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## Town of Seymour

### CHARTER REVISION COMMISSION

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

#### Special Organizational Meeting Minutes

Thursday, August 31, 2017 7:00 PM

Norma Drummer Room

**Members Present:** Bob Findley, Colleen Fries, Rhonda Geffert, Sandra Gesek, Ed Hendricks, Pat Lombardi, Bill Sawicki, Robert VanEgghen.

**Members Absent:** Jen Magri

**Others Present and Participating:** First Selectman Kurt Miller, Atty Rich Buturla and Atty Bryan LeClerc (both representing Town Counsel Berchem, Moses & Devlin, PC).

**ITEM #1:** Call meeting to order.

Meeting was called to order by First Selectman Kurt Miller, at 7:00 PM.

**ITEM #2:** Pledge to the Flag.

Everyone salutes the flag and states the Pledge of Allegiance.

**ITEM #3:** Public Comment.

None.

**ITEM #4:** Election of Officers of Charter Revision Commission (CRC).

Motion to elect Pat Lombardi as Chair.

Motion: Rob VanEgghen                      Second: Ed Hendricks

Vote: 7-Yes      0-No      1-Abstain (Lombardi)

Upon election of a Chairperson, Mr. Miller turned the meeting over to Pat Lombardi.

Motion to elect Colleen Fries as Vice Chairperson.

Motion: Pat Lombardi      Second: Rob VanEgghen

Vote: 7-Yes      0-No      1-Abstain (Fries)

Motion to elect Ed Hendricks as Secretary Pro Tem pending election/appointment of Secretary.

Motion: Pat Lombardi      Second: Sandra Gesek

Vote: 7-Yes      0-No      1-Abstain (Hendricks)

**ITEM #5:** Discussion with Town Counsel to review timeline and other important milestones.

The attorneys called attention to a document titled Charter Revision Process (copy attached to these minutes) which was distributed prior to the meeting being called to order. They reviewed the process and timeline for completing the charter revision process. They called particular attention to the requirement that the CRC hold at least two (2) public hearings to solicit comments regarding the Charter

early in the process, and then to review the draft report developed by the CRC prior to the draft being submitted to the Board of Selectmen. Messrs. Buturla and LeClerc stated that one or both of them would attend CRC meetings as appropriate, and would also keep the CRC members aware of the timeline required by the State of Connecticut.

**ITEM #6:** Discussion with First Selectman to review scope of work to be done.

Mr. Miller stated that while the Board of Selectmen had not yet discussed nor had they set parameters regarding the scope of the CRC's charge, it was his personal opinion that the entire Town Charter should be open for the Commission's review and recommendations.

Mr. Miller noted that for the CRC to meet the timeline required by the State of Connecticut as outlined by the Town Counsel in Item #5 above, the work of the Commission must be completed by the week of September 10, 2018.

**ITEM #7:** Discussion and possible action regarding future meeting dates for 2017.

Following discussion, it was the consensus of the members present that the CRC should hold regular meetings at least once per month, with the right to call special meetings as deemed necessary by the Chairperson or by a majority of the members of the Commission. A schedule of regular meetings will be proposed at the September 19 meeting.

Next Meeting Dates and Times (location to be determined and disseminated prior to meetings).

CRC Regular Meeting: Tuesday, September 19, 2017 at 7:00pm

Public Hearing: Wednesday, September 27, 2017 at 7:00pm

**ITEM #8:** Public Comment. None.

**ITEM #9:** Commission Members Comments.

CRC members and Town Counsel representatives introduced themselves and provided brief synopses of their employment backgrounds and their previous experience on Town Boards and Committees.

Ed Hendricks asked that CRC members wishing to send general emails or materials to the full membership of the Commission send them instead to the Secretary who will then forward or otherwise disseminate the emails or materials to the rest of the members. This will assist in maintaining a paper trail and transparency.

Bob Findley offered to design a Project Plan for the Commission's use in making sure important deadlines are met and that milestones are established.

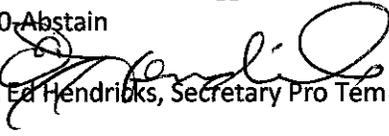
Rob VanEgghen offered to work with the First Selectman's Office to compile a list of Town Department, Boards, Committees and Commission leadership to aid the CRC in soliciting input and conducting interviews pertinent to the Town Charter.

Atty Buturla agreed to send CRC members a copy of the current Town Charter as on file with the State of Connecticut plus a "red-line" copy of the Charter showing edits and amendments made to the Charter during the work of the most recent Charter Revision Commission.

**ITEM #10:** Adjournment. Motion to adjourn at 8:07pm.

Motion: Ed Hendricks    Second: Rob VanEgghen

Vote: 8-Yes    0-No    0-Abstain

Respectfully Submitted,  Ed Hendricks, Secretary Pro Tem

## **Charter Revision Process**

**1-Process initiated by action of Board of Selectmen ("BOS")**

**2-Commission ("CRC") appointed within 30 days**

- BOS may make recommendations for consideration by the CRC
- in its reports, CRC shall comment on each such recommendation
- CRC may also consider other items
- BOS shall specify by resolution when CRC shall submit draft report (not later than 16 months from date of appointment of CRC)

**3-CRC to hold at least 2 public hearings**

- 1 hearing prior to beginning any substantive work
- 1 hearing after draft report to BOS completed but not submitted
- CRC may also hold other public hearings as it deems necessary
- CRC may amend report after hearings

**4-CRC submits its draft report to Town Clerk, who transmits to BOS**

**5-BOS to hold at least 1 public hearing on the draft report**

- BOS to hold its last hearing not later than 45 days after submission of the draft report by CRC to Town Clerk
- not later than 15 days after last hearing BOS shall make recommendations to CRC for such changes in draft report as it deems desirable

**6-if BOS makes no recommendations for changes in the draft report within such 15 days, the report of the CRC becomes final and the BOS shall act upon the report**

**-not later than 15 days after the report becomes final, the BOS shall, by a majority vote of the entire membership, either approve or reject the proposed amendments, or separate provisions thereof**

**-not later than 45 days after a vote by the BOS rejecting the amendments, a petition for referendum may be presented to BOS**

**-not later than 30 days after approval by the BOS the proposed amendments shall be published**

**-BOS shall determine, by a majority vote of the entire membership, whether the charter amendments shall be submitted to voters at a regular or special election**

**-election to be held not later than 15 months after approval by BOS**

**-approval for submission to voters must occur at least 60 days before election**

**-Town Clerk to notify Secretary of State at least 45 days prior to election**

**-BOS shall prepare ballot questions, in the form of 1 or several questions**

**-BOS may also authorize preparation, printing and dissemination of concise explanatory texts or other printed material**

**-amendments must be approved by majority of electors voting at a regular election or a majority which equals at least 15% of the electors at a special election**

**-effective date of amendments to be not later than 30 days after approval at election, unless other effective date specified therein**

**-Town Clerk shall file copies of approved amendments not later than 30 days after approval**

**7-if BOS makes recommendations for changes in the draft report within such 15 days, the CRC shall confer with the BOS concerning any such recommendations, and may amend any provisions of the proposed amendments, or the CRC may reject such recommendations**

-in either case, the CRC shall make its final report to the BOS not later than 30 days after receiving the recommendations

-not later than 15 days after the report becomes final, the BOS shall, by a majority vote of the entire membership, either approve or reject the proposed amendments, or separate provisions thereof

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