

# CHARTER REVISION COMMISSION

## REGULAR MEETING MINUTES

Thursday, March 18, 2021

6:30 p.m. Remote ZOOM Meeting

Webinar Link:

[https://us02web.zoom.us/webinar/register/WN\\_AGV6LsvETZqvvB4OoJt5YQ](https://us02web.zoom.us/webinar/register/WN_AGV6LsvETZqvvB4OoJt5YQ)

Note: These are summary minutes; a tape recording of this meeting is on file in Wolcott Town Hall.

Chairman Dennis Cleary called the Regular Meeting to order at 6:37 p.m., with the Pledge of Allegiance and attendance was taken.

**MEMBERS PRESENT:** Dennis Cleary, Patricia Najarian, Angela Sanna, Ryan Pawlak, Robert Ficeto, Kenneth Wilson, Nicole Smart

**MEMBERS ABSENT:**

**ALSO PRESENT:** Attorney Brian Tynan, Susan Hale

### **MOTIONS:**

Upon **MOTION** made by Kenneth Wilson, seconded by Ryan Pawlak, it was unanimously voted to accept the Minutes from the 3/4/2021 Regular Meeting.

Upon **MOTION** made by Ryan Pawlak, seconded by Patricia Najarian, it was unanimously voted to accept the Minutes from the 2/25/2021 Regular Meeting.

Upon **MOTION** made by Ryan Pawlak, seconded by Nicole Smart, it was unanimously voted to accept the Minutes from the 2/25/2021 Public Hearing.

### **Q & A WITH SUSAN HALE MFO:**

Questions were sent to Susan prior to the meeting to provide this Commission with additional information.

Information was provided on bidding processes, how they are prepared aligning with current Town Ordinances, and how these bids are reviewed. Additional information on the equipment and services requiring bids, the Towns usage of the DAS, notification process, Q&A processes, thresholds and the benefits of raising the thresholds.

The Towns use of sustaining orders and emergency services.

The Towns requirements for purchase orders.

Access to the Town website and the cost saving benefits of adding notifications to it.

Intradepartmental transfers and the current threshold. Susan recommended bringing the dated thresholds for the Intradepartmental Transfers and the Bidding to a more relevant dollar amount.

The Towns revised Chart of Accounts that is in conjunction with their new software conforming to OPM's format.

### **SUBCOMMITTEE UPDATES:**

Robert Ficeto spoke on his research as it relates to Bidding. He feels that this area has been explored and discussed sufficiently to surmise what changes will need to be made.

Ken Wilson explained his findings as it related to the Farmingbury Commission. Through information provided to him, Ken had found it to be disbanded, that the Town will not be reappointing and members, and the Ordinance that they operate under to be obsolete. It was discussed that the Town Council will need to update the Ordinance.

Patricia Najarian would like to see a liaison to keep things transparent as it relates to the tenant and the operations of Farmingbury.

Discussion to delete Farmingbury in the Charter and to recommend Town Council to revise the Ordinance and to make an advisory sounding board.

Ryan Pawlak reported in on his due diligence as it relates to the legalities of digital meetings and reporting. Ryan continues to research State Statutes and will report back to Attorney Tynan.

### **GENERAL DISCUSSION:**

Attorney Tynan and the Commission discussed language to be added to 306i allowing the Council to have additional appointing authority. All options were discussed at length.

Robert Ficeto discussed party appointments and keeping appointments in line with the best interests of the Town, and in fairness to each political party in a bipartisan way.

Dennis Cleary mentioned some additional items for discussion on remaining topics to be evaluated before all decisions come to a close.

### **CORRESPONDENCE:**

No paper correspondence was received. Only an additional suggestion brought forth by Robert Ficeto to explore. This will be discussed at the next meeting and relates to the Registrar and their update of information.

## **MOTIONS:**

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to make a grammatical correction in Section 306h.\*

Upon **MOTION** made by Ryan Pawlak, seconded by Kenneth Wilson, it was unanimously voted to make a change in threshold and verbiage in Section 306h.\*

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to make a change in limitation, increase, and verbiage in Section 306h.\*

Upon **MOTION** made by Patricia Najarian, seconded by Kenneth Wilson, it was unanimously voted to make a threshold change increasing \$500.00 to \$2,500.00 in Section 306n.

Upon **MOTION** made by Robert Ficeto, seconded by Angela Sanna, it was unanimously voted to make an insertion “and on the Town website” in Section 307a.

Upon **MOTION** made by Kenneth Wilson, seconded by Robert Ficeto, it was unanimously voted to make a deletion within the 4<sup>th</sup> and 5<sup>th</sup> lines eliminating phrasing containing “one full publication” in Section 307d.\*

Upon **MOTION** made by Patricia Najarian, seconded by Ryan Pawlak, it was unanimously voted to insert language for posting the budget on the Town website in Section 307d.\*

Upon **MOTION** made by Kenneth Wilson, seconded by Nicole Smart, it was unanimously voted to insert the word “appointed” in Section 401c.

Upon **MOTION** made by Patricia Najarian, seconded by Kenneth Wilson, it was unanimously voted to delete the last line in Section 410a.

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to make a recommendation to delete Section 411.

Upon **MOTION** made by Kenneth Wilson, seconded by Nicole Smart, it was unanimously voted to make a recommendation to Town Council to update or eliminate Section 165 of the Town Ordinance.

Upon **MOTION** made by Nicole Smart, seconded by Ryan Pawlak, it was unanimously voted to make a grammatical correction and remove the last line in Section 412b.

Upon **MOTION** made by Kenneth Wilson, seconded by Patricia Najarian, it was unanimously voted to insert language “one non-voting member” in Section 415a.\*

Upon **MOTION** made by Ryan Pawlak, seconded by Patricia Najarian, it was unanimously voted to change the payment terms from “3 weeks” to “6 weeks” in Section 501h.

Upon **MOTION** made by Robert Ficeto, seconded by Angela Sanna, it was unanimously voted to make a language change removing “Commissioner of Revenue Services” and inserting “OPM” in Section 703a.\*

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to change Intradepartmental transfers from \$100.00 to \$5,000.00 in Section 704c.

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to make a grammatical correction inserting the word “the” after the word “make” in Section 704d.

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to change “\$5,000.00 but less than \$20,000.00” to “\$20,000.00 but less than \$50,000.00” and change “\$50,000.00” to “\$100,000.00” in Section 704e.

Upon **MOTION** made by Kenneth Wilson, seconded by Patricia Najarian, it was unanimously voted to change “\$20,000.00” to “\$100,000.00” in Section 704f.

Upon **MOTION** made by Patricia Najarian, seconded by Angela Sanna, it was unanimously voted to increase the bid limit from “\$10,000.00” to “\$25,000.00” in Section 707c.

Upon **MOTION** made by Kenneth Wilson, seconded by Patricia Najarian, it was unanimously voted to change the language on bidding to allow for web site posting in Section 707c.\*

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to allow the power of Town Council to fill a vacancy in Section 306i.\*

Upon **MOTION** made by Kenneth Wilson, seconded by Angela Sanna, it was unanimously voted to recommend language from Attorney Tynan to add language on the Mayor having the ability to fill vacancies in Section 501g.\*

*\*Final language to be drafted*

### **ADJOURNMENT:**

Upon **MOTION** by Kenneth Wilson, seconded by Ryan Pawlak, it was unanimously voted to **ADJOURN** the Regular Meeting at 9:07 p.m.

APPROVED:

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DeAnna Morelli  
Clerk  
Charter Revision Commission

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Dennis Cleary  
Chairman  
Charter Revision Commission