



# CHARTER REVISION COMMISSION

## REGULAR MEETING MINUTES

March 24, 2008

Room 204

7:00 P.M.

**Commissioners Present:** Jack Bashar  
 Steve Bellis (excused at 7:15)  
 Susan Coyle  
 Michael Davis  
 Paul DiMauro  
 Chris Gallo (excused at 7:40)  
 Irene Smith

**Commissioners Absent:** Bob Lally  
 Ken Nappi

### CALL TO ORDER

Chairman Paul DiMauro called the Regular Meeting of the Charter Revision Commission to order at 7:01 P.M.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

### APPROVAL OF MINUTES

**Commissioner Gallo motioned to approve the minutes of the Regular Meeting of the Charter Revision Commission of March 11, 2008. Commissioner Bashar seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

**COMMUNICATION**

There was no correspondence received to the Charter Revision Commission.

**DISCUSSION OF PROPOSED CHANGES TO 1994 CHARTER**

**There was a consensus of the Charter Revision Commission to increase the number of members from six (6) to nine (9) to the Planning and Zoning Commission as a proposed change to 2.4.1. of the City Charter.**

The following areas of the Charter were reviewed and the changes being suggested:

*Changes required for correcting typos, and grammatical, obsolescence or due to State Statutes are identified in italic and orange font*

*Proposed Changes are identified in Bold, Blue and Arial Bold font*

**Section 2.4. Elected Municipal Officials and Voting.***2.4.1. Officials:*

- (f) A Planning and Zoning Commission consisting of **nine (9)** ~~six (6)~~ **members** ~~elected as follows: Three (3) members to be elected at the November 1995 election to fill the term of those members whose term expire in November 1995 and two (2) alternates for a term of two years and thereafter at each biennial election six (6) members~~ and two (2) alternates **shall serve** for a term of two (2) years.

**CHAPTER 5. BOARDS, COMMISSIONS AND OTHER BODIES.***5.1.4. Planning and Zoning Commission:*

(a) The City shall have a Planning and Zoning Commission elected as provided by Section 2.4.1(f) of this Charter, no more than **five (5)** ~~four (4)~~ members **as per State Statute** of **whom** ~~which~~ shall be from the same political party. The members shall hold no other elected or appointed office within the City. The Commission shall have such duties as are provided by the General Statutes of the State of Connecticut relating to planning and zoning, and, subject to the approval of the Mayor, shall appoint and may remove zoning and planning officers and such professional and other personnel as may be necessary or convenient to the operation of the commission.

**Section 5.4. Appointed by the ~~Mayor and Confirmed by the~~ Board of Aldermen;**

The City shall have a Board of Ethics consisting of ~~three (3)~~ **five (5)** members, none of which three (3) members shall be from the same political party, and no more than

one (1) of which shall hold any elected or appointed office with the City. The Board shall be appointed by the ~~Mayor~~ Board of Aldermen and confirmed by at least a majority of the full membership of the board of aldermen to serve for staggered terms of three (3) years. The term of one (1) member shall expire each year of a three-year cycle. The Board may draw, and from time to time may amend, a code of ethics, including specific provisions for enforcement of the code, which code and amendments the Board of Aldermen may adopt from time to time as an ordinance of the City.

#### **Section 6.4. Department of Finance.**

##### *6.4.5. Electronic Data Processing:*

The Mayor shall appoint an Information Technology Administrator which position may also be assumed by tThe Director of Finance, who shall be responsible for all electronic data processing systems and all other technologies, shall provide such services to the City, its boards, commissions and other bodies, its departments, officers, agencies, and officials as may be directed by the Mayor. The management of the existing electronic data processing system by the Board of Education shall remain under the management of the Board of Education until such board otherwise determines.

