

Special Meeting
Minutes
Charter Revision Commission
Wednesday June 6, 2012
Police Training Room, Police Station

Members Present: Frank Loda, Melanie Kalako, Jack Liedke, Jon Szuch, Gary Freeman, Chris Falcioni, Robert Koskelowski, Sr., Mark Thompson (6:40 PM)

Others Present: none

Item 1- Call to Order

The meeting was called to order by the Chairman, Mr. Freeman, at 6:05PM.

Item 2- Pledge of Allegiance

Everyone stood to salute the Flag and recite the Pledge of Allegiance.

Item 3- Public Comment

No public comment.

Item 4- Discuss and/or take actions on the Charter regarding the Planning & Zoning Commission, Parks, Recreation, WPCA, the Library Board, the Annual Town Meeting, the Budget adoption process, Police Commission, Inland Wetlands Commission, Commission on Aging, Department of Public Works, Sewer Use Rate Review and Special Acts including presentation of changes for the Second Public Hearing.

Section 10.11.Planning and Zoning Commission.

There shall be a Planning and Zoning Commission consisting of five (5) members who shall be elected for a term of four (4) years. There shall be two (2) alternates who are administratively appointed and shall serve two (2) year terms. No member of the Commission and no alternate member shall be a paid employee of the Town of Seymour or be a member of the Zoning Board of Appeals.

To keep the terms staggered: in 2013, two members shall be elected for a two (2) year term and three (3) members shall be elected for a four (4) year term. Thereafter, members shall be elected to a four (4) year term.

A vacancy occurring on the Planning and Zoning Commission shall be filled by vote of the remaining members of the board, provided the person selected shall be of the same political party as his predecessor. If the vacancy is not filled within thirty (30) days from the time such office becomes vacant, the First Selectman shall within thirty (30) days thereafter fill the vacancy by appointment from the same political party.

If a regular member of the Planning and Zoning Commission is absent or disqualified, the chairperson or acting chairperson shall designate an alternate to act in hisplace, choosing alternates in rotation so that they shall act in as nearly equal a number of times as possible. If an alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. When seated, each alternate shall have all the powers and duties of a regular member.

The Planning and Zoning Commission may engage such employees as necessary for their respective work, and may contract with professional consultants within the limits of their budget

appropriations.

The Planning and Zoning Commission shall appoint a Zoning Enforcement Officer who shall not be a member of the Commission and who shall enforce the zoning regulations of the Town. The scope of the duties of the Officer, his activities and compensation shall be defined by an ordinance established in accordance with Section 7.5 of this Charter.

The Planning and Zoning Commission shall annually prepare and revise a five (5) year Public Improvements Plan. It shall include estimates of the project costs to be undertaken in the ensuing fiscal year and in the projected five (5) year period. It shall be submitted annually to the Board of Selectman for their recommendations.

(Amend. of 11-8-94; Election of 11-2-04)

Motion: Mr. Szuch ,Second: Mr. Koskelowski

Vote: Yes-7, No-0, Abstain-0

CHAPTER 5. BOARD OF LIBRARY DIRECTORS

Section 5.1. General powers and duties.

There shall be a Board of Library Directors consisting of **seven (7)** members who shall be elected for a term of four (4) years. The Board of Library Directors shall have such powers and duties now or hereafter conferred upon such boards by the Connecticut General Statutes.

The Board of Library Commissioners shall be responsible for the approval of the annual budget as developed by the Library Director, the review of service policies as proposed by the Library Director, management of the Library's endowment funds, and determination of the need for major building repairs or improvements and strategic planning.

The Board of Library Commissioners shall cooperate with responsible community organizations which promote the library service of the Town and coordinate their activities with those of the library.

The minimal educational requirement for the Head Librarian shall be a Master of Library Science (MLS),

Motion: Mr. Koskelowski, Second: Mr. Liedke

Vote: Yes-7, No-0, Abstain-0

Section 10.9 Inland-Wetlands Commission

First Paragraph, second sentence add:

The Inland-Wetlands Commission shall have two (2) alternates who shall serve two (2) year terms.

Motion: Ms. Kalako, Second: Mr. Loda

Vote: Yes-7, No-0, Abstain-0

Section 10.21. - Sewer Use Rate Review Board.

