

CITY COUNCIL AGENDA

September 22, 2025

City Council Chambers

Pledge of Allegiance

3rd Floor

Roll Call – Council Clerk

City Hall

6:50 p.m.- PUBLIC HEARING- Finance Committee- Communication J, from the July 28 agenda, from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$32,900,000.

6:55 p.m.- PUBLIC HEARING-Council-as-a-Whole - Communication C from the August 25 agenda, from Mayor Dorinda Borer regarding a proposed New Ordinance Amending the Code of the City of West Haven to Include Chapter 85, an Ordinance Concerning the Illegal Use of Motorized Recreational Vehicles and Street Takeovers.

7:00p.m. PUBLIC SESSION

*Public Comment Procedures

- There will be a five (5) minutes per person Public speaking allowed until such time as the Chair is satisfied that ample opportunity for all wishing to address the Council has been provided or until continuance of the session would compromise the responsible conduct of the Regular Council Meeting.
- There is a one-time speaking rule.
- Please wait to be recognized, approach the podium, and give your name and address.
- Please address the Council with your concern.
- Speakers, meeting attendees, and members are expected to observe proper decorum at all times.
- The use of profane, abusive, or disparaging language directed at the members of the City Council, City Officials, City employee, or members of the general public will not be tolerated.

7:05p.m. REGULAR COUNCIL MEETING

I. APPROVAL OF MINUTES:

Approval of the minutes of the Regular Meeting of August 25, 2025.

Approval of the minutes of the Regular Meeting of July 28, 2025.

II. COMMUNICATIONS:

Communication A: from Deputy Chief Flemmig regarding Animal Shelter donations.

Communication B: from Rick Fontana, Director of Emergency Management and Homeland Security, to request that the City Council pass an authorizing resolution approving Federal FY2024 Grant Submission for the Connecticut Division of Emergency Management and Homeland Security.

Communication C: from the Tax Collector regarding Overpayment of refunds for September 2025.

Communication D: from Michael Gormany, Director of Finance, regarding an Ordinance amendment, updating Chapter 42, section 6 (Competitive Bidding) of the City of West Haven Ordinance, to be in conformity with State of Connecticut General Statutes § 7-148v, Requirements for competitive bidding.

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OF WEST HAVEN
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Communication E: from Neil Cavallaro, Superintendent of schools, regarding approval of a contract between the West Haven Board of Education and the West Haven Administrator’s Union.

III. COMMITTEE MEETINGS:

Council-as-a-Whole

Communication E: from Neil Cavallaro, Superintendent of schools, regarding approval of a contract between the West Haven Board of Education and the West Haven Administrator’s Union.

Communication C from the August 25 agenda, from Mayor Dorinda Borer regarding a proposed New Ordinance Amending the Code of the City of West Haven to Include Chapter 85, an Ordinance Concerning the Illegal Use of Motorized Recreational Vehicles and Street Takeovers.

FINANCE COMMITTEE, Councilwoman Ackbarali, Chairwoman- Committee members; Councilman Vargo, Councilman Laucks, Councilwoman Tucker and Councilman Johnstone

FINANCE UPDATES

- 1. Finance updates from Michael Gormany, Finance Director.

Communication A: from Deputy Chief Flemmig regarding Animal Shelter donations.

Communication B: from Rick Fontana to request that the City Council pass an authorizing resolution approving Federal FY2024 Grant Submission for the Connecticut Division of Emergency Management and Homeland Security.

Communication J, from the July 28 agenda, from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$32,900,000.

LEGISLATIVE MATTERS COMMITTEE, Councilman Vargo, Chairman -Committee members: Councilman Laucks, Councilwoman Tucker, Councilwoman Melton and Councilman Johnstone

Communication D: from Michael Gormany, Director of Finance, regarding an Ordinance amendment, updating Chapter 42, section 6 (Competitive Bidding) of the City of West Haven Ordinance, to be in conformity with State of Connecticut General Statutes § 7-148v, Requirements for competitive bidding.

Communication I, from the July 28 agenda, from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven, Fair Rent Commission.

IV: UNFINISHED BUSINESS: FY2025-2026 BUDGET-Registrar of Voters Personnel.

V. COMMITTEE REPORTS

Clerk to read Communication C into record

FINANCE COMMITTEE, Councilwoman Ackbarali, Chairwoman- Committee members; Councilman Vargo, Councilman Laucks, Councilwoman Tucker and Councilman Johnstone

Communication B: from Rick Fontana to request that the City Council pass an authorizing resolution approving Federal FY2024 Grant Submission for the Connecticut Division of Emergency Management and Homeland Security.

Communication J, from the July 28 agenda, from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$32,900,000.

LEGISLATIVE MATTERS COMMITTEE, Councilman Vargo, Chairman -Committee members: Councilman Laucks, Councilwoman Tucker, Councilwoman Melton and Councilman Johnstone

Communication D: from Michael Gormany, Director of Finance, regarding an Ordinance amendment, updating Chapter 42, section 6 (Competitive Bidding) of the City of West Haven Ordinance, to be in conformity with State of Connecticut General Statutes § 7-148v, Requirements for competitive bidding.

Communication I, from the July 28 agenda, from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven, Fair Rent Commission.

VII. COUNCIL LIAISON REPORTS

VIII. NEW BUSINESS

IX. ADJOURNMENT

Nicholas Pascale
Chairman of the Council

Stacy Riccio
Clerk of the Council

Carlotta M. Serrini
City Council Administrator

Minutes of the August 25, 2025, Regular Meeting of the West Haven City Council in the Council Chambers 3rd floor, West Haven City Hall

The Regular Meeting of the West Haven City Council was held on Monday, August 25 2025, at 7:00p.m. in the City Council Chambers 3rd floor. Acting Chairman Vargo called the meeting to order at 6:55 p.m.

Pledge of Allegiance

Roll Call: Council Members Present: Meli Garthwait, Brian Laucks, Gary Donovan, Sarah Ackbarali, Dawn Callahan, Christopher Vargo, Jr., and Steven Johnstone, Ruby Melton and Anne Heffernan. Absent: Edward McMillian, Katherine Tucker, Kathleen Mueller and Nicholas Pascale. Also present: Mayor Dorinda Borer, Paul Dorsi, Corporation Counsel, Michael Ajello, Deputy Corporation Counsel, Michael Gormany, Finance Director, Michael Todd Taylor, Deputy Corporation Counsel and Chief Joesph Perno.

6:50 p.m.- PUBLIC HEARING- Finance Committee- Communication J, from the July 28 agenda, from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$29,800,000.

CANCELLED-rescheduled for September 8 agenda.

6:55 p.m.- PUBLIC HEARING-Legislative Matters Committee- Communication I, from the July 28 agenda, from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven, Fair Rent Commission. **HELD.**

Councilman Vargo asked for moment of silence for Traymont Tucker (nephew of Councilwoman Tucker) who was killed working on I95 in Greenwich.

6:58-7:34 p.m. PUBLIC SESSION

See City's website for remarks.

Acting Chairman Vargo called the Regular Meeting to order at 7:38 p.m.

I. APPROVAL OF MINUTES:

Approval of the minutes of the Regular Meeting of July 28, 2025. **HELD.**

II. COMMUNICATIONS:

Communication A: from the Tax Collector regarding Overpayment of refunds for August 2025.

Communication B: from Paul Dorsi, Corporation Counsel, to request that the City Council pass a resolution approving a sidewalk encroachment that will allow for a handicapped accessible ramp to be built at the commercial establishment located at 179 Union Avenue.

Communication C: from Mayor Dorinda Borer regarding a proposed New Ordinance Amending the Code of the City of West Haven to Include Chapter 85, an Ordinance Concerning the Illegal Use of Motorized Recreational Vehicles and Street Takeovers.

Communication D: from Michael Gormany, Finance Director regarding an authorization to increase the fiscal year 2025-2026 paving LOCIP allocation as previously adopted by the City Council from \$100,000 to \$441,411.37 per the actual grant received from the state of Connecticut.

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Communication E. Them Michael Gormany, Finance Director regarding Budget Transfer for Allingtown Fire Department (“AFD”) in the amount Three-Thousand, Five-Hundred and Thirty-Two Dollars and Zero Cents for the Fire Marshal beginning in fiscal year 2025-2026.

III. COMMITTEE MEETINGS:

Council-as-a-Whole called to order at 7:42 p.m.

Council-as-a-Whole -Communication C: from Mayor Dorinda Borer regarding a proposed New Ordinance Amending the Code of the City of West Haven to Include Chapter 85, an Ordinance Concerning the Illegal Use of Motorized Recreational Vehicles and Street Takeovers. **Public Hearing set for September 8, 2025 at 6:55 p.m.**

Council-as-a-Whole closed at 8:15 p.m.

Finance Committee called to order at 8:15 p.m.

FINANCE COMMITTEE, Councilwoman Ackbarali, Chairwoman- Committee members; Councilman Vargo, Councilman Laucks , Councilwoman Tucker (absent) and Councilman Johnstone

FINANCE UPDATES

Finance updates from Michael Gormany, Finance Director. -Mr. Gormany gave an update. Mayor Borer reported that 2018 Payroll Taxes were not filed properly or timely with the IRS, creating a \$700,000.00 obligation to the City. There is a pending lawsuit (unrelated to the IRS issue) with reserves set aside. **See City’s website for remarks.**

Councilman Johnstone presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication D**, from Michael Gormany, Finance Director regarding an authorization to increase the fiscal year 2025-2026 paving LOCIP allocation as previously adopted by the City Council from \$100,000 to \$441,411.37 per the actual grant received from the state of Connecticut, which was **SECONDED** by Councilman Laucks. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Johnstone presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication E**, from Michael Gormany, Finance Director regarding Budget Transfer for Allingtown Fire Department (“AFD”) in the amount Three-Thousand, Five-Hundred and Thirty-Two Dollars and Zero Cents for the Fire Marshal beginning in fiscal year 2025-2026, which was **SECONDED** by Councilman Laucks. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Finance Committee recessed from 8:49p.m. to 8:51p.m.

Councilman Vargo made a **MOTION to AMEND Communication J from the July 28 agenda**, changing the amount from \$29,800.00 to \$32,900.00 which was **SECONDED** by Councilwoman Ackbarali and Councilman Laucks. All in favor. **MOTION passed UNANIMOUSLY.**

Communication J from the July 28 agenda, as AMENDED, from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$32,900,000. **Public Hearing scheduled for September 8, 2025 at 6:50 p.m.**

Finance Committee closed at 8:56p.m.

Legislative Matters Committee called to order at 8:56 p.m.

LEGISLATIVE MATTERS COMMITTEE, Acting Chairwoman Melton, -Committee members: Councilman Laucks, Councilwoman Tucker (absent), Councilman Vargo and Councilman Johnstone

Communication I from the July 28 agenda, from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven Fair Rent Commission. **HELD.**

Legislative Matters Committee closed at 9:15 p.m.

Public Lands Committee called to order at 9:15 p.m.

PUBLIC LANDS COMMITTEE, Councilman Donovan, Chairman -Committee members: Councilman Laucks, Councilwoman Callahan, Councilman Vargo and Councilman Johnstone

Councilman Johnstone presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication B**, from Paul Dorsi, Corporation Counsel, to request that the City Council pass a resolution approving a sidewalk encroachment that will allow for a handicapped accessible ramp to be built at the commercial establishment located at 179 Union Avenue. which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Public Lands Committee closed at 9:19 p.m.

IV: UNFINISHED BUSINESS- FY2025-2026 BUDGET-Registrar of Voters Personnel.

Paul Dorsi, Corporation Counsel, is waiting for information from the State of Connecticut.

V. COMMITTEE REPORTS-9:19 p.m.

Clerk to read **Communication A** into record

FINANCE COMMITTEE, Councilwoman Ackbarali, Chairman- Committee members; Councilman Vargo, Councilwoman Tucker (absent) , Councilman Laucks, and Councilman Johnstone

Communication D: from Michael Gormany, Finance Director regarding an authorization to increase the fiscal year 2025-2026 paving LOCIP allocation as previously adopted by the City Council from \$100,000 to \$441,411.37 per the actual grant received from the state of Connecticut. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilwoman Heffernan. All in favor. **MOTION passed UNANIMOUSLY. (Councilwoman Callahan not present).**

WHEREAS: The City Council adopted a budget for fiscal year 2025-2026 anticipating LOCIP funds in the amount of \$620,000; of which \$100,000 was allocated for road patching and paving;

WHEREAS: The actual LOCIP grant received from the State of Connecticut is in the amount of \$961,411.37;

WHEREAS: The City of West Haven desires to utilize the excess grant funds to increase the allocation for road paving and patching for fiscal year 2025-2026 from \$100,000 to \$441,411.37; and

WHEREAS: LOCIP regulations mandate that a municipality's legislative body must approve any project utilizing LOCIP grant funds within a capital improvement plan, and that such approval be documented in certified minutes of the required meeting.

BE IT RESOLVED: That the City of West Haven, by and through its Finance Director, is authorized to allocate and obligate additional LOCIP funds in the amount of \$341,411.37 to project name "Road Patching / Paving," and

BE IT FURTHER RESOLVED: That such funds shall be used in accordance with LOCIP entitlement guidelines for road pathing and paving projects that are within the City of West Haven that are on-going or in the planning stage.

Communication E. from Michael Gormany, Finance Director regarding Budget Transfer for Allingtown Fire Department ("AFD") in the amount Three-Thousand, Five-Hundred and Thirty-Two Dollars and Zero Cents for the Fire Marshal beginning in fiscal year 2025-2026. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY.**

RESOLVED: That the City Council of the City of West Haven hereby approves transfer of funds from account number 11000010-56010 Unallocated Contingency Fund (Allingtown Fire Department) to account number 19500010-51000 Regular Wages (Allingtown Fire Department) in the amount of \$3,532.00 for the purpose of funding a contractually mandated merit raise for the Fire Marshal.

Communication J from the July 28 agenda, from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$32,900,000. **-Public Hearing to be set for September 8, 2025 at 6:50 p.m.**

LEGISLATIVE MATTERS COMMITTEE, Acting Chairwoman Melton, -Committee members: Councilman Laucks, Councilwoman Tucker (absent) , Councilman Vargo and Councilman Johnstone

Communication I from the July 28 agenda, from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven Fair Rent Commission. **HELD.**

PUBLIC LANDS COMMITTEE, Councilman Donovan, Chairman -Committee members: Councilman Laucks, Councilwoman Callahan, Councilman Vargo and Councilman Johnstone

Communication B: from Paul Dorsi, Corporation Counsel, to request that the City Council pass a resolution approving a sidewalk encroachment that will allow for a handicapped accessible ramp to be built at the commercial establishment located at 179 Union Avenue. Councilman Donovan made a **MOTION to APPROVE** which was which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY.**

WHEREAS: Calf Realty Associates, LLC, the owner of the real property known as 179 Union Avenue, has submitted a plan to the West Haven Planning and Zoning Commission requesting approval for a sidewalk entrance ramp to the commercial establishment on the premises known as Zuppardi's Apizza, which planned entrance ramp will encroach upon the City of West Haven's public sidewalk right-of way abutting its property, and

WHEREAS: Pursuant to Chapter 206 – Streets and Sidewalks – of the Code of the City of West Haven; and Section 7-148 of the Connecticut General Statutes, the City of West Haven, by and through this legislative body, regulates to keep open and safe for public use and travel and free from encroachment or obstruction the streets, sidewalks and public places within the city limits, and

WHEREAS: Calf Realty Associates, LLC, has sufficiently shown through its plan - which plan was studied, reviewed, and approved by the required city officials and departments - that such ramp will not impede normal public pedestrian travel or otherwise affect normal use of the City sidewalk,

THEREFORE, BE IT RESOLVED: That the City Council of the City of West Haven hereby approves the plan as presented to this Council by Calf Realty Associates, LLC, to install an entrance ramp to the commercial establishment on the premises known as Zuppardi's Apizza located at 179 Union Avenue, West Haven, Connecticut, encroaching upon the City's public sidewalk right-of-way upon the following terms and conditions:

- 1) It shall be the absolute responsibility of Calf Realty Associates, LLC, and any future owners of interest in such property to maintain the entrance ramp in good condition and within compliance with all applicable building code provisions.
- 2) Calf Realty Associates, LLC, shall be responsible for repairing the surrounding sidewalk to its current condition after construction of the ramp.
- 3) Calf Realty Associates, LLC, shall indemnify the City of West Haven from any and all claims for damages arising from the use or placement of the ramp including, but not limited to, claims of personal injury and loss of any kind.
- 4) Calf Realty Associates, LLC, and its successors in interest to the property and ramp, shall maintain adequate insurance for such claims for damages arising from the use or placement of the ramp, and shall have listed on such policy the City of West Haven as a named ensured and loss payee for such claims.

VI. COUNCIL LIAISON REPORTS- Councilman Johnstone spoke regarding the successful Soliciting Ordinance and handed out an update from Captain Romano on procedure for the Ordinance regarding Posting of Handbills. Councilwoman Callahan reported people complained about people going into backyards to solicit and to be diligent. Councilman Vargo recognized the hard work by all in putting the ordinance together. **See remarks on City's website.**

VII. NEW BUSINESS-Councilwoman Garthwait thanked individuals from Sandy Point "Neighbors for Neighbors". She asked the Mayor for an update on The Havens, who stated that that developers are evaluating value for the acreage. Councilman Vargo spoke about the Handbill Ordinance. Councilwoman Callahan spoke about the cleanup on Marginal Drive on the First Saturday of every month at 9:00 a.m. She thanked the Mayor and Rick Fontana for the camera installation. Councilwoman Callahan mentioned a fundraiser at City Hall for Veteran's taking place on August 30th. Mayor Borer stated that parking will be turning off parking for the Sandy Point event. She stated the Savin Rock Festival was successful, and there would be one more Acoustic Sunday night on September 7th. She mentioned a 2.4-million-dollar grant for neighborhood upgrades around Savin Rock School. Councilman Vargo attended the opening of Washington School. **See remarks on City's website.**

VIII. ADJOURNMENT

Councilwoman Heffernan made a **MOTION to ADJOURN** which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY.**

The City Council meeting was ADJOURNED at 9:49 p.m.

Nicholas Pascale
Chairman of the Council

Stacy Riccio
Clerk of the Council

Carlotta M. Serrini
City Council Administrator

****These minutes are subject to City Council approval.**

Minutes of the July 28, 2025, Regular Meeting of the West Haven City Council in the Council Chambers 3rd floor, West Haven City Hall

The Regular Meeting of the West Haven City Council was held on Tuesday, July 28, 2025, at 7:00p.m. in the City Council Chambers 3rd floor. Chairman Pascale called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call: Council Members Present: Edward McMillian, Gary Donovan, Sarah Ackbarali, Kathleen Mueller Dawn Callahan, Christopher Vargo, Jr., Katherine Tucker, and Steven Johnstone, Nicholas Pascale and Anne Heffernan. Absent: Meli Garthwait, Brian Laucks and Ruby Melton. Also present: Mayor Dorinda Borer, Paul Dorsi, Corporation Counsel, Michael Gormany, Finance Director, Chief Joseph Perno, Sgt. Craig Thompson, and Joe Quasik (Axon Rep.).

6:50 p.m.- PUBLIC HEARING- Finance Committee-Communication D, from the June 23, 2025 agenda, from the Community Development Administration regarding approval of the Program Year 51 regarding approval of the Block Grant Program Year 51 budget. **See City's website for remarks.**

6:55 p.m.- PUBLIC HEARING-Public Lands Committee-Communication G, from the June 23, 2025 agenda, from Mayor Dorinda Borer, regarding a request for approval of the sale of the following two (2) properties to West Haven Housing Authority d/b/a Savin Rock Communities, Inc. ("SRC") for fifty thousand dollars (\$50,000): A 0.25-acre property located at 1185 Campbell Avenue with a City map/lot designation of map 60 and lot 124; and A 0.18-acre property located at 1189 Campbell Avenue with a City map/lot designation of map 60 and lot 122 with an Open Space deed restriction. **No one spoke.**

7:08-7:32 p.m. PUBLIC SESSION

See City's website for remarks.

Chairman Pascale called the Regular Meeting to order at 7:32 p.m.

I. APPROVAL OF MINUTES:

Councilwoman Heffernan made a **MOTION to APPROVE** the Meeting minutes from the June 23, 2025, meeting, which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY.**

Councilman Vargo made a **MOTION to APPROVE** the meeting minutes of the Council-as-a-Whole budget hearings of April 8, 2025 through May 1, 2025, as **AMENDED** which was **SECONDED** by Councilman Donovan. All in favor. **MOTION passed UNANIMOUSLY.**

II. COMMUNICATIONS:

Communication A: from the Tax Collector regarding Overpayment of refunds for June 2025.

Communication B: from Deputy Chief Carl Flemmig regarding Animal Shelter Donations.

Communication C: from Mayor Dorinda Borer regarding a request to approve a waiver of all permitting fees for the upcoming Special Olympics Connecticut Fall Festival Bocce Competition scheduled for September 13th and 14th.

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Communication D: from Mayor Dorinda Borer regarding a request to approve the Tentative Agreement between the City of West Haven and the Communication Workers of America, AFL-CIO Local 1103 for the term of July 1, 2024 to June 30, 2028.

Communication E: from Michael Gormany, Finance Director regarding an amendment to the FY25-26 Five Year Capital budget, reducing Police vehicles by (\$250, 609), DPW vehicle purchase by (\$100,000), DPW Equipment by (\$100,000), Traffic Control Signals by (\$100,000), WPCA Outfall by (\$300,000) , Plant Hardening by (\$300,000) and creating a new project, Axon Body Cameras and Dash Cameras, with a budget of \$1,150,609.

Communication F: from Michael Gormany, Finance Director regarding a request for City Council approval allowing the Mayor or Finance Director to join a Sourcewell Cooperative Purchasing Agreement with Axon Enterprises for police body cameras and dash cameras.

Communication G: from Mayor Dorinda Borer regarding the re-appointment of Steven R. Mullins, 22 Oak Road, West Haven CT, 06516 to the West Haven Fair Rent Commission. Mr. Mullins' re-appointment will be for a term of 2 years effective immediately and will expire on 2/26/2027.

Communication H: from Mayor Dorinda Borer regarding the re-appointment of Effie Prokopis, 18 Wildwood Terrace, West Haven CT, 06516 to the West Haven Fair Rent Commission. Ms. Prokopis' re-appointment will be for a term of 2 years effective immediately and will expire on 3/25/2027.

Communication I: from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven Fair Rent Commission.

Communication J: from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$29,800,000.

Communication K: from Michael Gormany, Finance Director regarding a Transfer of Funds from Capital Non-Recurring Project (Revaluation 35599900-55670-00202) in the amount One Hundred and Forty-Three Thousand, Three Hundred Dollars (\$143,300) and zero cents, for local design cost on a grant through the State of Connecticut Local Transportation Capital Improvement Program (LOTICIP) program (State project L156-005) for Sidewalk Improvements to Benham Hill Road, Morgan Lane, and Shingle Hill Road.

III. COMMITTEE MEETINGS:

Finance Committee called to order at 7:40 p.m.

