI	3161 MICHELSON	IRVINE, CA 9	2024/5NMMCET1XRH001518	12-129 Refund of Excess Pmts - Acct prorated	792.24	-	-	792.24
2025-03-0059804	HYUNDAI LEASE TITLI	3161 MICHELSON	IRVINE, CA 9	2024/5XYK3CDF5RG155859	12-129 Refund of Excess Pmts - Acct prorated	183.88	-	-	183.88
2025-03-0059793	HYUNDAI LEASE TITLI	3161 MICHELSON	IRVINE, CA 9	2025/KNDETC474S7681123	12-129 Refund of Excess Pmts - Acct prorated	135.18	-	-	135.18
2024-03-0060147	JEFFREY GENEVIEVE	53 NORTH ST	OAKVILLE, C	2009/WAUMF78K39N052413	12-129 Refund of Excess Pmts - Duplicate & Over	76.10	-	-	76.10
2025-03-0061733	LEPINE DAVID F	6 HILLTOP RD	WATERTOWN	2003/5J6YH28503L002075	12-129 Refund of Excess Pmts - Acct prorated	6.25	-	-	6.25
2025-01-0004604	LEVASSEUR DAVID F &	146 SMITH RD	THOMASTON	20 GARIBALDI ST	12-129 Refund of Excess Pmts - Duplicate & Over	4,699.16	-	-	4,699.16
2025-03-0061936	LOMBARDI MICHAEL	58 MEADOWCRES	WATERTOWN	2015/1G1YF3D77F5122384	12-129 Refund of Excess Pmts - Acct prorated	82.88	-	-	82.88
2025-03-0062612	MANCINI EMIL A	235 MAIN ST	WATERTOWN	2017/19XFC1F77HE005257	12-129 Refund of Excess Pmts - Acct prorated	41.78	-	-	41.78
2024-03-0064715	NISSAN INFINITI LT LL	P O BOX 22059	NASHVILLE,	2020/3N1AB8CV3LY287996	12-129 Refund of Excess Pmts - Acct prorated	298.30	-	-	298.30
2025-03-0065707	PELKEY PETER N	68 TUCKER AVE	OAKVILLE, C	2013/5NPEB4AC4DH682180	12-129 Refund of Excess Pmts - Acct prorated	43.92	-	-	43.92
2025-03-0067640	RUSS DENISE	135 PORTER ST	WATERTOWN	2008/1HD1KB4168Y690605	12-129 Refund of Excess Pmts - Acct prorated	20.88	-	-	20.88
2025-03-0067698	RYDER TRUCK RENTAI	99 MURPHY RD	HARTFORD,	2019/3ALACWFC8KDKF8387	12-129 Refund of Excess Pmts - Acct prorated	555.14	-	-	555.14
2025-03-0068177	SCIARAPPA MALANI A	25 SHAW FARM RD	OAKVILLE, C	2016/JF2GPADCXG8239587	12-129 Refund of Excess Pmts - Acct prorated	106.04	-	-	106.04
2025-03-0068509	SHPATA ERJON	755 WOODBURY F	WATERTOWN	2005/2T1BR32E95C550965	12-129 Refund of Excess Pmts - Acct prorated	9.65	-	-	9.65
2025-03-0068847	SNOW JOHN C	306 NORTH ST	WATERTOWN	2015/2HKRM4H70FH632478	12-129 Refund of Excess Pmts - Duplicate & Over	30.64	-	-	30.64
2025-03-0071697	XHUTI ZHULJETA	35 WHEELER FAR	WATERTOWN	2012/5FNYF4H46CB003278	12-129 Refund of Excess Pmts - Acct prorated	28.90	-	-	28.90
TOTAL						12,727.76	-	-	12,727.76

Susan King, Clerk of the Town Council