

# TOWN OF EAST WINDSOR CHARTER REVISION COMMISSION

**Regular Meeting**  
**Monday, October 15, 2018**  
**Scout Hall, 28 Abbe Road, East Windsor, CT.**

## **Commission Members**

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

## **MEETING MINUTES**

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

### **1. TIME AND PLACE OF MEETING:**

Co-Chairman Matthews called the Meeting to Order at 7:03 p.m. in Meeting Room 2, Scout Hall, 28 Abbe Road, East Windsor, CT.

### **2. ATTENDANCE:**

**Present:** John Matthews, Co-Chairman; Keith Yagaloff, Co-Chairman; Don Arcari, Cher Balch, John Mazza, Rachel Safford, Charlie Szymanski, and Bonnie Yosky

**Absent:** Betsy Burns and William Loos.

**GUESTS:** Bob Leach.

**Press:** Anthony Branciforte, Journal Inquirer.

### **3. AGENDA APPROVAL/ADDED AGENDA ITEMS:**

**MOTION:** To APPROVE the Agenda as posted.

Szymanski moved/Yagaloff seconded/**DISCUSSION:** None.

**VOTE:** In Favor: Matthews/Yagaloff/Arcari/Balch/Mazza/Safford  
Szymanski/Yosky

### **4. APPROVAL OF MEETING MINUTES/A. September 24, 2018:**

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**MOTION:** To **ACCEPT** the Minutes of the Charter Revision Commission dated September 24, 2018 as presented.

**Yagaloff moved/Balch seconded/DISCUSSION: None**

**VOTE:**      **In Favor:**      **Matthews/Yagaloff/Arcari/Balch/Mazza/Safford/Yosky**  
                 **Opposed:**      **No one**  
                 **Abstained:**      **Szymanski**

5.      **PUBLIC PARTICIPATION:** *The public is encouraged to provide their thoughts as succinctly as possible. CRC members will not comment on the merits of an idea at this meeting, but may ask questions to clarify the proposal. A time limit may be imposed.*

Mr. Leach had no comments to make at this time.

6.      **HOUSEKEEPING:**

No discussion.

7.      **CORRESPONDENCE AND LOCAL NEWS:**

Co-Chairman Matthews advised the Commission that First Selectman Maynard has offered a survey which he would like the Commission to consider. First Selectman Maynard's alternate survey is a broader document which incorporates the questions posed in Ms. Safford's survey and adds additional questions related to functions of boards and commissions.

The CRC's intent is to post the survey online and to make hardcopies available at the Town Hall, Town Hall Annex, Broad Brook Library, Warehouse Point Library, the Senior Center, Park Hill, and Spring Village. Discussion followed regarding the process of presenting the survey to residents. Many residents choose not to use electronic media; Ms. Safford suggested perhaps someone could visit the Senior Center to assist residents as well. Another option is sending the survey by mail to either each household or each registered voter. Discussion followed regarding the cost and the logistics of preparing a bulk mailing. Co-Chairman Matthews reported that First Selectman Maynard has agreed to provide the funding for a bulk mailing.

Discussion continued regarding the intent of the survey. The CRC's intent is to provide a vehicle for residents to voice their opinion on potential Charter changes which would strengthen the functioning of government and be representative of the residents. The CRC continued review of Ms. Safford's survey; minor language revisions were incorporated. The consensus of the CRC was to continue with the simpler survey, available both online and at the locations mentioned above. The target date for completion by the public will be November 20th. A presentation, including results of the survey, would be made at the December 6<sup>th</sup> Board of Selectmen's meeting. The CRC

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would then consider the option of presenting a second, more in-depth survey at a later date.

**8. OLD BUSINESS/A. Review Safford Survey form:**

See discussion under Correspondence.

