

TOWN COUNCIL
Town of Trumbull
CONNECTICUT

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



MINUTES
DECEMBER 7, 2015

CALL TO ORDER: The organizational meeting of the Town Council was called to order by Carl A. Massaro, Jr. at 8:30 p.m. All present joined in a moment of silence and the Pledge of Allegiance.

1. **Appointment of Temporary Clerk**

Moved by Ms. Rosasco-Schwartz, seconded by Mr. Whitmoyer to appoint Margaret Mastroni as temporary clerk. VOTE: Motion CARRIED unanimously.

2. **Roll Call**

The clerk called the roll and recorded it as follows:

Present: Jack Testani, Donna Seidell, Bill Mecca, Dawn Cantafio, Thomas Whitmoyer, Mary Beth Thornton, Tony Scinto, Edna Colucci, Jason Marsh, Carl Massaro, Jr., Lori Rosasco-Schwartz, Mark Block, Michael London, Lisa Valenti, Enrico Constantini, Mark LeClair, Joe Pifko, Ann Marie Evangelista, and Matt Caron.

Absent: Vincent DiMasi, Jr.

3. **Election of Permanent Chairman**

Moved by Mr. Costantini, seconded by Mr. LeClair to elect Carl Massaro, Jr. as permanent chairman. VOTE: Motion CARRIED unanimously

The Chair welcomed all of the new members of the Town Council and introduced all members. The Chair spoke to the importance of having new membership for all Town boards and/or commissions and stated he looks forward to working with everyone.

4. **Election of Permanent Vice-Chairman**

Moved by Mr. Costantini, seconded by Mr. Scinto to elect Joe Pifko as permanent vice-chairman. VOTE: Motion CARRIED unanimously.

5. Election of Permanent Clerk
Moved by Mr. Costantini, seconded by Mr. Whitmoyer to elect Margaret Mastroni as permanent clerk. VOTE: Motion CARRIED unanimously
The Chair congratulated Ms. Mastroni.

6. Adoption of Rules
Moved by Mr. London, seconded by Mr. Block to adopt the Town Council Rule & Procedure and the Building Committee Rules.
The Chair noted the Town Council Rules & Procedure and the Building Committee Rules had been distributed to the council. VOTE: Motion CARRIED unanimously.

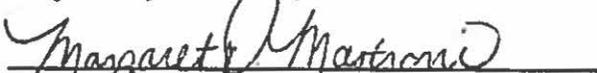
7. Committee Assignments and Meeting Dates-Committee assignments and meeting dates were distributed to the council and will become part of the record and attached to the meeting minutes. The Chair explained the council meets on the first Monday of every month, unless it is a holiday, then the meeting would take place on the Thursday following the first Monday. Committees of the council meet the week prior to the full Town Council meeting generally on a Monday and/or the Tuesday.

8. Leadership Posts
The Chair announced the leadership posts as follows:
Majority Leader - Enrico Costantini
Deputy Majority Leader – Tony Scinto
Minority Leader – Mary Beth Thornton
Deputy Minority Leader – Thomas Whitmoyer
The Chair congratulated all of the new leadership posts.

9. New Business – None
The Chair explained the committee meetings will meet on the last Monday and Tuesday of December, 2015. If a council member wants to place an item on the agenda they should review the Town Council Rules. When submitting a resolution there should be two council members' signatures sponsoring the resolution. The Town Council has the most stringent notice requirements than any other board or commission and asked the council to consider this when submitting new business.

10. Adjournment
There being no further business to discuss and upon motion made by Mr. Testani, seconded by Ms. Colucci the Trumbull Town Council adjourned by unanimous consent at 8:40 p.m.

Respectfully Submitted,


Margaret D. Mastroni, Town Council Clerk

BUILDING COMMITTEE RULES

Sec. 1 These rules and regulations shall apply to all committees formed for the purpose of site selection, project feasibility and building, renovation or repair of public buildings within the Town of Trumbull.

Sec. 2 Said committees shall be appointed by the Town Council unless the Town Council, by a vote of 2/3 of those present and voting designates another appointing authority.

Sec. 3 The Town Council shall determine the number of members of each committee, no more than a bare majority of whom shall be members of the same political party. Members shall sit at the pleasure of the appointing authority.

Sec. 4 The appointing authority shall designate one of the members as Chairman of each committee.

Sec. 5 The Committee shall hold its first meeting within thirty (30) days from the date on which the Council appoints a majority of the committee. At that time, the committee may engage a clerk and may vote to seek a preliminary appropriation for clerical and related expenses.

