

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

RECEIVED FOR RECORD  
JUL 14 AM 8:47  
TOWN CLERK

**BOARD OF FINANCE  
AGENDA**

Town Hall Auditorium  
Regular Meeting

Wednesday, July 20, 2016  
7:00 pm

1. Establishment of a quorum and call to order
2. Public Comment
3. Approval and acceptance of minutes of:  
Regular Meeting on June 8, 2016
4. Consider and act upon a request from the Board of Selectmen on behalf of Ed Crane, Information Technology Director, for an FY17 appropriation in the amount of \$149,294 from Capital and Non-Recurring Designated Line Item #20555-57807 Virtual Main Server, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.
5. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the Registrars of Voters, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10102-54180 Voting Machines \$ 87

To: Line Item # 10102-52070 Reimbursable Expenses \$ 87

6. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the Registrars of Voters, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10102-51320 Election Activities \$ 10

From: Line Item # 10102-54180 Voting Machines \$ 36

From: Line Item # 10102-53020 Other Supplies \$ 33

To: Line Item # 10102-52050 Dues Conferences & Education \$ 79

7. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY16**:

To: Line Item # 10102-52020 Postage \$ 368

8. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY16**:

To: Line Item # 10102-52050 Dues, Conferences & Education \$ 191

9. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY17**:

To: Line Item # 10102-51010 Elected Officials \$ 8,302

10. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY17**:

To: Line Item # 10102-51920 FICA \$ 635

11. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Board of Finance**, to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10107-52080 Finance Telephone \$ 605

To: Line Item # 10103-52010 BOF Advertising \$ 605

12. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Alan Wilensky, **Tax Collector** to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10106-53010 Office Supplies \$ 236

To: Line Item # 10106-52030 Professional Fees \$ 236

13. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Alan Wilensky, **Tax Collector** to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10106-52020 Postage \$ 689

To: Line Item # 10106-51210 Clerical/Technical \$ 689

14. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10107-52080 Telephone \$ 8,739

To: Line Item # 10107-51210 Clerical/Technical \$ 8,739

15. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10107-52043 Service Contract/Repair Inform Tech \$ 6,055

To: Line Item # 10107-54130 Computer Support System \$ 6,055

16. Consider and act upon a request from the Board of Selectmen on behalf of Maryanna Stevens, Director of Finance, for an FY17 additional appropriation in the amount of \$10,666.18 from Capital and Non-Recurring Line #20500-31520 Undesignated Fund Balance to Capital Non-Recurring Line Item #20507-57771 New Town Wide Telephone System for installation of new phones at the EOC, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

17. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the Legal Budget in FY16:

From: Line Item # 10116-51930 RC-Heart & Hypertension \$ 3,916

To: Line Item # 10108-52030 Legal-Professional Fees \$ 3,916

18. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the Legal Budget in FY16:

From: Line Item # 10116-51930 RC-Heart & Hypertension \$1,908

To: Line Item # 10108-52540 Legal - Probate Court \$1,908

19. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of David Campo, Town Clerk, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10109-52010 Advertising \$ 574

To: **Line Item # 10109-51210 Clerical/Technical \$ 574**

20. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of David Campo, Town Clerk, to approve the following additional appropriation in FY16:

To: Line Item # 10109-52510 Rental of Equipment \$ 3,859

21. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Wayne Fraser, Facilities Coordinator, for the **Building Maintenance Department**, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10111-52100 Electricity \$ 9,000

To: **Line Item # 10111-55030 Building Improvements \$ 9,000**

22. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the **Insurance** Budget in FY16:

From: Line Item # 10116-51940 RC-Pension Contributions \$12,637

To: **Line Item # 10112-52240 Ins--Unemployment Comp \$12,637**

23. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the **Insurance** Budget in FY16:

From: Line Item # 10116-51945 RC-Retiree Health Benefit \$19,304

To: **Line Item # 10112-52250 Ins-Deductible Coverage \$19,304**

24. Consider and act upon a request from the Board of Selectmen on behalf Joyce A. Sauchuk, **Human Resources** Director, to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10145-52030 Professional Fees \$1,200

To: **Line Item # 10145-51210 Clerical/Technical \$1,200**

25. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Lt. Stephen Bellos, **Emergency Management** Director, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10222-52100 Electricity \$ 357  
Line Item # 10222-52080 Telephone \$5,840  
Line Item # 10222-53090 Fuels & Lubricants \$1,470  
Line Item # 10222-52300 Emergencies, Training & Education \$ 540

To: **Line Item # 10222-51810 Dispatch Overtime \$8,207**

26. Consider and act upon a request from the Board of Selectmen on behalf of Lt. Stephen Bellos, Emergency Management Director, for an **FY17** appropriation in the amount of \$250,190 from Capital and Non-Recurring Designated Line Item #20522-57794 Mobile & Portable Radio Replacement Program, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

27. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, **Fire Services** Director, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10223-51210 Clerical/Technical \$4,101

To: **Line Item # 10223-52378 Building Maintenance \$4,101**

28. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, **Fire Services** Director, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10223-51210 Clerical/Technical \$2,008  
Line Item # 10223-54060 Office Equipment \$1,196

To: **Line Item # 10223-53112 Firefighting Supplies/Repair \$3,204**

29. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10223-54060 Office Equipment \$ 39  
Line Item # 10223-54222 Rescue Truck Equipment \$ 967

To: Line Item # 10223-53111 FF-Protective Clothing \$1,006

30. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following additional appropriation in FY16:

To: Line Item # 10223-52030 Professional Fees \$5,663

31. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following additional appropriation in FY16:

To: Line Item # 10223-52372 Insurance \$10,601

32. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following additional appropriation in FY16:

To: Line Item # 10223-53111 FF-Protective Clothing \$5,558

33. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the Board of Police Commissioners, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10229-52010 Advertising \$ 597  
Line Item # 10229-52020 Postage \$ 472  
Line Item # 10229-52040 Service Contracts & Repairs \$6,600  
Line Item # 10229-52080 Telephone \$1,600

To: Line Item # 10229-51830 Training & Education \$9,269

34. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the Board of Police Commissioners, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10229-52080 Telephone \$2,274

To: Line Item # 10229-51435 Community Service Officer \$2,274

35. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the **Board of Police Commissioners**, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10229-52080 Telephone	\$ 5,477
Line Item # 10229-52100 Electricity	\$ 7,480
Line Item # 10229-52060 Printing	\$ 150
Line Item # 10229-52090 Fuel Oil	\$ 3,122
Line Item # 10229-52115 Water & Sewer	\$ 1,400
Line Item # 10229-52300 Training & Education	\$ 2,450
Line Item # 10229-52305 OSHA	\$ 490
Line Item # 10229-52370 Uniform Allowance	\$ 345
Line Item # 10229-53090 Gasoline	\$44,974
Line Item # 10229-53100 Tires	\$ 140
Line Item # 10229-53150 Building Maintenance	\$ 385

To: Line Item # 10229-51420 Patrol \$66,413

36. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the **Board of Police Commissioners**, to approve the following additional appropriation in FY16:

To: Line Item # 10229-51420 Patrol \$99,530

37. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the **Board of Police Commissioners**, to approve the following additional appropriation in FY16:

To: Line Item # 10229-51820 Replacement Overtime \$20,077

38. Consider and act upon a request from the Board of Selectmen on behalf of Brett Mahoney, Chief of Police, for an FY17 appropriation in the amount of \$52,000 from Capital and Non-Recurring Designated Line Item #20529-57793 Building Furniture, for Phase I of the Police Department's office furniture replacement project, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

39. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Kristin Zawacki, **Public Works Director**, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10330-51520 Highway Maintenance	\$21,700
Line Item # 10330-51540 Snow Overtime	\$41,300

To: Line Item # 10330-52470 Solid Waste \$63,000

40. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Kristin Zawacki, **Public Works Director**, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10330-53300 Materials \$19,200

To: Line Item # 10330-52460 Street Lighting \$19,200

41. Consider and act upon a request from the Board of Selectmen on behalf of Kristin Zawacki, Public Works Director, for an **FY17** appropriation in the amount of \$330,000 from Capital and Non-Recurring Designated Line Item #20530-57799 UST Replacement, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

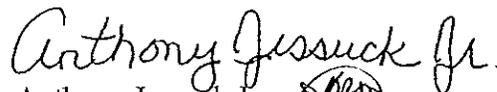
42. Consider and act upon a request from the Board of Selectmen on behalf of Kristin Zawacki, Public Works Director, for an **FY17** appropriation in the amount of \$440,950 from Capital and Non-Recurring Designated Line Item #20530-57800 Gallup Lane Reclaim/Repave, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

43. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Sally Ritchie, **Senior Services Director**, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10435-52380 Programs \$2,750

To: Line Item # 10435-51110 Administration \$2,750

44. Old Business  
a) Informational Presentation of the Municipal Complex Project
45. New Business
46. Liaison Reports
47. Correspondence  
a) 6/7/16 Tax Collector - Budget Line Item Overages  
b) Moody's Annual Comment on Waterford
48. Adjournment

  
Anthony Jessuck Jr.  
Acting Chairman

Board of Finance  
Regular Meeting Minutes

Wednesday, June 8, 2016  
Town Hall Auditorium

Present: Chairman Ronald Fedor, John W, Sheehan, Cheryl Larder, Norman Glidden,  
Anthony Jessuck Jr., Elizabeth Sabilia

Absent: James Reid

RTM: Thomas Dembek, Moderator

Elected: Daniel M. Steward, First Selectman

Staff: Maryanna Stevens, Director of Finance  
Gail Miller, Secretary  
Abby Piersall, Planning Director

Media: Martha Shanahan, The Day

RECEIVED FOR RECORD  
TOWN OF FERRIS, CT  
16 JUN 13 AM 8:31  
TISH [Signature]  
TOWN CLERK

1. Establishment of a quorum and call to order  
A quorum was established and the Regular Meeting was called to order at 7:01 p.m.
2. Public Comment - none
3. Approval and acceptance of minutes of:  
Regular Meeting on May 18, 2016 with correction to typographical error on page 3, Item 10 – correct Building Department Line Item from #10118-55060 to #10118-54060.

**Motion** by Mr. Sheehan and **seconded** by Mr. Jessuck to approve the minutes with the noted correction.

**Vote: Unanimous                      Motion Passed.**

4. Review status of FY16 Approved Capital Projects per the Capital Project Review Policy

**Capital Non-Recurring – Appropriated:**

**Motion** by Mr. Sheehan and **seconded** by Ms. Sabilia to reduce the available balance for Line Item #20401-57409 61 & 73 Miner Lane to \$0(zero), close the project and return the amount of \$3,000.00 to Capital and Non-Recurring Undesignated Fund Balance.

**Vote: Unanimous                      Motion Passed.**

4. Review status of FY16 Approved Capital Projects per the Capital Project Review Policy - Continued

**Motion** by Mr. Sheehan and **seconded** by Mr. Jessuck to return the unused amount of \$10,436.27 in Current Year Capital Appropriations in FY16 to the Current Year Capital Fund, to return the unused amount of \$576,665.35 in Capital Non-Recurring Appropriations and to return the unused amount of \$51,950.00 in Capital Non-Recurring Designated in FY16 to Capital Non-Recurring Undesignated Fund Balance.

**Vote: Unanimous                      Motion Passed.**

5. Discussion of recently completed budget process and recommendations for FY18 budget process and guidelines.

Chairman Fedor recommended keeping track of the time spent on each budget during the sessions to enable better scheduling of the budget hearings in the future.

6. Consider and act upon a request from the Board of Selectmen on behalf of Wayne Fraser, Municipal Facility Maintenance Coordinator, for an appropriation in the amount of \$13,300 from Capital and Non-Recurring Designated Line Item #20501-57780 HVAC System Town Hall/YSB, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their June 7, 2016 meeting and forward to the Representative Town Meeting as required.

Based on the approval of the Board of Selectmen, at their meeting held on Tuesday, June 7, 2016, **Motion** by Mr. Jessuck and **seconded** by Mr. Sheehan to approve the request as stated and forward to the RTM as required.

**Vote: Unanimous                      Motion Passed.**

7. Old Business
  - a) Informational Presentation of the Municipal Complex Project  
\*05/31/16 Email from Neftali Soto: The Municipal Complex Building Committee is not yet ready to make a presentation to the Board of Finance. The plans are under revision by the consultants.

**8. New Business**

**Motion** by Mr. Sheehan and **seconded** by Mr. Jessuck to add to the agenda a request, approved by the Board of Selectmen on June 7, 2016, from the **Registrars of Voters**, for the following additional appropriations in FY16:

To:	Line Item # 10102-51320	Election Activities	\$7,730
	Line Item # 10102-52080	Telephone	\$ 825
	Line Item # 10102-53020	Other Supplies	\$2,314

**Vote: Unanimous**                      **Motion Passed.**

**Motion** by Mr. Sheehan and **seconded** by Ms. Larder to approve the additional appropriations, as approved by the Board of Selectmen on June 7, 2016, stated below for the **Registrars of Voters** in FY16 from Contingency 10121-59010:

To:	Line Item # 10102-51320	Election Activities	\$7,730
	Line Item # 10102-52080	Telephone	\$ 825
	Line Item # 10102-53020	Other Supplies	\$2,314

**Vote: Unanimous**                      **Motion Passed.**

**9. Liaison Reports**

Ms. Larder gave a brief update on the Municipal Complex Building Committee.

There were no other reports.

**10. Correspondence**

- a) 05/19/16 Copy of Letter to Tax Collector – FY2017 Mill Rate
  - b) Copies of Amended & Adopted Board of Finance Policies (3)
  - c) 5/23/16 Accountant Report: Status of Contingency FY2016
  - d) 5/23/16 Accountant Report: Status of General Fund Unassigned Balance
  - e) 5/27/16 Emails from Director of Finance: Moody's Article on CT Municipalities, CT Downgrade Reports
- Additional Correspondence handed out at the meeting:*
- f) Letter from Superintendent Giard regarding upcoming Administration Negotiations

A discussion ensued regarding the letter from Mr. Giard.

It was the consensus of the Board: Chairman Fedor will contact Mr. Giard to request a meeting with the Board of Education at 6:30 p.m. on June 23, 2016, prior to the Board of Education Regular Meeting. Chairman Fedor will also contact Mr. Reid to inquire whether he would like to be the Board of Finance representative to observe the negotiation process. If Mr. Reid declines, Mr. Sheehan stated he would be the representative.

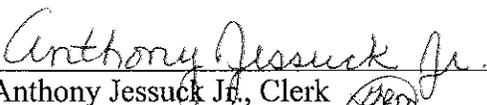
**11. Adjournment**

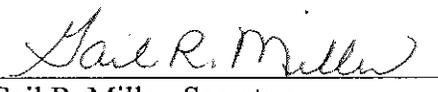
**Motion** by Mr. Sheehan and **seconded** by Ms. Sabilia to adjourn the Regular Meeting of the Board of Finance at 8:04 p.m.

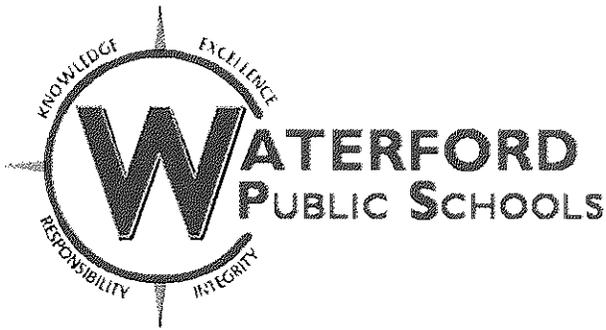
**Vote: Unanimous**

**Motion passed.**

Respectfully submitted,

  
\_\_\_\_\_  
Anthony Jessuck Jr., Clerk

  
\_\_\_\_\_  
Gail R. Miller, Secretary



Mr. Thomas W. Giard III  
 Superintendent of Schools

Mr. Craig C. Powers  
 Assistant Superintendent

July 5, 2016

On behalf of Waterford Board of Education, I would like to request an appropriation in the amount of One Hundred and Forty-Nine Thousand, Two Hundred and Ninety-Three Dollars and Eighty Cents (\$149,293.80) from Capital and Non-recurring designated line #20555-57807 for a Virtual Main Server. Attached is a copy of the Bid received. This was the only Bid received. The Vendor has done work on both School and Town networks with successful results.

A Virtual Main Server is a high power server that allows many servers to run on one unit. This is a mainstream solution that is very common. It saves costs by avoiding having to purchase and maintain many physical servers. The Town recently had an identical system installed which is very successful. There are currently over 30 servers running on it.

This proposed system will work with the current Town virtual server, in that there will be data redundancy in that the servicers will backup data to each other. This model allows a real-time backup strategy which is very beneficial to both BOE and Town needs. The old system has served the district well over the years but is now nearing its end of life cycle showing signs of performance and capacity issues.

Thank you for your consideration in this matter.

Respectfully,

Ed Crane  
 Director of Information Technology

FIFTEEN ROYCE FERRY ROAD



WATERFORD, CT 06485-2886

Town of Waterford  
Board of Selectmen  
BID FORM VIRTUAL SERVER SYSTEM FOR SCHOOLS  
BID #16-124

Please attach Required SUPPLEMENTARY information to this Bid Form.

CONSOLIDATED COMPUTING, INC. 380 WAREHOUSE ROAD EASTON, CT 06612  
VENDOR NAME AND ADDRESS

DON HANSON, PRESIDENT

PRINTED NAME AND TITLE OF VENDOR'S AGENT

203-268-3455 (FAX) 203-292-5813 donhansme@consolidatedcomputing.com

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

DON HANSON PRESIDENT of the  
Name Position

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

Don J. Hanson, Jr. 7/1/2016  
SIGNATURE DATE

\$149,293.80 TOTAL BID AMOUNT One Hundred and forty-nine thousand, two hundred and ninety-three dollars, and 80 cents

Project Start Date: 10 days after P.O. Project End Date: 30 days after P.O.

COMMENTS: SEE ATTACHED

Please attach additional sheets to the Proposal Form.

Consolidated Computing, Inc.

