

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

AGENDA
REPRESENTATIVE TOWN MEETING
SPECIAL MEETING
Monday, April 5, 2021
7:00pm – Waterford Town Hall
ZOOM REMOTE ACCESS ONLY

Join Zoom Meeting
Meeting ID: 317 118 0827
Passcode: 123123
One tap mobile

+13126266799,,3171180827# US (Chicago)
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+1 646 558 8656 US (New York)

- A. Pledge of Allegiance to the Flag
- B. Roll Call
- C. To consider and act upon the minutes of the February 1, 2021 Regular Meeting and the February 22, 2021 Special 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 **\$250,000** from the **Undesignated Fund Balance #205-31520** to a project to be named by the RTM (Crystal Mall Redevelopment Feasibility Study grant application) and that the **15-day** waiting period be waived.
 - 2. To consider and act upon a recommendation from the Board of Finance for an appropriation in the amount of **\$30,908.99** from the **Undesignated**

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Fund Balance line #205-31520 to a project to be named later by the RTM (replacement of the MED radio base stations).

3. To consider and act upon 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.**
4. To consider and act upon 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.**
5. To consider and act upon 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 Bloomingdale South Mill/Pave.**
6. To consider and act upon 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.
7. To consider and act upon three appointments to the Senior Citizens' Commission. (Term 04/05/2021 – 04/01/2024)
8. To consider and act upon three appointments to the Waterford Utility Commission. (Term 04/01/2021 – 03/31/2025)
9. To consider and act upon a recommendation from the Finance, Wage & Personnel Standing Committee of the RTM to amend **Chapter 3.08 – Purchasing of the Town of Waterford Code of Ordinances.**
10. To consider and act upon a motion to discuss strategy and/or negotiations with respect to multiple bargaining agreements in executive session.
11. To consider and act upon a motion 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.
12. To consider and act upon a motion to approve the funds necessary to implement the Non Union Administrative Support and Technical Crafts wage schedule.

I. New Business

J. Adjournment

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C

MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
February 1, 2021

RTM Moderator Thomas Dembek called the February 1, 2021 Regular Meeting of the Representative Town Meeting to order at 7:02 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

ABSENT: Robert Swansen.

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

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

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

AGENDA ITEM C – December 7, 2020 Minutes & January 4, 2021 Minutes

MODERATOR Dembek noted that the years were incorrect on the Agenda and it was determined to be a typo. See corrected dates above.

MOTION by Driscoll, seconded by Welch-Collins, to accept the minutes with the following corrections to the December 7, 2020 Minutes: Driscoll made the motion, seconded by Welch-Collins to nominate Cathy Patterson to the Personnel Review Board under CALL ITEM 2.

VOTING IN FAVOR: Unanimous.

CORRESPONDENCE

A letter from Waterford Resident Michele Dibuono regarding safety concerns on Niantic River Road.

PUBLIC COMMENT:

A letter from members of the Niantic Community Church was accepted as public comment and church member Paul Helvig spoke in reference to the letter. (See Attachment)

Waterford Resident Christopher Jones spoke in regard to transparency and the importance of diversity on town board and committees.

Waterford Resident Michele Dibuono spoke regarding safety, ADA and a long term redesign of Niantic River Road.

AGENDA ITEM F--None

AGENDA ITEM G – RTM Member Thomas Dembek updated the body on the progress of the Waterford Municipal Complex.

CALL ITEM 1 – Volunteer Fire Services Stipend Program Presentation

PRESENTATION: Director of Fire Services Bruce Miller

A written and oral report was submitted concerning the stipend program. Discussion ensued

CALL ITEM 2 – Waterford Town Beach Fees

PRESENTATION: *Chairman of the Public Health, Recreation & Environment Standing Committee of the RTM Jennifer Bracciale*

MOTION by Welch-Collins, seconded by Bono, to accept a recommendation from the Public Health, Recreation & Environment Standing Committee and from the Parks and Recreation Commission, pending its January 26, 2021 meeting, to approve proposed Waterford Town Beach parking fees.

MOTION by Bracciale, seconded by Driscoll to request a friendly amendment to clarify that the original motion will accept the recommendation of the Public Health, Recreation & Environment Standing Committee. (See Attachment)

Welch-Collins and Bono agreed

MOTION by Gauthier, seconded by Welch-Collins, to amend the motion to eliminate the fee for all bikers and walkers.

Lengthy discussion ensued.

MOTION by Goldstein, seconded by Welch-Collins, to move the question.

VOTING IN FAVOR to move the question: Unanimous

MOTION PASSED

VOTING IN FAVOR to eliminate walker and biker fee: Furey-Wagner, Gauthier, Welch-Collins

VOTING AGAINST: Attanasio, Bono, Bracciale, Cairns, Condon, Dembek, Driscoll, Elci, Fioravanti, Goldstein, Kohl, Lersch, Metivier, Morgan, Muckle, O'Leary, Olynciw, Ritchie, Rocchetti, Steward-Gelinas

MOTION FAILED: 20-3

ORIGINAL MOTION with the friendly amendment. (See Attachment)

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

CALL ITEM 3 – Budget Schedule

MOTION by Steward-Gelinas, seconded by Welch-Collins, to approve the budget schedule as presented. (See Attachment)

VOTING IN FAVOR: Unanimous

CALL ITEM 4: Ethics Commission Regular Member

MOTION by Goldstein, seconded by Muckle, to reappoint Steve Garvin as a regular member on the Ethics Commission (Term 02/01/2021 – 02/06/2023)

MOTION by Driscoll, seconded by Welch-Collins, to reappoint Martin Zeldis as a regular member of the Ethics Commission. (Term 02/01/2021 – 02/06/2023)

VOTING IN FAVOR OF BOTH NOMINEES: Unanimous

CALL ITEM 5 – Ethics Commission Alternate Member

MOTION by Driscoll, seconded by Gauthier, to reappoint Elizabeth Ritter as an alternate member to the Ethics Commission. (Term 02/01/2021 – 02/06/2023)

VOTING IN FAVOR: Unanimous

NEW BUSINESS

Town Clerk David Campo informed the body that he was in receipt of a BOE Teachers Contract and that a special meeting would need to be scheduled.

MOTION by Goldstein, seconded by Steward-Gelinas, to schedule a Special Meeting on Monday February 22, 2021 at 7:00 P.M.

VOTING IN FAVOR: Unanimous

MOTION by Goldstein, seconded by Welch-Collins, to assign to the Finance, Wage, & Personnel Standing Committee "Salaries of Elected Officials".

VOTING IN FAVOR: Unanimous

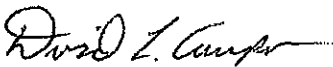
MOTION by Gauthier, seconded by Ritchie, to assign the "appraisal of a sidewalk ordinance and associated safety issues".

VOTING IN FAVOR: Unanimous

MOTION by Welch-Collins, seconded by Steward-Gelinas, to adjourn at 8:49 P.M.

VOTING IN FAVOR: Unanimous

Respectfully Submitted,



David L. Campo, CCTC
Town Clerk

1/18/2021

We ask that the following be read into the public record:

To the Waterford RTM Education Standing Committee,

We are writing to thank you for the conversation held during your December 1, 2020 meeting. It addressed some of the concerns we raised in the letter we sent to you in September (please see attachment). During your meeting, we were pleased to hear Superintendent Giard clearly describe the initial steps taken by the school district and the long-range goals it has adopted. Additionally, First Selectman Brule shared what steps he is considering based on what Superintendent Giard and the BOE develop. Those presentations and the conversation that followed were important first steps in identifying actions the RTM can take to educate its members and review town policies and practices.

Considering the requests made in September, we again ask that the Education Standing Committee not only hear what other Waterford officials and agencies are doing, but also consider what steps the entire RTM needs to take. We maintain that, as elected representatives of the people of Waterford, it is the RTM's responsibility to ensure that all boards, committees, and employees are equitable and knowledgeable. As the town's governing body, your actions can have a far-reaching impact on increasing equitable practices, rewriting and developing policies that support our increasingly diverse community, and preventing racially biased actions by town employees and officials. We can do better in providing living, working and learning opportunities for everyone in our town.

We ask the Education Standing Committee to assure that all town employees, elected officials and members of town boards and commissions receive initial and updated training around diversity, equity and inclusion. *This training must not be a one-time event but an ongoing and embedded part of the organizational culture that's grounded in the specific needs of our community.*

There is no question that discussions of justice and inclusivity are often as difficult as they are important. However, we are expecting that our elected representatives will rise to this challenge and create a space for our community to discuss these vital issues.

Waterford Members of Niantic Community Church,

Paul Helvig, contact person at plhelvig@sbcglobal.net or 860-447-9657, District 2

Linda Helvig, District 2

Jane Milardo, District 3

Mike Guarini, District 3

Jerry Holmberg, District 2

Margaret Holmberg, District 2

Sue Smith, District 4

Mary Childs, District 2

Ocean Pellett, District 4

Juanita Durham, District 1

2021 JAN 19 AM 9:54

TOWN OF WATERFORD
PROPOSED BEACH FEE INCREASES
WATERFORD RECREATION & PARKS COMMISSION 1/21/20

Updated by TC 02/04/2021 with 02/01/2021 RTM approved fees

	CURRENT FEE	2/25/20 COMMISSION PROPOSED FEE INCLUDING TAX	COMMISSION WATERFORD'S PORTION OF FEE	TAX	RTM Approved & RTM PUBLIC HEALTH, RECREATION & ENVIRONMENT PROPOSED FEE 1/14/21 (INCLUDES TAX)	RTM WATERFORD'S PORTION OF FEE	TAX	1/26/2021 COMM. PROPOSED INC. TAX
Beach Sticker Fees								
Resident First	\$ 20.00	\$ 22.00	\$ 20.69	\$ 1.31	\$ 25.00	\$ 23.51	\$ 1.49	\$ 25.00
Resident Additional	\$ 10.00	\$ 11.00	\$ 10.34	\$ 0.66	\$ 11.00			\$ 11.00
Non-Resident	\$ 100.00	\$ 107.00	\$ 100.61	\$ 6.39	\$ 125.00	\$ 117.54	\$ 7.46	\$ 125.00
Waterford Senior (65+)	\$ 10.00	\$ 11.00	\$ 10.34	\$ 0.66	\$ 11.00			\$ 11.00
Resident Walker/Biker Pass	\$ 2.00				\$ 2.00			
Non-Resident Walker/Biker Pass	\$ 10.00				\$ 10.00			
Waterford Disabled Veteran	FREE				FREE			
Daily Parking Fees								
Resident Weekday	\$ 2.00	\$ 3.00	\$ 2.82	\$ 0.18	\$ 2.00	\$ 1.88	\$ 0.12	\$ 3.00
Resident Weekend/Holiday	\$ 5.00	\$ 6.00	\$ 5.64	\$ 0.36	\$ 6.00			\$ 6.00
Waterford Senior	FREE				FREE			
Non-Resident Weekday	\$ 20.00	\$ 22.00	\$ 20.69	\$ 1.31	\$ 25.00	\$ 23.51	\$ 1.49	\$ 25.00
Non-Resident Weekend/Holiday	\$ 30.00	\$ 32.00	\$ 30.09	\$ 1.91	\$ 35.00	\$ 32.91	\$ 2.09	\$ 35.00
Non-Resident Picnic Weekday	\$ 7.00	\$ 8.00	\$ 7.52	\$ 0.48	\$ 8.00			\$ 8.00
Non-Resident Picnic Weekend/Holiday	\$ 10.00	\$ 11.00	\$ 10.34	\$ 0.66	\$ 11.00			\$ 11.00
Resident Walker/Biker	\$ 1.00				\$ 1.00			
Resident Senior	FREE				FREE			
Non-Resident Walker/Biker	\$ 5.00				\$ 5.00			

**REPRESENTATIVE TOWN MEETING BUDGET HEARINGS
FY 2021-22**

Town Hall Auditorium
7:00 P.M.

MONDAY MAY 3

Board of Education

TUESDAY MAY 4

Ethics Commission
Conservation of Health
Public Health Nursing
Social Services Grants/Review
Registrar of Voters
Tax Collector
Youth & Family Services Bureau
Recreation & Parks Commission
Board of Assessment Appeals
Assessor
Contingency
Debt Service
Insurance
Town Clerk
Representative Town Meeting

WEDNESDAY MAY 5

Zoning Board of Appeals
Economic Development Commission
Conservation Commission
Planning and Zoning Commission
Flood and Erosion Control Board
Building Department
Building Maintenance
Community Use of Schools
Fire Services
Board of Selectmen
Public Works

THURSDAY MAY 6

Retirement Commission
Waterford Public library
Senior Citizens Commission
Finance Department
Human Resources Department
Board of Finance
Legal Department
Emergency Management
Board of Police Commissioners
Information Technology
Current Year Capital Improvements
Transfers to Capital & Nonrecurring Expenditure Fund

FINAL ACTION

2021 FEB -3 PM 2:53

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MINUTES
REPRESENTATIVE TOWN MEETING
ZOOM Access Only – Waterford Town Hall
Special Meeting
February 22, 2021

2021 FEB 24 PM 6:33

The February 22, 2021, Special Meeting of the Representative Town Meeting was called to order at 7:00 P.M. by Moderator Thomas Dembek.

