

TOWN COUNCIL  
**Town of Trumbull**  
CONNECTICUT  
www.trumbull-ct.gov

TOWN HALL  
Trumbull

TELEPHONE  
(203) 452-5000



LEGISLATION & ADMINISTRATION COMMITTEE  
AGENDA  
April 26, 2021

Jason Marsh, Chairman

Thomas Whitmoyer, Vice Chairman

Eric Paulson

Joy Colon

Carl A. Massaro, Jr.

Steve Lemoine

Nicole Satin, Alternate

Tony Scinto, Alternate

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NOTICE is hereby given that the Legislation & Administration Committee of the Trumbull Town Council will hold a videoconference meeting via Zoom Monday, April 26, 2021 at 7:00 p.m. for the following purpose:

Town Council Legislation and Administration Committee Meeting  
Apr 26, 2021 7:00 PM

<https://zoom.us/j/92807537672?pwd=Q0ViNU9Zb3k0aFBjaThSK3V6Nm9VQT09>

Webinar ID: 928 0753 7672

Password: 647625

Join by telephone: (312) 626-6799 or (833) 548-0276 (Toll Free) / Webinar ID: 928 0753 7672

1. RESOLUTION TC28-176: To consider and act upon a resolution which would appoint Sujata Gadkar-Wilcox of 36 Overlook Place as a member of the Ethics Commission for a term extending to the first Monday of December 2023.
2. RESOLUTION TC28-177: To consider and act upon a resolution which would appoint Mary Beth Thornton as a member of the Police Commission for a term extending to the first Monday of December 2022.

3. RESOLUTION TC28-178: To consider and act upon a resolution which would authorize the submission of the funding application for the Enhanced Mobility of Seniors and Individuals with Disabilities of the Federal Transit Administration, Section 5310 Program.
4. RESOLUTION TC28-179: To consider and act upon a resolution which would authorize the submission of the funding application for the Enhanced Mobility of Seniors and Individuals with Disabilities of the Federal Administration 5310 Program: Operating Funds.
5. RESOLUTION TC28-180: To consider and act upon a resolution which would approve Antinozzi Associates as the architect for the Middlebrook Roof project.
6. RESOLUTION TC28-181: To consider and act upon a resolution which would approve the Trumbull Veterans & First Responders Center Building Committee final plans, specifications and estimated costs.

## RESOLUTIONS

1. RESOLUTION TC28-176: BE IT RESOLVED, That the First Selectman having recommended Sujata Gadkar-Wilcox of 36 Overlook Place for appointment to the Ethics Commission, Sujata Gadkar-Wilcox is hereby appointed as a member of the Ethics Commission for a term extending to the first Monday of December 2023. (2/3 Vote of the Town Council Required)
2. RESOLUTION TC28-177: BE IT RESOLVED, That the First Selectman having recommended Mary Beth Thornton of 40 Sturbridge Lane for appointment to the Police Commission, Mary Beth Thornton is hereby appointed for a term extending to the first Monday of December 2022.
3. RESOLUTION TC28-178: BE IT RESOLVED, That the submission of the funding application for the Enhanced Mobility of Seniors and Individuals with Disabilities of the Federal Transit Administration, Section 5310 Program is hereby authorized, and; BE IT FURTHER RESOLVED, That Vicki A. Tesoro, First Selectman is hereby authorized as the individual to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project. (Full Resolution Attached)
4. RESOLUTION TC28-179: BE IT RESOLVED, That the submission of the funding application for the Enhanced Mobility of Seniors and Individuals with Disabilities of the Federal Transit Administration 5310 Program: Operating Funds, is hereby authorized, and; BE IT FURTHER RESOLVED, That Vicki A. Tesoro, First Selectman is hereby authorized as the individual to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project. (Full Resolution Attached)
5. RESOLUTION TC28-180: BE IT RESOLVED, That Antinozzi Associates is hereby approved as the architect for the Middlebrook School Roof project as recommended by the Middlebrook Elementary School Roof Building Committee.
6. RESOLUTION TC28-181: BE IT RESOLVED, That the Trumbull Veterans & First Responders Center Building Committee final plans, specifications and estimated costs are hereby approved.

