

Board of Selectmen Meeting
Grange Hall
February 19, 2014
Regular Meeting Minutes

Selectmen Present: M. Walter; E. Lyman; E. Malavasi

Also Present: E. Blaschik; P. Simmons; C. Mansfield; S. Wheeler; L. Zemienieski

1. First Selectman Walter called the Board of Selectmen's meeting to order at 7:02 p.m. and the attendees said the Pledge of Allegiance.
2. Approval of Agenda: Motion made by Mr. Walter, seconded by Mr. Malavasi, to approve the agenda as written. Unanimous aye.
3. Approval of Minutes: Special Meeting of February 6, 2014

Motion made by Mr. Walter, seconded by Mr. Malavasi, to approve the minutes of the Special Meeting of February 6, 2014 as written. Unanimous aye.

4. Correspondence:
 - A. Open Space Commission Letter: Mr. Walter called the Selectmen's attention to a copy of a letter from the Open Space Committee dated February 20, 2012. He stated that he had not yet reviewed the letter and it would be discussed at the next regular Board of Selectmen's meeting.
5. First Selectmen's Report:
 - A. Traffic Plan for the Route 82 Bridge Construction: Mr. Walter introduced Mr. Mansfield who provided the Selectmen with an overview of the recommendations of the Emergency Management Committee regarding road closures and detours during the Route 82 bridge work. Mr. Mansfield reviewed several maps depicting the planned detours and stated that the Emergency Management Committee had identified several areas of concern. He outlined the Committee's recommendations for new stop signs and traffic restricting signage at several locations.

Mr. Mansfield and the Selectmen discussed how to communicate the road closures and detours to local emergency response teams and impacted citizens and businesses. Mr. Mansfield advised that there is another Public Hearing scheduled for March 4th and representatives from the State Department of Transportation will be in attendance.

In response to a request from Mr. Walter, Mr. Mansfield provided an update on the Grange/Old Town Hall renovation work.
 - B. Department of Agriculture Grant Opportunity: Mr. Walter introduced Mr. Simmons who advised that the Economic Development Commission will be submitting a Grant Submission Authorization to the Board of Finance regarding an application to the State Department of Agriculture's Farmland Restoration Program for a \$20,000.00 grant to clear land on the Harris property. He stated that the Town would have to contribute \$2,000.00 of in-kind labor to the project. Mr. Walter agreed to support EDC's Grant Submission Authorization request and recommend the Board of Finance approve it.
 - C. KX Consolidation Update: Mr. Walter reported that the KX consolidation project is moving forward with a current focus on Montville. He further advised that Middlesex Hospital did not

feel it would be necessary for them to sign another Memorandum of Understanding as the previous agreement was still in force.

6. Citizen's Concerns: There were no citizen's concerns discussed at the meeting.

7. Unfinished Business:

- A. Tax and Business Incentive Program Application: Mr. Simmons advised that at EDC's February 6th meeting, the commissioners passed a motion to recommend the Board of Selectmen approve, and forward to the Board of Finance, an application for a tax abatement received from Eddie's Autobody. He noted that the application is for a project that fits the small-size category of the Town's Tax Incentive Program which qualifies it for a 3-year 50% abatement. He stated that he estimates the total abatement to be approximately \$445/yr.

Motion made by Mr. Walter, seconded by Mr. Lyman, to accept the application of Eddie's Autobody Specialists, Inc. for abatement of property taxes under Town of East Haddam ordinance entitled "Tax and Business Incentive Program" adopted June 30, 2010, subject to: (i) the applicant entering into a written agreement with East Haddam on terms and conditions satisfactory to the Board of Selectmen and Board of Finance and with the affirmative vote of the Town Meeting; and (ii) the applicant complying with all general and specific requirements of an applicant under said ordinance; and, further move to authorize the Town Attorney to prepare such written agreement between Eddie's Autobody Specialists, Inc. and the Town of East Haddam. Unanimous aye.

Motion made by Mr. Walter, seconded by Mr. Lyman, to amend the agenda to include a discussion of the Purchasing Ordinance at this time. Unanimous aye.

