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Town of Seymour

CHARTER REVISION COMMISSION

1 FIRST STREET, SEYMOUR, CONNECTICUT 06483

Special Meeting Minutes
Tuesday, September 19, 2017
7:00 P.M.
Norma Drummer Room

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

Members Absent: 0

Others Present and Participating: Attorney Bryan LeClerc (representing Town Counsel Berchem, Moses & Devlin, PC).

ITEM #1: Call meeting to order.

Meeting was called to order by Chairman Pat Lombardi at 7:00 PM. He reported that CRC member Ed Hendricks would once again serve as Secretary Pro Tem for the meeting.

ITEM #2: Pledge to the Flag.

Everyone salutes the flag and states the Pledge of Allegiance.

ITEM #3: Swearing in of Commission Members.

Bryan LeClerc, in his role as Town Counsel, swore in the members of the Charter Revision Commission.

ITEM #4: Distribution of Town Code of Ethics.

Chairman Lombardi distributed to each member of the Commission a copy of the Town of Seymour Code of Ethics and asked each member to review the document and to complete, sign and return to him the Disclosure Form contained in the Code documents.

ITEM #5: Approval of Meeting Minutes of August 31, 2017 Organizational Meeting.

Chairman Lombardi asked for a motion to approve the Minutes of the August 31 meeting as previously distributed.

Motion: Bob Findley Second: Rob VanEgghen

Following discussion a motion was made to amend the Minutes to reflect that Rob VanEgghen was elected Vice Chairman of the CRC and that Colleen Fries had made the Motion and Saundra Gesek had Seconded the motion to elect Rob as Vice Chairman. Bob Findley then rescinded his Motion and Rob VanEgghen rescinded his Second to approve the Minutes as previously distributed.

The Chairman then asked for a Motion to accept the Minutes as amended.

Motion: Rob VanEgghen Second: Saundra Gesek

Vote: 8-Yes 0-No 1-Abstain (Jen Magri)

ITEM #6: Public Comment.

None.

ITEM #7: Discussion and approval of conceptual approach to getting started.

Chairman Lombardi suggested that the Department Chair of each Town Department and the Chairperson of each Town Commission and Committee be contacted and asked to solicit from the employees or members of her/his department/commission/committee their input, ideas and comments concerning things they would like the CRC to consider including in or deleting from the revised Town Charter to be drafted by the CRC.

Rob VanEgghen reported that he had received a list of the members of each appointed or elected members of all Town committees and commissions as well as a list of the Chairs of each Town Department. He said he would be willing to draft a letter to each of these individuals for the purpose of soliciting feedback as noted above. Following discussion, it was agreed by the members of the CRC to accept his offer to draft a letter to be reviewed by Pat Lombardi and the Town Counsel and then be sent to the chairs and department heads as indicated above. The CRC set December 1, 2017 as the deadline for the requested information to be returned to the CRC.

ITEM #8: Project Plan Deadlines update-Bob Findley.

Bob Findley walked the CRC members through a PowerPoint presentation (hard copy attached to these minutes) of a draft project plan designed to help the members track the work completed and the remaining portions of the Charter to be worked on. He noted that there are a total of 125 sections in the Charter, and not all sections were necessarily of equal importance. The project plan he developed could be modified by the CRC to assign "weights" to the section to insure that the most important items would have adequate time to be addressed. Following discussion, it was noted that the project plan will continue to be discussed and updated at future meetings of the CRC.

ITEM #9: Board and Commission update-Rob VanEgghen.

Covered in Item #9 above.

ITEM #10: Distribution of Red Line Copies from 2012 CRC.

Town Counsel Bryan LeClerc distributed (copy attached to these minutes) a "red-line" copy of the 2012 Town Charter. He explained that this copy showed the insertions, changes and deletions made to the Charter by the 2012 Charter Revision Commission.

ITEM #11: Public Comment. None.

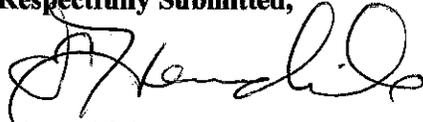
ITEM #12: Public Hearing Process (Guidelines to be followed)-Town Counsel

Town Counsel Bryan LeClerc reported that the public has the right to be heard with regard to the provisions of the Town Charter. He noted that a public hearing was not the time or place for the members of the CRC to engage in debate with members of the public over comments or suggestions made by members of the public. He also stated that any member of the public speaking at a public meeting should have their name and address recorded in case the CRC wished to gather further information or clarification of points made from those individuals.

