Call to Order

Ed Bailey called the meeting to order at 6:35 PM. Dave Burgess, Bob Yamartino and Ed Bailey were present.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Agenda

Ed Bailey presented a revised agenda, with the changed items underlined.

**Bob Yamartino made a motion, seconded by Dave Burgess, to approve the agenda, as revised. Motion carried unanimously.**

Public Comment

Troy Donahue, 20 Lake Road, had pictures for the Board members to review. He spoke with John Wyskiel who told him that the area will be done. Ed Bailey reported that the Public Works department just started paving today and will probably be doing so for the next five days or so. Mr. Donahue put a pin between the two driveways and would like to be there when the paving is done. Ed Bailey confirmed that Mr. Donahue’s property is definitely on the list to be paved this year. Mr. Donahue felt that the lip at the top of the driveway will have to be cut out before being paved.

Approval of Minutes of the Board of Selectmen Meetings

**Ed Bailey made a motion, seconded by Bob Yamartino, to table all minutes. Motion carried unanimously.**
Shane Lockwood, Health Director of the Plainville-Southington Regional Health District, was present at the meeting. Ed Bailey reviewed that discussions have been ongoing on this subject for about a year now and reported that Mr. Lockwood has been Acting Health Director for Middlefield since January 1, 2018 when Matt Huddleston asked to be relieved of his duties.

After some discussion, it was agreed to add language that includes Middlefield to the letterhead, return address, etc., i.e. serving the towns of Plainville, Southington and Middlefield. Mr. Lockwood stated that other towns and districts have tried to join, but they did not feel it was a good fit.

Mr. Lockwood explained that the rate of $6.75 per capita has not changed in six years, nor have they even looked at increasing it. He guaranteed that the fee will not increase this year.

Shane Lockwood reviewed that it has been a good fit for him, the District and Middlefield since January. He has learned a lot about the town and there have been no major issues other than one positive West Nile virus. Mr. Lockwood reviewed that the District has a health educator who creates press releases and health programs for them.

The Health District formed in 2011. Plainville had a part-time health director and a sanitarian and were not getting state funding. Southington had a full-time health director and sanitarian, but a lot of the state funding is based on 50,000 people so they were not qualified for a lot of it. The two towns decided to form a district to be eligible for state funding ($1.85 per capita from the State Health Department, per statute). The Governor has not been funding that at the full amount for the past few years and has been more in the area of $1.71 per capita. Last year, it was funded at the full amount by mistake. Because the District has over 50,000 people, they are also eligible for public health emergency preparedness funding (about $42,000 per year). With Middlefield joining, the per capita funding for the state would go up and the emergency preparedness money would go up. They also receive a block grant (about $10,000) from the state which may also increase, but it may also disappear. The block grant is primarily used for programs.

Mr. Lockwood went on to review that the towns pay $6.75 per capita which was only increased by 15 cents in October, 2011. The District is in good financial shape and no increase is anticipated. They do have a reserve which is not returned to the towns. All five vehicles that the District owns are less than three years old. The main office is in Southington which is provided as in-kind services. There is also a small office in Plainville that the sanitarians visit three times a week for an hour at a time which will likely be reduced. The sanitarians are in the office from 8:30 - 9:30 and then again 3:30 - 4:30 and are in the field the remainder of the time. They work with the Land Use staff in Plainville and the records are kept there. Ed Bailey explained that
copies of Middlefield’s records will be kept in the Land Use office here in Middlefield. Applications will be available at the Land Use office and also online.

Mr. Lockwood explained that there are 63 diseases in the State of Connecticut that need to be reported to the State Health Department and the local Health Director within 72 hours. Those include food poisoning, carbon monoxide poisoning, MRSA, flu and sexually-transmitted diseases among other things. Disease reports are exempt from Freedom of Information and Mr. Lockwood is HIPAA-exempt. Those reports would be submitted confidentially to Mr. Lockwood and are kept in a locked cabinet. Overdoses are also reported now.

Mr. Lockwood then reviewed the staff of the Health District, including a chief sanitarian, three sanitarians, administrative assistant, a part-time health educator and a part-time public health emergency preparedness coordinator. They may also hire another part-time sanitarian, but all of the sanitarians will be present in Middlefield at one time or another.

Each of the board members of the District are appointed by their town’s governing body, based on one board member for every 10,000 residents with a maximum of five directors from a town. Currently, both Town Managers serve on the board, some elected officials, the chairperson has a Master’s in Public Health and the vice chair used to work at the State health department. There are five directors from Southington and two from Plainville. Middlefield would have one board member. Mr. Bailey reiterated that the board has requested that the First Selectman from Middlefield be the representative to the Health District.

