

**TOWN OF HADDAM  
 CHARTER REVISION COMMITTEE  
 REGULAR MEETING  
 ANNEX BUILDING  
 11 JAIL HILL ROAD, HADDAM, CT 06438  
 MONDAY, 16 MAY 2016  
 APPROVED MINUTES  
*Approved as Submitted at the 20 June 2016 Meeting***

**ATTENDANCE**

A	Michael Battistoni, Assistant Secretary
X	Thomas Berchulski
X	William Bowles
X	Audrey Brookes, Secretary
X	John Fernandes, Vice Chairman
X	Harlan Fredericksen
X	Amy Jacques-Purdy
A	Bruno Morasutti
X	Wayne Ruty, Chairman
X	Lizz Milardo, First Selectman
X	Bunny Hall Batzner, Recording Clerk

**1. Call to Order**

Mr. Ruty, chairman, called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Review Minutes – 3 May 2016**

Correction: page 1, 4. Review Department Input, Motion – change “Harland” to “Harlan”.

**MOTION:** Harlan Fredericksen moved to approve the 3 May 2016 minutes as amended. Amy Jacques-Purdy second. Motion carried unanimously.

**4. General Discussion**

Mr. Bowles reported that the Park and Recreation Commission (PRC) reviewed a proposed change to Section 5-4 that outlines the duties of the PRC. Mr. Bowles distributed a one page document showing the existing language within the Charter (top section), edit with proposed language in red (middle section), and how the Section would look if edits are approved (bottom section).

Mr. Bowles reviewed the proposal and explained the reasoning behind the wording “(or more if need be)”. Every year someone would be renewed or recycled, currently two terms expire this September 1, one in 2017 and two more in 2018. Mr. Bowles suggested the current terms be left as they currently stand. Mrs. Milardo stated that reappoints, in general, are not done on time and timing needs to be addressed.

Mrs. Jacques-Purdy asked if this language is strictly for the Town of Haddam. Mr. Bowles stated yes, and explained the Town's ordinance regarding the Haddam-Killingworth Park and Recreation Authority and PRC.

Discussion followed in regard to 1) the original wording pertaining to the terms wouldn't work; 2) reappointment timing needs to be addressed; and 3) one minor addition to the proposal – add "other" to the last sentence. Sentence should read as follows – "The Park and Recreation Commission shall have such other powers and duties as the Town Meeting shall delegate to it."

**Amendment to Section 5-4.** First sentence will remain the same. Second and third sentence will read - "One member (or more if need be) shall be appointed by the First Selectman, with the approval of the Board of Selectmen, each year to said five year term. The Park and Recreation Commission shall supervise the maintenance, development, improvement and use of Town owned athletic facilities." Fourth sentence will remain the same. Last sentence will read – "The Park and Recreation Commission shall have such powers and duties as the Town Meeting shall delegate to it."

**MOTION:** Bill Bowles moved to adopt the new Section 5-4. Amy Jacques-Purdy second.

Mr. Bowles amended his motion to include the addition of "other" to the last sentence so that it reads – "The Park and Recreation Commission shall have such other powers and duties as the Town Meeting shall delegate to it."

**MOTION:** Bill Bowles moved to adopt the new Section 5-4 – "The Park and Recreation Commission shall consist of five members serving five year terms ending on September 1. One member (or more if need be) shall be appointed by the First Selectman, with the approval of the Board of Selectmen, each year to said five year term. The Park and Recreation Commission shall supervise the maintenance, development, improvement and use of Town owned athletic facilities. The Park and Recreation Commission shall have charge over the development, organization and supervision of recreational programs that are supported by the Town and are not otherwise funded. The Park and Recreation Commission shall have such other powers and duties as the Town Meeting shall delegate to it." Amy Jacques-Purdy second. Motion carried unanimously.

Mr. Ruty asked Mrs. Milardo if she had received any data from the Connecticut Conference of Municipalities (CCM). Mrs. Milardo stated no, as CCM has been very busy this past week, but will have the information for the June meeting.

Mr. Fredericksen reported that Cheryl Haase, Board of Finance (BOF), sent a newspaper article in regard to the Town of Clinton who is also revising their Charter and that a town manager is also on their list. So far, feedback from Clinton residents has not been very positive. Mr. Bowles reviewed an article from the Hartford Courant, dated 9 May 2015, regarding the Town of Simsbury and noted that the average annual salary for a town manager in Connecticut is approximately \$144,000 a year. Mr. Fredericksen stated that the salary depends on what that person does for the town and they may save money.

