4a + 4b

FINANCE DEPARTMENT

Memo

To:	The Board of Selectmen
From:	Rawle Dummett
Date:	October 06, 2021
Re:	**Disposal of aged assets**

Dear Mr. Brule:

The Purchasing Agent, on behalf of the Utility Commission, respectfully seeks the Board's approval to dispose of the following assets in accordance with the Town Property Ordinance, Chapter 2.112.020. These units have expired and are of no use to the town.

100354 SCOTT AIR-PAK
100355 SCOTT AIR-PAK
100356 SCOTT AIR-PAK
100357 SCOTT AIR-PAK
100358 SCOTT AIR-PAK
100359 SCOTT AIR-PAK

One (1) Reading Truck Body removed from former Fire Services Vehicle W-46. No asset ID available.

Thank you for your consideration

Rawle Dummett
Purchasing Agent,
Town of Waterford

FIFTEEN ROPE FERRY ROAD — Town of Waterford — WATERFORD, CT 06385-2886

July 8, 2021

Mr. Rawle Dummett – Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: Surplus Declaration – Scott Packs & the body of formerly W-46

Dear Rawle,

It is hereby requested that the body of formerly Oswegatchie FC- W-46 Utility vehicle [now UC T-7 utility vehicle], be declared surplus and disposed as per your policies. There is not an asset tag number associated with the body to be disposed.

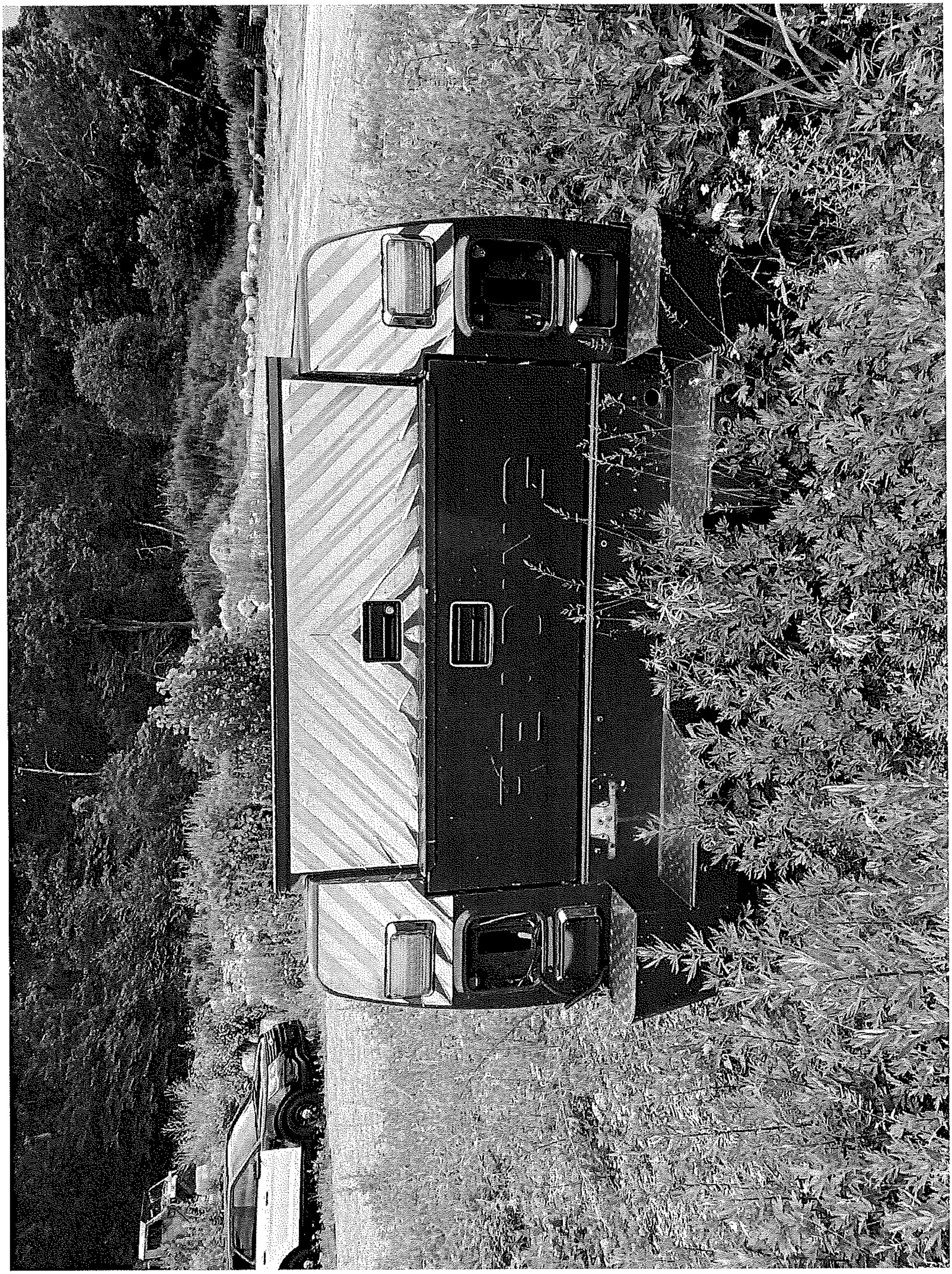
In addition, the disposal of six (6) Scott Air Pack SCBA is requested. These units expired and their use by Utility Commission personnel is no longer required. Their asset numbers:

100354	SCOTT AIR-PAK
100355	SCOTT AIR-PAK
100356	SCOTT AIR-PAK
100357	SCOTT AIR-PAK
100358	SCOTT AIR-PAK
100359	SCOTT AIR-PAK

Yours truly,

Neftali Soto – Chief Engineer
Utility Commission

Cc: Jim Bartelli – Assistant Director
Peter Clark - Foreman
Utility Commission




SCOTT
E-Z FLO REGULATOR
SCOTT

4c

FINANCE DEPARTMENT

Memo

To:	The Board of Selectmen
From:	Rawle Dummett
Date:	October 06, 2021
Re:	**Disposal of Aged Assets**

Dear Mr. Brule:

The Purchasing Agent, on behalf of the Police Department, respectfully seeks the Board's approval to dispose of the following assets in accordance with the Town Property Ordinance, Chapter 2.112.020. These vehicles are scheduled to be disposed of in accordance with the Fleet Plan.

ASSET ID: 101407 OLD CAR 13- 1FM5K8AR1GGB89105- 2016 FORD SUV
ASSET ID: 101412 OLD CAR 10 - 1FM5K8AR7GGB89111 - 2016 FORD SUV
ASSET ID: 101423 OLD CAR 11 - 1FM5K8AR3GGB89106 - 2016 FORD SUV
ASSET ID: 101417 OLD CAR 19 - 1FM5K8AR5GGB89110- 2016 FORD SUV
ASSET ID: 101404 OLD CAR 5 - 1FM5K8AR7GGB89108 -2016 FORD SUV

These vehicles have been replaced in accordance with the fleet plan.

Thank you for your consideration

Rawle Dummett
Purchasing Agent
Town of Waterford

FIFTEEN ROPE FERRY ROAD Town of Waterford WATERFORD, CT 06385-2886

INTER-OFFICE CORRESPONDENCE

DATE: August 20, 2021

TO: Gary Schneider, Director of Public Works

FROM: Garon VanOverloop, Fleet Lead Mechanic

RE: Repurpose vehicles

I performed a vehicle assessment on two former police cruisers:

- OLDCAR13 1FM5K8AR1GGB89105 2016 FORD SUV, 135766mi
- OLDCAR10 1FM5K8AR7GGB89111 2016 FORD SUV, 125036mi

This inspection was to determine if they could be repurposed for:

- A8 1J4FF48S51L565909 2001 JEEP CHEROKEE, 117,899mi
- A20 1FMEU73E68UA17301 2001 FORD EXPLORER, 95,062mi

The two retired police cruisers would be able to fulfill the part time roles of the current A9 & A20. A9 and A20 are in severe mechanical and cosmetic decline that require to be taken out of service in the near future. A9 is currently used by the Assistant Public Works Director and A20 is used by the town's mail courier. Both of these vehicles are currently used in a "part time" role.

The following three surplus cruisers would not be beneficial for further use to the town.

- OLDCAR11 1FM5K8AR3GGB89106
- OLDCAR19 1FM5K8AR5GGB89110
- OLDCAR5 1FM5K8AR7GGB89108

For any questions, please feel free to contact me.

Garon VanOverloop
Fleet Lead Mechanic

4d

FINANCE DEPARTMENT

Memo

To:	The Board of Selectmen
From:	Rawle Dummett
Date:	October 7, 2021
Re:	**Disposal of aged assets**

Dear Mr. Brule:

The Purchasing Agent, on behalf of the Board of Education, respectfully seeks the Board's approval to dispose of the following assets in accordance with the Town Property Ordinance, Chapter 2.112.020. This vehicle has outlived its usefulness to the town and has been replaced in accordance with the fleet plan.

Old BOE 15, Asset ID: 500034, 2014 Dodge Caravan VIN - 2C4RDGBG4ER376549

Thank you for your consideration

Rawle Dummett
Purchasing Agent
Town of Waterford

WATERFORD PUBLIC SCHOOLS

Mr. Joseph P. Mancini
Director of Finance

Mr. Thomas W. Giard III
Superintendent of Schools

To: Kim Allen - Director of Finance, Rob Brule – First Selectman

CC: Gary Schneider – Director of Public Works

From: Joseph Mancini, Director of Finance and Operations

Date: October 7, 2021

Re: Fleet Surplus

Kim,
The Waterford Board of Education would like to surplus the following vehicle.

2014 Dodge Caravan
Vin - 2C4RDGBG4ER376549
Asset ID – BOE15
License Plate – S3164S

This is the one which was recently replaced and we are working to get on the road.

Thanks,

Joseph Mancini

4e + 4f.

FINANCE DEPARTMENT

Memo

To: The Board of Selectmen

From: Rawle Dummett

Date: October 18, 2021

Re: **Disposal/Reassignment of Aged Assets**

Dear Mr. Brule:

The Purchasing Agent, on behalf of the Recreation and Parks Department, respectfully seeks the Board's approval to dispose of and reassign to the Utility Commission, the following assets in accordance with the Town Property Ordinance, Chapter 2.112.020. These assets have been replaced and are expected to enhance the efficiency of the Utility Commission.

Asset ID: 920403594 1980 John Deer 1050 Tractor Serial Number I D50S003477

Asser ID: N/A - 1984 Hudson Trailer Serial /VIN # 10HHSE 144EI 000246.

Respectfully
Rawle Dummett
Purchasing Agent

FIFTEEN ROPE FERRY ROAD

WATERFORD, CT 06385-2886

Inter-Office Correspondence

TO: Mr. Rob Brule - First Selectman

FROM: Tali Soto, PE – Chief Engineer Utility Commission
DATE: April 24, 2020

RE: Reassignment of Equipment

Dear Mr. Brule,

This is to respectfully submit for your consideration, the reassignment to the Utility Commission of previously surplus declared equipment as follows: the JOHN DEERE 1050 tractor, S/N (VIN) # - 1D50S003477; and, the HUDSON trailer, S/N (VIN) # 10HHSE144E1000246. Prior to been declared surplus, these two pieces were assets assigned to the Recreation and Parks Department.

As previously detailed on the [future years] narrative associated with the Utility Commission [CIP] fleet management plan, it is our desire to have some [Utility Commission] light duty equipment to do some of the field repairs work in-house. This is a good start, and at no additional cost.

Respectfully Submitted for your Consideration,

Neftali Soto, Chief Engineer
Utility Commission

Attachment

cc: Rawle Dummett – Waterford Purchasing Agent
Jim Bartelli – WUC Assistant Director

Neftali Soto

From: Jim Bartelli
Sent: Thursday, April 23, 2020 1:00 PM
To: Neftali Soto
Cc: Rawle Dummett; Robert Brule
Subject: Reassignment of Backhoe/Loader & Trailer
Attachments: Ginny- Kim Copy of Assets Finance 040220.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Tali,

Will you kindly prepare a Request for Reassignment of Equipment for items # 48&51 on the attached spreadsheet, the John Deere Tractor and Hudson Trailer.
These items were originally assets of Recreation and Parks and have been replaced with current equipment, therefore they are slated for surplus.
As we do not currently poses any construction equipment, these assets would be very beneficial to our operation. We have borrowed this equipment on several previous occasions and are currently conducting in- house grounds maintenance at our pump stations where this equipment will be well utilized.
Most recently, we unfortunately experienced two Low Pressure Sewer Force Main breaks which we "contracted out" the repair, we could have addressed these deficiencies In-House if we had this equipment readily available. Although this equipment is small and has its limitations, it would suit many of our current needs and do so without expending capital funds. This equipment is currently operational however will require some minor attention which we are very capable of providing.
In order for the Utility Commission to procure these assets ,a Request for Reassignment must be brought to the entire BOS for their consideration.

Thank you.

James A. Bartelli
Assistant Director
Waterford Utility Commission
860-444-5886
860-460-9108 (Cell)

6. 5

FINANCE DEPARTMENT

Memo

October 7, 2021

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

Re: Bid Waiver – Treated Salt

Mr. Brule:

The Purchasing Department on behalf of the Public Works Department, requests a bid waiver to procure Salt for season 2021-2022 from Eastern Salt Company Inc.
The Town intended to continue with the pricing from last season but the vendor encountered difficulty with the State at the eleventh-hour, and is unable to supply product to anyone for this season. As a result, alternative pricing was sought from Eastern Salt Company Inc., being the lone vendor able to provide pricing at this moment.

Funds will be available from Line Item 10130-55010 Town Aid Roads Improved.

Sincerely

Rawle Dummett
Purchasing Agent,
Town of Waterford

INTER-OFFICE MEMORANDUM TOWN OF WATERFORD

To: Rawle, Dummett, Purchasing Agent

From: Gary J. Schneider, Director of Public Works

Date: October 7, 2021

Re: Treated Road Salt

The Department has reviewed the quote submitted by Eastern Salt Company Inc. and we find the product is acceptable for our use for this winter.

Funds are available in line item 10130-55010. We would like to issue a purchase order for an estimated 2,000 tons of the material to be delivered on demand by notice from the Department to our site at 1000 Hartford Turnpike during the normal working hours of 7:30 am – 3:00 pm Monday through Friday.

OFFICE:
134 Middle Street, Suite 210
Lowell, MA 01852
Phone: 978 • 251-8553
Fax: 978 • 251-8244

PLANT:
99 Marginal Street
Chelsea, MA 02150
Phone: 617 • 884-5201
800 • 799-7258

Eastern Salt Company, Inc.

August 18, 2021

Gary Schneider
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Dear Gary Schneider,

The following quote on **Bulk Treated Road Salt** is offered for your consideration.

Bulk Salt will be treated with an anti-caking product called "FLOW EASE".

Bulk Treated Road Salt delivered to your location in Waterford, CT: **$87.00 per ton**

To place an order, please call:
617-389-7258

Prices will remain firm until April 30, 2022 if signed and returned by September 3, 2021. Please provide us with an estimate of the tonnage you may order to help us plan our inventory accordingly. Signed quote can be returned via fax: 978-251-8244.

Sincerely,

Jason P. Archambault
Sales Representative

Estimated Tonnage: ____________________
Accepted by: ____________________ Date: ____________________
Email: ____

6

FINANCE DEPARTMENT

Memo

October 14, 2021

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

Re: Bid Waiver – Request for Bid Waiver for the Assessor's Office

Mr. Brule:

The Purchasing Agent on behalf of the Assessor, seeks the Board's approval of a bid waiver for Specialized Services from Federal Appraisal LLC. These appraisal services are specific to Millstone Nuclear Power Plant as mandated by the State, and should not exceed $37,000.00. On account of the uniqueness of the services, and the vendor's expertise in Power Plant valuations, it would be in the best interest of the Town to have these services performed by Federal Appraisal LLC.

