

## SUBJECT TO APPROVAL

**MEETING DATE:** MONDAY, NOVEMBER 14, 2016  
8:00 A.M.

**MEETING PLACE:** JAMES MADISON ROOM (ROOM A) - TOWN CAMPUS

### BOARD OF SELECTMEN MEETING MINUTES

#### **8:00 a.m. Regular Session**

First Selectman Banisch called the Regular Session of Monday, November 14, 2016 to order at 8:00 a.m. Present were First Selectman Banisch, Selectman Goldberg, Selectman Hale, Selectwoman Walker and Selectman Wilson.

1. Pledge of Allegiance

First Selectman Banisch led the Pledge of Allegiance.

2. Approval of minutes

**MOVED** by Selectman Hale and seconded by Selectman Goldberg to **APPROVE** the minutes of the Board of Selectmen Meeting held on October 24, 2016.

**VOTE:** This motion was approved unanimously.

3. First Selectman's Comments:

- a. The Town of Guilford is having issues with their proposed portion of the Shoreline Greenway Trail. It is important that this matter be brought to the Town of Madison residents at a future Public Hearing.

4. Citizen Comments:

Steve Roane of Copse Road stated that since the road was lowered in construction there have been at least 4 accidents. Traffic is moving much faster and it is unsafe. He suggested that Copse Road should have 1-2 more stop signs installed; and the speed limit should be lowered. Or, perhaps a speed gage can be installed to inform motorists of how fast they are driving. Also, a blinking red light might help.

Art Wiley of Lawson Road stated that he was also concerned about the Shoreline Greenway Trail expanse in Madison. He thanked the Board for addressing the concerns of the public.

#### **NEW BUSINESS**

5. Discuss and take action on a Proclamation honoring Eagle Scout Michael Rossi.

**DISCUSSION:** Selectwoman Walker read aloud the proclamation. She also applauded the support of the entire family.

**MOVED** by Selectwoman Walker and seconded by Selectman Hale to **APPROVE** a Proclamation honoring Eagle Scout Michael Rossi.

**VOTE:** This motion was approved unanimously.

6. Discuss and take action to approve a Line-Item Transfer request of **\$107,834.85** from Salary Adjustments (1-100-8100-0000-1330-830-00) for Salary Reconciliation into Town departments.

**DISCUSSION:** Selectwoman Walker stated that these adjustments are to Line Items that will align with what was in the budget. These are not additional funds, but just appropriating to the correct departments.

**MOVED** by Selectwoman Walker and seconded by Selectman Goldberg to **APPROVE** a Line-Item Transfer request of **\$107,834.85** from Salary Adjustments (1-100-8100-0000-1330-830-00) for Salary Reconciliation into Town departments.

**VOTE:** This motion was approved unanimously.

7. The following line transfers are designated as routine and appropriate for approval as a single action by the Board of Selectmen, if so desired. A board member may request removal of any line transfer item from the consent agenda for review and discussion.

Motion: To approve Line Transfers totaling **\$4,721.00**.

**DISCUSSION:** Selectwoman Walker stated that this was a transfer within a department.

**MOVED** by Selectman Hale and seconded by Selectwoman Walker to **APPROVE** allowing Madison Ambulance to go out to bid to replace a 2000 Ford Type III Ambulance.

**VOTE:** This motion was approved unanimously.

8. Discuss a proposed ordinance governing work within the right-of-way of public roads.

**DISCUSSION:** As Town Engineer Mike Ott was not in attendance at the meeting, the First Selectman asked for a motion to table the item.

**MOVED** by Selectman Hale and seconded by Selectwoman Walker to **APPROVE** tabling the discussion of a proposed ordinance governing work within the right-of-way of public roads.

**VOTE:** This motion was approved unanimously.

9. Discuss and take action to award the contract for the Arts Barn roof project.

**DISCUSSION:** As Town Engineer Mike Ott was not in attendance at the meeting, the First Selectman asked for a motion to table the item. Selectwoman Walker also added that the Board should consider a special meeting if necessary to approve this item

**MOVED** by Selectman Hale and seconded by Selectwoman Walker to **APPROVE** tabling the discussion of a proposed ordinance governing work within the right-of-way of public roads.

**VOTE:** This motion was approved unanimously.

10. Discuss and take action to approve changes to the Board of Selectmen Policies regarding Bonding Requirements for Bids.

