

**Board of Selectmen
Meeting Agenda
November 2, 2023 at 7:30 pm
Weston Town Hall Meeting Room and via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87680452052>

Join by Phone: 646 558 8656

Webinar ID: 876 8045 2052

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Selectman Martin Mohabeer and Selectwoman Amy Jenner
4. Update on Veteran's Day Events
5. Approval of Tax Refunds
6. Approval of Minutes from the October 19, 2023 Board of Selectmen Meeting
7. Adjournment

Item 4

IN HONOR OF OUR WESTON VETERANS Nov 10th 2023

The Weston Veterans Committee invites you to join us in celebrating this great day. All Weston Veterans and Spouses are invited to the Middle School morning events and Lunch at Weston High School.*

ALL Weston Residents are invited to the Veterans Day Memorial Celebration at Town Hall

* The full agenda is outlined below. If your schedule does not permit attendance at all events, the three highlights are:

- The Weston Middle School All School Assembly and the Living History session with the 8th grade students
- The Veterans Day Memorial Service at the Weston Town Hall Memorial Garden
- Lunch with the Weston High School Students
-

We hope that you will join us for this celebration! If you can only attend one event, please come to the middle school in the morning.
(Please advise if you need transportation)

Veterans Day Agenda for November 10, 2023

- 8:00 – 8:40 Continental Breakfast (Prepared by Faculty and Staff) in the Weston Middle School Cafeteria for Veterans -organized by 6th Grade students (park behind the Middle School for easy access to cafeteria)
- Followed by an all school Assembly in the Gym to honor Veterans (This is the highlight...the three Middle school grades perform for Veterans, A Red, White and Blue Extravaganza!)
- Followed by the Living History Session in the Library (some of our Vets will give informal recaps of their service experience to small groups of 8th grade students)
- Depart approx. 10:40 to Town Hall (by Weston Senior Center Van)
- 11:10 AM Memorial Service at Town Hall (indoor based on weather)
- 11:40 AM Transportation to Weston High School (by Weston Senior Center Van)
- Noon Lunch at Weston High School with visits by students
- 1:00 PM PM Program concludes with Weston Senior Center Van return to Middle School.
-

Very Best Regards,

Weston Veterans Committee: Edward Hutchins, Kevin Dougherty, Jeff O'Hara, Matt Vanlandingham, and Woody Bliss

Town of Weston Leadership and Staff
Weston Middle School Students and Staff
Weston High School Students and Staff

Questions? Please email Edward Hutchins at Hutchandyou@gmail.com

Item 5

**PROCUREMENT POLICIES AND PROCEDURES
OF THE
TOWN OF WESTON**



**APPROVED:
EFFECTIVE DATE:**

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CHAPTER 1 GENERAL POLICY AND MISSION

By adopting and executing these Procurement Policies and Procedures, the Town of Weston is demonstrating its commitment to procure the highest quality and most suitable material, equipment and services, for use by Town departments while considering such factors as quality, delivery, lowest overall cost, and liability. Under this system, purchase awards are made to responsible and responsive suppliers that meet the Town's specifications, requirements, objectives, and conditions, and have the capacity to perform and deliver the specified material, equipment or services in a timely manner.

The policies and procedures laid out in this document have been adopted by the Board of Selectmen ("BOS") as of [September __, 2023]. These Procurement Policies and Procedures have been designed to be consistent with the Town Charter and supersede all other previous documents or memorandum covering procurement policies and procedures for the Town of Weston. These Procurement Policies and Procedures cover all Town departments with two exceptions. Policies and Procedures for non-facility procurements for the Police Department are laid out separately under the authority of the Police Commission. Policies and Procedures for procurements for the Weston Public Schools are laid out separately under the authority of the Board of Education.

CHAPTER 2 AUTHORITY FOR PROCUREMENT

The Town Administrator serves as the Purchasing Authority for the Town and directs the procurement program through the Town's Finance Director who acts as the Purchasing Agent for the Town.

Under the direction of the Town Administrator, the Town Finance Director and all other Town personnel involved in the procurement process shall comply with the Procurement Policies and Procedures. All revisions to the Procurement Policies and Procedures shall be formally issued by the Town Administrator and approved by the First Selectman ("First Selectperson") and by the BOS.

All procurements are subject to the limits of the currently approved fiscal budget; special appropriations outside of the budget are subject to the constraints outlined in Article 9 Finance and Taxation, Section 9.9, Additional and Supplemental Appropriations, and Section 9.10, Expenditures and Accounting, of the Town Charter.

CHAPTER 3 KEY DEFINITIONS AND TERMS

- *Bid*: The offer of a qualified (supplier) bidder to provide specific goods and/or services in accordance with all specifications and conditions indicated in a solicitation.
- *Bidder Statement of Information*: For highly complex and technical or service-oriented high dollar projects, the Town Finance Director (Purchasing Agent) may require from all responders to a bid or proposal request a “*Bidder Statement of Information*” (*Attachment A*).
- *Bidder*: A “bidder” as defined in this Section is a respondent to either a Request for Bid, Qualification or Proposal.

BOS: The Board of Selectmen as referenced in the Town Charter shall be referred to in this document as the BOS. The term BOS as used herein shall be considered gender neutral.

- *Contract*: A contract is a written agreement between the Town and another party stating the term and conditions under which such party will perform a service or provide a product. The contract must designate terms, conditions and prices for providing goods or services within a specific period of time. There are two basic contract forms used by the Town - purchase orders and formal contracts (which may also be referred to as Agreements).
- *Cooperative Bid or Proposal*: A request for Bid or Proposal process with one or more than one municipality represented. One of the represented municipalities acts as the lead municipality and coordinates the bidding process on behalf of all other municipal participants.
- *Emergency*: Emergency, as used in these policies and procedures, is defined as “needs to be done to prevent further loss, public health or need, and/or someone in danger.”
- *First Selectperson*: The First Selectman as referenced in the Town Charter shall be referred to in this document as the First Selectperson to ensure gender neutrality.
- *Legal Notice*: Advertisement of a publicly posted Request for Bid, Proposal, or Information.
- *Policies*: Policies are the binding guidelines or rules set by a government organization to guide decision-making, actions, and behaviors in relation to financial management and administration. These policies provide a strategic direction and define the desired outcomes or objectives of financial activities. They help ensure consistency, transparency, and accountability in financial operations. Policies often address areas such as purchasing, budgeting, investments, debt management, procurement, risk management,

and internal controls. The Government Finance Officers Association (GFOA) emphasizes the importance of well-defined financial policies to promote responsible fiscal practices and maintain public trust.

