

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
January 3, 2012 - 7:00 p.m.**

***6:00pm WORK SESSION:** **Library Services & Finances**

***Meeting Location: Plainville Public Library - Auditorium**

I. 7-7:30 pm TOWN COUNCIL CITIZENS FORUM

II. PUBLIC HEARING

- An ordinance entitled “Encumbrance Ordinance”
- Appropriation to perform a Municipal and School District Operations Feasibility Study

III. REPORT OF TOWN MANAGER

1. Encumbrance Ordinance
2. Municipal and School District Operations Feasibility Study
3. Charter Revision Discussion
4. Bond Sale
5. WPC Collection System/Sewer Line Repairs
6. Happenings (S. Osle)

IV. REPORT OF TOWN ATTORNEY

V. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

VI. ORAL PETITIONS (Old or New Business Agenda Items)

VII. MINUTES OF PREVIOUS MEETING

Minutes of December 19, 2011 Regular Meeting

VIII. ANNOUNCEMENTS – REPORTS

IX. APPOINTMENTS/RESIGNATIONS

1. Conservation Commission Appointment
2. Firefighter Appointment

3. Second Assistant Fire Chief Appointment
4. PACTAC Resignations
5. Veterans Commission Resignation
6. Recycling & Solid Waste Commission Resignation
7. Appointments and Re-appointments to Boards and Commissions

X. OLD BUSINESS

XI. NEW BUSINESS

1. Consider an ordinance entitled “Encumbrance Ordinance”
2. Consider appropriation to perform a Municipal and School District Operations Feasibility Study
3. Sewer User Fee Adjustments
4. Award Bid# 2012-02, WPC Collection System/Sewer Line Repairs
5. Resolution regarding Charter Revision Commission
6. Tax Refunds – See Addendum
7. Executive Session: Town Manager Evaluation

XII. ADJOURNMENT

Chairwoman Pugliese called the meeting to order at 7:00pm, Tuesday January 3, 2012 in the Council Chambers of the Municipal Center, One Central Square Plainville. Also present were Vice Chairman Saunders, Council members Drezek, Wazoroko, Christopher, Toffey, Hurley, Town Manager Lee and Town Clerk Skultety.

I. TOWN COUNCIL CITIZENS FORUM

John Kisluk, 65 Forestville Ave. commented the best way to control the Board of Education was through their budget and does not see the need for an encumbrance ordinance or feasibility study.

Domenick D’Onofrio, 11 Tyler Ave. would like to see the Town Council and Board of Education try to work together before going for a feasibility study.

Joanne Edman, 166 West Main St. questioned the need to spend money for a study and suggested the Board of Education could eliminate staff.

The business portion of the meeting began at 7:30pm. Town Attorney Mastrianni and Assistant Town Manager Osle were in attendance. Vice Chairman Saunders led the Pledge of Allegiance.

II. PUBLIC HEARING

Town Clerk Skultety read the following legal notice:

**LEGAL NOTICE
TOWN OF PLAINVILLE
TOWN COUNCIL PUBLIC HEARING
January 3, 2012**

NOTICE IS HEREBY GIVEN that the Plainville Town Council will hold a public hearing at 7:30 p.m. on Tuesday January 3, 2012 in the Council Chambers of the Municipal Center, One Central Square in Plainville to hear public comment on the following:

1. Consider proposed ordinance entitled “Ordinance Regarding Encumbrances”
2. Consider appropriation not to exceed \$50,000 from Undesignated Fund Balance for a “Proposal to Perform a Municipal & School District Operations Feasibility Study”

Copies of proposed ordinance are available in the Town Clerk’s Office and the Plainville Public Library during regular business hours.

Dated at Plainville, Connecticut this 29th day of December 2011

Chairwoman Pugliese opened the first hearing to public comments.

1. Ordinance Regarding Encumbrances

Foster White, 7 Overlook Dr. asked the Town Council to be careful before taking any action. There needs to be further study into any negative consequences the ordinance may have on the Board of Education.

