



**TOWN COUNCIL
WATERTOWN, CONNECTICUT
MONDAY, OCTOBER 5, 2026
REGULAR MEETING – 7:00 P.M.**

MINUTES

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

Call Meeting to Order.

1. Chairman Jonathan Ramsay called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.

Chairman Jonathan Ramsay led the pledge of allegiance.

3. Roll Call.

PRESENT: Jonathan Ramsay, Chairman
Mary Ann Rosa, Vice Chair
Dan Cocchiola
Tom DeMatteis
Ken Demirs
Robert Desena
Carina Noyd
Robert Retallick
Rachael Ryan

ABSENT:

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

4. Public Participation.

The Town Council invites the public to speak 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.

Catherine Dinsmore spoke in regards to the status of recommendations by the Bipartisan Water & Sewer Committee. Ms. Dinsmore asked about the release of the demand letters to the Fire District and the City of Waterbury and what the legal costs and associated negotiations.

Denise Russ spoke in regards to the money coming out of the line items for sand for Sylvan Lake, the paving and the tennis courts on the agenda.

Barbara Zulkeski
Attached

Katherine Camara spoke in regards to the discussion from the council for the new Town Attorney and asked for the demand letters for water & sewer.

5. Minutes.

a. September 10, 2026 –Special Meeting.

Motion: Mary Ann Rosa seconded by Rachael Ryan: I move to approve the Special Meeting minutes dated September 10, 2026 as presented.

Discussion: none.

Aye: 8 Ramsay, Rosa, Cocchiola, DeMatteis, Desena, Noyd, Retallick, Ryan

Nay: 0

Abstain: 1 Demirs

Motion passes

b. September 21, 2026 – Special Town Meeting

Motion: Mary Ann Rosa seconded by Rachael Ryan: I move to approve the Special Town Meeting minutes dated September 21, 2026 as presented.

Discussion: none.

Aye: 8 Ramsay, Rosa, Cocchiola, DeMatteis, Demirs, Desena, Noyd, Ryan

Nay: 0

Abstain: 1 Retallick

Motion passes

c. Special 21, 2026 – Regular Meeting

Motion: Mary Ann Rosa seconded by Rachael Ryan: I move to approve the Regular Meeting minutes dated September 21, 2026 as presented.

Discussion: none.

Aye: 8 Ramsay, Rosa, Cocchiola, DeMatteis, Demirs, Desena, Noyd, Ryan

Nay: 0

Abstain: 1 Retallick

Motion passes

6. Chairman's Report.

a. Correspondence.

1. Letter from Economic Development Commission concerning the Watertown Façade Improvement Program funding.
2. Memorandum from the Superintendent, Lisa Fekete and Business Manager, Maria Kashuba from the Watertown Board of Education transmitting the Board of Education Monthly Financial Reports for August, 2026, dated September 28, 2026.

Chairman Jonathan Ramsay stated:

- Tom DeMatteis is going to be added to the sub-committees that Michelle McHugh was on, which includes the Ordinance Subcommittee, Elderly Tax Relief and be part of the Finance Committee as everyone else.
- Mark Raimo has prepared an updated memo related on sets of projects on how we are making Watertown a better place and has updated memo he will talk on it in his Town Manager's report.

7. Staff Reports.

a. Town Manager.

Mark Raimo reported:

1. Spoke in regards to the letter from the Economic Development Commission, although we did cut the \$15,000 last year out of the line item to bring the budget down. I believe it a good idea if a business owner that was interested in taking advantage of the façade program, we would bring it to the council individually with the anticipation of putting that \$15,000 back into next year's budget.
2. On the Superintendent memo, our way of communicating to all Town Council members moving forward in our meeting will produce a report and I will provide the town council keeping an update on the BOE.
3. The CEN network bringing our internet service to the town, we switched over this evening at 5:00 and were successful. As we move forward and drop our service with Frontier, I will update you on the savings that we receive by switching over to this network.
4. The Water & Sewer letters went out last week. We did receive a direction that the letters were received by both Waterbury and the Watertown Fire District, they would be posted online.
5. Town Manager Progress Update 2020 to 2026.

Memo attached

Council comments:

Robert Desena stated you mentioned many times in your report about your vision. All that has been accomplished during your tenure is a credit to your vision, yours and your staff's ability in coordinating efforts of accomplishment to achieve your goals for the betterment of the town, thank you.

b. Finance Director

Maria Guerrero invited Barry Barnabe from Phoenix Advisors to discuss our bond rating. The rating report will be on the home page sometime tomorrow.

Barry Bernabe, Phoenix Advisors spoke in regards to the town's bond rating.

8. Subcommittees.

Shared Services, Mary Ann Rosa Sub-committee Chair reported we will have a meeting on October 8th, Thursday at 6:30 p.m. on the second-floor conference room for the Shared Services Committee, it will be the first organizational meeting for the scheduling of

meeting times and set the guidelines we are going to follow and to obtain the information that has been gathered for us.

The Ordinance Sub-committee will look into speed cameras, Robert Desena will be Chair on the committee and it will be scheduled shortly.

9. New Business.

a. Discussion and possible action on the appointment of a Town Attorney.

Chairman Jonathan Ramsay stated we had a lot of discussion at last meeting with no conclusion we wanted to continue that discussion.

Dan Cocchiola stated I have given a lot of thought on it with our conversations here. Although it sounded like it, there was a diversity of opinion. I think we are close whether it is one or the other. I think complete outsiders give the appearance of non-bias, in a way that Carmody maybe can't in my opinion. I think Zabel clearly articulated that they would be hyper mindful of billing implications and be sensitive to the cost factor, I did not feel Carmody thought that. I think one of the offers they made to be our attorney is to open a local office which is pretty extraordinary in terms of an effort to work with us. They obviously come with strong references, which is a nice edge for me, those are points that Zabel beats the other group on.

Robert Retallick stated I too like what you say on that, what scares me they would open an office. How many real estate agents come into Watertown and open an office and are never staffed. That scares me about that group, that could possibly happen and they said they are on the road all the time, working out of their car. As far as Carmody & Torrance goes, their billing practices scare me for the Town of Watertown. I like how they are very structured and have different lawyers for different things but that comes with a big bill and I can't see Watertown handling that bill. I am up in the air of what I am thinking is right.

Carina Noyd stated I appreciated the points that Dan and Rob made. Rob your comment they are on the road a lot, I think that a lot of professionals are working mostly remote at this point. They came with great references, it seems to be working well.