Funds will be available from 20501-57639 Revaluation.

Sincerely

Rawle Dummett
Purchasing Agent,
Town of Waterford

Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06385

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

TO: Robert Brule, First Selectman

Cc: Kimberly Allen, Finance Director
Rawle Dummett, Purchasing Agent

FROM: Paige Walton, Assessor

RE: Bid Waiver Request – Federal Appraisal LLC

DATE: October 14, 2021

The Assessor's Office respectfully requests a waiver of competitive bidding for appraisal services specific to the Millstone Nuclear Power Plant, to be conducted for the 2022 state-mandated revaluation.

While the attached quote is over the $25,000 threshold for bidding, the power plant appraisal services required are very specific and unique in nature. Federal Appraisal LLC has completed similar appraisal work for the Town of Waterford in the past and possesses a very specific level of expertise in the field of power plant valuation. As such, Federal Appraisal LLC is uniquely qualified to conduct the 10/1/2022 appraisal of the Dominion Nuclear Power Station.

Attachment:

Federal Appraisal LLC Quote

FEDERAL APPRAISAL LLC

295 Route 22 East, Suite 204 908.534.3590
Whitehouse Station, New Jersey 08889 908.823.0575 fax
www.federalappraisal.com

September 14, 2021

Paige S. Walton, CCMA II
Assessor, Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Sent via email to: pwalton@waterfordct.org

RE: Proposal/Engagement to Provide Appraisal and Consulting Services
Regarding the Market Value of the Millstone Nuclear Power Plant
Located in Waterford, Connecticut
As of October 1, 2022

Dear Ms. Walton,

Federal Appraisal LLC ("Federal") is prepared to provide appraisal and consulting services regarding the above referenced Property for you and the Town of Waterford (the "Client"). This proposal/engagement letter presents Federal's understanding of the assets being appraised, the Client's appraisal needs, and Federal's qualifications, proposed services, and fees. Please indicate your acceptance of this proposal and engagement by counter signing this letter and returning a signed copy to Federal.

Federal Appraisal is uniquely qualified to provide appraisal and consulting services regarding the Millstone Nuclear Power Plant (the "Property" or "Subject") described herein based on the facts that:

- Federal has previously appraised the Millstone Nuclear Power Plant multiple times over multiple years for property tax purposes.
- Federal has appraised and reviewed appraisals on hundreds of power plants, including dozens of nuclear power plants, across the country for property tax assessment purposes; See attached partial list of nuclear power plant appraisals.
- Federal appraisers are nationally recognized experts in the appraisal of utility properties, and specifically power plants. See attached award-winning article, *"The Appraisal of Power Plants"*.
- Mark Pomykacz regularly testifies to his complex appraisals, including many utility property appraisals, and has been accepted as an expert witness in multiple states and jurisdictions, including on power generation properties like the Subject, including in Connecticut;
- Federal appraisers have attained the highest levels of education and professional accreditation, including MAI's, ASA's, MBA's in Business and Finance, Degrees in Engineering and Economics, and are State Certified General Real Estate Appraisers;
- Mark Pomykacz is designated as a business appraiser, as an ASA in Business Valuation from the American Society of Appraisers.
- Mark Pomykacz is designated as a commercial real estate appraiser in multiple states including Connecticut, and as an MAI and an appraisal review specialist, AI-GRS, from the Appraisal Institute.
- Our reports and services fully comply with USPAP, the Appraisal Institute, the American Society of Appraisers, and the International Valuation Standards.

1. Purpose, Use and Scope of the Appraisal and Consulting Services
The purpose of the Appraisal will be to provide the Client with one Appraisal Report (the "Appraisal" or "Report") estimating the market value of the Subject as of the assessment date and, if necessary, additional Appraisal Review and/or Consulting Services. Federal understands the Client will use the Report, and Consulting Services to assist with setting the Subject's tax assessment. Federal shall prepare the Report and provide the Appraisal Consulting Services for this purpose and use.

The scope of the Appraisal Report shall include complete analyses and a narrative appraisal report, written for the Client's purpose and use, delivered in phases.

Federal agrees to provide the Client with the following scope of work, analysis and reporting:

- Phase I –Appraisal Report
  - Provide information request documents and support.
  - Assist in gathering subject and market data within the Client's control.
  - Gather subject and market data within the public domain.
  - Conduct site inspection of the Subject;
  - Provide periodic verbal reports on the status of our work and on the findings of preliminary analyses.
  - Develop an estimate of the market value of the Subject, including consideration of the primary approaches to value, highest and best use, and other requisite and appropriate appraisal considerations and analyses;
  - If requested by the Client, Federal will also complete various allocations of value between taxable and tax-exempt property, and between real and personal property;
  - Deliver a full narrative Appraisal Report which will include schedules supporting the conclusions contained in the Report, and as described herein, and sufficient for the Client's use in setting the tax assessment for the Property.
    - The Appraisal will comply with USPAP Standards
- Phase II – Additional Services
  - Additional appraisal review, consultation, deposition, or testimony on matters not addressed in Phase I to the extent mutually agreed upon by the Client and Federal prior to commencing work.

The Client may terminate the engagement before the commencement of or during any phase.

The Appraisal, Review, and Consulting Services will comply with the Uniform Standards of Professional Appraisal Practice ("USPAP"), and the standards of the Appraisal Institute, and the American Society of Appraisers. The Appraisal services will comply with the statutes and administrative rules of the state of Connecticut. Mark Pomykacz will personally conduct and certify the Appraisal as a Member of the Appraisal Institute ("MAI"), a General Review Specialist with the Appraisal Institute ("AI-GRS"), an Accredited Senior Appraiser ("ASA") in Business Valuation with the American Society of Appraisers, and as a State Certified General Real Estate Appraiser in Connecticut.

2. Dates of Value
Federal shall provide value conclusions as of October 1, 2022.

3. The Subject
Millstone is located at a former quarry site in Waterford, Connecticut. The site covers about 500 acres. The Millstone complex was built by a consortium of utilities. Millstone 1 was initially shut down in November 1995, before being permanently closed in July 1998. Units 2 and 3 continue to operate.

The units are operated by Dominion Generation. Dominion Resources, Inc., owns 100 percent of units 1 and 2 and is majority owner of unit 3. Besides Dominion (93.5 percent owner), the owners of unit 3 include Massachusetts Municipal Wholesale Electric Company (4.8 percent), and the Central Vermont Public Service Corporation (1.7 percent).

Note that while Unit 1 is now permanently closed, the remaining physical and legal assets may have value or may represent a liability. As part of this appraisal, Federal will fully analyze and report on the value, if any, of the remaining assets at Unit 1.

In recent years, a dry cask storage facility has been developed on the site for the intermediate term storage of nuclear waste. Federal shall include these assets in its appraisal.

These details will be confirmed and accounted for by Federal during the course of completing the Appraisal.

3.1. Site Inspection

Federal is available to physically inspect the Subject, if requested.

4. Valuation Definitions and Assumptions

Federal will work with the Client to ensure that the various appraisal and valuation definitions and assumptions employed in the Appraisal Report are appropriate for the client's purpose and use. For example, Federal will work with the Client to ensure the Appraisal assumes proper definitions of value for Client's purposes. Examples of general definitions are shown in following sections.

4.1. Market Value Concept

Below are definitions taken from The Dictionary of Real Estate Appraisal, sixth edition, published by the Appraisal Institute. This value is often but not always equivalent to taxing jurisdiction's definition of the taxable value.

Market Value:

1. The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.
2. Definition from USPAP[1]. A type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a bundle of such rights), as of a certain date, under specific conditions set forth in the definition of the term identified by the appraiser as applicable in an appraisal.

3. Federal Register[2]. The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:
   a. Buyer and seller are typically motivated;
   b. Both parties are well informed or well advised, and acting in what they consider their best interests;
   c. A reasonable time is allowed for exposure in the open market;
   d. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
   e. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

There are various concepts that often relate to market value in the context of property taxation. The concepts include highest and best use and fee simple and leased fee estates.

Highest and Best Use:

1. The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value. The

[1] (USPAP, 2018 ed.).
[2] (12 C.F.R. Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994).

four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.[3]

5. Methodology

Federal will complete an appraisal of the market value of the Subject, and will consider the three traditional approaches to value: Cost Approach, Sales Comparison Approach, and Income Approach. Federal will discuss appraisal methodologies with legal counsel to ensure that the appraisal is consistent with Connecticut law and any court precedents on the matter.

5.1. Sales Comparison Approach

Federal will attempt to estimate the market values of the Subject utilizing the Sales Comparison Approach. It involves the comparison of sales (or offerings) of properties similar to the Ssubject. If the comparable sales are not exactly like the subject, adjustments are made to the sale price of the comparable sales (or offerings). When adequate data on sales allows the completion of the adjustment process, the Sales Comparison Approach is a reliable method to determine value.

5.2. Income Approach

The Income Approach will also be considered in the Appraisal. The underlying principle in this approach is that buyers invest in properties like the Subject for the satisfaction of receiving the anticipated future income. Federal will attempt to replicate the analysis buyers and sellers would make on the expected income and any inherent risk. Specifically, Federal plans to employ a discounted future cash flow ("DCF") method of the income approach. The DCF approach estimates the value of the Facility by considering the prospective operational results and the financial positions of the Subject, over multiple years. Federal expects to complete a DCF on the power plant asset.

Federal will also attempt to evaluate the Facility using direct capitalization techniques. In this technique, income for a single year is converted directly into an indication of value. This technique is useful because it is mathematically the simplest income approach to complete. However, if it proves to be unsound as an independent appraisal technique, Federal may attempt to utilize it as cross-checking technique and "range of value" indicator.

5.2.1. Electricity Price and Fuel Price Forecaster

Federal will utilize any appropriate forecast of electricity and fuel prices ("forecast") supplied by an independent forecaster engaged and paid for by the Client. Federal assumes that the Client will engage a qualified forecasting firm and that the forecast will be sound. Federal will work with the forecasting firm to ensure that the forecast can be coordinated with and utilized in Federal's appraisal. Federal expects that the Client will ensure that the forecasting firm will work with Federal to similarly ensure that the forecast can be utilized in Federal's appraisal. To the extent professionally capable, Federal will conduct an independent review of the forecast. The Federal review of the forecast will include a review of the qualifications of the writers of the forecast report, the certification and general assumptions and limiting conditions of the report, and the purpose, use and scope of the report. To the extent professionally capable, Federal will review the various analysis assumptions and methodologies. Even if the Client engages a forecaster, Federal may still complete its own forecast of electricity and fuel prices.

If the Client does not wish to engage an electricity price forecaster, Federal will complete its own forecast of electricity prices in order to complete the Appraisals using data from SNL and S&P Global Market Intelligence, which is a subscription data service providing market data in the energy and utility industries.

5.2.2. Power Purchase or Other Agreements

Federal will consider the impact of any power purchase agreements (wholesale power contracts) or other major contracts that are relevant as of the valuation date and as permissible under the applicable law, and market terms, if required by applicable law. Federal will work with the Client and their counsel to ensure proper appraisal and legal assumptions concerning major contracts for our Appraisals.

[3] *The Dictionary of Real Estate Appraisal*. 5th ed. Chicago. Appraisal Institute.

5.3. Cost Approach
The Cost Approach is based upon the premise that an informed purchaser would pay no more for an asset than the cost of constructing a substitute asset with the same utility as the subject asset. Also cost approach techniques may be utilized to determine the value of parts of the plant, such as personal property, pollution controls, exempt property, etc. Among the three traditional approaches, the cost approach has the distinct advantage of usually including in its value indication only those assets explicitly included in its analysis. Further, given the cost approach's ability to isolate specific assets that roll up to comprise overall value, the cost approach is commonly employed, in conjunction with sales and/or income approaches, to complete residual and allocation techniques. The income and/or the sales approaches are used to determine the overall value, and the cost approach is used to determine the value of component assets to be excluded. The difference between the reconciled income or the sales approaches and the cost approach yields the value of the residual asset.

5.4. Residual Valuation Techniques
When the appraisal assignment calls for it, various techniques, such as allocations, residuals, or summations may be made to or with the various elements or components of the concluded values from the three traditional approaches, in order to determine overall asset values or parts of a overall value.

6. Client Furnished Data and Access
In order to complete our analyses in a timely manner, the Client must provide certain information. This information should include but not be limited to the data included with Information Request, which is attached to this proposal.

We understand certain information may not be available and we will work with the Client to obtain this information. Throughout the project we reserve the right to request other available data that we may deem as appropriate to complete our appraisals.

7. Legal, Accounting, and Engineering Services
Federal is not a legal, accounting, or an engineering services provider. Federal will either work with attorneys, accountants or engineers contracted or employed by the Client, or will contract for such services and bill the Client for the contract expense. These services may or may not be needed.

8. Qualifications
Federal Appraisal, LLC is an international valuation-consulting company that provides appraisals, valuation-consulting and litigation support services to clients worldwide. Our valuation practice includes 10 professionals comprised of designated appraisers and degreed engineers who possess advanced degrees in business, accounting, and finance.

Federal provides valuation advisory services to support all major industries including: biofuels facilities (ethanol and biodiesel plants), public utilities (electric power, transmission and distribution; water; etc.), oil, gas and energy, mining, high technology, aerospace, telecommunications, railroads, general commercial and investment real estate, government and defense, manufacturing, retail, chemical, aerospace, finance, healthcare and other industries.

This project will be managed and performed under the direct supervision of Mr. Mark Pomykacz. Mr. Pomykacz is the founder and Managing Partner of Federal Appraisal, LLC.

Mr. Mark Pomykacz, MAI, ASA, AI-GRS has over 34 years of experience in real estate consultation and appraisal services and has developed expertise in complex and non–traditional valuation consulting services. He has provided numerous consultation services including tax and audit valuation, underwriting, due diligence, capital markets, rent/buy/sell pricing decisions, feasibility and market analyses, and litigation support. Mr. Pomykacz has also worked on all property types including investment properties, corporate real estate, vacant land and special purpose properties, and has written special purpose reports, executive summary reports, full narrative appraisals, market and feasibility studies, yield and after–tax analyses, and damages estimates. In addition to expert real estate valuation, appraisal and consulting experience, Mark has extensive experience in real estate asset management, computer database and application development, and management for real estate.

9. Deliverables and Appraisal Delivery Date
Federal will work with the Client to establish a delivery schedule suitable for their needs. The Report deliverables includes electronic copies of the Reports. Federal agrees to provide hard copies of the reports to the Client, at the Client's expense.

Any delivery dates are contingent upon the Client authorizing Federal to begin work; and that the Client and the property owner provide any needed property information and property access in a timely manner. The Client understands and accepts that other factors, which are not under the control of Federal, may delay the delivery of Federal's oral and written Appraisal Reports.

10. Professional Fees and Expenses
The professional fees are based on the estimated time required to complete the service and on the level of expertise required. The fees and expenses are described as follows.

Professional Fee Schedule

Phase I: Appraisal Report One Summary Appraisal Report, as discussed in Sections 1 through 9 concerning Phase I services of this proposal. This fee excludes reimbursable expenses.	$37,000, plus expenses
Phase II: Additional Consulting, Preparation, Testimony, and/or Deposition Additional consultation on matters not addressed in Phase I and as agreed on by the parties, including but not limited to appraisal review, consulting services, preparation for deposition and trial, or providing testimony at deposition and trial, etc. This fee excludes reimbursable expenses.	Billed hourly, at rates below

Hourly Rates Schedule for Phase II

Testimony and Depositions An hourly rate based on the number of hours testifying or being deposed, plus reimbursable expenses.	Partner / Director	$ 390.00
Other Consulting Services An hourly rate based on the number of hours providing other valuation consulting services, such as appraisal review services, litigation support, forensic consulting, meetings, research and analysis, trial preparation, plus reimbursable expenses.	Partner / Director Manager Consultant Administrative Support	$ 285.00 $ 235.00 $ 180.00 $ 70.00

The Client may terminate the engagement at any time, and will pay for Federal's time and expenses to date.