380 Morehouse Road  
 Easton, CT 06612  
 203-268-3455

Quote

Date	Quote #
7/1/2016	5352

Name / Address
Waterford Board of Education Attn: Accounts Payable PO Box 284 Waterford, CT 06385

Ship To
Ed Crane Waterford Board of Education Attn: Tech Department 15 Rope Ferry Road Waterford, CT 06385

				P.O. No.
Item	Description	Qty	Price per Unit	Total
	Town Hall - Board of Education Bid# 16-124 2 HP DL380 G9 servers, 10 TB PureStorage SAN, 6 days of service			
FA-m20-FC-10TB-10/0	PureStorage Pure Storage FlashArray m20 FC 10TB 10/0	1	61,577.31	61,577.31T
FA-CNTRL-FC8 2-Port ...	FA-CNTRL-FC8 2-Port ADD Factory Install	4	1,575.00	6,300.00T
FA-m20-10TB,IMO,ADV	FA-m20-10TB 1 Month Purel Advanced Maintenance and Support, NBD Delivery, 24/7 Support	36	1,050.00	37,800.00T
33047-	HP Servers C2G : C2G 3m LC-LC 10Gb 50/125 OM3 Duplex Multimode PVC Fiber Optic Cable - Aqua	12	31.96583	383.59T
719064-B21	HP DL380 Gen9 8SFF CTO Server	2	1,389.05	2,778.10T
719044-B21	HP DL380 Gen9 E5-2690v3 FIO Kit 2.6GHz 12 Core	2	2,194.055	4,388.11T
719044-L21	HP DL380 Gen9 E5-2690v3 FIO Kit 2.6GHz 12 Core	2	2,194.055	4,388.11T
728629-B21	HP 32GB 2Rx4 PC4-2133P-R Kit	16	564.69625	9,035.14T
719073-B21	HP DL380 Gen9 Secondary Riser	2	73.655	147.31T
719076-B21	HP DL380 Gen9 Primary Riser	2	58.775	117.55T
665240-B21	HP Ethernet 1Gb 4-port 366FLR Adapter	2	244.775	489.55T
733660-B21	HPQ 2U SMALL FORM FACTOR EASY INSTALL RAIL KIT	2	74.40	148.80T
AJ764A	HPQ 82Q 8GB FC HBA 2PT PCIE QLOGIC	2	1,464.41	2,928.82T
726116-B21	HP 8GB microSD EM Flash Media Kit	2	58.775	117.55T
720620-B21	HP 1400W Flex Slot Platinum Plus Hot Plug Power Supply Kit Redundant PSU	4	319.175	1,276.70T
719079-B21	HP DL380 Gen9 High Performance Fan Kit	2	177.815	355.63T
719082-B21	HP DL380 Gen9 Graphics Enablement Kit HP NEW	2	88.535	177.07T
H7J34A3 TT3	HP 3yr Foundation Care 24x7 Service HP ProLiant DL380 Gen9 Support	2	1,442.23	2,884.46T
If you have any questions please contact: Don Hanson 203-268-3455 donhanson@consolidatedcomputing.com			<b>Total</b>	

Consolidated Computing, Inc.  
 380 Morehouse Road  
 Easton, CT 06612  
 203-268-3455

# Quote

Date	Quote #
7/1/2016	5352

Name / Address
Waterford Board of Education Attn: Accounts Payable PO Box 284 Waterford, CT 06385

Ship To
Ed Crane Waterford Board of Education Attn: Tech Department 15 Rope Ferry Road Waterford, CT 06385

P.O. No.

Item	Description	Qty	Price per Unit	Total
CCI-SERV-VM	Consolidated Computing, Inc. Specification for services: 1. Install two new HP Servers and the PureStorage SAN in the Waterford High School Rack and direct connect the new servers to storage with fibre optic cables 2. Connect servers to the core switch with 1 Gig Ethernet cables 3. Add new hosts to the VMWARE cluster 4. Perform a storage vMotion from the existing EMC SAN to the new PureStorage SAN migrating approximately 5TB of data 5. Migrate VDI clients from several of the HP G7 servers to the new more powerful HP G9 servers 6. Perform Backup test with Backup Exec to Tape 7. Enable VMWARE Replicator (replicate VM's from new SAN to EMC Storage) and test 8. Power up two new ESX hosts (2) and power off several of the older hosts 9. Transfer VMWARE licensing from older hosts to new hosts 10. Perform training for the PureStorage with IT staff 11. Provide training for the replication of the VM's from datacenter to datacenter using the VMWARE replicator technology 12. Provide documentation for operations and setup	6	1,500.00	9,000.00T
MISC-PARTS-	Performance Bond Sales Tax Non Taxable - Exempt	1	5,000.00 0.00%	5,000.00T 0.00
If you have any questions please contact: Don Hanson 203-268-3455 donhanson@consolidatedcomputing.com			<b>Total</b>	\$149,293.80

**Consolidated Computing, Inc. Specifications: Pure Storage**

Quantity	Part number	Description
1	FA-m20-FC-10TB-10/0	Pure Storage FlashArray m20 FC 10TB 10/0
4	FA-CNTRL-FC8 2-Port ADD FA-CNTRL-FC8 2-Port ADD	Factory Install
36	FA-m20-10TB,IMO,ADV	FA-m20-10TB 1 Month Pure1 Advanced Maintenance and Support, NBD
		Delivery, 24/7 Support

**Consolidated Computing, Inc. Specifications: HP Servers**

Qty.	Part number	Description
12	33047 C2G	3m LC-LC 10Gb 50/125 OM3 Duplex Multimode PVC Fiber Optic Cable
2	719064-B21	HP DL380 Gen9 8SFF CTO Server
2	719044-L21	HP DL380 Gen9 E5-2690v3 FIO Kit 2.6GHz, 12 core
2	719044-B21	HP DL380 Gen9 E5-2690v3 FIO Kit 2.6GHz, 12 core
16	728629-B21	HP 32GB 4Rx4 PC4-2133P-R Kit
2	719073-B21	HP DL380 Gen9 Secondary Riser
2	719076-B21	HP DL380 Gen9 Primary Riser
2	665240-B21	HP Ethernet 1Gb 4-port 366FLR Adapter
2	733660-B21	HP 2U SFF Easy Install Rail Kit
2	AJ764A	HP Storageworks 82Q Dual Port PCI-e Fibre Channel HBA 82E L-Profile
2	726116-B21	HP 8GB microSD EM Flash Media Kit
4	720620-B21	HP 1400W Flex Slot Platinum Plus Hot Plug Power Supply Kit Redundant PSU
2	719079-B21	HP DL380 Gen9 High Performance Fan Kit
2	719082-B21	HP DL380 Gen9 Graphics Enablement Kit HP NEW
2	H7J34A3 TT3	HP 3yr Foundation 24x7 Service HP ProLiant DL380 Gen9 HW Support

**Consolidated Computing, Inc. Specification for services:**

1. Install two new HP Servers and the PureStorage SAN in the Waterford High School Rack and direct connect the new servers to storage with fibre optic cables
2. Connect servers to the core switch with 1 Gig Ethernet cables
3. Add new hosts to the VMWARE cluster
4. Perform a storage vMotion from the existing EMC SAN to the new PureStorage SAN migrating approximately 5TB of data
5. Migrate VDI clients from several of the HP G7 servers to the new more powerful HP G9 servers
6. Perform Backup test with Backup Exec to Tape
7. Enable VMWARE Replicator (replicate VM's from new SAN to EMC Storage) and test
8. Power up two new ESX hosts (2) and power off several of the older hosts
9. Transfer VMWARE licensing from older hosts to new hosts
10. Perform training for the PureStorage with IT staff
11. Provide training for the replication of the VM's from datacenter to datacenter using the VMWARE replicator technology
12. Provide documentation for operations and setup

## **INTENT**

The Town of Waterford CT is seeking bids for the installation/migration and integration of a Virtual server system with SAN including replication to an existing offsite system. Yes, our specifications conform to intent.

This new system will replace an existing Virtual server system consisting of HP hosts and an EMC SAN with replication to an offsite system. Yes, our specifications conform to intent.

This document represents a Request for Proposal covering the labor and materials required to install/migrate and integrate the Virtual Server System in accordance with the detail and information contained herein. Yes, our specifications conform to intent.

The vendor will be responsible for the integration of the system within the designated buildings and for testing certification, and documentation of the installed system. Yes, we will integrate the system at the designated building and will test, certify and document.

The vendor must be an authorized reseller for HP and PureStorage. Yes, Consolidated Computing, Inc. is an authorized reseller for HP, and PureStorage.

The Vendor must be certified to perform the services below for integrating the servers and storage and migrating the systems from the current VMWARE virtualized platform with HP Servers and EMC storage to the new HP Servers and PureStorage. They must be capable and certified in setting up replication of the VM's between the new HP & PureStorage solution to existing HP and EMC hardware using VMWARE's replication technology. Yes, Consolidated Computing, Inc. is certified and capable to perform the services above.

The vendor must have a minimum of five years experience in the installation and migration of a similar type of virtual server systems. Yes, Consolidated Computing, Inc. has more than 5 years of experience in the installation and migration of similar types of virtual systems. We recently performed similar services for the Town of Waterford Police.

Vendor should provide a minimum of three references with contact information with the bid form. Yes, Consolidated Computing, Inc. has put references on the bid form.

## References

**Lydall, Inc**  
Jason Lawrence  
IT Infrastructure Manager  
One Colonial Road  
Manchester, CT 06042  
860-327-0331  
[JLawrence@Lydall.com](mailto:JLawrence@Lydall.com)

**EBP Supply Solutions**  
Elaine Norton  
Director, IT Operations  
200 Research Drive  
Milford, CT 06460  
203-878-3525  
[enorton@ebpsupply.com](mailto:enorton@ebpsupply.com)

**MPI-Microboard Processing**  
Josh Nichio  
I.T Systems Administrator  
36 Cogwheel Lane  
Seymour, CT 06483  
203.881.4352  
[jnichio@microboard.com](mailto:jnichio@microboard.com)

**Town of Waterford**  
Ed Crane  
Technology Director  
15 Rope Ferry Road  
Waterford, CT 06385  
860-440-0565  
[ecrane@waterfordschools.org](mailto:ecrane@waterfordschools.org)

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06395-2204

**TOWN OF WATERFORD  
NON-COLLUSION STATEMENT**

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

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

Date: 7/1/2016  
Name of Company: Consolidated Computing, Inc.  
Name and Title of Agent: DON HANSON, PRESIDENT  
By (SIGNATURE): Don J. Hanson, Jr.  
Address: 380 Warehouse Road  
EASTON, CT 06012  
Telephone Number: 203-268-3455

5-8

July 8, 2016

Mr. Daniel Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, Ct 06385

Dear Mr. Steward:

The Registrar of Voters is over-extended \$556.00 at the end of FY 2016 due to:

1. Not including FICA in our recently submitted Primary costs
2. Exorbitant amount of new registrations/party changes leading up to the Presidential Primary (approximately 400 letters had to be mailed first class)
3. Stipend for both registrars to attend new certification classes

We respectfully request the board to approve the following transfers and appropriations

**Out of Series Transfers**

LINE ITEM	LINE DESCRIPTION	FROM	TO
10102-54180	Voting Machines	\$87.00	
10102-52070	Reimbursable Exp.		\$87.00

LINE ITEM	LINE DESCRIPTION	FROM	TO
10102-51320	Election Activities	\$10.00	
10102-54180	Voting Machines	\$36.00	
10102-53020	Other supplies	\$33.00	
10102-52050	Dues, Conferences, Ed		\$79.00

**Appropriations**

LINE ITEM	LINE DESCRIPTION	TO
10102-52020	Postage	\$368.00
10102-52050	Dues, Confs., Edu.	\$191.00

Sincerely,

Patti Waters  
Julie Watson Jones

June 27, 2016

Daniel Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Re: Additional Appropriation for FY17 Registrar Budget

Dear Mr. Steward,

We respectfully request the following additional appropriation to our FY17 Budget:

\$8,302 (\$4,151 x 2 Registrars) to Line Item 10102-51010 Elected Officials based on the action taken at the June 6, 2016 RTM meeting (Call Item 9) to increase the Registrar wages for FY17 to begin on July 1, 2016. The increase brings the Registrar Salaries to a total of \$21,840 x 2 Registrars for a total of \$43,680.

Also there will be an increase to Line Item 10102-51920 F.I.C.A. of \$635.

A Stipend increase from \$250 to \$700 for Primary Elections or Referendums was also approved by the RTM. This will not affect the FY17 Budget because our budget only includes the November election.

Please see attachment from the Finance, Wage, & Personnel Standing Committee.

Respectfully submitted,

Julie Watson Jones, ROV

Patti Waters, ROV

11.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 6, 2016

Mr. Daniel M. Steward, First Selectman  
 Town of Waterford  
 15 Rope Ferry Road  
 Waterford, CT 06385

Dear Mr. Steward:

The Board of Finance is over expended in line item 10103-52010 – Advertising by \$605. The overage is due to the increase in advertising costs for the annual budget ad required by Town Ordinance to be published in a local paper. .

**Out of Series Transfer**

LINE ITEM	LINE DESCRIPTION	FROM	TO
10107-52080	FINANCE DEPT - TELEPHONE	\$605	
10103-52010	BOF - ADVERTISING		\$605

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Maryanna Stevens'.

Maryanna Stevens, CPA  
 Director of Finance

12-13

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 7, 2016

Mr. Daniel M. Steward, First Selectman  
 Town of Waterford  
 15 Rope Ferry Road  
 Waterford, CT 06385

Dear Mr. Steward:

Based on my projections, the Tax Collector's office will be over-expended in the following line items and will require the following transfers.

The overage in Professional fees is due to overages in the QDS billing and the overage in Clerical Technical is due to the union contract increase.

I respectfully request that the Board of Selectmen approve the following and forward to the Board of Finance.

**Out of Series Transfer**

LINE ITEM	LINE DESCRIPTION	FROM	TO
10106-53010	OFFICE SUPPLIES	236	
10106-52030	PROFESSIONAL FEES		236

LINE ITEM	LINE DESCRIPTION	FROM	TO
10106-52020	POSTAGE	689	
10106-51210	CLERICAL/TECHNICAL		689

If you have any questions, please feel free to contact me.

Sincerely,

Alan Wilensky  
 Waterford Tax Collector

14-15

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 6, 2016

Mr. Daniel M. Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

Based on my projections, the following lines in the Finance department will be over-expended. I respectfully request that the Board of Selectmen approve the following out of series transfers and forward to the Board of Finance as required.

**Out of Series Transfer**

LINE ITEM	LINE DESCRIPTION	FROM	TO
10107-52080	TELEPHONE	\$8,739	
10107-51210	CLERICAL & TECHNICAL		\$8,739

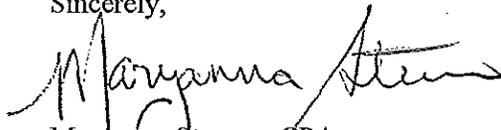
The overage in Clerical Technical of \$\$14,121 is due to the settlement of the 1303 collective bargaining agreement, as well as a payout of paid leave time to a part-time employee whose position was cut as of July 1, 2016. I've requested an in-series transfer of \$5,382 for a portion of the overage.

LINE ITEM	LINE DESCRIPTION	FROM	FROM
10107-52043	SERVICE CONTRACTS & REPAIRS – INFORM TECH	\$6,055	
10107-54130	COMPUTER SUPPORT SYSTEM		\$6,055

The overage in Computer Support System is due to the unanticipated cost of software upgrades for the Community Center and the Police Department. I've attached a copy of the minutes of the IT Committee meeting as well as the quotes from the respective departments.

If you have any questions, please feel free to contact me.

Sincerely,

  
Maryanna Stevens, CPA  
Director of Finance

FIFTEEN ROPE FERRY  
06385-2886



ROAD WATERFORD, CT

## Minutes

### IT Committee Regular Meeting Agenda

*June 15, 2016 at 3:00pm*

*Waterford Town Hall – BOE Conference Room*

- 1) Call to order- The meeting was called to order by acting chairperson Brett Mahoney at 3:01pm. Members in attendance are as follows: Abby Piersall, Alan Wilensky, Brett Mahoney, Brian Flaherty, Kathleen Peterson, Marlana Montgomery, Michael Bekech, Neftali Soto; Roslyn Rubinstein, Sally Ritchie and David Campo. Staff: Ed Crane
- 2) Approval of Minutes of April 27, 2016. A motion was made to accept the minutes as written with one modification which was to include Neftali Soto as present. Motion made by K. Peterson and seconded by B Flaherty. The motion passed unanimously.
- 3) Status Report of It Director. Ed Crane summarized the status report for the previous period. Highlights included the upgrading of 24 new work stations with 19 more to be installed in the upcoming year and the linking of the municipal complex to the town hall.
- 4) Consider and act upon a request to add link to town website from Wheels for Wishes. A request was made from the local organization to be linked to the town web site. S. Ritchie and R. Rubinstein noted that this was not consistent with policy in place for the governance of the web site. A short discussion followed. A motion was made by R. Rubinstein and seconded by S. Ritchie to deny the request of Wheels for Wishes to add a link to the town website because it was not consistent with the policies in place. The motion passed unanimously.
- 5) Consider and act upon a request from the First Selectman to enter into an agreement with CGI Communications for their Community Video Program. First Selectman Steward made a presentation regarding a proposal by CGI for them to create and display video clips for various town departments and agencies and display on the web site for no cost to the town. These displays would include advertising for which CGI would receive the revenue. K. Peterson noted that the Website Subcommittee of the IT met on the subject and noted that this request was not in conformity with the policy in place. It also could be construed that by displaying the advertisements on the web page, it would have the appearance of the town endorsing the companies than advertised. After a short discussion, the following motion was made: "The motion was not to enter into an agreement with CGI communications on the terms as presented by CGI. The motion was made by S. Ritchie and second by M. Montgomery. The motion passed unanimously.
- 6) Consider and act upon a request from Sally Ritchie, Senior Services Director for the purchase and installation of Honeywell Pro Watch System for the Community Center. S. Ritchie noted

the entry system for the Community Center needed to be updated and allow for the same fob (swipe) card system utilized in other town buildings. The cost from the vendor was \$4362. A motion was made that the Town should enter into the contract for the Honeywell Pro Watch system for the community center for a cost of \$4362 with 20% of the cost shared by Senior Services and Parks and Recreation and the remaining 80% (\$3,490) of the cost provided from the IT budget towards the purchase of the system. The Motion was made by M. Montgomery and seconded by K. Peterson. The motion passed unanimously.

