

EAST LYME BOARD OF SELECTMEN
SPECIAL MEETING OF AUGUST 18, 2021
Via ZOOM (Details Below)

2:00 P.M.

AGENDA

1. Call Meeting to Order and Pledge of Allegiance
2. Schedule Town Meeting
3. Adjourn

East Lyme is inviting you to a scheduled Zoom meeting

Topic: Board of Selectmen Special Meeting

Time: Aug 18, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/83432365715?pwd=eThqQmZzTEluUHZlN29ScGRVc0JlTdz09>

Meeting ID: 834 3236 5715

Passcode: 06357

Dial by your location

+1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/j/83432365715?pwd=eThqQmZzTEluUHZlN29ScGRVc0JlTdz09>

TOWN OF EAST LYME
NOTICE OF SPECIAL TOWN MEETING

Notice is hereby given of a Special Town Meeting of the Town of East Lyme to be held on September 1, 2021 at 7:00 P.M. (E.T.) at the East Lyme Town Hall Upper Meeting Room for the following purposes:

1. To consider and act upon to approve a special appropriation in the amount of \$280,557 for the following items with the source of funds being America Rescue Funds:

- \$5,129 - WIFI improvements at EL Town Hall
- \$14,428 – Virtual Meeting Package at EL Town Hall
- \$132,000 – Microwave Dishes for Emergency Public Safety Management
- \$44,000 – Security Cameras at various town locations for Public Safety
- \$55,000 – Wellness/Prevention/Mentoring Coordinator for EL Youth Services
- \$20,000 – Clinical Therapist/Counselor for EL Youth Services
- \$10,000 – Shoreline Kitchen and Food Pantry – Regional Refrigerated Truck

2. To consider and act upon a special appropriation in the amount of \$48,846.00 from the Nuclear Safety Emergency Program (NSEP) to account number 01-70-725-224-006 (NSEP Equipment), to cover the cost of purchasing the equipment noted on the July 29, 2021 request for the new emergency operations center.

3. To transact any other business proper to come before the meeting.

Dated at East Lyme, Connecticut, this 18th day of August 2021.

EAST LYME BOARD OF SELECTMEN



WALLER
SMITH &
PALMER^{PC}
Attorneys at Law

Town Counsel
Opinion
use of ARP funds
July 2021

EDWARD B. O'CONNELL
TRACY M. COLLINS*
PHILIP M. JOHNSTONE+*
CHARLES C. ANDERSON
KERIN M. WOODS+
ELLEN C. BROWN*
MARK S. ZAMARKA
CATHERINE A. MARRION
TIMOTHY D. BLEASDALE
RACHAEL M. GAUDIO+*

July 23, 2021

OF COUNSEL:
ROBERT W. MARRION
ROBERT P. ANDERSON, JR.
FREDERICK B. GAHAGAN

+ ALSO ADMITTED IN RI
* ALSO ADMITTED IN MA

VIA EMAIL AND U.S. MAIL

Mark Nickerson, First Selectman
East Lyme Town Hall
108 Pennsylvania Avenue
Niantic, CT 06357

Re: Special Appropriations of American Rescue Plan Funds

Dear Mr. Nickerson:

You have requested our advice regarding whether the following appropriations recommended by the Board of Selectmen on July 7, 2021 meet the eligibility requirements of the Coronavirus Fiscal Recovery Fund established under the American Rescue Plan Act of 2021 (ARPA):

1. \$5,129 – WIFI improvements at East Lyme Town Hall
2. \$14,428 – Virtual Meeting Package at East Lyme Town Hall
3. \$132,000 – Microwave Dishes for Emergency Public Safety Management
4. \$44,000 – Security Cameras at various town locations for Public Safety
5. \$75,000 – Clinical Therapist/Counselor for East Lyme Youth Services
6. \$10,000 – Shoreline Kitchen and Food Pantry – Regional Refrigerated Truck

On March 11, 2021 ARPA was signed into law by President Biden. Section 603 of the Act establishes the Coronavirus Local Fiscal Recovery fund for local governments to respond to the COVID-19 public health emergency and its economic impacts. ARPA provides that the funds may be used for the following purposes:

1. To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;

3. To provide government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent fiscal year prior to the emergency; and

4. To make necessary investments in water, sewer, or broadband infrastructure.

On May 17, 2021 the U.S. Treasury Department issued the Interim Final Rule (IFR) which establishes guidelines for how the funds may be used. The IFR also establishes regular reporting requirements by requiring local governments to publish information regarding uses of the funds. "These reporting requirements reflect the need for transparency and accountability, while recognizing and minimizing the burden, particularly for smaller local governments."

For the reasons that follow, it is our advice that the six appropriations recommended by the Board of Selectmen all fall under the first of ARPA's permissive uses listed above as the Town's response to public health and economic impacts of COVID-19. To assess whether a program or service falls within that category, the IFR recommends that government officials should first identify a need or negative impact of the COVID-19 health emergency and then identify how the program, service or other intervention addresses the identified need or impact.

The IFR identifies a non-exclusive list of uses that address the effects of the COVID-19 mitigation and prevention in response to public health. These uses include medical expenses, behavioral health care, public health and safety, expenses to improve the design and execution of health and public health programs, housing, community health programs, lead paint remediation, violence intervention programs and mitigation of the increase of violence as a result of the pandemic.

The IFR also identifies a non-exclusive list of uses that address the "negative economic impacts of COVID-19" including impacts on households or individuals, impacts on businesses, impacts to local governments, assistance to unemployed workers, assistance to households, improvements to the efficiency of economic relief programs including data or technology infrastructure, relief for small businesses, non-profits and promoting healthy childhood environments.

General infrastructure projects such as road construction or bridge repair (except to the extent they are in furtherance of permitted use #4 above for water, sewer or broadband infrastructure) unrelated to COVID-19 are not included in the public health and economic impact category of permissible fund uses. They are, however, permissible to implement COVID-19 implementation tactics including public community and safety efforts, improvements to data or technology infrastructure and adaptation to public buildings to implement COVID-19 mitigation tactics.

With the foregoing principles in mind, we analyze the recommended appropriations:

Appropriation Items 1 and 2 - Both the WIFI improvements and the virtual meeting package at East Lyme Town Hall fall under the permissible use of funds in promoting public health and negative economic impacts of COVID-19 under ARPA.

