

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

AGENDA
REPRESENTATIVE TOWN MEETING
REGULAR MEETING
Monday, June 7, 2021
7:00pm – Waterford Town Hall

- A. Pledge of Allegiance to the Flag**
B. Roll Call
C. To consider and act upon the minutes of the April 5, 2021 Regular Meeting and the May 3, 2021 Budget Meeting.
D. Correspondence
E. Public Comment
F. Committee reports and referrals
G. Appointee and Liaison updates
H. Transaction of Business on the Call:
- 1. To consider and act upon a recommendation from the Board of Finance for an appropriation in the amount of \$50,000 from Designated Funds to appropriated funds from FY21 Capital and Non-Recurring Expenditure Fund Line #20511-57857 for Civic Triangle Upgrades.**
 - 2. To consider and act upon a recommendation from the Board of Finance for an appropriation in the amount of \$506,000 from Designated Funds to appropriated funds from FY21 Capital and Non-Recurring Expenditure Fund Line #20531-57816 for the rehab of the HVAC system at the Evergreen and Harvey Avenue Pumping Stations.**
 - 3. To consider and act upon a recommendation from Finance Director Kimberly Allen to change the name of the Waterford Week Activity Fund to the Waterford Special Activity Fund.**
 - 4. To consider and act upon a recommendation from the Public Health, Recreation and Environment Standing Committee of the RTM to approve an amendment to The Waterford Code of Ordinances, Chapter 12.08.040 – Alcoholic Beverages to allow, with prior approvals, sale and consumption of beer and wine in specific areas, to be sold by licensed, insured vendors.**
- I. New Business**
J. Adjournment

2021 MAY 26 PM 4:01

RECEIVED TOWN RECORDS

15 FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

C

MINUTES

REPRESENTATIVE TOWN MEETING

Regular Meeting

April 5, 2021

ZOOM Remote Access Only

2021 APR - 7 PM 12:17

RECEIVED

RTM Moderator Thomas Dembek called the April 5, 2021 Regular Meeting of the Representative Town Meeting to order at 7:01 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Jennifer Bracciale, April Cairns, Timothy Condon, Thomas J. Dembek, Steven Elci, Timothy Floravanti, Nick Gauthier, Paul Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard Muckle, Liam O'Leary, Theodore Olynciw, Sally Ritchie, Michael Rocchetti, Danielle Steward-Gelinas, Baird Welch-Collins.

ABSENT: Michael Bono, Susan Driscoll, Miriam Furey-Wagner, Richard Morgan, Robert Swansen.

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule; Chair of the Board of Finance Ronald R. Fedor.

EX-OFFICIO MEMBERS ABSENT: Selectwoman Jody Nazarchyk; Selectman Elizabeth Sabilia; Chair of the Board of Education Craig Merriman.

ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Robert Avena.

AGENDA ITEM C – February 1, 2021 Minutes & February 22, 2021 Minutes

MOTION by Welch-Collins, seconded by Goldstein, to accept the minutes with the following corrections to the February 1, 2021 Minutes: The third MOTION under NEW BUSINESS was recorded with no committee designation. This item should have included Public Works, Planning and Development as its destination.

VOTING IN FAVOR: Unanimous.

CORRESPONDENCE

NONE

PUBLIC COMMENT:

The Town Clerk read a letter from Waterford Resident Helen Kwasniewski concerning CALL ITEM 1 into the record. (See Attachment)

AGENDA ITEM F – An Education Committee report was received and it was decided to discuss it further in NEW BUSINESS.

AGENDA ITEM G

RTM Member Thomas Dembek commented on the progress of the Municipal Complex and stated that the project was nearing the end.

CALL ITEM 1 – Crystal Mall Redevelopment Feasibility Study

PRESENTATION: Director of Planning Abby Piersall

MOTION Rocchetti, seconded by Steward-Gelinas, to approve a recommendation from the Board of Finance for an appropriation in the amount of \$250,000 from the Undesignated Fund Balance #205-31520 for a Crystal Mall Redevelopment Feasibility Study and waive the 15-day waiting period.

Discussion ensued.

MOTION by Steward-Gelinas, seconded by Rocchetti, to move the question.

VOTING IN FAVOR: Unanimous with one member against. (Condon)

ORIGINAL MOTION

VOTING IN FAVOR: Unanimous with one member against. (Condon)

CALL ITEM 2 – MED Radio Base Stations

PRESENTATION: Emergency Management Director Steve Sinagra

MOTION by Muckle, seconded by Welch-Collins, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$30,908.99** from the **Undesignated Fund Balance line #205-31520** for replacement of MED radio base stations.

VOTING IN FAVOR: Unanimous

CALL ITEM 3 – Braman Road Resurfacing

PRESENTATION: Public Works Director Gary Schneider

MOTION by Goldstein, seconded by Steward-Gelinas, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$263,470** from the **Designated Funds to appropriated funds from FY21 Capital and Non-Recurring Expenditure Fund Line #20530-57855** for Braman Road Resurfacing.

VOTING IN FAVOR: Unanimous

CALL ITEM 4 - Braman Road Resurfacing

PRESENTATION: Public Works Director Gary Schneider

MOTION by Welch-Collins, seconded by Steward-Gelinas, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$16,530** from the **Undesignated Fund Balance #205-31520 to line #20530-57855 for Braman Road Resurfacing.**

VOTING IN FAVOR: Unanimous

CALL ITEM 5 – Bloomingtondale South Mill/Pave

PRESENTATION: Public Works Director Gary Schneider

MOTION by Goldstein, seconded by Welch-Collins, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$21,390** from the **Unassigned Fund Balance of the General Fund line to #33021-55866 Bloomingtondale South Mill/Pave.**

VOTING IN FAVOR: Unanimous

CALL ITEM 6 – Gallows Lane Reclaim/Pave

PRESENTATION: Public Works Director Gary Schneider

MOTION by Goldstein, seconded by Welch-Collins, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$19,710** from the **Undesignated Fund Balance of the General fund line to #33021-55868 Gallows Lane Reclaim/Pave** and that the 15-day waiting period be waived.

VOTING IN FAVOR: Unanimous

CALL ITEM 7 - Senior Citizens' Commission

MOTION by Steward, seconded by Muckle, to reappoint Anita Collins and Anne Darling as members of the Senior Citizen's Commission (Term 04/05/2021 – 04/01/2024)

MOTION by Welch-Collins, seconded by Ritchie, to reappoint Carol Saunders as a member of the Senior Citizen's Commission (Term 04/05/2021 – 04/01/2024)

VOTING IN FAVOR OF ALL THREE NOMINEES: Unanimous

CALL ITEM 8 - Waterford Utility Commission

MOTION by Steward-Gelinas, seconded by Muckle, to reappoint Rodney Pinkham as a member of Waterford Utility Commission (Term 04/01/2021 – 03/31/2025)

MOTION by Attanasio, seconded by Welch-Collins, to reappoint Peter Green and Raymond Valentini as members of the Waterford Utility Commission (Term 04/01/2021 – 03/31/2025)

VOTING IN FAVOR OF ALL THREE NOMINEES: Unanimous

CALL ITEM 9 – Chapter 3.08 – Purchasing

PRESENTATION: Chairman of the Finance Wage & Personnel Standing Committee David Lersch

MOTION by Welch-Collins, seconded by Rocchetti, to approve amendments to the Waterford Code of Ordinances, Chapter 3.08 – Purchasing. (See Attachment)

VOTING IN FAVOR: Unanimous

CALL ITEM 10 – Executive Session

MOTION by Steward-Gelinas, seconded by Goldstein, to discuss strategy and/or negotiations with respect to collective bargaining units in executive session, said action to be taken without prejudice to the Representative Town Meeting's right to discuss said matters in a private meeting pursuant to Connecticut Statute § 1-200 at 8:15 P.M. and to invite the Human Resource Director Joyce Sauchuk, Labor Attorney Eileen Duggan, and First Selectman Robert Brule

VOTING IN FAVOR: Unanimous

CALL ITEM 11 – Waterford Public Safety Dispatcher Contract

PRESENTATION: Labor Attorney Eileen Duggan and HR Director Joyce Sauchuk

MOTION by Goldstein, seconded by Welch-Collins, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Waterford Public Safety Dispatcher Unit, covering the period July 1, 2020 – June 30, 2022.

VOTING IN FAVOR: Unanimous

CALL ITEM 12 – Non Union and Technical Crafts Wage Schedule

MOTION by Goldstein, seconded by Welch-Collins, to approve the funds necessary to implement the Non Union Administrative Support and Technical Crafts wage schedule.

VOTING IN FAVOR: Unanimous

NEW BUSINESS

Education Committee Chair summarized the progress of the Education Committee in regard to its' charge, "Social Justice".

MOTION by Steward-Gelinas, seconded by Rocchetti, to report the issue of "Social Justice" out of committee and allow LEAP Consulting Owner, Elizabeth McGee, to pursue the formation of a Town DEI Work Group, that

would be representative of the town, and that the RTM makes a formal request to have representation on the work group.

VOTING IN FAVOR: Unanimous

MOTION by Steward-Gelinas, seconded by Rocchetti, to adjourn at 9:02 P.M.

VOTING IN FAVOR: Unanimous

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "David L. Campo".

David L. Campo, CCTC
Town Clerk

RTM Meeting on April 5, 2021 Comments,

Item #1 \$250,000 to be named "Crystal Mall Redevelopment Feasibility Study"

Several years ago, I believe it was 2014 the Town did a "Feasibility Study for the Oswegatchie Fire House". It was deemed at that time the fire house needed to be replace. There was a lot of problems the major one being "shoring". To this day a post in the ladies room is holding up the roof. After spending an enormous amount on this "Study" **NOTHING** was done.

Here we are in 2021 some years later the Town wants to spend more money on "Feasibility Study" to a tune of \$250,000 on the "Crystal Mall which the Town of Waterford does not own.

I will use a statement that was made from a Board of Finance member "REMEMBER YOU ARE SPENDING THE TAXPAYER'S MONEY".

I strongly urged ALL you board members to vote **NO**.

Thank You,

Helen Kwasniewski

RECEIVED
2021 APR -5 PM 2:50

Title 3 – Revenue and Finance

Chapter 3.08 - PURCHASING

2021/02/10 PM 5:45

3.08.010 - Applicability—Cooperative purchasing.

- A. This chapter shall be applicable to all purchases of materials, equipment and contracts for services other than those encompassed in collective bargaining agreements or employment contracts with non-union personnel, made on behalf of the town by any town agency, board or commission except the board of education.
- B. This chapter is not applicable to contracts for the construction or alteration of real property when outside consultants are specifically authorized to perform the purchasing function; however, the agency, board or commission hiring such consultant shall require that purchasing under such *contract be performed to standards at least equal to those contained in this chapter and that records and documents of such purchasing be filed with the purchasing agent of the town immediately upon their execution.*
- C. When it is in the best interest of the town, the purchasing agent may make arrangements for purchasing in conjunction with other units of state and local government and other entities. Reports of such instances shall be accompanied by substantial backup verifying the sources utilized to secure the price, and this report shall be made available to each board or commission that must vote to authorize the proposal before the purchase is made.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 4-4-88: prior code § 2-37)

3.08.020 - Establishment, rules and duties of purchasing function.

