

TOWN OF CROMWELL
CHARTER REVISION COMMISSION
SPECIAL MEETING
WEDNESDAY, JULY 13, 2016
6:00 P.M. TOWN HALL ROOM 222

RECEIVED FOR FILING
2-5-2016 at 2:30 MP
TOWN CLERK'S OFFICE
CROMWELL, CONN.


TOWN CLERK

AGENDA

- A. CALL TO ORDER
- B. APPROVAL OF AGENDA
- C. APPROVAL OF MINUTES - Meeting, June 27, 2016
- D. PUBLIC COMMENTS (no more than 5 minutes per speaker - agenda items only)
- E. OLD BUSINESS
 - 1. Review Charter Revision recommendations and proposed revisions.
 - a. Review of purposes and continuing need for Town Commissions (including opportunities for consolidation and/or splits and number of members/alternates) - all in Section 4.17 of the Charter:
 - 1. Recreation & Youth Services Commission
 - 2. Library Commission
 - 3. Conservation Commission
 - 4. Economic Development Commission
 - 5. Senior Services Commission
 - b. Revisions requiring joint meeting/workshops of Board of Finance and Town Council and discussion of approval of Budget by Town Council and/or Board of Finance (*For reference, please see Charter Article VIII.*)
 - c. Review of referendum process (Section 8.05 of Charter) to include possible revisions to:
 - (1) establish a threshold number of voters to limit successive referenda if budget(s) fail to be approved
 - (2) establish annual budget referendum will be voted on as 3 individual budgets
 - d. Other proposed revisions in working draft of Charter

F. NEW BUSINESS

1. Review of independent auditor appointment process (Section 2.09 of Charter) to include possible revisions to: implement the recommendation of the Finance Director making the Board of Finance responsible for appointing the auditor.
2. Implement the recommendation of the Town Manager to change the name of the Director of Civil Preparedness to Emergency Management Director (Section 4.08 of Charter)
2. Discuss game plan for review and revisions to remaining Charter provisions
3. Set discussion topics for next meeting

G. ADJOURNMENT

Please contact Charter Revision Commission Chairman, Mike Camilleri, at mikecamilleri13@gmail.com with any questions or comments.

**TOWN OF CROMWELL
CHARTER REVISION COMMISSION
REGULAR MEETING
JUNE 27th, 2016
6:00 PM TOWN HALL ROOM 224/225
MINUTES**

RECEIVED FOR FILING
7-5 2016 at 9:33AM.
TOWN CLERK'S OFFICE
CROMWELL, CONN.

Luis Conocoglia, Asst.
TOWN CLERK

Present: Paul Beaulieu, Michael Cannata, Karen Spotts, Shirley Banic, Anthony Amenta, and Michael Camilleri

Absent: Marie Roberto

A. Call To Order

Chairman Michael Camilleri called the meeting to order at 6:00.

B. Approval of Agenda

Chairman Michael Camilleri asked for a motion to approve the agenda. Shirley Banic made a **motion** to approve the agenda. Paul Beaulieu **seconded** the motion. *All were in favor; the motion passed.*

C. Approval of Minutes

1. Regular Meeting June 8th, 2016

Karen Spotts recommended a few language changes to ensure clarity. Paul Beaulieu made a **motion** to approve the minutes as amended for the meeting on June 8th, 2016. Shirley Banic **seconded** the motion. *All were in favor; the motion passed.*

D. Public Comments

There were no public comments at this time.

E. Old Business

1. Review Charter Revision recommendations

a. Changes to the sizes of various Boards and Commissions (For reference, please see Charter Sections 4.17, 5.02, 5.10, 5.11)

Karen Spotts created a chart of the various boards and commissions and their current sizes (See Attachment). The commission reviewed the current sizes of boards and discussed the necessity of the number of members.

Karen Spotts explained that the Senior Services Commission could be reduced to 7 members as per Town Manager Anthony Salvatore's recommendation. At Chairman

Camilleri's request, each member stated their position on reducing the Senior Services Commission.

Paul Beaulieu stated that he did not have a preference. Michael Cannata stated that if the commission is not having any issues reaching a quorum then we should not change it. Shirley Banic and Karen Spotts agreed with Michael Cannata that if it is not broken, then they should not fix it.

Karen Spotts raised the issue of overlap between the Youth Services Advisory Board and the Park and Recreation Committee. It was also raised that the titles of the boards may be in conflict among the charter and town ordinances. There was also a discussion of the separation of the Park and the Recreation aspects of the board because they are overseen by different departments, the Public Works department and Parks and Recreation respectively. The Youth Services Advisory Board is governed by both state statute and administrative ordinances making it a complex issue to tackle. Michael Camilleri suggested returning to this topic after discussing it with further with Town Manager Anthony Salvatore.

Chairman Camilleri also suggested discussing the various committees with Mr. Salvatore to review the topic and role of advisory commissions. A discussion then ensued regarding the importance and roles of various commissions. Chairman Camilleri stated that for the next meeting the commission will review the purpose and role of the Recreation and Youth Services Commission, Economic Development Commission, Conservation Commission, Library Services Commission, Senior Services Commission.

b. Board of Finance and Budget Referendums (For reference, please see Charter Sections 5.02 and 5.08 and Article VIII).