Sec. 6 Where site selection is required, the committee shall seek and submit to the Town Council written approval of said site from the Planning and Zoning Commission and the Town Sanitarian or Health Director. The Committee shall also seek the advice and a report from the Traffic Authority of the Town. In addition, the committee shall arrange for and obtain seepage and/or drainage tests and shall submit the results to the Town Council. If an appropriation is required for said purpose, the committee is empowered to seek and obtain such appropriation.

Sec. 7 Shall the site under consideration be for school construction, written approval of said site shall be sought and obtained from the local and State Boards of Education, as needed.

Sec. 8 Upon submission of the documents as aforementioned, all of which shall be placed on file with the Town Clerk prior to any request for funds for acquisition of said site, the committee shall be empowered to seek an appropriation for the acquisition of said site, by purchase or condemnation in the manner prescribed by the Town Charter or other applicable law, as required, and shall be empowered to seek an appropriation for preliminary plans and specifications of the proposed building or structure.

Sec. 9 Prior to any request for appropriation fro preliminary plans and specifications, the committee shall present to the Town Council such drawings, cost estimates and other documents as are necessary to fully apprise the Town Council of the expected scope of

the project. The Committee shall be empowered to seek any appropriation necessary for such drawings and cost estimates.

Sec. 10 After approval by the Town Council of the scope of the project, the committee shall recommend to the Town Council its choice of architect for the project. Upon approval of an architect by the Town Council, the committee shall engage said architect.

Sec. 11 The committee shall submit preliminary plans and specifications for the proposed building or structure to the Town Council for approval. At the same time, the Committee shall submit to the Town Council a copy of the IMPACT Statement required by Chapter III, Section 12(e) of the Trumbull Town Charter and the comments of the Fire Marshal. Upon approval of the preliminary plans and specifications, the committee shall obtain final plans and specifications and submit same to the Town Council for approval.

Sec. 12 The committee thereafter shall be empowered to seek appropriations as may be necessary for the construction, furnishing and equipping of said building or structure.

Sec. 13 If the committee believes that it is necessary to engage the services of a Clerk of the Works for the project, it shall report to the Town Council substantiating the need for such appointment and recommending its candidate therefore. Upon approval by the Town Council, the committee shall engage said Clerk of the Works, who shall be the committee's representative on the project site and who shall report to the committee in the progress of the project.

Sec. 14 The committee is directed to make quarterly progress reports to the Town Council. The Clerk of the Town Council shall be responsible to notify the committee three (3) weeks prior to each due date.

Sec. 15 All records of said committee, including but not limited to preliminary and final plans and specifications, minutes of the meetings, invoices, work orders and receipts and reports of the clerk of the Works shall be retained by said committee. All books and records of said committee shall be bound and submitted to the Town Council prior to the discharge of said committee from its responsibilities. Upon approval of all said books and records, the Town Council shall discharge the committee from further responsibility and file the books and records of said committee with the Town Clerk as permanent records of the Town.

Sec. 16 Each committee is directed to complete its assignment of responsibilities, including the submission of books and records in accordance with Section 15 of these rules, not later than one (1) year from the date of occupancy of the building or structure, or in the case of a school building, not later than three (3) months after the filing of necessary forms with the State of Connecticut. The Clerk of the Town Council shall be responsible to notify the committee that such final submission is due not later than one (1) month prior to said due date.

Sec. 17 In addition to notice requirements imposed by the statutes of the State of Connecticut, shall give notice of all meetings to the Town Council and to the director of Public Works.

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TRUMBULL TOWN COUNCIL
RULES OF PROCEDURE

1. **ORGANIZATIONAL MEETING:** Each newly elected Council shall meet for organization on the first Monday in December following the election. Notice of the meeting shall be issued by the Town Clerk at the written request of the Chairman of the expiring Town Council.

The meeting shall be called to order by the Chairman of the expiring Town Council, or in his absence by the Town Clerk. Prior to commencement of said meeting; members of the Town Council shall be sworn by the Town Clerk or by any other chosen duly authorized official.

The Council shall then proceed to the election of a Chairman, a Vice Chairman and a Clerk to serve for the ensuing two years.

2. **COMMITTEES:** There shall be the following Standing Committees of the Council appointed by the Chairman to which pertinent matters may be referred for study or recommendation:

- 1) Education
- 2) Finance
- 3) Legislation & Administration
- 4) Public Works
- 5) Rules & Research

Each Council member shall serve on at least one Standing Committee. No Council member shall be Chairman of more than one Standing Committee. Vacancies on all Standing Committees shall be filled by the Chairman of the Council.

