

**MINUTES
BOARD OF SELECTMEN SPECIAL MEETING**

June 29, 2022

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 5:01pm.

1. Pledge of Allegiance

- 2. Amended Motion-Finance Department Waiver- Otis Elevator Renovations:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent on behalf of the Public Works Department, to approve a Bid Waiver to Otis Elevator Company. in the amount of \$249,965. Line Item 20511-57874 Elevator Recondition Town Hall and Youth & Family Services, **Signature of the First Selectman to be contingent upon the review of Town Counsel.**

Discussion: First Selectman Rob Brule notified the Board

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

- 3. Finance Department Bid AWARD- Custodial Services for General Government Buildings #22-131:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of the Public Works Department to approve a Bid Award to Building One Facility in the amount of \$84,000 (year one), \$89,880 (year two) and \$96,171 (year three). Funds would be available from line item #10111-52040. Service Contracts and Repairs.

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

- 4. Finance Department Bid AWARD- Transfer Station Scale Replacement #22-133:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of the Public Works Department to approve a Bid

Award to Fairbanks Scales in the amount of \$83,690. Funds would be available from line item #33022-55891. T. Station Scale and Scale House.

5. **Finance-** To consider and act on the following request for an Inter-Department Transfers from the Director of Finance, Kim Allen, in the amount of \$68,901.

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

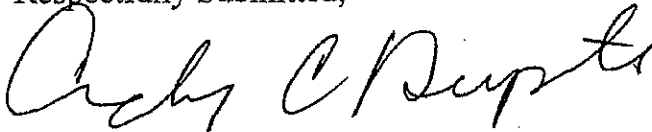
6. Appointments and Resignations: NONE

7. Consent Agenda

- 8a. Tax refund-NONE
- 8b. May 3, 2022 Meeting Minutes-APPROVED
- 8c. May 24, 2022 Meeting Minutes-APPROVED
- 8d. June 7, 2022 Meeting Minutes-APPROVED
- 8e. ***Minutes Correction* Sabilia motion to approve the minutes with correction of item #5 on the agenda, line item correction from 20511-57877 to be line item 20530-57877, per the request of the Finance Department, seconded by Ms. Nazarchyk, June 21, 2022 Meeting Minutes-APPROVED**

13. **Adjournment-** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to adjourn at 5:25 pm. **VOTING IN FAVOR; unanimous, VOTE:3-0**

Respectfully Submitted,



Cindy Dupointe
Recording Secretary

MINUTES
BOARD OF SELECTMEN REGULAR MEETING
July 5, 2022
5:00 P.M.
Waterford Town Hall (Appleby Room)

(Procedural Action: Check register to be signed by Board of Selectmen in accordance with CGS7-83)

RECEIVED FOR RETURN
JUL 12 PM 4:46
2022 JUL 12 PM 4:46

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 5:01pm.
2. **Call to Order & Roll Call**
3. **Pledge of Allegiance**
4. **Public Comment:**

MOTION made by Sabilia to lift Motion #5 from the table from the Board of Selectmen Regular Meeting on June 7, 2022. **VOTING IN FAVOR:** unanimous **VOTE:1-2** (Nazarchyk and Sabilia)

5. **Finance Department Bid AWARD- Comprehensive Banking Services #22-101:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent in conjunction with the Finance Director Kim Allen, to approve a Bid Award to People's Bank United. (Motion remained tabled until the next regular Board of Selectmen Meeting)

MOTION made by Brule to removed agenda item # 6 due to error, seconded by Sabilia, **VOTING IN FAVOR:** unanimous **VOTE:3-0**

6. ***Agenda Item Removed* Finance Department Bid AWARD- Preventative Maintenance and Service for Town-Wide Generators #22-118:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent on behalf of the Utility Commission, to approve the Bid Award to Action Air Systems for \$54,900 (year one and two).

7. **Finance Department Bid AWARD- HVAC Repairs, Maintenance and On-Call Services #22-111:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent on behalf of the Public Works Department, to approve the Bid Award to Northeast Generator of CT Inc.

