



TOWN OF CLINTON, CONNECTICUT

# **Town Charter Clinton, Connecticut**

(Effective date December 6, 2012)

|

# TOWN CHARTER

## CLINTON, CONNECTICUT

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CHAPTER 1

INCORPORATION AND GENERAL POWERS

Section 1-1 Incorporation

All the inhabitants dwelling within the territorial limits of the Town of Clinton, as heretofore constituted, shall continue to be a body politic and corporate under the name of "Town of Clinton," hereinafter called "the Town", and as such shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by the Town and not inconsistent with the provisions of this chapter, the additional powers and privileges herein conferred upon towns under the general laws of the State of Connecticut.

Section 1-2 Rights and Obligations

All property, both real and personal, all rights of action and rights of every description and all securities and liens vested or inchoate in the Town as of the effective date of this Charter shall be continued in the Town. The Town shall continue to be liable for all debts and obligations of every kind to which the Town shall be liable on said date. Nothing therein shall be construed to affect the right of Town to collect any assessment, charge, debt, or lien. If any contract has been entered into by the Town prior to the effective date of this Charter or any bond or undertaking has been given by or in favor of the Town which contains a provision that the same may be enforced by any Commission, Board, Department, Officer or Agency herein named, which is abolished by the provisions of this Charter, such contracts, bonds or undertakings shall be in full force and effect and the powers conferred and the duties imposed with the reference to the same upon any such Commission, Board, Department, Officer or Agency shall, except as otherwise provided in this Charter, thereafter be exercised and discharged by the Board of Selectmen and Chief Administrative Officer as provided in this Charter according State Statutes.

Section 1-3 General Grant of Powers

In addition to all powers granted to towns under the Constitution and General Statutes, as amended, or which may hereafter be conferred, the Town shall have all the powers specifically granted by this Charter all powers fairly implied in or incident to the powers expressly granted, all powers conferred by Section 7-194 of the General Statutes, as amended, and by special acts of the General Assembly not inconsistent with this Charter, and all other powers incident to the management of the property, government and affairs of the Town, including the power to enter into contracts with the United States Government or branch thereof, or any agency or political subdivision thereof, or any body politic or corporate not expressly forbidden by the Constitution and General Statutes of the State of Connecticut. The enumeration of particular powers in this and any other Chapter of this Charter shall not be construed as limiting the general grant of powers but shall be considered as an addition thereto.

CHAPTER 2  
ELECTIONS

Section 2-1 State Elections

Nomination and election of state officers, Judge of Probate, Justices of the Peace and Registrars of Voters shall be conducted as prescribed by the General Statutes, as amended. The Registrar of Voters shall prepare lists of electors qualified to vote therefore in the manner prescribed in the Constitution and the General statutes, as amended.

Section 2-2 Town Officers

The election of Town officers listed in Chapter III of this Charter shall take place at the regular Town elections on the first Tuesday after the first Monday in November of each odd numbered year.

Section 2-3 Minority Representation; Elective, Appointive Officials

A. Minority representation on any elective or appointed board, commission, committee, or similar body of the Town, and alternate members, except the Board of Education, shall be as provided in this section. The maximum number on any such Board, Commission, Agency, Committee or similar body who may be members of the same political party shall be specified in the following table:

COLUMN I TOTAL MEMBERSHIP	COLUMN II MAXIMUM FROM ONE PARTY
3	2
4	3
5	3
6	4
7	4
8	5
9	5
More than 9	One more than one-half of the total membership.

B. Minority representation on the Board of Education shall be determined in accordance with Section 9-204a of the General Statutes, as amended.

Section 2-4 Eligibility For Office

No person shall be eligible for election to any Town office that is not at the time of election a bona fide resident elector of said Town, and any person ceasing to be a bona fide resident elector of said Town shall thereupon cease to hold elective office in the town.

Section 2-5 Breaking a Tie

When any regular or special Town election, primary election or referendum conducted pursuant to the provisions of this Charter results in a tie, an adjourned election shall be conducted in accordance with the

provisions of Section 9-332 of the General Statutes, as amended, to determine who shall be elected.

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CHAPTER III  
ELECTIVE OFFICERS

Section 3-1 Powers and Duties; Terms of Office

Except as otherwise provided in this Charter, all elective Officers and members of Boards, and Commissions shall have the powers and duties prescribed for such Officers in the General Statutes, as amended. The terms of office of all elective Officers and members of Boards and commissions shall commence on the second Tuesday following the election. Elective Officers shall continue to hold such Office until their successors have been duly elected and qualified. No individual can hold two elected positions concurrently.

Section 3-2 Vacancies

- A. The Board of Selectmen shall fill, by appointment, a vacancy in any and all elective Town Offices, including the Board of Education and Board of Finance, within thirty (30) days from the time that the office becomes vacant, said appointment to be for the unexpired portion of the term.
- B. When a person vacating an office shall have been elected as a member of a political party, such vacancy shall be filled by the appointment of a member of the same political party.
- C. A vacancy on the Board of Selectmen shall be filled in accordance with Section 9-222 of the General Statutes encaptioned, "Filling of vacancy in office of first selectman or selectman. Petition for special election".

Section 3-3 Board of Selectmen

At each regular Town election there shall be elected a five (5) member Board of Selectmen consisting of a First Selectman and four (4) Selectmen.

The candidate for First Selectman receiving the highest number of votes for said office shall be declared elected First Selectman. The balance of the Board of Selectmen shall be seated from the candidates, including the unsuccessful candidate for the office of First Selectman, ~~receiving~~ the next four highest number of votes and in accordance with the minority representation stipulations of Section 2-3 of this Charter.

Section 3-4 Treasurers

The Treasurer shall be elected at a regular town election for a term of two (2) years.

Section 3-5 Board of Education

The Board of Education shall consist of seven (7) members, each whom shall be elected for a term of four (4) years, as provided in Section 9-204a of the General Statutes, as amended; nominations by any political party of candidates may be equal to the number of members to be elected to each election, and electors may vote for the full number of such members to be elected. The members shall serve overlapping term. At each regular Town election there shall be elected sufficient members to succeed each member whose term shall expire.

Section 3-6 Board of Finance

The Board of Finance shall consist of ~~six (6)~~seven (7) members, each of whom shall be elected for a term of four (4) years. ~~.\_~~ The members shall serve overlapping term. At the election to be held November, 2019 there shall be 4 members elected for terms of four years. At each regular municipal election, ~~there~~ thereafter Members shall be elected ~~three (3) members of said Board~~ to replace those whose terms are expiring.

Section 3-7 Board of Finance Alternates

There shall be two (2) Boards of Finance Alternates who shall not be members of the same political party and who shall be elected for a term of ~~six (6)~~four (4) years. Said alternate members shall have all the powers and duties set forth in the General Statutes, as amended, and as provided in this Charter.

Section 3-8 Board of Assessment Appeals

The Board of Assessment Appeals shall consist of three (3) members each whom shall be elected for a term of four (4) years. The members shall serve overlapping terms.

Section 3-9 Board of Assessment Appeals Alternates

The Board of Assessment Appeals Alternates shall consist of two (2) members, each of whom shall be elected for a term of four (4) years. The Alternate Members shall serve overlapping terms.

Section 3-10 Zoning Board of Appeals

The Zoning Board of Appeals shall consist of five (5) members, each of whom shall be elected for a term of four (4) years. The members shall serve overlapping terms.

