

15 FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

MINUTES

REPRESENTATIVE TOWN MEETING

Regular Meeting

April 5, 2021

ZOOM Remote Access Only

RTM Moderator Thomas Dembek called the April 5, 2021 Regular Meeting of the Representative Town Meeting to order at 7:01 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Greg Attanasio, Jennifer Bracciale, April Cairns, Timothy Condon, Thomas J. Dembek, Steven Elci, Timothy Fioravanti, Nick Gauthier, Paul Goldstein, Kathleen Kohl, David Lersch, Valerie Metivier, Richard Muckle, Liam O'Leary, Theodore Olynciw, Sally Ritchie, Michael Rocchetti, Danielle Steward-Gelinas, Baird Welch-Collins.

ABSENT: Michael Bono, Susan Driscoll, Miriam Furey-Wagner, Richard Morgan, Robert Swansen.

EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule; Chair of the Board of Finance Ronald R. Fedor.

EX-OFFICIO MEMBERS ABSENT: Selectwoman Jody Nazarchyk; Selectman Elizabeth Sabilia; Chair of the Board of Education Craig Merriman.

ALSO PRESENT: Town Clerk David L. Campo; Town Attorney Robert Avena.

AGENDA ITEM C – February 1, 2021 Minutes & February 22, 2021 Minutes

MOTION by Welch-Collins, seconded by Goldstein, to accept the minutes with the following corrections to the February 1, 2021 Minutes: The third MOTION under NEW BUSINESS was recorded with no committee designation. This item should have included Public Works, Planning and Development as its destination.

VOTING IN FAVOR: Unanimous.

CORRESPONDENCE

NONE

PUBLIC COMMENT:

The Town Clerk read a letter from Waterford Resident Helen Kwasniewski concerning CALL ITEM 1 into the record. (See Attachment)

AGENDA ITEM F – An Education Committee report was received and it was decided to discuss it further in NEW BUSINESS.

AGENDA ITEM G

RTM Member Thomas Dembek commented on the progress of the Municipal Complex and stated that the project was nearing the end.

CALL ITEM 1 – Crystal Mall Redevelopment Feasibility Study

PRESENTATION: Director of Planning Abby Piersall

MOTION Rocchetti, seconded by Steward-Gelinas, to approve a recommendation from the Board of Finance for an appropriation in the amount of \$250,000 from the Undesignated Fund Balance #205-31520 for a Crystal Mall Redevelopment Feasibility Study and waive the 15-day waiting period.

Discussion ensued.

MOTION by Steward-Gelinas, seconded by Rocchetti, to move the question.

VOTING IN FAVOR: Unanimous with one member against. (Condon)

ORIGINAL MOTION

VOTING IN FAVOR: Unanimous with one member against. (Condon)

CALL ITEM 2 – MED Radio Base Stations

PRESENTATION: Emergency Management Director Steve Sinagra

MOTION by Muckle, seconded by Welch-Collins, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$30,908.99** from the **Undesignated Fund Balance line #205-31520** for replacement of MED radio base stations.

VOTING IN FAVOR: Unanimous

CALL ITEM 3 – Braman Road Resurfacing

PRESENTATION: Public Works Director Gary Schneider

MOTION by Goldstein, seconded by Steward-Gelinas, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$263,470** from the **Designated Funds to appropriated funds from FY21 Capital and Non-Recurring Expenditure Fund Line #20530-57855 for Braman Road Resurfacing.**

VOTING IN FAVOR: Unanimous

CALL ITEM 4 - Braman Road Resurfacing

PRESENTATION: Public Works Director Gary Schneider

MOTION by Welch-Collins, seconded by Steward-Gelinas, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$16,530** from the **Undesignated Fund Balance #205-31520 to line #20530-57855 for Braman Road Resurfacing.**

VOTING IN FAVOR: Unanimous

CALL ITEM 5 – Bloomingtondale South Mill/Pave

PRESENTATION: Public Works Director Gary Schneider

MOTION by Goldstein, seconded by Welch-Collins, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$21,390** from the **Unassigned Fund Balance of the General Fund line to #33021-55866 Bloomingtondale South Mill/Pave.**

VOTING IN FAVOR: Unanimous

CALL ITEM 6 – Gallows Lane Reclaim/Pave

PRESENTATION: Public Works Director Gary Schneider

MOTION by Goldstein, seconded by Welch-Collins, to approve a recommendation from the Board of Finance for an appropriation in the amount of **\$19,710** from the **Undesignated Fund Balance of the General fund line to #33021-55868 Gallows Lane Reclaim/Pave** and that the **15-day** waiting period be waived.

