

MINUTES
Charter Revision Commission
April 20, 2023
Municipal Center — Room 302

Present: Quinn Christopher, Dan Ciesielski, John Gasparini, Patrick Kilby, Jo Rosinski, Dayna Snell, Anthony Tarascio.

Staff Present: Michael Paulhus, Town Manager, and Cindy Porrini, Town Clerk.
Andy Cirioli, Assistant Town Manager, was in attendance via zoom.

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chairman Gasparini.

2. Meeting Minutes

*Motion to approve meeting minutes of the March 22, 2023, Regular Meeting Minutes: Commissioner Tarascio Second by: Commissioner Christopher
All in Favor 7, Opposed 0, Motion Passes Unanimously*

3. Correspondence

All Commissioners received a copy of an email communication from the Town Attorney responding to multiple items Town Attorney had been requested to review.

4. Old Business

Commissioners requested town staff to gather information regarding costs associated with the all-day budget vote. Chairman Gasparini asked the Town Clerk to give an overview of her findings. Town Clerk Porrini explained the 2022 & 2021 all-day budget costs regarding hiring election workers, printing of ballots, and publishing legal notices. Discussion ensued.

Chairman Gasparini moved to request the Assistant Town Manager continue researching information regarding budget adoption procedures in other towns.

Second by: Commissioner Kilby

MOTION WITHDRAWN

Commissioner Snell moved not to change the current all-day citizen vote budget process.

Second by: Commissioner Quinn.

All in Favor 6, Opposed 1, Motion Passes

5. New Business – Review Draft Charter Language from Town Attorney

Chapter 4, Section 1. Qualifications, Appointments, and tenure.

A Town Manager, hereinafter referred to as the "Manager," shall be appointed by the Town Council solely on the basis of that person's executive ability and his knowledge of accepted practices in local government administration. The Manager shall serve for an indefinite term and be subject to removal by the Town Council in the manner provided elsewhere in this Charter for the removal of all officers appointed by the Town Council. At the time of appointment, the Manager need not be a resident of the Town or the state but during the tenure of office the Manager shall reside in the Town **unless such residency requirement is waived by a vote of no less than five members of the**

Town Council. Such results on any vote of by the Town Council on the waiver of the Town Manager's residency requirement shall remain in effect during the entire tenure of the Town Manager and the results shall not be undone by subsequent vote of the Town Council. The Manager shall devote his/her full time to the office of the Manager.

Motion to approve changes made to section 1 by Commissioner Snell.

Second by Commissioner Tarascio.

All in Favor 7, All Opposed 0, Motion passes unanimously.

Chapter 6, Section 6. Department of Health

Unless superseded by the Chapter 368F of the Connecticut General Statutes and the State of Connecticut Public Health Code which authorizing the establishment of a Regional Health District, a Health District Board, the Director of Health, and Medical Advisor(s), there may be a Department of Health which shall consist of the Director of Health, the Sanitarian, and such other employees as the Town Council shall determine. The Director of Health shall be appointed by the Town Council for a four-year term, shall serve under the administrative supervision of the Town Manager, and shall possess the qualifications prescribed by law for directors of health in towns. The Sanitarian shall be appointed by the Town Manager for an indefinite term. The Department shall have the powers and duties prescribed for municipal health authorities by the Connecticut General Statutes and shall perform such other duties as may be prescribed by the Town Council or Town Manager. The Director of Health and Sanitarian in office on the date of the amendment of this Charter shall continue in office until their successors are appointed and qualified. Nothing in this provision shall prohibit the creation of a public health district under conditions established by the State Department of Health.

Motion to approve changes made to section 6 by Commissioner Quinn.

Second by Chairman Gasparini.

All in Favor 7, All Opposed 0, Motion passes unanimously.

Chapter 7, Section 12. – Payment of Claims

No payroll, bill or other claim against the Town, including those of the Board of Education, shall be paid until the same has been audited for the correctness and legality by the Director of Finance, and all payments shall be made by check drawn on a Town bank account, signed by the Director of Finance and countersigned by the Town Treasurer as provided in Chapter III, Section 1, of this Charter. All payrolls, bills or other claims against the Board of Education shall be audited as such a Board may provide. To avoid unnecessary delay in the transaction of the Town business the Director of Finance and Town Treasurer **may** each designate a deputy, covered by a surety bond, who may affix their respective signatures to certificates, payrolls, bills, claims and checks.

Motion to approve changes made to section 12 by Commissioner Quinn.

Second by Commissioner Rosinski.

All in Favor 7, All Opposed 0, Motion passes unanimously.

Chapter 10, Section 9. – Gender

Any reference to gender shall be applicable to all genders.

Motion to approve changes made to section 9 by Commissioner Snell.

Second by Chairman Gasparini.

All in Favor 7, All Opposed 0, Motion passes unanimously.

Future meeting dates were discussed.

May 4, 2023, Regular Meeting, May 18, 2023, Regular Meeting, (Tentative) May 23, 2023 Public Hearing Date.

6. Adjournment

Motion to adjourn: Commissioner Ciesielski

Second by: Commissioner Tarascio

All those in favor 7, Opposed 0, Motion passed unanimously

Meeting adjourned at 6:43 p.m.

Submitted by,

Cindy A. Porrini, Town Clerk