On July 14, 2021, the U.S. Treasury issued responses to Frequently Asked Questions (FAQ) regarding the uses of funds. Question and Answer 2.1 provides that eligible uses for the funds include "public communication efforts," and "capital investments in public facilities and buildings to implement COVID-19 mitigation tactics." It is essential that local government officials be able to communicate effectively with each other to mitigate and protect the public from the health impacts of COVID-19. It is also essential that the public be informed of governmental meetings and be able to participate and respond as allowed. The proposed uses further those goals.

Appropriation Items 3 and 4 - Microwave dishes for emergency public safety management and security cameras at various town locations for public safety both fall under the permissible uses in responding to the public health emergency and negative economic impacts of COVID-19 under APRA. In the July 14, 2021 FAQ responses the Treasury Department reiterated the IFR guidelines that the ARPA funds can be used to support communities working to reduce and respond to increased violence due to the pandemic. The expenditures may include hiring of law enforcement officials, even above pre-pandemic levels, community violence intervention programs, additional enforcement to reduce violence and investing in technology and equipment, such as microwave dishes, to allow law enforcement to more effectively respond to the rise in violence resulting from the pandemic. In order to respond to the public health emergency and the increase in violence due to COVID-19, it is essential that the Town's emergency public health safety officers be able to effectively communicate with one another. Cameras at various town locations would also fall under the category of technology and equipment used for the purposes of reducing the increase in crime caused by the pandemic.

Appropriation Item 5 - Clinical therapist / counselor for East Lyme Youth Services. The IFR guidelines list medical expenses, including "behavior health needs exacerbated by the pandemic" as a proper use of the ARPA funds. These services include "mental health treatment, substance misuse treatments, and other behavioral health services...". The use of ARPA funds for the therapist/counselor fall within this permissive category.

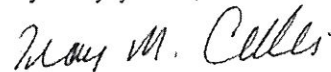
Appropriation Item 6 - Shoreline Kitchen and Food Pantry – Regional Refrigerated Truck. The IFR guidelines address certain negative economic impacts

resulting from the pandemic, one of which is food assistance to non-profits and ultimately to households. This constitutes a permissible use of the funds.

To summarize, it is our opinion that the six appropriations recommended by the Board of Selectmen on July 7, 2021 fall within the eligibility standards of the American Rescue Plan Act of 2021. Furthermore, it is our advice that that the Town continue to use the appropriation process authorized in our Charter when expending ARPA funds in order to comply with ARPA's requirement of the need for transparency and accountability with respect to the use of the funds.

If you or members of the Board of Selectmen have any questions or comments, or need any further information, we would be pleased to respond.

Very truly yours,

A handwritten signature in cursive script that reads "Tracy M. Collins".

Tracy M. Collins, of
Waller, Smith & Palmer, P.C.

TMC:cmc

cc: Anna Johnson, Finance Director

Sandra Anderson

From: Tracy M. Collins <tmcollins@wallersmithpalmer.com>
Sent: Tuesday, July 27, 2021 4:47 PM
To: Mark Nickerson
Cc: Anna Johnson; Sandra Anderson
Subject: ARPA Funds appropriation for Public Safety Building roof replacement

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

Dear Mr. Nickerson:

On July 23, 2021 we issued an opinion that the appropriations recommended by the Board of Selectmen on July 7, 2021 met the eligibility requirements of the American Rescue Plan Act of 2021 (ARPA). Thereafter you requested our advice regarding whether the proposed appropriation to replace the Public Safety Building roof recommended by the Board of Selectmen on July 21 meets the eligibility requirements of ARPA. Please consider this email a supplement to that letter.

For the reasons that follow, it is our advice that the appropriation for the replacement of the public safety building roof recommended by the Board of Selectmen also falls under the first of ARPA's permissive uses listed in our July 23rd letter as the Town's response to public health and economic impacts of COVID-19. As stated therein, to assess whether a program or service falls within that category, the U.S. Treasury Department's Interim Final Rule recommends that government officials should first identify a need or negative impact of the COVID-19 health emergency and then identify how the program, service or other intervention addresses the identified need or impact.

With these principles in mind the following is an analysis the roof replacement at the Public Safety Building:

On July 14, 2021, the U.S. Treasury issued responses to Frequently Asked Questions (FAQ) regarding the uses of funds. Question and Answer 2.1 provides that eligible uses for the funds include "public communication efforts," and "capital investments in public facilities and buildings to implement COVID-19 mitigation tactics." The FAQ responses also provide that that the ARPA funds can be used to support communities working to reduce and respond to increased violence due to the pandemic. The expenditures may include hiring of law enforcement officials, even above pre-pandemic levels, community violence intervention programs and additional enforcement to reduce violence. It is our understanding that the Public Safety Building will operate as the town's

emergency management headquarters for the police department, dispatch and emergency management personnel. It is vital that our police officers, dispatchers and emergency management personnel operate in one fully functioning central location in order to properly respond both to the public health emergency and increased violence due to COVID-19. We are also assuming that the building will be used to support the town's general response to COVID-19 for public awareness and as an option for a COVID vaccine site in the event it is needed.

If you have any questions please contact us.

Thank you.

Tracy Collins

Tracy M. Collins, Attorney at Law
tmcollins@wallersmithpalmer.com

Waller, Smith & Palmer, P.C.
Office: [860-442-0367](tel:860-442-0367) | Fax: [860-447-9915](tel:860-447-9915)
52 Eugene O'Neill Dr. New London, CT 06320
<http://wallersmithpalmer.com>



Any federal tax advice contained in this communication, including any attachments, is not intended or written to be used, and cannot be used by any taxpayer, for the purpose of avoiding any tax penalties that may be imposed under the Internal Revenue Code. The information contained in this communication may be confidential, may be an attorney-client communication and as such, legally privileged, and is in all events intended only for the use of the addressee named above. If you are not the intended recipient (or an agent responsible for delivering this communication to the intended recipient), you are hereby notified that any use, review, dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. Nothing in this communication is intended to constitute a waiver of any privilege or the confidentiality of this message. If you have received this communication in error, please notify the sender immediately by return e-mail or telephone and delete the original message and any copy of it from your computer system.

With cyber-crimes on the increase, it is important to be ever-vigilant. If you receive an e-mail or any other communication that appears to be generated from Waller Smith & Palmer, PC that contains new, revised or altered bank wire instructions, consider it suspect and call our office at a number you trust. Our bank wire instructions seldom change.

Thank you.

