

MINUTES
CHARTER REVISION COMMISSION
March 28, 2018

PRESENT: Chairman Dennis Donovan, Commissioners Art Kuever, Eric Bergman, Michael Hornyak, MaryJo Phelps, Michael Knudsen

Absent: Lise Gazzillo

Guests: Carol Walter, John Olsen (arrived 7:24 p.m.), First Selectman C. Goupil (arrived 7:31 p.m.)

The meeting was called to order at 7:00 p.m.

Minutes of March 14, 2018:

- A motion was made by MJ. Phelps, seconded by M. Hornyak to approve the minutes of March 14, 2018 as submitted. The motion carried unanimously.

Correspondence:

- A letter dated March 23, 2018 from Hugh Adams was read into the record and is attached at the end of these minutes

Visitors:

C. Walter made these personal recommendations:

- The First Selectman and the Board of Selectmen should be prohibited from negotiating agreements, executing contracts or hiring employees during the remainder of their terms after the town election which causes a new First Selectman and Board of Selectmen to be seated.
- The Board of Finance should remain a 5-member board
- The Town Clerk should not hire the Assistant Town Clerk
- There should be two alternates to the Board of Police Commissioners
- There should be a Fire Commission with 5 elected members
- In Section 8-23 Town Planner, the word shall should be changed to may
- Questioned whether there should be a definition of the First Selectman's benefits included in the Charter

Old Business:

D. Donovan explained that the Charter Revision Commission should submit two documents to the First Selectman.

- One with revisions to the current Charter
- The other with the inclusion of a Town Manager and all changes relevant to a Town Manager form of government

The consideration of changing to a Representative Town Meeting (RTM) form of government was discussed.

- The time constraints given this Commission may prohibit the time necessary to pursue this form of government

The Commissioners began reviewing the recommendations submitted by the Board of Selectmen with decisions as follows:

No one should hold 2 elected positions: DONE

- At the Commission's March 14, 2018, they voted unanimously that one should hold 2 elected positions.

Limit the number of appointed boards one person can hold: TO BE VOTED ON

- There are not enough volunteers to fill all the appointed boards
- Consider creating an ordinance to handle this item rather than putting it in the Charter
 - C. Walter noted an ordinance is cumbersome, time consuming and expensive, it should be in the Charter
- One person should only be seated on three boards
 - Subcommittees of a particular board would not have included in this numerical limit
- This will be voted on at the April 4, 2018 meeting

Sync the purchasing policy with the Charter: NOT DONE

- Section 10-6 does not permit the town to go out for a state bid
 - The Charter needs to be revised to allow this
 - The amounts need to be revised
 - C. Goupil is holding a meeting March 29, 2018 to discuss this matter

The First Selectman and the Board of Selectmen should be prohibited from negotiating agreements, executing contracts or hiring employees during the remainder of their terms after the town election which causes a new First Selectman and Board of Selectmen to be seated: LEGAL ADVICE NEEDED

Section 1-2 (2017 proposal) Make clear the Town Manager is the Chief Executive Officer by adding to the last line after the words “Town Manager”, the phrase “as the Chief Executive Officer, as provided in this Charter and according to State Statutes. NO ACTION TAKEN

Board of Selectmen – suggest moving to a 4-year term like all other boards if this suggestion is tied to the Town Manager approval vote. UNDER TOWN MANAGER DISCUSSION

Chapter V, Board of Selectmen and Charter VI, First Selectman need to be reviewed. UNDER TOWN MANAGER DISCUSSION

Section 3-6 Board of Finance: Expand Bove to 7 members to eliminate ties in votes. DONE at March 14, 2018 meeting

Section 3-7 Board of Finance Alternates: Change alternates to 4-year terms: DONE at March 14, 2018 meeting

Section 4-4 Annual Budget Meeting: MOTION MADE - DONE

- In the first line replace “machine” with “hand”
- A motion was made by M. Knudsen, seconded by MJ. Phelps to remove “machine” and replace with “hand or ballot” vote. The motion carried unanimously.

Section 8-5 (2017 proposal) Appointments. Add to last sentence as follows, “providing such removal does not conflict with state statute.” LEGAL ADVICE AND INVESTIGATION NEEDED

Section 8-7 Fire Marshal. Add the following after last sentence, “Such personnel shall possess the training and certification required of the position.” PENDING

- Discussed the indefinite term and the Charter’s 4-year term – INVESTIGATE

Section 8-12 (2017 proposal) Assistant Town Clerk. Change first sentence as follows, “The Assistant Town Clerk(s) shall be hired by the Town Clerk, with the approval of the Town Manager, and shall, in the absence or disability of the Town Clerk, have all the powers”. PENDING APRIL 4, 2018

- If no Town Manager how will this be handled?
- There has to be consistency, possibly with the approval of the First Selectman
- Recommendation that the Assistant Town Clerk have 5 years of experience
- All hires will be made through the Department Heads with approval of the Board of Selectman

There needs to be clause stating that all hiring and supervision be done by the Town Manager. WILL BE CONSIDERED WHEN DISCUSSING THE TOWN MANAGER

Section 8-20 C (2017 proposal) Public Works and Commission. Suggest add to commission powers the following, “No budget should be brought forward to the Town Manager without the approval of the Public Works Commission.” DONE

- Create annual budget with the Director

- Commission should present the budget
- A motion was made by M. Knudsen, seconded by M. Hornyak to approve Section 8-20 C to read as “Approve an annual budget and proposed capital improvements for the Department of Public Works to be presented to the Board of Selectmen and Board of Finance. The motion carried unanimously.

Section 21 (2017 proposal) Director of Finance. Replace “involved in” with “responsible for”. DONE

- A motion was made by MJ. Phelps, seconded by E. Bergman to change “involved in” to “responsible for” in Section 21 (2017 proposal). The motion carried unanimously.

Section 10-6. Expenditures and Accounting. Remove the sentence “Said regulations may exclude professional, engineering and technical services.” INVESTIGATE/EXPLORE

Alternates should be retained on Boards and Commission that have legal deadlines to act, e.g. P&Z, BoF, ZBA.

NO ACTION NEEDED

- Discussed the party process
- Should be opened to unaffiliates

Section 10-4 D Special Appropriations and Transfer of Appropriations. It is recommended that department heads be allowed to transfer amounts up to \$500 between line items in their respective budgets by notifying the Town Manager, Board of Finance and the Finance Director. DONE

- A motion was made by M. Knudsen, seconded by MJ. Phelps to approve Special Appropriations and Transfer of Appropriations to read as follows: Allow the transfer of appropriations under \$500 recommended by Department Heads between line items in their respective budgets by notifying the Board of Finance and the Finance Director. The motion carried unanimously.

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

Wendy McDermott
Clerk