

TOWN COUNCIL  
**Town of Trumbull**  
CONNECTICUT  
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TOWN HALL  
Trumbull

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LEGISLATION & ADMINISTRATION COMMITTEE  
MINUTES  
AUGUST 30, 2021

CALL TO ORDER: The Chair called the meeting to order at 7:02 p.m. All present joined in the Pledge of Allegiance. The Chair extended heartfelt condolences to the American servicemen and women who lost their lives in Afghanistan and to all that are affected by the issues there as well as those affected by Hurricane Ida.

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

PRESENT: Jason Marsh, Chairman, Thomas Whitmoyer, Vice Chairman Eric Paulson, Joy Colon (arrived at 7:05 p.m.), Steve Lemoine, Nicole Satin, Alternate, Tony Scinto, Alternate

ABSENT: Carl A. Massaro, Jr.

ALSO PRESENT: First Selectman Vicki A. Tesoro, Chief Administrative Officer Cynthia Katske, Town Attorney Daniel Schopick, Assistant Chief Glenn Byrnes, Town Council Member Patricia Borghesan, Superintendent of Schools Martin Semmel, Golf Commissioner Joseph Gaudiano, Golf Commissioner Don Espach, Dr. Hartman and Ms. Beaman of the school district, Attorneys Dugas and Lema.

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1. RESOLUTION TC28-200: Moved by Whitmoyer, seconded by Paulson  
BE IT RESOLVED, That the First Selectman having recommended the appointment of J.C. Cinelli of 47 Parkway Drive as a member of the Ethics Commission, J.C. Cinelli is hereby appointed as a member of the Ethics Commission for a term extending to the first Monday of December 2024. (2/3 Vote of the Town Council Required)

J.C. Cinelli of 47 Parkway Drive was present and indicated his party affiliation as republican. He is familiar with the work of the Ethics Commission as he has served on the Town Council and most recently the Charter Revision Commission. He is a practicing attorney for 20 years, has been an assistant district attorney and an administrative hearing officer. The Chair supports the appointment.

VOTE: Motion CARRIED by unanimous consent

2. RESOLUTION TC28-201: Moved by Lemoine, seconded by Paulson  
BE IT RESOLVED, That the appointment by the First Selectman of Gregory Csernica of 9 Wildfire Lane as a member of the Inland Wetlands & Watercourses Commission for a term extending to the first Monday of December 2022 is hereby approved.

Gregory Csernica of 9 Wildfire Lane was present and indicated his party affiliation as unaffiliated. He has lived in town for 28 years, is married with two children who went through the school system and are now on their own. He recently retired. He was a professional engineering manager/facility manager involved in maintenance, capital budgeting, office management, environmental health and safety. He worked for Clairol for 20 years in Stamford and has been in N.Y. for the past 18 years working for a French media company running office operations which involved security office management and all regulatory permitting. Clairol was a 55 acre site in Stamford where he handled all of the permitting for the site on the client side, including working with P&Z and Inland Wetlands.

VOTE: Motion CARRIED by unanimous consent

3. RESOLUTION TC28-202: Moved by Colon, seconded by Paulson  
BE IT RESOLVED, That the Town of Trumbull authorizes the Superintendent of Schools to apply to the Commissioner of Administrative Services for a roof project at Middlebrook Elementary School.

Ms. Borghesan Chairman of the Middlebrook Roof Building Committee was present and explained this resolution and the following two include specific language per Thomas Roo, the Educational Services Assistant who the committee is working with at the state Office of School Construction, and Grants & Review. He explained the process of working with state as a partner. The state requires specific language in these three resolutions. The resolutions were approved by the Building Committee at their last meeting. The resolutions need to be in effect for 12 months, if they expire and the project is ongoing they will need to redo the resolutions. The Building Committee is following the state's rubric as they work with them as a partner.

