FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Regular Meeting

June 9, 2021
7:00 p.m.

1. Establishment of a quorum and call to order.

2. Public Comment.

3. Approval and acceptance of minutes of May 19, 2021.

4. To consider and act on a transfer request from the Board of Selectmen, on behalf of Jeff Lathrop, Interim Director of Fire Services, for an **Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10123-52050	Dues, Conferences & Education	48,675.00	18,832.00		(11,050.00)	7,782.33
10123-54060	Office Equipment	3,000.00	2,791.50		(600.00)	2,191.50
10123-54218	Firefighting Equipment	30,000.00	8,230.76		(6,000.00)	2,230.76
10123-52090	Heating Oil	45,410.00	(12.55)	50.00		37.54
10123-53070	Auto Repairs	88,000.00	(15,404.28)	17,600.00		2,195.72
	Total			**17,650.00**	**(17,650.00)**	

5. To consider and act on a transfer request from the Board of Selectmen, on behalf of Kimberly Allen, Finance Director, for an **Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10107-52050	Dues, Conferences	4,240.00	2,345.00		(70.00)	2,275.00
10107-54010	Furniture	0.00	0.00	70.00		70.00
	Total			**70.00**	**(70.00)**	

6. To consider and act on a transfer request from the Board of Selectmen, on behalf of Paige Walton, Assessor, for an **Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52020	Postage	1,204.00	(45.13)	100.00		54.87
10104-51110	Administration	196,788.00	33,363.02		(100.00)	33,263.02
	Total			**100.00**	**(100.00)**	

7. To consider and act on a transfer request from the Board of Selectmen, on behalf of Steven Sinagra, Emergency Management Director, for an **Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10122-52050	Dues, Conference & Education	22,084.00	19,696.00		(8,346.71)	11,349.29
10122-54120	Disp. Center Equipment	1.00	1.00	8,346.71		8,346.71
	Total			**8,346.71**	**(8,346.71)**	

8. To consider and act on a transfer request from the Board of Selectmen, on behalf of Chief Brett Mahoney, IT Chairman, for an **Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10147-52043	Service Contracts	773,708.00	77,424.72		(54,000.00)	23,424.72
10147-54130	Computer Equipment	51,260.00	75.35	54,000.00		54,075.35
	Total			**54,000.00**	**(54,000.00)**	

9. To consider and act on a request from the Board of Selectmen, on behalf of Gary Schneider, Director of Public Works, for a transfer of $25,767.64 from CNR project 20511-57859 (Eugene O'Neil Barn Roof Replacement Project) to FY22 approved project CIP 31122-55893 (Eugene O'Neil Manson Roof Repair).

10. Verbal Report by town Treasurer regarding financial status of investments and debt discussion.

11. Old Business:

12. New Business:

13. Liaison Reports

14. Correspondence

    a. Thomas Giard, Superintendent of Schools, Waterford Administrator's and Supervisor's' Association Union Negotiations.

15. Adjournment

Ronald Fedor, Chairman

Board of Finance
Regular Meeting Minutes

Wednesday, May 19, 2021
Waterford Town Hall, 7:00 pm

Present: Chairman Ronald Fedor, John Sheehan, Glenn Patterson, Robert Tuneski, Tali Maidelis

Absent: Mark Geer, Kevin Petchark, Robert Brule, Thomas Dembek

Elected: None

RTM: None

Staff: Alan Wilensky, Tax Collector, Thomas Giard, Superintendent, Board of Education, Abbas Danesh, Treasurer, Joyce Sauchuk, HR Director, Kimberly Allen, Finance Director, Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

   A quorum was established and a call to order was established at 7:05 pm, May 19, 2021.

2. Public comment: None

3. Approval and acceptance of minutes:

   Motion by John Sheehan and **seconded** by Tali Maidelis to approve the minutes of April 14, 2021.

   Vote: 5-0-0 **Motion: Passed**

4. Review of the 2021 Audit Engagement Letter from CLA (CliftonLarsonAllen LLP).

5. To consider and act on a request from Alan Wilensky, Tax Collector, to review a list of **tax accounts to approve for transfer to suspense for the current fiscal year.**

   Motion by John Sheehan and **seconded** by Tali Maidelis to approve the request as stated

   Vote: 5-0-0 **Motion: Passed**

* **Note: all transfer agenda items were tabled as the BOS meeting was cancelled and the transfers were not approved to be forwarded to the BOF.**

6. To consider and act on a transfer request from the Board of Selectmen, contingent upon their approval, on behalf of Jeff Lathrop, Interim Director of Fire Services for an **Out of Series Transfer**:

   Motion by John Sheehan and **seconded** by Glenn Patterson to table the vote to the next Board of Finance meeting in June.

   Vote: 5-0-0 **Motion: Passed**

7. To consider and act on a transfer request from the Board of Selectmen, contingent upon their approval, on behalf of Kimberly Allen, Finance Director for an **Out of Series Transfer**:

   Motion by John Sheehan and **seconded** by Glenn Patterson to table the vote to the next Board of Finance meeting in June.

   Vote: 5-0-0 **Motion: Passed**

8. To consider and act on a transfer request from the Board of Selectmen, contingent upon their approval, on behalf of Paige Walton, Assessor, for an **Out of Series Transfer**:

   Motion by John Sheehan and **seconded** by Glenn Patterson to table the vote to the next Board of Finance meeting in June.

   Vote: 5-0-0 **Motion: Passed**

9. To consider and act on a transfer request from the Board of Selectmen, contingent upon their approval, on behalf of Steven Sinagra, Emergency Management Director, for an **Out of Series Transfer**:

   Motion by John Sheehan and **seconded** by Glenn Patterson to table the vote to the next Board of Finance meeting in June.

