

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE CHARTER REVISION COMMISSION

The Charter Revision Commission held a meeting on Monday, April 1, 2015 in the Court Room at Edmond Town Hall, 45 Main Street, Newtown, CT. Chairman Jeff Capeci called the meeting to order at 7:00pm.

**Present:** Kevin Burns, Jeffery Capeci, Tom Long, Dan Wiedemann, Eric Paradis, Deborah Zukowski, George Guidera, Bob Hall, Jim Ritchie(7:30pm)

**VOTER COMMENTS:** NONE

**MINUTES:** George Guidera moved to accept the minutes from the 3/16/15 meeting as presented Dan Wiedemann seconded, motion unanimously approved.

**NEW BUSINESS**

FOI Presentation – Tom Hennick from Freedom of Information (FOI) came to the Charter Revision Commission to explain FOI requirements. FOI act is the law. It guarantees everyone access public meetings and public records. The idea of a meeting is to make sure you do your work in the public. A subcommittee of a board or commission becomes a public agency unto itself and needs to follow the same rules.

There is not a problem if you send the document out to everyone for their review. Discussion of the document is to be had at a meeting and should not be done electronically. Asking for clarification of something in that document is not a meeting.

One member speaking with other public officials is not a meeting. If there are other members present there, it is a meeting.

There are three kinds of meeting. A regular meeting, special meeting and emergency meeting. In a regular meeting, should something come up that is not on the agenda, it can be added to the agenda. A special meeting needs to be noticed and nothing can be added to the agenda. An Emergency meeting, is unnoticed and is only for true emergencies.

There are 5 reasons you can go into executive session; personnel matters, pending litigation, security, real estate, and the contents of a document or record such as an attorney document.

Minutes reflect what happened at a meeting. They should be a clear, crisp, concise summation of the meeting and not every word that everyone said.

Meeting Location – For the April 21st it is desired to have meetings held at Edmond Town Hall instead of Town Hall South. The April 30<sup>th</sup> meeting will be at the Municipal Building in the council chambers.

**UNFINISHED BUSINESS**

*Charter Chapters 2,3 and 4 Elections and Elective Offices; Board of Selectman; Appointive Boards – Changes proposed by the Reorganization and the Board Composition Working Groups affecting sections chapters 1-3 will be considered by the full Commission – **The draft of work completed is attached.***  
Criteria for inclusion of the charter used was; a charge or a purpose, and be ongoing/indefinite, and

body must exist uninterrupted for as long as it is in the charter “shall exist”, Receiving significant town funding and is not created by or comprised exclusivity of town employees. Mrs. Zukowski suggested using the following criteria: if it has to do with public welfare or safety, the development or the property rights of citizens or if a group is in charge of allocating money or receiving money from citizens and finally if it significantly impacts the character of the town.

#### APPOINTIVE BOARDS

Board of Building Appeals – it was agreed that this should be in the charter. The summary of their general responsibilities is, the Board of Building Appeals shall hear appeals related to all building matters.

#### BOARD OF ETHICS

Minority representation is under the minority representation section. It is questioned if it should appear under 2-10 or be within the membership and terms of service.

COMMISSION ON AGING – meets the criteria for being in the charter

CONSERVATION COMMISSION – meets the criteria for being in the charter.

CULTURAL ARTS COMMISSION – Having this in the charter means that it commission will be on-going and cannot be disband. When thinking about the cultural arts, it goes to the quality of life in the town. It meets the criteria for being in the charter.

DESIGN ADVISORY BOARD – Is an advisory commission of the planning and zoning board. It was decided that this board will not appear in the charter.

ECONOMIC DEVELOPMENT COMMISSION – meets the criteria for being in the charter

HATTERTOWN HISTORIC DISTRICT COMMISSION – The borough historic district is not included in the charter, why would this be. The borough historic district was established by the borough which is a government in itself. It was decided that this would not be in the charter.

INLAND WETLANDS COMMISSION – meets the criteria for being in the charter

LAKE ZOAR AUTHORITY – This is a regional body, not a town body. It was agreed that this will be in the charter.

LAKE LILLINONAH AUTHORITY - This is a regional body, not a town body. It was agreed that this will be in the charter.

NEWTON DISTRICT HEALTH DEPARTMENT OF HEALTH BOARD – By statue every town needs to have this. They do write ordinances. They have detailed bi-laws. It was determined that this belongs in the charter.

*Charter Property Disposition Sections; 7-90 and 7-90D – Not discussed*

*Charter Writing Style Standards – Not discussed*

**VOTER COMMENT - NONE**

**ANNOUNCEMENTS – NONE**

Having no further business, the meeting was adjourned at 10:05pm

Respectfully Submitted, Arlene Miles, Clerk