

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE CHARTER
REVISION COMMISSION
JANUARY 28, 2015**

Present: First Selectman Edward G. McAnaney, Brian Fitzgerald, Bobbie Kling, Jeff Kew, Bob Parks, Bob Brooks, and Brian Dudack. First Selectman McAnaney called the meeting to order at 7:00 p.m.

Swearing in of Commission Members

First Selectman McAnaney performed the swearing in ceremony for Charter Revision Commission (CRC) Members: Brian Fitzgerald, Bobbie Kling, Jeff Kew, Bob Parks, Bob Brooks, and Brian Dudack. All members received a Code of Ethics Handbook.

Election of a Chairman

Brian Dudack nominated Bob Brooks as Chairman. Vote 6-0 in favor.

Mr. Brooks took over as the Chairman.

Election of a Vice Chairman

Brian Fitzgerald nominated Bob Parks as Vice Chairman. Vote 6-0 in favor.

Set Public Hearing Date (Tentatively February 5th at the Senior Center)

Mr. Brooks stated that an initial Public Hearing is required before any substantive work is done by the CRC. The Senior Center has been reserved for a meeting on Thursday, February 5th at 7:00 p.m. Bob Parks moved to set the Public Hearing Date of February 5th. Vote 6-0 in favor. Discussion followed about advertising the meeting on the Town Website, publishing the notice in the Journal Inquirer, signage in front of Town Hall and posting on Social Media sites. There was also discussion about setting up an email link for residents to send their Charter change suggestions. Bob Brooks also suggested getting a notice at the Library and Senior Center as well. Vote 6-0 in favor.

Establish a Meeting Schedule

Based on the charge to have a draft report submitted to the Board of Selectmen by June 30, 2015 the CRC has agreed to meet weekly on Thursday nights at 7:00 p.m. Once a location has been determined, the schedule will be sent to the Town Clerk and posted on the Town's website.

The goal is to finish the draft report by June 30, 2015 and send to a special election (referendum). There are items in the charge that could impact the November general election and would have to be voted on before the party caucuses take place.

Discussion of Charter Revision Commission Duties

a. Hold an initial Public Hearing

A discussion regarding the Public Hearing process followed. Resident comments should be directed to the Chairman. Comments will be accepted but CRC members will not engage residents in a discussion regarding their comments. Based on the number of residents who attend, it may be necessary to ask that comments be limited to a specific period of time.

b. Complete a draft report

Discussion took place on how to approach completion of the work. Suggestions included possibly working issue by issue or to split into sub-committees to investigate particular topics. Mr. Fitzgerald noted the need to include Public Comment at each meeting perhaps with the exception of the first meeting on February 12th. The Commission members requested a copy of the final recommendations from the last CRC effort. The typographical and other technical changes should be reviewed and incorporated into the current effort. Ms. Kling asked whether the referendum would be composed as 1 vote for all items or separate votes for individual items. Mr. McAnaney answered that the referendum ballot composition would be the decision of the Board of Selectmen.

c. Hold a second Public Hearing

A second Public Hearing will be held after the draft report is completed but before it is submitted to the Board of Selectmen.

d. Submit a draft report to the Town Clerk no later than June 30, 2015.

Questions were asked by Jeff Kew and discussion followed about the actions the Board of Selectmen could take on the draft report. The Selectmen can approve some of the recommendations but cannot edit an individual recommendation in the final report.

Discuss available and needed resources.

The commission was informed by The First Selectman that the Town Attorney will be made available to the CRC. Lisa Trase will be the recording secretary for the CRC meetings. There was also discussion about using independent counsel. The First Selectman offered to help the CRC reach out to other Town officials who may need to be interviewed. The CRC was given a digital and physical copy of the Charter. Also a Charter Toolkit document prepared by the Connecticut Conference of Municipalities (CCM), digital copies of the charge and Charter Revision procedure were provided. The Final report of the previous CRC will be provided too.

Mr. Fitzgerald moved to adjourn and by unanimous vote the meeting was adjourned at 8:12 p.m.

Respectfully submitted,
Lisa Trase
Recording Secretary