

TOWN OF STONINGTON

152 Elm Street • Stonington, Connecticut 06378

BOARD OF FINANCE MEETING

Wednesday, September 07, 2022

Police Department Meeting Room

7:15 PM

Call to order

Comments from the Public

Previous Minutes

- August 3rd, meeting minutes.
- August 24th, special meeting minutes.

New Business

Discussion about renegotiated Solid Waste Residential hauling contract

- Solid Waste manager Jill Senior will discuss a possible amendment to the residential waste hauling contract with F.E. Crandall. (Memo attached)

Discussion about Police Department new position request. (Memo attached) (action item)

Bid Waiver Requests: (action items)

- Request from Director of Administrative Services for bid waiver for Joseph Merritt Company for archiving/scanning services for the planning department, at a proposed cost of \$128,000.00, there is \$128,500.00 in CIP to fund the project (see attached memo).

Line-Item Transfers: (action items) for fiscal 2021-2022

- Request from Finance Director for year-end line-item transfers to cover budget line-items with budget deficits for fiscal 21/22 (see attached schedule).
- Request from Finance Director to transfer \$15,000.00 balance of "Accrued Compensated Absences" line-item in Human Resources to reserve fund #228.
- Request from Finance Director to transfer \$32,000.00 balance of "Accrued Leave Payout for Adays" line-item in Police Department budget to reserve fund #228.

Additional appropriation requests/summary for fiscal 22/23: (action items)

- No change from prior meeting, no activity for 22/23 YTD.

Board of Finance Member discussion regarding the need to fill the Board position left vacant by the passing of David Motherway. Discussion and possible vote to fill the seat. (action item)

Correspondence:

-

Liaison Reports

- CIP Liaison Report
- WPCA Liaison Report
- BOE Liaison Report
- Other Liaison Reports

Adjourn

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STONINGTON, CT.

22 SEP -2 PM 3: 29

SALLY DUPLICE
TOWN CLERK

TOWN OF STONINGTON
BOARD OF FINANCE MEETING
Stonington Police Department Meeting Room
Wednesday, August 3rd, 2022
7:15 PM

A meeting of the Board of Finance was held on this date at the Stonington Police Department Meeting Room. Members present were Chairman Tim O'Brien, Deborah Norman, Lynn Young, Bob Statchen, and Chris Johnson. Members Michael Fauerbach and David Motherway were not in attendance.

The Chairman called the meeting to order at 7:15 pm.

Public Comments: None.

Previous Minutes: The Chairman called for a motion to approve the April 6th, May 4th, May 25th and June 1st, 2022, regular meeting minutes in bulk; Lynn Young motioned, with Deb Norman seconding the motion. The Chairman asked for any corrections or addenda to the minutes from the Board Members and there were none. The Chairman called for a vote on the motion to approve the minutes, and the motion was unanimously carried.

The Chairman requested a motion from the members to move the ARPA Grant Funding Requests to the first item under new business, before the Solid Waste Residential contract discussion reflected in the meeting agenda. Ms. Young motioned, with Ms. Norman seconding the motion. The Chairman clarified he'd like to address the ARPA Grant Funding Request items first, while the First Selectman is able to join the meeting remotely. The motion was unanimously passed.

ARPA Grant Funding Requests: The Chairman called for a motion to approve an ARPA Grant Funding Request of \$86,420.00 to fund an art installation project for the Veteran's Monument; Ms. Young motioned, and Chris Johnson seconded the motion. Stonington First Selectman Danielle Chesebrough outlined the request, by proposing Stonington artists could pay tribute to local veterans by incorporating an art installation with the monument.

Ms. Chesebrough explained a criteria for the art installation would be created with a committee reviewing and scoring artist submissions. The chosen artist or artists will receive a \$10,000.00 stipend and be recognized as part of the project. Danielle noted that if the ARPA request is granted, an additional \$20,000.00 in fundraising will still be needed for the monument, but she thinks the task is feasible.

There were questions from Board Members about the logistics of using local artists for the monument, followed by a discussion over the use of ARPA funds. Mr. O'Brien explained due to recently canceled or re-appropriated projects, \$403,272.00 is currently in contingency. Director of Finance, James Sullivan, noted \$25,749.00 can also go to contingency due to a SECOG program cancellation. Chris Johnson asked how much ARPA funding had already been dispersed, and Mr. Sullivan clarified \$833,000.00 was spent before detailing the status of other projects. Ms. Young specified she was originally opposed to funding the memorial with tax dollars, but since estimates for planned ARPA projects came in so high, she's now supportive of using ARPA funds towards the memorial. The Chairman called for a vote to pass the motion, and the motion passed unanimously.

The Chairman called for a motion to approve an ARPA Grant Funding Request of \$19,975.00 from the Human Services Director, to fund the West Pavilion roof replacement at Spellman Park. Ms. Norman made the motion, which was seconded by Ms. Young. Mr. O'Brien explained that the West Pavilion roof is leaking, so the HS Director requested to allocate funds from ARPA contingency to fund the roof repair. It was also noted that the Human Services ARPA funded HVAC project has been cancelled, so there should be adequate funds in contingency for the roof. The Chairman called for a vote, and the motion was unanimously passed.

Discussion of renegotiated Solid Waste hauling contract: The Chairman advised the Board that the contract discussion has been tabled, due to ongoing contract negotiations.

Bid Waiver Request from the Board of Education IT Director (Apple Computers for fiscal 2022/2023): The BOE IT Director, Chris Williston, requested a \$19,204.00 bid waiver for Apple Computers during the 2022/2023 fiscal year. The Chairman called for a motion to approve the bid waiver request for purchase; Chris motioned and Bob Statchen seconded. Mr. Williston stated the bid waiver will allow him to purchase computers directly from Apple for the remainder for the year, but he's applying for additional grants as well. The Chairman called for a vote on the bid waiver request, and the motion unanimously passed.

Bid Waiver Request from the Director of Human Services (West Pavilion roof): The Director of Human Services, Leanne Theodore, asked for a bid waiver request for \$19,975.00 for Pawcatuck Roofing to repair the Spellman Park West Pavilion roof. The Chairman called for a motion to approve the bid waiver request, Ms. Young motioned, seconded by Mr. Statchen. The Chairman called for a vote, and the motion passed unanimously.

Bid Waiver request from Lieutenant Schneider for Stonington Police (four Police cars): Lieutenant Schneider requested a bid waiver request for four Police cars from MHQ for a total of \$138,448.40. The Chairman asked for a motion approving the bid waiver request. Mr. Statchen made the motion and Ms. Young seconded. Lt. Schneider stated that cars are in short supply, but that MHQ had purchased two hundred vehicles on spec, therefore Lt. Schneider encouraged purchasing these vehicles as soon as possible from MHQ. Mr. Statchen voiced his appreciation that the cars will be provided by MHQ, a state-approved contractor. The Chairman asked for a vote, and the motion unanimously passed.

The Chairman called for a motion to add to the agenda a second bid waiver request from the BOE IT Director, for two Lu Duo Interactive Projectors totaling \$58,408.00, from CDW. Ms. Norman made the motion, which was seconded by Ms. Young. The Chairman called for a vote, and the motion unanimously passed. Item was added to the agenda.

Bid Waiver request from BOE IT Director Mr. Williston (two Lu Duo Interactive Projectors): The Chairman called for a motion to approve the bid waiver request from the BOE IT Director for \$58,408.00 to purchase two Lu Duo Interactive Projectors from CDW. The motion was made by Mr. Statchen and seconded by Mr. Johnson. Mr. Williston explained the CDW quotes are for two interactive projectors – one for Dean's Mill School, and the other for West Vine Street School. Mr. Williston also detailed several grant requests he plans to apply for that may help with some of the costs. The Chairman called for a vote on the bid waiver request, and the motion unanimously passed.

Line-Item Transfers for fiscal 2021/2022:

- 1) The Chairman requested a motion to approve the request from the Finance Director to transfer \$107,750.00 from account #10139-80419 "Principal for 2013 GOB" to account #10138-80429 "2021 Refunding of 2013 GOB". The motion was made by Ms. Young, and seconded by Mr. Johnson. Ms. Young asked the Finance Director what the interest rate was for the refunding bond, and Mr. Sullivan stated each bond was less than 2%.

The Chairman called for a vote, and the motion was unanimously passed.

- 2) The Chairman called for a motion approving the request from the Finance Director to transfer \$7,962.00 and \$6,334.00 from account #10136-80197 "Legal Support" to account #10136-80321 "Accounting and Auditing" and #10136-80368 "PCB Testing" respectively, to cover bid price for audit and additional PCB testing at DMS and WVSS. Mr. Johnson made the motion, which was seconded by Mr. Statchen. The Chairman called for questions, and Ms. Young asked how long the PCB testing will continue for, and the Board discussed the timeline until the process will be complete. Mr. Sullivan responded that we're currently in the process of requesting an end date to monitoring and testing, with the EPA, and are hopeful we can stop testing semi-annually after the winter of 2023, and institute a plan for two more rounds of sampling, one in 2025 and one in 2030, at which point if results are still positive any further testing will cease.

The Chairman requested a vote, and the motion unanimously passed.

- 3) The Chairman called for a motion to approve the request from the Director of Finance to approve BOE CIP line-item transfers totaling \$5,923.68 from account #4022019-88168 "BOE Athletic Field Repair" to account #4022020-88298 "Health Center SMS" (\$4,427.19), account #4022020-88303 "Classroom Upgrades" (\$349.30), and account #4022022-88338 "SHS Gym Upgrade" (\$1,147.19) respectively. Mr. Statchen motioned, and Ms. Young seconded the motion. Mr. Sullivan explained in 2019, \$25,000.00 was budgeted for a netting system on the baseball field, but the school purchased the netting and installed it with their maintenance team instead of using a vendor, saving \$15,000.00. There was additional discussion between Mr. Sullivan and the Board pertaining to possible uses for the surplus funds, and where funding is being moved to. Mr. O'Brien called for additional questions, and there were none.

The Chairman called for a vote, and the motion was unanimously passed.

Additional Appropriation Request in fiscal 2021/2022 and fiscal 2022/2023: Mr. Sullivan mentioned there was nothing to date to report, and there were no follow-up questions from the Board.

Discussion about possible computers for BOF Members: Mr. Sullivan shared that Stonington IT Manager Roger Kizer suggested providing computers for BOF and other Board Members for use in the Police Station Meeting Room. The Board discussed the possibility, and concluded that new computers in the Meeting Room really aren't necessary.

Correspondence: Correspondence pertaining to the Veterans Memorial, was already discussed during the

discussion about the request for ARPA funding for the Memorial.

Liaison Reports

WPCA Liaison report: Ms. Young reported there was a bit of a rough go after the previous Director retired, but the new Director is up to speed and working out well. Ms. Young, informed the board that the I&I study is progressing, but that the drought has complicated and delayed certain necessary I&I studies that need to be conducted.

BOE Liaison report: Mr. Motherway, the BOE liaison was not in attendance, but the Chairman noted that he spoke to the Chairman of the BOE, and was advised that 50% of the engineering for the SMS HVAC project was complete, and the current plan is to implemented the project in three phases.