Vice Chair Mary Ann Rosa stated I guess I have to repeat what I said at the last meeting. Number one, I wish we had more firms to apply. It was obvious to me that Attorney Pilicy has a wealth of knowledge that none of the others have and there would be a large learning curb for the other two firms. No matter what firm we hire it is going to cost us more money. In reflection that tells us how long we have been fortunate to not to pay what the going rate is for a professional firm. The firm from New Haven I think the attorneys are probably very smart, their presentation on paper was magnificent, if we hired from that they would have been my choice. The way

they presented themselves in person scared me. I would not want the gentlemen to be our contact to represent me. There is no way I could say that firm would be outstanding firm for Watertown. It leaves me with Carmody & Torrance and what Rob said is true they are going to bill us and they are going to bill us a lot. I think we need the best possible professional firm to represent our town. We are making a big change from a lot of years of representation and it is an important one. I wish it could be a unanimous choice from all of us, that we all felt confident with the same firm and it does not sound like that is where we are at. I think it is important that we establish trust from the towns people with whoever we hire. I am stuck with Carmody & Torrance as my number one and I know that is not the choice of some others.

Dan Cocchiola stated I hear what you say and it makes a lot of sense. If we talk to Zabel and said that attorney you brought to us is not acceptable but the firm is and asked would that mitigate it or is that out of bounds. I am speaking as to what you said your concern was.

Vice Chair Mary Ann Rosa stated I wouldn't know if I want to do that to an attorney, he might take offense at that. I think in the end I think the closest we can come to that, we all pick a firm that we think will work, is what best for the town and that is what I would like to see that happen.

Chairman Jonathan Ramsay reiterated what I said at the last meeting, all 3 firms there was a lot of pros, handful of cons. Pilicy a wealth of knowledge, he knows Watertown he comes with some baggage with Water & Sewer issues and the lawsuit. The firm out of Waterbury very knowledge and organized, very professional, I fear the billing side. I question, yes you want the experts in each field but a lot of the towns work doesn't need the right-hand man, that assistant, whatever that position is. Some of these firms are going to be billing us a lot more than what we were use to or what we can handle. Out of New Haven on paper was very nice, the presentation not the best, not organized, not prepared and I am stuck in the middle too. The question is where do we go from here.

Vice Chair Mary Ann Rosa I would like to make a motion.

Motion: Mary Ann Rosa seconded by Tom DeMatteis: I move to go out and seek further interests from other firms for the Town Attorney's position.

Dan Cocchiola stated I think that is a reasonable course of action.

Vice Chair Mary Ann Rosa stated hopefully there is another firm out there that we can all agree on that will negate all the negative anybody has on any firm. At least we can try and if we don't get any others, then we will have to make a decision.

Chairman Jonathan Ramsay stated I wouldn't completely rule out the firms, there might be more questions, more answers that are needed to point us in the right direction.

Vice Chair Mary Ann Rosa asked Mark Raimo for guidance on how we could do that, and do you know a way where we could reach more firms that are within our 20-mile radius.

Mark Raimo answered thinking about the time of the year that we went out, there may be an opportunity that attorneys may have been on vacation and not available. We not only put this in the newspaper; we posted it with CCM and then we physically called attorney firms to ask them to at least look at the RFP. I believe the RFP was sent to multiple offices. If that is the council's decision, we will do our best to get it back out there and put more effort into trying to solicit new attorney firms.

Vice Chair Mary Ann Rosa stated maybe our current attorney can give us some guidance how to reach some other firms.

Mark Raimo answered I will check in with him.

Tom DeMatteis asked through the charter, how many can apply through the charter.

Chairman Jonathan Ramsay answered no less than 3 and no more than 5 recommendations of the Town Manager is that how it is worded?

Mark Raimo stated it is a recommendation from the Town Manager to the Town Council.

Chairman Jonathan Ramsay stated have you recommended any or have you supplied us with the firm's that have submitted RFPs.

Mark Raimo answered the recommendation is not my recommendation with the attorney firms. It is recommendations for you to view the attorneys that applied, that is solely under the Town Council to make that decision. I would need clarification, are you rejecting the 3 firms that have applied and are we going for out full new RFPs.

Chairman Jonathan Ramsay stated we might be looking for two more.

Mark Raimo stated I will have to check in with the Town Attorney and understand the impact of that and then you may lose your applicants by doing this, just to have that in your consideration.

Rachael Ryan asked the 3 attorneys that came before us, those are the only ones that applied?

Mark Raimo answered yes that is correct.

Rachael Ryan stated that is my concern that we would send the wrong message to those firms. If we don't get any or we don't like the people that applied to go back to them and say we would like to use you, after we have gone through all of this and the second thing is that we can as a Town Council vote to look for a new attorney. Which if we chose on of them, we didn't like the way maybe they are providing us some advice, too expensive at that point, six months from now, twelve months we could revisit it and maybe there would be different firms available. I would be more onboard with that route.

Chairman Jonathan Ramsay stated my one comment with that question is the amount of time and money that we will be spent to catch up with a new attorney and to all the different issues with our town, just to do it all over again. In a relatively quick manner that is worth trying to find the right one the first time. That transition is going to take a lot of time out of employees and also the cost of all that knowledge.

Tom DeMatteis asked if it is open again, would we go through the interview process then we could bring in the 3 firms in again and do a second time of questioning?

Chairman Jonathan Ramsay answered I think we will get that once we talk to any new firms. I would come back for discussion and see where we are if we have more questions, concerns or whatever.

Robert Desena stated regarding the 3 firms we have already interviewed they might want to stay in the mix.

Tom DeMatteis stated there is a risk, my position is if we interview for a second time or take on two more to see if we like them better. I think they have been paying attention to our concerns and want to brush up on their presentation, because everybody seems to be qualified and to see the arguments we have are legitimate.

Dan Cocchiola stated I do think there is a consensus on this council that Pilicy despite some of his advantages, what I am hearing he is not somebody we are willing to hire. The other two potentially where we are going with this maybe that would allow us to bring 3 more firms in, we could say the two can come back, I am not sure if that works. We could communicate to the 3 firms why we have concerns.

Chairman Jonathan Ramsay stated we will talk to the attorney I am not sure.

Dan Cocchiola stated the piece that I think is really meaningful is that we can communicate the firms why we have so many concerns, let them come back and sit with us.

Chairman Jonathan Ramsay answered they could change quickly, it might be us inviting them back for a second-round interview or its these are our concerns and tell us how to negate those concerns. What the format ends up being I don't know. My guess, is some of them are probably listening to our conversations and already kind of getting a game plan together for themselves to prove they are the best for us.

Dan Cocchiola stated if they backout and if they don't want to work for us after getting feedback from us things we need to improve on. Then we don't want them to work for us.

