

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

RESCHEDULED MEETING NOTICE AND AGENDA
West Haven Subcommittee of the MARB

Meeting Date and Time: Thursday, May 11, 2023, 3:00PM – 5:00PM, Rescheduled from Tuesday, April 25, 2023,

Meeting Location: West Haven High School Library
1 McDonough Plz
West Haven, CT 06516

Meeting materials may be accessed at the following website:

<https://portal.ct.gov/OPM/Marb/West-Haven-Committee-Meetings-and-Materials>

Microsoft Team Meeting
Meeting ID: 226 843 320 586
Passcode: mG3JF7

Call-In Instructions: Meeting participants may use the following telephone number and access code

Telephone Number: (860) 840-2075

Meeting ID: 376 978 255

Agenda

- I. Call to Order & Opening Remarks
- II. Approval of minutes:
 - a. March 30, 2023, Regular Meeting
- III. Review and Discussion:
 - a. BOE FY 2024 Budget Enrollment Projections
 - b. BOE ESSER Funded Positions
 - c. Mayor's Revised FY 2024 Budget with City Council's Recommendation
 - d. 5-Year Plan
 - e. Questions Regarding FY 2024 West Haven Budget

- IV. Review, Discussion and Possible Actions – Non-Labor Contracts:
 - a. DNR Laboratories LLC – Improvements to City Hall Conference Rooms (ARPA Funds)
 - b. Design Built LLC dba Childscapes – Playscapes for Painter Park
- V. Update: ARPA Report
- VI. Update: Open Item List
- VII. Update: MOA Action Plans
 - a. Human Resources (Personnel Dept.)
 - b. Staffing Plan
 - c. Information Technology
 - d. Purchasing/Accounts Payable
 - e. Corrective Action Plan
- VIII. Other Business
- IX. Adjourn

DRAFT

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES
West Haven Subcommittee of the MARB

Meeting Date and Time: Thursday, March 30, 2023, 10:00 AM – 12:00 PM
Rescheduled from March 21, 2023

Meeting Location: Microsoft Team Meeting
[Meeting ID: 210 801 913 97](#)
[Passcode: ZA9ANb](#)

Call-In Instructions: Meeting participants may use the following telephone number and access code

[Telephone Number:](#) (860) 840-2075

[Meeting ID:](#) 382 492 205

Members in Attendance: Kimberly Kennison, Andréa Comer (State Treasurer designee), Stephen Falcigno, Thomas Hamilton, Robert White and Mark Waxenberg, (non-voting subcommittee member)

Tier IV Members in Attendance: Mayor Rossi, Mitchell Gallignano and Colleen O'Connor

City Officials in Attendance: David Taylor, Matthew Cavallaro, Pamela Alvino, Tom McCarthy and Rick Spreyer

OPM Staff in Attendance: Simon Jiang, Lori Granato, Michael Reis, Lori McLoughlin, and Chris Collibee

I. Call to Order & Opening Remarks

The meeting was called to order at 10:05 AM. Ms. Kennison reminded the board that this meeting was rescheduled from March 21st so no changes to the Agenda and no other Business Discuss outside of the Agenda would be considered. She shared that Senator Looney appointed Susan Weisselberg, a prior OPM Deputy Secretary, who will be joining the Full MARB Board and the West Haven Subcommittee.

II. Approval of Minutes: November 15, 2022, Regular Meeting

Ms. Comer made a motion to approve the minutes with a second by Mr. Hamilton. The minutes were unanimously approved.

III. Review, Discussion Possible Action:

a. Mayor's FY 2024 Recommended Budget

The budget was distributed within the meeting materials. The total General Fund budget is \$173.4 million representing a 3% increase over the FY 23 adopted budget. State grants account for 32.6% of

the city's budget, the same percent as the prior years' adopted budget. Tax collections remain similar at 62.68%. There is no significant grand list growth over last year. Mayor Rossi stated that at this point it's a balanced budget with an increase of .97 mill rate. Mr. Taylor pointed out that the goal is to build the general fund balance with a target of reaching GFOA levels within a reasonable period. The City implemented a purchase order block to prevent individuals from requesting purchase orders that were in excess of budget. A HR professional has been hired and will begin to segregate payroll duties from HR functions. The parking authorization project will be implemented for the summer season without cost to the City. However, there are some challenges such as reducing the Internal Service Fund balance, employee pension devaluation, inflation impact and additional funding needed from the Board of Education and Department of Public Works.

Mr. White expressed his concern of tax increases which will add burden to the City's residences.

Mr. Hamilton requested that the Town to provide a monthly cash flow report, showing interest income assumptions and calculations. He also requested a prior period comparison report to understand if revenue has been over projected for the legal instrument fees which are derived from the sale of property through the Town Clerks Office. Mr. Hamilton questioned the staffing in payroll and suggested hiring more positions in that area.

Ms. Kennison asked what changed at the City to be able to rapidly hire for vacancies now than in the past 4 years. Mayor Rossi stated that now City has an excellent Personnel Director who is responding quickly to employee's resignation. However, City is still facing the difficulty to attract qualified people without compatible pay rate. Mr. Taylor reported the positions needed for each department in the budget.

Mr. Whited requested information of the other two fire districts' five-year plan and to benchmark the cost of a fire district. Mr. Falcigno said that it should be a priority to discuss the consolidation of the 3 fire districts.

As a guest, Mr. Waxenberg commented that the City should assess the existing manning chart to determine if a position needs to be added, consolidated or removed.

Ms. Kennison requested the budget and spend to date of APPA funds and unsettled labor contracts allocated to the contingency. Mr. Hamilton questioned the increase of electricity expense and the mitigation plan for that cost. He also indicated that some line items of the contingency expenses should belong to the departments' budget.

b. Five-Year Plan

The City provided their FY2024 to FY 2028 and 5-year plan for an increase of General Fund balance of \$6.3M was budgeted over the period to bring the balance to be \$14M. The City has also planned to reduce Internal Service Fund deficit balance to achieve a 1:1 ratio, to enhance fiscal control and accountability and to search for income producing opportunities.

Mr. White inquired the assumptions City used and the funding sources. Mr. Waxenberg requested that a vacancy and overtime list by department to be provided to the full board by BOE. Mr. Hamilton request a break-out of Parking Authority's \$1.5M revenue over 5 years.

IV. Contracts over \$50,000 Require Approval from MARB

a. Process for Approval of Contracts

Ms. Kennison requested the Town provide an explanation of the contract approval process. She expressed the need for additional steps to be taken to ensure that the financial manager is monitoring compliance on behalf of the MARB. Mr. Taylor apologized and stated that they will continue to strive to do better.

b. New Vehicle Purchased for the Mayor's Use not Approved by MARB

Mayor Rossi admitted and apologized that the purchase documents of the new car had not been presented to the MARB for approval. She stated that she was not involved in the purchasing process. The document was signed off by the former Finance Director while the Purchase Director had been hospitalized.

Ms. Kennison questioned the approval process of this particular transaction, asked responsible parties what they would do if it were happening right now. She also stated that there was someone circumventing the process and it felt deliberate.

Mr. Falcigno stated that the issue is emblematic and embarrassing not only for the City but also for MARB.

Ms. Comer shared her concern that the person being blamed was no longer employed. She asked what the process would be if the same situation happened to the Purchase Director in the future.

Mr. White question the needs of a \$50,000 car for Mayor. Mayor stated that the purchase is in the capital budget. Mr. White also asked if there was a conflict of interest with Branford Ford. Mr. Taylor answered no. However, the purchase of the car did not go out to bid.

Mr. Hamilton said he was unsatisfied with the explanation provided by the City and the situation violated the policy and procedures on many levels. He suggested that all City's disbursements over \$50,000 should be reported to OPM or Finance Manager.

c. Other Contracts over \$50,000 not Approved by MARB

A list of contracts of over \$50K that had not been provided to MARB for approval or review was provided. Ms. Kennison requested lists of all Town staff authorized to sign off on checks and contracts and to provide backup for every purchase on the list.

V. Review, Discussion and Possible Action: Non-Labor Contracts

a. Laydon Industries, LLC – Construction of Beach Street Roadway Improvements

The contract is between the City and Laydon Industries LLC for the construction of Beach Street Road Improvements for approximately \$4.8M. The term is 240 calendar days starting the 11th day after the contract is executed. Mr. Spreyer shared 6 bids were received. This bid was approximately \$500,000 below the budget. Mr. Spreyer was asked if disclosure forms were provided and if there was any conflict of interest or relationship with the vendor and West Haven. He answered no.

Mr. Hamilton made a motion to approve the contract with a second from Mr. Falcigno. The minutes were unanimously approved.

VI. Update: Open Items List

An Open Items List was provided separately. The board agreed to review the list and revisit at the next meeting.

VII. Update: MOA Action Plans

The City updated the action plans on Personnel, Recruitment and Procurement. The Action Plan on IT has not been updated since the last Subcommittee meeting. OPM staff updated the list of FY20, FY21 audit findings. The board will review and revisit at the next meeting.

VIII. Other Business

There was no other related business for discussion.

IX. Adjourn

Ms. White made the motion to adjourn, seconded by Mr. Falcigno. All in favor. The meeting was adjourned at 12:27 a.m.



**West Haven Public Schools
West Haven, CT**

**2022-23 Enrollment Projection Report
Spring Update**

Table of Contents

Section	Page
Enrollment Summary Spring Update.....	1
Historical Enrollment Table Spring Update.....	2
Projected Enrollment Table Spring Update.....	3
Historical & Projected Enrollment in Grade Combinations	4
October 2022 vs. Spring 2023 Enrollment by Grade.....	5
Projections October 2022 vs. Spring 2023.....	6
Reliability and Use of this Document	7

Enrollment Summary Spring Update

The global pandemic continues to influence our nation's public health and economic stability in unpredictable ways. As such, it is still too early to identify many of the factors that could impact school enrollments. Over the past school year, we have seen fluctuations in the real estate market and job trends, which have impacted student attendance patterns. Moreover, during the past school year, we have seen how school enrollment patterns can differ substantially from one district to another, with some districts losing students while others experience an influx of students.

We are pleased to send you this report displaying the past, present, and projected enrollments for the District. These ten-year projections are designed to provide the District with yearly, up-to-date enrollment information that can be used by boards and administrators for effective planning and allocation of resources. Included in this report are graphs representing historical and projected grade-by-grade enrollments, as well as historical and projected enrollments in grade combinations. We have received the figures given to us by the District, and we assume that the method of collecting the enrollment data has been consistent from year to year.

Enrollment projections are more reliable in Years #1-4 in the future and less reliable in the "out-years." Projections six to ten years out may serve as a guide to future enrollments and are useful for planning purposes. For more information please refer to the Reliability and Use of This Document section.

We are pleased to send you this Spring Update.

We have reviewed the updated Spring Enrollment and note that the enrollment growth is similar to the previous projection for Grades K-12. We look forward to fully updating data in the Fall of 2023.

Historical Enrollment Spring Update

School District: West Haven, CT - Spring Update

4/6/2023

NOTE: Spring enrollment data provided by the District.

Historical Enrollment By Grade																			
Birth Year	Births*	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2007	792	2012-13	123	498	538	535	483	457	464	419	454	461	541	396	323	329	0	5898	6021
2008	707	2013-14	136	454	538	510	530	485	435	428	445	426	476	434	341	314	0	5816	5952
2009	676	2014-15	121	438	496	489	493	520	433	426	442	438	458	393	370	340	0	5736	5857
2010	695	2015-16	127	484	429	487	466	477	493	417	415	434	416	409	339	362	0	5628	5755
2011	686	2016-17	95	483	485	424	474	460	464	499	417	404	400	398	361	327	0	5596	5691
2012	666	2017-18	71	476	468	476	415	477	459	463	497	433	406	393	375	348	0	5686	5757
2013	636	2018-19	85	473	490	442	485	404	463	462	467	504	439	365	367	364	0	5725	5810
2014	616	2019-20	92	455	477	455	431	475	388	448	475	467	463	434	331	365	0	5664	5756
2015	622	2020-21	84	424	437	446	460	431	444	382	454	482	455	435	407	334	0	5591	5675
2016	616	2021-22	98	483	429	408	450	469	416	420	399	454	479	465	400	386	0	5658	5756
2017	563	Fall 2022	119	424	483	431	404	454	450	432	439	425	505	486	417	433	0	5783	5902
2023 Spring Update			133	436	486	426	406	446	455	440	444	429	520	485	426	439	0	5838	5971

*Birth data provided by Public Health Vital Records Departments in each state.

Historical Enrollment in Grade Combinations									
Year	K-4	PK-4	5-6	K-6	PK-6	K-8	5-8	7-8	9-12
2012-13	2511	2634	883	3394	3517	4309	1798	915	1589
2013-14	2517	2653	863	3380	3516	4251	1734	871	1565
2014-15	2436	2557	859	3295	3416	4175	1739	880	1561
2015-16	2343	2470	910	3253	3380	4102	1759	849	1526
2016-17	2326	2421	963	3289	3384	4110	1784	821	1486
2017-18	2312	2383	922	3234	3305	4164	1852	930	1522
2018-19	2294	2379	925	3219	3304	4190	1896	971	1535
2019-20	2293	2385	836	3129	3221	4071	1778	942	1593
2020-21	2198	2282	826	3024	3108	3960	1762	936	1631
2021-22	2239	2337	836	3075	3173	3928	1689	853	1730
Fall 2022	2196	2315	882	3078	3197	3942	1746	864	1841
Spring 2023	2200	2333	895	3095	3228	3968	1768	873	1870

Historical Percentage Changes			
Year	K-12	Diff.	%
2012-13	5898	0	0.0%
2013-14	5816	-82	-1.4%
2014-15	5736	-80	-1.4%
2015-16	5628	-108	-1.9%
2016-17	5596	-32	-0.6%
2017-18	5686	90	1.6%
2018-19	5725	39	0.7%
2019-20	5664	-61	-1.1%
2020-21	5591	-73	-1.3%
2021-22	5658	67	1.2%
Fall 2022	5783	125	2.2%
Change	-115	-1.9%	

Projected Enrollment Spring Update

School District: West Haven, CT - Spring Update

4/6/2023

Note: Spring projections are based on updated Spring enrollment data.