## FULL RESOLUTIONS

### RESOLUTION TC28-178:

Whereas, the Federal Transit Administration Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities, offers grants through the State of Connecticut, Department of Transportation; and

Whereas, funds may be used to finance capital expenses not exceeding 80% of the cost; and

Whereas, the Town of Trumbull will submit an application for traditional funding to purchase an accessible bus, replacing an older one.

Therefore, the Trumbull Town Council authorizes the submission of the funding application for the Enhanced Mobility of Seniors and Individuals with Disabilities, Vicki A. Tesoro, First Selectman, as the individual authorized to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project.

RESOLUTION TC28-179:

Whereas, the Federal Transit Administration Section 5310 Program, Enhanced Mobility of Seniors and Individuals with Disabilities, offers grants through the State of Connecticut, Department of Transportation; and

Whereas, grants are to be used for capital and operating expenses for public transportation services and alternatives beyond those required by the ADA, designed to assist seniors and individuals with disabilities; and

Whereas, grants cannot exceed \$58,000 and shall be used for salary, maintenance and fuel; and

Whereas, the Town of Trumbull will submit an application for funding to enhance Senior Center transportation services by filling in the gaps in public transportation in Trumbull by going beyond services required by the ADA, servicing eligible riders not within a three-quarter mile of a bus stop.

Therefore, the Trumbull Town Council authorizes the submission of the funding application for the Enhanced Mobility of Seniors and Individuals with Disabilities, Vicki A. Tesoro, First Selectman, as the individual authorized to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project.

Memorandum

To: Office of the First Selectman  
From: Michele Jakab, Director of Human Services  
Re: Grant Application: Federal Fiscal Year 2020 Grant Cycle/Traditional Funds for accessible bus. Federal Transit Administration  
Date: 4/21/21

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The Trumbull Senior Center would like to request the Town Council to authorize the Traditional Funds Grant Application from the Federal Transit Administration. The following is a summary of this grant:

**Grant Program:** Section 5310 is a federal grant program intended to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

It supports transportation services planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas of Connecticut and provides funding for both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services

**Funding Source:** State of Connecticut Department of Transportation funded through the Federal Transit Administration 5310 Program: Traditional Funds

**Funding Cap:** The federal share of eligible capital costs is 80 percent.

**Purpose of Funds:** For delivery in the fall of 2023, this grant would fund 80% of the capital cost of a new accessible bus, replacing a current vehicle in the fleet.

**Cost Share/Match:** This Grant has a 20% match requirement.

Memorandum

To: Office of the First Selectman  
From: Michele Jakab, Director of Human Services  
Re: Grant Application: Federal Fiscal Year 2020  
Federal Transit Administration  
Date: 4/21/21

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The Trumbull Senior Center would like to request the Town Council to authorize the Operating Funds Grant Application from the Federal Transit Administration. The following is a summary of this grant:

Grant Program: To continue funds in Trumbull fiscal year 2023, this grant would fund operations costs for the transportation services offered by the Trumbull Senior Center “Dial-A-Ride” program.

Funding Source: State of Connecticut Department of Transportation funded through the Federal Transit Administration 5310 Program: Operating Funds

Funding Cap: No cap. Applying for \$58,000 over a 2-year period.

Purpose of Funds: Enhance Senior Center transportation services to keep up with the demand and growing aging population losing their ability to drive. Also, intend to fill in the gaps not offered by public transportation in Trumbull.

Cost Share/Match: This Grant has a 50% match requirement. This funding is eligible for operations expenses; driver’s salaries, gas, fuel, maintenance.

## BUILDING COMMITTEE RULES

Sec. 1 These rules and regulations shall apply to all committees formed for the purpose of site selection, project feasibility and building, renovation or repair of public buildings within the Town of Trumbull.

Sec. 2 Said committees shall be appointed by the Town Council unless the Town Council, by a vote of 2/3 of those present and voting designates another appointing authority.

