

Town of Prospect Charter Revision Commission
Unapproved Minutes –Regular Meeting
05/24/16

Board Members Present:

Chairman G. Gruber, R. Nash, K. Blinstrubas, T. Galvin, E. Cranney, P. Reed;
(B. Hiscox, J. Paulella, P. Krisavage absent).

Chairman Gruber called the meeting to order at 7:04 pm.

Motion by E. Cranney, seconded by K. Blinstrubas, to approve the minutes of the 5/12/16 Public Hearing. All in favor.

Motion by B. Nash, seconded by T. Galvin, to approve the minutes of the 5/12/16 Regular Meeting. All in favor.

Commission members reviewed the Town Organizational Chart (attached) and proposed to accept it as amended.

Commission members reviewed and discussed the following timeline (attached).

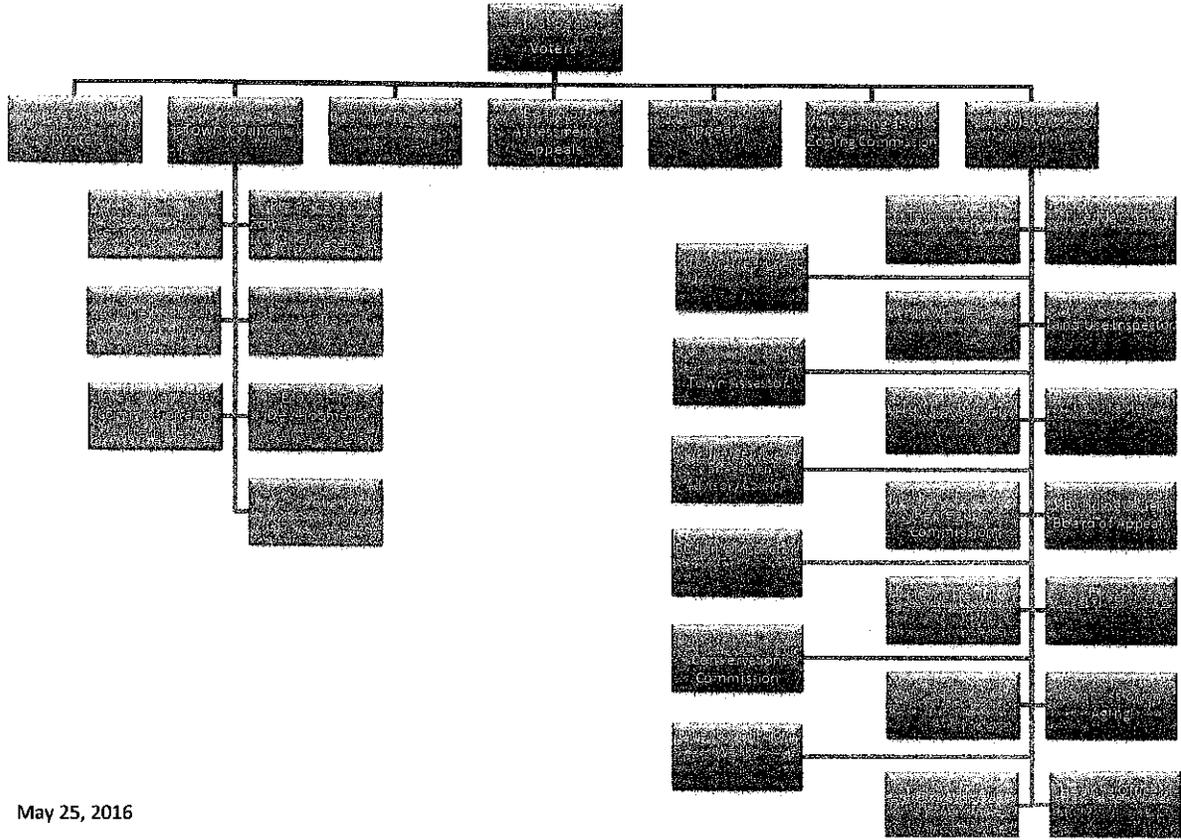
Chairman Gruber presented a summary document of changes (attached).

Motion by E. Cranney, seconded by T. Galvin to adjourn the meeting at 7:24 pm. All in favor.

G. Gruber, Chairman

C. DeBiase, Clerk

Town Organization Chart:



May 25, 2016

Summary Document of Changes:

Charter Revision Commission - Summary of "Major" Charter Document Changes
For the Town Council / Mayor

1. Section 2.01: Elections – General: Appointment of Town Clerk, Town Treasurer & Tax Collector (by the Mayor, with the consent of the Town Council) instead of being elected: This change is not related to anyone’s job performance. Rather, the Commission wants to put in place a process to obtain in the future the best qualified person for the job; and a process which utilizes job descriptions, job performance evaluations and the ability to be removed for cause. Any Town Clerk, Town Treasurer or Tax Collector, who was elected to that Office, shall continue to serve in that Office for the remainder of their elected term. See sections 6.15–6.17.
[CRC Vote was: 6 vs 3 for Appoint.]

2. [Recommendation to Evaluate] Section 2.01: Term Length - 2 years or 4 years (Mayor & Town Council):

The CRC voted to keep at 2 years; however the vote was very close and could have gone the other way. The concern is that it is difficult to find people willing to run for elected office and we were concerned that longer terms might make it even more difficult. Recommend this topic should be debated by the Town Council.

[CRC Vote was: 5 vs 4 for 2 yrs.]