- 7) Consider and act upon a request from Abby Piersall, Director of Planning for the purchase of Muncity Software. A. Piersall noted that she has been working with View permit and other vendors to upgrade the existing permitting system and expand its scope to include integration with GIS and inclusion of other modules to tie into other departments and agencies. She noted that Muncity Software provided the most options, was web based and would also be the most cost effective solutions available. A discussion was held on the proposal which included funding options. A motion was made to support (endorse) the purchase of Software. The motion was made by S. Ritchie and seconded by R. Rubinstein. The motion passed unanimously.
- 8) Discussion of Town Social Media Policy. This item was tabled.
- 9) Town Tech Plan provided by Ed Crane. E. Crane provided an extensive plan as part of the Agenda package. This package which was discussed at length. As part of this discussion, issues such as what the town currently has in software and hardware, some of the most urgent needs that need to be addressed and a look into future needs. As part of this discussion, it was noted that departments need to provide information on all the software that the department utilizes and the cost for maintenance and support and who pays that fee as well as the use of that software both inter and intra departmentally.
- 10) Update from the First Selectman regarding request to create a separate department for IT. First Selectman Steward noted that there is a definite need to consider the creation of a separate departmental line item for the budgeting process. He also noted the dilemma is to delineate exactly what would go into this budget and who or what other department or agency would be responsible to bring the requests forward for budget consideration. E. Crane noted that the BOE IT budget process and how it was constructed as an example. A lengthy discussion followed.
- 11) Old Business- no issues were noted
- 12) New Business
  - 1) - A request was presented by Chief Brett Mahoney to upgrade the iRecord Software. It was noted that this software is used for videotaping confessions of suspected criminals and operates on a Windows XP platform. Since this utilized as part of a pilot program. Since that time, the videotaping has become state law. The original system has serious issues with backups etc and needs to be upgraded to meet the current state law. The cost for this system new upgraded system is \$6485. A motion was made that system should be purchased at a cost of \$6485 from BEI Electronics with \$985 of the cost coming from the Police Department budget and \$5500 from the IT Budget. The motion was made by M. Montgomery and seconded by R. Rubinstein. The motion passed unanimously.
  - 2) A request was made by R. Rubinstein to remove make available for disposal the following three items HP Laser jet 4050tn (serial number uscc141018), Hp Laser jet 2420dn, (serial

number cndj818012) and HP Laser Jet 2300n (serial number cnbgg78908). A motion was made by R. Rubinstein and seconded by M. Bekech to dispose of the above noted printers. The motion passed unanimously.

A motion for Adjournment was made by B. Flaherty and seconded by Neftali Soto. The meeting was adjourned at 4:26pm.

Respectfully submitted,

Michael A. Bekech

Michael Bekech

Recording Secretary for this meeting.

# MEMO

TO: Maryanna Stevens, Finance Director  
IT Committee Chairperson

FROM: Sally B. Ritchie, Senior Services Director

DATE: May 25, 2016

RE: Installation of Honeywell Pro Watch System for Community Center

While deploying new computers at the Community Center, IT technicians determined that the existing door access software could not be transferred from the old to the new machine at the Community Center's main desk. The computer and the software are original to the building (2005) and not compatible with the door access systems in other town buildings and schools. Removing the existing computer without installing the Honeywell Pro Watch System will render the electronic door access system at the center inoperable.

Integrated Technical Systems, Inc. has provided the attached quote to provide and install a Honeywell Pro Watch access control system to the community center. The new system will include one access controller with input cards for 2 card readers, a software license for this site, as well as labor and training. The system will connect to the existing WBOE Honeywell network. All software, configuration, programming and training will be included with the exception of programming the user access cards, which will be programmed by the Waterford IT group.

I ask that this matter be placed on the agenda of the next IT Committee Meeting for discussion and approval. I anticipate that the cost of this new system will be shared by Senior Services and Recreation and Parks as long as the various boards that provide financial oversight of the departments' budgets give their approval.

Encl. (1) ITS Quote

cc: Daniel Steward, First Selectman  
Brian Flaherty, Recreation and Parks Director w/enclosures  
Ed Crane, IT Director  
Senior Citizens Commission w/o enclosures



Waterford Community Center  
Ed Crane

May 25, 2016

Subject; Access  
Control System

I-T-S will provide and install a Honeywell Pro Watch System for the Waterford Community Center. I-T-S will provide all equipment, installation labor, cabling, programming, testing, and warranties.

The Community Center building will include one access controller with input cards for 2 card readers and the capability to expand to 14. The system will connect to the existing WBOE Honeywell network and will not require a local computer at the site.

All software, configuration, programming and training will be included with the exception of programming all user access cards which will be programmed by the Waterford IT group.

1 Controller  
1 Software License  
1 Dual Reader Board  
1 Power Supply  
1 Configure/Program/Test

Total Project 4,362.00

Bill Korbelak

**WATERFORD POLICE DEPARTMENT**

# Memo

TO: Maryanna Stevens, Director of Finance  
Chair, Information Technology Committee

FROM: Brett Mahoney, Chief of Police 

DATE: June 9, 2016

SUBJECT: PROPOSAL FOR UPGRADE TO iRECORD SOFTWARE

---

Attached is a proposal for upgrading the current iRecord software at the Waterford Police Department.

The Waterford Police Department initially received this software (and hardware) through a State of Connecticut pilot program for videotaping confessions of suspected criminals. Since this pilot program, the videotaping of confessions of suspected criminals has become State law.

The current system we have operates on Windows XP, which we all know does not meet current Microsoft security standards. To counteract this, we have unplugged the recording system from the Town of Waterford network, which limits its effectiveness and backup capability in the event the system crashes. As a result we are on borrowed time with the current system and seek to upgrade it.

I am petitioning you for any "leftover" funds the IT Committee has to purchase the upgrade outlined in the attached proposal. The Waterford Police Department will make up any additional funds that the IT Committee does not have.

Thank you for your consideration of this matter.



"business electronics"  
BEI Holdings, Inc.

6 Capital Drive  
Wallingford, CT 06492

Tel: 203-741-9300  
Fax: 203-741-9291  
Web: www.beiinc.com

Sales with Service, since 1976!

**Proposal to Upgrade an IRecord Interview Room Recording Solution**

Date: 03/23/16  
Proposal #: 8834

**Proposed to:**

Waterford Police Department  
41 Avery Lane  
Waterford, CT 06385

Contact: Chief Brett Mahoney  
Tel: (860) 442-9451  
Email: bmahoney@waterfordct.org

**PROJECT OVERVIEW & EXPECTATIONS:**

Install new iRecord Professional chassis equipped with Microsoft Windows 7 OS, 2TB Hard Drive, DVD Drive, and both the MPEG & Windows Media input cards and Network Card. Re-image system to current settings.

**EQUIPMENT**

QTY	DESCRIPTION	UNIT COST	TOTAL COST
1	iRecord Vi Professional Chassis Includes: Windows 7 OS, 2TB Hard Disk, DVD Drive, Network Card	\$3,455.00	\$3,455.00
1	Hauppauge 2-Port MPEG PCI-e Capture Card	\$285.00	\$285.00
2	Winnov 1-Port Windows Media AV PCI-e Capture Cards	\$425.00	\$850.00
1	Transfer License Charge (one PC to another due to replacement of Motherboard & CPU)	\$695.00	\$695.00
1	Labor Hours	\$1,200.00	\$1,200.00
<b>Total Upgrade Cost:</b>			<b>\$6,485.00</b>

**NOTES:**

Upgrade to be performed during normal business hours.

**TERMS AND CONDITIONS:**

- A **WARRANTY INFORMATION:** System fully warranted for 12-Months, hardware & software
- B Customer will billed at BEI's current service rates if BEI is required/requested to keep a technician on site or is required to have technician return to the site because telephone lines are not terminated and/or computers are not available for installation
- C **DELIVERY:** Please allow estimated 30-60 days from date of written purchase order (or date of first payment when applicable) for delivery.
- D Custom equipment orders may not be returned. Stock merchandise and accessories may be returned if in the original packaging provided a restocking fee of not less than twenty-five percent (25%) or such greater restocking fee as determined by BEI's supplier
- E This quote does not include State taxes. Customer to provide tax exempt certificate or taxes will be added to the invoice.
- F **QUOTATION IS VALID FOR 60 DAYS**

Please mail purchase orders to Business Electronics at 6 Capital Drive, Wallingford, CT 06492  
or FAX 203-741-9291 to confirm acceptance and to place the order with BEI.  
A signed order is required to begin scheduling for delivery.  
Thank you!

**ACCEPTANCE AND APPROVAL**

ACCEPTED BY:

WATERFORD POLICE DEPARTMENT

BUSINESS ELECTRONICS

EMAILED

STEPHEN B. SICKELS  
Sr. Account Executive  
(203) 741-9322

Please Print Name (Required)

Date Signed: \_\_\_\_\_

FIFTEEN ROPE FERRY ROAD



16.  
WATERFORD, CT 06385-2886

July 11, 2016

Mr. Daniel M. Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

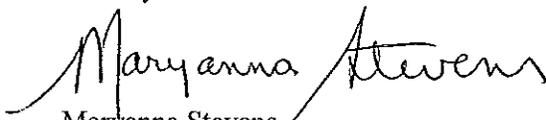
In December 2014, the Town-wide phone project was completed for all Town departments except Emergency Management. The MITEL system was replaced with Voice over IP. The decision to exclude Emergency Management predates me and LT Bellos. The Emergency Operations Center is currently using extremely outdated equipment with analog lines that are not compatible with the Town's phone system. The phones are over 20 years old with no functionality (i.e. cannot place caller on hold). The Emergency Operations Center is an integral part of the Town operations and should be equipped with the same phone system as the rest of the Town departments.

I received a quote from ePlus, our current vendor, for the installation of new phones at the EOC in the amount of \$40,027.30 in November 2015 (attached). I am waiting for an updated quote in the event there are any changes in pricing due to the time that has elapsed since November. There is currently \$31,333.82 remaining in the New Telephone capital line.

I respectfully request an additional appropriation in the amount of \$10,666.18 from Capital Non-recurring line #20500-31520 Undesignated Fund balance to Capital Non-recurring line #20507-57771 – New Town-wide Telephone System. If this request is approved, the total amount available would be \$42,000 (41,027.30 plus approximately 5% for possible price increase).

Please contact me with any questions.

Thank you

  
Maryanna Stevens  
Director of Finance

Cc: LT Stephen Bellos, Emergency Management Director

Quote Name:



Bill To		
TOWN OF WATERFORD 15 ROPE FERRY ROAD		
WATERFORD	CT	06385
ATTN: ACCOUNTS PAYABLE		

Ship To		
TOWN OF WATERFORD 15 ROPE FERRY RD		
WATERFORD	CT	06385
Ed Crane		

Quotation #:	21840461
Quotation Date:	11/12/2015
Expiration Date:	12/12/2015
Client Reference:	
Account Rep:	Steve Plante

Line No.	Quantity	Part Number	MFG	Description	Unit Price	Ext Price
001	1	C2921-CME-SRST/K9	CISCO	2921 VOICE BUNDLE W/PVDM3-32 FL-CME-SRST-25 UC LIC FL-CUBE10	\$2,779.33	\$2,779.33
002	1	CON-OSP-2921CMST	CISCO	ONSITE 24X7X4 2921 VOICE BUNDLE W/ UC LICENSE PAK	\$820.25	\$820.25
003	1	PWR-2921-51-AC	CISCO	CISCO 2921/2951 AC POWER SUPPLY	\$0.00	\$0.00
004	1	CAB-AC	CISCO	AC POWER CORD (NORTH AMERICA) C13 NEMA 5-15P 2.1M	\$0.00	\$0.00
005	2	FL-CUBEE-5	CISCO	UNIFIED BORDER ELEMENT ENTERPRISE LICENSE - 5 SESSIONS	\$0.00	\$0.00
006	1	ISR-CCP-EXP	CISCO	CISCO CONFIG PRO EXPRESS ON ROUTER FLASH	\$0.00	\$0.00
007	1	FL-CME-SRST-25	CISCO	COMMUNICATION MANAGER EXPRESS OR SRST - 25 SEAT LICENSE	\$0.00	\$0.00
008	1	SL-29-IPB-K9	CISCO	IP BASE LICENSE FOR CISCO 2901-2951	\$0.00	\$0.00
009	1	MEM-CF-256MB	CISCO	256MB COMPACT FLASH FOR CISCO 1900 2900 3900 ISR	\$0.00	\$0.00
010	1	SL-29-UC-K9	CISCO	UNIFIED COMMUNICATION LICENSE FOR CISCO 2901-2951	\$0.00	\$0.00
011	1	SM-D-BLANK	CISCO	BLANK FACEPLATE FOR DW SLOT ON CISCO 2951 AND 3925	\$0.00	\$0.00
012	1	SM-S-BLANK	CISCO	REMOVABLE FACEPLATE FOR SM SLOT ON CISCO 290039004400 ISR	\$0.00	\$0.00
013	1	MEM-2900-512MB-DEF	CISCO	512MB DRAM FOR CISCO 2901-2921 ISR (DEFAULT)	\$0.00	\$0.00
014	1	S29UK9-15403M	CISCO	CISCO 2901-2921 IOS UNIVERSAL	\$0.00	\$0.00
015	1	FL-CME	CISCO	CISCO COMMUNICATIONS MANAGER EXPRESS LICENSE	\$0.00	\$0.00
016	4	VIC2-4FXO	CISCO	FOUR-PORT VOICE INTERFACE CARD - FXO (UNIVERSAL)	\$470.80	\$1,883.20
017	1	PVDM3-32U64	CISCO	PVDM3 32-CHANNEL TO 64-CHANNEL FACTORY UPGRADE	\$802.50	\$802.50

018	1	C2921-CME-SRST/K9	CISCO	2921 VOICE BUNDLE W/PVDM3-32 FL-CME-SRST-25 UC LIC FL-CUBE10	\$2,779.33	\$2,779.33
019	1	CON-OSP-2921CMST	CISCO	ONSITE 24X7X4 2921 VOICE BUNDLE W/ UC LICENSE PAK	\$820.25	\$820.25
020	1	PWR-2921-51-AC	CISCO	CISCO 2921/2951 AC POWER SUPPLY	\$0.00	\$0.00
021	1	CAB-AC	CISCO	AC POWER CORD (NORTH AMERICA) C13 NEMA 5-15P 2.1M	\$0.00	\$0.00
022	2	FL-CUBEE-5	CISCO	UNIFIED BORDER ELEMENT ENTERPRISE LICENSE - 5 SESSIONS	\$0.00	\$0.00
023	1	ISR-CCP-EXP	CISCO	CISCO CONFIG PRO EXPRESS ON ROUTER FLASH	\$0.00	\$0.00
024	1	FL-CME-SRST-25	CISCO	COMMUNICATION MANAGER EXPRESS OR SRST - 25 SEAT LICENSE	\$0.00	\$0.00
025	1	SL-29-IPB-K9	CISCO	IP BASE LICENSE FOR CISCO 2901-2951	\$0.00	\$0.00
026	1	MEM-CF-256MB	CISCO	256MB COMPACT FLASH FOR CISCO 1900 2900 3900 ISR	\$0.00	\$0.00
027	1	SL-29-UC-K9	CISCO	UNIFIED COMMUNICATION LICENSE FOR CISCO 2901-2951	\$0.00	\$0.00
028	1	SM-D-BLANK	CISCO	BLANK FACEPLATE FOR DW SLOT ON CISCO 2951 AND 3925	\$0.00	\$0.00
029	1	SM-S-BLANK	CISCO	REMOVABLE FACEPLATE FOR SM SLOT ON CISCO 290039004400 ISR	\$0.00	\$0.00
030	3	HWC-BLANK	CISCO	BLANK FACEPLATE FOR HWC SLOT ON CISCO ISR	\$0.00	\$0.00
031	1	MEM-2900-512MB-DEF	CISCO	512MB DRAM FOR CISCO 2901-2921 ISR (DEFAULT)	\$0.00	\$0.00
032	1	S29UK9-15403M	CISCO	CISCO 2901-2921 IOS UNIVERSAL	\$0.00	\$0.00
033	1	FL-CME	CISCO	CISCO COMMUNICATIONS MANAGER EXPRESS LICENSE	\$0.00	\$0.00
034	1	VIC3-4FXS/DID	CISCO	FOUR-PORT VOICE INTERFACE CARD - FXS AND DID	\$470.80	\$470.80
035	1	PVDM3-32U64	CISCO	PVDM3 32-CHANNEL TO 64-CHANNEL FACTORY UPGRADE	\$802.50	\$802.50
036	15	CP-7965G=	CISCO	CISCO UC PHONE 7965 GIG ETHERNET COLOR SPARE	\$331.70	\$4,975.50
037	2	GLC-SX-MMD=	CISCO	1000BASE-SX SFP TRANSCEIVER MODULE MMF 850NM DOM	\$267.50	\$535.00
038	1	L-UCXN10-LIC-UPG	CISCO	UNITY CONNECTION 10.X SW FEATURE LICENSE ADD-ONS	\$0.00	\$0.00
039	1	CON-ECMU-LUCXN1L9	CISCO	SWSS UPGRADES UNITY CONNECTION 10.X SW FEATURE LICENS	\$0.00	\$0.00
040	15	UNITYCN10-STD-USR	CISCO	ONE UNITY CONNECTION 10.X VOICE MESSAGING USER	\$40.13	\$601.95
041	15	CON-ECMU-UNITCN0S	CISCO	SWSS UPGRADES ONE UNITY CONNECTION 10.X VOICE MESSAGIN	\$11.18	\$167.70
042	1	UNITYCN10-PAK	CISCO	UNITY CONNECTION 10.X PAK	\$0.00	\$0.00

