

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

AGENDA
REPRESENTATIVE TOWN MEETING
REGULAR MEETING
Monday, June 3, 2024
7:00pm – Waterford Town Hall

RECEIVED FOR RECORD
WATERFORD, CT
2024 MAY 23 A 9:01
ATTEST: *David J. Gagnier*
TOWN CLERK

- A. Pledge of Allegiance
- B. Roll Call
- C. To consider and act upon the minutes of the May 6, 2024 Meeting.
- D. Correspondence
- E. Public Comment
- F. Committee reports and referrals
- G. Appointee & Liaison updates
- H. Transaction of Business on the Call:
 - 1. To consider and act upon a recommendation from the Board of Finance for a supplemental appropriation for the Board of Education in the amount of **\$149,340** from the **Unassigned General Fund Balance** for the Clark Lane Middle School Chiller Replacement.
 - 2. To consider and act upon the Seasonal/Occasional Wage Schedule effective July 1, 2024 as presented.
 - 3. To consider and act upon a recommendation from the Board of Finance for an additional appropriation of **\$55,000** from the **Undesignated Capital and Non-Recurring Designated Fund #205-31520** to line item **#20511-57879** to cover Change Orders 1 through 3 and the anticipated additional work on the female stack of toilets at the Town Hall.
 - 4. To consider and act upon a recommendation from the Board of Finance for an additional appropriation of **\$32,439** from the **Unassigned Fund Balance of the General Fund to line item 10136-51210 (Clerical/Technical)**.
 - 5. To consider and act upon an RTM appointment to the Long Range Fiscal Planning Committee.
- I. New Business
- J. Adjournment

FIFTEEN ROPE FERRY ROAD
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C

MINUTES

REPRESENTATIVE TOWN MEETING

Annual Budget Meeting & Special Meeting
May 6, 8, 13 and 15, 2024

RECEIVED FOR RECORD
WATERFORD, CT
2024 MAY 17 P 3:19
ATTEST
David L. Campo
TOWN CLERK

Moderator Paul Goldstein called the Annual Budget Meeting & Special Meeting of the Representative Town Meeting to order on May 6, 2024, at 7:01 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Kyrah Augmon-Bossa, Michael Bono, Jennifer Bracciale, Mark Campo, Erica Casper, Mary Childs, Thomas J. Dembek, Susan Driscoll, Tim Fioravanti, Nick Gauthier, Paul S. Goldstein, Kristin Gonzalez, Ryan Healy, Christina Jessuck, Matthew Keatley, Lindsay Khan, Kate MacKenzie, Shawn Monahan, Ursula Moreshead, Kayla Mullen, Kathleen Mullen Kohl, Ted Olynciw, Danielle Steward-Gelinas, David Sugrue

ABSENT: Harry Colonis, Tim Condon

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J. Brule, Board of Education Chair Pat Fedor, Board of Finance Chair Glenn Patterson, Selectman Richard Muckle.

EX-OFFICIO MEMBERS ABSENT: Selectman Greg Attanasio.

ALSO PRESENT: Town Attorney Robert Avena, Town Clerk David L. Campo, and Director of Finance Kim Allen.

AGENDA ITEM C – April 8, 2024 Minutes

MOTION by Steward-Gelinas, seconded by Driscoll, to accept the April 8, 2024 Minutes as presented.

MOTION PASSED: 22-0-2 (Gonzalez, Sugrue abstained)

PUBLIC COMMENT

Helen Kwasniewski, 227 Bloomingdale Rd, spoke against the Board of Education Budget, urging members to vote "no".

Laurie Wolfley resident and Board of Education member, 15 Anita Ave, spoke in support of the Board of Education Budget.

Cheryl Larder, 26 Wiemes Ct, spoke in support of spending down some of the \$21,000,000 the town has in surplus.

CORRESPONDENCE

None

MOTION by Steward-Gelinas, seconded by Driscoll, to move ITEM 3 to the end of the meeting on Wednesday, May 8, 2024.

VOTING IN FAVOR: Unanimous

PROCEDURAL MATTERS

The Annual Budget Meeting is, in fact, an ongoing meeting called to order on May 6, 2024, recessed, then continued on May 8, May 13, and May 15, only to be adjourned after final action on May 15, 2024. Consideration of the Budget by department/agency follows the posted schedule.

CALL ITEM 1 – Board of Education and General Fund Budget

Consideration and action upon the General Fund Budget, which includes both Board of Education and General Government Budgets for the Fiscal Year July 1, 2024, through June 30, 2025, as recommended by the Board of Finance, and as may be modified by the determination of the Representative Town Meeting.

STANDING MOTION by Majority Leader Steward-Gelinas, seconded by Minority Leader Driscoll, to offer a standing motion to move each proposed budget for consideration in the order specified in the hearing schedules, with approvals at the series subtotal and the department total levels, with the understanding that all totals are considered tentatively approved until final action is taken at the end of our Budget hearing.

VOTING IN FAVOR: Unanimous

TAX COLLECTOR (10106) \$232,331

PRESENTATION: Tax Collector Alan Wilensky

MOTION PASSED: Unanimous

BOARD OF EDUCATION (10160) \$57,611,181

PRESENTATION: Chairman of the Board of Education Pat Fedor, Superintendent of Schools Thomas Giard, BOE Director of Finance Joseph Mancini presented the details of the budget and stood for questions.

