

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE CHARTER REVISION COMMISSION

Members of the Charter Revision Commission held a meeting on Wednesday, December 17, 2014 in Meeting Room 1 at the Municipal Building, 3 Primrose Street, Newtown, CT Chairman Jeff Capeci called the meeting to order at 7:30pm.

Present: Jeffery Capeci, Eric Paradis and Dan Wiedemann

Absent: Tom Long

Also Present: One member of the press

Members discussed the descriptions for the following Boards and Commissions to be presented to the full Commission at a later date:

Pension Committee

Public Water and Sewer Authority

Sustainable Energy Commission

Trustees of the CH Booth Library Board

Board of Ethics

Board of Building Appeals

Design Advisory Board

Self-Funded Health Insurance Fund Committee

Health District Board

Municipal Employee Safety Board

Having No further business, the meeting was adjourned at 9:34pm.

Att A: Draft descriptions

Attachment A

GENERAL

Unless otherwise specified in board, commission or authority detail sections herein and as from time to time may be prescribed by CT General Statutes and/or by Town ordinance:

1. Board and commission members and authority delegates shall be appointed by the First Selectman with the approval of the Board of Selectmen.
2. Minority representation shall be per CT General Statutes 9-167a.
3. In the absence of one or more regular member, present regular members of the Commission shall designate alternate(s) to act in the absent members' place, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible.

ECONOMIC DEVELOPMENT COMMISSION

1. Purpose

There shall be an Economic Development Commission which will seek to implement orderly and planned economic development while always keeping in mind the character of the Town and shall have the power and duties set forth herein and as from time to time may be prescribed by ordinance and by the General Statutes.

2. Membership and Terms of Service

- a. The Commission shall be composed of nine (9) members
- b. Members shall serve terms of three (3) years and no person shall be appointed to more than two (2) consecutive full terms.

3. Meetings

- a. A regular meeting of the Commission shall be held each month on the date or day determined by the Chairman and in accordance with the Connecticut Freedom of Information Act

Comment [JC1]: Probably not needed.

4. Duties

- a. The Commission shall promote and development the economic resources of the town.
- b. The Commission shall conduct research into the economic conditions and trends in Newtown.
- c. The Commission shall prepare a Strategic Plan of Economic Development for the Town of Newtown and shall update such plan at least every five years.
 - i. This plan shall be prepared by a committee appointed by the Commission consisting of members of the Commission, Town boards and commissions affected by or involved with development, as well as members from the public at large.
 - ii. Such plan shall be approved by the Legislative Council following a public hearing.
- d. The Commission shall maintain an up-to-date inventory of all industrial, business and commercial land, both developed and not developed, as well as unused public land. Vacant industrial, business, and commercial real estate shall be inventoried in as current a manner as possible.
- e. The Commission shall consult with and advise appropriate departments and land use agencies on all phases of current business and industrial development in Newtown.
- f. The Commission shall study and investigate the conditions affecting existing Newtown industry, business and commerce and encourage and promote the preservation, expansion, and development thereof within the Town of Newtown.

Attachment A

HATTERTOWN HISTORIC DISTRICT COMMISSION

1. Purpose

To preserve, within the Hattertown Historic District, as defined by ordinance, the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places associated with the history of or indicative of a period or style of architecture of the Town of Newtown. Membership and Terms of Service

- a. The Commission shall be composed of five (5) members and three (3) alternate members.
- b. Members shall serve terms of five (5) years.

2. Duties

- a. The Commission shall administer Certificates of appropriateness for buildings and structures.
- b. The Commission shall hold a public hearing upon each application for a certificate of appropriateness.
- c. The Chairman is designated to be the Enforcement Officer of the Hattertown. Historic District Regulations. The powers and duties of the Enforcement Officer shall be as prescribed by law in addition to those delegated by the Commission.

LAKE ZOAR AUTHORITY

1. Purpose

The Lake Zoar Authority, as established by ordinance, shall act as an agent for member towns to exercise all powers relating to improving water quality, the enforcement of boating laws on said lake and such other powers as from time to time may be granted to the Authority by the legislative bodies of all member towns and the General Statutes.

2. Membership and Terms of Service

- a. Member Towns shall be the Town of Newtown and other towns having Lake Zoar within their territorial limits.
- b. The Authority shall be composed of three (3) delegates from each member town.
- c. All delegates shall serve terms of three (3) years.

