

MINUTES
Charter Revision Commission
March 22, 2023
Municipal Center — Room 302

Present: Quinn Christopher, Dan Ciesielski, John Gasparini, Patrick Kilby, Jo Rosinski, Dayna Snell, Anthony Tarascio.

Staff Present: Andy Cirioli, Assistant Town Manager, and Cindy Porrini, Town Clerk

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chairman Gasparini.

2. Meeting Minutes

Motion to approve meeting minutes of the March 2, 2023, Regular Meeting Minutes: Commissioner Tarascio Second by: Commissioner Rosinski

All in Favor 7, Opposed 0, Motion Passes Unanimously

3. Correspondence

All Commissioners received a copy of the email communication from the Town Attorney responding to multiple items the commission requested the Town Attorney to review.

4. Old Business – Chapters 3 & 4

Chapter 3– Town Council

Section 2. Composition

Discussion was held. Motion was made by Commissioner Ciesielski: Second by Commissioner Kilby: Review all 169 towns/villages to determine if all elected officials (Town Councils) hold 2-year or 4-year terms.

MOTION DEFEATED: YES – 2; NO – 5; ABSTAIN – 0.

Chapter 4 – Manager

Section 1. Qualifications, appointment, and tenure

The Town Attorney provided language to amend the charter section:

Majority Vote

A Town Manager, hereinafter referred to as the "Manager," shall be appointed by the Town Council solely on the basis of that person's executive ability and his knowledge of accepted practices in local government administration. The Manager shall serve for an indefinite term and be subject to removal by the Town Council in the manner provided elsewhere in this Charter for the removal of all officers appointed by the Town Council. At the time of appointment, the Manager need not be a resident of the Town or the state but during the tenure of office the Manager shall reside in the Town **unless such residency requirement is waived by a majority vote of the Town Council**. The Manager shall devote his/her full time to the office of the Manager.

Super Majority Vote

A Town Manager, hereinafter referred to as the "Manager," shall be appointed by the Town Council solely on the basis of that person's executive ability and his knowledge of accepted practices in local government administration. The Manager shall serve for an indefinite term and be subject to removal by the Town Council in the manner provided elsewhere in this Charter for the removal of all officers appointed by the Town Council. At the time of appointment, the Manager need not be a resident of the Town or the state but during the tenure of office the Manager shall reside in the Town **unless such residency requirement is waived by a vote of no less than five members of the Town Council**. The Manager shall devote his/her full time to the office of the Manager.

Unanimous Vote

A Town Manager, hereinafter referred to as the "Manager," shall be appointed by the Town Council solely on the basis of that person's executive ability and his knowledge of accepted practices in local government administration. The Manager shall serve for an indefinite term and be subject to removal by the Town Council in the manner provided elsewhere in this Charter for the removal of all officers appointed by the Town Council. At the time of appointment, the Manager need not be a resident of the Town or the state but during the tenure of office the Manager shall reside in the Town **unless such residency requirement is waived by a unanimous vote of the Town Council**. The Manager shall devote his/her full time to the office of the Manager.

The commission agreed to this item to the Town Attorney for additional language review and approval. The commission is requesting the following language be reviewed by the Town Attorney for review and approval.

“The Town Council waive the residency requirement in order of hiring a Town Manager, but the Town Council’s decision cannot be rendered indecisive or inconclusive or changed by any future Town Council.”

Section 5. Acting Manager

Town Attorney provided language to amend this charter section:

“The Manager shall designate, with the approval of the Town Council, the **Assistant Town Manager or the Town Manager’s designee**, who shall act as Manager, except in the matter of appointments and removals, during any temporary inability of the Manager to serve. In the event of a vacancy in the office of Manager, from whatever cause arising, the Town Council shall have power to designate a person, other than a member of the Town Council, to act as Manager pending the filling of such vacancy.”

The commission agreed to amend the charter section, with the above suggested language.

5. New Business – Chapters 7 – 10

Chapter 7 – Financial Provisions

Section 1. – Section 4.

Discussion was held, no changes were suggested to these sections at this time.

Section 5. Duties of the Town Council on budget.

Commissioner Kilby presented suggested language to the commission to amend this charter section. Discussion was held, the commission requested additional information from Town Staff regarding costs associated with the all-day budget vote process.

Section 6. Budget Town Meeting.

Commissioner Kilby presented suggested language to the commission to amend this charter section. Discussion was held, the commission requested additional information from Town Staff regarding costs associated with the all-day budget vote process.

Section 7. – Section 11.

Discussion was held, no changes were suggested to these sections at this time.

Section 12. – Payment of Claims

Discussion was held, the commission asked the Town Attorney to review this section to clarify “The Director of Finance and Town Treasurer shall each designate a *deputy*”. Does the Director of Finance and Town Treasurer currently appoint a deputy? Once reviewed, provide suggested language to amend the charter.

Section 13. – Section 16.

Discussion was held, no changes were suggested to these sections at this time.

Chapter 8 – The Merit System

Section 1. & Section 3.

Discussion was held, no changes were suggested to these sections at this time.

Section 2. – The classified service

Discussion was held, the commission asked the Town Attorney to review this section to clarify the meaning of this charter section.

Chapter 9 – Town Meetings

Section 1.

Discussion was held, no changes were suggested to this section at this time.

Chapter 10 – Town Meetings

Section 1. & Section 3. – Section 8. & Section 10.

Discussion was held, no changes were suggested to these sections at this time.

Section 2. – Tenure Rights

Discussion was held, the commission asked the Town Attorney to review this section to clarify the meaning of this charter section.

Section 9. – Gender

Discussion was held, the commission decided to add suggested language “Any reference to gender shall be applicable to *all genders*.” to this section. Once reviewed and approved by the Town Attorney and presented to the Charter Revision Commission for further consideration.

The Regular meeting on April 5th has been canceled.

6. Adjournment

Motion to adjourn: Commissioner Tarascio

Second by: Commissioner Rosinski

All those in favor 7, Opposed 0, Motion passed unanimously

Meeting adjourned at 7:13 p.m.

Submitted by,

Cindy A. Porrini, Town Clerk