There shall be a Sewer Use Rate Review Board consisting of five (5) members who shall be an administrative appointment of the First Selectman for a term of four (4) years. The board shall **work with and** assist the Water Pollution Control Authority in establishing fair and equitable sewer use charges for the Town. **No member of the Board shall also be a member of the Water Pollution Control Authority.** The duties and responsibilities shall be identified in an ordinance established in accordance with Section 7.5 of this Charter.

(Amend. of 11-8-94)

Motion: Mr. Szuch, Second: Mr. Koskelowski

Vote: Yes-8, No-0, Abstain-0

Section 10.14. - Water Pollution Control Authority.

There shall be a Water Pollution Control Authority consisting of five (5) members who shall be **elected** ~~an administrative appointment of the First Selectman~~ for a term of four (4) years.

The Water Pollution Control Authority shall be responsible for the proper care and control of the Town's sewer system. It shall have all the powers and duties outlined in the Connecticut General Statutes. The **Authority** shall work with the **Sewer Use Rate Review Board** in determining the fee it charges customers for the use of the sewers. **Should a conflict arise between the Authority and the Sewer Use Rate Review Board the Board of Selectmen shall serve as the arbitrator and make a final decision.** **The Authority shall prepare an annual operating budget covering the same fiscal year as the Town's General Fund. The fund shall be prepared on or before April 1 for the subsequent year beginning July 1, and shall be submitted to the Board of Selectmen for approval at the first Board of Selectman meeting held after May 1. The same budget shall be shared with the Board of Finance. The Board of Selectmen may approve or disapprove the budget. If the budget is not approved, the budget shall be revised by the Authority until the Board of Selectmen approval is obtained. The annual budget shall include expenses for depreciation on capital assets used in the sewer plant's operation as well as principal and interest costs on any debt issued in whole or in part for sewer operations or capital improvements to the sewer plant or other related items. Monthly financial reports showing a comparison between budgeted revenues and expenses and actual revenues and expenses for the month shall be submitted to the Board of Finance for review and monitoring each month. The annual budget shall be prepared in sufficient detail to provide the Boards of Selectmen and Finance meaningful information.**

The fee, also known as the sewer rate, to be charged customers shall be based on the annual costs to operate the sewer facilities as determined by the Authority, and such fee/rate calculation will include depreciation expenses and costs for principal and interest on any sewer related debt service as defined above. The fee or rate shall be sufficient to cover the costs of debt and operations of the Authority. Customers shall be billed October 1 and April 1 for these charges.

(Amend. of 11-8-94)

Motion: Mr. Thompson, Second: Mr. Koskelowski

Vote: Yes-8, No-0, Abstain-0

Section 12.4. - Fiscal process.

The fiscal year of the Town shall begin on the first (1st) day of July and end on the thirtieth (30th) day of June. The accounts for the Town shall be maintained in accordance with the principles promulgated by the National Committee on Governmental Accounting. The Board of Finance shall review the budget monthly. It shall work closely with the Finance Department to assure that expenditures will be controlled and that the Town budget is not in an illegal deficit position at the end of the fiscal year. If a

deficit does exist, the Board of Finance must make provisions to fund the shortage in the next fiscal year's budget.

(a)

Special Appropriations and Transfers. The Board of Education may, in accordance with Connecticut General Statutes transfer unexpended balances from one account to another within their total line appropriations. No transfers can be made without the Board of Education's approval. The Board of Education shall inform the Board of Finance of each transfer made.

Other Town boards shall be permitted to transfer amounts between accounts in their budget with Board of Finance approval and without regard to the number of transfers, provided such transfers in the aggregate do not exceed the total bottom line budget approved by the Annual Town Meeting. Any board considering a transfer between line item accounts in their budget of an amount which exceeds the bottom line established by the Board of Finance and approved by Town Meeting action, shall make a written request to the Board of Selectmen for approval of such transfer. The Board of Selectmen shall forward the request with their recommendation and approval to the Board of Finance for action.

(b)

Supplemental Appropriations—Board of Selectmen and Board of Finance Action. All requests or supplemental appropriations by any board shall be made in writing to the Board of Selectmen. The Board of Selectmen shall submit such written requests along with any comments or recommendations and approval to the Board of Finance for action within thirty (30) **calendar** days of receipt of the same.

