

Finance Department

Memo

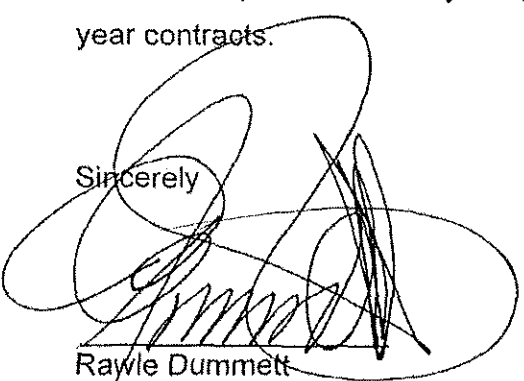
To: The Board of Selectmen
From: Rawle Dummett
CC: Kim Allen
Date: June 1, 2021

Re: Bid Award – Bid#21-102 On-Call Mechanical, Electrical, Plumbing and Engineering Services

Dear Mr. Brule:

Proposals for the above mentioned bid were opened on March 31, 2021 by Maryellen McConnell, Linda Geer and I with the attached results. After careful review and subsequent interviews with vendors, it is recommended that AI Engineers Inc. and RZ Design Associates Inc. be awarded the contracts to provide these services to the Town, for an initial period of three years, with the option to renew for an additional two (2) one-year contracts.

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: June 1, 2021
Re: MEP Services



The Department received 11 submittals for MEP Services. These 11 were reviewed and short listed to 5 for further interviews. Of the 6 that were not selected, 1 did not provide their wages rates as required by the RFP. The remaining 5 firms, although having experience in the areas requested by the Department, the firms supplied examples of very large projects involving either major renovations to facilities or large MEP installations. The Department's projects are in a different classification of work, small "spec on plan" projects where the design effort must be in line with the cost of the work.

All 5 firms selected were interviewed using Zoom. For the Town, the Director of Public Works and the Facilities Manager conducted the 30 minute interviews. Discussions centered on the ability of the firm to perform small projects, how they would keep designs fees low, if they assist in "getting the word out" that projects are out to bid, who is the team to be assigned and will that the team lead remain assigned to the town.

Based on the answers to these questions and the conversations, taking into account the wage rates of the firm, the Department is recommending that the Town enter into Master Service Agreements to provide On-Call Mechanical, Electrical and Plumbing (MEP) services for a period of 3 years with two (2) one year extensions with the following two firms:

- AI Engineers, Inc.
- RZ Design Associates, Inc.

I have a couple of questions. Will you be corresponding with all the firms who submitted proposals (Preparing the Contract and notifying all others)? We will keep the proposals submitted by the firms here at PW unless they are required to be filed at your office.

Cc: Paul Koelle, Facilities Manager

Bid Tabulation Sheet Bid#21-102 On-Call MEP Services March 31, 2021 @10:00 am		
Vendor	Total Bid/Bid Schedule Submitted	
CLASSIFICATION Principal Senior Associate Associate Team Leader/PM Senior Consultant III/Senior Specialist III Senior Consultant II/Senior Specialist II Senior Consultant I/Senior Specialist I Consultant II/Specialist II Consultant I/Specialist I Senior Designer/Senior Technician Designer/Technician Support Technician Draftsperson Administrative Assistant Legal Preparation Legal Expert Testimony Client Requested overtime shall be invoiced at a multiple of 1.25 times the listed rates. An additional 25% surcharge may be assessed on listed rates to provide immediate service demand disruptive to on-going project schedules. HOURLY RATE \$230.00 \$189.00 \$183.00 \$172.00 \$210.00 \$155.00 \$145.00 \$125.00 \$112.00 \$103.00 \$89.00 \$81.00 \$78.00 \$60.00 \$275.00 \$375.00		
Vendor	Total Bid/Bid Schedule Submitted	DISCIPLINE (\$/hr)
DISCIPLINE Principal Engineer Construction Specialist Senior Engineer Engineer \$195.00 \$180.00 \$135.00 \$120.00		

Vendor		Total Bid/Bid Schedule Submitted
CLASSIFICATION Principal \$230.00 Senior Associate \$188.00 Associate \$183.00 Team Leader/PM \$172.00 Senior Consultant III/Senior Specialist III \$210.00 Senior Consultant II/Senior Specialist II \$158.00 Senior Consultant I/Senior Specialist I \$145.00 Consultant II/Specialist II \$129.00 Consultant I/Specialist I \$112.00 Senior Designer/Senior Technician \$103.00 Designer/Technician \$89.00 Support Technician \$81.00 Draftsperson \$78.00 Administrative Assistant \$60.00 Legal Preparation \$275.00 Legal Expert Testimony \$375.00		
Client Requested overtime shall be invoiced at a multiple of 1.25 times the listed rates. An additional 25% surcharge may be assessed on listed rates to provide immediate service demand disruptive to on-going project schedules.		
Vendor		Total Bid/Bid Schedule Submitted
DISCIPLINE (\$/hr) Principal Engineer \$195.00 Construction Specialist \$180.00 Senior Engineer \$135.00 Engineer \$120.00		