043	1	R-EMRGNCY-RSPNDR	CISCO	EMRGNCY RSPNDR ESD	\$0.00	\$0.00
044	1	CON-ECMU-EMRGNCY	CISCO	SWSS UPGRADES EMRGNCY RSPNDR	\$0.00	\$0.00
045	15	ER10-USR-1	CISCO	EMRGNCY RSPNDR USR LIC 1 PHN FOR NEW 10X SYSTEM	\$10.70	\$160.50
046	15	CON-ECMU-ER10USR1	CISCO	SWSS UPGRADES EMRGNCY RSPNDR USR LIC 1 PHN FOR NEW 10X	\$1.49	\$22.35
047	1	ER10-PAK	CISCO	EMRGNCY RSPNDR 10.X PAK	\$0.00	\$0.00
048	1	ER10-SW-K9	CISCO	EMRGNCY RSPNDR 10 SW NEW	\$0.00	\$0.00
049	1	R-UCL-UCM-LIC-K9	CISCO	TOP LEVEL SKU FOR 9.X/10.X USER LICENSE - EDELIVERY	\$0.00	\$0.00
050	1	CON-ECMU-RUCLUCK9	CISCO	SWSS UPGRADES TOP LEVEL SKU FOR 9.	\$0.00	\$0.00
051	1	LIC-CUCM-10X-ESS-A	CISCO	UC MANAGER-10.X ESSENTIAL USER LICENSE USER-UNDER 1K	\$21.40	\$21.40
052	1	CON-ECMU-LICCUESA	CISCO	SWSS UPGRADES UC MANAGER-10.X ESSE	\$3.73	\$3.73
053	15	LIC-CUCM-10X-ENH-A	CISCO	UC MANAGER-10.X ENHANCED SINGLE USER-UNDER 1K	\$112.35	\$1,685.25
054	15	CON-ECMU-LICCUCEME	CISCO	SWSS UPGRADES UC MANAGER-10.X ENHANCED SINGLE USER-UND	\$17.88	\$268.20
055	1	CUCM-VERS-10.X-XU	CISCO	CUCM SOFTWARE VERSION 10.X UNRESTRICTED	\$0.00	\$0.00
056	15	LIC-CUCM-10X-ENH	CISCO	UC MANAGER ENHANCED 10.X LICENSE	\$0.00	\$0.00
057	1	LIC-CUCM-10X-ESS	CISCO	UC MANAGER ESSENTIAL 10.X LICENSE	\$0.00	\$0.00
058	1	UCM-PAK	CISCO	UCM 9X/10X PAK	\$0.00	\$0.00
059	1	PC-10X-STANDARD-K9	CISCO	PRIME COLLABORATION STANDARD 10.X	\$0.00	\$0.00
060	1	WS-C2960S-48FPS-L	CISCO	CATALYST 2960S 48 GIGE POE 740W 4 X SFP LAN BASE	\$3,528.33	\$3,528.33
061	1	CON-SNTP-2960S4FS	CISCO	SMARTNET 24X7X4 CAT 2960S STK48 GIGE POE 740W4XSFP BASE	\$472.33	\$472.33
062	1	CAB-16AWG-AC	CISCO	AC POWER CORD 16AWG	\$0.00	\$0.00
063	1	C2960S-STACK	CISCO	CATALYST 2960S FLEXSTACK STACK MODULE OPTIONAL FOR LAN BASE	\$639.33	\$639.33
064	1	CAB-STK-E-0.5M	CISCO	CISCO FLEXSTACK 50CM STACKING CABLE	\$0.00	\$0.00
065	1	SMX2000RMLV2UNC	SCHNEIDER	SMART-UPS X 2000VA OL RM LCD 100-127V NT	\$1,406.00	\$1,406.00
066	7	V-1020C	VALCOM	ONE-WAY, 8 AMPLIFIED CEILING SPEAKER	\$29.00	\$203.00
067	1	V-9970	VALCOM	ONE-WAY, 1 ZONE DIGITAL PAGE ADAPTER	\$179.00	\$179.00
068	1	VP-1124D	VALCOM	POWER SUPPLY 24V 24W SWITCHING	\$59.00	\$59.00

069	7	MSC SERVICES	EPLUS	MANAGED SERVICES TOWN OF WATERFORD	\$340.47	\$2,383.29
070	1	SERVICES	EPLUS	<p>INSTALLATION SERVICES FOR TOWN OF WATERFORD</p> <p>Line Note:                      - Waterford EOC Room x15 Phones, x1 switch, SRST/FXS/FXO Gateway                      - Unbox and deploy the following list of equipment. Rack mount switches and gateway to customer supplied rack.                      o DEPLOY                      o CP-7965G= (x15)                      o WS-C2960S-48 (x1)                      o C2921-CME-SRST/K9 (x2)                      - APC UPSs                      o ePlus to clean and remove packing materials and cardboard to customer supplied dumpster                      - CONFIGURE                      o Meet with Location to work out phone extensions and dial plans                      o Configure new Cisco switch for Voice and QOS and create trunk port to existing switch                      o Configure new switch for IPT phones.                      o Configure phones with:                      o Extensions and locations details                      o Create and assign Voicemail                      o Assign exchange single inbox                      o Program CER                      o Configure two new 2900 Gateway ports (up to 16 analog ports)                      - Docs                      o High Level Visio Information as it related to IP addresses and management of deployed equipment.                      - ePlus to cable, and install 7 overhead paging speakers</p> <p>Installation of paging system and speaker. Configure speakers to work with Cisco Unified Communications Server to serve as a one way load speaker. To access speakers the customer to dial an extension to access the speakers. *Note speakers are one way listening only.</p>	\$11,557.28	\$11,557.28

By placing an order with ePlus for products or services you agree to comply with the Terms and Conditions for Purchasing Products and Services located at <http://www.eplus.com/terms-and-conditions/Pages/Products-Services-Terms-and-Conditions.aspx> (the 'Order Terms'). Unless there is a separate written agreement signed on behalf of both you and ePlus by a duly authorized officer, the Order Terms shall be the only terms and conditions applicable to transactions between you and ePlus, and no additional or contrary terms referenced in a purchase order, document, or electronic communication shall apply. In no event shall ePlus performance under a purchase order be deemed to constitute acceptance of any terms and conditions set forth therein.

ePlus offers flexible and easy leasing options for your IT equipment. Use leasing to increase your IT acquisition capability, overcome limited budgets, and manage the lifecycle of your assets. Contact an ePlus Leasing Coordinator at 1-703-984-8021 or [leasing@eplus.com](mailto:leasing@eplus.com) to receive a lease quote today.

Thank you for your inquiry. Please note the following about this quotation: It will expire on the date stated above. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Extended Warranties and Professional Services are available.

<p><b>Customer Acceptance</b></p> <p>Signature: _____ Date: _____                  Name: _____ PO #: _____                  Title: _____ Ship Via: _____</p> <p>This quotation is confidential for your internal use only.                  This is a solicitation for an offer and is subject to credit approval. No contract is formed unless a purchase order or other offer is received and accepted by our office. If you accept this quotation with the intent to have your chosen leasing company to pay the costs directly, please note that if the Lessor does not pay ePlus for any reason, you will be responsible for payment to ePlus.</p>		<p><b>To Place An Order, Please Contact:</b></p> <p>Sales: Ed Howard                  Phone: 603-263-3512                  Fax: 603-263-3590                  Email: <a href="mailto:ehoward@eplus.com">ehoward@eplus.com</a>                  Address: 2 Commerce Drive - Bedford, NH 03110                  Note: Thank you for your business</p>		<p>Sub Total: \$ 40,027.30</p> <p>Est. Tax: TBD If Applicable</p> <p>Freight: \$ 0.00</p> <hr/> <p>Total: \$ 40,027.30</p>	
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17-18

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 8, 2016

Mr. Daniel M. Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

The Legal department is over expended by approximately \$5,823 due to overages in the professional fees and probate court lines. Due to the variables associated with legal fees on an annual basis it is difficult to predict each year. The probate court costs are shared with the City of New London with costs allocated based on each Town's grand list. I respectfully request that the Board of Selectmen approve the following out of series transfers and forward to the Board of Finance as required:

LINE ITEM	LINE DESCRIPTION	FROM	TO
10116-51930	RETIREMENT COMMISSION – HEART AND HYPERTENSION	\$3,916	
10108-52030	PROFESSIONAL FEES		\$3,916
10116-51930	RETIREMENT COMMISSION – HEART AND HYPERTENSION	\$1,908	
10108-52540	PROBATE COURT		\$1,908

Please contact me with any questions.

Sincerely,

Maryanna Stevens, CPA  
Director of Finance

19-20

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 6, 2016

Mr. Daniel M. Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

Based on my projections, the Town Clerk department will be over-expended in total by \$3,832.00 due to overages in several accounts. I've attached a copy of my projections outlining the accounts that are over expended and an explanation as to what caused the overages. I've requested an in-series transfer for a few of the accounts but will require an out of series transfer as well as an additional appropriation. I respectfully request that the Board of Selectmen approve the following out of series transfer and additional appropriation and forward to the Board of Finance as required.

**Out of Series Transfers**

LINE ITEM	LINE DESCRIPTION	FROM	TO
10109-52010	Advertising	\$574.00	
10109-51210	Clerical and Technical		\$574.00

**Additional Appropriation**

LINE ITEM	LINE DESCRIPTION	TO
10109-52510	Rental of Equipment	\$3859.00

If you have any questions, please feel free to contact me.

Sincerely,  
  
David L. Campo

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 6, 2016

Mr. Daniel M. Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

Thank you for your consideration of my requests for transfers and appropriations. The reasons for the over expenditures are as follows:

10109-51010 – Elected Officials: A result of a miscalculation.

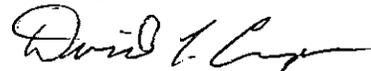
10109-51210 Clerical and Technical: The 1303 Union settled their contract.

10109-52020 – Postage: The Town Clerk's office is responsible for the mailing of absentee ballot applications as well as the mailing of the ballot itself. Secondly, there was a sharp increase in voter registration. The excitement of the April 26, 2016 Presidential Primary would have been difficult to predict.

10109 – 52510 – Rental of Equipment: An unforeseen increase in recordings. The largest increase came from recordings done for the Town. In FY2015 we processed 2077 recordings for the Town. FY2016 saw a considerable increase to 2682. Overall, the recordings increased from 6247 recordings in FY2015 to 7038 recordings in FY2016. Per our contract with ACS/Xerox these recordings cost the town \$4.55 each. It should be noted that all recordings with the exception of the 2682 processed for the Town generates revenue.

If you have any questions, please feel free to contact me.

Sincerely

  
David L. Campo  
Town Clerk

# Distribution Report

Waterford Connecticut, David L. Campo, Town Clerk

Sequence - Distribution, Department, Group, Type

( Jul 01, 2014 thru Jun 30, 2015 )

FY 2015

	Assigned Amount	# of Filings
--	-----------------	--------------

**No Fee Tracking**

**Official Records**

4154

Exempt	(2,077.00)	2077
	(2,077.00)	2077 Exempt Tracking -1
Recording	2,077.00	2077
	14.00	14 Recording No Fee
	1.00	1 REL SEWER ASSESS LIEN
	728.00	728 REL SEWER USE LIEN
	186.00	186 RELEASE TAX LIEN
	3.00	3 SEWER ASSESSMENT LIEN
	14.00	14 SEWER CONNECT FEE
	852.00	852 SEWER USE LIEN
	279.00	279 TAX LIEN EXEMPT

**Entire Office**

# Distribution Report

Waterford Connecticut, David L. Campo, Town Clerk

★ FY 2016

Sequence - Distribution, Department, Group, Type

( Jul 01, 2015 thru Jun 30, 2016 )

	Assigned Amount	# of Filings
--	-----------------	--------------

**No Fee Tracking**

**Official Records**

5364

Exempt	(2,682.00)	2682
	(2,682.00)	2682 Exempt Tracking -1
Recording	2,682.00	2682
	17.00	17 Recording No Fee
	3.00	3 REL SEWER ASSESS LIEN
	1,259.00	1259 REL SEWER USE LIEN
	191.00	191 RELEASE TAX LIEN
	2.00	2 SEWER ASSESSMENT LIEN
	14.00	14 SEWER CONNECT FEE
	971.00	971 SEWER USE LIEN
	225.00	225 TAX LIEN EXEMPT

**Entire Office**

Grantor/Grantee  
Town Clerk  
Waterford Town Clerk

Waterford Connecticut  
MISSING NUMBER REPORT  
From Jul 01, 2015 To Jun 30, 2016

Run Date: 07/07/2016  
Run Time: 08:16:53  
Page 1 of 1

Last Document Number on Prior Day: 127976  
Starting Document on Beginning Day: 127977  
Last Document on the Ending Day: 135039  
Number of Documents in Given Range: 7,038 *FY 2016*

First Document Number	Last Document Number	Recorded Year	# Missing	
00128916	00128916	2015	1	1 VOIDED in Cash Management
00129813	00129813	2015	1	1 VOIDED in Cash Management
00129920	00129920	2015	1	1 VOIDED in Cash Management
00130083	00130083	2015	1	1 VOIDED in Cash Management
00130172	00130172	2015	1	1 VOIDED in Cash Management
00130429	00130429	2015	1	1 VOIDED in Cash Management
00130660	00130660	2015	1	1 VOIDED in Cash Management
00130771	00130771	2015	1	1 VOIDED in Cash Management
00131514	00131519	2015	6	6 VOIDED in Cash Management
00132453	00132453	2015	1	1 VOIDED in Cash Management
00132889	00132889	2015	1	1 VOIDED in Cash Management
00133963	00133964	2015	2	2 VOIDED in Cash Management
00134048	00134048	2015	1	1 VOIDED in Cash Management
00134239	00134239	2015	1	1 VOIDED in Cash Management
00134503	00134503	2015	1	1 VOIDED in Cash Management
00134864	00134864	2015	1	1 VOIDED in Cash Management
00134916	00134918	2015	3	3 VOIDED in Cash Management

Grantor/Grantee  
Town Clerk  
Waterford Town Clerk

Waterford Connecticut  
**MISSING NUMBER REPORT**  
From Jul 01, 2014 To Jun 30, 2015

Run Date: 07/07/2016  
Run Time: 08:20:43  
Page 1 of 1

Last Document Number on Prior Day: 121718  
Starting Document on Beginning Day: 121719  
Last Document on the Ending Day: 127976  
Number of Documents in Given Range: 6,247 *FY 2015*

First Document Number	Last Document Number	Recorded Year	# Missing	
00121943	00121944	2014	2	2 VOIDED in Cash Management
00122104	00122104	2014	1	1 VOIDED in Cash Management
00122490	00122491	2014	2	2 VOIDED in Cash Management
00122528	00122528	2014	1	1 VOIDED in Cash Management
00124032	00124032	2014	1	1 VOIDED in Cash Management
00124285	00124285	2014	1	1 VOIDED in Cash Management
00124841	00124841	2014	1	1 VOIDED in Cash Management
00124879	00124879	2014	1	1 VOIDED in Cash Management
00126116	00126116	2014	1	1 VOIDED in Cash Management

Account Number / Description	Adopted Budget 7/1/2015 - 6/30/2016	Amendments 7/1/2015 - 6/30/2016	Revised Budget 7/1/2015 - 6/30/2016	Reported Period 7/1/2015 - 6/30/2016	Encumbrances 7/1/2015 - 6/30/2016	Projected Amount Remaining 7/1/2015 - 6/30/2016
<b>10109 TOWN CLERK</b>						
10109-51010-101-010-09-00-51 ELECTED OFFICIALS	\$84,356.00	\$0.00	\$84,356.00	\$84,631.24	\$0.00	(\$275.24)
10109-51110-101-010-09-00-51 ADMINISTRATION	\$67,077.00	\$0.00	\$67,077.00	\$67,077.00	\$0.00	\$0.00
10109-51210-101-010-09-00-51 CLERICAL AND TECHNICAL	\$47,200.00	\$0.00	\$47,200.00	\$47,921.51	\$0.00	(\$721.51)
10109-51810-101-010-09-00-51 OVERTIME	\$200.00	\$0.00	\$200.00	\$113.85	\$0.00	\$86.15
10109-51920-101-010-09-00-51 F.I.C.A.	\$15,196.00	\$0.00	\$15,196.00	\$14,858.68	\$0.00	\$337.32
	\$214,029.00	\$0.00	\$214,029.00	\$214,602.28	\$0.00	\$0.00 (\$573.28)
10109-52010-101-010-09-00-52 ADVERTISING	\$2,800.00	\$0.00	\$2,800.00	\$1,139.70	\$0.00	\$1,660.30
10109-52020-101-010-09-00-52 POSTAGE	\$2,400.00	\$0.00	\$2,400.00	\$2,626.43	\$0.00	(\$226.43)
10109-52030-101-010-09-00-52 PROFESSIONAL FEES	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
10109-52040-101-010-09-00-52 SERVICE CONT. AND REPAIRS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
10109-52050-101-010-09-00-52 DUES, CONFERENCES & EDUC.	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
10109-52060-101-010-09-00-52 PRINTING	\$1.00	\$0.00	\$1.00	\$0.70	\$0.00	\$0.30
10109-52070-101-010-09-00-52 REIMBURSABLE EXPENSES	\$75.00	\$0.00	\$75.00	\$74.18	\$0.00	\$0.82
10109-52180-101-010-09-00-52 VITAL STATISTICS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
10109-52510-101-010-09-00-52 RENTAL OF EQUIPMENT	\$27,300.00	\$0.00	\$27,300.00	\$24,355.43	*\$7,661.00	(\$4,716.43)
	\$32,580.00	\$0.00	\$32,580.00	\$28,196.44	\$7,661.00	\$0.00 (\$3,277.44)
10109-53010-101-010-09-00-53 OFFICE SUPPLIES	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
10109-53020-101-010-09-00-53 OTHER SUPPLIES	\$35.00	\$0.00	\$35.00	\$21.00	\$0.00	\$14.00
10109-53270-101-010-09-00-53 ORDINANCES	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
10109-53280-101-010-09-00-53 ELECTION MATERIALS	\$700.00	\$679.00	\$1,379.00	\$1,378.07	\$0.00	\$0.93
10109-53290-101-010-09-00-53 MICROFILM SUPPLIES	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
10109-54060-101-010-09-00-54 OFFICE EQUIPMENT	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
	\$739.00	\$679.00	\$1,418.00	\$1,399.07	\$0.00	\$0.00 \$18.93
<b>TOTAL 10109 TOWN CLERK</b>	<b>\$247,348.00</b>	<b>\$679.00</b>	<b>\$248,027.00</b>	<b>\$244,197.79</b>	<b>\$7,661.00</b>	<b>\$0.00 (\$3,831.79)</b>

\* xerox invoices to be paid

21,

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



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

June 24, 2016

Town of Waterford  
Daniel M. Steward, First Selectman  
Board of Selectmen  
15 Rope Ferry Road  
Waterford, CT 06385

RE: Fiscal Year 2015/16 Budget  
Building Maintenance  
Transfer of Funds Out of Series

Gentlemen:

Numerous maintenance, improvements and repairs were performed at the Police Department, Dog Pound, Town Hall, Niantic River dock, Youth Services, Senior Services, and the Safety Complex. I am requesting the following out of series to complete FY 2015/16:

Transfer out of series	Line Item	Amount
From: Electricity	10111-52100	\$9,000
To: Building Improvements	10111-55030	\$9,000

Please schedule this request to be heard at the July 14<sup>th</sup>, 2016 special meeting of the Board of Selectmen and contact me if additional information is needed.

