

Meeting Minutes

Easton Board of Selectmen
December 15, 2016 – 7:30 p.m.

Adam Dunsby called the meeting to order at 7:30 p.m.

Present: Adam Dunsby, Carrie Colangelo

Absent: Robert Lessler

1. Carrie Colangelo moved to approve the minutes of the Easton Board of Selectmen Meeting of November 17, 2016. Adam Dunsby seconded the motion. Motion passed unanimously.
2. No public comment.
3. Carrie Colangelo moved to approve the following tax refunds as recommended by Krista Kot, Tax Collector:
1. PIERRE H. ESTIME - \$148.57; 2. ALBERT M. LELLO SR. - \$35.89; 3. PAMELA S. MOFFITT - \$207.04;
4. PAMELA S. MOFFITT - \$149.95; 5. RAYMOND J. MARTIN AND KAREN G. MARTIN - \$176.54; 6.
NISSAN INFINITI LT - \$508.18; 7. NISSAN INFINITI LT - \$517.58; 8. NISSAN INFINITI LT - \$59.90; 9.
NISSAN INFINITI LT - \$346.59; 10. NISSAN INFINITI LT - \$168.02; 11. V.W.CREDIT LEASING LTD -
\$729.40; 12. DAIMLER TRUST - \$292.30; 13. DAIMLER TRUST - \$305.48; 14. TOYOTA LEASE TRUST -
\$711.93; 15. ANDREW E. BOLAND - \$78.29. Adam Dunsby seconded the motion. Motion passed unanimously.
4. Carrie Colangelo moved to approve the following ROAD OPENING BOND RELEASE for 149 Everett Road, permit #1021 for \$750 as recommended by Bruce Bombero, Deputy Director of Public Works. Adam Dunsby seconded the motion. Motion passed unanimously.
5. Carrie Colangelo moved to accept the bid for the Easton EMS ambulance as recommended by Carolyn Kearney, Chief of EMS from New England Fire Equipment and Apparatus Corporation of \$174,241.00. Adam Dunsby seconded the motion. Motion passed unanimously. Adam Dunsby noted that EMS is attesting that Stryker is the sole provider for the retrofit of the existing stretcher to the new ambulance.
6. The Agriculture Commission cancelled their appearance.
7. Carrie Colangelo moved the resolution that the Board of Selectmen may enter into and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and that it be further resolved, that Adam Dunsby, as First Selectman of the Town of Easton is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents. Adam Dunsby seconded the motion. Motion passed unanimously.
8. Carrie Colangelo moved the resolution that Adam Dunsby, First Selectman of the Town of Easton is authorized to apply for and administer the Neglected Cemetery Account Program grant. By administer, it means that the person duly authorized will have to sign the Notice of Grant Award and the Reimbursement Request form. Adam Dunsby seconded the motion. Motion passed unanimously.

9. A letter dated December 9, 2016 to Jeff Parker, chairman of the Easton Board of Education regarding the adopted purchasing policy (#3323) as it relates to the Easton Purchasing Ordinance, competitive bidding requirement was discussed. It was suggested that the amounts for both requirements be aligned at some point in the future. No action taken. (Letter attached to these minutes.)
10. Adam Dunsby informed the Board that the panel which controls the notification of the alarm system at the Library needed emergency replacement. Adam Dunsby waived certain requirements of the Purchasing Ordinance due to the nature of the public safety situation. Tyco, although not the lowest bidder, was available to start the required replacement work. Ultimately, they provided some credits due to the delay with parts. Carrie Colangelo moved to accept Tyco Integrated Systems bid for replacement of Library Fire Control Panel and associated work. Adam Dunsby seconded the motion. Motion passed unanimously. (Memo attached to these minutes.)
11. Adam Dunsby informed the Board of the recent Slip and Fall Training for Town employees. Adam Dunsby also stated that Jeff Parker, chairman of the Easton Board of Education was getting closer to providing some numbers to the Bus Depot project.
12. Carrie Colangelo moved to adjourn at 7:49 p.m. Adam Dunsby seconded the motion. Motion passed unanimously.