Any supplemental appropriation requested by a board may be acted upon by the Board of Selectmen and Board of Finance, without regard to the number of supplemental appropriations previously approved for that board, provided that the current request, when considered either by itself or when added to supplemental appropriations previously approved during the current fiscal year for the board, does not exceed \$50,000.00. The Board of Finance may make a supplementary appropriation to the requesting Town board of an amount not exceeding \$50,000.00 without the approval of a Town Meeting.

When the Town maintains a Reserve Fund for capital **and** nonrecurring expenditures in accordance with this Charter and/or Connecticut General Statutes, payments into and appropriations from the reserve fund shall be made only upon recommendations of the Board of Selectmen, **and the Board of Finance if the monies are used for the purpose for which they were collected. If the monies are not to be used for the purpose for which they were collected, then appropriations from the reserve fund shall be made upon recommendations from the Board of Selectmen, Board of Finance,** and Town Meeting action regardless of the amount involved.

The Board of Finance may approve, lower, or reject but not increase the amount of any supplemental appropriation upon which it is acting. It shall act on all requests for supplemental appropriations and/or transfers within thirty (30) **calendar** days of receipt of such request.

The Board of Finance shall **request that the Board of Selectmen call** ~~pass on to~~ a Special Town Meeting for final action, supplemental appropriations exceeding \$50,000.00 and supplemental appropriations of less than \$50,000.00, if when added to supplemental appropriations previously approved in the current fiscal year for a particular board, they exceed \$50,000.00.

(c)

Supplemental Appropriations—Town Meeting Action. A Special Town Meeting may approve, lower or reject but cannot increase a supplemental appropriation properly brought before it. It may make no appropriation or transfer of funds not recommended by the Board of Finance and the Board of Selectmen. The provisions of this section shall not be a limitation on the power of the Town to issue bonds or other obligations for appropriations or indebtedness in accordance with the Connecticut General Statutes and this Charter.

(d)

Emergency Appropriations. The Board of Selectmen, acting pursuant to a declaration of a state of emergency, shall be empowered to make appropriations for the purposes of meeting a public emergency threatening the lives, health or property of citizens, provided such appropriations shall receive a favorable vote of at least a majority of a quorum of the full Board of Selectmen. Emergency shall be restricted to "natural disasters" and other "unforeseen events." Written notification of such appropriations shall be given within forty-eight (48) hours to the Board of Finance and a copy thereof posted as required by law.

(e)

Capital Reserve Fund. There shall be a **Capital Reserve** fund for capital and nonrecurring expenditures, as provided for by the Board of Selectmen and the Board of Finance and approved at the Annual Town Meeting, ~~which shall be called the Capital Reserve Fund for the purposes of this Charter.~~ Said Fund shall be used for capital and nonrecurring expenditures for the planning, construction, reconstruction and/or the acquisition of any specific item of equipment.

The Capital Reserve Fund may be discontinued upon the recommendation of the Board of Selectmen and the Board of Finance and upon approval at a Town Meeting called for such purpose. After the discontinuance, any balance in the fund shall be transferred to the General Fund of the Town.

(f)

Borrowing. The Town shall have the power to incur indebtedness by issuing its bonds or notes as provided by the Connecticut General Statutes. Borrowing in lieu of taxes shall be authorized only after it has been recommended by the Board of Selectmen and the Board of Finance, and approved at a Town Meeting by a majority vote of a quorum of those eligible to vote and voting.

(g)

Over Expenditures. No member of any board of the Town shall expend any funds or enter into any contract which would oblige the Town to expend funds in excess of its approved appropriation. If any member violates this provision and obligates the Town to expend funds in excess of its approved appropriation, except in payment of final judgments rendered against the Town, **that member** he may be liable in a civil action in the name of the Town as provided in the Connecticut General Statutes.

(h)

Long Range Financial Plan. The Board of Finance, **with assistance of the Finance Director and/or Assistant Finance Director, as well as the Board of Selectmen,** shall annually submit a long range financial plan for the Town covering the next five (5) year period. This plan is to serve as a guide for boards to follow when they prepare their budgets.

(Amend. of 11-6-90; Amend of 11-8-94; Election of 11-2-04; Election of 11-4-2008)

Note—See editors note at the beginning of Chapter 12.