Mr. Lockwood reviewed the responsibilities of the Health District and Ed Bailey asked about wells. Mr. Lockwood explained that the Health District approves the site of a well, but testing is usually handled by the property owners. He also explained that they have been trying to promote biking and have provided bike racks. They also do food training for restaurants and volunteers and have worked with Hartford Healthcare on community health assessments.

Bob Yamartino asked how the Health District would handle the inspections of the cafeterias at the schools and Mr. Lockwood stated that the two schools in Middlefield would be the District’s responsibility.

Ed Bailey had prepared a comparison of rates between what is currently charged and what the fees would be through the Health District. Mr. Lockwood explained that their rates are very consistent with the area. Significant changes will be made to the food service inspections and they will now use the FDA food code. He gave examples of some of the proposed changes and explained how the process works for food service. Discussion continued about the various fees and services.

Bob Yamartino asked if the Health District would review Middlefield’s codes and ordinances at some point and Mr. Lockwood agreed that he would do that. He did point out that tattoo parlors
would need to conform with the District’s ordinance and any tattoo artist would need to have a state license. Mr. Lockwood also stated that he had asked one of the sanitarians to schedule a class in Middlefield on a Monday in September to make a presentation to the local restaurants regarding the new food code.

Ed Bailey reviewed that he had drafted a resolution and proposed to have the public hearing and town meeting on September 10, 2018 at 7:00 PM in the auditorium. Shane Lockwood agreed to make a presentation at the meeting. Bob Yamartino read the resolution into the record and removed the repetitive sentence (as attached).

**Bob Yamartino made a motion, seconded by Dave Burgess, to approve the attached resolution for joining the Plainville-Southington Regional Health District and calling for a Public Hearing and a Special Town Meeting to vote on joining said district. Motion carried unanimously.**

West Nile Virus Press Advisory

Ed Bailey noted that this issue was talked about during the Health District presentation.

Common Good Garden Group

Jen Huddleston and Betsy St. John were present at tonight’s meeting. Ed Bailey reported that there had been a meeting last week with at least 10 people in attendance. They split their group into different committees and the funding committee will be meeting tomorrow morning to discuss grants that are available.

Jen Huddleston would like to accept Ed Bailey’s offer to be a fiduciary for any money they raise, either through grants or sponsorships. Mr. Bailey has spoken to the Finance Director about it and they will probably set up an ad hoc committee that can work under the town’s name. Bob Yamartino offered to have his name listed on the committee and would be willing to serve as a liaison to the Board of Selectmen.

Ms. Huddleston had a diagram of the shape of the proposed garden and reviewed the location. They reviewed that they would also like to install a shed in the area and hope to have some picnic tables installed in the area. There is an Eagle Scout interested in making the picnic tables his Eagle project. Betsy St. John explained that they would like to trim the big tree a little bit as well as the trees along the parking area. There will also be a composting area more toward the dumpster. They are also proposing to have a perennial flower border along the parking area. They have also spoken to John Lyman and he will refer his fence contractor to them. Jen Huddleston stated that several gardens they visited have their fence in a trench to prevent...
burrowing. Ms. Huddleston also described a garden that was built in back of the Middlefield Federated Church and pointed out that there were deer there when they went to visit.

Betsy St. John explained that they are hoping to be able to install an irrigation system and asked if they could tap into the well at the Community Center. Ed Bailey stated that the only way to use that well would be to run a hose across the driveway without installing underground pipes. Jen Huddleston has a meeting coming up with Ben Peters who is the head of irrigation at Winterberry Gardens in Southington. Mr. Bailey stated that the water could be run under the sidewalk and parking lot, but the asphalt would need to be patched. He did not know the capacity of the water system, however. Several ideas were discussed regarding the irrigation system and Ed Bailey offered to attend the meeting with Ben Peters.

Bob Yamartino asked about the fencing and wondered if the town wanted that agricultural fencing look at a garden with this type of visibility. Betsy St. John pointed out that it would need to be tall enough to prevent the deer from getting in. She felt that the netting would blend in and the flowers would help to make it look as nice as possible. Ed Bailey felt that a black post would blend in nicely with the environment. Jen Huddleston had a picture from a garden in Old Saybrook that has a fence and a gate.