- A. The office of town purchasing agent is established in the department of finance to coordinate the purchasing function of the town. The director of finance shall recommend a candidate for the position to be appointed by the first selectman.
- B. A uniform purchasing system and operating rules, consistent with state and federal laws, shall be established for the town which shall be devised by the purchasing agent, recommended by the board of selectmen, approved by the R.T.M. and *administered in the department of finance*. All purchasing transactions shall be processed and recorded within legal constraints as stated in this chapter and in Chapter 2.112, Disposition of Town Property.
- C. The duties of the purchasing agent are as follows:
 - 1. To promote the most effective and efficient procurement and disposition of town assets and services;
 - 2. To provide, upon request, information to support all purchasing operations and management analyses for decision-making purposes;
 - 3. To provide technical services for the review and recommendation of specifications and purchase orders;
 - 4. To implement the bidding/request for proposal process through advertising and posting notices of solicitation;
 - 5. To secure and record quotations/bids/proposals for purchases when multiple vendors are available;

6. To make purchases according to the requisitions and specifications of the user agency, board or commission;
7. To submit an annual report to the director of finance relative to the cost effectiveness and performance of purchasing operations in the town.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 6-6-88; R.T.M. 4-4-88; prior code § 2-38)

3.08.030 - Purchase categories—Bids/proposals required—Specifications authorized.

- A. Public competitive bidding and ~~P~~purchases of material and equipment and services will be categorized and established and administered, ~~by pursuant to CGS §7-148 v(a), at~~ the following levels:
- ~~1. All authorizations for purchases of items in an amount up to one thousand five hundred dollars will be consolidated as appropriate with other like requests by the purchasing agent, and will be purchased on an "or equal" basis unless accompanied by a detailed specification and justification approved by the head of the user agency, board or commission, in accordance with the operating rules established under subsection B of Section 3.08.020.~~
 - ~~2. For purchases in an amount exceeding one thousand five hundred dollars, but not exceeding seven thousand five hundred dollars, at least two written quotations must be solicited by the requesting agency with the purchasing agent's assistance in accordance with the operating rules established under subsection B of Section 3.08.020.~~
 - ~~3. For purchases in an amount exceeding seven thousand five hundred dollars, but not exceeding fifteen thousand dollars, a formal quote process through the purchasing department must be completed. The requesting agency will submit specifications or description of item or services needed. The purchasing agent will solicit for formal quotes.~~
 - ~~4. For purchases exceeding fifteen~~ twenty-five thousand dollars, a formal bid process is required as authorized in subsection B of Section 3.08.020 ~~of this section and~~ Section 3.08.040.
 2. Under twenty-five thousand dollars, the Town purchasing agent's operating rules shall govern all other purchasing transactions, and may allow for local vendor preferences as established under the operating rules.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 6-6-88; R.T.M. 4-4-88; prior code § 2-39)

3.08.040 - Bid process—Opening of bids/proposals—Rejecting bids/proposals—Awards of contract.

- A. No purchases or contracts which require a formal bid or proposal process shall be made or entered into until the purchasing agent has placed a public advertisement in a newspaper, having a daily circulation in the town, and placed on the town web site. Said advertisement shall appear not less than fourteen days prior to the receipt of bids/proposals, shall contain information as to the time that sealed bids/proposals will be received and opened, and the place prospective vendors may obtain information about the specifications with respect to the materials, equipment or services required.
- B. Each bid/proposal shall be opened publicly at the time stated in its advertisement. A public record shall identify all present at the opening and all vendors and the amounts of their bids/proposals.

- C. Contracts shall generally be awarded to the qualified vendor with the lowest price. Compliance with specifications, ability of the contractor to perform the contract, prior performance, and the ability to complete the contract terms in a timely manner are all criteria to be used in the evaluation process. With respect to materials and equipment, contracts shall be awarded to the vendor with the lowest price whose product has met quality requirements. The purchasing agent shall recommend a bid/proposal award to the user agency, board or commission.
- D. Contracts shall be reviewed by the user agency, board or commission, the purchasing agent and the town attorney to ensure all quality, fairness and legal parameters are met before said contracts are considered final and approved and may be executed.
- E. The board of selectmen is authorized to make an award, or reject any and all bids/proposals, or any part of any bids/proposals, when it is in the best interest of the town. All bids/proposals, will be awarded by the board of selectmen regardless of funding source, with the sole exception of bids/proposals funded by use of funds from the sewer enterprise fund, the sewer development/maintenance fund and the water fund, accounts under the sole discretion of the utility commission. The purchasing agent shall be notified of the decision and the reason for any rejection by either body.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 4-4-88: prior code § 2-40)

3.08.050 - Waiver of bid/proposal process.

- A. In case of emergency, the head of any town agency, board or commission may purchase directly any item(s) or service(s) essential to prevent public harm or delays in work. An authorization document, a copy of the invoice, and a report of the circumstances shall be sent to both the board of selectmen and the purchasing agent.
- B. After conferring with the purchasing agent and, other than as excepted below, upon a unanimous vote of all members of the board of selectmen present at any regular or special meeting, a bid/proposal process may be waived under Sections 3.08.030 and 3.08.040 when deemed to be in the best interest of the town. No board, commission or agency is authorized to enter into a contract without compliance with said process except bids/proposals using funds under the sole discretion of the utility commission. When such funds are involved, after conferring with the purchasing agent, the utility commission, by unanimous vote of all members present at a regular or special meeting, is authorized to waive the bid/proposal process when deemed to be in the best interest of the town. Whenever any bid waiver is approved pursuant to this chapter, a copy of the minutes that state the reason why it is in the best interest of the town to waive the formal bid/proposal process shall be forwarded to the purchasing agent along with a copy of the contract award. Such contracts shall be reviewed by the user agency, board or commission, the purchasing agent and the town attorney to ensure all quality, fairness and legal parameters are met before such contracts are considered final and approved and may be executed.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 4-4-88: prior code § 2-41)

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WATERFORD, CT 06385-2886



PHONE: 860-442-0553
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MINUTES *Amended
REPRESENTATIVE TOWN MEETING
ZOOM REMOTE ONLY ACCESS
Annual Budget Meeting
May 3, 4, 5 and 6, 2021

Moderator Thomas J. Dembek called the Annual Budget Meeting of the Representative Town Meeting to order on May 3, 2021, at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Michael Bono, Jennifer Bracciale, April Cairns, Tim Condon, Thomas J. Dembek, Steve Elci, Tim Fioravanti, Miriam Furey-Wagner, Nick Gauthier, Paul S. Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard Morgan, Richard F. Muckle, Liam O'Leary, Ted Olynciw, Sally Ritchie, Danielle Steward-Gelinas, Baird Welch-Collins.
ABSENT: Susan Driscoll, Michael Rocchetti, Robert Swansen.
EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J. Brule, Chair of the Board of Finance Ronald R. Fedor, Board of Education Chair Craig Merriman, Selectwoman Jody Nazarchyk.
EX-OFFICIO MEMBERS ABSENT: Selectman Elizabeth Sabilla.
ALSO PRESENT: Town Attorney Robert Avena, Town Clerk David Campo, and Director of Finance Kim Allen.

PUBLIC COMMENT

Moderator Dembek acknowledged the receipt of four items for comment from the following: All comments are available for view at www.waterfordct.org or upon request of the Town Clerk. The Town Clerk read public comment from Dave Peabody. Copies of the letters can be found at WWW.Waterfordct.org under the corresponding agenda or by contacting the Town Clerk. Waterford resident Nancy Parent spoke in support of the Waterford Board of Education budget.

PROCEDURAL MATTERS

The Annual Budget Meeting is, in fact, an open meeting called to order on May 3, 2021, to be recessed on May 3, and again on May 4, and May 5, and only to be adjourned after final action on May 6, 2021. Consideration of the budget by department/agency follows the posted schedule.

STANDING MOTION by Majority Leader Steward-Gelinas, seconded by Minority Leader Welch-Collins, 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.

CALL ITEM 1 – Board of Education and General Fund Budgets.

Consideration and action upon the General Fund Budget, which includes both Board of Education and General Government budgets for the Fiscal Year July 1, 2021, through June 30, 2022, as recommended by the Board of Finance, and as may be modified by the determination of the Representative Town Meeting.

BOARD OF EDUCATION (10160) \$51,043,047

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

MOTION by Steward-Gelinas, seconded by Welch-Collins, to reduce the BOE budget per the request of the Superintendent of Schools and Chair of the BOE by \$397,576 due to ESSER II funding bringing the FY22 budget to a .54% increase (\$273,155) making the total budget for FY22 \$50,645,471.

Discussion ensued.

MOTION by Olynciw, seconded by Welch-Collins to call the question.

VOTING IN FAVOR: Unanimous

VOTING IN FAVOR of the MOTION by Steward-Gelinas: Unanimous with three member's abstaining.
Bono, Cairns, Metivier

Recess at 8:13 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 Tuesday, May 4, 2021 by Moderator Dembek.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Michael Bono, Jennifer Bracciale, April Cairns, Thomas J. Dembek, Steve Elci, Tim Fioravanti, Miriam Furey-Wagner, Nick Gauthier, Paul S. Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard Morgan, Richard F. Muckle, Liam O'Leary, Ted Olynciw, Sally Ritchie, Danielle Steward-Gelinas, Baird Welch-Collins.

ABSENT: Tim Condon, Susan Driscoll, Michael Rocchetti, Robert Swansen

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J. Brule, Selectman Elizabeth Sablila, Selectwoman Jody Nazarchyk, Chair of the Board of Finance Ronald R. Fedor.

EX-OFFICIO MEMBERS ABSENT: Board of Education Chair Craig Merriman

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

PUBLIC COMMENT: None

CORRESPONDENCE: A letter was received from the Tax Collector Alan Wilensky requesting to be moved up to the first position for the night's budget hearing.

MOTION by Muckle, seconded by Welch-Collins, to move Tax Collector to the first position on the budget hearing schedule.

VOTING IN FAVOR: Unanimous

TAX COLLECTOR (10106) \$211,907

PRESENTATION: Tax Collector Alan Wilensky

VOTING IN FAVOR: Unanimous

ETHICS COMMISSION (10143) \$850

VOTING IN FAVOR: Unanimous

CONSERVATION OF HEALTH (10132) \$142,282

VOTING IN FAVOR: Unanimous with one member abstaining. (Steward-Gelinas)

PUBLIC HEALTH NURSING SERV (10133) \$27,820

VOTING IN FAVOR: Unanimous

SOCIAL SERVICES GRANTS/MISC (10120) \$84,366

VOTING IN FAVOR: Unanimous

REGISTRARS OF VOTERS (10102) \$74,508

PRESENTATION: Democratic Registrar of Voters Julie Watson Jones, Republican Registrar of Voters Patricia Waters.

VOTING IN FAVOR: Unanimous

YOUTH & FAMILY SERVICES BUREAU (10119) \$232,634

PRESENTATION: Director of Waterford Youth and Family Services Dani Gorman.

VOTING IN FAVOR: Unanimous.

RECREATION & PARKS COMMISSION (10137) \$1,450,159

PRESENTATION: Director of Recreation and Parks Brian Flaherty, Assistant Director Ryan McNamara, Program Coordinator Kerry Sullivan

VOTING IN FAVOR: Unanimous.

BOARD OF ASSESSMENT APPEALS (10105) \$1,620

PRESENTATION: Assessor Paige Walton

VOTING IN FAVOR: Unanimous

ASSESSOR (10104) \$291,847

PRESENTATION: Assessor Paige Walton

VOTING IN FAVOR: Unanimous

CONTINGENCY (10121) \$265,000

PRESENTATION: Director of Finance Kim Allen

VOTING IN FAVOR: Unanimous.