Chairwoman Pugliese commented it is not the Town Council’s intention to vote on either topic tonight, that they are here to listen to public comment.

John Kisluk, 65 Forestville Ave. believes the ordinance is unnecessary and does not to waste money on something that may possibly be illegal.

Marliss Pavano, 10 Testa Dr. requested the Town Council to give the ordinance careful consideration. The Board of Education has a new Superintendent and she asked that he be allowed to work with the new BOE and to try to work together.

Domenick D’Onofrio, 11 Tyler Ave. commented that the Town Council as the Board of Finance can control the budgets and would like to see the Town Council and the Board of Education try to work together.

Rich Piotrowski, 14 Peace Ct. commented that the ordinance is not necessary. The elected Board and Town Council and the professional management can work things out together.

George Fensick, 2 Pinecrest Dr. commented the Board of Education and the Town Council will not always have the same make-up it has now. It would be good to have a procedure in place for future Councils and Boards.

Hearing no further comments the first public hearing was closed.

2. Proposal to Perform a Municipal & School District Operations Feasibility Study

Chairwoman Pugliese briefly commented that BlumShapiro has stated that there may not be substantial savings in the process but feels it may be possible to realize savings in efficiencies over the years. Laying people is not a part of the process. While the cost of the study is a concern Plainville has recently refinanced bonds resulting in a savings of \$787,355 over the remaining life of the bond. The Manufacturing Grant from the State has been approved and the Town will be receiving approximately \$400,000 additional funds. This information did not come out until after the budget was approved.

Vice Chairman Saunders stated the BlumShapiro study will look at whether it is feasible to combine the Finance and Human Resource Departments between the Board of Finance and the Town. The evaluation would look at every job, rolls and responsibility and determine how best to use the resources and to be the most effective and efficient for the citizens of Plainville. It is to find efficiencies and share information. The Town Council needs the expertise of the auditors to combine finance departments and to accomplish this in a thoughtful way that will provide the best results for everyone. It will not work if it is forced. No one has stated they are against transparency and while he understands some may be upset, he's upset about the expense but everything worthwhile costs money.

Chairwoman Pugliese opened the hearing to public comments.

Tom Warnat, 11 Eastwood Dr. is opposed to spending \$50,000 and stated he has not seen a feasibility study performed by auditors. The Town has a new Superintendent and asked that he and the Town Manager work together and to wait for 6 months before taking any action.

Rosemary Morante, 28 Welch St. urged the Town Council not to move forward with the study. The Town Council and the Board of Education are governed for transparencies and suggested that staff look for ways to work together.

Foster White, 7 Overlook Dr. thinks it is unwise to spend \$50,000 when perceptually there is not much to gain. He suggested putting off the study and utilizing current resources and questioned why the study has not gone out to bid. He thinks it is unwise for auditors to perform the study and that everyone should work together as a team.

Tabitha Manafort, 33 Lena Dr. questioned why the study has not gone out to bid and if the finance departments were combined who has the final say? She mentioned some parents have concerns and questioned if the combination goes through will the Town be able to tell the Board of Education how to spend their money.

Vice Chairman Saunders answered it is not the purpose to micromanage the Board and understands there are State laws that will not allow the Town tell the Board how to spend its money.

John Kisluk, 65 Forestville Ave spoke of various revenues that the Town receives are down and would rather see \$50,000 put towards paying down debt or to improve toads. BlumShapiro stated no employees will be eliminated and there will not be any savings and reiterated that the Town Council and Board of Education must work together.

Rich Piotrowski, 14 Peace Ct. is against the study and spending \$50,000. There is a new Superintendent, a new Board of Education and a new Town Council. He suggested going through one budget cycle before any rearranging of how things are done.

Marliss Pavano, 10 Testa Dr. in not in favor of spending the money and suggested the Board of Education and the Town Council work together and possible cross-training of the Business Manager and the Finance Director.

