

**CHARTER REVISION COMMISSION  
TOWN OF EAST WINDSOR  
11 RYE STREET  
EAST WINDSOR, CONNECTICUT 06088**

These minutes are not official until approved at the subsequent meeting.

**Minutes of Regular Meeting**

**Thursday, March 20, 2014 at 6:30 p.m.**

Members Present:	Richard Pippin, Jr., Alan Baker, Karla Schultz, Charles Riggott, and Lois Noble
Members Absent:	Richard LeBoriosis and Leonard Norton
Others:	Kathy Pippin,
Press:	None

**I. Call to Order**

Vice-Chairman Richard Pippin, Jr. called the Regular Meeting to Order at 6:41 p.m. in the East Windsor Town Hall.

**II. Approval of Minutes**

**• Regular Meeting Minutes of March 6, 2014**

An error was noted in the March 6, 2014 Regular Meeting Minutes in Section III., Paragraph 1. An amendment to those minutes are noted. The following is the amendment:

“Ms. Kathy Pippin of Wooham Road addressed the Board.”

to

“Ms. Kathy Pippin of Woolam Road addressed the Board.”

It was **MOVED** (Baker) and **SECONDED** (Riggott) and **PASSED** (5-0) (In Favor – K. Schultz, R. Pippin, A. Baker, L. Noble and C. Riggott; Opposed – None) that the Charter Revision Commission approves the Regular Meeting Minutes of March 6, 2014 as amended.

**III. Public Comments**

None.

**IV. New Business**

None.

**V. Old Business**

**a. General Overview of Charter**

All Members present were give copies of Charters of surrounding towns as requested from the last meeting, those towns are Columbia, Bolton and Manfield for their review. Mr. Baker began discussing the last meeting and the presentation of CCM Town Administrators. He took it upon himself to get a copy of the current Charter for the Town of East Windsor and made the changes to the Charter that has already been voted upon by the Commission at previous meetings. He also highlighted the areas which refer to the First Selectman which could be changed if the Commission recommends changes from First Selectman to Town Administrator/Manager. He will be forwarding this draft copy to all Members for their review. The discussion continued in regards to Town Administrators and it was decided the issue would be voted upon at future meetings when all Members were in attendance. However, those who were in attendances had a conversation about the possibility of having a Town Administrators and what were the benefits of same. It was the general consensus the Town would be able to implement these changes within the two years which is the remaining term of the current First Selectman. One point made was that it has been difficult finding qualified people to run for the office of First Selectman and it may be time to have a professional running the Town. It was also mention that the Town Administrator would have to answer to the Board and would be an at-will employee of the Town and the politics which interrupts the running of the Town would be minimal.

The conversation continued in regards to the budget and how the budget would be decided. It was the general consensus that the general public should be able to voice their opinion in regards to budget by way of referendum versus having a Town Council vote on a budget. The discussion continued as regards to the current way the budget is voted upon with the three times and if it fails the third time, an automatic increase of 2% is defaulted. The discussion of changing the percentage of

default and the amount of times the budget can be voted upon until the default goes into effect. There was a suggestion of forming a subcommittee to research the Town Administrators. A concern regarding the time line of getting all of the recommendations done, public hearings held, Board of Selectmen recommendations presentation and to get the revisions voted upon on the election for November was discussed. Also quickly touched upon was the per capita of the towns which have Town Administrators and that data was given to all of the Members for their review.

The discussion then was turned to the Charter and the Sections which have been reviewed and need to be reviewed. They began discussion Chapter IV and it was asked if there were any questions. A quick discussion in regards to the First Selectman and the power of declaring an emergency. It was noted this section had been discussed and changed in previous meetings. Section 7 within Chapter IV regarding vacancies on Boards and/or Commissions was briefly discussed wherein it was decided to take out Connecticut General Statutes and it was decided to put in a number and not focus on a special election. No changes were mentioned in Chapter V.

Chapter VI, Section 5 was discussed. This section is entitled "Removal of Appointed Officials". It was discussed that if the person who is the subject of the removal, they should have the option to have their hearing to be held either in public or executive session.

A lengthy discussion began regarding the duties of the Town Attorney and how the Town Attorney is the legal advisory for the Board of Selectmen. There was a concern made that if a Board or Commission has an issue against the Town itself, it should have the right to use the Town Attorney as a representative. It was noted that the Town Attorney is hired by the Town to defend the Town and it would be a conflict of interest to have the Town Attorney represent the Town and a Board and/or Commission. It was mentioned that a good attorney would be able to mediate any issue between the Town and a Board/Commission. If the Town Attorney only can be used by the Board of Selectmen and not a Board/Commission, then which entity pays for the attorney used by the Board/Commission? The Board/Commission then has no remedy. It is believed this is dictated by Connecticut General Statutes. Another Member commented that this issue should be researched further before any decisions are made.

The definitions of Town Officials were discussed. The first one is Town Engineer, no changes were made. The next official was the Town Treasurer. It mentioned that all Town accounting books, including the

Board of Education, should follow the GASP so there are no problems with the audit. Apparently, the Board of Education does not follow this type of accounting and has caused problems during the Town Audit. A brief discussion was held and it was asked what GASP stands for and what GAP stands for and it was decided that this will be researched and discussed further at a future meeting.

The Tax Collector was the next official discussed and the amount of time in which deposits have to be made seemed a little long at 5 working days and it was suggested it should be 3 working days.

It was **MOVED** (Schultz) and **SECONDED** (Noble) and **PASSED** (4-1) (In Favor - K. Schultz, R. Pippin, C. Riggott, and L. Noble; Opposed – A. Baker) that the Charter Revision Commission recommends changing Chapter VI, Section 6(2) that the Tax Collector should deposit any monies collected in three working days.

It was decided to stop at Chapter VII and begin that discussion at the next meeting.

**VI. Adjournment**

It was **MOVED** (Noble) and **SECONDED** (Schultz) and **PASSED** (5-0) (In Favor - K. Schultz, R. Pippin, C. Riggott, L. Noble and A. Baker; Opposed - None) that the Charter Revision Commission adjourns the March 20, 2014 Regular Meeting at 7:45 p.m.

Respectfully submitted,

Denise M. Piotrowicz  
Recording Secretary