



**X. OLD BUSINESS**

**XI. NEW BUSINESS**

1. Consider Amendment to Purchasing Ordinance Chapter 106 Purchasing, Article I, Purchasing Procedures
2. Paderewski Park
3. Bid #2024-11, Roadways Vehicle
4. Historic Preservation Grant Resolution
5. Bid #2024-13E, Drainage Repairs at Norton Park and Hollyberry Lane
6. Establish public hearing for Sewer User Rate
7. Approve Heart & Hypertension Payment
8. Tax Refunds - Addendum

**XII. OTHER DISCUSSIONS OF INTEREST**

1. Plainville Fire Company Hot Air Balloon Festival

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

The regular meeting was called to order at 7:00 pm. Present were Chairwoman Pugliese, Vice Chairman Underwood, Council members Morante, Rocco, Tompkins, Catanzaro, Wazorko, Town Manager Paulhus, Assistant Town Manager Cirioli, Town Attorney Mastrianni, and Town Clerk Arena.

Councilwoman Morante led the Pledge of Allegiance

**\*\*Councilwoman Tompkins motioned to move agenda item;**

**V. APPOINTMENTS/RESIGNATION, to the beginning of the meeting. The motion was seconded by Councilman Wazorko and passed 7-0.**

**Police Department**

**Vice Chairman Underwood motioned to promote Lt. Nicholas Mullins to Police Captain effective September 19, 2023. The motion was seconded by Councilwoman Tompkins and passed 7-0.**

**Vice Chairman Underwood motioned to promote Sgt. Clifford Roper to Police Lieutenant effective September 19, 2023. The motion was seconded by Councilwoman Tompkins and passed 7-0.**

**I. PRESENTATIONS**

**II. PUBLIC HEARING**

Proposed Amendment to Purchasing Ordinance Chapter 106 Purchasing, Article I, Purchasing Procedures

Town Clerk Arena read the following legal notice:

**LEGAL NOTICE  
TOWN OF PLAINVILLE  
TOWN COUNCIL PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the Plainville Town Council will hold a public hearing at 7:00 p.m. on Monday September 18, 2023, in the Council Chambers of the Municipal Center, One Central Square in Plainville to hear public comments on:

1. **Proposed amendments to ordinance - Chapter 106 PURCHASING; ARTICLE I; PURCHASING PROCEDURES**

A copy of the proposed amendments is on file and available for public inspection during normal business hours in the office of the Town Clerk.

Dated at Plainville, Connecticut this 14h day of September 2023.

Chairwoman Pugliese opened the meeting to public comments. No public comment was made the public hearing was closed.

**III. MINUTES OF PREVIOUS MEETING**

**Vice Chairman Underwood motioned to approve the minutes of August 21, 2023, Regular Meeting: The motion was seconded by Councilwoman Tompkins and passed 7-0.**

**IV. ANNOUNCEMENTS – REPORTS**

Councilwoman Morante attended the September meeting of the Library Board of Trustees.

**V. APPOINTMENTS/RESIGNATION**

**Police Department**

**Vice Chairman Underwood motioned to promote Lt. Nicholas Mullins to Police Captain effective September 19, 2023. The motion was seconded by Councilwoman Tompkins and passed 7-0.**

**Vice Chairman Underwood motioned to promote Sgt. Clifford Roper to Police Lieutenant effective September 19, 2023. The motion was seconded by Councilwoman Tompkins and passed 7-0.**

**Zoning Board of Appeals**

**Councilwoman Tompkins motioned to accept with regret the resignation of Rick Drezek from the Zoning Board of Appeals. The motion was seconded by Councilman Rocco and passed 7-0.**

**VI. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)**

**VII. REPORT OF TOWN ATTORNEY**

**VIII. TOWN MANAGER**

Town Manager Paulhus presented and discussed the following topics:

**• How to Brand a Town – Presentation by Matthew Collado**

Matt Collado is a high school (Senior) intern who is assisting the Town Manager's Office with a marketing and branding project. He will give a PowerPoint presentation on his research and action plan to develop a brand by leveraging multiple social media platforms.

