

**TOWN OF HADDAM
 CHARTER REVISION COMMITTEE
 REGULAR MEETING
 COMMUNITY CENTER
 7 CANDLEWOOD HILL ROAD, HIGGANUM, CT 06441
 TUESDAY, 3 MAY 2016
 APPROVED MINUTES
*Approved as Amended at the 16 May 2016 Meeting***

ATTENDANCE

X	Michael Battistoni, Assistant Secretary
X	Thomas Berchulski
X	William Bowles
X	Audrey Brookes, Secretary
X	John Fernandes, Vice Chairman
X	Harlan Fredericksen
X	Amy Jacques-Purdy
X	Bruno Morasutti
X	Wayne Ruty, Chairman
X	Lizz Milardo, First Selectman (6:40 p.m.)
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Mr. Ruty, chairman, called the meeting to order at 6:05 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Review Minutes – April 27, 2016

Mr. Fernandes asked that his name be corrected as it was misspelt in the body of the minutes, but not in the first portion.

MOTION: Bill Bowles moved to approve the 27 April 2016 minutes as amended. Harlan Fredericksen second. Motion carried unanimously.

4. Review Department Input

Prior to the start of the meeting, Mr. Ruty distributed copies of suggested revisions by the Board of Finance (BOF) and Barbara Bertrand, Finance Director. Mr. Bowles asked if there was a summary of the public hearing input. Mr. Ruty stated that he did not receive the information. Mr. Bowles noted that the Committee has a responsibility to review the publics' input.

Mr. Morasutti asked Mr. Ruty if he had received his email as the items he had requested (town manager and \$2,500 maximum) to be placed on the agenda were not on the agenda. A brief discussion followed with all Committee members indicating that they had received the email.

MOTION: Amy Jacques-Purdy moved to add 1) Discuss Town Manager Position and 2) Discuss \$2,500 Maximum for Purchases - to the agenda. Harlan Fredericksen second. Motion carried unanimously.

Mr. Fredericksen asked if the agendas could be made less specific. Committee members agreed that future agendas will show Item 3 as Discussion.

Mr. Fredericksen, BOF member, stated that the BOF have taken notes as there are several items within the Charter that are a problem for them. Mr. Fredericksen also stated that since the Committee has been formed, the BOF has not had an opportunity to review/revise their suggestions; and asked that discussion pertaining to this document be tabled at this time.

Discussion followed in regard to the process in making the revisions – review, consensus, etc., and whether or not large sweeping changes could jeopardize (not voted in) the fine tuning revisions of the document.

Discussion followed at length in regard to the position of town manager – 1) how the position works, 2) obtaining data from surrounding towns of similar size who have a town manager, 3) number of members on a board/council (execute the policy), 4) the individual hired would be a professional (aware of the statutes), 5) would a town manager eliminate any positions, and 6) salary. Mr. Fredericksen suggested that the Connecticut Conference of Municipalities (CCM) be contacted to obtain information pertaining to this matter (he will contact). Mr. Morasutti offered to reach out to an organization of city/town managers to obtain data as well. Further discussion tabled until data obtained.

Discussion followed in regard to the finance director and finance coordinator – doubling up of duties, the rationale behind the two positions (unclear), and towns of similar size to Haddam not having both a finance director and coordinator.

Review of suggestions from Mrs. Bertrand: **Sec. 3-3 The Annual Town Meeting** – Unclear what the rationale is behind this suggestion. Committee questioned what may conflict with the time frame. Mrs. Milardo will clarify with Mrs. Bertrand. **Sec. 4-4 Vacancies in Elective Offices** – Mrs. Bertrand is asking for wording to be added. Discussion followed at length in regard to legal procedure, alternate from the same party moving into the full member position, the procedure for an unaffiliated alternate to fill a party position, and what the procedure would be if a person switched party affiliation after being elected. The Committee thought there may not be a need to address this topic as it appears the alternates on a commission/board would address the issue. Mr. Fredericksen asked that CCM be consulted. **Sec. 4-9 Election of Tax Collector and Treasurer and 4-11 Election of Town Clerk** – Suggested that the tax collector, treasurer, and town clerk be hired positions rather than elected. Discussion followed in regard to the suggestion from the public hearing that the positions be appointed and certifications required for both the tax collector (takes five years) and the town clerk. Mr. Battistoni stated that he would not be in favor of changing the position. Mrs. Brookes talked about the tax payers (voters) having the opportunity to have a choice in the matter. Mrs. Milardo stated that the town has been fortunate to have good people in place; however, if they should leave, having someone with experience would be beneficial. Also discussed whether or not there's a need for a treasurer. Mrs. Jacques-Purdy asked if the responsibilities of the treasurer would be covered by the finance director. Mrs. Milardo stated not necessarily. Mr. Fredericksen suggested that Joe Centofanti, BOF Chairman, speak to the Committee. **Sec. 6-3 Special Powers and Duties (i)** - Additional wording suggested. Mr. Fredericksen stated that the BOF has felt they need to provide input regarding grants as they don't want the Board of Selectmen (BOS) applying for grants that aren't beneficial to the town and obligate the town to conditions that the town may not want to take on. Mrs. Jacques-Purdy talked about funding cliffs. Discussion followed at length in regard to the potential of putting the BOF into a position of dictative policy, the BOS coming before the BOF to inform them of a grant they may be interested in applying for, and the need for the BOS and BOF to work together. **Sec. 6-4 Powers with Respect to Ordinances (b)** – Discussion followed in regard to Mrs. Bertrand's supplemental submission from the Town of Windsor Locks Charter, in particular Section 807 Emergency Appropriations. Mr. Morasutti stated if the town would like this, then an ordinance should be approved; and that this matter should not be within the Charter. It was noted that the Committee did not have Section 406 as noted in Windsor Locks' Section 807. Committee tabled the matter. **Sec. 7-2 Duties of the First Selectman** – Mr. Morasutti stated this is not a Charter item, but rather an ordinance. Mrs. Jacques-Purdy asked that when the document is rewritten that it say he/she. Mrs. Milardo will speak

