CALL TO ORDER: The Chair called the meeting to order at 7:31 p.m. All present joined in the moment of silence and the Pledge of Allegiance. The Chair asked all those present to remember Rose Albani former First Selectman and current BOF member Paul Timpanelli’s sister who recently passed away.

ROLL CALL: The clerk called the roll and recorded it as follows:

PRESENT: Mike Buswell   Mary Isaac   Nicole Satin
Donna Seidell   Steve Choi   Alissa Hall
Jason Marsh   Ashley Gaudiano   Steve Lemoine
Kelly Mallozzi   Dawn Cantafio   Christopher DeCruze
Carl Massaro   Tony Scinto   Kevin Shively
Dede Robinson   Joy Colon   Bill Mecca
Lissette Colón   Olga Leiva   Thomas Whitmoyer
(Arrived at 7:42 p.m.)

ALSO PRESENT: First Selectman Vicki A. Tesoro, Chief Administrative Officers Cynthia Katske and Kathleen McGannon, Town Attorney Daniel Schopick, Finance Director Maria Pires, Assistant Finance Director Dan Martin, , Purchasing Agent Kevin Bova, Internal Auditor Rebecca Lopez, BOE Business Manager Paul Hendrickson, Public Works Director George Estrada, Town Engineer/WPCA Administrator William Maurer, Assistant town Engineer Tatiana Solovey, EMS Chief Leigh Goodman, Economic & Community Development Director Rina Bakalar, Highway Supervisor Rich Infante, General Foreman Tom Baldwin, Public Works Comptroller Dayanara Aviles

APPROVAL OF MINUTES: Moved by Cantafio, seconded by Mallozzi to approve the January 6, 2022 meeting minutes.
Moved by Scinto, seconded by Lemoine to amend the January 6, 2022 minutes by adding the following three (3) comments after the word “backwards” under RESOLUTION TC29-23.
2:19:44 time stamp zoom Let’s put things into perspective This is my 7th term, 14 years, since it was brought up, I did not come in last place.

2:20:53 Time stamp zoom The new town council members don't even know me and you can say whatever you want at the end of the day whether I am on the committee or not I still have a say and a vote.

2:21:21 Time stamp zoom And since the state redid the maps/districts you are looking at 4 possible 5 split districts with a possible triple split. VOTE: Motion to amend CARRIED by unanimous consent.

VOTE: Motion CARRIED as amended by unanimous consent

PUBLI COMMENT: There was no one present from the public to speak.

PUBLIC HEARING RESOLUTION TC29-48:
The Chair OPENED the Public Hearing at 7:40 p.m. There was no one from the pubic present to speak. The Chair CLOSED the Public Hearing at 7:40 p.m.

By unanimous consent the Town Council took RESOLUTIONS TC29-34, TC29-35 and TC29-41 out of order.

1. RESOLUTION TC29-34: Moved by Lemoine, seconded by Massaro
   BE IT RESOLVED, That the reappointment by the First Selectman of David Verespy as a member of the Inland Wetlands & Watercourses Commission for a term extending to the first Monday of December 2023, be and the same is hereby approved.

   Committee Report: The R&R Committee met on January 31, 2022 and held the vote. Their intention was to come back to it later in the meeting to vote to pass without recommendation.
   Mr. David Verespy was present and indicated his party affiliation as unaffiliated.
   VOTE: ADOPTED by unanimous consent.

2. RESOLUTION TC29-35: Moved by Whitmoyer, seconded by Cantafio
   BE IT RESOLVED, That the reappointment by the First Selectman of Carmine DeFeo as a member of the Inland Wetlands & Watercourses Commission for a term extending to the first Monday of December 2024, be and the same is hereby approved.

   Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent to pass without recommendation.
   Mr. Carmine DeFeo was present and indicated his party affiliation as republican.
   VOTE: ADOPTED by unanimous consent.

3. RESOLUTION TC29-41: Moved by Robinson, seconded by Massaro
   BE IT RESOLVED, That Joseph Rescanski, be and the same is hereby reappointed as an Alternate member of the Zoning Board of Appeals for a term extending to the first Monday in December 2024.
Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent to pass without recommendation.
Mr. Joseph Rescsanski was present and indicated his party affiliation as unaffiliated. He has enjoyed his service and is excited with the Trumbull Center development.

VOTE: ADOPTED by unanimous consent.

DISCUSSION ITEM:

- **Town Paving Plan Presentation:**
  The Chair asked that questions be held until the end of the presentation and questions would be limited to fifteen minutes.

Mr. George Estrada, Director of Public Works was present. He noted that Assistant Town Engineer Tatiana Solovey, Town Engineer William Maurer and Director of Operations Rich Infante were present. All three were instrumental in organizing the presentation.

Ms. Solovey presented the Town Paving Plan to the Town Council, (Full presentation attached).

Pavement management is a practice of planning for pavement preservation and rehabilitation with a goal of maximizing the value and lifespan of a pavement network. Trumbull launched its program in May of 2016. This time around, Trumbull opted for a more detailed approach and retained services of Street Scan that has equipment to detect pavement defects. Street Scan drove the roads in the spring of 2021. Street Scan analyzed the roads and created the, Pavement Condition Index (PCI) Map, rated from zero to 100. The average PCI is 59 in Trumbull. PCI is one of the important factors in determining what payment restoration method is going to be applied to a road, and in prioritizing the roadway for repair. Trumbull has about 49 miles of roadways in excellent shape, and about two miles of roads in disrepair. The numbers represented for the cost of the paving plan represent all funding sources, not just capital funds.

Ms. Solovey reviewed different funding scenarios:
If Trumbull spends $2 million on paving we are going to lose about 11 points in the overall PCI.
If a little more is spent, with about $4.5 million allocated for payment, Trumbull maintains. This particular scenario is based on roadways that are mostly in need of immediate repair. This scenario they ran with includes other less costly repair alternatives to preserve the roadways that are in a good shape.

Discussion and clarification points are as follows:
- The pavement preservation techniques are less costly, and do soften the curve by stopping the quality of paving from dropping, by changing the curve and buying time for other roads to be prioritized.
- It's recommended to assess the roads every couple of years. The last time the roads were assessed was five years ago, it was recommended sometime in the middle of that timeframe would be perfect. The assessment will be part of the ongoing budget.
• There is a section on the Trumbull town government website under DPW projects, where projects coming up are outlined, although it currently needs to be updated.
• It was requested to post that the PCI map and any subsequent maps for the public to have access.
• When the department receives road complaints, an internal assessment is done immediately. Street Scan is one tool at their disposition, and will be updated by the team with revised conditions that are found in the field. The reason for accelerating the assessment more often than five years is because roads can theoretically degrade faster than anticipated in the data collection in the previous assessment. The department constantly assesses the roads. They listen to residents, and hear from them often and are always looking to see how they can address some of that. One of the areas that has been a major concern is the less traveled roads that have deteriorated because the town had concentrated the last 10 or 12 years on the more heavily traffic roads. That is something they are assessing through a combination of efforts on how to begin to address the conditions on those roads so that they can improve the conditions in those neighborhoods.
• 59 is the average PCI in Trumbull. With limited funds, it is hard to justify where the PCI should be, 59 is not bad but it could be improved. It would be wonderful to be at 71.
• One of the challenges experienced when looking at the very poor and serious smaller streets is the economy of scale, paving areas are grouped together which reduces mobilization costs, and allows for more roads to be paved. The smaller areas need resources applied to stabilize them. That's basically what some of these preservation methods will do. Those methods will greatly enhance the streets for five to seven years.
• The intention is to begin rolling out the expanded preservation techniques over the next couple of years, to address the smaller roads and improve their condition before getting into areas with a full pavement program.
• The department could not handle $10-$12 million per year in capital paving, they do not have the internal capacity and would need to separate part of that funding into a bid process and sub-out a certain amount of the paving. That would not be a one-to-one for what is currently done, because it would come with additional operational costs. The planning over the next couple of years, will expand the preservation side, start to stabilize roads in decline. As seen in the curve, this will also preserve and expand the lifecycle of the roads that have had major investments.
• The Capital Plan is worked on as a town-wide team, while balancing the needs of the community. Paving is one component, other components are Parks, EMS, and the Senior Center. The needs are endless across town. The plan is arrived at as a balanced approach, considering all town priorities, and tries to set up a level of funding for the paving program that doesn’t deplete too many resources from the other critical projects. The plan in its final form is a product of having worked closely with the finance department, and the first selectman, then the plan goes to the Council and subsequently the one-year bonding is developed and brought to the BOF and the Council. It is a lengthy process beginning at the end up summer.
• It was confirmed the last road assessment was in 2016. It can be done in the fall or spring but it is not advisable to do it in the summer. A suggestion was made to the assessment be done in the summer so the condition of the roads with grass growing could be seen.
• The cost of the Street Scan assessment was in the range of $10,000. It is advisable to scan every 2-3 years.
• One roadway can have multiple colors depicted on the PCI map, (one roadway with different condition segments).
• The typical lifespan of a road is 15-20 years, it depends on the daily traffic load and other factors. It is advisable to apply a less costly method midway through its lifespan to preserve. Once a road has deteriorated to a point where it has to be fully rehabilitated it is too costly. Once the preservation techniques are applied to roadways in good condition it will free funding for the roads that need reclamation.
• If the entire town was paved it would cost $60 million. A comfortable amount to do would be at the $4.5 million which is a total funding range of $6 million. All roadways are assessed individually, there is no one answer that fits them all.
• A road condition would never not be addressed. Going forward they will figure out the right application at the right time to minimize the condition of the roads that have not been addressed and gradually increase the PCI.
• The Trumbull Paving Program is a model that most towns aspire to. The work the Engineering and Highway Departments does to address the subsurface drainage issues and for the preparation of the roads for major renovation resulting in those roads having the integrity to outlast what most of the neighboring towns are dreaming about. The typical paving program in the surrounding communities is milled two inches off and paved two inches back on top, which doesn’t address anything causing the deterioration.
• The average PCI at 59 is a weighted average by miles.
• The preservation paving program will extend the integrity of a road and will give a longer lifespan. Because of the efforts the town has initiated over the last 10 or 12 years, the subsurface corrective work and drainage replacement and expansion, the town will reap the rewards of that in the next cycle. After all our tenures here, the town is going to be doing less costly repair work, and will be able to do a two or three inch mill, and a two or three inch replacement instead of comprehensive drainage work and restoration that we have to do today. Investments made today will pay dividends in the future.
• A year or two in advance of paving a road, the town has conversations with SCGC and the other utilities. The town provides the five-year capital plan to them. The town strongly encourages replacement and/or repair of any infrastructure before paving begins. If the utility cuts a road, within five years of the town paving a road, they are responsible for curb-to-curb restoration, not a trench. It’s in their best interest to do the work before the town restores a road. The extension of gas mains is not a town responsibility, the town has no authority to force the issue, we can strongly encourage or request, but it is not the work of the town to expand utilities.

The Chair extended her gratitude for the presentation and the work involved. The Chair requested the presentation and the PCI map be made available to the Council after the meeting.

By unanimous consent the Town Council took RESOLUTION TC29-45 out of order.

4. RESOLUTION TC29-45: Moved by Scinto, seconded by Cantafio
BE IT RESOLVED, That the acceptance of funds in the amount of $200,000 for Westfield Trumbull Mall Area Study is hereby authorized and Vicki A. Tesoro, First Selectman, is authorized as the individual to sign the contract and all subsequent
amendments, reports and related documents in order to administer and implement the project. (Full Resolution Attached)

Moved by Whitmoyer, seconded by Cantafio to waive the reading of the Committee minutes. VOTE: Motion CARRIED by unanimous consent. (Committee Report: The L&A Committee met on January 31, 2022 and voted by unanimous consent).

It was confirmed it is a fair statement to say the mall study is the initiative of the current administration.

Discussion points are as follows:
Ms. Bakalar explained:

- It's not that the current owners of the mall are not going to participate in the study, their staff have been active in discussions related to the study, participated in the development of concepts and have shared information, but they have not come to the table with dollars toward the study.
- The tenant of the mall, the developer of the housing, will be coming to the table with money.
- The current mall ownership could change. It is known the mall owners are looking to sell all of their North American properties. They made that public over the last two years.
- The mall ownership is coming to the table with activity, attendance, access to information, and connections to people that are on the site. We need access to information and to tenants.
- The goal is to develop a roadmap that can actually help draw new interest to the property, or attract a new buyer that wants to take on a significant project.
- The town has complete control over the study process.
- The housing component, (tenant) is making sure the area stays vibrant for their $16 million investment. They have an interest in the property and in the whole area performing well. They are people who get involved and want to contribute, to be a longtime part of the community.
- It’s known that 1.2 million square feet of retail space is probably beyond what current and future market can support. The study will look at what the market will bear for retail square footage, office, entertainment and other kinds of uses. The study will determine future uses of the property. The team hired will do a deep dive into market viability.
- Part of looking into what's viable, is assessing all of the restrictions. Certain leases contain restrictions. There are other ownership structures on the site, such as Hudson Bay that owns the vertical building of the Lord & Taylor box with a land lease to the mall. Ideas have to be put together, and put some pressure on. The study process will help.
- The nonprofit, quasi state entity who are in charge of business recruitment and retention for the state are being called on as well. They'll be meeting with the first selectman and are interested in what we're doing and want to be helpful, particularly in the market data side. This is a key property, a Trumbull and regional issue, we have to make sure that this this property stays vibrant and
grows, we can't do that without a roadmap and some intel to drive the decision. This is a challenge for our community, and it is also an opportunity. So the best way to approach an opportunity is with all the facts, and ideas analyzed with vision to the future.

