

**TOWN OF GRANBY  
CHARTER REVISION COMMISSION 2011  
MEETING MINUTES  
DECEMBER 7, 2011**

**PRESENT:** Francis Brady, Annie Hornish, Lowell Johnson, Sheri Litchfield, Jim Lofink, Melissa Migliaccio, Bruce Murtha, Terri Ann Hahn, and David Russell

Chairman Brady called this meeting of the Charter Revision Commission to order at 7:30 p.m.

**MINUTES**

The minutes of the November 17, 2011 meeting were reviewed. Corrections to be made include: page two, item numbers 7 and 8 – 105 should read 10-5 and 106 should read 10-6; page one, under the Swearing Commission Members into Office section – remove CHECK FIRST MEETING MINUTES; and in the last sentence of the second paragraph, under the Review Freedom of Information Act section, change “Our office” to The Town Manager’s office.

ON A MOTION by B. Murtha, seconded by L. Johnson, the Commission voted (8-0-1) to approve the minutes of November 17, 2011, with the noted corrections. T. Hahn abstained.

Chairman Brady provided three handouts to the Commission members and it was decided to address item three of the Agenda prior to item two.

All members will participate in all areas of the Charter, but with subcommittees in place to do initial review and suggest any changes to be made. It is thought to start with, there would be group discussions and then move into the subcommittees. Chairman Brady reviewed, and discussion ensued, regarding the handout page of the subcommittees. Some of the discussion included changing the word Subcommittee to Working Groups. Chairman Brady read the group assignments which were: Working Group #1 – A. Hornish and S. Litchfield; Working Group #2 – T. Hahn and L. Johnson; Working Group #3 – J. Lofink and B. Murtha; and Working Group #4 – D. Russell and M. Migliaccio.

**CONTINUE DISCUSSION AND REVIEW OF 2002 CHARTER**

Chairman Brady provided a handout regarding Discussion Points. He said the first five have to be considered because they were brought about by the Board of Selectmen.

- Ideas regarding an Ethics Commission were reviewed. It could be a good sounding board and should be discussed further. Currently the Board of Selectmen, when necessary, deals with ethics issues. The Working Groups should determine if there is a need for an Ethics Commission. T. Hahn stated that in reviewing other town’s Charters some towns have a Commission and some don’t.
- T. Hahn commented that the Charter language isn’t very modern. That’s not necessarily a bad thing, but maybe more modern wording could be incorporated into some sections of the new Charter. Chairman Brady said that changes made could try to modernize language, but this commission will not proceed to update the whole document.
- J. Lofink feels that Board and Commission vacancies, of elected officials, should be addressed. If an elected official misses several months of meetings – what might happen? It was commented that the Committee Chairman would most likely speak with the member and possibly suggest they step down.
- A. Hornish brought up the matter of the quorum of 230 voters at Town Meetings. Maybe this should be changed to 200 voters or 10% of registered voters.
- T. Hahn spoke about the Registrar of Voters section and using more specific language in this area, especially regarding Minority Representation.
- A. Hornish spoke about the need to accommodate electronic methods in all areas and using specific language.

- Requirements of notification regarding Town Meetings – newspaper publication and/or website should be spelled out specifically in the Charter. B. Murtha felt the present notification – newspaper – is adequate.
- A. Hornish noted on page 16 of the Charter, under Procedure, there are issues regarding the Moderator that should be addressed.

### **ALLOCATE DEFINED CHARTER SECTIONS TO SUBCOMMITTEES**

The Discussion Points memo was addressed in detail and Work Groups were set up by defined numbers.

- I. 1. Work Group #4
2. Work Group #4
3. Work Group #1
4. Work Group #1
5. Work Group #1
- II. 6. Work Group #2
7. Work Group #3
8. Work Group #1 (see I. #3)
9. Work Group #2 – if Commissions aren't in the Charter, discussion shouldn't go further
10. Work Group #3
11. Work Group #4
12. Work Group #4
13. Work Group #4 (brief discussion regarding terminology of the term "Emergency")
14. Work Group #4
15. Work Group #4
16. Work Group #4 – In the memo, Charter 10-3(d) should read 10-5(d) – typo to be corrected.
- 17 Work Group #4

Work Group number 4 may be reassigned at a later date in order to even out the workload.

The upcoming meeting schedule should include a date for major Boards to attend a meeting.

L. Johnson commented that possibly a Saturday meeting could be scheduled as a way to get the public to attend. There will be a public meeting scheduled at some point maybe near the middle or end of the work period.

D. Russell commented that possibly some reference to CPPAC should be included in the Charter.

### **ADJOURNMENT**

ON A MOTION by L. Johnson, seconded by M. Migliaccio, the Commission unanimously voted (9-0-0) to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Susan Christian  
Acting Recording Secretary