- *Procedures:* Procedures are detailed step-by-step processes or methods that outline how specific financial tasks or activities should be carried out within a government organization. These procedures are designed to ensure that day-to-day operations are conducted in accordance with established policies. Procedures provide the practical instructions for implementing policies and achieving the desired financial outcomes. They cover a wide range of activities, such as purchasing, how to prepare budgets, process invoices, conduct audits, manage cash flow, and handle financial reporting. Clear and effective procedures contribute to consistency, efficiency, and accuracy in financial operations.
- *Procurement Policies and Procedures:* The Procurement Policies and Procedures for the Town of Weston adopted by the BOS on [September XX, 2023] or as subsequently amended.
- *Professional Services:* Professional services are technical or unique functions or consulting services performed by independent contractors or consultants whose occupation is the rendering of such services within the purview of their profession. “Profession” includes the performance of any type of professional service to the public that requires as a condition precedent to the performance of the service the obtaining of a license or admission to practice or other legal authorization or licensing from a board or commission.
- *Purchase Order:* A Purchase Order authorizes a supplier to furnish goods or services and acknowledges the commitment of the Town to pay in accordance with the agreed upon terms with a firm performance date. The purchase order represents an offer to the seller, and it is not a contract until the supplier either has acknowledged the purchase order in writing or has performed (delivered) in accordance with the terms of the purchase order.
- *Purchasing Agent:* The Purchasing Agent is the Town employee who is responsible for the day to day handling of the procurement process for the Town. This role involves obtaining goods, services, or construction projects at the best possible value while ensuring compliance with applicable laws, regulations, and organizational policies. The Purchasing Agent facilitates competitive bidding, may negotiate contracts, and manage relationships with vendors and suppliers. The Town Finance Director is the Purchasing Agent for the Town of Weston.
- *Purchasing Authority:* The Purchasing Authority is the Town employee with overall accountability for this Procurement Policies and Procedures. The Purchasing Authority is responsible for ensuring that the Procurement Policies and Procedures and its execution by the Town meet the needs of Town Departments and other key stakeholders, for monitoring compliance with the Procurement Policies and Procedures, and for recommending appropriate modifications to the Procurement Policies and Procedures to

adapt to the changing needs of the Town. The Town Administrator is the Purchasing Authority for the Town of Weston.

- *Request for Bid (RFB):* A competitive solicitation (unsealed or sealed) of prices for specific goods and/or services based on specifications established by or for the Town. Resulting bids are final and nonnegotiable.
- *Request for Information (RFI):* When complex specifications or unusual services are required, it may be appropriate to issue a Request for Information (RFI) to determine which suppliers can meet a requirement. These requests should clearly describe the general requirements and request suppliers to offer proof of their capabilities, or examples of their products and/or services that could meet the requirements, and experiences in similar situations. Responses to an RFI may also facilitate the development of specifications and a potential list of suppliers for a formal RFP or, in the case of professional services, may result in the selection of a supplier or consultant.
- *Request for Proposal (RFP):* A competitive solicitation for sealed proposals from qualified suppliers to accomplish a specified scope of work or to supply specific goods, services, methodologies and/or solutions to highly technical or service-oriented projects. Negotiations may be conducted after evaluation of offers. RFPs are utilized when there are limited qualified suppliers, the specifications are complex, exact designs or specifications are not available, and only generic requirements or objectives exist. RFPs are used for special or extended services, and for all professional services, including consulting.
- *Requisition/Order Supply Form:* The document and process used by a Town Department, agency, board or commission to authorize and request the Town's Finance Director to purchase any and all supplies, materials, services, equipment and other commodities as required.

A requisition or order supply form shall include a complete description of the goods or services, required delivery/completion dates, any supporting documentation such as drawings, specifications, etc., recommended suppliers (if any), and an estimate of the anticipated unit cost.
- *Responsible Bidder or Offeror:* A supplier or person who has the capability and capacity in all respects to meet, fully satisfy and perform the contractual requirements and specifications of the bid request and has the business integrity and reliability that will assure good faith performance.
- *Responsive Bidder or Offeror:* A supplier or individual who has submitted a bid or proposal response to an RFP or RFB that conforms in all material respects to that specified in the solicitation (specifications).
- *Town Charter:* Weston Town Charter effective July 11, 2021 or as subsequently amended.

CHAPTER 4 THE ETHICS OF PROCUREMENT

Section 1 *Ethical Practices*

Chapter 64 of the Town of Weston's Ordinances governs the Town's Code of Ethics. All procurement practices and procedures shall comport with the Town's Code of Ethics. Accordingly, all procurement practices and procedures must comport with those provisions of the Code of Ethics that promulgate rules associated with the Standards of Conduct, including, but not limited to, conflicts of interest, gifts and favors, appearance before Town agencies, disclosure or use of confidential information, incompatible employment, use of Town facilities, and obligations to citizens.

Section 2 *Procurement that reflects the Town of Weston's Values.*

Diversity, social responsibility, environmental sustainability and supporting local resources are central to the Town's mission. The Town is committed to providing business opportunities to suppliers who help honor these values.

Section 3 *Unfair Buying*

It is unethical to make awards on the grounds of favoritism, habit buying or excluding suppliers from competition based upon unsubstantiated opinions. Furthermore, employees or members of boards and commissions lacking the authority to purchase shall not represent that they have such authority.

Section 4 *Supplier Relations*

Four (4) general principles should be observed by employees and Town Officials in all procurement related transactions:

- Fairness
- Integrity
- Responsiveness
- Courtesy

It is the Town's practice to grant an interview to any supplier's representative at a mutually convenient time.

Section 5 *Endorsement*

It shall be the Town's policy not to officially endorse a supplier or its products to other potential customers of the supplier. Mere listing of the Town as a customer without promotional language is not an endorsement.

Section 6 *Samples*

The Town or its representatives shall not accept samples on a “gratis” basis except when required for evaluation. When goods valued over \$100 are delivered for evaluation or field trial, an evaluation contract or purchase order at no charge must be issued to the supplier to document the matter.

Section 7 *Procurement of Goods or Services for Personal Use*

Under no circumstances shall any employee purchase materials, goods or services from a supplier for personal use by giving the impression that the sale is for the Town. If a supplier makes a general practice of providing discounts to Town employees, then the Town employee may accept these discounts on their personal purchases. However, the sale must not name the Town as the purchaser.

Section 8 *Violations*

No employee or member of a Town board or commission shall be excused from complying with the Purchasing Policies and Procedures, Town Code of Ethics, general principles of procurement ethics, or any of the specific rules or standards contained in this Purchasing Policy. Violations may subject an individual to disciplinary action including, without limitation, termination of employment or dismissal from a board or commission.

Section 9 *Freedom of Information Act (FOIA)*

The Town of Weston follows the State of Connecticut’s Freedom of Information Act requirements including following those requirements as they apply to the Policies and Procedures laid out in this document. A complete copy of the Freedom of Information Act is available on the State website www.state.ct.us/foi.