The Chairman requested a motion to adjourn, Ms. Young motioned, with Ms. Norman seconding. The motion was passed unanimously, and the meeting adjourned at 8:05 pm.

Respectfully submitted,

Justin Eckert

Board of Finance Recording Secretary

TOWN OF STONINGTON
BOARD OF FINANCE SPECIAL MEETING
Stonington Police Department Meeting Room
Wednesday, August 24th, 2022
5:30 PM

A special meeting of the Board of Finance was held on this date at the Stonington Police Department Meeting Room. Members present were Chairman Tim O'Brien, Michael Fauerbach, Deborah Norman, Lynn Young and Chris Johnson.

Chairman O'Brien called the meeting to order at 5:30 pm.

The Chairman asked for a moment of silence to honor Board of Finance Member David Motherway, who had passed away the previous week.

Public Comments: None.

Bid Waiver Request from the Director of Finance (Town and School District procurement of fuel): The Director of Finance James Sullivan requested a bid waiver to procure fuel for the Town and School District for the remainder of fiscal 2022/2023. Mr. Sullivan explained that due to early 2022 fuel price volatility, the Town and Board of Education opted to wait for a decrease in fuel costs before locking in a contract. The bid waiver would allow procurement of all 87-octane unleaded gasoline, diesel, and #2 heating oil needed for the remainder of fiscal 2022/2023. The Chairman asked for a motion to approve the bid waiver request for the purchase; Michael Fauerbach motioned, and Lynn Young seconded the motion.

Mr. Sullivan and Ms. Alisha Stripling presented the results of a meeting that took place with the Regional Educational Service Centers Alliance (RESA) purchasing consortium with East River Energy. At the meeting, Ms. Stripling, the BOE Finance Director, and Mr. Sullivan assessed the ongoing fuel pricing and supply projections, and came to the conclusion that the Town and BOE should act soon to lock in pricing for the remainder of the fiscal year. Ms. Young asked Ms. Stripling several questions regarding the BOE's fuel logistics and previous contracts. Mr. Sullivan noted over the last two years, the Town contracted with East River Energy for gasoline, and the Dime Oil Company for diesel and heating oil, and reassured the Board that both of these vendors have been good partners with the Town. Mr. Sullivan stated that next week the RESA consortium will be holding another meeting after further negotiations with East River Energy, and that he expected to lock in pricing shortly following the meeting.

Mr. Sullivan elaborated on the Town's fuel procurement process and indicated that just prices have started to increase again. Mr. Sullivan noted that both fuel providers under consideration have long-term relationships with the Town and are reliable. Michael Fauerbach asked Mr. Sullivan about potential gasoline prices, and James said East River had most recently quoted him

\$3.46 per gallon.

Mr. Fauerbach asked Mr. Sullivan if he was requesting the Board for authorization to lock in gas prices at a certain price, Mr. O'Brien interjected to clarify that the purpose behind the bid waiver is to secure a contract without needing to consult with the Board within the next week. The Chairman asked Alisha if she had a sense of what this year's usage projections may be, and Ms. Stripling said she was using 2018/2019 actual usage figures as that was the last normalized year where regular transportation was taking place. Mr. O'Brien concluded that Mr. Sullivan and Ms. Stripling did well by the Town to wait until prices stabilized, and recommended approving the bid waiver.

Mr. O'Brien summarized the waiver request specifics: 47,000 gallons of gasoline per gallon price to be determined, 69,500 gallons of diesel fuel, per gallon price to be determined, and 59,000 gallons of #2 heating oil, price per gallon, to be determined by Mr. Sullivan working with Ms. Stripling and the RESC fuel consortium. Ms. Stripling specified what individual schools need for fuel, oil, and diesel, for the Board Members. Mr. Sullivan recommended erring on the side of under-buying (diesel) fuel, as there is no refund offered if all the fuel isn't used by fiscal year-end, and that the Town will be contractually obligated to purchase those volumes whether or not actually delivered. There was further discussion about the differing amounts of fuel each schools' needs, and fuel pricing volatility among Board Members.

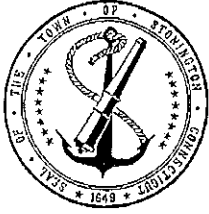
Chairman O'Brien asked if there were any other questions from the Board, and there were none. The Chairman called for a vote to approve the bid waiver request; the motion was unanimously passed.

The Chairman requested a motion to adjourn, with Ms. Young making the motion, and Ms. Norman seconding the motion. The meeting was adjourned at 5:50 pm.

Respectfully submitted,

Justin Eckert

Board of Finance Recording Secretary



TOWN OF STONINGTON

SOLID WASTE & RECYCLING DEPARTMENT

152 Elm Street • Stonington, Connecticut 06378-0352

Tel: 860 535-5099 Fax: 860 535-9261

TO: BOARD OF FINANCE

CC: DANIELLE CHESEBROUGH, FIRST SELECTMAN AND JAMES SULLIVAN – DIRECTOR OF FINANCE

FROM: JILL SENIOR – DIRECTOR OF SOLID WASTE

DATE: August 30, 2022

In December 2021 the Solid Waste department budgeted \$720,000 following discussions with Mr. Frank Crandall (F.E. Crandall Disposal Inc.) for the residential curbside trash collection for FY22/23. This would equate to \$7.74 per household, slightly more than a 3% increase over prior year. However, in June of this year, F.E. Crandall notified the department that he wished to revisit the contract or have the Town rebid the contract due to significantly increased cost of collection.

As you're probably aware, historically the Town has had lower collection costs than the rest of the region for many years. Since FY19/20 F.E. Crandall has increased its rates to the Town a mere \$1.33 per household. In addition to weekly curbside MSW and recycling picked up weekly, F.E. Crandall also provides the service for our textile recycling program, and Christmas tree disposal. Mr. Crandall is also on board to collect food waste on a weekly basis through a separate contract negotiated with the Town and CT DEEP.

For comparison, Ledyard is currently in the final year of a 5-year contract which is paying \$9.00 per household per month and the single stream recycling is picked up every other week. They anticipate a significant increase for their next contract.

Norwich is currently paying Casella/Willimantic Waste \$7.35 per household and has 1 year remaining on a 5-year contract. Norwich also pays Casella/Willimantic Waste separately to manage their transfer station and allows them to use the transfer station for their own use, a substantial benefit to Casella/Willimantic. The MSW is picked up weekly and the single stream recycling is picked up every other week.

Mr. Crandall has proposed \$10.25 per household, a \$2.50 per household increase from what was budgeted. Due to the rising costs of diesel, repairs, maintenance and labor costs, the request, although poorly timed, is reasonable and renegotiating the contract would be in Stonington's best interest.

The total contract amount for fiscal 22/23 would change from \$720,000.00 to \$942,918.00, an increase of \$222,918.00 over the original contract and would put the corresponding line-item over by the same.

I will be attending the September 7th Board of Finance meeting to answer any questions or concerns the Board may have.

Stonington Board of Finance

DATE: July 27, 2022
TO: Member's of the Town of Stonington Board of Finance
FROM: Chief of Police Jay DelGrosso
SUBJECT: Police department restructure to change/add Leadership Positions

The purpose of this memo is to highlight the need to restructure the leadership positions of the Stonington Police Department in order to accomplish the following:

1. Meet the significantly increasing administrative demands on the part of leadership created by both federal and state legislation (especially the accreditation requirements from the recently passed Police Accountability law).
2. Provide additional career progression / opportunities as well.
3. Plan for future succession and talent planning given retirement eligible staff.
4. Incorporate Emergency Management planning and implementation into the police department.

This leadership restructure proposal will include the following with the intent of filling all positions through internal promotion with the exception of the entry level officer:

- Creation of a Deputy Chief position that will include the existing Captain job requirements plus additional responsibilities;
- Backfilling the Captain position with new position responsibilities;
- Backfilling the Lieutenant position;
- Backfilling a Sergeant position and;
- Hiring an entry level Officer to maintain current patrolmen levels.

Providing greater details on the justification for this new structure:

Increasing Demands:

A new law requires all Connecticut Law Enforcement agencies to create an accreditation manager. This accreditation manager position could be assumed by the reconfigured Captain position. The Captain needs to receive specialized training following their assignment. This accreditation consists of three Tiers; Tier I consists of 121 Standards, Tier II consists of 83 standards, and Tier III consists of 118 standards, for a total of 322 standards.

The Captain would be responsible with handling accreditation within the department and have multiple tasks that need to be addressed. Within each Tier, there are time sensitive standards that will have different frequencies, whether it be annually, biannually, weekly, quarterly, etc. When the standard is reviewed per the frequency required, this needs to be documented. Having a separate position for accreditation is greatly needed as the work is time consuming.

These requirements could not be completed with the current rank structure because it utilizing Lieutenants that currently receive overtime as members of the union. These tasks could not be completed while a Lieutenant completed their current duties of covering Patrol shifts.

Career Progression, Succession Planning and Retention:

Nationally and locally law enforcement is facing a recruitment and retention problem. Nationally the Police Executive Research Forum found retirements from Law Enforcement increased 45%, resignations were up 18%, and hiring was down 5%. Locally, surrounding police departments to include New London, Norwich and Groton are struggling to hire and are down officers at a higher rate than the Stonington Police Department.

The Stonington Police Department is currently down 3 sworn Officers with one Sergeant on light duty and two Patrol Officers on light duty. The most alarming staffing fact is we currently have 3 Sergeants and 1 Captain eligible for retirement. We also have our 2 current Lieutenants eligible for retirement in 2 ½ years.

We need to take every effort to provide this department with a rank structure that allows for opportunity within the department and upward mobility. This needs to be done while removing administrative tasks from our unionized Lieutenant positions to a non-unionized Captains position. This will save overtime expenses in the process. The reassignment of these administrative tasks will include some current tasks and the new tasks required with recent laws passed in Connecticut.

Emergency Management:

The position of Emergency Management Director could be assumed by the reconfigured Captain position. Emergency Management is responsible for developing, organizing, directing and coordinating the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. This will allow for the management of all major emergencies and disasters to be planned and directed from within the Police Department, in coordination with the First Selectman. The demands of this role have evolved over the years, and the move of this position to the Stonington Police Department is a logical choice on a number of fronts. The Stonington Police Department is currently used as the facility to manage these events. The Police Department is also fully involved with these events from the planning stages to implementation of Town services to include emergency services.

In further support of this request, please see the attached documents:

1. The Stonington Police Deputy Chief Job description - this description shows the importance of having an Executive Officer who is second in command and able to assume the duties of the Chief in their absence. Without this position it restricts upward mobility and also causes confusion within the ranks. Having two Captains without a defined chain of command in the absence of the Chief leaves the chain of command unclear.
2. The Stonington Police Captain Job description this description details the complexity of the accreditation requirements and includes the Emergency Managements Directors duties.
3. The costing analysis from the Director of Administrative Services.

