



# Town of Bolton

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## **CHARTER REVISION COMMISSION THURSDAY, JANUARY 30, 2020 7:00 P.M. – TOWN HALL SPECIAL MEETING MINUTES**

The January 30, 2020 meeting of the Charter Revision Commission was called to order at 7:02 PM.

### **ROLL CALL**

**MEMBERS PRESENT:** Gwen Marrion, Adam Teller, Richard Hayes, Eleanor Georges, Jay Brudz, Jim Aldrich, and John Toomey.

**OTHERS PRESENT:** First Selectman Sandra Pierog and Administrator Joshua Steele Kelly.

### **AGENDA ITEM 2 – Introductions & Review of Commission Charge and Timeline**

**DISCUSSION:** Kelly read the Board of Selectmen's charge to the Charter Revision Commission aloud for all to hear. Kelly and Pierog added that; in addition to the twelve points expressed by the Board of Selectmen's charge; Section 7.3, subsection C, should be considered for amendment so as to not require that all appointed board and commission members be forced to resign should they miss more than half of their respective board or commission meetings in a given fiscal year.

Teller stated that statutes states that the commission must hold a public hearing prior to any substantive discussion being held by the Commission on the subject of the charter alterations. It was agreed that a public meeting would be held before the next special meeting.

### **PUBLIC COMMENT**

None.

### **AGENDA ITEM 4 – Election of Chair and Vice Chair**

**DISCUSSION:** Aldrich asked that each member of the Commission introduce themselves before a Chair and Vice Chair were elected, and introductions were given.

**MOTION** by Teller, seconded by Toomey, to nominate Marrion for the position of Chair.

**DISCUSSION:** Aldrich suggested that the Commission consider electing two Co-Chairs instead of a Chair and Vice Chair, but conversation ultimately led to a decision against that concept.

**VOTING IN FAVOR:** Unanimous.

Upon the election of Marrion, the oversight of the meeting was transferred from Pierog to Marrion.

MOTION by Toomey to nominate Teller for Vice Chair. Teller declined.

MOTION by Teller, seconded by Toomey, to nominate Eleanor Georges for Vice Chair.

VOTING IN FAVOR: Unanimous.

#### AGENDA ITEM 5 & 6 – New Business & Set Future Meeting Dates

DISCUSSION: General discussion on establishment of meeting schedule framework and curfews was held. Marrion noted that efficiency will be key. Consensus was found to generally have one regular meeting a month and to adjust as necessary in the future.

Hayes recommended that the first public hearing be the main opportunity for individuals and organizational entities to submit testimony and other public comment to the Charter Revision Commission for its consideration. Teller stated that he feels the Commission should always have an opportunity to accept public comment at its regular meetings. Georges suggested that public comment be allowed, but that rules be established so as to limit the amount of time each resident is given to speak at a given meeting.

MOTION by Hayes, seconded by Aldrich, to adopt the third Thursday of each month as the regularly-set meeting date for the Commission.

DISCUSSION: It was brought up by Aldrich that the public hearing should perhaps be set sooner than February 20<sup>th</sup>. February 11<sup>th</sup> was identified as an acceptable date for all Commissioners to attend a public hearing, and it was generally agreed that CVC would be asked to record the meeting so that the Selectmen, who are also holding a meeting that night, could still watch the public hearing if they so wished.

AMENDED MOTION by Hayes to set the public hearing to February 11<sup>th</sup>.

VOTING IN FAVOR: Unanimous.

Discussion ensued on when the next special meeting should be held.

CONSENSUS was reached on meetings being held both following the February 11<sup>th</sup> public hearing and on Thursday, February 20<sup>th</sup>, as previously discussed.

Discussion ensued on whether members would be allowed to call into the meeting.

CONSENSUS was reached on members being permitted to call into the meeting under extenuating circumstances that disallowed them to be physically present, so long as all Freedom of Information (FOI) Act rules were followed.

It was noted that a recording clerk should be contacted to attend both the February 11<sup>th</sup> and 20<sup>th</sup> meetings. Discussion continued on how to approach examining the charter. Toomey requested that copies of similar town charters be provided to Commission members for consideration and comparison. Marrion expressed an interest in inviting guests to speak on specific subjects such as form of government. Aldrich spoke about several resources that may be of interest to the commission to review, including CCM and COST.

Discussions on FOI ensued, and it was noted that Town email addresses could be provided for anyone that did not wish to expose their personal or business email addresses to FOI requests.

Discussion on the concept of creating subcommittees ensued. Marrion noted that there were three subcommittees created in previous charter revision processes in Bolton.

Discussion on how to best catalogue the approved charter changes ensued. It was agreed that a clerk should maintain a master document that tracks all commission-approved alterations to the charter.

Teller articulated that he feels subcommittees should be created for three basic categories: form of government, government official terms and type of installation (appointed/elected), and procedural matters. It was generally agreed that Charge Items 4 and 6 would fall into the category of “form of government”; that 2, 3, 5, 9, and 11 would fall into the “terms and type of installation” category; and that 1, 7, 8, 10, and 13 would fall into the “procedural matters” category.

Discussion about what should be discussed at the February 20<sup>th</sup> meeting was initiated, and it was agreed that individuals who can speak to town manager forms of government and recent charter transitions should be invited to attend.

Discussion was held on how the public hearing should be conducted. It was expressed by Toomey that he felt that testimony from each member of the public should be allowed to be longer than two minutes at that session, suggesting perhaps three or four minutes be permitted. Discussion was held on how much commentary from Commissioners should be allowed as part of the public hearing process, and it was generally agreed that commentary from Commissioners should be kept to a minimum given that time may be a factor and the Commission as a whole has not yet come to a consensus on any particular item.

Aldrich submitted a letter to Marrion regarding research that he asks be conducted by the Selectmen’s Office and returned to the Commissioners. Marrion transferred that document to Kelly, who will scan and distribute the letter to all electronically and work on developing the requested research.

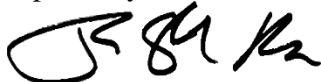
Marrion noted that it is important to reach out to the various Board chairs within the town to make sure their public testimony is given at the February 11<sup>th</sup> public hearing.

MOTION by Hayes to adjourn, seconded by Brudz.

VOTING IN FAVOR: Unanimous.

The meeting adjourned at 8:55 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Steele Kelly', written in a cursive style.

Joshua Steele Kelly, Administrator

*See minutes of subsequent meetings for approval of these minutes and any corrections hereto.*