

**Ellington Charter Revision Proposals – 7/24/2025**

The proposed charter revisions below were tentatively approved by the Ellington Charter Revision Commission in preparation of the PUBLIC HEARING to be held on July 31, 2024.

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<p>(1)</p>	<p><u>SECTION 204 BREAKING A TIE</u> When any municipal election, other a referendum, conducted pursuant to the provisions of this Charter results in a tie vote, with the consent of the tied candidates, the tie may be broken by the single toss of a coin by a third party agreeable to tied candidates. When a referendum conducted pursuant to the provisions of this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of Section 9-332 of the General Statutes, as amended, to determine a question at referendum whether it shall be accepted or rejected. The provisions of this section shall not apply to questions at referendum or special election that under which the provisions of this Charter or the General Statutes require a minimum number of electors voting in favor of such questions for approval.</p> <p>REASON: Cost savings associated with elimination of need for a special election. AUTHORITY: CGS 9-188</p>
<p>(2)</p>	<p><u>SECTION 207 VOTING DISTRICTS</u> (Replace existing language with the following) The voting districts for statewide elections in the Town of Ellington are established by the State Legislature.  Unless otherwise revised pursuant to state law, local ordinance, or act of the local legislative body, there shall be a minimum of two (2) voting districts in town.  The places for holding elections and referenda are established by the Registrars of Voters.</p> <p>REASON: Section 207 update language to eliminate vagueness and comply with statute. AUTHORITY: Comply with CGS.</p>
<p>(3)</p>	<p><u>SECTION 603 PROCEDURE</u> <del>Delete references to the Auditing Committee. The Board of Selectmen shall appoint an Auditing Committee consisting of not less than three (3) of their members whose duty shall be to oversee and review all claims and charges against the town except those incurred by the Board of Education.</del></p> <p>REASON: Outdated provision. BOS has authority to appoint ad hoc committees as necessary to conduct investigations or other inquiries.</p>
<p>(4)</p>	<p><u>SECTION 801 THRU 803 FIRST SELECTMAN</u></p> <p>*SECTION 801 GENERAL At each biennial town election, a First Selectman shall be chosen by the electors of the town as provided in Chapter III of this Charter. The First Selectman shall be the chief executive of the town and shall receive such part-time compensation as shall be recommended by the Board of Selectmen and approved in the annual budget. Said First Selectman shall be a full voting and participating member of the Board of Selectmen and shall preside, when present, at meetings of said board. The First Selectman, or another Selectman designated by the First Selectman shall be an ex-officio member of all other town boards, commissions, and agencies and shall receive</p>

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	<p>such advance notification of any such meeting as is given to the members of said bodies. He or she shall have the full right of participation in discussions but shall not have the right to vote.</p> <p><b>*SECTION 802 DUTIES</b></p> <p>The First Selectman shall have all of the powers, duties, and responsibilities conferred upon that office by law, which are consistent with this Charter. The First Selectman shall have all the powers necessary or incidental to the discharge of the First Selectman's duties and responsibilities set forth in the town's Position Description 109. The First Selectman, as the chief elected official, may represent the town at local, regional, or statewide meetings, events, or various committees or task forces.</p> <p>The First Selectman, under the general policy direction of the Board of Selectmen, shall be responsible for:</p> <ul style="list-style-type: none"><li>a) Providing guidance to the Town Administrator in the coordination and administration of the town agencies, except those functions expressly reserved or delegated to such agencies by CGS.</li><li>b) The implementation of ordinances, resolutions, policies, and other actions voted by the Board of Selectmen, or at Town Meeting.</li><li>c) The continuous review of current and future needs of the town. The First Selectman may require reports and information submitted by the Town Administrator, or agencies reporting to the administrator.</li><li>d) Preside over the meetings of the Board of Selectmen, when present, and prepare the agenda in conjunction with the Town Administrator.</li></ul> <p><b>*SECTION 803 APPOINTMENTS AND TERMS</b></p> <p><b>Repeal Section 803</b></p> <p>REASON: To incorporate the Town Administrator into the organizational structure of the town, and to establish the First Selectman's position as part time. See Section 1024(d) Town Administrator</p> <p>AUTHORITY: CGS 7-188</p>
(5)	<p><b><u>SECTION 1001 OFFICERS AND DEPARTMENTS</u></b></p> <p>There shall be the following administrative officers and departments for the town: <b>Town Administrator</b>, Town Clerk; Finance Officer; Tax Collector; Assessor; <b>Emergency and Risk Manager</b>; Director of Public Works; Building Official; Town Engineer; Town Attorney; Constables; Director of Health; Director of Recreation; Fire Marshal; Animal Control Officer; Director of Human Services; <b>Youth Services Director</b>; <b>Senior Center Director</b>; and Town Planner. The Board of Selectmen may recommend to the town meeting pursuant to the provisions of Section 703 of this Charter the creation of such additional or the elimination of such existing administrative offices and departments as it from time to time may deem appropriate and necessary to the best interest of the town. All administrative officers and department heads and their deputies and assistants shall receive compensation fixed by the Board of Selectmen; provided, however, no compensation shall be based upon any fees collected by them and all such fees collected by them shall be paid to the town treasury.</p> <p>REASON: Update Section to the current status of Departments.</p>
(6)	<p><b><u>SECTION 1002 APPOINTMENT AND ELIGIBILITY</u></b></p>