Pat Lombardi stated that the Public Hearing would be held in the Norma Drummer Room at 7:00pm on Wednesday, September 27, 2017. He also reported that a Special Meeting of the CRC would be held immediately following the close of the Public Hearing for the purpose of establishing a meeting schedule for future meetings of the CRC and such other items as appear on the agenda for that meeting.

ITEM #13: Adjournment: Motion to adjourn at 8:13pm
Motion: Colleen Fries Second: Sandra Gesek
Vote: 9-Yes 0-No 0-Abstain

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ed Hendricks". The signature is fluid and cursive, with a large initial "E" and "H".

Ed Hendricks, Secretary Pro Tem

		WF
	Public Hearing 1	1
	Public Hearing 2	1
1	Incorporation and General Powers	
1.1	Incorporation	1
1.2	Rights and Obligations	1
1.3	General Grant of Powers	1
2	Elected Boards	
2.1	When Elected	1
2.2	General Power of Duties	1
2.3	Reserved	1
3	Elections, General	
3.1	Election, State and National	1
3.2	Election, Town	2
3.3	Election, Eligibility	2
3.4	Election, Vacancies	2
3.5	Election, Board of Admission	2
3.6	Election, Breaking a Tie	2
3.7	Election, Taking office	2
4	Organization of Boards and Compensation of Officials	
4.1	Org and Comp, Org	2
4.2	Org and Comp, Comp	3
4.3	Org and Comp, Attendance	1
5	Board of Library Directors	
5.1	Board of Library, Power & Duty	1
6	Board of Education	
6.1	Board of Ed, Power & Duty	2
6.2	Board of Ed, Property Use	2
6.3	Board of Ed, Expenses	2
7	Board of Selectmen	
7.1	Board of Selectmen, Power & Duty	3
7.2	Board of Selectmen, Specific Power & Duty	3
7.3	Board of Selectmen, Votes of Board of Selectman	3
7.4	Board of Selectmen, Meetings	3
7.5	Board of Selectmen, Passage of ordinances	3
7.6	Board of Selectmen, Emergency ordinances	3
7.7	Board of Selectmen, Ordinance by initiative	3
7.8	Board of Selectmen, Petition to overrule	3
8	First Selectman	
8.1	First Selectman, Power & Duty	3
8.2	First Selectman, Specific Power & Duty	3
8.3	First Selectman, Officers of	3
8A	Board of Police Commissioners	

8A.1	Police Commisioner, Power & Duty	3
8A.2	Police Commisioner, Reserved	3
8B.1	P & Z Commision	3
9	Appointments - General	
9.1	Administrative Appointments	2
9.2	Eligibility	2
9.3	Vacancies on Appointed Boards	2
9.4	Removal of Appointed Official	2
10	Appointed Boards	
10.1	List of Appointed Boards	3
10.1.1	List of Appointed offices and terms	3
10.2	Powers & Duties	3
10.3	Reserved	0
10.4	Economic Development Commission	3
10.5	Engineer	3
10.6	Board of Ethics	3
10.7	Board of Fire Commissioners	3
10.7.1	Fire Marshall Department	3
10.7.2	Office of Emergency Medical Services	3
10.7.3	Emergency Medical Services Oversight Commission	3
10.8	Housing Authority	3
10.9	Inland Wetlands Commission	3
10.10.	Parks Commission	3
10.11.	Reserved	3
10.12.	Recreation Commission	3
10.13.	Board of Pubilc Works	3
10.14.	Water Pollution Control Authority	3
10.15.	Commission on Aging	3
10.16.	First Selectman Administrative Assistant	3
10.17.	Town Council and Assistant Town Council	3
10.18.	Town Meeting Moderators	3
10.19.	Treasurer	3
10.20.	Zoning Board of Appeals	3
10.21.	Sewer Use Rate Review Board	3
10.22.	Redevelopment Agency	3
10.23.	Civil Defence Director	3
10.24.	Conservation Commission	3
10.25.	Culture and Arts Commission	3
11	Town Employees	
11.1	Town Clerk, Tax Collector and Human resource Manager	3
12	Finance and Taxation	
12.1	Board of Finance	4
12.2	General Power of Duties	4
12.3	Annual Town Meeting	4