Motion: Mr. Loda, Second: Ms. Kalako

Vote: Yes-8, No-0, Abstian-0

Section 12.5-Annual audit

The Board of Finance shall annually appoint an independent public accountant or firm of independent public accountants to audit the books and accounts of the Town as provided in the Connecticut General Statutes. The auditor may make recommendations for improvements in the method of keeping the Town records, but such recommendations shall not become effective until approved by the Board of Finance. The audit is to be received by the First Selectman **and the Board of Finance** no later than December 31st of the year in which the previous fiscal year is completed. The Board of Selectmen may extend this date if extenuating circumstances prevail. **The auditor and Director of Finance shall assist the Town in preparing the extension form and shall have the extension request prepared for the submission to the Board of Selectmen for the Board's last meeting held in November following the June 30 year end under the audit. If approved by the Board of Selectmen, the extension shall be signed by the First Selectman, Chair of the Board of Finance, and the auditor; and the Finance Director shall submit the approved form to the State of Connecticut's Office of Policy and Management. and if the extension is approved by the State Tax Commissioner's Office.**

The Board of Finance may call for a special audit upon the change of administrations, the death, resignation or removal of a Town official, or in cases of suspected malfeasance.

(Amend. of 11-6-90; Amend. of 11-8-94; Election of 11-2-04; Election of 11-4-2008)

Note—See editors note at the beginning of Chapter 12.

Motion: Mr. Szuch, Second: Ms. Kalako

Vote: Yes-8, No-0, Abstain-0

Section 12.1. - Board of Finance.

There shall be a Board of Finance consisting of seven (7) members who shall be elected for a term of four (4) years. Except as otherwise specifically provided by this Charter, the Board of Finance shall have such powers and duties as are or may be imposed or vested by the Connecticut General Statutes upon Boards of Finance and shall perform all acts required of said Board by the Town or necessary to carry into effect the powers and duties imposed upon said Board of Finance by law. **No regular member of the Board of Finance shall be employed by the Town of Seymour or No regular member of the Board of Finance shall serve on any other elected Seymour or permanent appointed board or office as detailed in Chapter 10, sections 10.1 and 10.1.1. A limit of one Board of Finance member may serve on each temporary appointed committee. commission.**

No less than four (4) members shall constitute a quorum and a majority, and a minimum of three (3) affirmative votes is necessary to pass a motion.

Vacancies on the Board of Finance shall be filled by the remaining members of the Board within **thirty (30) forty five (45)** calendar days of creation of the vacancy with a member of the same political party. If the Board does not act to fill the vacancy within **thirty (30) forty five (45)** calendar days the First Selectman may make an administrative appointment to fill the position.

(Amend. of 11-8-94; Election of 11-4-2008)

Note—See editors note at the beginning of Chapter 12.

Section 12.2.- General Powers and duties.

The Board of Finance shall be the budget making authority of the Town and shall be responsible for:

(a)

The preparation of the budget for the following fiscal year and/or years.

(b)

The management and monitoring of the budget for the current fiscal year. The Board shall coordinate its efforts with the Finance Director, the Finance Department and the Board of Selectmen. The Board of Finance shall have access at all reasonable times to the records and books of account of the Town, Town-aided organizations, and of the Board of Education.

(c)

In conjunction with all other boards of the Town **and with the direct assistance from the Finance Director and/or the Assistant Finance Director, as well as the Board of Selectmen**, the development of a long range financial plan for the Town.

(Amend. of 11-8-94; Election of 11-2-04; Election of 11-4-2008)

Note—See editors note at the beginning of Chapter 12.

Motion: Ms. Kalako, Second: Mr. Thompson

Vote: Yes-8, No-0, Abstain-0

12.3.- Annual Town Meeting.

(a)

Budget preparations. The assessor shall complete a list of all taxable property in the Town existing as of the first (1st) day of October in each year and shall modify said list throughout the assessment year in accordance with the Connecticut General Statutes.

The fiscal year for the Town of Seymour shall run from July 1 of each year ~~through to the ensuing~~ June 30 of the next year.

The Board of ~~Assessment Appeals Tax Review~~ shall meet at least three (3) times in the month of February in the manner provided in Section 12-110 of the Connecticut General Statutes.

