



# TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

## Finance Committee

### ~ AGENDA ~

Chairman  
Kevin J. Dombrowski

Regular Meeting

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Wednesday, November 1, 2023

5:00 PM

Town Hall Annex Building - Hybrid  
Format

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In -Person: Council Chambers, Town Hall Annex Building

**Join Zoom Meeting from your Computer, Smart Phone or Tablet:**

**<https://us06web.zoom.us/j/89886939012?pwd=YRIygJprKA2rV9Lw43CF4FIjcYoMIA.1>**

**by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 898 8693 9012; Passcode: 223941**

- I. CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Finance Committee Minutes of October 4, 2023.

**Attachments:** [FIN-MIN-2023-10-04.pdf](#)

VI. FINANCE DIRECTOR'S REPORT

Finance Director's Report

VII. FINANCIAL REPORTS

VII. OLD BUSINESS

Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Attachments:** [ARPA project accounting-2023-11-01.xlsx](#)

Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 "An Act Concerning Solid Waste Management" in accordance with "Resolution Regarding Revenues Received from Beverage Container Surcharges" adopted on June 8, 2022.

**Attachments:** [Adopt a Road Group Agreement draft as of 10-03-2023.docx](#)  
[Adopt a road guideline and safety rules draft as of 10-03-2023.docx](#)  
[Adopt a road Information sheet draft as of 10-03-2023.docx](#)  
[Adopt a Road Participant Release Form draft as of 10-03-2023.docx](#)  
[Opioid Fudning-Ledyard Prevetion Coalation OPF proposal final-2023-06-05.docx](#)  
[NIP Bottle tax data through March 31 2023.xlsx](#)  
[003-2022-JUN-08- RES-BEVERAGE REVENUES-2022-06-08.docx](#)  
[PUBLIC ACT 21-58-SOLID WASATE MANAGMENT-2022-06-21.pdf](#)

3. Any other Old Business proper to come before the Committee.

#### IX. NEW BUSINESS

1. MOTION to authorize the Mayor to submit an American Library Association Application to obtain “Round II” of the - Libraries Transforming Communities: Accessible Small and Rural Communities Grant in the amount of up-to \$20,000 to purchase a new circulation desk for the Bill Library designed to meet ADA requirements and better serve individuals with disabilities

**Attachments:** Town Council Action Ltr-2023-04-27  
Grant

2. MOTION to grant a Bid Waiver to Locust Grove Landscaping, of Ledyard, Connecticut, in the amount of \$27,000 to rebuild the retaining wall of the race and reset the steps to divert water away from the building at the Up-Down Sawmill due to the lack of receiving the required three (3) Bids in response to Bid #2023-09 (Sawmill Repairs); in accordance with Ordinance #200-001 (rev 1) “An Ordinance for Purchasing”.

**Attachments:** [Bid Sheet - Sawmill Repairs 2023-09.pdf](#)  
[Locust Grove Landscaping Bid 2023-09 Sawmill Tailrace and Bridge Repair.pdf](#)  
[Historic - Up-Down Sawmil Bid Waiver -Repair Stone Work-2023-07-31.pdf](#)  
[ORD-#200-001 \(rev 1\)-Ordinance For Purchasing-2022-01-26.doc](#)

3. MOTION to appropriate the American Rescue Plan Act (ARPA) in the amount of \$29,827 to Account 20360101-57300-G0014 New Equipment - Park & Rec - AARPA

In addition, authorize the Parks, Recreation & Senior Citizens Center to expend the \$29,827 American Rescue Plan Act (ARPA) specifically designated for Senior Citizens Centers as outlined in their ARPA Senior Center Plan dated October 17, 2023.

**Attachments:** [ADS ARPA Senior Center Municipal Leader Letter 02 10 2023](#)  
[Copy of CT ADS ARPA Senior\\_Center\\_Allocation\\_Calculations\\_Final\\_Chart](#)  
[State Unit on Aging Email](#)  
[ARPA SR CTR GRANT APPLICATION.pdf](#)  
[FAQs ARPA SC Funds 04 17 2023](#)  
[CT Senior Centers ARPA Beneficiary Information Form \(BIF\) Questions](#)  
[ARPA Quotes](#)  
[SR CTR ARPA Plan.xlsx](#)  
[Gym Floor Plan.jpg](#)

4. MOTION to approve a tax refund in the amount of \$3,256.25 exceeding \$2,400.00 in accordance with tax collector departmental procedures.  
Barbara Arthur \$3,256.25

**Attachments:** [TAX REFUND \(over \\$2,400.\) BARBARA ARTHUR](#)

5. Discussion and possible action regarding the transition of outstanding/unfinished business items to be forwarded to the incoming Finance Committee.
6. Any other New Business proper to come before the Committee.

**\*\*Add On\*\***

MOTION to authorize the Mayor to sign a Owner Architect Agreement for Roof Projects at the Gales Ferry School, Juliet Long School, and Board of Education Central Offices, and PV with Silver Petrucelli & Associates of Hamden, Connecticut, in the amount of \$78,280.00 in accordance with Chapter III, Section 4 of the Town Charter.

**Attachments:** [B101 Owner Architect Agreement for Gales Ferry Juliet Long and BOE Offices Roof and PV.pdf](#)

V ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2205

**Agenda Date:** 11/1/2023

**Agenda #:**

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## MINUTES

**Minutes:**

MOTION to approve the Finance Committee Minutes of October 4, 2023.





**TOWN OF LEDYARD**  
CONNECTICUT  
TOWN COUNCIL  
HYBRID FORMAT

741 Colonel Ledyard Highway  
Ledyard, CT 06339

860 464-3203  
Roxanne Maher

Chairman Kevin J. Dombrowski

**MINUTES**  
**FINANCE COMMITTEE**  
**REGULAR MEETING**

Wednesday, October 4, 2023

5:00 PM

Annex Meeting Room - Video Conference

**DRAFT**

- I. CALL TO ORDER - The Meeting was called to order by Councilor Saums at 5:00 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Saums welcomed all to the Hybrid Meeting. He stated for the Town Council Finance Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

II. ROLL CALL

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Town Councilor	Present	In-Person	5:00 pm	5:58 pm
Tim Ryan	Town Councilor	Excused			
Bill Saums	Town Councilor	Present	In-Person	5:00 pm	5:58 pm
Fred Allyn, III	Mayor	Present	In-Person	5:00 pm	5:58 pm
Matt Bonin	Finance Director	Present	In-Person	5:00 pm	5:58 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:00 pm	5:58 pm
Steve Masalin	Public Works Director/Town Engineer	Present	In-Person	5:00 pm	5:58 pm
Kristen Chapman	Executive Assistant to the Mayor	Present	In-Person	5:00 pm	5:58 pm
Roxanne Maher	Administrative Assistant	Present	Remote	5:00 pm	5:58 pm

- III. RESIDENTS AND PROPERTY OWNERS COMMENTS – None.

- IV. PRESENTATIONS/INFORMATIONAL ITEMS – None.

- V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Minutes of September 20, 2023  
Moved by Councilor Ingalls, seconded by Councilor Saums

VOTE: 2 – 0 Approved and so declared

- VI. FINANCE DIRECTOR'S REPORT – (See VII. Financial Reports below).

- VII. FINANCIAL REPORTS

Finance Director Matthew Bonin reviewed the following Financial Reports:

	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL (UNAUDITED)	OVER (UNDER)
REVENUES	63,510,221	63,510,221	63,514,665	4,444
EXPENDITURES				
GENERAL GOVERNMENT	28,951,902	29,645,389	28,806,858	838,531
EDUCATION NEW EXPENSE ACCOUNT	34,555,319	34,555,319	34,296,539	258,780 (41,000) 217,780

TOTAL EXPENDITURES	63,507,221	64,200,708	63,103,397	1,097,311
SURPLUS NEW BOE EXPENSE ACCOUNT			411,268 (41,000) 370,000	
			4,971,207	
FY 2022 AUDITED FUND BALANCE				
ENDING FY 2023 FUND BALANCE			5,341,475	

FUND BALANCE COMPONENTS (UNAUDITED) COMMITTED - BOE CAPITAL TRANSFER 217,780 UNASSIGNED

5,123,695 TOTAL FUND BALANCE (UNAUDITED) JUNE 30, 2023

5,341,475

Mr. Bonin noted the Unassigned Fund Balance as a Percentage of FY 2023 Expenditures was 8.12%

Mr. Bonin stated based on his conversation with the Board of Education’s new Business Manager Kenneth Knight, that he did not anticipate any more changes to the Education’s Fiscal Year 2022/2023 Budget, which was when he ran the Board of Education’s Munis Report. However, Mr. Bonin stated subsequent to running the Education’s Budget Report he found that the Board of Education added a new budgetary line that was coded as a Balance Sheet Account and not an Expenditure Account in Munis, Therefore, he stated when he ran the Education Budget Report the new budgetary line, which had about \$41,000 in expenditures did not show up on the Report. He stated the Board of Education’s Fiscal Year Surplus was actually \$258,780 - \$41,000 for a new budget surplus of \$217,780.

Councilor Saums stated the Summary Sheet (noted above) that Mr. Bonin provided was very helpful, noting that the Munis Reports were challenging to understand. He stated the good news was that they would not have to use \$1 million from the Mil Rate Stabilization Fund to balance the Fiscal Year 2022/2023 Budget. He stated the projected surplus for Fiscal Year 2022/2023 was \$370,00 and the Unassigned Fund Balance was 5,341,475 which would bring the Town’s Fund Balance up to 8.12% of their Annual Expenditure Budget. He noted that per the “*Fund Reserve Policy*” that was adopted on May 23, 2018 that the town’s goal was to bring their Unassigned Fund Balance up to 10% . He also stated the Board of Education’s \$217,780 would be appropriated to the Board of Education’s Capital Non-Recurring Account in accordance with the “*Resolution Creating a Funding Mechanism for Making Annual Appropriations to a Capital Reserve Fund for the Board of Education*” that was adopted on September 28 ,

1988. However, he stated no surplus funding would be allocated to the revenue account entitled “*High School Multi-Use Artificial Turf Replacement*” Account #21070101-58259 (High School Track & Field) this year to help support the replacement of the field because the Board of Education’s Fiscal Year 2022/2023 budget surplus was below the \$250,000 threshold provided in the “*Resolution Regarding the Establishment of An Account for the Revenues Received From Leasing the Ledyard High School Multi-Use Facility*”.

Councilor Saums went on to comment on the following Revenue and Expenditures noting that some came in higher than projected and some came in lower than expected:

	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL (UNAUDITED)	OVER (UNDER)
<b>REVENUE HIGHLIGHTS</b>				
BUILDING FEES	132,000	132,000	233,016	101,016
MUNICIPAL REVENUE SHARING	-	-	291,322	291,322
PUBLIC HEALTH NURSING FEES	800,000	800,000	539,462	(260,538)
INTEREST ON DEPOSITS	80,000	80,000	576,150	496,150
TRANSFERS IN	1,200,000	1,200,000	210,517	(989,483)
<b>EXPENDITURE HIGHLIGHTS</b>				
EMPLOYEE EXPENSES	10,517,247	10,517,247	9,826,514	690,733
POLICE/DISPATCH/ACO	3,336,650	3,347,167	3,786,832	(439,665)
PUBLIC HEALTH NURSING FEES	842,641	842,641	654,966	187,675
PUBLIC WORKS	2,996,893	3,021,893	2,869,290	152,603
EDUCATION	34,555,319	34,555,319	34,296,539	258,780
DEBT SERVICE	4,754,660	4,754,660	4,476,232	278,428

Councilor Saums specifically noted that the Debt Service Account had a surplus of \$278,428 and he explained that this was because the former Finance Director used a different assumption for the interest and spending.

Councilor Saums went on to note that the Budget Review Committee has been working to find something meaningful the town could do to reduce expenses. He stated because the town’s Finance Committees and Administrations have spent many years working to reduce expenses the Committee has not been able to finding anything. However, he stated the Committee to Review the Budget Process began to look at their Debt Service as an area for potential savings. He stated although Ledyard was among the lowest in the State for total debt, that their current debt service expense was \$4.4 million a year, explaining this was to pay down the cost of their Capital Projects along with the Interest

Costs Associated with Borrowing (bonding ) the money. He stated the only way to reduce their debt services and to eliminate the need to borrow (bond) funding was to set-aside funding each year for large improvement projects (roof replacement projects, etc.) as they were currently doing for the replacement of large pieces of equipment such as emergency services apparatus like fire trucks and public works equipment. However, he stated to implement a long-term facilities improvement plan would require the town to put more money in their Capital Non-Recurring Account each year, which would cost the taxpayers more in the short-term to save money in the long-term.

Mayor Allyn stated the town underspent the budget by about one half of one percent of the Town's \$64 million dollar budget, noting that they were very close to hitting the mark.

Councilor Ingalls requested clarification regarding the following:

***Revenues:***

- Account #1011402-42006 (Property Tax for the Elderly) \$85,000 – Councilor Ingalls questioned how this Revenue was reported.

Finance Director Matthew Bonin explained in years past the town received Grant Funding from the State for the local tax relief the town gave to the elderly who met the qualifications to receive some tax relief. However, he stated in more recent years, including Fiscal Year 2022/2023, the State has not provided funding to the town; and therefore, no revenue came into that account.

Councilor Saums stated the Town adopted Ordinance #96 “*An Ordinance To Provide Property Tax Relief For Certain Homeowners Age Sixty-Five Or Over Or Permanently And Totally Disabled*” on October 26, 2005 to provide a property tax abatement for residential property of certain homeowners age sixty-five or over or permanently and totally disabled under the provisions of the Connecticut State Statutes 12-129n. However, he stated because the town found that the program was not going to be sustainable that on December 11, 2019 they amended the Ordinance to be consistent with the annual income limit set by the State of Connecticut. He stated with the 2019 Ordinance Renumbering Project the Ordinance was now #200-005 and he explained around January of each year the Town Council voted to adjust Appendix A “*Qualifying Income Schedule*” to be consistent with the State’s program.

Mayor Allyn, III, provided some background explaining when the town initially adopted the Elderly Tax Relief Programs, it provided a higher income threshold than the State’s program. However, he stated after several years, the town anticipated the Elderly Tax Relief Programs going to cost the taxpayers about \$350,000 a year, and that amount would continue to increase noting that they found the program was not going to be sustainable. Therefore, he stated that on December 11, 2019 they amended the Ordinance to be consistent with the annual

income limit set by the State of Connecticut. However, he noted that the State was not providing their support to the town.

- Account #1011029-55246 (Risk Management) – Councilor Ingalls questioned the reason this account was only expended by 1.1%.
- Account #10110209-55249 (Cyber Coverage) - Councilor Ingalls questioned the reason this account was only expended by 0%.  
Finance Director Matthew Bonin explained that the town was not able to retain the Cyber Security Coverage during the 202/2023. However, he stated they now have the coverage. Mayor Allyn, III, explained that they had to meet a number of requirements to obtain the Cyber Security Coverage. He noted the National Guard and others assisted the town to meet the testing requirements, etc. He stated the Cyber Security companies want to limit their exposure, when they issue the Cyber Security Policies.

## IX. NEW BUSINESS

1. Discuss adding a new Administrative Assistant position to support the Public Works Director/Town Engineer.

Councilor Saums stated Public Works Director-Town Engineer Steve Masalin was preparing for his eventual retirement. He noted in reviewing the list of the Public Works Director-Town Engineer's responsibilities, which included administrative work, and the seven-page job description, that they needed to discuss what they were going to do. He stated the Public Works Department had a Superintendent who did many things and a Public Works Director/Town Engineer who does the rest.

Councilor Saums stated based on all the years that he has been involved in town government, that he knew that Mr. Masalin puts in far more than the normal 35 – 40 hours per week. Therefore, he stated the Mr. Masalin was suggesting the town consider adding an administrative position to pick-up some of the administrative duties and in an effort to attract a candidate for the Public Works Director position. He commented that Mr. Masalin must love his job, noting all the work, detail and tracking he does regarding budget expenses, equipment replacement schedule, winter operations - snow plowing and salt use, the administration of the MS4 work, etc.

Public Works Director-Town Engineer Steve Masalin explained the purpose of tonight's discussion was to engage in a conversation about the value of adding an administrative assistant well enough in advance of the transition to a new Public Works Director. He stated he met with Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez to talk about the duties of the position. He stated they discussed looking at existing staff and what duties they could accommodate, noting that there were many tasks that could be covered by an administrative assistant for efficiency and for the continuity of operations. He stated for many years these functions have been undertaken by the Public Works Director and more recently some of these duties have been assumed by the Highway Superintendent; however, he stated that this would not imply that this has been, or would continue to be a suitable arrangement. He

stated in addition to the tasks that have been directly associated with the Director's job, that he also assumed a fuller burden of specific duties that were formerly handled by the Service Manager, noting that the position that was eliminated several years ago.

Mr. Masalin went on to state that during his discussion Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez that the bigger hole that emerged was the technical work, which included the management of the capital planning, and other projects/initiatives, etc. He stated that he has developed spreadsheets to track this type of data, however, he explained that it would take some time, even for someone that knew Microsoft Excel, to untangle the data noting that perhaps they would want to redo the spreadsheets in a simpler way. He stated that he had a Professional Engineer (PE) License, and he stated the town should have someone on-staff that had a PE License, noting that the person would not have to be the Public Works Director. He stated for a brief time the town had a Town Engineer on staff; and he stated in addition to that individual having a PE License that they were also able to absorb some of the work that he would have otherwise had to undertake in the area of Plan Reviews. He went on to explain that there were a number of other things that he has outsourced to a Consulting Engineer which included work such as MS4 Administration - CLA Engineers, and he stated that perhaps they could bring the MS4 Administration work back to being done in-house for a potential cost savings. However, he stated they would need to determine what would reasonably be expected of the next Public Works Director, and what the individual would be willing to undertake.

Mr. Masalin stated that the town would need to decide how they wanted to restructure the duties and responsibilities and then provide staff to work through a transitional timeframe, to get things in-motion so that when he retired there would be staff that could carry forward the momentum that was currently in-place. He stated another Public Works Director may choose to do some things differently, stating that would be in their prerogative to do within the Leadership Structure. However, he stated that there were some things that the new Public Works Director should have access to and that they would need to decide whether the plan was working well or whether they wanted to do it differently.

Mr. Masalin stated with Councilors Saums and Ingalls choosing not to run for reelection in November, 2023 that they would be stepping off the Town Council before he would be retiring, and therefore, they would not be part of these staffing decisions, noting that the decisions would be left to the members of the Town Council who come aboard in November, 2023 and beyond. He stated he did not have a retirement date in-mind at this time, noting that that although he would be at retirement age at the end of this calendar year, that because his wife was two-years younger than him that there were certain things he needed to keep in place. He stated that January 19, 2024 would be his thirty-year anniversary working for the town; and therefore, he was in the zone of transitioning toward retirement.

Mr. Masalin went on to note during his discussion with Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez, they talked about ways to begin the transition for his retirement, which included him being accessible in some way. He stated during the time when Preston's Leadership was transitioning that he moonlighted as their Public Works Director for about one-year. He

stated when Preston brought in a new Public Works Director that he worked alongside them for a while, and that he has continued to provide some consulting, which has lessened with time. He stated Ledyard's Transfer Station crew was currently moonlighting on Saturday's to help Preston out at their Transfer Station. He noted that Ledyard and Preston have been working together in various capacities to help with Preston's staffing needs.

Councilor Saums noted the following spreadsheets that Mr. Masalin developed and has maintained were of significant value to the town; and that these were things that he thought the town would want to keep:

- Heavy Equipment Replacement Schedule
- Municipal Waste Management – Curbside Collection contract, Recycling, Representative on the Southeastern Connecticut Resource Recovery Recycling Authority (SCRRA)
- MS4 Administration – Mr. Masalin stated although this work was outsourced to CLA Engineers, that it also required the Public Works Director to work with the Consultants.
- Road Surface Management – Beta Group
- Winter Operations (overtime costs) salt needed for an event, road temperature monitor, when to plow or when to salt etc.
- Transfer Station - Mr. Masalin commented on the Transfer Station, noting that Ledyard invited Occupational Safety and Health Administration (OSHA) to perform an evaluation which identified a mound of work that needed to be done. He stated although OSHA had previously inspected the Transfer Station that a number of things that were not identified in the past, had to be changed. He stated they try to be pro-active in maintaining the Transfer Station, however, they were not perfect.
- Tree Warden – Mr. Masalin stated per state statute the Tree Warden had to be certified. He stated he went to school (several weeks) to become certified, but that the town could hire a certified Tree Warden, if the Public Works Director was not certified at the level required by state statute. He stated the town has developed relationships with Eversource and others to help them keep ahead of trees falling into the right-of-way or onto the electrical power lines.

Councilor Rodriguez requested clarification on the following:

- When Mr. Masalin worked as Preston's Public Works Director he was working in the capacity of a Consultant.

Mr. Masalin stated that he worked as a 1099 Employee, not specifically as a consultant.

- Could the Tree Warden could be a consultant.

Mr. Masalin replied "Yes" that the town could hire a Tree Warden, providing they had the proper certification. He stated municipalities were required to have a "Certified Agent"

- Would Mr. Masalin be willing to work as a Consultant for Ledyard.

Mr. Masalin replied “Yes”, noting that this was part of the discussion with Mayor Allyn, III, Executive Assistant Kristen Chapman, and Director of Human Resources Marisa Rodriguez, noting that other Department Heads have worked as a Consultant during transition. However, he stated that he would think that the town would want to do as much as they could as he was leaving, but that he would be available to come and help out if needed.

Councilor Saums commented that the arrangement Mr. Masalin had in Preston working as their Public Works Director to help them through their Leadership Transition appeared to have worked out well. He stated that Preston now had a good Public Works Director and Mr. Masalin was receiving less calls for his help. Mr. Masalin stated the arrangement worked out well, noting that Preston benefited from his 28-years of experience, guidance, and immediate recommendations. He stated that he gave an Official Report on his findings, noting that Preston began to use treated salt, went to double yellow lines on the roads, the Beta Group was now assessing their roads, and a number of other things. Therefore, he stated when they hired the new Public Works Director Jim Corey that many of the recommendations were already in-motion.

Mayor Allyn, III, stated as Mr. Masalin stated they met yesterday, and that Director of Human Resources Marisa Rodriguez was already working to draft a job description, which would work its way through the approval process. He stated they think that some of the administrative work could be handled in-house by existing staff for some period of time. However, he stated during their discussion it became clear that everything Mr. Masalin was currently doing, outside of his regular duties, could not be absorbed by existing staff.

Councilor Ingalls stated that Public Works Director/Steve Masalin has always thought well ahead, noting that this was evident in the plans that he has brought to the Finance Committee, noting that he was thorough, and he weighed options, etc. She stated that it was refreshing to have the level of analysis that Mr. Masalin has presented to the Finance Committee over the years. She stated the information Mr. Masalin provided to the Finance Committee was always very helpful and that she was impressed with his work. She stated when Mr. Masalin came to the Finance Committee that she was confident that the plan was a sound analysis and reasonable path forward for the town. She thanked Mr. Masalin for his work.

Mr. Masalin thanked Councilor Ingalls for her comments. He stated many of initiatives were progressively added to the role of the Public Works Director position bit-by-bit over the years. He stated the last big piece was the Facilities Plan, explaining that the town now had a similar Capital Improvement Plan (CIP) like the Emergency Apparatus Replacement Schedule or the Public Works Heavy equipment Replacement Plan, for the for the maintenance of their Municipal Facilities. He stated this has been a team effort noting that these things would not have happened without the support of the Leadership and the funding.

Councilor Saums thanked Mr. Masalin for his invaluable experience. Mr. Masalin stated that he would be retiring to Ledyard, and therefore, he would also like to see the programs that have been put in-place for the betterment of the community to continue going forward.



**RESULT: DISCUSSED**

2. MOTION to recommend the Town Council approve appropriations from the receipt of sales of vehicles and equipment through GovDeals in the total amount of \$23,820.61 as follows:

- \$415.00 to Sawmill CNR Account #20810201-54202-24202
- \$13,351.00 to the Police Vehicles CNR Account #21020101-57510
- \$885.00 to the Public Works Light Equipment CNR Account #21040101-57314
- \$1,609.00 to the Board of Education CNR Account #21070101-58250; and
- \$7,560.61 to the Board of Education Ag-Science CNR Account #21070101-58261

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated the Town has moved away from using the former sealed Bid Process to sell surplus equipment to the GovDeals.com on-line auction site. He stated since using GovDeals.com that the town has received much more interest from buyers from all over the country and more money for the sale of items. He stated this motion would allocate the funding from each piece of equipment sold to their respective accounts to be used toward the future replaced of equipment.

Mayor Allyn, III, stated one gentleman drove up from Coastal, North Carolina to pick-up the two out-board engines (Board of Education Agri-Science). He stated he thought that they would have received more many for the 1990's out-board engines. However, he stated that the Public Works Department provided a lot of information regarding the items they were selling, where the Board of Education just lists the items.

It was noted that to-date the town received \$14,843.50 from the from GovDeals relative to the sale of these items. Upon receipt of the remaining \$8,977.11 from GovDeals that the funds would be appropriated to their respective accounts.

VOTE: 2 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 2 – 0**

**MOVER:** Andra Ingalls, Town Councilor

**SECONDER:** Tim Ryan, Town Councilor

**AYES:** Ingalls, Saums

**EXCUSED:** Ryan

3. MOTION to recommend the Town Council authorize overspending Account #10110209-55245 (Insurance Deductible) through June 30, 2024.

Moved by Councilor Saums, seconded by Councilor Ingalls

Discussion: Councilor Saums stated that the town's insurance deductibles have come in higher than the amount budgeted, noting that they have had a number of claims this year.

Mayor's Executive Assistant Kristen Chapman stated that the town typically budgeted \$10,000 for their insurance deductibles, noting that last year (2022/2023) they had a surplus of \$3,000 remaining in the account at year end. However, she stated this year has been unusual, noting that they currently had three claims with \$10,000 deductibles.

Ms. Chapman went on to explain the town had one incident that occurred in June, 2023, which was after the Fiscal Year 2023/2024 Budget was approved, noting that this insurance deductible was being paid out of this year's budget. She also noted one claim was a Class Action Suit, but that she did not anticipate that they would reach the \$10,000 deductible. She stated it was difficult to anticipate what was going to happen for the remainder of this year, noting that they most likely would have more incident that would occur this year.

Councilor Saums questioned whether the town's liability insurance included a ceiling similar to the health insurance, where once they reached an accumulative deductible that everything else was 100% covered. Ms. Chapman stated she would be meeting with Connecticut Interlocal Risk Management Agency (CIRMA) who was their insurance provider for both the Town and Board of Education in November, 2023; and that she would look into Councilor Saums' question.

VOTE: 2 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 2 – 0**

**MOVER:** Bill Saums, Town Councilor  
**SECONDER:** Andra Ingalls, Town Councilor  
**AYES:** Ingalls, Saums  
**EXCUSED:** Ryan

4. MOTION to recommend the Town Council approve two tax refunds in the combined total amount of \$19,287.46 with each exceeding \$2,400.00 in accordance with tax collector departmental procedures.

- Good Essen - Foxwoods LLC \$5,882.69
- Good Essen - Foxwoods LLC \$13,404.77

Moved by Councilor Ingalls, seconded by Councilor Saums

Discussion: Councilor Saums stated in accordance with policies established for the Tax Collection Department, refunds to taxpayers exceeding \$2,400 need to be approved by the Town Council. He explained because the restaurant filed their declaration late that the Tax Assessor had to file a certificate of correction, which resulted in a decrease in their assessment. He stated because the taxes were already paid that a refund has been requested.

Councilor Saums stated tax refunds under \$2,400 were approved by the Mayor.

VOTE: 2 – 0 Approved and so declared

**RESULT: RECOMMEND TO APPROVE 2 – 0**

**MOVER:** Andra Ingalls, Town Councilor  
**SECONDER:** Bill Saums, Town Councilor  
**AYES:** Ingalls, Saums  
**EXCUSED:** Ryan

5. Any other New Business proper to come before the Committee. – None.

**VIII. OLD BUSINESS**

1. Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Mayor Allyn, III, provided the following update regarding the ARPA Projects:

- LED Message Signs – Mayor Allyn stated the sign in front of the Gales Ferry Fire Department on Route 12, Gales Ferry, should be in place soon, noting that they recently received the permit. However, he stated that the town was still waiting for approval from the State Department of Transportation (DOT) to use one-square foot of their property to install the Message Sign in Ledyard Center by the Town Green.
- Solar Chargers - Mayor Allyn stated the solar chargers were being installed at the Erickson Park, the Winthrop Park, Upper Town Green and Lower Town Green.
- Electric Vehicle (EV) Charging Stations – Mayor Allyn explained that the town was hoping to install one Electric Vehicle (EV) Charging Station in Gales Ferry and one in Ledyard Center at one of the parallel parking spaces on Route 117. However, he stated in speaking with Dollar General (Gales Ferry) about installing an EV Station in their parking lot that they were opposed to having one at their location because they were concerned about the liability should a car catch fire on their property and burn a row of cars. Therefore, Mayor Allyn stated that he would continue to reach out to some of the Plaza Owners in Gales Ferry (CVS, Spiros, Fireside Building, or Job Lot) to discuss the town installing a Electric Vehicle (EV) Charging Stations at one of their locations.

**RESULT: DISCUSSED**

**Next Meeting: 10/4/2023 5:00 p.m.**

2. Potential uses of the revenue received from Public Act No.21-58 “*An Act Concerning Solid Waste Management*” in accordance with “*Resolution Regarding Revenues Received from Beverage Container Surcharges*” adopted on June 8, 2022.

Councilor Saums stated he reviewed the Program that they received from the Town of Montville and made a number of edits to the first draft that he provided to the Ledyard Beautification Committee and to Ms. Betsy Graham yesterday. He noted the following:

- Collection Periods – Councilor Saums stated that Montville does their collection four-time a year. However, he stated during most of the year it was difficult to perform the clean-up because of the roadside vegetation. He suggested Ledyard conduct their roadside clean-ups twice a year, once in the spring before the vegetation grows and once in the fall after the frost and the vegetation has died back, so they could see and pick up the trash and nip bottles.
- Roads – Councilor Saums stated that Montville’s Program did not include “Roads”, therefore, he put “Roads” into the Program. Mayor Allyn, stated that he would be talking with Montville Mayor Ronald McDaniel tomorrow and that he would ask about their Program relative to “Roads”.
- Interstate Roads – Councilor Saums suggested that Ledyard stay off of State Roads for now, noting that they could change this later if they decide to do so. He stated his reason for staying off of State Roads was because they typically have more and faster moving traffic. Mayor Allyn stated the Rotary Club’s Adopt-a-Highway included a 2-mile stretch on Route 12, Gales Ferry, which was a State Road. He stated the Rotary go up to the Groton town line down to the lower end of Fairway Drive (where Cartway used to be). He stated another group could pick-up from the end of Fairway Drive and head to the former Dow-Styrenics Property. However, he stated to clean up State Roads that they would have to obtain State approval, wear safety reflective vests, put out signs and cones, etc.
- Group Requirements – Councilor Saums stated Montville’s Program included a lot of requirements for the Groups who wanted to participate in the Program, noting that he thought that some of the requirements were off-putting. Councilor Ingalls stated that she agreed with Councilor Saums’ regarding the Group Requirements, and she specifically noted the 13-year-old age requirement. She stated as a Mom that she thought that she could get out there with an 8-year old to pick-up trash. However, she stated that for a non-profit to earn money for their organization that perhaps she could understand the 13-year age requirement.
- Mrs. Betsy Graham’s Comments – Councilor Ingalls stated that Mrs. Graham noted that their local Roadside Clean-up efforts in Lantern Hill Valley around Long Pond were almost daily, noting that they were not going to get safety cones and reflective vests. Councilor Saums questioned whether Mrs. Graham was interested in getting some of the money from the Nip Bottle Surcharge Revenue the town was receiving. Councilor Ingalls stated that she did not know, but that she thought that Mrs. Graham’s comment was a good point to talk about. Councilor Saums stated that there were a lot of people in-town, who on their own, walked around picking roadside trash.
- Supplies – Councilor Saums noted that Montville’s Program disseminated supplies, such as bags, safety cones, vests, etc. through their Public Works Department. However, he stated that he thought the Mayor’s Office was more accessible, noting the hours that Town Hall was open, and he commented that this could be changed if the Mayor thought there was a better pick-up location.

Councilor Ingalls stated they had a number of things to discuss and to decide on before Ledyard could implement a Adopt-a Highway Program to clean-up roadside trash and the nip bottles which included the following:

- Roadside Trash Clean-up.
- Nip Bottle Clean-up, and what they should do with the nip bottles.
- Need to create a vehicle for the non-profit organizations to access the nip bottle surcharge revenue.

Councilor Ingalls went on to state that there were folks such as the Lantern Hill Valley residents who were only picking up the nip bottles, because they just wanted to get them off the road. Councilor Saums stated the Lantern Hill Valley residents would not be able

to receive payment from the nip surcharge revenue under Montville's Program because the program required them to pick-up all trash. He stated the roadside trash would go into black trash bags, the recyclable trash would go into clear plastic bags, and the nip bottles would go into specially marked bags. He stated the bags filled with trash would be left along the road and the non-profit organizations would be required to bring the bags of nip bottles to the Mayor's Office to have them certified in order to be paid. However, he stated that they would have to have a way to certify that the road was clean when the non-profit organization was finished. Mayor Allyn agreed that the town would have to know that they did the job.

Councilor Saums went on to state that Southeastern Connecticut Regional Resource Recovery Authority (SCRRA) has been active in providing plastic bags and grabbers. Executive Assistant Kristen Chapman noted that she had space at the Town Hall to store the supplies needed for the non-profit organizations to pick-up for their Roadside Clean-up.

Public Works Director/Town Engineer Steve Masalin stated that this year they used some of the nip bottle surcharge revenues to rent the streetsweeper, noting that street sweeping was one of the eligible uses for the funding. He stated being able to use the nip bottle surcharge funding off set funding, that would have otherwise been spent out of the Town Aide Road (TAR) Grant funding, allowed for more of the TAR Funding to be use for road resurfacing work.

Councilor Saums stated that they would also need to determine how much the town would pay the non-profit organizations for the nip bottles. Mayor Allyn noted at the Finance Committee's June 21, 2023 meeting they discussed the town purchasing clear plastic 2-gallon zip lock bags that could hold, as an example, approximately 100+/- nip bottles, which would have a specific value. He stated this would eliminate the need to count the nip bottles, or try to weigh the nip bottles, noting that some bottles were glass, and some were plastic, etc. Councilor Saums agreed, noting that they would still have to determine how much the town would pay per bag of nip bottles, explaining that they would have to consider how much nip bottle surcharge revenue the town was receiving versus how many nip bottles were being picked up off their roads. Mayor Allyn agreed, noting that they would have to develop a formula. He noted that the State was charging a

0.5 cent tax on every nip bottle which typically sold for about \$1.00; therefore, he stated the nip bottle surcharge tax, which would be increasing to 0.10 cents in January, 2024; really did not impact the buyer. He went on to explain that the State dispersed the nip bottle surcharge revenue to the municipalities every six months, and he noted in one six-month span about 241,000 nip bottles were sold in Ledyard.; which was the reason Mrs. Betsy Graham wanted to make an example in Hartford of how the nip bottles were impacting their communities. He stated to put this in perspective that in talking to the City of Groton's Mayor that outside of Electric Boat/General Dynamic they have been using leaf blowers and snow shovels to clean up the nip bottles.

**RESULT: CONTINUED**

**Next Meeting: 10/18/2023 5:00 p.m.**

3. Any Old Business proper to come before the Committee. None.

IX. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor Saums.

VOTE: 2 - 0 Approved and so declared, the meeting was adjourned at 5:58 p.m.

Respectfully submitted,

William Saums  
Committee Chairman  
Finance Committee



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1210

**Agenda Date:** 11/1/2023

**Agenda #:**

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## REPORT

### **Fiscal Year 2022/2023 Report:**

Finance Director's Report

### **Meeting Action Detail:**

#### **Finance Committee Meeting 07/19/2023**

**File #:** [23-1210](#) Version: 19

**Type:** Report

**Title:** Finance Director's Report

#### **Minute Note:**

Finance Director Matthew Bonin reported on the following: (1) Fiscal Year 2022/2023 Close-Out - Mr. Bonin stated the Finance Department was continuing their work to close-out the Fiscal Year 2022/2023 Budget; (2) Schools Consolidation/Improvement Projects (Middle School and Gallup Hill School) State Funding - Mr. Bonin stated that he was waiting for the Department of Administrative Services (DAS) to schedule a meeting to discuss the next release of the state grant funding to Ledyard.

Mayor Allyn, III, addressed the release of state funding for the Schools Consolidation/Improvement Projects (Middle School and Gallup Hill School). He noted that he recently spoke with the Waterford Selectman Rob Brule and North Stonington Selectman Robert Carlson regarding the timing for the State to release the grant funding for their school projects. He stated that Waterford has been waiting five years and North Stonington has been waiting three years for the State to complete their Audit and release the promised grant funding. Therefore, he stated when he does have the opportunity to meet with the Department of Administrative Services (DAS) that he planned to discuss the number of years the State has been holding back grant funding and burden that this has placed on the municipalities, because the towns have to carry the debt along with the short-term non-refundable borrowing costs year after year. He stated this was totally unreasonable.



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**File #:** 22-064

**Agenda Date:** 10/18/2023

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Background:**

The Town has been slated to receive approximately \$4,327,000 from the American Rescue Plan Act.

- Local governments would receive funding in two tranches (2<sup>nd</sup> tranche May/June 2022)
- Funds must be “*obligated*” by the end of calendar year 2024, “*liquidated*” by end of calendar year 2026.

Although the federal guidelines did not require approval by the taxpayers for the use of the American Rescue Plan Act (ARPA) Funding that the Finance Committee decided to include projects that were not time-sensitive in the Capital Improvement Plan (CIP) that would be presented and voted on by the taxpayers as part of the May 17, 2022 Budget Referendum

To ensure that each project and all suggestions were given their due diligence that over the past year the Finance Committee developed a rubric to evaluate/rate each project, held an Information Forum on February 15, 2022 to receive and comments and suggestions on the proposed ARPA Projects, and received input from town departments and residents through conversations, and other sources such as social media

- ❖ Final rule defines five (5) broad eligible categories:
  - Responding to the public health emergency and the negative economic impacts of COVID-19
    - Replacement of lost revenue
    - Provide premium pay
    - Water and sewer infrastructure
    - Broadband infrastructure
  - ❖ Responding to the public health emergency and the negative economic impacts of COVID-19 (subcategories)
    - public health
    - assistance to households
    - assistance to small businesses
    - assistance to nonprofits



- aid to impacted industries
- public sector capacity
  
- ❖ Why not just “give the money back”?
- Funds cannot be used to reduce taxes
- Each resident would receive \$288
- Current plan supports all of the above categories, invests in the community, and generates a return on the investment.

During the ARPA Projects evaluation process the Town Council approved to allocate ARPA Funding for some projects or expenses that were safety issues or time sensitive issues that could not wait until the May Budget Referendum. He presented the List of ARPA Projects the Town Council approved funding for as follows:

Project	Location	Estimated Cost	Funds Committed	Date Approved
Sewer line extension Phase I	Ledyard Center to LHS	1,200,000	Yes	4/27/2022
Skid mounted sewer pumps	Ledyard WPCA	175,000	Yes	4/27/2022
Add funds to Housing Rehab Grant	Town wide	100,000	Yes	12/8/2021
Town Hall A/C Replacement	741 Colonel Ledyard Hwy	80,000	Yes	4/13/2022
Town Green Improvements	Ledyard Center	75,000	Yes	2/9/2022
Concrete floor	Pole Barn, lower Town Green	55,000	Yes	12/8/2021
LLHD	Town wide	43,270	Yes	1/26/2022
Thames Valley Council for Community Action	Town wide	15,000	Yes	12/8/2021
Replace brackets on lamp poles	Ledyard Center	2,520	Yes	4/27/2022
Balance of funds for OwlPro meeting camera	Town wide	831	Yes	12/8/2021

The following initiatives were presented and included as part of the Annual Fiscal Year 2022/2023 Budget process for the use of the ARPA Funding:

Project	Location	Estimated Cost
Court of Probate	Town wide	TBD
Sewer line extension Phase III	Ledyard Center	950,000
Ledyard Center sewer line extension Phase II	Ledyard Center	612,500
Sandy Hollow Guardrails	Sandy Hollow Road	225,000
Funding for youth mental health clinicians	Town wide	190,000
Ledyard Up/Down Sawmill	Ledyard	125,000

Replace 2 dispatch stations in Emergency Ops Center	Town wide	75,000
Playscape replacement	13 Winthrop, Gales Ferry	65,000
Erickson Park enhancements	Gales Ferry	55,000
Athletic Field Fence	Education	55,000
Police radio replacement	Town wide	46,125
Nathan Lester House repairs	Ledyard	40,000
LED Sign Panel, Gales Ferry	Gales Ferry	35,000
Sidewalk infill	Ledyard Center	35,000
Sidewalks	Gales Ferry	35,000

Project	Location	Estimated Cost
LED Sign Panel, Ledyard Center	Ledyard Center	35,000
Lead Abatement project	Nathan Lester House	30,000
SCCOG recovery planner	Town wide	28,399
SE Cultural Coalition	Town wide	28,399
Replace food pantry roof	Ledyard Town Green	25,000
Southeastern Council on Alcoholism and Drug Addiction	Town wide	25,000
Replace 6 doors in Town Hall	741 Colonel Ledyard Hwy	23,000
Electric Vehicle charging stations	Gales Ferry	20,000
Re-vinyl side food pantry	Ledyard Town Green	17,500
Gales Ferry Corridor Study	Gales Ferry	15,000
Solar charging station	Town Green, Bill Library GF Lib	12,000
Add ClearGov modules	Town wide	10,500
Homeless Hospitality Center of New London	Town wide	10,000
Parks and Rec Summer Scholarships	Town wide	10,000
Replace Firehouse software	Ledyard / Gales Ferry Fire Stations	8,000
Solar powered crosswalk signs	Ledyard Center	7,500
Town promotional video	Town wide	6,000
Install wi-fi in pantry	Pantry, Town Green	2,500

Since the townspeople's May 17, 2022 approval of the \$63,484,221 Fiscal Year 2022/2023 Budget Accounts have been setup for all of the approved ARPA Projects and staff has been assigned to manage and oversee each of the Projects. Due to inflation rates the costs of the projects have increased significantly since the town began the process last October-November, 2021. Therefore, the town has been working to monitor costs to determine which projects to proceed with and whether they should hold off on other projects.

**Meeting Detail Action:**

**Finance Committee Meeting 06/07/2023:**

File #: [22064](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Action: Reviewed/Discussed

Minute Note:

No Action

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**Finance Committee Meeting 05/17/2023:**

File #: [22064](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Action: Reviewed/Discussed

Minute Note:

Public Works/Town Engineer Steve Masalin provided an update on the following projects:

- HVAC Systems have been completed and were operational at the Senior Citizens Center and the Emergency Services Building.
- HVAC System at the Town Hall - They were waiting for some administrative work from the State to complete the HVAC System for the Vault because of its purpose to store sensitive and historical documents. Also, some warrantee work needed to be completed as well.
- Streetlight Banner Brackets have been installed in Ledyard Center and the new Banners were now in place. Because the wreaths that they were previously using for the Holiday Season do not fit the size of the brackets that the Beautification Committee was considering winter/seasonal banners instead of the wreaths. Councilor Ingalls, Liaison to the Beautification Committee stated the wreaths were a creative solution for

the first year, noting that they were inexpensive and were not meant to be used as a long-term holiday decoration.

- Automated Doors at the Senior Citizens Center - The doors have been installed and were operational.
- Sidewalk Infill - No activity has been engaged for the sidewalk work in Ledyard Center or Gales Ferry. Mr. Masalin stated although \$35,000 was earmarked for this work, that he did not know if any meaningful work could be done with the \$35,000.
- Town Hall Door Replacement - Considering augmenting the funding to install automated doors in the front of the Town Hall building. Buildings and Grounds Forman Shawn Ruszczyk met with the contractor this week to scope out the project.

Councilor Ryan thanked Mr. Masalin for the update regarding the ARPA Funded Projects noting that based on his report this evening that three more projects have been completed; and he stated this was Good News!

Action: Reviewed/Discussed

**Finance Committee Meeting 05/02/2023:**

File #: [22064](#) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Action: Reviewed/Discussed

Minute Note:

The Finance Committee reviewed the updated ARPA Projects Status Spreadsheet as follows:

Total ARPA Allocation:										
Request	Department	Approval Process	Date	ARPA Funds Appropriated	ARPA Funds Expended FY'22	ARPA Funds Expended FY'23	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes

Sewer L Extensio	WPCA	Town C Action	04/27/2	1,200,000.00	-	85,200.00	85,200.00	1,114,800.00	In Progress	need to verify - all Sewer Feasibility expenses
Sewer L Extensio III	WPCA	Budget Referen	05/17/2	950,000.00	-	-	-	950,000.00	Not Started	
Emerge Services HVAC sy replacer	Public V	Town C Action	02/08/2	200,000.00	-	190,000.00	190,000.00	10,000.00	In Progress	
Funding youth m health c	Youth S	Budget Referen	05/17/2	190,000.00	-	5,816.75	5,816.75	184,183.25	In Progress	
Skid Mo Sewer P	WPCA	Town C Action	04/27/2	175,000.00	2,234.60	113,943.80	116,178.40	58,821.60	In Progress	
Park & Senior C HVAC sy replacer	Public V	Town C Action	02/08/2	155,000.00	-	148,443.58	148,443.58	6,556.42	In Progress	
Ledyard Up/Dow Sawmill	Historic	Budget Referen	05/17/2	125,000.00	-	3,000.00	3,000.00	122,000.00	In Progress	
Road Re Fund	Public V	Budget Referen	05/17/2	114,885.00	-	114,885.00	114,885.00	-	Completed	
Housing Grant - funding	Land Us Planning	Town C Action	12/08/2	100,000.00	-	23,618.90	23,618.90	76,381.10	In Progress	
Concret Pole Bar	Public V	Town C Action	12/08/2	100,000.00	-	100,000.00	100,000.00	-	Completed	
Town H system replacer	Public V	Town C Action	04/13/2	80,000.00	-	67,728.06	67,728.06	12,271.94	In Progress	
Town G Upgrade	Public V	Town C Action	02/09/2	75,000.00	49,154.50	25,845.50	75,000.00	-	Completed	
Replace Stations EOC	Emerge Manage	Budget Referen	05/17/2	75,000.00	3,854.38	56,632.60	60,486.98	14,513.02	Completed	
Playscap Replace 13 Wint Gales Fe	Park & F	Budget Referen	05/17/2	60,000.00	-	27,296.00	27,296.00	32,704.00	In Progress	
Ericksor Enhance	Park & F	Budget Referen	05/17/2	55,000.00	-	-	-	55,000.00	Not Started	
Police R Interope	Police	Budget Referen	05/17/2	46,125.00	-	-	-	46,125.00	In Progress	funds encumbered
Ledge Li Health D support initiative	Finance	Town C Action	01/26/2	43,270.00	-	43,270.00	43,270.00	-	Completed	
Nathan House r	Historic	Budget Referen	05/17/2	40,000.00	-	7,449.00	7,449.00	32,551.00	In Progress	
LED Sigr Gales Fe	Mayors	Budget Referen	05/17/2	35,000.00	-	-	17,500.00	17,500.00	In Progress	
LED Sigr Ledyard	Mayors	Budget Referen	05/17/2	35,000.00	-	-	17,500.00	17,500.00	In Progress	
Sidewall Ledyard	Public V	Budget Referen	05/17/2	35,000.00	-	-	-	35,000.00	Not Started	
Add Sid Gales Fe	ON HOL	Budget Referen	05/17/2	35,000.00	-	-	-	35,000.00	Not Started	

Replace Pantry F	Mayors Referen	Budget Referen	05/17/2	25,000.00	-	8,700.00	8,700.00	16,300.00	Completed	
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Request Title	Department	Process	Date	Appropriated	ARPA Funds FY'22	ARPA Funds FY'23	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Public Works	Budget Referendum	05/17/22	23,000.00	-	-	-	23,000.00	Not Started	
Electric Vehicle charging stations	Mayors Office	Budget Referendum	05/17/22	20,000.00	-	-	-	20,000.00	Not Started	
Vinyl Re-siding of Food Pantry	Mayors office	Budget Referendum	05/17/22	17,500.00	-	-	-	17,500.00	Not Started	
Gales Ferry Corridor Study	Land Use / Planning	Budget Referendum	05/17/22	15,000.00	-	-	-	15,000.00	Not Started	
TVCCA - Commissary project	Finance	Town Council Action	12/08/21	15,000.00	-	15,000.00	15,000.00	-	Completed	
Solar Charging Stations	Mayors office	Budget Referendum	05/17/22	12,000.00	-	5,496.00	5,496.00	6,504.00	In Progress	Units purchased - awaiting install
Added ClearGov Modules	MIS	Budget Referendum	05/17/22	10,500.00	-	10,500.00	10,500.00	-	Completed	
Parks and Rec Summer Scholarships	Parks and Recreation	Budget Referendum	05/17/22	10,000.00	2,087.50	-	2,087.50	7,912.50	In Progress	
Homeless Hospitality Center of New London	Finance	Budget Referendum	05/17/22	10,000.00	-	10,000.00	10,000.00	-	Completed	
Replace Firehouse software	AES	Budget Referendum	05/17/22	8,000.00	-	8,000.00	8,000.00	-	Completed	
Automated Doors - Senior Center	Public Works	Budget Referendum	05/17/22	5,000.00	-	-	-	5,000.00	Not Started	funds encumbered
Replace brackets on streetlight poles	Public Works	Town Council Action	04/27/22	2,520.00	2,476.84	43.16	2,520.00	-	Completed	
Install WI-FI in Food Pantry	MIS	Budget Referendum	05/17/22	2,500.00	2,640.76	-	2,640.76	(140.76)	Completed	
Balance of funding for Owl Pro	MIS	Town Council Action	12/08/21	831.00	831.00	-	831.00	-	Completed	
<b>TOTALS</b>										
<b>Total Committed</b>				<b>4,101,131.00</b>						
<b>Total Expended</b>					<b>63,279.58</b>	<b>1,070,868.35</b>	<b>1,168,147.93</b>			
<b>Committed Remaining</b>								<b>2,901,310.81</b>		
<b>Uncommitted Balance</b>								<b>225,962.49</b>		
<b>Completed to be Reallocated</b>								<b>30,672.26</b>		

The Group discussed the following:

- Progress to date:
  - ✓ 13 Projects Completed
  - ✓ 13 Projects In-Process
  - ✓ 8 Projects Not-Started
  
- Senior Citizens ARPA Funding \$29,000 - Mayor Allyn noted as he reported at the Town Council’s April 26, 2023 meeting the Federal Government designated ARPA Funding specifically for Senior Citizens Centers. He stated Ledyard would be receiving \$29,000, noting that it was based on a per capita allotment. He stated the town had 18 months to designate the use of the funding and that the funds needed to be spent by 2026.

Councilor Saums addressed the \$29,000 in American Rescue Plan Act (ARPA) Funding and he noted that the town had allocated \$160,000 to be used for the replacement of the Heating and Air Condition System (HVAC) (\$155,000) and doors (\$5,000) at the Senior Center. He suggested the town apply the \$29,000 Senior Citizens ARPA Funding toward these Projects at the Senior Citizens Center, noting that it would free up \$29,000 for cost overruns on other town ARPA Projects. Mayor Allyn stated that Councilor Saums’ suggestion was a good approach.

- Linda C. Davis Food Pantry Vinyl Siding \$170,000 - Mayor Allyn explained that the residing the Food Panty has not been done yet because the Food Panty would like to make some changes to the building to provide a covered area outside the door so that volunteers would be out of the weather when providing curbside pick-ups and when receiving deliveries. He stated the weather protection overhang would be about 12-feet wide and would project out 8-feet. He stated that they were also looking to install a concrete pad for a “*Market Cart*” in that same area.

Mayor Allyn went on to explain the *Market Cart* was for food that nearing the expiration date, that the Food Pantry would make available to clients when they were picking up their regular food orders, noting that the clients could pick up extra supplies from the *Market Cart*. He stated the weather protection covering would be on the side of the building facing where the tennis courts use to be located. He stated once this work was completed that they would proceed with residing the building.

Finance Director Matthew Bonin noted the following:

- ✓ Completed Projects: \$31,000 Remaining
- ✓ Not Yet Committee: \$226,000
- Total Available: \$256,000 to be committed to other projects.

Mr. Bonin noted the Federal Treasury definition of “*Obligated Funds*” meant “*An order has been placed for property and services, or contracts, or some arm awards were made*”. He stated just saying that the funds were going to be used for a particular project, was not considered “*Obligated*” and did not meet the Treasury’s definition. He stated they had to contracts or Purchase Orders in place.

Action: Reviewed/Discussed

**Finance Committee Meeting 03/21/2023:**

File #: [22064](#) Version: 1

Type: General Discussion

**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Action:** Reviewed/Discussed

**Minute Note:**

The Finance Committee reviewed the status of the ARPA Funded Projects as noted below:

<b>Total ARPA Allocation: 4,327,</b>										
Request	Department	Approval Process	Date	ARPA Funds Approved	ARPA Funds Expended FY'22	ARPA Funds Expended FY'23	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Sewer Line Extension	WPCA	Town Committee Action	04/27/22	1,200,000	-	85,200.00	85,200.00	1,114,800.00	In Progress	need to verify - all Sewer Feasibility expenses
Sewer Line Extension III	WPCA	Budget Reference	05/17/22	950,000	-	-	-	950,000.00	Not Started	
Funding mental health clinicians	Youth Services	Budget Reference	05/17/22	190,000	-	4,661.75	4,661.75	185,338.25	In Progress	
Skid Mill Sewer Pump	WPCA	Town Committee Action	04/27/22	175,000	2,234.60	113,943.80	116,178.40	58,821.60	In Progress	
Ledyard Up/Down Sawmill	Historic Districts	Budget Reference	05/17/22	125,000	-	3,000.00	3,000.00	122,000.00	In Progress	
Road Resurfacing Fund	Public Works	Budget Reference	05/17/22	114,885	-	114,885.00	114,885.00	-	Completed	
Housing Grant - affordable funding	Land Use Planning	Town Committee Action	12/08/21	100,000	-	5,913.90	5,913.90	94,086.10	In Progress	
Emergency Services HVAC system replacement	Public Works	Town Committee Action	02/08/23	200,000	-	95,000.00	95,000.00	105,000.00	In Progress	
Park & Recreation Senior Center HVAC system replacement	Public Works	Town Committee Action	02/08/23	155,000	-	74,943.58	74,943.58	80,056.42	In Progress	



Town Hall system replacement	Public Works	Town Council Action	04/13/22	80,000.00	-	67,728.06	67,728.06	12,271.94	In Progress	
Town Green Upgrade	Public Works	Town Council Action	02/09/22	75,000.00	49,154.50	25,845.50	75,000.00	-	Completed	

Replace Dispatch Stations (2) in EOC	Emergency Management	Budget Referendum	05/17/22	75,000.00	-	3,854.38	56,632.60	60,486.98	14,513.02	Completed	
Playscape Replacement at 13 Winthrop, Gales Ferry	Park & Rec	Budget Referendum	05/17/22	60,000.00	-	-	27,296.00	27,296.00	32,704.00	In Progress	
Erickson Park Enhancements	Park & Rec	Budget Referendum	05/17/22	55,000.00	-	-	-	-	55,000.00	Not Started	
Concrete Floor - Pole Barn	Public Works	Town Council Action	12/08/21	100,000.00	-	-	100,000.00	100,000.00	-	Completed	
Police Radio Interoperability	Police	Budget Referendum	05/17/22	46,125.00	-	-	-	-	46,125.00	Not Started	
Ledge Light Health District - support COVID initiatives	Finance	Town Council Action	01/26/22	43,270.00	-	-	43,270.00	43,270.00	-	Completed	
Nathan Lester House repairs	Historic Districts	Budget Referendum	05/17/22	40,000.00	-	-	7,449.00	7,449.00	32,551.00	In Progress	
LED Sign Panel, Gales Ferry	Mayors office	Budget Referendum	05/17/22	35,000.00	-	-	-	-	35,000.00	In Progress	Bid awarded
LED Sign Panel, Ledyard Center	Mayors Office	Budget Referendum	05/17/22	35,000.00	-	-	-	-	35,000.00	In Progress	Bid awarded
Sidewalk Infill in Ledyard Center	Public Works	Budget Referendum	05/17/22	35,000.00	-	-	-	-	35,000.00	Not Started	
Add Sidewalks in Gales Ferry	ON HOLD	Budget Referendum	05/17/22	35,000.00	-	-	-	-	35,000.00	Not Started	
Replace Food Pantry Roof	Mayors office	Budget Referendum	05/17/22	25,000.00	-	-	8,700.00	8,700.00	16,300.00	Completed	
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Public Works	Budget Referendum	05/17/22	23,000.00	-	-	-	-	23,000.00	Not Started	
Electric Vehicle charging stations	Mayors Office	Budget Referendum	05/17/22	20,000.00	-	-	-	-	20,000.00	Not Started	
Vinyl Re-siding of Food Pantry	Mayors office	Budget Referendum	05/17/22	17,500.00	-	-	-	-	17,500.00	Not Started	
Gales Ferry Corridor Study	Land Use / Planning	Budget Referendum	05/17/22	15,000.00	-	-	-	-	15,000.00	Not Started	
TVCCA - Commissary project	Finance	Town Council Action	12/08/21	15,000.00	-	-	15,000.00	15,000.00	-	Completed	
Solar Charging Stations	Mayors office	Budget Referendum	05/17/22	12,000.00	-	-	5,496.00	5,496.00	6,504.00	In Progress	Units purchased - awaiting install
Added ClearGov Modules	MIS	Budget Referendum	05/17/22	10,500.00	-	-	10,500.00	10,500.00	-	Completed	

Parks and Rec Summer Scholarships	Parks and Recreation	Budget Referendum	05/17/22	10,000.00	2,087.50	-	2,087.50	7,912.50	In Progress	
Homeless Hospitality Center of New London	Finance	Budget Referendum	05/17/22	10,000.00	-	10,000.00	10,000.00	-	Completed	
Replace Firehouse software	AES	Budget Referendum	05/17/22	8,000.00	-	8,000.00	8,000.00	-	Completed	

Automated Doors - Senior Center	Public Works	Budget Referendum	05/17/22	5,000.00	-	-	-	5,000.00	Not Started	
Replace brackets on streetlight poles	Public Works	Town Council Action	04/27/22	2,520.00	2,476.84	43.16	2,520.00	-	Completed	
Install WI-FI in Food Pantry	MIS	Budget Referendum	05/17/22	2,500.00	2,640.76	-	2,640.76	(140.76)	Completed	
Balance of funding for Owl Pro	MIS	Town Council Action	12/08/21	831.00	831.00	-	831.00	-	Completed	
<b>TOTALS</b>		Total Committed		<b>4,101,131.00</b>						
		Total Expended			63,279.58	883,508.35	946,787.93			
		Total Uncommitted		<b>225,962.49</b>						
									Committed Remaining	
								<b>225,962.49</b>	Uncommitted Balance	
									Completed to be reallocated	
								<b>3,154,343.07</b>	proof	
original approval was \$55,000 - additional \$45,000 approved by Town Council 10/12/22										

Action: Reviewed/Discussed

**Finance Committee Meeting 02/01/2023:**

File #: [22064](#) Version: 1

Type: General Discussion

**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Action:** Reviewed/Discussed

**Minute Note:**

Councilor Saums stated Finance Director Matthew Bonin provided an updated spreadsheet regarding the status and funding for the ARPA Projects.

