

FINANCE DEPARTMENT

Memo

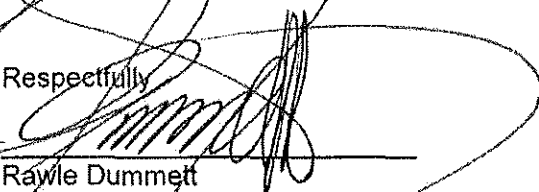
To: The Board of Selectmen
From: Rawle Dummett
CC: Kim Allen
Date: April 14, 2022
Re: Disposal of assets

The Purchasing Agent, on behalf of the Public Works Department, seeks permission from the Board of Selectmen to dispose of the following assets, in accordance with chapter 3.08.020 of the Ordinance.

- H-50V - VACALL (body only) Year: 2004
Model: LV10C Engine Hours - 1,643 Asset - #100012
- Old S-26 (garbage truck) Year: 2011
Make/Model: Peterbilt 320
VIN - 3BPZL50X0BF129188
Mileage - 97,329
Asset - # 101044
- 1970 Paving Machine (yellow) Not on the asset list
- 4 Portable Toilet Seats Found at the Town Hall (Seats only) - no buckets
Not on the asset list
- 1959 Ferguson Tractor
Serial # SGM193199 Asset - #9204030434

- Snap-On Solus Edge traded in for Snap-On Triton Mechanic Software Tool
- Tag# 00189 - Cabinet for computer equipment
- Tag# 001888 - Disposal Oil Filter
- Tag # 001893 - System Waste Oil

Respectfully


Rawle Dummett
Purchasing Agent
Town of Waterford

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

DATE: April 13, 2022
TO: Rawle Dummett, Purchasing Agent
FROM: Gary J. Schneider, Director of Public Works
SUBJECT: Surplus Vehicles / Equipment

The Department recommends declaring for surplus the following vehicles and pieces of equipment.

Declare Surplus: H-50V – VACALL (body only)
Year: 2004
Model: LV10C
Engine Hours – 1,643
Asset - #100012

Declare Surplus: Old S-26 (garbage truck)
Year: 2011
Make/Model: Peterbilt 320
VIN – 3BPZL50X0BF129188
Mileage – 97,329
Asset - #101044

Declare Surplus: 1970 Paving Machine (yellow)
Not on the asset list

Declare Surplus: 4 Portable Toilet Seats
Found at the Town Hall
Seats only – no buckets
Not on the asset list

Declare Surplus: 1959 Ferguson Tractor
Asset #9204030434
Serial # SGM193199
Asset - # 9204030434

The following software tool was traded in on the new version of the software.

Declare Surplus: Snap-On Solus Edge traded in for Snap-On Triton
 Mechanic Software Tool

The following items on the fixed asset listing should have been removed when the building was demolished, but missed during the initial inventory of the asset list:

Tag# 00189 – Cabinet for computer equipment
Tag# 001888 – Disposal Oil Filter
Tag# 001893 – System Waste Oil

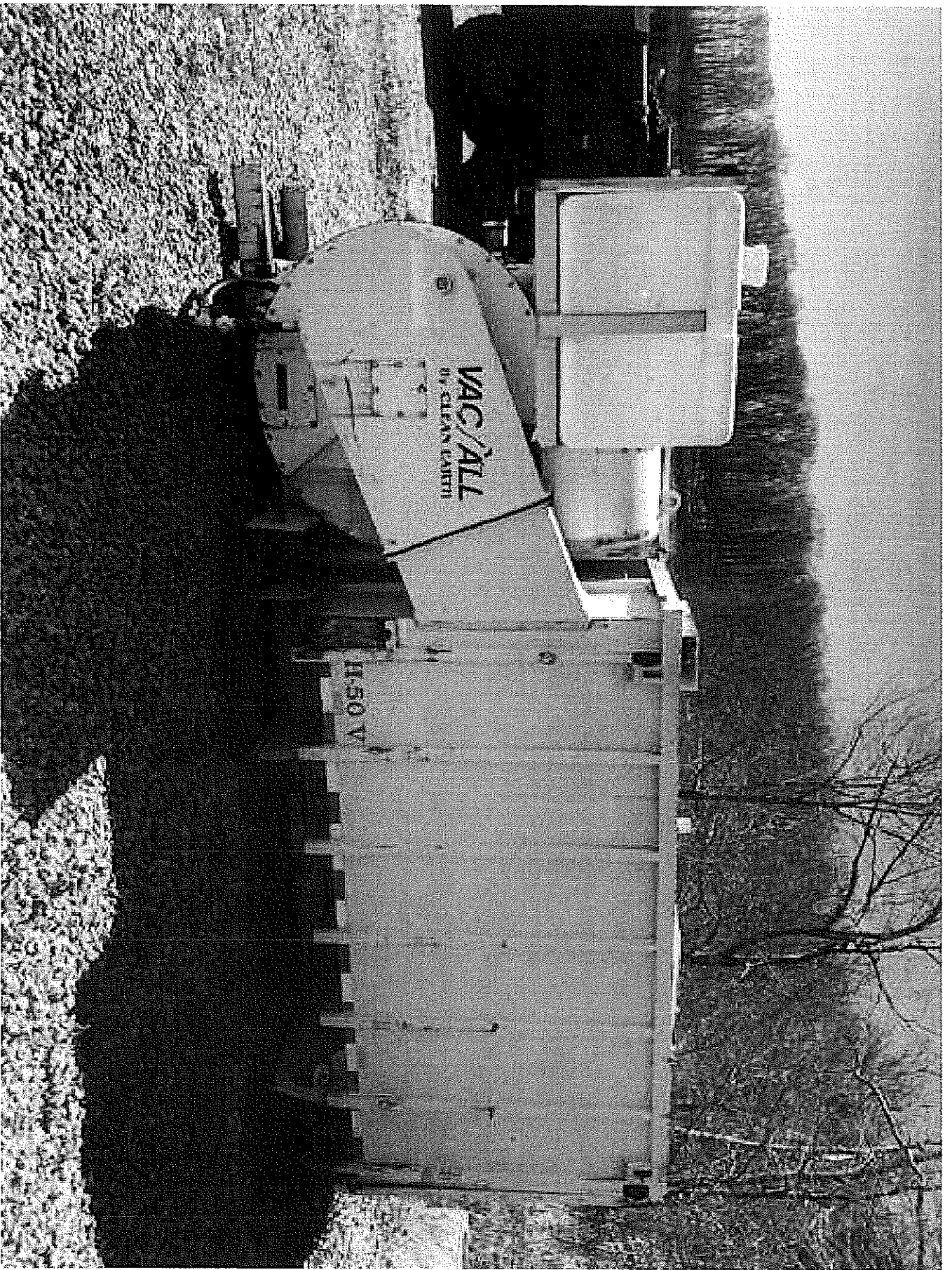
We respectfully request these items be forwarded for consideration to the Board of Selectman. If you need further information, please contact our office.

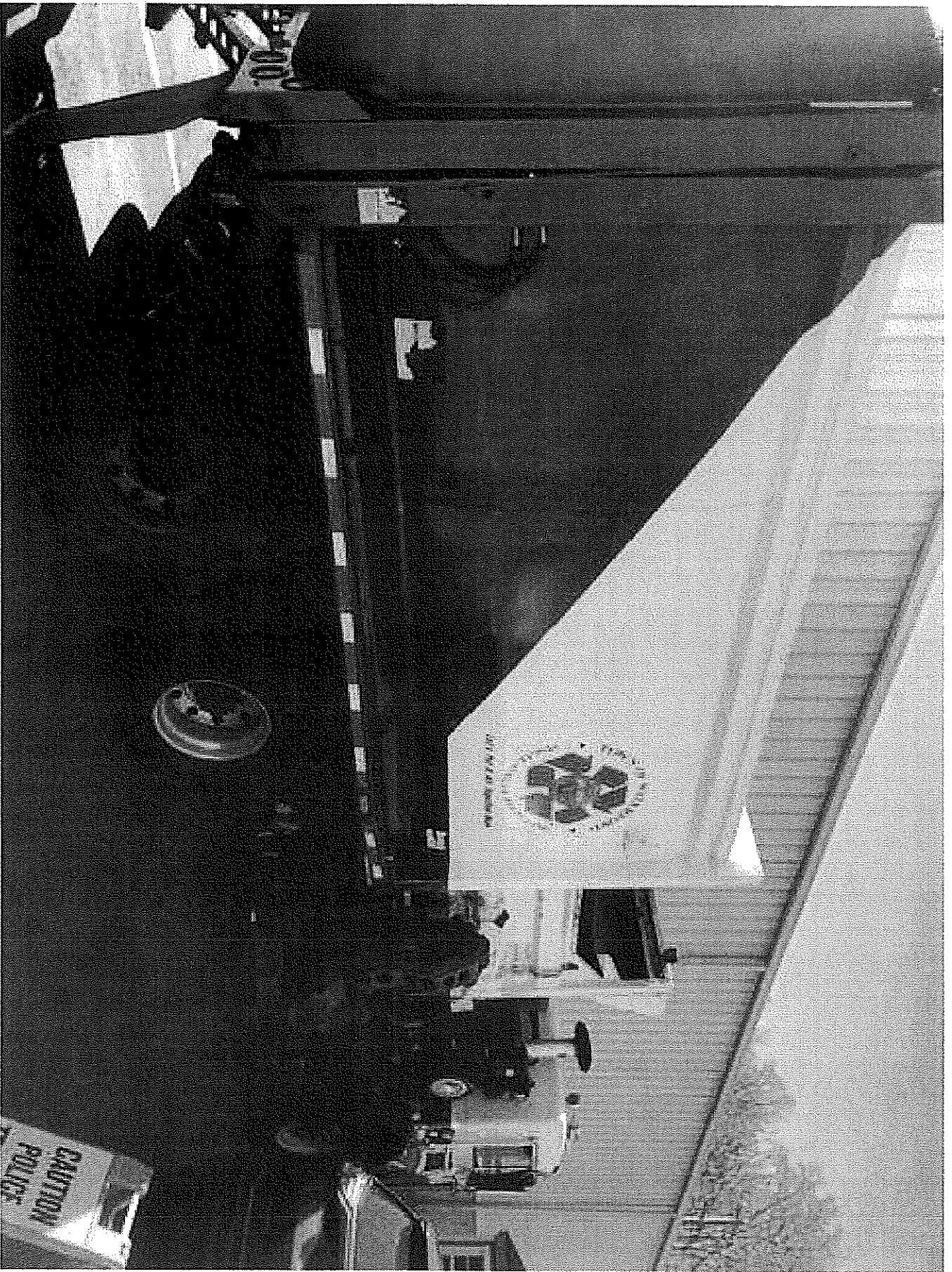
Thank you,

A handwritten signature in black ink, appearing to read 'G. J. Schneider', written over a horizontal line.