Lengthy discussion ensued

VOTING IN FAVOR: Augmon-Bossa, Bracciale, Casper, Dembek, Driscoll, Gauthier, Goldstein, Healy, Jessuck, Khan, Moresehead, Mullen, Mullen Kohl, Olynciw, Steward-Gelinas, Sugrue

VOTING AGAINST: Campo, Keatley, MacKenzie, Monahan

ABSTAINED: Bono, Childs, Fioravanti, Gonzalez

MOTION PASSED: 16-4-4

Recess at 8:44 P.M.

CALL TO ORDER

The Annual Budget Meeting of the Representative Town Meeting was resumed and called to order at 7:00 P.M. on Wednesday, May 8, 2024 by Moderator Goldstein.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Kyras Augmon-Bossa, Jennifer Bracciale, Mark Campo, Mary Childs, Thomas J. Dembek, Susan Driscoll, Tim Fioravanti, Nick Gauthier, Paul S. Goldstein, Kristin Gonzalez, Ryan Healy, Christina Jessuck,

Matthew Keatley, Lindsay Khan, Kate MacKenzie, Shawn Monahan, Ursula Moreshead, Kayla Mullen, Kathleen Mullen Kohl, Danielle Steward-Gelinas, David Sugrue

ABSENT: Michael Bono, Erica Casper, Harry Colonis, Tim Condon, Ted Olynciw

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J. Brule, Board of Finance Chair Glenn Patterson

EX-OFFICIO MEMBERS ABSENT: Board of Education Chair Pat Fedor, Selectman Greg Attanasio, and Selectman Richard Muckle

ALSO PRESENT: Town Attorney Nick Kepple, Town Clerk David L. Campo, and Director of Finance Kim Allen

PUBLIC COMMENT

Quaker Hill resident Helen Kwasniewski spoke about her Budget concerns with an emphasis on the Senior Citizens Commission.

CORRESPONDENCE

None

ETHICS COMMISSION (10143) \$900

MOTION PASSED: Unanimous

CONSERVATION OF HEALTH (10132) \$148,407

PRESENTATION: Danielle Steward-Gelinas, Chairperson of Ledge Light Board of Directors

MOTION PASSED: 19-0-2 (Goldstein, Steward-Gelinas abstained)

PUBLIC HEALTH NURSING SERV (10133) \$26,297

PRESENTATION: VNA of Southeastern Connecticut Senior Manager of Clinical Services Karen Ort

MOTION PASSED: Unanimous

SOCIAL SERVICES GRANTS/MISC (10120) \$100,250

MOTION PASSED: Unanimous

EMERGENCY MANAGEMENT (10122) \$1,196,762

PRESENTATION: Director of Emergency Management Stephen Sinagra

MOTION PASSED: Unanimous.

YOUTH & FAMILY SERVICES BUREAU (10119) \$294,579

PRESENTATION: Director of Human Services Dani Gorman, Program Coordinator Joe Trelli, Human Services Coordinator Heidi McSwain, Brandon Smith

MOTION PASSED: Unanimous

SENIOR CITIZENS COMMISSION (10135) \$481,248

PRESENTATION: Director of Human Services Dani Gorman, Assistant Director Terry Wheeler, Office Assistant Meaghan Rossi

MOTION PASSED: 19-0-2 (Bracciale, Gauthier abstained)

BOARD OF ASSESSMENT APPEALS (10105) \$1,742

PRESENTATION: Assessor Paige Walton

MOTION PASSED: Unanimous

ASSESSOR (10104) \$287,213
PRESENTATION: Assessor Paige Walton
MOTION PASSED: Unanimous

CONTINGENCY (10121) \$265,000
PRESENTATION: Director of Finance Kim Allen
MOTION PASSED: 20-1-0 (Childs opposed)

DEBT SERVICE (10139) \$8,109,746
PRESENTATION: Director of Finance Kim Allen
MOTION PASSED: Unanimous

INSURANCE (10112) \$4,962,182
PRESENTATION: Director of Finance Kim Allen
MOTION PASSED: Unanimous

TOWN CLERK (10109) \$264,849
PRESENTATION: Town Clerk David L. Campo, CCTC
MOTION PASSED: Unanimous

REPRESENTATIVE TOWN MEETING (10117) \$18,903
PRESENTATION: Town Clerk David L. Campo, CCTC
MOTION PASSED: Unanimous

REGISTRARS OF VOTERS (10102) \$96,525
PRESENTATION: Democratic Registrar of Voters Bigi Ebbin, Republican Registrar of Voters Patricia Waters
MOTION PASSED: Unanimous

CALL ITEM 3 – Salary of Registrars of Voters
PRESENTATION: Democratic Registrar of Voters Bigi Ebbin, Republican Registrar of Voters Patricia Waters
MOTION by Mullen Kohl, seconded by Sugrue, to approve a recommendation, if any, of the Finance, Wage & Personnel Standing Committee of the RTM, pending its meeting on May 1, 2024, as to the compensation for the Registrars of Voters due to the implementation of Early Voting.
MOTION by Steward-Gelinas, seconded by Gauthier, to amend the motion by replacing “if any” with “an increase to the base stipend for the ROV for FY24 to \$33,812.16 retroactive to Jan 1, 2024”.
MOTION TO AMEND PASSED: Unanimous
MOTION PASSED: Unanimous

Recess at 8:31 P.M.

