



## REVISED

BOARD OF ALDERMEN REGULAR MEETING AGENDA  
**THURSDAY, JUNE 12, 2025 AT 5:30 P.M. IN AUDITORIUM**  
SHELTON CITY HALL, 54 HILL STREET, SHELTON CT  
Live-Streamed at [www.cityofshelton.org](http://www.cityofshelton.org)

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The Board of Aldermen Regular Meeting will be live-streamed on the City of Shelton's website: [www.cityofshelton.org](http://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 – MAY 8, 2025
- 1.2 BOARD OF ALDERMEN PUBLIC HEARING ON THE BUDGET – MAY 13, 2025
- 1.3 BOARD OF ALDERMEN PUBLIC HEARING ON ORDINANCES – MAY 27, 2025
- 1.4 BOARD OF ALDERMEN SPECIAL MEETING – MAY 22, 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 2 WAVERLY ROAD EASEMENT REQUEST/STONE WALL

### REPORT OF THE MAYOR

### REPORT OF THE PRESIDENT

### 6- LEGISLATIVE – OLD

#### 6.1 ITEMS FROM PUBLIC HEARING

##### 6.1 A AMENDMENT TO CODE OF ORDINANCES ARTICLE II – STREET EXCAVATIONS, TRAFFIC CONTROL

### 7 – FINANCIAL BUSINESS – OLD

#### 7.1 NO ITEMS

*Signature*  
2025 JUN 11 AM 11:02  
CITY OF SHELTON  
TOWN HALL

**8 - FINANCIAL BUSINESS - NEW**

8.1 JUNE STATUTORY REFUNDS

8.2 RESCISSION OF ACTION (ITEM 8.3 MAY 8<sup>th</sup>, 2025 BOA MEETING) &  
REAPPROPRIATION FOR WHITE HILLS FIREHOUSE KITCHEN RENOVATIONS

8.3 2025 NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM

8.4 HUD CONSOLIDATED PLAN COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM

8.5 REPLACEMENT OF TWO HOT WATER STORAGE TANKS AT COMMUNITY CENTER –  
LOCIP ELIGIBLE

8.6 EMERGENCY REPAIR FOR CHILLER AT SHELTON HIGH SCHOOL

**8.7 WAIVER OF RFP/RFQ PROCESS FOR NEW PAYROLL & TIMEKEEPING SYSTEM**

**8.8 FUNDING FOR REPAIR OF NELLS ROCK ROAD DAM OUTLET CONTROL VALVE**

**9 – LEGISLATIVE – NEW**

9.1 ITEMS TO PUBLIC HEARING

9.1 A. NO ITEMS

**10 - EXECUTIVE SESSION**

10.1 REQUEST TO MOVE TO EXECUTIVE SESSION

10.2 NO ITEMS

ADJOURNMENT

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**REVISED**

**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 – MAY 8, 2025
- 1.2 BOARD OF ALDERMEN PUBLIC HEARING ON THE BUDGET – MAY 13, 2025
- 1.3 BOARD OF ALDERMEN PUBLIC HEARING ON ORDINANCES – MAY 27, 2025
- 1.4 BOARD OF ALDERMEN SPECIAL MEETING – MAY 22, 2025**

*Minutes can be viewed on the city website: [www.cityofshelton.org](http://www.cityofshelton.org).*

**5.1 FINANCE COMMITTEE**

**5.1.1 NO ITEMS**

**5.2 PUBLIC HEALTH & SAFETY COMMITTEE**

**5.2.1 NO ITEMS**

**8.7 WAIVER OF RFP/RFQ PROCESS FOR NEW PAYROLL & TIMEKEEPING SYSTEM**

Move, per the recommendation of the Finance Director, to waive the RFP/RFQ process for the purchase of a new payroll and timekeeping system.

Further, move to approve the agreement between the City of Shelton and Paylocity.

Further, authorize Mayor Mark A. Laretti to sign any and all documents necessary to effectuate said agreement.