ROLL CALL

PRESENT: Greg Attanasio, Mike Bono, April Cairns, Timothy Condon, Thomas J. Dembek, Susan Driscoll, Timothy Fioravanti, Miriam Furey-Wagner, Nick Gauthier, Paul Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard Morgan, Richard Muckle, Liam O'Leary, Theodore Olynciw, Sally Ritchie, Michael Rocchetti, Danielle Steward-Gelinas, Robert Swansen, Baird Welch-Collins.

ABSENT: Steve Elci.

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

EX-OFFICIO MEMBERS ABSENT: Selectwoman Jody Nazarchyk; Selectman Elizabeth Sabilia, Chair of the Board of Finance Ronald R. Fedor.

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

AGENDA ITEM C – CORRESPONDENCE

NONE

CALL ITEM 1 – Executive Session

MOTION by Baird Welch-Collins, seconded by Furey-Wagner 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.

MOTION withdrawn.

MOTION by Muckle, seconded by Rocchetti, 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 7:05 P.M. and to invite Superintendent of Schools Thomas Giard, Assistant Superintendent of Schools Craig Powers, Director of Finance Joseph Mancini, BOE Chairman Craig Merriman, BOE Member Marcia Benvenuti, BOE Member Patricia Fedor, BOE Member Christopher Jones, BOE Attorney Anne Littlefield, Town Attorney Robert Avena, First Selectman Robert Brule to attend.

BOE Employees and RTM Members Bono, Metivier, and Fioravanti stated they would not be

participating in the executive session.

VOTING IN FAVOR: Unanimous

MOTION by Rocchetti, seconded by Attanasio, to come out of executive session with no votes taken at 8:55 P.M.

VOTING IN FAVOR: Unanimous.

CALL ITEM 2 – BOE and Waterford Federation of Classroom Teachers

MOTION by Ritchie, seconded by Welch-Collins, to approve an agreement between the Waterford Board of Education and the Waterford Federation of Classroom Teachers for July 1, 2021 through June 30, 2024 and to request the funding thereof, pursuant to Connecticut General Statute §10-153d pending finalization of contract.

Discussion ensued

VOTING IN FAVOR: Attanasio, Driscoll, Furey-Wagner, Gauthier, Kohl, Olynciw, Ritchie, Welch-Collins

VOTING AGAINST: Lersch

ABSTAINING: Bono, Cairns, Condon, Dembek, Fioravanti, Goldstein, Metivier, Morgan, Muckle, O'Leary, Rocchetti, Steward-Gelinas, Swansen

MOTION PASSED: 8-1-13

CALL ITEM 3 – BOE Financial Update

PRESENTATION: BOE Superintendent Thomas Giard, BOE Director of Finance Joseph Mancini

Discussion with questions and answers ensued.

MOTION by Driscoll, seconded by Ritchie, to adjourn at 9:28 P.M.

VOTING IN FAVOR: Unanimous.

Respectfully Submitted,



David L. Campo, CCTC

Waterford Town Clerk

MODERATOR'S REPORT

Representative Town Meeting

April 5, 2021

F

Matters Currently in Standing Committees

LEGISLATION & ADMINISTRATION

EDUCATION

Social Justice, RTC 10-05-2020

FINANCE, WAGE & PERSONNEL

Bidding advantages for local businesses on Town Projects, RTC 10-05-2020

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

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2021 MAR 19 PM 12:52

Education Standing Committee of the RTM
Committee Report with Recommendation March 15, 2021
Social Justice

BACKGROUND:

At the October 5, 2020 meeting of the Representative Town Meeting, the topic of Social Justice was placed into the Education Standing Committee. The topic was placed in committee as the RTM had received a letter from the Waterford members of Niantic Community Church.

SUMMARY:

The Education Standing Committee met on November 10, 2020 to review the letter submitted and initiate a plan to address the concerns brought forward by residents. At that meeting it was decided to involve both the First Selectman and Superintendent of schools at the December 1, 2020 meeting to address what is happening at the Town and School levels. On December 1, 2020, both First Selectman Brule and Superintendent Giard met with the Education Standing Committee and signatories of the letter submitted to address what is being addressed. On February 26, 2020, Elizabeth McGee from LEAP consulting presented regarding the creation of a Diversity, Equity and Inclusion (DEI) Workgroup. On March 15, 2021, the committee had their final meeting to discuss the importance of this issue and the need for the DEI workgroup. It is the understanding of this committee that Elizabeth McGee is working with town officials to create the DEI workgroup and will take charge of this process.

RECOMMENDATIONS:

The issues of diversity, equity and inclusion are important to the town of Waterford. Many different groups are engaged in the conversation and Elizabeth McGee is working to create a DEI workgroup that will more specifically address the issues described in the letter from residents. A motion by Greg Attanasio, seconded by Michael Rocchetti, to recommend reporting the issue of "Social Justice" out of committee at the next meeting of the RTM 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. The motion passed unanimously.

All meetings are recorded for public viewing.

Respectfully submitted,

Danielle Steward-Gelinas
Chairperson

To be read into the public record:

To RTM Moderator Thomas Dembek and the Waterford RTM,

We are confident that the government leaders in Waterford share our concerns about how people of color are included in our community and know that we can do better in providing living, working and learning opportunities for everyone in our town. We are writing this letter to formally request that the RTM establish an ad-hoc Social Justice committee to:

- review hiring and contracting practices in all our town offices,
- review housing and zoning practices in our town,
- review practices followed by our law enforcement officials,
- encourage our Board of Education to review policies in order to eliminate racial inequities, punitive consequences, or exclusionary language that perpetuates racism,
- review symbols of racism that may exist in our town,
- determine how our town web page and other social media might be inviting to people of color,
- based on the reviews to recommend and advocate for appropriate diversity and sensitivity training around racism and implicit bias,
- provide information about findings and progress to our larger community.

There is no question that discussions of justice and inclusivity are often as difficult as they are important. However, we are hopeful that our elected representatives will rise to this challenge and create a space for our community to discuss these vital issues.

Waterford Members of Niantic Community Church,

Mike Guarini
Linda Helvig
Paul Helvig
Jerry Holmberg
Margaret Holmberg
Jane Milardo
Ruth Morgan
Stan Morgan
Ocean Pellett
Sue Smith

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1/18/2021

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To the Waterford RTM Education Standing Committee,

We are writing to thank you for the conversation held during your December 1, 2020 meeting. It addressed some of the concerns we raised in the letter we sent to you in September (please see attachment). During your meeting, we were pleased to hear Superintendent Giard clearly describe the initial steps taken by the school district and the long-range goals it has adopted. Additionally, First Selectman Brule shared what steps he is considering based on what Superintendent Giard and the BOE develop. Those presentations and the conversation that followed were important first steps in identifying actions the RTM can take to educate its members and review town policies and practices.

Considering the requests made in September, we again ask that the Education Standing Committee not only hear what other Waterford officials and agencies are doing, but also consider what steps the entire RTM needs to take. We maintain that, as elected representatives of the people of Waterford, it is the RTM's responsibility to ensure that all boards, committees, and employees are equitable and knowledgeable. As the town's governing body, your actions can have a far-reaching impact on increasing equitable practices, rewriting and developing policies that support our increasingly diverse community, and preventing racially biased actions by town employees and officials. We can do better in providing living, working and learning opportunities for everyone in our town.

We ask the Education Standing Committee to assure that all town employees, elected officials and members of town boards and commissions receive initial and updated training around diversity, equity and inclusion. This training must not be a one-time event but an ongoing and embedded part of the organizational culture that's grounded in the specific needs of our community.

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Waterford Members of Niantic Community Church,

Paul Helvig, contact person at plhelvig@sbcglobal.net or 860-447-9657, District 2

Linda Helvig, District 2

Jane Milardo, District 3

Mike Guarini, District 3

Jerry Holmberg, District 2

Margaret Holmberg, District 2

Sue Smith, District 4

Mary Childs, District 2

Ocean Pellett, District 4

Juanita Durham, District 1

2021 JUN 19 AM 8:34

FIFTEEN ROPE FERRY ROAD
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March 11, 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, March 11, 2021, it was voted to recommend to the Representative Town Meeting, an appropriation in the amount of **\$250,000 from the Undesignated Fund Balance line #205-31520 to a project to be named by the RTM (Crystal Mall Redevelopment Feasibility Study grant application)**. I respectfully request that you waive the 15-day waiting period.

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, Chairman
Board of Finance

RRF:mmt

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2021 MAR 15 PM 2:28

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
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March 02, 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, March 02, 2021 voted to approve the following request;

Planning & Zoning Department- To consider and act on a request from Abby Y. Piersall, AICP, Planning Director, to appropriate \$250,000 for a new Capital Project for the Crystal Mall Redevelopment Feasibility Study grant application with the Economic Development Administration.

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
Abby Piersall - Planning Director



DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Rob Brule, First Selectman

FROM: Abby Y. Piersall, AICP, Planning Director

DATE: February 25, 2021

TITLE: Request to appropriate \$250,000 in Capital Funds for the Crystal Mall Redevelopment Feasibility Study grant application with the Economic Development Administration

This request is to appropriate \$250,000 to conduct a comprehensive analysis and redevelopment package for the Crystal Mall. For months, ongoing news of financial concerns about the Crystal Mall has been at the forefront of economic development conversations in Waterford. In partnership with a team from the Southeastern Connecticut Enterprise Region (SeCTer), Waterford has crafted a proactive approach to support Mall redevelopment. Proposed is a Feasibility Study that includes a review of development options, identification of solutions to redevelopment challenges, and creation of a marketing package for future investment.

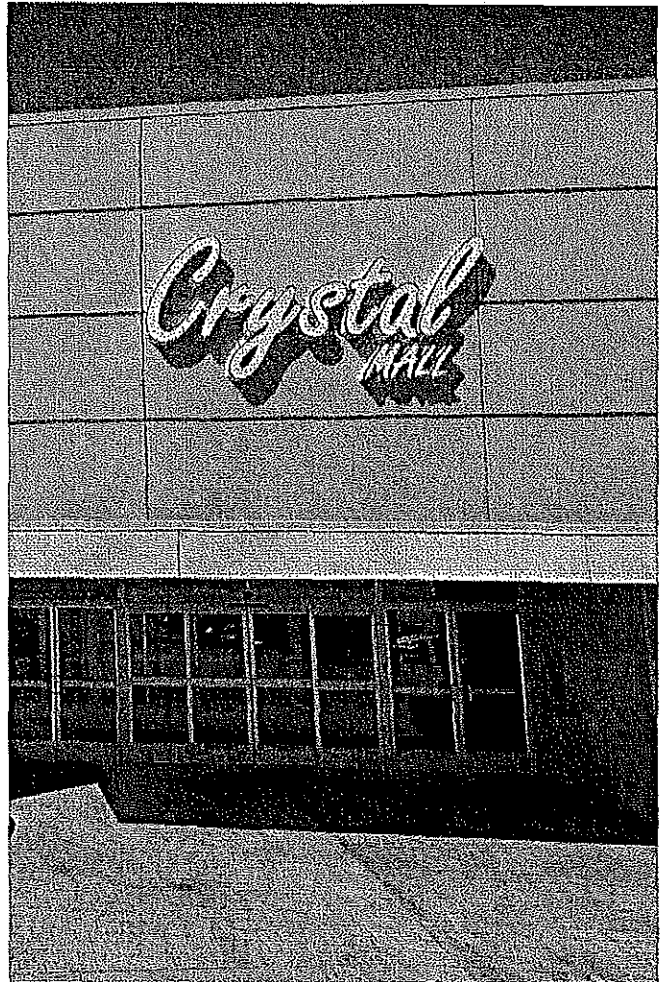
Waterford will seek a grant to complete this project from the Economic Development Administration (EDA). If awarded, grant funds would pay for 50% of the total project costs, reducing the actual cost to the Town to \$125,000. Grant funds are distributed on a reimbursement basis, therefore an appropriation for the entire cost of the project is sought at this time. An application for grant funding can only be made if the funds are in place at the time of submission. If funds are approved, a grant application would most likely be submitted in April.

The proposed Study has also been vetted and supported by representatives from the Southeastern CT Council of Governments (SCCOG), The Eastern CT Chamber of Commerce, Advance CT, and the Department of Economic and Community Development. Owners of property at the Crystal Mall have also been approached, and the Town will continue to reach out to discuss their potential assistance.

