



CHARTER REVISION COMMISSION

CJH Municipal Center – 1 School Street – Bethel, CT 06801

(203) 794-8501 – Fax: (203) 778-7520

MINUTES OF SPECIAL MEETING

Monday, September 24, 2012

7:00 p.m.

CJH Municipal Center – Meeting Room “A”

RECEIVED

2012 SEP 26 P 1:01

TOWN OF BETHEL
TOWN CLERK

PRESENT: David Olson, Nicholas Hoffman, William Hillman, Meghan O'Connor, Paul Improta, William Shannon and Wendy Smith. Also in attendance was Town Counsel Martin Lawlor, Charter Revision Commission Attorney Nicholas Vitti, and the Board of Selectmen.

First Selectman Knickerbocker called the Special Meeting to order at 7:02 p.m. and appointed David Olson as Temporary Chairman.

Joint Session with Board of Selectmen to receive Charge

The Board of Selectmen reappointed members of the Charter Revision Commission and also appointed Attorney Nicholas Vitti as counsel for the Charter Revision Commission.

The Board of Selectmen had recommended the Charter Revision Commission consider the following in their review of the Town of Bethel Charter.

- 1.) Consider clarification of roles, responsibility and authority of Board of Finance vs. Board of Selectmen.
 - a.) Increase flexibility of Board of Selectmen to make budget neutral transfers between accounts when necessary to maintain consistent service levels within town operations.
 - b.) Clarify duties and responsibilities of Board of Finance with regard to limits of authority, debt ceiling, line item budget authority, bond rating, interface with Insurance and Pension Commission, responsibility for annual audit.
- 2.) Consider increasing monetary “trigger points” for requirements for automatic bids, town meetings and referendums.

- 3.) Consider revisions to Board of Selectmen.
 - a.) Consider four-year term of office.
 - b.) Consider increase in membership from three to five.
- 4.) Consider changing minimum threshold for petition for referendum to overrule from 5% to 10% in Sec. C6-5.
- 5.) Any other recommendations as deemed in the town's best interest by the Commission.

Election of Officers:

Chairman: William Shannon made a motion, which was seconded by Wendy Smith, to appoint David Olson as Chairman. Vote, all in favor, motion unanimously approved.

Vice Chairman: William Hillman made a motion, which was seconded by Paul Improta, to appoint Nicholas Hoffman as Vice-Chairman.

Wendy Smith made a motion to appoint William Shannon as Vice-Chairman. William Shannon declined.

Vote, all in favor, motion unanimously approved.

Secretary: William Shannon made a motion, which was seconded by Paul Improta, to appoint Wendy Smith as Secretary. Vote, all in favor, motion unanimously approved.

Establish Meeting Schedule

William Hillman made a motion, which was seconded by Wendy Smith, to establish a regular meeting schedule for the 2nd and 4th Monday of each month (following the Public Hearing). Vote, all in favor, motion unanimously approved.

Wendy Smith made a motion, which was seconded by William Shannon, to hold the first Public Hearing of the Charter Revision Commission on Monday, October 22, 2012 at 7:00 p.m. Vote, all in favor, motion unanimously approved.

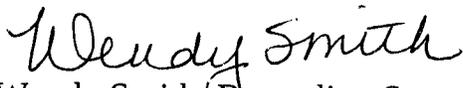
General Discussion of Charter Revision process, meeting format, public hearings, goals and responsibilities

Attorney Vitti provided a synopsis of the Charter Revision Commission responsibilities, requirements, timelines, etc.

A general discussion took place. Members each selected a regional town with a similar form of government to review their respective charter.

As there was no other business on tonight's agenda, Wendy Smith made a motion, which was seconded by William Hillman, to adjourn the meeting at 8:05 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Wendy Smith".

Wendy Smith, Recording Secretary for the Board of Selectmen