**B. Review/Discuss Charges from Board of Selectman:**

The CRC continued their review of the list of charges provided by the Board of Selectmen in May. Item 1 through 5 had been discussed during the previous CRC Meeting; the Commission picked up their review with the following:

**6. *Clarify the Town Attorney selection process and term of service.***

Co-Chairman Matthews referenced Ellington’s Charter regarding appointment of the Town Attorney. He noted that Ellington requires the term of the Town Attorney to coincide with the term of the Board of Selectmen. Solicitation and selection of the Town Attorney is accomplished with a 30 day time period after election of the Board; the Town Attorney’s term of service is 2 years. The Commission discussed the transition period between the change in staff, and its effect on pending work.

**MOTION: To ADD verbiage to the Charter to clarify selection of the Town Attorney and that the term shall coincide with the term of the Board of Selectmen.**

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

**VOTE: In Favor: Matthews/Yagaloff/Arcari/Balch/Mazza/  
Szymnski/Yosky**

**Opposed: No one**

**Abstained: Safford**

**7. *Consider Charter provisions for a Shared Services Commission:***

**MOTION: To ADD a Shared Services Commission section to the Charter.**

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

**VOTE: In Favor: Matthews/Yagaloff/Arcari/Balch/Mazza/  
Safford/Szymnski/Yosky**

**No one opposed/No abstentions**

**8. *Reduce the number of signatures required for a petitioning referendum:***

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**MOTION: To REDUCE the number of signatures required to petition for a referendum to 75.**

**Arcari moved/Yosky seconded/**

**DISCUSSION:** Co-Chairman Yagaloff clarified the process for submitting a petition is submission of a required number of signatures (currently 200) within a required time period; this motion simply reduces the amount of signatures required to be collected, the process does not change. Ms. Safford cited the need to weigh the benefit of holding the referendums vs. the cost. Co-Chairman Matthews suggested referendums could be held on a quarterly basis as needed. As an example, if using a January quarterly cycle for potential referendums, if a petition was submitted for a referendum in June the referendum could be deferred to the July referendum. Co-Chairman Yagaloff suggested the purpose of the referendum is to increase public participation in the voting process. Mrs. Balch cited the referendum gives the public a wider opportunity to vote as it provides longer voting hours and provides two voting locations. Mrs. Yosky questioned what would happen in the case of an emergency situation? Mr. Leach, offering public comment, suggested the Commission check the Connecticut General Statutes as there may be a timeline associated with calling referendums. The Commission agreed of the need to research the specifics of the referendum requirements further.

**VOTE: In Favor: Matthews/Yagaloff/Arcari/Balch/Mazza/  
Safford/Szymnski/Yosky  
No one opposed/No abstentions**

- 9. Clarify the Town’s procurement, purchasing, and external department operations audit procedures.**

**MOTION: TO ADD specifications for bid requirements into the Charter.**

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

**VOTE: In Favor: Matthews/Yagaloff/Arcari/Balch/Mazza/  
Safford/Szymnski/Yosky  
No one opposed/No abstentions**

- 9. NEW BUSINESS/A. Brainstorm for additional changes:**

Potential topics for future discussion:

- Pension Board
- Reporting structure for Police Commission

**B. Town Administrator position checks and balances:**

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Co-Chairman Yagaloff suggested the perception of this position is interpreted differently by different individuals. The position is intended to provide continuity and guidance for municipal management through changing administrations. The title Town Administrator is often perceived to be synonymous with Town Manager, and is often perceived as adding another layer of management to the municipal process. Mr. Szymanski and Co-Chairman Matthews felt identifying the position as Professional Administrator reduces the significance of the role, and therefore reduces its purpose. Ms. Yosky cited the importance of defining the position as one of support for the Board of Selectmen.

**10. 2<sup>ND</sup> PUBLIC PARTICIPATION:**

Mr. Leach had no additional comments.

**11. SUGGESTIONS FOR NEXT MEETING AGENDA:**

Continue to work on current brainstorming list.

**12. ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 9:00 p.m.**

**Safford moved/Arcari seconded/VOTE: In Favor: Unanimous**

Respectfully submitted,

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Peg Hoffman, Recording Secretary for the 2018 Charter Revision Commission