VOTE: Motion CARRIED by unanimous consent

4. RESOLUTION TC28-203: Moved by Scinto, seconded by Whitmoyer  
BE IT RESOLVED, That the Town of Trumbull authorizes the development of plans and specifications for a roof project at Middlebrook Elementary School.

Ms. Borghesan explained the resolution’s language is per Mr. Roo with the state, it is the language the state wants to see. Once approved the resolutions need to be signed by the Town Clerk and submitted with the application to the state. The application is for state reimbursement. The Building Committee did not discuss transferring funds within the framework of this resolution at their meeting. Later in their meeting there was discussion of a possible capital project and possibly transferring up to \$50,000 from this project to complete the other project cost, not \$340,000. There is no funding for that potential project. The discussion was not about this resolution or roof project. Mr. Martin with the Town Finance Department explained to the Building Committee he has the authority to move certain funds within certain capital projects. Ms. Borghesan has since learned the funds have not been transferred because it is not needed, but that was determined after their meeting, their minutes can only reflect what happened at the meeting.

Ms. Borghesan clarified there was not a secret meeting, there was a prep meeting with the state, the project’s architect, herself, BOE Business Manager, and Scott Kerr. The meeting is a way of informing people who are applying for the funds on how to get the application right and what the process is. She reported the details of the prep meeting to the Building Committee. This information is available to the public in the building committee minutes.

Ms. Colon extended her gratitude for Ms. Borghesan’s service and thorough explanation

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

	AYE	NAY	ABSTAIN
Jason Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Whitmoyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric Paulson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joy Colon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Lemoine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicole Satin, Alt. (Not voting)			
Tony Scinto, Alt. (Voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

VOTE: Motion CARRIED 5-1 (Against: Scinto)

5. RESOLUTION TC28-204: Moved by Paulson, seconded by Whitmoyer  
BE IT RESOLVED, That the Town of Trumbull authorizes the Middlebrook Elementary School Roof Building Committee charge of the roof project at Middlebrook Elementary School.

Ms. Borghesan explained this resolution requires specific language per the state as did the previous resolutions.

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

	AYE	NAY	ABSTAIN
Jason Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Whitmoyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric Paulson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joy Colon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Lemoine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicole Satin, Alt. (Not voting)			
Tony Scinto, Alt. (Voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Chair noted Emergency Legislation would be needed for Resolutions TC28-202, 203 and 204.

VOTE: Motion CARRIED 5-1 (Against: Scinto)

6. RESOLUTION TC28-205: Moved by Whitmoyer, seconded by Paulson  
 BE IT RESOLVED, That the Town of Trumbull Purchasing Policy “Criteria for General Purchasing and Competitive Bidding” is hereby amended. (Full Resolution Attached)

Attorney Schopick explained purchasing policy numbers were taken out of the Charter with the intent to give the Town Council the flexibility of updating the amounts as values change. Currently there is nothing in place since the Charter provision was repealed, which is the reason for this resolution. It is their intent to come back next month with a complete revision of the policy. The Purchasing Policy was established by a resolution adopted by the Council not by ordinance. The previous Charter dollar amounts go back quite a while, what the value of \$1,000 was and what it is worth today has changed. Language was added to outline the process and to specify whether no response is considered a response when it is required to get multiple quotes.

The Finance Director is the Purchasing Authority and will be present at the full Council meeting. The town established a committee comprised of different Department Heads, the Purchasing Agent and representatives of the Finance Department who researched other towns’ practices and purchasing policies. They considered those and what they believed the town needs. This resolution is following the recommendations of the committee.

This resolution and the complete revision of the Purchasing Policy is driven by the committee who did the research, the revision includes provisions not previously considered such as using consortiums in certain cases and design build which has been done previously but is not in the Purchasing Policy.