All quoted hourly and daily professional fees apply to the 2021 calendar year. These rates are subject to an annual escalation rate of 5.0 percent beginning January 1, 2022.

10.1. Retainer
Federal requires a retainer of 50 percent of the fee for each phase of service, payable upon Client's authorization for Federal to commence work on that phase.

10.2. Billing Frequency
Federal will submit monthly invoices for professional fees and reimbursable expenses incurred to date.

10.3. Expenses
The Fees proposed do not include reimbursable expenses, which the Client agrees to pay. Reimbursable expenses shall include, but shall not be limited to; all travel, research data, express mail, data collection charges,

and report and document processing expenses incurred by Federal. Reimbursable expenses shall include a $4,000 fee for data subscription services providing market data including electricity, capacity and fuel price forecasts.

Travel expenses shall include any expenses associated with travel to/from the Subject or meetings related to the project. Federal will obtain the approval of the Client prior to planning reimbursable travel. The Client recognizes and accepts that the scope of the Appraisal may change based on the Client's decision to authorize or not authorize reimbursable travel. Federal will notify the Client immediately should the Appraisal necessitate travel, without which could result in a substantial change to the scope and Fee of the Appraisals.

11. General Terms and Conditions and Client's Scope of Work
This proposal and engagement is subject to the attached general terms and conditions.

12. Engagement Acceptance
Please indicate your acceptance of this proposal and engagement by signing this letter below and returning a signed copy to Federal.

It has been my pleasure to provide this proposal to you, and I hope to have the pleasure of working with you soon. In the meantime, please feel free to contact me with any appraisal questions or concerns.

Very Truly Yours

Mark Pomykacz, MAI, ASA, AI-GRS
Managing Partner

Accepted and agreed to by:

Signature: ______________________

Name: ______________________

Title: ______________________

Company: ______________________

Date: ______________________

13. GENERAL TERMS AND CONDITIONS

This Contract and the services proposed are subject to the following general assumptions, disclaimers and limiting conditions.

In this section, the term Proposed Services can mean proposed services, study, appraisal, research or analysis, consulting and any report or work product, services or deliverable about the proposed services, study, appraisal, research, consulting, services or analysis. Further, the term "Federal" means Federal Appraisal LLC and its employees(s), consultant(s), appraiser(s), and service provider(s).

1. **Fees, Expenses, Travel and Testimony.** The fees listed in the proposal, engagement letter or contract to which these terms are appended or referred to, including the exhibits, include Federal's best estimates of fees, travel and other expenses as Federal currently foresees them. The current engagement plan includes allowances for the elements and conditions that Federal expects to encounter in the course of the assignment. In the event that Federal actually encounters situations, which require a revision or modification in the fees, Federal will discuss with the Client the causes and likely effects of the required modification, both in terms of delivery and fees. The Client will approve the modifications or will terminate the engagement and pay Federal a fee based on the time and expenses incurred through the termination date. The fees listed in the proposal, engagement letter or contract does not include fees for appearance in court or hearings, or preparation time for such appearances, unless such fees are explicitly listed in the proposal, engagement letter or contract.
2. **Payment of Invoices.** Invoices for which payment is not received within sixty (60) days of the invoice date shall accrue a late charge of the lesser of (i) 1% per month or (ii) the highest rate allowable by law, in each case compounded monthly from the invoice date. Without limiting its rights or remedies, Federal shall have the right to halt or terminate entirely its Proposed Services until payment is received on past due invoices.
3. **Term.** Unless terminated sooner in accordance with its terms, this engagement shall terminate on the completion of Federal's Proposed Services. The Client or Federal may cancel this Agreement at any time, with or without cause, upon written notice to the other party. If at any point during the engagement the decision is made to discontinue Federal Proposed Services, Federal fees will be based upon the time and expenses incurred through that date. In that event, Federal invoices will be due and payable immediately. Regardless of the date of termination, Federal shall be entitled to their fees to the date of termination based on the fee determination criteria.
4. **Survival.** The provisions of the Proposal and this General Contract Assumptions and Limiting Conditions shall survive the expiration or termination of this engagement.
5. **Time Limitation on Actions.** Unless the time frame is shorter under applicable law, any legal action or claim relating to Federal's services shall be filed in court (or in the applicable arbitration tribunal, if the parties to the dispute have executed an arbitration agreement) within one (1) year from the date of delivery to Client of the appraisal report to which the claims or causes of action relate or, in the case of acts or conduct after delivery of the report, two (2) years from the date of the alleged acts or conduct. The time frame stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action, or damages. The time frame stated in this section shall apply to all non-criminal claims or causes of action of any type.
6. **Force Majeure.** Federal shall not be liable for any delays in the delivery of Proposed Services resulting from circumstances or causes beyond its reasonable control, including, without limitation, the actions or inaction of others which Federal is dependent on to complete the Proposed Services, the action of others which causes Federal delays, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority.
7. **Entire Agreement.** These General Contract Assumptions and Limiting Conditions, and the proposal, engagement letter or contract to which these terms are appended, and possibly including the exhibits and other appendix, constitutes the entire agreement between Federal and Client with respect to the subject matter hereof and supersedes all other oral and written representations, understandings or agreements relating to the subject matter hereof.

8. **Assignment.** Except as provided below, neither party may assign, transfer or delegate any of the rights or obligations hereunder without the prior written consent of the other party. Federal may assign or subcontract portions of its rights and obligations hereunder to any affiliate of Federal, without the consent of Client, for the purpose of completing the Proposed Services.

9. **Governing Law and Severability.** These terms, and the proposal, engagement letter or contract to which these terms are appended, including the exhibits, shall be governed by, and construed in accordance with, the laws of the State of New Jersey (without giving effect to the choice of law principles thereof). The venue for any legal proceedings by the Client against Federal shall be the Superior Court of New Jersey of Hunterdon County. Client also waives the right to a trial by jury in any legal proceeding against Federal. If any provision of these terms is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth herein.

10. **Arbitration.** Any controversy or claim arising out of or relating to the Proposed Services, or the breach thereof, shall be settled by arbitration conducted in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitration shall utilize a single arbitrator, who must be a Member of the Appraisal Institute, MAI. The prevailing party shall be entitled to recover their reasonable arbitration expenses from the losing party. The arbitration shall take place in New Jersey.

11. **Affirmative Action Covenant.** Federal hereby incorporates by reference the mandatory affirmative action language of Subsection 3.4(a), N.J.A.C. 17:27-3.4 and N.J.A.C. 17:27-5.3 as promulgated by the Treasurer of the State of New Jersey pursuant to P.L. 1975, c.127, as amended and supplemented from time to time, and Federal agrees to comply fully with the terms, the provisions and the conditions of Subsection 3.4 and of Section 5.3.

12. **Political Contribution Disclosure.** Federal does hereby attest that Federal, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality/county when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that municipality/county when the contract is awarded.

Information and Data Sources

13. **Confidentiality.** It is understood and agreed that Federal's Proposed Services will be prepared in accordance with the requirements of USPAP of the Appraisal Foundation, and the Proposed Services will comply with the Appraisal Institute's Code of Professional Ethics and Standards of Professional Practice and with The American Society of Appraisers' Principles of Appraisal Practice and Code of Ethics. These standards include confidentiality standards.

14. **Cooperation** Client shall cooperate with Federal in the performance by Federal of its Proposed Services, including, without limitation, providing Federal with reasonable facilities and timely access to data, information and personnel, agents and representatives of Client. Client shall be responsible for the performance of its employees and agents and for the accuracy and completeness of all data and information provided to Federal for purposes of the performance by Federal of its Proposed Services.

15. **Client Representations.** The Client will furnish or cause to be furnished to Federal such historical and other information as Federal may have requested. The Client recognizes and confirms that (a) Federal will use and rely on such information and on information available from generally recognized public sources (all such information being the "Information") in performing the Proposed Services without Federal having independently verified the same; (b) Federal does not assume responsibility for the accuracy or completeness of the Information; and (c) Federal will not make an appraisal of or conduct an audit of or otherwise provide any opinion, report, or other form of assurance with respect to such Information. In addition to providing required information, the Client will be responsible for providing historical and prospective financial statements and for providing information about and responding to document requests on a timely basis. Additionally, Federal may request and the Client agrees to supply a representation letter, in form and substance satisfactory to Federal which, among other things, confirming the Client's responsibility for the historical financial statements and for

the underlying assumptions used in connection with any pro forma cash flows, the appropriateness of the prospective financial statements that the Client has prepared, and their active decision-making participation in the Service and the use of the Service.

16. The information on the financial, legal and physical condition of the subject property or assets provided by the Client, the subject owner, or others, directly to Federal or to the public through various public disclosure methods is assumed to be reliable.

17. Other materials and information obtained from various professionally-appropriate public and private sources are assumed to be reliable.

18. The information contained within the Proposed Services was obtained from sources deemed to be reliable. Reasonable efforts, given the purpose, use and scope of the Proposed Services, , and the type and definition of value, will be made to verify such information as reliable. However, no warranty or certification by Federal will be given as to its reliability.

19. If substantive issues are later discovered in data relied upon, then the reported opinions in the Proposed Services may need to be revised accordingly.

Property Specific Assumptions, Disclaimers and Limiting Conditions

20. Federal does not provide legal, accounting, audit, engineering, architectural or environmental sciences services. Federal assumes no responsibility for matters of a legal nature, matters of title, or matters of audit, or matters of engineering, or matters of environmental science, or matters of architecture. All legal, engineering, architectural, environment, accounting and financial information provided to and utilized by Federal is assumed to be reliable.

21. It is assumed that the title to the studied interest is marketable. It is assumed that there are no deed restrictions or other limitation on title that would make the Subject substantially more or less valuable, other than those that are specifically noted in the Proposed Services. It is assumed that the legal descriptions as obtained from public records or as furnished are reliable. Federal has made no land survey and has completed no title search or report of the Subject. It is assumed that there are no issues concerning subsurface, water, or mineral rights, or air or transferable development rights that would make the Subject substantially more or less valuable, other than any that are specifically noted in the Proposed Services. It is assumed that there are no judgements, or pending or future litigation concerning the Subject, other than those that are specifically noted in the Proposed Services.

22. Except as noted herein, Federal assumes that there are no hidden or unapparent conditions at the Subject land and/or improvements, which would render the Subject more or less valuable. Federal assumes no responsibility for such conditions, or for engineering, environmental, legal or architectural counseling which might be required to discover such conditions. We assume that there are no ADA issues sufficient to render the Subject significantly more or less valuable.

23. Typically competent and responsible management and ownership are assumed.

24. It is assumed that there are no zoning or building code issues, or other federal, state or local regulation compliance issues concerning the Subject that would significantly increase or decrease the value of the interest being appraised, unless noted in the Proposed Services.

25. Since Federal is not an engineering or an architectural firm, Federal makes no representation as to quality, functionality, condition, limitations and size of the Subject, except that 1) Federal has relied upon what has been reported to Federal as the best available data where said data was provided by others to Federal who Federal believes to be an appropriate source of said data given the specific purpose, use and scope of work of the Proposed Services, and the type and definition of value used in this Proposed Services, and 2) if an visual inspection was conducted by Federal then Federal has relied upon the visual inspection. Given the inherent

limitations of Federal's visual inspection, if conducted, important issues at the Subject may not be uncovered. Federal's visual inspection of the Subject is not an engineering, architectural or environmental inspection, and does not test building operations and does not cover 100 percent of the building(s), machinery and equipment, or the site. Federal's visual inspection of the Subject, instead, samples the major components of the A

26. The Proposed Services assumes that unless specifically noted elsewhere in the Proposed Services, the Subject suffers no environmental or hazard issues, and that there are no contamination or health risks existing at or near the Subject.

27. If substantive issues are later discovered in any of the data relied upon, then the reported opinions in the Proposed Services may need to be revised accordingly.

28. The Proposed Services performed under this agreement will be subject to all statements, assumptions, limiting conditions, and other conditions (collectively, "Appraisal Conditions") set forth in the appraisal report. Client agrees that Client will review the Appraisal Conditions upon receipt of the report and that Client's use of the appraisal will constitute acceptance of the Appraisal Conditions. The Appraisal Conditions shall be considered as being incorporated into and forming part of this agreement with respect to the appraisal in which they are contained and to the services relating to that appraisal. The Appraisal Conditions will be similar to these General Contract Assumptions and Limiting Conditions.

Publication, Distribution, Use of Study

29. The opinions proffered in the Proposed Services are as of a specific date, for a specific client and users, for a specific purpose and use, under a specific, limiting scope of work, and made under specific assumptions, disclaimers, limiting conditions and certifications. Using the opinions proffered herein for any other use or purpose is unwise and inappropriate, and is prohibited unless authorized by Federal. The Client agrees that
    a. The Client and other intended users are both explicitly named herein. The Client and the other intended users are the only parties to whom the appraisers and Federal Appraisal LLC have a professional responsibility to. The appraisers and Federal Appraisal LLC offer and assume no professional responsibility to any third parties that the Client and the other intended users may choose to provide copies of our report to.
    b. Any advice or recommendations, written or oral, provided by Federal in connection with this engagement is exclusively for the Client and any intended users specifically named by Federal, and may not be disclosed to, or replied upon by, any third party (other than the Client's legal and tax counsel for the client's stated purpose and use) without Federal's prior written consent;
    c. Client will not refer to Federal by name or their services in any written materials relating to the Asset, including without limitation, any publicly filed documents without their prior written consent for each requested use or reference; and
    d. Neither all nor part of the contents of the Proposed Services, or copy thereof, shall be conveyed to the public through such forms or methods such as, but not limited to, advertising, public relations, news, sales or any other media without prior written consent of Federal.
    e. Nor shall Federal or any professional organization of which Federal are a member or candidate, be identified without the prior written consent of Federal.
    f. The Proposed Services may not be utilized in any present or proposed, public or private syndication or public offering of any of the interests in the Subject unless prior written agreement has been obtained from Federal.
    g. The Proposed Services are intended to be utilized as a whole, and may not be used in parts.

30. Possession of the Proposed Services, or a copy thereof, does not give the holder the right of use or publication.

31. Disclosure of the contents of the Proposed Services by Federal is governed by the laws, by-laws and regulations of state appraisal regulatory bodies, the Appraisal Institute and the American Society of Appraisers. Federal is authorized by the Client to disclose all or portions of the Proposed Services and the work files to authorized representatives of the state appraisal regulatory bodies, the Appraisal Institute, the American Society of Appraisers, if such disclosure is required to enable Federal to comply with their respective laws, by-

laws and regulations now or hereafter in effect, or as may otherwise be required to be disclosed by Court Order or governing laws, rules and/or regulations.

32. Federal is not required to give testimony about the Proposed Services, or to provide other services to the Client concerning the Subject, without agreement between the parties for compensation to Federal.

Study Analysis Type and Format Conditions

33. The Proposed Services shall be prepared in accordance with the requirements of USPAP of the Appraisal Foundation, the Appraisal Institute, and the American Society of Appraisers. Jurisdictional exceptions may apply. The Proposed Services will comply with and be subject to the Appraisal Institute's Code of Professional Ethics and Standards of Professional Practice and with The American Society of Appraisers' Principles of Appraisal Practice and Code of Ethics.

34. Federal has determined the scope of work for this study based on its discussions with the Client, and their reported needs, their reported purpose and intended use of the study. The scope of the study is limited to the work necessary to provide for the Client's purpose and use of the study, and as such this study is not recommended for any other use.

