

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Regular Meeting

January 12, 2022
7:00 p.m.

RECEIVED FOR RECORD
WATERFORD, CT
2022 JAN -7 PM 2:27
TOWN CLERK

1. Establishment of a quorum and call to order.
2. Public Comment.
3. Approval and acceptance of revised minutes from December 8, 2021.
4. Review and approval of the revised budget for the Board of Finance FY23.
5. To consider and act on a request from Joseph Mancini, Board of Education, for an **appropriation in the amount of \$170,000** from Capital and Non-Recurring designated line #20560-57822 IT Learning Boards and forward to the RTM.
6. To consider and act on a request from Robert Brule, First Selectman, for an FY22 **additional appropriation from the Undesignated Fund Balance of the Capital Non Recurring Expenditure Fund line #205-31520 in the amount of \$12,500 to a line item to be assigned by the Finance Director and forward onto the RTM.**
7. To consider and act on a request from Michael Howley, Director of Fire Services, to merge two projects by requesting to move \$1,990,000 from designated line #20523-57792 into designated line #20523-57733 and then close out project #20523-57792 (Oswegatchie Building Renovations) and forward onto the RTM.
8. To consider and act on a request from Michael Howley, Director of Fire Services, for an **Out-of-Series transfer in the amount of \$22,700 to decrease line #10123-53020 Other Supplies by \$1,200, to decrease line #10123-54226 Equipment by \$20,000 and increase line #10123-51810 Overtime by \$21,200. To decrease line #10123-53020 Other Supplies by \$400, to decrease line #10123-53021 Consumable Supplies by \$500, decrease line #10123-53110 Computer Supplies by \$500 and increase line 10123-52375 Ground Ladder Equipment Testing by \$1,400. To decrease line #10123-54060 Office Equipment by \$100 and increase 10123-52010 Advertising by \$100.**

9. To consider and act on a request from Gary Schneider, Director Public Works, **for an additional appropriation in the amount of \$404,000.00 as a new project from the Capital Non-Recurring Undesignated line #205-31520 for HVAC and roof replacement for the Public Safety Building and forward onto the RTM.**
10. To consider and act on a request from Gary Schneider, Director Public Works, **for an additional appropriation from the Undesignated Fund Balance of the Capital Non Recurring Expenditure Fund line #205-31520 in the amount of \$250,000 to recondition the elevators in the Town Hall and Youth Service Building and forward onto the RTM.**
11. To consider and act on a request from Julie Watson-Jones and Patti Waters, Registrar of Voters, **for an Out-of-Series transfer in the amount of \$303 to decrease line #10102-52050 Dues, Conference, Education and increase line #10102-51320 Election Activities.**
12. Old Business:
13. New Business:
 - a. Code of Ethics – if each member could please read the Code of Ethics, sign the last page and return to the recording secretary.
14. Liaison Reports
15. Correspondence
 - a. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY22 dated December 8, 2021
 - b. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated December 10, 2021.
 - c. Virginia Bielucki, Town Accountant, Status of Contingency FY22 dated December 15, 2021.
16. Adjournment

Glenn Patterson, Chairman

TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET

DEPT/AGENCY:

10103

BOARD OF FINANCE

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/8/21)	2022/2023 FIRST SELECTMAN RECOMMENDS	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS										
51210	CLERICAL/TECHNICAL	1,460	3,611			2,298	2,298	2,298	(1,313)	-36.36%
51920	F.I.C.A	112	276			230	230	230	(46)	-16.67%
	SUBTOTAL	1,572	3,887	0	0	2,528	2,528	2,528	(1,359)	-34.96%
SERVICES										
52010	ADVERTISING	1,694	2,300			2,300	2,300	2,300	0	0.00%
52030	PROFESSIONAL FEES	58,800	59,300			63,654	63,654	61,800	2,500	4.22%
52070	REIMBURSABLE EXPENSE		0			0	0	0	0	#DIV/0!
	SUBTOTAL	60,494	61,600	0	0	65,954	65,954	64,100	2,500	4.06%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	16	60			45	45	45	(15)	-25.00%
	SUBTOTAL	16	60	0	0	45	45	45	(15)	-25.00%
DEPARTMENT TOTAL		62,082	65,547	0	0	68,527	68,527	66,673	1,126	1.72%

**TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF FINANCE
2022/2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2014/2015 ACTUAL	2015/2016 ACTUAL	2016/2017 ACTUAL	2017/2018 ACTUAL	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	ACTUAL AS OF 11/18/21	PROPOSED 2022/2023
52030	PROFESSIONAL SERVICES	48,500	46,500	47,000	48,500	56,900	58,100	58,800	29,500	61,800

ACCOUNT JUSTIFICATION

Fee to conduct annual audit as required by the Municipal Auditing Act - Chapter 111 of Connecticut State Statutes
The FY22 audit year is the final year of the contract with CLA. I have estimated a 3% increase over the contracted FY22 rate for the FY23 audit.

*Date was changed from 1/13/2020 to 1/13/2021 due to clerical error

Present: Chairman Ronald R. Fedor (7:10pm), Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson, Tali Maidelis, Robert Tuneski

Elected: Robert J. Brule, First Selectman

RTM: None

Staff: Neftali Soto, Director Utility Commission, Paige Walton, Assessor, 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, January 13, 2020.

2. Public comment: No public comment.

3. Approval and acceptance of minutes:

Motion by John Sheehan and **seconded** by Glen Patterson to approve the minutes of the last meeting and revise item number 4 due to clerical error.

Vote: 7-0

Motion: Passed

4. To consider and act on a request from Kimberly Allen, Finance Director, to extend CLA/Blum Shapiro's contract by two additional years (FY21 and FY22).

Motion by John Sheehan and **seconded** by Tali Maidelis to consider extending the CLA/Blum Shapiro contract.

Discussion ensued regarding the new fees for the coming year.

Vote: 6-1

Abstain: Robert Tuneski

Motion: Passed

5. To consider and act on a request by the Waterford Utility Commission to reallocate funds from one CIP project, In-Line Wastewater Solid Grinders Line #33120-55821 to a new CIP project, Richards Grove Pumping Station Emergency Generator.

Motion by John Sheehan and **seconded** by Tali Maidelis to approve to reallocate funds from In-Line Wastewater Solid Grinders line #33120-55821 to the new CIP project Richards Grove Pumping Station Emergency Generator new account line.

Vote: 7-0

Motion: Passed

6. To consider and act on a transfer request from Waterford Utility Commission and create a new CIP project account number and approve a transfer of money from 33120-55821 to new CIP

Motion by John Sheehan to decrease 33120-55821 by \$31,677 and increase the new account by \$31,677. John Sheehan requests that a memo be sent to the RTM so they know that we did this.

Amended Motion by John Sheehan to change the amount from \$31,677 to \$37,000 and **seconded** by Glenn Patterson.

Vote: 7-0

Motion: Passed

7. To consider and act on a request from, the Board of Finance, on behalf of Kimberly Allen, Finance Director, Town of Waterford, for and **FY21 Out of Series Transfers as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10103-53010	Office Supplies	0.00	(15.90)	15.90		0.00
10103-51210	Clerical & Technical	4,100.00	3765.03		(15.90)	3,749.13
	Total			15.90	(15.90)	

Motion by John Sheehan to decrease Clerical & Technical by \$15.90 and increase Office Supplies by \$15.90, **seconded** by Tali Maidelis to approve the transfer as stated.

Vote: 7-0

Motion: Passed



CLA (CliftonLarsonAllen LLP)
 29 South Main Street
 4th Floor
 West Hartford, Connecticut 06107
 860-561-4000 | fax 860-521-9241
 CLAconnect.com

January 15, 2021

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

Dear Mr. Fedor

The purpose of this letter is to provide a quote to continue providing the following services to the Town of Waterford, Connecticut for the fiscal years ending June 30, 2021, and 2022:

1. Audit of the financial statements (CAFR).
2. Federal Single Audit
3. State Single Audit
4. Agreed-upon procedures related to the Board of Education EFS.

Our proposed all-inclusive fixed fees for these services are included in the table below. We have included our fiscal year 2020 fees for comparison purposes as well as each fiscal year's percentage increase for the Town:

Service	Proposed Fees		
	Current Price 2020	2021	2022
Town			
Financial Statement Audit	\$ 18,720	\$ 19,100	\$ 19,500
Federal Single Audit	5,200	5,300	5,400
State Single Audit	5,200	5,300	5,400
Preparation of Draft Financial Statements	5,200	5,300	5,400
Sub-total (Town)	34,320	35,000	35,700
Board of Education			
Financial Statement Audit	12,380	12,600	12,900
Federal Single Audit	5,200	5,300	5,400
State Single Audit	5,200	5,300	5,400
EFS	1,100	1,150	1,200
Cafeteria	1,100	1,150	1,200
Sub-total (Board of Education)	24,980	25,500	26,100
Total Fees	\$ 59,300	\$ 60,500	\$ 61,800
Town audit percentage increase		2.02%	2.15%

(1) Changes to the audit fee for each year are described below:

- a. 2021
 - i. Modest inflationary increase of \$1,200
- b. 2022
 - i. Modest inflationary increase of \$1,300

(2) Fees have been flat for the past 3 years; increase represents modest inflationary increase to cover the two-year period

In addition, reflected in our proposed fees is a technology and client support fee (equal to 5% of the total professional fees). The technology and client support fee related to the increasing costs of responding to the rapid advance of technology. We believe that through the technology fees, we will be able to continue to utilize technology to migrate risks and develop innovative service techniques that will drive down the cost of providing such services to our clients.

Our last word on fees – we are committed to service you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we will appreciate the opportunity to discuss with you the scope of our services.

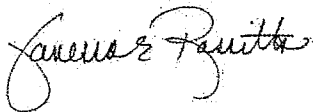
At CLA, it's more than just getting the job done.

If you are in agreement with the contents of this letter, please sign in the space provided on the following page and forward to me (vanessa.rossitto@claconnect.com) at your earliest convenience.

Thank you.

Sincerely,

CliftonLarsonAllen LLP



Vanessa E. Rossitto, CPA
Principal
860-561-6824
Vanessa.rossitto@claconnect.com

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

December 21, 2021

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at their meeting on Tuesday, December 21, 2021 voted to approve the following request for an additional appropriation;

Waterford Public Schools- To consider and act on the following request for appropriation from Capital and Non-Recurring designated in Line#20560-57822 IT Learning Boards, from the Director of Finance, Joseph Mancini in the amount of \$170,000

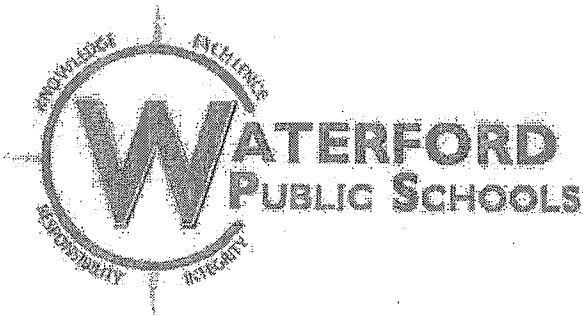
Therefore, I respectfully request that you consider and act on this requests. I have attached pertinent back up material from the designated department.

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance



4.
Mr. Joseph P. Mancini
Director of Finance

Mr. Thomas W. Gierd III
Superintendent of Schools

October 5, 2021

This request is for an appropriation in the amount of \$170,000 from Capital and Non-recurring designated line 20560-57822 IT Learning Boards. Please note that this request is asking for \$10,603 more than the estimate, as the vendor is giving indications of a price increase of 6.5%.

This request is for the fourth installment of the five part project to replace all of the learning boards in the Waterford Schools. The useful life on these systems is roughly 10 years. This is the last elementary school to have the IT Learning Boards installed.

In the elementary schools we are going with a solution from Promethean, this solution is essentially a very large IPAD with incredible software. At Great Neck we will be installing 33 of these systems throughout the school, this will be a replacement of the 11 year old promethean boards.

This work will be done late winter / early spring of 2022. Much like the high school turf field project where we are appropriating money yearly to pay for the large expense in a few years, for this project we are appropriating \$200,000 per year to cover all the schools. The remaining \$30,000 will not be requested until we begin the high school project in two years.

Respectively,


Joseph Mancini
Director of Finance



4.B. Right of Revision – Pro AV Systems has the right to revise this proposal if information was gained from site visits and other sources that were not available at the time this proposal was created.

4.C. Freight – Shipment fees are ground service only. If the customer requires expedited shipping, the additional fees will be prepaid and added to invoice(s).

4.D. Labor – Labor rates are quoted as regular rates that are non-prevailing wage rates and non-union rates. A change order can be processed for a job that requires the technician to be paid prevailing wage rates or require a union technician(s) to account for the difference in labor expenses.

4.E. Project Initiation Terms and Payments – Payment term details are described in the Proposal. A customer purchase order or signed proposal is required to begin the project. Invoices will be issued according to the terms outlined in the Proposal. For jobs requiring initial deposits, such deposit is due upon receipt of first invoice and no product will be ordered until the required deposit payment is received. All further invoice billing is due Net (30). Owner agrees that the terms outlined in these Contract Terms and Conditions take precedence over any other terms issued such as those that may be issued as part of a customer Purchase Order.

4.F. Credit Card Payments – Please note there will be a processing fee of 3.25% for payments made by credit card.

Section 5 – Warranty and Other

5.A. Warranty – Pro AV Systems warrants installed systems for a period of 90 days from date of acceptance or first beneficial use. During this time, Pro AV Systems will correct any problems at no charge. After the initial 90-day period, any additional service needs will be billed at the current service rate. To provide comprehensive coverage, Pro AV Systems offers extended warranty packages on all installed systems at an additional charge. All warranties do not cover misuse or abuse of the system components or issues caused by owner furnished equipment and interconnected systems provided by others. Interconnected systems include but are not limited to building network infrastructure, telephony (VOIP servers), fire alarms, paging, lighting, security, electrical systems and software. In the event that any of these systems are found to negatively effect the AV system performance, Pro AV Systems shall charge standard service rates on a time and materials basis (minimum 2 hours).

Extended Warranty Package

Pro Care – This warranty covers any and all defects or issues that your system could incur under normal use during the stated warranty period. This includes but is not limited to programming defects, hardware failures, workmanship, warranty processing and exchanges, and any labor required to restore the system to operational order. Hardware warranty replacements are based upon standard manufacturer warranties and replacement policies. Standard ground shipping is included. Standard response times apply.

5.B. Force Majeure – Neither Pro AV Systems or the customer will be responsible for delays that are outside the control of either parties, listed below:

1. Acts of Civil/Military Authorities
2. Floods/Fires/Epidemics or any other acts of God
3. Governmental Rules/Regulations
4. War/Riots
5. Delays in transportation
6. Shortages in raw materials/other products
7. Labor Disputes

5.C. Hours – All services will be provided during normal business hours unless otherwise specified in the proposal: Monday-Friday, 8:00am-5:00pm. National and State Holidays are excluded.

5.D. Suspension of Service Right – If the customer's payment(s) is past due, Pro AV Systems reserves the right to discontinue and/or modify any current or future service either temporarily or permanently.

5.E. Limitation of Liability – Pro AV Systems will not be responsible for any damages from delay of delivery, loss of revenue, data business or goodwill. Pro AV Systems will not be liable for any claim that arose more than one (1) year prior to the institution of suit therein.

Kimberly Allen

From: Kimberly Allen
Sent: Tuesday, April 13, 2021 10:16 AM
To: Ginny Bielucki
Subject: Journal Entry
Attachments: Xerox Scan_04132021095517.PDF

Ginny,

Attached is all the backup for the following journal entry.

77,730.58
Please move ~~\$73,832.04~~ from 10123-51410 to 23322-51410.
Please move ~~\$5,648.15~~ from 10123-51920 to 23322-51920.
5,946.39

Thank you.

Kimberly Allen
Finance Director
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
kallen@waterfordct.org
860.444.5840
860.440.0579 (fax)



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Pro AV Systems
AUDIO VISUAL TECHNOLOGIES

Sales

Design

Install

74 Cotton Mill Hill
Suite 335
Brattleboro, VT 05301
www.proavsi.com

Prepared by: John Missale

Number: -040221JM

Modified: 4/2/2021

Revision: 0

Contract:

Pricing Valid for 30 Days

Great Neck E.S.

Great Neck Elementary School
15 Rope Ferry Rd
Waterford, CT 06385 United States
860-444-5801

Attention:

Ed Crane

ecrane@waterfordschools.org

Great Neck E.S. - 75" Promethean Height Adjustable Wall Mount - Budgeting Quote



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the listed recipient.*

*It cannot be reproduced or shared without the
consent of Pro AV Systems, Inc.*



All Electrical and Network Infrastructure to be provided by others unless otherwise noted.



Classrooms 1

- | | | |
|---|--|------------|
| 1 | Promethean 75" Display With Height Adjustable Wall Mount/Floor Support
ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included
ActivInspire Professional Edition available FOC
Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86
Freight Included | \$4,250.00 |
| 1 | Pro AV Systems Miscellaneous - Parts
Parts needed for a complete system
- Raceway and Boxes
- Terminations
- Adapters
- 90 degree corner
- 5' Panduit | \$25.00 |
| 1 | Pro AV Systems Installation - PW
Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And
Cables Provided By School | \$525.00 |

Classrooms 1 Total: \$4,800.00

Classrooms 2

- | | | |
|---|--|------------|
| 1 | Promethean 75" Display With Height Adjustable Wall Mount/Floor Support
ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included
ActivInspire Professional Edition available FOC
Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86
Freight Included | \$4,250.00 |
| 1 | Pro AV Systems Miscellaneous - Parts
Parts needed for a complete system
- Raceway and Boxes
- Terminations
- Adapters
- 90 degree corner
- 5' Panduit | \$25.00 |
| 1 | Pro AV Systems Installation - PW
Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And
Cables Provided By School | \$525.00 |

Classrooms 2 Total: \$4,800.00



Classrooms 3

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 3 Total: \$4,800.00

Classrooms 4

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 4 Total: \$4,800.00



Classrooms 5

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 5 Total: \$4,800.00

Classrooms 6

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 6 Total: \$4,800.00



Classrooms 7

- | | | |
|---|--|------------|
| 1 | Promethean 75" Display With Height Adjustable Wall Mount/Floor Support
ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included
ActivInspire Professional Edition available FOC
Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86
Freight Included | \$4,250.00 |
| 1 | Pro AV Systems Miscellaneous - Parts
Parts needed for a complete system
- Raceway and Boxes
- Terminations
- Adapters
- 90 degree corner
- 5' Panduit | \$25.00 |
| 1 | Pro AV Systems Installation - PW
Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And
Cables Provided By School | \$525.00 |

Classrooms 7 Total: \$4,800.00

Classrooms 8

- | | | |
|---|--|------------|
| 1 | Promethean 75" Display With Height Adjustable Wall Mount/Floor Support
ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included
ActivInspire Professional Edition available FOC
Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86
Freight Included | \$4,250.00 |
| 1 | Pro AV Systems Miscellaneous - Parts
Parts needed for a complete system
- Raceway and Boxes
- Terminations
- Adapters
- 90 degree corner
- 5' Panduit | \$25.00 |
| 1 | Pro AV Systems Installation - PW
Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And
Cables Provided By School | \$525.00 |

Classrooms 8 Total: \$4,800.00



Classrooms 9

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 9 Total: \$4,800.00

Classrooms 10

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 10 Total: \$4,800.00



Classrooms 11

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 11 Total: \$4,800.00

Classrooms 12

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 12 Total: \$4,800.00



Classrooms 13

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 13 Total: \$4,800.00

Classrooms 14

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 14 Total: \$4,800.00



Classrooms 15

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 15 Total: \$4,800.00

Classrooms 16

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 16 Total: \$4,800.00



Classrooms 17

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 17 Total: \$4,800.00

Classrooms 18

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 18 Total: \$4,800.00



Classrooms 19

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 19 Total: \$4,800.00

Classrooms 20

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 20 Total: \$4,800.00



Classrooms 21

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 21 Total: \$4,800.00

Classrooms 22

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 22 Total: \$4,800.00



Classrooms 23

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 23 Total: \$4,800.00

Classrooms 24

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 24 Total: \$4,800.00



Classrooms 25

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 25 Total: \$4,800.00

Classrooms 26

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 26 Total: \$4,800.00



Classrooms 27

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 27 Total: \$4,800.00

Classrooms 28

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 28 Total: \$4,800.00



Classrooms 29

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 29 Total: \$4,800.00

Classrooms 30

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	\$4,250.00
1	Pro AV Systems Miscellaneous - Parts Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	\$25.00
1	Pro AV Systems Installation - PW Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	\$525.00

Classrooms 30 Total: \$4,800.00



Classrooms 31

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support	\$4,250.00
	ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	
1	Pro AV Systems Miscellaneous - Parts	\$25.00
	Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	
1	Pro AV Systems Installation - PW	\$525.00
	Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	

Classrooms 31 Total: \$4,800.00

Classrooms 32

1	Promethean 75" Display With Height Adjustable Wall Mount/Floor Support	\$4,250.00
	ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included ActivInspire Professional Edition available FOC Adjustable Wall Mount System with Floor Support for use with ActivPanel 75" and 86 Freight Included	
1	Pro AV Systems Miscellaneous - Parts	\$25.00
	Parts needed for a complete system - Raceway and Boxes - Terminations - Adapters - 90 degree corner - 5' Panduit	
1	Pro AV Systems Installation - PW	\$525.00
	Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And Cables Provided By School	

Classrooms 32 Total: \$4,800.00



Mobile

- | | | |
|---|--|------------|
| 1 | Promethean 75" Display Mobile
ActivPanel Nickel 75" - 1 x Pen, Vesa Mount, WIFI Module & cable pack included
ActivInspire Professional Edition available FOC
Fixed Height Mobile Display Stand/Cart for use with ActivPanel
Side Mounted Laptop Shelf for use with Promethean Display Stand Systems
Freight Included | \$3,948.00 |
| 1 | Pro AV Systems Installation - PW
Installation Service for Complete System - OFE Systems Will Be Removed By Facilities And
Cables Provided By School | \$450.00 |

Mobile Total: \$4,398.00

Professional Development

- | | | |
|---|--|----------|
| 1 | Promethean PROFDEV
On Site Face-To-Face Full Day | \$999.00 |
|---|--|----------|

Professional Development Total: \$999.00

Trash - Recycling

- | | | |
|---|--|----------|
| 1 | Pro AV Systems Misc Expense
Misc Expense - 15 Yard Roll Off Dumpster | \$400.00 |
|---|--|----------|

Trash - Recycling Total: \$400.00

Project Subtotal: \$159,397.00



Project Summary

Equipment:	\$142,147.00
Unassigned Labor:	\$17,250.00
Grand Total:	\$159,397.00

Payment Schedule

	Amount	Due Date
Initial Invoice Upon Equipment Ordered (Due Prior to Install)	\$111,577.90	
Final Invoice Upon Completion (NET 30)	\$47,819.10	

Acceptance:

I hereby state that I am an authorized representative to approve the purchase and acceptance of the items quoted in the attached documentation along with the above payment terms.

Name:

Title:

Signature:

Date:



PRO AV SYSTEMS RESPONSIBILITIES: *The following items are required by Pro AV Systems:*

1. Pro AV Systems will install all equipment in accordance with the manufacturers' specifications, national and local regulation ordinances and codes, including all OSHA guidelines. Unless specifically stated, all work will be performed during the normal working hours of Monday through Friday, between 8:00AM and 5:00PM, except for recognized holidays.
2. Pro AV Systems staff and contractors will conduct themselves in a professional, courteous manner, maintaining a clean-cut appearance and acceptable dress. All Pro AV Systems staff is expected to check in and out with you or an assigned contact at the beginning and end of the workday.
3. Pro AV Systems staff will maintain a clean and safe work environment. All unused materials, containers, tools and equipment will be removed whenever possible. Pro AV Systems will take precautions to protect all floors, walls, windows and other surfaces from stains, marring or other damage.
4. Pro AV Systems cannot be responsible for the operation, performance or warranty of equipment outside this contract. Pro AV Systems does not warrant that equipment supplied by others can be connected or will function properly except as specified by the project documentation.
5. Pro AV Systems will provide customer with all operation manuals and warranty documents.
6. Pro AV Systems will acquire, assemble, deliver and test all specified equipment and components to provide you with a fully functional system.

CUSTOMER RESPONSIBILITIES: *The following items are required by the Customer:*

1. Customer to provide a 120 VAC circuit to all specified equipment locations. These circuits should not be "shared" with other items, such as lighting, phone systems, etc.
2. Customer to provide all computer equipment and peripheral cables (mouse and keyboard cables), designated as OFE or "provided by others" if required.
3. Pro AV Systems strongly recommends that all electrical circuits supplying power to the system originate from the same power panel and phase. Pro AV Systems will take precautions to prevent hum or distortions created by ground differential, electromagnetic or electrostatic fields and to supply adequate ventilation to all equipment as specified by the manufacturer. Pro AV Systems will notify you of any hum or distortions beyond our control caused by interference with the building structure, electrical or existing equipment and advise you of the alternatives to alleviate the problem. Pro AV Systems will advise you of any unsatisfactory operating condition due to temperature, humidity, ventilation, mechanical structure or other safety concern.
4. Pro AV Systems assumes no responsibility for, and will not perform any work related to, electrical wiring (120 VAC and above).
5. Any additional work not listed in the original scope of work (per customer RFP) will require a Change Order.
6. All network configurations for any equipment connected to the customer network including but not limited to QOS, VLAN, Routing, Firewalls, Multicast, IGMP.
7. All server configurations if required for Active Directory, Exchange, O365, Azure AD, MS Teams, Zoom.
8. Software licenses or accounts required for an operational system including but not limited to Zoom Rooms and Teams Rooms.

TERMS & CONDITIONS:

Section 1 – Proposal Description

1.A. Proposal Description - The project description and specific work to be performed by Pro AV Systems is contained in the document and from herein referred to as the Proposal.

