

Town Council Regular Meeting Agenda
Wednesday, April 01, 2026, at 8:00 AM
Town Hall Green Room

1. Pledge
2. Visitors
3. Approval of Minutes – March 18, 2026
4. Appointments/Reappointments
 - Matthew Granfield – Sustainability Committee Alternate Seat for a term until 6/30/26
5. Landfill Capping Update
6. Henry Carter Hill Library Exemption Request to Ordinance 194-4A and 194-5A
7. Jared Eliot Middle School Authorizing Resolution
8. Town Manager's Report
9. Chairman's Report
10. Council Discussion
11. Town Council Committee Liaison Reports
12. Adjourn

Jared Eliot Middle School Building Committee

Whereas, the Board of Education, at its _____ meeting, adopted a resolution to request that the Town Council create a school building committee for the purpose of planning and overseeing the window and heating unit replacement project at the Jared Eliot Middle School (“Project”); and

Whereas, it is necessary that the Town's legislative body create a school building committee in order for the Town of Clinton to be eligible to receive funding from the State of Connecticut for the Project; and

Whereas, by its resolution dated December 17, 2025, the Town Council established the Jared Eliot Middle School Building Committee (“Committee”); and

Whereas, the Council now acts to set forth the roles and responsibilities of the Committee.

IT IS THEREFORE

Resolved by the Clinton Town Council, effective as of the date hereof, that the Committee is established to plan and provide the necessary management, administration and oversight for or with respect to the Project, in accordance with Connecticut law; and is further resolved that the Committee shall have the following powers and duties and be constituted as follows:

Creation, Term, Vacancies

- (a) *Membership.* -There shall be one (1) Committee with a membership composed of six (6) members. All members shall serve without compensation and shall be appointed by the Town Council. The original members of the Committee are and shall be:

Erica Gelven
Alan Semet
Todd Hajek
Jack Scherban
Jeff Stevens
Dennis Donovan

- (b) *Term.* The term of office shall be for the length of the Project.

The Committee shall continue as a complete committee during the entire course of the Project regardless of changes in the composition of the Town Council and the Board of Education.

- (c) *Removal.* A member of the Committee may be removed for cause by a two-thirds (2/3) vote of the entire membership of the Town Council.
- (d) *Vacancies.* The Town Council shall fill any vacancies on the Committee within thirty (30) days of the creation of the vacancy.
- (e) *Resignations.* Any member may resign from the Committee by notifying the Town Manager with a thirty (30) day written notice.
- (f) *Ex officio members.* The Superintendent of Schools and the Town Manager or their respective designee(s) shall be *ex officio* members of the Committee, without voting

rights.

- (g) *Town Staff*. The Board of Education shall provide appropriate staff support for the Committee.
- G) *Code of Ethics*. All Committee members shall be governed by the Town of Clinton Code of Ethics.

Powers and Duties

The Committee shall have the following duties and powers:

- 1) To determine the scope of work for the Project, consistent with the Educational Specifications approved by the Board of Education;
- 2) To select an architect through the procurement process set forth in Connecticut General Statutes Sec. 10-287, the Town Charter and in accordance with Town's Purchasing policy;
- 3) To request the Town Council appropriate necessary funds for the Project;
- 4) Upon appropriation of necessary funds, to contract with an architect to draft plans, specifications, drawings and construction documents for the Project, in accordance with the Educational Specifications approved by the Board of Education, applicable law and the requirements of the Connecticut Department of Administrative Services' Office of Grants Administration ("OGA");
- 5) To approve *preliminary plans and specifications* for the Project; to obtain approval of preliminary plans and specifications by the Board of Education; to initiate filing applications with the OGA for review of preliminary plans and specifications; and to request the Town Council to appropriate necessary funds for the total project costs;
- 6) To analyze and approve final plans and specifications of the Project; to obtain approval of such final plans and specifications by the Board of Education; to initiate filing applications with the OGA for review of *final plans and specifications*; and through the Town's purchasing agent, following receipt of approval by the OGA, to advertise for and receive bids for the construction of the Project or any portion thereof;
- 7) Upon concurrence of the Town's purchasing agent, to award the construction contract bid(s) to the lowest responsible and qualified bidder and, upon a majority vote of the Town Council to authorize the Town Manager to sign on behalf of the Town, to enter into the contract for construction of the Project;
- 8) To be responsible for construction of the Project through the appropriate agents of the Town and the Board of Education;
- 9) To ensure that all requirements of the Town Charter, Town Ordinances, Connecticut General Statutes, authorities having jurisdiction, and the OGA are complied with at all times;
- 10) To examine all applications for payment and approve all payments in connection with the construction of the Project with the advice of its agents, the project architect, and the Town's personnel;
- 11) To analyze and approve or deny any change order requests to the approved plans for the Project within the limits of the total Project appropriation;

- 12) To have province over and final approval of all expenditures of the project, up to the amount of the appropriation for the Project;
- 13) To approve and accept the completed Project subject to the advice of its agents, the project architect and the Town's personnel;
- 14) To turn the building and grounds over to the Board of Education as soon as possible after final completion and acceptance; and
- 15) To obtain the necessary approval of any local or state agency as may be required for completion of any of the duties and powers enumerated in this resolution.

Reports on work progress required.

The Committee shall submit, on a quarterly basis, budget and expenditure reports prepared in accordance with generally accepted accounting principles to the Town Council and Board of Education. Prior to submission, such reports shall be reviewed by the Town's Finance Director. Annual budget and expenditure reports prepared in accordance with generally accepted accounting principles shall be audited by the Town's outside auditors and submitted to the Town Council and Board of Education. In conjunction with such annual reports, the Board of Education, along with the Finance Director, shall provide and/or update any revisions to any projected expenditures for the project. The Committee shall also periodically report on the progress of its work to the Town Council and Board of Education.