Vendor	Total Bid/Bid Schedule Submitted	CLASSIFICATION	HOURLY RATE
		Principal	\$230.00
		Senior Associate	\$180.00
		Associate	\$183.00
		Team Leader/PM	\$172.00
		Senior Consultant II/Senior Specialist II	\$210.00
		Senior Consultant II/Senior Specialist II	\$150.00
		Senior Consultant I/Senior Specialist I	\$145.00
		Consultant II/Specialist II	\$129.00
		Consultant I/Specialist I	\$112.00
		Senior Designer/Senior Technician	\$103.00
		Designer/Technician	\$89.00
		Support Technician	\$81.00
		Draftsperson	\$78.00
		Administrative Assistant	\$60.00
		Legal Preparation	\$275.00
		Legal Expert Testimony	\$375.00
		Client Requested overtime shall be invoiced at a multiple of 1.25 times the listed rates. An additional 25% surcharge may be assessed on listed rates to provide immediate service demand disruptive to on-going project schedules.	
		Total Bid/Bid Schedule Submitted	
Vendor		DISCIPLINE	(\$/hr)
		Principal Engineer	\$195.00
		Construction Specialist	\$180.00
		Senior Engineer	\$135.00
		Engineer	\$120.00

LAWRENCE	Designer / Drafter	\$105.00
	Secretarial / Clerical	\$100.00
Vendor	Total Bid/Bid Schedule Submitted	
LANDMARK FACILITIES GROUP LLC	Principal Consultant	\$200.00
	Senior Engineer	\$180.00
	Project Engineer	\$170.00
	Senior Designer	\$160.00
	Designer	\$150.00
Vendor	Total Bid/Bid Schedule Submitted	
FITZMEYER & TOCCI ASSOCIATES	NO PRICING SCHEDULE SUBMITTED WITH PROPOSAL	
Vendor	Total Bid/Bid Schedule Submitted	
SILVER PETRUCCELLI AND ASSOCIATES	PERSONNEL	
	Principal/Project Manager	\$174.00
	Principal/Project Architect	\$160.00
	Principal M/E Engineer	\$174.00
	Project Engineer/Manager	\$148.00
	Interior Designer	\$118.00
	Construction Administrator/Building Official/Fire Marshal	\$133.00
	Architect	\$112.00
	Architectural Designer/Job Captain	\$106.00
	Project Engineer	\$110.00
	Specifications Writer	\$104.00
	Engineering Designer	\$104.00
	Architectural Draftsperson	\$82.00
	Clerical/Word Processing	\$73.00
Vendor	Total Bid/Bid Schedule Submitted	
SILVER PETRUCCELLI AND ASSOCIATES	HOURLY RATES	

Vendor	Total Bid/Bid Schedule Submitted	TITLE	HOURLY RATES
AI ENGINEERS		Principal in Charge	\$230.00
		Project Manager	\$225.00
		Senior Engineer	\$175.00
		Project Engineer	\$150.00
		Staff Engineer	\$120.00
		Senior CADD Technician	\$120.00
		CADD Technician	\$100.00
		Project Architect	\$175.00
		Licensed Asbestos Inspector	\$70.00
		Licensed Asbestos Project Monitor	\$65.00
		Licensed Asbestos Management Planner	\$70.00
		Licensed Lead Inspector	\$70.00
		Licensed Project Asbestos/Lead Designer	\$110.00
		Senior Code Consultant	\$220.00
		Staff Code Consultant	\$160.00
		Commissioning Agent	\$140.00
		Commissioning Technician	\$120.00
		Senior Construction Administrator / Inspector	\$175.00
		Staff Construction Administrator / Inspector	\$120.00
		Technology Specialist	\$120.00
		Administrative	\$75.00
Vendor	Total Bid/Bid Schedule Submitted	PERSONNEL	HOURLY RATES
		Principal	\$205.00

