

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



PHONE: 860-442-0553  
[www.waterfordct.org](http://www.waterfordct.org)

RECEIVED FOR RECORD  
WATERFORD, CT  
2026 JAN - 2 A 9:05

ATTEST: *[Signature]*  
TOWN CLERK

AGENDA  
BOARD OF SELECTMEN REGULAR MEETING  
Tuesday, January 6, 2026  
5:00 PM  
Waterford Town Hall (Auditorium)

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

1. **Call to Order & Roll Call:**
2. **Pledge of Allegiance**
3. **Public Comment:**
4. **Information Technology:** To consider and act on a request from the Information Technology Manager, Jeff Robillard, for an appropriation of \$28,168 to line 20547-57882 (Computer Replacements) to purchase and replace Dell computers and if approved, forward to the BOF as required.
5. **Police Department:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of Marc Balestracci, Chief of Police, for surplus disposal of Asset #101834, a 2019 Chevrolet Tahoe, VIN # 1GNSKDEC0KR392402, Car 22, as this vehicle is at the end of its serviceable life.
6. **Police Department:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of Marc Balestracci, Chief of Police, for reassignment and replacement of Car 22 with Asset # 101887, a 2019 Chevrolet Tahoe, VIN # 1GNSKDEC5LR276498, Car 8.
7. **Public Works:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of Gary Schneider, Director of Public Works, for surplus disposal of Asset #100255, a 2006 Ford Crown Victoria, VIN # 2FAHP71W86X122289, Fleet ID # A18, as this vehicle is no longer needed for the department.

- 8. Public Works:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of Gary Schneider, Director of Public Works, for reassignment and replacement of Car A18 with Asset # 101505, a 2017 Chevrolet Silverado, VIN # 3GCUKNEC4HG276068, Car 15.
- 9. Public Works:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of Gary Schneider, Director of Public Works, for surplus disposal of Asset #101197, a 2012 Ford Fusion Hybrid, VIN # 3FADP0L31CR322157, Fleet ID # A20, as this vehicle is no longer needed for the department.
- 10. Public Works:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of Gary Schneider, Director of Public Works, for reassignment and replacement of Car A20 with Asset # 101886, a 2020 Chevrolet Tahoe, VIN # GNSKDEC3LR376340, Car 1.
- 11. Public Works:** To consider and act on a request from the Public Works Director, Gary Schneider, for an appropriation of \$25,000 to line 20511-57871 (Police Department Building HVAC) for HVAC system improvements at the Police Department and if approved, forward to the BOF as required.
- 12. Public Works:** To consider and act on a request from the Public Works Director, Gary Schneider, for an additional appropriation of \$50,000 from Capital and Non-Recurring Undesignated fund balance line for a new project (Vauxhall Street Multi-Phased Project) and if approved, forward to the BOF as required.
- 13. Appointments & Resignations:**
  - 13a.** To consider and act on the appointment of Gina Rubin, (U) to the Historic Properties Commission, to fill the term of 11/1/25-10/31/30 as a member, replacing Debra Walters, whom had resigned.
- 14. New Business:**
- 15. Old Business:**
- 16. Correspondence:**
  - 16a.** RTE 32 work – letter from Karen Hansen
- 17. Consent Agenda**

**17a. Tax Refund**

**17b. Board of Selectmen Regular Meeting Minutes December 16, 2025**

**18. Adjournment:**

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

#4

To: First Selectman Rob Brule ; Finance Director Kim Allen  
From: IT Manager, Jeffrey Robillard  
Date: 12/11/2025  
RE: Appropriation request for Dell computers.

\$ 28,168

I respectfully request an appropriation in the amount of \$28,167.60 from Capital Non-Recurring designated line 20547-57882 Computer Replacements.

The quote with intent to purchase 30 Dell computers, attached, is provided by Dell corresponding with Connecticut DAS Contract No 23PSX0163 pricing. This request is part of an ongoing project to replace computers throughout the town on a cycle of approximately 7 years. The replacement process will target entire departments with the oldest machines ensuring all machines within the selected departments are at the same hardware specification level.

This purchase will replace the computers in the Public Works, Waterford Utility Commission, and the Tax Assessors departments.

Respectfully submitted,

Jeffrey Robillard

IT Manager

Town of Waterford

## Jeffrey Robillard

**From:** Evan.E.Walker@dell.com  
**Sent:** Wednesday, December 10, 2025 4:07 PM  
**To:** Jeffrey Robillard  
**Cc:** Evan.E.Walker@dell.com  
**Subject:** Your Dell Quote 3000193109603.12

**CAUTION: This email originated from outside of the organization.  
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.**



### Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on Dec. 19, 2025.

You can download a copy of this quote during checkout.

**Place your order**

Quote No.	3000193109603.12	Sales Rep	Evan Walker
Total	\$28,167.60	Phone	1(800) 4563355
Customer #	97884266	Email	Evan.E.Walker@dell.com
Quoted On	Dec. 10, 2025	Billing To	ACCOUNTS PAYABLE
Expires by	Dec. 19, 2025		CT-L TOWN OF
Contract Name	Dell NASPO Computer Equipment PA - Connecticut		WATERFORD 15 ROPE FERRY RD WATERFORD, CT 06385
Contract Code	C000001171501		
Customer Agreement #	23026 / 23PSX0163		
Deal ID	29819106		

#### Message from your Sales Rep

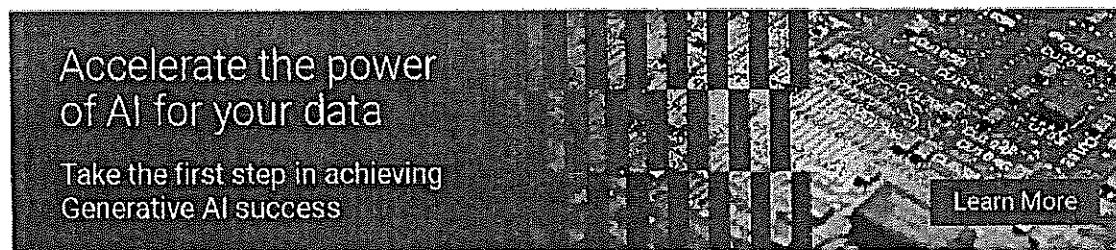
Please contact me at (512) 893-4531 if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Evan Walker

Additional Comments

Ask me about our Dell Business Credit and Leasing promotions!

Product	Unit Price	Quantity	Subtotal
Dell Pro Slim Plus QBS1250	\$938.92	30	\$28,167.60
Subtotal:			\$28,167.60
Shipping:			\$0.00
Non-Taxable Amount:			\$28,167.60
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$28,167.60



### Shipping Group Details

Shipping To	Shipping Method
JEFFREY ROBILLARD CT-L TOWN OF WATERFORD 15 ROPE FERRY RD WATERFORD, CT 06385-2886 (860) 625-5765	Standard Delivery

	Unit Price	Quantity	Subtotal
Dell Pro Slim Plus QBS1250	\$938.92	30	\$28,167.60

Estimated delivery if purchased today:  
Dec. 30, 2025  
Contract # C000001171501  
Customer Agreement # 23026 / 23PSX0163

Description	SKU	Unit Price	Quantity	Subtotal
Intel(R) Core(TM) Ultra 5 235 (13 TOPS NPU, 14 cores, up to 5.0GHz)	338-CRZK	-	30	-
Windows 11 Pro	619-BBQD	-	30	-
16GB: 1 x 16GB, DDR5, up to 5600 MT/s, non-ECC	370-BCWX	-	30	-
512GB SSD	400-BSWY	-	30	-
1st M.2 2280 SSD Screw	773-BBBC	-	30	-
Integrated Graphics	490-BKSX	-	30	-
No Wireless LAN Card	555-BLXL	-	30	-
No Additional Add In Cards	382-BBHX	-	30	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	30	-