Sec. 3 The Town Council shall determine the number of members of each committee, no more than a bare majority of whom shall be members of the same political party. Members shall sit at the pleasure of the appointing authority.

Sec. 4 The appointing authority shall designate one of the members as Chairman of each committee.

Sec. 5 The Committee shall hold its first meeting within thirty (30 ) days from the date on which the Council appoints a majority of the committee. At that time, the committee may engage a clerk and may vote to seek a preliminary appropriation for clerical and related expenses.

Sec. 6 Where site selection is required, the committee shall seek and submit to the Town Council written approval of said site from the Planning and Zoning Commission and the Town Sanitarian or Health Director. The Committee shall also seek the advice and a report from the Traffic Authority of the Town. In addition, the committee shall arrange for and obtain seepage and/or drainage tests and shall submit the results to the Town Council. If an appropriation is required for said purpose, the committee is empowered to seek and obtain such appropriation.

Sec. 7 Should the site under consideration be for school construction, written approval of said site shall be sought and obtained from the local and State Boards of Education, as needed.

Sec. 8 Upon submission of the documents as aforementioned, all of which shall be placed on file with the Town Clerk prior to any request for funds for acquisition of said site, the committee shall be empowered to seek an appropriation for the acquisition of said site, by purchase or condemnation in the manner prescribed by the Town Charter or other applicable law, as required, and shall be empowered to seek an appropriation for preliminary plans and specifications of the proposed building or structure.

Sec. 9 Prior to any request for appropriation for preliminary plans and specifications, the committee shall present to the Town Council such drawings, cost estimates and other documents as are necessary to fully apprise the Town Council of the expected scope of



the project. The Committee shall be empowered to seek any appropriation necessary for such drawings and cost estimates.

Sec. 10 After approval by the Town Council of the scope of the project, the committee shall recommend to the Town Council its choice of architect for the project. Upon approval of an architect by the Town Council, the committee shall engage said architect.

Sec. 11 The committee shall submit preliminary plans and specifications for the proposed building or structure to the Town Council for approval. At the same time, the Committee shall submit to the Town Council a copy of the IMPACT Statement required by Chapter III, Section 12(e) of the Trumbull Town Charter and the comments of the Fire Marshal. Upon approval of the preliminary plans and specifications, the committee shall obtain final plans and specifications and submit same to the Town Council for approval.

Sec. 12 The committee thereafter shall be empowered to seek appropriations as may be necessary for the construction, furnishing and equipping of said building or structure.

Sec. 13 If the committee believes that it is necessary to engage the services of a Clerk of the Works for the project, it shall report to the Town Council substantiating the need for such appointment and recommending its candidate therefor. Upon approval by the Town Council, the committee shall engage said Clerk of the Works, who shall be the committee's representative on the project site and who shall report to the committee in the progress of the project.

Sec. 14 The committee is directed to make quarterly progress reports to the Town Council. The Clerk of the Town Council shall be responsible to notify the committee three (3) weeks prior to each due date.

Sec. 15 All records of said committee, including but not limited to preliminary and final plans and specifications, minutes of the meetings, invoices, work orders and receipts and reports of the clerk of the Works shall be retained by said committee. All books and records of said committee shall be bound and submitted to the Town Council prior to the discharge of said committee from its responsibilities. Upon approval of all said books and records, the Town Council shall discharge the committee from further responsibility and file the books and records of said committee with the Town Clerk as permanent records of the Town.

Sec. 16 Each committee is directed to complete its assignment of responsibilities, including the submission of books and records in accordance with Section 15 of these rules, not later than one (1) year from the date of occupancy of the building or structure, or in the case of a school building, not later than three (3) months after the filing of necessary forms with the State of Connecticut. The Clerk of the Town Council shall be responsible to notify the committee that such final submission is due not later than one (1) month prior to said due date.

**Sec. 17** In addition to notice requirements imposed by the statutes of the State of Connecticut, shall give notice of all meetings to the Town Council and to the director of Public Works.