Request for Board of Selectmen

TO: Board of Selectmen

FROM: Mark C. Nickerson

DATE: June 25, 2021

SUBJECT: Special Appropriation \$280,557 America Rescue Funds

Summary of Agenda Item:

At this time, I recommend moving forward with the attached list in the amount of \$280,557 use in America Rescue Funds.

- The WIFI and Virtual Meeting Packages will assist the town in having the technology to conduct meetings during and after the recovery from the COVID-19 pandemic.
- The Microwave Dishes and the Security Cameras will assist the town's public safety communications to have resiliency during and after the recovery from the COVID-19 pandemic.
- The Clinical Therapist/Counselor will assist the town in recovery from the broader health impacts of COVID-19.

Action Needed:

Move to approve a special appropriation in the amount of \$280,557 for the following items with the source of funds being America Rescue Funds:

- \$5,129 - WIFI improvements at EL Town Hall
- \$14,428 – Virtual Meeting Package at EL Town Hall
- \$132,000 – Microwave Dishes for Emergency Public Safety Management
- \$44,000 – Security Cameras at various town locations for Public Safety
- \$75,000 – Clinical Therapist/Counselor for EL Youth Services
- \$10,000 – Shoreline Kitchen and Food Pantry – Regional Refrigerated Truck

And forward to the Board of Finance for approval. *Note: Town Meeting is required.*

Attachments:

Quotes for items noted above

Prepared By: Anna M. Johnson, Director of Finance

STARCOMPUTERS
complex technology...simple solution

www.starcomputers.com
 P.O. Box 618
 Niantic, CT 06357

Quote

DATE	QUOTE NO.
4/13/2021	3109

NAME / ADDRESS

East Lyme Town Hall
 108 Pennsylvania Ave,
 Niantic, CT 06357
 Attn: Joe Bragaw

DESCRIPTION	QTY	P.O. NO.	TERMS	REP
			Due on receipt	DWB
		COST	TOTAL	
Access Point - Aruba AP Wifi6	6	639.00	3,834.00	
1 10 pack AP mounting Hardware.	1	275.00	275.00	
Mount AP's, configure required SSID's, security, and virtual controller	6	170.00	1,020.00	
** Installation based on network drops being in place where AP is to be mounted additional cable subject to additional fee				
All Hardware Orders Require a 50% Deposit at Time of Order. Balance of Hardware and Service to be Paid Upon Completion. Signature and date of acceptance:		(0.00)	\$0.00	
		TOTAL	\$5,129.00	



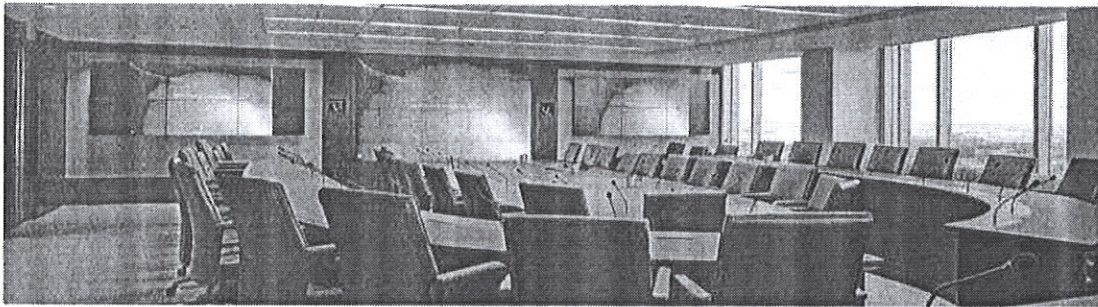
Design and Installation Proposal

EAST LYME, TOWN OF

EAST LYME, TOWN OF - Zoom Room Adds

108 Pennsylvania Avenue

East Lyme, CT 06357



Date: 07/15/2020
Adtech Systems Quote Number: 437370
Submitted to: Carmen Ames

Contract Number: 19PSX0015

STEPHAN KOLPINSKI
Director of Sales
(860)512-8011
stephan.kolpinski@adtechsystems.com





Scope of Work

Project Location

Town of East Lyme
108 Pennsylvania Avenue
East Lyme, CT, 06357

Statement of Work

In addition to the current project that Adtech Systems is working on in the conference room, the Town of East Lyme would like to add Zoom capabilities. The purpose of adding Zoom would be so the 9 Board members can host the meeting from the conference room while the audience joins by Zoom. This will limit the amount of people in the space and conform to the COVID-19 guidelines.

Conference Room Details

Existing Conditions

All Owner Furnished Equipment (OFE) will remain as is for this installation.

Displays

The OFE projector and screen will remain as is and be reused as part of this installation.

Connectivity/Sources

A dedicated OFE PC located in the AV rack will be used to host Zoom calls, share content/presentations in the room, and on the calls. The new OFE PC will be connected to the existing video switcher via HDMI. The client is also to provide wireless mouse and keyboard for use of the PC in the room.

Note: The OFE Room PC will drive the Zoom calls and be the only local source of content being shared in the room. None of the other video sources in the room will be available to be shared while in a Zoom call. In the case where a different computer is sharing content or presentation and is located locally in the room, they will need to connect to the Zoom call on that PC as a participant and disable their audio to prevent feedback.

Video Conferencing

The board members will be captured via the OFE conferencing cameras and OFE table and wireless handheld microphones, as well as new microphones. Adtech Systems will provide and install additional hardware to split, scale, and ingest the camera signal via USB into the room PC. All Zoom calls will be hosted through an OFE dedicated PC located in the AV rack. The Zoom participants on the far end watching the meeting would see whatever content is being shared. This would either be a camera shot of the Board members or a presentation that is being displayed. This will be the same feed that is being recorded and sent out to broadcast. The Board members in the conference room would see the audience members on the Zoom call or the presentation.



Audio

The OFE speakers and microphones will remain as is and be reused as part of this installation. Adtech Systems will provide and install four (4) new wireless handheld mics with tabletop stands to be used by the board members when on a Zoom call. Adtech Systems will also be providing, installing, and programming a small DSP to provide Acoustic Echo Cancellation (AEC) when on the Zoom calls and to interface via USB into the client provided PC running Zoom. The new DSP will interface with the existing DSP to allow the utilization of the existing speakers and existing microphones as well.

Control

Adtech Systems will update the control programming to include volume/mute control for the four (4) new wireless microphones, as well as add the OFE PC running Zoom as a source. There will be no direct Zoom call control on the Touch Panel, all Zoom control will be through the dedicated room PC.

