



Legislation & Administration Committee of the RTM
Meeting Agenda
February 9, 2026 | 6:00PM
Appleby Room, Waterford Town Hall

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WATERFORD, CT
2026 FEB - 2 | P 3:07
ATTEST: David H. Campbell
TOWN CLERK

1. Confirmation of Quorum and Call to Order
2. Public Comment
3. Consideration and Action on Minutes of the January 21, 2026 Committee Meeting
4. Review of Matters Currently Referred to the Committee (*Items a-d anticipated for discussion and possible action; remaining items to be reviewed as time allows*)
 - a. Review of Chptr. 3.08 to reflect Public Act 25-92 (RTC 10/6/25)
 - b. Police Commission expansion to seven members (RTC 10/2/23)
 - c. Public Act 22-3, AAC Remote Meetings Under FOI Act (RTC 2/6/23)
 - d. Review of a "Public Comment Ordinance" (RTC 2/6/23)
 - e. Review of YFSB/Senior Citizens ordinances (RTC 8/5/24)
 - f. Review how RTM considers recommendations for committee assignments (RTC 6/6/22)
 - g. Review of Ethics Ordinance 2.50 (RTC 10/7/24)
5. New Business
6. Next Meeting Schedule
7. Adjournment

Encl: *Legislation&Administration_Meeting Minutes_01212026*
Backup re: item 4a: Letter from Kim Allen re: Ordinance 3.08 (Purchasing) Revision Request,
Waterford Town Ordinance Chapter 3.08, Public Act 25-92
Backup re: item 4d: Letter from Paul Goldstein re: Public Comment



Legislation & Administration Meeting Minutes

Members Present: Erica Casper, Mary Childs, Emmy Franklin, Paul Goldstein, Danielle Steward, Celina

Members Absent: None

Also Present: Sue Driscoll, RTM moderator

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9:18
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1. Confirmation of Quorum and Call to Order

L&A Chair Erica Casper called the meeting to order at 6:00pm.

2. Public Comment

A committee member noted that an item previously referred to the committee was not listed on the agenda. The Chair clarified that items not on the agenda may be discussed but not voted on. By consensus, the agenda was amended to include discussion of the Ethics Ordinance, which will be reflected in the minutes.

3. Consideration and Action on Minutes of the February 13, 2025 Special Committee Meeting

Motion by Mary Childs, seconded by Emmy Franklin to approve the minutes. Voice vote: Unanimous in favor.

4. Committee Orientation and Role Overview

Casper gave a brief overview of the committee's purpose, how the committee handles referrals, and steps involved should an ordinance change be recommended.

5. Review of Matters Currently Referred to the Committee (Information Only)

a. Review of YFSB/Senior Citizens ordinances (RTC 8/5/24)

Committee discussion resulted in consensus that this item should be given discussion time at a future meeting and that Dani Gorman, human services administrator, the Senior Citizens Commission, and the first selectman should be invited to that meeting to participate in the discussion. Scheduling will be attempted to accommodate committee members and invited participants.

b. Review how RTM considers recommendations for committee assignments (RTC 6/6/22)

The discussion initially referred to a May 9, 2022 letter from Quaker Hill resident Helen Kwasniewski regarding committee appointments. The committee agreed that the issue relates to commission assignments and whether amendments to current policy may be warranted. Further discussion is planned for a future meeting.

c. Public Act 22-3, AAC Remote Meetings Under FOI Act (RTC 2/6/23)

Casper provided background that Public Act 22-3 makes permanent rules allowing public agencies to hold virtual or hybrid meetings. Committee members generally agreed that this item could likely be referred out of committee with no action at a future meeting, as no current issues with virtual vs. in-person meetings were identified.

d. Review of a "Public Comment Ordinance" (RTC 2/6/23)

Limited background was available for this referral. Following discussion, the committee agreed that the intent of the referral was to ensure the public has a chance to comment on decisions or recommendations that committees, commissions, boards, etc. are considering. Committee generally agreed the matter could be referred, but drafting a letter encouraging all committees to offer public comment with basic guidelines was warranted. Franklin agreed to draft that letter for discussion at a future meeting.

e. Police Commission expansion to seven members (RTC 10/2/23)

No background was identified for the proposed expansion. Committee members generally agreed that the item could likely be referred back to the RTM with no action. The chair will reach out to current commissioners to see if they wish to participate in the next L&A meeting.

f. Review of Chptr. 3.08 to reflect Public Act 25-92 (RTC 10/6/25)

Public Act 25-92 raises the threshold for sealed bidding on certain municipal contracts from \$25,000 to \$35,000. Committee will invite Kim Allen, finance director, and Shea Davy, purchasing agent, to speak to this item during a future meeting.

g. Review of Ethics Ordinance 2.50 (RTC 10/7/24)

Note: This item was not included on the original agenda.

