

**TOWN OF GRANBY
CHARTER REVISION COMMISSION 2011
MEETING MINUTES
NOVEMBER 17, 2011**

PRESENT: Francis Brady, Annie Hornish, Lowell C. Johnson, Sheri Litchfield, Jim Lofink, Melissa Migliaccio, Bruce Murtha, and David Russell

OTHER ATTENDEES: William F. Smith, Jr., Town Manager; John Adams, First Selectman

The first meeting of the Charter Revision Commission was called to order by First Selectman Adams at 7:00 p.m.

The people present introduced themselves to each other. First Selectman Adams thanked everyone for agreeing to be a member and volunteering their time and commitment to this commission.

SWEARING COMMISSION MEMBERS INTO OFFICE

First Selectman swore the people in. CHECK FIRST MEETING MINUTES.

REVIEW FREEDOM OF INFORMATION ACT

Town Manager Smith spoke about the Freedom of Information Act for public agencies. He stated the meetings of the Commission are public, there are some exceptions to which you would hold an Executive Session that this Commission would need to hold, and special meetings can be scheduled. If you have any questions, call the town manager's office.

Town Manager Smith talked about the timetable for Charter Revision Commission was developed using the presidential primary election date for the town referendum vote to be held on November 6, 2012. The timetable does not necessarily need to be followed. If not, a special town referendum (stand alone) can be scheduled but it may not meet the minimum requirement for adopting the Charter. Our office is available to assist the Commission in any we can.

REVIEW COMMISSION CHARGE

First Selectman Adams commented on suggested review and modification of Charter sections document that were collected for the past ten (10) years and their charge. He mentioned that the Board of Selectmen may reject or approve the Charter.

First Selectman Adams commented to keep in mind the revision of the charter should be adaptable for ten years out. An example would be an act was passed allowing electronic mail of municipal tax bills. The Charter could include language like "or by other means as permitted by statute".

SUGGESTED REVIEW AND MODIFICATION OF CHARTER SECTIONS AND CHARGE

First Selectman led the discussion regarding the suggested review sections and charge. Highlights were:

1. Review the quorum requirement to hold a vote at the annual town budget. When there is a no controversy regarding the budget, getting people to attend the annual town meeting is harder and when there is a controversy, attendance is good. A referendum vote is not necessarily the best approach. Other approaches might be lower the quorum

requirement, allow voting at the Annual Town Budget meeting other than at the end of the meeting.

2. Other subject discussed was limiting the number of referendum votes to pass the town budget.
3. Clarification of Section 2-2 regarding appointments for commissions or committees – whether the appointee has to be a registered voter or not. This question came up a few years back when appointee was a resident but not a registered voter. Our Town Attorney gave the opinion the appointee does not have to be a registered voter.
4. Clarification between Section 3-11 and 11-2 regarding Town Moderator. Section 11-2 changed during the last revision and Section 3-11 was not modified.
5. Review Section 3-12 – Position of Profit for elected or appointed. An example would be a committee member has good experience in a program activity and wants to do it, however, that person would not be able to participate in both areas even if the position of profit is minimal.
6. Review of the Annual Town Meeting ballot form. It was determined that this item was an administration responsibility.
7. Review Section 105(f) regarding changing the timeline for filing the budget resolution.
8. Review Section 106(e) – in particular, appropriation limits of \$450,000. There is no mechanism in place to handle emergency cases. Storm Alfred was an example -- the board of selectmen had to appropriate \$1M for tree and bush removal resulting from Storm Alfred and made a statement that \$750,000 was reimbursable from the federal agency.
9. Review Section 7-1 – Appointment, in particular the time period of no longer than six months serving as an interim town manager. An example would be the need for an interim town manager for seven months. It is not allowed under this Charter.
10. Any other matters deemed appropriate by the Commission.

ELECTION OF OFFICERS

First Selectman Adams then asked members to nominate officers.

On a MOTION by L. Johnson, seconded by B. Murtha, F. Brady was nominated as Chairman of this Commission. No other nominations were made. This motion was unanimously approved (8-0-0).

On a MOTION by F. Brady, seconded by A. Hornish, L. Johnson was nominated as Vice Chair of this Commission. No other nominations were made. This motion was unanimously approved (8-0-0).

On a MOTION by J. Lofink, seconded by S. Litchfield, M. Migliaccio was nominated as Secretary of this Commission. No other nominations were made. This motion was unanimously approved (8-0-0).

SET REGULAR MEETINGS DATES

A discussion was held regarding what day meetings would be held. It was agreed to meet every two weeks on Wednesdays, starting December 7, 2011 at 7:30 p.m. The location will be determined by the Town Manager's Office since they are the maintainer of the calendar for public meetings. There will be no meeting on December 21, 2011.

A discussion was held to set up a public hearing date to obtain input from the public regarding charter revisions. It was noted to include in the legal notice the website address to view the current Charter. Also, the Commission concurred to hold a special meeting after the public hearing on December 14, 2011.

On a **MOTION** by D. Russell, seconded by L. Johnson, to hold a public hearing on December 14, 2011 at 7:00 p.m. the Commission unanimously voted (8-0-0).

As matter of information, First Selectman Adams commented that a bond issue will be coming forth on various capital projects.

The membership sheet was passed around to obtain email addresses and corrections, if any, and given to the Recording Secretary.

ADJOURNMENT

Mr. Brady adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Patricia I. Chieski
Recording Secretary