

Town of Prospect Charter Revision Commission
Unapproved Minutes
December 22, 2015

Board Members Present:

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

Chairman Gruber called the meeting to order at 7:00 pm.

Motion by T. Galvin, seconded by J. Paulella to accept the minutes of the 12/10/15 meeting.

Chairman Gruber invited the public to speak.

Diane Lauber, Tax Collector for the Town of Prospect was the first to speak. She provided a handwritten response on the Charter Commission's Ideas Request Form. It was dated 12/22/15 and is attached. Her recommendation related to Section 3.14 Salaries (top of page 13, first sentence) "Upon acceptance of Charter, establish a salary for the Tax Collector." She questioned whether this sentence was necessary and suggested that the Tax Collector should fall under the next sentence pertaining to elected officials as well as the first paragraph in this section.

There was discussion among members about the lack of salary schedules, that no salary increase is allowed in an election year and that the Tax Collector's salary is part of the annual budget. D. Lauber stated: there are no qualification requirements for an elected tax collector, the Tax Collector Office has certification classes which are available and all tax office employees are invited to attend and that the assistant tax collector has to be certified.

T. Galvin asked D. Lauber if a 4 year term v. 2 year term would be better for a Tax Collector and should there be a salary beginning point for the position. D. Lauber responded that this would be difficult to do, regarding salary point for an elected Tax Collector. T. Galvin questioned her whether the position of the Tax Collector should be elected or appointed. A discussion of what smaller towns vs. bigger towns do relative to elected v. appointed Tax Collector ensued (50% elected and 50% appointed). P. Reed asked for an opinion of the current Tax Collector if the position should be appointed v. elected. The current Tax Collector explained the hardships she would have applying for the current position (Tax Collector) available at City of Waterbury, as she doesn't have an Associate Degree (usually a minimum requirement for an appointed Tax Collector), but she has many years of job experience and training from her father (previous elected Tax Collector of Prospect). T. Galvin asked if her position would be easier to perform if she were a non resident. D. Lauber, responded, no. B. Hiscox recommended exploring salary ranges. Regarding terms: Attorney Knott suggested looking at the State Constitution. B. Hiscox mentioned that State Constitution may not apply to elected town officials in this instance.

Lorraine Dixon, Chairman, Inland Wetlands Commissions for Town of Prospect, 5 Hemlock Rd spoke next.

Lorraine Dixon: Charter Revision suggestion:

Background: The Land Use Inspector not only enforces the Zoning Laws of the Town of Prospect, but also enforces the Inland Wetlands General Statutes and the state of Ct and of the Town.

Issue: By Charter, the P&Z Commission appoints the Land Use Inspector. The Inland Wetlands Commission needs to be a part of the appointment of the future Land Use Inspectors. During the process of choosing the current Land Use Inspector, the P&Z prohibited IWC's participation in that decision – claiming the Charter says it is for P&Z to do such. This needs to be fixed. Please see suggested language below (changes in *italics* and cross-outs):

Section 4.07 Planning and Zoning Commission Alternates:

The Town Council shall appoint three (3) alternate members to the Planning and Zoning Commission for four (4) year terms. They shall have the powers and duties prescribed by law (Amended 11/83).

At the discretion of the Town Council, and by a 2/3 affirmative vote of its total authorized membership, the Planning and Zoning Commission may be separated into a Planning Commission and a Zoning Commission. The Planning and Zoning Commission or the Zoning Commission shall work with the Inland Wetlands Commission to jointly appoint a ~~Zoning Enforcement Officer~~ Land Use Inspector who shall have full power to enforce the zoning regulations of the Town and the Inland Wetlands General Statutes of the State and Town ordinances and who shall work under the guidance of the ~~appointing Planning and Zoning Commission or the Zoning~~ commission. The term of the Zoning Enforcement Officer shall be four (4) years or until a successor is appointed.

B. Hiscock reminded the Charter Commission members that Inland Wetlands Commission is an appointed Commission whereas Planning and Zoning is an elected Commission and that may be why Inland Wetlands was not more involved in the hiring process. The Charter Revision Commission discussed qualifications for the position (Land Use Inspector), the need, if any for a residency requirement, as well as state requirements for the position as explained by Attorney Knott.

