



AGENDA
REPRESENTATIVE TOWN MEETING
REGULAR MEETING
Monday, December 5, 2022
7:00pm – Waterford Town Hall

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WATERFORD, CT
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ATTEST: David H. Lange
TOWN CLERK

- A. Pledge of Allegiance
- B. Roll Call
- C. To elect a moderator of the Representative Town Meeting to serve for a term of one year. (Charter 3.1.12, C)
- D. To consider and act upon the minutes of the October 3, 2022 Regular Meeting and the November 14, 2022 Special Meeting.
- E. Correspondence
- F. Public Comment
- G. Committee reports and referrals
- H. Appointee & Liaison updates
- I. Transaction of Business on the Call;
 - 1. Board of Education to give a presentation on its budget process and timetable.
 - 2. To consider and act upon a request from the Waterford Police Commission to approve an agreement entitled "Shoreline Traffic Accident Reconstruction Team", and authorize the First Selectman to sign on the Town's behalf.
 - 3. To consider and act upon a recommendation from the Board of Finance to appropriate previously designated funds in the amount of **\$35,000** on Capital and Non-Recurring **Line #20530-57867, Niantic River Road Sidewalk Plan.**
 - 4. To consider and act upon a recommendation from the Board of Finance to appropriate previously designated funds in the amount of **\$35,000** on Capital and Non-Recurring **Line #20530-57868 Bridge Engineering Plan.**
 - 5. To consider and act upon a recommendation from the Board of Finance for an additional appropriation in the amount of **\$32,350** from Capital and Non-

Recurring Undesignated Fund **Line #205-31520** to project **Line #20511-57874 Elevator Reconditioning Project.**

6. To consider and act upon recommendations from the Board of Finance to approve a transfer in the amount of **\$25,000** from Capital Improvement Project **Line #31121-55852** Town Hall Bathrooms and a request to appropriate **\$212,090** from Capital and Non-Recurring Undesignated Fund Balance **Line #205-31520** to fund a new Capital and Non-Recurring project line item for **Town Hall Bathroom Refurbishment.**
7. To consider and act upon a recommendation from the Board of Finance for an appropriation in the amount of **\$1,762,736** from the General Fund Unassigned Balance to a new Capital and Non-Recurring project line item for Major/Minor Collector Road Paving (Niantic River Road, Oil Mill Road, Shore Road and New Shore Rd)
8. To consider and act upon a request from the Board of Assessment Appeals (BAA), pursuant to Town Ordinance 2.08.100 C, to authorize two additional members to the BAA for the revaluation year.
9. To consider and act upon two appointments to the Board of Assessment Appeals. (Term 12/05/2022 – 12/03/2023)
10. To consider and act upon two appointments to the Personnel Review Board. (Term 12/01/2022 – 11/30/2025)
11. To consider and act upon two RTM appointments to the Social Services Grants Review Board. (Term 12/05/2022 – 12/04/2023)
12. To consider and act upon a vacancy on the Ad Hoc Energy Task Force.
13. To consider and act upon the proposed schedule of regular meetings for the 2023 calendar year.
14. To consider and act upon a proposed Representative Town Meeting budget for fiscal year 2023-24 in the amount of **\$18,903.**

J. New Business

K. Adjournment



D

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MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
October 3, 2022

RTM Moderator Paul Goldstein called the October 3, 2022 Regular Meeting of the Representative Town Meeting to order at 7:02 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Michael Bono, Jennifer Bracciale, Mary Childs, Timothy Condon, Thomas J. Dembek, Susan Driscoll, Tim Fioravanti, Steven Garvin, Nicholas Gauthier, Paul Goldstein, Kristen Gonzalez, Ryan Healy, Richard Holmes, Jennifer Kohl, Cheryl Larder, Richard Muckle, Ted Olynciw, Dan Radin, Michael Rocchetti, David Sugrue, Danielle Steward-Gelinas, David Welch.

ABSENT: Kevin Girard

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule.

EX-OFFICIO MEMBERS ABSENT: Chair of the Board of Finance Glenn Patterson; Selectwoman Jody Nazarchyk; Chair of the Board of Education Pat Fedor; Selectman Elizabeth Sabilla.

ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Nicholas Kepple; Director of Finance Kim Allen.

MODERATOR Goldstein asked for a moment of silence to recognize the passing of a longstanding member of the RTM, Rod Gaynor.

AGENDA ITEM C – August 1, 2022 Minutes.

MOTION by Steward-Gelinas, seconded by Childs, to approve the August 1, 2022 Minutes with the following corrections: Add "Larder" after "committee member" in CALL ITEM 1. Replace Gary Schneider with Kim Allen as presenter in CALL ITEM 2. Larder noted that the minutes failed to note that the First Selectman was to give an update on the changes implemented in the Senior Services and Youth and Family Services at the next meeting.

MOTION PASSED: 20-0-3 (Radin, Rocchetti & Sugrue abstained)

CORRESPONDENCE

Moderator Goldstein noted that the following items were received: A petition in regard to CALL ITEM 5, A letter from Waterford Resident Carl Cascio, a Public Works Standing Committee Report, a resignation letter from Energy Task Force Member Emily Polakowski, A resignation letter from RTM Member Paul Konstantakis, and a letter from RTM member Tim Condon.

PUBLIC COMMENT

Waterford Resident Kathleen Bresnahan, 10 Myrock Avenue, stated concerns in regard to the new housing being built on Willetts Avenue Ext.

Waterford Resident Toni Chamberlin, 16 Myrock Avenue, stated concerns in regard to the new housing being built on Willetts Avenue Ext.

RTM Member Larder spoke in regard to her concerns on how the body handles PUBLIC COMMENT and noted that some other boards don't offer public comment. Ms. Larder asked Town Attorney Kepple how we can handle. Attorney Kepple replied that nobody is free to take a position on a topic such as this and communicate its position to other appropriate town agencies or one of the standing committees of the RTM.

COMMITTEE REPORTS:

Public Protection & Safety Committee Chair Timothy Condon noted that his Committee has met twice in regard to "Review of Ordinance 2.36" and are moving along.

Public Health, Recreation & Environment Committee Chair Mike Bono said Committee his working on its ordinance review and will be meeting soon again.

Public Works, Planning and Development Chair Mike Rocchetti noted that his Committee has submitted a recommendation. Moderator Goldstein said that it would be addressed under NEW BUSINESS.

CALL ITEM 1 – Seconn Fabrication LLC Tax Exemption

PRESENTATION: Seconn Fabrication LLC Atty. Jeffrey McNamara

MOTION by Bono, seconded by Steward-Gelinas, to approve a request from **Seconn Fabrication LLC** to grant previously waived exemptions for manufacturing machinery and equipment under authority provided by Connecticut General Statute 12-94e.

Discussion ensued.

MOTION PASSED: 22-0-1 (Condon abstained)

CALL ITEM 2 – Twin Haven Tax Abatement

PRESENTATION: Director of Finance Kim Allen

MOTION by Olynciw, seconded by Steward-Gelinas, to approve a request from **Twin Haven, Inc.** of 36 Mary St, Waterford, for a five (5) year extension of its November 2, 2011 Tax Abatement Agreement commencing August 31, 2022 to August 31, 2027.

MOTION PASSED: Unanimous

CALL ITEM 3: Cohanzie Fire House Tank Removal

PRESENTATION: Assistant Director of Public Works Daniel Matheson

MOTION by Condon, seconded by Dembek, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$38,500** from the unassigned fund balance of the General Fund to the **CIP Project Remove UST Tank at Cohanzie Fire House**, line item **33021-55867**.

Discussion ensued.

MOTION PASSED: 22-1-0 (Larder opposed)

CALL ITEM 4 – Jordan Cove Bridge Replacement

PRESENTATION: Assistant Director of Public Works Daniel Matheson

MOTION by Bono, seconded by Rocchetti, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$11,776** from the undesignated fund balance line **205-31520** of the Capital and Non-recurring Expenditure Fund to account **20530-57743 Jordan Cove Bridge Replacement**.

Discussion ensued.

MOTION PASSED: Unanimous

CALL ITEM 5: Repair of Pleasure Beach Sidewalk/Pathway

PRESENTATION: Recreation & Parks Director Brian Flaherty

MOTION by Steward-Gelinas, seconded by Sugrue, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$21,236** from the Undesignated Fund Balance line **205-31520** of the Capital and Non-Recurring Expenditure Fund to fund New Project (Account Number to be assigned) **Repair of Pleasure Beach Sidewalk/Pathway**.

Discussion ensued.

MOTION PASSED: 20-3-0 (Fioravanti, Childs & Larder opposed)

CALL ITEM 6: The Waterford/East Lyme Wastewater and Conveyance Agreement

PRESENTATION: Town Attorney Nick Kepple & Utility Commission Member Raymond Valentini

MOTION by Steward-Gelinas, seconded by Sugrue, to approve an agreement, entitled "The Waterford/East Lyme Wastewater Collection and Conveyance Agreement" and authorize the First Selectman to sign on behalf of the Town of Waterford, pending favorable recommendation by the Board of Selectman at a special meeting.

Discussion ensued.

MOTION PASSED: Unanimous

CALL ITEM 7: Ethics Commission Regular Member Appointment

NOMINATION by Steward-Gelinas, seconded by Condon, of Chris Nailon (R), 5 Leary Dr., as a Regular Member to the Ethics Commission to fulfill the term vacant due to the resignation of Laurie Kerp. (Term 02/07/2022 – 02/05/2024)

NOMINATION by Driscoll, seconded by Gauthier, of Jerry Fischer (R), 14 Westwood Dr., as a Regular Member to the Ethics Commission to fulfill the term vacant due to the resignation of Laurie Kerp. (Term 02/07/2022 – 02/05/2024)

VOTING IN FAVOR OF NAILON: Bono, Bracciale, Condon, Dembek, Garvin, Goldstein, Healy, Holmes, Muckle, Rocchetti, Steward-Gelinas, Sugrue, Welch.

VOTING AGAINST: Childs, Driscoll, Fioravanti, Gauthier, Gonzalez, Kohl, Larder, Radin.

ABSTAINED: Attanasio, Olynciw

NAILON appointed to the Ethics Commission (13-8-2)

CALL ITEM 8: Personnel Review Board Member Appointment

MOTION by Driscoll, seconded by Gauthier, to amend the motion and add an effective Date of 11/01/2022 and make it a singular appointment.

MOTION PASSED: Unanimous

NOMINATION by Driscoll, seconded by Gauthier, of Kathleen Mullen-Kohl (D), 18 Oswegatchie Rd., to fill the vacancy on the Personnel Review Board due to the resignation of Cathy Patterson (D), effective 11/01/2022. (Term 12/01/2020 – 11/30/2023)

VOTING IN FAVOR: Unanimous

MULLEN-KOHL appointed to the Personnel Review Board.

CALL ITEM 9: Chapter 2.38 & 2.12 Ordinance Amendment

PRESENTATION: Legislation & Administration Committee Chair Richard Muckle

MOTION by Steward-Gelinas, seconded by Dembek, to approve recommendation from the Legislation & Administration Standing Committee of the RTM to amend **Chapter 2.38 – Information Technology**

Committee and Chapter 2.12 Finance Department of the Town of Waterford Code of Ordinances. (See Attachment)

MOTION PASSED: 22-1-0 (Larder opposed)

CALL ITEM 10: Chapter 2.42 Ordinance Amendment

PRESENTATION: Legislation & Administration Committee Chair Richard Muckle

MOTION by Steward-Gelinas, seconded by Dembek, to approve a recommendation from the Legislation & Administration Standing Committee of the RTM to amend **Chapter 2.42 - Route 11 Greenway Authority Commission** of the Town of Waterford Code of Ordinances. (See Attachment)

MOTION PASSED: Unanimous

CALL ITEM 11: Executive Session

MOTION by Steward-Gelinas, seconded by Driscoll, to go into executive session to discuss strategy and/or negotiations with respect to multiple collective bargaining units. This motion is made pursuant to General Statutes 1-200 (6), without prejudice to the RTM's right to discuss in a non-meeting pursuant to 1-200 (2). In addition to the members of the RTM, the executive session will include First Selectman Rob Brule, Director of Finance Kim Allen, HR Director Christine Walters and Labor Counsel Eileen Duggan at 9:07 P.M.

MOTION PASSED: Unanimous

MOTION by Dembek, seconded by Driscoll, to come out of executive session at 9:56 P.M.

MOTION PASSED: Unanimous

RTM Member Mike Bono left.

CALL ITEM 12: Waterford Public Safety Dispatcher Unit Agreement

MOTION by Gauthier, seconded by Condon, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and UPSEU, Waterford Public Safety Dispatcher Unit, covering the period July 1, 2022 – June 30, 2026.

MOTION PASSED: Unanimous

NEW BUSINESS:

First Selectman Robert Brule gave a verbal update on the status of Youth & Family Services and Senior Services in regard to the budgetary implications. A discussion ensued and it was decided that a more detailed presentation would be given at a later meeting.

RTM Member Tim Condon discussed the subject of his letter in regard to a possible fire marshal's fee schedule. (See Attachment)

MOTION by Dembek, seconded by Welch, to refer the subject of "implementing fees for The Town of Waterford's Fire Marshal's Office".

MOTION PASSED: 21-1-0 (Larder opposed)

MOTION by Dembek, seconded by Rocchetti, to accept the report by the Public Works, Planning and Development Commission with no action taken. (See Attachment)

MOTION PASSED: Unanimous

NOMINATION by Driscoll, seconded by Radin, to appoint Tennyson Benedict, 239 Great Neck Road, to the Ad Hoc Energy Task Force due to the resignation of Emily Polakowski.

Discussion ensued.

VOTING IN FAVOR: Attanasio, Childs, Driscoll, Fioravanti, Gauthier, Gonzalez, Kohl, Larder, Olynciw, Radin.

VOTING AGAINST: Bracciale, Condon, Dembek, Garvin, Goldstein, Healy, Holmes, Muckle, Rocchetti, Steward-Gelinas, Sugrue, Welch.

NOMINATION not approved (10-12-0)

RTM Member Sugrue enquired about the process for setting the time of meetings. The body was notified by Clerk Campo that the meeting schedule will be on the agenda at the December Meeting.

RTM Member Larder commented on our PUBLIC COMMENT process and whether it can be improved. Moderator Goldstein will ask Attorney Kepple what options we have.

MOTION by Steward-Gelinas, seconded by Gauthier, to adjourn at 10:37 P.M.

MOTION PASSED: Unanimous

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "David L. Campo", followed by a horizontal line.

David L. Campo, CCTC
Waterford Town Clerk

Chapter 2.38 - INFORMATION TECHNOLOGY COMMITTEE⁽¹⁾

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Footnote:

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Editor's note -- An ordinance adopted Oct. 3, 2022, repealed the former Ch. 2.38, §§ 2.38.010 – 2.38.060, and amended Ch. 2.12, §2.12.020(A), to reflect the disbanding of the Information Technology Committee and the assumption of its prescribed duties and functions by staff in the reorganized Finance Department.

2.38.010 – Establishment and purpose.

- A. The information technology committee is established to implement Waterford's strategic technology plan as it may be amended through:
 - 1. Review of all computer hardware and software, including associated networks and applications;
 - 2. Submission of budgetary requests for appropriations for purchasing computer hardware and software, including associated networks and applications, for the Town of Waterford and with technology recommendations to the Waterford board of education as appropriate.
- B. The committee shall use the following criteria in reviewing and requesting appropriations for computer hardware and software including associated networks and applications:
 - 1. Conformance with established town standards;
 - 2. Compatibility with current Waterford technology;
 - 3. Usefulness to other town departments;
 - 4. Overall consistency with Waterford's strategic technology plan as it may be amended.

(R.T.M. 12-6-99 (part))

2.38.020 – Duties of the information technology committee.