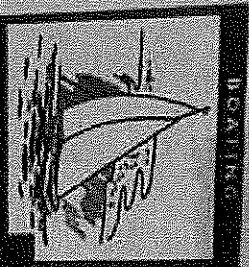
Gary J. Schneider, Director

Cc: Kim Allen, Director of Finance
 Garon VanOverloop, Fleet Lead Mechanic





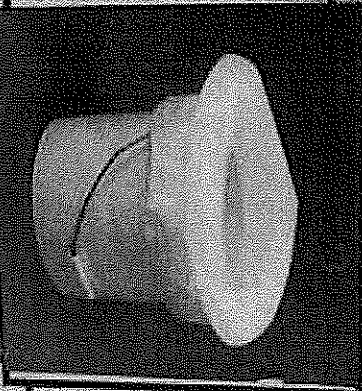




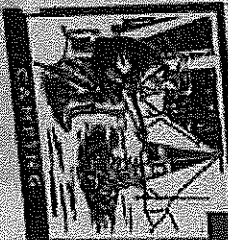
BUCKET POTTY SEAT

14 1/2" x 16 1/2" x 12"

The lightweight Bucket Potty Seat brings the comfort and convenience of a toilet seat to hunting or fishing expeditions, rough camping and construction sites, and small boats. Easily carried and stored, the Bucket Potty Seat attaches to a 3 or 5 gallon bucket with a unique press fit that holds



the seat and plastic bag liner securely to the bucket. Any plastic trash bag of a suitable size can be used as a bucket liner to simplify waste storage and disposal. To attach seat to bucket, press down firmly on left side of seat until it snaps into place. Bucket and trash bags not included.

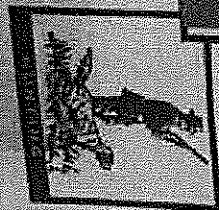


☒ PRODUCT
APPROVED
FOR
USE

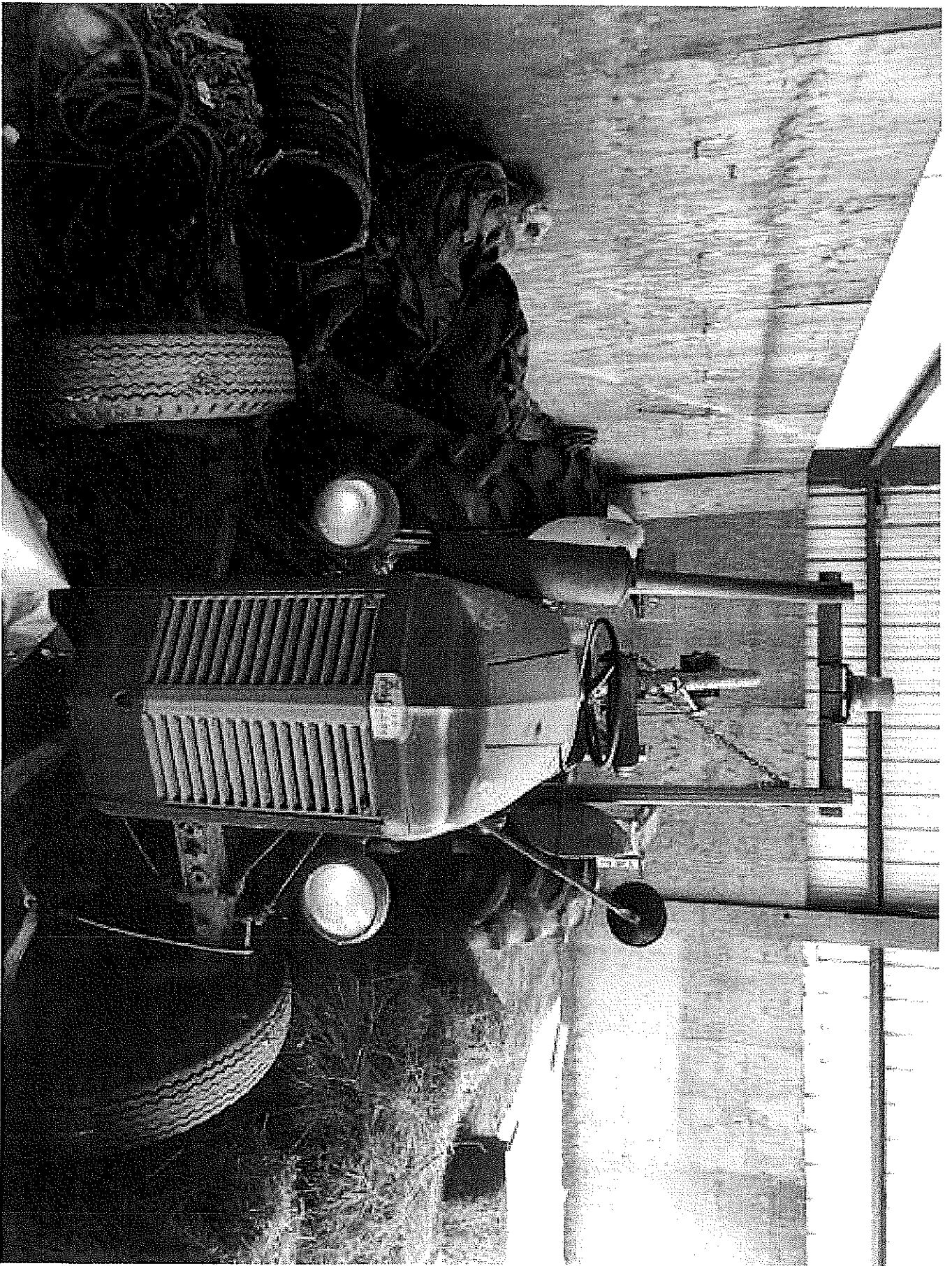
MADE IN U.S.A.



☐ PRODUCT
NOT
APPROVED
FOR
USE



123 Washington Ave., Cambridge, MA 02142



MINUTES
BOARD OF SELECTMEN REGULAR MEETING

April 19 2022

5:00 P.M.

Waterford Town Hall (Appleby Room)

Members Present: First Selectman Robert Brule, Selectwoman Jody Nazarchyk and Selectwoman Elizabeth Sabilia (unable to attend)

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

1. **Call to Order & Roll Call-** First Selectman Brule called the meeting order at 5:00pm.

2. **Pledge of Allegiance**

3. **Public Comment:** None

4. **Disposition of Town Property (Ordinance, Chapter 2.112.020):**

4a. Disposition of Recreation and Parks: To consider an act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of the Recreation and Parks for the disposal of the below outlived assets.

- Asset# 101276: Concert Staging
- Asset# 9204030507: Pedestrian Bridge

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

5. **Finance Department Bid AWARD- State Project 0170-3513 Jordan Village Improvement Project:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of Public Works to approve a Bid Award to B&W Paving and Landscaping LLC in the amount of \$300,471. Funds would be available from line item #20511-57856 Jordan Village Side Walks.

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

2022 APR 22 PM 4:50

RECEIVED FOR RECORD
APR 19 2022

6. **Public Works:** To consider and act on the following request for an appropriation of \$1,705,358 from the CNR Undesignated Fund #205-31520 to resurface several roads. This request substitutes Gardiners Woods Road for Oil Mill Road. If approved, please forward to the Board of Finance for further consideration.

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

7. **Public Works:** To consider and act on the following request for an In Series Transfer from the Public Works Director, Gary Schneider, in the amount of \$55,808.

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

8. Appointments and Resignations: None

9. Correspondence:

9a. Letter from David Campo, Town Clerk-Waterford Electors to referendum the Eversource Gas Line Agreement (**Please see Attached letter**)

10. New Business:

10a. American Rescue Funds

11. Consent Agenda

11a. Tax refund- In the amount of \$60,424.39-APPROVED

11b. Minutes January 18, 2022-APPROVED

11c. Minutes February 15, 2022-APPROVED

11d. Minutes April 5, 2022-APPROVED

12. Adjournment-was made by Ms. Nazarchyk and seconded by Mr. Brule to adjourn at 5:23pm. VOTING IN FAVOR; unanimous, **VOTE:2-0**

Respectfully Submitted,



Cindy Dupointe
Recording Secretary

FINANCE DEPARTMENT

Memo

April 20, 2022

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

Re: Bid Award – BID#22-120 Consulting Firms

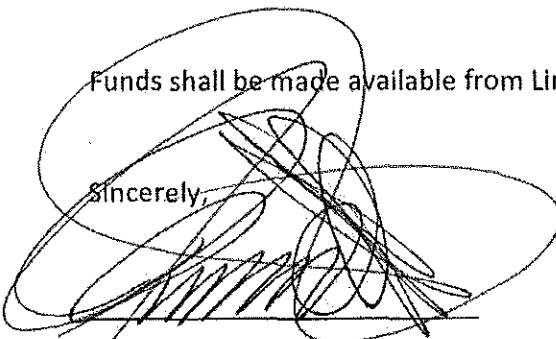
Dear Mr. Brule,

On April 8, 2022, bids were opened for the above-mentioned project by Maryellen McConnell and me with the attached results.

The Purchasing Agent on behalf of the Planning Department recommends the contract for this project be awarded to the lowest qualified bidder Brianna Regine Visionary Consulting for \$66,000.00.

Funds shall be made available from Line Item **23507-58021** Waterford Small Business Grant.

Sincerely,



Rawle Dummett
Purchasing Agent,
Town of Waterford

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Rawle Dummett, Purchasing Agent

FROM: Abby Y. Piersall, AICP, Planning Director

DATE: April 19, 2022

TITLE: Recommendation for RFP (#22-120) Award for Consulting Services for the Waterford Small Business Grant Program Management

Waterford has allocated \$300,000 of American Rescue Plan Act (ARPA) funding to initiate a small business grants program. The concept and general timeframe to develop this program has been initiated by staff and the Economic Development Commission (EDC). To advance to project, the Town issued an RFP for consulting services. The scope of services included final program development, advertising, application assistance for small businesses, application screening, organizing applications for presentation to the EDC, and managing communication and compliance, including reporting for ARPA auditing purposes.

On April 14, 2022, the First Selectman, Finance Director, and Planning Director interviewed consultant Brianna Régine, CEO of Brianna Régine Visionary Consulting. Her proposal to craft and manage the grant program both met the required scope of work and was intended to leave the Town with a sustainable small business grants program that could be continued should future funding be available. Her proposal in the amount of \$66,000 was the lower of two respondents and met all of the requirements of the RFP. The second respondent, while qualified, proposed \$299,250. Based on the proposal submitted in response to RFP #22-120 and the subsequent interview with Town officials, it is recommended that the project be awarded to Brianna Régine Visionary Consulting.