H.F. LENZ COMPANY		
Project Engineer	\$180.00	
Senior Engineering	\$145.00	
Technician Project Manager	\$135.00	
Junior Engineering	\$120.00	
Technician Field Representative	\$115.00	
Technician	\$105.00	
CADD	\$80.00	
Secretary	\$70.00	
Expenses:	1.0 MULTIPLIER	
Rates shown will remain in effect for a 12-month period.		
Vendor	Total Bid/Bid Schedule Submitted	
VENDOR DID NOT SUBMIT RATES WITH PROPOSAL		
DIVERSIFIED TECHNOLOGY CONSULTANTS		
Vendor	Total Bid/Bid Schedule Submitted	
CLASSIFICATION		
ENGINEERING & LANDSCAPE ARCHITECTURE		
Principal Engineer	\$200.00-\$280.00	
Principal Landscape Architect	\$180.00-\$220.00	
Senior Project Manager	\$200.00-\$250.00	
Project Manager	\$160.00-\$220.00	
Senior Engineer	\$135.00-\$220.00	
Project Engineer	\$110.00-\$165.00	
Staff Engineer	\$100.00-\$125.00	
Senior Mechanical Gas Designer	\$140.00-\$180.00	
Senior Landscape Architect	\$140.00-\$195.00	
Project Landscape Architect	\$100.00-\$145.00	
Staff Landscape Architect	\$85.00-\$115.00	
Principal Construction Inspector	\$150.00-\$240.00	
Senior Construction Inspector	\$130.00-\$205.00	

Construction Inspector	\$90.00-\$165.00
Project Coordinator	\$80.00-\$125.00
Senior GIS Specialist	\$105.00-\$165.00
GIS Specialist	\$90.00-\$140.00
GIS Technician	\$65.00-\$105.00
Senior CADD Designer	\$90.00-\$135.00
CADD Designer	\$80.00-\$115.00
Technician	\$65.00-\$95.00
Senior Administrative Assistant	\$95.00-\$105.00
Administrative Assistant	\$60.00-\$95.00
ARCHITECTURE Principal Architect	\$90.00-\$280.00
Senior Project Manager	\$190.00-\$250.00
Project Manager	\$150.00-\$220.00
Senior Architect	\$140.00-\$220.00
Project Architect	\$145.00-\$165.00
Job Captain	\$120.00-\$165.00
Staff Architect	\$70.00-\$100.00
Senior Designer	\$100.00-\$140.00
Designer	\$90.00-\$125.00
CADD Operator	\$75.00-\$115.00
Senior Construction Manager	\$175.00-\$195.00
Senior Construction Administrator	\$120.00-\$150.00
Construction Administrator	\$110.00-\$135.00
Project Coordinator	\$90.00-\$105.00
Construction Coordinator	\$70.00-\$95.00
Administrative Assistant	\$60.00-\$95.00

BI COMPANIES CONNECTICUT INC.

Vendor	Total Bid/Bid Schedule Submitted	POSITION	HOURLY RATES
CONSULTING ENGINEERING SERVICES		Principal in Charge	\$240.00
		Associate/Team Leader	\$220.00
		Project Manager	\$200.00
		Senior Engineer	\$180.00
		Engineer	\$160.00
		Senior Engineering Designer	\$140.00
		Engineering Designer	\$120.00
		Draftsperson	\$110.00
		General/Secretarial	\$80.00

Vendor	Total Bid/Bid Schedule Submitted	POSITION	HOURLY RATES
R2 DESIGN ASSOCIATES		PRINCIPAL	\$200.00
		ASSOCIATE	\$185.00
		SENIOR ENGINEER	\$170.00
		FIELD ENGINEER	\$165.00
		ENGINEER	\$140.00
		DESIGNER	\$125.00
		DRAFTER/CAD OPERATOR	\$100.00
		ADMINISTRATIVE ASSISTANT	\$80.00

Finance Department

Memo

To: The Board of Selectmen
From: Rawle Dummett
CC: Kim Allen
Date: June 15, 2021

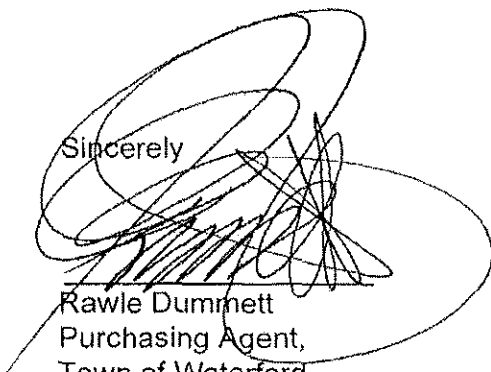
Re: Bid Award – Bid#21-112 Custodial Services for Government Buildings

Dear Mr. Brule:

Proposals for the above mentioned bid were opened on May 18, 2021 by Gary Schneider, Public Works Director and I with the attached results. After careful review, it was decided that the lone bidder Blackburn Professional Cleaning be awarded the contract to provide these services to the Town, commencing July 1st 2021, in the amount of \$82,200.00. The contract period will be two (2) years with the possibility of annual renewals for an additional three (3) years, based upon the town's discretion.

