AGENDA
TOWN COUNCIL
Monday, May 6, 2024
7:00 PM
Town Council Chambers, 505 Silas Deane Highway

A. Pledge of Allegiance

B. Recording of Attendance by Town Clerk

Presentations

Keane On Kids

Kid Mayor Presentation

Proclamation Recognizing Asian American, Native Hawaiian and Pacific Islander Heritage Month

Proclamation Recognizing National Police Week 2024

Police Department Activity Report

C. Hearings

D. Public Comment

E. Council Reports

F. Council Comments

G. Town Manager's Report

H. Town Clerk Communications

I. Bids

1. Contract Award Recommendation - Website Software, Design & Implementation
   Recommended Motion: Motion to authorize the Town Manager to award the contract for website software, design and implementation to CivicPlus, LLC.
   CivicPlus Proposal 2024-04.pdf
   RFP 2024-04 Website Implementation Bid Tab.JPG

J. Consent Agenda

1. Resignations from Boards & Commissions

Motion to approve the resignation of Jeff Kotkin from the Board of Assessment Appeals.
2024-05-06 RESIGNATIONS.pdf

2. Appointments to Boards & Commissions
Motion to approve the appointment of Brent Owen from Alternate to Member on the Board of Assessment Appeals for the term 5-6-2024 to 6-3-2028.
2024-05-06 Appointments.pdf

3. Minutes for Approval
Motion to approve the minutes of the April 1, 2024 Regular Town Council Meeting.
Motion to approve the minutes of the April 15, 2024 Regular Town Council Meeting.
Motion to approve the minutes of the April 15, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 17, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 24, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 25, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 29, 2024 Special Town Council Meeting.
Motion to approve the minutes of the May 1, 2024 Special Town Council Meeting.
2024-04-01 Minutes (unapproved).pdf
2024-04-15 Special Meeting Minutes (unapproved).pdf
2024-04-15 Meeting Minutes (unapproved).pdf
2024-04-17 Special Meeting Minutes (unapproved).pdf
2024-04-24 Special Meeting Minutes (unapproved).pdf
2024-04-25_Special_Meeting_Minutes__unapproved_.pdf
2024-04-29 Special Meeting Minutes (unapproved).pdf
2024-05-01 Special Meeting Minutes (unapproved).pdf

4. 2024 Suspense List
Recommended Motion: Motion to approve the suspension of the uncollectable taxes as listed in the attachment.
Suspense List Memo 04232024.doc
March 2024 Suspense Cleanup.pdf

5. 2024 Pavement Preservation Program Contract Award
Recommended Motion: Motion to to allocate $150,000 from the CNEF Pavement Maintenance Account to complete crack seal and fog seal for the 2024 Pavement Preservation Program and to authorize the Town Manager to execute a purchase order with Sealcoating, Inc for the same amount to complete crack seal and fog seal based on their bid unit price in the Capital Region Council of Governments (CRCOG) Solicitation #751 for Asphalt Pavement Crack Sealing.
2024-05-06 PavementPreservation2024 Supplemental.pdf

6. 2024 Pavement Marking Program Contract Award
Recommended Motion: Motion to allocate $50,000 from the Engineering operating budget for pavement markings and to authorize the Town Manager to execute a purchase order with Atlantic Pavement Marking, Inc. for the same amount to complete pavement markings along local roads based or their bid prices in the Capital Region Council of Governments (CRCOG) Solicitation #755 for Traffic Guidelines and Painted Pavement Markings.
2024-05-06 PavementMarkings2024 Supplemental.pdf

K. Approval of Ordinances and Resolutions

L. Unfinished Business

1. Kycia Farm Concept Plan (Tabled 4/1/2024)
Recommended Motion: Motion to authorize the Town Manager to contract with a consultant to develop the Kycia Farm Master Plan, taking into account, but not beholden to the following:

1) A holistic approach to the entirety of the area owned by the Town known as Kycia farm **and its adjacent lands**.
2) The Kycia Farm concept plan developed during a public meeting.
3) The future needs of the Board of Education and the Elementary Schools Building Committee.
4) The UCONN Studies of Kycia farm.
5) Grant/funding opportunities for the land.
6) Information and surveys given to the Council from the Kycia Farm Committee.
7) The needs for sporting facilities and public recreation.
8) Other parks/fields within Wethersfield and their association with the Kycia farm **and its adjacent lands**.
9) Other outreach, data, and information the consultant may from time-to-time need

and to authorize the Town Manager to immediately issue an RFP to have a consultant develop a master plan for the property, incorporating adjacent Town properties.
Kycia_Farm_Council_Memo_2024.pdf
Preliminary_Kycia_Layout.pdf
Kycia_Farm_Correspondence.pdf
Kycia_Public_Feedback.pdf

2. Kycia Farm - Unlocking Property for Programs and Activities
Recommended Motion: Motion to authorize the Town Manager to immediately unlock the land known as Kycia Farm property for the following uses:

1) Appropriate use, as authorized by the Town Manager, for events such as concerts, shows, plays, art exhibits, and other reasonable uses by the Town or by our community partners.
2) Limited agricultural use as authorized by the Town Manager in the areas designated for such purpose by the March 2024-Kycia Farm Concept plan.
3) Educational use of the entire property as authorized by the Town Manager.
4) Active or Passive recreational activities as authorized by the Town Manager such as walking and running trails, bird watching, orienteering, and any other uses consistent and appropriate for the property.

The Town Council also instructs the Town manager to:

1) Take down any private property signs with the exception of any signage required to protect the house on the property (to be done once any potential hazards have been removed from the property and the Town's insurer has done a site inspection).
2) Install new signs inviting people to use the property for public use similar to the Wilkus farm property.
3) Investigate possibilities for temporary parking similar to the Wilkus farm property.

M. New Business

1. Application for Transportation Alternatives (TA) Program funds for Sidewalk Gap Closures
Recommended Motion: Motion to authorize the Town Manager to submit an application to the Transportation Alternatives Program administered by the Connecticut Department of Transportation on behalf of the Federal Highway Administration (FHWA) for up to $1,000,000 in funding to close existing "gaps" in the sidewalk networks near elementary schools.

2. Flag Flying Requests
Recommended Motion: Motion to approve the flying of the following flags for the days identified:

Approval of the flying of the following flags:

June 2024	LGBTQ Progress Flag
June 19, 2024	Juneteenth Flag - followed by the Progress Flag for remainder of June
July 11, 2024	Bosnian Genocide Remembrance Day
September 6, 2024	The Royal flag of France (prior to the Revolution) for Lafayette, for a special event commemorating his birthday.
September 11, 2024	First Responders Flag
October 2024	Italian Flag - Italian Heritage Month
November 11, 2024	Armed Forces Flag - Veterans Day
March 17, 2025	Irish Flag for St. Patrick's Day
May 4, 2025	Firefighters Flag for Firefighters Day

3. Noise Camera Legislation
   Recommended Motion: Motion to have the Town Manager draft and the Mayor sign a letter indicating the Town's support for and need to pass Senate Bill 454 - An Act Allowing Noise Violation Monitoring Devices. The letter will explain our citizens' daily frustration and loss of quality of life because of intentionally loud vehicles, especially in the dense suburb of Wethersfield. It will further explain the Town's desire to use these devices as a deterrent to the use of intentionally loud vehicles which will improve our citizens' quality of life.

N. Ordinances and Resolutions for Introduction

1. R24-003 Resolution Authorizing the Town to enter into with and deliver to the State Department of Energy and Environmental Protection any and all documents which it deems necessary to carry out the Spring Street Pond Project.
   For introduction only. No action required at this time.

O. Public Comment

P. Executive Session

Q. Adjourn

Meeting Viewing Options

Town of Wethersfield YouTube Channel Wethersfield Government Access TV
COX channel 16 or Frontier channel 1601
Town of Wethersfield's Facebook page

Written comments accepted at council.comments@wethersfieldct.gov

TOWN COUNCIL AGENDA ITEM
Keane On Kids

DATE: May 6, 2024

DEPARTMENT:

REQUESTED BY:

ITEM: Keane On Kids

ITEM DESCRIPTION:
The Keane on Kids After School Enrichment Program is sponsored by the Keane Foundation and provides a variety of programs at all Wethersfield Elementary Schools. The previous Town Council provided some ARPA funding to allow for musicals this year in all five elementary schools. Tonight's performance is the musical cast from the Seussical production at Webb Elementary School.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:

TOWN COUNCIL AGENDA ITEM
Kid Mayor Presentation

DATE: May 6, 2024

DEPARTMENT: Town Manager

REQUESTED BY: Mayor Lesser

ITEM: Kid Mayor Presentation

ITEM DESCRIPTION:
Wethersfield students from Grade 5 & 6 were asked to submit an essay about why they want to be kid mayor and what changes or improvements they would make for the Wethersfield Community. One winning entry was selected from each school and announced at the Town Council meeting on March 18th. Each winner will be invited to attend a future Town Council meeting, sit in the Mayor's seat at the dais and read their essay at the meeting.

Tonight: Filza Nasir, Webb Elementary School

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:

TOWN COUNCIL AGENDA ITEM
Proclamation Recognizing Asian American, Native Hawaiian and Pacific Islander Heritage Month

DATE: May 6, 2024

DEPARTMENT: Town Clerk

REQUESTED BY: Mayor Lesser

ITEM: Proclamation Recognizing Asian American, Native Hawaiian and Pacific Islander Heritage Month

ITEM DESCRIPTION:
During the month of May we celebrate the Asian American, Native Hawaiian, and Pacific Islander (AA and NHPI) communities. From Native Hawaiians and Pacific Islanders whose ancestors have called their lands home for hundreds of years to Asian immigrants who have newly arrived and those whose families have been here for generations — AA and NHPI heritage has long been a part of the history of our community as well as our country. With this proclamation, the Town Council encourages everyone to observe this month by acknowledging the history and challenges faced by Asian American, Native Hawaiian, and Pacific Islander, and paying tribute to this community for its strength, perseverance, character, and contributions, all of which enrich our lives.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:

TOWN COUNCIL AGENDA ITEM
Proclamation Recognizing National Police Week 2024

DATE: May 6, 2024

DEPARTMENT: Town Clerk

REQUESTED BY: Mayor Lesser

ITEM: Proclamation Recognizing National Police Week 2024

ITEM DESCRIPTION:
To recognize National Police Week 2024 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:

TOWN COUNCIL AGENDA ITEM
Police Department Activity Report

DATE: May 6, 2024

DEPARTMENT: Police Department

REQUESTED BY:

ITEM: Police Department Activity Report

ITEM DESCRIPTION:
Bi-monthly police activity update.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:

AGENDA ITEM NO. I.1

TOWN COUNCIL AGENDA ITEM
Contract Award Recommendation - Website Software, Design & Implementation

DATE: May 6, 2024

DEPARTMENT: Information Technology Services

REQUESTED BY: Michael O'Neil, Director of Finance

ITEM: Contract Award Recommendation - Website Software, Design & Implementation

ITEM DESCRIPTION:
The Town of Wethersfield solicited bids for the software, design and implementation of a new Town website.

The current Town website was implemented over a decade ago and new feature and accessibility tools are to be included in the new website design to provide our constituents with easy access to important information.

TOWN BID/RFP#:	RFP 2024-04 - Website Software, Design & Implementation	**STATE CONTRACT #:**	
BID/RFP DATE:	2023-10-20	**TERM:**	
RENEWALS:	**TERMS OF RENEWAL:**		
COST:	$7,033 annual maintenance, $36,084 for implementation	**BUDGET SOURCE/AMOUNT:**	Requested in FY25 Town Manager's Budget

JUSTIFICATION:
The Town's website is a key tool that our residents and visitors use everyday to access information and services offered by the Town. The current webpage was developed over a decade ago. Technology and tools developed over that time greatly enhance the webpage user experience and include ADA accessibility improvements now required. Generally, website designs should be updated/refreshed every 3-5 years at a minimum. Our webpage is long overdue for a redesign.

IMPACT IF NOT APPROVED:
Our constituents will not have the ability to access the information and services provided by modern, updated web pages.

DEPARTMENT HEAD COMMENTS:
I recommend approval of the award of a contract for website software, design and implementation to CivicPlus, LLC. Staff interviewed four different firms and unanimously selected CivicPlus as the preferred vendor to implement this critically important project. Bid tabulation detailing all bidders is attached.

TOWN MANAGER COMMENTS:

I recommend approval of the contract award for website software, design and implementation to CivicPlus, LLC. as recommended by the staff and the department director.

ACTION REQUIRED:
Recommended Motion: Motion to authorize the Town Manager to award the contract for website software, design and implementation to CivicPlus, LLC.

ATTACHMENTS:
CivicPlus Proposal 2024-04.pdf
RFP 2024-04 Website Implementation Bid Tab.JPG

CIVICENGAGE
municipal websites
CENTRAL

Website Software, Design and Implementation

#2024-04

The Town of Wethersfield, Connecticut

PRESENTED BY:

Ryan Anderson, Account Executive

November 30, 2023 at 2:00 p.m.



CIVICPLUS

Novermber 30, 2023

Town of Wethersfield
Purchasing Agent - Finance Department, 2nd Floor
505 Silas Deane Highway
Wethersfield, CT 06109

RE: Website Software, Design and Implementation | #2024-04

Dear Selection Committee:

Every interaction between a member of your community and your local government is an opportunity to create a positive civic experience. At CivicPlus, LLC (CivicPlus), our mission is to help make local governments work better. To do that, we build technology solutions to empower you and your staff to create digital interactions that are personal, one-stop, and frictionless.

With CivicPlus' Municipal Websites Central (Web Central) content management system (CMS) the Town of Wethersfield (Town) won't simply be getting a website—you'll also obtain the tools to build a trusted and long-term relationship between you and your residents. By partnering with CivicPlus, you'll receive:

- Responsive design that is available to your residents from anywhere on any device
- Comprehensive suite of modules and tools tailored to the functionality you need most
- Guaranteed redesign after four years of service to keep your website fresh and innovative
- Hands-on migration of existing content by our team of experts
- 24/7/365 emergency support with secure hosting and maintenance

Your new website will be developed on the most robust and flexible CMS available. Web Central is an easy-to-use suite of cloud-based tools built specifically for local government. You'll be able to inform and empower your residents and staff in more efficient ways.

I welcome the opportunity to discuss our proposed solution for the Town and answer any questions you may have about partnering with CivicPlus.

Sincerely,



RYAN ANDERSON
Account Executive
ryan.anderson@civicplus.com
502.310.2943

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Company Overview

CivicPlus History



CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.

Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

25+ Years

12,500+ Customers

900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree

GovTech 2023 Top 100 Company

Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,500 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.



Contact

Ryan Anderson
Account Executive
ryan.anderson@civicplus.com
502.310.2943

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



References & Portfolios

ORANGE, CONNECTICUT

orange-ct.gov

Mary Shaw, Secretary Board of Selectmen
E: mshaw@orange-ct.gov
P: 203.891.4737



WEST HAVEN, CONNECTICUT

cityofwesthaven.com

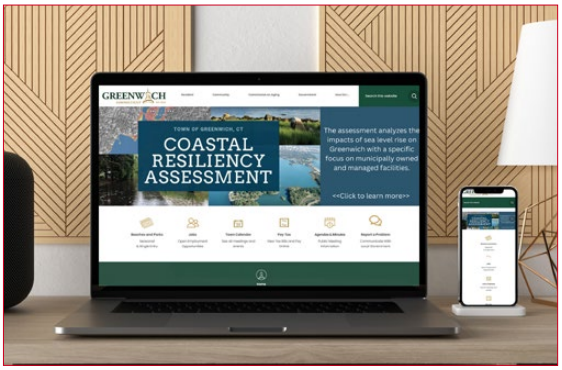
Mike Walsh, Public Relations Information Coordinator
E: walsh@westhaven-ct.gov
P: 203.937.3560 Ext. 2032



GREENWICH, CONNECTICUT

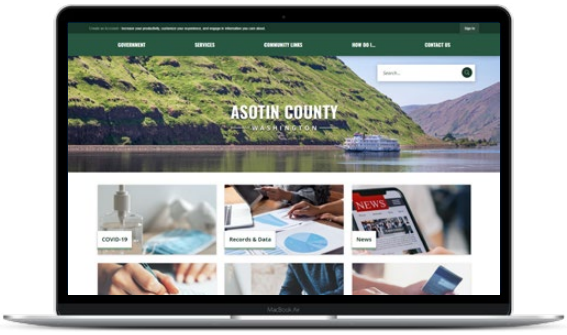
greenwichct.gov

Thomas Klein, IT Director
E: thomas.klein@greenwichct.org
P: 203.622.6448

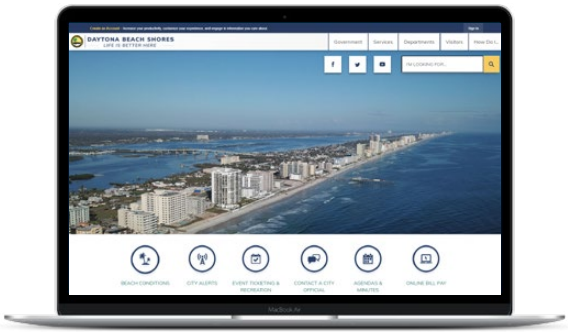


Design Portfolio

The included design portfolio demonstrates the quality of design and functionality that can provide you with an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for reference.



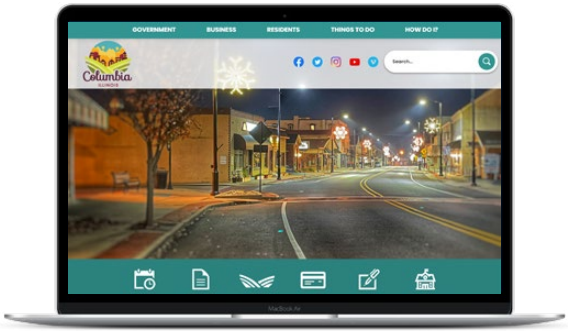
Asotin County, Washington
co.asotin.wa.us



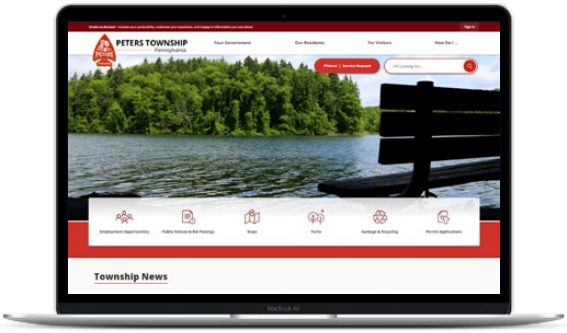
Daytona Beach Shores, Florida
dbshores.org



Crown Point, Indiana
crownpoint.in.gov



Columbia, Illinois
columbiaillinois.com



Peters Township, Pennsylvania
peterstownship.com



Reno, Texas
renotexas.us

Project Team

From project management to design and development to training and support, a professional and experienced project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Based on our years of experience administering projects, it has become our policy to assign individual team members at the project start that connect with your style and municipality's needs. As such, we do not provide names or resumes of team members during the RFP process. Rest assured that your project team, once assigned, will deliver the attention and effort you need and deserve to create a website that achieves your vision of success.

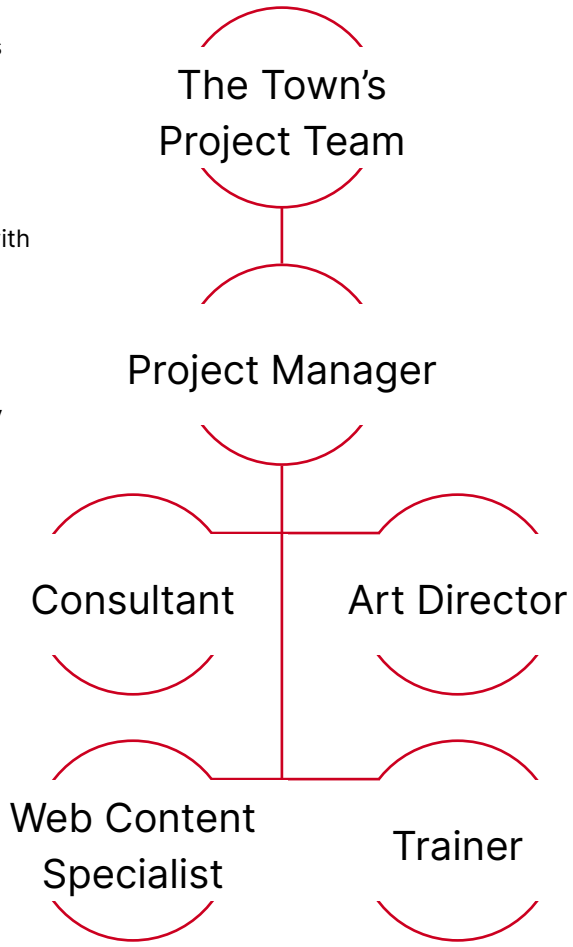
Project Manager – Provides communication, establishes project plan, schedules project resources, facilitates project tasks, ensures requirements are met according to scope

Consultant – Examines current state, recommends solutions to challenges, provides actionable steps for implementation

Art Director – Establishes vision for website design, collaborates with graphic design team to create website design to meet your needs, coordinates design application to functioning website

Web Content Specialist – Guides content development process, ensuring application of best practices for usability and accessibility

Trainer – Educates your team to use the Web Central system and demonstrates effective use of tools and functionality



Team Leaders

Our expert team leaders will coordinate qualified specialists who will work directly with you throughout your project development and beyond.



TIFFANY WILLIAMSON, SENIOR VICE PRESIDENT OF PRODUCT

Education – BA Speech Communication, JD Pepperdine University School of Law

Resume – Chief Technology Officer & General Manager, VP Operations & Global Segment Marketing, VP Global Segment Planning & Marketing, Director, Strategic Planning

15+ Years Experience – Building and scaling SaaS platforms for the Government, Education, and Legal markets



ADAM BLOCK, SENIOR DIRECTOR OF PROFESSIONAL SERVICES

Education – BS Business Administration Management; Economics

Resume – Lead Project Manager; Financial Services

10+ Years Experience – Project Management; Business Management; Team Building; Customer Service



JEREMY WILSON, SENIOR DIRECTOR OF CUSTOMER SUCCESS

Education – BS Political Science

Resume – Assistant Manager of Account Management; Solutions Specialist

5+ Years Experience – Customer Service; Leadership Sales; Team Building



JIM FLYNN, DIRECTOR OF INFORMATION SECURITY

Education – BA Computer Information Systems

Resume – Chief Systems Architect; Information Technology Director; Software Engineer

20+ Years Experience – Cybersecurity; Hosting; Network Infrastructure; System and Software Architecture

Executive Summary

CONTENT MANAGEMENT SYSTEM	**Streamline your processes** and add self-service options to reduce calls and walk-ins with our easy-to-use CMS specifically designed for local government. **Provide access** to your website from any device, screen size, and orientation with a responsive and optimized design. **Ensure information is easily accessible for all your residents** with a website that is highly compliant with the accessibility standards outlined within Section 508 and WCAG Level A & AA at go live.
IMPLEMENTATION	**Rely on a dedicated team of industry experts** as they guide you through implementation. **Lean on your consultant** as they evaluate your specific needs and make recommendations for solutions to meet your goals. **Collaborate with your art director** to develop a design that captures your community's unique brand. **Enhance your content for usability and accessibility** with intuitive navigation as our Content Development Team performs a hands-on migration of content, documents, and images to your new website. **Participate in personalized one-on-one education** led by a CivicPlus trainer so you can confidently update your website long after launch.
HOSTING, SECURITY, & SUPPORT	**Maintain peace of mind** with an enterprise-level hosting environment monitored 24/7/365 and backed by a guaranteed 99.9% uptime (excluding maintenance). **Reach out to our award-winning, in-house Technical Support Team** available via chat, phone, and email with your questions or access self-service tutorials and user guides on the CivicPlus Help Center 24/7/365. **Receive continuous system updates** to keep your system running at the optimal capacity. **Partner with your customer success manager** who will help you use the tools and products CivicPlus offers to create an ongoing strategy to better engage your residents.

RFP Requirements

TECHNICAL REQUIREMENTS

a. Use an open source platform, or similar capabilities, as approved by the Town

The CivicPlus Web Central CMS is a proprietary SaaS solution that is built specifically for local government. As a proprietary CMS, ithas a number of benefits when compared to an open source CMS:

- Usability – Web Central is easy to use regardless of experience level. If desired, advanced users are able to use HTML code throughout the site using the HTML widget.
- Maintenance and Security – With regular updates and enhancements, you can be confident that the CMS for your website is up-to-date and secure so all you have to do is update the content.
- Tailored for You – Web Central was built specifically for government use. In addition, your website will be custom-developed for you and your citizens.
- Client Led Roadmap – Having complete control of our Proprietary CMS allows CivicPlus to focus on the development our Government clients are asking for. We focus on the tools our Government users and their constituents need for a more productive tomorrow.

b. Assist with installation and configuration of all the necessary environments (e.g., Dev, Test, Staging, Production, etc.) with the appropriate process incorporating planning, design, content, coding, testing and maintenance

Within our CMS, development, staging, and production sites are one in the same. All functionality has a preview function for staging and testing without the need to publish. For an additional fee we can provide a separate environment to test development. These would not be merged to the live site.

c. Create mechanisms to automatically migrate data from Staging to Production or from Production to Staging, and create ability to refresh environments from Production, when necessary

Development, staging, and production sites are one in the same. All functionality has a preview function for staging and testing without the need to publish. For an additional fee we can provide a separate environment to test development. These would not be merged to the live site.

d. Provide beta testing to include card sorting, usability testing and other tools to gather input on the new site functionality; Provide a design utilizing HTML5/CSS3, and have the ability to install and utilize plug-ins for additional features and functionality;

CivicPlus has a Quality Control Team which checks for errors in 3 categories: Usability, Consistency, and Editing and Grammar. The Quality Analysts ensure that our sites are consistently usable and adhere to our content development best practices. The Usability Review focuses on the overall usability of the site, focusing on intuitive naming, alt text, and descriptions. A final review will be conducted focusing on fixing typos and broken links. No plug-ins are needed with our proprietary CMS.

e. Support for LDAP, Active Directory or API connected to AD

Custom Identity Provider Integration (IdP) is an optional enhancement that can be added to the project scope for an additional fee. Custom IdP is compatible with ADFS 4.0, ADFS 5.0, Azure (Entra) AD or Okta to allow staff to authenticate with network credentials for the CivicPlus Platform.

f. Support for Google Analytics.
Google Analytics is included with all CivicPlus websites.

g. Provide a webpage site mapping process that allows for the grouping of webpages such as departments and divisions to better isolate analytics. Provide printer-friendly options for each webpage.
The Web Central CMS includes a dynamic Site Map Tool. This supports drag-and-drop page organization and tree view to arrange pages in a way that your organization needs. All pages within the CMS have print-friendly features.

FUNCTIONAL REQUIREMENTS

1. Agenda Management

a) Incorporate the appropriate connection to the Granicus agenda management platform as well as provide agenda management for all board or related group meetings (e.g. Agendas, Notices, Meeting Minutes, Video Links) not currently utilizing Granicus.
The Web Central CMS includes an Agenda Center module that provides this functionality and a third-party agenda meeting management software may be embedded or linked to on any interior page.

b) Allow for archival of current agenda meeting data that accessible to the public with the rollout of the new website.
Web Central includes an Archive Center Module where this data could be stored.

2. Calendar/Events

a) Calendaring system that provides for multiple individual calendars that can also be rolled up into one calendar.
Web Central includes a Calendar Module that provides this functionality. There is no limit to the number of departments or calendar categories you create using this tool and all categories feed into the master calendar.

b) Calendars should have options for different views, and have classification that can be used for personalization.
Web Central includes a Calendar Module that provides this functionality. The calendar can be filtered by category and provides a List, Week and Month view. Users can create an account to save their preferences in modules such as the calendar.

c) Allow API integration with Outlook and/or Google calendar systems.
The calendar module in Web Central integrates easily with Google and Office 365 via either an iCal or RSS feed.

3. Editing

d) Provide necessary templates to allow content contributors to easily create the various content types required for the site.
The CMS has standard page design templates and any existing page version can be copied and used as a template.

e) Provide a permissions structure and workflow process to differentiate who can edit, create and modify the sites.
Our solution is permissions based, meaning workflow and approvals are handled through Group and User Administration. Permission groups for your staff can be set as Author (Save and Submit), Publisher (Save and Publish), Owner (system administrator access for a controlled area), as well as the Full System Administrator. Guest permissions are used for the public. Multiple permission levels can be set for all content on the website. These permission levels

include removing guest rights to any pages, documents or modules allowing them to only be viewed by those in your organization through the use of a login and password (or AD integration).

f) Ability to change web design (i.e. layout/borders/side bars).
Site Menus, Banners and graphic buttons can be modified at any time. Design Center Pro is an optional enhancement that provides additional flexibility and design capabilities.

g) Content contributors must have the option of a WYSIWYG or HTML editor for editing webpages, articles, posts, or newsletters.
The Web Central WYSIWYG editor allows non-technical users the ability to easily update any portion of your website instantaneously with text editing tools similar to Microsoft Word and simple drag-and-drop functionality. The CMS makes it easy to add new content, edit old content, and keep page layout consistent through use of our WYSIWYG editor. The page content creation functionality is separate from the overall design of the site; the content will reflect font sizes and styles associated with the various heading levels and content types. HTML tags are automatically added as widgets or modules and are dropped into any page.

h) Ability to version pages and revert to prior versions.
Web Central supports the ability to create and store multiple versions, enabling site authors to easily change versions without the need of a developer. You can store as many versions as you like. Additional safeguards include our backup and disaster recovery options to ensure the continuity of the site.

i) Ability to stage and expire content by date and time.
Material throughout the entire CMS can be set to auto-publish or unpublish (expire) or it can be manually retired. When an author creates content with a future publish or unpublish date, the process of approving their content also approves the future publish and unpublish dates. A notification email can be configured to send in advance of the expiration date if desired. The cadence for these notifications can be adjusted according to your preferences.

j) Content contributors have the ability to add new pages and add to website navigation.
Based on levels of rights and permissions, your users can create new menus. New pages can be added within the navigation, as well as through the site map for users with that ability. With mega menus and drop-down and pop-out menu functionality, you can essentially get to any page on your website within a single click if you desire.

k) Ability to classify any object with categories, tags, meta data to improve search results.
Our Site Search automatically indexes all published content on your website making it easy for visitors to find information. Content such as documents and images are searchable by the content within them. Pages are indexed with page content and metadata. You will have access to modify page tags, keywords, and descriptions.

l) Ability to easily attach and work with images and photos in the editor.
Web Central includes several tools that allow web content editors to easily add and manage images on all web pages. The central repository allows for image searches and the ability to create organizational folders with group-based permissions. The CMS also has a built-in image editor and images can easily be adjusted as part of the upload process. Aspect ratios can be adjusted in free form or set to popular ratios such as 16:9, 4:3, 1:1, and 2:3.

m) Ability to easily embed video images into web pages.
The use of our custom HTML widget would allow you to embed videos and other third-party content using iFrame or other custom HTML.

n) Ability to easily post emergency notices to the homepage.
Web Central includes the Alert Center module which will display a banner at the top of all your pages, just a department and its pages, or just the home page. Site visitors can subscribe to those alerts by way of email and/or text message in the NotifyMe module. In addition, you can also create a "splash screen" that is completely customizable.

o) Utilize a number of widgets, modules, banners and editors that can also incorporate popular APIs such as jQuery and others.
The Web Central CMS product includes more than 40 modules and widgets, which can be used throughout your site to manage and create content when needed. Additionally, a custom HTML widget allows staff with system and web development knowledge to add custom HTML code in the areas of their choice. API documentation is available through Swagger for custom programming.

4. Email and SMS List Management

a) Website should provide an unlimited number of visitors with the ability to subscribe to, and unsubscribe from, a variety of opt-in email and SMS lists, such as email newsletters, announcement lists, bids or discussion groups.
Web Central includes Notify Me module, which provides this functionality. Residents can subscribe to email or text message notifications related to any web content you would like to share.

b) Integration should exist to integrate lists with marketing services such as MailChimp and GovDelivery.
Links to these services can be added to any section of the website. Alternatively, CivicSend is a comparable solution that integrates seamlessly with the notification features built into the website.

c) Customer Relationship Management
With our 311 Citizen Relationship Management software SeeClickFix enables staff to promptly respond to resident inquiries and requests and empower community members to collaborate with local leaders on area improvements. It includes CRM functionality.

d) Provide a CRM platform that integrates with the website and all of the modules/services supplied by the vendor.
Our 311 Citizen Relationship Management software SeeClickFix enables staff to promptly respond to resident inquiries and requests and empower community members to collaborate with local leaders on area improvements. It includes CRM functionality on our integrated CivicPlus platform.

e) Must allow for the exportation and reporting of data at any time.
Many modules have the option of exporting the data to CSV and in some cases PDF at any time. All content is the property of your organization and can be accessed or transferred at any time. There are various reporting mechanisms built into the CMS in addition to Google Analytics.

5. Forms

a) Provide the ability to create data entry forms that allow public users to: send email notifications to staff, ask questions, report problems, collect payment and respond to surveys.
Web Central includes a Form Center module that lets you develop every aspect of your online form with no programming knowledge necessary through a simple drag-and-drop interface. It supports workflows, internal notifications, database collection of responses, payments, and connectivity to external databases.

b) Incorporate security precautions such as captcha or other person identifying tools.
Captcha can be added to any fillable forms. The CMS also allows users to create an account to assist with personalization.

c) Must be mobile responsive and platform agnostic.
Your entire CivicPlus website will be developed using Responsive Web Design to be fully Mobile Responsive. This ensures that users have a consistent experience across all devices and screen sizes. Web Central is also device agnostic. Supported browsers on a PC are the latest versions of Edge, Firefox, and Chrome. Supported browsers on a Mac are the latest versions of Safari, Firefox, and Chrome.

6. Images and Video

a) Centralized image and photo libraries for managing website assets.
The CMS includes a centralized Document Center and Image Repository for managing website assets.

b) The ability to have the system automatically resize images and photos into web-friendly sizes, preferably during the upload process.
The system will optimize the image for performance when uploaded.

c) The ability to create thumbnail images of photos and images automatically without using its full size.
While thumbnail images are not supported, numerous image locations on the website automatically handle image sizing (e.g. for news and calendar event content).

d) The ability to create photo albums/galleries that can be embedded into website.
The Central CMS includes a Photo Gallery Module that provides this functionality. There is also a slideshow widget that can assist with this.

e) Ability to upload and store video files.
CivicPlus Media is an optional enhancement that provides live streaming and video-on-demand capability. This would be needed for native video storage on the website.

f) Ability to display streaming video feeds.
Third-party streams can be embedded on the website with the Custom HTML widget. CivicPlus Media is an optional enhancement that will enable native video streaming and storage within the website if desired.

7. Integration

a) Ability to embed other sites/applications into website (iFrame).
Embedding content can easily be done through a Custom HTML widget that will allow you to post content from other sources in an iFrame.

b) Ability to communicate with other Town systems and applications to exchange data, if desired.
API documentation is available through Swagger, however this programming would be the responsibility of the organization, not CivicPlus. An Integration Hub is provided with every customer website. It facilitates the sharing of data between CivicPlus products and third-party tools such as Google Drive, Sharepoint, and Laserfiche.

c) Ability to integrate and embed APIs into webpages and with the website.
Embedding content can easily be done through an Custom HTML widget that will allow you to post content from other sources in an iFrame. API documentation is available via swagger, however custom programming is not included in the scope of this project.

8. Multiple Languages

a) Provide the ability to easily display the entire site in English and Spanish.
Google Translate provides the functionality to display the entire site in the user's preferred language. Page versions in specific languages can also be created and linked.

b) Provide the ability to have alternate versions of pages for multiple languages and display those pages if that is the visitor's preference.
Google Translate provides the functionality to display the entire site in the user's preferred language. Page versions in specific languages can be created and linked.

9. News

a) Provide tools for creating and managing news items and press releases. Items may be specific to department for departmental pages or rolled up for the home page.
Included with Web Central is a News Flash module, which provides this functionality. Individual news items can be shared on any number of pages based on the category when using the dedicated News Flash page widget.

b) News items must provide the capability to include an image, picture or video, that is also recognizable by social media platforms for when posting.
Images can be added to any News Flash item and can be configured to display on social media. Video links can also be included with any news flash item.

c) Ability to sync department-specific items on departmental pages with the home page.
The modules included with the Central CMS provide this capability to easily sync information between the home page and department pages.

d) Ability to provide an RSS feed of news items.
There is a single RSS feed for all pages. Modules such as the News Flash have separate feeds for each category.

e) Provide a number of widgets or modules to place news in a scrollable and functional manner on webpages, especially the front page.
The Web Central CMS includes a News Flash Module and widget that provides this functionality. It can be configured to display in a number of ways that align with the overall site design.

