

**WARNING
TOWN OF EAST HADDAM
NOTICE OF SPECIAL TOWN MEETING**

The Electors and citizens of the Town of East Haddam, Connecticut qualified to vote in Town Meeting are hereby warned and notified that a Special Town Meeting will be held in the Grange Hall on Town Street in the said Town of East Haddam at 8:00 p.m. on Wednesday, March 12, 2014 for the following purposes, to wit:

Item 1: To consider and act upon the recommendation of the Planning and Zoning Commission and the Board of Selectmen to accept the following certain conveyance, to wit:

The conveyance from Robert Casner to the Town of East Haddam the right to enter upon the hereinafter described real property for the purposes of maintaining a drainage right of way situated on the northerly side of Ridge Road and shown on a map entitled, "Resubdivision Plan – Lot 37 – ‘Kensington Woods’ Section V – Ridge Road – East Haddam, Connecticut – Date 09-16-2013; Revised 10-02-2013 and 10-11-2013 – Scale 1” = 40’” prepared by Richard F. Mihok, P.E., 18 Laurel Lane, Marlborough, Connecticut 06447, said map #2731 being on file with the Town Clerk of the Town of East Haddam.

Item 2: To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to accept a gift in the amount of \$25,000 in support of the Harris Property/East Haddam Center for Community Agriculture.

Item 3: To consider and act upon the following resolution as recommended by the Board of Selectmen:

RESOLVED: That the Purchasing Ordinance adopted by Town Meeting, September 11, 1996, is hereby amended to follows:

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.

Copies of said ordinance are on file in the Town Clerk's Office during regular business hours.

Item 4: To consider and act upon the recommendation of the Board of Finance to approve a transfer in the amount of \$204,258.00 from the General Fund (781-579790) to the Board of Education Capital Reserve Fund (25-115160-25790).

Item 5: To consider and act upon the recommendation of the Board of Finance to approve a transfer of an amount not to exceed \$261,363.00 from the Board of Education Capital Reserves (25-115160-25790) to the Capital Projects Fund for Board of Education for the purpose of matching grant funds for the School Security Grant (account 25-578888).

Dated at East Haddam, Connecticut
this 5th day of March, 2014.

Mark B. Walter, First Selectman

Emmett J. Lyman, III, Selectman

Ernest P. Malavasi, Selectman