Enrollment Projections By Grade*																				
Birth Year	Births*		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2017	563		Spring 2023	133	436	486	426	406	446	455	440	444	429	520	485	426	439	0	5838	5971
2018	557		2023-24	120	412	436	465	426	407	431	453	451	456	433	516	445	429	0	5760	5880
2019	601		2024-25	121	444	412	418	465	427	394	429	464	463	461	430	474	448	0	5729	5850
2020	512		2025-26	122	379	444	395	418	466	413	392	440	476	468	457	395	478	0	5621	5743
2021	575	(prov.)	2026-27	123	425	379	425	395	419	451	411	402	452	481	464	420	398	0	5522	5645
2022	562	(est.)	2027-28	124	415	425	363	425	396	405	449	421	413	457	477	426	423	0	5495	5619
2023	561	(est.)	2028-29	125	415	415	407	363	426	383	403	460	432	417	453	438	429	0	5441	5566
2024	562	(est.)	2029-30	126	416	415	397	407	364	412	382	413	472	436	414	416	441	0	5385	5511
2025	554	(est.)	2030-31	127	410	416	397	397	408	352	410	391	424	477	433	380	419	0	5314	5441
2026	563	(est.)	2031-32	128	416	410	398	397	398	395	351	420	401	428	473	398	383	0	5268	5396
2027	560	(est.)	2032-33	129	414	416	393	398	398	385	393	360	431	405	425	434	401	0	5253	5382

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.

Based on an estimate of births

Based on children already born

Based on students already enrolled

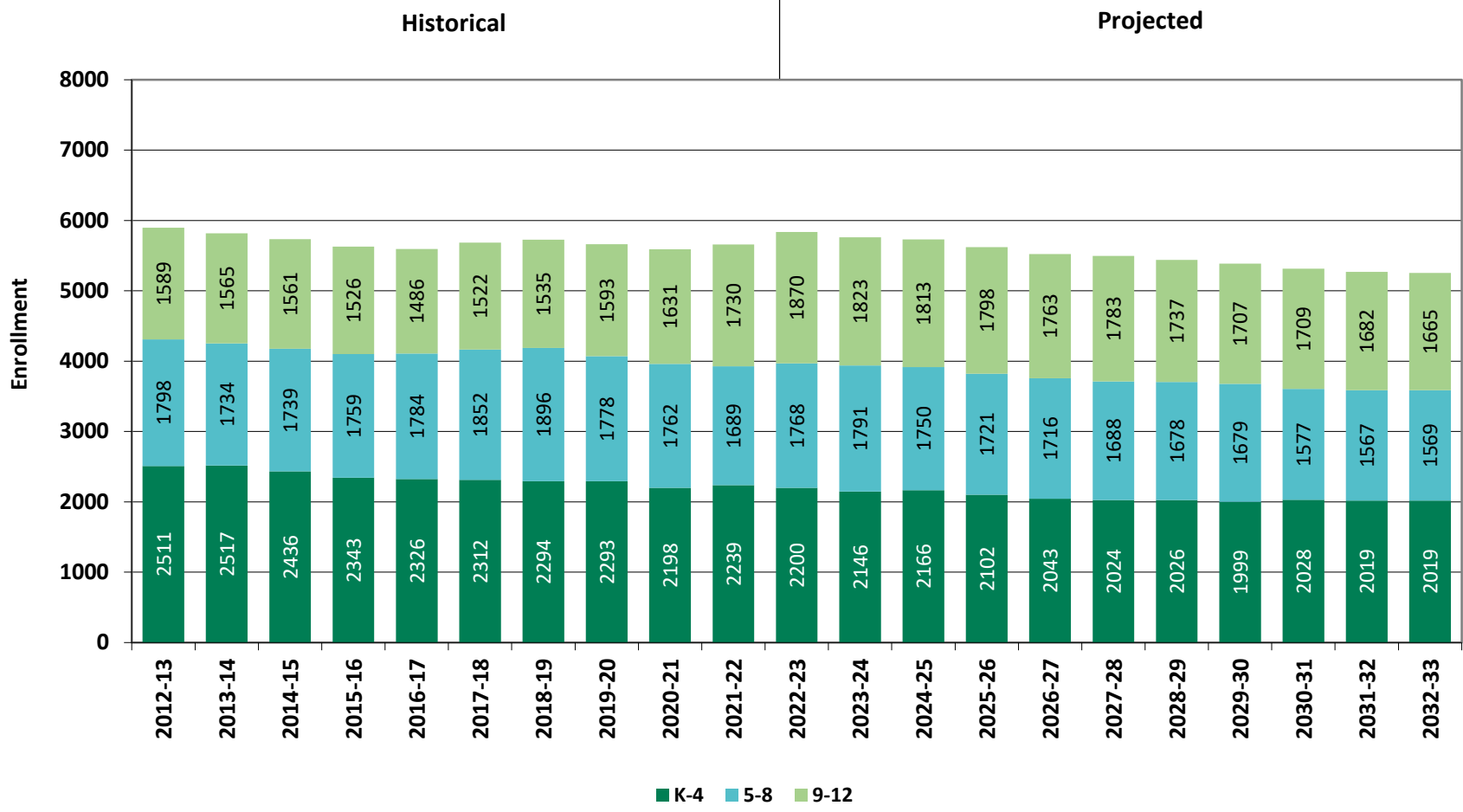
*Birth data provided by Public Health Vital Records Departments in each state.

Projected Enrollment in Grade Combinations*									
Year	K-4	PK-4	5-6	K-6	PK-6	K-8	5-8	7-8	9-12
Spring 2023	2200	2333	895	3095	3228	3968	1768	873	1870
2023-24	2146	2266	884	3030	3150	3937	1791	907	1823
2024-25	2166	2287	823	2989	3110	3916	1750	927	1813
2025-26	2102	2224	805	2907	3029	3823	1721	916	1798
2026-27	2043	2166	862	2905	3028	3759	1716	854	1763
2027-28	2024	2148	854	2878	3002	3712	1688	834	1783
2028-29	2026	2151	786	2812	2937	3704	1678	892	1737
2029-30	1999	2125	794	2793	2919	3678	1679	885	1707
2030-31	2028	2155	762	2790	2917	3605	1577	815	1709
2031-32	2019	2147	746	2765	2893	3586	1567	821	1682
2032-33	2019	2148	778	2797	2926	3588	1569	791	1665

Projected Percentage Changes			
Year	K-12	Diff.	%
Spring 2023	5838	0	0.0%
2023-24	5760	-78	-1.3%
2024-25	5729	-31	-0.5%
2025-26	5621	-108	-1.9%
2026-27	5522	-99	-1.8%
2027-28	5495	-27	-0.5%
2028-29	5441	-54	-1.0%
2029-30	5385	-56	-1.0%
2030-31	5314	-71	-1.3%
2031-32	5268	-46	-0.9%
2032-33	5253	-15	-0.3%
Change		-585	-10.0%

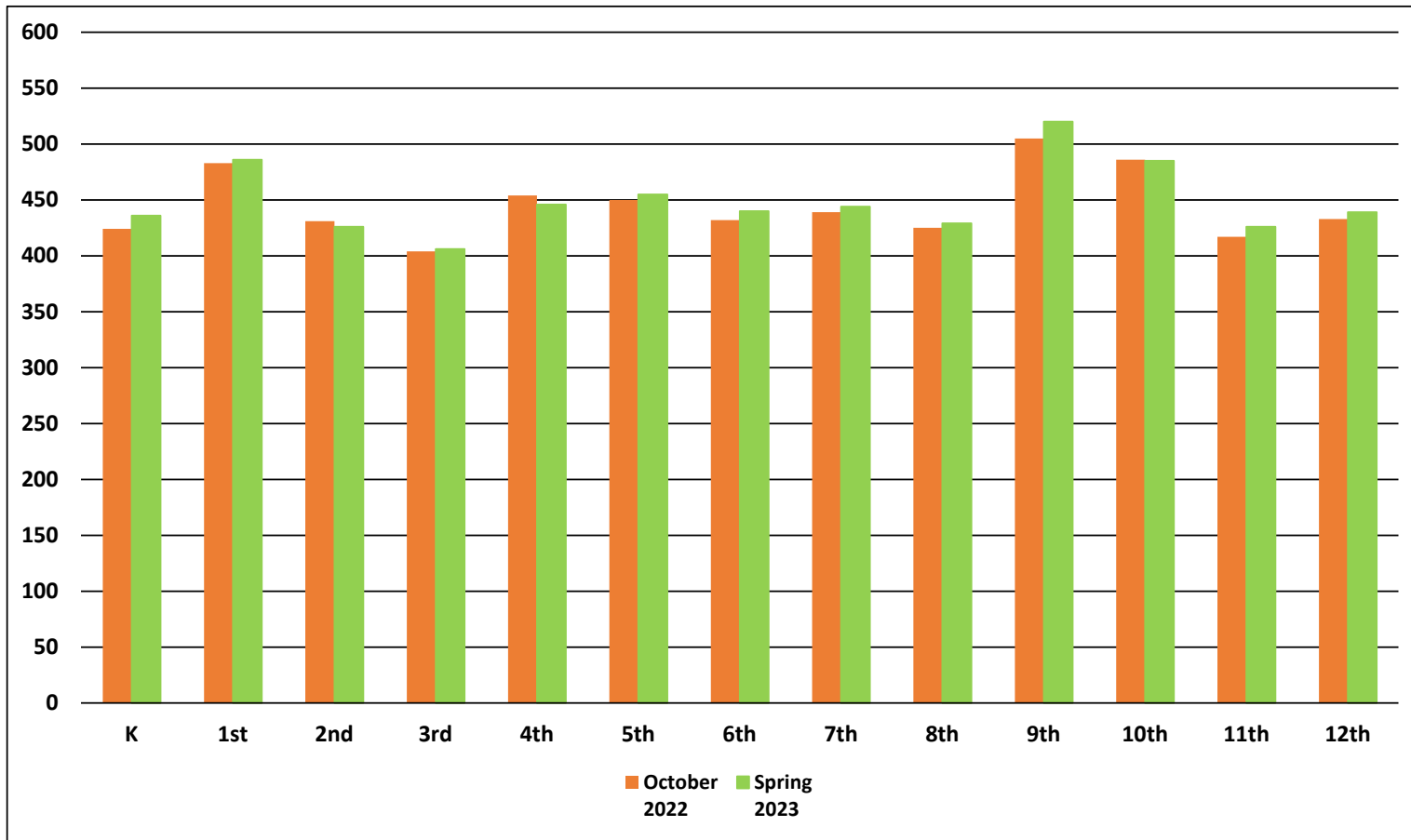
*Projections should be updated annually to reflect changes in in/out-migration of families, real estate sales, residential construction, births, and similar factors.

Historical & Projected Enrollments in Grade Combinations

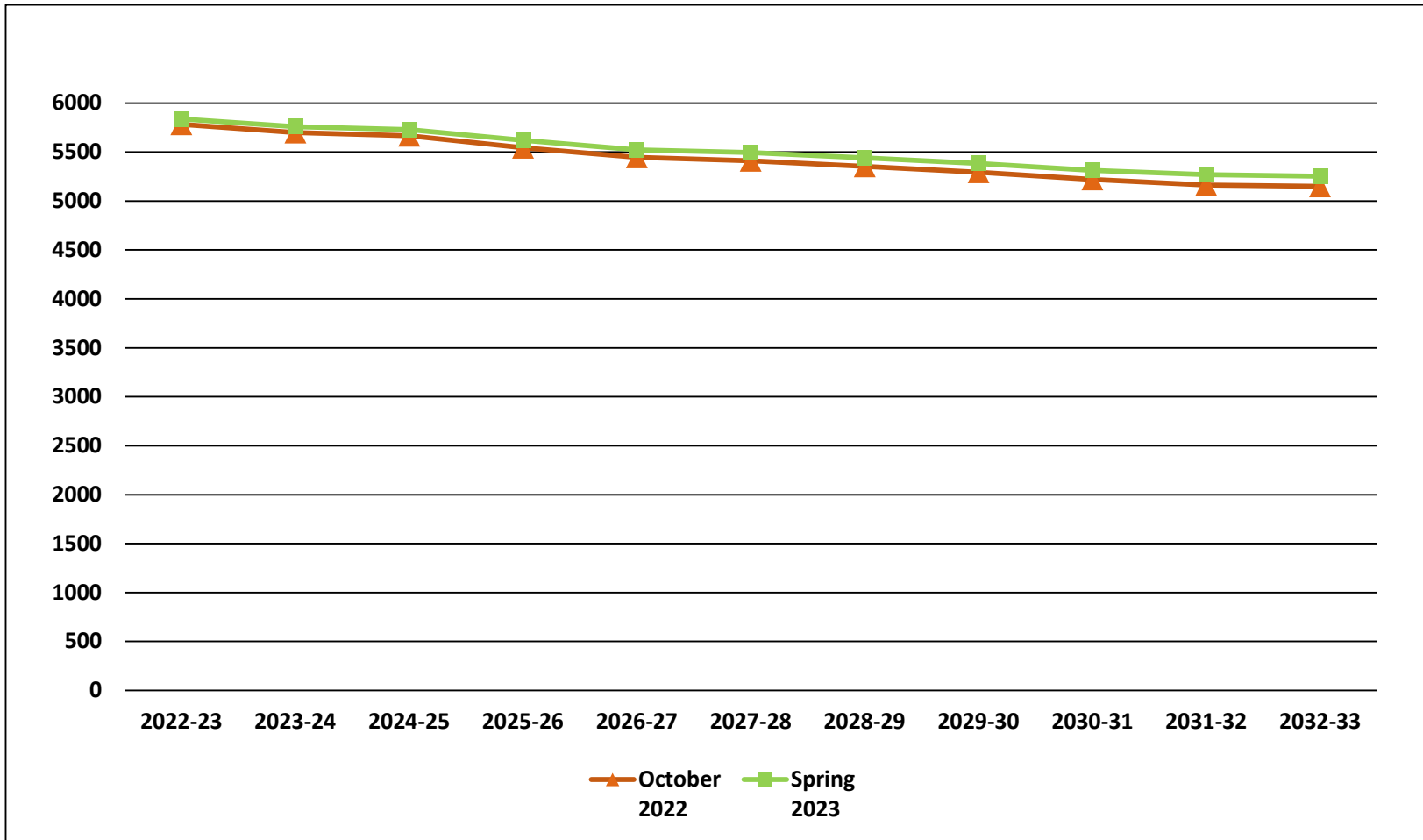


Note: Projections are based on Spring 2023 data.