Section 3-11 Zoning Board of Appeals Alternates

The Zoning Board of Appeals Alternates shall consist of three (3) members, each of whom shall be elected for a term of four (4) years. The members shall serve overlapping terms.

Section 3-12 Planning and Zoning Commission

The Planning and Zoning Commission shall consist of nine (9) members, each of whom shall be elected for a term of four (4) years. The members shall serve overlapping terms.

Section 3-13 Planning and Zoning Alternates

The Planning and Zoning Commission Alternates shall consist of three (3) members each whom shall be elected for a term of four (4) years. The members shall serve overlapping terms.

Section 3-14 Board of Police Commissioners

The Board of Police Commissioners shall consist of five (5) members, each of whom shall be elected for a term of four (4) years. The members shall serve overlapping terms.

CHAPTER IV  
THE TOWN MEETING

Section 4-1 Composition; Legislative Powers, Town Meeting and Board of Selectmen

- A. The legislative powers of the Town shall be vested in the Town Meeting as provided by this Charter and in the Board of Selectmen as specified in Sections 5-4 through 5-7 of this Charter.
- B. The Town Meeting may be convened as the Annual Town Meeting or Special Town Meeting. The Annual Town Meeting shall be held on the last Monday in January. The Annual Budget Meeting shall be held no later than the first Wednesday in May. Special Town Meeting shall be called by the Board of Selectmen as provided in this Chapter and in the manner provided by the General Statutes, as amended.
- C. All persons eligible to vote in Town Meetings as prescribed in Section 7-6 of the General Statutes, as amended, shall be eligible to vote in Special Town Meetings called as provided in Section 4-8 of this Chapter.

Section 4-2 Procedure; Moderator

All Town Meetings shall be called to order by the First Selectman or a member of the Board of Selectmen. A Moderator shall be elected and all business conducted in the manner provided by the General Statutes, as amended, except as otherwise provided in this Charter. The Town Clerk shall serve as Clerk of all Meetings but, in case of an absence, the Meeting shall select an Acting Clerk.

Section 4-3 Annual Town Meeting

The Annual Town Meeting shall be for the purpose of receiving the Town Reports and shall consider such other business as the Selectmen state in the Call of the Meeting.

Section 4-4 Annual Budget Meeting

- A. The Annual Budget Meeting shall be ~~convened~~adjourned to referendum by machine or ballot vote. The call of the Annual Town Budget Meeting shall present as separate resolutions, the Town Government Budget and the Board of Education Budget to be voted upon in referendum pursuant to Section 4-4(B) of the Charter. Should the Annual Budget be adjourned prior to it being convened to referendum, said Meeting shall automatically reconvene in succeeding one (1) week intervals until its completion. The Budget Resolutions will be submitted to the persons qualified to vote in a town meeting which shall take place not less than seven (7) or more than fourteen (14) days thereafter, on a day to be set by the Annual Budget Meeting. At least five (5) days prior to such referendum the Board of Selectmen shall publish in a newspaper having general circulation in the town a notice of such referendum, setting forth the date on which, the hours (6a.m. - 8p.m.) during which, and the location at which the referendum will be held and the text of the questions as they will appear on the voting machine.
- B. The text shall provide for separate approval/disapproval of the Town Government Budget and the Board of Education budget as follows:

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Yes / No /

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1. In favor of the proposed Town Government Budget of the Town of Clinton for the fiscal year July 1, \_\_\_ to June 30, \_\_\_ in the amount of \$\_\_\_\_\_.

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Yes / No /

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2. In favor of the proposed Board of Education Budget of the Town of Clinton for the fiscal year July 1, \_\_\_ to June 30, \_\_\_ in the amount of \$\_\_\_\_\_.

Should either budget section fail to be approved by a majority of those voting thereon, the Board of Finance, the Board of Selectmen, and/or the Board of Education shall forthwith revise estimated expenditures, without altering estimates of revenue except for omissions, clerical errors, or revisions of revenue to be received from the state, to arrive at revised spending levels and automatically submit the revised budget section(s) to referendum 14 days following the date the initial budget referendum was defeated. The Board of Finance shall hold at least one (1) public hearing upon five (5) days legal notice prior to submitting the revised budget section(s) for consideration. This process shall be repeated at two (2) week succeeding intervals until such time as the total budget is adopted.

C. In the event said budget is not adopted by the third Wednesday in June, business shall be conducted in accordance with Section 7-405 and 12-123 of the General Statutes, as amended.

#### Section 4-5 Special Town Meeting Actions

- A. Special Town Meetings shall be required for approval by vote after recommendation by the Board of Selectmen and the approval of the Board of Finance for:
  1. Any resolution making an appropriation subject to provisions of Section 10-4 of this Charter;
  2. Any resolution authorizing the issuance of bonds or notes;
  3. The purchase of real estate;
  4. The sale of any real estate;
  5. Any real estate lease and/or lease with option which involves a term in excess of three(3) years;
  6. [Land Swap Transactions.](#)
- B. Special Town Meetings may be called by the Board of Selectmen for:
  1. The rejection of any collective bargaining agreements negotiated by the Board of Education as provided in Chapter 166 of the General Statutes, as amended.
  2. Proposals for Town improvements disapproved by the Planning and Zoning Commission pursuant to the provisions of Section 8-24 of the General Statutes, as amended.

Section 4-6 Appropriations or Other Actions Requiring Referendum

- A. A referendum shall be required for:
1. With the exception of the annual budget, any resolution appropriating an amount equal to five (5) percent or more of the current tax levy;
  2. Any resolution authorizing the issuance of bonds, notes, and all other forms of financing equal to five (5) percent or more of the current tax levy;
  3. Any Appropriation over (1) percent of the Town Operations Budget (excluding Education Budget).

The Board of Selectmen shall fix the time and place of all referendums. Notice of a referendum shall be given and each referendum shall be conducted as provided in Section 7-7 of the General Statutes, as amended.

- B. With the exception of the annual budget, three hundred (300) persons qualified to vote in a Town Meeting may petition over their signatures for any item on the call of a Town Meeting to be voted on in referendum. The procedure shall be in accordance with Section 7-7 of the General Statutes, as amended. Refer to Section 4-4 A for annual budget referendum procedures. The provisions of Section 7-7 of the General Statutes, as amended, shall not apply to the adoption of the Town Budget.

C. All referendum voting will be by ballot or machine vote.

Section 4-7 Petition for Overrule

All ordinances, adopted by the Board of Selectmen, except emergency ordinances, shall be subject to overrule by referendum. All resolutions or votes of the Board of Selectmen, except those making appointments or removals or regulating exclusively the internal procedure of the Board of Selectmen, shall be subject to overrule by referendum. The procedure required is as follows:

- A. After the publication of any ordinance or the making of such resolution or the taking of such vote, a petition, signed by not less than three hundred (300) voters must be filed with the Town Clerk requesting it be put to referendum. The effective date of such ordinance, resolution, or vote shall then be suspended. Said petition shall conform to the requirements of Section 7-9 and Section 7-9a of the General Statutes, as amended. Said petition shall contain the full text of the ordinance, resolution, or vote proposed to be repealed. The Town Clerk shall, within five (5) days after receipt of the last page of said petition, determine whether the petition and affidavits are sufficient as prescribed by law, and if so, certify said petition to the Board of Selectmen.
- B. The Board of Selectmen shall fix the time and place of such referendum, which shall not be less than seven (7) days not more than fourteen (14) days after the certification of said petition. Notice thereof shall be given by publication in full of the ordinance, resolution, or vote, in the manner provided by law for the calling of a Town referendum.
- C. Such ordinance, resolution, or vote shall be submitted to the voters qualified to vote in a Town Meeting for a "Yes" or "No" vote on the ballot or voting machine. The referendum shall be held in accordance with Section 7-7 of the General Statutes, as amended, and after the polls are closed, a Moderator appointed by the Registrars of Voters shall cause the vote to be counted and the ordinance,

resolution or vote so referred shall take effect immediately unless a majority of those voting thereon shall have voted in favor of overrule.