Duties and responsibilities shall pertain to all Waterford boards, agencies, commissions and departments except that for the board of education such responsibilities will be limited to reviews and recommendations on administrative technology (not classroom equipment and applications) and shall exclude requirements for committee approval of any proposed board of education technology purchases or projects:

- A. Implementation of the Town of Waterford strategic technology plan;
- B. Establishment and amendment of computer hardware and software specifications to define software applications, operating systems, networks, and other system components upon which all departments will be standardized;

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- C. ~~Review and approval of all technology-related requests and preparation and submission of appropriation requests for all technology-related projects and/or activities for Waterford boards, agencies and commissions;~~
- D. ~~Establishment of policies for appropriate use of computers, the internet, and security;~~
- E. ~~Establishment of personnel training requirements and procedures;~~
- F. ~~Guidance to the committee's technical support personnel and/or authorized vendors in the execution of committee duties and responsibilities;~~
- G. ~~Monitoring of evolving information technology and new applications that may have value to the Town of Waterford and amendment of the Town of Waterford Strategic Technology Plan and associated technological specifications as warranted;~~
- H. ~~Establishment of appropriate procedural documents for submission by departments when requesting technology projects and/or purchases;~~

~~(R.T.M. 12-6-99 (part))~~

~~2.38.030 Duties of town boards, agencies, commissions and departments.~~

~~Duties and responsibilities shall pertain to all Waterford boards, agencies, commissions, and departments except for the board of education where such responsibilities are advisory only and restricted to administrative use of technology (not classroom equipment and applications) and shall exclude requirements for committee approval of, and submission of budgetary requests for, proposed board of education technology plans or purchases;~~

- A. ~~Conformance to the Town of Waterford Strategic Technology Plan, any amendments to the plan, and all standards and specifications established;~~
- B. ~~Submission to the information technology committee for review and approval of all technology-related project and budgetary requests;~~
- C. ~~Submission to the information technology committee of all necessary documentation for inclusion in the committee's appropriation requests.~~

~~(R.T.M. 12-6-99 (part))~~

~~2.38.040 Membership.~~

- A. ~~The information technology committee shall consist of the following members appointed by their respective boards, agencies or commissions:~~

~~1. Board of selectmen (one);~~

~~2. Board of finance (one);~~

~~3. Board of education (one);~~

~~4. Representative town meeting (two);~~

~~8. The information technology committee shall also include the following members or their designees:~~

~~1. Assessor;~~

~~2. Chief engineer, utilities commission;~~

~~3. Communications supervisor;~~

~~4. Director of finance;~~

~~5. Director of public works;~~

~~6. Director of recreation and parks;~~

~~7. Library director;~~

~~8. Planning director;~~

~~9. Police chief;~~

~~10. Tax collector;~~

~~11. Town clerk;~~

~~12. Superintendent of schools;~~

~~13. Director of fire services;~~

~~14. Other members deemed appropriate by the information technology committee.~~

~~(R.T.M. 12-6-99 (part))~~

~~(Amend. of 6-6-11(5))~~

~~2.38.050 Operating procedures and quorum.~~

~~The information technology committee shall establish internal operating procedures and guidelines including but not limited to committee structure and recordkeeping, quorum for conduct of business, meeting dates and times, etc.~~

~~(R.T.M. 12-6-99 (part))~~

~~2.32.060—Appeal from committee action.~~

~~Any town board, agency or commission may appeal to the representative town meeting when it is alleged that any decision of the information technology committee has been arbitrary, inconsistent or otherwise against the best interests of the Town of Waterford. The appeal shall be filed with the town clerk and considered at the next regularly scheduled meeting of the representative town meeting, or sooner if so determined by the moderator. Both the committee and the board, agency or commission shall be given an opportunity to be heard, and the majority decision of the representative town meeting to uphold or reject the appeal shall be final.~~

~~(R.T.M. 12-6-99 (part))~~

~~(R.T.M. 10-03-22)~~

Chapter 2.12 - FINANCE DEPARTMENT⁽¹⁾

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Footnote:

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Editor's note — An ordinance adopted Oct. 3, 2022, repealed the former Ch. 2.38, §§ 2.38.010 – 2.38.060, and amended Ch. 2.12, §2.12.020(A), to reflect the disbanding of the Information Technology Committee and the assumption of its prescribed duties and functions by staff in the reorganized Finance Department.

2.12.010 - Created.

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In accordance with Sections 5.15, 5.15.1 and 5.15.2 of the charter of the town, there shall be a department of finance which shall be managed by a director of finance appointed by the board of selectmen.

(Prior code § 2-160)

2.12.020 - Duties.

- A. The department of finance shall manage the centralized financial and information technology functions of the town. Duties of the department shall include the processing and recording of financial transactions (payroll, receipts, disbursements, accounting, records maintenance); managing the technology functions of the town to ensure standardization, security, and functionality; and such other administrative duties as may be assigned by the first selectman.
- B. The director of finance shall perform his/her duties in accordance with the job description and as approved by the board of selectmen and under the administrative supervision of the first selectman. The director of finance shall provide financial management advice and recommendations to the policymaking bodies of the town. He/she shall provide budget preparation assistance to all departments. He/she shall provide all services requested by the town treasurer whose authority and responsibilities are defined in Section 7-80 of the Connecticut General Statutes Annotated. He/she shall serve as clerk and treasurer to the retirement commission of the town and provide such services as are required by that commission.

(Prior code § 2-161)

(R.T.M. 10-03-22 (part))

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Chapter 2.42 - ROUTE 11 GREENWAY AUTHORITY COMMISSION^[1]

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Footnote:

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Editor's note — An ordinance adopted Oct. 3, 2022, repealed the former Ch. 2.42, §§ 2.42.020–2.42.070, to reflect Waterford's withdrawal from the Route 11 Greenway Authority Commission under Public Act 00-148 §40(D), pursuant to the June 5, 2017, RTM Resolution.

~~2.42.020 Establishment.~~

Pursuant to Public Act 00-148 the Town of Waterford establishes a Route 11 Greenway authority commission. This chapter shall take effect at such time as the towns of East Lyme, Montville, Salem and Waterford shall have adopted the ordinance required by said Act.

(R.T.M. 10-2-00 (part)).

~~2.42.020 Membership.~~

Membership of the commission shall consist of the commissioner of environmental protection, or said commissioner's designee, the commissioner of transportation, or said commissioner's designee, a member and alternate member from each of the towns of East Lyme, Montville, Salem and Waterford, appointed by the first selectman of each of said towns, and a member and alternate member of the Southeastern Connecticut Council of Governments appointed by said agency. Any vacancy on the commission shall be filled in the same manner as the original appointment for the balance of the unexpired term. No appointed member shall receive any compensation for service on said commission.

(R.T.M. 10-2-00 (part)).

~~2.42.030 Membership Term.~~

Each member shall serve for a term of two years, from the date when the last of the four towns has adopted such ordinance, and until such member's successor is appointed and has qualified.

(R.T.M. 10-2-00 (part)).

~~2.42.040 Alternate members~~

The alternate member shall be empowered to vote on said commission in the absence of the member for whom such person is an alternate.

(R.T.M. 10-2-00 (part)).

~~2.42.050 Duties Responsibilities.~~

The commissioner of environmental protection and the commissioner of transportation, not later than sixty days after the effective date of this act, shall call a meeting of said commission which shall, within ninety days thereafter,

1. Hold public hearings for the purpose of developing standards for:

- a. Defining the initial boundaries of the Route 11 Greenway;

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- b. Planning the design, construction, maintenance and management of the Route 11 Greenway trail system and intermodal transportation access system;
 - c. Identifying and prioritizing lands that should be added to the Route 11 Greenway;
 - d. recommending land use within the Route 11 Greenway; and
 - e. Acquiring land and securing conservation easements for the Route 11 Greenway, except that nothing in Public Act 00-148 shall be construed to prohibit the acquisition of land within the Route 11 Greenway by the Town of Waterford; and
2. Establish by laws by which the commission shall
- a. Conduct its meetings, including a provision specifying that no action by the commission shall be effective except by the concurring vote of at least four members;
 - b. Protect and preserve the lands under its custody;
 - c. Supervise staff;
 - d. Maintain its records; and
 - e. Report to the General Assembly, on or before February 15th, annually, on its activities of the previous year and its finances.

(R.T.M. 10-2-00 (part));

2.42.060—Authority.

The commission may:

- 1. Acquire or convey by purchase, gift, lease, devise, exchange or otherwise, any land or interest therein including, but not limited to, conservation easements, located wholly or partly in the conservation zone, provided such acquisition does not utilize funds furnished by the state;
- 2. Transfer, with the approval of the commissioner of transportation, any land or interest therein to the state with or without consideration, provided any funds received therefor shall not be deemed funds furnished by the state for the purpose of this section; and
- 3. Contribute or transfer funds to, and enter into agreements with, land trusts or other organizations, to carry out the purposes of this act.

(R.T.M. 10-2-00 (part));

2.42.070—Termination.

The existence of the commission shall terminate at such time as all of its member towns have withdrawn or it is abolished by the General Assembly.

(R.T.M. 10-2-00 (part));

(R.T.M. 10-03-22)

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Moderator Goldstien,

October 3rd, 2022

Sir I am requesting that the Representative Town Meeting via one of the standing committees investigate and possibly create an ordinance implementing fees for the Town of Waterford Fire Marshal's office permits and inspections as allowed under Connecticut law.

All of the expansion our Town is currently enjoying also brings a larger demand for some services including fire safety plan review and annual inspection. Connecticut law allows the Town via ordinance to establish a fee schedule for such services. Implementing fees can offset the cost of operation of the Fire Marshal office and possible blunt future increases to the taxpayers. Some of our neighboring communities such as Montville and Groton have implemented such ordinances and are enclosed for review. I have spoken with Fire Department Director Howley about my request of which he supports.

I thank you for your consideration.



Respectfully submitted

Timothy Condon

Representative District #1

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OCT 3 2022



**PUBLIC WORKS PLANNING & DEVELOPMENT STANDING COMMITTEE of the RTM
COMMITTEE REPORT**

Appraisal of sidewalk ordinance and associated safety issues, RTC 02/01/2021

BACKGROUND

At the February 1, 2021 meeting of the Representative Town Meeting, the body assigned the following matter to the Public Works Planning and Development Committee of the RTM: Appraisal of sidewalk ordinance and associated safety issues.

SUMMARY

This committee met April 7, 2021, February 22, 2022 and June 15, 2022. The committee met with the Director of Public Works Gary Schneider at each of the three meetings.

RECOMMENDATION

At the June 7, 2022 Meeting the committee unanimously recommended the issue out of committee with no action taken, because the committee was assured that Public Works has a plan to address sidewalk conditions throughout the Town of Waterford.

Attachments

Minutes and supporting documents available online and/or by request.

Respectfully submitted,


Michael Rocchetti
Chairman

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TOWN CLERK

MINUTES
REPRESENTATIVE TOWN MEETING
Special Meeting
November 14, 2022

RTM Moderator Paul Goldstein called the November 14, 2022 Special Meeting of the Representative Town Meeting to order at 7:01 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Jennifer Bracciale, Mary Childs, Timothy Condon, Thomas J. Dembek, Susan Driscoll, Tim Fioravanti, Nicholas Gauthier, Paul Goldstein, Kristen Gonzalez, Ryan Healy, Lindsay Khan, Cheryl Larder, Richard Muckle, Ted Olynciw, Michael Rocchetti, Danielle Steward-Gelinas, David Sugrue.
ABSENT: Michael Bono, Steven Garvin, Kevin Girard, Richard Holmes, Jennifer Kohl, Dan Radin, David Welch.

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule.

EX-OFFICIO MEMBERS ABSENT: Chair of the Board of Finance Glenn Patterson; Selectwoman Jody Nazarchyk; Chair of the Board of Education Pat Fedor; Selectman Elizabeth Sabilla.

ALSO PRESENT: Town Clerk David L. Campo; Director of Finance Kim Allen, HR Director Christine Walters, Labor Attorney Eileen Duggan.

MODERATOR Goldstein welcomed Lindsay Khan who was elected to fill the vacancy in District One.

MODERATOR Goldstein asked for a moment of silence to recognize the involvement of a town employee who was involved in a serious car accident.

CORRESPONDENCE

None

PUBLIC COMMENT

None

CALL ITEM 1 – Executive Session

MOTION by Steward-Gelinas, seconded by Muckle, that the RTM, along with Human Resources Director Christine Walters, First Selectman Robert Brule, Labor Attorney Eileen Duggan, and Chief Marc Balestracci go into executive session for the purpose of discussing strategy and/or negotiations with respect to current and pending collective bargaining with multiple bargaining units. This action is taken without prejudice to the Town's right to discuss these matters in a private meeting pursuant to Connecticut General Statutes §1-200 (2) at 7:03 P.M.

MOTION PASSED: Unanimous

MOTION by Sugrue, seconded by Condon to come out of executive session at 7:32 P.M.

MOTION PASSED: Unanimous

CALL ITEM 2 – Waterford Police Contract

MOTION by Dembek, seconded by Rocchetti, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and United Public Service Employees Union/Connecticut Organization for Public Safety Division (UPSEU/COPS) – Waterford Police Union, to be effective July 1, 2022 – June 30, 2026, and authorize the First Selectman to sign on the Town's behalf.

MOTION PASSED: 17-0-1 (Steward-Gelinas abstained)

CALL ITEM 3: Municipal Employees 1303 Contract

MOTION by Steward-Gelinas, seconded by Dembek, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Local 1303-037 of Council #4; American Federation of State, County and Municipal Employees, AFL-CIO, to be effective July 1, 2022 – June 30, 2026, and authorize the First Selectman to sign on the Town's behalf.

MOTION PASSED: Unanimous

MOTION by Rocchetti, seconded by Condon, to adjourn at 7:39 P.M.

MOTION PASSED: Unanimous

Respectfully submitted,



David L. Campo, CCTC

Waterford Town Clerk

RECEIVED FOR RECORD
TOWN OF WATERFORD

2022 OCT -7 PM 4:16

TOWN CLERK

E

Paul Goldstein

September 24, 2022

RTM Moderator

Subject: Registrar of Voters (ROV) Salary Increase

Dear Mr. Moderator,

The ROV are requesting a salary increase based on the requirements of the job expanding and the growing emphasis and scrutiny placed on the voting process over the last several years. A recent (July 2022) pay hike for elected officials in the town of Waterford increased our yearly salary 1.1% from \$23,923.56 to where it currently sits at \$24,192.72.

Office duties have increased due to the following:

- DMV voter registration is now automatic unless the person opts out. Waterford voter rolls now top 14,000. More voters create more work processing changes.
- More training required by the Secretary of the State for cybersecurity and new technology.
- The Electronic Registration Information Center (ERIC) is an organization that assists member states in improving the accuracy of its voter rolls. Membership in ERIC increases every year. Six years ago we started with 5 states and now that number stands at 30. This is a good thing but it generates increased workload during our Canvas season.
- FOI requests have greatly increased since 2020. These requests demand time to conduct research to find the documents/answers they are looking for.
- Longtime poll workers have left. Finding, hiring and training capable workers is taking increased time. Each election/primary requires 30-40 workers.
- The expansion of Absentee Ballot options has created a surge of ballots to be processed and counted during the election season requiring additional hires and training.

To give you a sense of what other towns pay can prove difficult to show. The size of the town determines how many hours a ROV will work and then even that is difficult to compare due to some towns using their deputies/assistants in a more active role in day to day operations.

The following towns are similar in size to Waterford and run their offices like we do with the ROV's doing the vast majority of the work and the deputies coming in at busy times of the year (elections, canvas, special projects) unless we are training someone new.

The populations are from the 2020 census. Town of Waterford population is 19,571.

East Lyme: (population 18,693)

ROV salary \$30,000. In addition to their salary, they receive a \$1,250 stipend for each election, primary and referendum.

Montville: (population 18,387)

ROV salary \$22,000. In addition to their salary, they receive a \$375 stipend for each election, primary and referendum.

Berlin: (population 20,175)

ROV salary \$37,000

(Even though they are similar in size to Waterford, they have 1500 more registered voters).

Rocky Hill: (population 20,845)

ROV salary \$26,500 (Their budget includes \$18,000 for their deputies as compared with our \$3,000 for deputies)

We are requesting an increase to \$30,000 per year and asking the RTM to place it on the upcoming agenda.

Thank you.

Patti Waters

Bigi Ebbin

cc: Rob Brule

Dave Campo

Christine Walters

October 7, 2022

To whom it may concern:

I am writing to you because I would like to put forth a motion to the town Council to consider a town ordinance regarding feral cat management. There is a growing problem with the feral cat population especially in the Norman Street neighborhood. There are currently no laws or ordinances allowing the animal control officers to do anything to help slow the growth of the population. I would like to propose a potential solution that will allow them to act on the problem without assuming the responsibility of collecting the feral cats. I would like to propose that if there are known households that are feeding the feral cat community but are not participating with cat rescues to at least try to spay and neuter the animals that they can be cited for neglect by the animal control officer. Once cited the animal control officer can then order that the owner of the home must allow a cat rescue to come in and trap the animals to have them spay and neutered. We have several homes in our neighborhood alone that are currently feeding the population and refuse to allow anybody to trap the animals and so the population is growing. Both the Humane Society and our own ACO are aware of the problem as there have been many complaints filed. Most of the animals are full of parasites and worms and attract predators into our neighborhoods. If Waterford can come up with a functioning policy on feral cat management it could be offered up to other communities as a solution and possibly even implemented statewide using our footprint as a guideline. I hope to be able to speak with the town Council so that we can get this up and running if agreed-upon as soon as possible.

Thank you for your consideration
Kristine Wilcox
53 Vivian St
Waterford

RECEIVED FOR RECORD
OCT 11 2022
2022 OCT -7 PM 3:04
TOWN OF FOK

David Campo

From: Barbara Kil <barbarakil2020@gmail.com>
Sent: Thursday, October 13, 2022 9:25 AM
To: Kristine Wilcox; p34@atlanticbb.net
Cc: David Campo; nickgauthiertrm@gmail.com; barbarakil@sbcglobal.net
Subject: Re: Revised Feral cat ordinance.docx

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

<https://www.bettercitiesforpets.com/resource/case-study-miami-beach-community-cat-program/>

Get [Outlook for iOS](#)

From: Kristine Wilcox <krisiwilcox@icloud.com>
Sent: Tuesday, October 11, 2022 9:10:43 PM
To: p34@atlanticbb.net <p34@atlanticbb.net>
Cc: dcampo@waterfordct.org <dcampo@waterfordct.org>; nickgauthiertrm@gmail.com <nickgauthiertrm@gmail.com>; barbarakil@sbcglobal.net <barbarakil@sbcglobal.net>
Subject: Re: Revised Feral cat ordinance.docx

Paul

Please add this link to my letter for consideration at the meeting.

Thank you again
Kristine

https://www.cga.ct.gov/current/pub/chap_435.htm#sec_22-339d

Sent from my iPhone

On Oct 7, 2022, at 4:31 PM, Kristine Wilcox <krisiwilcox@icloud.com> wrote:

Paul and Dave:

This is my revised request for town ordinance. Thank you again for hearing my concerns.