1.B. Proposal Documents - All work covered by this Proposal shall be contained in the Proposal documents including any special provisions, specifications, drawings, addenda, change orders, written interpretations and written orders. Work not covered by contract documents will not be required unless required by reasonable inference as being necessary to produce the intended result. The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets etc. are not included unless specifically documented in the Proposal.

Project Name: Great Neck E.S. - 75" Promethean Height
Adjustable Wall Mount - Budgeting Quote
Project No.: 040221JM

4/2/2021

Page 21 of 23



1.C. Proposal Changes - The owner may order changes, additions or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. Pro AV Systems will provide the owner in writing the amount of additional costs or reductions resulting from changes ordered within 15 working days unless this requirement is waived in writing by owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule. In the case of product unavailability or discontinuation, Pro AV Systems reserves the right to substitute equipment of equal or better quality with owner approval. Pro AV Systems will be held blameless in the case of product unavailability or discontinuation.

Section 2 – General Facility Conditions

2.A. Room Availability - Rooms in which installation is occurring should be made available for the exclusive use of Pro AV Systems during the day(s) of scheduled installation. The room will be available during normal working hours (M-F, 8:00am-5:00pm) in eight (8) continuous hour segments. Any delay in schedule that is due to limited access or client usage that results in a return trip by the technician(s) will be subject to an additional expense charge.

2.B. Electrical Outlets and Pathways - Before audiovisual equipment is installed, the customer will need to provide the following requirements: electrical outlets, floor boxes, conduits and core drills in areas according to specification. Additionally, all power runs are to be clean and properly grounded. All electrical work pertaining to the audiovisual system will need to run on one phase and be installed to code (NEC). Pro AV Systems is not responsible for installing any conduit, floor boxes, trenches or other appurtenances associated with high voltage (120vac and over) equipment.

2.C. Structural Vibrations - Ceiling, walls and floors as well as all other building structures that support audiovisual equipment are to be vibration free. At an additional cost, dampening devices can be made available if needed.

2.D. Furniture – Furniture is to be removed prior to construction. If certain furniture cannot be removed, then it will need to be covered and protected sufficiently by the customer.

2.E. Ceiling Tiles – The customer is to provide extra ceiling tiles of the same pattern and patch number in any room where suspended ceiling tiles are already installed. Ceiling tiles are assumed to be either 2'x2' or 2'x4' in dimension. Other tile sizes may require additional cost for mounting solutions in the form of a change order.

2.F. Merchandise Ownership & Storage – The customer is to provide extra ceiling tiles of the same pattern and patch number in any room where suspended ceiling tiles are already installed in the event of accidental damage or installation requirement. Ceiling tiles are assumed to be either 2'x2' or 2'x4' in dimension. Other tile sizes may require additional cost for mounting solutions in the form of a change order.

2.G. Exclusion – The following items are not covered under this agreement and may be subject to additional costs:

1. Acts of Nature: Such as water damage and/or damages caused by fire
2. System abuse or misuse that is determined by Pro AV Systems.
3. User errors – Problems caused by unacceptable connection of equipment, determined by Pro AV Systems.
4. Shipping – Expedited shipping for accelerated time lines or repaired parts.
5. Accessories – Hardware, software and/or accessories not provided or sold by Pro AV Systems.

Section 3 – Existing Equipment

3.A. Documentation – When integrating and/or installing pre-existing equipment into a new system, the customer is asked to provide any documentation that may be required to complete a proper installation. This may include any available source control code or drawings.

3.B. Good Working Order – Pro AV Systems is not responsible for any damage of existing hardware/equipment. The project may be delayed, or a change order may be required if any defective material is found.

3.C. Customer Hardware and Software - Pro AV Systems will not load software of any kind on the customers' computer. Unless stated otherwise, the customer is responsible for all Internet connectivity and computer hardware. In addition, the customer is responsible for the installation of computer software and drivers, all LAN provisioning, switches, network connections, and routers. Customer is required to install all operating systems and systems integration that is needed to run the installed interactive or other hardware devices and display equipment.

3.D. Owner Furnished Equipment – If owner is providing equipment (OFE) that Pro AV Systems is required to install, configure and/or control in order to provide a functional system, Pro AV Systems reserves the right to charge additional labor hours if the OFE equipment does not perform as originally specified at the time of Proposal acceptance or according to the manufacturer specification.

Section 4 – Schedule, Payments and Business Terms

4.A. Delays and Postponements – Regarding schedule completion of the job, time is of the essence. If Pro AV Systems is delayed at any time in the process of the work by owner change orders, construction delays, delivery delays, fire, project postponement, unavoidable casualties and/or other causes beyond the control of Pro AV Systems, the completion schedule for the Proposal shall be extended at a minimum by the same amount of the time caused by the delay.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

January 3, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Mr. Patterson,

At their December 21, 2021 meeting, the Board of Selectmen voted to approve an additional appropriation request from First Selectman, Robert Brule, in the amount of \$12,500 to co-fund a new pump-out boat for the Save the River-Save the Hills.

As Finance Director, I recommend that the Board of Finance consider funding this additional appropriation from the Capital Non-Recurring Undesignated Line 205-31520. The current balance in this line is \$2,419,491.05.

If approved by the Board of Finance, the appropriation would be transferred into a new project account number to be determined.

Respectfully,

Kimberly Allen
Finance Director

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

December 21, 2021

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at their meeting on Tuesday, December 21, 2021 voted to approve the following request for an additional appropriation;

First Selectman-To consider and act on the following request for an additional appropriation from the First Selectman, Rob Brule, for Save the River-Save the Hills pump out boat, in the amount of \$12,500.

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

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

October 26, 2021

Board of Selectmen
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: FY22 Addiitonal Appropriation Requests for Pump Out Boat

Jody & Beth,

The Save The River-Save The Hills non-profit organization has need of a new pump out boat. This boat plays an integral role in keeping the Niantic River Clean. The boat provides a vital service to all boaters on the river between the towns of Waterford and East Lyme.

The Save The River-Save The Hills organization was awarded a federal grant through the Connecticut Department of Energy & Environmental Protection in the amount of \$124,672.50. A portion of the grant will be used to purchase a new pump out boat. However, the grant stipulates a match of \$25,000 towards the purchase of the new boat. The Town of East Lyme has promised a contribution of \$12,500 and the Save The River -Save the Hills has requested that the Town of Waterford match their contribution.

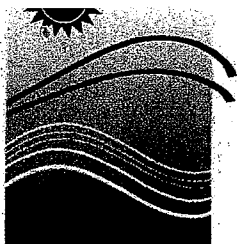
On behalf of the Town of Waterford, I am requesting an additional appropriation of \$12,500 for a town match towards the purchase of a new pump out boat.

Regards,

Robert J. Brule

Robert J. Brule
First Selectman

C: Kim Allen, Director of Finance



Connecticut Department
of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

October 8, 2021

Mr. James Paganetti
Save The River – Save The Hills, Inc.
7 Plant Drive
Waterford, CT 06385

RE: Clean Vessel Act Grant Program, 2022 Boating Season

Dear Mr. Paganetti:

Thank you for your interest in and application for the Federal Clean Vessel Act (CVA) Grant Program in Connecticut. This year, Connecticut DEEP received 43 applications for funding valued at over \$1.4 million under this State-Federal partnership. DEEP has fewer federal funds available than that which was requested by the grantees, making this the most competitive grant cycle in Connecticut's Clean Vessel Act Program history. I am pleased to inform you that your proposal for \$124,672.50 was selected for funding in the amount of \$124,672.50.

We will be contacting you within the next few weeks with details on grant award procedures. You will receive a contract for your review and signature. Instructions for processing the contract in the most expedient fashion will also be included.

Please be aware that once you receive this paperwork, it is very important that you complete the required materials, sign the appropriate documentation, and return it to us promptly. We are striving to have contracts fully executed by January 1, 2022. Any project expenses incurred prior to the execution of your contract for services will not be eligible for reimbursement. Only expenses incurred in calendar year 2022 will be considered eligible for reimbursement.

If you have any further questions, please contact me at (860) 447-4340. Congratulations on your forthcoming grant award. Thank you for participating in this important program to help protect water quality in Connecticut.

Sincerely,

Kate Brown

Kate Hughes Brown
BIG/CVA Program Coordinator
Navigation Boating Infrastructure Unit

KHB/pbf

Save the River-Save the Hills, Inc.
Clean Vessel Act Application 2022
Itemized Spreadsheet

Cost Category	Expense	Detail		Total
1 – Personnel	Administrator	\$8,500.00/year	\$ 8,500.00	
	Coxswain	\$112.00/day * 80	\$ 8,960.00	
	Deckhand	\$104.00/day * 80	\$ 8,320.00	
	Personnel Total			\$ 25,780.00
2 – Contractual	N/A			
3 – Operating	Gas / Oil	\$3,000.00		
	Cell Phone	\$750.00		
	Operating Exp Total			\$3,750.00
4 – Boat Expenses	Dockage/Storage	\$950.00		
	Insurance	\$4,600.00		
	Boat Expenses Total			\$5,550.00
5 – Equipment	Spring Commissioning	\$500.00		
	Fall Power Wash & Trailer Haul	\$900.00		
	Winterize, Shrink Wrap, Oil Change	\$1,800.00		
	Haul for Repairs	\$900.00		
	Repair Labor	\$1,000.00		
	Equipment Total			\$5,100.00
6 – Sewage Waste Removal	N/A			
7 – Supplies	Hand Soap, Boat Soap, Other PPE, Misc.			\$600.00
8 – Construction /Installation	N/A			
Subtotal				\$40,730.00
9 – Other	New Boat Purchase			\$125,500.00
Grand Total				\$166,230.00

CHECK ONE:

- ☒ GRANT
☐ PERSONAL SERVICE AGREEMENT

1. THE STATE BUSINESS UNIT AND THE CONTRACTOR AS LISTED BELOW HEREBY ENTER INTO AN AGREEMENT SUBJECT TO THE TERMS AND CONDITIONS STATED HEREIN AND/OR ATTACHED HERETO AND SUBJECT TO THE PROVISIONS OF SECTION 4-98 OF THE CONNECTICUT GENERAL STATUTES AS APPLICABLE.

2. ACCEPTANCE OF THIS CONTRACT IMPLIES CONFORMANCE WITH TERMS AND CONDITIONS SET FORTH BY THE OFFICE OF POLICY AND MANAGEMENT PERSONAL SERVICE AGREEMENT STANDARDS AND PROCEDURES.

(1) ☒ ORIGINAL ☐ AMENDMENT	(2) IDENTIFICATION #s. P.S. 2021-30 P.O.
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CONTRACTOR	(3) CONTRACTOR NAME Save the River - Save the Hills Inc.	(4) ARE YOU PRESENTLY A STATE EMPLOYEE? ☐ YES ☒ NO
	CONTRACTOR ADDRESS 35 Oswegatchie Road, Waterford, CT 06385	
STATE AGENCY	(5) AGENCY NAME AND ADDRESS DEEP - Bureau of Outdoor Recreation, 79 Elm Street, Hartford, CT 06106-5127	CONTRACTOR FEIN/SSN SAVETH3767

CONTRACT PERIOD	(7) DATE (FROM) Upon execution	THROUGH (TO) 12/31/2021	(8) INDICATE ☐ MASTER AGREEMENT ☐ CONTRACT AWARD NO. ☒ NEITHER
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COMPLETE DESCRIPTION OF SERVICE	(9) CONTRACTOR AGREES TO: (Include special provisions - Attach additional blank sheets if necessary.)		
	1. Performance: Do, conduct, perform or cause to be performed in a satisfactory and proper manner as determined by the Commissioner of Energy and Environmental Protection, all work described in Appendix A, which is attached hereto and made a part hereof. Appendix A consists of four pages numbered A-1 through A-4 inclusive. Page 1 of 10 Standard Terms and Conditions are contained in Pages 2 through 10 and are attached hereto and made a part hereof. Operation and Maintenance of a Pumpout Vessel		

COST AND SCHEDULE OF PAYMENTS	(10) PAYMENT TO BE MADE UNDER THE FOLLOWING SCHEDULE UPON RECEIPT OF PROPERLY EXECUTED AND APPROVED INVOICES.		
	Cost and Schedule of Payments is attached hereto as Appendix B, and made a part hereof. (Appendix B consists of one page numbered B-1). Total Payments Not to Exceed the Maximum Amount of \$29,325.00.		

(11) OBLIGATED AMOUNT \$29,325.00											
(12) Amount	(13) Dept	(14) Fund	(15) SID	(16) Program	(17) Project	(18) Activity	(19) Bud Ref	(20) Agency CF 1	(21) Agency CF 2	(22) Account	
\$29,325.00	DEP44434	12060	20954	64012	DEPA00002007113	155058					55050

An individual entering into a Personal Service Agreement with the State of Connecticut is contracting under a "work-for-hire" arrangement. As such, the individual is an independent contractor, and does not satisfy the characteristics of an employee under the common law rules for determining the employer/employee relationship of Internal Revenue Code Section 3121 (d) (2). Individuals performing services as independent contractors are not employees of the State of Connecticut and are responsible themselves for payment of all State and local income taxes, federal income taxes and Federal Insurance Contribution Act (FICA) taxes.

ACCEPTANCES AND APPROVALS	(23) STATUTORY AUTHORITY CGS Sec. 4-8 as amended; CGS Sec. 22a-6(a)(2) as amended CGS Sec. 7-148(c) as amended (mun. auth.)	
(24) CONTRACTOR (OWNER OR AUTHORIZED SIGNATURE) <i>James C. Paganetti</i>	TITLE Pumpout Administrator	DATE 1-14-2021
(25) AGENCY (AUTHORIZED OFFICIAL)	TITLE Chief, Bureau of Outdoor Recreation	DATE
(26) ATTORNEY GENERAL (APPROVED AS TO FORM)		DATE

1. Definitions:

- (a) State. The State of Connecticut, including the Department of Energy and Environmental Protection and any office, department, board, council, commission, institution or other agency of the State.
- (b) Commissioner. The Commissioner of Energy and Environmental Protection or the Commissioner's designated agent.
- (c) Parties. The Department of Energy and Environmental Protection (DEEP or Agency) and the Contractor.
- (d) Contractor Parties. Contractor Parties shall be defined as a Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and the Contractor intends for such other person or entity to Perform under the Contract in any capacity. To the extent that any Contractor Party is to participate or Perform in any way, directly or indirectly in connection with the Contract, any reference in the Contract to the "Contractor" shall also be deemed to include "Contractor Parties", as if such reference had originally specifically included "Contractor Parties" since it is the Parties' intent for the terms "Contractor Parties" to be vested with the same respective rights and obligations as the terms "Contractor."
- (e) Contract. This agreement, as of its Effective Date, between the Contractor and the State for any or all goods or services as more particularly described in Appendix A.
- (f) Execution. This contract shall be fully executed when it has been signed by authorized representatives of the parties, and if it is for an amount of Twenty-five thousand dollars (\$25,000.00) or more, by the authorized representative of the state Attorney General's office.
- (g) Exhibits. All attachments, appendices or exhibits referred to in and attached to this Contract are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.
- (h) Records. For the purposes of this Contract, records are defined as all working papers and such other information and materials as may have been accumulated by the Contractor in performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries and correspondence, kept or stored in any form.
- (i) Confidential Information. Confidential Information shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Department classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.
- (j) Confidential Information Breach. Confidential Information Breach shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.
- (k) Claim. Claim shall mean, all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmaturing, contingent, known or unknown, at law or in equity, in any forum.

2. Audit Requirements for Recipients of State Financial Assistance. For purposes of this paragraph, the word "contractor" shall be deemed to mean "nonstate entity," as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to the Agency for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

3. Forum and Choice of Law. The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

4. Termination.

- (a) Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may Terminate the Contract whenever the Agency makes a written determination that such Termination is in the best interests of the State. The Agency shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its Performance under the Contract prior to such date.

- (b) Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may, after making a written determination that the Contractor has breached the Contract, Terminate the Contract in accordance with the provisions in the Breach section of this Contract.
- (c) The Agency shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the Agency for purposes of correspondence, or by hand delivery. Upon receiving the notice from the Agency, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the Agency all Records. The Records are deemed to be the property of the Agency and the Contractor shall deliver them to the Agency no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the Agency for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- (d) Upon receipt of a written notice of Termination from the Agency, the Contractor shall cease operations as the Agency directs in the notice, and take all actions that are necessary or appropriate, or that the Agency may reasonably direct, for the protection, and preservation of the Goods and any other property. Except for any work which the Agency directs the Contractor to Perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- (e) The Agency shall, within forty-five (45) days of the effective date of Termination, reimburse the Contractor for its Performance rendered and accepted by the Agency, in addition to all actual and reasonable costs incurred after Termination in completing those portions of the Performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the Agency is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the Agency, the Contractor shall assign to the Agency, or any replacement contractor which the Agency designates, all subcontracts, purchase orders and other commitments, deliver to the Agency all Records and other information pertaining to its Performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its Performance, all as the Agency may request.
- (f) For breach or violation of any of the provisions in the section concerning Representations and Warranties, the Agency may Terminate the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.
- (g) Upon Termination of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.
- (h) Termination of the Contract pursuant to this section shall not be deemed to be a breach of contract by the Agency.

5. Tangible Personal Property.

- (a) The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:
 - (1) For the term of the Contract, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;
 - (2) A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
 - (3) The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Contract, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
 - (4) The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and
 - (5) Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Contract shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.
- (b) For purposes of this section of the Contract, the word "Affiliate" means any person, as defined in section 12-1 of the general statutes, which controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.
- (c) The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.

6. Indemnification.

- (a) The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.
- (b) The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any other person or entity acting under the direct control or supervision of the State.
- (c) The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.
- (d) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
- (e) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall cause the State to be named as an additional insured on the policy and shall provide (1) a certificate of insurance, (2) the declaration page and (3) the additional insured endorsement to the policy to the State and the Client Agency all in an electronic format acceptable to the State prior to the Effective Date of the Contract evidencing that the State is an additional insured. The Contractor shall not begin Performance until the delivery of these three documents to the Client Agency. Contractor shall provide an annual electronic update of the three documents to the Client Agency and the State on or before each anniversary of the Effective Date during the Contract term. State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that State is contributorily negligent.
- (f) This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

7. Sovereign Immunity. The parties acknowledge and agree that nothing in the Solicitation or the Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

8. Audit and Inspection of Plants, Places of Business and Records.

- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
- (b) The Contractor shall maintain, and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
- (c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- (d) The Contractor will pay for all costs and expenses of any audit or inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Contract. The Contractor will remit full payment to the State for such audit or inspection no later than 30 days after receiving an invoice from the State. If the State does not receive payment within such time, the State may setoff the amount from any moneys which the State would otherwise be obligated to pay the Contractor in accordance with this Contract's Setoff provision.
- (e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Contract, or (ii) the expiration or earlier termination of this Contract, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
- (f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
- (g) The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

9. Campaign Contribution Restriction. For all State contracts as defined in C.G.S. § 9-612 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this

Contract expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations," attached as Exhibit C.

10. Confidential Information. The Agency will afford due regard to the Contractor's request for the protection of proprietary or confidential information which the Agency receives. However, all materials associated with the Bid and the Contract are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all corresponding rules, regulations and interpretations. In making such a request, the Contractor may not merely state generally that the materials are proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that the Contractor believes are exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with the FOIA must accompany the request. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Contractor that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the FOIA. To the extent that any other provision or part of the Contract, especially including the Bid, the Records and the specifications, conflicts or is in any way inconsistent with this section, this section controls and shall apply and the conflicting provision or part shall not be given effect. If the Contractor indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL," the Agency will endeavor to keep said information confidential to the extent permitted by law. The Agency, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The Contractor shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the Agency or the State have any liability for the disclosure of any documents or information in its possession which the Agency believes are required to be disclosed pursuant to the FOIA or other requirements of law.
11. Protection of Confidential Information.
 - (a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
 - (b) Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the Agency or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
 - (1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 - (2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 - (3) A process for reviewing policies and security measures at least annually;
 - (4) Creating secure access controls to Confidential Information, including but not limited to passwords; and
 - (5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
 - (c) The Contractor and Contractor Parties shall notify the Agency and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Agency and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Agency, any State of Connecticut entity or any affected individuals.
 - (d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
 - (e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of Covered Entity.
12. Executive Orders. This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. The Contract may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services and to Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office. If Executive Order 14 and/or Executive Order 49 are applicable, they are deemed to be incorporated into and are made a part of the

Contract as if they had been fully set forth in it. At the Contractor's request, the Client Agency or DAS shall provide a copy of these orders to the Contractor.

13. Non-Discrimination.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f, and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith

efforts.

- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract or for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. §46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
 - (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
 - (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.
 - (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- 14. Antitrust Provision. Contractor hereby irrevocably assigns to the State of Connecticut all rights, title and interest in and to all Claims associated with this Contract that Contractor now has or may or will have and that arise under the antitrust laws of the United States, 15 USC Section 1, *et seq.* and the antitrust laws of the State of Connecticut, Connecticut General Statute § 35-24, *et seq.*, including but not limited to any and all Claims for overcharges. This assignment shall become valid and effective immediately upon the accrual of a Claim without any further action or acknowledgment by the parties.
 - 15. State Liability. The State of Connecticut shall assume no liability for payment for services under the terms of this agreement until the contractor is notified that this agreement has been accepted by the contracting agency and, if applicable, approved by the Office of Policy and Management (OPM) or the Department of Administrative Services (DAS) and by the Attorney General of the State of Connecticut.
 - 16. Distribution of Materials. The Contractor shall obtain written approval from the Commissioner prior to the distribution or publication of any materials prepared under the terms of this Contract. Such approval shall not be unreasonably withheld.
 - 17. Change in Principal Project Staff. Any changes in the principal project staff must be requested in writing and approved in writing by the Commissioner at the Commissioner's sole discretion. In the event of any unapproved change in principal project staff, the Commissioner may, in the Commissioner's sole discretion, terminate this Contract.
 - 18. Further Assurances. The Parties shall provide such information, execute and deliver any instruments and documents and take such other actions as may be necessary or reasonably requested by the other Party which are not inconsistent with the provisions of this Contract and which do not involve the vesting of rights or assumption of obligations other than those provided for in the Contract, in order to give full effect to the Contract and to carry out the intent of the Contract.
 - 19. Recording and Documentation of Receipts and Expenditures. Accounting procedures must provide for accurate and timely recording of receipt of funds by source, expenditures made from such funds, and of unexpended balances. Controls must be established which are adequate to ensure that expenditures under this Contract are for allowable purposes and that documentation is readily available to verify that such charges are accurate.
 - 20. Assignability. The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Commissioner thereto: provided, however, that claims for money due or to become due the Contractor from the Commissioner under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Commissioner.
 - 21. Third Party Participation. The Contractor may make sub-awards, using either its own competitive selection process or the values established in the state's competitive selection process as outlined in DAS General Letter 71, whichever is more restrictive, to conduct any of the tasks in the Scope of Work contained in Appendix A. The Contractor shall advise the Commissioner of the proposed sub-awardee and the amount allocated, at least two (2) weeks prior to the making of such awards. The Commissioner reserves the right to disapprove

such awards if they appear to be inconsistent with the program activities to be conducted under this grant. As required by Sec. 46a-68j-23 of the Connecticut Regulations of State Agencies the Contractor must make a good faith effort, based upon the availability of minority business enterprises in the labor market area, to award a reasonable proportion of all subcontracts to such enterprises. When minority business enterprises are selected, the Contractor shall provide DEEP with a copy of the Affidavit for Certification of Subcontractors as Minority Business Enterprises (MBE) along with a copy of the purchase order or contract engaging the Subcontractor. The Contractor shall be the sole point of contact concerning the management of the Contract, including performance and payment issues. The Contractor is solely and completely responsible for adherence by any subcontractor to all the applicable provisions of the Contract.