Section 4-8 Petition for Special Town Meeting; Initiative

- A. One hundred (100) voters may, at any time, petition for the enactment of any proposed lawful ordinance or resolution on Town Meeting actions enumerated herein, by filing such petition, including the complete text of such ordinance or resolution with the Town Clerk. Said petition shall conform to the requirements contained in Section 4-7 of this Charter.
- B. Any such proposed ordinance or resolution shall be examined by the Town Counsel before being submitted to a Special Town Meeting. The Town Counsel may correct the form of such ordinance or resolution for the purpose of avoiding repetitions, illegalities and unconstitutional provisions, but may not materially change its meaning and effect.
- C. The Board of Selectmen shall hold one or more public hearings on such proposal prior to calling a Special Town Meeting, to be held not less than ten (10) days nor more than thirty (30) days from the date of such filing. Such ordinance, resolution or vote shall be submitted to the voters in the manner specified in Section 4-7 of this Charter.

CHAPTER V  
BOARD OF SELECTMEN

Section 5-1 Composition

There shall be a Board of Selectmen consisting of a First Selectman and four (4) Selectmen, all elected as provided in this Charter.

Section 5-2 Meetings; Conduct of Meetings; Special Meetings

- A. At the first meeting following its election, the Board shall designate an Acting First Selectman to assume the duties of the First Selectman in the event of the absence or disability of the First Selectman. The First Selectman, when present, shall preside over the meeting of the Board and shall have full voting power at such meeting.
- B. At its first meeting following the election, the Board shall fix the schedule of its regular meeting dates and times. Such schedule shall be set by vote of the entire Board. The Board shall meet once a week and at least one meeting a month shall be held during the evening hours.
- C. The Board may call a special meeting whenever deemed necessary.
- D. All actions of the Board shall require three (3) affirmative votes.
- E. Minutes of each meeting shall be taken and shall include the attendance of each member on all items of business before the Board.

Section 5-3 General Powers; Investigations

- A. The Board shall have the powers and duties as are provided for Boards of Selectmen by the General Statutes, as amended, and this Charter, and may exercise any of the powers conferred on towns by Section 7-194 of the General Statutes, as amended.
- B. The Board shall have the power to subpoena witnesses and documentation and to investigate any duty related actions of all Officers, Boards, Commissions and Agencies of the Town.

Section 5-4 Duties and Responsibilities

- A. The Board of Selectmen shall direct and supervise the affairs of the Town and shall be responsible for coordinating the activities of the Officers, Departments, Boards, Commissions and Agents of the Town.
- B. The Board 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.
- C. The Board and the Chief Administrative Officer, shall hold at least one joint meeting, one of which shall be held during the month of January of each year, with all Officers, Departments, Boards, Commissions, Agencies and Authorities to coordinate the planning and activities of Town functions and responsibilities.



Section 5-5 Power to Enact Ordinances

- A. The Board of Selectmen shall have the legislative power to enact ordinances, not inconsistent with this Charter and the General Statutes, as amended, for the preservation of the good order, health, welfare, and safety of the Town and its inhabitants.
- B. At least one public hearing shall be held by the Board of Selectmen before the enactment of any proposed ordinance. Notice of a hearing shall be given in the form of a legal advertisement, by publication, not less than ten (10) days before the date of such hearing, of the full text of the proposed ordinance, in a newspaper having general circulation in the Town, a copy of which shall be on file in the Town Clerk's office.
- C. The Board shall enact or deny the proposed ordinance within thirty (30) days after the public hearing.
- D. Each ordinance as enacted, and its effective date, shall promptly be published in the form of a legal advertisement in a newspaper having a general circulation in the Town. Every ordinance, after enactment, shall be recorded and filed by the Town Clerk in the Code of Ordinances.
- E. Every ordinance shall become effective on the thirtieth (30) day after publication unless a petition to overrule such ordinance has been filed in accordance with Section 4-7 of this Charter.

Section 5-6 Power to Enact Emergency Ordinances

On a declaration by the Board of Selectmen that a State of Public Emergency exists endangering the lives, health or property of citizens, the Board may enact ordinances to meet such emergency. No public hearing shall be required for emergency ordinances and such ordinances shall become effective immediately, and shall be published promptly in a newspaper having general circulation in the Town. Every emergency ordinance and amendments thereto shall automatically stand repealed at the termination of the sixtieth (60) day following enactment of said ordinance.

Section 5-7 Additional Powers

The Board of Selectmen shall have the following powers and duties. The Board:

~~A. Shall present a proposed budget for the Town with its recommendation to the Board of Finance, consistent with the provisions of Chapter X of this Charter;~~

~~B. Shall assemble, compile and publish the Annual Town Report for submission to the Annual Town Meeting;~~

~~C.A.~~ \_\_\_ Shall have the power to lease real property for no more than a three (3) year period;

~~D.B.~~ \_\_\_ Shall authorize the execution of contracts, leases, deeds, and other legal instruments by the First Selectmen;

~~E.C.~~ \_\_\_ Shall approve or reject any collective bargaining agreement for the Town employees; with recommendation/review of Chief Administrative Officer;

~~F.D.~~ \_\_\_ Shall with the advice of the Town Counsel, institute, prosecute, defend, or compromise any legal action or proceeding by or against the Town;

~~G.E.~~ \_\_\_ Shall call a Special Town Meeting to recommend the creation, consolidation, change or abolition of Offices, Boards, Commissions, or Agencies not otherwise provided for in this Charter;

~~H.F.~~ \_\_\_ May, when requested by any Officer, Board, Commission, or Agency, and after review of the Chief Administrative Officer, and approval by the Board of Finance, make special or supplemental appropriation in amounts subject to the provisions of Section 10-4 of this Charter.

~~I.G.~~ Shall accept a public street or highway provided that the Town Engineer shall have certified that such street or highway has been completed and meets all standards and specifications established by ordinances and regulations relating to streets and highways, and may discontinue, a public street or highway;

~~J.H.~~ \_\_\_ Shall authorize the submission by the ~~First Selectman~~Chief Administrative Officer of applications for Federal, State or Regional grants;

~~K.I.~~ May incur indebtedness in the name of the Town and provide for the due execution of contracts and evidence of indebtedness issued by the Town;

~~L. May employ such staff with such powers, duties and responsibilities as they may deem necessary to carry out the duties and responsibilities of the Board, consistent with the provisions of this Charter;~~

~~M.J.~~ \_\_\_ May contract for services and the use of facilities with the Federal Government or any agency thereof, the State of Connecticut, or any agency or political subdivision thereof;

~~N.K.~~ May join with other towns to provide or obtain services or the use of facilities by means of interlocal agreements.

~~O.L.~~ May call a Special Town Meeting for any proposal it deems of sufficient importance.

