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TOWN OF CROMWELL
CHARTER REVISION COMMISSION REGULAR MEETING
WEDNESDAY, OCTOBER 19, 2016
7:00 P.M. TOWN HALL ROOM 223

Gloria Brundage, Asst.
TOWN CLERK

Minutes

A. **CALL TO ORDER:** Chairman Mike Camilleri, Paul Beaulieu, Michael Cannata, Tony Amenta, Shirley Banic, Karen Spotts. Absent: Marie Roberto.

B. **APPROVAL OF AGENDA:** Motion to approve the agenda made by Paul Beaulieu, seconded by Mike Cannata. Motion approved unanimously.

C. **APPROVAL OF MINUTES** - Meeting, September 21, 2016. Motion to approve minutes made by Shirley Banic, Karren Spotts and Paul Beaulieu had comments:

Revise page 2, par. 3 to read: "Karen Spotts also responded to Mr. Waters' concern, stating that an important question to be discussed (in the future) is which body has the ultimate say on the budget that goes to referendum, the Board of Finance or Town Council."

Revise at the bottom of page 1: Al Waters (86 South Street).

Revise page 2, par. 4, third sentence to read: "The Board of Finance focuses on the numbers and is more experienced with handling financial concerns."

Revise page 3, par. 5, first sentence to read: "Paul Beaulieu, referring to Section 4.17.B of the Charter..."

Revise last paragraph of page 4, first sentence to read: "Marie Roberto took issue with the Board of Finance's prerogative to make cuts and issue a 'bottom-line' to a proposed budget from the Town Council, or the Board of Education."

Change page 5, par. 2 to read: "Tony Amenta and Mr. Salvatore both mentioned that the current system works, and instituting an additional check on the authority of the Board of Finance would not work."

Change page 5, par. 3 to read: "The Commission recommended no changes in the budget approval process by the Town Council or the Board of Finance and no mandatory joint meeting/workshop."

Motion from Tony Amenta to approve the amended minutes, seconded by Shirley Banic. Chairman Camilleri abstained. Motion passed unanimously.

D. CORRESPONDENCE

E. PUBLIC COMMENTS (no more than 5 minutes per speaker - agenda items only)

No members of the public were present.

F. OLD BUSINESS

1. Review proposed revisions to the Charter as discussed at earlier meetings

The Commission considered draft revisions to language of specific sections of the current Charter based on consensus reached at the Sept. 21 CRC meeting.

Sec 4.17 a Appointed Boards and Commissions

The Commission considered the following language be substituted for existing language subject to the Town Attorney's review and recommendation:

"The Town Council shall appoint such regular and special boards and commissions as may serve the various purposes of the town and/or may be required by the laws of the State of Connecticut as amended. The functions and composition of such boards or commissions and terms of members so appointed shall be prescribed in the establishing ordinance. Those appointed to a board or commission shall serve until the expiration of their term or until a successor has been appointed".

"There shall be the following regular Town boards and commissions appointed by the Town Council:

1. Recreation and Youth Services Commission ??
2. Inland Wetlands and Watercourse Agency
3. Water Pollution Control Authority
4. Library Commission
5. Conservation Commission
6. Economic Development Commission
7. Senior Services Commission

Changing the name of "Parks and Recreation" to "Recreation and Youth Services" was mentioned as a revision for the Town Manager and Town Attorney to review.

Regarding elector status vs. voting rights, Paul Beaulieu stated that current state statutes permit: "Not only electors, but natural persons who own

Regarding elector status vs. voting rights, Paul Beaulieu stated that current state statutes permit: "Not only electors, but natural persons who own property in excess of \$1,000 taxed in Cromwell, are permitted to vote in a budget referendum." The commission had previously endorsed, in principle, the concept of permitting non-electors to serve on appointed boards and commissions if appointed by the Town Council.

Chairman Camilleri proposed replacing the second sentence in 4.17b with:

"The Town Council shall determine by ordinance any residency requirements for eligibility and appointment to appointed boards and commissions".

Chairman Camilleri called for a motion to approve 4.17B as amended, motion made by Karen Spotts, Mike Cannata seconded.

Tony Amenta had questions relating to minority representation in the filling of vacancies. Chairman Camilleri proposed adding the following language in response to Tony Amenta's concern about political party affiliation in 4.17:

"any such vacancy shall be filled by the appointment of a member recommended by the political party of the individual vacating office."

Chairman Camilleri called for a motion to approve 4.17 as amended, motion made by Shirley Banic, Tony Amenta seconded. Motion passed unanimously.

SEC. 8.03 Proposed Budget

The Commission discussed eliminating the requirement for a special town meeting to approve Special Revenue funds. The following language was suggested to be substituted in the appropriate paragraph in Sec. 8.03.

"This section shall not apply to any Special Revenue fund including, without limitation, the Sewer Usage Fund, Sewer Assessment Fund, Dog Fund and Sidewalk Fund which shall be reviewed by the Board of Finance who shall provide a non-binding recommendation and then approved by the Town Council"

Chairman Camilleri called for a motion to approve the language of Section 8.03 as amended, motion made by Karen Spotts, seconded by Mike Cannata. Motion passed unanimously.