4. The Director of Finance analysis of budget savings.

In terms of the financial impact of these changes, the Director of Administrative Services calculated the annualized impact of all of these changes at \$141,344.24. I also had the opportunity to speak with the Director of Finance and a potential surplus of \$104,429.78 may be found in the Line Item of Regular Officer Salaries pending future hiring decisions. This would potentially allow us to fund the \$75,778.45 needed in the 2022-2023 fiscal budget, leaving the additional appropriations request for the 2023-2024 Stonington Police budget. While the goal is to come back in January for a line-item transfer, there is a chance I would need to request an additional appropriation within this fiscal year, pending how the new hiring process proceeds. It should also be noted that in looking forward to the 2023-24 budget, and in future fiscal years, there will be an additional offset of the current Emergency Management position(s) in the amount of \$16,815.

While the concept of leadership restructure of the department was proposed by my predecessor and discussed during the last budget cycle, with my over three months leading the department, it is clear these changes are critical for us to successfully meet the demands upon us while continuing to provide high quality police services to the Stonington community.

Thanks in advance for your consideration.

Jay DelGrosso,
Town of Stonington Chief of Police

STONINGTON POLICE DEPARTMENT POSITION DESCRIPTION FOR DEPUTY CHIEF

General Statement of Duties:

As a Stonington Police Deputy Chief, the professional and complex nature of the work will require all sworn Officers to have and maintain certain qualities to ensure that the safety of the public is protected and enhance the objectives of the Department. A Stonington Deputy Chief protects the lives and property of citizens. A Stonington Deputy Chief maintains the peace, protects the rights of persons and property, guards the public health, and enforces all laws and ordinances coming under the jurisdictions of the Stonington Police Department. Through the nature of his/her supervisory position, a Stonington Deputy Chief will actively participate in the oversight and direction of the work of subordinates. He/she is further required to ethically and legally perform a wide variety of duties in a diligent, dependable, honest, and competent manner that communicates **respect, loyalty and honesty** within the Stonington Police Department and to the public for which he/she serves.

Essential Functions:

- 1) **He/she shall be responsible for the administration of the Police Department.** He/she is responsible for organizing and directing the activities of the police department; supervises the execution of the policies and orders of the Chief of Police; assigns, directs, and supervises all personnel under his/her command; plans and directs training of personnel in the discharge of their duties; evaluates performance of personnel under his/her command; responsible for the administration and supervision of the report writing process; recommends disciplinary action for breach of rules and regulations, dereliction of duty, inefficiency or unsatisfactory service; makes recommendations for recognition of meritorious service; receives, investigates and takes appropriate action on complaints; directs investigations as required; interprets laws, ordinances, and policies to subordinates and to the general public; studies and recommends measures for improving departmental efficiency; enforces regulations fairly and impartially; performs all duties and exercises the authority of the Chief of Police in His/her absence.

Performs duties including, but not limited to, the detection and prevention of crime, as well as other duties concerning the protection of persons and property to include times of an emergency nature.

- 2) The Deputy Chief as second in command shall assist the Chief in the administration of the Department and in the absence of the Chief from the Town may be designated to serve as administrative and executive head of the Stonington Police Department.

As Executive Officer, the Deputy Chief shall supervise all members of the Stonington Police Department in carrying out the commands and policies established by the Chief of Police and the Police Commission.

The specific responsibilities of the Deputy Chief shall include, but are not limited to, the following: Schedule all shifts for the members of the department; review all employee

activity on a daily basis; changes in policy or procedures based on daily observations; hear and make initial decisions regarding contract grievances and discipline issues; participate in contract negotiations.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

Experience & Training:

Employment is contingent upon "certification" as a police officer by the State of Connecticut Police Officer Standards and Training Council (POST). Employees must meet all requirements and standards as set forth by POST and the Stonington Police Department including, but not limited to, POST examinations, as necessary or required.

Physical Demands:

Physical demands listed are representative of those that must be met by an administrative employee to successfully perform the essential functions of a Stonington Police Deputy Chief. Prior to employment, the employee must pass any POST requirements if applicable.

To perform the essential functions of this job, the employee must meet the physical demands to perform the duties of a Stonington Police Deputy Chief, the employee is frequently required to do the following: speak; hear; stand; walk; run; push; pull; bend; lift commensurate with the position; twist, stoop or crouch; sit; climb stairs at various levels; use hand, fingers and wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of a Stonington Police Deputy Chief, the employee frequently works in outside weather conditions. The employee may be exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, vibration, and/or precarious situations. The noise level in the work environment is quiet to extremely loud depending on the task or equipment being used.

Stonington Police Deputy Chief must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of injury to the person and others. Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress. Stonington Police

Deputy Chief may occasionally have to function in situations where they are subjected to aggressive physical and/or verbal behavior.

STONINGTON POLICE DEPARTMENT POSITION DESCRIPTION FOR CAPTAIN

General Statement of Duties:

As a Stonington Police Captain, the professional and complex nature of the work will require all sworn Officers to have and maintain certain qualities to ensure that the safety of the public is protected and enhance the objectives of the Department. A Stonington Police Captain protects the lives and property of citizens. A Stonington Police Captain maintains the peace, protects the rights of persons and property, guards the public health, and enforces all laws and ordinances coming under the jurisdictions of the Stonington Police Department. Through the nature of his/her supervisory position, a Stonington Police Captain will actively participate in the oversight and direction of the work of subordinates. He/she is further required to ethically and legally perform a wide variety of duties in a diligent, dependable, honest, and competent manner that communicates **respect, loyalty and honesty** within the Stonington Police Department and to the public for which he/she serves.

Essential Functions:

- 1) **He/she shall be responsible for the administration of the Police Department.** He/she is responsible for organizing and directing the activities of the police department; supervises the execution of the policies and orders of the Chief of Police or Deputy Chief; assigns, directs, and supervises all personnel under his/her command; plans and directs training of personnel in the discharge of their duties; evaluates performance of personnel under his/her command; responsible for the administration and supervision of the report writing process; recommends disciplinary action for breach of rules and regulations, dereliction of duty, inefficiency or unsatisfactory service; makes recommendations for recognition of meritorious service; receives, investigates and takes appropriate action on complaints; directs investigations as required; interprets laws, ordinances, and policies to subordinates and to the general public; studies and recommends measures for improving departmental efficiency; enforces regulations fairly and impartially; performs all duties and exercises the authority of the Chief of Police and or the Deputy Chief in absence of these superior officers.

Performs duties including, but not limited to, the detection and prevention of crime, as well as other duties concerning the protection of persons and property to include times of an emergency nature.

- 2) **All Connecticut Law enforcement agencies are required to create an accreditation manager and become accredited within a required time line.** The Captain will be assigned this position. This accreditation manager needs to receive specialized training following their assignment. The Captain's responsibilities under this title includes the development, review, implementation, coordination and dissemination of policy/rules and regulations per State Accreditation Standards that may change from time to time.

The most recent Accreditation manual (2022) has three (3) tiers that Law Enforcement Agencies must achieve to become accredited. All Connecticut State Police Departments shall be accredited according to recent laws passed. Tier I consists of 121 Standards, Tier II consists of 83 standards, and Tier III consists of 118 standards, for a total of 322 standards. The standards set the actions the agency must take to achieve compliance. An agency pursuing accredited status reviews the standards, takes the action required by the standard (such as developing a written policy), assembles documentation of its compliance with a standard, and then invites a group of police professionals trained as assessors to review that documentation. If, in the opinion of the assessors the agency has satisfied the standard, they designate the agency as "in compliance" with that standard.

The Captain will be responsible for handling accreditation within the department and will have multiple tasks that need to be addressed. The following will be required to be completed but not limited to these stated tasks. While a separate written directive is not required for each standard--one directive might address several standards. A single standard might include multiple points which are covered by several different written directives. The description should identify the type of document (memorandum, general order, etc.), and characteristics: signed by the Chief or other personnel, labeled with an effective date and/or cancellation date, and so forth. Official policy should be consistently promulgated according to those guidelines. If the agency adopts a third-party document as an official guide to conduct (for example, the Law Enforcement Code of Ethics), a written directive issued by the agency should inform personnel and be able to document that employee received a directive or notification of a directive's issue/update. Employees should have easy access to all directives for reference purposes. While some standards are not extensive, some are, requiring multiple things to be checked off in order to meet the standard itself.

The Captain would be coming up with written directive/ policies for standards that our department does not currently meet. This may consist of spending time researching other agencies policy on the standard. An example of this would be a standard for how the department handles the transporting and holding of members of the LGBTQ community. This department currently does not have a directive in place that would meet this standard and that could be issues to employees.

Within each Tier, there are time sensitive standards that will have different frequencies, whether it be annually, biannually, weekly, quarterly, etc. When the standard is reviewed per the frequency required, this needs to be documented. Policies, directives, etc. need to be gone through to determine if they meet a specific standard. The policy or directive, may also need to be updated or altered in order to meet the standard. Documentation needs to be kept for each standard that is met. The Captain will also be required to create a digital file of the met standards that will be given to the committee when they come on site to determine if the department will be accredited. Currently The Stonington Police Department is scheduled to have the committee come on site to inspect our facility and compliance for accreditation on 5/2/2023.

- 3) **The Captain will act as the Town's Emergency Management Director (EMD).** The Captain will coordinate the Town's response to a variety of emergency related events such as major weather events, large transportation accidents, community

health/safety related issues, coordinates the set-up and manning of the Town's Emergency Operations Center (EOC).

Facilitates grant opportunities for Emergency Management/EOC related funding.

Assigns police officers to designated areas to control traffic, prevent crime or disturbances of the peace, and arrests violators.

4) **Supervises and coordinates activities of subordinates.**

Investigates complaints, takes statements, searches for and preserves physical evidence, and prepares investigative reports.

Supervises the work and conduct of Supervisors and Police Officers in the performance of general police work and may be assigned to take charge of an emergency scene.

Exercises proper and reasonable judgment and discretion in the performance of the duties of the position/rank.

Establishes and maintains effective and courteous working relationships with Town officials, public officials, the general public, other departments that include Federal, State and local agencies, and fellow police officers and staff. Relates to the public and fellow employees in a helpful, friendly and professional manner.

Promptly appears at required events or assignments that include, but are not limited to, training, hearings, court, public and civic events and EMD related activities/events.

Prepares oral and written reports as required.

Actively oversees and directs the performance of subordinates by monitoring the progress of assignments and cases. Evaluates and ensures that subordinates adhere to rules, regulations and department policies, and officers' use of discretion. Performs periodic inspections to ensure subordinates are complying with departmental rules and policies. Conducts periodic performance appraisals of subordinates, including the holding of meetings and the monitoring of performance of subordinates. Assists subordinates in the setting of goals to ultimately achieve and reach departmental and personal goals.

Elicits suggestions from subordinates to improve working conditions, including safety concerns, and helps in the facilitation of improvements as needed.

Regular and consistent attendance is a requirement of this position.

This job description does not imply or guarantee that these are the sole duties of the position of a Stonington Police Captain. Employees will be required to perform other job-related duties as requested by their supervisor.

QUALIFICATIONS PROFILE

Knowledge, Skills, & Ability:

The ability to enforce Federal, State, and Town laws and ordinances.

Working knowledge of modern techniques of law enforcement, crime investigation, Emergency Management Director related activities, and Emergency Communications.

Knowledge of English to speak, read and understand and give written and verbal orders, to prepare reports, and to be able to use the telephone and communicate necessary information. Ability to follow and give instructions in written, oral or diagrammatic form without consistent direct supervision.