CyberLink Media Essentials for Windows	430-XYIX	-	30	-
Dell Pro Slim Plus QBS1250 with 260W PSU	329-BKSP	-	30	-
Dell Pro Keyboard and Mouse - KM5221W - US English - Black	580-BCCH	-	30	-
Mouse included with Keyboard	570-AADI	-	30	-
ENERGY STAR Qualified	387-BBLW	-	30	-
System Power Cord C13 (Philipine/TH/US)	450-AAOJ	-	30	-
Documentation	340-DNBV	-	30	-
Watch Dog SRV	379-BFYR	-	30	-
Quick Start Guide	340-DTTZ	-	30	-
US/Canada Battery Warning Label	389-FKHG	-	30	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	30	-
Shipping Material (DAO)	340-DTSR	-	30	-
Shipping Label	389-BBUU	-	30	-
DAO Regulatory label for 260W PSU	389-FJYR	-	30	-
Driver/APP for IRST	658-BFTS	-	30	-
Intel Core Ultra 5 Processor Label	389-FGFR	-	30	-
Desktop BTO Standard shipment	800-BBIO	-	30	-
Dell Pro Slim Plus QBS1250	210-BPPM	-	30	-
No vPro(R) support	631-BCBP	-	30	-
EPEAT Silver with Climate+	379-BDTO	-	30	-
Custom Configuration	817-BBBB	-	30	-
8x DVD+/-RW/RAM 9.5mm Slimline Optical Disk Drive	429-BBCG	-	30	-
Internal speaker	520-BBKW	-	30	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	30	-
No Additional Video Ports	492-BCKH	-	30	-
No Option Included	340-ACQQ	-	30	-
No Media Card Reader	379-BBHM	-	30	-
NO RAID	817-BBBN	-	30	-
M.2 Caddy + ODD	325-BGHH	-	30	-
Dell Limited Hardware Warranty Plus Service	717-8784	-	30	-

ProSupport Plus: Accidental Damage Service, 5 Years	717-8828	-	30	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	717-8829	-	30	-
ProSupport Plus: 7x24 Technical Support, 5 Years	717-8830	-	30	-
ProSupport Plus: Next Business Day Onsite, 5 Years	717-8831	-	30	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	997-8367	-	30	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	30	-
Dell Pro Slim Plus QBS1250	658-BFVK	-	30	-
No Additional Add In Cards	382-BBHX	-	30	-
		<b>Subtotal:</b>	<b>\$28,167.60</b>	
		<b>Shipping:</b>	<b>\$0.00</b>	
		<b>Estimated Tax:</b>	<b>\$0.00</b>	
		<b>Total:</b>	<b>\$28,167.60</b>	

CONNECT WITH DELL:



### BROWSE MORE OPTIONS



IT Transformation



Laptops



Desktops



Servers & Storage



2-in-1's



Electronics & Accessories



Financing Options



Dell Services



Dell Support



Subscription Center



Events



Dell Premier

### Important Notes

#### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities - shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and

Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offerspecificterms](http://www.dell.com/offerspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**FINANCE DEPARTMENT**

# Memo

**To:** The Board of Selectmen  
**From:** Shea Davy  
**Date:** December 30, 2025  
**Re:** Disposal and Reassignment of Surplus Assets

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Dear Mr. Brule:

In accordance with the town Property Ordinance, Chapter 2.112.020, it is requested that the Board of Selectman please consider an act to surplus, on Behalf of the Waterford Police Department, Asset#101834, 2019 Chevrolet Tahoe, VIN#1GNSKDEC0KR392402, Car 22, as this vehicle is at the end of its serviceable life and will be replaced with a current vehicle that is owned.

It is also requested that the Board of Selectman please consider, Asset #101887, 2019 Chevrolet Tahoe, VIN#1GNSKDEC5LR276498, Car 8 as an act of reassignment and replacement of the above Car 22.

Thank you for your consideration

Shea Davy  
Shea Davy  
Purchasing Agent,  
Town of Waterford



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



Marc Balestracci  
Police Chief

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

December 22, 2025

To: Kim Allen  
Director of Finance

From: Chief Marc Balestracci  
Police Department

Re: Request to Change Vehicle Number – Car #22

I respectfully request to keep Car #8, as identified below, and change it to Car #22 as a road job car. The old car #22 would then be surplus.

For several years, the Police Department has maintained two cruisers, which are used exclusively for road jobs. The road job cars have been cars replaced in accordance with the Fleet Plan and were no longer fit for regular patrol. Road job cars regularly idle for as much as 8-10 hours per shift as they have to remain running for emergency lighting. The idea is that we put the idling hours on older cars instead of the newer ones, which we use for patrol. The road job cars are identified as Car #2 and Car #22. The current Car #22, a 2019 Chevrolet Tahoe, has 147,455 miles and 15,485 hours. It is therefore at the end of its serviceable life and our lead mechanic has advised that it be replaced.

We recently replaced Car #8 in accordance with the town Fleet Plan. Car #8 is a 2019 Chevrolet Tahoe with 98,915 miles and 13,679 hours. Our lead mechanic advised that it is a suitable replacement for the existing Car #22.

The car we are requesting to keep and become the new Car #22 is identified further as follows:

2019 Chevrolet Tahoe VIN 1GNSKDEC5LR276498

Sincerely,

Lieutenant David Ferland  
On Behalf of Chief Balestracci

**FINANCE DEPARTMENT**

# Memo

**To:** The Board of Selectmen  
**From:** Shea Davy  
**Date:** December 30, 2025  
**Re:** Disposal and Reassignment of Surplus Assets

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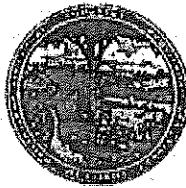
Dear Mr. Brule:

In accordance with the town Property Ordinance, Chapter 2.112.020, it is requested that the Board of Selectman please consider an act to surplus, on Behalf of the Public Works Department, Asset#100255, 2006 Ford Crown Victoria, VIN#2FAHP71W86X122289, Fleet ID#A18, as this vehicle is no longer needed for the department and will be replaced with a current vehicle that is owned.

It is also requested that the Board of Selectman please consider, Asset #101505, 2017 Chevrolet Silverado, VIN#3GCUKNEC4HG276068, Car 15 as an act of reassignment and replacement of the above Car A18.

Thank you for your consideration

Shea Davy  
Shea Davy  
Purchasing Agent,  
Town of Waterford



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To: Shea Davy, Purchasing Agent

From: Gary Schneider, Director of Public Works

Date: 12/29/2025

Re: Surplus – A-18

*[Handwritten signature of Gary Schneider]*

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I concur with the request of the Lead Mechanic to surplus A18, and to make permanent the reassignment of OLD CAR 15. A18, in addition to parts and material runs, acts as a loaner for other departments to use when their vehicle is in the shop for repairs.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

## INTER-OFFICE CORRESPONDENCE

DATE: 12/23/2025

TO: Gary Schneider, Director of Public Works  
FROM: Garon VanOverloop, Lead Fleet Mechanic  
RE: Vehicle Surplus/ Reassignment

A18, 2006 Ford Crown Victoria, VIN-2FAHP71W86X122289 is nearing the end of its useful role for the Public Works Maintenance Dept. I am requesting to move the OLD CAR 15, 2017 Chevrolet Silverado, VIN-3GCUKNEC4HG276068 as the new A18 for the DPW. The OLD CAR 15 has adequate life left to it and will increase the DPW's capabilities by having another pickup truck for parts runs while still utilizing the 5 person seating for company trainings. A18 can be surplused.

*Garon VanOverloop*

Garon VanOverloop  
Lead Fleet Mechanic

Current A18



OLD CAR15



**FINANCE DEPARTMENT**

# Memo

**To:** The Board of Selectmen  
**From:** Shea Davy  
**Date:** December 30, 2025  
**Re:** **Disposal and Reassignment of Surplus Assets**

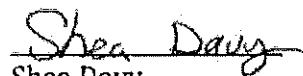
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Dear Mr. Brule:

In accordance with the town Property Ordinance, Chapter 2.112.020, it is requested that the Board of Selectman please consider an act to surplus, on Behalf of the Public Works Department, Asset#101197, 2012 Ford Fusion Hybrid, VIN#3FADP0L31CR322157, Fleet ID#A20, as this vehicle is no longer needed for the department and is currently not driven due to repairs needed. It will be replaced with a current vehicle that is owned.