10. Personalization

a) Allow content contributors to classify content in a way that facilitates personalization preferences.
Content throughout the system can be organized in categories or other ways that will assist with easy personalization of website content. These categories are completely customizable.

11. Search

a) Provide powerful integrated search engine that can index managed content.
The powerful, predictive site search included with the Web Central CMS automatically indexes all content making it easy for visitors to find information. A log of all words that have been searched by visitors is kept, allowing you to update highly searched information and feature key items.

b) Allow ranking or prioritizing of search results.
Through Web Central CMS and the talented professionals helping you craft your message online, we will include not only optimal keywords, but clear, direct and descriptive content. Content that search engines such as Google and Firefox now employ to rank their search results. During the content migration and training we will work with you to determine the best practices of including searchable terms and descriptors and train your staff on best practices to do the same for future pages. As part of your project, we will submit all this information for you to multiple search engines so your site will be ready to be searched and found as it goes live.

c) Searches should be across all content types (e.g. News, webpages, images, video, etc.), and allow the filtering of content types.
Our Site Search automatically indexes all published content on your website making it easy for visitors to find information. Content such as documents and images are searchable by the content within them. Pages are indexed with page content and metadata. You will have access to modify page tags, keywords, and descriptions. Advanced search features include the ability to filter the results by content type.

12. Security and Workflow

a) Vendors shall provide an overview of security, encryption, and other website protections to ensure that the Town's website and content management systems are safe and secure. Should a breach occur, the vendor shall assist the Town of Wethersfield in restoring data at no cost.
Our CivicPlus Security Team monitors trends and follows breaking news in the industry specifically to evaluate needs and ensure the continued improvement of our security best-practices as needs for local government continue to evolve.

The CivicPlus security infrastructure is engineered to protect our clients from cyberattacks ranging from DDoS attacks to attempts to deface websites. To mitigate the risk of the ongoing threats to local government, CivicPlus software solutions have the following security controls in place:

- Websites are monitored 24/7/365
- System vulnerability assessments performed by an outside entity on a regular basis
- Strict development practices which include writing secure code that protects the site from cross site scripting (XSS), SQL Injection, and other means of unauthorized access

While technology continues to evolve and advance, the threat of hacktivists and troublemakers continues to grow in sophistication and frequency. Knowing this, CivicPlus works closely with State and Federal law enforcement and cybersecurity experts to obtain real-time information about potential and actual cyber threats, ongoing attacks, and attempts of social engineering.

As your partner, CivicPlus remains committed to continuous monitoring of our networks and websites for cyber threats and will contact you and will take action if necessary. Please continue to communicate with us about any directed threats made or concerns you have to help us be proactive together to ensure the safety of your website solution.

Additional information about hosting and security can be found on **page 32** of this proposal.

b) Provide role-based security that limits access and functionality based on user's credentials.
Our solution is permissions based, meaning workflow and approvals are handled through Group and User Administration. Permission groups for your staff can be set as Author (Save and Submit), Publisher (Save and Publish), Owner (system administrator access for a controlled area), as well as the Full System Administrator. Guest permissions are used for the public. Multiple permission levels can be set for all content on the website. These permission levels include removing guest rights to any pages, documents or modules allowing it to only be viewed by those in your organization through the use of a login and password (or AD integration).

c) Provide workflow for approvals of content changes
Workflow and approvals are handled through Group Administration. Multiple permission levels can be set for any and all content on the website. When an Author submits something for approval, email notifications and Dashboard notifications are seen for approving members. Approving members have the ability to access the content for publication.

d) Must use the latest security techniques to prevent hacking
See 12.a. above for answer.

e) Must have tools for users to use self-service for registration and for reminders/resetting of forgotten IDs and passwords
The CMS includes an account management feature that includes this functionality.

f) Security measures for the website against spam/hack prevention and migration, SSL, site monitoring
Tier II data center implements enterprise-level security and offers redundancy at every level. Security measures are incorporated into the Secure Software Development Lifecycle (SSDLC) to ensure security is built into the Application Layer. Prevention and Detection controls are in place. We perform periodic security vulnerability assessments and developers receive training to help them to learn to code safely. All sites also include an SSL.

g) Redundancy and backup solutions for disaster recovery and maintenance
All of the hosting facility's database and web servers are backed up nightly; all backups are stored securely off-site. CivicPlus maintains a "warm" off-site facility for hosting in the event of complete failure of the primary hosting facility. Data housed at the primary facility is replicated at CivicPlus' backup disaster-recovery location multiple times per day.

During activation of the disaster-recovery plan, the backup facility springs into operation immediately and is fully operational with all hosted sites replicated and online within 8 hours (2 hours with Platinum Security Upgrade).

Disaster recovery highlights:

- Emergency Support, Live Agent (24/7)
- Online Status Monitoring
- Event Notification Emails
- Guaranteed Recovery TIME Objective (RTO) is 8 hours. (Platinum Security Upgrade is 2 hours)
- Guaranteed Recovery POINT Objective (RPO) is 24 hours. (Platinum Security Upgrade is 1 hour)
- Preemptive Monitoring for Disasters
- Multiple Data Centers
- Geographically Diverse Data Centers

h) Scalability and load time accommodating usage growth and surges
CivicPlus Infrastructure, Network, and Servers are over provisioned to allow sites to scale as needed. H/A, caching, and platform for are designed for speed, scalability. Peak burst speeds of 22 Gb/s with standard hosting and up to 55Gb/s on platinum hosting

i) Uptime and load time efficiency as a part of the functionality of the hosting platform and CMS
99.99% uptime average over the last two years. Our Service Level Agreement Target is 99.9% uptime.

j) Must provide Single Sign-On (SSO) with integration for Active Directory or LDAP
Custom Identity Provider Integration (IdP) is an optional enhancement that can be added to the project scope for an additional fee. Custom IdP is compatible with ADFS 4.0, ADFS 5.0, Azure (Entra) AD or Okta to allow staff to authenticate with network credentials for the CivicPlus Platform.

13. Social Media

a) Provide controls for the public to share website content on various social media platforms. And ensuring that webpages are coded to provide social platforms images for posting
Site tools allow for sharing and printing - it can be added to every page. Information within modules such as news articles, events, etc. can be shared as well.

b) Provide tools to embed social media feeds and links into website pages
The CMS includes an HTML widget that provides this functionality.

c) Provide widget or module that provides social media redirects across all webpages.
Included with Web Central is a Redirects module that provides this functionality.

14. Statistics

a) Provide ability to capture and report on website visitor information/statistics.

Migration

Many of our modules contain easily exportable information allowing reporting. Your site will also utilize Google Analytics in order to review how your site visitors are using the site. Administrators will be trained on the use and analysis of the web statistics. Important information can be pulled from this data in order to make decisions about the use of the website.

TRAINING

Please see the Implementation section starting on **page 24** regarding our training process and information.

MIGRATION

- Initiating and assisting in website cleanup
  This proposal is scoped to include consulting to assist with this process.
- Migrating website data
  During the website development, the CivicPlus content team will manually complete the agreed-upon content migration checking for broken links, misspellings, and so on. Once that process is complete, the City will be asked to evaluate and provide feedback on the content migration. After the City approves the design and functionality, CivicPlus will conduct one final review of the website to ensure the statement of work is met.
- Performing quality assurance of data migration
  See answer above.
- Hands-on migration from the current website platform (QScend Technologies, Inc.)
  During the website development, the CivicPlus content team will manually complete the agreed-upon content migration.
- Auditing/quality control process and measures
  CivicPlus has a Quality Control Team which checks for errors in 3 categories: Usability, Consistency, and Editing and Grammar. The Quality Analysts ensure that our sites are consistently usable and adhere to our content development best practices. The Usability Review focuses on the overall usability of the site, focusing on intuitive naming, alt text, and descriptions. A final review will be conducted focusing on fixing typos and broken links.
- Testing procedures of design, development, and deployment stages
  See answer above.
- Providing source code and supporting documentation
  Our software is proprietary and not supported if modified; the source code is not included but can be escrowed, if requested.

MAINTENANCE, SECURITY AND SUPPORT

- Vendor shall be able to outline all website/CMS maintenance services, detail guarantees of customer support and provide a service escalation process. The selected vendor must commit to and provide pricing for regular maintenance and updating of the CMS and associated applications for the purpose of keeping the existing software up-to-date as well as introducing new functionality and applications.

A detailed copy of our Service Level Agreement is included in the Annual Maintenance Agreement/SLA section of this proposal response. We handle software changes by sticking to a rigid release schedule. All releases are thoroughly tested. Any release that would cause disruption to the website or users is done every two weeks on Saturday overnight. These upgrades, as well as all maintenance and 24/7/365 support are included in your annual services. Service Credits are calculated as a percentage of the total monthly charges paid by you (excluding one-time payments such as upfront payments) based on the schedule below. Our average site uptime for the past 2 years is 99.99%.

CivicPlus support staff is available from 7 a.m. to 7 p.m. CST/CDT at no cost. Non-Emergency after hours support is available outside of this time frame for an additional cost. Standard Support is included in the annual fee. Additional information about the escalation process is also included in the SLA.

- The vendor should anticipate ongoing maintenance/support and development for four years with a minimum of 20 hours per month for custom and support solutions. Content creators of the CMS should have access to live support via email or phone during the Town's normal business hours, in addition, 24/7 support for emergency/natural (or man-made) disaster, security or website error support.
  Yes, our knowledgeable support staff is available from 7 a.m. to 7 p.m. (CST) by phone, email, and live chat. Online support can be accessed through your website dashboard. Any ongoing tickets are available online to track the status. Additionally, you will have a dedicated Account Manager. See SLA for specifics on response times.

  Emergency services are available after regular hours with our on-call staff 24/7/365 and are provided free of charge for true emergencies (i.e.: website is down, applications are malfunctioning, etc.). However, customers may incur support charges for non-emergency requests during off hours (i.e.: basic functionality/usage requests regarding system operation and management). A self-service training tool known as the CivicPlus Help Center is also available and accessible at any time. The Help Center includes click-by-click tutorials and instructions on how to create content throughout the system.

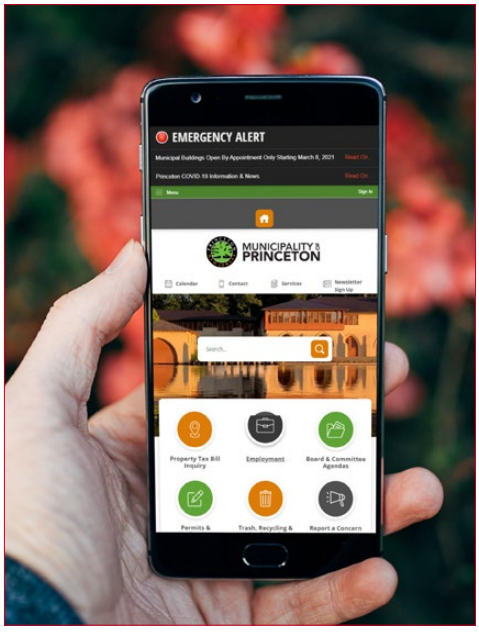
CMS Features & Functionality



CivicPlus' Web Central CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets



RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Submit Requests and Report Issues – Allow residents to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types) via Citizen Request Tracker (CRT).

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

Get Community Input – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

News – Post news items and keep your residents up to date on important information via News Flash.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

ASSET MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Archive Center – Manage and retain serial and older documents.

Document Center – Organize and manage documents in one central repository.

Public Assets – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION



Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

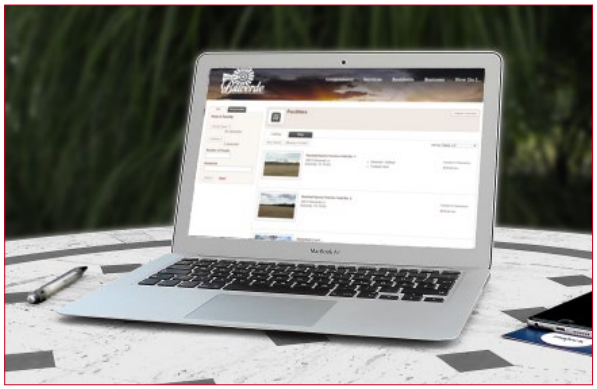
Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

DEPARTMENT-SPECIFIC

There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.



Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

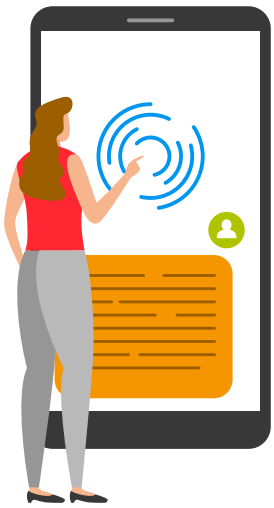
Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Community Voice Widget – Encourage civic participation and engagement by adding specific discussion areas to relevant pages.



Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Notify Me Widget – Place specific Notify Me subscriptions lists on pages to allow users to sign up for the exact lists you recommend.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

Administrative Features



The administration of your Web Central website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to http://civicplus.com/248/Awards-and-Recognition, you can send them to http://civicplus.com/awards.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meets ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content created in the editor for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.

MONSIDO POWERED BY CIVICPLUS

Additional Website Optimization & Compliance Tools – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards. Additional details and a quote can be provided upon request.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Web Central today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

Implementation

Premium Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical premium project ranges from 16 – 28 weeks. The Town's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	• Customer Deliverable Submission • Consulting Engagement • Design Discovery Meeting • Content Process Meeting
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	• Design Concept Development • Design Concept Meeting • Content Development • Agendas & Minutes Migration • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	• Launch Confirmation Meeting • Website Launch

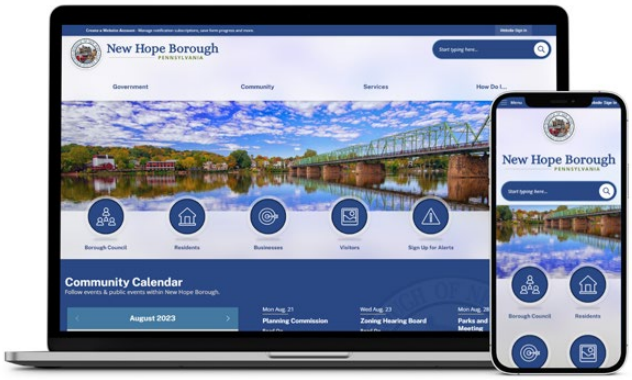
Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

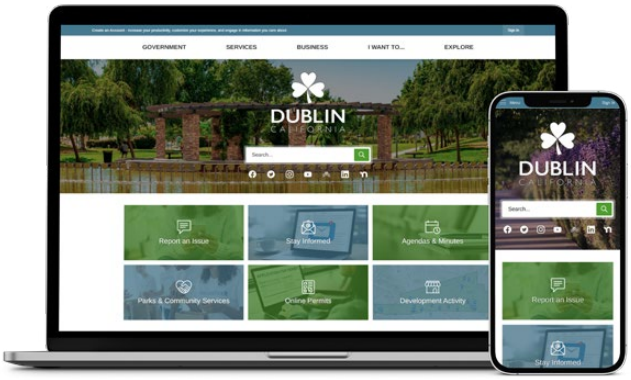
We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design, if desired, component—a layout or design element that requires significant time to style and implement. Working with your art director, you'll identify the appropriate component, if desired, to achieve or enhance the usability goals for your website.

DESIGN EXAMPLES

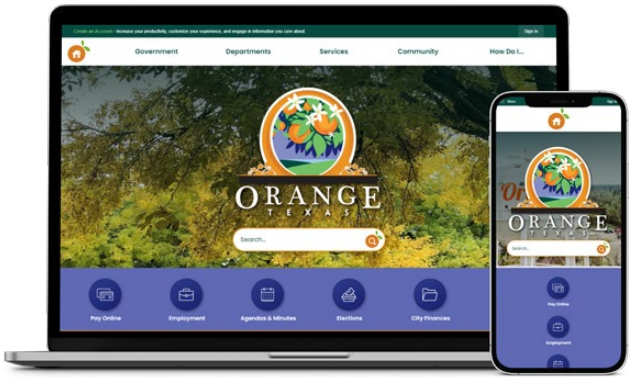
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



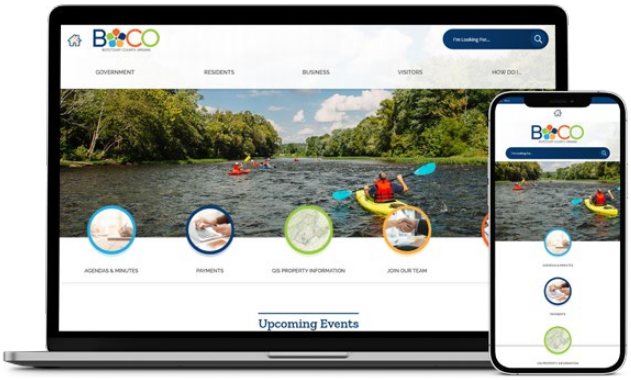
New Hope Borough, PA
newhopeborough.org



Dublin, CA
dublin.ca.gov



Orange, TX
orangetexas.gov



Botetourt County, VA
botetourtva.gov

Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – The Town will be responsible for submitting deliverables as outlined.

Consulting Engagement – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting – Meet with your project manager and web content specialist to detail our content development process.

PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – The Town will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver virtual and/or on-site training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



48-Month Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every 48 months of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your Web Central website.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.



AWARD-WINNING

CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	• Highly reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	• Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	• Web Central software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	• Not Included - additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack

Estimates for Cost

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from November 30, 2023.

Features & Functionality

- Web Central CMS Tools, Widgets, & Features

Implementation

- Premium Package
  - One Website Layout Built Using Available Flexible Layout Options
  - One Custom Website Design Built Using Approved Layout & Up to One Advanced Design Component
- 500 pages Content Development from URL wethersfieldct.gov
- Up to 100 Meetings Worth of Agendas & Minutes PDF/DOC Migration
- Four Blocks of Virtual Consulting (up to three hours/block)
- Three Blocks of Virtual System Training (up to three hours/block)

Annual Recurring Services

- Hosting & Security
- One SSL Certificate
- DNS Hosting for URL wethersfieldct.gov
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager
- 48-Month Premium Website Redesign

The Town's Investment	
Year 1 List Price	~~$47,009.00~~
Year 1 Total Discount	($10,924.85)
Total Investment - Year 1 (includes one-time fees and Year 1 annual services)	$36,084.15

Five-Year Payment Schedule				
Year 1	Year 2	Year 3	Year 4	Year 5
$36,084.15	$7,032.90	$7,243.89	$7,461.21	$7,685.05

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CIVICPLUS OFFERS:

Standard Invoicing

- 100% of Year 1 fees are due at contract signing
- First-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a three percent technology fee uplift each year starting Year 3 of your contract

Customized Billing/Invoicing

- Other billing options can be discussed before contract signing and, if feasible, a plan developed that works for all parties
- Not available with all CivicPlus products—please reach out for more details

Payment Gateway Account

- Your chosen payment gateway will collect and disburse all credit card monies
- If selected, any of our partner payment gateway Vendors will conduct a rate analysis upon discovery to provide the most competitive percentage + fee per transaction rate
- CivicPlus Pay integrates with several payment gateways to provide maximum flexibility to our customers' needs

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal (including all supporting, technical, or specification documents required for submittal with the current RFP) is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements as provided in the RFP before a final agreement is reached. For reference, CivicPlus' standard Master Services Agreement and Solutions and Services Terms and Conditions can be found online at civicplus.help/hc/en-us/p/legal-stuff. We look forward to developing a mutually beneficial contract with the Town.

Optional Enhancements

We are confident in the ability of our proposed project to meet the needs and requirements of the RFP set forth by the Town. Based on potential future conversations, the following are additional enhancements we may recommend.

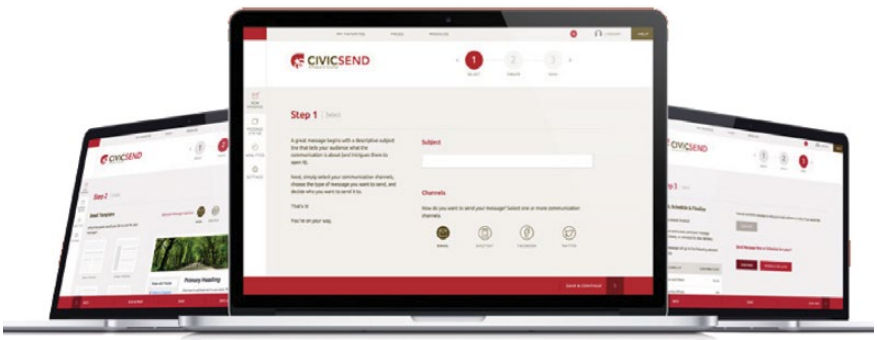
Optional Items	One-Time	Annual
CivicSend	$562.50	$2,017.90
CivicPlus Media (Unlimited storage, unlimited users, up to 3 concurrent streams)	$787.50	$6,372.45
Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	$1,968.75	N/A
Custom IdP Integration	$1,181.25	$1,592.90
Third Party Integration	N/A	$2,023.00
Premium Department Header Package	$6,772.50	$1,594.60
CivicPlus Mass Notification System	$866.25	$9,523.42

CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with Web Central, to multiple communication channels, including email, SMS/text, Facebook, and X (formerly Twitter). CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication—there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your Web Central website, including the ability to select multiple lists



CivicPlus Media



Today's digitally minded residents are logging more hours watching online video than ever before, and they are searching for content that ranges from entertaining, to informative. For local governments, video is a powerful mechanism for sharing news and events, encouraging civic participation, meeting transparency requirements, building a brand, recruiting employees, and encouraging residents to develop a sense of civic pride.

Media is a core component of the Civic Experience Platform and is accessible through CivicPlus Municipal Websites and CivicPlus Agenda & Meeting Management Select. With CivicPlus Media, you can integrate live or recorded videos of meetings and events anywhere on your CivicPlus website that are easily accessible by residents from any desktop computer or mobile device—no technical or coding skills necessary.

SIMPLE LIVE STREAM RECORDING

- Immediate availability of recorded videos for on-demand viewing–no additional steps or manual file uploads
- Convenient integration with social media platforms including Facebook, YouTube, and Twitter
- High-definition video for professional-quality presentations
- Link meeting agendas and bookmarks
- Auto-start recordings of meetings, so video viewers never miss a moment of live proceedings

AUTOMATIC VIDEO BOOKMARKING

Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest. Additional fees apply.

CIVICPLUS MEDIA + ZOOM

- Password protect each meeting to prevent Zoombombing
- Create and share a Zoom meeting ID number only with elected officials and key staff when necessary
- Mute resident participants when open comment session has ended
- Control the meeting within Zoom and protect participants from attempting a screen share
- Allow residents to sign up to receive a link that will allow them to issue public comments and share their screen during the session
- Record and automatically upload meeting videos for on-demand playback

Historical File Import

As part of your implementation project, we will import up to 7,500 PDF, MP4, or MP3 documents to your new system. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.

- The customer must provide the files to us in a single folder in any of PDF, MP4, or MP3 formats.
- The customer must provide the files in a specific naming convention as directed by their implementation consultant/project manager.
- The customer must upload the files to an FTP server that will be provided to them by their implementation consultant/project manager.

This process includes indexing your imported agendas for keyword searching and retrieval. However, links and metadata associated with an agenda may not be maintained. As we will only be able to migrate PDF versions of your agenda, agenda packet, and minutes files, only links that are embedded within the PDFs themselves will come over. Please reach out if you have any questions regarding our migration process.

Custom Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. CivicPlus' Custom IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Okta, Microsoft's Entra ID (formerly Azure AD), and Microsoft's Active Directory Federation Services (AD FS) versions 4.0 and 5.0.

Premium Department Header Package

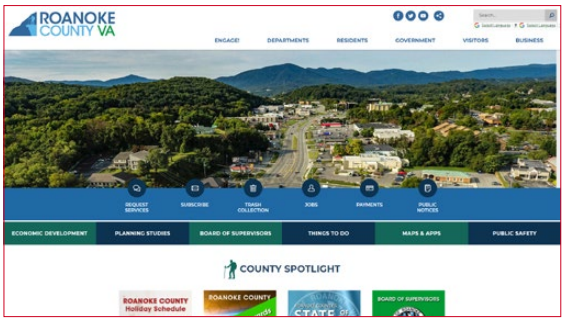
A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Premium Department Header Package shares CMS login and modules with the main website. Further, it inherits the structural layout, widgets, and design styles from the main website.

A Premium Department Header Package includes department specific:

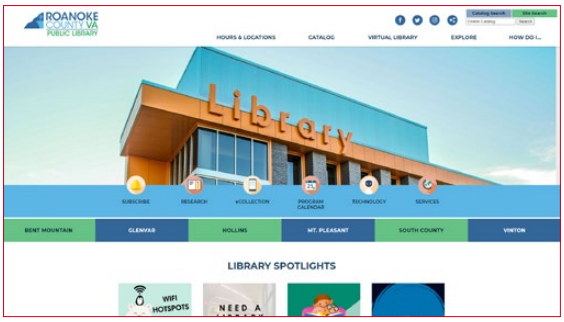
- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content and Placement
- Custom Color Palette

Examples of a Premium Department Header Package

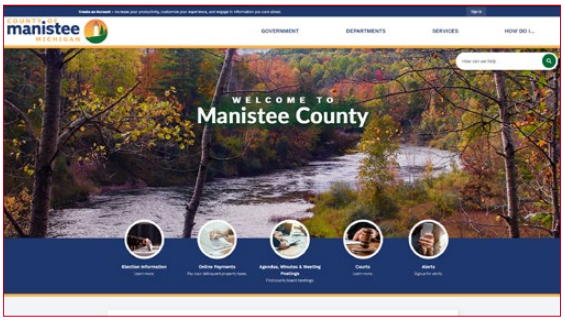
The examples provided below are representative of attributes found in a Premium Department Header Package, but may not expressly reflect the design package of your main website.



Roanoke County, VA - Main Website



Library Department Header



Manistee County, MI - Main Website



911 Dispatch Department Header

CivicPlus Mass Notification System

EMERGENCY AND ROUTINE COMMUNICATIONS MADE EASY

When an emergency or event occurs that has the potential to impact your residents, you need a communication solution that is easy to use, immediate, and effective. CivicPlus offers a multi-channel communication solution that allows you to reach your residents and visitors, no matter where they are in the community. Whether communicating routine or emergency news, our Mass Notification software allows you to alert residents within seconds, with actionable information using a single interface – saving you time and amplifying your reach.

Easy to Use – Consistent workflow process for all communications, from emergency notifications to day-to-day alerts

Expert Insights – Emergency communication experts with over 20 years of experience serving 12,000+ customers

Responsive Service and Support – The highest quality live and accessible 24/7/365 support team

Most Ways to Send Messages – Generate a message by text, email, call, or mobile app

Superior and API-first Integrations and Features – Two-way internal communications, convenient mobile apps for the public and administrators, and geofencing capability

Reliable – Optimized message speeds, security, and uptime

Our robust platform ensures the greatest number of residents receive alerts, and that emergency responders and critical team members can communicate and coordinate response efforts.

- The Integrated Public Alert and Warning System (IPAWS)
- Geo-targeted notifications via Environmental Systems Research Institute (ESRI)
- Two-way internal communications
- Automated notifications
- Multilingual capabilities
- One-click quick launch templates
- Mobile apps for public and administrators



Contract Documents

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work
Quote #: Q-55959-1
Date: 10/25/2023 9:23 AM
Expires On: 12/24/2023

Client:
Wethersfield Town CT - CivicEngage

Bill To:
Wethersfield Town CT - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ryan Anderson		ryan.anderson@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
4.00	New Customer Virtual Consulting (3h, virtual) - Web Central	Consulting - Virtual, Up to 3 Hour	One-time
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	Renewable
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	Renewable
1.00	DNS Hosting for .GOV – Annual Fee	DNS Hosting for .GOV – Annual Fee: URL	Renewable
1.00	Premium Implementation - CivicEngage	Premium Implementation	One-time
1.00	48 Month Redesign Premium Annual - CivicEngage Central	48 Month Redesign Premium Annual - CivicEngage Central	Renewable
500.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	One-time
3.00	New Customer System Training (3h, virtual) - Web Central	CivicEngage System Training - Virtual, Up to 3 Hours, up to 12 Attendees	One-time
1.00	Agendas & Minutes Migration - PDF - 100 Meetings - CivicEngage	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	One-time

~~List Price - Year 1 Total~~	~~USD 47,009.00~~
Total Investment - Initial Term	USD 36,084.15

SAMPLE

Annual Recurring Services - Year 2	USD 7,032.90

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	3% starting in Year 3

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

SAMPLE

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By:	By:
_____	_____
Name:	Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____

Billing Contact:

_____

Title:

_____

Billing Phone Number:

_____

Billing Email:

_____

Billing Address:

_____

_____

Mailing Address: (If different from above)

_____

_____

PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

SAMPLE

Hosting, Support and Service Level Agreement

Hosting Details

Data Center	• Highly Reliable Data Center • Managed Network Infrastructure • On-Site Power Backup & Generators • Multiple telecom/network providers • Fully redundant Network • Highly Secure Facility • 24/7/365 System Monitoring
Hosting	• Automated Software Updates • Server Management & Monitoring • Multi-tiered Software Architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Bandwidth	• Multiple network providers in place • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) • 22 Gb/s burst bandwidth
Disaster Recovery	• Emergency After-hours support, live agent (24/7) • On-line status monitor at data center • Event notification emails • Guaranteed recovery TIME objective (RTO) of 8 hours • Guaranteed recovery POINT objective (RPO) of 24 hours • Pre-emptive monitoring for disaster situations • Multiple data centers • Geographically diverse data centers
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source • Identify type of attack • Monitor attack for threshold engagement

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Support and Maintenance

Support Services

CivicPlus' on-site support team is available from 7:00 am to 7:00 pm CT to assist clients with any questions, concerns or suggestions regarding the functionality and usage of CivicPlus' CivicEngage and associated applications. The support team is available during these hours via CivicPlus' toll-free support number and e-mail. Support personnel will respond to calls as they arrive (under normal circumstances, if all lines are busy, messages will be returned within four hours; action will be taken on e-mails within four hours), and if Client's customer support liaison is unable to assist, the service escalation process will begin.

Emergency support is available 24-hours-a-day for designated, named Client points-of-contact, with members of both CivicPlus' project management and support teams available for urgent requests. Emergency support is provided free-of-charge for true emergencies (ie: website is down, applications are malfunctioning, etc.), though Client may incur support charges for non-emergency requests during off hours (ie: basic functionality / usage requests regarding system operation and management). The current discounted rate is $175/hour.

CivicPlus maintains a customer support website that is accessible 24-hours-a-day with an approved client username and password.

Service Escalation Processes

In the event that CivicPlus' support team is unable to assist Client with a request, question or concern, the issue is reported to the appropriate CivicPlus department.

Client requests for additional provided services are forwarded to CivicPlus' Client Care personnel.

Client concerns/questions regarding CivicEngage or associated application errors are reported to CivicPlus' technical team through CivicPlus' issue tracking and management system to be addressed in a priority order to be determined by CivicPlus' technical team.

All other requests that do not meet these criteria will be forwarded to appropriate personnel within CivicPlus' organization at the discretion of the customer support liaison.

Included Services:	
Support	**Maintenance of CivicPlus CivicEngage**
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)	Install Service Patches for OS
24/7 Emergency Support	System Enhancements
Dedicated Support Personnel	Fixes
Usability Improvements	Improvements
Integration of System Enhancements	Integration
Proactive Support for Updates & Fixes	Testing
Online Training Manuals	Development
Monthly Newsletters	Usage License
Routine Follow-up Check-ins	
CivicPlus Connection	

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CivicPlus Service Level Agreement

CivicPlus will use commercially reasonable efforts to make CivicEngage available with a Monthly Uptime Percentage (defined below) of at least 99.9%, in each case during any monthly billing cycle (the "Service Commitment"). In the event CivicPlus does not meet the Service Commitment, you will be eligible to receive a Service Credit as described below.

Definitions

- "Monthly Uptime Percentage" is calculated by subtracting from 100% the percentage of minutes during the month in which the CivicEngage, was "Unavailable." Monthly Uptime Percentage measurements exclude downtime resulting directly or indirectly from any Exclusion (defined below).
- "Unavailable" and "Unavailability" mean:
    - The HTML of the home page of the site is not delivered in 10 seconds or less 3 times in a row when tested from inside our network and returns a status of 200.
    - The Main page of the site returns a status other than 200 or 302 3 times in a row.
- A "Service Credit" is a dollar credit, calculated as set forth below, that we may credit back to an eligible account.

Service Commitments and Service Credits

Service Credits are calculated as a percentage of the total charges paid by you (excluding one-time payments such as upfront payments) for the month, beginning with the first full month of service, in accordance with the schedule below.

Monthly Uptime Percentage	Service Credit Percentage
Less than 99.9%	1% of one month's fee

We will apply any Service Credits only against future payments otherwise due from you. Service Credits will not entitle you to any refund or other payment from CivicPlus. A Service Credit will be applicable and issued only if the credit amount for the applicable monthly billing cycle is greater than one dollar ($1 USD). Service Credits may not be transferred or applied to any other account. Unless otherwise provided in the Client Agreement, your sole and exclusive remedy for any unavailability, non-performance, or other failure by us to provide the service is the receipt of a Service Credit (if eligible) in accordance with the terms of this SLA.

Credit Request and Payment Procedures

To receive a Service Credit, you must submit a claim by opening a case with Support. To be eligible, the credit request must be received by us by the end of the second billing cycle after which the incident occurred and must include:

1. the words "SLA Credit Request" in the subject line;
2. the dates and times of each Unavailability incident that you are claiming;
3. the affected Site domains; and
4. Any documentation that corroborate your claimed outage.

If the Monthly Uptime Percentage of such request is confirmed by us and is less than the Service Commitment, then we will issue the Service Credit to you within one billing cycle following the month in which your request is confirmed by us. Your failure to provide the request and other information as required above will disqualify you from receiving a Service Credit.

SLA Exclusions

The Service Commitment does not apply to any unavailability, suspension or termination of CivicEngage, or any other CivicEngage performance issues: (i) that result from a suspension; (ii) caused by factors outside of our reasonable control, including any force majeure event or Internet access or related problems beyond the demarcation point of CivicPlus; (iii) that result from any actions or inactions of you or any third party; (iv) that result from your equipment, software or other technology and/or third party equipment, software or other technology (other than third party equipment within our direct control); (v) that result from any maintenance as provided for pursuant to the Client Agreement; or (vi) arising from our suspension and termination of your right to use the CivicPlus in accordance with the Client Agreement (collectively, the "SLA Exclusions"). If availability is impacted by factors other than those used in our Monthly Uptime Percentage calculation, then we may issue a Service Credit considering such factors at our discretion.

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Disaster Recovery Feature Service Commitment

CivicPlus will use commercially reasonable efforts to insure that in the event of a disaster that makes the Primary data center unavailable (defined below) Client site will be brought back online at a secondary data center (the "Service Commitment"). In the event CivicPlus does not meet the Service Commitment, you will be eligible to receive a Service Credit as described below.

Definitions

- "Datacenter availability" is determined by inability to provide or restore functions necessary to support the Service. Examples of necessary functions include but are not limited Cooling, Electrical, Sufficient Internet Access, Physical space, and Physical access.
- A "Service Credit" is a dollar credit, calculated as set forth below, that we may credit back to an eligible account.
- Recovery Time Objective (RTO) is the most anticipated time it will take to bring the service back online in the event of a data center event.
- Recovery Point Objective (RPO) the amount of data lost that is considered acceptable.

Service Commitments and Service Credits

Service Credits are calculated as a percentage of the total charges paid by you (excluding one-time payments such as upfront payments) for the month accordance with the schedule below.

Recovery Time Objective	**Service Credit Percentage**
8 Hours	10% of one month's fee
Recovery Point Objective	**Service Credit Percentage**
24 Hours	10% of one month's fee

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CivicPlus Master Services Agreement

This Master Services Agreement (this "Agreement") governs all Statements of Work ("SOW") entered into by and between CivicPlus, LLC ("CivicPlus") and the customer entity identified on the SOW ("Customer"). This Agreement governs the use and provision of any Services purchased by Customer, as described in any signed SOW, and the effective date of this Agreement shall commence on the date of signature of the SOW ("Effective Date"). If a SOW has not been executed, then the Effective Date shall be determined as the start date of implementation of any software solution by CivicPlus for Customer. CivicPlus and Customer referred to herein individually as "Party" and jointly as "Parties".