City of Shelton  
Purchasing Department  
Waiver of Bid

Date: June 10, 2025

To: Board of Alderman

From: Valerie Douglass, Purchasing Department

Re: Waiver of Bidding Process for City of Shelton's new Payroll and Timekeeping System

In accordance with Charter Section 7.14.3(c) and the letter attached from Grace Zweig Finance Director for the City of Shelton, dated June 10, 2025 a waiver of bidding process is hereby recommended for Aldermanic consideration because the bidding process would be unwise per the information received.

Cc: Mayor Mark A. Laretti

Board of Alderman



## CITY OF SHELTON FINANCE DEPARTMENT

54 Hill Street, Shelton, CT 06484

Tel. (203) 924-1555 ext. 1318

[g.zweig@cityofshelton.org](mailto:g.zweig@cityofshelton.org)

June 10, 2025

City of Shelton

54 Hill Street

Shelton, CT 06484

Attn: Valerie Douglass, Purchasing Department

Dear Ms. Douglass;

I am writing to request that a bid waiver be granted for the purchase of a new Payroll System and Timekeeping system for the City of Shelton. The current provider, ADP, has made some changes to their record keeping that require a move to a different system. Paylocity as our previous provider is able to offer us the payroll we need as well as an upgraded time and attendance system at a discounted price.

We are requesting the bid waiver because we do not believe that a lower price for the same product will be achieved through the bidding process. If we did go out to bid, we would more than likely get prices that were higher than the paylocity pricing.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me.

Sincerely,

Grace Zweig

Finance Director

City of Shelton

# Investment Summary

June 3, 2025 | Quote # Q-280265 | Version # 19 | Quote valid for 30 days



**Client Company**  
**City of Shelton - N9525**  
 54 Hill Street  
 Shelton, CT 06484  
 (203) 924-1555

**Client Contact**  
**Lynne Piscitelli**  
  
 CT 6484  
 (203) 924-1555



**Total Employee Count**

375



**Monthly Fee**

\$4,505.88



**One-Time Fees**

\$8,933.31



**Total Annual Investment**

\$57,333.06



**Promotion Applied**

Free Months Payroll - 3 Months Free +  
 Free W2s for First Year

*See terms & conditions for additional details*

Loc #	Group #	Company or Affiliate Name	Emp Count	Rate	Base	Monthly	Annual	One-Time Fees
1	1	City Of Shelton	375	\$10.00	\$150.00	\$4,505.88	\$57,333.06	\$8,933.31
<i>Total</i>			375			\$4,505.88	\$57,333.06	\$8,933.31

*\*Total Annual Investment includes estimated annual fees  
 \*Annualized fees do not include usage based fees  
 \*Monthly fees based on # of Active Employees as defined in the Service Agreement  
 \*Plus sales tax if applicable*

See following pages for line item breakdown of services

*This Investment Summary ("Investment Summary" or "Order") is governed by the Paylocity Subscription Agreement found [here](#) together with any additional terms specified below. Any terms and conditions referenced on a link at purchase order shall not apply to this investment summary.*

By signing below, Client agrees to the terms and conditions of this Investment Summary and the SA which shall be effective as of the date of Client's signature below ("Order Effective Date").

Paylocity Account Executive	Date
Signature	

Client Authorization	Date
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Signature

Name (print)

*money is in budget*



One-Time Fees

One-Time Fees	Qty	Rate	Price
			\$5,733.31
Payroll Implementation	-	-	Included
General Ledger Implementation	-	-	Included
Time & Labor Implementation	-	-	Included
Proximity Cards	400	\$8.00	\$3,200.00
Human Resources Implementation	-	-	Included
Time Off Implementation	-	-	Included
Self-Service Portal Implementation	-	-	Included
			<b>\$8,933.31</b>