FINANCE COMMITTEE, Councilwoman Ackbarali, Chairwoman- Committee members; Councilman Vargo, Councilman Laucks (absent), Councilwoman Tucker and Councilman Johnstone

FINANCE UPDATES

Finance updates from Michael Gormany, Finance Director. -Mr. Gormany gave an update. **See City's website for remarks.**

Councilman Vargo presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication B** from Deputy Chief Carl Flemmig regarding Animal Shelter Donations, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Vargo presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication C** from Mayor Dorinda Borer regarding a request to approve a waiver of all permitting fees for the upcoming Special Olympics Connecticut Fall Festival Bocce Competition scheduled for September 13th and 14th, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Vargo presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication D** from Mayor Dorinda Borer regarding a request to approve the Tentative Agreement between the City of West Haven and the Communication Workers of America, AFL-CIO Local 1103 for the term of July 1, 2024 to June 30, 2028, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Vargo presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication E** from Michael Gormany, Finance Director regarding an amendment to the FY25-26 Five Year Capital budget, reducing Police vehicles by (\$250, 609), DPW vehicle purchase by (\$100,000), DPW Equipment by (\$100,000), Traffic Control Signals by (\$100,000), WPCA Outfall by (\$300,000) , Plant Hardening by (\$300,000) and creating a new project, Axon Body Cameras and Dash Cameras, with a budget of \$1,150,609, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Vargo presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication F** from Michael Gormany, Finance Director regarding a request for City Council approval allowing the Mayor or Finance Director to join a Sourcewell Cooperative Purchasing Agreement with Axon Enterprises for police body cameras and dash cameras, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Communication J: from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$29,800,000. **Public Hearing scheduled for August 25, 2025 at 6:50 p.m.**

Councilman Johnstone presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication K** from Michael Gormany, Finance Director regarding a Transfer of Funds from Capital Non-Recurring Project (Revaluation 35599900-55670-00202) in the amount One Hundred and Forty-Three Thousand, Three Hundred Dollars (\$143,300) and zero cents, for local design cost on a grant through the State of Connecticut Local Transportation Capital Improvement Program (LOTICIP) program (State project L156-005) for Sidewalk Improvements to Benham Hill Road, Morgan Lane, and Shingle Hill Road, which was **SECONDED** by Councilman Vargo. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Vargo presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication D, from the June 23, 2025 agenda**, from the Community Development Administration regarding approval of the Block Grant Program Year 51 budget, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Finance Committee closed at 8:47p.m.

Legislative Matters Committee called to order at 8:47 p.m.

LEGISLATIVE MATTERS COMMITTEE, Councilman Vargo, Chairman -Committee members: Councilman Laucks (absent), Councilwoman Tucker, Councilwoman Melton (absent) and Councilman Johnstone

Communication I: from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven Fair Rent Commission. **Public Hearing scheduled for August 25, 2025 at 6:55 p.m.**

Legislative Matters Committee closed at 9:10 p.m.

Personnel & Civil Service Committee called to order at 9:10 p.m.

PERSONNEL & CIVIL SERVICE COMMITTEE: Acting Chairman Vargo – Committee members: Councilwoman Melton (absent), Councilman Laucks (absent), Councilman Donovan and Councilman Johnstone

Councilman Donovan presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication G** from Mayor Dorinda Borer regarding the re-appointment of Steven R. Mullins, 22 Oak Road, West Haven CT, 06516 to the West Haven Fair Rent Commission. Mr. Mullins' re-appointment will be for a term of 2 years effective immediately and will expire on 2/26/2027, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Johnstone presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication H** from Mayor Dorinda Borer regarding the re-appointment of Effie Prokopis, 18 Wildwood Terrace, West Haven CT, 06516 to the West Haven Fair Rent Commission. Ms. Prokopis' re-appointment will be for a term of 2 years effective immediately and will expire on 3/25/2027, which was **SECONDED** by Councilman Donovan. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Personnel & Civil Service Committee closed at 9:17 p.m.

Public Lands Committee called to order at 9:17 p.m.

PUBLIC LANDS COMMITTEE, Councilman Donovan, Chairman -Committee members: Councilman Laucks (absent), Councilwoman Callahan, Councilman Vargo and Councilman Johnstone

Councilman Vargo presented a **MOTION** to recommend the acceptance to the entire Council regarding **Communication G** from Mayor Dorinda Borer, regarding a request for approval of the sale of the following two (2) properties to West Haven Housing Authority d/b/a Savin Rock Communities, Inc. ("SRC") for fifty thousand dollars (\$50,000): A 0.25-acre property located at 1185 Campbell Avenue with a City map/lot designation of map 60 and lot 124; and A 0.18-acre property located at 1189 Campbell Avenue with a City map/lot designation of map 60 and lot 122 with an Open Space deed restriction, which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Councilman Vargo presented a **MOTION** to **DENY** to the entire Council regarding **Communication H**, from the June 23, 2025 agenda, from Michael Ajello, Deputy Corporation Counsel, regarding an offer to transfer title to the real property located at 164 Roosevelt Avenue from Donnamarie Chappine and

Marino Limauro to the City of West Haven, which was **SECONDED** by Councilman Johnstone. All in favor. **MOTION passed UNANIMOUSLY viva voce.**

Public Lands Committee closed at 9:20 p.m.

IV: UNFINISHED BUSINESS- FY2025-2026 BUDGET-Registrar of Voters Personnel.

Paul Dorsi, Corporation Counsel, explained that the Registrar has given information which was to be sent to the Secretary of State. He needs more clarification from the Registrar's Office.

V. COMMITTEE REPORTS-9:23 p.m.

Clerk to read Communication A into record

FINANCE COMMITTEE, Councilwoman Ackbarali, Chairman- Committee members; Councilman Vargo, Councilwoman Tucker, Councilman Laucks (absent), and Councilman Johnstone

Communication B: from Deputy Chief Carl Flemmig regarding Animal Shelter Donations. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilman McMillian. All in favor. **MOTION passed UNANIMOUSLY.**

RESOLVED: The City Council of the City of West Haven hereby approves the Animal Shelter Donations to be deposited into the Animal Shelter Donations account # 10100000-28285.

<u>Name</u>	<u>Check Number</u>	<u>Amount</u>
1. Jeffrey A. May	122	\$300.00

Communication C: from Mayor Dorinda Borer regarding a request to approve a waiver of all permitting fees for the upcoming Special Olympics Connecticut Fall Festival Bocce Competition scheduled for September 13th and 14th. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilman Donovan. All in favor. **MOTION passed UNANIMOUSLY.**

RESOLVED: That the City Council of the City of West Haven hereby approves the waiver of all permitting fees for the Special Olympics Connecticut Fall Festival Bocce Competition to be held on September 13th and 14th 2025.

Communication D: from Mayor Dorinda Borer regarding a request to approve the Tentative Agreement between the City of West Haven and the Communication Workers of America, AFL-CIO Local 1103 for the term of July 1, 2024 to June 30, 2028. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilman Vargo. All in favor. **MOTION passed UNANIMOUSLY.** Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilwoman Heffernan. All in favor. **MOTION passed UNANIMOUSLY.** (Councilman McMillian was not in the room and did not vote).

WHEREAS: Pursuant to the provisions of Connecticut General Statutes Section 7-467, *et seq.*, the City of West Haven and employee representatives of West Haven City Employees, Local 1103, Communication Workers of America, AFL-CIO engaged in collective bargaining, and arrived at a tentative agreement for an employee

contract commencing (retroactive) July 1, 2024 and to expire on June 30, 2028, which agreement has now been reduced to writing; and

WHEREAS: Pursuant to the provisions of Connecticut General Statutes Section 7-474, the proposed written agreement has now been submitted to the West Haven City Council for its approval; Now, therefore, be it:

RESOLVED: That the City Council of the City of West Haven hereby approves and authorizes the City to enter into the agreement between the City of West Haven and West Haven City Employees, Local 1103, Communication Workers of America, AFL-CIO.

FURTHER RESOLVED, Dorinda K. Borer, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Communication E. from Michael Gormany, Finance Director regarding an amendment to the FY25-26 Five Year Capital budget, reducing Police vehicles by (\$250, 609), DPW vehicle purchase by (\$100,000), DPW Equipment by (\$100,000), Traffic Control Signals by (\$100,000), WPCA Outfall by (\$300,000) , Plant Hardening by (\$300,000) and creating a new project, Axon Body Cameras and Dash Cameras, with a budget of \$1,150,609. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilman Vargo. All in favor. **MOTION passed UNANIMOUSLY.**

WHEREAS: The City of West Haven desires to upgrade its police body and in-car dash camera systems at a first-year cost of \$1,650,608.50; and

WHEREAS: It has been determined by the City Finance Director that a new capital improvement project can be established within the fiscal year 2025-2026 budget to accomplish this upgrade through the reallocation of capital project funds as follows:

Police Vehicles:	\$250,609
DPW Vehicle Purchase:	\$100,000
DPW Equipment:	\$100,000
Traffic Control Signals:	\$100,000
WPCA Outfall:	\$300,000
Plant Hardening:	<u>\$300,000</u>
Total Reallocation:	\$1,150,609

AND WHEREAS: The balance needed to finance the first -year camera upgrade project in the amount of \$499,999.50 will come from budgeted police special duty funds; Therefore,

BE IT RESOLVED: That the City of West Haven, by and through its Finance Director, is authorized to create a capital improvement project within the fiscal year 2025-2026 budget to upgrade police body and in-car dash

camera systems; and

BE IT FURTHER RESOLVED: That the City of West Haven, by and through its Finance Director, is authorized to reallocate capital improvement funds in the fiscal year 2025-2026 budget as set forth above in the amount of \$1,150,609 to partially fund the first-year costs of police body and in-car dash camera systems upgrade.

Communication F: from Michael Gormany, Finance Director regarding a request for City Council approval allowing the Mayor or Finance Director to join a Sourcewell Cooperative Purchasing Agreement with Axon Enterprises for police body cameras and dash cameras. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY.**

WHEREAS: The City of West Haven desires to enter a five-year Sourcewell Cooperative Purchasing Agreement with Axon Enterprise, Inc. to upgrade and service police body and in-car dash camera systems; and

WHEREAS: Section 42-14 of the Code of the City of West Haven allows for the city purchasing agent to join with other government bodies in cooperative purchasing agreements such as the Sourcewell Cooperative Purchasing Agreement with Axon Enterprise, Inc.; and

WHEREAS: Section 42-15(A) of the Code of the City of West Haven requires this council to approve all contracts that are longer than three (3) years in length; therefore

BE IT RESOLVED: That the City Council of the City of West Haven hereby approves and authorizes the City of West Haven to execute an agreement, the terms of which shall be in substantial conformity with those set forth in the document titled CITY OF WEST HAVEN CONTRACT – PIGGYBACK AGREEMENT submitted to this council by way of Communication F on the agenda for its regular meeting held on July 28, 2025.

BE IT FURTHER RESOLVED, Dorinda Borer, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Communication J: from Abdul Quadir, City Engineer regarding a bond ordinance for the planning, design, and construction of Dawson Avenue pump station and East Avenue pump station in the amount of \$29,800,000. -**Public Hearing to be set for August 25, 2025 at 6:50 p.m.**

Communication K: from Michael Gormany, Finance Director regarding a Transfer of Funds from Capital Non-Recurring Project (Revaluation 35599900-55670-00202) in the amount One Hundred and Forty-Three Thousand, Three Hundred Dollars (\$143,300) and zero cents, for local design cost on a grant through the State of Connecticut Local Transportation Capital Improvement Program (LOTICIP) program (State project L156-005) for Sidewalk Improvements to Benham Hill Road, Morgan Lane, and Shingle Hill Road. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilwoman Tucker. All in favor. **MOTION passed UNANIMOUSLY.**

RESOLVED: That the City Council of the City of West Haven hereby approves a transfer of funds from Capital Non-Recurring Project (Revaluation) account number 35599900-55670-00202 in the amount of \$143,300 for local design costs associated with a grant award from the Connecticut Local Transportation Capital Improvement Program, State Project Number L156-005, for sidewalk improvements to Benham Hill Road, Morgan Lane, and Shingle Hill Road.

Communication D, from the June 23, 2025 agenda, from the Community Development Administration regarding approval of the Block Grant Program Year 51 budget. Councilwoman Ackbarali made a **MOTION to APPROVE** which was which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY.**

WHEREAS: The City of West Haven Community Development Administration has grant funds available through the Community Development Block Grant Program of the U.S. Department of Housing and Urban Development for its 51st Program Year commencing July 1, 2025, and ending June 30, 2026; and

WHEREAS: The City of West Haven Community Development Administration has submitted its budget for the expenditure of such grant funds to the West Haven City Council for review, public hearing, and approval; and

WHEREAS: A duly noticed and published public hearing was held on July 28, 2025, before this Council, after which this Council met to review, discuss, and vote on the budget.

NOW THEREFORE BE IT RESOLVED: The City of West Haven Community Development Administration's budget for grant funds available through the Community Development Block Grant Program of the U.S. Department of Housing and Urban Development for its 51st Program Year commencing July 1, 2025, and ending June 30, 2026, is hereby approved as presented.

LEGISLATIVE MATTERS COMMITTEE, Councilman Vargo, Chairman -Committee members: Councilman Laucks (absent), Councilwoman Tucker, Councilwoman Melton (absent) and Councilman Johnstone

Communication I: from Mayor Dorinda Borer regarding an ordinance amending Chapter 97 of the Code of West Haven Fair Rent Commission. **Public Hearing scheduled for August 25, 2025 at 6:55 p.m.**

PERSONNEL & CIVIL SERVICE COMMITTEE, Councilman Vargo-Acting Chairman – Committee members: Councilman Laucks (absent), Councilwoman Melton (absent), Councilman Donovan and Councilman Johnstone

Communication G: from Mayor Dorinda Borer regarding the re-appointment of Steven R. Mullins, 22 Oak Road, West Haven CT, 06516 to the West Haven Fair Rent Commission. Mr. Mullins' re-appointment will be for a term of 2 years effective immediately and will expire on 2/26/2027. Councilman Vargo made a **MOTION to APPROVE** which was which was **SECONDED** by Councilman Donovan and Councilman McMillian. All in favor. **MOTION passed UNANIMOUSLY.**

RESOLVED: That the City Council of the City of West Haven hereby approves the re-appointment of Steven R. Mullins of 22 Oak Road, West Haven, the West Haven Fair Rent Commission for a term of (2) two years to

commence on the date of the passage of this resolution.

Communication H: from Mayor Dorinda Borer regarding the re-appointment of Effie Prokopis, 18 Wildwood Terrace, West Haven CT, 06516 to the West Haven Fair Rent Commission. Ms. Prokopis' re-appointment will be for a term of 2 years effective immediately and will expire on 3/25/2027. Councilman Vargo made a **MOTION to APPROVE** which was which was **SECONDED** by Councilwoman Heffernan and Councilwoman Tucker. All in favor. **MOTION passed UNANIMOUSLY.**

RESOLVED: That the City Council of the City of West Haven hereby approves the re-appointment of Effie Prokopis of 18 Wildwood Terrace, West Haven, the West Haven Fair Rent Commission for a term of two (2) years to commence on the date of the passage of this resolution.

PUBLIC LANDS COMMITTEE, Councilman Donovan, Chairman -Committee members: Councilman Laucks (absent) Councilwoman Callahan, Councilman Vargo and Councilman Johnstone

Communication G: from Mayor Dorinda Borer, regarding a request for approval of the sale of the following two (2) properties to West Haven Housing Authority d/b/a Savin Rock Communities, Inc. ("SRC") for fifty thousand dollars (\$50,000): A 0.25-acre property located at 1185 Campbell Avenue with a City map/lot designation of map 60 and lot 124; and A 0.18-acre property located at 1189 Campbell Avenue with a City map/lot designation of map 60 and lot 122 with an Open Space deed restriction. Councilman Donovan made a **MOTION to APPROVE** which was which was **SECONDED** by Councilman McMillian and Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY.**

WHEREAS: The City of West Haven desires to sell city-owned property located at 1185 Campbell Avenue and 1189 Campbell Avenue in accordance with an offer and purchase agreement received from the West Haven Housing Authority, D/B/A Savin Rock Communities, Inc. for the combined purchase price of \$50,000; and

WHEREAS: In further consideration of such sales, the West Haven Housing Authority and Savin Rock Communities, Inc., have agreed to a deed restriction limiting the use of the properties to open space; and

WHEREAS: Pursuant to the provisions of Connecticut General Statutes Section 8-24, the West Haven Planning and Zoning Commission has reported back to the City Council favorably on the sale and proposed use of the properties as open space; and

WHEREAS: The City Council of the City of West Haven held a public hearing on Monday, July 28, 2025, to review and discuss the offer and purchase agreement.

RESOLVED: That the City Council of the City of West Haven, after review and due consideration of the offer and purchase agreement, hereby accepts the offer received from the West Haven Housing Authority, D/B/A Savin Rock Communities, Inc. for the purchase of the properties located at 1185 Campbell Avenue and 1189 Campbell Avenue for the combined purchase price of \$50,000.00.

FURTHER RESOLVED, Dorinda Borer, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and

perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, in substantial compliance, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Communication H: from Michael Ajello, Deputy Corporation Counsel, regarding an offer to transfer title to the real property located at 164 Roosevelt Avenue from Donnamarie Chappine and Marino Limauro to the City of West Haven. **MOTION DENIED IN COMMITTEE.**

VI. COUNCIL LIAISON REPORTS-With regard to Marginal Drive, Councilwoman Callahan worked with Rick Fontana, Mayor Borer and the New Haven Public Works Director on a plan to alleviate dumping. Councilman Johnstone reported that huge strides have been made regarding the Soliciting Ordinance and banning of signs. Councilwoman Tucker recognized Sheila Carmon and John Carrano for amazing work being done in the Health Department. Councilwoman Callahan reported that Fire Department fundraising, and the Savin Rock Festival have been successful. **See remarks on City's website.**

VII. NEW BUSINESS-Chairman Pascale thanked everyone for a great job with the Savin Rock Festival and acknowledged enforcement for people doing wheelies. Councilman Johnstone added a rapid Police response to address out-of-towners. He also thanked the Mayor regarding the historic 170th Hubbard family reunion. Councilman Donovan gave a reminder about Sunday Night Acoustic at the beach from 9:00 p.m. to 11:00 p.m. Councilman Heffernan said there has been no progress on the library project and said that the 4th of July was great. Mayor Borer thanked everyone for their work on the Savin Rock Festival and Fireworks, especially the Police Department, including their work on Riva. The ribbon cutting for pickleball and tennis courts will take place on July 29th. There is a 2.4-million-dollar State bonding in the works to upgrade pedestrian safety around Savin Rock and Washington Schools and seeking funding for paving. Councilwoman Callahan asked for patience during paving projects. Letters are going out to residents in areas that are being paved and milled. Councilman McMillian asked for a list of streets being paved. **See remarks on City's website.**

VIII. ADJOURNMENT

Councilman McMillian made a **MOTION to ADJOURN** which was **SECONDED** by Councilwoman Callahan. All in favor. **MOTION passed UNANIMOUSLY.**

The City Council meeting was **ADJOURNED** at 10:07 p.m.

Nicholas Pascale
Chairman of the Council

Stacy Riccio
Clerk of the Council

Carlotta M. Serrini
City Council Administrator

****These minutes are subject to City Council approval.**



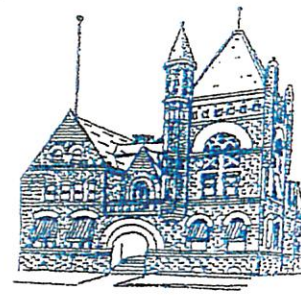
Dorinda K. Borer
Mayor

Abdul Quadir
City Engineer

COMMUNICATION *From the July 28th agenda*

Bureau of Engineering

City of West Haven
355 Main Street
West Haven, Connecticut 06516



City Hall
1896-1968

July 22, 2025

To: Nicholas Pascale – City Council Chairman City of West Haven

From: Abdul Quadir, City Engineering

Re: Bond Ordinance for Dawson Ave and East Ave Pump Stations

Chairman Pascale,

Please arrange to have the attached bond ordinance on the City Council agenda for the July 28, 2025 meeting. This bond ordinance is for planning, design and construction of Dawson Ave pump station and East Ave pump station. These pump stations are beyond their useful life and need replacement. Old stations will be demolished and new stations installed to bring them above the 100 year flood and make them resilient against sea level rise as required by EPA and DEEP.

The city will be applying for Clean Water Fund from DEEP to recoup 20% grant and 80% loan at 2% interest over a 20 year period. Loan repayment will be made by the sewer user charge from WPCC budget.

If you have any questions, please contact me.

Sincerely,

Abdul Quadir, P.E.
City Engineer

AN ORDINANCE APPROPRIATING \$32,900,000 FOR THE COSTS ASSOCIATED WITH THE PLANNING, DESIGN AND CONSTRUCTION OF THE DAWSON AVENUE AND EAST AVENUE PUMP STATIONS IN THE CITY AND AUTHORIZING THE ISSUANCE OF \$32,900,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST HAVEN:

Section 1. The sum of \$32,900,000 is hereby appropriated for costs associated with the planning, design and construction of the Dawson Avenue and East Avenue Pump Stations in the City of West Haven (the "City"), and for architectural, design, engineering, hydraulic, site acquisition, development, demolition and disposal, environmental studies, surveying, infrastructure improvements, paving, material, utility charges, data systems, furniture and fixtures, equipment, testing, insurance, training, administrative, advertising, printing, legal, other consultant fees, and any appurtenances related to the project, as well as the cost of the establishment and maintenance of any reserve pursuant to Chapter 109, Chapter 117 and other chapters of the General Statutes of Connecticut (the "Connecticut Statutes"), as amended (the "Project"). Said appropriation shall be inclusive of any and all Federal and State grants-in-aid thereof.

Section 2. To meet said appropriation, \$32,900,000 bonds or other obligations of the City plus an additional amount for all necessary and appropriate financing costs not in excess of three percent of the cost of the Project, or so much thereof as may be necessary for said purpose (the "Bonds"), may be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. The Bonds may be issued in one or more series as shall be determined by the Mayor, City Treasurer, and the Director of Finance (collectively, the "Bond Committee"), and the amount of Bonds of each series to be issued shall be fixed by a majority of the Bond Committee. The Bonds shall be issued in an amount up to the City's share of the cost of the Project determined after considering the estimated amount of any State and Federal grants in aid for the Project, or the actual amount thereof if such amount is ascertainable, and the anticipated times of receipt thereof, provided that the total amount of Bonds to be issued shall not be less than an amount which will provide funds sufficient, with other funds available for such purpose, to pay the principal of and the interest on all outstanding temporary borrowings issued in anticipation of the receipt of the proceeds of said Bonds, and any administrative, printing and legal costs of issuing the Bonds as determined by a majority of the Bond Committee. The Bonds shall be in the denomination of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of a majority of the Bond Committee, bear the City seal or a facsimile thereof, be certified by a bank or trust company designated by a majority of the Bond Committee, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by a majority of the Bond Committee and be approved as to their legality by the City's bond counsel. The Bonds shall bear such rate or rates of interest as shall be determined by a majority of the Bond Committee. The Bonds shall

be general obligations of the City and shall comply with all requirements of law, including any debt limit, relating to the authorization or issuance of such Bonds. The Bonds may also be secured as to both principal and interest, to the extent permitted by law, by a pledge of certain revenues or benefit assessments or both. The aggregate principal amount of the Bonds, installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such Bonds, including any repayment agreements or memoranda of understanding, or whether any of the Bonds will be issued as taxable bonds, shall be determined by a majority of the Bond Committee, in accordance with the requirements of the Connecticut Statutes.

Section 3. In connection with the issuance of any bonds or notes authorized herein (collectively, the "Obligations"), the City, as determined by a majority of the Bond Committee, may exercise any power delegated to municipalities pursuant to the Connecticut Statutes, including the authority to establish credit facilities and to enter into agreements managing interest rate risk. The City, as determined by a majority of the Bond Committee, shall have all appropriate powers under the Connecticut Statutes, including Chapter 748 (Registered Public Obligations Act), Chapter 446k (Water Pollution Control) and Chapter 109 (Municipal Bond Issues), to issue, sell and deliver the Obligations and, further, shall have the full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and other applicable laws and regulations of the United States, to provide for issuance of the Obligations in tax exempt form and to meet all requirements which are or may become necessary in and subsequent to the issuance and delivery of the Obligations in order that the interest on the Obligations be and remain exempt from Federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, and expenditure of proceeds within required time limitations. In order to meet the capital cash flow expenditure needs of the City, a majority of the Bond Committee is authorized to collectively allocate and reallocate expenditures incurred for the Project to any bonds or notes of the City outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes herein authorized.

Section 4. Said Bonds shall be sold in a competitive offering or by negotiation as determined by a majority of the Bond Committee. If sold at competitive offering, the Bonds shall be sold by a majority of the Bond Committee at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City, by sealed proposals, auction, or other comparative method. If the Bonds are sold by negotiation, the purchase contract shall be signed by a majority of the Bond Committee. With respect to the receipt of original issuance premium or bid premium upon the sale of the bonds or notes herein authorized, the City is authorized, but not required, to apply original issuance premium and bid premium, if applicable, to fund future debt service payments on the City's bonds and notes or to fund any purpose for which bonds of the City are authorized to be issued, and such application shall reduce the amount of authorized and unissued bonds for the purpose to which the premium was applied, in the amount so applied.