MOTION made by Brule to amend agenda item #7, seconded by Sabilia, VOTING IN FAVOR: unanimous VOTE:3-0

Finance Department Bid AWARD- HVAC Repairs, Maintenance and On-Call Services #22-111: To consider and act on a recommendation from Rawle Dummett, Purchasing Agent on behalf of the Utility Commission to approve the Bid Award to Action Air Sytems for \$54,900 (year one and two).

MOTION by Nazarchyk, and seconded by Sabilia, VOTING IN FAVOR with amendments: unanimous VOTE:3-0

8. **Police Department-** To consider and act on the following request for a FY22 In Series Transfer from the Police Chief, Marc Balestracci, in the amount of \$15,000.

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

9. **Public Works-** To consider and act on the following request for a FY22 In Series Transfer from the Director of Public Work, Gary Schneider, in the amount of \$58,558.

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

10. **Fire Services-** To consider and act on the following request for a FY22 In Series Transfer from the Director of Fire Services, Michael Howley, in the amount of \$76,917.

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

11. **Fire Services-** To consider and act on the following request for a FY22 Out of Series Transfer from the Director of Fire Services, Michael Howley, in the amount of \$12,500.

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

12. Town Clerk- To consider and act on the following request for a FY22 In Series Transfer from the Town Clerk, David Campo, in the amount of \$2,303.

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

13. Senior Services- To consider and act on the following request for a FY22 In Series Transfer from the Director of Senior Services, Dani Gorman, in the amount of \$1,800.

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

14. Human Resources- To consider and act on the following request for a FY22 In Series Transfer from the Director of Human Services, Christine Walters, in the amount of \$1,730.33.

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

15. Appointments and Resignations:

15a. To consider and act on the appointment of Jerry Porter to the Waterford Shellfish Commission as an alternate to fill the term of 5/18/2021 to 5/17/2023.

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

15b. To consider and act on the appointment of one member of the Board of Selectmen to the Ad Hoc Energy Task Force Committee, Jody Nazarchyk.

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

16. New Business:

16a. Save the date flyers for the Waterford Music Night on 8/12 and the Parade on 8/13/22.

16b. School Supply Drive scheduled for 8/6 10a-12p.

16c. Service is scheduled Saturday for previous Public Works Director Kristen Zawacki.

16d. Sabilia requested an update from the Director of Finance of the Fire Services overtime hours and overall cost for the next Board of Selectmen Meeting.

17. Correspondence:

17a. American Rescue Funds Quarterly Report

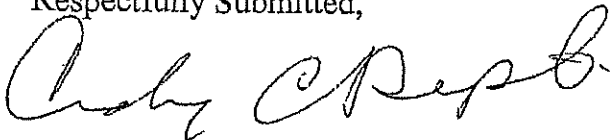
18. Consent Agenda

18a. Tax refund-N/A

18b. June 29, 2022 Special Meeting Minutes-TABLE

19. 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,

A handwritten signature in cursive script, appearing to read "Cindy Dupointe".

Cindy Dupointe
Recording Secretary

MINUTES
BOARD OF SELECTMEN REGULAR MEETING
July 19, 2022
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 absent)

1. **Call to Order & Roll Call-** First Selectman Brule called the meeting to order at 5:00pm.
2. **Pledge of Allegiance**
3. **Public Comment:** Chelsea Groton Bank and Waterford Resident- Harry Colonis, Michael Buscetto in support of Chelsea Groton Bank, and Jennifer Keatley in support of Chelsea Groton Bank.
4. **Finance Department Bid AWARD- On Call Civic Engineering and Surveyor Services #22-113:** To consider and act on a recommendation from Rawle Dummett, on behalf of Public Works and the Planning Department to the following most qualified bidders, Barton and Loguidice LLC, Lenard Engineering Inc. and SLR Consulting Inc.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

5. **Finance Department Bid AWARD- Public Safety Roof Replacement #22-132:** To consider and act on a recommendation from Rawle Dummett, on behalf of Public Works to award the bid to Bay Restoration, LLC in the amount of \$170,000. Funds will be available in line #20511-57872 PS Bldg, Roof, HVAC.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

6. **Finance Department Bid Waiver- Phazzer Enforcement Tasers-** To consider and act on a recommendation from Rawle Dummett, on behalf of Police Department to seek approval for a Bid Waiver for the purchase of Phazzer Enforcer Tasers, in the amount of \$29,345. Funds will be available in line #32923-55899 Electronic Control Weapon Transition.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

7. **Police Department:** To consider and act on the following request an additional appropriation from the Police Chief, Marc Belastracci, in the amount of \$775 to increase the funding for approved CIP project De-escalation and Communication Technology (account 32923-55898).