**DISCUSSION:** Selectwoman Walker also reviewed further corrections to this section of the Board of Selectmen policies. The changes in their entirety are attached.

Selectman Hale confirmed that the formal bid procedures at \$25,000 was still appropriate.

Selectwoman Walker also noted that the BOS policies are supposed to be reviewed yearly and that this had not happened for several years. She suggested that the First Selectmen spearhead the review now and hold Special Meetings as necessary.

**MOVED** by Selectwoman Walker and seconded by Selectman Hale to **APPROVE** changes to the Board of Selectmen Policies regarding Bonding Requirements for Bids.

**VOTE:** This motion was approved unanimously.

11. Discuss and take action on accepting the Board of Selectman 2017 Meeting Schedule.

**MOVED** by Selectwoman Walker and seconded by Selectman Hale to **APPROVE** the 2017 Meeting Schedule

**VOTE:** This motion was approved unanimously.

12. Discuss and take action on approving the 2017 Town Holidays Schedule.

**MOVED** by Selectwoman Walker and seconded by Selectman Hale to **APPROVE** the 2017 Meeting Schedule

**VOTE:** This motion was approved unanimously.

13. Update on the status of the Senior Tax Relief Ordinance.

**DISCUSSION:** First Selectman Banisch stated that he met with Tax Collector Alma Carroll and Assessor Orietta Nucolo last week and they are preparing their recommended changes to be presented to the Board of Finance on Wednesday, November 16th. Ms. Carroll confirmed that there were also questions that would be brought to the Board of Finance on Wednesday and further changes based on this discussion may be forthcoming as well.

Selectman Wilson stated that the Board of Finance will allow the BOS to make changes so long as they are not substantive. First Selectman Banisch confirmed and stated that there were some suggestions that would require further Board of Finance action.

Ms. Carroll reviewed the timeline for this Ordinance implementation and stated that should the final draft be approved on Wednesday night by the BOF, it would need attorney review once more. Then the Board of Selectmen would need to hold a Public Hearing, make changes as needed, then approve the final draft. Once the final draft is noticed in the paper, it is effective 15 days later.

Selectman Goldberg questioned what the deadline was for the Ordinance to take affect for next tax year and Ms. Carroll confirmed it would need to take affect by February 2017. The Board reviewed that they still had time to get this approved prior to the deadline. Selectman Goldberg suggested that the Board of Selectmen hold a special meeting if the Board of Finance is unable to approve a draft on Wednesday night.

14. Update on the status of the Academy School workshop schedule.

**DISCUSSION:** First Selectman Banisch stated that the town is meeting with three different firms to select one to facilitate the workshops. The goal is to hold the first workshop in early January.

15. Discuss and take action to approve the resignation of Sharon Kokoruda from the Board of Finance, effective November 28, 2016.

**MOVED** by Selectwoman Walker and seconded by Selectman Wilson to **APPROVE** the resignation of Sharon Kokoruda from the Board of Finance, effective November 28, 2016, with thanks from the Board.

**VOTE:** This motion was approved unanimously.

16. Discuss and take action to approve the resignation of Ronald Cozean from the Zoning Board of Appeals.

**MOVED** by Selectwoman Walker and seconded by Selectman Wilson to **APPROVE** the resignation of Ronald Cozean from the Zoning Board of Appeals, with thanks from the Board.

**VOTE:** This motion was approved unanimously.

17. Appointments:

William Piggot from an alternate to member of the Zoning Board of Appeals for a term to begin on December 1, 2016 and to end on November 1, 2017.

**MOVED** by Selectman Hale and seconded by Selectman Wilson to **APPROVE** the appointment of William Piggot from an alternate to member of the Zoning Board of Appeals.

**VOTE:** This motion was approved unanimously.

18. Discuss and take action on naming the bleachers at Strong Field.

**MOVED** by Selectwoman Walker and seconded by Selectman Wilson to **APPROVE** naming the bleachers at Strong Field and to ensure that Strong Field signs are erected at the entrance to Strong Field as well.

**VOTE:** This motion was approved unanimously.

19. Tax abatements / refunds.

**MOVED** by Selectwoman Walker and seconded by Selectman Hale to **APPROVE** the tax abatements / refunds in the amount of **\$1,528.79.**

**VOTE:** This motion was approved unanimously.

20. Citizens comments

None.

