

**TOWN OF EAST WINDSOR
CHARTER REVISION STUDY COMMITTEE**

**Special Meeting
Monday, February 26, 2018
Scout Hall, 28 Abbe Road, East Windsor, CT.**

Committee Members

Co-Chairman: John Matthews, Keith Yagaloff
Regular Members: Don Arcari, Cher Balch, Betsy Burns, William Loos,
Jack Mannette, John Mazza, Charlie Szymanski
Alternate Members: Rachel Safford, Bonnie Yosky

MEETING MINUTES

**** These Minutes are not official until approved at a subsequent meeting****

CALL TO ORDER, ROLL CALL:

Co-Chairman Matthews called the Meeting to Order at 7:01 p.m. in Meeting Room 1, Scout Hall, 28 Abbe Road, East Windsor, CT.

Roll Call: **Present:** John Matthews, Co-Chairman; Don Arcari (arrived at 7:12 p.m.)
Cher Balch; Betsy Burns; William Loos, Jack Mannette;
John Mazza; Rachel Safford; Charlie Szymanski, Bonnie Yosky.
 Absent: Keith Yagaloff, Co-Chairman;

Press: No one from the Press was present.

ADD AGENDA ITEMS, VOTE TO ADD/CHANGE IF NECESSARY:

MOTION: To **ACCEPT** the Agenda as presented.

Balch moved/Yosky seconded/**DISCUSSION:** None.

VOTE: **In Favor:** **Unanimous**

PREVIOUS MEETING MINUTES, COMMENTS AND ACCEPTANCE VOTE:

MOTION: To **ACCEPT THE PREVIOUS MINUTES** of the Charter Revision Study Committee dated February 12, 2018, with the following amendments shown in highlights:

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Page 2, NEW BUSINESS/a. Review previous Charter Commission (2015) proposed charter changes, and b. Poll Commissioners for consenting view on prior CRC proposals:

Co-Chairman Matthews noted he had been asked to research what the previous (2015) Charter Revision Commission (CRC) had proposed. He noted the 2015 CRC proposal never went to a public vote. A summarization of the proposed changes follows, with this Committee's comments following the 2015 recommendation.

2015 PROPOSED CHARTER CHANGES: BOS – increase to 6 members plus the First Selectman.....

2015 PROPOSED CHARTER CHANGES: Hire Town Administrator position, duties to include supervision of employees and research of comparative town data, employee to be hired by the BOS.

2015 PROPOSED CHARTER CHANGES: Eliminate the Police Commission:

2015 PROPOSED CHARTER CHANGES: Eliminate Board of Finance:

2015 PROPOSED CHARTER CHANGES: Budget Default – 2% plus COL, two referendum votes only:

2015 PROPOSED CHARTER CHANGES: Petition for Town meeting now 200 signatures, was 20 signatures:

Loos moved to accept the February 12th minutes as amended (shown in highlights)/Balch seconded/**DISCUSSION:** None.
VOTE” In Favor: Unanimous

HOUSEKEEPING: Approval of 2018 Charter Revision Study Committee Meeting Schedule:

MOTION: To ACCEPT the Calendar for the Charter Revision Study Committee Meeting Dates as presented.

Balch moved/Burns seconded/**DISCUSSION:** None.

VOTE” In Favor: Unanimous

PUBLIC PARTICIPATION:

No one from the public was present.

OLD BUSINESS/a. Review of commissioner poll results of previous charter proposals, see previous meeting minutes:

Mr. Mannette suggested this Committee needs to focus on deciding on recommendations, accompanied with a brief explanation of the reason for the recommendation, to pass on to the

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Board of Selectmen. To facilitate that process Mr. Matthews queried the members on the following brainstorming ideas:

- Changing to 2% plus a Cost of Living increase after three failed referendums: 8 members were in favor of continuing the 2% but not including a COL increase.
- Define the allocation for the 2% increase. Should the 2% be allocated to all departments and agencies across the board, or allocated on department need? Who would determine department need?
- Reducing the number of referendums from 3 to 2: 9 members favored the reduction, while some members felt the referendums should continue indefinitely until a budget is passed.
- Splitting the budget vote into Town and Board of Education: How to manage passage of one budget but not the other?
- Voting opportunities: The consensus of the Board was to continue the two voting districts, with referendums held during the week with extended voting hours – 6:00 a.m. to 8:00 p.m. The Committee felt the Saturday vote limited both the hours of availability for all taxpayers and the transportation opportunities for Seniors.
- Hire Town Administrator vs. Director of Finance; consider the role of the Board of Finance: The Committee considered hiring a Chief Financial Officer with a background in purchasing and finance rather than a Town Administrator. When polling the members 7 members favored having the CFO being the primary financial person, with the BOF assisting the CFO.
- Consolidate resources/expertise of Town and Board of Education; consider shared services between the Town and the BOE.
- Identify Connecticut General Statute Numbers within the Charter document.
- Strengthen Procurement/Purchasing procedure.
- Increase Board of Selectmen to seven from current five: The consensus of the Committee favored retaining the current 5 member Board of Selectmen.