CHAPTER 5 THRESHOLDS FOR SOURCING AND PURCHASING

Section 1 *General*

The Town of Weston has established certain thresholds to govern the procedures and delegation of authority for sourcing and purchasing as part of the Procurement Policies and Procedures. These thresholds are laid out in Table A and Table B.

The thresholds have been established in order to help accomplish the Mission laid out in Chapter 1, including:

- Ensuring the use of appropriate competitive bidding for different levels of procurement;
- Streamlining administrative procedures for smaller procurements where the cost/benefit tradeoff of utilizing more rigorous bidding and purchasing processes is less compelling;
- Focusing limited Town resources on more rigorous competitive bidding and supplier selection for larger procurements (e.g., publicly posted RFP or RFB for >\$25K procurements) where larger opportunities for savings likely exist; and
- Ensuring accountability by Department Heads, the Town Finance Director and the Town Administrator.

Section 2 *Interpretation of Thresholds*

The thresholds defined in Table A and Table B are intended to be the cumulative expenditures for any one vendor in a fiscal year. Application of the appropriate use of competitive bidding, and authority levels for supplier selection, waivers and purchasing requires a good faith estimate of total expenditures to a vendor for any good or service in that fiscal year. Breaking up an annual expenditure into multiple purchases from a vendor will not justify a smaller level of procurement threshold and less rigorous procurement process than what is allowed in the Procurement Policies and Procedures.

Multiple year procurement contracts or commitments may make economic sense for the Town of Weston. The thresholds defined in Table A and Table B are also intended to capture the annual expenditures for a specific vendor in the case of a multi-year commitment. In order to ensure that multi-year commitments do not bind the Town excessively to a vendor without the opportunity to competitively bid the procurement, no contract or commitment can be made to a vendor in excess of three (3) years without a waiver of the competitive bidding requirements by the appropriate authority defined in Table A.

TABLE A: SOURCING
Competitive Bidding Requirements/Supplier Selection Authority Delegation

Amount	Competitive Bidding Requirement	Waiver of Competitive Bidding Requirement	Recommended Vendor/Bid	Approval of Final Vendor/Bid
\$0 - \$999	None	N/A	Department Authorized Person	Department Head
\$1,000 - \$4,999	2 verbal bids	Town Finance Director	Department Head	Town Finance Director
\$5,000 - \$14,999	3 written bids	Town Administrator	Department Head	Town Finance Director
\$15,000-\$24,999	3 written bids	Town Administrator First Selectperson	Department Head	Town Administrator
Over \$25,000	Public RFP RFB	Town Administrator First Selectperson for < \$100,000 Town Administrator First Selectperson and majority of BOS for \$100,000 +	Department Head	Town Administrator First Selectperson

**TABLE B: PURCHASING
Ordering/Payment Authority Delegation**

Amount	Requisition Submission	PO Approval	Invoice Approval	Payment Approval
\$0 -\$999	Department Authorized Person	Department Head	Department Head	Town Finance Director
\$1,000 - \$4,999	Department Head	Town Finance Director	Department Head	Town Finance Director
\$5,000 - \$14,999	Department Head	Town Finance Director	Department Head	Town Finance Director
\$15,000-\$24,999	Department Head	Town Finance Director	Department Head	Town Finance Director and Town Administrator
Over \$25,000	Department Head	Town Finance Director	Department Head and Town Finance Director	Town Administrator

CHAPTER 6 SOURCING POLICIES AND PROCEDURES

Section 1 *General*

The Town's procurement decisions, as required and whenever possible and practical, are to be made using a competitive bidding process. Competitive bidding for a product or service requires the allocation of sufficient time to conduct the bid process. Competitive bidding also assumes the availability of more than one qualified supplier for a specified and required good or service and is open to goods and or services that are functionally equivalent to that specified in a request for proposal/quote.

Notwithstanding anything to the contrary in this document, Section 220-3 of the Town Charter, which restricts procurements with suppliers where natural gas or waste oil are involved, shall apply to all procurements by the Town of Weston

Section 2 *Summary of Sourcing Policies and Procedures at Different Thresholds (Table A)*

Section 2.1 *Procurements from \$0-\$999*

Procurements below \$1,000 do not require a competitive bidding process. Nevertheless, there is nothing to prohibit Departments Heads from seeking multiple bids where possible for procurements at this level and they are encouraged to do so. Department Heads have the authority to choose the supplier and the proposed offer for procurements at this level provided that the supplier they choose meets the requirements of a Responsible Bidder and is on the Town's approved Municipal Uniform Information System (MUNIS) supplier list or has been added as a New Supplier before the procurement commitment is made.

Section 2.2 *Procurements from \$1,000-\$4,999*

Procurements from \$1,000 - \$4,999 require that Department Heads identify and obtain telephonic or electronic bids from at least two Responsible and Responsive Bidders. Obtaining quotes from websites or current price sheets for a product that meets the specification shall constitute a valid telephonic or electronic bid. The failure to obtain two such bids shall require the Department Head to seek a Waiver from the Town Finance Director in order to proceed with a purchase. The Department Head shall document the results of the bidding process and recommend a vendor subject to final approval by the Town Finance Director.

Section 2.3 *Procurements from \$5,000-\$14,999*

Procurements from \$5,000 - \$14,999 require that Department Heads identify and obtain written bids from at least three Responsible and Responsive Bidders. The Department Head has the discretion to determine whether the written bid process shall provide for sealed or unsealed bids, submission by paper or electronically and whether obtaining quotes from websites or current price sheets for a product that meets the specification shall constitute a valid bid. The Department Head shall have the discretion to incorporate any of the more rigorous processes laid

out in Section 6 covering publicly posted RFPs/RFBs. The failure to obtain written bids from at least three Responsible and Responsive Bidders shall require the Department Head to seek a Waiver from the Town Administrator in order to proceed with a purchase. The Department Head shall document the results of the bidding process and recommend a vendor subject to final approval by the Town Finance Director.

Section 2.4 *Procurements from \$15,000-\$24,999*

Procurements from \$15,000 - \$24,999 require that Department Heads identify and obtain written bids from at least three Responsible and Responsive Bidders. The Department Head has the discretion to determine whether the written bid process shall provide for sealed or unsealed bids, submission by paper or electronically and whether obtaining quotes from websites or current price sheets for a product that meets the specification shall constitute a valid bid. The Department Head shall have the discretion to incorporate any of the more rigorous processes laid out in Section 6 covering publicly posted RFPs/RFBs. The failure to obtain written bids from at least three Responsible and Responsive Bidders shall require the Department Head to seek a Waiver from the Town Administrator and First Selectperson in order to proceed with a purchase. The Department Head shall document the results of the bidding process and recommend a vendor subject to final approval by the Town Administrator.