Thank you for your consideration of this transfer of funds.

Sincerely,

*Wayne*  
Wayne Fraser  
Facilities Coordinator

cc: Maryanna Stevens, Finance Director  
✓ Gail Miller, Finance

22-23

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 6, 2016

Mr. Daniel M. Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

Based on my projections, the Insurance budget will be over by approximately \$29 085 due to over expenditures in various lines. I've attached a copy of my projections with explanations for the over expended line items. In addition to the out of series transfers requested below, I am requesting in- series transfers in a separate memo. I respectfully request that the Board of Selectmen approve the following out of series transfers and forward to the Board of Finance as required.

**Out of Series Transfer**

LINE ITEM	LINE DESCRIPTION	FROM	TO
10116-51940	PENSION CONTRIBUTIONS (RETIREMENT)	\$12,637	
10112-52240	UNEMPLOYMENT COMP (INSURANCE)		\$12,637

LINE ITEM	LINE DESCRIPTION	FROM	TO
10116-51945	RETIREE HEALTH BENEFITS (RETIREMENT)	\$19,304	
10112-52250	DEDUCTIBLE COVERAGE (INSURANCE)		\$19,304

If you have any questions, please feel free to contact me.

Sincerely,

Maryanna Stevens, CPA  
Director of Finance

**TOWN OF WATERFORD  
FY2016 PROJECTIONS  
INSURANCE**

	Adopted Budget	Amendments	Revised Budget	Reported Period	Projected Add'l Expenditures	Amount Remaining
<b>10112 INSURANCE</b>						
10112-52200 WORKER'S COMP. INS. PREM.	\$588,747.00	\$0.00	\$588,747.00	\$592,973.91	\$0.00	(\$4,226.91) <sup>1</sup>
10112-52201 LIABILITY/AUTO/PROPERTY	\$495,191.00	\$0.00	\$495,191.00	\$488,402.00	\$0.00	\$6,789.00
10112-52240 UNEMPLOYMENT COMPENSATION	\$5,000.00	\$0.00	\$5,000.00	\$12,137.00	\$5,500.00	(\$12,637.00) <sup>2</sup>
10112-52250 DEDUCTIBLE COVERAGE	\$20,000.00	\$0.00	\$20,000.00	\$39,303.51	\$0.00	(\$19,303.51) <sup>3</sup>
10112-52251 HEALTHCARE	\$3,271,967.00	\$0.00	\$3,271,967.00	\$3,274,416.40	\$0.00	(\$2,449.40) <sup>4</sup>
10112-52252 LONG TERM DISABILITY	\$3,000.00	\$0.00	\$3,000.00	\$3,048.05	\$0.00	(\$48.05) <sup>5</sup>
10112-52253 LIFE INSURANCE	\$21,987.00	\$0.00	\$21,987.00	\$19,195.90	\$0.00	\$2,791.10
<b>TOTAL 10112 INSURANCE</b>	<b>\$4,405,892.00</b>	<b>\$0.00</b>	<b>\$4,405,892.00</b>	<b>\$4,429,476.77</b>	<b>\$5,500.00</b>	<b>(\$29,084.77)</b>

<sup>1</sup> The budget for 15-16 was based on an annual rate of \$597,088 but once the renewal information was received the annual rate was \$602,419. The difference was offset a bit by the Payroll audit actual of \$4,139 rather than the budget amount of \$7,459. In addition the credits received from Police road work was approx. \$13,000 rather than the \$16,000 budgeted.

<sup>2</sup> Unemployment compensation is projected to be over expended by approximately \$12,637. The Town received notice that a previous full time employee is eligible for unemployment in the amount of \$2,300/month in addition to the other employees receiving unemployment. The invoice for April was \$2,549. I anticipate at least that amount for May and June. I've projected \$5,500 to allow for a small contingency in the event the invoices are higher.

<sup>3</sup> Deductible coverage is expected to be over by approximately \$19,304 due to various building, vehicle and various public official liability claims. The Town paid \$25,053.46 in deductible payments for various public official claims. The remaining \$14,250 was due to a building claim at Eugene O'Neill for \$10,000, a claim at the Muni Complex (\$2,625 paid to date) - the remaining deductible will be paid once the work has been completed on the roof, and some automobile claims.

<sup>4</sup> The overage in Healthcare represents the Town's contribution to the HSA plans for tow new hires entering the High Deductible Insurance Plan

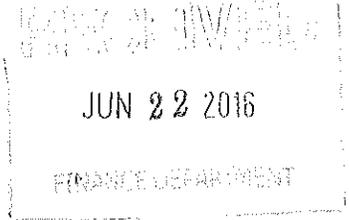
<sup>5</sup> Long term disability is over expended due to the increase in the monthly expense. While the collective bargaining agreement caps the liability at \$3,000, the agreement did not address employee deductions when the cost to the Town was greater than \$3,000. An MOU was approved in April allowing the Town to deduct

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



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

24.



June 22, 2016

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

Dear Chairman Fedor,

The Board of Selectmen, at their Regular Meeting on Tuesday, June 21, 2016 voted to approve the following budget adjustments for FY16 in the **Human Resources** budget and forward on to the Board of Finance as required:

LINE ITEM	LINE DESCRIPTION	FROM	TO
10145-52030	Professional Fees	\$1200.00	
10145-51210	Clerical/Technical		\$1200.00

Therefore, I respectfully request that you have this item placed on the agenda of the next Board of Finance Meeting. I have attached pertinent back-up material received from the designated department.

Sincerely,

Daniel Steward  
First Selectman

Enclosure

cc: Joyce Sauchuk, Human Resources Director

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



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

June 14, 2016

Mr. Daniel M. Steward  
First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

Based on my projections, the Human Resources Department will be over-expended in the following line item and will require an out-of-series transfer. The overage is due to the recently approved wage schedule which includes the Human Resources Assistant. I respectfully request that the Board of Selectmen approve the following and forward on to the RTM as required:

**Out of Series Transfer:**

LINE ITEM	LINE DESCRIPTION	FROM	TO
10145-52030	PROFESSIONAL FEES	\$1,200	
10145-51210	CLERICAL/TECHNICAL		\$1,200

If you have any questions, please feel free to call me.

Sincerely,

Joyce A Sauchuk  
Director of Human Resources

cc: ✓ Gail Miller, Secretary, Board of Finance

25.

July 6, 2016

To: Board of Selectmen  
From: Stephen Bellos  
Director of Emergency Management  
Reference: 2015/2016 Out Series Budget Transfer

Out of Series

#1 Transfer \$357.00 from Line Item 10222-52100 Electric to Line Item 10222-51810 Dispatch Overtime.

Funds are available due to the minimal use of electricity this fiscal year.

#2 Transfer \$5,840.00 from Line Item 10222-52080 Telephone to Line Item 10222-51810 Dispatch Overtime.

Funds are available due to the new phone system in place allowing some lines to be discontinued.

#3 Transfer \$1,470.00 from Line Item 10222-53090 Fuels & Lubricants to Line Item 10222-51810 Dispatch Overtime.

Funds are available due to the lack of use of the generators in the radio towers, as there were no major storms or incidents that required generator power for extended periods of time at the shelter sites.

#4 Transfer \$540.00 from Line Item 10222-52300 Emergencies, Training & Education to Line Item 10222-51810 Dispatch Overtime.

Funds are available due to the limited number of emergencies this fiscal year.

The Dispatch Overtime line is short due to the 2 vacancies that had occurred in fiscal year 2014/2015, but were not filled until the month of August of 2015. One of the newly appointed dispatchers completed the training program in December of 2015 and is currently working on the desk. The second dispatcher that had been hired resigned in February of 2016. A fully qualified/certified dispatcher was hired in March of 2016 and started in April of 2016 and no training was necessary due to the Dispatchers qualifications. As of this date we are at full compliment with staffing levels.

Thank you for your assistance in this matter.

26.



# Waterford Office of Emergency Management

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

July 1, 2016

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

Dear Selectmen,

On behalf of the Emergency Management Department, I am requesting an appropriation in the amount of Two Hundred Fifty Thousand One Hundred and Ninety dollars (\$250,190.00) from Capital and Non-Recurring Designated Line Item # 20522-57794 Mobile & Portable Radio Replacement Program for the replacement of the Police Department's mobile and portable radios. The difference of One Thousand Five Hundred Sixty Nine dollars and eighty cents (\$1,569.80) will be taken from the FY17 Operating Budget Line Item # 10222-52040 Service Contracts & Repairs. This request will replace 50 portable police radios and 23 mobile police radios.

The requested amount will allow for the project to begin this fall and be completed by the end of 2016. The attached quotes are figured at 2016 Connecticut state contract pricing.

Thank you for your time regarding this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "S. Bellos".

Stephen Bellos  
Director of Emergency Management

Attachments



# Quotation

48-14 36<sup>th</sup> Street  
Long Island City, NY 11101  
718-729-2044 Phone  
718-729-2241 Fax

Date: June 21, 2016  
Salesperson: Annemarie Stanford

626 East Main Street, Suite 11  
Meriden, CT 06450  
203-639-7066 Phone  
203-639-7069 Fax

Lieut Stephen Bellos  
Waterford Police Department  
41 Avery Lane  
Waterford, CT 06385

FOB: Origin  
SHIPPING DATE:  
SHIP VIA: B/W  
QUOTE IS VALID FOR: 90 days

VISIT OUR NEW WEBSITE: [WWW.EASTERNCOMMUNICATIONS.COM](http://WWW.EASTERNCOMMUNICATIONS.COM)

QTY.	PART NUMBER	DESCRIPTION	Unit Price	Total
50	XL-PPM1M	XL-200P Scan Portable, including 764-852 MHz Band, ½ wave antenna, Li-ion battery, P25 Ph 1 Trunking operating system, AES Encryption, OTAP, single unit charger, metal belt clip, Bluetooth speaker/mike and Covert Bluetooth speaker/mike.	\$4,438.53	
		Less trade-in:	-700.00	
		Net Price:	\$3,738.53	\$186,926.50
2	XL-CJ3A	USB Programming Cable	125.80	251.60
		<b>Total:</b>		<b>\$187,178.10</b>
		Prices in accordance with CT State Contract PSX0073		



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FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 7, 2016

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

Dear Chairman Fedor:

A review of the FY16 appropriations under the control of the Fire Services indicates that several are over expended at fiscal year end. I respectfully request the Board of Finance take action on the following out-of-series transfer requests to satisfy these overages:

OUT-OF-SERIES TRANSFERS:

FROM: 10223-51210 Clerical/Technical		\$4,101.00
TO: 10223-52378 Building Maintenance	\$4,101.00	

Transfer is required due to increased building maintenance projects justified within the fire stations. Funds were available due to the resignation of the Clerk/Typist position.

FROM: 10223-51210 Clerical/Technical		\$2,008.00
10223-54060 Office Equipment		\$1,196.00
TO: 10223-53112 Firefighting Supplies & Repairs	\$3,204.00	

Transfer is required due to increased FF equipment repairs justified by aging equipment within the fire stations. Funds were available due to the resignation of the Clerk/Typist position and the continued use of State Bid pricing on equipment purchased.

FROM: 10223-54060 Office Equipment		\$39.00
10223-54222 Rescue Truck Equipment		\$967.00
TO: 10223-53111 FF-Protective Clothing	\$1,006.00	

Transfer is required due to needed protective equipment purchases justified within the fire stations. Funds were available due to the use of State Bid pricing on equipment purchased.

Respectfully submitted,

Bruce A. Miller  
Director of Fire Services

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 7, 2016

Mr. Daniel Steward, First Selectman  
Board of Selectmen  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Sir:

A review of the FY16 appropriations under the control of the Fire Services indicates that several are over expended at fiscal year end. I respectfully request the Board of Selectmen take action on the following additional funding requests to satisfy these overages:

Additional Appropriations	Line Item	Amount
PROFESSIONAL FEES	10223-52030	\$5,663.00
INSURANCE	10223-52372	\$10,601.00
FF - PROTECTIVE CLOTHING	10223-53111	\$5,558.00
		<b>\$21,822.00</b>

The Professional Fees line item overage is due to SQL licensing costs for the Fire Services' portion of the CAD Upgrade project.

The Insurance line item overage is due to increased costs associated with the number of claims that have been submitted by the fire stations over the past several years.

The FF - Protective Clothing line item overages were due to the justified replacement of numerous pieces of other protective accessories (helmets, boots, gloves, etc) within the fire stations.

Respectfully submitted,

Bruce A. Miller  
Director of Fire Services

33-37



WATERFORD POLICE DEPARTMENT  
41 AVERY LANE  
WATERFORD, CT 06385-2819



Brett Mahoney  
Chief of Police

(860) 442-9451 TEL  
bmahoney@waterfordct.org

July 6, 2016

Daniel Steward, First Selectman  
Board of Selectmen  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

Pending the Board of Police Commissioners meeting of July 11, 2016, I offer the following out-of-series transfers and additional appropriations in an effort to close out fiscal year 2015-2016,

**Out-Of-Series Transfers**

<b>Debit Line Item 10229-52010 Advertising, credit 10229-51830 Training</b>	<b>\$ 597</b>
<b>Debit Line Item 10229-52020 Postage, credit 10229-51830 Training</b>	<b>\$ 472</b>
<b>Debit Line Item 10229-52040 Srv Con &amp; Repairs, credit 10229-51830 Training</b>	<b>\$ 6,600</b>
<b>Debit Line Item 10229-52080 Telephone, credit 10229-51830 Training</b> Telephone had extra funds due to dropping phone lines.	<b>\$ 1,600</b>
<b>Debit Line item 10229-52080 Telephone, credit 10229-51435 CSO</b>	<b>\$ 2,274</b>
<b>Debit Line Item 10229-52080 Telephone, credit 10229-51420 Patrol</b>	<b>\$ 5,477</b>
<b>Debit Line Item 10229-52100 Electricity, credit 10229-51420 Patrol</b> There were extra funds in the electricity line item due to the lower cost of utilities in this fiscal year.	<b>\$ 7,480</b>
<b>Debit Line Item 10229-52060 Printing, credit 10229-51420 Patrol</b>	<b>\$ 150</b>
<b>Debit Line Item 10229-52090 Fuel Oil, credit 10229-51420 Patrol</b> Fuel Oil was over due to price of fuel oil and mild winter.	<b>\$ 3,122</b>

Debit Line Item 10229-52115 Water & Sewer, credit 10229-51420 Patrol	\$ 1,400
Debit Line Item 10229-52300 Training & Ed, credit 10229-51420 Patrol	\$ 2,450
Debit Line Item 10229-52305 OSHA, credit 10229-51420 Patrol	\$ 490
Debit Line Item 10229-52370 Uniform Allow, credit 10229-51420 Patrol	\$ 345
Debit Line Item 10229-53090 Gasoline, credit 10229-51420 Patrol	\$44,974
Debit Line Item 10229-53100 Tires, credit 10229-51420 Patrol	\$ 140
Debit Line Item 10229-53150 Building Maint, credit 10229-51420 Patrol	\$ 385

**Additional Appropriations**

**10229-51420 Patrol \$99,530**

This additional appropriation is needed to zero out the Patrol line item after pulling from all viable accounts where money was left. This line item went over due to contract settlement retro payouts and a retirement payout.

**10229-51820 Replacement OT \$20,077**

This additional appropriation is needed in this line item due to FMLA, numerous long term injuries, Officer shortages and general Patrol coverage. It should be noted that additional money was sought after and approved in this line item for fiscal year 2016-2017.

Sincerely,



Brett Mahoney  
Chief of Police

cc: Maryanna Stevens



WATERFORD POLICE DEPARTMENT  
41 AVERY LANE  
WATERFORD, CT 06385-2819



Brett Mahoney  
Chief of Police

(860) 442-9451 TEL  
bmahoney@waterfordct.org

July 6, 2016

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

Dear Selectmen:

On behalf of the Waterford Police Department, I am requesting an appropriation in the amount of \$52,000.00 from Capital and Non-recurring designated line item 20529-57793 for Phase I of the Department's 3-Phase office furniture replacement project.

The attached proposals were submitted to us in 2015 and adjustments are being made to bring Phase I in line with current pricing. We anticipate receiving current quotes from a company under contract with the State of Connecticut, Insalco Corporation, in the immediate future and will forward those quotes to you upon receipt.

Thank you for your consideration of this request.

