



Legislation & Administration Committee of the RTM
Public Hearing followed by Special Meeting
Meeting Agenda
March 30, 2026 | 6:00PM
Appleby Room, Waterford Town Hall

Public Hearing Agenda

1. Confirmation of Quorum and Call to Order
2. **Public Hearing on proposed amendments for the Waterford Code of Ordinances, Sec. 3.08.030
– Purchase categories – Bids/proposals required – Specifications authorized**
3. Adjournment

Special Meeting Agenda

1. Confirmation of Quorum and Call to Order
2. Public Comment
3. Consideration and Action on Minutes of the March 19, 2026 Committee Meeting
4. Review of Matters Currently Referred to the Committee
 - a. Review of Chptr. 3.08 to reflect Public Act 25-92 (RTC 10/6/25)
5. Adjournment

Encl: 3.08.030 Revised Ordinance Draft 1
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3.08.030 - Purchase categories—Bids/proposals required—Specifications authorized.

~~A.~~ Public competitive bidding and purchases of material and equipment and services will be established and administered, pursuant to CGS § 7-148v(a), at the following level:

- ~~1A.~~ For purchases exceeding ~~thirtytwo~~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.
- ~~2B.~~ **For purchases less than or equal to** ~~Under~~ ~~thirtytwo~~thirty-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.

~~(R.T.M. XX-XX-XX;~~ Amend. of 4-5-21; Amend. of 12-18-18(1); Amend. of 10-7-13; Amend. of 6-1-15(1); R.T.M. 10-6-97 (part);~~1~~ R.T.M. 12-5-94 (part);~~1~~ R.T.M. 6-6-88;~~1~~ R.T.M. 4-4-88;~~1~~ prior code § 2-39)

3.08.030 - Purchase categories—Bids/proposals required—Specifications authorized.

Public competitive bidding and purchases of material and equipment and services will be established and administered, pursuant to CGS § 7-148v(a), at the following level:

- A. 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.
- B. 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.

(R.T.M. 4-6-26; Amend. of 4-5-21; 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)



Legislation & Administration Committee Meeting Minutes

March 19, 2026

Members Present: Erica Casper, Mary Childs, Paul Goldstein, and Danielle Steward-Gelinas

Members Absent: Emmeline Franklin

Also Present: Sue Driscoll, RTM moderator; Kristi Kelly, town attorney

1. Confirmation of Quorum and Call to Order

Erica Casper called the meeting to order at 6:01pm.

2. Public Comment

Helen Kwasniewski raised concerns about Senior Services department leadership, program environment, and attendance levels, and suggested a review of the director. She also shared a concern about a reported unsafe driving incident involving a senior van driver, as well as the cost of a recent \$17 picnic.

3. Consideration and Action on Minutes of the February 9, 2026 Committee Meeting

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

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)*

The committee agreed that the draft report accurately reflected its recommendations but noted that, per ordinance, each item must be submitted as a separate report with specific supporting documentation, including referral letters, meeting records, handouts, and rationale. Casper will revise the report format to comply and will include a summary of each item's discussion history to the extent feasible.

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)*

Town Attorney Kristi Kelly reviewed recommended revisions to Ordinance 3.08.030 from March 10, 2026, and suggested additional stylistic changes for consistency with the chapter. Stylistic changes included removing the standalone section heading ("A"), renumbering subsections from "1" and "2" to "A" and "B" for consistency. Additional discussion on style included replacing colons with semicolons in the citation, and adding the approval date to the citation. Kelly

outlined the ordinance approval process, including committee vote, submission for public hearing, required public notice, and distribution to relevant boards and departments.

Motion by Childs, seconded by Steward-Gelinas, to approve the revised amendments dated March 10, 2026. A friendly amendment was accepted to revise section formatting, update citation punctuation, and include the approval date (as described). Voice vote unanimous in favor.

b. Review of a "Public Comment Ordinance" (RTC 2/6/23)

The committee discussed concerns regarding public awareness of when and how to provide comment, as well as consistency in how public comment is handled across meetings. While noting that opportunities for comment may occur during designated public hearings, members emphasized the importance of clear guidance and consistent practices. The committee agreed that an ordinance change is not necessary at this time and voted to refer the matter to the Education Committee to develop public comment guidelines and a process to inform elected and appointed boards and commissions.

Motion by Steward-Gelinas, seconded by Childs, to report the item out of committee with a recommendation to refer Public Comment Guidelines to the Education Committee, with the suggestion to develop a consistent approach for educating boards and commissions. Voice vote unanimous in favor.

c. Review how RTM considers recommendations for committee assignments (RTC 6/6/22)

The committee began discussion on the difference between applicant pool for standing committees (current RTM members) vs. boards and commissions (Town of Waterford residents) and how the processes for each will differ by necessity. Members considered options to improve the appointment process for boards and commissions, including maintaining accessibility, broadening recruitment beyond party committees, establishing a vetting process, clarifying expectations for applicants, and providing advance notice of openings. Discussion will continue at a future meeting.

d. Review of Ethics Ordinance 2.50 (RTC 10/7/24)

No discussion or action on this item.

6. New Business

None.

7. Next Meeting Schedule

March 30, 2026, immediately following the public hearing.

8. Adjournment

Meeting adjourned at 7:38pm.



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.