The Finance Committee, Mayor Allyn, and Finance Director Matt Bonin reviewed the ARPA Project Status Spreadsheet.

Total ARPA All										
						4,				
						32				
						7,				
						09				
						3.				
						49				
Request Title	Depart	Munis Acct Name	Approv Proces	Date		AR Ap	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Sewer Line Extension Phase I	WPCA	Sewer Capital - Construction Services	Town Counci Action	04/27/		1,281	1,150.00	1,118,850.00	In Progress	need to verify - all Sewer Feasibility expenses
Sewer Line Extension Phase III	WPCA	Sewer Capital - Construction Services	Budget Referen	05/17/		950	-	950,000.00	Not Started	
Funding for youth mental health clinicians	Youth Services	Counselor	Budget Referen	05/17/		190	543.75	189,456.25	In Progress	
Skid Mounted Sewer Pumps	WPCA	Sewer Capital - Construction Services	Town Counci Action	04/27/		175	12,819.70	162,180.30	In Progress	
(Continued)										

Request Title	Dept	Munis Acct Name	Approv Proces	Date	AR Ap	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes
Ledyard Up/Down Sawmill	Historic Districts	Hist. Districts - Building Maintenance	Budget Refere m	05/17/		123,200.00	121,800.00	In Progress	
Road Restoration Fund	Public Works	Public Works - Road Restoration	Budget Refere m	05/17/		114,885.00	-	Completed	
Housing Rehab Grant - additional funding	Land Use / Planning	Housing - Program Expenditures	Town Counci Action	12/08/		107,761.00	99,239.00	In Progress	small amount of admin activity
Town Hall HVAC system replacement	Public Works	Public Works - Building Upgrade Reserve	Town Counci Action	04/13/		80,351,101.00	44,899.00	In Progress	
Town Green Upgrade Project	Public Works	Planning Dept - Town Green Upgrade	Town Counci Action	02/09/		75,75,000.00	-	Completed	
Replace Dispatch Stations (2) in EOC	Emergency Managemen t	Dispatch - New Equipment	Budget Refere m	05/17/		75,60,486.98	14,513.02	Completed	
Playscape Replacement at 13 Winthrop, Gales Ferry	Park & Rec	Park & Rec - Site Improvement	Budget Refere m	05/17/		60,27,296.00	32,704.00	In Progress	
Erickson Park Enhancemen ts	Park & Rec	Park & Rec - Site Improvement	Budget Refere m	05/17/		55,-	55,000.00	Not Started	
Concrete Floor - Pole Barn	Public Works	Planning Dept - Town Green Upgrade	Town Counci Action	12/08/1		100,100,000.00	-	Completed	
Police Radio Interoperabil ity	Police	Radios	Budget Refere m	05/17/		46,-	46,125.00	Not Started	
Ledge Light Health District - support COVID initiatives	Finance	Misc. - Professional / Technical Services	Town Counci Action	01/26/		43,43,270.00	-	Completed	
Nathan Lester House repairs	Historic Districts	Hist. Districts - Building Maintenance	Budget Refere m	05/17/		40,2,599.00	37,401.00	In Progress	
(Continued)									
Request Title	Dept.	Munis Acct Name	Approv Proces	Date	AR Ap	Total ARPA Funds Expended	ARPA Funds Remaining	Status	Notes

LED Sign Panel, Gales Ferry	Mayor Office	LED Signs	Budget Refere m	05/17/		35,-	35,000.00	In Progress	RFP in motion
LED Sign Panel, Ledyard Center	Mayors Office	LED Signs	Budget Refere m	05/17/		35,-	35,000.00	In Progress	
Sidewalk Infill in Ledyard Center	Public Works	LC Sidewalk Infill	Budget Refere m	05/17/		35,-	35,000.00	Not Started	
Add Sidewalks in Gales Ferry	ON HOLD		Budget Refere m	05/17/		35,-	35,000.00	Not Started	
Replace Food Pantry Roof	Mayors Office	Food Pantry Improvements	Budget Refere m	05/17/		25,8,700.00	16,300.00	Completed	
Exterior Doors (TH and Annex) w/ Electronic Locking Systems	Public Works	TH/Annex Doors/Locks	Budget Refere m	05/17/		23,-	23,000.00	Not Started	
Electric Vehicle charging stations	Mayors Office	Electric Car Charge Stations	Budget Refere m	05/17/		20,-	20,000.00	Not Started	
Vinyl Re-siding of Food Pantry	Mayors Office	Food Pantry Improvements	Budget Refere m	05/17/		17,-	17,500.00	Not Started	
Gales Ferry Corridor Study	Land Use / Planning	Gales Ferry Corridor Study	Budget Refere m	05/17/		15,-	15,000.00	Not Started	
TVCCA - Commissary project	Finance	Misc. - Professional / Technical Services	Town Council Action	12/08/		15,15,000.00	-	Completed	
Solar Charging Stations	Mayors Office	Solar Charging Stations	Budget Refere m	05/17/		12,5,496.00	6,504.00	In Progress	not sure if completed
Added ClearGov Modules	MIS	Computer Software	Budget Refere m	05/17/		10,10,500.00	-	Completed	
Parks & Rec Summer Scholarships	Parks & Rec.	LYS Enrichment Grant	Budget Refere m	05/17/		10,2,087.50	7,912.50	In Progress	
(Continued)									
Request Title	Dept	Munis Acct Name	Approv Proces	Date		AR Total ARPA Ap Funds Expended	ARPA Funds Remaining	Status	Notes

Homeless Hospitality Center of New London	Finance	Misc. - Professional / Technical Services	Budget Refere m	05/17/		10,10,000.00	-	Completed	
Replace Firehouse software	AES	Computer Software	Budget Refere m	05/17/		8,04,000.00	4,000.00	In Progress	LFD complete, GFD in process
Automated Doors - Senior Center	Public Works	Senior Center Facility	Budget Refere m	05/17/		5,0-	5,000.00	Not Started	
Replace brackets on streetlight poles	Public Works	Public Works - Building and Grounds Misc.	Town Council Action	04/27/		2,52,476.84	43.16	In Progress	
Install WI-FI in Food Pantry	MIS	MIS - Replacement Equipment	Budget Refere m	05/17/		2,52,640.76	(140.76)	Completed	
Balance of funding for Owl Pro	MIS	MIS - Replacement Equipment	Town Council Action	12/08/		83,831.00	-	Completed	
TOTALS			Total Allocat			3,7			
			Total Allocat			3,7			
			Total Expend			63,279.58	555,564.95	618,844.53	3,127,286.47
			Balance Availab			580		580,962.49	Uncommitted Balance
								3,708,248.96	Total Unexpended

Councilor Ryan noted that a number of American Rescue Plan Act (ARPA) Project have not been started yet. He questioned other than reasons such as seasonal, why some projects have not been started, noting that the ARPA Funding had to be obligated by 2024 and expended by 2026.

The Group noted the following:

- Linda C. Davis Food Pantry Improvements-** The new roof has been installed; however, the new siding has not been installed yet. Mayor Allyn explained the Food Pantry Volunteers requested a weather shelter covered entry area be added to the building; therefore, they were waiting for this work to be done before they installed the new siding on the building.

- **Town Hall HVAC** - Has been completed, the air conditioning will not be turned on and tested until this summer (2023).
- **Skid Mounted Sewer Pump** - has been delivered; it will be installed this spring (2023).
- **Gales Ferry Sidewalks** - Does not have an assigned owner, does not have a sidewalk plan. The town needs to conduct a Gales Ferry Corridor Study, to have a recommendation regarding where the sidewalks should be placed in Gales Ferry.

Mayor Allyn stated the Land Use Department has not been fully staffed for some time; and the Land Use Director was overburdened with a tremendous amount of work. Therefore, no progress has been made toward conducting the Gales Ferry Corridor Study. He suggested the town solicit the Southeastern Connecticut Council of Governments (SCCOG) to conduct the Gales Ferry Corridor Study. He noted that Land Use Director Juliet Hodge recently completed the Comprehensive Zoning Regulations Rewrite, and that she had to finish the Subdivision Regulations Rewrite to be in alliance with the new the Zoning Regulations. In addition, with the townspeople's November 6, 2022 approval of the sale of recreational marijuana that Zoning Regulations that permit the sale of marijuana in town have to be drafted/completed by June 30, 2023 in accordance with state statute.

- **Ledyard Center Sidewalk fill-in** There are a few places in Ledyard Center such as in front of Holdridge's where there are sections of the sidewalks that are missing.
- **Electric Vehicle Charging (EV) Stations** - Work need to be done to determine where the Electric Vehicle Charging Stations should be located.
- **LED Signs** - The Request for Proposals (RFP) for the LED Signs would be posted on February 16, 2023. The Bid Opening would be in early March, the Bid would be awarded, and the project should be completed by the end of May, 2023.
- **Playscape at 13 Winthrop** - The Playscape was delivered in November, 2022. The Playscape would be installed in the Spring, 2023. Instead of woodchips they plan to pour a rubberized pad around the equipment.
- **Erickson Park Enhancements** - Public Works would be doing some work to install a retaining wall and create some additional parking.

Councilor Ryan noted that he has seen a number of people kayaking at Erickson Park. He suggested that the launch be regraded, noting that it was quite steep.

- **Lester House Repairs and Up-Down Sawmill** - The spreadsheet indicated that these projects were in-progress.

Finance Director Matthew Bonin noted that the Historic District Commission received a Grant to conduct a structural engineering review of the Sawmill. He noted that the Report would provide recommendations on the areas that need to be addressed. He stated that he would follow-up with Historic District Commission Chairman Vincent Godino to check on the status of these projects.

- **Replace Dispatch Console Stations** - Project has been completed \$14,513 under budget. Mayor Allyn explained that some projects may come in under budget and other projects may come-in over budget. Therefore,

he stated for the projects that come-in under budget that the funds would be added to the undesignated balance to be used toward other projects that come in over budget. He noted as an example of a project that may have a cost overrun from the amount that was initially budgeted was the Ledyard Center Sewer Extension Project noting that the cost of the ductile piping has increased by 200%.

- **Solar Charging Stations** - Mayor Allyn stated the town purchased four solar charging stations, noting that they came in under budget. He explained that some solar charging stations were deployed at the Town Green, Bill Library, Gales Ferry Library to see how they worked. He stated the charging stations were secured and bolted to the ground in concrete.

The Finance Committee thanked the Finance Director for his work on the ARPA Spreadsheet.

Councilor Rodriguez questioned whether the Mayor had any updates on the Federal Infrastructure Funding for Municipalities.

Mayor Allyn stated the Federal Government has prioritized the roll out of Infrastructure Funding over a five-year projection. He noted as an example:

- Funding for Airports and Railway would be disbursed one year.
- Funding for Bridges and Culverts would be disbursed in 2024.
- Funding for Multi-Model Pedestrian Access would be disbursed another year.

Mayor Allyn stated Mark Boughton was heading up the Federal Infrastructure Funding for the State of Connecticut. He stated Mr. Boughton spoke at the Southeastern Connecticut Council of Governments (SCCOG) meeting and he explained that this year's focus was to make sure your town's project was with an adjacent community. He stated a singular town project would go to the bottom of the pile.

Councilor Saums stated State Senator Cathy Osten, Representative Kevin Ryan, Representative Craig Howard, and Representative Brian Lanoue have introduced the following two House Bills: (1) \$265,000 to be used for Heating Ventilation, Air Conditioning, and other equipment for the Emergency Services Building; and (2) \$350,000 to be used for a Roof and Apparatus for the Gales Ferry Fire Department. He stated the second Bill was a result of Gales Ferry Fire Chief Tony Saccone asking if they could ask the State for funding for Apparatus.

Mayor Allyn stated one of the apparatus items that was supposed to be included in the \$350,000 Bill was natural gas generator for the Parks and Recreation/Senior Citizens Facility. He stated he would contact Senator Osten to ensure the generator was included in the "Apparatus" Bill. He stated because there was a natural gas line that runs up to the Parks and Recreation/Senior Citizens Facility that the thought was if they had a whole building generator that the facility could be used during a crisis or bad storm because they had a commercial kitchen, bathroom facilities, etc.

Action: Reviewed/Discussed

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### **Finance Committee Meeting 12/7/2022:**

**File #:** [22064](#) Version: 1

**Type:** General Discussion



**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the *American Rescue Act* Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Action:** Discussed/Continued

**Minute Note:**

Councilor Ryan noted the ARPA Projects spreadsheet columns included “*Funds Appropriated*” and “*Balance Available*”. He questioned whether the funds available took into account completed projects that have come in under budget. Finance Director Matthew Bonin stated the spreadsheet that was attached to tonight’s meeting packet was not the most up-to-date spreadsheet, noting that he was maintaining a more detailed spreadsheet to track the projects as they were progressing. Councilor Ryan stated it would be good for the Finance Committee to see the rolling balance so that they could reallocate funds from completed projects that came in under budget, to projects that may be coming in over budget or to projects that were on the ARPA List but were not budgeted yet. He noted the ARPA Funding had to be appropriated before the end of 2024.

**Action:** Discussed/Continued

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**Finance Committee Meeting 11/2/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Minutes Note:**

No Action

**Action :** No Action (Continued)

**Finance Committee Meeting 10/19/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD)

Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.



Re	De	Ap	Da	Ap	Ex	Re	St
ov	Pr						
PI	Sc	Bu	05	60	27	32	In
Re	Jo	Re					
W							
Fe							
Cd	St	Td	12	55		55	Ur
Pd	M	Ac					
Er	Sc	Bu	05	55		55	Nd
Er	Jo	Re					
Pd	Jo	Bu	05	46		46	Nd
Int		Re					
Le	M	Td	01	43	43		Co
Di		Ac					
CC							
Na	Vi	Bu	05	40		40	Nd
Hd	Ch	Re					
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Re	Kr	Bu	05	25	8	16	Co
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Ex	St	Bu	05	23		23	Nd
an		Re					
Ele							
Sy							
Ele	Kr	Bu	05	20		20	Not Started
ch	Ch	Re					
Vil	Kr	Bu	05	17		17	Not Started
Fo	Ch	Re					
TVM	Td	12	15	15			Completed
Co		Ac					
pr							
Ga	Ju	Bu	05	15		15	Not Started
Co		Re					

Sq	Kr	Bu	05	12	12	Not Started
St	Ch	Re				

				ARPA Funds	ARPA Funds	ARPA Funds	
Request Title	Dept. Head / Owner	Approval Process	Date	Appropriated	Expended	Remaining	Status
Added ClearGov Modules	Regina Brulotte	Budget Referendum	05/17/22	10,500.00		10,500.00	Completed
Homeless Hospitality Center of New London	Matt Bonin	Budget Referendum	05/17/22	10,000.00	10,000.00	-	Completed
Parks and Rec Summer Scholarships	Kristen Chapman	Budget Referendum	05/17/22	10,000.00	2,087.50	7,912.50	In Progress
Replace Firehouse software	Steve Holyfield	Budget Referendum	05/17/22	8,000.00		8,000.00	In Progress
Automated Doors - Senior Center	Steve Masalin	Budget Referendum	05/17/22	5,000.00		5,000.00	Not Started
Replace brackets on streetlight poles	Steve Masalin	Town Council Action	04/27/22	2,520.00	2,476.84	43.16	Purchased-Not Installed
Install WI-FI in Food Pantry	Regina Brulotte	Budget Referendum	05/17/22	2,500.00	2,640.76	(140.76)	In-Progress
Balance of funding for Owl Pro	Regina Brulotte	Town Council Action	12/08/21	831.00	831.00	-	Completed
Concrete Floor - Pole Barn (additional funding)	Steve Masalin	Town Council Action	10/12/22	45,000.00		45,000.00	In-Progress
TOTALS		Total Allocated		3,746,131.00			
		Total Expended			353,313.85		
		Balance Available		580,962.49			

**Key:**

- **In-Progress - Work was currently being done.**

- **Underway - Preparing for project (obtaining cost estimates, working to solicit bids, etc.).**
- **Completed - Project complete, and funds have been expended.**

The Group discussed ARPA Projects that came in under budget to-date, such as the Linda C. Davis Food Pantry Roof. The also discussed the importance to redirect the unused funds to projects that may come-in over the estimated budget costs, and/or to redirect the unused funds to projects that were not funded such as Phase II & III of the Ledyard Center Sewer Extension Project.

Finance Director Matthew Bonin stated of the ARPA Projects that have been completed to-date that there was an excess of \$31,000 funds that could be reappropriated.

The Group noted that the ARPA funding had to be obligated by 2024 and fully expended by 2026.

Action: Discussed

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### **Finance Committee Meeting 10/5/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD) Version: 1

Type: General Discussion

Title: Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

#### **Minutes Note:**

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Mayor Allyn, III to be present for their discussion.

Action : No Action (Continued)

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### **Finance Committee Meeting 9/21/2022**

File #: [22064 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD)

Version: 1

Type: General Discussion

**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

**Minutes Note:**

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Mayor Allyn, III to be present for their discussion.

Action : No Action (Continued)

**Finance Cmt Meeting 9/7/2022**

File #: [22064](#)

<https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5725357&GUID=5B74E3A2-A070-4240-AE66-3D26A65C96BD>

Version: 1

Type: General Discussion

**Title:** Continued discussion regarding the status and possible changes to Capital Improvement Plan (CIP) and Capital Non-Recurring (CNR) Fund based on the American Rescue Act Funding (ARPA) and the process to approve ARPA Projects and expend ARPA Funding.

Action: No Action

**Minutes Note:**

Councilor Saums suggested the Committee deferred discussion regarding the ARPA Funded projects to their September 21, 2022 meeting, noting that he would like Councilor Ingalls to participate in their discussion.

Action: No Action (Continued)

Item No.	Item Name	Unit	Qty	Rate	Amount	Remarks
1	...	...	...	...	...	...
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<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YEAR</b>
21010201	57351	G0014	0210-10-1020-10201-57351 -G0014	LED SIGNS	2023



PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING	PO/REF2
10	113	04/04/2023	API	1	905054		20233473

REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER	CARRY FORWARD
154008	W 040623T	35,000.00	Y	68756	040623T	157064	N
		35,000.00					
	Ledyard	17,500.00					
	Gales Ferry	17,500.00					

<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
GRAPHICS UNLIMITED LLC	LED signs (2) - ARPA funded





YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2022	12	789	06/29/2022	API	1	905126	
2022	12	110	06/10/2022	PRJ	1	IS	
2022	12	93	06/01/2022	API	1	905877	

YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2023	1	413	07/18/2022	API	1	902266	
2023	1	304	07/22/2022	PRJ	1	IS	
2023	1	574	07/25/2022	APM	1	902266	
2023	4	40	10/04/2022	API	1	902173	
2023	5	123	11/07/2022	APM	1	904146	
2023	5	122	11/07/2022	APM	1	904146	
2023	5	121	11/07/2022	APM	1	904146	
2023	5	415	11/29/2022	API	1	903071	
2023	6	331	12/27/2022	API	1	904146	
2023	7	501	01/24/2023	API	1	902054	
2023	8	118	02/06/2023	API	1	902173	
2023	9	164	03/07/2023	API	1	904146	
2023	11	60	05/02/2023	API	1	906144	
2023	11	60	05/02/2023	API	1	906144	
2023	11	60	05/02/2023	API	1	901418	
2023	11	149	05/12/2023	PRJ	1	IS	
2023	11	389	05/17/2023	API	1	902266	
2023	11	389	05/17/2023	API	1	905126	
2023	11	389	05/17/2023	API	1	903071	
2023	11	389	05/17/2023	API	1	903071	
2023	12	74	06/01/2023	API	1	902486	
2023	12	74	06/01/2023	API	1	902486	
2023	12	74	06/01/2023	API	1	902486	
2023	12	74	06/01/2023	API	1	902486	
2023	12	74	06/01/2023	API	1	905126	
2023	12	74	06/01/2023	API	1	903071	
2023	12	256	06/13/2023	API	1	905114	
2023	12	256	06/13/2023	API	1	902266	
2023	12	256	06/13/2023	API	1	902266	
2023	12	712	06/28/2023	API	1	903071	
2023	12	1551	06/30/2023	API	1	909352	
2023	12	1551	06/30/2023	API	1	904146	
2023	12	1477	06/30/2023	API	1	902486	
2023	12	1056	06/30/2023	API	1	902266	
2023	12	1056	06/30/2023	API	1	903071	



PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20223185	141101	W 063022T	395.00	Y	66124	063022T	143859
6061022	6061022	6061 PR06102022	1,539.60	Y	0		
20223184	140171	W 060622T	300.00	Y	65888	060622T	142900

FY 22 2,234.60 Sewer Pump

PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20230571	141983	W 072222CO	18.94	Y	0		144792
6072222	6072222	6072 PR07222022	1,060.00	Y	0		
20230571	141983	VOID	-18.94	Y	0		144792
20231720	146342	W 100622T	4,220.90	Y	67123	100622T	149311
20231087	147050	RCLS	6,585.00	Y	67294	102022T	150022
20231087	143180	RCLS	20,285.00	Y	66573	081122T	146062
20220540	139684	RCLS	6,158.00	Y	65781	051922T	142403
20230432	148873	W 120122	5,304.20	Y	67688	120122	151864
20231087	149980	W 122822T	48,122.00	Y	67901	122822T	152984
20230565	150987	W 012523T	99,414.00	Y	68145	012523T	153997
20230569	151493	W 020723T	3,944.70	Y	68185	020723T	154510
20231087	152697	W 030823T	4,050.00	Y	68476	030823T	155730
20233618	155059	W 050423T	260.74	Y	69028	050423T	158134
20233618	155061	W 050423T	140.85	Y	69028	050423T	158136
20233536	155152	W 050423T	1,452.63	Y	69053	050423T	158230
6051223	6051223	6051 PR05122023	4,034.54	Y	0		
20230570	155689	W 051823T	2,875.52	Y	69125	051823T	158774
20230590	155695	W 051823T	530.00	Y	69129	051823T	158780
20230432	155865	W 051823T	775.35	Y	69176	051823T	158952
20230432	155866	W 051823T	30.38	Y	69176	051823T	158953
20230575	156431	W 060523T	6,003.15	Y	69307	060523T	159525
20230574	156432	W 060523T	7,373.57	Y	69307	060523T	159526
20230576	156433	W 060523T	5,884.90	Y	69307	060523T	159527
20230573	156434	W 060523T	5,711.71	Y	69307	060523T	159528
20230590	156294	W 060523T	820.00	Y	69276	060523T	159384
20230432	156452	W 060523T	479.90	Y	69322	060523T	159546
20233436	156753	W 061523T	3,960.00	Y	69425	061523T	159855
20230571	156710	W 061523T	7,224.95	Y	69407	061523T	159812
20230570	156711	W 061523T	6,775.24	Y	69407	061523T	159813
20230432	157460	W 062923T	104.00	Y	69582	062923T	160570
20230599	158598	W 080823T	5,000.00	Y	69931	080823T	161752
20231087	158599	W 080823T	18,900.00	Y	69932	080823T	161753
20233780	158268	W 072723T	7,266.00	Y	69830	072723T	161401
20230571	157712	W 071323T	5,164.39	Y	69659	071323T	160828
20230432	157805	W 071323T	70.05	Y	69700	071323T	160925

FY 23 289,981.67



185,881.67 Sewer Pump

104,100.00 Phase I Sewer

0.00 proof

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	EAST COAST SIGN & SUPPLY INC	Pump Station Work - Air Blower
N		WARRANT=061022 RUN=6 TOWN PAY
N	TENNETT TREE SERVICE INC	Pump Station Work - Tree Remov

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	DB ELECTRIC INC	Pump Station Work (ARPA)
N		WARRANT=072222 RUN=6 TOWN PAY
N	DB ELECTRIC INC	Pump Station Work (ARPA) 2023
N	HAYES PUMP INC	Mission Alarm System Pump Stat
N	WESTON & SAMPSON ENGINEERS IN	Sewer Feasibility Study
N	WESTON & SAMPSON ENGINEERS IN	Sewer Feasibility Study
N	WESTON & SAMPSON ENGINEERS IN	Sewer Feasibility Study
N	THE JACK FARRELLY COMPANY	Supplies
N	WESTON & SAMPSON ENGINEERS IN	Sewer Feasibility Study
N	SMITH & LOVELESS INC	Sewer Feed Pump System Replace
N	HAYES PUMP INC	Pump Station Work - Pump
N	WESTON & SAMPSON ENGINEERS IN	Sewer Feasibility Study
N	MCMASTER-CARR SUPPLY CO	Pipe Fittings
N	MCMASTER-CARR SUPPLY CO	Pipe Fittings
N	USABLUEBOOK	hose
N		WARRANT=051223 RUN=6 TOWN PAY
N	DB ELECTRIC INC	Decanter Repairs ARPA
N	EAST COAST SIGN & SUPPLY INC	Pump Station Work - Air Blower
N	THE JACK FARRELLY COMPANY	Supplies
N	THE JACK FARRELLY COMPANY	Supplies
N	NEW LONDON COUNTY SEPTIC SERV	Pump Station Work - Excavation
N	NEW LONDON COUNTY SEPTIC SERV	Pump Station Work - Core Borin
N	NEW LONDON COUNTY SEPTIC SERV	Pump Station Work - Pipe Insta
N	NEW LONDON COUNTY SEPTIC SERV	Plant Water Pipe Repair (ARPA)
N	EAST COAST SIGN & SUPPLY INC	Pump Station Work - Air Blower
N	THE JACK FARRELLY COMPANY	Supplies
N	INLAND WATERS LLC	Cleaning Wet Well
N	DB ELECTRIC INC	Pump Station Work (ARPA)
N	DB ELECTRIC INC	Decanter Repairs ARPA
N	THE JACK FARRELLY COMPANY	Supplies
N	US AUTOMATION INC	Mission (ARPA)
N	WESTON & SAMPSON ENGINEERS IN	Sewer Feasibility Study
N	NEW LONDON COUNTY SEPTIC SERV	Live Tap into Force Main
N	DB ELECTRIC INC	Pump Station Work (ARPA)
N	THE JACK FARRELLY COMPANY	Supplies

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YEAR</b>
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023
21030301	51700	G0014	0210-30-3030-30301-51700 -G0014	COUNSELOR	2023

PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING	PO/REF2
6	331	12/27/2022	API	1	904938		20232801
7	419	01/23/2023	API	1	904938		20232801
8	225	02/08/2023	API	1	904938		20232801
8	378	02/21/2023	API	1	904938		20232801
9	164	03/07/2023	API	1	904938		20232801
9	362	03/20/2023	API	1	904938		20232801
10	44	04/03/2023	API	1	904938		20232801
10	294	04/17/2023	API	1	904938		20232801
11	30	05/01/2023	API	1	904938		20232801
11	343	05/15/2023	API	1	904938		20232801
11	658	05/30/2023	API	1	904938		20232801
12	204	06/12/2023	API	1	904938		20232801
12	984	06/30/2023	API	1	904938		20232801

REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER	CARRY FORWARD
149845	W 122822T	543.75	Y	67870	122822T	152847	N
150814	W 012423T	1,015.00	Y	68091	012423T	153823	N
151824	W 021423T	805.00	Y	68278	021423T	154845	N
152067	W 022223T	863.00	Y	68324	022223T	155093	N
152580	W 030823T	700.00	Y	68450	030823T	155613	N
153149	W 032123T	735.00	Y	68590	032123T	156191	N
153827	W 040423T	700.00	Y	68704	040423T	156879	N
154275	W 041823T	455.00	Y	68819	041823T	157337	N
154822	W 050223T	665.00	Y	68964	050223T	157895	N
155544	W 051623T	688.00	Y	69083	051623T	158625	N
156077	W 053123T	490.00	Y	69226	053123T	159165	N
156616	W 061323T	700.00	Y	69355	061323T	159717	N
157554	W 071123T	140.00	Y	69614	071123T	160666	N
		8,499.75					

<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
AZRA LUPACCHINO	Fee for service clincian
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<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21020401	57410	G0014	0210-20-2040-00000-57410 -G0014	COMPUTER SOFTWARE
21020401	57410	G0014	0210-20-2040-00000-57410 -G0014	COMPUTER SOFTWARE

<b>YEAR</b>	<b>PER</b>	<b>JOURNAL</b>	<b>EFF DATE</b>	<b>SRC</b>	<b>T</b>	<b>REF1</b>	<b>PROJECT STRING</b>
2023	7	501	01/24/2023	API	1	902656	
2023	4	338	10/31/2022	API	1	902656	



PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20232820	150902	W 012523T	4,000.00	Y	68127	012523T	153912
20231869	147502	W 110122T	4,000.00	Y	67318	110122T	150478

8,000.00

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	ESO SOLUTIONS INC	ESO software upgrade - ARPA po
N	ESO SOLUTIONS INC	ESO software upgrade

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21010201	57357	G0014	0210-10-1020-10201-57357 -G0014	SOLAR CHARGING STATIONS
21010201	57357	G0014	0210-10-1020-10201-57357 -G0014	SOLAR CHARGING STATIONS

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21010201	57357	G0014	0210-10-1020-10201-57357 -G0014	SOLAR CHARGING STATIONS
21010201	57357	G0014	0210-10-1020-10201-57357 -G0014	SOLAR CHARGING STATIONS

<b>YEAR</b>	<b>PER</b>	<b>JOURNAL</b>	<b>EFF DATE</b>	<b>SRC</b>	<b>T</b>	<b>REF1</b>	<b>PROJECT STRING</b>
2023	6	196	12/14/2022	API	1	904967	
2023	6	196	12/14/2022	API	1	904967	

<b>YEAR</b>	<b>PER</b>	<b>JOURNAL</b>	<b>EFF DATE</b>	<b>SRC</b>	<b>T</b>	<b>REF1</b>	<b>PROJECT STRING</b>
2024	4	260	10/18/2023	API	1	903903	
2024	4	260	10/18/2023	API	1	902342	

<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
20232698	149536	W 121522T	4,996.00	Y	67815	121522T	152534
20232697	149537	W 121522T	500.00	Y	67815	121522T	152535
			5,496.00				

<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
20241995	162113	W 101923T	239.98	Y	70755	101923T	165364
20241994	162074	W 101923T	65.84	Y	70736	101923T	165324
			305.82				

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	LEGACY CONSULTING, LLC	Solar Charging Stations
N	LEGACY CONSULTING, LLC	Legacy Consulting - LOGO Fee

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	RIVERHEAD BUILDING SUPPLY	Solar Charging Stations Instal
N	HOME DEPOT CREDIT SERVICE	Solar Charging Station Install



21014301	53342	G0014	0210-14-1430-14301-53342 -G0014	TOWN GREEN UPGRADE
21014301	53342	G0014	0210-14-1430-14301-53342 -G0014	TOWN GREEN UPGRADE
21014301	53342	G0014	0210-14-1430-14301-53342 -G0014	TOWN GREEN UPGRADE
21014301	53342	G0014	0210-14-1430-14301-53342 -G0014	TOWN GREEN UPGRADE
21014301	53342	G0014	0210-14-1430-14301-53342 -G0014	TOWN GREEN UPGRADE
21014301	53342	G0014	0210-14-1430-14301-53342 -G0014	TOWN GREEN UPGRADE
21014301	53342	G0014	0210-14-1430-14301-53342 -G0014	TOWN GREEN UPGRADE



YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2022	12	1265	06/30/2022	API	1	900652	
2022	12	1179	06/30/2022	API	1	904593	
2022	12	393	06/14/2022	API	1	900652	
2022	12	393	06/14/2022	API	1	904593	
2022	12	393	06/14/2022	API	1	904586	
2022	12	313	06/13/2022	API	1	906568	
2022	12	93	06/01/2022	API	1	900872	
2022	12	93	06/01/2022	API	1	900872	
2022	12	93	06/01/2022	API	1	902342	
2022	11	394	05/18/2022	API	1	902077	
2022	10	294	04/19/2022	API	1	903449	
2022	10	294	04/19/2022	API	1	902342	
2022	10	294	04/19/2022	API	1	902077	
2022	6	744	12/01/2021	APM	1	902486	
2022	6	743	12/01/2021	APM	1	900872	
2022	5	440	11/16/2021	APM	1	901523	
2022	5	439	11/16/2021	APM	1	900872	
2022	5	438	11/03/2021	APM	1	902077	
2022	5	437	11/03/2021	APM	1	902342	
2022	4	466	10/20/2021	APM	1	903221	
2022	4	465	10/06/2021	APM	1	902266	
2022	3	449	09/21/2021	APM	1	909037	
2022	2	525	08/10/2021	APM	1	909037	
2022	2	524	08/10/2021	APM	1	909037	
2022	2	523	08/24/2021	APM	1	902342	
2022	2	522	08/10/2021	APM	1	902342	
2022	1	500	07/01/2021	GEN	1	KF	
2022	1	498	07/27/2021	APM	1	902342	
2022	1	497	07/27/2021	APM	1	902342	
2022	1	496	07/27/2021	APM	1	902342	

YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2023	6		12/28/2022	API		904593	
2023	5	415	11/29/2022	API	1	908851	
2023	5	415	11/29/2022	API	1	908851	
2023	5	415	11/29/2022	API	1	904917	
2023	5	415	11/29/2022	API	1	903504	
2023	5	292	11/17/2022	API	1	903619	
2023	5	292	11/17/2022	API	1	902342	
2023	5	292	11/17/2022	API	1	902342	
2023	5	292	11/17/2022	API	1	908851	
2023	5	292	11/17/2022	API	1	907237	

2023	5	274	11/15/2022	API	1	904290
2023	4	204	10/19/2022	API	1	904786
2023	4	204	10/19/2022	API	1	904420
2023	4	40	10/04/2022	API	1	900652
2023	1	588	07/01/2022	GEN	1	KF
2023	1	586	07/01/2022	GEN	1	KF
2023	1	482	07/28/2022	API	1	902342

PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20223356	142087	W 072722T	1,250.00	Y	66323	072722T	144904
20222716	141604	W 071422T	4,638.83	Y	66265	071422T	144392
20223356	140411	W 061622T	1,250.00	Y	65969	061622T	143142
20222716	140419	W 061622T	512.82	Y	65972	061622T	143150
20222628	140571	W 061622T	30,146.36	Y	66026	061622T	143302
20223299	140386	W 061422T	422.89	Y	65962	061422T	143117
20222615	140111	W 060622T	11.69	Y	65868	060622T	142840
20222615	140112	W 060622T	21.59	Y	65868	060622T	142841
20222617	140118	W 060622T	7.80	Y	65869	060622T	142847
20222616	139656	W 051922T	311.56	Y	65767	051922T	142375
20222930	138274	W 042122T	65.00	Y	65489	042122T	140887
20222617	138291	W 042122T	27.40	Y	65497	042122T	140904
20222616	138335	W 042122T	324.26	Y	65515	042122T	140948
20221507	133156	RCLS	800.00	Y	64336	120221T	135685
20220963	133118	RCLS	18.89	Y	64329	120221T	135647
20221852	132703	RCLS	165.00	Y	64207	111821T	135228
20220963	132640	RCLS	10.78	Y	64181	111821T	135162
20221818	132231	RCLS	452.05	Y	64098	110421T	134758
20220877	132195	RCLS	82.94	Y	64075	110421T	134722
20220974	131516	RCLS	354.29	Y	63947	102121T	134038
20220968	130814	RCLS	1,155.49	Y	63794	100721T	133302
20220981	130137	RCLS	306.90	Y	63677	092321T	132604
20220981	128376	RCLS	88.29	Y	63271	081221T	130802
20220981	128375	RCLS	36.12	Y	63271	081221T	130801
20220877	129054	RCLS	28.14	Y	63438	082621T	131503
20220877	128455	RCLS	121.00	Y	63290	081221T	130881
Reclass	ARPA Eligible	Expense Re	6,294.47	Y	0		
20220877	127796	RCLS	87.72	Y	63151	072921T	130208
20220877	127794	RCLS	6.90	Y	63151	072921T	130206
20220877	127793	RCLS	155.32	Y	63151	072921T	130205
		FY 22	49,154.50				

PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20232639	150011		2,771.91	N	0		
20232201	148854	CRED MEMO	-409.50	Y	67681	120122	151845
20232201	148855	W 120122	1,944.00	Y	67681	120122	151846
20232373	148866	W 120122	24,064.00	Y	67686	120122	151857
20232455	148927	W 120122	4,520.60	Y	67696	120122	151918
20232196	148403	W 112122T	61,433.07	Y	67540	112122T	151388
20230087	148479	W 112122T	12.32	Y	67566	112122T	151467
20230087	148481	W 112122T	36.96	Y	67566	112122T	151469
20232201	148509	W 112122T	4,387.50	Y	67572	112122T	151497
20232454	148530	W 112122T	4,950.00	Y	67581	112122T	151519

20232200	148260	W 111622T	5,098.72 Y	67464 111622T	151245
20231825	146833	W 102022T	14,574.00 Y	67238 102022T	149805
20232183	147017	W 102022T	2,255.00 Y	67286 102022T	149989
20230321	146221	W 100622T	180.00 Y	67107 100622T	149190
Correcting	Entry	TG Upgrade	-6,294.47 Y	0	
Expense Re	ARPA eligible	Reclass ex	6,294.47 Y	0	
20230087	142425	W 080122T	26.92 Y	66405 080122T	145260

Total FY 23 125,845.50

TG Upgrade portion 25,845.50

TG - Pole Barn 100,000.00

proof 0.00

Total 175,000.00

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	CLA ENGINEERS INC	Pole Barn Slab Design
N	CUSTOM FENCE DESIGN LLC	Pressure-Treated Guard Rail
N	CLA ENGINEERS INC	Pole Barn Slab Design
N	CUSTOM FENCE DESIGN LLC	Pressure-Treated Guard Rail
N	TOLLY'S CONSTRUCTION LLC	Pole Barn Renovations
N	LEDYARD WPCA	Water Usage
N	HOLDRIDGE FARM NURSERY	Misc Items
N	HOLDRIDGE FARM NURSERY	Misc Items
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	SITEONE LANDSCAPE SUPPLY LLC	Misc Landscaping Items
N	F.W. WEBB COMPANY	Misc Items
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	SITEONE LANDSCAPE SUPPLY LLC	Misc Landscaping Items
N	NEW LONDON COUNTY SEPTIC SERVICE IN	Landscaping Services
N	HOLDRIDGE FARM NURSERY	Misc Items
N	THIRTY MARKETING	STEAP Project Sign
N	HOLDRIDGE FARM NURSERY	Misc Items
N	SITEONE LANDSCAPE SUPPLY LLC	Misc Landscaping Items
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	GRAYBAR ELECTRIC COMPANY INC	Misc Items
N	DB ELECTRIC INC	Misc Items
N	ELECTRICAL WHOLESALERS INC	Misc Items
N	ELECTRICAL WHOLESALERS INC	Misc Items
N	ELECTRICAL WHOLESALERS INC	Misc Items
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	HOME DEPOT CREDIT SERVICES	Misc Items
N		Expense Reclass-ARPA eligible
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	HOME DEPOT CREDIT SERVICES	Misc Items

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	CUSTOM FENCE DESIGN LLC	Pole Barn Guiderail
N	MID CITY STEEL CORP	Concrete Slab Mesh
N	MID CITY STEEL CORP	Concrete Slab Mesh
N	RHODE ISLAND READY MIX LLC	Concrete
N	WESCON CORP OF CONN	Bituminous Asphalt
N	BMP CONSTRUCTION, INC.	Town Green Pole Barn Slab
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	HOME DEPOT CREDIT SERVICES	Misc Items
N	MID CITY STEEL CORP	Concrete Slab Mesh
N	SHERIDAN ASPHALT PAVING LLC	Paving Services

N	ADELMAN SAND & GRAVEL INC	Crushed Stone
N	BRETT PAWLAK BUILDERS LLC	Holdridge Pavilion Reroofing
N	ULTIPLAY - PARKS & PLAYGROUNDS INC	Trash Container Lids
N	CLA ENGINEERS INC	Engineering Design Services
N		Correcting Entry
N		Expense Reclass-ARPA eligible
N	HOME DEPOT CREDIT SERVICES	Misc Items

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES
20810201	53405	G0014	0208-00-1020-00000-53405 -G0014	PROGRAM EXPENDITURES

YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2023	6	334	12/28/2022	APM	1	903998	
2023	7	155	01/05/2023	APM	1	901344	
2023	7	249	01/10/2023	API	1	901344	
2023	7	831	01/30/2023	GEN	1	KF	
2023	9	164	03/07/2023	API	1	903998	
2023	9	362	03/20/2023	API	1	905039	
2023	10	113	04/04/2023	API	1	902486	
2023	10	353	04/19/2023	API	1	903998	
2023	10	353	04/19/2023	API	1	905039	
2023	12	712	06/28/2023	API	1	903998	
2023	12	1056	06/30/2023	API	1	903998	

YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2024	4	260	10/18/2023	API	1	901344	
2024	4	27	10/03/2023	API	1	903998	
2024	4	27	10/03/2023	API	1	901344	
2024	4	27	10/03/2023	API	1	901344	



PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20232485	148400	RCLS	761.00	Y	67537	112122T	151385
20230260	143104	RCLS	180.30	Y	66560	081122T	145986
20232835	150405	W 011223T	419.60	Y	68044	011223T	153411
AARPA	Wrong Acc	Reclass	3,106.00	Y		0	
20232485	152609	W 030823T	353.00	Y	68416	030823T	155642
20233341	153178	W 032123T	4,200.00	Y	68547	032123T	156220
20233463	154083	W 040623T	650.00	Y	68772	040623T	157142
20232485	154387	W 042023T	2,060.00	Y	68850	042023T	157450
20233578	154545	W 042023T	14,995.00	Y	68854	042023T	157612
20232485	157179	W 062923T	677.00	Y	69533	062923T	160286
20232485	157674	W 071323T	77.00	Y	69638	071323T	160787

27,478.90

PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20241949	162129	W 101923T	263.12	Y	70764	101923T	165380
20240643	161286	W 100523T	1,818.00	Y	70581	100523T	164518
20241949	161403	W 100523T	190.16	Y	70631	100523T	164638
20241949	161404	W 100523T	184.08	Y	70631	100523T	164639

2,455.36

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	A & E SERVICES GROUP, LLC	consulting services - ARPA Hou
N	A & E SERVICES GROUP, LLC	consulting services - ARPA Hou
N	A & E SERVICES GROUP, LLC	consulting services - ARPA Hou
N	AMERICAN GENERAL BUILDING SERVICES, LLC	Roofing - 25 Washington Dr. -
N	NEW LONDON COUNTY SEPTIC SERVICE, INC.	Soil testing 25 Village Dr., L
N	AMERICAN GENERAL BUILDING SERVICES, LLC	Heating Unit - ARPA funded
N	A & E SERVICES GROUP, LLC	consulting services - ARPA Hou
N		Reclass to AARPA Expense Acct
N	THE DAY PUBLISHING COMPANY	RFP postings for ARPA Housing
N	THE DAY PUBLISHING COMPANY	Legal Notices - The New London
N	A & E SERVICES GROUP, LLC	consulting services - ARPA Hou

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	THE DAY PUBLISHING COMPANY	Legal ads - ARPA Housing Rehab
N	A & E SERVICES GROUP, LLC	consulting services - ARPA Hou
N	THE DAY PUBLISHING COMPANY	Legal ads - ARPA Housing Rehab
N	THE DAY PUBLISHING COMPANY	Legal ads - ARPA Housing Rehab

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21010103	54500	G0014	0210-14-1010-10103-54500 -G0014	BUILDING MAINTENANCE
21010103	54500	G0014	0210-14-1010-10103-54500 -G0014	BUILDING MAINTENANCE
21010103	54500	G0014	0210-14-1010-10103-54500 -G0014	BUILDING MAINTENANCE
21010103	54500	G0014	0210-14-1010-10103-54500 -G0014	BUILDING MAINTENANCE
21010103	54500	G0014	0210-14-1010-10103-54500 -G0014	BUILDING MAINTENANCE
21010103	54500	G0014	0210-14-1010-10103-54500 -G0014	BUILDING MAINTENANCE

<b>YEAR</b>	<b>PER</b>	<b>JOURNAL</b>	<b>EFF DATE</b>	<b>SRC</b>	<b>T</b>	<b>REF1</b>	<b>PROJECT STRING</b>
2023	4	204	10/19/2022	API	1	904803	
2023	5	292	11/17/2022	API	1	904803	
2023	5	292	11/17/2022	API	1	903831	
2023	7	249	01/10/2023	API	1	903831	
2023	8	225	02/08/2023	API	1	904757	
2023	11	658	05/30/2023	API	1	904803	

PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20231935	146981	W 102022T	1,814.00	Y	67265	102022T	149953
20232198	148488	W 112122T	785.00	Y	67569	112122T	151476
20231936	148521	W 112122T	3,200.00	Y	67577	112122T	151510
20232410	150398	W 011223T	1,650.00	Y	68037	011223T	153404
20232446	151782	W 021423T	3,000.00	Y	68267	021423T	154802
20233458	156071	W 053123T	1,740.00	Y	69221	053123T	159159

Total 12,189.00

Sawmill 4,740.00

NLH 7,449.00

Proof 0.00

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	KELLEY JOHN A	John Kelley - Historic
N	KELLEY JOHN A	John Kelley - Historic
N	PRO PLUMBING LLC	Pro Plumbing - Historic
N	PRO PLUMBING LLC	Pro-Plumbing - Historic
N	JAMES K GRANT ASSOCIATE	James Grant Associates - Histo
N	JOHN A KELLEY	John Kelly - Historic / Sawmil

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YEAR</b>
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023
21040107	54005	G0014	0210-40-4010-40107-54005 -G0014	ROAD RESTORATION	2023

PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING	PO/REF2
5	90	11/02/2022	API	1	908022		20230615
3	90	09/07/2022	API	1	908022		20230615
2	544	08/25/2022	API	1	900731		20230613
2	544	08/25/2022	API	1	900731		20230614
2	210	08/10/2022	API	1	904680		20230324
2	210	08/10/2022	API	1	903504		20230542
2	210	08/10/2022	API	1	903504		20230542
2	210	08/10/2022	API	1	904713		20230533
1	482	07/28/2022	API	1	900731		20230322
1	482	07/28/2022	API	1	900731		20230613
1	482	07/28/2022	API	1	900731		20230612
1	482	07/28/2022	API	1	904680		20230324
1	482	07/28/2022	API	1	904680		20230324



REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER	CARRY FORWARD
147787	W 110322T	26,338.15	Y	67409	110322T	150765	N
144745	W 090822T	58,880.05	Y	66804	090822T	147683	N
144018	W 082922T	600.00	Y	66695	082922T	146943	N
144024	W 082922T	2,200.00	Y	66695	082922T	146949	N
142879	W 081122T	1,290.00	Y	66514	081122T	145746	N
143174	W 081122T	2,024.40	Y	66571	081122T	146056	N
143176	W 081122T	351.40	Y	66571	081122T	146058	N
143085	W 081122T	741.00	Y	66549	081122T	145967	N
142451	W 080122T	7,500.00	Y	66426	080122T	145287	N
142452	W 080122T	3,000.00	Y	66426	080122T	145288	N
142453	W 080122T	2,500.00	Y	66426	080122T	145289	N
142314	W 080122T	5,160.00	Y	66382	080122T	145143	N
142315	W 080122T	4,300.00	Y	66382	080122T	145144	N
		114,885.00					

<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
PASTERYAK CHARLES JR INC ASPHALT PAVING	Road Resurfacing
PASTERYAK CHARLES JR INC ASPHALT PAVING	Road Resurfacing
T.D.C. EXCAVATING LLC	Drainage Work Misc Roads
T.D.C. EXCAVATING LLC	Drainage Work Van Tassell Dr
CONNECTICUT PRECAST CORPORATION	Misc CB Components
WESCON CORP OF CONN	Misc Asphalt
WESCON CORP OF CONN	Misc Asphalt
PRECISE TRAFFIC CONTROL LLC	Traffic Control Services
T.D.C. EXCAVATING LLC	Drainage Work
T.D.C. EXCAVATING LLC	Drainage Work Misc Roads
T.D.C. EXCAVATING LLC	Drainage Work Crocker Hill
CONNECTICUT PRECAST CORPORATION	Misc CB Components
CONNECTICUT PRECAST CORPORATION	Misc CB Components



YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2023	2	544	08/25/2022	API	1	904612	
2023	3	90	09/07/2022	API	1	904612	
2023	7	419	01/23/2023	API	1	904983	
2023	8	225	02/08/2023	API	1	903449	
2023	8	505	02/22/2023	API	1	904983	
2023	8	505	02/22/2023	API	1	904983	
2023	8	505	02/22/2023	API	1	904983	
2023	8	525	02/27/2023	API	1	904983	
2023	9	239	03/01/2023	API	1	900575	
2023	9	404	03/22/2023	API	1	909037	
2023	9	404	03/22/2023	API	1	909037	
2023	9	404	03/22/2023	API	1	909037	
2023	9	404	03/22/2023	API	1	909037	
2023	9	404	03/22/2023	API	1	909037	
2023	9	404	03/22/2023	API	1	909037	
2023	10	113	04/04/2023	API	1	909037	
2023	10	353	04/19/2023	API	1	904983	
2023	10	353	04/19/2023	API	1	904983	
2023	10	613	04/26/2023	API	1	900575	
2023	10	613	04/26/2023	API	1	900575	
2023	11	343	05/15/2023	API	1	902266	
2023	11	651	05/31/2023	APM	1	900575	
2023	11	650	05/31/2023	APM	1	900575	
2023	12	256	06/13/2023	API	1	904983	

Budget

80,000.00

200,000.00

155,000.00

435,000.00

PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20230235	144033	W 082922T	27,153.19	Y	66698	082922T	146959
20230235	144755	W 090822T	7,947.81	Y	66812	090822T	147693
20232463	150828	W 012423T	20,000.00	Y	68077	012423T	153837
20232819	151779	W 021423T	2,852.06	Y	68264	021423T	154799
20232463	152124	W 022323T	9,775.00	Y	68347	022323T	155151
20233133	152125	W 022323T	73,500.00	Y	68347	022323T	155152
20233134	152126	W 022323T	5,000.00	Y	68347	022323T	155153
20233134	152408	W 022723T	90,000.00	Y	68412	022723T	155440
20233206	152525	W 030223T	1,443.58	Y	68542	030223T	155557
20233311	153353	W 032323T	1,515.79	Y	68645	032323T	156400
20233311	153354	W 032323T	225.30	Y	68645	032323T	156401
20233311	153355	W 032323T	22.46	Y	68645	032323T	156402
20233311	153356	W 032323T	971.89	Y	68645	032323T	156403
20233311	153357	W 032323T	2,842.06	Y	68645	032323T	156404
20233311	153358	CRED MEMO	-450.33	Y	68645	032323T	156405
20233311	153960	W 040623T	542.27	Y	68747	040623T	157015
20233134	154389	W 042023T	95,000.00	Y	68852	042023T	157452
20233133	154390	W 042023T	73,500.00	Y	68852	042023T	157453
20233206	155481	CRED MEMO	-21.28	Y	69060	050423T	158562
20233206	155482	W 050423T	17.82	Y	69060	050423T	158563
20232461	155568	W 051623T	2,625.64	Y	69068	051623T	158649
20233206	155481	RCLS	-28.72	Y	69060	050423T	158562
20233206	155482	RCLS	239.43	Y	69060	050423T	158563
20233134	156667	W 061523T	9,460.37	Y	69380	061523T	159769

FY 23 total	424,134.34	Balance
Town Hall	67,728.06	12,271.94
ESB	204,023.84	(4,023.84)
Senior	152,382.44	2,617.56
Proof	0.00	10,865.66

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	TRANE US INC	HVAC System Equipment
N	TRANE US INC	HVAC System Equipment
N	AIR TEMP MECHANICAL SERVICES INC	Town Hall HVAC Improvements
N	F.W. WEBB COMPANY	MIS Room HVAC Unit
N	AIR TEMP MECHANICAL SERVICES INC	Town Hall HVAC Improvements
N	AIR TEMP MECHANICAL SERVICES INC	Senior Center HVAC Improvement
N	AIR TEMP MECHANICAL SERVICES INC	ESB HVAC Improvements
N	AIR TEMP MECHANICAL SERVICES INC	ESB HVAC Improvements
N	BANK OF AMERICA	Misc Items
N	ELECTRICAL WHOLESALERS INC	Misc Electrical Items
N	ELECTRICAL WHOLESALERS INC	Misc Electrical Items
N	ELECTRICAL WHOLESALERS INC	Misc Electrical Items
N	ELECTRICAL WHOLESALERS INC	Misc Electrical Items
N	ELECTRICAL WHOLESALERS INC	Misc Electrical Items
N	ELECTRICAL WHOLESALERS INC	Misc Electrical Items
N	ELECTRICAL WHOLESALERS INC	Misc Electrical Items
N	AIR TEMP MECHANICAL SERVICES INC	ESB HVAC Improvements
N	AIR TEMP MECHANICAL SERVICES INC	Senior Center HVAC Improvement
N	BANK OF AMERICA	Misc Items
N	BANK OF AMERICA	Misc Items
N	DB ELECTRIC INC	Electrician Services
N	BANK OF AMERICA	Misc Items
N	BANK OF AMERICA	Misc Items
N	AIR TEMP MECHANICAL SERVICES INC	ESB HVAC Improvements

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YEAR</b>	<b>PER</b>
21020103	57300	G0014	0210-20-2010-20103-57300 -G0014	NEW EQUIPMENT	2022	12
21020103	57300	G0014	0210-20-2010-20103-57300 -G0014	NEW EQUIPMENT	2022	12
21020103	57300	G0014	0210-20-2010-20103-57300 -G0014	NEW EQUIPMENT	2023	2

JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING	PO/REF2	REF3	REFERENCE	AMOUNT	P
1825	06/30/2022	API	1	900575		20223495	144877	W 091522T	639.98	Y
1329	06/30/2022	API	1	902906		20223479	142720	W 080922T	3,214.40	Y
486	08/24/2022	API	1	906692		20231452	143799	W 082422T	56,632.60	Y

60,486.98



<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>	<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENT</b>
66827	091522T	147818	N	BANK OF AMERICA	Monitors fc
66462	080922T	145576	N	W.B. MASON CO INC	NEW CORN
66610	082422T	146716	N	COMMUNICATIONS PLUS LLC	Replace dis

'S  
or new communication  
IER DESK

patch stations (2)

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>
21010201	57353	G0014	0210-10-1020-10201-57353 -G0014

DESCRIPTION	YEAR	PER	JOURNAL	EFF DATE	SRC	T
FOOD PANTRY IMPROVEMENTS	2023		2	08/16/2022	API	1

REF1	PROJECT STRING	PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO
904725		20231294	143202	W 081622T	8,700.00	Y	66578

<b>WARRANT</b>	<b>VOUCHER</b>	<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
081622T	146084	N	ANA CONTRACTING LLC	FP Roof - ARPA Funds

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21090305	53300	G0014	0210-10-1210-12101-53300 -G0014	PROFESSIONAL/TECH SERVICES
21090305	53300	G0014	0210-10-1210-12101-53300 -G0014	PROFESSIONAL/TECH SERVICES
21090305	53300	G0014	0210-10-1210-12101-53300 -G0014	PROFESSIONAL/TECH SERVICES

<b>YEAR</b>	<b>PER</b>	<b>JOURNAL</b>	<b>EFF DATE</b>	<b>SRC</b>	<b>T</b>	<b>REF1</b>	<b>PROJECT STRING</b>
2023	3	300	09/21/2022	API	1	904749	
2023	2	210	08/10/2022	API	1	901334	
2023	1	482	07/28/2022	API	1	901111	



<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
20231420	145742	W 092622T	10,000.00	Y	66990	092622T	148701
20231273	143052	W 081122T	43,270.00	Y	66539	081122T	145927
20231074	142457	W 080122T	15,000.00	Y	66430	080122T	145293

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>
N	NEW LONDON HOMELESS HOSPITALITY CENTER
N	LEDGE LIGHT HEALTH DIST
N	TVCCA

**COMMENTS**

ARPA subrecipient award

ARPA subrecipient award

ARPA funding per 12/8/21 Counc

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YEAR</b>
20360101	53335	G0014	0203-60-6010-60101-53335 -G0014	SITE IMPROVEMENT	2023
20360101	53335	G0014	0203-60-6010-60101-53335 -G0014	SITE IMPROVEMENT	2023

PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING	PO/REF2
4	19	10/03/2022	API	1	901271		20232092
12	74	06/01/2023	API	1	904727		20232103

<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>	<b>CARRY FORWARD</b>
146130	W 100422T	27,296.00	Y	67036	100422T	149098	N
156442	W 060523T	22,815.00	Y	69315	060523T	159536	N
		50,111.00					

<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
GAME TIME	2-5 Yr Old Playscape
RUBBER RECYCLE	Playground Safety Surfacing

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21012151	57410	G0014	0210-14-1215-12109-57410 -G0014	COMPUTER SOFTWARE



YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2023		4	329	10/31/2022	APM	1	904144

<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
20230616	142290	RCLS	10,500.00	Y	66378	080122T	145119
			10,500.00				

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	CLEARGOV INC	ClearGov Digital Budget Book S

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21040111	58244	G0014	0210-40-4011-40111-58244 -G0014	BUILDING & GROUNDS MISC
21040111	58244	G0014	0210-40-4011-40111-58244 -G0014	BUILDING & GROUNDS MISC

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21040111	58244	G0014	0210-40-4011-40111-58244 -G0014	BUILDING & GROUNDS MISC

<b>YEAR</b>	<b>PER</b>	<b>JOURNAL</b>	<b>EFF DATE</b>	<b>SRC</b>	<b>T</b>	<b>REF1</b>	<b>PROJECT STRING</b>
2022	12	1433	06/30/2022	API	1	900575	
2022	12	543	06/21/2022	API	1	900575	

<b>YEAR</b>	<b>PER</b>	<b>JOURNAL</b>	<b>EFF DATE</b>	<b>SRC</b>	<b>T</b>	<b>REF1</b>	<b>PROJECT STRING</b>
2023	7	224	01/09/2023	API	1	903760	

<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
20220148	143245	W 081022T	2,445.00	Y	66579	081022T	146128
20220148	140778	W 062322T	31.84	Y	66037	062322T	143512
			2,476.84				

<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
20232096	150278	W 011023T	43.16	Y	67995	011023T	153284
			43.16				

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	BANK OF AMERICA	Misc Items
N	BANK OF AMERICA	Misc Items

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	UNITED RENTALS INC	Lift Rental

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
21030501	58235	G0014	0210-30-3050-30501-58235 -G0014	SENIOR CENTER FACILITY



YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2023		12	06/01/2023	API		901687	

PO/REF2	REF3	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VOUCHER
20233303	156291		4,972.00	N		0	
			4,972.00				

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N	DOOR CONTROL INC	Handicap Door Operator Install

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
20830301	54198	G0014	0208-00-3030-00000-54198 -G0014	LYS ENRICHMENT GRANT

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>
20830301	54198	G0014	0208-00-3030-00000-54198 -G0014	LYS ENRICHMENT GRANT
20830301	54198	G0014	0208-00-3030-00000-54198 -G0014	LYS ENRICHMENT GRANT

YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2022	12	1257	06/30/2022	GEN	1	IS	

YEAR	PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING
2023	2	923	08/31/2022	GEN	1	IS	
2023	12	1597	06/30/2023	GEN	1	IS	

<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
Camp	Scholarships	P&R	2,087.50	Y		0	

<b>PO/REF2</b>	<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>
Camp	Scholarships	P&R	1,250.00	Y		0	
Camp	Grants	P&R	6,662.50	Y		0	
			7,912.50				

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N		FY22 P&R Camp Scholarships

<b>CARRY FORWARD</b>	<b>VDR NAME/ITEM DESC</b>	<b>COMMENTS</b>
N		July/Aug 2022 Scholarships
N		Summer Camp Grants ARPA

<b>ORG</b>	<b>OBJECT</b>	<b>PROJECT</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>YEAR</b>
21020101	58694	G0014	0210-20-2010-20101-58694 -G0014	RADIOS	2023



PER	JOURNAL	EFF DATE	SRC	T	REF1	PROJECT STRING	PO/REF2
12	712	06/28/2023	API	1	905031		20233298

<b>REF3</b>	<b>REFERENCE</b>	<b>AMOUNT</b>	<b>P</b>	<b>CHECK NO</b>	<b>WARRANT</b>	<b>VOUCHER</b>	<b>CARRY FORWARD</b>
157430	W 062923T	46,125.00	Y	69569	062923T	160539	N

**VDR NAME/ITEM DESC**

MARCUS COMMUNICATIONS, LLC

**COMMENTS**

Police Capital- Portable radio



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1457

**Agenda Date:** 10/18/2023

**Agenda #:**

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 “*An Act Concerning Solid Waste Management*” in accordance with “*Resolution Regarding Revenues Received from Beverage Container Surcharges*” adopted on June 8, 2022.