Ability to prioritize, organize, and perform work independently and to assume responsibility for the completion of assigned duties.

Ability to learn and adapt to new tasks and assignments.

Ability to deal firmly, effectively, and impartially with members of the public and within the Department.

Ability to work harmoniously, cooperatively, courteously and as part of a team with minimal supervision.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to work long hours, any portion of a twenty-four-hour day, including weekends and holidays.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

Experience & Training:

Employment is contingent upon "certification" as a police officer by the State of Connecticut Police Officer Standards and Training Council (POST). Employees must meet all requirements and standards as set forth by POST and the Stonington Police Department including, but not limited to, POST examinations, as necessary or required.

Physical Demands:

Physical demands listed are representative of those that must be met by an administrative employee to successfully perform the essential functions of a Stonington Police Captain. Prior to employment, the employee must pass any POST requirements if applicable.

To perform the essential functions of this job, the employee must meet the physical demands to perform the duties of a Stonington Police Captain, the employee is frequently required to do the following: speak; hear; stand; walk; run; push; pull; bend; lift commensurate with the position; twist, stoop or crouch; sit; climb stairs at various levels; use hand, fingers and wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of a Stonington Police Captain, the employee frequently works in outside weather conditions. The employee may be exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, vibration, and/or precarious situations. The noise level in the work environment is quiet to extremely loud depending on the task or equipment being used.

Stonington Police Captain must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of injury to the person and others. Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress. Stonington Police Captain may occasionally have to function in situations where they are subjected to aggressive physical and/or verbal behavior.

FINANCIAL MODELING FOR POLICE DEPARTMENT PROPOSED CHANGES

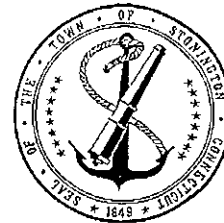
8/22/2022

	Projected Added Expense	FY2022 - 2023 Impact assuming 10/1/2022	
		effective date	Annualized Impact
Promotion of Captain to Deputy Chief			
Salary Delta	\$4,000.00	\$3,000.00	\$4,000.00
Additional FICA/Medicare	\$58.00	\$43.50	\$58.00
Holiday Pay	\$200.00	\$150.00	\$200.00
Additional MERF	\$992.80	\$744.60	\$992.80
Additional Retiree Health Care	\$80.00	\$60.00	\$80.00
Promotion of Lieutenant to Captain:			
Salary Delta	\$15,684.90	\$11,763.68	\$15,684.90
Additional FICA/Medicare	\$227.43	\$170.57	\$227.43
Holiday Pay	\$784.25	\$588.18	\$784.25
Additional MERF	\$3,892.99	\$2,919.74	\$3,892.99
Additional Retiree Health Care	\$313.70	\$235.27	\$313.70
Promotion of Sergeant to Lieutenant:			
Salary Delta	\$10,611.55	\$7,958.66	\$10,611.55
Additional FICA/Medicare	\$153.87	\$115.40	\$153.87
Holiday Pay	\$530.58	\$397.93	\$530.58
Additional MERF	\$2,633.79	\$1,975.34	\$2,633.79
Additional Retiree Health Care	\$212.23	\$159.17	\$212.23
Promotion of Patrolman to Sergeant:			
Salary Delta	\$9,091.33	\$6,818.50	\$9,091.33
Additional FICA/Medicare	\$131.82	\$98.87	\$131.82
Holiday Pay	\$454.57	\$340.92	\$454.57
Additional MERF	\$2,256.47	\$1,692.35	\$2,256.47
Additional Retiree Health Care	\$181.83	\$136.37	\$181.83
	Additional Cost of Promotions:	\$39,369.07	\$52,492.09
Hiring of entry level Officer			
		FY2022 - 2023 Impact assuming 2/1/2023 Hire	
		Date	Annualized Impact
Salary:	\$66,195.25	\$27,581.35	\$66,195.25
FICA/Medicare:	\$959.83	\$399.93	\$959.83
Health Insurance:	In Admin Service budget	\$0.00	\$0.00
Retirement (MERF):	\$16,429.66	\$6,845.69	\$16,429.66
Retirement Health Care Account	\$1,323.91	\$551.63	\$1,323.91
Clothing Allowance	\$800.00	\$333.33	\$800.00
	Total cost for new Officer:	\$35,711.94	\$85,708.65
	Total Cost of Restructure:	\$75,081.01	\$138,200.74

Police Department Payroll Savings From Staggered Hiring of Three New Offices in fiscal 2023

2023 budget	01/01/2020-03/31/2021							03/31/2021-03/31/2022							Total	Surplus		
	15% annually Training Wages	weekly salary	# of weeks	Total Training Wages	Annual Active Wages	bi-weekly salary	# of pay periods	Total Active Wages	15% annually Training Wages	weekly salary	# of weeks	Total Training Wages	Annual Active Wages	bi-weekly salary			# of pay periods	Total Active Wages
Office #1	71,163.02	50,000.00	961.54	25	25,023.12	64,195.26	2,545.97	6.5	15,548.91								43,671.93	(27,691.09)
Office #2	71,163.02	50,000.00	961.54	25	25,023.12	64,195.26	2,545.97	6.5	15,548.91								43,671.93	(27,691.09)
Office #3	71,163.02	50,000.00	961.54	25	25,023.12	64,195.26	2,545.97	6.5	15,548.91	50,000.00	961.54	25	22,115.42	64,195.26	2,545.97	-	22,115.42	(48,347.84)
Total	213,489.06	150,000.00			75,069.36	192,585.78	7,637.91		46,646.73								109,213.11	104,426.79

TOWN OF STONINGTON



Department of Planning
152 Elm Street
Stonington, Connecticut 06378
(860) 535-5095 • Fax (860) 535-1023

TO: Board of Finance
Danielle Chesebrough, First Selectman

FROM: Keith Brynes, Town Planner

CC: James Sullivan, Finance Director
Roger Kizer, Manager, IT
Patti Burmahl, Director of Administrative Services

DATE: September 7, 2022

SUBJECT: Bid Waiver Request for Planning and Zoning Scanning Project

The Planning and Zoning Department has been working for many months on a project to scan historical documents and successfully import them to our Laserfiche file system with the goal of reducing the volume of Planning and Zoning documents housed in Town Hall (a broader long-term focus for Town Hall).

We are now at a point where we are ready to move forward with a company, Joseph Merritt & Company, for the first phase of this scanning project. Prior to signing a contract with Joseph Merritt, we have worked with them over many months to do small pilot scanning projects, working in concert with our Laserfiche vendor, in order to ensure the scans will be correctly imported for future sorting, searching and retrieval. During the course of this work, we realized the need to upgrade our Laserfiche system to a more current platform, which has been completed.

We are ready to move forward with this project and are seeking a bid waiver for the contract with Joseph Merritt & Company in the amount of \$128,000.

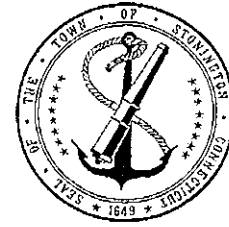
We are including the following documents in support of this request:

- The proposal / quote from Joseph Merritt;
- Documentation from the State Contracting portal which illustrates the prices for four state-approved vendors inclusive of Joseph Merritt (the primary costs for this project are the scanning cost per image followed by project management fees), summarized below:

Vendor	Scan cost per image - small format	Scan cost per image – large format	Project Set up and Configuration
Joseph Merritt & Company	\$0.06	\$0.65	\$25.00/hour
Scan-Optics, LLC	\$0.10 (1 sided) \$0.20 (2 sided)	\$0.75 (\$0.95 for over 30"X42")	\$150.00/hour
A&A Office Systems, Incorporated	\$0.055 (1 sided)	\$0.80	\$150.00/hour

TOWN OF STONINGTON

Department of Planning
152 Elm Street
Stonington, Connecticut 06378
(860) 535-5095 • Fax (860) 535-1023



	\$0.10 (2 sided)		
Court Record & Data Management Services, Inc.	\$0.06 (1 sided) \$0.12 (2 sided)	\$1.25	\$150.00/hour

Not only is Joseph Merritt the low-price vendor but they have been very responsive and effective in partnering with the Town and our Laserfiche vendor on piloting scanning to ensure this project will be successful for the Town.

Thanks for your consideration.

Keith Brynes,
Town Planner



STONINGTON
— CONNECTICUT —

**SCANNING TOWN
RECORDS PROJECT**

JOSEPH

Merritt

& COMPANY *since 1908*

Statement of Work:

This Statement of Work ("SOW") is hereby incorporated into and made part of the Agreement between the town of Stonington, Connecticut ("Client") with its primary address at 152 Elm Street Stonington CT. And Joseph Merritt & Company, Inc. (Merritt"), with its primary address at 650 Franklin Avenue, Hartford, CT 06114, dated April 27th, 2021, (the "Agreement"). In the event of any inconsistency between the provisions of this SOW and the Agreement, the Agreement shall prevail. The SOW may be amended only by a written agreement signed by both parties ("Change Order").

This estimate is based on the information provided by the Town of Stonington, CT, and a physical audit conducted by Joseph Merritt Company. The following pricing includes the digital conversion of all hard copy originals. The scanning of a combination of large and small format documents into a black and white PDF file format provides image enhancement applications. Industry Standards will be applied for the paper estimations for this proposal. These are estimated costs, and final billing will reflect actual costs.

ASSUMPTIONS

Planning Department

"ZBA Files"

- One (2) draw vertical file cabinet. (2007-2009) Combination of small and large format documents estimate **4 boxes*** 2,200 = 8,800 image scans
- Three lateral file cabinets. (2001-2020) Combination of small and large format documents estimate **28 boxes***2,200 = 61,600 image scans.

"Zone Changes"

- Eight vertical file cabinet draws. Small format documents = **16 boxes*** 2,200 =35,200 image scans.

"Variances"

- Five (4) draw vertical file cabinets. Small format documents = **40 boxes***2,200 = 88,000
- One box of large format documents estimated **300** image scans.

Tax Assessor Department

Maps

Large format Labeled 1935, and Mylar.

- Lateral file map cabinet 10 Draws large format estimated 380 image scans.

Tax Cards

- Estimated 140 file folders containing ten (double-sided) records per file equals 2,800 documents per draw* 3 = 8,400 image scans.

Project estimate assumptions:

The project draws contain a combination of large and small format documents. We will assume 80% of small format documents and 20% Large format documents.

- BOXES: Approximately 88 boxes. Estimated 193,600 image scans.
- BOX ASSUMPTION: Small banker box estimates 2,200 image pages.
- SCANNING: (Single-sided) Small format documents 162,520 image scans.
- SCANNING: (Single-sided) Large format documents 40,630 image scans.
- INDEXING: 25 file folders per box * 88 boxes equals 2,200 file records by an identifier (Street address and Map Lot) x 3 fields. Estimating 6,600 fields.
- INDEXING: Tax cards approximately 4,200 file records by an identifier (street address and map lot) x 3 fields 12,600 fields.
- OCR (Optical Character Recognition) is optional
- Final files will be delivered by USB password-protected drive – Hand Delivered.
- Joseph Merritt will provide and pack the boxes on-site and bring the contents to our facility for processing.
- We will provide a 98% indexing accuracy rate.
- All work will be conducted during business hours (Monday through Friday 8:00 AM – 5:00 PM EST)
- The output will be a multipage PDF, Black and white, 200 or 300dpi.
- Index output will be a CSV or Access Database (if using an archival and retrieval Platform). Otherwise, the indexing will be in the name of the PDF.