Tabulation Sheet Bid#22-120 Consulting Firms
Bid Opening 04/08/2022 11:00 a.m.

[illegible]



BRIANNA RÉGINE
Visionary Consulting

RFP #22-120

Produced by

Primary Contractor:

Brianna Régine Walston

CEO & Founder / Owner

Brianna Régine Visionary Consulting

On April 7, 2022



Brianna Régine Visionary Consulting
Primary Contact: Brianna Régine Walston
1000 Lafayette Blvd. Suite 1100 - #108
Bridgeport, CT 06604
Business #: 475-999-4371
Direct #: 203-526-2915
Email: brianna@brvisionaryconsulting.com

Page 18 – S/MBE Certificate

Page 19 – 23 – Commission on Human Rights and Opportunities Contract
Compliance Regulations Notification to Bidders

(Kindly note, the full answer to Part II, Question 12 on affirmative action is written below.) – on Digital File

Page 24 - 27 – Insurance documents - on Digital File

(Full response to Part II, Question 12, of Bidder Contract Compliance Monitoring Report)

Since we are a team of contractors and not employees that work remotely, we don't necessarily have a hard copy of affirmative action and equal employment opportunity statement. However, we are a company that priorities diversity, equity and inclusion when expanding our team, maintaining a positive/uplifting and high morale company culture, and supporting our clients.

At this time, we do not have a written affirmative action plan nor equal employment opportunity statement because we're a team of contractors; and we don't have more than 50 employees nor a contract exceeding \$50,000. Despite not having this formal written documentation, Brianna Régine Visionary Consulting's culture operates on good faith and adequate due diligence that's mindful of the law, and we conduct our hiring process with an equal opportunity approach that doesn't regard race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This applies to all phases of the hiring, onboarding and off boarding processes. At the time of our contractor-only structure, but also if and when we do hire employees, Brianna Régine Visionary Consulting will implement a written affirmative action statement that aligns with applicable laws and Executive Orders to support, protect and introduce/promote through the workforce people identifying as minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans and qualified disabled persons. Our culture promotes transparency and therefore, all contractors are encouraged to report any experiences of discrimination and harassment of any kind to managers, without fear of repercussions; and managers are frequently monitored to ensure checks and balances.



Brianna Régine Visionary Consulting
Primary Contact: Brianna Régine Walston
1000 Lafayette Blvd, Suite 100 - #108
Bridgeport, CT 06604
Business #: 475-999-4371
Direct #: 203-526-2915
Email: brianna@brvisionaryconsulting.com

Fee Proposal

RFP: #22-120

Kindly note, all customized proposals are crafted with value in mind, not itemization. Fees reflect the value of BRVC's support and therefore considers: time, effort, expertise, returned time/energy to the Client for other tasks, projected hours and the standard as well as capacity to which services are provided. Kindly note, out of state travel on behalf of the client isn't included.

Total Fee for One Initial Year of Services - \$66,000

We kindly request this be paid in monthly installments of \$5,500.

Inquiries about fees, negotiation and payment methods can be addressed to brianna@brvisionaryconsulting.com or 203-526-2915.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
NON-COLLUSION STATEMENT**

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

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

Date:

3/28/22

Name of Company:

Brianna Regine Norrington Consulting

Name and Title of Agent:

Brianna R. Waister - CEO + Founder/owner

By (SIGNATURE):

B. Waister

Address:

1000 Lafayette Blvd - Suite 1100 - #108
Bpt. Ct 06604

Telephone Number:

Business: 475-999-4371
Direct: 203-520-2915

CONTRACTOR INFORMATION SHEETS

(These sheets must be completed and included with Bid)

COMPANY NAME: Brianna Régine Visionary Consulting

Mailing:

ADDRESS: 1450 Lafayette Blvd - Suite 1100 - 1108, Bridgeport, Ct 06607

Residential: 45 Dixon Street Bpt, Ct, 06604

ESTABLISHED: September, 2017
(Month) (Year)

TYPE OF ORGANIZATION: (Circle One)

A) Individual

B) Partnership

C) Corporation

D) Joint Venture

☒ E) Other Limited Liability Company
(Specify)

(If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS

N/A

YEARS OF WORK IN A RELATED FIELD: 7+

(Describe Any Related Work)

Project management + administrative assistance for CT office of the Arts' AAS website, interns; create strategy for non-profit - River In Pink - as well as other small businesses. (See proposal)

EQUIPMENT AND EMPLOYEES:

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

(See proposal documents - laptops/PCs and smartphones are only equipment items to be used)

USE OF SUBCONTRACTORS:

To provide all the services listed in the specifications, would any services be handled by

subcontractors? Yes Yes/No If "Yes", please explain:

Project will be facilitated by Brianna Régine Weston + subcontractors. Any changes to subcontractors will be shared with + approved by Team of website

Subcontractor Name(s): Megan Fontaine

Tyre Williams

PROJECT MANAGER: Brianna Régine Weston

COMPLETE AND RETURN

Bid #: 92-70

Bid TITLE: Security Services

NON-CONFLICT AFFIDAVIT OF RESPONDENTS

No Elected or Appointed Official, SBC member or other officer or employee or person whose salary is payable in whole or in part from the Town of Waterford OR Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Waterford to consider the statement of qualifications submitted herein.

State of Connecticut S.S.
County of Fairfield

Subscribed and sworn before me this 1st day of April, 2022

Legal Name of Respondent: Brianna Régine Warston

Business Name: Brianna Régine Visionary Consulting

Business Address: 46 Dixon St
Bridgeport, Ct 06607

B.R.W. - CEO + Founder / owner
Signature and Title of Person

By: [Signature]

My Commission Expires: 03/31/2024

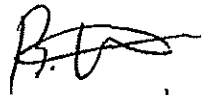
Notary Public

Date: 04/01/2022



Non-Discrimination in Employment. During the performance of this Contract, the CONTRACTOR agrees as follows:

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruiting or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment notices to be provided, setting forth the provisions of this Non-Discrimination in Employment Clause.



4/7/22

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

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

Brama Repie Watson

45 Dixie St, Bpt Ct Waterford

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

No vacancies are anticipated within the next 12 months. BWA

is committed to following affirmative action/equal employment policy with
all current + future contractors.

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

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

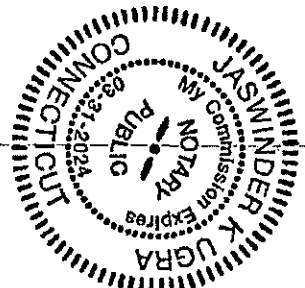
Date 4/11/2022
CEO + Founder / owner

Signature [Signature] Title _____

Subscribed and sworn to before me at Fairfield, Connecticut,

This 1st Day of April 2022.

[Signature]



AFFIRMATIVE ACTION STATEMENT

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

NOTED. OR: (1) The number of employees 0

Completed this form within one year _____ Yes ☒ No

FOR SEALED BIDS: If your company has completed this form within one

Please forward a photocopy of the initial form with your bid. If significant Changes have taken place within the past year, please update the information on this form.

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

COMPANY NAME AND ADDRESS

Brianne Régnier Agency Consulting - 100 Lafayette Blvd, Suite 100
Spk. Ct. Albany

TYPE OF BUSINESS

Agency

TYPE OF ORGANIZATION

Corporation _____ Partnership _____ Individual _____

☒ Agency

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

Employment of Certain Persons Prohibited. No person under the age of sixteen years and no person who at the time is serving sentence in a penal or correctional institution shall be employed on the work covered by this Contract.

B. L.

4/21/22

COMPLETE AND RETURN

BID# 22-120

BID TITLE Census Services

You are required to furnish the following information to the Town of Waterford:

Name and address of Company Brianna Regine Visionary Consulting
(Print or type) 100 Lafayette Blvd, Suite #1000
Phila 19104

Name and Title of Agent of Company Brianna Regine Watson
(Print or type) Owner + CEO / Founder

Signature: B. Watson Date: 4/7/22

Telephone: 203-520-2915 Email: Brianna@visionaryconsulting.com

Fax: _____ Federal ID. Number: 82-8069941

State of Connecticut
Department of Administrative Services
Supplier Diversity Program

This Certifies **Brianna Régine Visionary Consulting, LLC**

As a

1000 Lafayette Blvd Bridgeport CT 06604
Black American Woman Owned
Small/Minority Business Enterprise
February 09,2022 through February 09,2024

Owner(s): Brianna Regine Walston

Contact: Brianna Regine Walston

Telephone: (475) 999-4371 Ext: **FAX:**

E-Mail: brianna@bvisionaryconsulting.com

Web Address: www.bvisionaryconsulting.com

**** Affiliate Companies:**



Supplier Diversity Director



Supplier Diversity Specialist

** A contractor awarded a contract or a portion of a contract under the set-aside program shall not subcontract with any person(s) with whom the contractor is affiliated.

FINANCE DEPARTMENT

Memo

April 7, 2022

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

Re: Bid Award – BID#22-117 Jordan Fire Services Electrical Upgrades

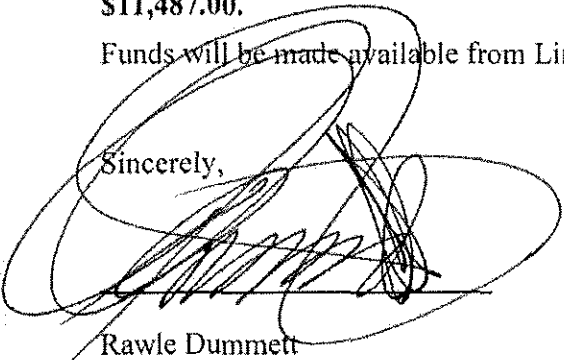
Dear Mr. Brule,

On March 9th 2022, bids were opened for the above mentioned project by the Fire Services Director, Administrative Assistant and I with the attached results.

The Purchasing Agent on behalf of the Fire Services Department, recommends the contract for this project be awarded to the lowest responsible bidder Stula Enterprises LLC in the amount of **\$11,487.00**.

Funds will be made available from Line Item **20523-57751** Electrical Upgrade Jordan.

Sincerely,



Rawle Dummett
Purchasing Agent,
Town of Waterford



Office of the Director
Waterford Fire Department
204 Boston Post Road
Waterford CT. 06385

Director Fire Services
Michael J. Howley
mhowley@waterfordct.org

Telephone: 860-440-0544
Facsimile: 860-444-5894
Cell: 860-235-0888

04/06/22

TO: Rawle Dummett

Re: Jordan Electrical Upgrade

Rawle, after reviewing the contract bids and meeting with you, the low bidder Stula Enterprises LLC. and the Utility Commission on site Tuesday April 5th reviewing the scope of work, I feel confident in awarding this project to the low bidder Stula Ent.

Any questions please feel free to contact me.

