

COMMUNITY CULTURAL CENTER ROOM 111

ORDINANCE COMMITTEE

March 6, 2024

PRESENT Rich Kehoe, Chair; Councillors Sebrina Wilson and John Morrison

ALSO Connor Martin, Mayo
PRESENT Melissa McCaw, Chief Administrative Officer
Robert Fitzgerald, Assistant Corporation counsel

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:00 pm

APPROVAL OF MINUTES

August 9, 2023

MOTION By Sebrina Wilson
seconded by John Morrison

to **approve** the August 9, 2023 meeting minutes.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

No resident came forward to speak.

OLD BUSINESS

NEW BUSINESS

Bidding Procedures

The Chair reviewed the current requirements for the town to seek bids or quotes for town goods or services. The current threshold for requiring a bid process is \$10,000 and obtaining three quotes is \$5,000. Both thresholds were last updated in 2011. The February 17th draft increases those thresholds to \$25,000 and \$10,000. The increase reflects ongoing inflation since 2011 and the time delay and financial and personnel costs of seeking bids.

CAO McCaw provided the committee with documentation that showed the following surrounding towns and similarly sized municipalities also had a \$25,000 threshold: Meriden, Bristol, Manchester, Berlin, Glastonbury, Hartford, West Hartford, Windsor, and Vernon.

The chair noted that the bid waiver subsection seemed to only apply to purchases of goods. The recommendation was to insert "and subsection (b) in that subsection so it clearly

applies to waivers of bid for town acquisition of services. With that change, the draft will be designated as March 6, 2024.

MOTION By Sebrina Wilson
 seconded by John Morrison

to send the March 6, 2024 draft of the Town Bidding Threshold Ordinance to the Town Council for the purposes of setting a public hearing date.

Motion carried 3/0

Installation and Maintenance of Sidewalks

The Chair explained that the current ordinance for responsibility for sidewalks between the town and the abutting landowner needed to be updated to reflect current state law. Basically, under state law, the town is responsible for installation and repair of sidewalks and towns may delegate responsibility to clearing the sidewalk of obstructions and snow to the abutting landowner. The proposed draft deletes certain ordinance sections that conflict with state law and retains those which allocate responsibility according to state law. Assistant Corporation Counsel Robert Fitzgerald concurred with this assessment and thought it was best to align town laws with state laws.

MOTION By Sebrina Wilson
 seconded by John Morrison

to send the February 18, 2024 draft of the Sidewalk Repair And Maintenance Ordinance to the Town Council for the purposes of setting a public hearing date.

Motion carried 3/0

Food Trucks

This referral was based on a complaint from a restaurant owner who has had a food truck parked in front of the restaurant, thereby competing with the restaurant. Mayor Martin explained that the restaurant owner sought a town prohibition on food trucks near restaurants. The committee understood the concern but felt it was important to ensure town residents and those working in town had choices for where to obtain their meals or snacks. There is also some concern that limiting competition through some restriction on location as suggested would be outside the authority of the town. The committee took no further action on this request.

However, in reviewing the ordinance, Director of Health and Social Services Laurence Burnsed found inaccurate references to state law. The proposed draft aligns the food vendor ordinances with state law, updates the references to the Public Health Code and adopts state definitions by reference rather than restate them in ordinance. The chair noticed that draft had an incorrect reference to state law in amended language to section 12-9 which should be Conn. Gen. Stat. section 19a-36g. With that change, the draft will be referenced as March 6, 2024.

MOTION By Sebrina Wilson
 seconded by John Morrison

to send the March 6, 2024 draft of the Food Vendor Ordinance to the Town Council for the purposes of setting a public hearing date.

Motion carried 3/0

Adjournment

MOTION By John Morrison
 seconded by Sebrina Wilson
 to **adjourn** (6:43 p.m.)

Motion carried 3/0

cc: Mayor Martin