Jen Huddleston stated that they spoke with Tina Gossner, a master gardener, who told them not to till the area, but to lay cardboard followed by compost. They have had an offer from DMIAAB to get a load of compost. Bob Yamartino suggested they reach out to the Greenbackers for manure, but Ed Bailey cautioned about using manure due to the odor. Mr. Yamartino also discouraged them from getting mulch from DMIAAB.

Ed Bailey would like to have the Board of Selectmen review the site plan and hopefully finalize the approval in September. Mr. Bailey will also reach out to the First Selectman of Durham about Durham’s participation in the garden.

Update from Board of Education member Bob Yamartino regarding Board of Education

Bob Yamartino reported that the Policy Committee has moved forward with a policy allowing the appointment of members of the public to Board of Education committees. The full Board will read the policy at the next meeting and hopefully approved the following month. Volunteers can now be solicited to serve on committees.
Regional School District 13 - Community Engagement Session, September 5th at Coginchaug Regional High School

Mr. Bailey reported that Regional School District 13 is having a community engagement session on September 5th that will provide an opportunity for townspeople to discuss upcoming changes in the district. Bob Yamartino reviewed how the session will be structured.

Town Procurement Policy Revisions

Ed Bailey reported that the Fire Department has received a $156,000 grant for air packs and the Town is required to have a compliant procurement policy that meets federal regulations. Mr. Bailey had a new draft for review with the changes underlined. He reviewed the changes which included that bids through the State, CCM, COST, the Lower Connecticut River COG or the Plainville-Southington Regional Health District would be exempt from the procurement policy.

Dave Burgess commented that he liked the conflict of interest clause and Ed Bailey explained that he has never heard that anyone in Town has received anything inappropriately.

Bob Yamartino made a motion, seconded by Dave Burgess, to approve the attached Town Procurement Policy as amended to include the Plainville-Southington Regional Health District. Motion carried unanimously.

Meriden Road (Route 66) Repaving Program

Ed Bailey explained that the State of Connecticut will be milling and repaving the surface of Route 66 due to the quality of paving that was used when it was rebuilt. The work is due to start next week.

SOLARIZE Connecticut Program Update - Final Workshop, Thursday September 6, 2018 at 7:00 PM in the Auditorium. SOLARIZE Middlefield Program ends September 20th.

Ed Bailey reported that there was a workshop held this week and 78 property owners have signed up for assessments thus far, with 14 contracts signed. The last workshop will be held on September 6, 2018, with the program ending on September 20th. Bob Yamartino asked if the Town would be eligible for anything due to this program and Ed Bailey explained that nothing had been offered.
**Appointments**

A. Planning and Zoning Commission - Ken Hinsch - Term 01/01/2017 to 12/31/2019 Alternate

Ed Bailey reported that Ken Hinsch is an engineer with good qualifications to fill the alternate position on the Planning and Zoning Commission. Dave Burgess commented that he has usually supported every appointment that Mr. Bailey has brought forward, but Cheryl Pizzo had suggested Paul Pizzo for this position. Ed Bailey explained that there was another alternate position open on the Planning and Zoning Commission and he will speak to Cheryl Pizzo about this issue.

Dave Burgess knows Paul Pizzo from the Board of Finance and also knows him personally and felt that he had a lot of skills as he is an architect. Mr. Burgess did not feel that many Democrats are being put on boards and he felt that it is important to have balance. He would like to have Paul Pizzo put on as an alternate and Mr. Bailey suggested that he speaks with Cheryl Pizzo first.

Mr. Burgess asked if Mr. Bailey would consider Paul Pizzo for the alternate position and Mr. Bailey preferred not to voice his reservations in public. Mr. Bailey agreed to call Cheryl Pizzo to speak to her about this. Ed Bailey stated that they are trying to make the various boards and commissions as user-friendly as possible. He is very concerned because the town and the Planning and Zoning and Inland Wetlands commissions in particular have very, very bad reputations. Dave Burgess agreed and felt that some things need to be streamlined.

*Bob Yamartino made a motion, seconded by Ed Bailey, to appoint Ken Hinsch to the Planning and Zoning Commission as an alternate to fill the vacant term of 01/01/2017 to 12/31/2019. Motion carried, with Dave Burgess abstaining.*

**Selectman’s Report**

Ed Bailey reported that there are two union contract negotiations ongoing and the town is also defending itself against a couple of lawsuits as a result of personnel problems. Legal fees are all covered by the town’s insurance. Mr. Bailey agreed to hold an executive session at the next meeting to bring the Board members up to speed.