**• Paderewski Park**

At the August 21, 2023, meeting I re-capped the site walk that was conducted on July 26th to visually

inspect the park and area around the pond. There was a general agreement among the members present that the pond is an asset that should be preserved. There was a general discussion on ways in which to promote conservation efforts while allowing recreational activities to continue.

In a separate memo, I outlined my recommendations for items like park conditions and possible improvements, upgrades to signage, the boat launch, added conservation efforts, education efforts and promotion of best practices.

There is an item under New Business to approve the Town Manager's recommendation to promote conservation efforts while enhancing recreational

- **Roadways Dept. Pickup Truck Purchase**

The Roadways Department received a quote from Gengras Ford, LLC for a total of \$50,607.20 for a new, 2024 Ford F-250 Crew Cab 4x4 with the specifications as required by the Town.

In the FY 2024 Capital Improvement Plan (CIP), the Town Council approved 30,000 for this purchase, which is under the quoted amount by \$20,607.20. The additional expense can be accommodated through available funds within the Capital Fund due to cost savings on other projects and purchases.

There is an item under New Business regarding the approval of Bid #2024-11, Roadways vehicle to Gengras Ford, LLC of Plainville, CT in the amount of \$50,607.20.

- **Honor Heights Sewer Project Update**

The piping infrastructure (sewer mains and laterals) are scheduled to be substantially completed this week - September 18-22, 2023.

The unfinished business decisions are administrative and include the following:

1. Determining the date of the Final Assessment Public Hearing.
2. Determine the Proposed Final Assessment Parameters; Preparing Public Hearing Document; Suggested Assessment Amount – Approx. \$10,000; Payment Plan and terms, i.e., the interest rate and duration of plan- 5yr., 10 yr., yearly payment due date, etc.; Demand Dates for Assessment and Hook Up connections; Consideration of Incentives Package for those that connect right away at the start (2024): a. Waiving the inspection fee (\$100); b. Deferred Billing up to 3 years, no penalties, no interest.
3. Develop schedule for implementing Final Assessment Tasks. The goal is to complete the process so residents can connect to the public sanitary sewer beginning in April 2024, the start of the 2024 Construction Season. Given the Town Council schedule, I am suggesting a Special meeting of the WPCA be considered for Monday November 27, 2023 to work out the details and sequence of events.

- **Sewer rate Discussion**

Under the Town Charter, the Town Council also serves as the Water Pollution Control Agency for Plainville. As such, the Town Council sets the sewer user rate each October for bills that will be due on November 1st. The goal is to maintain a fund balance equal to three months' worth of the sewer operating budget, which is currently the case but will likely not be the case going forward without an increase. The sewer user rate has not increased in the last two years, but the recommendation is to increase the rate by 2%.

There is an item under New Business to set a public hearing date for October 2, 2023, at 7 pm to hear comments on the proposed rates.

- **Drainage Repairs at Norton Park and Hollyberry Lane**

An earth drainage swale conveying runoff from the Redstone area to the former canal in Norton Park was

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damaged, (washed out), during recent summer storms. The objective of the repairs will be to reestablish/stabilize the drainage swale. The EZIQC program is a competitively bid on-call service for construction projects offered to the members of the Capitol Region Council of Governments. Gordian Group and its partner Martin Laviero Contractor would perform the proposed repairs.

The Department of Technical Services and the Roadway Department recommends the Town Council authorize the Town Manager to enter into agreement with Gordian Group/Martin Laviero Contractors utilizing CRCOG's EZIQC program in the amount of \$29,822.49 for drainage repairs in the vicinity of Norton Park and Hollyberry Lane.

There is an item under New Business to award the project to Gordian Group/Martin Laviero Contractors.

- **Middle School Update**

The Town & BOE staff have been working on the following items related to the Middle School:

1. We have requested updated numbers from CSG for Renovate as New and are working to update numbers from BOE/Town on Maintenance Plan.

2. Review of the application process and reimbursement rate with the State of CT - Office of School Construction Grants & Review (OSCG&R).

3. Review and update of bond analysis and debt service schedule with Rob Buden and Bond Consultant.

The next step would be to convene a joint meeting of the Town Council and Board of Education to review the information. I would suggest a meeting for Tuesday, September 26, 2023 at 7:00 pm.