Section 5. Said Bonds may be secured by the City's property taxes, including interest, penalties and related charges, pursuant to Chapter 117 and other chapters of the Connecticut Statutes, and, if deemed necessary or appropriate and in the City's best interest by a majority of the Bond Committee, the Bond Committee, on behalf of the City, is hereby authorized: (i) to establish a property tax intercept procedure and a debt service payment fund pursuant to Chapter 117 of the Connecticut Statutes, §7-560 et seq., and other Chapters of the

Connecticut Statutes, on such terms as a majority of the Bond Committee deem necessary or appropriate, and (ii) to take all further actions which a majority of the Bond Committee deem necessary or appropriate to so secure the Bonds or which are contemplated by law. A majority of the Bond Committee, if they determine it to be advisable, necessary or appropriate, is authorized, on behalf of the City, to enter into an indenture of trust and/or a supplemental indenture of trust to any existing indenture of the City (collectively, the "Indenture") with a bank or trust company located within or without the State of Connecticut (the "Trustee"), and to covenant: (i) if the Bonds are issued pursuant to such Indenture that all or a portion of the City's property taxes shall be paid to the Trustee and be held in trust for the benefit of the holders of the Bonds as provided in Chapter 117 and other Chapters of the Connecticut Statutes, and (ii) the terms on which any payments or reserves securing the payment of the Bonds will be paid, and the terms of any reserve or other fund for the benefit of the holders of the Bonds; and, in any event, to amend or supplement the Indenture containing such terms and conditions as a majority of the Bond Committee shall determine to be necessary or advisable and in the best interest of the City, the execution thereof to be conclusive evidence of such determination.

Section 6. The issue of the Obligations aforesaid and of all other bonds or notes of the City heretofore authorized but not yet issued, as of the effective date of this Ordinance, would not cause the indebtedness of the City to exceed any debt limit calculated in accordance with law.

Section 7. The City is authorized to make temporary borrowings in anticipation of the receipt of the proceeds of any series of said Bonds or any anticipated amounts of State and Federal grants in aid for the Project. Notes evidencing such borrowings shall be signed by the manual or facsimile signatures of a majority of the Bond Committee, have the seal of the City or a facsimile thereof affixed, be payable at a bank or trust company designated by a majority of the Bond Committee, be certified by a bank or trust company designated by a majority of the Bond Committee, pursuant to Section 7-373 of the Connecticut Statutes, and be approved as to their legality by the City's bond counsel. Notes shall be sold in competitive offering or by negotiation as determined by a majority of the Bond Committee. If sold in a competitive offering, the notes shall be sold by a majority of the Bond Committee at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City, by sealed proposals, auction or other comparative method. If the notes are sold by negotiation, the purchase contract shall be signed by a majority of the Bond Committee. The notes shall be issued with maturity dates which comply with the provisions of the Connecticut Statutes that govern the issuance of such notes. The notes shall be general obligations of the City and shall comply with all requirements of law, including any debt limit, relating to the authorization or issuance of such notes. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said Bonds, shall be included as a cost of the Project. Upon the sale of said Bonds the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such temporary borrowings then outstanding or shall be deposited with a bank or trust company in trust for such purpose. The City is also authorized to issue notes in anticipation of the receipt of grants, if applicable, and a majority of the Bond Committee shall determine the terms and conditions of such issuance.

Section 8. For the Project, \$32,900,000 of interim funding obligations and project loan obligations or any other obligations of the City evidencing an obligation to repay any portion of the costs of the Project determined by the State of Connecticut Department of Energy and Environmental Protection, Public Health or other department as applicable to be eligible for

funding under Section 22a-475 et seq. of the Connecticut General Statutes, as the same may be amended from time to time (the "Clean Water Fund Program") plus an additional amount for all necessary and appropriate financing costs not in excess of three percent of the cost of the Project, or so much thereof as may be necessary for said purpose (the "Clean Water Fund Obligations"), may be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. The Clean Water Fund Obligations may be issued in one or more series as shall be determined by the Bond Committee, and the amount of Clean Water Fund Obligations of each series to be issued shall be fixed by a majority of the Bond Committee. The Clean Water Fund Obligations shall be issued in an amount up to the City's share of the cost of the Project determined after considering the estimated amount of any State and Federal grants in aid for the Project, or the actual amount thereof if such amount is ascertainable, and the anticipated times of receipt thereof. The issuance of the Clean Water Fund Obligations and of all other bonds or notes of the City heretofore authorized but not yet issued, as of the effective date of this Ordinance, would not cause the indebtedness of the City to exceed any debt limit calculated in accordance with law. The Clean Water Fund Obligations shall be executed in the name and on behalf of the City by the manual or facsimile signatures of a majority of the Bond Committee, bear the City seal or a facsimile thereof. The Clean Water Fund Obligations may be general obligations of the City and shall comply with all requirements of law, including any debt limit, relating to the authorization or issuance of such Clean Water Fund Obligations. The Clean Water Fund Obligations may also be secured as to both principal and interest, to the extent permitted by law, by a pledge of certain revenues or benefit assessments or both. The aggregate principal amount of the Clean Water Fund Obligations, installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such Clean Water Fund Obligations, including the rate or rates of interest, any repayment agreements or memoranda of understanding, shall be determined by a majority of the Bond Committee, in accordance with the requirements of the Connecticut Statutes; and

(b) any combination of Obligations and Clean Water Fund Obligations for the Project as set forth in the preceding sections may be issued, provided that the total, aggregate principal amount thereof issued, and including the amount of any grant funding obtained, shall not exceed \$32,900,000 plus an amount needed for necessary and appropriate financing costs related to the Project.

Section 9. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid 60 days prior to and after the date of passage of this Ordinance in the maximum amount and for the Project described above with the proceeds of bonds, notes, or other obligations authorized to be issued by the City. Such obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement obligations, and to amend this declaration.

Section 10. The Director of Finance is hereby authorized to exercise all powers conferred by section 3-20e of the Connecticut Statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be

necessary, appropriate or desirable to effect the sale of the bonds, notes or other obligations authorized by this Ordinance.

Section 11. The Mayor, the Director of Finance and any other duly authorized City, Board of Education or WPCA official is authorized to seek grants and other contributions for the costs of the Project. Any such grants or contribution received prior to the issuance of any Obligations or Clean Water Fund Obligations authorized herein shall be applied to the costs of the Project or to pay at maturity the principal of any outstanding bond anticipation note, grant anticipation note or other temporary obligation issued pursuant this Ordinance and shall reduce the amount of Obligations or Clean Water Fund Obligations that can be issued pursuant to this Ordinance. If such grants and contributions are received after the issuance of any Bonds or Clean Water Fund Obligations, they shall be applied to pay either non-financed portions of the Project or debt service on the Bonds or Clean Water Fund Obligations provided such application does not adversely affect the tax-exempt status of the Bonds or Clean Water Fund Obligations.

Section 12. This Ordinance shall be effective immediately upon the Mayor's signature.

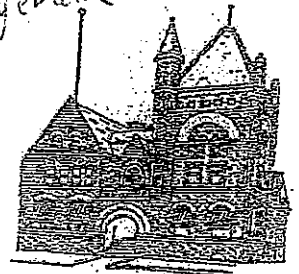
ENACTED BY THE CITY COUNCIL ON: _____, 2025

APPROVED BY THE MAYOR: _____ DATE: _____



COMMUNICATION C from the July 28 agenda
Office of the Mayor

City of West Haven
355 Main Street
West Haven, Connecticut 06516



City Hall
1896-1968

Dorinda Borer
Mayor

August 19, 2025

Nicholas Pascale, Chairman
City Council
City of West Haven

Re: Proposed New Ordinance Amending the Code of the City of West Haven to Include Chapter 85, an Ordinance Concerning the Illegal Use of Motorized Recreational Vehicles and Street Takeovers

Dear Chairman Pascale,

I would like the above matter to be placed on the City Council's Agenda for the August 25, 2025, Regular Meeting.

This item is a proposed new ordinance to the West Haven City Code that addresses the illegal use of motorized recreational vehicles and street takeovers. A copy of the proposed ordinance is attached hereto.

Please let me know if you have any questions or require any additional information.

Thank you,


Dorinda Borer
Mayor, City of West Haven

**An Ordinance Amending the Code of the City of West Haven
to include Chapter 85
Illegal Use of Motorized Recreational Vehicles
and Street Takeovers**

Be It Ordained by the City Council of the City of West Haven that the Code of the City of West Haven, is hereby amended by the addition of Chapter 85 – Illegal Use of Motorized Recreational Vehicles

CHAPTER 85

**ILLEGAL USE OF MOTORIZED RECREATIONAL VEHICLES
AND STREET TAKEOVERS**

Sec. 85-1. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section:

“All-Terrain Vehicle” means a self-propelled vehicle designed to travel over unimproved terrain as defined in Connecticut General Statutes §14-379 and which has been determined by the Commissioner of Motor Vehicles to be unsuitable for operation on the public highways.

“Dirt Bike” means a two-wheeled Motorized Recreational Vehicle designed to travel over unimproved terrain and not designed for travel on a highway, as defined in Connecticut General Statutes §14-1. “Dirt Bike” does not include an All-Terrain Vehicle, as defined in Connecticut General Statutes §14-379, or a Motor-Driven Cycle, as defined in Connecticut General Statutes §14-1.

“EPAMD” shall mean any electric personal assistive mobility device (hereinafter “EPAMD”) that is self-balancing, has two (2) non-tandem wheels, is designed to transport one (1) person, and has an electric propulsion system that produces an average power output of no more than 750 watts.

“Mini Cycle” means pocket bikes, miniature (hereafter “mini”) bikes, Mini Cycles, mini sport bikes, mini motorcycles, chopper scooters, and any other similar wheeled vehicle designed to transport one (1) or more persons that is powered by any type of motor.

“Motor-Driven Cycle” means any motorcycle, motor scooter, or bicycle with an attached motor, with a seat height of not less than twenty-six (26) inches, and a motor having a capacity of less than fifty (50) cubic centimeters of piston displacement.

“Motorized Recreational Vehicle” shall mean a wheeled vehicle, with a motor, intended to be ridden by one (1) or more persons and shall include All-Terrain Vehicle, Dirt Bike, Mini Cycle, Motor-Driven Cycle, and Snowmobile, all as defined herein.

“Motorized Recreational Vehicle” shall not be deemed to include any of the following:

- (1) Any registered “motorcycle” as defined in the Connecticut General Statutes §14-1(59);
- (2) Any registered “motor vehicle” as defined in Connecticut General Statutes §14-1(58);

(3) Any moped that meets Federal Department of Transportation guidelines for use on streets and is approved by the State of Connecticut Department of Motor Vehicles for use on streets, provided, however, the moped is operated pursuant to all applicable state laws, rules, and regulations and all City of West Haven ordinances;

(4) Any self-propelled snowplow, snow blower, or lawn mower when used for the purpose for which it was designed and operated at a speed not to exceed four (4) miles per hour;

(5) Any vehicle owned or leased by the City of West Haven;

(6) Any EPAMD as defined herein;

(7) Any bicycle or trail bike without a motor;

(8) Any golf cart;

(9) Any agricultural equipment such as tractors and farm implements;

(10) Any construction machinery;

(11) Any vehicle that is used solely for amusement, or as a novelty display item, and is operated during a parade or any other special event that is properly permitted and approved by the City of West Haven; and

(12) E-bikes and electrically assisted bicycles, motorized stand-up scooters and skateboards, and any other type of low-speed vehicles.

“Motorized Recreational Vehicle Dealer” means any person engaged in the business of manufacturing or selling any Motorized Recreational Vehicles, having an established place of business for the manufacture, sale, trade, and display of such vehicles.

“Snowmobile” means a vehicle with a motor, with runners in the front and caterpillar tracks in the rear, intended to be used by one (1) or more persons for travelling over ice and snow.

“Street Takeover” means taking over a portion of a public highway or parking area by blocking or impeding the regular flow of traffic with intent to cause disorder or create a nuisance for other users of such highway or parking area.

Sec. 85-2. Activities and Operations Prohibited.

(a) It shall be unlawful for a person or group to organize, participate in, or gather with the intent to observe and actually observing a street takeover.

(b) It shall be unlawful for any person to operate a Motorized Recreational Vehicle or for any owner of a Motorized Recreational Vehicle to knowingly permit the operation of such vehicle on any street or sidewalk in the City of West Haven or on any public property, including but not limited to school property, playgrounds, and parks within the City of West Haven.

(c) It shall be unlawful for any person to ride as a passenger on a Motorized Recreational Vehicle or for any owner of a Motorized Recreational Vehicle to knowingly permit any person to ride as a passenger on such vehicle operated in violation of subsection (a) above.

(d) It shall be unlawful for any person to operate a Motorized Recreational Vehicle, ride as a passenger on a Motorized Recreational Vehicle, or for any owner of a Motorized Recreational Vehicle to knowingly permit its operation on any private property within the City of West Haven without first obtaining the written permission of the property owner, if the property is not owned by the operator, passenger, or owner of such vehicle.

Sec. 85-3. Penalties.

(a) Any person who violates section 85-2 shall be (1) fined one thousand dollars (\$1,000.00) for a first violation, shall be fined one thousand five hundred dollars (\$1,500.00) for a second violation, and shall be fined two thousand dollars (\$2,000.00) for a third or subsequent violation and (2) any vehicle used in violation of this section shall be impounded until any fine imposed pursuant to this section is paid, any related charges, including, but not limited to towing fees, are paid and any overdue property taxes on such vehicle imposed pursuant to chapter 203 of the general statutes are paid.

(b) Any person who operates any Motorized Recreational Vehicle in violation of §85-2 above, or any owner of any Motorized Recreational Vehicle who knowingly permits its operation in violation of §85-2 above, shall be fined one thousand dollars (\$1,000.00) for a first violation, shall be fined one thousand five hundred dollars (\$1,500.00) for a second violation, and shall be fined two thousand dollars (\$2,000.00) for a third or subsequent violation.

(c) Any person age sixteen (16) or older who rides as a passenger on any Motorized Recreational Vehicle in violation of §85-2 above, or any owner of a Motorized Recreational Vehicle who knowingly permits a passenger to ride on his/her Motorized Recreational Vehicle in violation of §85-2 above, shall be fined two hundred fifty dollars (\$250.00).

(d) Any person in violation of this Chapter may be detained by a police officer for purposes of enforcing the provisions of this Chapter. Any Motorized Recreational Vehicle used in violation of this Chapter shall be seized by any police officer and shall be forfeited to the City, subject to any bona fide lien, lease, or security interest in the Motorized Recreational Vehicle as described in Connecticut General Statutes § 14-390, including, but not limited to, a lien under Connecticut General Statutes§ 14-66c.

Sec. 85-4. Appeal.

A person against whom an assessment or fine has been entered shall be entitled to a citation hearing in accordance with the procedures set forth in C.G.S Section 7-152c (as may be amended) and Chapter 128 of this Code.

Sec. 85-5. Seizure of Motorized Recreational Vehicles; disposal.

(a) Any person who operates a Motorized Recreational Vehicle in violation of §85-2 above or is the owner of any such vehicle who knowingly permits its operation in violation of §85-2 above will be subject to seizure of said vehicle(s) pursuant to Connecticut General Statutes §54-33g, which allows for seizure of property. A police officer who observes any Motorized Recreational Vehicle being operated in

violation of this Article may detain such person for purposes of enforcing the provisions of this Chapter and may remove or tow such Motorized Recreational Vehicle to a secure location for impoundment. Before the owner of any such impounded property may remove the vehicle from a vehicle pound, he/she shall furnish to the operator of such pound or such other person as the chief of police shall designate evidence of registration and ownership, shall sign a receipt for such property, and shall pay the cost of towing, plus the cost of storage for each day or portion of a day that such property is stored in excess of the first twenty-four (24) hours after seizure. The operator of such pound shall refuse the release of any such property lawfully seized that the chief of police has authorized to hold as evidence in a criminal investigation or proceeding. Such operator shall obtain written permission from the chief of police on any form or document prescribed by the chief of police prior to the release of such property held for evidence. The City of West Haven shall not be liable for any damage to or loss of property seized in accordance with this Section.

(b) Any such Motorized Recreational Vehicle that is not claimed by its owner under the terms of this section for a period of forty-five (45) days after seizure or in the case of a vehicle being held as evidence not claimed by its owner within forty-five (45) days of the cessation of such investigation or disposition of such criminal proceeding, whichever is later, may be disposed of at the direction of the chief of police after serving notice in the same manner as that required for the disposal of abandoned vehicles under Connecticut General Statutes §14-150(e), except in the case that a vehicle that is not registered, such notice shall not require mailing to persons whose names are registered with the state department of motor vehicles.

Sec. 85-6. Posting by Motorized Recreational Vehicle Dealer.

(a) Each Motorized Recreational Vehicle Dealer offering for sale, lease, or rental any Motorized Recreational Vehicle shall post this Chapter in a prominent location at the Motorized Recreational Vehicle Dealer's place of business.

(b) Any such Motorized Recreational Vehicle Dealer who violates any provision of this section shall have committed an infraction. For a first violation, the chief of police or his/her authorized agent shall issue a written warning providing notice of the specific violation and the time period within which it shall be corrected. If the dealer receiving the written warning fails to correct the violation within the time period specified in the warning, the chief of police or his or her authorized agent shall issue a fine of one hundred dollars (\$100.00). Any continuing violation that is discovered during any subsequent reinspection shall result in a fine of one hundred dollars (\$100.00). Each reinspection at which a violation is discovered shall constitute a separate violation.



City of West Haven
Police Department and
Department of Finance
355 Main Street
West Haven, CT 06516



COMMUNICATION A

September 2, 2025

Chairman Nicholas Pascale
West Haven City Council
West Haven City Hall
355 Main Street
West Haven, CT 06516

Re: Animal Control Donations

Dear Chairman Pascale,

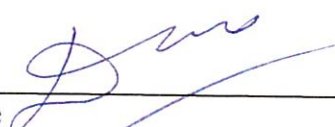
The West Haven Police Department has received the following donations, totaling **\$640.00** for the Animal Shelter. Per Connecticut Statutes 7-148(c) (3) (A&B) and General Order 98-04, we are forwarding these donations for approval.

Should these donations be approved by the Council, they are to be deposited into the Animal Shelter Donation account number 10100000 – 28285.

<u>Name</u>	<u>Check Number</u>	<u>Amount</u>
1. Edward Salerno	1978	\$100.00
2. John A. Knight	4646	\$100.00
3. Arthur J. Penna	7765	\$50.00
4. John S. Chidsey	2250	\$40.00
5. Patricia W. Susco	4154	\$25.00
6. Bonnie P. Amato	6112	\$25.00
7. Lesley Carone	5528	\$50.00
8. Sara Elizabeth Derosé	2404	\$50.00
9. Gina M. Riccio	4453	\$100.00
10. Clifford L Bartiss Jr	101	\$100.00



Joseph Perno
Chief of Police
West Haven Police Department



Dao Le
Revenue Collector
Finance Department

COMMUNICATION B

Dear Chairman Pascale:

Kindly place the matter of the Connecticut Division of Emergency Management and Homeland Security authorizing resolution for the Federal FY-2024 grant submission on the September 8th City Council agenda. This is an annual Memorandum of Agreement and authorizing resolution to allow the City of West Haven to participate in the DEMHS Region 2 program. Thank you.

Rick Fontana, MS
Director
Emergency Management &
Homeland Security
Acting 911 Director
City of West Haven
City Hall
355 Main Street
West Haven, CT 06516
(c) 203-410-0543

AUTHORIZING RESOLUTION OF THE
City of West Haven City Council

FISCAL YEAR 2024 STATE HOMELAND SECURITY GRANT PROGRAM

BE IT RESOLVED: That the City Council of the City of West Haven hereby approves and authorizes the City of West Haven to execute any and all documents and agreements with the Connecticut Department of Emergency Services and Public Protection / Division of Emergency Management and Homeland Security Protection relating to the fiscal year 2024 State Homeland Security Grant Program Region 2 Memorandum of Agreement; and

BE IT FURTHER RESOLVED: Dorinda Borer, as Mayor of The City of West Haven, is authorized and directed to execute and deliver any and all documents related to this Resolution on behalf of the City of West Haven and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

CERTIFICATION:

I, Stacy Riccio, the Clerk of the City of West Haven City Council, a municipal corporation organized and existing under the laws of the State of Connecticut, with a place of business at 355 Main Street West Haven CT, do hereby certify that the following is a true and correct copy of a resolution adopted by The City of West Haven City Council at its duly called and held meeting on September 22 2025, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

The undersigned further certifies that Dorinda K. Borer now holds the office of Mayor and that she has held that office since December 3rd of 2023, and that said term will continue until December 7, 2025.

IN WITNESS WHEREOF: The undersigned has executed this certificate this ____ day
September 2025.

Stacy Riccio, Clerk of the Council



COMMUNICATION 



DEPARTMENT OF REVENUE COLLECTION

CITY OF WEST HAVEN

www.CityofWestHaven.com

Eric Murillo
Tax Collector

Rachel A-Massih
Tax Manager

To: Nicholas Pascale
Chairman, City Council

From: Eric Murillo
Tax Collector

Rachel A-Massih
Tax Manager

Re: Overpayment of Taxes – Tax Refunds

Attached is a list of refunds, for September 2025, which require council approval.
Any additional information can be supplied upon request.

Thank you.

West Haven Tax Office
RAM/TL

CITY OF WEST HAVEN
TAX COLLECTOR'S REFUND REPORT

ACCOUNT: OVERPAYMENTS

MONTH OF: SEPT 2025

[illegible]



Office of the Finance Director

City of West Haven
355 Main Street
West Haven, Connecticut 06516

COMMUNICATION

Monday, September 15, 2025

Nicholas Pascale, Chairman
City Council
City of West Haven

RE: Ordinance amendment, updating Chapter 42, section 6 (Competitive Bidding) of the City of West Haven ordinance, to be in conformity with State of Connecticut General Statutes § 7-148v, Requirements for competitive bidding.

Dear Chairman Pascale

I am seeking approval to add the above-mentioned matter to the September 22, 2025, agenda. The City of West Haven is seeking council approval to amend Chapter 42, Section 6 (competitive bidding), from \$10,000 to be in conformity with State of Connecticut threshold listed in CT General Statutes § 7-148v.

In this past legislative session, Public Act 25-92/SB 1184, PA 25-92/SB 1184 increased the threshold from \$25,000 to \$35,000, the maximum value of contracts or purchases that a municipality may exempt, by ordinance, from its sealed bidding requirements.

Based on CGS 7-148v and Public Act 25-92/SB 1184, PA 25-92/SB 1184, The City threshold for competitive bidding would increase from \$10,000 to \$35,000, effective fiscal year 2025-2026. The last update to chapter 42, section 6 was almost twenty years ago (11-26-07) reviewing the threshold. As outlined in Exhibit A, other municipalities have continuously updated their bidding requirements, catching up to the state statute.

Please do not hesitate to contact us with any questions.

Sincerely,

Michael Gormany
Finance Director

Exhibit A

<u>City</u>	<u>Bidding Threshold</u>
West Haven	\$10,000
New Haven	\$25,000
Waterbury	\$25,000
Hamden	\$25,000
Stamford	\$25,000
Norwalk	\$25,000
Milford	\$25,000
Bridgeport	\$25,000
Hartford	\$25,000
East Haven	\$15,000
Branford	\$12,500
Orange	\$5,000

AN ORDINANCE AMENDING THE CODE OF THE CITY OF WEST HAVEN

CHAPTER 42, SECTION 6 – COMPETITIVE BIDDING

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST HAVEN,
Section 6 of Chapter 42 of the Code of the City of West Haven
is hereby amended to read as follows:**

§ 42-6 Competitive bidding.

- A. All purchases of and contracts for supplies and contractual services and all sales of personal property which has become obsolete and unusable shall, except as specifically provided herein, be based whenever possible on competitive bids.
- B. Formal contract procedure: Except as otherwise provided herein, commencing with fiscal year 2025-2026 and during all subsequent fiscal years, when the estimated cost of a supply or of a contractual service shall exceed the threshold enumerated in Section 7-148v of the Connecticut General Statutes (as may be amended from time to time or replaced by subsequent state legislation) it shall be purchased or awarded by formal written contract from the lowest responsible bidder after due notice inviting proposals.
- C. Notice inviting bids: Notice inviting bids shall be published at least once in a newspaper having circulation in the City giving 10 days' notice preceding the last day set for the receipt of proposals.
- D. Bid deposits: When deemed necessary by the agent, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to a return of surety where the agent has required such. A successful bidder shall forfeit any surety required by the agent upon failure to enter a contract within 10 days after the award.