Furniture and Fixtures

Adtech Systems will not be providing any furniture or fixtures for this installation.

Client Responsibilities

The Town of East Lyme is responsible for all wall and ceiling patching and repairs.

The Town of East Lyme is responsible for all Network need in the room.

The Town of East Lyme will also be responsible for all electric work done in the room.

The Town of East Lyme will also be responsible for providing a dedicated PC that is setup and running Zoom to be installed in the AV rack, along with a wireless mouse and keyboard. The PC should meet the minimum requirements outlined by Zoom and have a minimum of 2 USB 3.0 ports.

Equipment Details

Conference Room							
PART NUMBER	MFR	PART DESCRIPTION	QTY	MSRP	DISC%	UNIT PRICE	TOTAL PRICE
Audio Equipment							
P300-IMX	Shure	Shure Dante Audio Conferencing Processor with AEC	1.0	\$1,998.00	20.00%	\$1,598.40	\$1,598.40
QLXD24/SM58-G50	Shure	Shure QLXD digital wireless microphone system, Handheld	4.0	\$1,249.00	20.00%	\$999.20	\$3,996.80
WA371	Shure	Shure WA371 - Swivel Adapter for Handheld Transmitter	4.0	\$8.00	20.00%	\$6.40	\$25.60
ANI4IN-XLR	Shure	Shure 4-channel Dante mic/line audio network Interface Unit (XLR connectors)	1.0	\$780.00	20.00%	\$624.00	\$624.00
UA844+SWB/LC	Shure	Shure Five-way active antenna splitter and power distribution system for QLX-D®, ULX®, ULX-D®, SLX®	1.0	\$499.00	20.00%	\$399.20	\$399.20
D57E	Atlas Sound	Atlas iED adjustable height desktop mic stand 8-13" (ebony)	4.0	\$41.99	13.00%	\$36.53	\$146.12
VTC							
60-1303-01	Extron Electronics	Extron DSC 3G-HDA 3G-SDI to HDMI scaler	1.0	\$1,800.00	35.00%	\$1,170.00	\$1,170.00
26-383-12	Extron Electronics	Extron 6' SDI cable	1.0	\$30.00	35.00%	\$19.50	\$19.50
26-663-06	Extron Electronics	Extron 6' Ultra-flexible high speed HDMI cable	2.0	\$74.00	35.00%	\$48.10	\$96.20
OFE		OFE Client PC In AV Rack with Zoom and wireless keyboard and mouse	1.0	\$0.00	0.00%	\$0.00	\$0.00
Rack							
60-190-01	Extron Electronics	Extron rack shelf	1.0	\$140.00	35.00%	\$91.00	\$91.00
U1V	Middle Atlantic Products, Inc.	Middle Atlantic 1 space vented utility shelf	2.0	\$61.00	32.00%	\$41.48	\$82.96
PDT-615C	Middle Atlantic Products, Inc.	Middle Atlantic 6 outlet power strip	1.0	\$193.00	32.00%	\$131.24	\$131.24
Labor							
LBR-DRAFTING		Drafting Services	4.0	\$0.00	0.00%	\$90.00	\$360.00
LBR-ENGINEERING		Engineering Services	10.0	\$0.00	0.00%	\$120.00	\$1,200.00
LBR-INSTALL		Installation Services	4.0	\$0.00	0.00%	\$95.00	\$380.00
LBR-PGM-AUDIO		Audio Programming Services	4.0	\$0.00	0.00%	\$110.00	\$440.00
LBR-PGM-CONTROL		Control Programming Services	8.0	\$0.00	0.00%	\$110.00	\$880.00
LBR-PROJMGMT		Project Management Services	2.0	\$0.00	0.00%	\$110.00	\$220.00
LBR-CLOSEOUT		Closeout & Punchlist	4.0	\$0.00	0.00%	\$95.00	\$380.00

437370 - EAST LYME, TOWN OF - EAST LYME, TOWN OF - Zoom Room Adds



Conference Room							
PART NUMBER	MFR	PART DESCRIPTION	QTY	MSRP	DISC%	UNIT PRICE	TOTAL PRICE
LBR-FIELDRACKBUILD		Field Rack Build Services	8.0	\$0.00	0.00%	\$115.00	\$920.00
LBR-GENADMIN		General Administration	1.0	\$75.00	33.33%	\$50.00	\$50.00
SHIP		Shipping & Handling					\$0.00
CABLE		Installation Materials					\$1,216.49
					Total:		\$14,427.51



Warranty and Service

Workmanship and Equipment Coverage

Adtech Systems guarantees all audio-visual systems furnished to be free from defects in workmanship (cable, connectors, structures) for a period of six (6) months from the date of acceptance or first beneficial use, whichever occurs first. If in that time the system fails to perform as specified, Adtech Systems will correct the problem at no charge.

Adtech Systems guarantees that all materials contained in the provided audio visual system come with complete manufacturers' warranties against defects in parts and workmanship. Typical manufacturers warranties for equipment vary in lengths (usually 90 days to 3 years), and will be handled by Adtech Systems on-site during the six (6) month warranty period after final acceptance. Beyond the initial six (6) month warranty period, service related issues will be billed at a labor rate of \$115 per hour plus an additional trip charge per visit, unless the customer elects to purchase a service contract for continued system coverage. Any hardware related issues outside of the manufacturers' warranty will be quoted prior to work being performed. The Owner is responsible for all shipping charges not covered by the manufacturers' warranty.

Definition

Improper functioning, for warranty purposes, means failure of the system to meet the intentions of the specification because of internal defects. It does not include Owner/User caused malfunctions such as re-adjustment of controls, re-tuning of the system, misuse, or injury to the system or components of the system beyond normal wear.

Warranty coverage excludes cover paint, exterior finishes, fuses, lamps (including projection lamps) or associated labor to repair or address such items, unless the damage or failure results from defective materials or workmanship covered by the warranty.

Preventive Maintenance & Service Contract options are provided separately and detailed below.



Service Level Agreement (SLA)

Adtech Systems recognizes continued success with your A/V systems is vitally important to your business. We provide a multi-tiered service and support plan designed to keep your system online. The main benefits of the Adtech service plan include:

- Guaranteed on-site response times,
- Continued coverage on workmanship and labor,
- Access to telephone and remote support,

May also include preventive maintenance (PM) visits as part of the contract terms.