Recitals

I. WHEREAS, CivicPlus is engaged in the business of developing and providing access to proprietary community engagement and government content, workflow, and general management software solutions, platforms and associated services (the "Services"); and

II. WHEREAS, Customer wishes to engage CivicPlus for the procurement of the Services and/or receive a license subscription for the ongoing use of the Services, as set forth in the SOW;

NOW, THEREFORE, Customer and CivicPlus agree as follows:

Agreement

Term & Termination

1. This Agreement shall commence on the Effective Date and shall remain in full force and effect for as long as any SOW is in effect between CivicPlus and Customer, or Services are being provided by CivicPlus to Customer, unless terminated in accordance with this §1 or as otherwise provided in this Agreement (the "Term"). Either Party may terminate this Agreement or any SOW as set forth in such SOW, or at its discretion, effective immediately upon written notice to the other Party, if the other Party materially breaches any provision of this Agreement and does not substantially cure the breach within thirty (30) days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination. CivicPlus reserves the right to withhold, remove and/or discard Customer Data without notice for any breach, including, without limitation, Customer's non-payment. Upon termination for Customer's breach, Customer's right to access or use Customer Data immediately ceases, and CivicPlus shall have no obligation to maintain or forward any Customer Data.

2. Upon termination of this Agreement or any SOW for any reason, (a) the licenses granted for such relevant SOW by §11 below will terminate and Customer shall cease all use of the CivicPlus Property and Services associated with the terminated SOW and (b) any amounts owed to CivicPlus for work performed prior to termination shall immediately become due in full and payable. If Customer has paid in advance for the Services, and this Agreement terminates due to material breach of this Agreement by CivicPlus, CivicPlus shall refund Customer a prorated amount of any amount already paid. Upon termination by Customer for convenience or due to material breach by Customer, in addition to any remedy

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provided in this Agreement or provided in law or equity, CivicPlus shall be entitled to retain any amounts already paid. Sections 7, 8, 10, 14, 15, 18, 32 -34, 40, and 42 will survive any expiration or termination of this Agreement.

3. At any time during the Term, CivicPlus may, immediately upon notice to Customer, suspend Customer and any of its Users access to any Service due to a threat to the technical security or technical integrity of the Services.

Invoicing & Payment Terms

4. Customer will pay the amounts owed to CivicPlus for the development and implementation of the Customer's Services, as defined in the SOW ("Project Development"), subscription and licensing, and annual hosting, support and maintenance services ("Annual Recurring Services") in accordance with the payment schedule set forth on the applicable SOW. Invoices shall be sent electronically to the individual/entity designated in the SOW's contact sheet that is required to be filled out and submitted by Customer (the "Contact Sheet"). Customer shall provide accurate, current and complete information of Customer's legal business name, address, email address, and phone number in the Contact Sheet upon submission of a signed SOW. Customer will maintain and promptly update the Contact Sheet information if it should change. Upon Customer's request, CivicPlus will mail hard-copy invoices for a $5.00 convenience fee to be added to the mailed invoice.

5. Each SOW will state the amount of days from date of invoice payment is due. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or the maximum rate permitted by applicable law, whichever is less, will be added to past due accounts from due date until paid. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s). If the Customer's account exceeds 60 days past due, support will be discontinued until the Customer's account is made current. If the Customer's account exceeds 90 days past due, CivicPlus may suspend in progress Project Development and Annual Recurring Services will be discontinued, and the Customer will no longer have access to the Services until the Customer's account is made current. Customer will be given 15 days' notice prior to discontinuation of Services for non-payment.

6. During the performance of Project Development, if Customer requests a change that requires repeated efforts to previously approved work product and such change causes CivicPlus to incur additional expenses (i.e. airline change fees, resource hours, consultant fees, Customer does not show up for scheduled meetings or trainings), Customer agrees to reimburse CivicPlus for such additional expenses. CivicPlus shall notify Customer prior to incurring such expenses and shall only incur those expenses which are approved by Customer.

Ownership & Content Responsibility

7. Upon full and complete payment of amounts owed for Project Development under the applicable SOW, Customer will own any website graphic designs, Services content, module content, importable/exportable data, and archived information ("Customer Content") created by CivicPlus on behalf of Customer pursuant to this Agreement. "Customer Content" also includes, without limitation, any elements of text, graphics, images, photos, audio, video, designs, artworks, logos, trademarks, services marks, and other materials or content which Customer provides to CivicPlus for processing, transmission, storage, or inputs into any website, software or module in connection with any Services. Customer Content excludes any content in the public domain and any content owned or licensed by CivicPlus, whether in connection with providing Services or otherwise.

8. Upon completion of the Project Development, Customer will take over the management and control of the Services and Customer will assume full responsibility for Customer Content maintenance and administration. Customer, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and

SAMPLE

intellectual property ownership or right to use of all Customer Content. Customer hereby grants CivicPlus a worldwide, non-exclusive right and license to reproduce, distribute and display the Customer Content as necessary to provide the Services. Customer represents and warrants that Customer owns all Customer Content or that Customer has permission from the rightful owner to use each of the elements of Customer Content and that Customer has all rights necessary for CivicPlus to use the Customer Content in connection with providing the Services. Customer agrees that CivicPlus shall not be responsible or liable for the content of messages created by Customer or by Customer's Users or end-users who access Service. Notwithstanding the foregoing, CivicPlus retains the right, but not the obligation, to remove any Customer Content that is libelous, harassing, abusive, fraudulent, defamatory, excessively profane, obscene, abusive, hate related, violent, harmful to minors, that advocates racial or ethnic intolerance, intended to advocate or advance computer hacking or cracking, or other material, products or services that violate or encourage conduct that would violate any laws or third-party rights.

9. At any time during the term of the applicable SOW, Customer will have the ability to download the Customer Content and export the data that is processed through the Services ("Customer Data"). Customer may request CivicPlus to perform the export of Customer Data and provide the Customer Data to Customer in a commonly used format, at any time, for a fee to be quoted at time of request and approved by Customer. Upon termination of the applicable SOW for any reason, whether or not Customer has retrieved or requested the Customer Data, CivicPlus reserves the right to permanently and definitively delete the Customer Content and Customer Data held in the Services thirty (30) days following termination of the applicable SOW. During the thirty (30) day period following termination of the SOW, regardless of the reason for its termination, Customer will not have access to the Services.

10. Intellectual Property in the software or other original works created by or licensed to CivicPlus, including all software source code, documents, and materials used in performing the Services ("CivicPlus Property") will remain the property of CivicPlus. CivicPlus Property specifically excludes Customer Content. Customer shall not (i) license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way, except as specifically provided in the applicable SOW; (ii) adapt, alter, modify or make derivative works based upon any CivicPlus Property; (iii) create internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or internet-based device that may allow third party entities, other than Customer, to use the Services; (iv) reverse engineer, decompile, disassemble or otherwise attempt to obtain the software source code to all or any portion of the Services; (v) make any attempt to gain unauthorized access to the Services and/or any of CivicPlus' systems or networks; or (vi) access any CivicPlus Property in order to: (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them outside of the licenses set forth in this Agreement.

11. Provided Customer complies with the terms and conditions herein, the relevant SOW, and license restrictions set forth in §10, CivicPlus hereby grants Customer a limited, nontransferable, nonexclusive, non-assignable license to access and use the CivicPlus Property associated with any valid and effective SOW, for the term of the respective SOW. The license set forth herein, shall only apply to the extent that Customer is using the Services for legitimate business use as intended by the purpose of the Services and not for the purpose of comparing the Services to a competitor or similar product of CivicPlus. Customer hereby warrants and affirms its purpose in accessing or otherwise using the Services is for their intended purpose only and understands and agrees that any other use shall be considered fraud.

12. All CivicPlus helpful information and user's guides for the Services ("Documentation") are maintained and updated electronically by CivicPlus and can be accessed through the CivicPlus "Help Center". CivicPlus does not provide paper copies of its Documentation. Customer and its Users are granted a limited license to access Documentation as needed. Customer shall not copy, download, distribute, or make derivatives of the Documentation.

13. Customer acknowledges that CivicPlus may continually develop, alter, deliver, and provide to the Customer ongoing

SAMPLE

innovation to the Services, in the form of new features and functionalities. CivicPlus reserves the right to modify the Services from time to time. Any modifications or improvements to the Services listed on the SOW will be provided to the Customer at no additional charge. In the event that CivicPlus creates new products or significant enhancements to the Services ("New Services"), and Customer desires these New Services, then Customer will have to pay CivicPlus the appropriate fee for the access to and use of the New Services. CivicPlus shall use its reasonable best efforts to provide workarounds in the event any modification to the Services causes Customer to lose substantial functionality of the Services.

14. CivicPlus in its sole discretion, may utilize all comments and suggestions, whether written or oral, furnished by Customer to CivicPlus in connection with its access to and use of the Services (all reports, comments and suggestions provided by Customer hereunder constitute, collectively, the "Feedback"). Customer hereby grants to CivicPlus a worldwide, non-exclusive, irrevocable, perpetual, royalty-free right and license to incorporate the Feedback in the CivicPlus products and services.

Indemnification

15. CivicPlus will defend at its expense or settle any third-party claim against Customer alleging that the Services provided under this Agreement infringe intellectual property rights. CivicPlus will pay infringement claim defense costs, CivicPlus–negotiated settlement amounts, and damages finally awarded by a court. CivicPlus has no obligation for any claim of infringement arising from Customer's use of the Services for purposes not contemplated by this Agreement. CivicPlus's indemnification obligations under this Section 15 are conditioned upon the Customer (i) promptly notifying the CivicPlus of any claim in writing; (ii) cooperating with CivicPlus in the defense of the claim; and (iii) granting CivicPlus sole control of the defense or settlement of the claim. The indemnification obligations of CivicPlus herein shall not apply to any claims of intellectual property infringement related to Client Content.

Responsibilities of the Parties

16. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier, licensor or other third-party service provider whose facilities or services are used in furnishing any portion of the Service received by the Customer.

17. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Customer or any entity employed/contracted on the Customer's behalf. During Project Development, Customer will be responsive and cooperative with CivicPlus to ensure the Project Development is completed in a timely manner.

18. Customer agrees that it is solely responsible for the end-user's personal data that Customer decides to solicit, collect, store, or otherwise use in connection with any Service provided by CivicPlus. Customer understands and agrees that CivicPlus provides certain solutions with increased security measures for the solicitation and storage of any sensitive data, and it is Customer's responsibility to determine whether the data it solicits and collects should be stored in such solutions. Customer understands and agrees that CivicPlus does not have knowledge or control over what type of data Customer solicits therefore CivicPlus has no responsibility for the use or storage of end-users' personal data in connection with the Services or the consequences of the solicitation, collection, storage, or other use by Customer or by any third party of any personal data. Customer has the sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Customer shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's intellectual property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

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19. Customer is responsible for all activity that occurs under Customer's accounts by or on behalf of Customer. Customer agrees to (a) be solely responsible for all designated and authorized individuals chosen by Customer ("User") activity, which must be in accordance with this Agreement and the CivicPlus Terms of Use; (b) be solely responsible for Customer Data; (c) obtain and maintain during the term all necessary consents, agreements and approvals from end-users, individuals or any other third parties for all actual or intended uses of information, data or other content Customer will use in connection with the Services; (d) use commercially reasonable efforts to prevent unauthorized access to, or use of, any User's log-in information and the Services, and notify CivicPlus promptly of any known unauthorized access or use of the foregoing; (e) use commercially reasonable efforts to prevent unauthorized access to or use of the Services and CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of the Services and/or CivicPlus Property and any loss or theft or unauthorized use of any n User's password or username and/or personal information; and (f) use the Services only in accordance with applicable laws and regulations.

20. The Parties shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use and provision of any of the Services or CivicPlus Property.

21. CivicPlus shall not be responsible for any act or omission of any third-party vendor or service provider that Customer has selected to integrate any of its Services with.

22. Customer understands that CivicPlus must fastidiously allocate resources across all of its customers and specifically reserves necessary resources for Customer's Project Development. If any professional services, such as consulting or training, purchased by Customer are not used during the Project Development phase solely due to the inaction or unresponsiveness of Customer, then these services shall expire 30 days after completion of Project Development. The Customer may re-schedule any unused professional services during this 30-day period as mutually agreed upon by the Parties. Any professional services that have not been used or rescheduled shall be marked as complete and closed upon the expiration of the 30-day period.

Data Security

23. CivicPlus shall, at all times, comply with the terms and conditions of its Privacy Policy. CivicPlus will maintain commercially reasonable administrative, physical, and technical safeguards designed to protect the security and confidentiality of Customer Data. CivicPlus will not modify Customer Data or disclose Customer Data, except (a) in order to provide the Services; (b) to prevent or address service or technical problems in connection with support matters; (c) as specifically directed or expressly permitted in writing by Customer, (d) in compliance with our Privacy Policy; or (f) if compelled by law. Notwithstanding the foregoing, CivicPlus reserves the right to delete, suspend, or block known malicious accounts without Customer authorization. Customer understands that CivicPlus has no obligation to provide the Services or maintain the Customer Data, information or other material if Customer's accounts are past due and unpaid as set forth in this Agreement.

24. Customer acknowledges and agrees that CivicPlus utilizes third-party service providers to host and provide the Services and store Customer Data and the protection of such data will be in accordance with such third party's safeguards for the protection and the security and confidentiality of Customer's Data. Notwithstanding anything to the contrary, CivicPlus shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and CivicPlus will be free (during and after the term hereof) to use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other CivicPlus offerings.

25. CivicPlus may offer Customer the ability to use third-party applications in combination with the Services. Any such third-party application will be subject to acceptance by Customer. In connection with any such third-party application

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agreed to by Customer, Customer acknowledges and agrees that CivicPlus may allow the third-party providers access to Customer Data as required for the interoperation of such third-party application with the Services. The use of a third-party application with the Services may also require Customer to agree to a separate agreement or terms and conditions with the provider of the third-party application, which will govern Customer's use of such third-party application.

26. In the event of a security breach due to the sole negligence, malicious actions, omissions, or misconduct of CivicPlus, CivicPlus, as the data custodian, will comply will all remediation efforts as required by applicable federal and state law.

CivicPlus Support

27. CivicPlus will use commercially reasonable efforts to perform the Services in a manner consistent with applicable industry standards, including maintaining Services availability 24 hours a day, 7 days a week with 99.9% uptime. Customer will have 24/7 access to the online CivicPlus Help Center (civicplus.help) to review use articles, software best practices, receive maintenance release notes, as well as submit and monitor omni-channel support tickets and access solution specific support contact methods (https://www.civicplus.help/hc/en-us/requests/new).

28. CivicPlus provides live support engineers based in the domestic United States to respond to basic questions concerning use and configuration, to diagnose software code-related errors, and proactively identify potential systems issues. CivicPlus support engineers serve a preliminary function in the agile development process and escalate defects to software developers or architects for remediation. For security purposes, CivicPlus support engineers are not permitted to modify user accounts, and permissions nor distribute access outside of accounts established by means of a support interaction for testing. Customer delegated Users may receive tutorials and guidance on account modifications but will perform the action themselves.

29. CivicPlus support hours span between the hours of 7 am to 7 pm CST, but may vary by product. Customer may access the CivicPlus Help Center (civicplus.help) to obtain each product's support hours. After hours support is available by toll- free phone call only. Non-emergency support requested outside of support hours will be subject to additional fees, such fees will be quoted to Customer at the time of the request and will be subject to Customer acceptance and invoiced the next business day following the non-emergency support. CivicPlus shall have the sole discretion to determine in good faith whether support requests qualify as an emergency, exceed reasonable use or are outside the scope of services outlined in any SOW.

30. If a reported problem cannot be solved during the first support interaction, Customer will be provided a ticket number that will be used as communication method throughout ticket escalation until a solution is provided. Support service does not include support for errors caused by third party products or applications for which CivicPlus is not responsible.

Marketing

31. Customer hereby authorizes CivicPlus to include CivicPlus's name and logo inconspicuously within the Client's instance of the Services. Customer may publicly refer to itself as a customer of the CivicPlus Services, including on Customer's website and in sales presentations. Notwithstanding the foregoing, each Party hereby grants the other a limited, worldwide, license to use the other's logo in conformance with such Party's trademark usage guidelines and solely for the purposes of providing the Services. In no event will either Party issue a press release publicly announcing this relationship without the approval of the other Party, such approval not to be unreasonably withheld.

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Limitation of Liability

32. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed the amounts paid by Customer for the Annual Recurring Services in the year prior to such claim of liability.

33. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.

34. The liabilities limited by Section 32 and 33 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if Customer is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if Customer's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

Warranties and Disclaimer

35. Each person signing the SOW, or otherwise agreeing to the terms of this Agreement, represents and warrants that he or she is duly authorized and has legal capacity to execute and bind the respective Party to the terms and conditions of the SOW and this Agreement. Each Party represents and warrants to the other that the execution and delivery of the SOW and the performance of such Party's obligations thereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms. Customer represents and warrants that Customer has not provided any false information to gain access to the Service and that Customer's billing information provided on the Contact Sheet is correct; and it has all necessary rights in the Customer Content to permit Customer's use of the Service and to grant the licenses contained in this Agreement without infringing the intellectual property or other rights of any third parties, violating any applicable laws, or violating the terms of any license or agreement to which it is bound.

36. CivicPlus warrants that the Services will perform substantially in accordance with documentation and marketing proposals, and free of any material defect. CivicPlus warrants to the Customer that, upon notice given to CivicPlus of any defect in design or fault or improper workmanship, CivicPlus will remedy any such defect. CivicPlus makes no warranty regarding, and will have no responsibility for, any claim arising out of: (i) a modification of the Services made by anyone other than CivicPlus, even in a situation where CivicPlus approves of such modification in writing; or (ii) use of the Services in combination with a third-party service, web hosting service, or server not authorized by CivicPlus.

37. The Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by CivicPlus or by third-party providers, or because of other causes beyond CivicPlus's reasonable control, but CivicPlus shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, SERVICE PROVIDER DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES.EXCEPT FOR THE EXPRESS WARRANTIES IN THIS AGREEMENT, THE SERVICES ARE PROVIDED "AS IS AND CIVICPLUS HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ARISING FROM A PRIOR COURSE OF DEALING.

38. EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY CIVICPLUS TO CUSTOMER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN

SAMPLE

THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT.

Force Majeure

39. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, pandemic, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of public enemy, internet service provider failure or delay, third party application failure, denial of service attack, or other cause of similar or dissimilar nature beyond its control.

Taxes

40. The amounts owed for the Services exclude, and Customer will be responsible for, all sales, use, excise, withholding and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity in connection with the Services (excluding taxes based solely on CivicPlus's income). If the Customer is tax-exempt, the Customer must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and the fees owed by Customer under this Agreement will not be taxed. If such exemption certificate is challenged or held invalid by a taxing authority then Customer agrees to pay for all resulting fines, penalties and expenses.

Other Documents

41. This Agreement, including all exhibits, amendments, and addenda hereto and all SOWs, constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement or any SOW will be effective unless in writing and signed by each Party. However, to the extent of any conflict or inconsistency between the provision in the body of this Agreement and any exhibit, amendment, or addenda hereto or any SOW, the terms of such exhibit, amendment, addenda or SOW will prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in a Customer purchase order or other order documentation (excluding SOWs) will be incorporated into or form any part of this Agreement, all such terms or conditions will be null and void, unless such term is to refer and agree to this Agreement.

Interlocal Purchasing Consent/ Cooperative Purchasing

42. With the prior approval of CivicPlus, which may be withheld for any or no reason within CivicPlus's sole discretion, this Agreement and any SOW may be extended to any public entity in Customer's home-state to purchase at the SOW prices and specifications in accordance with the terms stated herein.

43. To the extent permitted by law, the terms of this Agreement and set forth in one or more SOW(s) may be extended for use by other local government entities upon execution of a separate agreement, SOW, or other duly signed writing by and between CivicPlus and such entity, setting forth all of the terms and conditions for such use, including applicable fees and billing terms.

SAMPLE

Miscellaneous Provisions

44. The invalidity or unenforceability, in whole or in part, of any provision of this Agreement shall not void, affect the validity or enforceability of any other provision of this Agreement.

45. The Parties negotiated this Agreement with the opportunity to receive the aid of counsel and, accordingly, intend this Agreement to be construed fairly, according to its terms, in plain English, without constructive presumptions against the drafting Party. The headings of Sections of this Agreement are for convenience and are not to be used in interpreting this Agreement. As used in this Agreement, the word "including" means "including but not limited to."

46. The Parties will use reasonable, good faith efforts to resolve any dispute between them in good faith prior to initiating legal action.

47. This Agreement and any SOW, to the extent signed and delivered by means of a facsimile machine or electronic mail, shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. The Parties agree that an electronic signature is the legal equivalent of its manual signature on this Agreement and any SOW. The Parties agree that no certification authority or other third party verification is necessary to validate its electronic signature and that the lack of such certification of third party verification will not in any way affect the enforceability of the Parties' electronic signature or any resulting agreement between CivicPlus and Customer.

48. Due to the rapidly changing nature of software as a service and digital communications, CivicPlus may unilaterally update this Agreement from time to time. In the event CivicPlus believes such change is a material alteration of the terms herein, CivicPlus will provide Customer with written notice describing such change via email or through its website. Customer's continued use of the Services following such updates constitutes Customer's acceptance of the same. In the event Customer rejects the update to the terms herein, Customer must notify CivicPlus of its objection within ten (10) days receipt of notice of such update.

SAMPLE

ATTACHMENT A

FAIR EMPLOYMENT PRACTICES FOR QUALIFICATIONS OF BIDDERS
TOWN OF WETHERSFIELD, CONNECTICUT

THIS QUESTIONNAIRE ON FAIR EMPLOYMENT PRACTICES FOR THE QUALIFICATIONS OF BIDDERS IS PART OF THIS BID DOCUMENT AND MUST BE RETURNED WITH YOUR BID. FAILURE TO COMPLETE THIS FORM MAY BE SUFFICIENT CAUSE FOR REJECTION OF YOUR BID. IT WILL BE NECESSARY TO SUBMIT THIS FORM ON AN ANNUAL BASIS IN ORDER FOR THE TOWN TO MAINTAIN AND UP-TO-DATE FILE ON YOUR PROGRESS IN EQUAL OPPORTUNITY EMPLOYMENT. AS REQUIRED BY FEDERAL AND STATE LAWS AND REGULATIONS, THE TOWN MAY REQUEST ADDITIONAL EQUAL EMPLOYMENT OPPORTUNITY INFORMATION FROM YOU.

"FAIR" OR "EQUAL EMPLOYMENT" MEANS THE PRACTICE OF NOT DISCRIMINATING AMONG PERSONS ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN OR AGE.

THIS QUESTIONNAIRE WILL BE EVALUATED BY THE PURCHASING AGENT AND HIS RECOMMENDATIONS WILL BE A FACTOR IN DETERMINING WHETHER YOUR FIRM IS TO BE RETAINED ON THE TOWN'S BID LIST.

SECTION A — PLEASE ANSWER ALL THE FOLLOWING QUESTIONS:

NAME OF FIRM CivicPlus, LLC

ADDRESS 302 S. 4th Street, Suite 500, Manhattan, KS 66502

TELEPHONE NUMBER 888.228.2233

NATURE OF BUSINESS SaaS company

NUMBER OF FULL TIME EMPLOYEES 900

PERSON FILLING OUT FORM Ryan Anderson

TITLE Account Executive

SECTION B — DO YOU HAVE A WRITTEN EQUAL EMPLOYMENT POLICY? YES X NO___

IF YES, PLEASE ATTACH COPY

IF NO, DO YOU PLAN TO ADOPT ONE IN THE NEAR FUTURE? YES___NO___

SECTION C — DO YOU HAVE A WRITTEN AFFIRMATIVE ACTION POLICY? YES X NO___

IF YES, PLEASE ATTACH COPY

IF NO, DO YOU PLAN TO ADOPT ONE IN THE NEAR FUTURE? YES___NO___

SECTION D — DO YOU UTILIZE AFFIRMATIVE ACTION IN EMPLOYMENT PRACTICES, SUCH AS ADVERTISING ALL POSITIONS WITH THE EQUAL OPPORTUNITY CLAUSE, MAKING SPECIAL EFFORTS TO RECRUIT MINORITY AND FEMALE JOB APPLICANTS AND REVIEWING JOB-TESTING PROCECURES TO ENSURE THAT NO DISCRIMINATORY BIASES EXIST. Yes

Equal Opportunity

CivicPlus provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, sex, gender, sexual orientation, marital status, religion, age, disability, medical condition, gender identity, results of genetic testing, predisposing genetic characteristics, service in the military, or any other factor covered by state or federal law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotions, tenure, terminations, layoff, recall, transfer, leave of absence, compensation, training and terms and conditions.

CivicPlus expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, CivicPlus will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operations of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

Commitment to Diversity

CivicPlus values diversity as an organization. CivicPlus is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we conduct business at CivicPlus. Diversity is also a very important principle of sound business management and is valued throughout the organization.

Our diversity efforts include continually working to identify diverse applicants, utilizing appropriate skills training to develop and enhance current staff and developing programs to enhance opportunities for upward mobility for qualified individuals regardless of their of race, religion, gender, age, color, national origin, veteran status, disability or sexual orientation.

The Human Resources Director serves as the EEO Compliance Officer of CivicPlus, responsible for implementing the EEO plans, monitoring EEO compliance and communication regarding EEO compliance. The HR Director will work with all hiring managers to identify opportunities for compliance improvement and to proactively seek qualified diverse candidates.

However, it is the responsibility of all employees of CivicPlus to understand the importance of diversity to both our business and our clients, both as an EEO compliance issue and as a business philosophy.

Revised:	**Approved:** 08/01/2020
Owner: Director of Human Resources	**Approved By:** Brian Rempe, CEO

SECTION E

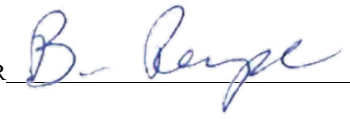
PLEASE FILL OUT THE DATA REQUESTED IN THE FOLLOWING TABLE FOR ALL FULL-TIME EMPLOYEES OF YOUR ORGANIZATION. THE STATISTICSE USED MUST BE NO OLDER THAN 3 MONTHS FROM THE TIME THIS BID IS SUBMITTED.

EMPLOYMENT STATUS AS OF November 14, 2023

	MALE						FEMALE					
	WHITE (NON HISPANIC)	BLACK (NON HISPANIC)	HISPANIC	ASIAN/PACIFIC ISLANDER	AMERICAN INDIAN / Other	**TOTAL MALE**	WHITE (NON HISPANIC)	BLACK (NON HISPANIC)	HISPANIC	ASIAN/PACIFIC ISLANDER	AMERICAN INDIAN / Other	**TOTAL FEMALE**
OFFICERS/ MANAGERS	52	4	2	3	7	68	43	0	3	3	3	52
PROFESSIONALS	195	15	22	10	36	278	149	10	16	16	22	213
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	97	17	15	5	13	147	96	10	3	3	15	127
CRAFTSMEN (SKILLED)	0	0	0	0	0	0	0	0	0	0	0	0
OPERATORS (SEMI-SKILLED)	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS (UNSKILLED)	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0

SECTION

NAME OF OFFICER OF FIRM Brian Rempe

SIGNATURE OF OFFICER 

DATE November 14, 2023

ATTACHMENT B

TOWN OF WETHERSFIELD
Department of Finance

NON COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

(1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition, and

(2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Wethersfield to consider the proposal and make an award in accordance therewith.

CivicPlus, LLC	302 S. 4th Street, Suite 500, Manhattan, KS 66502
Legal Name of Proposer/Firm	Business Address
SVP of Operations	November 14, 2023
Signature and Title	Date

Cole Cheever, SVP of Operations
Printed Name of Title Person

Subscribed and sworn to me this 14th day of November, 2023.

Sarah Lomasney
Notary Public
My Commission Expires
8/26/26

NOTARY PUBLIC - State of Kansas
SARAH R LOMASNEY
MY APPT. EXPIRES 8/26/26

ATTACHMENT E

APPENDIX III

AFFIDAVIT PURSUANT TO THE
ORDINANCE PROVIDING FOR LOCAL PREFERENCE

(It is not necessary to submit this form unless you are a Wethersfield Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;

2. That he/she believes in and understands the obligations of an oath;

3. That he/she is submitting a bid as a "town based business", pursuant to those conditions delineated in the Town of Wethersfield's Ordinance Providing for Local Preference.

_____ _____

Name of Local Bidder (Please Print) Date

_____

Signature of Local Bidder

Not Applicable - CivicPlus is not located in Wethersfield, Connecticut.

Exceptions to Attachment C

ATTACHMENT C

APPENDIX I

TOWN OF WETHERSFIELD

INSURANCE AND INDEMNITY REQUIREMENTS

The Contractor shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure the Contractor's obligations under this contract with an insurance company or companies with an AM Best Rating of A-: VII or better licensed to write insurance in Connecticut and acceptable to the Town of Wethersfield. Where no insurer so licensed in Connecticut will provide the required coverage, the insurer shall, at minimum, be approved to do business in Connecticut (listed on the current "White List" of the Connecticut Insurance Department).

As to all insurance required, the insurer shall provide the Purchasing Agent, Town of Wethersfield, with Certificates of Insurance prior to the execution of this contract, describing the coverage ~~and providing that the insurer shall give the Town of Wethersfield written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage~~.

1. ~~Contractor agrees to indemnify and save harmless the Town from loss, expense, damage or injury caused or occasioned, directly or indirectly, by its failure to comply with any of the following:~~

Strike section 1 and replace with the following:

CivicPlus will defend at its expense or settle any third-party claim against Customer alleging that the Services provided under this Agreement infringe intellectual property rights. CivicPlus will pay infringement claim defense costs, CivicPlus–negotiated settlement amounts, and damages finally awarded by a court. CivicPlus has no obligation for any claim of infringement arising from Customer's use of the Services for purposes not contemplated by this Agreement. CivicPlus' indemnification obligations under this Section 15 are conditioned upon the Customer:

A. promptly notifying CivicPlus of any claim in writing;

B. cooperating with CivicPlus in the defense of the claim; and

C. granting CivicPlus sole control of the defense or settlement of the claim.

The indemnification obligations of CivicPlus herein shall not apply to any claims of intellectual property infringement related to Client Content.

~~4. Professional Liability, $5,000,000 limit (Architects, Engineers, Attorneys including Town Council, Accountants, Actuaries, Agent of Record).~~

~~Additional Coverage and Limits may be required based upon the particular services contracted.~~

CivicPlus has Cyber Liability / Tech E&O.

~~6. Waiver of Rights: Town and Contractor waive all rights against each other and the Subcontractors and their agents and employees and against Engineer and separate contractors (if any) and their subcontractors' agents and employees, for damages caused by fire or other perils to the extent covered by insurance provided, or any other property insurance applicable to the Work, except such rights as they may have to the proceeds of such insurance held by Owner as trustee. Town shall require similar waivers in writing from each Subcontractor; each such waiver will be in favor of all other parties enumerated.~~

Strike section 6 entirely.

7. Receipt and Application of Proceeds:
The Town requires prompt and immediate notice of the following:
1. Erosion of any aggregate limits.
2. Advance of any retroactive dates.
~~3. Cancellation or non renewal. Prior 30 day notice.~~

Strike number 3. We can provide notice within 30 days.

~~If, at any time, any of the said policies shall be or become unsatisfactory to the Town, as to form or substance, or if a surety issuing any such shall become unsatisfactory to the Town, the Bidder shall promptly obtain a new policy, submit same to the Purchasing Agent for approval and submit a certificate thereof as hereinabove required.~~ Upon the failure of the Bidder to furnish, deliver or maintain same, this contract, at the election of the Town, may be forthwith declared suspended, discontinued or terminated. ~~Failure of the Bidder in the above shall not relieve same from any/all liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Bidder concerning indemnification.~~

Town of Wethersfield

Department of Finance LINK to RFP and Proposals

WEBSITE SOFTWARE, DESIGN & IMPLEMENTATION - RFP 2024-04

M. O'Neill

Civic Plus	GHD Digital	Granicus	Hiretecky	Jesse James Creative	Maganti	Neumeric	Planeteria Media	Tandev
$36,084 + $7,033/year	$39,795 + $14,700/year	$17,260 + $23,000/year	$30,000 + ???/year	$53,500 + $6900/year	$68,800 + ???/year	$68,340/$76,040 + $10,600/$18,300 /year	$59,150 + $6,000/year + hosting cost	$87,300 + $14,800/year

TOWN COUNCIL AGENDA ITEM
Resignations from Boards & Commissions

DATE: May 6, 2024

DEPARTMENT: Town Clerk

REQUESTED BY: Susan I Schroeder, Town Clerk

ITEM: Resignations from Boards & Commissions

ITEM DESCRIPTION:
Resignations from Boards & Commissions

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Motion to approve the resignation of Jeff Kotkin from the Board of Assessment Appeals.

ATTACHMENTS:
2024-05-06 RESIGNATIONS.pdf

RESIGNATIONS FROM BOARDS AND COMMISSIONS

Board of Assessment Appeals

Member			
Jeff Kotkin	D	28 Farms Village Road	5-17-21 to 6-30-26
(effective April 5, 2024)			

Proposed by –

Date of Action – May 6, 2024

PENDING: BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

TOWN COUNCIL AGENDA ITEM
Appointments to Boards & Commissions

DATE: May 6, 2024

DEPARTMENT: Town Clerk

REQUESTED BY: Susan I Schroeder, Town Clerk

ITEM: Appointments to Boards & Commissions

ITEM DESCRIPTION:
Appointments to Boards and Commissions

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Motion to approve the appointment of Brent Owen from Alternate to Member on the Board of Assessment Appeals for the term 5-6-2024 to 6-3-2028.

ATTACHMENTS:
2024-05-06 Appointments.pdf

FOR ACTION

APPOINTMENTS TO BOARDS AND COMMISSIONS

BOARD OF ASSESSMENT APPEALS

Alternate to Member

Brent Owen (to fill J. Kotkin)	D	42 Wells Farm Drive	5-6-24 to 6-30-28

Proposed by –

Date of Action – May 6, 2024

PENDING: BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

TOWN COUNCIL AGENDA ITEM
Minutes for Approval

DATE: May 6, 2024

DEPARTMENT: Town Clerk

REQUESTED BY: Susan I. Schroeder, Town Clerk

ITEM: Minutes for Approval

ITEM DESCRIPTION:
Approve Minutes of April 1, 2024 Regular Town Council Meeting.
Approve Minutes of April 15, 2024 Regular Town Council Meeting.
Approve Minutes of April 15, 2024 Special Town Council Meeting.
Approve Minutes of April 17, 2024 Special Town Council Meeting.
Approve Minutes of April 24, 2024 Special Town Council Meeting.
Approve Minutes of April 25, 2024 Special Town Council Meeting.
Approve Minutes of April 29, 2024 Special Town Council Meeting.
Approve Minutes of May 1, 2024 Special Town Council Meeting.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Motion to approve the minutes of the April 1, 2024 Regular Town Council Meeting.
Motion to approve the minutes of the April 15, 2024 Regular Town Council Meeting.
Motion to approve the minutes of the April 15, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 17, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 24, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 25, 2024 Special Town Council Meeting.
Motion to approve the minutes of the April 29, 2024 Special Town Council Meeting.
Motion to approve the minutes of the May 1, 2024 Special Town Council Meeting.

ATTACHMENTS:
2024-04-01 Minutes (unapproved).pdf
2024-04-15 Special Meeting Minutes (unapproved).pdf
2024-04-15 Meeting Minutes (unapproved).pdf
2024-04-17 Special Meeting Minutes (unapproved).pdf
2024-04-24 Special Meeting Minutes (unapproved).pdf
2024-04-25_Special_Meeting_Minutes__unapproved_.pdf
2024-04-29 Special Meeting Minutes (unapproved).pdf
2024-05-01 Special Meeting Minutes (unapproved).pdf

Unapproved

REGULAR MEETING
April 1, 2024

The Wethersfield Town Council held a Regular Meeting on April 1, 2024 at 7:00 p.m. from the Council Chambers of the Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut.

Mayor Lesser called the Meeting to order.

A) Pledge of Allegiance led by Councilor Carbone.

B) Recording of Attendance by Town Clerk

PRESENT: Rich Bailey, Shelley Carbone, Cindy Clancy, Miki Duric, Jane Roets, Brianna Timbro, Emily Zambrello, Matthew Forrest, and Ken Lesser

ABSENT: None.

ALSO PRESENT: Frederick Presley, Town Manager, Susan I. Schroeder, Town Clerk, Dr. Dianne Doot, CCHD member, Amina Kajic, Kid Mayor representing Charles Wright School.

Presentations

Kid Mayor Presentation

Amina Kajic from Charles Wright school was introduced as Kid Mayor, and she read her winning essay.

Proclamation Recognizing Public Health Week

The Proclamation was received by Central CT Health District board member Dr. Dianne Doot, who shared a few comments.

C) Hearings - NONE

D) Public Comment

Robert Young, 20 Coppermill Road was called to speak. He feels the schools superintendent needs to cut back on his budget, and find ways to save money, just as residents do. The BOE 6.5% budget increase needs to be chiseled back.