   Vote: 5-0-0 **Motion: Passed**

10. To consider and act on a transfer request from the Board of Selectmen, contingent upon their approval, on behalf of Chief Brett Mahoney, IT Chairman, for an **Out of Series Transfer**:

Motion by John Sheehan and **seconded** by Glenn Patterson to table the vote to the next Board of Finance meeting in June.

Vote: 5-0-0 **Motion: Passed**

11. Discussion: Board of Education FY21 Balance Projection and Capital/CNR Funding:

Discussion ensued with Thomas Giard, Superintendent of the Board of Education, and a projected year-end fund balance. Discussion continued on capital projects they would like to pursue and ways to fund future projects with the FY21 year-end balance being returned to the town.

12. Review list of FY21/22 Revenues and Estimated Tax Rate Based upon the RTM 2022 budget.

St of CT – Education Grants:	**$332,444**
St of CT – General Gov't Grants:	**$716,618**
Total State:	**$1,049,062**
Other Sources:	
Total General Gov't:	**$2,383,383**
Total Revenue Exclusive of Taxes:	**$3,634,035**
Total Property Taxes:	**$94,084,450**
Grand Total Revenue:	**$97,718,485**

13. Establish Tax Rate of Fiscal Year 2021-2022.

Motion by John Sheehan and **seconded** by Glenn Patterson to set the mill rate for the Town of Waterford at 27.64 which is -0.23 less than last year.

Vote: 5-0-0 **Motion: Passed**

14. Old business: None

15. New business: Joyce Sauchuk - wanted to speak with the Board of Finance and let them know she gave her resignation to Robert Brule, First Selectman, on May 18, 2021. She also wanted to inform the Board of Finance that the PRB as approved an HR Administrative Assistant position to be effective July 1, 2021. This new position will need funding by the BOF as the funding is not needed until July 1st, an appropriation to the BOS, the BOF and onto the RTM will be requested after July 1, 2021 when the amount is known. Attorney Eileen Duggan will be available for any grievances, or any labor issues until the new HR Director is hired.

16. Liaison Reports: Glenn Patterson – Municipal Complex: the final landscaping will be finished this month. We are under budget and ahead of schedule, I will have numbers at the next meeting on what the board will be paying out.

17. Correspondence:

18. Adjournment:

Motion by John Sheehan and **seconded** by Glenn Patterson to adjourn the Meeting of the Board of Finance at 8:12 p.m.

Vote: 5-0-0 **Motion: Passed**

Respectfully submitted,

Maryellen McConnell, Secretary

4.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

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

June 1, 2021

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

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, June 1, 2021 voted to approve the following request;

Fire Department: To Consider an act of the following request for the following Out of Series Transfers in the amount of $17,650 from the Acting Fire Services Director, Jeff Lathrop.

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

Sincerely,

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FIRE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10123	52050	DUES, CONFERENCES & EDUC	48,675.00	18,832.33		(11,050.00)	7,782.33
2	10123	54060	OFFICE EQUIPMENT	3,000.00	2,791.50		(600.00)	2,191.50
3	10123	54218	FIREFIGHTING EQUIPMENT	30,000.00	8,230.76		(6,000.00)	2,230.76
4	10123	52090	HEATING OIL	45,410.00	(12.55)	50.00		37.45
5	10123	53070	AUTO REPAIRS	88,000.00	(15,404.28)	17,600.00		2,195.72
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	17,650.00	(17,650.00)	

Explanation

The auto repair deficit is due to unexpected large vehicle repairs during the current fiscal year.

