

TOWN OF CLINTON
LEGAL NOTICE
PROPOSED CLINTON CHARTER REVISIONS

Set forth below are the proposed amendments to the Clinton Charter approved by the petition of August 17, 2017 for submission to the voters of the Town of Clinton. A complete copy of the charter with amendments is available in the town clerk's office and a copy shall be mailed or otherwise provided to any person who requests a copy. The text below only represent the proposed amendments to the Town of Clinton's Charter. The full text is available in the town clerk's office, 54 East Main St., Clinton CT 06413.

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 The Town Manager as provided in this Charter according State Statutes.

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 3-6 ~~Board of Finance~~

~~The Board of Finance shall consist of six (6) members, each of whom shall be elected for a term of four (4) years. The members shall serve overlapping term. At each regular municipal election, there 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) 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-~~97~~ 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-~~108~~ 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-~~119~~ 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-~~1210~~ 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-~~1311~~ 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~~12 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.

Section 3-13 Board of Police Commissioners Alternates

The Board of Police Commissioners Alternates shall consist of 2 (2) 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 4-4 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:

Yes / No /

- 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 \$_____.

Yes / No /

- 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~~Town Manager, 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 First Selectman or a member of 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 Town Manager 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.

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 \$250,000 (excluding Education Budget).

CHAPTER V BOARD OF SELECTMEN

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 ~~one~~twice a ~~week~~month and at least one meeting a month shall be held during the evening hours.

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 Agencies agencies of the Town. The Board of Selectmen, as provided herein, shall have the power to appoint the Town-Manager and all regular and Town boards, commissions and agencies.~~
- 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 Town Manager, 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.
- D. The Board, except for the purpose of inquiries and investigations under Section 5-3, shall deal with all Town officers and employees who are subject to the direction and supervision of the Town Manager solely through the Town Manager, and the shall not give orders to any such officer or employee, either publicly or privately.

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. Shall have the power to lease real property for no more than a three (3) year period;~~
- ~~D. Shall authorize the execution of contracts, leases, deeds, and other legal instruments by the First Selectmen;~~
- ~~E. Shall approve or reject any collective bargaining agreement for the Town employees;~~
- F.A. Shall with the advice of the Town Counsel, institute, prosecute, defend, or compromise any legal action or proceeding by or against the Town;
- ~~G.B.~~ 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. May, when requested by any Officer, Board, Commission, or Agency, and after 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. 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. Shall authorize the submission by the First Selectman of applications for Federal, State or Regional grants;~~

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

Ø.C. May call a Special Town Meeting for any proposal it deems of sufficient importance.

~~P. 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.~~

~~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.~~

CHAPTER VI
FIRST SELECTMAN

Section 6-1 General

- A. ~~The First Selectman shall serve full 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 but shall have no administrative duties. The First Selectmen 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, and accrual of sick days, personal days or any other form of employee benefit.
- B. The First Selectman shall be a full voting and participating member of the Board of Selectmen and shall preside at all meetings 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 ~~the Board of Finance~~, but without the power to vote.
- D. The First Selectman, except for the purpose of inquiries and investigations under Section 5-3, shall deal with all Town officers and employees who are subject to the direction and supervision of the Town Manager solely through the Town Manager, and shall not give orders to any such officer or employee, either publicly or privately.

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. 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.~~
- ~~D. 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.~~

CHAPTER VII
APPOINTIVE BOARDS

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.
~~—members all appointed to serve overlapping terms.~~
- A. The Fair Rent Commission shall consist of five (5) members, all appointed to serve overlapping terms.

Section 7-9 Terms Pending Ordinance

- A. The Fire Commission shall consist of (5) members and (2) 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 Town Manager, 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. No Individual can hold two elected positions concurrently.

Section 8-2 Assessor~~Town Manager~~

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

A. The Board of Selectmen shall appoint for indefinite term a Town Manager. Prior to appointing the Manager, 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 Town Manager shall be appointed solely on the basis of executive and administrative qualifications, character, education, professional training, and experience. The Town Manager 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 Town Manager shall serve a specified term not to exceed three (3) years pursuant to a contract between the Selectmen and the Town Manager. There shall be no limitation on the number of times the Selectmen may execute a new contract with any particular Town Manager. 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 Town Manager is not duly executed at least sixty (60) days prior to the expiration of the contract, the Town Manager 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 Town Manager. 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 Town Manager, 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 Town Manager as provided herein.

B. The Selectman may approve the suspension or removal of the Town Manager 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 Town Manager by certified mail to the Town Manager last known address or by hand-delivery.

A. Within fifteen (15) days of the resolution regarding the Town Manager's removal or suspension, the Town Manager 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 Town Manager fails to timely respond, the Board's suspension or removal shall be deemed final.

B. In the event the Town Manager 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.

C. 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.

D. The Town Manager 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 Town Manager. However, upon the effective date of such removal as provided herein, the Town Manager shall no longer receive any salary and benefits, except benefits otherwise vested by law.