Cindy Jacobs, 71 Sunrise Terrace was called to speak. She appreciated the new chain link fence on Folly Brook near Greenfield. There is a muddy trail behind the high school used by many that she asked to be filled with dirt and gravel. She thanked Physical Services for trimming hedges behind the Wells Quarter Village flagpole.

Cindy Zeurblis, 119 Two Rod Highway was called to speak. She was concerned about increased traffic on Two Rod Highway. Traffic control signs are often ignored. She suggested more stop signs are needed in coordination with Newington. She felt some Councilors acted rudely during Public Comment at a Council meeting. She hopes the Council is paying attention to the recent rash of car break-ins.

Jennifer Downey, 195 Middletown Avenue was called to speak. She wished to remind the Council about their responsibility to the community. She felt there was hypocrisy on the Council in supporting artificial

turf in proximity to the Mill Woods swimming pool. Traffic and speeding are problems on Middletown Avenue and throughout town, and laws need to be enforced.

Laura Mullaly, 46 Sunset Boulevard was called to speak. Her life was saved by emergency personnel, and pieced back together by Hartford Healthcare professionals. The ambulance service change seems abrupt. It would be helpful to hear both sides of the situation.

Mike Bourassa, 248 Dale Road was called to speak. He agrees that conducting an exploratory study on turf options at Mill Woods is a good idea. He noted hypocrisy on the part of Council members and some of the public on this topic. He felt it was racist to approve an artificial turf field at Mill Woods, but not at Kycia Farm. Car break-ins and thefts are escalating throughout the state. Pressure must be placed on our legislative delegation to do something about this.

Tom Mazzarella, 600 Wolcott Hill Road was called to speak. He stated that not many new ideas came out of the Kycia charrette. He highlighted several items from the 2018 Statute 8-24 Hearing of the Planning and Zoning Commission, a pre-referendum approval requirement. He suggested tabling this item.

E) Council Reports

Mayor Lesser shared several notes from the Veterans Commission. May 25 is the Memorial Day parade and ceremony, and the Council is invited to march. The theme is the 80th Anniversary of D-Day. There will be a separate date to honor Dan Camilliere, and the commission will be hosting a coffee for veterans on May 18, Armed Forces Day.

F) Council Comments

Councilor Duric announced that this is a month of fasting for the Muslim community. On April 3 at the high school, there will be a break of fast as a community at 6:30 p.m. All are welcome and it is an opportunity to learn more about the Muslim faith. Next week is the end of the fasting month, and he wished a happy holiday to all of our Muslim neighbors.

Councilor Carbone stated she missed a meeting a few weeks ago. She shared some thoughts about the meeting. Having everyone vote on the synthetic turf field - it did not seem to be exploratory, but she sought correction.

Mayor Lesser said it was voted on to move the funding from Kycia to Mill Woods, and now we'll go through the whole process.

Councilor Carbone said it is a struggle to not call that out as hypocrisy. Kycia Farm was a hot political topic during the election. The Republicans were demonized for their plan during the last Council. They had just been following what was voted on, the referendum. Now the money is being shifted to Mill Woods and nothing is getting done for Kycia. There won't be any money to get things done at Kycia. The Park & Rec board voted unanimously to put a synthetic field at Mill Woods, but the Council isn't required to do it. It is hard to understand how, now that the synthetic turf is to be located at Mill Woods, it is ok. Maybe other options should be considered for Kycia. Perhaps put a beautiful Highcrest campus there. Or maybe put it back to referendum and sell it, get the taxpayers' money back that has been wasted for the past 5 years.

Mayor Lesser mentioned that he attended the Fire Department annual fundraiser, well attended as always. He appreciates all the Fire Department does, and had a meeting with the new chief about recruitment. We are down from 100 to 50 volunteer firefighters, which is a big issue in town. Part of our town budget will

be to help recruit and assist the firefighters. We have the oldest continuous volunteer Fire Department in the US.

G) Town Manager's Report

Mr. Presley mentioned that the Council has been provided with the proposed budget, which is available on the website tomorrow. The public may request a copy if they wish. The public hearing on the budget is on April 15, with Mr. Emmett for the BOE and Mr. Presley presenting for the town side. Workshops will be here, and streamed and televised to be as transparent as possible.

H) Town Clerk Communications

Ms. Schroeder announced that all Town Council agendas, agenda packets, videos and minutes from past meetings can now be easily found on the Town of Wethersfield website. From the Home Page, clicking the Agendas and Minutes Tab will lead users to a simple way to connect to all of these items. When viewing a meeting video, one can now click directly to the Agenda item of interest!
Tomorrow, April 2nd, is CT's Presidential Preference Primary, and the Town Clerk's Office has been managing Absentee Ballot voting, as well as supporting the Elections Department with the new Early Voting option, which went well.

Mayor Lesser noted that there will be armed police officers at the two schools where voting will take place, since school will be in session.

I) Bids - NONE

J) Consent Agenda

J.1) Appointments to Boards & Commissions
Motion to approve the appointment of Suneeta Krishnan as an Alternate to the Human Rights and Relations Commission for the term 4-1-2024 to 6-30-2027.

J.2) Minutes for Approval
Motion to approve the minutes of the March 18, 2024 Regular Town Council Meeting.

Matthew Forrest motioned: **"TO APPROVE THE CONSENT AGENDA."** seconded by Emily Zambrello.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

K) Approval of Ordinances and Resolutions - NONE

L) Unfinished Business

L.1) Kycia Farm Concept Plan

Matthew Forrest motioned: **"TO POSTPONE ITEM L.1. KYCIA FARM CONCEPT PLAN UNTIL THE NEXT REGULAR MEETING."** seconded by Cindy Clancy.

Deputy Mayor Forrest expressed several concerns about this property and plan. He would like to see a more global, comprehensive plan.
Councilor Timbro and Councilor Carbone also agreed to postpone, as did Mayor Lesser.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

M) New Business

M.1) Mill Woods Master Plan Update

Matthew Forrest motioned: **"TO AUTHORIZE THE TOWN MANAGER TO CONTRACT WITH A CONSULTANT TO UPDATE THE MILL WOODS PARK MASTER PLAN TO INCLUDE THE PROPOSED SYNTHETIC TURF, MULTI-USE ATHLETIC FIELD AND ASSOCIATED INFRASTRUCTURE AS WELL AS OTHER PARK ELEMENTS PREVIOUSLY APPROVED SINCE THE ORIGINAL MASTER PLAN WAS DEVELOPED."** seconded by Emily Zambrello.

Vote: All Councilors present, including the Chairperson voted. The motion passed 8-1-0.
(Rich Bailey voted Nay)

Councilor Forrest noted the 20-year old Mill Woods Master Plan needs a fresh look for the park to become a state-of-the-art complex. Let's bring experts in to do that.

Councilor Bailey asked about the cost to do this.

Mr. Presley replied we'll be going out to bid, and will bring the bid back to Council for approval if it exceeds the threshold of $33K.

Councilor Bailey felt that all of this is being done to find a place for this field.

Mr. Presley said the field is a big component of it, and will require a shifting of some assets, not unlike any plan of this size.

Councilor Bailey will not support anything that is not at Kycia.

Councilor Carbone asked if this would be a new Master Plan, or an amended version of the old.

Mr. Presley said it would be a refresh of the Plan that we have. The big piece will be where a multi-use field could go, including bathrooms, infrastructure and other related elements.

Councilor Carbone thought that the old Plan included an entrance from Griswold, and parking behind the houses there. Will that continue to be on the Master Plan.

Mr. Presley indicated it would be up to the consultant hired to make those recommendations or not, since a lot has changed since then. Drafts will be brought before the Council and the public. We'll be working with the adjacent turf farm, as well.

Councilor Timbro asked for clarification on the $33K fee.

Mr. Presley explained that anything over the $33K for consultant work had to go to Council to approve. If under that threshold, no Council approval is needed.

Councilor Timbro asked if this update was part of the ARPA money.

Mr. Presley said that the layout for this field is part of that.

Councilor Timbro inquired if there will be an environmental study on the impact to Mill Woods.

Mr. Presley said that would come in a later phase of the project. That will absolutely be done before any field is built.

Mayor Lesser added that the Mill Woods Master Plan was done in 2002, it's over 20 years old and outdated. Mill Woods is our sports complex and badly needs a refresh and an update to have a high-quality field and complex. We are below what other towns have. We have to maintain our fields and we need 2-4 new fields to meet the demand. As we do the refresh with this Plan, we can come out with something that we are all happy with and proud of.

Councilor Carbone asked if we could come up with a Master Plan for Kycia at the same time.

Mr. Presley said that is the plan for Kycia. We can't do the two properties together. The Concept Plan for Kycia is not a done deal. Once we have direction on concept, we will go out to bid for a Plan consultant as we are doing for Mill Woods.

Councilor Timbro stated the Republican Councilors are in support of more fields, but don't want to be in the same position as we are with Kycia when it comes to Mill Woods. We want to avoid those issues.

M.2) Amend the Charge of the Advisory School Building Committee that was created by Motion of the Town Council on February 5, 2024.

Matthew Forrest motioned: **"TO AMEND THE DUTIES AND RESPONSIBILITIES OF THE ADVISORY SCHOOL BUILDING COMMITTEE, THAT WAS CREATED BY MOTION OF THE TOWN COUNCIL PASSED ON FEBRUARY 5, 2024, BY ADDING A NEW SECOND SENTENCE TO THE ADOPTED MOTION, ASSIGNING ADDITIONAL DUTIES AND RESPONSIBILITIES AS FOLLOWS: "THE COMMITTEE SHALL ALSO BE RESPONSIBLE FOR PLANNING, OVERSIGHT AND CONSTRUCTION OF ANY NEW OR RENOVATED ELEMENTARY SCHOOLS.""** seconded by Miki Duric.

Councilor Bailey took issue with the wording. How long is this committee open for?

Mayor Lesser said this committee will work alongside the BOE, and will help us get to a referendum. If this motion is approved, committee members will be appointed during a Special Meeting on April 15th, and the committee will be open until the project is complete.

Mr. Presley confirmed that the High School Building Committee has not been closed out yet. It is awaiting a state audit that is incomplete.

Councilor Carbone asked if it is typical to put the committee together before we have the plan.

Mayor Lesser responded by reading the text of the charter section re the formation of the committee.

Councilor Carbone then asked if the members are monitored on the job they are doing. It is an extremely expensive process.
Mayor Lesser said the committee is accountable to the Town Council. Further, the Council and the BOE will have liaisons on the committee.

Mr. Presley added that the Council will establish reporting procedures, and the Finance Departments will also have oversight.

Councilor Timbro asked if this committee was solely the HVAC committee originally. Part of our concerns were that this would morph into a larger committee, and it has.
The WHS committee is still open, did it include Hanmer?

Mr. Presley said it did include Hanmer at the time it was formed. Work was never done at Hanmer. We are working with the state to close that project out.

Councilor Timbro asked is it legal to have 2 school building committees on the same issue?

Mr. Presley responded that the old committee isn't fully functioning, and the project is complete. It is appropriate to start a new committee.

Councilor Timbro queried if there is precedent for creating a committee before the project is identified. She is concerned that the wording of the motion does not reference the BOE having control. Without a referendum, what is the purpose of the committee?

Mayor Lesser explained that the issue of upgrading our schools is important to him, and to many others in town. As such, he feels the best way to do this is to have this committee in place to work in collaboration with the BOE and the Council to get this process going.

Councilor Timbro supports tending to this important need. Her primary concern is with some of the wording of the motion, and that details are missing.

Mayor Lesser confirmed that guidelines will be established for this committee in the near future, and appointments will be made on April 15.

Councilor Duric stated this is a fairly simple thing. He explained how the committee will work, including the fact that they will not be making any decisions. Their role is to serve as experts, and let the BOE and the Council know what is needed.

Deputy Mayor Forrest stated that there is no problem with forming a committee to take on these projects, we've been doing it for decades. The terms are appropriate. This starts the communication and understanding of design plans among all the players. It is important to start sooner than later. By doing so, we get a lot of stakeholder communication.

Councilor Zambrello stated that great points have been made all around. Only one member of the committee has to have construction experience. We need a well-rounded committee, including those knowledgeable in construction, finance, project management, marketing and communications. It seems we have people in town very able to fulfill those roles.

Councilor Carbone appreciates the explanation of how diverse the group will be in terms of their knowledge and skills. She just wants to be sure they are accountable.

A roll call vote was taken.

Vote: All Councilors present, including the Chairperson voted. The motion passed 6-3-0.
(Rich Bailey, Shelley Carbone, Brianna Timbro voted Nay)

N) Ordinances and Resolutions for Introduction - NONE

O) Public Comment

Jennifer Downey, 195 Middletown Avenue was called to speak. She voted against the last schools referendum, but does believe the schools need improvements. Her daughter went through the high school renovation, which she called horrible. She feels current plans for this committee are too vague, and the Council should rethink only including one member experienced in construction.

Mayor Lesser clarified that the charter calls for a minimum of one committee member to be experienced in construction. There may be more.

Tom Mazzarella, 600 Wolcott Hill Road was called to speak. He was a member of the prior ad hoc building committee. It sounded to him as if this committee needed to get started now so it can be used as a political action committee. Already, old photos have been used on the public schools website to support the need for a new school referendum. Many of those problems have been addressed.

Robert Young, 20 Coppermill Road was called to speak. He took exception to the minutes from the March 18, 2024 Council meeting, page 11. He offered a restatement. He continues to remind the Council of what a crooked, dishonest operation they ran at the time of the Kycia Farm referendum, and that some of those members still sit on the Council today. He expressed concerns about school building committees in town.

Mike Bourassa, 248 Dale Road was called to speak. He asked for accountability from the new school building committee. He said the high school renovation did not go well. He feels that the town needs more athletic fields. The proposed 6.7% budget increase on the BOE side, along with a similar number from the town side, a sizable school referendum and property revaluations are concerning in terms of the overall effect on taxes.

P) Executive Session

Shelley Carbone motioned: **"TO ENTER EXECUTIVE SESSION."** seconded by Emily Zambrello.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

P.1) Discussion of Personnel Matter

P.2) Update on the status of the EMS in Town and the pending petition hearing with the State Department of Public Health.

Miki Duric motioned: **"TO EXIT EXECUTIVE SESSION."** seconded by Shelley Carbone.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

Unapproved

Adjourn

Miki Duric motioned: **"TO ADJOURN"** seconded by Jane Roets.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

Meeting Adjourned: 9:47 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

WRITTEN COUNCIL COMMENTS FOR TOWN COUNCIL MEETING, April 1, 2024

1. **Steve Randall, 35 Beverly Road wrote:**
   I am opposed to the Kycia Farm Concept Plan in the 4/1/2024 agenda package. And will not support any plan that includes "Farming" or "Community Supported Agriculture." From the Planning and Zoning minutes. August 7, 2018: Commissioner Silver motioned that the Planning and Zoning Commission GIVE A POSITIVE REFERRAL ON § 8-24 – PURCHASE OF KYCIA FARMS PROPERTY, to be used for recreational purposes, including possible future athletic fields and open space purposes. Seconded by Commissioner Dean. Chairman Harley asked if the town is looking to the Commission to approve of the recreational use of the property or for or something more general regarding the purchase of the property. Commissioner Silver stated that the purpose requested by the Town Attorney was for recreational purposes; there was an email from Attorney Bradley in the packet. Only recreation and open space is within the Committee's positive recommendation; farming is NOT part of the recommendation. The Attorney also confirmed that the purchase was "only for recreational purposes". From the November 6, 2018, Referendum. "SHALL THE TOWN OF WETHERSFIELD APPROPRIATE $2,470,000 FOR COSTS WITH RESPECT TO THE ACQUISITION OF THE KYCIA FARM PROPERTY ON HIGHLAND STREET FOR RECREATIONAL, OPEN SPACE AND OTHER MUNICIPAL PURPOSES, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SUCH APPROPRIATION?" The Planning and Zoning Commission's positive approval, and the town-wide approved November 6, 2018, Referendum to purchase Kycia Farms do NOT include any reference to "farming". Plans containing "farming" are a violation of the town referendum, hence illegal. From legal literature: Recreational purposes are "active or passive recreational use including, but not limited to, the use of land for community gardens, trails, noncommercial youth and adult sports, use of land as a park, playground or athletic field, drop-in centers, and similar uses, and may include a refreshment stand and rest facilities incidental to the primary use." Municipal purposes "refers to basic services that residents expect the local government to provide in support of the Referendum stated use of recreational and open space." Municipal purposes are NOT farming as a Recreational use, NOR "Community Supported Agriculture. These are NOT recreational nor open space uses. Municipalities do provide the services and facilities necessary for recreation. Thus, I oppose plans that include traditional farming and cooperative/community supported farming. If we as a town include farming within any Kycia Farm's plan, we are violating the Planning and Zoning Committee approval and violating the referendum. Please ensure the November 6, 2018, Referendum is followed, per State law, and Town charter and codes!

2. **Sally Keating, 109 Church Street wrote:**
   I am in support of amending the Charge of the Advisory School Building Committee to include the responsibility for planning, oversight and construction of any new or renovated elementary schools. Our elementary schools desperately need attention. All five schools have leaky roofs, four of the five have old, faulty HVAC systems, some have windows that leak, foundations that are substandard, etc. Each time I talk to a parent or teacher I learn about more issues with the school buildings. Our property values are going to go down if we don't make significant changes to our elementary schools. We need all members of the Town Council and Board of Education to support the changes that need to be made to our schools.

With an average age of over 58 years, and minimal work done at the schools, these buildings are tired. Non-school, energy efficiency projects are discussed by our leaders, yet there are classrooms with both the heat and air conditioning running at the same time to try to balance the temperature. We have to do better for our children, teachers, administrators and our property values. Certain members of the BOE are committed to making changes at our schools and communicating throughout the process. I urge all interested residents to attend the BOE meetings and be part of the solution. We have to stop putting bandaids on the problems at our schools. Thank you.

March 20, 2024
Todd Lomento
55 Hart Street – Wethersfield CT
Resident since 1996

Town Manager, Mayor, Emergency Manager, and Council Members

RE: Emergency Medical Services (EMS) – Town of Wethersfield

I am drafting this email after my recent attendance at the Town Council meeting on Monday March 18, 2024, specific to the agenda item, Future of Wethersfield EMS. The intent of my email is to be factual and with genuine concern of the subject matter. There is no intent to finger point or be accusatory.

To give you a little background of myself, I have been involved with EMS since 1988 starting as an EMT. I became a licensed paramedic through the State of Connecticut Office Department of Emergency Medical Service since 1992 (License # 000637), Emergency Medical Services Instructor for 15 plus years (License # 001000), recently retired from a high-volume commercial EMS service (30 years) in Connecticut and worked as an EMS administrator for a paid fire department holding the position of Chief Medical Officer (CMO) (27 years). The position of CMO requires experience, knowledge base, and expertise in all aspects of EMS.

Throughout my tenure in the EMS, I have attended numerous meetings with the Department of Public Health (DPH) – Office of Emergency Medical Services (OEMS), held a voting seat at the region 3 EMS meetings, and participated in the development and advancement of EMS deployment in the community I worked. I was on numerous subcommittees to include Mass Casualty, EMS protocols and was directly involved with DPH's hearing processes for need for service application.

I highly recommend that you reconsider **postponing** the meeting with DPH on April 19, 2024, until more factual data is presented to the taxpayers of this community. A comprehensive EMS plan needs to be developed that is fiscally responsible for the townsfolks with realistic expectations.

Similarly, how the final approved budget was presented by the Board of Education (BOE) budget, the Superintendent presented financial data, graphs, workshop notes, developed workshops etc. and still the entire council had some questions. The BOE had an entire year to work on their budget and present it via power point slides.

As many of the taxpayers stated in open forum, there seems to be a knee jerk reaction with no transparency. The decision process for EMS strongarms the residents to decide in a short amount of time. There needs to be collaboration, teamwork, community input and an EMS expert to educate the public and Town Council members before a decision is made. Having a closed-door executive meeting concerning this matter appears to create the illusion of corruption, bribery, and ultimatums by Aetna Ambulance.

When we discuss "First Responders" that includes Police, Fire and EMS. The current police budget is 19,000,000, fire budget is one million and only 10,000 for EMS. You cannot mention in one breath EMS is an essential part of our community and then not support the vital agency financially as you do Fire and Police.

EMS is multi layered and is governed by DPH with mandates and regulations to include the Town EMS plan, First Responder Designation (R1), Basic Life Support Designation (R2), Advanced Life Support Designation (R5), and EMS contracts. There is a mandate that this EMS plan be updated every 5 years.

I am concerned that there was no bidding process to select and paramedic service to meet the needs of the taxpayer. The bidding process is a normal EMS process in communities all over the United States. We utilized bidding processes throughout many departments in Town government, EMS should not be an exception. From my understanding Aetna has been a long-standing partner to provide paramedic level service and mutual aid service for many years. The bidding process will allow other commercial services to apply if they choose to. (AMR, Trinity to name a few).

Aetna ambulance is a vendor supported by the Hartford Healthcare (HHC) monopoly in Connecticut. HHC currently has ties to 8 Connecticut hospitals, owns 2 commercial ambulance companies with 60 plus ambulance permits, 3 air ambulances, and numerous urgent cares. While I am not deciding for or against Aetna, they are still a private vendor.

HHC recently purchased Hunters ambulance and is in litigation with the Town of Southington and AMR with the focus of undercutting the current provider at zero bid. (like what has been portrayed in the Wethersfield deal).

Volunteerism has been a crucial role in Town and beyond. As we observed, the Town of South Windsor dissolved their volunteer ambulance and utilized ASM, a parent company of Aetna.

Routinely I observe Aetna Ambulance at the Police Station. The ambulance is not centrally located in Town and is convenient for the private ambulance company to reallocate that resource from our community and utilized in the South end of Hartford, Rocky Hill, and other communities they serve. The centrally located highway system allows Aetna to easily back fill the Ambulance Service of Manchester (ASM) in other communities. There are no markings on the ambulance to indicate they serve our citizens.

I understand there were discussions with East Windsor EMS. While they provide a great service, I would like to know what their requirements will be to meet the needs of the community. I read in the application that East Windsor Ambulance will station a paramedic ambulance in town, and it will be dedicated to Wethersfield. In reading documents this is not what the Town Manager has portrayed. Please correct me if I interpreted this incorrectly.

WEMS is dedicated to the community and does not leave other than to transport a patient to the hospital or provide services in an MCI, they are not utilized for transfers within the hospital system. Aetna Ambulance and all commercial services are for profit and will utilize ambulances for transfers depleting our town ambulance if they were to take over BLS and ALS services.

After attending the council meeting, we were being left in the dark, lacking communication by all, and the following questions came to mind. It sure did not sound like anyone from the town tried to speak and work with the Wethersfield ambulance leaders. Again, I have not been made aware of collaborative meetings with the agencies involved.

There was no data presented in the meeting to support the EMS decision to include the following:

a. What agency is the Towns designated 1st responder (R-1) through DHP-OEMS?
    i. Police, Fire, or Wethersfield EMS
    ii. If we do not have a designated 1st responder, why isn't this being addressed by Town government and the Emergency manager?
b. How many BLS (R-2) ambulance licenses does WEMS permit through DHP-OEMS?
c. Who holds the ALS (R-5) license for our community through DPH-OEMS?
d. What licenses, education in EMS Deployment, and experience does the Town Emergency Manager (EM) hold and why are there no public education workshops specific to EMS?
e. EMS call volume for the last few 3 years. (BLS and ALS)
f. Response time data for WEMS or Aetna for the last 3 years
    i. First call response time
    ii. Second call response time
    iii. Third call response time
    iv. Fourth call response time
    v. Fifth call response time
g. What are the current response time requirements for both services?
    i. Are there any penalties for Aetna if they don't make the response time?
h. Where will Aetna house their ambulance?
    i. Will Aetna have "Serving the Town of Wethersfield" printed on the ambulance."
    ii. Will this ambulance be dedicated to the community?
i. How many ambulances calls simultaneously will they be required to manage before activating a system overload?

In conclusion, I appreciate you taking the time to read my email and I am available for comment. Some of my questions noted above might be available in documents however the time allotted by the April 19, 2024, hearing date creates concern. e as taxpayers need to make a rational, financial, educated decision that will impact the community for years to come.

Respectfully Submitted

Todd Lomento

Todd Lomento
860-331-9409

WETHERSFIELD PLANNING AND ZONING COMMISSION

PUBLIC HEARING AND MEETING (unofficial until voted upon) **August 7, 2018**

The Wethersfield Planning and Zoning Commission held a public hearing and meeting on Tuesday, August 7, 2018 at 7:00 pm in the Wethersfield Town Council Chambers at the Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut 06109.

1. **CALL TO ORDER**

Chairman Harley called the meeting to order at 7:00 PM and conducted the roll call.

1.1 **ROLL CALL & SEATING OF ALTERNATES** (5 members required for a quorum):

Member Name	Present	Absent	Excused
Thomas Harley, Chairman	✓		
Antonio Margiotta, Vice Chairman			✓
Richard Roberts, Clerk	✓		
James Hughes			✓
George Oickle	✓		
Joseph Hammer	✓		
Anthony Homicki			✓
Thomas Dean	✓ (7:05)		
Ryan Allard	✓		
David Edwards (alternate)	✓		
Daniel Silver (alternate)	✓		
Yolanda Antoniak (alternate)	✓		

Also Present: Ms. Kathy Bagley, Interim Town Manager; Mr. Peter Gillespie, Director of Planning/Economic Development; Julie Gerace, Recording Secretary; members of the public.

2. OLD BUSINESS

None

3. NEW BUSINESS

3.1 C.G.S. § 8-24 Review – Purchase of Kycia Farms Property

Interim Town Manager Bagley stated that the Town Council voted at a special meeting to authorize the future purchase of the Kycia Farm. The Town negotiated with the seller over the past several months and has reached the point in the process for review and approval by various town commissions in order to have the project go to referendum vote in November. The town is looking to purchase four (4) parcels of property located on both sides of Highland Street (303

and 310 Highland Street). The property includes a sliver of property adjacent to Highcrest School with the barns, the large lot across the street, an additional sliver of land adjacent to this and the property with the house on it. The total acreage is approximately 33 acres. The Kycia family wants a ½ acre piece possibly for another home site excluded from the larger parcel. The property has been identified by the Conservation Commission as upland farmland and is the last large property in prime development land. The town would like to use the land for future recreational purposes, open space, and municipal use. If this project gets a favorable review from the Planning and Zoning Commission, it will move forward to a public hearing for residents. In order to meet the time deadline to get on the November ballot, the public hearing would need to happen by September 6th.

Commissioner Oickle commented that Wethersfield needs open space and asked if we need more recreational land and why. Ms. Bagley stated, speaking in her capacity as the Director of Parks and Recreation, that more recreational space is definitely needed in town, particularly athletic fields. In the last couple of years more athletic-field sports have been added (e.g., field hockey and lacrosse); any land that is nearly flat is currently being utilized and there is a desperate need for fields. The future use of this land would be a big help in meeting the needs the town has today and in the future. Field sizes are not all standard (e.g., a boy's lacrosse field can't be placed on top of a girl's lacrosse field because the dimensions are different).

Commissioner Oickle asked what the use of the land might be prior to its use for athletic fields. Ms. Bagley answered that it's currently farmland and they would look at keeping it that way for the time being. There will be a process to look at how best to develop the property. Until a plan is developed, the use would remain similar to the Wilkus Farm property that the town maintains as open space.

Commissioner Oickle asked about using the land for farming. Ms. Bagley stated the town would certainly look at that. The Wilkus Farm is currently used for haying, and the town would look at doing something like that again, if it made sense.

Chairman Harley asked for verification of the location of the .5 acre set-aside. Ms. Bagley pointed it out on the map (the building lot next to the last lot on Collier Road).

Chairman Harley asked if the town had done an assessment of the need for the property in terms of the intent of its use. He stated the Plan of Conservation and Development talks about prioritizing the need for facilities that the town will someday have to maintain versus conservation land. He asked about grant funds from others sources including the State of Connecticut. He recalled that the grant for the Wilkus Farm property stipulated the land be conserved for open space only; no recreational facilities are allowed on that land. He asked how the purchase of this property would be funded.

Ms. Bagley stated the town is looking to bond it over a period of years. They are not proposing applying for a grant of state funds because that will come with conditions that the land can't be used for any active recreational purposes.

Chairman Harley asked and Ms. Bagley confirmed that the project financing plan will be described at the public meeting concerning the bond ordinance. Ms. Bagley stated the Town Council's intent is to use the land for municipal and recreation use, future athletic fields and open space.

Commissioner Edwards asked if the land has been surveyed for environmental hazards such as human or chemical waste. Ms. Bagley stated it hasn't been done yet but is part of the purchase agreement.

Commissioner Dean asked what specific active uses the town is looking at. Ms. Bagley stated that an example of an active use would be athletic fields that are organized for sports activities as opposed to flying a kite or walking in the park. Playgrounds are an active use.

Commissioner Dean asked for verification that the term active use does not mean resale of the land or development of the land for residential, industrial or commercial uses. Ms. Bagley stated that has not come up in any of the discussions. Commissioner Dean asked those things are in any way contemplated in the aim to purchase this property. Ms. Bagley answered that has not come up in any of the conversations she has been involved with.

Commissioner Dean asked if recreational and athletic field uses are within the scope of eligibility for State grant funds. Ms. Bagley answered they are not eligible for the open space funds that have been available in the past. Mr. Gillespie stated that, in the past, STEAP (Small Town Economic Assistance Program) has been successfully used by towns in the development of athletic fields on municipal properties; whether that continues in the future remains to be seen. The program that was used to acquire the Wilkus Farm would not be accessible for this project.

Commissioner Dean stated his main concern is that the purchase would not use town funds to support residential, commercial or industrial development. Mr. Gillespie stated that this project is not being drafted or prepared that way.

Clerk Roberts asked what the green lines on the map are. Mr. Gillespie stated he believes the green line that runs along the north of the property is a MDC easement. The yellow lines are CL&P easements.

Clerk Roberts asked about wetlands. Mr. Gillespie answered there is a finger of wetlands in the northeast corner of the property which comes out to Collier Road and continues east to Collier Brook and covers a portion of the country club property and Incarnation Church. Factoring in the wetlands and the .5 acre building lot, the northwest corner of the property may end up being used as open space or for a small recreational facility. The majority of useable land is where the farm fields have historically been.

Clerk Roberts asked if the house at 303 Highland Street is part of the purchase. Ms. Bagley answered yes, and is important for its frontage on Highland Street and the thinking right now is that the house will not be there in the future. Clerk Roberts stated that if there are any plans for

selling the house in the future, to keep in mind that open space money can't be used to buy the property the house is on.

Clerk Roberts asked about the property with a barn and greenhouses on the south side of Highland Street and stated they may be a liability for the town in the condition they are in. Ms. Bagley stated those buildings will be looked at in more detail and evaluated.

Clerk Roberts stated that the recreational uses on the south side may be limited by the topography and width of the property. He asked if any preliminary drawings have been done for the amount of parking, fields, infrastructure that this property can accommodate. Ms. Bagley stated that since the land came up for sale, this has been a fairly quick process, and no drawings have been prepared yet.

Clerk Roberts stated that he has seen other towns' facilities and several million dollars would probably be needed to do it right. He is worried that the public's appetite for spending money may be exhausted after the initial land purchase if it's done without planning for what phase II would look like. Conceptually, he likes the idea of having open space but also likes the idea of planning. Mr. Gillespie stated that this has come to a head so quickly because the seller is at a point where decisions have to be made. He stated he has had conversations with developers specifically about this property. The family is deciding between selling it for development and potentially selling it to the Town for community purposes.

Commissioner Silver stated that, because of the timetable, it is the Commission's job to look at this from a planning perspective rather than at the cost down the line. He is hoping some of those answers will come from the Town Council, as this moves forward. From a planning standpoint, he thinks this is a great use for the town and is in favor of the purchase of the property. It is the responsibility of the Town Council to determine if we can afford it. From personal knowledge he knows there is a great lack of athletic fields and the athletic advancement of our kids will be improved greatly by having these additional facilities.

Chairman Harley asked Ms. Bagley if the Town Council is asking the Commission for anything more specific than a recommendation of a positive referral on the 8-24, without any specificity with intent and purpose of its use. Ms. Bagley stated they are looking for confirmation that it makes sense for the town to move forward in the purchase of the property as it was spoken about today.

Commissioner Antoniak asked when the environmental assessment will be done and what type of information will be gathered from that other than the condition of the soil. Ms. Bagley stated that the process of hiring a consultant should be completed in the next couple of weeks. She can't speak specifically about all the testing they will be doing, but it was explained to her that a phase I study will be done to check for anything of a hazardous nature, and a phase II study would be done after that, if needed.

Commissioner Antoniak asked Ms. Bagley how many athletic fields could be constructed on the

largest parcel of this property. Ms. Bagley stated that her gut feeling is that there is the potential to design something that would really help meet the town's needs. There would be a process to assess what those needs are what would make the best sense to put there to get the most out of it.

Commissioner Edwards asked where the wetlands on the property are. Mr. Gillespie showed him on a small map at his desk station.

Commissioner Oickle stated he spoke to Mr. Gillespie and confirmed that the land north of this property will not be landlocked.

Commissioner Silver motioned that the Planning and Zoning Commission **GIVE A POSITIVE REFERRAL ON § 8-24 – PURCHASE OF KYCIA FARMS PROPERTY**, to be used for recreational purposes, *including possible future athletic fields and open space purposes* (italicized text was added to the amendment by Commissioner Silver during discussion, see below). Seconded by Commissioner Dean.

Commissioner Hammer stated he will not be participating in this matter.

Chairman Harley asked if the town is looking to the Commission to approve of the recreational use of the property or for or something more general regarding the purchase of the property.

Commissioner Silver stated that the purpose requested by the Town Attorney was for recreational purposes; there was an email from Attorney Bradley in the packet.

Ms. Bagley stated that in Attorney Bradley's letter to the Commission, he identified recreational use, including possible future athletic fields and open space purposes. Commissioner Silver stated he will amend his motion to include that.

Commissioner Dean stated that he tends to think the citation of the 8-24 referral encompasses all those aspects of the development. To a great extent the Commission is deferring to the policy considerations that the Town Council will determine. This does not appear to be in conflict with the Plan of Conservation and Development.

Vote: Commissioner Hammer ABSTAINED. All other Commissioners present voted AYE.
The motion **PASSED** 8-0-1.

7. **PUBLIC COMMENTS ON GENERAL MATTERS OF PLANNING AND ZONING**

Attorney TJ Donahue, of the firm Killian and Donahue, stated he is before the Commission representing Maria Sipala of 38 Marsh Street. They are here to once again call attention to the situation at 222 Main Street (Lucky Lou's), which is a private enterprise in property owned by the Town of Wethersfield and leased by the Wethersfield Historical Society. There is a continuing violation of the Planning and Zoning Commission's special permit for outdoor music, which was

SPECIAL MEETING MINUTES

Person Preparing Minutes: Susan I. Schroeder, Town Clerk
Audio or Video Recording of Meeting: No

Name of Board, Commission or Committee: Town Council Special Meeting
Meeting Location: Town Council Chambers, 505 Silas Deane Highway, Wethersfield, CT 06109

Meeting Date: April 15, 2024

Time Meeting Started: 6:30 p.m.

Members Present:
1. Councilor Bailey
2. Councilor Carbone
3. Councilor Clancy
4. Councilor Duric
5. Councilor Roets
6. Councilor Timbro
7. Councilor Zambrello
8. Deputy Mayor Forrest
9. Mayor Lesser

Members Absent:

Also Present: Fred Presley, Town Manager, Sue Schroeder, Town Clerk
Number Required for Quorum: 5
Quorum Present: Yes

Mayor Lesser called the meeting to order at 6:30 p.m.

Deputy Mayor Forrest motioned **"TO APPOINT THE FOLLOWING MEMBERS AS FOLLOWS FOR A TERM BEGINNING ON APRIL 15, 2024: BRIAN DICIOCCIO, 39 KIMBALL ROAD, AMANDA DREW, 340 WOLCOTT HILL ROAD, KATIE KUMNICK, 86 CHURCH STREET, RUSS MORIN, 495 BRIMFIELD ROAD, LAUREN RHINES, 366 RIDGE ROAD, RICHARD SITNICK, 27 DEER LEDGE LANE, AND DOUG SUDELL, 325 MAIN STREET."** seconded by Councilor Clancy.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

Mayor Lesser read the biography for each nominated committee member.

Deputy Mayor Forrest thanked everyone for volunteering for this committee. This will be a major undertaking. He suggested that the committee begin by looking at Highcrest School and the surrounding property.