NEW BUSINESS/a. Other Town Charters of interest:

Co-Chairman Matthews provided the Committee with a copy of the Charter for the Town of Ellington, both our Town and Ellington operate under the Selectman/Town Meeting form of government. He also provided the Board with a summarization of highlights from Ellington's Charter for review. (see attachment)

- The Committee reviewed the difference between a Police Commission vs. a Public Safety Commission. Discussion followed regarding the policing authority for each town – Ellington is served by resident State Troopers, East Windsor is served by a full Police Department.
- The Committee noted the Financial Officer is the Treasurer, who assists with budget preparation and assists the Board of Finance. Ellington's Charter requires the Tax Collector and the Assessor to report to the Financial Officer.
- Discussion of procurement/bid process.

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- See attachment for additional elements of comparison of East Windsor vs Ellington Charters

NEW BUSINESS/b. Further review of January 16th Brainstorm List:
i. Further consolidate/Prioritize list:

The Committee continues to work from their list of initial brainstorming ideas as stated in their January 16th Minutes.

ii: Research assignments:

Search and review other charters from Towns of similar size, Identify features that would improve East Windsor's Charter.

BRAINSTORM FOR ADDITIONAL ITEMS:

No discussion this evening.

2ND PUBLIC PARTICIPATION:

No one from the public was present.

SUGGESTIONS FOR NEXT MEETING AGENDA:

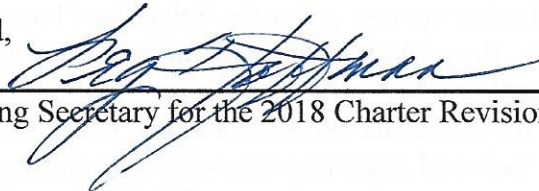
Continue to work on current brainstorming list. Review Town of Somers Charter.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 9:10 p.m.

Loos moved/Balch seconded/VOTE: In Favor: Unanimous

Respectfully submitted,



Peg Hoffman, Recording Secretary for the 2018 Charter Revision Study Committee

2018 East Windsor Charter Study Commission

Review of current Ellington Charter ~ February 26, 2018

Highlights:

1. Form of Government ~ Selectman -Town Meeting
 - a. Town Meeting is legislative body.
 - b. Town Meeting approves Annual budget.
 - c. Electors can petition for Referendum to override Town meeting decisions.
 - d. Ordinances are approved at Town Meeting
 - i. There must be a public hearing on Ordinances before voting at Town Meeting.
2. BOS ~ First Selectman and six Selectmen. All are two year terms.
 - a. First Selectman is CEO and Chief Administrative Officer.
 - b. BOS appoints Financial Officer and Town Attorney.
 - c. Police Chief reports to First Selectman
 - i. (Currently Four State Resident Troopers and 12 constables ?)
 - ii. There is an appointed 9 member public safety commission.
 1. Draw lines of communication and form operational policies
 - d. BOS shall not diminish powers of First Selectman.
3. Elected positions (not a complete list)
 - a. BOE ~ 10 members
 - b. BOF ~ 6 members
 - c. P&Z ~ 7 members
 - d. Zoning Appeals~ 5 Members
4. Appointed Positions.(A truncated list)
 - a. Financial Officer
 - i. Shall be Treasurer.
 1. Tax Collector and Assessor report to FO.
 - ii. Assists in preparation of Annual Budget.
 - iii. Assist the Board of Finance

b. Town Attorney

- i. Appointed by BOS, Term to coincide with two year term of BOS.

5. Annual Budget is voted by Town Meeting, and if failed, by referendum for as many times as is required for approval.

- a. BOS can separate Town operating budget and BOE budget after failure to approve.

6. Other ~ Expenditures in excess of \$7500 requires sealed bids