Mr. Ruty stated that he had read in the Middletown Press that the Town of Cromwell would like to change from a BOF to a Town Council and asked the difference. Mrs. Milardo stated that a Council would have more control over things than just the financial matters, similar to the City of Middletown and the Town of East Hampton.

Mr. Bowles asked if anyone had read the Town of Hebron's Charter as he had read the sections pertaining to the Board of Selectmen (BOS) and the Town Manager (Chapter 6). Mr. Bowles stated that the duties of the town manager are essentially the duties of what our First Selectman is currently doing. Mrs. Jacques-Purdy stated that a benefit of a town manager would be that it takes the politics out of the arena and provides consistent leadership over time. Mr. Fredericksen stated that a professional person is in place as Haddam has had some good people in the past and sometime not. Mr. Fernandes voiced concern on how to remove a bad town manager. Mr. Bowles agreed. A brief discussion followed. Mr. Bowles suggested a public hearing be scheduled to discuss the matter of a town manager to see how the

residents feel about the issue. Mr. Fernandes stated that the Committee should have a vision of what a town manager would do for Haddam prior to a public hearing in order to answer questions from the public. Discussion followed at length in regard to putting a presentation together as to what the Committee may be considering – pros/cons, duties; how will affect structure of BOS and how will interface with Finance Director; contacting CCM to assist with this issue; contacting the Town Managers Association to provide information and/or make a presentation; contacting Matt Hart or Matthew Galligan, Past President CCM, to address the Committee (June meeting or schedule special meeting); and what the town manager in Hebron is paid (more than Haddam's First Selectman). Mrs. Milardo will contact CCM. Mrs. Milardo asked if the Committee would like to have Barbara Bertrand, Finance Director, present for the discussion pertaining to the town manager.

In regard to the BOF's recommendations, Mr. Fredericksen reported that the item had been placed on the agenda, but the only addition was in regard to referendum of a town budget (should the Charter say the town budget should go to referendum and the need for residents to participate and be fully informed in the process prior to a vote). Mr. Fredericksen stated that he does not have a problem with a referendum; however, he does have an issue with an automatic referendum. Discussion followed in regard to when the last time a town budget went to referendum; the need to notify and educate residents; the need to research to see if both the school and town budgets can be on the same referendum ballot; and leaving the wording as is currently stands as it allows for a referendum if one is called for.

Review of suggestions from the BOF: **1. Budget Time Line** – Mr. Fredericksen stated that he had not had time to back in the time line. Tabled. **2. Adjustment of the Requirement of Transfers** – Mr. Fredericksen stated that it may make sense to increase the dollar amount to a larger figure and that a second transfer require a town meeting. Section 9-4 (c) 1, page 29, of the Charter was reviewed by the Committee with it being asked how often a transfer of over \$20,000 has been requested.

Discussion followed in regard to software that will convert the Charter into Word (Mrs. Jacques-Purdy volunteered to retype the document after school is out). Melissa Schlag, former first selectman, stated that she has the program, but believes the new printers have the OCR; therefore, there may not be a need to purchase the soft-ware. Ms. Schlag volunteered to help transfer the document. Ed Schwing stated that they have a lot of information, but were not allowed to be a part of the Committee.

**Amendment to Section 9-4 (c) 1.** “The Board of Finance may make supplementary appropriations to the requesting Town agency of an amount not exceeding Twenty Thousand Dollars (\$20,000) in aggregate without the approval of the Town Meeting.” The second sentence will remain as is.

**MOTION:** Harlan Fredericksen moved to approve an amendment to Section 9-4 (c) 1. “The Board of Finance may make supplementary appropriations to the requesting Town agency of an amount not exceeding Twenty Thousand Dollars (\$20,000) in aggregate without the approval of the Town Meeting.” The second sentence of the Section will remain the same. Bill Bowles second. Motion carried unanimously.