ADJOURNMENT
At 6:42 p.m. Deputy Mayor Forrest motioned **"TO ADJOURN THE MEETING"** seconded by Councilor Zambrello.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

Meeting Adjourned: 6:42 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

FOR ACTION

APPOINTMENTS TO BOARDS AND COMMISSIONS

ADVISORY SCHOOL BUILDING COMMITTEE

Member			
Brian Dicioccio	R	39 Kimball Road	4-15-24 to *
Member			
Amanda Drew	R	340 Wolcott Hill Road	4-15-24 to *
Member			
Katie Kumnick	U	86 Church Street	4-15-24 to *
Member			
Russ Morin	D	495 Brimfield Road	4-15-24 to *
Member			
Lauren Rhines	D	366 Ridge Road	4-15-24 to *
Member			
Richard Sitnik	U	27 Deer Ledge Lane	4-15-24 to *
Member			
Doug Sudell	D	325 Main Street	4-15-24 to *

*Term expires at project completion

Proposed by – Deputy Mayor Forrest

Date of Action – April 15, 2024

BY VOTE OF COUNCIL (9-0-0)
April 15, 2024

Unapproved

REGULAR MEETING
April 15, 2024

The Wethersfield Town Council held a Regular Meeting on April 15, 2024 at 7:00 p.m. from the Council Chambers of the Town Hall, 505 Silas Deane Highway, Wethersfield, Connecticut.

Mayor Lesser called the Meeting to order.

A) Pledge of Allegiance led by Councilor Bailey

B) Recording of Attendance by Town Clerk

PRESENT: Rich Bailey, Shelley Carbone, Cindy Clancy, Miki Duric, Jane Roets, Emily Zambrello, Brianna Timbro, Matthew Forrest, and Ken Lesser

ABSENT: None.

ALSO PRESENT: Frederick Presley, Town Manager, Michael Emmett, Superintendent of Schools, Susan I. Schroeder, Town Clerk, Julianna Ratti, Kid Mayor representing Highcrest School

Presentations

Kid Mayor Presentation

Mayor Lesser introduced tonight's Kid Mayor, Julianna Ratti from Highcrest School. Julianna proceeded to read her winning essay.

Presentation by Michael T. Emmett, Superintendent of Schools, on the 2024-2025 Wethersfield Board of Education Proposed Budget [please see Attached]

Proposed Total 2024-2025 Budget = $65,884,270
Increase of $4,021,104
Percentage Increase of 6.50%

There were no Council questions following the presentation.

Presentation by Frederick J. Presley, Town Manager, on the 2024-2025 Town of Wethersfield Proposed Budget [please see Attached]

2024-2025 Proposed Town Budget Increase of 6.03% (Town Increase of 5.51%, Schools Increase of 6.5%)
Mill Rate estimated at 44.87 mills

Councilor Carbone asked if all of the budget workshop meetings were open to the public.

Mr. Presley confirmed that they are.

C) Hearings

C.1) Public Hearing on 2024-2025 Proposed Budget

Mayor Lesser read the following rules and procedures for the Hearing:

Unapproved

Public participation is encouraged. Any citizen or property owner is able to speak at the subject budget hearings, initially for no longer than 10 minutes. After all persons wishing to speak have done so, those wishing to speak for a second time shall be allowed to do so for no longer than 10 minutes.

Polly Moon, 23 Orchard Brook Drive was called to speak.
Bob Woodward, 456 Middletown Avenue was called to speak.
Scott Wands, 4 Avalon Place was called to speak.
Conor Geary, 3 Somerset Street was called to speak.
Cindy Jacobs, 71 Sunrise Terrace was called to speak.
Russ Morin, 495 Brimfield Road was called to speak.
Tom Izard, 92 Cider Brook Drive was called to speak.
Melinda Zeman, 34 Olney Road was called to speak.
Robert Young, 20 Coppermill Road was called to speak.
Marjorie Carson, 12 Avalon Place was called to speak.
Paula Izard, 92 Cider Brook Drive was called to speak.
Tom Mazzarella, 600 Wolcott Hill Road was called to speak.
Martha Conneely, 12 Fairmont Street was called to speak.
Liz Walters, 57 Randy Lane was called to speak.
Christopher Brechlin, 27 Somerset Street was called to speak.
Melinda Zeman, 34 Olney Road was called to speak.
Liz Walters, 57 Randy Lane was called to speak.
Robert Young, 20 Coppermill Road was called to speak.

D) Adjourn

Rich Bailey motioned: **"TO ADJOURN"** seconded by Matthew Forrest.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

Meeting Adjourned: 9:18 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

WRITTEN COUNCIL COMMENTS FOR TOWN COUNCIL MEETING, April 15, 2024

1. **Claudio Borea, 639 Highland Street wrote:**
   Once again I am very disappointed in the Town Manager considering a budget increase at this time which will raise taxes. He needs to know as well as all of our elected officials that it's not what you desire in a budget, but what the taxpayer can afford to pay. We have a higher than average elderly population that are on fixed incomes and can't absorb this proposed increase. The State and municipal leaders have for years made promises and bargaining agreements with each other and left out the taxpayer from the discussion. What is called for now are responsible and difficult decisions. The current path we are on is unfair to the average taxpayer that does not work for the State or municipal government and more than that it is unsustainable. I can't understand how the board of education and the Superintendent of schools can ask for such a large increase when there is an inverse correlation between education spending and student performance. Moving forward with municipal business as usual is shameful and shows a lack of understanding of the taxpayers who at this time are in dire straits. There should be no increase to the budget, instead cuts need to be made for our budget to be balanced. Let's put our priorities, the health and welfare of all the people in the town of Wethersfield in place for a sustainable future.

2. **Joseph Mehan, 34 Two Brook Road wrote:**
   Several things need updating at PCC. Taking one at a time, couldn't the income from the rental of the Banquet Room be put aside just for updates, rather than putting it in the General Fund. New carpeting would be a major expense, but new wallpaper, a much less expensive project, would certainly be an improvement. I have handpainted tears in the wallpaper caused by renters who "could not be fined". Why not collect from the culprits?

3. **Mary Breton, 209 Clovercrest Road wrote:**
   First, I'd like to first extend my gratitude for your work these past few months. The positive engagement with the community, for example; awarding the Key to the Town to Phil Lohman, the Kid Mayor program, meeting with businesses, and holding public meetings about matters that are important to residents. Your efforts provide a positive environment and offers the opportunity for meaningful dialogue. Resident engagement with town decision-makers has presented a welcome and positive change in our town.
   In addition, I am excited about the holistic and strategic planning now taking place. Most notably the proactive approach and energy to attract new businesses and hire a Town Planner. These steps will help our town draw in more businesses to help alleviate the tax burden on residents.
   Lastly, I support the investment in town services, education and the library. It aligns with the overarching town strategy to invest in what matters to residents and brings vibrancy and quality of life to this town. We settled in Wethersfield because we knew our children would be well served in the school system and town services. As a resident whose children benefitted from the Wethersfield public schools, I know that it was because of the past leaders who had the foresight and vision to secure the future path for our schools. Now it is time for you as leaders to do the same and secure that path for all of the young families who moved to Wethersfield because of the great school system and town services, don't let them down. They deserve the same quality of education and services including the library programming that my children had.

I have confidence that this council will engage with the community through meaningful respectful dialogue with focus on the matters before them and the future impacts as they make data-driven, fact-based decisions that will yield the right decisions for the whole town. Thank you for your service.

4. **Steve Kelly, 29 Old Smithy Lane wrote:**
I'd like to remind Town Council and Board of Education members that their first responsibility is to represent and protect the interests of the citizens of Wethersfield not the Town Employees. Too often I've seen this simple fact forgotten. There is something wrong that if the solution to problems in Town is to hire consultants. Shouldn't our highly paid Administrators and Department Heads be capable of knowing what the citizens want. For example the latest controversy concerning Kycia Farms/Mill Woods Park fields or no fields or whatever. We already have a 20 year old Mill Woods Plan that we paid for and evidently didn't follow through on. Now we're going to spend more money on a new plan? Doesn't anyone want to take responsibility? Regarding the Board's simmering plan to somehow try to push through it's recently defeated referendum bit by bit is problematic. I've read that the most important factors in education are teachers and equipment not new buildings. Our tax dollars should be going toward excellent salaries to attract and retain the best teachers and give them the necessary equipment they need. The problem the Board should be concerned with is why anyone thinks 3 60 year old buildings--Hanmer, Highcrest and Charles Wright should be torn down due to being in poor condition and Charles Wright not even being replaced. That was one brilliant idea ! The question should be who is in charge of the School Maintenance that it doesn't appear that they're doing the job. Of particular note the idea to build a new Hanmer on the site of the oldest full size baseball diamond in Town. And when you recall how much we overspend on Open Space in New Wethersfield, why we would we destroy this great open space in Old Wethersfield? Again a huge waste of money. Renovate and maintain our schools is where the Board should be spending their time and effort. And while on the topic of Old Wethersfield specifically Economic Development, the Silas Deane and Berlin Turnpike areas need the attention and the traffic. Turning residential areas into commercial would tend to decrease our population. I'm no Consultant but I'm guessing the greater the Town's population is a good thing for the economy. Turning homes into businesses and buying up open space so we don't increase our school age population as the Town Council 2 elections ago did was a bad idea somebody had.

5. **Tracy A. Gionfriddo, 43 Meadowgate Street wrote:**
Please accept this message in support of the Library Budget that has been submitted by Brook Berry and the Library Board. We have worked diligently to minimize the increase despite the rising costs of employee benefits and goods.

6. **Karla Pelarinos, 333 Ridge Road wrote:**
I write this as a mother of a sixth and second grader at Emerson-Williams Elementary School. Our school is currently experiencing a mental health crisis. Classrooms are often evacuated due to disregulated students and support staff manage 20-30 walkie talkie calls for assistance from teachers a day! Staff must spend their days putting out fires and will soon lose the tremendous help of traveling behavior specialist Emily Biggart at the end of this year. Our school is in a crisis with her help, we can’t afford to lose her. We desperately need additional mental health assistance at our school. I don’t know if this is a town-wide

problem, but this is most definitely a problem at Emerson-Williams, and I passionately request that our town council and board of education dig deeper for funds to keep Mrs. Biggart on staff along with adding another mental health professional and experienced paras to our school staff. Our children and staff at E-W deserve better and this budget does not take into account what our school requires to function in a safe and healthy manner.

7. **Kristen Michaels, Wethersfield Library Chair, 303 Garden Street wrote:**
I respectfully request that the Town Council approve the Wethersfield Library budget as presented. At just under a 5% increase, the library budget represents one of the smallest increases of all town departments, half of which is healthcare costs. The Library Director, Brook Berry, has prepared this budget with meticulous care and scrutiny, keeping costs as minimal as possible while ensuring that we can continue to accomplish our mission in serving the Town of Wethersfield. Brook has consistently worked to keep costs down for us taxpayers year after year, not rehiring positions to save on staffing costs and finding opportunities to conserve and share resources both within our town and statewide. I can confidently say that this budget represents the bare minimum funds necessary, and that every dollar will be well spent serving our town residents. The library has many exciting initiatives planned for the next year, including an interior remodel and our Story Walk project. We need to ensure that we have adequate funds in place to accomplish these goals while also maintaining the same level of outstanding service that our residents deserve. I realize that the budget process is difficult, the library is an invaluable community resource that truly serves all of our residents. I hope that you will join the Library Board in supporting our beloved town library and approving the budget as presented. Thank you for your consideration.

8. **Kristin Peckrul, 275 Hang Dog Lane wrote:**
Please fully fund the proposed Board of Education budget. Our schools are lacking behind others in the region and it's becoming an embarrassment. The proposed budget increase doesn't even get the schools ahead of where they are right now--it just keeps them from falling even further behind than if you ask them to decrease it. I have 2 children in the elementary schools right now. The physical space and resources that exist in the current schools don't meet the needs of my non-traditional learner. We feel pressured to explore magnet middle schools (STEM focused) to provide our soon-to-be 6th grader with a more engaging educational experience. This is not at all meant as a slight to the wonderful teachers that he has encountered during his time at Highcrest. It's the reality of the facility and its needs. That means that there may be one more student who adds to the magnet school tuition issue so Wethersfield will end up paying to send my student to a better facility unless the state actually implements the tuition cap. While I would advocate for MORE spending for the BOE, I would settle for approving what they have already proposed. Thank you.

Wethersfield Public Schools
Board of Education Approved Budget
Fiscal Year 2024-2025

Presented to the Wethersfield Town Council
April 15th, 2024
Bobbie Hughes Granato, BOE Chairperson
Michael T. Emmett, Superintendent



2024-2025 BOE Approved Budget Summary

• Council Adopted 23-24 Budget	$61,863,166
• BOE Approved 24-25 Budget	$65,884,270
• Amount of Increase	$4,021,104
• Percentage Increase	6.50%

2

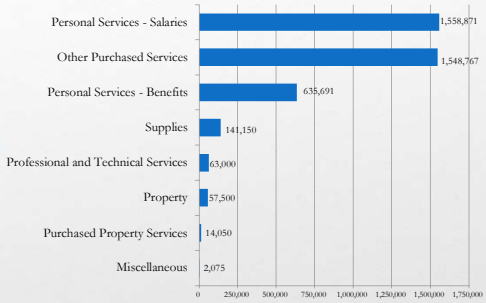
Budget Meetings and Revisions



- February 3rd Budget Workshop – Superintendent's Proposed Budget Increase 6.45% or $3,993,044
- February 10th Budget Workshop – Budget revised due to the following:
  - Magnet Tuition Cap – removed from State budget, add back $414,000 to proposed budget
  - Excess Cost Reimbursement – Tier structure not accurate representation of projected revenue, add back $378,000 to proposed budget
- Revised Proposed Budget Increase – 7.73% or $4,785,044
- BOE tasked with identifying $763,940 in reductions for final 6.50% proposal:
  - Removing Superintendent addition of new Elementary Social Worker
  - Removing Superintendent addition of PreK program expansion, including new PreK teacher, new PreK Speech position and three new PreK Paraeducators
  - Eliminating all existing Math Interventionist positions across the district

3

2024-25 Increase by Major Object



4

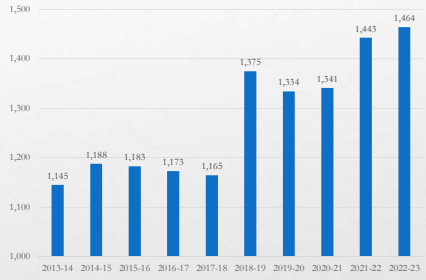
Historical Budget Increases





5

District High Needs Students (EL, F/R, IEP)



6



2024-25 Budget Factors - Salaries

- Salaries are increasing 3.84% ($1,558,871); 38.77% of total budget increase
- Teacher salaries are increasing 4.18% ($1,203,141) based on contractual obligations and current staffing levels; the elimination of seven Math Interventionist positions must be factored at lower annual salary as recent hires will be displaced

7



2024-25 Budget Factors - Benefits

- Benefits are increasing 5.74% ($635,691); 15.81% of total budget increase
- Health Insurance assumes a 12% premium increase
- Pension and OPEB contributions amounts will be adjusted once the final increases are available from the Town (currently only projected at $7,706 increase)

8



2024-25 Budget Factors – Contracted Services

- Purchased Services increasing 20.76% ($1,548,767); 38.52% of total budget increase
- This Object accounts for decrease in Excess Cost Reimbursement ($378,000) and removal of Magnet Tuition Cap from State budget ($414,000)
- Without Excess Cost Reimbursement and Magnet Tuition Cap adjustments, year over year increase would be 10.14% ($756,767)
- Increase due to additional Magnet School enrollment (~30 students) and projected Special Education tuition and transportation costs

9



2024-25 Budget Factors – Supplies

- Supply accounts increasing aggregate 12.67% ($141,150) to adequately fund building and department supply deficiencies; to account for general inflation and the increased cost of goods; and to align with prior year actual expenditures
- Increase also accounts for inclusion of State Mandated K-3 Reading Program

10



2024-25 Budget Factors – Property

- Technology Equipment is increasing 18.63% ($57,000) due to anticipated vendor inflationary price adjustments along with funding for security upgrades (building cameras and services, $20,000) and staff Chromebook updates ($20,000; student units budgeted separately)

11

Budget Process

Board of Education Budget Workshops
February 3rd, February 10th and February 24th, 2024

↓

Superintendent's Proposed Budget Presentation to BOE
March 12th, 2024

↓

Approved BOE Budget Forwarded to Town
March 15th, 2024

↓

Budget Presentation to Town Council
March 18th, 2024

↓

Town Budget Hearing
April 15th, 2024

↓

Town Council Notifies BOE of Budget Allocation
May 15th, 2024

12



Proposed
Budget FY 2024-2025
April 15, 2024

Wethersfield Connecticut

Continuing to Build Capacity to Meet the Opportunities and Challenges Before Us

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Wethersfield Connecticut

- FY24 Accomplishments
- Community Profile
- Proposed Budget Overview
- Proposed Budget Priorities
- Proposed Budget Summary

Continuing to Build Capacity to Meet the Opportunities and Challenges Before Us

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FY 2024 Accomplishments

- Class and Comp Study Completed
- Awarded Safe Streets 4 All Grant (Silas Deane)
- Approved ARPA Funding for New Multi-Use Field
- Successfully Implemented Economic Development Incentive Programs
- Awarded $2 million Grant for Wethersfield Housing Authority Project
- Town Council Retreat
- Strategic Plan
- Implemented Yard Waste Collection
- Plan of Conservation and Development Update
- Hired Consultant to Create Affordable Housing Plan
- Submitted Multiple Grant Applications
- New Webpage Design Underway
- Filled Key Vacant Positions
- Approved Major Upgrades to Mill Woods Park

Wethersfield Connecticut

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Continuing to Build Capacity to Meet the Opportunities and Challenges Before Us

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Wethersfield Connecticut

Community Profile

- Population: 27,298 (2020)
- Unemployment Rate: 4.1%
- Median Household Income: $108,656 (2022)
- Average Assessed Value of Single-Family Home: $176,618
- Average Market Value of Single-Family Home: $317,500



Wethersfield Connecticut

Wethersfield Specific Challenges

- Wethersfield is largely built out and predominantly residential.
- Grand List growth is limited by the lack of viable development opportunities
- Average Grand List growth is 1-2%
- This makes Wethersfield particularly impacted by higher inflation rates and Real Estate Market Values.



Wethersfield Connecticut

- FY24 Accomplishments
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Continuing to Build Capacity to Meet the Opportunities and Challenges Before Us

Wethersfield Connecticut

Budget Drivers

Health Insurance Cost: 10% $446,781

Workers Compensation: -30% -$215,191

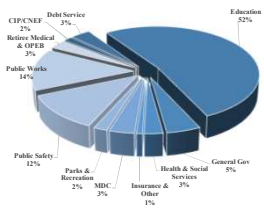
Pension Liability: 11.6% $437,689

Retiree Medical: 10% $223,000

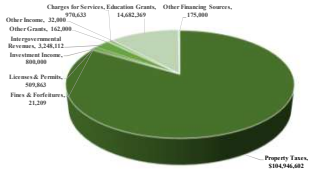
Salaries and Wages: 5.37% $1,045,315

Wethersfield Connecticut

General Fund Expenditure Summary



General Fund Revenue Summary



Total General Fund Revenue: $125,547,788

Wethersfield Connecticut

By The Numbers…

- Proposed Budget represents a 6.03% increase in expenditures
- Town's increase is 5.51% and the Board of Education's increase is 6.5%
- 34% of the Town's proposed increase is to cover contractual salary and benefit increases
- Unassigned fund balance of $13.1 million or 10.5%
- Debt Service decreased by $152,185 accounting for 3.5% of GF Budget

- One Mill is worth $2.4 million
- Proposed Budget has a mill rate of 44.87 for real estate and personal property
- Vehicle rate proposed at 32.46 mills
- Budget proposes to maintain the Road Fund rate .59
- A home at the average assessed value of $176,618 would see an annual tax increase of approximately $546

Wethersfield Connecticut

- FY24 Accomplishments
- Community Profile
- Proposed Budget Overview
- Proposed Budget Priorities
- Proposed Budget Summary

Continuing to Build Capacity to Meet the Opportunities and Challenges Before Us

Wethersfield Connecticut

Commitments, Mandates, and Community Needs

- Maintain Funding for Capital Improvement Program and Capital Non-recurring Expenditure Funds : approximately $1.9 million
- Maintain Strong Fund Balance Reserve: Proposed at 10.5%
- Adequately Fund Contractual and Anticipate Market Driven Increases in Salary and Benefits: approximately $1.8 million
- Adequately Fund Other Contractual and Anticipated Market Driven Increases: approximately $1 million

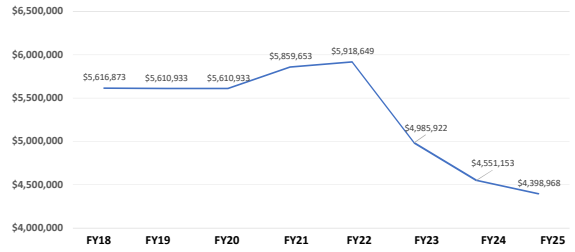
Education Funding Summary

Proposed Budget Includes:

Total of $65,884,270 which is the amount requested by the BOE and represents a 6.5% increase over last fiscal year or approximately $4 Million.

In August of each year we go through a process whereby the estimated cost of Town services that benefits the BOE is calculated (the ED001 report). The estimate for FY 22-23 was $12,012,963. This includes all custodial and non-custodial services ($7,041,861) as well as debt service costs ($4,971,102). These are general fund dollars not included in the BOE request.

Bonded Debt Service FY18 to FY25



Capital Improvement Plan Projects

The Capital Improvement Advisory Committee has ranked project requests totaling $6,054,426 for funding. The Committee was asked to rank all projects so the Town Council can determine a funding amount. Funding for projects by category include:

- **Drainage: $260,000**
- **Pavement Maintenance: $500,000**
- **Library: $209,426**
- **Police: $75,000**
- **Sidewalks: $150,000**
- **Town Buildings: $1,376,000**
- **Schools: $325,000**
- **Parks and Recreation: $2,962,000**
- **Communication Systems: $180,000**



New Position Requests

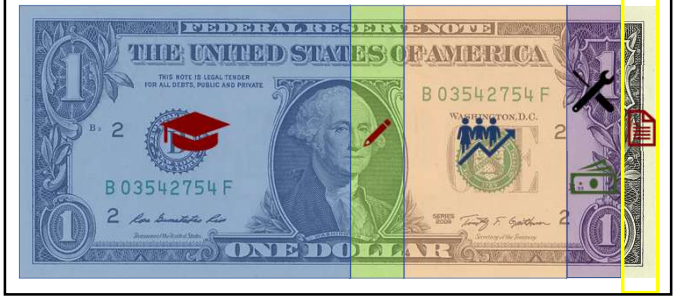
FY 24-25 BUDGET - NEW POSITIONS /RECLASSIFICATION

	(1) DEPT	(2) Description	(3) OLD POSITION	(4) NEW POSITION	(5) Total
1	Social & Youth	Reclass	Assistant Director of Social & Youth Services	No change	2,517
2	Town Clerk	hourly increase	Clerk II P/T	No change	4,478
3	Elections	Salary Increase	Registrar	n/a	42,204
4	Elections	Salary Increase	Registrar	n/a	42,204
5	Elections	Salary Increase	Deputy Registrar	n/a	26,412
6	Elections	Salary Increase	Deputy Registrar	n/a	26,412
7	Planning/Econ Dev	New Position	n/a	Technical Asst	95,613
8	Town Mgr	New Title & Duties	HR Mgr	Asst Town Mgr	27,684
9	Town Mgr	Updated Title	Executive Secretary	Executive Assistant	N/A
10	Town Mgr	New Title & Duties	Secretary	Human Resources Generalist	22,683
11	Town Mgr	New Position	n/a	Human Resources Generalist	111,181
				Total	491,384

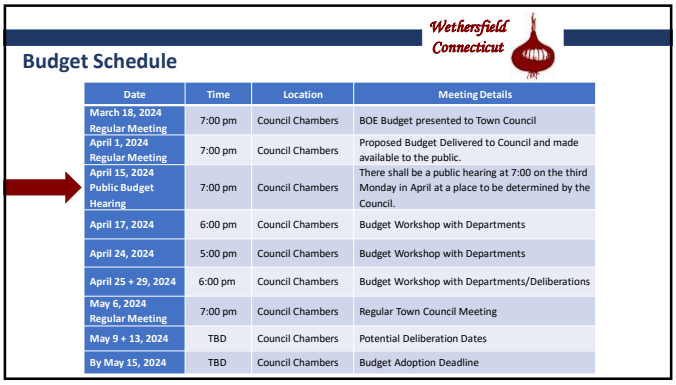
- FY24 Accomplishments
- Community Profile
- Proposed Budget Overview
- Proposed Budget Priorities
- Proposed Budget Summary

Continuing to Build Capacity to Meet the Opportunities and Challenges Before Us

Where the Money Goes…




Wethersfield Connecticut
Continuing to Build Capacity to Meet the Opportunities and Challenges Before Us
What this Proposed Budget Accomplishes:
SUPPORT FOR OUR SCHOOLS
FUND COMMITMENTS AND OBLIGATIONS
MAINTAINS CAPITAL FUNDING
MAINTAINS LEVEL OF SERVICES PROVIDED
MAINTAIN OR INCREASE RESERVES
CONTINUES TO REDUCE DEBT SERVICE


Wethersfield Connecticut
Budget Schedule
Date
Time
Location
Meeting Details
March 18, 2024 Regular Meeting
7:00 pm
Council Chambers
BOE Budget presented to Town Council
April 1, 2024 Regular Meeting
7:00 pm
Council Chambers
Proposed Budget Delivered to Council and made available to the public.
April 15, 2024 Public Budget Hearing
7:00 pm
Council Chambers
There shall be a public hearing at 7:00 on the third Monday in April at a place to be determined by the Council.
April 17, 2024
6:00 pm
Council Chambers
Budget Workshop with Departments
April 24, 2024
5:00 pm
Council Chambers
Budget Workshop with Departments
April 25 + 29, 2024
6:00 pm
Council Chambers
Budget Workshop with Departments/Deliberations
May 6, 2024 Regular Meeting
7:00 pm
Council Chambers
Regular Town Council Meeting
May 9 + 13, 2024
TBD
Council Chambers
Potential Deliberation Dates
By May 15, 2024
TBD
Council Chambers
Budget Adoption Deadline

SPECIAL MEETING – BUDGET WORK SESSION - UNAPPROVED

Person Preparing Minutes: Susan I. Schroeder, Town Clerk
Audio or Video Recording of Meeting: Yes

Name of Board, Commission or Committee: Town Council Meeting
Meeting Location: Council Chambers, 505 Silas Deane Highway

Meeting Date: April 17, 2024
Time Meeting Started: 6:00 p.m.

Members Present:
1. Councilor Bailey
2. Councilor Carbone
3. Councilor Clancy
4. Councilor Duric
5. Councilor Roets
6. Councilor Timbro (via Zoom)
7. Councilor Zambrello
8. Deputy Mayor Forrest
9. Mayor Lesser

Members Absent:

Also Present: Frederick Presley, Town Manager; Susan I. Schroeder, Town Clerk; Erica Robertson, Human Resources; Brook Berry, Library Director; Kristen Michaels, Library Board Chair; Chief Rafael Medina, Lieutenants James Buyak, Richard Holton, Gustavo Rodrigues, WPD; Tanisha Murray, Budget Analyst WPD; Kathy Bagley, Director, Rachael Mattioli, Asst. Director, Parks & Recreation; Erica Texiera, Asst. Director, Social & Youth Services; Mike O'Neil, Finance Director; Sally Katz, Physical Services Director; Justin LaFountain, Town Planner; Gioia Zack, Economic Development Director; Vlada Shelkova, CIP Director

Number Required for Quorum: 5
Quorum Present: Yes

Agenda

Call to Order

TIME	DEPARTMENT
6:00 PM	Library
6:30 PM	Police
7:15 PM	Parks & Recreation / Social, Youth & Elderly Services

8:00 PM	Economic & Community Development (Economic Development, Planning, Zoning, CIP Administrator)

Adjournment

At 8:42 p.m. Councilor Roets motioned, **"TO ADJOURN THE MEETING"** seconded by Councilor Zambrello.

Vote: All Councilors present, including the Chairperson voted. The motion passed 9-0-0.

Meeting Adjourned: 8:42 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

Wethersfield Police Department
FY2024-2025 Proposed Budget

Presentation to Council
April 17, 2024

1

POLICE DEPARTMENT
WPD SWORN STAFFING

WPD Sworn Staffing		
Budgeted	50	
Current	45	90%
Gender:		
Male	39	87%
Female	6	13%
Race:		
Caucasian	34	76%
Hispanic	8	18%
African American	1	2%
Asian	2	4%
Experience Level		
Entry Level	19	42%
Lateral	26	58%

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POLICE DEPARTMENT
ORGANIZATIONAL CHART



3

POLICE DEPARTMENT
FY23-24 YEAR-TO-DATE EXPENDITURES & ENCUMBRANCES

Account	FY24 Adopted	FY24 Expended	Available	% Used	% Available
OPERATING EXPENSE PERSONNEL	$11,421,334	$7,175,141	$4,246,193	63%	37%
OPERATING EXPENSE NON-PERSONNEL	$648,644	$458,068	$190,576	71%	29%
Total	**$12,069,978**	**$7,633,209**	**$4,436,769**	**63%**	**37%**

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POLICE DEPARTMENT
FY23-24 AS OF APRIL 3, 2024 PERSONNEL EXPENDITURES

	Account	FY23-24 Adopted	FY23-24 Expended	Available	% Used	% Available
50001	SALARY & WAGES	$6,497,079	$4,433,372	$2,063,707	68%	32%
50002	OVERTIME PAY	$518,545	$485,448	$33,097	94%	6%
50006	PRIVATE DUTY DEPT CHARGES	$0	$1,407	($1,407)	100%	
51100	FICAL/AD&D	$182,517	$119,752	$62,765	66%	34%
51101	HEALTH INSURANCE	$1,445,688	$672,388	$773,300	47%	53%
51104	PENSION	$2,466,973	$1,233,487	$1,233,487	50%	50%
51107	DEFINED CONTRIBUTION	$49,040	$53,553	($4,513)	109%	-9%
51108	WORKERS COMP	$261,492	$175,734	$85,758	67%	33%
TOTAL OPERATING EXPENSE PERSONNEL		**$11,421,334**	**$7,175,141**	**$4,246,193**	**63%**	**37%**

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POLICE DEPARTMENT
FY23-24 AS OF APRIL 3, 2024, NON-PERSONNEL EXPENDITURES

	Account	FY24 Adopted	FY24 Expended	Available	% Used	% Available
52205	COPY/BINDING	$2,425	$3,074	($649)	127%	-27%
52212	TRAVEL/TRAIN/DUES	$41,136	$25,296	$15,840	36%	64%
52220	PROFESSIONAL SERVICE	$80,321	$28,841	$51,480	36%	64%
52225	SUPPORT SERVICE	$108,183	$54,158	$54,025	50%	50%
52230	CUSTODIAL	$39,865	$35,471	$4,394	89%	11%
52235	LAUNDRY	$30,850	$28,450	$2,400	92%	8%
52238	POSTAGE	$1,600	$562	$1,038	35%	65%
52252	WATER	$4,296	$3,256	$1,040	76%	24%
52254	ELECTRICITY	$81,000	$46,103	$34,897	57%	43%
52255	NATURAL GAS	$18,996	$9,676	$9,320	51%	49%
52270	OFFICE MACH. SERV.	$24,675	$7,089	$17,586	29%	71%
52275	REPAIR/MAINT.PROP/EQUIP	$46,989	$85,339	($38,350)	182%	-82%
53311	SPECIALIZED SUPPLIES	$48,628	$44,123	$4,505	91%	9%
53320	CLOTHING	$32,350	$25,412	$6,938	79%	21%
53335	CHEMICALS, ETC	$1,250	$1,213	$37	97%	3%
53345	BUILDING MAT/SUPPLIES	$11,600	$5,504	$6,096	47%	53%
53361	OFFICE SUPPLIES	$22,000	$21,032	$968	96%	4%
53370	OTHER SUPPLIES	$1,600	$471	$1,129	30%	70%
54412	IT EQUIP./SOFTWARE	$24,300	$20,544	$3,756	85%	15%
54420	EQUIPMENT	$26,030	$12,454	$13,576	48%	52%
54423	FURNISHINGS	$550	$0	$550	0%	100%
TOTAL OPERATING EXPENSES NON-PERSONNEL		**$648,644**	**$458,068**	**$190,576**	**71%**	**29%**

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POLICE DEPARTMENT OVERTIME BUDGET BY DIVISION

FY23-24 ADOPTED/PAY PERIOD ENDING MARCH 24, 2024

Division	Adopted	Year-To-Date	+/- Change	% Used	% Available
Communications	$88,498	$82,169	$6,329	93%	7%
Detective	$49,045	$49,252	($207)	100%	0%
Patrol	$316,249	$286,764	$29,485	91%	9%
Professional Standards	$50,911	$54,754	($3,843)	108%	(8%)
Support Services	$13,842	$12,509	$1,333	90%	10%
Totals	**$518,545**	**$485,448**	**$33,097**	**94%**	**6%**

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POLICE DEPARTMENT

FY23-24 ADOPTED/PAY PERIOD ENDING MARCH 24, 2024
BUDGET BY DIVISION EXPANDED

Communications	OT 1.5	OT 2.0	OT Meal Break	Total	Adopted	+/- Change	% Change
Year-To-Date	$44,446.62	$11,260.22	$31,743.26	$87,450.10	$88,498.00	$1,047.90	1%

Detective	OT 1.5	Total	Adopted	+/- Change	% Change
Year-To-Date	$22,824.19	$22,824.19	$49,045.00	$26,220.81	53%

Patrol	OT 1.5	OT 2.0	Total	Adopted	+/- Change	% Change
Year-To-Date	$177,749.11	$143,738.89	$321,488.00	$316,249.00	($5,239.00)	(-2%)

Professional Standards	OT 1.5	Mandatory Training	Elective Training	CREST Training	Total	Adopted	+/- Change	% Change
Year-To-Date	$825.03	$13,482.57	$17,270.53	$5,658.63	$37,236.76	$50,911.00	$13,674.24	27%

Support Services	OT 1.5	Town Projects Private Duty	Total	Adopted	+/- Change	% Change
Year-To-Date	$3,395.83	$4,829.46	$8,225.29	$13,842.00	$5,616.71	41%

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POLICE DEPARTMENT

ACTUAL/PROJECTED OVERTIME EXPENDITURE
COMPARISON BY FISCAL YEAR (FY15-24)

Fiscal Year	Actual	+/- Change	% Change
FY15-16	$527,141	$0	0%
FY16-17	$603,279	$76,138	14%
FY17-18	$669,275	$65,996	11%
FY18-19	$766,048	$96,773	14%
FY19-20	$739,780	-$26,268	-3%
FY20-21	$816,021	$76,241	10%
FY21-22	$792,366	-$23,655	-3%
FY22-23	$767,413	-$24,953	-3%
FY23-24 Projected	**$620,333**	**-$147,080**	**-19%**

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POLICE DEPARTMENT

OPERATING EXPENSES PERSONNEL – FY24 & FY25

	Account	FY23-24 Adopted	FY24-25 Proposed	+/- Change	% Change
50001	SALARY & WAGES	$6,497,079	$6,773,153	$276,074	4%
50002	OVERTIME PAY	$518,545	$518,545	$0	0%
51100	FICAL/AD&D	$182,517	$192,892	$10,375	6%
51101	HEALTH INSURANCE	$1,445,688	$1,590,926	$145,238	10%
51104	PENSION	$2,466,973	$2,909,768	$442,795	18%
51107	DEFINED CONTRIBUTION	$49,040	$54,214	$5,174	11%
51108	WORKERS COMP	$261,492	$181,079	-$80,413	-31%
TOTAL OPERATING EXPENSE PERSONNEL		**$11,421,334**	**$12,220,577**	**$799,243**	**7%**

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POLICE DEPARTMENT

NON-PERSONNEL OPERATING EXPENSES – FY24 & FY25

	ACCOUNT	2023/2024 Approved	2024/2025 Proposed	Change +/-	%	Reason for Change
52205	COPY/BINDING	$2,425	$4,735	$2,310	95%	Envelopes, Accident Summaries, Case Report Envelopes, and Parking Tickets
52212	TRAVEL/TRAIN/DUES	$41,136	$33,481	-$7,655	-19%	Meal Reimbursement &Training, First Aid Card Fees
52220	PROF.SERVICE	$80,321	$80,221	-$100	0%	Mental Health and Wellness Checks
52225	SUPPORT SERVICE	$33,511	$41,611	$8,100	24%	Increase in fees for Car Rentals, and Software Licenses.
52230	CUSTODIAL	$39,865	$36,825	-$3,040	-8%	Contractual
52235	LAUNDRY	$30,850	$30,850	$0	0%	No change
52238	POSTAGE	$1,600	$1,600	$0	0%	No change
52252	WATER	$4,296	$4,296	$0	0%	No change
52254	ELECTRICITY	$81,000	$81,000	$0	0%	No change
52255	NATURAL GAS	$18,996	$18,996	$0	0%	No change
52267	SOFTWARE AS A SERVICE - CLOUD	$96,652	$107,713	$11,061	11%	Increase in maintenance fees for law enforcement-related technology. CTPOST Mandated PowerDMS Software.
52270	OFFICE MACH. SERV.	$6,095	$6,400	$305	5%	Increase maintenance fees for fire extinguishers & oxygen refills, and noise meter calibration.
52275	REPAIR/MAINT.PROP/EQUIP	$43,589	$50,544	$6,955	16%	Elevator Maintenance and Porta Potty for Dog Pound
53311	SPECIALIZED SUPPLIES	$48,628	$50,637	$2,009	4%	Increase the cost of Taser Cartridges, repair, and cleaning equipment.
53320	CLOTHING	$32,350	$60,210	$27,860	86%	New Uniforms and Uniform Replacement.
53335	CHEMICALS, ETC	$1,250	$1,250	$0	0%	No change
53345	BUILDING MAT/SUPPLIES	$11,600	$11,678	$78	1%	Increase cost to replace American, and State Flags.
53361	OFFICE SUPPLIES	$22,000	$22,000	$0	0%	No change
53370	OTHER SUPPLIES	$1,600	$1,800	$200	13%	Increase cost for Prisoner Food.
54412	IT EQUIP./SOFTWARE	$24,300	$22,300	-$2,000	-8%	Decrease the cost of Computer Repair & Replacement.
54420	EQUIPMENT	$26,030	$25,358	-$672	-3%	Decrease in cost for Stealth Stat II
54423	FURNISHINGS	$550	$550	$0	0%	No change
TOTAL OPERATING EXPENSE NON-PERSONNEL		$648,644	$694,055	$45,411	7%	

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POLICE DEPARTMENT

BUDGET COMPARISON – FY24 & FY25

POLICE – GF ONLY	FY24 ADOPTED	FY25 PROPOSED	+/- CHANGE	% CHANGE
a) Personnel	$11,421,334	$12,220,577	$799,243	7%
b) Non-Personnel	$648,644	$694,055	$45,411	7%
Total	**$12,069,978**	**$12,914,632**	**$844,654**	**7%**

POLICE – GF CAPITAL & CNEF	FY24 ADOPTED	FY25 PROPOSED	+/- CHANGE	% CHANGE
a) GENERAL FUND	$12,069,978	$12,914,632	$844,654	7%
b) CAPITAL	$0	$75,000	$75,000	
c) CNEF	$0	$133,808	$133,808	
Total	**$12,069,978**	**$13,123,440**	**$1,053,462**	

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POLICE DEPARTMENT
CIP Requests

The Department's five-year capital plans project a total cost of $565,000 for parking enhancements #1, #2, and #3 and replacing the PD Patrol boat. The CIAC recommends the $75,000 FY25 funding request for PD parking enhancement #1 (priority #21), allowing the Department to begin addressing a significant need.