~~P.M.~~ May enter into grant agreements, accept funds disbursed under said grant agreements and appropriate same for the use intended, subject, however, to:

- (i) the approval of the Board of Finance and, if the grant exceeds \$15,000, Town Meeting as otherwise provided herein; and
- (ii) any other Board or Commission, otherwise having jurisdiction pursuant to any State law or Charter provision due to the subject matter of said grant.
- (iii) After review or recommendation of the Chief Administrative Officer.

In no circumstance shall the Board of Selectman accept any grant or enter into any grant agreement that:

- (i) Obligates the Town or any agency thereof to expend funds in excess of the amount granted, unless and until such funds have been appropriated in accordance with the terms of this Charter; or
- (ii) Obligates the Town or any agency thereof to take any action that would otherwise require further approval by Town Meeting or any other Board or Commission.

Q. First Selectman with the approval of the Board of Selectmen and recommendation of the Chief Administrative Officer and Board of Finance shall approve the salaries of all non-bargaining personnel.

CHAPTER VI  
FIRST SELECTMAN

Section 6-1 General

- A. The First Selectman shall serve fullpart time ~~and shall be the Chief Executive and Administrative Officer of the Town~~. The First Selectman shall have the powers, duties, and responsibilities conferred upon that Office by the General Statutes, as amended, and by this Charter, ~~shall be the official head of the Town for all ceremonial or military purposes~~The First Selectman shall be the chief elected officer of the town and shall receive a stipend as established for each term of office by the Board of Selectmen in accordance with the Connecticut General Statutes. The First Selectman or First Selectwoman shall not receive any form of compensation or be eligible for any employee benefits as defined in the Town Personnel Rules, including but not limited to pension benefits, health care benefits, vacation, accrual of vacation, sick days, accrual of sick days, personal days or any other form of employee benefit.
- ~~B.~~ B. The First Selectman shall be a full voting and participating member of the Board of Selectmen and shall preside at all meeting<sup>s</sup> of the Board.
- C. The First Selectman or such other Selectmen as he may appoint shall be an ex-officio member of all Boards, Commissions, Agencies, Committees and Authorities including the Board of——  
Education and
- ~~C.~~ — the Board of Finance, but without the power to vote.

Section 6-2 Powers and Duties

- A. The First Selectman shall execute or cause to be executed the ordinances, regulations, resolutions or policies voted by the Board of Selectmen of the Town Meeting, and shall guide the Board in the discharge of its duties and responsibilities.
- ~~B. The First Selectman shall be responsible for coordinating the administrative activities of the Officers, Boards, Commissions and Agencies of the Town.~~
- ~~C.B.~~ B. The First Selectman shall be responsible for a continuous review of current and future needs of the Town, including the fiscal needs and budget requirements provided by the Chief Administrative Officer.
- ~~D.C.~~ C. The First Selectman shall contract for all services and the purchases of supplies, equipment, and other commodities required by any Town agency except the Board of Education, under the competitive bidding provisions of this Charter.
- ~~E. The First Selectman shall be responsible for the administrative and personnel policies for the Town officers and employees as provided by this Charter and shall direct and supervise the performance of duties of said employees.~~

Section 6-3 Delegation of Duties

To assist in the proper administration of the Office, the First Selectman may assign and delegate duties to the Board of Selectmen and to Officers appointed by the First Selectman and/or the Board of Selectmen [that are not executed by the Chief Administrative Officer.](#)

CHAPTER VII  
APPOINTIVE BOARDS

Section 7-1 Appointments

- A. All appointments to Offices hereinafter stated shall be made by the Board of Selectmen by a majority vote of the Board of Selectmen.
- B. All appointees shall be bona fide resident electors of the Town and shall vacate their positions on ceasing to be bona fide resident electors of the Town. They shall be sworn before taking the Office and the Officer administering the oath shall record such fact in the Office of the Town Clerk.

Section 7-2 Terms of Office

- A. Except as otherwise provided in this Charter, the terms of office for all appointees on all appointive Boards and Commissions shall commence on the first (1st) day of July, the onset of Clinton's fiscal year.
- B. Vacancies shall be filled within sixty (60) days by the Board of Selectmen.

Section 7-3 General Powers and Duties

Except as otherwise provided in this Charter; all appointees shall have all the powers and duties prescribed by law.

Section 7-4 Minority Representation

Minority Representation shall be as specified in Chapter II of this Charter.

Section 7-5 Two - Year Terms

- A. A municipal agent for the elderly shall be appointed who shall serve a two year term and shall have all the powers and duties prescribed by the General Statutes, as amended.
- B. The Shellfish Commission shall consist of seven (7) members, each of whom shall serve two (2) year overlapping terms. The members shall also be sworn in as Special Shellfish Constables for the same term and shall also have such powers and duties as are specified in Section 26-277 of the General statutes, as amended.
- C. The Board of Selectmen may appoint Special Constables each of whom shall serve a two (2) year term.
- D. The Local Veteran's Advisory Committee shall consist of three (3) members and one (1) alternate member, each of whom shall serve a two (2) year term. All members shall be veterans.
- E. The Conservation Commission shall consist of seven (7) members all appointed to serve overlapping terms. The Commission shall be organized and granted such powers as are permitted by the Connecticut General Statutes.

Section 7-6 Three - Year Terms

- A. The Water Pollution Control Commission shall consist of seven (7) members, all appointed to serve overlapping terms.
- B. The Clinton Human Services Advisory Board (consisting of Youth and Family Services and Social Services) shall consist of seven (7) bona fide resident elector members and one (1) non-voting youth member, all appointed to serve overlapping terms. The composition of the Board shall meet the requirements set forth in the Connecticut General Statutes (7-44), as amended. The bona fide resident elector members of the Clinton Human Services Advisory Board shall have the powers and duties set forth in the 1991 Town ordinance, as amended, that created the Bureau, in addition to providing the services set forth in the Connecticut General Statutes\*, as amended.
- C. The Design Review Board shall consist of five (5) members and two (2) alternate members, all appointed to serve overlapping terms.

Section 7-7 Four - Year Terms

- A. The Inland Wetlands Commission shall consist of seven (7) members and three (3) alternate members all appointed to serve overlapping terms.
- B. The Economic Development Commission shall consist of seven (7) members, all appointed to serve overlapping terms.
- C. The Harbor Management Commission shall consist of seven (7) members, all appointed to serve overlapping terms.
- D. The Park and Recreation Commission shall consist of seven (7) members, all appointed to serve overlapping terms.
- E. The Public Works Commission shall consist of five (5) members and two (2) alternate members all appointed to serve overlapping terms.
- F. The Fair Rent Commission shall consist of five (5) members, all appointed to serve overlapping terms.

Section 7-8 Five Year Terms

- A. The Historic District Commission shall consist of five (5) members and three (3) alternate members all appointed to serve overlapping terms.
- B. The Board of Ethics shall consist of five (5) members, all appointed to serve five (5) year overlapping terms. No member shall serve more than two (2) consecutive terms. Any member having served two (2) consecutive terms shall be ineligible for reappointment to the Board for a period to two (2) years.

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Section 7-9 Terms Pending Ordinance

A. The Fire Commission shall consist of (TBD) members and (TBD) alternate members all appointed to serve overlapping terms.

CHAPTER VIII  
ADMINISTRATIVE OFFICERS AND DEPARTMENTS

Section 8-1 Terms of Office; Qualifications; Powers and Duties

Appointments shall be made by the First Selectman or the Board of Selectmen~~or the First Selectman~~, as may be required by the General Statutes, as amended. Administrative Officers shall possess, upon appointment, such qualifications as may be required by law or by the Board of Selectmen.