Chairman Jonathan Ramsay stated I made a comment similar earlier in the day. If they can't take any take kind of criticism, they are probably not the right firm.

Mark Raimo stated just to put it out there for you to understand Attorney Jessell submitted a resignation that has expired, he stayed on to support the town. As we move with this another couple of months forward, I don't want to speak for him, I don't know what his response is going to be, I think he would continue to support the town. If he says he does not have interest that is a concern for me. What are you looking for a turnaround time? Do we want to go out there for 60 days to give us time and effort to attract other firms or do you go out to 30 days.

Chairman Jonathan Ramsay answered my personal opinion 60 days is too long? How long would that take?

Mark Raimo answered the RFP is ready going back out and working some of the details is not going to take a ton of time. The attorney firms have to put some effort into writing a response to this, thirty days is a short window. I would need some guidance on what you think, somewhere in the middle or stick with 30 days?

Vice Chair Mary Ann Rosa stated I would say 30 days.

Carina Noyd stated 45 days.

Chairman Jonathan Ramsay stated to set up a number of days we are not able to close that early?

Mark Raimo stated we have set rules we follow, we would certainly fulfill that obligation, it puts out the wrong message for people bidding on it.

Chairman Jonathan Ramsay added I would stay on the shorter side personally. A lot of firms out there may have already seen it; I would hope that a lot of them have.

Mark Raimo stated to be clear not thirty days from today, I am off next week are we are talking about the time to ramp up.

Tom DeMatteis stated how about if we compromise with 37 days.

Mark Raimo added if you want to give me a range of dates I can look at the schedule for the Town Council meetings maybe I can extend it a little to coincide with the meetings it wouldn't change much other than those few days. A range of 30 to 45 days I will get in and see what we could do

Rachael Ryan stated I think this is a mistake, it is pushing into the holidays. I am getting the sense that the risk versus the reward doesn't seem to make sense. I don't think magically this firm is going to appear that we all love and we are all going to vote for unanimously. We have two very highly qualified firms that we are going to have to pay more money regardless. I think we should take a vote tonight. Mark, I think you are nervous not to have an attorney or to have pay somebody per diem it could get very expensive. I don't support this motion, I don't know who we are going to find that would please us. I have heard positively things about Carmody & Torrance and Zabel. I am not sure what we are hoping going to get out of this, especially no one has come forward with the first RFP and we have the limitation of what the charter says, where the firm has to be located.

Aye: 8 Ramsay, Rosa, Cocchiola, DeMatteis, Demirs, Desena, Noyd, Retallick

Nay: 1 Ryan

Abstain: 0

Motion passes

- b. Consider a resolution authorizing the transfer of funds for Fiscal Year 2026-2027 for the installation of low maintenance ADA Accessible rubber playground safety matting at the Where Angels Play Playground at Veterans Park.

RESOLUTION

WHEREAS, expenses in the 2026-2027 fiscal year require the transfer of funds:

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

GENERAL FUND

AMOUNT: \$30,000 NO:

FROM: \$10,000 - 010.50435.036.0000.9010 - Agricultural & Botanical

\$ 1,500 -010.50411.036.2817.9010 - Sand-Sylvan Lake Beach

\$ 3,500 - 010.50529.036.1524.9010 - Sylvan Lake Improvements

\$ 5,000 - 010.50318.036.1828.9010 - Tennis Court Repair

\$10,000 - 010.50317.036.1582.9010 - Parking Lot Maintenance

TO: 010.50318.036.0000.9010 Maintenance Not Buildings

REASON: Installation of Low Maintenance ADA Accessible Rubber Playground
Safety Matting at Where Angels Play Playground at Veterans Park

Dated at Watertown, Connecticut this 5th day of October, 2026

Jonathan Ramsay, Chair
Watertown Town Council

Motion: Mary Ann Rosa seconded by Robert Desena: I move to approve the resolution authorizing the transfer of funds for Fiscal Year 2026-2027 for the installation of low maintenance ADA Accessible rubber playground safety matting at the Where Angels Play Playground at Veterans Park.

Rachael Ryan asked I was concerned when I saw the list of where the money was going to come from. I do know we talked about the tennis courts before and I know the money coming from the town's account isn't a lot of money on how much the cost would be to redo all the tennis courts. Is there a plan for how to address the accounts they are coming from specifically for the tennis courts?

Michael Ganem answered The Parks & Recreation Commission had a meeting last Thursday, voted to use some of the Staver Fund to fund replacement of the tennis courts. The repair money is really not necessary we will get that project moving forward. The Town Council will see that proposal hopefully at their next meeting.

Rachael Ryan asked but will the Staver Funds cover the complete cost?

Michael Ganem answered it will not, I have a draft memo I prepared that the Staver Fund will fund \$300,000 of the cost or estimated somewhere around \$650,000. The Staver Fund brings in about an average of about \$75,000 to \$100,000 a year, over the last 5 years. We are trying to look at to have this council to decide with the Finance Director, the Town Manager, how best to fund the balance of what it would cost to replace those courts.

Rachael Ryan asked do you have any concerns about the other monies being taken from.

Michael Ganem answered this have been vetted through staff and through the Superintendent of Parks.

Chairman Jonathan Ramsay asked the playground floor coming in, is it similar to any other playgrounds we have in town for the schools. I was just recently at the one at Polk they replaced them the last couple of years.

Michael Ganem answered it is the same, a little more expensive but it will give us the time we need to put the master plan in place to do later.

Robert Desena stated it would make the playground ADA compliant and it would also prevent injuries to children using the playgrounds which in the future would prevent liability to the town.

Michael Ganem added I would just say limited.

Chairman Jonthan Ramsay asked these funds are just for the flooring?

Michael Ganem answered yes, hopefully we will have some equipment scheduled to be repaired tomorrow, maybe Wednesday if they get it all done tomorrow, it's hard to get parts for that playground.

Motion passed unanimously

- c. Consider an appropriation from the General Fund in the amount of \$23,800 for the decommissioning, removal and environmental mitigation of two oil storage tanks and installation of high-efficiency propane heating and hot water equipment hooked directly into active on-site propane structure at Crestbrook Park Golf Course Restaurant Facility. Funds to be deposited into a Public Buildings line item determined by the Finance Department for this purpose.

Motion: Mary Ann Rosa seconded by Dan Cocchiola: I move to approve an appropriation from the General Fund in the amount of \$23,800 for the decommissioning, removal and environmental mitigation of two oil storage tanks and installation of high-efficiency propane heating and hot water equipment hooked directly into active on-site propane structure at Crestbrook Park Golf Course Restaurant Facility. Funds to be deposited into a Public Buildings – Maintenance Land and Buildings account 010-50317.014.0000.9010.