Section 8-4 Powers and Duties of the Town Manager

The Town Manager shall be directly responsible to the Board of Selectmen for the administration of all departments, agencies and offices in charge of persons or boards appointed by the Town Manager and shall supervise and direct the same. He or she shall devote full time to the discharge of the duties of the office. The Town Manager shall see that all laws and ordinances governing the Town are faithfully executed; shall make periodic reports to the Board of Selectmen and shall attend its meetings with full right of participation in its discussions but without a right to vote and may attend meetings of the Board of Education and other Town boards and commissions, but shall have no power to vote on any question under any circumstance; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year, an annual Town report; shall require each board, commission and officer of the Town to submit a written quarterly progress report of their official activities to the Town Manager for submission to the Board of Selectmen; shall recommend to the Board of Selectmen such measures as he or she may deem necessary or expedient; shall keep the Board of Selectmen fully advised as to the financial condition of the Town; shall prepare and submit to the Board of Selectmen an annual budget; and shall exercise such other powers and perform such other duties as may be required of the Town Manager by ordinance or resolution of the Board of Selectmen not inconsistent with this Charter. The Town Manager may, with the approval of the Board of Selectmen, 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, or any other body politic or corporate. The Town Manager may consolidate or combine offices, positions, departments or units under his or her jurisdiction, with approval of the Board of Selectmen. The Board of Selectmen shall not diminish by ordinance, vote or otherwise the powers and duties of the Town Manager, except those powers and duties imposed by the Board of Selectmen under the provisions of this section.

Section 8-5 Appointments

The Town Manager shall appoint all officers and employees of the Town except as otherwise specifically provided in this Charter. The appointments by the Town Manager shall be confirmed by a majority of the Board of Selectmen, following recommendation by a search committee appointed by the Board of Selectmen. In lieu of any appointment by the Town Manager or appointees to any office under his or her jurisdiction, the Town Manager may, subject to the approval of the Board of Selectmen, perform the duties of any office under his or her jurisdiction, except those of the Town Treasurer. The Town Manager may designate one of his or her appointees to serve as acting Town Manager during the Town Manager's absence. The Town Manager shall appoint and may remove the following Town officers: Town Clerk, Civil Preparedness Director, Fire Marshal, Director of Finance, Tax Collector, Assessor, Building Official, Town Planner, Director of Human Services, Director of Park of Recreation, Police Chief and Director of Public Works.

Section 8-6 Assessor

The Town Manager 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 Professional Consultants

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

Section 8-~~59~~ Civil Preparedness Director

~~The Board of Selectmen~~Town Manager 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~~Town Manager 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~~Town Manager may decide, subject to the necessary appropriation being made.

Section 8-~~711~~ Fire Marshal; Deputies

~~The Board of Selectmen~~Town Manager 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 Board of Selectmen~~ Town Manager, 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~~ Town Manager shall hire a certified building official responsible for the administration of the Basic Building Code of the State of Connecticut.

Section 8-1115 Directors of Human Services

The ~~Board of Selectmen~~ Town Manager 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,~~ The Town Manager shall hire 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-~~14~~18 Police Department; Police Commission; Police Chief

- A. The Police Department shall be headed by the Chief of Police, who shall be hired by the Town Manager, 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.

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.~~

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Section 8-~~16~~ 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-~~17~~20 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.~~ Town Manager. 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~~ Town Manager 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~~ Town Manager and ~~Board~~ The Director of Finance..
 - Advise the ~~Board of Selectmen~~ Town Manager 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~~ Town Manager.

* [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~~ Town Manager 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 following recommendation by a search committee appointed by the Board of Selectmen~~ Town Manager. 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~~ Town Manager shall hire an American Institute of Certified Planners (AICP) certified Town Planner.

CHAPTER IX
GENERAL

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~~ Town Manager and 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 Town Manager, 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 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~~elected Officers and ~~person~~persons appointed to fill vacancies in ~~elective Officers; elected 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 Town Manager, with approval of the Board of Selectmen, 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.

CHAPTER X FINANCE AND TAXATION

Section 10-2 Preparation of the Budget

- A. Annually, at such time and in such manner as the ~~Board of Selectmen~~Town Manager and the ~~Board~~Director 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 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~~Town Manager 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~~Director 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 Town Manager ~~Board of Finance~~ may require, the ~~Board~~Director of Selectmen ~~Finance~~ shall present to the Town Manager ~~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.~~ 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~~Town Manager and the Director of Finance shall hold hearings with each Department, Office, Board, Commission or Agency on the proposed budget. The ~~Board of Finance~~Town Manager 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~~Selectmen with the Town Manager 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~~Town Manager 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~~Town Manager 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~~Town Manager and the Director 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~~Town

Manager which ~~shall~~may forward such requests together with their comments or recommendations to the BoardDirector of Finance. The BoardDirector of Finance shall act on all requests for special appropriations.

- B. The BoardDirector of SelectmenFinance, when requested by a Town agency and after approval of the Board of FinanceTown Manager, 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 Town Manager and the Board of FinanceSelectmen.
- 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 Town Manager and the Board of FinanceSelectmen.
- D. The BoardDirector of Finance, upon appropriate request, and recommendation of the Board of SelectmenTown Manager, may transfer unexpended balances from one appropriation to another.

Section 10-5 Emergency Appropriations

The Town Manager or 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~~Town Manager.
- B. The Board of SelectmenTown Manager 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 SelectmenTown Manager 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~~Town Manager 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~~Director 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~~Town Manager 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 Town Manager, Board of Selectmen, ~~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~~Director 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.

Dated at Clinton, Connecticut this 6th day of September, 2017

Bruce N. Farmer, First Selectman