

TOWN OF HEBRON
CHARTER REVISION COMMISSION
REGULAR MEETING
DECEMBER 17, 2008
TOWN HALL MEETING ROOM

RECEIVED
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Cal A. Pomproicz
HEBRON TOWN CLERK

Members Present: D. Lanza, H. Desruisseaux, S. Marchut, D. Morrison, P. Casarella,
B. Zamojcin

Members Absent: K. Strid

H. Desruisseaux, Vice Chair, called this regular meeting to order at 7:01 p.m.

Public Comment: None.

Approval of Meeting Minutes- December 3, 2008 Regular Meeting:

The following changes were noted: Correctly note that S. Marchut was absent and note C. Pomproicz as "Guest" not "Staff." P. Casarella made a motion to approve these minutes as amended. D. Morrison seconded the motion. The motion passed unanimously.

Continued Review of List of Charter Revision Items Compiled by Town Staff:

D. Morrison started off the discussion by reporting on his research on the use of the word "day" in the town charter. He provided the Charter Revision Commission with his findings and recommended that day be defined in the town charter as calendar days unless otherwise specified. The Charter Revision Commission members discussed the options and agreed with this recommendation. They agreed to add subsection J. to **Section 105-Definitions**.

The Charter Revision Commission also agreed to the suggestion that the words being defined under **Section 105- Definitions**, be bolded for ease of scanning and finding the topic of interest.

The Commission then looked at **Section 105- Definitions**, trying to determine the difference between subsection A (Town Board) and subsection B (Town Agency). They asked that the town attorney be consulted to determine the differences and in turn the correct definitions for these two terms.

The Charter Revision Commission then picked up their discussion from the last meeting on **Section 304- Special Town Meetings**. The Commission was asked to clarify the language and determine a consistent mathematical notation to eliminate any confusion.

The Commission made the following changes (noted in italics) to **Section 304- Special Town Meetings**:

B. Any supplemental appropriation which exceeds the one half of one percent (*0.005*) limit set forth in Section 805(B), excluding any bonds or notes issued subject to 810(D)

and

F. An appropriation from the capital and non-recurring expense fund, not included in the annual budget, which exceeds one tenth of one percent (*0.001*) of the current year's Town Budget.

and

G. The application for or participation in any federal, state, or private grant program in excess of *one tenth of one and one half percent (0.0015)* of the current year's Town Budget, excluding the local and regional Board of Education, which participation shall require the Town to contribute any cash or provide any in-kind participation to enter into any such grant programs;

The discussion then turned to **Section 411- Removal for Failure to Serve**. Town staff asked that this section be clarified because it only applies to appointed town boards or agencies. The first sentence was changed to now read:

Any member of an appointed Town Board or an appointed Town Agency who, . . .

The Commission also added the notation of (*12*) to twelve consecutive months.

The discussion then turned to **Section 603- Vacancies**. Town staff asked that this language be clarified because no allowance has been made for unfilled vacancies. They also asked that the mandatory 45 day appointment period to fill a vacancy be changed because it is too restrictive. B. Zamojcin volunteered to work on rewording this section. He will email his suggestions to the Commission for their review.

Next the Commission discussed **Section 208- Vacancies- Elective Office**. D. Lanza and P. Casarella shared their proposed wording with their fellow Commission members. The Commission agreed to the following wording change for subsection B. (new wording is italicized):

B. In filling vacancies, the Board of Selectmen shall notify the political parties of vacancies in elective offices. The Board of Selectmen shall solicit nominations for such vacancies from the political parties as well as from the general public. All nominations shall be made within thirty five (35) days after notification from the Board of Selectmen.

If no nominations are received, or minority representation problems arise, the Board of Selectmen may choose to leave the position open until such time as a qualified candidate surfaces. The Board of Selectmen in filling vacancies shall have the final authority in deciding whom to appoint to fill any vacancy.

Next on the list was **Section 606- Appointed Town Boards- Subsection B.** The Commission agreed to replace the word "Agency" with "Authority." In regards to the proposal to change the number of members from 7 to 5, the Commission decided not to make any changes until the Water Pollution Control Authority submits their request to them in writing.

The Commission on Aging will also be asked to submit their request to change their membership number in writing. This item was added to the list of discussion items. It is now number 29 on the list.

The Commission agreed to make the following additional changes to this section:

G. Tricentennial Commission consisting of a maximum of thirteen (13) members, each of whom shall serve four (4) year overlapping terms.

And to add the following Subsection:

H. Historic Property Commission consisting of five (5) regular members and three (3) alternative members, each of whom shall serve four (4) year overlapping terms.

With the addition of this new subsection, the current Subsection H now becomes Subsection I.

The Charter Revision Commission then discussed the proposed changes to **Section 702- Administrative Officers** and **Section 703- Additional Offices and Employees.** They will ask J. Clark, Town Manager to explain how he would propose changing these two sections when he speaks before this Commission on January 21st.

J. Clark will also be asked to work with the Board of Finance to explain how they would propose changing **Section 805- Supplemental Appropriations.** The Commission will ask them for suggested wording on January 21st.

The Town Manager, the Board of Selectmen and the Board of Finance will be asked to come up with proposed wording changes for **Section 802- Duties on the Budget.** This will also be reviewed at the Commission's January 21st meeting.

Public Comment: None.

Any Other New Business:

Determine Schedule of When Boards and Commissions will Meet with the Charter Revision Commission:

The Charter Revision Commission agreed to the following schedule:

January 21, 2009- Board of Selectmen and Board of Finance

February 4, 2009- Board of Education

February 18, 2009- Library Board, Planning & Zoning Commission, Inlands & Wetlands & Conservation Commission and Zoning Board of Appeals

March 4, 2009- RHAM Board of Education, Commission on Aging, Economic Development Commission, and Historic Properties Commission

March 18, 2009- Parks & Recreation Commission, Open Space Land Acquisition, and Capital Improvement Committee

April 1, 2009- Any/All Department Heads

These will be the official opportunities to speak to the Charter Revision Commission.

The Charter Revision Commission will consider whether to hold a workshop at their January 7, 2009 meeting.

Adjournment:

The meeting adjourned at 8:55 p.m. The next meeting is scheduled for January 7, 2009.

Respectfully submitted,



Linda Bulkovitch

Board Clerk