Mr. Bailey also mentioned that they are still working on the getting the new accounting system up and running. They are also looking into new payroll systems which will streamline the process. He also spent two hours today on a demonstration of a system to track the paperwork in the Building Department.
Bob Yamartino reported that Kim Neubig from the School District has some quotes for the tennis courts. One was $60,000 for repair which should only last about a year and the other was $240,000 to completely redo the courts. Mr. Yamartino would like to create an informal committee and look into this further. Ed Bailey reported that repairs are also needed at the basketball court at Peckham Park.

Adjournment

Bob Yamartino made a motion, seconded by Dave Burgess, to adjourn the regular meeting of the Board of Selectmen. Motion carried unanimously.

The meeting was adjourned at 9:22 PM.

Respectfully submitted,

Debi Waz

Debi Waz
Alwaz First
NOTICE is hereby given that the Board of Selectmen call for a Public Hearing & Special Town Meeting of the electors and citizens qualified to vote in Town Meetings of the Town of Middlefield, that shall be held in the auditorium at the Middlefield Community center, 405 Main Street, in said Town of Middlefield, Connecticut, at 7:00 P.M. on Monday, September 10th, 2018 for the following purposes to wit:

1. To approve the Town of Middlefield joining the Plainville-Southington Regional Health District and to appoint the First Selectman to represent Middlefield on the Board of Directors of the Plainville-Southington Regional Health District.

At this meeting any and all citizens may appear and be heard, and written communications will be received.

Dated in Middlefield, Connecticut this 21st day of August, 2018.

At this meeting any and all citizens may appear and be heard, and written communications will be received.

Town of Middlefield Board of Selectmen

Edward P. Bailey
First Selectman

Robert Yamartino
Selectman

David M. Burgess
Selectman

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393 Jackson Hill Road, Middlefield, CT 06455  Phone 860.349.7114  Fax 860.349.7115
TOWN of MIDDLEFIELD, CONNECTICUT

PROCUREMENT POLICY

All procurements (other than payroll related expenditures, utility costs and specifically excluded professional services) made by the Town of Middlefield, Connecticut involving the expenditure of funds will be made in accordance with the following procurement standards.

Procurement transactions, regardless of method or dollar value, will maximize open and free competition consistent with the standards Federal Register Vol. 78 No. 248. The Town of Middlefield, Connecticut shall not engage in procurement practices which may be considered arbitrary or restrictive.

Purchases will be reviewed by the Finance Director and/or the First Selectman to prevent duplication and to ensure that costs are reasonable.

Procurements that utilize the State of Connecticut State Bid Pricing Program; and/or a RFP or RFQ issued on behalf of municipalities by a) the State of Connecticut, b) the Connecticut Council of Municipalities (CCM), c) the Council of Small Towns (COST), d) the Lower Connecticut River Council of Governments (RiverCOG), and e) the Plainville-Southington Regional Health District are exempt from the specific Town of Middlefield Procurement Policy procedures contained herein should the Town participate in these programs.

1. METHODS FOR PROCUREMENT

Procurements shall be made using one of the following methods: (a) micro purchases (b) small purchase c) competitive sealed bids, (d) competitive negotiations, and (e) non-competitive negotiation.

A. Micro Purchases
Purchases below the cost of $5,000 may be awarded without soliciting competitive quotations in that the Town of Middlefield, Connecticut considers the price to be reasonable and the most advantageous to the Town. Efforts will be made to get the lowest and best price, but written records of such efforts are not necessary. The Finance Director/First Selectman may approve each purchase up to the maximum of $5,000 for each item.

B. Small Purchases
Budgeted purchases with a cost greater than $5,000 but less than $20,000 will require an adequate number (minimum of two) of rate or price quotations from qualified sources/suppliers. A memorandum will be prepared setting forth the date the parties were contacted and prices
obtained. These purchases will be approved by the Town of Middlefield First Selectman and/or Finance Director.

Budgeted purchases of supplies, equipment and services which cost above $20,000 will require written estimates but no legal advertisement is required. The Town of Middlefield, Connecticut will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and submitted to the Finance Director and/or First Selectman for review and approval.

Non-budgeted expenditures in excess of $5,000 require prior approval by the First Selectman and/or the Board of Finance.

**Repair items:**

**Repair items with an aggregate cost of $5,000 to $20,000 (budgeted or not)** will require written estimates but no legal advertisement is required. The Town of Middlefield, Connecticut will solicit written estimates from at least three vendors, and if no such responses/estimates are available, a statement explaining the procurement will be prepared and submitted to the Finance Director and/or First Selectman for review and approval. The costs of repair per item shall not exceed 25% of the depreciated value of the item being repaired without prior approval of the Board of Finance.