Director, Waterford Fire Services

Michael J. Howley

Tabulation Sheet Bid #22-117 March 9, 2022 @ 11am				
Vendor	Material	Labor	Total	
Prime Electric	\$13,000.00	\$18,655.00	\$31,655.00	
Bowman	\$15,000.00	\$20,000.00	\$35,000.00	
Industrial	\$21,578.00	\$18,392.00	\$39,970.00	
Stula Enterprises	\$7,300.00	\$4,187.00	\$11,487.00	

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**Town of Waterford
Board of Selectmen
Request for Proposals
Jordan Fire Department Electrical Upgrades**

Bid form RFP #22-117

The Purchasing Agent will accept Proposals until **10:00 am 28th February 2022** from qualified firms at 15 Rope Ferry Road Waterford, CT.

Firm Name: Stula Enterprises LLC
Address: 362 Wawassaw Hill Rd.
Norwich CT 06360

* All materials including
meter socket currently
in stock *

Material Cost: \$ 7300

Labor Cost: \$ 4187

Total Cost: \$ 11,487

Written: Eleven thousand four hundred Eighty Seven Dollars

Subscribed and sworn to before me this 9th day of

March 2022

Date:

Notary Public:

My Commission Expires:

By:

Print Name:

Title:

Linda D Flugrad
Notary Public-Connecticut
My Commission Expires
April 30, 2025

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

TOWN OF WATERFORD

NON-COLLUSION STATEMENT

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

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

Date:

3/8/22

Name of Company:

Stula Enterprises LLC

Name and Title of Agent:

Shawn Stula owner

By (SIGNATURE):



Address:

362 Wawecus Hill Rd. Norwich Ct.

Telephone Number:

860-639-1351

CONTRACTOR INFORMATION SHEETS

(These sheets must be completed and included with Bid)

COMPANY NAME: Stula Enterprises LLC

ADDRESS: 326 Wawecus Hill Rd. Norwich Ct. 06360

ESTABLISHED: 12/2015
(Month) (Year)

TYPE OF ORGANIZATION: (Circle One)

- ☒ A) Individual
☐ B) Partnership
☐ C) Corporation
☐ D) Joint Venture
☐ E) Other _____
(Specify)
(If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS

YEARS OF WORK IN A RELATED FIELD: 14

(Described Any Related Work)

I started my pre-apprenticeship in 2008 and have
worked in the field ever since.

EQUIPMENT AND EMPLOYEES:

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

Shawn Stula - Owner and EI holder
Jeff Shorts - Apprentice

USE OF SUBCONTRACTORS:

To provide all the services listed in the specifications, would any services be handled by

None

subcontractors? NO Yes/No If "Yes", please explain:

Subcontractor Name(s): _____

PROJECT MANAGER: Shawn Stula

COMPLETE AND RETURN

Bid #:

Bid TITLE:

NON-CONFLICT AFFIDAVIT OF RESPONDENTS

No Elected or Appointed Official, SBC member or other officer or employee or person whose salary is payable in whole or in part from the Town of Waterford OR Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Waterford to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of Hartford

Subscribed and sworn before me this 25 day of February, 2022.

Legal Name of Respondent: Shawn Stula

Business Name: Stula Enterprises LLC

Business Address: 362 Wawecus Hill Rd.
Norwich Ct. 06360

John Stula Owner
Signature and Title of Person

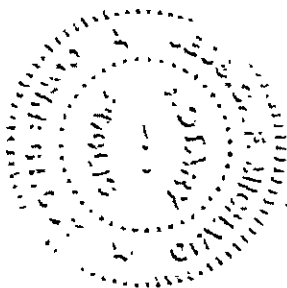
By: Jessica F. Michaud

My Commission Expires: _____

Notary Public

JESSICA F. MICHAUD
NOTARY PUBLIC
MY COMMISSION EXPIRES APR. 30, 2024

Date: 2/25/2022



Non-Discrimination in Employment. During the performance of this Contract, the CONTRACTOR agrees as follows:

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruiting or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment notices to be provided, setting forth the provisions of this Non-Discrimination in Employment Clause.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

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

Company Has less than 10 Employees so we do
not have an affirmative action plan

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

We plan on having 0 openings

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

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

Date 2/25/22 Signature [Signature] Title Owner

Subscribed and sworn to before me at Glastonbury, Connecticut,

This 25th Day of February 2022.

AFFIRMATIVE ACTION STATEMENT

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

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

FOR SEALED BIDS: If your company has completed this form within one

Please forward a photocopy of the initial form with your bid. If significant Changes have taken place within the past year, please update the Information on this form.

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

COMPANY NAME AND ADDRESS

Stula Enterprises LLC

TYPE OF BUSINESS

Electrical, Construction, Excavation

TYPE OF ORGANIZATION

Corporation

Partnership

Individual

LLC

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

Employment of Certain Persons Prohibited. No person under the age of sixteen years and no person who at the time is serving sentence in a penal or correctional institution shall be employed on the work covered by this Contract.

COMPLETE AND RETURN

BID#

BID TITLE

You are required to furnish the following information to the Town of Waterford:

Name and address of Company

Stula Enterprises LLC

(Print or type)

362 Wawecus Hill Rd.

Norwich Ct. 06360

Name and Title of Agent of Company Shawn Stula Owner

(Print or type)

Signature: 

Date: 3/8/22

Telephone: 860-639-1351

Email: Shawn@StulaLLC.com

Fax: 860-383-2426

Federal ID. Number: 47-5348647

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Shawn Stula

Business name/disregarded entity name, if different from above
Stula Enterprises

Check appropriate box for federal tax classification (required): ☒ Individual/sole proprietor ☐ Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) > _____ ☐ Exempt payee

☐ Other (see instructions) > _____

Address (number, street, and apt. or suite no.)
362 Wawecus Hill Rd.

City, state, and ZIP code
Norwich CT 06360

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
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Employer identification number

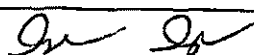
4	7	-	5	3	4	6	4	7
---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person > 

Date > **3/8/22**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien); to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

FINANCE DEPARTMENT

Memo

April 7, 2022

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

Re: Bid Award – BID#22-117 Jordan Fire Services Electrical Upgrades

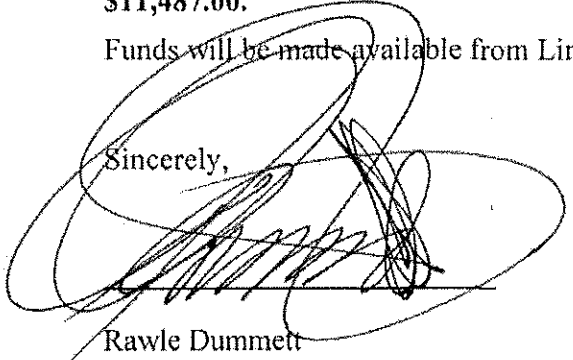
Dear Mr. Brule,

On March 9th 2022, bids were opened for the above mentioned project by the Fire Services Director, Administrative Assistant and I with the attached results.

The Purchasing Agent on behalf of the Fire Services Department, recommends the contract for this project be awarded to the lowest responsible bidder Stula Enterprises LLC in the amount of **\$11,487.00.**

Funds will be made available from Line Item **20523-57751** Electrical Upgrade Jordan.

Sincerely,



Rawle Dummett
Purchasing Agent,
Town of Waterford



Office of the Director
Waterford Fire Department
204 Boston Post Road
Waterford CT. 06385

Director Fire Services
Michael J. Howley
mhowley@waterfordct.org

Telephone: 860-440-0544
Facsimile: 860-444-5894
Cell: 860-235-0888

04/06/22

TO: Rawle Dummett

Re: Jordan Electrical Upgrade

Rawle, after reviewing the contract bids and meeting with you, the low bidder Stula Enterprises LLC. and the Utility Commission on site Tuesday April 5th reviewing the scope of work, I feel confident in awarding this project to the low bidder Stula Ent.

Any questions please feel free to contact me.

Director, Waterford Fire Services

Michael J. Howley

Tabulation Sheet Bid #22-117 March 9, 2022 @ 11am			
Vendor	Material	Labor	Total
Prime Electric	\$13,000.00	\$18,655.00	\$31,655.00
Bowman	\$15,000.00	\$20,000.00	\$35,000.00
Industrial	\$21,578.00	\$18,392.00	\$39,970.00
Stula Enterprises	\$7,300.00	\$4,187.00	\$11,487.00

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**Town of Waterford
Board of Selectmen
Request for Proposals
Jordan Fire Department Electrical Upgrades**

Bid form RFP #22-117

The Purchasing Agent will accept Proposals until **10:00 am 28th February 2022** from qualified firms at 15 Rope Ferry Road Waterford, CT.

Firm Name: Stula Enterprises LLC
Address: 362 Wawassaw Hill Rd.
Norwich CT 06360

* All materials including
meter socket currently
in stock *

Material Cost: \$ 7300
Labor Cost: \$ 4187

Total Cost: \$ 11,487

Written: Eleven thousand four hundred Eighty Seven Dollars

Subscribed and sworn to before me this 9th day of

March 2022

Date:

3/9/22

Notary Public:

Linda Flugrad

My Commission Expires:

4/30/2025

By:

Shawn Stula

Print Name:

Shawn Stula

Title:

owner

Linda D Flugrad
Notary Public-Connecticut
My Commission Expires
April 30, 2025

APR 30 2022
M. COLE - Director, FBI
M. COLE - Director, FBI
FBI - NEW YORK

RECEIVED
APR 30 2022
FBI - NEW YORK

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
NON-COLLUSION STATEMENT**

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

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

Date:

3/8/22

Name of Company:

Stula Enterprises LLC

Name and Title of Agent:

Shawn Stula Owner

By (SIGNATURE):

[Signature]

Address:

362 Wawecus Hill Rd. Norwich Ct.

Telephone Number:

860-639-1351

CONTRACTOR INFORMATION SHEETS

(These sheets must be completed and included with Bid)

COMPANY NAME: Stula Enterprises LLC

ADDRESS: 326 Wawecus Hill Rd. Norwich Ct. 06360

ESTABLISHED: 12/2015
(Month) (Year)

TYPE OF ORGANIZATION: (Circle One)

- ☒ A) Individual
B) Partnership
C) Corporation
D) Joint Venture
E) Other _____
(Specify)
(If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS

YEARS OF WORK IN A RELATED FIELD: 14

(Describe Any Related Work)

I started my pre-Apprenticeship in 2008 and have
worked in the field ever since.