George Fensick, 2 Pinecrest Dr. feels the study and possible combination would eliminate the changes in personalities in future Boards and Councils. It would create financial transparencies and eliminate the questions that were asked when requested information was not given to the Town Council. He also mentioned other towns were also looking into combining finance boards.

Charlotte Koskoff, 8 River Edge Ct. questioned the goals of the study, what \$50,000 is meant to accomplish, what was broken and specific reasons for the study?

Vice Chairman Saunders responded the money is for a study by BlumShapiro to look at the Finance and Human Resource Departments and make a determination as to whether or not it is feasible to combine them and if it is, to then provide a plan of how to go about doing it. Reasons included, last year the Board of Education not supplying financial information or charging the Town Council for the information and the need to file with FOI. Residents have asked Council members why that happened and wanted change. The problem is information needs to be shared freely.

Charlotte Koskoff did not want to respond about last year's Board of Education but asked if spending \$50,000 was to respond to last year's problems.

Councilwoman Toffey responded that this is not about last year's problems. After the last two budgets, exit polls showed citizens were in favor of combining the departments. At a recent combined Board and Council meeting BlumShapiro clearly explained how they would go about the feasibility study.

Domenick D'Onofrio, 11 Tyler Ave. reiterated he would like to see the Town Council and the Board of Education work together but if they cannot then he is in favor of spending the money for the study.

Deb Hardy, 17 Maria Rd. is in favor of the study and had been in a similar situation, a good experience with positive results.

Mike Giuliano, 26 Norton Pl. is looking for efficiencies, possible ways to combine services or departments and other ways to improve and to work together.

Hearing no more comments Chairwoman Pugliese closed the hearing.

At 8:40pm Councilman Wazorko motioned for a 5 minute recess. The motion was seconded by Councilman Drezek and passed 7-0.

III. REPORT OF TOWN MANAGER

- **Happenings (S. Osle)**

Assistant Town Manager Osle reported on activities within the Police Department, Roadways, Finance Department and Social Services. She then left the meeting at 8:50pm

Town Manager Lee reported on the following topics:

- **Encumbrance Ordinance**

A public hearing was held earlier in the meeting on the proposed Ordinance.

The purpose of the proposed Ordinance is to detail the procedures regarding end-of-year and outstanding encumbrances. The Ordinance also gives a clear definition of what is an encumbrance.

The Ordinance is intended to insure that all Town departments follow a consistent approach and process when dealing with encumbrances.

The consideration of this Ordinance will be placed on the January 17th Town Council agenda.

- **Municipal and School District Operations Feasibility Study**

A public hearing was held earlier this evening on a proposed additional appropriation of up to \$50,000 to have BlumShapiro, the Town Auditors, conduct a study to determine the potential benefits and the best strategy to combine certain financial and human resource functions of the Town and Board of Education.

Before moving forward with the study it is recommended that the Town Council seek a consensus from the Board of Education confirming that they are receptive to the notion of combining some of the financial and human resources functions into one department based upon the recommendations of the study before engaging BlumShapiro.

A proposed letter to the Board has been drafted for your consideration. The Board of Education is meeting next Monday evening where they will discuss the proposed Feasibility Study. The consideration of this appropriation will be placed on the January 17th Town Council agenda.

- **Charter Revision Discussion**

A Proposed *Resolution Establishing and Charging a Charter Revision Commission* has been prepared for consideration this evening. If the Town Council wishes to have proposed revisions to the Town Charter considered on next November's election ballot, the Committee should submit a report on or about June 4, 2012.

Eleven persons to date have expressed interest in serving on the Charter Revision Commission. They are: Robert Berube, Robert Michalic, Richard Ireland, Jr., John Gasparini, Robert Cornish, Daphne Adams, Marie Cassidy, William Brayne, Rosemary Morante, Jo Rosinski and Foster White.

There is an item under **New Business** regarding the proposed resolution and the formation of the Charter Revision Commission.

- **Bond Sale**

On December 20th the Town received bids on a bond sale totaling \$12,535,000. Of that amount, \$12,060,000 was for the refinancing of previously issued debt and \$475,000 was for the completion of the permanent financing of the Toffolon Elementary School renovation and expansion project.

