



REVISED
BOARD OF ALDERMEN REGULAR MEETING AGENDA
THURSDAY, SEPTEMBER 11, 2025 AT 5:30 P.M. IN AUDITORIUM
SHELTON CITY HALL, 54 HILL STREET, SHELTON CT

The Board of Aldermen Regular Meeting will be live-streamed on the City of Shelton's website: www.cityofshelton.org. Members of the public may also attend the meeting in person at Shelton City Hall.

- CALL OF THE MEETING
- PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC PORTION
- AGENDA ITEMS

MINUTES FOR APPROVAL

1.1 MINUTES FOR APPROVAL

- 1.1 BOARD OF ALDERMEN REGULAR MEETING – AUGUST 14, 2025
- 1.2 PUBLIC HEARING ON ORDINANCES – AUGUST 26, 2025

5.1 FINANCE COMMITTEE

5.1.1 NO ITEMS

5.2 PUBLIC HEALTH & SAFETY COMMITTEE

5.2.1 NO ITEMS

5.3 STREET COMMITTEE

5.3.1 NO ITEMS

REPORT OF THE MAYOR

REPORT OF THE PRESIDENT

6- LEGISLATIVE – OLD

6.1 ITEMS FROM PUBLIC HEARING

- 6.1 A AMENDMENT TO ORDINANCE #104 ECONOMIC DEVELOPMENT COMMISSION
(CODE OF ORDINANCES - ARTICLE VI. SEC.12-91 to 12-94)

7 – FINANCIAL BUSINESS – OLD

7.1 NO ITEMS

8 - FINANCIAL BUSINESS - NEW

8.1 SEPTEMBER STATUTORY REFUNDS

8.2 FUNDING FOR SENIOR CENTER ROOF – LOCIP

**8.3 FUNDING FOR REPLACEMENT OF THE PROPANE DISPENSERS FOR
SHELTON STUDENT TRANSPORTATION SERVICES**

Shelton City Clerk
2025 SEP 10 A 11:37
CITY OF SHELTON
TOWN CLERK

8.4 FUNDING FOR CITYWIDE ROAD REPAIRS

9 – LEGISLATIVE – NEW

9.1 ITEMS TO PUBLIC HEARING

9.1 A. NO ITEMS

9.2 ACKNOWLEDGEMENT OF PARTNERSHIP BETWEEN THE CITY OF SHELTON &
DERBY-SHELTON ROTARY CLUB – SHELTON DAY – 10/05/2025

10 - EXECUTIVE SESSION

10.1 REQUEST TO MOVE TO EXECUTIVE SESSION

10.2 SALE OF CITY PROPERTY **REMOVED**

ADJOURNMENT

MINUTES FOR APPROVAL

1.1 MINUTES FOR APPROVAL

Move to waive the reading and approve the following meeting minutes:

1.1 BOARD OF ALDERMEN REGULAR MEETING – AUGUST 14, 2025

1.2 PUBLIC HEARING ON ORDINANCES – AUGUST 26, 2025

Minutes can be viewed on the city website: www.cityofshelton.org.

5.1 FINANCE COMMITTEE

5.1.1 NO ITEMS

5.2 PUBLIC HEALTH & SAFETY COMMITTEE

5.2.1 NO ITEMS

5.3 STREET COMMITTEE

5.3.1 NO ITEMS

REPORT OF THE MAYOR

REPORT OF THE PRESIDENT

6– LEGISLATIVE – OLD**6.1 ITEMS FROM PUBLIC HEARING****6.1 A. AMENDMENT TO ORDINANCE #104 ECONOMIC DEVELOPMENT COMMISSION
(CODE OF ORDINANCES - ARTICLE VI. SEC.12-91 to 12-94)**

Move to approve the Amendment to Ordinance #104 Economic Development Commission (Code of Ordinances – Article VI. Sec. 12-91 to 12-94) which is included by reference:

Further, move that this ordinance be published in summary form with a full copy available for review in the office of the City Town Clerk.

Public hearing was held on August 26th, 2025.