It is also requested that the Board of Selectman please consider, Asset #101886, 2020 Chevrolet Tahoe, VIN#GNSKDEC3LR376340, Car 1 as an act of reassignment and replacement of the above Car A20.

Thank you for your consideration

  
Shea Davy  
Purchasing Agent,  
Town of Waterford

FIFTEEN ROPE PERRY ROAD



WATERFORD, CT 06385-2886

## INTER-OFFICE CORRESPONDENCE

DATE: 12/15/2025

TO: Gary Schneider, Director of Public Works  
FROM: Garon VanOverloop, Lead Fleet Mechanic  
RE: Vehicle Surplus/ Reassignment

A20, 2012 Ford Fusion, VIN-3FADP0L31CR322157 has been taken off the road due to its physical condition & required repairs. Kim Allen has approved a temporary reassignment of the following. I am requesting a permanent approval to move the OLD CAR 1, 2020 Chevrolet Tahoe, VIN-1GNSKDEC3LR276340 as the new A20. The current A20 can be surplused

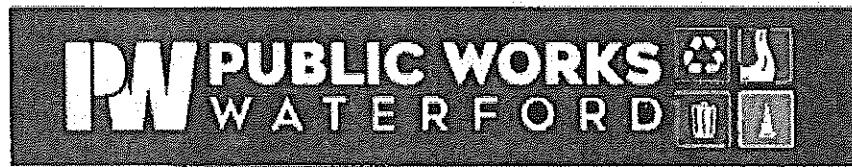
The OLD CAR 1 has adequate life left to it. Recent engine work and a transmission replacement over a year ago.

*Garon VanOverloop*

Garon VanOverloop  
Lead Fleet Mechanic

A20





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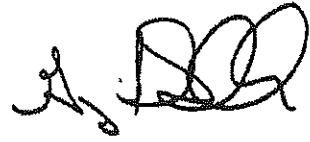
To: Shea Davy, Purchasing Agent  
From: Gary Schneider, Director of Public Works   
Date: 12/29/2025  
Re: Surplus -- A-20

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I concur with the request of the Lead Mechanic to surplus A20, and to make permanent the reassignment of OLD CAR 1 for use by the Town Courier.



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To: Robert Brule, First Selectman  
Cc: Kimberly Allen, Finance Director  
From: Gary Schneider, Director of Public Works   
Date: December 29, 2025  
Re: Appropriation

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I respectfully request an appropriation in the amount of \$25,000 from Capital and Non-Recurring designated line #20511-57871 (Police Department Building HVAC).

The attached proposal from our On-Call Engineer, GM2, details what will be accomplished in the first phase of the design.

A January 2020 report found at the Police Station "...existing equipment such as the exhaust systems, cabinet unit heaters and radiant ceiling panels throughout the building are original to the 1990 construction. A large quantity of the equipment mentioned are nonfunctional". Although the natural gas conversion replaced the burner on the boiler and remove the underground tank, the rest of the system at the Police Station must be addressed to include the Building Management System.

The Department is requesting the entire amount of \$25,000 be appropriated. There may be additional costs for material testing (asbestos, PCB's) that are not covered in the proposal for this phase.

Once this phase is completed, a proposal will be developed for the second phase, which will require an additional appropriation. The second phase will be detailed plans, specifications and the cost estimate of the renovations and replacements that are required.

It is envisioned this request will be placed in the FY28 capital request from the Department.



November 5, 2025

Gary J. Schneider  
Director of Public Works  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

Re: Police Department HVAC Systems Study  
41 Avery Lane, Waterford, CT

Dear Gary:

We are pleased to provide this proposal for the above project.

#### PROJECT UNDERSTANDING

We understand the project will involve an assessment of the existing HVAC systems at the Police Department building.

#### SCOPE OF SERVICES

We will provide the following services:

1. Conduct a review of the existing drawings of the HVAC systems.
2. Perform a review of any service records you may have on the HVAC systems.
3. Visit the site to verify the existing conditions of the existing HVAC systems.
4. Prepare a report that provides a description of the existing HVAC systems, presents results of our assessment, and provides recommendations for HVAC system improvements, including provision of a high-level opinion of probable cost.

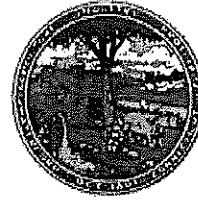
#### FEES

We propose to provide the above professional services for a fixed fee of \$12,000.00.

Should you have any questions related to this proposal, please feel free to contact me.

Sincerely,

Kenneth A. Hipsky, P.E.  
Vice President



#12

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To: Robert Brule, First Selectman  
Cc: Kimberly Allen, Finance Director  
From: Gary Schneider, Director of Public Works   
Date: December 29, 2025  
Re: Appropriation

---

I respectfully request an appropriation in the amount of \$50,000 from Capital and Non-Recurring Undesignated fund balance line for a new project.

The funding was identified in the First Selectman's five year capital plan (dated May 14, 2025).

A section of Vauxhall Street (approximately 3,200 ft.) from the Montville Town Line going south to the intersection of Hunts Brook Road was never reconstructed. Portions are a narrow road with numerous rock formations next to the travel lanes. It is anticipated that there is ledge under the existing pavement that would need to be removed before resurfacing can take place. Drainage systems are mostly open ditches along the edges of the road.

This is a multi-phased project. The attached proposal from our On-Call Engineer, Haley Ward details what will be accomplished in the first phase. The second phase will be detailed plans, specification and a cost estimate with the third phase funding the construction.

Once this phase is completed, a proposal will be developed for the second phase, which will require an additional appropriation.



# HALEY WARD.

ENGINEERING | ENVIRONMENTAL | SURVEYING

December 4, 2025

Mr. Gary Schneider, Public Works Director  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385  
Email: [gschneider@waterfordct.org](mailto:gschneider@waterfordct.org)

**Re: Proposal for Professional Services, Prepare Preliminary Design Plans, Permit Determination and Cost Estimate, Vauxhall Street Extension reconstruction, Waterford, CT**

Dear Mr. Schneider:

As requested, Haley Ward, Inc. is pleased to provide this proposal for your review and acceptance.

## REVISED SCOPE OF SERVICES

Task 1: Prepare Existing Condition Mapping – Haley Ward will prepare existing condition mapping of Vauxhall Street Extension, from the Eversource power line easement on the south, to the Montville town line to the north, approximately 2600 feet total, as shown on the attached map.

We will conduct Town Hall research and field reconnaissance, to identify and locate visible property line and Town road right-of-way markers along the project route and locate these in the field.

We will utilize available Lidar mapping, supplemented with a field topographic survey of the Vauxhall Street Extension right-of-way, plus approximately 10 feet outside the right of way. In the areas of streams and drainage structures, we will locate approximately 25 feet upstream and downstream of the roadway edges, for use in our hydraulic design.

Our field survey will include items typically required for roadway and drainage reconstruction design, including pavement edges and curbing,

Mr. Gary Schneider | 12-04-25 | 4010193 | Page 1

2210 Main Street, P.O. Box 1088, Glastonbury, CT 06033  
T: 860.659.3100 | [HALEYWARD.COM](http://HALEYWARD.COM)





driveways, visible property pins and roadway right-of-way monumentation, structures within 100 feet of the edge of pavement, streams, ponds, drainage structures and piping, trees larger than 12" caliper, tree lines, boulders and ledge outcrops, utility poles, catch basins, call-before-you-dig utility markouts, etc.