35. USPAP of the Appraisal Foundation prescribes 2 types of appraisal reports, "Appraisal Reports", and Restricted Appraisal Reports. A Restricted Appraisal Report may be provided when the client is the only intended user, or when additional intended users are identified by name, and not by types or categories. Federal intends that the use of all its reports are limited to the client and intended users. When reports are restricted, the Federal need not provide as extensive reporting that may be found in Appraisal Reports. The use of Restricted Appraisal Reports is limited to the client and the named intended user(s). Federal warns that Restricted Appraisal Reports may not contain supporting rationale for all of the opinions and conclusions set forth in the Restricted Appraisal Reports.

Limit of Liability

36. Federal warrants that it will perform Proposed Services in good faith and in a professional manner. Federal disclaims all other warranties, either express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose.

37. Federal's aggregate share of liability to the Client and any third parties shall not exceed the total fees collected for the portion of the Proposed Services giving rise to such liability.

38. Any forecasts of income and expenses in the Proposed Services are not predictions of the future and are created for valuation purposes. No representation is made that the model will coincide with actual future events. There will usually be differences between the forecasts and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

39. It is understood and agreed that each of the parties hereto is independent of the other and that neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. Client acknowledges that the full independence and authority of Federal will be maintained throughout this engagement and that no assurances or guarantees of a value estimate or consulting recommendation have been made or are a condition of this engagement.

40. In providing this service, Federal establishes and the Client understands and agrees that Federal assumes no responsibility for or ownership of the risks and rewards of the Client's and user's decisions based on, or results that are consequential to, the use of the Proposed Services.

41. The Client will indemnify and hold harmless Federal and its appraisers and personnel from all claims, liabilities, losses, costs, demands and reasonable expenses, such as reasonable legal fees, and management and administrative costs, relating to this engagement, except to the extent finally judicially determined to have resulted from the bad faith or intentional misconduct of Federal.

Statements of Qualifications and Personal Histories

42. Any statements of qualifications, resumes, and personal and/or company histories are presented in summary for marketing purposes and to assist the client and intended users of the Proposed Services with understanding the professional competency and experience of Federal. These statements of qualifications, resumes, and personal and/or company histories are (1) not a complete listing of our professional experiences and qualifications and (2) not a full disclosure of our professional, corporate, and personal interactions and relationships.

Ownership of Federal Properties.

43. Federal Technology and Copyrights. Federal has created, acquired or otherwise has rights in, and may, in connection with the performance of the Proposed Services, employ, provide, modify, create, acquire or otherwise obtain rights in, various concepts, ideas, methods, methodologies, procedures, processes, know-how, and techniques; (including, without limitation, models; templates; the generalized features of the structure, sequence and organization of software; user interfaces and screen designs; general purpose consulting and software tools, utilities and routines; and logic, coherence and methods of operation of systems) (collectively, the "Federal Technology and Copyrights").

44. Ownership and Use of Deliverables. Except as provided below, upon full and final payment to Federal, the tangible items specified as deliverables or work product in the proposal, engagement letter or contract to which these terms are attached (the "Deliverables") will become the property of Client. To the extent that any Federal Technology and Copyrights are contained in any of the Deliverables, Federal hereby grants Client, upon full and final payment to Federal, a royalty-free, fully paid-up, worldwide, non-exclusive license to use such Federal Technology and Copyrights in connection with the Deliverables, and only for the Deliverables, and only for the Client's intended purpose and use as enumerated in the attached proposal, engagement letter or contract.

45. Ownership of Federal Properties. To the extent that Federal utilizes any of its property (including, without limitation, the Federal Technology and Copyrights, or any hardware or software of Federal in connection with the performance of the Proposed Services, such property shall remain the property of Federal and, except for the license expressly granted in Paragraph (b) above, Client shall acquire no right or interest in such property. Notwithstanding anything herein to the contrary, the parties acknowledge and agree that (a) Federal will own all rights, title, and interest, including, without limitation, all rights under all copyright, patent and other intellectual property laws, in and to the Federal Technology and Copyrights and (b) Federal may employ, modify, disclose, and otherwise exploit the Federal Technology and Copyrights (including, without limitation, providing services or creating programming or materials for other clients). Federal does not agree to any terms that may be construed as precluding or limiting in any way its right to (a) provide consulting or other services of any kind or nature whatsoever to any person or entity as Federal in its sole discretion deems appropriate or (b) develop for itself, or for others, materials that are competitive with those produced as a result of the Proposed Services, irrespective of their similarity to the Deliverables.

Ordinary Assumptions, Extraordinary Assumptions and Hypothetical Conditions

46. Extraordinary Assumptions and Hypothetical Conditions, as defined by USPAP, will be disclosed at various points in the Study, if applicable in the Study. We will make various minor and significant, ordinary assumptions, extraordinary assumptions and hypothetical conditions in the Study. We will deem these assumptions and conditions as appropriate and will make these assumptions and conditions for benefit of the analysis process. It is our intention to disclose extraordinary assumptions and hypothetical conditions and to disclose at least most of the significant ordinary assumptions. Their use might affect assignment results. If any assumption or condition should be determined to be inappropriate, then our assignment results may require revision.

State Board Clauses

47. Appraisers in Michigan are required to be licensed and are regulated by the Michigan Department of Consumer and Industry Services, P.O. Box 30018, Lansing, Michigan 48909. Michigan requires this statement appear in all appraisals, even those in other states.

Internal Revenue Service Clauses

48. When this Appraisal is written for the Client's use in connection with filings to the Internal Revenue Service concerning noncash charitable deductions, then the following condition applies to this appraisal.

The appraisers certifying this appraisal understand that their appraisal will be used in connection with a return or claim for refund. The appraisers also understand that, if there is a substantial or gross valuation misstatement of the value of the property claimed on the return or claim for refund that is based on their appraisal, they may be subject to penalty under section 6695A if the Internal Revenue Code, as well as other applicable penalties. They affirm that they have not been at any time in the thee-year period ending on the date of the appraisal barred from presenting evidence or testimony before the Department of Treasury or the Internal Revenue Service pursuant to 31 U.S>C. 330(c).

Federal Appraisal LLC EIN: 82-1591070

Statement on Appraisal Conditions related to COVID-19

49. COVID-19 (Coronavirus) will impact real estate and business markets and appraisals.

Federal Appraisal LLC ("Federal") remains committed to fully serve during the COVID-19 crisis. Federal has taken appropriate actions to combat the spread of COVID-19, to protect our professionals, clients and community, and to protect our appraisals.

Real estate and business values will likely decline due to the impacts of COVID-19, and any resultant recession. For example, COVID-19 may impact income/rental rates, sales prices, utilization/vacancy rates, credit loss rates, utilization/vacancy-related expenses, construction costs, inflation/deflation rates, risk rates, and ultimately capitalization and yield/discount rates. COVID-19 is unprecedented in modern times. Given that COVID-19 is having a dramatic and sudden impact, and that appraisal indicators using historical data lag many months behind, when the impact to real estate and business values occurs, it may not be discernible in the market data for months. In addition to reflecting impacts that have occurred up to the date of appraisal, since value is based on future expectations, appraisers may need to reflect in their appraisal analyses the impacts from COVID-19 through the end of the crisis. As always, Federal will endeavor to properly reflect these conditions and changes as they exist and are understood as of the appropriate appraisal date, regardless of the lag in market data and the difficulties of forecasting the end of the impact from COVID-19. As always, Federal will endeavor to employ appropriate research and analyses to reflect, and Federal will endeavor to report thoroughly, all COVID-19 impacts. However, since the research, analyses, and measurement of these changes may be problematic, our appraisal clients and users are hereby notified and accept that this may impact the precision of appraisal results during the crisis.

Since the impacts from COVID-19 will continue for some time and may lead to a recession, our appraisal clients and users are hereby notified and accept that, as time lapses from the appraisal date, actual future values and market conditions will likely diverge from the conclusions and opinions presented in our appraisals which are as of our specific appraisal date. Clients and users may require new appraisals after only a short period of time and that time may be as short as months or even weeks.

Additionally, COVID-19 will impact the work process of appraisal during the crisis. COVID-19 has prompted new regulations and practices which conflict with older appraisal traditions. For example, social distancing will impact at least two aspects of practice: site inspections and appraiser interactions that impact appraisal schedules and timing.

During the crisis, appraisal inspections may be restricted to the essential, and may not be conducted even if traditionally conducted. Inspections are not required by appraisal ethics and standards unless traditionally conducted or required by contract or regulation. Federal will practice social distancing and will appropriately report the extent of our inspection work and the basis of our asset and property description and opinion. In modern times, effective alternatives to the traditional inspections are available, and traditional inspections are often less critical than in past decades. Generally during the COVID-19 crisis, Federal will endeavor to conduct business and building exterior-only inspections (AKA, drive-by or curb-side inspections). Alternatively, Federal will use other data and sources in order to establish assessments of interior conditions and qualities. Federal may make extraordinary appraisal assumptions based on reasonable and known facts concerning conditions and qualities. Such steps will be fully disclosed in each appraisal. We believe this will meet appraisal standards in good faith, according to best practices, under the COVID-19 circumstances. If at a later date, an ability to complete interior inspections arise, then Federal will be available to complete inspections and revise our appraisal reports, if needed and accordingly.

During the COVID-19 crisis, some appraiser interactions will impact appraisal schedules and timing. The nature of our work processes lends itself to the exercise requirements of social distancing. Our practice is significantly, but not completely, technology-based, requiring less person-to-person interaction than many businesses. All of our staff can, and frequently do, work remotely, with full computerization and telecommunication abilities. However, as social distancing is expressly designed to do, processes may be slowed down. Most notably, Federal wishes to advise its appraisal clients and users that despite our best efforts, social distancing between our professionals, our professionals and clients, and our professionals and third parties requisite for the completion of our work will likely result is slower processes, in some cases. Federal wishes to advise our clients and users that Federal will make all practical efforts to compensate for this issue, but at this time, Federal does not know and cannot assure what will result. Our appraisal clients and users accept that delays during the crisis may occur and Federal shall bare no responsibility for the effects of the delays.

As always, since appraisals are not assurances of future events, our appraisal forecasted results may vary from actual future events. Rather, credible and reliable appraisals are limited to reasonable opinions, descriptions, forecasts and predictions based on appropriate research and analysis practically available and knowable as of the date of the appraisal report. Our appraisal clients and users are hereby notified, and our appraisal clients and users accept, that traditional expectations for appraisals, concerning appraisal precision, inspections, scheduling and timing may not be appropriate as Federal works through COVID-19. Federal will endeavor to compensate for the impacts, and Federal will report the appraisal steps taken and any steps not taken if they represent a departure from otherwise traditional practice. Our appraisal clients and users accept that Federal shall bare no responsibility for the effects of COVID-19. Our appraisal clients and users are hereby notified that these COVID-19 appraisal conditions, processes, steps, and hypothetical assumptions and extraordinary conditions may impact our appraisals and the opinions and values therein, and the impacts may be substantial.

These general contract assumptions and limiting conditions were last updated July 16, 2020.

14. Resumes

The included resumes are presented in summary for marketing purposes and to assist the intender(s) of the report with understanding the professional competency and experience of the appraisers. These resumes are (1) not a complete listing of our professional experiences and qualifications and (2) not a full disclosure of our professional, corporate, and personal interactions.

14.1. Qualifications of Mark Pomykacz, MAI, ASA, AI-GRS

Professional Background

Managing Partner
Federal Appraisal, LLC, New Jersey
Since 2001

General Appraisal and Advisory Qualifications

Mr. Pomykacz specializes in complex, non-traditional appraisal services, nationally and internationally for accountants, attorneys, the capital markets, corporations and governments concerning development, acquisitions & dispositions, financing, investor reporting, litigation, tax & audit issues, and asset management. Mr. Pomykacz has over 33 years experience in real estate and business appraisal and advisory services. He has worked on numerous asset and property types including closely held businesses and public companies, infrastructure, power plants, utilities, corporate and investment real estate, vacant land, and special purpose properties. Mark has participated in arbitrations, judicial, and condemnation proceedings. Mark has written special purpose and consulting reports, appraisals, market and feasibility studies. His work is used by many Fortune 1,000 companies, Wall Street banking firms, accounting and law firms, and various government agencies.

Power & Infrastructure Analysis and Valuation Qualifications

Over the last 15 years, Mr. Pomykacz has developed an expertise in the appraisal of electricity generation assets, refineries, and other infrastructure assets. His power appraisals include nuclear, fossil fuel-fired, hydro, wind, geo-thermal, solar and bio-mass and bio-gas, other types of power generation facilities in locations around the U.S. and the world. His other infrastructure appraisals include telecommunications assets, water and sewer assets, railroads, racetracks and petroleum, bio-diesel and ethanol refineries, and transmission assets around the U.S. His infrastructure appraisal and advisory services have been used by governments, corporations, and lenders and investors for development, acquisition and disposition planning, financing, and tax and investor reporting. Mark has appraised and advised on more than 300 infrastructure assets. He regularly testifies to his power and infrastructure appraisals.

Senior Manager / Chief Appraiser - Eastern Sector
Deloitte & Touche LLP, New York, NY
5 years

Led multi-discipline professional consulting group, managing national portfolios of investment-grade properties, and real estate-secured assets. Provided real estate and business valuation consulting services including banking support, mergers & acquisitions due diligence, capital markets services, valuation services for tax and audit issues, litigation support, appraisals, and other consulting services. Clients included many Fortune 1,000 companies, REITs, Wall Street banking fims, and law firms. Also provided real estate asset and investment management consulting, and property tax appeals and management. Developed new business and business lines for the group.

Vice President, Consultant and Appraiser
Jerome Haims Realty, Inc., New York, NY
5 years

Consulted and appraised on various property types including: office buildings; shopping malls; industrial, factory, warehouse, loft, and manufacturing buildings; rental, cooperative, and condominium apartment buildings; mixed use buildings; special purpose properties; and vacant land for subdivision and for major urban redevelopment; partial interests, easements, right-of-ways and air rights. Wrote appraisal reports, market and feasibility studies, and reviewed appraisals written by others. Participated in arbitration, judicial, and condemnation proceedings and provided various consultation services including mortgage underwriting, litigation support, rent-buy and pricing decisions, construction feasibility, and asset management.

Senior Real Estate Manager and Chief Appraiser
NYC Economic Development Corp. &
NYC Department of Real Property, New York, NY
3 years

Consulted and appraised on various property types for various city redevelopment projects, condemnation, public trusts, and tax incentive programs. Wrote appraisal, conducted market and feasibility studies, managed appraisal contractors, and reviewed appraisals. Provided asset management to projects with an aggregate value in excess of $2 billion.

Professional Affiliations & Activities

MAI, Member of the Appraisal Institute
AI-GRS, General Review Specialist
Leader in the Appraisal Institute Community:
- Member of the Board of Directors, National, 2002, 2004 – 2006
- President, Metropolitan New York Chapter, 2005
- Chair, Regional Committee, Region VI, 2006
- Officer, Metropolitan New York Chapter, 2001 – 2005
- Regional Director, Region VI, 2002, 2004 – 2006
- Member of Board of Directors, Metropolitan New York Chapter, 1998 - 2006
- International Relations Committee Member, National, 1997 - 2005
- Strategic Planning Committee, National, 2005 - 2006
- Education Chair, Metropolitan New York Chapter, 1999

ASA, Accredited Senior Appraiser, Business Valuation and Real Property; All Types, American Society of Appraisers

Licenses, State-Certified General Real Estate Appraiser

California	AG043987
Connecticut	RCG 00010448
Florida	RZ3225
Georgia	358368
Illinois	553.001871
Maine	CG3503
Maryland	10807
Massachusetts	103483
Michigan	1201069583
Minnesota	40620869
Montana	REA-RAG-LIC-7541
Nevada	A.0207866-CG
New Hampshire	NHCG-853
New Jersey	42RG00144500
New York	46000000871
North Carolina	A8530
Pennsylvania	GA001700R
South Carolina	7775
Texas	TX 1380478 G
Utah	9137815-CG00
Vermont	080.013424
Virginia	4001017013
Washington	1101976

Education Background

Bachelor of Arts
Political Science
Rutgers University, New Brunswick, New Jersey

Appraisal Institute and American Society of Appraisers
Completed all courses and examinations required to obtain and maintain the MAI, ASA and AI-GRS designations.