**Background:**

The “Bottle Bill” (Public Act No. 21-58 - *An Act Concerning Solid Waste Management*) implemented a five-cent surcharge on any beverage container containing a spirit or liquor of fifty milliliters. Each quarter the surcharge fee is dispersed to the town in which the beverages were sold.

Last quarter the Ledyard received \$13,027.06, which was for a total of 260,541 nip bottles that were sold during that quarter.

The funds could only be used for the following purposes:

- (1) environmental measures intended to reduce the generation of solid waste;
- (2) reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator
- (3) the installation of storm drain filters designed to block solid waste and beverage container debris or
- (4) The purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf

**Department Comment/Recommendation:**

(type text here)

**Meeting Action Detail:**

**Finance Committee Meeting 07/19/2023:**

**File #:** [23 -1457](#) Version: 1

**Type:** Discussion -Agenda Item

**Title:** Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 “*An Act Concerning Solid Waste Management*” in accordance with “*Resolution Regarding Revenues Received from Beverage Container Surcharges*” adopted on June 8, 2022.

**Action:** Discussed

**Minute Note:**

Mayor Allyn, III, stated that Montville recently implemented a program that local non-profit organizations could participate in to use some of the Opioid Settlement Funding for roadside cleanup. He stated he spoke to Montville Mayor Ronald McDaniel this afternoon about their program, noting that it was similar to the “*Adopt a Highway*” program. He stated Mayor McDaniel sent him some information regarding on how Montville was going to organize/structure the program. He explained that Montville was asking groups to “*Adopt a Highway*” which involved a roadside clean-up to pick-up liter as well as the nip bottles. He stated that Montville was asking the Groups/Organizations to keep the nip bottle separate, explaining that they would be compensated for the collection of the nip bottles. He stated if Montville finds the program to be effective that he would share the Montville’s Program with the Finance Committee to consider for implementation.

**Action:** Discussed

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**Finance Committee Meeting 06/21/2023:**

**File #:** [23 -1457](#) Version: 1

**Type:** Discussion -Agenda Item

**Title:** Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 “*An Act Concerning Solid Waste Management*” in accordance with “*Resolution Regarding Revenues Received from Beverage Container Surcharges*” adopted on June 8, 2022.

**Action:** No Action

**Minute Note:**

Councilor Ingalls stated that she reached out to the Beautification Committee about scheduling a town-wide clean-up day.

**Action:** No Action

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**Finance Committee Meeting 05/03/2023:****File #:** [23 -1457](#) Version: 1**Type:** Discussion -Agenda Item

Title: Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 "*An Act Concerning Solid Waste Management*" in accordance with "*Resolution Regarding Revenues Received from Beverage Container Surcharges*" adopted on June 8, 2022.

**Action:** No Action**Minute Note:**

Councilor Saums stated unfortunately this year Earth Day was a wash-out rainy weekend. However, he stated that he along with some neighbors did do some roadside clean-up and that he was aware of other residents who did the same, noting that one family picked-up 500 nip bottles. He stated he delivered a total of about 600 nip bottles to Resident Mrs. Betsy Graham and he noted that Mrs. Graham has asked that they get the word out either through the Ledyard Beautification Committee or social media that those who were picking up the nip bottles to drop the bags off to her. Councilor Saums stated that Mrs. Graham was planning to bring the nip bottles to the State Capital in Hartford to bring awareness of this issue. He stated residents can obtain clear plastic bags from Southeastern Connecticut Regional Resource Recovery Authority (SCRRA).

Councilor Ingalls stated that she and Deb Vessels do roadside clean-up in the area from the Ledyard sign coming into town from Preston and that they typically collect at least 100 nip bottles in that area. She stated she liked the idea of delivering the nip bottles to Hartford. She stated although they could coordinate a town-wide community event roadside clean-up that it did not address the root of the nip bottle problem. Councilor Saums stated he agreed with Councilor Ingalls, noting that it was a complex problem, stating that the Liquor Lobby was successful because there was not mechanism or stream to redeem the nip bottles. He stated the current return bottle/can machines do not take the small nip bottles. He stated the whole intent of the nip bottle was to buy it, drink it, and throw it out the window while driving. Therefore, he stated it was his opinion that the liquor nip bottles should be outlawed.

Mayor Allyn, III, stated that the Liquor Lobbyists were successful in blocking the nip bottle deposit proposal; with the State Legislature instead approving Public Act No. 21-58 "*An Act Concerning Solid Waste Management*" in accordance with "*Resolution Regarding Revenues Received from Beverage Container Surcharges*" - Nip Bottle Surcharge Disbursement. He reported that Ledyard received \$13,048.20 from the Nip Bottle Surcharge, noting that this equated to 260,964 nip bottles (17 nips bottles per capita) sold in Ledyard during the past six-months.

Mayor Allyn went on to state unfortunately Public Act No. 21-58 which imposed a .05 cent surcharge on each nip bottle sold has not addressed the Municipalities concerns regarding the littering of nip bottles on the roadways and more importantly it has not deterred motorists from drinking, and driving, and throwing the nip bottles out of their car windows. He explained that the Municipalities were looking for a .25 cent returnable deposit on each nip bottle sold to provide an incentive for people to return the nip bottles, noting that you see people cleaning up the roads collecting other beverage containers to return them to the store for the refund. He stated the reason nip bottles were not picked-up was because there was not a bottle return and, as Councilor

Saums noted, there were no bottle collection machines for nip bottles, noting their irregular sizes.

The Finance Committee reviewed the data sheet which listed the Nip Bottle Surcharge Disbursement for each of the state's 169 towns noting the following towns:

<b>Municipality</b>	<b>Surcharge Disbursement</b>
East Lyme	\$12,835.80
Essex	\$4,925.60
Griswold	\$17,720.20
Groton	\$46,199.35
Hartford	\$78,448.85
Ledyard	\$13,048.20
Lisbon	\$3,577.20
New Haven	\$115,073.05
New London	\$35,838.20
<b>Municipality</b>	<b>Surcharge Disbursement</b>
Preston	\$4,845.00
Stonington	\$12,653.20
East Lyme	\$12,835.80

Councilor Ryan noted based on the data sheet that 231 nip bottles were being sold every day, per liquor/package store or 7,000 per month per package store.

They Finance Committee discussed the importance to bring awareness to their State Legislators regarding this issue and other ideas for the use of Nip Bottle Surcharge Funding noting the following:

- Try to engage Package Stores in a positive way to collect nip bottles, in an incentive type of way.
- Support local non-profit groups such as Booster Clubs by having them use the collection of nip bottles as a fund raiser and the Town could provide a monitory donation to the non-profit organization for the nip bottles using the Surcharge Funding.

Councilor Saums stated that he would like to see the Beautification Committee be involved in the nip bottle collection to bring this issue to Hartford. However, he stated the roadside clean-up needed to be done either in the Spring before the brush begins to grow, or in the Fall. Councilor Ingalls stated that she was the Liaison to the Beautification Committee and that she would email their Chairman Jen Eastbourne and that she would include Councilor Saums to get the conversation started.

Action: No Action

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**Finance Committee Meeting 04/19/2023:**

File #: [23 -1457](#) Version: 1

Type: Discussion -Agenda Item

Title: Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 "*An Act Concerning Solid Waste Management*" in accordance with "*Resolution Regarding Revenues Received from Beverage Container Surcharges*" adopted on June 8, 2022.

Action: No Action

**Minute Note:**

Councilor Saums stated during the Finance Committee's April 5, 2023 discussion they noted that there was not enough time to organize a town-wide clean-up day for this year's April 22, 2023 Earth Day, for a variety of reasons which included that the Beautification Committee had a number of new members and were working to get their feet under them. However, he stated his road (Pumpkin Hill Road) was organizing a clean-up which would include picking-up nip bottles. He stated that he sent the Pumpkin Hill Road's Plan to the Beautification Committee to ask if there were other groups in town who were doing a roadside clean up that they put the nip bottles in clear plastic bags, which Southeastern Connecticut Regional Resource Recovery Authority (SCRRA) would provide and mark the number of nip bottles in the bags and leave the nip bottle bags on the side of the road. He stated if other groups wanted to do the same that they could possibly collect quite a few bags of nip bottles and bring them to the State Capital in Hartford.

Action: No Action

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**Finance Committee Meeting 04/5/2023:**

File #: [23 -1457](#) Version: 1

Type: Discussion -Agenda Item

Title: Continued discussion regarding potential uses of the revenue received from Public Act No.21-58 "*An Act Concerning Solid Waste Management*" in accordance with "*Resolution Regarding Revenues Received from Beverage Container Surcharges*" adopted on June 8, 2022.

Action: Discussed/Continued

**Minute Note:**



Councilor Saums provided some background noting that the “*Bottle Bill*” (Public Act No. 21-58 - *An Act Concerning Solid Waste Management*”) implemented a five-cent surcharge on any beverage container containing a spirit or liquor of fifty milliliters. He explained that the State’s initial proposal was to place a .25 cent deposit on nip bottles. However, he stated the .25 cent nip bottle deposit failed because the Liquor Lobbyists successfully convinced the State to instead give money the towns to pay for the clean-up of the nip bottles that litter the sides of the roads.

Councilor Saums went on to explain that based on the “*Bottle Bill*” (Public Act No. 21-58 - *An Act Concerning Solid Waste Management*”) the State approved 0.5 cent surcharge on each bottle noting that every six-months the State would disburse the surcharge fee to the town in which the beverages were sold. He stated the last disbursement Ledyard received was in the amount of \$13,027.06 which was for the sale of 260,541 nip bottles during that period. He stated in accordance with *Public Act No.21-58* and Ledyard’s *Resolution #003-2022-June 8* the surcharge funds could only be used for the following purposes:

- (1) Environmental measures intended to reduce the generation of solid waste;
- (2) Reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator
- (3) The installation of storm drain filters designed to block solid waste and beverage container debris or
- (4) The purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf.

Councilor Saums went on to explain that the surcharge revenue was being appropriated to Account 21040101-57316 (*Beverage Container Surcharges*) and that the funds could accumulate in the Account until the town decided on a plan to spend the funds. He stated the purpose for tonight’s discussion was to discuss ideas on how to spend the funds.

The Committee discussed the following ideas for the use of the Bottle Bill Revenues:

- Collect the nip bottle and deposit them on the steps of the Capital in Hartford.
- Offer Residents 0.25 cents per nip bottle they pick-up from the roads, until the money was used up. The following was discussed regarding this idea:
  - Ask Southeastern Connecticut Regional Resource Recovery Authority (SCRRA) to provide the clear plastic bags for the town’s roadside clean-up; which SCRRA has done in past years.
  - Ask Residents to put the nip bottles in the clear plastic bags.
  - Who would count the bottles, it’s a dirty job.
- Street Sweeping - Public Works Director/Town Engineer Steve Masalin stated in consultation with Finance Director Matthew Bonin that some of the Bottle Bill revenues were already being spent to rent a Street Sweeper, noting that this was one of the state statutory eligible uses. He stated it would take them about one month to sweep the entire town and the cost would use about one-third of the annual accrual Bottle Bill revenues. He stated in December, 2022 the town sold the 2000 Mobil Athey Sweeper for \$15,000 using the GovDeals on-line auction site. He addressed the cost to house and maintain a piece of equipment that the town only used for one month out of the year, noting that it may be more cost effective to rent a sweeper. However, he stated that this opinion may change now that the State Legislation would allow the town to use the Bottle

Bill Revenue to purchase a sweeper. He stated with availability of an annual \$30,000 from the Bottle Bill Revenues that they may be able to finance a sweeper well within its replacement cycle along with the associated maintenance costs.

Councilor Saums stated that he liked spending the funding to pay for roadside sweeping, however, he stated that sweeping the streets did not fix the problem of nip bottles littering their roads.

- Town Sanctioned Community Roadside Clean-up Day - Councilor Ingalls stated a few years ago the Beautification Committee organized a Community Roadside Clean-up Event, noting that they asked for Street Captains, Neighborhood Captains, trash bags were provided, etc. She stated they had a great response noting the tremendous number of residents that turned out to participate in the event. She suggested the Community Clean-Up Day could be concluded on the Town Green where prizes would be awarded for a variety of categories such as: Strangest Item Picked Up; the Most Number of Nip Bottles, etc. She stated the Event could be funded by the Bottle Bill Revenues. She stated that they could ask the Beautification Committee if they would like to organize this type of event.

Councilor Saums stated Earth Day was April 22, 2023, noting that they would not have enough time this year to organize a Community Clean-Up Day to happen on Earth Day. Councilor Ingalls stated the Beautification Committee had a lot of new members and that they were working to get themselves organized. She stated although Spring was a good time of year to have a Community Clean-Up Day because vegetation has not grown in yet, that the Community Clean-Up Day could be scheduled for any time noting that maybe it could be held in the Fall for this year.

Councilor Saums thanked Mr. Masalin for attending tonight's meeting.

Public Works Director/Town Engineer Steve Masalin left the meeting at 5:52 p.m.

**Action:** Discussed/Continued

**Town Of Ledyard**  
**Adopt A Road Program - Group Sponsor Agreement**

This AGREEMENT ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 202\_ between the Town of Ledyard and:

[Name] \_\_\_\_\_,

[Type and State of Origin of Organization/Entity] \_\_\_\_\_,

of [Address] \_\_\_\_\_ ("Group Sponsor").

**WHEREAS**, the Town of Ledyard, through its Office of the Mayor, (collectively, the "Town") operates an Adopt A Road Program (the "Program"), to allow sponsoring organizations and their participants to access and maintain Town owned or maintained properties, roads, and/or right-of-ways to pick up accumulated litter and perform other tasks as described in "Appendix A" attached hereto and made a part hereof; and

**WHEREAS**, there are certain risks involved with participants participating in such Program, and Group Sponsor has reviewed the Town's Program Guidelines and Safety Rules ("Rules") described in "Appendix A" with its participants, and has explained to the participants the risks of, and safety procedures to follow when participating in, the Program; and

**WHEREAS**, the Group Sponsor and its participants wish to contribute their collective efforts on a voluntary basis toward the Town's Program, and the Town is willing to allow the Group Sponsor and its participants to participate in the Program, subject to the terms and conditions set forth in this Agreement.

**WHEREAS**, the Town of Ledyard desires to share with certain non-profit organizations revenue received from Public Act No.21-58 "An Act Concerning Solid Waste Management" in accordance with the "Resolution Regarding Revenues Received from Beverage Container Surcharges" adopted on June 8, 2022 enabling the municipalities to use the remitted funds for environmental measures aimed at reducing solid waste or reducing the impact of litter from spirit or liquor beverage containers of 50mL or less (commonly referred to as "nips").

**NOW, THEREFORE**, in consideration of the Town permitting the Group Sponsor and its participants to participate in the Program, Group Sponsor hereby voluntarily and knowingly executes this Agreement with the express intention of being legally bound by the following terms and conditions:

GROUP SPONSOR AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. Group Sponsor has read and understands this Agreement and Rules for participation in the Program, has reviewed and explained the Agreement and Rules with its participants, and agrees to be legally bound by same.
2. For purposes of this Agreement, and the participation of Group Sponsor in the Program, Group Sponsor understands and agrees that: (a) Group Sponsor and its participants are participating in the Program solely on a voluntary basis and as independent contractors; (b) this Agreement does not create an employer/employee, partnership, joint venture, principal/agent or any other relationship between the Town and Group Sponsor, and/or the Town and any participant, other than an independent contractor relationship; and (c) the Town owes no compensation, benefits or medical, workers compensation or other insurance coverage to Group Sponsor or its participants as a result of this Agreement and/or their participation in the Program.
3. Group Sponsor's participants are under the control of Group Sponsor and not the Town. Group Sponsor shall evaluate all participants to determine that they are responsible individuals who will abide by the Rules and safety protocols and use due care and caution while participating in the Program.

**Town Of Ledyard**

**Adopt A Road Program - Group Sponsor Agreement**

4. Group Sponsor shall train each participant prior to their participation in the Program. Each participant shall be knowledgeable of the Program Guidelines and Safety Rules and the terms and conditions of participating in the Program prior to participating in the Program.
5. Group Sponsor is responsible for obtaining a signed release from each participant on the form provided by the Town prior to such participant participating in the Program.
6. Group Sponsor understands and willingly and knowingly accepts the risks involved in participating in the Program. To the fullest extent permitted by law, Group Sponsor, on behalf of itself and anyone claiming through Group Sponsor, including but not limited to any officer, director, manager, member, shareholder, partner, agent, representative, employee, volunteer, participant and/or any of their respective spouses, parents, legal guardians, heirs, executors, legal representatives, administrators, successor and assigns, hereby agree to defend, release, indemnify and hold harmless the Town, its boards, councils, officers, departments, commissions, employees, agents, volunteers, representatives and all of their respective heirs, successors and assigns (collectively, the "Town Parties"), from and against any and all claims, judgments, executions, demands, suits, liabilities, debts, actions, injuries (including death), property damage, expenses and damages whatsoever, known or unknown, (collectively "Claims") that in any way arise out of, relate to and/or are connected with Group Sponsor's or any of its participants participating in the Program, including but not limited to Group Sponsor's and/or any of its participant's: (i) failure to adhere to the Rules or applicable law in connection with the Program, (ii) negligent, reckless and/or willful acts, omissions or misconduct when participating in the Program and/or (iii) any Claims that Group Sponsor or any of its participants, or anyone claiming through Group Sponsor or any of its participants, might otherwise have or experience as a result of Group Sponsor's or any of its participant's participation in the Program. This indemnity includes any Claims recovered under worker's compensation laws. Group Sponsor waives any rights of subrogation against the Town. Group Sponsor's obligations under this section 6 shall survive termination of Group Sponsor's participation in the Program.
7. If a participant is under the age of eighteen (18) years, such participant's parent or legal guardian must read and agree to the terms and conditions written above on behalf of such participant.
8. By signing below, Group Sponsor represents and warrants to the Town that it is duly authorized to execute, deliver and perform all obligations required by this Agreement, and that the person signing this Agreement has been duly authorized by Group Sponsor to execute and deliver this Agreement on Group Sponsor's behalf.
9. This Agreement shall be governed by State of Connecticut law, without regard to conflict of law principles.

**IN WITNESS WHEREOF**, GROUP SPONSOR HAS EXECUTED THIS AGREEMENT AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

GROUP SPONSOR:

\_\_\_\_\_  
Name (Duly Authorized)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Signature

## APPENDIX A

### Town of Ledyard Adopt A Road Program Guidelines And Safety Rules ("Rules")

1. All groups and individuals, hereinafter referred to as "Participants", must review these Rules before participating in the Program and accessing the pickup site designated by the Town to alert Participants to the risks, hazards and precautions involved with the Program. All Participants shall sign a release prior to participating in the Program.
2. If an approved minor is under age eighteen (18), his or her parent or legal guardian must sign the minor's release form, and review these Rules with such minor prior to the minor participating in the Program. By participating in the event, all Participants, and if applicable their parents and legal guardians, agree to and are bound by the terms and conditions set forth in these Rules.
3. Participants shall maintain a pre-selected Town owned or maintained property, road, and/or right-of-way pre- approved by the Town. Pickups are restricted to the boundaries of the area designated by the Town. Participants shall not enter woods, private property, waterways, or State of Connecticut roadways, on ramps, and off ramps. Bridges and overpasses are off limits. Nothing shall restrict the Town from accessing, maintaining or performing any other action, or allowing any third party to access, maintain or perform any other action, within the pre-selected area designated to a Group Sponsor or Participant.
4. Participants must abide by all applicable Federal, State and local laws and regulations while participating in the Program, including those relating to safety, as well as such terms, policies, procedures and conditions as may be imposed by the Town, as may be amended from time to time in the sole discretion of the Town.
5. Each Participant shall designate a group supervisor "Supervisor", and such Supervisor shall have a copy of these Rules with them at the pickup site, along with a sign in sheet for all Participants under their supervision during a pickup event. Supervisors shall conduct a pre-pickup safety briefing prior to each pickup event. No persons, other than Participants who have pre-registered with the Town with respect to the Program shall participate in the Program or the pickups associated therewith.
6. In the event of an emergency, Supervisors must call "911" and follow up with the Office of the Mayor of the Town of Ledyard as soon as practicable following any emergency.
7. Supervisors shall contact the Office of the Mayor to coordinate and schedule pick up dates and to obtain safety items and supplies at least five (5) business days prior to a pick up event.
8. Participant members shall be at least thirteen (13) years of age or older unless otherwise approved in writing by the Town. Prior to any such minor being permitted to participate in the Program, an adult must also participate in the Program with, and supervise, such minor. There shall be at least one or more adults for every four (4) minors participating in the Program.
9. At least two (2) times a year for a two (2) year period, Participants shall clean litter and debris in their pre-selected area.
10. Pickups must be conducted during daylight hours only and when good weather permits. Pickups may not be permitted by the Town in the Town's sole discretion, including during or near holidays.
11. All Participant members shall wear safety equipment at all times when at the pickup site. Group crew size will be limited to the amount of safety equipment available. Road safety cones and signs warning of work crew at the pickup site must be displayed at all times during the pickup. Participants shall maintain close supervision of open spaces and nearby roads and Supervisor(s)

## APPENDIX A

### Town of Ledyard Adopt A Road Program Guidelines And Safety Rules ("Rules")

shall keep close supervision over participating minors at all times.

12. Participants shall NOT touch anything that might be hazardous or cause injury, including syringes, needles, broken glass, weapons, heavy branches, animal bodies, heavy objects, tires, appliances or closed containers. Such items should be flagged and left where found. The Supervisor shall promptly report these items, as well as any other items of concern (example: trees, defective signs, lights or other unsafe or other matters that require attention) to the Public Works Department (860) 464-9060 ext. 1 and/or Ledyard Police (860)-464-6400 if appropriate for proper handling.
13. Off road parking must be arranged prior to pickup. All vehicles at pickup sites must be parked at least twenty (20) feet off the street area.
14. No Participant member shall consume alcohol or any illegal substances prior to or while participating in a pickup event.
15. Partisan political groups shall not be permitted to participate.
16. All trash and recyclables bags must be tied. Refuse/garbage must be placed in BLACK colored bags and recyclables pre-separated per Town policies in CLEAR colored bags. If dumpsters are provided on site, the crew shall place the bags in the appropriate dumpster. If no dumpsters are provided, the bags should be left in a visible area at the site for Public Works staff to collect.
17. Separately designated full bags of nip bottles must be returned to the Mayor's office by the Supervisor to receive payment of shared revenue.
18. Participants may support or challenge other Participants/individuals to participate in the Program.
19. Participants shall report individuals seen littering on public property.
20. All unused materials and supplies must be returned to the Town's Public Works Department, along with a verbal report of the cleanup, followed by the Participant submitting a written report to said Department within twenty four (24) hours after collection.
21. The Town, in its sole discretion, reserves the right to modify or amend these Rules from time to time. Participants will be required to comply with such modification or amendments as a condition of their continued participation in the Program.
22. If the Town, in its sole discretion, determines that any Participant has failed to adhere to these Rules and/or otherwise failed to perform its duties hereunder, the Town may terminate such Participant's participation in the Program immediately upon notice; and any sign related to such Participant will be removed. In addition, Participants shall notify the Town in writing if they no longer wish to participate in the Program.
23. The Town reserves the right to reject any applicant to the Program.

#### THE TOWN AGREES TO DO THE FOLLOWING IN CONNECTION WITH THE PROGRAM:

- a. Share revenue with the Group Sponsor received from the State of Connecticut in accordance with Public Act No.21-58 "An Act Concerning Solid Waste Management" in the amount of \$ To be determined for every specially designated bag completely filled with "nip" bottles according to the following standardized requirements:  
(To be determined)
- b. Provide a safety instruction brochure for each Participant to advise of the requirements, risk,

## APPENDIX A

### Town of Ledyard Adopt A Road Program Guidelines And Safety Rules ("Rules")

hazards of and precautions to following in connection with the Program.

- c. Provide BLACK plastic bags for garbage, CLEAR bags for recycled materials, and separately sized clear bags for "nip" bottles.
- d. Town Public Works crew will pick up the separated bags and take to the transfer station for proper disposal.
- e. Safely remove and dispose of flagged materials described above.
- f. Recognize each Participant (or if no Participant, Participant ) that joins the Program for maintaining one mile or more of a designated pick up area, by erecting a sign identifying such Participant and/or Participant 's name on the sign. The Town reserves the right to refuse or revise acronyms of Participant names when preparing signs.
- g. Provide "cleanup crew" signs and other appropriate safety equipment, as well as flags for marking items which the Participant determines unsafe or desires not to move.
- h. Coordinate, at its discretion, publicity efforts with the Participant to solicit local media coverage.
- i. Identify site boundaries in relation to the pickup area designated by the Town.

**Town Of Ledyard  
Office of the Mayor  
Adopt-A-Road Clean-Up Information Sheet**

Name: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ Cell: \_\_\_\_\_

Organization: \_\_\_\_\_

Area To Be Cleaned: \_\_\_\_\_

Date Supplies Were Picked Up: \_\_\_\_\_

Scheduled Date of Clean Up \_\_\_\_\_

Person Receiving Supplies: \_\_\_\_\_

Date Supplies Returned: \_\_\_\_\_

Returned By: \_\_\_\_\_

Supplies Provided For Clean-Up:

- 4 \_\_\_\_\_ Road safety cones
- 12 \_\_\_\_\_ Vests
- 12 \_\_\_\_\_ Pairs of gloves
- 12 \_\_\_\_\_ Pickers
- 1 \_\_\_\_\_ Roll black bags
- 1 \_\_\_\_\_ Roll clear bags
- 12 \_\_\_\_\_ Garbo Grabber hoops
- 1 \_\_\_\_\_ First aid kit

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note: supplies used for clean-up must be returned the following Monday.



**Town Of Ledyard Adopt a Road Program  
Participant Release Agreement**

**THIS RELEASE AGREEMENT** ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 202\_\_ between the Town of Ledyard and:

[Name] \_\_\_\_\_

[Address] \_\_\_\_\_

[Organization/Entity] \_\_\_\_\_

("Participant") to permit Participant to participate in the Town of Ledyard's Adopt a Road Program. **If Participant is under eighteen (18) years old, this Agreement must also be executed by Participant's parent or legal guardian),**

**WHEREAS**, the Town of Ledyard, through its Office of the Mayor, (collectively, the "Town") operates an Adopt A Road Program (the "Program"), to allow sponsoring organizations and their participants to access and maintain Town owned or maintained properties, roads, and/or right-of-ways to pick up accumulated litter and perform other tasks as described in "Appendix A" attached hereto and made a part hereof; and

**WHEREAS**, there are certain risks involved with participants participating in such Program, and Group Sponsor has reviewed the Town's Program Guidelines and Safety Rules ("Rules") described in "Appendix A" with its participants, and has explained to the participants the risks of, and safety procedures to follow when participating in, the Program; and

**WHEREAS**, the Town of Ledyard desires to share with certain non-profit organizations revenue received from Public Act No.21-58 "An Act Concerning Solid Waste Management" in accordance with the "Resolution Regarding Revenues Received from Beverage Container Surcharges" adopted on June 8, 2022 enabling the municipalities to use the remitted funds for environmental measures aimed at reducing solid waste or reducing the impact of litter from spirit or liquor beverage containers of 50mL or less (commonly referred to as "nips").

**WHEREAS**, the Participant wishes to participate in the Program, and the Town is willing to allow for Participant's participation in the Program, subject to the terms and conditions set forth in this Agreement and the Rules attached to this Agreement.

**NOW, THEREFORE**, in consideration of Participant being permitted to participate in the Program, Participant (and if applicable, his or her parent or legal guardian) hereby voluntarily and knowingly execute this Agreement with the express intention of being legally bound by the following terms and conditions:

1. I/we have read and understand this Agreement and the Town's Adopt a Road Guidelines and Safety Rules for participation in the Program, and agree to be bound by same.
2. For purposes of this Agreement and Participant's participation in the Program, I/we understand and agree that: (a) Participant is participating in the Program solely on a voluntary basis and as an independent contractor; (b) this Agreement does not create an employer/employee, partnership, joint venture, principal/agent or any other relationship between the Town and Participant; and (c) the Town owes Participant no compensation, benefits or medical, workers compensation or other insurance coverage as a result of this Agreement and/or Participant's participation in the Program.
3. I/we understand and willingly and knowingly accept the risks involved in Participant participating in the Program. To the fullest extent permitted by law, I/we, on behalf of Participant and anyone claiming through Participant, including but not limited to Volunteer's

**Town Of Ledyard Adopt a Road Program  
Participant Release Agreement**

spouse, parent, legal guardian, heirs, executors, legal representatives, administrators, successor and assigns, hereby agree to defend, release, indemnify and hold harmless the Town, its boards, councils, officers, departments, commissions, employees, agents, volunteers, representatives and all of their respective heirs, successors and assigns (collectively, the "Town Parties"), from and against any and all claims, judgments, executions, demands, suits, liabilities, debts, actions, injuries (including death), property damage, expenses and damages whatsoever, known or unknown, (collectively "Claims") that in any way arise out of, relate to and/or are connected with Participant's negligent, reckless and/or willful acts, omissions or misconduct when participating in the Program and/or that Participant, or anyone claiming through Participant, might otherwise have or experience as a result of Participant's participation in the Program. This indemnity includes any Claims under worker's compensation laws. Participant waives any rights of subrogation against the Town. Participant's obligations under this section 3 shall survive termination of Participant's participation in the Program.

4. If Participant is under the age of eighteen (18), such Participant's parent or legal guardian must read and agree to the terms and conditions written above on behalf of such Participant.
5. This Agreement shall be governed by Connecticut law, without regard to conflict of law principles.

**IN WITNESS WHEREOF**, PARTICIPANT (AND IF APPLICABLE, PARTICIPANT'S PARENT OR LEGAL GUARDIAN) HAS EXECUTED THIS AGREEMENT AS OF THE DAY AND YEAR FIRST WRITTEN ABOVE.

\_\_\_\_\_  
Witness: Participant  
Date: \_\_\_\_\_

\_\_\_\_\_  
Witness: Parent/Legal Guardian of Participant  
Date: \_\_\_\_\_

Participant's Address: \_\_\_\_\_ If, different, Parent or Legal Guardian's Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Person to be notified (not participating in Program) in case of an emergency:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Ledyard Prevention Coalition**

***Opioid Prevention, Recovery, and Wellness Program for the Town of Ledyard, CT***

**Total Request: \$40,000**

**Staff Costs**

<b>Position</b>	<b>Name</b>	<b>Salary/Fringe</b>	<b>Hours</b>	<b>Cost</b>
Project Coordination	Kerensa Mansfield Margaret Lancaster	\$52	208 hours	\$10,816
Peer Navigator	Team Support	\$32	416 hours	\$13,312
			<b>Total</b>	<b>\$24,128</b>

The LLHD staff, Program Coordinator and Peer Navigator, will be responsible for the successful coordination and implementation of all programmatic activities related to the Opioid Prevention, Recovery and Wellness Program. Narcan/Wellness training sessions will be provided for local businesses, municipal offices, civic groups, and school faculty, staff, and students. Narcan will be distributed at these trainings. LLHD will collaborate with Alliance for Living to schedule the outreach van for community events and restock Emergency Overdose boxes containing Narcan. LLHD will support individuals receiving support services, including providing transportation when needed.

**Travel**

	<b>Rate</b>	<b>Cost</b>
Local Travel	\$.655/miles x 163 miles x 12 months	\$1,281
	<b>Total</b>	<b>\$1,281</b>

Travel cost will be used for getting people to treatment whether driven by a Navigator or with a voucher, local educational and outreach activities, and meetings.

**Supplies**

<b>Item</b>	<b>Rate</b>	<b>Cost</b>
Office Supplies	\$15/month x 12 months	\$180
Printing	\$.08/copy x 2,400 copies	\$192
Postage	\$5/month x 12 months	\$60
	<b>Total</b>	<b>\$432</b>

Supplies including office supplies, printing of flyers and handouts and postage are needed for the general operation of the project.

**Other Costs**

<b>Item</b>	<b>Rate</b>	<b>Cost</b>
Narcan	\$47.50/box x 194 boxes	\$9,215
Emergency Overdose Kit	\$300/box x 2 boxes	\$600
Awareness Campaign	Local radio stations, social media, etc.	\$1,844
Wellness Dog	Purchase and training	\$2,000
Marketing Materials		\$500
	<b>Total</b>	<b>\$14,159</b>

Narcan purchase is based on the recommendation for one kit per 100 people. Two emergency overdose boxes containing Narcan will be purchased for locations as determined by community recommendation, LPC, and the Ledyard Police Department. A community awareness campaign will be implemented utilizing local radio stations, social media, and presentations. Funds will be used towards the purchase and training of a wellness dog for the Ledyard Police Department. Marketing materials will be purchased to raise awareness about the *Opioid Prevention, Recovery, and Wellness Program* support and activities.

Wholesaler	Start Date	End Date	City
WSWC-ALL	10/1/2022	3/31/2023	ANDOVER
WSWC-ALL	10/1/2022	3/31/2023	ANSONIA
WSWC-ALL	10/1/2022	3/31/2023	ASHFORD
WSWC-ALL	10/1/2022	3/31/2023	AVON
WSWC-ALL	10/1/2022	3/31/2023	BARKHAMSTED
WSWC-ALL	10/1/2022	3/31/2023	BEACON FALLS
WSWC-ALL	10/1/2022	3/31/2023	BERLIN
WSWC-ALL	10/1/2022	3/31/2023	BETHANY
WSWC-ALL	10/1/2022	3/31/2023	BETHEL
WSWC-ALL	10/1/2022	3/31/2023	BETHLEHEM
WSWC-ALL	10/1/2022	3/31/2023	BLOOMFIELD
WSWC-ALL	10/1/2022	3/31/2023	BOLTON
WSWC-ALL	10/1/2022	3/31/2023	BOZRAH
WSWC-ALL	10/1/2022	3/31/2023	BRANFORD
WSWC-ALL	10/1/2022	3/31/2023	BRIDGEPORT
WSWC-ALL	10/1/2022	3/31/2023	BRIDGEWATER
WSWC-ALL	10/1/2022	3/31/2023	BRISTOL
WSWC-ALL	10/1/2022	3/31/2023	BROOKFIELD
WSWC-ALL	10/1/2022	3/31/2023	BROOKLYN
WSWC-ALL	10/1/2022	3/31/2023	BURLINGTON
WSWC-ALL	10/1/2022	3/31/2023	CANAAN
WSWC-ALL	10/1/2022	3/31/2023	CANTERBURY
WSWC-ALL	10/1/2022	3/31/2023	CANTON
WSWC-ALL	10/1/2022	3/31/2023	CHAPLIN
WSWC-ALL	10/1/2022	3/31/2023	CHESHIRE
WSWC-ALL	10/1/2022	3/31/2023	CHESTER
WSWC-ALL	10/1/2022	3/31/2023	CLINTON
WSWC-ALL	10/1/2022	3/31/2023	COLCHESTER
WSWC-ALL	10/1/2022	3/31/2023	COLEBROOK
WSWC-ALL	10/1/2022	3/31/2023	COLUMBIA
WSWC-ALL	10/1/2022	3/31/2023	CORNWALL
WSWC-ALL	10/1/2022	3/31/2023	COVENTRY
WSWC-ALL	10/1/2022	3/31/2023	CROMWELL
WSWC-ALL	10/1/2022	3/31/2023	DANBURY
WSWC-ALL	10/1/2022	3/31/2023	DARIEN
WSWC-ALL	10/1/2022	3/31/2023	DEEP RIVER
WSWC-ALL	10/1/2022	3/31/2023	DERBY

WSWC-ALL	10/1/2022	3/31/2023	DURHAM
WSWC-ALL	10/1/2022	3/31/2023	EAST GRANBY
WSWC-ALL	10/1/2022	3/31/2023	EAST HADDAM
WSWC-ALL	10/1/2022	3/31/2023	EAST HAMPTON
WSWC-ALL	10/1/2022	3/31/2023	EAST HARTFORD
WSWC-ALL	10/1/2022	3/31/2023	EAST HAVEN
WSWC-ALL	10/1/2022	3/31/2023	EAST LYME
WSWC-ALL	10/1/2022	3/31/2023	EAST WINDSOR
WSWC-ALL	10/1/2022	3/31/2023	EASTFORD
WSWC-ALL	10/1/2022	3/31/2023	EASTON
WSWC-ALL	10/1/2022	3/31/2023	ELLINGTON
WSWC-ALL	10/1/2022	3/31/2023	ENFIELD
WSWC-ALL	10/1/2022	3/31/2023	ESSEX
WSWC-ALL	10/1/2022	3/31/2023	FAIRFIELD
WSWC-ALL	10/1/2022	3/31/2023	FARMINGTON
WSWC-ALL	10/1/2022	3/31/2023	FRANKLIN
WSWC-ALL	10/1/2022	3/31/2023	GLASTONBURY
WSWC-ALL	10/1/2022	3/31/2023	GOSHEN
WSWC-ALL	10/1/2022	3/31/2023	GRANBY
WSWC-ALL	10/1/2022	3/31/2023	GREENWICH
WSWC-ALL	10/1/2022	3/31/2023	GRISWOLD
WSWC-ALL	10/1/2022	3/31/2023	GROTON
WSWC-ALL	10/1/2022	3/31/2023	GUILFORD
WSWC-ALL	10/1/2022	3/31/2023	HADDAM
WSWC-ALL	10/1/2022	3/31/2023	HAMDEN
WSWC-ALL	10/1/2022	3/31/2023	HAMPTON
WSWC-ALL	10/1/2022	3/31/2023	HARTFORD
WSWC-ALL	10/1/2022	3/31/2023	HARTLAND
WSWC-ALL	10/1/2022	3/31/2023	HARWINTON
WSWC-ALL	10/1/2022	3/31/2023	HEBRON
WSWC-ALL	10/1/2022	3/31/2023	KENT
WSWC-ALL	10/1/2022	3/31/2023	KILLINGLY
WSWC-ALL	10/1/2022	3/31/2023	KILLINGWORTH
WSWC-ALL	10/1/2022	3/31/2023	LEBANON
WSWC-ALL	10/1/2022	3/31/2023	LEDYARD
WSWC-ALL	10/1/2022	3/31/2023	LISBON
WSWC-ALL	10/1/2022	3/31/2023	LITCHFIELD
WSWC-ALL	10/1/2022	3/31/2023	LYME

WSWC-ALL	10/1/2022	3/31/2023	MADISON
WSWC-ALL	10/1/2022	3/31/2023	MANCHESTER
WSWC-ALL	10/1/2022	3/31/2023	MANSFIELD
WSWC-ALL	10/1/2022	3/31/2023	MARLBOROUGH
WSWC-ALL	10/1/2022	3/31/2023	MERIDEN
WSWC-ALL	10/1/2022	3/31/2023	MIDDLEBURY
WSWC-ALL	10/1/2022	3/31/2023	MIDDLEFIELD
WSWC-ALL	10/1/2022	3/31/2023	MIDDLETOWN
WSWC-ALL	10/1/2022	3/31/2023	MILFORD
WSWC-ALL	10/1/2022	3/31/2023	MONROE
WSWC-ALL	10/1/2022	3/31/2023	MONTVILLE
WSWC-ALL	10/1/2022	3/31/2023	MORRIS
WSWC-ALL	10/1/2022	3/31/2023	NAUGATUCK
WSWC-ALL	10/1/2022	3/31/2023	NEW BRITAIN
WSWC-ALL	10/1/2022	3/31/2023	NEW CANAAN
WSWC-ALL	10/1/2022	3/31/2023	NEW FAIRFIELD
WSWC-ALL	10/1/2022	3/31/2023	NEW HARTFORD
WSWC-ALL	10/1/2022	3/31/2023	NEW HAVEN
WSWC-ALL	10/1/2022	3/31/2023	NEW LONDON
WSWC-ALL	10/1/2022	3/31/2023	NEW MILFORD
WSWC-ALL	10/1/2022	3/31/2023	NEWINGTON
WSWC-ALL	10/1/2022	3/31/2023	NEWTOWN
WSWC-ALL	10/1/2022	3/31/2023	NORFOLK
WSWC-ALL	10/1/2022	3/31/2023	NORTH BRANFORD
WSWC-ALL	10/1/2022	3/31/2023	NORTH CANAAN
WSWC-ALL	10/1/2022	3/31/2023	NORTH HAVEN
WSWC-ALL	10/1/2022	3/31/2023	NORTH STONINGTON
WSWC-ALL	10/1/2022	3/31/2023	NORWALK
WSWC-ALL	10/1/2022	3/31/2023	NORWICH
WSWC-ALL	10/1/2022	3/31/2023	OLD LYME
WSWC-ALL	10/1/2022	3/31/2023	OLD SAYBROOK
WSWC-ALL	10/1/2022	3/31/2023	ORANGE
WSWC-ALL	10/1/2022	3/31/2023	OXFORD
WSWC-ALL	10/1/2022	3/31/2023	PLAINFIELD
WSWC-ALL	10/1/2022	3/31/2023	PLAINVILLE
WSWC-ALL	10/1/2022	3/31/2023	PLYMOUTH
WSWC-ALL	10/1/2022	3/31/2023	POMFRET
WSWC-ALL	10/1/2022	3/31/2023	PORTLAND
WSWC-ALL	10/1/2022	3/31/2023	PRESTON
WSWC-ALL	10/1/2022	3/31/2023	PROSPECT
WSWC-ALL	10/1/2022	3/31/2023	PUTNAM
WSWC-ALL	10/1/2022	3/31/2023	REDDING

WSWC-ALL	10/1/2022	3/31/2023	RIDGEFIELD
WSWC-ALL	10/1/2022	3/31/2023	ROCKY HILL
WSWC-ALL	10/1/2022	3/31/2023	ROXBURY
WSWC-ALL	10/1/2022	3/31/2023	SALEM
WSWC-ALL	10/1/2022	3/31/2023	SALISBURY
WSWC-ALL	10/1/2022	3/31/2023	SCOTLAND
WSWC-ALL	10/1/2022	3/31/2023	SEYMOUR
WSWC-ALL	10/1/2022	3/31/2023	SHARON
WSWC-ALL	10/1/2022	3/31/2023	SHELTON
WSWC-ALL	10/1/2022	3/31/2023	SHERMAN
WSWC-ALL	10/1/2022	3/31/2023	SIMSBURY
WSWC-ALL	10/1/2022	3/31/2023	SOMERS
WSWC-ALL	10/1/2022	3/31/2023	SOUTH WINDSOR
WSWC-ALL	10/1/2022	3/31/2023	SOUTHBURY
WSWC-ALL	10/1/2022	3/31/2023	SOUTHINGTON
WSWC-ALL	10/1/2022	3/31/2023	SPRAGUE
WSWC-ALL	10/1/2022	3/31/2023	STAFFORD
WSWC-ALL	10/1/2022	3/31/2023	STAMFORD
WSWC-ALL	10/1/2022	3/31/2023	STERLING
WSWC-ALL	10/1/2022	3/31/2023	STONINGTON
WSWC-ALL	10/1/2022	3/31/2023	STRATFORD
WSWC-ALL	10/1/2022	3/31/2023	SUFFIELD
WSWC-ALL	10/1/2022	3/31/2023	THOMASTON
WSWC-ALL	10/1/2022	3/31/2023	THOMPSON
WSWC-ALL	10/1/2022	3/31/2023	TOLLAND
WSWC-ALL	10/1/2022	3/31/2023	TORRINGTON
WSWC-ALL	10/1/2022	3/31/2023	TRUMBULL
WSWC-ALL	10/1/2022	3/31/2023	UNION
WSWC-ALL	10/1/2022	3/31/2023	VERNON
WSWC-ALL	10/1/2022	3/31/2023	VOLUNTOWN
WSWC-ALL	10/1/2022	3/31/2023	WALLINGFORD
WSWC-ALL	10/1/2022	3/31/2023	WARREN
WSWC-ALL	10/1/2022	3/31/2023	WASHINGTON
WSWC-ALL	10/1/2022	3/31/2023	WATERBURY
WSWC-ALL	10/1/2022	3/31/2023	WATERFORD
WSWC-ALL	10/1/2022	3/31/2023	WATERTOWN
WSWC-ALL	10/1/2022	3/31/2023	WEST HARTFORD
WSWC-ALL	10/1/2022	3/31/2023	WEST HAVEN
WSWC-ALL	10/1/2022	3/31/2023	WESTBROOK
WSWC-ALL	10/1/2022	3/31/2023	WESTON
WSWC-ALL	10/1/2022	3/31/2023	WESTPORT
WSWC-ALL	10/1/2022	3/31/2023	WETHERSFIELD



WSWC-ALL	10/1/2022	3/31/2023	WILLINGTON
WSWC-ALL	10/1/2022	3/31/2023	WILTON
WSWC-ALL	10/1/2022	3/31/2023	WINCHESTER
WSWC-ALL	10/1/2022	3/31/2023	WINDHAM
WSWC-ALL	10/1/2022	3/31/2023	WINDSOR
WSWC-ALL	10/1/2022	3/31/2023	WINDSOR LOCKS
WSWC-ALL	10/1/2022	3/31/2023	WOLCOTT
WSWC-ALL	10/1/2022	3/31/2023	WOODBIDGE
WSWC-ALL	10/1/2022	3/31/2023	WOODBURY
WSWC-ALL	10/1/2022	3/31/2023	WOODSTOCK

Environmental Fee by Town	WSWC - TOTAL Enviro Fee:	\$2,413,228.05	ASG
\$1,653.60	33072.00		\$471.00
\$19,741.25	394825.00		\$0.00
\$5,323.30	106466.00		\$1,104.00
\$4,563.75	91275.00		\$1,282.80
\$3,128.50	62570.00		\$0.00
\$2,732.25	54645.00		\$0.00
\$14,086.55	281731.00		\$3,498.60
\$1,453.30	29066.00		\$0.00
\$9,886.70	197734.00		\$0.00
\$814.40	16288.00		\$0.00
\$12,465.40	249308.00		\$2,325.00
\$6,711.55	134231.00		\$1,729.80
\$1,691.10	33822.00		\$522.60
\$21,133.65	422673.00		\$0.00
\$80,392.75	1607855.00		\$0.00
\$0.00	0.00		\$0.00
\$59,926.20	1198524.00		\$12,195.60
\$7,415.75	148315.00		\$0.00
\$10,692.40	213848.00		\$2,076.60
\$4,295.30	85906.00		\$1,000.80
\$2,385.25	47705.00		\$0.00
\$4,949.85	98997.00		\$874.80
\$7,116.70	142334.00		\$1,926.00
\$5,163.35	103267.00		\$2,244.00
\$10,201.50	204030.00		\$0.00
\$1,227.05	24541.00		\$226.20
\$10,411.40	208228.00		\$3,203.40
\$16,891.95	337839.00		\$4,400.40
\$0.00	0.00		\$0.00
\$3,425.80	68516.00		\$875.40
\$468.90	9378.00		\$0.00
\$9,713.65	194273.00		\$2,646.00
\$17,111.20	342224.00		\$3,559.80
\$44,130.35	882607.00		\$0.00
\$1,782.10	35642.00		\$0.00
\$5,181.65	103633.00		\$1,022.40
\$12,577.50	251550.00		\$0.00

\$4,944.45	98889.00	\$1,302.60
\$3,883.10	77662.00	\$1,080.60
\$4,836.55	96731.00	\$946.20
\$10,427.10	208542.00	\$988.80
\$38,243.75	764875.00	\$8,714.40
\$24,418.35	488367.00	\$0.00
<b>\$12,835.80</b>	<b>256716.00</b>	<b>\$3,727.80</b>
\$14,405.45	288109.00	\$3,953.40
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$11,612.65	232253.00	\$3,388.80
\$41,154.45	823089.00	\$8,247.00
\$4,925.60	98512.00	\$1,362.60
\$18,952.40	379048.00	\$0.00
\$11,769.45	235389.00	\$2,494.80
\$2,838.10	56762.00	\$438.00
\$11,908.55	238171.00	\$3,181.20
\$1,000.55	20011.00	\$0.00
\$6,708.50	134170.00	\$1,888.20
\$5,595.30	111906.00	\$0.00
\$17,720.20	354404.00	\$2,917.80
<b>\$46,199.35</b>	<b>923987.00</b>	<b>\$11,158.20</b>
\$5,728.15	114563.00	\$0.00
\$8,505.05	170101.00	\$2,563.80
\$44,693.20	893864.00	\$0.00
\$2,330.80	46616.00	\$495.00
\$78,448.85	1568977.00	\$14,074.80
\$0.10	2.00	\$0.00
\$5,663.85	113277.00	\$0.00
\$6,837.90	136758.00	\$1,885.20
\$676.30	13526.00	\$0.00
\$24,068.70	481374.00	\$5,387.40
\$1,819.75	36395.00	\$432.60
\$970.50	19410.00	\$142.20
<b>\$13,048.20</b>	<b>260964.00</b>	<b>\$3,181.20</b>
\$3,577.20	71544.00	\$672.00
\$2,672.75	53455.00	\$0.00
\$0.00	0.00	\$0.00

\$4,336.00	86720.00	\$0.00
\$66,150.10	1323002.00	\$19,335.60
\$16,077.10	321542.00	\$3,622.20
\$3,960.30	79206.00	\$1,435.80
\$53,815.90	1076318.00	\$0.00
\$2,305.50	46110.00	\$0.00
\$4,856.45	97129.00	\$679.80
\$34,225.25	684505.00	\$6,072.00
\$35,045.80	700916.00	\$0.00
\$8,544.70	170894.00	\$0.00
<b>\$18,672.55</b>	<b>373451.00</b>	<b>\$3,582.00</b>
\$1,634.70	32694.00	\$0.00
\$25,837.80	516756.00	\$0.00
\$65,939.50	1318790.00	\$17,005.20
\$887.15	17743.00	\$0.00
\$3,750.05	75001.00	\$0.00
\$1,851.15	37023.00	\$0.00
\$115,073.05	2301461.00	\$0.00
\$35,838.20	716764.00	\$9,022.20
\$19,550.95	391019.00	\$0.00
\$23,943.80	478876.00	\$4,707.00
\$9,028.50	180570.00	\$0.00
\$1,122.30	22446.00	\$0.00
\$8,610.35	172207.00	\$0.00
\$3,536.65	70733.00	\$0.00
\$13,993.30	279866.00	\$0.00
\$7,829.00	156580.00	\$1,503.60
\$40,534.30	810686.00	\$0.00
<b>\$59,006.20</b>	<b>1180124.00</b>	<b>\$12,697.80</b>
\$4,133.60	82672.00	\$1,410.60
\$10,368.65	207373.00	\$3,842.40
\$4,217.65	84353.00	\$0.00
\$5,193.30	103866.00	\$0.00
\$26,870.85	537417.00	\$5,280.00
\$14,475.95	289519.00	\$3,522.60
\$8,140.20	162804.00	\$0.00
\$1,036.00	20720.00	\$324.00
\$7,462.25	149245.00	\$1,498.20
\$4,845.00	96900.00	\$673.20
\$4,169.10	83382.00	\$0.00
\$20,361.90	407238.00	\$5,119.80
\$1,191.20	23824.00	\$0.00

\$3,383.80	67676.00	\$0.00
\$12,362.05	247241.00	\$3,925.20
\$273.70	5474.00	\$0.00
\$5,585.30	111706.00	\$1,510.20
\$1,026.50	20530.00	\$0.00
\$1,223.45	24469.00	\$195.60
\$12,849.55	256991.00	\$0.00
\$911.25	18225.00	\$0.00
\$21,742.35	434847.00	\$0.00
\$447.60	8952.00	\$0.00
\$8,510.25	170205.00	\$1,749.60
\$4,578.85	91577.00	\$1,173.60
\$16,353.55	327071.00	\$4,073.40
\$9,310.85	186217.00	\$0.00
\$31,954.90	639098.00	\$6,402.60
\$1,651.60	33032.00	\$384.60
\$14,554.55	291091.00	\$3,686.40
\$41,177.15	823543.00	\$0.00
\$1,594.10	31882.00	\$244.20
<b>\$12,653.20</b>	<b>253064.00</b>	<b>\$2,300.40</b>
\$33,637.50	672750.00	\$0.00
\$7,402.00	148040.00	\$1,783.80
\$7,573.40	151468.00	\$0.00
\$11,321.40	226428.00	\$2,157.60
\$9,407.50	188150.00	\$2,835.60
\$34,781.35	695627.00	\$0.00
\$6,734.05	134681.00	\$0.00
\$0.00	0.00	\$0.00
\$25,882.30	517646.00	\$6,970.80
\$4,148.60	82972.00	\$1,395.00
\$33,800.25	676005.00	\$0.00
\$576.10	11522.00	\$0.00
\$864.05	17281.00	\$0.00
\$77,792.65	1555853.00	\$0.00
<b>\$20,236.70</b>	<b>404734.00</b>	<b>\$5,048.40</b>
\$15,327.25	306545.00	\$0.00
\$27,432.50	548650.00	\$3,904.80
\$51,915.05	1038301.00	\$0.00
\$6,193.75	123875.00	\$1,781.40
\$241.30	4826.00	\$0.00
\$13,901.80	278036.00	\$0.00
\$15,719.10	314382.00	\$3,838.80

\$3,141.60	62832.00	\$662.40
\$1,615.50	32310.00	\$0.00
\$15,229.20	304584.00	\$0.00
\$21,681.60	433632.00	\$5,126.40
\$15,806.50	316130.00	\$3,816.60
\$17,596.20	351924.00	\$3,500.40
\$13,950.55	279011.00	\$0.00
\$75.35	1507.00	\$0.00
\$4,403.30	88066.00	\$0.00
\$6.00	120.00	\$0.00