All Boards seeking an appropriation shall make their requests for the ensuing fiscal year not later than February 1st of each year by filing twelve (12) copies of the same with the Town Clerk who shall forward a copy to the First Selectman and Finance Director. The First Selectman shall review the budgets with the Finance Director and make such comments and recommendations to the Board of Finance as deemed appropriate, **as also stated in Section 12.2(a)**. If a request is not filed, the First Selectman and Finance Director shall make their own best estimate of the needed appropriation.

The Board of Finance shall on or before ~~the 1st of~~ April 1 of each year file with the Town Clerk such appropriations as it recommends in the form of a proposed budget and proposed tax mill rate.

The Board of Selectmen shall call an annual Town Meeting no later than May 1st to recommend changes to the budget, revenues, debt service and legal obligations. **There must be a quorum present during the annual Town Meeting in order for the budget to go to referendum.** The Board of Finance shall set a tax mill rate for the ensuing fiscal year.

After adoption of a budget, special appropriations and transfers from one account to another needed for any purpose shall be made in the same manner provided by Chapter 106 of the Connecticut General Statutes. **The grand list shall not be completed until January 31 of the same fiscal year.**

The Town Budget calendar shall be subject to requirements of the Connecticut General Statutes insofar as any specific language **of the Connecticut General Statutes** supersedes the requirements of **the** local charter provisions.

(b)

Duties of the Board of Finance on the Budget. By the first Tuesday of ~~December~~ ~~January~~ of each year the Board of Finance shall send out budget request forms ~~through the Finance Director~~ to all Town Departments, Boards and Commissions to be returned no later than February 1st of each year. No less than ~~thirty (30)~~ ~~forty five (45)~~ days prior to the Annual Town Meeting, the Board of Finance shall determine the probable total income of the Town for the forthcoming year, along with any projected deficits ~~with the assistance of the Finance Director~~. These figures shall include an estimate of all the funds from local, state and federal sources, which will or may be available to the Town. The Board of Finance shall afford each board an opportunity to be heard on their requests. It shall then revise the estimates as it deems necessary and prepare a proposed budget for consideration at a public hearing or hearings to be called no later than April 10th. Notice of such hearing shall be given by publication in a newspaper having substantial circulation in the Town ~~and the Town website~~ at least ten (10) ~~calendar~~ days before such hearing. Printed copies of the proposed budget ~~shall~~ ~~should~~ be available for review at the Office of the Town Clerk and Public Library for seventy-two (72) hours in advance of the hearing.

The printed budget shall minimally show the following information:

(1)

A statement of estimated revenues to be received by the Town and a statement of ~~the current~~ ~~last~~ year's anticipated revenues;

(2)

All estimated expenditures for the next fiscal year;

(3)

Columns comparing last year's approved line item budgets with this year's recommended line item budgets, ~~as well as intra-line transfers~~;

(4)

The Board of Education's budget in total, listing adjustments made by the Board of Finance on the bottom line, unless otherwise provided by the Connecticut General Statutes;

(5)

An appropriation, if desirable, for a capital reserve fund in an amount not to exceed one (1) percent of the total recommended expenditure for the fiscal year; ~~and~~

(6)

An estimate of the available cash surplus, or deficit, projected for the current fiscal year and other items as required by the Board of Finance.

After the public hearing or hearings are held, the Board of Finance shall approve a final budget for presentation to the Town Clerk at least five (5) days prior to the Annual Town Meeting. A copy shall also be filed in the Public Library at the same time.

The Annual Town Meeting shall be held not later than May 1st for the following purposes:

a)

To consider and recommend changes to the budget, revenues, debt service and all legal obligations. Legal obligations shall ~~be any obligation conferred on the Town by State statute or Town Charter~~ ~~include staffing of teacher at the level maintained as of September 1st of the prior year less any positions that do not have to be filled.~~ ~~The Finance Director of the Town and the Chief Financial Officer of the Seymour Public School System shall supply the Board of Finance each year with the specific legal obligations.~~

b)

To consider and act upon such other business stated in the Call of the Meeting.

Each Board chairman shall have representation present at ~~the annual Town~~ ~~this~~ ~~Meeting~~ to discuss that Board's activities and answer any questions that townspeople might have about budget requests.