- **Happenings**

Assistant Town Manager Cirioli reported on programs and activities with Town Departments. More information can be found at [www.plainville.com](http://www.plainville.com).

## **IX. PUBLIC COMMENTS**

Donna Lentini, 17 Hillcrest Rd., commented on various topics.

Marge Burriss, 2 Mountain View Dr., spoke on Padarewski Park.

Gayle Black, 4 Cianci Ave., commented on various topics.

John Kisluk, 65 Forestville Ave., spoke on the new 4-day work week schedule.

## **X. OLD BUSINESS**

## **XI. NEW BUSINESS**

### **1. Consider Amendment to Purchasing Ordinance Chapter 106 Purchasing, Article I, Purchasing Procedures**

Vice Chairman Underwood motioned to adopt an Amendment to Chapter 106 Purchasing, Article I, Purchasing Procedures. The motion was seconded by Councilwoman Tompkins and passed 7-0.

### **2. Paderewski Park**

Vice Chairman Underwood motioned approve the Town Manager's recommendation regarding Paderewski Park and Pond management to promote conservation efforts while enhancing recreational activities. The motion was seconded by Councilwoman Tompkins and passed 7-0.

3. **Bid #2024-11, Roadways Vehicle**

Vice Chairman Underwood motioned award Bid #2024-11, Roadways Vehicle, under State Contract # 19 PSX 0161 to Gengras Ford LLC, Plainville, CT, in the amount of \$50,607.20. The motion was seconded by Councilwoman Tompkins and passed 7-0.

4. **Historic Preservation Grant Resolution**

Vice Chairman Underwood motioned to adopt a resolution entitled "Resolution Authorizing Application for Historic Preservation Grant". The motion was seconded by Councilwoman Tompkins and passed 7-0.

5. **Bid #2024-13E, Drainage Repairs at Norton Park and Hollyberry Lane**

Vice Chairman Underwood motioned to award Bid #2024-13E, Drainage Repairs at Norton Park and Hollyberry Lane, under CRCOG's EZIQC Program to Gordian Group/Martin Laviero Contractors, Bristol, CT, in the amount of \$29,822.49. The motion was seconded by Councilwoman Tompkins and passed 7-0.

6. **Establish public hearing for Sewer User Rate**

Vice Chairman Underwood motioned for the Town Council acting as the Water Pollution Control Authority to establish a public hearing on Monday, October 2, 2023, at 7:00pm in the Municipal Center to hear public comment regarding the sewer user rate for the period November 1, 2023 to October 31, 2023. The motion was seconded by Councilwoman Tompkins and passed 7-0.

7. **Approve Heart & Hypertension Payment**

Vice Chairman Underwood motioned to approve a payment of \$27,830.40 which represents 31.2 weeks for a Heart and Hypertension supplemental claim to be paid from the Self Insurance Fund, Account 8600-162-54811-000, to Patrick Buden as approved by the Workers' Compensation Commissioner August 18, 2023. The motion was seconded by Councilwoman Tompkins and passed 7-0.

8. **Tax Refunds- See Addendum**

Vice Chairman Underwood motioned to approve the tax refunds as listed on the Addendum. The motion was seconded by Councilwoman Tompkins passed 7-0.

**XII. OTHER DISCUSSIONS OF INTEREST**

1. Plainville Fire Company Hot Air Balloon Festival

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

1. Town Manager Evaluation

At 8:42 p.m. Vice Chairman Underwood motioned to enter Executive Session regarding the Town Manager Evaluation. The motion was seconded by Councilman Wazorko and passed 7-0.

All seven Council members were present at the executive session regarding the matter, also in attendance, Town Manager Paulhus.

Discussion was held regarding the Town Manager Evaluation. No votes were taken

At 9:20 p.m. Councilwoman Tompkins motioned to exit the Executive Session. The motion was seconded by Councilman Wazorko and passed 7-0.

#### **XIV. ADJOURNMENT**

At 9:21 p.m. Councilwoman Tompkins motioned to adjourn. The motion was seconded by Councilman Wazorko and passed 7-0.