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

8. **Finance Department-** To consider and act on the following request for a FY22 Out of Series Transfer Inter-Department Transfer from the Director of Finance, Kim Allen, in the amount of \$187,326.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

9. **Finance Department-** To consider and act on the following request for a FY22 Out of Series Transfer from the Director of Finance, Kim Allen, in the amount of \$29,478.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

10. **Finance Department-** To consider and act on the following request for a FY22 In Series Transfer from the Director of Finance, Kim Allen, in the amount of \$14,920.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

- 11. Finance Department-** To consider and act on the following request for a FY22 In Series Transfer from the Director of Finance, Kim Allen, in the amount of \$170,000.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

- 12. Finance Department-** To consider and act on the recommendation from the Director of Finance, Kim Allen to untable the Finance Department Bid AWARD- Comprehensive Banking Services #22-101 from the July 5, 2022 Board of Selectmen Meeting.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

- 13. Finance Department Bid AWARD- Comprehensive Banking Services #22-101-** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent in conjunction with the Finance Director Kim Allen, to approve a Bid Award to People's Bank United.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

14. Appointments and Resignations:

- 14a. To accept Jessica Patterson resignation from the Conservation Commission effective July 8, 2022.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

15. New Business:

- 15a. Emergency Management-** To consider and act on a recommendation from the Emergency Management Director, Steve Sinagra to pursue the current vendor ITS, to provide alarm system monitoring for the Town of Waterford.

MOTION by Nazarchyk, and seconded by Brule, VOTING IN FAVOR with amendments: unanimous **VOTE:2-0**

16. Correspondence:

16a. Tali Soto Retirement Invitation

16b. Municipal Complex Letter from Kenneth Kirkman to the RTM

16c. Fire Services overtime hours and earnings from 7/01/21-3/31/22 and 4/1/22-6/30/22

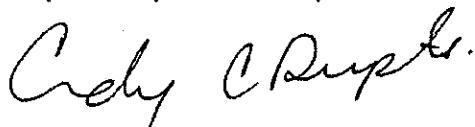
16d. The Town in Conjunction with the Board of Education will be facilitating a drill at Quaker Hill in the beginning of August.

17. Consent Agenda

17a. Tax Refund- \$1,495.6-APPROVED

18. Adjournment- was made by Ms. Nazarchyk and seconded by Brule to adjourn at 5:56pm. VOTING IN FAVOR; unanimous, **VOTE:2-0**

Respectfully Submitted,



Cindy Dupointe
Recording Secretary

**MINUTES
BOARD OF SELECTMEN SPECIAL MEETING
AUGUST 8, 2022
4:30 P.M.
Waterford Town Hall (Appleby Room)**

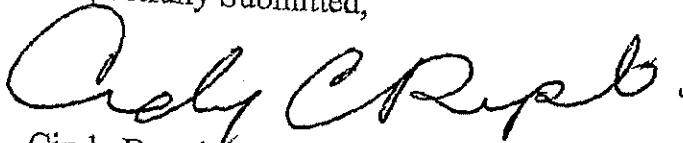
(Procedural Action: Check register to be signed by Board of Selectmen in accordance with CGS 7-83)

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment:**
4. **First Selectman's Office-** To consider and act upon a request by St Paul Church for use of town/school property for a banner regarding a community event and to commence discussions about a process for evaluating such request in the future.