REVISED

- **ARTICLE VI. - ECONOMIC DEVELOPMENT COMMISSION**

Footnotes:

--- (5) ---

Charter reference— Economic development commission, ~~§ 5.2.5.~~ **(5.2.4)**

- **Sec. 12-91. - Created.**

The provisions of section 7-136 of the general statutes as amended, are adopted and there is hereby created an economic development commission.

(Ord. No. ~~102~~ **(104)**, 8-25-69)

- **Sec. 12-92. - Members.**

The economic development commission shall consist of five (5) members who shall be appointed by the mayor.

(Ord. ~~102~~ **(104)**, 8-25-69)

- **Sec. 12-93. - Terms.**

The initial terms of the economic development commission members shall be as follows:

One (1) for one (1) year;

One (1) for two (2) years;

One (1) for three (3) years;

One (1) for four (4) years;

One (1) for five (5) years;

Thereafter each new member shall serve for a term of five (5) years.

(Ord. No. ~~102~~ **(104)**, 8-25-69)

- **Sec. 12-94. - Rights, powers, and duties.**

The rights, powers and duties of the economic development commission/**corporation** shall be as established by section ~~1-136~~ **7-136 and 8-188** of the general statutes.

(Ord. No. ~~102~~ **(104)**, 8-25-69)

Alderman Husti seconded the motion. Passed unanimously.

ORDINANCE - INDUSTRIAL DEVELOPMENT COMMISSION:

Mayor Tisi read the following ordinance to the Board.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SHELTON:

Chapter XXIII of the ordinances entitled

a) An ordinance creating an Industrial Development Commission for the City of Shelton adopted by the Board of Aldermen on February 20, 1958 is repealed and the following is substituted therefor.

b) The provisions of Section 7-130 of the Connecticut General Statutes as amended are adopted and thereis hereby created an Economic Development Commission of the City of Shelton.

c) The Commission shall consist of 5 members who shall be appointed by the Mayor.

d) The initial terms of the Commission members shall be as follows:

- one for one year
- one for two years
- one for three years
- one for four years
- one for five years

Thereafter each new member shall serve for a term of five years.

e) The rights, powers and duties of said Commission shall be as established by Section 1-136 of the Connecticut General Statutes.

Alderman Siraco moved for the adoption of the ordinance as read.

Alderman Nicholas seconded the motion. Passed unanimously.

ORD 104

#104

~~#104~~

- **ARTICLE VI. - ECONOMIC DEVELOPMENT COMMISSION^[5]**

Footnotes:

--- (5) ---

Charter reference— Economic development *commission*, § 5.2.5.

- **Sec. 12-91. - Created.**

The provisions of section 7-136 of the general statutes as amended, are adopted and there is hereby created an economic development commission.

(Ord. No. 102, 8-25-69)

- **Sec. 12-92. - Members.**

The economic development commission shall consist of five (5) members who shall be appointed by the mayor.

(Ord. No. 102, 8-25-69)

- **Sec. 12-93. - Terms.**

The initial terms of the economic development commission members shall be as follows:

One (1) for one (1) year;

One (1) for two (2) years;

One (1) for three (3) years;

One (1) for four (4) years;

One (1) for five (5) years;

Thereafter each new member shall serve for a term of five (5) years.

(Ord. No. 102, 8-25-69)

- **Sec. 12-94. - Rights, powers, and duties.**

The rights, powers and duties of the economic development commission shall be as established by section 1-136 of the general statutes.

(Ord. No. 102, 8-25-69)

to and imposed on Conservation Commission under the appropriate provisions of the Connecticut General Statutes and Ordinances and Resolutions adopted by the Board of Aldermen. The Commission may appoint and remove a Natural Resource Manager subject to the approval of the Mayor.

5.2.4. Economic Development Commission:

The City shall have an Economic Development Commission, consisting of five (5) members, no more than three (3) of whom shall be from the same political party, appointed by the Mayor to serve for staggered terms of five (5) years. The Commission shall promote development of the economic resources of the City and shall have such duties and powers as are set forth in the Connecticut General Statutes and Ordinances and Resolutions adopted by the Board of Aldermen.