Jeff Lathrop
Department Head

5/11/2021
Date

Kim Allen
Director of Finance

5/12/2021
Date

BOS
First Selectman

10/1/21
Date

Commission/Board Approval

Date

revised 9/9/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10123 FIRE SERVICES								
10123 51110	ADMINISTRATION	219,533	0	219,533	257,092.59	.00	-37,559.59	117.1%*
10123 51120	INSPECTION	76,849	0	76,849	67,258.26	.00	9,590.74	87.5%
10123 51210	CLERICAL AND TECHNI	131,263	0	131,263	110,078.49	.00	21,184.51	83.9%
10123 51240	EDUCATIONAL INCENTI	20,430	0	20,430	16,925.00	.00	3,505.00	82.8%
10123 51410	FIRE FIGHTING	1,226,023	71,569	1,297,592	1,104,666.33	.00	192,925.67	85.1%
10123 51411	INCENTIVE PROGRAM S	0	0	0	.00	.00	.00	.0%
10123 51440	DISPATCH	0	0	0	.00	.00	.00	.0%
10123 51450	EXTRA DUTY	0	0	0	.00	.00	.00	.0%
10123 51451	EXTRA DUTY REGULAR	0	0	0	.00	.00	.00	.0%
10123 51810	OVERTIME	59,518	0	59,518	227,109.23	.00	-167,591.23	381.6%*
10123 51830	TRAINING & EDUCATIO	0	0	0	.00	.00	.00	.0%
10123 51920	F.I.C.A.	132,622	5,475	138,097	129,503.91	.00	8,593.09	93.8%
10123 52010	ADVERTISING	200	-100	100	.00	.00	100.00	.0%
10123 52020	POSTAGE	250	0	250	203.87	.00	46.13	81.5%
10123 52030	PROFESSIONAL FEES	3,875	50	3,925	4,379.25	.00	-454.25	111.6%*
10123 52040	SERVICE CONT. AND R	18,130	0	18,130	10,795.88	2,510.00	4,824.12	73.4%
10123 52050	DUES,CONFERENCES &	48,675	-5,000	43,675	21,647.67	3,195.00	18,832.33	56.9%
10123 52060	PRINTING	0	50	50	26.00	.00	24.00	52.0%
10123 52070	REIMBURSABLE EXPENS	1,500	0	1,500	.00	.00	1,500.00	.0%
10123 52080	TELEPHONE	18,050	0	18,050	15,809.53	.00	2,240.47	87.6%
10123 52090	HEATING FUEL	45,410	-6,000	39,410	30,091.80	9,330.75	-12.55	100.0%*
10123 52100	ELECTRICITY	62,383	0	62,383	50,223.87	.00	12,159.13	80.5%
10123 52110	WATER	5,746	0	5,746	4,052.25	.00	1,693.75	70.5%
10123 52120	SEWER	8,645	0	8,645	6,116.15	.00	2,528.85	70.7%
10123 52290	PUBLIC SAFETY AWARE	2,500	0	2,500	410.20	.00	2,089.80	16.4%
10123 52310	EXAMINATIONS	6,000	0	6,000	5,348.35	613.90	37.75	99.4%
10123 52320	RENTAL OF HYDRANTS	457,200	-6,252	450,948	338,104.62	.00	112,843.38	75.0%
10123 52370	CLOTHING OR UNIFORM	15,500	0	15,500	9,489.81	140.79	5,869.40	62.1%
10123 52371	FIRE POLICE	1,500	0	1,500	21.17	.00	1,478.83	1.4%
10123 52372	INSURANCE	117,810	17,252	135,062	134,222.68	.00	839.32	99.4%
10123 52373	LP GAS	4,375	0	4,375	2,165.92	.00	2,209.08	49.5%
10123 52374	CABLE TELEVISION	6,060	0	6,060	6,868.78	.00	-808.78	113.3%*
10123 52375	GROUND LADDER TESTI	5,825	95	5,920	5,919.45	.00	.55	100.0%
10123 52376	HYDRAULIC TESTING	2,500	-95	2,405	1,934.63	.00	470.37	80.4%
10123 52377	BREATHING APPARATUS	6,760	3,638	10,398	11,666.01	.00	-1,268.01	112.2%*
10123 52378	BUILDING MAINTENANC	80,000	0	80,000	80,150.08	4,340.00	-4,490.08	105.6%*
10123 52379	HOSE TESTING AND RE	9,825	-2,138	7,687	7,539.45	.00	147.55	98.1%
10123 52387	PUMP TESTING SERVIC	4,000	-1,500	2,500	2,475.00	.00	25.00	99.0%
10123 52392	GENERATOR MAINTENAN	4,225	0	4,225	1,690.06	.00	2,534.94	40.0%
10123 52396	FF -PROTECTIVE CLOT	0	0	0	.00	.00	.00	.0%

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10123 53010 OFFICE SUPPLIES	2,000	0	2,000	518.52	.00	1,481.48	25.9%
10123 53020 OTHER SUPPLIES	17,000	4,768	21,768	22,911.09	1,629.43	-2,772.52	112.7%*
10123 53021 CONSUMABLE SUPPLIES	7,500	-1,068	6,432	3,821.74	.00	2,610.26	59.4%
10123 53070 AUTO REPAIRS	88,000	4,562	92,562	102,069.43	5,896.85	-15,404.28	116.6%*
10123 53090 FUELS AND LUBRICANT	28,800	-4,562	24,238	17,217.86	.00	7,020.14	71.0%
10123 53110 COMPUTER SUPPLIES	2,500	0	2,500	1,648.47	.00	851.53	65.9%
10123 53111 FF PROTECTIVE CLOTH	78,080	0	78,080	38,445.84	41,409.51	-1,775.35	102.3%*
10123 53112 FIREFIGHTING SUPPLI	10,000	0	10,000	10,966.91	1,130.08	-2,096.99	121.0%*
10123 53113 VOLUNTEER RESPONDER	5,000	-3,700	1,300	517.60	.00	782.40	39.8%
10123 53114 MEDICAL SUPPLIES	0	0	0	.00	.00	.00	.0%
10123 54060 OFFICE EQUIPMENT	3,000	0	3,000	208.50	.00	2,791.50	7.0%
10123 54202 EQUIPMENT -FIRE INV	500	0	500	158.34	.00	341.66	31.7%
10123 54207 SCBA REPLACEMENT BO	0	0	0	.00	.00	.00	.0%
10123 54215 THERMAL CAMERAS -OS	0	0	0	.00	.00	.00	.0%
10123 54216 MULTI-GAS METER	0	0	0	.00	.00	.00	.0%
10123 54217 RESCUE SAWS	0	0	0	.00	.00	.00	.0%
10123 54218 FIREFIGHTER EQUIPME	30,000	-3,128	26,872	15,596.78	3,044.46	8,230.76	69.4%
10123 54219 EQUIPMENT STORAGE L	0	0	0	.00	.00	.00	.0%
10123 54220 RADIO/EMERGENCY LIG	9,000	1,149	10,149	10,965.46	113.21	-929.67	109.2%*
10123 54221 SERVICE TRUCK EQUIP	0	0	0	.00	.00	.00	.0%
10123 54222 RESCUE TRUCK EQUIPM	5,000	1,979	6,979	6,978.76	.00	.24	100.0%
10123 54226 EQUIPMENT	12,000	0	12,000	.00	11,506.65	493.35	95.9%
10123 54241 TELEPHONE SYSTEM -G	0	0	0	.00	.00	.00	.0%
TOTAL FIRE SERVICES	3,101,562	77,044	3,178,606	2,896,011.59	84,860.63	197,733.78	93.8%
TOTAL GENERAL FUND	3,101,562	77,044	3,178,606	2,896,011.59	84,860.63	197,733.78	93.8%
TOTAL EXPENSES	3,101,562	77,044	3,178,606	2,896,011.59	84,860.63	197,733.78	

5.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

June 1, 2021

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

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, June 1, 2021 voted to approve the following request;

Finance Department: To Consider an act of the following request for an Out of Series Transfer in the amount of $70 from the Finance Director, Kim Allen

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

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

5.