**Repair items with an aggregate cost in excess of $20,000 (budgeted or not)** will require written estimates or formal Requests for Proposal (RFP). All such expenditures must have prior approval of the Board of Finance.

C. **Competitive Sealed Bids**

Bidding will be employed when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost. When the cost of a contract, lease or other agreement for materials, supplies, equipment or contractual services (other than specific expenditures for legal counsel, audit services and engineering services) exceeds $10,000, a Request for Proposal (RFP) will generally be prepared. This RFP will be published on the Town of Middlefield, Connecticut’s website (middlefieldct.org) and/or in a newspaper with substantial circulation in the greater Middlefield area. This notice will appear not less than seven (7) days and not more than twenty-one (21) days before the due date for bid proposals. The Town of Middlefield, Connecticut may also solicit sealed bids from responsible prospective suppliers by sending them a copy of such notice.

The RFP will include a complete, accurate and realistic specification and description of the goods or services to be procured, the location where bid forms and specifications may be secured, the time and place for opening bids, and whether the bid award will be made on the basis of the lowest price or the lowest evaluated price. If the lowest evaluated price is used, the measurable criteria to be used must be stated in the RFP. The website notice and/or advertisement must also contain language which calls to the attention of bidders all applicable requirements.

Sealed bids will be opened in public at the time and place stated in the RFP. The bids will be tabulated by the management of the Town of Middlefield, Connecticut at the time of bid opening. The results of the tabulation and the bid procurements will be examined for accuracy and
completeness by the management of the Town of Middlefield, Connecticut who will make recommendations to the Board of Selectmen. In addition, the management of the Town of Middlefield shall determine that all firms are responsive and responsible.

The Town of Middlefield Board of Selectmen and/or Board of Finance will make the decision as to whom the contract shall be awarded. After the bid award is made by the Town of Middlefield, Connecticut, a contract will be prepared for execution by the successful bidder.

The Town of Middlefield, Connecticut may cancel a Request for Proposal or reject all bids if it is determined that such is in the best interests of the Town of Middlefield, Connecticut. The Town of Middlefield, Connecticut will notify all bidders in writing of such cancellation or rejection. The Town of Middlefield, Connecticut may allow a vendor to withdraw a bid if requested at any time prior to the bid opening. Bids received after the time set for bid opening shall be returned to the vendor unopened.

D. Competitive Negotiations
The Town of Middlefield, Connecticut will use competitive negotiations, regardless of contract amount, upon a written determination that:

1. Specifications cannot be made specific enough to permit the award of a bid on the basis of either the lowest bid or the lowest evaluated bid price (in other words, bidding is not feasible).

2. The services to be procured are professional in nature.

With the exception of certain professional services (principally legal, audit and engineering services), competitive negotiations will proceed as follows:

1. Proposals will be solicited through website advertisement (middlefieldct.org); additionally, a Request for Proposal (RFP) may be prepared and mailed to qualified vendors. The website advertisement and/or RFP must be published at least seven (7) days and not more than twenty-one (21) days before the date for receipt of the proposals. The website advertisement and/or RFP will describe services needed and identify the factors to be considered in the evaluation of proposals and the relative weights assigned to each selection factor. The website advertisement/RFP will also state where further details regarding the website advertisement/RFP may be obtained. The website advertisement/RFP will call attention to the same regulations discussed in the bidding process. The website advertisements/requests for proposals will include the selection factor for the responsible firm whose proposal is most advantageous to the Town with price and other factors considered.

2. Award must be made to the offeror whose proposal is determined in writing by the Town of Middlefield, Connecticut to be the most advantageous to the Town of Middlefield, Connecticut. Evaluations must be based on the factors set forth in the Request for Proposal and a written evaluation of each response prepared. The review committee may contact the firms regarding their proposals for the purpose of clarification and record in writing the nature of the clarification. If it is determined that no acceptable proposal has been
submitted, all proposals may be rejected. New proposals may be solicited on the same or revised terms or the procurement may be abandoned.