Section 2.5 *Procurements over \$25,000*

Procurements for \$25,000 and above require the publicly posted RFP/RFB process detailed in Section 6. Material deviations from the procedures laid out in Section 6, or the inability to obtain bids from at least three (3) responsible and responsive bidders will require a Bid Waiver from the appropriate authority. Waivers for procurements from \$25,000 to \$99,999 require the approval of the Town Administrator and First Selectperson. Waivers for procurements over \$100,000 require the approval of the Town Administrator, First Selectperson and majority of the BOS. The Department Head and Town Finance Director shall summarize the results of the bidding process and the rationale for their recommended vendor to seek final approval by the Town Administrator and First Selectperson

Section 3 *Supplier Identification, Qualification and Supplier Database*

The Town Finance Director has responsibility for ensuring supplier identification and qualification. Supplier identification and qualification is a continuing process ensuring that our suppliers are providing the Town with the best values in terms of total cost, quality and service. A list of suppliers will be maintained and the marketplace will be periodically tested and suppliers added or deleted to ensure that the Town has an appropriate number of suppliers to meet its requirements.

Section 3.1 *New Suppliers*

There will be no commitment to purchase goods or services from a supplier not listed in the most current MUNIS supplier data base without prior approval of the Town Finance Director.

Should a department, board or commission wish to add a new supplier to the Supplier Data Base, a **“New Supplier Request Form” (Attachment B)** shall be completed and forwarded to the Town Finance Director for acceptance prior to any solicitation or purchase is made with the new supplier.

The Town Finance Director has authority to determine if a new supplier is approved to supply the Town with goods or services.

Consideration for Supplier Acceptance may be as follows:

- References provided through contracts with firms currently served by the supplier
- Financial stability
- Experience
- Capabilities and technological abilities

Section 3.2 *Disqualified Suppliers and Bidders*

The Town Finance Director has the authority to declare suppliers who default on quotations and services, and suppliers (or principals/owners of the suppliers) who are in default of payment of taxes and other obligations to the Town, disqualified from receiving further business from the Town for a stated period of time. Suppliers may be removed from the Town Finance Director’s supplier list for a period up to two (2) years. Reinstated suppliers shall be on “probation” for a period of one year. If further problems occur, a supplier may be permanently removed from the supplier list.

Section 4 *Specifications for Competitive Bidding*

The competitive bidding process – whether through telephonic or electronic bids, written bids or publicly posted RFPs/RFBs - requires that the desired product or service is sufficiently defined so that equal opportunity is provided to all suppliers interested in bidding. The end user department requiring the product or service shall supply all necessary data to the potential bidders such as:

- Detailed specifications, brand or model (or Town-approved ‘equal to’), statement of work, terms and conditions, drawings, material lists, inspection requirements and other pertinent data.
- Generic requirements or descriptions of the performance objectives in sufficient detail (when exact specifications do not exist).
- Service objectives, desired deliverables and acceptance criteria (for services).
- All requirements dealing with support, warranty, training, etc.
- Required delivery or completion information.

In certain instances, such as low-value, repetitively purchased items, end user departments may solicit pricing information for budgetary and requisition information. However, as part of ensuring a level playing field for prospective suppliers, end user departments shall not solicit quotations, bids, or proposals for high-dollar, major procurements without the direct consent of the Town Finance Director and/or the Town Administrator. All correspondence with suppliers concerning purchases or prospective purchases shall be submitted to the Town Administrator.

Section 5 *Requests for Proposals (RFPs) and Professional Services Procurements*

The main component of an RFP consists of the Town's terms and conditions, a description of the scope of work, proposal requirements, any special conditions, service requirements, insurance requirements and contract format.

The decision whether to award work based upon a response to a RFP is based upon a mix of factors including but not limited to: (a) price; (b) experience; and (c) quality of past work. While pricing is an essential factor to evaluate a proposal, the Town should only accept a proposal that offers the best overall value for the services at a price that is within range of the Town's budgetary parameters.

The department making the recommendation for award resulting from an RFP shall forward a memorandum to the Town Finance Director stating the justification for award. Additionally, any and all formal contracts resulting from an RFP award shall be forwarded to the Town Attorney for review.

Examples of Professional Services include, but are not limited to: Architects, Engineers, Accountants, Actuaries, etc. Professional service providers will be selected within their disciplines. Normally, professional service firms will be contracted for projects that are planned in advance, but they may also be engaged when emergencies arise from time to time. These firms, although similarly credentialed, will be selected project by project based on capacity, experience, or ability to respond when time-sensitive needs arise. Professional service providers such as Financial Advisors, Benefits Administrators, and Auditors are generally advertised every three (3) years unless there is a compelling reason to postpone for an additional period of time. The selection of vendors for legal services, which is the subject to the provisions of the Town Charter, is not subject to this Procurement Policies and Procedures.

Section 6 *Public Requests for Proposals (RFP) and Requests for Bids (RFB) Process*

Section 6.1 *Preparation of Public RFPs and RFBs*

It is the responsibility of the Town Finance Director to formally issue all publicly posted Town Requests for Proposals/Bid and Information and any addenda thereto and it is the responsibility of the Town Finance Director to control and oversee all aspects of the public RFP/RFB process from bid/proposal development to opening and award.

Section 6.2 *Specifications and Data Supplied by End User*

The Department Head requiring the product or service shall supply all necessary data to the Town Finance Director to be used in the preparation of, and for inclusion in, a public RFP or RFB document. This data shall include but not be limited to: all of the items in Section 4 as repeated below;

- Detailed specifications, brand or model (or Town-approved 'equal to'), statement of work, terms and conditions, drawings, material lists, inspection requirements and other pertinent data.

- Generic requirements or descriptions of the performance objectives in sufficient detail (when exact specifications do not exist).
- Service objectives, desired deliverables and acceptance criteria (for services).
- All requirements dealing with support, warranty, training, etc.
- Required delivery or completion information.
- Recommended bidders (if known) - suppliers the end user department believes are qualified to provide the products or services.

Upon completion of the aforementioned information, the relevant Department Head shall submit to the Town Finance Director, a ***“Request for Formal Bid, Proposal or Information” (Attachment C)*** along with the above-mentioned data and specifications supplied by the Department Head. Prior to the Town Finance Director issuing a formal public RFP/RFB, this formal request shall be signed by the Department Head and the Town Finance Director.

All requests to change, alter, clarify, or redefine the specifications, requirements; statements and scope of work, or terms and conditions of a bid/proposal request shall not be discussed or communicated to potential bidders other than through the Town Finance Director during the bid/proposal process. Should a Town employee, department head or other department-authorized personnel bypass the Town Finance Director by communicating information to bidders during the bid/proposal process that may result in an unfair competitive advantage for potential bidders, or in differing/conflicting information, the Town Finance Director may cancel (and reissue) a bid/proposal if it is deemed to be in the best interests of the Town and integrity of the competitive bid/proposal process.