12.4	Fiscal Process	4
12.5	Annual Audit	4
13	Town Meeting	
13.1	General	2
13.2	Special Town Meeting	2
14	Minority Representation	
14.1	Determination of Minority representation	2
15	Reserved	
16	Transition and other provisions	
16.1	Transfer of Powers	2
16.2	Existing laws and ordinances	2
16.3	Legal proceedings	2
16.4	Review and Amendment of Charter	2
16.5	Saving Clause	2
16.6	Effective Date	2
16.7	Usage	2
17	Miscellaneous	
17.1	Calling of board meeting absence of chairman	1
17.2	Conflicts between General Statutes and Charter	3
17.3	Definitions	1
17.4	Officer Bonds	1
17.5	Continuation of Appropriation and Town Funds	3
17.6	Purchasing	3
17.7	Endorsement of Town Checks	2
B	Subpart B Special Acts	
Sec 1	Incorporation original boundaries	1
Sec 2	Mileage	1
Sec 3	Boundary between Oxford and Seymour	1
Sec 4	Part of Oxford annexed to Seymour	1
Sec 5	Residence of certain persons between Seymour and Oxford	1
Sec 6	Incorporation of Beacon Fall from part of Seymour	1
Sec 7	Part of Seymour annexed to Derby	1
Sec 8	Records concerning buildings and veranda lines	1
Sec 9	Fiscal year established meetings of board tax review	1
Sec 10	Assessment Date	1
Sec 11	Duty of town not to exceed budget	1
Sec 12	Clerk for board of assessors	1
Sec 13	Police Department created	1
Sec 14	Duties powers of police chief	1
Sec 15	Compensaton of police commissioners	1
Sec 16	Managerial and budgetary powers of police commissioners	1
Sec 17	Reserved	0
Sec 18	Reserved	0
Sec 19	Trunk line system - portion of West st	1

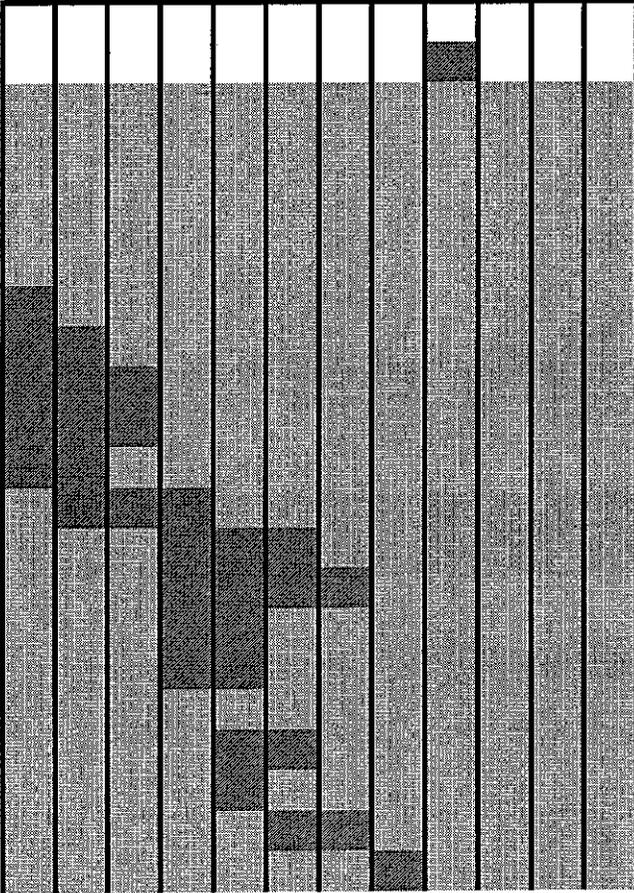
Sec 20	Same portion of South Main	1
Sec 21	Authority of selectman to agree to inclusion	1
Sec 22	Right of Housatonic Company to maintain fixtures in streets	1
Sec 23	Naugatuck River bridge named	1
Sec 24	Maintenance of footbridge between Main and Humphrey	1

C Subpart C Special Act #71 Valley Transit District

Sec 1	Boundaries	1
Sec 2	Board of Directors, Dist Mgr, and other employees	1
Sec 3	Appropriations	1
Sec 4	Bonds	1
Sec 5	Passenger Transportation Services	1
Sec 6	Employees	1
Sec 7	Collective Bargaining	1
Sec 8	Motor Bus service	1
Sec 9	Mass Transportation	1
Sec 10	Powers	1
Sec 11	Withdraw from district	1

Jan Feb Mar April May June July Aug Sept Oct Nov Dec

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4 5 6 7 8 9 10 11 12 13 14 15