DEBT SERVICE (10139) \$7,934,633
PRESENTATION: Director of Finance Kim Allen
VOTING IN FAVOR: Unanimous.

INSURANCE (10112) \$4,717,903
PRESENTATION: Director of Human Resources Joyce Sauchuk
VOTING IN FAVOR: Unanimous.

TOWN CLERK (10109) \$269,750
PRESENTATION: Town Clerk David L. Campo, CCTC
VOTING IN FAVOR: Unanimous

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

Recess at 7:53 P.M.

CALL TO ORDER

The Annual Budget Meeting of the Representative Town Meeting resumed at 7:00 P.M. on Wednesday, May 5, 2021, with the call to order by Moderator Dembek.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Michael Bono, Jennifer Bracciale, April Cairns, Tim Condon, Thomas J. Dembek, Steve Elci, Tim Floravanti, Miriam Furey-Wagner, Nick Gathier, Paul S. Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard F. Muckle, Liam O'Leary, Ted Olynciw, Sally Ritchie, Danielle Steward-Gelinas, Robert Swansen, Baird Welch-Collins.

ABSENT: Susan Driscoll, Richard Morgan, Michael Rocchetti

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J. Brule, Selectman Elizabeth Sabilia, Selectwoman Jody Nazarchyk, Chair of the Board of Finance Ronald R. Fedor, Board of Education Chair Craig Merriman.

EX-OFFICIO MEMBERS ABSENT: None

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

PUBLIC COMMENT: Quaker Hill Fire Chief Vincent Ukleja spoke in favor of the Fire Services Budget and noted specific needs in Quaker Hill.

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

RTM MINUTES 05/03/2021

4

*FIRE SERVICES VOTE TOTAL CORRECTED FROM UNANIMOUS TO 12-7-2

VOTING IN FAVOR: Unanimous

ECONOMIC DEVELOPMENT COMMISSION (10113) \$10,076

VOTING IN FAVOR: Unanimous

CONSERVATION COMMISSION (10114) \$18,250

AVAILABLE for questions: Director of Planning Abby Piersall, Environmental Planner Maureen Fitzgerald

VOTING IN FAVOR: Unanimous with two members abstaining. (Lersch, Muckle)

PLANNING & ZONING COMMISSION (10110) \$634,914

AVAILABLE for questions: Director of Planning Abby Piersall

VOTING IN FAVOR: Unanimous

FLOOD & EROSION CONTROL BOARD (10141) \$2,138

AVAILABLE for questions: Director of Planning Abby Piersall

VOTING IN FAVOR: Unanimous with one member abstaining. (Welch-Collins)

BUILDING DEPARTMENT (10118) \$293,008

AVAILABLE for questions: Director of Planning Abby Piersall

VOTING IN FAVOR: Unanimous

BUILDING MAINTENANCE (10111) \$778,870

AVAILABLE for questions: Director of Planning Abby Piersall

VOTING IN FAVOR: Unanimous.

COMMUNITY USE OF SCHOOLS (10146) \$0

VOTING IN FAVOR: Unanimous.

FIRE SERVICES (10123) \$3,326,034

PRESENTATION: Interim Director of Fire Services Jeff Lathrop

VOTING IN FAVOR: Bono, Bracciale, Cairns, Condon, Elci, Fioravanti, Goldstein, Lersch, Metivier, Muckle, O'Leary, Steward-Gelinas.

VOTING AGAINST: Attanasio, Furey-Wagner, Gauthier, Kohl, Olynciw, Ritchie, Welch-Collins.

ABSTAINING: Dembek, Swansen.

MOTION PASSES: 12-7-2

BOARD OF SELECTMEN (10101) \$205,313

PRESENTATION: First Selectman Robert Brule

VOTING IN FAVOR: Unanimous.

PUBLIC WORKS DEPARTMENT (10130) \$4,709,654

PRESENTATION: Director of Public Works Gary Schneider

VOTING IN FAVOR: Unanimous.

CALL ITEM 2A: Executive Session

MOTION by Steward-Gelinas, seconded by Welch-Collins, to discuss strategy and/or negotiations with respect to collective bargaining units in executive session, said action to be taken without prejudice to

the Representative Town Meeting's right to discuss said matters in a private meeting pursuant to Connecticut Statute § 1-200 at 7:51 P.M. and to invite the Human Resource Director Joyce Sauchuk, Labor Attorney Eileen Duggan, and First Selectman Robert Brule

VOTING IN FAVOR: Unanimous.

MOTION by Bono, seconded by Gauthier, to come out of executive session with no votes taken at 8:13 P.M.

VOTING IN FAVOR: Unanimous.

CALL ITEM 2B: Waterford General Government Administrators' Contract

MOTION by Welch-Collins, seconded by Steward-Gelinas, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Local 818 of Council 4 AFSCME AFL-CIO (Waterford General Government Administrators Unit), covering the period July 1 2020 – June 30, 2023.

VOTING IN FAVOR: Unanimous.

Recess at 8:15 P.M.

CALL TO ORDER

The Annual Budget Meeting of the Representative Town Meeting resumed at 7:00 P.M. on Thursday, May 6, 2021, with the call to order by Moderator Dembek.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Michael Bono, Jenifer Bracciale, Thomas J. Dembek, Susan Driscoll, Steve Elci, Tim Fioravanti, Miriam Furey-Wagner, Nick Gauthier, Paul S. Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard Morgan, Richard F. Muckle, Liam O'Leary, Ted Olynciw, Sally Ritchie, Michael E. Rocchetti, Danielle Steward-Gelinas, Robert Swansen, Baird Welch-Collins.

ABSENT: April Cairns, Tim Condon, Susan Driscoll, Michael Rocchetti, Robert Swansen.

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J. Brule Jr, Selectman Elizabeth Sabilla, Selectwoman Jody Nazarchyk, Chair of the Board of Finance Ronald R. Fedor, Board of Education Chair Craig Merriman.

EX-OFFICIO MEMBERS ABSENT: None

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

PUBLIC COMMENT:

Resident and Town Clerk David Campo spoke in support of funding for the Nevin's Cottage.

Resident and First Selectman Robert Brule spoke in support of funding for the Nevin's Cottage.

It was also noted that seven letters were received from the following residents in regard to the Nevin's Cottage: Cathy Barnard, Karen Menzies, George White, Kathryn Patterson, Joyce Vlaun, Pam Benjamin, Cynthia Hotsky. Copies of the letters can be found at WWW.Waterfordct.org under the corresponding agenda or by contacting the Town Clerk.

RETIREMENT COMMISSION (10116) \$5,682,906

PRESENTATION: Finance Director Kim Allen

VOTING IN FAVOR: Unanimous.

RTM MINUTES 05/03/2021

6

*FIRE SERVICES VOTE TOTAL CORRECTED FROM UNANIMOUS TO 12-7-2

WATERFORD PUBLIC LIBRARY (10136) \$999,475
PRESENTATION: Library Director Christine Johnson
VOTING IN FAVOR: Unanimous with one member abstaining. (Furey-Wagner)

SENIOR CITIZENS COMMISSION (10135) \$491,489
PRESENTATION: Assistant Director of Senior Services Kathleen Pierce
VOTING IN FAVOR: Unanimous.

FINANCE DEPARTMENT (10107) \$653,894
Director of Finance Kim Allen
VOTING IN FAVOR: Unanimous.

HUMAN RESOURCES DEPARTMENT (10145) \$265,664
PRESENTATION: Director of Human Resources Joyce Sauchuk
VOTING IN FAVOR: Unanimous.

BOARD OF FINANCE (10103) \$65,547
PRESENTATION: Director of Finance Kim Allen
VOTING IN FAVOR: Unanimous.

LEGAL DEPARTMENT (10108) \$298,000
VOTING IN FAVOR: Unanimous

EMERGENCY MANAGEMENT (10122) \$1,062,665
PRESENTATION: Director of Emergency Management Stephen Sinagra
VOTING IN FAVOR: Unanimous.

POLICE COMMISSION (10129) \$6,421,688
PRESENTATION: Chief of Police Brett Mahoney
VOTING IN FAVOR: Unanimous with one members abstaining. (Steward-Gelinas)

INFORMATION TECHNOLOGY (10147) \$846,642
PRESENTATION: Chief of Police Brett Mahoney
VOTING IN FAVOR: Unanimous with three members abstaining. (Bono, Attanasio, Fioravanti)

CURRENT YEAR CAPITAL IMPROVEMENTS (10138) \$2,964,754
VOTING IN FAVOR: Unanimous.

TRANSFERS TO CAPITAL AND NON-RECURRING EXPENDITURE (10140) \$900,600
VOTING IN FAVOR: Unanimous.

FINAL ACTION

GENERAL GOVERNMENT OPERATIONS \$34,560,086

MOTION by Steward-Gelinas, seconded by Goldstein, to approve the General Government Operations Budget in the amount of \$34,560,086.

VOTING IN FAVOR: Unanimous.

BOARD OF EDUCATION: 10160 \$50,645,471

MOTION by Muckle, seconded by Welch-Collins, to approve the Board of Education Budget in the amount of \$50,645,471

VOTING IN FAVOR: Unanimous with two members abstaining. (Bono, Metivier)

CURRENT YEAR CAPITAL IMPROVEMENTS (10138) \$2,964,754

MOTION by Goldstein, seconded by Welch-Collins, to approve the Current Year Capital Improvements Budget in the amount of \$2,964,754.

VOTING IN FAVOR: Unanimous.

TRANSFERS TO CAPITAL AND NON-RECURRING EXPENDITURE (10140) \$900,600

MOTION by Welch-Collins, seconded by Goldstein, to approve the Transfer to Capital and Non-Recurring Expenditure Fund Budget in the amount of \$900,600

VOTING IN FAVOR: Unanimous.

DEBT SERVICE (10139) \$7,934,633

MOTION by Steward-Gelinas, seconded by Goldstein, to approve the Debt Service budget in the amount of \$7,934,633

VOTING IN FAVOR: Unanimous.

TOTAL BUDGET FISCAL YEAR 2022 (Amended Total) \$97,005,544

MOTION by Steward-Gelinas, seconded by Welch-Collins to approve a Total Budget for Fiscal Year 2022 in the amount of \$97,005,544

VOTING IN FAVOR: Unanimous.

CALL ITEM 3 – Tax Payment Schedule. (See Attachment)

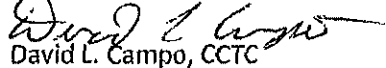
MOTION by Welch-Collins, seconded by Steward-Gelinas, to approve the tax payment schedule for Fiscal Year 2021 – 2022, as recommended by the Tax Collector Alan Wilensky.

VOTING IN FAVOR: Unanimous.