Adtech offers three SLA types and are typically entered into for one to three years. Unless otherwise explicitly stated, the pricing for the SLAs in this proposal are for a one-year period.

Service Plan and Standard Warranty Details

	Gold	Silver	Bronze	Standard
Initial call back	1 Hour	1 Hour	1 Hour	4 Hour
On-site response time	24 Hour	48 Hour	72 Hour	96 Hour
On-site support	Unlimited	Unlimited	Unlimited	First Avail.
Help desk support	Unlimited	Unlimited	Unlimited	N/A
Remote support**	Yes	Yes	No	No
Preventive maintenance*	2 Visits	1 Visit	N/A	N/A
Access to remote video testing	Yes	Yes	No	No
Customer training sessions*	2	1	0	0
Discount to upgraded response	20%	15%	10%	N/A

* Preventive Maintenance and customer training sessions will be scheduled at least 6 weeks in advance

** Remote support requires access into the AV system via the Customers' network (tunneling)

Contact Information

Adtech Service Hotline	(978) 261-1148
Adtech Service Request Form	http://www.adtechsystems.com/contact/#ServiceRequest
Service Hours*	8:00 AM to 5:00 PM
Service Request Hours*	8:00 AM to 5:00 PM

* Adtech logs all service requests within these hours. Service requests received after 3:00PM will be logged the next business day. Service hours exclude Holiday schedule



Pricing Summary

Total Equipment:	\$9,597.51
<i>From equipment list and includes switches, relays, terminal blocks, panels, cables, connectors, etc. to insure a complete and operational system.</i>	
Total Labor:	\$4,830.00
<i>Includes: All design work, drawing, run sheets, instructions manuals, programming, fabrication, modification, assembly, rack wiring, coordination, supervision, testing, quality assurance testing, and all other project tasks. modification, assembly, rack wiring. Some performed on AV contractor's premises.</i>	
Administrative Cost:	\$0.00
<i>Includes: Shipping & Handling and parking.</i>	
SLA Cost	No Service Contract Included
Discount	\$0.00
Subtotal:	<u>\$14,427.51</u>
Tax:	\$0.00
Project Total:	<u>\$14,427.51</u>

Not included: Structural Ceiling, millwork, or AC/Heat modifications, high voltage, electrical or conduit.

Acceptance

As the authorized representative of EAST LYME, TOWN OF, I agree and accept the terms and conditions of this proposal, including any deposit and milestone payments as detailed in section 3.8.

By: _____ Title: _____
 Name: _____ Date: _____

Typical delivery for projects is six (6) to eight (8) weeks from receipt of a Customer Purchase Order. If delivery is required earlier than the six (6) to eight (8) week timeframe, that will be considered out of scope and expedited charges may apply. All Labor and Services pricing provided as part of this quote assumes that the customer and Adtech will coordinate a mutually acceptable implementation schedule.



Project Roles

Adtech Will:

- Adtech will supply and install integrated systems including all equipment, materials, and labor to ensure complete and operating systems as designed and specified in this proposal in the area(s) designated.
- Adtech will generate information required for fabrication, installation and wiring of the system. We will provide on-site installation and wiring, and provide ongoing supervision and coordination during the installation.
- Adtech will provide power requirements for installed equipment to general contractor or other customer contact as needed.
- Adtech will provide initial adjustment and alignment, checkout, and functional testing of the system(s).

Other Trades or Vendors:

Unless specifically noted otherwise, Adtech bases this proposal on others providing and installing certain equipment and materials including:

- Movable furniture, tables, desks, chairs, marker boards, and custom millwork
- Window shades, curtains, motorized panels, & drapes
- Conduits, wire ways, connection boxes, pull boxes, junction boxes, floor pockets and outlet boxes permanently installed in walls, floors, and ceilings
- Room lighting fixtures, dimming systems, power receptacle outlets, and interconnecting wiring for these circuits and all AC electrical breaker panels, outlets and wiring required
- Structural blocking for wall mounting displays and any other equipment provided by Adtech
- Structural work, wall openings, ceilings and trim, fire prevention and safety devices, rough and finish trim, painting and patching, drapes, carpets, floor coverings, glazing, asbestos work, acoustical treatments, and relocation or movement of any ceiling or wall obstructions
- All high voltage (110V) wiring for projection screens & projector lifts supplied by Adtech
- All Tel/Data work
- Modifications to millwork or custom tables
- Trash removal from the facility

Adtech needs you to provide:

- Access to the facility as needed for completion of the work during normal business hours.
- All necessary LAN, or other network connectivity and circuits necessary to connect our equipment and provide desired functionality.
- All necessary VoIP circuits operational and provisioned according to Adtech supplied checklist.
- Terminate and test those connections at locations specified by Adtech for proper functionality. Examples include: LAN wall plates for IP connectivity, and analog telephone extensions (POTS).
- Any security measures necessary to protect the work while the work is in progress.
- Timely response to inquiries concerning completion of the work that may affect the schedule.
- A safe working environment free from environmental or health hazards

General Notes and Conditions:

- All Labor and Services pricing provided as part of this quote assumes that customer and Adtech will coordinate a mutually acceptable implementation schedule based on standard lead times.
- Control system programming is based upon a modifiable Adtech template that has been designed for ease of use and considered optimized for the above equipment list.
- All labor quotes are for normal business hours 8am to 5pm.
- Unless otherwise noted, all labor quotes are for non-union, and non-prevailing wage labor. Notification of union or prevailing wage after award may generate a labor change order.

General Terms and Conditions

Section 1.0- General Facility Conditions

1.0 Site Installation: Typical delivery for projects is six (6) to eight (8) weeks from receipt of a Customer Purchase Order. Any changes to the typical delivery schedule may involve expedited charges.

1.1 Room Availability: Rooms are to be made available for exclusive use on the day(s) of the scheduled installation. Unless specifically arranged in advance, room(s) will be available during Normal Business Hours (Monday through Friday, 8:00am to 5:00pm) in eight (8) contiguous hour segments. Delays in scheduled service due to client use or obstructed access to equipment that require a return trip by the technician(s) will be subject to additional travel time and expense costs.

1.2 Electrical Outlets and Pathways: Prior to Adtech Systems beginning site work, the Owner will provide all electrical outlets, floor boxes, conduits and core drills in the area(s), according to specification, where audiovisual equipment is to be installed.: (A) All new electrical work is to run on one phase. (B) All power runs are to be clean and properly grounded; (C) All electrical work is to be installed in compliance with all applicable electrical codes; and (D) if power is provided for a projector, it shall be run on a separate circuit dedicated for the exclusive use of the projector. (E) All conduit and cable pathways are to be free and clear.