Sincerely

Kristine Wilcox

MODERATOR'S REPORT

Representative Town Meeting

December 5, 2022

G

Matters Currently in Standing Committees

LEGISLATION & ADMINISTRATION

Review of Chapter 2.56 – Economic Development Commission, RTC 06/06/22

Review how the RTM considers recommendations for committee assignments,
RTC 06/06/22

EDUCATION

FINANCE, WAGE & PERSONNEL

PUBLIC HEALTH, RECREATION & ENVIRONMENT

Review of Noise Ordinance, Noise Control – Chapter 9.06, RTC 10/04/21

PUBLIC PROTECTION & SAFETY

Review of Ordinance 2.36 – Volunteer Firefighters Incentive Program, RTC 06/06/22

Fire Marshall Permits Fee Schedule Ordinance, RTC 10/03/22

PUBLIC WORKS, PLANNING & DEVELOPMENT

Appraisal of sidewalk ordinance and associated safety issues, RTC 02/01/21

Short Term Rentals, RTC 12/06/21



Mr. Joseph P. Mancini
Director of Finance

Mr. Thomas W. Giard III
Superintendent of Schools

1

October 21, 2022

Mr. Moderator,

As requested this is the latest forecast for the Waterford Board of Education for the 2022-2023 School year. We will be in attendance at the December 5th meeting.

Thanks,
Joseph Mancini

RECEIVED FOR RECORD
WATERFORD, CT
2022 OCT 21 PM 2:45
JOHN G. EDEK



Mr. Joseph P. Mancini
Director of Finance

Mr. Thomas W. Giard III
Superintendent of Schools

June 2, 2022

Mr. Moderator,

In this correspondence I have included the financials that are provided monthly to the Board of Education and for the RTM. I've provided a supplemental sheet that has additional forecasts based on our latest estimates for fiscal 2022.

This year the numbers have shown greater variability than prior years. Like many schools in Connecticut Waterford is experiencing relatively high non-certified turnover and an influx of new students. Special Education costs and professional fees are driving most of our financial challenges this year. With staffing shortages, turnover, limited unemployment claims, reductions in maintenance and equipment we are forecasting a slight favorability for the end of the year. At present the forecast for fiscal 2023 is holding steady to the recently passed budgets.

For fiscal 2023 this report / analysis will be sent over quarterly -

	Actuals through	Report Submitted
Q1	09/30/2022	10/21/2022
Q2	12/31/2022	01/20/2023
Q3	03/31/2023	04/21/2023
Q4	06/30/2023	07/28/2023

Thanks,

Respectively,

Joseph Mancini
Director of Finance

CC: Board of Finance

Waterford Public School
2022-2023 Budget

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Year to Date Spent 7/1/2022 - 09/30/2022	Encumb/Req's/Reserves 7/1/2022 - 6/30/2023	Forecasted Expenditures / Offsets 7/1/2022 - 6/30/2023	Delta to budget 7/1/2022 - 6/30/2023
111 SALARIES, CERTIFIED	24,029,242	2,156,445	21,112,332	789,940	(29,475)
112 SALARIES, SUPPORT	6,482,518	983,557	4,521,953	468,989	508,019
119 SALARIES, OTHER	56,620	6,503	-	52,000	(1,883)
121 TEMPORARY PAY, CERTIFIED	1,017,873	178,510	249,073	601,783	(11,493)
122 TEMPORARY PAY, SUPPORT	165,700	53,806	-	100,000	11,894
132 OVERTIME, SUPPORT	124,075	31,334	-	113,500	(20,759)
212 HEALTH INSURANCE	6,742,222	477,060	44,057	6,221,105	0
215 LIFE INSURANCE	80,068	7,576	56,209	16,283	0
219 LONG TERM DISABILITY	3,366	1,046	2,321	-	-
220 FICA, EMPLOYER'S CONTRIBUTION	981,527	129,597	679,591	150,000	22,339
240 REIMBURSEMENTS	104,400	5,008	6,200	92,992	200
250 UNEMPLOYMENT COMP	70,000	625	6,250	5,500	57,625
260 WORKERS' COMP	399,599	146,059	146,057	35,000	72,483
290 UNUSED SICK LEAVE	138,657	22,900	9,830	45,000	60,927
291 RETIREMENT INCENTIVE	7,500	-	-	6,000	1,500
321 INSTRUCTIONAL SERVICE-CONTRACT	107,005	101,357	-	-	5,648
322 PROFESSIONAL DEVELOPMENT	66,050	9,232	150	50,618	6,050
323 CURRICULUM DEVELOPMENT	30,000	14,559	-	15,442	(1)
330 OTHER PROF/TECHNICAL SERVICES	1,789,652	91,161	1,102,831	608,000	(12,340)
331 LEGAL SERVICES	113,749	6,127	107,622	-	-
410 WATER SERVICE	23,399	5,734	20,202	-	(2,536)
411 SEWER SERVICE	55,842	14,514	41,328	-	-
430 MAINTENANCE & REPAIR	423,486	112,478	152,085	168,069	(9,146)
440 RENTALS	23,570	4,087	2,043	4,500	12,940

Waterford Public School
2022-2023 Budget

Account Number / Description	Adopted Budget 7/1/2022 - 6/30/2023	Year to Date Spent 7/1/2022 - 09/30/2022	Encumb/Req's/Reserves 7/1/2022 - 6/30/2023	Forecasted Expenditures / Offsets 7/1/2022 - 6/30/2023	Delta to budget 7/1/2022 - 6/30/2023
510 TRANSPORTATION, PUPIL	2,350,868	1,061,700	1,521,483	55,000	(287,315)
520 FIRE/PROPERTY INSURANCE	112,519	78,763	16,391	-	17,365
521 LIABILITY INSURANCE	114,171	131,185	18,484	-	(35,498)
529 OTHER INSURANCE	25,626	-	18,046	-	7,581
530 COMMUNICATIONS	78,230	24,213	54,495	-	(478)
531 POSTAGE	19,244	2,788	17,525	-	(1,069)
540 ADVERTISING	3,500	3,256	-	1,500	(1,256)
560 TUITION, OTHER PUBLIC	825,641	78,308	417,731	406,292	(76,690)
563 TUITION, PRIVATE	1,749,009	146,819	2,116,438	(380,223)	(134,025)
580 TRAVEL & CONFERENCES	155,433	6,534	111,482	39,686	(2,268)
590 OTHER PURCHASED SERVICES	198,000	105,354	83,200	19,980	(10,534)
611 INSTRUCTIONAL SUPPLIES	405,192	115,387	167,354	128,265	(5,813)
612 SOFTWARE	524,015	400,002	8,918	115,000	94
613 MAINTENANCE SUPPLIES	295,620	122,555	151,453	40,392	(18,781)
620 FUEL OIL	4,139	-	4,139	4,020	(4,020)
621 ELECTRICITY	1,131,743	367,031	797,684	-	(32,973)
622 NATURAL GAS	205,376	25,577	179,799	-	0
623 PROPANE	28,434	4,990	23,444	-	-
627 TRANSPORTATION SUPPLIES	189,779	8,893	186,928	-	(6,043)
641 TEXTBOOKS	172,500	51,716	468	117,391	2,925
642 LIBRARY BOOKS, PERIODICALS	30,660	9,322	10,032	11,130	176
690 OTHER SUPPLIES, MATERIALS	179,244	42,131	34,862	101,900	350
730 EQUIPMENT	244,028	29,118	11,908	205,103	(2,101)
810 DUES & FEES	30,034	31,594	399	250	(2,209)
100 GENERAL FUND - OPERATING	52,109,124	7,406,508	34,212,799	10,410,407	79,410

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

2

November 21, 2022

Paul Goldstein
Moderator
Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

RE: Shoreline Traffic Accident Reconstruction Team Agreement

Dear Mr. Goldstein,

The Board of Selectmen voted unanimously at the November 21, 2022, 2022 meeting to approve the Inter-Local Shoreline Traffic Accident Reconstruction Team (START) Agreement and to forward over for the next meeting of the RTM for consideration and action; including authorize the First Selectman to sign on behalf of the Town of Waterford.

Sincerely

Robert Brule

Robert Brule
First Selectman

Enclosure

cc: David Campo, Town Clerk
Marc Balestracci, Chief of Police

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 21 P 2:47
ATTEST: *David I. Campo*
TOWN CLERK



**WATERFORD POLICE DEPARTMENT
41 AVERY LANE
WATERFORD, CT 06385-2819**



**Marc Balestracci
Police Chief**

**(860) 442-9451 TEL
mbalestracci@waterfordct.org**

To: Board of Selectman, Representative Town Meeting
From: Marc Balestracci, Chief of Police
Date: November 9, 2022
Re: Waterford PD Accident Investigation Team Inter-Local Agreement

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV - 8 P 11 22
ATTEST: *[Signature]*
TOWN CLERK

In 2018, the RTM and the First Selectman approved an inter-local agreement in reference to Accident Investigation Teams. These highly skilled teams investigate serious and fatal motor vehicle accidents. Unfortunately, due to timing, communication and concerns over the Pandemic, the agreement was never acted on as each community continued to investigate these calls independently. After speaking with Town Council, it was determined that the agreement should be brought back before the legislative body as each municipality now has new leaders in place and to ensure that proper communication is made as the agreement will be executed moving forward.

In revisiting this effort, the Town of Waterford and the Town of East Lyme seek to renew the agreement for several reasons. First, the benefits of both teams being able to work as one unit will benefit the members by increasing the use of the specialized skills they have acquired, it will allow for shared costs for specialized equipment and it will also allow the team to seek grant funding if and when available.

This agreement, if authorized, allows the team to expand to other local departments should they meet the high standards for entry, training and offer full commitment to the inter-local agreement.

Thank you,

Marc Balestracci
Chief of Police
Waterford Police Department

SHORELINE TRAFFIC ACCIDENT RECONSTRUCTION TEAM

WHEREAS, Section 7-148 cc of the Statutes of the State of Connecticut authorizes municipalities to enter into interlocal agreements; and

WHEREAS, the undersigned municipalities find that the prevention, detection and enforcement of motor vehicle moving violations, driving under the influence violations and other violations can best be served by the creation of a regional approach to law enforcement, resulting in better coordination and less duplication in law enforcement efforts and resources; and

WHEREAS, the undersigned municipalities recognize that investigation of a serious injury or fatal motor vehicle crashes normally requires an investigator to have specialized training and that the trained investigator is a resource, which may be shared and utilized by other members of the agreement; and

WHEREAS, the undersigned municipalities find that an interlocal agreement is beneficial in order to protect the safety and well-being of the citizens of the respective municipalities; and

WHEREAS, the undersigned municipalities wish to cooperate on providing police services and in pursuing grants and raising monies to obtain capital resources in furtherance of these goals under the terms of this agreement;

NOW, THEREFORE, the undersigned municipalities, acting by their respective chief executive officers, duly authorized, mutually agree, pursuant to this Interlocal agreement (hereafter, "Agreement") to establish the Shoreline TRAFFIC Accident Reconstruction Team (hereafter "START") in accordance with the following:

ARTICLE ONE: PROVISION OF PERSONNEL AND EQUIPMENT

1. The chief executive officers of the undersigned municipalities hereby delegate to the chiefs of police of their respective municipalities the authority to determine when the provision of police personnel and equipment best serves the purposes of this agreement.
2. The participating chiefs, hereinafter collectively designated and referred to as the "Board", shall meet periodically as determined by the needs of the Unit, but at least once per year, and each Chief of Police shall have an equal vote on decisions affecting the administration of the START.
3. The chiefs of police, collectively, as the decision-making authority, have the responsibility for the coordination of grant applications and the administration of funding awards and other initiatives.

4. The Board anticipates and agrees to make resources available for at least one full or partial deployment per quarter of personnel and equipment pursuant to this agreement for the duration of this agreement. Additional deployments are authorized, without further action, by the mutual consent of the participating municipalities.
5. During the deployment of personnel and equipment pursuant to this agreement, the officers so deployed shall be deemed members of their respective departments acting to further the goals of this agreement and each shall have the same powers, duties, privileges and immunities as are conferred on the police officers of the municipality in whose jurisdiction the Unit or any of its officers is operating.
6. During an START enforcement deployment, it is expected that the undersigned municipalities shall provide at a minimum the following quantity of personnel and equipment:

One or more police officers and one or more marked and/or unmarked police vehicles.
7. During a START crash investigation deployment, it is expected that the undersigned municipalities shall provide at a minimum the following quantity of personnel and equipment:

One or more police officers trained in advanced crash investigation and/or reconstruction and one or more marked and/or unmarked police vehicles.
8. A municipality may elect not to participate in a deployment if it has a good faith reason to do so. However, each municipality, in its discretion, may determine the extent of its participation in any deployment through the specific assignment of personnel and equipment.
9. The Board shall appoint collectively a supervisor from one of the participating departments to function as the START Unit Commander. The Unit Commander must at least hold the rank of sergeant in his/her department. The Board acknowledges appointment of a Unit Commander is necessary to maintain continuity of the unit and its members especially in the area of serious injury and fatal crash investigation. It will be preferable that the Unit Commander have experience and training in the area of advanced crash investigation and/or reconstruction. An administrative supervisor will be assigned to oversee each of the START teams. The administrative supervisor will also act as the START Unit Commander when the Unit Commander is not present. The team supervisors must meet the same conditions as set forth for the START Unit Commander.
10. The START Unit Commander will act as the liaison between the departments for all activities of the unit.

11. During each full deployment, the host municipality, which is the municipality requesting the services, shall make every effort to provide a sergeant or higher-ranking officer to coordinate operations with the START Unit Commander while in the field.
12. It is understood that smaller scale deployments or partial deployments between two or more agreement members may take place under this agreement.

ARTICLE TWO: DUTIES OF PERSONNEL

1. All personnel assigned to a deployment shall be subordinate to the host department's supervising officer.
2. Each officer assigned to START shall wear the officer's regular department uniform or the unit's approved uniform.
3. All non-custodial citations issued pursuant to this agreement shall be processed through the issuing officer's department. All custodial arrests or investigations shall be processed in a manner designated by the host agency.
4. The host agency shall prepare and distribute to all participating departments an operations plan for each planned deployment of a non-emergency nature.

ARTICLE THREE: REIMBURSEMENT AND LIABILITY

1. Each participating municipality agrees that it shall be responsible for its respective police department expenses incurred while participating in each deployment, whether that municipality's equipment and personnel was operating within or without its own jurisdiction. Any entitlement to reimbursement, except as stated herein, is hereby waived by the chief executive officer of each municipality that is a party to this agreement. Such expenses may include, but are not limited to:
 - a) The actual payroll (including overtime) cost to the municipalities of all personnel assigned;
 - b) The replacement cost of all equipment lost, destroyed or made unavailable for further service as a result of proper use in a START deployment. Nothing in this section waives a municipality's right to seek reimbursement for equipment lost or destroyed negligently, recklessly, willfully, or purposefully.
 - c) Fuel and maintenance for police cars;
 - d) The cost of repairing damaged equipment;

- e) Awards for death, disability or injury to personnel arising as a result of services provided pursuant to this agreement to the extent that such awards exceed Worker's Compensation coverage;
 - f) Worker's Compensation claims as set forth in C.G.S. 31-275, et seq.;
 - g) Survivor's benefits as set forth in C.G.S. 7-323.
2. In the event outside funding becomes available to pay for the expenses of the municipalities operating under this agreement such funds shall be allocated among the participating municipalities on a proportional cost basis agreed to in advance. This does not include subrogation. The proportional cost basis may be adjusted to each deployment or initiative depending on the location of the host, number of personnel assigned to the deployment by each agency, etc.
 3. The services performed under this agreement shall be deemed for public and governmental purposes, and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation under this agreement outside its boundaries.
 4. Each municipality shall indemnify and hold harmless the other municipalities to this agreement from all claims, including, but not limited to, third party claims, for property damage or personal injury (including death) which may arise out of and be attributable to a municipality or to the actions of those acting on behalf of each municipality. Each town shall be liable only for their own percentage of negligence as determined by the courts or a jury.

ARTICLE FOUR: APPOINTMENT OF A DEPOSITORY MUNICIPALITY, PURSUIT OF REGIONAL GRANT INITIATIVES, AND REVENUE SHARING/USAGE

1. Appointment of a Depository Municipality; Functions of Depository Municipality
 - a) The Board of START shall mutually select a depository municipality from one of the members of START which shall receive and hold in trust for START all monies obtained by START from grants or other sources. Said monies shall be held in a special revenue account (hereafter, the "START Joint Account") or an account with like budgetary permissions that will allow the convenient use of said funds as needed by START. The depository municipality agrees, in furtherance of the goals of this agreement, to pass any ordinance or resolution required by its own municipal Charter in order to effectuate the creation of said START Joint Account.
 - b) Upon a request from any member municipality, the depository municipality shall provide an accounting of all funds contained in the START Joint Account.