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FINANCE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10107	52050	Dues, Conferences	4,240.00	2,345.00		(70.00)	2,275.00
2	10107	54010	Furniture	0.00	0.00	70.00		70.00
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	70.00	(70.00)	

Explanation

COVID-19 has caused cancellations of conferences to allow for a surplus in this account. The Director of Finance's office chair is broken and needs to be replaced. No funds were budgeted for new or replacement equipment and I am requesting that surplus funds in line 52050 be used to purchase a new office chair.

Kim Allen
Department Head

5/12/2021
Date

Kim Allen
Director of Finance

5/12/2021
Date

BOS
First Selectman

6/1/21
Date

Commission/Board Approval

Date

revised 9/9/20

FOR 2021 13

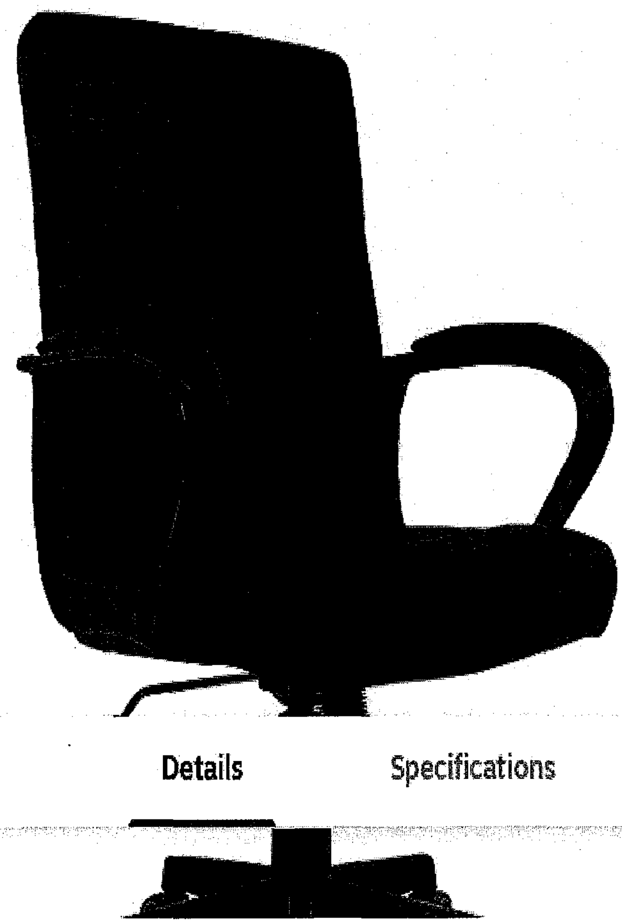
ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10107 FINANCE							
10107 51010 ELECTED OFFICIALS	28,620	0	28,620	23,847.89	.00	4,772.11	83.3%
10107 51110 ADMINISTRATION	292,050	-5,775	286,275	242,860.08	.00	43,414.92	84.8%
10107 51210 CLERICAL AND TECHNI	188,150	0	188,150	170,015.77	.00	18,134.23	90.4%
10107 51810 OVERTIME	2,650	0	2,650	1,431.88	.00	1,218.12	54.0%
10107 51910 FRINGE BENEFITS	2,750	0	2,750	1,614.86	.00	1,135.14	58.7%
10107 51920 F.I.C.A.	39,150	0	39,150	31,752.05	.00	7,397.95	81.1%
10107 52010 ADVERTISING	500	0	500	370.15	.00	129.85	74.0%
10107 52020 POSTAGE	4,800	0	4,800	3,073.40	.00	1,726.60	64.0%
10107 52030 PROFESSIONAL FEES	68,820	0	68,820	41,022.18	.00	27,797.82	59.6%
10107 52040 SERVICE CONT. AND R	21,490	5,775	27,265	19,739.54	3,222.45	4,303.01	84.2%
10107 52043 SERVICE CONTRACTS I	0	0	0	.00	.00	.00	.0%
10107 52050 DUES,CONFERENCES &	4,240	0	4,240	1,895.00	.00	2,345.00	44.7%
10107 52070 REIMBURSABLE EXPENS	100	0	100	.00	.00	100.00	.0%
10107 52080 TELEPHONE	17,950	0	17,950	12,275.49	.00	5,674.51	68.4%
10107 53010 OFFICE SUPPLIES	30,000	0	30,000	25,693.23	.00	4,306.77	85.6%
10107 54010 FURNITURE	0	0	0	.00	.00	.00	.0%
10107 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
10107 54130 COMPUTER SUPPORT SY	0	0	0	.00	.00	.00	.0%
TOTAL FINANCE	701,270	0	701,270	575,591.52	3,222.45	122,456.03	82.5%
TOTAL GENERAL FUND	701,270	0	701,270	575,591.52	3,222.45	122,456.03	82.5%
TOTAL EXPENSES	701,270	0	701,270	575,591.52	3,222.45	122,456.03	

Home > Chairs & Seating > Chairs > Office Chairs

Staples Tervina Luxura Mid-Back Manager Chair, Black (56904)

Item #: 24396771 | Model #: 56904

4.5 679 Reviews | 9 Questions | Share



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6.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

June 1, 2021

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

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, June 1, 2021 voted to approve the following request;

Assessor: To Consider an act of the following request for an Out of Series Transfer in the amount of $100 from the Assessor, Paige Walton.