to Mrs. Bertrand in regard to this item. **Sec. 7-3 Duties Relating to the Budget** – Mrs. Milardo stated that Mrs. Bertrand is suggestion that the departments go directly to the BOF in assembling the budget. Mr. Morasutti stated this isn't a Charter item. Mrs. Milardo stated she was not advocating for this revision. **Sec. 8-1 Administrative Offices and Departments** – Suggested that Finance Director be added to the document. Mr. Morasutti stated he would prefer not discussing the matter until it's clear what a finance director does as opposed to a financial coordinator as opposed to a treasurer. Mrs. Milardo will provide job descriptions. **Sec. 8-8 Department of Public Works** – Remove Tree Warden from Public Works. Mrs. Milardo explained the reasoning behind this suggestion. A brief discussion followed in regard to job descriptions. Item tabled until additional information received. **Sec. 8-9 Tax Assessor** – Discussion followed in regard to the tax assessor being appointed (not an issue) and yet the tax collector isn't. Further discussion followed in regard to specific departments requiring certifications and in an attempt to retain them having them either hired or appointed; and how the town would go about making that transition. Noted that these departments need to follow the statutes. **Sec. 8-12 Wardens** – Discussion followed in regard to what the specific question is. Mrs. Milardo will speak to Mrs. Bertrand. **Sec. 8-14 Employees (a & b) – Judge of Probate** – Mr. Fredericksen stated that the town no longer has a judge of probate. Mrs. Batzner explained that the town does have a probate judge (regionalized five years ago), that Haddam residents vote for a probate judge, and that Haddam tax dollars are spent on the court. Tabled until more information received. **Sec. 8-14 Employees (c)** - Will look to see what other towns have pertaining to this. **Sec. 9-3 Powers and Duties of the Board of Finance in Connection with Preparation of the Budget for the Coming Fiscal Year and Levying of Taxes** – Item tabled. **Sec. 9-4 Powers and Duties of the Board of Finance with Respect to the Management and Monitoring of the Budget for the Current Fiscal Year (c)** – Discussion followed in regard to reviewing the 15 day rule. Tabled. **Sec. 9-4 Powers and Duties of the Board of Finance with Respect to the Management and Monitoring of the Budget for the Current Fiscal Year (d)** - Mr. Fredericksen stated recommendations are on the BOF paperwork. Tabled. **Sec. 9-5 Expenditures and Accounting (b)** – Mrs. Milardo stated that Mrs. Bertrand is looking for more consistency in line items. Mr. Fredericksen stated he believes Mrs. Bertrand is right; however, he doesn't believe it should be within the Charter, it should just be something that the town does. **Sec. 9-5 Expenditures and Accounting (e)** - Tabled. **Sec. 9-7 Reserve Fund for Capital and Nonrecurring Expenditures** – Mr. Fredericksen stated that recommendations are within the BOF document and document needs to be refreshed. Tabled.

Mrs. Milardo stated that the Charter doesn't address a number of matters and that there's a big difference between the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) [clarification required].

5. Adjournment

MOTION: Harlan Fredericksen moved to adjourn. John Fernandes second. Motion carried unanimously.

The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Bunny Hall Batzner

Bunny Hall Batzner
Recording Clerk

The next meeting is scheduled for Monday, 16 May 2016, at the Annex Building, 11 Jail Hill Road.