MOTION by Welch-Collins, seconded by Steward-Gelinas, to adjourn at 8:21 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

3

To: Thomas J. Dembek, RTM Moderator
David Campo, Town Clerk

From: Alan Wilensky, CCMC
Tax Collector

Date: May 3, 2021

Subject: Tax Payment Schedule for Fiscal Year 2021 - 2022

2021 APR - 8 PM 3:43
WATERFORD, CT

I have the following recommendations for the schedule of tax payments for Fiscal Year 2021- 2022:

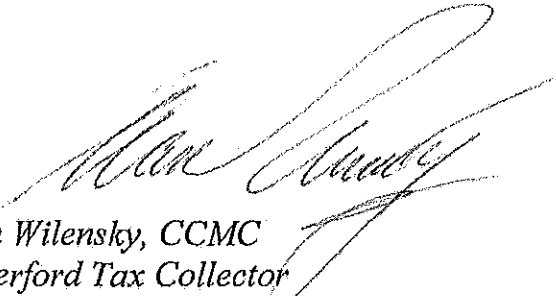
- Retain the two-payment system for Real Estate tax bills, providing for collections in July and January.
- Real Estate tax bills over \$100.00 would be collected in two equal installments, due July 1, 2021, and January 1, 2022.
- Real Estate tax bills of \$100.00 or less would be due in full July 1, 2021.
- Personal Property and Motor Vehicle tax bills would be due in full July 1, 2021.
- Motor Vehicle Supplemental tax bills would be due in full January 1, 2022. These bills are for vehicles registered after the assessment date of October 1, 2020, but before August 1, 2021.

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.



Alan Wilensky, CCMC
Waterford Tax Collector

MODERATOR'S REPORT

Representative Town Meeting

June 7, 2021

Matters Currently in Standing Committees

LEGISLATION & ADMINISTRATION**EDUCATION****FINANCE, WAGE & PERSONNEL**

Salaries of Elected Officials, RTC 02/01/21

PUBLIC HEALTH, RECREATION & ENVIRONMENT

Proposed changes to the Waterford Code of Ordinances Chapter 12.08 Concerning the possession and drinking of alcohol beverages in town parks and recreation areas, RTC 08-03-20.

PUBLIC PROTECTION & SAFETY

Review the creation of an Ad Hoc Committee in regard to Fire Services, RTC 08/03/20

PUBLIC WORKS, PLANNING & DEVELOPMENT

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



PUBLIC PROTECTION & SAFETY STANDING COMMITTEE OF THE RTM
Committee Report

May 24th 2021

To Members of the Waterford Representative Town Meeting,

Please let this serve as the committee report of the Waterford Public Protection and Safety standing committee of the RTM, for item referred by the RTM body at the August 8th 2020 meeting, titled "Review of creation of an Ad Hoc committee in regard to Fire Services."

The Committee met multiple times to review the letter and to make recommendations as to the scope and participation of a possible ad hoc committee. The committee first addressed whom should serve on the committee. A vote on consensus was taken to recommend three members of the RTM; one of which should come from the Public Protection and Safety standing committee, one member of the Board of Finance, one member of the Board of Selectman, advisory non-voting members consisting of the Director of Fire Services, Waterford Ambulance Service Manager, Emergency Management Director, one Volunteer Fire Chief, one Full time Career Firefighter. The Committee then focused on a charge of the ad hoc committee. It was discussed at length the various issues facing our fire service and the recommendation made and voted upon is "To review and propose possible changes to the Waterford Fire and Emergency Services in the interest of public safety." These recommendations were passed with unanimous consent and are brought to the RTM as requested. It is important to note that the charge of the PP&S was not to recommend the creation of an ad hoc committee but to make recommendations on committee members and a charge. The creation of an ad hoc committee is left to the body of the RTM on a manner to proceed should the membership choose to do so. As chair I look forward to presenting the information and RTM member's questions under new business.

Timothy Condon
RTM 1st District
Public Protection and Safety Chair

RECEIVED FOR RECORD
MAY 26 2021
2021 MAY 26 PM 3:03
TOWN CLERK

FIFTEEN ROPE FERRY ROAD
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April 13, 2021

Mr. Thomas Dembek, Moderator
Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Dear Moderator Dembek:

At the meeting of the Board of Finance held, Wednesday, February 10, 2021, it was voted to recommend to the Representative Town Meeting, an appropriation in the amount of **\$50,000 from Designated Funds to appropriated funds from FY21 Capital and Non-Recurring Expenditure Fund line #20511-57857 for Civic Triangle Upgrades.**

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,

Ronald R. Fedor ^{mtm}

Ronald R. Fedor, Chairman
Board of Finance

RRF:mtm

2021 APR 13 PM 2:53



DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Rob Brule, First Selectman

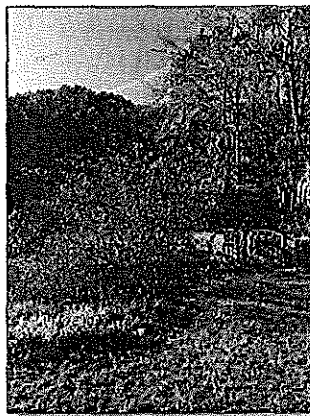
FROM: Abby Y. Piersall, AICP, Planning Director

DATE: January 27, 2021

TITLE: Request to appropriate \$50,000 in Designated Funds from FY21 Capital and Non-Recurring Expenditure Fund line 20511-57857 (Civic Triangle Upgrades).

This request is to appropriate the \$50,000 designated in the FY21 Capital Budget for Civic Triangle Improvements. The FY21 request for Capital funding prioritized construction of a boardwalk along the east side of the Duck Pond. This appropriation would fund design and permitting services for pedestrian improvements including an accessible boardwalk and paths to create a complete walkway around the pond and connecting to the gazebo and playground area, Library, sidewalk on Rope Ferry Road, and nearby wooded paths. A draft RFP for consulting services is attached.

Appropriating funds for design and permitting is the first and necessary step toward building pedestrian improvements. As part of this phase of the project, the Town will work with the selected consultant to develop construction documents and cost estimates. This information will become the basis for funding construction. Should the design, permitting, and construction services fees amount to less than \$50,000, the remaining funds in this appropriation would be spent on signage and landscaping projects around the pond. Projects may include pollinator gardens, pond edge planting to deter geese, or similar projects.



The image on the left shows the area along the edge of the pond where a boardwalk would be designed. The selected consultant would also design connecting paths and upgrades to the bridges around the pond (right) to improve accessibility.



Town of Waterford

RFP for Town Center Park Improvements: Pond, Boardwalk, and Trails.

1/27/2021

Project Description

Project Name: RFP for Town Center Park Improvements: Pond, Boardwalk, and Trails

Project Location: Town of Waterford

Town Center Pond and Park

184 Boston Post Road (Pond Area abuts Rope Ferry Road)

Waterford, CT 06385

Project Contact: Rawle Dummett

Town of Waterford Purchasing Agent

rdummett@waterfordct.org

(860) 444-5842

The Town of Waterford requests proposals from consulting landscape architectural/civil engineering firms to provide design services for a boardwalk, paths, and park improvements at the Pond in the Town Center Civic Triangle. The Town desires to provide a combination of ADA compliant pedestrian amenities around the duck pond and to connect these amenities to the nearby playground, trails, and public restrooms. The project includes design for a boardwalk around the east side of the pond, replacements or upgrades to the existing foot bridges, connecting paths, review and possible modifications to the existing aerator and weir control outlet, and design for site lighting and signage. The project will improve existing recreational features while protecting and enhancing natural resources. The use of sustainable materials is desired. The project will create a multi-seasonal focal point for community events.

Scope of Services

Base Proposal: Develop preliminary designs, including renderings.

Preliminary design efforts will address the opportunities and constraints of the site, and provide the direction needed to confirm the final location and materials of the boardwalk, foot bridges, connecting paths, aerating fountain, potential changes to the weir control outlet, and design for site lighting and signage. Preliminary plans and renderings depicting the alignment and aesthetic of the project will be required. A minimum of two virtual meetings with the Waterford Recreation and Parks Commission will be required during this phase, in addition to meetings with Town staff. Public outreach and opportunities to provide feedback on the design that can be conducted via online platforms is required during this phase.

The following is a list of desired project elements:

- An 8-10 foot wide boardwalk along the east side of the pond. The use of sustainable building materials is desired.

RFP for Town Center Park Improvements: Duck Pond Boardwalk and Trails

- An 8-10 foot path circling the pond and connecting to the boardwalk, adjacent playground, and public restrooms.
- Integrate the design with future site projects, such as native and pollinator gardens, benches, trailhead improvements, signage, and connectivity to town facilities and trails in the area.
- Identify locations for signage elements including interpretation and directional signage.
- Design trail and boardwalk lighting and placement of future video cameras/site security features.
- Provide universal accessibility for the boardwalk, bridges, and trails.
- Use materials and equipment that are compatible with the proposed outcomes, are cost-effective, and require minimal routine maintenance.
- Designs should complement and enhance natural resources and should integrate into the landscape.

Add Alternates:

Add Alternate 1: Prepare final design, procure required environmental permits, and prepare construction documents.

Add Alternate 2: Provide bidding and construction management services.

Additional Information:

To achieve the desired outcomes in both the base proposal and alternates, it is anticipated that the consultant will address the necessary items below as they relate to each phase of the project:

- Provide customary design and engineering services including but not limited to survey, structural, environmental, geotechnical, landscaping, architectural, and related engineering services. Sub consultants must be identified in the proposal.
- Develop renderings to illustrate the proposed design.
- Perform any necessary soils testing to support final design and construction.
- Identify all permits that are required, prepare and submit applications on behalf of the Town, and attend meetings of local Boards and Commissions as necessary to obtain all required permits to construct improvements. For the purpose of the proposal, please provide a per-meeting cost and the base cost to attend up to four virtual meetings. These meetings are in addition to meetings and discussions with Town staff.

- Identify necessary coordination with utilities.
- Compile data (wetlands, streams, buffers, ROW information) and collect survey and spot elevations as necessary for preliminary and final design.
- Prepare construction plans and specifications for review and approval by the Town.
- Provide bidding services including preparation of bid documents, tabulating bids, reviewing bids, and recommending a preferred contractor.
- Provide customary construction phase services on an as-needed basis such as shop drawing review and approval, contract administration, applications for payment, RFI, attending project meetings.

DRAFT

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

2

April 14, 2021

Mr. Thomas Dembek, Moderator
Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Dear Moderator Dembek:

At the meeting of the Board of Finance held, Wednesday, April 14, 2021, it was voted to recommend to the Representative Town Meeting, an appropriation in the amount of **\$506,000 from Designated Funds to appropriated funds from FY21 Capital and Non-Recurring Expenditure Fund line #20531-57816 for the rehab of the HVAC system at the Evergreen and Harvey Avenue pumping stations.**

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,

Ronald R. Fedor. mm

Ronald R. Fedor, Chairman
Board of Finance

RRF:mtm

RECEIVED
2021 APR 21 PM 1:04
TOWN OF WATERFORD
CLERK

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

April 6, 2021

Mr. Ronald Fedor
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, April 6, 2021 voted to approve the following request;

1. **Utility Commission**-Neftali Soto, Director of Utility Commission request to consider and act on the appropriation of funding designated under LI 20531-57816 for the rehab of the HVAC system at the Evergreen pumping station and at the Harvey Avenue pumping station in the amount of \$506,000.

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

Sincerely,

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance
Neftali Soto, Director of Utility Commission

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385

March 30, 2021

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

RE: Request to Appropriate Funding for the Rehab of the HVAC system at the Evergreen pumping station and at the Harvey Avenue pumping station

Dear Mr. Brule,

For the past three years, as part of our Town Capital Improvements Program, we have secured funding designations for general upgrades and the rehab of the Old Norwich Road pumping station, as well as for the upgrade of the Evergreen pumping station HVAC system, and the upgrade of the Harvey Ave. pumping station HVAC system. These [multi-years] designations are under LI 20531-57816 for a total of \$1,050,000.