Carina Noyd asked these are storage tanks that are no longer in use they have been replaced, they have to be removed.

Michael Ganem answered the oil tanks there need to be replaced but instead of replacing them with the oil tanks. There are newer propane tanks at the restaurant so we would convert any oil, fire appliances to run off the current propane at the course now.

Carina Noyd stated I am going to vote for this; it is important environmentally but the question that came to my mind was how long have we known that this coming about and is there any reason it should come from the enterprise fund?

Michael Ganem answered the plan it should come out of the enterprise fund in coming months. This was discovered a couple of months ago that the tanks should be replaced.

Mark Raimo added Mr. Ganem and I have had a lot of conversations regarding the enterprise fund and the general fund. As we look at it is not clearly codified on how we handle this. There are some portions of this repair that is going support the general fund piece of it. What we are working at putting together a recommendation from Park & Rec that will recommend to the Town Council to consider that we can codify on how we address these issues. Every time there is a repair we are not sure if we should address it out of the general fund or should it be out of the enterprise fund. We are going to bring a plan together to say is this what you feel is appropriate and I would suggest we move into an ordinance so it is documented to recommend it. As staff moves on, we don't have to worry about anybody else trying to figure this out.

Vice Chair Mary Ann Rosa asked what I am hearing is we need to do this right away and we will receive something in the future that tells us exactly where it is reallocated to, if necessary.

Mark Raimo answered the reallocation is going to the specific line that he addressed for us to make these repairs. We will bring you a document saying this will be what we think it should.

Vice Chair Mary Ann Rosa stated I just wanted to make sure we needed to do this, without waiting for all that.

Mark Raimo answered we do, Mr. Ganem clearly articulated that we don't want to purchase oil to fill the tanks up then all of a sudden, we pay 5.50 a gallon and then have to drain the oil to go to propane.

Robert Retallick asked why do we have to go to propane?

Michael Ganem answered we don't have to it's the recommendation that we should because replacing the oil tank will take \$7,500.00 to replace an oil tank. The propane tanks are already there and we will just use the propane that is there.

Robert Retallick asked is that running furnaces?

Michael Ganem answered it running several appliances, hot water, oil.

Robert Retallick asked was there a price to replace the tanks?

Michael Ganem answered there is two tanks to replace and I just did one at my house and it was \$7,000.00.

Robert Retallick added at my house my oil tank was going and I wanted to go to propane, it would have cost me \$36,000 to go to propane or I could buy a tank that would have cost me \$450.00. I would have liked to go to propane but it wasn't cost worthy. I think you should get a price to replace the oil tanks?

Michael Ganem answered thankfully the propane tanks are already there and there is an oil appliance that would also to be replaced in this quote that would make the fuel efficiency much larger and bring a cost savings, it is better business to town.

Mark Raimo added I did have a discussion with Baribault Oil we are looking at \$5.50 a gallon for oil and \$3.00 and change for propane. I think the investment now is to switch to propane knowing we have newer propane tanks, it's in our best interest for long term, that is the basis we looked at it.

Aye: 8 Ramsay, Rosa, Cocchiola, Demirs, Desena, Noyd, Retallick, Ryan

Nay: 0

Abstain: 1 DeMatteis

Motion passes

- d. Consider authorizing an appropriation from the General Fund in the amount of \$877.68 to the Police Overtime Account 010.50130.020.0000.9010. Funds received for participation in Homeland Security activities.

Motion: Mary Ann Rosa seconded by Rachael Ryan: I move to authorize an appropriation from the General Fund in the amount of \$877.68 to the Police Overtime Account 010.50130.020.0000.9010. Funds received for participation in Homeland Security activities.

Robert Desena asked this Homeland Security activities have they already occurred and where did they occur? Concerned that they have in the neighboring municipality

where a student may have been taken out of school, which could result in liability for the town, I don't know? It's a question for the Chief to answer.

Joshua Bernegger answered one of the detectives, Mark Conway is on a task force with Homeland Security that focuses on crimes against children. He does a lot of digital forensics work for that particular task force. This has nothing to do with immigrations or customs with Homeland Security it is strictly crimes against children.

Robert Desena added thank you Chief, I think if it was worded differently relating to Homeland Securities related crimes again children. I would not have question, I am all for Detective Conway he does an outstanding job, thank you,

Joshua Bernegger stated I will clarify that for future requests.

Motion passed unanimously

- e. Consider a resolution for authorizing the acceptance of a State of Connecticut Department of Housing grant in the amount of \$2,000,000 for the rehabilitation of Watertown Housing Authority facilities and further authorize the Town Manager to execute on behalf the Town any and all documents and agreements required by the Commissioner related to the grant.

RESOLUTION

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Watertown accept grant funding from the State for \$2,000,000.00 in order to undertake a Small Cities Community Development Program and to execute the associated Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the acceptance by the Town of Watertown in an amount not to exceed \$2,000,000.00 is hereby approved, and that the Town Manager, of the Town of Watertown is hereby authorized

and directed to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Watertown.

Motion: Mary Ann Rosa seconded by Tom DeMatteis: I move to approve the acceptance of a State of Connecticut Department of Housing grant in the amount of \$2,000,000 for the rehabilitation of Watertown Housing Authority facilities and further authorize the Town Manager to execute on behalf of the Town any and all documents and agreements required by the Commissioner related to the grant.

Dan Cocchiola asked any idea of the scope of the work here?

Chairman Jonathan Ramsay answered it is roof, you mentioned earlier you had a list.

Mark Raimo added roof, windows, siding at the Country Ridge which is directly across from Crystal Rock. We applied for this grant 2 years ago; costs have gone up. The scope of the project may have to be reduced because of that. We were on a phone call earlier today talking about those options. I believe it may be paving was the additional piece for that property, if I recall correctly.

Carina Noyd asked is the town required to match a certain amount for this grant?

Mark Raimo no, it's a two million dollars grant that is put into the account as we move through the construction process, it will go out to RFP to have bidders. There are some costs associated with the grant which would come directly out of the grant.

Motion passed unanimously

- f. Consider approval of a Memorandum of Understanding between the Town of Watertown and Watertown Police Union regarding extra duty work

Motion: Mary Ann Rosa seconded by Tom DeMatteis: I move to approve the Memorandum of Understanding between the Town of Watertown and the Watertown Police Union regarding extra duty work.