Monthly Fees

Monthly Fees	# of Controls	Base	Qty	Rate	Monthly
	1	\$150.00	375	\$10.00	\$3,900.00
• Payroll Processing	-	-	-	-	Included
• Unlimited Payroll Runs	-	-	-	-	Included
• Prorated & Retro Pay	-	-	-	-	Included
• New Hire Reporting	-	-	-	-	Included
• Direct Deposit	-	-	-	-	Included
• On Demand Payment	-	-	-	-	Included
• Check Printing Service	-	-	-	-	Included
• Tax Filing & Payments	-	-	-	-	Included
• General Ledger	-	-	-	-	Included
• Time & Attendance	-	-	-	-	Included
• Scheduling +	-	-	-	-	Included
• Time Collection	-	-	-	-	Included
• Ultima Base Terminal	-	6	-	\$82.95	\$497.70
• Ultima MultiTech Card Reader Pro (Proximity Reader)	-	6	-	\$18.03	\$108.18
• Human Resources Management	-	-	-	-	Included
• Workflows Process Automation	-	-	-	-	Included
• Centralized Document Library	-	-	-	-	Included
• State Compliance Form Library	-	-	-	-	Included
• Fillable Employee Forms	-	-	-	-	Included
• Unlimited Custom Fields	-	-	-	-	Included
• Time Off Management	-	-	-	-	Included
• Employee Self-Service	-	-	-	-	Included
• Position Management	-	-	-	-	Included
• Org Chart & Directory	-	-	-	-	Included



• Skills & Certifications Management	-	-	-	-	Included
• ACA Tracking & Reporting	-	-	-	-	Included
• Compliance Management	-	-	-	-	Included
• Employment Verification	-	-	-	-	Included
<b>Product Enhancements</b>					
• AI Assist	-	-	-	-	Included
• Community	-	-	-	-	Included
• Recognition	-	-	-	-	Included
• Mobile App	-	-	-	-	Included
<b>Product Features</b>					
• Data Insights	-	-	-	-	Included
• Dynamic Reporting	-	-	-	-	Included
• Modern Workforce Index	-	-	-	-	Included
<b>Customer Service</b>					
• Dedicated Account Management	-	-	-	-	Included
• On-Demand Training (PEAK)	-	-	-	-	Included
• Unlimited Product Training	-	-	-	-	Included

Payroll Fee **\$4,505.88**

There is no fee to the company for On-Demand Payment, however, employees will be charged \$1.25 per transaction.

Annual Fees	Grp	# Ctrl	Base	Qty	Rate	Annual
W2 / 1099	1	1	\$50.00	375	\$7.00	\$2,675.00
1095 Forms	1	1	\$25.00	375	\$1.50	\$587.50
						<b>\$3,262.50</b>

Usage-Based Fees	Base	Rate
Electronic Garnishments		\$1.85
Direct Agency Pay		\$2.95
Tax Registration		\$200.00
Delivery Next Day (UPS)		\$20.00
Split Pack		\$6.00

The paylocity.com website and mobile app are available to you for free. You may also access our mobile app on the App Store and Google Play. Please note that paylocity.com is not a financial institution and does not provide financial services. The paylocity.com website and mobile app are subject to change without notice.

## Additional Terms

The following additional terms and conditions apply to the Services described herein. Capitalized terms used herein and not otherwise defined have the meaning ascribed to such terms in the Paylocity Subscription Agreement.

### 1. Subscription Term

a) **Initial Subscription Term:** The Initial Subscription Term commences on Service Start Date and continues for a period of two years. "Service Start Date" means (i) to the extent the Order does not cover any payroll services, the Order Effective Date or (ii) in the case of an Order that contains payroll services, on the date of First Payroll Processing. "First Payroll Processing" means any use of Paylocity's Services by or on behalf of Client to administer payroll.

(b) **Renewal Term:** Upon conclusion of the Initial Subscription Term, the Services automatically renew for a period of one year, unless Client provides notice of non-renewal at least 60 days prior to the applicable renewal date.

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### 2. Additional Pricing and Payment Terms

(a) Implementation Fees are non-cancellable and non-refundable as of the Order Effective Date.

(b) Implementation Fees are due by Client upon the Order Effective Date.

(c) Paylocity reserves the right to update the price for the Services at any time after the Initial Subscription Term.