The low bidder submitted an overall true interest cost of 2.05% . This interest cost will result in a savings of \$787,355 over the remaining years of the bonds with a good portion of the savings being available in the next two fiscal years.

According to the current debt schedule, debt service was going to increase by over \$357,000 in the next fiscal year. As a result of the refinancing, the increase will be significantly less than what was expected. It is now anticipated that the proposed increase for next year will be less than \$100,000.

This is the second time that the Town has refinanced debt to take advantage over the low interest rates that are currently available in the municipal bond market. As a result, the Town has saved over \$1.3M.

- **WPC Collection System/Sewer Line Repairs**

The Town recently solicited quotes from local contractors to perform emergency repair work on the sewer system. An on-call contractor is necessary to be available when there are sewer blockages that require immediate excavation and repair. Three quotes were received with the low quote submitted by American Excavating of Plainville.

The rate that is eventually paid is dependent upon the equipment that may be used during the repair. There is an item under **New Business** that would award this work to American Excavating.

- **Sewer User Charge Adjustments**

The annual sewer usage bills were mailed on November 1st. Sewer usage charges are based upon the amount of water that is used by the property owner during the winter quarter. This is generally the time of the year where all the water that is used ends up in the sewer system.

Eleven property owners questioned the amount of the bill. Town staff reviewed all of the bills and the water usage and is recommending adjustments to seven of them. A detailed memo describing the circumstances for each of the eleven properties was included in the meeting information package.

There is an item under **New Business** regarding the staff recommendations regarding the sewer user charge bills.

- **Annual Report**

The Comprehensive Annual Financial Report has been filed for Fiscal Year Ended June 30, 2011. By consensus the next Town Council asked if the auditors would be available for the next meeting.

- **Automated Trash Service/Christmas Tree pick-up**

With the new service there was an additional charge of \$8,000 to pick up Christmas trees and after speaking with Town staff a dumpster has been placed outside the gates at the Transfer Station and residents can access it 24/7. In this economy everyone is looking for ways to save money. Staff will maintain a count of how many trees are dropped off to get an idea of the number of residents that would normally have them picked up.

Chairwoman Pugliese asked to Town Manager Lee to invite Representative Boukus and Senator Welch to attend a Town Council meeting. He responded that the first meeting in March was a tentative date.

Chairwoman Pugliese would like to have future discussion for options for the disposal of Christmas trees.

- **CCRPA Resolution**

Town Manager Lee stated a resolution has been suggested to be added to the agenda for a CCRPA grant seeking the town's support for the coordination of dial-a-ride bus services within the area. There will not be any need for local funds for this service.

Councilwoman Christopher mentioned she noticed a Christmas tree on the side of the road under the highway near CVS on Farmington Avenue and asked if it could be removed.

Councilman Wazorko commented on the Charter Revision Commission appointments and mentioned there has not been any discussion as to how members will be appointed. Past courtesy has been to allow each Council member to make an appointment and with a 7 member Commission that would allow one member each.

Chairwoman Pugliese stated there are 7 openings. There will be nominations and approvals for each appointment. 12 applications have been received in total.

Councilman Wazorko was concerned that a list had already been made and feels he and Councilwoman Christopher have been excluded from the process.

Chairwoman Pugliese stated he was welcome to make any nominations and agreed with him that any appointment needed 5 votes to be approved.

***Vice Chairman Saunders motioned to add to the agenda:**

XI. NEW BUSINESS

***6. Consider Resolution entitled “Resolution Regarding Regional Performance Incentive Program”**

The motion was seconded by Councilwoman Toffey and passed 7-0.

IV. REPORT OF TOWN ATTORNEY

No report was offered.

V. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

VI. ORAL PETITIONS (New Business Agenda Items)

John Kisluk, 65 Forestville Ave was against the Town Council taking any action on New Business items 1 and 2 and commented on the Executive Session topic.

