



# CHARTER REVISION COMMISSION

## REGULAR MEETING MINUTES

March 11, 2008

Room 204

7:00 P.M.

**Commissioners Present:** Jack Bashar  
 Steve Bellis  
 Susan Coyle  
 Michael Davis  
 Paul DiMauro  
 Chris Gallo  
 Ken Nappi arrived at 7:20 pm  
 Irene Smith

**Commissioners Absent:** Bob Lally

### CALL TO ORDER

Chairman Paul DiMauro called the Regular Meeting of the Charter Revision Commission to order at 7:01 P.M.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

### APPROVAL OF MINUTES

**Commissioner Bellis motioned to approve the minutes of the Regular Meeting of the Charter Revision Commission of February 26, 2008. Commissioner Davis seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

**COMMUNICATION**

The Charter Revision Commission received correspondence from Administrative Assistant Sandy Nesteriak. (see attached)

**DISCUSSION OF PROPOSED CHANGES TO 1994 CHARTER**

The following areas of the Charter were discussed:

**Section 6.11. City Sheriffs**

It was the consensus of the CRC that references to Sheriffs be substituted with Constables to be consistent with State Statutes. It was noted that it does not include "Special Constables."

**Section 6.9.1. Public Safety Council**

It was the consensus of the CRC that the Chairman of the Emergency Medical Services be a member of the Council.

The following areas were addressed for purchasing and bidding:

**Section 5.1****5.1.1. Board of Apportionment and Taxation.**

Changed authority to award contracts to responsibility for determining the successful bidder.

**Section 7.14. Purchases Bidding Accounting.****(b) Bidding:**

- Increased amount required to bid a purchase from \$5,000 to \$7,500
- Require bids be publicly opened at a stated time during regular working hours
- List of bidders be filed with City/Town Clerk
- Copy of all bids received be available for view by the public at the Office of the Purchasing Agent – Open item (to be continued)

A discussion was held concerning the current language as it pertains to how professional services are determined as it pertains to being exempt from the bidding process.

**ADJOURNMENT**

**Commissioner Davis motioned to adjourn the Charter Revision Meeting of February 26, 2008. Commissioner Gallo seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

Chairman DiMauro adjourned the meeting at 8:38 P.M.

The next meeting of the Charter Revision Commission is scheduled for Tuesday, March 25, 2008 at 7:00 P.M. in Room 204 at City Hall.

Respectfully submitted,

*Sophia V. Belade*

Sophia V. Belade  
Charter Revision Clerk

**TAPE IS AVAILABLE IN THE TOWN CLERK'S OFFICE**

**ALL ATTACHMENTS MAY NOT BE AVAILABE ON THE WEB, FULL  
COPIES AVAILABE IN CITY/TOWN CLERK OFFICE**



Office of the Mayor  
Mark A. Lauretti  
Mayor

March 4, 2008

Charter Revision Commission  
Attn: Paul DiMauro, Chairman

Re: Proposed Change to Section 7.14.b.3  
Purchases Bidding Accounting

Dear Ladies and Gentlemen of the Commission:

I would like to offer an amendment to this section of the Charter. The first sentence in the second paragraph, in this section states:

“The Board of Aldermen and the Board of Education for its purchases shall establish by resolution those services which are considered as professional and as to which bidding is not required. The Board of Aldermen and the Board of Education respectively may by such resolution establish such procedures with regard thereto as each deems reasonable.”

I suggest that this separation may result in a disparity within the city as a whole of those services deemed professional. I regularly supply the Board of Education (through the Finance Director) the actions of the Board of Aldermen when it has amended the list of professional services.

It would make sense to me that when both the City and the Board of Education follow the Charter for purchasing matters, that they should consistently use the same list for Professional services. I would also recommend that the same procedures for RFP's/RFP's be followed by both the City and the Board of Education. I attach the most current action of the Board of Aldermen for your review.

Sincerely,

*Sandra Nesteriak*  
Sandra Nesteriak  
Administrative Assistant to the Mayor

Encl.

**RESOLUTION  
REQUEST FOR PROPOSAL PROCESS**

Adopted by the Board of Aldermen on June 11, 1998  
Amended on June 8, 2000, Amended on February 14, 2008

The Request for Proposal (RFP) process has been used to satisfy the conditions set forth in Section 7.14 (b) 3 of the Charter which empowers the Board of Aldermen and the Board of Education to establish by resolution those services which are considered as professional and as to which bidding is not required. The Charter further empowers the Board of Aldermen and the Board of Education to establish such procedures by resolution as each deems reasonable to carry out the intent of the Charter.

While it has been the intent of the Board of Aldermen to meet these Charter requirements, the absence of a specific guiding resolution has caused the process to vary considerably.

The following proposal outlines a series of steps that attempt to codify and standardize the RFP process, identify responsibility for the various parts of the process and meet the intent of the Charter. Further, it attempts to incorporate the elements and principles already contained in the Charter's bidding procedure.

1. The Aldermen/Board of Education establish by resolution those services considered to be professional. This can be done by naming generic categories of professions such as auditors, architects, attorneys, etc. or by passing an individual resolution each time such service is required or by any combination of the two (2).
2. Services under \$10,000, as subsequently referred to herein, will be administered by the agency/board/commission/official utilizing the service. Such arrangement should be evidenced in writing.
3. For services over \$10,000, as hereinafter defined, the following procedure will be followed:
  - a) Specifications and selection criteria are developed for the RFP by the agency/board/commission/official utilizing the service and then reviewed and finalized by the Purchasing Agent. An information copy, when finalized, will be provided to the Mayor and Board of Aldermen.

**LIST OF PROFESSIONAL SERVICES**

Approved At Board of Aldermen meeting of June 11, 1998  
Amended December 14, 2000 and January 11, 2001 and Januar  
2007, Amended on February 14, 2008

Accountants  
Appraisals  
Architects  
Auditors  
Broker of Record for Insurance  
Consultants  
Drug Testing Services  
Engineers  
Human Resource Consultants  
Licensed Environmental Professionals  
Municipal Software Providers  
Physicians  
Professional Labor Services  
Real Estate Broker  
Recruitment Testing  
Surveyors  
Title Insurance Companies  
Title Services  
Training Providers  
Workers' Compensation Third Party Administrators  
Worker's Compensation Third Party Administrators