

Town of Prospect - Charter Revision Commission

*Approved* ~~Unapproved~~ Minutes  
October 22, 2015

**Board Members Present:**

Chairman Glenn Gruber, Phil Reed, Bob Hiscox, Robert Nash, Paul Krisavage, Tom Galvin, Eileen Cranney, Jim Paulella.

Meeting called to order by Chairman Gruber at 7:00 pm.

T. Galvin made a motion to appoint C. DeBiase as CRC clerk, seconded by E. Cranney. Unanimous.

B. Hiscox made a motion to approve minutes of 9/29/15 meeting, seconded by J. Paulella. Unanimous.

Discussion amongst members regarding the process for reviewing sections of charter began. It was noted that the Charter hasn't been updated since 2000. P. Reed suggested that department heads and other key town employees, commission members be invited to a meeting to provide input. B. Hiscox agreed and added that input is needed prior to making any changes. Attorney Knott mentioned that the next step is to hold a public hearing, at this time, non-public officials and non-town employees would be able to voice their opinions. He also stressed that it is important to not risk the opinion that there would be changes to the charter before the public was invited.

Attorney Knott further stated that CT General Statutes require 2 public hearings. The first one is the most critical. The Commission is not prohibited from holding more than 2 public hearings.

Further discussion of the purpose and functionality of the charter ensued as well as which charter takes precedence, town or state. The commission members also discussed the ways of informing the public. Tom Galvin proposed using technology to inform the public as well as considering technology when revising the charter, i.e. "survey.Monkey.com". Discussion returned to setting a public hearing date.

P. Reed made a motion to set the Public Hearing for November 12, 2015. Seconded by T. Galvin. Unanimous.

Discussion turned to drafting the public hearing notice and the necessity of a legal notice being published in the Waterbury Rep-Am. Discussion of the need for a special meeting and rules involved in holding a special meeting followed.

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T. Galvin made a motion to set the following regular meeting schedule:

Tuesday, November 24, 2015; Thursday, December 10, 2015, Tuesday, December 22, 2015.

All at 7:00 pm.

All in lower level meeting room at Prospect Town Hall.

Beginning January, 2016 regular meetings will fall on 2<sup>nd</sup> Thursday of the month.

Seconded by P. Reed. Unanimous.

Clerk was instructed to notify the Town Clerk.

T. Galvin made a motion to have a Special Meeting following the Public Hearing on Thursday, November 12, 2015 in lower level meeting room of Prospect Town Hall. Seconded by B. Hiscox. Unanimous.

Commission members discussed the potential need for working sessions and subcommittees. Attorney Knott mentioned that there are state statutes that govern this as well.

Attorney Knott introduced his associate, Elizabeth Holman who distributed a memorandum from Knott and Knott, LLC regarding the Charter Revision Schedule. The memorandum proposed two schedules:

1. An ideal schedule
2. A deadline schedule.

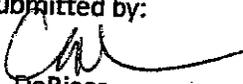
Attorney Knott suggested following the "Ideal Schedule" and submitting a draft to the Town Council three weeks before its deadline in the deadline schedule. As stated in the memorandum this will ensure that there is enough time to plan around unforeseen problems. He noted that the two schedules differ starting on April 21, 2016. He also stated that the Town Council has 15 days to approve.

It was noted that commission member K. Blinstrubas arrived late due to work commitments.

The public was invited to speak. There was no participation from the public.

T. Galvin made a motion to adjourn the meeting at 8:45 pm. Seconded by P. Reed. Unanimous.

Submitted by:

  
C. DeBiase  
Clerk

G. Gruber  
Chairman

PROSPECT, OHIO  
TOWN CLERK'S OFFICE  
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2015 NOV 13 AM 8:41  
*Thompson, L. Anderson*  
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