This cost will be assigned to the various departments as indicated in the Bid Tabulation Sheet.

Sincerely



Rawle Dummett
Purchasing Agent,
Town of Waterford

Rawle Dummett

From: Gary Schneider
Sent: Wednesday, June 9, 2021 11:47 AM
To: Rawle Dummett
Subject: Custodial Contract Bid 21-112

I have reviewed the bid submitted by Blackburn Building Services, LLC. The firm qualifications meet our bid specifications. I recommend that the Town award the contract to this firm.

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

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Recreation & Parks
DEPARTMENT

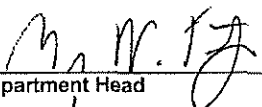
Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	Revised Budget Amount
1	10137	52080	Telephone	\$ 2,848	1,100.00		\$ 3,948
2	10137	52380	Programs	\$ 42,387		1,100.00	\$ 41,287
3	10137	54020	Equipment	\$ 1,825	1,100.00		\$ 2,925
4	10137	52380	Programs	\$ 42,387		1,100.00	\$ 40,187
5							
8							
9							\$ -
10							\$ -
TOTAL					2,200.00	2,200.00	

Explanation:

Rise in cell phone costs due to extra phones needed during the pandemic for beach operations.

Upgrade to replacement fitness center equipment caused increase in cost.

Funds available in 52380 due to cancelled programs caused by the pandemic.



Department Head



Director of Finance

6/8/21

Date

6/10/21

Date

First Selectman

Date

Commission/Board Approval

Date

06/09/2021 15:18
kallen

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

P
glytdbud

FOR 2021 13

ACCOUNTS FOR:
GENERAL FUND

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10137 RECREATION AND PARKS							
10137 51110 ADMINISTRATION	188,698	0	188,698	180,580.47	.00	8,117.53	95.7%
10137 51210 CLERICAL AND TECHN	85,786	0	85,786	82,330.48	.00	3,455.52	96.0%
10137 51220 CUSTODIAL	18,868	0	18,868	16,774.83	.00	2,093.17	88.9%
10137 51450 EXTRA DUTY	0	0	0	.00	.00	.00	.0%
10137 51451 EXTRA DUTY REGULAR	0	0	0	.00	.00	.00	.0%
10137 51610 PARKS MAINTENANCE	375,951	0	375,951	308,629.55	.00	67,321.45	82.1%
10137 51620 RECREATION PROGRAMS	342,991	0	342,991	160,483.95	.00	182,507.05	46.8%
10137 51630 SUMMER JOBS FOR MIN	13,623	0	13,623	.00	.00	13,623.00	.0%
10137 51810 OVERTIME	20,478	0	20,478	17,235.31	.00	3,242.69	84.2%
10137 51910 FRINGE BENEFITS	7,806	0	7,806	7,173.78	.00	632.22	91.9%
10137 51920 F.I.C.A.	80,646	0	80,646	56,480.90	.00	24,165.10	70.0%
10137 52010 ADVERTISING	2,760	0	2,760	293.45	.00	2,466.55	10.6%
10137 52020 POSTAGE	6,100	0	6,100	4,208.32	.00	1,891.68	69.0%
10137 52040 SERVICE CONT. AND R	50,282	0	50,282	48,399.65	1,980.00	-97.65	100.2%*
10137 52050 DEES.CONFERENCES &	3,650	0	3,650	2,082.46	.00	1,567.54	57.1%
10137 52060 PRINTING	0	0	0	.00	.00	.00	.0%
10137 52070 REIMBURSABLE EXPENS	150	0	150	.00	.00	150.00	.0%
10137 52080 TELEPHONE	2,848	0	2,848	3,347.47	.00	-499.47	117.5%*
10137 52206 TRANSFER TO WATERFO	4,750	0	4,750	4,750.00	.00	.00	100.0%
10137 52380 PROGRAMS	42,387	0	42,387	20,775.58	5,424.34	16,187.08	61.8%
10137 52390 CO-SPONSORED PROGRA	41,549	0	41,549	29,606.00	.00	11,943.00	71.3%
10137 52420 MAINTENANCE OF PROR	147,523	0	147,523	153,527.97	18,154.30	-24,159.27	116.4%*
10137 53010 OFFICE SUPPLIES	1,363	0	1,363	1,230.23	.00	132.77	90.3%
10137 53020 OTHER SUPPLIES	30,636	0	30,636	24,501.69	.00	6,134.31	80.0%
10137 53080 MAINTENANCE VEHICLE	20,750	0	20,750	20,997.29	.00	-247.29	101.2%*
10137 53090 FUELS AND LUBRICANT	20,195	0	20,195	11,710.32	.00	8,484.68	58.0%
10137 54020 EQUIPMENT	1,825	0	1,825	.00	2,547.74	-722.74	139.6%*
TOTAL RECREATION AND PARKS	1,511,615	0	1,511,615	1,155,119.70	28,106.38	328,388.92	78.3%
TOTAL GENERAL FUND	1,511,615	0	1,511,615	1,155,119.70	28,106.38	328,388.92	78.3%
TOTAL EXPENSES	1,511,615	0	1,511,615	1,155,119.70	28,106.38	328,388.92	