USGS vertical datum will be brought to the site, and benchmarks will be set at approximate 500 foot minimum intervals along the route, to aid in the future construction of the project.

LEI will create existing condition survey mapping at an appropriate scale.

Task 2: Drainage Structure Evaluations- We will survey locations of all drainage structures in the project area, as well as evaluate the conditions of piping and structures. We will estimate the drainage area for each structure and conduct preliminary sizing of replacement pipes.

Task 3: Prepare Preliminary Plans and Cost Estimates – Haley Ward will prepare preliminary design plans for roadway reconstruction. These will include:

- A) An initial design meeting with the Town to discuss Town goals and objectives, obtain Town design standards, standard details, with a focus on this project,
- B) Horizontal alignment plans for the proposed road improvements,
- C) Roadway centerline vertical alignment plans for proposed road improvements,
- D) Typical roadway cross-sections,
- E) Estimated earthwork quantities and preliminary construction cost estimates, and
- F) A list of anticipated permits required for construction

Task 4: Plan Submission and Follow-up Meeting – Haley Ward will submit copies of our plan for Town review. We will meet with Town officials on one occasion to review the plans, answer your questions, and review steps required for final design and construction.



## COMPENSATION

We propose to complete the project for a lump sum fee of \$ 50,000.

## AUTHORIZATION

If this proposal is acceptable to you, please provide written notice to proceed and a Purchase Order. Out of scope services will not be performed without your prior written approval.

If you have any questions concerning this proposal or if additional services are needed, please contact either of the undersigned at (860) 659-3100. We appreciate this opportunity to be of service to you.

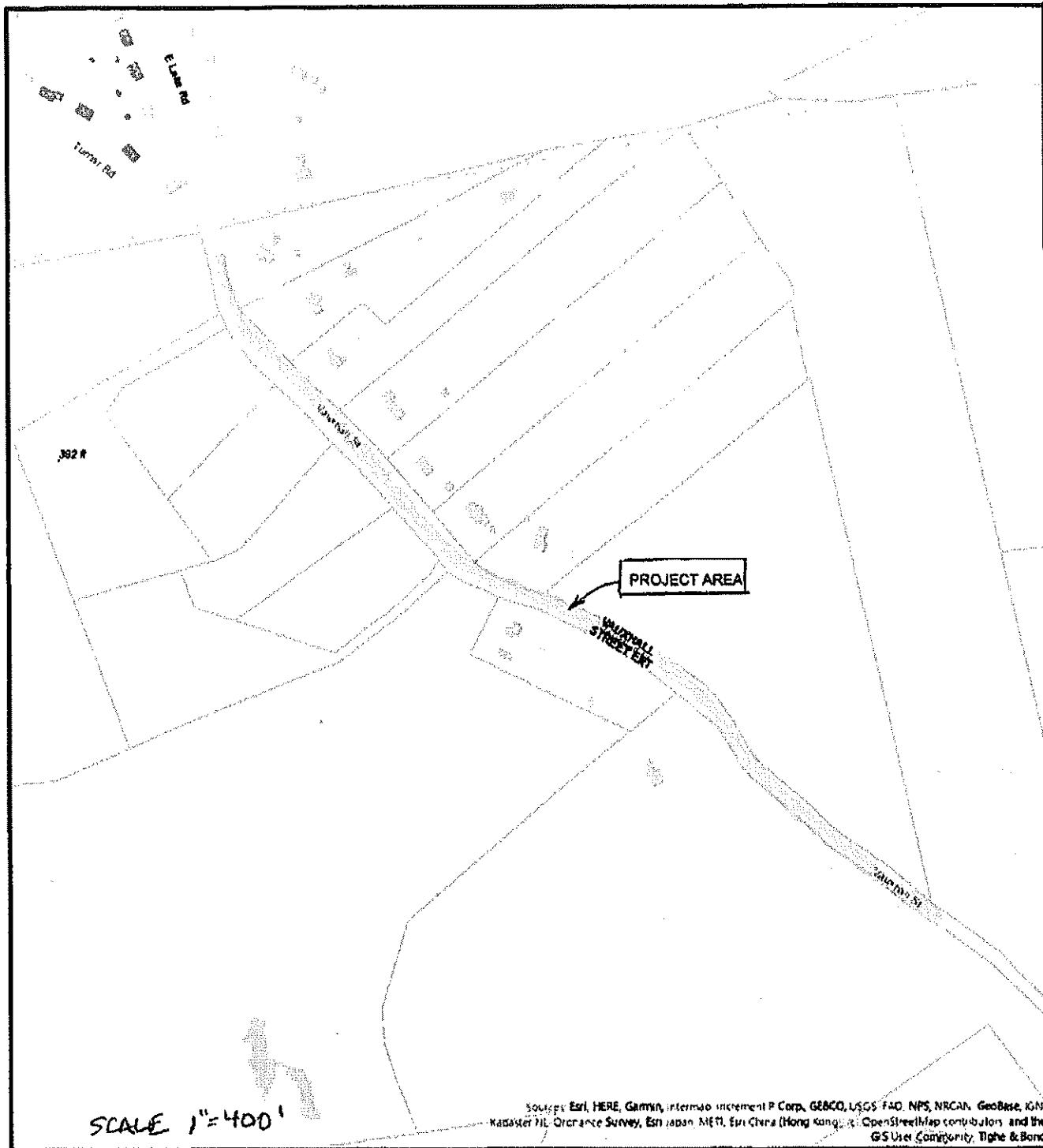
Sincerely,  
Haley Ward, Inc.

*James Ericson*  
James E. Ericson, PE  
Regional Manager

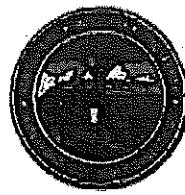
Jee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*James DeSellerier*  
James E. DeSellerier, PE  
Senior Project Manager



**LOCATION MAP**  
**PRELIMINARY ROADWAY DESIGN**  
**VAUXHALL STREET EXTENSION**  
**WATERFORD, CONNECTICUT**



# Historic Properties Commission

#13a

Commission Seats							Actions
Member Name	Title	Political Party	Appointed By	Seat Name	Status	Start Date	Calculated Term
Adams, Skip	Member	Unaffiliated	Board of Selectmen	Member	Active	1/5/2024	11/1/2023 - 10/31/2028
Crotty, Patrick	Vice-Chair	Unaffiliated	Board of Selectmen	Member	Expired	11/1/2019	11/1/2019 - 10/31/2024
Olynciw, Eileen	Member	Democrat	Board of Selectmen	Member	Active	11/1/2022	11/1/2022 - 10/31/2027
O'Neill, John J.	Chair	Democrat	Board of Selectmen	Member	Active	11/1/2021	11/1/2021 - 10/31/2026
Walters, Debra T.	Secretary	Unaffiliated	Board of Selectmen	Member	Expired	11/1/2020	11/1/2020 - 10/31/2025
Tucker, Mathew S	Alternate	Republican	Board of Selectmen	Alternate	Active	1/7/2025	11/1/2024 - 10/31/2029
Pezzolesi, Justin	Alternate	Unaffiliated	Board of Selectmen	Alternate	Active	1/5/2024	11/1/2021 - 10/31/2026
Guarnieri, Melissa	Alternate	Democrat	Board of Selectmen	Alternate	Active	12/19/2022	11/1/2022 - 10/31/2027

① top

Enabled Seats

All Seats

History

Timeline

## Shannon Withey

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**From:** Gina Rubin <ginarubindesign@yahoo.com>  
**Sent:** Sunday, December 7, 2025 2:19 PM  
**To:** Shannon Withey  
**Cc:** Gina Rubin  
**Subject:** Gina Rubin Professional Resume  
**Attachments:** UPDATED BOARD RESUME 2 PAGE.docx

**CAUTION: This email originated from outside of the organization.**

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

Hello Shannon,

Below please find attached my professional resume for the board considerations. I will also be sending along my Artist Resume / CV to share a bit about my creative work here in Waterford.

Thank you again for the help.