5.2.5. Inland Wetlands Commission:

The City shall have an Inland Wetlands Commission, consisting of seven (7) members, no more than four (4) of whom shall be from the same political party, and two alternates of whom not more than one (1) shall be from the same political party, appointed by the Mayor to serve for staggered terms of five (5) years.

The Commission shall administer the Inland Wetlands regulations and shall have such duties and powers as are set forth in the Connecticut General Statutes of the State of Connecticut relating to Inland Wetlands Commissions.

project for which the committee was appointed. Each committee shall supervise the public building project for which it was appointed, develop a project program with input from the appropriate department head or representative of the Board/Commission for which the project is being completed and shall have such other powers as conferred upon them by the Board of Aldermen. Each committee shall supervise the public building project for which it was appointed, and shall appoint and may remove such professional service providers and such other personnel as may be necessary or convenient to the supervision of the project. Each committee shall have the power to issue change orders which do not result in an increase in the total cost of the project above the authorized total bond issue or cost. No committee shall have the power to award contracts or waive bids on any project, but a committee may recommend the acceptance or rejection of any bid on any project or the waiver of the bids.

5.3.3. Public Employee Appeals Board:

The City shall have a Public Employees Appeals Board consisting of five (5) members appointed by the Board of Aldermen of which no more than (3) three from the same political party to serve for staggered terms of five (5) years. The Board shall hear, within twenty (20) days of filing, the appeal of any employee of the City, unless covered by a collective bargaining agreement grievance procedure, who has completed any probationary period of employment,

Board of Ethics will consist of (5) members of whom no more than two (2) shall be from same party and will be appointed by the Board of Aldermen for term of three (3) years. The term of the members shall be staggered in a manner that not more than two (2) members' term will expire in any year. Members of the Board of Ethics shall not be an employee of the City, hold any elected office, hold any other appointed position as defined in Section 5.2 of this Charter, or provide goods or services to the City.

There shall be an Ethics Code adopted by the Board of Aldermen which may be amended from time to time and which shall be in compliance with requirements of Connecticut General Statutes. The Board of Ethics shall, on a regular basis, review the Ethics Code of the City, including provisions for enforcement, and recommend any suggested changes to the Board of Aldermen for consideration.

Section 5.4. General Provisions:

Unless otherwise provided by this Charter or the laws of the City or State, the following provisions shall govern the operations of commissions and other entities referred to in this Chapter:

- (a) Members shall receive no compensation, but shall be reimbursed for travel and necessary expenses in accordance with procedures established by the Board of Aldermen.
- (b) Members shall be subject to the laws of the City.
- (c) Members shall hold office for the term specified in this Charter.

6.9.5. Office of Emergency Management;
6.9.5.1. Function and Activities

the requirements of the Board of Fire Commissioners. Each Assistant Chief shall serve a term

partment shall
tion from fire,

7 – FINANCIAL BUSINESS – OLD

7.1 NO ITEMS

8 - FINANCIAL BUSINESS - NEW

8.1 SEPTEMBER STATUTORY REFUNDS

Move that the report of the Tax Collector relative to the refund of taxes for a total amount of \$10,220.74 be approved and that the Finance Director be directed to make payments in accordance with the certified list received from the Tax Collector with funds to come from the Statutory Refunds Account 001-0000-311.13.00.

(Supporting documentation from the Tax Collector is on file with the agenda in the Town Clerk's Office)

Sept 2025 Refunds

Refund Report
 Conditions : Year 2009 To 2024 Dist To Order By Bill Number Include Susp : No Suspension Recap by Bank : No Recap by District No Tax/Def All Terminal #: All
 S-D Name REID-ROBINSON DIANE 128B 35
 Date: 09/03/2025 Page: 1
 Tot Paid Bank Prop Loc./Vehicle
 Last Date RF

