

**CHARTER REVISION COMMISSION
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

These minutes are not official until approved at the subsequent meeting.

Minutes of Regular Meeting

Thursday, March 6, 2014 at 6:30 p.m.

Members Present: Richard LeBoriosis, Alan Baker, Karla Schultz, Leonard Norton, Richard Pippin, Jr., Charles Riggott, and Lois Noble

Members Absent: None

Others: Kathy Pippin, Gilbert Hayes, Matt Hart, Betsy Patterson, Richard Johnson, Jonathan Luiz, and Carmen Vance

Press: None

I. Call to Order

Chairman Richard LeBoriosis called the Regular Meeting to Order at 6:33 p.m. in the East Windsor Town Hall.

II. Approval of Minutes

• Regular Meeting Minutes of February 20, 2014

An error was noted in the January 20, 2014 Special Meeting Minutes in Section I., Paragraph 1. An amendment to those minutes are noted. The following is the amendment:

“...called the Regular Hearing to Order...”

to

“...called the Regular Meeting to Order...”

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (6-0) (In Favor – R. LeBoriosis, K. Schultz, R. Pippin, A. Baker, L. Norton and C. Riggott; Opposed – None; Abstain – L. Noble) that the Charter Revision Commission approves the Regular Meeting Minutes of January 20, 2014 as amended.

III. Public Comments

Ms. Kathy Pippin of Wooham Road addressed the Board. She has attended the past few months of meetings and she would like the Commission to address a few items, which are:

- No individuals shall be elected to office with delinquent taxes due;
- Two and half percent should be applied department to department, not line items;
- Selectman should have at least two to four years of Board of Finance experience before qualifying for Selectmen's positions;
- Requirement for Board of Finance and Board of Selectmen experience on previous Boards; and,
- When Democrats or Republicans are choosing candidates it should be from experience not popularity.

IV. New Business

a. Concerns of Boards, Commission & Department Heads

Mr. LeBorious gave to all members of the Commission memorandums he has received from Boards, Commissions and Department Heads. He received responses from the following:

- Agriculture Commission
- Police Commission
- Town Clerk

A brief discussion was held regarding the recommendations.

Commission Recessed at 6:43 p.m.

Commission Reconvened at 6:45 p.m.

b. Presentation of CCM/Town Administrators

Mr. Rick LeBorious introduced to the Commission the presenters who were: Mr. Matt Hart, Town Manager and Ms. Betsy Patterson, First Selectwoman of the Town of Mansfield, Mr. Jonathan Luiz, Town Manager and Ms. Carman Vance of the Town of Columbia and Mr. Richard Johnson, Town Manager of the Town of Glastonbury. Mr. Hart had handouts of his presentation and gave copies of same to all of the Board Members to follow along during the presentation. The documents

were entitled “Council-Manager Form of Government” and “Professional Local Government Management”. It was explained there are three different types of town governmental legislative bodies within the State of Connecticut and they are: Selectmen/Town Meeting; Town Council/Manager; and Council/Mayor. He gave a breakdown of how many of each type of government breaks down in the State of Connecticut. At the present time, the Town of East Windsor is a Selectmen/Town Meeting town. He commented that each town is unique and each town must decide which type of governmental body is best for the community. He began explaining a Council-Manager form of government. This type of government has elected council/bard which serves as a legislative body and establishes policy to govern the overall operation of municipal organization. The council appoints competent, professional manager to implement policy and to oversee daily operations of CEO/CAO. The role of the council serves as a community’s legislative and policy-making body. The power is centralized in elected council, which approves budget and determines tax rates. It focuses on community goals, major projects and other long-term issues and appoints a manager.

The role of the Chairman or Mayor serves as key political and policy leader; however, specific duties depends on the Charter. Typically the Mayor is a voting member of the council and presides at council meetings; represents municipality in intergovernmental relationships and sets council agenda with manager.

The manager is hired on the basis of merit to serve the council and community. The role of the manager serves at the pleasure of the governing body and makes policy recommendations to council for implementing council policy, bound by action taken by the council. The duties of the manager is acting as CEO/CAO overseeing the work of municipal departments, administration of personnel, appoints and provides direction and leadership of department head. The management of public funds, prepares annual budget and multi-year capital improvement program and ensures fiscal responsibility and modern accounting practices.

The duties of the appointed manager is to implement programs, policies and initiatives, works with elected officials and community leaders to achieve common goals and objectives. Coordination of service delivery and anticipates future needs and organizes work operations.

Benefits of having council-manager government is removing responsibility for day-to-day operations, frees elected officials to focus on policy making and community issues. It empowers elected officials to

lead and to develop vision for the community and offers flexibility to go in new directions while providing continuity during transitions. Other benefits of council-manage government is that it encourages open communication between citizens and government, political power is not concentrated in the Chair, but shared by all members of the council. This also diffuses power of special interest have a voice, not just those that are well-funded or well connected. It eliminates partisan politics from personnel, financial and contracting decisions, merit based decision making is done based on qualifications and performance. Development and retention of talented municipal employees and fosters professional ethics.

The value of a professional manager and how that manager contributes to community was discussed. The manager oversees the day-to-day and frees elected officials to focus on policy issues, shares and applies skills gained through education professional experience and contacts. The manager has access to information about the latest trends and best practices and devotes time and skills to tackle a problem or opportunity.

The manager also assists the council with the development of a vision and long-range strategic planning and recommends cost-saving ideas and productivity improvements. The manager enhances the community's responsiveness to its citizens through administrative and fiscal accountability.

A lengthy discussion was held among the Commission and the visiting Town Administrators, First Selectmen and Mayor of the benefits and the day-to-day operations of their respective towns since changing their form of government.

Commission Recessed at 8:06 p.m.
Commission Reconvened at 8:15 p.m.

A brief conversation was held regarding the presentation. It was asked if the copies of the Charters from the Town of Mansfield, Town of Columbia and Town of Bolton be copied and distributed at the next meeting to review. A concern regarding the median income of those towns is much higher than East Windsor, this was also asked to be researched.

Another issue discussed briefly was additional meetings needed to be scheduled. It was the general consensus to have additional meetings, first and third Thursdays in April and May.

V. Old Business

a. General Overview of Charter

It was the general consensus to continue this discussion at the next meeting.

VI. Adjournment

It was **MOVED** (Norton) and **SECONDED** (Pippin) and **PASSED** (6-0) (In Favor - K. Schultz, L. Norton, R. Pippin, C. Riggott, L. Noble and A. Baker; Opposed - None) that the Charter Revision Commission adjourns the March 6, 2014 Regular Meeting at 8:22 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary