

Subject: Re: Request To Review Charter Revision
From: Maureen Will (maureen.will@newtown-ct.gov)
To: Jeff@thecapecis.com; bill.halstead@newtown-ct.gov;
Date: Friday, July 17, 2015 12:21 AM

Hi Mr. Capeci:

The Commission did a lot of great work with this document and should be commended. I reviewed it this morning and the section that stood out for me is Civil Preparedness (4-30), I think that it needs to be "updated" to Emergency Management. Bill is the Emergency Management Director - Donna and I are Deputies and Rob Sibley is also on the team for FEMA/Hazard Mitigation. Just a thought - I did copy Bill on the email for his input.

Maureen

On Thu, Jul 16, 2015 at 11:09 PM, Jeffrey Capeci <jeff@thecapecis.com> wrote:

All,

As you may be aware, in June of last year, the Newtown Legislative Council formed a Charter Revision Commission consisting of nine members of which I am one. The Council also provided the Commission with an extensive charge including many items you may have been provided input for. The Commission was also charged with reorganizing and rewriting the document to make it more readable. Since last June, the Commission has held about of 50 meetings, reviewed every aspect of the charter, has spoken with town officials and has listened to concerns voiced by the public. We are now close to the end of this effort and are preparing to submit a draft charter for the Legislative Council to consider sending to the voters for approval. On Wednesday evening at a special meeting, the Charter Revision Commission unanimously passed a motion to distribute the draft document to all Boards, elective and appointive and Town Departments for final feedback. On [The Charter Revision Commission web page](#), you will find links to the following documents:

1. [Charter Revision Commission Charge](#)
2. [Charge Categorized Spreadsheet](#)
3. [Draft 2015 Charter for Review](#)
4. [Annotated 2012 \(current\) Charter](#)
5. [Document Explaining the Color Codes used in the Charter Documents](#)

Please review the relevant portions of the revised charter with your department, board, or commission. If you have any questions regarding the content, feel free to contact me via email or phone. Your feedback will be given due consideration prior to completing our work. To keep this process moving such that we complete our work by our statutorily imposed deadline, I ask that you complete your review and submit your comments to the Commission by August 17, 2015. Please send them via email to Jeff@theCapecis.com. If you wish to speak directly to the Charter Revision Commission with regard to the proposed amendments, you may request, also by email, that I place you on the agenda of a future meeting. Thank you in advance for your time and effort in helping us to create a better governing document for the Town of Newtown.

Best Regards,

Subject: Re: Request To Review Charter Revision
From: Carole Ross (carole.ross@newtown-ct.gov)
To: Jeff@thecapecis.com;
Cc: pat.llodra@newtown-ct.gov;
Date: Friday, July 17, 2015 9:09 AM

oh lovely! thank you. that sets it then. perfect.

Carole M. Ross, HR Administrator
 Town of Newtown
 3 Primrose Street
 Newtown, Ct. 06470
 203-270-4246
carole.ross@newtown-ct.gov

On Fri, Jul 17, 2015 at 9:08 AM, Jeffrey Capeci <jeff@thecapecis.com> wrote:
 Carole,

Thank you for your timely response. Please refer to section 2-45 on page 11 of the amended charter. I am hopefully that it satisfactorily answers your concerns:

- (a) 434 **2-45 Compensation**
- (a) 435 (a) **The Town Clerk shall receive a salary in lieu of all fees and other compensation. The Town**
- (a) 436 **Clerk's salary shall be set from time to time by the Legislative council.**
- (a) 437 (b) **The Registrars of Voters shall receive a salary as set from time to time by the Board of**
- (a) 438 **Selectmen.**
- (a) 439 (c) **The salary for the First Selectman's term shall be set by the Legislative Council during the**
- (a) 440 **budget making process of each odd numbered year. The salary may be fixed at different**
- (a) 441 **rates for each year of the term. The salary shall not be changed during the term of office.**
- (a) 442 (d) **The members of elected and appointed boards and commissions, except the First Selectman,**
- (a) 443 **shall serve without compensation. Necessary expenses incurred in the performance of their**
- (a) 444 **duties may be paid from an appropriation authorized for the purpose.**

Let me know if you need anything else.

Best Regards,
 Jeff

From: Carole Ross <carole.ross@newtown-ct.gov>
To: Jeffrey Capeci <Jeff@thecapecis.com>; "Llodra, Pat" <pat.llodra@newtown-ct.gov>
Sent: Friday, July 17, 2015 8:47 AM
Subject: Re: Request To Review Charter Revision

Dear Jeff - There is something that I think should be included in the Charter and for some

reason has not. The salary for the First Selectman is established by the Council (3-10). There is no mention of the Town Clerk's salary anywhere that I can find. We give her raises as appropriate to other non-union. I would think as elected there should be some mention probably along the lines of the First Selectman salary language. There is reference in CGS 7-34b that by Ordinance the Town shall set the Town Clerks Salary but there is no Ordinance that I can find. Just a thought. I realize this is late but something to think about.

Carole M. Ross, HR Administrator
Town of Newtown
3 Primrose Street
Newtown, Ct. 06470
203-270-4246
carole.ross@newtown-ct.gov

On Thu, Jul 16, 2015 at 11:09 PM, Jeffrey Capeci <jeff@thecapecis.com> wrote:
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Subject: Re: Request To Review Charter Revision
From: Debbie Halstead (debbie.halstead@newtown-ct.gov)
To: Jeff@thecapecis.com;
Date: Tuesday, August 4, 2015 12:42 PM

Hi Jeff,

Here is my tiny contribution-thanks.

Table of Contents:

CHAPTER TWO-ELECTIONS AND ELECTIVE OFFICES

2-51: add **Town Clerk**

and

2-120 DUTIES AND COMPENSATION OF TOWN CLERK

(a) The Town Clerk shall exercise the powers and perform the duties of a Town Clerk as provided by the General Statutes except as hereinafter provided and shall perform such other duties as required by this Charter. The receipts to be paid to the Town Clerk shall be collected in accordance with the provisions of the General Statutes or this Charter or ordinances of this Town and shall be deposited with the Financial Director of the Town and the Town Clerk shall file with the Financial Director a full statement of such receipts monthly. The Town Clerk shall also keep a record of receipts in **his (add his/her)** office which shall show the amounts thereof and for what received. The expenses of each office will be provided for in the usual budgetary manner.

(b) The Town Clerk shall receive a salary in lieu of all fees and other compensation.

Debbie Aurelia Halstead, MMC, MCTC
Town Clerk
Newtown Municipal Center
3 Primrose Street
Newtown, CT 06470
203-270-4214

debbie.halstead@newtown-ct.gov

On Thu, Jul 16, 2015 at 11:09 PM, Jeffrey Capeci <jeff@thecapecis.com> wrote:
All,