1.3 Structural Vibrations: Jobsite building structures -- including ceilings, walls and floors -- used to support audiovisual equipment are assumed to be vibration free. If required, dampening devices are available at an additional charge.

1.4 Furniture: Furniture that cannot be removed prior to the time of system installation shall be adequately covered and protected by Owner.

1.5 Ceiling Tiles: If installation occurs in any room where suspended ceiling tiles are installed, Owner will provide a reasonable number of spare tiles of the same pattern and batch number as those of the tiles already installed in the room.

1.6 Merchandise Ownership & Storage: Owner accepts responsibility for all merchandise sold and/or provided on this project, delivered to the job site, and signed for by a representative of the Owner. Owner will provide secure storage for such merchandise. Adtech Systems will not be responsible for any loss or damage, except loss or damage caused by an Adtech Systems employee during the act of installation that occurs after delivery and acceptance by the Owner.

1.7 Exclusions: The following items are not covered under the provisions of this agreement and if requested are subject to additional charge: System misuse or abuse, as determined by Adtech; Acts of nature, damages due to fire or water damage; image burn-in on any device display; expedited shipping for repaired parts; camera lenses; Problems caused by improper connection of equipment by the end-user or other user errors, as determined by Adtech; and, accessories, software, or hardware not provided or sold by Adtech after the agreement acceptance.

Section 2.0- Existing Equipment

2.1 Documentation: If this project entails installation and/or re-use of existing equipment and/or wiring provided by the owner, owner shall, at Adtech's request, provide any documentation that may be required to properly install and/or integrate said existing equipment into the new system.

2.2 Good Working Order: Adtech Systems is not responsible for the integrity or good working order of any existing hardware or wiring designated to be included in this new system. If such defective material is found, the project schedule may be affected, and Change Order(s) may be required to overcome the obstacle(s) created by such defects.

2.3 Customer Hardware and Software: Adtech Systems will not load software of any kind on Owner's computer(s). Computer hardware, internet connectivity, as well as the installation of all supporting computer software and drivers, all LAN provisioning, switches, routers, network connections, servers, operating systems and systems integration required to effectively run the Owner's installed interactive or other hardware devices and display equipment, unless specifically stated otherwise, are the exclusive responsibility of the Owner.

2.4 Movement of Existing Equipment: In the event Adtech is requested by customer to move customer's existing equipment or wiring, it is expressly understood that Adtech assumes no liability for damage incurred during the movement process or failure of such equipment to work upon reinstallation. Should customer wish for movement services to include coverage for existing equipment, a separate quote may be provided.

Section 3.0- Schedule, Payments & Business Terms

3.1 Delays and Postponements: Should Adtech Systems be delayed in the performance of the work due to material changes, labor disputes, fire, unusual delay in deliveries, construction delays, project postponement, unavoidable casualties or other causes beyond its control, the agreed-to time for completion shall be extended by Change Order, and may include charges to cover costs incurred by Adtech Systems due to the delay. Adtech Systems may invoice the Owner a weekly surcharge of 1% of the sales price for storage of any equipment that has been ordered specifically for the completion of the project, not yet delivered to the site, and present in the Adtech Systems warehouse. Should the delay exceed 30 days, Adtech Systems may invoice the full sales price of any equipment that has been ordered specifically for the completion of the project in addition to the weekly 1% storage surcharge. A delay is represented by a notification that is three (3) business days or less from the commencement of scheduled on-site work by Adtech.

3.2 Employee Non-Solicitation: Owner agrees that for a period of one year after completion of the work proposed herein, Owner will not, directly or indirectly solicit or hire any Adtech employee who has provided any of the services outlined in this proposal. Owner acknowledges that Service Provider has recruited, trained and contracted with employees to provide the Services and that this is a costly and time consuming endeavor. If Owner wishes to hire an Adtech employee, it will pay to Adtech a sum equal to 6-months of compensation for the employee.

3.3 Right of Revision: Adtech Systems reserves the right to revise this proposal based upon information obtained from subsequent site visits and/or other sources not available at the time this proposal was prepared.

3.4 Freight: Freight fees are estimated for ground freight service. Expedited freight, as required by the client, will be prepaid and added to invoices.

3.5 Labor: Unless specifically noted, all labor is quoted at regular, non-union, non-prevailing wage rates. For jobs that it is determined must be performed by union technicians or by technicians paid a prevailing wage rate, a change order will be processed to cover the increased labor expenses.

3.6 Project Initiations and Payments: A written Contract, Purchase Order, or other acceptable authorization to proceed must be received prior to the start of all work. A 3.0% surcharge will be added to any credit card payment.

3.7 Change Order Procedure: Occasionally, the owner may request a change of service from Adtech Systems within the general scope of this proposal. These changes may consist of additions, deletions, revisions, adjustment of scope, and adjustment of project timing. Prior to the commencement of changed or revised work, Adtech Systems shall submit to the owner a written change order document. The owner shall approve or deny this change order document. If approved, Adtech Systems will promptly undertake the outlined changes upon reception of the signed change order document. No work not specified within original scope will be undertaken by Adtech Systems without a signed change order from the owner.

3.8 Payment Terms: For shorter duration projects (typically < \$20,000) Adtech will invoice upon project substantial completion. For medium duration projects (typically \$20,000-75,000 in size) Adtech will invoice 30% upon project acceptance and the balance upon project completion. For longer duration projects Adtech will invoice 30% upon proposal acceptance and an additional 30% upon start of on-site installation. The remainder of the project will be invoiced in full at substantial completion of each portion of the project (typically each room). If the customer requests a specific payment method they must notify Adtech in writing of this request.

3.9 Acceptance: This proposal is valid for 30 days. Any product that has been discontinued and must be replaced by another product is subject to price changes.

3.10 Returned Product: Products returned because of a customer requested scope or timeline change will incur a minimum 20% restocking fee. In cases where the product is custom ordered, not re-sellable or re-usable, or where the product is outside manufacturer return periods or is missing components (including original packaging), Adtech will return the product to the Customer with no credit. In cases where a restocking fee will be assessed, the customer may elect to receive the item(s) back with no credit.