Joshua Bernegger stated when we entered into an agreement with Extra Duty solutions a few years ago, at the time the town charged a 30 percent surcharge on top of the officer's extra duty rate. When we went with Extra Duty Solution, the town agreed that they would take 9 percent of that 30 percent as their fee for their service

and the town would retain 21 percent. At the time our scheduling software for the Police Department which was called On Duty happened to be in the same parent companies. On Duty was our scheduling software and Extra Duty is the separate company. The owner that did our extra duty work because they are ultimately the same parent company, the two software platforms were able to talk directly to each other. The union rules for the hiring of extra duty overtime are probably the most complex rules in State of Ct. Extra Duty solutions agreed to a lot of manual manipulation in order to fill those extra duty jobs, because they could see our schedule on the duty side. Who is working, who is off, who took vacation time, who is on personal time, who is on comp, sick, injury leave etc. That scheduling platform no longer serves needs of this department; we are looking to simplify the process in town. We are looking for a platform that is much more robust where we can export our hours of work, straight time, time and a half, etc. directly over to the town's software and payroll to become much more streamlined. We went live by July 1st with a new schedule platform which has been very successful, at this point we are extremely happy with it. At the time both Extra Solutions and our new scheduling software we asked them to talk to each other and they assured us that they would be able to continue the same level of service without any problem. At the eleventh hour as they were trying to code for the two software companies, we got the phone call saying we just couldn't do that work together and there is no way we could do that, the two software platforms up together. Extra Duty Solutions said they were no longer willing to accommodate the union rules. That left us with a predicament here for the last several months since July managing, we have been two scheduling platforms. To keep the union rules alive until we were able to renegotiate how officers got hired for extra duty jobs. The long and short of it was the way the contract reads right now is whenever officers up for a job, they get a call, it's all electronic, they have to bid for the jobs. If they were up for the job they can charge for the job anyways with refusal points. But the problem with that is, there is no algorithm that can easily manage that. There is a lot of manual manipulation that was done with Extra Duty Solutions to make that all work on the background. They want their algorithm to simply run it without having them to constantly keep eyes and manage these refusal points. We negotiated with the police union, this off course after the contract got ratified on how are we going to get rid of these refusal points. It is hard for the contract this refusal point system and they recently voted, agreed for a quick pro co that they would get rid of the refusal points, if the town agreed that their extra duty rate would be that of time, a lieutenants pay rather than the current rate of the top step Sergeant. The difference in that rate is about \$3.07; it is fairly minimal meeting inline with the other police departments in our area for what the extra duty rate is. I believe it is in the best interest of the town to approve this memorandum of understanding; the rate is not significantly higher. It will allow us to finally retire our whole scheduling system and stop paying for that to move forward.

Chairman Jonathan Ramsay stated just to confirm that slight additional cost we are still getting now 30 percent above and beyond that for what we charge will increase.

Joshua Bernegger answered the only cost for the town is when individual departments such as public works, park and rec hire an officer on extra duty. The rate will be slightly higher than it is now. The town for all the public utility companies that hire extra duty officers the town will make more money per hour.

Vice Chair Mary Ann Rosa stated bottom line is through all of that what you are saying is the town is going to charge more for extra duty to whoever hires us and we are going to make more money, it sounds simple.

Mark Raimo stated as we raise that rate there is always a concern that officers are going to want to work for that greater amount and not take the overtime. The chief has already considered that and will control that without issue. Chief you have worked through that already to understand the impact of that?

Joshua Bernegger answered yes, we don't hesitate to remove an officer from extra duty job if a shift needs to get filled, the shift will always take priority. The union is well aware of those rules and has not been an issue to date.

Carina Noyd asked the original assurance that the new scheduling software and the extra duty worked out the technical issues was any of that in writing, do we recoup any funds there, is it breaking of a contract?

Joshua Bernegger answered I spend an hour of the day going through emails hoping that this was in writing one way or another and it was not. It was a verbal discussion of the two companies that we don't have anything in particular in writing for. To further complicate it, Extra Duty Solutions got bought out and they are stricter than the prior had been stating that they are not going to bend the rules for the Town of Watertown that they want their algorithm to work easily because they don't really want to pay the staff hours on their end, for the eyes on manipulation it takes for Watertown Police Union's rules.

Motion passed unanimously

10. Adjournment.

Motion: Mary Ann Rosa seconded by Dan Coccchiola: to adjourn the Regular Meeting at 8:27 p.m.

Motion passed unanimously

Respectfully submitted,

Jonathan Ramsay, Chairman
Watertown Town Council

Approved: _____
Susan King, Clerk



WATERTOWN TOWN COUNCIL PUBLIC PARTICIPATION FORM

Date of Meeting: 10-5-26

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

Please Note: Three Minute Time Limit

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

Name: Catherine Dinsmore
(please print)

Address: 35 Reynolds

Signature: [Handwritten Signature]

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



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Name:

Denise Russ
(please print)

Address:

135 Porter St

Watertown CT 06795

Signature:

Denise Russ

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Name:

Barbara Zetser
(please print)

Address:

17 Main St Rd
06795

Signature:

[Handwritten Signature]

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10/5/26

Over the last two Town Council meetings, I have asked questions as part of a series about how we move Watertown forward. I wasn't expecting every question to be answered on the spot, but I did expect some follow-up.

Interestingly, I did receive a thoughtful response to some of my questions from the Chairman of the Republican Town Committee. I appreciate that response. But my questions were directed to the Town Council and Town Manager, because you are the people responsible for governing and managing the Town.

So tonight, rather than simply adding five more unanswered questions to the list, I'd like to ask five questions about accountability and communication:

1. When residents ask legitimate questions during public participation that require research or cannot be answered that evening, what is the Town Council's process for following up with those residents?
2. Who is ultimately responsible for making sure those questions receive an answer - the Council Chair, the individual Council members, the Town Manager, or no one?
3. If there currently is no process for tracking and responding to unanswered public questions, would the Council consider establishing one so residents aren't required to return meeting after meeting asking the same questions?
4. If Watertown wants residents to become more involved, why are people who have expressed an interest in serving on boards and commissions not always contacted, and what is the actual process for identifying and reaching out to potential volunteers?
5. Finally, will someone from the Town Council or Town Manager's Office commit tonight to reviewing the questions I've asked over the last two meetings and providing answers or, at minimum, telling me when I can reasonably expect a response?

I'm not asking that every question be answered during public participation. I understand that's not always possible.

I'm asking for acknowledgement and follow-through.