CALL TO ORDER
The Annual Budget Meeting of the Representative Town Meeting resumed at 7:00 P.M. on Monday, May 13, 2024, with the call to order by Moderator Goldstein.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Kyrach Augmon-Bossa, Jennifer Bracciale, Mark Campo, Erica Casper, Mary Childs, Thomas J. Dembek, Susan Driscoll, Tim Fioravanti, Nick Gauthier, Paul S. Goldstein, Kristin Gonzalez (7:24 P.M.), Lindsay Khan, Kate MacKenzie, Shawn Monahan, Ursula Moreshead, Kayla Mullen, Kathleen Mullen Kohl Danielle Steward-Gelinas, David Sugrue

ABSENT: Michael Bono, Harry Colonis, Tim Condon, Ryan Healy, Christina Jessuck, Matthew Keatley, Ted Olynciw

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

EX-OFFICIO MEMBERS ABSENT: Board of Education Chair Pat Fedor, Board of Finance Chair Glenn Patterson, Selectman Richard Muckle, and Selectman Greg Attanasio.

ALSO PRESENT: Town Attorney Robert Avena, Town Clerk David L. Campo, and Director of Finance Kim Allen.

PUBLIC COMMENT

None

CORRESPONDENCE

Marketing information from CCM.

MOTION by Steward-Gelinas, seconded by Gauthier, to move Public Works ahead of Recreation and Parks.

MOTION PASSED: Unanimous

ZONING BOARD OF APPEALS (10115) \$4,310

PRESENTATION: Director of Planning Jonathan Mullen

MOTION PASSED: Unanimous

ECONOMIC DEVELOPMENT COMMISSION (10113) \$25,267

PRESENTATION: Director of Planning Jonathan Mullen

MOTION PASSED: Unanimous

CONSERVATION COMMISSION (10114) \$18,250

PRESENTATION: Director of Planning Jonathan Mullen, Environmental Planner Maureen Fitzgerald

MOTION PASSED: Unanimous

PLANNING & ZONING COMMISSION (10110) \$686,543

PRESENTATION: Director of Planning Jonathan Mullen

MOTION PASSED: Unanimous

FLOOD & EROSION CONTROL BOARD (10141) \$1,109

PRESENTATION: Director of Planning Jonathan Mullen

MOTION PASSED: Unanimous

BUILDING DEPARTMENT (10118) \$326,532

PRESENTATION: Director of Planning Jonathan Mullen, Building Official Steve Cardelle

MOTION PASSED: Unanimous

BUILDING MAINTENANCE (10111) \$895,824

PRESENTATION: Director of Public Works Gary Schneider, Office Coordinator Sandy Kenniston

MOTION PASSED: Unanimous

PUBLIC WORKS DEPARTMENT (10130) \$5,086,238

PRESENTATION: Director of Public Works Gary Schneider, Office Coordinator Sandy Kenniston

MOTION PASSED: Unanimous

RECREATION & PARKS COMMISSION (10137) \$1,485,080

PRESENTATION: Director of Recreation and Parks Ryan McNamara, Program Coordinator Tim Ceiplik

MOTION PASSED: 18-0-1 (Childs abstained)

BOARD OF SELECTMEN (10101) \$206,405

PRESENTATION: First Selectman Robert Brule

MOTION PASSED: Unanimous

Recess at 8:42 P.M.

CALL TO ORDER

The Annual Budget Meeting of the Representative Town Meeting resumed at 7:01 P.M. on Wednesday, May 15, 2024, with the call to order by Paul Goldstein.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Kyras Augmon-Bossa, Jennifer Bracciale, Mark Campo, Erica Casper, Mary Childs, Tim Condon, Thomas J. Dembek, Susan Driscoll, Tim Fioravanti (8:17 P.M.), Nick Gauthier, Paul S. Goldstein, Kristin Gonzalez, Ryan Healy, Christina Jessuck, Matthew Keatley, Kate MacKenzie, Shawn Monahan (7:10 P.M.), Ursula Moreshead, Kathleen Mullen Kohl, Ted Olynciw, Danielle Steward-Gelinas, David Sugrue

ABSENT: Michael Bono, Harry Colonis, Lindsay Khan, Kayla Mullen

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J. Brule, Selectman Richard Muckle, Board of Education Chair Pat Fedor, Board of Finance Chair Glenn Patterson

EX-OFFICIO MEMBERS ABSENT: Selectman Greg Attanasio.

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

PUBLIC COMMENT

Laurie Wolfley, 15 Anita Ave, spoke in support of the Waterford Public Library Budget.

Stephane Browder, 12 Two Mile Hill Rd, spoke in support of the Waterford Public Library Budget.

CORRESPONDENCE

None

RETIREMENT COMMISSION (10116) \$7,760,257

PRESENTATION: Retirement Commission Chair Susan Driscoll

MOTION PASSED: Unanimous

RTM Member Monahan arrived.

WATERFORD PUBLIC LIBRARY (10136) \$1,006,837

PRESENTATION: Library Director Christine Johnson, President of The Waterford Public Library Board of Trustees Aaron Rosenberg

MOTION PASSED: 19-2-0 (*Gauthier and Moreshead opposed*)

FINANCE DEPARTMENT (10107) \$767,856

PRESENTATION: Director of Finance Kim Allen

MOTION PASSED: Unanimous

HUMAN RESOURCES DEPARTMENT (10145) \$264,204

PRESENTATION: Director of Human Resources Christine Walters

MOTION PASSED: Unanimous

BOARD OF FINANCE (10103) \$80,713

PRESENTATION: Board of Finance Chair Glenn Patterson

MOTION PASSED: Unanimous.