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

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

TOWN OF WATERFORD
TRANSFER REQUEST FORM

Out of Series Transfer Request

ASSESSOR
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10104	52020	POSTAGE	1,204.00	(45.13)	100.00		54.87
2	10104	51110	ADMINISTRATION	196,788.00	33,363.02	0.00	(100.00)	33,263.02
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	100.00	(100.00)	

Explanation

Income and Expense Forms for the upocoming revaluation mailed to commerical/rental properties per CT State Statues in March totalled $192.16 (approx $46 above budget estimate). February postage totaled $336.78 for elderly/disabled homeowner application correspondence (approx $50 above budget). Administration balance is expected to reflect a slight surplus - will not be affected by interim assessor payments made last year.

Paide Walton
Department Head

5/7/2021
Date

Kim Allen
Director of Finance

5/10/2021
Date

BOS
First Selectman

6/1/21
Date

Commission/Board Approval

Date

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10104 ASSESSOR							
10104 51110 ADMINISTRATION	196,788	0	196,788	163,424.98	.00	33,363.02	83.0%
10104 51210 CLERICAL AND TECHNI	58,818	-736	58,082	51,767.27	.00	6,314.51	89.1%
10104 51810 OVERTIME	0	0	0	.00	.00	.00	.0%
10104 51910 FRINGE BENEFITS	2,697	-1,805	892	891.47	.00	.53	99.9%
10104 51920 F.I.C.A.	19,761	0	19,761	15,695.26	.00	4,065.74	79.4%
10104 52010 ADVERTISING	650	-435	215	214.39	.00	.61	99.7%
10104 52020 POSTAGE	744	460	1,204	1,249.13	.00	-45.13	103.7%*
10104 52030 PROFESSIONAL FEES	0	250	250	250.00	.00	.00	100.0%
10104 52040 SERVICE CONT. AND R	1,680	3,561	5,241	5,083.22	.00	158.00	97.0%
10104 52050 DUES,CONFERENCES &	1,825	-1,445	380	380.00	.00	.00	100.0%
10104 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10104 53020 OTHER SUPPLIES	150	150	300	282.47	.00	17.53	94.2%
10104 53200 PRICING BOOKS	500	0	500	470.00	.00	30.00	94.0%
10104 54060 OFFICE EQUIPMENT	0	0	0	.00	.00	.00	.0%
TOTAL ASSESSOR	283,613	0	283,613	239,708.19	.00	43,904.81	84.5%
TOTAL GENERAL FUND	283,613	0	283,613	239,708.19	.00	43,904.81	84.5%
TOTAL EXPENSES	283,613	0	283,613	239,708.19	.00	43,904.81	

7.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

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

June 1, 2021

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

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, June 1, 2021 voted to approve the following request;

Emergency Management: To Consider an act of the following request for an Out of Series Transfer in the amount of $8,346.71 from the Emergency Management Director, Steve Sinagra.

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

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

7.

TOWN OF WATERFORD
TRANSFER REQUEST FORM

Out of Series Transfer Request

Emergeny Management
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10122	52050	Dues, Conf. & Education	22,084.00	19,696.00		(8,346.71)	11,349.29
2	10122	54120	Disp. Center Equipment	1.00	1.00	8,346.71		8,347.71
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	8,346.71	(8,346.71)	

Explanation

The Waterford Emergency Communications Center dispatches YNHH, L+M Paramedics for all calls west of the Thames River. L+M Paramedics are changing to the State of CT radio system. The town will need to install radio equipment to be able to communicate on the State of CT radio system and continue dispatching L+M paramedics. YNHH, L+M Hospital has agreed to pay for half of the cost of this equipment. The cost to each entity is $8,346.71. YNHH, L+M Hopsital also pays a $6,000/yr service fee to the Town of Waterford for dispatching services. The majority of the funds in 10122-52050 will not be spent this year as in person training and conferences were cancelled due to COVID-19.

Steven Sinagra EMD
Department Head

11-May-21
Date **Date**

Kim Allen
Director of Finance

5/12/2021
Date **Date**

BOS
First Selectman

6/1/21
Date **Date**

Commission/Board Approval

Date **Date**

revised 8/13/20

Waterford Office of Emergency Management

204 BOSTON POST ROAD • WATERFORD, CT • 06385 • (860) 442-9585 • FAX (860) 443-5327

To: First Selectman Robert Brule
From: EMD Steven Sinagra
Date: May 11, 2021
RE: YNHH L&M Paramedics Dispatching / Radio Equipment

In March of 2021 I met with the Yale New Haven Health, Lawrence + Memorial Hospital director of paramedic services. The purpose of the meeting was to discuss the migration of the L+M paramedics to the Department of Statewide Emergency Telecommunications (DSET), Connecticut Telecommunications System (CTS) for all of their radio communications. This is a radio system with statewide coverage. The Town of Groton dispatches L+M Paramedics on the east side of the Thames River and is already on the CTS. The Waterford Emergency Communications Center has dispatched the L+M Paramedics on the west side of the Thames River since the inception of the paramedic program in the 1980's. L+M pays the Town of Waterford $6,000 per year for this service. This radio communication is currently handled through a high band radio system installed in the Town of Waterford.

I have been working with Tactical Communications, Harris and L+M Hospital on this project. L+M is in the process of signing a Memorandum of Understanding (MOU) with CTS to use their radio system. L+M will be responsible for all costs associated with the use of the system. The Town of Waterford will need to install a Control Station in the public safety building to connect to the CTS radio system to continue dispatching the L+M paramedics and to continue receiving $6,000 in revenue for this dispatching service from L+M Hospital.