October 2022 vs. Spring 2023 Enrollment by Grade



Projections October 2022 vs. Spring 2023 Data



Reliability and Use of this Document

PROJECTION METHODOLOGY

Cohort component (survival) technique is a frequently used method of preparing enrollment forecasts. NESDEC uses this method, but modifies it in order to move away from forecasts that are wholly computer- or formula-driven. Such modification permits the incorporation of important, current district-specific information into the generation of enrollment forecasts (such as in/out-migration of students, resident births, HUD-reported building permits, etc.). Percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2018-19 increased to 104 students in Grade 2 in 2019-20, the percentage of survival would be 104%, or a ratio of 1.04. Ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios, and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics to project into future years. The ratios are the key factors in the reliability of the projections, assuming validity of the data at the starting point.

RELIABILITY OF ENROLLMENT PROJECTIONS

Projections can serve as useful guides to school administrators for educational planning. Enrollment projections are more reliable in Years #1-4 in the future and less reliable in the "out-years." Projections six to ten years out may serve as a guide to future enrollments and are useful for planning purposes, but they should be viewed as subject to change given the likelihood of potential shifts in underlying assumptions/trends, such as student migration, births as they relate to Kindergarten enrollment, and other factors.

Projections that are based upon **the children who already are in the district** (the current K-12 population only) will be the most reliable. The second level of reliability will be for those children already **born into the community but not yet old enough to be in school**. The least reliable category is the group for which an estimate must be made **to predict the number of births**, thereby adding additional uncertainty. See these three multi-colored groupings on the "Projected Enrollment" tab.

Annual updates allow for early identification of recent changes in historical trends. When the actual enrollment in a grade is significantly different (higher or lower) from the projected number, it is important (yet difficult) to determine whether this is a one-year aberration or whether a new trend may have begun. **In light of this possibility, NESDEC urges all school districts to have updated enrollment forecasts developed by NESDEC each October.** This service is available at no cost to affiliated school districts.

USING THIS INFORMATION ELECTRONICALLY

If you would like to extract the information contained in this report for your own documents or presentations, you can use screenshots, which can be inserted into PowerPoint slides, Word documents, etc. Because screenshots create graphics, the image is not editable. Please feel free to contact us if you need assistance in this matter, by phone (508-481-9444) or by email (ep@nesdec.org).

Position Funded by COVID Relief

Position	Scale	Step	School	FY23	FY24
TEACH BS60	BL60	2	West Haven High School	\$52,029.90	53,070.50
TEACHER BS	BLBS	1	Seth Haley	\$41,643.94	42,476.82
TEACHER BS	BLBS	2	Pagels	\$44,226.00	45,110.52
TEACH BS30	BL30	3	Savin Rock	\$52,029.90	53,070.50
TEACHER BS	BL30	3	Seth Haley	\$52,029.90	53,070.50
TEACH BS30	BL30	3	Savin Rock	\$52,029.90	53,070.50
TEACH BS30	BL30	3	West Haven High School	\$52,029.90	53,070.50
TEACHER BS	BLBS	2	Washington	\$44,226.00	45,110.52
TEACHER BS	BL30	2	Bailey	\$49,949.12	50,948.10
TEACH BS30	BL30	1	Carrigan	\$45,951.62	46,870.65
TEACH BS30	BL30	3	Washington	\$52,029.90	53,070.50
TEACH BS30	BL30	2	Pagels	\$49,949.12	50,948.10
TEACHER BS	BLBS	1	Carrigan	\$40,911.00	41,729.22
TEACH BS30	BL30	2	West Haven High School	\$49,949.12	50,948.10
TEACH BS30	BL30	2	Bailey	\$49,949.12	50,948.10
TEACHER BS	BLBS	2	Forest	\$44,226.00	45,110.52
TEACH BS30	BL30	3	Washington	\$52,029.90	53,070.50
TEACH BS30	BL30	2	Carrigan	\$49,949.12	50,948.10
TEACH BS30	BL30	3	Bailey	\$52,029.90	53,070.50
TEACHER BS	BLBS	3	Carrigan	\$46,827.04	47,763.58
TEACH BS30	BL30	2	Carrigan	\$49,949.12	50,948.10
TEACHER BS	BLBS	4	West Haven High School	\$49,428.08	50,416.64
TEACHER BS	BLBS	2	Savin Rock	\$44,226.00	45,110.52
TEACHER BS	BLBS	3	Seth Haley	\$46,827.04	47,763.58
TEACH BS30	BL30	2	Carrigan	\$49,949.12	50,948.10
TEACH BS30	BL30	2	Mackrille	\$49,949.12	50,948.10
TEACH BS30	BL30	2	Washington	\$49,949.12	50,948.10
TEACHER BS	BL30	3	Washington	\$52,029.90	53,070.50
TEACH BS30	BL30	3	Savin Rock	\$52,029.90	53,070.50
TEACH BS30	BL30	1	West Haven High School	\$45,786.00	46,701.72
TEACH BS30	BL30	2	Forest	\$49,949.12	50,948.10
TEACHER BS	BLBS	3	West Haven High School	\$46,827.04	47,763.58
TEACHER BS	BLBS	2	Seth Haley	\$44,226.00	45,110.52
TEACHER BS	BLBS	2	Bailey	\$44,226.00	45,110.52
TEACH BS30	BL30	2	Mackrille	\$49,949.12	50,948.10
TEACHER BS	BLBS	3	Washington	\$46,827.04	47,763.58
TEACHER BS	BLBS	3	Seth Haley	\$46,827.04	47,763.58
TEACHER BS	BLBS	3	Mackrille	\$46,827.04	47,763.58
TEACHER BS	BLBS	2	Carrigan	\$44,226.00	45,110.52
TEACH BS30	BL30	2	Savin Rock	\$49,949.12	50,948.10
TEACH BS30	BLBS	2	Bailey	\$49,949.12	50,948.10
TEACHER BS	BLBS	3	West Haven High School	\$46,827.04	47,763.58
TEACHER BS	BLBS	4	Bailey	\$49,428.08	50,416.64
TEACHER BS	BLBS	1	Bailey	\$41,643.94	42,476.82

Position Funded by COVID Relief

Position	Scale	Step	School	FY23	FY24
TEACHER BS	BL30	3	West Haven High School	\$52,029.90	53,070.50
TEACHER BS	BLBS	2	Bailey	\$44,226.00	45,110.52
TEACH BS60	BL60	1	Pagels	\$48,908.08	49,886.24
TEACHER BS	BLBS	3	Bailey	\$46,827.04	47,763.58
TEACH BS60	BL60	2	Seth Haley	\$52,029.90	53,070.50
TEACH BS30	BL30	3	Savin Rock	\$52,029.90	53,070.50
TEACHER BS	BLBS	1	Bailey	\$41,643.94	42,476.82
TEACHER BS	BLBS	1	Carrigan	\$41,644.20	42,477.08
TEACHER BS	BLBS	4	Bailey	\$49,428.08	50,416.64
TEACH BS30	BL30	3	Mackrille	\$52,029.90	53,070.50
TEACH BS30	BL30	2	West Haven High School	\$49,949.12	50,948.10
TEACHER BS	BLBS	1	Forest	\$41,643.94	42,476.82
TEACH BS30	BL30	2	Carrigan	\$49,949.12	50,948.10
TEACH BS30	BL30	2	Forest	\$49,949.12	50,948.10
TEACH BS30	BL30	3	Savin Rock	\$52,029.90	53,070.50
TEACH BS30	BL30	2	Seth Haley	\$49,949.12	50,948.10
TEACH BS30	BL30	2	Carrigan	\$49,949.12	50,948.10
TEACH BS30	BL30	1	Forest	\$45,786.00	46,701.72
TEACH BS30	BL30	2	Forest	\$49,949.12	50,948.10
TEACH BS30	BL30	3	Seth Haley	\$52,029.90	53,070.50
TEACH BS30	BL30	3	Washington	\$52,029.90	53,070.50
TEACH BS30	BL30	2	Washington	\$49,949.12	50,948.10
TEACH BS30	BL30	2	Seth Haley	\$49,949.12	50,948.10
TEACHER BS	BLBS	3	West Haven High School	\$46,827.04	47,763.58
TEACH BS30	BL30	3	Washington	\$52,029.90	53,070.50
TEACH BS30	BL30	3	Savin Rock	\$52,029.90	53,070.50
TEACHER BS	BLBS	2	Carrigan	\$44,226.00	45,110.52
TEACH BS30	BL30	2	Bailey	\$49,949.12	50,948.10
TEACH BS30	BL30	2	Washington	\$49,949.12	50,948.10
TEACH BS30	BL30	3	Forest	\$52,029.90	53,070.50
TEACHER BS	BLBS	2	Savin Rock	\$44,226.00	45,110.52
TEACH BS30	BL30	2	Seth Haley	\$49,949.12	50,948.10
TEACHER BS	BLBS	2	Savin Rock	\$44,226.00	45,110.52

Revised Mayor's FY 2024 Budget
Will be Provided Separately

MARB Commissioners Questions:

1. Provide a monthly cash flow and make interest income assumptions and show calculations. **Provided to MARB at 4/13/23 meeting**
2. Provide a year over year monthly comparison to see if revenue has been over projected for the legal fees which are basically derived from sale of property thru the Town Clerks Office.
3. Provide Budget Report by object code/category.
4. Any parking spaces leased by City for City owned vehicles? What's the annual cost if there are?
5. Please assess existing positions to determine if positions can be consolidated or eliminated.
6. Please supply the ARPA budget and actual expenditures to date. Provide a status report from the firm administering the ARPA program.
7. When was the last time you bid out insurance contracts for general liability and other insurances?
8. Provide vacancy and OT budget analysis. How many vacancies in the city are being carried over in the FY24 budget?
9. Please provide the City All Funds Sources.
10. BOE - What is the breakdown of the special education enrollment? Provide a trend analysis on special education enrollment.
11. BOE - What are the staffing vacancies vs total budget?
12. BOE - How many ESSER III positions are budgeted in FY 24 and what is the funded amount. **ESSER III funded position report was provided with the 5/5/23 email to MARB.**
13. BOE – provide a trend analysis on enrollment for regular students. **Enrollment report from NESDEC was provided with the 5/5/23 email to MARB.**

OPM Staff Questions:

- Building permits are higher. What projects are the increases due to?
- Building code violations seem low. Could the city generate more revenue if they had more resources?
- Why is misc. park and recreation not within historical revenue levels?
- Misc. revenue is down by 100k. Is this due to recording in another fund?
- Please explain the increase in labor relations and personal cost increase of 2023 projected of 254k to 458k.
- Economic Development Coordinator's pay is 100K? What is this new position for?
- EMS overtime expenses were budgeted at \$0 for FY 23 and are projected to be \$434k at end of year 6/30/23. Did you budget enough at \$266k for FY 24?
- Police overtime expenses were budgeted at \$300k for FY 23 and are projected to be \$631k at end of year at 6/30/23. Did you budget enough at \$300k for FY 24?

A/O 05/05/23

CONFERENCE ROOM IMPROVEMENTS

- Purchase and installation of new audio/video systems for 3 rooms in WH City Hall
 - 3rd Floor Conference Room
 - City Council Chambers
 - Harriet North Courtroom
- Final Bid Price- \$180,875
- West Haven Bid #2023-03
 - Project was sent out to bid twice. Total of 4 companies attended walk through, dnr Labs was only respondent
 - Ethics Disclosure and Certification Affidavit is included in this packet
- Contract has not been fully executed, pending MARB Approval
- Funding Source is ARPA Conference Room Improvements fund
 - Funded for \$200,000



ARPA Contracting Checklist

Date: 4-21-2023

ARPA Project: Conference Room Improvements 2023/2022-004

Expenditure Category: IT for Meeting Rooms

Vendor/Amount:

- City Procurement Requirements Met
(Check applicable category and add explanation as needed)
 - Project less than \$2,500 – no competitive bid required
 - \$2,500-\$10,000 - no competitive bid required; need 3 written proposals
 - Project exceeds \$10,000; RFQ required per City Procurement requirements
 - State Contract or Cooperative Purchasing

Explanation:

This project went out to public bid twice. DNR was the only company that bid.

2. Contractor Contact Information

Name DNR Laboratories Email Info@DNRprod.com

Phone 203-263-0003 UEI# _____

- Contract Compliant with ARPA and other Federal Funding Requirements
 - ARPA Requirements Telecom Prohibitions Build America, Buy America UEI# Registration
- Completed City Ethics Form Delivered by Contractor
- W-9 Submitted by Contractor
- Proposed Final Contract Documents Discussed With/Acceptable to City (Ken Carney)
- Final Contract Documents Approved as to Form (Carmody)
- Final Contract Documents Executed (in duplicate) by Authorized Signatory of Contractor
- Final Contract Documents Executed (in duplicate) by Mayor
- One Hard Copy Set of Executed Contract Documents Delivered to Contractor
- One Hard Copy Set of Executed Contract Documents Filed by City
- One Electronic Set of Executed Contract Documents Filed by City

CONTRACT FOR IMPROVEMENTS TO CITY HALL CONFERENCE ROOMS

THIS CONTRACT FOR MODERNIZATION OF CITY HALL CONFERENCE ROOMS ("Contract"), dated as of May __, 2023, by and between the City of West Haven ("Owner") and DNR Laboratories LLC, a Connecticut limited liability company ("Contractor").