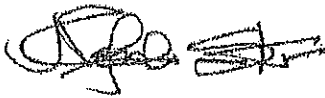
At this time, the work herein pursued consists of the removal, rehabilitation of HVAC and electrical systems at the Evergreen Avenue and Harvey Avenue sewer pumping stations. The project involves demolition and modification to existing piping, fans, boilers, ductwork and electrical conduit and wiring as well as the installation of new HVAC and plumbing items and equipment. The work includes the installation of a new fan and ductwork modifications at the Harvey Ave. pump station to improve dehumidification and bring the stations ventilation system up to current codes. It also includes a full heating and HVAC upgrade at the Evergreen Ave. pump station, replacing the failed condensing units and installing a new boiler and appurtenances not replaced during the last comprehensive upgrade.

These HVAC electro-mechanical components are vital for safety reasons, as well as for the need to have a controlled climate environment for the protection of the electronic components at the stations.

Wright-Pierce Engineers (WPE) developed the plans and specifications for the work needed. WPE are the Utility Commission wastewater on-call engineers that have provided consulting and design services for all our wastewater infrastructure improvements and rehabs as part of the major rehab capital program. The purchasing office opened bids on March 11, 2021. At \$484,562, Electrical Energy Systems Corp. (EESC) of Southington, CT submitted the lowest responsive bid for the required work. During their March 18, 2021, the Utility Commission accepted EESC bid and directed the writer to pursue the appropriation of funds for the work needed, and for the administration of the contract associated with the work.

Considering the fact that this work is needed and, considering that [multi-years] designations have been previously approved and, considering that the bid received is within an acceptable range of the engineer's estimate and, considering the need for expertise to administer the work and look in the best interest of the Town of Waterford; therefore, it is hereby respectfully requested for appropriations from LI 20531-57816 of \$490,000 for the rehab of the Evergreen Ave. and Harvey Ave. HVAC system(s), and (not to exceed) \$16,000 for the project contract administration to be approved.

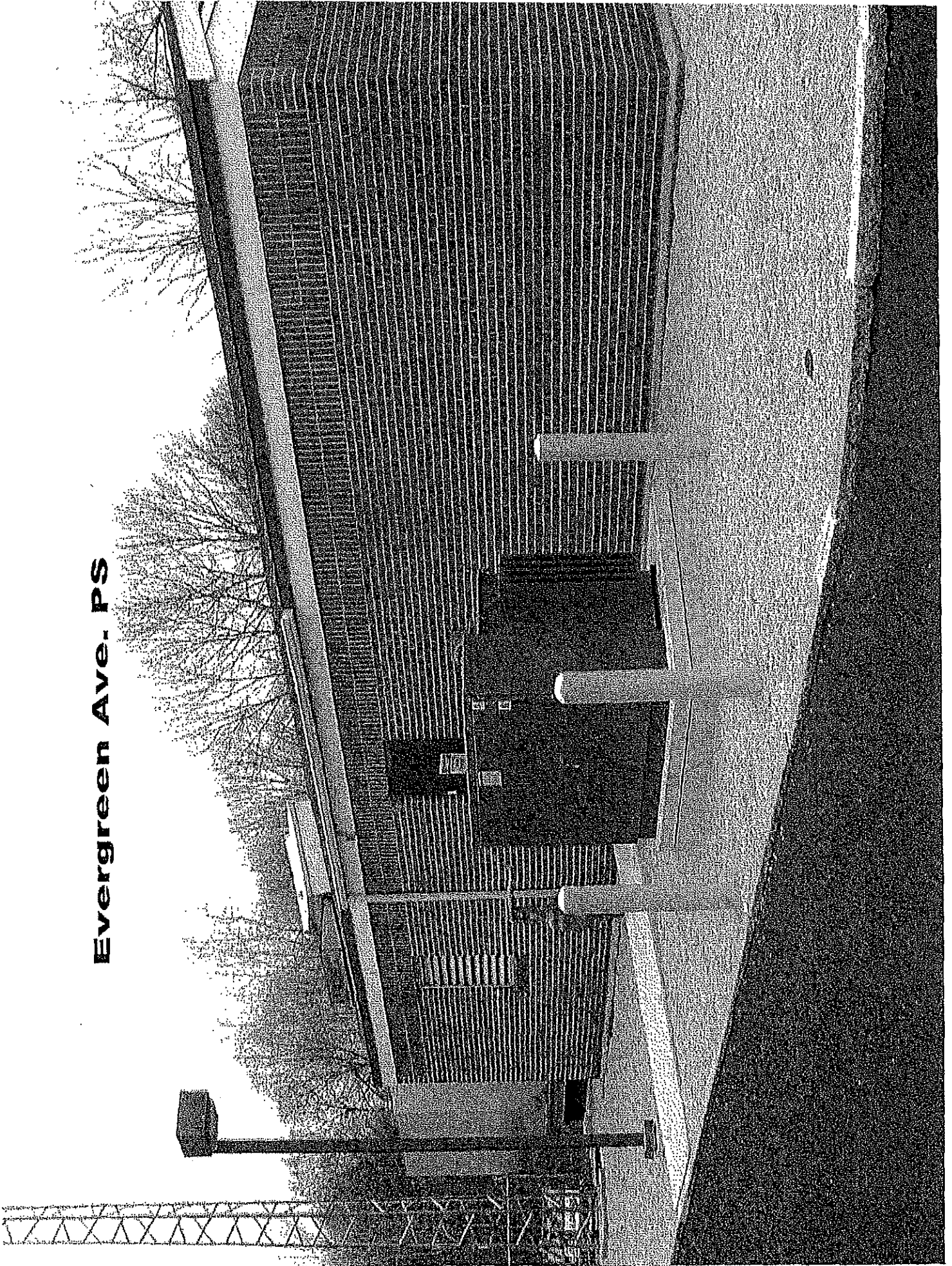
Respectfully submitted for your consideration,

A handwritten signature in black ink, appearing to read 'Neftali Soto', with a stylized flourish at the end.

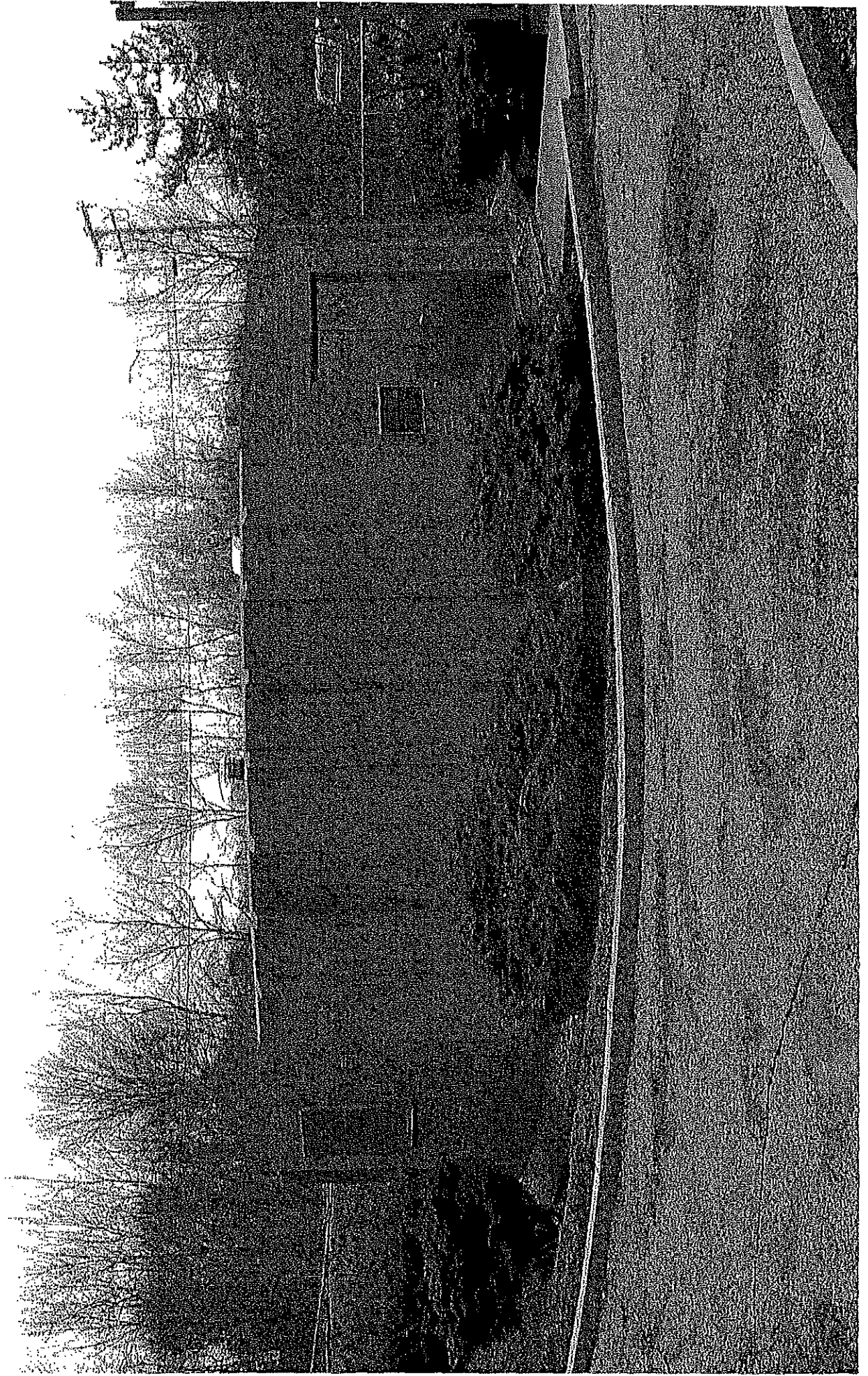
Neftali Soto, P.E., Chief Engineer
Utility Commission

Cc: Kim Allen – Director of Finance
Rawle Dummett – Purchasing Agent
Utility Commission

Evergreen Ave. PS



Harvey Ave. PS



ESD SET No.