- Without the study we would continue to muddle along, trying to put some pressure, to move things in a positive direction, trying to attract or get them to work with us to attract other kinds of tenants. We need to champion this. We've been working really hard the last couple of years to keep the mall owners on board with regular meetings, and have put a lot of pressure on them. We want them to know that we're not happy about the situation. Our first selectman has set an expectation that they're going to be involved. We also have a situation where the housing component is a tenant of the mall for 10 years with an option to purchase the property after that. They help us put pressure on the mall to do more with the property. Regional folks can help, the first selectman and Ms. Bakalar have talked to other people that are very strong mall owners around the country to try to compel them to look at Trumbull. They have been told them about the study/plan, they thought that was exactly the right thing to be doing and it would get the attention of more people.

- Attorney Schopick confirmed the current mall owner does have a tax appeal and would expect another after the most recent reval. The liability of the tax bill would be between the owner and the buyer of the property.

- The number one driver is not just the per acre tax yield. They are looking at the overall vibrancy and contribution of the property to the region, to Trumbull primarily, and then to the region. It will be about taxes, amenities, what kinds of services and jobs can be available for people, and bringing positive business owners to the town that provide other benefits and get involved with the town, possibly with a technology initiative. They will engage the universities in this study.

- Ms. Bakalar is working on the scope of the RFQ to hire the team and will flush out an estimated tax revenue under the deliverables.

- The mall provides approximately 5% of the commercial tax base.

- There is no end game to convert the mall into 100% residential, that wouldn’t be viable due to retailers and leases on buildings. A lot of the property is locked up.

- The $200,000 is bond funds from the state of Connecticut to go towards the study, the study is a $300,000 to $400,000 endeavor, and it’s more than just a municipal planning study. They have raised approximately $350,000, (of that $50,000 is Trumbull funding through the capital budget). If there is a new owner, the town will encourage them to work with them the same way they're trying to encourage the existing owner.

- The study area is the Merritt Parkway to the Bridgeport line, Main Street to Madison Avenue and the gateways too.

- What the town is doing is working on a municipal planning effort with more components than a traditional municipal planning effort. The mall will be at the table as long as the mall and the staff are here. If there's new ownership, the town will work to get the new ownership to the table, and is sure the state will help. It
Town Council February 7, 2022 Minutes

behoves any mall owner to have a good relationship with the town, and to align on a vision for the property. That is in their financial best interest.

- First Selectman Tesoro stated the frustration over the current mall owner is shared and it is not from a lack of trying to get them to do what they should be doing, but they are interested in selling, it would be in their best interests to put some skin in the game, but we can only ask and have done so many times. They have met with the mall many times and they are cooperative but are more interested in selling.

- The Chair clarified the resolution is not about approving the study it is about accepting a $200,000 bond from the state to put towards the study.

- Councilman Whitmoyer noted a lot of discussion was done in the committee meeting, and committee minutes were provided. Being aware of the previous discussion would be beneficial. There's a total of $50,000 or $60,000 that was approved for this study in 2020 by this body and the state has chipped in $200,000 with no strings attached, no matching, and other donations are coming in from interested parties. This is an initiative that has to be done. If the mall isn't going to take charge, the town needs to. He appreciates the mall providing information and contacts that the town would not otherwise have.

- The mall doesn’t have control over the Lord & Taylor space as they do the others. Lord & Taylor’s owners were approached for the study. First Selectman Tesoro explained the mall provides approximately $7 million in tax revenue but that number would need to be confirmed with the Finance Director.

- Councilman Cantafio called point of order. The Chair noted town employees are available outside of the meeting that is not to say that they have to respond immediately, but they certainly make themselves available to respond to any questions the Council has over email, in person or on the phone. She thinks the amount of tax revenue is a very good and legitimate question but maybe it is better served for that forum, not during this resolution.

- Councilman Seidell spoke in favor of the resolution. Malls are white elephants and this is unchartered territory. She feels confident Ms. Bakalar will provide solid leadership and will afford a positive outcome for our town, she's certainly done her homework. This is something that needs to be done.

VOTE: ADOPTED by unanimous consent.

Moved by Cantafio, seconded by Whitmoyer to PASS as Emergency Legislation.
VOTE: Motion CARRIED by unanimous consent.

DISCUSSION ITEM CONTINUED:

- Discussion on American Rescue Plan Act Treasury Guidelines and Trumbull Funding Overview:
  First Selectman Vicki A. Tesoro presented an overview of the American Rescue Plan Act, (See attached), which will assist in the discussion on the allocation of the ARPA funds awarded to Trumbull. This overview includes the amount of money allocated, the timing of the funding, and how the funding can and cannot be used. Over the last few months, town staff has developed a potential list of funding recommendations, which is also included in the attached presentation. This is not meant to be an exhaustive list but a
starting point. The list of staff projects will continue to evolve and are subject to change. The final list will become the project recommendations to the Town Council and BOF, along with other project suggestions and ideas from elected officials and the public. Even though the Treasury does not provide guidance on how the project should be approved, they will follow the same approval process for the annual budget, which includes approvals by the Town Council and BOF. In this presentation, she will also review the next steps.

First Selectman presented the attached power point.

Points of discussion are as follows:

• First Selectman Tesoro explained of the $5.2 million received in May, $4.6 million was allocated to the budget. Some was used for contact tracing, mailboxes for the school nurses, the town hall greeters, staff overtime for Emergency Management, distribution of test kits, and for town hall test kits for $2,750, leaving a balance of $716,000.
• Maria confirmed $4.6 million was used for the budget for a loss of revenue, municipalities were allowed up to $10 million, without any kind of proof, initially, they needed a calculation to justify the $4.6 million which was an extensive calculation, but now the final rule does not require it. The balance should be $640,000, not $716,000, (The spreadsheet had an error). An itemized spreadsheet where the funds were used was requested before the budget process begins.
• First Selectman Tesoro explained she worked with town staff to develop the list and will drill down and narrow the list of recommendations to the Council and the BOF. Where we are presently in the budget, operating and the capital budget processes. They will look to the capital budget to see how much of the expenses that are in the five-year plan can be covered using some of the ARPA monies, (onetime expenditures in our capital plan). The list will be developed and brought before the Council and BOF. She also wants to hear from the public as well. We should work on this together to develop a list we agree on. That is in the best interests of our community.
• The $4.6 million was used in the budget last year to pay critical town services, police, education, public works, and to give every taxpayer in our community less of a tax bill. That is exactly what this plan is supposed to do, to help every person in the community to deal with this health and economic crisis. If there's a surplus whatever is left will go back into the ARPA fund to be used for these projects. This was approved by our external auditor. To reduce a tax burden on the taxpayers is an eligible use. Many communities did not fund Education as Trumbull did over the last two years.
• The remaining funds, approximately $640,000 and what it will be used for will be up to the Town Council and the BOF, when the projects are brought forward. The additional $5 million will be arriving in May 2022. We do not have to obligate the monies until 2024, or spend until 2026. We need to be careful how the money is spent, because the situation as we've all seen over the last two years keeps changing.
• The $4.6 million is not in the General Fund it is in a separate fund. Ms. Pires confirmed there is a spreadsheet but the totals are incorrect because the spreadsheet has an error, instead of subtracting it added. Listed on the spreadsheet is contract tracing for the nursing department at the schools, the greeters at the Town Hall building, Emergency Management staff overtime, (they needed to deal with the COVID), vaccines, distributing
the kits and they purchased additional test kits from the Kennedy Center. The net total is about $641,000. First Selectman Tesoro explained the intention is for this body and the BOF to approve the new expenditures, these were small expenditures and were critical at the time. There's no approval process outlined in the guidance.

- The school system also received monies from the federal government under this program, in addition to the $10.5 million that the town received.
- Councilman Whitmoyer suggested each caucus of the Council, sit down between now and March, and look at the town hall staff list of needs and wants and come up with what each caucus believes is important and see if we can come up as a as a body to have a bipartisan agreement on what to prioritize. First Selectman Tesoro added the next steps will be providing more information for all of those projects, with project descriptions and cost estimates.
- Questions regarding classroom overcrowding are better directed to the BOE, the monies they received have been allocated, but some have not. Much of their expenditures have gone to staffing to address the learning gap.
- The revenue was calculated by using the Treasury Department’s formula and was around $7 million. Ms. Pires explained they looked at 2019 as the base year and from that, it was a calculation to go over the next three years and determine how much revenue the town would lose due to COVID. This calculation showed a loss of approximately $7 million. It was determined we didn't want to use all of it in one year, and decided to use $4.6 million now. They have since come to find out with the final rule, that they didn't have to do that calculation. Councilman Marsh added it is a detailed list of what revenue was lost such as loss of Park and Rec. revenue or loss of other Town programming that didn't occur due to COVID tax deferrals, there's probably a laundry list of items that were not received, which led to revenue loss. He suggested, if Ms. Pires was willing, a workshop be set up outside of this meeting to go over the numbers in detail. First Selectman added that formula is no longer necessary to the use because we have the exemption, they're assuming we could have lost that much money. The Chair will follow up with Maria to get the list of lost revenue to the Council.
- Councilman Massaro thanked the Chair for putting this on the agenda. Even though it is not necessary to do the revenue loss formula, the elements of that are important to understand as we go into this budget season. The expenditures coming out of the $4.6 million budget last year needs to be understood. The final point in the CCM presentation he attended is that municipalities need to be careful about not plugging this money as a revenue source into their annual operating budget and forming funding cliffs. When the funds are expanded in our budget process, they should be itemized one time expenditures or ones that are being allocated against this particular revenue. There's obviously no shortage of needs in every department. Some things that were not listed in there are things that have been under consideration for the last five years, a new pool, a new senior center and things of that nature. Going forward in this budget process, there is a need to separately itemize spending the next tranche of money so that funding cliff is not created for subsequent budgets.

NEW BUSINESS CONTINUED

5. RESOLUTION TC29-33: Moved by Cantafio, seconded by Mallozzi
BE IT RESOLVED, That the reappointment by the First Selectman of Robert Ferrigno as a member of the Inland Wetlands & Watercourses Commission for a term extending to the first Monday of December 2024, be and the same is hereby approved.

Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent.
VOTE: ADOPTED by unanimous consent.

6. RESOLUTION TC29-36: Moved by Marsh, seconded by Cantafio
BE IT RESOLVED, That the reappointment by the First Selectman of Joseph Gaudiano as a member of the Golf Course Commission for a term extending to the first Monday of December 2024, be and the same is hereby approved.

Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent.
VOTE: ADOPTED by unanimous consent.

7. RESOLUTION TC29-37: Moved by Shively, seconded by Cantafio
BE IT RESOLVED, That the reappointment by the First Selectman of Michelle Dowling as a member of the Golf Course Commission for a term extending to the first Monday of December 2024, be and the same is hereby approved.

Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent.
VOTE: ADOPTED by unanimous consent.

8. RESOLUTION TC29-38: Moved by Buswell, seconded by Cantafio
BE IT RESOLVED, That the appointment by the First Selectman of David Galla as a member of the Golf Course Commission for a term extending to the first Monday of December 2022, be and the same is hereby approved.

Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent.
VOTE: ADOPTED by unanimous consent.

9. RESOLUTION TC29-39: Moved by Isaac seconded by Cantafio
BE IT RESOLVED, That the appointment by the First Selectman of Nathan Moyer as a member of the Golf Course Commission for a term extending to the first Monday of December 2024, be and the same is hereby approved.

Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent.
VOTE: ADOPTED by unanimous consent.

10. RESOLUTION TC29-42: Moved by Satin, seconded by Cantafio
BE IT RESOLVED, That Steve Lemoine, be and the same is hereby appointed as a Town Council representative to the 2022 Redistricting Committee.

Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent.
VOTE: ADOPTED by unanimous consent.

11. RESOLUTION TC29-43: Moved by Massaro Seconded by Cantafio
BE IT RESOLVED, That Brandon Cousins, be and the same is hereby appointed an alternate member of the Planning and Zoning Commission for a term extending to the first Monday of December 2023.

Committee Report: The R&R Committee met on January 31, 2022 and voted by unanimous consent.
VOTE: ADOPTED by unanimous consent.

12. RESOLUTION TC29-44: Moved by Mecca. Seconded by Cantafio

By unanimous consent the Town Council waived the reading of the Committee Report.

Committee Report: The Finance Committee met on January 31, 2022 and voted by unanimous consent to amend and as amended by unanimous consent.

Moved by Cantafio, seconded by Colon to amend to read as, “Fringe Benefits-Defined Contribution Plan”, striking the word Deferred.
VOTE: Motion CARRIED by unanimous consent

Councilman Shively explained this vote came before the BOF and did pass by unanimous consent last Thursday. The Finance Committee passed it without recommendation, so the BOF could act on it first.

The Chair explained they had gone a little bit out of order because of the timing of this resolution. The Finance Committee of the Town Council passed this without recommendation, the BOF heard this last Thursday and passed it five in favor, one opposed.

VOTE: ADOPTED as amended by unanimous consent.