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Work.

Contractor will provide the services, equipment and materials for improvements to three (3) City Hall conference rooms as set forth in Exhibit A attached hereto and made a part hereof ("Work"), and will achieve the end use functionality for each conference room set forth in Exhibit A, all in accordance with the Contract Documents, as defined in Article 5 of this Contract, on property that is located at 355 Main Street, West Haven, CT 06516 ("Property").

Article 2. Contract Time.

The Work will be completed in accordance with the schedule for lead time and on-site Work set forth in Exhibit B, with all Work to be completed on or before [REDACTED] [REDACTED], 2023 ("Completion Date"), subject to modifications in approved Change Orders, and subject to delays for matters beyond the reasonable control of Contractor. The Work for will be considered completed when Owner issues a certification of completion stating the Work has been completed in accordance with the Contract Documents, and the final, unconditional certificate of occupancy has been issued by the responsible government authority, if required by law. Before starting the on-site Work, Contractor will submit to Owner for Owner's review and approval a progress schedule indicating the starting and completion dates of various stages of the Work.

Article 3. Contract Price.

Owner will pay to Contractor an amount equal to \$180,875.00 ("Contract Price") for completion of the Work, itemized as set forth in Project Estimate dated 4/12/2023.

Article 4. Change Orders.

Any increase or decrease in the Contract Price, change in the Work or change in the Contract Time must be set forth in a change order signed by Owner and Contractor ("Change Order").

Article 5. Contract Documents.

The "Contract Documents" shall mean this Contract, Exhibit A, Exhibit B, Exhibit C, Exhibit D, the plans, drawings and specifications for the Work, and any Change Orders.

Article 6. Payment Procedures

6.1 Progress Payments. Contractor will submit to Owner a request for payment in a format required by Owner ("Request for Disbursement") that will cover completed and inspected Work in the immediately prior calendar month. Each Request for Disbursement shall contain a certification by Contractor that all information contained in Contractor's Ethics disclosure Affidavit submitted as a condition of the City entering into this Contract remains true and correct in all respects. Within forty-five (45) calendar days after a Request for Disbursement is presented to Owner, Owner will notify Contractor if Owner disputes all or any portion of the Request for Disbursement, and, in this event, Owner and Contractor will promptly meet to address such dispute. To the extent Owner does not dispute a Request for Disbursement, Owner will pay Contractor the full amount covered by the Request for Disbursement within forty-five (45) calendar days after it was presented to Owner.

6.2 Final Payment. Final payment of the balance of the Contract Price will be made in accordance with the following procedures:

- a. When Contractor considers the Work substantially complete, Contractor will notify Owner in writing. Within a reasonable time thereafter, Owner and Contractor will inspect the Work. Promptly after such inspection, Owner will deliver to Contractor a written punch list of the items that must be completed in order for the Work to reach final completion ("Final Completion"). Alternatively, Owner will deliver to Contractor a written statement that Final Completion has been reached because no punch list items remain to be completed.
- b. If Owner delivers a written punch list to Contractor, then Contractor will deliver to Owner a written notice that the Work is finally complete when Contractor believes that the punch list items have been completed. Then Owner and Contractor will promptly inspect the Work for completion of the punch list items. Promptly after such inspection, Owner will deliver to Contractor either (i) a written statement that Final Completion has been reached or (ii) another written punch list of the items that still must be completed in order for the Work to reach Final Completion for which event the punch list procedure described above will be repeated until all punch list items have been completed.
- c. When Final Completion has been reached and after Contractor has delivered to Owner all maintenance and operating instructions, schedules, guarantees, certificates of inspection, marked-up record documents and other documents, Contractor may make application for final payment following the procedure for progress payments. The final Request for Disbursement will be accompanied by all documentation called for in the Contract Documents, together with complete

and legally effective releases or waivers (satisfactory to Owner and Lender) of all potential liens arising out of or filed in connection with the Work.

Article 7. Interest.

Payments due and unpaid to Contractor will bear interest at the lesser of twelve percent (12%) *per annum* or the maximum rate allowed by law.

Article 8. Contractor's Representation.

To induce Owner to enter into this Contract, Contractor makes the following representation:

Contractor has familiarized itself with the nature and extent of the Contract Documents, Work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work. Contractor is duly licensed to perform the Work as required by applicable state and local laws and regulations.

Article 9. Contractor's Responsibilities.

9.1. Performance. Contractor will perform the Work in accordance with the Contract Documents. Contractor will be solely responsible for the means, methods, techniques, sequences and procedures for the Work.

9.2. Personnel. Contractor will provide competent, suitable personnel fully capable to perform the Work as required by the Contract Documents. Contractor will at all times maintain good discipline and order at the Property.

9.3. Furnished Items. Contractor will furnish and be fully responsible for all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, testing, start-up and completion of the Work, except as provided by Owner.

9.4. Materials. All materials and equipment will be of good quality and new. All materials and equipment will be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable supplier.

9.5. Subcontractors. Contractor may not subcontract any of the Work without the prior written consent of Owner, which may be granted or withheld in Owner's sole and exclusive discretion. Contractor will be fully responsible to Owner for all acts and omissions of its subcontractors, suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Contractor just as Contractor is responsible for Contractor's own acts and omissions. Nothing in the Contract Documents will create any contractual relationship between Owner and any such subcontractor, supplier or other person or organization, nor will it create any obligation on the part of Owner to pay any such subcontractor, supplier or other person or organization except as may otherwise be required by applicable laws

and regulations. Contractor will give Lender the name, address and telephone number of each person that has a contract with Contractor to supply materials or labor for the Work.

9.6. Permits; Inspections. Contractor will obtain all construction permits and licenses and will pay for all such permits and licenses, except to the extent such permits and licenses are exempt from fees. Owner will assist Contractor, when necessary, in obtaining such permits and licenses. Contractor will arrange and coordinate all governmental inspections required for the Work. Contractor will give all notices and comply with all laws and regulations applicable to furnishing and performance of the Work.

9.7. Taxes. Contractor will pay all sales, consumer, use and other similar taxes required to be paid by Contractor in accordance with the laws and regulations of the place of the Work that are applicable during the performance of the Work. Owner represents that all completed Work is exempt from sales and use tax.

9.8. Use of Premises. Contractor will confine construction and installation equipment, the storage of materials and equipment, and the operations of workers to areas of the Property designated by Owner, and will not unreasonably encumber the Property with materials or equipment. Contractor will be fully responsible for any damage to the Property or areas contiguous thereto resulting from the performance of the Work. During the progress of the Work, Contractor will keep the Property free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Contractor will remove all waste materials, rubbish and debris from and about the Property as well as all tools, appliances, construction and installation equipment and machinery, and surplus materials, and will leave the Property clean and ready for occupancy by Owner.

9.9. Record Documents. Contractor will maintain in a safe place at the Property for Owner's access one record copy of all drawings, specifications, addenda, written amendments, Change Orders, and the like, in good order and annotated to show all changes made during construction, which will be delivered to Owner upon the expiration or earlier termination of this Agreement.

9.10. Safety. Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Contractor will comply with all applicable laws and regulations relating to the safety of persons and/or property.

9.11. Continuing the Work. Contractor will carry on the Work and adhere to the progress schedule during all disputes or disagreements with Owner.

9.12. Damage to the Work. Contractor will repair or replace, at Contractor's sole expense, every portion of the Work that is damaged or destroyed prior to Final Completion, except to the extent such damage or destruction is caused by Owner.

9.13. Warranty. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents, will not be defective and will be fit for its

intended purpose. If within one (1) year after the later of the date of Final Completion or completion of warranty work, or such longer period of time as may be prescribed by applicable laws or regulations or by the terms of any specific provision or applicable special guarantee in the Contract Documents, any Work is found to be defective, not fit for its intended purpose or otherwise not in accordance with the Contract Documents, Contractor will promptly, without cost to Owner and in accordance with Owner's written instructions, either correct such Work, or if it has been rejected by Owner, remove it from the Property and replace it with Work that is not defective and is in compliance with the Contract Documents. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have such Work corrected or such Work removed and replaced, and all direct, indirect and consequential costs of such removal and replacement (including, but not limited to, fees and charges of engineers, architects, attorneys and other professionals) will be paid by Contractor. Contractor shall assign all manufacturers' and suppliers' warranties to Owner, effective upon expiration of the above-stated warranty period for Contractor's warranties.

9.14. Indemnity and Hold Harmless. Contractor will indemnify and hold harmless Owner against all losses, liabilities, costs, fees (including, without limitation, attorneys' fees), expenses, damages and economic detriment of any kind whatsoever that arises out of or results from performance of the Work, but only to the extent caused in whole or in part by the acts or omissions of Contractor, its subcontractors or agents.

9.15 Related Work at Property. Owner may perform other work at the Property that is not part of the Work by Owner's own forces or may let other direct contracts therefor. Contractor will afford Owner's own forces, and any other contractor who is a party to such a direct contract, proper and safe access to the Property and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work. Contractor will do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. Contractor will not endanger any work of others by cutting or otherwise altering their work and will only cut or alter their work with the written consent of Owner and the others whose work will be affected, which consent may not be unreasonably withheld, conditioned or delayed.

Article 10. Contractor's Insurance.

Contractor shall purchase and maintain the insurance policies required under Exhibit C attached hereto and made a part hereof, in accordance with the provisions of Exhibit C.

Article 11. Termination.

11.1 Termination by Owner. If Contractor breaches any of its obligations under this Contract, then Owner may give Contractor written notification identifying such breach. If Contractor has not cured such breach within seven (7) calendar days from its receipt of Owner's written notification, or if such breach cannot be cured within such seven (7) day

period, then if Contractor either (i) does not begin cure within such seven (7) day period or (ii) fails to diligently prosecute cure to completion, Owner may terminate this Contract and take possession of the Work. Alternatively, instead of terminating the Contract, Owner may cure the breach and deduct the cost thereof from amounts otherwise owed to Contractor.

11.2 Termination by Contractor. If Owner breaches any of its obligations under this Contract, then Contractor may give Owner written notification identifying such breach. If Owner has not cured such breach within seven (7) calendar days from its receipt of Contractor's written notification, or if such breach cannot be cured within such seven (7) day period, then if Owner either (i) does not begin cure within such seven (7) day period or (ii) fails to diligently prosecute cure to completion, Contractor may terminate this Contract.

Article 12. Miscellaneous.

12.1. Contractor may not assign any of its rights or delegate any of its obligations under this Contract without the prior written consent of Owner, which may be granted or withheld in Owner's sole and exclusive discretion.

12.2. This Contract shall be binding upon the parties hereto and their respective successors and permitted assigns.

12.3. This Contract and all issues, disputes and matters arising out of it will be governed by and construed in accordance with the laws of the State of Connecticut, exclusive of its body of law governing conflicts of laws.

12.4. This Contract may be modified, amended, changed, or otherwise altered (except as otherwise specifically provided herein), in whole or in part, only by an agreement in writing duly authorized and executed by both parties hereto.

12.5. The waiver of any breach of any of the provisions of this Contract by either party hereto shall not constitute a continuing waiver or a waiver of any subsequent breach by such party, either of the same or of another provision of this Contract.

12.6. Time is of the essence in the performance of this Contract.

12.7. This Contract contains the entire agreement between the parties hereto, and no statement, promise, or inducement made by either party hereto that is not contained or referenced in this Contract shall be valid or binding upon the parties hereto.

12.8. The article and section headings, captions, and titles contained herein are intended for convenience and reference only and are not intended to define, limit, or describe the scope or intent of any provision of this Contract.

12.9. Invalidation of any of the provisions of this Contract or of any paragraph, sentence, clause, phrase, or word herein, or the application thereof in any given circumstance, shall not affect the validity of the remainder of this Contract.

12.10. This Contract is being funded with federal funds under the American Rescue Plan Act, a/k/a ARPA. The parties hereto shall comply with all federal requirements applicable to this Contract and performance of the Work, including, without limitation, the requirements set forth in Exhibit D attached hereto and made a part hereof.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year first above written.

OWNER

CONTRACTOR

City of West Haven

DNR Laboratories LLC

By: _____
Nancy R. Rossi, Mayor

Address for giving notices:

Address for giving notices:

Approved as to form:

Mark J. Malaspina
Carmody Torrance Sandak & Hennessey LLP

EXHIBIT A

SCOPE OF WORK

Project Descriptions: RFQ# 2023-03R CONFERENCE ROOM IMPROVEMENTS

Third Floor Special Conference Room: Description

DNR is to: Work with city hall maintenance to remove the smart board. Then, blank existing input plates on the walls. In its place we intend to hang an 86" TV. Behind the TV will be an auto-switching source video receiver, and a conferencing/presentation PC. These will both mount accessible, yet in a manner in which they will be hidden. The techs will then mount the all-in-one microphone, PTZ robotic camera, and high capability speaker AVER sound bar below the TV. DNR

has installed these sound bars in premium conference rooms all over the nation. Though it sounds like a big promise in one package, we guarantee their quality. The sound bar will be programmed to the PC, as well as the auto switching receiver. The

receiver will feed the TV. The primary output being the built in PC, but switching to a flush-mounted wall HDMI input, when a source is plugged in. This HDMI input was thought to be placed at the rear of the room, but can and will be placed where the client deems most useful. The TV will on/off via remote control as to remain economical for our room, deemed lowest financial priority, and the PC will be controllable via wireless mouse and keyboard.

