

**Charter Revision Commission
Organizational Meeting
January 19, 2012
Municipal Center – Room 302**

Minutes

Present: Daphne Adams, Robert Berube, Robert Cornish, Jo Rosinski, John Gasparini, William Brayne, Robert Michalic

Absent: None

Staff Present: Robert Lee, Town Manager, Carol Skultety, Town Clerk, Dan Grasso, Intern

1. Call to Order

The meeting was called to order at 6:01 p.m.

2. Election of Officers

Motion to nominate Mr. Cornish as Chairman was made by Mr. Gasparini

Second by Mr. Berube

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

Motion to nominate Ms. Adams as Vice-Chairman was made by Mr. Berube

Second by Mr. Brayne

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

3. Review Freedom of Information Requirements – Carol Skultety, Town Clerk

Ms. Skultety distributed a document titled *Freedom of Information Requirements Re Meetings, Notices, Minutes of Meetings*. She described in detail all of the FOI requirements pertaining to the Commission. Ms. Skultety then distributed *The Charter of the Town of Plainville* for the members to review.

4. Review Charter Revision Statutes

Mr. Lee distributed a document from the CT Conference of Municipalities titled *Basic Steps for Revising or Developing a Municipal Charter* and Office of Legislative Research document *2005-R-0199 Adopting and Amending Charters*. Mr. Lee gave a general explanation of how the charter revision process should work and some of the legal guidelines the Commission should follow.

5. Review Town Council Charge and Timeline

Mr. Lee told the Commission that the preferred time to have the referendum on Charter changes is during the presidential election because normally the largest numbers of voters go to the polls. Mr. Lee stated that because of the presidential election year any questions that are placed on the ballot (i.e. charter revision questions) must be authorized 60 days in advance of

Election Day. He suggested to the Commission that they try to have a draft report by the beginning of June. This will allow time for the Town Council to consider the draft report and suggest changes they would like to see before the final report is drafted.

Mr. Lee explained that The Town Council provided the Charter Study Committee final report as the basis by which they would like the Charter Revision Commission to follow. While, the Charter Revision Commission can examine any part of the Charter and recommend changes, the Town Council felt strongly that the Charter Study Committee did an excellent job of researching the items most in need of change.

6. Set Future Meeting Dates

The Commission agreed to meet on the 1st and 3rd Thursday every month at 6:00 p.m. in Room 302 of the Municipal Building.

The Commission agreed to hold a Public Hearing Thursday, February 2nd at 7:00 p.m. in the Town Council Chamber at the Municipal Center.

7. Adjournment

Motion to adjourn: Mr. Gasparini

Second by: Mr. Michalic

All those in favor 7, all those opposed 0, Motion passed unanimously

Meeting adjourned at 6:36 p.m.

Submitted by:

Dan Grasso, Intern

RECEIVED

JAN 24 2012

Carson Skutumpah
TOWN CLERK