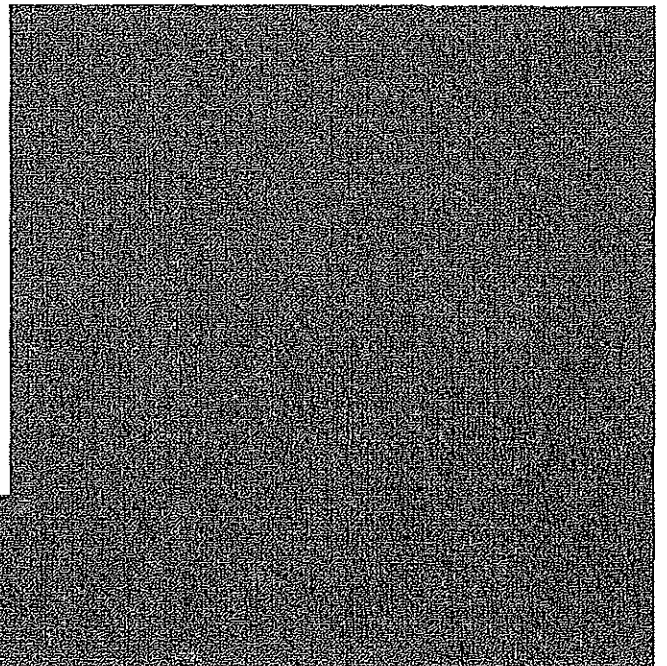
The attached project scope includes three phases and is intended to produce results that are useful to future investors and that guide future Town policies on the use of the property. The final package of materials will include a clear community vision for desired development, technical reports to inform developers, and marketing materials to assist in attracting interest.

Waterford, CT

EDA Grant Crystal Mall Redevelopment Feasibility Study



FEBRUARY 24, 2021



Feasibility Study for Future Investment in the Crystal Mall, Waterford, CT

Draft Project Scope

The Town of Waterford is leading an effort to support investment at the Waterford Crystal Mall. Spearheading a Feasibility Study for redevelopment will result in specific tools to support redevelopment, including:

- ✓ A catalog of similar properties and successful redevelopment results nationwide.
- ✓ A redevelopment vision that reflects community and ownership preferences and is grounded in regional economic realities and opportunities.
- ✓ A report documenting physical, regulatory, environmental, and financial considerations for implementing the vision.
- ✓ An analysis of community and regional economic impacts.
- ✓ A marketing package that can be used by brokers, economic development agencies, and the Town to promote investment.

Funding will be sought through the Town and a 50% match from the Economic Development Administration (EDA). Corporate owners of the various properties that compose the Crystal Mall site will be asked to support and potentially contribute funds. The Town anticipates the study cost will be approximately \$250,000.

The Study will result in a clear community vision for redevelopment that is grounded in and informed by economic feasibility.

Project Scope

Phase I

- Review market trends and community preferences
 - Generate a list of 8-10 comparable communities/malls for further study.
 - Create a portfolio summary for each property that includes community demographics, mall characteristics, timeline of events concerning decline, closure, and redevelopment.
 - From this information, develop a summary of challenges and lessons learned. Summarize the successful elements of redevelopment. Highlight possible uses the Town may wish to prioritize
 - Facilitate a community discussion about preferences for redevelopment. This may include mid and long-term options. Include a proposed schedule of meetings for Town officials and for public meetings/interaction.
 - Perform an economic impact analysis to review local and regional impacts of the alternatives that generate the most community interest. The analysis should include, but is not limited to, an assessment of job creation, new business development, private investment, community marketability, relationship of the proposed uses to regional trends and markets, and other factors informing selection of the preferred redevelopment alternative.
 - Assist stakeholders in narrowing the results to a preferred alternative.
 - Provide a brief (5 page or less) summary of community process, discussion results, and the reason for the selection of the preferred redevelopment alternative.

Phase II

- Perform a feasibility analysis for the preferred redevelopment alternative. This should include:
 - Review of local regional development and other factors that would influence the success of the selected alternative.
 - Review ownership and lease interests, and how they might be addressed during redevelopment.
 - Perform a Phase I Environmental Site Assessment for all parcels of land associated with the property.
 - Determine whether the preferred alternative would require demolition or re-use of the building. Include assessment of any potential contamination and remediation requirements.
 - Review any requirements for archaeological reviews.
 - Determine what regulatory barriers/opportunities exist and a path to resolve. These should, at a minimum, include land use, environmental, building, fire, or other codes.
 - Perform traffic analysis for the proposed alternative- determine any access or traffic issues relative to current/future development on the 85 corridor. Consider eastern connections to Parkway North and any needs for signal or intersection upgrades, especially surrounding the I-95 interchange. Include pedestrian and bicycle transportation opportunities.
 - Analyze opportunities for LID/best practices in stormwater management, disconnecting existing impervious areas, and greening the space.
 - Analyze opportunities for alternative energy use to support the selected alternative.

-
- Analyze existing and required utility services.
 - Draft a path to implementing the selected alternative.
 - Identify funding sources, incentive programs, or other means to promote investment that the Town, State, or future developers should consider.

Phase III

- Develop basic renderings (sketch level) including conceptual landscape areas.
- Generate a preliminary cost estimate to implement the selected alternative. Identify the scale of investment required to achieve the preferred alternative.
- Provide a final economic impact analysis for the preferred alternative.
- Create an investor/developer package to assist with marketing the property.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

March 02, 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, March 02, 2021 voted to approve the following request;

Emergency Management- To consider and act on a request from Steve Sinagra, Emergency Management Director, for an additional appropriation of \$30,908.99 for Radio Replacements.

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
Steve Sinagra – Director of Emergency Management

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

2

March 11, 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, March 11, 2021, it was voted to recommend to the Representative Town Meeting, an appropriation in the amount of **\$30,908.99 from the Undesignated Fund Balance line #205-31520 to a project to be named by the RTM (replacement of the base stations for the radios).**

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 mmt

Ronald R. Fedor, Chairman
Board of Finance

RRF:mmt

2021 MAR 15 PM 2:27

RECEIVED FOR RECORD



Waterford Office of Emergency Management

204 BOSTON POST ROAD • WATERFORD, CT • 06385 • (860) 442-9685 • FAX (860) 443-5327

To: First Selectman Robert Brule
From: EMD Steven Sinagra
Date: February 19, 2021
RE: Additional Appropriation for Radio Replacement

There are two low-band radio systems still in use in the Town of Waterford separate from the high-band Harris radio system. One is the low-band fire base radio. This radio was replaced by Tactical Communications a few years ago as an emergency replacement due to the failure of the aged base radio. The cost of that project was \$10,896.80; however, the invoice has not been paid.

The second low-band radio is a system used for connecting EMS from ambulances to the hospital emergency departments on what is referred to as the "Med. Radio System." These low-band radio bases exist in the Towns of Waterford and Groton. When the Waterford system is out-of-service for repair work all calls from ambulances in the region are diverted to Groton. The Waterford Med. Radio has been out-of-service several times over the past year. Waterford's Med Base Radio was down for several days in March of 2020 and cost \$780.00 to repair. It was down again in June of 2020 at a cost of \$650.00 to repair and November, 2020 at a cost of \$130.00 to repair.

Tactical Communications recommended replacing the Med. Radio System in 2017 due to its age and service life. The radios are approximately 20 years old. Replacement parts are no longer manufactured or available for purchase. Part must be stripped from old radios to be used in our equipment, and there are no guarantees that working parts may be found.

The cost of replacing the Med. Radio System with new base radios is \$20,012.19. I recommend that we replace the Med. Radio System before we experience a permanent failure of this system and are forced to replace it on an emergency basis.

Funding for this project is not budgeted and would require an additional appropriation of funds. The total cost of the completed replacement of the fire base radio and replacement of the Med Radio equipment is \$30,908.99.

Respectfully submitted,

Steven R. Sinagra

Steven Sinagra

cc: Kim Allen, Director of Finance

Attachments: Tactical Communications Invoice for Fire Radio Base
Tactical Communications Quote for Med Radio Base

TACTICAL

COMMUNICATIONS

CT Lic# 702129

Tactical Communications, Inc.
 29 Soundview Road
 Guilford CT 06437
 (Telephone) 203-453-2389
 (Toll Free) 800-933-0313
 www.taccomm.com

INVOICE

INVOICE NO.: 216704

DATE: 2/08/21

TERMS: NET 30

WAT001

TO: WATERFORD EMERGENCY COMM CTR
 204 BOSTON POST ROAD
 WATERFORD, CT 06385

Service Requested

LOW BAND BASE RADIO UPGRADE

Qty	Item	Description	Unit Price	Disc	Total
1.00	TK-690HBK	29.7-37.0 MHz, 110W, 160 Chann	1,071.0000	214.20	856.80
1.00	9BHD1	KCH-10, KCT-23M2, KMB-9, KMC-2	326.5000	65.30	261.20
1.00	L-846	Package Dash/Single Head Remot	17.0000	3.40	13.60
1.00	ICTRMK1	BLANK RACK MOUNT BRACKET	115.0000		115.00
1.00	KSGPA21101	30-36MHZ 50W IN 100W OUT	2,725.0000	408.75	2,316.25
1.00	DSP-223	DSP-223 TONE REMOTE ADAPTOR FO	838.0000	83.80	754.20
3.00	FABRICATE RF JUMPER	MISC CABLE	65.0000		195.00
1.00	DSP223RACK	19" RACK MOUNT BRACKET	88.0000	8.80	79.20
1.00	RR-1366-BT	77"X19" OPEN RACK W/ CHASSIS B	300.0000		300.00
1.00	FABRICATE	INTERFACE CABLE	168.0000	16.80	151.20
1.00	GB-19	GROUND BAR FOR 19" RACK	85.0000		85.00
1.00	MISC	MISC HARDWARE/ELECTRICAL	175.0000		175.00
2.00	RLP-4012-BBSCLVD	POWER SUPPLY W-BATT P/U,LVD	933.5000	93.35	1,680.30
2.00	DBRM-5-75	POWER DISTRIBUTION	73.5000	7.35	132.30
2.00	BATTERY		229.0000		458.00
2.00	CALE AND FUSE		125.0000		250.00
1.00	BATTERY SHELF		245.0000		245.00
2.00	BATTERY ENCLOSER		45.0000		90.00
1.00	IBAR12	RACK MOUNT SUPPRESSOR 1800W	176.0000		176.00
1.00	IX-2P	PHONE LINE PROTECTOR	78.7500		78.75
1.00	LOW BAND ARRESTOR		84.0000		84.00

Service To Be Performed	Hours	Price	Amount
LABOR	4.00	105.00	420.00
RACK UP AND PROGRAMMING			
LABOR	4.00	105.00	420.00
ASSEMBLE RF SYSTEMS			
LABOR	12.00	130.00	1,560.00
SITE INSTALLATION			

Continued on following page

Tactical Communications, Inc.

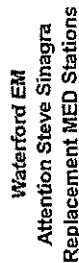
Page 2

TACT**29 Soundview Road****Guilford CT 06437****(Telephone) 203-453-2389****(Toll Free) 800-933-0313****www.taccomm.com****INVOICE****INVOICE NO.: 216704****DATE: 2/08/21**

CT Lic# 702129

TO: WAT001 WATERFORD EMERGENCY COMM CTR

Parts	8,496.80
Tech Svc	2,400.00
	=====
Total Svc	10,896.80
Shipping	.00
Tax	.00
Total Due	10,896.80



February 7, 2017
Revised 6-6-2018
Revised 10-18-2020

Materials									
2	NXR-810K	Repeater, UHF, 450-520 mHz	\$	2,150.00	\$	1,720.00	\$	3,440.00	
2	KSGPA23413	450-512 mHz 100 Watt Power Amplifier	\$	2,165.00	\$	1,948.50	\$	3,897.00	
2	TPRD4544	Duplexer, UHF	\$	2,176.00	\$	1,958.40	\$	3,916.80	
6	FABRICATE	RF Jumpers	\$	125.00	\$	125.00	\$	750.00	
2	DSP223	Line Term Panel	\$	868.00	\$	781.20	\$	1,562.40	
2	Fabricate	Interface Cable	\$	168.00	\$	151.20	\$	302.40	
1	DSP223RACK	Rack Mounting Bracket	\$	91.10	\$	81.99	\$	81.99	
1	RR-1366	Equipment Rack	\$	267.56	\$	300.00	\$	300.00	
1	GB-19	Ground Bar	\$	90.00	\$	90.00	\$	90.00	
1	MISC	Hardware and electrical	\$	175.00	\$	175.00	\$	175.00	
2	RLP-4012-BBSC/LVD	Power Supply	\$	933.50	\$	840.15	\$	1,680.30	
2	DBRM-5-75	Power Distribution Panel	\$	76.50	\$	66.15	\$	132.30	
2	IBAR12	AC Surge Suppressor/Strip	\$	198.00	\$	198.00	\$	396.00	
2	IX-2P	TelCo Line Protector, Dual	\$	84.00	\$	84.00	\$	168.00	
<u>Labor, estimated</u>									
8		Rack up, assembly and programming	\$	130.00	\$	130.00	\$	1,040.00	
16		Site Installation Labor, estimated	\$	130.00	\$	130.00	\$	2,080.00	
		Level setting and test							

Note: Haul away and dispose old MASTR III Stations

Delivery 4-6 weeks ARO
Quote validity 30 Days
Terms, Net 30 Days

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

3

March 11, 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, March 11, 2021, it was voted to recommend to the Representative Town Meeting, an appropriation in the amount of **\$263,470 from Designated Funds to appropriated funds from FY21 Capital and Non-Recurring Expenditure Fund line #20530-57855 for Braman Road Resurfacing.**

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, Chairman
Board of Finance

RRF:mmt

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



5, 6, 7, 8
PHONE: 860-442-0553
www.waterfordct.org

February 26, 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, February 23, 2021 voted to approve the following request;

1. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Gallows Lane Reclaim/Pave project in the amount of \$19,710.
2. **Public Works Department -**To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Bloomingdale South Mill/Pave Project in the amount of \$21,390.
3. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, to move FY21 funds from designated to appropriated in the amount of \$263,470. for Braman Road Resurfacing Project.
4. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Braman Road Resurfacing Project in the amount of \$16,530.