BB	CDI	EDER	HDI	HP	NE
\$330.00	\$270.00	\$0.00	\$0.00	\$0.00	\$582.60
\$3,511.45	\$5,184.70	\$6,139.90	\$0.00	\$1,004.60	\$3,891.60
\$1,310.50	\$742.40	\$0.00	\$0.00	\$582.60	\$1,578.00
\$1,273.20	\$651.90	\$0.00	\$0.00	\$195.20	\$1,159.80
\$594.90	\$333.00	\$1,368.60	\$0.00	\$280.00	\$552.00
\$1,515.25	\$279.40	\$522.50	\$0.00	\$49.10	\$366.00
\$2,910.55	\$2,507.20	\$0.00	\$0.00	\$1,304.90	\$3,862.80
\$213.50	\$306.30	\$357.60	\$0.00	\$72.50	\$503.40
\$1,929.05	\$1,750.10	\$2,507.00	\$0.00	\$565.80	\$3,080.40
\$239.20	\$97.90	\$258.50	\$0.00	\$122.20	\$96.60
\$3,617.45	\$3,584.10	\$0.00	\$0.00	\$1,133.45	\$1,805.40
\$1,812.65	\$1,139.50	\$0.00	\$0.00	\$814.90	\$1,213.20
\$284.80	\$291.60	\$0.00	\$0.00	\$118.10	\$474.00
\$1,851.90	\$4,866.70	\$7,071.10	\$0.00	\$1,319.40	\$5,938.20
\$13,962.35	\$27,664.60	\$16,071.70	\$0.00	\$6,628.90	\$15,960.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$15,267.20	\$12,737.20	\$0.00	\$0.00	\$3,524.45	\$16,186.80
\$773.70	\$1,260.70	\$2,438.80	\$0.00	\$648.45	\$2,292.60
\$2,913.00	\$2,037.30	\$0.00	\$0.00	\$499.80	\$3,127.80
\$999.40	\$947.10	\$0.00	\$0.00	\$152.10	\$1,183.80
\$94.00	\$46.60	\$564.50	\$0.00	\$317.55	\$1,362.60
\$1,123.15	\$1,236.60	\$0.00	\$0.00	\$333.60	\$1,378.80
\$2,459.35	\$612.90	\$0.00	\$0.00	\$551.45	\$1,566.00
\$280.55	\$1,269.40	\$0.00	\$0.00	\$331.40	\$1,038.00
\$1,488.00	\$1,633.90	\$3,447.90	\$0.00	\$781.90	\$2,815.80
\$203.00	\$312.60	\$0.00	\$0.00	\$169.30	\$277.20
\$1,702.60	\$1,802.10	\$0.00	\$0.00	\$886.40	\$2,799.00
\$4,194.10	\$3,137.25	\$0.00	\$0.00	\$1,127.50	\$4,032.60
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$787.30	\$538.40	\$0.00	\$0.00	\$213.70	\$1,011.00
\$63.60	\$0.00	\$122.10	\$0.00	\$0.00	\$283.20
\$1,635.20	\$2,500.25	\$0.00	\$0.00	\$715.30	\$2,216.40
\$4,484.75	\$2,774.20	\$0.00	\$0.00	\$2,325.45	\$3,954.60
\$6,400.45	\$9,018.45	\$11,292.00	\$0.00	\$4,472.40	\$12,801.00
\$251.00	\$220.60	\$411.80	\$0.00	\$220.80	\$676.20
\$899.45	\$1,130.60	\$0.00	\$0.00	\$214.00	\$1,908.00
\$1,546.70	\$2,903.10	\$4,008.90	\$0.00	\$758.20	\$3,323.40

\$766.00	\$919.20	\$0.00	\$0.00	\$340.85	\$1,573.80
\$348.60	\$494.30	\$0.00	\$0.00	\$352.20	\$1,607.40
\$1,857.35	\$460.90	\$0.00	\$0.00	\$399.10	\$1,155.00
\$4,233.35	\$893.50	\$0.00	\$0.00	\$632.85	\$3,678.60
\$8,165.05	\$11,147.35	\$0.00	\$0.00	\$3,376.35	\$6,777.60
\$3,630.60	\$5,194.30	\$7,547.60	\$0.00	\$2,734.45	\$5,254.20
\$2,485.55	\$2,479.75	\$0.00	\$0.00	\$1,272.90	\$2,858.40
\$2,784.40	\$2,622.50	\$0.00	\$0.00	\$1,011.30	\$4,026.60
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,196.10	\$2,158.95	\$0.00	\$0.00	\$1,045.80	\$2,823.00
\$10,883.95	\$7,431.50	\$0.00	\$0.00	\$2,872.50	\$11,712.00
\$966.55	\$757.10	\$0.00	\$0.00	\$630.35	\$1,209.00
\$2,157.85	\$3,521.55	\$3,685.90	\$0.00	\$1,373.05	\$8,120.40
\$3,200.90	\$1,796.80	\$0.00	\$0.00	\$956.70	\$3,265.20
\$564.00	\$534.90	\$0.00	\$0.00	\$250.00	\$1,050.00
\$2,971.90	\$1,738.50	\$0.00	\$0.00	\$744.05	\$3,234.60
\$168.45	\$140.90	\$516.70	\$0.00	\$44.90	\$129.60
\$1,426.40	\$898.40	\$0.00	\$0.00	\$777.30	\$1,712.40
\$893.25	\$1,214.10	\$1,445.80	\$0.00	\$770.15	\$1,256.40
\$3,929.05	\$5,868.95	\$0.00	\$0.00	\$1,162.60	\$3,833.40
\$11,077.25	\$7,749.85	\$0.00	\$0.00	\$3,020.15	\$13,141.20
\$837.50	\$1,220.65	\$1,588.70	\$0.00	\$519.50	\$1,561.80
\$1,447.60	\$1,711.70	\$0.00	\$0.00	\$889.80	\$1,877.40
\$9,941.40	\$12,370.25	\$11,158.50	\$0.00	\$2,399.45	\$8,720.40
\$633.20	\$321.80	\$0.00	\$0.00	\$136.80	\$744.00
\$15,658.85	\$28,176.55	\$0.00	\$0.00	\$8,509.35	\$11,967.00
\$0.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,757.30	\$880.15	\$1,985.30	\$0.00	\$271.30	\$754.80
\$1,597.90	\$1,117.20	\$0.00	\$0.00	\$677.60	\$1,560.00
\$153.80	\$1.50	\$278.30	\$0.00	\$37.50	\$205.20
\$4,637.60	\$4,125.10	\$0.00	\$0.00	\$1,383.60	\$8,535.00
\$363.75	\$245.60	\$0.00	\$0.00	\$129.80	\$642.00
\$308.70	\$166.80	\$0.00	\$0.00	\$37.80	\$315.00
\$2,475.40	\$2,595.00	\$0.00	\$0.00	\$1,168.00	\$3,612.60
\$1,469.40	\$0.00	\$0.00	\$0.00	\$0.00	\$1,435.80
\$437.70	\$288.30	\$1,052.75	\$0.00	\$166.80	\$692.40
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



\$410.20	\$977.30	\$1,159.90	\$0.00	\$238.55	\$1,524.00
\$15,260.90	\$14,404.10	\$0.00	\$0.00	\$4,841.30	\$12,252.60
\$3,332.10	\$1,822.60	\$0.00	\$0.00	\$504.75	\$6,794.40
\$835.10	\$274.50	\$0.00	\$0.00	\$411.90	\$1,002.00
\$9,589.75	\$17,063.20	\$13,577.30	\$0.00	\$4,168.00	\$9,349.80
\$295.50	\$476.60	\$854.30	\$0.00	\$99.50	\$576.00
\$1,418.15	\$977.40	\$0.00	\$0.00	\$185.70	\$1,595.40
\$8,250.55	\$8,658.70	\$0.00	\$0.00	\$2,666.40	\$8,556.60
\$5,148.95	\$6,723.10	\$9,382.30	\$0.00	\$2,324.05	\$10,239.00
\$901.25	\$2,188.55	\$2,066.95	\$0.00	\$635.40	\$2,731.20
<b>\$6,575.20</b>	<b>\$2,510.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,112.05</b>	<b>\$4,872.60</b>
\$115.70	\$472.70	\$604.50	\$0.00	\$174.60	\$246.00
\$3,950.50	\$6,006.30	\$8,305.95	\$0.00	\$1,340.70	\$6,218.40
\$15,674.60	\$16,416.90	\$0.00	\$0.00	\$4,299.80	\$12,504.60
\$148.05	\$93.00	\$235.70	\$0.00	\$164.40	\$237.00
\$882.95	\$528.30	\$818.10	\$0.00	\$212.70	\$1,308.00
\$426.15	\$231.80	\$835.00	\$0.00	\$68.10	\$289.80
\$25,204.45	\$42,135.40	\$27,725.40	\$0.00	\$4,819.60	\$15,088.20
\$7,530.80	\$7,499.50	\$0.00	\$0.00	\$2,689.55	\$9,089.40
\$2,248.35	\$3,238.35	\$5,735.30	\$0.00	\$1,560.50	\$6,683.40
\$5,732.80	\$6,134.50	\$0.00	\$0.00	\$1,207.00	\$6,141.60
\$1,221.95	\$1,583.80	\$2,207.35	\$0.00	\$755.60	\$3,207.60
\$227.40	\$178.50	\$493.30	\$0.00	\$67.10	\$156.00
\$688.30	\$2,009.50	\$2,370.80	\$0.00	\$565.85	\$2,960.40
\$551.10	\$495.05	\$2,490.50	\$0.00	\$0.00	\$0.00
\$2,106.95	\$2,954.30	\$4,309.40	\$0.00	\$1,080.50	\$3,395.40
\$1,064.35	\$1,028.80	\$0.00	\$0.00	\$446.85	\$3,783.60
\$6,879.40	\$10,594.95	\$7,588.20	\$0.00	\$3,229.40	\$11,457.60
<b>\$17,506.05</b>	<b>\$10,633.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,683.75</b>	<b>\$13,365.60</b>
\$596.90	\$442.90	\$0.00	\$0.00	\$377.00	\$1,306.20
\$808.80	\$2,145.70	\$0.00	\$0.00	\$553.75	\$3,006.00
\$359.25	\$1,413.10	\$892.30	\$0.00	\$330.00	\$1,181.40
\$881.85	\$1,366.50	\$1,676.60	\$0.00	\$239.50	\$1,020.00
\$5,183.60	\$5,077.70	\$0.00	\$0.00	\$1,772.00	\$9,517.20
\$3,223.10	\$2,996.10	\$0.00	\$0.00	\$1,267.95	\$3,436.20
\$1,826.10	\$1,403.20	\$2,825.00	\$0.00	\$545.10	\$1,536.00
\$250.00	\$130.90	\$0.00	\$0.00	\$47.30	\$283.80
\$2,198.40	\$1,444.40	\$0.00	\$0.00	\$519.15	\$1,767.60
\$1,552.70	\$477.90	\$0.00	\$0.00	\$285.40	\$1,855.80
\$565.45	\$972.80	\$1,184.50	\$0.00	\$224.00	\$1,215.60
\$4,533.55	\$2,975.30	\$0.00	\$0.00	\$1,085.15	\$6,597.60
\$87.70	\$160.60	\$451.60	\$0.00	\$186.55	\$300.00

\$253.70	\$592.70	\$1,219.75	\$0.00	\$330.65	\$975.00
\$2,306.75	\$2,602.50	\$0.00	\$0.00	\$1,067.80	\$2,458.80
\$49.60	\$39.00	\$54.30	\$0.00	\$32.55	\$96.00
\$897.50	\$1,175.20	\$0.00	\$0.00	\$344.70	\$1,657.20
\$60.60	\$289.00	\$574.70	\$0.00	\$18.50	\$83.40
\$272.85	\$243.00	\$0.00	\$0.00	\$139.40	\$372.60
\$3,247.30	\$2,120.60	\$4,115.60	\$0.00	\$557.40	\$2,796.60
\$213.10	\$39.40	\$228.10	\$0.00	\$208.65	\$222.00
\$3,428.75	\$4,933.45	\$5,483.20	\$0.00	\$1,713.55	\$6,079.80
\$127.20	\$133.20	\$37.20	\$0.00	\$19.20	\$130.80
\$2,205.95	\$1,558.90	\$0.00	\$0.00	\$874.20	\$1,992.60
\$640.95	\$790.50	\$0.00	\$0.00	\$386.20	\$1,581.60
\$4,303.45	\$2,676.30	\$0.00	\$0.00	\$1,161.00	\$4,139.40
\$1,471.85	\$1,340.90	\$2,939.85	\$0.00	\$561.65	\$2,968.80
\$8,651.95	\$6,535.20	\$0.00	\$0.00	\$1,776.00	\$8,572.20
\$0.00	\$360.00	\$0.00	\$0.00	\$151.00	\$756.00
\$5,014.70	\$1,719.90	\$0.00	\$0.00	\$1,004.80	\$3,126.00
\$9,046.25	\$12,433.80	\$8,027.80	\$0.00	\$2,807.95	\$8,811.60
\$303.80	\$450.70	\$0.00	\$0.00	\$60.80	\$534.60
\$4,273.00	\$1,343.40	\$0.00	\$0.00	\$664.20	\$4,057.20
\$5,013.25	\$9,626.90	\$8,232.60	\$0.00	\$2,171.10	\$8,533.80
\$2,000.95	\$1,045.90	\$0.00	\$0.00	\$441.35	\$2,127.00
\$1,225.90	\$1,845.45	\$2,429.30	\$0.00	\$507.70	\$1,549.20
\$3,509.50	\$1,082.50	\$0.00	\$0.00	\$840.45	\$3,613.80
\$2,205.40	\$1,459.80	\$0.00	\$0.00	\$449.10	\$2,427.60
\$8,515.05	\$4,918.90	\$13,534.30	\$0.00	\$1,949.40	\$5,839.20
\$750.90	\$1,521.65	\$1,382.15	\$0.00	\$497.55	\$2,316.60
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$4,063.25	\$4,895.50	\$0.00	\$0.00	\$2,388.55	\$7,557.00
\$1,102.20	\$160.50	\$0.00	\$0.00	\$212.30	\$1,278.60
\$4,427.45	\$7,415.25	\$9,707.90	\$0.00	\$2,185.95	\$9,961.20
\$5.40	\$132.20	\$354.50	\$0.00	\$84.00	\$0.00
\$196.30	\$38.50	\$269.70	\$0.00	\$48.10	\$309.60
\$11,907.35	\$22,999.10	\$19,416.00	\$0.00	\$6,793.10	\$16,658.40
\$4,244.15	\$3,588.30	\$0.00	\$0.00	\$1,309.80	\$6,037.80
\$2,581.00	\$3,794.30	\$3,952.20	\$0.00	\$913.20	\$4,062.60
\$6,954.15	\$7,863.75	\$0.00	\$0.00	\$2,240.85	\$6,280.80
\$10,166.15	\$13,873.50	\$15,541.25	\$0.00	\$3,033.35	\$9,091.80
\$1,174.35	\$981.00	\$0.00	\$0.00	\$382.00	\$1,867.20
\$24.20	\$15.10	\$83.10	\$0.00	\$22.90	\$96.00
\$5,887.80	\$766.70	\$5,804.10	\$0.00	\$453.60	\$895.20
\$4,044.00	\$3,185.00	\$0.00	\$0.00	\$1,358.20	\$3,288.60

\$1,039.30	\$583.40	\$0.00	\$0.00	\$212.70	\$629.40
\$112.20	\$531.90	\$350.70	\$0.00	\$168.65	\$444.00
\$3,644.50	\$1,787.50	\$5,671.90	\$0.00	\$1,041.90	\$3,083.40
\$5,033.35	\$4,407.00	\$0.00	\$0.00	\$1,765.25	\$5,343.60
\$4,510.45	\$3,727.80	\$0.00	\$0.00	\$1,277.85	\$2,467.80
\$4,694.20	\$2,638.50	\$0.00	\$0.00	\$1,132.80	\$5,623.80
\$3,810.45	\$2,193.90	\$3,886.30	\$0.00	\$899.90	\$3,150.60
\$0.00	\$13.50	\$21.80	\$0.00	\$40.00	\$0.00
\$455.70	\$824.00	\$1,574.00	\$0.00	\$319.60	\$1,154.40
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00

OPICI	SLOCUM	SUM	DIFFERENCE	10/1/2022 to 3/31/2023
\$0.00	\$0.00	\$1,653.60	\$0.00	ASG
\$3.00	\$6.00	\$19,741.25	\$0.00	BB
\$0.00	\$5.80	\$5,323.30	\$0.00	CDI
\$0.00	\$0.85	\$4,563.75	\$0.00	EDER
\$0.00	\$0.00	\$3,128.50	\$0.00	HDI
\$0.00	\$0.00	\$2,732.25	\$0.00	HP
\$0.00	\$2.50	\$14,086.55	\$0.00	NE
\$0.00	\$0.00	\$1,453.30	\$0.00	OPICI
\$4.20	\$50.15	\$9,886.70	\$0.00	SLOCUM
\$0.00	\$0.00	\$814.40	\$0.00	
\$0.00	\$0.00	\$12,465.40	\$0.00	
\$0.00	\$1.50	\$6,711.55	\$0.00	
\$0.00	\$0.00	\$1,691.10	\$0.00	
\$12.60	\$73.75	\$21,133.65	\$0.00	
\$18.00	\$87.20	\$80,392.75	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	
\$0.00	\$14.95	\$59,926.20	\$0.00	
\$0.00	\$1.50	\$7,415.75	\$0.00	
\$0.00	\$37.90	\$10,692.40	\$0.00	
\$0.00	\$12.10	\$4,295.30	\$0.00	
\$0.00	\$0.00	\$2,385.25	\$0.00	
\$2.40	\$0.50	\$4,949.85	\$0.00	
\$0.00	\$1.00	\$7,116.70	\$0.00	
\$0.00	\$0.00	\$5,163.35	\$0.00	
\$3.00	\$31.00	\$10,201.50	\$0.00	
\$36.00	\$2.75	\$1,227.05	\$0.00	
\$3.00	\$14.90	\$10,411.40	\$0.00	
\$0.00	\$0.10	\$16,891.95	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	
\$0.00	\$0.00	\$3,425.80	\$0.00	
\$0.00	\$0.00	\$468.90	\$0.00	
\$0.00	\$0.50	\$9,713.65	\$0.00	
\$3.00	\$9.40	\$17,111.20	\$0.00	
\$15.60	\$130.45	\$44,130.35	\$0.00	
\$0.00	\$1.70	\$1,782.10	\$0.00	
\$1.20	\$6.00	\$5,181.65	\$0.00	
\$7.20	\$30.00	\$12,577.50	\$0.00	

\$0.00	\$42.00	\$4,944.45	\$0.00
\$0.00	\$0.00	\$3,883.10	\$0.00
\$0.00	\$18.00	\$4,836.55	\$0.00
\$0.00	\$0.00	\$10,427.10	\$0.00
\$0.00	\$63.00	\$38,243.75	\$0.00
\$6.00	\$51.20	\$24,418.35	\$0.00
\$6.00	\$5.40	\$12,835.80	\$0.00
\$0.00	\$7.25	\$14,405.45	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$11,612.65	\$0.00
\$0.00	\$7.50	\$41,154.45	\$0.00
\$0.00	\$0.00	\$4,925.60	\$0.00
\$33.00	\$60.65	\$18,952.40	\$0.00
\$0.00	\$55.05	\$11,769.45	\$0.00
\$0.00	\$1.20	\$2,838.10	\$0.00
\$0.00	\$38.30	\$11,908.55	\$0.00
\$0.00	\$0.00	\$1,000.55	\$0.00
\$0.00	\$5.80	\$6,708.50	\$0.00
\$12.00	\$3.60	\$5,595.30	\$0.00
\$0.00	\$8.40	\$17,720.20	\$0.00
\$21.00	\$31.70	\$46,199.35	\$0.00
\$0.00	\$0.00	\$5,728.15	\$0.00
\$0.00	\$14.75	\$8,505.05	\$0.00
\$6.00	\$97.20	\$44,693.20	\$0.00
\$0.00	\$0.00	\$2,330.80	\$0.00
\$0.00	\$62.30	\$78,448.85	\$0.00
\$0.00	\$0.00	\$0.10	\$0.00
\$3.00	\$12.00	\$5,663.85	\$0.00
\$0.00	\$0.00	\$6,837.90	\$0.00
\$0.00	\$0.00	\$676.30	\$0.00
\$0.00	\$0.00	\$24,068.70	\$0.00
\$0.00	\$6.00	\$1,819.75	\$0.00
\$0.00	\$0.00	\$970.50	\$0.00
\$0.00	\$16.00	\$13,048.20	\$0.00
\$0.00	\$0.00	\$3,577.20	\$0.00
\$6.60	\$28.20	\$2,672.75	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00

\$9.00	\$17.05	\$4,336.00	\$0.00
\$0.00	\$55.60	\$66,150.10	\$0.00
\$0.00	\$1.05	\$16,077.10	\$0.00
\$0.00	\$1.00	\$3,960.30	\$0.00
\$0.00	\$67.85	\$53,815.90	\$0.00
\$3.60	\$0.00	\$2,305.50	\$0.00
\$0.00	\$0.00	\$4,856.45	\$0.00
\$3.00	\$18.00	\$34,225.25	\$0.00
\$1,097.30	\$131.10	\$35,045.80	\$0.00
\$0.00	\$21.35	\$8,544.70	\$0.00
\$0.00	\$20.40	\$18,672.55	\$0.00
\$3.00	\$18.20	\$1,634.70	\$0.00
\$0.60	\$15.35	\$25,837.80	\$0.00
\$0.00	\$38.40	\$65,939.50	\$0.00
\$3.00	\$6.00	\$887.15	\$0.00
\$0.00	\$0.00	\$3,750.05	\$0.00
\$0.00	\$0.30	\$1,851.15	\$0.00
\$12.00	\$88.00	\$115,073.05	\$0.00
\$6.00	\$0.75	\$35,838.20	\$0.00
\$3.00	\$82.05	\$19,550.95	\$0.00
\$0.00	\$20.90	\$23,943.80	\$0.00
\$3.00	\$49.20	\$9,028.50	\$0.00
\$0.00	\$0.00	\$1,122.30	\$0.00
\$0.00	\$15.50	\$8,610.35	\$0.00
\$0.00	\$0.00	\$3,536.65	\$0.00
\$6.00	\$140.75	\$13,993.30	\$0.00
\$0.00	\$1.80	\$7,829.00	\$0.00
\$726.90	\$57.85	\$40,534.30	\$0.00
\$4.20	\$115.50	\$59,006.20	\$0.00
\$0.00	\$0.00	\$4,133.60	\$0.00
\$7.20	\$4.80	\$10,368.65	\$0.00
\$0.00	\$41.60	\$4,217.65	\$0.00
\$3.00	\$5.85	\$5,193.30	\$0.00
\$4.20	\$36.15	\$26,870.85	\$0.00
\$0.00	\$30.00	\$14,475.95	\$0.00
\$0.00	\$4.80	\$8,140.20	\$0.00
\$0.00	\$0.00	\$1,036.00	\$0.00
\$0.00	\$34.50	\$7,462.25	\$0.00
\$0.00	\$0.00	\$4,845.00	\$0.00
\$0.00	\$6.75	\$4,169.10	\$0.00
\$0.00	\$50.50	\$20,361.90	\$0.00
\$3.00	\$1.75	\$1,191.20	\$0.00

\$12.00	\$0.00	\$3,383.80	\$0.00
\$0.00	\$1.00	\$12,362.05	\$0.00
\$0.00	\$2.25	\$273.70	\$0.00
\$0.00	\$0.50	\$5,585.30	\$0.00
\$0.00	\$0.30	\$1,026.50	\$0.00
\$0.00	\$0.00	\$1,223.45	\$0.00
\$0.00	\$12.05	\$12,849.55	\$0.00
\$0.00	\$0.00	\$911.25	\$0.00
\$0.60	\$103.00	\$21,742.35	\$0.00
\$0.00	\$0.00	\$447.60	\$0.00
\$0.00	\$129.00	\$8,510.25	\$0.00
\$0.00	\$6.00	\$4,578.85	\$0.00
\$0.00	\$0.00	\$16,353.55	\$0.00
\$6.00	\$21.80	\$9,310.85	\$0.00
\$13.20	\$3.75	\$31,954.90	\$0.00
\$0.00	\$0.00	\$1,651.60	\$0.00
\$0.00	\$2.75	\$14,554.55	\$0.00
\$6.00	\$43.75	\$41,177.15	\$0.00
\$0.00	\$0.00	\$1,594.10	\$0.00
\$15.00	\$0.00	\$12,653.20	\$0.00
\$48.00	\$11.85	\$33,637.50	\$0.00
\$0.00	\$3.00	\$7,402.00	\$0.00
\$6.00	\$9.85	\$7,573.40	\$0.00
\$0.00	\$117.55	\$11,321.40	\$0.00
\$0.00	\$30.00	\$9,407.50	\$0.00
\$3.00	\$21.50	\$34,781.35	\$0.00
\$10.50	\$254.70	\$6,734.05	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$7.20	\$25,882.30	\$0.00
\$0.00	\$0.00	\$4,148.60	\$0.00
\$12.00	\$90.50	\$33,800.25	\$0.00
\$0.00	\$0.00	\$576.10	\$0.00
\$0.00	\$1.85	\$864.05	\$0.00
\$0.00	\$18.70	\$77,792.65	\$0.00
\$0.00	\$8.25	\$20,236.70	\$0.00
\$3.00	\$20.95	\$15,327.25	\$0.00
\$6.00	\$182.15	\$27,432.50	\$0.00
\$9.00	\$200.00	\$51,915.05	\$0.00
\$4.20	\$3.60	\$6,193.75	\$0.00
\$0.00	\$0.00	\$241.30	\$0.00
\$9.00	\$85.40	\$13,901.80	\$0.00
\$0.00	\$4.50	\$15,719.10	\$0.00

\$0.00	\$14.40	\$3,141.60	\$0.00
\$0.00	\$8.05	\$1,615.50	\$0.00
\$0.00	\$0.00	\$15,229.20	\$0.00
\$0.00	\$6.00	\$21,681.60	\$0.00
\$0.00	\$6.00	\$15,806.50	\$0.00
\$0.00	\$6.50	\$17,596.20	\$0.00
\$0.00	\$9.40	\$13,950.55	\$0.00
\$0.00	\$0.05	\$75.35	\$0.00
\$0.00	\$75.60	\$4,403.30	\$0.00
\$0.00	\$0.00	\$6.00	\$0.00



<b>\$2,413,228.05</b>	<b>% Change</b>	<b>4/1/2022 to 9/30/2022</b>	<b>\$2,328,456.55</b>	
\$301,611.60	1.66%	ASG	\$296,679.96	<i>Prior Period</i>
\$505,663.00	-2.60%	BB	\$519,137.20	<i>Prior Period</i>
\$545,645.90	4.26%	CDI	\$523,336.10	<i>Prior Period</i>
\$298,525.00	3.32%	EDER	\$288,935.75	<i>Prior Period</i>
\$0.00	0.00%	HDI	\$0.00	<i>Prior Period</i>
\$173,538.10	10.76%	HP	\$156,681.65	<i>Prior Period</i>
\$582,097.80	8.51%	NE	\$536,458.69	<i>Prior Period</i>
\$2,264.30	8.30%	OPICI	\$2,090.80	<i>Prior Period</i>
\$3,882.35	-24.41%	SLOCUM	\$5,136.40	<i>Prior Period</i>
\$2,413,228.05			\$2,328,456.55	
<b>\$2,413,228.05</b>				
<b>\$0.00</b>				

Wholesaler	Town	NIP Count	Enviro Fee by Town
ASG	ANDOVER	9,420	\$471.00
ASG	ANSONIA	0	\$0.00
ASG	ASHFORD	22,080	\$1,104.00
ASG	AVON	25,656	\$1,282.80
ASG	BARKHAMSTED	0	\$0.00
ASG	BEACON FALLS	0	\$0.00
ASG	BERLIN	69,972	\$3,498.60
ASG	BETHANY	0	\$0.00
ASG	BETHEL	0	\$0.00
ASG	BETHLEHEM	0	\$0.00
ASG	BLOOMFIELD	46,500	\$2,325.00
ASG	BOLTON	34,596	\$1,729.80
ASG	BOZRAH	10,452	\$522.60
ASG	BRANFORD	0	\$0.00
ASG	BRIDGEPORT	0	\$0.00
ASG	BRIDGEWATER	0	\$0.00
ASG	BRISTOL	243,912	\$12,195.60
ASG	BROOKFIELD	0	\$0.00
ASG	BROOKLYN	41,532	\$2,076.60
ASG	BURLINGTON	20,016	\$1,000.80
ASG	CANAAN	0	\$0.00
ASG	CANTERBURY	17,496	\$874.80
ASG	CANTON	38,520	\$1,926.00
ASG	CHAPLIN	44,880	\$2,244.00
ASG	CHESHIRE	0	\$0.00
ASG	CHESTER	4,524	\$226.20
ASG	CLINTON	64,068	\$3,203.40
ASG	COLCHESTER	88,008	\$4,400.40
ASG	COLEBROOK	0	\$0.00
ASG	COLUMBIA	17,508	\$875.40
ASG	CORNWALL	0	\$0.00
ASG	COVENTRY	52,920	\$2,646.00
ASG	CROMWELL	71,196	\$3,559.80
ASG	DANBURY	0	\$0.00
ASG	DARIEN	0	\$0.00
ASG	DEEP RIVER	20,448	\$1,022.40
ASG	DERBY	0	\$0.00
ASG	DURHAM	26,052	\$1,302.60
ASG	EAST GRANBY	21,612	\$1,080.60
ASG	EAST HADDAM	18,924	\$946.20
ASG	EAST HAMPTON	19,776	\$988.80
ASG	EAST HARTFORD	174,288	\$8,714.40
ASG	EAST HAVEN	0	\$0.00
ASG	EAST LYME	74,556	\$3,727.80

ASG	EAST WINDSOR	79,068	\$3,953.40
ASG	EASTFORD	0	\$0.00
ASG	EASTON	0	\$0.00
ASG	ELLINGTON	67,776	\$3,388.80
ASG	ENFIELD	164,940	\$8,247.00
ASG	ESSEX	27,252	\$1,362.60
ASG	FAIRFIELD	0	\$0.00
ASG	FARMINGTON	49,896	\$2,494.80
ASG	FRANKLIN	8,760	\$438.00
ASG	GLASTONBURY	63,624	\$3,181.20
ASG	GOSHEN	0	\$0.00
ASG	GRANBY	37,764	\$1,888.20
ASG	GREENWICH	0	\$0.00
ASG	GRISWOLD	58,356	\$2,917.80
ASG	GROTON	223,164	\$11,158.20
ASG	GUILFORD	0	\$0.00
ASG	HADDAM	51,276	\$2,563.80
ASG	HAMDEN	0	\$0.00
ASG	HAMPTON	9,900	\$495.00
ASG	HARTFORD	281,496	\$14,074.80
ASG	HARTLAND	0	\$0.00
ASG	HARWINTON	0	\$0.00
ASG	HEBRON	37,704	\$1,885.20
ASG	KENT	0	\$0.00
ASG	KILLINGLY	107,748	\$5,387.40
ASG	KILLINGWORTH	8,652	\$432.60
ASG	LEBANON	2,844	\$142.20
ASG	LEDYARD	63,624	\$3,181.20
ASG	LISBON	13,440	\$672.00
ASG	LITCHFIELD	0	\$0.00
ASG	LYME	0	\$0.00
ASG	MADISON	0	\$0.00
ASG	MANCHESTER	386,712	\$19,335.60
ASG	MANSFIELD	72,444	\$3,622.20
ASG	MARLBOROUGH	28,716	\$1,435.80
ASG	MERIDEN	0	\$0.00
ASG	MIDDLEBURY	0	\$0.00
ASG	MIDDLEFIELD	13,596	\$679.80
ASG	MIDDLETOWN	121,440	\$6,072.00
ASG	MILFORD	0	\$0.00
ASG	MONROE	0	\$0.00
ASG	MONTVILLE	71,640	\$3,582.00
ASG	MORRIS	0	\$0.00
ASG	NAUGATUCK	0	\$0.00
ASG	NEW BRITAIN	340,104	\$17,005.20
ASG	NEW CANAAN	0	\$0.00
ASG	NEW FAIRFIELD	0	\$0.00

ASG	NEW HARTFORD	0	\$0.00
ASG	NEW HAVEN	0	\$0.00
ASG	NEW LONDON	180,444	\$9,022.20
ASG	NEW MILFORD	0	\$0.00
ASG	NEWINGTON	94,140	\$4,707.00
ASG	NEWTOWN	0	\$0.00
ASG	NORFOLK	0	\$0.00
ASG	NORTH BRANFORD	0	\$0.00
ASG	NORTH CANAAN	0	\$0.00
ASG	NORTH HAVEN	0	\$0.00
ASG	NORTH STONINGTON	30,072	\$1,503.60
ASG	NORWALK	0	\$0.00
ASG	NORWICH	253,956	\$12,697.80
ASG	OLD LYME	28,212	\$1,410.60
ASG	OLD SAYBROOK	76,848	\$3,842.40
ASG	ORANGE	0	\$0.00
ASG	OXFORD	0	\$0.00
ASG	PLAINFIELD	105,600	\$5,280.00
ASG	PLAINVILLE	70,452	\$3,522.60
ASG	PLYMOUTH	0	\$0.00
ASG	POMFRET	6,480	\$324.00
ASG	PORTLAND	29,964	\$1,498.20
ASG	PRESTON	13,464	\$673.20
ASG	PROSPECT	0	\$0.00
ASG	PUTNAM	102,396	\$5,119.80
ASG	REDDING	0	\$0.00
ASG	RIDGEFIELD	0	\$0.00
ASG	ROCKY HILL	78,504	\$3,925.20
ASG	ROXBURY	0	\$0.00
ASG	SALEM	30,204	\$1,510.20
ASG	SALISBURY	0	\$0.00
ASG	SCOTLAND	3,912	\$195.60
ASG	SEYMOUR	0	\$0.00
ASG	SHARON	0	\$0.00
ASG	SHELTON	0	\$0.00
ASG	SHERMAN	0	\$0.00
ASG	SIMSBURY	34,992	\$1,749.60
ASG	SOMERS	23,472	\$1,173.60
ASG	SOUTH WINDSOR	81,468	\$4,073.40
ASG	SOUTHBURY	0	\$0.00
ASG	SOUTHINGTON	128,052	\$6,402.60
ASG	SPRAGUE	7,692	\$384.60
ASG	STAFFORD	73,728	\$3,686.40
ASG	STAMFORD	0	\$0.00
ASG	STERLING	4,884	\$244.20
ASG	STONINGTON	46,008	\$2,300.40
ASG	STRATFORD	0	\$0.00

ASG	SUFFIELD	35,676	\$1,783.80
ASG	THOMASTON	0	\$0.00
ASG	THOMPSON	43,152	\$2,157.60
ASG	TOLLAND	56,712	\$2,835.60
ASG	TORRINGTON	0	\$0.00
ASG	TRUMBULL	0	\$0.00
ASG	UNION	0	\$0.00
ASG	VERNON	139,416	\$6,970.80
ASG	VOLUNTOWN	27,900	\$1,395.00
ASG	WALLINGFORD	0	\$0.00
ASG	WARREN	0	\$0.00
ASG	WASHINGTON	0	\$0.00
ASG	WATERBURY	0	\$0.00
ASG	WATERFORD	100,968	\$5,048.40
ASG	WATERTOWN	0	\$0.00
ASG	WEST HARTFORD	78,096	\$3,904.80
ASG	WEST HAVEN	0	\$0.00
ASG	WESTBROOK	35,628	\$1,781.40
ASG	WESTON	0	\$0.00
ASG	WESTPORT	0	\$0.00
ASG	WETHERSFIELD	76,776	\$3,838.80
ASG	WILLINGTON	13,248	\$662.40
ASG	WILTON	0	\$0.00
ASG	WINCHESTER	0	\$0.00
ASG	WINDHAM	102,528	\$5,126.40
ASG	WINDSOR	76,332	\$3,816.60
ASG	WINDSOR LOCKS	70,008	\$3,500.40
ASG	WOLCOTT	0	\$0.00
ASG	WOODBIDGE	0	\$0.00
ASG	WOODBURY	0	\$0.00
ASG	WOODSTOCK	0	\$0.00

**ASG - Total Enviro Fee:**

**\$301,611.60**

Wholesaler	Town	NIP Count	Enviro Fee by Town
BRESCOME	ANDOVER	6,600	\$330.00
BRESCOME	ANSONIA	70,229	\$3,511.45
BRESCOME	ASHFORD	26,210	\$1,310.50
BRESCOME	AVON	25,464	\$1,273.20
BRESCOME	BARKHAMSTED	11,898	\$594.90
BRESCOME	BEACON FALLS	30,305	\$1,515.25
BRESCOME	BERLIN	58,211	\$2,910.55
BRESCOME	BETHANY	4,270	\$213.50
BRESCOME	BETHEL	38,581	\$1,929.05
BRESCOME	BETHLEHEM	4,784	\$239.20
BRESCOME	BLOOMFIELD	72,349	\$3,617.45
BRESCOME	BOLTON	36,253	\$1,812.65
BRESCOME	BOZRAH	5,696	\$284.80
BRESCOME	BRANFORD	37,038	\$1,851.90
BRESCOME	BRIDGEPORT	279,247	\$13,962.35
BRESCOME	BRIDGEWATER	0	\$0.00
BRESCOME	BRISTOL	305,344	\$15,267.20
BRESCOME	BROOKFIELD	15,474	\$773.70
BRESCOME	BROOKLYN	58,260	\$2,913.00
BRESCOME	BURLINGTON	19,988	\$999.40
BRESCOME	CANAAN	1,880	\$94.00
BRESCOME	CANTERBURY	22,463	\$1,123.15
BRESCOME	CANTON	49,187	\$2,459.35
BRESCOME	CHAPLIN	5,611	\$280.55
BRESCOME	CHESHIRE	29,760	\$1,488.00
BRESCOME	CHESTER	4,060	\$203.00
BRESCOME	CLINTON	34,052	\$1,702.60
BRESCOME	COLCHESTER	83,882	\$4,194.10
BRESCOME	COLEBROOK	0	\$0.00
BRESCOME	COLUMBIA	15,746	\$787.30
BRESCOME	CORNWALL	1,272	\$63.60
BRESCOME	COVENTRY	32,704	\$1,635.20
BRESCOME	CROMWELL	89,695	\$4,484.75
BRESCOME	DANBURY	128,009	\$6,400.45
BRESCOME	DARIEN	5,020	\$251.00
BRESCOME	DEEP RIVER	17,989	\$899.45
BRESCOME	DERBY	30,934	\$1,546.70
BRESCOME	DURHAM	15,320	\$766.00
BRESCOME	EAST GRANBY	6,972	\$348.60
BRESCOME	EAST HADDAM	37,147	\$1,857.35
BRESCOME	EAST HAMPTON	84,667	\$4,233.35
BRESCOME	EAST HARTFORD	163,301	\$8,165.05
BRESCOME	EAST HAVEN	72,612	\$3,630.60
BRESCOME	EAST LYME	49,711	\$2,485.55

BRESCOME	EAST WINDSOR	55,688	\$2,784.40
BRESCOME	EASTFORD	0	\$0.00
BRESCOME	EASTON	0	\$0.00
BRESCOME	ELLINGTON	43,922	\$2,196.10
BRESCOME	ENFIELD	217,679	\$10,883.95
BRESCOME	ESSEX	19,331	\$966.55
BRESCOME	FAIRFIELD	43,157	\$2,157.85
BRESCOME	FARMINGTON	64,018	\$3,200.90
BRESCOME	FRANKLIN	11,280	\$564.00
BRESCOME	GLASTONBURY	59,438	\$2,971.90
BRESCOME	GOSHEN	3,369	\$168.45
BRESCOME	GRANBY	28,528	\$1,426.40
BRESCOME	GREENWICH	17,865	\$893.25
BRESCOME	GRISWOLD	78,581	\$3,929.05
BRESCOME	GROTON	221,545	\$11,077.25
BRESCOME	GUILFORD	16,750	\$837.50
BRESCOME	HADDAM	28,952	\$1,447.60
BRESCOME	HAMDEN	198,828	\$9,941.40
BRESCOME	HAMPTON	12,664	\$633.20
BRESCOME	HARTFORD	313,177	\$15,658.85
BRESCOME	HARTLAND	2	\$0.10
BRESCOME	HARWINTON	35,146	\$1,757.30
BRESCOME	HEBRON	31,958	\$1,597.90
BRESCOME	KENT	3,076	\$153.80
BRESCOME	KILLINGLY	92,752	\$4,637.60
BRESCOME	KILLINGWORTH	7,275	\$363.75
BRESCOME	LEBANON	6,174	\$308.70
BRESCOME	LEDYARD	49,508	\$2,475.40
BRESCOME	LISBON	29,388	\$1,469.40
BRESCOME	LITCHFIELD	8,754	\$437.70
BRESCOME	LYME	0	\$0.00
BRESCOME	MADISON	8,204	\$410.20
BRESCOME	MANCHESTER	305,218	\$15,260.90
BRESCOME	MANSFIELD	66,642	\$3,332.10
BRESCOME	MARLBOROUGH	16,702	\$835.10
BRESCOME	MERIDEN	191,795	\$9,589.75
BRESCOME	MIDDLEBURY	5,910	\$295.50
BRESCOME	MIDDLEFIELD	28,363	\$1,418.15
BRESCOME	MIDDLETOWN	165,011	\$8,250.55
BRESCOME	MILFORD	102,979	\$5,148.95
BRESCOME	MONROE	18,025	\$901.25
BRESCOME	MONTVILLE	131,504	\$6,575.20
BRESCOME	MORRIS	2,314	\$115.70
BRESCOME	NAUGATUCK	79,010	\$3,950.50
BRESCOME	NEW BRITAIN	313,492	\$15,674.60
BRESCOME	NEW CANAAN	2,961	\$148.05
BRESCOME	NEW FAIRFIELD	17,659	\$882.95



BRESCOME	NEW HARTFORD	8,523	\$426.15
BRESCOME	NEW HAVEN	504,089	\$25,204.45
BRESCOME	NEW LONDON	150,616	\$7,530.80
BRESCOME	NEW MILFORD	44,967	\$2,248.35
BRESCOME	NEWINGTON	114,656	\$5,732.80
BRESCOME	NEWTOWN	24,439	\$1,221.95
BRESCOME	NORFOLK	4,548	\$227.40
BRESCOME	NORTH BRANFORD	13,766	\$688.30
BRESCOME	NORTH CANAAN	11,022	\$551.10
BRESCOME	NORTH HAVEN	42,139	\$2,106.95
BRESCOME	NORTH STONINGTON	21,287	\$1,064.35
BRESCOME	NORWALK	137,588	\$6,879.40
BRESCOME	NORWICH	350,121	\$17,506.05
BRESCOME	OLD LYME	11,938	\$596.90
BRESCOME	OLD SAYBROOK	16,176	\$808.80
BRESCOME	ORANGE	7,185	\$359.25
BRESCOME	OXFORD	17,637	\$881.85
BRESCOME	PLAINFIELD	103,672	\$5,183.60
BRESCOME	PLAINVILLE	64,462	\$3,223.10
BRESCOME	PLYMOUTH	36,522	\$1,826.10
BRESCOME	POMFRET	5,000	\$250.00
BRESCOME	PORTLAND	43,968	\$2,198.40
BRESCOME	PRESTON	31,054	\$1,552.70
BRESCOME	PROSPECT	11,309	\$565.45
BRESCOME	PUTNAM	90,671	\$4,533.55
BRESCOME	REDDING	1,754	\$87.70
BRESCOME	RIDGEFIELD	5,074	\$253.70
BRESCOME	ROCKY HILL	46,135	\$2,306.75
BRESCOME	ROXBURY	992	\$49.60
BRESCOME	SALEM	17,950	\$897.50
BRESCOME	SALISBURY	1,212	\$60.60
BRESCOME	SCOTLAND	5,457	\$272.85
BRESCOME	SEYMOUR	64,946	\$3,247.30
BRESCOME	SHARON	4,262	\$213.10
BRESCOME	SHELTON	68,575	\$3,428.75
BRESCOME	SHERMAN	2,544	\$127.20
BRESCOME	SIMSBURY	44,119	\$2,205.95
BRESCOME	SOMERS	12,819	\$640.95
BRESCOME	SOUTH WINDSOR	86,069	\$4,303.45
BRESCOME	SOUTHBURY	29,437	\$1,471.85
BRESCOME	SOUTHINGTON	173,039	\$8,651.95
BRESCOME	SPRAGUE	0	\$0.00
BRESCOME	STAFFORD	100,294	\$5,014.70
BRESCOME	STAMFORD	180,925	\$9,046.25
BRESCOME	STERLING	6,076	\$303.80
BRESCOME	STONINGTON	85,460	\$4,273.00
BRESCOME	STRATFORD	100,265	\$5,013.25

BRESCOME	SUFFIELD	40,019	\$2,000.95
BRESCOME	THOMASTON	24,518	\$1,225.90
BRESCOME	THOMPSON	70,190	\$3,509.50
BRESCOME	TOLLAND	44,108	\$2,205.40
BRESCOME	TORRINGTON	170,301	\$8,515.05
BRESCOME	TRUMBULL	15,018	\$750.90
BRESCOME	UNION	0	\$0.00
BRESCOME	VERNON	81,265	\$4,063.25
BRESCOME	VOLUNTOWN	22,044	\$1,102.20
BRESCOME	WALLINGFORD	88,549	\$4,427.45
BRESCOME	WARREN	108	\$5.40
BRESCOME	WASHINGTON	3,926	\$196.30
BRESCOME	WATERBURY	238,147	\$11,907.35
BRESCOME	WATERFORD	84,883	\$4,244.15
BRESCOME	WATERTOWN	51,620	\$2,581.00
BRESCOME	WEST HARTFORD	139,083	\$6,954.15
BRESCOME	WEST HAVEN	203,323	\$10,166.15
BRESCOME	WESTBROOK	23,487	\$1,174.35
BRESCOME	WESTON	484	\$24.20
BRESCOME	WESTPORT	117,756	\$5,887.80
BRESCOME	WETHERSFIELD	80,880	\$4,044.00
BRESCOME	WILLINGTON	20,786	\$1,039.30
BRESCOME	WILTON	2,244	\$112.20
BRESCOME	WINCHESTER	72,890	\$3,644.50
BRESCOME	WINDHAM	100,667	\$5,033.35
BRESCOME	WINDSOR	90,209	\$4,510.45
BRESCOME	WINDSOR LOCKS	93,884	\$4,694.20
BRESCOME	WOLCOTT	76,209	\$3,810.45
BRESCOME	WOODBIDGE	0	\$0.00
BRESCOME	WOODBURY	9,114	\$455.70
BRESCOME	WOODSTOCK	0	\$0.00

<b>BRESCOME - Total Enviro Fee:</b>	<b>\$505,663.00</b>
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Wholesaler	Town	NIP Count	Enviro Fee by Town
CDI	ANDOVER	5,400	\$270.00
CDI	ANSONIA	103,694	\$5,184.70
CDI	ASHFORD	14,848	\$742.40
CDI	AVON	13,038	\$651.90
CDI	BARKHAMSTED	6,660	\$333.00
CDI	BEACON FALLS	5,588	\$279.40
CDI	BERLIN	50,144	\$2,507.20
CDI	BETHANY	6,126	\$306.30
CDI	BETHEL	35,002	\$1,750.10
CDI	BETHLEHEM	1,958	\$97.90
CDI	BLOOMFIELD	71,682	\$3,584.10
CDI	BOLTON	22,790	\$1,139.50
CDI	BOZRAH	5,832	\$291.60
CDI	BRANFORD	97,334	\$4,866.70
CDI	BRIDGEPORT	553,292	\$27,664.60
CDI	BRIDGEWATER	0	\$0.00
CDI	BRISTOL	254,744	\$12,737.20
CDI	BROOKFIELD	25,214	\$1,260.70
CDI	BROOKLYN	40,746	\$2,037.30
CDI	BURLINGTON	18,942	\$947.10
CDI	CANAAN	932	\$46.60
CDI	CANTERBURY	24,732	\$1,236.60
CDI	CANTON	12,258	\$612.90
CDI	CHAPLIN	25,388	\$1,269.40
CDI	CHESHIRE	32,678	\$1,633.90
CDI	CHESTER	6,252	\$312.60
CDI	CLINTON	36,042	\$1,802.10
CDI	COLCHESTER	62,745	\$3,137.25
CDI	COLEBROOK	0	\$0.00
CDI	COLUMBIA	10,768	\$538.40
CDI	CORNWALL	0	\$0.00
CDI	COVENTRY	50,005	\$2,500.25
CDI	CROMWELL	55,484	\$2,774.20
CDI	DANBURY	180,369	\$9,018.45
CDI	DARIEN	4,412	\$220.60
CDI	DEEP RIVER	22,612	\$1,130.60
CDI	DERBY	58,062	\$2,903.10
CDI	DURHAM	18,384	\$919.20
CDI	EAST GRANBY	9,886	\$494.30
CDI	EAST HADDAM	9,218	\$460.90
CDI	EAST HAMPTON	17,870	\$893.50
CDI	EAST HARTFORD	222,947	\$11,147.35
CDI	EAST HAVEN	103,886	\$5,194.30
CDI	EAST LYME	49,595	\$2,479.75

CDI	EAST WINDSOR	52,450	\$2,622.50
CDI	EASTFORD	0	\$0.00
CDI	EASTON	0	\$0.00
CDI	ELLINGTON	43,179	\$2,158.95
CDI	ENFIELD	148,630	\$7,431.50
CDI	ESSEX	15,142	\$757.10
CDI	FAIRFIELD	70,431	\$3,521.55
CDI	FARMINGTON	35,936	\$1,796.80
CDI	FRANKLIN	10,698	\$534.90
CDI	GLASTONBURY	34,770	\$1,738.50
CDI	GOSHEN	2,818	\$140.90
CDI	GRANBY	17,968	\$898.40
CDI	GREENWICH	24,282	\$1,214.10
CDI	GRISWOLD	117,379	\$5,868.95
CDI	GROTON	154,997	\$7,749.85
CDI	GUILFORD	24,413	\$1,220.65
CDI	HADDAM	34,234	\$1,711.70
CDI	HAMDEN	247,405	\$12,370.25
CDI	HAMPTON	6,436	\$321.80
CDI	HARTFORD	563,531	\$28,176.55
CDI	HARTLAND	0	\$0.00
CDI	HARWINTON	17,603	\$880.15
CDI	HEBRON	22,344	\$1,117.20
CDI	KENT	30	\$1.50
CDI	KILLINGLY	82,502	\$4,125.10
CDI	KILLINGWORTH	4,912	\$245.60
CDI	LEBANON	3,336	\$166.80
CDI	LEDYARD	51,900	\$2,595.00
CDI	LISBON	0	\$0.00
CDI	LITCHFIELD	5,766	\$288.30
CDI	LYME	0	\$0.00
CDI	MADISON	19,546	\$977.30
CDI	MANCHESTER	288,082	\$14,404.10
CDI	MANSFIELD	36,452	\$1,822.60
CDI	MARLBOROUGH	5,490	\$274.50
CDI	MERIDEN	341,264	\$17,063.20
CDI	MIDDLEBURY	9,532	\$476.60
CDI	MIDDLEFIELD	19,548	\$977.40
CDI	MIDDLETOWN	173,174	\$8,658.70
CDI	MILFORD	134,462	\$6,723.10
CDI	MONROE	43,771	\$2,188.55
CDI	MONTVILLE	50,206	\$2,510.30
CDI	MORRIS	9,454	\$472.70
CDI	NAUGATUCK	120,126	\$6,006.30
CDI	NEW BRITAIN	328,338	\$16,416.90
CDI	NEW CANAAN	1,860	\$93.00
CDI	NEW FAIRFIELD	10,566	\$528.30

CDI	NEW HARTFORD	4,636	\$231.80
CDI	NEW HAVEN	842,708	\$42,135.40
CDI	NEW LONDON	149,990	\$7,499.50
CDI	NEW MILFORD	64,767	\$3,238.35
CDI	NEWINGTON	122,690	\$6,134.50
CDI	NEWTOWN	31,676	\$1,583.80
CDI	NORFOLK	3,570	\$178.50
CDI	NORTH BRANFORD	40,190	\$2,009.50
CDI	NORTH CANAAN	9,901	\$495.05
CDI	NORTH HAVEN	59,086	\$2,954.30
CDI	NORTH STONINGTON	20,576	\$1,028.80
CDI	NORWALK	211,899	\$10,594.95
CDI	NORWICH	212,666	\$10,633.30
CDI	OLD LYME	8,858	\$442.90
CDI	OLD SAYBROOK	42,914	\$2,145.70
CDI	ORANGE	28,262	\$1,413.10
CDI	OXFORD	27,330	\$1,366.50
CDI	PLAINFIELD	101,554	\$5,077.70
CDI	PLAINVILLE	59,922	\$2,996.10
CDI	PLYMOUTH	28,064	\$1,403.20
CDI	POMFRET	2,618	\$130.90
CDI	PORTLAND	28,888	\$1,444.40
CDI	PRESTON	9,558	\$477.90
CDI	PROSPECT	19,456	\$972.80
CDI	PUTNAM	59,506	\$2,975.30
CDI	REDDING	3,212	\$160.60
CDI	RIDGEFIELD	11,854	\$592.70
CDI	ROCKY HILL	52,050	\$2,602.50
CDI	ROXBURY	780	\$39.00
CDI	SALEM	23,504	\$1,175.20
CDI	SALISBURY	5,780	\$289.00
CDI	SCOTLAND	4,860	\$243.00
CDI	SEYMOUR	42,412	\$2,120.60
CDI	SHARON	788	\$39.40
CDI	SHELTON	98,669	\$4,933.45
CDI	SHERMAN	2,664	\$133.20
CDI	SIMSBURY	31,178	\$1,558.90
CDI	SOMERS	15,810	\$790.50
CDI	SOUTH WINDSOR	53,526	\$2,676.30
CDI	SOUTHBURY	26,818	\$1,340.90
CDI	SOUTHINGTON	130,704	\$6,535.20
CDI	SPRAGUE	7,200	\$360.00
CDI	STAFFORD	34,398	\$1,719.90
CDI	STAMFORD	248,676	\$12,433.80
CDI	STERLING	9,014	\$450.70
CDI	STONINGTON	26,868	\$1,343.40
CDI	STRATFORD	192,538	\$9,626.90

CDI	SUFFIELD	20,918	\$1,045.90
CDI	THOMASTON	36,909	\$1,845.45
CDI	THOMPSON	21,650	\$1,082.50
CDI	TOLLAND	29,196	\$1,459.80
CDI	TORRINGTON	98,378	\$4,918.90
CDI	TRUMBULL	30,433	\$1,521.65
CDI	UNION	0	\$0.00
CDI	VERNON	97,910	\$4,895.50
CDI	VOLUNTOWN	3,210	\$160.50
CDI	WALLINGFORD	148,305	\$7,415.25
CDI	WARREN	2,644	\$132.20
CDI	WASHINGTON	770	\$38.50
CDI	WATERBURY	459,982	\$22,999.10
CDI	WATERFORD	71,766	\$3,588.30
CDI	WATERTOWN	75,886	\$3,794.30
CDI	WEST HARTFORD	157,275	\$7,863.75
CDI	WEST HAVEN	277,470	\$13,873.50
CDI	WESTBROOK	19,620	\$981.00
CDI	WESTON	302	\$15.10
CDI	WESTPORT	15,334	\$766.70
CDI	WETHERSFIELD	63,700	\$3,185.00
CDI	WILLINGTON	11,668	\$583.40
CDI	WILTON	10,638	\$531.90
CDI	WINCHESTER	35,750	\$1,787.50
CDI	WINDHAM	88,140	\$4,407.00
CDI	WINDSOR	74,556	\$3,727.80
CDI	WINDSOR LOCKS	52,770	\$2,638.50
CDI	WOLCOTT	43,878	\$2,193.90
CDI	WOODBIDGE	270	\$13.50
CDI	WOODBURY	16,480	\$824.00
CDI	WOODSTOCK	0	\$0.00

**CDI - Total Enviro Fee:**

**\$545,645.90**



Wholesaler	Town	NIP Count	Enviro Fee by Town
EDER	ANDOVER	0	\$0.00
EDER	ANSONIA	122,798	\$6,139.90
EDER	ASHFORD	0	\$0.00
EDER	AVON	0	\$0.00
EDER	BARKHAMSTED	27,372	\$1,368.60
EDER	BEACON FALLS	10,450	\$522.50
EDER	BERLIN	0	\$0.00
EDER	BETHANY	7,152	\$357.60
EDER	BETHEL	50,140	\$2,507.00
EDER	BETHLEHEM	5,170	\$258.50
EDER	BLOOMFIELD	0	\$0.00
EDER	BOLTON	0	\$0.00
EDER	BOZRAH	0	\$0.00
EDER	BRANFORD	141,422	\$7,071.10
EDER	BRIDGEPORT	321,434	\$16,071.70
EDER	BRIDGEWATER	0	\$0.00
EDER	BRISTOL	0	\$0.00
EDER	BROOKFIELD	48,776	\$2,438.80
EDER	BROOKLYN	0	\$0.00
EDER	BURLINGTON	0	\$0.00
EDER	CANAAN	11,290	\$564.50
EDER	CANTERBURY	0	\$0.00
EDER	CANTON	0	\$0.00
EDER	CHAPLIN	0	\$0.00
EDER	CHESHIRE	68,958	\$3,447.90
EDER	CHESTER	0	\$0.00
EDER	CLINTON	0	\$0.00
EDER	COLCHESTER	0	\$0.00
EDER	COLEBROOK	0	\$0.00
EDER	COLUMBIA	0	\$0.00
EDER	CORNWALL	2,442	\$122.10
EDER	COVENTRY	0	\$0.00
EDER	CROMWELL	0	\$0.00
EDER	DANBURY	225,840	\$11,292.00
EDER	DARIEN	8,236	\$411.80
EDER	DEEP RIVER	0	\$0.00
EDER	DERBY	80,178	\$4,008.90
EDER	DURHAM	0	\$0.00
EDER	EAST GRANBY	0	\$0.00
EDER	EAST HADDAM	0	\$0.00
EDER	EAST HAMPTON	0	\$0.00
EDER	EAST HARTFORD	0	\$0.00
EDER	EAST HAVEN	150,952	\$7,547.60
EDER	EAST LYME	0	\$0.00