	WF	Oct	Nov	Dec
Public Hearing 1	1			
Public Hearing 2	1			
1 Incorporation and General Powers				
2 Elected Boards				
3 Elections, General				
4 Organization of Boards and Compensation of Officials				
5 Board of Library Directors				
6 Board of Education				
7 Board of Selectmen				
8 First Selectman				
8A Board of Police Commissioners				
9 Appointments, General				
10 Appointed Boards				
11 Town Employees				
12 Finance and Taxation				
13 Town Meeting				
14 Minority Representation				
15 Reserved				
16 Transition and other provisions				
17 Miscellaneous				
B Subpart B Special Acts				
C Subpart C Special Act #71 Valley Transit District				
		1	2	3

125 Sections to review

Based on 12 meetings 10.4 review average per meeting

Project plan based on # of items to cover / weighted average

Timeline based 1st of Monday of every month (can be changed)

Last month designed for cleanup and parking lot items

Weight Factor Criteria (Proposed)

1 - 1 meeting

2 - 2 meetings

3 - 3 meetings

4 - 4 or > meetings

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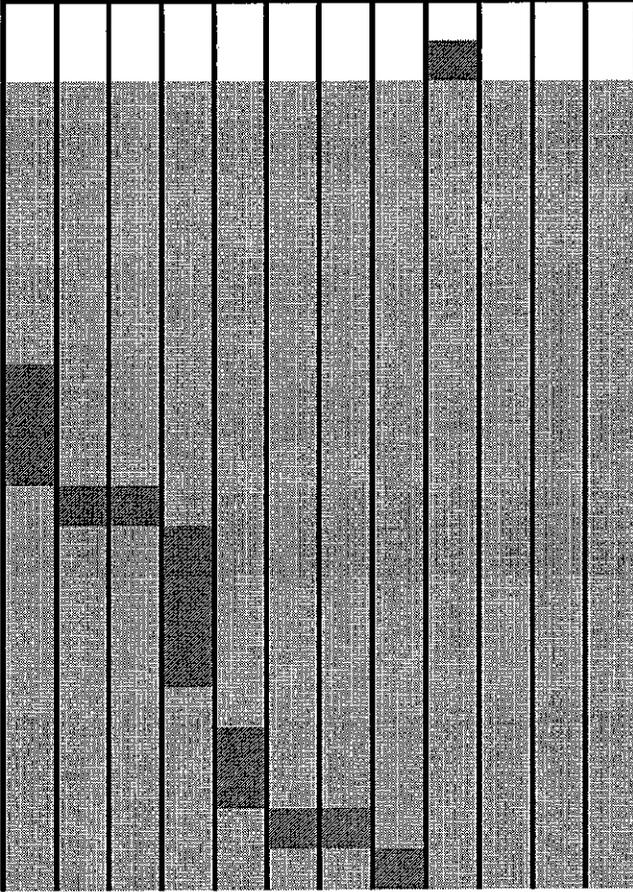
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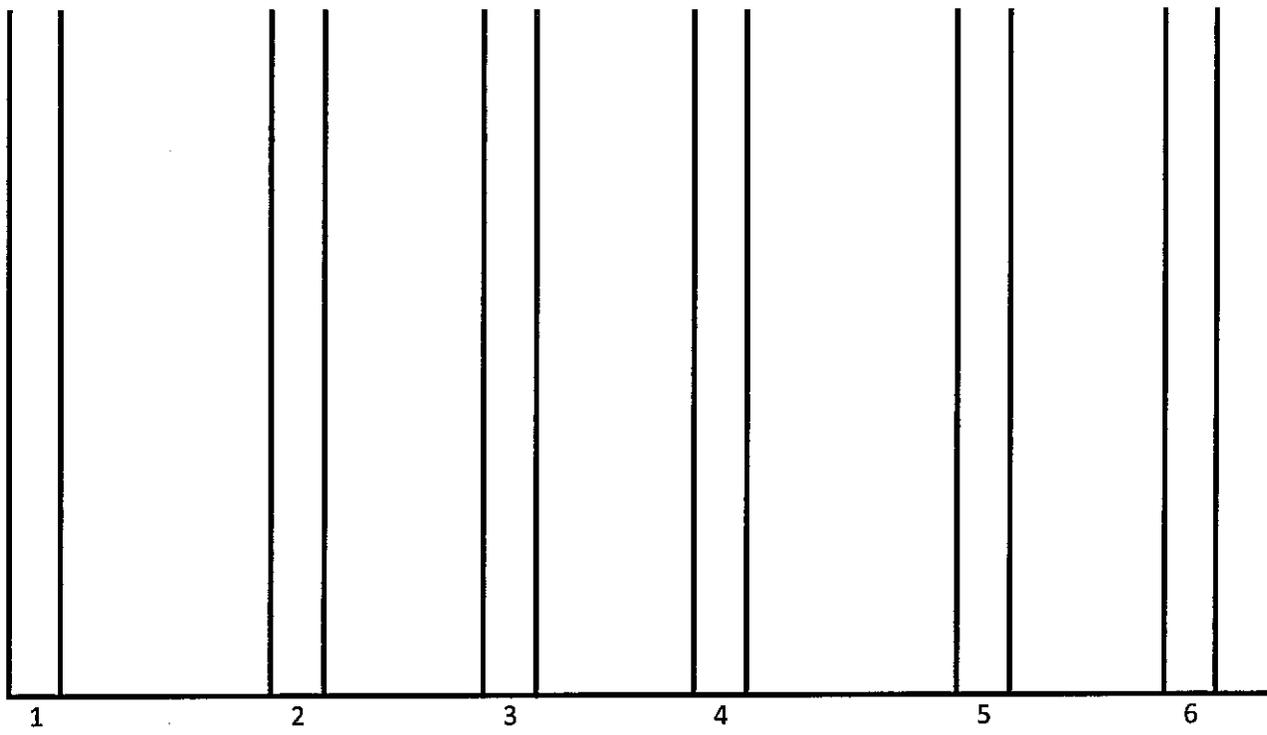
	WF	Oct	Nov	Dec
Public Hearing 1	1	2	6	4
Public Hearing 2	1			
1 Incorporation and General Powers				
2 Elected Boards				
3 Elections, General				
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16 Transition and other provisions				
17 Miscellaneous				
B Subpart B Special Acts				
C Subpart C Special Act #71 Valley Transit District				
		1	2	3