Lorraine Dixon thanked the Charter Revision Commission for their time.

Public Participation 1 was closed.

The Commission then discussed the following:

1. The timeline required to complete all works in order to bring any Charter Revisions to a vote by the Public on Election Day - November 8th 2016.

2. The submittal of the draft report from the CRC to the Town Council is targeted for May 3rd 2016, which has a month buffer – we could wait till May 31st if required.
3. January – March 2016 meetings will be spent primarily on discussing the sections and chapters of the charter and reviewing proposed language changes.

4. The Charter Review Process was discussed as follows:

Each Chapter of the Charter has two Commissioners who are responsible for the Chapter.

The CRC shall review multiple Chapters at a given meeting.

Start with Chapter 1 and proceed through existing Charter document basically from front to back.

Chapter review Schedule – 2016 (adjust as required):

Jan 14: Chapter 1, 2 & 5 (8 pgs.)

Jan 26: Chapter 3 (8 pgs.)

Feb 11: Chapter 4 & 6 (8 pgs.)

Feb 23: Chapter 7, 8, 9 & 10 (8 pgs.)

Mar 10: Overflow

Expectations of Commissioners for the Chapters they are responsible for:

Review current Charter Chapters identifying potential issues/opportunities;

Review materials collected with suggested changes from: Mayor, Town Council, etc.;

Review 'Model Charter' (each Commissioner has a copy) for potential new language suggestions;

Use the language in the word.doc version of the current Town Charter to start with;

Create modified language showing changes via change-control (in word.doc);

Coordinate with co-owner of the Chapter by e-mail* only, no meetings;

Send new language to all Commissioners one (1) week prior to scheduled chapter review date;

Bring copies (11) of new/updated language to CRC meeting for all Commissioners (for just the Chapters/sections to be discussed – not the entire document);

Lead the discussion for that Chapter at the CRC meeting;

Update new text based on CRC discussion;

Provide updated text electronically to Clerk, all Commissioners and Atty. Knott.

Clerk/Chairman/Atty. Knott will keep master file (word.doc).

* E-mails can be used to share/communicate ideas/text, solicit ideas, and collect ideas/information - not for decision making. This information is to be presented at the CRC meetings. Decision making will only be done at CRC Meetings.

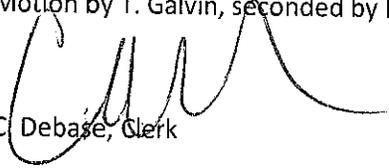
Commissioners discussed emailing of suggested new language for the sections of the Charter. Attorney Knott and Atty Santoro would be okay with that so long as the Clerk would be copied on all emails.

The Commission members also mentioned that the collaborative minutes, which are a collection of all inputs received (i.e. from the Mayor, Town Council, Tax Collector, IWC and others) shall be for reference only.

The next meeting is on January 14, 2016, at the Senior Center – lower level conference room. The Town Attorney is planning to attend the January meeting.

Public Participation was invited for Public Participation 2. No members of the public participated.

Motion by T. Galvin, seconded by E. Cranney to adjourn the meeting at 8:25 pm.


C. Debase, Clerk

G. Gruber, Chairman

Town Charter Revision – Ideas Request Form

Date: 12/22/15

The Town Charter Revision Commission is seeking potential ideas for "revisions to" or "additions to" the current Town Charter. Please provide the following if you have any:

1) **Charter section no.:** 3.14 Salaries (Top of Page 13)
Issue (describe issue): Upon acceptance of charter, establish a salary for the Tax Collector.
Suggestion (describe solution):

I → this necessary. Tax Collector should fall under next sentence pertaining to elected officials as well as first paragraph in this section

2) **General Topic / Addition:**

Issue (describe issue):

Suggestion (describe solution):

3) **Charter section no.:**

Issue (describe issue):

Suggestion (describe solution):

4) **General Topic / Addition:**

Issue (describe issue):

Suggestion (describe solution):

5) **Charter section no.:**

Issue (describe issue):

Suggestion (describe solution):

6) **General Topic / Addition:**

Issue (describe issue):

Suggestion (describe solution):

Name (Optional):

Diane Lauber
Tax Collector

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2015 DEC 30 PM 12:41
Thompson, C. DeLuca
TOWN CLERK