Third Floor Special Conference Room: End Use Functionality

- TV on with remote control
- Built in PC operation with wireless keyboard and mouse
- HDMI port at rear of room will automatically switch to TV input when a source is plugged in
- Room PC will automatically switch back to TV input when no source is connected to the rear

HDMI

Third Floor Chambers: Description

DNR is to: Remove and blank existing wall plates, as well as gut and replace existing rack. In its absence will go a custom table-top rack solution designed for housing and providing a control center to the new equipment. In this new rack we will outfit our high powered battery backup for all the sensitive technological devices as well as utility/remote management PC for DNR to provide remote service in the case of an emergency. This will require an internet handoff for our router to create an isolated AV network in which we can ensure no network conflicts as well as wireless management of the system within the room (via iPad if you choose). Beyond this, DNR will install and set up a client facing management PC for the system, to provide professional level interfacing without use of any external vendors. This will be setup on the counter top of the custom rack, with a keyboard, touchscreen computer monitor, and mouse. The interface will allow for in depth tweaking and management of the system, while remaining so friendly, anyone can be trained to use it to its full potential in a matter of hours. Adjust audio levels, switch cameras going to main, as well as select multicam mode. Though, we are aware that the general intended use of this system needs to be more simple, and even more friendly. This is where QSYS comes in.

The core, amplifier, and council table touch screen will allow DNR to implement a system workflow that requires no more than a couple button presses. On one main page the user will be able to control the video input source (between podium HDMI input, and clickshare), manage audio levels (of podium, council seating gooseneck mics, wireless mics, and video input audio), turn on/off the TVs, and start/stop recording/streaming. On another page contains the control of 3 PTZ robotic cameras, enabling you to move them to a desired location, or better yet call up to 5 preprogrammed presets (picked by the end user in advance) with one touch. Though to truly do this in such a way that's reliable and repeatable every single day we've quoted the system to replace all existing hardware to the current spec and model DNR uses on the daily, trusts, and has stress tested in our shop. This includes LG commercial TVs, VSI video encoders and decoders, clickshare c10, epiphan pearl mini (which you already own), Minrray cameras, a netgear pro-line switch, and the QSYS eco system to control it all. Another big factor here is vocal clarity regardless of the user. We're aware the speakers are not pro-audio engineers, nor should they have to be. DNR has specced custom tabletop gooseneck microphones that provide the best vocal clarity we can achieve in this situation. Though not wireless, they will be moveable easily, and will never provide the connectivity/dead battery headache. On top of this they contain their own local mute buttons, indicated by a green/red low profile LED. Additionally two wireless handheld mics have been included to integrate so the wireless capabilities remain. Though even with the best mics in the world, it would do no good without capable speakers. This is where QSC's famous columns come in. When paired with their own QSYS-online amplifier, they become some of the best solutions for clear spoken-word vocal

❖ 76 Westbury Park Road, Watertown, CT 06795 ❖

www.dnrlabs.com

Page 1 of 3

amplification. Again, you may see some replacements here, but they are necessary for ease of work flow and reliability of system functionality. Though some of these components seek to replace existing components that aren't necessarily broken, DNR is adamant about reliability and quality. It's our code not to promote, sell, or install anything that's not been tested thoroughly for its functionality and reliability.

Third Floor Chambers: End Use Functionality

- Touchscreen page 1 (quick controls page) allows users to call 1 of 4 master presets, controlling audio, video, and cameras. Each of the 4 presets will have a name such as "board meeting" and brief, yet concise description of the functions underneath, "this setting calls camera 1 to podium, while calling cameras 2 and 3 to cover the council seating, turn the TVs on, with the podium HDMI as the source, unmutes council goosenecks and podium mic, sets the streamer/recorder to display all 3 cameras, and the podium HDMI, and starts streaming*/recording".
- Touchscreen page 2 (video page) allows user to turn TVs on/off, select the source going to them (podium HDMI input, or clickshare), and start/stop streaming* or recording
- Touchscreen page 3 (audio page) allows user to adjust volume/mute audio of groupings (podium, council seating gooseneck mics, wireless mics 1&2, and video input audio)
- Touchscreen page 4 (camera page) allows user to select each of the 3 PTZ cameras, pan/tilt/zoom the camera to the desired shot, and recall/save 5 presets for every camera

****PLEASE NOTE: THE USE OF ONE-TOUCH STREAMING IS ENTIRELY DEPENDANT ON THE CITY OF WEST HAVEN PURCHASING A**

LICENSE TO VIMEO PREMIUM. THE REASON BEING, VIMEO PREMIUM NEVER CHANGES IT'S STREAM KEY. ALL OTHER STREAMING

SERVICES CHANGE THEIR STREAM KEY AFTER EVERY SINGLE STREAM AND MUST BE REENTERED INTO THE PEARL STREAMER.

VIMEO CAN CONNECT TO YOUTUBE, FACEBOOK, AND MORE TO BROADCAST OUT TO THOSE ACCOUNTS IF DESIRED, BUT IT MUST

BE DONE THROUGH VIMEO TO BE ONE TOUCH. DNR HAS NO AFFILIATION WITH VIMEO AND ONLY PROMOTES THEIR PRODUCT AS

IT IS THE ONE TRIED-AND-TRUE, TESTED SOLUTION TO ONE TOUCH STREAMING.

Harriet Chamber: Description

This system is extremely similar to that of the 3rd floor chambers, but upscaled. We took careful consideration to ensure the design was scalable so that the users learn one system, and the knowledge is directly transferable. The main differences here are the quantity of custom goosenecks, larger - more powerful column speakers, a higher range wireless mic antenna, two large TVs to optimize ease of control (as specified) and visual clarity no matter the lighting conditions, a Epiphan Pearl Mini recorder/streamer to match the other room, extra audio input frames for QSYS to accommodate the additional mics, 30x zoom capability PTZ robotic cameras, and a larger budget for wire mold/piping to accommodate the larger room.

"DNR is to: Remove and blank existing wall plates, as well as gut and replace existing rack. In its absence will go a custom table-top rack solution designed for housing and providing a control center to the new equipment. In this new rack we

will outfit our high powered battery backup for all the sensitive technological devices as well as utility/remote management PC

for DNR to provide remote service in the case of an emergency. This will require an internet handoff for our router to create an

isolated AV network in which we can ensure no network conflicts as well as wireless management of the system within the room (via iPad if you choose). Beyond this, DNR will install and set up a client facing management PC for the system, to provide professional level interfacing without use of any external vendors. This will be setup on the counter top of the custom rack, with a keyboard, touchscreen computer monitor, and mouse. The interface will allow for in depth tweaking and management of the system, while remaining so friendly, anyone can be trained to use it to its full potential in a matter of hours.

Adjust audio levels, switch cameras going to main, as well as select multicam mode. Though, we are aware that the general intended use of this system needs to be more simple, and even more friendly. This is where QSYS comes in. The core, amplifier,

and council table touch screen will allow DNR to implement a system workflow that requires no more than a couple button presses. On one main page the user will be able to control the video input source (between podium HDMI input, and clickshare), manage audio levels (of podium, council seating gooseneck mics, wireless mics, and video input audio), turn on/off the TVs, and start/stop recording/streaming. On another page contains the control of 3 PTZ robotic cameras, enabling

❖ 76 Westbury Park Road, Watertown, CT 06795 ❖

www.dnrlabs.com

Page 2 of 3

you to move them to a desired location, or better yet call up to 5 preprogrammed presets (picked by the end user in advance) with one touch. Though to truly do this in such a way that's reliable and repeatable every single day we've quoted the system to

replace all existing hardware to the current spec and model DNR uses on the daily, trusts, and has stress tested in our shop. This includes LG commercial TVs, VSI video encoders and decoders, clickshare c10, epiphan pearl mini (which you already own), Minrray cameras, a netgear pro-line switch, and the QSYS eco system to control it all. Another big factor here is vocal clarity regardless of the user. We're aware the speakers are not pro-audio engineers, nor should they have to be. DNR has specced custom tabletop gooseneck microphones that provide the best vocal clarity we can achieve in this situation. Though not wireless, they will be moveable easily, and will never provide the connectivity/dead battery headache. On top of this they contain their own local mute buttons, indicated by a green/red low profile LED. Additionally two wireless handheld mics have been included to integrate so the wireless capabilities remain. Though even with the best mics in the world, it would do no good without capable speakers. This is where QSC's famous columns come in. When paired with their own QSYS-online amplifier, they become some of the best solutions for clear spoken-word vocal amplification. Again, you may see some replacements here, but they are necessary for ease of work flow and reliability of system functionality. Though some of these components seek to replace existing components that aren't necessarily broken, DNR is adamant about reliability and quality.

It's our code not to promote, sell, or install anything that's not been tested thoroughly for its functionality and reliability."

Harriet Chamber: End Use Functionality

- Touchscreen page 1 (quick controls page) allows user to call 1 of 4 master presets, controlling audio, video, and cameras. Each of the 4 presets will have a name such as "board meeting" and brief, yet concise description of the functions underneath, "this setting calls camera 1 to podium, while calling cameras 2 and 3 to cover the council seating, turn the TVs on, with the podium HDMI as the source, unmutes council goosenecks and podium mic, sets the streamer/recorder to display all 3 cameras, and the podium HDMI, and starts streaming*/recording".

- Touchscreen page 2 (video page) allows user to turn TVs on/off, select the source going to them (podium HDMI input, or clickshare), and start/stop streaming* or recording

- Touchscreen page 3 (audio page) allows user to adjust volume/mute audio of groupings (podium, council seating gooseneck mics, wireless mics 1&2, and video input audio)

- Touchscreen page 4 (camera page) allows user to select each of the 3 PTZ cameras, pan/tilt/zoom the camera to the desired shot, and recall/save 5 presets for every camera

***PLEASE NOTE: THE USE OF ONE-TOUCH STREAMING IS ENTIRELY DEPENDANT ON THE CITY OF WEST HAVEN PURCHASING A

LICENSE TO VIMEO PREMIUM. THE REASON BEING, VIMEO PREMIUM NEVER CHANGES IT'S STREAM KEY. ALL OTHER STREAMING SERVICES CHANGE THEIR STREAM KEY AFTER EVERY SINGLE STREAM AND MUST BE REENTERED INTO THE PEARL STREAMER.

VIMEO CAN CONNECT TO YOUTUBE, FACEBOOK, AND MORE TO BROADCAST OUT TO THOSE ACCOUNTS IF DESIRED, BUT IT MUST BE DONE THROUGH VIMEO TO BE ONE TOUCH. DNR HAS NO AFFILIATION WITH VIMEO AND ONLY PROMOTES THEIR PRODUCT AS

IT IS THE ONE TRIED-AND-TRUE, TESTED SOLUTION TO ONE TOUCH STREAMING.

❖ 76 Westbury Park Road, Watertown, CT 06795 ❖

www.dnrlabs.com

Page 3 of 3

EXHIBIT B
WORK SCHEDULE

For all three conference rooms:

Lead Time: 8-12 weeks

On-Site Work: 12 Consecutive Business Days. A "Business Day" is every weekday that West Haven City Hall is open for in-person business.

Completion Date: [] [], 2023

EXHIBIT C

CONTRACTOR'S INSURANCE

Prior to the commencement of the Services, and as a condition of site access, the Contractor shall deliver to the City (referred to hereinafter as the "Owner") a valid and currently dated Certificate of Insurance (COI).

The insurance coverage carried by the Contractor must be placed with and written by an insurance company admitted to do business in the State of Connecticut, and with a rating of A- or better by A.M. Best.

The insurance coverages carried by the Contractor (shown below) shall apply regardless of whether the operations, actions, derelictions or failures to act, from which any claim arises, are attributable to the Contractor, a subcontractor, a sub-subcontractor, or any consultant, officer, agent, employee or anyone directly or indirectly employed by any of them, including anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable state law. Failure of Contractor to provide a COI shall in no way limit or relieve Contractor of its duties and responsibilities in this Agreement. All policies of insurance shall be written on an occurrence basis.

At a minimum, the COI shall indicate that the following coverages and limits are in place:

1. **Commercial General Liability--Minimum Limits Required:**

- \$2,000,000 General Aggregate
- \$2,000,000 Producers/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury
- \$100,000 Fire Damage – Any One Fire
- \$5,000 Medical Expense – Any One Person

- The Owner (The City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the CGL policy carried by the Contractor. The Additional Insured coverage afforded to the Owner shall apply on a **primary and non-contributory basis** and include **completed operations** coverages.

- The CGL policy carried by the Contractor shall contain a **Waiver of Subrogation** clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven

(and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

2. Business Auto/Commercial Auto Insurance – Minimum Limits required:

- \$1,000,000 Liability
- The Owner (The City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions) will be included as an **Additional Insured** onto the Commercial Auto/Business Auto policy carried by the Contractor.
- The Business Auto/Commercial Auto policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven, and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

3. Workers Compensation/Employers Liability Insurance:

- Coverages and limits as required by law Connecticut State law
- Employers Liability Limits:
- \$500,000 each accident
- \$500,000 aggregate for injury by disease
- \$500,000 each employee for injury by disease
- The Workers' Compensation/Employers Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

4. Professional Liability Insurance – Minimum Limits required:

- \$2,000,000 per occurrence
- \$3,000,000 aggregate

5. Umbrella Liability/Excess Liability – Minimum Limits required:

- \$5,000,000 Each Occurrence
- \$5,000,000 General Aggregate
- Policy will provide excess coverage over the CGL, Business Auto and Workers' Compensation/Employer Liability policies carried by the organization.
- The Umbrella/Excess Liability policy carried by the Contractor shall contain a Waiver of Subrogation clause and the Contractor hereby agrees to waive the Contractor's right of recovery against the Owner (the

City of West Haven and all of its elected or appointed directors, officers, officials, agents, employees and members of all of its boards and commissions).

No Limitation on Liability

With regard to any/all claims made against the Additional Insured by any employee of the Contractor, any subcontractor or anyone directly or indirectly employed by the Contractor or any subcontractor, or anyone for whose acts the Contractor or any subcontractor might be liable, the indemnification obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation acts, disability benefits acts or other employee benefit acts.

Cancellation, Renewal and Modification

The Contractor shall maintain in effect all insurance coverages required under this agreement at the Contractor's sole expense and with insurance companies acceptable to the Owner. The policies shall contain a provision that the coverage will not be cancelled or non-renewed until at least thirty (30) days' prior written notice has been given to the Owner.