Section 8-2 ~~Assessor~~ Chief Administrative Officer

~~The Board of Selectmen~~ Section 8-2-1 Appointment; Qualifications; Term; Compensation

A. The Board of Selectmen shall appoint a Chief Administrative Officer. Prior to appointing a Chief Administrative Officer, the Selectmen shall appoint an individual or entity it deems qualified, to perform a search for qualified candidates, which individual or entity shall have no personal interest, direct or indirect, in the fiscal affairs of the Town government or with any of its officers. The Selectmen may, without requiring competitive bids but through the use of a Request for Qualifications (RFQ) and Request for Proposal (RFP) process, select and designate such individual or entity for a term not to exceed one (1) year.

B. The Chief Administrative Officer shall be appointed solely on the basis of executive and administrative qualifications, character, education, professional training, and experience. The Chief Administrative Officer need not be a resident of the Town or state at the time of appointment and may reside outside the Town while in office only with the approval of the Selectmen.

C. The Chief Administrative Officer shall serve a specified term not to exceed three (3) years pursuant to a contract between the Selectmen and the Chief Administrative Officer. There shall be no limitation on the number of times the Selectmen may execute a new contract with any particular Chief Administrative Officer. The contract shall make provision for compensation, review procedures, its specific expiration date, and any other matters the Board of Selectmen deems appropriate and/or necessary. If a subsequent contract with any Chief Administrative Officer is not duly executed at least sixty (60) days prior to the expiration of the contract, the Chief Administrative Officer's employment by the Town shall terminate in accord with the contract's specified expiration date, except upon reconsideration by the Selectmen of such termination.

D. The Board of Selectmen shall determine the compensation of the Chief Administrative Officer. In addition to termination provided by Section 8-2-1(c) of this Charter and by any applicable contract provision, the Selectmen shall have the power to suspend or remove the Chief Administrative Officer, as provided herein.

Section 8-3 Removal

A. In addition to termination provided by Section 8-2-1 of this Charter and by any applicable contract provision, the Board of Selectmen shall have the power to suspend or remove the Chief Administrative Officer, as provided hereien.

B. The Selectman may approve the suspension or removal of the Chief Administrative Officer by a resolution approved by four (4) affirmative votes of the Board of Selectmen which resolution shall set forth the reasons for suspension or removal. A copy of such resolution shall be served upon the Chief Administrative Officer by certified mail to the Chief Administrative Officer's last known address or by hand-delivery.

C. Within fifteen (15) days of the resolution regarding the Chief Administrative Officer's removal or suspension, the Chief Administrative Officer shall reply to the resolution, in writing properly addressed to the Board of Selectmen, and the employee may request a public hearing before the Board. If the Chief Administrative Officer fails to timely respond, the Board's suspension or removal shall be deemed final.

D. In the event the Chief Administrative Officer timely responds the Board of Selectmen shall hold hearing not earlier than ten (10) days and not later than fifteen (15) days after such hearing is requested.

E. After the public hearing, if timely requested, and after full consideration, the Board of Selectmen, by five (5) affirmative votes, may adopt a final resolution of suspension or removal. The decision of the Board of Selectmen shall be final.

F. The Chief Administrative Officer shall continue to receive full salary and benefits until the effective date of a final resolution of removal in accordance with the operative contract between the Board of Selectmen and the Chief Administrative Officer. However, upon the effective date of such removal as provided herein, the Chief Administrative Officer shall no longer receive any salary and benefits, except benefits otherwise vested by law.

#### Section 8-4 Acting Chief Administrative Officer.

The Chief Administrative Officer shall designate by letter maintained on file with the secretary of the Council and the Town Clerk a qualified administrative officer of the Town to serve as Acting Chief Administrative Officer in the event of his temporary absence or inability to serve. If the Chief Administrative Officer fails to make such designation, the Board of Selectmen shall appoint an Acting Chief Administrative Officer. If the Chief Administrative Officer shall be absent from his duties for a period of more than thirty (30) consecutive days, the Board of Selectmen shall appoint an Acting Chief Administrative Officer. The Acting Chief Administrative Officer shall have all the powers and duties of the Chief Administrative Officer with the exception of the powers of appointment, removal, suspension, and dismissal. Notwithstanding the foregoing provisions, the Board of Selectmen may at any time replace an Acting Chief Administrative Officer. In the event of a vacancy in the office of Chief Administrative Officer, from whatever cause arising, the Council shall have the power to designate a person, other than a member of the Council, to act as Chief Administrative Officer, pending the filling of such vacancy.

Section 8-5 Powers and Duties of the Chief Administrative Officer.

The Chief Administrative Officer shall be administrative officer of the Town, responsible to the Board of Selectmen for the administration of all Town affairs placed in the Chief Administrative Officer's charge by or under this Charter, or by the Board of Selectmen. The Chief Administrative Officer shall:

- A. Upon the recommendation of the appropriate Department Head, appoint, suspend, or remove any Town employee provided for or under this Charter, except as otherwise provided by law, this Charter, collective bargaining agreements or personnel rules adopted pursuant to this Charter. The Chief Administrative Officer may authorize any administrative officer subject to the Administrator's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;
- B. Appoint suspend or remove, any Department Head each such action with the approval of the Board of Selectmen, except as otherwise provided for in this Charter
- C. The Chief Administrative Officer shall be responsible for coordinating the administrative activities of the Officers, Boards, Commissions and agencies of the Town.
- D. Be the Personnel Director for the town, and shall have the responsibility for developing job descriptions for all administrative officers, subject to the approval of the Board of Selectmen; and all advertising for, hiring, and dismissal of town employees, except for the Board of Education employees, shall be under the Chief Administrative Officer's direct control, subject to the approval of the Board of Selectmen except as otherwise provided for in this Charter;
- E. Attend all Board of Selectmen meetings, unless excused by the Board of Selectmen, with the right to speak but not to vote;
- F. See that all laws and ordinances governing the Town, are faithfully executed;
- G. With the approval of the Board of Selectmen and subject to other limitations as are contained in this Charter and in the General Statutes, enter into contracts or agreements with the United States Government or any agency thereof, the State of Connecticut or any agency or political subdivision thereof, any person, or any other body politic or corporate.
- H. Prepare and submit the annual budget and capital program to the Board of Selectmen as provided by the Charter;
- I. Submit to the Board of Selectmen and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year;
- J. Make such other reports as the Board of Selectmen may require concerning the operations of Town departments, offices and agencies;
- K. Keep the Board of Selectmen fully advised as to the financial condition and all other matters affecting the welfare and future needs of the Town;
- L. Make recommendations to the Board of Selectmen concerning the affairs of the Town;
- M. Assist the Board of Finance in the preparation of the annual town report.

N. Periodically review and revise job descriptions of Town officers and employees and make recommendations for improving the organization and staffing of Town departments, offices and agencies;

O. Assist the Board of Selectmen to develop long-term goals including economic development for the town and strategies to implement such goals;

P. Shall be authorized to make emergency expenditures, pursuant to Section 10-5, provided that all such expenditures shall be reported to the Board of Selectmen and Board of Finance within 24 hours; and with approval from quorum of Board of Selectmen.

Q. Perform such other duties as are specified in this Charter or may be required by the Board of Selectmen.

#### Section 8-6 Assessor

The Board of Selectmen, with recommendation of the Chief Administrative Officer, shall hire a certified Connecticut Municipal Assessor who shall be so certified by the State Tax Commissioner.