This resolution provides structure since the provision was repealed during Charter Revision and brings the thresholds to more reasonable numbers. This cannot wait until next month because currently there is no structure in place

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

	AYE	NAY	ABSTAIN
Jason Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Whitmoyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric Paulson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joy Colon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Lemoine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Satin, Alt. (Not voting)			
Tony Scinto, Alt. (Voting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

VOTE: Motion CARRIED 4-2 (Against: Scinto and Lemoine)

7. RESOLUTION TC28-206: Moved by Scinto, seconded by Paulson  
BE IT RESOLVED, That \$168,000 is hereby appropriated from Retained Earnings to Maintenance Repair Services 2110000-78801 \$45,000, Capital Outlay 21100000-581888 \$30,000, Maintenance Repair Supplies 21100000-578802 \$41,000, Salaries Full Time 21100000-501101 \$52,000.

Mr. Gaudio of the Golf Commission was present and explained they had a record year, their earnings were up \$500,000 and would like to invest \$168,000 of the earnings to strategic projects, (lightening protection, paving for drainage improvements and reinstating a greens-keeper position.

VOTE: Motion CARRIED by unanimous consent.

8. RESOLUTION TC28-207: Moved by Lemoine, seconded by Paulson  
BE IT RESOLVED, That the Town Council is cognizant of the application the Trumbull Police Department will submit to the State Office of Policy and Management for Coronavirus Relief Funds in the amount of \$35,000 to support staff salary and overtime for the Fairfield County Auto Theft Task Force, and authorizes Vicki A. Tesoro or her designee to submit such application and execute all reports, contracts, agreements or amendments in order to execute the program. (Full Resolution Attached)

Assistant Chief Byrnes was present and explained earlier this month the state OPM office made \$35,000 available to the department to combat increased crime. The intention is for the major cities, one of which is Bridgeport, to form a task force. They will focus on auto theft and related crimes for a defined period of time, through the end of the year. There have been a few meetings to date with the chiefs of the surrounding areas to start planning the task force. The state provided a short timeline, the application has been submitted and approved. There is no obligation by the town, the program is 100% funded by the state. Emergency Legislation was suggested.

VOTE: Motion CARRIED by unanimous consent.

9. RESOLUTION TC28-208: Moved by Paulson, seconded by Whitmoyer  
BE IT RESOLVED, That a certain five-year lease between Trumbull Center, LLC, as Landlord, and the Town of Trumbull, as Tenant, is hereby approved; and Be it further resolved that Vicki A. Tesoro, First Selectman, is authorized to execute the lease on behalf of the Town; and Be it further resolved that as a condition of this approval the Board of Education shall assume the responsibility of making all rental payments provided for in said lease.

Dr. Hartman explained the following:

- The Elite Program is for the transition of intensive special needs student ages 18-22. It's the law to make sure the students are as functional and a contributing community member as they are capable of. The laws have intensified over the years.
- The bookstore café will address the need for vocational sites. Many closed during COVID. It is not possible to use town facilities because of the lack of additional space.
- Extensive research was done and Ms. Beaman also worked with the town Economic Development Director.
- The site selected is 2 Daniels Farm Road, above Gioves in Trumbull Center.
- Other services offered such as what the Kennedy Center, DDS and BRS are slightly different than those legally required.
- This site is advantageous due to its proximity to the high school, some students need access to the school nurse, it allows for community members' involvement, other students have required volunteer hours, this would provide a place to volunteer and the cost of this rent was more reasonable. Being in Trumbull Center is beneficial for these students' goals of developing their independence within their community.
- This will be used both as a store and a learning center. All books will be donated. The students' IEP's (individual education program) will be worked on through this setting. The program teaches basic hygiene and social skills necessary in the workplace.
- It was confirmed if they were able to bring a student back who was outsourced this would more than pay for itself.
- The current student population is large, 21 students. Some may never be without adult supervision but the others may take a class at a community college, and/or have their own bank account and credit card, but will need the extensive training during the ages of 18-22.
- If the students are kept together instead of breaking them up into different location such as this, they will likely have to outsource some. They anticipate having to outsource 3-4 students if they don't have this program, outsourcing them costs approximately \$100,000 per student.
- They are working towards the concept of a book store with the smell of coffee and baked goods, they want it to be warm and inviting to all community members. They are looking to partner with the high school's culinary arts.