The Annual Town Meeting ~~with a quorum as defined in Chapter 13.1.(f)~~ shall have the power to decrease or delete any appropriation or item within an appropriation except those listed in section (a) above: ~~revenues, debt service, and all legal obligations~~. No appropriation shall be made for any purpose not recommended by the Board of Finance. The Board of Education's budget as recommended by the Board of Finance shall be considered as a single bottom line appropriation, unless

Connecticut General Statutes provide otherwise. If a Town Meeting or referendum vote does not approve the revenues, debt service and all legal obligations on or before June 15, only those aforesaid items last submitted by the Board of Finance will be considered to be adopted as part of the new budget effective on July 1st.

If the referendum vote at an adjourned Annual Town Meeting shall rejects the budget or either part thereof the rejected portion shall be reconsidered by the Board of Finance within five (5) business days. The duly called meeting shall be noticed in the local paper at the direction by notice of the Chairman of the Board of Finance without the necessity of a meeting of the Board of Finance, and public comments shall be allowed and shall be limited to budget recommendations and proposals for consideration by the Board of Finance during its deliberations. The Board shall then approve a revised budget or part thereof for presentation at a second referendum vote at an adjourned Annual Town Meeting. The Annual Town Meeting shall be adjourned to referendum by the Moderator. In case of further rejection this process shall be continued using the five business(5) day period for reconsideration by the Board of Finance until a budget is adopted.

(c)

Adoption of the Budget. Adoption of the budget, adoption of the general government and Board of Education budgets shall be by referendum vote at an adjourned Annual Town Budget Meeting held not less than seven (7) calendar days or more than eighteen (18) days thereafter. The referendum vote shall be by machine ballot. Prior to the Annual Town Meeting, the Board of Selectmen shall see that the budget is published in a newspaper having a substantial circulation in the Town, filed and copies made available through the Office of the Town Clerk. Line item breakdowns of expenditures used by the Board of Finance in determining its final budget shall also be made available to the Board of Selectmen and each Town board upon request.

Immediately after the annual budget is approved, the Board of Finance shall meet and lay a tax on the Grand List sufficient in addition to the other estimated yearly income of the Town, to pay the expenses and anticipated appropriations of the Town for the coming year, and also to absorb any deficit of the Town at the end of the preceding fiscal year.

Further referendum votes at subsequent adjourned Annual Town Budget Meetings, at the discretion of the Board of Finance if needed, shall be held not less than seven (7) or more than eighteen (18) calendar days after the prior adjourned Town Meeting referendum vote.

The questions to be voted on at such adjourned Town Meeting shall be presented on the ballot as follows:

a.

Shall the Town General Government Budget, as recommended by the Board of Finance of (dollar amount) for the fiscal year (specify year) be adopted?

b.

Shall the Board of Education Budget, as recommended by the Board of Finance, of (dollar amount) for the Town of Seymour for the fiscal year (specify year) be adopted?

The voters shall be given the option to vote either "Yes" or "No". If both budgets are rejected after revisions by the Board of Finance, both budgets shall be resubmitted to the ballot by the initial an adjourned Annual Town Meeting. In case of further rejections, the aforesaid process, under this section, shall be repeated until said budgets are accepted.

If only one of the aforesaid budgets passes, that budget shall be deemed to be approved. The budget question that is rejected shall be resubmitted to the ballot by an adjourned Annual Town Meeting after revision by the Board of Finance and resubmitted again after further rejection and further revision by the Board of Finance until said budgets are accepted.

If the complete budget is not adopted by June 15th the Town shall send out tax bills based on the same taxation figures and adjusted mill rate of the prior fiscal year, which would include the new revenues, debt service, and legal obligations for the next fiscal year, which begins on July 1st. After the complete budget is passed the balance of the tax bills shall be sent out based on any change increase brought about by referendum vote.

Absentee ballots will be available for the aforesaid adjourned Annual Town Meetings by referendum. Copies of all budgets and revised budgets shall be available at each polling place.

The Tax Collector shall then collect the tax in accordance with the Connecticut General Statutes. The Tax Collector shall keep the Board of Finance and the First Selectman informed monthly as to the progress of collections. Taxes of real property shall be

due and payable in two installments. The first installment shall be due July 1~~st~~ and delinquent August 1~~st~~. The second installment shall be due January 1~~st~~ and delinquent February 1~~st~~.