LAKE LILLINONAH AUTHORITY

1. Purpose

The Lake Lillinonah Authority, as established by ordinance, shall act as an agent for member towns to exercise all powers relating to improving water quality, the enforcement of boating laws on said lake and such other powers as from time to time may be granted to the Authority by the legislative bodies of all member towns and the General Statutes.

2. Membership and Terms of Service

- a. Member Towns shall be the Town of Newtown and other towns having Lake Lillinonah within their territorial limits.
- b. The Authority shall be composed of three (3) delegates from each member town.
- c. All delegates shall serve terms of three (3) years.

PENSION COMMITTEE

1. Purpose

Attachment A

There shall be a Pension Committee that shall perform the duties set forth in the OPEB trust agreement, as amended from time to time, relating to the management of the assets held in the OPEB Trust.

2. Membership and Terms of Service

- a. The Committee shall be composed of seven (7) members.
- b. Members shall serve terms of two (2) years.
- c. DutiesThe Pension Committee shall perform the duties set forth in the OPEB trust agreement relating to the management of the assets held in the OPEB Trust.
 - i. The OPEB Trust funds certain retiree benefits pursuant to the terms of previously established plans for the benefit of certain employees and retirees of the Town's police and other departments, their spouses and dependents (the "OPEB system").
- d. The Chairman of the Pension Committee and the Town Personnel or Finance Director, as co-trustees of the OPEB Trust, shall perform the duties set forth in the OPEB trust agreement relating to the care and custody of all funds held in the OPEB Trust.

Comment [JC2]: Confirm???

DRAFT

Attachment A

PUBLIC WATER AND SEWER AUTHORITY

1. Purpose

The Authority shall plan and direct the development, acquisition, financing, construction, operation and maintenance of such water supply and distribution systems and sewerage systems as may be required to properly serve the needs of the Town.

2. Membership and Terms of Service

- a. The Authority shall be composed of seven (7) members appointed by the Board of Selectman two of which shall be made on the recommendation of the Board of Burgesses of the Borough of Newtown.
- b. Members shall serve terms of four (4) years.

3. Duties

- a. The Water and Sewer Authority shall exercise all powers of the Town with respect to water and sewers pursuant Connecticut General Statutes, except those powers with respect to bonding and use rate setting which are specifically reserved to the legislative body.
- b. The Water and Sewer Authority shall make recommendations for such bonding or setting of such rates to the legislative body.
- c. The Water and Sewer Authority shall cooperate with and obtain available assistance from federal, state, regional, and local agencies concerned with public water and sewerage systems.

SUSTAINABLE ENERGY COMMISSION

1. Purpose

To identify, implement and support renewable energy use, energy efficiency and energy conservation programs in which the Town's residents, businesses, organizations and Town agencies can participate and that may result in cost savings to the Town or school district.

2. Membership and Terms of Service

- a. The Commission shall be composed of nine (9) members.
- b. All members shall serve terms of three (3) years.

3. Duties

- a. Disseminate information relating to cost effective and environmentally conscious renewable energy use, energy efficiency, and energy conservation programs.
- b. Support the efforts of Town elected officials, volunteers, and employees to identify and implement renewable energy use, energy efficiency, and energy conservation programs.
- c. To make recommendations to and receive recommendations from appropriate local, regional, state and federal officials and agencies, boards and commissions regarding action to improve the Town's energy efficiency, energy conservation, and renewable energy use.

Attachment A

INLAND WETLANDS COMMISSION

1. Purpose
To act as the Town's Aquifer Protection Agency and to administer the Inland Wetlands and Watercourses Regulations and the Forest Practices Regulations of the Town of Newtown.
2. Membership and Terms of Service
 - a. The Commission shall be composed of seven (7) members.
 - b. Members shall serve terms of four (4) years.

COMMISSION ON AGING

1. Purpose
The Commission on Aging, as established by ordinance, shall study the needs of and coordinate programs for the elderly and aging in Newtown.
2. Membership and Terms
 - a. The Commission shall consist of 9 members and 3 alternate members.
 - b. Members shall serve a term of three (3) years. Alternate members shall serve a term of two (2) years.
3. Duties
 - a. To oversee the research and development of grant applications in support of the Commission's purpose. To prepare written opinions on the merits of programs for which grants are proposed.
 - b. Act as agent for other Federal, State or Town Boards, Commissions or agencies or local private groups to carry out programs for the elderly and aging in Newtown as from time to time are specifically authorized by such Boards, Commissions and agencies and groups.