TOWN OF WATERFORD TRANSFER REQUEST FORM

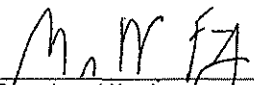
Out of Series Transfer Request

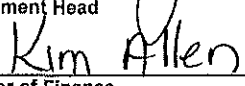
Recreation & Parks
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10137	52420	Maintenance of Properties	147,523.00	30,000.00		177,523.00
2	10137	51620	Recreation Programs	342,991.00		30,000.00	312,991.00
3							0.00
4							0.00
5							0.00
6							0.00
7							0.00
8							0.00
9							0.00
10							0.00
							0.00
							0.00
TOTAL					30,000.00	30,000.00	

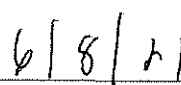
Explanation

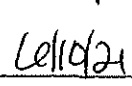
Increased costs in maintenance of properties due to electrical contractors being hired for various repairs and beach bathroom upgrades. Also increased unanticipated equipment replacement. Rise in material costs as well.



Department Head


Director of Finance



Date


Date

First Selectman

Date

Commission/Board Approval

Date



Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/09/2021 15:18
kallen

FOR 2021 13

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10137 RECREATION AND PARKS							
10137 51110 ADMINISTRATION	188,698	0	188,698	180,580.47	.00	8,117.53	95.7%
10137 51210 CLERICAL AND TECHN	85,786	0	85,786	82,330.48	.00	3,455.52	96.0%
10137 51220 CUSTODIAL	18,868	0	18,868	16,774.83	.00	2,093.17	88.9%
10137 51450 EXTRA DUTY	0	0	0	.00	.00	.00	.0%
10137 51451 EXTRA DUTY REGULAR	0	0	0	.00	.00	.00	.0%
10137 51610 PARKS MAINTENANCE	375,951	0	375,951	308,629.55	.00	67,321.45	82.1%
10137 51620 RECREATION PROGRAMS	342,991	0	342,991	160,483.95	.00	182,507.05	46.8%
10137 51630 SUMMER JOBS FOR MIN	13,623	0	13,623	.00	.00	13,623.00	.0%
10137 51810 OVERTIME	20,478	0	20,478	17,235.31	.00	3,242.69	84.2%
10137 51910 FRINGE BENEFITS	7,806	0	7,806	7,173.78	.00	632.22	91.9%
10137 51920 F.I.C.A.	80,646	0	80,646	56,480.90	.00	24,165.10	70.3%
10137 52010 ADVERTISING	2,760	0	2,760	293.45	.00	2,466.55	10.6%
10137 52020 POSTAGE	6,100	0	6,100	4,208.32	.00	1,891.68	69.0%
10137 52040 SERVICE CONT. AND R	50,282	0	50,282	48,399.65	1,980.00	-97.65	100.2%*
10137 52050 DUES, CONFERENCES &	3,650	0	3,650	2,082.46	.00	1,567.54	57.1%
10137 52060 PRINTING	0	0	0	.00	.00	.00	.0%
10137 52070 REIMBURSABLE EXPENS	150	0	150	.00	.00	150.00	.0%
10137 52080 TELEPHONE	2,848	0	2,848	3,347.47	.00	-499.47	117.5%*
10137 52206 TRANSFER TO WATEREQ	4,750	0	4,750	4,750.00	.00	.00	100.0%
10137 52380 PROGRAMS	42,387	0	42,387	20,775.58	5,424.34	16,187.08	61.8%
10137 52390 CO-SPONSORED PROGRA	41,549	0	41,549	29,606.00	.00	11,943.00	71.3%
10137 52420 MAINTENANCE OF PROP	147,523	0	147,523	153,527.97	18,154.30	-24,159.27	116.4%*
10137 53010 OFFICE SUPPLIES	1,363	0	1,363	1,230.23	.00	132.77	90.3%
10137 53020 OTHER SUPPLIES	30,636	0	30,636	24,501.69	.00	6,134.31	80.0%
10137 53080 MAINTENANCE VEHICLE	20,750	0	20,750	20,997.29	.00	-247.29	101.2%*
10137 53090 FUELS AND LUBRICANT	20,195	0	20,195	11,710.32	.00	8,484.68	58.0%
10137 54020 EQUIPMENT	1,825	0	1,825	.00	2,547.74	-722.74	139.6%*
TOTAL RECREATION AND PARKS	1,511,615	0	1,511,615	1,155,119.70	28,106.38	328,388.92	78.3%
TOTAL GENERAL FUND	1,511,615	0	1,511,615	1,155,119.70	28,106.38	328,388.92	78.3%
TOTAL EXPENSES	1,511,615	0	1,511,615	1,155,119.70	28,106.38	328,388.92	