Moved by Cantafio, seconded by Whitmoyer to PASS as Emergency Legislation.
VOTE: Motion CARRIED by unanimous consent.
13. RESOLUTION TC29-46: Moved by Marsh, seconded by Cantafio

BE IT RESOLVED that the contracts for the sale of town-owned properties at 2 South Edgewood Avenue, 77 Church Hill Road, 85 Church Hill Road and 93 Church Hill Road are hereby approved;

and be it FURTHER RESOLVED that Vicki A Tesoro, First Selectman, or her designee, be and the same is hereby authorized to execute deeds to said properties and any other closing documents required to complete the sales;

and be it FURTHER RESOLVED that the Town is authorized to pay all closing expenses, including real estate commissions associated with these conveyances;

and be it FURTHER RESOLVED that the Town is authorized to take any and all such actions needed to preserve the tax-exempt status of the Town bonds issued to purchase the properties, including any of the remedial actions provided in Section 1.141-12 of the Federal Income Tax Regulations, Title 26;

and be it FURTHER RESOLVED that Vicki A Tesoro, First Selectman, or her designee, be and the same is hereby authorized to execute any agreements, certifications or other documents required in connection with any such actions taken by the Town.

Committee Report: The L&A Committee met on January 31, 2022 and voted by unanimous consent to Enter into Executive Session and voted by unanimous consent to End Executive Session and voted 4-2 (AGAINST: Massaro, DeCruze).

The Chair noted Executive Session would be needed for discussion.

- Councilman Massaro explained only a few were on the council when the town acquired the four parcels. There was clear possibility that a developer would attempt to assemble the parcels for dense development. The main emphasis for the town acquiring this property was to give the town the option of owning in close proximity to the current Town Hall campus. There was a lot of consideration about building a community center on this property. There are any number of possible town uses for this property. He thinks it is short sighted not to hold onto the properties for future use. He would be voting against this resolution.

- Attorney Schopick confirmed the Town Council would have the authority to release a deed restriction. They are selling the property to four different purchasers, all of whom are going to put a lot of money into the properties to fix them up so that they can be used as single family residences. The individual property owners would not be able to do anything to terminate the deed restriction. That would be something that belongs to the Town Council.

- Councilman Shively spoke in favor of returning the properties to the tax rolls and developing them back into single family homes, he agrees with the people in the neighborhood who also want that. THE POCD recommends that.

- Attorney Schopick explained there has been a change in focus in terms of what the properties should be used for. At present the First Selectman and other people who are on the council, didn't feel that that was an appropriate purchase at that time and feel this is a good opportunity to sell, but with a deed restriction, they can only be used for single family residences, so they cannot be put together for any dense project. The Hardy Lane
piece is not being discussed tonight. He doesn’t believe anybody has ever said that the purchase of Hardy Lane was to protect the Pequannock River Valley.

- Councilman Marsh further explained the stated purpose for acquiring Hardy Lane was to give the town the ability to control future development of a 25 acre piece of parcel, which was being looked at with great consideration by developers who wanted to put an extremely dense housing complex there. The town has control of it. And if the town decides to investigate the possibility of one or more buildings on that facility, the town has a right to.

- Councilman Mecca spoke in favor of the resolution. He was one of about seven. Councilmen at the time during the process. One of the reasons why this property was never going to work as a community center was the town didn't get the grant. Some of the council numbers were sold on the fact that we would get a grant for a trail connection. Many felt if the state wasn't going to support a light at Quality Street and Churchill that that could be a mistake. Another reason was they were trying to squeeze in a pool, as well as a community center on square footage that wasn't enough. He never felt the public was behind this project. The use for the property kept morphing to garner support from different demographics, but there wasn’t the support, including swimmers because the pool being squeezed in within the community center. He appreciates the work the town has put in and noted we are lucky that the housing market is in our favor.

- Councilman Marsh echoed Councilman Mecca’s statement. The proposed pool would not meet the needs of either recreational or competition swimmers. It was not a fit for the size and configuration of the facility. The town overpaid for the parcels and included several incentives to the owners to sell. This is a good opportunity for the town to recoup that investment or loss investment put the property's back on the tax roll as single family homes as they were intended.

- First Selectman Tesoro confirmed part of the issue with the site was the lack of support by the state for a traffic light, she couldn’t support a senior or community center there. The calming devices the state was looking into was not enough for the intersection. There were many conversations with the state.

- Councilman Lemoine noted the town is 98% developed and tis is surrendering this property and the future, there will be less of a chance for a community or senior center or an aquatics center.

- Councilman Marsh disagreed with the previous statement, they are investigating other opportunities and invited people to join or participate in the Aquatics and Community Facilities Building Committees meetings.

- Councilman Mecca noted there is an opportunity to move forward, and hopes now that the committees that have restarted one of these projects will get off the ground in the near future.

- Attorney Schopick explained the deed restriction will be provided in the contracts, the properties can only be used for single family residences, and the properties cannot be combined for any future use. He confirmed the town can sell the properties with a deed restriction as a single family homes so long as the town council doesn’t override that.

- First Selectman Tesoro explained she was not on the Town Council at the time of the purchase but as she knew it, the prior administration had only considered the properties for a Senior Center Community Center Pool complex. She did not know if they were looking at it for other things. Councilman Whitmoyer concurred.
Councilman Marsh noted the Aquatics Committee, and the Community Center Facility Building Committee has considered the Long Hill Administrative Building site as possible locations for the respective projects, which required a relocation of the public school administration, but Church Hill Road was not specifically considered for that relocation.

First Selectman Tesoro explained the Senior Center Building Committee was looking at this property. The property was looked at by her administration prior to COVID. That property was also looked at for the senior center. There was an issue with the light, the state would not agree to put a light at that intersection.

Attorney Schopick explained the purchases of the properties were all done around the same time, the town paid the sellers’ closing costs and moving costs, there were a lot of incentives provided to the sellers.

First Selectman Tesoro could not answer the question about the prior administration, whether they studied the property for any other use before they decided to purchase. Her administration’s decision was based on returning the property to the residential neighborhood, as is written in the POCD, and to turn it back to single family residences. Councilman Whitmoyer added, back then the discussion to purchase those properties was under the concept of expanding the municipal campus, although there was nothing definite.

The Chair urged the Council to focus on the resolution at hand, which is for the contract for the sale of these properties.

First Selectman Tesoro stated her administration had no plans to expand the municipal campus over to that area in a residential neighborhood.

Councilman Massaro explained this is the fifth year since acquiring the properties. Town Hall remains overcrowded, the library has not expanded, there's no new pool, there's no new senior center, and no community center. If this is passes and the properties are sold, a decision needs to be made about what is done with the proceeds. There is a two year window to do something with the money, we can either pay down the bonds that we used to purchase the property or invest them into a subsequent project. Two years passes quickly. A plan is needed and doesn't know if there is one.

Councilman Buswell stated he would vote in favor of the resolution because of a strong desire to maintain the deed restrictions to single family homes on all four units. While a part of him would really like to see this under town control he feels the homes will be vacant and cause long term issues. The current administration doesn't have an immediate plan for the properties. Putting these properties back on the tax roll will bring in minimal tax dollars which will help, he is more concerned with uplifting the neighborhood in the area and beautiful homes.

The clerk called the roll call vote and recorded it as follows:

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<tr>
<th>Name</th>
<th>Aye</th>
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Moved by Cantafio, seconded by Mallozzi to PASS as Emergency Legislation.
The clerk called the roll call vote and recorded it as follows:

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<th>Name</th>
<th>Aye</th>
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<td>Thomas Whitmoyer</td>
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*The Chair voted

VOTE: ADOPTED 14-7 (AGAINST: Seidell, Choi, Colón, Leiva, Lemoine, Massaro, Scinto)
VOTE: Motion CARRIED 15-5-1 (AGAINST: Seidell, Colón, Leiva, Lemoine, Scinto) (ABSTENTION: Choi)

14. RESOLUTION TC29-47: Moved by Colón, seconded by Cantafio
   BE IT RESOLVED, That the Town of Trumbull Purchasing Policy is hereby repealed and replaced. (Revised Purchasing Policy attached hereto and made a part hereof)

   Committee Report: The L&A Committee met on January 31, 2022 and voted by unanimous consent to amend and as amended by unanimous consent.

   Moved by Marsh, seconded by Cantafio to amend Chapter 3, Section 2 by changing the word “officer” to “Town official (as defined in Chapter I, section 4 of the Town Charter)”.

   Councilman Marsh explained there are defined terms in Chapter I, Section 4 of the Charter, which defines “town officer” and “town official” being the more inclusive term. Based on that reading, and the intent of Section 2-56, which is being repealed in the next resolution, if the language is changed in the Purchasing Policy to “town official” he believes that will cover the intent of the conflict of interest policy. Councilman Massaro concurred with Councilman Marsh.

   Councilman Marsh clarified the committee minutes discussion that centered around town officials being prohibited from securing town work, which is the intent but not necessarily 100% accurate because the Purchasing Policy says they can't get the work unless the relationship is disclosed in writing to the agency making the purchase and notice is posted for at least five business days. It’s not a strict prohibition on town officials securing work. It’s making sure that any conflict of interest is disclosed and properly vetted through public notice.

   VOTE: Motion CARRIED by unanimous consent.
   VOTE: ADOPTED as amended by unanimous consent.

   Moved by Cantafio, seconded by Shively to Pass as Emergency Legislation.
   VOTE: Motion CARRIED by unanimous consent.

15. RESOLUTION TC29-48: Moved by Mallozzi, seconded by Cantafio
   BE IT RESOLVED AND ORDAINED, That Chapter 2-Administration-Article II Officers & Employees Section 2-56 of the Trumbull Municipal Code as established by the Town Council as TC25-207 on October 15, 2015 is hereby repealed.

   Committee Report: The L&A Committee met on January 31, 2022 and voted 4-0-2 (ABSTENTION: Massaro, DeCruze)

   Councilman Marsh clarified the Purchasing Policy does not provide a strict prohibition. It requires disclosure of any potential conflict of interest and that conflict of interest policy will now apply to town officials within the meaning as defined in the Charter. That includes elected officials, officers, and employees of the town.
Councilman Massaro explained the ordinance they are voting on to repeal is a strict prohibition. No town official could bid on any town property at any time. It's an ordinance that was passed in 2015. He thinks it is still may be a good policy to have, it eliminates any conflict of interest.

Mr. Bova explained in the town bidding package has a nondisclosure for anybody that would be able to bid on any town services. It was put in 2015, they had to change the conflict of interest in the bidding policy. He agreed with Councilman Marsh, as long as it's disclosed. As long as there's disclosure.

Ms. Katske further explained the provision, Conflict of Interest that had just been adopted as part of the revised Purchasing Policy was in the Town Charter prior to the new Town Charter being adopted. When it was taken out of the Charter, the intent was it was one of the details that would be covered in the new Purchasing Policy and it has been incorporated into the Purchasing Policy.

Mr. Bova confirmed he is still working with the BOE and providing assistance to them. He needs to train them on the revised policy and is still guiding them on all their bids Mr. Bova still does their bids. About 30% of his time is to help the BOE. They have a good staff now, department heads and end users. They want to understand the process and to do it the right way. The revised Purchasing Policy is for the BOE and all town departments across the board to follow. The state recently raised their threshold to $50,000 and over for the public bids, we may need to revisit this in the future, but would do so with working with a committee first and then bringing it to the Town Council for approval.

Councilman Isaac noted in the past this ordinance had impacted TYA and their costuming and spoke in favor of disclosure and this resolution.

The clerk called the roll call vote and recorded it as follows:

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*The Chair voted

VOTE: ADOPTED 18-3 (AGAINST: Lemoine, Massaro, Scinto)

ADJOURNMENT: There being no further business to discuss and upon motion made by Cantafio, seconded by Colon the Trumbull Town Council adjourned by unanimous consent at 11:06 p.m.