CONTRACT DRAWINGS FOR

DECEMBER 2020

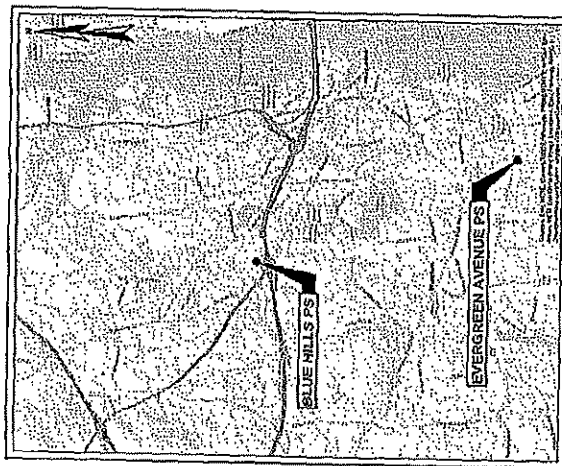
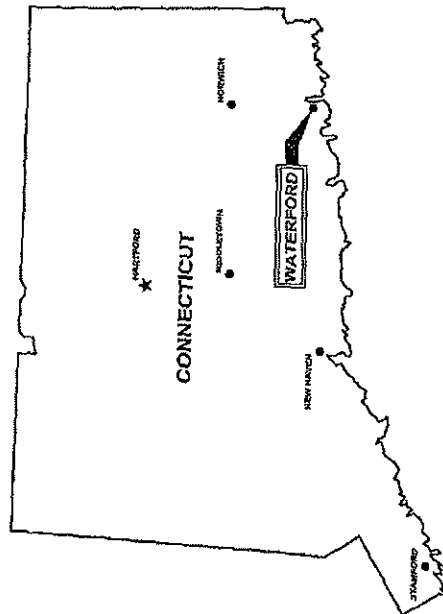
PETER M. GREEN

RTM
MODERATOR: THOMAS DEMBEK

FIRST SELECTMAN: ROBERT J. BRULF

CHAIRMAN: RON FEDOR

DRAWING INDEX

[illegible]

LOCATION PLAN

FOR REVIEW	<u>NOVEMBER 2020</u>
FOR BIDDING	<u>DECEMBER 2020</u>
WVP PROJECT No. 20483	



WRIGHT-PIERCE
Engineering & Better Environment

COPY NO. _____

**EVERGREEN AVENUE & BLUE HILLS PUMP STATION
HVAC IMPROVEMENTS
BID # 21-100**

**WATERFORD UTILITY COMMISSION
WATERFORD, CONNECTICUT**

**BIDDING AND CONTRACT REQUIREMENTS
AND SPECIFICATIONS**

JANUARY 2021

20483

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

BID FORM
Evergreen Avenue and Blue Hill
Pump Stations HVAC Improvements
BID # 21-100

Electrical Energy Systems Corp., 215 Captain Lewis Drive, Southington, CT 06489

VENDOR NAME AND ADDRESS

N/A

PRINTED NAME AND TITLE OF VENDOR'S AGENT

Phone: 860-621-9657 Fax: 860-621-2436 cvose@eesc-ct.com

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I Cynthia A. Vose , V.P. of Operations of the
Name Position

above named firm hereby submit the following bid in accordance with Town of Waterford specifications.

Cynthia A. Vose
SIGNATURE

March 11, 2021

DATE

PROJECT IDENTIFICATION:	Evergreen Avenue and Blue Hills Pump Stations HVAC Improvements
THIS BID IS SUBMITTED TO:	Town of Waterford Connecticut
	15 Rope Ferry Road
	Waterford, Connecticut 06385

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a purchase order agreement with the Town of Waterford at the stipulated price indicated in this bid.
2. Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid. This Bid will remain subject to acceptance for 90 days after the day of Bid opening.

3. BIDDER has familiarized itself with the nature and extent of the Bid Documents including any Addenda (acknowledge receipt of any and all Addenda by listing the date and Addenda Number where indicated below), Work, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

Addenda
Date

Addenda
Number

4. BIDDER has given ENGINEER written notice of all conflicts, errors or discrepancies that it has discovered in the Bid Documents and the written resolution thereof by ENGINEER is acceptable to BIDDER.
5. BIDDER certifies that the Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
6. BIDDER understands that the OWNER reserves the right to reject any or all bids.
7. Bidder will complete the Work described in the Contract Documents for the following price(s):

BID SCHEDULE

Item No.	Quantity	Brief Description of Item with Unit Bid Price in Words	Unit Bid In Figures	Amount In Figures
1	1 L.S.	Evergreen Avenue Pump Station HVAC/Electrical Improvements all-inclusive The Sum of \$ <u>Three hundred ninety three thousand eight hundred thirty seven XXX</u> Per Lump Sum	\$ <u>393,837.00</u>	\$ <u>393,837.00</u>
2	1 L.S.	Blue Hills Pump Station HVAC/Electrical Improvements all-inclusive less Item #3 The Sum of \$ <u>Forty five thousand seventy five XXX</u> Per Lump Sum	\$ <u>45,075.00</u>	\$ <u>45,075.00</u>
3	1 L.S.	Blue Hills Pump Station HVAC-Provide and install ductwork modifications to HV-1 The Sum of \$ <u>Forty thousand six hundred fifty XXX</u> Per Lump Sum	\$ <u>40,650.00</u>	\$ <u>40,650.00</u>
4	Allowance	Owners System Integrator Allowance The Sum of \$ <u>five thousand dollars</u> Amount in Words	\$ <u>5,000</u>	\$ <u>5,000</u>

TOTAL BID: Total of Items 1 through 4 above.

Four hundred eighty four thousand five hundred sixty two XXX	(\$ <u>484,562.00</u>)
(use words)	(use figures)

8. Communications concerning this Bid shall be addressed to:
 Rawle Dummett, Purchasing Agent
 Finance Office, 15 Rope Ferry Road
 Waterford, Connecticut 06385
 Phone: (860) 444-5842
 Fax: (860) 440-0579
rdummett@waterfordct.org

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

Please indicate the name and address of the company official(s) responsible for carrying out the Equal Employment Opportunity/Affirmative Action Program for your company.

John E. Taylor, Jr.

Electrical Energy Systems Corporation.

215 Captain Lewis Dr., Southington, CT 06489

If your company does not have a written affirmative action plan, please estimate the number of vacancies during the next 12 months, and indicate the numerical or percentage goals you have set for the employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor/bidder understands that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered for contract with the Town of Waterford. The vendor/bidder also understands that the Affirmative Action statements will become part of any contract, and that breach of such statements will constitute a breach of the contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries above are true, complete, and correct to the best of my knowledge and belief.

March 11, 2021

Date


Signature

Cynthia A. Vose

Title V.P. of Operations

Subscribed and sworn to before me at Southington, Connecticut, this 11th

Day of March, 2021.

Lynette Cade
Notary Public
Commission Expires: 4/30/2022

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

- OR: (1) The number of employees 53
- (2) Completed this form within one year Yes X No

FOR SEALED BIDS: If your company has completed this form within one year Please forward a photocopy of the Initial form with your bid. If significant Changes have taken place within the past year, please update the information on this form.

REQUIREMENT – Any vendor/bidder seeking to do business with the Town of Waterford must, upon request, supply the Town and/or the Waterford Human Resources with any information concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such information, when requested, will result in the termination of any further transactions between the vendor/bidder and the Town of Waterford.

COMPANY NAME AND ADDRESS

Electrical Energy Systems Corporation, 215 Captain Lewis Dr., Southington, CT 06489

TYPE OF BUSINESS

Electrical Contractor

TYPE OF ORGANIZATION

 X Corporation Partnership Individual

If unit filing this application is not the above-named company, give the name, address, and telephone number of reporting unit. (Branch, agent, representative).

FIFTEEN ROPE PERRY ROAD

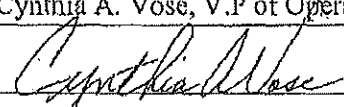


WATERFORD, CT 06385-2086

**TOWN OF WATERFORD
NON-COLLUSION STATEMENT**

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid."

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date:	<u>March 11, 2021</u>
Name of Company:	<u>Electrical Energy Systems Corporation</u>
Name and Title of Agent:	<u>Cynthia A. Vose, V.P of Operations</u>
By (SIGNATURE):	<u></u>
Address:	<u>215 Captain Lewis Drive</u>
	<u>Southington, CT 06489</u>
Telephone Number:	<u>860-621-9657</u>

CONTRACTOR INFORMATION SHEETS

(These sheets must be completed and included with Bid)

COMPANY NAME: Electrical Energy Systems Corporation

ADDRESS: 215 Captain Lewis Dr., Southington, CT 06489

ESTABLISHED: March 1989
(Month) (Year)

TYPE OF ORGANIZATION: (Circle One)

A) Individual

B) Partnership

C) Corporation

D) Joint Venture

E) Other _____

(Specify)

(If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS

N/A

YEARS OF WORK IN A RELATED FIELD: 32 years

(Described Any Related Work)

EQUIPMENT AND EMPLOYEES:

Provide a list (attached to this sheet) of equipment and employees anticipated to be utilized for this work. See attached Sheet #3

USE OF SUBCONTRACTORS:

To provide all the services listed in the specifications, would any services be handled by subcontractors? yes Yes/No If "Yes", please explain:

brick & concrete work, HVAC

Subcontractor Name(s): Ronnie Demeo Construction Inc.
Central Mechanical Services Inc.

PROJECT MANAGER: TBD

KEY PERSONNEL

1. John B. Taylor, Jr.
Chairman
44 Years in Electrical & General Contracting
2. Scott Paradis
President/Project Manager/Estimator
28 Years in Electrical Contracting
3. Steve Kaczynski
Project Manager
42 Years in Electrical & General Contracting
4. David C. Ash
Estimator/Project Manager
31 Years in Electrical Contracting
5. James Nasuta
Estimator/Safety Officer
41 Years in Electrical Contracting

Ina Harris

From: Jim Nasuta
Sent: Thursday, March 11, 2021 10:39 AM
To: Ina Harris
Subject: FW: Bonding

Jim Nasuta | jnasuta@eesc-ct.com
Electrical Energy Systems Corporation | 215 Captain Lewis Drive | Southington, CT 06489
Office (860) 621-9657 x312 | Fax (860) 621-2456 | Mobile (860) 818-5976
CT License #ELC.0103805-E1 | MA License #A-11725 | www.eesc-ct.com | AA/EOE

From: Steve Susanin <ssusanin@alliant.com>
Sent: Thursday, March 11, 2021 10:37 AM
To: Jim Nasuta <jnasuta@eesc-ct.com>
Subject: Bonding

Jim,

Electrical Energy Systems is FULLY BONDABLE for HVAC improvements at Evergreen Avenue and Blue Hills Pump Station for \$484,562.

EES has a bonding program with Zurich Surety, an AM Best A Plus rated carrier for 25,000,000 Single Bond and 50,000,000 Aggregate Bond line.

Any questions, don't hesitate to call.

Steven E. Susanin
Senior Vice President
Alliant Insurance Services, Inc.
Construction Services Group
40 Stanford Drive, 2nd Floor
Farmington, CT 06032

860-269-2165 Office
860-690-6303 Cell
ssusanin@alliant.com

Document A310™ - 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Electrical Energy Systems Corporation
215 Captain Lewis Drive
Southington, CT 06489

SURETY:

(Name, legal status and principal place of business)

Fidelity and Deposit Company of Maryland
1299 Zurich Way, 5th Floor
Schaumburg, IL 60196-1056
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

BOND AMOUNT: 5%

Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Evergreen Avenue & Blue Hills Pump Station HVAC Improvements

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of March, 2021.

Don Harris
(Witness)

J. T. Lyons
(Witness)

Electrical Energy Systems Corporation

(Principal)

(Seal)

By:

(Title)

Cynthia Alise
VP of Operations

Fidelity and Deposit Company of Maryland

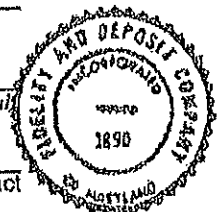
(Surety)

(Seal)

By:

(Title)

Victoria P. Parkerson
Attorney-in-Fact



Bond Number Bid Bond

Obligee Town of Waterford

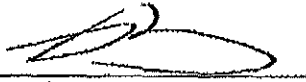
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Victoria P. Parkerson, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed; any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York, the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland, and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland, in their own proper persons.

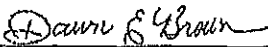
The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 19th day of June, A.D. 2019.

ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND


By: Robert D. Murray
Vice President




By: Dawn E. Brown
Secretary

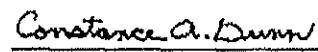


State of Maryland
County of Baltimore

On this 19th day of June, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, Robert D. Murray, Vice President and Dawn E. Brown, Secretary of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and say, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.




Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 11th day of March, 2021.



Brian M. Hodges

Brian M. Hodges, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfelaims@zurichna.com
800-626-4577

Bid Tabulation Request for Quote Bid#21-100 Evergreen and Blue Hills Pump Stations HVAC Improvements Opened 03/11/2021 11:00am					
Vendor	Item 1	Item 2	Item 3	Item 4	Total
Electrical Energy Systems Corp.	\$393,837.00	\$45,075.00	\$40,650.00	\$5,000.00	\$484,562.00
All State Construction, Inc	\$434,941.00	\$126,017.00	\$4,792.00	\$5,000.00	\$570,750.00

Neftali Soto

From: Dennis Dievert <dennis.dievert@wright-pierce.com>
Sent: Monday, March 15, 2021 1:21 PM
To: Neftali Soto
Cc: Jim Bartelli; Peter Clark; Eric Williams; Ed Machinski; Amy Windle
Subject: RE: Bid #21-100 Evergreen Ave & Blue Hills PS HVAC Improvements - EESC

**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.**

Tall,

We have reviewed the bid received for the HVAC Upgrade Project at the Evergreen Blue Hills Pump Station on March 11, 2021. One bid from Electrical Energy Systems (EES) was received. The submitted bid amount was \$484,562.00, or within 7% of our engineer's estimate of \$450,000. All submitted paperwork appears to be in order and we are not aware of any apparent reason why this project should not be awarded to EES as the lowest responsive bidder. EES has conducted work on many water and wastewater projects in the state of CT and is qualified to complete a project of this caliber. We are currently working with them on major upgrades to the Stamford and Torrington Wastewater treatment plants and have a good working relationship with their staff.

Thank you.

From: Neftali Soto <nsoto@waterfordct.org>
Sent: Thursday, March 11, 2021 12:39 PM
To: Dennis Dievert <dennis.dievert@wright-pierce.com>
Cc: Jim Bartelli <jbartelli@waterfordct.org>; Peter Clark <PClark@waterfordct.org>; Eric Williams <ewilliams@waterfordct.org>; Ed Machinski <emachinski@waterfordct.org>; Amy Windle <AWindle@waterfordct.org>
Subject: RE: Bid #21-100 Evergreen Ave & Blue Hills PS HVAC Improvements - EESC

If you can send me a recommendation letter or note along the lines of based on your experience with EESC, as well as the submitted price proposal, for us to pursue the awarding of a contract to them that would be great. I have to then proceed with the funding appropriation process which is: (1) acceptance by UC, then (2) appropriation by BOS, then (3) appropriation by BOF, and then (4) appropriation by RTM. Unless I can sneak the last step of the appropriation process (the RTM) on a special meeting before that, the soonest that I can have funds available is 15 days after June 7, 2021. My next utility commission meeting is this coming Tuesday. If you can have something by then that would be great.

From: Dennis Dievert <dennis.dievert@wright-pierce.com>
Sent: Thursday, March 11, 2021 12:21 PM
To: Neftali Soto <nsoto@waterfordct.org>
Subject: RE: Bid #21-100 Evergreen Ave & Blue Hills PS HVAC Improvements - EESC

**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.**

Thanks. I have done a lot of projects with EESC. They are very good.

Let me know what you need from me moving forward.

From: Neftali Soto <nsoto@waterfordct.org>
Sent: Thursday, March 11, 2021 12:12 PM
To: Dennis Dievert <dennis.dievert@wright-pierce.com>; Dennis Dievert <dennis.dievert@wright-pierce.com>
Subject: FW: Bid #21-100 Evergreen Ave & Blue Hills PS HVAC Improvements - EESC

Bids received.

From: Sealed Bids <sealedbids@waterfordct.org>
Sent: Thursday, March 11, 2021 11:42 AM
To: Neftali Soto <nsoto@waterfordct.org>; Jim Bartelli <jbartelli@waterfordct.org>
Subject: FW: Bid #21-100 Evergreen Ave & Blue Hills PS HVAC Improvements - EESC

Gentlemen,

Please see the attached.

Rawle Dummett
Purchasing Agent
Town of Waterford
Tele:860-444-5842



From: Ina Harris [<mailto:iharris@eesc-ct.com>]
Sent: Thursday, March 11, 2021 10:49 AM
To: Sealed Bids <sealedbids@waterfordct.org>
Cc: Jim Nasuta <jnasuta@eesc-ct.com>
Subject: Bid #21-100 Evergreen Ave & Blue Hills PS HVAC Improvements - EESC

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.

See attached bid.

Ina Harris | iharris@eesc-ct.com
Electrical Energy Systems Corporation | 215 Captain Lewis Drive | Southington, CT 06489

Office (860) 621-9657 x305 | Fax (860) 621-2456
CT License #ELC.0103805-E1 | MA License #A-11725 | www.eesc-ct.com | AA/EOE

January 11, 2021
W-P Project No. 20483

Mr. Neftali Soto, PE
Chief Engineer
Town of Waterford Utility Commission
15 Rope Ferry Road
Waterford, CT 06385

Subject: Proposal of Construction Phase Engineering Services
Evergreen Avenue and Blue Hills Pump Station HVAC Upgrades

Dear Tali:

As requested by the Waterford Utility Commission (WUC), this letter presents our proposed scope and budget to provide construction phase engineering services for the HVAC upgrade improvements to the Evergreen Avenue and Blue Hills Pump Station. Based on our understanding of the WUC's needs, and assuming that the WUC will handle day to day inspections, Wright-Pierce proposes to perform the following construction administration phase services:

Construction Administration

1. Prepare for and attend preconstruction conference.
2. Schedule and attend up to 4 project meetings and prepare meeting minutes.
3. Make visits to the site at appropriate intervals to observe the progress of the work and to assist the WUC's Resident Project Representative on an as-needed basis. For budget purposes, it is anticipated that Wright-Pierce will conduct up to eight four-hour visits over the duration of the project.
4. Review contractor's construction plan and shop drawing submittals for compliance with the Contract Documents.
5. Respond to Contractor's Request for Information (RFIs).
6. Review Contractors' payment requests and estimate amounts to be paid by the WUC.
7. Negotiate changes in the scope of work, price and/or completion time and prepare change orders which become necessary due to factors discovered during the progress of the work resulting from interpretations and clarifications of the Contract Documents.
8. Issue instructions and other communications from and on behalf of the WUC to the Contractor.
9. Prepare punch lists of uncompleted or unacceptable work.
10. Prepare record drawings.
11. Assist with facility start-up.
12. Assist with any warranty or operational issues during the one-year construction warranty period.
13. Conduct a Substantial Completion inspection and prepare a Certificate of Substantial Completion.

Mr. Nestali Soto, PE
January 11, 2021
Page 2 of 2



A total of 110 hours are budgeted for the construction administration phase based on an 4-month construction period and is inclusive of both office and field time as well as start-up site visits from both the electrical and mechanical design engineers of record.

Proposed Fee

Our proposed not-to-exceed budget to provide construction administration engineering services for the subject project is \$16,000. Should you have any questions or desire additional information, please call.

Very truly yours,

WRIGHT-PIERCE

Christopher N. Pierce, PE
Vice-President

WATERFORD UTILITY COMMISSION

SPECIAL MEETING MINUTES

2021 MAR 23 PM 4:06

DATE: March 18, 2021

PLACE: Zoom Meeting

PRESIDING: Acting Chairman Ken Kirkman

MEMBERS PRESENT: Steve Negri, Raymond Valentini and Rodney Pinkham

ALSO PRESENT: Staff: Neftali Soto-Chief Engineer, Jim Bartell-Assistant Director, Attorney Nick Kepple and Bob Tuneski-Liaison for Board of Finance

Chairman Green called the meeting to order at 6:00 PM

CITIZEN SESSION

Ms. Thorman from 24 High Ridge Dr. was present to request an adjustment on the amount of consumption from the January bill. She does not agree with the high consumption she was charged for. There was a discussion and the decision was tabled until the April bill could be reviewed.

SECRETARY'S REPORT

MOTION Made by Mr. Negri to approve the Minutes of the February 16, 2020 meeting, Mr. Valentini seconded.

VOTE The motion passed.

BILLING ADJUSTMENTS

The Commission reviewed the February Adjustments. The adjustment report will be kept in the office for review.

EXPENDITURES

MOTION made by Mr. Negri to approve March 2021 bill list, Mr. Valentini seconded.

VOTE The motion passed unanimously.

OLD BUSINESS – REPORTS & UPDATES

- FINANCIALS – WW FUND REVENUES/EXPENDITURES REPORT
The financial were reviewed.
- MUNICIPAL COMPLEX REHAB – STATUS UPDATE
Mr. Kirkman gave a report. The garage is close to being finished. The overhead fans are being installed now. Waiting on quote from the Chief of Police for fire protections to the gas pumps.
- COLLECTIONS-UPDATE
Attorney Kepple reported that they have collected a higher amount than last year.
- TRI TOWN AGREEMENT
Mr. Soto gave a report. Technical staff has met and made good progress.

UNFINISHED BUSINESS

- New London Response for Cyber Security
The e-mail from New London was reviewed and discussed. The Commission asked Mr. Soto to follow up with a request of more information from New London.

NEW BUSINESS

- Acceptance of F.R. Mahony grinder pump bid

MOTION Made by Mr. Negri to accept the grinder pump bid from F.R. Mahoney for 10 units in the amount of \$26,610.00, Seconded by Mr. Valentini.

VOTE Passed

- Acceptance of EESC bid for Evergreen and Harvey Ave. Pump Station for HVAC work.

MOTION Made by Mr. Valentini to accept the bid from Electrical Energy Systems Corp for the amount of \$484,562.00 and for Wright-Pierce to provide construction phase engineering services for the HVAC upgrade for the amount of \$16,000.00, Seconded by Mr. Negri.

VOTE Passed

- U.S. Automation-Dock Road Pump Station-Bid Waiver

MOTION Made by Mr. Negri to waive the bid process for the upgrades to the Dock Rd Pump Station since U.S Automation is our on-call controls and SCADA integrator

already. Funding will be out of the Sewer Development & Maintenance Fund,
Seconded by Mr. Valentini.

VOTE Passed

- 92 Great Neck Road- Sewer Backup Claim and Request for Reimbursement. Lengthy discussion ensued.

MOTION Made by Mr. Negri to reimburse the resident at 92 Great Neck Road for the expense of clearing a clog in our wastewater system that our insurance provider denied, Seconded by Mr. Valentini

VOTE Two-Yes and One- Abstained
Motion Passed

- On-Call Contractors Extension-Deedy Constr., Prime Electric and Turrello

MOTION Made by Mr. Negri to extend the current contract with the same rates for another two years, Seconded by Mr. Valentini.

VOTE Passed

- Affordable Housing flyer Permission to insert a 1/3 page with information for a survey to be completed by the Planning Director, Abby Piersall.

MOTION Made by Mr. Negri to grant permission to allow survey flyer to be inserted with our April billing, Seconded by Mr. Valentini.

VOTE Passed

Executive Session

Not Needed

WATER-VEOLIA REPORT

Report was emailed to the commission. It was reviewed by the members.