RTM Member Fioravanti arrived.

LEGAL DEPARTMENT (10108) \$295,000

PRESENTATION: Town Attorney Nicholas Kepple

MOTION PASSED: Unanimous

FIRE SERVICES (10123) \$3,632,425

PRESENTATION: Director of Fire Services Michael Howley, Office Coordinator Linda Finnegan

MOTION PASSED: Unanimous

POLICE COMMISSION (10129) \$7,115,644

PRESENTATION: Chief of Police Marc Balestracci, Lieutenant David Ferland, Lieutenant Nicole VanOverloop, Lieutenant Patrick Flanagan, Administrative Sargent Michael Fedor, Office Coordinator Diane Driscoll

MOTION PASSED: 21-1-0 (*Steward-Gelinas opposed*)

INFORMATION TECHNOLOGY (10147) \$1,231,423

PRESENTATION: Information Technology Manager Jeff Robillard

MOTION PASSED: Unanimous

CURRENT YEAR CAPITAL IMPROVEMENTS (10138) \$1,312,527

PRESENTATION: First Selectman Robert Brule

MOTION PASSED: 21-1-0 (*Gauthier opposed*)

TRANSFERS TO CAPITAL AND NON-RECURRING EXPENDITURE (10140) \$938,399

PRESENTATION: First Selectman Robert Brule

MOTION PASSED: 20-2-0 (*Childs and Gauthier opposed*)

FINAL ACTION

GENERAL GOVERNMENT OPERATIONS \$39,267,105

MOTION by Steward-Gelinas, seconded by Dembek, to approve the General Government Operations Budget in the amount of \$39,267,105.

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

CURRENT YEAR CAPITAL IMPROVEMENTS (10138) \$1,312,527

MOTION by Steward-Gelinas, seconded by Keatley, to approve the Current Year Capital Improvements Budget in the amount of \$1,312,527.

MOTION PASSED: 20-2-0 (Childs and Gauthier opposed)

TRANSFERS TO CAPITAL AND NON-RECURRING EXPENDITURE (10140) \$938,399

MOTION by Steward-Gelinas, seconded by Dembek, to approve the Transfers to Capital and Non-Recurring Expenditure Fund Budget in the amount of \$938,399

MOTION PASSED: 20-2-0 (Childs and Gauthier opposed)

DEBT SERVICE (10139) \$8,109,746

MOTION by Steward-Gelinas, seconded by Mullen Kohl, to approve the Debt Service budget in the amount of \$8,109,746

MOTION PASSED: Unanimous.

BOARD OF EDUCATION: (10160) \$57,611,181

MOTION by Steward-Gelinas, seconded by Dembek, to approve the Board of Education Budget in the amount of \$57,611,181

MOTION PASSED: 17-2-3 (Campo, Keatley opposed)(Gonzalez, Fioravanti & Childs Abstained)

TOTAL BUDGET FISCAL YEAR 2024 \$107,238,958

MOTION by Steward-Gelinas, seconded by Keatley, to approve a Total Budget for Fiscal Year 2024 in the amount of \$107,238,958

MOTION PASSED: 20-2-0 (Campo and Gauthier opposed)

CALL ITEM 3 – Tax Payment Schedule.

MOTION by Steward-Gelinas, seconded by Moreshead, to establish the schedule of tax payments for real estate, personal property and motor vehicle tax bills for the next fiscal year.

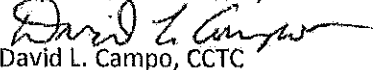
Friendly amendment requested by Driscoll and accepted to refer to the letter from Tax Collector Alan Wilensky and add "as presented" to the motion, (See Attachment)

VOTING IN FAVOR: Unanimous.

MOTION by Steward-Gelinas, seconded by Dembek, to adjourn at 9:48 P.M.

VOTING IN FAVOR: Unanimous

Respectfully submitted,



David L. Campo, CCTC

Waterford Town Clerk

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

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To: Paul Goldstein, RTM Moderator
David Campo, Town Clerk

From: Alan Wilensky, CCMC
Tax Collector

Date: April 25, 2024

Subject: Tax Payment Schedule for Fiscal Year 2024 – 2025
For the RTM meeting agenda of May 15, 2024

RECEIVED FOR RECORD
WATERFORD, CT
2024 APR 16 A 9:55
ATTEST: *David J. Campo*
TOWN CLERK

I have the following recommendations for the schedule of tax payments for Fiscal Year 2024– 2025:

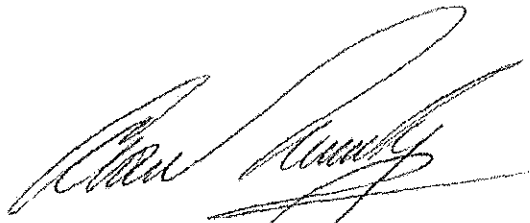
- Retain the two-payment system for Real Estate tax bills, providing for collections in July and January.
- Real Estate tax bills over \$100.00 would be collected in two equal installments, due July 1, 2024, and January 1, 2025.
- Real Estate tax bills of \$100.00 or less would be due in full July 1, 2024.
- Personal Property and Motor Vehicle tax bills would be due in full July 1, 2024.
- Motor Vehicle Supplemental tax bills would be due in full January 1, 2025.
These bills are for vehicles registered after the assessment date of October 1, 2023.

This collection schedule is recommended in order to keep the Town in compliance with Connecticut General Statutes 12-142, 12-144, and 12-144a.

