

**TOWN OF EAST WINDSOR
CHARTER REVISION STUDY COMMITTEE**

**Regular Meeting
Monday, April 23, 2018
Scout Hall, 28 Abbe Road, East Windsor, CT.**

Committee Members

Co-Chairman: John Matthews, Keith Yagaloff
CRSC Members: Don Arcari, Cher Balch, Betsy Burns, William Loos,
John Mazza, Rachel Safford, Charlie Szymanski, and
Bonnie Yosky

MEETING MINUTES

**** These Minutes are not official until approved at a subsequent meeting****

CALL TO ORDER, ROLL CALL:

Co-Chairman Matthews called the Meeting to Order at 7:05 p.m. in Meeting Room 1, Scout Hall, 28 Abbe Road, East Windsor, CT.

Call to Order, Roll Call:

Present: John Matthews, Co-Chairman; Don Arcari, Cher Balch, Betsy Burns;
William Loos, John Mazza; Rachel Safford; and Bonnie Yosky

Absent: Keith Yagaloff, Co-Chairman, and Charlie Szymanski,

Press: No one from the Press was present.

ADD AGENDA ITEMS, VOTE TO ADD/CHANGE IF NECESSARY:

MOTION: To ACCEPT the Agenda for the Regular Meeting of the Charter Revision Study Committee as presented.

Loos moved/Balch seconded/VOTE: In Favor: Unanimous

PREVIOUS MEETING MINUTES, COMMENTS AND ACCEPTANCE VOTE:

MOTION: To ACCEPT the previous Minutes of the Charter Revision Study Committee dated April 9, 2018 as presented.

Yosky moved/Balch seconded/

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VOTE: **In Favor:** **Matthews/Arcari/Balch/Loos/Mazza/Safford**
 Opposed: **No one**
 Abstained: **Burns/Yosky**

PUBLIC PARTICIPATION: The public is encouraged to provide their thoughts as succinct as possible. CSC members will not comment on the merits of an idea at this meeting, but may ask questions to clarify the proposal. A time limit may be imposed.

No one from the public was present.

NEW BUSINESS/a. Review Final Status Report/recommendations presented to Board of Selectmen on April 19, 2018/i. Discussion of objectives:

Co-Chairman Matthews related that he and Co-Chairman Yagaloff appeared before the Board of Selectmen on April 19th to present this Committee's final report. The report included five objectives, and then presented eleven suggestions to be passed on to the following Charter Revision Committee. The CRSC reviewed the suggestions, and considered the objectives which will be met by implementation of each of the suggestions.

Discussion followed regarding the public's perception of the 2% increase - the 2% default budget is often perceived to be a 2% increase in taxes related to the budget approved. Discussion continued considering methods to present the budget message clearly to the voters.

ii. Schedule for Charter Revision Commission:

Co-Chairman Matthews noted the Charter Revision Study Committee (CRSC) will cease meeting when the Charter Revision Committee (CRC) is appointed by the Board of Selectmen. The Committee reviewed the Statutory schedule for completion of a Charter revision. Co-Chairman Matthews noted that to complete the revision process within the 18 month schedule/timeframe and present the revisions to the voters in November 2019 the appointment of the Charter Revision Commission should occur in May, 2018; the first Public Hearing would be scheduled in June, 2018. Discussion followed regarding options for presentation of the proposed revisions to the public, anticipated voter participation, presentation at a presidential vs. a municipal election, and presentation of questions to the public during the referendum.

b. Discussion of Checks and Balances for every Position, Board, Committee, etc.

The Committee continued to review Co-Chairman Matthews worksheet summarizing checks and balances for finances and policies. *(See Attachment A).*

NEW BUSINESS/c. Other Town Charters of interest:

Co-Chairman Matthews provided the Committee with a synopsis of the Charter for the Town of Windsor Locks *(See Attachment B)*. The Committee briefly began discussion.

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2ND PUBLIC PARTICIPATION:

No one from the public was present.

SUGGESTIONS FOR NEXT MEETING AGENDA:

Review Windsor Locks Charter summary to discuss in relation the East Windsor's Charter.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:55 p.m.