Royal Institution of Chartered Surveyors
Completed all courses and examinations, or equivalents, required to obtain the MRICS designation. Mr. Pomykacz was granted the MRICS designation. Due to a lack of need, Mr. Pomykacz no longer remains a dues paying member of RICS.

Institute for Professionals in Taxation
Completed all courses and examinations required to obtain the CMI designation. Mr. Pomykacz was granted the CMI designation. Due to a lack of need, Mr. Pomykacz no longer remains a dues paying member of IPT.

Instructorships & Speaking Engagements

University/Institutional Lectures/Presentations

Mr. Pomykacz taught "Income Capitalization Theory and Techniques" (AKA Course #310), and "Uniform Standards of Professional Appraisal Practice (AKA USPAP), Part A". These courses are required for designation from the Appraisal Institute and for state licensing and certification, and were offered at the following institutions.

Adjunct Assistant Professor, New York University
Instructor, Baruch College, CUNY, The Newman Real Estate Institute
Qualified Appraisal Institute Instructor, Appraisal Institute

Mr. Pomykacz also has lectured at Appraisal Institute seminars.

Business Lectures/Presentations

Mr. Pomykacz also regularly speaks at various accounting, assessor and other professional seminars and conferences. Several presentations follow.

American Bar Association/Institute for Professionals in Taxation
Advanced Property Tax Seminar
Impact of Millennials on Industrial Real Estate & The Go Dark Hypothesis
New Orleans, LA, 2017

NRAAO, Annual Conference
Impact of Millennials on Real Estate
Mystic, CT, 2017

New Jersey State Bar Association Annual Conference
Borgata Decision! Appraisal Implications
Atlantic City, NJ, 2014

PEI Infrastructure Investor: New York
Managing Infrastructure Assets: In a Post-Cheap Deb World
New York, NY, 2009

Power & Electricity World: Latin America Conference
Creating and Measuring Value: A Power Plant Development
Coral Gables Florida, 2009

Corpbanca Seminar Invitation
Fair Value Appraisal for the Real Estate Industry in Chile
Santiago, Chile, 2008

The Pan Pacific Valuation Conference
The Effects of Deregulation/Privatization on the Selection of Valuation Methodology
23rd Pan Pacific Valuation Conference,
San Francisco, 2006

Baruch College (CUNY),
"Exuberant Bubble" or "Fundamentally Sound": Where are Real Estate Prices Going?
New York, September, 2005

The Center for Business Intelligence, now Platts, a division of McGraw-Hill
Valuing Generation Assets – Employing Effective Due Diligence
Power Asset Mergers and Acquisitions Conference, 2004

Methodologies for Portfolio Valuation of Power Plant Assets
6th Annual Electric Asset Valuation Conference, 2004

Sophisticated Valuation Techniques – Theory and Practice
5th Annual Electric Asset Valuation Conference, 2003

The International Association of Assessing Officers (IAAO)

Reconciling the Reconciliation, Power Plants and Utilities
IAAO Public Utility Section, Charleston, 2006

Recognizing & Separating Real Property, Personal Property, and Intangible Values in Common Indications of Value
IAAO Public Utility Section, Milwaukie, 2006

Cell Towers and Telecommunications Property
IAAO Legal Update, San Francisco, 2006

Valuing Complex Properties, Power Plants
IAAO Public Utility Section, Boston, 2004

Preparation and Trial Seminar (Mock Trial)
IAAO, Las Vegas, May, 2007

Preparing for the Big One – The Trial of a $1 Billion Case; How a Complex Case Illustrates Basic Principles of Valuation and Trial Practice
CAAO 14th Fall Symposium, 2008

The Wichita State University Annual Conference on the Appraisal for Ad Valorem Taxation of Communications, Energy and Transportation Properties

Preparing for the Big One – The Trial of a $1 Billion Case; How a Complex Case Illustrates Basic Principles of Valuation and Trial Practice
37th Annual Conference, 2007

Rate Basics – Back to the Basics for Experts, Finding a Common Language
40th Annual Conference, 2010

When Obsolescence is Accelerating
46th Annual Conference 2016

Rutgers University, Office of Continuing Education

Brownfields: Emerging Issues, The Economics of Green
Rutgers University, New Brunswick, New Jersey, 2008

The Long Island Society of Certified Public Accountants

Understanding Key Appraisal Concepts: Methodologies and Procedures, and Capitalization Rates
Real Estate Committee, October, 2005

The Society of Professional Assessors

Dark Store v the Force of Market Value
Big Box, Little Box and the Dark Store Hypothesis
Hasbrouck Heights, NJ, April, 2016

Borgata Decision - Separating Real, Personal and Intangible Property
Hasbrouck Heights, NJ, April, 2014

A Case Study in Complex Litigation: Wheelabrator v City of Bridgeport
Haddam, CT, November, 2013

Appraising Complex Properties for Property Taxes: A Power Plant Case Study
Mystic, CT, October, 2005

How low can you go? Capitalization and Yield Rates Methodologies, Procedures, Market Cycle, and Current Issues
Rutherford, NJ, April, 2006

The Institute for Professionals in Taxation, IPT, Annual Property Tax Symposium
Valuation of Electric Generating Stations Owned by Independent Power Producers
Austin, Texas, November 2, 2010

Connecticut Association of Assessing Officers
Dark Store v the Force of Market Valuė
Big Box, Little Box and the Dark Store Hypothesis
University of Connecticut, CT, June, 2016

The Appraisal and Assessment of Big Box and Large Owner-Occupied Properties
September, 2011

New Jersey County Tax Board Association
Appraising Solar Power Assets for Property Taxation
September, 2011

South Jersey Chapter of the Appraisal Institute
Appraising Solar Power Assets
September, 2011

Articles and Publications

"Benford's Law in Appraisal"
The Appraisal Journal, Fall 2018

"The Appraisal of Power Plants"
The Appraisal Journal, Summer 2014
This article won the 2014 Swango Award. The *Appraisal Journal*'s Editorial Board presents the Swango Award to the best article published during the previous year on residential, general, or technology-related topics, or for original research of benefit to real estate analysts and valuers.

"Options in Real Estate Valuation"
The Appraisal Journal, Summer 2013

Reviewer for the "Real Estate Valuation in Global Markets", Second Edition
The Appraisal Institute, 2010, ISBN 978-1-935328-12-4

"Defining and Supporting Entrepreneurial Profit and Incentive, and External Obsolescence"
The Appraisal Journal, Winter 2010

"Relationships between the Overall Property and Its Parts, and the Three Approaches to Value "
The Appraisal Journal, Winter 2009

"The Energy for Change: Building Our Alternative Energy Future"
Property World, Royal Institution of Chartered Surveyors, Winter 2009

"Corridor Valuation, the ATF Method, and Maximally Productive Uses, Recent Observations from the Rail Line"
Right of Way Journal, International Right of Way Association, September 2008

"Correcting Property Taxes on High-Value Properties"
Unpublished, July 2004

"A Generalized Analysis to Determine Three Unknowns; Value, Real Estate Taxes and Real Estate Tax Recoveries"
Assessment Journal, Summer 2003

"Property Taxes, A Silver Lining"
Energy Pulse, July 2003

"Considerations for Valuation and Litigation"
Deloitte & Touche Real Estate Newsletter, New York, April 2000

"Reducing Property Taxes in a Rising Market"
Real Estate New York, February 1998

Resume last revised July 15, 2020

APPRAISAL INFORMATION REQUEST

The following information is requested in order to complete the appraisals. Please forward the information as soon as it becomes available. Do not wait to compile everything. This will allow us to adjust the data request to the specifics of the facility and the appraisal assignment as we work through the appraisal, and to commence our work as soon as possible. We may make addition information requests during the course of the appraisal, and we may require clarification of data provided. We may find that not everything requested below will be needed, but we reserve the right to make that determination.

Contact Information

1. All persons holding needed information including name, title, company, telephone, facsimile, and e-mail address.

Facility Background

1. General description of the facility and operations at the site, current and planned;
2. General description of the site;
3. Design and technical specifications of the facility, including a listing of manufacturers for major components;
4. Initial construction date of the facility by units;
5. Date of commencement of commercial operations for the facility;
6. Color photographs and aerial photographs of the facility;
7. Detailed list of any major capital improvements for the facility including historical costs and dates placed in service;
8. Site plan drawings, site utility plans and flow charts for the facility;
9. Any brochures, marketing and offering information that may relate to the facility;
10. Site surveys for the facility including the development sites;
11. Identification of boundaries (legal descriptions for the facility including the development sites);
12. Manufacturer's discussion of major equipment with respect to design characteristics and useful life;
13. Information regarding any construction work in progress and proposed future development projects (cost information, land surveys, design specifications, drawings, etc.);
14. Copies of operations and maintenance contracts (or abstracts thereof); such as water rights, supply, licenses, leases and permits;
15. Boundaries of transmission assets (interfaces);
16. Description and/or reports on environmental issues and/or surveys;
17. Annual reports, appraisal reports, engineering reports and business plans; and
18. Copies, or abstracts, of all regulatory filings or equivalent for the previous five years, that impact value, operations, performance, life expectancy, etc.
19. Latest property tax bill and assessment notices for the facility;
20. List of property tax exemptions, abatements and descriptions of property tax that is exempt or abated;
21. Description and/or organization chart depicting relevant ownership interests and entity relationships;
22. Descriptions and details on any offers, contracts, plans to sell or lease the facility;
23. Descriptions of leased equipment and vehicles;

Facility Costs

1. Original (historical) construction cost information for the facility;
2. Project cost breakdown by major asset category including a breakout of capitalized interest;
3. Equipment depreciation schedule used in tax reporting for the facility;
4. Depreciation registers for the facility;
5. Initial statement of construction costs for the facility;
6. Construction in progress accounts;
7. Spare parts accounts for the facility;
8. Furniture, Fixtures and Equipment accounts;
9. Computer equipment accounts;
10. Vehicle listing, including heavy vehicles;
11. Reports on decommissioning and decommissioning costs, and retirements and related cost, salvage values; and demolition and removal costs;
12. Complete listing of all fixed assets including historical costs and placed-in-service dates for the facility;
13. Complete list of any used equipment that was installed at the facility.

Cash Flow Analysis

Detailed historical and projected performance and financial statements for the operation of the facility, with minimum of three years historical and three years projected is needed. The statements should include the following information

1. Historical and projected facility production
   a. Availability and Capacity
   b. Net and gross generating capacity by month, for the last 10 years
   c. Annual hours of operation
   d. Projected forced and unforced downtime on an annual basis
   e. Details on future uprates and improvements to capacity and availability

2. Historical and projected revenue by revenue source for the facility including:
   a. Revenue sold through contracts
   b. Revenue sold in merchant markets
   c. Capacity Revenue
   d. Detailed description of power sales agreements
   e. Revenue from other sources, with details
   f. Projected electric rates and demand

3. Historical and projected expense elements for the facility including:
   a. Operation and maintenance expenses
   b. Fuel expenses and spent fuel disposal expenses
   c. Description of any and all relevant operating contracts
   d. General and administrative expenses
   e. Corporate overhead and related expenses
   f. Schedule of major maintenance including timing and expenditure levels
   g. Capital expenses, and budgets, with descriptions and schedules
   h. All other expenses

4. Company capital structure
   a. Debt and equity ratio
   b. Loan terms, such as interest rates, payment schedules, loan term
   c. Stock dividend rates

Facility Chart of Accounts

Complete list of each asset listing within the following or related general account categories (including historical dates and costs)

- Land and Land Rights
- Structures and Improvements
- Underground Tunnels
- Reactor Plant Equipment
- Turbo generator Units
- Accessory Electric Equipment
- Miscellaneous Power Plant Equipment
- Roads, Railroads and Bridges
- Station Equipment
- Office Furniture and Fixtures
- Transportation Equipment
- Vehicles
- Passenger Cars
- Trucks – 3,000# and Under – Unloaded
- Other Vehicles – 13,000# and Under – Unloaded
- Other Vehicles – 13,000# and Over – Unloaded
- Garage and Repair Equipment
- Storage Equipment
- Shop Equipment
- Laboratory Equipment
- Other Laboratory Equipment
- Tools and Work Equipment
- Tools and Work Equipment – Power Operation Equipment
- Communication Equipment
- Radio
- Telephone
- Network
- Miscellaneous Equipment
- Other Tangible Property
- Leased Equipment and vehicles

7 + 8

Town of Waterford Youth & Family Services

To: Board of Selectmen / Board of Finance

From: Dani Gorman, Director of Youth & Family Services
Mike Buscetto III, Chairman, Youth & Family Services

Re: Additional Appropriations

CC: Rob Brule, First Selectman
Kimberly Allen, Finance Director
Youth & Family Services Advisory Board

Date: September 29, 2021

On behalf of the Waterford Youth & Family Services Advisory Board, we would like to respectfully request:

1. An additional appropriation in the amount of $52,536 (salary and FICA) for the Receptionist / Clerk position (AS6) that was relocated from the Finance Department to Youth & Family Services after the position was eliminated in the Fiscal Year 2022 (of the Finance Dept.).

History – In June of 2021, after the passage of the Fiscal Year 2022 budget by the RTM, the First Selectman recognized the critical need for help in the Youth & Family Services' office. With the demand for programs and services reaching record levels, discussions took place between the First Selectman, the Youth & Family Services Director and Chairman, Finance Director and Human Resources to find ways to provide the department relief. Understanding that Linda Geer, an employee of nearly 25 years, was facing the elimination of her position in Fiscal Year 2022, the First Selectman with the support of the 1303 bargaining unit explored relocating L. Geer to our department. A trial relocation was piloted in June and it was determined that L. Geer satisfied the department's needs of managing phones, greeting visitors, and assisting with the food bank in which she had thorough experience with when the food locker was first located in town hall.

Since L. Geer's relocation, she has played a critical role in assisting staff and helping residents when they request services. Her incredibly warm demeanor has helped us reduce the barriers that consumers can face when requesting help for the first time (especially). While still in the midst of the pandemic's after-effects, we would not be able to manage as effectively without Linda. The demand for our services has reached levels we have never experienced before therefore we respectfully request an additional appropriation be provided so that we can maintain this position (at this time).

Breakdown:
Receptionist / Clerk (1303 Bargaining Unit – Council 4)
Current Salary: $48,803 (LI 10119-51210)
FICA: $3,733 (LI 10119-51910)
TOTAL REQUEST for FY22: $52, 536

2. Our annual grant from the Department of Children and Families in the amount of $14,189 which is considered the "seed" funding for Youth and Family Services has consistently gone into the general fund since the inception of the program coordinator's position as an "offset" to the cost for the salary. However, in the 2 decades since the position was created, the department has evolved and increased fourfold in the number of residents it serves annually – in FY21, the department recorded slightly over 21,000 contacts. ("Contacts" are measured by the number of times we engage with a resident – which can include multiple times). In writing the grant this year, the narrative details funding for seasonal staff to support the high demand for programs. We respectfully request the grant (provided to us in quarterly payments) be appropriated to us to fund the expressed and critical needs of the department – as detailed and awarded in the grant.
LI 10119-44480

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FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

October 20, 2021

Mr. Greg Massad, Chairman
Planning & Zoning Commission
Town of Waterford
15 Rope Ferry Road
Waterford, CT. 06385

Re: Sea View Terrace – Road Acceptance

Mr. Massad,

I have reviewed the as-built and field conditions and find that they sufficiently comply with the Town Standards.

It is my recommendation that the Town proceed with accepting this road into the public system.