Sec. 12-142. Installments; due date. The legislative body of each municipality, upon approving any budget calling for the laying of a tax on property, shall determine whether such tax shall be due and payable in a single installment or in two semiannual installments or in four quarterly installments and shall, unless otherwise provided by law, designate the date or dates on which such installment or installments shall be due and payable, subject to the provisions of section 7-383, in any municipality in compliance with requirements concerning the uniform fiscal year under chapter 110; provided the last installment of any such tax shall be due and payable not later than forty-five days before the end of the fiscal year in which the first installment thereof is due and payable, and provided any special tax shall be due and payable in a single installment. In case of failure of the legislative body to determine when such tax shall be due and payable or whenever the date on which such tax shall be due and payable has been determined, however, (1) the preparation and mailing of rate bills for such tax is delayed until after the date such tax is due or (2) such tax is not applicable to certain property until after the date such tax is due, such tax shall be due and payable, with respect to all property or property which becomes subject to tax after the date such tax is due, whichever is applicable, not later than thirty days following the date on which rate bills for such tax are mailed or handed to persons liable therefor. Except as otherwise provided by law, the several installments of a tax due in two or four installments shall be equal, but any taxpayer may pay two or more of such installments when the first is due.

Sec. 12-144. Payment of taxes of not more than one hundred dollars. Any property tax due in any municipality of this state in an amount not in excess of one hundred dollars shall be due and payable in a single payment when so determined by the appropriating body of such municipality.

Sec. 12-144a. Payment of tax on motor vehicles. Irrespective of the provisions of sections 12-142 and 12-144, the appropriating body of each municipality, upon approving any budget calling for the laying of a tax on property, shall determine whether such tax as it applies to motor vehicles shall be due and payable in a single installment.

A handwritten signature in black ink, appearing to read 'Alan Wilensky', with a stylized flourish extending from the end.

Alan Wilensky, CCMC
Waterford Tax Collector

MODERATOR'S REPORT

Representative Town Meeting

June 3, 2024

F

Matters Currently in Standing Committees

LEGISLATION & ADMINISTRATION

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

Public Act 22-3, an act concerning remote meetings under the freedom of
information act, RTC 02/06/23

Review of a "Public Comment Ordinance" RTC 02/06/23

Police Commission expansion to seven members, RTC 10/02/23

EDUCATION

FINANCE, WAGE & PERSONNEL

PUBLIC HEALTH, RECREATION & ENVIRONMENT

Review of Feral Cat Management, RTC 12/05/2022

PUBLIC PROTECTION & SAFETY

Open Burn Ordinance, RTC 12/04/23

ATV and Dirt Bike Ordinance Consideration, RTC 10/02/23

PUBLIC WORKS, PLANNING & DEVELOPMENT

Short Term Rentals, RTC 12/06/21

RTC: referred to committee

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April 15, 2024

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

Dear Moderator Goldstein:

At the meeting of the Board of Finance held Wednesday, April 10, 2024, it was voted to recommend to the Representative Town Meeting a supplemental appropriation for the Board of Education in the amount of **\$149,340** for the Clark Lane Middle School Chiller Replacement from the Unassigned Fund Balance of the General Fund.

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

Respectfully submitted,

Glenn Patterson

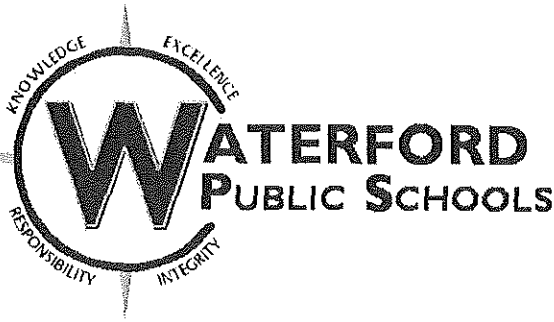
Glenn Patterson, Chairman
Board of Finance

Enclosure: BOE Clark Lane Middle School Chiller Replacement

GP/rh

Cc: Town Clerk

RECEIVED FOR RECORD
WATERFORD, CT
2024 APR 16 P 3:26
ATTEST: *[Signature]*
TOWN CLERK



Mr. Joseph P. Mancini
Director of Finance

Mr. Thomas W. Giard III
Superintendent of Schools

To: Waterford Board of Selectmen
From: Joseph P. Mancini, Director of Finance and Operations
CC: Town of Waterford Board of Finance
Date: February 29, 2024
Re: Supplemental Appropriation

Acct # 20560 - 55020

This is a supplemental appropriation for the Clark Lane Middle School Chiller Replacement that was approved by the RTM on 02/06/2023 in the amount of \$802,000.

Since the appropriation, Waterford hired an engineering firm to produce specifications and conduct an RFP. The RFP resulted in five competitive bids ranging from \$840,445 to \$1,033,351. The tabulation of those bids are attached.

Engineering Services	\$ 26,850
Low Bid	\$ 840,445
10% Contingency	\$ 84,045
Latest Estimate	\$ 951,340
Original Appropriations	\$ 802,000
Supplemental appropriation	\$ 149,340

The original estimates that were produced were produced by an engineering firm, however, market conditions have just seen significant escalation in costs. We are seeking an additional appropriation of \$149,340 to bring this project to a closure.