The cost of the equipment and installation for the Control Station is $16,693.42 (quote attached). L+M Hospital has agreed to pay for half of the cost of equipment and installation ($8,346.71). L+M Hospital will nearly cover the cost of the equipment and installation between their initial cost share and the $6,000 annual service fee totaling $14,346.71. I am respectfully requesting an out-of-series transfer of $8,346.71 from Dues, Conferences & Education (10122-52050) to Dispatch Center Equipment (10122-54120) to cover the town's cost for purchasing and installing the Control Station equipment. The majority of the funding in Dues, Conferences and Education (10122-52050) will not be spent in the current fiscal year due to the ongoing COVID-19 pandemic.

Very respectfully,

Steven R. Sinagra

Steven Sinagra
Emergency Management Director
Emergency Communications Supervisor

cc: Kim Allen, Director of Finance

TACTICAL COMMUNICATIONS

Waterford EOC
L+M Medic P25 Control Station

March 23, 2021

Model No.	Description	Qty	Unit Price	Contract Price	Ext Price
MAMW-SDMXX	MOBILE,XG-75M/M7300,764-870MHZ,HALF DPLX	1	$ 2,300.00	$ 1,840.00	$ 1,840.00
MAMW-PKGPT	Feature Package,P25 Trunking	1	$ 1,100.00	$ 1,100.00	$ 1,100.00
MW-PL4F	Feature, P25 Phase 2, TDMA	1	$ 250.00	$ 250.00	$ 250.00
MAMW-NPL5K	FEATURE,PROFILE OVER-THE-AIR-PROGRAMMING	1	$ 265.00	$ 265.00	$ 265.00
MAMW-NCP9G	Control Unit,CH721,Scan,Front Mount	1	$ 685.00	$ 548.00	$ 548.00
MAMW-NZN6W	ACCESSORIES,XG-75M/M7300 FRONT MOUNT	1	$ 274.50	$ 219.60	$ 219.60
MAMW-NMC72	Microphone	1	$ 80.00	$ 64.00	$ 64.00
MAMW-NZN8L	Desktop Station,CS-7000,Local/Remote	1	$ 5,675.00	$ 4,540.00	$ 4,540.00
MAMW-NMA6P	Bracket Kit,Rack Mount,CS-7000	1	$ 160.00	$ 128.00	$ 128.00
Labor	Program and Assemble Radio	5	$ 130.00	$ 130.00	$ 650.00
ANT790F2	700/800 Control Station Antenna	1	$ 820.00	$ 820.00	$ 820.00
	Freight	1	$ 75.00	$ 75.00	$ 75.00
SCF12-50J-P7	Cable	75	$ 2.92	$ 2.92	$ 219.00
43F-SCF12-D01	Connector	1	$ 33.00	$ 33.00	$ 33.00
F4PDMV2-C	Connector	1	$ 27.60	$ 27.60	$ 27.60
WMU-24S	Wall Mount	2	$ 185.00	$ 185.00	$ 370.00
C20100553	Ground Kit	1	$ 27.27	$ 27.27	$ 27.27
Jumper		1	$ 95.00	$ 95.00	$ 95.00
IS-50NX-C2-MA	Arrestor	1	$ 76.95	$ 76.95	$ 76.95
MISC	Hardware and electrical	1	$ 145.00	$ 145.00	$ 145.00
Labor	Antenna Installation	24	$ 130.00	$ 130.00	$ 3,120.00
Labor	Base installation, console with Harris	8	$ 130.00	$ 130.00	$ 1,040.00
Labor	Cutover and transfer	8	$ 130.00	$ 130.00	$ 1,040.00
	Project Total				$ 16,693.42

Where applicable
CT DAS Contract 19PSX0088 pricing applied

Quote Validity 30 Days
For Budget Only

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND

10122 EMERGENCY MANAGEMENT

ACCOUNTS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10122 51110 ADMINISTRATION	73,600	0	73,600	65,953.39	.00	7,646.61	89.6%
10122 51210 CLERICAL AND TECHNI	14,256	0	14,256	12,830.40	.00	1,425.60	90.0%
10122 51240 DISPATCH EDUCATION	2,300	0	2,300	120.00	.00	2,180.00	5.2%
10122 51440 DISPATCH PERSONNEL	642,931	0	642,931	529,608.59	.00	113,322.41	82.4%
10122 51810 DISPATCH OVERTIME	131,668	0	131,668	98,999.71	.00	32,668.29	75.2%
10122 51823 EMERGENCY PERSONNEL	1,800	0	1,800	.00	.00	1,800.00	.0%
10122 51830 TRAINING & EDUCATIO	7,080	0	7,080	2,717.27	.00	4,362.73	38.4%
10122 51920 F.I.C.A.	66,069	0	66,069	50,626.94	.00	15,442.06	76.6%
10122 52010 ADVERTISING	200	0	200	.00	.00	200.00	.0%
10122 52020 POSTAGE	50	0	50	1.70	.00	48.30	3.4%
10122 52030 PROFESSIONAL FEES	1,000	0	1,000	757.00	.00	243.00	75.7%
10122 52040 SERVICE CONT. AND R	45,524	0	45,524	25,974.30	.00	19,549.70	57.1%
10122 52050 DUES,CONFERENCES &	22,084	0	22,084	2,388.00	.00	19,696.00	10.8%
10122 52060 PRINTING	200	0	200	.00	.00	200.00	.0%
10122 52070 REIMBURSABLE EXPENS	0	0	0	.00	.00	.00	.0%
10122 52080 TELEPHONE	25,537	0	25,537	24,134.21	.00	1,402.79	94.5%
10122 52100 ELECTRICITY	35,546	0	35,546	30,480.52	.00	5,065.48	85.7%
10122 52300 TRAINING,EDUCATION	2,600	0	2,600	956.92	.00	1,643.08	36.8%
10122 52370 DISPATCH CLOTHING A	3,760	0	3,760	2,242.50	.00	1,517.50	59.6%
10122 52415 GENERATOR MAINTENAN	8,200	0	8,200	.00	.00	8,200.00	.0%
10122 53010 OFFICE SUPPLIES	250	0	250	44.22	.00	205.78	17.7%
10122 53020 OTHER SUPPLIES	1,000	0	1,000	880.62	.00	119.38	88.1%
10122 53090 FUELS AND LUBRICANT	600	0	600	.00	.00	600.00	.0%
10122 53120 SHELTER SUPPLIES	600	0	600	.00	.00	600.00	.0%
10122 53130 RADIOLOGICAL SUPPLI	400	0	400	.00	.00	400.00	.0%
10122 54120 DISPATCH CENTER EQU	1	0	1	.00	.00	1.00	.0%
10122 54150 SURPLUS EQUIPMENT	1	0	1	.00	.00	1.00	.0%
10122 54190 EMERGENCY EQUIPMENT	1	0	1	.00	.00	1.00	.0%
TOTAL EMERGENCY MANAGEMENT	1,087,258	0	1,087,258	848,716.29	.00	238,541.71	78.1%
TOTAL GENERAL FUND	1,087,258	0	1,087,258	848,716.29	.00	238,541.71	78.1%
TOTAL EXPENSES	1,087,258	0	1,087,258	848,716.29	.00	238,541.71	