MOTION by Sabilia, subject to approval of First Selectman and the Superintendent of Schools to hang local advertisement of community events of 501c3 organizations, and seconded by Nazarchyk, **VOTING IN FAVOR:** unanimous **VOTE:3-0**

5. **Adjournment-** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to adjourn at 4:56pm. **VOTING IN FAVOR;** unanimous, **VOTE:3-0**

Respectfully Submitted,



Cindy Dupointe
Recording Secretary

2022 AUG 16 PM 3:08

RECEIVED
AUG 16 2022

MINUTES
BOARD OF SELECTMEN MEETING
August 16, 2022
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

- RECEIVED
TOWN OF WATERFORD
2022 AUG 23 PM 1:54
1. **Call to Order & Roll Call-** First Selectman Brule called the meeting to order at 5:00pm.
 2. **Pledge of Allegiance**
 3. **Public Comment:** Helen Kwasniewski requested the Board of Selectmen to not approve the Tax abatement for Twin Havens.
 4. **Finance Department:** To consider and act on a request from Twin Haven, Inc., of 36 Mary Street, Waterford, for a five (5) year extension of its November 2, 2011 Tax Abatement Agreement commencing August 31, 2022 to August 31, 2027.

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

5. **Public Works:** To consider and act on a request for an additional appropriation from the Public Works Director, Gary Schneider in the amount of \$38,500 to complete the required work for the Cohanzie tanks, line item 33021-55897.

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

6. **Police Department:** To consider and act on a request for an additional appropriation from the Chief of Police, Marc Balestracci in the amount of \$2,496 for the Cell Bench Safety Overlay, due to increased cost of materials.

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

7. **Finance Department:** To consider and act on the following request for an Inter-Department Out Series Transfer from the Finance Director, Kim Allen, in the amount of \$46,392.

Motion made by Sabilia to Amended agenda item #7 and seconded by Ms. Nazarchyk VOTING IN FAVOR; unanimous, **VOTE:3-0**

Finance Department: To consider and act on the following request for an Inter-Department Out Series Transfer from the Finance Director, Kim Allen, in the amount of \$46,392 to be taken out of the FY23 budget to cover combined additional custodial cost for the community center building, due to a retirement.

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

8. **Assessor:** To consider and act on the following request for an Out Series Transfer from the Finance Director, Kim Allen, in the amount of \$25,000.

Motion made by Sabilia to Amended agenda item #8 and seconded by Ms. Nazarchyk VOTING IN FAVOR; unanimous, **VOTE:3-0**

Assessor: To consider and act on the following request for an Out Series Transfer from the Finance Director, Kim Allen, in the amount of \$25,000 to be taken from FY23, funds will be taken from the administration line and placed into the professional fees line to cover consultant fees.

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

9. **New Business:**

9a. Parade debriefing meeting will be scheduled within the next few weeks.

10. Correspondence:

10a. Waterford Rise email received on 8/4/2022

10b. Elizabeth B. Ritter, Chair, Waterford Ethics Commission-Email received on August 2, 2022

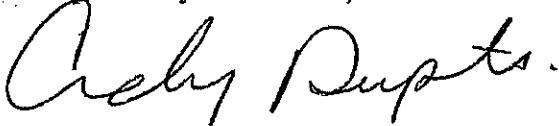
11. Appointments and Resignations: N/A

12. Consent Agenda

12a. Tax refund in the amount of \$20,144.83-Approved

13. Adjournment- was made by Ms. Nazarchyk and seconded by Ms. Sabilia to adjourn at 5:56pm. VOTING IN FAVOR; unanimous, **VOTE:3-0**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Cindy Dupointe". The signature is fluid and cursive, with a large initial "C" and a long, sweeping underline.

Cindy Dupointe
Recording Secretary

August 2, 2022

Robert Brule, First Selectman
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06375

Dear Rob,

At the most recent meeting of the Ethics Commission, on July 5th, there was considerable discussion of the missed opportunity for Commission members to attend the June 29th presentation on Principles of Engagement. Members felt this was a presentation that would have been of value to our work as well as an expression of a greater town-wide commitment to community engagement. *No one from the Commission was able to attend because of the limited, short advance notice of the event, although several members indicated they could have done so if given a reasonable notice.*

Members asked that I contact you with several thoughts.

First, if at all possible, we would appreciate information if the session is available on-line or was recorded so we could catch up. Will there be a follow-up opportunity? If so, please advise so we can be sure to attend.

Second, better notification and a longer lead time would be very much appreciated. Apparently this was "publicized" via Facebook, and some of us do not have Facebook accounts and were unaware. Facebook is not a reliable community-wide tool for notifications of Town business. A flier was eventually forwarded to me by a Commission member and I was able to distribute it to the others, but only at the last minute. A direct-to-members email notification would have been helpful, especially if sent early in the month.