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POLICE DEPARTMENT
CNEF Requests

For Fiscal Year 2024-2025, the Wethersfield Police Department requests two (2) Ford Utility Police Interceptors (SUV) to replace Car #4 and Car #21 for a total cost of $133,808. Car # 4 (2010 Ford Expedition/Administrative Package) has over 89,000 miles and needs to be turned in to Town Garage as it's no longer serviceable. Car # 21 (Ford Explorer/Patrol Package) was dead-lined on September 1, 2023, due to safety concerns with the engine.

One Ford Explorer Interceptor Utility SUV will replace Car #4, administrative package, for $58,445; the other will replace Car #21, patrol package, for $67,963. The Patrol vehicle would also need to be equipped with one (1) Getac A140 G2 – 14" ($4,000) tablet and one (1) Harris DS-GTC-802-3 docking station ($1,400). The patrol vehicle must have two weapon racks ($1,000 each).

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POLICE DEPARTMENT
BUDGET SUMMARY

For Fiscal Year 2024-2025, the Wethersfield Police Department requests a 7.0% or $45,411 funding increase for non-personnel operating expenses. This is an increase from $648,644 for FY 2023-2024 to $694,055 for FY 2024-2025. The requested increases are due to rising costs for copy/binding and maintenance fees for law enforcement-related equipment, uniforms, and elevator maintenance.

Overtime remains flat at $518,545. Personnel increases are driven by contractual salary increases (+$276,074), health insurance (+$145,235), and pension (+$442,795). Workers' compensation is down ($80,413).

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SPECIAL MEETING – BUDGET WORK SESSION - UNAPPROVED

Person Preparing Minutes: Susan I. Schroeder, Town Clerk
Audio or Video Recording of Meeting: Yes

Name of Board, Commission or Committee: Town Council Meeting
Meeting Location: Council Chambers, 505 Silas Deane Highway

Meeting Date: April 24, 2024
Time Meeting Started: 5:00 p.m.

Members Present:
1. Councilor Bailey
2. Councilor Carbone (arrived 6:14 p.m.)
3. Councilor Clancy
4. Councilor Zambrello (via Zoom initially, then arrived at 5:54 p.m.)
5. Deputy Mayor Forrest (arrived 5:54 p.m.)
6. Mayor Lesser

Members Absent: Councilors Duric, Roets, and Timbro

Also Present: Frederick Presley, Town Manager; Susan I. Schroeder, Town Clerk; Erica Robertson, Human Resources; Anthony Dignoti, Fire Marshal; Brian Schroll, Fire Chief; Carol Hurley and Maria Susanin, Registrars of Voters; Derrick Gregor, Engineer; Mike O'Neil, Finance

Number Required for Quorum: 5
Quorum Present: Yes

Agenda

Call to Order

TIME	DEPARTMENT
5:00 PM	Fire Marshal
5:15 PM	Fire Suppression
5:45 PM	Elections
6:15 PM	Town Wide Radio
6:30 PM	Engineering

Adjournment

At 6:59 p.m. Councilor Zambrello motioned, **"TO ADJOURN THE MEETING"** seconded by Deputy Mayor Forrest.

Vote: All Councilors present, including the Chairperson voted. The motion passed 6-0-0.

Meeting Adjourned: 6:59 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

SPECIAL MEETING – BUDGET WORK SESSION - UNAPPROVED

Person Preparing Minutes: Susan I. Schroeder, Town Clerk
Audio or Video Recording of Meeting: Yes

Name of Board, Commission or Committee: Town Council Meeting
Meeting Location: Council Chambers, 505 Silas Deane Highway

Meeting Date: April 25, 2024
Time Meeting Started: 6:00 p.m.

Members Present:
1. Councilor Bailey
2. Councilor Carbone
3. Councilor Clancy
4. Councilor Roets (via Zoom, signed off at 8:42 p.m.)
5. Councilor Timbro (arrived 6:30 p.m.)
6. Councilor Zambrello
7. Deputy Mayor Forrest
8. Mayor Lesser

Members Absent: Councilor Duric

Also Present: Frederick Presley, Town Manager; Susan I. Schroeder, Town Clerk; Erica Robertson, Human Resources; Steve Lattarulo, Building Official; Walter Topliff, Assessor; Marlene Desjardens, Tax Collector; Sally Katz, Physical Services Director; Mike O'Neil, Finance, Deb Picard, Building Department

Number Required for Quorum: 5
Quorum Present: Yes

Agenda

Call to Order

TIME	DEPARTMENT
6:00 PM	Building
6:15 PM	Assessor
6:30 PM	Tax Collector
6:45 PM	Physical Services
7:30 PM	Town Clerk
7:45 PM	Town Manager / Human Services / Town Council

8:15 PM	Finance

Adjournment

At 8:55 p.m. Councilor Carbone motioned, **"TO ADJOURN THE MEETING"** seconded by Councilor Zambrello.

Vote: All Councilors present, including the Chairperson voted. The motion passed 7-0-0.
(Deputy Mayor Forrest out of the Chamber for Vote)

Meeting Adjourned: 8:55 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

Physical Services Dept
A.K.A. Public Works & School Custodial/Maintenance



A cool crew....

with a LOT to do.



And now some of that cool stuff....

Public Works Staff are First Responders

Public works is often considered "the silent arm of public safety" .... usually without fanfare.

Public works professionals are often the first on scene and the last to leave....no matter the peril.

The National Incident Management System (NIMS) lists Public Works alongside Police, & Fire







Physical Services has multiple divisions....



Highway: Supervisor, Maintainers, Masons, & Equipment Operators

Parks & Grounds: Supervisor, Crew Leader, & Maintainers

Trees: Tree Warden/Licensed Arborist & Maintainer

Mechanics: Lead Mechanic & Auto Mechanics

Trades: HVAC (2), Electrician, Painter, & Carpenter

School Building Maintenance: HVAC (2), Electrician, Painter, & Carpenter

School Custodial Maintenance: Custodial Maintenance Supervisor, Head Custodians, Custodians I, II & III, & Floaters

Transfer Station: 2 Part time attendants

Administrative Office: Director, Assistant Director, Secretary II, Technical Assistant, & Clerk II

More on each of these coming up....

Highway Division 11



Road and drainage repairs on our 104.6 miles of paved town roads

Works with Engineering on catch basin repair/replacement

Snow plowing

Roadside Mowing

Runs Leaf pick up program

Traffic sign repair/replacement

Performs masonry work throughout the Town for our buildings, parks, & roads

Curb replacement/repair

Pothole repairs

Assists with Town's Events; Cove Carnival, Concerts, Road races, & Cornfest; providing traffic safety & security

Show Mobile Operations

Provides assistance during Town Emergencies







Parks & Grounds Division 14



Maintains all exterior spaces around all Town & school buildings

Mowing, vegetation maintenance & clean up

Special event setup & after event clean up

All Town sports field maintenance





Assists Town Hall with Chamber set up, moving furniture, shelving, books, & boxes

Around Town item pick up when needed

Snow Removal

Leaf Pick up

Town garden maintenance

Checking ponds for ice skating safety

Assists with Fishing Derby

Provides assistance during Town Emergencies





		Town Comparisons				
Wethersfield	Full time Employees	Seasonal/PT Employees	Acres to Maintain	Athletic Fields	Annual Equip/Supply Budget	Special Allocation
	1 Parks/Grounds Supervisor	5 to 7 Depending on Budget	560	38	$52,000.00	CIP Award. based on Project
	1 Crew Leader		136 Public Spaces			
	12 Maintainers					
Wethersfield Totals:	Total FTE's: 14	Total Seasonal: 5 to 7	560 ac/136 Public Sp.	43 Athletic Fields	Budget: $52,000.00	Based on project
Glastonbury	Full time Employees	Seasonal/PT Employees	Acres to Maintain	Athletic Fields	Annual Equip/Supply Budget	Special Allocation
	1 Field Supervisor	8 Seasonal Park Maintainers	250	50 (+ 3 pools)	$150,000.00	Capital as requested
	1 Park Superintendent	2 Seasonal Grds Maintainers				
	13 Maintainers	2 Part time Gardeners				
Glastonbury Totals:	Total FTE's: 15	Total Seasonal: 12	250 acres	50 (+3 pools)	$150,000.00	As requested
Rocky Hill	Full time Employees	Seasonal/PT Employees	Acres to Maintain	Athletic Fields	Annual Equip/Supply Budget	Special Allocation
	1 Park Crew Leader	N/A	580 (275 open space)	19	$69,000.00	$51,500.00 Grounds
	6 Maintainers					improvement
						$20,000 yrly for misc projects
Rocky Hill Totals:	Total FTE's: 7	N/A	580 (275 open space)	19	$69,000.00	$51,000.00/$21,000.00
Newington	Full time Employees	Seasonal/PT Employees	Acres to Maintain	Athletic Fields	Annual Equip/Supply Budget	Special Allocation
	13 Maintainers	10 to 12	340	40	$79,000.00	CIP as determined by
						the project
Newington Totals:	Total FTE's: 13	Total Seasonal: 10 to 12	340	40	$79,000.00	Determined by project

Dedicated Athletic Field Staff & Equipment Startup Cost

Maintainer I: 5 FTE (9 mths Fields/3 mths Trees) $282,500 (gross salaries)
Daily inspections of all fields
Mowing, edging, infield maintenance
Painting fields, maintaining dugouts, repairing goals and bases
Fertilizing, aerating, weed management
Assist in irrigation installation, inspection, troubleshooting and repair

Equipment:

Aerator and slitter/slicer for Ventrac	$8,000
Fertilizer spreader for Ventrac	$20,000
Groomer w/laser level capable	$50,000
Pickup truck with tool utility body	$65,000
F-350 with hydraulic back (2)	$140,000 ($70,000 ea)
Trailer (2)	$16,000 ($8,000 ea for equipment rated)
Tools to outfit trucks	$5,000
Tractor Kubota L60LE series	$45,000

Total initial expenditure for equipment $349,000
Average lifespan of vehicles and equipment is 10-15 years

Tree Crew 2

Tracks the Town's tree inventory & maintains our recognition as a Tree City!

Plants new trees & maintains all of the Town's existing trees encompassing 50+ varieties



Removes downed trees during storms

Clears Town waterways to aid drainage



Clears brush

Presides over & prepares the agendas for the Shade Tree Commission Meetings

Provides Customer Service for Residents via email, phone & on property Town tree inspections



Assists during emergency calls



Mechanics Division 5

Mechanics Maintain/Repair all heavy duty vehicles including dump trucks, construction equipment (Backhoe, payloader), & Fire Department apparatus

Maintain the Town's fleet of vehicles including Police, Administrative staff, & event vehicles

Maintain all equipment used by staff from weed whackers to gang mowers

Work with our Electrician to maintain Town generators

Mechanics respond to emergency calls each day







Trades Division-Public Works 5

HVAC: Maintains all heating, ventilating, air conditioning equipment, opens & maintains Willard & Millwoods Pools, plumbing, & roof issues

Carpenter: Builds & repairs cabinetry, doors, flooring, walls, fixtures, & supports painter on various projects

Electrician: Maintains the Town's streetlights, all electrical needs in Town Buildings, in parks, special events & parking lots

Painter/Journeyman: Makes repairs & paints in Town Buildings, & supports carpenter on various projects

All Trades personnel respond to emergency calls each day









Transfer Station 2 P/T

Our two helpful attendants, Dave & John, assist our residents with recycling & disposing of bulky waste, electronics, metals, oil, yard waste, textiles and tires.

Did you know that the Transfer Station also accepts books, & home goods for donations?

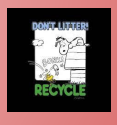
Mattresses & Box Springs for free. They are then recycled through

the State of Connecticut's recycling program.

A Wethersfield resident can go see Dave & John, on Mondays,

Fridays, & Saturdays for a yearly permit.





School Head Custodians, Custodians, & Floaters 38

Working hard to keep the schools clean for all our students!!

M-F our schools are used as education spaces 6:30 am - 4 pm then become community buildings often used until 11 pm. Sat & Sun they are used throughout the day and evening

Provide daily cleaning of all 7 schools, the BOE Administration a.k.a. Stillman Bldg, & the Transition Academy

Provide services for all after school & weekend programs, recreation activities, as well as events for outside organizations

Provide assistance to Admin & School staff during the school year & the summer months as well, i.e. moving books, files, furniture, & cabinets

Securing all buildings on a daily basis









School Trades Division 5



HVAC: Keeping all school buildings' Heat & A/C up and running, & preventative maintenance for HVAC-Refrigeration equipment- Fun fact, currently, our HVAC technician is covering two positions

Carpenter: Responds to all requests for minor repairs, school portables: remodeling cabinetry & flooring; Door work, locks, window repair/maintenance for security at all schools, & Key supply/maintenance

Electrician: Provides support for technical and general electrical needs, keeping the lights bright, outside light timers for all seasons, & preventive maintenance for the WHS generator

Plumber: Backflow preventive maintenance/inspections, also maintains/repairs 100+ bathrooms/fixtures at all schools

All School Trades personnel respond to emergency calls each day





Management & Office Personnel 5

"Running the show from behind the scenes, one problem at a time!"







Leaf Program & Storm Assistance
Responsible for Department's $14,595,010 budget
Opening & Managing Mill Woods & Willard Pools
Overseeing the Transfer Station, Trades, Mechanics-Operations & Personnel
Purchase monitoring & MUNIS entry
Managing contracts for: Townwide Paines Trash Collection, Mosquito Control, Pest Control, Street Sweeping/Catch Basin, HVAC
Providing Customer Service via phone, voicemails, & in person visits
Processing all invoices inc. Town utilities for payment, & reporting revenue from Transfer Station
Spreadsheet tracking for all purchases, & Town Utility Usage
Town Radio Assistance- Field Crew
Police Dispatch Assistance
Payroll Management for 101 employees on a daily basis
Processing PAF's for employees' raises, retirements, resignations etc
Managing all Town/School Building Work orders from email, our Website, phone & in person visits
Coordinating uniform/boot purchasing for all Physical Services/School custodial employees
Organizing Rear yard pick up from Paines for Residents who qualify
Car/Truck repair reporting on RTA
Issues Press releases & Website updates for IT
And of course, any other reports needed plus additional clerical duties





Prove It and Show Me The Money…..

In fiscal year 2023-24 we received additional funding to hire 1 additional mason bringing the number of staff to 2. By hiring the mason Physical Services assumed responsibilities from vendors for catch basin repairs & replacements, sidewalk repair & replacements along with general masonry work. Examples of the **project work** performed so far this fiscal year:

Replacement of the Webb School stairs & walks. Vendor estimate: $55,000 v. P.S. cost: $33,316.88* **savings: $21,683.12**

Vendor cost to rebuild a catch basin: $4000(+) v. P.S. cost $1915
Fall 2023 Paving program included work on 37 basins. Vendor cost: $44,800 v. P.S. cost: $18,185 **savings: $26,615**
Spring Paving program includes work on 18 basins. Vendor cost: $21,710 v. P.S. cost: $7,070 **savings: $14,640**

Staff masons completed the repointing of the 2 large chimneys at the Old Academy. Vendor estimate: $55,000 v. P.S. cost $2327.08. **Savings: $52,672.92***

*P.S. costs include rental of equipment including mini-excavator & boom lift

Proposed 2024-25 Budget

Personnel cost increases due to contracted agreements: 1.77%
Non-personnel cost increases due to increase product costs and usage: 7.08%
Overall percentage increase: 4.01%

Increased costs include: State unfunded mandate for indoor air quality testing in schools: $200,000
Contracted vendor of custodial services in town buildings increase: $7,300
Trash, bulky waste removal, recycling & hazardous waste disposal increase: $36,906
Pool chemicals (due to increased time pools are open): $13,468
Increase in cost of grass seed & landscaping materials: $5,000
Roof repair and maintenance (incl. roofing leak response and repair previously in CIP): $112,000
Salt: Move to use treated salt. Gives us ability to effectively pre-treat (using less overall product) and the product has less environmental impact: $19,000
Equipment rental: Mini excavator (if not purchased through CIP): $30,000. This rental is needed to perform masonry, road repair, drainage, catch basin and waterway management work.

CNEF Requests

2 - F-350 Ford Pick Up ($102,000) Uses: Provide a vehicle for HVAC position (current vacancy) & Tree Dept giving them the ability to carry equipment which they are currently unable to do.
1 - Freightliner 6 wheel dump truck ($300,000) Council approved us to pursue a grant ($71,000 grant & $238,000 town)
1 - Electricians truck ($160,000) primary use is to service town-owned street lights including decorative pole replacement and head repair/replacement.
1 - Mini Excavator ($110,000) Excavator used throughout town for sidewalk projects, waterway management, road work
1- Mower with canopy ($50,000) 96 inch mower replacing a 2008 mower
1 - Asphalt recycler box (49,000) Hotbox patching for potholes and smaller deep surface repairs
2 - Mowers with baggers ($33,000) Replaces two mowers that are over 20 years old. Used throughout town.
2 - Truck bodies ($180,000) Replaces the bodies on 2 trucks which have rotted out. Cost saving over purchasing completely new vehicle.
2 - Ford 350 dump body ($70,000) Replaces bodies on 2 larger pickups
1 - RTV Vehicle ($40,000) Replaces rusted out Jeep. To be used for general maintenance and sidewalk snow plowing in the winter.

CIP Requests

Schools:
Continue to replace sections of the Highcrest roofing system
Furniture replacements in classrooms
Replace sidewalks
Replace flooring at Hanmer and Charles Wright

Town buildings:
Fund masonry repairs throughout town
Replace the roof on the Physical Services building
Fund engineering services for the replacement of the Town Hall chiller (not replaced during 2006 renovation)

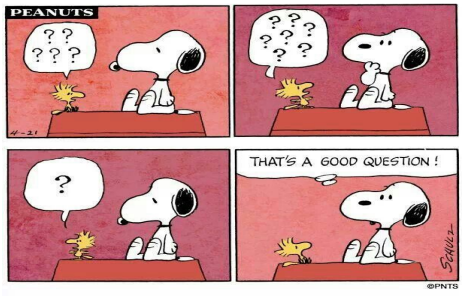
Looking ahead…

Physical Services staff will continue to show you and future Councils our ability to perform our current scope of work while looking to expand services we perform for the benefit of the town. We welcome the chance to take on more work that's currently contracted to vendors and bring it in-house providing a cost savings to the town. An example of this is for us to purchase a paving box that will allow us to pave up to a 13' width. Having this equipment will reduce our dependence on vendors for minor depth road resurfacing and repairs. We have proven that when department has the appropriate staffing level and equipment we enthusiastically take on more work providing a high quality product at a lower cost.





Q & A



Town of Weth ld
Finance Departm.
FY25 Proposed Budget - Expenditure Analysis

FY25 Proposed Budget

	Department	Salaries & Wages	Health Insurance	Defined Benefit Pension	Defined Contribution Pension	FICA, AD&D, Life	Workers Compensation	Utilities	Refuse Collection & Disposal	Other Expenditures	Total	% of Town Budget	% of Town/BOE Budget
1	0110 - TOWN COUNCIL	3,179	-	-	-	243	5	-	-	143,435	146,862	0.25%	0.12%
2	0120 - TOWN MANAGER	573,889	93,368	-	27,734	50,367	11,117	-	-	146,750	903,225	1.51%	0.72%
3	0130 - TOWN ATTORNEY	-	-	-	-	-	-	-	-	150,000	150,000	0.25%	0.12%
4	0140 - IT SERVICES	296,194	21,268	-	16,181	24,045	454	-	-	412,805	770,947	1.29%	0.61%
5	0150 - TOWN CLERK	186,595	31,033	57,049	-	14,678	305	-	-	51,195	340,855	0.57%	0.27%
6	0160 - ELECTIONS	138,416	-	-	-	2,007	227	-	-	142,407	283,057	0.47%	0.23%
7	0170 - PROBATE COURT	-	-	-	-	-	-	-	-	34,000	34,000	0.06%	0.03%
8	0210 - TREASURER	3,000	-	-	-	100	7	-	-	-	3,107	0.01%	0.00%
9	0220 - FINANCE & ACCOUNTING	498,252	96,475	-	27,380	43,788	815	-	-	126,088	792,798	1.33%	0.63%
10	0230 - TAX ASSESSOR	353,736	70,802	48,777	14,069	30,303	6,402	-	-	55,545	579,634	0.97%	0.46%
11	0240 - TAX COLLECTOR	191,275	30,580	38,800	3,872	15,139	315	-	-	42,580	322,561	0.54%	0.26%
12	0250 - CENTRAL OFFICE SERVICES	-	-	-	-	-	-	-	-	251,360	251,360	0.42%	0.20%
13	0300 - COMMUNITY DEVELOPMENT	449,593	145,325	-	32,212	41,336	9,261	-	-	153,341	831,068	1.39%	0.66%
14	0410 - BUILDING INSPECTION & ZBA	350,511	108,428	69,296	5,822	25,618	7,681	-	-	15,617	582,973	0.98%	0.46%
15	0420 - POLICE DEPARTMENT	7,291,698	1,590,926	2,909,768	54,214	192,892	181,079	104,292	-	589,763	12,914,632	21.65%	10.29%
16	0430 - TOWN WIDE RADIO	56,000	-	-	-	4,284	2,080	24,000	-	602,202	688,566	1.15%	0.55%
17	0440 - FIRE MARSHAL	166,799	38,722	41,229	-	17,618	6,177	-	-	13,615	284,160	0.48%	0.23%
18	0450 - FIRE SUPPRESSION	404,788	-	42,000	-	29,772	13,341	192,305	-	351,560	1,033,766	1.73%	0.82%
19	0460 - EMERGENCY MEDICAL SVCS	10,000	-	-	-	-	-	-	-	765	10,765	0.02%	0.01%
20	0510 - ENGINEERING	630,840	185,655	-	37,467	54,029	19,227	-	-	325,560	1,252,778	2.10%	1.00%
21	0520 - PHYSICAL SERVICES	5,819,401	1,765,348	696,305	218,712	502,249	197,359	1,986,000	2,507,948	2,594,200	16,287,522	27.30%	12.97%
22	0610 - CENTRAL CT HEALTH DISTRICT	-	-	-	-	-	-	-	-	223,814	223,814	0.38%	0.18%
23	0620 - SOCIAL & YOUTH SERVICES	449,795	73,302	-	29,238	39,201	14,174	-	-	163,650	769,360	1.29%	0.61%
24	0700 - PUBLIC LIBRARY	1,253,004	349,096	144,357	35,197	100,626	1,987	-	-	386,004	2,270,271	3.81%	1.81%
25	0800 - PARKS & RECREATION	1,388,743	298,229	198,804	30,630	116,930	27,995	175,463	-	162,128	2,398,922	4.02%	1.91%
26	0960 - RESERVE FOR RETIREES	406,412	-	-	-	-	-	-	-	-	406,412	0.68%	0.32%
27	**Total Department Budgets**	20,922,120	4,898,557	4,246,385	532,728	1,305,225	500,008	2,482,060	2,507,948	7,138,384	44,533,415	74.64%	35.47%
28	**FY24 Adopted Budget**	19,761,941	4,451,776	3,808,696	474,477	1,230,244	715,199	2,468,594	2,384,058	6,252,587	41,547,572		
29	$ increase	1,160,179	446,781	437,689	58,251	74,981	(215,191)	13,466	123,890	885,797	2,985,843		
30	% increase	5.87%	10.04%	11.49%	12.28%	6.09%	-30.09%	0.55%	5.20%	14.17%	7.19%		
		❶	❷	❸	❹	❺	❻	❼	❽	35,294,985			
31	% of Departmental budgets	46.98%	11.00%	9.54%	1.20%	2.93%	1.12%	5.57%	5.63%	16.03%	100.00%		
32	% of Town Budget	35.07%	8.21%	7.12%	0.89%	2.19%	0.84%	4.16%	4.20%	11.96%	74.64%		
33	% of Town/BOE Budget	16.66%	3.90%	3.38%	0.42%	1.04%	0.40%	1.98%	2.00%	5.69%	35.47%		

Compare to FY24 Adopted Budget

	Non-Departmental Budget											% of Town Budget	% of Town/BOE Budget	FY24 Adopted Budget	$ increase	% increase
34	0910 - CONTINGENCY										340,000	0.57%	0.27%	340,000	-	0.00%
35	0920 - DEBT SERVICE										4,398,968	7.37%	3.50%	4,551,153	(152,185)	-3.34%
36	0940 - METROPOLITAN DISTRICT TAX										4,373,220	7.33%	3.48%	4,353,155	20,065	0.46%
37	0930 - INSURANCE										720,750	1.21%	0.57%	741,100	(20,350)	-2.75%
38	0950 - TRANSFERS OUT CNEF - Lease Payments										692,142	1.16%	0.55%	893,918	(201,776)	-22.57%
39	0950 - TRANSFERS OUT CNEF - Use of Reserves									❾	(200,000)	-0.34%	-0.16%	(400,000)	200,000	-50.00%
40	0950 - TRANSFERS OUT CNEF - Other										352,276	0.59%	0.28%	350,500	1,776	0.51%
41	0950 - TRANSFERS OUT CIP										1,102,747	1.85%	0.88%	1,102,747	-	0.00%
42	0960 - RESERVE FOR RETIREES - Retiree Health Insurance										3,250,000	5.45%	2.59%	2,951,500	298,500	10.11%
43	0960 - RESERVE FOR RETIREES - Other (Comp Absences, H&H, Police Med. Reimb., Prof. Fees)										100,000	0.17%	0.08%	115,000	(15,000)	-13.04%
44	0960 - RESERVE FOR RETIREES - OPEB Contribution (Town only)										-	0.00%	0.00%	-	-	n/a
45	**Total Non-Departmental Budget**										15,130,103	25.36%	12.05%	14,999,073	131,030	0.87%
46	**TOTAL TOWN BUDGET**	20,922,120	4,898,557	4,246,385	532,728	1,305,225	500,008	2,482,060	24,776,435		59,663,518	100.00%	47.52%	56,546,645	3,116,873	5.51%
47	**BOARD OF EDUCATION**										65,884,270		52.48%	61,863,166	4,021,104	6.50%
48	**TOTAL FY25 PROPOSED BUDGET - General Fund**										125,547,788		100.00%	118,409,811	7,137,977	6.03%
49	**TOTAL FY25 PROPOSED BUDGET - Road Fund**										2,100,000			2,100,000	-	0.00%
50	**TOTAL FY25 PROPOSED BUDGET - General Fund & Road Fund**										127,647,788			120,509,811	7,137,977	5.92%

Town of Wethersfield

'25 Proposed Budget - Personnel Costs vs. FY24 Adopted Budget

TYPE	E
Char2	(Multiple Items)

Sum of ADOPTED		Download		
DEPT2	OBJ2	FY24 Adopted	FY25 Proposed	% change
0110 - TOWN COUNCIL	50001 - SALARIES & WAGES	3,094	3,179	2.75%
	51100 - FICA/LIFE/AD&D	230	243	5.65%
	51108 - WORKERS COMP PREMIUM	7	5	(28.57%)
0110 - TOWN COUNCIL Total		**3,331**	**3,427**	**2.88%**
0120 - TOWN MANAGER	50001 - SALARIES & WAGES	533,482	573,889	7.57%
	51100 - FICA/LIFE/AD&D	49,302	50,367	2.16%
	51101 - HEALTH INSURANCE	107,139	93,368	(12.85%)
	51107 - DEFINED CONTRIB PENSION	25,052	27,734	10.71%
	51108 - WORKERS COMP PREMIUM	16,090	11,117	(30.91%)
	51214 - TUITION REIMBURSEMENT	8,500	8,500	0.00%
0120 - TOWN MANAGER Total		**739,565**	**764,975**	**3.44%**
0150 - TOWN CLERK	50001 - SALARIES & WAGES	180,191	186,595	3.55%
	50002 - OVERTIME PAY	-	-	-
	51100 - FICA/LIFE/AD&D	14,267	14,678	2.88%
	51101 - HEALTH INSURANCE	27,524	31,033	12.75%
	51104 - PENSION	52,312	57,049	9.06%
	51108 - WORKERS COMP PREMIUM	409	305	(25.43%)
0150 - TOWN CLERK Total		**274,703**	**289,660**	**5.44%**
0160 - ELECTIONS	50001 - SALARIES & WAGES	90,392	138,416	53.13%
	51100 - FICA/LIFE/AD&D	1,892	2,007	6.08%
	51107 - DEFINED CONTRIB PENSION	-	-	-
	51108 - WORKERS COMP PREMIUM	209	227	8.61%
0160 - ELECTIONS Total		**92,493**	**140,650**	**52.07%**
0220 - FINANCE & ACCOUNTING	50001 - SALARIES & WAGES	480,377	495,752	3.20%
	50002 - OVERTIME PAY	2,500	2,500	-
	50004 - PERM PART TIME WAGES	-	-	-
	51100 - FICA/LIFE/AD&D	42,120	43,788	3.96%
	51101 - HEALTH INSURANCE	85,371	96,475	13.01%
	51104 - PENSION	-	-	-
	51107 - DEFINED CONTRIB PENSION	26,235	27,380	4.36%
	51108 - WORKERS COMP PREMIUM	1,100	815	(25.91%)
0220 - FINANCE & ACCOUNTING Total		**637,703**	**666,710**	**4.55%**
0230 - TAX ASSESSOR	50001 - SALARIES & WAGES	340,364	352,736	3.63%
	50002 - OVERTIME PAY	1,000	1,000	0.00%
	51100 - FICA/LIFE/AD&D	29,444	30,303	2.92%
	51101 - HEALTH INSURANCE	113,261	70,802	(37.49%)
	51104 - PENSION	26,581	48,777	83.50%
	51107 - DEFINED CONTRIB PENSION	17,023	14,069	(17.35%)
	51108 - WORKERS COMP PREMIUM	8,325	6,402	(23.10%)
0230 - TAX ASSESSOR Total		**535,998**	**524,089**	**(2.22%)**
0240 - TAX COLLECTOR	50001 - SALARIES & WAGES	182,352	191,275	4.89%
	51100 - FICA/LIFE/AD&D	14,513	15,139	4.31%
	51101 - HEALTH INSURANCE	14,908	30,580	105.12%
	51104 - PENSION	34,493	38,800	12.49%
	51107 - DEFINED CONTRIB PENSION	3,760	3,872	2.98%
	51108 - WORKERS COMP PREMIUM	420	315	(25.00%)
0240 - TAX COLLECTOR Total		**250,446**	**279,981**	**11.79%**
0300 - PLANNING & DEVELOPMENT	50001 - SALARIES & WAGES	241,551	449,593	86.13%
	51100 - FICA/LIFE/AD&D	20,681	41,336	99.87%
	51101 - HEALTH INSURANCE	57,166	145,325	154.22%
	51104 - PENSION	36,159	-	(100.00%)
	51107 - DEFINED CONTRIB PENSION	8,238	32,212	291.02%
	51108 - WORKERS COMP PREMIUM	8,081	9,261	14.60%
0300 - PLANNING & DEVELOPMENT Total		**371,876**	**677,727**	**82.25%**
0410 - BUILDING INSPECTION & ZBA	50001 - SALARIES & WAGES	341,205	348,511	2.14%
	50002 - OVERTIME PAY	2,000	2,000	0.00%
	51100 - FICA/LIFE/AD&D	25,151	25,618	1.86%
	51101 - HEALTH INSURANCE	95,119	108,428	13.99%
	51104 - PENSION	62,352	69,296	11.14%
	51107 - DEFINED CONTRIB PENSION	6,035	5,822	(3.53%)
	51108 - WORKERS COMP PREMIUM	9,910	7,681	(22.49%)
0410 - BUILDING INSPECTION & ZBA Total		**541,772**	**567,356**	**4.72%**
0420 - POLICE DEPARTMENT	50001 - SALARIES & WAGES	6,497,079	6,773,153	4.25%
	50002 - OVERTIME PAY	518,545	518,545	0.00%
	50003 - PRIVATE DUTY POLICE SERVICES	-	-	-
	51100 - FICA/LIFE/AD&D	182,517	192,892	5.68%
	51101 - HEALTH INSURANCE	1,445,688	1,590,926	10.05%
	51104 - PENSION	2,466,973	2,909,768	17.95%
	51107 - DEFINED CONTRIB PENSION	49,040	54,214	10.55%
	51108 - WORKERS COMP PREMIUM	261,492	181,079	(30.75%)
	50006 - PRIVATE DUTY DEPT CHARGES	-	-	-
0420 - POLICE DEPARTMENT Total		**11,421,334**	**12,220,577**	**7.00%**

2

Town of Wethersfield

FY25 Proposed Budget - Personnel Costs vs. FY24 Adopted Budget

TYPE	E
Char2	(Multiple Items)

Sum of ADOPTED		Download		
DEPT2	OBJ2	FY24 Adopted	FY25 Proposed	% change
0430 - TOWN WIDE RADIO	50001 - SALARIES & WAGES	48,000	56,000	16.67%
	51100 - FICA/LIFE/AD&D	3,672	4,284	16.67%
	51101 - HEALTH INSURANCE	-	-	-
	51107 - DEFINED CONTRIB PENSION	-	-	-
	51108 - WORKERS COMP PREMIUM	2,197	2,080	(5.33%)
0430 - TOWN WIDE RADIO Total		**53,869**	**62,364**	**15.77%**
0440 - FIRE MARSHAL	50001 - SALARIES & WAGES	157,552	165,299	4.92%
	50002 - OVERTIME PAY	1,500	1,500	-
	51100 - FICA/LIFE/AD&D	17,027	17,618	3.47%
	51101 - HEALTH INSURANCE	33,951	38,722	14.05%
	51104 - PENSION	36,680	41,229	12.40%
	51107 - DEFINED CONTRIB PENSION	-	-	-
	51108 - WORKERS COMP PREMIUM	7,255	6,177	(14.86%)
0440 - FIRE MARSHAL Total		**253,965**	**270,545**	**6.53%**
0450 - FIRE SUPPRESSION	50001 - SALARIES & WAGES	274,273	404,788	47.59%
	51100 - FICA/LIFE/AD&D	19,820	29,772	50.21%
	51107 - DEFINED CONTRIB PENSION	-	-	-
	51108 - WORKERS COMP PREMIUM	18,558	13,341	(28.11%)
	51110 - FIREFIGHTER PENSION	42,000	42,000	0.00%
0450 - FIRE SUPPRESSION Total		**354,651**	**489,901**	**38.14%**
0510 - ENGINEERING	50001 - SALARIES & WAGES	587,481	624,840	6.36%
	50002 - OVERTIME PAY	6,000	6,000	0.00%
	51100 - FICA/LIFE/AD&D	50,858	54,029	6.24%
	51101 - HEALTH INSURANCE	186,175	185,655	(0.28%)
	51107 - DEFINED CONTRIB PENSION	35,542	37,467	5.42%
	51108 - WORKERS COMP PREMIUM	24,530	19,227	(21.62%)
	50006 - PRIVATE DUTY DEPT CHARGES	-	-	-
0510 - ENGINEERING Total		**890,586**	**927,218**	**4.11%**
0520 - PHYSICAL SERVICES	50001 - SALARIES & WAGES	5,379,121	5,460,921	1.52%
	50002 - OVERTIME PAY	350,000	358,480	2.42%
	51100 - FICA/LIFE/AD&D	490,150	502,249	2.47%
	51101 - HEALTH INSURANCE	1,621,838	1,765,348	8.85%
	51104 - PENSION	698,431	696,305	(0.30%)
	51107 - DEFINED CONTRIB PENSION	203,562	218,712	7.44%
	51108 - WORKERS COMP PREMIUM	296,553	197,359	(33.45%)
	50006 - PRIVATE DUTY DEPT CHARGES	-	-	-
0520 - PHYSICAL SERVICES Total		**9,039,655**	**9,199,374**	**1.77%**
0620 - SOCIAL & YOUTH SERVICES	50001 - SALARIES & WAGES	421,891	449,795	6.61%
	51100 - FICA/LIFE/AD&D	37,068	39,201	5.75%
	51101 - HEALTH INSURANCE	54,358	73,302	34.85%
	51104 - PENSION	-	-	-
	51107 - DEFINED CONTRIB PENSION	27,424	29,238	6.61%
	51108 - WORKERS COMP PREMIUM	17,524	14,174	(19.12%)
0620 - SOCIAL & YOUTH SERVICES Total		**558,265**	**605,710**	**8.50%**
0700 - PUBLIC LIBRARY	50001 - SALARIES & WAGES	1,236,565	1,253,004	1.33%
	51100 - FICA/LIFE/AD&D	96,524	100,626	4.25%
	51101 - HEALTH INSURANCE	295,499	349,096	18.14%
	51104 - PENSION	179,411	144,357	(19.54%)
	51107 - DEFINED CONTRIB PENSION	28,845	35,197	22.02%
	51108 - WORKERS COMP PREMIUM	2,863	1,987	(30.60%)
0700 - PUBLIC LIBRARY Total		**1,839,707**	**1,884,267**	**2.42%**
0800 - PARKS & RECREATION	50001 - SALARIES & WAGES	1,305,371	1,388,743	6.39%
	51100 - FICA/LIFE/AD&D	110,166	116,930	6.14%
	51101 - HEALTH INSURANCE	263,233	298,229	13.29%
	51104 - PENSION	173,304	198,804	14.71%
	51107 - DEFINED CONTRIB PENSION	28,720	30,630	6.65%
	51108 - WORKERS COMP PREMIUM	39,032	27,995	(28.28%)
0800 - PARKS & RECREATION Total		**1,919,826**	**2,061,331**	**7.37%**
Grand Total		29,779,745	31,635,862	6.23%

Town of Wethersfield
Finance Department
Schedule of Lease Payments - FY25 Proposed Budget

Note - this schedule includes all equipment leases except the 2016 IT equipment lease and 2018 Chromebook lease which are included with bonded debt because they are part of the WHS renovation project.