ENACTED BY THE CITY COUNCIL ON: _____

APPROVED BY THE MAYOR: _____

DATE: _____



WEST HAVEN DEPARTMENT OF EDUCATION

COMMUNICATION E

"Schools Committed to Excellence"

Administrative Offices: 355 Main Street

Mailing address: P.O. Box 26010

West Haven, CT 06516

Telephone: (203) 937-4310

Fax: (203) 937-4315

NEIL C. CAVALLARO

Superintendent of Schools

September 3, 2025

Nicholas Pascale, Chairman
West Haven City Council
City Hall
West Haven, CT 06516

Dear Chairman Pascale,

Attached you will find a copy of a contract between the West Haven Board of Education and the West Haven Administrators' Union. The contract was recently ratified by both parties.

In addition to a copy of the contract, I've included the following:

- A tentative agreement that outlines the changes
- A spreadsheet that costs out the agreement over the life of the contract
- Salary comparisons to surrounding and similar communities

According to State Statute, the City Council has thirty days to reject the contract and if no action is taken and a majority does not vote in favor of rejecting, it becomes binding. Importantly, you are not mandated to act one way or the other. If no action is taken within thirty days, it becomes binding.

If you or any Council member has questions, please do not hesitate to contact me. Should the Council choose to take up the matter, both I and the Board's attorney will be available to attend that session.

Sincerely,

Neil C. Cavallaro

Superintendent of Schools

Cc: Cebi Waterfield, Chairman, West Haven Board of Education
Board Members
Floyd Dugas Esq., Board Attorney
Gary Palermo, President, West Haven Administrators' Association

ATTACHMENT

AGREEMENT BETWEEN THE
WEST HAVEN BOARD OF EDUCATION
AND THE
WEST HAVEN ADMINISTRATORS' ASSOCIATION

SEPTEMBER 1, 2026 - AUGUST 31, 2029

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AGREEMENT

This agreement is made and entered into as of this _____ day of September, 2025 by and between the West Haven Administrator' Association, hereinafter called the WHAA and the West Haven Board of Education, hereinafter called the Board, for a term of three (3) years, beginning September 1, 2026 and ending August 31, 2029.

ARTICLE I GENERAL

A. This agreement is negotiated under Section 10-153b through 10-153f of the General Statutes of the State of Connecticut, as amended, in order:

1. To fix for its term the salaries and all other conditions of employment provided herein, and;
2. To encourage and abet effective and harmonious working relationships between the Board and Administrative staff in order that the case of public education may be best served.

B. The Board and the WHAA recognize the importance of responsible participation by the entire professional staff in the education process, planning, development and growth. To this end, they agree to maintain communication, to inform about programs, to guide in development and to assist planning and growth either by committee, individual consultation or designated representatives.

C. This agreement shall constitute the mutual understanding of the Board and the WHAA in the subject areas covered by specific provisions of this agreement for the duration of the agreement unless changed by the mutual consent of both parties. Previously adopted policies, rules or regulations in conflict with this agreement are superseded by this agreement.

ARTICLE II RECOGNITION

The Board hereby recognizes the WHAA as the exclusive agent as defined in Section 10-153b through 10-153f of the Connecticut Statutes as amended, of the entire group of certified administrative employees of the Board not excluded by State Statutes.

ARTICLE III BOARD RIGHTS

Nothing in this agreement shall limit or contravene the authority of the Board as provided in the General Statutes of Connecticut and the Charter of the City of West Haven. The Board shall not, however, exercise any of its discretionary authority so as to contravene a specific provision of this agreement.

ARTICLE IV PROFESSIONAL OBLIGATIONS AND WORKING RULES

The Board and the WHAA recognize and agree that the administrators' responsibilities to their students and teachers, the Board of Education and their profession generally entails the performance of duties and the expenditure of time beyond the normal working day, but the administrators are entitled to regular time and work schedules on which they can ordinarily rely to the extent possible throughout the school system. Therefore, in accordance with the above the following schedules are hereby adopted:

A. Daily Schedule - Individuals covered by this agreement shall be responsible for determining his/her own daily schedule, however, it is understood that in doing so he/she will consider the requirements of the position and the Administrator's daily responsibilities of his/her position.

B. Yearly Schedule - The work year of personnel covered by the administrative supervisory staff salary schedule shall be as follows:

1. Administrators shall report to work annually one week prior to the first scheduled week of school and shall be entitled to:
 - a. A work year that shall not exceed 220 days.
 - b. 23 vacation days which may be taken during any breaks when school is not in session, and which must be used by the end of August in any given contract year.
 - c. 12 days at the discretion of the Administrator provided school is not in session, 10 of which shall be taken between September 1 and June 30th.
 - d. One of the scheduled teacher vacations.
2. If any member of WHAA is directed in writing by the Superintendent to forfeit any vacation days, in excess of one day, he/she shall be paid at a per diem rate of that individual's salary.

ARTICLE V ASSIGNMENT AND TRANSFERS

A. Administrators may request that a teacher be transferred. However, such requests must be filed with the Superintendent with written explanation as to the reason for it.

B. The Administrator of the school concerned must be consulted before any teacher is transferred to his/her school.

C. The final determination of transfers will be in the absolute discretion of the Superintendent.

ARTICLE VI PROMOTIONS

A. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of a new promotional position, shall be filled pursuant to the following procedure:

1. Such vacancies shall be posted in every school or mailed to each member during vacation period at least five (5) days prior to the filling of the vacancy.
2. Said notice of vacancy shall set forth the qualifications for the position.
3. Administrators who desire to apply for such vacancy shall file their application in writing with the office of the Superintendent within the time limit specified in the notice.
4. Such vacancy shall be filled on the basis of fitness for the vacant post, provided, however, that where two or more applicants in the West Haven School System are substantially equal in fitness, in the opinion of the Superintendent and of the Board of Education, the applicant with the greatest amount of seniority in the West Haven School System shall be given preference.

B. Promotional Positions are defined as follows: Positions paying a salary differential and/or positions on the Administrator supervisory level including but not limited to positions such as associate superintendent, assistant superintendent, directors, supervisors, assistant supervisor, instructional leaders, assistant instructional leaders, special assistant to the Superintendent and administrative assistant to the Superintendent.

C. All vacancies (as defined above in the case of promotional positions) for special project administrators shall also be filled pursuant to the procedure set forth in paragraph A.

D. All appointments to the aforesaid vacancies and openings shall be made without regard to age, race, creed, color, religion, nationality, sex, marital status, ancestry, and present or past history of mental or physical disability.

E. Insofar as possible, but subject to A.4., all future appointees shall be full certified supervisors or administrators by the Connecticut State Department of Education with the exception of the appointees to the psychology and guidance department.

F. Where there is a vacancy by resignation, acting appointments to any position shall be effective no longer than six months. Any person serving in an acting capacity when school is in session and is in the acting position for more than (5) school days, shall be compensated at the rate of pay for the position in which they are acting.

G. Upon promotion, the individual will be paid the appropriate salary upon commencement of his new duties.

H. First preference shall be given to candidates within the system if they are as well or better qualified than out of system candidates in the sole opinion of the Superintendent of Schools.

ARTICLE VII SUPPLIES AND OFFICE EQUIPMENT

A. The Board will insure that each school shall have all the office equipment and supplies consistent with Board policy necessary to do the work required.

B. The Board will take whatever steps necessary to attain the goal of uniformity in all records and reports.

C. The Board of Education will provide full or part time clerical help in all schools, and will make available clerical assistance in those areas where no clerk now exists. The duties of said clerical help shall be governed by policy #2212. Policy #2212 as now exists is hereby made part of this contract.

D. The Board will provide substitute clerks, provided they are available for use when the regular clerks are out.

ARTICLE VIII PROTECTION

A. Section 10-235. Protection of Administrators in damage suits. The Board shall protect and save harmless any member of the bargaining unit from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment in accordance with Section 10-235 of the General Statutes of Connecticut.

B. If any administrator is absent from school as a result of personal injury arising out of his employment, (provided the administrator is not negligent), he shall be paid his full salary (less any workmen's compensation indemnity benefits received, except payment for permanent partial disability) for the period not to exceed one calendar year from the date of injury. Such absence shall not be charged to his/her annual or accumulated sick leave.

ARTICLE IX HEALTH AND OTHER INSURANCE BENEFITS

A. Health Insurance

1. Health Insurance Benefits (Individual, Two Person, or Family). The Board shall provide the health insurance plan set forth below for employees and their eligible dependents (an eligible dependent for purposes of the article

shall include spouse, and unmarried dependents up to age 26). The Board shall have the right to require annual re-enrollment as a condition of continued participation in the plan. All administrators shall contribute twenty-one and one-half (21.5%) percent of the cost of health insurance via payroll deduction effective September 1, 2026; effective September 1, 2027 they shall contribute twenty-two (22.0%) percent; effective September 1, 2028, they shall contribute twenty-two and one-half (22.5%) percent.

2. Medical coverage shall be provided under the State of Connecticut Partnership Plan 2.0 (SPP 2.0). In the event the SPP 2.0 plan exceeds the HDHP plan previously in place, the Board may revert back to the plan previously in place. The Board's High Deductible Health Plan (HDHP) which shall have deductibles of \$2,000/\$4,000 funded 50% by the Board into a health savings account, one-half in July and one-half in January. There shall be post deductible prescription copays of \$5/\$25/\$40 (30 day supply); \$10/\$50/\$80 (mail order 90 day supply) and the following out of pocket maximums: In-Network \$4,000/\$6,850; Out-of-Network \$4,000/\$8,000.
3. Blue Cross of Connecticut Full Service Plan for dental care with Riders A, B, C, D and Special Dependent Rider.
4. Blue Shield Vision care endorsement 98.
5. Group Life Insurance - Board agrees to provide each administrator with group life and dismemberment policy in the amount of equal to the administrator's salary at time of death rounded to the nearest \$1,000 at the Board's expense. The Administrator may increase the coverage to the amount of his salary at his own expense.
6. For Administrators hired on or before August 31, 2026, the board agrees, at its expense, to continue the group life and dismemberment policy following retirement in the amount of \$60,000.00. Administrators hired on or after September 1, 2026 shall not be eligible for this group life and dismemberment policy.
7. Any employee covered by this Agreement who opts to take retirement as provided under Article XVI shall have full health coverage for the employee only, or employee and his/her spouse if the employee retires on or before August 31, 2023, paid by the Employer until he/she attains the age of 65. Notwithstanding the foregoing, administrators retiring after August 31, 2023, shall contribute monthly towards the cost of said insurance the same amount that active employees pay.

At age 65, any administrator who does not qualify for Medicare shall be provided with equivalent coverage paid in full by the Employer.

All retirees who do not opt to take retirement as provided under Article XVI or who are not eligible for the retirement provision of Article XVI will receive the same medical coverage as active employees and will be required to pay the same co-pay, if any, as those required of active employees. The Board shall not be required to provide or pay for the retirees spouse's coverage after the retiree reaches age 65 or in the event that the retiree dies. At age 65 all retired employees shall have coverage under Medicare paid in full by the Employer. At age 65 any Administrator who does not qualify for Medicare, shall be provided with equivalent coverage paid in full by Employer.

8. The West Haven Board of Education may provide health insurance benefits as described in this Article for the West Haven Administrators' Association members through alternate carriers or through self-insurance. In all cases such benefits (meaning coverage, and administration of i.e., timeliness of payment and claims processing) provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives, shall be comparable to the benefits available to West Haven Administrator Association members under the group health insurance policies described in Article IX, Section A(1-5). Should the Board of Education desire to change insurance carriers, prior to any such change, the Association shall be notified and given forty-five (45) calendar days to review the proposed changes. Should the Association and the Board disagree that the coverage, and administration of benefits are not comparable, arbitration as set forth under Article XIV of this Agreement may be implemented at the request of the Association. Such arbitration shall take place before an impartial arbitrator with expertise in insurance, unless -the West Haven Finance Planning and Assistance Board is in existence. Both parties shall agree to expedite the arbitration process. There shall be no change in carriers prior to the decision by the arbitrators.
9. The Board agrees to pay each employee who agrees to waive all of the medical insurance benefits provided herein the amount of \$2,500 annually. Where there is a change in an employee's status, such as, but not limited to, a change in the spouse's employment or changes in the spouse's benefits program, the waiver may, by written notice to the Board of Education, be revoked. Upon receipt of revocation of the waiver, coverage shall be reinstated subject to any regulations or restrictions including waiting periods which may be in effect. Depending upon the effect date of coverage a pro-rata adjustment shall be made between the employee and the Board. In the event the employee resigns prior to the end of the school year, a pro-rata adjustment shall be made, based on date of waiver. Administrators who receive insurance from the Board or the City through a family member shall not be entitled to the stipend, provided, however, those employees receiving the stipend as of August 31, 2026 shall not be subject to this restriction. Notwithstanding the foregoing, the annual stipend shall sunset and no longer

be available for any Administrator who receives insurance from the Board or City through a family member effective August 31, 2029.

B. Sick Leave.

1. Twelve month personnel - are to receive two days more than the teachers.

2. Sick Leave Bank:

- a. Membership in the sick leave bank is voluntary on the part of employees after tenure is granted for 3 years of service completed in the West Haven School System. Each participating employee contributes one day of sick leave per year.
- b. The Board will cooperate in the establishment of a sick leave bank on a voluntary basis.
- c. Each employee enrolling in the bank will donate one day of his sick leave to the bank each year until the bank is built up to a maximum of approximately 100 days. No more days will be added to this maximum until the bank is depleted to approximately 50 days. The bank will then be built up to approximately 100 days again and the process repeated.
- d. Additions will be made to the bank in September or October of each school year according to the above limitation.
- e. A person withdrawing from membership in the bank will not be able to withdraw the contributed days.
- f. Additions will be made to the bank in September or October of each school year according to the following:
 - i. 0-3 years, inclusively, a person is not eligible.
 - ii. After the beginning of the 4th-6th year a person must be sick fifty-five (55) consecutive days before he/she can draw.
 - iii. After the beginning of the 7th year a person must be out forty (40) consecutive days.
- g. A person will not be able to withdraw days from the bank until his/her own sick leave is depleted.
- h. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.

- i. Maximum withdrawal per occurrence is 75 days.
 - j. Sick leave means the leave the teacher has for that year plus his/her accumulation.
 - k. Hold Harmless Clause.

In the event that the Sick Leave Bank is, or shall at any time, be found to be contrary to law by a court of competent jurisdiction, then it is agreed that any administrator who has received benefits hereunder shall refund to the City of West Haven 1/220th of his/her annual salary of each day so withdrawn. It is further agreed that in the event such refund is not made within sixty (60) days after demand with notice to the Association, then and in that event the Association shall refund monies to the City of West Haven. It is further agreed that no other penalty or penalties except the aforementioned monetary penalties will be imposed. This clause shall survive the termination of this agreement and may be enforced at any time within ten (10) days after such termination.
- 3. No member shall lose salary and/or rights when subject to quarantine by a competent medical authority, medical advisor and/or Health Department of the member's town of residence.
 - 4. Severance Pay (on retirement, disability, resignation or death). Professional Staff Member upon retirement from public school teaching in Connecticut, disability, resignation or death, after twenty (20) years of public school service in West Haven School System shall receive Severance pay equal to 20*- of the annual salary at the time of termination of employment.
 - 5. Maternity Leave shall be granted to any pregnant administrator who has completed one year of service, and any such administrator wishing to return shall be returned to the position held at the time of taking such leave.
- C. Leaves Without Pay.
 - 1. Leaves of absence, without pay shall be granted for advanced study and maternity. Such leave shall be limited to one school year. Upon returning from leave, said member shall be reinstated in the position he/she left.
- D. Leaves with Pay.
 - 1. Each 12 month member shall be entitled to 3 personal days per year, and each 10 month member shall be entitled to 2 personal days per year, not to accumulate. Member must advise Superintendent in writing twenty four hours in advance.

2. If advance notice is not possible, such notice shall be given twenty-four hours after the member returns.
3. Compulsory Court appearances - 5 days per year.
4. Jury Duty - Any Administrator who is summoned for jury duty shall immediately notify the Superintendent of the date of the assignment. If the assignment occurs during the students' school year, the Administrator shall cooperate with the Superintendent to obtain a postponement of the assignment to a date, when school is not in session. The Administrator shall receive his/her full salary (less compensation paid for jury duty to be reimbursed to the Board of Education) for the period that the Administrator must serve on jury duty during his/her work year.
5. Death in immediate family - five (5) days per death of spouse, mother, father, child, brother, sister, grandparents, mother-in-law and father-in-law. Three (3) days per death of brother-in-law and sister-in-law.

ARTICLE X [RESERVED]

ARTICLE XI [RESERVED]

ARTICLE XII PAYROLL DEDUCTIONS.

- A. In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions:
 1. All requests for deductions must be in writing on approved authorized forms.
 2. A list of the approved deductions are as follows:
 - a. AIG (Valic)
 - b. American Century
 - c. Ameriprise Financial
 - d. Franklin Templeton
 - e. Great American (Galic)
 - f. ING
 - g. LSW (Life Insurance Co. of The Southwest)
 - h. Oppenheimer
 3. Each of the associations named in Section 2 above shall certify to the Board in writing the current rate of its membership dues. Any association which

shall change the rate of its membership dues shall give the Board thirty (30) days written notice prior to the effective date of such change.

4. Deductions referred to in Section A above shall be made on the first day of each month. The Board shall not be required to honor for any month deduction any authorizations that are delivered to it later than on week prior to the distribution payroll forms which deductions are to be made.
5. No later than September 30th of each year, the WHAA shall provide the Board with a list of those employees who have voluntarily authorized the Board to deduct dues for any of the associations named in Section A above. Any Administrator desiring to have the Board discontinue deductions he had previously authorized, must notify the Board and the WHAA or association concerned in writing by September 15th of each year for that school year's dues.
6. The amount of any deductions may be changed only once in a calendar year.

ARTICLE XIII ADMINISTRATION

A. The Board recognizes that the Administrator is charged with the responsibility of the administration of the program within the building to which he/she is assigned and must make decisions necessary to the proper operation and maintenance of the building, provided, such decisions are in keeping with the policy of the Board of Education and the administrative regulations of the Superintendent.

B. Administrators shall be consulted regarding special and federal programs so that such programs may be part of the overall- school program in the building.

C. Administrators shall be in charge of all disciplinary programs of the school which he/she is assigned but shall handle the same in a manner consistent with Board policy and administrative regulations of the Superintendent.

D. Administrators shall be responsible for designating and assigning work to his/her secretary and/or clerk(s).

E. An Administrator may change a teacher's room or subject assignment if the Administrator feels that it would serve the students' best interest provided the Superintendent is informed in writing of such change.

F. Administrators will keep a record of teachers who consistently report late to school.

G. When an Administrator deems it necessary and it is not in violation of the teachers' contract, he/she may assign yard duty, hall duty, study hall duty, on an equitable basis to all available personnel.

H. An Administrator is in charge of his or her building and any teacher or other person wishing to use school facilities after school hours must secure the Administrator's permission.

I. Any teacher who wishes to remove general equipment from the building, must receive the Administrator's permission or if they do so without said permission, will be subject to disciplinary action.

J. It is the responsibility of the Building Administrator to determine who will collect money for milk, weekly magazines, insurance, etc., unless directed otherwise by the Superintendent of Schools.

K. Faculty meetings to be called at the discretion of the Administrator not to exceed the number permitted in the teacher's contract.

L. Agendas for faculty meetings are the sole responsibility of the Administrator. Each Administrator shall make available to his/her teaching staff said agenda one day in advance of said meetings after which any member of the staff may suggest additions to said agenda to the Administrator.

M. Formal evaluation of both tenure and non-tenure teachers is the sole responsibility of the Administrator (delegation of evaluation is allowed). The number of formal evaluations shall be determined by the Administrator, except as limited by the teachers' contract.

N. There shall be no limit set to the number of classroom visitations by the Administrator.

O. Observation and supervision of the teacher shall be made at the discretion of the Administrator.

ARTICLE XIV GRIEVANCE AND ARBITRATION PROCEDURE

A. Purpose - The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of Administrators. Both parties agree that proceedings shall be kept as confidential as appropriate.

B. Definitions:

1. "Grievance" shall mean any claim by any Administrator or group of Administrators of the WHAA (each category of which shall be hereinafter referred to as "The Grievant") concerning the interpretation of, application or violation of a specific provision of this Agreement or an established practice between the Parties.
2. Administrator shall mean any certified professional employee of this unit below the rank of Superintendent and may include a group of Administrators similarly affected by a grievance.
3. When "days" are referred to in the time limits hereof, such shall mean school days.

C. Time Limits:

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If an Administrator does not file a grievance in writing within thirty (30) days after he/she knew or should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved Administrator at any level to appeal a grievance to the next level within the specified time limit, shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure:

1. If an Administrator feels that he may have a grievance, he shall first discuss the matter with his immediate supervisor or other appropriate Administrator in an effort to resolve the problem informally.
2. If the Administrator is not satisfied with such disposition of the matter, he shall have the right to have the WHAA assist him in further efforts to resolve the problem informally with his supervisor -or other appropriate Administrator.

E. Formal Procedure:

1. Step 1 - If the aggrieved Administrator is not satisfied with the disposition of his grievance on an informal basis, he may file in writing a grievance with the WHAA for referral to the Superintendent of Schools.
 - a. The WHAA shall within five (5) days after receipt, refer the grievance to the Superintendent but prior to doing so, the WHAA shall provide an opportunity for the aggrieved Administrator to meet with the appropriate committee to review the grievance.
 - b. The Superintendent shall within ten (10) days after receipt of the written grievance, meet with the aggrieved Administrator and with representatives of the WHAA for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept.
 - c. The Superintendent shall within five (5) days after the hearing, render his decision and the reasons therefor in writing to the aggrieved Administrator with a copy to the WHAA.
2. Step 2 - If the aggrieved Administrator is not satisfied with the disposition of his grievance at Step 1, he may within three (3) days after the decision or within six (6) days after the hearing, file the grievance again with the WHAA for appeal to the Board of Education.
 - a. The WHAA shall within three (3) days after receipt, refer the appeal to the Board of Education.
 - b. The Board of Education shall, within fifteen (15) days after receipt of the written appeal, meet with the aggrieved Administrator and with representatives of the WHAA for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept.
 - c. The Board shall, within five (5) days after such meeting render its decision and reason therefore, in writing to the aggrieved Administrator, with a copy to the WHAA.

F. Arbitration:

1. If the aggrieved Administrator is not satisfied with the disposition of his grievance at Step 2, he may within three (3) days after the decision or within six (6) days after the Board meeting, request in writing to the President of the WHAA that his grievance be submitted to arbitration.
2. The WHAA may within five (5) days after receipt of such request submit the grievance to arbitration.

3. The Chairman of the Board and the President of the WHAA shall within five (5) days after such written notice, jointly select an arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree on an arbitrator within five (5) days, the matter shall be submitted to the American Arbitration Association under the Rules of Voluntary Arbitration of the American Arbitration Association.
4. The arbitrator so selected shall confer promptly with representatives of the Board and the WHAA shall review the record of previous hearings and shall hold such further hearings with the aggrieved Administrator and other parties in interest as he shall deem requisite.
5. The arbitrator shall render his decision in writing to all parties in interest, setting forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon all parties in interest to the extent permitted by law.
6. The cost of the services of the arbitrator shall be borne equally by the Board and the WHAA.

G. The Superintendent and/or the Board shall have the right to file a grievance in writing with the WHAA and such shall thereafter be processed in accordance with Step 2 of the following steps of the Grievance Procedure.

H. All grievances must be submitted in writing pursuant to Step 1 within fifteen (15) days of the date upon which the occurrence given rise to the grievance occurred. Failure to file such grievance within the time limits specified herein or to process a grievance within the time limits specified herein shall be deemed a waiver of the grievance.