8.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

June 1, 2021

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

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, June 1, 2021 voted to approve the following request;

Information Technology: To Consider an act of the following request for an Out of Series Transfer in the amount of $54,000 from the Police Chief, Brett Mahoney.

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

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

8.

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

INFORMATION TECHNOLOGY
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10147	52043	SERVICE CONTRACTS	773,708.00	77,424.72		(54,000.00)	23,424.72
2	10147	54130	COMPUTER EQUIPMENT	51,260.00	75.35	54,000.00		54,075.35
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
					TOTAL	54,000.00	(54,000.00)	

Explanation

Transferring $54,000 to purchase desktop computers for various Town Departments to replace existing Windows 7 machines.

Brett Mahoney
Department Head

5/12/2021
Date

Kim Allen
Director of Finance

5/13/2021
Date

BOS
First Selectman

6/1/21
Date

Commission/Board Approval

Date

revised 9/9/20

FOR 2021 13

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10147 INFORMATION TECHNOLOGY EXPENDI							
10147 51110 ADMINISTRATION	0	0	0	.00	.00	.00	.0%
10147 51920 F.I.C.A.	0	0	0	.00	.00	.00	.0%
10147 52043 SERVICE CONTRACTS I	773,708	33,639	807,347	702,274.51	27,647.77	77,424.72	90.4%
10147 54130 COMPUTER EQUIPMENT	51,260	0	51,260	49,945.98	1,238.67	75.35	99.9%
TOTAL INFORMATION TECHNOLOGY EXPENDI	824,968	33,639	858,607	752,220.49	28,886.44	77,500.07	91.0%
TOTAL GENERAL FUND	824,968	33,639	858,607	752,220.49	28,886.44	77,500.07	91.0%
TOTAL EXPENSES	824,968	33,639	858,607	752,220.49	28,886.44	77,500.07	

ePlus

Customer Name: TOWN OF WATERFORD
Quote No: 22655843
Quote Name:
Quotation Date: 05/21/2021

Sales Support Contact: Ed Howard
Sales Support Phone: 603-263-3512
Sales Support Email: ehoward@eplus.com
Account Executive: Steve Plante
Account Executive Phone: 781-615-1322
Account Executive Email: splante@eplus.com

Customer PO No:
Order No:
Expiration Date: 06/20/2021

Line No.	Part Number	MFG	Description/Line Notes	QTY	Unit Price	Ext. Price
001	9FW01AV	HPI	RCTO Z2 SFF G5 WKS	28	152.19	4,261.32
002	4YQ39AV#ABA	HPI	CTO OS LOCALIZATION	28	0.53	14.84
003	9FW04AV	HPI	CTO Z2 SFF G5 90 450W RCTO CHAS	28	118.36	3,314.08
004	9FX42AV	HPI	CTO WIN 10 PRO 64	28	94.26	2,639.28
005	9FW60AV	HPI	CTO OPERATING SYS LD TO M.2	28	0.53	14.84
006	9FX04AV	HPI	CTO INTEL CORE I7-10700 2.9GHZ 8C 65W	28	332.02	9,296.56
007	1D0B9AV	HPI	CTO 16GB 2X8GB DDR4 3200 UDIMM NECC	28	150.82	4,222.96
008	9FW37AV	HPI	CTO NVIDIA QDR P620 2GB 4MDP GFX	28	130.93	3,666.04
009	9FW59AV	HPI	CTO NO ADPT NEEDED	28	0.53	14.84
010	1Y5Y3AV	HPI	CTO 512GB M.2 2280 PCIE NVME TLC SSD	28	121.49	3,401.72
011	9FW41AV	HPI	CTO 1TB 7200 SATA 3.5IN WS	28	78.56	2,199.68
012	10D46AV#ABA	HPI	CTO USB 320K KB	28	8.38	234.64
013	10D44AV	HPI	CTO WRD 320M MSE	28	2.09	58.52
014	9FX18AV	HPI	CTO SD CARD READER	28	8.38	234.64
015	9FX38AV	HPI	CTO 9.5 DVDWR 1ST ODD	28	14.66	410.48
016	9FW23AV	HPI	CTO ZCENTRAL REM BOOST 2020 S/W FOR Z	28	0.53	14.84
017	9FX72AV#ABA	HPI	CTO 3/3/3 WTY	28	33.52	938.56
018	9FW26AV#ABA	HPI	CTO Z2 SFF G5 CKIT	28	2.09	58.52
019	9FX33AV	HPI	CTO SGL UNIT SFF HP WKS PACKAGING	28	4.19	117.32