If a supplier has questions regarding any aspect of a proposal/bid request and the Town clarifies such information, that information must be shared with all of the competing suppliers. As necessary, all significant changes to a specification may result in the issuance of formal addenda to the original RFP/RFB. Those addenda shall be provided to all competing suppliers by the Town Finance Director and if required, an extension of the due date shall be formally made by the Town Finance Director to all competing suppliers.

Section 6.3 *Legal Notice*

All formal bidding requests require a minimum of ten (10) business days from public announcement (Legal Notice) to response due date for a formal bid submission. Additional time shall be and should be given if the procurement is of complex nature and requires extensive evaluation. Any extension of a RFP or RFB due date shall be solely approved and issued by the Town Finance Director.

Notification of a bid request shall be included on the official Town of Weston website www.Westonct.gov and may be published on the State of Connecticut Department of Administrative Services (DAS) website and/or any other sites or publications as deemed appropriate by the Town Finance Director.

The Town Finance Director will review annually with the BOS general procedures that are to be followed to provide Legal Notice of public RFPs/RFBs.

Section 6.4 *Telephone and Email Submissions*

Telephone and/or emailed submission of bids or proposals are strictly prohibited. ONLY a physical bid/proposal response to a sealed bid/proposal request shall be accepted or considered.

Section 6.5 *Pre-Bid Meeting*

When the complexity of the requirements of an RFP or RFB so warrant, a meeting on Town premises with suppliers and Town personnel prior to the bid opening shall be conducted. The objectives of such a meeting are to provide a clear understanding of an RFP or RFB statement of work, specifications and requirements and to provide close coordination of the Town's specifications and requirements and the supplier's ability to meet them. Usually, the meeting is held after potential bidders have had time to review the bid/proposal request or general announcement (e.g., large public building projects). In most instances, these meetings are not mandatory and attendance is not a prerequisite to submitting a formal bid. In some instances, when specifications and requirements are uniquely complex and critical, a pre-bid meeting is mandatory. Should a supplier not attend a "mandatory" Pre-Bid meeting, that supplier's bid/proposal shall not be accepted.

The Town Finance Director shall maintain a record of all Pre-Bid Meeting attendees.

Section 6.6 *Bid Deposit (Certified Check or Bid Bond)*

Under circumstances as determined by the Town Finance Director, a Bid Bond in the form of a certified check or surety bond acceptable to the Town may be required. The amount required is specified in the bid invitation as a percentage of the proposed bid and set by the Town Finance Director. Should the successful bidder fail to enter into a contract or to accept a purchase order, the Bid Deposit will be forfeited to the Town. If the bidder has provided a Bid Bond and fails to enter into a contract or to accept a purchase order the Bond will be called. Bid Deposits are returned to the unsuccessful bidders within ten (10) days after the execution of a contract or purchase order between a successful bidder and the Town. Bid Deposits are returned to the successful bidders upon completion of a mutually agreed contract and/or issuance of a purchase order.

Section 6.7 *Payment and Performance Bond*

Under circumstances as determined by the Town Finance Director and, in some instances, State of Connecticut statute, a Payment and/or Performance Bond may be required from a successful bidder.

Notification of this requirement shall be stated in the formal bid/proposal request. The Town holds Payment and/or Performance Bonds until all contract obligations are satisfactorily met. The Payment and/or Performance Bond will be forfeited to the Town should the successful bidder fail to comply with the terms and conditions set forth in the specifications and the award. Payment and/or Performance Bonds are to be made payable to the Town of Weston.

Section 6.8 *Other Bid Request Components*

The Insurance Requirements shown in Attachment D are required to be included in a bid request unless a Bid Waiver is obtained pursuant to Section 7.

Other components in a bid request may include, but not be limited to, the following:

- Contract format
- Scope of services required
- Organization and staffing information
- Schedule information
- Supplier history
- Key personnel resumes
- Executive summary (firm history, similar projects, organizational chart, etc.)
- Claims, disputes, litigation
- References
- Indemnification from the vendor

Section 6.9 *Bid/Proposal Addenda*

In those instances where it is deemed that an addendum to an already advertised bid is required, it is the sole responsibility of the Town Finance Director to issue said addendum in a format that assures maximum communication to potential responders. As stated in all formal bid requests, it is the sole responsibility of a bidder to verify any addenda that may have been issued relating to an RFP or RFB. Any notice of addendum shall be published on the Town website. Failure to submit a response that does not address any changes or addenda may result in a disqualification of a proposal submission.

Section 6.10 *Bid/Proposal Opening – Due Date and Time*

Formal bid/proposal openings, at which received bid/proposals shall be open and read aloud, shall be held at the date, time, and place stated in the formal bid/proposal request issued by the Town Finance Director. Should a change to the bid/proposal time be required, it is the sole responsibility of the Town Finance Director to issue an addendum changing the due date and time of a bid/proposal opening. In the event of the closing of the Town Hall due to weather or any other unforeseen condition, the opening date shall be postponed until the same time on the next day that the Town Hall is open for business.

Sealed bid/proposal openings shall be conducted by the Town Finance Director or Town Administrator. The Town Finance Director shall maintain a record of bid/proposal opening attendees, record all responses, and maintain a file of all original bid/proposal responses.

Any bid/proposal marked or received after the time or date set in the request is ineligible and shall not be opened or considered.

In accordance with the Freedom of Information Act (FOIA), suppliers have the right to request bid information. This information is usually available twenty-four hours after the bid opening. If a negotiation is to take place, the Town has the right to consider any information that is essential to the negotiation process confidential until the negotiation is concluded.

Bids/proposals received may be inspected by making an appointment with the Town Finance Director.

Section 6.11 *Bid/Proposal Review*

No award shall officially be made at a bid opening. The end user department shall make a recommendation, in writing, to the Town Finance Director regarding a procurement resulting from a formal solicitation.

Section 6.12 *Supplier Selection and Awards*

Purchase orders and/or contracts are awarded solely by the Town Administrator through its Town Finance Director to the lowest responsive and responsible bidder whose bid/proposal complies with all of the provisions of the RFP or RFB required rendering it acceptable. The lowest proposed price is only one of the factors used in the selection process; the proposer who provides the best overall value and ability to provide the stated outcome and service, at a price that can be accommodated by the Town, shall be selected. Other factors such as quality, performance and/or technical capability, service, ability to meet delivery requirements, supplier history, references, etc. may outweigh the lowest proposed price. Additional factors to be considered are the content and quality of the proposal and how well it addresses the criteria of the RFP or RFB.

Any scoring matrix used in the selection process shall be fairly and equitably applied to all responding bidders.

The Town Administrator shall consult with the Department Head and any other Town Departments and Committees or Commissions as appropriate (e.g., the Building Committee for facility related procurements) in its bid evaluation process for more complex and technically sophisticated procurements. It is the objective of the Town Administrator to assure that all goods and services purchased meet the stated required needs (specifications) of the end user department.