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
Gary Schneider – Director of Public Works

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 5, 2021

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

Subject: Braman Road

Dear Mr. Brule,

This request is to appropriate the \$280,000 designated in the FY21 Capital Budget for Braman Road Resurfacing. There are funds designated in line item 20530-57855 in the amount of \$263,470.00. We request an additional amount of \$16,530.00 from the undesignated fund balance to complete this project.

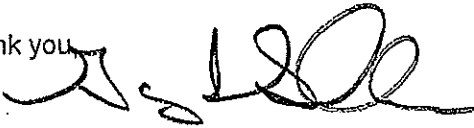
Braman Road is a 5,834 linear foot major east/west road in the southern section of the Town. The Pavement Management 2020 Update prepared by VHB pavement consultants identified milling and reclaiming methods as the course of action to perform before resurfacing the road. Milling is the removal of top course of the pavement leaving an asphalt base to place the new asphalt on top. Reclaiming is when the entire asphalt pavement is ground up along with the gravel base to form a new solid base for the new asphalt to be placed on.

The project calls for the milling of the western end of Braman Road from the intersection of Mary Butler Dr. to Great Neck Road (RT 213). Due to the condition of the road from Mary Butler Dr. to Pepperbox Road, we will reclaim that section of the road. After milling or reclaiming, the entire road will be:

- Resurfaced with 3 inches of asphalt.
- The edge of road will be loamed and seeded.
- Driveway aprons will be paved
- Epoxy Traffic Markings will be re-established
- There are no manholes in the road to adjust.

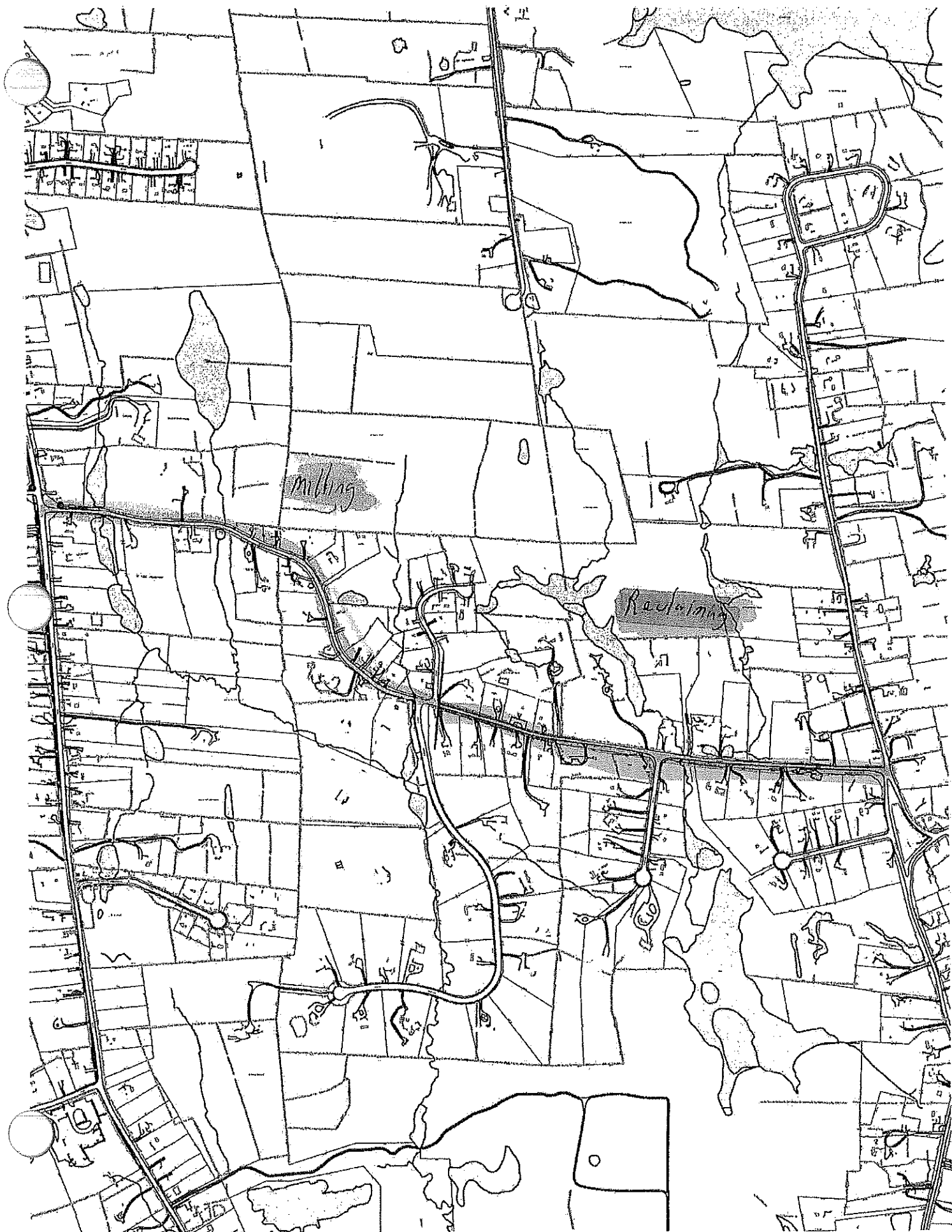
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director





FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

4

March 11, 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, March 11, 2021, it was voted to recommend to the Representative Town Meeting, a transfer in the amount of **\$16,530 from the Undesignated Fund Balance line #205-31520 to line #20530-57855 for Braman Road Resurfacing.**

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:mmt

2021 MAR 15 PM 2:28

RECEIVED [illegible] 2021
MAR 15 2021

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



5, 6, 7, 8

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

February 26, 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, February 23, 2021 voted to approve the following request;

1. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Gallows Lane Reclaim/Pave project in the amount of \$19,710.
2. **Public Works Department -**To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Bloomingdale South Mill/Pave Project in the amount of \$21,390.
3. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, to move FY21 funds from designated to appropriated in the amount of \$263,470. for Braman Road Resurfacing Project.
4. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Braman Road Resurfacing Project in the amount of \$16,530.

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
Gary Schneider – Director of Public Works

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



5,6,7,8
PHONE: 860-442-0553
www.waterfordct.org

February 4, 2021

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

Subject: Additional Appropriations

Dear Mr. Brule,

Request for Additional Appropriations:

- CIP Project: Gallows Lane Reclaim/Pave. Line item 33021-55868 in the amount of \$19,710
- CIP Project: Bloomingdale South Mill/Pave Line item 33021-55866 in the amount of \$21,390

Discussion: CIP Project: Gallows Lane Reclaim/Pave Line Item 33021-55868

In the FY 21 Capital Improvement Fund, \$134,080 was appropriated to reclaim and resurface Gallows Lane from the intersection of Bloomingdale Road to the City of New London boundary line. In anticipation of performing the work this spring, the project was re-estimated to ensure sufficient funds were available before entering into contracts. The current estimate is \$153,786. The increase from the previous estimate is due to several factors:

- Pricing for reclaiming the road has increased from \$5 to \$6 sy.
- Pavement cost (in place) has increased from \$75 to \$80/ton.

These items are responsible for \$2,739 of the increase.

- Previous estimates didn't include costs for traffic markings (center line, stop bars), loam and seed to re-establish the edge of roads, and the adjustment of manholes. In the past, the typical practice was to charge these to the Public Works Town Road Aid account. The Finance Director has requested that this practice stop. I concur with that determination. All items for a capital project should be identified and funded from one account.

These items are responsible for \$16,968 of the increase.

Discussion: CIP Project: Bloomingdale South Mill/Pave 33021-55866

In the FY 21 Capital Improvement Fund, \$131,300 was approved to mill and resurface Bloomingdale Road from the intersection of Gallows Lane to the City of New London boundary line. In anticipation of performing the work this spring, the project was also re-estimated to ensure sufficient funds were available before entering into contracts. The current estimate is \$152,689.56. The increase from the previous estimate is due to several factors;

- Pricing for milling the road has increased from \$2.24/sy to \$4 sy. There was an error in the previous estimate for milling.
- Pavement costs has increased from \$75 to \$80/ton.

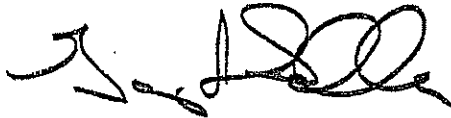
These items are responsible for \$11,922 of the increase.

- Previous estimates didn't include costs for traffic markings (center line, stop bars) and the adjustment of manholes. The typical practice was to charge these to the Public Works Town Road Aid account. The Finance Director has requested that this practice stop. I concur with that determination. All items for a capital project should be identified and funded from one account.

These items are responsible for \$9,467 of the increase.

I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,



Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 5, 2021

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

Subject: Braman Road

Dear Mr. Brule,

This request is to appropriate the \$280,000 designated in the FY21 Capital Budget for Braman Road Resurfacing. There are funds designated in line item 20530-57855 in the amount of \$263,470.00. We request an additional amount of \$16,530.00 from the undesignated fund balance to complete this project.

Braman Road is a 5,834 linear foot major east/west road in the southern section of the Town. The Pavement Management 2020 Update prepared by VHB pavement consultants identified milling and reclaiming methods as the course of action to perform before resurfacing the road. Milling is the removal of top course of the pavement leaving an asphalt base to place the new asphalt on top. Reclaiming is when the entire asphalt pavement is ground up along with the gravel base to form a new solid base for the new asphalt to be placed on.

The project calls for the milling of the western end of Braman Road from the intersection of Mary Butler Dr. to Great Neck Road (RT 213). Due to the condition of the road from Mary Butler Dr. to Pepperbox Road, we will reclaim that section of the road. After milling or reclaiming, the entire road will be:

- Resurfaced with 3 inches of asphalt.
- The edge of road will be loamed and seeded.
- Driveway aprons will be paved
- Epoxy Traffic Markings will be re-established
- There are no manholes in the road to adjust.

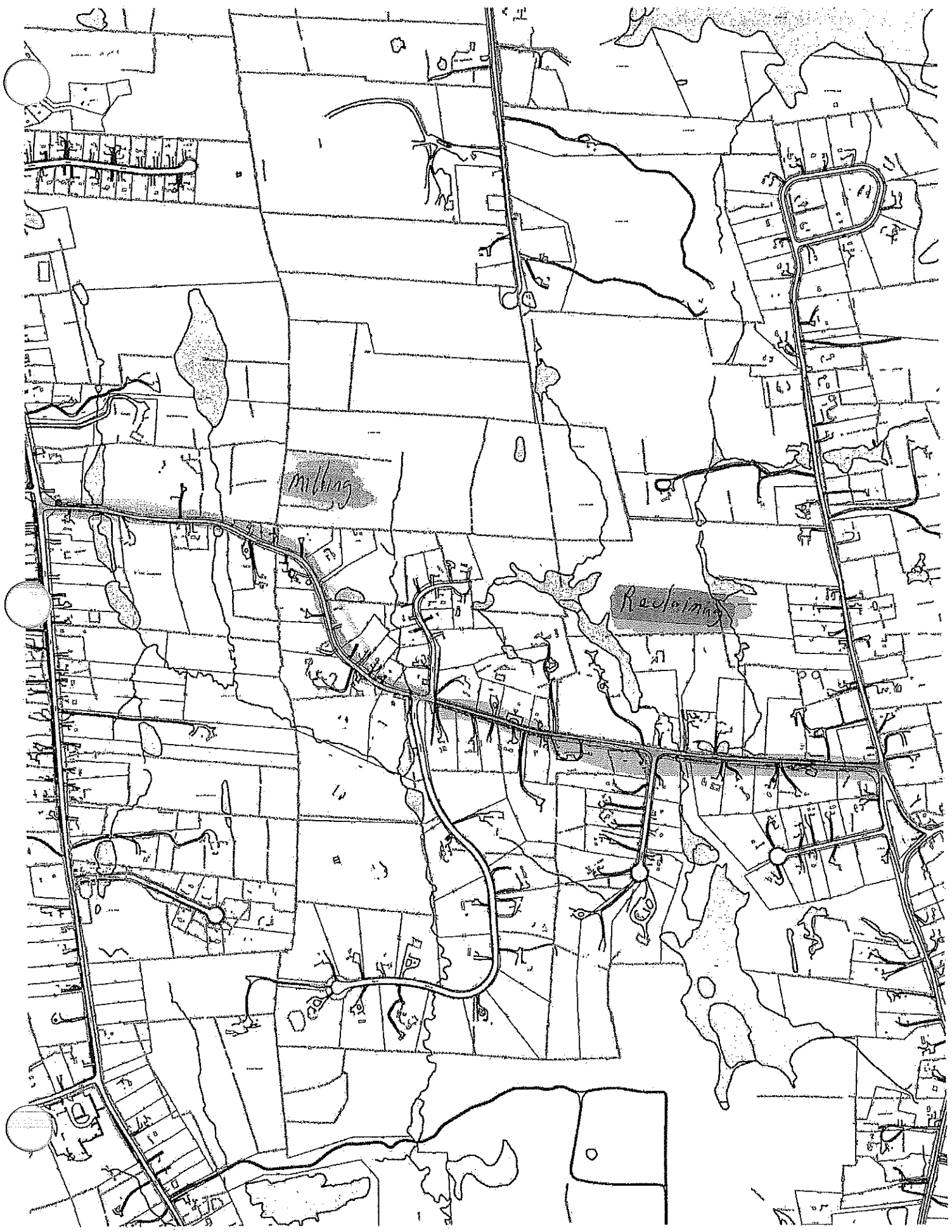
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director





FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

REC'D FINANCE
1-5-21 10:20

February 5, 2021

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

Subject: Braman Road

Dear Mr. Brule,

This request is to appropriate the \$280,000 designated in the FY21 Capital Budget for Braman Road Resurfacing. The FY21 request for Capital funding was to address the current condition of the road. Funds are designated in line item 20530-57855.