Respectfully Submitted,

__________________________________
Margaret S. Mastroni
Town Council Clerk
FULL RESOLUTIONS

Resolution TC29-45: Westfield Trumbull Mall Area Study

WHEREAS, the State of Connecticut Bond Commission has authorized $200,000 in funding to be used for the Westfield Trumbull Mall Area study; and

WHEREAS, the State of Connecticut has identified CT Innovations as the cognizant agency to contract with the Town of Trumbull for the project; and

WHEREAS, the scope of the study will include an economic/market analysis, detailed review of leases and land considerations on the mall property, review of the area land use regulations, and the development of detailed concepts for future transformation;

NOW, THEREFORE, BE IT RESOLVED, That the Trumbull Town Council authorizes the acceptance of funds in the amount of $200,000 for Westfield Trumbull Mall Area Study and identifies, Vicki Tesoro, First Selectman, as the individual authorized to sign the contract and all subsequent amendments, reports and related documents in order to administer and implement the project.
PURCHASING POLICIES AND PROCEDURES
OF THE
TOWN OF TRUMBULL

APPROVED SEPTEMBER 8, 2011
EFFECTIVE OCTOBER 1, 2011
Amended October 5, 2015,
September 9, 2021, and
February 7, 2022
# TABLE OF CONTENTS

| Chapter 1. General Policy and Mission | 4 |
| Chapter 2. Authority for Procurement | 4 |
| Chapter 3. The Ethics of Procurement | 5 |
| Section 1. General | 5 |
| Section 2. Conflict of Interest | 5 |
| Section 3. Unfair Buying | 5 |
| Section 4. Supplier Relations | 5 |
| Section 5. Endorsement | 5 |
| Section 6. Samples | 5 |
| Section 7. Procurement of Goods or Services for Personal Use | 6 |
| Section 8. Gifts and Hospitality | 6 |
| Section 9. Violations | 6 |
| Section 10. Freedom of Information Act (FOIA) | 6 |
| Chapter 4. Thresholds for General Purchasing and Competitive Bidding | 7 |
| Chapter 5. Competitive Bidding | 8 |
| Section 1. General | 8 |
| Section 2. Definitions and Procedures | 8 |
| Section 2.1. Bid | 8 |
| Section 2.2. Bidder | 8 |
| Section 2.3. Bidder Qualification Statement | 8 |
| Section 2.4. Cooperative Bid or Proposal | 8 |
| Section 2.5. Emergency | 8 |
| Section 2.6. Legal Notice | 8 |
| Section 2.7. Request for Bid or Qualifications (RFP or RFQ) | 8 |
| Section 2.8. Request for Proposal (RFP) | 9 |
| Section 2.9. Request for Qualifications (RFQ) or Information RFI | 9 |
| Section 2.10. Responsible Bidder or Offeror | 10 |
| Section 2.11. Responsive Bidder or Offeror | 10 |
| Section 2.12. Specifications – Data Supplied by End User Department | 10 |
| Section 2.13. Professional Services | 10 |
| Section 2.14. On-Call Services | 11 |
| Chapter 6. The Competitive Bid/Proposal Process | 12 |
| Section 1. Preparation of Requests for Qualifications/Proposals /Bid/Information | 12 |
| Section 2. Telephone and Email Submissions | 12 |
| Section 3. Pre-Bid Meeting | 12 |
| Section 4. Bid Deposit (Certified Check or Bid Bond) | 13 |
| Section 5. Payment and Performance Bond | 13 |
| Section 6. Other Bid Request Components | 13 |
TOWN OF TRUMBULL
PURCHASING POLICY AND PROCEDURES

Section 7. Bid/Proposal Addenda 13
Section 8. Bid/Proposal Opening – Due Date and Time 13
Section 9. Bid/Proposal Review 14
Section 10. Change Orders 14
Section 11. Qualifications-Based Selection (QBS) Process 14
Section 12. Supplier Selection and Awards 15
Section 13. Withdrawal of Award 16
Section 14. Bid Waiver 16
Section 15. Prevailing Wages 16
Section 16. CHRO Requirements 17
Section 17. State of Connecticut Contractor Prequalification Program 17
Section 18. Contract Development 17

Chapter 7. General Procurement 18

Chapter 8. The Buying Process 19
Section 1. Contract 19
Section 2. Requisitions/Order Supply Form 19
Section 3. Purchase Order 19
Section 4. Sole Source Item 20
Section 5. Single Source Item 20
Section 6. Design Build Services 20
Section 7. Supplier Identification 20
Section 8. New Suppliers 20
Section 9. Disqualified Suppliers and Bidders 21
Section 10. Unauthorized Purchases 21

Chapter 9. Requisition/Ordering Procedures 22
Section 1. Requisition Preparation and Time Frame 22
Section 2. Verbal Request for Pricing/Procurement 22
Section 3. Verbal Orders 22
Section 4. Order Supply Form 22
Section 5. Publicly Bid Contracts and Use of Consortia 22
Section 6. Sale of Surplus Town Equipment 23
TOWN OF TRUMBULL
PURCHASING POLICY AND PROCEDURES

CHAPTER 1. GENERAL POLICY AND MISSION

The mission of the Town of Trumbull Purchasing Department is to provide unparalleled service to the residents of the Trumbull community by procuring the highest quality and most suitable material, equipment and services, for use by Town departments while considering such factors as quality, delivery, lowest overall cost, and liability. These Procurement Policies and Procedures are governed by the Town’s Charter, which became effective on December 1, 2020 (Chapter III, Section 6(G)) and incorporate the concept of open competitive bidding. Under this system, purchase awards are made to responsible and responsive suppliers that meet the Town's specifications, requirements, objectives, and conditions, and have the capacity to perform and deliver the specified material, equipment or services in a timely manner.

CHAPTER 2. AUTHORITY FOR PROCUREMENT

The Director of Finance serves as the Purchasing Authority for the Town, directs the purchasing program through its Purchasing Department and has responsibility to purchase and oversee the materials, equipment, supplies and services necessary for the proper and efficient operation of the Town and its departments.

The Purchasing Department and the Town’s designated procurement personnel, under the direction of the Purchasing Authority, are authorized to act as its agent and their foremost obligation is to comply with this procurement policy and function with integrity. It is a principle of this Town that all suppliers are treated on a fair and equitable basis. The Town’s Municipal Code and Code of Ethics is the employees’ and Town Officials’ guide to ethical behavior in the workplace. It is incorporated herein and in total by reference.

All Town departments shall assist the Purchasing Department function in carrying out the Policies and Procedures contained herein by adhering to these Policies and Procedures. All revisions to the Town’s Purchasing Policies and Procedures shall be formally issued by the Purchasing Authority and adopted by the Town Council.

There is a difference between policy and procedures within the context of this document, as defined below:

Policy
A policy is the written governing principle and guideline that is required by Town Charter and that defines general limits, direction and authority of the procurement function. All individuals involved in any way, be it advisory or functional, with the procurement process are expected to adhere to the policies and guidelines to assure compliance with all local and state statutes.

Procedures/Practices
Procedures/Practices are a series of related tasks that make up the sequence or the established way of performing the work and functions of procurement activities. Practices and procedures should incorporate or reference the Town's policies and standards as well as those imposed by State of Connecticut law and statutes.
CHAPTER 3. THE ETHICS OF PROCUREMENT

Section 1. General
The Town Charter and Code of Ethics define the standards of ethical behavior for all Town employees and members of Boards and Commissions relating to all procurement activities. (See Town of Trumbull Charter - Effective date – December 1, 2020; Code of Ethics of the Town of Trumbull - Effective November 22, 1989, and as the same may be amended from time to time)

Section 2. Conflict of Interest
When conducting business, the Town expects its employees and members of Boards and Commissions to treat every supplier on a fair and equitable basis and to use their good judgment at all times in the course of activities related to the procurement of goods and services for Town use.

No purchase shall be made from nor shall services (other than services as a Town official (as defined in Chapter I, section 4 of the Town Charter), agent, or employee of the town) be secured from any Town official or employee of the town, or from any entity of which such Town official or employee or immediate family member, as defined in the Code of Ethics, is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five business days before such purchase be made, in the Legal Notices section of the town website and on the bulletin board in the Town Clerk’s office.

If in doubt about any particular situation, an individual should review the details with his/her supervisor; or consult with the Town’s Ethics Commission.

Section 3. Unfair Buying
It is unethical to make awards on the grounds of favoritism, habit buying or excluding suppliers from competition based upon unsubstantiated opinions. Furthermore, employees or members of Boards and Commissions lacking the authority to purchase shall not represent that they have such authority.

Section 4. Supplier Relations
Four (4) general principles should be observed by employees and Town Officials in all procurement related transactions:
- Fairness
- Integrity
- Responsiveness
- Courtesy

It is the Town’s practice to grant an interview to any supplier’s representative at a mutually convenient time.

Section 5. Endorsement
It shall be the Town’s policy not to officially endorse a supplier or its products to other potential customers of the supplier. Mere listing of the Town as a customer without promotional language is not an endorsement.

Section 6. Samples
The Town or its representatives shall not accept samples on a "gratis" basis except when required for evaluation. When goods valued over $100 are delivered for evaluation or field trial, an evaluation
contract or purchase order at no charge must be issued to the supplier to document the matter.

Section 7. Procurement of Goods or Services for Personal Use
Under no circumstances shall any employee purchase materials, goods or services from a supplier for personal use by giving the impression that the sale is for the Town. If a supplier makes a general practice of providing discounts to Town employees, then the Town employee may accept these discounts on their personal purchases. However, the sale must not name the Town as the purchaser.

Section 8. Gifts and Hospitality
Town employees and members of Boards and Commissions may not accept, solicit, or give the appearance even indirectly of accepting loans, substantial gifts, hospitality or any other item of value or service of monetary value from any entity with which the Town does business, or is likely to do business, provided that this shall not apply to situations in which the entity’s business is not related to the employee, board or commission member’s responsibilities.

Gifts or hospitality the value of which is less than $100 shall not be subject to this rule.

Section 9. Violations
No employee or members of Boards and Commissions shall be excused from complying with the Purchasing Policies and Procedures, Town Code of Ethics, general principles of procurement ethics, or any of the specific rules or standards contained in this Purchasing Policy. Employees should understand that violation may subject an employee to disciplinary action including, without limitation, termination of employment. Violations by members of Boards and Commissions are covered under the rules governing the Town’s Ethics Commission.

Any person or department who violates any requirement of these Purchasing Policies shall be required to appear before the Board of Finance to explain the reason for such violation.

Section 10. Freedom of Information Act (FOIA)
The Town of Trumbull follows the State of Connecticut’s Freedom of Information Act requirements. A complete copy of the Freedom of Information Act is available on the State website www.state.ct.us/foi.
Competitive bidding can take place only when there is more than one qualified supplier and when there is time to accomplish the process without jeopardizing the needs of the end user department.

The following thresholds shall apply with regard to general procurement and competitive bidding:

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<td>$0 to $999.99</td>
<td>The department-authorized personnel must approve the order form, which can then be forwarded to the Purchasing Department for a direct purchase from the vendor. No purchase requisition is required.</td>
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<tr>
<td>$1,000 - $4,999.99</td>
<td>Written purchase quotations shall be solicited from at least two (2) vendors or service providers or obtained from current website or price sheets. A purchase requisition is required. In the event department-authorized personnel are unable to secure two oral/written quotes then the department-authorized person shall make an earnest effort to determine best value and initiate purchase.</td>
</tr>
<tr>
<td></td>
<td>If unable to procure two written purchase quotations, department-authorized personnel should make a record of the vendor names and dates contacted and the last price paid for a similar product or service, which should be approved by the Purchasing Agent.</td>
</tr>
<tr>
<td></td>
<td>The department-authorized personnel shall take into account supplier response, availability, product quality, and price in determining best value.</td>
</tr>
<tr>
<td></td>
<td>The refusal to quote from an otherwise valid supplier shall qualify as a quotation and the process shall be documented in writing by the department.</td>
</tr>
<tr>
<td>$5,000 - $24,999.99</td>
<td>Written purchase quotations or Request for Proposal quotations shall be solicited from at least three (3) vendors or service providers or obtained from current websites or price sheets. The refusal to quote from an otherwise valid supplier shall qualify as a quotation. The process shall be documented in writing by the department.</td>
</tr>
<tr>
<td>$25,000 or more</td>
<td>Purchasing Department issues a Formal Published Solicitation requesting a Sealed Bid or Proposal.</td>
</tr>
</tbody>
</table>
TOWN OF TRUMBULL
PURCHASING POLICY AND PROCEDURES

CHAPTER 5. COMPETITIVE BIDDING

Section 1. General
The Town’s procurement decisions as required and whenever possible and practical, and as established by the Town charter, are to be made using a competitive bidding process. Competitive bidding for a product or service requires the allocation of sufficient time to conduct the bid process. Competitive bidding also assumes the availability of more than one qualified supplier for a specified and required good or service and is open to goods and or services that are functionally equivalent to that specified in a request for proposal/quote.

Section 2. Definitions and Procedures

Section 2.1. Bid
The offer of a qualified (supplier) bidder to provide specific goods and/or services in accordance with all specifications and conditions indicated in a solicitation.

Section 2.2. Bidder
A respondent to either a Request for Bid, Qualification or Proposal.

Section 2.3. Bidder Qualification Statement
For highly complex and technical or service-oriented high dollar projects, the Purchasing Department may require from all responders to a bid or proposal request a “Bidders Qualification Statement” (Attached).

Section 2.4. Cooperative Bid or Proposal
A request for Bid or Proposal process with one or more than one municipality represented. One of the represented municipalities acts as the lead municipality and coordinates the bidding process on behalf of all other municipal participants. The Purchasing Authority shall approve all Cooperative Bid/Proposal/Qualification scenarios.

Section 2.5. Emergency
Emergency, as used in these policies and procedures, is defined as “needs to be done to prevent further loss, public health or need, and/or someone in danger.”

Section 2.6. Legal Notice
Advertisement of a Request for Bid, Proposal, or Qualification. All formal bid requests shall be advertised by a legal notice in a local newspaper having a substantial circulation in the Town, at least ten (10) business days prior to the opening of said bids. Additionally, notification of a bid request shall be included on the official Town of Trumbull website www.trumbull-ct.gov and may be published on the State of Connecticut Department of Administrative Services (DAS) website and/or any other publication as deemed appropriate by the Purchasing Department or End User Department.

Section 2.7. Request for Bid or Qualifications (RFP or RFQ)
A competitive solicitation (unsealed or sealed) of prices for specific goods and/or services based on specifications established by or for the Town. Resulting bids are final and nonnegotiable. Requests for Competitive Qualifications (RFQ) are issued when the marketplace consists of a number of qualified suppliers, the specifications are clear and generally require no special support or services.
In certain instances, such as low-value, repetitively purchased items, end user departments may solicit pricing information for budgetary and requisition information; however, end user departments shall not solicit quotations, bids, or proposals for high-dollar, major procurements without the direct consent of the Purchasing Department or Authority. All correspondence with suppliers concerning purchases or prospective purchases shall be submitted to the Purchasing Department.

The Town of Trumbull reserves the right to reject any and all quotes or bids deemed not to be in the best interests of the Town and to waive any defects or informalities in a bid or proposal.