22. Set Aside. State agencies are subject to the requirements of CGS sec. 4a-60g. Unless otherwise specified by the invitation to bid, general contractors intending to subcontract any portion of work under this Contract shall subcontract 25% of the total contract value to small contractors certified by the Department of Administrative Services (DAS) and are further required to subcontract 25% of that 25% to minority and women small contractors certified as minority business enterprises by DAS. Selected general contractors that are certified by DAS as small contractors, minority business enterprises, or both are excused from this requirement but must comply with CGS sec. 4a-60g(e) and complete a minimum of 30% of the work by dollar value with their own workforces and ensure at least 50% of the work overall by dollar value is completed by contractors or subcontractors certified as small contractors or minority business enterprises by DAS.
23. Procurement of Materials and Supplies. The Contractor may use its own procurement procedures which reflect applicable State and local law, rules and regulations provided that procurement of tangible personal property having a useful life of more than one year and an acquisition cost of one thousand dollars (\$1,000.00) or more per unit be approved by the Commissioner before acquisition.
24. Americans with Disabilities Act. The Contractor shall be and remain in compliance with the Americans with Disabilities Act of 1990 ("Act"), to the extent applicable, during the term of the Contract. The DEEP may cancel the Contract if the Contractor fails to comply with the Act.
25. Affirmative Action and Sexual Harassment Policies. The Contractor agrees to comply with the Departments Affirmative Action and Sexual Harassment Policies available on DEEP's web site. Hard copies of the policy statements are available upon request at DEEP.
26. Breach. If either Party breaches the Contract in any respect, the non-breaching Party shall provide written notice of the breach to the breaching Party and afford the breaching Party an opportunity to cure within ten (10) days from the date that the breaching Party receives the notice. In the case of a Contractor breach, any other time period which the Agency sets forth in the notice shall trump the ten (10) days. The right to cure period shall be extended if the non-breaching Party is satisfied that the breaching Party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective Contract Termination date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching Party in writing prior to the Termination date; no further action shall be required of any Party to effect the Termination as of the stated date. If the notice does not set forth an effective Contract Termination date; then the non-breaching Party may Terminate the Contract by giving the breaching Party no less than twenty four (24) hours' prior written notice. If the Agency believes that the Contractor has not performed according to the Contract, the Agency may withhold payment in whole or in part pending resolution of the Performance issue, provided that the Agency notifies the Contractor in writing prior to the date that the payment would have been due.
27. Severability. If any term or provision of the Contract or its application to any person, entity or circumstance shall, to any extent, be held to be invalid or unenforceable, the remainder of the Contract or the application of such term or provision shall not be affected as to persons, entities or circumstances other than those as to whom or to which it is held to be invalid or unenforceable. Each remaining term and provision of the Contract shall be valid and enforced to the fullest extent possible by law.
28. Contractor Guarantee. The Contractor shall: perform the Contract in accordance with the specifications and terms and conditions of the Scope of Work, furnish adequate protection from damage for all work and to repair any damage of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors; pay for all permits, licenses, and fees, and to give all notices and comply with all laws, ordinances, rules and regulations of the city and the State.
29. Force Majeure. The Parties shall not be excused from their obligation to perform in accordance with the Contract except in the case of Force Majeure events and as otherwise provided for in the Contract. A Force Majeure event materially affects the cost of the Goods or Services or the time schedule for performance and is outside the control nor caused by the Parties. In the case of any such exception, the nonperforming Party shall give immediate written notice to the other, explaining the cause and probable duration of any such nonperformance.
30. Entirety of Contract. The Contract is the entire agreement between the Parties with respect to its subject matter, and supersedes all prior agreements, proposals, offers, counteroffers and understandings of the Parties, whether written or oral. The Contract has been entered into after full investigation, neither Party relying upon any statement or representation by the other unless such statement or representation is specifically embodied in the Contract.
31. Interpretation. The Contract contains numerous references to statutes and regulations. For purposes of interpretation, conflict resolution and otherwise, the content of those statutes and regulations shall govern over the content of the reference in the Contract to those statutes and regulations.
32. Discharge of sewage to waters of the state. In accordance with Section 22a-430-3(k) of the Regulations of Connecticut State Agencies, within two hours of any discharge of sewage from a pumpout facility to a water of the state or to the ground, the owner or operator of such facility shall report such discharge to the Director of the Permitting, Enforcement and Remediation Division of the DEEP during normal business hours at (860) 424-3018, to the Department's Emergency Response Unit at all other times at (860) 424-3338, and to the Director of Health in each affected municipality.
33. Registration for DEEP Stormwater General Permit. If Contractor has a stormwater point discharge, the Contractor is required by Section 22a-430b of The General Statutes of Connecticut to register for the stormwater general permit for industrial activity. A stormwater pollution prevention plan must also be prepared, and sampling of runoff conducted once a year during a rain event.

34. Sale of Docking Facility. The owner or operator of a docking facility to receive grant funds will, if the docking facility is to be sold, and upon sale of the docking facility, ensure that conditions of this Contract be made part of any sale agreement with new owner.
35. Title to Equipment. Title to equipment purchased under this Agreement shall vest in the Contractor. If the Contractor determines that it cannot use the equipment for the stated grant purposes at any point prior to the end of the equipment's useful life, but after the end of this Contract period and any extensions thereof, the Contractor shall inform the DEEP in writing within 30 days of such determination. Such equipment shall be transferred by the Contractor to a third party approved by the DEEP for use for grant purposes in accordance with applicable provisions of state and federal law. Should the equipment not be transferred to a new operator in accordance with this provision, the equipment shall either be returned to the DEEP for use for grant purposes or it shall be disposed in accordance with 50 CFR Part 85; and 2 CFR Part 200 as applicable and as adopted in regulation by 2 CFR 1402.100.
36. Non-Federal Match Documentation. The Contractor shall contribute at least 25% of the Total Project Cost as cost sharing or non-federal match. Such cost sharing or match may be provided as cash costs or third party in-kind services provided such services are reasonable and necessary for grant purposes. Allowability of any cost sharing or match shall be determined in accordance with 50 CFR Part 85; and 2 CFR Part 200 as applicable and as adopted in regulation by 2 CFR 1402.100. The Contractor shall maintain records that adequately document the valuation of non federal match/in-kind services in accordance with 50 CFR Part 85; and 2 CFR Part 200 as applicable and as adopted in regulation by 2 CFR 1402.100. The Contractor shall submit a summary of the valuation to DEEP.
37. Program Income. Income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period is defined as program income per 50 CFR Part 85; and 2 CFR 200 as applicable and as adopted in regulation by 2 CFR 1402.100 Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs. Program income that the subgrantee did not anticipate at the time of the award shall be used to reduce the Federal/State share and grantee contributions rather than to increase the funds committed to the project.
38. Allowable Costs. All costs charged by the Contractor and subcontractors must be eligible, necessary, and reasonable for performing the tasks outlined in the approved project work plan. The costs, including match, must be incurred during the period of performance of the project. The costs also must be allowable and well documented, in conformance with specific federal requirements (50 CFR Part 85; and 2 CFR Part 200 as applicable and as adopted in regulation by 2 CFR 1402.100. Applicable CFRs are located at the following websites: <https://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-subtitleA-chapII.pdf> <https://www.gpo.gov/fdsys/pkg/CFR-2015-title50-vol9/pdf/CFR-2015-title50-vol9-part85.pdf>
39. Entertainment Costs. In accordance with Circular A-122 (non-profits) and A-87 (State, Local, and Indian Tribal Governments) the cost of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, gratuities and alcoholic beverages are not allowable expenses.
40. Contract Work Hours and Safety Standards Act. If this Contract funds construction that exceed \$100,000.00 or other work that involves the employment of mechanics or laborers that exceeds \$2,500.00, the Contractor shall ensure that the wages of every mechanic and laborer shall be computed on the basis of a standard work week of 40 hours pursuant to sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR part 5). Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. No laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. Information on the Contract Work Hours and Safety Standards Act can be found on the Department of Labor web-site at: <https://www.dol.gov/whd/govcontracts/cwhssa.htm>.
41. Suspension and Debarment. The Contractor shall make no Contracts with parties listed on the General Services Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. The Contractor may access the Excluded Parties List System at <http://epls.arnet.gov/>. By signing this Contract the Contractor certifies that neither the Contractor nor its principal(s) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
42. Copeland "Anti-Kickback" Act. (18 U.S.C. 874 and 40 U.S.C. 276c)—If this Contract is in excess of \$100,000.00 for construction or repair, the Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "contractors and subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The Contractor shall include language requiring compliance with this provision in any subcontract awarding funds provided in this Contract in excess of \$100,000.00. The Commissioner shall report all suspected or reported violations to the U.S. Fish & Wildlife Service.
43. Certifications Regarding Lobbying. Byrd Anti-Lobbying Amendment: The Contractor shall not use any of the funds provided in this Contract to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following Federal actions:
- a. The awarding of any Federal contract.
 - b. The making of any Federal grant.
 - c. The making of any Federal loan.
 - d. The entering into of any cooperative agreement.

- e. The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If this Contract is in excess of \$100,000.00 the Contractor and any subcontractors awarded funds from this Contract in excess of \$100,000.00 shall file the declaration required by 31 U.S.C. 1352 (b). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Commissioner.
44. Drug Free Workplace. The Contractor shall provide a Drug Free Workplace in compliance with 41 USC Section 702. The Contractor agrees to make a good faith effort, on a continuing basis, to maintain a drug-free workplace as a condition for receiving federal funds under this Contract. The specific measures the Contractor must take in this regard are described in more detail in 43 CFR Part 43. Briefly, those measures are to:
- a. Publish a drug-free workplace statement and establish a drug-free awareness program for its employees (Sec. 43.205 through 43.220);
 - b. Take actions concerning employees who are convicted of violating drug statutes in the workplace (Sec. 43.225); and
 - c. Identify all known workplaces under its Federal awards (Sec. 43.230).
45. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended: — the Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). The Commissioner shall report violations to the Fish & Wildlife Service and the Regional Office of the Environmental Protection Agency (EPA).
46. Contractor Responsibility. The Contractor shall be responsible for the entire Performance under the Contract regardless of whether the Contractor itself Performs. The Contractor shall be the sole point of contact with DEEP concerning the management of the Contract, including Performance and payment issues. The Contractor is solely and completely responsible for adherence by the Contractor Parties to all applicable provisions of the Contract. The Contractor shall be the sole point of contact concerning the management of the Contract, including Performance and payment issues.
47. Provisions of Law Incorporated by Reference. Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted and made a part of this Contract and this Contract shall be read and enforced as though such provisions were incorporated into this Contract. For purposes of interpretation, conflict resolution and otherwise, the content of those statutes and regulations shall govern over the content of the reference in the Contract to those statutes and regulations.

APPENDIX A SCOPE OF WORK

Purpose:

Operation and Maintenance of a Pumpout Vessel: To operate and maintain in good operating condition, one marine sewage pumpout vessel in the Niantic River and Niantic Bay for the 2021 calendar year boating season. Each such pumpout vessel shall be available at no-cost to the recreational boating public. Save the River – Save the Hills Inc. (the Contractor) shall administer a Pumpout vessel program which shall include: providing trained staff to operate the Pumpout vessel, maintaining the Pumpout vessel in good operating condition, and properly disposing of waste collected.

Definitions:

“Pumpout vessel” means one or more marine sewage pumpout boat(s) designed, purchased, installed, constructed, renovated, operated, repaired or maintained with these grant funds.

“Marine Sewage Disposal Facility” or “MSDF” means each and every pumpout facility designed, purchased, installed, constructed, renovated, operated, repaired or maintained with these grant funds, stationary pumpout units, portable pumpout units and dump stations.

Services: The Contractor agrees to provide the following services:

A. Operation and Maintenance of a Pumpout Vessel

1. **Administration:** The Contractor shall administer a Pumpout vessel program to provide at no charge convenient pumpout service utilizing a marine sewage Pumpout vessel in Waterford, CT. The boat must be used for the collection of vessel sewage only (no bilge or oily waste shall be collected).
2. **Disposal of Waste from the Pumpout Vessel:** The Contractor shall own, or have a written agreement with, one or more land based MSDF, allowing the Pumpout vessel to properly dispose of the waste material collected. In the case of a land based MSDF owned by the Contractor, the Contractor shall (1) obtain and maintain approval for increased flow to a publicly-owned treatment works (wastewater treatment plant); or (2) obtain and maintain a valid contract, with a schedule for the removal of sewage from a storage tank by a licensed septage hauler and for the transport and ultimate disposal of such septage at a municipal sewage receiving/treatment facility. A storage tank installed for the purpose of receiving and storing MSDF waste shall not be used to receive or store waste from any other source. In the event of a written agreement, a copy of such agreement must be filed with the DEEP prior to receiving reimbursement payments for any operations and maintenance costs.
3. **Signs and symbols:** The Contractor shall install and/or maintain signs/lettering on the boat clearly visible to boaters advertising the availability of the service and telephone number/radio frequency identifying how to contact the Pumpout vessel. Appropriate information signs shall be prepared, installed and maintained, restrictions, hours of operation, and a contact name and phone number to call. All such signs shall acknowledge that the facility was constructed, improved, operated or maintained with funds from the Clean Vessel Act and shall include logos acknowledging support of the Sport Fish Restoration Program and Clean Vessel Act. Logos are available from DEEP in electronic format upon request of the Contractor.

Suggested language for such acknowledgment is: "This pumpout vessel is operated and maintained with funds provided by the Connecticut Department of Energy & Environmental Protection, authorized by the Federal Clean Vessel Act." Contractor must obtain written approval from DEEP prior to distribution or publication of any printed material prepared under the terms of this contract.

4. **Public Access to Pumpout Vessel:** The Contractor shall allow all recreational vessels access to and service from any Pumpout vessel designed, purchased, constructed, renovated, operated, repaired, or maintained with these grant funds, for the full period of their useful life of the Pumpout vessel.
5. **Operations and Maintenance of Pumpout Vessel:** The Contractor shall safely operate and maintain any Pumpout vessel designed, purchased, constructed, renovated, operated, repaired, or maintained with such grant funds to function for the full period of their useful life and in a manner that provides adequate service, promotes use, and protects public health. Such operation shall include having trained personnel to operate the Pumpout vessel with all federally required safety equipment; provide and ensure appropriate personal protective equipment usage (such as gloves, eye protection, rubber boots, and personal floatation devices) and hand-washing facilities to protect the operator; and a schedule for maintenance. Reimbursable labor costs under this contract include only the actual time spent designing, constructing, renovating, operating, maintaining or repairing the Pumpout vessel and administering the program.

The Contractor shall provide a U.S. Coast Guard approved personal floatation device (PFD) to persons on board and require that persons on board wear an approved PFD at ALL times while performing their duties including on docks and customer vessels while vessels are being serviced. The PFD must properly fit each individual. Prior to each use, personal flotation devices shall be inspected for dry rot, chemical damage, or other defects which may affect their strength and buoyancy. Defective personal flotation devices shall not be used.

6. **Records:** The Contractor shall maintain written records of the use and maintenance of each Pumpout vessel operated and maintained with these grant funds over the full period of the useful life of each such Pumpout vessel. Such records shall include date, day of week, and number of gallons pumped for each use of each such Pumpout vessel; date and description of maintenance conducted; and the date, volume of sewage removed from a storage tank, the identity of the person(s) that removed and transports such sewage, and the identity and location of the facility to which such sewage was transported (See Appendix D). Such records shall be available to the DEEP promptly upon request.
 - a) The Contractor shall submit the records (See Appendix D) and invoice (See Appendix E) to the DEEP no later than January 15, 2022. During the period of this contract and any amendment thereto, such records shall also include a summary of payroll records documenting operations and maintenance activities.
 - b) Following expiration of this contract or any amendment thereto, the Contractor shall submit the records (See Appendix D) annually on or before January 15 of the following year for the useful life of each such Pumpout vessel.
7. **Completion of Project:** The Contractor shall complete all project elements as specified in the scope of work. Failure to implement the entire project within the agreed schedule may result in the recovery by DEEP of any funds paid to the Contractor under this agreement.
8. **Hours of Operation:** The Contractor shall operate the Pumpout vessel from May 23rd through September 4th, Friday through Monday and September 5th through October 24th, Saturday and Sunday from 9:00am to 5:00pm of each year, weather and safety permitting, unless DEEP

provides written permission specifically allowing otherwise, in response to a written request by the Contractor. Hours of operation must be clearly posted in informational material available to the public.

9. **Boating Accident Report:** All operators of vessels, including Pumpout vessels, involved in an accident must remain at the scene and assist any other vessel or person involved, if possible, without endangering their own vessel or the people aboard. The operator must also give his/her name, address and vessel identification number to the other operator(s) or owner of the damaged property.

Operators involved in a boating accident which results in any of the circumstances noted below shall ***immediately*** notify the nearest law enforcement agency with jurisdiction in the area and, ***not later than 48 hours after the accident***, report the matter on a form provided by the DEEP Boating Division.

- a) The death of any person from whatever cause.
- b) The disappearance of any person from on board.
- c) The injury of any person sufficient to require medical attention beyond simple first aid.

Any accident in which the total damages to all property affected is in excess of \$500 must be reported by the operator not later than ***5 days after the accident*** on forms provided by the DEEP. The form can be downloaded by visiting the DEEP website: www.ct.gov/deep/boataccidentreport. The operator of the vessel must make out the report, if they cannot do so, the vessel's owner or a survivor of the accident must initiate the report.

B. Generally Applicable Terms and Conditions

1. **Budget:** The Contractor may not exceed the budget which is included in this Contract (see Appendix C). If the Contractor would like to change or add additional funds to the original budget, such request must be sent in writing to Kate Brown, Department of Energy and Environmental Protection (DEEP) shall determine the availability of funding to cover the additional services. If funding is available, DEEP may award this contract accordingly.
2. **Fee charges:** The Contractor may not charge a fee for each use of the service funded with such grant funds. The Contractor shall make a good faith effort to promote use of the service funded with such grant funds, and is encouraged to include as part of this promotion the provision of free Pumpout. A fee shall not be charged without the prior approval of the DEEP.
3. **Compliance with statutes, regulations and permit requirements:** The Contractor shall maintain compliance with all relevant statutes, regulations and permit requirements. The Commissioner of the DEEP has the right to withhold funds if any service is found to be out of compliance with such statutes, regulations or permit requirements.
4. **Extensions/Amendments:** Formal written amendment of the contract is required for extensions to the final date of the contract period and to terms and conditions specifically stated in the original contract and any prior amendments, including but not limited to:
 - a) revisions to the maximum contract payment,
 - b) the total unit cost of service,
 - c) the contract's objectives, services, or plan,
 - d) due dates for reports,
 - e) completion of objectives or services, and
 - f) any other Contract revisions determined material by DEEP.

5. ADA Publication Statement:

For all public notices printed in newspapers, the following ADA and Title VI Publication Statement should be used:

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or <mailto:deep.accommodations@ct.gov>

If there is not a meeting or event associated with the material(s) being published, the following ADA and Title VI Publication Statement should be used:

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.

If the material(s) being published have a meeting or event associated with them, the following ADA and Title VI Publication Statement should be used:

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint. Any person needing a hearing accommodation may call the State of Connecticut relay number - 711. Requests for accommodations must be made at least two weeks prior to any agency hearing, program or event.

For videos that will be published on the DEEP website, the following ADA and Title VI statement and the following line should be included on the DVD cover and the title page of the video:

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov.

This video with closed captioning is available at www.ct.gov/deep.

APPENDIX B
SCHEDULE OF PAYMENTS

The maximum amount payable under this Contract is twenty-nine thousand three hundred twenty-five dollars (\$29,325.00).

The payments by the Commissioner shall allow for use of funds to meet allowable financial obligations incurred in conjunction with this Project, prior to expiration of this Contract, and shall be scheduled as follows provided that the total sum of all payments shall not exceed the maximum Contract amount noted above.

- a) The contractor will be responsible to ensure the correct Appendix E Invoice is used (cash and non-cash) or (cash only).
- b) DEEP will pay contractor for amounts properly supported by invoices submitted by contractor not to exceed maximum amount stated in this Contract.
- c) Following completion of each year's boating season, but not later than January 15, 2022, the Contractor shall submit such documentation to:

Kate Brown
DEEP – Boating Division
P.O. Box 280, 333 Ferry Road
Old Lyme, CT 06371-0280

The DEEP shall review the Logs and Invoices and may, at its discretion, deny or reduce payment to the Contractor if the Logs or invoice contains insufficient information or erroneous data. Expenses incurred prior to January 1, 2021 or contract execution (whichever comes later) will not be reimbursed nor can they be calculated as match toward the Reimbursement Amount.

APPENDIX C

Budget Information

Contract/PSA #:	2021-30	PO #:	
Vendor Name:	Save the River - Sav	Program:	CVA
Contract Period:	Upon execution - 12/31/2021		

Please select/check only one Award Type:

Check "x" Below

	<u>Operation and Maintenance Costs Associated with a Land Based MSDF</u>
X	<u>Operation and Maintenance Costs Associated with a Pumpout Boat</u>
	<u>Construction/Purchase/Installation of a New MSDF or Repair or Upgrade of an Existing MSDF (including purchase or repair/upgrade of a pumpout boat)</u>

Cost Categories	Funding Awarded (Federal Share) 75% of Total Budget	Match Budget (Non-Federal Share) 25% of Total Budget	Total Budget
Personnel:			
Administrative	\$ 6,375.00	\$ 2,125.00	\$ 8,500.00
Program	\$ 10,200.00	\$ 3,400.00	\$ 13,600.00
Contractual	\$ -	\$ -	\$ -
Operating	\$ 2,812.50	\$ 937.50	\$ 3,750.00
Boat Expenses	\$ 4,162.50	\$ 1,387.50	\$ 5,550.00
Equipment (including repairs & upgrades/purchases)	\$ 5,325.00	\$ 1,775.00	\$ 7,100.00
Sewage Waste Removal	\$ -	\$ -	\$ -
Supplies	\$ 450.00	\$ 150.00	\$ 600.00
Construction/Installation Cost	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Grand Total	\$ 29,325.00	\$ 9,775.00	\$ 39,100.00

APPENDIX D

MSDF USE LOG

Facility Name: _____

Boating Season: _____

Page ____ of ____

[illegible]

MSDF MAINTENANCE LOG

Facility Name: _____

Boating Season: _____

Page _____ of _____

[illegible]

MSDF DISPOSAL LOG

Facility Name: _____

Boating Season: _____

Page _____ of _____

[illegible]

APPENDIX E

CVA Billing Form

Contract/PSA #: 2021-30 Request #: _____
Vendor Name: Save the River - Save the Hills, LLC Award Type: Operation and Maintenance Costs Associated with a Pumpout Boat
Period Through: _____ Invoice Date: _____

Form Terms:

1. Cash - Cash transactions refer to any payments made via cash, check, or credit card. Cash transactions also include payroll expenses
2. Non-Cash - Non-cash transactions include donated material goods or volunteered time to provide services in support of CVA sponsored contract activities.

INSTRUCTIONS:

Handwritten Submissions:

1. If submitted as a handwritten form, ONLY the "INPUT" columns of Sections 1 and 2, and Section 5 are required for your completion. The final reimbursement amount will be calculated by DEEP.
2. Mail a signed hard copy of this form to Kate Brown (see address below) along with supporting documentation.

Electronic Submissions:

Section 1: Expense Report - Cash - This section is to be used to reimburse contractors for approved CVA expenses incurred and paid for according to your DEEP Executed Contract for CVA activity.

1. Please input in Column "B" ONLY to provide the total cost, per cost category, that you wish to be considered for reimbursement.

Please attach supporting documentation.

(Only expenses for cash transactions can be reimbursed using federal funding according to your approved budget. Expenses should be summed by Cost Category and entered on the form consistent with the approved budget line items contained in your executed contract. The form will calculate both the Match and Federal Share of expenses for all cash transactions by cost category.)

Section 2: Expense Report - Non-Cash - This section is to be used to report non-cash transactions. (If you do not have any non-cash transactions to report, please skip this section.)

1. Using Column "A", please list the non-cash goods/services received. (If you need more rows, please attach another form listing your additional non-cash items.)

2. Using Column "B", please enter the value of the respective good/service listed in Column "A".

Please provide supporting detail for non-cash transactions. Include names of individuals/organizations who donated materials or volunteered time (this may be attached,) along with the dates the goods/services were received.

*If preferred, you may enter the total value of all non-cash transactions on one row. Please be sure to attach the appropriate supporting detail.

Once Sections 1-2 are complete, your reimbursement amount will calculate automatically. If your reimbursement amount causes your cumulative reimbursements to exceed your federal budget, that excess amount will be applied to your match share.

Section 3: Budget Report - This section provides you with the budget of your contract and remaining balances based on current and previous reimbursement amounts. There is no need to enter anything into this section. Data will calculate automatically.

Section 4: Contract Budget Summary - This section summarizes all financial activity completed in Sections 1-3. The purpose of the contract budget summary is to compare expenses with approved budgets for the total federal expenses paid, and match contributions incurred for both cash and non-cash items. Once Sections 1-3 are completely filled out, all financial activity will be summarized accordingly in Section 4. Therefore, there is no need to enter anything into this section, it will calculate automatically.

Section 5: Certification

1. Please read, sign and date this section.

ONCE YOU HAVE COMPLETED SECTIONS 1-5, PLEASE EMAIL THIS FORM TO KATE BROWN AT KATE.BROWN@CT.GOV. PLEASE THEN PRINT AND ATTACH SUPPORTING DOCUMENTATION, WHICH CAN BE SENT TO:

Kate Hughes Brown
Navigation and Boating Infrastructure Unit, Boating Division
Department of Energy and Environmental Protection
333 Ferry Road, P.O. Box 280
Old Lyme, CT 06371
(p) 860.447.4340
(f) 860.434.3501

SECTION 1: Expense Report - Cash

Input Sheet: Please Provide Info Below in Columns B-D				Analysis of Allocable CVA Share				Adjustment(s)	
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
INPUT				(FOR DEEP USE ONLY)				(FOR DEEP USE ONLY)	
	Please Enter Total Costs per Cost Category Below for Each Award Type				Formula - DO NOT INPUT (Col. B + Col. C + Col. D)	Formula - DO NOT INPUT (Col. F + 25%)	Formula - DO NOT INPUT (Col. F + 75%)	For DEEP Use Only - DO NOT INPUT	For DEEP Use Only - DO NOT INPUT
Cost Category	Total Costs - O&M Associated with a Land Based MSDF	Total Costs - O&M Associated with a Pumpout Vessel	Total Costs - Construction/ Purchase/ Installation/ Repair/ Upgrade		Total Costs	Match	Fed Share Reimbursement	Match adjustment(s) based on additional Non-Cash Transactions	Federal Share Reimbursement adjustment(s) based on Non-Cash Transactions
Cash Costs:									
Administrative Personnel									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Program Personnel									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Contractual									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Operating									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Vessel Expenses									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (including repairs & upgrades/purchases)									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Sewage Waste Removal									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Supplies									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Construction/Installation Costs									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Other									
Current Request:					\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Cash Costs by Award Type									
Type	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal All Cash Costs									
					\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 2: Expense Report- Non-Cash

Input Sheet: Please Provide Info Below in Columns A through D				(FOR DEEP USE ONLY)				(FOR DEEP USE ONLY)	
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J
Non-Cash Transactions:									
				Allocation of Non-Cash Transactions:					
Description of Non-Cash Items / Date Received	Total Costs - O&M Associated with a Land Based MSDF	Total Costs - O&M Associated with a Pumpout Vessel	Total Costs - Construction/ Purchase/ Installation/ Repair/ Upgrade	Total	Match	Federal			
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Non-Cash Transactions				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total Cash and Non-Cash Transactions				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Calculation of Reimbursement					
Notes:				Total Costs				\$ -	
1. Non-cash transactions include donated material goods or volunteered time to provide services in support of CVA sponsored contract activities.				Proposed Fed Share Based on 75% of Total Costs				\$ -	
2. Non-cash items can be reported as match, however, per federal regulations, they are not reimbursable. The federal cost share reimbursement must only be for cash expenses.				Actual Federal Reimbursement not to Exceed				\$ -	
				Total Cash Costs				\$ -	
				Reimbursement Amount				\$ -	

SECTION 3: Budget Report
(FOR DEEP USE ONLY)

	Total Budget	Match Budget	Prior Cumulative Match Billing	Current Match Billing	Total Match Billings Reported	Remaining Match Balance	Federal Budget	Prior Cumulative Federal Billing	Current Federal Billing	Total Federal Billings Reported	Remaining Federal Balance	Total Remaining Balance
Cash Costs:	\$ 39,100.00	\$ 9,775.00	\$ -	\$ -	\$ -	\$ -	\$ 29,325.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Cash Costs:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 39,100.00	\$ 9,775.00	\$ -	\$ -	\$ -	\$ -	\$ 29,325.00	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 4: Contract Budget Summary
(FOR DEEP USE ONLY)

	Non-Cash Match	Cash Match Share	Total Match	Federal Share - Cash	Total Reported
(A) Total Contract Budget	\$ 9,775.00	\$ 9,775.00	\$ 9,775.00	\$ 29,325.00	\$ 39,100.00
(B) Prior Cumulative Billing	\$ -	\$ -	\$ -	\$ -	\$ -
(C) Current Bill	\$ -	\$ -	\$ -	\$ -	\$ -
(D) Total Reported per Above	\$ -	\$ -	\$ -	\$ -	\$ -
(E) Remaining Balance (A-D)	\$ 9,775.00	\$ 9,775.00	\$ 9,775.00	\$ 29,325.00	\$ 39,100.00
Cumulative Cost Share %					

SECTION 5: Certification

Certification. Funding provided through your Contract is sourced through the U.S. Fish and Wildlife Service, Clean Vessel Act Program, administered through Connecticut's Department of Energy and Environmental Protection - Boating Division. Funds awarded are restricted to be used solely for allowable costs and expenses as identified per the terms of your Contract.