EQUIPMENT AND EMPLOYEES:

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

Shawn Stula - Owner and EI holder
Jeff Shoyts - Apprentice

USE OF SUBCONTRACTORS:

To provide all the services listed in the specifications, would any services be handled by

None

subcontractors? NO Yes/No If "Yes", please explain:

Subcontractor Name(s): _____

PROJECT MANAGER: Shawn Stula

COMPLETE AND RETURN

Bid #:

Bid TITLE:

NON-CONFLICT AFFIDAVIT OF RESPONDENTS

No Elected or Appointed Official, SBC member or other officer or employee or person whose salary is payable in whole or in part from the Town of Waterford OR Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Waterford to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of Hartford

Subscribed and sworn before me this 25 day of February, 2022.

Legal Name of Respondent: Shawn Stula

Business Name: Stula Enterprises LLC

Business Address: 362 Wawecus Hill Rd.
Norwich Ct. 06360

John Stula Owner
Signature and Title of Person

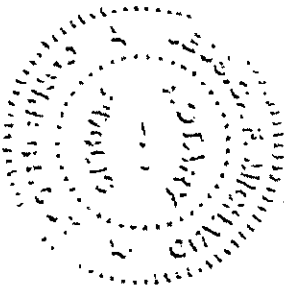
By: Jessica F. Michaud

My Commission Expires: _____

Notary Public

JESSICA F. MICHAUD
NOTARY PUBLIC
MY COMMISSION EXPIRES APR. 30, 2024

Date: 2/25/2022



Non-Discrimination in Employment. During the performance of this Contract, the CONTRACTOR agrees as follows:

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruiting or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment notices to be provided, setting forth the provisions of this Non-Discrimination in Employment Clause.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

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

Company Has less than 10 Employees so we do
not have an affirmative action plan

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

We plan on having 0 openings

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

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

Date 2/25/22 Signature *[Signature]* Title Owner

Subscribed and sworn to before me at Glastonbury, Connecticut,

This 25th Day of February 2022.

AFFIRMATIVE ACTION STATEMENT

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

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

FOR SEALED BIDS: If your company has completed this form within one

Please forward a photocopy of the initial form with your bid. If significant Changes have taken place within the past year, please update the Information on this form.

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

COMPANY NAME AND ADDRESS

Stula Enterprises LLC

TYPE OF BUSINESS

Electrical, Construction, Excavation

TYPE OF ORGANIZATION

Corporation _____ Partnership _____ Individual LLC

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

Employment of Certain Persons Prohibited. No person under the age of sixteen years and no person who at the time is serving sentence in a penal or correctional institution shall be employed on the work covered by this Contract.

COMPLETE AND RETURN

BID#

BID TITLE

You are required to furnish the following information to the Town of Waterford:

Name and address of Company

Stula Enterprises LLC

(Print or type)

362 Wawecus Hill Rd.

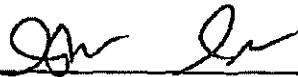
Norwich Ct. 06360

Name and Title of Agent of Company

Shawn Stula Owner

(Print or type)

Signature:



Date:

3/8/22

Telephone:

860-639-1351

Email:

Shawn@StulaLLC.com

Fax:

860-383-2426

Federal ID. Number:

47-5348647

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)
Shawn Stula

Business name/disregarded entity name, if different from above
Stula Enterprises

Check appropriate box for federal tax classification (required): ☒ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) > _____

☐ Other (see instructions) > _____

Address (number, street, and apt. or suite no.)
362 Wawecus Hill Rd.

City, state, and ZIP code
Norwich CT 06360

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-				
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Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

4	7	-	5	3	4	8	6	4	7
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person >  Date > **3/8/22**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien); to provide your correct TIN to the person requesting it (the requester) and; when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Rob Brule, First Selectman

FROM: Abby Y. Piersall, AICP, Planning Director

DATE: March 31, 2022

TITLE: Additional Appropriation Request for the Building Department Budget

This request is for an appropriation to the Building Department budget. The appropriation is requested in response to the retirement of the Building Official, effective March 11, 2022. This retirement and associated required payout was not anticipated in the FY22 Department budget. The Director of Human Resources advised that the Town will pay \$78,235.51 to the retired employee.

Additional Appropriation Request: Building Department, 10118.

	Line Item	Amount Requested
To: Administration	10118-51110	\$78,235.51
Total		\$78,235. 51

INTER-OFFICE MEMORANDUM

TOWN OF WATERFORD

To: Robert Brule, First Selectman
From: Gary J. Schneider, Director of Public Works
Date: April 21, 2022
Re: New Capital Improvement Project Request



The Department is requesting the creation of a new ^{CNR} ~~GP~~ project and the funding for the closure of the underground storage tank systems at the Southwest School Site. Existing on site are a 10,000 and a 2,000 gallon heating oil tanks and piping systems that are beyond their service life.

This request is in response to the Notice of Violation (NOV) issued by the Connecticut Department of Environmental Protection. It is the recommendation of the Department based on information from the engineer that the best course of action is to stop using the tanks and remove them from the site.

I have attached the proposed Scope of Service from the Engineer who has also estimated the construction and closeout documents that will be required in order to close out the NOV.

The amount of funds requested for the project is \$155,000. We would like to request to be placed on the agenda for the Board of Selectman for the May 3, 2022 meeting.



MEMORANDUM

DATE: April 21, 2022
TO: Gary Schneider, Director of Public Works, Town of Waterford
FROM: D. Scott Atkin
RE: Preliminary Opinion of Construction Costs
Former Southwest Elementary School, 51 Daniels Avenue

There are currently two registered underground storage tanks (USTs) and associated underground piping at the former Southwest School site on Daniels Avenue:

- A 10,000-gallon STI-P3 steel heating oil tank
- A 2,000-gallon STI-P3 steel heating oil tank

The status of the tanks and the quantity of any remaining product is unknown at this time. The 10,000-gallon tank is reportedly in use and received a fuel deliver of more than 6,000-gallons earlier this year.

These tanks were installed in November 1988 and are past their 30-year life expectancies. Four years ago, the DEEP issued a notice of violation (NOV) because the annual cathodic protection testing of the tanks had not been performed. Recently, the DEEP reached out the Town and required a plan to address the NOV. That plan was submitted today.

The USTs and underground piping systems need to be closed in accordance with the DEEP's UST regulations and guidance as soon as possible. If they are not closed in the near future, the DEEP will "red tag" (i.e., lock out) the tanks and issue either another NOV or an Order to the Town requiring that the tanks and piping be removed within 30 days.

B&L has been authorized a budget of up to \$2,500 to assist the Town in responding to the NOV issued in February 2018.

Under separate cover, we have provided the Town with a proposal to assist in achieving compliance with the NOV and the UST regulations. This proposal provides for evaluation of the product in the tanks and tank closure options, developing an RFP package for publicly bidding the tank closure project, updating closure cost estimates, assisting the Town with the bidding and bid evaluation process, providing construction administration and environmental inspectors during the construction phase of the project, confirmatory sampling, preparing tank closure reports, and preparing documents requesting that the February 2018 NOV be closed. The recommended budget for this work is \$35,000.

This proposal also included an optional limited subsurface investigation to be performed near each tank. The purpose of the investigation would be to evaluate potential releases from the tank and the approximate quantity, of contaminated soil and/or groundwater, that would need to be addressed during the tank removal process. It is fairly common to encounter a small amount of petroleum-impacted soil during a tank removal project from historic overfills or minor spills during filling. However, if there has been a leak in one or both tanks, the quantity and associated costs of remediation work may be significant; it is difficult to estimate prior to getting in the field without some preliminary testing. The recommended budget for this optional site investigation scope item is \$15,000.

The quantity of fuel remaining in the tanks are unknown. Some of the fuel may be usable at another site and could be transferred from this tank or these tanks, but some or all of it may not be re-usable. In all likelihood, the bottom six to eight inches of each tank will contain solids or sludges and will not be re-usable. To be conservative, the Town should estimate 8,000-gallons of product and sludge and a disposal cost on the order of \$25,000.

Based upon recent bids (for a project that involved two slightly larger tanks), tank and piping removal, and backfill will likely cost on the order of \$70,000 to \$80,000.

The largest unknowns at this time are potential remediation costs. The bid prices for the tank removals referenced above include a minimal (30 cubic yards) of soil removal and offsite disposal. If there has been a release from the tanks or piping, remediation costs could add significant costs to this project - on the order of \$200 per ton of contaminated soils.

Barton & Loguidice

April 21, 2022

Mr. Gary Schneider
Director of Public Works
Town of Waterford
15 Rope Ferry Road
Waterford, Connecticut 06385

Re: Underground Storage Tanks - Former Southwest School
51 Daniels Avenue, Waterford, CT

Dear Gary,

Barton & Loguidice, LLC (B&L) is pleased to present this proposal to provide environmental consulting services to the Town of Waterford relative to the two underground storage tanks (USTs) at the former Southwest School at 51 Daniels Avenue. The scope of services includes providing a response to DEEP's NOV issued on February 14, 2018 and assisting the Town with achieving compliance with the State's UST regulations.

There are two steel STI-P3 USTs at the site: tank SW1R1 is a 10,000-gallon heating oil tank and tank SW2R1r is a 2,000-gallon heating oil tank. The tanks were reportedly installed in November 1988 and are currently past their 30-year life expectancies.

On February 14, 2018, the Town received Notice of Violation (NOV) # NOVUST-GB18-0018 from the Connecticut Department of Energy & Environmental Protection (DEEP) as the result of a field inspection. At the time, the tanks had been in the ground for over 29 years. The NOV was issued because the annual cathodic protection system testing required by the UST regulations on the tanks and associated steel piping had not been performed.

The Town was given thirty days to complete the annual cathodic protection system testing and submit a Compliance Statement to the DEEP along with the test results. If the testing could not be performed within the 30 days, the Town was to submit the Compliance Statement with a schedule for resolving the violation and bringing the USTs into compliance.

Based upon a recent notification from the DEEP's UST Program, it appears that the Town did not submit the Compliance Statement and may not have performed the testing. This recent DEEP notification requires submittal of a Compliance Statement and Action Plan by April 21, 2022. A response to this notification has been prepared and will be submitted to the DEEP today. The Action Plan and associated schedule must be reviewed and approved by the DEEP.

As the tanks are now past their life expectancy, the Action Plan outlines the tasks necessary to close the tanks in accordance with the DEEP's UST regulations. It also provides a schedule for each required task.

Scope of Services

B&L is proposing the following scope of services for this project:

- Stick the tanks to determine the approximate quantity of fuel oil remaining in each tank and if water is present in the tanks. This information will help us evaluate if groundwater has entered the tanks, which is a sign of a leak, and assist the Town in developing a plan to transfer any usable product to other sites.
- Evaluate tank closure options, including removal and abandonment in place.
- Develop a Request for Proposal (RFP) package for soliciting a tank removal contractor
- Update budget estimates for tank removals.
- Assist the Town with the bidding process and evaluation, including attending a pre-bid meeting, responding to requests for additional information, preparing addenda, and reviewing bidder's submittals and qualifications.
- Prepare and submit the notification of intent to permanently close the tanks to the DEEP.
- Provide construction administration and confirmatory sampling services during the tank removals and any necessary environmental cleanup.
- Prepare tank closure reports for submittal to the DEEP.
- Prepare and submit a document requesting that the NOV be closed.
- Provide tank closure information to the Town needed for EZ File system notification of the change in the tank's status to "permanently closed".

