



BOARD OF ALDERMEN SPECIAL MEETING AGENDA
MONDAY, SEPTEMBER 29 2025 AT 4:00 P.M. IN THE AUDITORIUM
SHELTON CITY HALL, 54 HILL STREET, SHELTON CT
Live-Streamed at www.cityofshelton.org

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

1. 2025 GRANT AGREEMENT FOR EARLY VOTING
2. WAIVER OF BID - ROBERT'S STREET CULVERT EMERGENCY REPAIR

ADJOURNMENT

Stephanie A. Johnson
2025 SEP 25 1 P 1:57
CITY OF SHELTON
TOWN CLERK

1. 2025 GRANT AGREEMENT FOR EARLY VOTING

Move to accept a grant from the Connecticut Secretary of the State's Office for the City of Shelton to implement and administer early voting in an amount of \$18,321.52.

Further, authorize Mayor Mark A. Lauretti to sign all documents and effectuate said agreement.



Office of the Secretary of the State

State of Connecticut

165 Capitol Avenue, Suite 1000

P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas

Secretary of the State

Jennifer D. Barahona

Deputy Secretary of the State

September 19, 2025

Town Name

Address

Pursuant to Public Act 25-168, the Connecticut Secretary of the State will provide a grant of at least \$5,000 to each municipality for costs related to implementing and conducting early voting. Additional funds will be allocated to municipalities according to the formula outlined in the attached grant agreement. The Secretary of the State will distribute the grants starting in September 2025, contingent on towns detailing their intended use of the funds and returning this signed agreement. Please note that the legislature allocated this funding as a one-time grant, payable in 2025.

Please email a PDF copy of the signed agreement as soon as possible, but ideally no later than September 30, 2025, to the Office of the Secretary of the State's Management and Support Services (MSS) at mss@ct.gov.

We allocated the funding proportionally based on four criteria (relative weights in parentheses): the number of early votes cast in 2024 (45%), the number of Same-Day Registration votes cast in 2024 (35%), the number of registered voters who did not vote in 2022 and 2024 (15%), and the number of likely eligible but unregistered voters in 2024 (5%). No town will receive less than \$5,000.

Please note:

- Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting; examples include but are not limited to labor costs, printing costs, location-related expenses, or equipment and supplies.
- Funds are to be fully expended by **December 31, 2025**.
- By **January 31, 2026**, your town must report expenditures to the Office of the Secretary of State. Reports must include backup information, such as a ledger report from your financial system or copies of purchase orders and invoices.
- If funds are not fully utilized before December 31, 2025, contact the Office of the Secretary of the State at mss@ct.gov to request an extension on utilization, including the intended use of remaining funding.
- By accepting funds, the town agrees that it will comply with applicable public auditing requirements, in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

Secretary of the State* ☎ 860-509-6200 🌐 sots.ct.gov

Business Services Division ☎ 860-509-6002 ✉ bsd@ct.gov Legislation & Election Administration Division ☎ 860-509-6100 ✉ lead@ct.gov

*The State of Connecticut is an Affirmative Action/Equal Opportunity Employer.



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- By accepting funds, the town agrees that it is compliant with all applicable state and federal non-discrimination laws.
 - Please return as soon as possible, but ideally no later than **September 30, 2025**, via email to mss@ct.gov.

By signing below, I agree to the information above. Please keep a copy for your records.
My town intends to utilize funds for:

Authorized Town Official's Signature: _____

Authorized Town Official's Title: _____

Date: _____

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2. WAIVER OF BID - ROBERT'S STREET CULVERT
EMERGENCY REPAIR

Move, per the recommendation of the Finance Director, to waive the bidding process for the emergency repair of Robert's Street culvert and appropriate an amount of \$89,160 with funding to come from

_____.

ADJOURNMENT



203-924-1555

*City of Shelton
54 Hill Street
Shelton, CT 06484*

City of Shelton
Purchasing Department
Waiver of Bid

Date: September 24, 2025
TO: Board of Alderman
FROM: Grace Zweig, Director of Finance, City of Shelton
RE: Waiver of Bidding Process regarding Emergency Repair of Robert Street Culvert.

In accordance with Charter Section 7.14.3(d) and the information attached from Brian Roach, Superintendent, Highways and Bridges Department, dated September 24, 2025, a waiver of the bidding process is hereby recommended for Aldermanic consideration. This is an emergency repair as the water and gas mains are in close proximity to the Culvert. Highways & Bridges Department has supplied three quotes from three different vendors, discussed with Mayor and Griffin Brothers has the most acceptable proposal. A request for Waiver of Bid is requested due to the urgent nature of this repair. Please see information attached.