Respectfully,

Brett Mahoney  
Chief of Police



Insalco Corporation  
 7 Capital Drive  
 Wallingford, CT 06492  
 Phone: (203) 269-1238  
 Fax: (203) 265-9378  
 www.insalco.com

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-insalco@snel.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

2015-8779  
 11/03/2015

**Propose To:**

TOWN OF WATERFORD  
 15 ROPE FERRY RD  
 WATERFORD, CT 06385-2886

**Shipping Location:**

Insalco Warehouse-W  
 7 Capital Drive  
 A 48 Hour call B4 Delivery to (203)-269-1238  
 Warehouse Hours Monday, Wednesday, Friday 8:00  
 a.m. - 1:00 p.m.  
 Wallingford, CT 06492

**Installation Location:**

Waterford Police Department  
 41 Lavery Ln  
 Waterford, CT 06385

Attention: Kate Rotella  
 860-440-0540 (phone)  
 860-440-0579 (fax)  
 krotella@waterfordct.org

Waterford PD: Phase I General Report Rm

**Customer PO:**

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 1	National Office Furniture - National Casegoods	2	\$946.00	\$222.31	\$444.62
WW2472WSSDL	WAVEWORKS,24DX72W,SURFACE,WIRE MGR,RECTANGULAR,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) WIRE MANAGER COLOR : WIRE MGR,BACK & LT,DARK CHOC (D1BL485) MODIFIED DEPTH : NO MODIFIED DEPTH (STANDARD) (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				

Customer: TOWN OF WATERFORD  
 Sales Rep: Vanessa Primero Vanessa-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

Proposal  
 2015-8779  
 11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 2	National Office Furniture - National Caseloads	1	\$405.00	\$190.35	\$190.35
WW2466WSSDL	WAVEWORKS,24DX66W,SURFACE,WIRE MGR,RECTANGULAR,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) WIRE MANAGER COLOR : WIRE MGR,BACK,DARK CHOC (D1B485) MODIFIED DEPTH : NO MODIFIED DEPTH (STANDARD) (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 3	National Office Furniture - National Caseloads	2	\$2,114.00	\$496.79	\$993.58
WW3672WSCDLL2	WAVEWORKS,36DX72W,SURFACE,WIRE MGR,EXT CORNER,LEFT,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) WIRE MANAGER COLOR : WIRE MGR,BACK & RT,DARK CHOC (D1BR485) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-insalco@snel.net  
203-269-1238 (phone) 203-265-9378 (fax)

Proposal

2015-8779

11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 4	National Office Furniture - National Caseloads	1	\$385.00	\$180.95	\$180.95
WW2460WSSDL	WAVEWORKS,24DX60W,SURFACE,WIRE MGR,RECTANGULAR,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) WIRE MANAGER COLOR : WIRE MGR,BACK,DARK CHOC (D1B485) MODIFIED DEPTH : NO MODIFIED DEPTH (STANDARD) (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 5	National Office Furniture - National Caseloads	1	\$1,057.00	\$496.79	\$496.79
WW3672WSCEDRL2	WAVEWORKS,36DX72W,SURFACE,WIRE MGR,EXT CORNER,RIGHT,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) WIRE MANAGER COLOR : WIRE MGR,BACK & LT,DARK CHOC (D1BL485) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 6	National Office Furniture - National Caseloads	1	\$1,891.20	\$888.86	\$888.86
WW1842LFF5DM	WAVEWORKS,18DX42W,LATERAL FILE,FRSTDG,FIVE DWR/DOOR,METAL  Item Finishes & Options: PULL : MALIBU,SATIN NICKEL (7SN) LOCK : SPECIFY 1 BLACK CORE SEPARATE (KS1B) PAINT GROUP : STANDARD,METALLIC PAINT (STDM) PAINT COLOR : SATIN NICKEL METALLIC (503)				

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-insalco@snet.net  
203-269-1238 (phone) 203-265-9378 (fax)

Proposal

2015-8779

11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 7	National Office Furniture - National Caseloads	2	\$1,538.40	\$361.52	\$723.04
WW4214SOF2TM	WAVEWORKS,42WX14H,STOR OVERHEAD,FLIPPER DR,EXHIBIT MT,METAL  Item Finishes & Options: LOCK : SPECIFY 1 BLACK CORE SEPARATE (KS1B) PAINT GROUP : STANDARD,METALLIC PAINT (STDM) PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 8	National Office Furniture - National Caseloads	1	\$785.70	\$369.28	\$369.28
WW4814SOF2TM	WAVEWORKS,48WX14H,STOR OVERHEAD,FLIPPER DR,EXHIBIT MT,METAL  Item Finishes & Options: LOCK : SPECIFY 1 BLACK CORE SEPARATE (KS1B) PAINT GROUP : STANDARD,METALLIC PAINT (STDM) PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 9	National Office Furniture - National Caseloads	2	\$888.00	\$208.68	\$417.36
CBV2428UN	BASE SUPPORT,24WX28H,U-STYLE BASE,SATIN NICKEL				
Line: 10	National Office Furniture - National Caseloads	7	\$4,412.10	\$296.24	\$2,073.68
WW3614SOETM	WAVEWORKS,36WX14H,STOR OVERHEAD,OPEN,EXHIBIT MT,METAL  Item Finishes & Options: PAINT GROUP : STANDARD,METALLIC PAINT (STDM) PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 11	National Office Furniture - National Caseloads	2	\$1,160.00	\$272.60	\$545.20
11N6036MB	EXHIBIT,60WX36H MARKER BOARD				
Line: 12	HUMANSCALE - Humanscale	3	\$1,380.00	\$197.80	\$593.40
6G 400	6G Black Mechanism / 400 - Dia. Big Platform  Item Finishes & Options: Palm Rest Option : 19" and 7" Slim Palm Support (SMP27) Track Length Options : Std 21.625" Track (22)				

Proposal valid thru 12/03/2015

Printed On: 11/03/2015 3:24 pm

Insalco Corporation  
7 Capital Drive Waterford, CT (203) 269-1238 (phone) (203) 265-9378 (fax)

4 of 6

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-Insalco@snet.net  
203-269-1238 (phone) 203-265-9378 (fax)

# Proposal

2015-8779

11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 13	National Office Furniture - National Casegoods	1	\$575.00	\$270.25	\$270.25
11N4836MB	EXHIBIT,48WX36H MARKER BOARD				
Line: 14	National Office Furniture - National Casegoods	3	\$504.00	\$78.96	\$236.88
NAC0248SUR	ACCESSORIES,48W,UNDERSURFACE SUPPORT RAIL,BLACK				
Line: 15	National Office Furniture - National Casegoods	12	\$1,042.80	\$40.84	\$490.08
WW0827SRM	WAVEWORKS,8DX27H,RETURN SUPPORT PANEL,METAL				
	Item Finishes & Options: PAINT GROUP : STANDARD,METALLIC PAINT (STDM) PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 16	National Office Furniture - National Casegoods	3	\$831.60	\$130.28	\$390.84
WW0827SPM	WAVEWORKS,8DX27H,SUPPORT CORNER POST,METAL				
	Item Finishes & Options: PAINT GROUP : STANDARD,METALLIC PAINT (STDM) PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 17	National Office Furniture - National Casegoods	4	\$1,376.00	\$161.68	\$646.72
11N144EXFP2	EXHIBIT,144W EXTRUSION W/FACEPLATE,SET OF 2				
	Item Finishes & Options: PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 18	National Office Furniture - National Casegoods	1	\$241.00	\$113.27	\$113.27
11N72EXFP2	EXHIBIT,72W EXTRUSION W/FACEPLATE,SET OF 2				
	Item Finishes & Options: PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 19	National Office Furniture - National Casegoods	21	\$231.00	\$5.17	\$108.57
11NBRS	EXHIBIT,MOUNTING BRACKET				
Line: 20	National Office Furniture - National Casegoods	4	\$56.00	\$6.58	\$26.32
NCCB001	CASEGOODS,LOCK CORE & KEY,BLACK,NO 001				

Proposal valid thru 12/03/2015

Printed On: 11/03/2015 3:24 pm

Customer: TOWN OF WATERFORD  
 Sales Rep: Vanessa Primero Vanessa-Insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2015-8779**  
 11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 21	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
	Freestanding Office, Lounge, Dormitory and Residential Furniture				
	Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020				
Line: 22	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
	Keyboard Trays and Accessories				
	Priced @ State Of Connecticut Contract Discount. Contract #12PSX0360. Sch "C" Discount = Delivered & Installed Contract Duration: 12/01/2012 - 11/30/2015				
Line: 23	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
	SBE				
	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.				
Line: 24	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
	National IPA				
	Nation IPA, Contract# P10-004 Delivered & Installed Contract Term: April 1, 2011 - March 31, 2016				
Line: 25	INSALCO CORPORATION - Installation	3	\$0.00	\$25.00	\$75.00
	INSTALLATION				
	INSTALLATION PER KEYBOARD UNIT				

Subtotal.....\$10,275.04  
 Total Amount.....\$10,275.04

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



*Insalco Corporation*  
7 Capital Drive  
Wallingford, CT 06492  
Phone: (203) 269-1238  
Fax: (203) 265-9378  
www.insalco.com

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-insalco@snel.net  
203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
2015-8923  
11/03/2015

**Propose To:**

TOWN OF WATERFORD  
15 ROPE FERRY RD  
WATERFORD, CT 06385-2886

**Shipping Location:**

Insalco Warehouse-W  
7 Capital Drive  
A 48 Hour call B4 Delivery to (203)-269-1238  
Warehouse Hours Monday,Wednesday,Friday 8:00  
a.m. - 1:00 p.m.  
Wallingford, CT 06492

**Installation Location:**

Waterford Police Department  
41 Lavery Ln  
Waterford, CT 06385

Attention: Kate Rotella  
860-440-0540 (phone)  
860-440-0579 (fax)  
krotella@waterfordct.org

**Waterford PD: Phase I Lunch RM**

**Customer PO:**

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 1	National Office Furniture - National Casegoods	1	\$2,674.00	\$1,256.78	\$1,256.78
WWN4284BTW	WAVEWORKS,42DX84W,CONFERENCE TOP,BOAT,WOOD				
	Item Finishes & Options: RIM PROFILE : SOFTENED (F) GROMMET : NO GROMMET (X) MODIFIED DEPTH : NO MODIFIED DEPTH (STANDARD) (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) FINISH APPLICATION : MATTE/SATIN (N) FINISH : AMBER (MC)				
Line: 2	National Office Furniture - National Seating	8	\$2,080.00	\$122.20	\$977.60
N38GM72	UPWARDS,GUEST,ARMLESS,RAVEN				
Line: 3	National Office Furniture - National Casegoods	2	\$1,012.00	\$237.82	\$475.64
CBV3228XN	CONFERENCE,32WX28H,FOUR STAR BASE,STATIC,METAL,SATIN NICKEL				

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanossa-insalco@snel.net  
203-269-1238 (phone) 203-265-9378 (fax)

Proposal

2015-8923

11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 4 5643/NC	KRUEGER INTERNATIONAL - AG1 Seating and Tables  Jessa Sofa,Non-Contrast  Item Finishes & Options: Non-Contrast Fabric : Compliance to TB 117-2013 (/NFR) Jessa Fabric NFR : Fabric Grade C (C) Fabric : 1K SKYLINE (1KUPH SKYLINE) 1K SKYLINE : IRON (/1KIN) Wood Armcaps : No wood armcaps (-NWA) Moisture Barrier ; No Moisture Barrier (/NMB) Semi-Attached Cushion : No semi-attached cushion (-NS&D)	3	\$7,311.00	\$1,364.72	\$4,094.16
Line: 5 5623/NC	KRUEGER INTERNATIONAL - AG1 Seating and Tables  Jessa Lounge Chair,Non-Contrast  Item Finishes & Options: Non-Contrast Fabric : Compliance to TB 117-2013 (/NFR) Jessa Fabric NFR : Fabric Grade C (C) Fabric : 1K SKYLINE (1KUPH SKYLINE) 1K SKYLINE : IRON (/1KIN) Semi-Attached Cushion : No semi-attached cushion (-NS&D) Wood Armcaps : No wood armcaps (-NWA) Casters : No casters (-NCST) Moisture Barrier : No Moisture Barrier (/NMB)	2	\$2,870.00	\$803.60	\$1,607.20
Line: 6 8505	KRUEGER INTERNATIONAL - AG1 Seating and Tables  Sollice Occasional Table, 18"H,Laminate Top,24x42"  Item Finishes & Options: Wood Finish Color : Wood finish-Core (CORE) Wood Finish Color : Cinnamon on Beech (/BCN) Laminate Color : KI Laminates (Standard) KI Laminates : BILTMORE CHERRY LAM 7924-38 (/LBT)	2	\$2,270.00	\$635.60	\$1,271.20
Line: 7	INSALCO CORPORATION - Contract Information  Freestanding Office, Lounge, Dormitory and Residential Furniture Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020	1	\$0.00	\$0.00	\$0.00

Proposal valid thru 12/03/2015

Printed On: 11/03/2015 3:25 pm

Insalco Corporation  
7 Capital Drive Waterford, CT (203) 269-1238 (phone) (203) 265-9378 (fax)

2 of 3

Customer: TOWN OF WATERFORD  
Sales Rep: Vanessa Prlmero Vanessa-insalco@snet.net  
203-269-1238 (phone) 203-265-9378 (fax)

Proposal  
2015-8923  
11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 8	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.				
Line: 9	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
National IPA	Nation IPA, Contract# P10-004 Delivered & Installed Contract Term: April 1, 2011 - March 31, 2016				

Subtotal.....\$9,682.58  
Total Amount.....\$9,682.58

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**Insalco Corporation**  
 7 Capital Drive  
 Wallingford, CT 06492  
 Phone: (203) 269-1238  
 Fax: (203) 265-9378  
 www.Insalco.com

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
 2015-8924  
 11/03/2015

**Propose To:**

TOWN OF WATERFORD  
 15 ROPE FERRY RD  
 WATERFORD, CT 06385-2886

**Shipping Location:**

Insalco Warehouse-W  
 7 Capital Drive  
 A 48 Hour call B4 Delivery to (203)-269-1238  
 Warehouse Hours Monday,Wednesday,Friday 8:00  
 a.m. - 1:00 p.m.  
 Wallingford, CT 06492

**Installation Location:**

Waterford Police Department  
 41 Lavery Ln  
 Waterford, CT 06385

Attention: Kate Rotella  
 860-440-0540 (phone)  
 860-440-0579 (fax)  
 krotella@waterfordct.org

**Waterford PD: Phase I Roll Call**

**Customer PO:**

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 1	National Office Furniture - National Casegoods	4	\$5,912.00	\$694.66	\$2,778.64
WW2472RTFMI.	WAVEWORKS,24DX72W,TRAINING TABLE,FLIP/NEST,HPL  Item Finishes & Options: RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC) PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 2	National Office Furniture - National Seating	8	\$2,080.00	\$122.20	\$977.60
N38GM72	UPWARDS,GUEST,ARMLESS,RAVEN				
Line: 3	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
Freestanding Office, Lounge, Dormitory and Residential Furniture	Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020				

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-Insalco@snet.net  
203-269-1238 (phone) 203-265-9378 (fax)

# Proposal

2015-8924  
11/03/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 4	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.				
Line: 5	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
National IPA	Nation IPA, Contract# P10-004 Delivered & Installed Contract Term: April 1, 2011 - March 31, 2016				

Subtotal.....\$3,756.24

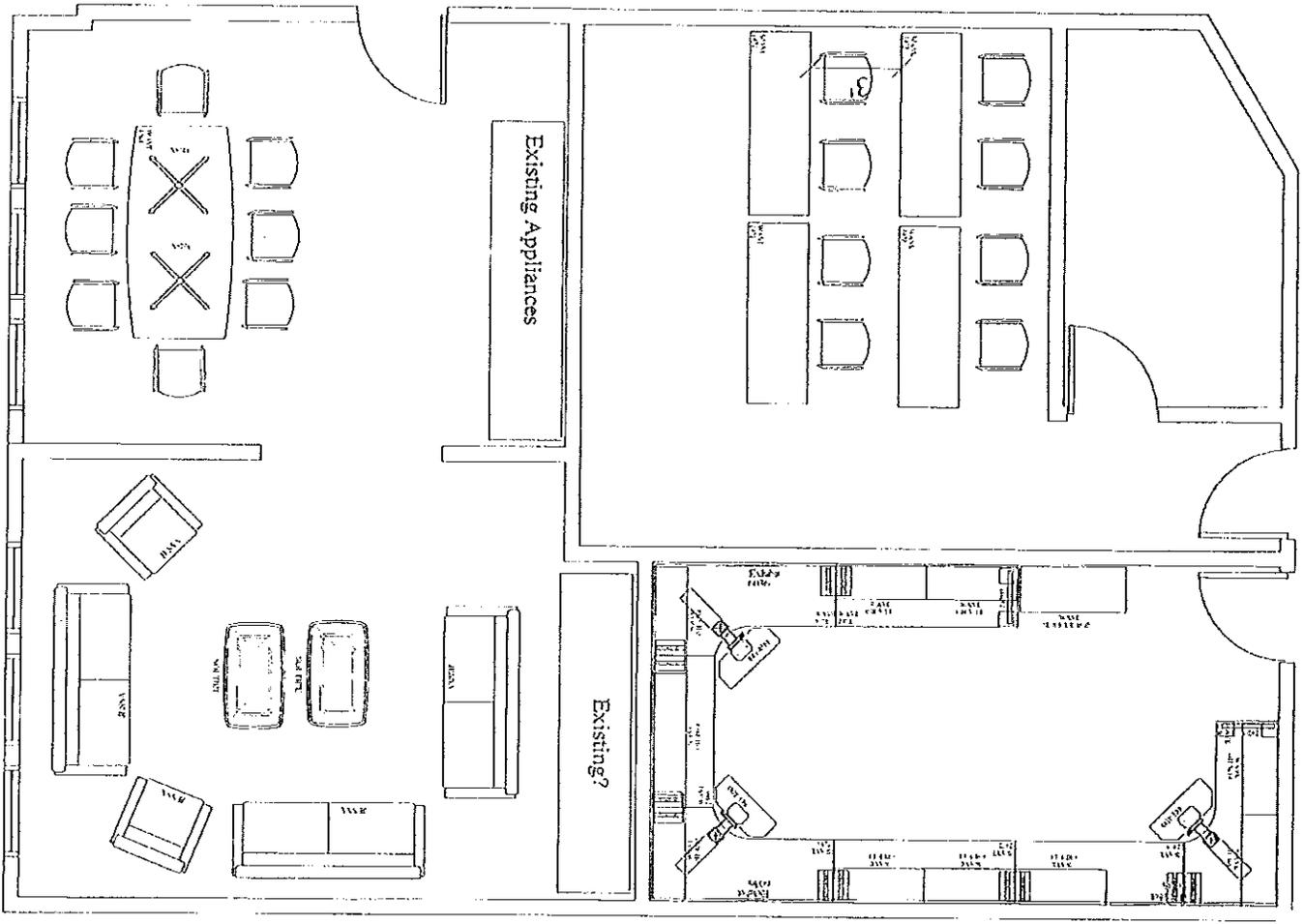
Total Amount.....\$3,756.24

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal valid thru 12/03/2015

Printed On: 11/03/2015 3:44 pm





Insalco Corporation  
 7 Capital Drive  
 Wallingford, CT 06492  
 Phone: (203) 269-1238  
 Fax: (203) 265-9378  
 www.insalco.com