I. Any arbitrator acting pursuant to this Agreement shall have power only to construe specific provisions of this Agreement and shall have no authority to add to, delete from, or modify in any way, any provisions of this Agreement.

J. Representation:

1. No reprisals, of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. When an Administrator is not represented by WHAA, the WHAA shall have the right to be present and to state its view at all stages of the procedure.
3. Only the WHAA shall have the right to submit a grievance to arbitration by following the procedure outlined above. Individual members shall not have the right to submit grievances to arbitration independently.

4. The WHAA may, if it desires, call upon the professional services of any person it deems necessary to assist the WHAA at any state of the procedure.
- K. Miscellaneous:
 1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
 2. Forms for filing and processing grievances and other necessary documents, shall be prepared by the Superintendent with the approval of the WHAA, and be made available to the WHAA to facilitate operation of the grievance procedure.

ARTICLE XV MISCELLANEOUS

A. The Board of Education shall pay each Administrator the sum of \$300.00 for conference expenses to be paid in one lump sum as of September 1st of each school year. Reimbursement to administrators for costs associated with participation in professional development (not provided by BOE) shall not be unreasonably withheld.

B. The WHAA and the Board agree that this agreement represents the complete agreement between the parties concerning all conditions of employment and salaries of Administrators, for the duration of this agreement.

C. The Board and the WHAA shall comply with all applicable State and Federal Laws.

D. Whenever written notice is required to be given herein, such notice shall be given by letter to the last address of the person as contained in the files of the Board of Education.

E. No Administrator shall be required to pick up or deliver any mail or correspondence.

F. The Board agrees to provide medical coverage for all Administrators over 65, except that the cost of such coverage shall not exceed the cost afforded to other Administrators.

G. All Administrators shall receive \$60.00 per month for travel, except the Language Arts Coordinator, Math Coordinator, Science Coordinator, Health/PE Coordinator, Early Childhood Director, Director of Pupil Services, Assistant Director of Pupil Services, Director of Grant Administration and any future district coordinators, who shall each receive \$125.00 per month.

H. Longevity: After ten (10) years of employment an Administrator shall receive an increment of \$620; after fifteen (15) years employment an additional increment of \$750; after twenty (20) years of employment an additional \$620; after twenty five (25) years of employment an additional \$620; after thirty (30) years of employment an additional increment of \$620. Years of employment shall mean years of employment as a certified professional in West Haven only.

Administrators who enter the bargaining unit after September 1, 2026, who already receive longevity payment as a result of their service as a West Haven teacher shall no longer receive said teacher longevity payment but shall only receive longevity payment(s) reflected above. Administrators who enter the bargaining unit as new hires from outside the district shall not be entitled to longevity pay.

I. Miscellaneous Tuition Costs - An Administrator shall be reimbursed by the Board for his/her tuition costs exclusive of all other fees upon the successful completion of each graduate credit course beyond the bachelor plus 60 step at the rate of \$80.00 a credit course up to a maximum of \$390, in any school year provided the courses taken are approved by the Superintendent of Schools and relate to the field of education and are completed in an institution which is accredited by a regional accreditation Association, e.g.: Middle State Association of Colleges and Schools North Central Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools New England Association of Schools and Colleges Western Association of Schools and Colleges.

J. The Board will notify an individual Administrator of the administrative staff of any major decisions affecting said individual Administrator of the administrative staff prior to releasing said decisions to the press.

K. Each Administrator will receive annually an individual salary agreement.

L. The Board agrees to reimburse Administrators for approved expenses directly attributable to operation of school offices through presentation of paid receipts.

M. The Board agrees to provide a mileage expense account for Administrators who are required to travel outside of Greater New Haven in order to attend meetings for the school system. The rate applicable shall be as determined by the Internal Revenue Service.

N. Administrators shall continue to be paid in 26 installments, bi-weekly provided, however, that ten month Administrators will have the option to withdraw their four (4) final checks in one lump sum, less necessary deductions, payable on the first payroll date in July. Exercise of such option must be made by notifying the Board not later than June 1 preceding the first payroll.

O. Union Dues - The Board shall deduct dues from such professional staff members salary, executing an authorization to do so, once a month and remit same promptly to Treasurer of WHAA.

P. A salary differential for the sixth year and conferred doctorate, will be paid only to those Administrators who have obtained degrees from institutions which are accredited by regional accrediting association, i.e., Middle State Association of Colleges and Schools North Central Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools New England Association of Schools and Colleges Western Association of Schools and Colleges

Q. Doctorate stipend to be paid only to those Administrators who are awarded a Ph.D. or E.ED in a planned program which relates to the field of education (this provision shall not be retroactive).

R. Each building Administrator shall have a private office.

S. Upon the creation of new administrative positions, the Board will negotiate with WHAA on all contractual items.

T. A conference fund shall be set aside for use with the approval of the Superintendent of Schools for professional conferences, meetings, etc. that exceed the present cost allocated to Administrators.

ARTICLE XVI EARLY RETIREMENT INCENTIVE PLAN

Effective September 1, 1985, the West Haven Board of Education shall provide the West Haven Administration with an Early Retirement Plan subject to the following provisions, however employees hired after July 1, 2007 shall not be eligible for the Early Retirement Incentive Plan:

A. Early Retirement Incentive Plan Eligibility

To be considered for participation in the Early Retirement Plan, a certified Administrative Staff Member must fulfill all of the following requirements:

1. Be eligible for retirement benefits under the Connecticut Teacher Retirement system no later than August 31, immediately following the school year in which termination of employment becomes effective.
2. Have completed at least 96 months of satisfactory employment (determined by the Superintendent of Schools) as a West Haven Administrator under contract with the West Haven Board of Education as of the date termination of employment becomes effective.

3. Be at least 52 years of age by no later than August 31 immediately following the school year in which termination of employment becomes effective and no older than age 64 as of June 30 of the school year in which termination of employment become effective.
4. Have a combined total of age plus services credited by the Connecticut Teacher Retirement System of at least 75 years by no later than August 31 immediately following the school year in which termination of employment becomes effective.
5. Application must be made by no later than February 15th of the school year in which termination of employment is effective.

B. Incentive

1. An Administrator who fulfills the eligibility requirements shall be paid an incentive allowance. Such allowance will be equal to the annual salary rate in effect in the year the application is made. The incentive allowance will be reduced for each year the age of the Administrator exceeds fifty-two at the date employment terminates. Such reduction shall be five percent for each year of age 52 through 60 and then ten percent each year age 61 through 65.

The incentive shall be paid over a two-year period in two equal installments following the fiscal year in which termination of employment becomes effective.

The scale is as follows:

<u>AGE</u>	<u>PERCENT OF SALARY</u>	<u>AGE</u>	<u>PERCENT OF SALARY</u>
52	90%	59	55%
53	85	60	50
54	80	61	40
55	75	62	30
56	70	64	20
57	65	64	10
58	60	65	0

Example: A person of age 62 whose current salary is \$20,000.00; $30\% \times \$20,000.00 = \$6,000.00$; Payment \$3,000.00 for first year, Payment \$3,000.00 for second year.

2. There shall be a limit of no more than three (3) Administrators allowed to enter into the Early Retirement Incentive Plan, in any given year.

3. In the event, in any given year, more than three (3) Administrators make application for the Early Retirement Incentive Plan, priority shall be given on the basis of seniority as an Administrator.
4. An Administrator who retires and does not qualify in a given year, due to the reason of least amount of Administrative seniority, shall be entitled to the benefits under the Early Retirement Incentive Plan at the age he/she retires. Such benefits shall begin to be paid in the subsequent year or until such time he/she meets the requirements relative to Administrative seniority.
5. The Administrator selecting the Early Retirement Option, does so under the exclusion of the Severance Pay provisions of the Administrators' Agreement.
6. In the event that any Administrator who elected Early Retirement Plan shall die prior to the payment of all benefits due hereunder, any prepaid portion hereof shall be paid to his/her designated beneficiary.

ARTICLE XVII REDUCTION IN FORCE

It is understood that it is within the discretion of the Board of Education to reduce the educational program curriculum and staff when economic, pupil enrollment decline and other justifiable reasons dictate. If, in the Board's opinion, it is necessary to reduce the administrative staff within particular administrative classifications, it shall be on the basis of length of administrative services within the West Haven Public School System, certification and qualifications.

In order to promote an orderly reduction in the administrative personnel, the following procedure will be used:

- a. Any Administrator relieved of his/her duties because of reduction of staff or elimination of position shall be offered an administrative opening if one exists, in his/her classification for which he/she is certified and qualified.
- b. If there is no existing administrative opening in his/her classification, the displaced Administrator shall be offered the position of an Administrator who has the least seniority in his/her present classification, provided he/she is certified and qualified for that position.
- c. If there is no existing administrative opening in his/her classification and the displaced Administrator has the least seniority in his/her present classification, he/she will be offered an administrative opening, if one exists, in any other administrative classification for which he/she is certified and qualified provided, however, such appointment does not constitute a promotion to a higher classification.

- d. If there are no existing administrative openings in any administrative classification, and the displaced Administrator has the least seniority in his/her present classification, but has administrative seniority over an Administrator in another classification for which the displaced Administrator is certified and qualified, the displaced Administrator will be offered such position; provided, however, such appointment does not constitute a promotion to a higher classification.
- e. If an Administrator is relieved of his/her duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, he/she will be offered a teaching position for which he/she is certified.
- f. If an Administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she will be given the experience credit on the salary schedule according to the teacher's contract for his/her administrative and teaching experience within the school system and shall retain all accumulated sick leave, providing the latter does not violate the teacher's contract or pertinent state statute.
- g. Any Administrator who has been displaced as aforesaid shall be placed on a reappointment list for three (3) years for his former administrative position, and shall remain thereon until reappointed, provided such Administrator does not refuse a reappointment. Administrators shall be recalled to positions for which they are certified and qualified and in which they have previous acceptable experience, according to their administrative seniority in the West Haven Public School System. If a reappointment is offered consistent with the above and is refused by the Administrator, he/she shall thereupon be removed from the reappointment list.
- h. For purposes of this Article, administrative classifications shall be as follows:
 - 1. High School Principal
 - 2. Middle School Principal, Elementary School Principal, Director of Pupil Personnel, Director of Grant Administration
 - 3. Assistant Directors of Pupil Services, Language Arts Coordinator, Math Coordinator, Science Coordinator, High School Assistant Principal, Athletic Director/Health and P.E., and Early Childhood Coordinator.
 - 4. Adult Education and Middle School Assistant Principals

- i. Qualification as used in this Article shall be determined by the Superintendent of Schools, provided that his decision shall not be arbitrary or capricious.

INVOLUNTARY TRANSFER

Section 1 - An involuntary transfer is:

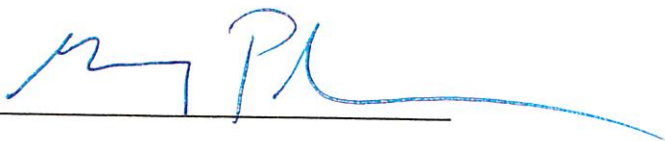
1. A reassignment of an Administrator from one position in a salary group to another position in lower paying salary group; or
2. A reassignment of an Administrator's position from the salary group to a lower paying salary group because of a change in the duties or responsibilities of such position. During the term of their working agreement School Administrators shall be reduced in grade only for good and just cause. Transfers implemented at the request of an Administrator are voluntary transfers and are not subject to the provisions of this article.
3. The Superintendent may involuntarily transfer an administrator to a lower salary group without just cause provided the administrator's salary is not reduced.

ARTICLE XVIII SALARY SCHEDULE

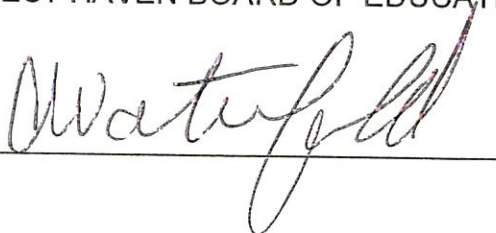
1. 2026-2027 Effective September 1, 2026, the salary schedule attached at Appendix B-1 shall be in effect. Administrators not already at the top step shall advance one step.
2. 2027-2028 Effective September 1, 2027, the salary schedule attached at Appendix B-2 shall be in effect. Administrators not already at the top step shall advance one step.
3. 2028-2029 Effective September 1, 2028, the salary schedules attached at Appendix B-3 shall be in effect. Administrators not already at the top step shall advance one step.

Dated at West Haven this 2 day of September, 2025.

WEST HAVEN ADMINISTRATORS' ASSOCIATION

A handwritten signature in blue ink, appearing to be "M. P. A.", written over a horizontal line.

WEST HAVEN BOARD OF EDUCATION

A handwritten signature in black ink, appearing to be "Waterford", written over a horizontal line.

APPENDIX B-1

SALARY SCHEDULE 2026-2027 (WITH SIXTH YEAR)

Step	1	2	3	4
	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	MS Asst. Principals, Adult Ed
1				
2				
3				
4	\$127,472.15	\$123,227.33	\$120,680.26	\$114,738.95
5	\$134,783.78	\$130,351.96	\$127,692.47	\$121,488.50
6	\$147,959.65	\$143,340.80	\$140,568.94	\$134,102.28
7	\$150,918.84	\$146,207.63	\$143,380.33	\$136,784.32
8	\$153,937.23	\$149,131.77	\$146,247.94	\$139,520.01
9	\$160,094.71	\$155,097.05	\$152,097.85	\$145,100.80

Conferred Doctorate \$3,000.00

SALARY SCHEDULE 2026-2027 (WITHOUT SIXTH YEAR)

Step	1	2	3	4
	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	MS Asst. Principals, Adult Ed
1				
2				
3				
4	\$122,917.50	\$118,872.99	\$116,446.38	\$110,784.16
5	\$127,690.84	\$123,525.02	\$121,025.39	\$115,193.08
6	\$138,328.41	\$134,041.29	\$131,468.62	\$125,466.26
7	\$141,094.98	\$136,722.12	\$134,097.99	\$127,975.59
8	\$143,916.88	\$139,456.55	\$136,779.95	\$130,535.09
9	\$149,673.56	\$145,034.82	\$142,251.15	\$135,756.50

Conferred Doctorate \$3,000.00

APPENDIX B-2

SALARY SCHEDULE 2027-2028 (WITH SIXTH YEAR)

Step	1	2	3	4
	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	MS Asst. Principals, Adult Ed
1				
2				
3				
4	\$130,021.60	\$125,691.88	\$123,093.86	\$117,033.73
5	\$137,479.45	\$132,959.00	\$130,246.32	\$123,918.27
6	\$150,918.84	\$146,207.62	\$143,380.32	\$136,784.32
7	\$153,937.22	\$149,131.78	\$146,247.94	\$139,520.00
8	\$157,015.97	\$152,114.41	\$149,172.90	\$142,310.41
9	\$166,498.50	\$161,300.93	\$158,181.76	\$150,904.83

Conferred Doctorate \$3,000.00

SALARY SCHEDULE 2027-2028 (WITHOUT SIXTH YEAR)

Step	1	2	3	4
	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	MS Asst. Principals, Adult Ed
1				
2				
3				
4	\$125,375.85	\$121,250.45	\$118,775.31	\$112,999.84
5	\$130,244.66	\$125,995.52	\$123,445.89	\$117,496.94
6	\$141,094.98	\$136,722.12	\$134,097.99	\$127,975.59
7	\$143,916.88	\$139,456.56	\$136,779.95	\$130,535.10
8	\$146,795.22	\$142,245.68	\$139,515.55	\$133,145.79
9	\$155,660.50	\$150,836.22	\$147,941.19	\$141,186.76

Conferred Doctorate \$3,000.00

APPENDIX B-3

SALARY SCHEDULE 2028-2029 (WITH SIXTH YEAR)

Step	1	2	3	4
	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	MS Asst. Principals, Adult Ed
1				
2				
3				
4	\$132,622.03	\$128,205.72	\$125,555.74	\$119,374.41
5	\$140,229.04	\$135,618.18	\$132,851.25	\$126,396.63
6	\$153,937.22	\$149,131.77	\$146,247.93	\$139,520.01
7	\$157,015.96	\$152,114.41	\$149,172.89	\$142,310.40
8	\$160,156.29	\$155,156.70	\$152,156.35	\$145,156.61
9	\$173,158.44	\$167,752.97	\$164,509.03	\$156,941.03

Conferred Doctorate \$3,000.00

SALARY SCHEDULE 2028-2029 (WITHOUT SIXTH YEAR)

Step	1	2	3	4
	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	MS Asst. Principals, Adult Ed
1				
2				
3				
4	\$127,883.36	\$123,675.46	\$121,150.82	\$115,259.84
5	\$132,849.55	\$128,515.43	\$125,914.81	\$119,846.88
6	\$143,916.88	\$139,456.56	\$136,779.95	\$130,535.10
7	\$146,795.22	\$142,245.69	\$139,515.55	\$133,145.80
8	\$149,731.12	\$145,090.60	\$142,305.86	\$135,808.71
9	\$161,886.92	\$156,869.66	\$153,858.84	\$146,834.23

Conferred Doctorate \$3,000.00

**West Haven Public Schools and
West Haven Administrators Association
Tentative Agreement for a Successor CBA**

8/12/2025

1. Duration: September 1, 2026 – August 31, 2029 (3 Years)
2. Salary:
 - a. Effective September 1, 2026:
 - i. 4% GWI to top step.
 - ii. 2% added to each step
 - iii. Administrators not already at the top step shall advance one step.
 - iv. Ph.D. stipend shall increase equal to that pursuant to the teachers' CBA. (\$3,000)
 - b. Effective September 1, 2027:
 - i. 4% GWI to top step.
 - ii. 2% added to each step
 - iii. Administrators not already at the top step shall advance one step.
 - c. Effective September 1, 2028:
 - i. 4% GWI to top step.
 - ii. 2% added to each step
 - iii. Administrators not already at the top step shall advance one step.
3. Article XV Miscellaneous
 - a. A. The Board of Education shall pay each administrative the sum of \$300.00 for expenses associated with professional memberships and publications shall be paid one lump sum as of September 1st of each school year. **[NEW] Reimbursement to administrators for costs associated with participation in professional development (not provided by BOE) shall not be unreasonably withheld.**
 - b. G. All administrators shall receive ~~\$45.00~~ **\$60.00** per month for travel, except the language arts coordinator, math coordinator, science coordinator, health/ PE coordinator, early childhood director, director of pupil services, assistant director of pupil services, director of grant administration and any future district coordinators, who shall receive ~~\$100.00~~ **\$125.00** per month.
4. Health Insurance:

- a. Effective 9/1/2026, PCS shall be 21.5%
- b. Effective 9/1/2027 PCS shall be 22%
- c. Effective 9/1/28 PCS shall be 22.5%

5. Article IX Health Insurance Benefits

4. Group Life Insurance – Board agrees to provide each administrator with group life and dismemberment policy in the amount of ~~\$120,000.00~~ **equal to the administrator's salary at time of death rounded to the nearest \$1,000** at the Board's expense. The Administrator may increase the coverage to the amount of his salary at his own expense.

6. Article XV Miscellaneous

G. Longevity: After ten (10) years of employment an Administrator shall receive an increment of ~~\$520~~ **\$620**; after fifteen (15) years employment an additional increment of ~~\$650~~ **\$750**; after twenty (20) years of employment an additional ~~\$520~~ **\$620**; after twenty five (25) years of employment an additional ~~\$520~~ **\$620** after thirty (30) years of employment an additional increment of ~~\$520~~ **\$620**. Years of employment shall mean years of employment as a certified professional in West Haven only.

[NEW] Administrators who enter the bargaining unit after July 1, 2026, who already receive longevity payment as a result of their service as a West Haven teacher shall no longer receive said teacher longevity payment but shall only receive longevity payment(s) reflected above. Administrators who enter the bargaining unit as new hires from outside the district shall not be entitled to longevity pay.

BOE proposals

BOE Proposal #1

Withdrawn

BOE Proposal #2 Health Insurance and Other Benefits.

Section A 1: Agree to change to "two person"

Section A 5: Agree to delete life and dismemberment policy of \$60,000. Existing retirees are grandfathered.

Section 8: Counter: The Board agrees to pay each employee who agrees to waive all of the medical insurance benefits provided herein the amount of \$2,500 annually. Where there is a change in an employee's status, such as, but not limited to, a change in the spouse's employment or changes in the spouse's benefits program, the waiver may, by written notice to the Board of Education, be revoked. Upon receipt of revocation of the waiver, coverage shall be reinstated subject to any regulations or restrictions including waiting periods which may be in effect. Depending upon the effect date of coverage a pro-rata adjustment shall be made between the employee and the Board. In the event the employee resigns prior to the end of the school year, a pro-rata adjustment shall be made, based on date of waiver. Administrators who receive insurance from the Board or the City through a family member shall not be entitled to the stipend, provided, however, those employees receiving the stipend as of August 31, 2026 shall not be subject to this restriction. Notwithstanding the foregoing, the annual stipend shall sunset and no longer be available for any Administrator who receives insurance from the Board or the City through a family member effective August 31, 2029.

BOE Proposal #3 Sick Leave Bank

Withdrawn. Maintain current contract language.

BOE Proposal #4 Article IX

Section 6: Agree to eliminate funeral for close friend

Section 7 Agree to eliminate sabbatical

BOE Proposal 5

Okay to delete paragraph T (hired prior to 1997-98)

BOE Proposal #6

Withdrawn.

BOE Proposal #7

Agree to update bargaining unit positions to include Adult Education Director and Middle School Assistant Principals

BOE Proposal #8

Agree to modified proposal (delete "for a period of one year.")

- Any provision not referenced above shall be the same as current CBA and continue in successor CBA.

- The parties agree to cancel their upcoming mediations scheduled for 8/12/2026 and proceed with their respecting ratification processes.



Neil C. Cavallaro, Superintendent

West Haven Public Schools



Gary Palermo, President

West Haven School Administrators

West Haven Board of Education and the West Haven Administrators' Association

Wage Comparison - 2025-26

	High School		MS Principal		Elementary		Dir of Pupil Svs		HS Asst Principal		Lang Arts Math Science; AD Health/PE Coord		MS Asst Principal		
	Principal		Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	
West Haven w/6th		127,973	153,937	120,811	149,132	120,811	149,132	120,811	149,132	118,314	146,248	118,314	146,248	112,489	139,520
West Haven		120,507	143,917	116,542	139,457	116,542	139,457	116,542	139,457	114,163	136,780	114,163	136,780	108,612	130,535
Ansonia		178,007	178,007	163,173	163,173	159,465	159,465	166,951	166,951	159,465	159,465	148,338	148,338	148,338	148,338
Danbury		181,046	200,329	166,691	184,442	152,282	168,500			148,897	164,757	154,679	171,154		
Derby		177,899	177,899	172,123	172,123	166,938	166,938			141,046	141,046			136,474	136,474
East Hartford		171,334	179,381	162,343	170,255	156,030	163,836	148,034	155,710	148,034	155,710	138,050	145,570	143,043	150,641
Griswold		150,010	170,457	144,971	162,734	144,971	162,734	142,833	167,434	135,737	148,699	120,070	131,398	125,942	142,695
Meriden		167,582	172,721	161,277	166,650	153,579	159,179	146,678	153,962	151,706	157,309	141,587	147,117	144,935	150,540
Milford		176,135	183,636	169,419	177,211	165,409	173,011	159,032	166,633	153,988	159,990			147,544	153,908
New Haven		161,597	172,303	155,182	165,457	155,182	165,457	164,364	175,243	147,399	157,157	135,453	144,419	147,399	157,157
New London		177,171	177,171	168,163	168,163	164,892	164,892	164,892	164,892	158,815	158,815			157,961	157,961
Norwalk															
Norwich				145,692	162,692	136,118	155,543					127,902	142,111	127,902	142,111
Orange*		202,003	202,003	185,351	185,351	137,460	174,685	191,596	191,596	176,464	176,464	158,365	158,365	154,979	154,979
Plymouth		161,339	168,997	155,482	163,140	149,370	157,031	149,563	157,223	147,712	155,370				
Stamford		209,386	225,871	195,753	203,440	195,753	203,440	195,753	203,440	185,058	192,120	182,542	189,747	170,129	176,844
Vernon		167,448	178,195	161,687	172,401	158,810	169,504	161,687	172,401	153,045	163,710	145,840	156,461	153,045	163,710
AVERAGE		175,458	183,613	164,808	172,659	156,876	167,444	162,853	170,499	154,413	160,816	145,283	153,468	146,474	152,947
% DIFFERENCE w/6th		127,973	153,937	120,811	149,132	120,811	149,132	120,811	149,132	118,314	146,248	118,314	146,248	112,489	139,520
% DIFFERENCE		-27.1%	-16.2%	-26.7%	-13.6%	-23.0%	-10.9%	-25.8%	-12.5%	-23.4%	-9.1%	-18.6%	-4.7%	-23.2%	-8.8%

* Orange

Region 5: all positions except Elementary.