Section 2.8. Request for Proposal (RFP)
A competitive solicitation for sealed proposals from qualified suppliers to accomplish a specified scope of work or to supply specific goods, services, methodologies and/or solutions to highly technical or service-oriented projects. Negotiations may be conducted after evaluation of offers. RFPs are utilized when there are limited qualified suppliers, the specifications are complex, exact designs or specifications are not available, and only generic requirements or objectives exist. RFPs are used for special or extended services, and for all professional services, including consulting.

The main component of an RFP consists of the Town’s terms and conditions, a description of the scope of work, proposal requirements, any special conditions, service requirements, insurance requirements and contract format.

With RFPs, price may not be the primary consideration. The ability of the proposer to deliver successfully the stated outcome of the Scope of Work required and provide the specific service component are most important, with price being of equal importance. It is not necessarily the lowest price proposal that will be given the award, for low price without the proposer being able to provide the required deliverables is meaningless. It is the proposer who provides the best overall value and the stated outcome and service at a price that can be accommodated by the Town that will be given the award.

Negotiations may occur with RFPs.

The Town of Trumbull reserves the right to reject any and all quotes or bids deemed not to be in the best interests of the Town and to waive any defects or informalities in a bid or proposal.

The department making the recommendation for award resulting from an RFP shall forward a memorandum to the Purchasing Department stating the justification for award. Additionally, any and all contracts resulting from an RFP award shall be forwarded to the Town Attorney for review.

Section 2.9. Request for Qualifications (RFQ) or Information (RFI)
When complex specifications or unusual services are required, it may be appropriate to issue a Request for Qualifications (RFQ) or Request for Information (RFI) or to determine which suppliers can meet a requirement. These requests should clearly describe the general requirements and request suppliers to offer proof of their capabilities, or examples of their products and/or services that could meet the requirements, and experiences in similar situations. Responses to an RFQ or RFI may also facilitate the development of specifications and a potential list of suppliers for a formal RFP/Q or, in the case of professional services, may result in the selection of a supplier or consultant.

An RFQ response may include pricing information. If pricing information is requested, it shall be requested under separate sealed cover to allow a more objective evaluation of responders’ qualifications. In some
Section 2.10. Responsible Bidder or Offeror
A supplier or person who has the capability and capacity in all respects to meet, fully satisfy and perform the contractual requirements and specifications of the bid request and has the business integrity and reliability that will assure good faith performance.

Section 2.11. Responsive Bidder or Offeror
A supplier or individual who has submitted a bid or proposal response to an RFQ or RFP that conforms in all material respects to that specified in the solicitation (specifications).

Section 2.12. Specifications - Data Supplied by End User Department
The competitive bidding process requires that the desired product or service is sufficiently defined so that equal opportunity is provided to all suppliers interested in bidding. The End User Department requiring the product or service shall supply all necessary data to the Purchasing Department to be used in the preparation of, and for inclusion in, a Request for Bid/Proposal document. This data shall include but not be limited to:

- Detailed specifications, brand or model (or Town-approved ‘equal to’), statement of work, terms and conditions, drawings, material lists, inspection requirements and other pertinent data.
- Generic requirements or descriptions of the performance objectives in sufficient detail (when exact specifications do not exist).
- Service objectives, desired deliverables and acceptance criteria (for services).
- All requirements dealing with support, warranty, training, etc.
- Required delivery or completion information.
- Recommended bidders (if known) - suppliers the end user department believes are qualified to provide the products or services.

Upon completion of the aforementioned information, the End User Department shall submit to the Purchasing Authority a “Request for Formal Bid/Quotation, Proposal, Information or Qualifications” (Attached) along with the above-mentioned Data Supplied by End User Department. Prior to the Purchasing Department issuing a formal request, this formal request shall be signed by the department-authorized personnel or Board/Commission Chairman and the Finance Director.

Section 2.13. Professional Services
Professional services are technical or unique functions or consulting services performed by independent contractors or consultants whose occupation is the rendering of such services within the purview of their profession. “Profession” includes the performance of any type of personal service to the public that requires as a condition precedent to the performance of the service the obtaining of a license or admission to practice or other legal authorization or licensing from a board or commission. Examples of some professional services include, but are not limited to: Architects, Engineers, Accountants, Actuaries, etc. Professional service providers will be selected within their disciplines. Normally, professional service firms will be contracted for projects that are planned in advance, but they may also be engaged when emergencies arise from time to time. These firms, although similarly credentialed, will be selected project by project based on capacity, experience, or ability to respond when time-sensitive needs arise. The selection of vendors for legal services, which is the subject of Chapter III, Section 8, of the Town Charter, is not subject to these Purchasing Policies.
Section 2.14. On-Call Services
On-Call services are those resources that are necessary to respond to the day-to-day needs of the town. These are typically trades such as carpenters, plumbers and electricians. The Purchasing Department will advertise for desired services to establish a list of prequalified companies. If on-call services are not expected to exceed $25,000, since these services are prequalified and vetted, multiple written price quotations or proposals are not required. If on-call services are expected to exceed $25,000, multiple written price quotations or proposals are required.
CHAPTER 6. THE COMPETITIVE BID/PROPOSAL PROCESS

Section 1. Preparation of Requests for Qualification/Proposals/Bid/Information
It is the sole responsibility of the Purchasing Department to formally issue all Town Requests for Qualification/Proposals/Bid, Information and Qualifications and any addenda thereto and it is the sole responsibility of the Purchasing Department to control and oversee all aspects of the bid/proposal process from bid/proposal development to opening and award.

All requests to change, alter, clarify, or redefine the specifications, requirements, statements and scope of work, or terms and conditions of a bid/proposal request shall not be discussed or communicated to potential bidders other than through the Purchasing Department during the bid/proposal process. Should a Town employee, department-authorized personnel or board or commission member bypass the Purchasing Department by communicating information to bidders during the bid/proposal process that may result in an unfair competitive advantage for potential bidders, or in differing/conflicting information, the Purchasing Department may cancel (and reissue) a bid/proposal if it is deemed to be in the best interests of the Town and integrity of the competitive bid/proposal process.

If a supplier has questions regarding any aspect of a bid/proposal request and the Town clarifies such information, that information must be shared with all of the competing suppliers. As necessary, all significant changes to a specification may result in the issuance of formal addenda to the original RFQ/RFP/RFI. Those addenda shall be provided to all competing suppliers by the Purchasing Department and if required, an extension of the due date shall be formally made by the Purchasing Department to all competing suppliers.

All formal bidding requests require a minimum of ten (10) business days from public announcement (Legal Notice) to response due date for a formal bid submission. Additional time shall be and should be given if the procurement is of complex nature and requires extensive evaluation. Any extension of a Bid/Proposal due date shall be solely approved and issued by the Purchasing Department.

A firm that provides pre-bid services for any project shall be precluded from participating in the formal bidding process for that project.

Section 2. Telephone and Email Submissions
Any telephone and/or emailed submission of a bid or proposal is strictly prohibited and ONLY a physical bid/proposal response to a sealed bid/proposal request shall be accepted or considered.

Section 3. Pre-Bid Meeting
When the complexity of the requirements of an RFQ/RFP/RFI so warrant, a meeting on Town premises with suppliers and Town personnel prior to the bid opening shall be conducted. The objectives of such a meeting are to provide a clear understanding of an RFQ/RFP/RFI statement of work, specifications and requirements and to provide close coordination of the Town's specifications and requirements and the supplier's ability to meet them. Usually, the meeting is held after potential bidders have had time to review the bid/proposal request or general announcement (i.e., large public building projects). In most instances, these meetings are not mandatory and attendance is not a prerequisite to submitting a formal bid. In some instances, when specifications and requirements are uniquely complex and critical, a pre-bid meeting is mandatory. Should a supplier not attend a “mandatory” Pre-Bid meeting, that supplier’s bid/proposal shall not be accepted.
TOWN OF TRUMBULL
PURCHASING POLICY AND PROCEDURES

The Purchasing Department shall maintain a record of all Pre-Bid Meeting attendees.

Section 4. Bid Deposit (Certified Check or Bid Bond)
Under circumstances as determined by the Purchasing Department, a Bid Bond in the form of a certified check or surety bond acceptable to the Town may be required. The amount required is specified in the bid invitation as a percentage of the proposed bid and set by the Purchasing Department. Should the successful bidder fail to enter into a contract or to accept a purchase order, the Bid Deposit will be forfeited to the Town. If the bidder has provided a Bid Bond and fails to enter into a contract or to accept a purchase order the Bond will be called. Bid Deposits are returned to the unsuccessful bidders within ten (10) days after the execution of a contract or purchase order between a successful bidder and the Town. Bid Deposits are returned to the successful bidders upon completion of a mutually agreed contract and/or issuance of a purchase order.

Section 5. Payment and Performance Bond
Under circumstances as determined by the Purchasing Department and, in some instances, State of Connecticut statute, a Payment and/or Performance Bond may be required from a successful bidder. Notification of this requirement shall be stated in the formal bid/proposal request. The Town holds Payment and/or Performance Bonds until all contract obligations are satisfactorily met. The Payment and/or Performance Bond will be forfeited to the Town should the successful bidder fail to comply with the terms and conditions set forth in the specifications and the award. Payment and/or Performance Bonds are to be made payable to the Town of Trumbull.

Section 6. Other Bid Request Components
Other components that may be included in a bid request may be, but not be limited to the following:
- Insurance requirements
- Contract format
- Scope of services required
- Organization and staffing information
- Schedule information
- Supplier history
- Key personnel resumes
- Executive summary (firm history, similar projects, organizational chart, etc.)
- Claims, disputes, litigation
- References

Section 7. Bid/Proposal Addenda
In those instances where it is deemed that an addendum to an already advertised bid is required, it is the sole responsibility of the Purchasing Department to issue said addendum in a format that assures maximum communication to potential respondents. As stated in all formal bid requests, it is the sole responsibility of a bidder to verify any addenda that may have been issued relating to an RFP or RFQ. Any notice of addendum shall be published on the Town website. Failure to submit a response that does not address any changes or addenda may result in a disqualification of a proposal submission.

Section 8. Bid/Proposal Opening – Due Date and Time
Formal bid/proposal openings, at which received bid/proposals shall be open and read aloud, shall be held at the date, time, and place stated in the formal bid/proposal request issued by the Purchasing Department. Should a change to the bid/proposal time be required, it is the sole responsibility of the Purchasing Department to issue an addendum changing the due date and time of a bid/proposal opening. In the event of the closing of the Town Hall due to weather or any other unforeseen condition,
the opening date shall be postponed until the same time on the next day that the Town Hall is open for business.

Sealed bid/proposal openings shall be conducted by the Purchasing Department or Purchasing Authority or its designee. The Purchasing Department shall maintain a record of bid/proposal opening attendees, record all responses, and maintain a file (in the Purchasing Department) of all ORIGINAL bid/proposal responses.

Any bid/Proposal marked or received after the time or date set in the request is ineligible and shall not be opened or considered.

In accordance with the Freedom of Information Act, suppliers have the right to request bid information. This information is usually available twenty-four hours after the bid opening. If a negotiation is to take place, the Town has the right to consider any information that is essential to the negotiation process confidential until the negotiation is concluded.

Bids/proposals received may be inspected by making an appointment with the Purchasing Department.

Section 9. Bid/Proposal Review
No award shall officially be made at a bid opening. The Purchasing Agent, along with the End User department-authorized personnel or designated board or commission member, shall review and analyze (including a financial or technical evaluation if necessary) all supplier bids/proposals with care, considering all appropriate factors dictated by the requirements of the original request. The End User Department shall make a recommendation, in writing, to the Purchasing Department regarding a procurement resulting from a formal solicitation. More complex solicitation responses may require more a more formal review or Qualifications-Based Selection Process (QBS).

Section 10. Change Orders
All requests for change orders to an existing Town purchase order or contract shall be forwarded to the Finance Director or Purchasing Department prior to any expenditure relating to that change order request being encumbered.

Section 11. Qualifications-Based Selection (QBS) Process
Generally, responses to a complex and detailed RFQ or RFP result in a formal selection process referred to as a Qualifications-Based Selection (QBS) Process. A QBS is the method by which companies are chosen based on the ranking of their qualifications specific to chosen criteria established by a Town Department and/or board or commission and a selection panel comprised primarily of Town employees and/or board or commission members. QBS is used where the project or service requirements are so unique or complex where it is required that selection criteria be primarily influenced by the bidder’s knowledge and experience for similar or related projects or service. This process generally requires an interview process that shall be coordinated by the Purchasing Department.

When a QBS process is desired by the requesting department and/or board or commission that has the responsibility for the project or service, that department-authorized personnel and/or board or commission chairman shall include that requirement in the RFP or RFQ specifications. Generally, if it is the intention of the Town to use a QBS selection panel, that information and the selection criteria is included in the RFP or RFQ documents.
With all QBS processes, a selection panel shall be recommended by the department-authorized personnel and/or board or commission chairman. In all instances, one of the members of a selection panel shall be the Purchasing Authority or a designated member of the Purchasing Department.

The initial purpose of the selection panel shall be to establish the specific criteria and assign weights by which responses received shall be evaluated. The specific criteria and related weights to be used in the evaluation process by the selection panel must be stated in all documents relating to the QBS procurement process. Additionally, the selection panel shall formulate a set of questions that will be utilized in the interview process. The Purchasing Department shall coordinate the date and time for interviews to occur and formally invite all attendees.

Proposals received shall be evaluated by the same selection panel. Each member of the selection panel shall evaluate independently by numerical scoring all responses received, using the criteria and weighting established for the second step of the QBS process, that being the bid or proposal evaluation process. From each selection panel member's scoring shall be derived a combined scoring of the full selection panel, which shall lead to a ranking of all bids/proposals received. The numerical scoring of each selection panel member shall be kept as part of the records related to each QBS process.