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero [Vanessa-Insalco@snet.net](mailto:Vanessa-Insalco@snet.net)  
 203-269-1238 (phone) 203-265-9378 (fax)

Proposal

2015-8926

11/04/2015

Propose To:

TOWN OF WATERFORD  
 15 ROPE FERRY RD  
 WATERFORD, CT 06385-2886

Shipping Location:

Insalco Warehouse-W  
 7 Capital Drive  
 A 48 Hour call B4 Delivery to (203)-269-1238  
 Warehouse Hours Monday,Wednesday,Friday 8:00  
 a.m. - 1:00 p.m.  
 Wallingford, CT 06492

Installation Location:

Waterford Police Department  
 41 Lavery Ln  
 Waterford, CT 06385

Attention: Kate Rotella  
 860-440-0540 (phone)  
 860-440-0579 (fax)  
[krotella@waterfordct.org](mailto:krotella@waterfordct.org)

Waterfor PD: Phase I Sgt. Offices

Customer PO:

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 1	National Office Furniture - National Caseloads	2	\$5,826.00	\$1,369.11	\$2,738.22

WW7366LRFL WAVEWORKS,73DX66W,L UNIT,RIGHT,HPL

Item Finishes & Options:  
 RIM PROFILE : SOFTENED PVC,CINDER (V462)  
 PULL : NANTUCKET,BLACK (6MB)  
 DESK GROMMET : NO GROMMET (X)  
 RETURN GROMMET : GROMMET,CENTER (G1C)  
 LOCK : RANDOM CORE,INSTALLED,BLACK (KRB)  
 TOP LAMINATE GROUP : STANDARD LAMINATE  
 (STD)  
 LAMINATE COLOR : AMBER (MC)  
 DRAWER/DOOR LAMINATE COLOR : AMBER (MC)  
 CHASSIS LAMINATE COLOR : AMBER (MC)

Customer: TOWN OF WATERFORD

# Proposal

Sales Rep: Vanessa Primero [Vanessa-insalco@snet.net](mailto:Vanessa-insalco@snet.net)  
203-269-1238 (phone) 203-265-9378 (fax)

2015-8926  
11/04/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 2	National Office Furniture - National Caseloads	2	\$4,068.00	\$955.98	\$1,911.96
WW3066DDFL8	WAVEWORKS,30DX66W,DESK,DOUBLE PEDESTAL,BBF,FF,HPL  Item Finishes & Options: RIM PROFILE : SOFTENED PVC,AMBER (VMC) PULL : MALIBU,SATIN NICKEL (7SN) GROMMET : GROMMET,LEFT (G1L) LOCK : SPECIFY 2 BLACK CORE SEPARATE (KS2B) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC) DRAWER/DOOR LAMINATE COLOR : AMBER (MC) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 3	National Office Furniture - National Caseloads	2	\$5,000.00	\$1,175.00	\$2,350.00
WW2460CSFL	WAVEWORKS,24DX60W,CREDENZA,STORAGE,H PL  Item Finishes & Options: RIM PROFILE : SOFTENED PVC,AMBER (VMC) PULL : MALIBU,SATIN NICKEL (7SN) GROMMET : NO GROMMET (X) LOCK : SPECIFY 3 BLACK CORE SEPARATE (KS3B) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC) DRAWER/DOOR LAMINATE COLOR : AMBER (MC) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 4	National Office Furniture - National Caseloads	1	\$1,322.00	\$621.34	\$621.34
WW2436LFF2L	WAVEWORKS,24DX36W,LATERAL FILE,TWO DRAWER,HPL  Item Finishes & Options: RIM PROFILE : SOFTENED PVC,AMBER (VMC) PULL : MALIBU,SATIN NICKEL (7SN) LOCK : SPECIFY 1 BLACK CORE SEPARATE (KS1B) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC) DRAWER/DOOR LAMINATE COLOR : AMBER (MC) CHASSIS LAMINATE COLOR : AMBER (MC)				

Customer: TOWN OF WATERFORD  
Sales Rep: Vanessa Primero Vanessa-insalco@snet.net  
203-269-1238 (phone) 203-265-9378 (fax)

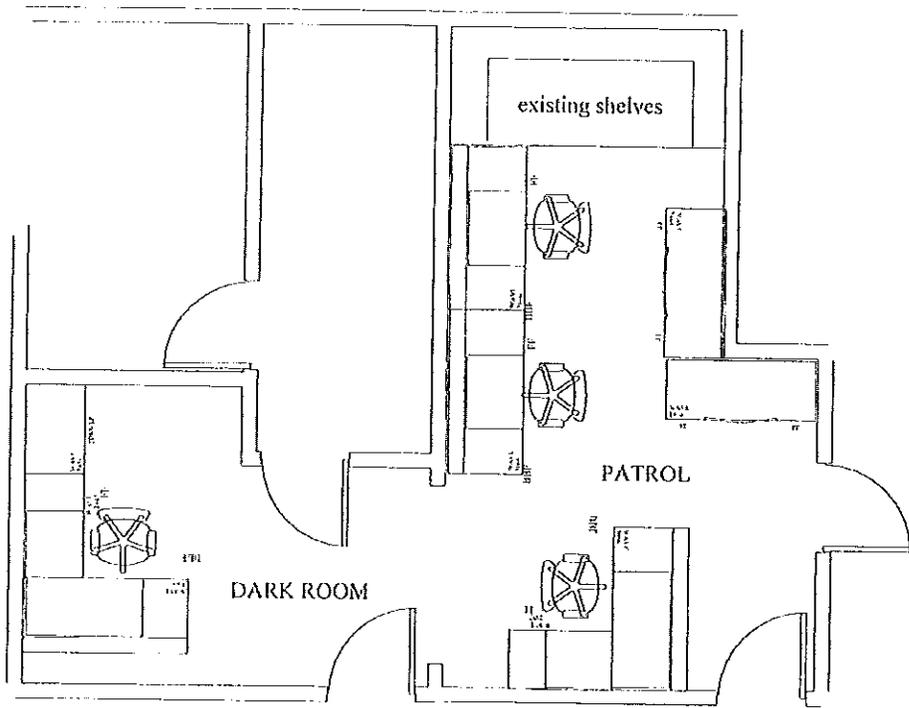
Proposal  
2015-8926  
11/04/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 5	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
	Freestanding Office, Lounge, Dormitory and Residential Furniture				
	Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020				
Line: 6	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
	SBE				
	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.				
Line: 7	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
	Nation IPA				
	Nation IPA, Contract# P10-004 Delivered & Installed Contract Term: April 1, 2011 - March 31, 2016				

Subtotal.....\$7,621.52  
Total Amount.....\$7,621.52

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_





**Insalco Corporation**  
 7 Capital Drive  
 Wallingford, CT 06492  
 Phone: (203) 269-1238  
 Fax: (203) 265-9378  
 www.insalco.com

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-insalco@snel.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
 2015-8941  
 11/12/2015

**Propose To:**

TOWN OF WATERFORD  
 15 ROPE FERRY RD  
 WATERFORD, CT 06385-2886

**Shipping Location:**

Insalco Warehouse-W  
 7 Capital Drive  
 A 48 Hour call B4 Delivery to (203)-269-1238  
 Warehouse Hours Monday,Wednesday,Friday 8:00  
 a.m. - 1:00 p.m.  
 Wallingford, CT 06492

**Installation Location:**

Waterford Police Department  
 41 Lavery Ln  
 Waterford, CT 06385

Attention: Kate Rotella  
 860-440-0540 (phone)  
 860-440-0579 (fax)  
 krotella@waterfordct.org

**Waterford PD : Phase I Detective Stations**

**Customer PO:**

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 1	National Office Furniture - National Caseloads	6	\$3,486.00	\$273.07	\$1,638.42
45N4854DVY	CHAMELEON,48W,DIVIDER,SINGLE,POLYCARBONATE  Item Finishes & Options: GROMMET : NO GROMMET (X) POLYCARBONATE COLOR : SMOKE (1) PAINT COLOR : CINDER (462)				
Line: 2	National Office Furniture - National Caseloads	3	\$3,078.00	\$482.22	\$1,446.66
45N4854DVR42Y	CHAMELEON,DIVIDER,L,RIGHT,4FT/2FT,POLYCARBONATE  Item Finishes & Options: GROMMET : NO GROMMET (X) POLYCARBONATE COLOR : SMOKE (1) PAINT COLOR : CINDER (462)				

Customer: TOWN OF WATERFORD

# Proposal

Sales Rep: Vanessa Primero Vanessa-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

2015-8941  
 11/12/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 3	National Office Furniture - National Casegoods	3	\$3,453.00	\$540.97	\$1,622.91
WW3696WSCERL2	WAVEWORKS,36DX96W,SURFACE,CORNER,EXT,RIGHT,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : GROMMET,LEFT & CENTER (G1LC) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 4	National Office Furniture - National Casegoods	6	\$1,224.00	\$95.88	\$575.28
WW2430WSSL	WAVEWORKS,24DX30W,SURFACE,RECTANGULAR,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 5	National Office Furniture - National Casegoods	14	\$6,118.00	\$205.39	\$2,875.46
WW2315PUBBFM	WAVEWORKS,23DX15W,PEDESTAL,UNDERSURFACE,BOX/BOX/FILE,METAL  Item Finishes & Options: PULL : MALIBU,SATIN NICKEL (7SN) LOCK : SPECIFY 1 BLACK CORE SEPARATE (KS1B) PAINT GROUP : STANDARD,NON-METALLIC PAINT (STD) PAINT COLOR : DARK CHOCOLATE (485)				
Line: 6	National Office Furniture - National Casegoods	3	\$3,078.00	\$482.22	\$1,446.66
45N4854DVL42Y	CHAMELEON,DIVIDER,L,LEFT,4FT/2FT,POLYCARBONATE  Item Finishes & Options: GROMMET : NO GROMMET (X) POLYCARBONATE COLOR : SMOKE (1) PAINT COLOR : CINDER (462)				

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primo Vanessa-insalco@snet.net  
203-269-1238 (phone) 203-265-9378 (fax)

Proposal  
2015-8941  
11/12/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 7	National Office Furniture - National Casegoods	3	\$3,453.00	\$540.97	\$1,622.91
WW3696WSCCELL2	WAVEWORKS,36DX96W,SURFACE,CORNER,EXT,L EFT,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : GROMMET,RIGHT & CENTER (G1RC) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 8	National Office Furniture - National Casegoods	1	\$1,322.00	\$621.34	\$621.34
WW2436LFF2L	WAVEWORKS,24DX36W,LATERAL FILE,TWO DRAWER,HPL  Item Finishes & Options: RIM PROFILE : SOFTENED PVC,AMBER (VMC) PULL : MALIBU,SATIN NICKEL (7SN) LOCK : SPECIFY 1 BLACK CORE SEPARATE (KS1B) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC) DRAWER/DOOR LAMINATE COLOR : AMBER (MC) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 9	National Office Furniture - National Casegoods	1	\$1,027.00	\$482.69	\$482.69
WW3672WSCCELL2	WAVEWORKS,36DX72W,SURFACE,CORNER,EXT,L EFT,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : GROMMET,RIGHT & CENTER (G1RC) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				

Customer: TOWN OF WATERFORD

Sales Rep: Vanessa Primero Vanessa-insalco@snet.net  
203-269-1238 (phone) 203-265-9378 (fax)

Proposal

2015-8941  
11/12/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 10	National Office Furniture - National Caseloads	1	\$365.00	\$171.55	\$171.55
WW2466WSSL	WAVEWORKS,24DX66W,SURFACE,RECTANGULAR,HPL  Item Finishes & Options: SUPPORT : EXTENSION (E) RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 11	National Office Furniture - National Caseloads	1	\$1,337.00	\$628.39	\$628.39
WW48RDL	WAVEWORKS,48DIA,CONFERENCE TOP,ROUND,HPL  Item Finishes & Options: RIM PROFILE : SOFTENED PVC,AMBER (VMC) GROMMET : NO GROMMET (X) TOP LAMINATE GROUP : STANDARD LAMINATE (STD) LAMINATE COLOR : AMBER (MC)				
Line: 12	National Office Furniture - National Caseloads	1	\$430.00	\$202.10	\$202.10
CBV2728XN	CONFERENCE,27WX28H,FOUR STAR BASE,STATIC,METAL,SATIN NICKEL				
Line: 13	National Office Furniture - National Caseloads	21	\$2,226.00	\$49.82	\$1,046.22
WW1228SSL	WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE  Item Finishes & Options: CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 14	National Office Furniture - National Caseloads	14	\$3,150.00	\$105.75	\$1,480.50
WW2328EPL	WAVEWORKS,23DX28H,END PANEL,LAMINATE  Item Finishes & Options: GROMMET : NO GROMMET (X) MODIFIED DEPTH : NO MODIFIED DEPTH (STANDARD) (X) CHASSIS LAMINATE COLOR : AMBER (MC)				

Proposal valid thru 12/12/2015

Printed On: 11/12/2015 2:56 pm

Insalco Corporation  
7 Capital Drive Wallingford, CT (203) 269-1238 (phone) (203) 265-9378 (fax)

4 of 7

Customer: TOWN OF WATERFORD

Proposal

Sales Rep: Vanessa Primero Vanessa-Insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

2015-8941  
 11/12/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 15	National Office Furniture - National Casegoods	6	\$1,992.00	\$156.04	\$936.24
WW9627MPL	WAVEWORKS,96WX27H,MODESTY PANEL,FULL,LAMINATE  Item Finishes & Options: SUPPORT : EXTENSION (E) GROMMET : NO MODESTY GROMMET (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 16	National Office Furniture - National Casegoods	2	\$1,260.00	\$296.10	\$592.20
WW3618SOHML	WAVEWORKS,36WX18H,STORAGE,OVERHEAD,HI NGE DOORS,LAMINATE  Item Finishes & Options: LOCK : SPECIFY 1 BLACK CORE SEPARATE (KS1B) DRAWER/DOOR LAMINATE COLOR : AMBER (MC) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 17	National Office Furniture - National Casegoods	7	\$1,176.00	\$78.96	\$552.72
NAC0248SUR	ACCESSORIES,48W,UNDERSURFACE SUPPORT RAIL,BLACK				
Line: 18	National Office Furniture - National Casegoods	1	\$144.00	\$67.68	\$67.68
NAC0236SUR	ACCESSORIES,36W,UNDERSURFACE SUPPORT RAIL,BLACK				
Line: 19	National Office Furniture - National Casegoods	1	\$250.00	\$117.50	\$117.50
WW6627MPL	WAVEWORKS,66WX27H,MODESTY PANEL,FULL,LAMINATE  Item Finishes & Options: SUPPORT : EXTENSION (E) GROMMET : NO MODESTY GROMMET (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 20	National Office Furniture - National Seating	2	\$520.00	\$122.20	\$244.40
N38GM72	UPWARDS,GUEST,ARMLESS,RAVEN				

Customer: TOWN OF WATERFORD

Proposal

Sales Rep: Vanessa Primero Vanessa-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

2015-8941  
 11/12/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 21	National Office Furniture - National Caseloads	7	\$2,695.00	\$180.95	\$1,266.65
WW3628STL	WAVEWORKS,36DX28H,T SUPPORT PANEL,LAMINATE				
	Item Finishes & Options: CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 22	National Office Furniture - National Caseloads	6	\$858.00	\$67.21	\$403.26
WW3027MPL	WAVEWORKS,30WX27H,PEDESTAL MODESTY PANEL,FULL,LAMINATE				
	Item Finishes & Options: SUPPORT : EXTENSION (E) GROMMET : NO MODESTY GROMMET (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 23	National Office Furniture - National Caseloads	1	\$263.00	\$123.61	\$123.61
WW7227MPL	WAVEWORKS,72WX27H,MODESTY PANEL,FULL,LAMINATE				
	Item Finishes & Options: SUPPORT : EXTENSION (E) GROMMET : NO MODESTY GROMMET (X) MODIFIED WIDTH : NO MODIFIED WIDTH (STANDARD) (X) CHASSIS LAMINATE COLOR : AMBER (MC)				
Line: 24	National Office Furniture - National Caseloads	14	\$415.80	\$13.96	\$195.44
WWGB	WAVEWORKS,GUSSET BRACKET				
	Item Finishes & Options: PAINT GROUP : STANDARD,METALLIC PAINT (STDM) PAINT COLOR : SATIN NICKEL METALLIC (503)				
Line: 25	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
Freestanding Office, Lounge, Dormitory and Residential Furniture	Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020				

Proposal valid thru 12/12/2015

Printed On: 11/12/2015 2:58 pm

Customer: TOWN OF WATERFORD  
Sales Rep: Vanessa Primero Vanessa-Insalco@snel.net  
203-269-1238 (phone) 203-265-9378 (fax)

Proposal  
2015-8941  
11/12/2015

Item No.	Item Description	Qty	Ext List	Item Sell	Ext Sell
Line: 26	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.				
Line: 27	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
National IPA	Nation IPA, Contract# P10-004 Delivered & Installed Contract Term: April 1, 2011 - March 31, 2016				

Subtotal.....\$20,360.79

Total Amount.....\$20,360.79

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal valid thru 12/12/2015

Printed On: 11/12/2015 2:66 pm

Insalco Corporation  
7 Capital Drive Waterford, CT (203) 269-1238 (phone) (203) 265-9378 (fax)

7 of 7

39-40

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

July 7, 2016

Daniel M. Steward, First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Subject: Funding Transfers

Dear Mr. Steward:

Several line items under my control have exceeded the budgeted appropriation. I respectfully request the Board to approve the following transfers, as necessary:

Out of Series

LINE ITEM	LINE DESCRIPTION	FROM	TO
10330-51520	HIGHWAY MAINTENANCE	\$ 21,700.00	
10330-51540	SNOW OVERTIME	\$ 41,300.00	
10330-52470	SOLID WASTE		\$ 63,000.00

LINE ITEM	LINE DESCRIPTION	FROM	TO
10330-53300	MATERIALS	\$19,200.00	
10330-52460	STREET LIGHTING		\$19,200.00

Please place these items on the agenda for the July 14, 2016 Board of Selectmen's meeting.