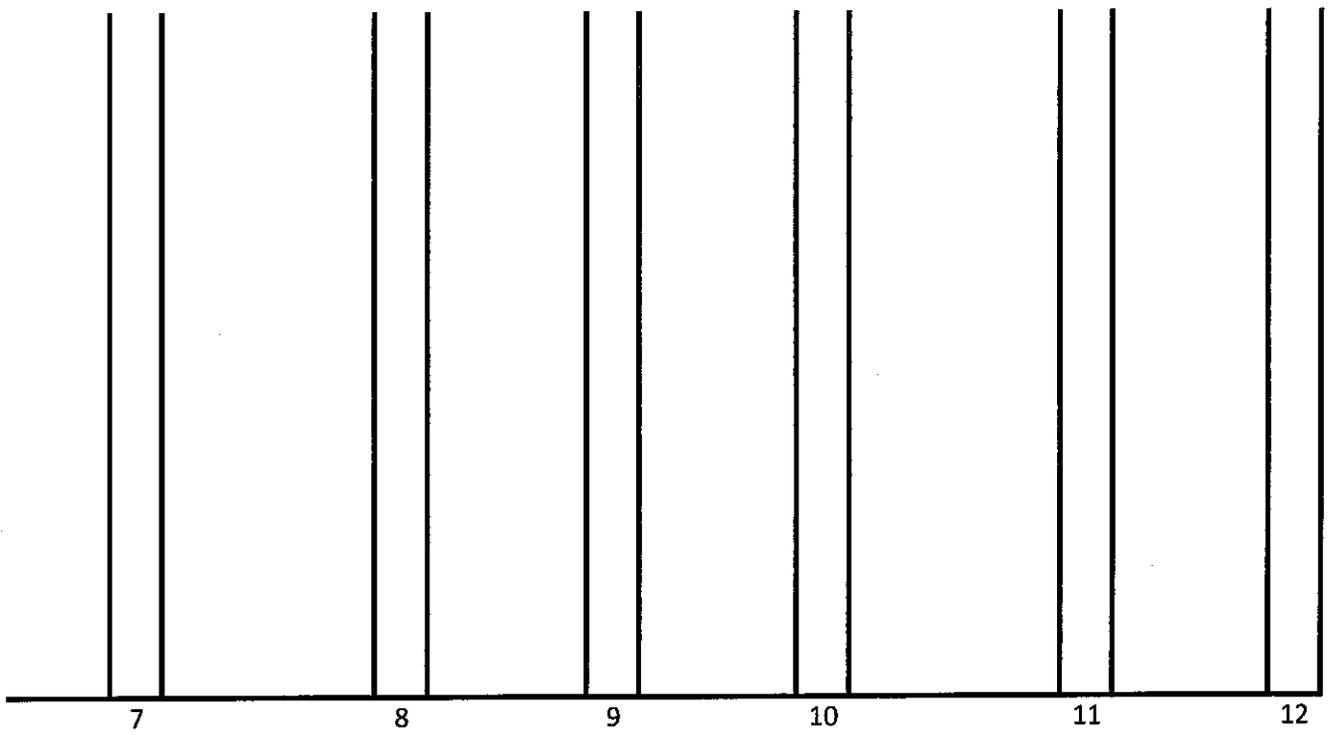
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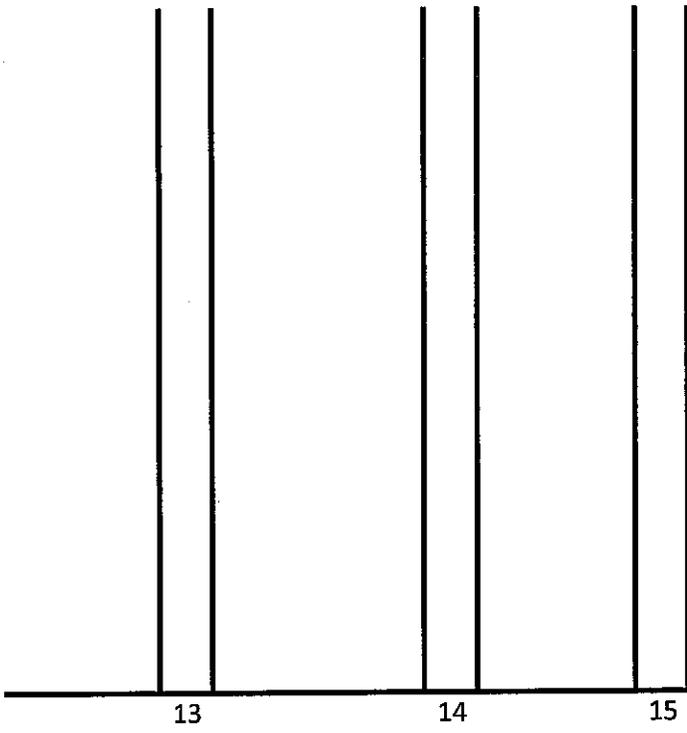