The selection panel shall make a written report of its selection, the criteria used, and its recommendation for award to the department-authorized personnel. The department-authorized personnel shall write a memorandum to the Director of Purchasing requesting that the award be made to the specified company.

The Town of Trumbull reserves the right to reject any and all quotes or bids deemed not to be in the best interests of the Town and to waive any defects or informalities in a bid or proposal.

Section 12. Supplier Selection and Awards
Purchase orders and/or contracts are awarded solely by the Purchasing Authority through its Purchasing Department to the lowest responsive and responsible bidder whose bid/proposal complies with all of the provisions of the Request for Proposal/Qualification required to render it acceptable. The lowest proposed price is only one of the factors used in the selection process; the proposer who provides the best overall value and ability to provide the stated outcome and service, at a price that can be accommodated by the Town, shall be selected. Other factors such as quality, performance and/or technical capability, service, ability to meet delivery requirements, supplier history, references, etc. may outweigh the lowest proposed price. Additional factors to be considered are the content and quality of the proposal and how well it addresses the criteria of the Request for Proposal/Qualification/Bid.

Any scoring matrix used in the selection process shall be fairly and equitably applied to all responding bidders.

The Purchasing Department shall consult with the End User Department in its bid evaluation process for more complex and technically sophisticated procurements. It is the objective of the Purchasing Department to assure that all goods and services purchased meet the stated required needs (specifications) of the End User Department.

It should also be noted that simply because a supplier was previously the low bidder and supplier of a particular good or service, that shall not be used as evidence that said supplier is the best source for the current requirement.
The Town of Trumbull reserves the right to reject any and all bids, quotes, or proposals not deemed to be in the best interests of the Town, or to accept that bid, quote or proposal which appears to be in the best interests of the Town.

The Town reserves the right to waive any informality or to reject any or all proposals and advertise for new proposals, if in its opinion the best interests of the Town will be served. The Town may require any or all bidders to present evidence of experience, ability and financial standing as well as a list of personnel or equipment they will have available for the execution of a contract or purchase order.

A department making a recommendation for award shall state in writing to the Purchasing Department the justification for the award. This recommendation shall be filed permanently in the related bid file.

**Section 13. Withdrawal of Award**

The Town reserves the right to withdraw an award made to a bidder/proposer if the bidder/proposer does not satisfy the conditions upon which the award was based within the specified time frame. Such conditions could consist of, but not be limited to, insurance and bond requirement documentation. Other valid reasons for the Town’s withdrawal of an award could include, but not be limited to, erroneous or false information submitted in the bid/proposal or funding becoming unavailable for the goods, service or project.

**Section 14. Bid Waiver**

Under certain circumstances, it may be in the best interests of the Town to waive the requirement for the competitive bid/proposal process for a specific procurement.

All requests to waive the bid/proposal process requirements (Bid Waiver) shall be submitted via formal memorandum directly to the Purchasing Department, Director of Finance, and First Selectman. Bid waivers in excess of $500,000 must receive Town Council approval by 2/3 vote of the Town Council members present and voting. The memorandum shall contain pertinent information relative to the procurement along with rationale and reasoning as to why a waiver is deemed to be in the best interests of the Town. Additionally, the request shall address the total anticipated dollar expenditure and general ledger account to be charged.

Purchases made in conjunction with the Bid Waiver Process shall only be issued to a supplier by the Purchasing Department upon the First Selectman’s signed approval of a Bid Waiver request and upon receipt of a formal requisition. The record of any purchase made pursuant to a bid waiver shall include a copy of the waiver and shall be kept on file in the office of the purchasing authority where it shall be open to public inspection.

**Section 15. Prevailing Wages**

In contracts for new construction of any public works project where the total cost of all work to be performed by all contractors and subcontractors exceeds one million dollars ($1,000,000), and in contracts for remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project where the total of all work to be performed by all contractors and subcontractors exceeds one hundred thousand dollars ($100,000), all tradesmen and laborers hired to perform under the contract shall be paid at the prevailing wage rates for the same work in the same trade in the Town and shall receive the fringe benefits normally offered at that time for the particular trade. “Prevailing rates” as used herein shall mean the latest rates published by the State of Connecticut Department of Labor unless otherwise required to qualify for a federal grant pertaining to the contract. As used herein, the term “contractor” shall include the general or prime contractor and shall include subcontractors.
performing work under the contract.

Upon receipt of request for and RFP or RFQ, the Purchasing Department shall request current prevailing wage rates form the State of Connecticut Department of Labor for inclusion in the formal bid/proposal.

Section 16. CHRO Requirements
Any state funding, including but not limited to Local Capital Improvement (LOCIP), Alliance, and BOE grants from the state of Connecticut that is $ 50,000 or more must follow the Commission on Human Rights and Opportunities (CHRO) process which is listed on the CHRO website at https://portal.ct.gov/CHRO/Contract-Compliance/Contract-Compliance/Contract-Compliance-Forms-and-Reports.

Bid Notice Language (for print media): This contract is subject to state set-aside and contract compliance requirements.

Bid Language (for bid documents): The contractor that is selected to perform this State project must comply with Conn. Gen. Stat. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate a good faith effort to meet the 25% set-aside goals. For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found on the CHRO website.

Section 17. State of Connecticut Construction Contractor Prequalification Program
The State of Connecticut’s Construction Contractor Prequalification Program, Conn. Gen. Stat. Sec. 4a-100 et seq., requires that all contractors prequalify before they can bid on projects that meet the following criteria:

- Project must be for construction, alteration, remodeling, repair or demolition of a public building
- Estimated cost of the project is more than $500,000
- Project is funded in whole or in part with State of Connecticut funds.

Prequalification information shall be submitted with related bid/proposal responses at the required date and time. Failure to submit the required Prequalification information may result of rejection of a bid/proposal response. Note: In certain instances, the Town may accept a proposal if a Prequalification application is in process with the State. That situation must be disclosed by the responder in the bid/proposal submittal.

Section 18. Contract Development
Building improvements, public works construction and/or maintenance projects, and services shall be procured through the competitive bidding (RFQ/RFP) process and developed into contracts.

Formats for contracts shall be in a manner established and approved by the Town Attorney. The Purchasing Authority and/or Purchasing Department shall coordinate this effort through final contract execution.
TOWN OF TRUMBULL
PURCHASING POLICY AND PROCEDURES

CHAPTER 7. GENERAL PROCUREMENT

A department/commission head shall designate authorized staff personnel to prepare purchase requisitions or order supply forms. All requisitions or order supply forms shall include estimated prices along with recommended supplier information and must be approved by the Department Head or designated individual per Chapter 4. The approved requisition or order supply form is then forwarded to the Finance Director (Purchasing Authority) via the Town’s Financial System (MUNIS) for approval and then released to the Purchasing Department for processing.

The Purchasing Department is responsible for issuing all Purchase Orders. Purchase Orders shall not be issued unless appropriated funds are available.

In all procurement activities, the Purchasing Department shall comply with Town, State of Connecticut and Federal guidelines.
TOWN OF TRUMBULL
PURCHASING POLICY AND PROCEDURES

CHAPTER 8. THE BUYING PROCESS

Section 1. Contract
A contract is a written agreement between the Town and another party stating the term and conditions under which such party will perform a service or provide a product. The contract must designate terms, conditions and prices for providing goods or services within a specific period of time. There are two basic contract forms used by the Town - purchase orders and formal contracts (which may also be referred to as Agreements).

All formal contracts shall be executed by the Purchasing Authority (Finance Director). No other Town official, board or commission member is authorized to execute a formal contract with another party to perform a service or provide a product to the Town.

Section 2. Requisition/Order Supply Form
The document and process used by a Town Department, agency, board or commission to authorize and request the Town’s Purchasing Authority to purchase any and all supplies, materials, services, equipment and other commodities as required.

A requisition or order supply form shall include a complete description of the goods or services, required delivery/completion dates, any supporting documentation such as drawings, specifications, etc., recommended suppliers (if any), and an estimate of the anticipated unit cost.

The Purchasing Authority determines the format, form, and method to be utilized for the requisition or order supply form and procurement of goods or services. Generally, all requisitions and direct purchase orders shall be created in the Town’s Financial System.

Section 3. Purchase Order
A Purchase Order authorizes a supplier to furnish goods or services and acknowledges the commitment of the Town to pay in accordance with the agreed upon terms with a firm performance date. The purchase order represents an offer to the seller, and it is not a contract until the supplier either has acknowledged the purchase order in writing or has performed (delivered) in accordance with the terms of the purchase order.

A Purchase Order contains a description of the specific item or services being purchased that are specific to that order.

The basic parts of a purchase order may include:
- Purchase Order Number (with change number if applicable)
- Requisition Number
- Tax Exempt Number
- The full legal name and address of the supplier
- The Town ship-to location
- Supplier number
- Freight payment terms
- Description (in a brief and accurate manner) of the goods or services being purchased, quantity, unit cost and extended price
- List of attachments, if applicable
- Signature of an authorized buyer and Town agent
• Reference to a bid or contract that is in force if applicable
• Documentation from requisition

The Purchasing Authority determines the format, form, and method to be utilized for the purchase of goods or services.

**Section 4. Sole Source Item** is when only one source is located, after a thorough search of the marketplace, that can provide a particular product or service to meet the Town's requirements.

**Section 5. Single Source Item** occurs when a requirement is defined so narrowly that only one supplier can provide the product or service. Generally, this is not in the Town's best interests and goods and or services that are functionally equivalent should be specified in a request for proposal/quote. However, if such a situation is unavoidable, full justification for such a limitation should be documented by the End User Department and depending on the dollar threshold may require approval through the Bid Waiver process.

Some reasons for selecting a sole or single source may include the following:

- The supplier is the only authorized distributor of a specified product or service in the immediate area.
- Emergency conditions exist where the urgency of obtaining the items or service needed outweighs all considerations of possible price savings through competitive bidding.
- A reasonable attempt to identify comparable sources has been unsuccessful.

**Section 6. Design Build Services** are a subset of Single Source Contracting. Design Build Services can be a cost-efficient method of purchasing for construction projects. Under this method, the architect and construction manager are awarded one contract based on a single RFP. Generally, a project will be overseen by a Building Committee created by the Town Council, which preferably will include one or more construction professionals.

Prior to issuing a Request for Proposal for any Design Build (or construction management) project, the Purchasing Authority will document that a) the Design Build (or construction management) contract is more advantageous than a competitive sealed bid construction contract, b) there is a benefit to the Town by using a Design Build (or construction management) contract, and c) competitive sealed bidding is not practical or fiscally advantageous.

**Section 7. Supplier Identification**
The Purchasing Department has overall responsibility for supplier identification and qualification. Supplier identification and qualification is a continuing process ensuring that our suppliers are providing the Town with the best values in terms of total cost, quality and service. A list of suppliers will be maintained and the marketplace will be periodically tested and suppliers added or deleted to ensure that the Town has an appropriate number of suppliers to meet its requirements.

**Section 8. New Suppliers**
There will be no commitment to purchase goods or services from a supplier not listed in the most current Supplier Data Base (MUNIS) without prior approval of the Purchasing Department.

Should a department, board or commission wish to add a new supplier to the Supplier Data Base, a "New Supplier Request Form" (Attached) shall be completed and forwarded to the Purchasing Department for acceptance prior to any solicitation or purchase is made with the new supplier.
It is the sole responsibility of the Purchasing Department to determine if a new supplier is approved to supply the Town with goods or services.

Consideration for Supplier Acceptance may be as follows:
- References provided through contracts with firms currently served by the supplier
- Financial stability
- Experience
- Capabilities and technological abilities

Section 9. Disqualified Suppliers and Bidders
The Purchasing Department has the authority to declare suppliers who default on quotations and services, and suppliers (or principals/owners of the suppliers) who are in default of payment of taxes and other obligations to the Town, disqualified from receiving further business from the Town for a stated period of time. Suppliers may be removed from the Purchasing Department’s supplier list for a period up to two years. Reinstated suppliers shall be on “probation” for a period of one year. If further problems occur, a supplier may be permanently removed from the supplier list.

Section 10. Unauthorized Purchases
Unless as provided herein, no Town official, department head, employee, or board or commission member shall purchase any goods or services for Town government purposes other than through the Purchasing Department. Any purchases ordered outside of the provisions included herein shall not be approved and the Town shall not be bound to accept or pay for those purchases.
CHAPTER 9. REQUISITION/ORDERING PROCEDURES

Section 1. Requisition Preparation and Time Frame
Purchase requisitions shall be issued and approved by department heads or department-authorized personnel for all purchases of materials and services through the Town’s Financial System, MUNIS. The requisition must include supplier name and address, account number to be charged, date of issue, quantity and description of goods and services, price, date required, and any such documentation as may be required by the Purchasing Department to facilitate the procurement. In all instances, departments shall assure sufficient lead time to prevent emergencies and allow for standard processing of a Purchase Order and delivery of requested goods and/or services.

All requisitions created in the MUNIS system are first electronically forwarded to the Finance Director for approval and then released (electronically) to the Purchasing Department. It shall be noted that the Purchasing Department cannot process a requisition in the MUNIS system until such time that it has been approved and released by the Finance Director.

Section 2. Verbal Request for Pricing/Procurement
It is generally not the policy of the Purchasing Department to accept verbal requisitions from departments. Exceptions shall be considered by the Purchasing Department in the case of legitimate emergencies.