CONSERVATION COMMISSION

1. Purpose
The Conservation Commission, as established by ordinance, to advise and regulate the natural resources for the Town of Newtown.
2. Membership and Terms
 - a. The Commission shall consist of seven (7) members.
 - b. Members shall serve a term of four (4) years.

TRUSTEES OF THE CYRENIUS H. BOOTH LIBRARY

1. Purpose
The Cyrenius H. Booth Library shall be operated by the Board of Trustees and the Trustees shall have the status, powers and duties set forth in Special Act No. 108 of the 1931 session of the General Assembly as

Attachment A

amended by Special Act No. 110 of the 1959 session of the General Assembly, which acts shall remain in full force and effect, except to the extent superseded or revised by this Charter.

2. Membership and Terms

- a. The Board of Trustees shall consist of a maximum of 16 members of which eight (8) shall be appointed by the Board of Selectmen and the remainder shall be elected by the vote of the remaining Trustees present and voting at a meeting warned for the purpose.
- b. Trustees shall serve a term of three (3) years.
- c. Trustee term limits shall be defined in the by-laws of the Board of Trustees and shall treat all trustees the same regardless of method of placement.
- d. Vacancies shall be filled in accordance with section 2.a of this charter and the by-laws of the Board of Trustees, except that vacancies in offices filled by appointment of the First Selectman shall be filled by appointment of the First Selectman, with the approval of the Board of Selectmen.

DRAFT

Attachment A

BOARD OF ETHICS

1. Purpose

There shall be a Code of Ethics that shall guard against improper influence or the appearance of improper influence, and to ensure public trust in the government. To that end, the Code of Ethics shall set standards on the conduct of all Town officials and employees as necessary or appropriate to prevent a conflict of interest or the appearance of a conflict. The Board of Ethics shall administer the Code of Ethics, receive and hear complaints of violations of The Code of Ethics and respond to requests from public officials seeking advice on the conformity of actions with the Code of Ethics.

2. Membership and Terms of Service

- a. The Board of Ethics shall be composed of six (6) members.
- b. Members shall serve terms of four (4) years.
- c. Any member who has served for two full terms in succession shall be ineligible for reappointment to the Board for a period of 4 years after he/she last served on the Board.
- d. Each member shall serve until his/her successor has been appointed.
- e. No member shall serve more than two (2) full terms except to accommodate 2d.

Comment [JC3]: Specify Ordinance?

Attachment A

BOARD OF BUILDING APPEALS

1. Purpose

The Building Board of Appeals that shall hear appeals to rejected permit applications for building matters.

2. Membership and Terms of Service

- a. The Commission shall be composed of five (5) members.
- b. No person shall be appointed to more than two (2) consecutive full terms.
- c. Each member shall be qualified by experience and training to vote upon matters pertaining to building construction. No member of said Board shall vote on any question concerning a matter in which he is engaged as contractor, material dealer, architect or engineer, or in which he has a personal interest.

DESIGN ADVISORY BOARD

1. Purpose

The Design Advisory Board (DAB) shall review proposed commercial developments within the Town of Newtown in designated design districts that are adopted by the Newtown Planning and Zoning Commission (PZC). The DAB shall be advisory to the Newtown Planning and Zoning Commission.

2. Membership and Terms of Service

- a. The DAB shall consist of three (3) members, and two (2) alternate members.
- b. Members and alternate members shall serve terms of three (3) years.

3. Meetings

- a. A quorum is two, which must include one full member.

4. Duties

- a. The DAB shall be responsible for assisting property owners, design professionals and others to understand the specific elements of site design and building appearances that are desired within the various design districts located in the Town of Newtown as designated by the PZC.
- b. The DAB shall recommend design guidelines to the PZC for each design district.

Attachment A

SELF-FUNDED HEALTH INSURANCE FUND COMMITTEE

1. Purpose

The Self-Funded Health Insurance Fund Committee shall be the stewards of the Self-Funded Health Insurance Fund (the fund).

2. Membership and Terms of Service

- a. The Commission shall be composed of three (3) members and two (2) alternate members.
- b. Members and alternate members shall serve terms of three (3) years.
- c. No person shall be appointed to more than two (2) consecutive full terms.

3. Duties

- a. Recommend the level of annual or other contributions to the fund by the Town and apportionment to the Board of Selectman and Board of Education, in consultation with the insurance consultant in his/her work with the insurance provider.
- b. Work with town officials and insurance consultant as needed in any matters pertaining to health benefits.

HEALTH DISTRICT

MUNICIPAL EMPLOYEE SAFETY COMMITTEE

Check if it was an actual public board or just town employee group

DRAFT