#### Section 8-~~37~~ Town Counsel

The Board of Selectmen shall appoint as Town Counsel an Attorney-at-Law or a firm of Attorneys-at-Law admitted to practice in the State. Town Counsel shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against it or any of its officers, Departments, Boards, Commissions, or Agencies and shall be their legal advisor in all matters affecting the Town. Town Counsel shall; upon written request submitted through the First Selectman, furnish a written opinion on any question of law involving Town matters, powers and duties. Town Counsel shall prepare or approve forms of contracts or other instruments to which the Town is a party or in which it has an interest, and shall have power, with the approval of the Board of Selectmen, to compromise or settle any claims by or against the Town.

#### Section 8-~~48~~ Architects, Engineers, Surveyors and Other Such Consultants

The Board of Selectmen shall contract with State licensed Architects, Engineers, Surveyors and other such consultants, in support of all services, Commissions, and Boards of the Town, under the administration of the Public Works Commission.

#### Section 8-~~59~~ Civil Preparedness Director

The Board of Selectmen shall appoint a Civil Preparedness Director. The Director shall have the powers and duties prescribed by law.

Section 8-610 Department of Health; Sanitarian

Pursuant to Connecticut General Statutes 19a-240 et seq, the powers, duties, responsibilities, and obligations of the Department of Health, Director of Health, and Sanitarian for the Town shall be delegated to the Connecticut River Area Health District, which shall exercise all the authority as to public health required of or conferred upon the Town by law, and which shall provide all appropriate necessary and appropriate services to the Town. In the event, for any reason, including the withdrawal of the Town from said Health District or the termination of said Health District, such services cease being provided to the Town, the Board of Selectmen is authorized, pursuant to Connecticut General Statutes section 19a-200 et sq, to employ a Director of Health and a Sanitarian to provide such services as are required by the Connecticut General Statutes to the Town, on such terms and basis as the Board of Selectmen may decide, subject to the necessary appropriation being made.

Section 8-711 Fire Marshal; Deputies

The Board of Selectmen shall appoint a Fire Marshal to serve a four (4) year term. The Board of Selectmen may appoint Deputy Fire Marshals for the same term. They shall all have the powers and duties prescribed by the General Statutes, as amended.

Section 8-812 Town Clerk; ~~Salary;~~ Assistant Town Clerk

- A. The Town Clerk shall be hired by the Chief Administrative Officer, with approval of the Board of Selectmen, following recommendation by a search committee appointed by the Board of Selectmen. The successful candidate shall be a Connecticut Certified Municipal Clerk or have a minimum of three (3) years experience in a Town Clerk's office.
- B. The Town Clerk shall be paid an annual salary and fringe benefits which shall be provided for in the Annual Town Budget in the same manner as salaries of other Town officials and employees. ~~Said salary and such other fringe benefits as Town officials and employees may receive shall be considered as payment in full for all services and duties as may be required by the Board of Selectmen and the General Statutes, as amended,~~ and all statutory and other fees shall be remitted monthly to the Town Treasury.
- ~~C.~~ C. The Assistant Town Clerk(s) shall hired by the town clerk and shall, in the absence or disability of the Town Clerk, have all the powers and perform all the duties of the Town Clerk, and all records and acts of said Assistant(s) shall have the same validity as the records and acts of the Town Clerk.

Section 8-913 Town Clerk Certifications of Records of Killingworth

The Town Clerk, from ~~photostatic~~photo static copies of files in the Clerk's Office is authorized to certify copies of the public records of the Town of Killingworth recorded prior to June 1, 1838; which certified copies shall have the same legal affect as copies certified from the original records of the Town Clerk of the Town of Killingworth.

Section 8-1014 Building Officials

The Board of Selectmen, with recommendation of the Chief Administrative Officer, shall hire a certified building official responsible for the administration of the Basic Building Code of the State of Connecticut.

Section 8-~~115~~ Directors of Human Services

The Board of Selectmen shall hire a person professionally trained or experienced in social work as the Director of Human Services (responsible for Youth and Family Services and Social Services).

Section 8-~~1216~~ Directors of Park and Recreation

The Board of Selectmen may hire upon the recommendation of the Commission, a Director of Park and Recreations. The Director shall, under the supervision of the Park and Recreations Commission, administer a recreation program.

Section 8-~~1317~~ Zoning Enforcement Officer

The Planning and Zoning Commission shall hire a Zoning Enforcement Officer who shall enforce the provisions of the Zoning Regulations.

Section 8-~~1418~~ Police Department; Police Commission; Police Chief

- A. The Police Department shall be headed by the Chief of Police, subject to the direction of the Board of Police Commissioners. The Chief shall be the Chief Administrative Officer of the Department and shall be responsible to the Board for its efficiency and for the execution of all laws, rules and regulations prescribed by the said Board.
- B. The Board shall organize, maintain and have the general management and control of the Police Department, its apparatus, equipment and buildings. Said Board, upon the recommendation of the Chief, shall: requisition all equipment; annually prepare a budget; make all rules and regulations governing the Department which it deems necessary; appoint, -remove, suspend, or discipline, and prescribe the duties of Police Officers, except that the Chief shall have the power to suspend a Police Officer up to thirty (30) days with or without pay, provided such suspension shall be reviewed by the Board. The Police Chief shall hold a preliminary hearing within a twenty-four (24) hour period of time of the suspension or removal from duty.
- C. If any charge shall be filed against a Police Officer, the same shall be in writing, and such Police Officer may file any proper answers thereto, and action shall not be taken upon such charges until after reasonable notice thereof and opportunity afforded such Police Officer to appear before the Board and be heard concerning the same. After such hearing, any Police Officer aggrieved thereby may appeal to the Courts in the manner provided by law.
- D. The provisions of Section 7-278 of the General statutes, as amended, shall apply to the removal of the Chief of Police.

Section 8-~~15~~ Medical Out-Patient Transportation Services

~~The Board of Selectmen may hire a Coordinator to supervise the services of medical out patient transportation.~~

Section 8-1619 Inland-Wetlands Enforcement Officer

The Board of Selectmen may hire an Inland-Wetlands Enforcement Officer who shall enforce the Inland-Wetlands and Water Courses Regulations.

Section 8-1720 Department of Public Works and Public Works Commission

- A. There shall be a Department of Public Works headed by a Director of Public Works. The Director shall be hired by the Board of Selectmen upon the recommendation of the ~~Public Works Commission~~Chief Administrative Officer. The Director may also serve as the Town Engineer. ~~The Director shall be the chief administrative officer of the Department of Public Works.~~
- B. The Department of Public Works shall administer the care, repair and maintenance of Town property as described in Section 7-148(6) of the General Statutes, as amended.
- C. The Public Works Commission shall:
- Monitor, oversee and administer the Department of Public Works to ensure proper management controls are in place and utilized to allow the department to carry out the obligations and duties as set forth in Section 8-17 of this Charter;
  - Study and periodically, (but at least once annually) report to the Board of Selectmen regarding the organization, operation, management and control of the Public Works Department; and
  - Recommend an annual budget and proposed capital improvements for Public Works to the Board of Selectmen and Board of Finance.
  - Advise the Board of Selectmen on planning, construction, reconstruction, installation, operation and maintenance of public works.
  - Assist in the development and updating of policies, rules and regulations for public improvements and other matters referred to the commission by the Board of Selectmen.