Section 3. Verbal Orders
Verbal orders are purchase orders placed only by the Purchasing Department to a supplier in person or by telephone.

Section 4. Order Supply Forms
In the case of emergencies, an order supply form may be utilized by authorized department personnel for the purchase of material, equipment, supplies or services under $1,000. Order supply forms shall be presented immediately to the Purchasing Authority along with all necessary supporting documentation for approval of the Purchasing Authority. Upon approval of the Purchasing Authority, the order supply form shall be forwarded directly to Purchasing Department and a purchase order shall be issued to a supplier. (Order Supply Form - Attached)

Order supply forms may also be used to request routine “low dollar” miscellaneous office supplies under one thousand ($1,000) dollars in total. These order supply forms shall be signed or approved by the department-authorized personnel and directly forwarded to the Purchasing Department for processing. It is not permissible to circumvent this rule by making multiple requests for the same “low dollar” purchase(s).

Section 5. Publicly Bid Contracts and Use of Consortia
The Town shall avail itself of State and/or Federal contracts and consortia when it is considered to be in the best interests of the Town to do so, and participate in existing contracts that have been competitively bid under rules corresponding to those set forth in these Purchasing Policy and Procedures. Acceptable cooperative purchasing contracts shall include, but are not limited to, those specifically extended to political subdivisions and municipalities and issued by Public Purchasing Association of Connecticut (PPAC), Connecticut Regional Council of Governments (CRCOG), the Connecticut Source, and the State of Connecticut, Connecticut Regional Education Council (CREC), National Institute of
Government Purchasing (NIGP), Sourcewell, National Joint Powers Alliance (NJPA), and through the Department of Administrative Service (DAS). The use of such contracts shall be approved by the Purchasing Department and the terms and conditions set forth in the contract shall be adhered to by the Town. The Purchasing Department can also use other municipalities’ bids.

In order for a Publicly Bid Contract to be considered, the contract must be in force at the time of the procurement and be for the goods and/or services referenced in the contract. The contract number shall be included on the requisition and purchase order.

**Section 6. Sale of Surplus Town Equipment**

Surplus property/equipment owned by the Town of Trumbull shall be disposed of by the following procedure:

The department-authorized personnel shall notify the Purchasing Authority in writing of the surplus property/equipment and provide the description – (year, model, manufacturer, and age, etc.) and general condition. The final decision to sell surplus Town equipment and disposition of the proceeds from the sale shall be made by the Purchasing Authority. Surplus items may be offered to other departments within the Town, including the Board of Education. All surplus property/equipment shall be sold “as is.”

Upon approval of the Purchasing Authority, the Purchasing Department shall advertise in a local newspaper and on the Town website the surplus property/equipment that is available, including its condition and location. The advertisement shall call for sealed bids that shall be due to the Purchasing Department or its designated agent at an announced date, time and location determined by the Purchasing Department, at which time the responses shall be publically opened. An award will be made to the firm or person who bids the highest dollar figure for each item.

Payment for surplus shall be made by wire transfer or ACH to the Town of Trumbull. The removal of sold property/equipment shall be within a reasonable agreed to time period between Town and Buyer after the sale. All proceeds from the sale of Town surplus property/equipment shall be forwarded immediately to the Purchasing Authority.

The Town of Trumbull reserves the right to reject any and all bids, not deemed to be in the best interests of the Town, or to accept a bid which appears to be in the best interests of the Town.
STATEMENT OF QUALIFICATIONS

Submitted by:

Name of Organization _____________________________________________________________
Name of Individual _______________________________________________________________
Title ____________________________
Address _____________________________________________________________
Telephone __________________ Fax: ______________ Cell: ___________________

STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:

Name of Organization _____________________________________________________________
Name of Individual _______________________________________________________________
Title ____________________________
Address _____________________________________________________________

Telephone __________________ Fax: ______________ Cell: ___________________

General Business Information

Check If: ____Corporation  ____Partnership  ____ Joint Venture  ____Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

______________________________________________________________

______________________________________________________________

b. List of Officers

Name Title ___________________________________________________________

______________________________________________________________
If Partnership

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited other (describe):_______________________________

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).
2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

____________________________________________________________________________

____________________________________________________________________________

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes___   No ____

If yes, show names and addresses of affiliated companies.

____________________________________________________________________________

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes___   No ____

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes___   No ____

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes___   No ____

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _______________________________________

By: _______________________________________

____________________________________________________________________________
Title: ________________________________

Dated: ________________________________

Schedule A: Prior Similar Projects (Add Additional Pages as Needed)

<table>
<thead>
<tr>
<th>Project</th>
<th>Owner</th>
<th>Design Professional</th>
<th>Contract Price</th>
<th>Amount Completed</th>
<th>Date of Delivery / Installation</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Schedule B: Current Similar Projects (Add Additional Pages as Needed)

<table>
<thead>
<tr>
<th>Project</th>
<th>Owner</th>
<th>Design Professional</th>
<th>Contract Price</th>
<th>Amount Completed</th>
<th>Date of Delivery / Installation</th>
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</tbody>
</table>

Schedule C: Personnel (Copy Additional Pages as Needed)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date of Hire</th>
<th>Date Started in Construction</th>
<th>Prior Positions &amp; Construction Experience</th>
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</tbody>
</table>
TOWN OF TRUMBULL
REQUEST FOR FORMAL BID/QUOTATION, PROPOSAL, INFORMATION OR QUALIFICATIONS

Description of Project/Service/Item: _____________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Requesting Department: _________________________________________________________________
Primary Department/Commission Contact: ________________________________________________
Phone: ______________________ Fax: ______________________ Email: ____________________________

Estimated Procurement Value: $______________ Approved Budgetary Value: $______________

General Ledger Account(s) to be charged:_________________________________________________________

Required Response Date: ______________________ Required Delivery Date: ______________________
(ASAP is not an acceptable date)

Engineer/Architect/Consultant: _____________________________________________________________
(If Applicable)    (Name & Phone)

A Detailed written Specification/Description and/or Statement of Work Detailed Description, Detailed Drawings,
every must accompany this request (Forward to the Purchasing Department in MS Word Format). Summarize any
pertinent facts – attach documentation as necessary.

History (If Applicable):   (Prior Procurement (PO), Date, Price, Supplier - or – Identify Similar Prior Procurement)

Recommended Suppliers (Include company name and contact information):

Standard procedure is that formal notices are listed in the Ct Post & Town Web Site. List any additional
publication requirements: __________________________________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Requested by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved by:</td>
<td>(Department Head/Committee Chair)</td>
<td></td>
</tr>
<tr>
<td>Approved by:</td>
<td>(Finance Director)</td>
<td></td>
</tr>
</tbody>
</table>

To be completed by the Purchasing Department

Received Purchasing: ______________________ RFQ/RFP/RFI #: ______________________
Bid Notice Publication Date: ______________________
Due Date: ______________________
TOWN OF TRUMBULL
NEW SUPPLIER REQUEST FORM

(Prior to completing this request form please verify that supplier is not In Munls data base or call A/P for help)

Company Name: ________________________________________________

DBA (if any): ________________________________________________

Address: ______________________________________________________

City/State: ____________________________ Zip Code _____________

Remit to address: ________________________________________________

City/State: ____________________________ Zip Code _____________

Phone ____________________ Fax: __________________________

Website: ________ W-9 [Fed Tax ID/SS] Attached (Required) □

Primary Contact: ___________ Title: ___________ Phone: ____________

Fax: __________________________

Cell: ___________ Email: ________________________________

Company's primary product or service: ______________________________

To be completed by the Purchasing Department

Received: Vendor Number: ________________________________

Approved: Date of Input: ________________________________

Reason for Addition to Supplier List: ______________________________

Will this supplier be a permanent ACTIVE supplier?  Yes: ___  No: ___  Unknown: ___
## OFFICE SUPPLY ORDER FORM

**DEPARTMENT:**

**BUDGET ACCOUNT:**

**VENDOR/SUPPLIER (Name & Vendor #):**

### PLEASE PRINT CLEARLY OR TYPE

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Item Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
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<tbody>
<tr>
<td>0</td>
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**TOTAL**

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**REQUESTED BY:**

**PRINTED NAME/DEPT**

**DATE**

**AUTHORIZED AND APPROVED BY:**

**DEPARTMENT HEAD**
Trumbull Pavement Management

AKA “Getting the Biggest Bang for Your Buck.”

2/7/2022
Pavement Evaluation

- First assessed in May of 2016 by manual inspection
- StreetScan’s vehicles equipped with multi-sensor systems that detect pavement surface distresses
- Trumbull’s roadway network was scanned in March of 2021
  - Accurate PCI for each street
  - Detailed defects
  - 360° view
  - Repair prioritization & planning
Data Processing for Pavement Condition Index (PCI)

Data from 3D Camera

Detection process

- Cracks
- Bumps and surface distortions
- Potholes

Quality control

StreetScan PCI algorithm

PCI initial

Quality control

PCI

0-100
0=failed, 100=Excellent
Streetlogix Portal

Pavement Condition Index: MOOSE HILL RD

<table>
<thead>
<tr>
<th>Street Name</th>
<th>MOOSE HILL RD</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Street Name</td>
<td>DANIELS FARM RD</td>
</tr>
<tr>
<td>To Street Name</td>
<td>450' S OF DEEP GORGE RD</td>
</tr>
<tr>
<td>PCI</td>
<td>99</td>
</tr>
<tr>
<td>Maintenance Suggestion</td>
<td>Do Nothing</td>
</tr>
<tr>
<td>Estimated Cost ($)</td>
<td>0</td>
</tr>
</tbody>
</table>

Pavement Distress
- bumpiness
- Crack Alligator
- crack_block
- Crack Lon Trans
- Crack Seal
- Patch
- pothole
- Others
PCI Ranges

PCI

- Excellent (86 - 100)
- Good (71 - 85)
- Fair (56 - 70)
- Poor (41 - 55)
- Very Poor (26 - 40)
- Serious (19 - 25)

% of each PCI range

- 86-100: 23% (49 mi)
- 71-85: 11% (25 mi)
- 56-70: 13% (29 mi)
- 41-55: 26% (55 mi)
- 26-40: 26% (54 mi)
- 0-25: 1% (2 mi)
PCI Example: 86-100, Excellent Condition

Autumn Ridge Rd
PCI 100
PCI Example: 70-85, Good Condition

Fawn Meadow Dr
PCI 81
PCI Example: 56-70, Fair Condition

Stonehouse Rd
PCI 66
PCI Example: 40-55, Poor Condition

Oldfield Rd (West End)
PCI 41
PCI Example: 25-40, Very Poor Condition

Oldfield Rd (East End)
PCI 31
PCI Example: 0-25, Serious/ Failed Condition

Edmond St
PCI 22
Trumbull Paving Statistics

Pavement Average Condition: 59
TOWN OF TRUMBULL

PAVING REPORT
ROADWAYS WITH PCI OF 55 AND UNDER

1 inch = 850 feet
Deterioration Curve
Available Roadway Treatments

- Fog seal rejuvenation
- Slurry seal, chip seal or microsurfacing (single)
- Chip seal or microsurfacing (double)
- Cape seal
- HMA overlay
- Mill & HMA overlay
- In-place recycling & overlay
- Full-depth reconstruction
- Crack filling (as needed)
Funding Scenarios

“Total funding” includes:
1. Paving
2. Drainage construction;
3. Sewer & Storm supplies (Manholes/Catch Basins/Piping);
4. Engineering services (paving inspection, drainage design/inspection, etc.);
5. Landscaping;
6. Traffic Control
7. Stone Crushing;
8. Overtime;
9. Construction materials;
10. Miscellanies expenses.

Total funding sources: Grants, OPEX, TAR, Capital, etc.
Funding Scenarios with Pavement Preservation

“Total funding” includes:
1. Paving
2. Drainage construction;
3. Sewer & Storm supplies (Manholes/Catch Basins/Piping);
4. Engineering services (paving inspection, drainage design/inspection, etc.);
5. Landscaping;
6. Traffic Control
7. Stone Crushing;
8. Overtime;
9. Construction materials;
10. Miscellanies expenses.

Total funding sources: Grants, OPEX, TAR, Capital, etc.
Funding Scenarios compared

Year 5
$6M Paving / $8M Total Funding: 64
$4.5M Paving / $6M Total Funding: 58
$2M Paving / $3.5M Total Funding: 48

Year 5- with pavement preservation
$6M Paving / $8M Total Funding: 67
$4.5M Paving / $6M Total Funding: 60
$2M Paving / $3.5M Total Funding: 50

Total funding sources: Grants, OPEX, TAR, Capital, etc.
RECOMMENDATIONS:

• Allow for alternative, less costly repair & pavement preservation methods, in the capital or operational funding;

• Provide funding that is sufficient to maintain current PCI;

• Maintain and improve supporting infrastructure (storm, signage, sidewalks, curbing, etc.);

• Continue to evaluate pavement conditions.
QUESTIONS?
DISCUSSION OF THE AMERICAN RESCUE PLAN ACT, TREASURY GUIDELINES, AND TOWN PLANNING

Trumbull Town Council
February 7, 2022
WHAT IS THE AMERICAN RESCUE PLAN ACT?

• Signed into law on March 11, 2021, The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act (ARPA) delivers $350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

• The funding portion for Connecticut municipalities is approximately $1.56 billion, $864.1 million - direct /$692.5 - million county. *

• In May 2021, the US Treasury published the Interim Final Rule (IFR) describing eligible and ineligible uses of funds, sought feedback from the public on these program rules, and began to distribute funds.