3.11 Installation Sign-off: Upon completion of on-site installation, a sign-off document will be provided to an authorized representative of the client by the Project Manager. The document shall be signed and returned to Adtech Systems no more than (30) days from receipt. The signing and return of this document will serve as an agreement between the client and Adtech systems indicating the successful completion of the project and will mark the activation date of warranty coverage and Service Level Agreements. Failure to return a signed copy within (30) days will also constitute client acceptance.

Section 4.0- Other

4.1 Force Majeure: Neither party shall be liable to the other for any delay in the performance of any of its obligations under this agreement due to any cause beyond such party's reasonable control or due to acts of God, acts of civil or military authorities, fires, labor disputes, floods epidemics, governmental rules or regulations, war, riot, delays in transportation or shortages in raw material or other products, without such party's fault or negligence.

4.2 Hours: Services will be provided within normal business hours during business days. Normal business hours shall be from 8:00 AM to 5:00 PM (EST) and business days shall be Monday through Friday, except National and State Holidays.

4.3 Suspension of Service Right: Adtech reserves the right to (1) modify or discontinue, temporarily or permanently, any service (or any part thereof) and (2) refuse any and all current and future service if customer's account with Adtech is otherwise past due.

4.4 Limitation of Liability: Adtech shall not be liable for: (i) special, direct, indirect, incidental, consequential, tort or coverage damages, which include, without limitation, damages from delay of delivery, loss of revenue or loss of profits, data, business or goodwill, whether or not customer has been advised or is aware of the possibility of such damages, or (ii) any claim that arose more than one (1) year prior to the institution of suit thereon.

Video system Project 3/21

Main St Park 3 cameras (DVR)– Connection to Niantic FD tower progress-Funded

Cini Park – Connection to Niantic FD tower progress-Funded

Band Shell 6 cameras (DVR)- connection to WiFi – Unfunded

McCooks upper bathroom 4 cameras (DVR) - connection to WiFi – Unfunded

McCooks lower bathroom 5 cameras (DVR)- connection to WiFi – Unfunded

Hole in the wall 6 cameras (DVR) – PTZ needs replacement. Connectivity needs to be re-established. connection to WiFi – Unfunded

Town Hall – 16 channel recorder and 9 cameras recorded locally and monitored at dispatch – Only Star configure needs to be funded

Community Center /Library - 16 channel recorder and 10 cameras recorded locally and monitored at dispatch. Proposal to expand system per request to record at dispatch and parking lot coverage - Unfunded

Niantic Fire Department – PTZ monitored at dispatch – Replacement Unfunded

Roxbury tower - PTZ monitored at dispatch- Replacement Unfunded

Not monitored at dispatch

FSB 16 channel not monitored- Examine camera replacement

Niantic FD 16 channel not monitored – Not requested

Cost Estimate – Rough draft

Town Hall – Config by Star

Senior Center – Config by Star & \$6,506 to expand

Hole in the Wall - \$16,410

McCooks - \$12,410 & \$1,968 per year wireless (Currently funded for just summer in P&R budget)

Niantic FD PTZ & Roxbury tower PTZ - \$ 6,000

APPROX - \$44,000 ball park, unless other areas are desired



East Lyme Youth Services

45 Society Road, Niantic, CT 06357
T 860 739 6788 F 860 691 2409

Wellness/Prevention/Mentoring Coordinator

- Position is an independent contractor F/T.
- Funded through 2024.
- Salary \$50,000-\$55,000
- Chair the East Lyme Youth Coalition
- Chair the Viking Mentoring Program
- Promote positive mental health programs.
- Responsible for writing and follow up on all grant applications through the Youth Service Bureau including but not limited to:
 - State of CT Enhancement and Statewide grant
 - Local Prevention Council grant (LPC)
- Coordinate prevention programs/activities on a variety of topics
- Work closely with town leaders and the Drug and Alcohol Counselor on prevention activities.
- Recruit and train mentors.
- Proficient in social media platforms.
- Coordinate with School staff and assign mentees to mentors.
- Bachelor's degree in human services, public health, social work, counseling, or a related field.
- Two years of work-related experiences.

Clinical Therapist/Counselor

- Position is an independent contractor P/T (8-10 hours per week).
- Funded through 2024.
- Hours are flexible and may include evenings and weekends.
- Conduct intake and assessments
- Provide counseling therapy.
- Create treatment plans.
- Work closely with Prevention Coordinator and School staff.
- Must possess and maintain a current license (LCSW, LMFT, or LPC) from the state of CT.
- Must maintain malpractice insurance.

MISSION STATEMENT

to foster the positive development of youth by providing, and/or coordinating preventative, remediative, educational, social, and service opportunities for young people and support for their families.

Partial funding provided by the Town of East Lyme and the Connecticut Department of Education

eltownhall.com

Town of East Lyme
Mark Nickerson, First Selectman
P.O. Box 519
Niantic, CT 06357



Dear Mr. Nickerson,

As spring turns into summer, and our communities transition away from pandemic restrictions, I wanted to update you on our work at the Shoreline Soup Kitchens & Pantries (SSKP). We witnessed incredible need as well as exceptional community spirit that ensured everyone who visited SSKP sites had access to nutritious food. Our hearts are filled with deep gratitude for the myriad ways our communities have risen together to help one another. As we endeavor to provide food support weekly to individuals, seniors, and families we have identified a way to strengthen our service that might be helped with funding from the "American Rescue Plan".

As you know, SSKP serves our eleven-town region from East Lyme to Madison and north to Killingworth and Chester. We operate five pantry sites in Old Saybrook, Westbrook, Clinton, Old Lyme and East Lyme, and seven local meal sites. During the pandemic our pantry food distributions shifted to a grab-and-go curbside model, with large numbers of families coming each week for food – many for the first time.

Throughout the pandemic we have offered food to all those in need each week. In 2020 SSKP shared over 1.6 million pounds of food through the five pantry sites, which was a dramatic increase from the year prior. This food represents 1,436,000 meals shared in 2020, 50% more than in 2019. As of the end of April 2021, we have already shared 635,553 pounds of food with our neighbors. This food comes from three sources: 1. Food Banks, 2. Food Donations from the community, and 3. Food purchased by SSKP weekly, which includes protein, eggs, and lots of fresh produce.

We currently rely on one unrefrigerated box truck for hauling food between the Food Bank, community food drives, and our pantries. Each week our part-time drivers move thousands of pounds of food with this truck, which does not have a hydraulic lift-gate. With more than a million pounds of food shared annually and much of this moved by our drivers on one small box truck you might imagine the incredible efforts involved.