Bill #	Year	Acct #	Acct Name	City	Tax Paid	Int Paid	Lien Paid	Fee Paid	Bint Paid	Last Date RF	Tot Paid Bank Prop Loc./Vehicle
2023-06-0008403			REID-ROBINSON DIANE 128B 35		-179.00	0.00	0.00	0.00	0.00	09/03/2025	529
TOT SU		# Of Accts: 1	CITY		-179.00	0.00	0.00	0.00	0.00	09/03/2025	-179.00
YEAR 2023		# Of Accts: 1	CITY		-179.00	0.00	0.00	0.00	0.00	09/03/2025	-179.00
2024-01-0012594			KELLEY KATHLEEN A 128 38	CITY	-3,995.68	0.00	0.00	0.00	0.00	09/03/2025	-3,995.68
TOT REAL ESTATE		# Of Accts: 1	CITY		-3,995.68	0.00	0.00	0.00	0.00	09/03/2025	-3,995.68
2024-03-0068013			KELLEY KATHLEEN A 68013	CITY	-59.47	0.00	0.00	0.00	0.00	09/03/2025	-59.47
2024-03-0074642			MURANO ROSE A 74642	CITY	-52.71	0.00	0.00	0.00	0.00	09/03/2025	-52.71
TOT MV		# Of Accts: 2	SEWE		-112.18	0.00	0.00	0.00	0.00	09/03/2025	-112.18
2024-06-0003561			KELLEY KATHLEEN A 128 38	SEWE	-260.00	0.00	0.00	0.00	0.00	09/03/2025	-260.00
TOT SU		# Of Accts: 1	SEWE		-260.00	0.00	0.00	0.00	0.00	09/03/2025	-260.00
YEAR 2024		# Of Accts: 4	SEWE		-4,367.86	0.00	0.00	0.00	0.00	09/03/2025	-4,367.86
GRAND TOTAL		# Of Accts: 5	SEWE		-4,546.86	0.00	0.00	0.00	0.00	09/03/2025	-4,546.86

1FMYU03Z76KA77412 pdtwice
 BP90677 4S3BWAN6N3004124 Sold
 7/2025

7 BEARDSLEY ST pdtwice

-4,546.86

+ 5,673.88

\$10,220.74

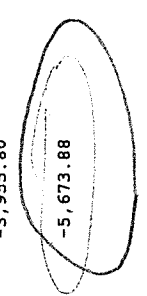
Sept 2025 Refunds

3,995.68 +
 59.47 +
 260.00 +
 52.71 +
 179.00 +
 4,546.86

Set 2025 Refunds

Refund Report
 Conditions : Year 2009 To 2024 Dist To Order By Bill Number Include Susp : No Suspense Recap by Bank : No Recap by District No Tax/Def All Terminal #: All
 Bill # S-D Name