Any funding provided under the terms of your Contract are subject to audit and investigation by the Office of the Inspector General (OIG) and the State of Connecticut Attorney General's Office (AG), as well as Connecticut's Department of Energy and Environmental Protection (DEEP). Any instances of potential fraud, waste, loss or abuse will be reported by DEEP to the OIG and the AG's Office for investigation and prosecution.

Upon submission of your reimbursement request, the Contractor shall affirm, by signing the form on the signature line provided, all of the following:

- The form is complete and accurate.
- All reported costs and expenses were used solely for allowable costs and expenses.
- All reported costs and expenses are supported with original receipts, invoices or other supporting documentation.
- There have been no instances of fraud, theft, waste, abuse, mismanagement or misconduct regarding the funds provided through this Contract.

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Signature of DEEP Authorized Representative

Date



Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612 (f) (2) and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder, of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "Lobbyist/Contractor Limitations."

DEFINITIONS

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fundraising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee, serving on the committee that is hosting a fundraising event, introducing the candidate or making other public remarks at a fundraising event, being honored or otherwise recognized at a fundraising event, or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

December 21, 2021

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at their meeting on Tuesday, December 21, 2021 voted to approve the following request for merging of lines;

Fire Services: To consider and act on the following request for the merging of two lines in the Capital Non-Recurring Designated, from the Director of Fire Services, Michael Howley to merge Line#20523-57792 to Line#20523-57733.

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
Director of Fire Services

204 Boston Post Road
Waterford, CT 06385

November 4, 2021

First Selectman Rob Brule

15 Rope Ferry Road

Waterford, CT 06385

Re: Merging of two CNR lines

On behalf of the Waterford Fire Services, I would like to request the merging of two lines in our Capital Non-Recurring (CNR) Designated, under line #20523-57733 Oswegatchie Building Improvements and line # 20523-57792 Oswegatchie Building Renovations into one project. This project is currently in the evaluating stage, and needs assessment for a new station. Recommended we merge into 20523-57733.

Director of Fire Services

Michael J. Howley

C: Kim Allen, Director of Finance

OSWEGATCHIE BUILDING IMPROVEMENTS & RENOVATIONS

20523-57733 OSWEGATCHIE FIRE BUILDING IMPROVEMENTS

DESIGNATED	1,000,000
APPROPRIATED	500
EXPENDED	500
BALANCE AVAILABLE	1,000,000

20523-57792 OSWEGATCHIE BUILDING RENOVATIONS

DESIGNATED	1,990,000
APPROPRIATED	213,700
EXPENDED	213,700
BALANCE AVAILABLE	1,990,000

20507-59205 FUNDING OFFSETS FY18 DEDBT SERVICE OSWEGATCHIE FIRE

3,000,000

**REQUEST: TO MOVE \$1,990,000 FROM DESIGNATED LINE 20523-57792 INTO
DESIGNATED LINE 20523-57733 AND THEN CLOSE OUT PROJECT
20523-57792 (OSWEGATCHIE BUILDING RENOVATIONS)**

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

January 4, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at their meeting on Tuesday, January 4, 2022 voted to approve the following request for an additional appropriation;

Fire Services: To consider and act on the following request for an Out of Series Transfer from Director of Fire Services, Michael Howley in the amount of 22,700.

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

Fire Services
DEPARTMENT

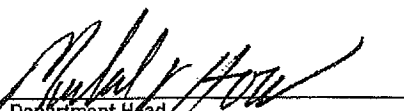
Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10123	53020	Other Supplies	\$ 18,000	\$ 6,339		\$ (1,200)	\$ 5,139
2	10123	54226	Equipment	\$ 22,000	\$ 22,000		\$ (20,000)	\$ 2,000
3	10123	51810	Overtime	\$ 85,647	\$ (46,033)	\$ 21,200		\$ (24,833)
								\$ -
4	10123	53020	Other Supplies	\$ 18,000	\$ 6,339		\$ (400)	\$ 5,939
5	10123	53021	Consumable Supplies	\$ 7,500	\$ 4,324		\$ (500)	\$ 3,824
6	10123	53110	Computer Supplies	\$ 3,000	\$ 2,167		\$ (500)	\$ 1,667
7	10123	52375	Ground Ladder Testing	\$ 5,825	\$ (1,352)	\$ 1,400		\$ 48
								\$ -
8	10123	54060	Office Equipment	\$ 3,000	\$ 2,800		\$ (100)	\$ 2,700
9	10123	52010	Advertising	\$ 500	\$ (68)	\$ 100		\$ 32
								\$ -
								\$ -
								\$ -
								\$ -
TOTAL						22,700.00	(22,700.00)	

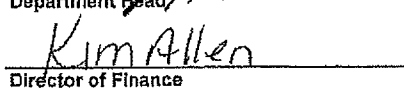
Explanation

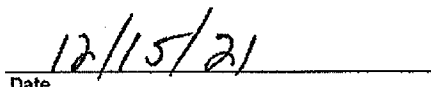
1-3 This overage is due to needed shift coverage

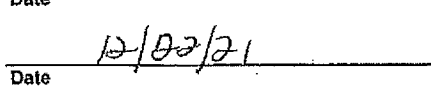
4-7 This overage is due to an increase in vendor charges

8-9 This overage is due to the number of projects requiring bidding advertising


Department Head


Director of Finance


Date 12/15/21


Date 12/02/21

First Selectman

Date

Commission/Board Approval

Date

12/22/2021 12:04
kallen

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



P 1
glytdbud

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10123 FIRE SERVICES						
10123 51110	ADMINISTRATION	0.00				
10123 51120	INSPECTION	222,985.00	91,342.86	0.00	131,642.14	41.0%
10123 51210	CLERICAL AND TECHNICAL	78,566.00	73,115.55	0.00	5,450.45	93.1%
10123 51240	EDUCATIONAL INCENTIVE	142,330.00	67,315.15	0.00	70,014.85	49.0%
10123 51410	FIRE FIGHTING	20,430.00	12,620.00	0.00	7,810.00	61.8%
10123 51411	INCENTIVE PROGRAM STIPENDS	1,413,050.00	601,964.86	0.00	811,085.14	42.6%
10123 51440	DISPATCH	50,000.00	0.00	0.00	50,000.00	.0%
10123 51450	EXTRA DUTY	0.00	0.00	0.00	0.00	.0%
10123 51451	EXTRA DUTY REGULAR WAGES	0.00	0.00	0.00	0.00	.0%
10123 51810	OVERTIME	0.00	0.00	0.00	0.00	.0%
10123 51830	TRAINING & EDUCATION	85,647.00	134,304.43	0.00	-48,657.43	156.8%*
10123 51920	F.I.C.A.	0.00	0.00	0.00	0.00	.0%
10123 52010	ADVERTISING	153,997.00	69,735.92	0.00	84,261.08	45.3%
10123 52020	POSTAGE	200.00	567.60	0.00	-67.60	113.5%*
10123 52030	PROFESSIONAL FEES	250.00	40.48	0.00	209.52	16.2%
10123 52040	SERVICE CONT. AND REPAIRS	3,875.00	901.00	0.00	1,974.00	31.3%
10123 52050	DUES, CONFERENCES & EDUCAT	13,530.00	5,780.81	1,098.95	2,890.24	70.4%
10123 52060	PRINTING	45,000.00	8,637.30	10,270.00	19,092.70	49.8%
10123 52070	REIMBURSABLE EXPENSES	0.00	10.95	0.00	39.05	21.9%
10123 52080	TELEPHONE	1,500.00	413.96	0.00	1,036.04	28.5%
		17,035.00	6,653.64	10,127.11	254.25	98.5%

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kallen

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

P 2
glytdbud



FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP TRANS/ADJSMTS

			REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10123 52020	HEATING FUEL	0.00	0.00	0.00	0.00	0.00	.0%
10123 52100	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	.0%
10123 52110	WATER	0.00	0.00	0.00	0.00	0.00	.0%
10123 52120	SEWER	0.00	0.00	0.00	0.00	0.00	.0%
10123 52290	PUBLIC SAFETY AWARENESS	0.00	0.00	0.00	0.00	0.00	.0%
10123 52310	EXAMINATIONS	2,500.00	2,500.00	1,466.76	0.00	1,033.24	58.7%
10123 52320	RENTAL OF HYDRANTS	8,000.00	8,000.00	4,639.42	1,860.58	1,500.00	81.3%
10123 52370	CLOTHING OR UNIFORM ALLOW	457,200.00	457,200.00	112,701.54	338,105.46	6,393.00	98.6%
10123 52371	FIRE POLICE	18,250.00	18,250.00	9,159.03	3,568.71	5,522.26	69.7%
10123 52372	INSURANCE	1,500.00	1,500.00	1,035.09	0.00	464.91	69.0%
10123 52373	LP GAS	138,564.00	144,324.00	144,321.00	0.00	3.00	100.0%
10123 52374	CABLE TELEVISION	3,500.00	3,500.00	439.27	0.00	3,060.73	12.6%
10123 52375	GROUND LADDER TESTING	7,500.00	7,500.00	3,365.36	5,834.64	-1,700.00	122.7%*
10123 52376	HYDRAULIC TESTING	5,825.00	5,825.00	7,177.00	0.00	-1,352.00	123.2%*
10123 52377	BREATHING APPARATUS TESTING	2,500.00	7,500.00	4,811.61	1,909.07	779.32	89.6%
10123 52378	BUILDING MAINTENANCE	8,760.00	8,760.00	7,486.80	830.15	443.05	94.9%
10123 52379	HOSE TESTING AND REPAIRS	85,000.00	70,700.00	34,472.77	19,209.65	17,017.58	75.9%
10123 52387	PUMP TESTING SERVICES	9,825.00	9,825.00	0.00	0.00	9,825.00	.0%
10123 52392	GENERATOR MAINTENANCE & REPAIR	4,000.00	4,000.00	1,200.00	0.00	2,800.00	30.0%
10123 52396	FF - PROTECTIVE CLOTHING	4,225.00	19,225.00	7,446.50	11,148.35	630.15	96.7%
10123 53010	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	.0%
10123 53020	OTHER SUPPLIES	1,500.00	1,500.00	254.03	297.12	948.85	36.7%
		18,000.00	18,000.00	5,576.79	6,083.99	6,339.22	64.8%

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kallen

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



P 3
glytdbud

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP

	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10123 53021	CONSUMABLE SUPPLIES					
10123 53070	AUTO REPAIRS 0.00	7,500.00	2,882.02	294.19	4,323.79	42.3%
10123 53090	FUELS AND LUBRICANTS 0.00	90,000.00	73,328.20	15,714.05	957.75	98.9%
10123 53110	COMPUTER SUPPLIES 0.00	18,740.00	10,420.21	255.83	8,063.96	57.0%
10123 53111	FF PROTECTIVE CLOTHING 0.00	3,000.00	318.00	515.00	2,167.00	27.8%
10123 53112	FIREFIGHTING SUPPLIES 0.00	78,750.00	18,019.57	1,944.21	58,786.22	25.4%
10123 53113	VOLUNTEER RESPONDER AWARDS 0.00	10,000.00	1,767.18	7,269.84	962.98	90.4%
10123 53114	MEDICAL SUPPLIES 0.00	5,000.00	316.00	0.00	4,684.00	6.3%
10123 54060	OFFICE EQUIPMENT 0.00	10,000.00	2,461.75	1,778.31	5,759.94	42.4%
10123 54202	EQUIPMENT - FIRE INVESTIGATIONS 0.00	3,000.00	0.00	200.00	2,800.00	6.7%
10123 54207	SCEA REPLACEMENT BOTTLES 0.00	500.00	366.82	0.00	133.18	73.4%
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 0.00	0.00	0.00	0.00	0.00	.0%
10123 54219	EQUIPMENT STORAGE LOCKER 0.00	35,000.00	0.00	6,900.00	28,100.00	19.7%
10123 54220	RADIO/EMERGENCY LIGHTS 0.00	0.00	0.00	0.00	0.00	.0%
10123 54221	SERVICE TRUCK EQUIPMENT 0.00	10,000.00	6,564.03	962.67	2,473.30	75.3%
10123 54222	RESCUE TRUCK EQUIPMENT 0.00	7,500.00	0.00	0.00	0.00	.0%
10123 54223	EQUIPMENT 0.00	22,000.00	0.00	0.00	7,500.00	.0%
10123 54241	TELEPHONE SYSTEM -GOSHEN FIRE 0.00	0.00	0.00	0.00	22,000.00	.0%
					0.00	.0%
TOTAL FIRE SERVICES						
3,326,034.00	-5,000.00	3,321,034.00	1,535,401.26	446,177.88	1,339,454.86	59.7%



FOR 2022 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3,326,034.00	-5,000.00	3,321,034.00	1,535,401.26	446,177.88	1,339,454.86	59.7%

GRAND TOTAL

** END OF REPORT - Generated by Kimberly Allen **

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

January 3, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Mr. Patterson,

At their December 21, 2021 meeting, the Board of Selectmen voted to approve an additional appropriation request from Gary Schneider, Director of Public Works, in the amount of \$404,000 for an HVAC and roof replacement for the Public Safety Building.

As Finance Director, I recommend that the Board of Finance consider funding this additional appropriation as a new project from the Capital Non-Recurring Undesignated Line 205-31520. The current balance in this line is \$2,419,491.05.

If approved by the Board of Finance, the appropriation would be transferred into a new project account number to be determined.

Respectfully,

Kimberly Allen
Finance Director

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

December 21, 2021

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at their meeting on Tuesday, December 21, 2021 voted to approve the following request for an additional appropriation;

Public Works: To consider and act on the following request for an additional appropriation from the Director of Public Works, Gary Schneider, for the Public Safety Building in the amount of \$404,000 .

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

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

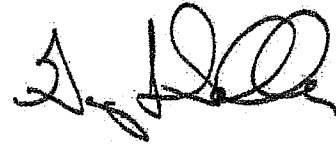
INTER-OFFICE MEMORANDUMTOWN OF WATERFORD

To: Kim Allen, Finance Director

From: Gary J. Schneider, Director of Public Works

Date: October 27, 2021

Re: Supplemental Facility Projects



The Department has identified the following items pertaining to our facilities. Items 1 are critical and funding is requested outside the budget cycle. If funds are not available, items 3 and 4 will be placed in the FY23 Capital Project request.

Public Safety Facility - \$404,000

1. Replacement of the HVAC Unit that services Fire Services \$50,000.
The Public Safety Building has 3 zones. The roof top unit that services the front of the building is in failure mode and in need of replacement. The existing unit is barely functioning and provides cooling and outside air exchanges. Plans and specifications have been prepared. Roof top units are long lead items. Placement in the FY 23 Capital Request is not recommended. The Unit needs to be replaced before the next cooling season.
2. Replacement of the Roof \$324,000
Installed in 1995, this roof is experiencing leaks which have increased over the years. Eight areas have been identified as wet and need to be addressed. The roof is nearing its life expectancy. The estimated cost to replace the roof is estimated at \$32/sf or \$305,000. Engineering fees are estimated at 8% of the construction cost or another \$24,000.
3. HVAC Building wide \$30,000
An evaluation of the building's HVAC system was completed for the Town in 2020. The report's findings were "due to the age and poor condition of the existing mechanical systems and equipment serving the Public Safety Complex, full system replacement is the recommended course of action". The Department is requesting funding of \$30,000 to prepare the design to a 30% level at which time cost estimates would be prepared for funding of final design and construction.

Town Hall and Youth Services Bureau - \$250,000

4. The Department has also identified the needs to recondition the elevators in Town Hall and Youth Services Bureau. In 2019, a review of each car was conducted. The elevators are the original cars installed in 1983. The only modification was the installation of the emergency phone in the Town Hall elevator. The project would involve installing new controllers, door operators, power units, solid state starters and minor finish work.

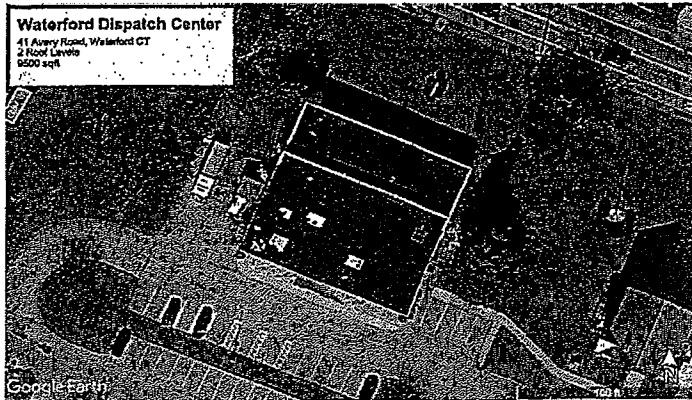
WATERFORD PUBLIC SAFETY FACILITY ROOFTOP UNIT REPLACEMENT

OPINION OF PROBABLE CONSTRUCTION COST

January 5, 2022

General Conditions	\$ 5,000.00
Demolition	\$ 3,700.00
Rigging / Crane	\$ 5,000.00
Equipment	
Rooftop Unit	\$ 20,000.00
Condensate Piping	\$ 500.00
Start-up/Test	\$ 800.00
Electrical	\$ 9,000.00
Testing and balancing	<u>\$ 1,500.00</u>
Total:	\$ 45,500.00
Contingency:	<u>\$ 4,500.00</u>
Construction Total:	\$50,000.00

Location: Waterford Public Dispatch Center



GENERAL INFORMATION:

ROOF AREAS: 2 Roofing Sections
SQUARE FOOTAGE: 9400 square feet (approx.)
DATE INSTALLED: 1995 (est.)

ROOF COMPOSITION:

MEMBRANE: EPDM
INSULATION: Polyisocyanurate
DECK: Metal

Inspector Notes:

At this time the roof system overall is performing in poor to fair condition. We identified a total of (8) wet areas combined for 200square feet to be repaired. The perimeters and flashing terminations throughout the roof are becoming brittle, exposed reinforcements, and open causing leaks (some severe). There is also defective and unused equipment to be renewed or removed. Recommend immediate repairs & restoration.

RECOMMENDATIONS: Repairs & Restoration

Restoration Solutions

Tremco Inc. Representative: Michael Boudreau

Alpha Guard BIO Full Reinforced Roof Restoration: Powerwash all roofing areas clean if all debris & oils. Replace all found wet insulation areas and replace in kind. Remove all perimeter edge metals and defective membrane. Reinstall new metals and fully adhere new membranes. Apply Alpha Guard BIO Base coat to all roofing areas at 3gl/sq embedding reinforcements to all roofing areas. After initial coat has cured properly, install Alpha Guard Top coat at 2gl/sq to all roof surfaces to complete. Provide a 20year QA Watertight Warranty with inspections at years 2, 5, 10, & 15. On year 20, the Tremco Field Advisor will provide warranty extension or recoat solutions to prolong the existing roof system.

ROOF CATEGORY: Restoration and Replacement

BUDGET ESTIMATE:

Roof Name	Roof Square Feet	Restoration	Replacement
YEAR 2022			
1	6200	\$110,000	\$200,000
2	3200	\$54,000	\$105,000

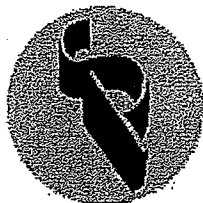
Town of Waterford, Connecticut

Evaluation of HVAC Systems Police Department and Public Safety Complex Buildings

41 Avery Ln,
Waterford, CT 06385

Final Report: January 10, 2020

Prepared by:



Silver/Petrucelli + Associates
Architects / Engineers / Interior Designers
3190 Whitney Avenue
Hamden, CT 06518

Waterford Public Safety Complex - Evaluation of HVAC Systems					Date:	11/26/19
204 Boston Post Road					Job No.:	18.218
Owner: Town of Waterford						
OPINION OF PROBABLE CONSTRUCTION COST						
OPTION #1						
9,400 APPROXIMATE TOTAL NET SQUARE FOOTAGE (Area of Work)						
SECTION NUMBER	WORK CATEGORIES/DESCRIPTIONS	QTY.	UNIT	MATERIAL & LABOR COST		TOTAL \$
				UNIT COST	TOTAL	
OTHER COSTS						
	Permit (0.5% of construction cost)	1	LS			\$2,809
	Bonds (1.5% of construction cost)	1	LS			\$8,383
	Insurance (0.25% of construction cost)	1	LS			\$1,997
				OTHER COSTS SUBTOTAL		\$12,590
DIVISION 20 DEMOLITION						
	Dumpsters	3	EA	\$1,000.00	\$3,000.00	\$3,000
				DIVISION 20 SUBTOTAL		\$3,000
DIVISION 23 HVAC/MECHANICAL						
	Demolition	1	LS		\$35,250.00	\$35,250
	Rooftop Units	1	LS		\$143,400.00	\$143,400
	Air Handling Unit with DX, Hot Water Duct Coil, VFD	1	LS		\$36,400.00	\$36,400
	Refrigerant Piping	1	LS		\$4,700.00	\$4,700
	Ductwork, Duct Insulation & Duct Accessories	1	LS		\$15,000.00	\$15,000
	VAV Terminal Units	1	LS		\$38,058.75	\$38,059
	Exhaust Fans	1	LS		\$9,400.00	\$9,400
	Underground Fuel Oil Storage Tank	1	LS		\$60,760.00	\$60,760
	Fuel Oil Piping - Interior & Exterior	1	LS		\$9,000.00	\$9,000
	Electronic Gauging & Leak Detection	1	LS		\$9,500.00	\$9,500
	Boilers	1	LS		\$42,000.00	\$42,000
	Hot Water System Pumps	1	LS		\$23,625.00	\$23,625
	Hot Water Piping, Pipe Insulation & Pipe Accessories	1	LS		\$8,500.00	\$8,500
	Hot Water Fintube Radiation	1	LS		\$28,500.00	\$28,500
	Controls	1	LS		\$47,000.00	\$47,000
	Duct Cleaning	1	LS		\$1,600.00	\$1,600
	Testing and Balancing	1	LS		\$10,000.00	\$10,000
	Crane Service	1	LS	\$5,000.00	\$5,000.00	\$5,000
				DIVISION 23 SUBTOTAL		\$574,489
DIVISION 26 ELECTRICAL						
	Demolition	1	LS		\$2,000.00	\$2,000
	Electrical wiring, conduits, connections, etc.	1	LS		\$12,000.00	\$12,000
				DIVISION 26 SUBTOTAL		\$14,000
DIVISION 31						
	Earth Moving	1	LS		\$16,000.00	\$16,000
				DIVISION 31 SUBTOTAL		\$16,000
DIVISION 32						
	Turf & Grass	1	LS		\$1,205.00	\$1,205
				DIVISION 32 SUBTOTAL		\$1,205
				SUBTOTAL =		\$574,489
				CONTINGENCY		10.00% \$57,449
				GEN. CONDITIONS		5.00% \$28,724
				OVERHEAD		10.00% \$57,449
				PROFIT		10.00% \$57,449
				CONSTRUCTION TOTAL		\$725,550



SILVER/PETRUCELLI & ASSOCIATES
Architects • Engineers • Interior Designers
3199 Whitney Avenue, Hamden, CT 06418
Tel: 203 230-9047 Fax: 203 230-8242
www.silverpetrucelli.com



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FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

January 3, 2022

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Mr. Patterson,

At their December 21, 2021 meeting, the Board of Selectmen voted to approve an additional appropriation request from Gary Schneider, Director of Public Works, in the amount of \$250,000 for reconditioning the elevators at the Youth and Family Services building.

As Finance Director, I recommend that the Board of Finance consider funding this additional appropriation as a new project from the Capital Non-Recurring Undesignated Line 205-31520. The current balance in this line is \$2,419,491.05.

If approved by the Board of Finance, the appropriation would be transferred into a new project account number to be determined.

Respectfully,

Kimberly Allen
Finance Director

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

December 21, 2021

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at their meeting on Tuesday, December 21, 2021 voted to approve the following request for an additional appropriation;

Public Works: To consider and act on the following request for an additional appropriation from the Director of Public Works, Gary Schneider, for the evaluators at Town Hall and Youth & Family Services buildings in the amount of \$250,000.