Gina

Gina Rubin

18 Quarry Rd

Waterford, CT 06385

Ginarubindesign@yahoo.com

860.389.8638

12/5/25

To Whom It May Concern:

Thank you for considering my application for appointment. A little about my background: I was raised in Colorado by a single mother whose rise from a temporary role to senior vice president of one of Denver's largest employers taught me resilience, dedication, and the value of continual learning. Following her advice to "never turn down training and learn all I can in this life," I've embraced every opportunity I could that aligned with my passions.

My education and lived experience have shaped my commitment to serving my community. I first came to Waterford in 2010 to photograph the coastline and, like many who discover this town, I never left. Its natural beauty, welcoming spirit, and unique character made it home, and I'm grateful for the chance to give back through service, not only in my current and past careers here, but potentially on the commissions and boards that mean so much to me.

I am seeking appointment to the School Building Committee, Historic Building Commission, and Economic Development Commission, where I can apply my background in corporate education, facility renovation, historic property work, and small-business ownership to support Waterford's long-term goals for enhancing our beautiful Town for our residents and business owners.

Across all three boards, I bring a collaborative approach, strong accountability, and a genuine commitment to enhancing Waterford's educational, cultural, and economic wellbeing. Please see Board Position Value Summary on the attached resume. Thank you again for your consideration. I would be honored to contribute my experience, perspective, and dedication to the town I proudly call home.

Sincerely,

Gina Rubin

Gina Rubin  
Coaching & Consulting | Artist  
IG: ginarubinpottery  
FB: Gina Rubin Art  
860.389.8638

Gina Rubin

18 Quarry Rd • Waterford, CT

860-389-8638 • [ginarubindesign@yahoo.com](mailto:ginarubindesign@yahoo.com)

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## **Professional Profile**

A people-first, community-oriented professional with experience in corporate sales, customer service, training and development, including educational policy and procedures, historic property rehabilitation and building codes, public service, and the financial and telecommunications services industries, with a strong understanding of economics and financial principles. Skilled at building trust with citizens, resolving conflicts, and managing complex operations that support community wellbeing. Background includes multi-layered education and training experience in a variety of corporate industries, municipal law-enforcement and support, small-business ownership, financial-sector leadership, telecommunications operations, and health & wellness coaching. Recognized for strong communication, empathy, problem-solving, and team leadership. Committed to strengthening community resources through collaborative decision-making and responsible governance.

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## **Professional Experience**

Certified Life Coach

Self-Employed • April 2000 – Present

- Coaching clients, both individuals and families, in personal development, communication, academic/career satisfaction, creativity and long-term goal achievement.
- Utilize structured methods to enhance personal and professional growth—skills valuable for enhancing social and community impact.

Artist & Studio Owner (2015–Present)

- Studio Artist and teacher, Life Coach creating wheel-thrown and hand-built pottery.
- Exhibiting locally in galleries/museums in CT, and nationally in NY, AZ, and Denver, CO. Awarded Elected Museum Artist at Mystic Museum of Art and Connecticut Academy of Fine Arts; Exhibiting work in community venues including Waterford Town Hall.

Founding Owner & Operator, BDLS, LLC

Waterford, CT • June 2009 – September 2023

- Managed a land-service and property management business, including field operations, scheduling, financial oversight, and customer relations.
- Handled marketing, retention strategies, payroll, and administrative processes.

Community Service Officer – Waterford Police Department

Waterford, CT • May 2015 – October 2018

- Interacted daily and educated town citizens, assisting with questions, concerns, reports, and service needs while providing professional customer service.
- Booking and supervision of prisoners, ensuring compliance with procedures, safety standards, and proper documentation.
- Records Division responsibilities, including maintaining police records, infractions, national LE database entries, and legal filing accuracy.
- Processed fingerprints, public intake reports, and pistol permits.
- Applied collaboration, conflict resolution, and de-escalation skills in sensitive municipal interactions with the public.

Branch Manager – Airgas, Inc.

Waterford, CT • May 2013 – May 2015

- Managed branch operations including sales, distribution, inventory, and safety program management.
- Supervised and trained employees and CDL drivers; maintained regulatory and safety compliance.
- Awarded for outstanding leadership and performance.

Business Operations Analyst – DirecTV/AT&T

Englewood, CO • March 1998 – December 2010

- Directed cross-functional teams across B2B sales, customer service, logistics, risk management, training, and escalations, driving operational efficiency and client satisfaction.
- Designed and implemented department-wide Client Relations training programs, standardizing best practices and enhancing service quality.

- Supervised, Coached and developed staff of up to 20 employees to strengthen communication skills and foster interdepartmental collaboration, improving workflow, operational performance, and data-driven decision-making.

Retentions Manager – CitiBank

Englewood, CO • January 1996 – March 1998

- Managed full-cycle talent operations of up to 2 exempt and 30 non-exempt full time employees and up to 20 temporary staff simultaneously, including hiring, training, HR oversight, payroll, and professional development for a diverse client relations B2B team.
- Spearheaded performance management initiatives, coaching staff to achieve measurable results while cultivating high levels of engagement and accountability.
- Developed advanced negotiation and conflict resolution strategies, consistently achieving retention and client satisfaction objectives.

Records Supervisor – UNIPAC / NELNET, Inc.

Englewood, CO • 1993 – 1996

- Oversaw records operations team, including hiring, training, and workflow optimization, ensuring high-performing team execution and operational efficiency for a night shift Team.
- Maintained strict compliance and accuracy in federal loan-servicing documentation, implementing quality controls and process improvements to mitigate risk.

Real Estate Agent – Keller Williams Realty

Denver, CO • 1993 – 1996 / 2009

- Guided buyers and sellers through residential real estate transactions, providing strategic market insights and fostering financially sound decision-making.
- Developed expertise in market analysis, negotiation, and neighborhood development and redevelopment, including initial historic property acquisitions, laying the foundation for subsequent restoration projects and awareness of community-level economic and preservation impacts.
- Managed and executed fix-and-flip projects, overseeing property renovations, tenant management, and operational logistics for multiple residential properties.

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## Education

University of Northern Colorado – B.A. Psychology\*

University of Colorado – Denver, School of Education – M.A. Counseling Psychology,  
Counselor Education\*

(\*transcripts available)

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## **Certifications & Skills**

- Certified Life Coach (CLC)
- Certified Clinical Medical Assistant (CCMA)
- Certified Master Personal Trainer (CMPT)
- Historic Home Rehabilitation
- Corporate Training & Development
- Customer Service & Community Relations
- Public Service Conflict Resolution & Mediation
- Records Management & Compliance
- Social Media & Marketing Strategy

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## **Awards & Recognition**

- Rookie of the Year – Airgas, Inc.
- Museum-Elected Artist, Mystic Museum of Art
- Elected Artist, Connecticut Academy of Fine Arts
- Best in Show – Ceramics, CAFA (2021)

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## **Board Positions Value Summary**

Education Board: Strong background in multi-layered education, training, policy and procedure knowledge, student and employee development, and communication.

Economic Development Board: Small-business ownership, financial industry experience, and understanding of local economic challenges and real estate markets.

Historic Building Board: Direct experience restoring historic homes , with practical knowledge of preservation, building codes, zoning, and community character.

## **GINA RUBIN**

18 Quarry Road, Waterford, CT 06385

860-389-8638

Website: TBA

Instagram: @GinaRubinCeramics, @GinaRubinStudio, @PotteryCoach

Facebook: Gina Rubin Art

### **Professional Affiliations**

• Elected Artist Member, Mystic Museum of Art (MMoA), Mystic, CT

• Elected Artist Member, Connecticut Academy of Fine Arts (CAFA)

### **Studio & Current Practice**

2021 – Present | Waterford, CT

Founder & Director, Gina Rubin Studio

• Built a full pottery and coaching studio from the ground up in 2020.

• Roles: Ceramic Instructor, Workshop Facilitator, Studio Manager, and Gallery Director.