2022-06-0000600	255 CANAL STREET LLC 129 16	Tax Paid	Int Paid	Lien Paid	Fee Paid	0.00	0.00	0.00	0.00	09/02/2025	-624.00	255 CANAL ST	Ad # of Sewer Units
TOT SU	# Of Accts: 1	CITY	CITY	CITY	CITY	0.00	0.00	0.00	0.00	0.00	-624.00		
YEAR 2022	# Of Accts: 1	CITY	CITY	CITY	CITY	0.00	0.00	0.00	0.00	0.00	-624.00		
2023-03-0058017	DAJMLER TRUST 58017	-107.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-107.60	577ZUU	WLKWF8EB0LR571849
2023-03-0061146	FAIRFIELD COUNTY POOL & PCITY 61146	-146.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-146.36	C140514	3C6JR6DG0GG331033
2023-03-0066031	HONDA LEASE TRUST 66031	-260.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-260.21	BA61802	2HKRW2H57MH607720
2023-03-0077547	PAULEMON TEVIN D 77547	-317.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-317.71	BF80865	5XXGT4L381G403245
TOT MV	# Of Accts: 4	SEWE	SEWE	SEWE	SEWE	0.00	0.00	0.00	0.00	0.00	-831.88		
2023-06-0005011	GOMEZ-COLON DAVID 129 20 506	-228.00	-34.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-262.20	506 BIRMINGHAM	part twice
TOT SU	# Of Accts: 1	CITY	CITY	CITY	CITY	0.00	0.00	0.00	0.00	0.00	-262.20		
YEAR 2023	# Of Accts: 5	CITY	CITY	CITY	CITY	-1,059.88	-34.20	0.00	0.00	0.00	-1,094.08		
2024-01-0003047	ROXO CHRISTOPHER J & 45 73	-2,813.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,813.31	37 TOWER LA	part twice
TOT REAL ESTATE	# Of Accts: 1	CITY	CITY	CITY	CITY	-2,813.31	0.00	0.00	0.00	0.00	-2,813.31		
2024-03-0053525	BORATKO RAYMOND F 53525	-52.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-52.32	771GJW	2HKRL1857YH53053
2024-03-0053526	BORATKO RAYMOND F 53526	-47.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-47.05	LX1676	JNICA2ID8XM406847
2024-03-0064033	GREEN MARTIN 64033	-38.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-38.09	7AHHR0	JTHCE1BL2D5008684
2024-03-0069128	KREITLER JOSHUA G 69128	-20.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-20.74	AX05854	SNPD74LF1HH072019
2024-03-0073884	MOBILIO CAROL 73884	-16.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-16.39	7APBR7	3N1AB8DV2LY283596
2024-03-0077930	PIETRONTI MICHAEL A JR 77930	-19.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-19.61	AY75907	1C4RUFAG3HC910142
2024-03-0079930	RIZZUTO MICHAEL D 79930	-250.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-250.23	863350	1HD1KTP12LB654777
2024-03-0081232	SALVATORE MARILYN A 81232	-11.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-11.67	626MTN	1HGCF2F39BA133876
2024-03-0082448	SHAH YESHA 82448	-109.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-109.72	BH63041	SNPDB4LF0LH614362
2024-03-0087622	VW CREDIT LEASING LTD 87622	-86.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-86.59	125NNC	1V2DNPE89PC051241
2024-03-0087715	VW CREDIT LEASING LTD 87715	-190.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-190.08	BF11694	1V2BP2CA8NC519631
TOT MV	# Of Accts: 11	SEWE	SEWE	SEWE	SEWE	-842.49	0.00	0.00	0.00	0.00	-842.49		
2024-06-0002938	HALAPIN RICHARD D 21C 77	-300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-300.00	32 ORONOQUE TRL	part twice
TOT SU	# Of Accts: 1	SEWE	SEWE	SEWE	SEWE	-300.00	0.00	0.00	0.00	0.00	-300.00		
YEAR 2024	# Of Accts: 13	SEWE	SEWE	SEWE	SEWE	-3,955.80	0.00	0.00	0.00	0.00	-3,955.80		
GRAND TOTAL	# Of Accts: 19	SEWE	SEWE	SEWE	SEWE	-5,639.68	-34.20	0.00	0.00	0.00	-5,673.88		



8.2 FUNDING FOR SENIOR CENTER ROOF – LOCIP

Move to add the purchase of additional materials for the replacement of the roof at the Senior Center to the Capital Improvement Plan with funding in an amount \$2,917.00 to come from LoCIP.

Boa Clerk

From: Elizabeth Saint John
Sent: Tuesday, September 2, 2025 3:25 PM
To: Boa Clerk; Valerie Douglass; Chris Potucek
Subject: New Invoice for Sr. Center Roof
Attachments: doc12078720250902141853.pdf

Hello, all.

Here is the updated invoice for the Sr. Center Roof (Bid # 2025-15) with the correct base price and additional price of the work change order for the rotted wood that couldn't be determined how many square feet until they were actually working on it.

BOA already awarded \$ 93,482 for the base work through Locip.

Theresa.... Is there anything else you need for this to be on Agenda for next BOA meeting? Please advise.

Sincerely,
Elizabeth Saint John
Administrative Assistant
Central Purchasing Dept.
City of Shelton
54 Hill St, Shelton, CT 06484
203-924-1555 x 1304
e.saintjohn@cityofshelton.org

Boa Clerk

From: Boa Clerk
Sent: Wednesday, September 3, 2025 2:48 PM
To: boaclerk@cityofshelton.org
Subject: Updated invoice and Overage for rotted plywood

From: Elizabeth Saint John <e.saintjohn@cityofshelton.org>
Sent: Tuesday, September 2, 2025 4:19 PM
To: Boa Clerk <boaclerk@cityofshelton.org>
Subject: RE: New Invoice for Sr. Center Roof

T- Bottom line:

New Invoice:

\$ 96,399.00

BOA already approved (LOcip) \$ 93,482.00

Overage Chris needs to go for: \$ 2,917.00

Overage is for Rotted plywood that had to be replaced & amount could not be determined until they actually worked on the roof. I would assume it was under the shingles, as there was no way of knowing the amount of damage until they worked on the roof.