It should also be noted that simply because a supplier was previously the low bidder and supplier of a particular good or service, that shall not be used as evidence that said supplier is the best source for the current requirement.

The Town of Weston reserves the right to reject any and all bids, quotes, or proposals not deemed to be in the best interests of the Town, or to accept that bid, quote or proposal which appears to be in the best interests of the Town.

The Town reserves the right to waive any informality or to reject any or all proposals and advertise for new proposals, if in its opinion the best interests of the Town will be served. The

Town may require any or all bidders to present evidence of experience, ability and financial standing as well as a list of personnel or equipment they will have available for the execution of a contract or purchase order.

A department making a recommendation for award shall state in writing to the Town Administrator the justification for the award. This recommendation shall be filed permanently in the related bid file.

Section 6.13 *Withdrawal of Award*

The Town reserves the right to withdraw an award made to a bidder/proposer if the bidder/proposer does not satisfy the conditions upon which the award was based within the specified time frame. Such conditions could consist of, but not be limited to, insurance and bond requirement documentation. Other valid reasons for the Town's withdrawal of an award could include, but not be limited to, erroneous or false information submitted in the bid/proposal or funding becoming unavailable for the goods, service or project.

Section 7 *Waiver of Competitive Bidding*

Under certain circumstances, it may be in the best interests of the Town to waive the requirement for the competitive bid/proposal process for a specific procurement.

All requests to waive the bid/proposal process requirements (Bid Waiver) shall be submitted via formal memorandum directly to the Town Finance Director, Town Administrator, or First Selectperson depending on the authority level required as described in Table A. Bid waivers in excess of \$100,000 must receive approval by the Town Administrator, First Selectperson, and majority of the BOS. The memorandum shall contain pertinent information relative to the procurement along with rationale and reasoning as to why a waiver is deemed to be in the best interests of the Town. Additionally, the request shall address the total anticipated dollar expenditure and general ledger account to be charged.

Purchases made in conjunction with the Bid Waiver process shall only be issued to a supplier by the Town Finance Director upon the authorized person's signed approval of a Bid Waiver request and upon receipt of a formal requisition. The record of any purchase made pursuant to a bid waiver shall include a copy of the waiver and shall be kept on file.

Section 8 *Emergency Waivers*

Consistent with the Town Charter, when an Emergency has been declared by the First Selectperson, Department Heads, the Town Finance Director and/or Town Administrator may be authorized by to waive the competitive bidding and delegation of authority requirements detailed in this Policy. The rationale behind such a waiver shall be documented by the Department Head or authorizing party. The record of any purchase made pursuant to an Emergency waiver shall include a copy of the waiver and shall be kept on file by the Finance Office. Relevant sections of the Town Charter are Section 61-11 Emergency procurements and Section 61-3 First Selectman's power during an emergency.

Section 9 *Sole Source Item and Single Source Items*

A sole source item is when only one source is located, after a thorough search of the marketplace that can provide a particular product or service to meet the Town's requirements.

A single source item occurs when a requirement is defined so narrowly that only one supplier can provide the product or service. Generally, this is not in the Town's best interests and goods and or services that are functionally equivalent should be specified in a request for proposal/quote. However, if such a situation is unavoidable, full justification for such a limitation should be documented by the Department Head and depending on the dollar threshold will require approval through the Bid Waiver process.

Some reasons for selecting a sole or single source may include the following:

- The supplier is the only authorized distributor of a specified product or service in the immediate area.
- Emergency conditions exist where the urgency of obtaining the items or service needed outweighs all considerations of possible price savings through competitive bidding.
- A reasonable attempt to identify comparable sources has been unsuccessful

Section 10 *Publicly Bid State and Federal Contracts, Consortia and Cooperative Purchasing*

The Town shall avail itself of State and/or Federal contracts and consortia and cooperative purchasing arrangements when it is considered to be in the best interests of the Town of Weston. The Town shall participate in existing contracts that have been competitively bid under rules corresponding to those set forth in this Procurement Policies and Procedures. Acceptable cooperative purchasing contracts shall include, but are not limited to, those specifically extended to political subdivisions and municipalities and issued by Public Purchasing Association of Connecticut (PPAC), Connecticut Regional Council of Governments (CRCOG), the Connecticut Source, and the State of Connecticut, Connecticut Regional Education Council (CREC), National Institute of Government Purchasing (NIGP), Source well, National Joint Powers Alliance (NJPA), and through the Department of Administrative Service (DAS).

The use of such contracts shall be approved by the appropriate person to issue a waiver as described in Table A. The terms and conditions set forth in the contract shall be adhered to by the Town.

In order for a contract that was publicly bid by a state or federal entity, consortium or cooperative purchase to be considered, the contract must be in force at the time of the procurement and be for the goods and/or services referenced in the contract. The contract number shall be included on the requisition and purchase order.

Section 11 *Prevailing Wages*

In contracts for new construction of any public works project where the total cost of all work to be performed by all contractors and subcontractors exceeds one million dollars (\$1,000,000), and in contracts for remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project where the total of all work to be performed by all contractors and subcontractors exceeds one hundred thousand dollars (\$100,000), all tradesmen and laborers hired to perform under the contract shall be paid at the prevailing wage rates for the same work in the same trade in the Town and shall receive the fringe benefits normally offered at that time for the particular trade. "Prevailing rates" as used herein shall mean the latest rates published by the State of Connecticut Department of Labor unless otherwise required to qualify for a federal grant pertaining to the contract. As used herein, the term "contractor" shall include the general or prime contractor and shall include subcontractors performing work under the contract.

Upon receipt of request for an RFP or RFB, the Town Finance Director shall request current prevailing wage rates from the State of Connecticut Department of Labor for inclusion in the formal bid/proposal.

Section 12 *Commission on Human Rights and Opportunities (CHRO) Requirements*

Any state funding, including but not limited to Local Capital Improvement Program (LoCIP) Alliance, and BOE grants from the state of Connecticut that is \$50,000 or more must follow the Commission on Human Rights and Opportunities (CHRO) process which is listed on the CHRO website at <https://portal.ct.gov/CHRO/Contract-Compliance/Contract-Compliance/Contract-Compliance-Formsand-Reports>.

Bid Notice Language (for print media): This contract is subject to state set-aside and contract compliance requirements.

Bid Language (for bid documents): The contractor that is selected to perform this State project must comply with Conn. Gen. Stat. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate a good faith effort to meet the 25% set-aside goals. For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic nondiscrimination certification with the Commission on Human Rights and Opportunities. Forms can be found on the CHRO website.

Section 13 *State of Connecticut Construction Contractor Prequalification Program*

The State of Connecticut's Construction Contractor Prequalification Program, Conn. Gen. Stat. Sec. 4a100 et seq., requires that all contractors prequalify before they can bid on projects that meet the following criteria:

- Project must be for construction, alteration, remodeling, repair or demolition of a public building
- Estimated cost of the project is more than \$500,000
- Project is funded in whole or in part with State of Connecticut funds.

