

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

TOWN HALL
Trumbull

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RULES & RESEARCH COMMITTEE
AGENDA
July 7, 2020

Bruce Elstein, Chairman
90 Driftwood lane
Trumbull, CT 06611

Eric Paulson, Vice Chairman
169 Brittany Avenue
Trumbull, CT 06611

Bill Mecca
31 Skyview Drive
Trumbull, CT 06611

Joanne Glasser Orenstein
40 Walker Road
Trumbull, CT 06611

Donna Seidell
182 Old Dike Road
Trumbull, CT 06611

Steve Lemoine
46 Pert Street
Trumbull, CT 06611

Joe Gerics, Alternate
50 Crown Street
Trumbull CT, 06611

Carl Massaro, Jr., Alternate
61 Wedgewood Drive
Trumbull CT, 06611

NOTICE is hereby given that the RULES & RESEARCH COMMITTEE of the Trumbull Town Council will hold a zoom meeting on Tuesday, July 7, 2020 at 7:00 p.m.

The above meeting will be conducted remotely. In person public attendance is not permitted. The public can access the meeting remotely on ZOOM Videoconference by accessing the URL or phone number below, and entering the specified Meeting ID and Password:

Town Council Rules and Regulations Committee Meeting
July 7, 2020 at 7:00 PM

Join the meeting online:

<https://zoom.us/j/98687199366?pwd=RmhYbG9QV0pSeG12MVpwbHhrUUZiQT09>

Webinar ID: 986 8719 9366

Password: 361975

Join by telephone: (301) 715-8592 or (877) 853-5257 (Toll Free) / Webinar ID: 986 8719 9366

The agenda of the meeting, material for which it is known will be submitted to the Council in connection with the meeting, and for the agenda items for the Council meeting are, or will be, posted on the Town's website www.trumbull-ct.gov and will be available for viewing during and after the meeting

The meeting will be for the following purpose:

1. RESOLUTION TC28-85: To consider and act upon a resolution which would appoint Kathleen Champion of 39 Undercliff Road to the Western Regional Tourism District Board for a term extending to July 9, 2023.
2. RESOLUTION TC28-86: To consider and act upon a resolution which would amend the Building Committee Rules as adopted by the Town Council on November 10, 1981 by the repeal of the last 2 sentences of Section 15.
3. RESOLUTION TC28-87: To consider and act upon a resolution which would establish a task force to be known as the **EQUITY, DIVERSITY, AND INCLUSION TASK FORCE**.
4. RESOLUTION TC28-88: To consider and act upon a resolution setting a special election to be held on November 3, 2020 in the Town of Trumbull to fill the vacant Board of Education seat for the remainder of the term extending to the first Monday of December, 2021.

RESOLUTIONS

1. RESOLUTION TC28-85: BE IT RESOLVED, That Kathleen Champion of 39 Undercliff Road, be and the same is hereby appointed to the Western Regional Tourism District Board for a term extending to July 9, 2023.
2. RESOLUTION TC28-86: BE IT RESOLVED, That the Building Committee Rules as adopted by the Town Council on November 10, 1981 be and the same are hereby amended by repeal of the last 2 sentences of Section 15.
3. RESOLUTION TC28-87: BE IT RESOLVED, That the Town Council of the Town of Trumbull hereby establishes a Task Force to be known as the **EQUITY, DIVERSITY, AND INCLUSION TASK FORCE**. The purpose of this task force shall be to strengthen Trumbull's identity as a diverse, equitable, and inclusive community. The Task Force shall identify programmatic, community, and legislative practices with regard to racial, social, sexual, and gender equity and diversity. The Task Force shall consist of eight (8) members who shall be appointed by the Town Council. The Council shall first appoint four (4) members whose terms will run until the first Monday in December 2022 and four (4) members whose terms will run until the first Monday in December 2024. Thereafter all appointments shall be for a term of four (4) years each. The Task Force shall report to the Town Council at least quarterly and shall otherwise make recommendations for action as frequently as it deems appropriate.
4. RESOLUTION TC28-88: BE IT RESOLVED, That a special election shall be held on November 3, 2020 in the Town of Trumbull to fill the vacant Board of Education seat created by the resignation of Kathleen Fearon, for the remainder of the term ending the first Monday in December, 2021. The Town Clerk and the Registrars of Voters are directed to establish the ballots, polling places and dates for party endorsement and a primary election, if necessary, pursuant to law.

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.