Project Management and Timeline:

Joseph Merritt & Company will assign a Project Manager to the Town of Stonington supported by a client services representative.

Project managers will be responsible for managing the scope of work being performed during each shift to meet the project timeline. The management of this work will include but is not limited to the following:

- Scanning throughput report	- Quality Control report
- Indexing throughput report	- Logistics of hard copy and digital transfer

To complete the project in a timely fashion, we request that the Town of Stonington complete and review all digitally scanned documents within 45 days of completion. This review will not hold up invoicing. However, any errors found within the 30-day period following project completion will be fixed at no charge to the town of Stonington.

Change Orders:

From time to time, a change order is required for changes in specifications. If a change order is required, a change order request and form will be completed to acknowledge the change order request. A change order can include a change in resources, engagement scope, or schedule that materially changes Merritt's estimated fees and must be mutually agreed upon by the parties ("Change Order"). A change order will require a review of the SOW and financial arrangements. Once agreed upon, an addendum to this SOW will be executed by both parties.

Project Manager:

The project manager assigned will have a strong aptitude for customer service and leadership. As a scanning project manager, they will be responsible for managing the scanning project and will act as the interface between the scanning team and the customer. The project manager will rely on Agile Project Management Methodologies to adapt to continually changing deadlines, pressures, and responsibilities. Any challenges that arise will be handled accordingly and brought to the attention of the project lead at Town of Stonington as needed. TOS contact and JMCO project manager will need to keep an open line of communications with the primary project manager providing regular progress updates.

Estimated Pricing:

Below we have outlined the individual pricing tasks associated with this project.

Town of Stonington Connecticut	Total Units	Unit Measure	Unit Rate	Unit Total
Box, Label and Pick Up and return after project	300	Box	\$12.00	\$3,600.00
Quality Check (QC) each page using our image enhancement application. Technicians will ensure that images will be de-skewed and de-speckled	300	Box	\$25.00	WAIVED
Document pre and post processing: 3 hours per box	900	Hours	\$15.00	\$13,500.00
Document Scanning: Small format	660,000	Image Pages	\$0.06	\$39,600.00
Document Scanning: Large format	100,000	Image Pages	\$0.65	\$65,000.00
Indexing/capturing: 300 boxes * 20 records * 3 fields	18,000	Fields	\$0.075	\$1,350.00
Project Management:	198	Hours	\$25.00	\$4,950.00
Optical Character Recognition: OPTIONAL		Image Pages	\$0.03	
Shredding: 88 boxes * ~30 pounds OPTIONAL		Pounds	\$0.30	
Project Total				\$128,000.00

Note:

1. The above counts are estimates based on an on-site audit.
2. All billing is based on actual counts.
3. If shredding is necessary, it is billed at \$.30 pound. A standard banker box weighs ~35 Pounds. We typically hold content for 60 days after production. At that time, we will discuss returning content, temporary storing fee, or shredding service.
4. Terms: N30. We invoice at the end of the month for work performed. If the work is completed prior to month end, we will invoice at project completion. All customers requesting Terms will need to fill out an application.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized officers, have executed this SOW effective as of the later date of execution.
 (the "Effective Date").

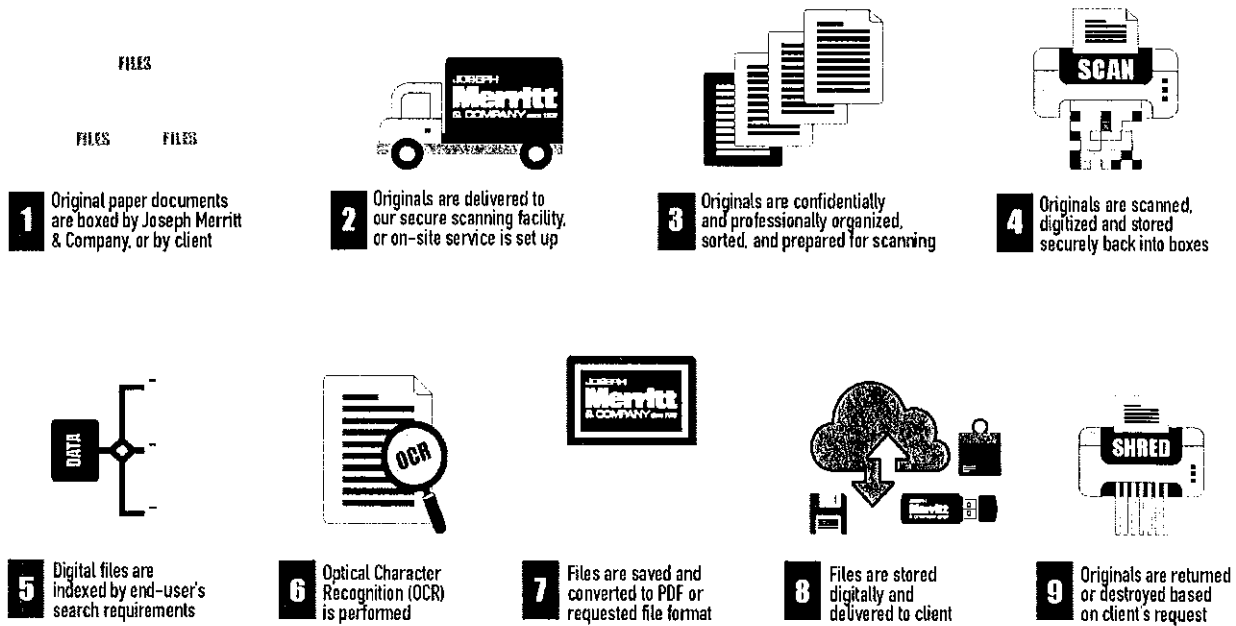
Town of Stonington Connecticut	Joseph Merritt & Company, Inc.
Authorized (by Signature)	Authorized (by Signature)
Print Name:	Print Name:
Title:	Title:
Signing Date:	Signing Date:

The Process:

Below is a high-level overview of the process we take when undertaking a project. A dedicated team will be assigned throughout the project to ensure continuity and quality.

DOCUMENT SCANNING PROCESS

How it works:



The Process (continued)

1. Collect, pack, box, and label records for transfer.

Records will be picked up per Joseph Merritt & Company "JMCO". (please see attachments A and B attached for sticker and chain of custody document samples).

2. Originals are delivered to JMCO secure scanning facility.

Records will be delivered to the JMCO secure scanning facility per JMCO transport. Records will be stored in the secured scanning section of the JMCO facility. No cell phones or other electronic devices, apart from scanning equipment, are allowed in the secure scanning section of the facility.

The box labels will be updated accordingly with the technician's name and signature under the "Prepped by:" (please see attachments A and B attached for sticker and chain of custody document samples).

3. Originals documents are scanned and digitized.

A qualified technician will scan the cards provided within the secure scanning section of the facility. Documents will be handled with care and confidentiality. The appropriate scanning equipment will be used based on the physical characteristics and condition of the material.

Unless otherwise directed cards will be scanned to a multipage PDF image format at 200 dpi resolution. Multiple page documents will be combined into one PDF file. Images will be scanned so the content is "right reading".

After the records have been scanned, they will be reviewed and processed further as needed to ensure the best quality is provided. Images will be viewed to ensure clarity and reproducibility during the capture process. Low quality images will receive enhancement using the best available technologies to provide the best digital image quality.

Upon completion of scanning, records will be re-boxed in the same manner they were packaged upon pick up from the client. The box labels will be updated accordingly with the technician's name and signature under the "Scanned by:" portion of the sticker (please see exhibits A and B attached for sticker and chain of custody document samples). If shredding is required, we will prepare boxes for destruction.

4. Digital files will be indexed for proper retrieval.

Digitized records will be indexed per the client requirements; in this case they will be as follows:

5. Digital files will be saved in PDF format.

Unless otherwise directed documents will be scanned black and white to a multipage PDF image format at 200 dpi resolution. Multiple page documents will be combined into one PDF file. Images will be scanned so the content is "right reading".

6. Digital files will be delivered via email or using a USB hard drive so they can be uploaded.

Town of Stonington CT. and JMCO will review & discuss prior to starting project.

7. Original Paper files will be returned to client building, delivered to a paper storage facility, or certify shredded.

Records can be stored, short term at the JMCO secure scanning facility for up to 60 days while work is being produced and reviewed by client. At the end of the 60-day period, or if short term storage is not required, records will be delivered per JMCO transport according to TOS schedule and will include labor for loading and unloading. Any boxes that are damaged or unusable will be replaced by JMCO. Each box that is returned will be labeled using a scanning box. A chain of custody document will be completed and signed by both the client and the JMCO transport driver to ensure proper chain of custody documentation (please see attachments A and B attached for sticker and chain of custody document samples).

ATTACHMENT A:

Chain of Custody Box Sticker Sample

JOSEPH MERRITT & COMPANY SCANNING DIVISION

Client Name: CT DEEP - Rob Smithfield
ID#: Remediation Division BWP&LR DATE: 8/21/20

Box 1 Batch # 0005

Call: (860)296-2500
Email: info@josephmerritt.com
Prepped by: Sarah Walker
Scanned by: Joseph Merrill

JOSEPH
Merritt
& COMPANY since 1908
WWW.JOSEPHMERRITT.COM

ATTACHMENT B:

Chain of Custody Form Sample

JOSEPH MERRITT & COMPANY SCANNING DIVISION

LIST OF MATERIALS RECEIVED BY JMCO FROM (CLIENT): CT DEEP - Rob Smithfield
 PROJECT NAME: Remediation Division BWP&LR
 DESCRIPTION OF MATERIAL:

Box #1 Batch # 254680
 Box #1 Batch # 254680
 Box #3 Batch # 0009

DATE & TIME:	RELEASED BY:	RECEIVED BY:
8/18/20 @ 1 pm	<i>Rob Smithfield</i> <small>signature</small>	<i>Sarah Walker</i> <small>signature</small>
	Rob Smithfield <small>print</small>	Sarah Walker <small>print</small>

LIST OF MATERIALS RETURNED FROM JMCO TO (CLIENT): CT DEEP - Rob Smithfield
 PROJECT NAME: Remediation Division BWP&LR
 DESCRIPTION OF MATERIAL:

Box #1 Batch # 254689
 Box #1 Batch # 2554689
 Box #3 Batch #0009

DATE & TIME:	RELEASED BY:	RECEIVED BY:
8/23/20 @ 3 pm	<i>Sarah Walker</i> <small>signature</small>	<i>Terry Jones</i> <small>signature</small>
	Sarah Walker <small>print</small>	Terry Jones <small>print</small>

Data Retrieval Platform (OPTIONAL)

Merritt Data Vault (MDV)

provides intuitive, electronic document management. On a secure cloud-based platform for document archival and retrieval.