- c) Upon affirmative vote of two-thirds of the member municipalities, the depository municipality may be changed. Upon a vote to change the depository municipality, the prior depository municipality shall, within 60 days of said vote, turn over all funds and provide a full accounting to the successor depository municipality.
 - d) In the event that a depository municipality withdraws from START or no longer wishes to serve in said capacity, a successor depository municipality shall be appointed by the members of START. At such time, the prior depository municipality shall, within 60 days of said appointment, turn over all funds and equipment purchased with funds from the Shared Revenue Account to the successor municipality. The prior depository municipality shall, within 60 days, provide a full accounting, and an itemized list of transferred equipment to the successor depository municipality.
2. Pursuit of Regional Grant Initiatives, Development of Capital Goals
- a) It shall be an essential function and purpose of START to pursue grants and other initiatives to raise monies in order to purchase capital resources to further the purposes of this agreement.
 - b) From time to time, and as necessary, START shall meet to develop a short-term (1 year) and long term (5-year) capital plan for the START. The monies raised pursuant to this agreement shall be utilized to further the capital goals set by START.
3. Revenue Sharing
- a) All revenue raised and remitted to the START Joint Account shall be shared and used for the collaborative and joint purposes of the START. Nothing in this provision shall be construed to conflict with or alter the reimbursement or funding provisions of Article III regarding deployments.
 - b) Expenditures from the START Joint Account of \$500 or less can be made by the Unit Commander, without prior approval. All expenditures greater than \$500 from the START Joint Account shall require the unanimous vote of all START member municipalities in writing via electronic mail (e-mail).
 - c) Any property obtained with funds from the START Joint Account shall be considered property of the depository municipality, held for the benefit of itself and all other START municipalities. No property obtained with monies from the START Joint Account or with funds attributable to said account shall be sold, modified, gifted, or otherwise transferred without the unanimous vote of all member municipalities in writing.
 - d) Any depository municipality which misappropriates funds from the START Joint Account or otherwise disposes of property obtained with START funds in violation of

this section shall be liable to all of the other member municipalities for the loss to START and any and all costs, including court costs and attorney's fees, incurred in recovering said funds or property from the depository municipality or any other third party.

- e) Funds from the START Joint Account are intended for equipment and services for the unit and shall not be used to pay salary or overtime to START members.

ARTICLE FIVE: MISCELLANEOUS

1. The Chief of Police of the municipality providing assistance may, if necessary to protect the safety and well-being of said municipality, recall any personnel or equipment provided pursuant to this agreement.
2. Withdrawal from this agreement by any municipality hereto shall be made by thirty (30) days' written notice to all other municipalities but shall not terminate the agreement among the remaining municipalities.
3. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.
4. This Agreement contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter, hereof.
5. This Agreement, to the extent permitted herein, shall inure to the benefit of and be binding upon the parties hereto and any and all successors and assigns.
6. This Agreement shall be governed by and construed in accordance with the laws and relevant ordinances and regulations of the State of Connecticut and the participating municipalities.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as follows:

TOWN OF EAST LYME:

BY: _____
First Selectman Kevin Seery

Dated:

TOWN OF WATERFORD:

BY: _____
First Selectman Robert Brule

Dated:



**MINUTES
BOARD OF POLICE COMMISSIONERS**

October 11, 2022 at 5:00 p.m.
Zoom Meeting ID: 814 3906 0592

PRESENT: Chairperson T. Sheridan, Commissioner Brule, Commissioner M. Gelinas,
Commissioner J. Dimmock

ABSENT: Commissioner C. Gamble

DEPARTMENT: Chief M. Balestracci, LT T. Silva, LT N. VanOverloop, Sgt P. Flanagan,
Traffic Officer J. Nickerson, CSO Alex Hunt

PLEDGE OF ALLEGIANCE:

PUBLIC INPUT:

No public input.

CALL TO ORDER AND ESTABLISH A QUORUM:

Chairperson Sheridan called the meeting to order at 5:00 p.m. in the General Meeting Room of the Waterford Police Department. A Quorum was established.

ACCEPTANCE OF MINUTES:

MOTION: Made by Commissioner Dimmock and seconded by Commissioner Brule to accept the minutes from the September 12 Regular Meeting. Commissioner Gelinas abstained. The motion passed.

MOTION: Made by Commissioner Gelinas and seconded by Commissioner Dimmock to accept the minutes from the September 29 Special Meeting. Commissioner Sheridan abstained. The motion passed.

CORRESPONDENCE:

Correspondence was reviewed.

TRAFFIC COMMISSION REVIEW:

Traffic report received.

CHIEF'S REPORT:

- a. K9 Reports for September
September report was received.
- b. Investigative Services and Youth Reports for September
September report was received.
- c. Training Report for September
September report was received.
- d. Records Report for September
September report was received.
- e. Community Service Officer Report for September
September report was received.
- f. Patrol Report for September
September report was received.
- g. Animal Control Report for September
September report was received.
- h. Community Engagement Report for September
September report was received.

OLD BUSINESS:

- a. Commissioner Dimmock discussed the Police Chief Selection Process Policy draft that he emailed to Commissioners for review. It was stated that all further discussion on this topic will take place at Commission meetings.

MOTION: Made by Commissioner Gelinas to send draft to Human Resources for review. Seconded by Commissioner Brule. Passed unanimously.

- b. Chief Balestracci presented the Shoreline Traffic Accident Reconstruction Team Agreement to the Commission with minor changes made by the Town Attorney, for approval to bring before the RTM. Commissioner Sheridan asked if there would be an extra cost to the Town to purchase equipment. Chief Balestracci answered no and explained that regional grant money will be applied for to buy equipment, saving money for both towns.

MOTION: Made by Commissioner Dimmock and seconded by Commissioner Gelinas to approve forwarding the agreement to the RTM. Passed unanimously.

NEW BUSINESS:

- a. Discussion of exploring Nexgen and State radio systems. Chief Balestracci stated that surrounding area towns are using the State radio system and Nexgen, and that Waterford is the outlier in eastern CT. The current RMS/CAD provider is not very responsive, and the annual costs of the new system are significantly cheaper than the cost of our current system.
- b. The Annual Budget for FY 23-24 will be presented to the Commission in November.
- c. The Annual Report will be completed and emailed to Commissioners next week.
- d. Commissioner Gelinas requested the following corrections be made to the 2023 Meeting Schedule: change May 8, 2022 to May 8, 2023 and June 12, 2022 to June 12, 2023. Corrections were made.

A request was made to add a discussion of traffic pattern changes on Cross Road to the agenda.

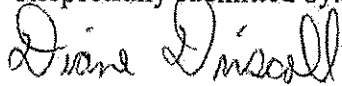
MOTION: Made by Commissioner Gelinas and seconded by Commissioner Dimmock to approve the request. Passed unanimously.

Traffic Officer Jake Nickerson presented a plan developed by the State for a change of signage and lane painting on Cross Road to correct a current unsafe traffic pattern.

MOTION: Made by Commissioner Dimmock and seconded by Commissioner Gelinas to approve the plan as presented. Passed unanimously.

MOTION: Made by Commissioner Dimmock and seconded by Commissioner Gelinas to adjourn the meeting at 5:39 p.m. Passed unanimously.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Diane Driscoll".

Diane Driscoll

Recording Secretary

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

3

November 14, 2022

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Moderator Goldstein:

At the Board of Finance meeting held Wednesday, November 9, 2022, the Board approved a request to appropriate previously designated funds in the amount Of \$35,000 on Capital and Non-Recurring line # 20530-57867, Niantic River Road Sidewalk Plan. This letter forwards the BOF-approved appropriation request for RTM approval.

I respectfully request you place this item on the agenda of the next meeting of the Representative Town Meeting. Copies of justification documentation are attached hereto.

Respectfully Submitted,

Glenn Patterson
Chairman, Board of Finance

Attachments

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 20 A 10:10
ATTEST: *David J. Langley*
TOWN CLERK

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 2, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at the meeting on Tuesday, November 1, 2022 voted to approve the following request for an appropriation;

Public Works: To consider and act on a request for an appropriation from Gary Schneider, Public Works Director in the amount of \$35,000 to be moved from designated to appropriated from Capital and Non-recurring to line item 20530-57867-Niantic River Road Sidewalk Plan, if approved, to forward to the Board of Finance.

Therefore, I respectfully request that you consider and act on this request. I have attached pertinent back up material from the designated department.

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

October 25, 2022

Mr. Robert Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Subject: Request an appropriation in amount of \$35,000 from Capital and Non-recurring designated line #20530-57867 – Niantic River Road Sidewalk Plan

Dear Mr. Brule,

CNR funds were approved in the FY 23 budget to support surface transportation projects which encompass roads, street accessories, sidewalks, and bridges. The objective is to provide safe, attractive, and efficient public transportation ways and infrastructure systems that support them.

The Town has an extensive network of sidewalks not only in neighborhoods, but connecting neighborhoods with each other and other town parks, local businesses and community services. Sidewalks also provide a visual character of community, equal to what a good road provides. By providing a safe walkway, we will be encouraging people to use this healthy and environmentally sustainable mode of travel and more attractive place to live and work.

Niantic River Road Sidewalk:

Although the entire length of Niantic River Road has sidewalks, this project starts at the intersection of Old Niantic River Road and ends at the intersection of West Street.

Existing conditions:

1. Niantic River Road has concrete curbs and thus sets a hard edge location for the sidewalk.
2. Generally, the road has no shoulders, thus the travel lane extends to the concrete curb, the sidewalk can't move into the roadway.
3. ADA guideline of a minimum of 36" clear and a max of 60" width for sidewalk.
4. If only 36" width of clear space is provided, the guideline requires a 60" x 60" "pad" every 200 feet.
5. Moving the pole line is not viable because of issues of aerial trespass, guying of poles, and possible need of span poles to guy some of the poles that then may require additional permanent easements.
6. The entire length of the sidewalk is less than 60" wide and most, if not all of the ADA ramps don't meet code.
7. The length of the sidewalk (Old Niantic River Road to RT 156) is approximately 6,900 feet.
8. Of the 39 pole locations in this area, 21 poles are placed outside of the asphalt sidewalk and the current walk provides the 36" minimum width. There are 14 locations that would require minor new work and 4 locations (pole numbers 6317, 6322, 6324 and 6344) that have what appears to have private fixed improvements within the Right of Way or right on the property line. In any case, they would need to be moved. It is not known if additional

11/1/22 BOS, approved

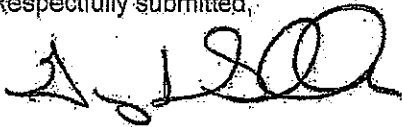
right of way will need to be acquired in order to achieve the 36" clear space for these locations.

9. The 4 locations would require the services of a professional land surveyor to identify in the field the property line at the 4 locations. Funding for survey, purchase, design and construction would be required.

The scope of the engineering work is attached. This phase is to determine what will be required to reconstruct the existing sidewalk to meet ADA requirements of a 60" wide sidewalk with proper ramps at the roadway intersections and eliminate the interference at the 4 locations.

Please place this request on the next Board of Selectman's agenda for consideration and forward to the Board of Finance if approved.

Respectfully submitted,



Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Lenard Engineering, Inc.

2210 Main Street
P.O. Box 1088
Glastonbury, CT 06033
Tel: 860 659-3100
Fax: 860 659-3103
www.lenard-eng.com

1348 Cananville Road
P.O. Box 580
Storrs, CT 06268
Tel: 860 429-5400
Fax: 860 429-1367

140 Willow Street
Suite 8
Winsted, CT 06098
Tel: 860 379-8868
Fax: 860 738-1272

19 Midstate Drive
Suite 200
Auburn, MA 01501
Tel: 508 721-7600
Fax: 508 721-7610

Civil, Environmental and Hydrogeological Consultants

September 19, 2022

Mr. Gary Schneider
Director of Public Works
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

RE: Proposal for Professional Services, Providing Surveying, Preliminary Design, and Cost Estimating, Niantic River Road Sidewalk Replacement Project, Waterford, CT

Dear Mr. Schneider:

As requested, Lenard Engineering, Inc. (LEI) is pleased to submit this proposal for the Town's review and acceptance. As discussed, the Town's long range goal is to address the condition of approximately 6,900 linear feet of sidewalk on the east side of Niantic River Road, beginning at Route 156 to the south, to Old Niantic River Road to the north. The entire length of current sidewalk is less than 60" wide not meeting ADA current standards, have ramps that do not meet current ADA standards, have utility poles that can not be relocated, and in at least four areas have retaining walls and other constrictions which restrict sidewalk width to less than 36".

Although just the four pole conflicts could be investigated, it would be cost effective if the entire length of the project be reviewed to address any additional right of way and poles conflicts that would affect ADA compliance that may have been overlooked.

PROPOSED SCOPE OF SERVICES

- 1) Conduct Town Hall Mapping Research- LEI will obtain Town right-of-way, and property maps on file at the Town Clerk's office, and other project information. We will conduct field recon in advance of our survey to locate visible Town roadway right-of-way, as well as private property bounds. We will also identify Town benchmarks in the project area.
- 2) CBYD Markout- LEI will mark the limits for Call-before-you-dig (CBYD) markout, and contact the CBYD clearinghouse, for their action in contacting the utility companies in the project area. We have assumed water, sewer, storm, power, telecom, gas and other utilities will markout their facilities, which we will locate during the field survey.



Lenard Engineering, Inc.

Civil, Environmental and Hydrogeological Consultants

- 3) Conduct Field Survey- LEI will conduct a ground survey for approximately 6,900 linear feet, focusing on the eastern side of Niantic River Road.

Our field survey will include items typically required for sidewalk and curbing design, including edges of pavement and curbing, driveways, visible property pins and roadway right-of-way monumentation, structures within 15 feet of the edge of sidewalk, water bodies, drainage structures and piping, trees larger than 12" caliper tree lines, utility poles, catch basins, call-before-you-dig utility markouts, etc.

- 4) Prepare Project Base Mapping- LEI will prepare a comprehensive base map, at a suitable scale for sidewalk design. This mapping will show the limits of the Town rights-of-way, the existing sidewalks, utility poles, trees, walls and other features that would influence the routing and elevations of the sidewalk.
- 5) Prepare Design Development Plans. Identify Design Conflicts- LEI will prepare design development plans, showing the existing sidewalk as well as the horizontal alignment of new ADA compliant sidewalks and ramps. We will identify potential conflicts (utility poles, signs, mail boxes, trees and shrubs, retaining walls, hydrants, etc.).
- 6) Determine Potential Easement Requirements- LEI will identify preliminary easement areas, both for the permanent installation and for construction.
- 7) Prepare Summary Report - LEI will prepare a summary report reviewing our findings, easement required, design options considered and recommendations.

Upon approval of the report, the following services would be provided to support your submission of a Capital project for funding.

- 8) Design Review Meeting- We will submit copies of our Preliminary Design and review them in person with Town of Waterford professional staff. We will incorporate your comments into a revised set of preliminary plans.
- 9) Preliminary Detail Sheets - We will prepare preliminary Detail Sheets for the proposed sidewalk, curbing, roadway intersections, ADA handicapped ramps, cross walks and related items. We will reference Town standards where available.
- 10) Prepare Preliminary Design Construction Cost Estimate- LEI will complete quantity takeoffs based on the preliminary design plans, and prepare cost estimate, with allowances for unforeseen items.



Lenard Engineering, Inc.

Civil, Environmental and Hydrogeological Consultants

PROPOSED FEES

LEI will complete Tasks 1-10 for a lump sum fee of \$ 33,250, broken down as follows:

Task 1 - Records Research	\$ 1,000
Task 2- CBYD Markout	\$ 750
Task 3 - Conduct Field Survey	\$ 7,500
Task 4 - Prepare Base Mapping	\$ 4,000
Task 5- Prepare Design Development Plans	\$ 8,000
Task 6- Determine Potential Easements	\$ 3,000
Task 7- Prepare Summary Report	\$ 3,000
Task 8- Design Review Meeting	\$ 2,000
Task 9- Prepare Preliminary Detail Sheets	\$ 2,000
Task 10 - Prepare Cost Estimate	\$ 2,000

TOTAL FEE	\$ 33,250
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We hope the Town finds our proposal acceptable, and we look forward to continuing to serve Waterford on this project. If you or others at the Town have any questions or comments, I am at your service.

Respectfully submitted,
Lenard Engineering, Inc.


James E. Ericson, PE
Vice President

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 14, 2022

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Moderator Goldstein:

At the Board of Finance meeting held Wednesday, November 9, 2022, the Board approved a request to transfer \$25,000 from Capital Improvement Project line # 31121-55852 Town Hall Bathrooms to fund a new Capital and Non-recurring project line for Town Hall Bathroom Refurbishment. This letter forwards the BOF-approved transfer request for RTM approval.

I respectfully request you place this item on the agenda of the next meeting of the Representative Town Meeting. Copies of justification documentation are attached hereto.

Respectfully Submitted,

Glenn Patterson
Chairman, Board of Finance

Attachments

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

4

November 14, 2022

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 20 A 10:10
ATTEST: *David J. Campos*
TOWN CLERK

Moderator Goldstein:

At the Board of Finance meeting held Wednesday, November 9, 2022, the Board approved a request to appropriate previously designated funds in the amount of \$35,000 on Capital Non-Recurring line # 20530-57868 Bridge Engineering Plan. This letter forwards the approved appropriation request for RTM approval.

I respectfully request you place this item on the agenda of the next meeting of the Representative Town Meeting. Copies of justification documentation are attached hereto.

Respectfully Submitted,

Glenn Patterson
Chairman, Board of Finance

Attachments

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 2, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at the meeting on Tuesday, November 1, 2022 voted to approve the following request for an appropriation;

Public Works: To consider and act on a request for an appropriation from Gary Schneider, Public Works Director in the amount of \$35,000 to be moved from designated to appropriated from Capital and Non-recurring to line item 20530-57868-Bridge Engineering Plan, if approved, to forward to the Board of Finance.

Therefore, I respectfully request that you consider and act on this request. I have attached pertinent back up material from the designated department.