- A2. Purchasing Ordinance Discussion: Mr. Walter advised that language in the current Purchasing Ordinance states that single purchases shall be based, when possible, on competitive bids if such purchase price exceeds seven thousand five hundred dollars (\$7,500.00). If the purchase can reasonably be anticipated to fall between five thousand (\$5,000) and seven thousand five hundred dollars (\$7,500), the purchase order shall be accompanied by documentation for 2 price quotes. If such purchase price exceeds seven thousand five hundred dollars (\$7,500.00), the Selectmen, when possible, shall invoke an advertised\sealed bid process. He noted that at a Special Meeting on September 24, 2012, the Selectmen discussed increasing the threshold for competitive bids to \$15,000.00. Mr. Mansfield advised that the State regulations allows a threshold of \$25,000.00 for municipalities. There was a general discussion about whether to increase to the threshold for 2 price quotes to \$7,500.00 or \$10,000.00 and the consensus for the raise it to \$7,500.00.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to recommend that the Purchasing Ordinance adopted by Town Meeting, September 11, 1996 be amended as follows and that said amendment be sent to Town Meeting for approval:

All contracts for, and single purchases of supplies, materials, equipment and contractual services (except utilities, gravel and materials necessary on an as needed basis) shall be based, when possible, on competitive bids if such purchase price exceeds **[DELETE: seven thousand five hundred dollars (\$7,500.00)] [ADD: fifteen thousand dollars (\$15,000)]**. If the purchase can reasonably be anticipated to fall between **[DELETE: five thousand (\$5,000) and seven thousand five hundred dollars (\$7,500)] [ADD: seven thousand five hundred dollars (\$7,500) and fifteen thousand dollars (\$15,000)]**

the purchase order shall be accompanied by documentation for 2 price quotes. This documentation shall be maintained in Town records for one (1) year. If such purchase price exceeds [**DELETE: seven thousand five hundred dollars (\$7,500.00)**] [**ADD: fifteen thousand dollars (\$15,000)**], the Selectmen, when possible, shall invoke an advertised\sealed bid process.

The First Selectman, acting on behalf of the appropriate agency, shall solicit sealed bids by the sending of notice to perspective suppliers and by advertising in a newspaper having a general circulation in said Town of East Haddam. The First Selectman may place advertisements in other periodicals, trade magazines, etc., but may not exempt above said newspaper. Each sealed bid shall be publicly opened at the time stated in the notice soliciting such bid. Bids selected by this process shall be publicly awarded at a Board of Selectmen's meeting.

All purchases or contracts above [**DELETE: seven thousand five hundred dollars (\$7,500.00)**] [**ADD: fifteen thousand dollars (\$15,000)**] shall be based on at least two (2) competitive bids. When at least two (2) such bids shall not have been received, the Board of Selectmen may, at the request of the town agency represented, void the bid and direct said agency to identify and negotiate with at least two (2) suppliers (one of whom shall be the sole bidder of the voided bid if there was only one (1) such bidder) for the best price and product for the Town of East Haddam. Such negotiated purchase or contract must be approved by the Board of Selectmen before placed into effect.

If the low bidder is not a local business (as defined hereinafter), then the next low bidder, provided it is within ten percent of the next low bidder, may at its option, if it is a local business, match the bid of the low bidder. The Board of Selectmen retains the sole judgment, within its discretion, to determine what constitutes low bidder and next low bidder, after due consideration to base bid, allowances and alternates to a bid, as they may apply. For the purpose of this provision only, "local business" is defined as a business or individual which is assessed real, personal, or motor vehicle taxes in East Haddam on the previous October 1 to the date of the bid opening.

Also, in lieu of the standard competitive bid process, any agency of the Town of East Haddam may:

1. With prior approval of the Board of Selectmen use one (1) or more of the following options:
 - a) A Request for Proposal (RFP) - Vendors of goods or services will be asked to submit a proposed solution or solutions (including costs) to a problem or issue described in writing by the town. Prices are finalized by negotiation.
 - b) A Request for Qualifications (RFQ) - Vendors of professional services will be asked to present their qualifications for resolving the problem or issue at hand. Price will be negotiated with the vendor deemed best qualified.
 - c) Simple negotiations with appropriate legitimate suppliers.
 - d) An Agent of Record - the Town retains an agent to seek out and evaluate proposals and to bring forward a recommended course of action.

All such purchases or contracts shall be approved by the Board of Selectmen before awarded or placed into effect.

2. The town agency, at its discretion, may award such purchase or contract to the legal State low bidder, a supplier which has been selected by the State of Connecticut's purchasing procedure following a competitive bid.

If after the awarding of any bid or its appropriate alternative as described herein, changes in the scope of work or specifications become necessary, they shall be done only through a work change order system as developed by the First Selectman. All payments for such changes shall be made with the appropriate distinctions as such.

The Board of Selectmen reserve the right to accept or reject any and all, or any and all parts of any bids and may waive any informalities in the bidding.
Unanimous aye.

- B. Transfer Station Update/Transfer Station Committee: Ms. Zemienieski advised the Selectmen that Public Works Administrator Lunt expects to have the Transfer Station Committee Report/Recommendation available for the March 5th Board of Selectmen's meeting.
- C. Blight Ordinance Discussion: Ms. Zemienieski advised that she had emailed the Selectmen the results of CCM's survey regarding blight ordinances prepared by CCM.
- D. Wocl Road Discussion: There was no update on this agenda item.
- E. Scoville Landing Emergency Right of Way: Mr. Walter advised that he had sent out a write-up on this agenda item for the Selectmen's review.

8. New Business

- A. Fair Housing Resolution: Mr. Walter reported that the Town is currently working on a Small Cities grant application on behalf of the East Haddam Senior Housing Corporation for Oak Grove renovations. He explained that in order to apply for any Small Cities grants the Town must have a fair housing policy in place.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to adopt the fair housing resolution as presented. Unanimous aye. (A copy of the resolution is attached to the minutes.)

- B. Transfer Station Fee Waiver - Hadlyme Congregational Church: Mr. Walter called the Selectmen's attention to a copy of a letter in their meeting packets from the Hadlyme Congregational Church, dated February 8, 2013, requesting a Transfer Station fee waiver.

Motion made by Mr. Walter, seconded by Mr. Lyman, to approve the application to waive Transfer Station Fees for the Hadlyme Congregational Church for pew cushions and copier as requested in their February 8, 2014 letter. Unanimous aye.

- C. Senior Center – Beer & Wine Approval: Mr. Walter called the Selectmen's attention to a copy of an e-mail in their meeting packets from Marcia Masci of the East Haddam Community Lions Club, dated February 11, 2014, requesting permission to serve beer and wine at the Senior Center for their East Haddam Community Lions meetings held on the 2nd and 4th Tuesday evening each month for the year 2014.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to approve the serving of beer and wine at the Senior Center by the Community Lions Club for their East Haddam Community Lions meetings held on the 2nd and 4th Tuesday evening each month for the year 2014. Unanimous aye.

- D. Board and Commission Changes (ZBA): Mr. Walter called the Selectmen's attention to an email from Stuart Wood, dated February 11, 2014, noting that the Zoning Board of Appeals Commission recommended his reappointment to the board.

Motion made by Mr. Walter, seconded by Mr. Lyman, to reappoint Stuart Wood as a regular member for a five-year term to expire January 2019 on the Zoning Board of Appeals. Unanimous aye.

- E. Volunteer of the Month – There were no nominations for the Volunteer of the Month to consider.
- F. Tax Refunds: Mr. Lyman called the Selectmen's attention to one tax refund.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to award a tax refund in the amount of \$324.08 to Honda Lease Trust. Unanimous aye.

9. Public Comment: There was no public comment at the meeting.

10. Selectmen's Discussion

- A. Public Informational Meeting – Route 82 Bridge Replacement: Mr. Walter advised that an informational public meeting regarding the Route 82 bridge construction would be held on March 4th, at 7:00 p.m., at the Grange.
- B. Public Hearing – 2014 Small Cities Program Application – Mr. Walter advised that a Public Hearing would be held on March 5th, at 6:00 p.m., at the Grange to discuss and solicit input on the Town's application for a 2014 Small Cities Program Grant.

The Selectmen discussed the road conditions after the latest snowstorms and the shortage of road salt.

11. Adjournment: There being no additional regular business to discuss, a motion was made by Mr. Walter, seconded by Mr. Malavasi, to adjourn the meeting at 8:02 p.m. Unanimous aye.

Respectfully submitted,

Emmett Lyman, Secretary

Recorded