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

Emergency Management
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Budget Amount
1	10122	52050	DUES, CONF., EDUCATION	\$ 22,084	\$ 19,696		(1,700.00)	\$ 17,996
2	10122	52080	TELEPHONE	\$ 25,537	\$ (409)	1,700.00		\$ 1,291
3	10122	52050	DUES, CONF., EDUCATION	\$ 22,084	\$ 16,596		(1,700.00)	\$ 14,896
4	10122	52370	DISP CLOTHING ALLOWANCE	\$ 3,760	\$ 1,356	1,700.00		\$ 3,056
5								\$ -
8								\$ -
9								\$ -
10								\$ -
TOTAL						3,400.00	(3,400.00)	

Explanation:

The telephone line item is budgeted based on a three year average. Usage is consistent, but the rate has increased. Dues, Conferences and Education has a surplus as COVID-19 caused the cancellation of many educational and conference events.

Dispatcher clothing was not purchased in FY 2020 placing larger burden on the FY 2021 budget.

Steven Sinagra
Department Head

Kim Allen
Director of Finance

First Selectman

Commission/Board Approval

June 7, 2021
Date

6/7/21
Date

Date

Date

06/07/2021 14:24

kallen

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORTP
glytdbud

FOR 2021 13

ACCOUNTS FOR:

101 GENERAL FUND

ORIGINAL
APPROPREVISED
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE
BUDGETPCT
USED

10122 EMERGENCY MANAGEMENT

10122 5110 ADMINISTRATION	73,600	73,600	71,867.31	.00	1,732.69	97.6%
10122 5120 CLERICAL AND TECHN	14,256	14,256	13,080.16	.00	1,175.84	91.8%
10122 51240 DISPATCH EDUCATION	2,300	2,300	120.00	.00	2,180.00	5.2%
10122 51440 DISPATCH PERSONNEL	642,931	642,931	577,098.40	.00	65,832.60	89.8%
10122 51810 DISPATCH OVERTIME	131,668	131,668	115,178.63	.00	16,489.37	87.5%
10122 51823 EMERGENCY PERSONNEL	1,800	1,800	.00	.00	1,800.00	.0%
10122 51830 TRAINING & EDUCATIO	7,080	7,080	2,717.27	.00	4,362.73	38.4%
10122 51920 F.I.C.A.	66,069	66,069	55,670.21	.00	10,398.79	84.3%
10122 52010 ADVERTISING	200	200	.00	.00	200.00	.0%
10122 52020 POSTAGE	50	50	2.21	.00	47.79	4.4%
10122 52030 PROFESSIONAL FEES	1,000	1,000	999.00	.00	1.00	99.9%
10122 52040 SERVICE CONT. AND R	45,524	45,524	26,317.61	.00	19,206.39	57.8%
10122 52050 DUES, CONFERENCES &	22,084	22,084	2,388.00	.00	19,696.00	10.8%
10122 52060 PRINTING	200	200	.00	.00	200.00	.0%
10122 52070 REIMBURSABLE EXPENS	0	0	.00	.00	.00	.0%
10122 52080 TELEPHONE	25,537	25,537	25,946.41	.00	-409.41	101.6%*
10122 52100 ELECTRICITY	35,546	35,546	33,574.88	.00	1,971.12	94.5%
10122 52300 TRAINING, EDUCATION	2,600	2,600	971.45	.00	1,628.55	37.4%
10122 52370 DISPATCH CLOTHING A	3,760	3,760	2,403.90	.00	1,356.10	63.9%
10122 52415 GENERATOR MAINTENAN	8,200	8,200	.00	.00	8,200.00	.0%
10122 53010 OFFICE SUPPLIES	250	250	44.22	.00	205.78	17.7%
10122 53020 OTHER SUPPLIES	1,000	1,000	1,014.50	.00	-14.50	101.5%*
10122 53090 FUELS AND LUBRICANT	600	600	.00	.00	600.00	.0%
10122 53120 SHELTER SUPPLIES	600	600	.00	.00	600.00	.0%
10122 53130 RADIOLOGICAL SUPPLI	400	400	.00	.00	400.00	.0%
10122 54120 DISPATCH CENTER EQU	1	1	.00	.00	1.00	.0%
10122 54150 SURPLUS EQUIPMENT	1	1	.00	.00	1.00	.0%
10122 54190 EMERGENCY EQUIPMENT	1	1	.00	.00	1.00	.0%
TOTAL EMERGENCY MANAGEMENT	1,087,258	1,087,258	929,394.16	.00	157,863.84	85.5%
TOTAL GENERAL FUND	1,087,258	1,087,258	929,394.16	.00	157,863.84	85.5%
TOTAL EXPENSES	1,087,258	1,087,258	929,394.16	.00	157,863.84	