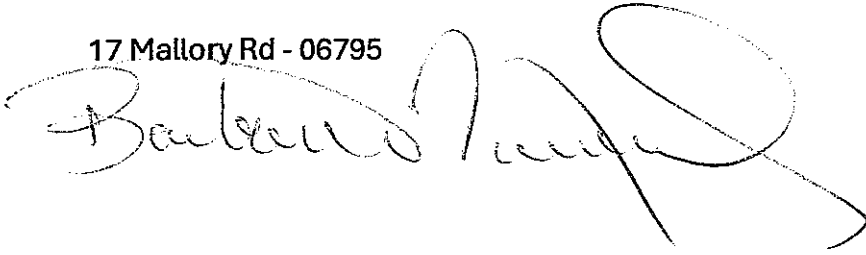
Residents shouldn't have to repeatedly stand at this microphone simply to find out whether their questions were heard.

If we're serious about encouraging civic involvement, communication has to work both ways.

Asking residents to participate is easy. Responding when they do is what demonstrates that their participation actually matters.

Barbara Zulkeski

17 Mallory Rd - 06795

A handwritten signature in black ink, appearing to read 'Barbara Zulkeski', written in a cursive style. The signature is positioned below the printed name and address.



WATERTOWN TOWN COUNCIL PUBLIC PARTICIPATION FORM

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Name: Katherine Camara
(please print)

Address: 31 Cottage Place
Oakville, CT 06779

Signature:

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Signed under protest

TO Town Council
FROM Mark A. Raimo, Town Manager
DATE October 5, 2026
SUBJECT Town Manager Progress Update 2020 to 2026



This memorandum summarizes the Town's major progress from November 2020 through September 2026, including completed projects, funding secured, operational improvements, and initiatives still in implementation. As the Town's Administrative Executive, the Town Manager implements the policies and direction set by the Town Council and the Town's boards and commissions, and provides the information and analysis that support their decisions. Policy decisions rest with those bodies. This progress reflects a team effort among the Town Manager's office, department heads, Town employees, and the boards and commissions that serve Watertown. Within that effort, the Town Manager has led or directly carried a significant share of the work, from writing early grant applications and creating the Citizens Academy and the Citizens Guide to the Budget, to establishing accountability standards, carrying departmental work during leadership vacancies, and providing the training, oversight, and counsel that have helped change the way Watertown does business. The items that follow reflect the full range of that effort, and the organization today is more stable, accountable, and transparent as a result.

Context: Three Phases of Work

The current administration began in November 2020, during the COVID-19 pandemic. The years since have required the Manager's office and Town staff to carry an unusually heavy project and transition workload alongside the normal daily operation of the Town. That work has moved through three overlapping phases.

Stabilize. The Town Manager led the pandemic response and recovery as the Town worked through the turnover of multiple department heads. During those vacancies, the Manager carried each department's work forward with its staff, keeping services running until new leadership was in place.

Rebuild. The Town Manager restarted stalled capital projects and aggressively pursued grant funding, writing many of the early applications directly, to address infrastructure that was overdue for investment. As projects matured, their management passed to department heads and their staff, while the Manager led the repair and improvement of processes in finance, payroll, human resources, and records.

Sustain. With leadership positions filled and core processes stabilized, the Manager's role has returned to a steadier balance of oversight, planning, and long-range management. The organization now operates with clearer standards, stronger financial controls, and more consistent processes, and is positioned to maintain its progress.

Throughout this period, the Town's mission statement has served as the guiding standard, and each section below is organized around its commitments.

Town Mission Statement

In Watertown, we strive to be Litchfield County's most citizen/employee centric town. We seek to be a town where citizens, businesses and employees are valued; where all can count on efficient services, fiscal responsibility, engaging schools and a safe community.

At a Glance

\$19M+ grant and external funding secured	\$6.4M ARPA funding managed	~\$10M road paving program, current and next cycle	\$34M water and sewer notes converted to long-term bonds
~100 manufacturing jobs added (Forum Plastics)	13 department leadership positions recruited	AA S&P bond rating maintained	15-day monthly financial close

Looking Ahead. Priorities include completing road, sidewalk, and communications projects; the Water and Sewer rate plan; the building and funding review with the Board of Education; and continued documentation and policy process improvement (see Work Underway).

Capital Investment, Infrastructure and Grants

Mission: A safe community and fiscal responsibility

#	Project	Funding	Status
1	Road paving and bond program A multi-year road program that includes approximately \$6 million in paving during the current construction cycle and approximately \$4 million planned for the next. The \$6 million road bond anticipation note (BAN) was converted to bonds, and an additional \$4 million was authorized for continued road work.	~\$6M current cycle; ~\$4M next cycle	In Progress
2	St. John's School wall Addressed a significant safety concern and improved the surrounding area, supported by an approximately \$800,000 connectivity grant.	~\$800K connectivity grant	Complete
3	Steel Brook Linear Park Park construction supported by approximately \$489,000 in grant funding and a \$250,000 bond grant.	~\$489K grant; \$250K bond grant	In Progress (80%+)
4	Sidewalk accessibility and downtown improvements Approximately \$2.6 million in ADA sidewalk connectivity work and Main Street sidewalk design. The next construction cycle is expected to include approximately \$3 million to \$6 million in additional sidewalk and downtown improvements, subject to final scope, funding, and approvals.	~\$2.6M; \$3M-\$6M next cycle	Upcoming (out for bid FY2026-27)
5	Greenberg property municipal parking New municipal parking at the Greenberg property, supporting Main Street access and economic-development planning.	—	Complete
6	Guernseytown Road and West Road Approximately \$3 million in road improvements.	~\$3M	Complete
7	Wilson Street Bridge Approximately \$1.4 million in bridge improvement and safety work.	~\$1.4M	Complete
8	Heminway Park Road and Highway Garage State STEAP grants of approximately \$300,000 for Heminway Park Road and approximately \$600,000 for Highway Garage improvements.	~\$300K STEAP (road); ~\$600K STEAP (garage)	Road: In Progress Garage: Complete
9	Board of Education capital improvements Town bonding coordination and oversight for major school improvements, carried out with the Board of Education, including the Watertown High School roof, turf and track; Swift Middle School turf and roof maintenance; John Trumbull Primary School roofing, HVAC, flooring, boiler plant, and related work; John Trumbull Preschool roofing and water-pipe heat trace; Judson Elementary School boiler burner replacement; and Watertown High School security-camera upgrades.	Bonding coordination	Complete (HVAC in progress)
10	Parks, greenways and community facilities Watertown Foundation Park, approximately \$300,000 for the Naugatuck River Greenway, and approximately \$500,000 in bond funding for the Munson House.	~\$300K Greenway; ~\$500K bond (Munson House)	Ongoing In Progress
11	Watertown Foundation Centennial Corner Honors the Watertown Foundation and recognizes the Town's volunteer organizations, while transforming a prominent corner into a true entrance from the business park to the downtowns of Oakville and Watertown. The project also improved sightlines for UPS, FedEx, and other business-park traffic.	With the Watertown Foundation	Complete
12	Watertown Housing Authority infrastructure Working with the Watertown Housing Authority, secured an approximately \$2 million Small Cities grant to invest in Housing Authority infrastructure.	~\$2M Small Cities grant	Grant secured