Thank you,

Gary J. Schneider
Director of Public Works

Cc: Abby Piersall, Planning Director

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WATERFORD, CT 06385-2886

Town of Waterford

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www.waterfordct.org

October 20, 2021

Mr. Greg Massad, Chairman
Planning & Zoning Commission
Town of Waterford
15 Rope Ferry Road
Waterford, CT. 06385

Re: Kathryn Court – Road Acceptance

Mr. Massad, .

I have reviewed the as-built and field conditions and find that they sufficiently comply with the Town Standards.

It is my recommendation that the Town proceed with accepting this road into the public system.

Thank you,

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Director of Public Works

Cc: Abby Piersall, Planning Director

10

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Town of Waterford

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October 20, 2021

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October 20, 2021

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Town of Waterford
15 Rope Ferry Road
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Director of Public Works

Cc: Abby Piersall, Planning Director

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FIFTEEN ROPE FERRY ROAD

Town of Waterford

WATERFORD, CT 06385-2886

October 21, 2021

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

Re: FY22 Addiitonal Appropriation Requests for Road Projects

Mr. Brule,

The town's road network has been neglected over the past several years. There are several roads that should be addressed for immediate repairs. I am requesting an additional appropriation for the following road projects:

1. Butlertown Road – estimated cost, $587,968
2. Niantic River Road – estimated cost, $385,045
3. Oil Mill Road – estimated cost, $459,936
4. Daniels Avenue – estimated cost, $276,205
5. Lakes Pond Road – estimated cost, $184,015

The total additional appropriation being requested is $1,893,169.00.

Regards,

Gary Schneider

Gary Schneider
Director of Public Works

C: Kim Allen, Director of Finance

Butlertown Road		10/12/2021	
Estimate of Paving Related Items	$	545,468	From Estimate dated September 30, 2021
Allowances			
Rock Removal/Minor Widening	$	7,500	Rock removal and additional pavement (min 24')
Loam	$	5,000	Rural road, not much curbing
Metal Beam Rail	$	30,000	$45/lf x 667 (includes anchors)
Total	$	587,968	

09/30/2021 2021 Roadway Milling/Paving

Road	Square Feet	Square Yards	Unit	Unit Price	Total
Butlertown Road(Reclaiming)		14,800.00	Sq Yd	$6.00	$88,800.00
Butlertown Road (Milling)		14,100.00	Sq Yd	$4.00	$56,400.00
TOTALS		28,900.00	Sq Yd		**$145,200.00**
Paving (3")(Reclaiming)		14,800.00	X 0.0575	X 3" X $80.00	**$204,240.00**
Paving (2")(Milling)		14,100.00	X 0.0575	X 2" X $80.00	**$129,720.00**
		~ 4210 Tons			
Tack Coat		1000	**Gals**	$7.00	$7,000.00
		Total Milling and Paving			**$486,160.00**
Pave Aprons		300.00	Sq Yd	$20.00	$6,000.00
Epoxy Painted Yellow Lines		11,800.00	LF	$0.30	$3,540.00
Stop Bars		30.00	SF	$6.00	$180.00
		10% Contingency			**$49,588.00**
	Total Milling/Reclaiming and Paving/Striping				**$545,468.00**

Niantic River Road (Portion)		10/12/2021	
Estimate of Paving Related Items	$	300,545	From Estimate dated September 30, 2021
Allowances			
Sight line Improvements	$	-	
Rock Removal/Minor Widening	$	-	
Drainage Structures	$	4,000	Basin Tops and corrugated pipe replacement
Traffic Control (Police)	$	2,000	At the intersection of Route 1
Traffic Loops	$	2,500	At Route 1
Pave Intersections	$	8,000	2 Intersections 25' into side street
Metal Beam Rail	$	68,000	$45/lf x 1510 (includes anchors)
Total			
	$	385,045	

09/30/2021 **2021 Roadway Milling/Paving**

Road	Square Feet	Square Yards	Unit	Unit Price	Total
Niantic River Road(Reclaiming)		13,720.00	Sq Yd	$6.00	$82,320.00
from RTE 1 to #194 South of Rte 1					
TOTALS		13,720.00	Sq Yd		**$82,320.00**
Paving (3")(Reclaiming)		13,720.00	X 0.0575	X 3" X $80.00	**$189,336.00**
			~2370 Tons		
Tack Coat			**Gals**	$7.00	$0.00
			Total Milling and Paving		**$271,656.00**
Pave Aprons			Sq Yd	$20.00	$0.00
Epoxy Painted Yellow Lines		4,425.00	LF	$0.30	$1,327.50
Stop Bars		40.00	SF	$6.00	$240.00
			10% Contingency		**$27,322.35**
			Total Milling/Reclaiming and Paving/Striping		**$300,545.85**

Oil Mill Road		10/12/2021	
Estimate of Paving Related Items	$	417,936	From Estimate dated September 30, 2021
Allowances			
Sight line Improvements			
Rock Removal/Minor Widening	$	15,000	Rock removal and additional pavement (min 24')
Drainage Structures	$	1,000	Basin Tops and corrugated pipe replacement
Traffic Control (Police)	$	1,500	At the intersection of Route 1
Traffic Loops	$	2,500	At Route 1
Pave Intersections	$	2,000	2 Intersection 25'
Loam	$	5,000	Rural road, not much curbing
Metal Beam Rail	$	15,000	$45/lf x 334 (includes anchors)
Total	$	459,936	

09/30/2021 **2021 Roadway Milling/Paving**

Road	Square Feet	Square Yards	Unit	Unit Price	Total
Oil Mill Road(Reclaiming)		9,510.00	Sq Yd	$6.00	$57,060.00
Oil Mill Road (Milling)		13,620.00	Sq Yd	$4.00	$54,480.00
TOTALS		23,130.00	Sq Yd		**$111,540.00**
Paving (3")(Reclaiming)		9,510.00	X 0.0575	X 3" X $80.00	**$131,238.00**
Paving (2")(Milling)		13,620.00	X 0.0575	X 2" X $80.00	**$125,304.00**
		~ 3215 Tons			
Tack Coat		1000	**Gals**	$7.00	$7,000.00
		Total Milling and Paving			**$375,082.00**
Pave Aprons		75.00	Sq Yd	$20.00	$1,500.00
Epoxy Painted Yellow Lines		10,200.00	LF	$0.30	$3,060.00
Stop Bars		50.00	SF	$6.00	$300.00
		10% Contingency			**$37,994.20**
	Total Milling/Reclaiming and Paving/Striping				**$417,936.20**

Daniels Avenue		10/12/2021	
Estimate of Paving Related Items	$	238,705	From Estimate dated September 30, 2021
Allowances			
Sight line Improvements	$	2,000	1 location grading, tree removal
Rock Removal/Minor Widening	$	-	Rock removal and additional pavement (min 24')
Drainage Structures	$	4,000	Basin Tops and corrugated pipe replacement
Traffic Control (Police)	$	1,500	At the intersection of Spithead
Pave Intersections	$	4,000	4 Intersections 25' into side street
Metal Beam Rail	$	26,000	$45/lf x 576 (includes anchors)
Total	$	276,205	

09/30/2021 — 2021 Roadway Milling/Paving

Road	Square Feet	Square Yards	Unit	Unit Price	Total
Daniels Ave(Reclaiming)		8,140.00	Sq Yd	$6.00	$48,840.00
Daniels Ave (Milling)		3,860.00	Sq Yd	$4.00	$15,440.00
TOTALS		12,000.00	Sq Yd		**$64,280.00**
Paving (3")(Reclaiming)		8,140.00	X 0.0575	X 3" X $80.00	**$112,332.00**
Paving (2")(Milling)		3,860.00	X 0.0575	X 2" X $80.00	**$35,512.00**
			~ 1860 Tons		
Tack Coat		500	**Gals**	$7.00	$3,500.00
			Total Milling and Paving		**$215,624.00**
Pave Aprons			Sq Yd	$20.00	$0.00
Epoxy Painted Yellow Lines		3,600.00	LF	$0.30	$1,080.00
Stop Bars		50.00	SF	$6.00	$300.00
			10% Contingency		**$21,700.40**
			Total Milling/Reclaiming and Paving/Striping		**$238,704.40**

Lakes Pond Road	Ootober 12, 2021		
Estimate of Paving Related Items	$	136,515	From Estimate dated September 30, 2021
Allowances			
Sight line Improvements	$	8,000	2 locations grading, tree removal, rock
Rock Removal/Minor Widening	$	10,000	Rock removal and additional pavement (min 24')
Drainage Structures	$	2,000	Basin Tops and corrugated pipe replacement
Traffic Control (Police)	$	2,500	At the intersection of Rt 85
Loam	$	5,000	LS
Metal Beam Rail	$	20,000	$45/lf x 445 (includes anchors)
Total	$	184,015	

09/30/2021		2021 Roadway Milling/Paving			
Road	**Square Feet**	**Square Yards**	**Unit**	**Unit Price**	**Total**
Lakes Pond Road (Reclaiming)		3,130.00	Sq Yd	$6.00	$18,780.00
Lakes Pond (Milling)		4,250.00	Sq Yd	$4.00	$17,000.00
TOTALS		7,380.00	Sq Yd		**$35,780.00**
Paving (3")(Reclaiming)		3,130.00	X 0.0575	X 3" X $80.00	**$43,194.00**
Paving (2")(Milling)		4,250.00	X 0.0575	X 2" X $80.00	**$39,100.00**
		~1030 Tons			
Tack Coat		500	**Gals**	$7.00	$3,500.00
		Total Milling and Paving			**$121,574.00**
Pave Aprons		75.00	Sq Yd	$20.00	$1,500.00
Epoxy Painted Yellow Lines		2,835.00	LF	$0.30	$850.50
Stop Bars		30.00	SF	$6.00	$180.00
		10% Contingency			**$12,410.45**
	Total Milling/Reclaiming and Paving/Striping				**$136,514.95**

INTER-OFFICE MEMORANDUM TOWN OF WATERFORD

To: Rob Brule, First Selectman

From: Gary J. Schneider, Director of Public Works

Date: October 8, 2021

Re: Old Mill Bridge

The State of Connecticut Department of Transportation has notified the Town that an overpayment of a Local Bridge Grant for the Old Mill Road over Hunts Brook (Bridge # 05518) was made by the State. After a final audit dated November 19, 2019 (Amended February 7, 2020), the State has invoiced the Town in the amount of $37,901.45 for the overpayment. The notice was sent to the Town as an email dated July 29, 2021, apologizing for the delay in notifying the Town sooner of the repayment demand.

The project started in 2010 and final payment to the Contractor was made in June of 2012. While our records and the audit numbers agree to the final cost of the project, I can't find in our files why the State had an overpayment, nor will the State provide the original grant application numbers. The Local Bridge grant program provides a "lump sum grant payment" to a Town at the beginning of the construction. It is based on the engineer's best estimate of the work. I can only assume that the engineer's best estimate was far greater than what the actual cost to the town was.

I have attached the email and letter requesting the payment, an email from the State explaining the Local Bridge Grant program and the Audit.

Public Works requests to be placed on the agenda for the October 19, 2021 Board of Selectman meeting for additional funds in the amount of $37,901.45.

Gary J Schneider
Director of Public Works
Town of Waterford
Public Works Department

From: Fadul, Francisco T. <Francisco.Fadul@ct.gov>
Sent: Thursday, July 29, 2021 4:03 PM
To: Robert Brule <rbrule@waterfordct.org>
Cc: Gary Schneider <gschneider@waterfordct.org>; Kimberly Allen <kallen@waterfordct.org>
Subject: 9152-5518 - Amended Audit Report for Bridge 05518 (Old Mill Road)

Good afternoon First Selectman Brule,
The attached letter was meant to be sent to you in May 2020. However, it coincided with our transition into telework and fell through the cracks. We sincerely apologize for the mishap.

Francisco T. Fadul, P.E.
Project Engineer – Local Bridge Program
Connecticut Department of Transportation
2800 Berlin Turnpike, P.O. Box 317546
Newington, CT 06131-7546
Best Contact: Francisco.Fadul@ct.gov

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

May 4, 2020

The Honorable Robert J. Brule
First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, Connecticut 06385-2886

Dear First Selectman Brule:

Subject: Local Bridge Program, Final Project Audit Results
Old Mill Road over Hunts Brook, Bridge No. 05518
Town of Waterford

In accordance with the Project Grant Agreement for the subject project, the Department's Office of External Audits has reviewed the documentation supplied by the town of Waterford (Town) in support of expenditures made on the subject project, including information provided by the Town in response to the Department's previous letter dated January 31, 2020. The findings of the amended audit report (copy enclosed) indicate a reimbursement due the State as follows:

Grant: $37,901.45.

Therefore, in accordance with Section 2.3 of the Agreement, the Department will be invoicing the Town for the amount due in the near future.

If you have any questions, please contact Mr. Francisco T. Fadul, Project Engineer for the Local Bridge Program, at (860) 594-2078.

Sincerely,

Priti Bhardwaj

Priti S. Bhardwaj, P.E.
Transportation Supervising Engineer
Bureau of Engineering and Construction

Enclosure

cc: Ms. Kimberly Allen, Director of Finance
Mr. Gary Schneider, Director of Public Works

Gary Schneider

From: Fadul, Francisco T. <Francisco.Fadul@ct.gov>
Sent: Monday, August 9, 2021 9:01 AM
To: Gary Schneider
Subject: RE: 9152-5518 - Amended Audit Report for Bridge 05518 (Old Mill Road)

Hi Gary,

The State Local Bridge Program (SLBP) is a state grant program. The program is designed to issue the lump sum state grant to the municipality just before construction to help the town with the ability to pay for construction upfront. However, the program is flexible enough that the grant can be paid during construction or after if there's any administrative delays (e.g. agreement signatures or other delays). The distinction I'd like to highlight is that this is different than the reimbursement programs you may be used to, whereby the expenses are calculated and any money paid to the town by the state will be the exact amount per expenditures. SLBP's lump sum grant payment is issued based on the best known estimate at the time of issuance. Normally, this is either the final cost estimate at design completion or at contract award. In each instance, after payment of the grant, there's virtually 100% potential that the final costs after construction will differ from the initial lump sum grant (i.e. change orders, variable cost items, etc.). Therefore, the final project audit is the mechanism whereby the overpayment/underpayment of the promised state grant to the town is resolved. Every project grant agreement will contain the final audit clause so that everyone knows the reality that either the state will be asking for a reimbursement or issuing a supplemental grant to the town after final audit. This is why on the initial funding commitment letter the state expressly asks the municipality to keep a separate budget line item for each SLBP project and to keep it open until the account is resolved through final audit.

I hope this helps.

Francisco T. Fadul, P.E.
Project Engineer – Local Bridge Program
Connecticut Department of Transportation
2800 Berlin Turnpike, P.O. Box 317546
Newington, CT 06131-7546
Best Contact: Francisco.Fadul@ct.gov

From: Gary Schneider <gschneider@waterfordct.org>
Sent: Monday, August 9, 2021 7:41 AM
To: Fadul, Francisco T. <Francisco.Fadul@ct.gov>
Subject: RE: 9152-5518 - Amended Audit Report for Bridge 05518 (Old Mill Road)

I have been assigned to determine why the State in 2010 made a payment over the approved grant amount causing the Town to owe the State. Both the Assistant Director and myself were not employed by the Town when this project was being constructed. As I must go before 2 Boards and the RTM to seek funds to reimburse the State, I need to determine the cause of it. Thanks for your help.