The Chairman of the Town Council shall designate the Chair and Vice-Chair of each committee and shall appoint two alternate members to each committee (one from each political party) . The alternate members shall attend and participate in each

5. ORDER OF BUSINESS:

- 1) Call to Order and the Pledge of Allegiance and moment of silent reflection.
- 2) Roll Call
- 3) Approval of Minutes
- 4) Public Comment
- 5) Business of the Agenda
- 6) Reports of Standing Committees
- 7) Reports of Special Committees
- 8) New Business
- 9) Adjournment

4) Public Comment

- (A) The Town Council welcomes comments from the public. On the agenda of each meeting of the Town Council, a period shall be set aside and designated during said meeting an opportunity for the public to address the Council on items scheduled to be considered on the agenda for that meeting. The Chairman at his discretion may limit the time allotment for public comment and may limit individual comment to a maximum of 2 minutes. Speakers are not permitted to yield any portion of their time to another speaker(s). Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Written statements presented by speakers during public comment shall be included in the minutes of the meeting. Immediate replies to questions/concerns should not be expected (Chairman's discretion). The Town Council will not permit any expression of personal complaints or defamatory comments about Town Council members nor against any person connected with the Town of Trumbull or any other individual, firm or corporation.

Public comment referenced herein shall not substitute for public hearing requirements as otherwise provided for in these rules.

6. CONDUCT OF MEETING: Except as otherwise specifically provided for by the Connecticut General Statutes, Special Act, Charter and/or these rules, meetings shall be conducted in the conformity with Robert's Rules of Order, Revised.

Except at Public Hearings and in accordance with the Connecticut General Statutes the right to the floor does not extend to the public. The Chairman of the Town Council has sole and absolute discretion to deny, particularly in debate and discussion, persons other than members of the Trumbull Town Council the right to the floor, subject to Council appeal, and the right of a member of the Council to yield to a member of the public his/her time when a time limit has been imposed.

copy of which shall be furnished to the Chairman of the Committee to which the matter is referred.

10. **ORDINANCES**: The Council meeting shall not act upon any ordinance unless a public hearing on the subject matter thereof shall have been duly held by a Committee of the Council. It shall be the duty of the Chairman of the Committee to cause to have a legal notice of said public hearing published not less than four and not more than eight days in advance of the hearing date in a newspaper having a general circulation in the Town of Trumbull, and to assure that a Committee report recommending action on any ordinance shall state the date upon which said public hearing was held, and to forward to the Town Clerk a copy of the legal notice advertising said public hearing at the same time a copy is sent to the newspaper.

11. **STANDARDS OF CONDUCT FOR MEMBERS OF THE COUNCIL**: No member of the Council, whether in plenary session or Committee session, shall participate in a hearing or decision of the Council upon any matter in which he is directly interested in a personal or financial sense. In the event of such disqualification, the facts concerning the same shall be entered upon the records of the Council meeting.

Each member of the Council shall be governed by the Code of Ethics of the Town of Trumbull to help the Council maintain the highest standards of ethical conduct; shall represent and work for the common good of the people of his/her Town, assuring fair and equal treatment of all persons, claims, and transactions coming before the member in member's official capacity; shall learn the background and purpose of legislation before voting, and shall faithfully perform duties as a Council member attending all meetings of the Council and of its Committees of which he is a member unless unable to do so for some compelling reason or disability.

12. **AMENDMENTS**: These rules may be amended or repealed or new ones may be added, at any meeting by a majority vote of members present, provided that the proposed change has been included in the agenda of the meeting.

2015-2017 Town Council Standing Committees

RULES AND REGULATIONS COMMITTEE

Tony Scinto Chair
Michael London Vice Chair
Mark Block
Vincent Dimasi
Jason Marsh
William Mecca

Ann Marie Evangelista Alternate R
Tom Whitmoyer Alternate D

PUBLIC WORKS COMMITTEE

Vincent DiMasi Jr Chair
Tony Scinto Vice Chair
Jack Testani
Lori Schwartz
Dawn Cantafio
William Mecca

Matt Caron Alternate R
Tom Whitmoyer Alternate D

EDUCATION COMMITTEE

Ann Marie Evangelista Chair
Edna Collucci Vice Chair
Lori Rosasco -Schwartz
Donna Seidell
Dawn Cantafio
Mary Beth Thornton

Mark S. LeClair Alternate R
Lisa Valenti Alternate D

FINANCE COMMITTEE

Mark LeClair Chair
Lori Rosasco Schwartz Vice Chair
Matt Caron
Tony Scinto
Mary Beth Thornton
Lisa Valenti

Ann Marie Evangelista Alternate R
Dawn Cantafi Alternate D

LEGISLATION AND ADMINISTRATION COMMITTEE

Enrico Costantini Chair
Jack Testani Vice Chair
Edna Colucci
Joseph Pifko
Jason Marsh
Tom Whitmoyer

Mark Block Alternate R
William Mecca Alternate D