Public Safety and Emergency Communications

Mission: A safe community

13. **Public safety communications** - Working with the Police Department, advanced a major public-safety communications upgrade that includes approximately \$4 million identified in the original program. The upgrade is funded largely through grants and strengthens emergency communications, reliability, and interoperability. **In Progress (95%)**
14. **School and emergency preparedness funding** - Secured approximately \$300,000 in STEAP funding for school safety improvements and continued management of the annual Emergency Management Performance Grant of approximately \$12,500. **Substantially Complete (closeout underway)**
15. **Fire and public safety capital** - Coordinated capital and bonding oversight for public-safety needs, including fire apparatus and related equipment planning.
16. **Flood mitigation** - Reduced flooding risk by maintaining the Town's detention basins and dredging Steel Brook and Turkey Brook.
17. **Storm-event cost recovery** - Working with the Highway Department and administrative staff, improved the tracking, recording, and reporting of the Town's response to major storm events, allowing the Town to recover more than \$1 million in reimbursements.
18. **Connecticut E911 Commission** - Appointed to the Connecticut E911 Commission in May 2026, giving Watertown a direct voice in statewide decisions on emergency-communications policy, funding, standards, and technology.

Financial Stewardship

Mission: Fiscal responsibility

19. **Grant and external funding** - Wrote many of the Town's early grant applications and, with department staff, secured, administered, or advanced more than \$19 million in grant and external funding across infrastructure, public safety, schools, parks, accessibility, emergency management, and community development.
20. **ARPA program** - Managed approximately \$6.4 million in ARPA funding with Council and committee oversight. Funding supported priorities that included municipal parking, Main Street sidewalk design, paving, public improvements, and budget relief during the recovery period.
21. **Budget and capital planning** - Strengthened multi-year capital and operating-budget planning, including analysis of the municipal expenditure-growth target, contractual cost drivers, education impacts, prior-year spending patterns, and a three-year financial outlook and lookback. Coordinated borrowing plans for roads, public facilities, and enterprise obligations.
22. **Credit rating, audit, and financial reporting** - S&P Global Ratings rates the Town's general obligation bonds AA. The rating was previously lowered, primarily due to health insurance cost overruns under the Town's former self-insured model. The Town has maintained its AA rating since, and the move to the State of Connecticut health plan (see Board of Education Partnership) addressed the underlying cause. Working with the Finance Department, shortened the time needed to complete the annual audit, continued updating financial policies, issued quarterly financial reports to the Town Council, and implemented a monthly close with reconciliations completed within 15 days. Staff are working toward an improved rating in future reviews.
23. **Monthly budget reporting** - Provides department heads with monthly budget-to-actual reports, strengthening spending oversight and accountability at the department level.
24. **Treasurer transition and financial controls** - Worked with the Town Council to transition the treasurer function, streamline financial operations, and strengthen transparency, internal controls, and managerial oversight. The financial staff transition is complete, and work on controls, policies, and procedures continues.
25. **Financial system remediation** - Identified implementation and training issues associated with the Town's financial software, brought in outside accounting support for a comprehensive process review, and advanced a structured plan to improve financial operations and staff capacity.
26. **Budget transparency** - Created a Citizens Guide to the Budget and used public events to explain Town finances and capital priorities. Implemented ClearGov as a public budget tool; the platform has since been discontinued.

Water and Sewer Authority Administration

Mission: Fiscal responsibility; citizens valued

- 27. **Administrative leadership** - Led the administrative operation of the Water and Sewer Authority, overseeing its finances, reporting, and ratepayer communication in support of the Authority's policy and rate decisions.
- 28. **Waterbury litigation and rate plan** - Managing the outcome of the Waterbury litigation and its long-term financial consequences, including rate analysis and financing strategy, and supporting the Authority's adoption of a multi-year rate plan through FY2031 to meet debt service, operations, and reserve requirements.
- 29. **BAN-to-bond conversion** - Overseeing the conversion of approximately \$34 million in short-term notes to long-term bonds, using a hybrid level-principal structure.
- 30. **Mid-year budget freeze** - Implemented a mid-year budget freeze in FY2025-26 to reduce expenses ahead of the BAN-to-bond conversion and strengthen the Authority's cash position entering the next fiscal year.
- 31. **Financial reporting** - Improved WSA financial reporting and the presentation of Water and Sewer operations as enterprise funds, including operating results, cash, debt, capital needs, assets, and long-term reserve requirements.
- 32. **Ratepayer communication** - Worked with the Authority and WSA staff to develop a technical report, plain-language summaries, a ratepayer FAQ, a quarterly newsletter, and direct ratepayer mailings.

Board of Education Partnership

Mission: Engaging schools

- 33. **Quarterly financial coordination** - Works with the Superintendent of Schools to hold quarterly meetings with the Board of Education to review financial updates, keeping Town and school finances aligned and giving both boards a shared view of costs and obligations. The Finance Director and Assistant Finance Director also meet regularly with the Board of Education Business Manager.
- 34. **Shared budget development** - Worked jointly with the Board of Education on the FY2026-27 budget, coordinating Town and education priorities within a single fiscal picture.
- 35. **Health insurance stabilization** - Worked with the Board of Education in 2025 to move employee health coverage from a self-insured model to the State of Connecticut plan, reducing cost volatility and improving predictability for both budgets.
- 36. **Educational partnerships** - Supported adult manufacturing courses with the Board of Education and is working with the Board to establish a local government class at the high school.
- 37. **Building and funding outlook** - Working with the Board of Education on a review of all Town-owned buildings, including school facilities (see item 58), and on identifying funding sources to support the education budget. (Upcoming)

Organization, Workforce and Labor Relations

Mission: Employees valued

- 38. **Department leadership recruitment** - Led or supported recruitment for the Police Chief, two Deputy Police Chiefs, two Public Works Directors, the Water and Sewer Superintendent, two Human Resources Directors, the Park and Recreation Director, the Finance Director, two Assistant Finance Directors, the Economic Development Director, and other professional, administrative, public-safety, and labor positions.
- 39. **Departmental continuity** - During each department-head vacancy, carried the department's work through direct involvement and coordination with its staff, maintaining continuity of operations until new leadership was in place. Departments returned to department-head leadership as they stabilized; focused support continues in Human Resources, Park and Recreation, Finance, and Water and Sewer administration.
- 40. **Human resources modernization** - With the Human Resources Director, updated job descriptions, policies, onboarding and off-boarding practices, and employee-handbook materials, building a more consistent and service-oriented Human Resources function.
- 41. **Payroll and timekeeping transition** - Advanced the transfer of payroll administration from Finance to Human Resources, including UKG timekeeping responsibilities, department-head onboarding, staff training, interim support, and evaluation of longer-term staffing needs.