Office of
External
Audits

Amended Report on Agreed Upon Procedures

Town of Waterford
State Project No. DOT91525518LB
CORE Contract ID: 10DOT0117AA
Old Mill Road over Hunts Brook
Bridge No. 05518

NOVEMBER 19, 2019
FEBRUARY 7, 2020 AMENDED SCHEDULE OF PROJECT COSTS ONLY

Town of Waterford
State Project No. DOT91525518LB
Bridge No. 05518

Independent Accountant's Report on Applying Agreed-Upon Procedures

We have performed the procedures enumerated below, which were agreed to by the State of Connecticut, Department of Transportation Office of External Audits and the Office of the Local Bridge Administrator, solely to assist the specified parties in evaluating the accompanying Schedule of Project Costs and the Town of Waterford's compliance with the agreement(s) between the State of Connecticut and the Town of Waterford for State Project No. DOT91525518LB. The management of the Town of Waterford is responsible for compliance with the agreement(s). This agreed-upon procedures engagement was performed in accordance with Government Auditing Standards issued by the Comptroller General of the United States and the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report.

Consequently, we make no representation regarding the sufficiency of the procedures described below for the purpose for which this report has been requested or for any other purpose.

The procedures performed were as follows:

1. We have reviewed original agreement, supplemental agreements, and any extra work claims and compared project billings to the compliance criteria contained in these documents.
   - *No compliance criteria findings noted*
2. We obtained and reviewed Single Audit Reports and determined if the project was segregated in the Schedule of Federal and/or State Financial Assistance, was selected for testing and if the report contained any internal control or compliance findings that could have an impact on the project(s).
   - *The Project was segregated and selected for testing in the June 30, 2011 Single Audit*
3. Verified withdrawals made by the Municipality from the Tax Exempt Proceeds (TEP) Fund.
   - *TEP fund was not used*
4. We have sampled Municipal equipment billed to ensure costs are allowable and in accordance with the agreement(s).
   - *No Municipal equipment billed*
5. Computed status of grant.
   - *See Schedule of Project Costs for status of grant*
6. Computed status of loan
   - *No loan taken by Municipality*

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the accompanying Amended Schedule of Project Costs for State Project No. DOT91525518LB. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information of the State of Connecticut Department of Transportation. However, this report is a matter of public record and its distribution is not limited.

Town of Waterford
State Project No. DOT91525518LB
Old Mill Road over Hunts Brook
Bridge No. 05518
CORE Contract ID: 10DOT0117AA

Amended Schedule of Project Costs

LOCAL BRIDGE **GRANT STATUS**	**Costs Presented**	**Adjustments**	**Adjusted Costs**
Preliminary & Construction Engineering	$ 46,698.68	$ -	$ 46,698.68
Construction	$ 613,720.91	$ -	$ 613,720.91
Other	$ 643.49	$ -	$ 643.49
Total Costs	$ 661,063.08	$ -	$ 661,063.08
State Grant Percentage Per Agreement			30.83%
Maximum State Grant Available			$ 203,805.75
Less: Previous Payments (PO # 68397)			$ 241,707.20
Balance Due State			$ (37,901.45) A

Explanatory Notes:
A. Per Section 2.3 of the agreemnt between the State and the Town of Waterford, the municipality shall, as soon as practicable, but not later than ninety days after the State notifies the Municipality of the results of the Audit, repay the Grant in an amount equal to the Grant minus 30.83% of the project costs.

Notes to Report

Note 1 Project Description

The State of Connecticut, Department of Transportation and the Town of Waterford entered into an original agreement dated December 30, 2009 for the removal, replacement, reconstruction, rehabilitation or improvement of the Old Mill Road over Hunts Brook, Bridge No. 05518.

The State of Connecticut funded the project.

Note 2 Allowable Cost Criteria

Allowable cost criteria are:

- Terms of the agreement(s) between the State of Connecticut and the Town of Waterford

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

October 7, 2021

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

Subject: Request an appropriation in amount of $59,650 from Capital and Non-recurring designated line item # 20530-57788 Line Description: Community Center HVAC Control Separation

Dear Mr. Brule,

These funds will be used to investigate and start addressing the issues we have been experiencing of uneven or over heating of spaces, humidity, lack of air conditioning, the condition of the equipment and the control of the system in general at the Community Center. The previous method of using a trouble call to a repair technician is akin to playing, Whack a Mole. They would "solve" one problem only to cause anther. A review of the entire system must be completed. This building is over 17 years old and the system is not responding to the needs of the Center's activities. Also a logical replacement schedule must be identified and funds programmed.

This approach is not new. The Town Hall, and Youth Services HVAC systems have been addressed after studies such as the one we are proposing were completed. (The Municipal Complex is a new building and no study was required.) The Police Station, Public Safety and the Library have had studies completed and the Department will be addressing those findings in future proposed capital projects.

We need to address the Community Center. One of the Town's On-Call Engineering firms, AI Engineers has proposed a fee of $8,850 to complete this review. The Department is requesting all the funds be appropriated so we may start addressing the issues as we find them

Respectfully submitted,

Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director

AI Engineers

919 Middle Street
Middletown, CT 06457
(860) 635-7740 phone
(860) 635-7312 fax
www.aiengineers.com

August 31, 2021

Paul Koelle
Facilities Manager
Town of Waterford, Public Works Department
1000 Hartford Road
Waterford, CT 06385

RE: Waterford Community Center HVAC Study

Dear Mr. Koelle,

The Town of Waterford engaged AI Engineers to help resolve temperature and humidity issues that the Waterford Community Center has been experiencing. AI Engineers visited the building on August 24, 2021, and performed a preliminary field investigation, specifically examining the HVAC systems in the Mechanical Rooms, heating and cooling issues in the offices, and temperature and humidity issues in the Gymnasium / Multipurpose Room, Dining / Function Room and Dance / Movement Room.

AI Engineers is pleased to provide Professional Engineering services to the Town of Waterford to perform a detailed study of the HVAC issues at the Community Center. We will evaluate the existing HVAC system, identify problems, and make recommendations to resolve the recurring temperature and humidity issues the building has been experiencing.

Scope of Work:

It is our understanding that your staff will assist us with our field investigations as needed.

1. Perform a detailed visual / walk through inspection to document existing conditions related to the existing HVAC and Building Management Systems.
2. Obtain and review available as-built drawings and specification, existing equipment manufacturer's equipment data sheets and shop drawing submittals (if available), and other data pertinent to the building HVAC system.
3. Review available information and determine possible causes of temperature / humidity issues in the building.
4. Prepare and submit a detailed report of our findings, recommendations, and options to resolve temperature / humidity issues. Our report will also include our opinion on probable construction costs for recommendations, to provide guidance to the Town of Waterford.

AI Engineers

Proposed Fee

Lump sum fee for the scope of work outlined above: **$8,850.00**
This fee will be invoiced at the conclusion of the project.

Schedule

Upon receipt of a signed agreement, AI Engineers will coordinate with the Town of Waterford and complete the Scope of Work outlined above. We anticipate approximately 4 weeks to complete the scope of work.

Clarifications and Exclusions

1. The Town of Waterford will provide any available information, as-built drawings, and equipment shop drawing submittals related to the Scope of Work.
2. The Town of Waterford will provide a site contact for AI Engineers to coordinate activity.
3. Investigations requiring the use of other Consultants or Contractors are not included.
4. Identification of, and remediation methods for, hazardous materials are excluded from our services.
5. This proposal includes 1 day field visit.

If you have any questions, please feel free to contact me at your convenience. We look forward to working with you on this project.

Very truly yours,

AI Engineers, Inc.

Tony Punzalan, PE
Sr. Director of Facilities Engineering

cc:	Gary Schneider	Town of Waterford
	Ray Gradwell, PE	AI Engineers
	file: AIE #3290C	

TOWN OF WATERFORD
TRANSFER REQUEST FORM

Inter-Department Transfer
Out of Serices Transfer Request

INFORMATION TECHNOLGOY
DEPARTMENT

FY22 Quarter 2

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
								0.00
1	10147	51110	ADMINISTRATION	7,000	0	82,500		82,500
2	10147	51210	CLERICAL & TECHNICAL	0	0	91,731		91,731
3	10147	51920	FICA	536	1	13,329		13,329
4	10147	54043	FICA	787,846	226,083		(114,306)	111,777
5	10122	51210	CLERICAL & TECHNICAL	14,256	13,401		(10,000)	3,401
6	10123	51210	CLERICAL & TECHNICAL	142,330	106,325		(5,000)	101,325
7	10129	51210	CLERICAL & TECHNICAL	300,922	239,427		(58,254)	181,173
8								0
9								0
10								0
								0
								0
					TOTAL	187,560	(187,560)	

Explanation

This transfer moves the budgeted IT contracted expenses from individual departments to the IT Department budget for the new Town IT Department salaries.

Kim Allen
Department Head

10/8/2021
Date

Kim Allen
Director of Finance

10/8/2021
Date

First Selectman

Date

Commission/Board Approval

Date

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10147 INFORMATION TECHNOLOGY EXPENDI							
10147 51110 ADMINISTRATION	7,000.00	0.00	7,000.00	7,000.00	0.00	0.00	100.0%
10147 51210 CLERICAL AND TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10147 51920 F.I.C.A.	536.00	0.00	536.00	535.50	0.00	0.50	99.9%
10147 52043 SERVICE CONTRACTS INFORMATION	787,846.00	5,226.00	793,072.00	365,068.68	201,920.47	226,082.85	71.5%
10147 54130 COMPUTER EQUIPMENT	51,260.00	5,463.00	56,723.00	3,058.16	4,286.12	49,378.72	12.9%
TOTAL INFORMATION TECHNOLOGY EXPENDI	846,642.00	10,689.00	857,331.00	375,662.34	206,206.59	275,462.07	67.9%
TOTAL GENERAL FUND	846,642.00	10,689.00	857,331.00	375,662.34	206,206.59	275,462.07	67.9%
TOTAL EXPENSES	846,642.00	10,689.00	857,331.00	375,662.34	206,206.59	275,462.07	

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

10122 EMERGENCY MANAGEMENT

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10122 51110	ADMINISTRATION	75,189.00	0.00	75,189.00	20,257.45	0.00	54,931.55	26.9%
10122 51210	CLERICAL AND TECHNICAL	14,256.00	0.00	14,256.00	855.02	0.00	13,400.98	6.0%
10122 51240	DISPATCH EDUCATION INCENTIVE	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00	.0%
10122 51440	DISPATCH PERSONNEL	647,530.00	0.00	647,530.00	148,491.88	0.00	499,038.12	22.9%
10122 51810	DISPATCH OVERTIME	131,668.00	0.00	131,668.00	35,834.59	0.00	95,833.41	27.2%
10122 51823	EMERGENCY PERSONNEL	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	.0%
10122 51830	TRAINING & EDUCATION	7,080.00	0.00	7,080.00	1,696.44	0.00	5,383.56	24.0%
10122 51920	F.I.C.A.	68,198.00	0.00	68,198.00	14,981.63	0.00	53,216.37	22.0%
10122 52010	ADVERTISING	200.00	0.00	200.00	0.00	0.00	200.00	.0%
10122 52020	POSTAGE	1,000.00	0.00	1,000.00	5.28	0.00	994.72	.5%
10122 52030	PROFESSIONAL FEES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%
10122 52040	SERVICE CONT. AND REPAIRS	43,920.00	0.00	43,920.00	2,059.52	602.13	41,258.35	6.1%
10122 52050	DUES,CONFERENCES & EDUCATION	22,084.00	0.00	22,084.00	0.00	0.00	22,084.00	.0%
10122 52060	PRINTING	200.00	0.00	200.00	0.00	0.00	200.00	.0%
10122 52070	REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10122 52080	TELEPHONE	28,368.00	0.00	28,368.00	4,588.61	11,439.04	12,340.35	56.5%
10122 52100	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10122 52300	TRAINING,EDUCATION & EMERG	2,600.00	0.00	2,600.00	297.33	0.00	2,302.67	11.4%
10122 52370	DISPATCH CLOTHING ALLOWANCE	3,760.00	0.00	3,760.00	0.00	0.00	3,760.00	.0%
10122 52415	GENERATOR MAINTENANCE	6,200.00	0.00	6,200.00	0.00	0.00	6,200.00	.0%

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10122 53010	OFFICE SUPPLIES	250.00	0.00	250.00	0.00	0.00	250.00	.0%
10122 53020	OTHER SUPPLIES	1,030.00	0.00	1,030.00	0.00	0.00	1,030.00	.0%
10122 53090	FUELS AND LUBRICANTS	1,030.00	0.00	1,030.00	0.00	0.00	1,030.00	.0%
10122 53120	SHELTER SUPPLIES	600.00	0.00	600.00	47.75	0.00	552.25	8.0%
10122 53130	RADIOLOGICAL SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00	.0%
10122 54120	DISPATCH CENTER EQUIPMENT	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	.0%
10122 54150	SURPLUS EQUIPMENT	1.00	0.00	1.00	0.00	0.00	1.00	.0%
10122 54190	EMERGENCY EQUIPMENT	1.00	0.00	1.00	0.00	0.00	1.00	.0%
TOTAL EMERGENCY MANAGEMENT		1,062,665.00	0.00	1,062,665.00	229,115.50	12,041.17	821,508.33	22.7%
TOTAL GENERAL FUND		1,062,665.00	0.00	1,062,665.00	229,115.50	12,041.17	821,508.33	22.7%
TOTAL EXPENSES		1,062,665.00	0.00	1,062,665.00	229,115.50	12,041.17	821,508.33	

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

10123 FIRE SERVICES

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10123 51110	ADMINISTRATION	222,985.00	0.00	222,985.00	50,163.70	0.00	172,821.30	22.5%
10123 51120	INSPECTION	78,566.00	0.00	78,566.00	56,195.07	0.00	22,370.93	71.5%
10123 51210	CLERICAL AND TECHNICAL	142,330.00	0.00	142,330.00	36,005.17	0.00	106,324.83	25.3%
10123 51240	EDUCATIONAL INCENTIVE	20,430.00	0.00	20,430.00	6,620.00	0.00	13,810.00	32.4%
10123 51410	FIRE FIGHTING	1,413,050.00	0.00	1,413,050.00	325,798.75	0.00	1,087,251.25	23.1%
10123 51411	INCENTIVE PROGRAM STIPENDS	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	.0%
10123 51440	DISPATCH	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 51450	EXTRA DUTY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 51451	EXTRA DUTY REGULAR WAGES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 51810	OVERTIME	85,647.00	0.00	85,647.00	85,297.42	0.00	349.58	99.6%
10123 51830	TRAINING & EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 51920	F.I.C.A.	153,997.00	0.00	153,997.00	40,706.20	0.00	113,290.80	26.4%
10123 52010	ADVERTISING	200.00	300.00	500.00	384.35	0.00	115.65	76.9%
10123 52020	POSTAGE	250.00	0.00	250.00	8.73	0.00	241.27	3.5%
10123 52030	PROFESSIONAL FEES	3,875.00	-1,000.00	2,875.00	112.00	0.00	2,763.00	3.9%
10123 52040	SERVICE CONT. AND REPAIRS	13,530.00	-3,760.00	9,770.00	5,462.44	1,417.32	2,890.24	70.4%
10123 52050	DUES,CONFERENCES & EDUCAT	45,000.00	-7,000.00	38,000.00	3,967.71	8,620.00	25,412.29	33.1%
10123 52060	PRINTING	0.00	50.00	50.00	5.00	0.00	45.00	10.0%
10123 52070	REIMBURSABLE EXPENSES	1,500.00	-50.00	1,450.00	132.28	0.00	1,317.72	9.1%
10123 52080	TELEPHONE	17,035.00	0.00	17,035.00	3,989.06	12,690.71	355.23	97.9%