3A~12-15-16



Town of Easton

*Adam Dunsby
First Selectman*

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December 9, 2016

Jeffrey Parker, Chairman
Easton Board of Education
654 Morehouse Road
Easton, CT 06612

Dear Jeff,

I note from the minutes of your November 9, 2016 meeting that the Easton Board of Education has adopted a purchasing policy (#3323). While I support the Board's efforts to enact financial controls, I do feel it necessary to bring certain matters to your attention.

Easton, unlike Redding, has an ordinance that governs purchasing and competitive bidding (Chapter 160 of the Code of the Town of Easton, available at Eastonct.gov). Section 160-1 states the ordinance applies to the Board of Education. The Board of Education acts consistently with at least parts of the ordinance, such as the requirement that checks be signed by the Treasurer of the Town of Easton. However, it is less clear that the Board of Education acts in a consistent manner with other parts of the ordinance, such as the requirement that purchases over \$7,500 go out to competitive bid.

Given the Board of Education's special status in Connecticut law, I asked the Director of Finance and Operations to obtain a legal opinion as to whether Easton's Purchasing Ordinance should be applied to the Easton Board of Education. That opinion, dated April 1st 2016, was procured, and I believe the Board has reviewed it. (I don't know whether the Board has reviewed the Town's Purchasing Ordinance.)

The Board's policy requires competitive bidding for various purchases of \$10,000 or more. The Purchasing Ordinance of the Town of Easton requires competitive bidding for amounts greater than \$7,500. There is some question as to whether the purchasing ordinance applies to the Board of Education. I think it does, at least for purchases ancillary to the Board's core educational mission (e.g. painting rooms). But I understand the Board may take a different view.

Rather than address the jurisdictional issue, since the ordinance and the policy are close, I suggest the Board of Education revise its policy to make \$7,500 the amount above which competitive bidding is required. You could also set it to the lower of \$10,000 or the level named in the Easton Purchasing Ordinance, which would provide an adjustment mechanism should the purchasing ordinance be changed in the future.

I also suggest requiring sealed bids for all competitive bids, as the purchasing ordinance does. By my reading, the statute cited in the policy (C.G.S 7-148v), does not require sealed bids for purchases over \$25,000. It requires sealed bids for purchases above the amount stated in the local ordinance, which in this case is \$7,500.

Best regards,

A handwritten signature in black ink, appearing to read "Adam Dunsby", with a long, sweeping horizontal stroke extending to the right.

Adam Dunsby
First Selectman

AD/jfh

December 14, 2016

Selectman Dunsby ;

As per our discussion on Monday 12/12/16 here is a list of the 3 Price quotes to replace the Fire control panel in the Library which broke on 11/29. Since the system is 20 years old new parts are no longer available to repair the system. Along w the new panel new smoke detectors, pull stations, and Duct smokes are required to, communicate w the new panel.

Tyco Integrated \$11,653.00

IT'S Systems \$11,370.00

TPC Systems \$19,521.00

As discussed you went with Tyco even though they were slightly more expensive because they could start earlier than IT'S Systems, and are current service contract is w Tyco.

Since Tyco could not start at the agreed upon date they agreed to give the Town a \$500 credit, and also not charge the Town for a \$385.25 service call when the panel broke. They still started before IT'S could have started.

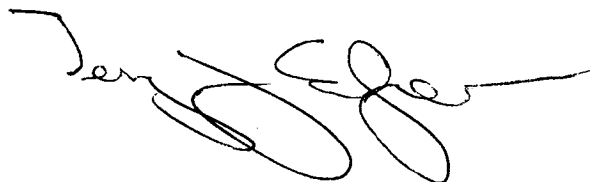
As you know the installers ran into some difficulty with the new panel, and are now putting it in the book drop room. The new panel would not fit where the old one was without some major alterations to the wall. If they surface mounted the panel to the wall in the lobby it would be quite unsightly. To do this move will cost an additional \$1262.00. They will give us another \$300 Credit for our inconvenience,

Thus \$800.00 in credit total plus the \$325.25.

All changes have been approved with the Fire Marshal.

If you have any questions please let me know.

Terry Calgreen

A handwritten signature in black ink, appearing to read 'Terry Calgreen', with a long horizontal flourish extending to the right.