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

SENIOR SERVICES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10135	51110	ADMINISTRATION	\$ 148,882	\$ 9,489	5,200.00		\$ 14,689
2	10135	51210	CLERICAL & TECHNICAL	\$ 212,639	\$ 73,975		(6,200.00)	\$ 67,775
3	10135	51810	OVERTIME	\$ 891	\$ 37	1,000.00		\$ 1,037
4								\$ -
5								\$ -
8								\$ -
9								\$ -
10								\$ -
TOTAL						6,200.00	(6,200.00)	

Explanation:

GGA contract was settled, retroactive pay and salary increase.

Overtime is needed to short staff, work load and new software.

Lisa Cappucio
Department Head

5/25/2021
Date

Kim Allen
Director of Finance

6/2/2021
Date

First Selectman

Date

Carol Sanders
Commission/Board Approval

5/25/2021
Date

06/02/2021 09:52

kallen

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORTP
glytdbud
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FOR 2021 13

ACCOUNTS FOR:
101 GENERAL FUND

10135 SENIOR CITIZEN COMMISSION

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10135 51110 ADMINISTRATION	148,882	0	148,882	139,392.58	.00	9,489.42	93.6%
10135 51210 CLERICAL AND TECHN	212,639	0	212,639	138,663.53	.00	73,975.07	65.2%
10135 51635 SENIOR PROGRAM INST	17,071	0	17,071	5,223.06	.00	11,847.94	30.6%
10135 51810 OVERTIME	891	0	891	854.00	.00	37.00	95.8%
10135 51910 PRINCE BENBELITS	0	0	0	.00	.00	.00	.0%
10135 51920 F.I.C.A.	29,030	0	29,030	20,510.73	.00	8,519.27	70.7%
10135 52010 ADVERTISING	344	0	344	120.00	.00	224.00	34.9%
10135 52020 POSTAGE	1,802	0	1,802	1,413.75	.00	388.25	78.5%
10135 52039 ADA SERVICES	450	0	450	.00	.00	450.00	.0%
10135 52040 SERVICE CONT. AND R	49,374	0	49,374	44,241.90	1,980.00	3,152.10	93.6%
10135 52050 DUES, CONFERENCES &	530	0	530	.00	.00	530.00	.0%
10135 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10135 52090 HEATING FUEL	8,308	0	8,308	7,565.10	.00	742.90	91.1%
10135 52100 ELECTRICITY	30,876	0	30,876	16,760.53	.00	14,115.47	54.3%
10135 52115 WATER/SEWER	2,220	0	2,220	1,467.36	.00	752.64	66.1%
10135 52130 PHYSICAL EXAMINATIO	1,220	0	1,220	291.00	.00	929.00	23.9%
10135 52380 PROGRAMS	26,370	0	26,370	3,295.66	1,300.00	21,774.34	17.4%
10135 53010 OFFICE SUPPLIES	673	0	673	84.45	.00	588.55	12.5%
10135 53020 OTHER SUPPLIES	2,611	0	2,611	660.58	1,036.09	914.33	65.0%
10135 53070 AUTO REPAIRS	3,024	0	3,024	1,628.46	.00	1,395.54	53.9%
10135 53090 FUELS AND LUBRICANT	8,970	0	8,970	2,006.53	.00	6,963.47	22.4%
10135 54020 FITNESS EQUIPMENT	1,825	0	1,825	.00	1,825.00	.00	100.0%
10135 54030 KITCHEN EQUIPMENT	120	0	120	30.11	.00	89.89	25.1%
10135 54050 AUTOMOTIVE EQUIPMEN	897	0	897	94.24	.00	802.76	10.5%
10135 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL SENIOR CITIZEN COMMISSION	548,127	0	548,127	384,303.97	6,141.09	157,681.94	71.2%