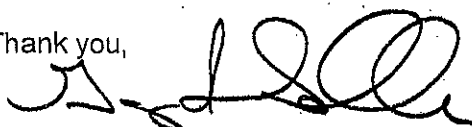
Braman Road is a 5,834 linear foot major east/west road in the southern section of the Town. The Pavement Management 2020 Update prepared by VHB pavement consultants identified milling and reclaiming methods as the course of action to perform before resurfacing the road. Milling is the removal of top course of the pavement leaving an asphalt base to place the new asphalt on top. Reclaiming is when the entire asphalt pavement is ground up along with the gravel base to form a new solid base for the new asphalt to be placed on.

Appropriating funds for the milling of the western end of Braman Road from the intersection of Mary Butler Dr. to Great Neck Road (RT 213). Due to the condition of the road from Mary Butler Dr. to Pepperbox Road, we will reclaim that section of the road. After milling or reclaiming, the entire road will be:

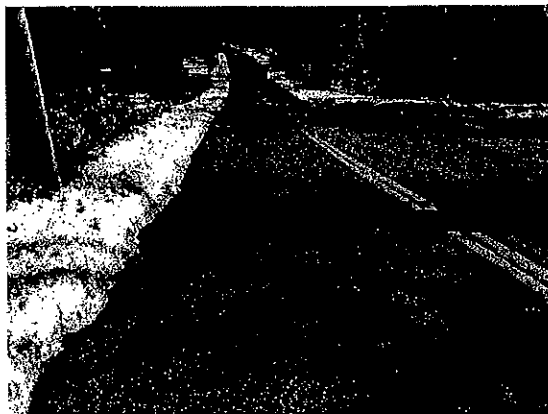
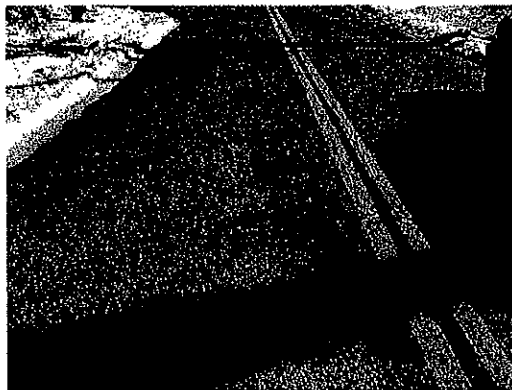
- Resurfaced with 3 inches of asphalt.
- The edge of road will be loamed and seeded.
- Driveway aprons will be paved
- Epoxy Traffic Markings will be re-established
- There are no manholes in the road to adjust.

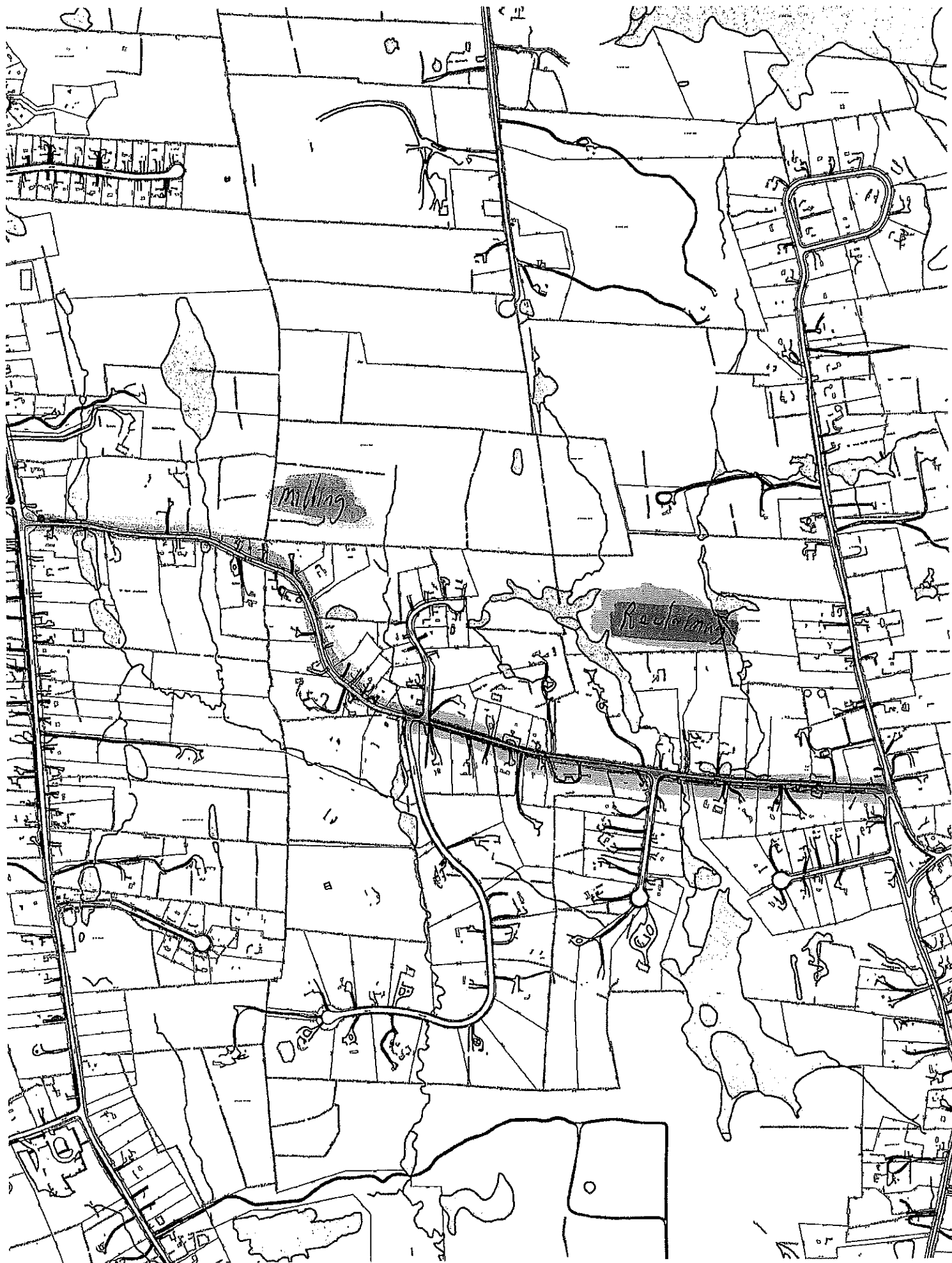
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director ✓





FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 4, 2021

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

Subject: Additional Appropriations

Dear Mr. Brule,

Request for Additional Appropriations:

- CIP Project: Gallows Lane Reclaim/Pave. Line item 33021-55868 in the amount of \$19,710
- CIP Project: Bloomingdale South Mill/Pave Line item 33021-55866 in the amount of \$21,390

Discussion: CIP Project: Gallows Lane Reclaim/Pave Line Item 33021-55868

In the FY 21 Capital Improvement Fund, ~~\$134,080~~ was appropriated to reclaim and resurface Gallows Lane from the intersection of Bloomingdale Road to the City of New London boundary line. In anticipation of performing the work this spring, the project was re-estimated to ensure sufficient funds were available before entering into contracts. The current estimate is \$153,786. The increase from the previous estimate is due to several factors:

- Pricing for reclaiming the road has increased from \$5 to \$6 sy.
- Pavement cost (in place) has increased from \$75 to \$80/ton.

These items are responsible for \$2,739 of the increase.

- Previous estimates didn't include costs for traffic markings (center line, stop bars), loam and seed to re-establish the edge of roads, and the adjustment of manholes. In the past, the typical practice was to charge these to the Public Works Town Road Aid account. The Finance Director has requested that this practice stop. I concur with that determination. All items for a capital project should be identified and funded from one account.

These items are responsible for \$16,968 of the increase.

REC'D FINANCE
FEB 5 '21 PM 2:21

Discussion: CIP Project: Bloomingdale South Mill/Pave 33021-55866

In the FY 21 Capital Improvement Fund, \$131,300 was approved to mill and resurface Bloomingdale Road from the intersection of Gallows Lane to the City of New London boundary line. In anticipation of performing the work this spring, the project was also re-estimated to ensure sufficient funds were available before entering into contracts. The current estimate is \$152,689.56. The increase from the previous estimate is due to several factors;

- Pricing for milling the road has increased from \$2.24/sy to \$4 sy. There was an error in the previous estimate for milling.
- Pavement costs has increased from \$75 to \$80/ton.

These items are responsible for \$11,922 of the increase.

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These items are responsible for \$9,467 of the increase.

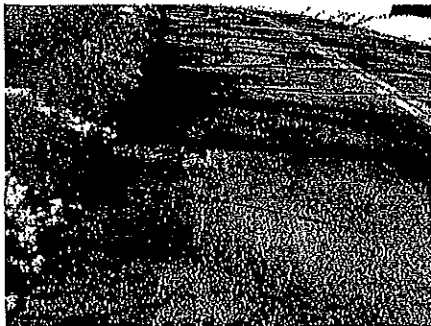
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,



Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 4, 2021

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

Subject: Additional Appropriations

Dear Mr. Brule,

Request for Additional Appropriations:

- CIP Project: Gallows Lane Reclaim/Pave. Line Item 33021-55868 in the amount of \$19,710
- CIP Project: Bloomingdale South Mill/Pave Line Item 33021-55866 in the amount of \$21,390

Discussion: CIP Project: Gallows Lane Reclaim/Pave Line Item 33021-55868

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REC'D FINANCE
MAY 21 2021

Discussion: CIP Project: Bloomingdale South Mill/Pave 33021-55866

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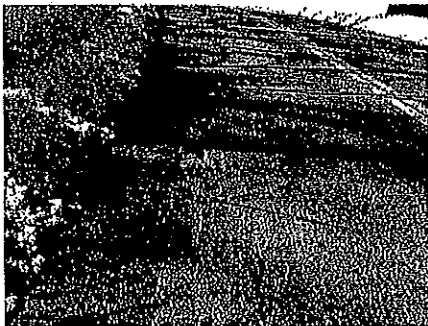
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Thank you,

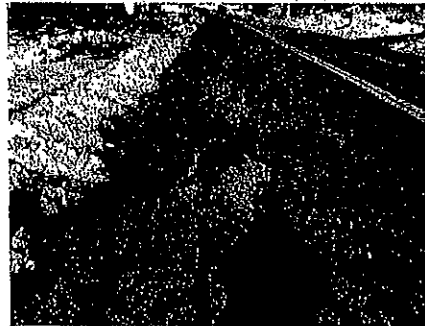


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

5

March 11, 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, March 11, 2021, it was voted to recommend to the Representative Town Meeting, an appropriation in the amount of **\$21,390 from the Unassigned Fund Balance of the General fund line #33021-55866 Bloomingdale South Mill/Pave.**

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, Chairman
Board of Finance

RRF:mmt

2021 MAR 15 PM 2:27

RECEIVED TOWN OF WATERFORD

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



5, 6, 7, 8

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

February 26, 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, February 23, 2021 voted to approve the following request;

1. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Gallows Lane Reclaim/Pave project in the amount of \$19,710.
2. **Public Works Department -**To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Bloomingdale South Mill/Pave Project in the amount of \$21,390.
3. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, to move FY21 funds from designated to appropriated in the amount of \$263,470. for Braman Road Resurfacing Project.
4. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Braman Road Resurfacing Project in the amount of \$16,530.

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
Gary Schneider – Director of Public Works

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



5,612,8

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

February 4, 2021

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

Subject: Additional Appropriations

Dear Mr. Brule,

Request for Additional Appropriations:

- CIP Project: Gallows Lane Reclaim/Pave. Line item 33021-55868 in the amount of \$19,710
- CIP Project: Bloomingdale South Mill/Pave Line item 33021-55866 in the amount of \$21,390

Discussion: CIP Project: Gallows Lane Reclaim/Pave Line Item 33021-55868

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These items are responsible for \$16,968 of the increase.