As an optional scope item, B&L can perform a limited subsurface investigation prior to tank removal to further assess potential releases and environmental impacts from the tanks. This optional investigation would allow us to assess potential cleanup costs during tank removal. The investigation would consist of:

- Utility clearing and call-before-you-dig notifications
- Four soil borings around each of the two USTs
- Field screening of soil samples for visual and olfactory evidence of a release, and for organic vapors with a PID
- Analytical testing of up to eight soil samples and two groundwater samples if evidence of petroleum release(s) are encountered
- A summary of the investigation results with recommendations for cleanup activities that may be necessary to comply with the DEEP's Remediation Standard Regulations
- Updated tank closure budget estimates

This proposal does not include design and permitting for alternate fuel oil supply. A separate proposal for these services could be provided at your request.

Proposed Schedule

The proposed schedule is based on approval of the Action Plan by DEEP on or before June 15, 2022, the Town obtaining funding approval by July 1, 2022, and authorization for B&L to proceed with the work by July 15, 2022.

The quantity of any remaining product in the tanks will be evaluated by July 15, 2022.

Mr. Gary Schneider
Southwest School UST Proposal
April 21, 2022
Page 3

Plans and specifications for the tank closure RFP document and updated construction cost estimates will be prepared within six weeks of authorization to proceed. If authorized by the Town, the limited subsurface investigation will also be performed at this time.

Notification of the schedule to permanently close the tanks will be submitted to the DEEP thirty days prior to tank closure.

The UST Closure reports and formal request to close out the NOV will be prepared within thirty (30) days of completing tank closure field work.

Proposed Fees

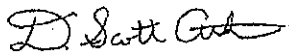
B&L is proposing to provide these services on an hourly rate (time and materials) basis in accordance with the on-call engineering services agreement with the Town. We recommend a budget of \$35,000 for these services.

If the Town would like to proceed with the optional limited subsurface investigation, we recommend a budget of \$15,000 for these services. This estimate includes B&L's professional fees, direct expenses, and subcontractor fees for utility markout, drilling, and laboratory analyses.

If contaminated soils are encountered, then additional time will be required to oversee excavation and soil management activities and additional confirmatory sampling may be required. This estimate assumes up to an extra two days and six additional confirmatory soil samples may be required in the event that contaminated soils are encountered. If additional time or samples are required, then additional costs will be incurred in accordance with our agreement with the Town.

Thank you for the opportunity to provide this proposal to the Town. We look forward to continuing to work with you on this project. Please feel free to contact me if you have any questions or comments on this proposal.

Sincerely,



D. Scott Atkin, LEP
Senior Associate

Authorization

Barton & Loguidice, LLC (B&L, "Engineer") is authorized to proceed with the services described herein for the Town of Waterford (Town, Waterford, "Owner") in accordance with our existing agreement and this proposal.

In addition, B&L is authorized to proceed with the optional limited subsurface investigation described in this proposal if this statement has been initialed:

Signature

Date

Name and Title

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

ASSESSOR _____
DEPARTMENT _____

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10104	51110	ADMINISTRATION	\$ 131,788	\$ (12,118)	21,293		9,175
2	10104	51210	CLERICAL & TECHNICAL	\$ 62,788	\$ 17,593		(15,000)	2,593
3	10104	51910	FRINGE BENEFITS	\$ 2,408	\$ 2,293		(2,293)	0
4	10104	51920	FICA	\$ 20,041	\$ 7,193		(4,000)	3,193
5								0
6								0
7								0
8								0
TOTAL						21,293	(21,293)	

Explanation:

Changes in staff after the budget was approved created some deficits and surpluses in various lines. Funds are being transferred to remove the deficits.

Department Head _____

Kim Allen

Director of Finance

Date _____

4/22/22

Date

First Selectman _____

Date _____

Commission/Board Approval _____

Date _____

04/22/2022 14:34
kallen

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

1
glytdbud

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

TRANS/ADJSMTS

REVISED BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE BUDGET

% USED

10104 ASSESSOR

10104 51110	ADMINISTRATION	131,788.00	143,905.56	0.00	-12,117.56	109.2%*
10104 51210	-65,000.00					
10104 51210	CLERICAL AND TECHNICAL	62,788.00	45,194.86	0.00	17,593.14	72.0%
10104 51810	OVERTIME	0.00	0.00	0.00	0.00	.0%
10104 51910	FRINGE BENEFITS	0.00	115.00	0.00	2,293.00	4.8%
10104 51920	F.I.C.A.	2,408.00	12,847.89	0.00	7,193.11	64.1%
10104 52010	ADVERTISING	20,041.00	0.00	0.00	0.00	.0%
10104 52020	POSTAGE	400.00	0.00	0.00	-70.59	104.9%*
10104 52030	PROFESSIONAL FEES	1,031.00	1,501.59	0.00	-9,272.49	114.2%*
10104 52040	65,000.00	250.00	69,297.49	5,225.00	406.24	92.8%
10104 52050	SERVICE CONT. AND REPAIRS	5,666.00	5,259.76	0.00	1,420.00	22.2%
10104 52070	DUES, CONFERENCES & EDUCAT	1,825.00	405.00	0.00	0.00	.0%
10104 53020	REIMBURSABLE EXPENSES	0.00	0.00	0.00	67.48	55.0%
10104 53020	OTHER SUPPLIES	0.00	82.52	0.00	500.00	.0%
10104 53200	PRICING BOOKS	150.00	0.00	0.00	0.00	.0%
10104 54060	OFFICE EQUIPMENT	500.00	0.00	0.00	8,012.33	97.3%
TOTAL ASSESSOR		291,847.00	278,609.67	5,225.00	8,012.33	97.3%
TOTAL GENERAL FUND		291,847.00	278,609.67	5,225.00	8,012.33	97.3%
TOTAL EXPENSES		291,847.00	278,609.67	5,225.00	8,012.33	97.3%

TOWN OF WATERFORD TRANSFER REQUEST FORM

In Series (Over \$1000)

RETIREMENT COMMISSION
DEPARTMENT

3RD QUARTER

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10116	51940	PENSION CONTRIBUTIONS	\$ 4,348,776	\$ 1,507,576		(17,400)	\$ 1,490,176
2	10116	51949	OPEB TRUST CONTRIBUTION	\$ 750,000	\$ (1,700)	17,400		\$ 15,700
3								\$ -
4								\$ -
5								\$ -
6								\$ -
7								\$ -
8								\$ -
TOTAL						17,400	(17,400)	

Explanation:

The deficit in the OPEB Trust is due to the fees charged for managing the fund. The entire budgeted amount was transferred into the fund.

The Pension Contribution line will have an expected surplus do to turnover in staff which will require payments.

Kim Allen
Department Head

3/8/22
Date

Retirement Commission

Date

First Selectman

Date

Commission/Board Approval

Date



FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10116 RETIREMENT COMMISSION						
10116 51930	HEART AND HYPERTENSION					
	181,448.00	181,448.00	121,485.84	0.00	59,962.16	67.0%
10116 51940	PENSION CONTRIBUTIONS					
	4,348,776.00	4,348,776.00	2,841,199.88	0.00	1,507,576.12	65.3%
10116 51945	RETIREE HEALTH BENEFITS					
	402,682.00	402,682.00	260,109.52	54,487.09	88,085.39	78.1%
10116 51949	OPEB TRUST FUND CONTRIBUTION					
	750,000.00	750,000.00	767,400.00	0.00	-17,400.00	102.3%*
TOTAL RETIREMENT COMMISSION						
	5,682,906.00	5,682,906.00	3,990,195.24	54,487.09	1,638,223.67	71.2%
TOTAL GENERAL FUND						
	5,682,906.00	5,682,906.00	3,990,195.24	54,487.09	1,638,223.67	71.2%
TOTAL EXPENSES						
	5,682,906.00	5,682,906.00	3,990,195.24	54,487.09	1,638,223.67	

TOWN OF WATERFORD TRANSFER REQUEST FORM

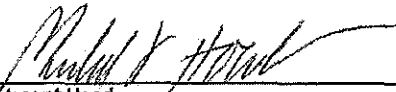
In Series (Over \$1000)

FIRE SERVICES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10123	53070	Auto Repairs	\$ 120,000	\$ 2,371	7,000.00		\$ 9,371
2	10123	53111	FF Protective Clothing	\$ 48,750	\$ 12,897		(7,000.00)	\$ 5,897
3								\$ -
4								\$ -
5								\$ -
8								\$ -
9								\$ -
10								\$ -
TOTAL						7,000.00	(7,000.00)	

Explanation:

1-2 This overage is due to the continuing need for apparatus repairs


Department Head

4/1/22
Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

04/04/2022 09:16
kallen

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

P 1
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FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

TRANS/ADJSMTS

REVISED BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE BUDGET

% USED

10123 FIRE SERVICES

10123 51110	ADMINISTRATION	0.00	222,985.00	144,352.70	0.00	78,632.30	64.7%
10123 51120	INSPECTION	0.00	78,566.00	94,750.78	0.00	-16,184.78	120.6%*
10123 51210	CLERICAL AND TECHNICAL	-5,000.00	137,330.00	107,759.35	0.00	29,570.65	78.5%
10123 51240	EDUCATIONAL INCENTIVE	0.00	20,430.00	16,285.00	0.00	4,145.00	79.7%
10123 51410	FIRE FIGHTING	0.00	1,413,050.00	942,818.53	0.00	470,231.47	66.7%
10123 51411	INCENTIVE PROGRAM STIPENDS	-25,000.00	25,000.00	4,475.00	0.00	20,525.00	17.9%
10123 51440	DISPATCH	0.00	0.00	0.00	0.00	0.00	.0%
10123 51450	EXTRA DUTY	0.00	0.00	0.00	0.00	0.00	.0%
10123 51451	EXTRA DUTY REGULAR WAGES	0.00	0.00	0.00	0.00	0.00	.0%
10123 51810	OVERTIME	46,200.00	131,847.00	206,813.02	0.00	-74,966.02	156.9%*
10123 51830	TRAINING & EDUCATION	0.00	0.00	0.00	0.00	0.00	.0%
10123 51920	F.I.C.A.	0.00	153,997.00	107,859.20	0.00	46,137.80	70.0%
10123 52010	ADVERTISING	600.00	800.00	750.85	0.00	49.15	93.9%
10123 52020	POSTAGE	0.00	250.00	213.19	0.00	36.81	85.3%
10123 52030	PROFESSIONAL FEES	-1,000.00	2,875.00	2,322.00	0.00	553.00	80.8%
10123 52040	SERVICE CONT. AND REPAIRS	-3,760.00	9,770.00	6,718.21	626.51	2,425.28	75.2%
10123 52050	DUES, CONFERENCES & EDUCAT	-9,000.00	36,000.00	26,109.95	3,250.00	6,640.05	81.6%
10123 52060	PRINTING	50.00	50.00	12.75	0.00	37.25	25.5%
10123 52070	REIMBURSABLE EXPENSES	-250.00	1,250.00	413.96	0.00	836.04	33.1%
10123 52080	TELEPHONE	300.00	17,335.00	12,112.50	4,991.10	231.40	98.7%



ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
HEATING FUEL	0.00	0.00	0.00	0.00	.0%
0.00	0.00	0.00	0.00	0.00	.0%
ELECTRICITY	0.00	0.00	0.00	0.00	.0%
0.00	0.00	0.00	0.00	0.00	.0%
WATER	0.00	0.00	0.00	0.00	.0%
0.00	0.00	0.00	0.00	0.00	.0%
SEWER	0.00	0.00	0.00	0.00	.0%
0.00	0.00	0.00	0.00	0.00	.0%
PUBLIC SAFETY AWARENESS	2,500.00	1,456.76	0.00	1,043.24	58.3%
0.00	0.00	0.00	0.00	0.00	.0%
EXAMINATIONS	8,000.00	6,630.42	869.58	500.00	93.8%
0.00	0.00	0.00	0.00	0.00	.0%
RENTAL OF HYDRANTS	457,200.00	225,403.08	225,403.92	6,393.00	98.6%
0.00	0.00	0.00	0.00	0.00	.0%
CLOTHING OR UNIFORM ALLOW	23,250.00	11,155.62	6,230.05	5,864.33	74.8%
5,000.00	0.00	0.00	0.00	0.00	.0%
FIRE POLICE	1,500.00	1,337.40	0.00	162.60	89.2%
0.00	0.00	0.00	0.00	0.00	.0%
INSURANCE	144,024.00	142,841.03	0.00	1,182.97	99.2%
5,460.00	0.00	0.00	0.00	0.00	.0%
LP GAS	3,500.00	2,214.74	0.00	1,285.26	63.3%
0.00	0.00	0.00	0.00	0.00	.0%
CABLE TELEVISION	7,500.00	5,994.20	3,068.35	-1,562.55	120.8%*
0.00	0.00	0.00	0.00	0.00	.0%
GROUND LADDER TESTING	7,225.00	7,177.00	0.00	48.00	99.3%
1,400.00	0.00	0.00	0.00	0.00	.0%
HYDRAULIC TESTING	7,500.00	4,811.61	1,909.07	779.32	89.6%
5,000.00	0.00	0.00	0.00	0.00	.0%
BREATHING APPARATUS TESTING	10,760.00	8,935.63	1,662.12	162.25	98.5%
2,000.00	0.00	0.00	0.00	0.00	.0%
BUILDING MAINTENANCE	70,700.00	57,662.70	13,258.78	-221.48	100.3%*
-14,300.00	0.00	0.00	0.00	0.00	.0%
HOSE TESTING AND REPAIRS	3,625.00	0.00	0.00	3,625.00	.0%
-6,200.00	0.00	0.00	0.00	0.00	.0%
PUMP TESTING SERVICES	4,000.00	1,200.00	0.00	2,800.00	30.0%
0.00	0.00	0.00	0.00	0.00	.0%
GENERATOR MAINTENANCE & REPAIR	20,425.00	15,288.78	4,506.07	630.15	96.9%
16,200.00	0.00	0.00	0.00	0.00	.0%
FF -PROTECTIVE CLOTHING	0.00	0.00	0.00	0.00	.0%
0.00	0.00	0.00	0.00	0.00	.0%
OFFICE SUPPLIES	1,500.00	389.02	162.13	948.85	36.7%
0.00	0.00	0.00	0.00	0.00	.0%
OTHER SUPPLIES	16,400.00	9,049.57	3,382.78	3,967.65	75.8%
-1,600.00	0.00	0.00	0.00	0.00	.0%

04/04/2022 09:16
kallen

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



P 3
glytdbud

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10123 53021	CONSUMABLE SUPPLIES				
7,500.00	-500.00	4,374.16	294.19	2,331.65	66.7%
10123 53070	AUTO REPAIRS				
90,000.00	30,000.00	93,941.55	23,686.96	2,371.49	98.0%
10123 53090	FUELS AND LUBRICANTS				
18,740.00	0.00	18,016.63	245.84	477.53	97.5%
10123 53110	COMPUTER SUPPLIES				
3,000.00	-500.00	318.00	515.00	1,667.00	33.3%
10123 53111	FF PROTECTIVE CLOTHING				
78,750.00	-30,000.00	21,803.84	14,048.91	12,897.25	73.5%
10123 53112	FIREFIGHTING SUPPLIES				
10,000.00	0.00	3,644.17	6,006.38	349.45	96.5%
10123 53113	VOLUNTEER RESPONDER AWARDS				
5,000.00	0.00	1,065.62	0.00	3,934.38	21.3%
10123 53114	MEDICAL SUPPLIES				
10,000.00	0.00	3,240.09	1,190.98	5,568.93	44.3%
10123 54060	OFFICE EQUIPMENT				
3,000.00	-100.00	500.29	200.00	2,199.71	24.1%
10123 54202	EQUIPMENT - FIRE INVESTIGATIONS				
500.00	0.00	366.82	0.00	133.18	73.4%
10123 54207	SCBA REPLACEMENT BOTTLES				
0.00	0.00	0.00	0.00	0.00	.0%
10123 54215	THERMAL CAMERAS -OSWEGATCHIE				
0.00	0.00	0.00	0.00	0.00	.0%
10123 54216	MULTI-GAS METER				
0.00	0.00	0.00	0.00	0.00	.0%
10123 54217	RESCUE SAWS				
0.00	0.00	0.00	0.00	0.00	.0%
10123 54218	FIREFIGHTER EQUIPMENT				
35,000.00	0.00	165.84	6,900.00	27,934.16	20.2%
10123 54219	EQUIPMENT STORAGE LOCKER				
0.00	0.00	0.00	0.00	0.00	.0%
10123 54220	RADIO/EMERGENCY LIGHTS				
10,000.00	0.00	8,097.78	1,377.67	524.55	94.8%
10123 54221	SERVICE TRUCK EQUIPMENT				
0.00	0.00	0.00	0.00	0.00	.0%
10123 54222	RESCUE TRUCK EQUIPMENT				
7,500.00	0.00	0.00	0.00	7,500.00	.0%
10123 54226	EQUIPMENT				
22,000.00	-20,000.00	0.00	0.00	2,000.00	.0%
10123 54241	TELEPHONE SYSTEM -GOSHEN FIRE				
0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE SERVICES					
3,326,034.00	-5,000.00	2,330,849.34	323,786.39	666,398.27	79.9%

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

April 27, 2022

Mr. Robert Brule, First Selectman
Waterford Board of Selectmen
15 Rope Ferry Rd
Waterford, CT 06385

Mr. Brule,

We have received and certified 758 signatures submitted within the allotted time for a referendum voting approval or reversal of the revised Eversource Gas Line Agreement for the Public Safety and Police Station Buildings approved by the RTM on April 4, 2022. After consulting with the BOE Superintendent as to availability of the schools, we recommend a referendum date of Tuesday, May 31, 2022.

We ask that you place this item on the next meeting of the BOS for approval.

Thank you for your consideration.

Sincerely,

David L. Campo, CCTC
Waterford Town Clerk

Julie Watson Jones
Waterford Democratic Registrar of Voters

Patti Waters
Waterford Republican Registrar of Voters

April 25, 2022

Dear Mr. Brule,

Please add this email to the next Board of Selectmen meeting's agenda.

SUMMARY OF MAIN POINTS OF OUR COMPLAINT

1) We have provided a petition to the town Government signed by

47 residents of the Twin Lakes Neighborhood complaining of zoning violations at 9 Waterview Drive, a residential home which has been converted to an AirBnB commercial enterprise. It is being advertised as a party house and rented to very large groups as a short term rental.

2) Large groups that use the outdoor pool to "party" often drink alcohol openly, and swear, disrupting the neighborhood peace and is a significant nuisance. The noise carries throughout the community over the lake. Often 7-11 cars congregate at 9 Waterview, speed up and down the street and are a danger to the young children who live on the street. Covenants in our deed bar any noxious use of the property that disrupts the community.

3) Our Lawyer, William McCoy, has advised that the existing zoning laws of the Town of Waterford are sufficient to prevent large groups from short term rental at 9 Waterview, yet nothing has been done to respond to the community's complaints and petition.

DETAILS OF OUR COMPLAINT

This is not an ordinary AirBNB. It is enormous with 7 bedrooms and a gym, indoor and outdoor pools. When renters are outside or in the pool in warm weather, they play loud music, yell, swear, and drink alcohol-disrupting the quiet and peace of our neighborhood. It has prevented us from entertaining on our deck or backyard when they are outdoors using the grill, using the outdoor pool, or just congregating in the backyard. One neighbor told me that she had to bring her children inside because renters were swearing loudly. The sound travels on the water so all the neighbors around the lake hear it.

They charge \$2500.00 per night, and advertise it as a party house. Ten - twenty people stay there at a time. The reviews refer to a great party house that they used for many co-workers, clearly unrelated. We are all law abiding, tax paying citizens of Waterford who bought our homes imagining a peaceful life here. This is not only a weekend rental. We have noticed people staying during the week as well. This house has changed the character of the neighborhood from a quiet, peaceful neighborhood to a commercial enterprise that disrupts the nature of the neighborhood, with cars speeding up and down the street.

The owner, Shah Rahman lives in Queens, NY, and never lived here. He bought the house last spring and came for a couple weekends and then started renting it out on AirBNB. It has been used to film a Lifetime Movie with over 40 cars parked on our road, blocking mailboxes and driveways. It was while asking one of the people from the movie to move their car from blocking my driveway, that I found out it was an AirBNB. One

time a huge bus idled in the street for hours in front of the AirBNB, making noise and spewing gas fumes into our street.

We are aware that the zoning doesn't allow a hotel in our residential neighborhood. We also have a Declaration of Restrictions, Covenants, and Easements from 1986, when we moved into our house. It clearly states that:

"No noxious or offensive trade or activity shall be carried on upon any lot nor shall anything be done thereon which may be or become an annoyance or a nuisance to the neighborhood."

This house at 9 Waterview Drive violates this covenant, as well as the zoning laws here in Waterford.