Respectfully submitted by,



Cindy Arena, Town Clerk  
& Clerk of the Town Council

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**7-2023**

### **Chapter106 PURCHASING**

#### **ARTICLE I Purchasing Procedures**

##### **§ 106-1. Purpose.<sup>1</sup>**

The purpose of this article is to establish uniform purchasing procedures in accordance with Chapter VII, Sections 10 and 11, of the Charter of the Town of Plainville and any other applicable provisions thereof.

##### **§ 106-2. Purchasing Agent.**

The Town Manager or his or her designee shall be the Purchasing Agent for the Town of Plainville and shall have the rights and responsibilities set forth in Chapter VII of the Charter.

##### **§ 106-3. Requisitions.**

- A. All requests for supplies, material and equipment required by any department, office, board, commission or agency of the Town shall be made on requisition forms. The following information shall be recorded on all requisitions:
- (1) Name of agency requesting goods or services.
  - (2) Name of suggested vendor.
  - (3) Description of kind and quantity of goods or services required, indicating part number, unit price, and total price per item. If prices are unavailable, estimated dollar value shall be required.
  - (4) Location to which goods are to be shipped.
  - (5) The purpose of expenditure shall be required and the budget account number to be charged shall be shown.
  - (6) All requisitions shall be signed by the department head or chairperson of the board, commission or agency requesting goods or services.

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B. Requisitions shall be submitted to the Director of Finance for approval.

**§ 106-4. Exceptions.**

A. The following purchases shall be exempt from § 106-3 of this article:

- (1) Subscriptions for magazines, periodicals, or professional publications.
- (2) Maintenance on office equipment.
- (3) Vehicles and building maintenance, not exceeding \$10,000 in value.<sup>2</sup>
- (4) Established monthly billings, such as business machine charges, communications equipment service charges, utilities, and like items.

B. Receipts for items purchased under Subsection A shall be turned into the Department of Finance on the next normal workday following the purchase.<sup>3</sup>

**§ 106-5. Thresholds for general purchasing and competitive procurement.**

- A. For purchases between the amount of \$0 to \$14,999.99, the Purchasing Agent may require one written or verbal quote.
- B. For purchases between the amount of \$15,000 and \$24,999.99, the Purchasing Agent may require three written quotes.
- C. Purchases of \$25,000 or more require a competitive procurement process (e.g., sealed bid, request for proposal, and request for qualification).

**§ 106-6. Competitive procurement requirements.**

If any purchase or contract for services, including a continuing contract for the same service over a period of time, involves the expenditure of \$25,000 or more, either the Town Council or the Town Manager shall invite sealed bids or proposals, giving at least 10 days' public notice thereof by at least one publication in a newspaper having circulation in the Town, unless the Council determines that it is against the best interests of the Town to require competitive procurement with respect to a particular purchase or contract for service (for example, sole source purchases, etc.). No transaction that is essentially a unit shall be divided for the purpose of evading the provisions of this section.

A. Procurement by sealed bid.

- (1) Purchases to be made on a bid basis shall be the responsibility of the Purchasing Agent. He or she shall have the cooperation of any and all agencies requesting purchases on bids. This shall include preparation and publication of bid specifications and other necessary information.
- (2) If a purchase is put to bid, the Council shall either award the contract to the lowest responsive, responsible bidder thereon or shall reject for any reason all such bids.
- (3) Whenever there is a desire to award the bid to a vendor other than the lowest responsive, responsible bidder, the Purchasing Agent shall submit the file concerning such matter to the Council, together with his or her recommendations and a report from the interested department head. The Council may award the contract to a vendor other than the lowest bidder. The Council minutes shall specify the reasons for awarding the bid to a vendor other than the lowest responsive, responsible bidder.
- (4) All such sealed bids shall be opened publicly.

B. Procurement by request for proposals or qualifications.

- (1) Purchases to be made on a proposals/qualifications basis shall be the responsibility of the Purchasing Agent. He or she shall have the cooperation of any and all agencies requesting purchases on proposals/qualifications. This shall include preparation and publication of proposal/qualifications specifications and other necessary information.
- (2) The proposal shall be awarded to the vendor who will provide the best value to the Town. The principal consideration shall be the vendor's experience and competence and its ability to provide the highest level of service at a reasonable, negotiated price.