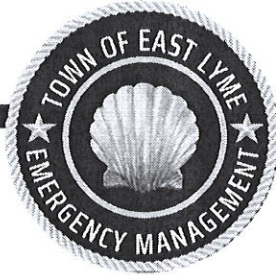
If funding were available through the "American Rescue Plan" to purchase a refrigerated truck with a lift-gate, we would be able to serve the increased needs of the shoreline community with much greater efficiency. As we see the need for food remaining at much higher levels than before the pandemic, we hope you will join with other shoreline town selectmen to consider this request. This truck would cost an estimated \$100,000. This would be a large sum for any single town to allocate, but if our towns came together to provide this much-needed resource, it would serve as a real testament to our collective strength and caring as the after-effects of Covid 19 continue to be felt by so many.

I am grateful for your consideration and for the many ways you work to strengthen our communities.

With gratitude,

A handwritten signature in cursive script that reads "Amy Hollis".

Amy Hollis, Executive Director of Shoreline Soup Kitchens & Pantries
ahollis@shorelinesoupkitchens.org
860-227-2599 cell



Michael T. Finkelstein
Chief of Police
Emergency Management Director

Emergency Management
P.O. Box 519
Niantic, CT 06357
Phone: (860) 739-4434 X 2001
Fax: (860) 739-4381

Board of
Selectmen

AUG 04 21

Agenda Item
22

**Agenda Item No. 2a
Request for Board of Selectmen Action**

TO: Board of Selectmen

FROM: Michael Finkelstein, Emergency Mgmt. Director

DATE: July 29, 2021

SUBJECT: Appropriation of Reimbursable Funds

Summary of Agenda Item:

I would like to request a special appropriation in the amount of \$48,846.00 for the purchase of the following equipment for the new EOC location at 277 West Main Street:

- **1 - Command IQ workstation for EOC Communications Room** – This unit is necessary for compatibility with the new system being installed in 911 center at the new facility. **\$15,000**
- **2 – OptiPlex 7080 Tower Computer Systems for Communications Room** – These units will be replacing equipment that is 10+ years old and include software, computer screens and connection cables. **\$ 3,166**
- **EOC Kitchen:** Wall cabinets, countertop, refrigerator, sink/faucet, microwave, coffee station. **\$ 3,000**
- **Everbridge upgrade** – This upgrade expands the Town’s capabilities (*when appropriate*), to send notifications to residents and visitors who “opt in” as well as Town staff. Below are a few examples:
 - Parking bans, Maintenance/Repairs & Services: To ensure roads are clear pending snow events, evacuations, and to area specific residents for Town related maintenance/repairs, garbage/recycling pick-up delays, etc.
 - Extended road/lane closures due to an accident, Town/State/Utility maintenance, repairs or a public event.
 - Conducting evacuations systematically, beginning with areas closest to an incident or pending threat.

All of the above notifications would go to residents who “opt in” to emergency notifications and/or local specific notifications. Visitors can “opt in” for notifications when they are within the 06357 & 06333 Zip codes.

 - Important messages to appropriate personnel (*based on the situation*) can be sent. (Annual Cost) **\$11,000**
- **1 – Trailer-Mounted Message sign** – Portable electronic message board for traffic & event management. **\$14,080**
- **10 – 36” Reflective Rollup traffic directional signs** – For traffic management. **\$ 2,600**

Total Appropriation Request: \$ 48,846.00

These items are necessary to maximize efficiency of traffic management, resident notifications and critical operations during disasters when the EOC has been activated. The requested amount of \$48,846.00 will be reimbursed with FY2022 Nuclear Safety Emergency Program (NSEP) allocation # 2022-38 which was awarded July 20, 2021.

Action Needed:

Move to approve a special appropriation in the amount of \$48,846.00 from the Nuclear Safety Emergency Program (NSEP) to account number 01-70-725-224-006 (NSEP Equipment), to cover the cost of purchasing the equipment noted on the July 29, 2021 request for the new EOC and forward to the Board of Finance and the legal voters of the Town at a Town Meeting for approval.

Attachments:

1. FY 2022 NSEF Allocation #2022-38 – Grant Award Letter from DEMHS Dated 7/20/2021

Appropriation Request Prepared By: Julie Wilson, Administrative Assistant



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



July 20, 2021

The Honorable Mark Nickerson
First Selectman
Town of East Lyme
Town Hall – Box 519
Niantic, Connecticut 06357

Dear Mr. Nickerson:

The Fiscal Year (FY) 2022 Nuclear Safety Emergency Program (NSEP) budget and agreement has been approved by the Secretary of the Office of Policy and Management (OPM). The items requested by the town of East Lyme for your FY 2022 NSEP budget were reviewed and determined to be eligible for funding. With the approval of the budget and agreement by OPM, the town of East Lyme is receiving the following allocations from the Division of Emergency Management and Homeland Security (DEMHS):

Allocation No.	Description	Amount
2022-37	One Quarter EMD Salary	\$ 50,303.00
2022-38	EOC Upgrades	<u>\$ 48,846.00</u>
Total:		<u>\$ 99,149.00</u>

Please show the assigned allocation numbers on all documentation. These allocations will expire on June 30, 2022. Please follow the reimbursement procedures outlined in Advisory Bulletin 2022-1 (attached via email), including submission of audit quality documentation. All documentation for reimbursement of costs must be submitted by July 30th, 2022. Additionally, the Single Audit Act requires that all grants, federal or state must be itemized in your audit. As soon as available, a copy of your annual audit documenting Nuclear Safety Emergency Preparedness Fund expenditures must be provided to:

Ms. Kathleen M. Duffy, FAM 1
Department of Emergency Services and Public Protection, Fiscal Unit
1111 Country Club Road, Middletown, CT 06457

Should you need any further assistance in completing this process please feel free to contact Mike Caplet, Region 4 Coordinator at 860.301.8570 or at demhs.region4@ct.gov. Thank you again for your continued valuable work in support of the Nuclear Safety Emergency Program.

Sincerely,

Regina Y. Rush-Kittle
Deputy Commissioner

cc:
Chief Michael Finkelstein, Emergency Management Director
Mike Caplet, DEMHS Region 4 Coordinator
Jeanine O'Brien, DESPP Fiscal
NSEP File

1111 Country Club Road, Middletown, CT 06457
Phone: 860.685.8531 / Fax: 860.685.8902
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