EDER	EAST WINDSOR	0	\$0.00
EDER	EASTFORD	0	\$0.00
EDER	EASTON	0	\$0.00
EDER	ELLINGTON	0	\$0.00
EDER	ENFIELD	0	\$0.00
EDER	ESSEX	0	\$0.00
EDER	FAIRFIELD	73,718	\$3,685.90
EDER	FARMINGTON	0	\$0.00
EDER	FRANKLIN	0	\$0.00
EDER	GLASTONBURY	0	\$0.00
EDER	GOSHEN	10,334	\$516.70
EDER	GRANBY	0	\$0.00
EDER	GREENWICH	28,916	\$1,445.80
EDER	GRISWOLD	0	\$0.00
EDER	GROTON	0	\$0.00
EDER	GUILFORD	31,774	\$1,588.70
EDER	HADDAM	0	\$0.00
EDER	HAMDEN	223,170	\$11,158.50
EDER	HAMPTON	0	\$0.00
EDER	HARTFORD	0	\$0.00
EDER	HARTLAND	0	\$0.00
EDER	HARWINTON	39,706	\$1,985.30
EDER	HEBRON	0	\$0.00
EDER	KENT	5,566	\$278.30
EDER	KILLINGLY	0	\$0.00
EDER	KILLINGWORTH	0	\$0.00
EDER	LEBANON	0	\$0.00
EDER	LEDYARD	0	\$0.00
EDER	LISBON	0	\$0.00
EDER	LITCHFIELD	21,055	\$1,052.75
EDER	LYME	0	\$0.00
EDER	MADISON	23,198	\$1,159.90
EDER	MANCHESTER	0	\$0.00
EDER	MANSFIELD	0	\$0.00
EDER	MARLBOROUGH	0	\$0.00
EDER	MERIDEN	271,546	\$13,577.30
EDER	MIDDLEBURY	17,086	\$854.30
EDER	MIDDLEFIELD	0	\$0.00
EDER	MIDDLETOWN	0	\$0.00
EDER	MILFORD	187,646	\$9,382.30
EDER	MONROE	41,339	\$2,066.95
EDER	MONTVILLE	0	\$0.00
EDER	MORRIS	12,090	\$604.50
EDER	NAUGATUCK	166,119	\$8,305.95
EDER	NEW BRITAIN	0	\$0.00
EDER	NEW CANAAN	4,714	\$235.70
EDER	NEW FAIRFIELD	16,362	\$818.10

EDER	NEW HARTFORD	16,700	\$835.00
EDER	NEW HAVEN	554,508	\$27,725.40
EDER	NEW LONDON	0	\$0.00
EDER	NEW MILFORD	114,706	\$5,735.30
EDER	NEWINGTON	0	\$0.00
EDER	NEWTOWN	44,147	\$2,207.35
EDER	NORFOLK	9,866	\$493.30
EDER	NORTH BRANFORD	47,416	\$2,370.80
EDER	NORTH CANAAN	49,810	\$2,490.50
EDER	NORTH HAVEN	86,188	\$4,309.40
EDER	NORTH STONINGTON	0	\$0.00
EDER	NORWALK	151,764	\$7,588.20
EDER	NORWICH	0	\$0.00
EDER	OLD LYME	0	\$0.00
EDER	OLD SAYBROOK	0	\$0.00
EDER	ORANGE	17,846	\$892.30
EDER	OXFORD	33,532	\$1,676.60
EDER	PLAINFIELD	0	\$0.00
EDER	PLAINVILLE	0	\$0.00
EDER	PLYMOUTH	56,500	\$2,825.00
EDER	POMFRET	0	\$0.00
EDER	PORTLAND	0	\$0.00
EDER	PRESTON	0	\$0.00
EDER	PROSPECT	23,690	\$1,184.50
EDER	PUTNAM	0	\$0.00
EDER	REDDING	9,032	\$451.60
EDER	RIDGEFIELD	24,395	\$1,219.75
EDER	ROCKY HILL	0	\$0.00
EDER	ROXBURY	1,086	\$54.30
EDER	SALEM	0	\$0.00
EDER	SALISBURY	11,494	\$574.70
EDER	SCOTLAND	0	\$0.00
EDER	SEYMOUR	82,312	\$4,115.60
EDER	SHARON	4,562	\$228.10
EDER	SHELTON	109,664	\$5,483.20
EDER	SHERMAN	744	\$37.20
EDER	SIMSBURY	0	\$0.00
EDER	SOMERS	0	\$0.00
EDER	SOUTH WINDSOR	0	\$0.00
EDER	SOUTHBURY	58,797	\$2,939.85
EDER	SOUTHINGTON	0	\$0.00
EDER	SPRAGUE	0	\$0.00
EDER	STAFFORD	0	\$0.00
EDER	STAMFORD	160,556	\$8,027.80
EDER	STERLING	0	\$0.00
EDER	STONINGTON	0	\$0.00
EDER	STRATFORD	164,652	\$8,232.60

EDER	SUFFIELD	0	\$0.00
EDER	THOMASTON	48,586	\$2,429.30
EDER	THOMPSON	0	\$0.00
EDER	TOLLAND	0	\$0.00
EDER	TORRINGTON	270,686	\$13,534.30
EDER	TRUMBULL	27,643	\$1,382.15
EDER	UNION	0	\$0.00
EDER	VERNON	0	\$0.00
EDER	VOLUNTOWN	0	\$0.00
EDER	WALLINGFORD	194,158	\$9,707.90
EDER	WARREN	7,090	\$354.50
EDER	WASHINGTON	5,394	\$269.70
EDER	WATERBURY	388,320	\$19,416.00
EDER	WATERFORD	0	\$0.00
EDER	WATERTOWN	79,044	\$3,952.20
EDER	WEST HARTFORD	0	\$0.00
EDER	WEST HAVEN	310,825	\$15,541.25
EDER	WESTBROOK	0	\$0.00
EDER	WESTON	1,662	\$83.10
EDER	WESTPORT	116,082	\$5,804.10
EDER	WETHERSFIELD	0	\$0.00
EDER	WILLINGTON	0	\$0.00
EDER	WILTON	7,014	\$350.70
EDER	WINCHESTER	113,438	\$5,671.90
EDER	WINDHAM	0	\$0.00
EDER	WINDSOR	0	\$0.00
EDER	WINDSOR LOCKS	0	\$0.00
EDER	WOLCOTT	77,726	\$3,886.30
EDER	WOODBIDGE	436	\$21.80
EDER	WOODBURY	31,480	\$1,574.00
EDER	WOODSTOCK	0	\$0.00

<b>EDER - Total Enviro Fee:</b>	<b>\$298,525.00</b>
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Wholesaler	Town	NIP Count	Enviro Fee by Town
HDI	ANDOVER	0	\$0.00
HDI	ANSONIA	0	\$0.00
HDI	ASHFORD	0	\$0.00
HDI	AVON	0	\$0.00
HDI	BARKHAMSTED	0	\$0.00
HDI	BEACON FALLS	0	\$0.00
HDI	BERLIN	0	\$0.00
HDI	BETHANY	0	\$0.00
HDI	BETHEL	0	\$0.00
HDI	BETHLEHEM	0	\$0.00
HDI	BLOOMFIELD	0	\$0.00
HDI	BOLTON	0	\$0.00
HDI	BOZRAH	0	\$0.00
HDI	BRANFORD	0	\$0.00
HDI	BRIDGEPORT	0	\$0.00
HDI	BRIDGEWATER	0	\$0.00
HDI	BRISTOL	0	\$0.00
HDI	BROOKFIELD	0	\$0.00
HDI	BROOKLYN	0	\$0.00
HDI	BURLINGTON	0	\$0.00
HDI	CANAAN	0	\$0.00
HDI	CANTERBURY	0	\$0.00
HDI	CANTON	0	\$0.00
HDI	CHAPLIN	0	\$0.00
HDI	CHESHIRE	0	\$0.00
HDI	CHESTER	0	\$0.00
HDI	CLINTON	0	\$0.00
HDI	COLCHESTER	0	\$0.00
HDI	COLEBROOK	0	\$0.00
HDI	COLUMBIA	0	\$0.00
HDI	CORNWALL	0	\$0.00
HDI	COVENTRY	0	\$0.00
HDI	CROMWELL	0	\$0.00
HDI	DANBURY	0	\$0.00
HDI	DARIEN	0	\$0.00
HDI	DEEP RIVER	0	\$0.00
HDI	DERBY	0	\$0.00
HDI	DURHAM	0	\$0.00
HDI	EAST GRANBY	0	\$0.00
HDI	EAST HADDAM	0	\$0.00
HDI	EAST HAMPTON	0	\$0.00
HDI	EAST HARTFORD	0	\$0.00
HDI	EAST HAVEN	0	\$0.00
HDI	EAST LYME	0	\$0.00

HDI	EAST WINDSOR	0	\$0.00
HDI	EASTFORD	0	\$0.00
HDI	EASTON	0	\$0.00
HDI	ELLINGTON	0	\$0.00
HDI	ENFIELD	0	\$0.00
HDI	ESSEX	0	\$0.00
HDI	FAIRFIELD	0	\$0.00
HDI	FARMINGTON	0	\$0.00
HDI	FRANKLIN	0	\$0.00
HDI	GLASTONBURY	0	\$0.00
HDI	GOSHEN	0	\$0.00
HDI	GRANBY	0	\$0.00
HDI	GREENWICH	0	\$0.00
HDI	GRISWOLD	0	\$0.00
HDI	GROTON	0	\$0.00
HDI	GUILFORD	0	\$0.00
HDI	HADDAM	0	\$0.00
HDI	HAMDEN	0	\$0.00
HDI	HAMPTON	0	\$0.00
HDI	HARTFORD	0	\$0.00
HDI	HARTLAND	0	\$0.00
HDI	HARWINTON	0	\$0.00
HDI	HEBRON	0	\$0.00
HDI	KENT	0	\$0.00
HDI	KILLINGLY	0	\$0.00
HDI	KILLINGWORTH	0	\$0.00
HDI	LEBANON	0	\$0.00
HDI	LEDYARD	0	\$0.00
HDI	LISBON	0	\$0.00
HDI	LITCHFIELD	0	\$0.00
HDI	LYME	0	\$0.00
HDI	MADISON	0	\$0.00
HDI	MANCHESTER	0	\$0.00
HDI	MANSFIELD	0	\$0.00
HDI	MARLBOROUGH	0	\$0.00
HDI	MERIDEN	0	\$0.00
HDI	MIDDLEBURY	0	\$0.00
HDI	MIDDLEFIELD	0	\$0.00
HDI	MIDDLETOWN	0	\$0.00
HDI	MILFORD	0	\$0.00
HDI	MONROE	0	\$0.00
HDI	MONTVILLE	0	\$0.00
HDI	MORRIS	0	\$0.00
HDI	NAUGATUCK	0	\$0.00
HDI	NEW BRITAIN	0	\$0.00
HDI	NEW CANAAN	0	\$0.00
HDI	NEW FAIRFIELD	0	\$0.00

HDI	NEW HARTFORD	0	\$0.00
HDI	NEW HAVEN	0	\$0.00
HDI	NEW LONDON	0	\$0.00
HDI	NEW MILFORD	0	\$0.00
HDI	NEWINGTON	0	\$0.00
HDI	NEWTOWN	0	\$0.00
HDI	NORFOLK	0	\$0.00
HDI	NORTH BRANFORD	0	\$0.00
HDI	NORTH CANAAN	0	\$0.00
HDI	NORTH HAVEN	0	\$0.00
HDI	NORTH STONINGTON	0	\$0.00
HDI	NORWALK	0	\$0.00
HDI	NORWICH	0	\$0.00
HDI	OLD LYME	0	\$0.00
HDI	OLD SAYBROOK	0	\$0.00
HDI	ORANGE	0	\$0.00
HDI	OXFORD	0	\$0.00
HDI	PLAINFIELD	0	\$0.00
HDI	PLAINVILLE	0	\$0.00
HDI	PLYMOUTH	0	\$0.00
HDI	POMFRET	0	\$0.00
HDI	PORTLAND	0	\$0.00
HDI	PRESTON	0	\$0.00
HDI	PROSPECT	0	\$0.00
HDI	PUTNAM	0	\$0.00
HDI	REDDING	0	\$0.00
HDI	RIDGEFIELD	0	\$0.00
HDI	ROCKY HILL	0	\$0.00
HDI	ROXBURY	0	\$0.00
HDI	SALEM	0	\$0.00
HDI	SALISBURY	0	\$0.00
HDI	SCOTLAND	0	\$0.00
HDI	SEYMOUR	0	\$0.00
HDI	SHARON	0	\$0.00
HDI	SHELTON	0	\$0.00
HDI	SHERMAN	0	\$0.00
HDI	SIMSBURY	0	\$0.00
HDI	SOMERS	0	\$0.00
HDI	SOUTH WINDSOR	0	\$0.00
HDI	SOUTHBURY	0	\$0.00
HDI	SOUTHINGTON	0	\$0.00
HDI	SPRAGUE	0	\$0.00
HDI	STAFFORD	0	\$0.00
HDI	STAMFORD	0	\$0.00
HDI	STERLING	0	\$0.00
HDI	STONINGTON	0	\$0.00
HDI	STRATFORD	0	\$0.00



HDI	SUFFIELD	0	\$0.00
HDI	THOMASTON	0	\$0.00
HDI	THOMPSON	0	\$0.00
HDI	TOLLAND	0	\$0.00
HDI	TORRINGTON	0	\$0.00
HDI	TRUMBULL	0	\$0.00
HDI	UNION	0	\$0.00
HDI	VERNON	0	\$0.00
HDI	VOLUNTOWN	0	\$0.00
HDI	WALLINGFORD	0	\$0.00
HDI	WARREN	0	\$0.00
HDI	WASHINGTON	0	\$0.00
HDI	WATERBURY	0	\$0.00
HDI	WATERFORD	0	\$0.00
HDI	WATERTOWN	0	\$0.00
HDI	WEST HARTFORD	0	\$0.00
HDI	WEST HAVEN	0	\$0.00
HDI	WESTBROOK	0	\$0.00
HDI	WESTON	0	\$0.00
HDI	WESTPORT	0	\$0.00
HDI	WETHERSFIELD	0	\$0.00
HDI	WILLINGTON	0	\$0.00
HDI	WILTON	0	\$0.00
HDI	WINCHESTER	0	\$0.00
HDI	WINDHAM	0	\$0.00
HDI	WINDSOR	0	\$0.00
HDI	WINDSOR LOCKS	0	\$0.00
HDI	WOLCOTT	0	\$0.00
HDI	WOODBIDGE	0	\$0.00
HDI	WOODBURY	0	\$0.00
HDI	WOODSTOCK	0	\$0.00

**HDI - Total Enviro Fee:**

**\$0.00**

Wholesaler	Town	NIP Count	Enviro Fee by Town
HARTLEY	ANDOVER	0	\$0.00
HARTLEY	ANSONIA	20,092	\$1,004.60
HARTLEY	ASHFORD	11,652	\$582.60
HARTLEY	AVON	3,904	\$195.20
HARTLEY	BARKHAMSTED	5,600	\$280.00
HARTLEY	BEACON FALLS	982	\$49.10
HARTLEY	BERLIN	26,098	\$1,304.90
HARTLEY	BETHANY	1,450	\$72.50
HARTLEY	BETHEL	11,316	\$565.80
HARTLEY	BETHLEHEM	2,444	\$122.20
HARTLEY	BLOOMFIELD	22,669	\$1,133.45
HARTLEY	BOLTON	16,298	\$814.90
HARTLEY	BOZRAH	2,362	\$118.10
HARTLEY	BRANFORD	26,388	\$1,319.40
HARTLEY	BRIDGEPORT	132,578	\$6,628.90
HARTLEY	BRIDGEWATER	0	\$0.00
HARTLEY	BRISTOL	70,489	\$3,524.45
HARTLEY	BROOKFIELD	12,969	\$648.45
HARTLEY	BROOKLYN	9,996	\$499.80
HARTLEY	BURLINGTON	3,042	\$152.10
HARTLEY	CANAAN	6,351	\$317.55
HARTLEY	CANTERBURY	6,672	\$333.60
HARTLEY	CANTON	11,029	\$551.45
HARTLEY	CHAPLIN	6,628	\$331.40
HARTLEY	CHESHIRE	15,638	\$781.90
HARTLEY	CHESTER	3,386	\$169.30
HARTLEY	CLINTON	17,728	\$886.40
HARTLEY	COLCHESTER	22,550	\$1,127.50
HARTLEY	COLEBROOK	0	\$0.00
HARTLEY	COLUMBIA	4,274	\$213.70
HARTLEY	CORNWALL	0	\$0.00
HARTLEY	COVENTRY	14,306	\$715.30
HARTLEY	CROMWELL	46,509	\$2,325.45
HARTLEY	DANBURY	89,448	\$4,472.40
HARTLEY	DARIEN	4,416	\$220.80
HARTLEY	DEEP RIVER	4,280	\$214.00
HARTLEY	DERBY	15,164	\$758.20
HARTLEY	DURHAM	6,817	\$340.85
HARTLEY	EAST GRANBY	7,044	\$352.20
HARTLEY	EAST HADDAM	7,982	\$399.10
HARTLEY	EAST HAMPTON	12,657	\$632.85
HARTLEY	EAST HARTFORD	67,527	\$3,376.35
HARTLEY	EAST HAVEN	54,689	\$2,734.45
HARTLEY	EAST LYME	25,458	\$1,272.90

HARTLEY	EAST WINDSOR	20,226	\$1,011.30
HARTLEY	EASTFORD	0	\$0.00
HARTLEY	EASTON	0	\$0.00
HARTLEY	ELLINGTON	20,916	\$1,045.80
HARTLEY	ENFIELD	57,450	\$2,872.50
HARTLEY	ESSEX	12,607	\$630.35
HARTLEY	FAIRFIELD	27,461	\$1,373.05
HARTLEY	FARMINGTON	19,134	\$956.70
HARTLEY	FRANKLIN	5,000	\$250.00
HARTLEY	GLASTONBURY	14,881	\$744.05
HARTLEY	GOSHEN	898	\$44.90
HARTLEY	GRANBY	15,546	\$777.30
HARTLEY	GREENWICH	15,403	\$770.15
HARTLEY	GRISWOLD	23,252	\$1,162.60
HARTLEY	GROTON	60,403	\$3,020.15
HARTLEY	GUILFORD	10,390	\$519.50
HARTLEY	HADDAM	17,796	\$889.80
HARTLEY	HAMDEN	47,989	\$2,399.45
HARTLEY	HAMPTON	2,736	\$136.80
HARTLEY	HARTFORD	170,187	\$8,509.35
HARTLEY	HARTLAND	0	\$0.00
HARTLEY	HARWINTON	5,426	\$271.30
HARTLEY	HEBRON	13,552	\$677.60
HARTLEY	KENT	750	\$37.50
HARTLEY	KILLINGLY	27,672	\$1,383.60
HARTLEY	KILLINGWORTH	2,596	\$129.80
HARTLEY	LEBANON	756	\$37.80
HARTLEY	LEDYARD	23,360	\$1,168.00
HARTLEY	LISBON	0	\$0.00
HARTLEY	LITCHFIELD	3,336	\$166.80
HARTLEY	LYME	0	\$0.00
HARTLEY	MADISON	4,771	\$238.55
HARTLEY	MANCHESTER	96,826	\$4,841.30
HARTLEY	MANSFIELD	10,095	\$504.75
HARTLEY	MARLBOROUGH	8,238	\$411.90
HARTLEY	MERIDEN	83,360	\$4,168.00
HARTLEY	MIDDLEBURY	1,990	\$99.50
HARTLEY	MIDDLEFIELD	3,714	\$185.70
HARTLEY	MIDDLETOWN	53,328	\$2,666.40
HARTLEY	MILFORD	46,481	\$2,324.05
HARTLEY	MONROE	12,708	\$635.40
HARTLEY	MONTVILLE	22,241	\$1,112.05
HARTLEY	MORRIS	3,492	\$174.60
HARTLEY	NAUGATUCK	26,814	\$1,340.70
HARTLEY	NEW BRITAIN	85,996	\$4,299.80
HARTLEY	NEW CANAAN	3,288	\$164.40
HARTLEY	NEW FAIRFIELD	4,254	\$212.70

HARTLEY	NEW HARTFORD	1,362	\$68.10
HARTLEY	NEW HAVEN	96,392	\$4,819.60
HARTLEY	NEW LONDON	53,791	\$2,689.55
HARTLEY	NEW MILFORD	31,210	\$1,560.50
HARTLEY	NEWINGTON	24,140	\$1,207.00
HARTLEY	NEWTOWN	15,112	\$755.60
HARTLEY	NORFOLK	1,342	\$67.10
HARTLEY	NORTH BRANFORD	11,317	\$565.85
HARTLEY	NORTH CANAAN	0	\$0.00
HARTLEY	NORTH HAVEN	21,610	\$1,080.50
HARTLEY	NORTH STONINGTON	8,937	\$446.85
HARTLEY	NORWALK	64,588	\$3,229.40
HARTLEY	NORWICH	93,675	\$4,683.75
HARTLEY	OLD LYME	7,540	\$377.00
HARTLEY	OLD SAYBROOK	11,075	\$553.75
HARTLEY	ORANGE	6,600	\$330.00
HARTLEY	OXFORD	4,790	\$239.50
HARTLEY	PLAINFIELD	35,440	\$1,772.00
HARTLEY	PLAINVILLE	25,359	\$1,267.95
HARTLEY	PLYMOUTH	10,902	\$545.10
HARTLEY	POMFRET	946	\$47.30
HARTLEY	PORTLAND	10,383	\$519.15
HARTLEY	PRESTON	5,708	\$285.40
HARTLEY	PROSPECT	4,480	\$224.00
HARTLEY	PUTNAM	21,703	\$1,085.15
HARTLEY	REDDING	3,731	\$186.55
HARTLEY	RIDGEFIELD	6,613	\$330.65
HARTLEY	ROCKY HILL	21,356	\$1,067.80
HARTLEY	ROXBURY	651	\$32.55
HARTLEY	SALEM	6,894	\$344.70
HARTLEY	SALISBURY	370	\$18.50
HARTLEY	SCOTLAND	2,788	\$139.40
HARTLEY	SEYMOUR	11,148	\$557.40
HARTLEY	SHARON	4,173	\$208.65
HARTLEY	SHELTON	34,271	\$1,713.55
HARTLEY	SHERMAN	384	\$19.20
HARTLEY	SIMSBURY	17,484	\$874.20
HARTLEY	SOMERS	7,724	\$386.20
HARTLEY	SOUTH WINDSOR	23,220	\$1,161.00
HARTLEY	SOUTHBURY	11,233	\$561.65
HARTLEY	SOUTHINGTON	35,520	\$1,776.00
HARTLEY	SPRAGUE	3,020	\$151.00
HARTLEY	STAFFORD	20,096	\$1,004.80
HARTLEY	STAMFORD	56,159	\$2,807.95
HARTLEY	STERLING	1,216	\$60.80
HARTLEY	STONINGTON	13,284	\$664.20
HARTLEY	STRATFORD	43,422	\$2,171.10

HARTLEY	SUFFIELD	8,827	\$441.35
HARTLEY	THOMASTON	10,154	\$507.70
HARTLEY	THOMPSON	16,809	\$840.45
HARTLEY	TOLLAND	8,982	\$449.10
HARTLEY	TORRINGTON	38,988	\$1,949.40
HARTLEY	TRUMBULL	9,951	\$497.55
HARTLEY	UNION	0	\$0.00
HARTLEY	VERNON	47,771	\$2,388.55
HARTLEY	VOLUNTOWN	4,246	\$212.30
HARTLEY	WALLINGFORD	43,719	\$2,185.95
HARTLEY	WARREN	1,680	\$84.00
HARTLEY	WASHINGTON	962	\$48.10
HARTLEY	WATERBURY	135,862	\$6,793.10
HARTLEY	WATERFORD	26,196	\$1,309.80
HARTLEY	WATERTOWN	18,264	\$913.20
HARTLEY	WEST HARTFORD	44,817	\$2,240.85
HARTLEY	WEST HAVEN	60,667	\$3,033.35
HARTLEY	WESTBROOK	7,640	\$382.00
HARTLEY	WESTON	458	\$22.90
HARTLEY	WESTPORT	9,072	\$453.60
HARTLEY	WETHERSFIELD	27,164	\$1,358.20
HARTLEY	WILLINGTON	4,254	\$212.70
HARTLEY	WILTON	3,373	\$168.65
HARTLEY	WINCHESTER	20,838	\$1,041.90
HARTLEY	WINDHAM	35,305	\$1,765.25
HARTLEY	WINDSOR	25,557	\$1,277.85
HARTLEY	WINDSOR LOCKS	22,656	\$1,132.80
HARTLEY	WOLCOTT	17,998	\$899.90
HARTLEY	WOODBIDGE	800	\$40.00
HARTLEY	WOODBURY	6,392	\$319.60
HARTLEY	WOODSTOCK	0	\$0.00

<b>HARTLEY - Total Enviro Fee:</b>	<b>\$173,538.10</b>
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Wholesaler	Town	NIP Count	Enviro Fee by Town
NORTHEAST	ANDOVER	11,652	\$582.60
NORTHEAST	ANSONIA	77,832	\$3,891.60
NORTHEAST	ASHFORD	31,560	\$1,578.00
NORTHEAST	AVON	23,196	\$1,159.80
NORTHEAST	BARKHAMSTED	11,040	\$552.00
NORTHEAST	BEACON FALLS	7,320	\$366.00
NORTHEAST	BERLIN	77,256	\$3,862.80
NORTHEAST	BETHANY	10,068	\$503.40
NORTHEAST	BETHEL	61,608	\$3,080.40
NORTHEAST	BETHLEHEM	1,932	\$96.60
NORTHEAST	BLOOMFIELD	36,108	\$1,805.40
NORTHEAST	BOLTON	24,264	\$1,213.20
NORTHEAST	BOZRAH	9,480	\$474.00
NORTHEAST	BRANFORD	118,764	\$5,938.20
NORTHEAST	BRIDGEPORT	319,200	\$15,960.00
NORTHEAST	BRIDGEWATER	0	\$0.00
NORTHEAST	BRISTOL	323,736	\$16,186.80
NORTHEAST	BROOKFIELD	45,852	\$2,292.60
NORTHEAST	BROOKLYN	62,556	\$3,127.80
NORTHEAST	BURLINGTON	23,676	\$1,183.80
NORTHEAST	CANAAN	27,252	\$1,362.60
NORTHEAST	CANTERBURY	27,576	\$1,378.80
NORTHEAST	CANTON	31,320	\$1,566.00
NORTHEAST	CHAPLIN	20,760	\$1,038.00
NORTHEAST	CHESHIRE	56,316	\$2,815.80
NORTHEAST	CHESTER	5,544	\$277.20
NORTHEAST	CLINTON	55,980	\$2,799.00
NORTHEAST	COLCHESTER	80,652	\$4,032.60
NORTHEAST	COLEBROOK	0	\$0.00
NORTHEAST	COLUMBIA	20,220	\$1,011.00
NORTHEAST	CORNWALL	5,664	\$283.20
NORTHEAST	COVENTRY	44,328	\$2,216.40
NORTHEAST	CROMWELL	79,092	\$3,954.60
NORTHEAST	DANBURY	256,020	\$12,801.00
NORTHEAST	DARIEN	13,524	\$676.20
NORTHEAST	DEEP RIVER	38,160	\$1,908.00
NORTHEAST	DERBY	66,468	\$3,323.40
NORTHEAST	DURHAM	31,476	\$1,573.80
NORTHEAST	EAST GRANBY	32,148	\$1,607.40
NORTHEAST	EAST HADDAM	23,100	\$1,155.00
NORTHEAST	EAST HAMPTON	73,572	\$3,678.60
NORTHEAST	EAST HARTFORD	135,552	\$6,777.60
NORTHEAST	EAST HAVEN	105,084	\$5,254.20
NORTHEAST	EAST LYME	57,168	\$2,858.40



NORTHEAST	EAST WINDSOR	80,532	\$4,026.60
NORTHEAST	EASTFORD	0	\$0.00
NORTHEAST	EASTON	0	\$0.00
NORTHEAST	ELLINGTON	56,460	\$2,823.00
NORTHEAST	ENFIELD	234,240	\$11,712.00
NORTHEAST	ESSEX	24,180	\$1,209.00
NORTHEAST	FAIRFIELD	162,408	\$8,120.40
NORTHEAST	FARMINGTON	65,304	\$3,265.20
NORTHEAST	FRANKLIN	21,000	\$1,050.00
NORTHEAST	GLASTONBURY	64,692	\$3,234.60
NORTHEAST	GOSHEN	2,592	\$129.60
NORTHEAST	GRANBY	34,248	\$1,712.40
NORTHEAST	GREENWICH	25,128	\$1,256.40
NORTHEAST	GRISWOLD	76,668	\$3,833.40
NORTHEAST	GROTON	262,824	\$13,141.20
NORTHEAST	GUILFORD	31,236	\$1,561.80
NORTHEAST	HADDAM	37,548	\$1,877.40
NORTHEAST	HAMDEN	174,408	\$8,720.40
NORTHEAST	HAMPTON	14,880	\$744.00
NORTHEAST	HARTFORD	239,340	\$11,967.00
NORTHEAST	HARTLAND	0	\$0.00
NORTHEAST	HARWINTON	15,096	\$754.80
NORTHEAST	HEBRON	31,200	\$1,560.00
NORTHEAST	KENT	4,104	\$205.20
NORTHEAST	KILLINGLY	170,700	\$8,535.00
NORTHEAST	KILLINGWORTH	12,840	\$642.00
NORTHEAST	LEBANON	6,300	\$315.00
NORTHEAST	LEDYARD	72,252	\$3,612.60
NORTHEAST	LISBON	28,716	\$1,435.80
NORTHEAST	LITCHFIELD	13,848	\$692.40
NORTHEAST	LYME	0	\$0.00
NORTHEAST	MADISON	30,480	\$1,524.00
NORTHEAST	MANCHESTER	245,052	\$12,252.60
NORTHEAST	MANSFIELD	135,888	\$6,794.40
NORTHEAST	MARLBOROUGH	20,040	\$1,002.00
NORTHEAST	MERIDEN	186,996	\$9,349.80
NORTHEAST	MIDDLEBURY	11,520	\$576.00
NORTHEAST	MIDDLEFIELD	31,908	\$1,595.40
NORTHEAST	MIDDLETOWN	171,132	\$8,556.60
NORTHEAST	MILFORD	204,780	\$10,239.00
NORTHEAST	MONROE	54,624	\$2,731.20
NORTHEAST	MONTVILLE	97,452	\$4,872.60
NORTHEAST	MORRIS	4,920	\$246.00
NORTHEAST	NAUGATUCK	124,368	\$6,218.40
NORTHEAST	NEW BRITAIN	250,092	\$12,504.60
NORTHEAST	NEW CANAAN	4,740	\$237.00
NORTHEAST	NEW FAIRFIELD	26,160	\$1,308.00

NORTHEAST	NEW HARTFORD	5,796	\$289.80
NORTHEAST	NEW HAVEN	301,764	\$15,088.20
NORTHEAST	NEW LONDON	181,788	\$9,089.40
NORTHEAST	NEW MILFORD	133,668	\$6,683.40
NORTHEAST	NEWINGTON	122,832	\$6,141.60
NORTHEAST	NEWTOWN	64,152	\$3,207.60
NORTHEAST	NORFOLK	3,120	\$156.00
NORTHEAST	NORTH BRANFORD	59,208	\$2,960.40
NORTHEAST	NORTH CANAAN	0	\$0.00
NORTHEAST	NORTH HAVEN	67,908	\$3,395.40
NORTHEAST	NORTH STONINGTON	75,672	\$3,783.60
NORTHEAST	NORWALK	229,152	\$11,457.60
NORTHEAST	NORWICH	267,312	\$13,365.60
NORTHEAST	OLD LYME	26,124	\$1,306.20
NORTHEAST	OLD SAYBROOK	60,120	\$3,006.00
NORTHEAST	ORANGE	23,628	\$1,181.40
NORTHEAST	OXFORD	20,400	\$1,020.00
NORTHEAST	PLAINFIELD	190,344	\$9,517.20
NORTHEAST	PLAINVILLE	68,724	\$3,436.20
NORTHEAST	PLYMOUTH	30,720	\$1,536.00
NORTHEAST	POMFRET	5,676	\$283.80
NORTHEAST	PORTLAND	35,352	\$1,767.60
NORTHEAST	PRESTON	37,116	\$1,855.80
NORTHEAST	PROSPECT	24,312	\$1,215.60
NORTHEAST	PUTNAM	131,952	\$6,597.60
NORTHEAST	REDDING	6,000	\$300.00
NORTHEAST	RIDGEFIELD	19,500	\$975.00
NORTHEAST	ROCKY HILL	49,176	\$2,458.80
NORTHEAST	ROXBURY	1,920	\$96.00
NORTHEAST	SALEM	33,144	\$1,657.20
NORTHEAST	SALISBURY	1,668	\$83.40
NORTHEAST	SCOTLAND	7,452	\$372.60
NORTHEAST	SEYMOUR	55,932	\$2,796.60
NORTHEAST	SHARON	4,440	\$222.00
NORTHEAST	SHELTON	121,596	\$6,079.80
NORTHEAST	SHERMAN	2,616	\$130.80
NORTHEAST	SIMSBURY	39,852	\$1,992.60
NORTHEAST	SOMERS	31,632	\$1,581.60
NORTHEAST	SOUTH WINDSOR	82,788	\$4,139.40
NORTHEAST	SOUTHBURY	59,376	\$2,968.80
NORTHEAST	SOUTHINGTON	171,444	\$8,572.20
NORTHEAST	SPRAGUE	15,120	\$756.00
NORTHEAST	STAFFORD	62,520	\$3,126.00
NORTHEAST	STAMFORD	176,232	\$8,811.60
NORTHEAST	STERLING	10,692	\$534.60
NORTHEAST	STONINGTON	81,144	\$4,057.20
NORTHEAST	STRATFORD	170,676	\$8,533.80

NORTHEAST	SUFFIELD	42,540	\$2,127.00
NORTHEAST	THOMASTON	30,984	\$1,549.20
NORTHEAST	THOMPSON	72,276	\$3,613.80
NORTHEAST	TOLLAND	48,552	\$2,427.60
NORTHEAST	TORRINGTON	116,784	\$5,839.20
NORTHEAST	TRUMBULL	46,332	\$2,316.60
NORTHEAST	UNION	0	\$0.00
NORTHEAST	VERNON	151,140	\$7,557.00
NORTHEAST	VOLUNTOWN	25,572	\$1,278.60
NORTHEAST	WALLINGFORD	199,224	\$9,961.20
NORTHEAST	WARREN	0	\$0.00
NORTHEAST	WASHINGTON	6,192	\$309.60
NORTHEAST	WATERBURY	333,168	\$16,658.40
NORTHEAST	WATERFORD	120,756	\$6,037.80
NORTHEAST	WATERTOWN	81,252	\$4,062.60
NORTHEAST	WEST HARTFORD	125,616	\$6,280.80
NORTHEAST	WEST HAVEN	181,836	\$9,091.80
NORTHEAST	WESTBROOK	37,344	\$1,867.20
NORTHEAST	WESTON	1,920	\$96.00
NORTHEAST	WESTPORT	17,904	\$895.20
NORTHEAST	WETHERSFIELD	65,772	\$3,288.60
NORTHEAST	WILLINGTON	12,588	\$629.40
NORTHEAST	WILTON	8,880	\$444.00
NORTHEAST	WINCHESTER	61,668	\$3,083.40
NORTHEAST	WINDHAM	106,872	\$5,343.60
NORTHEAST	WINDSOR	49,356	\$2,467.80
NORTHEAST	WINDSOR LOCKS	112,476	\$5,623.80
NORTHEAST	WOLCOTT	63,012	\$3,150.60
NORTHEAST	WOODBIDGE	0	\$0.00
NORTHEAST	WOODBURY	23,088	\$1,154.40
NORTHEAST	WOODSTOCK	120	\$6.00

<b>NORTHEAST - Total Enviro Fee:</b>	<b>\$582,097.80</b>
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Wholesaler	Town	NIP Count	Enviro Fee by Town
OPICI	ANDOVER	0	\$0.00
OPICI	ANSONIA	60	\$3.00
OPICI	ASHFORD	0	\$0.00
OPICI	AVON	0	\$0.00
OPICI	BARKHAMSTED	0	\$0.00
OPICI	BEACON FALLS	0	\$0.00
OPICI	BERLIN	0	\$0.00
OPICI	BETHANY	0	\$0.00
OPICI	BETHEL	84	\$4.20
OPICI	BETHLEHEM	0	\$0.00
OPICI	BLOOMFIELD	0	\$0.00
OPICI	BOLTON	0	\$0.00
OPICI	BOZRAH	0	\$0.00
OPICI	BRANFORD	252	\$12.60
OPICI	BRIDGEPORT	360	\$18.00
OPICI	BRIDGEWATER	0	\$0.00
OPICI	BRISTOL	0	\$0.00
OPICI	BROOKFIELD	0	\$0.00
OPICI	BROOKLYN	0	\$0.00
OPICI	BURLINGTON	0	\$0.00
OPICI	CANAAN	0	\$0.00
OPICI	CANTERBURY	48	\$2.40
OPICI	CANTON	0	\$0.00
OPICI	CHAPLIN	0	\$0.00
OPICI	CHESHIRE	60	\$3.00
OPICI	CHESTER	720	\$36.00
OPICI	CLINTON	60	\$3.00
OPICI	COLCHESTER	0	\$0.00
OPICI	COLEBROOK	0	\$0.00
OPICI	COLUMBIA	0	\$0.00
OPICI	CORNWALL	0	\$0.00
OPICI	COVENTRY	0	\$0.00
OPICI	CROMWELL	60	\$3.00
OPICI	DANBURY	312	\$15.60
OPICI	DARIEN	0	\$0.00
OPICI	DEEP RIVER	24	\$1.20
OPICI	DERBY	144	\$7.20
OPICI	DURHAM	0	\$0.00
OPICI	EAST GRANBY	0	\$0.00
OPICI	EAST HADDAM	0	\$0.00
OPICI	EAST HAMPTON	0	\$0.00
OPICI	EAST HARTFORD	0	\$0.00
OPICI	EAST HAVEN	120	\$6.00
OPICI	EAST LYME	120	\$6.00

OPICI	EAST WINDSOR	0	\$0.00
OPICI	EASTFORD	0	\$0.00
OPICI	EASTON	0	\$0.00
OPICI	ELLINGTON	0	\$0.00
OPICI	ENFIELD	0	\$0.00
OPICI	ESSEX	0	\$0.00
OPICI	FAIRFIELD	660	\$33.00
OPICI	FARMINGTON	0	\$0.00
OPICI	FRANKLIN	0	\$0.00
OPICI	GLASTONBURY	0	\$0.00
OPICI	GOSHEN	0	\$0.00
OPICI	GRANBY	0	\$0.00
OPICI	GREENWICH	240	\$12.00
OPICI	GRISWOLD	0	\$0.00
OPICI	GROTON	420	\$21.00
OPICI	GUILFORD	0	\$0.00
OPICI	HADDAM	0	\$0.00
OPICI	HAMDEN	120	\$6.00
OPICI	HAMPTON	0	\$0.00
OPICI	HARTFORD	0	\$0.00
OPICI	HARTLAND	0	\$0.00
OPICI	HARWINTON	60	\$3.00
OPICI	HEBRON	0	\$0.00
OPICI	KENT	0	\$0.00
OPICI	KILLINGLY	0	\$0.00
OPICI	KILLINGWORTH	0	\$0.00
OPICI	LEBANON	0	\$0.00
OPICI	LEDYARD	0	\$0.00
OPICI	LISBON	0	\$0.00
OPICI	LITCHFIELD	132	\$6.60
OPICI	LYME	0	\$0.00
OPICI	MADISON	180	\$9.00
OPICI	MANCHESTER	0	\$0.00
OPICI	MANSFIELD	0	\$0.00
OPICI	MARLBOROUGH	0	\$0.00
OPICI	MERIDEN	0	\$0.00
OPICI	MIDDLEBURY	72	\$3.60
OPICI	MIDDLEFIELD	0	\$0.00
OPICI	MIDDLETOWN	60	\$3.00
OPICI	MILFORD	21,946	\$1,097.30
OPICI	MONROE	0	\$0.00
OPICI	MONTVILLE	0	\$0.00
OPICI	MORRIS	60	\$3.00
OPICI	NAUGATUCK	12	\$0.60
OPICI	NEW BRITAIN	0	\$0.00
OPICI	NEW CANAAN	60	\$3.00
OPICI	NEW FAIRFIELD	0	\$0.00

OPICI	NEW HARTFORD	0	\$0.00
OPICI	NEW HAVEN	240	\$12.00
OPICI	NEW LONDON	120	\$6.00
OPICI	NEW MILFORD	60	\$3.00
OPICI	NEWINGTON	0	\$0.00
OPICI	NEWTOWN	60	\$3.00
OPICI	NORFOLK	0	\$0.00
OPICI	NORTH BRANFORD	0	\$0.00
OPICI	NORTH CANAAN	0	\$0.00
OPICI	NORTH HAVEN	120	\$6.00
OPICI	NORTH STONINGTON	0	\$0.00
OPICI	NORWALK	14,538	\$726.90
OPICI	NORWICH	84	\$4.20
OPICI	OLD LYME	0	\$0.00
OPICI	OLD SAYBROOK	144	\$7.20
OPICI	ORANGE	0	\$0.00
OPICI	OXFORD	60	\$3.00
OPICI	PLAINFIELD	84	\$4.20
OPICI	PLAINVILLE	0	\$0.00
OPICI	PLYMOUTH	0	\$0.00
OPICI	POMFRET	0	\$0.00
OPICI	PORTLAND	0	\$0.00
OPICI	PRESTON	0	\$0.00
OPICI	PROSPECT	0	\$0.00
OPICI	PUTNAM	0	\$0.00
OPICI	REDDING	60	\$3.00
OPICI	RIDGEFIELD	240	\$12.00
OPICI	ROCKY HILL	0	\$0.00
OPICI	ROXBURY	0	\$0.00
OPICI	SALEM	0	\$0.00
OPICI	SALISBURY	0	\$0.00
OPICI	SCOTLAND	0	\$0.00
OPICI	SEYMOUR	0	\$0.00
OPICI	SHARON	0	\$0.00
OPICI	SHELTON	12	\$0.60
OPICI	SHERMAN	0	\$0.00
OPICI	SIMSBURY	0	\$0.00
OPICI	SOMERS	0	\$0.00
OPICI	SOUTH WINDSOR	0	\$0.00
OPICI	SOUTHBURY	120	\$6.00
OPICI	SOUTHINGTON	264	\$13.20
OPICI	SPRAGUE	0	\$0.00
OPICI	STAFFORD	0	\$0.00
OPICI	STAMFORD	120	\$6.00
OPICI	STERLING	0	\$0.00
OPICI	STONINGTON	300	\$15.00
OPICI	STRATFORD	960	\$48.00

OPICI	SUFFIELD	0	\$0.00
OPICI	THOMASTON	120	\$6.00
OPICI	THOMPSON	0	\$0.00
OPICI	TOLLAND	0	\$0.00
OPICI	TORRINGTON	60	\$3.00
OPICI	TRUMBULL	210	\$10.50
OPICI	UNION	0	\$0.00
OPICI	VERNON	0	\$0.00
OPICI	VOLUNTOWN	0	\$0.00
OPICI	WALLINGFORD	240	\$12.00
OPICI	WARREN	0	\$0.00
OPICI	WASHINGTON	0	\$0.00
OPICI	WATERBURY	0	\$0.00
OPICI	WATERFORD	0	\$0.00
OPICI	WATERTOWN	60	\$3.00
OPICI	WEST HARTFORD	120	\$6.00
OPICI	WEST HAVEN	180	\$9.00
OPICI	WESTBROOK	84	\$4.20
OPICI	WESTON	0	\$0.00
OPICI	WESTPORT	180	\$9.00
OPICI	WETHERSFIELD	0	\$0.00
OPICI	WILLINGTON	0	\$0.00
OPICI	WILTON	0	\$0.00
OPICI	WINCHESTER	0	\$0.00
OPICI	WINDHAM	0	\$0.00
OPICI	WINDSOR	0	\$0.00
OPICI	WINDSOR LOCKS	0	\$0.00
OPICI	WOLCOTT	0	\$0.00
OPICI	WOODBIDGE	0	\$0.00
OPICI	WOODBURY	0	\$0.00
OPICI	WOODSTOCK	0	\$0.00



**OPICI - Total Enviro Fee:**

**\$2,264.30**

Wholesaler	Town	NIP Count	Enviro Fee by Town
SLOCUM	ANDOVER	0	\$0.00
SLOCUM	ANSONIA	120	\$6.00
SLOCUM	ASHFORD	116	\$5.80
SLOCUM	AVON	17	\$0.85
SLOCUM	BARKHAMSTED	0	\$0.00
SLOCUM	BEACON FALLS	0	\$0.00
SLOCUM	BERLIN	50	\$2.50
SLOCUM	BETHANY	0	\$0.00
SLOCUM	BETHEL	1,003	\$50.15
SLOCUM	BETHLEHEM	0	\$0.00
SLOCUM	BLOOMFIELD	0	\$0.00
SLOCUM	BOLTON	30	\$1.50
SLOCUM	BOZRAH	0	\$0.00
SLOCUM	BRANFORD	1,475	\$73.75
SLOCUM	BRIDGEPORT	1,744	\$87.20
SLOCUM	BRIDGEWATER	0	\$0.00
SLOCUM	BRISTOL	299	\$14.95
SLOCUM	BROOKFIELD	30	\$1.50
SLOCUM	BROOKLYN	758	\$37.90
SLOCUM	BURLINGTON	242	\$12.10
SLOCUM	CANAAN	0	\$0.00
SLOCUM	CANTERBURY	10	\$0.50
SLOCUM	CANTON	20	\$1.00
SLOCUM	CHAPLIN	0	\$0.00
SLOCUM	CHESHIRE	620	\$31.00
SLOCUM	CHESTER	55	\$2.75
SLOCUM	CLINTON	298	\$14.90
SLOCUM	COLCHESTER	2	\$0.10
SLOCUM	COLEBROOK	0	\$0.00
SLOCUM	COLUMBIA	0	\$0.00
SLOCUM	CORNWALL	0	\$0.00
SLOCUM	COVENTRY	10	\$0.50
SLOCUM	CROMWELL	188	\$9.40
SLOCUM	DANBURY	2,609	\$130.45
SLOCUM	DARIEN	34	\$1.70
SLOCUM	DEEP RIVER	120	\$6.00
SLOCUM	DERBY	600	\$30.00
SLOCUM	DURHAM	840	\$42.00
SLOCUM	EAST GRANBY	0	\$0.00
SLOCUM	EAST HADDAM	360	\$18.00
SLOCUM	EAST HAMPTON	0	\$0.00
SLOCUM	EAST HARTFORD	1,260	\$63.00
SLOCUM	EAST HAVEN	1,024	\$51.20
SLOCUM	EAST LYME	108	\$5.40

SLOCUM	EAST WINDSOR	145	\$7.25
SLOCUM	EASTFORD	0	\$0.00
SLOCUM	EASTON	0	\$0.00
SLOCUM	ELLINGTON	0	\$0.00
SLOCUM	ENFIELD	150	\$7.50
SLOCUM	ESSEX	0	\$0.00
SLOCUM	FAIRFIELD	1,213	\$60.65
SLOCUM	FARMINGTON	1,101	\$55.05
SLOCUM	FRANKLIN	24	\$1.20
SLOCUM	GLASTONBURY	766	\$38.30
SLOCUM	GOSHEN	0	\$0.00
SLOCUM	GRANBY	116	\$5.80
SLOCUM	GREENWICH	72	\$3.60
SLOCUM	GRISWOLD	168	\$8.40
SLOCUM	GROTON	634	\$31.70
SLOCUM	GUILFORD	0	\$0.00
SLOCUM	HADDAM	295	\$14.75
SLOCUM	HAMDEN	1,944	\$97.20
SLOCUM	HAMPTON	0	\$0.00
SLOCUM	HARTFORD	1,246	\$62.30
SLOCUM	HARTLAND	0	\$0.00
SLOCUM	HARWINTON	240	\$12.00
SLOCUM	HEBRON	0	\$0.00
SLOCUM	KENT	0	\$0.00
SLOCUM	KILLINGLY	0	\$0.00
SLOCUM	KILLINGWORTH	120	\$6.00
SLOCUM	LEBANON	0	\$0.00
SLOCUM	LEDYARD	320	\$16.00
SLOCUM	LISBON	0	\$0.00
SLOCUM	LITCHFIELD	564	\$28.20
SLOCUM	LYME	0	\$0.00
SLOCUM	MADISON	341	\$17.05
SLOCUM	MANCHESTER	1,112	\$55.60
SLOCUM	MANSFIELD	21	\$1.05
SLOCUM	MARLBOROUGH	20	\$1.00
SLOCUM	MERIDEN	1,357	\$67.85
SLOCUM	MIDDLEBURY	0	\$0.00
SLOCUM	MIDDLEFIELD	0	\$0.00
SLOCUM	MIDDLETOWN	360	\$18.00
SLOCUM	MILFORD	2,622	\$131.10
SLOCUM	MONROE	427	\$21.35
SLOCUM	MONTVILLE	408	\$20.40
SLOCUM	MORRIS	364	\$18.20
SLOCUM	NAUGATUCK	307	\$15.35
SLOCUM	NEW BRITAIN	768	\$38.40
SLOCUM	NEW CANAAN	120	\$6.00
SLOCUM	NEW FAIRFIELD	0	\$0.00

SLOCUM	NEW HARTFORD	6	\$0.30
SLOCUM	NEW HAVEN	1,760	\$88.00
SLOCUM	NEW LONDON	15	\$0.75
SLOCUM	NEW MILFORD	1,641	\$82.05
SLOCUM	NEWINGTON	418	\$20.90
SLOCUM	NEWTOWN	984	\$49.20
SLOCUM	NORFOLK	0	\$0.00
SLOCUM	NORTH BRANFORD	310	\$15.50
SLOCUM	NORTH CANAAN	0	\$0.00
SLOCUM	NORTH HAVEN	2,815	\$140.75
SLOCUM	NORTH STONINGTON	36	\$1.80
SLOCUM	NORWALK	1,157	\$57.85
SLOCUM	NORWICH	2,310	\$115.50
SLOCUM	OLD LYME	0	\$0.00
SLOCUM	OLD SAYBROOK	96	\$4.80
SLOCUM	ORANGE	832	\$41.60
SLOCUM	OXFORD	117	\$5.85
SLOCUM	PLAINFIELD	723	\$36.15
SLOCUM	PLAINVILLE	600	\$30.00
SLOCUM	PLYMOUTH	96	\$4.80
SLOCUM	POMFRET	0	\$0.00
SLOCUM	PORTLAND	690	\$34.50
SLOCUM	PRESTON	0	\$0.00
SLOCUM	PROSPECT	135	\$6.75
SLOCUM	PUTNAM	1,010	\$50.50
SLOCUM	REDDING	35	\$1.75
SLOCUM	RIDGEFIELD	0	\$0.00
SLOCUM	ROCKY HILL	20	\$1.00
SLOCUM	ROXBURY	45	\$2.25
SLOCUM	SALEM	10	\$0.50
SLOCUM	SALISBURY	6	\$0.30
SLOCUM	SCOTLAND	0	\$0.00
SLOCUM	SEYMOUR	241	\$12.05
SLOCUM	SHARON	0	\$0.00
SLOCUM	SHELTON	2,060	\$103.00
SLOCUM	SHERMAN	0	\$0.00
SLOCUM	SIMSBURY	2,580	\$129.00
SLOCUM	SOMERS	120	\$6.00
SLOCUM	SOUTH WINDSOR	0	\$0.00
SLOCUM	SOUTHBURY	436	\$21.80
SLOCUM	SOUTHINGTON	75	\$3.75
SLOCUM	SPRAGUE	0	\$0.00
SLOCUM	STAFFORD	55	\$2.75
SLOCUM	STAMFORD	875	\$43.75
SLOCUM	STERLING	0	\$0.00
SLOCUM	STONINGTON	0	\$0.00
SLOCUM	STRATFORD	237	\$11.85

SLOCUM	SUFFIELD	60	\$3.00
SLOCUM	THOMASTON	197	\$9.85
SLOCUM	THOMPSON	2,351	\$117.55
SLOCUM	TOLLAND	600	\$30.00
SLOCUM	TORRINGTON	430	\$21.50
SLOCUM	TRUMBULL	5,094	\$254.70
SLOCUM	UNION	0	\$0.00
SLOCUM	VERNON	144	\$7.20
SLOCUM	VOLUNTOWN	0	\$0.00
SLOCUM	WALLINGFORD	1,810	\$90.50
SLOCUM	WARREN	0	\$0.00
SLOCUM	WASHINGTON	37	\$1.85
SLOCUM	WATERBURY	374	\$18.70
SLOCUM	WATERFORD	165	\$8.25
SLOCUM	WATERTOWN	419	\$20.95
SLOCUM	WEST HARTFORD	3,643	\$182.15
SLOCUM	WEST HAVEN	4,000	\$200.00
SLOCUM	WESTBROOK	72	\$3.60
SLOCUM	WESTON	0	\$0.00
SLOCUM	WESTPORT	1,708	\$85.40
SLOCUM	WETHERSFIELD	90	\$4.50
SLOCUM	WILLINGTON	288	\$14.40
SLOCUM	WILTON	161	\$8.05
SLOCUM	WINCHESTER	0	\$0.00
SLOCUM	WINDHAM	120	\$6.00
SLOCUM	WINDSOR	120	\$6.00
SLOCUM	WINDSOR LOCKS	130	\$6.50
SLOCUM	WOLCOTT	188	\$9.40
SLOCUM	WOODBIDGE	1	\$0.05
SLOCUM	WOODBURY	1,512	\$75.60
SLOCUM	WOODSTOCK	0	\$0.00

<b>SLOCUM - Total Enviro Fee:</b>	<b>\$3,882.35</b>
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Instructions:

1) Collect data to match the column headings below

See example below or ASG\_DATA larger sample

2) Copy data (Customer Zipcode, City, Cases by Zip Code, Enviro Fee by Zip Code) to cell C2 in the data tab for your company; ie Hartley to copy to HARTLEY\_DATA cell C2

3) The total due for each wholesaler will appear in cell E1 of your company sheet; ie ASG cell E1 = 3

4) All Wholesaler Data will accumulate to WSWC-ALL tab by Town

5) WSWC (Vicki) will cut one check per town for all wholesalers

(Hidden Column)	(Pre-populated)	Customer Zip Code	City	Cases by Zip Code
	ASG	06232	Andover	16.30
		06278	Ashford	23.10
		06001	Avon	15.85
		06037	Berlin	66.70
		06023	Berlin	5.50
		06002	Bloomfield	54.90
		06043	Bolton	48.00

19,641.10

**Enviro Fee  
by Zip Code**

97.80  
138.60  
95.20  
400.15  
32.90  
329.50  
288.00



RESOLUTION  
REGARDING REVENUES RECEIVED FROM  
BEVERAGE CONTAINER SURCHARGES

WHEREAS: The State of Connecticut enacted Public Act No. 21-58 “*An Act Concerning Solid Waste Management*” on June 16, 2021;

WHEREAS: Notwithstanding any provision of the general statutes, on and after October 1, 2021, any beverage container containing a spirit or liquor of fifty milliliters or less shall be assessed a five-cent surcharge by the wholesaler of such beverage container to the retailer of such beverage container and by the retailer of such beverage container to the consumer of such beverage container.

WHEREAS: Beginning on April 1, 2022, and every six months thereafter, payment shall be remitted by each wholesaler to every municipality where any such beverage container was sold during the preceding six-month period by such wholesaler. Such payment shall be at the rate of five cents for every such beverage container sold within such municipality by such wholesaler.

WHEREAS: Revenues received by the Town of Ledyard from said wholesalers relative to Public Act 21-58 for beverage containers surcharges shall be appropriated to Account 21040101-57316. “*Beverage Container Surcharges*”;

NOW, THEREFORE; BE IT RESOLVED; That any future expenditures out of Account #21040101-57316 “*Beverage Container Surcharges*”; shall be in accordance with subsection (d) of Section 10 of Public Act 21-58 for the following purposes: (1) environmental measures intended to reduce the generation of solid waste; and (2) reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a recycling coordinator, the installation of storm drain filters designed to block solid waste and beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf.

Adopted by the Ledyard Town Council on: June 8, 2022

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman

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History: 2022: The Town Council adopted the “*Resolution Regarding Revenues Received From Beverage Containers*” to provide a sperate account for revenues received from the State of Connecticut for beverage containers surcharges (Public Act 21-58 adopted on June 16, 2021)



**PA 21-58**—sSB 1037  
*Environment Committee*

## **AN ACT CONCERNING SOLID WASTE MANAGEMENT**

**SUMMARY:** This act revamps the state’s beverage container redemption law (i.e., “bottle bill,” see BACKGROUND) by doing the following:

1. expanding the list of beverages subject to the bottle bill’s requirements and exempting containers of less than 150mL (§§ 1 & 5);
2. increasing, beginning January 1, 2024, the minimum beverage container deposit amount from five to 10 cents (§ 2);
3. increasing the handling fee that distributors must pay to dealers (e.g., and hereafter, “retailers”) and redemption centers, (§ 3);
4. incrementally reduces the amount of unclaimed deposits that distributors must remit to the General Fund from 100% to 45% by FY 26, and allows the distributors to keep the remainder (§ 4);
5. requiring certain retailers to install and maintain at least two reverse vending machines (RVMs) at their place of business or have dedicated areas for redeeming beverage containers (§ 7); and
6. requiring, beginning January 1, 2024, (a) all refundable beverage containers sold in Connecticut to have a Universal Product Code (UPC) and barcode and (b) deposit initiators (i.e., the first distributor to collect the deposit) to provide them, with packaging information, to the RVM system administrators and other system operators at least 30 days before placing the beverage containers on the market (§ 2).

The act requires the Department of Energy and Environmental Protection (DEEP) to approve a stewardship organization for beverage containers (§ 9). It also requires DEEP to develop terms for a memorandum of agreement (MOA) that provides for in-state processing of at least 80% of the wine and liquor beverage containers sold in-state (§ 8).

The act establishes a five-cent surcharge on the sale of spirit or liquor beverage containers of 50mL or less (commonly referred to as “nips”). It requires (1) wholesalers to remit the surcharges to the municipalities in which the containers were sold and (2) the municipalities to use the remitted funds for environmental measures aimed at reducing solid waste or reducing the impact of litter (§ 10).

The act requires the DEEP commissioner, by July 1, 2022, to develop an incentive program to help municipalities that want to adopt a unit-based pricing program for solid waste disposal (e.g., “pay-as-you-throw”). She must also identify funding sources to provide the incentives (§ 6).

