FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

PHONE 860-442-0553
www.waterfordct.org

Legislation & Administration Committee Meeting Minutes **February 9, 2026**

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

1. <u>Confirmation of Quorum and Call to Order.</u>
   Erica Casper called the meeting to order at 6:00pm.

2. <u>Public Comment</u>
   Public comment from Helen Kwasniewski regarding appointments to committees and ensuring appointees have appropriate qualifications.

3. <u>Consideration and Action on Minutes of the January 21, 2026 Committee Meeting</u>
   Motion by Mary Childs, seconded by Danielle Steward-Gelinas to approve the minutes. Voice vote unanimous in favor.

4. <u>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)*</u>
   a. *Review of Chptr. 3.08 to reflect Public Act 25-92 (RTC 10/6/25)*
   Shea Davy, purchasing agent, spoke in favor of raising the formal bid process threshold from twenty-five thousand to thirty-five thousand dollars. Davy cited rising costs, consistency with neighboring municipalities, and cost savings to the Town by reducing the need for formal bid advertising. The Committee was in agreement to amend the ordinance and recommend adoption by the RTM, with direction to consult with Town Counsel and initiate the required public hearing process.

   b. *Police Commission expansion to seven members (RTC 10/2/23)*
   Discussion reflected no demonstrated need to increase the size of the Police Commission, as no commissioners or stakeholders presented evidence supporting a change, and, to our knowledge, no requests for expansion have been made since the item was referred to committee in October 2023. The Committee noted that appointment-related concerns were outside the scope of this item and could be addressed separately if needed.
   Motion by Paul Goldstein, seconded by Steward-Gelinas to report this issue out of committee with a recommendation that the RTM take no action because underlying concerns about appointments can be addressed in another format. Voice vote unanimous in favor.

   c. *Public Act 22-3, AAC Remote Meetings Under FOI Act (RTC 2/6/23)*
   Committee discussion found that no supporting information or evidence was provided to demonstrate a need for Committee or RTM action regarding Public Act 22-3 and remote meetings under the FOI Act.

Motion by Steward-Gelinas, seconded by Goldstein to report this issue out of committee with a recommendation that the RTM take no action because insufficient backup was provided. Voice vote unanimous in favor.

d. *Review of a "Public Comment Ordinance" (RTC 2/6/23)*
The Committee continued discussion regarding public comment at board and committee meetings. Members reiterated general agreement that amending ordinances to require public comment at every meeting was not advisable, noting that such a requirement may be inappropriate in certain circumstances or inconsistent with state statute. The Committee discussed the alternative approach of encouraging public comment through a guidance letter to boards and committees, including general best practices to ensure public comment is appropriate and manageable. Emmy Franlkin presented a draft letter for consideration. Discussion included whether to use a previously issued, attorney-vetted letter or Franklin's newly drafted, more comprehensive version, as well as the possibility of attaching Robert's Rules guidance on public comment and distributing the materials annually or as part of new member orientation packets. No action was taken, and discussion will continue at a future meeting.

e. *Review of YFSB/Senior Citizens ordinances (RTC 8/5/24)*
The Committee discussed the combined Director of Youth and Family Services and Director of Senior Services position. Discussion noted that the First Selectman has authority over staffing decisions and that the position was created in consultation with advisory groups and the Union, with an MOU in place covering the joint position. Dani Gorman, director of both positions, spoke in support of leaving the ordinance as is. The Committee agreed that, because the MOU governs the arrangement, no ordinance change is needed at this time.
Motion by Steward-Gelinas, seconded by Goldstien, to move the item out of committee with a recommendation that the RTM take no action because there is a memorandum of understanding that covers this position. Voice vote unanimous in favor.

f. *Review how RTM considers recommendations for committee assignments (RTC 6/6/22)*
No discussion or action on this item.

g. *Review of Ethics Ordinance 2.50 (RTC 10/7/24)*
No discussion or action on this item.

5. <u>New Business</u>
None.

6. <u>Next Meeting Schedule</u>
Next meeting date: TBD.

7. <u>Adjournment</u>
Meeting adjourned at 8:00pm.