

## **Middletown Charter Review Committee**

### **Minutes of the Meeting of the Board of Trustees**

**Thursday, October 4, 2007**

**Attending: Barbara Von Villas, Frank Forgue, Lucie-Anne Dionne-Thomas, Virgel Blaschke, Liz Bozyan, Bill O'Connell, and Shirley Mello were present. David Leys, Robert Matose and Morrie Seiple were absent.**

**The meeting was called to order at 7:03 p.m.**

**Minutes of September 6, 2007 meeting were approved.**

**Lynne Dible of the Human Resources Dept. did not attend the meeting as originally planned, but she did send information for discussion.**

**A motion was made, seconded and carried to approve the following language with respect to a new section, that is, Section 207 p:**

**To award contracts for materials or services; where items or services to be purchased have a value of \$1,500 to \$5,000, the department head or other official in charge of a town agency shall obtain three (3) quotes from suppliers and submit them with his/her recommendations to the Town Administrator, who shall award the contract to the lowest responsible bidder meeting the specifications**

**of the purchase order. No purchase of supplies or services in excess of \$5,000 shall be authorized except after competitive bidding. Potential suppliers or contractors shall be notified publicly to submit bids in such manner and under such general rules and regulations as the Town Council may prescribe. All purchases or contracts subject to competitive bidding under the provisions of this subsection shall be awarded to the lowest responsible bidder, except that the council may authorize the Town Administrator to reject all bids and to advertise for new bids, or go on the open market, when in a particular instance the council shall judge such to be in the best interest of the town. No transaction, which is essentially a unit, shall be divided into a series of orders for the purpose of circumventing the requirement of this Charter for competitive bidding. For purposes of this subsection, “lowest responsible bidder” shall refer to the lowest bidder, in terms of dollars, with the best past performance record.**

**Article VI and VII: The committee held extensive discussions about Art. 6 and 7; no decisions were made. Before making any decisions, the committee needs clarification from appropriate town authorities to ensure the status of the town officials and the departments is accurately reflected in the charter.**

**The reference to “Town Sergeant” shall be deleted everywhere it appears, including sec. 304 C. and section 604.**

**Pending further information received from appropriate town officials, the committee will review the remainder of the charter from Art. VI to the end.**

**Suggested gender changes that were proposed by Liz Bozyan and pre-approved in July were accepted as read.**

**The committee will focus on finalizing all charter recommendations by early spring.**

**The meeting adjourned at 8:35 p.m.**

**Respectfully submitted,**

**Lucie-Anne Dionne-Thomas**

**Secretary**