Loos moved/Balch seconded/VOTE: In Favor: Unanimous

Respectfully submitted,



Peg Hoffman, Recording Secretary for the 2018 Charter Revision Study Committee

East Windsor Charter Study Committee , 2018			
Office, Board, Commission Checks and Balances, exploring concerns and suggestions, preliminary outline			
Function	Authority	Checks	Concerns
1st Select	CEO, Administrator	Requires BOS	Contracts to allow TM appr
	Sign Contracts	Approval	where State Statute allows.
	Hires/Fires	Audits	Contracts of at-will employe
		4YR Term	require Town Meeting Appr
			and be \$\$ limited to annual
			approved budget.
			Provide research person.
			CFO Responsibility?
			Provide BOS Discretionary \$
Selectmen	Approve Contracts	Town Meeting	Encourage voter participatio
	Approve Hiring	to Approve	by improving warnings/ advs
	Propose Ordinances	Ordinances and	Require at least 150 voters
	Make Resolutions	> than \$20 k exp	at Town Meeting or Adjourn
	Propose Budgets	BOF Modifies	to Referendum
		Budget Proposed	Reduce # of petition
		Auto Budget	signatures for Referendum
		Referendum	to 75
		2 yr term	Acquire and properly fund
			professional negotiator
BOF	Recommends		
	Budget to Town Meet	Hearings	Allow petitions for new
	Also Transfers and	Annual budget	and restoration Suppleme \$
	Supplements to TM	Referendum	to override BOF denials
	Approves/ Denies	Town Meetings	Hire full time CFO who also
	Petitions requesting	for > \$20k EXP	does research
	expendures		Require operational (forens
			audits

East Windsor Charter Study Committee, 2018				Office, Board, Commission Checks and Balances, <u>exploring concerns and suggestions, preliminary outline</u>	
Function	Authority	Checks	Concerns	Suggestions	
Pension Board made up of some union members	Ordinance 70 -1 was wide ranging detrimental to EW	NONE	A few people can commit the Town to millions of \$\$ of future liability without Legislative Body approval	Explicitly define authority in Charter	
	Gave Authority to take risk with funds and Change plan to benefit of unions without town Meet Approval	CGS 7-450 should be interpreted as requiring Town Meeting Approval.	A recent give away was signed only by PB Chairman	Funds should be invested in low cost passive managed index funds	
		Our Town Attorney has taken advantage of ambiguous language to give advantage to unions	Funds are invested in actively managed funds, counter to strong evidence that low cost passive funds outperform 80% of active managers.	Pension Board function should be to only manage funds.	
Police Board 5 members elected 4 yr term			A Town board that contains union members is conflicted if they are negotiating for the town against unions	Negotiations should be led by a strong negotiator with fiduciary responsibility to the legislative body	
			2009 charter Revision should have been recognized as having rescinded Ordinance 70-1		
	Ordinance 71-1 powers granted by CGS chapter 104	4 year term no checks in charter	5 persons determine very expensive operation. BOF has little visibility, conducts no meaningful comparison with other PD's	CGS allows Charter to define powers of Police Commission.	
			Chief has said he is not responsible to BOS	Suggest Police Chief report to CEO	
			Chief and Deputy contract not signed by CEO but signed by Police Commission chairman	Retain Police Commission to define policy	
			Chief's contract salary and benefits partially tied to union contract	Negotiations should be led by a strong negotiator with fiduciary responsibility to the legislative body	

2018 East Windsor Charter Study Commission

Review of current Windsor Locks Charter ~ April 23, 2018

Highlights:

1. Form of Government ~ Selectman /Town Meeting
2. The Town meeting is the legislative body of the town
 - a. The Town meeting enacts ordinances
 - b. Initial application of grants requiring Town funds requires TM
 - c. The Town Meeting approves Annual Budget
 1. At Annual Budget Meeting, individual budget appropriations can be amended to less than BOF recommendation.
 2. If budget is not approved at Annual Budget Meeting, subsequent votes of **amended** budget are by referendum.
- b. Town Meeting approves Supplemental Appropriations greater than \$10,000.
 - a. A twenty signature petition can request a town meeting, but requires BOF approval if appropriations are requested.
3. There is a three member Board of Selectman.
 - a. Elected to two year terms
 - b. First Selectman is full time CEO and CAO
 - c. Selectmen appoint Town Counsel and Town Engineer.
 1. Terms coincide with Selectman terms.
 - a. May also approve temporary employment of Counsel **other than or in addition to** the Town Counsel
 2. Other appointments include Director of Public Works, Building Official, Emergency Management and others
4. Other Elected positions, (not a complete list)
 - a. Town Clerk, four year term
 - b. BOE ~ 5 members, four years
 - c. BOF ~ 6 members, six years
 - d. Town Treasurer, two years
 - e. Police Commission ~ 6 members, six years

5. Board of Finance with input from BOS and BOE is responsible for preparing, managing, and monitoring the Annual Town Budget. They will submit a proposed Annual Budget to the Annual Town Meeting in May.
6. Other:
 - a. The Police Commission was established by Special Act in 1943.(There is no other mention of Police Commission in current charter other than the election requirements)
 1. The Police Commission shall have general management and supervision of the police department.
 - b. First Selectman appoints acting First Selectman
 - c. The First Selectman shall execute or cause to be executed the Town ordinances, regulations, resolutions, and policies.
 - d. All agendas need to include public participation.
 - e. Contingency fund shall not exceed two percent.
 - f. Capex > \$200,000 requires referendum.
 - g. **Conflict of interest** violations can result in removal of officer.
 1. It is worth reviewing this conflict of interest section in considerable detail. It is more complete than East Windsor's section.

*(All the forgoing is my interpretation of the most recent Windsor Locks Charter.
Respectfully submitted by, John Matthews, Co-chairman of Charter Revision
Study Commission, April 2018)*