CUSTOM

A state-of-the-art cloud-based document archiving and retrieval system, MDV utilizes project-specific, fully customizable software. This user-friendly application is custom tailored to fit the search needs of each individual client. Once permissions and parameters are set by the client, documents can be viewed, emailed, saved, or printed by network users.

SECURE

Joseph Merritt & Company tailors each security profile per install based upon the sensitivity of the clients' data to give the utmost assurance of security by tracking and logging all users' activity. All data is encrypted with multiple layers of security intrusion protection to keep data safe. Archives are backed up nightly and all access is audited to provide a complete profile of your information security. Staff will receive training and our programmer will work with your IT department to upload data into servers.






Archive and Retrieval Platform: Subscription Fee	Total Units	Unit Measure	Unit Rate	Unit Total
Annual Hosting Fee	1	Annual	\$3,600.00	\$3,600.00
Project Set Up and Data Migration (one-time fee)	1	Flat	\$750.00	\$750.00
Total				\$4,350.00

Assumptions:

1. Set up for 15 users. However, we can scale to as many users as needed. We recommend limiting access to this database to only key authorized personnel.
2. Base fee is for 15 GB of data plus back up.
3. Multi-year subscription available upon request. Price TBD

Experience:

Below are just a few highlighted projects:

	<p>Over 70 million images scanned for the State of Connecticut Clients including the State Attorneys General Office, Department of Energy and Environmental Protection, Department of Administrative Service, State Treasury and Department of Children and Families.</p> <p><i>“Merritt Scanning provides on going scanning and database services to the Connecticut Department of Children and Families. To date, we have scanned over 215,000 closed records totaling more than seventy million pages. The state-wide project includes records from 20 separate field offices; these records are now in a searchable database allowing instant document retrieval for what has traditionally required days or weeks to locate. DCF staff is now able to quickly search for records through our retrieval software, using four custom search parameters. Once located, the documents can then be printed, saved, or emailed.”</i></p> <p style="text-align: right;"><i>-Barbara Claire Legal Director -Department of Children and Families (DCF)</i></p>
	<p>Worked with the Chief Building Official, John J. Collins, for the Divisions of Licenses and Inspections, City of Hartford. We supported their digitization efforts by scanning and digitizing a warehouse of drawings. This was a multi-year project that involved scanning daily. Over 100 Pallets of oversized drawings were scanned and indexed so it could upload to their GIS system. This is an active client</p>
	<p>New Milford Public Schools - Scanned and digitized HR records (active and inactive) for School personnel. Once scanned, the records were placed on our platform. This is an ongoing project and active client.</p>
	<p>Student records scanned, indexed, microfilmed, and delivered in an Access© data base with retrieval software.</p>
	<p>Scanning of school HR records, facility drawings, Probate Records for the Town of Cumberland. This is an ongoing project and active client.</p>

	<p>Approximately 2 million pages scanned and indexed since being awarded in 2011. The scanned documents are both Active and Permanent Housing records. This is an ongoing project and active client.</p> <p><i>"Since 2011, Merritt Scanning has partnered with Providence Housing Authority to scan and index Active and Permanent records. As Director of Leased Housing, I had to find a more efficient method to retrieve paper documents and free up valuable and costly office space. Merritt came in with a proposal, software, and plan that helped accomplish our goal. This is an ongoing program with Joseph Merritt and Company, and I would highly recommend the team. They have been extremely responsive to our needs and remain committed to our mission."</i></p> <p style="text-align: right;"><i>-Donna DeLaRosa -Director of Leased Housing, State or RI</i></p>
	<p>Provided on-site scanning and document management to one of the country's largest Biotech firms over a three-year span. This included small and large format drawings.</p>
	<p>School Yearbooks digitized to searchable PDF and optimized for the web.</p>
	<p>Scanning, indexing, and database services needed to make 60,000 legal documents available on NOAA servers. Scalability, confidentiality, and proper data indexing were a major factor.</p>
	<p>Legal document scanning for Air Mobility Command staff judge Advocate, Chief Master Sergeant Cat Wiley for the Airforce (Scott Airforce Base, IL). Confidentiality and proper data indexing were a major factor.</p>
	<p>Over 4,500 Confidential closed records for Volunteers and Children scanned and indexed for the Big Brother Big Sister of RI program.</p>

SUMMARY

Local to New England since 1908, Joseph Merritt & Company has a proven reputation for success in Connecticut, Rhode Island, and Massachusetts. As a local and family-owned business, we have well over a century of delivering high quality service and products to our clients.

Joseph Merritt & Company offers customers a full complement of print and digital services ranging from document printing, marketing, direct mail services, custom graphic fabrication, along with state-of-the-art document scanning, archival and retrieval services. Please do not hesitate to contact us with any questions or to arrange a meeting to review the contents of this proposal.

CONTACTS:

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JOSEPH MERRITT & CO., INC. www.merrittgraphics.com

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price	Price	Price
					B/W Copy Charge (same for photo)	Color Copy Charge (same for photo)	B/W or Color Scan Charge 300 DPI	B/W or Color Scan Charge 400 DPI
1	Copy/Scan Services	a.	8 1/2" X 11" - One Sided	per page	\$ 0.06	\$ 0.25	\$ 0.08	\$0.065
		b.	8 1/2" X 11" - Two Sided	per page	\$ 0.08	\$ 0.30	\$ 0.06	\$0.065
		c.	8 1/2" X 14" - One Sided	per page	\$ 0.12	\$ 0.32	\$ 0.06	\$0.065
		d.	8 1/2" X 14" - Two Sided	per page	\$ 0.12	\$ 0.32	\$ 0.06	\$0.065
		e.	11" X 17" - One Sided	per page	\$ 0.12	\$ 0.32	\$ 0.06	\$0.065
		f.	11" X 17" - Two Sided	per page	\$ 0.12	\$ 0.32	\$ 0.06	\$0.065
2	Copy/Scan of Oversize Documents	a.	Large Documents up to and including 30" x 42"	per page	\$ 0.75	\$ 1.20	\$ 0.65	\$ 1.20
		b.	Large Documents (Greater than 30" x 42")	per page	\$ 0.99	\$ 1.40	\$ 0.65	\$ 1.60
5	Binding	a.	Spiral	per inch	\$ 0.85			
		b.	Comb	per inch	\$ 1.00			
		c.	Wire-O Binding	per inch	\$ 1.20			
3	Data Entry	a.	Manual entry	per field	\$ 0.08			
		b.	Optical character recognition (OCR) to include initial project set up	per field	\$ 0.03			
		c.	100% Verification Quality Review	per Hour	\$ 10.00			
		d.						
4	Indexing Services	a.	Manual index from image Indexing incoming paper documents: documents are scanned, using patch pages or barcodes to delineate the start of a new document, and indexed from an imaging workstation.	per field	\$ 0.075			
		b.	Drag & drop OCR allows data entry of a portion of the image needed and the system does an OCR and places the data into the appropriate index field.	per field	\$ 0.05			
		c.	Index from paper scanning is performed after the paper is processed. As the paper is processed a barcode cover sheet or label is printed.	per field	\$ 0.10			
		d.	Zone OCR used to extract data from fixed fields on paper forms such as applications.	per field	\$ 0.05			
		e.	Forms Processing used in high volume forms capture environments to extract data from fixed field forms (includes machine print, handprint, or mark sense).	per field	\$ 0.08			
		f.	Unstructured forms processing used with forms that are not structured uniformly.	per field	\$ 0.10			
		g.	Auto classification computer system automatically assigns metadata in the form of captioning or keywords to a digital image.	per field	\$ 0.10			
5	Other Services	a.	Electronic Bates Numbering	per Page	\$ 0.02			
		b.	Coding on a per document basis	per Document	\$ 0.60			
		c.	Creating & Searching OCR'd PDF/A Files	per Hour	\$ 15.00			
		d.	Upcharge for 8-bit grayscale, uncompressed 300 dpi TIF	per page	\$ 0.03			
		e.	Upcharge for 24-bit color, uncompressed 300 dpi TIF	per page	\$ 0.03			
		f.	Upcharge for 400 dpi TIF	per page	\$ 0.03			
		g.	Upcharge for one searchable, reduced-size PDF	per page	\$ 0.03			
		h.	Professional services to include: project set up and configuration; project management	per Hour	\$ 25.00			
	i.	Document preparation and assembly	per Hour	\$ 15.00				
	On-Site Charge						\$0.05	
				Unit of Measure	Price			

JOSEPH MERRITT & CO., INC. www.merrittgraphics.com

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price	Price	Price
7	Deliverables	a.	Master DVD	per Each	Included			
		b.	Duplicate DVD	per Each	Included			
		c.	Portable hard drive for return delivery of digital files	Per Device	Included			
		d.	Thumb drive for return delivery of digital files	Per Device	Included			
		e.	Note other device for return delivery of digital files	Per Device	Included			
		f.	3 ring binders	per Each	\$	2.94		
		g.	Fasteners	per Each	\$	0.85		
		h.	Dividers	per Each	\$	0.30		
		i.	other: secure FTP	per transfer	\$			
8	Proprietary database format	a.	Contractor(s) has the ability to provide scanned image in Concordance data format (Concordance database, OCR text, load and data files, images, option load file)	per each	No Bid			
Provide links of how documents will be managed in an electronic system, or imported into an existing document management system			For clients that are not using our software, we provide a password protected, encrypted hard drive, USB or DVD based on client's requirement, in addition, because of our proximity and location to the State of CT, we will hand deliver the data drives to each location, if requested					
What specific services are included in pricing?			The following are typical price items for our clients: 1. Scanning 2. Indexing 3. OCR 4. Pickup 5. Shredding (Optional) 6. Storage (Optional) 7. Quality Control (QC) and Quality Assurance 8. Archival and Retrieval Software (Optional) 9. USB Drives (Optional) 10. Conversion to Microfilm and Microfiche (Optional)					
Can clients reduce costs by preparing documents in advance?			Yes, it is always advantageous if paper has been properly organized and prepped. Prepped material includes removing staples and clips, in addition, removing paper from envelopes and/or separating files with a colored sheet so we can tell when one document begins and ends.					
How have the company's systems helped previous clients make their operations more efficient?			The best example is the State of CT Department of Children and Families. Because paper files were all over the place and not structured in a database, it would take weeks to obtain a child's record. The attorney could not address issues timely and that was causing major delays in addressing a need and/or facilitating decisions in court that were impacting children. By using our services and technology, requests for information went from weeks to minutes in some cases.					
Can your firm provide a guaranteed delivery time for projects? If so, please note delivery time here.			It depends on the time frame and volume of project. This is mutually discussed and agreed upon by both organizations and we accommodate most, if not all, reasonable requests.					
Ability to adhere to Quality Assurance / Safety requirements			Objective criteria that define a "good image" are established before digitization so that the production process can routinely and reliably produce the defined "good image." Common examples of attributes are: 1. Scanning Resolution 2. Image Legibility 3. Image Skew 4. Image Rotation 5. Image Cropping 6. Index Data Accuracy 7. Image and index format compliance with the system upload requirements. 8. Document Type accuracy 9. Image File Format 10. Data Format					
Reporting Capabilities			Below is a representation of standard reporting capabilities: 1. Production targets (Work in Progress) 2. Project status/issues 3. Quality metrics - Quality assurance is critical to all our scanning projects. The quality of the scanned images, indexing data, and other information can impact usability of the digitized records. Trained Merritt technicians website image quality to our specifications throughout the digitization process. Our requirements for image quality objectives were met, ensure that the digitized files represent the best possible quality and support the effectiveness of the QC program.					