Type3	Actual
Type2	Lease

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q
Sum of Amount	Fyear 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Grand Total
1 Suntrust - Fire Truck/(2) Dump Trucks	193,121	-	-	-	-	-	-	-	-	-	-	-	-	-	-	193,121
2 13855 - (4) Police Cars	56,667	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56,667
3 13856 - Dump Truck w/ Wing Plow	24,725	24,725	-	-	-	-	-	-	-	-	-	-	-	-	-	49,450
4 16193 - (4) Police Interceptors	39,215	39,215	-	-	-	-	-	-	-	-	-	-	-	-	-	78,430
5 16200 - Tree Truck/(2) Dump Trucks	77,328	77,328	77,328	77,328	-	-	-	-	-	-	-	-	-	-	-	309,314
6 17545 - Townwide Radio	403,553	403,553	403,553	403,553	403,553	403,553	403,553	403,553	403,553	201,776	-	-	-	-	-	3,833,751
7 17549 - 10yd Plow Truck/F550 Dump	46,406	46,406	46,406	46,406	46,406	-	-	-	-	-	-	-	-	-	-	232,029
8 19231 - Freightliner Plow Truck	-	33,982	33,982	33,982	33,982	33,982	-	-	-	-	-	-	-	-	-	169,911
9 19233 - (2) Ford F350 Pickups	-	26,552	26,552	26,552	-	-	-	-	-	-	-	-	-	-	-	79,656
10 19234 - Sutphen Fire Truck	-	63,669	63,669	63,669	63,669	63,669	63,669	63,669	63,669	63,669	63,669	-	-	-	-	636,689
11 19232 - (3) Police SUVs	-	32,893	32,893	32,893	-	-	-	-	-	-	-	-	-	-	-	98,678
12 21086 - FY16 3-year Equipment	-	-	74,984	74,984	74,984	-	-	-	-	-	-	-	-	-	-	224,952
13 21087 - FY16 5-year Equipment	-	-	62,494	62,494	62,494	62,494	62,494	-	-	-	-	-	-	-	-	312,470
14 TD Bank - FY17 Dump Truck	-	-	-	36,470	36,470	36,470	36,470	36,470	-	-	-	-	-	-	-	182,350
15 TD Bank - FY17 Payloader	-	-	-	27,067	27,067	27,067	27,067	27,067	-	-	-	-	-	-	-	135,334
16 TD Bank - FY17 Police Interceptors	-	-	-	28,427	28,427	28,427	-	-	-	-	-	-	-	-	-	85,281
17 TD Bank - FY18 Turf Replacement	-	-	-	-	178,310	178,310	178,310	178,310	178,310	178,310	178,310	-	-	-	-	1,248,171
18 TD Bank - FY18 Rolling Stock	-	-	-	-	118,112	118,112	118,112	-	-	-	-	-	-	-	-	354,337
19 TD Bank - Street Lights	-	-	-	-	317,022	317,022	317,022	317,022	317,022	317,022	317,022	-	-	-	-	2,219,157
20 TD Bank - FY19 RS/Fire Engines	-	-	-	-	-	261,313	261,313	261,313	133,140	133,140	133,140	133,140	133,140	133,140	133,140	1,715,921
21 Grand Total	841,015	748,323	821,861	913,824	1,390,496	1,530,419	1,468,010	1,287,404	1,095,695	893,918	692,142	133,140	133,140	133,140	133,140	12,215,669
$ Change		(92,692)	73,538	91,964	476,672	139,923	(62,409)	(180,606)	(191,709)	(201,776)	(201,776)					
% Change		-11.02%	9.83%	11.19%	52.16%	10.06%	-4.08%	-12.30%	-14.89%	-18.42%	-22.57%					

Last lease transaction was in December 2018

22	Funding from Radio Reserve	(160,000)	(100,000)	(70,000)	(167,500)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	-
23	Funding from CNEF Street lights Reserve	-	-	-	-	-	(149,000)	(51,000)	-	-	-	-
24	Funding from CNEF Undesignated	-	-	-	(45,500)	(195,000)	(267,000)	(180,905)	(200,000)	(196,810)	(200,000)	(200,000)
25	Item not budgeted in FY19 - see **Note 1**	-	-	-	-	(317,022)	-	-	-	-	-	-

ORG 1960[illegible] .ESERVE FOR RETIREES - FY25 Proposed Budget

	B 2019-2020 Budget	C 2020-2021 Budget	D 2021-2022 Budget	E 2022-2023 Budget	E 2023-2024 Budget		F Proposed 2024-2025	G Increase (decrease)		Notes
52298 - Compensated Absences										
Contribution to Comp Absences Fund	**51,000**	**51,000**	60,000	60,000	60,000	1	45,000	(15,000)	x	
Merit Pool - Administrative Group	**15,000**	**16,000**	16,500	18,000	21,000	2	26,000	5,000	x	
C&C Study provision	-	-	-	-	-		135,000	135,000	x	
Provision for CBU's in Negotiation	**159,000**	**160,000**	94,000	55,000	270,548	3	245,412	(25,136)	x	Locals 1303-408, cust., admin., Library
52298 - Compensated Absences	**225,000**	**227,000**	**170,500**	**133,000**	**351,548**	4	451,412	99,864		
58274 - Heart & Hypertension Reserves	**25,000**	**55,000**	55,000	55,000	55,000	5	55,000	-	x	
58299 - Retiree Medical Benefits										
Retiree Health - Self Insured	**1,422,018**	**1,613,275**	1,725,775	1,991,327	2,230,000	6	2,486,250	256,250	x	11.49%
Anthem High Option - Med Suppl	**304,143**	**306,519**	326,000	375,000	375,000	7	414,250	39,250	x	10.47%
HSA Contributions	**27,000**	**28,000**	37,000	35,000	31,000	8	31,000	-	x	
Life Insurance	**3,000**	**3,300**	3,500	3,500	3,500	9	3,500	-		
Police Retiree Reimbursements	**180,000**	**185,000**	195,000	240,000	277,000	10	280,000	3,000	x	
ADJUSTMENT - CT Prime, Inc. - stop loss cov	-	-	-	-	-	11	-	-		
Administrative costs:										
Agent of Record fees - USI	**34,000**	**34,000**	34,000	34,000	35,000	12	35,000	-	x	Year 3 of 3
Sun-Life renewal (life/disability)	-	-	-	41,000	-	13		-		Allocated to depts.
58299 - Retiree Medical Benefits	**1,970,161**	**2,170,094**	**2,321,275**	**2,719,827**	**2,951,500**	14	3,250,000	298,500		
58xxx - Transfer to OPEB Trust Fund										
FY20 allocation is $1,400,000, 39% paid by B	**854,000**	**976,000**	976,000	976,000	-	15	-	-	x	
Total Reserve for Retirees	**3,074,161**	**3,428,094**	**3,522,775**	**3,883,827**	**3,358,048**	16	3,756,412	398,364		

25/2024 --/-- 5:12 PM

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(5)

Town of Wethersfield

Projected FY24 Revenue - Building Permit Revenue by Month

OBJ	41203

Sum of AMOUNT2		MONTH													Period 1 - 9
ACCOUNT DESC	FYEAR	1	2	3	4	5	6	7	8	9	10	11	12	Grand Total	
BUILDING INSPECTIONS	FY21	37,697	37,416	61,793	43,926	38,859	31,137	27,273	32,631	40,053	74,320	25,343	58,061	508,509	350,785
	FY22	63,488	22,234	64,816	34,442	43,073	29,135	23,980	132,551	182,006	76,707	56,682	75,150	804,265	595,725
	FY23	31,809	68,116	78,175	49,046	61,147	43,388	27,290	37,622	66,748	62,958	64,790	47,918	639,006	463,341
	FY24	43,424	55,955	47,351	49,814	30,549	84,687	27,771	52,083	47,596	-	-	-	439,230	439,230
Grand Total		176,417	183,722	252,135	177,227	173,628	188,348	106,315	254,887	336,402	213,984	146,815	181,129	2,391,010	

FY24 Estimated	68,000	60,000	70,000	198,000
				439,230
			Projected FY24 total revenue	637,230

SPECIAL MEETING – BUDGET WORK SESSION - UNAPPROVED

Person Preparing Minutes: Susan I. Schroeder, Town Clerk
Audio or Video Recording of Meeting: Yes

Name of Board, Commission or Committee: Town Council Meeting
Meeting Location: Council Chambers, 505 Silas Deane Highway

Meeting Date: April 29, 2024
Time Meeting Started: 6:00 p.m.

Members Present:
1. Councilor Bailey
2. Councilor Carbone
3. Councilor Clancy
4. Councilor Roets (via Zoom)
5. Councilor Timbro (arrived 7:00 p.m.)
6. Councilor Zambrello (arrived 6:18 p.m.)
7. Deputy Mayor Forrest
8. Mayor Lesser

Members Absent: Councilor Duric

Also Present: Frederick Presley, Town Manager; Susan I. Schroeder, Town Clerk; Erica Robertson, Human Resources; Michael Emmett, Superintendent of Schools; Matthew Kozaka, BOE Director of Finance & Operations; Derrick Gregor, Town Engineer; Jim DeRagon, Network Manager; Derrick Sola, IT Specialist III; Mike O'Neil, Finance, Amanda Drew, Marjorie Carson, Bobbie Granato, and Janice Di Roberts, BOE Members

Number Required for Quorum: 5
Quorum Present: Yes

Agenda

Call to Order

TIME	DEPARTMENT
6:00 PM	Information Technology Services
6:15 PM	Engineering – Finish up from Wednesday 4/24/2024
6:30 PM	Board of Education

Adjournment

At 7:54 p.m. Councilor Clancy motioned, **"TO ADJOURN THE MEETING"** seconded by Councilor Zambrello.

Vote: All Councilors present, including the Chairperson voted. The motion passed 7-0-0.
(Councilor Carbone departed the meeting at 7:49 p.m.)

Meeting Adjourned: 7:54 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

SPECIAL MEETING – BUDGET DELIBERATIONS - UNAPPROVED

Person Preparing Minutes: Susan I. Schroeder, Town Clerk
Audio or Video Recording of Meeting: Yes

Name of Board, Commission or Committee: Town Council Meeting
Meeting Location: Council Chambers, 505 Silas Deane Highway

Meeting Date: May 1, 2024
Time Meeting Started: 6:00 p.m.

Members Present:
1. Councilor Bailey
2. Councilor Carbone (arrived 6:04 p.m.)
3. Councilor Clancy
4. Councilor Roets
5. Councilor Zambrello
6. Deputy Mayor Forrest
7. Mayor Lesser

Members Absent: Councilors Duric and Timbro

Also Present: Frederick Presley, Town Manager; Susan I. Schroeder, Town Clerk; Erica Robertson, Human Resources; Mike O'Neil, Finance.

Number Required for Quorum: 5
Quorum Present: Yes

Agenda

Call to Order

Budget Deliberations

Adjournment

At 6:57 p.m. Deputy Mayor Forrest motioned, **"TO ADJOURN THE MEETING"** seconded by Councilor Clancy.

Vote: All Councilors present, including the Chairperson voted. The motion passed 7-0-0.

Meeting Adjourned: 6:57 p.m.

Susan I. Schroeder
Town Clerk

PENDING: APPROVED BY VOTE OF COUNCIL, CONSENT AGENDA (-0-0)
May 6, 2024

TOWN COUNCIL AGENDA ITEM
2024 Suspense List

DATE: May 6, 2024

DEPARTMENT: Tax Collector

REQUESTED BY: Marlene Desjardins, Tax Collector

ITEM: 2024 Suspense List

ITEM DESCRIPTION:
Uncollectible taxes due to death or no longer in business.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:
The tax accounts are not collectable due to death or a company no longer in business.

IMPACT IF NOT APPROVED:
If not approved, these taxes will stay in the system as due to the Town with no method of collection.

DEPARTMENT HEAD COMMENTS:
Twice each year the Tax Collector brings the Suspense List to the Town Council to remove uncollectable taxes from the tax list. There is no method to collect these taxes and removing them from the tax list allows the Tax Rolls to remain current.

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to approve the suspension of the uncollectable taxes as listed in the attachment.

ATTACHMENTS:
Suspense List Memo 04232024.doc
March 2024 Suspense Cleanup.pdf

TOWN WETHERSFIELD
FINANCE DEPARTMENT

MEMO

To: Frederick J. Presley, Town Manager

Mike O'Neil, Director of Finance

From: Marlene Desjardins, Tax Collector

Subject: Tax Suspense List

Date: April 23, 2024

Pursuant to Section 12-165 of the Connecticut General Statutes, I hereby request authority to transfer to tax suspense status, $39,054.28 in uncollected Personal Property and/or Motor Vehicle taxes.

Enclosed is a listing of the uncollected Personal Property accounts no longer in business and the rest are Motor Vehicles belonging to deceased residents with insolvent estates. The amount listed above does not include accrued interest.

Please include this request of transfer to suspense on the next Council meeting agenda scheduled to be held on May 6, 2024. The Town Council's favorable action on this request is appreciated.

NAME	BILL#	AMOUNT	STATUS
Animal Nation Creations LLC	2013-02-2000980	$23.14	Deceased
Michael Baldwin	2018-02-40119	$91.67	Bankrupt
	2019-02-40119	$101.73	"
	2018-03-51076	$469.33	"
Bed Bath & Beyond	2022-02-40136	$15,504.98	Bankrupt
Benati, Michelle or Richard	2009-03-301448	$226.58	Deceased
Blue Moon Design Studio Mclaughlin, Thomas	2013-02-2000854	$23.14	Deceased
	2014-02-2000854	$47.75	"
Bob's Flea Market	2013-02-2000855	$23.14	Deceased
Bruce Weitzman	2016-02-40185	$15.52	Bankrupt
	2017-02-41435	$1,958.28	"
Bukowy, Craig	2009-03-302352	$182.43	Deceased
Butler, Raymond L	2009-03-302482	$45.68	Deceased
C & L Diners LLC	2021-02-40199	$6,522.28	Bankrupt
Cambell, Lena S	2008-03-302693	$351.29	Deceased
	2009-03-302742	$267.36	"
Caula, Ruben W	2008-04-400438	$29.76	"
	2009-03-303226	$38.63	"
	2010-03-53209	$39.59	"
Collins, Keith E or Aileen	2009-03-303988	$205.12	Deceased
Costello, James	2019-02-40317	$203.45	Deceased
	2019-03-54287	$229.49	"
	2020-03-54205	$231.41	
Davoren, Patrick	2009-02-200372	$303.52	Deceased
	2009-03-304923	$53.66	"
	2009-03-304924	$69.90	"
	2009-03-304925	$91.37	"
	2010-02-40329	$98.66	"
	2010-03-54923	$54.04	"
	2011-03-54910	$61.58	"
	2009-03-304926	$92.29	"
	2010-03-54924	$89.86	"
Dygital Synergy Earthgrid Nicewongrt, George	2013-02-2001225	$45.94	Deceased
	2014-02-2001225	$71.81	"
Donald B Chandler	2014-02-2000586	$47.75	Deceased
Dunn, Nancy H	2009-03-306148	$106.39	Deceased
	2009-03-306149	$104.55	"
Fosberg, Chris W	2008-04-400997	$30.99	Deceased
	2009-03-307224	$33.73	"
	2010-03-57241	$34.56	"
Geary, Lucille E	2009-03-307730	$164.64	Deceased
Govola, Sean Paul	2008-03-308336	$35.59	Deceased
	2009-03-308532	$34.95	"
Gulliksen, Janet N	2009-03-308764	$252.64	Deceased

Healey, Joseph	2009-02-200583	$153.30	Deceased
	2010-02-40534	$216.17	"
Jackson, Barry	2010-02-40594	$186.63	Deceased
	2011-02-40609	$192.54	Deceased
	2012-02-40609	$166.63	"
	2013-02-40609	$173.79	"
	2014-02-40609	$156.97	"
	2015-02-40609	$153.78	"
	2016-02-40688	$115.74	"
Kasden Fuel CO	2014-02-40971	$190.95	Bankrupt
Kearns, Leonilda T	2009-03-310589	$37.10	Deceased
Kelley, Sean F	2009-03-310664	$216.77	Deceased
	2010-03-60671	$219.94	"
	2011-03-60569	$209.16	"
Klemonski, Kevin A Jr	2008-310933	$276.43	Deceased
	2009-310916	$220.14	"
Kupidura, Edward	2009-03-311342	$137.36	Deceased
Lawton, Bette A	2009-03-311803	$136.74	Deceased
	20100-03-61839	$124.42	"
Live Right Body Mind Spirit	2019-02-40818	$127.36	Out of Business
	2020-02-40815	$152.52	"
Orchestra Espada Ramon Santiago	2018-02-41024	$50.92	Deceased
Pelton's Inc	2017-03-66119	$84.42	Bankrupt
	2017-03-66120	$465.71	"
	2017-03-66121	$278.53	"
	2017-03-66125	$159.86	"
Persaud, Vishnu	2009-03-316333	$150.85	Deceased
Rivera Luis G	2009-04-82517	$79.29	Deceased
	2009-04-82518	$8.43	
	2009-04-82519	$66.99	
	2010-03-67578	$109.03	
	2010-03-67579	$124.74	
	2010-04-82549	$261.60	
	2011-03-67374	$269.11	
	2011-03-67375	$113.05	
Santoro, Robert or Pauline	2008-03-318493	$244.21	Deceased
	2009-03-318477	$236.70	"
Scagni, Eleanor	2009-03-318631	$63.77	Deceased
Schlenker, Edward P	2009-03-318730	$52.12	Deceased
	2010-03-68754	$13.20	"
Scully, Patrick	2008-03-31877	$224.88	Deceased
	2009-03-318857	$231.79	"
	2010-03-68868	$233.14	"
Sheehan John Agency	2010-02-41095	$15.71	Deceased
	2011-02-41125	$32.59	"
	2012-02-41125	$62.91	"

Smith, Elizabeth T	2009-03-319453	$203.89	Deceased
Tola Duro & Ermira	2017-02-41365	$509.78	Bankrupt
	2018-02-41365	$560.20	"
Top Quality Coatings John Bannon	2011-02-41242	$162.91	Deceased
	2012-02-41242	$209.14	"
Vaccaro, Salvatore	2009-03-321302	$21.75	Deceased
	2010-03-71376	$148.62	"
	2011-03-71199	$88.29	"
Weatherspoon, Tracey	2008-03-322007	$649.80	Deceased
	2009-03-322006	$591.74	"
Total Suspense		**$39,054.28**	

TOWN COUNCIL AGENDA ITEM
2024 Pavement Preservation Program Contract Award

DATE: May 6, 2024

DEPARTMENT: Engineering

REQUESTED BY: Derrick Gregor, Town Engineer

ITEM: 2024 Pavement Preservation Program Contract Award

ITEM DESCRIPTION:
Approval to allocate $150,000 to Sealcoating, Inc. (dba indus) to complete crack seal and fog seal for the 2024 Pavement Preservation Program based on their bid unit price in the Capital Region Council of Governments (CRCOG) Solicitation #751 for Asphalt Pavement Crack Sealing.

TOWN BID/RFP#:	N/A	**STATE CONTRACT #:**	CRCOG #751
BID/RFP DATE:	2023-09-20	**TERM:**	10/01/23-09/30/24
RENEWALS:	N/A	**TERMS OF RENEWAL:**	N/A
COST:	150,000	**BUDGET SOURCE/AMOUNT:**	CNEF Pavement Maintenance Account

JUSTIFICATION:
The Town completes an annual program to preserve pavement along roads that have deteriorated to a condition where the service life can still be extended by addressing defects and rejuvenating pavement surfaces at a low cost. Stormwater runoff that enters the pavement surface through cracks and other defects will contribute to freeze/thaw cycle movement and prematurely deteriorate the roadway and base structure.

IMPACT IF NOT APPROVED:
Road conditions will deteriorate faster with more costly repairs if preventative maintenance and preservation measures are not performed on a regular basis.

DEPARTMENT HEAD COMMENTS:

In addition to crack sealing, the Town started performing fog coat sealing as part of the pavement preservation program last year. These preventative maintenance methods are essential to protecting and extending the service life of roads in Town. Cracks are filled with a polymer and crumb rubber modified (PCRM) sealant, which is a more effective product than traditional sealant and has been used in Town and other municipalities for many years. This fiber-reinforced material is typically applied to cracks in pavement surfaces that are 5 to 7 years old. Fog seal is an alternate preservation method used to rejuvenate newer pavement surfaces (restore flexibility) and to seal small cracks before they become more significant. This requires application of a thin emulsified asphalt to pavement surfaces that are 2 to 3 years old. Each application of crack seal typically extends a road's service life up to 5 years and fog seal up to 4 years, which helps to keep roads in good condition to prevent or at least delay

the need for more costly repair methods in the future.

Last fall, CRCOG procured 2024 bid pricing from various contractors for hot applied crack sealing and fog coat sealing. Based on the bid results, staff recommends retaining Sealcoating Inc., who is the only bidder for PCRM crack sealant and for fog seal measured by area, which is preferred. Staff anticipates utilizing approximately 1/3 of these funds to complete traditional crack seal work and 2/3 of the funding to complete fog seal. The roads best suited to receive crack seal or fog seal treatment will be developed based on consultation with the contractor, pavement age and condition, and general knowledge of local road conditions. Engineering staff will monitor and inspect the work, and will adjust the limits as the program progresses to meet the budget.

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to to allocate $150,000 from the CNEF Pavement Maintenance Account to complete crack seal and fog seal for the 2024 Pavement Preservation Program and to authorize the Town Manager to execute a purchase order with Sealcoating, Inc for the same amount to complete crack seal and fog seal based on their bid unit price in the Capital Region Council of Governments (CRCOG) Solicitation #751 for Asphalt Pavement Crack Sealing.

ATTACHMENTS:
2024-05-06 PavementPreservation2024 Supplemental.pdf

CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #751
Asphalt Pavement Crack Sealing

Issue Date:	As listed on crcog.bonfirehub.com
Deadline for Questions:	As listed on crcog.bonfirehub.com
Response Deadline:	As listed on crcog.bonfirehub.com
Response Location:	crcog.bonfirehub.com

CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

BID No. 751 - ASPHALT PAVEMENT BID RESULTS

Item #		Comer Contracting, Inc.	Harwinton Paving	J.D Asphalt Repair LLC DBA A&A Asphalt LLC	Northeast Crack Filling Inc	Sealcoating, Inc. dba indus			WRR Inc
		Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	BID ALT 1 Unit Price*	BID ALT 2 Unit Price**	Unit Price
1	Asphalt Pavement Crack Sealer (3)								
#1-1	Asphalt Pavement Cracks to be Sealed - Hot Pour Method - Per linear foot	No Bid	$0.98	$0.53	$0.76	$0.59	$0.41	**$0.43**	$0.30
#1-2	Asphalt Pavement Cracks to be Sealed - Hot Pour Method - Per Pound	No Bid	$1.73	$2.10	$1.91	$2.21	$1.51	**$1.72**	$1.75
#1-3	Asphalt Pavement Cracks to be Sealed - Hot Pour Method - Per Gallon	No Bid	$17.30	$20.25	$23.06	$22.91	$13.01	**$14.64**	$14.00
2	Emulsified Asphalt/Fog Coat Sealer (3)								
#2-1	Emulsified Asphalt/Fog Coat Sealer- Hot Pour Method - Per linear foot	$5.85	No Bid	No Bid	No Bid	**$5.46**	**$1.53 (per SY)**	No Bid	No Bid
#2-2	Emulsified Asphalt/Fog Coat Sealer- Hot Pour Method - Per Pound	**$1.55**	No Bid	No Bid	No Bid	**$1.55**	No Bid	No Bid	No Bid
#2-3	Emulsified Asphalt/Fog Coat Sealer- Hot Pour Method - Per Gallon	$13.25	No Bid	No Bid	No Bid	**$11.35**	No Bid	No Bid	No Bid
3	Stone Mastic Asphalt (3)								
#3-1	Stone Mastic Asphalt- Hot Pour Method - Per linear foot	No Bid	No Bid	No Bid	$26.18	**$12.23**	No Bid	No Bid	No Bid
#3-2	Stone Mastic Asphalt- Hot Pour Method - Per Pound	No Bid	No Bid	No Bid	**$3.96**	$4.89	No Bid	No Bid	No Bid
#3-3	Stone Mastic Asphalt- Hot Pour Method - Per Gallon	No Bid	No Bid	No Bid	**$51.04**	$61.17	No Bid	No Bid	No Bid
4	Chip Seal (1)								
#4-1	Asphalt Emulsified Chip Seal - Per linear foot	**$8.16**	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

* Alternate bid pricing from Sealcoating Inc. (indus) for crack seal with PG Binder & Fibers

** Alternate bid pricing from Sealcoating Inc. (indus) for crack seal with Polymer and Crumb Rubber Modified (PCRM) Binder & Fibers

indus
roads. bridges. airports.

Clarification of Alternate Pricing for Asphalt Pavement Crack to be sealed – Hot Pour Method, and additional Alternate Bid for Emulsified Asphalt/Fog Coat Sealer – Hot Pour Method.

We wanted to make clear which alternate material is applicable to which pricing on the "Additional Responses" bid page

Item	Aggregate Quantity	Unit Price	Material
#1-1	0	0.41/LF	PG Binder & Fibers
#1-2	193300	1.51/LB	PG Binder & Fibers
#1-3	3500	13.01/Gal	PG Binder & Fibers
#1-1	0	0.43/LF	Polymer & Crumb Rubber Modified Binder & Fibers (PCRM)
#1-2	193300	1.72/LB	Polymer & Crumb Rubber Modified Binder & Fibers (PCRM)
#1-3	3500	14.64/Gal	Polymer & Crumb Rubber Modified Binder & Fibers (PCRM)

Alternate Bid for Emulsified Asphalt/Fog Coat Sealer

Item	Aggregate Quantity	Unit Price	Material
#2-1	0	1.53/SY	Emulsified Asphalt/Fog Coat Sealer – Hot Pour Method – Per Square Yard

TOWN COUNCIL AGENDA ITEM
2024 Pavement Marking Program Contract Award

DATE: May 6, 2024

DEPARTMENT: Engineering

REQUESTED BY: Derrick Gregor, Town Engineer

ITEM: 2024 Pavement Marking Program Contract Award

ITEM DESCRIPTION:
Approval to allocate $50,000 to Atlantic Pavement Marking, Inc. to paint pavement markings along local roads based on their bid prices in the Capital Region Council of Governments (CRCOG) Solicitation #755 for Traffic Guidelines and Painted Pavement Markings

TOWN BID/RFP#:	751 (CRCOG)	**STATE CONTRACT #:**	N/A
BID/RFP DATE:	**TERM:**	N/A	
RENEWALS:	N/A	**TERMS OF RENEWAL:**	N/A
COST:	$50,000	**BUDGET SOURCE/AMOUNT:**	Engineering Operating Budget

JUSTIFICATION:
The annual painting of pavement markings along Town roads is required to maintain safety for motorists, bicyclists and pedestrians in accordance with standards outlined in the Manual on Uniform Traffic Control Devices (MUTCD). The Town retains a contractor to perform this work each summer as part of the annual Pavement Marking Program.

IMPACT IF NOT APPROVED:
Faded pavement markings that are not regularly re-painted pose a hazard and will result in unsafe conditions for travel within the public right-of-way, which would potentially increase liability for the Town.

DEPARTMENT HEAD COMMENTS:
Based on the attached 2024 CRCOG bid tabulation, staff recommends award of this project to Atlantic Pavement Marking, Inc. who is the low bidder and has completed this program in the past. This year, rather than including the work in this program, Physical Services staff will begin painting Town and school parking lots on a rotating, annual basis.

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to allocate $50,000 from the Engineering operating budget for pavement markings and to authorize the Town Manager to execute a purchase order with Atlantic Pavement Marking, Inc.

for the same amount to complete pavement markings along local roads based on their bid prices in the Capital Region Council of Governments (CRCOG) Solicitation #755 for Traffic Guidelines and Painted Pavement Markings.