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

October 25, 2022

Mr. Robert Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Subject: Request an appropriation in amount of \$35,000 from Capital and Non-recurring designated line 20530-57868 – Bridge Engineering Plan

Dear Mr. Brule,

CNR funds were approved in the FY 23 budget to support surface transportation projects which encompass roads, street accessories, sidewalks, and bridges. The objective is to provide safe, attractive, and efficient public transportation ways and infrastructure systems that support them.

From the rains that were the result of the remains of Ida, the bridge over the Hunts brook at Bloomingdale Road (bridge # 06139) was overtopped causing the closure of the road, some erosion of bank near the abutment and some minor asphalt road surface was lost. An analysis of the bridge in 2014 found that the brook will overtop the bridge in a 27 year storm.

Over topping of the bridge will shut Bloomingdale Road to traffic. The flows from Hunt Brook at this time would also overtop Old Norwich Road, a major concern for emergency services as this would increase response time in this area. Addressing the bridge is the priority.

Public Works and Planning will work with the Engineer to complete this phase of the project. Please place this on the next Board of Selectman meeting for consideration and forward to the Board of Finance.

The scope of the engineering work is attached.

Respectfully submitted,

Gary J. Schneider, Director
Waterford Public Works Department

11/1/22 BOS approved

Cc: Kimberly Allen, Finance Director



October 19, 2022

Mr. Gary Schneider
Director of Public Works
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

RE: REVISED *Proposal for Professional Services, Prepare Study to Evaluate Hunts Brook Flooding at Bloomingdale Road Culverts and Surrounding Properties, Waterford, CT*

Dear Mr. Schneider:

As discussed, the Town of Waterford has experienced flooding on Hunts Brook, at the Bloomingdale Road culvert and adjacent properties. As requested, Lenard Engineering, Inc. (LEI), a Division of Haley Ward, is pleased to submit this proposal for the Town's review and acceptance.

SCOPE OF SERVICES

- 1) Conduct Records and Mapping Research – LEI will conduct record research for the current Bloomingdale Road culverts, including past plans, design calculations, hydraulic reports, permits, FEMA mapping and other available sources. We assume that the Town will make all pertinent records available to us.
- 2) Wetlands Delineation and Reporting – Eliminated from Study Scope.
- 3) Conduct Field Survey and Base Mapping - LEI will prepare a Class T-2 topographic survey and a Class D boundary survey in vicinity of the current culvert group. The survey will be tied to the NAD-83 horizontal datum and the NAVD-88 vertical datum. In addition, LEI will:



- a) Survey up to eight cross sections of the Hunt's brook channel for use in hydraulic modeling. LEI anticipates the need to survey four cross sections upstream and four cross sections downstream of the culverts. All cross sections will fall within a distance of 500 feet of the current culverts.
- b) Locate and determine elevations of structures within 500 feet of Bloomingdale Road Culverts.

Where access to private property is required, we will ask the Town approach property owners and obtain approvals in advance of our survey. In addition to Hunts Brook and the culvert,

Following completion of field surveys, LEI will:

- c) Prepare a base map of the project site at a scale appropriate for analysis and design.
 - d) Compile hydraulic cross sections of the Hunt's Brook flood plain using field survey data for the channel and LiDAR data for overbank areas.
- 4) Establish Design Flows - LEI will review past design information for the Bloomingdale Road culverts to determine whether hydrologic calculations were prepared. LEI will also utilize the USGS StreamStats web tool to generate peak flow rates for the 2, 10, 25, 50, and 100-year return-frequency storms.

LEI will compare the two sets of flow data and render an opinion as to which method provides the most reliable method for predicting peak discharge rates at the subject culverts. LEI will then issue a written recommendation for design flow to the Town. LEI will seek the Town's concurrence with LEI's design-flow recommendation prior to commencement of the hydraulic analysis.

- 5) Determine Design Recurrence Interval - LEI will recommend a recurrence interval for design following a review of requirements set forth in Town standards, the ConnDOT Drainage Manual, and the U.S. Army Corps of Engineers Connecticut General Permits. LEI will seek the Town's concurrence with LEI's design recurrence-interval recommendation prior to commencement of the hydraulic analysis.



6) Hydraulic Analyses – LEI will prepare one-dimensional steady-flow hydraulic models of the study reach using the U.S. Army Corps of Engineers HEC-RAS software. The models will include the following scenarios:

- a) Existing Condition
- b) Natural Condition (Existing Condition with the culverts and road embankment removed)
- c) Proposed Condition (up to two alternatives will be considered)

Proposed-Condition alternatives will be developed by trial-and-error methods to achieve several project goals, including:

- Pass the design flow rate with the required freeboard.
- Eliminate or minimize roadway overtopping.
- Eliminate or reduce flooding of nearby homes and private property.
- Limit the increase in 100-year upstream water surface elevation to one-foot above the 100-year Natural Condition water surface profile.

For each alternative considered, LEI will prepare comparative water surface profiles for each recurrence interval. Each plot will compare the Existing, Natural, and Proposed-Condition water surface profiles to assess the relative impact of each alternative.

- 7) Sketch Plans – LEI will prepare a conceptual plan, roadway profile, and longitudinal section for each alternative under consideration. These drawings will be prepared to a level of detail appropriate for use in the preliminary design report.
- 8) Conceptual Cost Opinions – LEI will develop conceptual cost opinions for up to two alternative structure types.
- 9) Draft Conceptual Design Report – LEI will summarize our findings and recommendations in a draft design report. The report will include a summary of hydrologic calculations, selection of design recurrence interval, hydraulic calculations and results, and sketch plans for each alternative. The report will summarize the advantages and disadvantages of each alternative, impacts on roadway overtopping and adjacent structures, relative costs, permit requirements, etc.



PROPOSED FEES

We propose to complete work as specified above for a lump sum fee of \$ 35,000, itemized as follows:

Task 1 - Records Research	\$ 1,200
Task 2- Wetland Delineation and Reporting eliminated)	\$ 0
Task 3 - Conduct Field Survey/Base Mapping	\$ 10,500
Task 4 - Calculate Design Flows	\$ 2,500
Task 5 - Determine Design Recurrence Interval	\$ 1,200
Task 6 - Hydraulic Analyses	\$ 7,000
Task 7 - Sketch Plans	\$ 3,000
Task 8 - Conceptual Cost Opinions	\$ 2,500
Task 9 - Draft Conceptual Design Report	\$ 5,000
Task 10 - Review Meeting	\$ 1,200
Task 11 - Follow-up Summary Memo	\$ 900

TOTAL FEE \$ 35,000

We hope the Town finds our proposal acceptable, and we look forward to continuing to serve Waterford on this project. If you or others at the Town have any questions or comments, I am at your service.

Respectfully submitted,
Lenard Engineering, Inc.


James E. Ericson, PE
Vice President

ACCEPTED BY: _____

DATE: _____

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

5

November 14, 2022

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 20 A 10:10
ATTEST: *David J. Langone*
TOWN CLERK

Moderator Goldstein:

At the Board of Finance meeting held Wednesday, November 9, 2022, the Board approved a request for an additional appropriation in the amount of \$32,350 from the Capital and Non-Recurring Undesignated Fund line item # 205-31520 to project line # 20511-57874 Elevator Reconditioning Project. This letter forwards the BOF-approved appropriation request for RTM approval.

The additional funding is needed due to initial project bids failing to fully account for the need to pay prevailing wages on the project.

I respectfully request you place this item on the agenda of the next meeting of the Representative Town Meeting. Copies of justification documentation are attached hereto.

Respectfully Submitted,

Glenn Patterson
Chairman, Board of Finance

Attachments

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 9, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Mr. Patterson,

On November 1, 2022, the Board of Selectmen approved an additional appropriation request from the Director of Public Works, Gary Schneider, in the amount of \$32,350 for additional funds toward the Elevator Reconditioning Project (20511-57874).

As Finance Director, I recommend that the Board of Finance consider funding this additional appropriation from the CNR Undesignated Fund Balance (205-31520). The current balance in this line is \$2,745,184.56.

If approved by the Board of Finance, the additional appropriation would be transferred into line 20511-57874.

Respectfully,

Kimberly Allen

Kimberly Allen
Finance Director

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 2, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at the meeting on Tuesday, November 1, 2022 voted to approve the following request for an additional appropriation;

Public Works: To consider and act on a request for an additional appropriation from Gary Schneider, Public Works Director in the amount of \$32,350 for Elevator reconditioning line item 20511-57874, due to prevailing wage, if approved, to forward to the Board of Finance.

Therefore, I respectfully request that you consider and act on this request. I have attached pertinent back up material from the designated department.

Sincerely,

Robert Brule

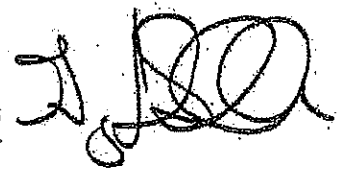
Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

INTER-OFFICE MEMORANDUM

TOWN OF WATERFORD

To: Robert Brule, First Selectman
From: Gary J. Schneider, Director of Public Works
Date: October 24, 2022
Re: Elevator Reconditioning, line item 20511-57874



The Department is requesting additional funding in the amount of \$32,350. This project is to recondition the elevators at YSB and Town Hall. The additional funding is required to be in compliance with Sec 31 53(g) Prevailing Wage Rate as the project is over the \$100,000 mark.

The Town secured a contract with Otis Elevator. Otis Elevator is a union contractor and their hourly + fringe meets the requirement of Sec 31.53(g). Prime Electric is a non-union contractor, and was assigned as a sub-contractor to Otis Elevator. They had quoted a price to the Town that excluded this requirement of prevailing wage + fringe. Both contractors need to be in compliance.

Please place this request on the next Board of Selectman's meeting scheduled for November 1, 2022, and forward to the Board of Finance.

11/1/22 BOS
approved

Hello Paul/Rawle-

Attached are the updated quotes from prime electric. Below is breakdown per of the total cost of the project. Please let me know what you want to do moving forward. Please keep in mind we are willing to work with you on this for example if we need to we can complete the MOD on the youth center then wait until you get the additional money to complete the town hall. Please let me know if you have any questions.

	Youth Center	Town Hall
Otis Elevator	90,000	90,000
WBO-Prime Electric	49,482	52,868
Total	139,482	142,868

Thank you,

Aaron Stein
Account Manager-Hartford

M: +1 203.814.2793
F: +1 860.353.5814

Otis
242 Pitkin St
East Hartford, CT 06108

[otis.com](https://www.otis.com) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [YouTube](#) | [LinkedIn](#)

Data privacy is important. Here's our [policy](#).

From: Rawle Dummett <rdummett@waterfordct.org>
Sent: Monday, August 15, 2022 11:52 AM
To: Stein, Aaron L <Aaron.Stein@otis.com>
Cc: Paul Koelle <pkoele@waterfordct.org>
Subject: [EXTERNAL] RE: Town of Waterford-Prevailing Wage Clarification

Good Day Aaron.

Kindly advise whether you have received the email below.

Regards

Rawle Dummett
Purchasing Agent
Town of Waterford
rdummett@waterfordct.org
Tele: 860-444-5842



33 Wisconsin Ave
Suite 101
Norwich, CT 06360

Estimate

Date	Estimate No.
3/30/2022	7123

Customer

Waterford
15 Ropeferry Rd
Waterford, CT. 06385

Customer Number	Terms	Rep

Description	Cost	Total
Town Hall Building Scope- Work with Otis Elevator on unit upgrade- Prime Elec LLC will - Provide and install new power with shunt-trip breaker & Copper conductors from the main service New local disconnect switch Loadside connection to new Elev machine unit. New elevator machine room electrical panel dedicated & feeder New pit light circuit New pit GFCI outlet circuit New pit light & sw New elev pit sump circuit New elev car light circuit New elec shunt-trip circuit New elev machine room light & switch & circuit New elec machine room GFCI outlet & circuit FACP modification, 2 MMX modules, heat & smoke and shaft devices / piping as needed. (Excluded's all sprinkler / mech work) Floor recall devices. New machine room exhaust fan circuit & reverse acting stat. (Excluded's fan & ducting if required.) All new circuit will come from the elev machine room panel for all local devices except the main feed. all conduit will be new EMT with sealed fittings and proper labels for each device & circuit. All work will be done on normal time M-F	39,751.00	39,751.00
Subtotal		
CT Tax (6.35%)		
Total		

Authorized Signature

Phone (860)889-0823
www.primeelectricllc.com

Toll Free (800)291-2119
License #CT125431-E1/CT123648-E1 AA/EOE/SBE

Fax (860)886-2344



33 Wisconsin Ave
Suite 101
Norwich, CT 06360

Estimate

Date	Estimate No.
3/30/2022	7122

Customer

Waterford
15 Ropeferry Rd
Waterford CT. 06385

Customer Number	Terms	Rep

Description	Cost	Total
Youth Services Building Scope- Work with Otis Elevator on unit upgrade- Prime Elec LLC will - Provide and install new power with shunt-trip breaker & Copper conductors fro the main service New local disconnect switch Loadside connection to new Elev machine unit. New Elevator machine room electrical panel dedicated & feeder New pit light circuit New pit GFCi outlet circuit New pit light & sw New elev pit sump circuit New elev car light circuit New elec shunt-trip circuit New elev machine room light& switch & circuit New elec machine room GFCI outlet & circuit FACP modification, 2 MMX modules, heat & smoke and shaft devices / piping as needed. (Excluded's all sprinkler / mech work) Floor / floor recall devices New machine room exhaust fan circuit & reverse acting stat. (Excluded's fan & ducting if required.) All new circuit will come form the elev machine room panel for all local devices except the main feed. all conduit will be new EMT with sealed fittings and proper labels for each device & circuit. All work will be done on normal time M-F	37,205.00	37,205.00
Subtotal		
CT Tax (6.35%)		
Total		

Authorized Signature

Phone (860)889-0823
www.primeelectricllc.com

Toll Free (800)291-2119
License #CT125431-E1/CT123648-E1 AA/EOE/SBE

Fax (860)886-2344

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 14, 2022

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Moderator Goldstein:

At the Board of Finance meeting held Wednesday, November 9, 2022, the Board approved a request to transfer \$25,000 from Capital Improvement Project line # 31121-55852 Town Hall Bathrooms to fund a new Capital and Non-recurring project line for Town Hall Bathroom Refurbishment. This letter forwards the BOF-approved transfer request for RTM approval.

I respectfully request you place this item on the agenda of the next meeting of the Representative Town Meeting. Copies of justification documentation are attached hereto.

Respectfully Submitted,

Glenn Patterson
Chairman, Board of Finance

Attachments

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 20 A 10:11
ATTEST: David H. Langer
TOWN CLERK

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 14, 2022

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Moderator Goldstein:

At the Board of Finance meeting held Wednesday, November 9, 2022, the Board approved a request to appropriate \$212,090 from Capital and Non-recurring Undesignated Fund Balance line # 205-31520 to fund a new Capital and Non-recurring project line item for Town Hall Bathroom Refurbishment. This letter forwards the BOF-approved appropriation request for RTM approval.

I respectfully request you place this item on the agenda of the next meeting of the Representative Town Meeting. Copies of justification documentation are attached hereto.

Respectfully Submitted,

Glenn Patterson
Chairman, Board of Finance

Attachments

#8
#9

Motion 1

To consider and act on a request from the Director of Finance, Kim Allen, on behalf of the Director of Public Works, Gary Schneider, to transfer the Town Hall Bathroom CIP project (31121-55852) from CIP to a new CNR project. If approved, the current project has an appropriated balance of \$25,000 that will be transferred to the new CNR project account.

Motion 2

To consider and act on a request from the Director of Finance, Kim Allen, on behalf of the Director of Public Works, Gary Schneider, for an additional appropriation request of \$217,000 for the new CNR Town Hall Bathroom project.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 9, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Mr. Patterson,

On November 1, 2022, the Board of Selectmen approved an additional appropriation request from the Director of Public Works, Gary Schneider, in the amount of \$217,000 for additional funds toward a new CNR Project, Town Hall Bathrooms.

As Finance Director, I recommend that the Board of Finance consider funding this additional appropriation from the CNR Undesignated Fund Balance (205-31520). The current balance in this line is \$2,745,184.56.

If approved by the Board of Finance, the additional appropriation would be transferred into a new CNR project number to be created.

Respectfully,

Kimberly Allen

Kimberly Allen
Finance Director

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 2, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at the meeting on Tuesday, November 1, 2022 voted to approve the following request for the following transfer;

Public Works: To consider and act on a request from Gary Schneider, Public Works Director to transfer line item 31121-55852 (\$25,000) to a new CNR line number for the Town Hall bathrooms, if approved, to forward to the Board of Finance.

Therefore, I respectfully request that you consider and act on this request. I have attached pertinent back up material from the designated department.

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 2, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at the meeting on Tuesday, November 1, 2022 voted to approve the following request for an additional appropriation;

Public Works: To consider and act on a request for an additional appropriation from Gary Schneider, Public Works Director in the amount of \$217,100 for construction costs to repair the Town Hall Bathrooms and to request funds go to a new CNR line number, if approved, to forward to the Board of Finance.

Therefore, I respectfully request that you consider and act on this request. I have attached pertinent back up material from the designated department.

Sincerely,

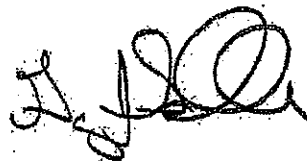
Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

INTER-OFFICE MEMORANDUMTOWN OF WATERFORD

To: Robert Brule, First Selectman
From: Gary J. Schneider, Director of Public Works
Date: October 24, 2022
Re: Town Hall Bathrooms



Issues with the condition of the surfaces and fixtures in the toilet rooms at Town Hall had been identified as far back as 2018. The plumbing fixtures are original to the building and over the years, the cast iron drain piping has narrowed causing fixtures to overflow, damaging the floors and ceilings below the second floor toilet rooms. Rooms on the first floor have poorly draining fixtures and were placed out of order.