• Organizes annual exhibitions, sales events, and holiday markets featuring original ceramic sculpture and functional ware.

• Offers Life Coaching and Somatic-Informed Personal Training within a creative wellness framework.

### **Artist Residencies**

2020 | Truro Center for the Arts at Castle Hill, Truro, MA

Ceramic Artist-in-Residence

• Worked under Ceramics Director Christopher Watt for two months in the Edgewood Artist Residency creative community.

• Responsibilities included loading, unloading, and firing community electric and gas kilns.

• D Exhibition: Surface-designed vases and vessels.

- Focus Areas: Surface design, underglazing, slip trailing, carving, sgraffito, waxing/striping, burnishing, raku, and cone-10 gas firing.
- Assisted in Producing 100 handmade soup mugs for Castle Hill's annual Holiday Soup Event.

## **Education**

- M.A. in Counseling Psychology, School of Education, University of Colorado at Denver
- B.A. in Psychology & Art, University of Northern Colorado

## **Awards & Honors**

- Best in Show, Ceramic Sculpture – Connecticut Academy of Fine Arts (CAFA), 2021
- First Place, Best in Show Ceramic Sculpture – University of Northern Colorado, Greeley, CO
- Elected Artist, Mystic Museum of Art (MMoA), 2018
- Permanent Installation, Chelsea Groton Bank, Groton, CT (Three photographic works, aided in branch design “Diner” concept, 2018)

## **Gallery Representation & Vendors**

- Spectrum Art Gallery, Centerbrook, CT — Represented Gallery Artist ([www.spectrumartgallery.org](http://www.spectrumartgallery.org))
- Vesta Salon, Waterford, CT — Featured Vendor (Mugs, Bowls, Vases) ongoing (2023- present).
- Ivy's Simply Homemade, Waterford, CT — Ongoing Vendor (2015–Present)

## **Selected Exhibitions**

### **Recent Highlights:**

- CAFA Annual Juried Exhibition, Lyme Academy Sill House Gallery, Lyme, CT — 2021
- Mystic Museum of Art, Annual Elected Artist & Member Show — 2016–2024

- Slater Memorial Museum, Norwich, CT — 72nd–75th Annual Connecticut Artists Juried Exhibitions (2016–2019)
- La Grua Center for the Arts, Stonington, CT — Juried Exhibitions (2016, 2018)
- Lyme Art Association, Old Lyme, CT — Juried Exhibitions (2016, 2017)  
Stonington Print Makers Association Exhibition
- Rockland Center for the Arts, Nyack, NY — Pride Exhibition & Group Shows (2016–2017)
- Mystic Museum of Art, PHOTO 38–40 Juried Photography Exhibitions (2016–2018)
- Hygienic Art Gallery, New London, CT — Multiple Juried Exhibitions & Annual “Salon” (2016–2020)
- Spectrum Art Gallery, Centerbrook, CT — “Kindness of Strangers,” “A Show of Hands,” “Into the Mystic” (2015–2018)
- Chelsea Groton Bank, Groton, CT — Permanent Photography Installation (2018)
- ArtBeat Magazine, Published Artist Profile (2017)

### **Photography & Community Work**

- Event Photographer, Ocean Beach Park (2016–2023), OUTCT New London Events, Connecticut College Forums
- Published Photographer, Chelsea Groton Bank Annual Publication (2018)

### **Art Markets & Festivals**

- Mystic Outdoor Art Festival – Juried Exhibitor (2016)
- Madison Arts Festival – Juried Exhibitor (2015)
- Waterford Farmers Market – Exhibitor (2014)
- Annual Autumn Arts Festival, Madison, CT (2017)

### **Additional Skills**

- Advanced ceramics techniques: surface design, raku, reduction firing, and porcelain sculpture
- Instructional design for art workshops and creative wellness programs
- Event coordination and exhibition curation
- Somatic and trauma-informed coaching practices for creatives to explore and regain artistic flow and creativity.

**TOWN OF WATERFORD**  
**GENERAL FUND**  
**CAPITAL PROJECT STATUS REPORT**  
**FY2026 SECOND QUARTER REPORT (October 1, 2025 thru December 31, 2025)**

**COLOR CODING**

Project is closed/completed and will be removed from next report.

New Project added - approved since last report or out of regular budget cycle

Project complete but being kept open for retainage (per contract) or final state review and closure

DATE APPROVED	DEPARTMENT	SOURCE	LINE ITEM	DESCRIPTION	APPROVED BUDGET	AMOUNT APPROPRIATED/ AVAILABLE	AMOUNT DESIGNATED	AMOUNT ENCUMBERED	AMOUNT EXPENDED	DATE UPDATED	COMMENTS
2/6/2023 BOE	CNR	20560-55020	CLARK LANE MIDDLE SCHOOL CHILLER REPLACEMENT	951,340	50,373	-	209,608	691,359	Project is still wrapping up. Two invoices will be coming to town finance over the next week, total \$1,46,775. This should be completely wrapped up by the end of January	12/18/2025	
7/1/2019 BOE	CNR	20560-57828	QH 1-YEAR RETRO COMMISSIONING	30,000	-	30,000	-	-	Initial estimate was considerably higher, this will end up being part of a larger project which is part of the CIR submission for 2027. Legislation gave a slight reprieve for the inspections, Quaker hill is the oldest elementary and will be the first one evaluated. I expect this project to go ahead in the winter of 2025. We're meeting with potential companies who can perform this evaluation.	12/18/2025	
7/1/2020 BOE	CNR	20560-57842	SCHOOL SECURITY	2,082,900	44,420	227,815	1,810,665	All building cameras, bollards, and fencing has been installed. Wrapping up billing with the contractors but this should wrap up the end of January as well. The only item that is left to do is the gates over at Waterford High School, this will be paid out of board funds though.	12/18/2025		
10/7/2024 BOE	CNR	20560-57893	GREAT NECK FIELD REMEDIATION	278,750	278,750	-	-	-	This project is ready to begin over the next 6 weeks.	12/18/2025	
7/1/2023 EMERGENCY NIGMT	CIP	32224-55908	APCO INTELLICOM GUIDE CARD SYSTEM	40,000	20,000	-	-	-	The APCO Intellicom Guide Card System is actively being built. The APCO Intellicom project is currently being worked on by NEXGEN and APCO. The bridge is completed and being tested for a live date this spring.	12/18/2025	
7/1/2023 EMERGENCY NIGMT	CIP	32224-55909	EVENTIDE NEXLOGDX RECORDER	88,701	88,701	-	-	-	Recorder will be bid in January 2026.	12/18/2025	
9/22/2025 EMERGENCY NIGMT	CNR	20522-57022	CONVERSION TO STATE RADIO SYSTEM	4,600,000	4,600,000	-	4,646,732	4,568	Project ongoing. Weekly meetings to be held through project.	12/18/2025	
7/1/2016 EMERGENCY NIGMT	CNR	20522-57794	MOBILE & PORTABLE RADIO REPLACEMENT PROGRAM	1,257,577	21,511	0	0	1,236,067	Balance to be used to reprogram radios to work on new state system.	12/18/2025	
7/1/2019 FACILITIES	CIP	31120-55851	ADA IMPROVEMENTS PD/YSB	87,000	48,636	0	12,600	25,764	Original bid produced costs above approved budget. Additional funds to be requested in FY27 budget.	12/16/2025	
7/1/2020 FACILITIES	CIP	31121-55851	ADA IMPROVEMENTS PD/YSB	80,700	76,061	0	0	4,639	Original bid produced costs above approved budget. Additional funds to be requested in FY27 budget.	12/16/2025	
7/1/2022 FACILITIES	CIP	41123-55904	USI REPAIRS 4311000 SECTION 12 (part 4)	250,000	209,377	0	40,028	110,325	Project complete and no more open for change and further refined estimate	12/15/2025	

