

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE 860-442-0553
www.waterfordct.org

Legislation & Administration Committee of the RTM
Meeting Agenda
March 19, 2026 | 6:00PM
Appleby Room, Waterford Town Hall

RECEIVED FOR RECORD
WATERFORD, CT
2026 MAR 16 P 2:07
ATTEST: *[Signature]*
TOWN CLERK

1. Confirmation of Quorum and Call to Order
2. Public Comment
3. Consideration and Action on Minutes of the February 9, 2026 Committee Meeting
4. Review Committee Report Draft to report out to the RTM the following items:
 - a. Police Commission expansion to seven members (RTC 10/2/23)
 - b. Public Act 22-3, AAC Remote Meetings Under FOI Act (RTC 2/6/23)
 - c. Review of YFSB/Senior Citizens ordinances (RTC 8/5/24)
5. Review of Matters Currently Referred to the Committee
 - a. Review of Chptr. 3.08 to reflect Public Act 25-92 (RTC 10/6/25)
 - b. Review of a "Public Comment Ordinance" (RTC 2/6/23)
 - c. Review how RTM considers recommendations for committee assignments (RTC 6/6/22)
 - d. Review of Ethics Ordinance 2.50 (RTC 10/7/24)
6. New Business
7. Next Meeting Schedule
8. Adjournment

Encl: *Legislation&Administration_Meeting Minutes_02092026*
Draft Committee Report
Edited version of Ordinance 3.08 with proposed changes



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. Confirmation of Quorum and Call to Order.

Erica Casper called the meeting to order at 6:00pm.

2. Public Comment

Public comment from Helen Kwasniewski regarding appointments to committees and ensuring appointees have appropriate qualifications.

3. Consideration and Action on Minutes of the January 21, 2026 Committee Meeting

Motion by Mary Childs, seconded by Danielle Steward-Gelinas to approve the minutes. Voice vote unanimous in favor.

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)

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 Franklin 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. New Business

None.

6. Next Meeting Schedule

Next meeting date: TBD.

7. Adjournment

Meeting adjourned at 8:00pm.



**LEGISLATION & ADMINISTRATION STANDING COMMITTEE OF THE RTM
COMMITTEE REPORT, March 19, 2026**

The following matters were referred to the Legislation & Administration Standing Committee for review. The Committee discussed these items at its February 9, 2026, regular meeting and makes the following recommendations to the Representative Town Meeting.

Police Commission Expansion to Seven Members (RTC 10/2/23)

The Committee noted that no commissioners or other stakeholders have presented evidence demonstrating a need to increase the size of the Police Commission. To the Committee's knowledge, no requests for expansion have been made since the item was referred in October 2023. The Committee also noted that appointment-related concerns are outside the scope of this item and could be addressed separately if necessary.

Recommendation: The Committee voted unanimously to report this item out of committee with the recommendation that the RTM take no further action because underlying concerns about appointments can be addressed in another format.

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

This item was referred to the Committee for review of Public Act 22-3, which established state rules governing remote meetings under the Freedom of Information Act. The Committee determined that no supporting information or evidence had been presented demonstrating a need for RTM action.

Recommendation: The Committee voted unanimously to report this item out of committee with the recommendation that the RTM take no further action because insufficient backup was provided.

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

The Committee discussed the combined position of Director of Youth and Family Services and Director of Senior Services. The Committee noted that the First Selectman has authority over staffing decisions and that the joint position was created in consultation with advisory groups and the union, with a memorandum of understanding (MOU) governing the arrangement. Dani Gorman, who serves as Director of both departments, spoke in support of maintaining the current ordinance language. Based on the discussion, the Committee concluded that no ordinance change is necessary at this time.

Recommendation: The Committee voted unanimously to report this item out of committee with the recommendation that the RTM take no further action because there is an MOU that covers this position.

Submitted by:

Erica Casper

Chair, Legislation & Administration Standing Committee

Representative Town Meeting

Town of Waterford

1. For purchases exceeding ~~thirty~~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. **For purchases less than or equal to** ~~Under~~ ~~thirty~~twenty-five thousand dollars, the town purchasing agent's operating rules shall govern ~~all other~~ **the** purchasing transactions, and may allow for local vendor preferences as established under the operating rules.
1. For purchases exceeding thirty-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. For purchases less than or equal to thirty-five thousand dollars, the town purchasing agent's operating rules shall govern the purchasing transactions, and may allow for local vendor preferences as established under the operating rules.

Town Attorney's notes regarding the changes:

The proposed amendment to subsection (A)(1) is legally sufficient.

*The proposed amendment to subsection (A)(2), however, should be further amended to include purchases both less than and equal to thirty-five thousand. Additionally, I suggest the following additional amendment for ease of sentence flow because **all other** seems misplaced.*

*The legal reason for the edit to the proposed amendment to subsection (A)(2) is that, as currently written, the ordinance does not truly align with Conn. Gen. Stat. 7-148v(a). It currently accounts for transactions of \$34,999.99 and less (i.e., under thirty-five thousand or previously under twenty-five thousand); but neither subsection actually accounts for a transaction of exactly \$35,000 (thirty-five thousand, or previously twenty-five thousand). Both the PA 25-92, and the current 7-148v(a) section of the statutes are very carefully crafted to use the phrase "purchases having a value less than or equal to an amount established by ordinance, which amount shall not be greater than twenty-five **thirty-five** thousand dollars.*