

MINUTES  
CHARTER REVISION COMMISSION  
November 2, 2016

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

Absent: Peter Nye, Eric Bergman

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

Correspondence: An email from Economic Development Commission Chairman John Allen requesting the Charter Revision Commission revise the charter to include three (3) alternates to the Economic Development Commission roster. The Charter Revision Commission decided to not move on this request as it creates an administrative burden tracking the members and will not improve the situation.

Minutes: A motion was made by D. Donovan, seconded by B. Sullivan to approve the minutes of October 19, 2016 as submitted. The motion carried with a vote of 4 in favor and 3 abstentions (D. Donovan, G. Bousquet and B. Sullivan).

What is the role of the Charter Revision Commission? J. Staunton spoke with Attorney Bennet and reported that the Charter Revision Commission has to submit their recommendations to the Board of Selectmen (with a sample template document) Attorney Bennet would then have the task of preparing this document and ensuring the recommendations do not conflict with state statutes. Pertinent information, those to include but not be limited to, to be given to Attorney Bennet are the minutes of all Charter Revision minutes and working draft.

The Cromwell town's organizational chart was distributed for review.

Some points of information to be included in the charter are:

- If a Chief Administrative Officer is hired, that position would be full time.
- The First Selectman would become a part time position.
- All hired employees would report to the Chief Administrative Officer (CAO)
- All appointed and elected employees would report to the Board of Selectmen
- Discussed the position of Zoning Enforcement Officer – who would hire and who would he report to? Consider putting in the Charter “The Zoning Enforcement Officer (ZEO), only upon the recommendation of the Planning and Zoning Commission, can be fired.” It was noted that the ZEO is in the Supervisory Union and would have to follow and consider the collective bargaining units.

A motion was made by D. Donovan, seconded by B. Sullivan to add “Once the Capital Expenditure Budget has been approved no additional appropriations, with the exception of emergency appropriations, can be approved until the next budget year.” The motion carried unanimously.

A motion was made by D. Donovan, seconded by B. Sullivan to go to a referendum for any appropriation over \$100,000. This motion was withdrawn by D. Donovan and B. Sullivan. This item will be discussed at the next meeting to consider the possibility of setting a quorum limit for special appropriations.

New Business: None

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Wendy McDermott  
Clerk