Forty-seven neighbors here in Twin Lakes signed a petition in November, 2021, and submitted it to Town Hall stating:

"The neighbors in the Twin Lakes subdivision express our concern that single family homes in our area are skirting the zoning laws by renting to large groups of unrelated people for short term rentals. As tax paying citizens of Waterford we feel our interests are being ignored. We implore town officials to enforce the zoning laws in our area so that 9 Waterview Drive, or any other homes are prevented from carrying on rentals which violate the zoning laws."

Our attorney, William McCoy, wrote a letter to the owner in November, 2021, which was ignored. The owner employs a property manager who takes care of the rentals and repairs.

We have also been informed that this will decrease our property values and make it harder to sell our homes.

In summary, the people in this neighborhood are very unhappy about this and implore you to enforce the law. It is being operated as a hotel for large groups in our quiet residential neighborhood, violating zoning regulations and our Covenant.

Respectfully submitted by,
Arthur & Barbara Dean

Cindy Dupointe

From: Xia Wu <mayus2008@gmail.com>
Sent: Thursday, April 28, 2022 11:53 AM
To: First Selectman
Cc: Wang, Yutao
Subject: AirBNB Issue on 9 Waterview Dr.

Categories: First Selectman

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Dear First Selectman Brule,

It is Xia Wu, the resident of 5 Waterview Dr. I am writing regarding the AirBNB issue on 9 Waterview Dr. Our neighborhood will have a meeting with you on May 3rd to talk about this issue. Unfortunately, my husband and I are not available to attend the meeting. But we are very concerned about this, so we would like to send you this email to express our feelings about it.

We have two boys. One is 4 years old, and the other is 10 years old. They are very active and love to play with the four other neighborhood kids on our driveways. We were pretty comfortable letting them play outside, since we know our neighbors very well, and Waterview Dr. is a dead end street. But after the 9 Waterview Dr. started their AirBNB business, the traffic on the Waterview Dr. tremendously increased, especially in the summer. Many strangers' cars either wander around to find the AirBNB location, or rush by to their destination despite the speed limit of this little street. We are very worried about our kids' safety. We purchased a few "child at play" signs and put them along the street last summer. Other than that, we are not sure what else we can do.

Safety is our family's primary concern. There are certainly lots of other issues with the AirBNB in our neighborhood. For example, the AirBNB guests often play loud music, cheering, laughing, and talking outside of the house in the middle of the night. With summer fast approaching, we are nervous the street will start getting busier. We are hoping to get some support from you as soon as possible. Thank you in advance for your help!

Regards,
Xia & Yutao

MINUTES
BOARD OF SELECTMEN REGULAR MEETING
April 19 2022
5:00 P.M.
Waterford Town Hall (Appleby Room)

Members Present: First Selectman Robert Brule, Selectwoman Jody Nazarchyk and Selectwoman Elizabeth Sabilia (unable to attend)

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

1. **Call to Order & Roll Call-** First Selectman Brule called the meeting order at 5:00pm.
2. **Pledge of Allegiance**
3. **Public Comment:** None
4. **Disposition of Town Property (Ordinance, Chapter 2.112.020):**

4a. Disposition of Recreation and Parks: To consider an act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of the Recreation and Parks for the disposal of the below outlived assets.

- Asset# 101276: Concert Staging
- Asset# 9204030507: Pedestrian Bridge

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

5. **Finance Department Bid AWARD- State Project 0170-3513 Jordan Village Improvement Project:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of Public Works to approve a Bid Award to B&W Paving and Landscaping LLC in the amount of \$300,471. Funds would be available from line item #20511-57856 Jordan Village Side Walks.

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

6. **Public Works:** To consider and act on the following request for an appropriation of \$1,705,358 from the CNR Undesignated Fund #205-31520 to resurface several roads. This request substitutes Gardiners Woods Road for Oil Mill Road. If approved, please forward to the Board of Finance for further consideration.

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

7. **Public Works:** To consider and act on the following request for an In Series Transfer from the Public Works Director, Gary Schneider, in the amount of \$55,808.

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

8. **Appointments and Resignations: None**

9. **Correspondence:**

9a. Letter from David Campo, Town Clerk-Waterford Electors to referendum the Eversource Gas Line Agreement (**Please see Attached letter**)

10. **New Business:**

10a. American Rescue Funds

11. **Consent Agenda**

11a. Tax refund- In the amount of \$60,424.39-APPROVED

11b. Minutes January 18, 2022-APPROVED

11c. Minutes February 15, 2022-APPROVED

11d. Minutes April 5, 2022-APPROVED

12. **Adjournment**-was made by Ms. Nazarchyk and seconded by Mr. Brule to adjourn at 5:23pm. VOTING IN FAVOR; unanimous, **VOTE:2-0**

Respectfully Submitted,



Cindy Dupointe
Recording Secretary

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

April 19, 2022

Mr. Robert Brule, First Selectman
Waterford Board of Selectmen
15 Rope Ferry Rd
Waterford, CT 06385

Mr. Brule,

I have received and certified 758 signatures of Waterford Electors to referendum the Eversource Gas Line Agreement approved by the Representative Town Meeting at the April 4, 2022 regular Meeting of the RTM. I, along with the Registrar of Voters will submit a recommendation for a referendum date at the May 3, 2022 meeting of the BOS for your approval.

Sincerely,

David L. Campo, CCTC
Waterford Town Clerk

Board Of Selectmen/Selectwomen

Refund Summary

Date: 4/19/2022

First Name	Last Name	Tax Type	Reason	Amount
ACAR Leasing Ltd	ACAR Leasing Ltd	Motor Vehicle	COC	\$601.58
ACAR Leasing Ltd	ACAR Leasing Ltd	Motor Vehicle	COC	\$826.71
Diane & Preston	Amburn	Real Estate	Overpayment	\$296.04
Aspen Dental Mgmt Inc	Aspen Dental Mgmt Inc	Personal Property	Overpayment	\$2,767.36
Margreet & William	Beason	Real Estate	Overpayment	\$100.00
Patricio	Belduma	Real Estate	Overpayment	\$12.70
Ellen & Richard	Bellicchi	Real Estate	Overpayment	\$38.14
Michael	Buscetto 3rd	Motor Vehicle	COC	\$21.37
Ian	Byrne	Motor Vehicle	COC	\$76.95
Chelsea Groton Bank	Chelsea Groton Bank	Real Estate	Overpayment	\$5,830.38
Chelsea Groton Bank	Chelsea Groton Bank	Real Estate	Overpayment	\$1,483.03
Chelsea Groton Bank	Chelsea Groton Bank	Real Estate	Overpayment	\$1,704.98
Chelsea Groton Bank	Chelsea Groton Bank	Real Estate	Overpayment	\$962.44
Christmas Tree Shops Inc	Christmas Tree Shops Inc	Personal Property	Overpayment	\$5,753.34
CoreLogic	CoreLogic	Real Estate	Overpayment	\$3,420.31
CoreLogic	CoreLogic	Real Estate	Overpayment	\$1,654.53
CoreLogic	CoreLogic	Real Estate	Overpayment	\$1,607.68
CoreLogic	CoreLogic	Real Estate	Overpayment	\$1,620.12
CoreLogic	CoreLogic	Real Estate	Overpayment	\$5,570.84
CoreLogic	CoreLogic	Real Estate	Overpayment	\$4,772.88
CoreLogic	CoreLogic	Real Estate	Overpayment	\$6,598.22
CoreLogic	CoreLogic	Real Estate	Overpayment	\$5,301.22
Brian	Florek	Motor Vehicle	COC	\$14.35
Donald	Foster	Motor Vehicle	Overpayment	\$115.35
Foto Fantasy Inc	Foto Fantasy Inc	Personal Property	Overpayment	\$148.54
Patricia & Brian	Gran	Real Estate	Overpayment	\$50.00
Mary & Bradford	Hernandez	Real Estate	Overpayment	\$2,124.83
Honda Lease Trust	Honda Lease Trust	Motor Vehicle	COC	\$523.39
Honda Lease Trust	Honda Lease Trust	Motor Vehicle	COC	\$726.66
Hyundai Lease Titling	Hyundai Lease Titling	Motor Vehicle	COC	\$320.98
Harriette	Johnson-Clark	Motor Vehicle	Overpayment	\$6.50
JP Morgan Chase Bank	JP Morgan Chase Bank	Motor Vehicle	COC	\$351.72
JP Morgan Chase Bank	JP Morgan Chase Bank	Motor Vehicle	COC	\$330.85
JP Morgan Chase Bank	JP Morgan Chase Bank	Motor Vehicle	COC	\$130.10
JP Morgan Chase Bank	JP Morgan Chase Bank	Motor Vehicle	COC	\$231.90
JP Morgan Chase Bank	JP Morgan Chase Bank	Motor Vehicle	COC	\$358.94
JP Morgan Chase Bank	JP Morgan Chase Bank	Motor Vehicle	COC	\$394.17
Deborah & Kevin	Kelly	Motor Vehicle	Overpayment	\$53.57
Matthew	Kobyluck	Real Estate	Overpayment	\$1,225.01
Linda & Everett	Littlefield	Motor Vehicle	COC	\$14.23
Marlin Leasing Inc	Marlin Leasing Inc	Personal Property	COC	\$144.17
Marlin Leasing Inc	Marlin Leasing Inc	Personal Property	COC	\$127.12

Martha & John	Merrill	Real Estate	Overpayment	\$94.33
John	Merrill Jr	Motor Vehicle	Overpayment	\$7.00
Nine Perry Ave LLC	Nine Perry Ave LLC	Real Estate	Overpayment	\$22.23
Wendy	Orbach	Motor Vehicle	Overpayment	\$36.02
Kristin	Pfefferkorn Trustee	Real Estate	Overpayment	\$17.28
Meg	Polubiatko	Motor Vehicle	Overpayment	\$41.57
Cindy/Jordan	Rodriguez/Hadley	Motor Vehicle	COC	\$42.91
Yolanda	Romero-Dealvis	Motor Vehicle	COC	\$93.53
Toyota Lease Trust	Toyota Lease Trust	Motor Vehicle	COC	\$261.86
Toyota Lease Trust	Toyota Lease Trust	Motor Vehicle	COC	\$209.24
Toyota Lease Trust	Toyota Lease Trust	Motor Vehicle	COC	\$349.17
Katherine	Verano	Motor Vehicle	COC	\$41.15
VW Credit Leasing	VW Credit Leasing	Motor Vehicle	COC	\$294.64
VW Credit Leasing	VW Credit Leasing	Motor Vehicle	COC	\$267.06
VW Credit Leasing	VW Credit Leasing	Motor Vehicle	COC	\$126.06
VW Credit Leasing	VW Credit Leasing	Motor Vehicle	COC	\$26.17
Amy & Jeffrey	Weeman/Cannon	Motor Vehicle	Overpayment	\$80.97
		Total	59	\$60,424.39

Approved Board of Selectmen Meeting: _____