BOARD OF SELECTMEN

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TOWN OF BETHEL
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Matthew S. Knickerbocker, First Selectman
Richard C. Straiton, Selectman
Paul R. Szatkowski, Selectman

MINUTES OF SPECIAL MEETING

Thursday, June 9, 2016
2:00 p.m.
CJH Municipal Center – Meeting Room "A"

PRESENT: First Selectman Knickerbocker and Selectman Szatkowski. Also in attendance was Town Counsel Martin Lawlor. Selectman Straiton was absent.

First Selectman Knickerbocker called the Special Meeting to order at 2:04 p.m.

1 - Consideration of Tax Collector's request for Tax Refund Authorization

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to approve the Tax Collector's request, dated June 8, 2016 and authorize Tax Refunds in the amount of $11,764.30. Vote, all in favor. Motion unanimously approved.

2 - Consideration of Bid Waiver – Board of Education – BHS auditorium seats

Board of Education Director of Fiscal Services, Theresa Yonsky was present at the meeting and provided the Board of Selectmen with the rationale behind the request for the bid waiver.

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, that

RESOLVED, that the Board of Selectmen, in accordance with the provisions of the Town of Bethel Charter, Section C8-13.C.(4)(iii), finds that it is in the public interest and the public economy to waive the bidding requirements with respect to the award of a contract for the purchase and installation of seating at the Bethel High School Auditorium and award the contract to the Robert Lord Company. Funding in the amount of $200,000 was approved in the 2016-2017 budget. The awarding of the contract to Robert Lord Company would be in an amount not to exceed $130,000.

1.) The current Bethel High School Auditorium seating consists of seating manufactured by the Hussey Seating Company. The BOE is familiar with the quality and service of the Hussey Seating Company and is the preferred seating for the Auditorium.

2.) The Board of Education (BOE) has made inquiry of the National Joint Powers Alliance (NJPA) who has conducted and completed research and solicited prices from such companies that supply and installs auditorium seating. The NJPA has recommended the Hussey Seating Company as a preferred manufacturer of such seating and has obtained fixed pricing for the same. NJPA is a political subdivision established to create national cooperative contract purchasing solutions for all government, education and non-profit agencies in the U.S. and Canada.

3.) The Robert Lord Company is the exclusive dealer of the Hussey Seating Company in New England.

4.) That the research and solicited fixed prices of NJPA have and will save considerable time and monies in having to prepare bid packages and advertising the same. The order can be placed promptly and directly with the Robert Lord Company.

5.) The waiving of this bid will result in substantial time savings and little to no disruption to classes for students. It is expected that the seating once ordered will take to eighteen (18) to twenty (20) weeks to arrive which will allow for the installation of the Bethel High School Auditorium seating over the schools winter break.

AND IT IS FURTHER RESOLVED that the First Selectman and or his designee(s) on behalf of the Board of Selectmen, is hereby authorized to execute any documents and to take any actions necessary or appropriate to effectuate the above.

Vote, all in favor. Motion unanimously approved.

3 - Consideration of HRRA/E-Waste Agreement (*previously tabled*)

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to authorize the First Selectman to sign the HRRA/E-Waste Agreement, subject to receipt of the indemnification and certification of the vendor. Vote, all in favor. Motion unanimously approved.

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to move item # 4) Consideration of Employee Personnel Matter – Violation of C9-3 of the Town of Bethel Charter per referral of the Ethics Commission (*Executive Session Anticipated* to the end of the agenda. Vote, all in favor. Motion unanimously approved.

5 - Consideration of Bid Waiver – Exhaust Removal System equipment for HighwayGarage ventilation project.

Douglas Arndt, Director of Public Works was present at the meeting to provide the rationale behind the request to waive the bidding procedure for the Exhaust Removal System for the Highway Garage Ventilation project.

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, that:

RESOLVED, that the Board of Selectmen, in accordance with the provisions of the Town of Bethel Charter, Section C8-13.C.(4)(iii), finds that it is in the public interest and the public economy to waive the bidding requirements with respect to the award of a contract for the purchase and installation of a vehicle exhaust removal system at the Bethel Highway Garage and award the contract to the Air Vacuum Corporation. Funding in the amount of $250,000 was approved in the 2016-2017 budget. The awarding of the contract to Air Vacuum Corporation would be in an amount not to exceed $138,000 (includes a base price of $119,751.68 and a 15% contingency).

- The Highway Garage ventilation system is required to remove harmful gases produced by equipment stored in the garage.
- The Airvac 911 system has been recommended by licensed Mechanical Engineer Dumitru T. Petrescu, P.E. as the best solution for the Town.
- Airvac911 has many units installed in CT.
- Air Vacuum Corporation is the manufacture of the units and is able to extend U.S. General Service Administration based pricing to the Town.
- The AirVac system has unique features that differentiate it from other solutions that were considered.
- The project pricing is based on GSA (U.S. General Services Administration) contract that ensures that the Town is getting the best price possible
- Purchasing directly from the manufacture eliminates up charges applied by a General Contractor.
- The waiving of this bid will result in substantial time savings and will allow the project to be constructed before November 15, 2016.

AND IT IS FURTHER RESOLVED that the First Selectman and or his designee(s) on behalf of the Board of Selectmen, is hereby authorized to execute any documents and to take any actions necessary or appropriate to effectuate the above.

Vote, all in favor. Motion unanimously approved.

6 - Consideration of Clean Water Fund Grant agreement #693-PG

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to authorize the First Selectman to sign the Clean Water Fund Grant Agreement for the Eureka Lake Water Storage Tank Project, subject to Board of Finance concurrence. Vote, all in favor. Motion unanimously approved.

4 - Consideration of Employee Personnel Matter – Violation of C9-3 of the Town of Bethel Charter per referral of the Ethics Commission (*Executive Session Anticipated*)

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to go into Executive Session at 2:37 p.m., inviting in the following: Town Counsel Martin Lawlor, Comptroller Robert Kozlowski, Assistance Comptroller Brad Heering, Phyllis Kansky, HR/Grants Administration, Wendy Smith, Office Administrator, Elizabeth Cavagna, Union President and Director of Fiscal Services for the Board of Education Theresa Yonsky.

Executive Session ended at 2:42 p.m. and the Special Meeting resumed.

Selectman Szatkowski made a motion, which was seconded by First Selectman Knickerbocker, to adopt the findings of the Ethics Commission that Mr. Frank Ventrella violated §C9-3 of the Town Charter by failing to advise the Board of Selectmen that he was conducting business on behalf of the Town with a company run and owned by his son, who lives at the same address as Mr. Ventrella. Vote, all in favor. Motion unanimously approved.

Selectman Szatkowski made a motion, which was seconded by First Selectman Knickerbocker, to refer the matter to the First Selectman for consideration and implementation of appropriate discipline, up to and including possible termination of employment. Vote, all in favor. Motion unanimously approved.

As there was no further business on today's agenda, First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to adjourn the Special Meeting at 2:42 p.m. Vote, all in favor. Motion unanimously approved.

Respectfully submitted,

Wendy Smith

Wendy Smith, Recording Secretary