- (3) If a purchase utilizes a proposal/qualifications process, the Council shall award the vendor that meets the aforementioned criteria or shall reject for any reason all such submissions of proposals/qualifications.

**§ 106-7. Professional services.**

Contracts for professional services may be negotiated for rather than procured through a competitive procurement process and therefore will not be subject to the provisions of § 106-6 of this article.

**§ 106-8. Sole source purchases and waivers of the competitive procurement process.**

Sole source purchases and waivers of the competitive procurement process may be authorized or ratified by the Council when goods, services, or works are unique, proprietary, compatible with existing systems, required in emergency situations, when specific expertise is essential, or when it is in the best interest of the Town. Competitive procurement procedures set forth in § 106-6 of this article can be waived if it is justified in the Town's best interest.

**§ 106-9. Purchase orders.**

Any purchase exceeding \$500 and not specified in § 106-4 of this article may require a purchase order by the Director of Finance. The Director of Finance shall approve all purchase orders for goods or services and lease purchases.

**§ 106-10. Administrative procedures.<sup>4</sup>**

- A. The Department of Finance shall be notified of goods or services received by agencies. This shall be either in the form of a verified packing slip or by verbal notification. When invoices are received for goods or services rendered by the vendor, such invoices shall be distributed to the appropriate agency. The department head or agency chairperson shall be required to approve payment and forward to the Department of Finance.
- B. This purchasing procedure is to maintain control of costs. The Department of Finance shall provide information concerning budget performance and status to each department head or agency chairperson. This shall give the department head or agency chairperson the opportunity to maintain control of the particular departmental expenditures and thus stay within budget appropriations.
- C. Records of bids and proposals/qualifications and of the successful bidder/respondent shall be kept digitally by, or in the office of, the Purchasing Agent for the appropriate retention period.

**§ 106-11. Violations.**

Violations of the provisions of this article shall be the same as provided in Chapter VII, Section 15, of the Charter of the Town of Plainville, which section is hereby incorporated herein as if fully set forth herein.

**§ 106-12. Cooperative purchasing.<sup>6</sup>**

The Purchasing Agent may utilize cooperative purchasing services in an effort to maximize cost benefits. Cooperative purchasing services may consist of but may not be limited to competitive procurement solicitations initiated by the State of Connecticut, the federal government, other municipalities in Connecticut, the Plainville Board of Education, or other national/regional purchasing authorities/consortiums. If cooperative purchasing services are utilized, the competitive procurement procedures set forth in § 106-6 of this article are not applicable. The Purchasing Agent shall present cooperative procurement solicitations to the Town Council for approval.

**§ 106-13. State and federal funds.**

Purchases involving projects approved or anticipated to be eligible for federal or state grants will conform to the specific requirements associated with the type of funding or grant. These requirements may include but are not limited to the Code of Federal Regulations (CFR) Title 2 / Subtitle A / Chapter II / Part 200 / Subpart D / Procurement Standards (200.317-200.327).

**§ 106-14. Purpose.**

The purpose of the policy below is to limit Town entities from initiating new purchases late in the fiscal year and to prevent the carrying of encumbered funds across fiscal years. For reasons of fiscal and budgetary soundness, this policy below shall apply to all departments, offices and agencies of the Town of Plainville.

**§ 106-15. Definition.**

- A. An encumbrance is defined as an executed contract for goods or services that will be delivered, provided or performed by the vendor outside of the budget year in which the contract was executed. Personnel costs are not encumbrances.
- B. In order for an encumbrance to be confirmed, a specific purchase order must be placed and/or contract executed with a purchase order issued (i.e. mailed) to the vendor prior to June 30 of each year and subject to the procedure outlined below.

**§ 106-16. Procedure for outstanding encumbrances.**

- A. A listing of all outstanding encumbrances shall be submitted to the Town Council by July 1 of every fiscal year. The list shall include the vendor name, date of contract or purchase order, a description of the goods or service, the budget account number and a purchase order posting report. Copies of all contracts for goods or services and purchase orders shall be attached.
- B. The Town Council will review all outstanding encumbrances by July 15 of each year. If requested by the Town Council, any Town staff responsible for encumbering Town funds will attend meetings of the Town Council to answer questions and provide additional information regarding the encumbrances. The Town Council will confirm all encumbrances as defined above and make Town funds from the current fiscal year available to pay said encumbrances.
- C. Town funds from the current fiscal year will not be made available to pay outstanding encumbrances after June 30 of each fiscal year unless confirmed by the Town Council.