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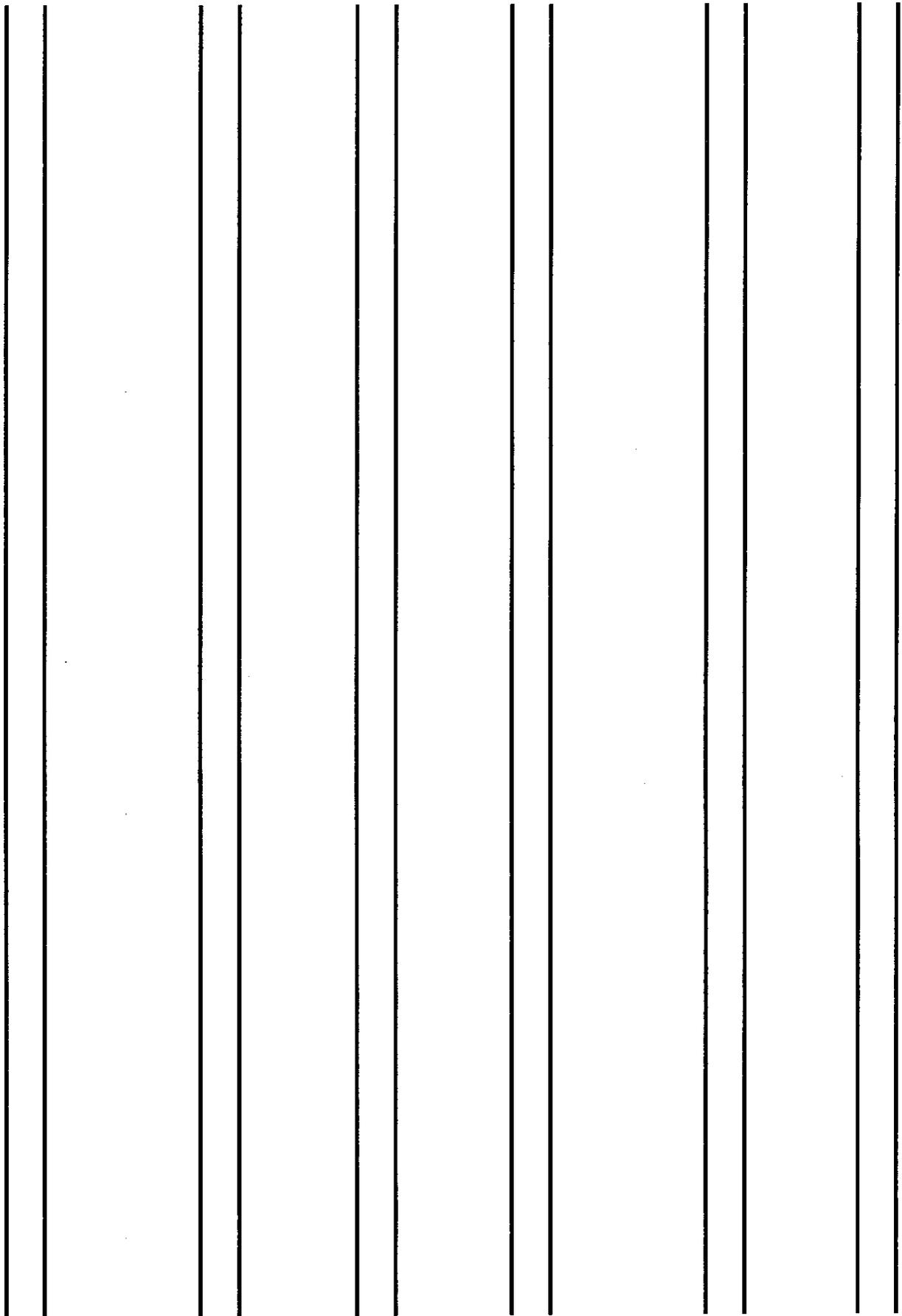