VOTING IN FAVOR: Unanimous

CALL ITEM 7 - Senior Citizens' Commission

MOTION by Steward, seconded by Muckle, to reappoint Anita Collins and Anne Darling as members of the Senior Citizen's Commission (Term 04/05/2021 – 04/01/2024)

MOTION by Welch-Collins, seconded by Ritchie, to reappoint Carol Saunders as a member of the Senior Citizen's Commission (Term 04/05/2021 – 04/01/2024)

VOTING IN FAVOR OF ALL THREE NOMINEES: Unanimous

CALL ITEM 8 - Waterford Utility Commission

MOTION by Steward-Gelinas, seconded by Muckle, to reappoint Rodney Pinkham as a member of Waterford Utility Commission (Term 04/01/2021 – 03/31/2025)

MOTION by Attanasio, seconded by Welch-Collins, to reappoint Peter Green and Raymond Valentini as members of the Waterford Utility Commission (Term 04/01/2021 – 03/31/2025)

VOTING IN FAVOR OF ALL THREE NOMINEES: Unanimous

CALL ITEM 9 – Chapter 3.08 – Purchasing

PRESENTATION: Chairman of the Finance Wage & Personnel Standing Committee David Lersch

MOTION by Welch-Collins, seconded by Rocchetti, to approve amendments to the Waterford Code of Ordinances, Chapter 3.08 – Purchasing. (See Attachment)

VOTING IN FAVOR: Unanimous

CALL ITEM 10 – Executive Session

MOTION by Steward-Gelinas, seconded by Goldstein, to discuss strategy and/or negotiations with respect to collective bargaining units in executive session, said action to be taken without prejudice to the Representative Town Meeting's right to discuss said matters in a private meeting pursuant to Connecticut Statute § 1-200 at 8:15 P.M. and to invite the Human Resource Director Joyce Sauchuk, Labor Attorney Eileen Duggan, and First Selectman Robert Brule

VOTING IN FAVOR: Unanimous

CALL ITEM 11 – Waterford Public Safety Dispatcher Contract

PRESENTATION: Labor Attorney Eileen Duggan and HR Director Joyce Sauchuk

MOTION by Goldstein, seconded by Welch-Collins, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Waterford Public Safety Dispatcher Unit, covering the period July 1, 2020 – June 30, 2022.

VOTING IN FAVOR: Unanimous

CALL ITEM 12 – Non Union and Technical Crafts Wage Schedule

MOTION by Goldstein, seconded by Welch-Collins, to approve the funds necessary to implement the Non Union Administrative Support and Technical Crafts wage schedule.

VOTING IN FAVOR: Unanimous

NEW BUSINESS

Education Committee Chair summarized the progress of the Education Committee in regard to its' charge, "Social Justice".

MOTION by Steward-Gelinas, seconded by Rocchetti, to report the issue of "Social Justice" out of committee and allow LEAP Consulting Owner, Elizabeth McGee, to pursue the formation of a Town DEI Work Group, that

would be representative of the town, and that the RTM makes a formal request to have representation on the work group.

VOTING IN FAVOR: Unanimous

MOTION by Steward-Gelinas, seconded by Rocchetti, to adjourn at 9:02 P.M.

VOTING IN FAVOR: Unanimous

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "David L. Campo". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David L. Campo, CCTC

Town Clerk

RTM Meeting on April 5, 2021 Comments,

Item #1 \$250,000 to be named "Crystal Mall Redevelopment Feasibility Study"

Several years ago, I believe it was 2014 the Town did a "Feasibility Study for the Oswegatchie Fire House". It was deemed at that time the fire house needed to be replace. There was a lot of problems the major one being "shoring". To this day a post in the ladies room is holding up the roof. After spending an enormous amount on this "Study" **NOTHING** was done.

Here we are in 2021 some years later the Town wants to spend more money on "Feasibility Study" to a tune of \$250,000 on the "Crystal Mall which the Town of Waterford does not own.

I will use a statement that was made from a Board of Finance member "REMEMBER YOU ARE SPENDING THE TAXPAYER'S MONEY".

I strongly urged ALL you board members to vote **NO.**

Thank You,

Helen Kwasniewski

RECEIVED FOR RECORD
2021 APR -5 PM 2:50
TOWN OF WATERFORD

Title 3 – Revenue and Finance

Chapter 3.08 - PURCHASING

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;

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 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 Ppurchases of material and equipment and services will be categorized and established and administered, by pursuant to CGS §7-148 v(a), at the following levels:
- ~~1. All authorizations for purchases of items in an amount up to one thousand five hundred dollars will be consolidated as appropriate with other like requests by the purchasing agent, and will be purchased on an "or equal" basis unless accompanied by a detailed specification and justification approved by the head of the user agency, board or commission, in accordance with the operating rules established under subsection B of Section 3.08.020.~~
 - ~~2. For purchases in an amount exceeding one thousand five hundred dollars, but not exceeding seven thousand five hundred dollars, at least two written quotations must be solicited by the requesting agency with the purchasing agent's assistance in accordance with the operating rules established under subsection B of Section 3.08.020.~~
 - ~~3. For purchases in an amount exceeding seven thousand five hundred dollars, but not exceeding fifteen thousand dollars, a formal quote process through the purchasing department must be completed. The requesting agency will submit specifications or description of item or services needed. The purchasing agent will solicit for formal quotes.~~
 - ~~4. For purchases exceeding fifteen twenty-five thousand dollars, a formal bid process is required as authorized in subsection B of Section 3.08.020 of this section 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 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)