George Fensick, 2 Pinecrest Dr. recommended that the Town Council consider all new faces for the Charter Revision Commission.

VII. MINUTES OF PREVIOUS MEETING

Councilwoman Toffey motioned to approve the minutes of December 19, 2011 Regular Meeting. The motion was seconded by Vice Chairman Saunders and passed 7-0.

VIII. ANNOUNCEMENTS – REPORTS

Vice Chairman Saunders mentioned he had a Ride-Along with the Canine Police Officer and that the Police Chief has extended that opportunity to other Town Council members.

Councilwoman Toffey wished Vice Chairman Saunders a Happy Birthday.

IX. APPOINTMENTS/RESIGNATIONS

1. Conservation Commission

Councilman Drezek motioned to ratify the Town Manager's appointment of Charles Hills (R) 37 Birch Tree Road to the Conservation Commission for the term of 1/15/12 – 1/15/16. The motion was seconded by Councilman Hurley and passed 7-0.

2. Firefighter Appointment

Councilman Drezek motioned to appoint Doug Macarelli of 126 West Main Street 2N as a probationary firefighter to the Plainville Fire Department. The motion was seconded by Councilman Hurley and passed 7-0.

3. Second Assistant Fire Chief Appointment

Councilman Drezek motioned to appoint Thomas Moschini of 40 Forestville Avenue as 2nd Assistant Fire Chief with the Plainville Fire Department for the term 1/2/12 – 1/7/13. The motion was seconded by Councilwoman Christopher and passed 7-0.

4. PACTAC Resignation

Councilman Hurley motioned to accept with regret the resignations of Charlotte Koskoff and Robert Berube from the Plainville Area Cable Television Advisory Council (PACTAC). The motion was seconded by Vice Chairman Saunders and passed 7-0.

5. Planning & Zoning Commission

Vice Chairman Saunders motioned to appoint Jason Rupaka (D) 92 West Main Street Apt 25, as an alternate to the Planning & Zoning Commission for the new term of 12/1/11 – 12/1/15. The motion was seconded by Councilwoman Toffey and passed 7-0.

X. OLD BUSINESS

XI. NEW BUSINESS

1. Consider an ordinance entitled "Encumbrance Ordinance"

No action was taken

2. Consider appropriation to perform a Municipal and School District Operations Feasibility Study

No action was taken.

3. Sewer User Fee Adjustments

Vice Chairman Saunders motioned to approve the following Sewer User Fee Adjustments:

- a. Jimmy Lacasse, 98 Farmington Avenue, from \$980.68 to \$304.58**
- b. Donna Johansen, 200 West Main Street, from \$998.18 to \$459.69**
- c. Lynn Daigle, 69 Northwest Drive, from \$753.02 to the minimum charge**
- d. D & E Leasing, 125 West Main Street, no adjustment**
- e. Patricia Ferguson, 365 Woodford Avenue, no adjustment**
- f. Maybelline Herbert, 16 Hemingway Street, from \$525.36 to \$323.97**
- g. Joseph Doucet, 1 Madley Court, no adjustment**
- h. Ralph Barbagallo, 160 South Washington Street, from \$2,451.68 to the standby charge**
- i. Christopher Calvanese, 4 Basswood Street, from \$6,969.78 to \$5,328.03**
- j. Jean Lombardo, 14 Jeanette Drive, from \$774.92 to \$517.20**

The motion was seconded by Councilwoman Toffey and passed 7-0.

4. Award Bid# 2012-02, WPC Collection System/Sewer Line Repairs

Councilman Hurley motioned to award Bid#2012-02, WPC Collection System/Sewer Line Repair to American Excavating and Septic, Plainville, CT, in the amount of \$296 per hour. The motion was seconded by Councilman Drezek and passed 7-0.