Prequalification information shall be submitted with related bid/proposal responses at the required date and time. Failure to submit the required Prequalification information may result in rejection of a bid/proposal response. Note: In certain instances, the Town may accept a proposal if a Prequalification application is in process with the State. That situation must be disclosed by the responder in the bid/proposal submittal.

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CHAPTER 7 ORDERING AND PAYMENT AUTHORITY

Section 1 *General*

The Town Administrator determines the format, form, and method to be utilized for the requisition or order supply form and procurement of goods or services. Generally, all requisitions and direct purchase orders shall be created in the Town's Financial System.

All requisitions or order supply forms shall include estimated prices along with recommended supplier information and must be approved by the Department Head. The approved requisition or order supply form is then forwarded to the Town Finance Director via MUNIS, for approval and processing.

In all circumstances, purchase orders and requisitions must be matched to the invoice and delivery bills of lading (as appropriate) to confirm that the actual goods and services were delivered.

The Town Finance Director is responsible for approving Purchase Orders in accordance with Table B.

In all procurement activities, the Town Finance Director shall comply with Town, State of Connecticut and Federal guidelines.

Section 2 *Summary of Purchasing Policies and Procedures at Different Thresholds*

Section 2.1 *Procurements from \$0-\$999*

Procurements below \$1,000 require a requisition approved by the department authorized person and a Purchase Order approved by the Department Head. Invoices are approved by the Department Head and the Town Finance Director authorizes payment.

Section 2.2 *Procurements from \$1,000-\$4,999*

Procurements from \$1,000 - \$4,999 require a requisition approved by the Department Head and a Purchase Order issued by the Town Finance Director. Invoices are approved by the Department Head and the Town Finance Director authorizes payment.

Section 2.3 *Procurements from \$5,000-\$14,999*

Procurements from \$5,000 - \$14,999 require a requisition approved by the Department Head and a Purchase Order issued by the Town Finance Director. Invoices are approved by the Department Head and the Town Finance Director authorizes payment.

Section 2.4 *Procurements from \$15,000-\$24,999*

Procurements from \$15,000 - \$24,999 require a requisition approved by the Department Head and a Purchase Order issued by the Town Finance Director. Invoices are approved by the Department Head and the Town Finance Director and Town Administrator authorize payment.

Section 2.5 *Procurements over \$25,000*

Procurements for \$25,000 and above require a requisition approved by the Department Head and a Purchase Order issued by the Town Finance Director. Invoices are approved by the Department Head and Town Finance Director and the Town Administrator authorizes payment.

Section 3 *Purchase Orders*

A Purchase Order contains a description of the specific item or services being purchased that are specific to that order.

The basic parts of a purchase order may include:

- Purchase Order Number (with change number if applicable)
- Requisition Number
- Tax Exempt Number
- The full legal name and address of the supplier
- The Town ship-to location
- Supplier number
- Freight payment terms
- Description (in a brief and accurate manner) of the goods or services being purchased, quantity, unit cost and extended price
- List of attachments, if applicable
- Signature of an authorized buyer and Town agent
- Reference to a bid or contract that is in force if applicable
- Documentation from requisition

The Town Administrator determines the format, form, and method to be utilized for the purchase of goods or services.

Section 4 *Formal Contracts*

All formal contracts shall be executed by the Town Administrator. No other Town official, board or commission member is authorized to execute a formal contract with another party to perform a service or provide a product to the Town.

Section 5 *Unauthorized Purchases*

Unless as provided herein, no Town official, Department Head, employee, or board or commission member shall purchase any goods or services for Town government purposes other than through the Town Finance Director. Any purchases ordered outside of the provisions included herein shall not be approved and the Town shall not be bound to accept or pay for those purchases

Section 6 *Requisition Preparation and Time Frame*

Purchase requisitions shall be issued and approved by Department Heads or department-authorized personnel for all purchases of materials and services through MUNIS. The requisition must include supplier name and address, account number to be charged, date of issue, quantity and description of goods and services, price, date required, and any such documentation as may be required by the Town Finance Director to facilitate the procurement. In all instances, departments shall assure sufficient lead time to prevent emergencies and allow for standard processing of a Purchase Order and delivery of requested goods and/or services.

All requisitions created in the MUNIS system shall follow the submission delegated authority as noted in Table B and then released (electronically). It shall be noted that the Town Finance Director cannot process a requisition in the MUNIS system until such time that it has been approved and released by the Department Head.

Section 7 *Verbal Request for Pricing/Procurement*

It is generally not the policy of the Town Finance Director to accept verbal requisitions from departments. Exceptions shall be considered by the Town Finance Director in the case of legitimate emergencies.

Section 8 *Verbal Orders*

Verbal orders are purchase orders placed only by the Town Finance Director to a supplier in person or by telephone.

Section 9 *Order Supply Forms*

In the case of emergencies, an order supply form may be utilized by authorized department personnel for the purchase of material, equipment, supplies or services under \$1,000. Order supply forms shall be presented immediately to the Town Finance Director along with all necessary supporting documentation for approval of the Town Finance Director. Upon approval of the Town Finance Director, a purchase order shall be issued to a supplier. (***Office Order Supply Form – Attachment E***)

Order supply forms may also be used to request routine “low dollar” miscellaneous Agent supplies less than one thousand (\$1,000) dollars in total. These order supply forms shall be signed or approved by the Department Head or other department-authorized personnel and

directly forwarded to the Town Finance Director for processing. It is not permissible to circumvent this rule by making multiple requests for the same “low dollar” purchase(s).

Section 10 *Change Orders*

All requests for change orders to an existing Town purchase order or contract shall be forwarded to the Town Finance Director prior to any expenditure relating to that change order request being encumbered.

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CHAPTER 8 SALE OF SURPLUS TOWN EQUIPMENT

Surplus property/equipment owned by the Town of Weston shall be disposed of by the following procedure:

The Department Head or other department-authorized personnel shall notify the Town Finance Director in writing of the surplus property/equipment and provide the description – (year, model, manufacturer, and age, etc.) and general condition. An appraisal or other professional estimate of the market value of the surplus item shall be obtained unless the Town Administrator agrees to waive this requirement. The final decision to sell surplus Town equipment and disposition of the proceeds from the sale shall be made by the Town Administrator. Surplus items may be offered to other departments within the Town, including the Board of Education. All surplus property/equipment shall be sold “as is.”

Upon approval of the Town Administrator, the Town Finance Director shall advertise in a local newspaper and on the Town website the surplus property/equipment that is available, including its condition and location. The advertisement shall call for either the use of sealed bids or an on-line auction service which has been approved by the Town Finance Director. If sealed bids are used, the sealed bids shall be due to the Town Finance Director or its designated agent at an announced date, time and location determined by the Town Finance Director, at which time the responses shall be publicly opened. An award will be made to the firm or person who bids the highest dollar figure for each item.