3/19/24, BOS - approved

Tabulation Sheet Bid#23-137 Chillers Replacement Clark Lane Middle School January 11, 2024 @ 1 p.m.		
Entity	Bid Pricing	Notes
Action Air Systems	\$944,444.00	Add Alternate #1 \$18,956.00
F + F Mechanical Service, LLC	\$894,434.00	Add Alternate-sound absorption \$19,998.00
Air Temp Mechanical Services, Inc.	\$935,000.00	Add Alternate #1 \$24,000.00
McKenney Mechanical Contractors, Inc.	\$1,033,351.00	Add Alternate #1 \$20,596.00 Add Alt-Sound Wall \$19,500.00
Tucker Mechanical, Inc.	\$840,445.00	Add Alternate if specified disconnects (Nema 4X) are required in lieu of Nema 3 \$30,000.00, - Alt deduct \$7,475.00 if taco air used

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DATE: May 21, 2024
TO: Paul Goldstein
Moderator, Representative Town Meeting
FROM: Christine Walters *CW*
Director of Human Resources
RE: Seasonal/Occasional Wage Schedule

RECEIVED FOR RECORD
WATERFORD, CT
2024 MAY 23 A 9:02
ATTEST: *David Campo*
TOWN CLERK

.....
I write to request that the following item be placed on the Call of the next RTM Meeting in accordance with action taken by the Personnel Review Board at the May 16, 2024 Meeting:

...that the RTM consider and act upon the Seasonal/Occasional Wage Schedule.

The Personnel Review Board recommends approval of the amended Seasonal/Occasional Wage Schedule which includes revisions to Grade 01 to bring it in line with the current CT minimum wage and revisions to Grades 07 and 08 to amend the part-time Firefighter hourly rates.

Thank you for your attention to this matter.

Enclosure

cc: Personnel Review Board
Robert Brule, First Selectman
David Campo, Town Clerk
Michael Howley, Director of Fire Services

**Town of Waterford
Seasonal/Occasional
Wage Schedule**

Effective 7/1/24

PRB Approved 05/16/24

RTM Approved "TBD"

Grade: 01 PT: 01

	Training Wage	Step 1	Step 2	Step 3	Step 4
Rate/Hour	42.75	45.00	45.50	46.00	46.50
	13.34	15.69	16.00	16.50	

Beach Gate Attendant	Recreation & Parks
Basketball Program Attendant	Recreation & Parks
Election Worker	Registrar of Voters
Parking Lot Attendant	Recreation & Parks
Pool Program Attendant	Recreation & Parks
Seasonal Summer Clerk	Recreation & Parks
Seasonal Intern	Recreation & Parks
Seasonal Assistant	Youth Services
Assistant Swim Instructor	Recreation & Parks
Playground Assistant	Recreation & Parks
Tennis Assistant	Recreation & Parks
Camp Assistant	Youth Services

*** Training wage is first 90 days of employment for those under age 18

Grade: 02 PT 02

	Step 1	Step 2	Step 3	Step 4
Rate/Hour	16.00	16.50	17.00	17.50

Assessor's Assistant	Assessor's Office
Tax Collector Assistant	Tax Collector
Town Clerk Assistant II	Town Clerk
Youth Services Assistant	Youth Services
Meals On Wheels Driver	Senior Services
Driver Training	Senior Services
Community Center Monitor	Recreation & Parks
Community Café Manager Substitute	Senior Services
Enrollment Clerk	Senior Services

Grade: 03 PT 03

	Step 1	Step 2	Step 3	Step 4
Rate/Hour	17.00	17.50	18.00	18.50

Community Service Officer	Police Department
Beach Gate Supervisor	Recreation & Parks
Lifeguard (Pool/Beach)	Recreation & Parks
Water Safety Instructor	Recreation & Parks
Groundskeeper/Maintainer	Recreation & Parks
Groundskeeper/Maintainer	Public Works
Wastewater Collection System Assistant	Utility Commission

Grade: 04 PT 04

	Step 1	Step 2	Step 3	Step 4
Rate/Hour	18.50	19.00	19.50	20.00
	Deputy Registrar of Voters Park Supervisor Substitute Driver Captain of Lifeguard (s) Pool Supervisor			Registrar of Voters Recreation & Parks Senior Services Recreation & Parks Recreation & Parks

Grade: 05 PT 05

	Step 1	Step 2	Step 3	Step 4
Rate/Hour	20.50	21.00	21.50	22.00
	Playground Director Pool Aquatics Director Waterfront Supervisor Camp Director			Recreation & Parks Recreation & Parks Recreation & Parks Youth Services

Grade: 06 PT 06

	Training Step 1	Certified Step 2	Step 3	Step 4
Rate/Hour	23.00	25.00	26.25	27.56
	Part-Time Public Safety Dispatcher 1*		Emergency Management	

* Must have worked 520 hours in prior year to be eligible for step increase

Grade: 07 PT 07

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Rate/Hour	18.50 20.00	19.43 21.00	20.40 22.00	21.42 23.00	22.49 24.00	23.61 25.00	24.79 26.00

Hours worked to be eligible for increase: 624 hours in the prior year

Part-Time Firefighter (hired on/after 1/01/2016) Fire Services

Grade: 08 PT 08

	Step 1	Step 2	Step 3	Step 4
Rate/Hour	24.90	26.14	27.45	28.76 29.45

Hours worked to be eligible for increase: 624 hours in the prior year

Part-Time Firefighter (prior to 1/01/2016) Fire Services

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

3

May 23, 2024

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

RECEIVED FOR RECORD
WATERFORD, CT
2024 MAY 23 A 9:02
ATTEST: *David J. Longo*
TOWN CLERK

Dear Moderator Goldstein:

At the meeting of the Board of Finance held Wednesday, May 22, 2024, it was voted to recommend to the Representative Town Meeting, an additional appropriation of **\$55,000 from the Undesignated Capital and Non-Recurring Designated Fund #205-31520** to line item **#20511-57879** to cover Change Orders 1 through 3 and the anticipated additional work on the female stack of toilets at the Town Hall.