CORRESPONDENCE

PLANS REVIEW

No plans to be reviewed

Waterford Utility Commission
March 18, 2021

PERSONNEL

- The department is fully staffed right now with 8 field staff

OTHER

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:37 p.m.

MOTION made by Mr. Pinkham to adjourn. Mr. Valentini seconded.

VOTE The motion passed unanimously.

Respectfully submitted,

Amy L. Windle
Recording Secretary

**MEMORANDUM OF UNDERSTANDING
BETWEEN
TOWN OF WATERFORD
AND EASTERN CONNECTICUT CONSERVATION DISTRICT**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Town of Waterford, hereinafter referred to as the Town, and the Eastern Connecticut Conservation District, hereinafter referred to as ECCD.

A. BACKGROUND:

ECCD is an established organization with IRS 501(c)3 non-profit status. ECCD's vision is to "Provide technical assistance and environmental education to promote sound natural resource management utilizing a watershed approach." ECCD is one of five Conservation Districts in Connecticut created statutorily to assist Connecticut DEEP (CGS Section 22a-315). CT DEEP administers funding for the federal government under Section 319 of the Clean Water Act (CWA). The purpose of Section 319 funding is to address priority conservation issues related to non-point source pollution, towards the goal of restoring water quality standards to impaired waterbodies.

ECCD has been awarded a Clean Water Act Section 319 grant from CT DEEP to address issues related to non-point source pollution (NPS) in the four towns of the Niantic River watershed: East Lyme, Waterford, Montville and Salem. The purpose of the grant is to provide funding to install stormwater best management practices (BMPs) throughout the four watershed towns. The BMPs will be incorporated into existing storm drain infrastructure, where suitable, and will infiltrate stormwater from pervious surfaces or collect rainwater from rooftops for re-use. BMPs will include up to three (3) tree filters, seven (7) rain gardens, eight (8) stormdrain catch basin filters and ten (10) rain barrels. The actual numbers of BMPs installed is contingent upon several factors including current pricing and the ability of other cooperating towns to participate fully.

The funding will facilitate implementation of recommendations made in the *Niantic River Watershed Protection Plan* (2006) and the *Niantic River Watershed Protection Plan Update* (2020), specifically, the reduction of nutrient and bacterial loads from stormwater outfalls, runoff and direct discharges to the Niantic River and its tributaries. Stormwater from anticipated potential sites presently discharges to Niantic River, as well as Latimer Brook, Oil Mill Brook, Stony Brook and their tributaries.

B. PURPOSE:

The purpose of this MOU is to develop a framework of understanding and cooperation between the Town and ECCD.

C. ROLES AND RESPONSIBILITIES

ECCD SHALL:

- 1) administer the grant;

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

TO: Thomas Dembeck
Moderator, RTM

FROM: Kim Allen, Director of Finance

COPY: Rob Brule, First Selectman
Brian Flaherty, Director of Recreation & Parks

RE: Fund Name Change Request

DATE: April 6, 2021

RECEIVED FOR RECORD
MAY 24 AM 10:51

On June 4, 2012, the RTM approved the establishment of a Special Revenue fund, "Waterford Week Activity Fund." This fund was created to allow the Recreation and Parks Department the ability to solicit and expend funds for activities related to the Waterford Week Celebration. The Town of Waterford no longer holds an annual Waterford Week; however, it does continue to hold several town-wide events for its residents and community throughout the year.

Because the RTM approved the establishment of the special revenue fund, legal counsel has recommended that the RTM also approve the fund's name change. Therefore, I respectfully request that the RTM approve a name change for this special revenue fund.

- Current Name: Waterford Week Activity Fund
- Proposed Name: Waterford Special Activities Fund

Changing the name of the fund will allow for a more transparent accounting of the funds and allow our auditors to better report on this special revenue fund. The use of the fund will remain the same. The Recreation & Parks Department will continue to manage and utilize the funds to support Waterford special events.

Respectfully,

Kimberly Allen

Kimberly Allen

CALL ITEM 4 - Revaluation, additional appropriation

MOTION by McGuirk, seconded by Kanfer, to approve a request from the Board of Selectmen on behalf of the Assessor for an additional appropriation in Fiscal Year 2011-12 in the of \$12,000 from Capital and Nonrecurring Expenditure Fund, Designated Line Item 20501-57639, Revaluation, as recommended by the Board of Finance.

VOTING IN FAVOR: Unanimous.

CALL ITEM 5 - Waterford Week Activity Fund

MOTION by Kanfer, seconded by McGuirk, to approve a request from the Recreation and Parks Commission to establish a Special Revenue Fund labeled "Waterford Week Activity Fund" so that an ad hoc committee is able to solicit and expend funds for said activity, as recommended by the Board of Finance.

VOTING IN FAVOR: Unanimous.

CALL ITEM 6 - RTM appointment, Retirement Commission

NOMINATION by Muckle of WILLIAM M. AUWOOD to represent the Representative Town Meeting on the Retirement Commission for the term January 1, 2012 - December 31, 2013.

VOTING IN FAVOR: Unanimous.

CALL ITEM 7 - Town equipment on private property - resolution

MOTION by McGuirk, seconded by Olynciw, to approve the resolution granting permission for the use of town equipment on private property in certain defined circumstances as permitted under Section 2.116.020C of the Waterford Code of Ordinances.

MOTION by Driscoll, seconded by Kanfer, to replace "The Fire Commission" with "Fire Service" (pursuant to 2010 Charter change) on both the Resolution and the Attachment and eliminate "pumping and filling of pools" on the Attachment under Fire Service.

VOTING IN FAVOR (amendment): Unanimous.

MOTION by Driscoll, seconded by Kanfer, to lay on the table the amended motion until report(s) are submitted in time for the August meeting pursuant to #4 of the Resolution and that in the meantime the Resolution as amended remains in full force and effect.

VOTING IN FAVOR (to table): Unanimous.

ADDITIONS TO THE CALL

CALL ITEM 8 - Public Protection & Safety Standing Committee appointment

NOMINATION by Kanfer of MARK BALESTRACCI to the Public Protection and Safety Standing Committee of the Representative Town Meeting.

VOTING IN FAVOR: Unanimous.



Public Health, Recreation, and Environment

Standing Committee Recommendations

RE: Alcohol in Designated Areas of the Town

Fellow RTM Members,

The Public Health, Recreation, and Environment Standing Committee was charged by the RTM body with an Ordinance change/review at the August 3, 2020 regular Meeting to allow beer and wine ONLY in designated areas of Waterford Beach and Historic Jordan Green. After several zoom meetings with the committee (09/24/2020, 01/14/2021, 03/25/2021, 04/22/2021), First Selectman, Town Attorney, and Town Planner, a plan was finalized, agreed upon unanimously, and sent to Public Hearing. The public hearing went well and again, a unanimous Bipartisan vote recommending "Draft March 26, 2021" (Attached) was approved and sent to the RTM for final approval. All handouts and minutes can be found at www.waterfordct.org.

The committee feels that adapting this plan regarding alcohol in designated areas first and foremost protects the town from liability as people bring alcohol to certain areas anyway. The included attachments in this proposal were scrutinized by the committee to assure the changes best suit the town and its residents. This ordinance change would allow Waterford to broaden its recreational spectrum of events. The committee urges the RTM to vote to adapt this ordinance change as we feel it will greatly benefit Waterford.

Respectfully Submitted,
Jennifer Antonino Bracciale
Chairperson

RECEIVED FOR RECORD
MAY 24 2021
2:10 PM

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WATERFORD, CT 06385-2886

MINUTES

PUBLIC HEALTH, RECREATION & ENVIRONMENT STANDING COMMITTEE OF THE RTM

PUBLIC HEARING & SPECIAL MEETING

Thursday, April 22, 2021

6:30 P.M. - Waterford Town Hall

ZOOM Remote Access Only

2021 APR 26 PM 3:06

RECEIVED TOWN OF WATERFORD

The April 22, 2021 Public Hearing of the Public Health, Recreation & Environment Standing Committee of the RTM was called to order by Chairperson Jennifer Bracciale at 6:33 P.M.

ROLL CALL

Present: Jennifer Bracciale, Nicholas Gauthier, Steve Elci

Absent: April Cairns, Robert Swansen

Also Attending: Town Clerk David L.Campo, Town Attorney Robert Avena, Director of Planning Abby Piersall

PUBLIC COMMENT on proposed changes to Chapter 12.08 Concerning the possession and drinking of alcohol beverages in town parks and recreation areas. (March 26, 2021 Draft Attached)

Chairman Bracciale opened the public hearing at 6:33 P.M.

RTM Member Danielle Steward-Gelinas asked for clarification of what the ordinance would look like.

Town Attorney Robert Avena replied and answered questions.

Recreation and Parks Commission Member Melissa Chiappone noted the potential for fund raising and a relief of liability for the Town of Waterford.

MOTION by Gauthier, seconded by Elci, to close the public hearing at 6:46 P.M.

VOTING IN FAVOR: Unanimous

The April 22, 2021 Special Meeting of the Public Health, Recreation & Environment Standing Committee of the RTM was called to order by Chairperson Jennifer Bracciale at 6:46 P.M.

ROLL CALL

Present: Jennifer Bracciale, Nicholas Gauthier, Steve Elci

Absent: April Cairns, Robert Swansen

Also Attending: Town Clerk David Campo, Town Attorney Robert Avena, Director of Planning Abby Piersall

AGENDA ITEM 4: Minutes

MOTION by Gauthier, seconded by Elci, to approve the minutes from the March 25, 2021 meeting.

VOTING IN FAVOR: Unanimous

AGENDA ITEM 5: *Proposed changes to the Waterford Code of Ordinances Chapter 12.08 Concerning the possession and drinking of alcohol beverages in town parks and recreation areas. (RTC 08-03-2020*

Discussion ensued.

MOTION by Gauthier, seconded by Bracciale, to recommend to the RTM at the next Regular Meeting to amend the Waterford Code of Ordinances Chapter 12.08 Concerning the possession and drinking of alcohol beverages in town parks and recreation areas. (March 26, 2021 Draft Attached)

VOTING IN FAVOR: Unanimous

MOTION by Bracciale, seconded by Gauthier, to adjourn at 7:02 P.M.

VOTING IN FAVOR: Unanimous

Respectfully submitted,
Jennifer Bracciale
Chairperson

DRAFT March 26 2021

12.08.040 - Alcoholic beverages.

The possession or drinking of alcoholic beverages in any town park and/or recreational area is prohibited, except as provided below:

A. Beer and wine sales and consumption may be permitted at grass field areas at the Waterford Beach Park, as shown on Exhibit "A", and the Jordan Green, as shown on Exhibit "B", subject to the following terms:

- a. Sale and consumption of beer and wine shall only be allowed subject to the advance approval of the ~~Waterford Recreation and Parks Commission~~ Board of Selectmen. Applications shall be made on a form provided by the ~~Commission~~ Board.
- b. Beer and wine shall only be provided by an approved vendor. The approved vendor shall have all required licenses and permits necessary to sell and serve alcohol in the State of Connecticut. The approved vendor shall carry all insurance required by the Town of Waterford, and shall name the Town of Waterford as an additional insured. The approved vendor shall execute a required hold harmless agreement.
- c. In no case will the possession of any alcoholic beverage, including beer and wine, be permitted on the sand or dunes at the Waterford Town Beach.

(Amend. of 2-6-17(2); Prior code § 13-19)

2021 MAR 29 AM 11:48
2021 MAR 29 AM 11:48