- Mr. Lemoine supports the Elite Program he has had students go through the program successfully. He suggested passing without recommendation so they could discuss the financial aspects in executive session at the full council meeting.
- The site is on the second floor and would be more costly on the first floor.
- What is advantageous about the second floor is the amount of light in the space and is accessible with a ramp on the Brueggers Bagel side.
- Approximately 18 students of the 21 students will be able to leave the high school building while the others who are medically fragile may not be able to.
- Inventory will be donated and there is a very involved parent group and are starting their own 501c3.
- The state has eliminated many of the community homes in CT and due to that it is almost impossible to qualify for DDS or BRS. The opportunities for these young adults postsecondary school is far and few between.
- Special Education departments across the state received funds. Dr. Hartman has set aside the funds to start the store. They are also looking for donations, and they have someone who is holds this program with high regard and provides a donation every year. There are number of means to set up and furnish this establishment.
- The Chair spoke in favor of the Elite Program and extended his gratitude for the work they do.
- Attorneys Lema and Dugas were present at this meeting and would be available at the full Council meeting.

Moved by Lemoine, seconded by Whitmoyer to PASS WITHOUT RECOMMENDATION. VOTE: Motion CARRIED by unanimous consent

There being no further business to discuss the L&A Committee adjourned by unanimous consent at 8:02 p.m.

Respectfully Submitted,

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Margaret D. Mastroni  
Town Council Clerk

FULL RESOLUTIONS

RESOLUTION TC28-205: BE IT RESOLVED, That the Town of Trumbull Purchasing Policy “Criteria for General Purchasing and Competitive Bidding” is hereby amended as follows:

**THRESHOLD CRITERIA FOR GENERAL PURCHASING AND COMPETITIVE BIDDING**

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.

~~As per the Town Charter~~ The following threshold criteria shall apply with regard to general procurement and competitive bidding:

Anticipated Expenditure	Action
\$1.00 - \$4,999.99	<u>Purchase quotations or Request for Proposal quotations, either oral or written, shall be solicited from at least two (2) vendors or service providers or obtained from current catalogues 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.</u> <del>Purchase order issued to the supplier offering the lowest price for good quality and delivery.</del>
\$15,000 - \$249,999	<u>Written purchase quotations or Request for Proposal quotations shall be solicited from at least three (3) vendors or service providers or obtained from current catalogues 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.</u> <del>Secure at least three written price quotations or proposals.</del>
\$2510,000 or more	Purchasing Department issues a Formal Published Solicitation requesting a Sealed Bid or Proposal.

RESOLUTION TC28-207:

WHEREAS, the federal government has allocated Coronavirus Relief Funds (CRF) to the State of Connecticut in order to address the impact of the pandemic; and

WHEREAS, the State of Connecticut Office of Policy and Management (OPM) is administering the funding and is making allocations available to towns to reduce pandemic related public health and public safety needs; and

WHEREAS, the Town of Trumbull Police Department is eligible to apply for \$35,000 to mitigate or respond to increased crime and public safety challenges; and

WHEREAS, the funding may be used for payroll expenses, not including fringe benefits, for personnel involved in responding to pandemic related public safety challenges; and

WHEREAS, the Trumbull Police Department will utilize the funding to support salary and overtime costs to assign current, well-trained staff to the recently created Fairfield County Auto Theft Task Force in order to address the increase in motor vehicle burglaries and stolen motor vehicles;

NOW, THEREFORE, BE IT RESOLVED, that the Trumbull Town Council is cognizant of the application the Trumbull Police Department will submit to the State Office of Policy and Management for Coronavirus Relief Funds in the amount of \$35,000 to support staff salary and overtime for the Fairfield County Auto Theft Task Force, and authorizes Vicki A. Tesoro or her designee to submit such application and execute all reports, contracts, agreements or amendments in order to execute the program.