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6-2023

**RESOLUTION AUTHORIZING APPLICATION FOR  
HISTORIC PRESERVATION GRANT**

**RESOLVED**, that Michael Paulhus, Town Manager, or the Town Clerk as his designee, is empowered to execute and deliver in the name and on behalf of the Town of Plainville, a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

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**Refunds**

**9/18/2023**

		<b>Current Year</b>		<b>Amount</b>
1	AAA REFRIGERATION SVCE INC	130 ROBERT JACKSON WAY	PLAINVILLE, CT 06062	\$ 17.75
2	ARINI MARLENE J	4 HIGGINS AVE	PLAINVILLE, CT 06062	\$ 6.25
3	BATKIEWICZ JOSEPH T	100 NORTHAMPTON LN	PLAINVILLE, CT 06062	\$ 24.92
4	BRUNO STEPHEN J	2 JOHNSON AVE	PLAINVILLE, CT 06062	\$ 152.07
5	COMMERCIAL ASPHALT MAINT LLC	PO BOX 407	PLAINVILLE, CT 06062	\$ 54.20
6	COMMERCIAL ASPHALT MAINT LLC	P.O. BOX 407	PLAINVILLE, CT 06062	\$ 70.54
7	COMMERCIAL ASPHALT MAINT LLC	P.O. BOX 407	PLAINVILLE, CT 06062	\$ 15.55
8	CORDON-GARCIA FERNANDO Y	212 WOODFORD AVE	PLAINVILLE, CT 06062	\$ 28.65

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9	FAIRWOOD, PATRCIA	190 WILLOW BROOK DR	PLAINVILLE, CT 06062	\$ 32.07
10	FIL ARTHUR L	85 IVY RD	PLAINVILLE, CT 0602	\$ 38.68
11	HONDA LEASE TRUST	11675 GREAT OAKS WAY STE 200	ALPHARETTA, GA 30022	\$ 945.11
12	JP MORGAN CHASE BANK NA	700 KANSAS LN LA4 4041	MONROE, LA 71203	\$ 314.52
13	LABUTIS JOSEPH N	12 EXETER AVE	PLAINVILLE, CT 06062	\$ 2.61
14	LABUTIS JOSEPH N	12 EXETER AVE	PLAINVILLE, CT 06062	\$ 15.34
15	LIBBY RYAN D	4 DEWEY PL	PLAINVILLE, CT 06062	\$ 41.54
16	PLACHTA KRZYSTOF R	44 CAROL DR	PLAINVILLE, CT 06062	\$ 41.13
17	ROBERTS ROBIN R	97 CAMP ST	PLAINVILLE, CT 06062	\$ 45.56
18	ROSA KATELYN E	181 STILLWELL DR	PLAINVILLE, CT 06062	\$ 49.58
19	SCURTO KIMBERLY J	72 WHITING ST # A10	PLAINVILLE, CT 06062	\$ 10.14
20	SWANSON DEBRA L	64 MACARTHUR RD	PLAINVILLE, CT 06062	\$ 587.21
21	SWANSON RAYMOND T	64 MACARTHUR RD	PLAINVILLE, CT 06062	\$ 48.55
22	TOYOTA LEASE TRUST	3200 WEST RAY RD	CHANDLER, AZ 85226	\$ 397.06
23	VCFS AUTO LEASING CO	1800 VOLVO PL	MAHWAH, NJ 07430	\$ 334.75
24	ZUP STEVEN D	8 GRANT AVE	PLAINVILLE, CT 06062	\$ 62.28

**Total**

**\$ 3,336.06**

**Previous Year**

1	HONDA LEASE TRUST 164.08	600 KELLY WAY	HOLYOKE, MA 01040	\$
2	WELLS MADISON R	432 WEST CENTER ST	SOUTHINGTON, CT 06489	\$ 566.44

**Total**

**\$ 730.52**