Town of Prospect Charter Revision Commission
Unapproved Minutes
November 24, 2015

Board Members Present:
Chairman Glenn Gruber, Phil Reed, Robert Nash, Paul Krisavage, Tom Galvin, Eileen Cranney, Jim Paulella, Katie Blinstrubas

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

Motion by P. Krisavage, seconded by T. Galvin to accept the minutes of the 11/12/15 Special Meeting.

Motion by P. Krisavage, seconded by T. Galvin to accept the minutes of the 11/12/15 Public Hearing.

Public was invited to speak. Mayor Chatfield thanked the Commission and said current Charter has served Town well. It needs to be modernized. He mentioned that Recreation Commission wants to have a meeting before they comment. He commented on the Town Charter and answered Charter Commission Member questions, per section, as follows:

1. Organizational chart: Needs to be updated. Gave example - Tree Warden is now a Certified Arborist.
2. Section 2.01 General: paragraph: "The terms of all Municipal Officers...": The day the Municipal Officers terms commence conflicts with Section 5.01.
3. Section 3.02 Presiding Officer: Mayor should have a vote to break a tie, only to elect Chair of Town Council.
4. Section 3.04: General Powers and Duties: paragraph "The Town Council shall have...": The term "legislative body" is defined as the Town Council. However, certain duties such as 'leases' and 'contracts' require approval by Town Meeting. Suggest allowing the Town Council to handle leases and contracts up to a certain USD limitation. See section 9.01 for reference. Need to seek advice of Town Attorney, John Yarborough for this section.
5. Section 9.01 (with respect to section 3.04 issue): Except as otherwise provided by this Charter or by provisions of the General Statutes, the Town Meeting shall be the legislative body of the Town for the following purposes (see listing). See #2 for reference. Attorney Yarborough can help with suggested changes to this section.
6. Section 9.01: Date of Annual Budget Meeting should be changed from no later than May 10th to no later than May 15th. State Legislature never has their Budget passed on time. Adding 5 days will help.
7. Section 3.13 Official Bond: Needs to be revised and to include errors and omissions insurance. Due to recent issues with other towns, the bond on the Tax Collector should be increased. Consider minimums. Research and discuss with Town's insurance Agent.
8. Section 4.03 Emergency Management Advisory Council: Organizational Chart shows a Director. This should be a Commission or a Board. The Director would be the Chairperson. The Town

Council has named the members and there are alternates. There should be no alternates, just 7 members. It was suggested that new Town Council member Larry Fitzgerald should be involved as either a temporary committee member or as an advisor as his military and homeland security experience is a benefit to the Town. It was also noted that section was written prior to 9/11. Also need to consider that future Mayors may not have the emergency response training that current Mayor has. See section 6.04.

9. Section 4.05 Library Board: Discussion of Library Board being separate. Town built building but Library Board controls repairs. Need to review the Charter for health benefits for Library employees.
10. Section 4.07 P & Z Commission Alternates: Town no longer has a Zoning Enforcement Officer. The last sentence should be changed to Land Use Officer.
11. Section 5.03 Public Works: Need to change terminology: "Sewers" should be "Storm Sewers" or "Storm Drains. For "Sewage Disposal" should refer to WPCA as they have extensive regulations. "Garbage" should be "Solid Waste". Need to revise to include current terminology of household hazardous waste, recycling, recycling center, and roadside pick- up.
12. Section 6.04 Emergency Management Director: Refer to comments included in Section 4.03. Include the term "Citizens Emergency Response Team".
13. Section 6.05 Social Services: Town no longer has a Director of Social Services. Charter Commission members discussed leaving this in as may change in future.
14. Section 6.06 Public Health: Need to consider the term "Regional Health District". Currently known as Chesprocott. Charter Commission members commented that leaving the term generic is a possibility.
15. Section 6.08 Tree Warden: The Tree Warden needs to be a licensed arborist.
16. Section 6.09 Regional Animal Control: Regional covers Prospect, Bethany, Orange and Woodbridge. Has never seen anyone in region cover Prospect. The responsibility is covered by the "Animal Control Officer" and is part of the duties of one of the part time police officers. Need to scrap the term "Regional".
17. Section 6.14 Constables: Change from "shall appoint" to "may appoint" and include "up to 6" Constables. Currently have three, unpaid. It's an honorary position. Prefers not to eliminate as it is part of historic character of Town.
18. Section 7.01 Police System: Mayor presented a written proposal covering Chapter 7, attached. Need to consider that the State Police may want to get out of providing Resident State Troopers. Discussion of traffic duty patrols during road construction. Mayor stated that Town works with Beacon Falls, Bethany and Naugatuck. Considering working with Middlebury. Situation works out well. Attorney Knott asked if Traffic Authority is defined. Will need Attorney Yarborough input on this
19. Section 7.02 Volunteer Fire Department: Fire Department members look to elders for emergency management.
20. Section 8.03 Duties of Mayor on the Budget: paragraph: "As part of the proposal, the Mayor shall...": Referred to needing approval of Planning and Zoning according to Section 8-24 of CT General Statutes. Mayor mentioned that anything he has to do which was previously considered and acted upon by the P&Z, he needs P&Z approval per 8-24. Maybe this doesn't

have to be part of the Charter. Attorney Knott will provide Section 8-24 for Charter Commission members to review.

21. Section 8.04 Duties of the Council on Budget: 3rd paragraph from bottom of page 26 ("Upon approval of the Town Budget...") needs to be revised. Currently reads as setting mil rate within 72 hours of approval of Town Budget and Education Budget. The setting of mil rate always has to be tabled until the State Budget is passed. Maybe change wording from "within 72 hours" to "within 72 hours after the State budget has been passed".

Chairman Gruber thanked Mayor Chatfield for his time and recommendations.

There was no additional public participation.

Commission members discussed next steps in collecting data and reviewing sections and chapters of current Charter.
K. Blinstrubas mentioned that current charter doesn't read easily for the average person. Suggested bulleting Town Council powers, just to make it clear. R. Nash mentioned that changing language presents the possibility of changing interpretations. P. Krisavage mentioned the need to update what is currently dormant in Charter.

Public was invited to speak again. No additional public participation.

Motion by T. Galvin, seconded by P. Krisavage to adjourn the meeting at 8:24 pm.

C. DeBiase, Clerk

G. Gruber
Chairman

PROSPECT, CONN.
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2015 DEC -1 AM 8:45
Thomas A. Anderson
TOWN CLERK