There was an opinion of construction cost prepared in 2018. That work was only for renovations, did not address the ADA requirements nor the need to replace the drainage piping within the building to the current PVC sewer service lateral. That cost was \$175,000.

With the existing approved funding, the design has been completed and the new estimate (\$270,000) was prepared in December 2021. The project will address all the toilet rooms by using the existing footprint to provide ADA fixtures (toilets, sinks, mirrors, and urinals), new partitions, floors and walls. Energy efficient lighting will be added. The ventilation and ceilings in general will remain.

Today, the Architect recommends that opinion of construction cost be increased 10 - 15% due to volatile market forces. (Hurricane Ian may also put a strain on the supply chain but that is unknown). The opinion of construction cost now stands at \$310,000.

Currently funds were appropriated (CIP) in July 2019 and July 2020. Unencumbered is a total of \$97,910.

The Department is requesting that:

- Request that account 31121-55852 along with the designated funds of \$25,000 be moved to a new CNR project.
- Request to approve an additional appropriation of \$217,000 to be added to the existing designated \$25,000 for the new CNR project.
- Request funds be moved from designated to appropriated in the new CNR project number (total \$242,000 to be appropriated)

11/1/22 BOS, approved

The request is being made outside the budget for the following reasons

- The plans and specifications are ready to place out to bid.
- Placing this request in the normal cycle would place this project in with schools lining up their summer work. This may put us at a disadvantage in securing multiple bids or reasonable pricing.
- The issues with the plumbing have been known since 2018 and the condition is not getting any better.

We ask to please be included on the next Board of Selectman meeting scheduled for November 1, 2022.

Attachments:

Email

Memo from Silver-Petrucelli dated 12/16/21

Munis sheets

Gary Schneider

From: Paul Koelle
Sent: Thursday, July 7, 2022 7:48 AM
To: Gary Schneider
Subject: FW: Bathroom / egress update
Attachments: Waterford Town Hall - Egress stair and corridor summary.pdf; Waterford Town Hall - Toilet estimate summary revised 2.pdf

Attached.

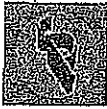
From: Paul Jorgensen [mailto:pjorgensen@silverpetrucelli.com]
Sent: Wednesday, July 6, 2022 4:09 PM
To: Paul Koelle <pkoelle@waterfordct.org>
Subject: RE: Bathroom / egress update

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Paul, these were the estimates prepared the end of last year.
With inflation the estimates here should probably be increased by 10-15%.

Paul Jorgensen, AIA
Associate, Project Manager

SILVER PETRUCELLI + ASSOCIATES
P: 203.230.9007 x 208 | C: 203.435.7447



SILVER /PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 Fax: 203 230 8247

silverpetrucci.com

As Requested ☐

For Review ☐

Please Comment ☐

For Your File ☐

Memorandum

To: Paul Koelle, Facilities Manager

From: Paul Jorgensen, AIA

Email:

Date: 12/16/2021

Phone:

Re: Waterford Town Hall, Toilet Rooms Renovation Summary

The Town of Waterford retained Silver Petrucci and Associates to review the existing Town Hall toilet room layouts & conditions. Schematic plans were developed based on the existing floor plans and field observations, culminating in an estimate prepared on 11/9/2021 for proposed toilet renovations, as well as main entry door upgrade and egress stair enclosure.

The team of architects and engineers recommends replacement of the hundred-year-old piping systems serving the toilet rooms. The original piping is near the end of its useful life. The average lifespan of plumbing piping is considered to be 50-70 years, after which replacement is typically undertaken. Replacement includes pipe connections in the toilet rooms, shut off valves, vertical stack piping within the chase walls and piping runs / hangers within the existing tunnel network.

To access concealed piping the existing chase walls will be removed and rebuilt. New chase walls are proposed as galvanized steel stud framing with moisture and impact resistant drywall, finished in a ceramic tile wall wainscot. Access panels will be added to accommodate future maintenance needs. Plumbing fixtures should be replaced with durable commercial grade models which also meet all accessibility standards.

The existing toilet rooms do not meet current code accessibility standards. Doors, hardware and existing clearances at the entrances of the multi-fixture rooms are deficient. There are no accessible toilet stalls or grab bars. Floor recessed urinals are no longer code compliant. Toilet room lavatories are generally not at the correct height, lack accessible knee space clearances and piping is not insulated. New schematic toilet room layouts will meet all accessibility requirements with minimal changes to the overall room sizes. The building currently meets the code required plumbing fixture count for toilets and lavatories, and will in the proposed schematic toilet room layouts which create accessible stalls in each room.

Rounding out the proposed toilet renovations would be new energy efficient lighting and outlets for cleaning and maintenance convenience. Ventilation has recently been upgraded and is not proposed to change during renovations. Existing heater operation will be confirmed and reconnected following updates to the surrounding finishes, flooring and walls. The floors proposed are new ceramic tile and the walls as partial height wainscot tile.

Durable epoxy paint and new toilet accessories, such as soap and paper towel dispensers, will refresh the look of the renovated toilet rooms.

Construction pricing has been volatile in the second half of 2021. Material supplies and availability have been inconsistent causing price spikes and schedule delays, adding to typical construction inflation. The current estimates for the toilet room renovations as noted is approximately \$270,000.

10/26/2022 08:18
skenniston

Town of Waterford, CT
G/L ACCOUNT - MASTER INQUIRY

P 1
glacting

Org code: 31120 BUILDING MAINTENANCE FY19-20
Object code: 55852 TOWN HALL BATHROOMS
Project code:

Type: E
Status: A
Budgetary: Y

Fund 300 CAPITAL IMPROVEMENTS FUND
FUNCTION 030 PUBLIC WORKS
DEPARTMENT 11 BUILDING MAINTENANCE
ACTIVITY 20 FISCAL YEAR 2019-2020
FUTURE 000 UNDEFINED
UNKNOWN
UNKNOWN

Full description: TOWN HALL BATHROOMS
Reference Acct:

Short desc: TH BATHRM
Auto-encumber? (Y/N) N

CURRENT YEAR MONTHLY AMOUNTS				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	7,190.00	.00	80,100.00
02	.00	.00	.00	.00
03	.00	.00	.00	.00
04	.00	.00	.00	.00
05	.00	.00	.00	.00
06	.00	.00	.00	.00
07	.00	.00	.00	.00
08	.00	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	.00	7,190.00	.00	80,100.00

CURRENT YEAR TOTAL AMOUNTS			
Actual (Memo)	.00	Original Budget	.00
Encumbrances	7,190.00	Budget Transfr In	.00
Requisitions	.00	Budget Transfr Out	.00
Total	7,190.00	Carry Fwd Budget	.00
Available Budget	72,910.00	Carry Fwd Bud Tfr	.00
Percent Used	.00	Revised Budget	.00
Inceptn to SQY	7,400.00	Inceptn Orig Bud	87,500.00
		Inceptn Revsd Bud	87,500.00
Encumb-Last Yr	.00	DEPARTMENT	.00
Actual-Last Yr	.00	COMMISSION	.00
Estim-Actual	80,100.00	BOS	.00
	.00	BOF	.00
		RTM	.00

10/26/2022 08:18
skenniston

Town of Waterford, CT
G/L ACCOUNT - MASTER INQUIRY

P 1
giacting

Org code: 31121 BUILDING MAINTANCE FY 2021 Type: E
Object code: 55852 TOWN HALL BATHROOMS Status: A
Project code: Budgetary: Y

Fund 300 CAPITAL IMPROVEMENTS FUND
FUNCTION 030 PUBLIC WORKS
DEPARTMENT 11 BUILDING MAINTENANCE
ACTIVITY 21 FISCAL YEAR 2020-2021
FUTURE 000 UNDEFINED
UNKNOWN
UNKNOWN

Full description: TOWN HALL BATHROOMS Short desc: TH BATHRM
Reference Acct: Auto-encumber? (Y/N) N

PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	.00	25,000.00
02	.00	.00	.00	.00
03	.00	.00	.00	.00
04	.00	.00	.00	.00
05	.00	.00	.00	.00
06	.00	.00	.00	.00
07	.00	.00	.00	.00
08	.00	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	.00	.00	.00	25,000.00

CURRENT YEAR TOTAL AMOUNTS			
Actual (Memo)	.00	Original Budget	.00
Encumbrances	.00	Budget Transfr In	.00
Requisitions	.00	Budget Transfr Out	.00
Total	.00	Carry Fwd Budget	.00
Available Budget	25,000.00	Carry Fwd Bud Tfr	.00
Percent Used	.00	Revised Budget	.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	25,000.00
Encumb-Last Yr	.00	DEPARTMENT	.00
Actual-Last Yr	.00	COMMISSION	.00
Estim-Actual	25,000.00	BOS	.00
	.00	BOE	.00
		RTM	.00

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

7

November 14, 2022

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 20 A 10:11
ATTEST: *David J. Lange*
TOWN CLERK

Moderator Goldstein:

At the Board of Finance meeting held Wednesday, November 9th the Board approved a request to appropriate \$1,762,736 from the General Fund Unassigned Balance to a new Capital and Non-Recurring project line item for Major/Minor Collector Road Paving (Niantic River Road, Oil Mill Road, Shore Roads. and New Shore Road. This letter forwards the BOF-approved appropriation request for RTM approval.

I respectfully request you place this item on the agenda of the next meeting of the Representative Town Meeting. Copies of justification documentation are attached hereto.

Respectfully Submitted,

Glenn Patterson
Chairman, Board of Finance

Attachments

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 9, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Mr. Patterson,

On November 1, 2022, the Board of Selectmen approved an additional appropriation request from the Director of Public Works, Gary Schneider, in the amount of \$1,762,736 for additional funds toward a new CNR Project, Major/Minor Collector Road Paving (Niantic River Road, Oil Mill Road, Shore Road and New Shore Road).

As Finance Director, I recommend that the Board of Finance consider funding this additional appropriation from the General Fund Unassigned Fund Balance. The current balance in this line is \$24,395,205

If approved by the Board of Finance, the additional appropriation would be transferred into a new CNR project number to be created.

Respectfully,

Kimberly Allen

Kimberly Allen
Finance Director

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

November 2, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at the meeting on Tuesday, November 1, 2022 voted to approve the following request for an additional appropriation;

Public Works: To consider and act on a request for an additional appropriation from Gary Schneider, Public Works Director in the amount of \$1,762,736 for additional paving structural improvements and repairs to Niantic River Road, Oil Mill Road, Shore Road, and New Shore Road, if approved, to forward to the Board of Finance.

Therefore, I respectfully request that you consider and act on this request. I have attached pertinent back up material from the designated department.

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

MEMORANDUM **TOWN OF WATERFORD DEPARTMENT OF PUBLIC WORKS**

To: Rob Brule, First Selectman
From: Gary J Schneider
Date: October 26, 2022
Re: Request for Additional Paving Program Funds, \$1,762,736

The Town has made a good start in addressing years of delayed work on our road network. This year, we completed Daniels Ave, the northern portion of Niantic River Road, Gardiners Wood Road, Lake Pond Road and Butlertown Road. If additional funds are available, I have identified several roads to be addressed.

Approving the funding of the additional roads by January allows us to engage our contractors when they are first setting their schedules of work for the construction season. Approving funds for large projects in the normal funding schedule (July) puts the Town at a disadvantage in getting any work completed before the end of the construction season.

To guide the Town on what roads to address, we continue to use the pavement management update completed for the entire network. This formal evaluation provided a systematic, consistent approach to the evaluation of the present condition of the road surface. It is used to prioritize the work. It was not intended to replace sound engineering judgment, which should dictate specific needs for an individual project.

These roads are in need of structural improvement or rehabilitation. This is defined as milling the top two inches of old asphalt from the surface and replacing with new asphalt or full depth reclamation, where the asphalt is ground up and mixed with the base to establish a new base and then resurfaced with two to 4 inches of new asphalt.

Major/Minor Collector Streets

1. Niantic River Road \$610,208: (#194 south to Mago Point Way); will complete the road
2. Oil Mill Road \$653,382: was bumped from first round of funding for Gardiners Wood
3. Shore Road \$282,983: (Jordan Cove Road to Dock Road)
4. New Shore Road \$216,163: (Dock Road to Shore Road)

Cc: Cindy Dupointe, Executive Assistant

TOWN OF WATERFORD
CAPITAL PROJECT REQUEST FORM
2022-2023 FISCAL YEAR REQUEST

DEPARTMENT/AGENCY <u>Public Works</u>	CONTACT PERSON <u>Gary J Schneider</u>
PROJECT NAME <u>Paving Projects</u>	DEPARTMENT PRIORITY <u>1</u>

1	DESCRIPTION AND JUSTIFICATION (describe the type, purpose & anticipated accomplishments of the project) This project will address both the local roads and the collector roads which carry a good volume of traffic. These roads are in need of structural improvement or rehabilitation. This is defined as milling the top two inches of old asphalt from the surface and replacing with new asphalt or full depth reclamation, where the asphalt is ground up and mixed with the base to establish a new base and then resurfaced with three to five inches of new asphalt. The roads are Niantic River Road (#194 south to Mago Point Way); Oil Mill Road; Shore Road (Jordan Cove Road to Dock Road) and New Shore Road (Dock Road to Shore Road).																																																																						
2	PROJECT STATUS IF IN PROGRESS Northern portion of Niantic River Road was just completed in 2022.																																																																						
3	LIST OTHER PROJECTS WITHIN YOUR DEPARTMENT OR ANOTHER DEPARTMENT THAT WILL BE IMPACTED BY THIS REQUEST None																																																																						
4	DESCRIBE THE IMPACT ON DEPARTMENT OPERATING BUDGET (include cost estimate if applicable) Roads will not require crack sealing for the next 3-5 years, saving an approximate \$15,000																																																																						
5	GRANT FUNDING/OTHER FUNDING , if applicable (detailed explanation of grant/other funding, including the amount, source of funding, status, town match, if any. Attach award letter if available) None																																																																						
6	ATTACH PLAN ESTIMATE, SERVICE AREA MAP AND/OR OTHER SUPPORTING DOCUMENTATION (if none, simply state that in the area below) Attached																																																																						
7	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%;">APPROVED FUNDING TO DATE</th> <th style="width: 10%;">FY2023</th> <th style="width: 10%;">FY2024</th> <th style="width: 10%;">FY2025</th> <th style="width: 10%;">FY2026</th> <th style="width: 10%;">FY2027</th> </tr> </thead> <tbody> <tr> <td>1 Current Year Capital</td> <td></td> <td>1,763,736</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 Utility Budget/Sewer Cap Maint Fund</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 Transfer to CNR</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4 Short/Long-term Bonds</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5 LoCIP (detail in section 5 above)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6 CNR Undesignated Fund Balance</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7 Federal/State Grants (detail in section 5)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8 Other Funding (detail in section 5 above)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTALS</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1,763,736</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		APPROVED FUNDING TO DATE	FY2023	FY2024	FY2025	FY2026	FY2027	1 Current Year Capital		1,763,736					2 Utility Budget/Sewer Cap Maint Fund							3 Transfer to CNR							4 Short/Long-term Bonds							5 LoCIP (detail in section 5 above)							6 CNR Undesignated Fund Balance							7 Federal/State Grants (detail in section 5)							8 Other Funding (detail in section 5 above)							TOTALS	0	1,763,736	0	0	0	0
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TOTALS	0	1,763,736	0	0	0	0																																																																	

**BOARD OF FINANCE
REQUESTING NEW CAPITAL PROJECT APPROVAL OUTSIDE THE BUDGET CYCLE POLICY**

Departments will make every effort to process Capital budget requests through the annual budget cycle to allow for transparency and efficient long-range fiscal and budget planning.

Any project requests that may occur out of the annual budget cycle, the following procedures will be followed.

A. Project Details

Please submit a request for a new project utilizing the current capital request form that must include a summary detailing the project, the department managing the project, project cost estimates and the project execution timeline including start date and completion date.

See attached CIP project sheet. If funding is approved, start date on or about April 1, complete by the end of the construction season (fall 2023)

B. Project Justification

All new capital project requests must include written justification for the project and why it cannot wait to be included in the next annual budget cycle request. Documentation must be provided with the justification summary.

See attached memo to First Selectman

C. Project Cost Estimate

All new capital project requests must include an estimate of the total cost of the project. Either a quote or a cost estimate shall include a summary on how the estimate was calculated.

See attached spreadsheets, one for each road

D. Project Funding Sources

Funding relates to the source of cash. All new capital project requests shall specify here if there is another source of funding that will help fund the project (i.e. gift, grant, endowment or operating budget).

