



TOWN OF ELLINGTON

PO Box 187
55 Main Street
Ellington, Connecticut 06029
(860) 870-3100

2024 Charter Revision Commission

Thomas Palshaw-*Chair*
Cynthia Soto-*Vice Chair*
Warren McGrath-*Secretary*
Jamison Boucher
Joseph Burns
Peter Hany Jr
Thomas Modzelewski

Charter Revision Commission Minutes

June 18, 2024
Ellington Town Hall
Nicholas J. DiCorleto Jr. Meeting Room

Members Present: Tom Palshaw-Chair, Tom Modzelewski, Warren McGrath, Jamison Boucher, Pete Hany, Jr., and Cynthia Soto

Members Absent: Joseph Burns

I. CALL TO ORDER

Mr. Palshaw called the meeting of the Charter Revision Commission (CRC) to order at 6:00 PM.

II. CITIZEN FORUM

No members of the public came forward.

III. APPROVAL OF MINUTES

MOVED (BOUCHER), SECONDED (MODZELEWSKI) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 5, 2024 CHARTER REVISION COMMISSION MEETING.

IV. DISCUSSION ITEM(S)

a. Review of Previously Recommended Revisions

Mr. Palshaw began discussion with Section 1109 - Expenditures and Accounting, where members were in agreement that they would need the job description of the Finance Officer prior to making any revisions. The Recording Secretary will provide it to them prior to the next meeting.

Discussion continued with Section 1111 - Purchasing, changing from a major to minor revision which will likely be revised at the next meeting to follow State statutes.

In Section 1015 – Director of Health, it was decided that no changes would be made to this section at this time.

“A great place to grow.”

Minor revisions were then addressed beginning with Section 204 - Breaking a Tie. Mr. Palshaw shared Andover's Charter wording and Mr. McGrath shared Tolland's Charter wording. After further discussion, Mr. Palshaw stated he will prepare a sample motion for the next CRC meeting.

Section 207 – Voting Districts, was discussed and members agreed to revise this section to refer to follow State Statutes.

A brief discussion was held regarding Section 603 – Procedure, and it was agreed upon to delete the appointment of an Auditing Committee.

Section 924 – Flood and Erosion Control Board, this board may not be necessary to maintain. Mr. Modzelewski will consult with the Assistant Town Planner, John Colonese and report his findings at the next meeting.

Section 1012 – Town Engineer, should have the language updated. Mr. Palshaw will prepare a revision for the next meeting.

Mr. Palshaw stated that he will prepare draft revisions for all of the minor revisions mentioned at tonight's meeting, in hopes of being voted upon at the next CRC meeting.

b. Newly Suggested Revisions

The Major revisions were discussed next, beginning with the highest priority of the Town Administrator being incorporated into the Charter. Mr. Modzelewski distributed a prepared spreadsheet [ATTACHED] of suggested revisions/additions to the Charter. The spreadsheet was reviewed and discussed in detail. The only clarification to the spreadsheet was to Section 1205 – Salaries, The first line would be corrected to read "The Town Administrator upon recommendation of the Finance Officer.....". Mr. Palshaw thanked Mr. Modzelewski for preparing this helpful document.

c. General Discussion regarding review and revision process

Mr. Palshaw shared that he met with Mr. Reed, at which time Mr. Reed provided him with a proposed Town Administrator Section to add to the Charter. Mr. Palshaw made some minor numeric changes and asked that the Recording Secretary email this document out to the CRC members prior to the next meeting on July 3rd, 2024 for their review.

Mr. Palshaw also presented the opportunity to remove job descriptions in the Charter, as they are already set and approved by the Board of Selectmen. Members also spoke of the CRC doing a two-tier approach to the Charter Revision Commission, concentrating on the Town Administrator and budget to get these questions on the November 2024 ballot and making recommendations to the Board of Selectmen for the second CRC to handle.

Ms. Soto shared that she went online to view population comparable Town's Charters and noted that the term "Selectman" was noted as "Selectperson" or "Selectwoman" in their Charters and it may be something to discuss at a future meeting.

Mr. McGrath was tasked with providing some suggested wording of the Minor revisions to the members for the next CRC meeting. All members were tasked with making their own revisions to the current Charter and providing them to the CRC at the next meeting.

d. Future Meeting Schedule

The next CRC meetings will be held on Wednesday, July 3, 2024 and Wednesday, July 10, 2024 both at 6:00 pm in the Nicholas J. DiCorleto, Jr. Meeting Hall.

V. ADJOURNMENT

MOVED (HANY) SECONDED, (MODZELEWSKI) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE CHARTER REVISION COMMISSION AT 7:04 PM.

Respectfully submitted,



Rebecca Einsiedel
Recording Secretary

POSSIBLE REVISIONS FOR TOWN ADMINISTRATOR

CHAPTER	SECTION	TITLE	POSSIBLE WORDING
Page iii	1024	TABLE OF CONTENTS	Add: New "SECTION 1024. TOWN ADMINISTRATOR"
VIII	801	GENERAL DUTIES	Remove: "and chief administrative" from the second sentence. Add: "part-time" between "such" and "compensation" to the second sentence.
VIII	802	OFFICERS AND DEPARTMENTS	Remove: "departments, agencies, and" from the first sentence.
X	1001	TOWN ADMINISTRATOR	Add: "Town Administrator" to first line before "Town Clerk".
X	1024	BUDGET PREPARATION	New section for Town Administrator position #1024. Refers to job Description as approved by the BOS.
XI	1102	EXECUTION OF THE BUDGET	Change: "First Selectman" to "Town Administrator"
XI	1107	EXPENDITURES AND ACCOUNTING	Change: "First Selectman" to "Town Administrator". Two times.
XI	1109.b	SALARIES	Change: "First Selectman" to "First Selectman or Town Administrator" in the third sentence. Add: "or Town Administrator" to the last two lines- two times.
XII	1205		Add: The "Town Administrator, upon recommendation of the" Finance Officer - First sentence