Sincerely,

Kristin B. Zawacki, P.E.  
Director of Public Works

Cc: Maryanna Stevens, Director of Finance  
Gail Miller, Board of Finance Secretary  
Department Files

JUL - 7 2016

FIFTEEN ROPE FERRY ROAD



41-42  
WATERFORD, CT 06385-2886

June 23, 2016

Mr. Daniel M. Steward  
First Selectman  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Subject: Appropriation Requests

Dear Mr. Steward:

The diesel and unleaded fuel tanks at the Public Safety Complex need to be replaced. They are approaching their useful life of 30 years. As recommended in the FY2017 CIP, the tanks will be replaced before the thirty year expiration. Also, included in the FY17 CIP is the reclaiming and paving of Gallup Lane and the surrounding neighborhood roads. The estimated costs for these projects are:

UST Replacement at the Town Safety Complex	\$330,000
Reclaim and pave Gallup Lane & surrounding roads	\$440,950

Funds are designated in the FY17 budget complete these projects. I respectfully request an appropriation of \$330,000.00 from funds designated in the Capital and Non-Recurring Expenditure Fund, Line Item # 20530-57799 -UST Replacement and an appropriation of \$440,950 for the reclamation and paving of Gallup Lane from Line Item 20530-57800- Gallup Lane- Reclaim/Repave.

Sincerely,

Kristin B. Zawacki, P.E.  
Director of Public Works

Cc: Maryanna Stevens, Finance Director  
Department Files

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

MEMO

TO: Daniel Steward, First Selectman

FROM: Sally B. Ritchie, Senior Services Director

DATE: June 30, 2016

RE: Out of Series Line Item Transfer Requests

At the meeting of the Senior Citizens Commission, held on June 28, 2016, members approved the following out-of-series transfers to cover deficits in the Administration line item.

\$2,750 from line item 10435-52380(Programs) to 10435-51110 (Administration). This transfer is needed in order to cover an unbudgeted payment made to an HRA account and a salary increase which resulted from a position re-classification.

Thank you for your assistance in this matter.

Encl. (1) Senior Citizens Commission Minutes  
June 28, 2016

cc: Kathy Peterson, Administrative Assistant w/enclosures  
Gail Miller, Board of Finance Secretary w/enclosures

RECEIVED FOR RECORD  
WATERFORD, CT

16 JUN 30 AM 11:22

Members Present: Carol Sanders, Joyce Vlaun, Anita Collins,  
Kathleen McNamara, Ruth Auwood, Dina  
Lopes

TEST: *Dina Lopes*  
TOWN CLERK

Absent: Elizabeth Bresser and Rev. James Johnson

Also Present: Sally Ritchie, Director of Senior Services

I. Call to Order. Chairlady Sanders called the Waterford Senior Citizens Commission Regular Meeting of June 28, 2016 to order at 4:05 p.m.

II. Establish a Quorum. A quorum was established.

III. Public Comment. There were no guests.

IV. Approval of Minutes of the May 24, 2016. Ms. Sanders asked for additions, corrections or deletions to the May 24, 2016 Minutes.

MOTION: Ms. Collins moved to approve the May 24, 2016 Regular Meeting Minutes, as presented. Seconded by Ms. McNamara. (5-0) Unanimous

Commission member Dina Lopes arrived.

V. Correspondence.

1. Letter dated June 8, 2016 from Alison C. Woods, Vice President and COO of Community Foundation of Eastern Connecticut, regarding more frequent updates on our Endowment Fund.

VI. Committee Reports

a. Budget.

1. Request for approval of Line Item Transfers. Ms. Ritchie reported a transfer is needed in order to cover an unbudgeted payment made to an HRA account and a salary increase which resulted from a position re-classification.

MOTION: Ms. McNamara moved to transfer \$2,750 out of series line item 10435-52380 (Programs) to 10435-51110 (Administration). Seconded by Ms. Lopes. (6-0) Unanimous.

MOTION: Ms. McNamara moved to transfer \$1500.00 in-series

line item 10435-52100 (Electric) to 10435-52040 (Service Contracts and Repairs) and \$1,750 from line item 10435-51210 (Clerical Technical) to 10435-51100 (Administration). Seconded by Ms. Collins. (6-0) Unanimous.

b. Nominating Committee: There was no report from the Nominating Committee.

c. Transportation Sub-Committee: There was nothing new to report from the Transportation Sub-Committee.

d. Planned Giving Sub-Committee:

1. Review of Endowment Fund 2016 Statement: The Commission reviewed the Endowment Fund 2016 Statement and will receive a statement on a quarterly basis.

2. Special Revenue Account: The Commission made a motion at its May Meeting to transfer \$5,000 from the Senior Citizens Special Revenue Fund to the Senior Services Endowment Fund.

MOTION: Ms. McNamara moved to rescind a motion made at the meeting of May 24, 2016 to transfer \$5,000 from the Senior Commission Special Revenue Fund to the Senior Commission Endowment Fund based on further review of the financial report. Seconded by Ms. Viaun. (6-0) Unanimous.

VII. Director/Assistant Director Report for June, 2016. See attached report.

VIII. Staffing: Ms. Ritchie reported a member of her office staff is taking a full-time position and another member of her office staff is on medical leave.

Ms. Ritchie would like to hire a full time clerk, rather than two part time clerks. A Job Description will go before the Personnel Review Board at its July meeting.

IX. Report on Services to Individuals under 60 Years of Age. Ms. Ritchie and Ms. Sanders reviewed the statistics of how many individuals under the age of 60 years are assisted by Senior Services. There were 61 (9%) of individuals under the age of 60 who have been served by Senior Services.

X. New Business. There was no discussion of new business.

XI. Other Business.

a. Update on Contractors/Employee designation for PRB review. See Director's Report.

The Senior Services Commission will not meet in July.

X. Adjournment.

MOTION: Ms. Vlaun moved to adjourn the June 28, 2016  
Senior Citizens Commission Regular Meeting  
at 4:50 p.m. Seconded by Anita Collins. (6-0)  
Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary

47a.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

To: Waterford Board of Selectmen  
Waterford Board of Finance  
From: Alan Wilensky, Waterford Tax Collector  
Re: Budget Line Item Overages

June 7, 2016

The Tax Collector's office is over-expended in the Professional Fees line item and will be over-expended in the Service Contracts line item. Both of these overages are a result of exceeded expenses against the Quality Data Systems estimate. My department will have sufficient balances in other line items to cover these overages.

Sincerely,

Alan Wilensky  
Waterford Tax Collector

RECEIVED  
JUN -7 2016  
FINANCE DEPARTMENT

## ISSUER COMMENT

13 July 2016

### RATING

**General Obligation (or GO Related)<sup>1</sup>**

Aa2 No Outlook

### Contacts

Lauren Kim 212-553-4780  
 Associate Analyst  
 lauren.kim@moodys.com

Geordie Thompson +1 212 553 0321  
 VP-Sr Credit Officer/  
 Manager  
 geordie.thompson@moodys.com

## Town of Waterford, CT

### Annual Comment on Waterford

#### Issuer Profile

The Town of Waterford is located in New London County in southeastern Connecticut, along the Thames River and the north shore of Long Island Sound, adjacent to New London. New London County has a population of 273,676 and a population density of 412 people per square mile. The county's per capita personal income is \$50,271 (1st quartile) and the February 2016 unemployment rate was 6.1% (3rd quartile).<sup>2</sup> The largest industry sectors that drive the local economy are local government, health services, and retail trade.

#### Credit Overview

Waterford's credit position is very high quality, and its Aa2 rating is slightly stronger than the median rating of Aa3 for US cities. The key credit factors include a healthy tax base with a wealthy socioeconomic profile, and an affordable pension liability with an elevated debt burden. It also takes into account a sufficient financial position.

**Economy and Tax Base:** The town has a strong economy and tax base in comparison to the Aa2 rating. Waterford's total full value (\$4.6 billion) is stronger than other Moody's-rated cities nationwide. Its full value per capita (\$236,910) is materially above the US median, despite declining modestly between 2012 and 2015. Furthermore, the median family income equates to a robust 151.3% of the US level.

**Debt and Pensions:** Waterford has a manageable but elevated debt burden and low pension liability in comparison to the town's Aa2 rating. The net direct debt to full value (2.0%) is above the US median. However, Moody's-adjusted net pension liability to operating revenues (0.47x) is materially below the US median and decreased modestly between 2012 and 2014.

**Finances:** Waterford has a sufficient financial position, however, it is relatively weak in comparison to the Aa2 rating. The town's cash balance as a percent of revenues (13.4%) is well below other Moody's-rated cities nationwide, despite increasing slightly from 2012 to 2015. Furthermore, the fund balance as a percent of operating revenues (11.6%) falls short of the US median.

**Management and Governance:** The ability to generate balanced financial operations demonstrates sound financial management. In this instance, Waterford approximately broke even whereas the tax base shrank modestly.

Connecticut cities have an institutional framework score <sup>3</sup> of "Aa," or strong. Revenues are highly predictable and stable, due to a large reliance on property taxes. Cities additionally benefit from high revenue-raising ability due to the absence of a state-wide property tax cap. Expenditures primarily consist of personnel costs as well as education costs for those cities

that manage school operations, and are highly predictable due to state-mandated school spending guidelines and employee contracts that dictate costs. Expenditure reduction ability is moderate as it is somewhat constrained by union presence.

### Sector Trends - Connecticut Cities

Connecticut cities will generally benefit from an improving state economy that is experiencing a continued, albeit lagging, recovery from the recession. Cities will also continue to benefit from high resident wealth levels and generally strong housing values. Property tax revenues will continue to rise due to stabilizing residential and commercial real estate markets. However, Connecticut cities will remain somewhat challenged by a high cost of living and doing business, which encourages out-migration and could curb new housing demand.

Exhibit 1

#### Key Indicators<sup>4</sup> <sup>5</sup>

Waterford, CT

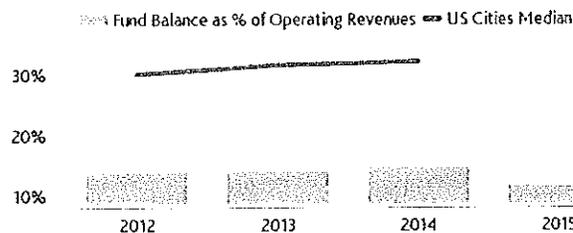
	2012	2013	2014	2015	US Median	Credit Trend
<b>Economy / Tax Base</b>						
Total Full Value	\$4,641M	\$4,427M	\$4,534M	\$4,602M	\$1,722M	Stable
Full Value Per Capita	\$237,778	\$226,815	\$232,411	\$236,910	\$85,195	Stable
Median Family Income (% of US Median)	151.3%	151.3%	151.3%	151.3%	115.2%	Stable
<b>Finances</b>						
Fund Balance as % of Operating Revenues	13.8%	14.0%	14.6%	11.6%	32.1%	Stable
Cash Balance as % of Operating Revenues	10.4%	16.6%	15.5%	13.4%	34.4%	Stable
<b>Debt / Pensions</b>						
Net Direct Debt / Full Value	1.8%	2.1%	2.1%	2.0%	1.2%	Stable
Net Direct Debt / Operating Revenues	1.06x	1.09x	1.08x	1.00x	0.94x	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Full Value	0.96%	1.00%	0.92%	N / A	1.7%	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Operating Revenues	0.56x	0.52x	0.47x	N / A	1.35x	Stable

Source: Moody's

Exhibit 2

#### Fund balance as a percent of operating revenues decreased between 2012 and 2015

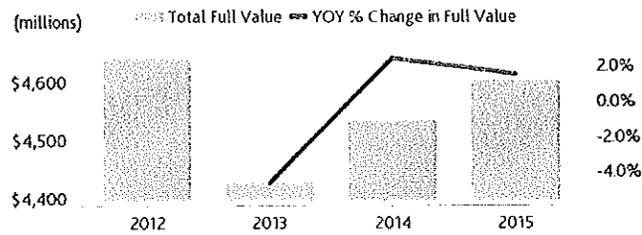
Fund Balance as a Percent of Operating Revenues



Source: Issuer financial statements; Moody's

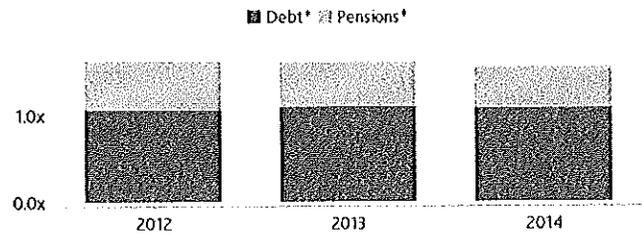
This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody's.com](http://www.moody's.com) for the most updated credit rating action information and rating history.

Exhibit 3  
 Total full value decreased from 2012 to 2015  
 Total Full Value



Source: Issuer financial statements; Government data sources; Offering statements; Moody's

Exhibit 4  
 Moody's-adjusted net pension liability to operating revenues decreased from 2012 to 2014  
 Net Direct Debt and Adjusted Net Pension Liability / Operating Revenues



\*Debt is represented as Net Direct Debt / Operating Revenues. Net Direct Debt is defined as gross debt minus self supporting debt. Pensions are represented as ANPL / Operating Revenues. ANPL is defined as the average of Moody's-adjusted Net Pension Liability in each of the past three years.  
 Source: Issuer financial statements; Government data sources; Offering statements; Moody's

## Endnotes

- 1 The rating referenced in this report is the government's General Obligation (GO) rating or its highest public rating that is GO-related. A GO bond is generally a security backed by the full faith and credit pledge and total taxing power of the local government. See [Local Government GO Pledges Vary Across States](#), for more details. GO-related ratings include issuer ratings, which are GO-equivalent ratings for governments that do not issue GO debt. GO-related ratings also include ratings on other securities that are notched or otherwise related to what the government's GO rating would be, such as annual appropriation, lease revenue, non-ad valorem, and moral obligation debt. The referenced ratings reflect the government's underlying credit quality without regard to state guarantee or enhancement programs or bond insurance.
- 2 The per capita personal income data and unemployment data for all counties in the US census are allocated to quartiles. The quartiles are ordered from strongest-to-weakest from a credit perspective: the highest per capita personal income quartile is first quartile, and the lowest unemployment rate is first quartile. The first quartile consists of the top 25% of observations in the dataset, the second quartile consists of the next 25%, and so on. The median per capita personal income for US counties is \$46,049 for 2014. The median unemployment rate for US counties is 4.9% for February 2016.
- 3 The institutional framework score measures a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(January 2014\)](#) for more details.
- 4 For definitions of the metrics in the Key Indicators Table, see [US Local Government General Obligation Methodology and Scorecard User Guide \(July 2014\)](#). The population figure used in the Full Value Per Capita ratio is the most recently available, most often sourced from either the US Census or the American Community Survey. Similarly, the Median Family Income data reported as of 2012 and later is always the most recently available data and is sourced from the American Community Survey. The Median Family Income data prior to 2012 is sourced from the 2010 US Census. The Full Value figure used in the Net Direct Debt and Moody's-adjusted Net Pension Liability (3-year average ANPL) ratios is matched to the same year as audited financial data, or if not available, lags by one or two years. Certain state-specific rules also apply to Full Value. For example, in California and Washington, assessed value is the best available proxy for Full Value. Certain state specific rules also apply to individual data points and ratios. Moody's makes adjustments to New Jersey local governments' reported financial statements to make it more comparable to GAAP. Additionally, Moody's ANPLs reflect analyst adjustments, if any, for pension contribution support from non-operating funds and self-supporting enterprises. Many local government pension liabilities are associated with its participation in the statewide multiple-employer cost-sharing plans. Metrics represented as N/A indicate the data were not available at the time of publication.
- 5 The medians come from our most recently published local government medians report, [Medians – Growing Tax Bases and Stable Fund Balances Support Sector's Stability \(March 2016\)](#). The medians conform to our US Local Government General Obligation Debt rating methodology published in January 2014. As such, the medians presented here are based on the key metrics outlined in the methodology and the associated scorecard. The appendix of this report provides additional metrics broken out by sector, rating category, and population. We use data from a variety of sources to calculate the medians, many of which have differing reporting schedules. Whenever possible, we calculated these medians using available data for fiscal year 2014. However, there are some exceptions. Population data is based on the 2010 Census and Median Family Income is derived from the 2012 American Community Survey. Medians for some rating levels are based on relatively small sample sizes. These medians, therefore, may be subject to potentially substantial year-over-year variation. Our ratings reflect our forward looking opinion derived from forecasts of financial performance and qualitative factors, as opposed to strictly historical quantitative data used for the medians. Our expectation of future performance combined with the relative importance of certain metrics on individual local government ratings account for the range of values that can be found within each rating category. Median data for prior years published in this report may not match last year's publication due to data refinement and changes in the sample sets used, as well as rating changes, initial ratings, and rating withdrawals.

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