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7/1/2016	FACILITIES	CIP	31117- 55803	PARKING LOT - YSB & POLICE	300,000	215,000	0	17,800	67,200	Project being rebid in February 2026.	12/16/2025
7/1/2017	FACILITIES	CIP	31118- 55803	PARKING LOT - YSB & POLICE	195,320	138,320	0	0	57,000	Project being rebid in February 2026.	12/16/2025
7/1/2024	FACILITIES	CNR	20511- 57740	COHAZIE REMEDIATION/DEMOLITION	40,000		40,000			Project on hold pending final decision regarding property (i.e. sell, develop, etc).	12/16/2025
7/1/2024	FACILITIES	CNR	20501- 57889	PUBLIC SAFETY COMPLEX HVAC	100,000		100,000			Will be a multi-year funding request before project can be bid and scheduled.	12/16/2025
7/1/2023	FACILITIES	CIP	31124- 55912	TOWN DOCK REPLACEMENT	40,000	40,000	-	-	-	- Will apply for a port authority grant for project. Grant is expected to open in January 2026.	12/16/2025
2/7/2021	FACILITIES	CNR	20511- 57872	ROOF & HVAC REPLACEMENT OF PUBLIC SAFETY BUILDING	409,400	4,769	0	14,250	390,331	Roof portion of project completed. HVAC portion will be a new FY2027 Capital request.	12/16/2025
11/9/2022	FACILITIES	CNR	20511- 57879	TOWN HALL BATHROOMS	474,080	2,582	0	5,445	466,053	Project completed and CO received. Holding final payment until paperwork (i.e. Manuals) received from contractor.	12/16/2025
7/1/2016	FIRE	CNR	20523- 57792	OSWEGATCHIE FIRE BUILDING IMPROVEMENTS	979,471	232,346	-	39,000	708,125	Project ongoing. Bid for project to be distributed in early January 2026.	12/18/2025
1/24/1941	FIRE	CNR	20523- 57888	GOSHEN ROOF REPLACEMENT	60,000		60,000			Bids came in over budget. Leaks have been repaired. Project being reviewed on how to move forward to replace entire roof.	12/18/2025
7/1/2025	FIRE	CIP	32326- 55923	COHAZIE AIR CONDITIONING	15,000	-	-	15,000	-	Alarm strobe in the way of install has been relocated. Received three quotes for closing the holes in wall of existing AC's. 10,000, 7,500, and 4,850. Accepted \$4,850 today with Shea. Following this work, Dunclee can finally commence installation.	12/18/2025
7/1/2023	FIRE	CNR	20523- 57777	SCBA UPGRADES	414,000	54,168	-	-	405,831	Funds appropriated and purchase orders being issued.	12/18/2025
7/1/2019	FIRE	CNR	20523- 57791	JORDAN TRAFFIC LIGHT UPGRADE	35,460	-	-	35,460	-	Quote received. State now reviewing project and awaiting their approval to move forward with project.	12/18/2025
2/6/2023	IT	CIP	34723- 55021	AUDITORIUM MEETING ROOM	272,000	64,358	-	-	207,642	Project complete except for integration with webx and zoom capabilities. Currently testing Zoom configuration.	12/15/2025
7/1/2025	IT	CNR	20547- 57775	VIRTUAL SERVERS	88,500		88,500			Project is a 2 year project. 2nd year funding request will be submitted in FY27.	12/15/2025

**TOWN OF WATERFORD**  
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7/1/2023 IT	CNR	20547- COMPUTER REPLACEMENTS	57882	POCD	74,925	-	74,925	-	34,180	On schedule for FY26 replacement plan.	12/15/2025
7/1/2019 PLANNING	CNR	20511- 57840			100,000	10,104	0	0	89,856	Complete draft is with the chairman. Chairman has not released to full commission for their review. Waiver requested and approved because completion and submission will be past the due date.	12/15/2025
7/1/2022 PLANNING	CNR	20511- 57870		MAGG POINT IMPROVEMENTS	400,000	20,408	0	66,330	313,262	Signage installed and PO issued for electric panel and platform.	12/15/2025
7/1/2024 PUBLIC WORKS	CIP	33025- 55920		NIANTIC RIVER ROAD SIDEWALK REPLACEMENT PLAN	25,000	10,000	0	0	15,000	Grant is in review by the state to determine if grant is awarded to Waterford.	12/16/2025
8/7/2023 PUBLIC WORKS	CNR	20530- 57886		PAVING (OLD NORWICH ROAD)	1,053,000	428,823	0	59,800	564,377	WUC completed plastic replacements, Paving and striping completed. Manhole covers to be completed in Spring 2026.	12/16/2025
7/1/2025 PUBLIC WORKS	CIP	33026- 55925		ROAD RISK ASSESSMENT	55,000	55,000	0	0	0	On-call engineers to generate quotes for a Sustainability / Flooding plan (Niantic River Road and Gardiner's Road). Expect to award a contract for the study in January 2026.	12/16/2025
7/1/2021 PUBLIC WORKS / LIBRARY	CNR	20536- 57848		LIBRARY HVAC UPGRADE	1,596,278	(165,629)	0	151,306	1,610,600	Heating completed. A/C will be testing in April 2026. Grant reimbursement requested.	12/16/2025
12/1/2025 PUBLIC WORKS	CNR	32926- 55924		LIBRARY ELECTRICAL PANEL PAVING	25,000	25,000				Expected to start project in January 2026.	12/15/2025
12/1/2025 PUBLIC WORKS	CNR	20529- 57871		MARINE UNIT UPDATES	1,533,233					Project will be scheduled once State releases their state bid awards in April 2026.	12/15/2025
7/1/2025 POLICE	CIP	33723- 55838		POLICE DEPARTMENT BLDG HVAC	25,000	25,000			23,850	Work completed. Will be closed once final invoices are received.	12/18/2025
7/1/2025 POLICE	CNR	33725- 55921		CHILDREN'S PLAYGROUND EQUIPMENT	40,000	40,000	0	0	0	New FY26 project.	12/18/2025
7/1/2022 REC&PARK	CIP	33727- 55838		CHILDREN'S PLAYGROUND EQUIPMENT	25,000	25,000	0	0	0	Color palette being reviewed. Installation to be in Spring 2026.	12/16/2025
7/1/2025 REC&PARK	CNR	33728- 57798		CHILDREN'S PLAYGROUND EQUIPMENT (CIVIC TRIANGLE)	10,500	3,300			7,200	Original quote approx \$100,000, Obtaining additional quotes in conjunction with other open projects; reviewing State CHRO requirements before submitting request to complete project.	12/23/2025
7/1/2024 REC&PARK	CIP	33729- 55921									

**TOWN OF WATERFORD**  
**GENERAL FUND**  
**CAPITAL PROJECT STATUS REPORT**  
**FY2026 SECOND QUARTER REPORT (October 1, 2025 thru December 31, 2025)**

**COLOR CODING**

Project is closed/completed and will be removed from next report.