Discussion: CIP Project: Bloomingdale South Mill/Pave 33021-55866

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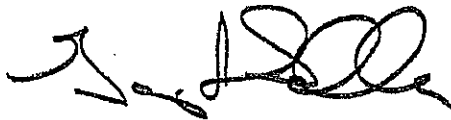
These items are responsible for \$11,922 of the increase.

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These items are responsible for \$9,467 of the increase.

I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,



Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 5, 2021

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

Subject: Braman Road

Dear Mr. Brule,

This request is to appropriate the \$280,000 designated in the FY21 Capital Budget for Braman Road Resurfacing. There are funds designated in line item 20530-57855 in the amount of \$263,470.00. We request an additional amount of \$16,530.00 from the undesignated fund balance to complete this project.

Braman Road is a 5,834 linear foot major east/west road in the southern section of the Town. The Pavement Management 2020 Update prepared by VHB pavement consultants identified milling and reclaiming methods as the course of action to perform before resurfacing the road. Milling is the removal of top course of the pavement leaving an asphalt base to place the new asphalt on top. Reclaiming is when the entire asphalt pavement is ground up along with the gravel base to form a new solid base for the new asphalt to be placed on.

The project calls for the milling of the western end of Braman Road from the intersection of Mary Butler Dr. to Great Neck Road (RT 213). Due to the condition of the road from Mary Butler Dr. to Pepperbox Road, we will reclaim that section of the road. After milling or reclaiming, the entire road will be:

- Resurfaced with 3 inches of asphalt.
- The edge of road will be loamed and seeded.
- Driveway aprons will be paved
- Epoxy Traffic Markings will be re-established
- There are no manholes in the road to adjust.

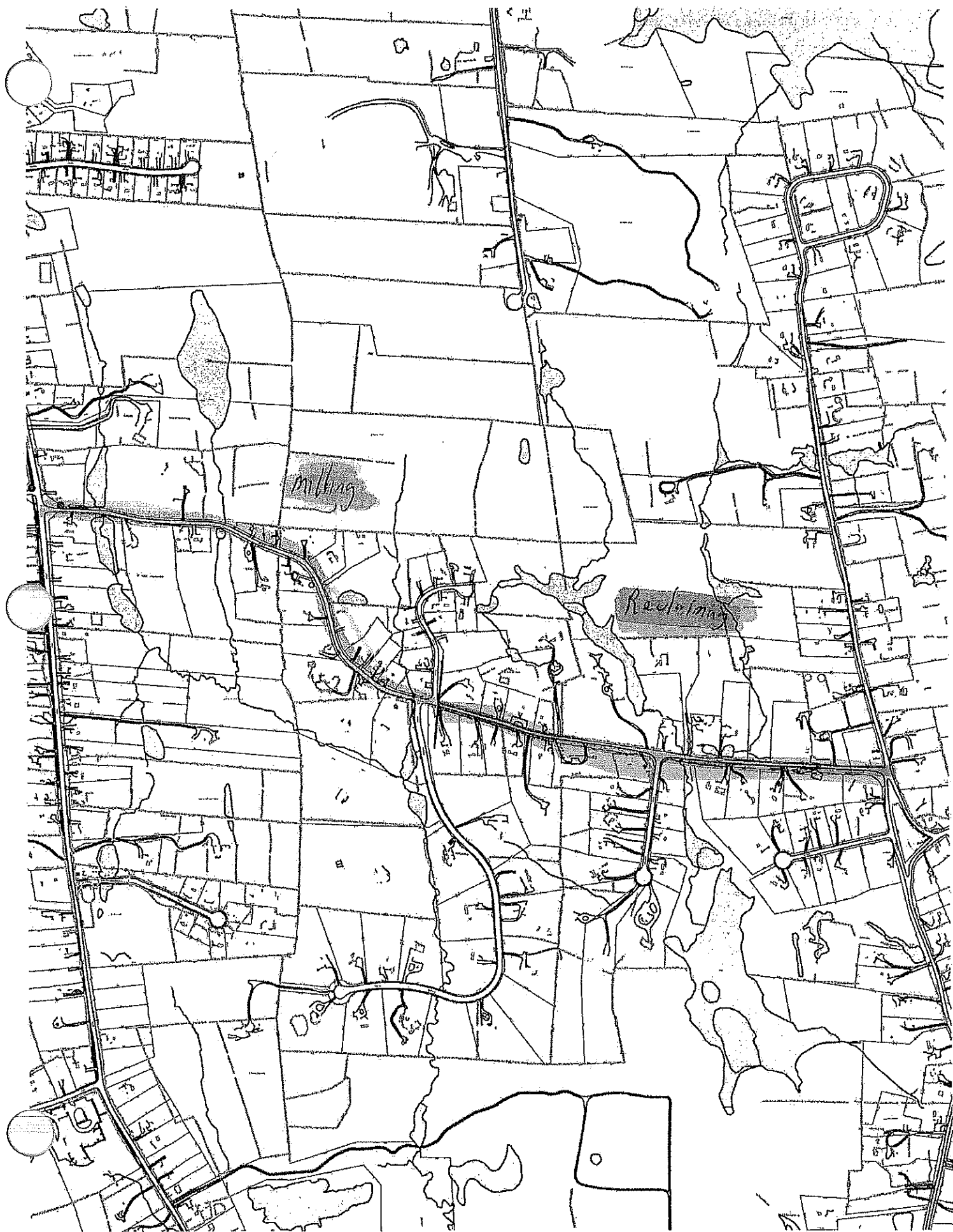
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director





FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

REC'D FINANCE
-155 21 02:20

February 5, 2021

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

Subject: Braman Road

Dear Mr. Brule,

This request is to appropriate the \$280,000 designated in the FY21 Capital Budget for Braman Road Resurfacing. The FY21 request for Capital funding was to address the current condition of the road. Funds are designated in line item 20530-57855.

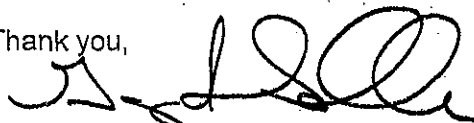
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Appropriating funds for the milling of the western end of Braman Road from the intersection of Mary Butler Dr. to Great Neck Road (RT 213). Due to the condition of the road from Mary Butler Dr. to Pepperbox Road, we will reclaim that section of the road. After milling or reclaiming, the entire road will be:

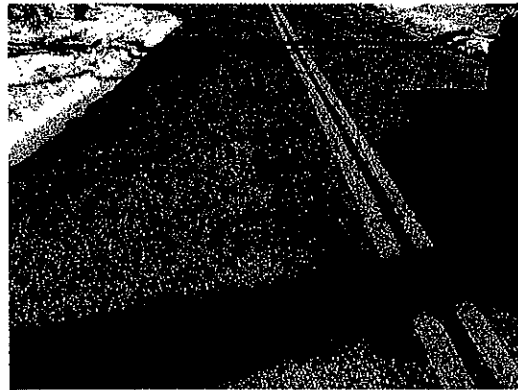
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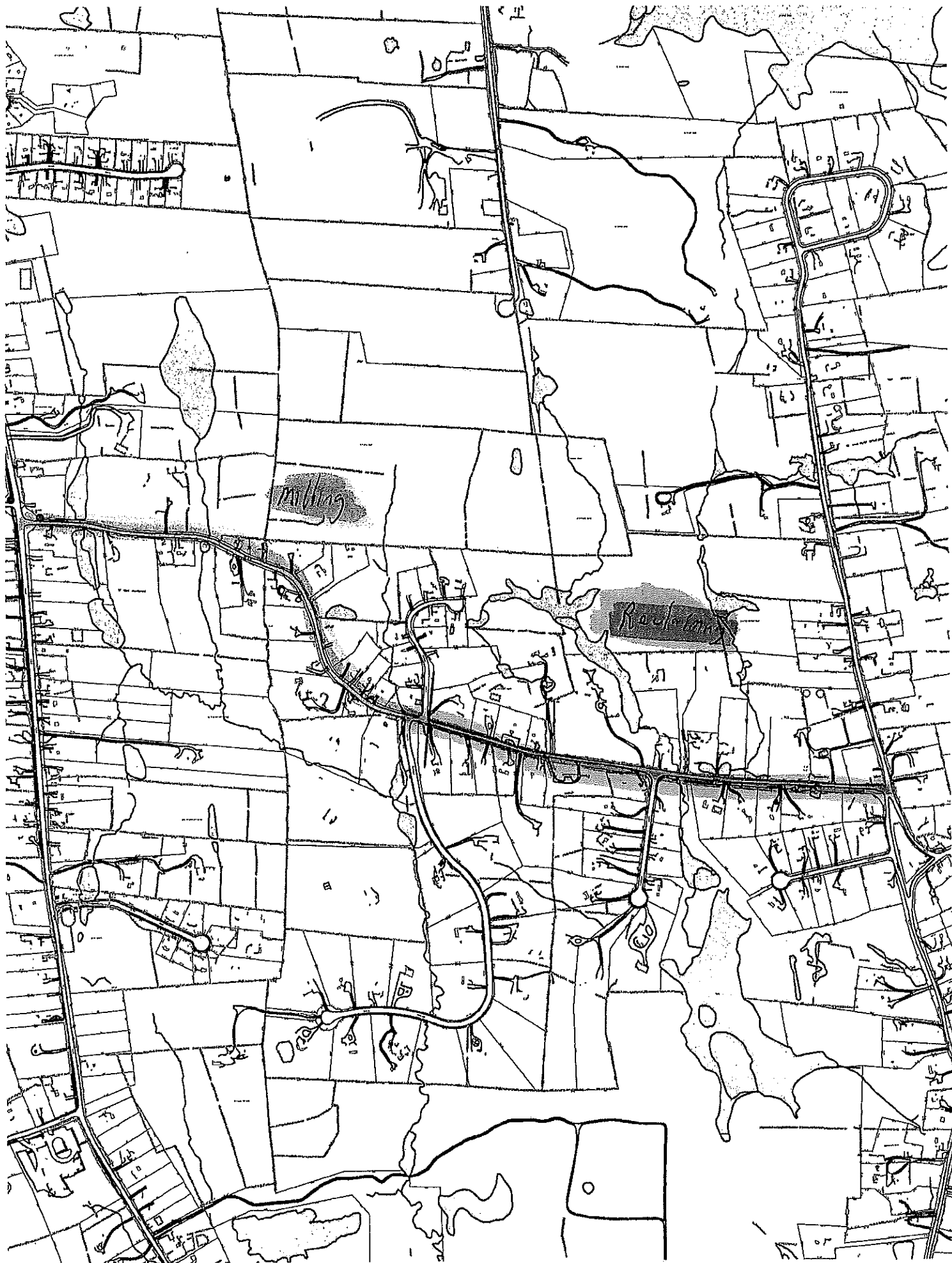
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director ✓





FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 4, 2021

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

Subject: Additional Appropriations

Dear Mr. Brule,

Request for Additional Appropriations:

- CIP Project: Gallows Lane Reclaim/Pave. Line item 33021-55868 in the amount of \$19,710
- CIP Project: Bloomingdale South Mill/Pave Line item 33021-55866 in the amount of \$21,390

Discussion: CIP Project: Gallows Lane Reclaim/Pave Line Item 33021-55868

In the FY 21 Capital Improvement Fund, ~~\$134,080~~ was appropriated to reclaim and resurface Gallows Lane from the intersection of Bloomingdale Road to the City of New London boundary line. In anticipation of performing the work this spring, the project was re-estimated to ensure sufficient funds were available before entering into contracts. The current estimate is \$153,786. The increase from the previous estimate is due to several factors:

- Pricing for reclaiming the road has increased from \$5 to \$6 sy.
- Pavement cost (in place) has increased from \$75 to \$80/ton.

These items are responsible for \$2,739 of the increase.

- Previous estimates didn't include costs for traffic markings (center line, stop bars), loam and seed to re-establish the edge of roads, and the adjustment of manholes. In the past, the typical practice was to charge these to the Public Works Town Road Aid account. The Finance Director has requested that this practice stop. I concur with that determination. All items for a capital project should be identified and funded from one account.

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REC'D FINANCE
MAY 21 PM 2:21

Discussion: CIP Project: Bloomingdale South Mill/Pave 33021-55866

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These items are responsible for \$9,467 of the increase.

I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,



Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 4, 2021

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

Subject: Additional Appropriations

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REC'D FINANCE
MAR 5 '21 PM 2:21

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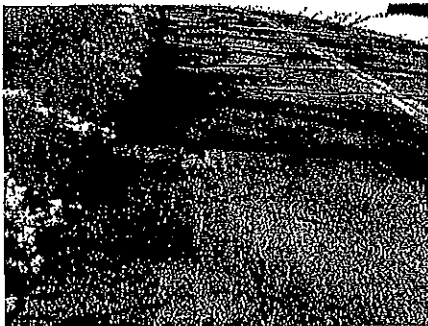
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,



Gary J. Schneider, Director
Waterford Public Works Department

Co: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

6

March 11, 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, March 11, 2021, it was voted to recommend to the Representative Town Meeting, an appropriation in the amount of **\$19,710 from the Undesignated Fund Balance of the General fund line #33021-55868 Gallows Lane Reclaim/Pave.** I respectfully request that you waive the 15-day waiting period.