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

Respectfully submitted,

Glenn Patterson

Glenn Patterson, Chairman
Board of Finance

Enclosure: Public Works, Town Hall Bathrooms, Additional Funding

GP/rh

Cc: Town Clerk

INTER-OFFICE MEMORANDUMTOWN OF WATERFORD

To: Robert Brule, First Selectman
From: Gary J. Schneider, Director of Public Works
Date: March 28, 2024
Re: Town Hall Bathrooms, Additional Funding



The RTM approved an appropriation of \$506,590 which had included a contingency of \$18,000. Upon demolition of the first set of toilets (men's stack), it was found:

- (Change Order 1) As-built drawings were incorrect. Not only was there a second sheetrock ceiling, the piping runs were more extensive than shown. Asbestos pipe coverings were found and it had fallen on the second ceiling. Instead of just patching the sheetrock ceilings, they had to be removed to get at the asbestos. A dropped ceiling will be installed instead of reinstalling solid ceiling. For the future, this will provide easy access to the piping.
Cost: \$11,962
- (Change Order 2) Above the second sheetrock ceiling, numerous pipes were found to have a covering which turned out to be asbestos. It was also laying on top of the second sheetrock ceiling. It is unknown why the material was not removed from the pipes during previous renovations. The asbestos covering had to be removed before any work could proceed. The cost for the removal and disposal; was \$20,203. The cost was \$2,140 for the industrial hygienist.
Cost: \$22,343
- (Change Order 3) When starting the work in the basement crawl space to install the new waste piping, found was rusted sheet metal and numerous wood members both not attached to the wall or floor. Not having direct access to investigate, two access holes were cut into the floor to provide access for a structural engineer to evaluate the conditions. It was found that the metal panels and wood were part of the form work used when the concrete slab was poured and they were not a structural member of the floor. A crack was also found in a block wall after the tile was removed. It was surmised that this occurred during construction and had stabilized before the tile was installed (tile was not cracked). The inspection access areas must be enclosed. Structural rebar, formwork and a concrete slab will be installed.
Cost: This is being negotiated but is around \$5,000.

When work is started on the female stack of toilets, it is expected that the same issues with finding asbestos on the existing piping which will occur and generate another change order for abatement. The female stack of toilets work can't start until the male stack of toilets have been completed and approved by the Building Official. We are estimating the male stack will be

4/16/24, BOS - approved

completed by the end of May. Until we get to the female stack of toilets, these additional costs are unknown.

All the Change Orders to date are at roughly 8% of the contract price. This is not uncommon for a renovation project.

I have attached a spreadsheet with noting the current costs and the estimated future costs

Therefore, the Department is requesting an additional appropriation of \$55,000 (rounded) for line item 20511-57879 to cover Charge Orders 1 through 3 and the anticipated additional work on the female stack of toilets.

We respectfully request to be on the next Board of Selectman agenda and forward to the other Boards as necessary.

Account

Appropriated \$ 506,590

SPA \$ 11,465

A Secondino \$ 472,000

Change Order 1 \$ 11,962

Change Order 2 \$ 20,203

Change Order 3 \$ 6,000

Mystic Air \$ 2,140

Total \$ 523,770

Current Deficit \$ (17,180)

Estimated future costs

Ceilings \$ 12,000

Asbestos \$ 21,000

Mystic Ari \$ 2,200

 \$ 35,200

 \$ 52,380

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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4

May 23, 2024

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

RECEIVED FOR RECORD
WATERFORD, CT
2024 MAY 23 1 A 9:04
ATTEST: *David K. Gagne*
TOWN CLERK

Dear Moderator Goldstein:

At the meeting of the Board of Finance held Wednesday, May 22, 2024, it was voted to recommend to the Representative Town Meeting, an additional appropriation of **\$32,439 from the Unassigned Fund Balance of the General Fund to line item 10136-51210 (Clerical/Technical).**

Please note that all other requested amounts were approved by the Board of Finance as a transfer from contingency to the individual lines and require no RTM approval

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

Respectfully submitted,

Glenn Patterson

Glenn Patterson, Chairman
Board of Finance

Enclosure: Library, FY2024 Budget – Additional Appropriation for Library Staff Increases

GP/rh

Cc: Town Clerk

Memo

To: Kim Allen, Finance Director
Rob Brule, First Selectman

From: Chris Johnson, Library Director

cc: Gail Miller, Library Secretary

Date: May 2, 2024

Re: FY2024 Budget - Additional Appropriation for Library Staff Increases

I respectfully request an additional appropriation totaling \$42,818 to the library's personnel budget lines, 10136-51000 series for fiscal year 2024 to be applied as follows:

\$2,166 to line 10136-51110 – Administration

\$32,439 to line 10136-51210 – Clerical/Technical

\$3,572 to line 10136-51220 – Custodial

\$526 to line 10136-51920 – FICA

Each of the above increases reflects the FY2024 annual wage increases and retro pay that was awarded to staff and approved by the RTM at its December 5 meeting.

