

MINUTES
CHARTER REVISION COMMISSION
October 19, 2016

PRESENT: Chairman James Staunton, Commissioners Karen Marsden, Lynn Hidek, Eric Bergman, Art Kuever

Absent: Brad Sullivan, Peter Nye, Dennis Donovan

The subcommittee meetings were not held.

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

Correspondence/e-mails:

1. An email was received from Economic Development Commission Chairman John Allen requesting the Charter Revision Commission consider adding three (3) alternate members to its seven (7) regular member commission. This will be reviewed and discussed at the next meeting.

Minutes:

A motion was made by L. Hidek, seconded by K. Marsden to approve the minutes of October 5, 2016 as submitted. The motion carried unanimously.

Visitors: None

Report from Subcommittees: None

Old Business:

- Last month it was recommended to delete Section 8.6 Department of Health – Sanitarian. However, it was explained that according to state statutes it should remain in the charter.
- Discussed the need to hire an Inland Wetland Enforcement Officer. It was explained that if an Inland Wetland Commissioner or an Inland Wetland Department staff member has Inland Wetland Certification the town does not have to hire an Inland Wetlands Enforcement Officer. Therefore it was decided to keep Section 8-16 – Inland Wetlands Enforcement Officer as presently written (The Board of Selectmen “may” hire an Inland Wetlands Enforcement Officer....
- It was recommended that if the town has a Chief Administrative Officer, then the First Selectman should have a two (2) year term
- Section 9-3 Merit System, Subsection B –
 - Typographical errors to be corrected:
 - “person” to “persons”
 - change the word “elective” to “elected” Officers;
- Discussed whether the state statute information should be included in the Charter as references
- Section 9-4 – Removal from Office – this section may be revisited under a Chief Administrative Officer.
- Section 9-4 – Section B – Discussed this section and how to handle appointed members not attending the required number of meetings
- Chapter X – Finance and Taxation – this need to be revisited to determine the procedures under a Chief Administrative Officer
- In a conversation with P. Beaulieu, he recommends that should a Chief Administrative Officer be hired that we keep the Board of Finance
- Discussed having the budget approved by July 1 or it reverts back to the last budget passed by the Board of Finance
- Section 10-4 – Special Appropriations and Transfers of Appropriations – A. Kuever read portions from the Cromwell Charter regarding how they handle appropriations
- Discussed special town meetings and how to handle the sum between zero and \$100,000
- Section 10-5 – Emergency Appropriations – Questioned who declares a state of emergency

- 10-6 – Expenditures and Accounting
 - Hire with a financial cap – attorneys, engineers, expert consultants
 - There are reasons that municipalities use a large firm with many employees
 - A Chief Administrative Officer will be able to network and get workers to address issues
 - For a competitive bid process the legal notice is published in the newspaper and it is then the bidders responsibility to read it and submit their bid
 - The town should have a procurement policy – town goes out for RFQ to show qualifications of the bidders
 - It was suggested this be added to the charter “All goods and services shall follow the procurement policies of Clinton”
 - A template document will be reviewed
- The timeline was discussed and reviewed
- Some changes go into effect 30 days after the charter is passed at referendum, the elected boards don’t go into effect until the municipal election.

New Business: None

Chairman Comments: None

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Wendy McDermott
Clerk