- 42. Payroll automation** - Implementing Andrews Technology payroll automation to improve police payroll integration and reduce manual processing.
- 43. Labor relations** - Responsible for two cycles of collective bargaining agreements, regular union-leadership meetings, grievance administration, and issue resolution. Advanced a wage-compression review and three-year wage model for affected non-union employees.
- 44. Management expectations and accountability** - Established clear standards for department heads, strengthened reporting and follow-through, and held regular department-head meetings to improve coordination across Town operations. Provided direct oversight, coaching, and counsel to department heads and staff to improve performance and change how the Town conducts business. Created a training program for department heads and managers that is now being implemented.
- 45. Employee performance evaluations** - Developing a more consistent employee-evaluation program to set clear expectations, document performance, and support employee development. The program will be phased in and tested before full launch, anticipated in 2027-28.
- 46. Staff engagement** - Recognized staff contributions and milestones and maintained a regular presence across Town operations. The progress in this report reflects the commitment of Town employees, and that recognition remains a priority.

Administrative Modernization and Resident Service

Mission: Efficient services

- 47. Website, social media, and notifications** - Updated and refreshed the Town website, established a stronger municipal social-media presence, and improved resident notification systems.
- 48. Qscend customer-service platform** - Deployed Qscend to improve intake, tracking, routing, and follow-up for resident service requests.
- 49. Records and administrative processes** - Developing clearer records-management, email-retention, and filing practices, with written procedures that preserve institutional knowledge.
- 50. Shared policy and procedure portals** - Updating shared employee and management portals so current policies, procedures, and forms are easy to find and applied consistently across departments.
- 51. Information technology modernization and asset planning** - Directed a significant upgrade of the Town's computer systems in 2026 and, with IT staff, inventoried equipment across the organization, work continuing through FY2026-27. The resulting record of asset condition and replacement needs supports better IT budgeting and a long-term replacement plan.
- 52. Software committee** - Established a staff software committee to identify training needs and system issues and develop solutions, supporting consistent, accountable work product across departments.
- 53. Internal Manager Snapshot** - Created the Manager Snapshot series, giving employees and department leaders concise updates on priorities, decisions, and project status.

Economic Development, Governance and Long-Range Planning

Mission: Businesses valued

- 54. Forum Plastics relocation and expansion** - Working with the Economic Development Director, led negotiations that brought Forum Plastics to Watertown after a multi-municipality site search. The company purchased nearly 25 acres off Seemar Road for \$2.1 million and built a state-of-the-art manufacturing facility of approximately 80,000 square feet, with room for a future expansion of similar size. A five-year tax abatement, approved by the Town Council, helped secure the project, which is expected to produce approximately \$300,000 to \$400,000 in annual property taxes after the abatement period. Forum moved into the new facility in December 2025, adding approximately 100 manufacturing jobs to Watertown.
- 55. Proactive developer outreach** - Maintained outreach to developers, property owners, brokers, and business prospects to attract commercial, industrial, and residential investment. This work includes two major parcel-development opportunities, the Main Street facade-improvement program, and a related state-funding application.
- 56. Development and housing activity** - Recent indicators show continued investment and demand in Watertown. The Building Department issued 125 permits representing approximately \$3.8 million in project value in May

2026. In August, the single-family market had 67 homes in inventory, down 16.3 percent from the prior year; homes averaged 19 days on the market and 101 percent of asking price, while year-to-date sales were up 13.3 percent.

57. **Town facilities planning** - Initiated a review of Town-owned properties for the Council-led committee, and is working with the Superintendent of Schools to review available sites for bus parking, which could be combined with a future Public Works facility.
58. **Building condition and lifecycle planning** - Developing an inventory of Town-owned buildings that records systems, age, condition, maintenance history, and future capital needs.
59. **Town Attorney selection process** - Managed a structured RFP and due-diligence process for Town Attorney services, including proposal review, references, litigation research, Council interview questions, and a scoring rubric, with relevant information shared with the Council throughout.
60. **Regional and professional engagement** - Earned the Connecticut Certified Municipal Official designation; participated in CCM legislative work and the NVCOG regional Plan of Conservation and Development steering committee; and continued ICMA professional development.
61. **Council and committee support** - Supported the ARPA Committee, Senior Tax Incentive Committee, and Council decision-making through written analysis, presentations, financing information, and follow-up reporting. Provides the Town Council with monthly department updates on work statistics and project progress.

Public Information and Community Engagement

Mission: Citizens valued

62. **Resident information initiatives** - Created the Citizens Academy and developed the Did You Know series and Watertown Works podcast to explain municipal processes, projects, finances, and services in a factual and understandable way.
63. **Capital project communication** - Created project presentations and resident updates connecting completed work, current construction, grant funding, and the next capital cycle.
64. **Direct community outreach** - Represented the Town at public events and civic organizations, including Rotary, Lions, the Watertown Foundation, the Daughters of the American Revolution, the Library, the Senior Center, military ceremonies, Night Out on Main Street, and the Fall Festival. Speaks regularly at the Senior Center and with seniors living in Watertown Housing Authority properties to keep them informed about Town activities.
65. **Stakeholder engagement** - Convened special meetings and door-to-door notification when neighborhood concerns required focused attention.
66. **COVID-19 response** - Led and coordinated Town programs during the pandemic and recovery that assisted residents, employees, and municipal operations.

Work Underway Through 2026 and Beyond

Current priorities include completing active road, sidewalk, downtown, and communications programs; implementing the Water and Sewer financing and rate plan; continuing the payroll and Human Resources transition; strengthening financial reporting and multi-year planning; formalizing department-head standards; continuing to improve documentation, written procedures, and policy processes; expanding resident information; and advancing long-term facility and IT asset-replacement plans. The objective is to complete major capital work and return the highway program to a sustainable maintenance cycle.

I want to thank the department heads and Town employees who carried this work alongside their daily responsibilities, often through difficult transitions. Along with our community volunteers, community partners, and residents, we have moved Watertown forward together, and I am proud of what we have accomplished. I appreciate the opportunity to work with the Town Council and will continue to provide regular updates as this work moves forward. It remains an honor to serve the Town.