(Amend. of 11-6-90; Amend. of 11-8-94; Election 11-2-04; Amend. of 11-6-05(2); Election of 11-7-06(2); Election of 11-4-08; Election of 11-4-2008)

Note—See editors note at the beginning of Chapter 12.

Motion: Ms. Kalako, Second: Mr. Liedke

Vote: Yes-8, No-0, Abstain-0

Section 10.12. - Recreation Commission.

There shall be a Recreation Commission consisting of seven (7) members who shall be an administrative appointment of the First Selectman who shall serve two (2) years. Vacancies shall be filled by the First Selectman for the unexpired term only. All appointments, except to fill vacancies, shall be made to take effect January 1 of each year.

Pursuant to the policies and directives set by the Commission and under the direction of and supervision of the Recreation Director, the Recreation Department shall manage all recreation facilities under the Commission's control or placed under its jurisdiction, unless otherwise specifically provided in this Charter. The Commission shall provide oversight, and through the Recreation Director, organize and coordinate recreation activities as it deems necessary to meet the needs of the community. Activities shall be tailored to the needs of all age groups and should include both athletic and non-athletic activities. The Commission shall maximize the use of all recreation property in Town, including not only the facilities under its control, but also the parks and the schools; and the Commission shall coordinate with the Parks Commission and Board of Education with this regard. The Commission shall interact and assist with the coordination of recreation with other organizations within the community. The Commission shall be the policy making authority and shall establish defined objectives to be executed by the Recreation Director. The Commission shall regularly evaluate the scope of activities to assure they are organized public recreation of the highest standard and optimal value to the Town.

The Commission shall be responsible to interview applicants for all positions within the Department. With the exception of part-time seasonal help which it may hire on its own, the Commission shall furnish the names of the top three (3) candidates to the Board of Selectmen for its consideration. The Commission shall submit annually to the First Selectman a performance evaluation of the Recreation Director.

The Commission shall have the responsibility to approve the yearly budget proposed to the Board of Finance.

The Commission shall have the authority to charge for any recreation facility or program under its purview and it may charge an admission, registration, or participation fee. The Department shall issue permits for use of all property under the Commission's control, pursuant to policies established by the Commission.

Through the Recreation Director, the Commission shall maintain a record of all fees charged for use of recreation facilities and participation in recreation programs and shall submit all proceeds to the Department of Finance for deposit.

Recreation Commission shall have the powers, duties and responsibilities and shall be subject to the restrictions and limitations specified in the Connecticut General Statutes, as amended. In addition to such power, duties and responsibilities, the Commission shall maintain a comprehensive recreation program and shall appoint staff as is needed.

(Amend. of 11-8-94)

Motion: Mr. Koskelowski, Second: Mr. Szuch

Vote: Yes-8, No-0, Abstain-0

Section 10.10. - Parks Commission.

There shall be a Parks Commission consisting of five (5) members. Said Commission shall have the powers, duties and responsibilities and shall be subject to the restrictions and limitations specified in the Connecticut General Statutes as amended. Members shall serve two (2) year terms.

~~The Parks Commission shall be responsible for the care and maintenance of all Town parks and shall use part time summer employees for park and playground maintenance to the fullest extent possible.~~

The Public Works Department shall furnish such equipment and personnel as requested by the Parks Commission and **the Board of Education and** approved by the Board of Public Works. These ~~group~~**two (2) Boards** are to work cooperatively to provide the proper maintenance of the Town's parks, **municipal and school playing fields.**

The Parks Commission shall have the authority to allocate the playing fields and use of the park pavilions.

(Amend. of 11-5-85; Amend. of 11-6-90; Amend. of 11-8-94)

Motion: Mr. Thompson, Second: Ms. Kalako

Vote: Yes-7, No-0, Abstain-1

Item 5-Discuss schedule for Charter Revision meetings.

Mr. Freeman distributed a schedule and timeline for the Commission's review and use.

Item 6-Public comment

No public comment.

Item 7- Adjournment

Motion: Mr. Koskelowski, Second: Mr. Szuch

Vote: Yes-8, No-0, Abstain-0

Meeting was adjourned at 8:39 PM.

Respectfully Submitted,

Paul Thompson

Recording Secretary