Administrator Settlement Data 2024-25

DATE REPORTED	DISTRICT	WITHOUT INCREMENT					WITH INCREMENT			Total w/increment
		2025-26	2026-27	2027-28	2028-29	2025-26	2026-27	2027-28	2028-29	
05/30/24	Coventry	3.50%	3.25%	3.25%		4.84%	4.61%	3.72%		13.17%
	PCS for PPO incr from 27.5% to 28% in yr 2 & 28.5% in yr 3; PCS for HDHP incr from 20% to 20.5% in yr 2 & 21% in yr 3.									
07/19/24	Canton	3.00%	3.00%	3.00%		3.36%	3.36%	3.36%		10.08%
	PCS for HDHP incr from 24.5% to 25% in yr 2.									
08/23/24	East Haven					3.19%	3.33%	4.25%		10.77%
	Yr 1: add new max step at 3% over current & step; Yr 2: 3% at max & step; Yr 3: 3% at max & step; PCs for HDHP incr from 21.5% to 22% in yr 2 & 22.5% in yr 3.									
07/29/24	Portland	2.75%	3.00%	2.75%		3.96%	3.00%	2.75%		9.71%
	PCS for HDHP plan incr from 19% to 20% in yr 1, 21% in yr 2 & 22% in yr 3; BOE funding for HSA goes from \$1250/2500 to \$1125/2250 in yr 1, \$1000/2000 in yr 2; Add wellness program with 1% less in PCS eff 7/1/27; stipend for curriculum committee of \$3,714 that all admin received changed to contribution to an annuity of \$3,720.									
08/23/24	Milford	3.25%	3.00%	3.25%		3.25%	3.00%	3.25%		9.50%
	HDHP deduct incr \$2000/4000 to \$3500/5000, PCS incr 19% to 20%; holidays change from "those provided for in the Board's approved school calendar" to 12 holidays plus Yom Kippur and Rosh Hashanah if falls on a school day.									
09/17/24	Oxford	2.75%	2.75%	2.75%		3.37%	2.75%	2.75%		8.87%
	All admin are at top step in years 2 & 3; Insurance goes from hybrid PPO back to HDHP \$2500/5000, PCS goes from 25.5% to 22% in yr 1, 22.5% in yr 2 & 23% in yr 3.									
09/23/24	Greenwich	2.90%	2.90%	2.90%		2.90%	2.90%	2.90%		8.70%
	SPP incr from 21% to 22% in yr 1, 23% in yr 2 & 24% in yr 3; Annuity for 225 day Admin incr from \$4750 to \$4888 in yr 1, \$5030 in yr 2 & \$5176 in yr 3; Annuity for other admin incr from \$3127 to \$3311 in yr 1, \$3407 in yr 2.									
08/26/24	Clinton	3.15%	3.00%	3.00%		3.15%	3.15%	3.00%		12.30%
	Yr 1: create new schedule, all admins at max step -no step cost. PCS incr from 23% to 23.5% yr 1, 24% in yr 2, 24.5% yr 3.									



Administrator Settlement Data 2024-25

DATE REPORTED	DISTRICT	WITHOUT INCREMENT					WITH INCREMENT			Total w/increment
		2025-26	2026-27	2027-28	2028-29	2025-26	2026-27	2027-28	2028-29	
09/30/24	Normalk	2.75%	2.75%	2.85%		3.28%	2.94%	2.85%		9.07%
	PCS for SPP increases by 0.5% in years 1 and 2.									
08/27/24	Plainville	2.50%	2.00%	2.00%		4.94%	3.23%	2.00%		10.17%
	Yr 1 : drop step 1 & smooth; Yr 3: no step; PCS for SPP incr from 21% to 21.5% in yr 2 & 22% in yr 3; Annuity goes from \$3500 to \$4000; Life Ins incr from \$200,000 to \$300,000.									
09/09/24	Branford	2.50%	2.50%	2.40%		2.50%	2.50%	2.50%		7.50%
	No step schedule; Annuity payments for 0-5 YOS in district incr from \$2500 to \$3500 & for 6+YOS from \$4500 to \$5500; PCS for SPP incr from 20.5% to 21% in yr 1, 21.5% in yr 2 & 22% in yr 3.									
09/15/24	Brookfield	2.80%	2.90%	3.00%		3.19%	3.60%	3.34%		10.13%
	Salary schedule revised to include off-scale rates in schedule, schedule goes from 5 steps to 4 steps; Add annuity payment starting at 5 yrs of continuous, completed service of \$500 in 25-26, incr to \$750 in 26-27 & \$1000 in 27-28; Annuity starting after 10 yrs of continuous, completed service of \$1000 in 25-26, \$1250 in 26-27 & \$1500 in 27-28; PCS for SPP incr from 22.5% to 23% in yr 2 & 23.5% in yr 3.									
10/04/24	Danbury	3.10%	3.10%	3.10%		3.98%	3.51%	3.10%		10.59%
	PhD stipend incr from \$1500 to \$2000; AD work year incr from 211 to 225 days with incr in pay calculated at 14 times the per diem rate; PCS for HDHP plan incr by 0.5% each year.									
09/17/24	Montville	2.50%	2.50%	2.52%		2.82%	2.50%	2.50%		7.82%
	Move from 1 rate per position to a 3 step schedule; work year for Special Ed Supv increased by 3 days, \$2,500 adj to salary included in schedule; PCS for HDHP plan incr from 22% to 22.5% in yr 1, 23% in yr 2 & 23.5% in yr 3; RX copays go from \$10/30/40 to \$15/35/45.									
09/20/24	North Branford	3.00%	3.00%	3.00%		3.00%	3.00%	3.00%		9.00%
	No step schedule; PCS for SPP incr from 22% to 22.5% in yr 1, 23% in yr 2 & 23.5% in yr 3; Doctoral Stipend incr from \$2000 to \$2100 in yr 1, \$2200 in yr 2 & \$2300 in yr 3; BOE contribution to annuity incr from \$3328 to \$3428 in yr 1, \$3578 in yr 2 & \$3778 in yr 3, contribution for 10 mo Supv of Spec Svcs is prorated.									



Administrator Settlement Data 2024-25

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/increment
		2025-26	2026-27	2027-28	2028-29	2025-26	2026-27	2027-28	2028-29	
09/23/24	Old Saybrook	2.60%	2.40%			2.60%	2.40%			5.00%
Step cost is minimal; PCS for HDHP plan stays at 19%, deductibles incr from \$1500/3000 to \$2000/4000 in yr 1, BOE contribution to HSA incr from \$750/1500 to \$1000/2000; Annuity payment incr from \$4000 to \$5000.										
09/24/24	Plainfield	3.00%	3.00%	3.00%		3.00%	3.00%	3.00%		9.00%
All current admin are at the top step; in year 2 add BOE annuity payment of \$500; HDHP deduct incr from \$2000/4000 to \$2250/4500, BOE contribution to HSA incr from \$1000/2000 to \$1125/2250, PCS incr from 19.5% to 20% in yr 1, 20.5% in yr 2 & 21% in yr 3;										
10/11/24	Vernon					4.33%	4.12%	4.35%		12.80%
Schedule reduced from 6 steps to 4 steps, added 6th Yr stipend to schedule; Each year 3% below & 4% at max.										
09/24/24	Wallingford	2.50%	2.50%	2.50%		2.71%	2.58%	2.50%		7.79%
Step each year, includes \$1500 adjustment to HS Prin schedule before GWI in yr 1; Annuity incr from \$2500 to \$2750 in yr 1, \$3000 in yr 2 & \$3250 in yr 3; Doctoral Stipend incr from \$1000 to \$1250 in yr 1 & \$1500 in yr 3; BOE contribution to HSA reduced from \$1000/2000 to \$750/1500, PCS stays at 23.5%.										
10/01/24	Norwich	2.50%	2.50%	2.50%		3.19%	3.12%	3.57%		9.88%
Step each year; Annuity payment incr from \$750 to \$1,000 yr 1. PCS remains at 23.5% all years, BOE contribution to HSA adjusted from 50% to \$1250/2500.										
09/17/24	Easton	3.50%	3.25%	3.25%		5.59%	4.20%	4.21%		14.00%
PCS for HDHP incr from 22% to 22.5% in yr 1, 23% in yr 2 & 23.5% in yr 3.										
09/23/24	Berlin	3.00%	3.00%	3.00%	3.00%	4.21%	3.63%	3.47%	3.00%	14.31%
PCS for HDHP incr from 23% to 23.25% in yr 1, 23.5% in yr 2, 23.75% in yr 3 & 24% in yr 4; Add levelse for annuity payments for 11-15 YOS at \$3000 & 16+ at \$4000										
10/08/24	Stonington	3.25%	3.00%	2.75%		3.25%	3.00%	2.75%		9.00%
All administrators at top step.										



Administrator Settlement Data 2024-25

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/increment
		2025-26	2026-27	2027-28	2028-29	2025-26	2026-27	2027-28	2028-29	
10/03/24	Marlborough	3.00%	3.00%	3.25%		3.00%	3.00%	3.25%		9.25%
	No step schedule; PCS for HDHP incr from 14% to 14.5% in yr 1 & 15% in yr 3; life insurance incr from \$300,000 to \$350,000;									
10/10/24	Killingly	4.00%	3.00%	3.00%		4.52%	3.28%	3.00%		10.80%
	PCS for HDHP plan incr from 26.5% to 27% in yr 3.									
11/01/24	Hartford	2.50%	2.75%	3.00%		2.50%	2.75%	3.00%		8.25%
	No step schedule; PCS incr from 20.5% to 21% in yr 1, 21.5% in yr 2 & 22% in yr 3.									
10/10/24	Cromwell	3.00%	3.00%	3.00%		3.00%	3.00%	3.00%		9.00%
	No step schedule; PCS for HDHP incr from 22.5% to 23% in yr 2 & 23.5% in yr 3.									
10/30/24	Region 10					4.00%	4.00%	4.25%		12.25%
	Information regarding distribution requested; PCS for HDHP incr from 21% to 22% in yr 3.									
10/24/24	New Hartford					2.97%	3.01%	6.43%		12.41%
	Year 1: Implement new step schedule, 2% to max step; Year 2: step & 2% at max; Year 3: step & 4% at max; Reduce eligibility for annuity contribution from 2 years to 1 year of service; not change in PCS.									
11/04/24	Fairfield					3.67%	3.57%	3.54%		10.78%
	Athletic director moved to a higher category, included in total cost; PCS incr from 27.75% to 28% in yr 3; added retirement benefit of 10 day of unused vacation at per diem rate.									
10/30/24	Region 1	3.26%	3.25%	3.22%		3.95%	3.95%	3.60%		11.50%
11/13/24	Meriden	3.00%	3.00%	2.75%		3.00%	3.00%	2.75%		8.75%
	Step cost is minimal; PCS with no health compliance:23% to 24% in yr 1, 25% in yr 2 & 26% in yr 3; PCS with half health compliance incr from 21% to 22% in yr 1, 23% in yr 2 & 24% in yr 3; PCS with full health compliance incr from 19% to 19.5% in yr 1, 20% in yr 2 & 20.5% in yr 3.									



Administrator Settlement Data 2024-25

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/Increment
		2025-26	2026-27	2027-28	2028-29	2025-26	2026-27	2027-28	2028-29	
11/29/24	Torrington	3.25%	3.25%	3.25%		3.25%	3.25%	3.25%		9.75%
	No step schedule; PCS incr from 19% to 19.5% in yr 1, 20% in yr 2 & 20.5% in yr 3.									
12/05/24	Waterford	2.80%	2.85%	2.90%		4.37%	3.59%	2.90%		10.86%
	Market adjustment to AD position with 215 day work year included in year 1 cost; BOE contribution to Annuity incr by \$500 each year; PCS for HDHP plan incr from 21.5% to 22% in yr 2 & 22.5% in yr 3;									
10/10/24	Granby	1.75%	2.25%	2.25%						11.53%
	Total costs for individual years not available; PCS for HDHP incr from 21% to 21.25% in yr 1, 21.5% in yr 2.									
10/23/24	Preston					3.00%				3.00%
	1 year agreement, not step schedule									
11/15/24	East Windsor					3.00%	3.00%			6.00%
	GWI in yr 1 vary based on mkt adj when compared to other school districts; total cost data for yr has been requested, all admin at top step; PCS for SPP incr from 20.5% to 21.5% in yr 1, 22% in yr 2 & 22.5% in yr 3.									
11/15/24	Region 19	3.00%	3.00%	3.00%		3.00%	3.00%	3.00%		9.00%
	No step schedule; Incr Doc payment from \$2500 to \$3000; Incr annuity from \$2500 to \$4000; PCS for HDHP incr from 22% to 22.5% in yr 2 & 23% in yr 3; Add Juneteenth/floating holiday.									
12/06/24	Region 12	2.00%	2.90%	2.90%		2.42%	3.32%	3.32%		9.06%
	PCS for HDHP plan incr from 20% to 20.5% in yr 2 & 21% in yr 3; added annuity of 1% of salary & increased doctorate stipend from \$1000 to \$1500.									
12/26/24	ACES	2.70%	2.70%	2.70%		3.59%	3.25%	3.03%		9.87%
	Does not include additional compensation for Area Directors; PCS will increase y 0.5% in each year.									
	Glastonbury	3.00%	3.00%	3.00%		4.20%	4.20%	4.20%		12.60%
		2025-26	2026-27	2027-28	2028-29	2025-26	2026-27	2027-28	2028-29	
AVERAGE		2.87%	2.86%	2.88%	3.00%	3.43%	3.25%	3.29%	3.40%	

Teacher/Administrator Settlements 2024-25 Season 4859-8862-3555 v.1.xlsx

5 of 5 Updated 6/20/24



Administrator Settlement Data 2025-26

DATE REPORTED	DISTRICT	WITHOUT INCREMENT					WITH INCREMENT			Total w/increment
		2026-27	2027-28	2028-29	2029-30	2026-27	2027-28	2028-29	2029-30	
05/19/25	Glastonbury	3.00%	3.00%	3.00%	3.00%	4.20%	4.20%	4.20%	4.20%	16.80%
	PCS for HDHP incr from 16.5% to 18.5% in yr 1 & 19.5% in yr 3.									
08/04/25	East Hartford	2.90%	2.90%	2.90%		3.48%	3.16%	2.90%		9.54%
	PCS for HDHP incr from 13% to 14% in yr 1, 15% in yr 2 & 15.5% in yr 3.									
	Plymouth	3.25%	3.25%	3.25%		3.25%	3.25%	3.25%		9.75%
	No step movement for 3 years; Annuity for admin hired on/after 7/1/16 incr from \$2500 to \$2750 in 26-27, \$3000 in 27-28 & \$3250 in 28-29									
	New Haven County	2.90%	2.90%	2.90%		3.61%	2.90%	2.90%		9.41%
	New Haven County	2.00%	2.00%	2.00%		**	**	**		
	**All 3 years: 4% GWI top step only; 2% to rest of steps; delete Other Program Coordinators, Secondary Coordinators and Provost positions; increase Ph.D to \$3,000									
	Hartford County	2.90%	2.90%	2.90%		3.19%	3.16%	3.08%	3.03%	12.46%
	Board contrib to annuity incr from 2.5% to 2.75%; PCS for HDHP incr from 24% to 24.5% in Yr 2 & 25% in Yr 4									
	Tolland County	3.00%	3.00%	3.00%		3.00%	3.00%	3.00%		9.00%
	No step schedule; market adjustment for AD, work year incr in yr 1 for MS AP with salary adjustment; PCS incr from 22.5% to 23% in yr 2 & 23.5% in yr 3; Annuity incr from \$1500 to \$2000									
	Hartford County	3.25%	2.50%	2.50%		4.29%	3.01%	2.72%		10.02%
	Totals do not include increase in Doctoral stipend from \$2500 to \$3000 in yr 1 and increase in annuity contribution from \$1500 to \$2000 in yr 2 & \$2500 in yr 3; No change in PCS, BOE funding of HSA decreases from \$1000/2000 to \$900/1800 in yr 1, \$800/1600 in yr 2									
	Hartford County	2.50%	2.40%	2.20%		2.86%	2.76%	2.20%		7.82%
	PCS for SPP 21.5% in yr 1, 22% in yr 2 & 22.5% in yr 3; Add annuity of \$1000 in yr 1, incr to \$1250 in yr 2 & \$1500 in yr 3									



Administrator Settlement Data 2025-26

DATE REPORTED	WITHOUT INCREMENT				WITH INCREMENT			Total
DISTRICT	2026-27	2027-28	2028-29	2029-30	2026-27	2027-28	2028-29	2029-30 w/Increment
Fairfield County	3.50%				4.78%			4.78%
One year agreement, does not include cost of one time bonus payment of \$750.								
	2025-26	2026-27	2027-28	2028-29	2025-26	2026-27	2027-28	2028-29
AVERAGE	2.92%	2.76%	2.74%	2.95%	3.63%	3.18%	3.03%	3.62%

**West Haven Public Schools
Administrator Negotiations
FY2027-2029**

FY 25-26

FY 25-26	WITH 6th Year												Total		
				MS & ES Principal Dir PPS			Asst Dir PPS LA, Math & Science Coord HS Asst Principal AD Health & PE Coord Early Childhood			Program Coord MS Asst Prin					
	FTE	HS Principal	annual cost	FTE	Dir Grant Admin	annual cost	FTE	Coord	annual cost	FTE	Adult Ed	annual cost			
4		\$ 124,972.70	\$ -	1.0	\$ 120,811.11	\$ 120,811.11	4.0	\$ 118,313.98	\$ 473,255.92	1.0	\$ 112,489.17	\$ 112,489.17			
5		\$ 132,140.96	\$ -		\$ 127,796.04	\$ -	1.0	\$ 125,188.70	\$ 125,188.70	2.0	\$ 119,106.37	\$ 238,212.74			
6		\$ 145,058.48	\$ -	1.0	\$ 140,530.20	\$ 140,530.20		\$ 137,812.69	\$ -	2.0	\$ 131,472.82	\$ 131,472.82			
7		\$ 147,959.65	\$ -		\$ 143,340.81	\$ -		\$ 140,568.95	\$ -		\$ 134,102.27	\$ -			
8		\$ 150,918.85	\$ -		\$ 146,207.62	\$ -		\$ 143,380.33	\$ -		\$ 136,784.32	\$ -			
9	2.0	\$ 153,937.22	\$ 307,874.44	7.0	\$ 149,131.78	\$ 1,043,922.46	4.0	\$ 146,247.93	\$ 584,991.72		\$ 139,520.00	\$ -			
Doctorate	2.0	\$ 1,906.78	\$ 3,813.56												
2.0		\$ 311,688.00		9.0		\$ 1,305,263.77		9.0		\$ 1,183,436.34		4.0		\$ 482,174.73	\$ 3,282,586.84

Step (Y/N)	Y	Step Increase	2%	Top Step Increase	4%
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FY 26-27

FY 26-27		WITH 6th Year												Total
Steps				MS & ES Principal Dir PPS			Asst Dir PPS LA, Math & Science Coord HS Asst Principal AD Health & PE Coord Early Childhood			MS Asst Prin				
	FTE	HS Principal	annual cost	FTE	Dir Grant Admin	annual cost	FTE	Coord	annual cost	FTE	Adult Ed	annual cost		
4	0.0	\$ 127,472.15	\$ -	0.0	\$ 123,227.33	\$ -	0.0	\$ 120,680.26	\$ -	0.0	\$ 114,738.95	\$ -		
5	0.0	\$ 134,783.78	\$ -	1.0	\$ 130,351.96	\$ 130,351.96	4.0	\$ 127,692.47	\$ 510,769.90	1.0	\$ 121,488.50	\$ 121,488.50		
6	0.0	\$ 147,959.65	\$ -	0.0	\$ 143,340.80	\$ -	1.0	\$ 140,568.94	\$ 140,568.94	2.0	\$ 134,102.28	\$ 268,204.55		
7	0.0	\$ 150,918.84	\$ -	1.0	\$ 146,207.63	\$ 146,207.63	0.0	\$ 143,380.33	\$ -	1.0	\$ 136,784.32	\$ 136,784.32		
8	0.0	\$ 153,937.23	\$ -	0.0	\$ 149,131.77	\$ -	0.0	\$ 146,247.94	\$ -	0.0	\$ 139,520.01	\$ -		
9	2.0	\$ 160,094.71	\$ 320,189.42	7.0	\$ 155,097.05	\$ 1,085,679.36	4.0	\$ 152,097.85	\$ 608,391.39	0.0	\$ 145,100.80	\$ -		
Doctorate	2.0	\$ 3,000.00	\$ 6,000.00											
	2.0		\$ 326,189.42	9.0		\$ 1,362,238.95	9.0		\$ 1,259,730.23	4.0		\$ 526,477.37	\$ 3,474,659.96	

Step (Y/N)	Y	Step Increase	2%	Top Step Increase	4%
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FY 27-28

FY 27-28		WITH 6th Year												
Steps	FTE	HS Principal	annual cost	MS & ES Principal Dir PPS			Asst Dir PPS LA, Math & Science Coord HS Asst Principal AD Health & PE Coord Early Childhood			Program Coord MS Asst Prin			Total	
				FTE	Dir Grant Admin	annual cost	FTE	Coord	annual cost	FTE	Adult Ed	annual cost		
4	0.0	\$ 130,021.60	\$ -	0.0	\$ 125,691.88	\$ -	0.0	\$ 123,093.86	\$ -	0.0	\$ 117,033.73	\$ -		
5	0.0	\$ 137,479.45	\$ -	0.0	\$ 132,959.00	\$ -	0.0	\$ 130,246.32	\$ -	0.0	\$ 123,918.27	\$ -		
6	0.0	\$ 150,918.84	\$ -	1.0	\$ 146,207.62	\$ 146,207.62	4.0	\$ 143,380.32	\$ 573,521.29	1.0	\$ 136,784.32	\$ 136,784.32		
7	0.0	\$ 153,937.22	\$ -	0.0	\$ 149,131.78	\$ -	1.0	\$ 146,247.94	\$ 146,247.94	2.0	\$ 139,520.00	\$ 279,040.00		
8	0.0	\$ 157,015.97	\$ -	1.0	\$ 152,114.41	\$ 152,114.41	0.0	\$ 149,172.90	\$ -	1.0	\$ 142,310.41	\$ 142,310.41		
9	2.0	\$ 166,498.50	\$ 332,996.99	7.0	\$ 161,300.93	\$ 1,129,106.53	4.0	\$ 158,181.76	\$ 632,727.04	0.0	\$ 150,904.83	\$ -		
Doctorate	2.0	\$ 3,000.00	\$ 6,000.00											
	2.0		\$ 338,996.99	9.0		\$ 1,427,428.56	9.0		\$ 1,352,496.27	4.0		\$ 558,134.73	\$ 3,677,080.56	

**West Haven Public Schools
Administrator Negotiations
FY2027-2029**

**West Haven Public Schools
Administrator Negotiations
FY2027-2029**

WITHOUT 6th Year																	
						Asst Dir PPS LA, Math & Science Coord HS Asst Principal AD Health & PE Coord Early Childhood			Program Coord MS Asst Prin			Total					
FTE	HS Principal	annual cost	FTE	Admin	annual cost	FTE	Coord	annual cost	FTE	Adult Ed	annual cost		FTE's	Grand Total	Yr over YR \$ Increase	Yr over YR Increase	
	\$ 120,507.35	\$ -		\$ 116,542.15	\$ -		\$ 114,163.12	\$ -	1.0	\$ 108,611.92	\$ 108,611.92						
	\$ 125,187.10	\$ -		\$ 121,102.96	\$ -		\$ 118,652.34	\$ -		\$ 112,934.39	\$ -						
	\$ 135,616.09	\$ -		\$ 131,413.03	\$ -		\$ 128,890.80	\$ -		\$ 123,006.14	\$ -						
	\$ 138,328.41	\$ -		\$ 134,041.29	\$ -		\$ 131,468.62	\$ -		\$ 125,466.26	\$ -						
	\$ 141,094.98	\$ -		\$ 136,722.11	\$ -		\$ 134,097.99	\$ -		\$ 127,975.58	\$ -						
	\$ 143,916.88	\$ -		\$ 139,456.56	\$ -	1.0	\$ 136,779.95	\$ 136,779.95		\$ 130,535.10	\$ -						
	\$ 1,906.78	\$ -															
0.0	\$ -	\$ -	0.0	\$ -	\$ -	1.0	\$ 136,779.95	\$ 136,779.95	1.0	\$ 108,611.92	\$ 108,611.92	\$ 245,393.87	26.00	\$ 3,527,980.71			