RSR Residential LLC
 8 Overlook Avenue,
 Groton, CT 06355

Location Address
 81 Wheeler Street
 Shelton, CT 06484

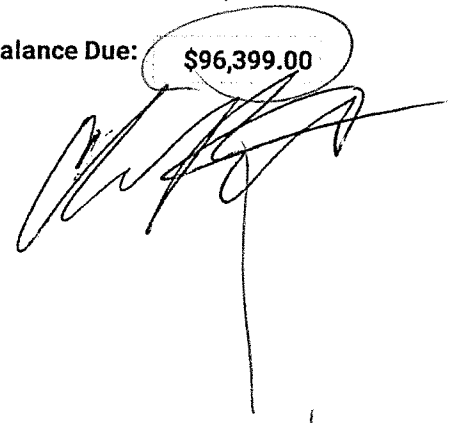
Shelton Roof
 City of Shelton Senior Center
 81 Wheeler Street
 Shelton, CT 06484

INVOICE

Job: 12: Shelton Roof
Invoice Name: Senior Center Roof
Invoice Number: 12-1
Invoice Date: 08/06/2025
Terms: Upon Receipt :

	PRICE
INVOICE	
Roof Replacement	\$93,474.00
Damaged plywood replacement of 39 sheets, 5/8" plywood @\$75 per sheet	\$2,925.00
Subtotal: Invoice	\$96,399.00
Grand Total	\$96,399.00

Invoice Balance Due: **\$96,399.00**



REMIT TO:
 8 Overlook Avenue,
 Groton, CT 06355

Company Representative:
 Robert Rich
 (860) 800-5777
 rob@rsrresidential.com

*update
 Invoice*

8.3 AMENDMENT TO CENTER STAGE THEATRE, INC. LEASE AGREEMENT

Alderman Anglace MOVED to approve the agreement between the City of Shelton and Center Stage Theatre, Inc based on the terms presented in the Lease Amendment. *Note: Entire lease available upon request.*

Further authorize Mayor Mark A. Laretti to sign any and all documents to effectuate said Amendment.

Seconded by Alderman McPherson.

No discussion.

A voice vote was taken and motion passed unanimously (8-0).

8.4 FUNDING FOR NEW ROOFING AT THE SENIOR CENTER

Alderman Anglace MOVED to add the installation of a partial new roof at the senior center to the capital improvement plan with funding in an amount of \$93,482 to come from LoCIP.

Further authorize Mayor Mark A. Laretti to execute any and all documents necessary to effectuate the same.

Seconded by Alderman McPherson.

Discussion:

Mayor Laretti: It says the partial installation. This is the majority of the roof. There are two different roofs on this building. One is a flat portion that houses all the mechanical equipment. The other is a peaked roof which is the thing that you see when you pull up to it which is much larger in scale. We did the flat portion I want to say around five years ago.

Alderman Simonetti: Do we have a series of leaks or just that it is worn down?

Mayor Laretti: It is 34 years old and we do have some leaks. We have tiles that fly off of it. It is time to change it.

A voice vote was taken and motion passed unanimously (8-0).

8.5 FUNDING FOR A NEW ROOF AT MOHEGAN SCHOOL

Alderman Anglace MOVED to authorize the borrowing of \$1.4 million for the purpose of funding the new roof at Mohegan School.

8.3 FUNDING FOR REPLACEMENT OF PROPANE DISPENSERS FOR
SHELTON STUDENT TRANSPORTATION SERVICES

Move to add the replacement and installation of propane dispensers and piping repairs for Shelton Student Transportation Services bus fueling center to the Capital Improvement Plan with funding in an amount of \$80,784 to come from LoCIP.