EXHIBIT C: FEDERAL REQUIREMENTS

For purposes of this Exhibit C, the term "contract" shall mean this Contract, and the term "contractor" shall mean the Contractor. For convenience, reference to any gender herein means the applicable gender.

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

1. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by a rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event the contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The contractor may not charge the City directly or indirectly for any "Covered Telecom," as defined below. The federal government's System for Award Management (SAM) (<https://www.sam.gov>) lists certain "Excluded Parties" (as defined therein) who are excluded from receiving federal awards for "covered telecommunications equipment or services" referenced therein ("Covered Telecom"). Any procurements and resulting contracts prepared by the contractor for the City shall prohibit vendors from directly or indirectly charging the City for Covered Telecom.

Any and all procurements for construction services, goods or materials shall comply with the federal government's "Build America, Buy America" and "Buy American" requirements, if and to the extent applicable to the Project or any portion thereof.

PLAYSCAPES FOR PAINTER PARK

- Purchase of two Playscape systems for Painter Park
- Purchase Price-- \$83,629
- State Contract #17PSX0081
 - Vendor is on State Contract – Two firms provide quotes for two (2) playscapes. Childscapes provided the bet proposal
 - Ethics Disclosure and Certification Affidavit is included in this packet
- Purchase has not been made, pending MARB Approval
- Funding Source is ARPA Neighborhood Park fund
 - Funded for \$1,000,000



ARPA Contracting Checklist

Date: 5-1-2023

ARPA Project: Parks Fund 2022-003/2022-003

Expenditure Category: Playscape for Painter Park

Vendor/Amount:

- City Procurement Requirements Met
(Check applicable category and add explanation as needed)
 - Project less than \$2,500 – no competitive bid required
 - \$2,500-\$10,000 - no competitive bid required; need 3 written proposals
 - Project exceeds \$10,000; RFQ required per City Procurement requirements
 - State Contract or Cooperative Purchasing 17PSX0081

Explanation:

TWO Firms on the State Bid list provided quotes for (2) playscapes at Painter Park. Painter Park services hundreds of children all summer. Childscapes provided the best proposal.

2. Contractor Contact Information

Name Childscapes Email Tpesko@childscapesplaygrounds.com
Phone 781-837-6412 UEI# EGRBUBDXEVH5

- Contract Compliant with ARPA and other Federal Funding Requirements
 - ARPA Requirements Telecom Prohibitions Build America, Buy America UEI# Registration
- Completed City Ethics Form Delivered by Contractor
- W-9 Submitted by Contractor
- Proposed Final Contract Documents Discussed With/Acceptable to City (Ken Carney)
N/A P.O. will be on the contract
- Final Contract Documents Approved as to Form (Carmody)
- Final Contract Documents Executed (in duplicate) by Authorized Signatory of Contractor
- Final Contract Documents Executed (in duplicate) by Mayor
- One Hard Copy Set of Executed Contract Documents Delivered to Contractor
- One Hard Copy Set of Executed Contract Documents Filed by City
- One Electronic Set of Executed Contract Documents Filed by City



CITY OF WEST HAVEN
355 Main St
 West Haven, Connecticut 06516

**DISCLOSURE &
 CERTIFICATION AFFIDAVIT**

EVERY SECTION MUST BE COMPLETED

For help completing this form contact Purchasing Director at 203-937-3624

Contractor/Vendor Name:	Design Built LLC dba Childscapes
Address:	835 Plain St, Unit 21, Mansfield, MA 02050
Telephone and/or Fax #:	(781) 837-6412
Email Address:	Tpesko@childscapesplaygrounds.com
Contact Person:	Timothy J. Pesko

For the purposes of this Disclosure and Certification Affidavit, the following definitions apply:

- (a) "Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
- (b) "Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (c) "City" means any official agency, board, authority, department office, or other subdivision of the City of West Haven.
- (d) "Affiliate Entity" means any entity listed in sections 9 or 10 below or any entity under common management with the Contractor.

State of	MASSACHUSETTS	County of	Plymouth
I,	Timothy J. Pesko <small>/(type or print your name above)</small>		being first duly sworn, hereby deposes and says that:
1.	I am over the age of 18 and understand the obligations of making statements under oath; I understand that the City of West Haven is relying on my representations herein.		
2a.	I am the corporate secretary or majority owner (including sole proprietorship) of	Design Built LLC <small>Insert Company Name above</small>	
2b.	Or I am an individual and my name is:	<small>If an individual, insert your name above</small>	
3.	I am fully informed regarding the preparation and terms of the above referenced agreement (the "Agreement") and of all pertinent circumstances related thereto.		
4.	Please select the applicable representation(s) regarding taxes or, if none of the below are accurate, attach an explanation of the status of the relevant tax obligations to this Affidavit (mark an "X" in the appropriate box or "NA" if none apply).		
4a.	<input type="checkbox"/>	As required by Conn. Gen. Stat. §12-41, the Contractor (and each owner, partner, officer, authorized signatory or Affiliate Entity of the Contractor) has filed a list of taxable personal property with the City of West Haven for the most recent grand list and all taxes are	
4b.	<input checked="" type="checkbox"/>	The Contractor (including any owner, partner, officer or authorized signatory thereof) is not required to file a list of taxable personal property with the City of West Haven for the most recent grand list and does not owe any back taxes to the City of West Haven, either directly or through a lease or other agreement.	
4c.	<input type="checkbox"/>	The Contractor or an owner, partner, officer, representative, agent or Affiliate Entity of the Contractor either i) has a PILOT agreement with the City of West Haven or ii) owes back taxes and has executed an agreement with the City of West Haven to pay said back taxes in installment payments. Such agreement is attached and incorporated herein by reference and the payments under said agreement are not in default.	
5.	<input type="checkbox"/>	Other than as may be described in section 4 above, the Contractor (including any owner, partner, officer, other authorized signatory, or Affiliate Entity) does not have any outstanding monetary obligations to the City of West Haven.	
6.	Please select the applicable representation about the Contractor's business registration:		
6a.	<input type="checkbox"/>	Contractor is a Connecticut corporation, partnership, limited liability company or sole proprietorship and its Connecticut Secretary of the State Business ID #:	<small>Insert State Registration # above</small>
6b.	<input checked="" type="checkbox"/>	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship but is registered to do business in the State of Connecticut. The Contractor's Connecticut Secretary of the State Business ID #:	53280491001 <small>Insert State Registration # above</small>
6c.	<input type="checkbox"/>	Contractor is a foreign corporation, partnership, limited liability company or sole proprietorship and is not registered to do business in the State of Connecticut. The Contractor is registered in the State of:	<small>Please insert State name above</small>
	<input type="checkbox"/>	Contractor has confirmed with the Connecticut Secretary of the State that the services it will provide pursuant to the Agreement do not constitute doing business in the State of Connecticut and no registration with the Connecticut Secretary of the State is required. Contractor does otherwise have the following State of Connecticut registrations, certificates or approvals relevant to the Agreement (if not applicable, state N/A).	

7. The following list is a list of the names of all persons affiliated with the business of the Contractor who are also affiliated with the City of West Haven. For purposes of this Affidavit, "affiliated with the business of the Contractor" includes any current or former employee (including officers) of the Contractor or any owner, board member or agent of the Contractor, or of any subsidiary or parent company of the Contractor, and "affiliated with the City of West Haven" means any employee, agent, public official, board member, commissioner or any other person serving in an official capacity for or on behalf of the City of West Haven. If none state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name	City Affiliation Role & Time Frame	Contractor Affiliation Role & Time Frame	DOB
1	NONE		
2			

8. The following list is a list of all contracts in which either the Contractor, any person affiliated with the business of the Contractor or an Affiliate Entity of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Name of Contractor or Affiliate	Affiliation (if applicable)	Contract Number	DOB
1	TIMOTHY J. PESKO	Childscape S. Playground	SETH HALEY 6300 ST. MACCARTHY 11-16-65
2			

9. The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

Organization Name	Address	Type of Ownership
1	NONE	
2		

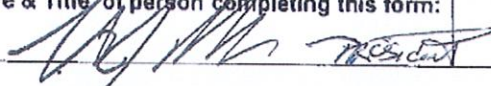

10. The following persons and/or entities possess an ownership interest in the Contractor. If the Contractor is a corporation, list the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock. If none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

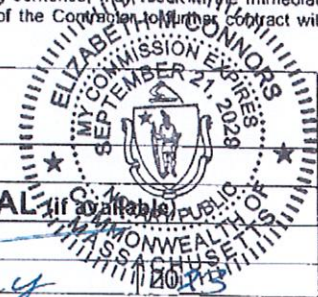
Name	Title	% of Ownership	DOB
1	TIMOTHY J. PESKO	Pres / sole member	100
2			11-16-65

11. If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none. Use additional sheet if necessary (must be on company letterhead and notarized):

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1	Childscapes	MA
2		MASSFIELD, MA

I hereby certify that I am duly authorized to sign this Affidavit and that the person who will sign the Agreement with the City on behalf of the Contractor will be duly authorized to execute the same. I hereby further certify that the statements set forth above are true and complete on the date hereof and that I, or another authorized individual of the Contractor, will promptly inform the City, in writing, if any of the information provided herein changes or is otherwise no longer accurate at any point during the execution of the above referenced Agreement. I understand that any incorrect information, omission of information or failure of the Contractor to update this information, as described in the foregoing sentence, may result in the immediate termination of any and all agreements the Contractor has with the City of West Haven and disqualification of the Contractor to further contract with the City.

Signature & Title of person completing this form:			
			
THIS FORM MUST BE NOTARIZED		NOTARY SEAL (if available)	
Signature of Notary:			
Subscribed and sworn to, before me on this:		4 TH	Day of May
My Commission Expires:		9/21/2029	



This form should be mailed or emailed to the purchasing department or included with a specific solicitation.

(This form shall be updated if the Agreement contemplated hereby is not executed within six months of the date hereof.)

West Haven ARPA Committee
Invest in West Haven

KLUK+TWEIK
4-21-23 ✓

March 8, 2023

Rick Spreyer - Director of Procurement
West Haven City Hall
355 Main Street
West Haven, CT 06516

Dear Mr. Spreyer,

Please be advised that the ARPA Committee approved the following **quote** at the March 7, 2023, Regular Meeting:

1. **2022-003 Parks Fund:** Childscapes Estimate #2023-088PP in the amount of \$83,629.00

This is the final price for the two playscapes at Painter Park. The Committee previously approved up to \$120,477.93 for the same work. We will need a purchase order for \$83,629.00.

Please be advised that Childscapes is on the State Bid List, and they are working with UHY to provide their compliance information. Creative Recreation is also on the State Bid List. Their quote came in slightly higher than Childscapes for the same work and did not include demo and disposal of the existing equipment or weed barrier fabric, both of which were included in the Childscapes estimate.

Thank you,



Ken Carney
Chair, ARPA Committee

355 Main Street West Haven, CT 06516 • (203) 937-3500

Ken Carney • Dwight Knowles • Gary Perdo • Mike Last • Rohan Smith • Chris Barstein • Ken Ferris •
Neil Cavallaro • Iris Diaz



Estimate

835 Plain Street
Unit 21
Marshfield, MA 02050
781-837-6412 Fax: 781-837-9229

Date	Estimate #
2/15/2023	2023-088PP

Billing Address
West Haven Parks and Recreation
190 Kelsey Ave
West Haven, CT. 06516

Ship To
West Haven Parks and Recreation
190 Kelsey Ave
West Haven, CT. 06516

Email Address

paine@westhaven-ct.gov

Rep	Job Name	Customer Name	Customer Phone
NM	Paint Park	Mark Paine	203-937-6551

Description	Qty	Rate	Total
Childscapes shall perform the following procedures in the construction of 2 new play areas at Painters Park in West Haven, CT.			
1. Supply BCI Burke Custom Playstructure 38-162926-2.			
A. BCI Burke Custom structure SY-3217 2-5		15,300.00	15,300.00
B. BCI Burke custom structure Design SY-3194 5-12		41,800.00	41,800.00
2. Shipping and handling to West Haven.		3,900.00	3,900.00
3. CT State discount and BCI Burke Early Bird sale discount		-18,761.00	-18,761.00
4. Demolition of existing equipment and associated concrete footings		2,775.00	2,775.00
5. Disposal of existing equipment and associated footings		1,850.00	1,850.00
6. Site preparation, roughly 1800 square feet.		2,800.00	2,800.00
7. Old Mulch disposal		3,000.00	3,000.00
8. Installation of 2 BCI Burke playground structures Childscapes manufacturer trained and CPSI/NCPAI/OSHA certified installers.		24,000.00	24,000.00
6. Concrete for equipment footings.	1	1,850.00	1,850.00
7. Supply and install 90 yards of certified wood fiber safety surfacing and (1) layer of filter fabric.			
Materials.	1	2,500.00	2,500.00

- Contractor/Customer is responsible for quantity and color confirmation.
- Prices are valid for 30 days from date of Estimate and subject to review thereafter.
- Installation, if quoted, excludes rock/excess debris removal and other unforeseen conditions.

Subtotal

Sales Tax (0.0%)

Total

Phone #
781-837-6412



Estimate

835 Plain Street
 Unit 21
 Marshfield, MA 02050
 781-837-6412 Fax: 781-837-9229

Date	Estimate #
2/15/2023	2023-088PP

Billing Address
 West Haven Parks and Recreation
 190 Kelsey Ave
 West Haven, CT. 06516

Ship To
 West Haven Parks and Recreation
 190 Kelsey Ave
 West Haven, CT. 06516

Email Address

paine@westhaven-ct.gov

Rep	Job Name	Customer Name	Customer Phone
NM	Paint Park	Mark Paine	203-937-6551

Description	Qty	Rate	Total
Machinery and labor.	1	2,000.00	2,000.00
Fabric for mulch.	1	615.00	615.00

1. Contractor/Customer is responsible for quantity and color confirmation.
2. Prices are valid for 30 days from date of Estimate and subject to review thereafter.
3. Installation, if quoted, excludes rock/excess debris removal and other unforeseen conditions.