• On January 6, 2022, the US Treasury issued the Final Rule for use of the SLFRF program funds. The Final Rule takes effect on April 1, 2022. Until that time, the IFR remains in effect; funds used consistently with the IFR while it is in effect are in compliance with the SLFRF program.

*Connecticut Conference of Municipalities
AMERICAN RESCUE PLAN ACT GUIDING PRINCIPLES

• Temporary Nature of ARPA: ARPA funds are non-recurring so their use should be applied primarily to non-recurring expenditures.

• Care should be taken to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment.

• Investment in critical infrastructure is a particularly well-suited use of ARPA funds because it is a non-recurring expenditure that can be targeted to strategically important long-term assets that provide benefits over many years. However, care should be taken to assess any on-going operating costs that may be associated with the project.
FUNDING AND TIMING

• Funds must be used for costs incurred on or after.............3/31/2021
• Funds must be obligated by..........................................12/31/2024
• Funds must be expended by.............................................12/31/2026

• Current amount awarded to Trumbull............$5,278,722.61 (May 2021)
• Future amount awarded to Trumbull.............$5,278,722.61 (May 2022)

Key ARPA Links:
• Final Rule:

• Overview of the Final Rule:

• Interim Final Rule FAQs (Main):
https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf
ELIGIBLE USES

Fiscal Recovery Funds must be used in one of the four eligible use categories specified in the American Rescue Plan Act and implemented in the Final Rule:

Categories:

A) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

B) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;

C) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and

D) To make necessary investments in water, sewer, or broadband infrastructure.
ELIGIBLE USES

Category A: Overview

- COVID-19 mitigation and prevention
- Medical expenses
- Behavioral health care needs
- Address disparities in public health and economic outcomes
- Assistance to unemployed workers
- Deposits to state unemployment insurance trust
- Loans or grants to small businesses and non-profits to mitigate financial hardship
- Aid to impacted industries such as tourism, travel, hospitality
- Assistance to households for utilities, food assistance, rent/mortgage, home repairs, etc.
- Responses to communities that experienced an increase in violence, particularly gun violence.

- The Final Rule contains a non-exclusive list of programs or services that may be funded as responding to COVID-19 or the negative economic impacts of the COVID-19 public health emergency, along with considerations for evaluating other potential uses of Fiscal Recovery Funds not explicitly listed.

- The Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue.
ELIGIBLE USES

Category A: Eligible types of COVID-19 response, mitigation, and prevention activities

A broad range of services and programming that are needed to contain COVID-19 including:

- Vaccination programs;
- Medical care;
- Testing;
- Contact tracing;
- Support for isolation or quarantine;
- Supports for vulnerable populations to access medical or public health services;
- Public health surveillance;
- Enforcement of public health orders;
- Public communication efforts;
- Enhancement to health care capacity;
- Purchases of personal protective equipment;
- Support for prevention, mitigation, or other services in congregate living facilities and other key settings like schools;
- Ventilation improvements in congregate settings, health care settings, or other key locations;
- Enhancement of public health data systems;
- And other public health responses.

Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.
Category A: Eligible services in response to the negative impacts of the pandemic

- Assistance to impacted households including disproportionately impacted households. These services include but are not limited to food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker’s occupation or level of training.

- Assistance as follows to impacted small business and non-profits including disproportionately impacted small businesses and non-profits:
  - Loans or grants to mitigate financial hardship
  - Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics
  - Technical assistance, counseling, or other services to assist with business planning needs

- Municipalities may use these funds to provide aid to impacted industries.
ELIGIBLE USES

Category A: Eligible services in response to the negative impacts of the pandemic

Restore and Bolster Public Sector Capacity

- Restore and support public sector employees and services, to strengthen local governments ability to deliver critical services as they relate to COVID-19 response.

- Specific areas of investment.
  - Provide payroll and covered benefits for public safety, public health and human service staff for their time spent on COVID-19 response.
  - Restoring and retaining public sector staff to pre-pandemic levels and supporting and retaining public sector workers.
  - Effective Service Delivery – funds can be used to address additional administrative costs caused or exacerbated by the pandemic.
Category A: Investments in improving outdoor spaces

- There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses.
- These programs and services are designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health.
- Investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities.
- Municipalities may provide assistance to small businesses in all communities. Assistance to small businesses could include support to enhance outdoor spaces for COVID-19 mitigation (e.g., restaurant patios) or to improve the built environment of the neighborhood (e.g., façade improvements).
- Many municipalities saw significantly increased use of parks during the pandemic that resulted in damage or increased maintenance needs. “Decrease[s to] a local government’s ability to effectively administer services” can constitute a negative economic impact of the pandemic.
Category B: Premium Pay

- Provide premium pay for eligible essential workers, in addition to the existing wages and compensation that the employee already receives.

- For those eligible, workers can be paid up to $13 per hour, and may not exceed $25,000 for any single worker in the program.

- Can be provided retroactively for work completed prior to March 3, 2021, that was associated with responding to the pandemic.

- Essential workers are those in critical infrastructure sectors. These sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Final Rule.

- The final rule delivers more streamlined options to provide premium pay, by broadening the share of eligible workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline workers performing essential work.

- Pay must respond to workers needs who earn at or below 150% of their state or county’s average annual wage or are not exempt from Fair Labor Standards Act overtime rules or the municipality provides written justification of how it meets needs.
ELIGIBLE USES

Category C: Revenue Loss

• Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue loss due to the pandemic.

• Municipalities may determine their revenue loss by choosing between two options:
  • A standard allowance of up to $10 million in the aggregate, not to exceed their award amount, during the program. This greatly simplifies the program for small localities.
  • Calculating their jurisdiction’s specific revenue loss each year using Treasury’s formula.

• Municipalities may use funds up to the amount of revenue loss for government services. The Final Rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue.

• Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.
Category D: Eligible Water and Sewer Projects

Municipalities may use these funds to make a broad range of necessary investments in water and sewer infrastructure.

Eligible projects include but are not limited to:

• Construction of publicly owned treatment works,
• Decentralized wastewater treatment systems, construction, upgrades and repair,
• Management and treatment of stormwater or subsurface drainage water,
• Water conservation, efficiency, or reuse measures,
• Reuse or recycling of wastewater, stormwater or subsurface drainage water,
• Green infrastructure,
• Additional stormwater infrastructure, including culvert repair, resizing and removal, and replacement of storm sewers,
• Certain dam and reservoir rehabilitation.
ELIGIBLE USES

Category D: Eligible Broadband Projects

Municipalities may use these funds to make a broad range of necessary investments in broadband infrastructure in order to meet access, affordability, and other challenges.

- Municipalities are encouraged to invest in locations without reliable wireline service of at least 100/20 Mbps speed but are broadly able to invest in locations where a need has been identified. This need includes a lack of access to high speeds, affordability, and reliability.

- Projects should also be designed to serve unserved or underserved households and businesses, defined as those that are not currently served by a wireline connection that reliably delivers at least 25/3 Mbps speed.
ARPA funds may not be spent for the following purposes:

• Paying down unfunded pension liabilities.

• Paying interest or principal on outstanding debt.

• Contributing to reserve or “rainy day” funds.

• Paying for consent decrees or legal settlements.
• **Counseling Center**
  • Additional counselors at the Mary J. Sherlach Counseling Center to handle additional requests for help.
  
  • Hire a part time Licensed clinical social worker to conduct home visits to COVID isolated seniors for counseling.
TRUMBULL DEPARTMENTAL SUGGESTIONS

- **Finance**
  - Consultant to assist with management/oversight of ARPA funding

- **Health Department**
  - Increase size of parking lot to accommodate increase in staff and clients.
  - Contract for scheduling vaccines.
  - Purchase a temperature-controlled storage unit for PPE.
TRUMBULL DEPARTMENTAL SUGGESTIONS

• School Nursing
  • Hire health aides for each school nursing office to help relieve the added workload due to COVID issues.
  
  • Purchase two spot vision screeners and portable printers for vision screening.
  
  • Purchase two new audiometers for hearing screening.
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Senior Center
  • Use funds to continue Zoom programs at the Senior Center engaging with the homebound and individuals in quarantine or isolation. It would address mental health by keeping those in isolation engaged in the community.

  • Restroom renovation for two restrooms. Update restrooms and install automatic doors.

  • Continue the “local meals program” once grant funding is used up.
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Parks and Recreation
  • New Construction of Multipurpose Artificial Surface Athletic Field at Indian Ledge Park
  • Beach Memorial Park Splash Pad Replacement
  • Additional Security Equipment at Town Buildings/Parks
TRUMBULL DEPARTMENTAL SUGGESTIONS

• **Town Hall**
  - Town-wide Document Digitization Archival System
  - Additional lighting and security cameras
  - Office renovations addressing COVID-19 mitigation strategies
  - Town-wide HVAC Modernization Program
  - Consultant to assist in development of HVAC improvements in various buildings
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Public Works
  • Brock Street Bridge
    • Phase 1: Roadway Repair, foundation repair, safety
    • Phase 2: Critical wing walls, structural and cosmetic repairs
  • Installation of culvert at Public Works complex – bids returned over budget
  • Dredging Kaatz Pond
  • Dredging Gunther Pond
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Public Works (continued)

• Dam Stabilization/Reconstruction:
  • Plymouth Pond
  • Indian Road (Blackhouse Road to Chestnut Hill Road)
  • Madison Middle School Dam

• Vehicle charging stations
• Hybrid / Electric Fleet vehicles to replace aging inventory
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Public Works (continued)
  • Storm water systems/culverts:
    o Reservoir Avenue/Lindeman Road
    o Williams Road
    o Daniels Farm Road
    o Booth Hill School Drainage
    o Colony Road/Indian Road/ Blackhouse Road
    o Park Street
    o Hedgehog Road/Harvest Hill Road
    o Edison Road
    o Valley View Road
  • Drainage funding to allow for advance inspection, repairs and improvements supporting capital plan paving schedule.
TRUMBULL DEPARTMENTAL SUGGESTIONS

• WPCA Sanitary
  • Wildwood Drive Pump Station
  • Whitney Avenue Pump Station
  • Technical Assistance to ensure compliance with Clean Water Act
  • Beardsley force main
  • Reservoir Road drainage design
  • Alternate Flow Study
TRUMBULL DEPARTMENTAL SUGGESTIONS

• **Library**
  - People Counters
    - System integrated that will allow for tracking indoor visitor counts in real time.
  - RFID system (Radio Frequency Identification System)
    - tags the entire library collection

Modular Study Rooms
  - Two-to-four-person meeting spaces

New carpet in Children’s room
  - Current carpeting is 20 years-old and is worn beyond repair   OR
  - Replace all carpet in the building
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Library (continued)
  • Parking lot lights
    • Change existing parking lights to “dusk to dawn” photosensors
  • Hearing Loop
    • Hearing aid assisting induction loop. Essentially helps people with hearing aids to hear by improving sound quality. This would be installed in the library Community Room.
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Economic Development
  • Matching funds for economic development grants (priority)

Other projects if funding is available:
• New signage at Corporate Park
• Continue Long Hill Green improvements
• Completion of pavers on Broadway
• Missing sidewalk links at Oakview/Lindeman
• Trumbull Center Improvements/Pending Plan recommendations
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Emergency Medical Services
  • EMS Radio Communication System Replacement/Modernization
  • EMS New Facility
  • Vehicles and Equipment
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Police
  • Part-Time Social Worker to act as Case Manager for those who are emotionally disturbed, suffer from addiction, and domestic violence issues.
  • Interview Room: required for certain arrests to be recorded.
  • SCUBA team equipment replacement (detailed cost list available).
  • In-Car Camera System for all marked patrol vehicles.
  • Mobile Data Terminal Replacements.
  • All-Terrain Vehicle (ATV) for patrol of parks/trails.
  • Bicycles for Bicycle Unit (4 replacements).
  • Traffic Signage (detailed list available).
  • Medical Supplies (detailed list available).
  • Fencing perimeter Police HQ.
  • HVAC system.
Trumbull Departmental Suggestions

• **Technology**
  - Town Hall Council Chambers TriCaster Upgrade
  - Virtual Desktop Infrastructure

• **Fiber Internet**
  Sites not yet connected: Beardsley Pump Station, Ranger Station, Counseling Center, Tashua Knolls Golf Course, Tashua Knolls Golf Course Maintenance, Health Department, Helen Plumb Building, Transfer Station, Twin Brooks (Brock St), Twin Brooks (Twin Brooks Drive), Beach Pool, Tashua Pool, Trumbull Nature & Arts Center, Island Brook Park
TRUMBULL DEPARTMENTAL SUGGESTIONS

• Technology (continued)

  • Digital Document Storage: MetroCOG is in the process of setting this up for the region on Laserfiche.

  • Audio / Visual upgrades to Long Hill Conference Room: can likely be rolled into the videoconference project

• Building Security
  • Access Control System
  • Security Cameras
NEXT STEPS/TIMELINE

• Town staff will provide project descriptions and cost estimates for department suggested ARPA projects.

• The Town Council and the Board of Finance will hold a joint meeting in March 2022 to hear ARPA projects and ideas from the public and discuss the projects proposed by Town staff.

• First Annual Project and Expenditure Report is due to the US Treasury on April 30th, 2022.

Please contact the First Selectman's Office at 203-452-5005 or firstselectman@trumbull-ct.gov with questions, comments, and ARPA project suggestions.