5. Resolution regarding Charter Revision Commission - See Addendum

Councilwoman Toffey motioned to adopt the resolution entitled “Resolution Establishing and Charging a Charter Revision Commission” and to appoint the following members:

- a. Councilwoman Toffey motioned to appoint Daphne Adams, (R) 24 Ivy Road to the Charter Revision Commission. The motion was seconded by Vice Chairman Saunders. Discussion followed. The motion passed 5-2 with Council members Wazorko and Christopher voting against.**
- b. Vice Chairman Saunders motioned to appoint Robert Berube, (U) 12 Eastwood Drive to the Charter Revision Commission. The motion was seconded by Councilman Drezek and passed 5-2 with Council members Wazorko and Christopher voting against.**
- c. Councilman Hurley motioned to appoint Robert Cornish, (D) 45 Lincoln Street to the Charter Revision Commission. The motion was seconded by Councilwoman Toffey and passed 5-2 with Council members Wazorko and Christopher voting against.**
- d. Vice Chairman Saunders motioned to appoint Jo Rosinski, (R) 190 Tomlinson Avenue U-16 to the Charter Revision Commission. The motion was seconded by Councilwoman Toffey and passed 5-2 with Council members Wazorko and Christopher voting against.**
- e. Councilman Drezek motioned to appoint John Gasparini, (R) 7 Orchard Lane to the Charter Revision Commission. The motion was seconded by Vice Chairman Saunders and passed 5-2 with Council members Wazorko and Christopher voting against.**
- f. Vice Chairman Saunders motioned to appoint William Bryne, (R) 5 Hemingway Street to the Charter Revision Commission. The motion was seconded by Councilwoman Toffey and passed 5-2 with Council members Wazorko and Christopher voting against.**
- g. Vice Chairman Saunders motioned to appoint Robert Michalic, (U) 626 Camp Street to the Charter Revision Commission. The motion was seconded by Councilman Drezek and passed 5-2 with Council members Wazorko and Christopher voting against.**

Town Manager brought to the Town Council’s attention that according to State Statutes no more than 1/3 of a Charter Revision Commission may hold a public office. Appointed member Daphne currently serves on Inland Wetlands Commission, appointed member Berube currently serves on the Veterans Commission and appointed member Rosinski is the Deputy Republican Registrar. Discussion followed. Attorney Mastrianni was asked to look into and clarify if there is a conflict with any of the appointed members. No action will be taken by the Charter Revision Commission until there is resolution.

6. *Adopt Resolution entitled “Resolution Regarding Regional Performance Incentive - See Attached

Councilman Wazorko motioned to adopt a resolution entitled “Resolution Regarding Regional Performance Incentive Program” for dial-a-ride services. The motion was seconded by Councilman Hurley and passed 7-0.

7. Tax Refunds – See Addendum

Councilman Hurley motioned to authorize tax refunds as listed on the addendum. The motion was seconded by Councilwoman Toffey and passed 7-0.

8. Executive Session: Town Manager Evaluation

Councilman Drezek motioned to enter into Executive Session to discuss personnel matter. The motion was seconded by Vice Chairman Saunders and passed 7-0.

Executive Session began at 9:40pm. All Town Council members were present along with Town Manager Lee. Discussion followed regarding Town Manager Lee’s evaluation.

At 10:55pm Councilman Wazorko motioned to go out of Executive Session and adjourn. The motion was seconded by Vice Chairman Saunders and passed 7-0.

No further action was taken

XII. ADJOURNMENT

Respectfully submitted by,

Carol A. Skultety, Town Clerk
& Clerk of the Town Council

24-2011

**RESOLUTION ESTABLISHING AND CHARGING A
CHARTER REVISION COMMISSION**

Be it resolved, this third day of January 2012 by the Town Council of the Town of Plainville duly assembled, that a Charter Revision Commission be established, pursuant to CGS 7-190, consisting of seven (7) members as follows- Republicans, Democrats and Unaffiliated:

- | | | |
|----|--------------------|---------------------------|
| 1. | (R) Daphne Adams | 24 Ivy Road |
| 2. | (U) Robert Berube | 12 Eastwood Drive |
| 3. | (D) Robert Cornish | 45 Lincoln Street |
| 4. | (R) Jo Rosinski | 190 Tomlinson Avenue U 1C |

