

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE CHARTER REVISION COMMISSION**

Members of the Charter Revision Commission held a meeting on Tuesday, December 30, 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, Tom Long, Eric Paradis and Dan Wiedemann

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

Cultural Arts Commission  
Board of Fire Commissioners

Mr. Paradise agreed to request information from the Sustainable Energy Commission regarding the management of the Sustainable Energy Fund and whether or not all SEC monies are managed through the fund. Mr. Capeci agreed to contact the Board of Fire Commissioners and request information regarding the use of Fire Police.

The Commissioners agreed to meet on January 7 and 14 at 7:30pm.

Having No further business, the meeting was adjourned at 9:45pm.

Respectfully Submitted,

Jeff Capeci

Att A: Draft descriptions

## Attachment A

### **CULTURAL ARTS COMMISSION**

#### 1. Purpose

The Newtown Cultural Arts Commission shall be to stimulate, facilitate, coordinate and cooperate with existing organizations for the development of the arts. It shall serve as an information center and focal point in the community for activities in the arts.

#### 2. Membership and Terms of Service

- a. The Commission shall be composed of nine (9) members.
- b. The term of office shall be for three (3) years.

Duties - the duties are extensive and following our ideas, I left them out. They are written up in my earlier draft if anyone wants to read them.

Cultural Arts Commission Fund???? The Newtown Cultural Arts Commission shall have the power to accept gifts, contributions and bequests of funds from individuals, foundations, companies, corporations and other organizations for the purpose of furthering the objectives of the Newtown Cultural Arts Commission. Any funds available to the Newtown Cultural Arts Commission from any source shall be placed in the custody of the Financial Director of the Town of Newtown and shall be kept by him in an account which shall be known as the "Newtown Cultural Arts Commission Gift Fund".

### **BOARD OF FIRE COMMISSIONERS**

#### 1. Purpose

Board of Fire Commissioners shall establish rules and regulations governing the operation and management of the Newtown Fire Department. The Newtown Fire Department consists of all the volunteer fire companies located within the Town and under the supervision and management of a Board of Fire Commissioners.

## Attachment A

### 2. Membership and Terms of Service

a. Each of the volunteer fire companies, in accordance with its bylaws and regulations, appoints one (1) person to serve on the board, these Commissioners appoint two (2) civilian members to complete the Board.

b. Should a volunteer fire company fail to appoint a member of said board, the commissioners shall, within 30 days, appoint a member to fill the vacancy who shall not be a member of any fire company.

b. The term of office shall be for three (3) years.

### 3. Duties

a. The Board of Fire Commissioners shall be responsible for the financial management of the Fire Department and for the supervision and care of Town owned facilities, apparatus and equipment used by the Fire Department. It may set specifications which shall be followed in the purchase of apparatus, equipment and supplies by the Town for the Fire Department.

b. The organization, government, membership and management of the Fire Department shall be in accordance with the by-laws and regulations of the departments in effect on the effective date of this Charter. Such by-laws and regulations may be amended by the Board of Fire Commissioners. Amendments to the by-laws, however, shall become effective only on approval by a majority of the volunteer fire companies which are members of the Fire Department.

c. The Board of Fire Commissioners shall appoint a fire marshal and may appoint deputy fire marshals and fire policemen, who shall have the powers and duties prescribed for their offices by the General Statutes or by ordinance.

d. Shall prescribe uniform conditions for admission of volunteer fire companies as members of the Newtown Fire Department;