Boa Clerk

From: Chris Potucek
Sent: Tuesday, September 9, 2025 10:56 AM
To: Boa Clerk
Subject: propane dispensers
Attachments: City of Shelton, CT3 dispensers.doc

T

Can you put this on the agenda for the boa for funding approval for the replacement of the propane dispensers for the buses.

If you need any other back up let me know

This is from Bid #2025-08

Thank you

C

\$80,784



**15 Constitution Dr Suite 1A Bedford, NH 03110
207-650-7864**

July 28, 2025

Chris Potucek
City of Shelton
41 Church St
Shelton, CT
06484

Thank you for the opportunity to quote you on the installation of propane dispensers, and piping repairs at your bus fueling center located in Shelton, CT. Trace Energy proposes the following scope of work, which is to include:

- Supply and install (2) Parafour model P4-100LT-L dispensers.
- Supply and install (2) Parafour upgrade kits model P4PR02100CG
- Connect existing lines to dispensers.
- Connect existing electrical to dispensers.
- Modify piping, and relocate pumps closer to tank liquid outlets.
- Modify electrical to connect to relocated pumps.
- Pressure test all lines.
- Test run system, and adjust as needed.
- Place system on line.

CONDITIONS OF SALE:

1. Seller reserves complete discretion concerning all extensions of credit, including requesting a credit report, and shall have the right at any time to refuse to extend credit to Buyer. Seller may at any time demand advance payment, satisfactory security, or surety, and may refuse to deliver any undelivered goods and, in such event, Buyer shall become liable immediately to Seller for the unpaid price of all goods delivered and all damages incurred.
2. Buyer acknowledges that shipping dates stated by Seller are only estimates and do not represent a set time for performance. Time will not be of the essence unless Seller agrees in writing to that effect. Seller shall have no liability for any delay in performance of non-performance caused by circumstances beyond the control of or without the fault or negligence of Seller, including with limitation, natural disaster, labor disputes, embargoes, war, government regulations or other acts by any government or shortage of or inability to obtain materials, equipment or transportation.

3. Buyer acknowledges and agrees that all purchases made by it shall be paid for in accordance with such payment terms as may from time to time be established by Seller and set forth on its invoices to the Buyer. Any invoice not paid in full by the 30th day following the invoice date will be subject to a finance charge of the lesser of either one and one-half percent (1.5%) per month or the maximum rate allowed by applicable law.

4. Buyer hereby grants to Seller a security interest in all goods sold by Seller to Buyer, whether pursuant to a written or oral contract, to secure the prompt and full payment of all amounts now or at any time hereafter owing by Buyer to Seller. So long as any balance remains owing from Buyer, Seller shall have all rights of an unpaid secured creditor under the Connecticut Uniform Commercial Code, and all other rights and remedies available at law of in equity. Buyer agrees to execute whatever documents are necessary, including security agreement or financing statements, to evidence and perfect the security interest granted by this paragraph.

5. Our proposal remains firm for a period of 30 days.
If this proposal is not accepted within 30 days, pricing of the related equipment is subject to escalation.

6. This quote includes open shop labor rates only.
If prevailing Rates are to be used, this quote is invalid and new pricing must be determined.

NOTES:

- Customer is responsible for any/all local building permits, any/all permits related to the project, all site surveying and site engineering if required.
- If any electrical is out of code a separate quote will be issued.
- If any existing components are found defective at time of work replacement will be billed on a time, and material basis.

SCHEDULE:

All proposed equipment and materials can be constructed, delivered, and connected in approximately (to be determined) weeks upon receipt of purchase order and/or signed agreement with down payment check.

WARRANTY:

All warranties as established by the manufacturers of the various pieces of equipment will be honored and at minimum for a period of 1 year from date of installation. It shall be warranted that the propane storage system will be installed in compliance with the Proposal, and all applicable laws and industry standards, subject to Customer's compliance with its responsibilities sections of the Proposal. We will further warrant that the work to be performed hereunder shall be as stated above. We offer no other warranties, express or implied, and specifically disclaim any warranty of merchantability of fitness for purposes.