1/3/12

- | | | |
|----|---------------------|--------------------|
| 5. | (R) John Gasparini | 7 Orchard Lane |
| 6. | (R) William Brayne | 5 Hemingway Street |
| 7. | (U) Robert Michalic | 626 Camp Street |

Be it further resolved, that said Charter Revision Commission shall submit its first draft of said Charter Revisions said Council on or before June 4, 2012 and;

Be it further resolved, that said Charter Revision Commission shall consider the following provisions in a revised Charter:

- As recommended by the Charter Study Committee in the attached Report dated December 5, 2011.
- And any other section or chapter they deem necessary.

Report of the Charter Study Committee
December 5, 2011

On July 18, 2011, the Town Council passed a motion to create a Charter Study Committee. The charge of the Committee was “to look at the budget process and all provisions of the Charter and to submit recommendations to the Town Council on or before the first meeting in December, 2011”. The minutes also indicated that the Committee “should recommend to the newly elected Town Council members whether or not to move forward with a Charter Revision Commission” and “should make specific recommendations for possible changes to the Town Charter”. The Town Council appointed the following individuals to serve on the Committee: Christopher Wazorko (D), Scott Saunders (R), Robert Berube (R), Rick Drezek, (R), Bob Cornish (D), Tom Warnat, (D) and Steve Martino (U).

The initial meeting of the Committee was held on August 4, 2011. The Committee elected Rick Drezek as Chairman and Tom Warnat as Vice-Chairman. The Committee also scheduled a public hearing for August 29th and established six meeting dates: September 15th and 29th, October 6th & 19th, November 3rd & 17th. All meetings were held in the Municipal Center.

At the Public Hearing held on August 29th, six people provided comments to the Committee. The Committee indicated that they would allow the public to provide information to them either in writing or at the beginning of any of the Committee meetings.

The Charter Study Committee reviewed all aspects of the Town Charter. After careful consideration and input from the public we recommend the following:

Budget Process

The budget process was clearly one item that was at the forefront of all of our discussions. People who provided input regarding the budget generally had a similar theme – that is – “something needs to be done about the third vote”. While people were generally non-specific about how the “third vote” should be changed, the Committee recognized that under the current process, the “third budget vote” is meaningless because no changes can be made if the budget is defeated. The Committee was unanimous in its opinion that there was a “flaw” in the Charter

with the third budget vote and that consideration should be given with respect to amending this section.

After much input and discussion, the Committee recommends that there are five areas that could be pursued with respect to changing the budget process. They are:

- **Eliminating the all-day vote and reverting back to the Town Meeting format.** The Town Meeting format allows for voters to participate in the budget discussion and to hear the various points of view. It allows for people to clarify the elements in the budget. It also allows the Town Council to hear first-hand the concerns of the public with respect to the proposed budget in the event that the budget is defeated.
- **Eliminate the all-day vote and allow the Town Council to set the budget.** This process is followed by three of the four town surrounding Plainville (Southington, Bristol and New Britain). It is noted that voter turnout for the budget over the last four years has been: 2011 – 9%, 7% & 5%; 2010 – 13%, 11% & 6%; 2009 – 8.1%; 2008 – 9%, 8% & 4%.
- **Eliminate the third vote/allow the Town Council to change the budget after the third vote in the event that the budget is defeated.** The flaw in the current system is that the third vote is “meaningless” as it cannot be changed in any way if the budget is defeated. Voter participation in the third referendum has been dismal: 2011 – 5%, 2010 – 6%, 2008 – 4%, 2007 – 9%, 2006 – 5.5%, 2005 – 7.5%.
- **Farmington “model”** – Under the Farmington Charter - Only two referendum votes before the Town Council can set the budgeted amount with the stipulation that it be “lower” than the rejected budget. Requires 15% participation. The recommended budget can be amended at a Town Meeting as long as 300 persons are present and 2/3rds approve any changes up or down.
- **Glastonbury “model”** - the Town Council adopts a budget and sets the mill rate. If people are unhappy with that decision, a budget referendum petition signed by 8% of the voters must be filed within 21 days. There is a maximum of one budget referendum per year. The petition must state whether the budget should be “less” or “greater” than the one approved by the Town Council. A referendum is then held. If a majority votes “yes” and a quorum of 18% vote, then the “council shall adopt...a new budget that shall be in accordance with the results of the referendum”. The interesting part is that two petitions can be filed – one for “less” and one for “greater”. As long as 18% vote – the majority that votes determines whether the council must adjust “less”, “greater” or stay as proposed.