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

ACCOUNT	DESCRIPTION	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10123 52090	HEATING FUEL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 52100	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 52110	WATER	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 52120	SEWER	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 52290	PUBLIC SAFETY AWARENESS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
10123 52310	EXAMINATIONS	8,000.00	0.00	8,000.00	939.72	4,060.28	3,000.00	62.5%
10123 52320	RENTAL OF HYDRANTS	457,200.00	0.00	457,200.00	112,701.54	338,105.46	6,393.00	98.6%
10123 52370	CLOTHING OR UNIFORM ALLOW	18,250.00	0.00	18,250.00	3,135.49	6,592.25	8,522.26	53.3%
10123 52371	FIRE POLICE	1,500.00	0.00	1,500.00	211.47	0.00	1,288.53	14.1%
10123 52372	INSURANCE	138,564.00	5,760.00	144,324.00	144,321.00	0.00	3.00	100.0%
10123 52373	LP GAS	3,500.00	0.00	3,500.00	439.27	0.00	3,060.73	12.6%
10123 52374	CABLE TELEVISION	7,500.00	0.00	7,500.00	1,748.70	7,451.30	-1,700.00	122.7%*
10123 52375	GROUND LADDER TESTING	5,825.00	0.00	5,825.00	0.00	0.00	5,825.00	.0%
10123 52376	HYDRAULIC TESTING	2,500.00	5,000.00	7,500.00	4,811.61	1,909.07	779.32	89.6%
10123 52377	BREATHING APPARATUS TESTING	8,760.00	0.00	8,760.00	7,034.90	1,282.05	443.05	94.9%
10123 52378	BUILDING MAINTENANCE	85,000.00	-14,300.00	70,700.00	20,709.44	21,235.63	28,754.93	59.3%
10123 52379	HOSE TESTING AND REPAIRS	9,825.00	0.00	9,825.00	0.00	0.00	9,825.00	.0%
10123 52387	PUMP TESTING SERVICES	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	.0%
10123 52392	GENERATOR MAINTENANCE & REPAIR	4,225.00	15,000.00	19,225.00	6,736.49	11,858.36	630.15	96.7%
10123 52396	FF -PROTECTIVE CLOTHING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 53010	OFFICE SUPPLIES	1,500.00	0.00	1,500.00	70.86	301.33	1,127.81	24.8%
10123 53020	OTHER SUPPLIES	18,000.00	0.00	18,000.00	2,957.55	6,083.97	8,958.48	50.2%

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10123 53021	CONSUMABLE SUPPLIES	7,500.00	0.00	7,500.00	2,457.27	307.63	4,735.10	36.9%
10123 53070	AUTO REPAIRS	90,000.00	0.00	90,000.00	51,526.79	20,319.34	18,153.87	79.8%
10123 53090	FUELS AND LUBRICANTS	18,740.00	0.00	18,740.00	6,619.20	255.83	11,864.97	36.7%
10123 53110	COMPUTER SUPPLIES	3,000.00	0.00	3,000.00	318.00	515.00	2,167.00	27.8%
10123 53111	FF PROTECTIVE CLOTHING	78,750.00	0.00	78,750.00	4,982.32	9,856.46	63,911.22	18.8%
10123 53112	FIREFIGHTING SUPPLIES	10,000.00	0.00	10,000.00	1,125.77	7,593.12	1,281.11	87.2%
10123 53113	VOLUNTEER RESPONDER AWARDS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	.0%
10123 53114	MEDICAL SUPPLIES	10,000.00	0.00	10,000.00	1,565.95	2,434.05	6,000.00	40.0%
10123 54060	OFFICE EQUIPMENT	3,000.00	0.00	3,000.00	0.00	200.00	2,800.00	6.7%
10123 54202	EQUIPMENT -FIRE INVESTIGATIONS	500.00	0.00	500.00	366.82	0.00	133.18	73.4%
10123 54207	SCBA REPLACEMENT BOTTLES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 54215	THERMAL CAMERAS -OSWEGATCHIE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 54216	MULTI-GAS METER	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 54217	RESCUE SAWS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 54218	FIREFIGHTER EQUIPMENT	35,000.00	0.00	35,000.00	0.00	6,900.00	28,100.00	19.7%
10123 54219	EQUIPMENT STORAGE LOCKER	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 54220	RADIO/EMERGENCY LIGHTS	10,000.00	0.00	10,000.00	3,190.96	1,366.04	5,443.00	45.6%
10123 54221	SERVICE TRUCK EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10123 54222	RESCUE TRUCK EQUIPMENT	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00	.0%
10123 54226	EQUIPMENT	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00	.0%
10123 54241	TELEPHONE SYSTEM -GOSHEN FIRE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE SERVICES		3,326,034.00	0.00	3,326,034.00	992,819.00	471,355.20	1,861,859.80	44.0%

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GENERAL FUND	3,326,034.00	0.00	3,326,034.00	992,819.00	471,355.20	1,861,859.80	44.0%
TOTAL EXPENSES	3,326,034.00	0.00	3,326,034.00	992,819.00	471,355.20	1,861,859.80	

FOR 2022 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL	3,326,034.00	0.00	3,326,034.00	992,819.00	471,355.20	1,861,859.80	44.0%

** END OF REPORT - Generated by Kimberly Allen **

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Dear Waterford Board of Selectmen,

I am interested in being appointed to the Flood and Erosion Control Board. I grew up on the Niantic River and have a lifelong interest in protecting and preserving our local environment. I have been attending the Flood and Erosion Control Board meeting for the past few months and I have found that the work they do it both interesting and important. I am a resident of Waterford and reside at 16 Oswegatchie Road. Thank you for your time and consideration.

Sincerely,
Jennifer Kohl, MSW

JENNIFER KOHL

Jek.kohl@gmail.com | 860-941-2548 | https://www.linkedin.com/in/jekohl/ | Waterford, CT

EDUCATION

The University of Connecticut | Hartford, CT — May 2021
Master of Social Work | Community Organizing

The University of Rhode Island (URI) | Kingston, RI — May 2019
Bachelor of Arts | Double Major: Political Science & History

SUMMARY

Skills: Public Speaking | Leadership | Problem Solving | Policy Analysis | Communication | Collaboration | Foundational Grant Writing

Interests: Community Organizing | Politics | Advocacy | Education | Campaign Planning

PROFESSIONAL EXPERIENCE

The Diaper Bank of Connecticut, North Haven, CT
Community Outreach Coordinator — July 2021 – Present

- Oversees the planning and implementation of outreach strategies to engage volunteers in the work of the Diaper Bank of Connecticut
- Cultivates relationships with individuals, legislators, businesses, and other relevant organizations
- Organizes volunteer activities and community events
- Prepares accurate records and reports on the goals of the outreach & mobilization plan

The Diaper Bank of Connecticut, North Haven, CT
Community Organizing Intern — September 2020 – April 2021

- Educated stakeholders, community members, and coalition members about The Diaper Bank's advocacy efforts through trainings, information sessions, and one-on-ones
- Presented oral testimony to The Connecticut General Assembly on behalf of The Diaper Bank
- Researched and analyzed state and federal policy regarding healthcare and basic human needs
- Advocated for basic human needs on a federal level through meetings with congressional staffers
- Led a team organizing a social media campaign for Period Poverty Awareness Week

Child & Family Agency of Southeastern Connecticut, New London, CT
Management Intern — September 2019 – April 2020

- Organized the annual holiday fundraiser, benefiting over 100 families
- Coordinated volunteer opportunities for community partners
- Conducted research, formulated proposals, and submitted multiple grants
- Facilitated a weekly mental health primary prevention program for local high school seniors

Office of Community, Equity & Diversity, University of Rhode Island
iStand Bystander Intervention Intern — December 2018 – May 2019

- Organized campus wide programs to promoted bystander awareness and mental health initiatives by coordinating trainings for student organizations
- Worked alongside administration to draft a sexual violence education provision in the Sports Medicine Manual in compliance with NCAA standards and protocol
- Served as a mandated reporter and ally for victims of sexual assault and domestic violence

VOLUNTEER EXPERIENCE

Baird Welch Collins for State Representative | *Campaign Volunteer* — August 2020 – November 2021
URI Service Corp Alternative Spring Break to Houston, TX | *Volunteer* — March 2018
URI Civic Engagement Leader | *Volunteer* — January 2018 – May 2018
URI Service Corp Alternative Spring Break to Flint, MI | *Volunteer* — March 2017

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Cindy Dupointe

From: deb walters <debbiewalt@hotmail.com>
Sent: Tuesday, October 19, 2021 1:59 PM
To: Cindy Dupointe
Subject: Appointments to HPC

Dear Mr. Brule:

I am requesting that the Board of Selectmen make the following appointments to the Historic Properties Commission, at their earliest convenience, for the term:

11/1/21 - 10/31/26

As a member: John J. O'Neill, Jr.
As an alternate: Robert M. Nye

Both John and Bob are invaluable members of this commission who are willing to continue its important work.

Thank you for this consideration.

Sincerely,
Debra Walters, Secretary
Historic Properties Commission

Sent from my iPad

16a

Town of Waterford

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

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

To: The Board of Selectmen
From: Alan Wilensky, CCMC
Waterford Tax Collector

First Selectman Robert Brule,
Selectwoman Jody Nazarczyk,
Selectwoman Elizabeth Sabilia,

I would like to bring forth a recommendation for a new procedure regarding the budget review process for the Town of Waterford. As a twelve-year member of the Board of Finance and now an elected official and department head, I believe that I bring an informed perspective to this proposal.

As the three major reviewing entities scrutinize the thirty-nine budgets each year, department heads spend a great deal of time in the preparation and defense of their respective budget requests. This procedure includes two appearances in front of each of the three reviewing bodies – the assigned evening to present and defend your budget and the final night approval. While it is of extreme importance to defend your department budget, I feel that it can be unnecessary for department heads to be present at the final night approval if your department's budget is not under further scrutiny or questioning.

It would be my suggestion that, for final night approval only, department heads would only be required to attend if the board reviewing budgets that evening had requested additional information or required that particular representative to be present in order to answer further questions. The budget process should not entail needless evening hours for those whose budgets have been fully vetted and there is no need for further investigation. The budget process should never entail a "gotcha" moment or a surprise cut to a line item. Full disclosure on both sides is the hallmark of good government.

I ask this of the Board of Selectmen as you are the first body to review budgets but my desire would be for all three budget reviewing bodies to adopt this procedure.

Sincerely,

Alan Wilensky, CCMC
Waterford Tax Collector

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BOARD OF FINANCE
BUDGET HEARING SCHEDULE
FISCAL YEAR 2022/2023

Wednesday, March 2, 2022	Library Police Department Emergency Management Information Technology Board of Finance Contingency
Monday, March 7, 2022	Ethics Commission Conservation of Health Public Health & Nursing Miscellaneous Social Grants Youth Services Senior Citizens Recreation and Parks
Wednesday, March 9, 2022	Economic Development Conservation Commission Planning and Zoning Zoning Board of Appeals Building Department Flood and Erosion Control Review Projected Revenue
Monday, March 14, 2022	Human Resources Finance Department Retirement Insurance Legal Fire Services
Wednesday. March 16, 2022	Regular Meeting
Wednesday, March 16, 2022	Registrar of Voters Assessor Board of Assessment Appeals Tax Collector Town Clerk Representative Town Meeting Board of Selectmen
Monday, March 21, 2022	Building Maintenance Public Works Capital Improvements Debt Service Transfers to Capital and Non-Recurring
Wednesday, March 23, 2022	Board of Education
Monday, March 28, 2022	Board of Finance Public Hearing on Budget Followed by Special Meeting for Final Budgetary Action
Monday, May 2, 2022	RTM Annual Budget Meeting (anticipated to be conducted May 3th through May 7th)

All Board of Finance Meetings will be held at the Waterford Town Hall at 7:00 p.m. and end at 10:30 p.m. unless otherwise noted. All budgets are due in the Finance Office on **December 10, 2021 WITH NO EXCEPTIONS.**

S:Finance: Board of Finance-grm/Meeting Schedule/Budget Hearing Schedule

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BOARD OF FINANCE
MEETING SCHEDULE
CALENDAR YEAR 2022

ALL MEETINGS WILL BE HELD AT 7:00 P.M. UNLESS OTHERWISE NOTED

January 12, 2022	Regular Meeting
February 9, 2022	Regular Meeting
March 2, 2022	Budget Hearing
March 7, 2022	Budget Hearing
March 9, 2022	Budget Hearing
March 14, 2022	Budget Hearing
March 16, 2022	Regular Monthly Meeting (followed by Budget Hearing)
March 16, 2022	Budget Hearing
March 21, 2022	Budget Hearing
March 23, 2022	Budget Hearing
March 28, 2022	Public Hearing on the budget followed by Special Meeting for Final Budgetary Action
April 13, 2022	Regular Meeting
May 2, 2022	**RTM** Annual Budget Meeting (anticipated to be conducted May 2nd through 6^{th})
May 18, 2022	Regular Meeting (Third Wednesday)
June 8, 2022	Regular Meeting
July 20, 2022	Regular Meeting (Third Wednesday)
August 10, 2022	Regular Meeting
September 7, 2022	Regular Meeting
October 12, 2022	Regular Meeting
November 9, 2022	Regular Meeting
December 7, 2022	Regular Meeting

S:Finance:Board of Finance/Meeting Schedule/BOF Meeting Schedule 2022

12. Adjournment:

Motion by John Sheehan and **seconded** by Tali Maidelis to adjourn the Meeting of the Board of Finance at 8:20 p.m.

Vote: 6-0-0 **Motion: Passed**

Respectfully submitted,

Mark Geer, Jr., Clerk

Maryellen McConnell, Secretary

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MINUTES
BOARD OF SELECTMEN
Regular Meeting
October 5, 2021
5:00 P.M.
Waterford Town Hall (APPLEBY ROOM)

(Procedural Action: Check register to be signed by Board of Selectmen in accordance with CGS 7-83)

Members Present: First Selectman Robert Brule, Selectwoman Jody Nazarchyk and Selectwoman Elizabeth Sabilia.

1. **Call to Order & Roll Call**-- First Selectman Brule called the meeting to order at 5:00pm

2. **Pledge of Allegiance**

3. **Public Comment: None**

4. Finance Department Bid Award #22-102 – Supply and Install of Yamaha Outboard Motors-To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, that Boats Incorporated, be awarded the contract in the amount of $52,750. Funds would be available from line item 32922-55879.

Discussion: Half of the funds will be reimbursed to the Town of Waterford by East Lyme.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

5. Finance Department Bid Rejection #22-101-Preventative Maintenance for Town Generators- To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, that the lone bid be rejected.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

6. Finance Department Bid Award-Selex ES License Plate Reader- To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, that Selex ES Inc., be awarded the contract in the amount of $27,120. Funds would be available from line item 32922-55880.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

7. Fire Services: To consider and act on a request for In Series Transfers from the Director of Fire Services, Michael Howley, in the total amount of $25,760.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

8. Public Works: To consider and act a request for In Series Transfer from the Director of Public Works, Gary Schneider in the amount of $37,000.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

9. Building Maintenance: To consider and act on a request for an Out of Series Transfer from the Director of Public Works, Gary Schneider in the amount of $1,500, and forward to the Board of Finance.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

10. Youth & Family Services: To consider and act on a request for an Out of Series Transfer from the Director of Youth and Family Services, Dani Gorman in the amount of $200, and forward to the Board of Finance.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

11. Correspondence:

11a. Town of Waterford Ethics Commission Advisory Opinion

12. New Business:
12a. Board of Selectmen 2022 Proposed Regular Meeting

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

12b. Board of Selectmen 2022 Proposed Budget Meeting Schedule @5pm
MOTION to Amend agenda item #12b by Sabilia, and seconded by Nazarchyk, VOTING IN FAVOR: unanimous **VOTE:3-0**

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR: unanimous **VOTE:3-0**

12c. Update on Waterford Ambulance Service Agreement
12d. Update on Volunteer Fire Companies Service Agreement

13. Consent Agenda
13a. Tax refund-NONE
13b. Minutes September 21, 2021-APPROVED

14. Adjournment- was made by Ms. Nazarchyk and seconded by Ms. Sabilia to adjourn at 5:51pm. VOTING IN FAVOR; unanimous, **VOTE:3-0**

Respectfully Submitted,

Cindy Dupointe
Recording Secretary