I understand this event was the result of a grant from the Community Foundation awarded last year as part of their effort to promote greater community-wide communications and discussion, worthy and necessary goals for local governments. Hopefully there will be future opportunities for the Commission to participate.

Thank you for your attention.

Elizabeth B. Ritter
Chair, Waterford Ethics Commission
24 Old Mill Road
Quaker Hill, CT 06375

**MINUTES
BOARD OF SELECTMEN SPECIAL MEETING
AUGUST 8, 2022
4:30 P.M.
Waterford Town Hall (Appleby Room)**

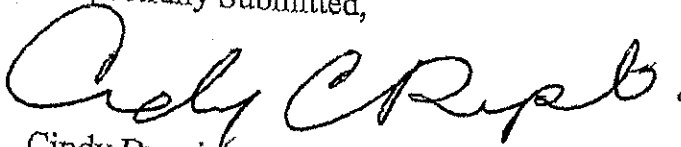
(Procedural Action: Check register to be signed by Board of Selectmen in accordance with CGS 7-83)

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment:**
4. **First Selectman's Office-** To consider and act upon a request by St Paul Church for use of town/school property for a banner regarding a community event and to commence discussions about a process for evaluating such request in the future.

MOTION by Sabilia, subject to approval of First Selectman and the Superintendent of Schools to hang local advertisement of community events of 501c3 organizations, and seconded by Nazarchyk, **VOTING IN FAVOR:** unanimous **VOTE:3-0**

5. **Adjournment-** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to adjourn at 4:56pm. **VOTING IN FAVOR;** unanimous, **VOTE:3-0**

Respectfully Submitted,



Cindy Dupointe
Recording Secretary

2022 AUG 16 PM 3:08

RECEIVED BY A RECORD

MINUTES
BOARD OF SELECTMEN MEETING
August 16, 2022
5:00 P.M.
Waterford Town Hall (Appleby Room)

(Procedural Action: Check register to be signed by Board of Selectmen in accordance with CGS7-83)

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:** Helen Kwasniewski requested the Board of Selectmen to not approve the Tax abatement for Twin Havens.

4. **Finance Department:** To consider and act on a request from Twin Haven, Inc., of 36 Mary Street, Waterford, for a five (5) year extension of its November 2, 2011 Tax Abatement Agreement commencing August 31, 2022 to August 31, 2027.

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

5. **Public Works:** To consider and act on a request for an additional appropriation from the Public Works Director, Gary Schneider in the amount of \$38,500 to complete the required work for the Cohanzie tanks, line item 33021-55897.

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

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unanimous **VOTE:3-0**

8. **Assessor:** To consider and act on the following request for an Out Series Transfer from the Finance Director, Kim Allen, in the amount of \$25,000.

Motion made by Sabilia to Amended agenda item #8 and seconded by Ms. Nazarchyk VOTING IN FAVOR; unanimous, **VOTE:3-0**

Assessor: To consider and act on the following request for an Out Series Transfer from the Finance Director, Kim Allen, in the amount of \$25,000 to be taken from FY23, funds will be taken from the administration line and placed into the professional fees line to cover consultant fees.

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

9. **New Business:**

9a. Parade debriefing meeting will be scheduled within the next few weeks.

10. Correspondence:

10a. Waterford Rise email received on 8/4/2022

10b. Elizabeth B. Ritter, Chair, Waterford Ethics Commission-Email received on August 2, 2022

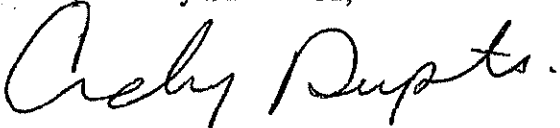
11. Appointments and Resignations: N/A

12. Consent Agenda

12a. Tax refund in the amount of \$20,144.83-Approved

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Respectfully Submitted,

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Cindy Dupointe
Recording Secretary

August 2, 2022

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Town of Waterford
15 Rope Ferry Road
Waterford, CT 06375

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Thank you for your attention.

Elizabeth B. Ritter
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