Lastly, the act makes technical and conforming changes.

**EFFECTIVE DATE:** July 1, 2021, except the handling fee increase, RVM requirement, and nip surcharge take effect October 1, 2021; the bottle bill’s

## OLR PUBLIC ACT SUMMARY

expansion takes effect January 1, 2023; the deposit increase takes effect January 1, 2024; and the MOA and stewardship organization provisions are effective upon passage.

### §§ 1 & 5 — COVERED BEVERAGE CONTAINERS

Under prior law, the bottle bill applied to the following beverage containers: beer, other malt beverages, mineral or soda water, carbonated soft drinks, and water, including flavored or nutritionally enhanced water.

Beginning January 1, 2023, the act generally expands the bottle bill to include beverage containers for hard cider, plant water or plant infused drink, juice or juice drink, tea, coffee, kombucha, and sports or energy drink. It explicitly includes hard seltzer in the bottle bill's scope, which existing law covers as a "beer or other malt beverage." It also includes beverages identified as juice, tea, coffee, kombucha, plant infused drink, or a sports or energy drink, with letters, words, or symbols on the beverages' labels. Existing law covers containers identified as water this way.

#### *Exempt Containers*

The bottle bill previously exempted from its requirements (1) noncarbonated beverages of at least three liters in size or (2) containers made of high-density polyethylene (i.e., with an HDPE designation or #2 recycling symbol). It also exempts containers provided on interstate passenger carriers (e.g., planes or trains). The act modifies some of these exemptions and creates new ones.

First, the act generally (1) eliminates the exemption for high-density polyethylene containers, (2) reduces the size threshold for noncarbonated beverage containers to be exempt, and (3) creates a new exemption for carbonated beverages. Specifically, it now exempts containers (1) over three liters for carbonated beverages, (2) over two and one-half liters for noncarbonated beverages, and (3) of less than 150mL for either carbonated and noncarbonated beverages.

Additionally, by law, manufacturers that annually bottle and sell up to 250,000 noncarbonated beverages of 20 ounces or less in size may apply to the DEEP commissioner for an exemption from the bottle bill's requirements (CGS § 22a-245b). The act extends this exemption, beginning July 1, 2021, to manufacturers of the new noncarbonated beverages covered by the act (e.g., juice, coffee, tea, or sport or energy drink). And it creates a new exemption for juice manufacturers that annually bottle and sell up to 100,000 gallons of juice in beverage containers. These juice manufacturers must also apply for the exemption.

### § 3 — HANDLING FEES

Beginning October 1, 2021, the act increases the handling fees for beverage containers redeemed under the bottle bill by setting the minimum handling fee at

OLR PUBLIC ACT SUMMARY

either two and one-half cents or three and one-half cents, depending on the container involved (see table below). It applies the increased fee to the act’s newly covered beverage containers.

**Bottle Bill Handling Fees, Prior Law vs. the Act**

	<i>Prior Law</i>	<i>The Act</i>
Beer or other malt beverages, including hard seltzer	\$0.015	\$0.025
Hard cider	N/A	0.025
Noncarbonated beverages, mineral or soda water, and carbonated soft drinks	0.02	0.035

§ 4 — UNCLAIMED DEPOSITS

Under prior law, unclaimed deposits were paid quarterly by the distributors to the revenue services commissioner for deposit into the state’s General Fund. The act incrementally reduces the amount of unclaimed funds deposited to the General Fund to 45% by FY 26, as shown in the table below, and correspondingly allows the distributors to keep the remainder.

**Percentage Distribution of Unclaimed Deposits**

	<i>General Fund</i>	<i>Distributors</i>
Through FY 22	100%	0%
FY 23	95	5
FY 24	65	35
FY 25	55	45
FY 26 and beyond	45	55

§§ 1 & 7 — RETAILER RVMS AND REDEMPTION AREAS

The act generally requires certain retailers, beginning October 1, 2021, to install and maintain at least two RVMS at their place of business. Under the act, an RVM is a mechanical device that (1) accepts used beverage containers from consumers and (2) provides a way of refunding the containers’ refund value (deposit amount) to the device user.

The requirement to have the RVMS applies to retailers whose place of business (1) is part of a chain engaged in the same general type of business that operates at least 10 units in Connecticut under common ownership and (2) uses at least 7,000 square feet of space to display merchandise for sale to the public.

The act also requires retailers exempt from the RVM requirement (see below), whose place of business is at least 40,000 square feet and does not use RVMS, to maintain a dedicated area at the business to accept and redeem beverage containers. It requires these areas to be adequately staffed so that containers can be efficiently accepted and processed during business hours. There must also be at

least one conspicuous sign posted at each public entrance describing how to find the redemption area.

*Exemptions*

The act exempts from the RVM requirement retailers that do the following:

1. sell only beverage containers of 20 ounces or less that are packaged in quantities of less than six;
2. sell beverage containers, but use no more than 5% of their floor space to display and sell consumer products; or
3. get a waiver from the DEEP commissioner allowing them to use an alternative technology to redeem the containers.

For the waiver, the alternative technology must be able to:

1. determine a beverage container's redeemability;
2. protect against fraud by reading a container's UPC and, except for refillable containers, renders the container unredeemable;
3. collect information about the redeemed containers; and
4. issue legal tender or a scrip, receipt, or other credit for the refund value that can be exchanged for legal tender for at least 60 days without needing to purchase other goods.

If the alternative technology does not allow a consumer to immediately obtain the refund value, a retailer can only use it if the retailer also allows a consumer to conveniently and immediately obtain the refund value through an RVM or another method.

*Penalty*

The act subjects retailers who violate these requirements to a civil fine of up to \$1,000, with an additional \$1,000 for each day the violation continues. It requires a hearing held according to the Uniform Administrative Procedures Act before the DEEP commissioner can assess the fine.

§ 8 — MOA: WINE AND LIQUOR CONTAINERS

Under the act, DEEP must develop the terms for a MOA that, by January 1, 2023, provides for in-state processing of at least 80% of the wine and liquor beverage containers sold in the state. The processing must turn the containers into furnace-ready cullet or by-product that is melted or otherwise used in cement, glass, or fiberglass products.

The act requires DEEP, when developing the terms, to (1) identify the parties that must be part of the agreement and (2) engage them in ongoing discussions about establishing systems and methods under the agreement for statewide, cost-effective, and consumer-oriented collection of the wine and liquor beverage containers. The collected materials must also be sufficiently clean and acceptable for use at a facility that produces the glass cullet or byproduct.

Under the act, the MOA must include provisions, with responsibilities assigned among the parties, for the following:

## OLR PUBLIC ACT SUMMARY

1. establishing and implementing the collection systems and methods;
2. transporting collected containers to a processing facility;
3. properly recycling and managing containers not accepted by a facility;
4. executing financial obligations among the parties according to the agreement;
5. recordkeeping of the volume, tonnage, and categories of containers annually processed under the agreement; and
6. auditing costs, efficiencies, and benefits of the agreement.

The DEEP commissioner must submit a draft of the MOA to the Environment Committee by January 15, 2022.

### § 9 — BEVERAGE CONTAINER STEWARDSHIP ORGANIZATION

The act requires the DEEP commissioner to approve an application for the formation of a beverage container stewardship organization by deposit initiators if the organization meets the following requirements:

1. is a 501(c)(3) federally tax-exempt organization;
2. has a governing board of deposit initiators that represents the range of beverages and container materials covered by the state's bottle bill; and
3. shows that it has adequate financial responsibility and controls, including fraud prevention and an audit schedule, to properly manage funds.

It also requires each deposit initiator to join and register with an approved beverage container stewardship organization within three months after DEEP approves the organization. Deposit initiators seeking to sell beverage containers in the state after this period must register and join the organization at least 90 days before selling them.

Under the act, any approved organization must submit a plan for the DEEP commissioner's review and approval to operate a statewide beverage container stewardship program by July 1, 2022. The act requires the plan to provide detailed information about how the organization will operate and finance a program to redeem and recycle beverage containers. The information must at least include the following:

1. 80% annual redemption rate by a specified timeline;
2. financial self-sustainability;
3. verifiable performance metrics for enhanced customer satisfaction;
4. policies and investments to ensure that recovered materials are returned for their highest and best use;
5. detailed descriptions for how existing collection and redemption centers will be used;
6. redemption rates as of the date of the plan and projected for the next five years, along with a recommended refund value for the containers to achieve these rates;
7. how the plan will cost the state or any other participants;
8. revenues that will be returned to the state and projected loss in the state's revenue use or collection in the five fiscal years beginning with FY 22;
9. legislative changes needed to carry out the plan; and

10. other parameters or requirements the commissioner requires.

When developing the plan, the stewardship organization must obtain input from members of the independent redemption center community, municipal resource recovery facilities, municipal leaders, wine and spirits distributors, and RVM operators. The act prohibits the DEEP commissioner from approving a plan without verification of receiving this input.

The DEEP commissioner, by October 1, 2022, must submit recommendations on any plan for a proposed stewardship program to the Environment Committee.

## § 10 — NIP SURCHARGE

Beginning October 1, 2021, the act requires wholesalers of spirit or liquor beverage containers of 50mL or less to assess a five-cent surcharge on each of these containers to retailers. The retailers must then impose the same surcharge on the customers who purchase the containers. The act specifies that paying the surcharge is a debt by retailers, upon their purchase from the wholesaler, and is subject to posting requirements for delinquencies. Under the Liquor Control Act, a notice of delinquency identifies the delinquent retailer and prohibits manufacturers or wholesalers from crediting the retailer until the notice is satisfied (CGS § 30-48(b)).

Under the act, the surcharge must be distinct and clearly identified from the container's price. The act exempts it from sales tax or being treated as income.

Beginning April 1, 2022, and then every six months, each wholesaler must remit to each municipality where these beverage containers were sold during the prior six-month period, five-cents per container sold by the wholesaler. At the same time as the payment, the wholesaler must file a report with the Department of Revenue Services and the Department of Consumer Protection's Liquor Control Division stating how many beverage containers it sold in each municipality during the prior six months.

The act requires municipalities receiving the surcharge funds to only use the funds for environmental measures to reduce solid waste generation in the municipality or the impact of litter from the solid waste. These measures include things like hiring a recycling coordinator; installing storm drain filters to block solid waste (including beverage container debris); or purchasing a mechanical street sweeper, vacuum, or broom to remove litter and other debris from streets, sidewalks, and abutting lawn and turf areas.

## BACKGROUND

### *General Bottle Redemption Process*

Connecticut's bottle bill redemption process generally works as follows:

1. a retailer pays a beverage container distributor a deposit for each eligible beverage container that the distributor delivers;
2. a consumer pays the retailer the deposit for each beverage container that he or she purchases from the retailer;

## OLR PUBLIC ACT SUMMARY

3. the retailer or a redemption center pays the consumer the deposit amount for each beverage container that he or she returns (i.e., refunding the deposit);
4. the distributor reimburses the retailer or redemption center the deposit for each beverage container returned, plus a handling fee; and
5. the distributor pays the state the required percentage of unclaimed deposits, which are deposited into the General Fund (CGS § 22a-243 et seq.).





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-093

**Agenda Date:** 11/1/2023

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Any other Old Business proper to come before the Committee.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 22-835

**Agenda Date:** 11/1/2023

**Agenda #:** 1.

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## GRANT REQUEST

### **Type Motion/Request here and complete the Grant Request Form Below:**

MOTION to authorize the Mayor to submit an American Library Association Application to obtain “Round II” of the - *Libraries Transforming Communities: Accessible Small and Rural Communities* Grant in the amount of up-to \$20,00 to purchase a new circulation desk for the Bill Library designed to meet ADA requirements and better serve individuals with disabilities

### **Background:**

As part of the *Libraries Transforming Communities: Accessible Small and Rural Communities* Grant, which the Library received in May, 2023 the town is requesting to submit another Grant Application for “Round II”.

**Town Council April 26, 2023 meeting:** The Town Council accepted and appropriated \$20,000 to Account # 20250101-50000-G0015 (Library Grant Expense) received from *The American Library Association - Libraries Transforming Communities: Accessible Small and Rural Communities* Grant to be used to purchase books, programming, and building improvements designed to serve individuals with disabilities

**April 5, 2023** The Library received notification that Ledyard was awarded the Grant in the full amount of the \$20,000 requested. As part of the grant process that the Legislative Body (Town Council) was required to formally accept the Grant and authorize the expenditure of the funds by May 5, 2023. The Town Council .

**Town Council December 14, 2022 meeting:** The Town Council authorized the Library to apply for a 20,000 *American Library Association - Libraries Transforming Communities: Accessible Small and Rural Communities* Grant to be used to purchase books, programming, and building improvements designed to serve individuals with disabilities.

**Additional Background:** Ledyard Public Library is seeking approval to apply for the *Libraries Transforming Communities: Accessible Small and Rural Communities* grant offered by the American Library Association. The purpose of the grant is to provide “community engagement and accessibility resources to small and rural libraries” with a population less than 25,000 “to help them better serve people with disabilities.” ***There are two grant levels: \$20,000 and \$10,000***, and we would apply for the \$20,000. The funds would be used for a one-time purchase for a new circulation desk at the Bill Library.

Our target audiences in our community are anyone who uses the library and would benefit from an ADA compliant service desk.

The goal is to “increase the accessibility of library facilities, services, and programs for people with

disabilities.”

- Application Deadline: December 11, 2023
- Award Notification: February 8, 2024

Attachments:

- Request Narrative- How Ledyard planned to use the grant funding
- Grant Application
- Grant Frequently Asked Questions
- Grant Eligibility Guidelines

**Department Comments/Recommendation:**

Approval from the Town Council will allow us to proceed with the application process. If we are awarded the grant, the money will make a noticeable impact on how we serve our community, specifically those with disabilities. Deadline for submission is December 11, 2023.

**Finance Director Comments/Recommendation:**

(Type text here)

**Mayor Comments/Recommendation:**

(Type text here)

**Please Complete the Grant Request Form Below:**

TOWN OF LEDYARD  
GENERAL GOVERNMENT  
GRANT APPLICATION POLICY AND PROCESS

The Ledyard Town Council will approve all grant applications submitted by the Town to any governmental agency or private foundation on behalf of the Town; and any items that are offered to the Town by any entity, and items taken in forfeiture by the Town. Every department, commission, or board acting on behalf of the Town of Ledyard when seeking grants or responding to an offer to the Town of grant funds or items must follow this policy and process.

Grants, for these purposes include:

1. Grants that require a Town match -- whether the match is a dollar figure, an in-kind contribution, or a

- combination thereof
- 2. Grants that are 100% funded
- 3. Items or services that are offered (“gifted”) to the Town such as land, equipment, buildings, or vehicles
- 4. Items that are taken by forfeiture and intended to be retained by the Town
- 5. Items granted to a fire company’s 501(c)3 organization but expected to be maintained and/or insured by Town operating dollars

When applying for any grant, the grant seeker will create a legislative file and attach a completed GRANT REQUEST FORM and any pertinent information about the grant and grantor. The legislative file will be set up to go to the Town Council using the Finance Committee workflow.

**When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).**

Amended and Approved by the Town Council: on: July 22, 2020

*Linda C Davis*

\_\_\_\_\_  
Linda C. Davis, Chairman

Revisions: “General Government Grant Application Policy and Process” Adopted: May 8, 2018.

History: Paragraph 5 added the following: *“When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).”*

Below the Form added: *FOR FEDERAL GRANTS: “I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325”*

Added to the Policy Attachment 1 *“Code of Federal Regulations: 2 CFR”* to Policy.

**GRANT REQUEST FORM**

Requestor      Library Director Jen Smith      Date      10/23/2023

Dept/Commission/Board      Ledyard Public Library

Name of Grant      *Libraries Transforming Communities: Accessible Small and Rural Communities grant*  
\$20,000

**This is Round II of the Library Transformation Communities: Accessible Small and Rural Communities Grant Process.**

Type of Grant (State of CT, Federal, Private Foundation, Individual - if combination, explain)

American Library Association

Reason for Applying for this Grant

To improve library services for those with disabilities by creating a welcoming environment with an ADA compliant circulation desk at the Bill Library.

There are two grant levels: \$20,000 and \$10,000, and we would apply for \$20,000. Note that libraries who have not already received funding in round 1 will be given priority.

The goal is to “*increase the accessibility of library facilities, services, and programs for people with disabilities.*”

Amount of Town Match            TBD, still waiting on a quote as of 10/23/2023

Source of Town Match

In-Kind Match - Explain

**FOR FEDERAL GRANTS: I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325 (Appendix 1)**

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Signed Name

Printed Name

Date

---

**ATTACHMENT 1**

Code of Federal Regulations: 2 CFR

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

#### §200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder



can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

- (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
  - (b) Affirmative steps must include:
    - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
    - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
    - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
    - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
    - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
    - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

**§200.323 Contract cost and price.**

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E-Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

**§200.324 Federal awarding agency or pass-through entity review.**

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

#### §200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

#### §200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200-Contract Provisions for non-Federal Entity Contracts Under Federal Awards.



# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
[council@ledyardct.org](mailto:council@ledyardct.org)

Chairman Kevin J. Dombrowski

April 27, 2023

Mayor Fred Allyn, III  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on April 26, 2023 the Town Council took the following actions:

- Adopted a proposed Fiscal Year 2023/2024 Budget in the amount of \$64,540,940 comprised of:
  - General Government: \$28,632,572
  - Board of Education: \$35,908,368
- Appointed Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard, as a Regular Member of the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2023 to fill a vacancy left by Mr. Awrach.
- Approved a revised "*Town of Ledyard Employee Personnel Handbook*" as presented in the draft dated March 23, 2023.
- Adopted proposed Amendments to Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" as contained in the draft dated February 8, 2023.
- Accepted and appropriated \$20,000 to Account #20250101-50000-G0015 (Library Grant Expense) received from *The American Library Association - Libraries Transforming Communities: Accessible Small and Rural Communities Grant* to be used to purchase books, programming, and building improvements designed to serve individuals with disabilities.

Please feel free to contact Chairman Dombrowski should you have any questions regarding this meeting.

Respectfully submitted,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council

Director of Finance  
Treasurer  
Administrator of Human Resources  
Director of Parks & Recreation & Senior Citizens  
Library Director



Chairman Kevin J. Dombrowski

# TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1551  
(860) 464-3203  
[council@ledyardct.org](mailto:council@ledyardct.org)

234

December 15, 2022

Mayor Fred Allyn, III  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Dear Mayor Allyn:

At its Regular Meeting held on December 14, 2022 the Town Council took the following actions:

- Reappointed Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard, as an Alternate Member to the Planning & Zoning Commission to complete a three (3) year term ending, December 31, 2025.
- Reappointed the following members to Parks & Recreation Commission to complete a three (3) year term ending, December 29, 2025.
  - Ms. Loretta Kent (D) 1363 Baldwin Hill Road, Gales Ferry
  - Mr. Kenneth J. DiRico, (U) 8 Melanie Lane, Gales Ferry
- Reappointed the following members to Senior Citizens Commission to complete a two (2) year term ending, December 9, 2024.
  - Ms. Marjorie Winslow (D) 3 Wolf Ridge Gap, Ledyard
  - Mr. John W. Thomas (R) 23 Bittersweet Drive, Gales Ferry
  - Ms. Margaret Anne Harding (R) 50 Pheasant Run Drive, Gales Ferry
  - Ms. Katherine Milde (D) 185 Spicer Hill Road, Ledyard
- Approved a proposed “*Resolution Authorizing Term Adjustments for the Ledyard Beautification Committee*” as contained in the draft dated October 19, 2022.
- Appointed Ms. Jennifer Holdsworth (D) 3 Spruce Street, Ledyard, to the Ledyard Beautification Committee to complete a term ending October 26, 2024 filling a vacancy left by Ms. Vincent.
- Appointed Ms. Kathrine Khors (D) 19 Winthrop Road, Gales Ferry, to the Ledyard Beautification Committee to complete a term ending October 26, 2024 filling a vacancy left by Ms. Buhle.
- Appointed Ms. Jennifer Eastbourne (U) 4 Glenwoods Court, Gales Ferry, to the Ledyard Beautification Committee to complete a term ending October 26, 2024 filling a vacancy left by Ms. Robinson.



- Appointed Mr. Charles Gallagher (R) 12 Sherwood Trace, Gales Ferry, to the Parks and Recreation complete a three-year (3) term ending December 29, 2023 filling a vacancy left by Mr. Maloney.
- Appointed Mr. Deondre Bransford (U) 8 Lynn Drive, Ledyard, to the Parks and Recreation Commission complete a three-year (3) term ending December 29, 2025 filling a vacancy left by Ms. Robinson.
- Authorized to the Registrar of Voters to over expend the following accounts for election/referendum expenses:
  - Account #10110303 51720 (Stipends) by up to \$2,500.00
  - Account#10110303 56900 (Other Supplies) by up to \$3,000.00.
- Authorized the Mayor to submit an American Library Association Application to obtain a - *Libraries Transforming Communities: Accessible Small and Rural Communities* Grant in the amount of up-to \$20,000 to purchase books, programming, and building improvements designed to serve individuals with disabilities.
- Approved a proposed updated Mechanic job description as contained in the draft dated September 26, 2022.
- Approved a proposed updated Maintenance Foreman job description as contained in the draft dated July 7, 2022.
- Approved appropriations from the receipt of sales of vehicles and equipment through GovDeals in the total amount of \$55,500 as follows:
  - \$48,500 to the Public Works Heavy Equipment CNR Account #21040101-57311; and
  - \$7,000 to the Public Works Small Truck CNR Account #21040101-57313.
- Granted a Bid Waiver to Kent & Frost of Mystic CT in the amount of up to \$112,000 for the next phase of the Tri-Town Trail project, due to the lack of receiving the required three bids in accordance with Ordinance #200-001 (rev 1) "An Ordinance for Purchasing.
- Approved to issue a letter, as contained in the draft dated December 6, 2022, to Groton Utilities Commission and Groton Town Council, to endorse and encourage public access to the Groton Reservoir to continue the development of the 14-mile Tri-Town Trail as defined on Master Plan, to traverse through the Groton Reservoir for passive recreation.
- Appropriated \$17,942.17 of National Opioid Settlement Payments received to date to Account #20810201-58206-24206 (National Opioid Settlement).

In addition, appropriate all future National Opioid Settlement payments received to the same Account.

- Approved to extend Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties for one-year in accordance with provisions in Ordinance#100-018 (rev. 1) "*An Ordinance Providing Archery Hunting on Certain Town Owned Lands and Certain Open Space Properties*".
- Approved the Town Council Department Fiscal Year 2023/2024 Budget in the amount of \$190,846.
- Approved the Town Council Department Fiscal Year 2023/2024 Capital Improvement Budget in the total amount of \$1,500.
- Cancelled the Town Council Regular meeting scheduled for December 28, 2022 for the Holidays.

In addition to the actions above, the Town Council issued Proclamations to First Responders recognizing them for the rescue of a resident who had fallen into a 30-foot abandoned well on November 3, 2022.

Please feel free to contact Chairman Dombrowski should you have any questions regarding this meeting.

Respectfully submitted,

Roxanne M. Maher  
Administrative Assistant  
to the Ledyard Town Council

cc: Director of Finance  
Treasurer  
Administrator of Human Resources  
Director of Land Use  
Library Director  
Public Works Director/Town Engineer  
Registrars of Voters





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**File #:** 23-1952

**Agenda Date:** 11/1/2023

**Agenda #:** 2.

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## FINANCIAL BUSINESS REQUEST (FBR)

### **Motion/Request:**

MOTION to grant a Bid Waiver to Locust Grove Landscaping, of Ledyard, Connecticut, in the amount of \$27,000 to rebuild the retaining wall of the race and reset the steps to divert water away from the building at the Up-Down Sawmill due to the lack of receiving the required three (3) Bids in response to Bid #2023-09 (Sawmill Repairs); in accordance with Ordinance #200-001 (rev 1) “*An Ordinance for Purchasing*”.

### **Background:**

**Finance Committee 8/16/2023 Meeting:** The Finance Committee withdrew the Historic District Commission’s request for a Bid Waiver to Locust Grove Landscaping based on a procedural technicality. Although three quotes were obtained, that because the cost of the Project exceeded the \$15,000 threshold provided in Ordinance #200-001 (rev 1) the town was required to solicit Proposals through an Advertised Bid Process.

Since August, 2023, the Historic District Commission sought proposals through the Advertised Bid Process for the repairs to the Sawmill. However, only one Bid Proposal was received. Therefore, a Bid Waiver to Locust Grove Landscaping (Ken Geer) has been requested. (see attached Bid Result Sheet)

### **Additional Background:**

In July 2023, the Historic District Commission contacted three stone mason contractors all of whom were qualified to do the work at the Up-Down Sawmill; based upon their extensive experience with these types of dry-stone structures to address the potential of a near term collapse of the race retaining walls and the need to make the stone steps to the lower level safe.

All three contractors inspected the race and stairs area in-person.

Subsequently, the Historic District Commission sent all three contractors a scope of work document that described the work to be included in a bid for the job.

The Town received quotes from the three vendors as follows: \$25,000, \$34,660, and \$38,000.

At a Special Meeting held on July 31, 2023 the Historic District The Commission voted to request a Bid Waiver from the Town Council to Kenneth Geer Stonewall Construction in the amount of \$25,000 for the advertised bid requirement to rebuild the retaining wall of the race and to reset the steps to divert water away from the building and make them safe for foot traffic at the Up-Down Sawmill.

In the Study the Historic District Commission had conducted by an Engineering Firm using Grant Funding, this

project was ranked among the most critical repairs.

**Department Comment/Recommendation:**

(type text here)

**Finance Director Comment/Recommendation:**

(type text here)

**Mayor Comment/Recommendation:**

(type text here)

**BID 2023-09**  
**Sawmill Repairs**

October 19, 2023 - 2:00PM

**Attendees:**

Matthew Bonin, Director of Finance, Town of Ledyard

Ian Stammel, Asst. Director of Finance, Town of Ledyard

Katie Freeman, Fiscal Asst, Town of Ledyard

Bidder Information	BID PROPOSAL
Company: Locust Grove Landscaping Address: 23 Thomas Rd Ledyard, Ct 06339	\$27,000.00
Bidder Information	BID PROPOSAL
Company: Address:	\$0.00
Bidder Information	BID PROPOSAL
Company: Address:	\$0.00
Bidder Information	BID PROPOSAL
Company: Address:	\$0.00

Kenneth J Geer  
DBA Locust Grove Landscaping

(860) 625-6635

23 Thomas Rd

Ledyard, CT 06339

RE: Bid proposal- Sawmill

Price for repair of sawmill tailrace and stairs.

Price includes everything in the scope of work.

Price for work..... \$27,000.00

Kenneth J Geer  
DBA Locust Grove Landscaping  
(860) 625-6635  
23 Thomas Rd  
Ledyard, CT 06339

RE: Bid proposal- Sawmill

Price for repair of sawmill tailrace and stairs.

Price includes everything in the scope of work.

Price for work..... \$27,000.00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/18/2023

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THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Farm Family Insurance 110B River Rd Lisbon CT 06351	CONTACT NAME:		
	PHONE (A/C No. Ext):	860-376-2393	FAX (A/C No.): 860-376-6400
	E-MAIL ADDRESS: dean_rousseau@american-national.com		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: FARM FAMILY CASUALTY INSURANCE	13803
INSURED KENNETH J GEER DBA LOCUST GROVE LANDSCAPING 23 THOMAS RD LEDYARD CT 06339-1125	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0606L6260	03/30/2023	03/30/2024	EACH OCCURRENCE    \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)    \$ 100,000 MED EXP (Any one person)    \$ 5,000 PERSONAL & ADV INJURY    \$ 1,000,000 GENERAL AGGREGATE    \$ 2,000,000 PRODUCTS - COM/PROP AGG    \$ 2,000,000
A	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			0606C1033	03/30/2023	03/30/2024	COMBINED SINGLE LIMIT (Ea accident)    \$ 1,000,000 BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 1,000			0606E1112	03/30/2023	03/30/2024	EACH OCCURRENCE    \$ 2,000,000 AGGREGATE    \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	0606W6210	03/30/2023	03/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT    \$ 500,000 E.L. DISEASE - EA EMPLOYEE    \$ 500,000 E.L. DISEASE - POLICY LIMIT    \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

TOWN OF LEDYARD  
741 COLONEL LEDYARD HWY  
LEDYARD, CT 06339

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## Request for bid waiver to repair stone work at the Ledyard Up-Down Sawmill

### Request

The Historic District Commission requests an expedited process to hire a stone mason to address problems in the stone-lined tail race and exterior stone stairway on the east side of the Ledyard Up-Down Sawmill. The need to urgently address these issues was confirmed in a 2023 report from James K. Grant Associates. The next few months are an ideal time to perform the work since pond and brook water levels will increase in the fall and winter, and the work could be completed prior to the sawmill fall visitor season which starts in October.

### Tail race stone walls

The tailrace with stone retaining walls was rebuilt during the major restoration of the sawmill in the early 1970s. Photos from the 1970s show the newly rebuilt structure with tight-fitting and plumb stone walls. In the ensuing decades, rain runoff drainage issues near the tailrace has likely contributed to the deteriorating condition of the stone walls. We have already taken the first steps in addressing the runoff drainage issues with grading work (November 2022) and installation of a new drainpipe for the mill north side gutter (May 2023).

The award of a grant from the Connecticut State Office of Historic Preservation/Preservation CT allowed us to hire James K. Grant Associates (who are included in the state's list of qualified Historic Engineering/Architect firms). Grant Associates completed a survey of the sawmill building and surround (including the tail race) in late 2022 and we were provided with their report in spring 2023. Although Grant Associates suggested that a temporary solution is to add structural struts across the tail race, we prefer their recommended long-term fix which is to rebuild the tail race walls and address runoff drainage issues around the tail race. (See below for a brief description of the scope of work.)

From the James K. Grant Associates 2023 report:

**Stone Tail Race.** A significant bulge is present in the dry laid stone tail race wall just to the east of the exterior stair. As part of its function, the wall also retains the earth behind the the tail race. The bulge is located at the most downstream end of the water flow and is likely caused by the same drainage path from the water pressure that builds up behind the wall. The bulge and poor drainage could lead to instability and should be addressed by rebuilding the wall and adding a curtain drain and weep holes.

*Recommendation:* The condition could lead to instability and should be addressed. The most effective solution is to locally rebuild the wall in a plumb condition. This would also allow the opportunity to excavate behind the wall and improve drainage by adding a curtain drain wrapped with filter fabric. Weep holes through the wall could also be added to ensure overflow drainage in case the curtain drain becomes clogged in the future. Installing struts across the tailrace could provide temporary stabilization and/or a lower cost but less effective alternative to rebuilding.



## Stone stairway on east side of mill near tailrace

The east exterior stone stairs were added to the site during the 1970s sawmill restoration and provide visitor access along the mill exterior and to the stone bridge across the tailrace. Erosion along and under the steps has significantly shifted the slopes of individual steps both across and along the length of the stairs. A number of these wide steps now drain toward, rather than away from the building. The erosion has also resulted in uneven step heights.

In addition to the rebuilding work on the stone steps and stone tailrace walls, we plan to re-set the one-piece stone bridge that spanning the tail race to ensure adequate support on both sides. Currently, the bridge is offset with a significantly narrower area of support on the north than the south end.

From the James K. Grant Associates 2023 report:

Foundation and Stairs along East End / Site Drainage. Erosion has occurred below the bottom three steps allowing them to rotate out of place. The lowest step has settled into a significant hole. Long standing issues with site drainage and gutter discharge onto the east exterior stairs are apparent. The issues noted in the stairs and foundation wall are consistent with erosion that might occur due to washout of soils from water flowing through and below the affected components.

## Status of Securing bids

In July 2023, we selected three stone mason contractors all of whom we consider qualified to do the work based upon their extensive experience with these types of dry stone structures. All three contractors inspected the tail race and stairs area in-person. Subsequently, all three were sent a scope of work document that described the work to be included in a bid for the job. We have received bids from the three vendors of \$25,000, \$34,660, and \$38,000.

The Commission requests the Council for a waiver of the advertised bid requirement due to the potential of a near term collapse of the race retaining walls and the need to make the stone steps to the lower level safe. If granted the waiver, the Commission plans to execute a contract to Kenneth Geer Stonewall Construction in the amount of \$25,000 to rebuild the retaining wall of the race and reset the steps to divert water away from the building and make them safe for foot traffic.

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## Summary of Scope of work

1. Rebuild the bulging tailrace north and south walls for about 35 feet using larger stones as needed for the base layers. Ensure there is adequate drainage through rebuilt walls to minimize hydrostatic pressure.
2. Re-set exterior stone steps to drain away from building and to provide a safe stairway for the public. The top step should be set to prevent runoff from draining down the steps.
3. Re-set stone bridge to be slightly raised with top stones of tail race and have similar length of contact with the north and south sides.
4. Complete surface grade along top stair and east side of steps so drainage is away from building foundation.

V. Godino, Chair, Ledyard Historic District Commission 7/25/2023



AN ORDINANCE FOR PURCHASING

Be it ordained by the Town Council of the Town of Ledyard:

Section 1: Authority

Pursuant to Chapter VI, Section 4C of the Charter of the Town of Ledyard, as amended, there is hereby established a Purchasing Ordinance of and for the Town of Ledyard.

Section 2: Purpose

The Town of Ledyard, as a local government entity, needs to ensure that the expenditure of public funds occurs in a manner that balances the desire for lowest cost to the Town with an expectation of quality products and services. The purpose of this ordinance is to provide guidance to be followed for procurement of goods and services to achieve the most effective and efficient procurement and disposition of the Town's assets.

All purchases by any official, department, authority, agency, board, commission, or committee of the Town of Ledyard, except those purchases whose approval is derived from the Board of Education, shall adhere to the procedures herein, to ensure that appropriate procurement and accounting procedures are followed in the expenditure of Town funds.

Section 3: Competitive Bidding Process

The following cost ranges determine the action needed in regard to competitive bidding for proposed expenditures on construction projects, equipment, supplies, and professional services, with the exception of legal services. The dollar amounts refer to a total amount, per vendor, per fiscal year:

Less than \$4,999	No bids required; no quotes required; assumes buyers will seek lowest available cost.
\$5,000 - \$14,999	Three (3) quotes required or a bid waiver from Town Council. Written record of quotes or Town Council bid waiver action to be attached to electronic purchase order.
\$15,000 +	At least three (3) proposals required through an open and advertised competitive bid process for construction projects, equipment, supplies, and professional services other than legal services.

Bid awards shall be determined by assessing the best interest of the Town in terms of the scope of work, qualified bidders' overall approach to the project or service, past performance, and cost. The bid shall be awarded to the lowest qualified bidder if it is in the best interest of the Town.

If fewer than three bids are received, a bid waiver approved by the Town Council shall be requested prior to award of the bid.

The Town may use other entities' bid awards that were arrived at through a competitive bid process in lieu of the Town's own competitive bidding process. The Town Council shall, by resolution each year, determine the list of entities whose bid awards are eligible for use by the Town of Ledyard.

#### Section 4: Grant Funding Application Process

All applications for new grant funding shall be considered and approved by the Town Council prior to applying with the grantor. The grant seeker will create a legislative file and attach a completed Grant Request Form and other pertinent information about the grant, the grantor, and project for which the grant funds will be used.

When using State and Federal grants, the Town shall conform to all State and Federal grant procurement and project requirements including, but not limited to, the Federal requirements as stated in 2 CFR 200.318 through 200.325. The grant seeker shall attest to having read and understood these requirements by signing to that effect on the Grant Request Form. The requestor shall include the federal requirements language in the competitive bidding documents.

Grant-funded project and financial files shall be retained until such time as grantor agency audits of the grant-funded project are completed, or per State retention guidelines, whichever is longer.

#### Section 5: Purchase Orders and Payments

All purchases, except those made through the Direct Pay method, must have an open and approved purchase order in place prior to purchases being made or services being rendered.

The Director of Finance shall be responsible for all purchase orders issued by the Town of Ledyard, and shall insure that each purchase and payment meet the following conditions:

- A. Purchase order requisitions shall be complete, accurate, and properly approved by a department head and the Director of Finance.
- B. The item to be purchased shall be assigned to an appropriate general ledger account number by the originator of the purchase order request. The account line shall contain sufficient funding to cover the proposed expenditure.
- C. If the purchase order is for items that have gone through the competitive bid process, the RFP number shall be included on the purchase order request. If fewer than three bids were received, the Town Council action to approve a bid waiver shall be attached to the purchase order.
- D. If the purchase order is for items that require obtaining quotes, copies of the quotes, or town council action of a bid waiver for fewer than three quotes, shall be attached to the purchase order request.
- E. Payments are made in conformance with this ordinance and with Town, State, and Federal laws.
- F. All payments made by bank check shall be signed by the Director of Finance and co-signed by the Treasurer.

#### Section 6: Direct Pay Purchases and Payments

Certain payments such as fire volunteer incentive pays, poll worker stipends, and taxpayer refunds for duplicate payments may be paid without the requirement of a purchase order.

The Director of Finance shall be responsible for all payments made through the Direct Pay method, and shall ensure that each purchase made by Direct Pay meets the following conditions:

- A. The use of direct pay requisition shall be prepared and signed by the requestor.
- B. Direct pay requisitions for groups of people shall list the vendor(s), general ledger account numbers to charge, and payment amounts, and must be complete, accurate, and properly approved by the originator and the Director of Finance.
- C. Direct pay requisitions for items or services shall be accompanied by an itemized bill showing the items or services purchased, and approval by the originator indicating receipt of same.

- D. The general ledger account number to which the payment is to be charged shall contain sufficient funds to cover the expenditure.
- E. Payments shall be made in conformance to this ordinance and to Town, State, and Federal laws.
- F. All payments made by bank check shall be signed by the Director of Finance and co-signed by the Treasurer.

Section 7. Penalties for Violation

In accordance with Chapter VII, Section 11H of the Town Charter, as revised, every purchase order or payment made in violation of the provisions of this Ordinance shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment or any part thereof shall be jointly and severally liable to the Town of Ledyard for the full amount so paid or received.

If any officer or employee of the Town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Ordinance or take any part therein, such action shall be cause for his/her removal.

Section. 8. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

Section 9. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended and Adopted by the Ledyard Town Council on: January 26, 2022

\_\_\_\_\_  
Kevin J. Dombrowski, Chairman

Approved / Disapproved on: \_\_\_\_\_

\_\_\_\_\_  
Fred B. Allyn, III, Mayor

Published on:

Effective Date:

\_\_\_\_\_  
Patricia A. Riley, Town Clerk

\*\*\*\*\*  
Revision: Ordinance #50 “An Ordinance for Purchasing” adopted May 8, 1974 and amended on August 27, 1975; April 24, 1991; January 26, 2005; May 9, 2007; and Ordinance #50-1 “An Ordinance Amending An Ordinance for Purchasing” adopted September 26, 2012; Ordinance #133 “An Ordinance Amending an Ordinance for Purchasing” Adopted March 12, 2014; Ordinance #133 An Ordinance Amending an Ordinance for Purchasing” was amended, renumbered to Ordinance #200-001 and Adopted on September 25, 2019.

History:

2022: Per the Town’s Auditor’s Ordinance #200-001 has been updated to include the federal guidelines that are required to be followed when spending federal grant money. On July 22, 2020

the federal grant guidelines were incorporated into the “*Town of Ledyard General Government Grant Application Policy and Process*”.

2022: In addition, the Ordinance was totally rewritten to make the language more concise. The purchasing thresholds have not changed.

2019: The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #133 “*An Ordinance Amending an Ordinance for Purchasing*” to Ordinance #200-001.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1254

**Agenda Date:** 11/1/2023

**Agenda #:** 3.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

MOTION to appropriate the American Rescue Plan Act (ARPA) in the amount of \$29,827 to Account 20360101-57300-G0014 New Equipment - Park & Rec - AARPA

In addition, authorize the Parks, Recreation & Senior Citizens Center to expend the \$29,827 American Rescue Plan Act (ARPA) specifically designated for Senior Citizens Centers as outlined in their ARPA Senior Center Plan dated October 17, 2023.

**Background:**

During the 2022/2023 Legislative Session the Department of Aging and Disability Services (ADS) was awarded \$10 million dollars in ARPA funds for senior centers in Connecticut. (Please see ltr dated 2/10/2023)

The State Unit on Aging (SUA) within Aging and Disability Services (ADS) worked develop a Plan and a Calculation Process to distribute these funds to senior centers.

Of the full amount awarded, the majority of \$750,000, or 7.5%, was reserved for statewide senior center activities. These activities could potentially include a senior center-focused website, a senior center summit event, and/or a media campaign to encourage engagement at senior centers. There was also \$250,000, or 2.5%, reserved for administrative purposes to support this project.

The remaining \$9,000,000 of the funds has been set aside for Connecticut senior centers and was broken down by municipality.

All allocations contain two parts:

- **Base allocation and a formulaic allocation.** All municipalities receive a base allocation of \$5,000.
- **Other Calculation:** was based on the Census data on town demographics, including share of the population aged 60 and older, race/ethnicity status, disability status, poverty status and whether the town is in a rural location.

Ledyard would be receiving \$29,827. (See Attached Town Listing)

The SUA used the definition of senior center that was used when Connecticut senior centers applied In 2020/2021 for a reimbursement of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding through the SUA. The definition for senior centers is as follows:

*Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this*

*funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.*

These ARPA funds may be used for certain purposes or “eligible uses.” These eligible uses fall under two categories of expenditures within “Provision of Government Services.”

- (1) “facility improvements” - which could cover a variety of capital improvements including air & HVAC systems, lighting, accessibility features as well as vehicle acquisition, maintenance, and repurposing; and
- (2) “programming” - which could include the acquisition of program registration software, web design renovation capability, extended senior center hours, special or focused entertainment or programming, while also potentially encompassing expanded staff hours to support those programs, when applicable.

Please see the attached letter dated in which the Ledyard Senior Citizens Center was awarded

**Department Comment/Recommendation:**

The Parks, Recreation, and Senior Citizens Department recommends the proposed project as it will allow for some much-needed facility upgrades. The addition of a gym will help us target the baby boomers who are all starting to retire. We are on the verge of the largest retirement surge in US history and need to do everything possible to prepare for an increase in participation.



State of Connecticut  
**Department of Aging and Disability Services**

February 10, 2023

Dear Municipal Leader:

I am excited to share information about available funding for senior centers. As you may be aware during the last legislative session, the Department of Aging and Disability Services (ADS) was awarded \$10 million dollars in American Rescue Plan Act (ARPA) funds for senior centers in Connecticut.

The ADS State Unit on Aging (SUA) spent several months engaging in a thoughtful and thorough process of listening to the current needs and challenges of senior centers, researching the eligible uses for these ARPA funds, and following the legislative intent to re-engage people at their local senior centers. From that process we calculated appropriate distribution of these funds.

We want to ensure that all senior centers throughout the state and their staff benefit from these funds. Of the full amount awarded, the majority of \$750,000, or 7.5%, has been reserved for statewide senior center activities. These activities could potentially include a senior center-focused website, a senior center summit event, and/or a media campaign to encourage engagement at senior centers. There was also \$250,000, or 2.5%, reserved for administrative purposes to support this project.

The remaining \$9,000,000 of the funds has been set aside for Connecticut senior centers and is broken down by municipality. All allocations contain two parts: the base allocation and a formulaic allocation. All municipalities receive a base allocation of \$5,000. The remainder of the allocation is calculated using Census data on town demographics, including share of the population aged 60 and older, race/ethnicity status, disability status, poverty status and whether the town is in a rural location. The allocation for each municipality is included in the attached document.

For the purposes of this funding opportunity, the SUA will continue to use the definition of senior center that was previously used in 2020-2021 when Connecticut senior centers had the opportunity to apply for a reimbursement of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding through the SUA. The definition for senior centers is as follows:

***Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.***

Municipalities with multiple senior centers that meet the funding definition of senior center shall allocate funding to each senior center in the municipality. Information that municipalities should take into consideration when determining this amount for each senior center may include: usership/membership of the senior center, safety needs of users, staff and volunteers of the senior center, current and anticipated needs of the senior center (according to senior center leadership), and annual budget of the senior center. Municipalities without a senior center within town limits are encouraged to partner with neighboring municipalities who host senior centers that serve their town's residents.

These ARPA funds may be used for certain purposes or "eligible uses." These eligible uses fall under two categories of expenditures within "Provision of Government Services."

- (1) "facility improvements" - which could cover a variety of capital improvements including air & HVAC systems, lighting, accessibility features as well as vehicle acquisition, maintenance, and repurposing; and
- (2) "programming" - which could include the acquisition of program registration software, web design renovation capability, extended senior center hours, special or focused entertainment or programming, while also potentially encompassing expanded staff hours to support those programs, when applicable.

We will soon send out a communication, which will include an electronic "Beneficiaries Information Form" created for the purposes of collecting information regarding how senior centers anticipate using ARPA funds to support older/aging residents and users. Upon receipt of this, the SUA will review the information and upon approval of the plan, an agreement will be signed so funds can be dispensed. Periodic and End of Project reporting will be required by entities who receive funds.

Virtual information sessions will be scheduled to address questions pertaining to the Beneficiaries Information Form and the process of completing the form. The SUA anticipates accepting Beneficiary Information Forms on a rolling basis through June of 2024, giving communities ample time to thoughtfully put together plans.



This letter will be shared with senior centers through the Connecticut Association of Senior Center Personnel (CASCP) as well as the five Area Agencies on Aging senior center distribution lists. I encourage you to work with your community's senior center leadership and program staff to identify needs and possible solutions to current challenges, and how these ARPA funds may bolster and support these initiatives.

I look forward to working with you to best utilize these funds and make a positive impact on our senior centers and communities in Connecticut. For questions, please email [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov). Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Amy Porter". The signature is written in a cursive, flowing style.

Amy Porter  
Commissioner

<b>Town</b>	<b>Town Population 60+</b>	<b>Equity Formula (See Info Tab)</b>	<b>Equity Formula Share</b>	<b>Total Allocation w/ \$5k Base Grant</b>	<b>Per Capita Allocation w/ \$5k Base Grant</b>
Andover	820	950	0.1%	\$9,815	\$12
Ansonia	5043	10084	0.6%	\$56,115	\$11
Ashford	823	912	0.1%	\$9,623	\$12
Avon	5322	9936	0.6%	\$55,365	\$10
Barkhamsted	1079	1236	0.1%	\$11,264	\$10
Beacon Falls	2069	3580	0.2%	\$23,145	\$11
Berlin	6022	11395	0.7%	\$62,762	\$10
Bethany	1357	1929	0.1%	\$14,779	\$11
Bethel	4066	7450	0.5%	\$42,765	\$11
Bethlehem	1194	1286	0.1%	\$11,519	\$10
Bloomfield	7038	15886	1.0%	\$85,523	\$12
Bolton	1356	2064	0.1%	\$15,460	\$11
Bozrah	680	901	0.1%	\$9,565	\$14
Branford	9199	17520	1.1%	\$93,806	\$10
Bridgeport	25418	58111	3.6%	\$299,561	\$12
Bridgewater	757	817	0.1%	\$9,141	\$12
Bristol	14611	27829	1.7%	\$146,063	\$10
Brookfield	4263	8337	0.5%	\$47,259	\$11
Brooklyn	1919	3133	0.2%	\$20,880	\$11
Burlington	1968	2597	0.2%	\$18,165	\$9
Canaan	400	449	0.0%	\$7,276	\$18
Canterbury	1511	1717	0.1%	\$13,703	\$9
Canton	3431	5311	0.3%	\$31,922	\$9
Chaplin	701	870	0.1%	\$9,412	\$13
Cheshire	7895	14589	0.9%	\$78,953	\$10
Chester	1415	2133	0.1%	\$15,811	\$11
Clinton	3861	6967	0.4%	\$40,314	\$10
Colchester	3529	5463	0.3%	\$32,691	\$9
Colebrook	366	391	0.0%	\$6,982	\$19
Columbia	1771	2085	0.1%	\$15,569	\$9
Cornwall	542	602	0.0%	\$8,052	\$15
Coventry	3205	4248	0.3%	\$26,533	\$8

Cromwell	4081	7904	0.5%	\$45,065	\$11
Danbury	18216	35338	2.2%	\$184,128	\$10
Darien	4331	7778	0.5%	\$44,427	\$10
Deep River	1132	1786	0.1%	\$14,055	\$12
Derby	3502	6992	0.4%	\$40,442	\$12
Durham	2108	3336	0.2%	\$21,910	\$10
East Granby	1185	1641	0.1%	\$13,319	\$11
East Haddam	2736	3778	0.2%	\$24,150	\$9
East Hampton	3211	5204	0.3%	\$31,380	\$10
East Hartford	9680	20531	1.3%	\$109,070	\$11
East Haven	7306	13691	0.9%	\$74,399	\$10
East Lyme	5727	10562	0.7%	\$58,540	\$10
East Windsor	3056	5059	0.3%	\$30,641	\$10
Eastford	438	509	0.0%	\$7,580	\$17
Easton	2304	3202	0.2%	\$21,231	\$9
Ellington	3830	6549	0.4%	\$38,197	\$10
Enfield	10181	19038	1.2%	\$101,500	\$10
Essex	2077	3870	0.2%	\$24,616	\$12
Fairfield	13558	25045	1.6%	\$131,953	\$10
Farmington	6889	13511	0.8%	\$73,486	\$11
Franklin	452	558	0.0%	\$7,827	\$17
Glastonbury	9458	17157	1.1%	\$91,967	\$10
Goshen	906	1024	0.1%	\$10,191	\$11
Granby	3489	5123	0.3%	\$30,970	\$9
Greenwich	14847	27823	1.7%	\$146,035	\$10
Griswold	3157	4850	0.3%	\$29,587	\$9
Groton	8262	16382	1.0%	\$88,041	\$11
Guilford	7168	12541	0.8%	\$68,570	\$10
Haddam	2371	3449	0.2%	\$22,483	\$9
Hamden	13612	27310	1.7%	\$143,432	\$11
Hampton	556	636	0.0%	\$8,224	\$15
Hartford	20480	50940	3.2%	\$263,212	\$13
Hartland	589	649	0.0%	\$8,290	\$14
Harwinton	1622	2104	0.1%	\$15,666	\$10

Hebron	2253	2727	0.2%	\$18,821	\$8
Kent	1265	1504	0.1%	\$12,624	\$10
Killingly	3955	6249	0.4%	\$36,674	\$9
Killingworth	1998	2375	0.1%	\$17,040	\$9
Lebanon	1951	2169	0.1%	\$15,993	\$8
<b>Ledyard</b>	<b>3116</b>	<b>4898</b>	<b>0.3%</b>	<b>\$29,827</b>	<b>\$10</b>
Lisbon	1120	1336	0.1%	\$11,773	\$11
Litchfield	3139	4548	0.3%	\$28,051	\$9
Lyme	857	1016	0.1%	\$10,152	\$12
Madison	5565	10125	0.6%	\$56,322	\$10
Manchester	12392	24344	1.5%	\$128,397	\$10
Mansfield	3030	5526	0.3%	\$33,011	\$11
Marlborough	1428	2263	0.1%	\$16,472	\$12
Meriden	14029	27678	1.7%	\$145,297	\$10
Middlebury	2464	4440	0.3%	\$27,507	\$11
Middlefield	1296	2137	0.1%	\$15,831	\$12
Middletown	10610	20635	1.3%	\$109,600	\$10
Milford	14711	28152	1.7%	\$147,701	\$10
Monroe	4306	7522	0.5%	\$43,129	\$10
Montville	4012	7332	0.5%	\$42,164	\$11
Morris	622	667	0.0%	\$8,381	\$13
Naugatuck	6874	12620	0.8%	\$68,971	\$10
New Britain	13456	28289	1.8%	\$148,395	\$11
New Canaan	4556	8152	0.5%	\$46,324	\$10
New Fairfield	3505	6110	0.4%	\$35,973	\$10
New Hartford	1446	1869	0.1%	\$14,475	\$10
New Haven	19218	45480	2.8%	\$235,535	\$12
New London	4917	10276	0.6%	\$57,088	\$12
New Milford	6400	10301	0.6%	\$57,213	\$9
Newington	8501	16869	1.0%	\$90,508	\$11
Newtown	6840	10983	0.7%	\$60,674	\$9
Norfolk	606	716	0.0%	\$8,629	\$14
North Branford	4261	7884	0.5%	\$44,962	\$11
North Canaan	902	1061	0.1%	\$10,378	\$12

North Haven	7089	14043	0.9%	\$76,183	\$11
North Stonington	1817	2107	0.1%	\$15,680	\$9
Norwalk	19141	39213	2.4%	\$203,770	\$11
Norwich	9695	18678	1.2%	\$99,677	\$10
Old Lyme	2640	4368	0.3%	\$27,143	\$10
Old Saybrook	3987	6729	0.4%	\$39,111	\$10
Orange	4099	7956	0.5%	\$45,328	\$11
Oxford	3678	5874	0.4%	\$34,777	\$9
Plainfield	3846	6157	0.4%	\$36,209	\$9
Plainville	4710	8997	0.6%	\$50,605	\$11
Plymouth	3074	5240	0.3%	\$31,562	\$10
Pomfret	1202	1411	0.1%	\$12,151	\$10
Portland	2451	3972	0.2%	\$25,135	\$10
Preston	1258	1636	0.1%	\$13,293	\$11
Prospect	2783	4945	0.3%	\$30,068	\$11
Putnam	2500	4344	0.3%	\$27,018	\$11
Redding	2657	3697	0.2%	\$23,739	\$9
Ridgefield	6189	11326	0.7%	\$62,409	\$10
Rocky Hill	5675	11362	0.7%	\$62,593	\$11
Roxbury	797	934	0.1%	\$9,732	\$12
Salem	956	1244	0.1%	\$11,308	\$12
Salisbury	1406	1559	0.1%	\$12,902	\$9
Scotland	366	416	0.0%	\$7,109	\$19
Seymour	3769	6796	0.4%	\$39,448	\$10
Sharon	1222	1387	0.1%	\$12,031	\$10
Shelton	12123	22547	1.4%	\$119,289	\$10
Sherman	1548	1833	0.1%	\$14,292	\$9
Simsbury	5953	10848	0.7%	\$59,990	\$10
Somers	2673	4710	0.3%	\$28,875	\$11
South Windsor	6288	11356	0.7%	\$62,564	\$10
Southbury	7128	13660	0.8%	\$74,240	\$10
Southington	11617	22429	1.4%	\$118,692	\$10
Sprague	696	1001	0.1%	\$10,074	\$14
Stafford	2906	4409	0.3%	\$27,349	\$9

Stamford	27688	58343	3.6%	\$300,738	\$11
Sterling	804	919	0.1%	\$9,658	\$12
Stonington	6236	11084	0.7%	\$61,183	\$10
Stratford	14002	28087	1.7%	\$147,371	\$11
Suffield	3395	5806	0.4%	\$34,429	\$10
Thomaston	1983	3531	0.2%	\$22,897	\$12
Thompson	2587	3762	0.2%	\$24,072	\$9
Tolland	3716	5413	0.3%	\$32,440	\$9
Torrington	9414	17051	1.1%	\$91,433	\$10
Trumbull	8445	16400	1.0%	\$88,131	\$10
Union	312	375	0.0%	\$6,901	\$22
Vernon	6907	12585	0.8%	\$68,793	\$10
Voluntown	654	720	0.0%	\$8,650	\$13
Wallingford	13243	25043	1.6%	\$131,942	\$10
Warren	475	533	0.0%	\$7,702	\$16
Washington	1225	1420	0.1%	\$12,199	\$10
Waterbury	21544	46121	2.9%	\$238,785	\$11
Waterford	5540	10526	0.7%	\$58,354	\$11
Watertown	6293	11626	0.7%	\$63,931	\$10
West Hartford	16320	32671	2.0%	\$170,606	\$10
West Haven	10309	20147	1.3%	\$107,124	\$10
Westbrook	2647	4478	0.3%	\$27,698	\$10
Weston	2394	3884	0.2%	\$24,689	\$10
Westport	7035	12945	0.8%	\$70,618	\$10
Wethersfield	7394	14455	0.9%	\$78,272	\$11
Willington	1434	1826	0.1%	\$14,255	\$10
Wilton	3968	7120	0.4%	\$41,089	\$10
Winchester	3782	6407	0.4%	\$37,475	\$10
Windham	4781	9278	0.6%	\$52,029	\$11
Windsor	7868	16206	1.0%	\$87,145	\$11
Windsor Locks	3220	6023	0.4%	\$35,530	\$11
Wolcott	4647	8649	0.5%	\$48,839	\$11
Woodbridge	2694	5117	0.3%	\$30,939	\$11
Woodbury	3890	5523	0.3%	\$32,998	\$8

Woodstock	2307	2657	0.2%	\$18,467	\$8
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**Scott Johnson**

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**From:** State Unit, Aging <stateunitonaging@ct.gov>  
**Sent:** Friday, February 10, 2023 7:34 AM  
**Subject:** ARPA Senior Center Funding Information from the Department of Aging and Disability Services  
**Attachments:** CT ADS ARPA Senior\_Center\_Allocation\_Calculations Final Chart.xlsx; ADS ARPA Senior Center Municipal Leader Letter 02 10 2023.pdf  
**Importance:** High  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello (and Happy Friday!) 😊

We are excited to be sending this information on American Rescue Plan Act (ARPA) funding for Connecticut senior centers on behalf of the Connecticut Department of Aging and Disability Services' Commissioner Amy Porter.

You are receiving this as a professional who works within a Connecticut senior center. As you may be aware, during this past legislative session the Department of Aging and Disability Services (ADS) was awarded \$10 million dollars in ARPA funds for senior centers in Connecticut. The State Unit on Aging (SUA) within ADS has been diligently working to set up a plan to distribute these funds to senior centers.

Please see the attached letter that was recently sent out to your municipality's leadership for more information on this opportunity. I am encouraging senior center personnel as well as municipal leadership to engage in conversations around senior center staff and members' needs to come up with a plan.

The attachment is the allocation chart, identifying the amount of ARPA funding that is available for distribution within each Connecticut town to the senior centers that are within town limits.

A follow-up communication is forthcoming that will include the questions that will be asked of communities pertaining to these anticipated plans, which will be reviewed by the SUA prior to ARPA funds being dispersed.

Thank you & have a great weekend!