**3. Removal of the “Sunset” Requirement** – Mr. Fredericksen will come up with appropriate wording to clear this matter up for the next meeting. Tabled. **4. Adjusting Budget Lines, Especially in Capital Non-Recurring** – Mr. Bowles gave an example of this matter – funds being set aside over a course of several years for a specific project and being placed in individual line items each year rather than depositing yearly funds into one line item. Multiple line items for one project tend to be confusing. Mr. Fredericksen stated he didn't believe this was a Charter issue, but rather a Finance Department issue. Mr. Fredericksen asked to table this matter. **5. Capital Non-Recurring** – As it was unclear what amount should be selected, the item was tabled. **6. Amend Due Dates for Publishing Annual Report and Annual Audit** – Mrs. Milardo believes this is in regard to the budget process. Mr. Fredericksen will bring in the regulations for review at the next meeting. Tabled. **7. Debt Service – Develop Policy** – Mr. Fredericksen will bring in the regulations for review at the next meeting. Tabled. **8. Sale Process – Create a Code and 9. Bid Waiver Process** – Discussion followed in regard to what is being specifically asked. Mrs. Milardo stated that she believes rather than noting a specific dollar amount that a purchasing procedure (code) will be what is followed. Mrs. Jacques-Purdy asked who would write the code. Mrs.

Milardo stated the Finance Director and approved by the BOS. Discussion followed at length in regard to timing, scheduling of meetings between the BOS and the BOF, and the need for a clear dollar amount. The Committee reviewed Section 9-5 (f), pages 30-31, with Mr. Fernandes asking how often costs fall into the \$2,500 range (Mrs. Milardo responded quite often). Discussion followed in regard to the existing amount of \$2,500 being too low an amount and increasing the dollar amount to \$10,000; the need for checks and balances; emergency situations v. day to day situations; and when a competitive bid cannot be obtained such as for used equipment. The Committee also reviewed Section 9-5 (g and h). Although Section 9-5 (f) needs additional work, the Committee agreed to change the dollar amount.

**Amendment to Section 9-5 (f).** First sentence to remain the same at this time. Second sentence to read "Competitive bidding procedures shall be used on all purchased items costing in excess of Ten Thousand Dollars (\$10,000) except as otherwise provided by ordinance with approval of the Town Meeting, with the recommendation of the Board of Finance."

**MOTION:** Bill Bowles moved to approve an amendment to Section 9-5 (f). First sentence to remain the same at this time. Second sentence to read "Competitive bidding procedures shall be used on all purchased items costing in excess of Ten Thousand Dollars (\$10,000) except as otherwise provided by ordinance with approval of the Town Meeting, with the recommendation of the Board of Finance." Harlan Fredericksen second. Motion carried unanimously.

**10. Capital Improvement Budget – Work on Separately from Annual Budget** - Mrs. Milardo reported that both Mrs. Bertrand and Mr. Centofanti have indicated that other towns do not work on their capital budget at the same time they're working on the annual budget. Their recommendation is to have the capital budget completed by January. Discussion followed in regard to the Capital Committee needing to work with the BOS, BOF, and the Finance Dept.; the need for consistency and good capital improvements for the town (no longer having a wish list); the lack of back up information provided with capital requests; and whether this is a Charter issue. The Committee reviewed Section 9-7 (page 31) and Section 5-1 (b), page 13, with Mr. Bowles suggestion that the Capital Planning Committee be listed as an appointive board. Discussion followed in regard to the potential of other appointive boards/committees that may be missing from the list. Mr. Bowles suggested that the Long Range Capital Plan Committee to write their own description. Mrs. Milardo agreed. **11. Notification by BOS to BOF – Request Recommendation Re: Town Acceptance of Grants for Large Expenditures** – Mrs. Milardo stated that this is in response to not getting the town into trouble by accepting a grant for a large expenditure where there may be strings attached. Discussion followed in regard to funds coming in v. funds that come in with stipulations and having the Finance Director take care of this. Reviewed Section 6-3 (i), page 18, and the wording in the Town of Hebron's Charter. Further research to be done.

Mrs. Milardo will send data as she receives it and potential presenters will be contacted to see if they can attend 20 June 2016 meeting (if date does not work, a special meeting will be scheduled if needed).

## 5. Adjournment

**MOTION:** John Fernandes moved to adjourn. Amy Jacques-Purdy second. Motion carried unanimously.

The meeting was adjourned at 8:55 p.m.

Respectfully Submitted,

*Bunny Hall Batzner*

Bunny Hall Batzner  
Recording Clerk

**The next meeting is scheduled for Monday, 20 June 2016.**