

**TOWN OF CROMWELL
CHARTER REVISION COMMISSION
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416
February 16, 2022 Special Meeting Minutes**

Present: Phil Gagnon, Lou Menendez, Mike Cannata, Jennifer Lepore, Ann Grasso and Marie Roberto (via telephone)

Absent: Heather Polke

Also Present: Town Manager A. Salvatore and Town Attorney Kari Olson

A. CALL TO ORDER

Mayor Spotts called the meeting to order at 7:00 p.m.

B. APPROVAL OF AGENDA

The Commission moved past this item and stated this is a Special Meeting and changing or adding any items on the agenda is not allowed.

C. SELECTION OF OFFICERS

MOTION made by M. Cannata and **SECONDED** by P. Gagnon to appoint Jennifer Lepore as Chairperson.

In favor: M. Cannata, P. Gagnon, A. Grasso, J. Lepore, L. Menendez

Motion carried.

There was discussion regarding appointing Mr. Gagnon as Vice Chairman. Mr. Gagnon asked the Commission members a few questions. He asked about the expected timeline of the Commission and public hearings, the procedure for contacting the Town Attorney for legal advice, and the procedure for communication with the Commission via email.

Mr. Gagnon informed the Commission that he would decide if he would accept the position of Vice Chairman at the next meeting.

D. SCHEDULING OF MEETINGS

The Commission members discussed their availability for future meetings. It was decided that the Commission will meet two times a month for the next two months. The dates decided upon were: March 2nd, March 16th, April 6th, and April 20th at 7:00 p.m. at the Town Hall. The meeting dates after April will be decided at a later time.

Ms. Roberto joined the meeting via telephone at 7:46 p.m.

E. NEW BUSINESS

Town Attorney Kari Olson gave an overview of the purpose of the Town Charter and the Town's Code of Ordinances. She described the Charter as a 10,000-foot view of policies and procedures that govern the Town. She explained that the details and break down of such policies and procedures should be put in the form of an ordinance because they can be easily repealed and replaced to keep up with the everchanging laws and times. The example she presented was having a section for Boards and Commissions in the Town Charter and then an ordinance that would specify how many members, the reporting requirements, etc.

The Town Attorney and various Commission members felt that they are starting in a good place because they have the redlined version of the Charter from the last Charter Revision to work from.

There was a brief discussion about whether or not there would be a section for Public Comments on the agenda. Mr. Cannata pulled an agenda from the previous Charter Revision Commission and said there was a section for Public Comment on their agendas but the speakers were limited to 5 minutes each and the comments had to pertain to an item on the agenda.

MOTION made by M. Cannata and **SECONDED** by L. Menendez to add a section for Public Comment to the agendas, limiting each speaker to 5 minutes and the comment has to pertain to an item on the agenda.

In favor: M. Cannata, P. Gagnon, A. Grasso, J. Lepore, L. Menendez, M. Roberto
Motion carried.

Before adjourning, Chairperson Lepore asked that each member review the red lined draft of the Charter provided by Attorney Olson and the document provided by Mr. Cannata before the next meeting. She reminded the Commission members that the next meeting will be on March 2nd at 7:00 p.m.

F. ADJOURNMENT

MOTION made by M. Cannata and **SECONDED** by L. Menendez to adjourn. The meeting adjourned at 8:31 p.m.

In favor: M. Cannata, P. Gagnon, A. Grasso, J. Lepore, L. Menendez, M. Roberto
Motion carried.

Respectfully submitted,



Amanda Calve
Secretary