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, Chairman
Board of Finance

RRF:mmt

RECEIVED
2021 MAR 15 PM 2:27

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 26, 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, February 23, 2021 voted to approve the following request;

1. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Gallows Lane Reclaim/Pave project in the amount of \$19,710.
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3. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, to move FY21 funds from designated to appropriated in the amount of \$263,470. for Braman Road Resurfacing Project.
4. **Public Works Department-** To consider and act on a request from Gary Schneider, Public Works Director, for additional appropriations for the Braman Road Resurfacing Project in the amount of \$16,530.

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
Gary Schneider – Director of Public Works

5,6,7,8

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 4, 2021

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

Subject: Additional Appropriations

Dear Mr. Brule,

Request for Additional Appropriations:

- CIP Project: Gallows Lane Reclaim/Pave. Line item 33021-55868 in the amount of \$19,710
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Discussion: CIP Project: Bloomingdale South Mill/Pave 33021-55866

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I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,



Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 5, 2021

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

Subject: Braman Road

Dear Mr. Brule,

This request is to appropriate the \$280,000 designated in the FY21 Capital Budget for Braman Road Resurfacing. There are funds designated in line item 20530-57855 in the amount of \$263,470.00. We request an additional amount of \$16,530.00 from the undesignated fund balance to complete this project.

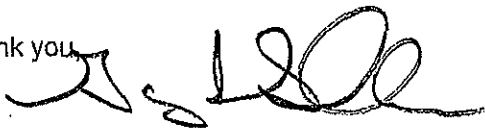
Braman Road is a 5,834 linear foot major east/west road in the southern section of the Town. The Pavement Management 2020 Update prepared by VHB pavement consultants identified milling and reclaiming methods as the course of action to perform before resurfacing the road. Milling is the removal of top course of the pavement leaving an asphalt base to place the new asphalt on top. Reclaiming is when the entire asphalt pavement is ground up along with the gravel base to form a new solid base for the new asphalt to be placed on.

The project calls for the milling of the western end of Braman Road from the intersection of Mary Butler Dr. to Great Neck Road (RT 213). Due to the condition of the road from Mary Butler Dr. to Pepperbox Road, we will reclaim that section of the road. After milling or reclaiming, the entire road will be:

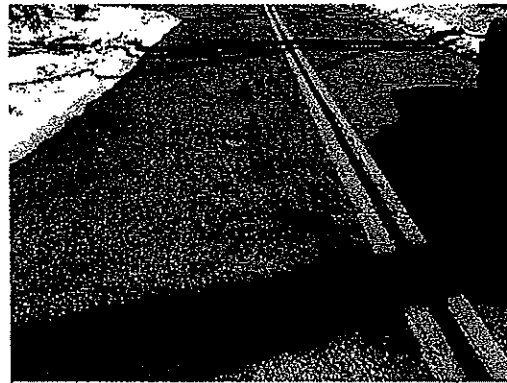
- Resurfaced with 3 inches of asphalt.
- The edge of road will be loamed and seeded.
- Driveway aprons will be paved
- Epoxy Traffic Markings will be re-established
- There are no manholes in the road to adjust.

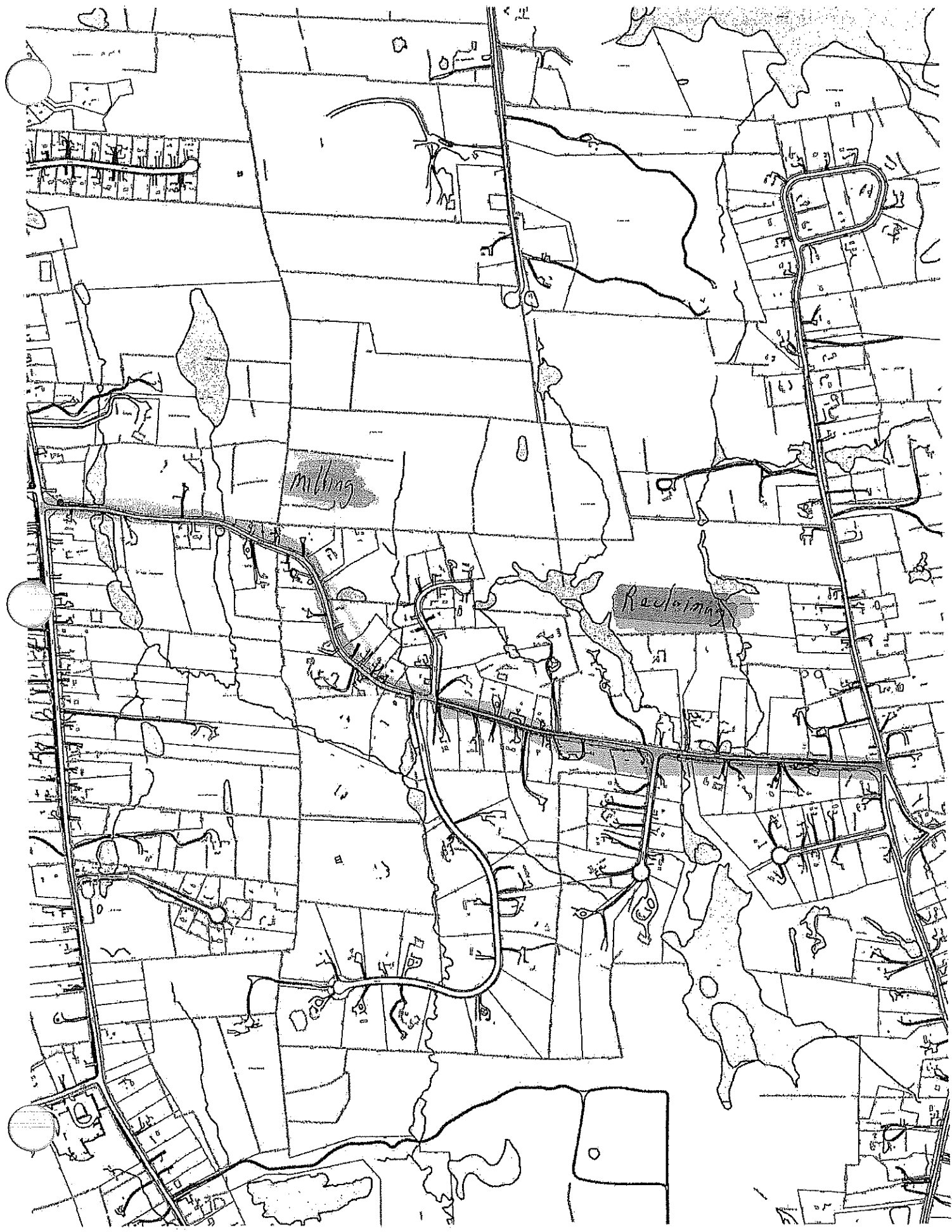
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director





FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

REC'D FINANCE
-195 21 PM 2:20

February 5, 2021

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

Subject: Braman Road

Dear Mr. Brule,

This request is to appropriate the \$280,000 designated in the FY21 Capital Budget for Braman Road Resurfacing. The FY21 request for Capital funding was to address the current condition of the road. Funds are designated in line item 20530-57855.

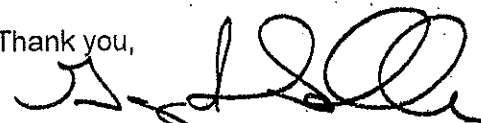
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Appropriating funds for the milling of the western end of Braman Road from the intersection of Mary Butler Dr. to Great Neck Road (RT 213). Due to the condition of the road from Mary Butler Dr. to Pepperbox Road, we will reclaim that section of the road. After milling or reclaiming, the entire road will be:

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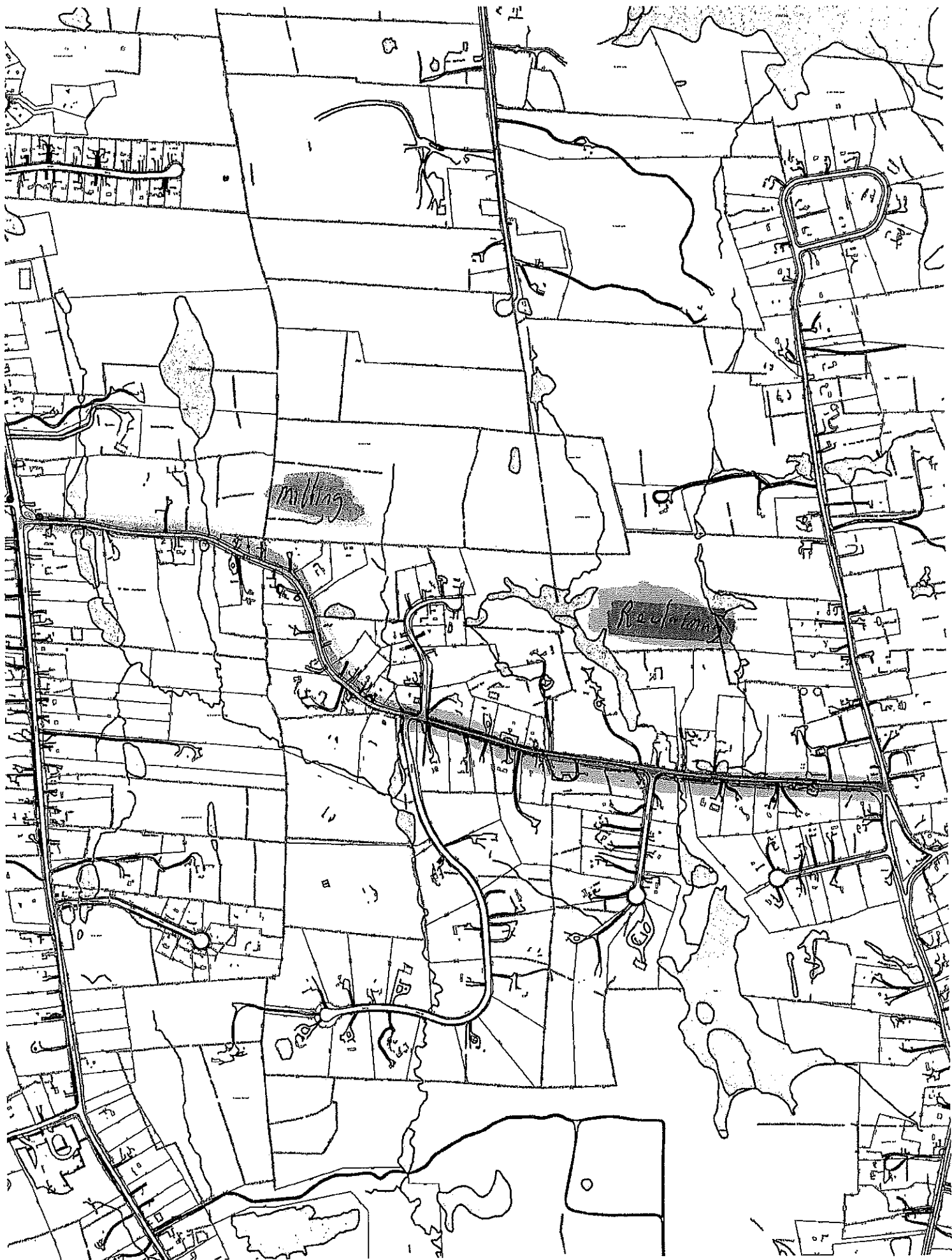
I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director ✓





FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 4, 2021

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

Subject: Additional Appropriations

Dear Mr. Brule,

Request for Additional Appropriations:

- CIP Project: Gallows Lane Reclaim/Pave. Line item 33021-55868 in the amount of \$19,710
- CIP Project: Bloomingdale South Mill/Pave Line item 33021-55866 in the amount of \$21,390

Discussion: CIP Project: Gallows Lane Reclaim/Pave Line Item 33021-55868

In the FY 21 Capital Improvement Fund, ~~\$134,080~~ was appropriated to reclaim and resurface Gallows Lane from the intersection of Bloomingdale Road to the City of New London boundary line. In anticipation of performing the work this spring, the project was re-estimated to ensure sufficient funds were available before entering into contracts. The current estimate is \$153,786. The increase from the previous estimate is due to several factors:

- Pricing for reclaiming the road has increased from \$5 to \$6 sy.
- Pavement cost (in place) has increased from \$75 to \$80/ton.

These items are responsible for \$2,739 of the increase.

- Previous estimates didn't include costs for traffic markings (center line, stop bars), loam and seed to re-establish the edge of roads, and the adjustment of manholes. In the past, the typical practice was to charge these to the Public Works Town Road Aid account. The Finance Director has requested that this practice stop. I concur with that determination. All items for a capital project should be identified and funded from one account.

These items are responsible for \$16,968 of the increase.

