

MINUTES  
CHARTER REVISION COMMISSION  
May 9, 2018

PRESENT: Chairman Dennis Donovan, Commissioners Art Kuever, Lise Gazzillo, Eric Bergman, Michael Hornyak and Mary Jo Phelps

Guest: Michael Hughes

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

Approval of May 2, 2018 Special Meeting Minutes:

- A motion was made by L. Gazzillo, seconded by M. Hornyak to approve the minutes of May 2, 2018 as submitted. The motion carried unanimously.

Correspondence: None

Visitors:

Michael Hughes attended the meeting to present his recommendations for charter revisions:

- Have a Town Manager (especially one with experience dealing with unions) to take the load off the First Selectman
- Have a First Selectman with a 3-year term
- Dissolve the Board of Finance
- Hire a Town Planner/Economic Planner – to help bring businesses into town
- The downtown has not changed in the last 20 years
- If a budget referendum does not pass there should be an automatic 2.5% reduction

Review of Charter recommendations/ Town Manager:

Note: All Board of Selectmen have been changed to Town Council or Council and First Selectman changed to Chairperson throughout the Charter

Chapter V – Town Council

- Section 5-2 Meetings: Conduct of Meetings: Special Meetings:
  - 5-2B: (last sentence should read) The Council shall meet “twice a month” and at least one meeting a month shall be held during the evening hours.
  - 5-2E: add at the end of the sentence “by a clerk.”
- Section 5-3: General Powers; Investigations:
  - 5-3B: Move this to the Town Manager section
- Section 5-4 Duties and Responsibilities:
  - 5-4B: add “policies”. This section should read “The Council shall adopt such policies, rules, and ....
- Section 5-7 Additional Powers:
  - 5-7A: should read “Shall review the proposed budget from the Town Manager consistent with the provisions of Chapter X of this Charter.”
  - 5-7B: Move this to the Town Manager section
  - 5-7C: Move this to the Town Manager section
  - 5-7D: Move this to the Town Manager section
  - 5-7E: Move this to the Town Manager section
  - 5-7H: Change Board of Finance to Town Council  
Commissioners need to determine if this should be moved to the Town Manager section
  - 5-7J: Change Chairperson to Town Manager
  - 5-7K: Question Attorney Bennet about this section
  - 5-7L: Question Attorney Bennet about this section
  - 5-7M: Move this to the Town Manager section
  - 5-7N: Move this to the Town Manager section

- Section 5-7 Additional Powers (continued):
  - 5-7P: Move this to the Town Manager section
  - 5-7P(i): Change the Board of Finance to the Town Council
  - 5-7P(ii): Question Attorney Bennet about this section
  - 5-7Q: “Q” should be added to the last section “In no circumstance shall the Town Council accept any grant or enter into any grant agreement that:.....

Chapter VI: Chairperson:

- Section 6-1 General:
  - 6-1A: Move “The Chairperson shall serve full time and shall be the Chief Executive and Administrative Officer of the Town. The Chairperson shall have the powers, duties, and responsibilities conferred upon that Office by the General Statutes” to the Town Manager section
  - 6-1A: Keep “The Chairperson or designee shall be the official head of the Town for all ceremonial or military purposes.” under the Town Council section.
- Section 6-2 Powers and Duties:
  - 6-2A: Move this to the Town Manager section
  - 6-2B: Move this to the Town Manager section
  - 6-2C: Move this to the Town Manager section
  - 6-2D: Move this to the Town Manager section
  - 6-2E: Move this to the Town Manager section
- Section 6-3 Delegation of Duties:
  - Remove this entire section

Chapter VIII: Administrative Officers and Departments:

- Section 8-2 Assessor:
  - Change Town Council to Town Manager and move this to the Town Manager Section
- Section 8-4 Architects, Engineers, Surveyors and Other Such Consultant
  - Move this to the Town Manager section

The election of the Town Council’s Chairperson and a Vice Chairperson and when these elections will take place needs to be included in the Charter. As well as the initial rotation for the Town Council members.

Section 7-6B The Clinton Human Services Advisory Board.....

- A motion was made by MJ. Phelps, seconded by M. Hornyak to add “There will be no term limit restraints.” At the end of Section 7-6B. The motion carried unanimously.

Commissioners briefly touched on the hiring of Department Heads for

- Public Works Department
- Park and Recreation Department
- Assessor
- Town Clerk
- Tax Collector
- First Selectman’s Office Administrative Assistant

These individuals should be hired by the Town Manager with approval of the Town Council and Search Committee (department commissioners). This will be reviewed and investigated further.

The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Wendy McDermott  
Clerk