Signature _____
 Printed Name & Title _____
 As titled, I am an authorized signer for the above named entity, empowered to execute this contract.

Subtotal	\$83,629.00
Sales Tax (0.0%)	\$0.00
Total	\$83,629.00

Phone #
 781-837-6412

CITY OF WEST HAVEN OPEN ISSUES

May, 2023

List #	Issue	Required Response	Status
1	Brewery Development Agreement	Copy of agreement: lease, assessment cap, pilot, other commitments	Pending
2	Firefighter Hazard Pay Stipend	Status of City revisiting amount - original request of \$10,000 per firefighter	<p>City status response in 10/6/22 MARB meeting package: "City administration and City Council believe that this is fair compensation for the unprecedented hazards encountered by the Fire Service."</p> <p>Pending</p>
3	Firefighter Hazard Pay Stipend	Status of revision to MOU with union - FY 2022	<p>City response in 10/6/22 MARB meeting package addressed MOU related to Partnership transition. No change to MOU regarding hazard pay stipend.</p> <p>Pending</p>
4	Firefighter Hazard Pay Stipend	Analysis of whether stipend creates liability when negotiating with other bargaining units	<p>City response in 10/6/22 MARB meeting package: "City contends that the hazards encountered by Guardians during the initial stages of the pandemic are unique..."</p> <p>Pending</p>
7	5-Year Plan: Mitigation Measures	Detailed plans/opportunities to enhance revenues or reduce expenditures FY 2023	<p>Currently reviewing a number of projects to both reduce expenditures and increase revenue.</p> <p>Pending</p>
8	Consolidation of Fire District pension plans. Separate pension investment management services and pension investment advisor services	Detailed tasks and timeline for reviewing options and proceeding with consolidating services. Incorporate fire districts into timeline.	<p>City held preliminary meeting 9/26/22 with follow-up anticipated in October 2022 - districts not interested</p>
10	Fuel and energy contracts	<p>Summary of contracts including: Current rates, indicating floating vs. fixed, contract term.</p> <p>Include bus fuel indicating whether company or district carries price risk.</p>	<p>Electricity contract signed in December 2022. Gasoline/diesel fuel will be sent out to bid. Ending. Partial information distributed 11/3/22.</p> <p>follow-up request from T. Hamilton at 12/1/22 meeting (provide as matrix)</p>

List #	Issue	Required Response	Status
15	Cohn Reznick report - 4/1/22	Section V lists several companies and/or individuals that received monies from the city and are listed as questionable. Have any of those companies and/or individuals received any monies from the city since the date of the report? If so, for what purpose?	Requested 3/30/23
16	Cohn Reznick report - 4/1/22	Exhibit A of that report lists several expenditures that are questionable. Specifically, why were independent contractors given bonuses for work? Ernie Chiarelli and Louis Faugno. Who are they and what specific work did they do?	Requested 3/30/23
17	Cohn Reznick report - 4/1/22	Baybrook Remodelers received \$7850 for a shower remodeling that was testified to as being incomplete. Is that completed? If so, attestation that it has been completed with appropriate documentation. If not, has the town tried to recoup any of that costs?	Requested 3/30/23
18	Cohn Reznick report - 4/1/22	Several hundred thousand dollars of CRF funds were given to the independent fire districts for overtime and other non descriptive expenses. Those districts already budget for overtime, so is this allocation for additional overtime or to supplant dollars of those existing budgets? If it's for additional, unanticipated overtime due to COVID, can you provide specifics?	Requested 3/30/23
19	Cohn Reznick report - 4/1/22	Has the City Council been presented with both Cohn Reznick reports and did they discuss them in open session with an agenda item for such presentation?	Requested 3/30/23
20	Recover CRF funds - misuse	FY 24 proposed budget	Pending legal counsel
21	IRS code for personal use of city vehicles	Review IRS rules regarding personal use of city vehicles to determine if taxable benefits	3/30/23 sub-committee request
22	Fleet cars	List of cars in the fleet and who is provided a car	3/30/23 sub-committee request Provided 4/13 within meeting materials

List #	Issue	Required Response	Status
23	Fire Districts	Fire districts benchmarking - possible consolidation -Timeline of looking at fire districts	Too difficult to benchmark - one district is amenable the others are not.
24	Check signatories	List of everyone who can sign off on checks	Closed 3/30/23 sub-committee request. Finance Director verbally commented on 4/13/23: Mayor, Treasurer and Finance Director have the check signatory authority
25	Contract signatories	List of everyone who can sign contracts	Pending
26	Contracts over 50k	Backup of contracts not provided to MARB for approval.	Pending
27	Special Benefits	City and BOE employees with special benefits. i.e. cars	Pending
28	Special meeting with City Council	Set up special meeting with city council	Tentative May 11, 2023
29	Fire District pensions	What is the compensation for the investment managers and advisors. Are gratuities given from these managers to district officials. If so, what are they. Please go back three years	Pending
30	Parking of city owned vehicles	Does the DPW or any other department sub lease or rent property for the purpose of "parking" city owned vehicles? If yes, who is the property owner and what is the annual cost of such rent?	Pending
31	Fire Districts Relationship	Documents that West Haven has that formalizes a "relationship" between the city and its independent fire districts. Any policies or procedures establishing some requirements on the City regarding any funding or the like. City has given significant money to all these districts from CRF and ARPA funds. Who initiated the funding request and was it approved by the council?	Pending

**** numbers 5 ,6 ,9, 11, 12 ,13 and 14 were previously closed**

**A. DEPARTMENT OF PERSONNEL & LABOR RELATIONS - STRATEGIC ACTION PLAN
(March, 2023 Update)**

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
1	RESTRUCTURE PERSONNEL/H.R. ORGANIZATION			
1.1	Consider outsourcing Payroll and Benefits administration		7/1/2021	Completed. Payroll and Benefits will remain in-house.
1.2	Create and fill the position of Benefits administration		7/1/2021	Completed
1.3	Reorganize Department structure and assign separate individuals to the duties of Human Resource administrator and Director of Personnel and Labor Relations		7/1/2021	Completed
1.4	Fill Director position		10/18/2021	Completed
1.5	Fill Human Resource Generalist position	Director	10/1/2021 Rev: Jan., 2023	Position updated and reposted Feb., 2023 due to restructuring of responsibilities.
1.6	Create and fill the position for Payroll Specialist.	Director	Completed	Dedicated payroll position required; payroll cannot be combined with Benefits Administration due to demands /requirements of both responsibilities. Staffing Plan presented to City Council on April, 13, 2022 and approved. (Payroll will reside in Finance Dept. Updated position posted wk of Jun 20, 2022. Internal candidates interviewed 7/15 - 7/22. Position posted externally; internal candidate accepts position - Jan. 2023).
1.7	Create and fill position for Benefits & HRIS Adm. (restructured position)	Director	Completed	Position updated and posted Feb., 2023. External Candidate Hired: Apr. 18, 2021.

1.7	Create and fill new position for Organizational Development Specialist (Sr. HR Generalist)	Director	8/1/2022 Rev: Q2, 2023	(Proposed, new position): This position will assist in the development of enterprise-wide initiatives and programs in the following areas: a) design and implementation of a Succession Planning Framework which will identify key positions; assess existing bench strength; identify internal talent potential having the potential for development and promotion; and assist Mayor and department heads in the development and documentation of action plans for staff members who demonstrate greater potential. b) development and implementation of a Performance Management Assessment for management and non-management staff. c) development in a formalized New Employee Onboarding process that will establish key steps and practices which will advance the assimilation of new hires to their position and to the organization. d) assessment of staff training in such areas as supervisory skills, project management; budgetary planning, etc.; identifying training sources to deliver training and development in these areas. Staffing Plan presented to City Council on April 13, 2022. Finalize new job description in Jan., 2023; New position review with Local 1103 Feb., 2023; Posted internally and Externally: Mar., 2023. Resumes being reviewed.
Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
2	BENEFITS ADMINISTRATION			
2.1	Implement Wellness Program	Director, H.R. Generalist, Office Asst.	Q4 2022	Conn. Partnership Plane offers a Health Enhancement Program (HEP), a limited wellness program, but yet to be fully activated. HEP Education components are currently promoted through regular newsletter issues. Plan is to activate and promote program for maximum integration. EAP vendor provided onsite EAP and mental health wellness informational session on Dec. 6, 2022.
2.2	Expand and Enhance State H.E.P.	Director, H.R. Generalist, Office Asst.	Rev: Q2, 2023	Will complement HEP with in house program to meet other employee health needs not provided by HEP. Implementation by Newly hired HRIS/Benefits Administrator.
2.3	Enhance benefit management oversight and employee advisory services	Director, Payroll/Benefits Coordinator	9/30/2022 Rev: Q4, 2022	Benefit Administration will be combined with HRIS responsibilities when Payroll function relocates to Finance. HRIS Benefits Administrator position created and posted Feb., 2023. Final candidate selected for HRIS/Benefits position, hired Apr. 18, 2024
Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation

3	PERSONNEL (H.R.) ADMINISTRATION			
3.1	Audit of Immigration (I-9) forms for active employees.	Personnel Director	Completed	Completed and Reviewed. All forms were extracted from the individual employee files and relocated to separate repository binders.
3.2	Move Personnel files to a centralized and secure location.	Personnel Director	Completed	Completed and Reviewed. Personnel files are secured in locked cabinets.
3.3	Audit Personnel files for appropriate document filing.	Personnel Director	Completed	Completed and Reviewed. The following documents and/or records were purged from Personnel files and relocated: employees' medical history, status, etc.; medical leave, FMLA-related, workers' compensation; child support/garnishments; Affirmative Action self identification of race, gender, disability and veteran status.
3.4	Enhance Recruitment Efforts	Personnel Director	Completed	Utilizing job posting sites beyond Indeed.com. For each vacancy, coordinating a targeted advertising Plan (association-related, CCM, etc.) to attract job specific disciplines. Utilizing ADP Recruitment Portal to include "disqualifying questions" to eliminate non-qualified applicants.
3.5	Update Hire/Offer letters to comply with workplace standards	Personnel Director	Completed	Completed and Reviewed. New hire package includes an acceptance letter for new hires. An "Employment Acceptance Agreement" is included which includes job-specific information such as work schedule, start date, salary benefits, union affiliation, probationary period, and Employee Handbook of COWH policies and procedures. Employee signature is required upon acceptance. Employees changing positions receive a letter documenting job specific information.
3.6	Exit Interviews with terminating employees	Personnel Director	2/1/22 or first termination	Part 1: Exit interview format created (Completed). Part 2: Begin offering terminated employees invitation to meet with Personnel Director to discuss feedback prior to leaving. Will be initiated with next termination. Process incorporated into employment terminations when notice is provided.
3.7	Labor Relations Strategies	Personnel Director	In Progress	1. Reinforce management rights across all labor contracts. 2. Re-evaluate past practices approach in resolving labor issues.

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
4	RECORD MANAGEMENT & COMPLIANCE			

4.1	Employment Application Compliance - AA/EEO Statements	Personnel Director & Staff	Completed	Reviewed, revised and completed Dec 31st, 2020. Notices posted in all locations and added to application forms; City of West Haven website has been updated to include the AA/EEO verbage. Electronic and paper Employment Applications have been expanded to include disclosure, authorization sign-off for background test, pre-employment drug testing, and credit background. (Updated posters are in place at all locations. 8/31)
4.2	Employment Application Compliance - Fair Credit Reporting Act Form	Personnel Director & Staff	Completed	Reviewed, revised and completed Dec 31st, 2020. On-line Employment Application Forms have been updated with Fair Credit Reporting.
4.3	Sexual Harassment Training	Personnel Director	Completed	Reviewed and completed. On-line training application launched and communicated to all employees as a required training to complete. Completion of 2-hour course will generate a Certificate of Completion which is collected by Personnel and filed. Online training is conducted on an ongoing basis and required.
4.4	Ethics Compliance / Disclosure	Personnel Director	Completed	(May): Updated Disclosure and Compliance forms issued to all employees. Ethics & Disclosure Policy signed by Mayor, effective 7/20/2022.

B. PERSONNEL & LABOR RELATIONS - STRATEGIC OPERATIONS PLAN (2023)

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
1	TECHNOLOGY / ADP PORTAL			
1.1	Expand on Recruitment Portal usage to ensure accurate applicant tracking	Personnel Director & Staff	Completed	External postings include link for applicants to complete employment application within ADP Portal. Additional functionality to be determined. (Portal loaded 2/2022).
1.2	Launch ADP Vers. II of time and attendance application	Payroll / Benefits Coord. and Personnel Dir.	Contingent on release of Version II from ADP	Time & Attendance phone App. - Version II - reduced distance radius from work site. Application was activated in Feb, 2022 and later suspended due to ADP tech issue; technical issues are unresolved. (ADP has indefinitely suspended this feature - 7/2022).
1.3	Utilize ADP Vers. II - Employee Onboarding	Payroll / Benefits Coord. and Personnel Dir.	Rev: Q2, 2023	1. Currently working on loading new hire processing documents for on-line access and completion prior to hire date. 2. Onboarding schedule will be loaded to track new hire orientation events. Personnel Generalist to focus on ADP-Onboarding enhancements.