Sincerely,

Grace Zweig
Director Of Finance
City of Shelton

cc: Mark Lauretti, Mayor



City of Shelton
Department of Public Works
41 Myrtle Street
Shelton, CT 06484-3207

Brian M. Roach
Superintendent
b.roach@cityofshelton.org

Ph. 203-924-9277
Fax 203-924-9961

To: Grace Zweig - Director of Finance
Date: September 24, 2025
Re: Waiver Request- Emergency repair of Robert Street Culvert

The Public Works Department requests a Waiver of Bid be granted for Culvert repair on Robert Street.

The reason for this waiver request is that Griffin Bros. is a local qualified contractor available in the immediate future. They have an excellent work history with the Public Works Department as well as with the WPCA, having completed numerous projects for the City in recent years.

This is an emergency situation and must be addressed immediately, as water and gas mains are in close proximity.

The proposal by Griffin Bros. Construction Company to complete this project will be \$89,160. Details of work are described in the attached quote.

Review of quote details is found to be acceptable in my opinion.

With this in mind, I request that a Waiver of Bid be granted for the contracting of Griffin Bros. Construction Company for this project on Robert Street.

Thank you.

Brian M. Roach

GRIFFIN BROTHERS EXCAVATION, LLC.
10 Fawn Hollow Drive
Seymour, CT 06483
Bill Griffin (203)927-2934 Garrett Griffin (203)627-0580

September 9, 2025

Attn: Mr. Brian Roach at the City of Shelton Public Works Department

Griffin Brothers Excavation LLC. has prepared a cost proposal to perform the temporary drainage and end wall repairs at Roberts Street Shelton, CT. The work for this project will be a total cost of **\$89,160.00**. The following is a detailed scope of work qualifying what is included in the price listed above:

Contract Inclusions:

1. Remove the existing guiderail as required.
2. Remove the existing stumps and export offsite. Tree removal by others
3. Build temporary access for gabion wall construction.
4. Remove the existing debris from the roadway/end wall collapse and export offsite
5. Furnish and install up to 40- 6' x 3' x 3' Gabion baskets with 2- #4 rebars, filled with 3"- 5" rock set on crushed stone pad. Import suitable backfill material and compact in 1' lifts.
6. Furnish and install a new catch basin with approx. 40LF of 18" RCP outlet pipe.
7. Connect existing 18" drainage pipe to the new catch basin with up to 16LF of 18" RCP.
8. Furnish and install up to 64LF of 15" RCP from the existing manhole in front of House #86 to the new catch basin.
9. Furnish and spread up to 22 tons of rip rap around slopes.
10. Furnish and spread screened topsoil over the disturbed grass areas and rake, seed, fertilize, and mulch hay disturbed areas.
11. Replace up to 250SF of damaged asphalt roadway, and up to 50LF of curb.

Unit Pricing:

Gabion Baskets \$1000.00 Each: Furnish and install 6' x 3' x 3' Gabion basket with 3"-5" crushed stone and 2- #4 rebars.

Rip Rap \$65.00 Per CY: Furnish and place rip rap.

GRIFFIN BROTHERS EXCAVATION, LLC.
10 Fawn Hollow Drive
Seymour, CT 06483
Bill Griffin (203)927-2934 Garrett Griffin (203)627-0580

Contract Exclusions:

1. Permits, fees, and bonds, unless otherwise noted.
2. Engineering and survey.
3. Excavation and replacement of unsuitable materials
4. Ledge rock removal (trench, structure, mass).
5. Landscaping.
6. Tree Removal.
7. Fence, temporary or permanent.
8. Guiderail.
9. Applicable Taxes.

All material is guaranteed to be as specified. All work is to be performed in a workman like manner according to standard industry practice. Any alteration, modification, or deviation in the scope of work above involving an extra cost will be performed only upon written change order, and will become an extra charge under the contract. This agreement is contingent upon there being no strike, accident, or delay beyond our control, and will not reduce the contract price.

Authorized Signature: _____

Notice: You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. In addition to the above price, I agree to pay all costs of collection including reasonable attorney fees and interest at the rate of ONE (1%) per month on any payment thirty days past due. By way of signature of this document you agree to be responsible personally and corporately.

Signature: _____ Date: _____