New Project added - approved since last report or out of regular budget cycle

Project complete but being kept open for retainage (per contract) or final state review and closure

DATE APPROVED	DEPARTMENT	SOURCE	LINE ITEM	DESCRIPTION	APPROVED BUDGET	AMOUNT APPROPRIATED/ AVAILABLE	AMOUNT DESIGNATED	AMOUNT ENCUMBERED	AMOUNT EXPENDED	COMMENTS	DATE UPDATED
7/1/2024	REC&PARK	CNR	20537- 57878	PLEASURE BEACH ACCESS WALK REPAIRS	145,000		145,000			6,000 Original bids were above approved amount. Awaiting quotes from vendors with a narrower scope of work.	12/23/2025
7/1/2021	REC&PARK	CIP	33772- 55836	EQUIPMENT STORAGE PLAN	21,000	4,250	0	8,905	7,945	Exterior of plan is complete. Working on interior portion of plan for new capital project request.	12/23/2025
7/1/2024	REC&PARK	CNR	20537- 57735	LEARY PARK ROAD/PARKING LOT/DRAINAGE	20,000	0	20,000	0	0	Original quote is \$26,000. Requesting 3 additional quotes from on-call engineering firm.	12/23/2025
8/3/2022	WUC	ARPA	23507- 55012	OLD NORWICH PS UPGRADE	1,341,317	-	0	0	0	1,341,317 ARPA part of the project is complete. Remaining projects work and expenditures will be under account 20531-55012	11/18/2025
7/1/2020	WUC	CNR	20531- 57816	OLD NORWICH PUMP STATION REHABS	1,680,369	106,318	0	938,509	635,541	Ongoing. About 90% completed. Active construction begun with expected completion in February 2026.	12/15/2025
.	WUC	CIP	33123- 55019	CONTRACT #1 SEWER INTERCEPTOR EASEMENT ACCESS	250,000	141,581	0	0	14	108,405 Contract awarded to Advanced Resources. Work expected to be 5 months.	12/15/2025
7/1/2022	WUC	CIP	33123- 55895	ROOF & SIDING REPLACEMENT	50,000	16,719	0	0	0	33,281 Ongoing. Summer work completed. Work will be resumed next spring/summer.	12/15/2025
7/1/2018	WUC	CNR	20531- 57685	MITIGATION & CONTROL	388,303	235,865	-	-	-	152,437 Contract signed to pilot new Alprogram to remove subjectivity and standardize process.	12/15/2025
7/1/2025	WUC	CNR	20531- 57894	CROSS COUNTRY SEWER MAIN ACCESS	200,000	200,000				Contract signed and will start after Contract #1 Sewer Interceptor Easement completed.	12/15/2025
7/1/2025	WUC	CNR	20531- 57895	WATER TANK ASSET MANAGEMENT	46,222	46,222				Contract signed.	12/15/2025
7/1/2025	WUC	CNR	20531- 57896	BARLETT CORNER WATER BOOSTER	166,950	166,950				Requested cost estimate from Haley Ward.	12/15/2025
8/4/2025	WUC	CNR	20531- 57898	ENGINEERING STUDY	125,000	-	-	-	-	Contract awarded to Resilient Land and Water, LLC.	12/16/2025
4/3/2023	WUC	CNR	20531- 57881	WATER PLASTICS SERVICES REPLACEMENT	731,300	84,985	260,000	24,008	622,504	Work is ongoing. Continuing to work in conjunction with DPW paving schedule. Moving onto Eversource Roads in District 2 and then town roads in District 2.	12/15/2025

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



PHONE: 860-442-0553  
[www.waterfordct.org](http://www.waterfordct.org)

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**MINUTES**  
**BOARD OF SELECTMEN REGULAR MEETING**  
**Tuesday, December 16, 2025**  
**5:00 PM**  
**Waterford Town Hall (Auditorium)**

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

**1. Call to Order & Roll Call: 5:02 PM**

In Attendance: First Selectman, Robert Brule; Selectman, and Rich Muckle  
Late: Selectman, Greg Attanasio (5:02 PM)

**2. Pledge of Allegiance**

**3. Public Comment:** Joshua Steele Kelly - re: Charter Revision Commission (gave handout); Thomas Schacht – Water Supply Planning (email)

**4. Public Works:** To consider and act on a request from the Public Works Director, Gary Schneider, for an additional appropriation of \$10,027 to line 10130-51520 (Highway Maintenance) for an employee payout and if approved, forward to the BOF as required.

**MOTION** by Muckle, seconded by Attanasio, **VOTING IN FAVOR: 3-0 PASSED**

**5. Public Works:** To consider and act on a request from the Public Works Director, Gary Schneider, for an additional appropriation of \$14,220 to line 10130-51530 (Refuse Collection) for an employee payout and if approved, forward to the BOF as required.

**MOTION** by Muckle, seconded by Attanasio, **VOTING IN FAVOR: 3-0 PASSED**

**6. Public Works:** To consider and act on the following request for a FY26 In-Series Transfer from Director of Public Works, Gary Schneider, in the amount of \$4,000 to cover the cost of street tree maintenance due to the tree truck still being out for repair with a new arrival date of mid-January.

**MOTION** by Muckle, seconded by Attanasio, **VOTING IN FAVOR: 3-0 PASSED**

7. **Public Works:** To consider and act on a recommendation from Purchasing Agent, Shea Davy, on behalf of Director of Public Works, Gary Schneider, for surplus disposal of six (6) – 8 cubic yard meta dumpsters (not listed on the asset listing) and a 2012 Ford F-250, VIN #1FTBF2B68CEA59387, ASSET #101133, FLEET ID H19, as these items have past their service life and been replaced.

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

8. **Utilities Commission:** To consider and act on a recommendation from Shea Davy, Purchasing Agent, on behalf of the Director of Utilities, Jill Stevens, to award the bid to Resilient Land and Water, LLC, to identify the Capital requirements surrounding the potential renewal of the Waterford/New London Interlocal Water Agreement in the amount of \$110,000. Funds will be available in line # 20531-57898 (Engineering Interlocal Water).

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

9. **MOTION** by Muckle and seconded by Brule to move #14, Appointments & Resignations, to #9 VOTING IN FAVOR: 3-0

**Appointments & Resignations:**

- 9a. To consider and act on an interim, alternate appointment of Anne Darling, (R) to the Zoning Board of Appeals, due to a vacancy until the next town election (11/02/2027).

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

- 9b. Resignation by Debra Walters, (U) Member, from the Historic Properties Commission.

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

10. **Emergency Management – State Homeland Security Grant Program Region 4 Memorandum Agreement:** RESOLVED, that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and FURTHER RESOLVED, that Robert J. Brule, as First Selectman of the Town of Waterford, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Waterford and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

**11. Fire Services:** To consider and act on the following request for a FY26 Out-of-Series Transfer from Director of Fire Services, Chris Haley, in the amount of \$4,019 to cover the cost of W-25 tire replacement, and forward on to the Board of Finance if approved.

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

**12. Fire Services:** To consider and act on the following request for a FY26 Out-of-Series Transfer from Director of Fire Services, Chris Haley, in the amount of \$6,000 to cover the cost of rear tire replacement on W-41 and W-36, per DOT inspection, and forward on to the Board of Finance if approved.

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

**13. Fire Services:** To consider and act on a recommendation from Purchasing Agent, Shea Davy, on behalf of Director of Fire Services, Chris Haley, for surplus disposal of a Brush Truck Fire Pump and Tank Skid Unit, as these items have outlived their usefulness to the department.

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

**14. Fire Services:** To consider and act on a recommendation from Purchasing Agent, Shea Davy, on behalf of Director of Fire Services, Chris Haley, for surplus disposal of several items including self-contained breathing apparatuses, self-contained breathing regulators, rapid intervention pack, submersible pumps, tools, lights, spreader, cutter and a ska-pak cylinder, as these items have outlived their usefulness to the department.

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

**15. New Business:** Reval & Solar Legislation update from Paige Walton, Assessor; Crystal Mall updates from Rob Brule and Charter Revision discussion from Greg Attanasio

**16. Old Business: NONE**

**17. Correspondence:**

17a. The First Selectman has re-appointed Michael Buscetto, (U) to the Economic Development Commission, to fill the term of 9/1/26-8/31/30 as a member.

17b. US Treasury Report – Final Quarterly thru 12.31.25

17c. State of CT Additional Revaluation email from Rob Brule

**17d.** Council of Government Letters of Support for Changes to Reval

Cycle email from Rob Brule

**17e.** Solar Legislation Letter – email from Rob Brule

**18. Consent Agenda**

**18a.** Tax Refund: To approve and act on repayment of tax refund in the amount of \$5,207.14

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

**18b.** Board of Selectmen Regular Meeting Minutes November 18, 2025

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED

**19. Adjournment: 6:18 PM**

**MOTION** by Muckle, seconded by Attanasio, VOTING IN FAVOR: 3-0 PASSED