1.4	Launch Benefits Portal	Payroll / Benefits Coord. and Personnel	Completed	Implemented healthcare on-line enrollment utilizing ADP Benefits portal (benefits plan eff: July 1, 2022).
2	ORGANIZATIONAL DEVELOPMENT			
2.1	Develop a standardized format for Performance Assessment/Management	Organizational Development Specialist	Rev: Q2, 2023	Development of format contingent on addition of Organization Development Specialist
2.2	Design a Succession Planning Framework	Organizational Development Specialist	Rev: Q2, 2023	Framework will identify key positions, existing benchstrength; internal talent demonstrating greater capability for growth and development; documentation of action plans. Ongoing monitoring of progress.
2.3	New Employee Onboarding Program	Organizational Development Specialist	Rev: Q2, 2023	Key steps and common practices will be identified to assimilate new hires to the organization. Personnel Dir., Personnel Staff, and hiring managers will sign-off checklist for orientation steps completed.
2.4	Inservice Training and Professional Development	Organizational Development Specialist	Rev: Q2, 2023	Conduct assessment of training needed in areas such as Supervisory Skills, Project Management, etc.
3	PERSONNEL DEPT. OPERATIONS			
3.1	Identify goals, objectives and performance measures for Personnel Staff.	Personnel Staff & Dir.	Ongoing	Further restructuring of Personnel Dept. will continue as positions are redefined and positions are filled.
3.2	Review and update Personnel policies and procedures.	Personnel Staff & Dir.	9/30/2022 Rev: Q2, 2023	Legal review of policies; revised FMLA and new Drug & Alcohol Policy created and under review , initiated in Feb., 2023.

CITY OF WEST HAVEN BUDGETED HEAD COUNT - Current Staffing by Dept.

Updated for May 11, 2023

DEPARTMENTS	BUDGETED HEADCNT.	Reg. Wage Budget Total	Positions Currently Filled	
Mayor's Office	4	\$ 243,274	4	
Comptroller	9	\$ 624,826	6	
Corporation Counsel	4 FT, 2 PT	\$ 397,121	3 FT, 2 PT	
Tax Collection	7	\$ 394,557	7	
Tax Assessment	6	\$ 442,286	6	
City Clerk	4 FT, 1 PT	\$ 243,521	4 FT, 1 PT	
Personnel & Labor Rel.	6	\$ 416,083	5	Benefits/HRIS Administrator and Personnel Generalist April Hires
City Council Adm.	1	\$ 40,992	1	
Planning & Zoning	4	\$ 308,133	3	
Building Dept.	8	\$ 583,374	5	Property Maint. Inspector: May 30, 2023 Hire
Grants Administration	3	\$ 220,842	2	
Purchasing	3	\$ 222,281	2	
Information Technology	3	\$ 265,248	2	
Human Resources	5	\$ 372,344	5	
Public Health	7	\$ 482,757	7	

Elderly Services	3 FT, 2 PT	\$	205,877	3 FT	
Parks & Recreation	6	\$	382,194	6	
Public Works Admin.	4	\$	301,658	4	
Vehicle Maintenance	7	\$	444,221	7	
Grounds & Bldg. Maint.	8	\$	453,014	8	
Highway & Park Maint.	44	\$	2,550,834	44	
Water Pollution	24	\$	2,028,863	24	
Engineering	2	\$	191,754	1	Salary upgraded and reposted: Mar., 2023
Registrar	6	\$	51,396	6	
Police Department	133	\$	10,908,365	121	
Animal Control	4	\$	188,128	4	
Emergency Reporting Syst.	16 FT, 1 PT	\$	993,417	16 FT, 1 PT	Dispatchers: April Hires
Allingtown Fire Dept.	23	\$	1,863,000	21	

Hiring Department	Position	CITY OF WEST HAVEN VACANCIES - RECRUITMENT STATUS (Apr. 25, 2023)	Fill/Start Date
Finance			
1.1	Finance Director	Position vacant effective Apr. 3., 2023.	TBD
1.2	Purchasing Adm. Asst.	Recruiting on hold.	TBD
1.3	Jr. Accountant/Budget Analyst	New Position (FY 23); Updates to position description in process; final sign-off for posting anticipated April., 2023	Q 2, 2023
Mayor's Office			
2.1	Adm. Secretary	External candidate interviewed and selected (Jan., 2023); offer accepted.	External Candidate Hired: Feb. 6, 2023
Planning & Development			
3.1	Asst. Building Official (3)	External candidate interviewed (Feb. 18); Candidate declined offer Feb. 25, 2022. Plan underway to repost vacancies as Inspectors (Electrial Insp. & Plumbing & Inspector); Inspection position descriptions updated with union sign-off (Apr.), Advertising ongoing; Resumes continue to be reviewed.	TBD
3.2	Director, Planning & Development	Replacement position (C. Soto) as of Sept. 6, 2022. Position posted refreshed: Jan., 2023. Resumes continue to be reviewed.	TBD
3.3	Property Maint./Code Insp.	Internal position posted Jan., 2023. Incoming resumes being reviewed. March: Final candidate selected:	External Candidate Selected May 30, 2023 Hire
Community Development Adm.			
4.1	Housing Specialist	External candidate interviewed and selected; Candidate declined offer (Feb., 2022); Advertising for position resumed. (May): External applicants interviewed in June/July. Oct: Advertising ongoing; Resumes continue to be reviewed. Offer extended to candidate on Dec. 8.	External Candidate Hired: Jan.9, 2023

Hiring Department	Position	CITY OF WEST HAVEN VACANCIES - RECRUITMENT STATUS (Apr. 25, 2023)	Fill/Start Date
Personnel & Labor Relations			
5.1	Personnel Generalist	Position posted since Nov., 2021; Final candidate selected - Pending April hire.	External Candidate Selected; April, 2023 Hire
5.2	Organization Development Specialist	New Position (FY 23); Position posted Feb., 2023; Incoming resumes being reviewed.	TBD
5.3	Benefits/HRIS Administrator	Revised position (formerly Payroll/Benefits Coord.); Oct: Final draft of position description in process. Position posted Feb., 2023.	External Candidate Selected; April, 2023 Hire
Public Works			
6.1	Asst. City Engineer/Surveyor	Vacant position from 2021; Position reposted externally June 24, 2022. Mar., 2023: Salary upgraded, negotiated and reposted/advertised.	TBD
Human Resources			
7.1	Public Relations Inf. Coord.	Updated Position (FY 23), draft of position description in process. Internal candidate under consideration.	Rev: Q2, 2023
Parks & Recreation			
8.1	Program Coord. I	Vacancy as a result of internal promotion; Position posted internal Oct. 24-29; Posted externally Oct. 31. Resumes continue to be reviewed. Interviews scheduled for wk. of Dec. 12, 2022.	Internal Candidate Placed: Jan. 23, 2023
8.2	Adm./ Secretary		External Candidate Selected Hired: Apr. 3, 2023

Action Item				
#	Action Item	Responsible Party	Milestone Date	Status
1	Update/Revise City Purchasing procedures and Accounts Payable procedures			
1.1	Planning session with Tyler/Munis re: Purchasing procedures and Accounts Payable procedures; capabilities of Munis	Finance Director	10/20/21	Completed
1.2	Draft revised/updated A/P Purchasing Process document and Purchasing Procedures Manual	OPM Liaison, Procurement Consultant; Finance Director	11/19/21	Completed
1.3	Communicate changes in procedures to Department Heads. Special Department Head meeting to be convened by Mayor.	Mayor	11/30/21	Completed
1.4	Communicate changes in procedures to all City relevant City staff. Department heads to provide lists of relevant staff in each department. Finance Office to communicate changes.	Department Heads; Finance Director	12/3/21	Completed
1.5	Finalize A/P Munis Purchasing Process document.	Finance Director; OPM Liaison	12/3/21	Completed
1.6	Develop or modify Purchasing and A/P related forms to ensure compatibility with Purchasing and A/P procedures.	Finance Director; Procurement Consultant	12/15/21	Completed
1.6a	Create or modify existing bidding and purchasing documents, including boilerplate, contracts, specifications, and the back of the P.O. in order to implement best practices.	Procurement Consultant	1/14/22	Completed
1.7	Finalize Purchasing Procedures Manual	Finance Director; OPM Liaison	12/15/21	Completed
1.7a	Distribute Manual to Department Heads	Finance Director		Completed
1.8	Review and evaluate change to current purchasing ordinance.	Procurement Consultant; OPM Liaison; Finance Director	TBD	
1.9	Communication from Mayor reinforcing procurement responsibilities for departments	Mayor	1/5/22	Completed
2	Provide Munis training to Department Heads and City staff			
2.1	Dialogue with Tyler; Ensure Munis workflow/business rules in alignment with City revised procedures; review training options; verify desktop versions of Munis for trainees, etc.	Finance Director; IT Director	12/3/21	Completed
2.2	Schedule training sessions	Finance Director	12/10/21	Completed
2.3	Communications from Mayor to Department Heads re: mandatory Munis training	Mayor	12/10/21	Completed
2.4	Develop training materials	Finance Director	12/15/21	Completed
2.5	Begin offering self-directed training (web-based)	Finance Director	12/15/21	Completed
2.6	Begin implementation of formal software training	Finance Director	9/7-9/8/22	Completed
2.6a	Review and train on new Procedures Manual4	Finance Director; OPM Liaison; Procurement Consultant	1/28/22	
2.7	Follow-up training if needed	Finance Director	TBD	
3	Staffing for Procurement Function			
3.1	Evaluate staffing needs; research staffing in other municipalities	Finance Director	11/9/21	Completed
3.2	Identify additional or revised positions needed; estimated cost	Finance Director	11/9/21	Completed
3.3	Research and develop job descriptions for new or revised positions	Finance Director; Personnel Director	11/30/21	Completed
3.4	Recruitment plan for additional positions	Finance Director; Personnel Director	11/30/21	Completed

3.5	Mayor and City Council approval of job creation and authorization of funding (if necessary)	Mayor; City Council	12/13/21	Completed
-----	---	---------------------	----------	-----------

Initiative: Information Technology Upgrades

Condition: The City of West Haven Windows Servers, SAN, email, firewalls, network switches are outdated and should be upgraded for security reasons. I recommend doing this in stages.

Solution: Implement new IT stack. Upgrade all legacy servers. Migrate from office exchange 2010 to O365. Improve IT security. Develop a Disaster Recovery plan. Resolve all network issues and upgrade the network & computers on windows 7.

Action Item					Notes
#	Action Item	Responsible Party	Milestone Date	Status	
1	Implement Nutanix AHV Virtualization				
1.1	Order Nutanix Hyperconverge Server (pre-requisite for upgrading Windows servers)	Jumaine	6/10/21	Complete	
1.2	Sign Microsoft EA agreement	Jumaine	6/30/21	Complete	
1.3	Purchase Datacenter Server 2019	Jumaine	6/30/21	Complete	
1.4	Standup and configure Nutanix solution	Jumaine, George, Nutanix	7/10/21	Complete	
1.5	Configure networks on Nutanix	Jumaine,George, Nutanix	7/10/21	Complete	
1.6	Install MS DataCenter server on Nutanix cluster	Jumaine,George	7/10/21	Complete	
1.7	Migrate Domain Controller to server	Jumaine,George, PerimeterWatch	7/10/21	Complete	
2	Migrate MS Exchange e-mail server to Office 365				
2.1	Sign Microsoft 0365 Agreement	Jumaine	11/8/21	Complete	
2.2	Stand up Office 365 tenant	Jumaine/Dell	11/17/21	Complete	
2.3	Stand up domain controller in Azure cloud	Jumaine/PerimeterWatch	11/22/21	Complete	
2.4	Migrate users e-mails to Office 365	George, Jumaine, PerimeterWatch	1/13/22	Complete	
2.5	Migrate users map drives into 0365 One Drive	George, Jumaine, PerimeterWatch	1/28/2022 Rev. 2/28/22	Complete	We are working on configuring GPO policy to complete this task
2.6	Migrate Dept Drive into Microsoft Sharepoint	George, Jumaine	1/28/2022 Rev. Date 6/30/23	In - progress	We are working on configuring GPO policy / Permission for each department to complete this task/ A total of Seven Departments have been migrated since last update/ Now 11 depts/ (Additional research and training needed to determine a more effective approach)
2.7	Deploy Office 365/Train users	Jumaine, George	1/10/22	Complete	
3	Update all outdated servers to Windows 2019				
3.1	Migrate and upgrade 2003 and 2008 servers to 2019 on Nutanix platform	Department Heads, Jumaine, George	6/30/2022 Rev Date 11/30/22	Complete	Eighty-five percent of our servers have been updated and migrated with the exception of the building department which we expect to resolve shortly. 95 % of our servers are now running on server 2019.
3.2	De-commission non-production servers	Jumaine, George	11/20/21	Complete	
3.3	Development, testing, training	Jumaine, George	1/10/22	Complete	
3.4	System analysis redesign	Jumaine, George	11/15/21	Complete	Additional resources needed
4	Disaster Recovery/Business Continuity Plan				
4.1	Meet with Back HYCU/ Backup Solution for Nutanix and 0365	Jumaine, George,CDW	12/3/21	Complete	We decided to move forward with HYCU. An agreement was signed on 12/20
4.2	Setup Call with GoogleCloud for Backup Solution	Jumaine,George,CDW	12/15/21	Complete	We decided not to go with Google Cloud and instead go with MS Azure
4.3	Sign cloud storage Agreement with Cloud Google	Jumaine	12/20/21	Complete	We decided not to go with Google Cloud and instead go with MS Azure
4.4	Meet with Druva/ Backup Solution for Nutanix and 0365	Jumaine,George	10/20/21	Complete	Druva does not tie in well with our Nutanix environment as nicely as HYCU.
4.5	Setup HYCU Agent on Nutanix Node to Backup to MS Azure Cloud	HYCU, Jumaine, George	2/28/22	Complete	We will be working with HYCU Project Manager but this will be contingent on OneDrive/Sharepoint configuration
4.6	Setup HYCU Agent on physical Servers to backup to MS Azure Cloud	HYCU, Jumaine, George	2/28/2022 Rev. Date 6/31/22	Complete	2008 outdated server issues. We will be working with HYCU Project Manager on this. We worked with HYCU's lead Engineer on this to determine the best approach. We will migrate data to a newly built Virtual Machine and decommission all physical servers.
4.7	Configure HYCU with Microsoft Office 365 for all backup	HYCU, Jumaine, George	2/28/22	Complete	Research is being conduted to determine most effective Solution/ Ahead of schedule
4.8	Configure HYCU to talk with Google Cloud for all Backups	HYCU, Jumaine, George	12/17/21	Complete	We decided not to go with Google Cloud and go with Microsoft Azure instead