**CT Department of Aging and Disability Services | State Unit on Aging | 55 Farmington Ave 12<sup>th</sup> Floor, Hartford CT 06105 |**

**local: 860.424.5274 | in-state toll free: 1.888.218.6631 | [Aging and Disability Services Website](#)**  



LEGAL NOTICE: Any communication and/or document received by or sent from this electronic mail account may be subject to disclosure under the Connecticut Freedom of Information Act, Sec. 1-200 et seq., except as otherwise provided by any federal law or state statute.





## **CT Senior Centers ARPA Beneficiaries Information Form**

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During the 2022 Legislative session, American Rescue Plan Act (ARPA) funds were allocated within the CT Department of Aging and Disability Service's (ADS) budget, to be distributed to Connecticut senior centers; the Department's State Unit on Aging (SUA) has been tasked with administering the funds. Municipalities can use this form to identify allocations for each senior center within the town limits and to request funds for all municipal-run senior center(s) within their town. Municipalities that do not have a senior center within their town limits may contract with another municipality to allocate funds to them, for the benefit of their residents aged 60 years and older. Funds must be used to benefit the senior center and members and must be used in a manner related to the mitigation of COVID-19 or to respond to the negative public health impacts related to COVID-19.

When the SUA receives a municipality's completed form, it will review the information to ensure the anticipated projects are appropriate uses for ARPA funds. If they are, the SUA will work with ADS's finance department to distribute funds to the requesting municipality. Monies distributed to a municipality through this funding opportunity must be used in the way a municipality identifies they are going to be used. Inappropriate use of ARPA funds may result in the state reclaiming these funds from a municipality.

**All “CT Senior Centers ARPA Beneficiaries Information” forms must be completed and submitted by 4:00 p.m. on Friday, June 28, 2024.**

*For the purposes of this funding opportunity, the definition of a senior center is: “Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.”*

**Please provide complete and accurate information so the State Unit on Aging can review and process your request.**

Name of municipality \*

Please Select

Street address \*

City/Town \*

Zip code \*

Name of authorized representative for the municipality (the person who will be signing this form) \*

Street address \*

City/Town \*

Zip code \*

Job title \*

Phone number \*

Please enter a valid phone number.

Email \*

If the senior center authorized representative is also the designee, click here

Name of designee for the municipality \*

Street address \*

City/Town \*

Zip code \*

Job title \*

Phone number \*

Please enter a valid phone number.

Email \*

**A Unique Entity Identifier (UEI) is required for all organizations and municipalities to receive federal funds**

UEI Number \*

**If you don't already have a UEI number, you can go to: [sam.gov/content/duns-uei](https://sam.gov/content/duns-uei) to get one. This page provides step by step directions for getting a UEI to replace your DUNS number if you haven't done so already**

FEIN \*

Name of primary person to whom communications should be sent \*

Street address \*

City/Town \*

Zip code \*

Job title \*

Phone Number \*

Please enter a valid phone number.

Email \*

Name of alternate person to whom communications should be sent

Street address

City/Town

Zip code

**Job title**

**Phone number**

Please enter a valid phone number.

**Email**

**Finance Contact Person \***

**Finance Contact Person Job title \***

**Finance Contact Person Phone number \***

Please enter a valid phone number.

**Finance Contact Person Email \***

How do you wish to receive funding? \*

- Check
- ACH (automated clearing house)

**\*If you wish to receive payment via ACH (also known as a direct deposit) please set that up with the Office of the State Comptroller (OSC): [Vendor Resources - OSC](#)**

In which Area Agency on Aging (AAA) region are you located? \*

**If you do not know within which region your town is located, please check with the following link: [Area Agencies on Aging \(ct.gov\)](#).**

How many senior centers are in your municipality? \*

**Municipalities who do not have a Senior Center within their town limits may contract with another municipality, allocating funds to them, for the benefit of their Residents aged 60 years and older.**

The definition of a Senior Center is: *“Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.”*

If you do not have any Centers within your municipality, will you be contracting with another municipality for Senior Center services? \*

- Yes, Single town
- Yes, Multiple towns
- No
- N/A

If yes single town, which municipality will you contract with?

Andover  
Ansonia  
Ashford

If Yes Multiple towns, which municipalities will you contract with?

Andover  
Ansonia  
Ashford  
Avon

Has another municipality allocated their ARPA Senior Center funding to your municipality?



- Yes, Single town
- Yes, Multiple towns
- No
- N/A

If yes Single town, which municipality?

Andover  
Ansonia  
Ashford

If yes Multiple towns, which municipalities will you contract with?

Andover  
Ansonia  
Ashford  
Avon

Every municipality is responsible for identifying all the senior centers (municipal and 501c(3) nonprofits) that serve their residents (see the definition of "senior center" at the beginning of this application). If multiple senior centers are located within your municipality, SUA is requesting a recommendation regarding how the funding should be divided amongst all of the senior centers located in your municipality. Information that municipalities may take into consideration when making this recommendation may include: usership/membership of the senior center, safety needs of users, staff and volunteers of the senior center, current and anticipated needs of the senior center (according to senior center leadership), and the annual budget of the senior centers. The SUA will make the final decision regarding funding awarded to each senior center.

## Senior Center Profile 1: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each senior center within your municipality.

1. Senior Center Name \*

a. Street address \*

City/Town \*

Zip code \*

b. Senior Center Director Name \*

c. Senior Center Director job title \*

d. Senior Center Director email \*

e. Total allocation of ARPA funds for this senior center \*

[Empty text box]

f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior Center Director phone \*

(000) 000-0000

Please enter a valid phone number.

h. Senior center website address

[Empty text box]

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

**To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)**

**Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”**

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the**

negative public health impact due to COVID-19. There will be an opportunity for each project for a senior center to describe how it relates to the COVID-19 pandemic.

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the**

negative public health impact due to COVID-19. There will be an opportunity for each project for a senior center to describe how it relates to the COVID-19 pandemic.

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**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

Check here if used for Facility Improvements

Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.**

## Senior Center Profile 2: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each senior center within your municipality.

1. Senior Center Name \*

a. Street address \*

City/Town \*

Zip code \*

b. Senior Center director name \*

c. Senior Center director job title \*

d. Senior Center director email \*

example@example.com

Confirm email

e. Total allocation of ARPA funds for this senior center \*



f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior center director phone \*

Please enter a valid phone number.

h. Senior center website address

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

**To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)**

**Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”**

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for**

each project for a senior center to describe how it relates to the COVID-19 pandemic.

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

Check here if used for Facility Improvements

Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.**

### Senior Center Profile 3: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each Senior Center within your municipality.

1. Senior Center Name \*

a. Street address \*

City/Town \*

Zip code \*

b. Senior Center director name \*

c. Senior Center director job title \*

d. Senior Center director email \*

e. Total allocation of ARPA funds for this senior center \*

f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior center director phone \*

Please enter a valid phone number.

h. Senior center website address

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)

Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for**

each project for a senior center to describe how it relates to the COVID-19 pandemic.

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

Check here if used for Facility Improvements



Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.**

## Senior Center Profile 4: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each senior center within your municipality.

1. Senior Center Name \*

a. Street address \*

City/Town \*

Zip code \*

b. Senior center director name \*

c. Senior center director job title \*

d. Senior Center director email \*

e. Total allocation of ARPA funds for this senior center \*

f. The senior center is: \*

- Municipal government
- 501c(3) non-profit

g. Senior center director phone \*

Please enter a valid phone number.

h. Senior center website address

i. Is this Senior Center located in a qualified census tract (QCT)? \*

- Yes
- No

**To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)**

**Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”**

j. Status of Current Operations \*

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

If open, check all programs/services that apply:

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \*

l. Number of dedicated senior center full-time staff \*

m. Number of dedicated senior center part-time staff \*

**ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for**

each project for a Senior Center to describe how it relates to the COVID-19 pandemic.

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

Check here if used for Facility Improvements

Check here if used for Programming

**Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:**

**Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.**

**TOTAL FUNDING AMOUNT REQUESTED:** This is the total amount of funding for all projects for all municipal-run senior centers within the municipality's limits for which you are requesting ARPA funds. This amount may not exceed the total allocation for your municipality unless your municipality has been allocated ARPA senior center funds from another municipality. In that case, the total request must not exceed the combined allocation for both municipalities. This dollar amount must match the total within the municipality's budget. A municipality may request a portion of their town's allocated ARPA senior center funding but no more than what has been allocated. For municipalities that host non-profit senior centers within their town limits, do NOT include the amount of funding that is allocated to those non-profit senior centers.

Total Funding Amount Requested (For purposes of clarity, please enter your answers with appropriate comma separations, i.e.: \$100,000 instead of \$100000) \*

## SUBMISSION REQUIREMENTS:

Is all ARPA funding allocated to your municipality being allocated to non-profit senior center(s) (ie: NOT municipally-governed/run senior centers)? \*

Yes

No

Submit this completed application. Your application is NOT complete unless you have uploaded the following forms: \*

1 Project budget per municipality

1 Agency Vendor Form

1 IRS Form W-9

Municipal agreement or correspondence between municipalities (if applicable)

**Please note: All uploaded forms must be in PDF format. No JPEG or Microsoft Word docs will be accepted. Vendor profile forms and W-9s must have matching information, including vendor name, address, and authorized representative name/signature.**

**Please click [here](#) to download the Budget Worksheet and attach it below.**

Attach budget worksheet(s) here \*

**Browse Files**

Drag and drop files here



Please click [here](#) to download the Agency Vendor Form and attach it below.

Attach your agency vendor form here \*

**Browse Files**  
Drag and drop files here

Please click [here](#) to download the IRS Form W-9 and attach it below.

Attach your IRS Form W-9 here \*

**Browse Files**  
Drag and drop files here

Name of authorized representative for municipality \*

Job title \*

Signature \*

Date \*

Date

Clear





## **MEMORANDUM**

**To:** Municipal Leaders and Senior Center Directors

**From:** Lara Stauning, Staff Attorney, Department of Aging and Disability Services, SUA

**Re:** Frequently Asked Questions RE: 2022 State ARPA Funding – Statewide Senior Centers

**Date:** 04/17/2023

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This document provides the Department's responses to frequently asked questions (FAQs) related to American Rescue Plan Act funds that were allocated to Connecticut Senior Centers under Public Act 22-146. These FAQs are intended to aid Senior Centers in the administration and use of these funds in accordance with federal law. This document is intended to be a source of guidance, however, please note that it will be updated occasionally as we have more information.

### **FAQS:**

#### **Q: What Senior Centers are eligible to have projects/needs funded?**

**A:** Municipally based, as well as 501(c)(3) non-profit Senior Centers, are eligible to receive funding through these ARPA funds, so long as they fit the working definition of a "Senior Center."

For the purposes of this funding opportunity, the definition of a Senior Center is: "Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities."

**Q: The “Senior Center” definition states, “...senior centers are defined as those that provide multiple services, including the core services of information, referral and assistance...”; in this case, what does “Information, referral and assistance” mean?**

**A:** To determine whether your older adult programming fits the definition of senior center, please follow the definition of information and assistance that is used by our primary funder, the Older Americans Act.

*Information & Assistance is defined under the Older Americans Act (OAA) as: A service for older individuals that— (A) provides the individuals with current information on opportunities and services available to the individuals within their communities, including information relating to assistive technology; (B) assesses the problems and capacities of the individuals; (C) links the individuals to the opportunities and services that are available; (D) to the maximum extent practicable, ensures that the individuals receive the services needed by the individuals, and are aware of the opportunities available to the individuals, by establishing adequate follow-up procedures; and (E) serves the entire community of older individuals, particularly— (i) older individuals with greatest social need; (ii) older individuals with greatest economic need; and (iii) older individuals at risk for institutional placement.*

The following is further clarification about these services:

*Information & Referral and Assistance (I&R/A) denotes a more in-depth process and more enhanced service than traditional I&R, including individualized access assistance, extensive follow-up and individual advocacy if necessary & requested; it is generally less population-specific, expanding to all people who require assistance with accessing services and their caregivers.*

We encourage potential beneficiaries to explore whether the services that they have meet the funding definition of “Senior Center” which includes the definition of information and assistance; further clarification of this service as outlined above. If the municipal entity does not meet the definition of a “Senior Center,” the municipality may re-allocate the funds awarded to your community, to another community that does house a Senior Center that may provide service to your community’s older adults.

**Q: What if our Senior Center is not a stand-alone Senior Center?**

**A:** Senior Centers and Senior Center programming is hosted in a variety of places and spaces, depending on the town- some are stand-alone, and others are embedded within larger community centers or are housed with other departments or organizations.

The Senior Center definition was made to be broad and as inclusive as possible, though it does illustrate that “Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information,

referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.”

**Q: Is the \$10 M Statewide Senior Center funding a competitive grant?**

**A:** No. Each Senior Center in Connecticut (municipal and nonprofit) that meets the definition of a “Senior Center” is eligible to receive a portion of the \$10M allocated to their respective municipality. The Allocation Chart was completed and sent out to municipalities on February 10, 2023. Municipalities and Senior Centers are required to work cooperatively to determine a reasonably proportional amount to be allocated to each of the senior centers within their municipalities. Municipalities shall also include any nonprofit senior centers located within the municipality that serves the residents of the municipality.

**Q: Is this one-time-only or reoccurring funding?**

**A:** ARPA funding is one-time-only.

**Q: When is the submission period?**

**A:** Beneficiary Information Forms (BIF) may be submitted on a rolling basis through 6/28/2024.

**Q: Who is the approving/disapproving entity of proposed uses submitted by the senior centers?**

**A:** The State Unit on Aging (SUA) within the Department of Aging and Disability Services will provide a preliminary review of the proposals to ensure that they comply with the acceptable uses under the American Rescue Plan Act (ARPA) and legislative intent. The Office of Policy Management (OPM) will provide final approval of all proposals.

**Q: When do awarded funds need to be expended?**

**A:** All awarded funds must be expended by 12/31/2026, however funds must be obligated by contract for projects by 12/31/2024. Any funds not obligated by 12/31/24 and not expended by 12/31/26 must be returned.

**Q: Can ARPA funds be expended through 2026?**

**A:** Yes, however, ARPA funds must be **obligated** by 12/31/24. Any ARPA funds not obligated by 12/31/24 must be returned. Funds that are obligated by 12/31/24, must

be expended by 12/31/26. Any funds obligated but not expended by 12/31/26 must be returned. *Sec. 31 CFR 35.5, Use of funds.*

**Q: What does “obligated” mean?**

**A:** Under ARPA “ ‘Obligation’ means an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.” *Sec. 31 CFR 35.3 Definitions.* In order for funds to be considered obligated, the senior center must commit funds in a written contract or other agreement to a particular eligible use by the end of 2024. Funds may be expended after 2024 so long as the payment occurs before December 31, 2026.

**Q: Who is responsible for completing the Beneficiary Information Form (BIF)?**

**A1:** Every municipality who hosts a municipally supported senior center/s and who wishes to receive ARPA funding will identify a representative who will be responsible for completing the BIF. The BIF will include explanations for ALL municipally supported senior centers in that town.

**A2:** Non-profit senior centers will submit a BIF to identify their proposed plans for ARPA funding. There is a separate and unique BIF that non-profit senior centers will use; upon receipt of the Municipal BIF which identifies the non-profit senior center allocation, the SUA will send the leadership of the non-profit senior center this form to complete. Non-profit senior center leadership may also request this BIF by emailing the SUA at [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov).

**Q: Does my municipality or senior center have to request the full amount of allocated funding?**

**A:** No. Municipalities and senior centers have the choice as to the amount of money they request, so long as the request does not exceed the total amount allocated.

**Q: How long after I submit the BIF will my municipality/senior center receive the funding?**

**A:** This is dependent administratively on how many BIFs are received and whether the SUA has any additional questions for clarification to approve the plan/s.

**Q: What if my municipality’s/senior center’s proposal does not get approved?**

**A:** The SUA is prepared to work with individual Beneficiaries who may have questions, or who may have challenges identifying eligible projects or in preparing their proposal and

completing the BIF. If an entity submits a proposal that does not comply with ARPA or legislative intent, it may re-apply with a new proposal before the deadline.

**Q: Can a Senior Center or municipality revise their plan to use the ARPA funding after they have already submitted their Beneficiary Information Form?**

**A:** Yes, but we strongly encourage Senior Centers and municipalities to take ample time to plan proposed uses thoughtfully and thoroughly before submitting their Beneficiary Information Form to avoid the need to make revisions. The SUA understands that unavoidable circumstances may exist that require a resubmission; we request that municipalities and Senior Centers notify the SUA as soon as possible if they believe a revision will be necessary. Depending on the situation, this may require the submission of an entirely new Beneficiary Information Form. Additionally, depending on SUA capacity, this may result in a delay in the review and approval process.

**Q: I am a municipality who has more than one senior center within its town limits. How will the funds be allocated?**

**A:** Each municipality is responsible for creating a distribution plan for the ARPA funds that were allocated to them based on the number of Senior Centers within the municipality or that serve their residents. The distribution plan, that municipalities with more than one Senior Center will be required to submit as part of the Beneficiary Information Form, must indicate the portion of their municipality's total allocation that will be awarded to each Senior Center. Municipalities will also be asked to provide a brief explanation of their basis for how the funds were allocated.

**Q: I am a municipality that has a Non-profit Senior Center within its town limits. How are the funds allocated?**

**A:** Municipalities are required to include both municipal and nonprofit senior centers in their distribution plan for the ARPA funds that were allocated to the municipality. The amount allocated to each senior center should be communicated by the municipality to each nonprofit senior center on municipal letterhead, signed by town leadership, to verify the town's decision to make the allocation and the amount of such allocation. The non-profit senior center will submit this within its BIF when requesting their allocation of funds.

**Q: I am a municipality that has a non-profit senior center within its town limits. Should I include their plans in our BIF?**

**A:** No. Non-profit Senior Center will be requesting their allocation of funding separately, you as the municipality should NOT include the non-profit's plans, or funding allocation within your municipality's BIF.

**Q: I represent a nonprofit Senior Center and wish to request our ARPA funding.**

**A:** Once a municipality has determined the portion of ARPA funding that will be delegated to your nonprofit senior center via the submission of their Beneficiary Information Form (BIF), the SUA will reach out to non-profit senior centers directly. The SUA will provide the nonprofit with a "Beneficiary Information Form" specifically designed for nonprofit senior centers to complete and return to the SUA. **PLEASE NOTE:** Non-profit Senior Centers have a separate BIF to complete to request funds. Leadership within these centers should be completing the "CT Non-Profit Senior Centers ARPA Beneficiary Form".

**Q: When you say "mitigate the spread of COVID-19 or respond to the negative impacts of the pandemic" what kinds of connections are you looking for? Can you provide some examples?**

**A:** ARPA Senior Center funds must be used to mitigate the spread of COVID-19 and/or to respond to the negative public health impacts of COVID-19. Submissions must provide an explanation of how the proposed projects achieve one, or both, of these goals. Explicitly state how the proposed project will either mitigate the spread of COVID-19 or how it will respond to the negative public health impacts. For example: A new HVAC system for better improved air quality for indoor events; Outdoor space to improve ability to provide outdoor programming and to socially distance/include more people; Purchase of registration software: touch-free registration and attendance and exchange-free registration process; renovation of a specific space to make ADA compliant because you've seen an increase in DME (durable medical equipment) of your users/members since coming back after the pandemic.

**Q: May a municipality that received a specific line item for their Senior Center in the 2022 state budget (Avon, Dixwell, Eisenhower, Ellington, Orange & Sullivan Senior Centers) wait to submit their Beneficiary Info Form until they are notified of the portion of the \$10M statewide senior center funding that they will be receiving?**

**A:** Yes. Municipalities can wait until they know the amount of the \$10M that their town will be receiving before sending in the Beneficiary Info Form. They, however, will be asked to submit separate Beneficiary Info Forms for each source, one for their specific award and one for their portion of the state-wide award.



**Q: May a municipality that received a specific line item for their Senior Center in the 2022 state budget (Avon, Dixwell, Eisenhower, Ellington, Orange & Sullivan Senior Centers) use their individual allocation, along with their portion of the \$10M statewide senior center funding together to support the same project?**

**A:** Yes. ARPA funds may wholly, or partially support projects. Beneficiaries will have the opportunity to identify what other funding streams will be used to support eligible projects within the BIF. ARPA funds can work with ARPA funds (the individual allocation and the portion of the \$10M allocation) to wholly or partially support projects that fall within the eligible uses of “facility improvements” or “programming”.

**Q: Can funds be used to pay for COVID-19 related costs incurred prior to signing the final beneficiary agreement?**

**A:** This is currently under review.

**Q: What is the definition of “capital expenditure” for purposes of ARPA?**

**A:** “Capital expenditures” means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. *Sec. 2 CFR 200.1 Definitions* .

**Q: What kind of reporting will be mandated for taking part in this opportunity?**

**A:** All Beneficiaries of ARPA Senior Center funds will have the opportunity to report to the State of Connecticut regarding this project. Beneficiaries will be asked questions pertaining to ARPA-funded projects throughout the process and once these projects are complete. All Beneficiaries should have on hand, in the case of an audit, bills and invoices and expense reports associated with the use of ARPA funds. The SUA is developing a periodic report form and an end of project report form that will be distributed at a later date that provides due dates and the specific information requested. Guidance regarding program reporting will be shared before senior center funds are distributed.

**Q: I am having difficulty logging into either one of the Beneficiary Information Forms and am getting an error message:**

**A:** Try opening the BIF in an “incognito” or “in-private” window. You may do this by right clicking on the BIF link, “copying” the URL and pasting it into an in-private or incognito window. Review the recording of the SUA’s technical assistance sessions regarding the BIF. If you continue to require additional trouble shooting after engaging your own IT resources, please reach out to the State Unit on Aging at [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov) .

**Q: What if I cannot complete the Beneficiary Information Form in one sitting? Do I lose all the information that I have entered?**

**A:** The Beneficiary Information Form (also known as the BIF) was designed to allow users to complete a portion of the form and, if necessary, save the progress they made. After clicking on the "Save" button, you will receive an email with a link to the form so you can complete the form at a later time. Users will also be receiving a list of the information that will be requested on the form so they can gather it prior to completion of the form online. **NOTE:** Downloaded documents cannot be saved until the form is completed. Downloaded documents (W-9, Vendor Profile form, Budget and Municipal Contract/Correspondence if applicable) should be downloaded with the final submission.

**Q: The BIF isn't allowing me to upload my documents. I cannot submit the whole form until these documents are uploaded.**

**A:** Please note that all uploaded documents MUST be in a PDF (Portable Document Format). No word, excel, jpeg or other kinds of documents will be accepted. Please refer to instructions provided separately as to how to convert certain kinds of documents into a PDF. If you continue to have difficulty converting documents to a PDF after reading the instructions and engaging your own IT support, please reach out to the SUA at [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov).

**Q: While I'm in the form, when I click on "back" or "next" it's not bringing me to the previous/next page; what can I do to make this work?**

**A:** You may have to click "back" or "next" buttons several times to get to the either previous or next page as you move throughout the BIF. This is OK and will be necessary at times to move forward and to eventually submit the form.

**Q: Will there be an opportunity to ask questions regarding the project and/or the form?**

**A1:** There are two virtual information sessions that have been scheduled in April 2023. Future Beneficiaries are encouraged to send a representative to one. Sessions will be recorded so if a representative is not able to attend, Beneficiaries may request a recording be sent to them via email. During the session, SUA staff will not only provide a brief overview of the funding opportunity but will also walk through the Beneficiary Information Form (BIF) and will answer general questions pertaining to the project and process.

**A2:** Any specific questions pertaining to this ARPA funding project must be directed to [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov). This email is monitored on business days and answers will either be provided directly, or a virtual technical assistance session can be scheduled if necessary between SUA staff and Beneficiaries. Please do not call or email any individual SUA program staff with questions; only use the [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov) email.

**Q: How will we receive updates about the ARPA Senior Center funding project?**

**A:** Once a Beneficiary submits their BIF, SUA staff will communicate solely with the identified individual for that entity. If the SUA needs to send out any general communications regarding the ARPA Senior Center funding project, this will be done via email to both Municipal Leadership and Senior Center Leadership, similarly to communications that have previously been sent out regarding this opportunity.

**Q: How does our municipal or senior center Representative register for an Information Session?**

**A:** Registration is not necessary. Dates and respective links for Information Sessions are below:

**Friday, April 21, 2023  
9:30-11:00AM**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 244 129 226 315

Passcode: SkhGwg

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 860-840-2075,,131451817#](tel:+18608402075131451817) United States, Hartford

Phone Conference ID: 131 451 817#

**Wednesday, April 26, 2023  
2:00-3:30PM**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 272 700 739 659

Passcode: sZdjDz

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 860-840-2075,,652929719#](tel:+18608402075652929719) United States, Hartford

Phone Conference ID: 652 929 719#



# CT Senior Centers ARPA Beneficiaries Information Form

During the 2022 Legislative session, American Rescue Plan Act (ARPA) funds were allocated within the CT Department of Aging and Disability Service's (ADS) budget, to be distributed to Connecticut senior centers; the Department's State Unit on Aging (SUA) has been tasked with administering the funds. Municipalities can use this form to identify allocations for each senior center within the town limits and to request funds for all municipal-run senior center(s) within their town. Municipalities that do not have a senior center within their town limits may contract with another municipality to allocate funds to them, for the benefit of their residents aged 60 years and older. Funds must be used to benefit the senior center and members and must be used in a manner related to the mitigation of COVID-19 or to respond to the negative public health impacts related to COVID-19.

When the SUA receives a municipality's completed form, it will review the information to ensure the anticipated projects are appropriate uses for ARPA funds. If they are, the SUA will work with ADS's finance department to distribute funds to the requesting municipality. Monies distributed to a municipality through this funding opportunity must be used in the way a municipality identifies they are going to be used. Inappropriate use of ARPA funds may result in the state reclaiming these funds from a municipality.

**All "CT Senior Centers ARPA Beneficiaries Information" forms must be completed and submitted by 4:00 p.m. on Friday, June 28, 2024.**

*For the purposes of this funding opportunity, the definition of a senior center is: "Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities."*

**Please provide complete and accurate information so the State Unit on Aging can review and process your request.**

**Name of municipality \***

**Street address \***

**City/Town \***

**Zip code \***

**Name of authorized representative for the municipality (the person who will be signing this form) \***

**Street address \***

**City/Town \***

**Zip code \***

**Job title \***

**Phone number \***

Please enter a valid phone number.

**Email \***

**If the senior center authorized representative is also the designee, click [here](#)**

**Name of designee for the municipality \***

**Street address \***

**City/Town \***

**Zip code \***

**Job title \***

**Phone number \***

Please enter a valid phone number.

**Email \***

**A Unique Entity Identifier (UEI) is required for all organizations and municipalities to receive federal funds**

**UEI Number \***

If you don't already have a UEI number, you can go to: [sam.gov/content/duns-uei](https://sam.gov/content/duns-uei) to get one. This page provides step by step directions for getting a UEI to replace your DUNS number if you haven't done so already

**FEIN \***

**Name of primary person to whom communications should be sent \***

**Street address \***

**City/Town \***

**Zip code \***

**Job title \***

**Phone Number \***

Please enter a valid phone number.

**Email \***

**Name of alternate person to whom communications should be sent**

**Street address**

**City/Town**

**Zip code**

**Job title**

**Phone number**

Please enter a valid phone number.

**Email**

**Finance Contact Person \***

**Finance Contact Person Job title \***

**Finance Contact Person Phone number \***

Please enter a valid phone number.

**Finance Contact Person Email \***



**How do you wish to receive funding? \***

Check

ACH (automated clearing house)

**\*If you wish to receive payment via ACH (also known as a direct deposit) please set that up with the Office of the State Comptroller (OSC): [Vendor Resources - OSC](#)**

**In which Area Agency on Aging (AAA) region are you located? \***

**If you do not know within which region your town is located, please check with the following link: [Area Agencies on Aging \(ct.gov\)](#)**

**How many senior centers are in your municipality? \***

**Municipalities who do not have a Senior Center within their town limits may contract with another municipality, allocating funds to them, for the benefit of their Residents aged 60 years and older.**

The definition of a Senior Center is: *“Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.”*

**If you do not have any Centers within your municipality, will you be contracting with another municipality for Senior Center services? \***

Yes

No

N/A

**If yes, which municipality will you contract with?**

**Has another municipality allocated their ARPA Senior Center funding to your municipality?**

Yes

No

**If yes, which municipality?**

**Every municipality requesting funds has an obligation to support every senior center within its town limits, including 501c(3) non-profit Senior Centers. See the definition of "senior centers" at the beginning of this application and in the introduction letter from Commissioner Porter. If your municipality hosts multiple senior centers, you will have to determine a funding allocation for each senior center. Information that municipalities may take into consideration when determining this amount for each senior center include: usership/membership of the senior center, safety needs of users, staff and volunteers of the senior center, current and anticipated needs of the senior center (according to senior center leadership), and the annual budget of the senior center. If your municipality hosts multiple centers, please describe how you plan to determine funding amounts for each senior center within your municipality.**

0/500

### **Senior Center Profile 1: Information and Project Descriptions**

**Please complete an entire "Senior Center Profile" for each senior center within your municipality.**

#### **1. Senior Center Name \***

##### **a. Street address \***

**City/Town \***

**Zip code \***

##### **b. Senior Center Director Name \***

**c. Senior Center Director job title \***

**d. Senior Center Director email \***

**e. Total allocation of ARPA funds for this senior center \***

**f. The senior center is: \***

Municipal government

501c(3) non-profit

**g. Senior Center Director phone \***

Please enter a valid phone number.

**h. Senior center website address**

**i. Is this Senior Center located in a qualified census tract (QCT)? \***

Yes

No

To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)

Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”

**j. Status of Current Operations \***

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

**If open, check all programs/services that apply:**

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

**k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \***

**l. Number of dedicated senior center full-time staff \***

**m. Number of dedicated senior center part-time staff \***

ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for each project for a senior center to describe how it relates to the COVID-19 pandemic

Working definition and examples of “Facility Improvements”: means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

What type of project(s) is this senior center funding going to be used? (Check all that apply)

**Check here if used for Facility Improvements**

**Check here if used for Programming**

Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:

## **Facility Improvements**

**Project Description:** This brief description should detail the project’s purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation: How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?**

0/500

**Project Detail: Overview of main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.**

0/1000

**Project Budget: Do you anticipate this project will wholly be funded using ARPA funding?**

Yes

No

**If no, what other sources of funding do you anticipate using?**

**Please provide an outline of anticipated expenditures that will be funded out of ARPA funds for this senior center.**

**Project Timeline:** Provide the anticipated start and end dates of the project, along with an anticipated schedule of major milestones. Please note that all ARPA funds must be obligated by December 31st, 2024 and expended by December 31st, 2026.

0/500

**Equity Efforts:** Discuss if and how the project is promoting equitable outcomes. Keep the following questions in mind to help guide your answer: Are there particular historically underserved, marginalized, or adversely affected groups that your Senior Center intends to serve? How are intended outcomes focused on closing gaps and/or reaching universal levels of service?

0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500

**Programming**

**Project Description:** This brief description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation:** How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?

0/500

**Project Detail:** Overview of main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.

0/1000

**Project Budget:** Do you anticipate this project will wholly be funded using ARPA funding?

Yes

No

**If no, what other sources of funding do you anticipate using?**

**Please provide an outline of anticipated expenditures that will be funded out of ARPA funds for this senior center.**



**Project Timeline:** Provide the anticipated start and end dates of the project, along with an anticipated schedule of major milestones. Please note that all ARPA funds must be obligated by December 31st, 2024 and expended by December 31st, 2026.

0/500

**Equity Efforts:** Discuss if and how the project is promoting equitable outcomes. Keep the following questions in mind to help guide your answer: Are there particular historically underserved, marginalized, or adversely affected groups that your Senior Center intends to serve? How are intended outcomes focused on closing gaps and/or reaching universal levels of service?

0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500

Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.

## Senior Center Profile 2: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each senior center within your municipality.

### 1. Senior Center Name \*

#### a. Street address \*

City/Town \*

Zip code \*

#### b. Senior Center director name \*

#### c. Senior Center director job title \*

#### d. Senior Center director email \*

#### e. Total allocation of ARPA funds for this senior center \*

#### f. The senior center is: \*

501c(3) non-profit

**g. Senior center director phone \***

Please enter a valid phone number.

**h. Senior center website address**

**i. Is this Senior Center located in a qualified census tract (QCT)? \***

Yes

No

To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)

Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”

**j. Status of Current Operations \***

Closed to the public

Open by appointment/registration only

Open to members only

Open to members and the public

**If open, check all programs/services that apply:**

Arts, crafts

Benefits application assistance, including Medicare

Entertainment

Exercise/fitness

Games (BINGO, billiards, etc.)

Information and referral services

Lectures, classes, lifelong learning

Congregate or meals to go

Medical Services such as foot care

Social work services/counseling

Support groups

Transportation to medical appointments

Transportation for other errands/needs

**k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \***

**l. Number of dedicated senior center full-time staff \***

**m. Number of dedicated senior center part-time staff \***

ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for each project for a senior center to describe how it relates to the COVID-19 pandemic.

**Working definition and examples of “Facility Improvements”:** means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

**Check here if used for Facility Improvements**

## Check here if used for Programming

Please complete "Project Description", "COVID-Relation", "Project Detail", "Project Budget", "Equity Efforts" and "Community Engagement Efforts" for each anticipated project at each Senior Center within your municipality:

## Facility Improvements

**Project Description:** This brief description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation:** How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?

0/500

**Project Detail:** Overview of main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.

0/1000

**Project Budget: Do you anticipate this project will wholly be funded using ARPA funding?**

Yes

No

**If no, what other sources of funding do you anticipate using?**

**Please provide an outline of anticipated expenditures that will be funded out of ARPA funds for this senior center.**

**Project Timeline: Provide the anticipated start and end dates of the project, along with an anticipated schedule of major milestones. Please note that all ARPA funds must be obligated by December 31st, 2024 and expended by December 31st, 2026.**

0/500

**Equity Efforts: Discuss if and how the project is promoting equitable outcomes. Keep the following questions in mind to help guide your answer: Are there particular historically underserved, marginalized, or adversely affected groups that your Senior Center intends to serve? How are intended outcomes focused on closing gaps and/or reaching universal levels of service?**

0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500

## **Programming**

**Project Description:** This brief description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation:** How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?

0/500

**Project Detail:** Overview of main activities of the project, the approximate timeline, primary

delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.

0/1000

**Project Budget: Do you anticipate this project will wholly be funded using ARPA funding?**

Yes

No

**If no, what other sources of funding do you anticipate using?**

**Please provide an outline of anticipated expenditures that will be funded out of ARPA funds for this senior center.**

**Project Timeline: Provide the anticipated start and end dates of the project, along with an anticipated schedule of major milestones. Please note that all ARPA funds must be obligated by December 31st, 2024 and expended by December 31st, 2026.**

0/500

**Equity Efforts: Discuss if and how the project is promoting equitable outcomes. Keep the following questions in mind to help guide your answer: Are there particular historically underserved, marginalized, or adversely affected groups that your Senior Center intends to serve? How are intended outcomes focused on closing gaps and/or reaching universal levels of service?**



0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500

Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.

### Senior Center Profile 3: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each Senior Center within your municipality.

#### 1. Senior Center Name \*

##### a. Street address \*

City/Town \*

Zip code \*

**b. Senior Center director name \***

**c. Senior Center director job title \***

**d. Senior Center director email \***

**e. Total allocation of ARPA funds for this senior center \***

**f. The senior center is: \***

Municipal government

501c(3) non-profit

**g. Senior center director phone \***

Please enter a valid phone number.

**h. Senior center website address**

**i. Is this Senior Center located in a qualified census tract (QCT)? \***

Yes

No

To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)

Under "Map Options" click on "Color QCT Qualified Tracts." In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on "Go."

**j. Status of Current Operations \***

- Closed to the public
- Open by appointment/registration only
- Open to members only
- Open to members and the public

**If open, check all programs/services that apply:**

- Arts, crafts
- Benefits application assistance, including Medicare
- Entertainment
- Exercise/fitness
- Games (BINGO, billiards, etc.)
- Information and referral services
- Lectures, classes, lifelong learning
- Congregate or meals to go
- Medical Services such as foot care
- Social work services/counseling
- Support groups
- Transportation to medical appointments
- Transportation for other errands/needs

**k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \***

**l. Number of dedicated senior center full-time staff \***

**m. Number of dedicated senior center part-time staff \***

ARPA senior center funds may be used for facility improvements or programming that mitigate the spread of COVID-19 and/or respond to the negative public health impact due to COVID-19. There will be an opportunity for each project for a senior center to describe how it relates to the COVID-19 pandemic.

Working definition and examples of “Facility Improvements”: means improvements to senior center infrastructure, which may include capital improvements to promote and encourage older adults to access senior centers. Improvements that encourage healthier living environments, outdoor recreation, socialization, connection amongst older adults and to services and programs designed to mitigate the spread of COVID-19 and/or to respond to the negative public health effects of COVID-19. Examples may include, but are not limited to: building a covered outdoor

seating area at the senior center for participants to allow for social distancing; upgrades to HVAC systems that provide better air filtration; building modifications to reconfigure or enlarge indoor spaces to allow for social distancing; or purchase of vehicles to provide transport to senior center and senior center activities to promote better access to the services provided by the senior center including, but not limited to, health services (including vaccines), social services, and social engagement.

**Working definition and examples of “Programming”:** means services and/or events that support social connection and the physical, emotional, spiritual, or educational needs of senior center members, while supplying opportunities for enriching quality of life, expanding interests, tapping potential, and developing talents. Senior center programming may include purchased items, promotional materials, and services, associated staffing and contracted services associated with providing services or events at a senior center that respond to the negative public health impact of COVID-19. Examples may include but are not limited to: extended hours and associated needed staffing to attract new members; contracted mental health services; registration software and equipment that encourage social distancing; or credit card systems that discourage cash/check exchange between individuals.

What type of project(s) is this senior center funding going to be used? (Check all that apply)

**Check here if used for Facility Improvements**

**Check here if used for Programming**

Please complete “Project Description”, “COVID-Relation” “Project Detail”, “Project Budget” “Equity Efforts” and “Community Engagement Efforts” for each anticipated project at each Senior Center within your municipality:

## **Facility Improvements**

**Project Description:** This brief description should detail the project’s purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation: How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?**

0/500

**Project Detail: Overview of main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.**

0/1000

**Project Budget: Do you anticipate this project will wholly be funded using ARPA funding?**

Yes

No

**If no, what other sources of funding do you anticipate using?**

**Please provide an outline of anticipated expenditures that will be funded out of ARPA funds for this senior center.**

**Project Timeline:** Provide the anticipated start and end dates of the project, along with an anticipated schedule of major milestones. Please note that all ARPA funds must be obligated by December 31st, 2024 and expended by December 31st, 2026.

0/500

**Equity Efforts:** Discuss if and how the project is promoting equitable outcomes. Keep the following questions in mind to help guide your answer: Are there particular historically underserved, marginalized, or adversely affected groups that your Senior Center intends to serve? How are intended outcomes focused on closing gaps and/or reaching universal levels of service?

0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500

**Programming**

**Project Description:** This brief description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation:** How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?

0/500

**Project Detail:** Overview of main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.

0/1000

**Project Budget:** Do you anticipate this project will wholly be funded using ARPA funding?

Yes

No

**If no, what other sources of funding do you anticipate using?**

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0/500

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0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500



Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.

#### Senior Center Profile 4: Information and Project Descriptions

Please complete an entire "Senior Center Profile" for each senior center within your municipality.

**1. Senior Center Name \***

**a. Street address \***

**City/Town \***

**Zip code \***

**b. Senior center director name \***

**c. Senior center director job title \***

**d. Senior Center director email \***

**e. Total allocation of ARPA funds for this senior center \***

**f. The senior center is: \***

**g. Senior center director phone \***

Please enter a valid phone number.

**h. Senior center website address**

**i. Is this Senior Center located in a qualified census tract (QCT)? \***

Yes

No

To determine if your Senior Center is located within a QCT go to [2022 and 2023 Small DDAs and QCTs | HUD USER](#)

Under “Map Options” click on “Color QCT Qualified Tracts.” In the upper left hand corner of the page, enter the physical address of the Senior Center, and then click on “Go.”

**j. Status of Current Operations \***

Closed to the public

Open by appointment/registration only

Open to members only

Open to members and the public

**If open, check all programs/services that apply:**

Arts, crafts

Benefits application assistance, including Medicare

Entertainment

Exercise/fitness

Games (BINGO, billiards, etc.)

Information and referral services

Lectures, classes, lifelong learning

Congregate or meals to go

Medical Services such as foot care

Social work services/counseling

Support groups

Transportation to medical appointments

Transportation for other errands/needs

**k. Approximately how many unduplicated members/participants does the center typically serve annually? If you have a membership, please provide your current membership count. \***

**l. Number of dedicated senior center full-time staff \***

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**What type of project(s) is this senior center funding going to be used? (Check all that apply)**

**Check here if used for Facility Improvements**

## Check here if used for Programming

Please complete "Project Description", "COVID-Relation" "Project Detail", "Project Budget" "Equity Efforts" and "Community Engagement Efforts" for each anticipated project at each Senior Center within your municipality:

## Facility Improvements

**Project Description:** This brief description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation:** How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?

0/500

**Project Detail:** Overview of main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.

0/1000

**Project Budget: Do you anticipate this project will wholly be funded using ARPA funding?**

Yes

No

**If no, what other sources of funding do you anticipate using?**

**Please provide an outline of anticipated expenditures that will be funded out of ARPA funds for this senior center.**

**Project Timeline: Provide the anticipated start and end dates of the project, along with an anticipated schedule of major milestones. Please note that all ARPA funds must be obligated by December 31st, 2024 and expended by December 31st, 2026.**

0/500

**Equity Efforts: Discuss if and how the project is promoting equitable outcomes. Keep the following questions in mind to help guide your answer: Are there particular historically underserved, marginalized, or adversely affected groups that your Senior Center intends to serve? How are intended outcomes focused on closing gaps and/or reaching universal levels of service?**

0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500

## **Programming**

**Project Description:** This brief description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome).

0/250

**COVID-Relation:** How does the project respond to negative public health and economic impact caused by the COVID-19 pandemic?

0/500

**Project Detail:** Overview of main activities of the project, the approximate timeline, primary

delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures.

0/1000

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No

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**Please provide an outline of anticipated expenditures that will be funded out of ARPA funds for this senior center.**

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0/500

**Equity Efforts: Discuss if and how the project is promoting equitable outcomes. Keep the following questions in mind to help guide your answer: Are there particular historically underserved, marginalized, or adversely affected groups that your Senior Center intends to serve? How are intended outcomes focused on closing gaps and/or reaching universal levels of service?**

0/500

**Community Engagement Efforts:** Discuss if and how the project is incorporating community engagement strategies. Some examples of strategies include community meetings, focus groups, resident surveys, as well as person-centered and strategic planning activities.

0/500

Thank you for the information regarding this non-profit senior center. The State Unit on Aging will directly reach out to this Senior Center's leadership so they can provide further information regarding their ARPA funding allocation.

**TOTAL FUNDING AMOUNT REQUESTED:** This is the total amount of funding for all projects for all municipal-run senior centers within the municipality's limits for which you are requesting ARPA funds. This amount may not exceed the total allocation for your municipality unless your municipality has been allocated ARPA senior center funds from another municipality. In that case, the total request must not exceed the combined allocation for both municipalities. This dollar amount must match the total within the municipality's budget. A municipality may request a portion of their town's allocated ARPA senior center funding but no more than what has been allocated. For municipalities that host non-profit senior centers within their town limits, do NOT include the amount of funding that is allocated to those non-profit senior centers.

**Total Funding Amount Requested (For purposes of clarity, please enter your answers with appropriate comma separations, i.e.: \$100,000 instead of \$100000) \***

## **SUBMISSION REQUIREMENTS:**

**Submit this completed application. Your application is NOT complete unless you have uploaded the following forms: \***

1 Project budget per  
municipality



1 Agency Vendor Form

1 IRS Form W-9

Municipal agreement or correspondence between municipalities (if applicable)

**Please note: All uploaded forms must be in PDF format. No JPEG or Microsoft Word docs will be accepted. Vendor profile forms and W-9s must have matching information, including vendor name, address, and authorized representative name/signature.**

Please click [here](#) to download the Budget Worksheet and attach it below.

Please click [here](#) to download the Agency Vendor Form and attach it below.

Please click [here](#) to download the IRS Form W-9 and attach it below.

**Name of authorized representative for municipality (or designee) \***

**Job title \***

**Date \***

Month Day Year

Explore Bike > Shop Bike

# Peloton Bike

★★★★★ [23,654 reviews](#)

## Ways to shop

[Compare pricing](#)

Buy • New \$1,445  
Membership separate

- Includes delivery and setup
- 30-day risk-free home trial<sup>2</sup>
- Comes with a worry-free warranty
- Peloton All-Access Membership (\$44/mo) separate\*

Buy • Refurbished \$1,145  
Membership separate

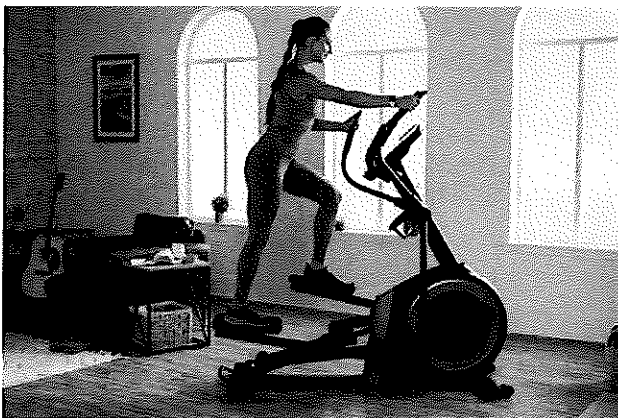
Rent \$89/mo  
Membership included

## Add cycling shoes

Peloton Bike pedals require shoes with Delta-compatible cleats providing more control and power while pedaling.

Cycling Shoes 

Add to cart



30-day iFit Included

## ProForm - Carbon EL - Black

SKU: 6486757

3.4 (40 Reviews)

**\$599.99** ~~Was \$799.99~~ **\$50.00/mo.\***  
Save \$200 suggested payments with 12-Month Financing  
[Show me how >](#)

### Protect your fitness product

- 3-Year Standard Geek Squad Protection **\$99.99**  
About \$2.78/mo.
- 5-Year Standard Geek Squad Protection **\$149.99**  
About \$2.60/mo.

[Learn more](#)

### Professional Services

We're sorry. Installation services for this item are currently unavailable for 06101  
[Check another location >](#)

### You might also need

- iFit - Individual Yearly Subscription **\$144.00**  
\$144.00 [Digital]

### Get it in 7 days

**Pickup:** Order now for pickup on Thu, Sep 28 at West Hartford  
[See all pickup locations](#)

**Delivery:** Unable to provide a date right now  
More delivery info is available in checkout.  
Estimates for 06101

**Add to Cart**

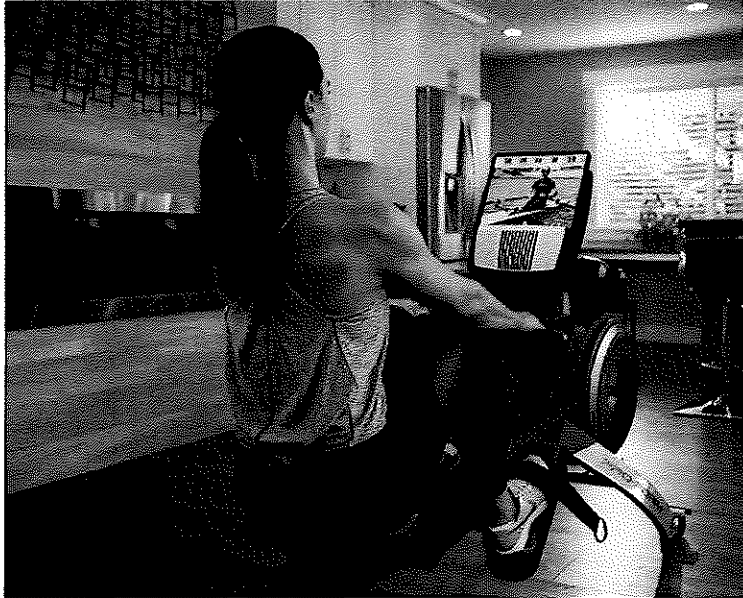


## Specifications

Membership Program	iFit
Membership Period	30-Days
Product Length	68.5 inches
Product Width	25 inches
Product Height	67.75 inches
Product Weight	200 pounds



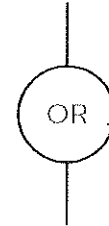
# Pro 750R Rower



Two ways to pay:  
(select at checkout)

**\$59/mo'**  
**0% APR for**  
**12 Months'**

[Learn More](#)



**\$699**

**ADD TO CART**

Bring the full training experience to your home.

Indoor rowing studio in your home with iFIT.

Stream outdoor workouts around the globe with trainers.

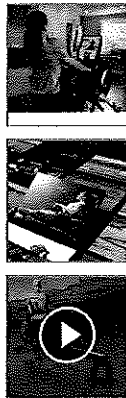
Trainers automatically adjust the resistance as you go.

Discover an ever-growing library with thousands of workouts.

Includes a 30-Day iFIT Trial for a full 30 days of streaming of Live Events, on-demand Global Workouts and Studio Classes (\$39 value on us).

iFIT experience shown. WiFi required. Credit Card required for activation. iFIT membership auto-renews for \$39/Mo plus tax unless cancelled in advance. New memberships only.

[See all specs](#)





SHOP NOW

NEW ARRIVALS

EXPLORE

ON SALE

Search..

Home > Strength & Weight Training > Weight Benches > Adjustable Weight Bench

# ADJUSTABLE WEIGHT BENCH

\$129.99 ★★★★★ 30 reviews



Reach your rep goals at home or in the gym with the ProsourceFit Adjustable Weight Bench! It's 100% adjustable and fold compact, easy storage. Now you don't have to worry about an immobile weight lifting bench sets that require floor space all times. With 7 adjustment positions available, you can bench press and work all the muscle groups you would at a training facility. Choose from two options, either the adjustable weight bench itself or with the adjustable resistance bar included resistance bands offer low impact alternative to and are perfect for beginners.

Type	Qty	
with Resistance Ban	1	<input type="button" value="ADD TO CART"/> <input type="button" value="SHOP ON AMAZON"/>

Share

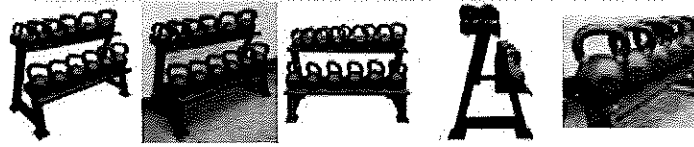


## OVERVIEW

There's a fresh take on traditional exercise benches with the ProsourceFit Adjustable Weight Bench. Designed for easy storage and minimal assembly, adjustable weight bench opens up into an incline workout bench completely for easy storage in compact spaces. It is ideal for homes with limited space or fitness enthusiasts who don't want to keep their workout equipment exposed. Choose from two options, either the adjustable weight bench with the adjustable resistance bands. The resistance bands offer versatile workouts with low-impact for beginners and those in physical therapy. Simply attach the resistance bands on the front foot to start working out and remove when desired. Made of heavy-duty steel and covered in PU Leather, it is the best gym bench for low maintenance and durability. Non-slip PU leather allows for more control during workouts no matter which backrest position you choose from. For extra support, the base is covered with a large rubber cover, so the flat bench doesn't move or slip no matter the intensity of the workout. If comfort is your concern, this exercise bench spares nothing! High density cotton foam padding provides superior cushion for sit bones during seated bicep curls and for your back during bench presses. Foam covers on leg brace provide soft comfort to your ankles during abdominal curl or leg lifts. With minimal assembly required and easy storage, this is the best workout bench for the home and gym (and won't affect your Feng Shui)!

- 100% foldable design for compact storage
- Adjustable and inclines to 7 workout bench positions
- Ideal for strength training, weight lifting, general fitness or ab and leg work
- PU Leather is water and tear resistant for easy maintenance & withstands frequent use
- Made of heavy duty steel that can hold up to 500 lb
- 2 clip-on resistance bands with handles included

## SPECIFICATIONS



🔍 [CLICK IMAGES TO ENLARGE](#)

# 18-Piece Commercial Grade Cast Iron Kettlebell Set with Storage Rack

Item #: Y13754

\$1,699.00

Quantity: 0

**ADD TO CART**



**FREE SHIPPING**  
ALL ITEMS

## PRODUCT DETAILS

Elevate your fitness center with our comprehensive 18-Piece Commercial Grade Cast Iron Kettlebell Set. **Temporarily Sold Out. Estimated in stock Late October. Reserve Yours Today!** Engage multiple muscle groups for a complete full-body workout. Equip your gym with this exceptional kettlebell set and stand out from the competition. Attract fitness enthusiasts seeking variety, challenge, and progression in their workouts. Each weight level is equipped with two kettlebells, providing versatility and scalability for every fitness level. Engaging multiple muscle groups simultaneously, these kettlebells offer an unparalleled full-body workout experience.

The full set allows for a wide variety of exercises based on the specific weight required by each muscle group. Multiple weight levels allow the athlete to set goals and gradually increase weights over time.

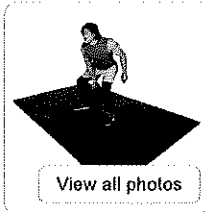
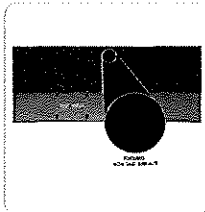
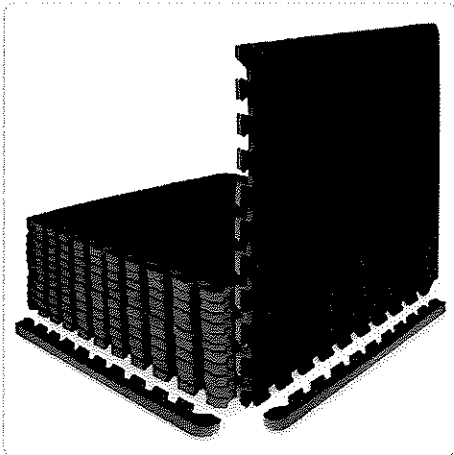
Let our professional grade kettlebell set help you achieve your fitness goals. Combine a cardiovascular workout with strength training and start enjoying the many benefits and efficiencies of a kettlebell workout now.

We're making changes to saves and price tracking. Learn how you can still access these features.

Dismiss Learn more

### Prosourcefit Rubber Top Exercise Puzzle Mat 3/4-in 48sqft - Blue

(14)



View all photos

Color: Blue



Size: 48 Sq Ft

- PROTECTIVE, PADDED FLOORING – High-quality, textured tiles turn your hard floors into a comfortable, cushioned workout space.
- EASY ASSEMBLY – The simple puzzle edge design makes assembly a breeze. Easily connect, disassemble and move tiles around.
- 1 - Gym Flooring Mat.

#### Product details

The ProsourceFit Rubber Top Exercise Puzzle Mat 3/4 inch is the perfect flooring to turn any space into a fitness area. Protect your floors and yourself during workouts with these 3/4-inch dual-layer tiles. The rubber top is a durable, textured surface to prevent slips and resists ... More

#### Reviews

**4.5** 5 star  
 4 star  
 3 star  
 2 star  
 1 star

14 reviews

#### Buying options

About these results

GREAT PICK

Visit site

**\$134.91**  
 +\$8.57 est. tax  
 Free delivery  
 30-day returns

Amazon.com

Top Quality Store · 4.6/5 (2.7K)

**\$149.99**

+\$9.52 est. tax  
 Free delivery by Fri, Sep 29  
 30-day returns

ProsourceFit

PayPal, Google Pay, Shop Pay accepted

**\$191.52**

+\$12.48 est. tax  
 \$5.00 delivery

Home Depot

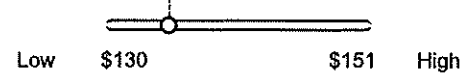
Top Quality Store · 4.3/5 (1K)

PayPal accepted

Compare prices from 5+ stores

#### Typical prices across the web

\$134.91 at Amazon.com



Report a listing

← [Back to Results](#) School Furniture and Supplies / School Furniture / School Chairs & Seating / Folding Chairs / SKU: UBEO2219

Furniture Outdoor Bedding & Bath Rugs Décor & Pillows Organization Lighting Kitchen Baby & Kids Home Improvement Appliances Pet Holiday Shop by Room **Sale**

### Plastic Padded Folding Chair (Set of 6)

See More by [Libesgao](#)

★★★★☆ 4.5 [33 Reviews](#)

**\$119.98** (\$20.00 per item) ~~\$149.98~~ 18% Off

\$40 OFF your qualifying first order of \$250+<sup>1</sup> with a [Wayfair credit card](#)

Pro Price: \$ [Businesses Only](#) [Enroll your business](#) for FREE to save on select items.

