

Special Organizational Meeting

Charter Revision Commission

Approved Unapproved Minutes
September 29, 2015

The following Town Council appointments for the Charter Revision Commission were 'sworn' into service by Town Council Vice-Chairman, Stan Pilat @ 7:15 p.m.:

Glenn J. Gruber	44 Bayberry Drive
Robert A. Hiscox	224 Matthew Street
Philip C. Reed	424 Matthew Street
Robert P. Nash	150 Sycamore Drive
Thomas J. Galvin	27 Rockridge Terrace

James Paulella	23 Woodcrest Drive
Paul Krisavage	11 Stonefield Drive
Eileen Cranney	121 Sycamore Drive
Katie Blinstrubas	24 Maple Drive

Attorney John Knott, Counsel for the Charter Revision Commission advised that he was asked to preside as Counsel over the Charter Revision Commission meetings due to a conflict of interest by the Town's Attorney John Yarbrough from Carmody and Torrance. The meeting was then called to order @ 7:18 p.m. by Vice-Chairman of the Prospect Town Council, Stan Pilat. The meeting was held at the Prospect Town Hall, 36 Center St., and began with the Pledge of Allegiance.

Appointment of Temporary Clerk: Motion made by T. Galvin seconded by Paul Krisavage to appoint Rosalyn Moffo as the temporary clerk. **Unanimous.**

Election of Chairman: A request was made to nominate the Chairman of the Charter Revision Commission. Robert Hiscox, seconded by Thomas Galvin nominated Phil Reed as Chairman. After discussion, R. Hiscox, seconded by T. Galvin rescinded their nomination of Phil Reed as Chairman. A second request for Chairman was made. T. Galvin nominated Glenn Gruber. After discussion, **Motion** made by P. Krisavage, seconded by P. Reed to appoint Glenn Gruber as Chairman of the Charter Revision Commission. **Unanimous.**

Eileen Cranney was 'sworn in' by Stan Pilat @ 7:21 p.m.

Election of Permanent Clerk: The election of Permanent Clerk was tabled.

Attorney Knott stated that the Charter Revision is governed by Statute and gave the Commission a Summary Timeline. Attorney Knott advised that the Commission could not hold a regular meeting until 30 days after the Town Clerk receives the calendar of meeting dates; the meetings prior to regular meetings will be 'Special Meetings'. Attorney Knott also advised that there are two (2) mandatory Public Hearings: the first one prior to the beginning of substantive work (crafting of the amendments) and the

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second after completing a DRAFT of the proposed amendments made to the Charter and prior to submitting DRAFT to the Town Council.

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S. Pilat advised that there should be a free-flow of communication among the members. Commission members stated their concern of information received and if emails were sent to a certain party. Attorney Knott advised that the emails would be presented at the next meeting as correspondence. Attorney Knott also advised that all meetings are open to the public.

Election of Vice-Chairman - T. Galvin nominated Phil Reed as Vice-Chairman. Motion made by T. Galvin, seconded by E. Cramney to appoint Phil Reed as Vice-Chairman of the Charter Revision Commission. **Unanimous.**

Meeting Dates & Times - A discussion took place as to the venue and dates, including Public Hearings. After discussion, a motion was made to set a Special meeting date. Motion made by T. Galvin, seconded by P. Krisavage to set a Special meeting date of October 22, 2015 @ 7:00 p.m. The meeting will be held at the Prospect Town Hall, 36 Center St. A discussion took place as to the tentative Agenda for the next meeting:

- Set Calendar Dates (Regular Meetings, Special Meetings)
- Discuss Charter Revision Timeline
- Discuss General Procedures (how we are going to operate) Discuss

Reviewing Charter members Develop List of Invitees - Boards and Commissions

- Set first Public Hearing Date
- Correspondence
- Public Participation

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Attorney Knott also suggested that the Commission may wish to invite the Town's Attorneys to the meetings as there may be language of the Charter that needs to be addressed. A discussion took place as to advertising of the Public Hearings and bringing attention of all the meetings to the Public. A suggestion was made to place the information on the Town's Website and to advertize through the Citizen's News. A vote was taken: **Unanimous.**

Attorney Knott added that Roberts Rules of Order will be followed. Attorney Knott stated that he would not be at all the meetings, but asked to be informed via email with notices, minutes and agendas. Attorney Knott also stated that the Public Hearings should be taped and that when creating the agendas, the agendas should state what the matters of the meetings will be.

Adjournment: Motion made by T. Galvin, seconded by P. Krisavage to adjourn the meeting. **Unanimous.** The meeting adjourned @ 8:30 p.m.

Glenn Gruber, Chairman

Rosalyn Moffo, Clerk

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2015 OCT 23 AM 11:26
Morgan A. Anderson
TOWN CLERK