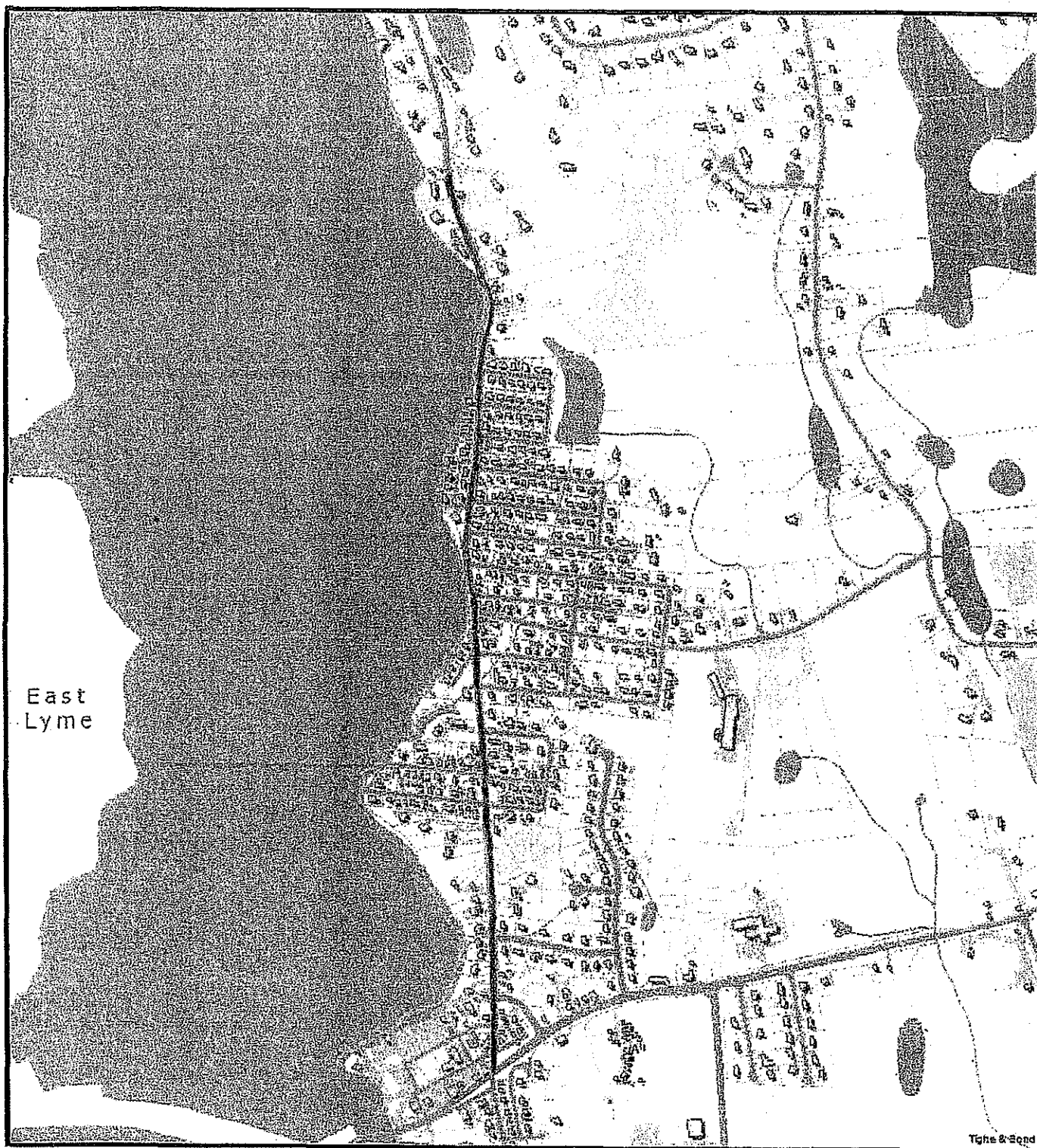
No other source of funding

E. Project Approval

All new capital requests will follow the normal approval cycle: Department Director, Board of Selectmen, Board of Finance, and Representative Town Meeting.

Approved: July 22, 022

10/24/2022		2023 Roadway Milling/Paving			
Road	Square Feet	Square Yards	Unit	Unit Price	Total
Niantic River Road(Milling) #194 south to Mago Point Rd		21,600.00	Sq Yd	\$4.00	\$86,400.00
TOTALS		21,600.00	Sq Yd		\$86,400.00
Paving (3") (Milling)		21,600.00	X 0.0575	X 3" X \$110.00	\$409,860.00
			~ 3750 Tons		
Tack Coat		1800	Gals	\$7.00	\$12,600.00
		Total Milling and Paving			\$508,860.00
Reset Manholes		32.00	EA	\$1,200.00	\$38,400.00
Pave Aprons			Sq Yd	\$20.00	\$0.00
Epoxy Painted Yellow Lines		7,475.00	LF	\$1.00	\$7,475.00
Stop Bars			SF	\$6.00	\$0.00
			10% Contingency		\$55,473.50
		Total Milling/Reclaiming and Paving/Striping			\$610,208.50



10/24/2022 3:27:15 PM

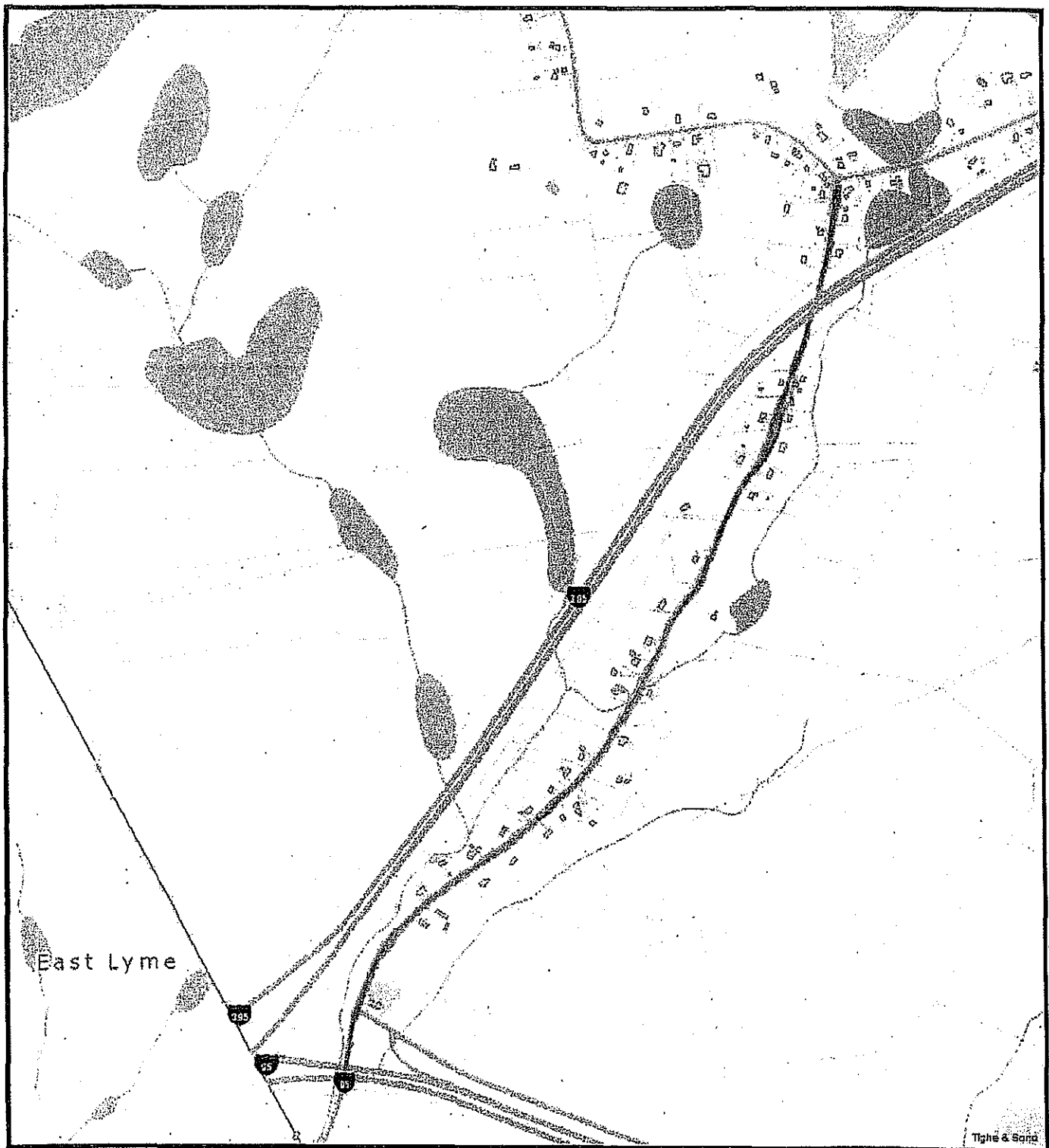
Scale: 1"=1000'

Scale is approximate

The information depicted on this map is for planning purposes only.
It is not adequate for legal boundary definition, regulatory
interpretation, or parcel-level analyses.



10/24/2022		2022 Roadway Milling/Paving			
Road	Square Feet	Square Yards	Unit	Unit Price	Total
Oil Mill Road(Milling) from Way Hill Rd to Rte 1		24,850.00	Sq Yd	\$4.00	\$99,400.00
TOTALS		24,850.00	Sq Yd		\$99,400.00
Paving (3"X(Milling)		24,850.00	X 0.0575	X 3" X \$110.00	\$471,528.75
			~ 4300 Tons		
Tack Coat		1800	Gals	\$7.00	\$12,600.00
		Total Milling and Paving			\$583,528.75
Pave Aprons			Sq Yd	\$20.00	\$0.00
Epoxy Painted Yellow Lines Stop Bars		10,155.00	LF	\$1.00	\$10,155.00
		50.00	SF	\$6.00	\$300.00
			10% Contingency		\$59,398.38
		Total Milling/Reclaiming and Paving/Striping			\$653,382.13



10/24/2022 3:25:13 PM

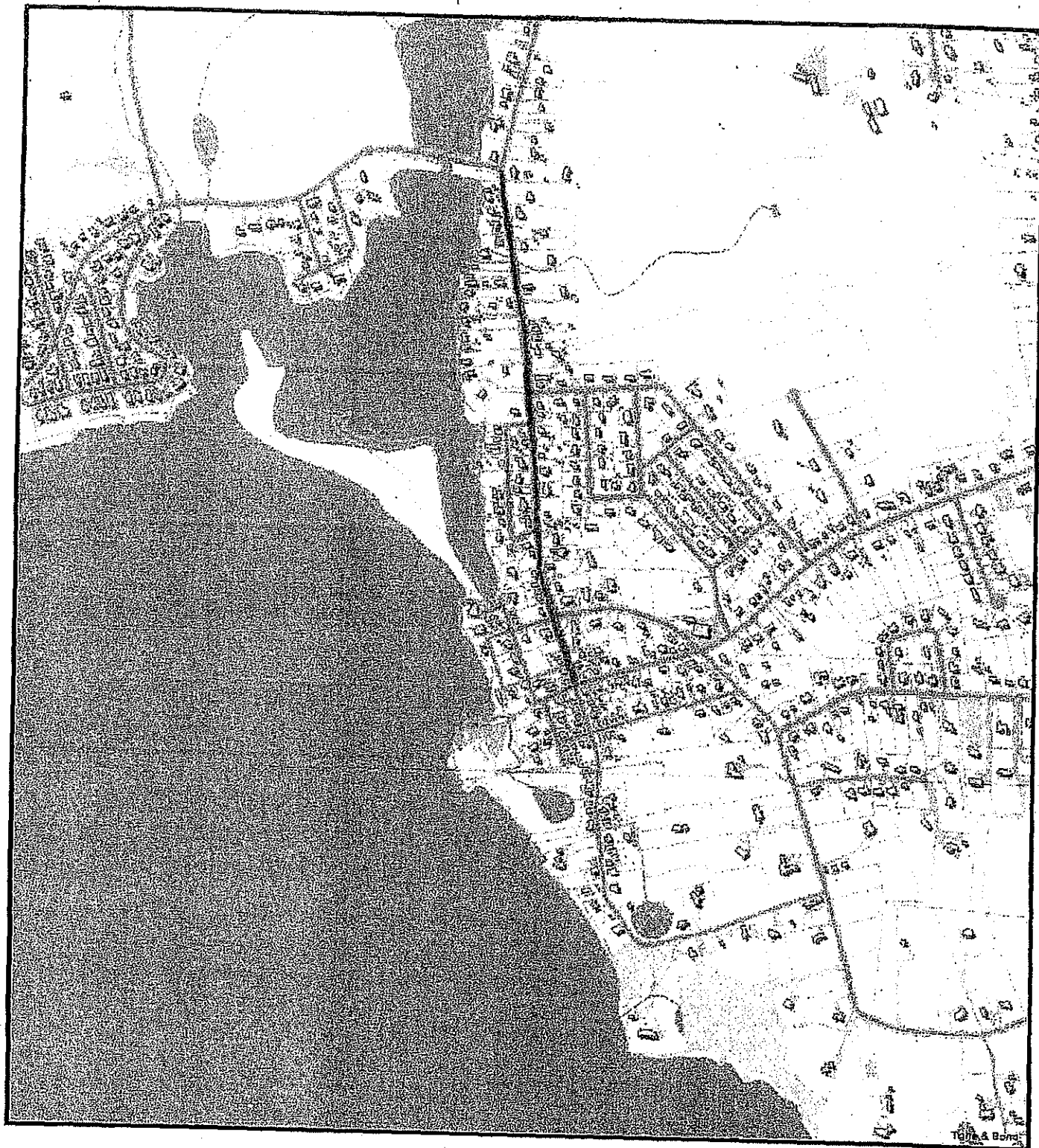
Scale: 1"=1000'

Scale is approximate

The information depicted on this map is for planning purposes only.
It is not adequate for legal boundary definition, regulatory
interpretation, or parcel-level analyses.



10/24/2022		2022 Roadway Milling/Paving			
Road	Square Feet	Square Yards	Unit	Unit Price	Total
Shore Road(Milling) from Jordan Cove Road to Dock Road		9,480.00	Sq Yd	\$4.00	\$37,920.00
TOTALS		9,480.00	Sq Yd		\$37,920.00
Paving (3")(Milling)		9,480.00	X 0.0575	X 3" X \$110	\$179,883.00
			~1650 Tons		
Tack Coat		800	Gals	\$7.00	\$5,600.00
		Total Milling and Paving			\$223,403.00
Reset Manholes		25.00	EA	\$1,200.00	\$30,000.00
Pave Aprons			Sq Yd	\$20.00	\$0.00
Epoxy Painted Yellow Lines		3,555.00	LF	\$1.00	\$3,555.00
Stop Bars		50.00	SF	\$6.00	\$300.00
			10% Contingency		\$25,725.80
		Total Milling/Reclaiming and Paving/Striping			\$282,983.80



10/24/2022 3:28:27 PM

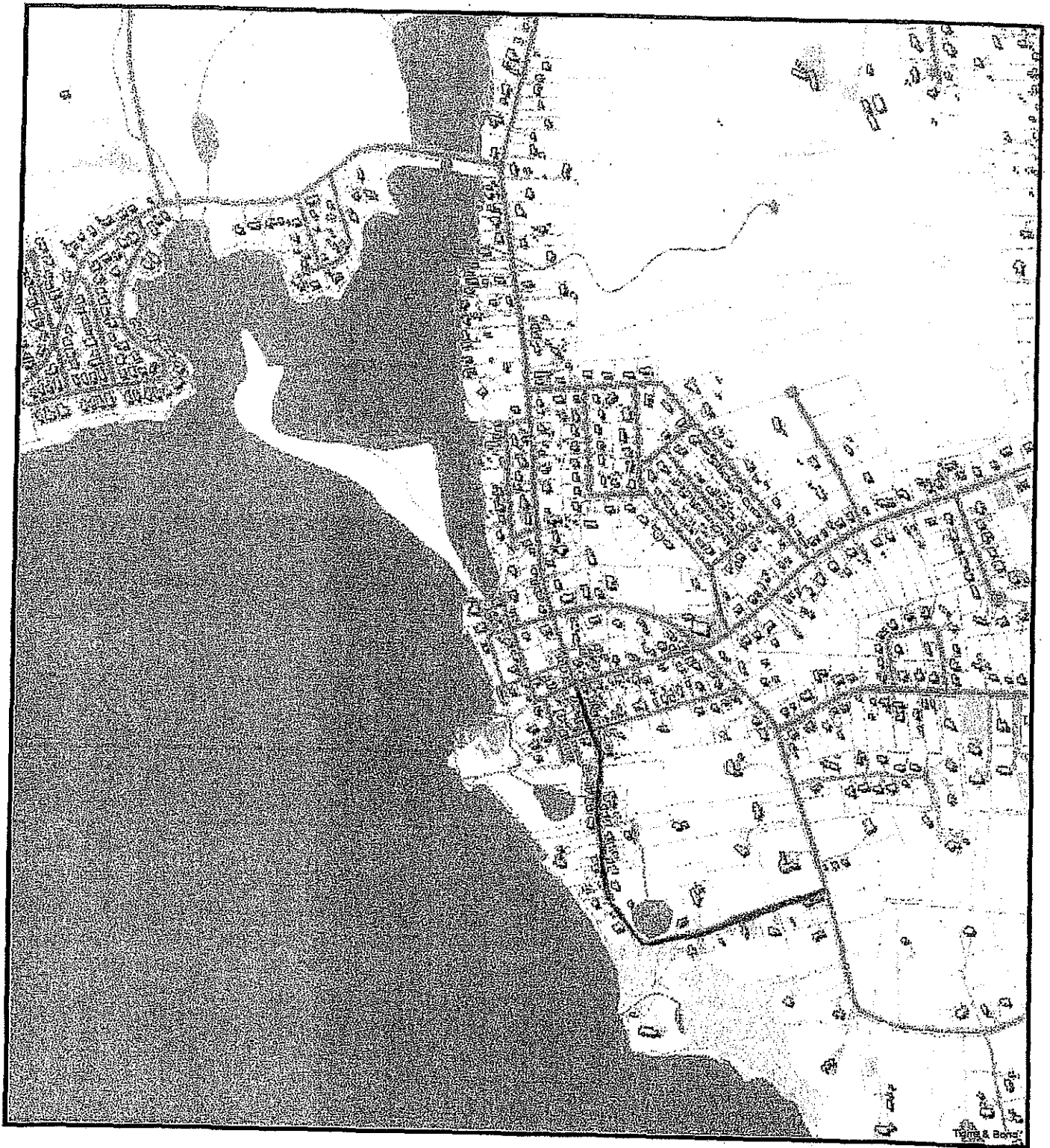
Scale: 1"=900'

Scale is approximate

The information depicted on this map is for planning purposes only.
It is not adequate for legal boundary definition, regulatory
interpretation, or parcel-level analyses.