CONTINGENCY:

- There is no way to know prior to contacting the authorities having jurisdiction that the additional storage, fire safety analysis, and system design will be approved. If any additional requirements are mandated by the AHJ or, insurance carrier outside of those typical required by NFPA-58 requirements a separate quote will be given.
- Due to the extreme volatility of materials pricing is based on material costs at the time of issuance of quote. If there is a marked increase in material costs after acceptance of the

quote the increase in costs will be passed along to the customer. If this were to be the case any additional material costs will have proper documentation to validate said increases.

INSURANCE:

Trace Energy LLC recognizes its responsibility to its customers to carry all required insurance.

TAXES:

Customer shall be responsible for any and all applicable Sales or Use Taxes if applicable (Tax is not included in quoted price and will be subject for all invoiced parts, materials, and labor).

OTHER:

This quote is based on constructing your system to NFPA Pamphlet #58 and Connecticut requirements. Any other requirements, such as Industrial Risk Insurers (I.R.I.) or Factory Mutual (F.M.), would render the quoted price invalid and new pricing must be determined.

CANCELLATION:

Should this project be cancelled by the Owner for any reason after acceptance of this proposal, execution of a contract, issuance of a P.O. or any other document, TE reserves the right to invoice for any time on site, material restocking fees, subcontractor fees, prints, fire safety analysis and or any other related costs that may have been incurred on the project to date of cancellation.

PRICE AS QUOTED: \$80,784.00

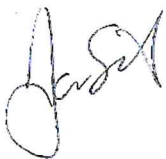
TERMS OF PAYMENT:

50% DEPOSIT UPON ACCEPTANCE OF QUOTE.
25% UPON COMPLETION OF FABRICATION, AND PRIOR TO SHIPPING OF EQUIPMENT.
20% UPON DELIVERY AND COMPLETION OF ONSITE SET UP.
5% BALANCE NET 30 DAYS UPON COMPLETION OF FINAL INSPECTIONS, AND START UP.

Trace Energy, LLC is a Woman/Veteran Owned Small Business registered with U.S. Federal Vendor, It is important for us to support the same by hiring local to the area of the project as best as possible.

Please feel free to contact me if you have any questions or require additional information.
Sincerely,

Trace Energy LLC.



Josh Hopkins
978-852-1776
josh@traceenergyllc.com
www.traceenergyllc.com



Upon acceptance, please initial pages, sign, and return.

Trace Energy representative: _____

Sales Customer: _____

8.4 FUNDING FOR CITYWIDE ROAD REPAIRS

Move to appropriate an amount of \$400,000 for citywide road repairs with funding to come from aldermanic bonding pursuant to Section 7.16 of the City Charter.

9 – LEGISLATIVE – NEW

9.1 ITEMS TO PUBLIC HEARING

9.1 A. NO ITEMS

9.2 ACKNOWLEDGEMENT OF PARTNERSHIP BETWEEN THE CITY OF SHELTON & DERBY-SHELTON ROTARY CLUB – SHELTON DAY – 10/05/2025

Move to authorize Mayor Mark A. Lauretti to sign an agreement between the City of Shelton and the Derby-Shelton Rotary Club to acknowledge the partnership between the City of Shelton and the Derby-Shelton Rotary Club during the Shelton Day activities to be held on Sunday, October 5, 2025.

THE CITY OF
SHELTON
CONNECTICUT



PROPOSED AGREEMENT

Office of the Mayor
Mark A. Lauretti
Mayor



Pursuant to the action of the Board of Aldermen of the City of Shelton on September 11, 2025, it is understood and agreed that the City of Shelton joins the Derby-Shelton Rotary Club in the presentation of Shelton Day to be held on Sunday, October 5, 2025.

Mark A. Lauretti
Mayor
City of Shelton

Joe Shapiro
President
Derby-Shelton Rotary Club

Date: _____

Date: _____

10 - EXECUTIVE SESSION

10.1 REQUEST TO MOVE TO EXECUTIVE SESSION

10.2 ~~SALE OF CITY PROPERTY~~ --(REMOVED)

Adjournment