(d) Client agrees to allow Paylocity to debit from its account(s) on due date any and all fees due to Paylocity under this Agreement and in the same manner that payroll and tax funds are collected.

(e) **Termination Fee:** (1) If the termination occurs prior to First Payroll Processing (or, if Client has not purchased payroll services, prior to Client's access to the Services), Client shall pay a termination fee in an amount equal to 3X the average monthly service fees payable per applicable Order (2) If the termination occurs after First Payroll Processing (or, if Client has not purchased payroll Services, after Client has first accessed the Services), Client shall pay a termination fee in an amount equal to 50% of the number of months remaining in the then-current term multiplied by the average monthly amount billed for the Services over the prior 12 month period immediately preceding the termination (or if less than twelve (12) months has elapsed, the monthly average amount billed to Client over the months the Agreement was in effect prior to the termination date.)

Provided CLIENT is in compliance with the terms of the Agreement, the CLIENT will not be charged for the 2nd, 3rd and 4th month following first month of payroll processing. Includes free W2s for the first year. Client must process their first payroll with Paylocity by December 31st of the current year in order to qualify.



**8.8 FUNDING FOR REPAIR OF NELLS ROCK ROAD DAM OUTLET CONTROL VALVE**

Move to appropriate an amount of \$7,150 for the repair of the Nells Rock Road Dam (Shelton Reservoir #3) outlet control valve with funding to come from aldermanic bonding pursuant to Section 7.16 of the City Charter.

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



**City of Shelton**  
**Office of the City Engineer**  
**54 Hill Street**  
**Shelton, Connecticut 06484-3207**

203-924-1555 ext 1509  
Fax: 203-924-1136  
Email: [shelton.eng@cityofshelton.org](mailto:shelton.eng@cityofshelton.org)

Rimas J. Balsys  
City Engineer

June 11, 2025

John Anglace, President  
Board of Aldermen  
City of Shelton  
54 Hill Street  
Shelton, CT 06484

Re: Shelton Reservoir #3, Nells Rock Road;  
Funding for Valve

Dear Alderman Anglace:

I am requesting funding in the amount of \$7,150.00 for the repair of the Nells Rock Road Dam (Shelton Reservoir #3) outlet control valve. The current condition of the existing valve is extremely poor, and in the event the valve becomes inoperable, we would have no ability to lower the water level if needed.

Three quotes were obtained, with \$7,150.00 being the lowest.

Thank you for your consideration.

Very truly yours,

Rimas J. Balsys  
City Engineer

Enc. Agreement to be signed

cc: ✓ Theresa Adcox, Clerk, Board of Aldermen

File: Nells Rock Road Dam File



**May 7<sup>th</sup>, 2025**

**City of Shelton  
54 Hill St, Shelton, CT 06484  
Attn: Dean Crawthra**

Re: Install 10" valve at Nells Rock

CT Professional Water Services would like to submit the following proposal as discussed to install the 10" valve

Our proposal will include the following

**Work to Perform:**

- Obtain CBYD required to install the valve
- Provide all equipment and labor to install the valve, located at the reservoir on Nells Rock
- Furnish and install 10" hymax with a 6' long 10" DIP
- Furnish and install 10" valve and associated parts on the pipe with the valve that is leaking by

**CT Professional Water Services would like to complete the work listed above for \$7,150.00**

**Costs Not Included:**

- Items or work that was not included in the cost of work listed above

Please feel free to call our office at 203-888-2763 or my cell phone at 475-225-4669 with any questions you may have.

If you would like to award the project to us, please sign and date on the indicated line below.

Return a copy back to our office via email to [CBrennan@ctprowater.com](mailto:CBrennan@ctprowater.com) or by mail to 70 New Haven Rd, Seymour CT 06483



X

Sign: \_\_\_\_\_ Date \_\_\_\_\_ Deposit Check # \_\_\_\_\_

Thank you for allowing CT Professional Water Services the pleasure of quoting the work above,

Respectfully Submitted:

*Casey Brennan*

Casey Brennan  
President