\* [Clinton's Youth and Family Services Bureau was established by ordinance; in 1991, under General Statute 17-443(a), a subsection of Section 17-443. That same year, Section 17-443 was transferred to Section 17a-39. Sections 17-443 and 17a-39 were both under the auspices of the State's Commissioner of Children and Families. Responsibility for the program was then transferred to the State's Commissioner of Education, effective July 1, 1995; Section 17a-39 was transferred to Section 10-19m in 1997. Section 10-19m is in the Department of Education Section of the General Statutes, as amended, and is encaptioned "Youth Service Bureaus. Annual Report. Regulations."]

Section 8-1821 Director of Finance

The Director of Finance shall be hired by the Board of Selectmen upon the recommendation of the ~~Board of Finance~~Chief Administrative Officer and shall be involved in the operation and administration of all finance related functions for the Town of Clinton.

Section 8-~~1922~~ Tax Collectors:

The Tax Collector shall be hired by the ~~Board of Selectmen~~Chief Administrative Officer following recommendation by ~~a search committee appointed by~~ the Board of Selectmen. The successful candidate shall be a Connecticut Certified Municipal Collector or have a minimum of three (3) years experience in a Tax Collector's office.

Section 8-~~2023~~ Town ~~Planners~~Planner

The Board of Selectman ~~may~~shall hire an American Institute of Certified Planners (AICP) certified Town Planner upon recommendation by the Chief Administrative Officer.



CHAPTER IX  
GENERAL

Section 9-1 Meeting Procedure and Records

- A. All elective and appointive Boards shall annually choose a Chairman and Secretary. They shall make regulations for the conduct of their meetings and such regulations shall be filed with the Town Clerk. All meetings shall be open to the public, in accordance with Section 1-21 of the General statutes, as amended.
- B. Before January 31 of each year, all Boards shall file with the Town Clerk a schedule of their regular meetings for the ensuing year. Special meetings may be held by filing notice of such meeting with the Town Clerk at least twenty-four (24) hours prior to such meeting.
- C. All meetings of Town Boards, Commissions and Committees shall be held at a Town facility, whenever possible, and must: a) comply with Connecticut's Freedom of Information Act; and b) be in a location that complies with the Americans with Disabilities Act.
- D. The votes of each member shall be taken and made available and filed with the Town Clerk within forth-eight (48) hours of such vote. Minutes of regular and special meetings shall be filed with the Town Clerk, the First Selectmen and posted to the Town's web site as per Public Act 08-3 within seven (7) days of the meeting to which they refer.

Section 9-2 Code of Ethics

- A. The Board of Selectmen shall, by ordinance, establish a Code of Ethics regulating the conduct of all officers and employees of the Town.
- B. Any officer or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction, or decision of any agency to which the Town is a party, shall disclose the interest to the Board of Selectmen who shall record such disclosure upon the Official record of their meetings. Violation by any such Officer of this provision with the knowledge, express or implied, of any person or corporation participating in such contract, transaction, or decision, shall render the same voidable by the Board of Selectmen or a court of competent jurisdiction.
- C. No person serving on an elective or appointive Board shall be an employee on that same Board.

Section 9-3 Merit System

- A. The Board of Selectmen with input from the Chief Administrative Officer, shall by ordinance, establish a Merit System for a classified service of the Town. The system shall define the personnel to be covered and shall provide for the Board of Selectmen to define the qualifications and method of appointment to each position, the duties and responsibilities of such positions, and the conditions and benefits of employment in such positions.
- B. The classified service may include all officers and employees of the Town, except the following: all elective~~elect~~ Officers and person~~persons~~ appointed to fill vacancies in elective~~Officers~~; elect Offices members of appointive Boards; persons employed or appointed to make or conduct a

temporary study or investigation; and period not exceeding three (3) months.

Section 9-4 Removal From Office

- A. The Board of Selectmen, with input of the Chief Administrative Officer, shall have the power to remove any Officer or Employee appointed by them provided the Officer or Employee shall have been served with a written notice of intention to remove from office or position, containing a clear statement of the grounds for such removal, and of the time and place, not less than ten (10) days after the service of such notice, at which said Officer or Employee shall be given the opportunity to be heard thereon.

After such hearing, which shall be at the option of such Officer or Employee, the action of the Board shall be final. The Board may suspend from duty for not more than thirty (30) days any such Officer or Employee pending final action.

- B. Any member of an appointive Board, Commission or Agency or any person who has been appointed to fill a vacancy in an elective Office, who does not attend at least sixty-six and two-thirds ( $66 \frac{2}{3}$ ) percent of regularly scheduled meetings of said Board, Commission, or Agency, during such fiscal year, as defined in Section 7-2(A) of this Charter, shall be considered removed from such Board, Commission, Agency and his place thereon shall be considered vacant. It shall be the duty of the Chairman of that Board, Commission, or Agency to give prompt written notice of such vacancy to the Board of Selectmen.
- C. Any vacancy occurring pursuant to subsections A and B above shall be filled in the manner provided in Section 3-2 of this Charter.

CHAPTER X  
FINANCE AND TAXATION

Section 10-1 Fiscal Year

The Fiscal year of the Town shall begin on July 1, and end on June 30.

Section 10-2 Preparation of the Budget

- A. Annually, at such time and in such manner as the ~~Board of Selectmen~~ Chief Administrative Officer and the Board of Finance shall require, every Department, Office, Board, Commission, Agency or Authority supported wholly or in part by Town revenues, or for which a specific appropriation is or may be made, shall present to the Board of Selectmen an itemized estimate of the expenditures to be made, and all revenues, other than Town appropriation to be received during the ensuing fiscal year. The estimates shall be accompanied by such other reports and information as the Board of Selectmen shall require. The ~~Board of Selectmen~~ Chief Administrative Officer shall examine the estimates and information and prepare such comments and recommendations as it deems advisable with respect to the estimates. It shall also provide the Board of Finance with a report on the proposed capital improvements to be undertaken for the ensuing year and the following four (4) fiscal years.
- B. Annually, at such time and in such manner as the Board of Finance may require, the ~~Board of Selectmen~~ Chief Administrative Officer shall present to the Board of Finance the itemized estimates of the expenditures to be made by each Department, Office, Board, Commission, Agency, or Authority by them together with the comments and recommendations of the Board of Selectmen with respect to such estimates.
- C. The proposed budget shall include , but not limited to the following items:
1. An itemized listing of revenues by major sources presented in parallel columns; the revenues actually received in the preceding fiscal year; the original revenue estimates for the current fiscal year; the revenues estimated to be collected during the current year; and the estimates of revenues to be collected in the ensuing fiscal year;
  2. An itemized listing by major function in parallel columns of actual expenditures for the preceding fiscal year; all original appropriations for the current fiscal year; all estimated expenditures for the current fiscal year; and the proposed appropriations for the ensuing fiscal year;
  3. An appropriation for a contingency account may be included not to exceed two (2) percent of the total estimated expenditures;
  4. An estimate of available cash surplus or deficit at the end of the current fiscal year to be included in the proposed budget;
  5. The estimate of the sum required to be raised by tax levy to assure a balanced budget, with the amount of the tax levy based upon a rate of collection not greater than the average rate of collection in the year of levy for the last three (3) completed fiscal years;

6. Appropriations for capital and non-occurring expenditures, or proposed bond issues to finance said capital improvements. Once the Capital Expenditure Budget has been approved no additional Capital appropriations, with the exception of emergency appropriation, can be approved until the next budget year.