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

Sincerely,

Robert Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

INTER-OFFICE MEMORANDUM

TOWN OF WATERFORD

To: Robert Brule, First Selectman
From: Gary J. Schneider, Director of Public Works
Date: 12/27/2021
Re: Elevators – Town Hall, YSB



At the December 21st Board of Selectmen meeting, a request for an additional appropriation of \$250,000 for Town Hall and Youth Services Bureau was tabled for lack of supplemental information. Attached please find an analysis that was completed in March of 2019.

Both of these buildings have only 1 elevator and service the public. The reliability of these single cars is paramount to the services that are provided to the public.

The Department is requesting funding for both the High and Moderate Priority items as those items identified as Moderate were recommended to be completed in the 3 – 5 year window from the year 2019.

3/3/2019

OTIS

United Technologies



**Waterford Town Hall and
Youth Center**

Elevator Capital Planner

Waterford Town Hall and Youth Center

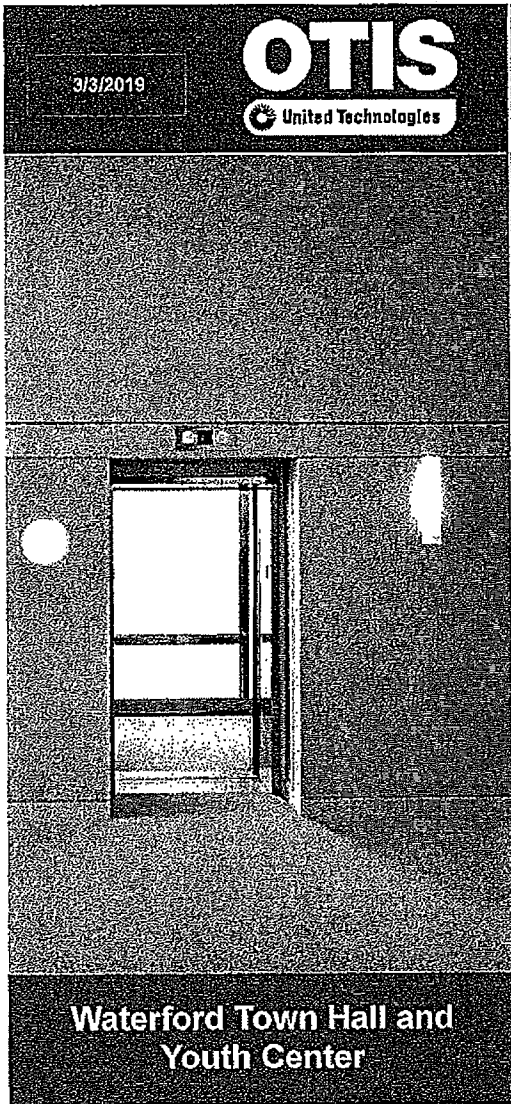
Sophia Belko
242 Pitkin Street
East Hartford, CT 06108

Phone: (973) 534 6759
Fax: (860) 660-5905
E-mail: Sophia.Belko@otis.com



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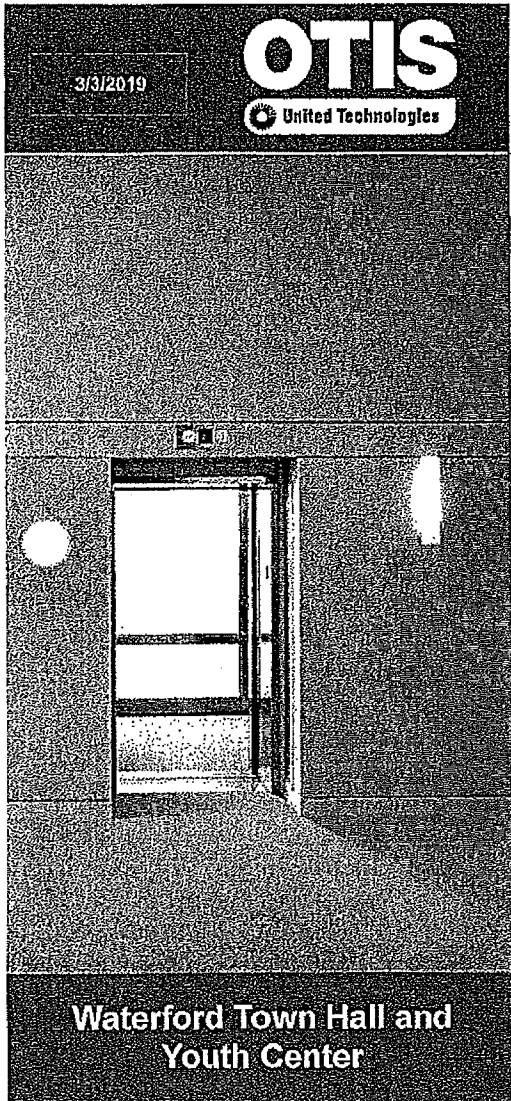
- 1 Why Modernize
- 2 Code & Safety Requirements
- 3 ADA Requirements
- 4 Performance & Reliability Recommendations
- 5 Aesthetic & Image Recommendations
- 6 Modernization Solutions
- 7 Financial Plan
- 8 Summary & Prioritization



1 Why Modernize

A lot has changed since your elevator was installed.

- Technology was advanced.
- Being green has become critical.
- Styles have changed.
- Code & Safety have changed.

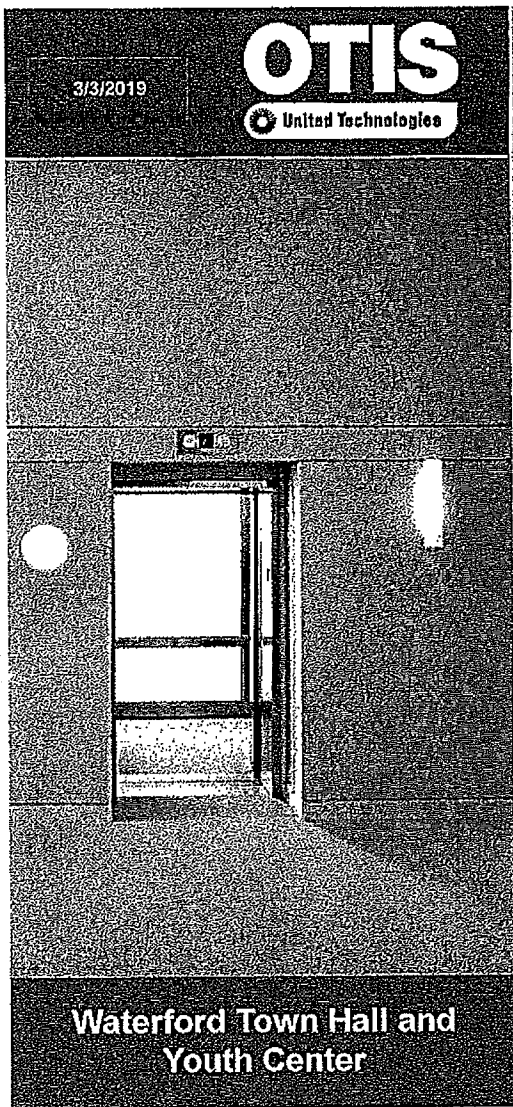


1 Why Modernize

The question isn't
if you should modernize:

It's when.

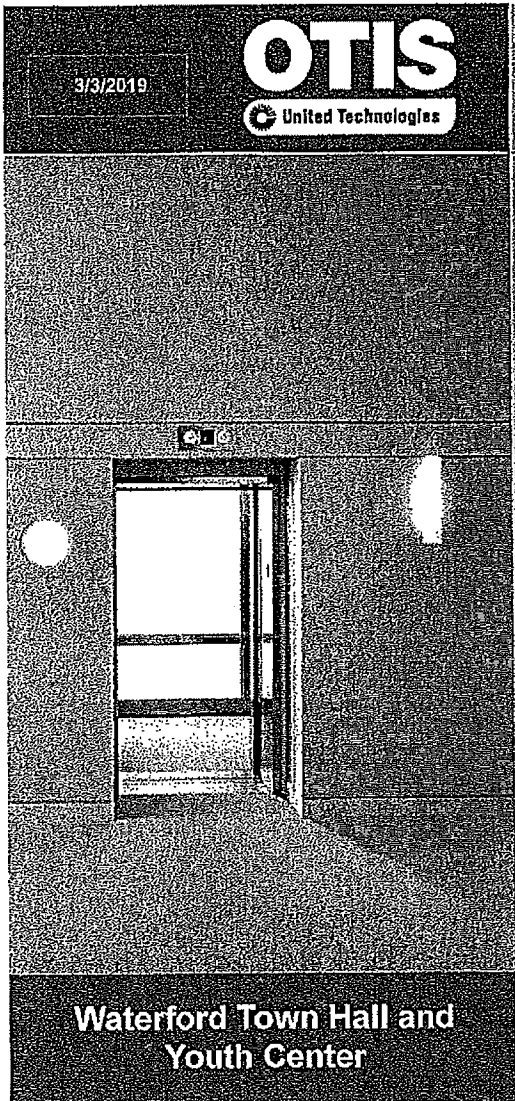
- In order for your building to stay competitive, your aging elevator system needs modernizing.



1 Why Modernize

The right solution,
the right team.

- State-of-the-art products
- A finely tuned process
- Forward looking service



1 Why Modernize

Another reason to modernize is preparing for obsolescence.

Some parts in your elevator have to be redesigned, others are simply unavailable. As your elevator continues to age, more parts may be hard to come by.

With Otis, we provide you a plan to avoid costly downtime, or even potential outages. For our customers, we offer:

- Comprehensive elevator surveys
- Component upgrade options
- Full modernization solutions



2 Code & Safety Requirements

The following capital improvements are either required or strongly recommended so that your equipment will operate in a safe manor and will be in compliance with ASME, ANSI A17.1 and CSA B44 Elevator Code.

Items in this section reduce your business risk associated with owning/managing a building.

Look for the following symbol to denote recommendations related to Code or Safety:

S A F E T Y



3/3/2019

S A F E T Y

**Waterford Town Hall and
Youth Center**

OPTIGUARD™ PLUS Door Protection

- Enhanced safety
- Investment Protection
- Code Compliant

The Otis' OPTIGUARD™ PLUS system uses 154 Infrared emitters and detectors to create an invisible safety net across the elevator entrance. The Optiguard Plus system continuously scans for interrupted beams. If any beam in the curtain is interrupted, the Optiguard Plus system will reopen the elevator door instantly.

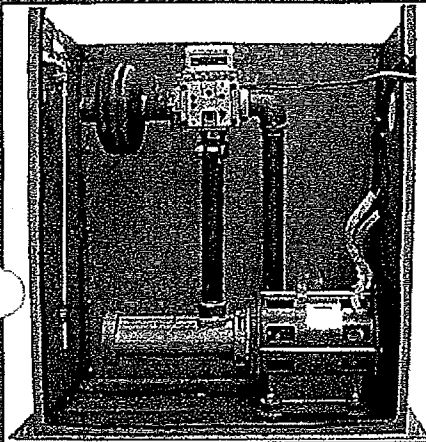
Optiguard™ offers maximum protection for passengers; reducing potential injuries and building liability. The system ensures safe passage through the elevator entrance, holding the doors open while passengers enter and exit.

In addition, the Optiguard™ system's infrared beams also detect objects approaching, reducing potential damage to elevator doors caused by mail carts, stretchers or other moving equipment.

3/3/2019

OTIS

United Technologies



EFFICIENCY

**Waterford Town Hall and
Youth Center**

Power Unit: Pump, Motor & Valve

- Improves reliability
- Improves passenger safety
- Improves performance
- Reduces noise

Existing Power Unit



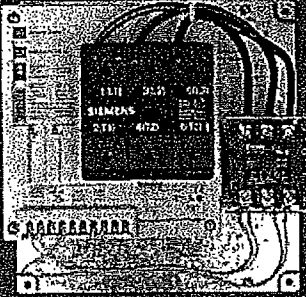
Existing power units consist of many interacting components such as valves, solenoids, pumps and motors. As machines age, these components wear, resulting in greater potential for shutdowns and associated downtime. What's more, some power units use external pumps and motors, which begin to leak as they age. Replacing all these components at once with a new power unit can improve reliability, reduce downtime and minimize leaks.

The Otis Hydraulic power unit uses a submerged pump system, which is a quieter operation than one with externally mounted pumps and motors.

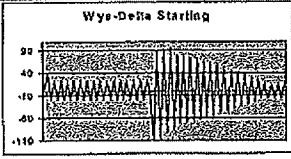
The power unit is also responsible for providing the correct oil flow to the elevator's hydraulic cylinder. This can result in more consistent floor-to-floor times and improved leveling.

3/3/2019

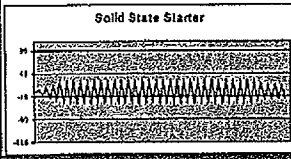
OTIS
United Technologies



Wye-Delta Starting



Solid State Starter



EFFICIENCY

Waterford Town Hall and Youth Center

Solid State Starter

- Reduces downtime
- Improves elevator performance through shorter floor to floor times
- Reduces noise
- Minimizes power surges
- Minimizes risk of overloading the motor

With Solid-State Starters, you can select the proper starting current that's best for your hydraulic motor, minimizing the risk of overloading it. Conventional starters do not allow this flexibility.

The Solid-State Starter has many built-in features that conventional Wye-Delta starters don't offer. "Auto-sense" during start-up checks motor lead hookups and shuts down the motor if the hookups aren't connected correctly. It also detects whether the starter is being used across the line or in a Delta configuration. Built-in phase loss detection protects the motor.

The elimination of magnetic contactors and feeder wires reduces noise and downtime.



3 Americans with Disabilities Act

The following capital improvements are either required or strongly recommended so that your equipment will meet the requirements set forth in the Americans with Disabilities Act (ADA).

Look for the following symbol to denote recommendations related to ADA:



3/3/2019

Waterford Town Hall and
Youth Center

ADA Hands-Free Phone

- Improves passenger safety
- Improves speed and accuracy of response
- Updates the appearance of your elevator
- ADA compliant

Existing elevator emergency phone



The HANDSOFF phone is very easy to use. The call is initiated by a push button equipped with a built-in autodialer. The unit is handsfree and automatically identifies the elevator location to the answering service.

The HANDSOFF phone is phone-line powered with an optional built-in power pack for weak phone lines.

This device complies the requirements of the Americans with Disabilities Act and enhances the safety and security of all passengers.

For maintenance customers, the HANDSOFF phone is automatically connected to OTISLINE, Otis' 24-hour communication center.

3/3/2019



4 Reliability & Efficiency

The following capital improvements are strongly recommended in order to improve your elevator system performance. Items in this section are engineered and offered to specifically:

- Decrease frequency of shutdowns
- Decrease likelihood of entrapments
- Decrease passenger waiting and delivery times
- Reduce customer complaints
- Improve ride quality
- Improve passenger confidence and satisfaction

Look for the following symbol to denote recommendations related to Reliability & Efficiency:

EFFICIENCY

Waterford Town Hall and
Youth Center

3/3/2019



 United Technologies

OTIS GLIDE™

The closed loop system constantly monitors the speed and position of the doors and compares this data to predefined opening and closing profiles.

The constant monitoring of both speed and position "closes the loop" on the system by adjusting the motor output to match the predefined profiles. The result is smooth, consistent performance, regardless of wind, rain, temperature, door weight and even small debris.

The closed loop system is a state of the art self-correcting door operator that is compatible with all elevators.

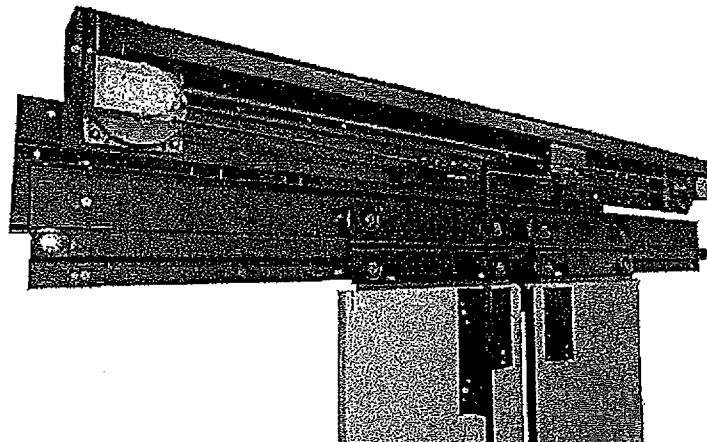
WORLD CLASS PERFORMANCE



Waterford Town Hall and Youth Center

Closed Loop Door Operator

- World Class Performance – Improved reliability using direct drive belt technology to eliminate drive arm linkages reducing the number of moving parts.
- Swift, Quiet Operation – increased performance and reduced travel times
- Environmentally Friendly – eliminates carbon brush dust and lubrication



3/3/2019



Door Restrictors

Tragic accidents can occur when passengers attempt to exit the car and leap to the landing. Passengers need to stay in the elevator until trained personnel arrive to remove them safely. Installation of door restrictors improves passenger safety.

MECHANICAL DOOR RESTRICTOR:

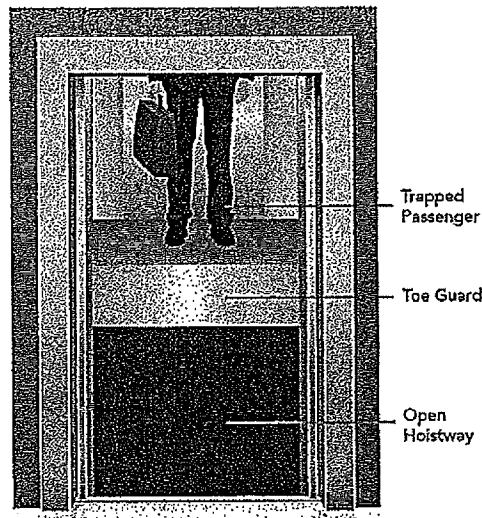
This heavy-duty door restrictor mounts directly on the elevator car door. It incorporates Otis patented design, which allows qualified personnel to disengage the restrictor when needed to evacuate trapped passengers.

Waterford Town Hall and
Youth Center

Door Restrictors

BENEFITS

- Prevent passengers from opening the car doors when an elevator is stalled between floors.
- Reduce the risk of falls and injuries from self-evacuation or evacuation with assistance from untrained people.
- Meets elevator safety codes.





5 Aesthetics & Image

The following capital improvements are strongly recommended in order to improve the appearance and ride quality aspects of your elevator equipment.

Items in this section affect the overall image of your building and give you a competitive edge in the marketplace.

Look for the following symbol to denote recommendations related to Reliability & Efficiency:

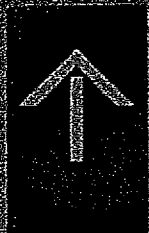
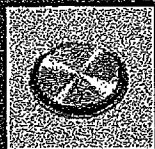
AESTHETICS / IMAGE



3/3/2019



New Car Operating Panel



ADA

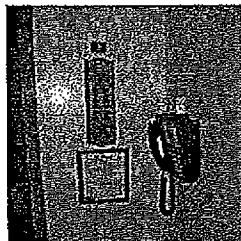


**Waterford Town Hall and
Youth Center**

New Car Fixtures

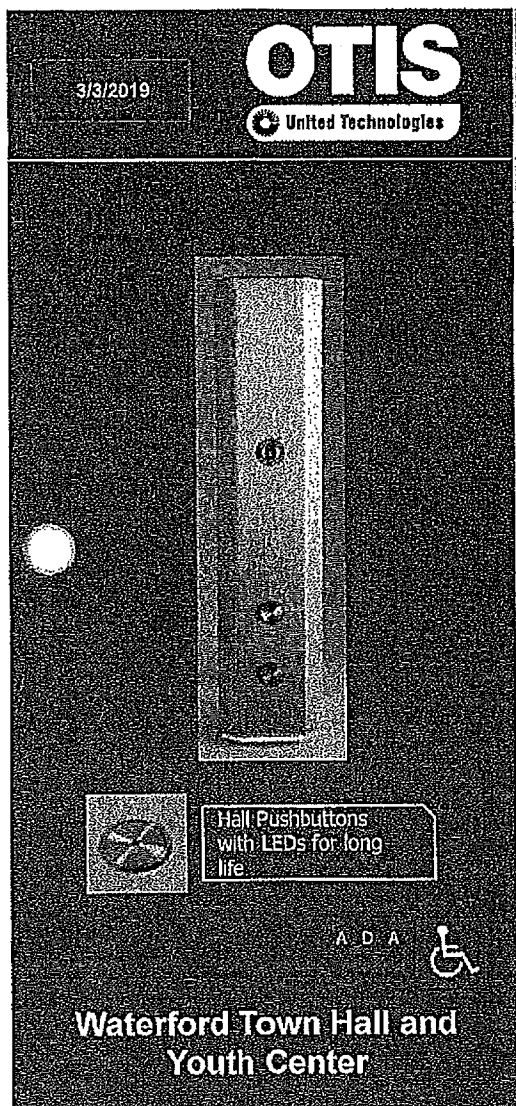
- Reduce shutdowns due to stuck or broken buttons
- Reduces tenant complaints due to burnt out light bulbs
- Modernizes the appearance of your building
- Required for ADA compliance

Existing Car Operating Panel



New car operating panels include stronger, more durable fixtures and buttons. In addition, the fixtures include long life LED indicators, reducing the need for frequent bulb replacements.

The new car operating panel has an LED position indicator, emergency light and buttons, raised braille tags and an integral handsfree phone. All call buttons have visual signals to indicate when each call is registered and when each call is answered. The new car operating panel complies with the Americans with Disabilities Act.



Hall Station Replacement

- Reduce shutdowns due to stuck or broken buttons
- Reduces tenant complaints due to burnt out light bulbs
- Quick, easy installation with minimum downtime
- Required for ADA compliance

New hall stations include stronger, more durable fixtures and buttons. In addition, the fixtures include long life LED indicators, reducing the need for frequent bulb replacements.

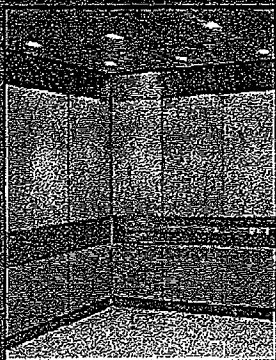
The design of the new fixtures reduces or eliminates the need for cutting and patching.

The Americans with Disabilities act requires call buttons in elevator lobbies and halls to be centered at 42 in (1065 mm) above the floor. The call buttons must also have visual signals to indicate when each call is registered and when each call is answered.

3/3/2019

OTIS

United Technologies



AESTHETICS / IMAGE ↑↓

**Waterford Town Hall and
Youth Center**

Cab Interiors

- Improve building image
- Improve building value
- Improve tenant & customer confidence
- Reduced downtime for installation

Otis Cab Interiors provide an innovative way to upgrade the visual appearance of elevator cabs and enhance the image of the building and the elevator by using a unique tongue-and-groove construction method. The Cab Interiors design reduces elevator downtime and enables the product to be offered at a very competitive price.

The panels systems are provided in ten basic designs, or custom designs may be specified for an additional charge. The combination of laminate selections and ceiling/lighting designs creates a wide variety of options to choose from.



6 Modernization Packages

The following pages outline upgrade package options including combinations of many of the products you've just seen.

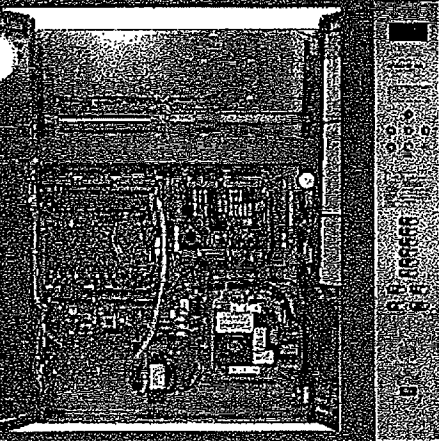
Upgrading your equipment with a modernization package provides the most favorable pricing and less overall disruption to the operation of your building.

3/3/2019



HydroAccel™ Package includes:

Controller	Door Reversal Device
Power Unit	Traveling Cable
Fixtures	Code & Safety Items
Door Operator	Energy Efficiency



**Waterford Town Hall and
Youth Center**

Hydraulic Modernization

- Improves reliability
- Reduces shutdowns and potential for entrapment
- Improves leveling performance
- Reduces potential liability
- Reduces noise
- Improves building energy usage and image

Otis's solid-state control system features fewer mechanical components than electro-mechanical systems, which allows for more consistent, reliable operation.

The latest technology in hoistway positioning and leveling help ensure optimal ride, precise car positioning, and consistent leveling ($\pm 1/2$ inch) for outstanding performance and passenger safety.

The HydroAccel Express Pack includes a new solid state control system, a solid state starter, new door operator, and new car and hall fixtures compliant with the ADA.

The Otis HydroAccel is compatible with Elite Service and Otis' Remote Elevator Monitoring (REM®) system, which, for Otis maintenance customers, provides 24/7 monitoring of your elevator system.

Hydraulic Modernization

Comprehensive Modernization Scope of Work

Budget Price (per Elevator):

\$85,000

Add Cab Interior:

+\$15,000

Each price above is per elevator

Controller

The microprocessor-based system ensures precise car leveling and includes a self-diagnostic system for increased reliability. It is Otis Elevator service ready, enabling remote diagnostics and an industry-leading response. Optional Aut-O-Safe rescue operation is also available.

Closed Loop Door Operator

Ensures passenger safety, less noise and enhanced reliability.

OPTIGUARD™ Door Protection

Creates an infrared safety zone in front of doors that detect passengers and prevents doors from closing on them.

LED Fixtures

Upgraded buttons and lanterns give the elevator a new look and a better riding experience.

Wiring

New housewiring and traveling cable wiring ensures reliable communication throughout the system.

Power Unit (optional)

Pump is submerged in oil tank which leads to quieter operation and less oil splash emitting from the machine room.