Chairman Camilleri reviewed the informal vote taken at the last meeting. Between meetings, the commission has reviewed 8 or so different charters of various Connecticut Towns to understand how the budget process works in other towns (See Attachment). Karen Spotts created a draft flow chart of each town's budget process for the commission to review (See Attachment). She said that she saw some good language in other town charters that may be preferable. Michael Cannata raised the point that it seems many of the other towns start their budget process with the Finance Department and the Town Manager but then it moves down the chain and does not go back under their review. A discussion ensued about how the various budget processes include or exclude the Town Manager and other officials.

Anthony Amenta suggested a joint meeting with the Board of Finance and the Town Council to hear the Department presentations and have the Board of Finance provide an advisory role to the Town Council decision. Paul Beaulieu stated that he prefers to have a

joint meeting. Shirley Banic agrees. There is consensus among the commission that there should be a joint meeting.

Michael Cannata stated that he prefers to see the Board of Finance have the final say because they are the specialists and they are less likely to be politically motivated.

At the Chairman's request, each member stated their opinion on maintaining the referendum.

Michael Cannata stated that he is in favor of maintaining the referendum. Paul Beaulieu stated that he supported maintaining the referendum with a few tweaks. Karen Spotts, Shirley Banic, and Anthony Amenta agreed with Mr. Beaulieu.

Michael Cannata stated that he is against limiting the number of referendums unless there is a threshold. A discussion ensued about the what that threshold might be.

Anthony Amenta spoke about the idea of not fixing something that isn't broken.

c. Other proposed revisions in working draft of Charter

No other revisions discussed at this time.

F. New Business


1. Discuss game plan for review and revisions to remaining Charter provisions
2. Set discussion topics for next meeting.

Prior to Chairman Camilleri's departure, he asked to discuss the dates of the July meetings. Currently, the July meetings are scheduled for July 6th and July 20th. The commission agreed to hold a meeting on July 13th at 6:00 pm. For the next meeting, Paul Beaulieu suggested discussing the Water Pollution Control Authority under New Business.

G. Adjournment

Karen Spotts made a **motion** to adjourn the meeting. Shirley Banic **seconded** the motion. *All were in favor; the motion passed.* The meeting was adjourned at 7:45 pm.

Respectfully Submitted,



Abby Marchinkoski
Recording Clerk

Submitted Materials:

Submitted by Michael Camilleri:

Links to Town Charters for Review:

- <http://www.ecode360.com/12119266>
- <http://eltownhall.com/wp-content/uploads/2008/09/CHARTER-ORDINANCES-AND-SPECIAL-LAWS-2014.pdf>
- <http://www.ecode360.com/12053178>
- http://www.granby-ct.gov/Public_Documents/GranbyCT_Charter/CHARTER%202012/Charter%202012%20Index
- <http://www.hebronct.com/uploads/documents/pdfs/Local+News/Charter.pdf>
- <http://www.ecode360.com/16106621>
- https://www2.municode.com/library/ct/avon/codes/charter_ordinances_and_selected_regulations?nodeId=PTITOCH
- https://www2.municode.com/library/ct/glastonbury/codes/code_of_ordinances?nodeId=PTITHCH
- http://www.windhamct.com/resources/town_charter_2014.pdf
- http://www.windsorlocksct.org/site/files/bos_wl.code.of.ordinances.pdf

Submitted by Karen Spotts:

count	Name of Boards and Commission	# listed in charter	Elected/ Appt	To be considered
1	Town Council		E	
2	Town Clerk		E	
3	Town Tax Collector		E	
4	Board of Education	9	E	9
5	Board of Finance	6	E	6
6	Board of Assessment Appeals (Tax Review)	3 + 2	E	3 + 2
7	Personnel sub-committee			
8	Building Official		A	
9	Burning Official		A	
10	Cablevision, Comcast Advisory Council		A	
11	C.A.G.M.		A	
12	Capital Region Public Safety Council		A	
13	Charter Revision Commission		A	
14	Civil Preparedness Director		A	
15	Code of Ethics sub-committee			
16	Committee to Support People with Disabilities		A	
17	Corn River Valley & Shoreline Visitors Council		A	
18	Conservation Commission	5 + 2	A	5 + 2
19	Cromwell Fire District Liaison			
20	Cromwell Historical Society Liaison		T/C	
21	Director of Health		A	
22	Economic Development Commission	5 + 2	A	5 + 2
23	EMS			
24	Hearing officer		A	
25	Inland Wetlands and Watercourse Agency	7 + 2	A	7 + 2
26	Land Acquisition Committee		A	
27	Library Commission (7)	7	A	7
28	Mattabassett District		A	
29	Middlesex County Chapter -- American Red Cross		A	
30	Municipal Agent for Elderly		A	
31	Park and Recreation Committee -- see note #1 below		A	
32	Personnel Committee		A	
33	Planning and Zoning Committee	9 + 3	E	9 + 3
34	Plan of Conservation/Development Implementation Committee			
35	Police Chaplain		A	
36	Public Safety Committee			
37	Redevelopment Agency		A	
38	Regional Mental Health Board		A	

