

MINUTES
CHARTER REVISION COMMISSION
June 1, 2016

PRESENT: Chairman James Staunton, Commissioners Dennis Donovan, Karen Marsden, Peter Nye, Lynn Hidek, Eric Bergman, Brad Sullivan

Absent: Gary Bousquet, Art Kuever

Guests: John Allen, Bruce Farmer, Barbara Farmer

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

Correspondence:

Letter from John Allen with the following Charter Revision suggestions:

- “Ensure that residents know how Clinton operates: BOS, BOF, BOE and all Boards, Commission, Agencies, etc. and what they do, when they meet, elected or appointed, etc.
- Effectively communicate throughout Clinton when any seat is vacant, what it concerns and how to be considered.
- Facilitate the route for unaffiliated residents – without any need to go through the RTC or DTC – to make their intentions known to a specific Board, Agency and/or the BOS and be considered.
- Reconstruct Boards and Commissions compositions to reflect that 50% of our folks are unaffiliated and give those unaffiliated residents a simple path and process to seek seats, without any need to be vetted and nominated by a Party Selection Committee.”

Letter from Board of Finance Chairman Jack Scherban re: recommendation that department heads should have discretionary authority to transfer between line items within a limit of \$20,000.

- “The Board of Finance’s recommendation is that the policy remains the same. The department heads should still submit transfer requests to the Board of Selectmen and the Board of Finance. In this tight economic environment, the existing policy would maintain transparency.”

Letter from Planning and Zoning Commission Vice Chairman Michael Knudsen regarding splitting the Planning and Zoning Commission into two separate Commissions.

- First Selectman B. Farmer spoke explaining the reasons not to split the Planning and Zoning Commission as follows:
 - It was previously split and it did not work due to lack of cooperation and critical timing
 - More administrative support, volunteers and education would be needed
 - There are differing views and visions between the two commissions which would slow down the processHe suggested having key leadership, working together, 9 members on the commission and more subcommittee meetings to review the applications prior to the commission meetings.

A Town Planner working well with Land Use, Planning and Zoning, the Economic Development Commission and the First Selectman, attending multi-state groups and possessing many disciplines would be beneficial.

J. Staunton will reach out to G. Bousquet, Chairman of the Planning and Zoning Commission to determine who should address the Charter Revision Commission regarding this proposed P&Z Commission split.

Minutes of May 18, 2016:

A motion was made by K. Marsden, seconded by L. Hidek to approve the minutes of May 18, 2016 as submitted. The motion carried unanimously.

A motion was made by K. Marsden, seconded by D. Donovan to change agenda item #4 (Address public hearing comments) to Old Business. The motion carried unanimously.

Old Business:

J. Staunton spoke to a COST representative and on May 24, 2016 a table noting changes made in CT towns' charters was forwarded. This table will provide important informative during the charter revision process.

CCM was contacted to acquire charter revision information; B. Farmer will follow up with B. West to acquire this info.

B. Sullivan provided a rough schematic drawing to begin the subcommittee discussion.

The Line Item Transfer, a charter revision recommendation was discussed. Some thoughts were:

- Consider allowing department heads to move 5% (proportionate to their budget)
- The BoS and BoF (though a cumbersome process) provide the necessary checks and balances
- This provides the transparency needed

A motion was made by K. Marsden, seconded by D. Donovan to act upon Item 1: Line Item Transfers – Flexibility and to make no change to Section 10-4 A-D and to keep it as currently written. The motion carried unanimously.

Authority Over Communications Center was reviewed and the commissioners questioned the need for this revision. J. Staunton suggested that he contact Chief DeMaio to discuss the need for this charter revision. A motion was made by P. Nye, seconded by K. Marsden to make no change or addition to Chapter 8 section 14, (addition) sub-section E. The motion carried with a vote of 6 in favor and 1 opposed (E. Bergman).

Term Limits: "Recommends that no person shall be allowed to sit on any elected or appointed board, committee or commission for more than eight consecutive years, counting only full terms and not counting the term they are in at the time Charter Revision is passed.

- Some thought this would not be necessary for appointed or committee members
- For future discussion consider this revision for BoS, BoF, BoE and Police Commission
- Others felt it is up to the voters to vote for those individuals they want on the boards, committees and commissions.
- This may need to be rewritten after receiving input from other towns noting how term limits affected them.

A motion was made by P. Nye, seconded by E. Bergman to table this Charter revision recommendation. The motion carried unanimously.

Human Resource Function – hiring a Human Resources Manager.

- B. Farmer reported using a consultant in this position eliminates the benefits
- Consider using a consultant firm to hire the Human Resources Manager
- Consider regionalizing (with neighboring towns) the Human Resource Manager position

A motion was made by P. Nye, seconded by K. Marsden to table this Charter revision recommendation. The motion carried unanimously.

Assignments:

Commissioners feel the Town Manager issue should be tackled. They will review other towns that have a Town Manager/Town Council to acquire information. A public hearing to discuss having a Town Manager will be arranged to have a conversation with the community regarding this position and form of government. A motion was made by B. Sullivan, seconded by P. Nye to schedule a Public Hearing to discuss a Town Manager/ Town Council. The motion carried unanimously.

Each commissioner will choose two towns having a Town Manager/ Town Council to gather information to share with the commission. The CERC data sheet should be the template for the information gathered.

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

Respectfully submitted, Wendy McDermott, Clerk