REC'D FINANCE
FEB 5 '21 PM 2:21

Discussion: CIP Project: Bloomingdale South Mill/Pave 33021-55866

In the FY 21 Capital Improvement Fund, \$131,300 was approved to mill and resurface Bloomingdale Road from the intersection of Gallows Lane to the City of New London boundary line. In anticipation of performing the work this spring, the project was also re-estimated to ensure sufficient funds were available before entering into contracts. The current estimate is \$152,689.56. The increase from the previous estimate is due to several factors;

- Pricing for milling the road has increased from \$2.24/sy to \$4 sy. There was an error in the previous estimate for milling.
- Pavement costs has increased from \$75 to \$80/ton.

These items are responsible for \$11,922 of the increase.

- Previous estimates didn't include costs for traffic markings (center line, stop bars) and the adjustment of manholes. The typical practice was to charge these to the Public Works Town Road Aid account. The Finance Director has requested that this practice stop. I concur with that determination. All items for a capital project should be identified and funded from one account.

These items are responsible for \$9,467 of the increase.

I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,

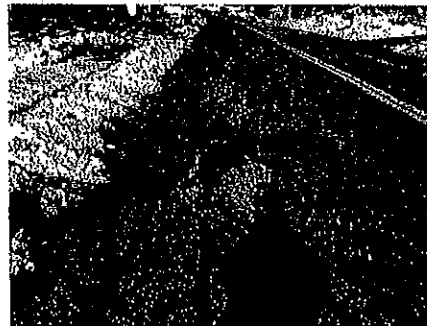


Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 4, 2021

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

Subject: Additional Appropriations

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REC'D FINANCE
MAY 21 PM 2:21

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I request to be added to the agenda for the Board of Selectman on Tuesday February 16, 2021.

Thank you,



Gary J. Schneider, Director
Waterford Public Works Department

Cc: Kimberly Allen, Finance Director



Gallows Lane



Bloomingdale Road

Senior Citizens' Commission

Charter 4.4

Ordinance 2.72.010

Appointed - 3 Years - Representative Town Meeting

		Address	Term	Email	Phone
U	Collins, Anita M.	310 Boston Post Rd. Unit 96	4/2/18 - 4/5/21	nananeat@atlanticbb.net	(860) 701-0604 h (860) 941-0395 c
L	R Crawford, D. Judith	10 Graham Street	4/6/20 - 4/3/23	crawfordclocks@gmail.com	(860) 443-1680
R	Darling, Anne A.	132A Shore Road	4/2/18 - 4/5/21	annead0504@yahoo.com	(860) 574-9578 h (860) 463-0661 c
D	Johnson, James M. Rev.	17 Fulmore Drive	4/1/19 - 4/4/22	metbp.james.adyeen@atlanticbb.net	(860) 442-8278 h (860) 857-5786 c
D	Lopes, Dina	82 Longview Street Apt. 9	4/6/20 - 4/3/23	winkifur@aol.com	(860) 444-0461 h (860) 884-8141 c
U	McNamara, Kathleen A.	27 Beacon Hill Road	4/1/19 - 4/4/22	kathleen@pmclegal.com	(860) 204-2424 c
D	Sanders, Carol Lee	5 Jonathan Law Court	4/2/18 - 4/5/21	csanders01@snet.net	(860) 961-6193 cell (860) 442-6040 home
D	Vlaun, Joyce M.	12 Wallace Street	4/1/19 - 4/4/22	joyce_m_vlaun@sbcglobal.net	(860) 442-9327 h (860) 608-3340 c

Chair: Carol Sanders

eff. 4/24/18

Co-Vice Chairs: Kathleen McNamara, Joyce Vlaun

eff. 4/24/18

Secretary: Donna Payne

BOF Liaison: Glenn Patterson

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

February 25, 2021

Mr. Thomas J. Dembek
RTM Moderator
15 Rope Ferry Road
Waterford, CT 06385

Dear Mr. Dembek,

Attached are three letters for our commission members whose terms expire on April 5, 2021. They are Anita Collins, Anne Darling and Carol Lee Sanders. All three commission members are active, valuable members of our team.

We ask that all three members be reappointed to the Commission for the following three-year term: April 6, 2021 through April 1, 2024.

Sincerely,

Joyce Vlaun
Nominating Committee Chairperson
Senior Citizens' Commission

RECEIVED FOR RECORD
2021 FEB 26 PM 4:12

cc: David L. Campo, Town Clerk
Robert Brule, First Selectman
Senior Citizens Commission

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

February 25, 2021

Mr. Thomas J. Dembek
RTM Moderator
15 Rope Ferry Road
Waterford, CT 06385

2021 MAR 25 AM 9:18

RECEIVED FOR RECORD

Dear Mr. Dembek,

Carol Sanders' appointed term on the Senior Citizens' Commission will expire April 5, 2021. Carol has agreed to continue to serve as a member of the Senior Citizens' Commission for another term. As she is an active and valuable member of the commission, we ask that she be reappointed for the following three-year term: April 6, 2021 through April 1, 2024.

Thank you for your consideration of this matter.

Sincerely,

Joyce Vlaun
Nominating Committee Chair
Senior Citizens' Commission

cc: David L. Campo, Town Clerk
Robert Brule, First Selectman
Senior Citizens Commission

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

February 25, 2021

Mr. Thomas J. Dembek
RTM Moderator
15 Rope Ferry Road
Waterford, CT 06385

2021 MAR 25 AM 9:18

RECEIVED TOWN CLERK

Dear Mr. Dembek,

Anne Darling's appointed term on the Senior Citizens' Commission will expire April 5, 2021. Anne has agreed to continue to serve as a member of the Senior Citizens' Commission for another term. As she is an active and valuable member of the commission, we ask that she be reappointed for the following three-year term: April 6, 2021 through April 1, 2024.

Thank you for your consideration of this matter.

Sincerely,

Joyce Vlaun
Nominating Committee Chair
Senior Citizens' Commission

cc: David L. Campo, Town Clerk
Robert Brule, First Selectman
Senior Citizens Commission

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

February 25, 2021

Mr. Thomas J. Dembek
RTM Moderator
15 Rope Ferry Road
Waterford, CT 06385

RECEIVED TOWN OF WATERFORD
2021 MAR 25 AM 9:18

Dear Mr. Dembek,

Anita Collin's appointed term on the Senior Citizens' Commission will expire April 5, 2021. Anita has agreed to continue to serve as a member of the Senior Citizens' Commission for another term. As she is an active and valuable member of the commission, we ask that she be reappointed for the following three-year term: April 6, 2021 through April 1, 2024.

Thank you for your consideration of this matter.

Sincerely,

Joyce Vlaun
Nominating Committee Chair
Senior Citizens' Commission

cc: David L. Campo, Town Clerk
Robert Brule, First Selectman
Senior Citizens Commission

Waterford Utility Commission (WUC)

Charter 4.1

Ordinance 2.84.020

Appointed - 4 Years - Representative Town Meeting

D	Green, Peter M.	28 Niantic River Road	4/1/17 - 3/31/21	pmgreen1940@gmail.com	(860) 444-7578
R	Kirkman, Kenneth	344 Great Neck Road	4/1/19 - 3/31/23	AIRBORN300@atlanticbb.net	(860) 444-1975
D	Negri, Stephen J.	2 Lanyard Lane	4/1/19 - 3/31/23	sjnegri@snet.net	(860) 442-8095 h (860) 823-9932 c
R	Pinkham, Rodney A	23 Jordan Terrace	4/1/17 - 3/31/21	r.pinkham@sbcglobal.net	(860) 447-3671
D	Valentini, Raymond L.	139 Old Colchester Rd. Q. H.	4/1/17 - 3/31/21	valentinir@yurservice.com	(860) 444-7578

Chair : Peter M. Green

Recording Secretary : Amy L. Windle

BOF Liason: Robert Tuneski

rev. 4/12/19

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385

March 10, 2021

Mr. Thomas J. Dembek, RTM Moderator
Waterford Town Hall
15 Rope Ferry Road
Waterford, CT 06385

Dear Mr. Dembek,

The appointment of Waterford Utility Commission members Peter M. Green, Raymond L. Valentini, and Rodney A. Pinkham expires on March 31, 2021. I contacted them and they expressed their desire to continue serving. We appreciate their active and valuable voluntary services and contributions to our Town.

It is hereby, respectfully requested for the RTM to consider the reappointment of Mr. Green, Mr. Valentini, and Mr. Pinkham to the Utility Commission.

Respectfully requested,

Neftali Soto, PE
Chief Engineer – Utility Commission

Cc: Peter M. Green
Raymond L. Valentini
Rodney A. Pinkham
David Campo – Town Clerk

2021 MAR 12 PM 12:28

RECEIVED TOWN OF WATERFORD



2021 MAR 22 AM 9:28

RECEIVED

Committee Report

Amendment of Chapter 3.08.030 – Purchasing Ordinances

Finance, Wage, and Personnel Standing Committee

October 5, 2020 RTM Meeting (Zoom Remote Access only). The RTM voted to refer correspondence to the Finance, Wage and Personnel Committee for action. In this correspondence, authored by Mr. Swanson, is a request to consider local vendor preferences for Town of Waterford purchases.

March 4, 2021 Special Committee Meeting (Zoom Remote Access only). Chair and Committee members received an explanation of the existing purchasing ordinance in 3.08.030. Finance Staff and Town Attorney provided a recommended course of action based on extensive research and consultation. Amending the existing ordinance language was recommended to both align town rules with state statutes and create a more efficient model for developing Finance Department policies for local vendor preferences. The Committee approved the ordinance language drafted by the town attorney and decided to take it to a public hearing.

March 18, 2021 Public Hearing (Zoom Remote Access only). Received testimony from two witnesses who favored the ordinance amendment.

March 18, 2021 Special Committee Meeting (Zoom Remote Access only). Immediately following the Public meeting, the Committee unanimously voted to move the attached changes to Section 3.08.030 to the RTM for review and approval. The amendment, in summary, raises the formal bid process threshold from \$15,000.00 to \$25,000.00 and above. In addition, purchases under \$25,000.00 may provide for local vendor preferences as established under the Finance Department's operating rules. These rules have yet to be developed and will require approval by the RTM.

Respectfully Submitted,
David L. Lersch

Encl: Finance Department Ordinances Final (red line and clean versions)

Note: All meeting minutes and drafts available online through the RTM section of the town website

10/5/2020

1900 AM S

Moderator, Thomas Dembeck
Town of Waterford
Representative Town Meeting

F/W/P

Mr. Moderator, I would like to submit the following proposed addition to the ordinance (3.08.040 - Bid process—Opening of bids/proposals—Rejecting bids/proposals—Awards of contract.) for consideration. After speaking to members of the local business community it was brought to my attention that there currently is no advantage given to Waterford businesses that are bidding on town projects. Many of these Waterford based businesses donate to the local non-profits, youth sports organizations, and school fundraisers, in addition, Waterford businesses often employ Waterford residents. I feel that it is good practice to support local businesses to show that Waterford is business-friendly to not only our current businesses but to any future businesses that may be considering moving to Waterford.

Respectfully,

Robert Swansen

Town of Waterford,
Representative Town Meeting
First District (R)

RECEIVED
2020 OCT -2 PM 4:15

Title 3 – Revenue and Finance

Chapter 3.08 - PURCHASING

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 Ppurchases 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)

Title 3 – Revenue and Finance

Chapter 3.08 - PURCHASING

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 purchases of material and equipment and services will be established and administered, pursuant to CGS §7-148 v(a), at the following level:

1. For purchases exceeding 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)

Title 3 – Revenue and Finance

Chapter 3.08 - PURCHASING

2021 MAR -2 PM 3:09

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.~~
 - ~~4.1. For purchases exceeding fifteen twenty-five thousand dollars, a formal bid process is required as authorized in subsection B (?) 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)

10, 11

The Back-up for Call Items 10 & 11 have been sent separately by Human Resources.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

12

March 22, 2021

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

2021 MAR 23 PM 3:14

RECEIVED - ON RECORD

Dear Mr. Moderator,

I respectfully request that you add a call item onto the April 5, 2021 RTM Agenda for a salary increase for the Non Union Administrative Support & Technical Crafts Wage Schedule. The schedule includes 7 full time and 22 part time employees. The proposed increases are represented in the attached document.

This group of employees have traditionally followed the 1303 bargaining unit wage increases. The Collective Bargaining Agreement between the Town of Waterford and Local 1303-037 was approved by the RTM on December 7, 2020.

If you have any questions, please do not hesitate to call Joyce Sauchuk, Director of Human Resources, at 860-444-5833.

Sincerely,

Robert Brule
First Selectman

Enclosure

cc: David Campo, Town Clerk
Joyce Sauchuk, Director of Human Resources

**Town of Waterford
LABOR REPORT FORM**

Employee Group: **Non-Union Administrative Support (AS)
and Technical Crafts (TC) Employees**

Number of Employees: **29 (7 Fulltime/22 Part-time)**

Duration: **Begin 07/01/20 End 06/30/22**

Ratification: **Upon RTM approval plus 15 days**

Salary/Wage Costs

	<u>2020</u> <u>Year 1</u>	<u>2021</u> <u>Year 2</u>
Raise \$: (% + steps)	\$13,768	\$14,077
Experience Increase (Steps) \$: (steps)	\$ 4,023*	\$ 6,060*
Total Wage Increase %:	2.25%	2.25%

***Step increases were included in the 20-21 and 21-22 budgets**