SCAN-OPTICS, LLC www.scanoptics.com

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price	Price
					B/W Copy Charge (same for photo)	Color Copy Charge (same for photo)	B/W or Color Scan Charge 300 or 400 DPI
1	Copy/Scan Services	a.	8 1/2" x 11" - One Sided	per page	\$0.08	\$0.30	\$0.10
		b.	8 1/2" x 11" - Two Sided	per page	\$0.10	\$0.45	\$0.15
		c.	8 1/2" x 14" - One Sided	per page	\$0.12	\$0.35	\$0.10
		d.	8 1/2" x 14" - Two Sided	per page	\$0.14	\$0.55	\$0.20
		e.	11" x 17" - One Sided	per page	\$0.14	\$0.40	\$0.10
		f.	11" x 17" - Two Sided	per page	\$0.14	\$0.55	\$0.20
2	Copy/Scan of Oversize Documents	a.	Large Documents up to and including 30" x 42"	per page	\$1.60	\$1.60	\$0.75
		b.	Large Documents (Greater than 30" x 42")	per page	\$2.10	\$2.10	\$0.95
5	Binding	a.	Spiral	per inch	\$1.00	\$1.00	\$1.00
		b.	Comb	per inch	\$1.50	\$1.50	\$1.50
		c.	Wire-O Binding	per inch	\$1.90	\$1.90	\$1.90
3	Data Entry	a.	Manual entry	per field		\$0.10	
		b.	Optical character recognition (OCR) to include initial project set up	per field		\$0.025	
		c.	100% Verification Quality Review	per hour	Included		
		d.					
4	Indexing Services	a.	Manual index from image Indexing incoming paper documents: documents are scanned, using patch pages or barcodes to delineate the start of a new document, and indexed from an imaging workstation.	per field		\$0.10	
		b.	Drag & drop OCR allows data entry of a portion of the image needed and the system does an OCR and places the data into the appropriate index field.	per field		\$0.05	
		c.	Index from paper scanning is performed after the paper is processed. As the paper is processed a barcode cover sheet or label is printed.	per field		\$0.10	
		d.	Zone OCR used to extract data from fixed fields on paper forms such as applications.	per field		\$0.025	
		e.	Forms Processing used in high volume forms capture environments to extract data from fixed field forms (includes machine print, handprint, or mark sense)	per field		\$0.025	
		f.	Unstructured forms processing used with forms that are not structured uniformly.	per field		\$0.05	
		g.	Auto classification computer system automatically assigns metadata in the form of captioning or keywords to a digital image.	per field		\$0.025	

SCAN-OPTICS, LLC www.scanoptics.com

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price	Price
6	Other Services	a.	Electronic Bates Numbering	per Page	\$0.005		
		b.	Coding on a per document basis	per Document	\$0.15		
		c.	Creating & Searching OCR'd PDF/A files	per Hour	\$0.005 per Image		
		d.	Upcharge for 8-bit greyscale, uncompressed 300 dpi TIF	per page	No Charge		
		e.	Upcharge for 24-bit color, uncompressed 300 dpi TIF	per page	No Charge		
		f.	Upcharge for 400 dpi TIF	per page	\$0.01		
		g.	Upcharge for one searchable, reduced-size PDF	per page	No Charge		
		h.	Professional services to include: project set up and configuration, project management, document preparation and assembly	per Hour	\$150.00		
	On Site Charge					Quote by Project	
				Unit of Measure	Price		
7	Deliverables	a.	Master DVD	per Each	Included		
		b.	Duplicate DVD	per Each	\$10		
		c.	Portable hard drive for return delivery of digital files	Per Device	\$100		
		d.	Thumb drive for return delivery of digital files	Per Device	Included		
		e.	Note other device for return delivery of digital files	Per Device	cost		
		f.	3 ring binders	per Each	cost		
		g.	Fasteners	per Each	cost		
		h.	Dividers	per Each	cost		
			other: secure FTP	per transfer	Included		
8	Proprietary database format	a.	Contractor(s) has the ability to provide scanned image in Concordance data format (Concordance database, OCR text, load and data files, images, option load file).	per each		Quote by Project	
9	Value add services		Forms Design	per Hour	\$200		
			Automated Workflow Design - Basic	per Hour	\$150		
			Automated Workflow Design - Complex	per Hour	\$200		
			Custom API Development	per Hour	\$700		
			Systems & Network Consulting	per Hour	\$200		
			Analytics & Business Intelligence	per Hour	\$200		
			Hosting/Digital Data Storage	per GB	\$1 (50GB Minimum)		
			ECM Setup & Integration - Basic	per Hour	\$150		
			ECM Setup & Integration - Complex	per Hour	\$100		
			Onsite Support Services - Labor, Technician Level	per Hour	\$35		
			Onsite Support Services - Labor, Supervisor Level	per Hour	\$45		
			Onsite Support Services - Labor, Manager Level	per Hour	\$55		
			Consultation Services - Initial Consult	per Hour	Included		
			Consultation Services	per Hour	\$150		
			Secure Destruction of Documents	per Image	\$0.005		
			Secure Destruction of Media	per Each	Quote by Media		
			Non-Destructive Book Scanning	per Image	\$0.25		
			Conversion of Other Media to/from Digital Images	per Image	\$0.065		
			Electronic Image Processing, Specialty Requests (Bookmarking, Redaction, Image Conversion, File Renaming, Etc.)	per Request	Quote by Project/Request		
			Record Requests (Document Retrieval)	per Request	Included		
			Account Management Services	per Project	Included		
			Onsite Packaging Services	per Hour	\$35		
			Transportation Services (within Connecticut)	per Project	Included		

SCAN-OPTICS, LLC www.scanoptics.com

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price	Price
	Provide details of how documents will be managed in an electronic system, or imported into an existing document management system.		Refer to Scan-Optics Solutions Attachment (Specifically ECM, ECM Ingestion, and BEST ECM Ingestion Sections) for additional details.				
	What specific services are included in pricing?		Solutions are built and priced based on the project and the specific needs of the client/agency. Some of the standard services that we include, at no additional charge, include Account Management, Document Retrieval, Transportation and Temporary Storage of Originals, and Standard Quality Assurance.				
	Can clients reduce costs by prepaying documents in advance?		Yes. We work with our clients to help provide cost-saving options and the most cost-effective solution.				
	How have the company's systems helped previous clients make their operations more efficient?		Our solutions help free up valuable real estate space and resources, while also allowing Client Agencies to more efficiently serve the needs of its staff and customers. Refer to our attached case studies for specific examples of how our solutions have helped some of our current clients.				
	Can your firm provide a guaranteed delivery time for projects? If so please note delivery time here.		Yes. We work with our customers/clients to establish delivery cadence and SLAs. If specific timelines and/or deadlines are required, our process and project management teams work with the client/agency to ensure desired time frames and deliverables are met. Detailed project plans, with timelines and milestones, are developed and mutually agreed upon with the client before the start of the project. Refer to Methodology, Process, and Project Management attachments for additional details.				
	Ability to adhere to Quality Assurance / Safety requirements		All quality assurance and safety requirements are established with the Client Agency and applied to a mutually agreed upon Business Requirements Document. This translates to Standard Operating Procedures communicated during training of production staff. Refer to Quality Assurance attachment for additional details.				
	Reporting Capabilities		Project reporting, including project volume and billables, exception reporting, and overall project status is provided on a regular cadence as defined with the Client Agency at start of project.				

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price	Price
1	Copy/Scan Services	a.	8 1/2" X 11" - One Sided	per page	\$ 0.055	\$ 0.20	\$ 0.055
		b.	8 1/2" X 11" - Two Sided	per page	\$ 0.11	\$ 0.40	\$ 0.10
		c.	8 1/2" X 14" - One Sided	per page	\$ 0.055	\$ 0.20	\$ 0.06
		d.	8 1/2" X 14" - Two Sided	per page	\$ 0.11	\$ 0.40	\$ 0.10
		e.	11" x 17" - One Sided	per page	\$ 0.055	\$ 0.20	\$ 0.06
		f.	11" x 17" - Two Sided	per page	\$ 0.11	\$ 0.40	\$ 0.10
2	Copy/Scan of Oversize Documents	a.	Large Documents up to and including 30" x 42"	per page	\$ 10.00	\$ 10.00	\$ 0.80
		b.	Large Documents (Greater than 30" x 42")	per page	\$ 10.00	\$ 10.00	\$ 0.80
5	Binding	a.	Spiral	per Inch	\$ 1.50	\$ 1.50	
		b.	Comb	per Inch	\$ 1.50	\$ 1.50	
		c.	Wire-O Binding	per Inch	\$ 1.50	\$ 1.50	
3	Data Entry	a.	Manual entry	per field	\$ 0.04		
		b.	Optical character recognition (OCR) to include initial project set up	per field	\$ 0.015		
		d.	100% Verification Quality Review	per Hour	\$ 18.00		
			Manual index from image	per field	\$ 0.06		
4	Indexing Services	a.	indexing incoming paper documents; documents are scanned, using patch pages or barcodes to delineate the start of a new document, and indexed from an imaging workstation.	per field	\$ 0.015		
		b.	allows data entry of a portion of the image needed and the system does an OCR and places the data into the appropriate index field.	per field	\$ 0.015		
		c.	scanning is performed after the paper is processed. As the paper is processed a barcode cover sheet or label is printed.	per field	\$ 0.06		
		d.	Zone OCR used to extract data from fixed fields on paper forms such as applications.	per field	\$ 0.015		
		e.	used in high volume forms capture environments to extract data from fixed field forms (includes machine print, handprint, or mark sense)	per field			
		f.	Unstructured forms processing used with forms that are not structured uniformly.	per field	\$ 0.06		
6	Other Services	g.	computer system automatically assigns metadata in the form of captioning or keywords to a digital image.	per field			
		a.	Electronic Bates Numbering	per Page	\$ 0.015		
		b.	Coding on a per document basis	per Document	\$ 0.25		
		c.	Creating & Searching OCR'd PDF/A Files	per Hour	\$ 0.03		
		d.	Upcharge for 8-bit greyscale, uncompressed 300 dpi TIF	per page	N/C		
		e.	Upcharge for 24-bit color, uncompressed 300 dpi TIF	per page	N/C		
		f.	Upcharge for 400 dpi TIF	per page	N/C		
		g.	Upcharge for one searchable, reduced-size PDF	per page	\$ 0.015		
		h.	Professional services to include: project set up and configuration; project management.	per Hour	\$ 150.00		
		i.	Document preparation and assembly	per Hour	\$ 18.00		
	On Site Charge			\$ 18.00 Per hour			

A&A OFFICE SYSTEMS, INCORPORATED		www.aaoofficeonline.com				
Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price
7	Deliverables	a.	Master DVD	per Each	\$ 15.00	
		b.	Duplicate DVD	per Each	\$ 15.00	
		c.	Portable hard drive for return delivery of digital files	Per Device	\$ 250.00	
		d.	Thumb drive for return delivery of digital files	Per Device	\$ 30.00	
		e.	Note other device for return delivery of digital files	Per Device		
		f.	3 ring binders	per Each	\$ 10.00	
		g.	Fasteners	per Each	\$ 0.10	
		h.	Dividers	per Each	\$ 0.25	
		i.	other: secure FTP	per transfer	\$ 0.01	
		8	Proprietary database format	a.	Contractor(s) has the ability to provide scanned image in Concordance data format (Concordance database, OCR test, load and data files, images, opticon load file).	per each
			Documents residing in a document management system generally will be managed by the client's IT director.			
			When it is necessary to import documents into an existing document management system A&A Office Systems, INC. will work with the client's IT Director and our engineers to customize a seamless transfer of data.			
			Prep/ Copying / Scanning / Indexing / Pick up Delivery / OCR / Bare/ Labeling / Quality Control / Binding / Large Format Drawing Capture			
			Yes			
			Our goal is to consult with our clients and assist them in moving from a manual paper based environment to a fully automated paperless one. This increases efficiencies, locates missing documents and reduces time looking for files from hours, sometimes days, down to seconds.			
			Delivery time depends upon current work load and project specifications given for each project. A&A will do their best to work with deadlines provided by the client.			
			A&A uses best practices for all aspects of quality control and safety.			
			Reporting Capabilities			

Provide details of how documents will be managed in an electronic system, or imported into an existing document management system.