Committee agreed that this item will likely involve a lengthy discussion and noted potential timing considerations related to the budget cycle. This item will remain on future agendas and will be discussed as time allows.

6. Prioritization of Committee Work

As items c, d, and e are not expected to involve lengthy discussions and can hopefully be resolved quickly, these will be prioritized for discussion at the next meeting. Item f is also expected to be addressed, and the committee plans to take action on it at the next meeting provided invited staff can attend. Items a, b, and g are anticipated to involve more lengthy discussions, and will be considered as time allows.

7. Future Meeting Schedule

Next meeting is tentatively scheduled for February 9, 2026.

8. Adjournment

Motion by Franklin, seconded by Goldstein to adjourn the meeting. Voice vote: unanimous in favor.
Meeting adjourned at 7:41pm.

Submitted by:

Erica Casper

Chair, Legislation & Administration Committee

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

TO: Paul Goldstein
Moderator, RTM

FROM: Kim Allen, Director of Finance

COPY: Rob Brule, First Selectman

RE: Ordinance 3.08 (Purchasing) Revision Request

DATE: September 25, 2025

Effective October 1, 2025, the State of Connecticut has revised Statute 7-148v which raised the bidding threshold to \$35,000 through Public Act 25-92.

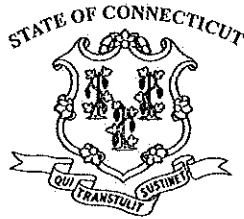
I respectfully request that the RTM consider revising Waterford Ordinance 3.08 (Purchasing) to reflect and align with this change in the state statute.

Respectfully,

Kimberly Allen

Kimberly Allen

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ATTORNEY
[Signature]



Substitute Senate Bill No. 1184

Public Act No. 25-92

**AN ACT INCREASING THE THRESHOLD FOR SEALED BIDDING
ON CERTAIN MUNICIPAL CONTRACTS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (a) of section 7-148v of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2025*):

(a) Notwithstanding the provisions of any municipal charter or any special act to the contrary, any municipality may, by ordinance, establish requirements for competitive bidding for the award of any contract or the purchase of any real or personal property by the municipality. Such ordinance may provide that, except as otherwise required by any provision of the general statutes, sealed bidding shall not be required for contracts or purchases having a value less than or equal to an amount established in the ordinance, which amount shall not be greater than [twenty-five] thirty-five thousand dollars. Nothing in this section shall be deemed to invalidate any ordinance enacted by a municipality prior to October 1, 1989. Nothing in this section and no ordinance adopted pursuant to this section shall be construed to limit the ability of a municipality to enter into a contract pursuant to section 4a-53a.

Substitute Senate Bill No. 1184

Governor's Action:
Approved July 1, 2025

Chapter 3.08 PURCHASING

Sections:

3.08.010 Applicability—Cooperative purchasing.

- A. This chapter shall be applicable to all purchases of materials, equipment and contracts for services other than those encompassed in collective bargaining agreements or employment contracts with non-union personnel, made on behalf of the town by any town agency, board or commission except the board of education.
- B. This chapter is not applicable to contracts for the construction or alteration of real property when outside consultants are specifically authorized to perform the purchasing function; however, the agency, board or commission hiring such consultant shall require that purchasing under such contract be performed to standards at least equal to those contained in this chapter and that records and documents of such purchasing be filed with the purchasing agent of the town immediately upon their execution.
- C. When it is in the best interest of the town, the purchasing agent may make arrangements for purchasing in conjunction with other units of state and local government and other entities. Reports of such instances shall be accompanied by substantial backup verifying the sources utilized to secure the price, and this report shall be made available to each board or commission that must vote to authorize the proposal before the purchase is made.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 4-4-88: prior code § 2-37)

3.08.020 Establishment, rules and duties of purchasing function.

- A. The office of town purchasing agent is established in the department of finance to coordinate the purchasing function of the town. The director of finance shall recommend a candidate for the position to be appointed by the first selectman.
- B. A uniform purchasing system and operating rules, consistent with state and federal laws, shall be established for the town which shall be devised by the purchasing agent, recommended by the board of selectmen, approved by the R.T.M. and administered in the department of finance. All purchasing transactions shall be processed and recorded within legal constraints as stated in this chapter and in Chapter 2.112, Disposition of Town Property.
- C. The duties of the purchasing agent are as follows:
 - 1. To promote the most effective and efficient procurement and disposition of town assets and services;
 - 2. To provide, upon request, information to support all purchasing operations and management analyses for decision-making purposes;
 - 3. To provide technical services for the review and recommendation of specifications and purchase orders;
 - 4. To implement the bidding/request for proposal process through advertising and posting notices of solicitation;
 - 5. To secure and record quotations/bids/proposals for purchases when multiple vendors are available;

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6. To make purchases according to the requisitions and specifications of the user agency, board or commission;
 7. To submit an annual report to the director of finance relative to the cost effectiveness and performance of purchasing operations in the town.