Waterford Town Hall and Youth Center

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3/3/2019



8 Summary & Prioritization

Individual Component Upgrade-Prioritization

Pricing is for budgetary purposes only. Proposals for recommended options are available upon request.

		Building	Waterford Town Hall	Waterford Youth Center	Total
		Elevator #	400925	D10550	
HIGH PRIORITY	1-2 Years	Phone	\$2,000	\$2,000	\$4,000
		Opti-Guard	\$5,700	\$5,700	\$11,400
		Solid State Starter	\$6,100	\$6,100	\$12,200
		URGENT TOTAL	\$13,800	\$13,800	\$27,600
MODERATE PRIORITY	3-5 Years	Controller	\$55,000	\$55,000	\$110,000
		Door Operator	\$24,000	\$24,000	\$48,000
		Power Unit	\$30,000	\$30,000	\$60,000
		HIGH TOTAL	\$109,000	\$109,000	\$218,000
TOTAL					\$245,600

Waterford Town Hall and
Youth Center

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

December 21, 2021

Mr. Glenn Patterson
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Patterson,

The Board of Selectmen, at their meeting on Tuesday, December 21, 2021 voted to approve the following request for Out of Series Transfer;

Register of Voters: To consider and act on the following request for an Out of Series Transfer from Julie Watson Jones and Patti Waters, in the amount of \$303

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

10102 ROV

DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	51320		Election Activities	6,657.00	(302.25)	303.00		0.75
2	52050		Dues, Conference Education	1,110.00	950.00		(303.00)	647.00
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						303.00	(303.00)	

Explanation

Department Head
Kim Allen
Director of Finance

Date
12/15/21
Date

First Selectman

Date

Commission/Board Approval

Date

12/15/2021 13:02
kallen

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

P 1
glytdbud

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND
ORIGINAL APPROP TRANS/ADJSTMTS

	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10102 REGISTRAR OF VOTERS					
10102 51010 ELECTED OFFICIALS					
47,848.00 VOTER REGISTRATION	47,848.00	23,923.56	0.00	23,924.44	50.0%
10102 51310 VOTER REGISTRATION					
3,500.00 ELECTION ACTIVITIES	3,500.00	1,496.50	0.00	2,003.50	42.8%
10102 51320 ELECTION ACTIVITIES					
6,657.00 F.I.C.A.	6,657.00	6,959.25	0.00	-302.25	104.5%*
10102 51920 F.I.C.A.					
4,437.00 ADVERTISING	4,437.00	2,477.02	0.00	1,959.98	55.8%
10102 52010 ADVERTISING					
1.00 POSTAGE	1.00	0.00	0.00	1.00	.0%
10102 52020 POSTAGE					
1,300.00 SERVICE CONT. AND REPAIRS	1,300.00	559.94	0.00	740.06	43.1%
10102 52040 SERVICE CONT. AND REPAIRS					
2,250.00 DUES, CONFERENCES & EDUCAT	2,250.00	2,250.00	0.00	0.00	100.0%
10102 52050 DUES, CONFERENCES & EDUCAT					
1,110.00 REIMBURSABLE EXPENSES	1,110.00	160.00	0.00	950.00	14.4%
10102 52070 REIMBURSABLE EXPENSES					
885.00 TELEPHONE	885.00	107.89	0.00	777.11	12.2%
10102 52080 TELEPHONE					
1.00 OTHER SUPPLIES	1.00	0.00	0.00	1.00	.0%
10102 53020 OTHER SUPPLIES					
6,518.00 VOTING MACHINES	6,518.00	644.85	5,732.00	141.15	97.8%
10102 54180 VOTING MACHINES					
1.00	1.00	0.00	0.00	1.00	.0%
TOTAL REGISTRAR OF VOTERS					
74,508.00	74,508.00	38,579.01	5,732.00	30,196.99	59.5%
TOTAL GENERAL FUND					
74,508.00	74,508.00	38,579.01	5,732.00	30,196.99	59.5%
TOTAL EXPENSES					
74,508.00	74,508.00	38,579.01	5,732.00	30,196.99	

Chapter 2.50 - ETHICS COMMISSION

2.50.010 - Preamble and declaration of policy and purpose.

- A. Public office is a trust conferred by public authority for a public purpose. The trust of the public is essential for government to function effectively. Public policy must be based on honest and fair deliberations and decisions. Policy development must be free from threats, undue influence, and all forms of impropriety, so that the confidence of the public is not eroded. By enacting this code of ethics, the Town of Waterford seeks to maintain and increase the confidence of our citizens in the integrity and fairness of their government.
- B. The proper operation of town government requires that all public officials and town employees shall be impartial and responsive to the public interest, that public office and employment should not be used for personal gain or advantage, and that public officials and town employees should not place themselves in positions where private interest conflicts with public duty.
- C. In recognition of these principles and pursuant to Sections 7-148(c)(10)(B) and 7-148h of the Connecticut General Statutes, there is established a code of ethics for all town public officials and employees, whether elected or appointed, paid or unpaid.

(R.T.M. 12-7-20; Amend. of 2-4-13(1); R.T.M. 6-1-92 (part))

2.50.020 - Definitions.

- A. *"Business with which the individual is associated"* means any sole proprietorship, partnership, firm, corporation, trust, or other entity through which business for profit or not for profit is conducted in which the public official or town employee or member of that individual's immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust, or holder of stock constituting five percent or more of the total outstanding stock of any class unless the public official or town employee, or member of that individual's immediate family is deemed to be associated with a not-for-profit entity solely by virtue of the fact that the public official or town employee or of immediate family member is an unpaid director or officer of the not-for-profit entity. "Officer" refers only to the president, executive, senior vice president, or treasurer of such business.
- B. *"Gift"* includes, but is not necessarily limited to, a payment, subscription, advance, forbearance, rendering of service, deposit of money, favorable treatment of consequence, or anything of value that is directly and personally received. Gift shall not include:
 - 1. A political contribution otherwise reported as required by law;
 - 2. Services provided to support a political candidate or political party without compensation by persons volunteering their time;
 - 3. A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;
 - 4. Anything of value received because of a family or close personal relationship with the donor;

5. A nonpecuniary gift, including food or beverage, not to exceed twenty-five dollars in value;
 6. An award publicly presented in recognition of public service; or
 7. Any gift that would have been offered or given to the individual regardless of the individual's status as a public official or town employee.
- C. "*Immediate family*" means dependent relatives who reside in the household and any spouse, children, parents, parents-in-law, siblings, and spouses of children.
- D. "*Individual*" means a natural person.
- E. "*Town employee*" means an individual working for salary or wages from the town, including board of education employees, whether on a part-time or full-time basis and whether the position is reviewed by personnel review board or not, but does not include the town attorney or any public official.
- F. "*Official act or action*" means any legislative, administrative, appointed, or discretionary act of any public official or town employee or of any department, agency, board, committee, or commission of the town.
- G. "*Person*" means any individual, business, corporation, union, association, firm, partnership, committee, club, or other organization or group of persons.
- H. "*Public official*" means any elected official, including members of the board of education and board of selectmen; or any individual, including the town attorney, appointed to any town office, commission, agency, committee, board, or department by the representative town meeting (R.T.M.), board of finance, board of education, first selectman, or board of selectmen.

(R.T.M. 12-7-20; R.T.M. 6-1-92 (part))

2.50.030 - Code of ethics.

- A. Public officials or town employees have an interest that is in substantial conflict with the proper discharge of duties or employment in the public interest and of responsibilities as prescribed by the laws of this state if they have reason to believe or expect that they, their immediate family, or a business with which they are associated will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of their official activity.
- B. Public officials or town employees do not have an interest that is in substantial conflict with the proper discharge of duties in the public interest and of responsibilities as prescribed by the laws of this state if any benefit or detriment accrues to them, their immediate family, or a business with which they are associated as a member of a profession, occupation, or group to no greater extent than any other member of such profession, occupation, or group.
- C. A public official or town employee may not take official action on any matter in which a substantial conflict (as defined in subsection A of this section) exists. If the conflict is disclosed, a public official or town employee may participate in discussions with or give opinions or recommendations to a town board, agency, commission, committee, department, or another public official or town employee.
- D. Public officials and town employees shall refrain from using their positions for personal gain and shall keep confidential all information not available to all citizens that is acquired by virtue of their position in the town government.

- E. Public officials and town employees shall not request, permit, or engage in the unauthorized use of town-owned vehicles, equipment, materials, or property for personal convenience or profit.
- F. Public officials and town employees shall not accept any gift that might reasonably tend to influence the impartial discharge of their official acts.
- G. No public official or town employee shall enter into any non-bid contract with the town exceeding five hundred dollars or a series of non-bid contracts exceeding two thousand dollars in any one year. Nothing contained herein shall be construed to prevent any public official or town employee from submitting a competitive, sealed bid in response to an invitation to bid from the town purchasing agent or any commission, board, agency, or committee provided such person does not violate subsection A of this section. Town employee union contracts with the town are not subject to the prohibition of this section. Employee contracts by nonunion personnel are also not subject to the prohibition of this section.
- H. No public officials or town employees shall seek for themselves, or grant to any citizen, any special consideration, treatment, or advantage beyond that which is available to every other citizen. No town employee shall seek any special consideration regarding the employee's employment from any town employee or public official. No town employee shall use the employee's position to directly benefit any political party or candidate for public office.

(R.T.M. 12-7-20; R.T.M. 6-1-92 (part))

2.50.040 - Establishment of an ethics commission and operating procedures.

- A. In accordance with the provision of Section 7-148h of the Connecticut General Statutes, there is created an ethics commission. This commission is empowered to investigate or to cause to be investigated allegations levied against any town board, agency, commission, committee, official, or employee of unethical conduct, corrupting influence, or illegal activities. Allegations of criminal misconduct or violations of the state penal code shall be referred to the police department or state's attorney's office whenever such allegations come to the attention of the commission, whether upon receipt of a complaint or during the course of an investigation. Notwithstanding provisions herein to the contrary, established internal complaint procedures of any town board, agency, commission, or committee, as such procedures may be amended, shall take precedence over the procedures established herein as to allegations levied against any town employee of such board or commission. Complaints that fall under the purview of an established complaint procedure of an agency shall be referred to that agency for disposition. The commission may issue subpoenas or subpoenas duces tecum, enforceable upon application to the superior court, to compel the attendance of persons at hearings and the production of books, documents, records, and papers. The commission shall not initiate investigations on its own volition.
- B. The commission shall be comprised of seven resident electors, none of whom shall be town employees or public officials. Two of the appointed members will be designated as alternates by the representative town meeting (R.T.M.). All members shall be appointed by majority vote of the R.T.M. No more than four members shall be members of the same political party. Of the five members initially appointed in 1992, three shall be appointed for a term of two years and two for a term of one year. Of the alternates initially appointed in 1992, one shall be appointed for a term of two years and one for a term of one year.

Subsequent appointments to the commission shall be for a term of two years. Any regular member having served three consecutive two-year terms shall be ineligible for reappointment to the commission for a period of two years. For individuals filling a vacancy, consecutive terms of service shall commence with the beginning of the next appointment term. The two alternative members may fully participate in all hearings and discussions but may not vote unless a regular member steps aside or is not present at the time of the vote.

- C. A quorum of four members shall be present in order for the commission to transact the business that comes before it.
- D. Notwithstanding the quorum requirement contained herein, no more or less than five members shall ever vote on any decision relative to a complaint that comes before the commission and, to be eligible to vote, the members must have been in attendance at all meetings at which testimony was presented.
- E. A person will not be disqualified from serving on the commission if a member of their immediate family is employed by the town or by the Waterford Board of Education or is a public official. However, if an accused person is an immediate family member or an immediate family member's supervisor or employed in the same department as an immediate family member, the commission member will be disqualified from voting on that particular matter.

(R.T.M. 12-7-20; R.T.M. 6-1-92 (part))

2.50.050 - Adoption of rules of procedure.

The commission shall adopt rules of procedure and regulations that it deems necessary to carry out the intent of this chapter, and the same and any amendments thereto shall be filed in the office of the town clerk and be available for public inspection. The discussions of the commission held in executive session are to be confidential. The minutes of the commission are public information and, unless confidential, will be made available to the public on the town's website and through the town clerk's office.

(R.T.M. 12-7-20; R.T.M. 6-1-92 (part))

2.50.060 - Advisory opinions.

- A. The ethics commission shall issue advisory opinions with regard to the requirements of the code of ethics of the town upon the written request of any public official or town employee. Advisory opinions rendered by the commission, until amended or revoked, shall be binding on the commission and shall be deemed the final decisions of the commission.
- B. Any advisory opinion concerning the public official or town employee who requested the opinion and who acted in reliance thereon, in good faith, shall be binding upon the commission. It shall be an absolute defense in any action brought under the provisions of the code of ethics (Section 2.50.030 of this Code) that the accused party acted in reliance upon such advisory opinion, assuming there are no relevant facts of which the commission was not aware when the opinion was rendered that would change the opinion of the commission.
- C. Each opinion of the ethics commission shall include a disclaimer to the effect that the opinion may be

different if different facts are presented to the commission at a later date.

(R.T.M. 12-7-20 ; R.T.M. 6-1-92 (part))

2.50.070 - Procedure for receiving and hearing complaints.

- A. The commission shall receive complaints from any person of alleged violation(s) of the code of ethics. Complaints received by the commission must be in writing and signed and acknowledged by the individual making the complaint before: (1) a judge of a court of record, (2) a clerk or deputy clerk of a court having a seal, (3) the town clerk, (4) a notary public, (5) a justice of the peace, or (6) an attorney admitted to the bar of this state. (Complaint of violation of code of ethics forms are available on the ethics commission page of the town website and in the town clerk's office.) A town employee who discloses illegal activities or unethical practices is protected by Section 31-51m of the Connecticut General Statutes from discharge, discipline, or other penalty unless the town employee knows the report is false. If the person makes a false statement, the person shall be subject to fines under the provisions of Section 53a-157 of the Connecticut General Statutes. See the recommended complaint form in the appendix at the end of the code.
- B. A complaint alleging a violation of the code of ethics shall be confidential except upon the request of the respondent. The subsequent evaluation of a possible violation of the code of ethics by the commission shall be confidential except upon the request of the respondent. If the evaluation is confidential, any information supplied to or received from the commission shall not be disclosed to any third party by the respondent, a person contracted for the purpose of obtaining information, or a commission, board or agency, or staff member. No provision of this subsection shall prevent the ethics commission from reporting the possible commission of a crime to the police department or state's attorney's office as appropriate.
- C. An investigation conducted prior to a finding of probable cause shall be confidential except upon the request of the respondent. If the investigation is confidential, the allegations in the complaint and any information supplied to or received from the commission shall not be disclosed during the investigation to any third party by a complainant; respondent; witness; designated party; or board, commission, agency, or staff member.
- D. Upon receiving a complaint of an alleged violation of the code of ethics, the commission shall, within seven days, notify the respondent in writing, advising the respondent of the specific nature of the complaint made and being investigated by the commission, and enclosing therewith a copy of the complaint. The respondent shall have the right to file a response within ten days after receipt of the notice of complaint. After notifying the respondent, the commission shall make a preliminary investigation of the validity of the complaint including interviews or discussions with the complainant, town personnel, or members of other public or private agencies. The preliminary investigation shall be completed within ninety days after notifying the respondent unless the commission notifies the complainant and the respondent in writing that additional time is required. Any person interviewed by

the commission during its investigation shall be entitled to representation by a union representative (where applicable) or an attorney, or both, at any meeting or inquiry during which the person may be subject to an investigatory interview.

- E. Not later than three business days after the termination of the investigation, the commission shall inform the complainant and the respondent and, at the discretion of the commission, the respondent's appointing authority or elected body, of its opinion as to probable cause and provide them a summary of its reasons for forming that opinion. Upon the respondent's request, the commission shall announce its opinion and may also announce a summary of its reason for forming such opinion. Such an announcement shall be made, at a minimum, on the town website.
- F. If the commission finds no probable cause for such complaint, the commission shall dismiss the complaint. In that event the complaint and the record of its investigation shall remain confidential, except upon the request of the respondent and except that some or all of the record may be used in subsequent proceedings. No complainant; respondent; witness; designated party; or commission, board, agency, or staff member shall disclose to any third party any information learned from the investigation, including knowledge of the existence of a complaint which the disclosing party would not otherwise have known. If such a disclosure is made, the commission may, after consultation with the respondent if the respondent is not the source of the disclosure, announce its opinion and a summary of its reasons. Such an announcement shall be made, at a minimum, on the town website.
- G. The commission shall make public an opinion of probable cause not later than five business days after the termination of the investigation. At such time the entire record of the investigation shall become public, except that the commission may postpone examination or release of such public records for a period not to exceed fourteen days for the purpose of reaching a stipulation agreement pursuant to subsection (c) of Section 4-177 of the Connecticut General Statutes.
- H. Within ten days after receipt of notice of an opinion of probable cause, the respondent may waive the right of a hearing by the commission; such waiver must be in writing. If a hearing is not waived, it shall be convened within thirty days of the date of giving notice of probable cause to the complainant and respondent. If a hearing is held, the hearing shall be recorded and a written transcript made of said hearing.
- I. The mailing address of the ethics commission shall be: Ethics Commission, Town Clerk's Office, 15 Rope Ferry Road, Waterford, Connecticut 06385-2886.
- J. In the event a hearing is held, the respondent shall have the right to counsel; to the presence of a union representative, if requested; to confrontation of all witnesses to cross examination; and to present evidence. The hearing shall be open. No hearing shall be conducted with less than five members of the commission in attendance.

(R.T.M. 12-7-20; R.T.M. 2-2-98 (part); R.T.M. 6-1-92 (part))

2.50.080 - Notice of hearing and decision.

- A. All notices required under this chapter shall be sent to the complainant and the respondent by registered or certified mail, return receipt requested.

- B. In the event a hearing is held, the commission shall render a decision within ten business days of the final day of the hearing. In the event no hearing is held, the commission shall render a decision within thirty days of the receipt of the respondent's waiver of hearing.

(R.T.M. 12-7-20; R.T.M. 2-2-98 (part); R.T.M. 6-1-92 (part))

2.50.090 - Report of findings and opinions and recommendations.

- A. The ethics commission shall make its report as to a violation of the code of ethics in the form of findings, opinions, and recommendations. Depending on the severity of the violation, the ethics commission's recommendations may include reprimand, suspension, dismissal, or resignation from office.
- B. If requested by the respondent and prior to submission of its report, the commission shall state its findings and opinions and recommendations in the respondent's presence in executive session.
- C. The commission shall submit its report to the board, commission, or agency to which the respondent is responsible and to the representative town meeting should the respondent be an elected official or an R.T.M. appointee.
- D. The person or governmental body receiving the report shall consider the findings and opinions and recommendations of the ethics commission in deciding the disposition to be made of the ethics complaint.
- E. The person or governmental body receiving the report shall determine the disposition of the ethics complaint and notify the respondent orally immediately and in writing by certified mail within thirty days of the receipt of the report from the commission.
- F. The person or governmental body receiving the report shall also report back to the ethics commission the decided findings and disposition in writing within thirty days of the receipt of the report from the commission.
- G. If the respondent is a member of a town employee bargaining unit or board of education employee bargaining unit, the grievance procedures outlined in the bargaining unit's contracts shall take precedence over other procedures outlined in this chapter.

(R.T.M. 12-7-20; R.T.M. 2-2-98 (part); R.T.M. 2-7-94 § II; R.T.M. 6-1-92 (part))

2.50.100 - Finances and compensation.

- A. The financial needs of the commission shall be funded in the same manner as those of other town boards and commissions listed in the Town of Waterford Code of Ordinances (Section 2.24.010).
- B. The members of the ethics commission shall receive no compensation for their services as such but shall be reimbursed for their necessary expenses incurred in the performance of their duties.

(R.T.M. 12-7-20; R.T.M. 2-5-03 (part); R.T.M. 6-1-92 (part))

2.50.110 - Effective date and reports.

- A. In the event any provision of this chapter is contradictory to any provision of a contract negotiated by an

organized bargaining unit, the provisions of such contract shall prevail.

- B. In the event any provision of this chapter (other than provisions rendered ineffective as to particular employees by reason of subsection B of this section) is contradictory to any provision of the conflict of interest provisions of the Town of Waterford Code of Ordinances (Section 2.08.050), the provisions of this chapter shall prevail.
- C. By September 15th of each year, the ethics commission shall prepare and submit to the board of selectmen and to the R.T.M. an annual report of its actions and recommendations from the preceding fiscal year. Additional reports and recommendations may be submitted by the commission to the board of selectmen and the R.T.M. at any time.

(R.T.M. 12-7-20; R.T.M. 2-2-98 (part); R.T.M. 6-1-92 (part))

2.50.120 - Distribution of the code of ethics.

The town clerk shall cause a copy of this code of ethics and any amendments thereto to be distributed to every public official and town employee within thirty days after the enactment of this code of ethics and subsequent amendments. Each public official and town employee elected, appointed, or engaged thereafter shall be furnished a copy before entering upon the duties of the office or employment. Not receiving a copy of this chapter or any amendments thereto or not signing a receipt therefor does not exempt a public official or town employee from the provisions of the code of ethics.

(R.T.M. 12-7-20; R.T.M. 2-2-98 (part); R.T.M. 6-1-92 (part))

TOWN OF WATERFORD

I, _____, acknowledge that I have been supplied a copy of and that I have read and understand Chapter 2.50 – Ethics Commission from the “Waterford Code of Ordinances.”

Signature

Date

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

Date: December 8, 2021
To: The Members of the Board of Finance
From: The Town Accountant
Subject: Periodic Financial Statements

Enclosed are the latest financial statements.
If you have any questions, please call.

Thank you,



Virginia Bielucki

Enclosures:

General Fund-Statement of Revenues and
Statement of Expenditures

Fleet Management-Statement of Revenues and
Expenditures

Capital and Non-recurring Fund-Statement of
Fund Balance Designations and Appropriations

Capital Improvement Fund-Expenditures

Capital Projects Funds-Expenditures

Contributed Gifts Fund-Balances

Insurance Administration Fund- Balance Sheet

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020

			FAVORABLE (UNFAVORABLE)	
	FISCAL YEAR 2021-2022 BUDGET	FISCAL YEAR 2021-2022 ACTUAL	FISCAL YEAR 2021-2022 VARIANCE	FISCAL YEAR 2020-2021 ACTUAL
STATE OF CONNECTICUT				
EDUCATION				
EQUALIZED COST SHARING	\$376,444	\$81,611	(244,833)	\$81,611
HEALTH & WELFARE	\$6,000	\$0	(6,000)	\$0
SUB TOTAL	332,444	81,611	(250,833)	81,611
GENERAL GOVERNMENT				
PILOT-STATE-OWNED PROPERTY	143,075	0	(143,075)	143,075
PILOT-DISABLED	1,873	0	(1,873)	0
PILOT-PRIVATE TAX EXEMPT PROPERTY	109,838	0	(109,838)	109,838
TIERED PILOT	0	235,221	235,221	0
TAX RELIEF-VETERANS	8,148	0	(8,148)	0
COURT FINES	5,000	0	(5,000)	1,405
CIVIL PREPAREDNESS	2,500	40,686	38,186	0
TELECOMMUNICATIONS PROPERTY TAX	58,656	0	(58,656)	0
TOWN AID ROADS-IMPROVED	317,277	158,216	(159,061)	158,638
LOCAL CAPITAL IMPROVEMENT (LOCIP)	0	117,757	117,757	0
SDE STATE GRANT	14,000	7,093	(6,907)	7,095
ENHANCEMENT 911	21,996	12,386	(9,610)	11,074
MISCELLANEOUS STATE REVENUE	0	0	0	0
MUNICIPAL REVENUE SHARE GRANT	0	83,589	83,589	0
GRANTS FOR MUNICIPAL PROJECTS	34,255	0	(34,255)	0
COVID RELIEF FUND REIMBURSEMENT	0	0	0	106,000
TOTAL GENERAL GOVERNMENT	716,618	654,948	(61,670)	537,125
TOTAL STATE OF CONNECTICUT	1,049,062	736,559	(312,503)	618,736
OTHER SOURCES				
EDUCATION				
TUITION	195,680	62,387	(133,293)	840
RENT & MISCELLANEOUS	5,910	2,490	(3,420)	0
SUB TOTAL	201,590	64,877	(136,713)	840

