FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE 860-442-0553
www.waterfordct.org

Legislation & Administration Meeting Minutes **January 21, 2026**

Members Present: Erica Casper, Mary Childs, Emmy Franklin, Paul Goldstein, Danielle Steward-Gelinas
Members Absent: None
Also Present: Sue Driscoll, RTM moderator

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