WITHOUT 6th Year												Total	
						Asst Dir PPS LA, Math & Science Coord HS Asst Principal AD Health & PE Coord Early Childhood			Program Coord MS Asst Prin				
FTE	HS Principal	annual cost	FTE	Admin	annual cost	FTE	Coord	annual cost	FTE	Adult Ed	annual cost		
0.0	\$ 122,917.50	\$ -	0.0	\$ 118,872.99	\$ -	0.0	\$ 116,446.38	\$ -	0.0	\$ 110,784.16	\$ -		
0.0	\$ 127,690.84	\$ -	0.0	\$ 123,525.02	\$ -	0.0	\$ 121,025.39	\$ -	1.0	\$ 115,193.08	\$ 115,193.08		
0.0	\$ 138,328.41	\$ -	0.0	\$ 134,041.29	\$ -	0.0	\$ 131,468.62	\$ -	0.0	\$ 125,466.26	\$ -		
0.0	\$ 141,094.98	\$ -	0.0	\$ 136,722.12	\$ -	0.0	\$ 134,097.99	\$ -	0.0	\$ 127,975.59	\$ -		
0.0	\$ 143,916.88	\$ -	0.0	\$ 139,456.55	\$ -	0.0	\$ 136,779.95	\$ -	0.0	\$ 130,535.09	\$ -		
0.0	\$ 149,673.56	\$ -	0.0	\$ 145,034.82	\$ -	1.0	\$ 142,251.15	\$ 142,251.15	0.0	\$ 135,756.50	\$ -		
\$ 3,000.00 \$ -													
0.0	\$ -	\$ -	0.0	\$ -	\$ -	1.0	\$ 142,251.15	\$ 142,251.15	1.0	\$ 115,193.08	\$ 115,193.08		
\$ 257,446.23												26.00 \$ 3,732,106.18	5.79% \$ 204,125

WITHOUT 6th Year												Total			
						Asst Dir PPS LA, Math & Science Coord HS Asst Principal AD Health & PE Coord Early Childhood			Program Coord MS Asst Prin						
FTE	HS Principal	annual cost	FTE	Admin	annual cost	FTE	Coord	annual cost	FTE	Adult Ed	annual cost				
0.0	\$ 125,375.85	\$ -	0.0	\$ 121,250.45	\$ -	0.0	\$ 118,775.31	\$ -	0.0	\$ 112,999.84	\$ -				
0.0	\$ 130,244.66	\$ -	0.0	\$ 125,995.52	\$ -	0.0	\$ 123,445.89	\$ -	0.0	\$ 117,496.94	\$ -				
0.0	\$ 141,094.98	\$ -	0.0	\$ 136,722.12	\$ -	0.0	\$ 134,097.99	\$ -	1.0	\$ 127,975.59	\$ 127,975.59				
0.0	\$ 143,916.88	\$ -	0.0	\$ 139,456.56	\$ -	0.0	\$ 136,779.95	\$ -	0.0	\$ 130,535.10	\$ -				
0.0	\$ 146,795.22	\$ -	0.0	\$ 142,245.68	\$ -	0.0	\$ 139,515.55	\$ -	0.0	\$ 133,145.79	\$ -				
0.0	\$ 155,660.50	\$ -	0.0	\$ 150,836.22	\$ -	1.0	\$ 147,941.19	\$ 147,941.19	0.0	\$ 141,186.76	\$ -				
\$ 3,000.00 \$ -															
0.0	\$ -	\$ -	0.0	\$ -	\$ -	1.0	\$ 147,941.19	\$ 147,941.19	1.0	\$ 127,975.59	\$ 127,975.59				
\$ 275,918.78												26.00	\$ 3,952,999.34	5.92%	\$ 220,893

**West Haven Public Schools
Administrator Negotiations
FY2027-2029**

WITHOUT 6th Year

26.00	\$ 4,129,934.41	4.48%	\$ 176,935.07
	\$ 11,815,039.93	16.18%	\$ 601,953.70

**West Haven Public Schools
Administrator Negotiations
FY2027-2029**

Step (Y/N)		Y	Step Increase		2%	Top Step Increase		4%					
FY 28-29		WITH 6th Year											
Steps				MS & ES Principal Dir PPS			Asst Dir PPS LA, Math & Science Coord HS Asst Principal AD Health & PE Coord Early Childhood			Program Coord MS Asst Prin			Total
	FTE	HS Principal	annual cost	FTE	Dir Grant Admin	annual cost	FTE	Coord	annual cost	FTE	Adult Ed	annual cost	
4	0.0	\$ 132,622.03	\$ -	0.0	\$ 128,205.72	\$ -	0.0	\$ 125,555.74	\$ -	0.0	\$ 119,374.41	\$ -	
5	0.0	\$ 140,229.04	\$ -	0.0	\$ 135,618.18	\$ -	0.0	\$ 132,851.25	\$ -	0.0	\$ 126,396.63	\$ -	
6	0.0	\$ 153,937.22	\$ -	0.0	\$ 149,131.77	\$ -	0.0	\$ 146,247.93	\$ -	0.0	\$ 139,520.01	\$ -	
7	0.0	\$ 157,015.96	\$ -	1.0	\$ 152,114.41	\$ 152,114.41	4.0	\$ 149,172.89	\$ 596,691.58	1.0	\$ 142,310.40	\$ 142,310.40	
8	0.0	\$ 160,156.29	\$ -	0.0	\$ 155,156.70	\$ -	1.0	\$ 152,156.35	\$ 152,156.35	2.0	\$ 145,156.61	\$ 290,313.23	
9	2.0	\$ 173,158.44	\$ 346,316.87	8.0	\$ 167,752.97	\$ 1,342,023.76	4.0	\$ 164,509.03	\$ 658,036.13	1.0	\$ 156,941.03	\$ 156,941.03	
Doctorate	2.0	\$ 3,000.00	\$ 6,000.00										
2.0		\$ 352,316.87		9.0	\$ 1,494,138.18		9.0	\$ 1,406,884.06		4.0	\$ 589,564.66		\$ 3,842,927.77



Dorinda Borer
Mayor

COMMUNICATION I from the July 28th Agenda

Office of the Mayor

City of West Haven
355 Main Street
West Haven, Connecticut 06516



City Hall
1896-1968

July 17, 2025

Chairman Nicholas Pascale
West Haven City Council
355 Main Street
West Haven, CT 06516

Re: City Council Agenda

Dear Chairman Pascale:

This memo serves as a request to include the following item on the City Council agenda for July 28, 2025:

A Fair Rent Ordinance. Corporation Counsel has developed this ordinance in accordance with all applicable state statutes and presents it to City Council for its adoption.

Sincerely,

Dorinda Borer
Mayor



Office of the Corporation Counsel
City of West Haven, Connecticut



City Hall
1896 - 1968

Corporation Counsel
Paul J. Dorsi

Assistant Corporation Counsel
Timothy Prior Gunning

Deputy Corporation Counsel
Michael J. Ajello

September 16, 2025

Chairman Nicholas Pascale
West Haven City Council
355 Main Street
West Haven, CT 06516

Re: Amended Fair Rent Commission Ordinance – July 28, 2025, Agenda

Dear Chairman Pascale:

Enclosed please find a new version of the Amended Fair Rent Commission Ordinance, as amended after public hearing was held on August 25, 2025.

Also attached is a memorandum prepared by Deputy Corporation Counsel Michael Todd Taylor setting forth the changes in redline and bold text, as well as a summary of the amended ordinance and the substantive changes that are proposed.

Kindly place this on the agenda for first read, and to set a public hearing date.

Thank you.

Sincerely,

Paul J. Dorsi
Corporation Counsel



355 Main Street, West Haven, CT 06516
Telephone: 203-937-3600 • Facsimile: 203-937-3616

MEMO:

**To: Christopher Vargo, West Haven City Council
Paul Dorsi, West Haven Corporate Counsel
Steven Mullins, Fair Rent Chairman**

From: Michael Todd Taylor, Deputy Corporate Counsel

Re: Fair Rent Commission Ordinance

Date: September 9, 2025

Dear Chairman Mullins, Councilman Vargo, and Attorney Dorsi,

On Tuesday September 2, 2025, the West Haven Fair Rent Commission (FRC) met to discuss the Proposed Fair Rent Ordinance and the testimony submitted by Rafael L Podolsky, Fair Rent policy advocate who works with CT Legal Services as an attorney. The FRC also discussed the testimony submitted during the West Haven City Council meeting on August 25, 2025. This memo will address each provision of the Ordinance discussed at the City Council meeting and the action taken by the FRC.

97-3 Officers; rules for conduct.

The first proposed ordinance change discussed by the Commission was 97-3. Attorney Podolsky opined in his testimony that the FRC proposed change would require a "Supermajority" to pass a rent reduction for a tenant. There was additional testimony at the city council meeting that this change would require 3 of 4 votes to allow a tenant to prevail. I reviewed the Fair Rent Commission's enacting statute which is CGS 7-148b which did not address membership or voting requirements to determine if rent was fair. The testimony, which was in support of a simple majority, was discussed by the commissioners. Due to the current commission lacking a full slate of Commissioners the FRC motioned and voted by majority to change the voting requirements to a majority. Below is the recommendation for the change:

A quorum for any meeting shall consist of at least four members of the Commission, or their appointed alternates. In any hearing on a complaint concerning an excessive rental charge, the Commission shall not conduct the hearing unless there are at least four members or their alternates present. ~~and the Commission shall not order any rent reduction or make any determination that rent is so excessive as to be harsh and unconscionable, except on the concurring vote of at least four voting members present at said hearing.~~

97-4 Powers.

The next proposed change discussed by the Commission was 97-4(A). The proposed ordinance allows the Commission to “Dismiss” a complaint. The testimony suggests that “the use of the word dismissal is overly broad”. After a review of 97-5 which documents the “authority” give to the FRC by statute, a complaint would not be heard if the FRC has no “authority” over the matter, therefore a provision for a dismissal would be unnecessary. After discussion, the FRC motioned and voted for the change below.

A. The Commission shall have the power to make studies and investigations, conduct hearings and receive complaints relative to rental charges on housing accommodations, except those accommodations rented on a seasonal basis, within the City of West Haven in order to control or eliminate excessive rent charges on such accommodations and carry out the provisions of this chapter. The Commission, for such purposes, may compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions. ~~The Commission may also dismiss the complaint.~~ [NOTE: For purposes of this subsection, "seasonal basis" means housing accommodations rented for a period or periods aggregating not more than 120 days in any one calendar year.]

The third proposed change was 97-4(B). This was a minor change that required little discussion, but the FRC motioned and voted for the following change:

B. The Commission may attempt, through the process of informal conciliation and negotiation between a complaining tenant and landlord, to arrive at a rental agreement which is mutually acceptable to said tenant and landlord before initiating the formal hearing process. No formal or informal hearing shall be held less than 10 days from the mailing date of a notice of such hearing to the landlord or an agent of such landlord **and the tenant or an agent of such tenant. Either party** ~~at which he~~ may be represented by counsel.

97-5.5 Eligibility to file a Complaint.

The next proposed change was 97-5.5. The issue raised by the testimony is that the “affirmative defenses” provision was redundant as 97-5(A)¹⁰ “seems to conflate affirmative defenses with consideration of the statutory factors”. The FRC reviewed the statutory factors as well as the authority given to the FRC to consider by our ordinance 97-5(B).

- (10) Damages done to the premises by the tenant which are not the result of ordinary wear and tear.

The language in 97-5.5 is redundant as 97-6 already stated “The Commission shall not have the power to make any rent reduction retroactive to a date prior to the date that a complaint was filed.”

The testimony also raises concern that this proposed change conflicts with CGS 47a-20 **“A landlord shall not maintain an action or proceeding against a tenant to recover possession of a dwelling unit, demand an increase in rent from the tenant, or decrease the services to which the tenant has been entitled within six months after:** (1) The tenant has in good faith attempted to remedy by any lawful means, including contacting officials of the state or of any town, city or borough or public agency or filing a complaint with a fair rent commission, any condition constituting a violation of any provisions of chapter 368o, or of chapter 412, or of any other state statute or regulation, or of the housing and health ordinances of the municipality wherein the premises which are the subject of the complaint lie; (2) any municipal agency or official has filed a notice, complaint or order regarding such a violation; (3) the tenant has in good faith requested the landlord to make repairs; (4) the tenant has in good faith instituted an action under subsections (a) to (i), inclusive, of section 47a-14h; or (5) the tenant has organized or become a member of a tenants' union.”

Lastly the last sentence stating “The commission shall not conduct a hearing on any complaint of any tenant who it finds is bringing the complaint for the purpose of harassing, annoying or embarrassing the landlord, or upon the complaint of any tenant who it finds is using the procedures of the Commission with the intent to delay or defeat a summary process action.” The concern of the FRC and raised in the testimony is how does the FRC determine that the intent of the tenant is “harassing, annoying or embarrassing the landlord” without first conducting a hearing and reviewing the evidence. The FRC also reviewed the language regarding “summary process” and determined that if there is a summary process action, the FRC does not have jurisdiction over the matter, the Housing Court would have jurisdiction. Accordingly, the FRC motion and voted to change the proposed ordinance as follows:

Any tenant residing in the City of West Haven shall be eligible to file a complaint with the Commission. ~~It shall be an affirmative defense to any complaint that the tenant is delinquent in the payment of the rent or is responsible for damage or other adverse conditions existing within the leasehold premises. If the Commission finds either: 1) that the reason for the tenant's delinquency was a harsh and unconscionable rent; or 2) or that the delinquency is the result of exceptional hardship, then it shall not be constructed to give the Commission the power to waive any amount of past rent which is due nor to make any retroactive order. The~~

~~commission shall not conduct a hearing on any complaint of any tenant who it finds is bringing the complaint for the purpose of harassing, annoying or embarrassing the landlord, or upon the complaint of any tenant who it finds is using the procedures of the Commission with the intent to delay or defeat a summary process action.~~

97-7 Fines.

Upon the original draft, the FRC proposed that fines are increased to **\$50 per offense but no more than \$200**. Below is a proposal for this change to be added.

Any person who violates any rent reduction or rent suspension ordered by this Commission by demanding, accepting, or receiving an amount in excess thereof while such order remains in effect; or who violates any other provision of this chapter and Section 47a-20 of the Connecticut General Statutes; or who refuses to obey any subpoena, order or decision of the Commission pursuant thereto, may be fined not less than ~~\$25~~ **\$50** nor more than ~~\$100~~ **\$200** for each offense. If such an offense continues for more than five days, it shall constitute a new offense for each day such violation or refusal continues to exist thereafter. The Superior Court shall have jurisdiction to hear and enforce all matters relating to violations under said sections.

97-8. Appeals.

The FRC did not propose changes to this provision of the ordinance which governs appeals. However, Attorney Podolsky recommends putting a time limit on the appeal process similar to the decision of the other Commissions. CGS 7-148e states "Any person aggrieved by any order of the commission may appeal to the superior court for the judicial district in which the town, city or borough is located. Any such appeal shall be considered a privileged matter with respect to the order of trial". An "explicit" deadline of "30 days" is recommended and the FRC motioned and voted to approve the change below subject to their review:

Any person aggrieved by any order of the Commission may appeal to the **superior court within the local district within 30 days of issuance of a written decision.** ~~Housing Court for the Judicial District of New Haven.~~ To the extent provided by the Connecticut General Statutes, such appeal shall be considered as a privileged matter with respect to the order of trial. Any appeal under this section shall be determined on the record of the Commission and shall be limited to the issue of whether the Commission acted arbitrarily, illegally or in abuse of its discretion. Unless otherwise directed by the Commission or the Court, the filing of an appeal shall not stay any order issued by the Commission.

97-8 Retaliatory Action by Landlord.

97-8 was drafted to address retaliation by landlords. As written this provision of the ordinance seeks to prohibit retaliation against a tenant within six months of bringing an action before the FRC. This provision incorporates CGS 47a-20:

Retaliatory action by landlord prohibited. A landlord shall not maintain an action or proceeding against a tenant to recover possession of a dwelling unit, demand an increase in rent from the tenant, or decrease the services to which the tenant has been entitled within six months after: (1) The tenant has in good faith attempted to remedy by any lawful means, including contacting officials of the state or of any town, city or borough or public agency or filing a complaint with a fair rent commission, any condition constituting a violation of any provisions of chapter 368o, or of chapter 412, or of any other state statute or regulation, or of the housing and health ordinances of the municipality wherein the premises which are the subject of the complaint lie; (2) any municipal agency or official has filed a notice, complaint or order regarding such a violation; (3) the tenant has in good faith requested the landlord to make repairs; (4) the tenant has in good faith instituted an action under subsections (a) to (i), inclusive, of section 47a-14h; or (5) the tenant has organized or become a member of a tenants' union.

The testimony and recommended changes would also incorporate CGS 7-148d(B) “(b) If the commission determines, after a hearing, that a landlord has retaliated in any manner against a tenant because the tenant has complained to the commission, the commission may order the landlord to cease and desist from such conduct.” The testimony suggest that CGS 7-148d(B) would support the FRC decisions to issue cease and desist to any landlords retaliate therefore deterring this conduct. The proposed change is as follows:

The landlord shall not retaliate against a tenant because the tenant has filed a complaint with this Commission. In accordance with Section 47a-20 of the Connecticut General Statutes, within six months after the tenant has in good faith filed a complaint with the West Haven Fair Rent Commission **or as otherwise provided in section 47a-20 of the Connecticut General Statutes.** No landlord shall 1) maintain an action or proceeding against a tenant to recover possession of a dwelling unit; 2) demand an increase in rent from the tenant; or 3) decrease the services to which the tenant has been entitled. The tenant shall continue to pay the amount of rent in effect ~~had there been no of the claim of retaliatory action~~ **unless the commission otherwise orders.**

CONCLUSION

Please review these proposed changes and let the Corporation Counsel know if these proposed changes are acceptable.

Michael Todd Taylor

AN ORDINANCE AMENDING THE CODE OF THE CITY OF WEST HAVEN

CHAPTER 97 FAIR RENT COMMISSION

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST HAVEN, Chapter 97 of the Code of the City of West Haven is hereby amended to read as follows:

Chapter 97

Fair Rent Commission

§ 97-1. Establishment.

Pursuant to Sections 7-148b through 7-148f of the General Statutes of Connecticut, there is hereby created a Fair Rent Commission in the City of West Haven with full powers and authority granted to it by the General Statutes of Connecticut as may be amended.

§ 97-2. Appointment; membership; term; vacancy.

The Mayor shall appoint a Fair Rent Commission, which shall be comprised of seven regular members and two alternate members, who shall be electors of the City of West Haven for at least one year. The membership of said Commission shall include two landlords and two tenants. The alternates shall be either one landlord and one tenant or two electors who are neither landlords nor tenants. If a regular member is absent at a meeting of the Commission, the Chair shall appoint one alternate present to sit as a full voting member of the commission at that meeting in place of that absent regular member. Of the regular members first appointed, four shall serve for terms of two years, and three shall serve for terms of one year. The alternates shall serve for terms of two years. Thereafter, members shall be appointed for terms of two years each to replace those whose terms expire. Of its regular membership of seven, there shall be no more than four members of the same political party. Vacancies shall be filled in the manner of original appointment for the unexpired portion of the term. Any member may be reappointed for an additional term in the manner of original appointment.

§ 97-3. Officers; rules for conduct.

Members of the Commission shall elect a Chairman, Vice-Chairman and a Secretary for a period of one year. The Commission shall have the power to adopt rules and regulations for the conduct of business within its jurisdiction and shall keep a record of all its proceedings. The Commission may, in its discretion, appoint an Executive Director.

A quorum for any meeting shall consist of at least four members of the Commission, or their appointed alternates. In any hearing on a complaint concerning an excessive rental charge, the Commission shall not conduct the hearing unless there are at least four

members or their alternates present, and the Commission shall not order any rent reduction or make any determination that rent is so excessive as to be harsh and unconscionable, except on the concurring vote of at least four voting members present at said hearing.

§ 97-4. Powers.

A. The Commission shall have the power to make studies and investigations, conduct hearings and receive complaints relative to rental charges on housing accommodations, except those accommodations rented on a seasonal basis, within the City of West Haven in order to control or eliminate excessive rent charges on such accommodations and carry out the provisions of this chapter. The Commission, for such purposes, may compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions. The Commission may also dismiss the complaint. [NOTE: For purposes of this subsection, "seasonal basis" means housing accommodations rented for a period or periods aggregating not more than 120 days in any one calendar year.]

B. The Commission may attempt, through the process of informal conciliation and negotiation between a complaining tenant and landlord, to arrive at a rental agreement which is mutually acceptable to said tenant and landlord before initiating the formal hearing process. No formal or informal hearing shall be held less than 10 days from the mailing date of a notice of such hearing to the landlord or an agent of such landlord, at which he may be represented by counsel.

C. The designated members of the Commission shall have the power to meet with the parties, if the parties consent, on an informal basis in a session closed to the public to attempt to reconcile the differences between the parties but shall receive no formal evidence nor make any decision thereon. Any agreement between the parties as a result of said informal conference must be in writing and fully enforceable by the Commission. The informal meeting shall be conducted by two members of the Commission appointed by the Chairman. The Commission members so assigned shall take no part at a formal hearing, if any, thereafter held on the case.

§ 97-5. Authority to order rent reductions.

A. If the Commission determines, after a hearing, that rent charges for any housing accommodations are so excessive, based on the standards and criteria set forth in Subsection B of this section, as to be harsh and unconscionable, it may order a reduction in rent to such amount as it determines to be fair and equitable. If the Commission determines, after a hearing, that the housing accommodations in question fail to comply

with any municipal ordinance or state statute or regulations relating to health and safety, it may order the suspension of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs or installations so as to bring such housing accommodation into compliance with such ordinance, statute or regulation. The rent during said period shall be paid to the Commission to be held in escrow. The Commission may refer the matter to the appropriate city agency or the law enforcement authorities for enforcement of the appropriate West Haven Municipal Ordinance, Connecticut General Statute, or state regulation relating to health and safety.

B. In making determinations as to whether a rental charge is excessive, the Commission shall give due consideration to the following:

- (1) Rent charged for the same number of rooms in other housing accommodations in the same and in other areas in the city.
- (2) The sanitary conditions existing in the housing accommodations in question.
- (3) The income of the tenant and the availability of other accommodations.
- (4) The services, furniture, furnishings and equipment supplied within said housing accommodations by the landlord.
- (5) The size and number of bedrooms, closets, and whole bathrooms contained therein.
- (6) Repairs necessary to make such accommodations reasonably livable for the occupants therein.
- (7) The amount of taxes and overhead expenses to the landlord.
- (8) Annual return and profits of the landlord's investments.
- (9) The availability of utilities.
- (10) Damages done to the premises by the tenant which are not the result of ordinary wear and tear.
- (11) Whether the accommodations are in compliance with the ordinances of the municipality and the Connecticut General Statutes relating to health and safety.
- (12) The amount and frequency of increases in rental charges.

- (13) Whether, and the extent to which, the income from an increase in rental charges has been or will be reinvested in improvements to the accommodation.

97-5.5 Eligibility to file complaint

Any tenant residing in the City of West Haven shall be eligible to file a complaint with the Commission. It shall be an affirmative defense to any complaint that the tenant is delinquent in the payment of the rent or is responsible for damage or other adverse conditions existing within the leasehold premises. If the Commission finds either: 1) that the reason for the tenant's delinquency was a harsh and unconscionable rent; or 2) or that the delinquency is the result of exceptional hardship, then it shall not be constructed to give the Commission the power to waive any amount of past rent which is due nor to make any retroactive order. The commission shall not conduct a hearing on any complaint of any tenant who it finds is bringing the complaint for the purpose of harassing, annoying or embarrassing the landlord, or upon the complaint of any tenant who it finds is using the procedures of the Commission with the intent to delay or defeat a summary process action.