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020

			FAVORABLE (UNFAVORABLE)	
	FISCAL YEAR 2021-2022 BUDGET	FISCAL YEAR 2021-2022 ACTUAL	FISCAL YEAR 2021-2022 VARIANCE	FISCAL YEAR 2020-2021 ACTUAL
GENERAL GOVERNMENT				
INTEREST & LIENS	407,280	118,490	(288,790)	121,296
INTEREST ON INVESTMENTS	120,000	38,827	(81,173)	50,072
RECREATION & PARKS	220,000	140,018	(79,982)	46,246
COMMUNITY USE OF SCHOOLS	0	100	100	0
BUILDING INSPECTOR	357,237	272,467	(84,770)	250,695
LICENSE, FEE, PERMIT, FINE	56,727	12,981	(43,746)	15,058
LIBRARY	16,810	0	(16,810)	0
WATER MAIN ASSESSMENTS	1,200	403	(797)	250
SALE OF EQUIPMENT	0	22	22	849
SCRRRA REBATE	0	0	0	7,814
NL RADIO COMM. NETWORK USE FEE	81,000	0	(81,000)	81,237
ALARM PENALTIES	0	50	50	100
BULKY WASTE FEES	72,851	53,434	(19,417)	49,605
MISCELLANEOUS	69,312	29,060	(40,252)	77,196
CONVEYANCE TAX	200,000	210,483	10,483	184,958
EMS-REG COMM CTR FEES	6,000	1,500	(4,500)	1,500
SEWER ASSESSMENTS	0	555	555	13
PLANNING& ZONING, ZBA, CONSRV COMM	40,062	20,380	(19,682)	42,164
TOWN CLERK FEES	200,000	105,516	(94,484)	105,615
LIENS -COLLECTED BY UTILITY COMMISSION	10,000	0	(10,000)	0
TIPPING FEES	319,083	79,128	(239,955)	99,547
RECYCLING	35,562	17,354	(18,208)	6,895
COST SHARING PRR	0	83,722	83,722	0
TRANSFERS FROM OTHER FUNDS	0.00	5,814	5,814	0
TRANSFERS IN-PY ENCUMBRANCES	1,000	650	(350)	6,152
EUGENE O'NEILL GATE/LEASE REVENUE	10,000	9,159	(841)	8,587
AMBULANCE OPERATING SUBSIDY	12,000	5,000	(7,000)	5,000
YSB BOE CLERICAL STIPEND	5,000	5,000	0	5,000
RENTAL OF BUILDINGS	105,950	50,679	(55,271)	96,780
SENIOR SERVICES	15,820	22,099	6,279	0
VERSA KART/BLUE BOXES	5,370	5,620	250	3,560
BOE HUMAN RESOURCES OFFSET	15,119	0	(15,119)	0
CIRMA MEMEBERS EQUITY DISTRIBUTION	0	96,057	96,057	37,305
SUB TOTAL	2,383,383	1,384,567	(998,816)	1,303,494
TOTAL OTHER SOURCES	2,584,973	1,449,444	(1,135,529)	1,304,334
PROPERTY TAXATION				
CURRENT PROPERTY TAX	92,787,059	69,837,811	(22,949,248)	68,398,147
PRIOR YEAR TAXES	584,450	(34,088)	(618,538)	151,089
TOTAL PROPERTY TAXATION	93,371,509	69,803,724	(23,567,785)	68,549,236
TOTAL REVENUES	97,005,544	71,989,727	(25,015,817)	70,472,306

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020

FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FAVORABLE (UNFAVORABLE)		FISCAL YEAR
			FISCAL 2021-2022 PERCENT RECEIVED	FISCAL 2021-2022 VARIANCE	FISCAL 2020-2021 ACTUAL
BUDGET	2021-2022 ACTUAL	2021-2022 PERCENT RECEIVED			
STATE OF CONNECTICUT					
EDUCATION					
EQUALIZED COST SHARING	\$326,444	\$81,611	25.00%	(244,833)	\$81,611
HEALTH & WELFARE	\$6,000	\$0	0.00%	(6,000)	\$0
SUB TOTAL	332,444	81,611	24.55%	(250,833)	81,611
GENERAL GOVERNMENT					
PILOT-STATE-OWNED PROPERTY	143,075	0	0.00%	(143,075)	143,075
PILOT-DISABLED	1,873	0	0.00%	(1,873)	0
PILOT-PRIVATE TAX EXEMPT PROPERTY	109,838	0	0.00%	(109,838)	109,838
TIERED PILOT	0	235,221	#DIV/0!	235,221	0
TAX RELIEF-VETERANS	8,148	0	0.00%	(8,148)	0
COURT FINES	5,000	0	0.00%	(5,000)	1,405
CIVIL PREPAREDNESS	2,500	40,686	1627.42%	38,186	0
TELECOMMUNICATIONS PROPERTY TAX	58,656	0	0.00%	(58,656)	0
TOWN AID ROADS-IMPROVED	317,277	158,216	49.87%	(159,061)	158,638
LOCAL CAPITAL IMPROVEMENT (LOCIP)	0	117,757	#DIV/0!	117,757	0
SDE STATE GRANT	14,000	7,093	50.66%	(6,907)	7,095
ENHANCEMENT 911	21,996	12,386	56.31%	(9,610)	11,074
MISCELLANEOUS STATE REVENUE	0	0	#DIV/0!	0	0
MUNICIPAL REVENUE SHARE GRANT	0	83,589	#DIV/0!	83,589	0
GRANTS FOR MUNICIPAL PROJECTS	34,255	0	0.00%	(34,255)	0
COVID RELIEF FUND REIMBURSEMENT	0	0	#DIV/0!	0	106,000
TOTAL GENERAL GOVERNMENT	716,618	654,948	91.39%	(61,670)	537,125
TOTAL STATE OF CONNECTICUT	1,049,062	736,559	70.21%	(312,503)	618,736
OTHER SOURCES					
EDUCATION					
TUITION	195,680	62,387	31.88%	(133,293)	840
RENT & MISCELLANEOUS	5,910	2,490	42.13%	(3,420)	0
SUB TOTAL	201,590	64,877	32.18%	(136,713)	840

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020

			FISCAL	FAVORABLE	
	FISCAL	FISCAL	YEAR	(UNFAVORABLE)	
	YEAR	YEAR	2021-2022	FISCAL	FISCAL
	2021-2022	2021-2022	PERCENT	2021-2022	2020-2021
	BUDGET	ACTUAL	RECEIVED	VARIANCE	ACTUAL
GENERAL GOVERNMENT					
INTEREST & LIENS	407,280	118,490	29.09%	(288,790)	121,296
INTEREST ON INVESTMENTS	120,000	38,827	32.36%	(81,173)	50,072
RECREATION & PARKS	220,000	140,018	63.64%	(79,982)	46,246
COMMUNITY USE OF SCHOOLS	0	100	#DIV/0!	100	0
BUILDING INSPECTOR	357,237	777,467	76.27%	(84,770)	250,695
LICENSE, FEE, PERMIT, FINE	56,727	12,981	22.88%	(43,746)	15,058
LIBRARY	16,810	0	0.00%	(16,810)	0
WATER MAIN ASSESSMENTS	1,200	403	33.59%	(797)	250
SALE OF EQUIPMENT	0	22	#DIV/0!	22	849
SCRRRA REBATE	0	0	#DIV/0!	0	7,814
NL RADIO COMM. NETWORK USE FEE	81,000	0	0.00%	(81,000)	81,237
ALARM PENALTIES	0	50	#DIV/0!	50	100
BULKY WASTE FEES	72,851	53,434	73.35%	(19,417)	49,605
MISCELLANEOUS	69,312	29,060	41.93%	(40,252)	77,196
CONVEYANCE TAX	200,000	210,483	105.24%	10,483	184,958
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COST SHARING PRR	0	83,722	#DIV/0!	83,722	0
TRANSFERS FROM OTHER FUNDS	0.00	5,814	#DIV/0!	5,814	0
TRANSFERS IN-PY ENCUMBRANCES	1,000	650	65.00%	(350)	6,152
EUGENE O'NEILL GATE/LEASE REVENUE	10,000	9,159	91.59%	(841)	8,587
AMBULANCE OPERATING SUBSIDY	12,000	5,000	41.67%	(7,000)	5,000
YSB BOE CLERICAL STIPEND	5,000	5,000	100.00%	0	5,000
RENTAL OF BUILDINGS	105,950	50,679	47.83%	(55,271)	96,780
SENIOR SERVICES	15,820	22,099	139.69%	6,279	0
VERSA KART/BLUE BOXES	5,370	5,620	104.66%	250	3,560
BOE HUMAN RESOURCES OFFSET	15,119	0	0.00%	(15,119)	0
CIRMA MEMEBERS EQUITY DISTRIBUTION	0	96,057	#DIV/0!	96,057	37,305
SUB TOTAL	2,383,383	1,384,567	58.09%	(998,816)	1,303,494
TOTAL OTHER SOURCES	2,584,973	1,449,444	56.07%	(1,135,529)	1,304,334
PROPERTY TAXATION					
CURRENT PROPERTY TAX	92,787,059	69,837,811	75.27%	(22,949,248)	68,398,147
PRIOR YEAR TAXES	584,450	(34,088)	-5.83%	(618,538)	151,089
TOTAL PROPERTY TAXATION	93,371,509	69,803,724	74.76%	(23,567,785)	68,549,236
TOTAL REVENUES	97,005,544	71,989,727	74.21%	(25,015,817)	70,472,306

GENERAL FUND

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020**

	FISCAL YEAR 2022 APPROPRIATED	FISCAL YEAR 2022 ACTUAL	FISCAL YEAR 2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
GENERAL GOVERNMENT				
Board of Selectmen	\$229,313	\$107,676	121,637	\$74,719
Registrar of Voters	\$74,508	\$39,325	35,183	\$38,358
Board of Finance	\$65,547	\$62,855	2,692	\$55,376
Assessor	\$291,847	\$106,219	185,628	\$111,884
Board of Assessment Appeals	\$1,620	\$372	1,248	\$243
Tax Collector	\$211,907	\$97,419	114,488	\$93,482
Finance Department	\$653,894	\$352,435	301,459	\$260,206
Legal Department	\$298,000	\$120,285	177,715	\$1,110,517
Town Clerk	\$269,750	\$121,385	148,365	\$120,476
Planning and Zoning	\$634,914	\$244,175	390,739	\$262,384
Building Maintenance	\$778,870	\$326,236	452,634	\$87,672
Insurance	\$4,795,176	\$1,387,310	3,407,866	\$880,644
Economic Development Commission	\$10,076	\$7,328	2,748	\$7,044
Conservation Commission	\$18,250	\$13,336	4,914	\$12,791
Zoning Board of Appeals	\$4,310	4,681	(371)	1,501
Retirement Commission	\$5,682,906	\$2,744,238	2,938,668	\$3,397,528
R.T.M.	\$18,903	\$13,832	5,071	\$8,231
Building Department	\$293,008	\$90,063	202,945	\$82,420
Youth Service Bureau	\$299,359	\$124,303	175,056	\$93,702
Social Service Grants/Miscellaneous	\$82,366	\$75,427	6,939	\$72,582
Contingency Fund	\$86,313	0	86,313	0
Emergency Management	\$1,052,665	\$360,436	692,229	\$398,052
Fire Services	\$3,321,034	\$1,814,446	1,506,588	\$1,445,661
Police Department	\$6,303,434	\$2,453,958	3,849,476	\$2,603,851
Public Works Department	\$4,709,654	\$2,537,616	2,172,038	\$2,321,278
Conservation of Health	\$142,282	142,282	0	0
Public Health Nursing	\$27,820	7,917	19,903	2,520
Senior Citizens Commission	\$491,489	\$194,135	297,354	\$166,627
Waterford Public Library	\$999,475	\$415,610	583,865	\$504,620

GENERAL FUND

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020**

	FISCAL YEAR 2022 APPROPRIATED	FISCAL YEAR 2022 ACTUAL	FISCAL YEAR 2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
Recreation and Parks	\$1,445,409	\$721,907	723,502	\$536,491
Flood and Erosion Control Bd.	\$2,138	333	1,805	0
Ethics Commission	\$850	49	801	151
Human Resources	\$265,664	\$118,449	147,215	\$102,220
Community Use of Schools	\$0	\$0	0	\$86,126
Information Technology	\$930,585	\$756,032	174,553	\$638,902
Transfer to Waterford Week Activity Fund	\$4,750	\$4,750	0	\$4,750
Transfer to Waterford Shellfish Fund	\$2,000	\$2,000	0	\$1,664
Transfer to Capital Improvement Fund	\$2,964,754	\$2,964,754	0	\$2,228,530
Transfer to Capital & Non-Recurring Fund	\$900,600	\$900,600	0	\$1,401,280
Transfer to Dog Fund	\$60,000	\$60,000	0	\$30,000
Debt Service	\$7,934,633	\$6,121,316	1,813,317	\$5,766,251
Total General Government	\$46,360,073	\$25,615,490	\$20,744,583	\$25,010,734
Board of Education	\$50,645,471	\$14,974,229	35,671,242	\$14,373,410
Total General Fund	\$97,005,544	\$40,589,719	\$56,415,825	\$39,384,144

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020

	FISCAL YEAR2022 APPROPRIATED	FISCAL YEAR2022 ACTUAL	FISCAL YEAR2022 PERCENT EXPENDED	FISCAL YEAR2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
GENERAL GOVERNMENT					
Board of Selectmen	\$229,313	\$107,676	46.96%	121,637	\$74,719
Registrar of Voters	\$74,508	\$39,325	52.78%	35,183	\$38,358
Board of Finance	\$65,547	\$62,855	95.89%	2,692	\$55,376
Assessor	\$291,847	\$106,219	36.40%	185,628	\$111,884
Board of Assessment Appeals	\$1,620	\$372	22.93%	1,248	\$243
Tax Collector	\$211,907	\$97,419	45.97%	114,488	\$93,482
Finance Department	\$653,894	\$352,435	53.90%	301,459	\$260,206
Legal Department	\$298,000	\$120,285	40.36%	177,715	\$*,110,517
Town Clerk	\$269,750	\$121,385	45.00%	148,365	\$120,476
Planning and Zoning	\$634,914	\$244,175	38.46%	390,739	\$262,384
Building Maintenance	\$778,870	\$326,236	41.89%	452,634	\$87,672
Insurance	\$4,795,176	\$1,387,310	28.93%	3,407,866	\$880,644
Economic Development Commission	\$10,076	\$7,328	72.73%	2,748	\$7,044
Conservation Commission	\$18,250	\$13,336	73.07%	4,914	\$12,791
Zoning Board of Appeals	\$4,310	4,681	108.60%	(371)	1,501
Retirement Commission	\$5,682,906	\$2,744,238	48.29%	2,938,668	\$3,397,528
R.T.M.	\$18,903	\$13,832	73.17%	5,071	\$8,231
Building Department	\$293,008	\$90,063	30.74%	202,945	\$82,420
Youth Service Bureau	\$299,359	\$124,303	41.52%	175,056	\$93,702
Social Service Grants/Miscellaneous	\$82,366	\$75,427	91.58%	6,939	\$72,582
Contingency Fund	\$86,313	0	0.00%	86,313	0
Emergency Management	\$1,052,665	\$360,436	34.24%	692,229	\$398,052
Fire Services	\$3,321,034	\$1,814,446	54.63%	1,506,588	\$1,445,661
Police Department	\$6,303,434	\$2,453,958	38.93%	3,849,476	\$2,603,851
Public Works Department	\$4,709,654	\$2,537,616	53.88%	2,172,038	\$2,321,278
Conservation of Health	\$142,282	142,282	100.00%	0	0
Public Health Nursing	\$27,820	7,917	28.46%	19,903	2,520
Senior Citizens Commission	\$491,489	\$194,135	39.50%	297,354	\$166,627
Waterford Public Library	\$999,475	\$415,610	41.58%	583,865	\$504,620

GENERAL FUND

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH NOVEMBER 30, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH NOVEMBER 30, 2020**

	FISCAL YEAR 2022 APPROPRIATED	FISCAL YEAR 2022 ACTUAL	FISCAL YEAR 2022 PERCENT EXPENDED	FISCAL YEAR 2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
Recreation and Parks	\$1,445,409	\$721,907	49.94%	723,502	\$536,491
Flood and Erosion Control Bd.	\$2,138	333	15.56%	1,805	0
Ethics Commission	\$850	49	5.80%	801	151
Human Resources	\$265,664	\$118,449	44.59%	147,215	\$102,220
Community Use of Schools	\$0	\$0	0.00%	0	\$86,126
Information Technology	\$930,585	\$756,032	81.24%	174,553	\$638,9C2
Transfer to Waterford Week Activity Fund	\$4,750	\$4,750	100.00%	0	\$4,750
Transfer to Waterford Shellfish Fund	\$2,000	\$2,000	100.00%	0	\$1,664
Transfer to Capital Improvement Fund	\$2,964,754	\$2,964,754	100.00%	0	\$2,228,530
Transfer to Capital & Non-Recurring Fund	\$900,600	\$900,600	100.00%	0	\$1,401,280
Transfer to Dog Fund	\$60,000	\$60,000	100.00%	0	\$30,000
Debt Service	\$7,934,633	\$6,121,316	77.15%	1,813,317	\$5,766,251
Total General Government	\$46,360,073	\$25,615,490	55.25%	\$20,744,583	\$25,010,734
Board of Education	\$50,645,471	\$14,974,229	29.57%	35,671,242	\$14,373,410
Total General Fund	\$97,005,544	\$40,589,719	41.84%	\$56,415,825	\$39,384,144

TOWN OF WATERFORD
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
FLEET MANAGEMENT FUND
AS OF NOVEMBER 30, 2021

Revenues:

Investment Income	1,287
Vehicle Rentals	82,675
Sale of Equipment	5,030
Total Revenues	<u>88,992</u>

Expenditures:

Equipment Replacement	273,197
Vehicle Replacement	600,556
Total Expenditures	<u>873,753</u>
Excess (Deficiency) of Revenues Over Expenditures	(784,761)

Other Financing Sources (Uses):

Transfers from other funds	800,000
Total Other Financing Sources (Uses)	<u>800,000</u>

Net Change in Fund Balances

	15,239
Fund Balances - Beginning	<u>2,650,669</u>
Fund Balances - Ending	<u><u>2,665,908</u></u>

TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE AND APPROPRIATION
AS OF NOVEMBER 30, 2021

	APPROPRIATED	DESIGNATED	UNDESIGNATED	TOTAL
20501-57639	REVALUATION	(\$24,621.46)	\$257,700.00	\$233,078.54
20501-57788	COMMUNITY CENTER HVAC CONTROL SEPARATION	\$0.00	\$59,650.00	\$59,650.00
20501-57776	FIBER INSTALL MUNICIPAL COMPLEX	\$14,808.85	\$0.00	\$14,808.85
20507-57790	WIFI TOWN-WIDE WIRING	\$0.00	\$25,000.00	\$25,000.00
20510-57830	THAMES RIVER MARINA DOCK SYSTEM	\$227.75	\$0.00	\$227.75
20510-57864	CRYSTAL MALL REDEVELOPMENT FEASIBILITY STUDY	\$250,000.00	\$0.00	\$250,000.00
20511-57767	NEVINS COTTAGE STRUCTURAL REPAIRS	\$20,715.00	\$100,000.00	\$120,715.00
20511-57805	YSB FLOORING	\$45,611.44	\$0.00	\$45,611.44
20511-57839	TOWN HALL EMERGENCY EGRESS	\$44,000.00	\$0.00	\$44,000.00
20511-57840	PLAN OF CONSERVATION DEVELOPMENT	\$100,000.00	\$0.00	\$100,000.00
20511-57866	JORDAN VILLAGE SIDEWALKS	\$404,000.00	\$0.00	\$404,000.00
20511-57857	CIVIC TRIANGLE UPGRADES	\$17,820.00	\$0.00	\$17,820.00
20511-57866	TOWN HALL FRONT DOOR	\$34,430.00	\$0.00	\$34,430.00
20500-48070	DONATION-EUGENE O'NEILL ROOF REPLACEMENT	\$0.00	\$25,000.00	\$25,000.00
20522-57794	MOBILE & PORTABLE RADIO REPLACEMENT PROGRAM	\$0.00	\$740,165.00	\$740,165.00
20523-57733	OSWEGATCHIE FIRE BUILDING IMPROVEMENTS	\$500.00	\$1,000,000.00	\$1,000,500.00
20523-57792	OSWEGATCHIE-BUILDING RENOVATIONS	\$213,700.00	\$1,990,000.00	\$2,203,700.00
20507-59205	FUNDING OFFSETS FY18 DEBT SERVICE-OSWEGATCHIE FIRE	\$0.00	(\$3,000,000.00)	(\$3,000,000.00)
20523-57751	ELECTRICAL UPGRADE-JORDAN	\$40,175.25	\$0.00	\$40,175.25
20523-57791	JORDAN-TRAFFIC LIGHT UPGRADE	\$0.00	\$25,000.00	\$25,000.00
20523-57826	FIRE SERVICES HYDRAULIC EQUIPMENT	\$181,000.00	\$19,000.00	\$200,000.00
20523-57836	FIRE SERVICES CARPET REPLACEMENT	\$0.00	\$30,000.00	\$30,000.00
20523-57838	FIRE SERVICES PRE EMPTION LIGHT REPAIRS	\$0.00	\$50,000.00	\$50,000.00
20530-57695	MUNICIPAL COMPLEX RENOVATION	\$328,463.33	\$6,100,833.00	\$6,429,296.33
20507-59205	FUNDING OFFSETS DEBT SERVICE-MUNICIPAL COMPLEX	(\$1,251,500.00)	(\$6,000,000.00)	(\$7,251,500.00)
20530-57696	MUNICIPAL COMPLEX CLEAN UP	\$2,592.07	\$0.00	\$2,592.07
20530-57815	REDESIGN/RECONSTRUCT GARDINERS WOOD ROAD	\$83,447.00	\$0.00	\$83,447.00
20530-57832	LED STREETLIGHT CONVERSION	\$27,131.80	\$0.00	\$27,131.80
20530-57855	BRAMAN ROAD REDESIGN/RECONSTR	\$46,451.68	\$0.00	\$46,451.68
20531-55771	HARVEY AVENUE PUMP STATION REHAB	\$19,422.12	\$0.00	\$19,422.12
20531-57685	III MITIGATION & CONTROL	\$310,985.86	\$0.00	\$310,985.86
20531-57766	WASTEWATER SCADA SYSTEM UPGRADE	\$0.04	\$0.00	\$0.04
20531-57802	FORCE MAIN AIR RELEASE VALVES-EVALUATE & REPLACE	\$0.00	\$43,000.00	\$43,000.00
20531-57816	OLD NORWICHIEVERGREEN/HARVEY AVE PUMP STATION REHAB	\$5,438.00	\$0.00	\$5,438.00
20531-57817	WASTEWATER PS FLOOD PROTECTION	\$30.10	\$85,000.00	\$85,030.10
20536-57848	LIBRARY HVAC UPGRADE	\$0.00	\$545,600.00	\$545,600.00
20537-57735	LEARY PARK ROAD /PARKING LOT	\$0.00	\$20,000.00	\$20,000.00
20537-57781	WATERFORD BEACH PAVILION RESTROOM	\$1,120.09	\$0.00	\$1,120.09
20537-57795	WBP CAUSEWAY BRIDGE	\$0.00	\$25,000.00	\$25,000.00
20537-57824	WBP CAUSEWAY BRIDGE FABRICATION	\$0.00	\$61,700.00	\$61,700.00
20537-57854	WTFD BEACH PARK IMPROVEMENTS	\$0.00	\$30,000.00	\$30,000.00

TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE AND APPROPRIATION
AS OF NOVEMBER 30, 2021

	APPROPRIATED	DESIGNATED	UNDESIGNATED	TOTAL
20541-57328 ALEWIFE COVE DREDGING	\$0.00	\$37,500.00	\$0.00	\$37,500.00
20547-57747 UPS SYSTEM FOR COMMUNICATIONS	\$0.00	\$12,500.00	\$0.00	\$12,500.00
20547-57846 FIBER UPGRADE	\$0.00	\$28,000.00	\$0.00	\$28,000.00
20547-57847 TOWN-WIDE CAMERA SYSTEM	\$0.00	\$85,000.00	\$0.00	\$85,000.00
20547-57860 PHONE SYSTEM UPGRADE	\$0.00	\$16,000.00	\$0.00	\$16,000.00
20547-57861 SWITCHES	\$0.00	\$22,500.00	\$0.00	\$22,500.00
20500-43600 TURF FIELD RENTAL REVENUES	\$0.00	\$4,815.00	\$0.00	\$4,815.00
20560-57822 IT LEARNING BOARDS -END OF LIFE	\$4,590.29	\$291,888.88	\$0.00	\$296,479.17
20560-57823 IT SECURITY DVR CAMERAS	\$3.46	\$0.00	\$0.00	\$3.46
20560-57828 QH 10-YR RETRO COMMISSIONING	\$0.00	\$30,000.00	\$0.00	\$30,000.00
20560-57833 TENNIS COURTS	\$0.00	\$52,300.00	\$0.00	\$52,300.00
20560-57841 BUS LOT OFFICE	\$0.00	\$150,000.00	\$0.00	\$150,000.00
20560-57842 SCHOOL SECURITY	\$32,175.00	\$0.00	\$0.00	\$32,175.00
205-31520 UNDESIGNATED FUND BALANCE	\$0.00	\$0.00	\$2,419,491.05	\$2,419,491.05
TOTAL	\$952,717.67	\$3,482,151.88	\$2,998,457.05	\$7,433,326.60

TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE DESIGNATION AND APPROPRIATION
JULY 1, 2021 TO JUNE 30, 2022
AS OF NOVEMBER 30, 2021

		BEGINNING																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE DESIGNATION AND APPROPRIATION
JULY 1,2021 TO JUNE 30,2022
AS OF NOVEMBER 30,2021