(Amend. of 4-5-21; Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part): R.T.M. 12-5-94 (part): R.T.M. 6-6-88: R.T.M. 4-4-88: prior code § 2-38)

3.08.030 Purchase categories—Bids/proposals required—Specifications authorized.

- A. Public competitive bidding and purchases of material and equipment and services will be established and administered, pursuant to CGS § 7-148v(a), at the following level:
 1. For purchases exceeding twenty-five thousand dollars, a formal bid process is required as authorized in subsection B of Section 3.08.020 and Section 3.08.040.
 2. Under twenty-five thousand dollars, the town purchasing agent's operating rules shall govern all other purchasing transactions, and may allow for local vendor preferences as established under the operating rules.

(Amend. of 4-5-21; Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part): R.T.M. 12-5-94 (part): R.T.M. 6-6-88: R.T.M. 4-4-88: prior code § 2-39)

3.08.040 Bid process—Opening of bids/proposals—Rejecting bids/proposals—Awards of contract.

- A. No purchases or contracts which require a formal bid or proposal process shall be made or entered into until the purchasing agent has placed a public advertisement in a newspaper, having a daily circulation in the town, and placed on the town web site. Said advertisement shall appear not less than fourteen days prior to the receipt of bids/proposals, shall contain information as to the time that sealed bids/proposals will be received and opened, and the place prospective vendors may obtain information about the specifications with respect to the materials, equipment or services required.
- B. Each bid/proposal shall be opened publicly at the time stated in its advertisement. A public record shall identify all present at the opening and all vendors and the amounts of their bids/proposals.
- C. Contracts shall generally be awarded to the qualified vendor with the lowest price. Compliance with specifications, ability of the contractor to perform the contract, prior performance, and the ability to complete the contract terms in a timely manner are all criteria to be used in the evaluation process. With respect to materials and equipment, contracts shall be awarded to the vendor with the lowest price whose product has met quality requirements. The purchasing agent shall recommend a bid/proposal award to the user agency, board or commission.
- D. Contracts shall be reviewed by the user agency, board or commission, the purchasing agent and the town attorney to ensure all quality, fairness and legal parameters are met before said contracts are considered final and approved and may be executed.
- E. The board of selectmen is authorized to make an award, or reject any and all bids/proposals, or any part of any bids/proposals, when it is in the best interest of the town. All bids/proposals, will be awarded by the board of selectmen regardless of funding source, with the sole exception of bids/proposals funded by use of funds from the sewer enterprise fund, the sewer development/maintenance fund and the water fund, accounts under the sole discretion of the utility commission. The purchasing agent shall be notified of the decision and the reason for any rejection by either body.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 4-4-88: prior code § 2-40)

3.08.050 Waiver of bid/proposal process.

- A. In case of emergency, the head of any town agency, board or commission may purchase directly any item(s) or service(s) essential to prevent public harm or delays in work. An authorization document, a copy of the invoice, and a report of the circumstances shall be sent to both the board of selectmen and the purchasing agent.
- B. After conferring with the purchasing agent and, other than as excepted below, upon a unanimous vote of all members of the board of selectmen present at any regular or special meeting, a bid/proposal process may be waived under Sections 3.08.030 and 3.08.040 when deemed to be in the best interest of the town. No board, commission or agency is authorized to enter into a contract without compliance with said process except bids/proposals using funds under the sole discretion of the utility commission. When such funds are involved, after conferring with the purchasing agent, the utility commission, by unanimous vote of all members present at a regular or special meeting, is authorized to waive the bid/proposal process when deemed to be in the best interest of the town. Whenever any bid waiver is approved pursuant to this chapter, a copy of the minutes that state the reason why it is in the best interest of the town to waive the formal bid/proposal process shall be forwarded to the purchasing agent along with a copy of the contract award. Such contracts shall be reviewed by the user agency, board or commission, the purchasing agent and the town attorney to ensure all quality, fairness and legal parameters are met before such contracts are considered final and approved and may be executed.

(Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part); R.T.M. 12-5-94 (part); R.T.M. 4-4-88: prior code § 2-41)

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Date: 1/5/23

To: All Waterford Boards & Commissions,

At the RTM Regular Meeting on October 3, 2022 discussion took place regarding the need to provide public comment at public meetings for all Waterford Boards and Commissions. Further discussion and deliberations took place at the December 5, 2022 Regular RTM Meeting. The consensus of the RTM was that Public Comment is vital to an inclusive and transparent government and should be part of Public Meetings. The RTM strongly recommends moving forward that all Waterford Boards and Commissions make Public Comment an agenda item as part of their meetings. The RTM recognizes that the timing and scope of such public comment is best left to the judgement of each Board or Commission.

Sincerely,

Paul Goldstein, Moderator RTM

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