For the procurement of certain professional services, an alternative to RFPs may be used. The Town of Middlefield, Connecticut may publish or make direct inquiry for a request for qualifications (RFQ) from select vendors. RFQ’s are handled in a similar method to RFP’s with the exception that cost is not a factor in the initial evaluation. The management of the Town of Middlefield, Connecticut will evaluate the responses and rank them by comparative qualifications. The highest scoring vendor or firm will be contacted and the management of the Town of Middlefield, Connecticut will negotiate cost. If the management of the Town of Middlefield, Connecticut is unable to negotiate a satisfactory cost arrangement, the second highest scoring vendor or firm will be invited to negotiate. The management of the Town of Middlefield, Connecticut will maintain a written record of all such negotiations.

E. Noncompetitive Negotiations

Noncompetitive negotiations may be used for procurements less than $20,000 when bidding or competitive negotiations are not feasible. The Town of Middlefield, Connecticut may purchase goods and services through non-competitive negotiations when it is determined in writing by the management of the Town of Middlefield, Connecticut that competitive negotiation or bidding is not feasible and that:

1. An emergency exists which will cause a hardship as a result of the delay caused by following competitive purchasing procedures, or

2. The product or service can be obtained only from one source, or

3. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, or

4. Only one satisfactory proposal is received through RFP or RFQ, or

5. The state has authorized the particular type of noncompetitive negotiation.

Procurement by noncompetitive negotiation requires the strictest attention to the observation of impartiality toward all suppliers. The Town of Middlefield, Connecticut Board of Selectman must approve all procurements by non-competitive negotiation when only one supplier is involved or only one bid or response to an RFP/RFQ is received.

Bids will be accepted only from those contractors who have a proven record of ability to successfully complete the scope of work being bid. References will be requested along with the contractor’s bid proposal. Any contractors submitting a bid must produce (along with his/her bid documents) written proof of liability insurance and worker’s compensation coverage. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources in awarding contracts.
II. DOCUMENTATION

All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to each individual procurement shall be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples include chronologically, by vendor, by type of procurement, etc.). Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

III. LOCALLY-OWNED, MINORITY-OWNED, WOMEN-OWNED AND SMALL BUSINESSES

All necessary affirmative steps will be taken and documented to solicit participation of locally-owned, minority-owned, women-owned and small businesses. The Town of Middlefield, Connecticut will solicit proposals from locally-owned, minority-owned, women-owned, or small businesses that provide the goods or services that are being sought. Where possible and feasible, delivery schedules will be established and work will be subdivided to maximize participation by small businesses or locally-owned, minority-owned or women-owned businesses. Subdivided components will be bid as a separate contract. Where feasible, evaluation criteria will include a factor with an appropriate weight for these firms. A list of locally-owned, minority-owned, female-owned and small businesses located within the trade region shall be maintained and used when issuing RFPs and RFQs. This list shall also be consulted when making small purchases. The Town of Middlefield, Connecticut will use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce where possible. The successful bidder will be required to use this same criteria in selection of suppliers and subcontractors whenever possible.

IV. CODE OF CONDUCT

A. Conflict of Interest

No Town of Middlefield, Connecticut, employee, consultant, elected official, appointed official or designated agent of the Town of Middlefield, Connecticut will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, board or commission member, employee or designated agent of the Town of Middlefield, Connecticut, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above, has a financial or other interest in any of the competing firms.

No Town of Middlefield, Connecticut employee or designated agent of the Town of Middlefield, Connecticut may acquire a financial interest in or benefit in any way from any activity which uses any portion of funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposal will be excluded from competing for such procurements.
B. **Acceptance of Gratuities**
No Town of Middlefield, Connecticut employee or designated agent of the Town of Middlefield, Connecticut shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, subcontractors or potential subcontractors. Any gifts/favors or anything of monetary value received by a Town of Middlefield, Connecticut employee or designated agent of the Town of Middlefield, Connecticut will be immediately reported to the First Selectman. The Town of Middlefield, Connecticut will evaluate situations where the unsolicited gift/favor is of nominal value and the financial interest is not considered substantial.

C. **Penalties**
Any Town of Middlefield, Connecticut employee, consultant, elected official, appointed official or designated agent of the Town of Middlefield, Connecticut who knowingly and deliberately violates the provisions of this code will be open to civil suit by Town of Middlefield, Connecticut without the legal protection of the Town of Middlefield, Connecticut. Furthermore, such a violation of these procurement standards is grounds for dismissal by the Town of Middlefield, Connecticut (if an employee) or such sanctions as available under the law (if an elected official).

Any contractor or potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with the Town of Middlefield, Connecticut.

Adopted by the Middlefield Board of Selectmen on the 21st day of August, 2018.

Edward P. Bailey
First Selectman