

AGENDA
CHARTER REVIEW COMMITTEE
SPECIAL MEETING
FRIDAY – May 22, 2015
7:30 A.M. – ROOM B – TOWN CAMPUS

- 1.** Public Comment.
- 2.** Discuss and take action to approve the minutes of March 17, 2015
- 3.** Discuss and take action to approve the minutes of May 12, 2015
- 4.** Discuss and take action on corrections and review points as suggested by the Board of Selectmen (as noted in attachment 1).
- 5.** Public Comment.
- 6.** Adjourn.

Open Corrections and Suggestions from the Board of Selectmen for final review:

1. Extended Town Meeting concept:

Consider allowing for ETM in the Charter, but move the rules and regulations to ordinance.

Consider reviewing other sections of the Charter and indicating which items would trigger a Town Meeting versus an Extended Town Meeting.

2. Section 2.1.3:

The BoS suggests considering adding language allowing the BoS to appoint a Moderator / deputy Moderators to be responsible for a certain length of time.

3. Section 2.1.5:

Section 2.1.5 Voting at Extended Town Meeting

As set forth in the call of the meeting, voting shall be allowed by all voters present at the meeting and at the Office of the Town Clerk during normal business hours for four business days starting the first business day following the call of the meeting. Voting hours at the Office of the Town Clerk shall be from 6am-8pm on at least one of the four voting days as determined by the Board of Selectmen. A recording of the initial meeting will be made available to voters. The **Extended Town Meeting** shall automatically adjourn at the conclusion of that period. Any vote cast by a qualified voter during the period of the **Extended Town Meeting** shall count toward the quorum requirements of this Charter.

4. Section 4.1.4A-G:

It is suggested that these items be reviewed to change applicable threshold amounts to percentages and change those current percentages to .5% in accordance with suggested changes to Section 10.7.

5. Section 4.2.1:

Combine the job duties for the CEO and COO into one list, as suggested below, and add item 8 per the Town Attorney's suggestion. The BoS also suggests including language which would indicate that a committee would be established to review the role of both the First Selectman and the Town Manager and then the information would be brought to referendum for a town vote. Also suggested is to include language which states what must be on the referendum ballot as well as the timeline for the implementation of the position.

Section 4.2.1 General Powers and Duties of the First Selectman

To the extent not inconsistent with this Charter, the First Selectman shall have all powers, duties and responsibilities conferred upon that office by the General Statutes, or by ordinance, and shall perform all the functions of that office. The First Selectman shall be the Chief Elected Official and Chief Operating Officer (if a Chief Operating Officer has not been employed pursuant to Section 7.3) of the Town. **The duties of the First Selectman or other designee include, but are not limited to:**

~~A. The Chief Elected Official, or other designee assigned shall:~~

1. Be the official head of the Town for all ceremonial purposes, for emergency purposes, and for the purpose of receiving civil process.
2. Preside over the meetings of the Board of Selectmen.
3. Ensure that a Long-term Strategic Town plan is updated on an annual basis, consistent with the Plan of Conservation and Development.
4. Represent the Town in all regional associations.
5. Act as chief lobbyist with respect to State and Federal matters through policies as voted by the Board of Selectmen.
6. Report to the Board of Selectmen on all issues facing the Town or decisions to be made and on such other issues as may be requested by the Board of Selectmen.
7. Execute, on behalf of the Town all legal contracts approved by the Board of Selectmen.
8. **Negotiate labor contracts with the unions representing Town employees.**

~~B. The Chief Operating Officer, or other designee assigned shall:~~

9. Establish and be responsible for the administrative and personnel policies for Town offices and employees, with the approval of the Board of Selectmen.
10. Execute and cause to be executed the Town ordinances, regulations, resolutions, and policies voted by the Board of Selectmen.
11. Supervise, with the approval of the Board of Selectmen, the administration of the affairs of the Town, except those matters that by the General Statutes, by Charter, or by ordinance, are exclusively committed to the Board of Education and other boards.
12. Report to the Board of Selectmen on all issues facing the Town or decisions to be made and on such other issues as may be requested by the Board of Selectmen.
13. Prepare and cause to be printed, no later than January 31, an annual Town report.
14. Recommend to the Board of Selectmen such measures as deemed necessary or expedient.
15. Exercise such other powers and perform such other duties as may be required by General Statutes, ordinance, procedures or resolution of the Board of Selectmen, not inconsistent with this Charter.

6. Section 4.3.2:

A. In the event of the death or incapacity of the First Selectman.

B. When so instructed in writing by the First Selectman to serve during a temporary absence. The First Selectman shall notify the Town

Clerk and Acting First Selectman, in writing, of the effective date of this appointment.

C. Automatically, in the event the First Selectman shall be absent from office for more than 30 days.

D. Whenever pursuant to Section 10.1.3, the Board of Selectmen shall declare that an emergency exists and the First Selectman cannot be reached.

7. Section 7.2.2:

The Town Attorney notes that by statute, police commission has authority to hire and fire all personnel. (C.G.S. §7-276). This second paragraph was in the 2006 Charter as Section 8.1.K3 and was moved to this section when the listing under Section 8.1 was deleted.

The Board suggests the CRC review this item to ensure that it is compliant with State Statutes.

Section 7.2.2 Police Employees

Management employees of the Police Department, other than the Chief of Police, if any, shall also be appointed, as required, by the Police Commission with the prior approval of the Board of Selectmen. Employees of the Police Department, other than the Police Chief or other management, if any, shall be hired by and be responsible to the Police Commission acting on behalf of the Town.

All actions dealing with appointments, promotions, demotions or other matters concerning non-union employees of the Police Department shall follow the Town personnel rules, regulations and procedures, unless superseded by a collective bargaining agreement.

8. Section 7.3:

The Board suggests reviewing to determine if the job title should be changed, for example, to Chief Operating Officer.

9. Section 10.7:

A special appropriation may be requested for unanticipated expenditures deemed necessary **or prudent** and identified after the **Annual Budget** has been approved.

A. The Board of Finance, on request by the Board of Selectmen, may make special appropriations from an undesignated fund balance. However, no Town agency or

department may receive over 0.5% of the Town Budget in aggregate from special appropriations in any fiscal year without the approval of the Board of Finance and approval of a Town Meeting except as noted in Section 10.7D. If the Board of Finance does not approve the special appropriation, upon a unanimous vote of the Board of Selectmen, a Town Meeting may be held to consider the special appropriation. The call of the Town Meeting must be such that a positive vote will allow the special appropriation. If a quorum is not met, then the vote of the Board of Finance is final and the special appropriation will not be made.

B. Upon request from the Board of Selectmen, the Board of Finance may transfer unexpended balances from one line item to another within a single department or departments with a common department head if the amount exceeds 0.5% of that department's budget. Amounts under the 1% threshold shall be approved by the Department Head and the COO. This authority does not apply to the Board of

10. Section 11.5:

The BoS suggests language should be added to the Savings Clause which gives details regarding the ordinances to be written for the current, established permanent commissions. This is specifically important when considering those commissions which will be abolished by this Charter revision.