	BEGINNING				FY22 RTM				FISCAL YEAR 2021-2022				INTEREST				OTHER				AVAILABLE			
	BALANCE		XFER IN		DESIGNATED		APPROPRIATED		DESIGNATED		UNDESIGNATED		INC		REVENUES		APPROPRIATED		DESIGNATED		UNDESIGNATED		TO DATE	
	APPROPRIATIONS	DESIGNATED	UNDESIGNATED	DESIGNATED	APPROPRIATED	DESIGNATED	UNDESIGNATED	EXPENDED	DESIGNATED	UNDESIGNATED	EXPENDED	DESIGNATED	UNDESIGNATED	DESIGNATED	UNDESIGNATED	EXPENDED	DESIGNATED	UNDESIGNATED	EXPENDED	DESIGNATED	UNDESIGNATED	EXPENDED	DESIGNATED	UNDESIGNATED
20537-57795	WBP CAUSEWAY BRIDGE	\$0.00	\$25,000.00	\$0.00													\$0.00	\$25,000.00						
20537-57824	WBP CAUSEWAY BRIDGE FABRICATION	\$0.00	\$61,700.00	\$0.00													\$0.00	\$61,700.00						
20537-57854	WTFD BEACH PARK IMPROVEMENTS	\$0.00	\$0.00	\$0.00		\$30,000.00											\$0.00	\$30,000.00						
20541-57328	ALEWIFE COVE DREDGING																\$0.00	\$37,500.00						
20547-57747	UPS SYSTEM FOR COMMUNICATIONS	\$0.00	\$37,500.00	\$0.00													\$0.00	\$12,500.00						
20547-57846	FIBER UPGRADE	\$0.00	\$0.00	\$0.00		\$12,500.00											\$0.00	\$28,000.00						
20547-57847	TOWN-WIDE CAMERA SYSTEM	\$0.00	\$14,000.00	\$0.00		\$14,000.00											\$0.00	\$85,000.00						
20547-57860	PHONE SYSTEM UPGRADE	\$0.00	\$0.00	\$0.00		\$85,000.00											\$0.00	\$16,000.00						
20547-57861	SWITCHES	\$0.00	\$0.00	\$0.00		\$22,500.00											\$0.00	\$0.00						
20560-57808	REPLACE DVR SECURITY CAMERA	\$30,000.00	\$0.00	\$0.00				\$30,000.00									\$0.00	\$0.00						
20560-43600	TUBE FIELD RENTAL RETENUES	\$0.00	\$4,815.00	\$0.00													\$0.00	\$4,815.00						
20560-57822	IT LEARNING BOARDS- END OF LIFE	\$4,590.29	\$91,888.88	\$0.00		\$200,000.00		\$29,995.25									\$4,590.29	\$291,888.88						
20560-57823	IT SECURITY DVR CAMERAS	\$29,998.71	\$0.00	\$0.00													\$3.46	\$0.00						
20560-57828	QH 10-YR RETRO COMMISSIONING	\$0.00	\$30,000.00	\$0.00													\$0.00	\$30,000.00						
20560-57833	TENNIS COURTS	\$0.00	\$52,300.00	\$0.00													\$0.00	\$52,300.00						
20560-57841	BUS LOT OFFICE	\$0.00	\$75,000.00	\$0.00		\$75,000.00											\$0.00	\$150,000.00						
20560-57842	SCHOOL SECURITY	\$32,175.00	\$0.00	\$0.00													\$32,175.00	\$0.00						
20500-49000	TRANSFERS IN (FROM CAPITAL IMPROVEMENT FUND)	\$0.00	\$0.00	\$2,755,170.41													\$304,000.00	\$0.00					\$304,000.00	
205-31530	UNDESIGNATED FUND BALANCE	\$0.00	\$0.00	\$2,755,170.41		\$900,600.00		\$666,000.00									\$0.00	\$0.00					\$2,419,491.05	
		\$2,108,605.00	\$2,908,551.88	\$2,780,170.41		\$900,600.00		\$666,000.00										\$952,717.67					\$3,482,151.88	\$2,998,457.05

TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
NOVEMBER 30, 2021

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED/ ENCUMBERED	BALANCE
30117-55797	SELECTMEN FY17	ADA COMPLIANCE	20,000.00	0.00	20,000.00
30122-55798	SELECTMEN FY22	FLEET MANAGEMENT PLAN	800,000.00	800,000.00	0.00
30716-55793	FINANCE (IT) FY16	FINANCIAL ACCOUNTING SOFTWARE	170,000.00	144,028.53	25,971.47
31117-55803	BLDG MAINT FY17	PARKING LOT - YOUTH SERVICES	300,000.00	7,200.00	292,800.00
31118-55803	BLDG MAINT FY18	PARKING LOT - YSB/POLICE	195,320.00	57,500.00	137,820.00
31120-55851	BLDG MAINT FY20	ADA IMPROVEMENTS YSB/PD	87,000.00	0.00	87,000.00
31120-55852	BLDG MAINT FY20	TOWN HALL BATHROOMS	87,500.00	3,125.00	84,375.00
31120-55853	BLDG MAINT FY20	AUDITORIUM SEATING UPGRADE	12,760.00	0.00	12,760.00
31121-55851	BLDG MAINT FY21	ADA IMPROVEMENTS YSB/PD	80,700.00	18,500.00	62,200.00
31121-55852	BLDG MAINT FY21	TOWN HALL BATHROOMS	25,000.00	0.00	25,000.00
31122-55819	BLDG MAINT FY22	UST REPLACEMENT	250,000.00	0.00	250,000.00
31122-55852	BLDG MAINT FY22	AC UNIT REPLACEMENT RADIO SITES	60,500.00	0.00	60,500.00
31122-55853	BLDG MAINT FY22	EUGENE O'NEILL ROOF REPLACE	60,767.64	2,350.00	58,417.64
31122-57857	BLDG MAINT FY22	CIVIC TRIANGLE UPGRADES	150,000.00	0.00	150,000.00
32322-55847	FIRE SERVICES FY22	COHANZIE ROOF REPLACEMENT	105,000.00	83,800.00	21,200.00
32322-55851	FIRE SERVICES FY22	GOSHEN AC	25,000.00	800.00	24,200.00
32320-55846	POLICE DEPT FY20	PD POLICY DIRECTIVES REVAMP	30,000.00	30,010.00	(10.00)
32320-55853	POLICE DEPT FY20	POLICE BLDG ARCHITECTURAL PLAN	15,000.00	0.00	15,000.00
32321-55837	POLICE DEPT FY21	POLICE INFRARED CAMERAS IN CARS	14,350.00	14,350.00	0.00
32321-55864	POLICE DEPT FY21	POLICE BODY CAMERAS	110,100.00	110,100.00	0.00
32322-55876	POLICE DEPT FY22	CYBER CRIME TASK FORCE EQUIPME	11,000.00	7,998.00	3,001.00
32322-55877	POLICE DEPT FY22	TRAFFIC MESSAGE BOARDS	28,000.00	0.00	28,000.00
32322-55878	POLICE DEPT FY22	IMPOUND YARD IMPROVEMENTS	28,500.00	0.00	28,500.00
32322-55879	POLICE DEPT FY22	MARINE OUTBOARD MOTORS	38,500.00	52,750.00	(14,250.00)
32322-55880	POLICE DEPT FY22	LICENSE PLATE READERS	27,120.00	27,120.00	0.00
33020-55850	PUBLIC WORKS FY20	CROSS ROAD	2,754,000.00	2,466,998.00	287,004.00
33020-55850	PUBLIC WORKS FY20	FUNDING OFFSET-CROSS ROAD	(2,754,000.00)	(2,611,641.00)	(142,358.40)
33021-55866	PUBLIC WORKS FY21	BLOOMINGDALE SOUTH MILL & PAVE	152,690.00	117,757.48	34,932.52
33021-55867	PUBLIC WORKS FY21	REMOVE UST COHANZIE FIRE	298,000.00	298,063.20	966.80
33021-55868	PUBLIC WORKS FY21	GALLOWES LANE RECLAIM/PAVE	153,790.00	153,790.00	0.00

**TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
NOVEMBER 30, 2021**

ACCOUNT	DEPT/YEAR	DESCRIPTION	EXPENDED/		
			APPROPRIATED	ENCUMBERED	BALANCE
33022-55882	PUBLIC WORKS FY22	NORMAN/CONCRETE PANELS	80,100.00	18,097.46	62,002.54
33022-55883	PUBLIC WORKS FY22	WILLIAM ST CONCRETE SIDEWALK	42,300.00	8,240.78	34,059.22
33022-55884	PUBLIC WORKS FY22	SUMMER STREET/CONCRETE SW	33,420.00	6,220.98	27,199.02
33022-55885	PUBLIC WORKS FY22	DAVID STREET/CONCRETE SW	43,680.00	8,240.78	35,439.22
33022-55886	PUBLIC WORKS FY22	CROSS ROAD/ASPHALT	69,800.00	0.00	69,800.00
33022-55887	PUBLIC WORKS FY22	ROPE FERRY ROAD	304,000.00	304,000.00	0.00
33022-55889	PUBLIC WORKS FY22	RD RESURFACING SEC A	334,473.00	35,800.00	298,673.00
33022-55890	PUBLIC WORKS FY22	ROAD RESURFACING EVERSOURCE AF	215,813.00	194,177.83	21,635.17
33022-55891	PUBLIC WORKS FY22	T. STATION SCALE & SCALE HOUSE	106,548.00	30,000.00	76,548.00
33120-55821	UTILITY COMM FY20	IN-LINE WASTEWATER SOLID GRIND	48,000.00	3,077.24	44,922.76
33120-55821	UTILITY COMM FY20	RICHARD'S GROVE P.S. EMERGENCY GENERATOR	37,000.00	37,000.00	0.00
33121-55821	UTILITY COMM FY21	IN-LINE WASTEWATER SOLID GRIND	85,000.00	0.00	85,000.00
33121-55871	UTILITY COMM FY21	EVERGREEN PUMP STATION	375,000.00	370,300.00	4,700.00
33122-55870	UTILITY COMM FY22	CCTV CAMERA & LATERAL LAUNCHIN	120,000.00	0.00	120,000.00
33122-55884	UTILITY COMM FY22	CONTROL PANEL RETRO-FIT GORMA	30,000.00	0.00	30,000.00
33122-55895	UTILITY COMM FY22	ROOF & SIDING REPLACEMENT	50,000.00	16,500.00	33,500.00
33719-55822	REC & PARKS FY19	LEARY PARK IRRIGATION	47,300.00	0.00	47,300.00
33719-55835	REC & PARKS FY19	VETERAN'S FIELD IRRIGATION SYS	13,700.00	0.00	13,700.00
33720-55854	REC & PARKS FY20	LEARY BASKETBALL COURT REBUILD	55,000.00	0.00	55,000.00
33720-55855	REC & PARKS FY20	TOWN HALL BASKETBALL COURT REP	16,000.00	0.00	16,000.00
33722-55896	REC & PARKS FY22	EQUIPMENT STORAGE PLAN	21,000.00	0.00	21,000.00
34720-55844	I.T. COMMITTEE FY20	BACK UP SYSTEM	10,427.00	0.00	10,427.00
34720-55845	I.T. COMMITTEE FY20	FD NETWORK COMPUTER PHONE WIFI	120,000.00	127,049.25	(7,049.25)
34721-55862	I.T. COMMITTEE FY21	PURE ARRAY	74,000.00	73,940.00	60.00
TOTALS			5,670,158.64	3,017,241.93	2,652,916.71
PRIOR YEAR EXPENDITURES				820,383.60	
CURRENT YEAR EXPENDITURES				2,196,858.33	

TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
NOVEMBER 30, 2021

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED/		BALANCE	TRANSFERS	
				ENCUMBERED	EXPENDED		EXPENDED	CUT
30117-55797	SELECTMEN FY17	ADA COMPLIANCE	20,000.00	0.00	20,000.00	0.0%		
30122-55738	SELECTMEN FY22	FLEET MANAGEMENT PLAN	800,000.00	800,000.00	0.00	100.0%		800,000.00 TO FLT MGMT
30716-55793	FINANCE (IT) FY16	FINANCIAL ACCOUNTING SOFTWARE	170,000.00	144,028.53	25,971.47	84.7%		
31117-55803	BLDG MAINT FY17	PARKING LOT - YOUTH SERVICES	300,000.00	7,200.00	292,800.00	2.4%		
31118-55803	BLDG MAINT FY18	PARKING LOT - YSB/POLICE	195,320.00	57,500.00	137,820.00	29.4%		
31120-55851	BLDG MAINT FY20	ADA IMPROVEMENTS YSB/PT	87,000.00	0.00	87,000.00	0.0%		
31120-55852	BLDG MAINT FY20	TOWN HALL BATHROOMS	87,500.00	3,125.00	84,375.00	3.6%		
31120-55853	BLDG MAINT FY20	AUDITORIUM SEATING UPGRADE	12,760.00	0.00	12,760.00	0.0%		
31121-55851	BLDG MAINT FY21	ADA IMPROVEMENTS YSB/PT	80,700.00	18,500.00	62,200.00	22.9%		
31121-55852	BLDG MAINT FY21	TOWN HALL BATHROOMS	25,000.00	0.00	25,000.00	0.0%		
31122-55819	BLDG MAINT FY22	UST REPLACEMENT	250,000.00	0.00	250,000.00	0.0%		
31122-55892	BLDG MAINT FY22	AC UNIT REPLACEMENT RADIO SITES	60,500.00	0.00	60,500.00	0.0%		
31122-55893	BLDG MAINT FY22	EUGENE ONEILL ROOF REPLACE	60,767.64	2,350.00	58,417.64	3.9%		
31122-57857	BLDG MAINT FY22	CIVIC TRIANGLE UPGRADES	150,000.00	0.00	150,000.00	0.0%		
32322-55847	FIRE SERVICES FY22	COHANZIE ROOF REPLACEMENT	105,000.00	83,800.00	21,200.00	79.8%		
32322-55881	FIRE SERVICES FY22	GOSHEN A/C	25,000.00	800.00	24,200.00	3.2%		
32320-55846	POLICE DEPT FY20	PD POLICY DIRECTIVES REVAMP	30,000.00	30,010.00	(10.00)	100.0%		
32320-55859	POLICE DEPT FY20	POLICE BLDG ARCHITECTURAL PLAN	15,000.00	0.00	15,000.00	0.0%		274.00
32321-55837	POLICE DEPT FY21	POLICE INFRARED CAMERAS IN CARS	14,350.00	14,350.00	0.00	100.0%		216.83
32321-55864	POLICE DEPT FY21	POLICE BODY CAMERAS	110,100.00	110,100.00	0.00	100.0%		
32322-55876	POLICE DEPT FY22	CYBER CRIME TASK FORCE EQUIPME	11,000.00	7,999.00	3,001.00	72.7%		
32322-55877	POLICE DEPT FY22	TRAFFIC MESSAGE BOARDS	28,000.00	0.00	28,000.00	0.0%		
32322-55878	POLICE DEPT FY22	IMPOUND YARD IMPROVEMENTS	28,500.00	0.00	28,500.00	0.0%		
32322-55879	POLICE DEPT FY22	MARINE OUTBOARD MOTORS	38,500.00	52,750.00	(14,250.00)	137.0%		
32322-55880	POLICE DEPT FY22	LICENSE PLATE READERS	27,120.00	27,120.00	0.00	100.0%		
33020-55650	PUBLIC WORKS FY20	CROSS ROAD	2,754,000.00	2,466,996.00	287,004.00	89.6%		
33020-55650	PUBLIC WORKS FY20	FUNDING OFFSET CROSS ROAD	(2,754,000.00)	(2,611,641.60)	(142,358.40)	94.8%		
33021-55866	PUBLIC WORKS FY21	BLOOMINGDALE SOUTH MILL & PAVE	162,690.00	117,757.48	34,332.52	77.1%		
33021-55867	PUBLIC WORKS FY21	REMOVE UST COHANZIE FIRE	299,000.00	298,063.20	936.80	98.7%		
33021-55868	PUBLIC WORKS FY21	GALLOWES LANE RECLAIM/PAVE	153,790.00	153,790.00	0.00	100.0%		

**TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
NOVEMBER 30, 2021**

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED/		BALANCE	TRANSFERS	
				ENCUMBERED	EXPENDED		CUT	
33022-55882	PUBLIC WORKS FY22	NORMAN/CONCRETE PANELS	80,100.00	18,097.46	22.6%	62,002.54		
33022-55883	PUBLIC WORKS FY22	WILLIAM ST CONCRETE SIDEWALK	42,300.00	8,240.78	19.5%	34,059.22		
33022-55884	PUBLIC WORKS FY22	SUMMER STREET/CONCRETE SW	33,420.00	6,220.38	18.6%	27,199.62		
33022-55885	PUBLIC WORKS FY22	DAVID STREET/CONCRETE SW	43,680.00	8,240.78	18.9%	35,439.22		
33022-55886	PUBLIC WORKS FY22	CROSS ROAD/ASPHALT	69,800.00	0.00	0.0%	69,800.00		
33022-55887	PUBLIC WORKS FY22	ROPE FERRY ROAD	304,000.00	304,000.00	100.0%	0.00		304,000.00 TO CNR 20511-57866
33022-55889	PUBLIC WORKS FY22	RD RESURFACING SEC A	334,473.00	35,800.00	10.7%	298,673.00		
33022-55890	PUBLIC WORKS FY22	ROAD RESURFACING EVERSOURCE AF	215,813.00	194,171.83	90.0%	21,635.17		
33022-55891	PUBLIC WORKS FY22	T. STATION SCALE & SCALE HOUSE	106,548.00	30,000.00	28.2%	76,548.00		
33120-55821	UTILITY COMM FY20	IN-LINE WASTEWATER SOLID GRIND	48,000.00	3,077.24	6.4%	44,922.76		
33120-55821	UTILITY COMM FY20	RICHARD'S GROVE P.S. EMERGENCY GENERATOR	37,000.00	37,000.00	100.0%	0.00		5,323.46
33121-55821	UTILITY COMM FY21	IN-LINE WASTEWATER SOLID GRIND	85,000.00	0.00	0.0%	85,000.00		
33121-55871	UTILITY COMM FY21	EVERGREEN PUMP STATION	375,000.00	370,300.00	98.7%	4,700.00		
33122-55870	UTILITY COMM FY22	CCTV CAMERA & LATERAL LAUNCHIN	120,000.00	0.00	0.0%	120,000.00		
33122-55894	UTILITY COMM FY22	CONTROL PANEL RETRO-FIT (GORMA	30,000.00	0.00	0.0%	30,000.00		
33122-55896	UTILITY COMM FY22	ROOF & SIDING REPLACEMENT	50,000.00	16,500.00	33.0%	33,500.00		
33719-55822	REC & PARKS FY19	LEARY PARK IRRIGATION	47,300.00	0.00	0.0%	47,300.00		
33719-55835	REC & PARKS FY19	VETERAN'S FIELD IRRIGATION SYS	13,700.00	0.00	0.0%	13,700.00		
33720-55854	REC & PARKS FY20	LEARY BASKETBALL COURT REBUILD	55,000.00	0.00	0.0%	55,000.00		
33720-55855	REC & PARKS FY20	TOWN HALL BASKETBALL COURT REP	16,000.00	0.00	0.0%	16,000.00		
33722-55896	REC & PARKS FY22	EQUIPMENT STORAGE PLAN	21,000.00	0.00	0.0%	21,000.00		
34720-55844	I.T. COMMITTEE FY20	BACK UP SYSTEM	10,427.00	0.00	0.0%	10,427.00		
34720-55845	I.T. COMMITTEE FY20	FD NETWORK COMPUTER PHONE WIFI	120,000.00	127,049.25	105.9%	(7,049.25)		
34721-55862	I.T. COMMITTEE FY21	PURE ARRAY	74,000.00	73,940.00	99.9%	60.00		
TOTALS			5,670,158.64	3,017,241.93	53.2%	2,652,916.71		1,109,814.39
PRIOR YEAR EXPENDITURES				820,383.60				
CURRENT YEAR EXPENDITURES				2,196,858.33				

TOWN OF WATERFORD
CAPITAL PROJECTS FUNDS
NOVEMBER 30, 2021

<u>FUND]</u>	<u>DESCRIPTION</u>	<u>APPROPRIATION</u>	<u>EXPENDED</u>	<u>REMAINING BALANCE</u>
424	DISTRICT MAGNET SCHOOL/EARLY CHLDHD LRN CTR	21,248,892.00	21,248,807.19	84.81
432	WATERFORD HIGH SCHOOL BUILDING PROJECT	68,362,787.00	67,786,416.66	576,370.34
	TOTALS	89,611,679.00	89,035,223.85	576,455.15
	PRIOR YEAR EXPENDITURES		<u>89,035,223.85</u>	
	CURRENT YEAR EXPENDITURES		<u>0.00</u>	

TOWN OF WATERFORD
CAPITAL PROJECTS FUNDS
NOVEMBER 30, 2021

<u>FUND I</u>	<u>DESCRIPTION</u>	<u>APPROPRIATION</u>	<u>EXPENDED</u>	<u>REMAINING BALANCE</u>	<u>PCT EXP</u>	<u>BALANCE RETURNED</u>
424	DISTRICT MAGNET SCHOOL/EARLY CHLDHD LRN CTR	21,248,892.00	21,248,807.19	84.81	100.00%	
432	WATERFORD HIGH SCHOOL BUILDING PROJECT	68,362,787.00	67,786,416.66	576,370.34	99.16%	
	TOTALS	89,611,679.00	89,035,223.85	576,455.15	99.36%	0.00
	PRIOR YEAR EXPENDITURES		89,035,223.85			
	CURRENT YEAR EXPENDITURES		0.00			

Contributed Gifts Fund
Fund # 212
NOVEMBER 30, 2021

FISCAL YEAR 2022									
REVENUES									
REC & PARKS MEMORIAL TREES & BENCHES DONATIONS									
K9 DONATIONS									
POLICE DEPT. GENERAL DONATIONS									
POLICE DEPT. PINK PATCHES									
TOTAL REVENUES									
	\$0.00	\$0.00	\$2,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURES									
09/29/21 J.P. MORGAN CHASE									
10/1/2021 WHALING CITY GRAPHIC									
10/1/2021 THE EMBLEM AUTHORITY									
10/15/2021 MYSTIC SCALLYWAGS									
10/29/2021 MYSTIC SCALLYWAGS									
11/04/21 JP MORGAN CHASE									
11/24/21 TERRI BROUDEUR BREAST CANCER FOUNDATION									
TOTAL EXPENDITURES									
	\$2,167.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET CURRENT YEAR ACTIVITY									
	(\$2,167.10)	\$0.00	\$2,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRIOR YEAR BALANCE									
	\$6,425.57	\$29.60	(\$1,588.61)	\$65.00	\$725.97	\$36,175.81	\$1,140.00	\$12,600.00	\$151.00
CURRENT YEAR BALANCE									
	\$4,258.47	\$29.60	\$1,251.39	\$65.00	\$725.97	\$36,175.81	\$1,140.00	\$12,600.00	\$151.00

NOVEMBER 30, 2021

FISCAL YEAR 2022							
REVENUES							
REC & PARKS MEMORIAL TREES & BENCHES DONATIONS							
K9 DONATIONS							
POLICE DEPT. GENERAL DONATIONS							
POLICE DEPT. PINK PATCHES							
POLICE	AUTISM TRAINING	POLICE DEPT. VEHICLE CHALLENGE	POLICE DEPT. K-9 PROGRAM	POLICE DEPT. GENERAL DONATIONS	POLICE DEPT. PINK PATCHES	POLICE PUBLIC SAFETY DOCK	TOTAL
	\$0.00	\$0.00	\$5,697.10	\$1,100.00	\$1,510.00		\$11,147.10
TOTAL REVENUES							
EXPENDITURES							
09/29/21 JP MORGAN CHASE							
10/1/2021 WHALING CITY GRAPHIC							
10/1/2021 THE EMBLEM AUTHORITY							
10/15/2021 MYSTIC SCALLYWAGS							
10/29/2021 MYSTIC SCALLYWAGS							
11/04/21 JP MORGAN CHASE							
11/24/21 TERRI BROUDEUR BREAST CANCER FOUNDATION							
	\$0.00	\$0.00	\$0.00	\$1,741.53	\$1,510.00	\$3.00	\$5,418.63
TOTAL EXPENDITURES							
NET CURRENT YEAR ACTIVITY							
	\$0.00	\$0.00	\$5,697.10	(\$641.53)	\$0.00	\$0.00	\$5,728.47
PRIOR YEAR BALANCE							
	\$1,700.00	\$780.11	\$-961.89	\$7,403.65	\$0.00	\$7.04	\$70,577.63
CURRENT YEAR BALANCE							
	\$1,700.00	\$780.11	\$10,658.99	\$6,762.12	\$0.00	\$7.04	\$76,905.50

**Insurance
Administration Fund
Balance Sheet
November 30, 2021**

Assets	
Cash and Cash Equivalents	3,115,518
Due From Other Funds	222,154
Total Assets	<u>3,337,672</u>
Liabilities	
Accrued Liabilities (IBNR)	605,346
Advance Payments	16,100
Total Liabilities	<u>621,446</u>
Net Assets	
Unrestricted	\$2,716,226
Total Net Assets	<u>\$ 2,716,226</u>

Note: Healthcare entry for FY22 is not posted yet

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



15.6
PHONE: 860-442-0553
www.waterfordct.org

To: Board of Finance Members

From: Town Accountant *CS*

Date: December 10, 2021

Subject: Status of General Fund Unassigned Balance

Unassigned Fund Balance:

1) Unassigned balance 06/30/21	22,981,080
Projected revenues in excess of (less than) budgeted through 11/30/21	<u>777,745</u>
Estimated Ending Unassigned Balance	<u><u>23,758,825</u></u>

1) Per unaudited Financial Statements

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

Date: December 15, 2021
To: Members of the Board of Finance
From: The Town Accountant
Subject: Status of Contingency Fiscal Year 2022

Contingency Fund, Line item 10121-59010:

07/01/21 Appropriation	265,000
Transferred through 12/08/21	<u>(178,687)</u>
Balance	<u><u>86,313</u></u>


Virginia Bielucki

FISCAL YEAR 2021-2022
CONTINGENCY TRANSFERS & BALANCE

ORG	OBJECT	DESCRIPTION	BOARD OF FINANCE	RTM	TRANSFER AMOUNT	BALANCE
		BALANCE 07/01/21				\$265,000.00
10101	52030	FIRST SELECTMEN PROFESSIONAL FEES	7/20/2021	N/A	\$24,000.00	\$241,000.00
10112	52201	INSURANCE LAP	8/11/2021	N/A	\$77,273.00	\$163,727.00
10147	54130	I.T. EQUIPMENT	8/11/2021	N/A	\$5,463.00	\$158,264.00
10147	52043	I.T. SERVICE CONTRACTS	8/11/2021	N/A	\$5,226.00	\$153,038.00
10119	51210	YOUTH & FAMILY SERVICES CLERICAL & TECI	11/10/2021	N/A	\$48,803.00	\$104,235.00
10119	51210	YOUTH & FAMILY SERVICES CLERICAL & TECI	11/10/2021	N/A	\$14,189.00	\$90,046.00
10119	51920	YOUTH & FAMILY SERVICES FICA	11/10/2021	N/A	\$3,733.00	\$86,313.00
					(\$178,687.00)	\$86,313.00