TOTAL GENERAL FUND

TOTAL EXPENSES

157,681.94

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

INSURANCE
DEPARTMENT

4TH QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10112	52201	LIABILITY/AUTO/PROPERTY	\$ 420,000	\$ (35,065)	35,065.00		\$ -
2	10112	52240	UNEMPLOYMENT COMPENSATION	\$ 5,000	\$ (26,598)	26,600.00		\$ 2
3	10112	52252	LONGTERM DISABILITY	\$ 300	\$ (165)	165.00		
4	10112	52251	HEALTHCARE	\$ 3,460,000	\$ 278,295		(61,830.00)	\$ 216,465
5								\$ -
8								\$ -
9								\$ -
10								\$ -
TOTAL						61,830.00	(61,830.00)	

Explanation:

1 - Changes/Additions in property and automobile increased yearly coverage costs.

2 - Increased payments for unemployment benefits.

3 - Changes to rates after FY21 budget was approved caused deficit.

4 - Changes to plan has resulted in a overall surplus.

Kim Allen
Department Head

6/3/2021
Date

Kim Allen
Director of Finance

6/3/2021
Date

First Selectman

Date

Commission/Board Approval

Date

06/03/2021 14:18
Kallen

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR:
101 GENERAL FUND

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10112 INSURANCE							
10112 52200 WORKER'S COMP. INS.	710,000	0	710,000	660,163.20	.00	49,836.80	93.0%
10112 52201 LIABILITY/AUTO/PROP	420,000	0	420,000	455,064.38	.00	-35,064.38	108.3%*
10112 52210 BUILDING AND CONTEN	0	0	0	.00	.00	.00	.0%
10112 52220 VEHICLES INS. PREM.	0	0	0	.00	.00	.00	.0%
10112 52230 GENERAL LIABILITY I	0	0	0	.00	.00	.00	.0%
10112 52240 UNEMPLOYMENT COMPEN	5,000	0	5,000	31,597.57	.00	-26,597.57	632.0%*
10112 52250 DEDUCTIBLE COVERAGE	35,000	0	35,000	2,000.00	.00	33,000.00	5.7%
10112 52251 HEALTHCARE	3,460,000	0	3,460,000	3,181,705.34	.00	278,294.66	92.0%
10112 52252 LONG TERM DISABILIT	3,000	0	3,000	3,164.10	.00	-164.10	105.5%*
10112 52253 LIFE INSURANCE	25,000	0	25,000	20,444.44	.00	4,555.56	81.8%
TOTAL INSURANCE	4,658,000	0	4,658,000	4,354,139.03	.00	303,860.97	93.5%
TOTAL GENERAL FUND	4,658,000	0	4,658,000	4,354,139.03	.00	303,860.97	93.5%
TOTAL EXPENSES	4,658,000	0	4,658,000	4,354,139.03	.00	303,860.97	

Cindy Dupointe

From: Robert Brule
Sent: Tuesday, June 8, 2021 8:12 AM
To: Cathy Barnard
Cc: Beth Sabilia; David Campo; Cindy Dupointe
Subject: Re: Appointment recommendation for WELSCO

Received. Thank you!

My regards,

Rob Brule
First Selectman
Waterford Town Hall
15 Rope Ferry Road
Waterford, CT 06385
rbrule@waterfordct.org
Phone: 860-444-5834
Fax: 860-444-0273

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On Jun 8, 2021, at 7:04 AM, Cathy Barnard <cathybarnard514@yahoo.com> wrote:

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

Good morning,

Attached please find my letter recommending that you reappoint Marcia Benvenuti to the Waterford / East Lyme Shellfish Commission.

I don't have Jody's email address so I am hoping one of you will forward it to her on my behalf.

Please let me know if you have any questions.

Thanks and enjoy the beautiful weather today.

Cathy Barnard

Chair
Waterford Democratic Town Committee

(860) 306-2147 (cell)

<nomination letter marcia.pdf>



Authorizing Resolution of the Board of Selectmen,

Resolved that the Board of Selectmen hereby authorizes and directs,
Robert Brule as First Selectman, to execute, approve, sign and deliver, all
contracts made by or on behalf of the Town of Waterford during the fiscal
year July 1, 2021 to June 30, 2022.

So approved on this ____ day of June, 2021 by the Waterford Board of
Selectmen