

MINUTES
CHARTER REVISION COMMISSION
June 13, 2018

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

Guests: Attorney Bennet and Phil Sengle

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

Approval of June 6, 2018 minutes:

- A motion was made by L. Gazzillo, seconded by E. Bergman to approve the minutes of June 6, 2018 as amended (to include "Discussed the hiring and supervision of the Zoning Enforcement Officer." The motion carried with a vote of 5 in favor and 2 abstentions.

Review of Charter recommendations:

Attorney Bennet reviewed his recommended revisions to the Charter (Town Manager version) as follows:

- Section 3-3: should read: "There shall be elected a seven (7) member Town Council, each member will be elected for a term of four (4) years. The members shall serve overlapping terms. The elections of November 2019 will elect the seven (7) members with the terms of four highest vote receivers are elected for four (4) years and the remaining three (3) are elected for two (2) year terms. Thereafter, at each regular municipal election, there shall be elected candidates to fill those seats for which terms are expiring."
- Section 3-14: should read: "The Board of Police Commissioners shall have two (2) alternate members, each of whom shall be elected for a term of four (4) years. The alternate members shall serve terms which overlap by two years."
- Section 3-15: Add: "of Voters"
- Section 4-5A6: Change: Swap to "exchange"
- Section 5-4A: should read: "The Council shall direct, supervise and shall be responsible for coordinating the activities of the Officers, Departments, Boards, Commissions and Agents of the Town to which the Council has power to appoint as outlined in this Charter."
- Section 5-4B: should read: "The Council shall adopt such rules and regulations as are necessary for the conduct of the affairs of the Officers, Departments, Boards, Commissions, and Agencies of the Town to which the Council has power to oversee as outlined in this Charter."
- Section 5-5A: Second sentence should read: "No ordinances may be enacted by the Town Council during the period after the election of members of the Town Council and the date they take office after the election with the exception of ordinances to meet a declared emergency under Section 5-6 of this Charter."
- Section 5-7C: should read: Shall call a Special Town Meeting to consider and act upon recommendations for the creation, consolidation, change or abolition of Offices, boards, Commissions, or Agencies not otherwise provided for in this Charter."
- Section 7-1: second sentence should read: "No appointments may be made by the Town Council during the period after the election of members of the Town Council and the date they take officer after the election."
- Section 8-2 1C: delete portion of last sentence: "except upon reconsideration by the Town Council of such termination."
- Section 8-5C: delete portion of last sentence: "except during the time between the changes of administration after an election."
- Section 8-5Gb: add: "of the subject matter of the grant"
- Section 8-5H: change: "executed" to "carried out"
- Section 8-5L: remove "and shall direct and supervise the performance of duties of said employees."
- Section 8-6: should read: "The Town Manager shall appoint all officers and employees of the Town except as otherwise specifically provided in this Charter. The appointments by the Town Manager shall be confirmed by a majority of the Town Council. In lieu of any appointment by the Town Manager or appointees to any office

under his or her jurisdiction, the Town Manager may, subject to the approval of the Town Council, perform the duties of any office under his or her jurisdiction, except those of the Town Treasurer. The Town Manager may designate one of his or her appointees to serve as acting Manager during the Town Manager's absence. The Town Manager cannot create a position without first obtaining approval of the majority of the Town Council after completing the proper job description and requirements for said position.

- Section 8-17: change "Planning and Zoning Commission" to "Town Manager"
- Section 9-2C: should read "No person serving on an elective or appointive position shall be an employee supervised by that same Board."
- Section 10-E: add: "within a department"
- Section 10-6A: should read: "The system of accounts used by Town Department, Offices, Boards, Commissions, and Agencies shall be that prescribed by the General Statutes, as amended, and as supplemented by regulations of the Town Council and Director of Finance. All regulations of the Town Council shall be consistent with the Charter and all Departments, Offices, Boards, Commissions and Agencies shall comply with such regulations. Said accounts shall be maintained under the supervision of the Town Manager."
- Section 106E: should read: "The Town Manager shall have the discretionary authority to utilize state, federal, and/or other governmental cooperative purchasing agreements in lieu of obtaining sealed competitive bids."

A side note the revision to Section 10-6E would be included in both versions of the Charter (basic version as the Board of Selectmen) and Town Manager version)

A motion was made by M. Knudsen, seconded by L. Gazzillo to present both versions of the Charters as amended at the Public Hearing on June 26, 2018. The motion carried unanimously.

The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Wendy McDermott
Clerk