

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER REVISION COMMISSION
FEBRUARY 12, 2015**

Present: Bob Brooks, Bob Parks, Brian Fitzgerald, Bobbie Kling, Jeff Kew, and Brian Dudack. Also present First Selectman Edward McAnaney and Acting Chairman of the Board of Finance Joe Sangiovanni. Chairman Brooks called the meeting to order at 7:00 p.m.

Public Comment:

Chris Childs of 338 South Main Street raised concerns about the concept of the Treasurer being appointed by the Board of Selectmen. He stated that he had an audit concern as the Treasurer and First Selectman are co-signers of checks. He also noted that the Director of Finance position should be a Chief Financial Officer (CFO) position and that the Town would need to be prepared to pay the wage of a CFO.

Approval of Minutes from February 5, 2015 Public Hearing

Ms. Kling made a motion to accept the minutes of the February 5th Public Hearing. Seconded by Mr. Parks. Vote 6-0 in favor.

Approval of Minutes from February 5, 2015 Regular Meeting

Mr. Parks made a motion to accept the minutes of the February 5th Regular Meeting of the Charter Revision Commission (CRC). Seconded by Ms. Kling. Vote 6-0 in favor.

Discussion with Joe Sangiovanni and the First Selectman on the Treasurer / Director of Finance changes.

Mr. Sangiovanni said he would like to see the Treasurer position changed to a CFO position responsible for current treasurer duties, cash management, pension oversight, advising on municipal finances, providing financial scenarios, etc. He would like to see the current Director of Finance position be changed to a comptroller. This position would work with budgeting and expenses. This position would continue to oversee staff in A/P, A/R and Payroll. Mr. Sangiovanni was concerned that the Town may not be able to find a person to do the CFO job. He saw the position as being full time, appointed by the Board of Selectmen and reporting to the Board of Selectmen (BoS). It would interact equally with the Board of Finance (BoF) and Board of Selectmen.

A lengthy discussion took place between Commission members, Joe Sangiovanni, Ed McAnaney, Chris Childs (in the audience and member of the Board of Finance) and Christine Davidson (in the audience and Town treasurer).

Ms. Davidson noted that the person who signs checks should not report to another signer (BoS members). She also noted that the Treasurer also works with the Water Pollution

Control Authority (WPCA) and Board of Education (BOE). Brian Fitzgerald commented that the policy makers (BoF and BoS) do not currently get enough financial advice. It was mentioned that the BoF is looking into a Benefit Consultant and perhaps the CFO position could perform that duty as well. Bob Parks suggested that the BoF and BoS rewrite the old job descriptions for Treasurer and Director of Finance and develop a job description for the CFO position so everyone could understand how the duties would be split. Mr. McAnaney noted that the Charter should act as the Town's Constitution and not include a job description level of detail.

At the end of the discussion, the concept that was generally agreed upon was a Comptroller (performing the budget, A/P, A/R and payroll functions) and a full time appointed CFO to provide financial advice, etc. There was some discussion as to whether the scenario could or should retain an elected Treasurer. It was agreed that the CFO position would report to the Board of Selectmen with a heavy dotted line of reporting to the Board of Finance. There were discussions about a CFO hiring committee comprised of BoF and BoS members. The removal process of the employee was also discussed. The compensation for a CFO would be expected to be in the range of \$125,000-\$150,000. It was suggested that Ed Basile be consulted as he was a Town Treasurer and School Business Manager (similar to the current Director of Finance role). Other suggestions included speaking to Julie Nigro (business manager of the WPCA) and to the auditors for their thoughts. Mr. Fitzgerald noted that the annual audit reports point out shortcomings and risks every year.

The item was tabled with the following planned future actions:

- Ask Julie Nigro and Ed Basile to attend a meeting to discuss.
- Ask to meet with the auditors (possibly March 9th when they are in Town for a BoF presentation)
- Look for Job Descriptions for a CFO position.

An update on the Town Administrator/Town Manager

Chairman Brooks started by saying that he had talked to the First Selectman to ask that if a Town Manager/Administrator was recommended, would the Board of Selectmen support it. The answer is probably not. First Selectman McAnaney explained that the Selectmen have considered a Town Administrator and have some philosophical concerns. Mr. McAnaney stated that the CFO position discussed earlier has some support but the Town Administrator doesn't add to the mix. He said the continuity after an election would be helped by a full time CFO but that generally the continuity should be provided by the Directors. He believes that elected officials are much more responsive to the electorate than a Town Administrator (TA) would be. Mr. Fitzgerald said that a Town Manager/Administrator will be the day to day boss. The CFO and all other positions would report to the TA. Mr. Brooks said that slowly but surely the TA would be running everything, making it less democratic and do we really want a hired person running the Town? Mr. Kew talked about having a contract for a TA and the

method to terminate a TA was also discussed. Chairman Brooks tabled the discussion until a future meeting.

Discuss the petition process/percentage for a referendum

This item was tabled until the next meeting

An update on the potential conflict of interest

Chairman Brooks said that the First Selectman spoke to the Town Attorney who didn't see that Mr. Fitzgerald would have a conflict of interest serving on the CRC as well as being a member of the Board of Selectmen. Mr. Brooks also noted that Ernie Petkovich was speaking to the Ethics Commission regarding this and the Town Attorney would be involved in those discussions as well.

General discussion on recommendations

Jeff Kew brought up minority representation. He passed out a document for the discussion. He is concerned that the Board of Selectmen charge of changing membership counts on Boards and Commissions could impact the Democratic party representation. He is proposing that the Town switch from the State Statute minority representation rule to use a simple majority. He said that he reviewed other towns' charters and some have increased the minority representation. Mr. Parks and Mr. Brooks added that unfortunately there is no mechanism for electing or appointing unaffiliated voters even though they hold the balance of power. There are 30% registered Republicans, 26% Democratic and the remainder are mostly unaffiliated. Mr. Parks said we have protection from State Statute and doesn't want to fix something that's not broken. Ms. Kling said she is concerned that by making a commission smaller usually the member being knocked off would be a minority party member. Mr. Kew suggests that if a membership change favored a party, he couldn't support it. He would like to have no party have more than a simple majority. Mr. McAnaney said after the election the political party doesn't come into play for the work of the Commission. Mr. Brooks asked that minority representation be added to the subcommittee that has been formed to look at board membership.

Mr. Parks moved to adjourn. Mr. PMs. Kling seconded. After a unanimous vote, the meeting was adjourned at 9:04 p.m.

Respectfully submitted,
Lisa Trase
Recording Secretary