What specific services are included in pricing?

Can clients reduce costs by preparing documents in advance?

How have the company's systems helped previous clients make their operations more efficient?

Can your firm provide a guaranteed delivery time for projects? If so, please note delivery time here:

Ability to adhere to Quality Assurance / Safety requirements

Reporting Capabilities

COURT RECORD & DATA MANAGEMENT SERVICES, INC. www.crdms-inc.com

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Color Copy Charge (same for photo)	B/W Copy Charge (same for photo)	Color Copy Charge (same for photo)	B/W or Color Scan Charge 300 DPI	B/W or Color Scan Charge 400 DPI	
1	Copy/Scan Services	a.	8 1/2" X 11" - One Sided	per page	\$ 0.06	\$ 0.09	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.06	
		b.	8 1/2" X 11" - Two Sided	per page	\$ 0.07	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.12	
		c.	8 1/2" X 14" - One Sided	per page	\$ 0.08	\$ 0.14	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.06	
		d.	8 1/2" X 14" - Two Sided	per page	\$ 0.09	\$ 0.15	\$ 0.10	\$ 0.10	\$ 0.10	\$ 0.12	
		e.	11" X 17" - One Sided	per page	\$ 0.12	\$ 0.28	\$ 0.07	\$ 0.07	\$ 0.07	\$ 0.08	
		f.	11" X 17" - Two Sided	per page	\$ 0.13	\$ 0.29	\$ 0.14	\$ 0.14	\$ 0.14	\$ 0.16	
2	Copy/Scan of Oversize Documents	a.	Large Documents up to and including 30" x 47"	per page	\$ 7.00	\$ 12.00	\$ 1.25	\$ 1.25	\$ 1.25	\$ 1.45	
		b.	Large Documents (Greater than 30" x 42")	per page	\$ 7.00	\$ 12.00	\$ 1.25	\$ 1.25	\$ 1.25	\$ 1.45	
3	Binding	a.	Spiral	per inch	\$ 0.05						
		b.	Comb	per inch	\$ 0.05						
		c.	Wire-O Binding	per inch	\$ 0.05						
3	Data Entry	a.	Manual entry	per field	\$ 0.09						
		b.	Optical character recognition (OCR) to include initial project set up	per field	\$ 0.01						
		c.	100% Verification Quality Review	per Hour	\$ 0.01						
		d.	Manual index from image	per field	\$ 0.09						
4	Indexing Services	a.	indexing incoming paper documents: documents are scanned, using patch pages or barcodes to delineate the start of a new document, and indexed from an imaging workstation.	per field	\$ 0.09						
		b.	allows data entry of a portion of the image needed and the system does an OCR and places the data into the appropriate index field.	per field	\$ 0.01						
		c.	index from paper	per field	\$ 0.09						
		d.	Zone OCR used to extract data from fixed fields on paper forms such as applications.	per field	\$ 0.01						
		e.	Forms Processing used in high volume forms capture environments to extract data from fixed field forms (includes machine print, handprint, or mark sense)	per field	\$ 0.01						
		f.	Unstructured forms processing used with forms that are not structured uniformly.	per field	\$ 0.05						
		g.	Auto classification computer system automatically assigns metadata in the form of captioning or keywords to a digital image.	per field	\$ 0.09						
5	Other Services	a.	Electronic Bates Numbering	per Page	\$ 0.003						
		b.	Coding on a per document basis	per Document	\$ 0.20						
		c.	Creating & Searching OCR & PDF/A files	per Hour	\$ 50.00						
		d.	Upcharge for 8-bit greyscale, uncompressed 300 dpi TIF	per page	\$ 0.03						
		e.	Upcharge for 24-bit color, uncompressed 300 dpi TIF	per page	\$ 0.04						
		f.	Upcharge for 400 dpi TIF	per page	\$ 0.05						
		g.	Upcharge for one searchable, reduced-size PDF	per page	\$ 0.03						
		h.	Professional services to include: project set up and configuration; project management	per Hour	\$ 150.00						
		i.	Document preparation and assembly	per Hour	\$ 15.00						
											No Bid

On Site Charge

COURT RECORD & DATA MANAGEMENT SERVICES, INC. www.crdm-inc.com

Item No.	Service Category	Line No.	Service Type	Unit of Measure	Price	Price	Price	Price
7	Deliverables	a.	Master DVD	per Each	\$			
		b.	Duplicate DVD	per Each	\$	25.00		
		c.	Portable hard drive for return delivery of digital files	Per Device	\$	150.00		
		d.	Thumb drive for return delivery of digital files	Per Device	\$	10.00		
		e.	Note other device for return delivery of digital files	Per Device	\$	25.00		
		f.	3 ring binders	per Each	\$	12.00		
		g.	Fasteners	per Each	\$	0.50		
		h.	Dividers	per Each	\$	0.20		
		i.	other: secure FTP	per transfer	\$			
		8	Proprietary database format	a.	Contractor(s) has the ability to provide scanned image in Concordance data format (Concordance database, OCK test, load and data files, images, opticon load file).	per each	\$	150.00



**TOWN OF STONINGTON
FISCAL 21/22
YEAR END LINE ITEM BUDGET TRANSFER REQUEST**

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	DEBT TO (INCREASE)	CREDIT FROM (DECREASE)	COMMENTS
OFFICE OF SELECTMAN				
10101-80094	Legal Services	5,390.00		
EMERGENCY MANAGEMENT				
10107-80007	Emergency Operations Center-Staffing	10,042.00		
TOWN CLERK				
10109-80075	Clerical Salaries	4,089.00		
TOWN MEETING				
10110-80185	Advertising	15.00		
ADMIN SERVICES				
10121-80084	Clerical Salaries	2,678.00		
HUMAN RESOURCES				
10123-80344	Social Security		21,988.00	
ASSESSOR				
10128-80056	Director of Assessment			
10128-80075	Clerical Salaries	5,159.00		
FINANCE				
10131-89990	Bad Debt Writeoff	1,762.00		
BOARD OF FINANCE				
10136-80197	Legal Support		5,390.00	
PLANNING & ZONING COMM.				
10143-80160	Computerization		3,853.00	
ZONING BOARD OF APPEALS				
10144-80141	Advertising	980.00		
INLAND WETLANDS COMM.				
10146-80141	Advertising	2,873.00		
SOLID WASTE				
10152-80075	Clerical Salaries			

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	DEBT TO (INCREASE)	CREDIT FROM (DECREASE)	COMMENTS
10152-80267	SCRRA Receptacles (yellow bags)		4,437.00	
	RECREATION			
10173-80086	Recreation Program Manager	2,400.00		
10173-80089	Longevity	150.00		
10173-80142	Consumable Supplies	46.00		
10173-80149	Reproduction and Printing	64.00		
		35,648.00	35,648.00	columns must equal

JUSTIFICATION

Transfer accounts with surpluses to accounts with deficits as of year end

Requested by:

James Sullivan 9/1/2022
 Name Date

Director of Finance *[Signature]* 9/1/22
 Department Head Director of Finance Approval

Following to be completed by Finance Department:

Approved

[Signature] 9/1/2022
 Danielle Chesebrough, First Selectman Date

Approved

Board of Finance 9/7/2022
Meeting Date

RECEIVED BY FINANCE:

JOURNAL ENTRY NUMBER



TOWN OF STONINGTON
 FISCAL 2021-2022
 LINE ITEM BUDGET TRANSFER REQUEST

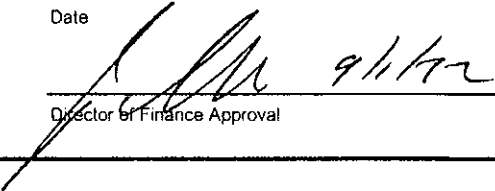
ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10123-80351	Accrued Leave Payout	15,000.00		
10190-89999	Operating Transfers Out		15,000.00	
22802-80351	Accrued Leave Payout - Town	15,000.00		
22802-79999	Operating Transfers In		15,000.00	
		30,000.00	30,000.00	columns must equal

JUSTIFICATION

To transfer out balance of Accrued Leave Payout Line-item, to Reserve for Compensated Absences in fund #228

Requested by:

X _____ Name _____ 9/1/2022 Date
 Director of Admin Services
 Department Head _____ Director of Finance Approval



Following to be completed by Finance Department:

Approved
 X _____ 9/1/2022
 Danielle Chesebrough, First Selectman Date

Approved
 Board of Finance _____ 9/7/2022
 Meeting Date
 _____ Meeting Date

RECEIVED BY FINANCE:
 JOURNAL ENTRY NUMBER

**2022-2023 ADDITIONAL APPROPRIATIONS
THRESHOLD BEFORE REQUIRED TO
GO TO TOWN MEETING**

09/07/22

	GEN FUND 22-23
Annual Adopted Budget	76,745,940
"=.5% of Annual Budget	<u>0.5%</u> <u>383,730</u>
	-
	-
	-
	-
	-
	-
Total Requested Additional Appropriations YTD	<u>-</u>
 Amount over (under) threshold	 383,730 **

This is the amount available for additional appropriations before a
** Town Meeting would be required.

2022-2023 PENDING LIST OF ADDITIONAL APPROPRIATION REQUESTS

09/07/22

DEPT	\$ REQUEST	SOURCE	REASON
Solid Waste	\$222,918.00	Add. aprop./transfer/arpa	Renegotiated contract with Crandall
Police	\$ 34,000.00	Add. aprop./transfer/arpa	Fund balance of new Deputy position
Assessor	\$ 8,820.00	Empty new position in assessment	Raise for Jennifer
Gasoline (Tow	\$ 80,000.00	Add. aprop./transfer/arpa	Contract not locked in price fluctuation
Town Clerk	\$ 8,190.00	Add. aprop./transfer/arpa	New server/Saas system for Cott
	<u>\$353,928.00</u>		