21. Comments from Joan Walker.

Selectwoman Walker stated that she will be resigning from the Board of Selectmen pending the DTC nominating a successor for her position. She noted that there were personal issues that needed her attention, particularly with her father's health. She stated that this was not permanent, but that she would be resigning. She thanked all of the BOS members who she has had the privilege to work with over the last five years. She thanked the Department Heads and Town employees, and the many volunteers she has met as well. First Selectman Banisch thanked Selectwoman Walker for her service to the Town. Selectman Wilson thanked Joan for her dedication, commended her hard work and stated that her absence will be noticed.

22. Liaison Reports/Selectmen Comments

Bruce Wilson Senior Services  
Al Goldberg Board of Police Commissioners, Annual Turkey Trot  
Joan Walker Trunk-or-Treat, Youth & Family Services, CIP

Bob Hale BOE

Tom Banisch Veteran's Day Observance, Energy & Efficiency Committee, B&R

23. Adjournment

There being no objections, First Selectman Banisch adjourned the meeting at 8:36 a.m.

Respectfully submitted,

Lauren Rhines  
Executive Assistant

## **Administrative Procedures**

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### **Procurement of Town Goods and Services**

This procedure shall apply to all purchases for products or services initiated and approved by any portion of town government with the exception of the Board of Education.

#### Formal Bid Procedure

Purchases or contracts expected to exceed \$~~10~~25,000 require formal bid procedures. The procedure requires an invitation to bid as a legal notice to be published in a newspaper of general circulation within the town. A sample legal notice is shown in attachment A. If the purchase is expected to draw wide interest other news media may be used. The invitation to bid may be sent, under the First Selectman's signature, to known firms that may be interested in performing the work, or supplying the equipment or materials. A sample invitation to bid is [included in](#) Attachment B. A copy of the invitation to bid shall be furnished to the Selectmen's office. Both the legal notice and invitation to bid along with the bid specifications should be available on the Town website. Bid specifications should require a minimum of two copies of bids submitted to allow for a designated copy for public review. All bid documents shall contain language allowing the Town to reject any and all bids and not be required to accept the low bidder. All bids shall be submitted to the Office of the Selectmen.

Bid opening dates shall be established to **ensure** reasonable time for vendors to investigate the proposed work and provide a reasonable response. This period of time should be no less than 10 working days. A pre-bid conference may be held if the nature of the specifications requires explanation. If a conference is held it should be noted in the legal notice and included in the invitation to bid.

Bids shall be opened in public at the time announced in the invitation to bid. At least two town employees or officials shall be present for the bid opening. No bids may be accepted after the time and date identified in the invitation to bid. Results will be read aloud and tabulated. A copy of the bids shall be available for public review.

A minimum of three bids is required unless circumstances exist that are documented by the Department Head. If it is determined that it is unlikely that a rebid will produce any additional bidders, The Department Head may request the Board of Selectman to award the contract based on less than three bids.

#### Bid Award

Upon the recommendation of a Department Head, the First Selectman may award a contract for purchase of equipment, material or construction for any bid for less than \$~~25~~50,000. Such approval will be noticed at the next Board of Selectmen meeting. Any bid exceeding \$~~25~~50,000 shall be awarded at a regular or special meeting of the Board of Selectmen.

#### Professional Technical Services

Services of a professional nature may be procured through a quality based selection process in lieu of sealed bids for town projects. The selection process will be determined by the First Selectman in conjunction with the ~~ea~~affected Department Head(s) or as may be required by a State or Federal grant program. Contracts less than \$10,000 may be awarded by the First Selectman. Professional Service contracts in excess of \$10,000 shall be awarded by the Board of Selectmen as required by the Town Charter.

#### Automotive Fleet Equipment

All non public safety fleet vehicles and equipment in excess of \$10,000 shall be specified and procured through the ~~Public Works Department~~Fleet Manager. The Facilities Department may create specifications for grounds maintenance equipment such as mowers, tractors and similar equipment The Chief of Police or his designee shall be responsible for the specification and procurement of police related vehicles. ~~The Fire Company Chiefs~~ or his designee shall be responsible for the specification and procurement of fire related vehicles. The Chairman of the Ambulance Association or his designee shall be responsible for the specification and procurement of vehicles related to ambulance operations. In all cases, the responsible party must follow the approved procedure for the procurement of Town goods. All replacement vehicle specifications or invitation to bid should include the trade in of the current vehicle. In the event the ~~ea~~affected department feels it will be in the best interest of the town to not do a

trade in and retain the vehicle or otherwise sell, that request shall be approved by the First Selectman at the time of approval of the bid.