3. Section 3.02: Town Council – Presiding Officer: If the vote for the Town Council Chairman remains a tie after three (3) ballots, the Mayor shall be permitted to vote to elect a Chairperson. If the Mayor is unable to preside over said Town Council meeting due to absence or disability, the Town Clerk shall preside over said Town Council Meeting until a Chairperson is elected.

4. Section 3.06: Conflict of Interest: Updated and moved to new chapter 11 to therefore apply to all Boards, Commissions, Employees and Town Council (see section 11.01 below).

5. Sections: 3.08, 3.09, 8.04 & 9.01: These sections have been modified to have Notifications not only be in newspapers, but to include utilizing the Town’s Website. Also see section 12.01.

6. Section 3.14: Salaries – Officers and Town Employees: The Town Council shall establish a compensation plan for all town employees not covered by collective bargaining agreements. The Town Council shall cause to be created, Job descriptions and an annual Performance Review process for Town Employees.

7. Section 4.03: Emergency Management Advisory Council: The Mayor appoints (by State statute) not Town Council, therefore deleted and moved to Chapter 6, section 6.04.

8. Section 4.07: Planning & Zoning Commission Alternates: Has been updated whereby the P&Z no longer has responsibility for choosing the Land Use Inspector – the Mayor does now. See new section 6.19.

9. Section 4.08: (NEW SECTION) Commissions Established by Ordinance: The Town may establish any other board or commission by ordinance. Appointments to these boards or commissions shall be made by the Town Council in accordance with such ordinance provisions.

10. Section 5.02: Duties of Mayor: The Mayor shall prepare a Transition Report for the incoming Mayor and Town Council to ensure the continuity of operations of the Town.

11. Section 6.04: (RE-NAMED) Emergency Management Advisory Council: Updated to include section 4.03 and the responsibilities of the Emergency Management Director.

12. Sections 6.15, 6.16, 6.17 & 6.18 (NEW SECTIONS): Addition of these sections for the appointments of the Tax Collector, Town Clerk, Town Treasurer & Hearing Officers by the Mayor, with the consent of the Town Council.

13. Section 6.19: (NEW SECTION) Land Use Inspector: The Mayor shall appoint, and may remove for cause, a Land Use Inspector, who shall be qualified by education and/or experience in land use administration and enforcement, and who shall be paid pursuant to a compensation plan approved by the Council.

13. Section 7.01: Police Services: Updated for content.
14. Section 7.02: Fire Department: Updated to include: The Town Council may enter into a written agreement with the Volunteer Fire Department of Prospect, Inc. for the protection of the Town from fire and other services.
15. Section 8.01: Annual Audit: The number of consecutive annual audits performed by the same independent certified public accountant or same firm of independent certified accountants shall be limited to (5) five.
16. Section 8.02: Annual Financial Proposal: The head of each Department, Office or Agency of the Town, shall file with the Mayor, by January 15 (no longer February 10) the appropriate financial information.
17. Section 8.03: Duties of Mayor on the Budget: The Mayor shall present the proposed budget on February 15 (no longer March 10). Additionally, subsection (c) has changes which update the requirements for proposal content and format.
18. Section 8.04: Duties of the Council on the Budget: The process for "Preparing the Annual Budget Proposal" has been updated.
19. Section 8.10 (NEW SECTION) Reductions in Town Budget: This new section allows the Town Council under certain circumstances to reduce the approved budget.
20. Section: 9.01: Town Meetings and Public Hearings: Updated to allow Town Council to enter into lease/purchases of vehicle or equipment.
21. Section 10.05: Amendment: Updated to evaluate the need for having a CRC at least every 12 years.
22. Section 11.01: (NEW CHAPTER) Conflict of Interest: Section 3.06 is moved to section 11.01 and applies to any elected or appointed Officer or any employee of the Town. It is also updated to include "personal interests", not just "financial interests", whereby these interests shall immediately be disclosed to the appropriate Town Board, Commission, Council or Mayor.
23. Section 12.01: (NEW CHAPTER) Online Notifications of Boards and Commission Activities: All Boards, Commissions and Town Council shall post their activities on the Town Webpage.

Charter Revision Commission Briefing for Town Council Meeting
Tuesday May 17, 2016

Timeline - Town Council:

- Submittal of DRAFT Report by CRC to Town Clerk/Town Council: May 17
- Town Council holds Public Hearing(s): < 45 days
 Schedule Public Hearings - must have at least one;
 Last One (within 45 days of submission of draft report): by July 1
- Town Council may recommend changes to the DRAFT Report to CRC (within 15 days of the last public hearing): by July 15 < 15 days
- CRC considers recommended changes from Town Council; and makes FINAL report to Town Council: < 30 days
 (within 30 days after receiving recommendations) by Aug 12
- Town Council votes on acceptance or rejection of FINAL Report and Referendum Questions: < 15 days
 (within 15 days of receipt of Report) by Aug 26
 (and 60 days prior to election)
 [TC can accept or reject separate provisions]
 [Charter Commission shall terminate upon acceptance or rejection of its final report by TC]
- Town Council decision whether to hold a vote on the Revised Charter at a Regular Election or Special Election < 30 days
- Revised Charter, amendments, shall be published in full at least once: < 30 days
 (within 30 days of approval by Town Council) by Sep 23
- Submission of 'Questions' for Referendum to Sec. of State, CT: > 45 days
 (45 days prior to election) by Sep 23
- General Election Day & Referendum: November 8
- Inform Secretary of State about election results: December 8
 (within 30 days after election)

May 8, 2016

PROSPECT, CONN
 TOWN CLERKS OFFICE
 RECEIVED FOR RECORD
 2016 MAY 31 AM 8:32
Margaret L. Anderson
 TOWN CLERK