**1-Day Delivery**

FREE Shipping

Get it Tomorrow! Order within 44 min. to [Groton - 06340](#) ✓

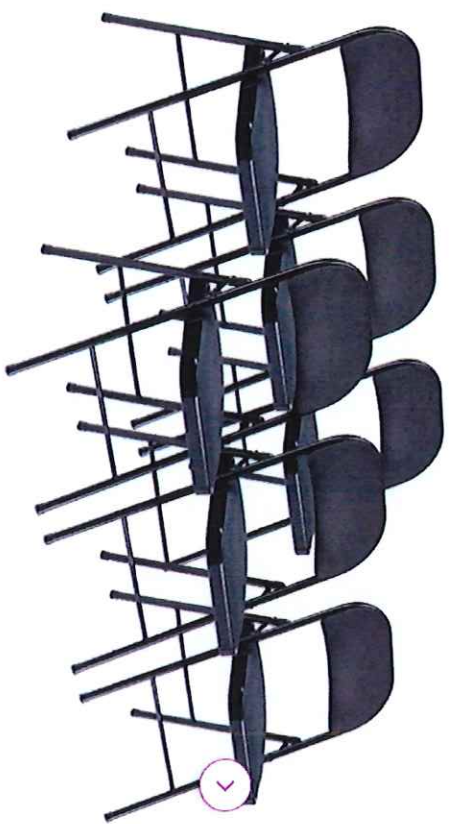
- 1 +



Add to Cart

#### What We Offer

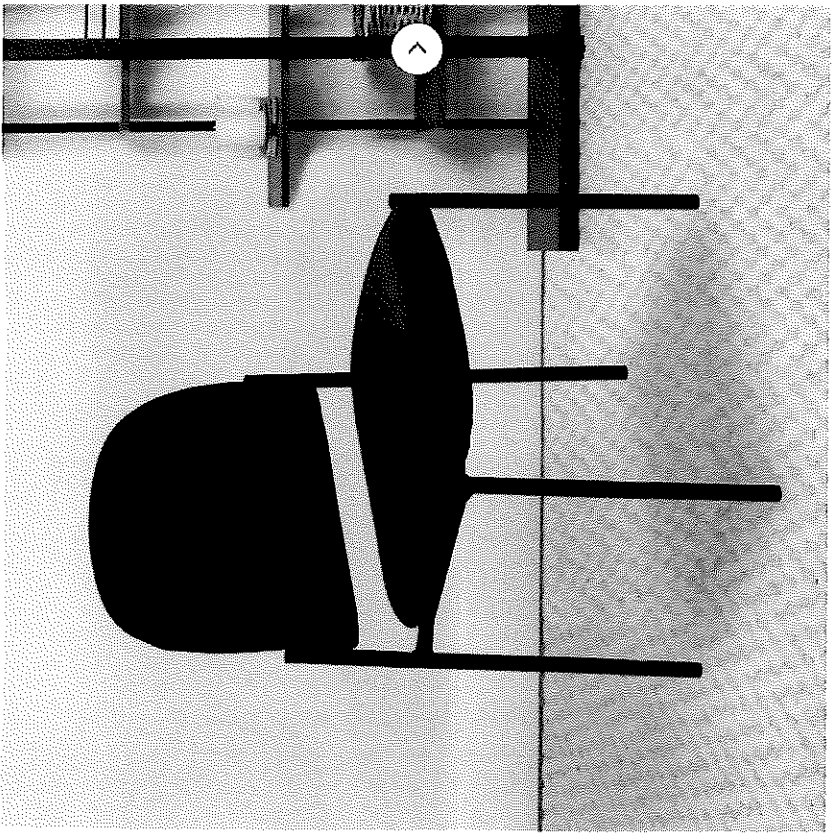
**5 Year Protection Plan for \$22.99** [What's Covered](#)



#### Product Overview







# Comfort Stackable Steel Side Reception Chair

See More by [Elash Furniture](#)

★★★★☆ 4.3 [93 Reviews](#)

**\$58.92** ~~\$256.00~~ 77% Off

\$40 OFF your qualifying first order of \$250+<sup>1</sup> with [eWayfair credit card](#)

Pro Price: [\\$ Business Only](#) [Enroll your business for FREE to save on select items.](#)

**Free Delivery**

FREE Shipping

Get it Tomorrow! Order within 42 min. to [Groton, 06340](#) ▾

Seat Finish (5)  
Black Vinyl

Arms (2)  
Without Arms

- 1 +

Add to Cart

## Product Overview

Assembly Required

Max Weight Capacity: 250



We're making changes to saves and price tracking. Learn how you can still access these features.

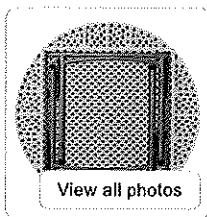
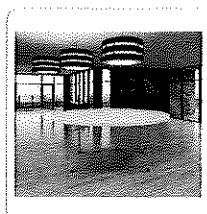
Dismiss Learn more

### 71" Round Folding Table, Plastic National Public Seating

Buying options

About these results

(130)



View all photos

Size: 71"

- Lightly textured surface to resist scratching.
- Gravity slide lock or snap lock, for extra stability.
- Weight 63 lbs.

#### Product details

Perfect for use as additional dining space, this plastic folding table is great for parties and game nights. The folding utility table is made with a steel frame to withstand heavy weights and extended use. The folding dinner table is also resistant to weather, so you can use it ... More

#### Reviews

# 4.9

- 5 star
- 4 star
- 3 star
- 2 star
- 1 star

130 reviews

Sturdy (45)

Well made (23)

Easy to store (18)

Easy to move (16)

Easy to set up (12)

Attractive (12)

Durable (11)

Easy to clean (7)

Would definitely buy these again.

November 15, 2022

**LOW PRICE**

**\$173.20**  
 30-day low  
 +\$0.00 est. tax  
 Free delivery  
 Stage Depot  
 PayPal accepted

Visit site

**\$276.64**  
 +\$21.06 est. tax  
 \$55.00 delivery  
 Home Depot  
 Top Quality Store · 4.3/5 (1K)  
 PayPal accepted

Visit site

**\$276.64**  
 +\$53.44 est. tax  
 \$564.90 delivery by Thu, Sep 28  
 30-day returns  
 WebstaurantStore.com  
 Top Quality Store · 4.6/5 (17.7K)

Visit site

Compare prices from 25+ stores

#### Typical prices across the web

\$173.20 at Stage Depot



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CLUFF'S INC. DBA  
 CLUFF CARPET ONE FLOOR & HOME  
 118 CROSS ROAD  
 WATERFORD, CT 06385  
 Telephone: 860-447-0383 Fax: 860-443-8958

ES300905

**QUOTE**

Sold To TOWN OF LEDYARD 12 VAN TASSEL DR. GALES FERRY, CT 06335	Ship To TOWN OF LEDYARD 12 VAN TASSEL DR. GALES FERRY, CT 06335
--------------------------------------------------------------------------	--------------------------------------------------------------------------


Quote Date 10/06/23	Tele #1 860-464-0478	PO Number MATERIAL ONLY	Quote Number ES300905
------------------------	-------------------------	----------------------------	--------------------------

Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
54978	MEND - 24X24	WRAPPED	1,823.89 SF	3.06	5,581.09
N5000	LOKWORX+ CARPET TILE ADHESIVE	4 GALLON	3.00 EA	113.00	339.00
2JCBXX44	TRADITIONAL VINYL COVE BASE - 4" X 4" X .080GA	TO BE DETERMINED	416.00 LF	0.85	353.60
2J96030C	JOHNSONITE 960 - 30 OZ CART	COVE BASE ADHESIVE	6.00 EA	8.51	51.06
CTA-XX-A	CARPET TO RESILIENT	TO BE SELECTED	24.00 LF	1.25	30.00

**This quote is for material only and is to be picked up @ Cluff Carpet One once it arrives.**

— 10/06/23 — Sales Representative(s): CASSANDRA BILL	3:08PM — Material: 6,354.75 Service: 0.00 Misc. Charges: 0.00 Sales Tax: 403.53 Misc. Tax: 0.00 <b>QUOTE TOTAL: \$6,758.28</b>
---------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

THIS QUOTE IS VALID FOR 30 DAYS. SEE PAGE 2 FOR TERMS & CONDITIONS; SIGN AND DATE TO ACCEPT.



Series 240  
Commercial/Residential Accordion Doors

Be  
distraction-free

[See More ▶](#)

Series 240: Residential/Commercial Accordion Doors

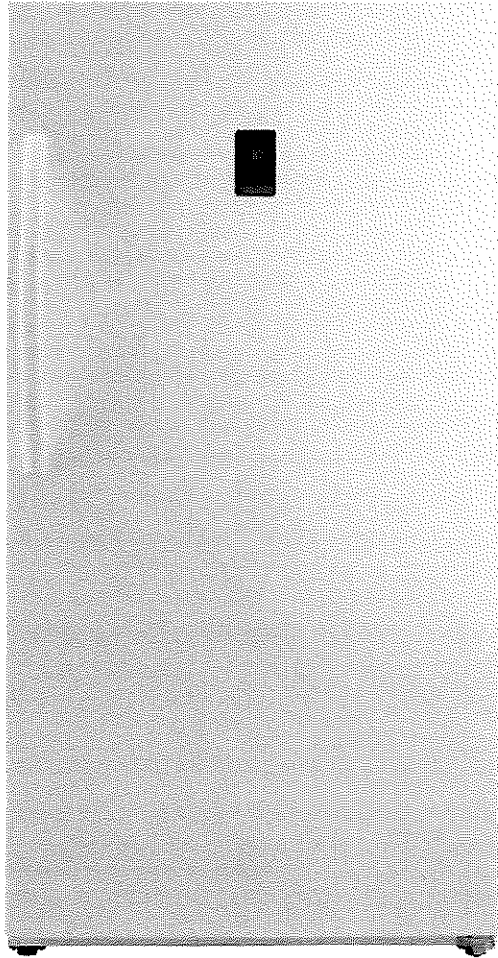
## Series 240: Residential/Commercial Accordion Doors

Product Item Number 240

No other accordion door on the market matches the flexibility of Woodfold's Series 240 doors, and no other is specified more often. Whether added to residential, commercial, institutional or industrial settings, this Series delivers the high-use durability needed to successfully reconfigure space in homes, offices, schools, restaurants – all in stunning style. As you'd expect, options abound: curvable tracks, locks, latches, multiple meeting posts, plus finishes ranging from natural hardwoods, Vinyl-Lam, custom paint or stains, even applied murals. Durability, however, is not optional. Series 240 features Woodfold's exclusive steel hardware system that assure flawless performance. For good.

### Series 240 Product Specifications

- Panels: 4¼" wide by ¼" thick; available in Vinyl-Lam and hardwood veneer faces front and back
- Panel Connectors: Flexible vinyl, color-coordinated to panel selection
- Track: 1-1/8"x 1" aluminum, dark bronze clear or gold finish; curvable option available



A BEST BUY Brand

# Insignia™ - 17 Cu. Ft. Garage Ready Convertible Upright Freezer - White

SKU: 6336449

[4.7 \(1,941 Reviews\)](#)

**\$749.99**

Save \$50

Was \$799.99 ⓘ

**\$41.67/mo.\***

suggested payments with 18-Month Financing

[Show me how >](#)

**my BEST BUY** Save \$50.00 with Plus or Total >

Open-Box: from \$599.99

Capacity: 17 cu. ft.



Color: White



**Protect your major appliance.**  
[\(3,471\)](#)

3-Year Standard Geek Squad Protection **\$99.99**  
About \$2.78/mo.

*Most popular protection plan for your product*

5-Year Standard Geek Squad Protection **\$139.99**  
About \$2.33/mo.

[Learn more](#)

## Professional Services

We are unable to provide an installation date right now, but additional information is available in checkout.  
[Check another location >](#)

**Delivery in 2 days**

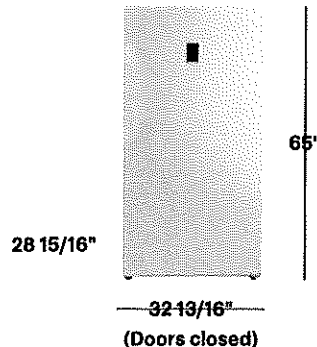
**Pickup:** Order now for pickup on Thu, Sep 28 at West Hartford  
[See all pickup locations](#)

**FREE Delivery:** As soon as Sat, Sep 23  
Estimates for 06101



## Specifications

Product Height	65 inches
Product Width	32 13/16 inches
Product Depth	28 15/16 inches
Capacity	17 cubic feet
Color Finish	White



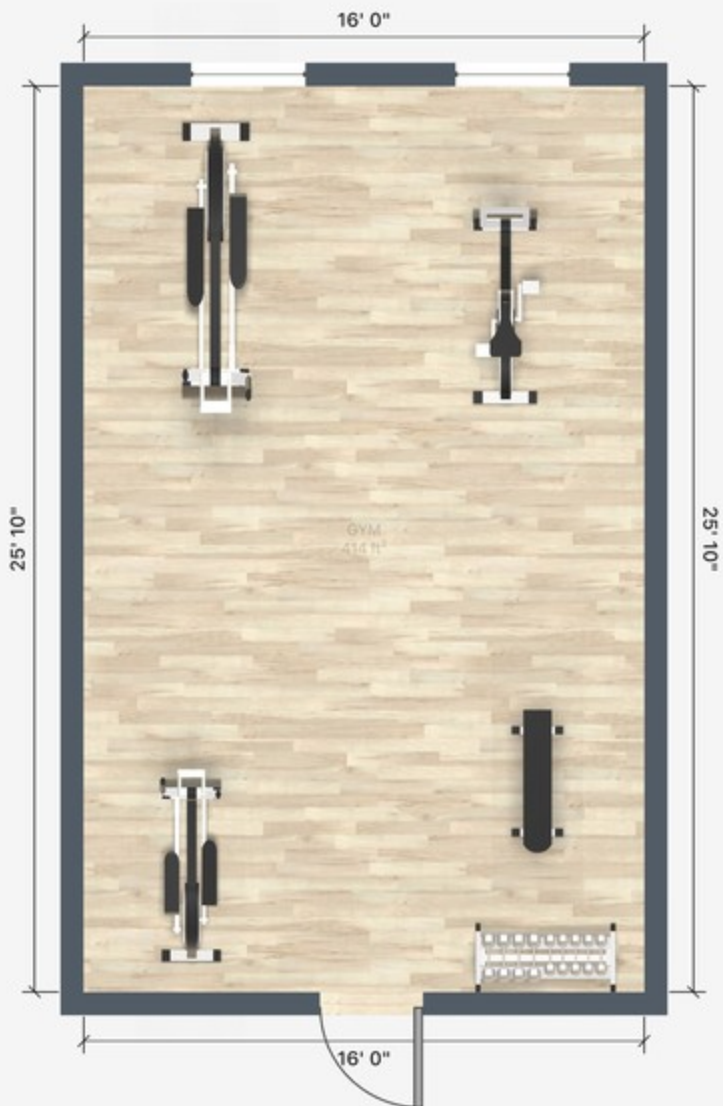
<b>SR CTR ARPA Plan</b>		
<b>Gym</b>		
<b>ITEM</b>	<b>PRICE</b>	<b>Quantity</b>
Peleton	\$1,445	1
Rower	\$700	1
Elliptical	\$600	1
Dumbell set and Bench	\$1,200	1
Rubber Flooring	\$810	6
Contingency	\$470	
<b>TOTAL</b>	<b>\$5,225</b>	
<b>Dinning Room</b>		
Dine Chairs	\$5,409	88 (10 arm)
Card Tables	\$190	5
71" table	\$875	5
Divider	\$8,524	1
Contingency	\$1,449.00	
<b>TOTAL</b>	<b>\$16,447</b>	
<b>Floor</b>		
Carpet	\$6,355	1824sqft
<b>TOTAL</b>	<b>\$6,355</b>	
<b>MISC</b>		
Refrigerator	\$800	1
Railing	\$1,000	1
<b>TOTAL</b>	<b>\$1,800</b>	

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**PROJECT TOTAL                      \$29,827**





# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2175

**Agenda Date:** 11/1/2023

**Agenda #:** 4.

---

## TAX REFUND

### **Motion/Request:**

MOTION to approve a tax refund in the amount of \$3,256.25 exceeding \$2,400.00 in accordance with tax collector departmental procedures.

Barbara Arthur          \$3,256.25

### **Background:**

In accordance with policies established for the Tax Collection Department, refunds to taxpayer exceeding \$2,400 are to be approved by the Town Council.

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)



1011023  
AIR - 23-275

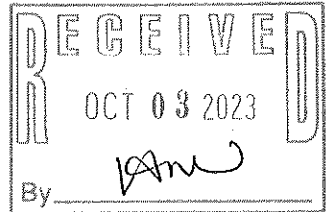
# Application for Refund of Taxes Paid

Return to: Ledyard Tax Collector's Office  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Amount of Refund  
\$3,256.25

Date: September 27, 2023

<i>Barbara Arthur</i>
<i>10 Robin Hood Dr</i>
<i>Gales Ferry, CT 06335</i>



### PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I have made the payments from funds under my control, and no other party will be requesting this refund.  
 I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.  
 I hereby apply for a refund of taxes paid in accordance with Conn. Gen Sate. 12/129.

✓ *Barbara G. Arthur*  
 Signature of Applicant/Agent  
 (Title of agent, where applicable)

\_\_\_\_\_  
Tax Collector's Signature

✓ *Oct. 3, 2023*  
 Date Signed

\_\_\_\_\_  
Date

### **Do Not Write Below This Box -- Office Use Only**

Date of Payment: <i>7/11/2023</i>	Tax Type: <i>MV PP RE SMV</i>
Grand List Year: <i>2022</i>	Reason: <i>over payment</i>
Grand List Number: <i>6050</i>	Property Owner: <i>Barbara Arthur</i>
Payment Type: <i>Check</i>	Property Location: <i>10 Robin Hood Dr</i>
<input type="checkbox"/> <i>Received by mail/email</i>	<input checked="" type="checkbox"/> <i>Hand delivered in the office</i>

### **ACTION TAKEN BY GOVERNING BODY**

At a regular meeting of the Ledyard Town Council, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, it was voted to refund property taxes amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Kevin J. Dombrowski



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2200

**Agenda Date:** 11/1/2023

**Agenda #:** 5.

---

AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Discussion and possible action regarding the transition of outstanding/unfinished business items to be forwarded to the incoming Finance Committee.

**Background:**

In an effort to provide for a seamless transition, each of the Town Council's Sub Committees review their outstanding items of business and forwards a recommendation to the incoming members of the Town Council.

**Department Comment/Recommendation:**

(type text here)



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-1650

**Agenda Date:** 11/1/2023

**Agenda #:** 6.

---

AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Any other New Business proper to come before the Committee.



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 23-2214

**Agenda Date:** 11/15/2023

**Agenda #:**

---

## CONTRACT-LEASE

### **Motion/Request:**

MOTION to authorize the Mayor to sign a Owner Architect Agreement for Roof Projects at the Gales Ferry School, Juliet Long School, and Board of Education Central Offices, and PV with Silver Petrucelli & Associates of Hamden, Connecticut, in the amount of \$78,280.00 in accordance with Chapter III, Section 4 of the Town Charter.

### **Background- Terms:**

In response to the Board of Education Bid# LPS 22-9 (Architectural Design Services for Roof Replacement and Solar Installation at the Gales Ferry School, Juliet W. Long School and Board of Education Central Office,

Board of Education Bid# LPS 22-9

[https://www.ledyard.net/UserFiles/Servers/Server\\_111100/File/scan\\_ewd00000\\_2022-10-12-11-39-36.pdf](https://www.ledyard.net/UserFiles/Servers/Server_111100/File/scan_ewd00000_2022-10-12-11-39-36.pdf)

### Town Charter Chapter III

#### **SECTION 4. GENERAL POWERS AND DUTIES**

The Town Council shall have the powers and duties which, on the effective date of this Charter were conferred by law upon officers, boards, and commissions existing immediately prior to such date, except as otherwise specifically provided in this Charter. The legislative power of the Town shall be vested exclusively in the Town Council, except as otherwise specifically provided in this Charter.

Said Town Council shall have the power to enact, amend, or repeal ordinances, not inconsistent with this Charter or the General Statutes, and to create or abolish, by ordinance not inconsistent with this Charter or the General Statutes, boards, commissions, departments, and offices. **Upon recommendation of the Mayor, the Town Council may authorize the Mayor to contract for services** and use of facilities of the United States or any Federal agency, the State of Connecticut and any political subdivision thereof, or may, by agreement, join with any such political subdivision to provide services and facilities. In such cases as the Town may grant monetary support to any group for assisting them to render an essential Town service, it shall establish in writing the conditions of such grant.

### **Department Comment/Recommendation:**

(type text here)

### **Finance Director Comment/Recommendation:**

(type text here)

### **Mayor Comment/Recommendation:**

(type text here)



# AIA<sup>®</sup> Document B101<sup>®</sup> – 2017

## Standard Form of Agreement Between Owner and Architect

**AGREEMENT** made as of the \_\_\_\_\_ day of October in the year 2023  
(In words, indicate day, month and year.)

**BETWEEN** the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard CT 06339

and the Architect:  
(Name, legal status, address and other information)

Silver Petrucelli & Associates, Inc.  
3190 Whitney Avenue  
Hamden CT 06518  
Phone: 203-230-9007

for the following Project:  
(Name, location and detailed description)

Roof and PV Installation for Gales Ferry and Juliet W. Long and Roof only for the Board  
of Education Office  
Ledyard CT 06639

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

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User Notes:

(1112109674)

## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

Exhibit A Owner's RFP Bid #22-9, Exhibit B Owner's Addendum #1 and Exhibit C Owner's Addendum #2

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

Exhibit A Owner's RFP Bid #22-9

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

TBD

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

See Exhibit F Owner's Schedule

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**.2 Construction commencement date:**

See Exhibit F Owner's Schedule

**.3 Substantial Completion date or dates:**

See Exhibit F Owner's Schedule

**.4 Other milestone dates:**

See Exhibit F Owner's Schedule

**§ 1.1.5** The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Competitive bid with no fast tracking or multiple bid packages.

**§ 1.1.6** The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

None

**§ 1.1.6.1** Intentionally Omitted

**§ 1.1.7** The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Wayne Donaldson, Director of Facilities  
Ledyard Board of Education  
4 Blonders Blvd  
Ledyard CT 06339

**§ 1.1.8** The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

TBD

**§ 1.1.9** The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

**.1 Geotechnical Engineer:**

N/A

**.2 Civil Engineer:**

N/A

Init.



- .3 Other, if any:  
(List any other consultants and contractors retained by the Owner.)

None

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:  
(List name, address, and other contact information.)

David J. Stein, AIA, Vice President  
Silver Petrucelli & Associates, Inc.  
3190 Whitney Avenue  
Hamden CT 06518  
Phone: 203-230-9007

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

- .1 Structural Engineer:

e2 Engineers  
488 Montauk Avenue  
New London CT 01742  
Phone: 860-437-3259

- .2 Mechanical Engineer:

Silver Petrucelli & Associates, Inc.  
3190 Whitney Avenue  
Hamden CT 06518  
Phone: 203-230-9007

- .3 Electrical Engineer:

Silver Petrucelli & Associates, Inc.  
3190 Whitney Avenue  
Hamden CT 06518  
Phone: 203-230-9007

§ 1.1.11.2 Consultants retained under Supplemental Services:

§ 1.1.12 Other Initial Information on which the Agreement is based:

None

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(1112109674)

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability per the Owner's RFP.

§ 2.5.2 Automobile Liability per the Owner's RFP.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability per the Owner's RFP.

§ 2.5.6 Professional Liability per the Owner's RFP.

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User Notes:

(1112109674)

**§ 2.5.7 Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

**§ 2.5.8** The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

**§ 3.1** The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

**§ 3.1.1** The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

**§ 3.1.2** The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

**§ 3.1.3** As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

**§ 3.1.4** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

**§ 3.1.5** The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

**§ 3.1.6** The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### **§ 3.2 Schematic Design Phase Services**

**§ 3.2.1** The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**§ 3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Intentionally Omitted

*(Paragraphs deleted)*

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Schematic Design Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining bid proposals; (2) confirming

responsiveness of bids; (3) determining the successful bid, if any; and, (4) awarding and preparing contracts for construction.

### **§ 3.5.2 Competitive Bidding**

**§ 3.5.2.1** Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

**§ 3.5.2.2** The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

**§ 3.5.2.3** If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### **§ 3.5.3 Intentionally Omitted**

*(Paragraphs deleted)*

## **§ 3.6 Construction Phase Services**

### **§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to

exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### § 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the

Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### § 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

### § 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

## ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

### § 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services, unless noted by an A but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below

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as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	A
§ 4.1.1.2 Multiple preliminary designs	A
§ 4.1.1.3 Measured drawings	A
§ 4.1.1.4 Existing facilities surveys	A
§ 4.1.1.5 Site evaluation and planning	A
§ 4.1.1.6 Building Information Model management responsibilities	NP
§ 4.1.1.7 Development of Building Information Models for post construction use	NP
§ 4.1.1.8 Civil engineering	NP
§ 4.1.1.9 Landscape design	NP
§ 4.1.1.10 Architectural interior design	NP
§ 4.1.1.11 Value analysis	A
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	NP
§ 4.1.1.13 On-site project representation	A = regular C.A. Services
§ 4.1.1.14 Conformed documents for construction	A
§ 4.1.1.15 As-designed record drawings	A
§ 4.1.1.16 As-constructed record drawings	A will review GC's As-Builts
§ 4.1.1.17 Post-occupancy evaluation	NP
§ 4.1.1.18 Facility support services	NP
§ 4.1.1.19 Tenant-related services	NP
§ 4.1.1.20 Architect's coordination of the Owner's consultants	A
§ 4.1.1.21 Telecommunications/data design	NP
§ 4.1.1.22 Security evaluation and planning	NP
§ 4.1.1.23 Commissioning	NP
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	NP
§ 4.1.1.25 Fast-track design services	NP
§ 4.1.1.26 Multiple bid packages	NP
§ 4.1.1.27 Historic preservation	NP
§ 4.1.1.28 Furniture, furnishings, and equipment design	NP
§ 4.1.1.29 Other services provided by specialty Consultants	NP
§ 4.1.1.30 Other Supplemental Services	NP

#### § 4.1.2 Intentionally Omitted



*(Paragraphs deleted)*

**§ 4.2 Architect's Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**§ 4.2.1** Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for no more than five (5) alternate bids or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

**§ 4.2.2** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 4.2.3** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Nine ( 9 ) visits to the site by the Architect during construction

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- .3 Two ( 2 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One ( 1 ) inspections for any portion of the Work to determine final completion.

§ 4.2.3.1 The architect will provide support during the project audit phase

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within twenty-four ( 24 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 Intentionally Omitted

§ 5.7 Intentionally Omitted

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of

the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

**ARTICLE 8 CLAIMS AND DISPUTES**

**§ 8.1 General**

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party’s termination of this Agreement, except as specifically provided in Section 9.7.

**§ 8.2 Mediation**

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect’s services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator’s fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

- [ X ] Arbitration pursuant to Section 8.3 of this Agreement
- [ ] Litigation in a court of competent jurisdiction
- [ ] Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

### **§ 8.3 Arbitration**

**§ 8.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

**§ 8.3.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

**§ 8.3.2** The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.3** The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### **§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 8.3.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 8.3.4.3** The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

## **ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.2** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:

None

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

None

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

Init.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

(Paragraphs deleted)

Exhibit D Architect's Proposal Fee dated July 24, 2023

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

In accordance with Exhibit E Architect's Standard Hourly Rates

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

On an hourly cost basis in accordance with Exhibit E Architect's Standard Hourly Rates attached to this Agreement

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent ( 10 %), or as follows:



*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

**§ 11.5**

*(Paragraphs deleted)*

Intentionally Omitted

**§ 11.6** Intentionally Omitted

*(Paragraph deleted)*

**§ 11.7** The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

In accordance with Exhibit E Architect's Standard Hourly Rates attached to this Agreement.

**Employee or Category**

**Rate (\$0.00)**

**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-state travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 **Express** Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

**§ 11.8.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

**§ 11.10 Payments to the Architect**

**§ 11.10.1 Initial Payments**

Init.

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User Notes:

(1112109674)

§ 11.10.1.1 An initial payment of zero (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 Intentionally Omitted

**§ 11.10.2 Progress Payments**

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty-five ( 45 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
*(Insert rate of monthly or annual interest agreed upon.)*

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:  
*(Include other terms and conditions applicable to this Agreement.)*

None

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect

.2

*(Paragraphs deleted)*

Other documents:

*(List other documents, if any, forming part of the Agreement.)*

- Exhibit A Owner's RFP
- Exhibit B Owner's Addendum #1
- Exhibit C Owner's Addendum #2
- Exhibit D Architect's Fee Proposal
- Exhibit E Architect's Standard Hourly Rates
- Exhibit F Owner's Schedule
- Exhibit G Architect's Timeline
- Exhibit H Architect's Schedule of Values

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**ARCHITECT** *(Signature)*

\_\_\_\_\_  
David J. Stein, AIA Vice President

\_\_\_\_\_  
*(Printed name, title, and license number, if required)*

Init.

Exhibit A (24 pages)

**TOWN OF LEDYARD  
REQUEST FOR PROPOSAL**

**For**

**ARCHITECTURAL DESIGN SERVICES FOR  
ROOF REPLACEMENT AND SOLAR  
INSTALLATION at GALES FERRY, JULIET W.  
LONG, AND THE BOARD OF  
EDUCATION OFFICE**

**BID # 22-9**



**A Town for all Seasons**

**INFORMATION**

REQUEST FOR PROPOSAL  
**DESIGN SERVICES FOR ROOF REPLACEMENT AND SOLAR  
INSTALLATION OF GALES  
FERRY**

1858 CT-12, Gales Ferry, CT 06335

**JULIET W. LONG SCHOOL**

1854 CT-12 Gales Ferry, CT 06335

**AND BOARD OF  
EDUCATION OFFICE**  
4 Blonders Blvd, Ledyard, CT 06339

**PROJECT MANAGER**

PERMANENT MUNICIPAL BUILDING COMMITTEE LEDYARD  
**PUBLIC SCHOOLS FACILITIES  
DIRECTOR**

WAYNE DONALDSON

**ALL QUESTIONS TO**

FACILITIES DIRECTOR  
WAYNE DONALDSON  
WDONALDSON@LEDYARD.NET  
860-464-9255 x1401

All questions must be submitted in writing and e-mailed to Wayne Donaldson at wdonaldson@ledyard.net prior to the established timeline for questions per these bidding documents.

# ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND SOLAR INSTALLATION at GALES FERRY/JULIET W. LONG AND BOARD OF EDUCATION BUILDING

## I. INTRODUCTION

The Town of Ledyard is seeking professional services for the preparation of plans, specifications, cost estimates, and construction administration for the replacement of Roof at Gales Ferry, Juliet W. Long and the Board of Education building, 1858 CT-12, Gales Ferry, CT 06335 and 4 Blonders Blvd, Ledyard, CT 06339. The project will be publicly bid upon completion of design.

A pre-proposal meeting has been scheduled for October 17, 2022 at 11:00 AM at Gales Ferry School, 1858 CT-12, Gales Ferry, CT 06335. Architects are strongly encouraged to attend at this is the prime opportunity to ask questions of the project team and see the building condition.

## II. PROJECT DESCRIPTION

Basic scope of services shall include all phases of design, site field investigation of existing facility Bid, final documents including construction documents and specifications, contractor bidding stage interviews. Once project awarded, include shop drawings and construction administration for replacement of existing roofs, approx. 47,929 Sq. Ft. for Gales Ferry, 36,421 Sq. Ft. for Juliet W. Long, and 9,265 Sq. Ft. for the Board of Education building.

The roof replacement project will be submitted to the State of CT for SCG, State Grant Process. Design professional shall include in their Fee Proposal the time to assist in this process, and provide documents required to the state for this process.

The design professional will be expected to perform a walkthrough of the facility and inspect roof to verify existing conditions. Town can provide existing drawings if available for review.

### Scope of Design / Construction Work

1. Demolition and removal of existing ballasted roof in its entirety in areas cited on site walk thru
2. Removal of any mechanical fans and associated wiring on roof
3. Removal of existing roof drains, sump receivers, and storm pipe outlets
4. Removal of metal roof parapet
5. Installation of new PVC roof system with insulation, and mechanically fastened cover board
6. Installation of new metal parapet perimeter assembly
7. Replacement of existing roof mechanical ventilation, exhaust fans, and insulated roof curbs. Rewiring of new fans
8. New roof drain storm piping assemblies, sump receivers, and storm outlet piping, including roof drain bowl insulation
10. Miscellaneous painting of building roof structures
11. Design to Conformance of all State and local codes

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND SOLAR INSTALLATION at GALES FERRY/JULIET W. LONG AND BOARD OF EDUCATION BUILDING**

12. Architectural Firm shall coordinate with Environmental Abatement Design Firm and Documents to package one Bidding Set of final documents.

Scope of Design Work Exclusions

1. Abatement related testing of all existing roof and building materials associated with renovation work.
2. Abatement related design documents and specifications to be combined with Architectural Documents and issued for Bidding.

III. QUALIFICATION OF DESIGN PROFESSIONAL

The Architectural Firm shall be qualified in this type of design, commercial roof replacements, and demonstrate knowledge and experience working on state or municipalities projects. Must be familiar in all applicable codes and standards, and projects of a similar size, nature and scope of work. Must have prior experience with school grants.

IV. TIME SCHEDULE

The walk-through will take place on October 17, 2022 at 11am at Gale's Ferry School - 1858 CT-12, Gales Ferry, CT 06335.

Questions are due by 3pm on October 21, 2022 at 11am to wdonaldson@ledyard.net.

Bid submissions are due by 11am on October 29, 2022 at 4 Blonders Blvd, Ledyard, CT 06339.

It is the Owner's intent to post completed project construction documents to bid; Early Spring 2023, with construction contract award being made by end of April 2023 and roof replacement to be during Summer 2023 upon awarding to approved Qualified Bidding Contractor.

V. FORM OF CONTRACT

The Town of Ledyard uses amended versions of AIA Document B201 Standard Form of Architect's Services: Design and Construction Contract Administration - 2007. A sample of the amended agreement is attached along with insurance requirements.

VI. PROFESSIONAL FEES

It is the Town of Ledyard's intent that a lump sum fee based on the hourly rate defined is submitted. Lump sum fees are for all design, construction, grant administration, and construction oversight. If needed, please provide a list of hourly rates for titles for additional services as requested. The Town of Ledyard reserves the right to negotiate lump sum fees for this specific project utilizing the hourly rates.

**RFP RESPONSES**

*A. Submission Requirements*

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the Proposals be organized in the following manner:

1. Title Page: Please indicate the RFP subject, the name of your organization,

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND  
SOLAR INSTALLATION at GALES FERRY, JULIET W. LONG AND BOARD  
OF EDUCATION BUILDING**

address, telephone number, name of contact person and date.

2. Table of Contents: Clearly identify the material by section and page number.
  3. Letter of Transmittal: Limited to two pages. Identify the designate contact person for all communication regarding this RFP process and include phone and email contact information. Letter shall also include a statement by the respondent accepting all terms, conditions, and requirements contained in this RFP.
  4. Response to Request for Proposal: Please provide an overview of your approach to this project. Describe how you would satisfy the requirements of the scope of services section. Provide a description of the company's total resources and identify the personnel that would be assigned to the project with a description of their background and experience. The proposal shall specifically list the tasks it will accomplish and a list of items the consultant's proposal shall not include.
  5. Provide complete contact information on at least five (5) references for engagements of a similar nature including a summary of the services provided and the dates the services were provided. By similar in nature, the Town means Commercial PVC Roof type replacements. Identify any projects in which public funds, grants, and/or special funds have been utilized.
- 
6. Cost proposal shall be inclusive of all costs associated with the complete design of the project, including Contract Administration
  7. For this bid, we require six (6) hard copy submissions. All participants must submit. The Town maintains the right to reject any bid that does not meet this criteria. The submission deadline is 11AM on October 28th, 2022.

Wayne Donaldson  
Director of Facilities  
Ledyard Board of Education  
4 Blonders Blvd,  
Ledyard, CT 06339  
wdonaldson@ledyard.net  
860-464-9255 x1401

All RFP packages should be clearly marked and sealed with the Proposer's name and the words "**RFP for ARCHITECTURAL DESIGN SERVICES FOR REPLACEMENT ROOF AND SOLAR INSTALLATION @ GALES FERRY, JULIET W. LONG AND THE BOARD OF EDUCATION Bid #22-9**".



**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT  
AND SOLAR INSTALLATION at GALES FERRY, JULIET W. LONG, AND  
BOARD OF EDUCATION BUILDING**

***B. RFP Cost***

Proposers are responsible for all costs incurred in the development and submission of their information packages. The Town of Ledyard assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of information by a Proposer.

***C. Prime Respondent Responsibility & Third Party Relationships***

The Proposer should clarify its relationships with parties supplying portions of the RFP solution and specify the portions that each party is providing.

***D. Instructions to Proposers***

1. At the date of opening, it will be presumed that each Proposer has made a thorough examination of all information relative to the services to be performed under this contract; is satisfied as to the actual conditions and requirements of the services; and has read and become familiar with the RFP documents.
2. The Town of Ledyard reserves the right to reject proposal for any reason the Town deems advisable and to award a contract to any of the Proposers of service at the sole discretion of the Town. Any item required in this request for Proposal that is not included in a respondent's Proposal shall be specifically noted. If there are no specifically noted exclusions in a Proposal it will be assumed that the Proposer accepts and understands all of the requirements of this RFP.
3. Questions/Inquiries: Any questions or clarifications about this RFP should be emailed to Wayne Donaldson, Director of Facilities, Ledyard Board of Education, 4 Blonders Blvd, Ledyard, Connecticut 06339 at [wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net)
4. All RFP responses will be considered confidential information and will not be available for public viewing until a contract award is made.
5. Any proposals must be valid for a period of 120 days from the due date.
6. Vendors who are furnished a copy of this RFP are requested to submit a receipt acknowledgement as soon as possible indicating their intention to participate in the RFP process to ensure timely receipt of potential corrections, cancellation and addenda. Acknowledgements shall be emailed to Wayne Donaldson, Director of Facilities, Ledyard Board of Education, at [wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net)
7. Proposers shall provide insurance coverage per the attached Indemnification and Insurance Exhibit.

***E. Taxes***

The Town of Ledyard is a qualified tax-exempt institution and as such is not liable for any federal, state, or local excise, sales, use, property or other taxes that

**ARCHITECTURAL DESIGN SERVICES For ROOF REPLACEMENT AND SOLAR INSTALLATION at GALES FERRY, JULIET W. LONG, AND BOARD OF EDUCATION BUILDING**

Proposer may incur as a result of this agreement. The successful Proposer will be obligated to pay property taxes to the Town of Ledyard with respect to any of the Proposer's taxable personal property, motor vehicles or real estate within Ledyard which may be used in conjunction with the performance of this agreement.

***F. Indemnification***

Proposers accept and agree to the attached Indemnification and Insurance Exhibit.

***G. Compliance with Laws***

Proposer shall operate and maintain all properties and perform all of the services required in the RFP in full compliance with all appropriate federal, state and local laws and regulations.

***H. Non-Discrimination***

The Proposer in performing under this agreement shall not discriminate against any workers, employee or applicant or any member of the public because of race, creed, color, religion, age, sex, marital status, national origin, mental retardation or physical disability, including but not limited to blindness, unless it is shown by Proposer that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Proposer will take affirmative action to insure ~~that applicants are employed and that employees are treated during~~ employment without regard to their race, creed, color, religion, age, sex, marital status, national origin mental retardation or physical disability, including but not limited to blindness, unless it is shown by Proposer that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Proposer agrees that this non-discrimination clause will be incorporated in all contracts entered into by it with suppliers of services or materials, contractors and sub-contractors and all labor organizations furnishing skilled, unskilled and craft unions skilled labor or whom may perform any such labor or services in connection with this agreement.

***I. Contract for Services***

The Town and Proposer expressly agree that this is an agreement for the provision of the specific services herein described; that Proposer is to perform those services for the term set forth herein and pursuant to the provisions of this agreement; that the Proposer(s) are independent contractors, not employees of the Town of Ledyard, for these purposes and as such neither they nor their employees are entitled to any Town employment benefits, including without limitation, life and health insurance, vacation and sick leave, pension rights or workers compensation.

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT  
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BOARD OF EDUCATION BUILDING**

***J. Insurance***

Respondents shall provide insurance coverage per the attached Insurance Exhibit.

***K. Public Information & Ownership of Documents***

All proposals submitted and information included therein or attached thereto shall become public records upon their delivery to the Town of Ledyard. All documents created by the Proposer during the completion of their contract requirements shall become the property of the Town of Ledyard, including any databases and information systems that are created.

***L. Examination of Documents***

Proposers shall thoroughly examine and be familiar with these Proposal documents. The failure or omission of any Proposer to examine these documents shall in no way relieve any Proposer of obligations with respect to this Request for Proposal. The submission of a Proposal shall be taken as prima facie evidence of compliance with this paragraph. The response and the Request for Proposal shall become part of any agreement by reference.

***M. Selection Process and Evaluation Criteria***

The responses to this RFP will be evaluated using the following criteria:

1. Experience with providing Architectural Design, Engineering and ~~Construction Administration Services on municipal roof replacement~~ projects as described.
2. Previous company project history & references.
3. Responsiveness and approach to RFP requirements.
4. Fee Proposal Cost

The Proposal will be evaluated by the Town of Ledyard PMBC who will select finalists. The finalists shall be interviewed to determine, all factors considered, the most qualified and capable firm to provide services to the Town of Ledyard to recommend to the Town's mayor.

The Town of Ledyard reserves the right to waive any minor discrepancies, reject or accept any bid based on the best interest of the Town.

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND  
SOLAR INSTALLATION at GALES FERRY, JULIET W. LONG, AND BOARD OF  
EDUCATION BUILDING**

**Indemnification and Insurance Exhibit  
Contractor w/Professional Services**

**I. INDEMNIFICATION**

- A. To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Ledyard, Ledyard Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers from any and all liabilities resulting from suits, claims, losses, damages, costs (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments of any name or nature for bodily injury, sickness, disease, or death; and/or damage to or destruction of real and/or personal property; and/or financial losses (including, without limitation, those caused by loss of use) sustained by any person or concern, including officers, employees, agents, contractors of any tier, or volunteers of the Town of Ledyard and Ledyard Board of Education, or the Contractor, or by the public, caused in whole or in part by any and all negligent or intentional acts, errors or omissions of the Contractor, its officers, agents, contractors of any tier, or anyone directly or indirectly employed by them arising from or related to the performance of this Contract.
- B. To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Ledyard, Ledyard Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives and volunteers from any and all suits, claims, damages, costs, (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments that may arise out of the failure of the Contractor, its officers, agents, ~~contractors of any tier, or anyone directly or indirectly employed by them to comply with~~ any laws, statutes, ordinances, building codes, and rules and regulations of the United States of America, the State of Connecticut, the Town of Ledyard, or their respective agencies.
- C. This duty to indemnify shall not be constrained or affected by the Contractor's insurance coverage or limits, or any other portion of the Contract relating to insurance requirements. It's agreed that the Contractor's responsibilities and obligations to indemnify shall survive the completion, expiration, suspension or termination of the Contract.

**II. INSURANCE**

**A. Insurance Requirements**

1. The Contractor shall obtain and maintain at its own cost and expense all the insurance described below continuously for the duration of the Contract, including any and all extensions, except as defined otherwise in this Exhibit.

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT  
AND SOLAR INSTALLATION at GALES FERRY, JULIET W. LONG, AND  
BOARD OF EDUCATION BUILDING**

2. Contractor's policies shall be written by insurance companies authorized to do business in the State of Connecticut, with a Best's rating of no less than A:VII, or otherwise approved by the Town of Ledyard.
3. All policies (with the exception of Worker's Compensation and Professional Liability) shall be endorsed to include the Town of Ledyard, Ledyard Board of Education, and their respective boards, commissions, officers, officials, employees, agents, representatives, and volunteers as an Additional Insured. The coverage shall include, but not be limited to, investigation, defense, settlement, judgment or payment of any legal liability. Blanket Additional Insured Endorsements are acceptable. Any Insured vs. Insured language shall be amended to eliminate any conflicts or coverage restrictions between the respective Insureds.
4. When the Town of Ledyard or the Contractor is damaged by failure of the Contractor to purchase or maintain insurance required under this Exhibit, the Contractor shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation properly attributable thereto.

**B. Required Insurance Coverages:**

1. **Commercial General Liability:** \$1,000,000 each occurrence / \$2,000,000 aggregate for premises/operations, products/ completed operations, contractual liability, independent contractors, personal injury and broad form property damage. Contractor shall continue to provide products/ completed operations coverage for two (2) years after completion of the work to be performed under this Contract.
2. **Automobile Liability and Physical Damage Coverage:** \$1,000,000 each accident for any auto, including uninsured/underinsured motorist coverage and medical payments. Policy shall include collision and comprehensive physical damage coverage. (If a vehicle is not used in the execution of the contract then automobile coverage is not required).
3. **Professional Liability (claims-made):** \$1,000,000 each claim / \$2,000,000 aggregate. Retroactive date under the policy shall precede the effective date of this Contract. The Contractor shall maintain continuous coverage or obtain an extended reporting period in which to report claims for three (3) years after completion of the work to be performed under this Contract.
4. **Valuable Papers and Records Coverage.** \$50,000 limit to reestablish, recreate or restore any and all records, papers, maps, statistics, survey notes and other data, if made unavailable by fire, theft, flood, or any other cause, regardless of the physical location of these insured items.
5. **Umbrella Liability:** \$2,000,000 each occurrence / \$4,000,000 aggregate, following form.
6. **Workers' Compensation and Employer's Liability:** Statutory coverage in compliance with the Workers' Compensation laws of the State of Connecticut. Policy shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 disease/policy limit, \$100,000 disease/each employee. (Waiver of Workers' Compensation Benefits can be made on sole proprietor or LLC's by

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND SOLAR INSTALLATION at GALES FERRY, JULIET W. LONG, AND BOARD OF EDUCATION BUILDING**

submission of a form 6B with the CT Workers' Compensation Commission and copy to Risk Management)

The Contractor represents that they are currently in compliance with all requirements of the State of Connecticut Workers' Compensation Act and that it shall remain in compliance for the duration of the Contract. The Contractor agrees that Workers' Compensation is their sole remedy and shall indemnify and hold harmless the Town from all suits, claims, and actions arising from personal injuries to the Contractor, however caused. This indemnity shall not be affected by a lapse of Workers' Compensation coverage and/or if the Contractor failed, neglected, refused or is unable to obtain Workers' Compensation insurance.

7. **Personal Property:** All personal property of the Contractor are the sole risk of the Contractor. The Contractor agrees to indemnify, defend and hold harmless the Town from any and all losses or damages, however caused, to any and all personal property belonging to the Contractor.

**C. Additional Terms**

1. Minimum Scope and Limits: The Contractor's insurance shall meet the scope and limits of insurance specified in this Exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. The limits of insurance stated herein for each type of insurance are minimum limits only. If the Contractor's policy provides greater limits, then the Town of Ledyard shall be entitled to the full limits of such policy and this Exhibit shall be deemed to require such full limits.

Acceptance by the Town of insurance submitted by the Contractor does not relieve or decrease in any manner the liability of the Contractor arising out of or in connection with this Contract. The Contractor is responsible for any losses, claims and costs of any kind which exceed the Contractor's limits of liability, or which may be outside the coverage scope of the policies, or a result of non-compliance with any laws including, but not limited to, environmental laws. The requirements herein are not intended, and shall not be construed to limit or eliminate the liability of the Contractor that arises from the Contract.

2. Certificates of Insurance: The Contractor shall provide certificates of insurance, policy endorsements, declaration page(s) or provisions acceptable to the Town confirming compliance with this Exhibit and thereafter upon renewal or replacement of each required policy of insurance. Upon request, the Contractor agrees to furnish complete copies of the required policies.
3. Subcontractors: Contractor shall cause all contractors of any tier, acting on its behalf, to comply with this Exhibit. The Contractor shall either include its contractors as an Insured under its insurance policies or furnish separate certificates of insurance and endorsements for each subcontractor.
4. Premiums, Deductibles and Other Liabilities: Any and all related costs, including but not limited to, deductibles, retentions, losses, claim expenses, premiums, taxes, and audit charges earned are the sole responsibility of the Contractor.

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND SOLAR  
INSTALLATION at GALES FERRY/JULIET W. LONG AND BOARD OF EDUCATION**

5. Occurrence Form, Primary and Non-Contributory: All required insurance coverage shall be written on an occurrence basis, except as defined otherwise in this Exhibit. All policies (including primary, excess and/or umbrella) shall be primary and non-contributory with respect to any other insurance or self-insurance maintained by or available to the Town of Ledyard.
  6. Claims-made Form: Insurance coverage written on a claims-made basis shall have a retroactive date that precedes the effective date of this Contract. The Contractor shall maintain continuous coverage or obtain an extended reporting period in which to report claims following end of the Contract, for a minimum of two (2) years, except as defined otherwise in this Exhibit.
  7. Waiver of Rights of Recovery: Both the Contractor and Contractor's insurers shall waive their rights of recovery or subrogation against the Town of Ledyard.
  8. Claim Reporting: Any failure of the Contractor to comply with the claim reporting provisions of the required insurance policies shall not relieve the Contractor of any liability or indemnification in favor of the Town of Ledyard for losses which otherwise would have been covered by said policies.
  9. Cancellation Notice: Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice has been given to the Town, ten (10) days for non-payment of premium, or immediately upon notice of any change in coverage.
  10. Compliance: Failure to comply with any of the indemnification or insurance requirements may be held a willful violation and basis for immediate termination of the Contract
-

**ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND  
SOLAR INSTALLATION at GALES FERRY/JULIET W. LONG AND BOARD OF  
EDUCATION BUILDING**

**Bid # 22-9**

**Addendum # 1**

**Correction page 5 section 7**

**Current reading**

**7. For this bid, we require six (6) hard copy submissions. All participants must submit. The Town maintains the right to reject any bid that does not meet this criteria. The submission deadline is 11AM on October 28th, 2022.**

**Should read**

**7. For this bid, we require six (6) hard copy submissions. All participants must submit. The Town maintains the right to reject any bid that does not meet this criteria. The submission deadline is 11AM on October 29th, 2022.**

**Please acknowledge receipt of the addendum in your bid package.**



October 21,2022

ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND  
SOLAR INSTALLATION at GALES FERRY/JULIET W. LONG AND BOARD OF  
EDUCATION BUILDING  
Bid 22-9 Addendum 2

Bid 22-9

Addendum #2

The current bid documents show a submission date on page 4 of October 29,2022. The correct date is October 28th 2022 at 11AM

Existing document

#### IV. TIME SCHEDULE

The walk-through will take place on October 17, 2022 at 11am at Gale's Ferry School - 1858 CT-12, Gales Ferry, CT 06335.

Questions are due by 3pm on October 21, 2022 at 11am to [wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net).  
Bid submissions are due by 11am on October 29, 2022 at 4 Blonders Blvd, Ledyard, CT 06339.

Correction

#### IV. TIME SCHEDULE

The walk-through will take place on October 17, 2022 at 11am at Gale's Ferry School - 1858 CT-12, Gales Ferry, CT 06335.

Questions are due by 3pm on October 21, 2022 at 11am to [wdonaldson@ledyard.net](mailto:wdonaldson@ledyard.net).  
Bid submissions are due by 11am on October 28, 2022 at 4 Blonders Blvd, Ledyard, CT 06339.

Addendum #1 is null and void.



July 24, 2023

**FEE PROPOSAL & FEE QUALIFICATIONS**

SP+A proposes the following revised fees for this project.

Phase	<u>Gales Ferry</u>		<u>Juliet Long</u>		<u>BOE</u>
	Roof	PV*	Roof	PV*	Roof Only
Schematic Design (metal vs shingle)	\$ 4,400	13,360	\$ 3,940	\$13,360	\$ 2,260
Construction Documents	\$ 6,560		\$ 5,550		\$ 4,870
Bid Phase Assistance (all 3 concurrent)	\$ 2,380		\$ 2,380		\$ 1,640
Construction Admin. & Closeout	\$ 6,300		\$ 6,300		\$ 4,980
	<b>\$19,640</b>	<b>13,360</b>	<b>\$18,170</b>	<b>\$13,360</b>	<b>\$13,750</b>

\* PV is designed in-house and not by vested interest vendors. PV also includes structural engineering for existing roofs capacity analysis.

All other terms/conditions/exclusions remain as previously submitted in October, 2022, but we've restated here for your convenience.

Add Alternate Fees: (may not be required)

Jetting of underground storm drainage at Juliet Long: \$2,700 per day

Customary reimbursable expenses generally included in our fees almost always include in-state travel, CAD services, photography, structural, and PV design. Our services also include state/local approvals including SCGR assistance and PCR submission and administration as well as SCG closeout services such as ineligible cost worksheet finalization and audit. The SCG has now permitted roof and PV PCRs to happen in the same session and we will reflect such an economization of effort in the PV fees should the Town decide to pursue the grant and construction of PV on these two roofs. We have also included:

1. Coordinating our PV efforts with Eversource
2. Conducting the PCR's and bid phase services for all three projects concurrently, to economize town \$.
3. Printing of schematic reports (PDFs usually preferred over large format printing – SCG no longer wants prints).
4. The GC as-builts will be reviewed before transmitting them to the Town with other closeout document.
5. Future PV load structural engineering analyses as well as PV schematic design options

We have allowed for 6 weeks of once-weekly roof observations and reports for both Gales Ferry and Juliet Long (each consecutively = 6+6) and 3 weeks separately for the BOE roof and reports in our Construction Administration fee line item above.

After an agreement is executed, and perhaps during design or construction administration phases, additional services may be requested by the client. Any additional services that may be required will be charged on an hourly, cost plus fee basis in accordance with the attached hourly rates, or (we prefer) if the scope is well defined, a mutually agreeable fixed fee can be negotiated. The following sample reimbursable expenses are usually not included in our fee proposals:

1. Travel beyond the State of Connecticut in connection with the project
2. Special Testing Services that may be required by the Local Building Official
3. Structural Engineering Services to reinforce the roof structure (impossible to predict now)
4. Relocation of mechanical or electrical systems for the PV systems (we will replace existing)
5. Hazardous Material testing, design, monitoring or construction administration services (excluded per the RFP)
6. Extensive interior renovations or alterations.
7. Meeting with the BC and the PCR plan review officials will be virtual as they currently are.

Silver Petrucelli + Associates  
 3190 Whitney Avenue | Hamden CT 06518  
 311 State Street | New London CT 06320  
 203 230 9007 [silverpetrucelli.com](http://silverpetrucelli.com)

**Hourly Rates**

<u>Personnel</u>	<u>Hourly Rate</u>
Principal/Project Manager	\$206
Principal/Project Architect	\$191
Architect	\$153
Architectural Designer	\$128
Architectural Draftsperson	\$103
Principal M/E Engineer	\$206
Sr. Project Engineer/Manager	\$179
Project Engineer	\$137
Engineering Designer	\$123
Interior Designer	\$118
Construction Administrator/Building Official	\$133
Specification Writer	\$128
Administration	\$89



**A Town for all Seasons**



To Architectural Bidders:

STV Construction Inc, on behalf of The Town of Ledyard has determined a schedule for the Roof Replacement and Solar Installation at Gales Ferry, Juliet W. Long Schools as well as the Board of Education office roof replacement, BID # 22-9. All tasks from the RFP Bid #22-9 are still applicable. Please review the Milestone schedule and return the attached document confirming your continued interest and that your fee is still valid.

7-24-23 Notice of updated schedule

7-27-23 Return confirmation of Interest

7-31-23 Building committee selection of Architect (contract to follow)

8-7-23 Design Kickoff (all three facilities)

9-18-23 Design Review #1 Schematic Design

10-23-23 Design Review #2 Design Development complete, OSCGR Review to be scheduled at DD complete

11-13-23 OSCGR to issue approval to proceed

10-30-23 Identification of long-term lead items. (Specifications)

1-1-2024 Design Review #3 Construction Documents to be completed (OSCGR to issue an authorization to bid letter)

1-8-2024 Start Bidder notifications

2-5-2024 Bid Returns

2-12-2024 Interview Bidders/Scope Review

2-19-2024 Contract constructor.

2-5-2024 Permit application

6-15-2024 Load Site Prep for Construction

6-24-2024 Construction Start

8-23-2024 Substantial Completion

8-30-2024 COO

9-15-2024 Prepare and coordinate close out with OSCGR.

By acknowledgement of this notice, the signatory representative confirms that their proposal is still valid and the firm and its subconsultants accept the milestone schedule as the intent for the accomplishment of their requirements. If a bidding firm rejects the schedule and no longer is interested in this project please notify in writing to [Mark.Dupre@stvinc.com](mailto:Mark.Dupre@stvinc.com)

No questions can be accepted at this time.

Respectfully,



Mark M. DuPre', Assoc AIA, MCCPO

Vice President and Project Executive

See fee revision attached.

Firm: Silver, Petrucelli & Associates, Inc.

Signatory: 

Name & Title: Dean A. Petrucelli, Principal

Date: 7/24/2023

EXHIBIT G (1 page)

<b>Ledyard Gales Ferry, Juliet Long Schools and School Board Project Timeline</b>	
<b>Task</b>	<b>Finish Date</b>
Design Kickoff Meeting	8/21/2023
Contract Signed	10/27/2023
<b>Schematic Design Completed</b>	<b>11/24/2023</b>
Schematic Design Review	12/1/2023
SD Budget Estimate	12/11/2023
<b>Long Lead Item Procurement Meeting</b>	<b>12/18/2023</b>
<b>Construction Documents Completed</b>	<b>1/29/2024</b>
Construction Document Review	2/5/2024
<b>OSGR Review and Authorize Bid Letter</b>	<b>2/7/2024</b>
Contractor RFP Posted	2/9/2024
Bids Returned	2/23/2023
Interview Bidders/Scope Review	3/5/2023
Contract Selected/Onboard	3/12/2023
Contractor Apply for Permit	3/15/2023
Procurement Phase	4/14/2024
Load Site Prep for Construction Gales Ferry/Juliet Long/BOE	6/15/2024
Construction Start	6/24/2024
Substantial Completion	8/16/2024
Certificate of Occupancy	8/23/2024
Close-Out with OSCGR	8/30/2024

Silver Petrucelli + Associates  
 3190 Whitney Avenue | Hamden, CT 06518  
 311 State Street | New London, CT 06320  
 203 230 9007 [silverpetrucelli.com](http://silverpetrucelli.com)



Silver/Petrucci + Associates, Inc.  
 Schedule of Values

	Gales Ferry		
	Roof Design	PV	
Schematic Design Phase	\$ 4,400.00	\$ 13,360.00	
Construction Documents	\$ 6,560.00		
Bid Assitance	\$ 2,380.00		
Construction Admin	\$ 6,300.00		
	\$ 19,640.00	\$ 13,360.00	\$ 33,000.00

	Juliet Long		
	Roof Design	PV	
Schematic Design Phase	\$ 3,940.00	\$ 13,360.00	
Construction Documents	\$ 5,550.00		
Bid Assitance	\$ 2,380.00		
Construction Admin	\$ 6,300.00		
	\$ 18,170.00	\$ 13,360.00	\$ 31,530.00

	BOE		
	Roof Design		
Schematic Design Phase	\$ 2,260.00		
Construction Documents	\$ 4,870.00		
Bid Assitance	\$ 1,640.00		
Construction Admin	\$ 4,980.00		
	\$ 13,750.00		\$ 13,750.00

Total Design Fee \$ 78,280.00