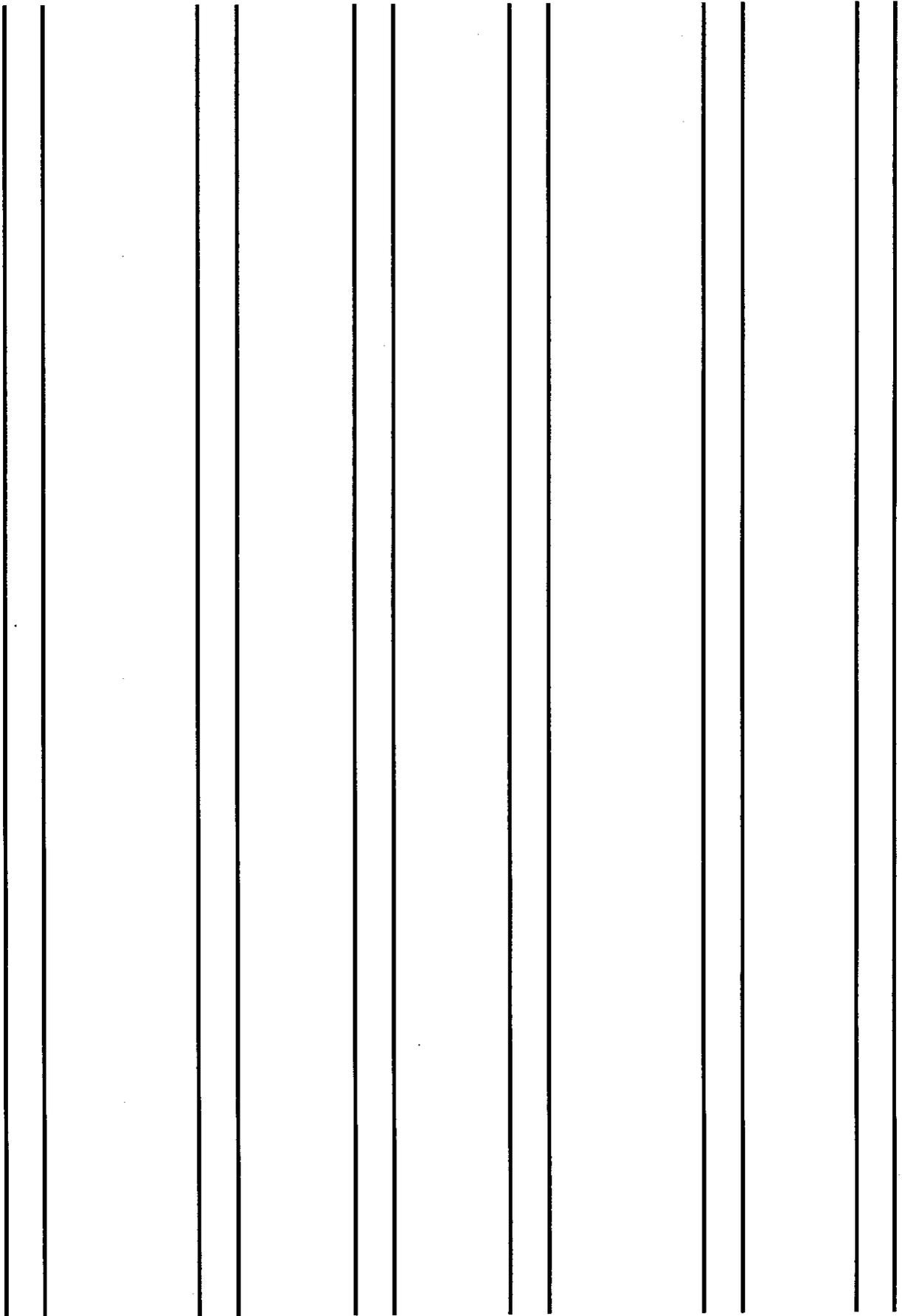
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