Other Issues – There are three items that were considered that could pertain to the above.

1. Whether to have a separate vote for both the Town and Board of Education budgets. The budget would not be “approved” until both budgets were passed. 2. Whether to have a quorum requirement for a budget vote to be valid. Both Farmington and Glastonbury have quorum requirements for budget votes. Farmington, who only allows two budget votes, has experienced the following participation in budget votes: 2011 – 27.6% and 31.9%; 2010 – 29.7%; 2009 - 28.9%; 2008 – 33.4% and 26.9%; 2007 – 25.7% and 29%; 2006 – 31.7% and 23.4%. In the last six years Farmington has averaged 28.8% voter participation despite only allowing two budget votes. 3. Whether only to allow the budget to be lowered in the event of a no vote.

Suggestions supported by the Charter Study Committee

1. Allow for a summary of an Ordinance to be published in the newspaper after adoption (rather than the entire Ordinance). *Chapter 3 – Section 8*
2. Eliminate language that P & Z shall “prepare and revise annually” the Capital Improvement Plan. *Chapter 5 – Section 3*
3. Change Dog Warden to Animal Control Officer. *Chapter 6 – Section 3a*
4. Simplify language regarding health department requirements so there is no confusion with respect to having the option to participate in a regional health district. *Chapter 6 – Section 6*
5. Add language that would combine the financial functions of the Town and the Board of Education.
6. Appoint Constables rather than having them elected. *Chapter 2 – Section g.*
7. Appoint the Library Directors rather than having them elected. *Chapter 2 – Section f.*

Suggestions not supported by the Charter Study Committee

1. Setting term limits for elected officials.
2. Reducing the terms for Board of Education members to two years.
3. Allowing the Town Manager to adjust the Board of Education line item before presentation to the Town Council.
4. Consider whether to elect the Chairman of the Town Council for two years.
5. Consider changing the budget voting times to 12:00 noon to 8:00 pm.
6. Consider allowing unlimited budget votes until it is approved.
7. Consider defaulting to a budget amount after the third vote. (I.e. last year’s amount, etc.)

Specific Sections of the Charter Referenced in the “Report of the Charter Study Committee”:

- Chapter II, Section 1f – Nomination of Candidates, General Municipal Elections, Minority Representation – Board of Library Directors
- Chapter II, Section 1g – Nomination of Candidates, General Municipal Elections, Minority Representation – Other Offices - Constables
- Chapter III, Section 8 – Public Hearings and Passage of Ordinances
- Chapter V, Section 3 – Town Planning and Zoning Commission
- Chapter VI, Section 3a – Division of Police
- Chapter VI, Section 6 – Department of Health
- Chapter VI, Section 5 – Duties of the Town Council on Budget
- Chapter VII, Section 6 – Budget Town Meeting
- Add language that would combine the financial functions of the Town and the Board of Education
- And any other section or chapter they deem necessary.

1-2012

RESOLUTION REGARDING REGIONAL PERFORMANCE INCENTIVE PROGRAM

BE IT RESOLVED that the Plainville Town Council is in support of a Regional Performance Incentive Program grant request by the Central Connecticut Regional Planning Agency (CCRPA) to purchase software to streamline the scheduling and routing of Dial-A-Ride Services.

January 3, 2012

TAX REFUNDS

1. CAB East LLC, Atlanta, GA-\$110.55