Following discussion, Chairman Camilleri called for a motion to approve the following suggested revised language of section 8.05 of the Charter relating to voting on the annual budget referendum as three separate questions and represents customary practice. Motion made by Tony Amenta, seconded by Karen Spotts and passed unanimously.

“The Annual Budget Referendum shall be held on the first Tuesday of May at such place and time as the Council may determine. Individuals qualified to vote pursuant to section 7-6 of the Connecticut General Statutes may vote to approve or reject the Bonded Debt, General Government and Board of Education Budgets, as separate questions, proposed by the Town Council and Board of Education and approved, or deemed approved, by the Board of Finance”

Sec. 3.04 Powers and Duties of the Town Manager

After discussion, Chairman Camilleri called for a motion to approve the following suggested language relating to the requirement to submit an annual town report, as required by statute, in subsection 7 of this section,

“Submit to the Town Council and make available to the public a complete ANNUAL REPORT on the finances, accomplishments, and administrative activities of the Town at the end of each fiscal year.”

Further discussion ensued relating to the setting of a deadline of “12 days after the fiscal year” for submission of the annual report. Motion to approve made by Tony Amenta, seconded by Mike Cannata. Paul Beaulieu suggested the imposition of time specific time constraints was unworkable for many reasons.

Motions were withdrawn and the item tabled.

Sec 2.09 Independent Audit

The Commission discussed the elimination of the current language in this section as unnecessary in view of the enactment of the Municipal Auditing Act in CGS. Chairman Camilleri proposed adding a reference to Section 7-392 of Connecticut’s Municipal Auditing Act to the Charter. The following language was suggested:

“The Board of Finance shall provide for an independent annual audit of all Town accounts in compliance with the Municipal Auditing Act and may provide for more frequent audits as it deems necessary.”

Motion made by Tony Amenta, seconded by Mike Cannata. Motion passed unanimously.

G. NEW BUSINESS

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1. Discuss & potentially approve proposed revisions to various Charter sections

Chairman Camilleri read a proposal submitted by a citizen to provide the Mayor with a \$15,000 annual stipend with health benefits. Chairman Camilleri stated his opposition to it.

Shirley Banic and Tony Amenta both stated their opposition to the stipend.

Chairman Camilleri called for a motion to not approve a stipend, motion made by Shirley Banic, seconded by Mike Cannata. Motion passed unanimously.

Discussion took place relating to a request to change the title of Human Services to Social Services. Chairman Camilleri called for a motion to change the name of **Human Services to Social Services**. Motion made by Karen Spotts, seconded by Mike Cannata. Motion passed unanimously.

Chairman Camilleri called for a motion to change for clarity "10 days to 10 business days" in section 8.04b. Amendment before Adoption (of Budget).

Motion made by Tony Amenta, seconded by Shirley Banic. Motion passed unanimously.

Chairman Camilleri called for a motion to table Maryanne Sylvester's 8.09a and 8.16 question relating to the process for supplemental appropriations. Motion made by Tony Amenta, seconded by Shirley Banic. Motion passed unanimously.

Chairman Camilleri called for a motion to table 4.09. Motion made by Tony Amenta, seconded by Shirley Banic. Motion passed unanimously.

Chairman Camilleri called for a motion to table the question regarding clarifying "Civil preparedness authority" in the Charter. Motion made by Tony Amenta, seconded by Mike Cannata. Motion passed unanimously.

Chairman Camilleri called for a motion to table 6.02. Motion made by Tony Amenta, seconded by Mike Cannata. Motion passed unanimously.

Discussion took place related to changing the title of the Finance Director to Chief Financial Officer. Members were opposed. Chairman Camilleri called for a motion to keep the title of the Finance Director unchanged.

Chairman Camilleri called for suggestions from Commission members of areas of concern and possible topics for future agendas.

Paul Beaulieu, cited the need to address several issues based on specific historical experience relating to practices and procedures associated with the use of the Town Attorney. A survey review of how other municipal charters address the Town Attorney issue was suggested.

Chairman Camilleri stated a concern submitted by a member of the public over the vagueness of language in 3.01B. Qualifications of Town Manager.

Chairman Camilleri called for a motion to add to 3.01B relating to the qualifications, education and training of the Town Manager, "all as determined by the Town Council". Motion made by Shirley Banic, seconded by Karen Spotts. Motion passed unanimously.

H. ADJOURNMENT: Motion to adjourn made by Tony Amenta, seconded by Mike Cannata. Motion passed unanimously. Meeting adjourned at 8:38 P.M.

Please contact Charter Revision Commission Chairman, Mike Camilleri, at [Mike camilleri13@gmail.com](mailto:camilleri13@gmail.com) with any questions or comments.

Respectfully Submitted,

Arthur Atkin

Recording Clerk