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AGENDA
FINANCE, WAGE & PERSONNEL STANDING COMMITTEE OF THE RTM
SPECIAL MEETING

Thursday, March 4, 2021/7:00 P.M. - Waterford Town Hall
ZOOM Remote Access Only

Join Zoom Meeting
Meeting ID: 317 118 0827

Passcode: 123123

One tap mobile

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1. Call to Order
2. Pledge of allegiance
3. Roll Call
4. Public Comment
5. To consider and act upon the February 18, 2021 Meeting Minutes.
6. Consideration and possible action on item referred to committee:
 - A. Bidding advantages for local businesses on Town Projects.
(RTC 10-05-2020)
 - B. Salaries of Elected Officials. (RTC 02-01-2021)
7. Adjournment

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TOWN OF WATERFORD

**FINANCE, WAGE, & PERSONNEL STANDING COMMITTEE OF THE RTM
SPECIAL MEETING MINUTES 2/18/21**

Members Present: Susan Driscoll, Paul Goldstein, Kathy Kohl, Dave Lersch, Liam O'leary @ 7:07 pm.

Guests: Kim Allen, DOF, Rawle Dummett, Purchasing, Rob Avena, Town Attorney, Tom Dembek, RTM, Dave Campo, Town Clerk

- 1) Meeting Called to order @ 7:04 pm by Chairperson Lersch.
- 2) Pledge of Allegiance
- 3) Public Comment: None
- 4) Act upon April 10, 2019 Meeting Minutes: Motion by Paul Goldstein, Second by Kathy Kohl.
Vote: Unanimous
- 5) **A:** Consideration and possible action Bidding advantages for local businesses on Town Projects. Discussion on past practices regarding bidding process and local business. Presentation by Town Attorney Avena, DOF, Kim Allen, and Purchasing Rawle Dummett on potential scenarios that follow state and federal guidelines. Potentially raising bid/no bid purchasing to \$25,000. Draft scenario to be presented by Town Attorney and staff on potential policy/rule changes to ordinance 3.08 Purchasing on 3/4/21 @ 7:00 pm.
Motion by Driscoll & seconded by Goldstein to have Town Attorney & staff provide draft changes to 3.08 Purchasing.
Vote: Unanimous
- B:** Review of Elected Official Salaries: Discussion Lengthy. DOF Kim Allen to provide committee with Elected Official Salary Survey for comparison to review at next meeting. No action taken.
- 6) Adjournment: Motion by Kohl & Seconded by Driscoll.
Vote: Unanimous

Respectfully Submitted by: Paul Goldstein

Title 3 – Revenue and Finance

Chapter 3.08 - PURCHASING

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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 purchases 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 thousand dollars, a formal bid process is required as authorized in subsection B (?) 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)