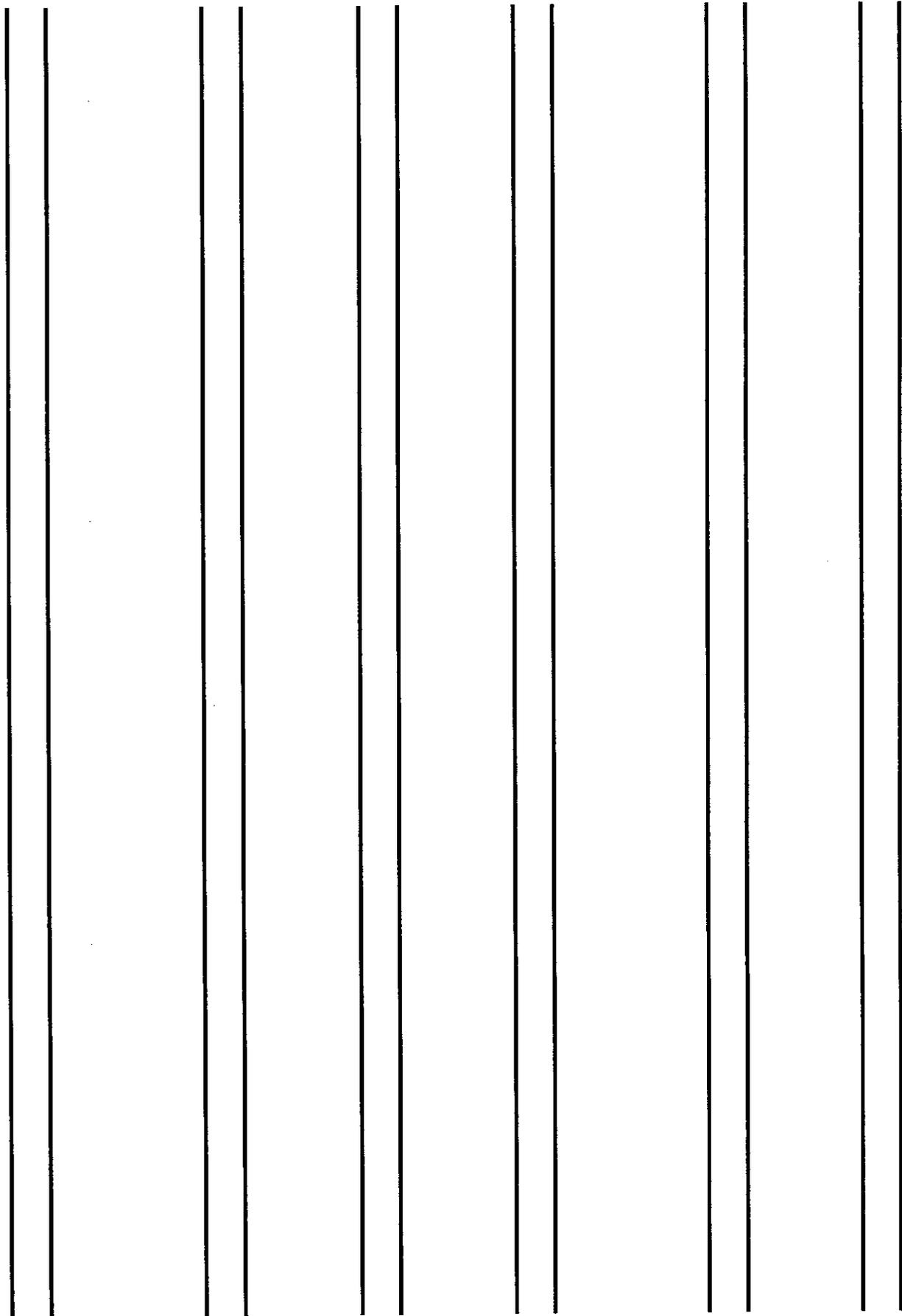












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