ATTACHMENTS:
2024-05-06 PavementMarkings2024 Supplemental.pdf

CAPITOL REGION PURCHASING COUNCIL

INVITATION FOR BID #755
TRAFFIC GUIDELINES AND PAINTED PAVEMENT MARKINGS

Issue Date:	As listed on crcog.bonfirehub.com
Deadline for Questions:	As listed on crcog.bonfirehub.com
Response Deadline:	As listed on crcog.bonfirehub.com
Response Location:	crcog.bonfirehub.com

CRCOG Bid #755

Traffic Guidelines and Painted Pavement Markings

#	Items	Atlantic Pavement Marking Inc. UnitPrice	K5 CORPORATION UnitPrice	Safety Marking LLC UnitPrice
1	4" Single Yellow or White Lines (in Linear Feet) (7)			
#1-1	Epoxy Resin	No Bid	$ 0.4	$ 0.398
#1-2	Waterborne Paint	$ 0.069	$ 0.074	$ 0.095
#1-3	Hot Applied Waterborne Paint	$ 0.069	$ 0.074	$ 0.095
#1-4	Oil Base Paint	$ 0.069	$ 0.085	No Bid
#1-5	Thermo Plastic	No Bid	$ 1	$ 1.2
#1-6	Pavement Marking Tape	No Bid	$ 2.5	$ 4.15
#1-7	Pavement Marking Tape - Materials Only	No Bid	$ 1.25	$ 1.5
2	Double Yellow Lines (Measure as a pair of 4" lines) (in Linear Feet) (7)			
#2-1	Epoxy Resin	No Bid	$ 0.8	$ 0.75
#2-2	Waterborne Paint	$ 0.116	$ 0.14	$ 0.159
#2-3	Hot Applied Waterborne Paint	$ 0.116	$ 0.14	$ 0.159
#2-4	Oil Base Paint	$ 0.116	$ 0.16	No Bid
#2-5	Thermo Plastic	No Bid	$ 1.9	$ 2.4
#2-6	Pavement Marking Tape	No Bid	$ 4.5	$ 8.3
#2-7	Pavement Marking Tape - Materials Only	No Bid	$ 2.5	$ 3
3	White Skip Lines; 15' segment & 30'' skip (in Linear Feet) (7)			
#3-1	Epoxy Resin	No Bid	$ 0.4	$ 0.398
#3-2	Waterborne Paint	$ 0.075	$ 0.074	$ 0.095
#3-3	Hot Applied Waterborne Paint	$ 0.075	$ 0.074	$ 0.095
#3-4	Oil Base Paint	$ 0.075	$ 0.085	No Bid
#3-5	Thermo Plastic	No Bid	$ 1	$ 1.2
#3-6	Pavement Marking Tape	No Bid	$ 2.5	$ 4.15
#3-7	Pavement Marking Tape - Materials Only	No Bid	$ 1.25	$ 1.5
4	Yellow or white dotted lines 2'segment and 4' skip (in Linear Feet) (1)			
#4-1	Epoxy Resin	No Bid	$ 0.4	$ 0.398
5	Single Arrows: Thru Arrows 12.5 s.f.; Turn Arrows 15.5 s.f. (in Square Feet) (7)			
#5-1	Epoxy Resin	No Bid	$ 5.5	$ 5.8
#5-2	Waterborne Paint	$ 1.25	$ 2	$ 1.5
#5-3	Hot Applied Waterborne Paint	$ 1.25	$ 2	$ 1.5
#5-4	Oil Base Paint	$ 1.25	$ 2	No Bid
#5-5	Thermo Plastic	No Bid	$ 6	$ 5.95
#5-6	Pavement Marking Tape	No Bid	$ 8.5	No Bid
#5-7	Pavement Marking Tape - Materials Only	No Bid	$ 4	No Bid
6	Combination Arrows - Two Way 27 s.f.; Three Way 28.5 s.f. (in Square Feet) (7)			
#6-1	Epoxy Resin	No Bid	$ 5.5	$ 5.8
#6-2	Waterborne Paint	$ 1.25	$ 2	$ 1.5
#6-3	Hot Applied Waterborne Paint	$ 1.25	$ 2	$ 1.5
#6-4	Oil Base Paint	$ 1.25	$ 2	No Bid
#6-5	Thermo Plastic	No Bid	$ 6	$ 5.95
#6-6	Pavement Marking Tape	No Bid	$ 8.5	No Bid
#6-7	Pavement Marking Tape - Materials Only	No Bid	$ 4	No Bid
7	Parking Stalls 4" wide (in Square Feet) (7)			
#7-1	Epoxy Resin	No Bid	$ 9	$ 9
#7-2	Waterborne Paint	$ 1.35	$ 1.5	$ 1.5
#7-3	Hot Applied Waterborne Paint	$ 1.35	$ 1.5	$ 1.5
#7-4	Oil Base Paint	$ 1.35	$ 1.5	No Bid
#7-5	Thermo Plastic	No Bid	$ 9	$ 9
#7-6	Pavement Marking Tape	No Bid	$ 9	$ 11.95
#7-7	Pavement Marking Tape - Materials Only	No Bid	$ 4	$ 4.5

8	Parallel T-Bar (in Square Feet) (7)			
#8-1	Epoxy Resin	No Bid	$ 9	$ 9
#8-2	Waterborne Paint	$ 1.35	$ 1.5	$ 1.5
#8-3	Hot Applied Waterborne Paint	$ 1.35	$ 1.5	$ 1.5
#8-4	Oil Base Paint	$ 1.35	$ 1.5	No Bid
#8-5	Thermo Plastic	No Bid	$ 9	$ 9
#8-6	Pavement Marking Tape	No Bid	$ 9	$ 11.95
#8-7	Pavement Marking Tape - Materials Only	No Bid	$ 4	$ 4.5
9	Crosswalks 6 inch (in Square Feet) (7)			
#9-1	Epoxy Resin	No Bid	$ 4	$ 4.15
#9-2	Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#9-3	Hot Applied Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#9-4	Oil Base Paint	$ 0.92	$ 0.9	No Bid
#9-5	Thermo Plastic	No Bid	$ 4.5	$ 4.25
#9-6	Pavement Marking Tape	No Bid	$ 8	$ 11.95
#9-7	Pavement Marking Tape - Materials Only	No Bid	$ 6	$ 4.5
10	Crosswalks 12 inch (in Square Feet) (7)			
#10-1	Epoxy Resin	No Bid	$ 4	$ 4.15
#10-2	Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#10-3	Hot Applied Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#10-4	Oil Base Paint	$ 0.92	$ 0.9	No Bid
#10-5	Thermo Plastic	No Bid	$ 4.5	$ 4.25
#10-6	Pavement Marking Tape	No Bid	$ 8	$ 11.95
#10-7	Pavement Marking Tape - Materials Only	No Bid	$ 6	$ 4.5
11	Crosswalk 12 inch with crosshatch (in Square Feet) (7)			
#11-1	Epoxy Resin	No Bid	$ 4	$ 4.15
#11-2	Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#11-3	Hot Applied Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#11-4	Oil Base Paint	$ 0.92	$ 0.9	No Bid
#11-5	Thermo Plastic	No Bid	$ 4.5	$ 4.25
#11-6	Pavement Marking Tape	No Bid	$ 8	$ 11.95
#11-7	Pavement Marking Tape - Materials Only	No Bid	$ 6	$ 4.5
12	Standard Crosswalk with 16" wide bars (in Square Feet) (7)			
#12-1	Epoxy Resin	No Bid	$ 4	$ 4.15
#12-2	Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#12-3	Hot Applied Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#12-4	Oil Base Paint	$ 0.92	$ 0.9	No Bid
#12-5	Thermo Plastic	No Bid	$ 4.5	$ 4.25
#12-6	Pavement Marking Tape	No Bid	$ 8	$ 11.95
#12-7	Pavement Marking Tape - Materials Only	No Bid	$ 6	$ 4.5
13	School/Elderly Standard Crosswalks with 2' wide bars (in Square Feet) (7)			
#13-1	Epoxy Resin	No Bid	$ 4	$ 4.15
#13-2	Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#13-3	Hot Applied Waterborne Paint	$ 0.92	$ 0.9	$ 0.99
#13-4	Oil Base Paint	$ 0.92	$ 0.9	No Bid
#13-5	Thermo Plastic	No Bid	$ 4.5	$ 4.25
#13-6	Pavement Marking Tape	No Bid	$ 8	$ 11.95
#13-7	Pavement Marking Tape - Materials Only	No Bid	$ 6	$ 4.5
#14-1	Epoxy Resin	No Bid	$ 6	$ 5.95
#14-2	Waterborne Paint	$ 1.2	$ 1.4	$ 1.45
#14-3	Hot Applied Waterborne Paint	$ 1.2	$ 1.4	$ 1.45
#14-4	Oil Base Paint	$ 1.2	$ 1.4	No Bid
#14-5	Thermo Plastic	No Bid	$ 6	$ 4.25
#14-6	Pavement Marking Tape	No Bid	$ 9.5	$ 11.95
#14-7	Pavement Marking Tape - Materials Only	No Bid	No Bid	$ 4.95
15	Railroad Crossing (20' x 8' x 16": 67.5 s.f.) (in Square Feet) (7)			

#15-1	Epoxy Resin	No Bid	$ 6.5	$ 6.25
#15-2	Waterborne Paint	$ 1.3	$ 1.85	$ 1.85
#15-3	Hot Applied Waterborne Paint	$ 1.3	$ 1.85	$ 1.85
#15-4	Oil Base Paint	$ 1.3	$ 1.85	No Bid
#15-5	Thermo Plastic	No Bid	$ 6.5	$ 6.25
#15-6	Pavement Marking Tape	No Bid	$ 15	$ 4.25
#15-7	Pavement Marking Tape - Materials Only	No Bid	$ 10	$ 4.95
16	Bicycle Path Diamonds (4 sides each measuring 3' x 6") (in Square Feet) (7)			
#16-1	Epoxy Resin	No Bid	$ 80	$ 85
#16-2	Waterborne Paint	$ 7	$ 20	$ 18
#16-3	Hot Applied Waterborne Paint	$ 7	$ 20	$ 18
#16-4	Oil Base Paint	$ 7	$ 20	No Bid
#16-5	Thermo Plastic	No Bid	$ 6.5	$ 95
#16-6	Pavement Marking Tape	No Bid	$ 15	No Bid
#16-7	Pavement Marking Tape - Materials Only	No Bid	$ 12	No Bid
17	Stenciling (letters and numbers) (in Square Feet or EACH) (7)			
#17-1	Epoxy Resin	No Bid	$ 10	$ 125
#17-2	Waterborne Paint	$ 25	$ 2	$ 25
#17-3	Hot Applied Waterborne Paint	$ 25	$ 2	$ 25
#17-4	Oil Base Paint	$ 25	$ 2	No Bid
#17-5	Thermo Plastic	No Bid	$ 20	No Bid
#17-6	Pavement Marking Tape	No Bid	$ 20	No Bid
#17-7	Pavement Marking Tape - Materials Only	No Bid	$ 15	No Bid
18	Bicycle Symbol with Arrow (Each) (7)			
#18-1	Epoxy Resin	No Bid	$ 150	$ 150
#18-2	Waterborne Paint	$ 75	$ 85	$ 70
#18-3	Hot Applied Waterborne Paint	$ 75	$ 85	$ 70
#18-4	Oil Base Paint	$ 75	$ 85	No Bid
#18-5	Thermo Plastic	No Bid	$ 450	No Bid
#18-6	Pavement Marking Tape	No Bid	$ 490	No Bid
#18-7	Pavement Marking Tape - Materials Only	No Bid	$ 350	No Bid
19	Curbs (in Linear Feet) (7)			
#19-1	Epoxy Resin	No Bid	$ 3.5	$ 3.95
#19-2	Waterborne Paint	$ 0.45	$ 0.48	$ 0.48
#19-3	Hot Applied Waterborne Paint	$ 0.45	$ 0.48	$ 0.48
#19-4	Oil Base Paint	$ 0.45	$ 0.48	No Bid
#19-5	Thermo Plastic	No Bid	No Bid	No Bid
#19-6	Pavement Marking Tape	No Bid	No Bid	No Bid
#19-7	Pavement Marking Tape - Materials Only	No Bid	No Bid	No Bid
20	Handicapped Stencils (Each) (7)			
#20-1	Epoxy Resin	No Bid	$ 100	$ 89
#20-2	Waterborne Paint	$ 28	$ 30	$ 30
#20-3	Hot Applied Waterborne Paint	$ 28	$ 30	$ 30
#20-4	Oil Base Paint	$ 28	$ 30	No Bid
#20-5	Thermo Plastic	No Bid	$ 200	No Bid
#20-6	Pavement Marking Tape	No Bid	$ 250	No Bid
#20-7	Pavement Marking Tape - Materials Only	No Bid	$ 200	No Bid
21	Removal of Markings (in Square Feet) (7)			
#21-1	Epoxy Resin	No Bid	$ 1.25	$ 2
#21-2	Waterborne Paint	$ 2.5	$ 1.25	$ 2
#21-3	Hot Applied Waterborne Paint	$ 2.5	$ 1.25	$ 2
#21-4	Oil Base Paint	$ 2.5	$ 1.25	No Bid
#21-5	Thermo Plastic	No Bid	$ 2	No Bid
#21-6	Pavement Marking Tape	No Bid	$ 2	No Bid
#21-7	Pavement Marking Tape - Materials Only	No Bid	No Bid	No Bid
22	12" stop bars (in Square Feet) (8)			
#22-1	Epoxy Resin	No Bid	$ 8	$ 8.5

#22-2	Waterborne Paint	$ 1.05	$ 1.4	$ 1.5
#22-3	Hot Applied Waterborne Paint	$ 1.05	$ 1.4	$ 1.5
#22-4	Oil Base Paint	$ 1.05	$ 1.4	No Bid
#22-5	Thermo Plastic	No Bid	$ 7.5	$ 7.85
#22-6	Pavement Marking Tape	No Bid	$ 9	$ 11.95
#22-7	Pavement Marking Tape - Materials Only	No Bid	$ 4	$ 4.5
#22-8	12" stop bars at intersections with cross walks epoxy resin	No Bid	$ 4	No Bid
23	Sharrows (Each) (7)			
#23-1	Epoxy Resin	No Bid	$ 150	$ 150
#23-2	Waterborne Paint	$ 75	$ 80	$ 70
#23-3	Hot Applied Waterborne Paint	$ 75	$ 80	$ 70
#23-4	Oil Base Paint	$ 75	$ 80	No Bid
#23-5	Thermo Plastic	No Bid	$ 450	No Bid
#23-6	Pavement Marking Tape	No Bid	$ 500	No Bid
#23-7	Pavement Marking Tape - Materials Only	No Bid	$ 350	No Bid
24	Yield Bar (Each) (1)			
#24-1	Epoxy	No Bid	$ 150	$ 129
25	White Skip Lines; 10' segment & 30' skip (7)			
#25-1	Epoxy Resin	No Bid	$ 0.4	$ 0.398
#25-2	Waterborne Paint	$ 0.075	$ 0.075	$ 0.095
#25-3	Hot Applied Waterborne Paint	$ 0.075	$ 0.075	$ 0.095
#25-4	Oil Base Paint	$ 0.075	$ 0.085	No Bid
#25-5	Thermo Plastic	No Bid	$ 1	$ 1.2
#25-6	Pavement Marking Tape	No Bid	$ 2.5	$ 11.95
#25-7	Pavement Marking Tape - Materials Only	No Bid	$ 1.25	$ 4.5
26	80 MIL Pavement Marking Grooves 5" Wide (1)			
#26-1	80 MIL Pavement Marking Groove 5" Wide	No Bid	$ 0.6	$ 0.55
27	80 MIL Pavement Marking Grooves 7" Wide (1)			
#27-1	80 MIL Pavement Marking Groove 7" Wide	No Bid	$ 0.8	$ 0.78
28	80 MIL Pavement Marking Grooves 9" Wide (1)			
#28-1	80 MIL Pavement Marking Groove 9" Wide	No Bid	$ 1	$ 0.94
29	80 MIL Pavement Marking Grooves 13" Wide (1)			
#29-1	80 MIL Pavement Marking Groove 13" Wide	No Bid	$ 1.2	$ 1.19
30	Additional Items (4)			
#30-1	24" stop bars Epoxy Resin	No Bid	$ 4	$ 17
#30-2	6" Single Yellow or WHite Lines Epoxy Resin	No Bid	$ 0.58	$ 0.48
#30-3	Green Bicycle Facility Markings Epoxy Resin	No Bid	$ 9	$ 11.95
#30-4	Layout of Proposed Markings (Hourly)	$ 80	$ 100	$ 200

TOWN COUNCIL AGENDA ITEM
Kycia Farm Concept Plan (Tabled 4/1/2024)

DATE: May 6, 2024

DEPARTMENT: Planning

REQUESTED BY: Justin LaFountain, Town Planner

ITEM: Kycia Farm Concept Plan (Tabled 4/1/2024)

ITEM DESCRIPTION:
On March 7th, a planning charrette was held to discuss the future uses of the Kycia Farm property. A memo from the Town Planner, along with added attachments, summarize the feedback received. Additionally, a preliminary concept plan based on the comments from the public was provided. This item was discussed at the March 18th meeting of the Town Council. Staff is looking for direction from the Council for the Kycia Farm property. A motion for the Council to approve the concept plan presented at the March 18th meeting is provided here in the event that the Council would like staff to move forward with design and planning based upon the general concept provided.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to authorize the Town Manager to contract with a consultant to develop the Kycia Farm Master Plan, taking into account, but not beholden to the following:

1) A holistic approach to the entirety of the area owned by the Town known as Kycia farm **and its adjacent lands**.
2) The Kycia Farm concept plan developed during a public meeting.
3) The future needs of the Board of Education and the Elementary Schools Building Committee.
4) The UCONN Studies of Kycia farm.
5) Grant/funding opportunities for the land.

6) Information and surveys given to the Council from the Kycia Farm Committee.
7) The needs for sporting facilities and public recreation.
8) Other parks/fields within Wethersfield and their association with the Kycia farm **and its adjacent lands**.
9) Other outreach, data, and information the consultant may from time-to-time need

and to authorize the Town Manager to immediately issue an RFP to have a consultant develop a master plan for the property, incorporating adjacent Town properties.

ATTACHMENTS:
Kycia_Farm_Council_Memo_2024.pdf
Preliminary_Kycia_Layout.pdf
Kycia_Farm_Correspondence.pdf
Kycia_Public_Feedback.pdf

Wethersfield Planning Department

planning@wethersfieldct.gov
(860) 721-2838

TO: Wethersfield Town Council
Frederick J. Presley, ICMA-CM, Town Manager
FROM: Justin LaFountain, AICP, Town Planner
RE: Kycia Farm Planning Event-March 7, 2024
DATE: March 11, 2024

On March 7, 2024, a planning charrette to discuss the future of Kycia Farm was held at the William J. Pitkin Community Center. In addition to numerous Town Councilors and Town staff, approximately 30 Wethersfield residents attending the session to discuss their thoughts and their preferences for the development of the Kycia Farm property. Below is a summary of thoughts and opinions. Please note that this is a synopsis and does not include every comment, but rather a list of the most frequently stated opinions. The full list of comments is attached.

- There is strong opposition to having artificial turf fields at Kycia Farm, and a belief that if needed, turf fields should be located at Mill Woods Park or elsewhere.
- Those in attendance primarily noted that they would like only one athletic field north of Highland, with additional t-ball or soccer fields for children behind the barn on the south side. Discussion was mixed on the type of athletic field for the north side of Highland.
- There is a strong desire to maintain some level of agriculture at the site. This includes rehabilitation and preservation of the greenhouse, and the continuance of use of some of the fields for agriculture. Some residents would like to see a portion of the land leased to a farmer, with the potential inclusion of the house for a residence for the farmer. Additionally, community gardens received support.
- There were numerous comments in favor of trails connecting Highcrest School to the barn area, and to the parcels on the north side of Highland Street. Interpretive signage was also suggested along these trails.
- Many residents stated they do not want a concession stand on the property.
- There was an acknowledgement among most residents that parking is needed. The recommendations ranged from 50 spaces to 80 spaces. There was disagreement regarding whether the lot(s) should be paved or made of gravel.
- Some traffic/pedestrian safety concerns were raised, particularly relating to the speed of vehicles on Highland and the number of vehicles that park on Highland Street. A three-way stop was suggested at Collier and Highland. Additionally, concerns were raised over the number of entrances on to Highland Street.
- Many residents noted that they would like to see bicycle facilities at the site (bike racks, repair stations, etc.).
- Pollinator and sensory gardens were encouraged.

In addition to the numerous comments that were made at the night of the charrette, several residents also wrote emails or provided written comments, which are included with this packet as well.

Based on the comments received, staff has prepared a preliminary concept plan for the site. In summary, the plan includes the following on the south side of Highland Street:

- Continued use of the field in front of the barn for concerts/events
- An expanded parking area
- Sensory/pollinator gardens
- The rehabilitation of the existing greenhouse
- T-ball or soccer fields behind the greenhouse for children

The north side of Highland Street includes:

- Community gardens and/or agriculture on the west field
- Community gardens and/or agriculture on the east field
- A combination of athletic fields, parking, and passive recreation (including trails) in the center “old field” area and behind the east and west fields.

The plan also proposes the installation of sidewalk along Collier Road, and a three-way stop at the intersection of Collier and Highland.

Staff requests that the Town Council review this concept plan and provide any feedback. Once the Town Council approves a preliminary design, more formalized and engineered plans can be prepared.



1: Town use for parking, athletic field(s), trails and passive open space

2: Community gardens and/or farming

3: Agriculture



1: Field for concerts/events

2: Expand parking lot

3: Sensory gardens

4: Rehab and maintain greenhouse

5: T-Ball and/or soccer fields for children

Testimony – March 7, 2024 Kycia Farm community conversation

I wrote to Council soon after the election to advocate for putting a young farmer on Kycia Farm. I worked with Land Trusts in CT and the CT Farmland Trust to put young farmers (and there are many in CT who want to live and farm here) onto conserved properties like Kycia Farm. What they need, and often is missing on conserved properties, is a place to live and put their equipment. Kycia Farm has both of those. It seems like a good fit for a young farm family. This remains my preference for uses at the Kycia Farm open space, however, practically speaking, I realize that you will probably need to satisfy some voters by putting a sports field on the property at some point.

I offer this alternative layout based on my study of the UConn landscape architecture program's shot at laying out farm fields and sports at Kycia in conjunction with the soil report. Move the barn to the northside property so that farming activities could be grouped on that side of the road with the house. Farmers need housing and a barn close to the fields in order to be successful. The north fields seem to be the most amenable for farming, and there's more acreage, and so that's where it would make sense.



That would then leave the southside for sports fields (not synthetic turf) and some parking, along with an area for fun events. Without the barn on that side there seems to be enough room without encroaching on the stream and wetlands to the east.

over



Concerning Kycia Farm in general:

- I would like to see the wetlands protected from encroachment of recreation, farming, erosion and sedimentation, and parking. These wetlands perform valuable ecological functions.
- I would like the US Soil Conservation Service defined 'prime farmland soils' to be protected for farming. I don't know that these have been specifically mapped but suggest that any parcel use planning take this into consideration.
- I strongly support passive recreation for the farm. I include walking trails and community gardens in this.
- I understand that there is community support for putting sports fields on this property. I cannot countenance this as farming is the highest and best use of the property. If the Council does agree to using the property this way I will be watching closely to see if a synthetic turf field (I call it syn turf, as it would be a sin to use it) is installed.
- Properly engineered and organically maintained grass fields are friendly to humans and the environment. Use of pesticide and herbicides on conventional sports fields are known to be hazardous to children and teenagers because their bodies are still developing and are particularly susceptible, and in fact are prohibited by state law for school/recreation fields. Field runoff into streams and wetlands is toxic to aquatic life, animals and native pollinators. Playing fields can be maintained without the use of hazardous chemicals.

To recap, Protect the wetlands and prime farmland soils, consider leasing house, barn and fields to a young farmer, reject sport fields and in no case approve synthetic turf fields.

I know that you are working hard on this issue and I can appreciate that you are hearing behind the scenes from our sports fans in the community. Let's listen to the land and wildlife also.

Linda Bowers, Maple St.

Justin LaFountain <justin.lafountain@wethersfieldct.gov>

Kycia Charette Input

1 message

Greenblatt Cynthia <ccgreen12@yahoo.com> Thu, Mar 7, 2024 at 3:49 PM
To: Justin LaFountain <justin.lafountain@wethersfieldct.gov>, Fred Presley <fred.presley@wethersfieldct.gov>
Cc: Ken Lesser <ken.lesser@wethersfieldct.gov>

Good Afternoon,

I will not be able to personally attend the Kycia charette tonight. I will be at Heirloom Market hosting the first of the Kycia garden seminars.
I wanted to put my thoughts on paper so that you might consider them with all the other input you receive.

I support all of the significant uses suggested by the community and believe that there is a place on the property well suited for each. Those reuse ideas include 1. farming/agriculture, 2. arts/education, 3. open space, 4. active recreation and 5. passive recreation.

The significant concern of the community for costs, management of the property, field needs, and the neighborhood have also informed my opinions.

I have identified the areas as Kycia South (of Highland) and Kycia North.

Kycia South* is adjacent to Highcrest School and has two significant structures: the historic Kycia barn and the remnants of two hoop houses.

Recommendations:

1. Farm access road leading to community resources, field and parkingbehind the barn
2. Restoration and adaptive use of the barn to include a commercial kitchen(Maker space opportunity), refrigerated storage (CSA shares), administrative and classroom spaces, public facilities, and a community room (rentals) on the second floor
3. Restoration of the existing hoop house (With grant $ from the Hartford Foundation)
4. Sensory garden w/ children's theater area (North of the barn)
5. Silo: 14' round pollinator pathway planting
6. Parking**: 40-50 spaces; gravel; landscape paint-no lights, spotlights on the barn (Highcrest has 88 spots as well)
7. Recreational Field(s): T-ball to move from Mill Woods to Kycia-behind the barn parking, adjacent and accessible from the Highcrest School area. One or two fields as needed.
8. Trail: #1: originating in the HC school parking lot, traveling through the Cricket Knoll Open Space, along the perimeter of the northern boundary to the corner of Highland and Collier crosswalk. Gravel, accessible. #2: From Highcrest School to mini-kickers fields-also gravel and accessible
9. Great Lawn: area in front of the barn for community use

Kycia North* is the site of the wetlands, the Kycia farmhouse and farm fields

Recommendations:

1. Community Gardens-adjacent or behind the house
2. Parking**: 40-50 spaces behind the house, gravel, landscape paint etc. No lights. (Spotlights could be on the house)
3. Potential Farm House for a resident farm family. TBD
4. Community Farm: fenced/possible fruit bushes on the slope from the west to the east side of the farmland area; lease to a farmer or nonprofit
5. Open Space/wetlands
6. Perimeter trail continues around the Kycia north property to the crosswalk with Highland and Highcrest Street to rejoin cars parking at the barn or Highcrest parking lot

*Possible farm stand: opportunity on both the north and south sides of the farm property
** Farm could close at dusk

Rationale:
All Multiple uses supported by the community are included
T-ball Field appropriate for the area (grass fields, little kids/little problems; no need for massive parking; short games; no lights, join w/mini-kickers and baseball field youth sports)
Frees up needed space at Mill Woods
No artificial turf
Minimizes costs; lease provides town income
Barn adaptive use could provide for jobs/income for Wethersfield growers
Respects the neighborhood: off street parking, youth sports; no lighting; no after dark activities
Parking areas increase safety by removing cars from Highland St.
Enhances the desirability of Wethersfield as a community

Thank you for your time.

Best,

Cindy Greenblatt



Justin LaFountain <justin.lafountain@wethersfieldct.gov>

Thank you for the 3/7/24 Kycia session

1 message

JM Breton <bretonjm97@gmail.com> Fri, Mar 8, 2024 at 11:23 AM
To: Ken Lesser <ken.lesser@wethersfieldct.gov>, Fred Presley <fred.presley@wethersfieldct.gov>, justin.lafountain@wethersfieldct.gov

Hello,
I am writing for two reasons. First and foremost, to let you know how grateful I am for your efforts in holding the Kycia Charette. Thank you as Mayor and as Town Leaders for so proficiently setting the stage for constructive and respectful dialogue regarding Kycia.

Secondly, while I provided my input via post-its on the maps, I also wanted to share my thoughts (which you likely share) regarding the importance of an overall guiding principle as we move forward -- In one word, **"compatibility."**

- Multiple ***uses*** that are ***compatible*** to the other
- An ***overall plan*** that is ***compatible*** to the ***neighborhood*** and to the elementary school.
- A public space in town that is ***compatible*** with what Wethersfield values. History, education, active/passive recreation, the arts, and appreciation of nature/farming/gardens
- a safe place that incorporates uses ***compatible*** for various ***age*** demographics

There is strong support for multi-use,and there are a lot of ideas and possibilities which is great, but it means we have to make sure they work together..That there are so many ideas just proves this is a gem that the community really cares about. This theme of compatibility has been our grassroots mantra for the last few years so it seems like an important guidepost for where we ultimately land with the choices and the layout.

I believe a reasonable rational review of facts, data, and research from town experts along with community input (key stakeholders), is what will make 1+1 = 3 for this space!

Thank you!

I look forward to continued dialogue.

Also, don't forget, Friends of Kycia are here to help the town realize the valuable attributes of Kycia land!

1 Mill Woods is our sports complex.
2 No multi-use field.
3 Lacrosse has too many players per team and too many buses, and traffic would be a nightmare.
4 No outdoor lighting.
5 Pickleball belongs at Mill Woods near the tennis courts.
6 Walking trails.
7 Farming.
8 One field for younger students.
9 One parking lot.
10 No concession stand.
11 Community education and gardens.
12 Connect northernmost area (west of wetlands) to existing farmland.
13 Farmstand.
14 Vegetable gardens.
15 Path connecting Highcrest school and parking to space behind barn.
16 No vehicular access from Cricket Knoll.
17 Girl Scout Troop 10268 pollinator garden behind barn.
18 Educational events and community concerts in front of barn.
19 Preserve farmland as much as possible for young farmers.
20 130 houses.
21 Renovate the hoop house.
22 Wetlands remediation.
23 No artificial turf!
24 Divided parking lots use too much land.
25 No concession stand.
26 One athletic field only.
27 Use Mill Woods first.
28 Community gardens.
29 Agricultural programs for high school students.
30 Walking trails.
31 Pollinator gardens.
32 Preserve land for farming-flooding in meadows will necessitate farming here.
33 No pavement.
34 Restore greenhouse.
35 No artificial turf!
36 Trails with interpretive signs.
37 Add three-way stop at Highland and Collier Road intersection.
38 Farm stand.
39 No concession stand.
40 Too many entrances/curb cuts on to Highland street already.
41 Use land behind barn for sports fields.
42 Trail connecting Highcrest to greenhouse to north of Highland parcel.
43 Wait to pave any parking until parking plan is known for Highcrest renovations/rebuild.
44 Nature trail path from Highcrest to greenhouse.
45 Renovate barn to hold events which will generate revenue.
46 Small t-ball fields behind barn.
47 Yes pickleball.

48 Yes greenhouse!!!
49 No concession stand.
50 No artificial turf.
51 Senior league baseball.
52 Grass field.
53 No senior league-beer and litter. Have at Mill Woods.
54 No parking lots or entrances near houses.
55 No artificial turf on any field.
56 No trails or bridges on wetlands.
57 Parks and Rec first new field at Mill Woods.
58 Follow Parks and Rec recommendation-put next sports field at Mill Woods.
59 No PFA artificial turf.
60 Younger youth sports field-grass only-tball. Makes sense at Highcrest.
61 Bike racks.
62 Farming.
63 No artificial turf on any fields.
64 No entrances across from houses on Collier.
65 Bike racks!!
66 No artificial turf!!
67 Sidewalks on Collier.
68 Gardens/farming.
69 One field for little kids.
70 Parking lot for 50 cars-no crushed stone.
71 Maintain tree lines on east and west sides for privacy.
72 Put parking lot in front on north side for use on both sides of street.
73 Wait until Highcrest is planned to determine where to put fields.
74 Tree farm for town to grow, sell, and replace.
75 Upland farming and leasing.
76 Short term community gardens near house.
77 Community gardens need water avaiable by house.
78 No artificial turf on Kycia.
79 North side is rich farm land soil-would like to see rental to farmer.
80 Parking lot should be crushed stone-no asphalt.
81 Three way stop please! At Collier and Highland.
82 Utilize existing 'road' (near Old Field) for parking.
83 No sports fields on farm-use old field.
84 Possible farm stand by Anderson Farms in front of barn or at house location.
85 Walking trail from Highcrest to greenhouse and connecting to north property.
86 Move barn and greenhouse to north side. Use south side for fields, parking, and concert field.
87 Refurbish greenhouse.
88 Keep greenhouse.
89 Events by barn should use Highcrest parking.
90 Leave lawn in front of barn for events.
91 Renovate the hoophouse/greenhouse for Town educational resource. Friends has funding!
92 Girl Scout Troop 10268 pollinator garden in location of silo.
93 Sensory garden for children.
94 Create bike racks for people to have other options for transportation.

95 Wild flowers or native plants to border barn property from private road.
96 Educational programs with elementary schools-greenhouse growing.
97 Add more greenhouses.
98 Events in front of barn.
99 Harvest fair.
100 Farm to table.

TOWN COUNCIL AGENDA ITEM
Kycia Farm - Unlocking Property for Programs and Activities

DATE: May 6, 2024

DEPARTMENT: Town Manager

REQUESTED BY: Frederick Presley, Town Manager

ITEM: Kycia Farm - Unlocking Property for Programs and Activities

ITEM DESCRIPTION:
Unlocking property for programs and activities consistent with the concept plan.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to authorize the Town Manager to immediately unlock the land known as Kycia Farm property for the following uses:

1) Appropriate use, as authorized by the Town Manager, for events such as concerts, shows, plays, art exhibits, and other reasonable uses by the Town or by our community partners.
2) Limited agricultural use as authorized by the Town Manager in the areas designated for such purpose by the March 2024-Kycia Farm Concept plan.
3) Educational use of the entire property as authorized by the Town Manager.
4) Active or Passive recreational activities as authorized by the Town Manager such as walking and running trails, bird watching, orienteering, and any other uses consistent and appropriate for the property.

The Town Council also instructs the Town manager to:

1) Take down any private property signs with the exception of any signage required to protect the house on the property (to be done once any potential hazards have been removed from the property and the Town's insurer has

done a site inspection).
2) Install new signs inviting people to use the property for public use similar to the Wilkus farm property.
3) Investigate possibilities for temporary parking similar to the Wilkus farm property.

TOWN COUNCIL AGENDA ITEM
Application for Transportation Alternatives (TA)
Program funds for Sidewalk Gap Closures

DATE: May 6, 2024

DEPARTMENT: Engineering

REQUESTED BY: Derrick Gregor, Town Engineer

ITEM: Application for Transportation Alternatives (TA) Program funds for Sidewalk Gap Closures

ITEM DESCRIPTION:
Approval to submit an application to the Transportation Alternatives Program administered by the Connecticut Department of Transportation on behalf of the Federal Highway Administration (FHWA) for up to $1,000,000 in funding to close existing "gaps" in the sidewalk networks near elementary schools (i.e. install new sidewalks to connect existing sidewalk segments).

TOWN BID/RFP#:	N/A	**STATE CONTRACT #:**	N/A
BID/RFP DATE:	**TERM:**	N/A	
RENEWALS:	N/A	**TERMS OF RENEWAL:**	N/A
COST:	N/A	**BUDGET SOURCE/AMOUNT:**	TBD

JUSTIFICATION:
In locations where gaps in the sidewalk system exist, pedestrians are forced to walk within the roadways or over uneven terrain along the sides of roads. Closing gaps during this project will improve connectivity along the sidewalk networks near elementary schools, which increases safety and ADA accessibility for, not only children, but all citizens.

IMPACT IF NOT APPROVED:
The high cost to install new sidewalks to close these gaps makes it unlikely the Town will be able to address these safety concerns with local funds in the near future; therefore, the Town should pursue state and federal funding such as this when available. If not approved, the application will not be submitted and these improvements will be delayed until funding can be secured.

DEPARTMENT HEAD COMMENTS:
Based on review of previous studies and citizen requests, the Town has identified approximately 60 locations with gaps in the sidewalk system identified in previous Safe Routes to School audits and by resident complaints at an estimated cost of more than $10,000,000 to eliminate. The TA Program requires an 80/20 cost share with FHWA funding 80% of the project and the Town funding the remaining 20% match. We anticipate these funds will allow the Town to close gaps in approximately five to six locations within the limits of elementary school walking routes. The project may also include installing shoulder lines along the adjoining roads where appropriate.

Installation of new concrete sidewalks to connect existing sidewalk segments requires coordination with abutting

property owners and in most instances, regrading, reconstruction of driveways and aprons, relocation of utilities and installation of ADA compliant sidewalk ramps. We have been seeking funding opportunities such as this to start addressing the need in locations that are to be identified by staff, but will be located within walking routes for elementary schools.

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to authorize the Town Manager to submit an application to the Transportation Alternatives Program administered by the Connecticut Department of Transportation on behalf of the Federal Highway Administration (FHWA) for up to $1,000,000 in funding to close existing "gaps" in the sidewalk networks near elementary schools.

TOWN COUNCIL AGENDA ITEM
Flag Flying Requests

DATE: May 6, 2024

DEPARTMENT: Town Manager

REQUESTED BY: Town Council

ITEM: Flag Flying Requests

ITEM DESCRIPTION:
Approval of the flying of the following flags:

March 17, 2025	Irish Flag for St. Patrick's Day
May 4, 2025	Firefighter's Day
June 2024	LGTBQ Progress Flag
June 19, 2024	Juneteenth Flag - followed by the Progress Flag for remainder of June
July 11, 2024	Bosnian Genocide Remembrance Day
September 6, 2024	The Royal flag of France (prior to the Revolution) for Lafayette, who will be visiting Wethersfield this day for his birthday
September 11, 2024	First Responders Flag
October 2024	Italian Flag - Italian Heritage Month
November 11, 2024	Armed Forces Flag - Veterans Day

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to approve the flying of the following flags for the days identified:

Approval of the flying of the following flags:

June 2024 LGBTQ Progress Flag

June 19, 2024 Juneteenth Flag - followed by the Progress Flag for remainder of June
July 11, 2024 Bosnian Genocide Remembrance Day
September 6, 2024 The Royal flag of France (prior to the Revolution) for Lafayette, for a special event commemorating his birthday.
September 11, 2024 First Responders Flag
October 2024 Italian Flag - Italian Heritage Month
November 11, 2024 Armed Forces Flag - Veterans Day
March 17, 2025 Irish Flag for St. Patrick's Day
May 4, 2025 Firefighters Flag for Firefighters Day

TOWN COUNCIL AGENDA ITEM
Noise Camera Legislation

DATE: May 6, 2024

DEPARTMENT: Town Manager

REQUESTED BY: Deputy Mayor Matthew Forrest

ITEM: Noise Camera Legislation

ITEM DESCRIPTION:
The letter will explain our citizens' daily frustration and loss of quality of life because of intentionally loud vehicles and will further explain the Town's desire to use these devices as a deterrent to the use of intentionally loud vehicles which will improve our citizens' quality of life.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:

IMPACT IF NOT APPROVED:

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS:

ACTION REQUIRED:
Recommended Motion: Motion to have the Town Manager draft and the Mayor sign a letter indicating the Town's support for and need to pass Senate Bill 454 - An Act Allowing Noise Violation Monitoring Devices. The letter will explain our citizens' daily frustration and loss of quality of life because of intentionally loud vehicles, especially in the dense suburb of Wethersfield. It will further explain the Town's desire to use these devices as a deterrent to the use of intentionally loud vehicles which will improve our citizens' quality of life.

TOWN COUNCIL AGENDA ITEM

R24-003 Resolution Authorizing the Town to enter into with and deliver to the State Department of Energy and Environmental Protection any and all documents which it deems necessary to carry out the Spring Street Pond Project.

DATE: May 6, 2024

DEPARTMENT: Parks & Recreation

REQUESTED BY: Vlada Shelkova, Capital Improvement Projects Administrator

ITEM: R24-003 Resolution Authorizing the Town to enter into with and deliver to the State Department of Energy and Environmental Protection any and all documents which it deems necessary to carry out the Spring Street Pond Project.

ITEM DESCRIPTION:
A resolution is required allowing that the Town of Wethersfield may enter into with and deliver to the State of Connecticut Department of Energy and Environmental Protection, any and all documents which it deems to be necessary or appropriate for a grant of $1,000,000 to support erosion control improvements to the Spring Street Pond. These funds will support the renovation of an eroded dam to limit the overflow and upgrade the area around the dam to support an expanded area of passive recreation.

And also, that Frederick J. Presley, as Town Manager for the Town of Wethersfield, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Wethersfield and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

TOWN BID/RFP#: **STATE CONTRACT #:**

BID/RFP DATE: **TERM:**

RENEWALS: **TERMS OF RENEWAL:**

COST: N/A **BUDGET SOURCE/AMOUNT:**

JUSTIFICATION:
This resolution is a requirement of contracting with the Department of Energy and Environmental Protection (DEEP), which allows us to enter into contracts and complete documentation that supports the completion of the Spring Street Pond project.

IMPACT IF NOT APPROVED:
If this resolution does not pass, then the Town will not be able to contract for and receive the funding that has been awarded for the project.

DEPARTMENT HEAD COMMENTS:
Approval of the resolution is recommended.

TOWN MANAGER COMMENTS:

ACTION REQUIRED:

For introduction only. No action required at this time.