

TOWN OF EAST WINDSOR CHARTER REVISION STUDY COMMITTEE

Regular Meeting
Monday, May 14, 2018
Scout Hall, 28 Abbe Road, East Windsor, CT.

Committee Members

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

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 7:00 p.m. in Meeting Room 1, Scout Hall, 28 Abbe Road, East Windsor, CT.

Roll Call: **Present:** John Matthews, Co-Chairman; Keith Yagaloff, Co-Chairman; Don Arcari, Cher Balch, Betsy Burns; William Loos, John Mazza; Rachel Safford.
 Absent: Charlie Szymanski, Bonnie Yosky

Press: No one from the Press was present.

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

No Added Agenda items.

MOTION: **To ACCEPT the Agenda as presented.**

Loos moved/Balch seconded/DISCUSSION: None

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 23, 2018 as presented.**

**TOWN OF EAST WINDSOR
CHARTER REVISION STUDY COMMITTEE
Regular Meeting – May 14, 2018
MEETING MINUTES**

Balch moved/Burns seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

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. Status of Follow-on CRC startup and calendar:

Co-Chairman Matthews reported that the Board of Selectmen agreed at their last meeting to create a Charter Revision Commission (CRC), but have not yet populated it.

Co-Chairman Matthews referenced a list of charges discussed at the BOS Meeting. While the CRSC had considered splitting budget approval into Town and Board of Education budgets, Co-Chairman Matthews noted Selectman Hoffman had discussed including line item approvals at referendum for larger budget expenditures, such as the Police Department, Parks and Recreation, Board of Education, Public Works, etc. The CRSC then discussed consolidation of services, prioritization of funding, and regionalization.

The CRSC noted one of the BOS's charges to the CRC is to create a position to research information to assist the Town find ways to cost effectively provide services to residents. The CRSC discussed this position in relation to a Town Administrator, Town Manager, or Chief Financial Officer.

NEW BUSINESS/b. Discuss recent Referendum, voter participation and ways to improve it:

The CRSC discussed the percentage of voter participation in East Windsor vs other towns, and then considered various methods of communicating the budget information to the residents. This year the Town provided a flyer prepared by the Treasurer summarizing the budget requests; the BOE posted yard signage urging people to vote.

NEW BUSINESS/c. Discussion of Checks and Balances for every Position, Board, Committee, etc.:

The CRSC discussed checks and balances for department funding requests. They also considered the effect of elected vs. appointed Board and Commission membership.

NEW BUSINESS/d. Other Town Charters of interest:

**TOWN OF EAST WINDSOR
CHARTER REVISION STUDY COMMITTEE
Regular Meeting – May 14, 2018
MEETING MINUTES**

Co-Chairman Matthews provided the CRSC with a listing of questions proposed to the voters of Ellington at referendum. The CRSC also reviewed a summary of the Hebron Charter. (See Attachment).

2ND PUBLIC PARTICIPATION:

No one from the public was present.

SUGGESTIONS FOR NEXT MEETING AGENDA:

Consider checks and balances for Planning and Zoning Commission members; consider elected vs. appointed positions.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 9:00 p.m.

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

Respectfully submitted,



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

2018 East Windsor Charter Study Commission

Review of current Hebron Charter ~ May 14, 2018

Highlights:

1. Form of Government ~ Selectman (Council) /Town Manager
 - a. **BOS (Council) is legislative body except as provided in Chapter 3 when Town Meeting is legislative body.**
 - b. Town Meeting relinquishes considerable authority to BOS
 - i. Ordinances are approved by four affirmative votes of BOS after at least one public hearing.
 1. Referendum can override some actions of BOS with petition of 2% of electors (within 20 days)
 2. Special Town meetings on some items can be called by Petitioning with 2% signatures, vote at meeting requires quorum of 25 voters.
 - a. Supplemental appropriations which exceed 1% of budget
 - i. BOF approves supplements up to 1% of budget
 - b. Create or abolish Town agencies
 - c. Annual Budget approved by Referendum.
 - i. No limit to # of Referendums to approve Budget.
2. BOS ~ Five Selectmen. All are four year terms.
 - a. Town Manager is CEO and CAO
 - i. **There is a Town manager who is hired and fired by BOS with 4 affirmative votes.**
 1. Responsible to BOS.
 2. Appoints Town Attorney to two year term with BOS approval.
 3. Prepares Town Government budget and presents to BOS.
 4. Town manager Administers, Supervises, and Researches He is Personnel officer handling labor matters.
3. Other Elected positions, all four year terms (not a complete list)
 - a. BOE ~ 7 members
 - b. BOF ~ 5 members
 - c. P&Z ~ 5 members
 - d. Town Clerk
 - e. Regional BOE per CGS 10-46

4. Board of Finance with input from BOS and BOE is responsible for preparing, and monitoring the Annual Town Budget. They will submit a proposed Annual Budget to the **Annual Referendum in May.**
5. Other:
 - a. Hebron uses Resident State Troopers and Constables.
 - b. The Approved Budget fixes every line item. Intradepartmental transfers can be approved by: Town Manager up to \$2000, By BOS up to \$10,000, and by the BOF when greater than \$10,000.
 - c. Interdepartmental transfer can be made after April 1st by the BOF.

(All the forgoing is my interpretation of the most recent Hebron Charter.

Respectively submitted, John Matthews, Co-chairman of Charter Revision Study Commission, May 2018)