#### Expenditures of less than \$10,000

Any purchase greater than ~~\$1000~~5,000 but less than ~~\$10~~25,000 requires the Department Head to obtain at least three quotes for the product or the service unless provided for in exception noted below or is covered by the provisions for emergency purchase of goods or services. Quotes may be received in person, electronically or by mail. Department Heads shall be responsible for documenting the method of securing the quotes and records of the quotes. Records shall be kept for at least one year. If market conditions do not yield three responsive vendors Department Heads need to obtain approval to proceed from the First Selectman. All purchases in excess of \$10,000 shall be specifically approved by the First Selectman

Purchases less than ~~\$4~~5,000 shall be administered through the normal purchase order system. Department Heads are responsible for insuring that all purchases are made in the best interest of the Town.

#### Repair Services for Mechanical Equipment, Parts and Motor Vehicles

Purchasing repair service and parts for mechanical/electrical equipment and motor vehicles often requires a modified method of purchasing. The proper operation of mechanical or electrical equipment and certain motor vehicles is often essential to the operation of a facility or the mission of the town. Much of this equipment, while not proprietary requires service by firms with knowledge of our facilities and the equipment. In addition to the urgency of required repairs the ability to seek competitive pricing on a regular basis is compromised. Department Heads responsible for the maintenance of this equipment are authorized to enter into purchase orders with the following conditions:

Long term maintenance agreements compensated by time and materials shall be solicited on a three year cycle. These agreements shall not require the Town to use the company for all work but will allow for the timely repair and maintenance of specific equipment.

Motor vehicle repairs performed by outside vendors shall use the quote process above unless the equipment is essential to the department's operation.

Many parts are available from only one local source. Departments may purchase from any available source. Cost shall be a consideration but departments must consider availability and delivery cost when making these purchases.

#### Emergency Purchases

Consideration for emergency situations that require immediate action either to prevent further damage to a town facility or asset or a discontinuation of a required service shall be considered. The Department Head should seek approval to proceed outside of the procurement procedure from the First Selectman.

#### State Bid List:

If it is determined that the required goods or services isare available through the State of Connecticut Bid List, the bid requirement ~~the Board of Selectmen~~ may be waived ~~the bid requirement~~ if the Department Head ~~it is determined~~ determines the purchase to be in the best interest of the Town. ~~The Department Head shall present documentation that confirms the availability through the State Bid List and a recommendation to the Board of Selectmen~~ First Selectmen for approval. Caution should be used in using the State bid for equipment purchases since in many cases the town will receive a lower bid directly.

## Bid Document Requirements

The amount of detail in the bid documents will vary depending on the complexity of the project or purchase. As a minimum any contract requiring action by a contractor on town property shall include:

- The town's current required insurance clause.
- The date the bids are due.
- A technical description or specification of the work.
- Required completion date.
- Bonding requirements, if any<sup>1, 2</sup>
- Prevailing wage requirements if applicable<sup>3</sup>
- Bid price description i.e. complete job, unit price project or work measured by some other method (by the hour for labor and equipment plus materials)
- All bids shall be submitted with an original and two copies.

Equipment purchase specifications shall be carefully worded to **ensure** they are not written in such a way that only one bidder may comply. The use of a specification using proprietary phrases should not be used unless actually essential to the proposed equipment. The phrase "or approved equal" may be used to create an open bid process. Selection based on other than price may be acceptable if for operational reasons a particular manufacturer is desirable due to parts inventory, ease of maintenance or other valid reasons. Equipment bids do not normally require bonds, prevailing wage or insurance clauses.

### [See Town Charter](#)

<sup>1</sup> Connecticut State Statutes prescribe bonding requirements for municipalities. Project manager should refer to current law before proceeding.

<sup>2</sup> **Labor and Material Bonds and Performance Bonds are required for projects exceeding \$75,000.**

<sup>3</sup> Connecticut State Statutes prescribe prevailing wage requirements for municipalities. Project manager should refer to current law before proceeding.

<sup>4</sup> Typical bid specifications are shown in attachment C, D and E

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