§ 97-6. Effective date of rent reduction.

The Commission shall not have the power to make any rent reduction retroactive to a date prior to the date that a complaint was filed. Any rent reduction shall become effective on the next date that such rent is due payable to the landlord following the date of the Commission's decision.

The Commission shall review any complaint filed by a tenant no later than 30 days after the date of the filing of said complaint. The Commission shall render and make available its decision within 15 days of the completion of the hearing unless an extension is warranted and voted favorably upon by Commission in any case involving unusual hardship or administrative difficulties.

§ 97-7. Penalties for offenses.

Any person who violates any rent reduction or rent suspension ordered by this Commission by demanding, accepting, or receiving an amount in excess thereof while such order remains in effect; or who violates any other provision of this chapter and Section 47a-20 of the Connecticut General Statutes; or who refuses to obey any subpoena, order or decision of the Commission pursuant thereto, may be fined not less than \$25 nor more than \$100 for each offense. If such an offense continues for more than five days, it shall constitute a new offense for each day such violation or refusal continues to exist thereafter. The

Superior Court shall have jurisdiction to hear and enforce all matters relating to violations under said sections.

Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.

§ 97-8. Appeals.

Any person aggrieved by any order of the Commission may appeal to the Housing Court for the Judicial District of New Haven. To the extent provided by the Connecticut General Statutes, such appeal shall be considered as a privileged matter with respect to the order of trial. Any appeal under this section shall be determined on the record of the Commission and shall be limited to the issue of whether the Commission acted arbitrarily, illegally or in abuse of its discretion. Unless otherwise directed by the Commission or the Court, the filing of an appeal shall not stay any order issued by the Commission.

§ 97-9. Retaliatory action by landlord.

Within six months after the tenant has in good faith filed a complaint with the West Haven Fair Rent Commission no landlord shall 1) maintain an action or proceeding against a tenant to recover possession of a dwelling unit; 2) demand an increase in rent from the tenant; or 3) decrease the services to which the tenant has been entitled. The tenant shall continue to pay the amount of rent in effect of the claim of retaliatory action.

§ 97-10. Effect of amendments to state law.

Any amendments to the state law referring to Fair Rent Commissions will be automatically incorporated into this chapter.

ENACTED BY THE CITY COUNCIL ON: _____

APPROVED BY THE MAYOR: _____

DATE: _____



Office of the Corporation Counsel
City of West Haven, Connecticut



Corporation Counsel
Paul J. Dorsi

Deputy Corporation Counsel
Michael J. Ajello

Deputy Corporation Counsel
Michael Todd Taylor

Assistant Corporation Counsel
Timothy Prior Gunning

September 3, 2025

Office of the Secretary of the State
LEAD
P.O. Box 150470
Hartford, CT 06115-0470

Attn.: Attorney Aida Carini

**Re: Request for an Opinion Regarding Connecticut General Statutes Section 9-92;
Permissible Job Duties of a Non-Resident Employee within the Office of an Elected
Registrar**

Dear Attorney Carini:

This office is requesting a legal opinion from the Secretary of State's office regarding the interpretation of Connecticut General Statutes Section 9-192, and its application to an employee within the Republican Registrar's Office who performs certain statutory duties, yet who is not an elector of the City of West Haven.

By way of background, on or about November 15, 2024, an anonymous letter was received by Mayor Dorinda Borer and several other city officials alleging that one of the Republican assistant registrars, Veronia Rivas, was no longer a resident of the City of West Haven and, as such, was not an elector within the city. (A copy of this letter is attached as Exhibit A.) The matter was investigated, and it was in fact determined that Ms. Rivas is a resident and elector of the Town of Orange, Connecticut, where she is an appointed assistant registrar.

The West Haven City Council then asked this office for a written legal opinion regarding the position of "administrative assistant" within the office of the registrar of voters, and particularly whether such a position can exist distinct from that of an appointed deputy registrar, assistant registrar, or special assistant registrar pursuant to the provisions of General Statutes Section 9-192.

It remains the position of this office that only a duly appointed and qualified deputy registrar or assistant registrar can carry out the day-to-day statutory duties and responsibilities of the elected registrar of voters; and that one such qualification is that the deputy or assistant be an elector of the municipality for which they serve. (A copy of this opinion is attached as Exhibit B.)

At its regular meeting of June 23, 2025, the West Haven City Council requested from the Jo Ann Callegari, the elected Republican Registrar, a list of the day-to-day duties performed by her "administrative assistant." (A copy of the Registrar's list is provided herewith as Exhibit C.)

I then discussed this matter with Ms. Callegari, along with Veronica Rivas, to obtain a clear and concise list of the duties that Ms. Rivas performs in her role as an employee of the City of West Haven within the Republican registrar's office. We went through the list of the day-to-day statutory obligations of a registrar, confirming that Ms. Rivas performs a vast majority of those duties on behalf of Jo Ann Callegari and the Office of the Republican Registrar. (A copy of a list of statutory duties indicating those that Ms. Rivas does and does not perform is attached as Exhibit D.)

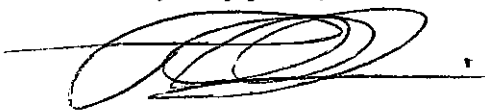
Ms. Callegari now contends, however, that General Statutes Section 9-19f – Out-of-town assistance permitted at admission sessions – gives her the authority to appoint Ms. Rivas as an assistant registrar in West Haven base upon her status as a duly appointed assistant registrar in the Town of Orange. (Ms. Rivera's Certificate of Appointment as Assistant Registrar of the Town of Orange is attached as Exhibit E) It now remains unequivocal and uncontested that Ms. Rivas performs these duties in the role of assistant registrar appointed by Ms. Callegari.

The City Council has now directed this office to seek an opinion from the Office of the Secretary of State as to which such duties must be performed only by a registrar, deputy registrar, assistant registrar or special assistant registrar qualified and registered pursuant to Connecticut General Statute 9-192; and, by virtue of her status as an appointed assistant registrar in Orange, whether Ms. Rivera can perform such duties at the request of the elected West Haven republican registrar as well.

Additionally, the council requests an opinion as to whether the City of West Haven might incur liability (monetary or otherwise) for violations of the General Statutes in this regard; and what implications the current situation within the Registrar's office might have with respect to election integrity.

Thank you for your assistance with this matter and please advise me if additional information or clarification is needed.

Very truly yours,

A handwritten signature in black ink, appearing to read "Paul J. Dorsi", with a horizontal line extending to the right.

Paul J. Dorsi
Corporation Counsel
City of West Haven, Connecticut

Cc State Elections Enforcement Commission
 Nicholas Pascal, City Council Chairman

EXHIBIT A

11/15/24

RE: Republican Office Assistant Registrar

To Jo Ann Callegari

As a Republican, I am just curious why you have a Republican Assistant Registrar who is working for you, has been for years, and is no longer a primary resident of West Haven. As taking oath in office, I would appreciate it if you can follow the State Statute and the Charter of West Haven and hire an assistant that is an elector of the municipality.

Sec. 9-192. Deputy registrar. Registrar vacancy. Assistant registrars. Special assistant registrars. Each registrar of voters immediately after his election shall appoint a deputy registrar of voters to hold office during his pleasure and may, at any time, fill any vacancy in said office. He shall file with the town clerk a certificate of each such appointment and the town clerk shall record the certificate with the records of town meetings. Each deputy registrar of voters shall assist his principal when required, discharge his duties in his absence or inability to act and, in case of the death, removal or resignation of such principal, shall become registrar of voters and appoint a deputy, and shall file with the town clerk a certificate of such appointment, which shall be recorded with the records of town meetings. If a vacancy exists in the office of registrar of voters in consequence of a refusal or failure to accept the office or a failure of the registrar to appoint a deputy registrar, the town committee of the same political party as the registrar of voters who so refused, failed to accept or failed to appoint, or other appointing authority specified in local party rules shall fill such vacancy by the appointment of some suitable person, who shall belong to the same political party as the registrar of voters who so refused, failed to accept or failed to appoint. Each registrar of voters in any town may, as needed, appoint and employ not more than four assistant registrars of voters for each voting district therein, who shall serve at the pleasure of the registrar of voters and assist such registrar in the performance of his duties, and, for purposes of any admission session held pursuant to section 9-19b or subsection (a) of section 9-19c, as many special assistants as are necessary to carry out the duties of such session. Such registrar shall file with the town clerk a certificate of each such appointment, which shall be recorded with the records of the town, and shall appoint such other assistants as are necessary for the performance of duties required by sections 9-12 to 9-45, inclusive, on election day and the six days preceding. Unless otherwise provided by subsection (b) of section 9-19b, in the absence of either registrar of voters, his deputy or any of his assistants, except special assistants, shall have all the powers conferred, and may perform any of the duties imposed, upon such registrar by any of the provisions of the statutes. Each deputy, assistant or special assistant registrar shall be an elector of the municipality in which he is appointed. Each deputy registrar shall also, at the time of his appointment and during the six months immediately preceding his appointment, be an enrolled member of the same party as the registrar who makes such appointment.

City Charter

They shall appoint deputies and assistant registrars as provided in the General Statutes. The Registrars of Voters shall be nominated, elected and hold office as provided in the General Statutes and shall have such powers and duties as are conferred or imposed on them by the General Statutes and the provisions of this Charter.

Sincerely,

A concerned Republican Voter

CC: Mayor Dorinda Borer

Sherri Lepper-Democrat Registrar of Voters

Atty Paul Dorsl- Corporate Council

Stephanie Thomas- Secretary of State

David Riccio- RTC Chairman

State Election Enforcement Commission

REGISTRAR OF VOTERS
NOV 26 2024 AM 8:05

EXHIBIT B

To: Chairman Nicholas Pascale, West Haven City Council
From: Paul J. Dorsi, Corporation Counsel
Date: June 11, 2025

Re: Administrative Assistant Positions within Office of the Registrars of Voters

You have asked me for an opinion regarding the position of “**Administrative Assistant**” within the office of the registrars of voters; and particularly whether such a position can exist distinct from that of an appointed deputy registrar, assistant registrar, or special assistant registrar, all of whom must be electors of the City of West Haven.

Starting with the West Haven City Charter, we find a provision in Chapter VIII - Registrars of Voters - stating that the elected registrars “**shall appoint deputies and assistants as provided in the General Statutes.**”

Turning thus to the Connecticut General Statutes, we find that Sec. 9-192 (copy attached) provides that each registrar of voters **shall appoint a deputy registrar** who shall assist the registrar with the discharge of their duties, and act in the place of a registrar in their absence or inability to act.

Sec. 9-192 also provides that a registrar **may** appoint, as needed, up to four **assistant registrars** per voting district who shall also be charged with assisting the registrar with the discharge of their duties.

Further, Sec. 9-192 provides that a registrar **may** appoint any number of **special assistants** to carry out the duties of admission sessions pursuant to sections 9-19b and 9-19c (the admission or registration of voters); and any number of **special assistants** as may be necessary to perform the duties of the registrar mandated by sections 9-12 to 9-45 on election day and the six days proceeding.

Finally, Sec. 9-192 provides: "Each deputy registrar, assistant registrar, and special assistant registrar **shall** be an elector in the municipality in which he (sic) is appointed." (Emphasis added)

We begin our analysis with this rule of statutory construction:

The test to be applied in determining whether a statute is mandatory or directory is whether the prescribed mode of action is the essence of the thing to be accomplished, or in other words, whether it relates to a matter of substance or a matter of convenience. ... If it is a matter of substance, the statutory provision is mandatory. ... If, however, the ... provision is designed to secure order, system and dispatch in the proceedings, it is generally held to be directory **Definitive words, such as must or shall, ordinarily express legislative mandates of nondirectory nature. ... As we recently noted, the word shall creates a mandatory duty when it is juxtaposed with [a] substantive action verb.**" (Internal quotation marks omitted.) *State v. Reddy*, 135 Conn. App. 65, 72 (2012), citing *Wiseman v. Armstrong*, 295 Conn. 94, 100-101 (2010).

With this test in mind, we find that General Statutes Sec. 9-192 mandates each elected registrar to **appoint a deputy registrar**. The appointment of assistant registrars, however, is discretionary (use of the term "may" as opposed to "shall") and depends upon the registrar's need for assistance with carrying out the statutory duties of their office. Likewise, the appointment of special assistants is discretionary, and based upon the need for assistance with voter registration and elections.

Significantly, Sec. 9-192 also grants the powers conferred to an elected registrar to duly appointed deputy registrars and assistant registrars (but not to special assistant registrars); and grants limited powers to special assistant registrars in the event of admission sessions and elections. The statute grants the power to assist with the statutory duties and responsibilities of a registrar to no other class of individuals.

General Statutes Sec. 9-192 also mandates - with the use of the term "shall" - that all deputy registrars, assistant registrars, and special assistant registrars be electors of the municipality in which they serve.

Therefore, it is my opinion that only a duly appointed and qualified deputy registrar or assistant registrar can assist a registrar with carrying out the day-to-day statutory

duties and responsibilities of the office. Furthermore, the placement of any employee or individual in such a position who is not an elector of the city would be in violation of both the City Charter and the General Statutes.

Members of the City Council also requested that I provide an opinion regarding the method by which the council might amend the budget for fiscal year 2025-2026 to provide for the position of “Administrative Assistant” within the office of the registrars.

This question must be addressed in light of the fact that the council approved a fiscal year 2025 - 2026 budget that makes no provision or allocation for the position of “Administrative Assistant” within the office of the registrars. The budget does, however, provide each registrar with line item funding for one “Assistant Registrar.”

I have been unable to obtain the job description for “Administrative Assistant” within the registrars’ office to determine the exact purpose and the nature of the position at issue. Nor are there any provisions within the City Charter or the General Statutes for the appointment or employment of administrative assistants within a registrar’s office.

Therefore, the council should be aware of and consider closely the statutory duties and responsibilities of an elected registrar. It then must determine (with, presumably, input from the registrars currently holding office) that: First, there is a need in the registrars’ office for the performance of tasks that do not involve directly assisting a registrar with the carrying out of their duties and responsibilities; and second, that the need for the position is so warranted that it justifies the possible exclusion of an assistant registrar who meets the statutory qualifications to assist a registrar with these duties and responsibilities.

If such a finding is made, a simple motion to amend the wording of the job title in the budget line item would suffice, providing, however, that the budgeted costs of salaries and benefits are not affected.

(The statutory duties and responsibilities of a registrar are set forth below.)

PJD

REGISTRARS OF VOTERS DUTIES AND RESPONSIBILITIES

1. Register voters (CGS § 9-17 et seq.)

- a. Schedule and conduct voter registration sessions (CGS §§ 9-16 and -17)
- b. Receive and process mail-in and agency voter registration applications (CGS § 9-23L)
- c. In addition to town clerks, provide admission forms to the permanently disabled (CGS § 9-31d)
- d. Serve on the Board for Admission of Electors (CGS § 9-15a)

2. Maintain voter registry lists (CGS § 9-21 et seq.)

- a. Prepare and maintain a list of active and inactive voters
- b. Prepare a list for each polling place
- c. Organize and conduct the annual canvass of voters to ascertain residency (CGS § 9-32)
- d. Remove from the list electors who move from the voting district, die, or are disenfranchised
- e. Enroll party members and prepare and maintain party enrollment lists

3. Participate in Absentee Voting Administration

- a. Direct town clerks to mail absentee ballots to eligible overseas voters (CGS § 9-153d)
- b. Remove absentee ballot voters from the official voter registry list prior to an election, primary, or referendum
- c. Appoint and train people to count absentee ballots (CGS § 9-147c)
- d. Supervise absentee balloting at institutions or dwelling places with 20 or more voters (CGS §§ 9-159q and -159r)

4. Conduct Elections

- a. May be one of six members on the committee responsible for establishing programs and procedures for training, examining, and certifying registrars, deputy registrars, and permanent assistants (CGS § 9-192a)

- b. Appoint and train poll workers (i.e., moderators, checkers, ballot clerk, box-tender, and assistant registrars) (CGS §§ 9-229, -192, -290, -234, -235, and -236)
 - c. Supervise all poll workers on the day of each election, primary, or referendum
 - d. Declare polling place locations by voting district, including place where absentee ballots are counted (CGS § 9-168 et seq.)
 - e. Order and pay for telephone communications to polling place
 - f. Ensure polling places meet the requirements of the American Disabilities Act
 - g. Request police protection at a polling place, if necessary
 - h. Participate in recanvassing in the event of a voting discrepancy (CGS § 9-311)
 - i. Prepare list of presidential and overseas voters who are not on the registry list (9-158j)
5. Ensure the proper maintenance, transportation, storage, and preparation of voting machines
- a. Appoint machine mechanics (CGS § 9-243)
 - b. Train election officials on the machines' operation (CGS § 9-249)
 - c. Together with town clerks, determine if a voting machine should no longer be used (CGS §§ 9-263 and -272)
6. Appoint deputy registrars and file the appointments with the town clerk (CGS § 9-192)

EXHIBIT C

July 3, 2025

Hand Delivered

Michael Ajello, Esq
Corporation Counsel
355 Main Street
West Haven, CT 06516

VERONICA RIVAS
ADMINISTRATIVE ASSISTANT
CITY OF WEST HAVEN
OFFICE OF THE REGISTRAR OF VOTERS
100 MAIN STREET
WEST HAVEN, CT 06516

Re: Duties of Administrative Assistant

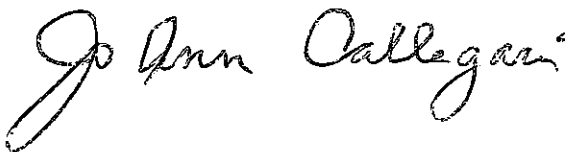
Dear Attorney Ajello:

As per the request of the West Haven City Council on Monday, June 23, 2025 please be advised that Veronica Rivas, my Administrative Assistant for 10+ years, performs the following daily duties:

1. Performs all clerical duties i.e. typing, filing, answering phones, checking emails, assisting people who come into office, etc.
2. Performs daily CVRS reminders and assists Registrar of Voters with managing all election protocols.
3. Assists the public with any and all requests pertaining to the ROV office.
4. Assists the Registrar of Voters with all election responsibilities and requirements per the Municipal State Election calendar.
5. Veronica is a State Certified Moderator and performs all duties as the same.
6. Helps process forms with the direct assistance of the Registrar of Voters.
7. Does filing, scanning, etc. after the Registrar completes her service to the voter.

If further information is required, please contact the undersigned.

Respectfully,



JO ANN CALLEGARI

Republican ROV

EXHIBIT D

REGISTRARS OF VOTERS DUTIES AND RESPONSIBILITIES AS PERFORMED BY VERONICA RIVAS WEST HAVEN REPUBLICAN REGISTRAR'S OFFICE

1. Register voters (CGS § 9-17 et seq.)

- Yes** a. Schedule and conduct voter registration sessions (CGS §§ 9-16 and -17)
- Yes** b. Receive and process mail-in and agency voter registration applications (CGS § 9-23L)
- No** c. In addition to town clerks, provide admission forms to the permanently disabled (CGS § 9-31d)
- No** d. Serve on the Board for Admission of Electors (CGS § 9-15a)

2. Maintain voter registry lists (CGS § 9-21 et seq.)

- Yes** a. Prepare and maintain a list of active and inactive voters
- Yes** b. Prepare a list for each polling place
- Yes** c. Organize and conduct the annual canvass of voters to ascertain residency (CGS § 9-32)
- Yes** d. Remove from the list electors who move from the voting district, die, or are disenfranchised
- Yes** e. Enroll party members and prepare and maintain party enrollment lists

3. Participate in Absentee Voting Administration

- No** a. Direct town clerks to mail absentee ballots to eligible overseas voters (CGS § 9-153d)
- Yes** b. Remove absentee ballot voters from the official voter registry list prior to an election, primary, or referendum
- No** c. Appoint and train people to count absentee ballots (CGS § 9-147c)
- Yes** d. Supervise absentee balloting at institutions or dwelling places with 20 or more voters (CGS §§ 9-159q and -159r)

4. Conduct Elections

- No** a. May be one of six members on the committee responsible for establishing programs and procedures for training, examining, and certifying registrars, deputy registrars, and permanent assistants (CGS § 9-192a)

Yes b. Appoint and train poll workers (i.e., moderators, checkers, ballot clerk, box-tender, and assistant registrars) (CGS §§ 9-229, -192, -290, -234, -235, and -236)

Yes c. Supervise all poll workers on the day of each election, primary, or referendum

No d. Declare polling place locations by voting district, including place where absentee ballots are counted (CGS § 9-168 et seq.)

No e. Order and pay for telephone communications to polling place

No f. Ensure polling places meet the requirements of the American Disabilities Act

No g. Request police protection at a polling place, if necessary

Yes h. Participate in recanvassing in the event of a voting discrepancy (CGS § 9-311)

No i. Prepare list of presidential and overseas voters who are not on the registry list (9-158j)

5. Ensure the proper maintenance, transportation, storage, and preparation of voting machines

No a. Appoint machine mechanics (CGS § 9-243)

Yes b. Train election officials on the machines' operation (CGS § 9-249)

No c. Together with town clerks, determine if a voting machine should no longer be used (CGS §§ 9-263 and -272)

6. Appoint deputy registrars and file the appointments with the town clerk (CGS § 9-192)

N/A

EXHIBIT E



Town of Orange, Connecticut

TOWN HALL
617 ORANGE CENTER ROAD
ORANGE, CONNECTICUT 06477-2499

PHONE: (203) 891-473
FAX: (203) 891-2185
www.orange-ct.gov

Certificate of Appointment
Assistant Registrar of Voters

On June 27, 2025 pursuant to the provisions of Connecticut State
General Statutes 9-192,

Veronica Rivas

Whose address is 51 Sunset Dr, Orange, CT

Political Party Republican

Was appointed by Valerie Spinaci
(Registrar of Voters)

To serve as Assistant Registrar of Voters. The Assistant will serve at the
pleasure of the Registrar of Voters or until the expiration of the
Registrar's term.

Date June 27, 2025

[Signature]
Town Clerk

[Signature]
Registrar of Voters

2025 JUN 27 PM 1:34
TOWN CLERK
TOWN OF ORANGE, CT

RE: Request for Opinion - Qualification and Duties of Asst. Registrar

From Carini, Aida <Aida.Carini@ct.gov>

Date Mon 9/15/2025 11:31 AM

To Paul Dorsi <pdorsi@westhaven-ct.gov>

Cc Nicholas Pascale <npascale@westhaven-ct.gov>; Kindall, Clare <Clare.Kindall@ct.gov>

Dear Attorney Dorsi,

It was a pleasure to speak with you a week or so ago and I thank you for clarifying a few items for me. I have reviewed the materials that you forwarded to my attention. I must say, you have done an incredibly thorough and accurate analysis of the scenario you described to me. I have discussed the matter internally and we are in agreement that your analysis is not only correct, it's detailed and well-reasoned conclusions require no further direction from our office. You may accept this email as our guidance and confirmation of your analysis in this matter.

You are correct that Ms. Rivas cannot perform the statutory duties of the Registrars which you laid out in your analysis. I would emphasize that any and all changes to the voter registry must be performed by the registrars, deputy registrars, or assistant registrars (all of whom must be electors of the municipality) and it appears that Ms. Rivas has been performing many duties relating to the registry maintenance. While Ms. Rivas may perform general clerical duties such as filing registration cards and making copies, she cannot serve as an admitting official in the municipality and should not have any access to the Centralized Voter Registration System (CVRS) in West Haven.

As a non-electors in West Haven, Ms. Rivas cannot serve as a Special Assistant. She may serve as an Administrative Assistant and may only perform clerical duties. She may not perform the statutory duties of the Registrars.

Please feel free to reach out with any questions and I thank you again for your thoughtful analysis.

Sincerely,

Aida R. Carini

Staff Attorney

Connecticut Secretary of the State

165 Capitol Avenue, Hartford, CT 06106

Aida.Carini@ct.gov

Phone: (860) 509-6123

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