\$4,115 to line 10136-51910 – Fringe Benefits

This appropriation represents the funds needed to cover an unbudgeted payout to HRA for an MP employee, according to the Library Personnel Manual's Terms & Conditions of Employment for sick leave (see attached). The hours in excess of the maximum allowed shall be deposited in an HRA account. In this employee's case the hours over maximum are 104 x \$39.56 (hourly rate) = \$4,114.24.

Thank you for your consideration of this request.

Sincerely,



Christine M. Johnson
Library Director

5/7/24, BOS-approved

4 SICK LEAVE

Sick leave with pay shall be granted for personal illness to all full-time management-professional (MP) and administrative-support (AS) and technical-craft (TC) employees at the rate of one and one-quarter (1.25) days per month, or fifteen (15) days annually.

Sick leave for part-time employees will be administered in accordance with Connecticut Statutes, Public Act 11-52.

FULL TIME MANAGEMENT PROFESSIONAL EMPLOYEES (MP)

MP employees hired **before October 6, 2014** may accumulate a maximum of one hundred and seventy-five (175) days.

MP employees hired **after October 6, 2014** may accumulate a maximum of one hundred and twenty (120) days.

Annually, in the month of the employee's service anniversary with the Library, all sick leave in excess of the maximum accrual allowed shall be deposited in an HRA account.

Upon death or termination of employment for any reason, a full-time employee of the Library or her/his estate shall be paid accumulated sick leave in accordance with RTM approved policy then in effect for this class of town employee.

Effective January 1, 2013:

Upon death or termination of employment for any reason, a full-time employee or her/his estate shall be paid:

- Fifty percent (50%) of her/his accumulated sick leave for days one (1) through thirty (30)
- *Seventy-five percent (75%) of her/his accumulated sick leave for days thirty one (31) through one hundred (100)*
- One hundred percent (100%) of her/his accumulated sick leaves for days one hundred and one (101) through days one hundred and seventy-five (175) maximum

Provided s/he has accumulated a minimum of thirty (30) sick days.

FULL TIME ADMINISTRATIVE-SUPPORT (AS) AND TECHNICAL CRAFT EMPLOYEES (TC)

AS and TC employees may accumulate a maximum of one hundred and forty (140) days.

Any sick leave earned in excess of the maximum one hundred forty (140) days, on the employee's anniversary month of hire, will be paid to the employee at a rate of one (1) day's pay at the standard regular time amount, for every five (5) days excess accumulation. The maximum amount to be paid in any one anniversary year would be three (3) days

Upon death or termination of employment for any reason, a full-time employee of the Library or her/his beneficiary shall be paid accumulated sick leave in accordance with RTM approved policy then in effect for this class of town employee.

Effective July 1, 2015:

For employees hired on or **before July 1, 2015** upon death or termination, an employee and/or her/his beneficiary shall be paid:

- Fifty percent (50%) of her/his accumulated sick leave up to day seventy-five (75)
- Seventy-five percent (75%) of her/his accumulated sick leave for days seventy-six (76) through one hundred (100)
- One hundred percent (100%) for days one hundred and one (101) through one hundred and forty (140) maximum

Notes

- Chairman -
- Recording Secretary -

5

Board Seats

Board Name	Position	Appointed By	First Name	Last Name	Address	Political Party	Calculated Start Date	Calculated End Date	Status
Long Range Fiscal Planning Committee	RTM Member	Representative Town Meeting					5/23/2024	Life Term	Vacant
Long Range Fiscal Planning Committee	BOE Member	Board of Education	Marcia	Benvenuti	1 Raymond Lane	Democrat	1/27/2022	Life Term	Active
Long Range Fiscal Planning Committee	BOF Member	Board of Finance	Ronald	Fedor	13 Memory Lane	Republican	12/14/2023	Life Term	Active
Long Range Fiscal Planning Committee	First Selectman	Elected	Robert	Brule	15 Leary Drive	Republican	11/19/2019	Life Term	Active
Long Range Fiscal Planning Committee	Director of Finance	Admin	Kimberly	Allen	15 Rope Ferry Road		3/9/2020	Life Term	Active
Long Range Fiscal Planning Committee	Superintendent of Schools	Admin	Thomas	Giard	15 Rope Ferry Road		9/8/2015	Life Term	Active
Board Name	Position	Appointed By	First Name	Last Name	Address	Political Party	Calculated Start Date	Calculated End Date	Status

Board Name	Position	Appointed By	First Name	Last Name	Address	Political Party	Calculated Start Date	Calculated End Date	Status
Long Range Fiscal Planning Committee	RTM Member	Representative Town Meeting	Christina	Jessuck	17 Laurel Crest Dr	Republican	12/5/2023	Life Term	Active
Long Range Fiscal Planning Committee	RTM Member	Representative Town Meeting	Harry	Colonis	35 Paula Ln	Republican	2/15/2023	Life Term	Active
Long Range Fiscal Planning Committee	RTM Member	Representative Town Meeting	Lindsay	Khan	49 Mackenzie Road	Democrat	5/27/2023	Life Term	Active
Long Range Fiscal Planning Committee	RTM Member	Representative Town Meeting	Ursula	Moreshead	59 North Rd	Democrat	12/5/2023	Life Term	Active
Long Range Fiscal Planning Committee	BOF Member	Board of Finance	Glenn	Patterson	7 Leary Drive	Democrat	12/10/2021	Life Term	Active
Board Name	Position	Appointed By	First Name	Last Name	Address	Political Party	Calculated Start Date	Calculated End Date	Status

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