#### **Section 7.1. Departmental Estimates.**

(a) Each board, commission and other body (including the Board of Education) and department, office, and other agency and official of the City ("Department") which seeks an appropriation shall, not later than February 15, ~~January 15,~~ submit to the Director of Finance a report containing the following:

#### **Section 7.2. Proposed Budget.**

The Mayor, with the assistance of the Director of Finance shall prepare a budget for the City, and the Mayor shall submit such budget to the Board of Apportionment and Taxation and Board of Aldermen in joint session, not later than March 22 ~~February 22~~ of each year. Such budget shall contain the following:

#### **Section 7.3. Duties of Board of Apportionment and Taxation on the Proposed Budget.**

The Board of Apportionment and Taxation shall review the proposed budget, holding at least one (1) departmental hearing in joint session with the Board of Aldermen, at which the departments may appear and such other departmental hearings as the Board of Apportionment and Taxation shall deem appropriate. All joint hearings shall be run under the rules of the Board of A&T. The Board of Apportionment and Taxation shall either approve the budget submitted to it by majority vote of the full membership of the Board or shall prepare and recommend, by a majority vote of the full membership of the Board of Apportionment and Taxation a

different proposed budget and tax rate for the City, and shall submit either budget and tax rate to the Board of Aldermen not later than ~~May 1~~ ~~April 1~~. Such budget shall contain the following:

**Section 7.4. Procedure Upon Failure of the Board of Apportionment and Taxation to Submit a Budget.**

If the Board of Apportionment and Taxation shall fail to submit a budget and tax rate to the Board of Aldermen as required in Section 7.3, the Mayor shall, not later than ~~May 4~~ ~~April 4~~, submit the budget prepared pursuant to Section 7.2 to the Board of Aldermen who shall act upon the same as provided in Section 7.6.

**Section 7.6. Duties of the Board of Aldermen on the Budget; Board of Aldermen Budget.**

The Board of Aldermen shall review the submitted budget holding at least one (1) public hearing and such other public hearings as the Board of Aldermen shall deem appropriate, the last of which hearings shall not be later than May 10 and at which hearings any elector or taxpayer may have a reasonable opportunity to be heard regarding appropriations for the ensuing year. Not later than May 15, the Board of Aldermen shall adopt a budget and tax rate in mills for the City and file it with the Director of Finance. Adoption of the final budget and tax rate in mills of the Board of Aldermen for the City shall be made based upon the proposed budget on which the Board of Aldermen is acting as follows:

*Adopted, decreased or increased in whole or by line item by a majority of the full membership of the Board of Aldermen.*

- ~~(a) — Adopted or decreased in whole or by line item by a majority of the full membership of the Board of Aldermen;~~
- ~~— (b) — Adopted or increased in whole or by line item by a majority of the full membership of the Board of Aldermen.~~

**Section 7.9. Subsequent Appropriations.**

(c) If unappropriated general fund resources are not available, and an occasion arises where additional monies are needed to fund necessary general governmental operations, the Board of Aldermen, on its own initiative, or upon recommendation of the Board of Apportionment and Taxation, and by a vote of at least three quarters of the full membership of the Board of Aldermen, may make an appropriation or appropriations for such purposes, provided that the total amount of such appropriation or appropriations in any one (1) fiscal year under this Section shall not exceed ~~two tenths of one~~ ~~two~~ percent (2%) of the Budget ~~(.02) of the Grand List~~ of the fiscal year in which the appropriations ~~is~~ are made.

**Section 7.16. Borrowing.**

The City shall have the power to issue bonds and notes in accordance with the laws of the State for any proper purpose. The Board of Aldermen shall authorize the issuance of such bonds and notes, provided that when any particular issue of bonds or notes exceeds an amount (which amount shall include a reasonable estimate of interest and other charges associated with such issue) equal to two ~~tenths of one~~ percent (~~.02~~) (2%) of the authorized municipal ~~Grand List Budget or the~~ in ~~any~~ the current fiscal year, in which the authorization is made, the electors of the City shall approve such bond issue.

The total aggregate amount of bonds that may be issued ~~for any purpose~~ in a single fiscal year without the approval of the electorate shall not exceed two percent (2%) of the authorized municipal budget for the fiscal year in which the bonds are being authorized.

*(It was noted that that the changes as proposed for Sections 7.9 and 7.16. would reduce the amounts from approximately \$10,000,00.00 to approximately \$2,160,000.00 as the threshold to require public approval).*

**ADJOURNMENT**

**Commissioner Coyle motioned to adjourn the Charter Revision Meeting of March 24, 2008. Commissioner Davis seconded the motion.**

**A voice vote was taken; motion passed unanimously.**

Chairman DiMauro adjourned the meeting at 8:01 P.M.

The next meeting of the Charter Revision Commission is scheduled for Tuesday, April 8, 2008 at 7:00 P.M. in Room 204 at City Hall.

Respectfully submitted,

*Sophia V. Belade*

Sophia V. Belade  
Charter Revision Clerk

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