020	2X010AV	HPI	CTO Z2 RF SATA CBL ST-RA 1	28	0.99	27.72
Total:						35,141.40

Shipping:
Packing:

Sub Total (USD):	**35,141.40**
Tax (USD):	**TBD if Applicable**
Shp&Hnd (USD):	**0.00**
Total (USD):	**35,141.40**

All orders are governed by your organization's signed agreement with ePlus or applicable public sector contract; if there is no such agreement the Customer Terms and Conditions for Products and/or Services located at www.ePlus.com govern. No additional or contrary terms in a purchase order shall apply, and ePlus' performance shall not be deemed acceptance of any preprinted PO terms. Use of software, subscription services or other products resold by ePlus is subject to manufacturer/publisher end user agreements or subscription terms. Any periodic payment obligations for specific offerings, along with customer-incurred overages, consumption fees, add-ons, quantity adjustments and automatic renewals are non-cancelable for any reason except by public sector customers required by law to terminate due to non-appropriation of funds.

Thank you for your inquiry. Recent US govt tariffs on certain imports are causing price increases for many IT products, with little or no notice, and beyond ePlus' control. As a result, this quote is subject to change without notice, even before the expiration date reflected above. Please confirm pricing prior to order placement. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Recognizing that the global pandemic has disrupted operations for many organizations, ePlus will ship products for delivery in accordance with customer's written ship-to instructions and products will be deemed delivered notwithstanding any failure of customer personnel to sign for receipt due to facility closing or otherwise.

Customer Acceptance	Bill To	Ship To
Signature: ____________	TOWN OF WATERFORD	TOWN OF WATERFORD
Name: ____________	15 ROPE FERRY ROAD	20 ROPE FERRY ROAD
Title: ____________		WATERFORD CT 06385
Date: ____________	WATERFORD CT 06385	UNITED STATES
Customer PO #: ____________	UNITED STATES	Ed Crane
	ED CRANE	

9.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

June 1, 2021

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

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, June 1, 2021 voted to approve the following request;

Public Works: To Consider an act of the following request for the balance of funds from the Eugene O'Neil Roof Project, account 20511-57859 ($25,767.64), to be transferred to a new CIP, Eugene O'Neil Mansion Roof Repair and Replacement, from Public Works Director, Gary Schneider.

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

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

9.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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

May 14, 2021

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

Re: Eugene O'Neill Theater

Dear Rob,

The Department makes the following request: That the balance from Eugene O'Neill Barn Roof Project, account 20511-57859 ($25,767.64), be transferred to a new CIP, Eugene O'Neill Mansion Roof Repair and Replacement.

Justification: A report completed in September of 2020 identified the need to address the condition of the roof at the Mansion. The Public Works Department requested funds in the FY 22 Capital Improvement Program funds ($35,000) to engage the services of an architect to prepare schematic plans and cost estimates to seek future funding to address the roof and other building envelop components identified in the report.

Information available to Public Works at the budget development didn't fully detail the issues that the Mansion is experiencing. The current roof condition is causing water damage to the interior of the building and repairs are needed to stop further damage until the roof replacement and repairs can be completed.

Another roof project at Eugene O'Neill received excellent bid prices. That project replaced the roof on a portion of the "Barn". That project account has a balance of $25,767.64.

The Department is requesting that these funds be transferred to a new Capital Improvement project, "Eugene O'Neill Mansion Roof Repairs and Replacement."

The goal is to address those portions of the roof that have failed. This will stop the damage until the roof replacement project can be funded.

Sincerely,

Gary J. Schneider
Director of Public Works

WATERFORD PUBLIC SCHOOLS

KNOWLEDGE • EXCELLENCE • RESPONSIBILITY • INTEGRITY

Mr. Thomas W. Giard III
Superintendent of Schools

Mr. Craig C. Powers
Assistant Superintendent

June 1, 2021

Mr. Ronald R. Fedor, Chair
Board of Finance
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: Negotiations with the Waterford Administrators' and Supervisors' Association

Dear Mr. Fedor:

As you may know, the Waterford Board of Education (the "Board") is scheduled to negotiate with its administrator bargaining unit for a new contract to take effect on July 1, 2022. Under the statutory timelines, we are required to negotiate in accordance with the following schedule:

Date	Action
08/30/21	Parties must commence negotiations.
10/19/21	Parties must name a mediator if the contract has not been settled.
11/13/21	Parties must name arbitrator(s) if the contract has not been settled.

Under Section 10-153d of the Connecticut General Statutes, the Board is required to meet with the fiscal authority for the municipality within the thirty-day period prior to the commencement of negotiations. In addition, the statute provides that a representative from Waterford's fiscal authority may be present during the negotiating sessions. If the Waterford Board of Finance has already selected a representative to observe the negotiations process, please forward me the name of the individual and his or her contact information so that the Board can notify him or her regarding scheduled negotiation dates.

In accordance with the statutory requirements referenced above, the Board is willing to meet with the Board of Finance to confer regarding the negotiations process. If the Board of Finance chooses to meet with the Board of Education, please contact me to arrange a mutually agreeable time between July 31, 2021 and August 29, 2021. Feel free to call me with any questions.

Sincerely,

Th W. Giard III

Thomas W. Giard III
Superintendent

cc: Craig R. Merriman, Board Chair