10/24/2022 2022 Roadway Milling/Paving					
Road	Square Feet	Square Yards	Unit	Unit Price	Total
New Shore Road(Milling) from Dock Rd to Shore Rd		7,100.00	Sq Yd	\$4.00	\$28,400.00
TOTALS		7,100.00	Sq Yd		\$28,400.00
Paving (3")(Milling)		7,100.00	X 0.0575 X 3" X \$110		\$134,722.50
			~ 1250 Tons		
Tack Coat		500	Gals	\$7.00	\$3,500.00
			Total Milling and Paving		\$166,622.50
Reset Manholes		22.00	EA.	\$1,200.00	\$26,400.00
Pave Aprons			Sq Yd	\$20.00	\$0.00
Epoxy Painted Yellow Lines		3,190.00	LF	\$1.00	\$3,190.00
Stop Bars		50.00	SF	\$6.00	\$300.00
			10% Contingency		\$19,651.25
			Total Milling/Reclaiming and Paving/Striping		\$216,163.75



10/24/2022 3:28:27 PM

Scale: 1"=900'

Scale is approximate

The information depicted on this map is for planning purposes only.
It is not adequate for legal boundary definition, regulatory
interpretation, or parcel-level analyses.



Board of Assessment Appeals
15 Rope Ferry Road
Waterford, CT 06385



Phone: (860) 444-5820
Fax: (860) 444-5819

8

11/18/2022

Paul Goldstein, RTM Moderator
Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 18 A 11:37
ATTEST: David L. Langston
TOWN CLERK

Dear Mr. Goldstein,

The Board of Assessment Appeals would like to respectfully request an additional two alternate members to assist the Board in hearing taxpayer appeals during the March 2023 BAA session.

The Assessor's office and the Board of Appeals anticipates that there will be a marked increase in the number of appeals this year resulting from the completion of the 2022 revaluation. The motion to request additional members was made on Thursday, September 15, 2022 at the last meeting of the Board of Assessment Appeals. The motion was voted on and unanimously passed. I have attached the pertinent backup.

Thank you for your consideration to this matter. Please feel free to contact me should you need any additional information.

Sincerely,

Nicole Serra
Assistant Assessor
Town of Waterford

Cc: Kimberly Allen, Director of Finance
Marilyn Lusher, Chairwoman, Board of Assessment Appeals

**Board of Assessment Appeals
15 Rope Ferry Road
Waterford, CT 06385**



**Phone: (860) 444-5820
Fax: (860) 444-5819**

**Board of Assessment Appeals
Special Meeting Minutes**

Date: Thursday, September 15, 2022

Place: Assessor's Office
15 Rope Ferry Rd
Waterford Town Hall

Time: 5:30pm – 7:00pm

Board Members Present: Marilyn Lusher, Lee Couture, David Peabody
Staff Present: Amanda Goodhind

The Board of Assessment Appeals met on Thursday, September 15, 2022. The meeting was called to order at 5:32 p.m.

All decisions were voted on by Board members Marilyn Lusher, Lee Couture, and David Peabody.

1. John Fuller – 2009 Honda Ridgeline
 - a. Decision: The Board voted unanimously to reduce the assessment to \$8,225
2. Richard Lanagan – 2012 Chevy Avalanche
 - a. Decision: The Board voted unanimously to reduce the assessment to \$15,400
3. Martin Stelmach – 2005 Toyota Tundra
 - a. Decision: The Board voted unanimously to reduce the assessment to \$3,000
4. Andrew Smith – 2016 Dodge RAM 1500
 - a. Decision: The Board voted unanimously to reduce the assessment to \$19,000
5. Eric Levine – 2018 Acura RDX
 - a. Decision: The Board voted unanimously to reduce the assessment to \$18,795
6. Patrick Sisson – 2011 Ford Expedition
 - a. Decision: The Board voted unanimously to reduce the assessment to \$5,000

7. Patrick Sisson – 2009 Ford F150

- a. Decision: The Board voted unanimously to reduce the assessment to \$4,685

8. Michael Pescatello – 2018 Mazda CX-5

- a. Decision: The Board voted unanimously to reduce the assessment to \$17,675

9. Michael Pescatello – 2011 Mercedes Benz E-350

- a. Decision: The Board voted unanimously, no change in assessment

10. Michael Pescatello – 2005 Porsche Boxster

- a. Decision: The Board voted unanimously, no change in assessment

11. Maurene Kennedy – 2006 Toyota Corolla

- a. Decision: The Board voted unanimously, no change in assessment

The minutes for the September 14, 2022 meeting were accepted as read.

Chairman Marilyn Lusher motioned to add two additional members to the Board of Assessment Appeals for the BAA March 2023 session due to the 2022 revaluation and to increase the pay for just the 2023 appeals year to \$300 a person for a total of \$1500 out of line item 10105-51010, all members unanimously voted in favor of the motion

There being no further business, the meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Amanda Goodhind

Secretary

- **2.08.100 - Appointment of additional members to board of assessment appeals.**

A. *Purpose.* The purpose of this section is to provide a mechanism to increase the number of members of the board of assessment appeals when, in the opinion of the representative town meeting, additional members are required to hear appeals from property assessments.

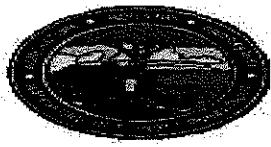
B. *Authority.* The authority for this section is Connecticut General Statute § 9-199 and Public Act 02-49.

C. *Composition.* The RTM is hereby authorized to appoint two additional members to the board of assessment appeals for any assessment year. In making additional appointments to the board of assessment appeals, the RTM shall ensure that the composition of the entire board, once it includes the additional members, will comply with the minority representation provisions of any applicable laws.

D. *Term of office.* Additional members of the board of assessment appeals shall be appointed for a term of one year commencing on the day of appointment.

E. *Powers and duties.* Additional members of the board of assessment appeals shall have the same powers and duties as elected members of the board of assessment appeals.

(R.T.M. 1-28-2008)



Town of Waterford

Board Book Report



9

Board of Assessment Appeals

Basic Information

Type	Board
Status	Enabled
Visibility	Public
Creating Authority	CGS 9-199 Charter 3.10 Elected - 4 years

3.10.1 The board of assessment appeals shall be elected as provided by law, and shall have the powers and duties specified in Chapter 203 of the General Statutes.

(Amended 12-3-98)

3.10.2 At each biennial election the political parties of the town shall be permitted to nominate the total number of persons eligible to be elected under the provisions of Chapter 146, Section 9-167A of the General Statutes.

(Adoption effective 12-6-90)

3.10.3 At each biennial election an elector shall be entitled to vote for the total number of members of the board of assessment appeals to be elected.

(Amended 12-3-98; adoption effective 12-6-90)

Contact Information

Board Contact Name

Paige Walton

Board Contact Phone

860-444-5820

Email

pwalton@waterfordct.org

Website

<https://www.waterfordct.org/assessor>

Notes

- Chair: Marilyn Lusher
- Recording Secretary: Amanda Goodhind - 860-444-5820 - agoodhind@waterfordct.org

Board Seats

Position	Appointed By	First Name	Last Name	Email	Address	Phone	Cell Phone	Political Party	Calculated Start Date	Calculated End Date	Title	Status
Member	Elected	David	Peabody	david.peabody@ymail.com	14R Spithead Road	860-439-1622	860-287-1842	Democrat	11/16/2021	11/18/2025	Member (Filling Vacancy Until Next Municipal Election)	Active
Member	Elected	Marilyn	Lusher	mlusher@hometeamct.com	6 Williamsburg Drive	(860) 460-9559		Republican	11/19/2019	11/21/2023	Chair	Active
Member	Elected	Lee	Couture	lee.couture@snet.net	12 Woodsea Place	860-447-9629	(860) 389-0151	Republican	11/16/2021	11/18/2025	Member	Active
Position	Appointed By	First Name	Last Name	Email	Address	Phone	Cell Phone	Political Party	Calculated Start Date	Calculated End Date	Title	Status

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Personnel Review Board

Basic Information

Type Board
Status Enabled
Visibility Public
Creating Authority

- Charter 4.5
- Ordinance 2.44

A personnel review board is established consisting of five members who shall be appointed by the representative town meeting from electors-at-large (but excluding employees or officials of the town). Personnel review board members shall serve without compensation and shall meet monthly. The personnel review board shall adopt rules of procedure which shall ensure any aggrieved officer or employee a prompt and fair hearing and the decision or recommendation of the board shall be final and binding upon the parties subject to any other provisions as defined by law. Procedures established must include provisions for representation of the department heads, boards, commissions and agencies at any such hearing.

Contact Information

Board Contact Name:
Christine Walters

Board Contact Phone
860-444-5833

Email
cwalters@waterfordct.org

Website
<https://www.waterfordct.org/personnel-review-board>

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Notes

- Chair - Rikki Wells
- Recording Secretary Frances Gherst

Board Seats

Position	Appointed By	First Name	Last Name	Email	Phone	Cell Phone	Political Party	Calculated Start Date	Calculated End Date	Title	Appointed Date	Term Counter	Status
Member	Representative Town Meeting	Talivaldis	Maideilis	talim605@gmail.com	(203) 687-6305		Republican	12/1/2021	11/30/2024	Member	12/6/2021	2	Active
Member	Representative Town Meeting	Krum	Chuchev		603-630-9350		Republican	12/1/2019	11/30/2022	Member	12/6/2021	1	Active
Member	Representative Town Meeting	Kathleen	Mullen-Kohl				Democrat	12/1/2020	11/30/2023	Member	10/3/2022	1	Active
Member	Representative Town Meeting	David	Peabody	david.peabody@ymail.com	860-439-1622	860-287-1842	Democrat	12/1/2020	11/30/2023	Member	12/7/2020	1	Active
Member	Representative Town Meeting	Rikki	Wells	Rikki8243@gmail.com	(860) 442-5532		Republican	12/1/2019	11/30/2022	Chair	12/2/2019	1	Active
Position	Appointed By	First Name	Last Name	Email	Phone	Cell Phone	Political Party	Calculated Start Date	Calculated End Date	Title	Appointed Date	Term Counter	Status

Generated 11/13/2022, 10:49:17 AM

WATERFORD REPUBLICAN TOWN COMMITTEE
P.O. Box 671
Waterford, CT 06385

Mr. David Campo
Waterford Town Clerk
15 Rope Ferry Road
Waterford, CT 06385

November 21, 2022

Dear Dave,

Please be informed that the Waterford Republican Town Committee has endorsed Rikki Wells and Krum Chuchev for reappoint to serve on the Personnel Review Board starting December 1, 2022 for four years.

The Waterford Republican Town Committee respectfully requests that the Representative Town Meeting place in nomination at its meeting on December 5, 2022 the name of Rikki Wells and Krum Chuchev for a new term on the Personnel Review Board.

Thank you in advance for your cooperation in this request.

Sincerely yours,

Tali Maidelis
WRTC, Chairman

Cc: Paul Goldstein
RTM, Moderator

Danielle Steward-Gelinas
RTM, Majority Leader

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 22 A 8:05
ATTEST: *Daniel H. Campo*
TOWN CLERK

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

11

Paul Goldstein
Moderator
Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

November 21, 2022

RE: Social Services Grant Committee

Dear Mr. Goldstein,

The Social Service Grant Committee will be meeting at the Waterford Town Hall Auditorium on January 19, 2022 at 3pm.

The committee is formed yearly consisting of two RTM members, one Board of Finance member and the First Selectman.

Therefore, I respectfully request at your next regular meeting, you consider and act on two members from the RTM to join the Social Service Grant Committee.

Thank you for your time and attention.

Sincerely,

Robert Brule
First Selectman

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 21 P 2:47
ATTEST:
TOWN CLERK



Town of Waterford

Board Book Report



Ad Hoc Energy Task Force

Basic Information

Type	Committee
Status	Enabled
Visibility	Public
Creating Authority	The Representative Town Meeting established the Ad Hoc Energy Task Force on 6/6/2022 with the charge: 1. Reviewing audits of consumption. 2. Identify any data needs based on those audits. 3. Address the energy policy of the town.

Contact Information

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The make-up would be as follows: 2 members of the RTM, 1 member of the BOF, 1 member of the BOE, 1 member of the BOS, and 2 electors of the town.

The committee would issue a report six months after being established. The committee would be revisited or sundown on 12/04/2023.

Board Seats

Position	Appointed By	First Name	Last Name	Email	Phone	Cell Phone	Political Party	Calculated Start Date	Calculated End Date	Title	Appointed Date	Term Counter	Status
RTM Member	Representative Town Meeting	Kevin	Girard	kgirard.rtm@gmail.com		860-326-1120	Republican	6/6/2022	Life Term	Chair	8/1/2022	1	Active
RTM Member	Representative Town Meeting	Mary	Childs	childsmm@yahoo.com		860-333-7084	Democrat	6/6/2022	Life Term	Secretary	8/1/2022	1	Active
BOF Member	Board of Finance	Baird	Welch-Collins	bairdwelchcollins@gmail.com	(860) 447-3156		Democrat	6/6/2022	Life Term	BOF Liason	9/7/2022	1	Active
BOE Member	Board of Education	Chris	Jones	cjones@waterfordschools.org	(860) 625-4311		Republican	6/6/2022	Life Term	BOE Liason	8/18/2022	1	Active
BOS Member	Board of Selectmen	Jody	Nazarchyk	jodyNaz@aol.com	(860) 443-4739		Unaffiliated	6/6/2022	Life Term	BOS Liason	7/5/2022	1	Active
Community Representative	Representative Town Meeting	Ivan	Kuvalanka	navisemaj@aol.com	(860) 443-5108	(860) 912-8392	Republican	6/6/2022	Life Term	Member	8/1/2022	1	Active
Community Representative	Representative Town Meeting							11/13/2022	Life Term				Vacant
Position	Appointed By	First Name	Last Name	Email	Phone	Cell Phone	Political Party	Calculated Start Date	Calculated End Date	Title	Appointed Date	Term Counter	Status

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

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**REPRESENTATIVE TOWN MEETING
2023 REGULAR MEETING SCHEDULE
7:00pm – Waterford Town Hall Auditorium**

February 6, 2023

April 3, 2023

May 1, 2, 3 and 4, 2023 (FY24 Annual Budget Meeting)

June 5, 2023

August 7, 2023

October 2, 2023

December 4, 2023 (Annual Meeting)

RECEIVED FOR RECORD
WATERFORD, CT
2022 NOV 18 P 1:36
ATTEST: *[Signature]*
TOWN CLERK

TOWN OF WATERFORD
GENERAL FUND
2023-2024 PROPOSED BUDGET

10117 REPRESENTATIVE TOWN MEETING

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	COLUMN 1 2021/2022 ACTUAL EXPENDED	COLUMN 2 2022/2023 RTM APPROP.	COLUMN 3 2021/2022 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMBRAS OF 1/1/22	COLUMN 5 2023/2024 DEPT/ AGENCY REQUEST	COLUMN 6 2022/2023 APPROVED BD/COMM.
	PERSONNEL COSTS						
51210	CLERICAL/TECHNICAL	0	1			1	
51920	F.I.C.A						
	SUBTOTAL	0	1	0	0	1	0
	SERVICES						
52010	ADVERTISING	3,345	6,000			6,000	
52020	POSTAGE	0	50			50	
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	
	SUBTOTAL	16,197	18,902	0	0	18,902	0
	DEPARTMENT TOTAL	16,197	18,903	0	0	18,903	0

ATTEST: *David J. Langford*
TOWN CLERK

2022 NOV 18 A 11:36
RECEIVED FOR RECORD
WATERFORD, CT

PROPOSED BUDGET

FY2024

10117 REPRESENTATIVE TOWN MEETING

GENERAL REMARKS

The Waterford Representative Town Meeting is the legislative body of the town government. The RTM holds six regular meetings (of which the December meeting is the "Annual Meeting"), one usually extended budget session in May and occasional special meetings during the calendar year.

There are six standing committees which do much of the work of the RTM, meeting as necessary in order to conduct the work assigned to them by the moderator. The town clerk is the clerk of the RTM and most of the clerical work for meetings is handled by that office.

SERIES JUSTIFICATION

51000 SERIES

The Town Clerk will handle these duties as part of his salary. I do ask that the line remain funded in the case of a scheduling conflict or a conflict of interest.

52000 SERIES

52010 Advertising: RTM Call, public hearing notices, notice of legislation, etc.

52020 Postage: Committee correspondence, notices, special requests for minutes or agendas.

52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY23.

53000 SERIES

53010 Office Supplies: The costs of nameplates for new RTM members will come out of the town's general supplies.

BUDGETARY RESTRAINT

We will continue to use email and the Town Courier when appropriate to help reduce postage. Advertising continues to be a primary stressor.