

CHAPTER X. THE TOWN ADMINISTRATOR (NEW)

SECTION 1024. TOWN ADMINISTRATOR

(a) QUALIFICATIONS

The Town Administrator shall be chosen exclusively on the basis of their executive and administrative qualifications, character, education, training and experience. The Town Administrator is not required to be a resident of town.

(b) APPOINTMENT AND REMOVAL

The Town Administrator shall be appointed, and may be removed, by the Board of Selectman. A resolution to appoint or to remove must be adopted by a two-thirds vote of the entire membership of the Board of Selectmen. At least thirty days before the effective date of the proposed removal, the Board shall give the Town Administrator a statement of the reasons for the removal. Within ten days after receipt of the Board's reasons for removal, the Town Administrator may request a public hearing on the reasons for removal. If the Town Administrator requests a public hearing, they shall not be removed until the public hearing has been held and unless a subsequent resolution of the Board for their removal has been passed by a two-thirds vote of the entire membership within thirty days from the date of the public hearing. During the period between the resolution to remove and the effective date of the removal, the Board of Selectmen may suspend the Town Administrator from office, but the Town Administrator shall receive their regular salary during such period. The action of the Board in removing the Town Administrator shall be final. During any suspension of the Town Administrator, the Board may appoint an Acting Town Administrator to serve at the pleasure of the Board, but for not more than ninety days.

(c) TENURE AND COMPENSATION

The term of the Town Administrator shall be indefinite. The compensation of the Town Administrator shall be fixed by the Board of Selectmen and may be adjusted from time to time as determined by the Board of Selectmen. The Board of Selectman may enter into an employment agreement with the Town Administrator further detailing job duties and performance expectations and other provisions including, but not limited to, compensation considerations, fringe benefits, and incentives. The Town Administrator's salary may be decreased by a two-thirds vote of the entire membership of the Board of Selectmen taken at least one month prior to the beginning of the ensuing fiscal year.

(d) POWERS AND DUTIES OF THE TOWN ADMINISTRATOR, GENERAL

The Town Administrator shall be the chief executive and administrative officer of the Town, except the Ellington Public Schools. The Town Administrator shall be responsible to the Board of Selectmen in the exercise of powers and in the performance of all duties. He/She shall see that all laws and ordinances are faithfully executed. He/She shall meet with the Board of Selectmen regularly to make reports to the Board and to receive instructions from the Board. He/She may recommend to the Board any and such measures that he/she may deem necessary and expedient. The general powers and duties of the Town Administrator shall not be diminished by ordinance.

(e) POWERS AND DUTIES OF TOWN ADMINISTRATOR, SPECIFIC.

The Town Administrator shall be directly responsible to the Board of Selectmen for the administration of all departments, agencies, and officers in charge of persons or boards appointed by him or her and shall supervise and direct the same and shall serve as Chief of Police until such time as the Board of Selectmen shall appoint a Chief of Police. He or she shall see that all laws and ordinances governing the town are faithfully executed. He or she shall make periodic reports to the Board of Selectmen on the conditions and affairs

of the town. The Town Administrator shall recommend to the Board of Selectmen such measures as he or she may deem necessary or expedient and shall keep the Board of Selectmen fully advised as to the financial condition of the town; and shall exercise such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen not inconsistent with this Charter. The Town Administrator shall have all the powers, duties and responsibilities conferred or imposed on that office and on the chief executive officers by the General Statutes, as amended, or by Special Act except insofar as the same are inconsistent with the provisions of the Charter. The Town Administrator may, with the approval of the Board of Selectmen and subject to such other limitations as are contained in this Charter and in the General Statutes, enter into contracts or agreements with the United States Government or any agency thereof, the State of Connecticut or any agency or political subdivision thereof, any person, or any other body politic or corporate. The Board of Selectmen shall not diminish by ordinance, vote, or otherwise the powers and duties imposed on the Town Administrator by said board under the provisions of this section.

(f) **APPOINTMENT OF DEPARTMENT HEADS.**

The Town Administrator shall appoint and may remove, each such action with the approval of a majority of the entire Board of Selectmen, and in accordance with such provisions of the General Statutes as may apply to said appointments and removals, such administrative officers as are assigned to the Board of Selectmen for appointment by the several provisions of this Charter, and such other assistants or employees as may be required, subject to such rules and regulations concerning town employees as may be adopted by the Board of Selectmen pursuant to the provisions of Chapter XII of this Charter. The Town Administrator may, subject to the approval of the Board of Selectmen, perform the duties of any officer under his or her jurisdiction provided that he or she is, in the opinion of the Board of Selectmen, otherwise qualified to perform such duties.

CHAPTER IX. APPOINTED BOARDS AND COMMISSIONS

SECTION 901. GENERAL

There shall be the following regular town boards and commissions appointed by the Board of Selectmen:

- Board of Assessment Appeal
- Building Code Board of Appeals
- Conservation Commission
- Cultural Arts Commission
- Design Review Board
- Economic Development Commission
- Ethics Commission
- Flood and Erosion Control Board
- Housing Authority
- Human Services Commission
- Inland Wetlands Agency
- Insurance Advisory Board
- Parks and Recreation Commission
- Permanent Building Committee
- Public Safety Commission
- Shared Services Commission
- Water Pollution Control Authority

Such permanent boards and commissions as may be created by the town meeting pursuant to Section 703 of this Charter, the members of which are by said vote to be appointed by the Board