

MINUTES  
CHARTER REVISION COMMISSION  
October 5, 2016

PRESENT: Chairman James Staunton, Commissioners Brad Sullivan, Art Kuever, Dennis Donovan, Gary Bousquet, Lynn Hidek and Karen Marsden

Absent: Eric Bergman and Peter Nye

The meeting was called to order at 7:05 p.m.

Correspondence:

The Commission received an email from Paul Beaulieu offering his insight on a Town Manager form of government. J. Staunton spoke with P. Beaulieu and reported on this conversation. If the commission wishes P. Beaulieu can attend one of their meetings.

Minutes of September 21, 2016:

- A motion was made by L. Hidek, seconded by K. Marsden to approve the minutes of September 21, 2016 as amended (under Old Business, First Selectmen's comments, bullet 4, circle 6 A Town Manager must have a master's degree (add) "in Public Administration and Accounting or Finance Certification". The motion carried unanimously.

Visitors: None

Report from Subcommittees:

The General Subcommittee recommends the following:

- **Section 3-6 Board of Finance**
  - Change six (6) members to "seven (7) members"
- Add under **Section 4-5 Special Town Meeting Actions**
  - "6. Land Swap Transactions"
- A dollar figure that will trigger a referendum
  - "Any appropriation over \$100,000 will go to referendum"
- **Under Chapter VII: Appointive Boards**
  - Add the "Fire Commission" with terms pending the ordinance
- Add Q under **Section 5-7 Additional Powers:**
  - "Q. First Selectman with the approval of the Board of Selectmen and Board of Finance shall approve the salaries of all personnel.
- Under **Section 8-1 Terms of Office: Qualifications: Powers and Duties:** make a reversal of Board of Selectmen or the First Selectman, it should read as follows:
  - Appointments shall be made by the First Selectman or the Board of Selectmen, as may be....."
- **Section 8-6 Department of Health; Sanitarian**
  - Remove this section
- Under **Section 8-8 Town Clerk; Salary; Assistant Town Clerk, Section B** should read as follows:
  - "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 and all statutory and other fees shall be remitted monthly to the Town Treasury."
- **Section 8-15 Medical Out-Patient Transportation Services**
  - Remove this section
- **Section 8-16 Inland-Wetlands Enforcement Officer**
  - Change "may hire" to "shall hire"
- **Section 8-20 Town Planners**
  - Change "may hire" to "shall hire"

The Town Manager Subcommittee (B. Sullivan, A. Kuever and J. Staunton) made their report:

- They reviewed the key documents
- Reviewed Cromwell's Charter
- Will utilize a Cloud based drop box program to review color coded edits made by this subcommittee

There was discussion regarding the pros and cons of creating and presenting two parallel documents to the Board of Selectmen. The one document will be color coded to show all revisions. One document (to include all revisions and the Town Manager position) will be presented to the Board of Selectmen for their review and decision whether it goes to referendum.

The term Town Manager will be changed to Chief Administrative Officer and this title will be reflected in the Charter revision.

Some items discussed, but not determined were:

- By state statute does a town have to hire an Inland Wetlands Officer (IWO)
- A four (4) year term for the First Selectman

The meeting was adjourned at 8:33 p.m.

The next meeting is scheduled for 7 p.m. on October 19<sup>th</sup> and the subcommittees will begin their meetings at 6:30 p.m.

Respectfully submitted,

Wendy McDermott  
Clerk