- D. The Board of Finance shall hold hearings with each Department, Office, Board, Commission or Agency on the proposed budget. The Board of Finance shall ~~then~~ revise the estimates as it deems desirable and shall complete the proposed budget for the ensuing fiscal year and its report. All such actions shall take place in public meeting.
- E. The Board of Finance shall hold one or more public hearings on the proposed budget not less than fourteen (14) days before the Annual Budget Meeting. At the hearings any person qualified to vote at the Annual Budget Meeting may be heard. The proposed budget shall be published in a newspaper having general circulation in the Town at least ten (10) days in advance of the public hearing, and shall be available at the Town Clerk's Office, and the Board shall have sufficient copies of the proposed budget and report available at the public hearing.
- F. The Board of Finance shall revise the estimates as it deems desirable, prepare the recommended budget, and shall, before the Annual Budget Meeting publish the proposed Town budget in a newspaper having a general circulation in the Town. The board shall present the recommended budget to the Annual Budget Meeting and the Board shall make available copies of the recommended Town budget and report in the office of the Town Clerk not less than five (5) days before the budget meeting.

#### Section 10-3 Lying of Taxes

- A. Not more than fifteen (15) days after the adoption of the annual Town Budget, the Board of Finance shall meet and levy the tax rate on the taxable property of the Town sufficient to provide for the budget estimates as finally approved.
- B. The Tax Collector shall then collect the taxes in accordance with the General Statutes, as amended.

#### Section 10-4 Special Appropriations and Transfers of Appropriations

- A. All requests for special appropriations shall be made in writing to the Board of Selectmen which ~~shall~~ may forward such requests together with their comments or recommendations to the Board of Finance. The Board of Finance shall act on all requests for special appropriations.
- B. The Board of Selectmen, when requested by a Town agency and after approval of the Board of Finance, may make special appropriations from cash surplus or the contingency account in the amounts not to exceed in total for that Department, Office, Board, Commission ~~or~~ Agency twenty thousand (\$20,000) dollars in any one fiscal year. Any request which shall exceed the amount herein provided shall require a vote of the Town Meeting after the approval of the Board of Finance.
- C. Special appropriations other than those from cash surplus or from the contingency account may be acted upon only by a Town Meeting, after the approval of the Board of Finance.

- D. The Board of Finance, upon appropriate request, and recommendation of the Chief Administrative Officer with approval of the Board of Selectmen, may transfer unexpended balances from one appropriation to another.

#### Section 10-5 Emergency Appropriations

The Board of Selectmen, acting pursuant to a declaration of a State of Emergency, shall be empowered to make appropriations for the purposes of meeting a public emergency threatening the lives, health, or property of citizens, provided such appropriations shall receive a favorable vote of three-fifths (3/5) of all members of the Board. Said emergency appropriations, in the event that there is no cash surplus available, shall be financed in the manner provided in Chapter 109 of the General Statutes.

#### Section 10-6 Expenditures and Accounting

- A. 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 Board of Finance. All regulations of the Board of Finance 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 First Selectmen~~ Chief Administrative Officer.
- B. The Board of Selectmen shall institute Competitive Bidding, ~~–~~ for the purchase of all materials, supplies, equipment, and contractual services required by the Town, except the Board of Education, under such regulations as it shall adopt. Said regulations may exclude professional, engineering, and technical services. Purchases shall be based upon requisitions and orders based upon the budget and properly authorized. Joint purchasing with the Board of Education and other towns shall be conducted whenever practicable. Informal bids shall be obtained for all purchases over three thousand (\$3,000) dollars. If any purchase order or contract, including a continuing order or contract for the purchase of the same commodity over a period of time, involves the expenditure of over seven thousand five hundred (\$7,500) dollars, the First Selectmen shall invite sealed bids or proposals, giving then (10) days public notice hereof by publication at least once in a newspaper having circulation in the Town. All such sealed bids or proposals shall be opened publicly and the purchase or contract awarded to the lowest qualified bidder thereon. The First Selectmen may reject all such bids or proposals and re-advertise if bidders fail to meet specifications. No transaction which is essentially a unit shall be divided for the purpose of evading the intent of this section.
- C. The Board of Finance shall provide for an Annual Audit of the books and accounts of the Town as required by the General Statutes, as amended.
- D. No officer or agency of the Town shall expend or enter into any contract which would oblige the Town to expend in excess of an approved appropriation. Any officer who, without authority from this Charter or the General Statutes, as amended, expends or causes to be expended any money of the Town, except in payment of final judgments rendered against the Town, shall be liable in a civil action in the name of the Town, as provided in the General Statutes, as amended.
- E. The Board of Selectmen shall have the discretionary authority to utilize state, federal, and/or other governmental cooperative purchasing agreements in lieu of obtaining sealed competitive bids, where

the sum total shall not exceed thirty five thousand (\$35,000) dollars per commodity and/or piece of equipment, if to do so is in the Town's best interest.

F. Books and Records of Town aided organizations:

- i. The Board of Selectmen, [Chief Administrative Officer](#), the Board of Finance, or their designee shall have access at all reasonable times to the records and books of account of town-aided organizations
- ii. The town shall make no contribution to any organization if prohibited by Connecticut General Statutes. No contribution of more than two thousand (\$2,000) per annum shall be made to any organization or corporation whose appropriate financials records are not submitted to the Board of Finance along with its request for an appropriation. Any organization requesting an appropriation in excess of twenty-thousand dollars (\$20,000) shall submit a financial statement prepared by a certified public accountant. No contribution of more than one hundred thousand (\$100,000) per annum shall be made to any organization or corporation who does not comply fully with the requirements in Sections 9-1 and 10-2 of this Charter in the same manner for elected and appointed boards.

CHAPTER XI  
MISCELLANEOUS PROVISIONS

Section 11-1 Amendment

This Charter may be amended in the manner prescribed by the General Statutes, as amended.

Section 11-2 Savings Clause

If any Section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of the Charter nor the context in which such Section so held invalid may appear, except to the extent that an entire section or part of Section may be inseparably connected in meaning and effect with the Section or part of Section to which such holding shall directly apply.

Section 11-3 Referendum: Effective Date

Amendments to this Charter shall be submitted to the electors of Clinton at the regular Town election to be held November 3, 2009 in accordance with the provisions of Chapter 99 of the General Statutes, as amended, and its provisions shall become effective upon the approval of a majority of the electors voting thereon except as follows;

Section 11-4 Charter Study Commission

The Board of Selectmen shall appoint a Charter Study Commission not later than five (5) years from the effective date of this Charter.

Section 11-5 Existing Laws and Ordinances

- A. All the general laws and special acts of the state of Connecticut, applicable to the Town and Town ordinances shall continue in full force and effect, except insofar as they are inconsistent with the provisions of this Charter.
- B. The following Special Acts are made part of this charter;
  - 1. House Bill No. 418 - AN ACT CONCERNING CERTIFICATION OF THE RECORDS OF KILLINGWORTH BY THE TOWN CLERK OF CLINTON, JUNE 18, 1912;
  - 2. House Bill No. 371-AN ACT CREATING A BOARD OF POLICE COMMISSIONERS AND A POLICE DEPARTMENT IN THE TOWN OF CLINTON, MAY 29, 1939.

Dated at Clinton, Connecticut this 4th day of September 2012.

To be effective as per Connecticut General Statute 7-191f. Effective date December 6, 2012.