Payment for surplus town equipment shall be made by wire transfer or ACH to the Town of Weston. The removal of sold property/equipment shall be within a reasonable agreed to time period between Town and the buyer after the sale. All proceeds from the sale of Town surplus property/equipment shall be forwarded immediately to the Town Finance Director.

The Town of Weston reserves the right to reject any and all bids, not deemed to be in the best interests of the Town, or to accept a bid which appears to be in the best interests of the Town.

CHAPTER 9 MODIFICATIONS AND COMPLIANCE

The Policies and Procedures delineated in this document may require future modifications in order to better meet the changing needs of the Town of Weston. Any such modifications shall be proposed by the Town Administrator and reviewed with the BOS. Proposed modifications will only become effective upon affirmative approval of the First Selectperson and a majority of the BOS and documented in an updated version of these Procurement Policies and Procedures.

The Town Administrator is responsible for ensuring that Town Departments and personnel comply with these Policies and Procedures. The Town Administrator will determine appropriate procedures for monitoring and reporting on compliance – including periodic reporting to the BOS on public RFPs/RFBs and any Bid Waivers associated with these RFPs and RFBs.

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Item 6

2018-3-50670	BOCHANIS JORDAN	\$	254.77	10/11/2023
2022-3-52757	GOTTSCHALK JAYNE	\$	42.27	10/17/2023
2022-3-53181	HONDA LEASE TRUST	\$	453.79	10/18/2023
2022-3-53178	HONDA LEASE TRUST	\$	514.20	10/18/2023
2022-353198	HONDA LEASE TRUST	\$	236.86	10/25/2023
2022-3-53558	JP MORGAN CHASE BANK	\$	898.23	10/11/2023
2022-3-53760	KELLEHER BART	\$	62.74	10/18/2023
2022-3-53761	KELLEHER BART	\$	57.26	10/18/2023
2022-3-54530	MANN WILLIAM	\$	1,364.98	10/25/2023
2022-3-54702	MCDONALD DAVID	\$	36.03	9/29/2023
2022-3-54705	MCDONALD KRISTEN	\$	74.98	9/29/2023
2022-3-57247	TOYOTA LEASE TRUST	\$	712.34	10/11/2023
2022-3-57178	TOYOTA LEASE TRUST	\$	457.91	10/18/2023
2022-3-57161	TOYOTA LEASE TRUST	\$	776.35	10/18/2023
2022-3-57143	TOYOTA LEASE TRUST	\$	603.76	10/18/2023
2022-3-57219	TOYOTA LEASE TRUST	\$	1,138.37	10/18/2023
2022-3-57189	TOYOTA LEASE TRUST	\$	853.76	10/18/2023
2022-3-57180	TOYOTA LEASE TRUST	\$	381.73	10/18/2023
2022-3-57317	TOYOTA LEASE TRUST	\$	520.30	10/18/2023
2022-3-57526	VAULT TRUST	\$	640.66	10/4/2023
2022-3-57529	VAULT TRUST	\$	880.77	10/4/2023
2022-3-57514	VAULT TRUST	\$	154.09	10/4/2023
2022-3-57510	VAULT TRUST	\$	765.21	10/4/2023
2022-3-57574	VCFS AUTO LEASING	\$	250.33	10/11/2023
2022-3-57614	VCFS AUTO LEASING	\$	633.52	10/18/2023
2022-3-57610	VCFS AUTO LEASING	\$	710.42	10/18/2023
	TOTAL	\$	13,475.63	SUBMITTED FOR 11/2/23 BOS MEETING

Item 7

**Board of Selectmen
Meeting Minutes
October 19, 2023 at 7:30 pm
Weston Town Hall Meeting Room and via Zoom**

1. **Call to Order:** First Selectwoman Samantha Nestor called the meeting to order at 7:35 pm. Also in attendance were Selectman Martin Mohabeer (via Zoom), Selectwoman Amy Jenner, Finance Director Rick Darling (via Zoom), and members of the public.
2. **Pledge of Allegiance:** David Muller led in the Pledge of Allegiance.

Selectman Mohabeer made a motion to add an item to the agenda to hold a moment of silence in recognition of the suffering of all the victims of the Hamas attacks on Israel last week. Motion seconded by Selectwoman Jenner. Motion passed unanimously.

A moment of silence was held in recognition of the suffering of all the victims of the Hamas attacks on Israel last week

3. **Update on the following projects:**
 - a. **Police Locker Room**
 - b. **Wood Hill Road Accessway**
 - c. **Davis Hill Bridge**
 - d. **Drinking Water Improvements**
 - e. **Electric Vehicle Chargers**
 - f. **Land Mobile Radio**
 - g. **Department of Public Works Roof**
 - h. **Town Hall Basement Records Room**

First Selectwoman Nestor read a report prepared by Larry Roberts, Director of Public Works and Facilities Management. Discussion about these projects took place, also discussed were Cavalry Road Bridge, the Town Green project, dog park, and pickleball courts.

4. **Update on the Town's final unaudited financial report for FY23:** First Selectwoman Nestor provided an update on the Town's unaudited financial report for FY23. Discussion took place with Finance Director Rick Darling via Zoom.
5. **Approval of Minutes from the October 5, 2023 Board of Selectmen Meeting:** **Selectwoman Jenner made a motion to approve the minutes from the October 5, 2023 Board of Selectmen Meeting. Selectman Mohabeer seconded the motion.** Selectwoman Jenner suggested a change to Item 10 to add "First Selectwoman Nestor stated that what Vanessa Richards thought she observed did not happen." Discussion regarding the change to the minutes took place. **Motion to approve the minutes with this change was unanimously approved.**

Selectwoman Jenner made a motion to add an item to the agenda to discuss the resignation letter of Vanessa Richards from the DEI committee. Selectman Mohabeer seconded the motion. First Selectwoman Nestor was opposed. Motion to add to the agenda passed 2 in favor, 1 opposed. Discussion regarding the resignation letter from Vanessa Richards that was on the last Board of Selectmen meeting took place, including discussion about having an independent investigator.

Selectman Mohabeer made a motion to add an item to the agenda to have discussion / decision to clarify that only the Board of Selectmen has the final authority to terminate all regular employees, whether full-time or part-time. Motion was seconded by Selectwoman Jenner. Discussion regarding the authority of the Board of Selectmen in the termination of regular employees took place. First Selectwoman Nestor stated that she has contacted the Town attorney and he is researching this matter.

6. **Adjournment: Selectwoman Jenner made a motion to adjourn. Selectman Mohabeer seconded the motion. Motion passed unanimously.** Meeting adjourned at 8:25pm.

Minutes prepared by Darcy Barrera-Hawes, Executive Administrative Assistant

UNAPPROVED