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	<p>Replace the words "Section 803 of this Charter" with "<b>Section 1024(d) of this Charter</b>"</p> <p>REASON: To incorporate the Town Administrator into the organizational structure of the town. AUTHORITY: CGS 7-188</p>
(7)	<p><b>SECTION 1008 <u>EMERGENCY &amp; RISK MANAGER</u></b> The Board of Selectmen shall appoint an Emergency and Risk Manager who shall serve for an indefinite term. The Director is responsible for the functions outlined in Ellington Position Description 710, including the review of and adjustments to the Town Emergency Plan as filed with the State Office of Emergency Management. He or she shall meet the qualifications described in the Town of Ellington Position Description 710.</p> <p>REASON: Update to reflect current practice.</p>
(8)	<p><b>SECTION 1012 TOWN ENGINEER</b> The Board of Selectmen shall appoint a Town Engineer through a competitive bidding process in accordance with SECTION 1111 and as recommended by the Director of Public Works <b>and Town Planner</b>. The town, in the alternative, may hire an indefinite, exempt town employee as the town engineer. The Town Engineer shall be a licensed civil engineer. The Town Engineer shall serve for an indefinite term. All powers and duties of said Town Engineer shall be prescribed by the Board of Selectmen.</p> <p>REASON: To ensure that the purchases of services comply with the town's procurement policy Section 2.</p>
(9)	<p><b>SECTION 1024 TOWN ADMINISTRATOR (NEW)</b></p> <p>(a) <u>Qualifications</u> The Town Administrator shall be chosen on the basis of their executive and administrative skills, character, education, training, experience, and shall meet the qualifications listed in the Ellington Position Description 108.</p> <p>(b) <u>Appointment</u> The Town Administrator shall be appointed by the Board of Selectmen. The Administrator is an exempt position of indefinite term. The compensation and benefits shall be in accordance with the town classification, policies and Section 1205 of this Charter</p> <p>(c) <u>Removal of the Town Administrator</u> The Town Administrator may be removed for just cause by a 2/3 vote of the entire membership of the Board of Selectmen. At least thirty (30) days before the proposed removal of the Administrator, the Board of Selectmen shall adopt a resolution stating their intention to remove the Administrator and the reasons therefore. A copy of the resolution shall be served on the Town Administrator who, within ten (10) working days, may demand a public hearing, in which case the Administrator shall not be removed until such hearing has been held. The Board of Selectmen may suspend from duty the Town Administrator upon passage of the resolution provided that the salary and benefits of the Administrator shall continue until removal from office. The action of the Board in removing the Town Administrator shall be final.</p>

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	<p>(d) Duties and Responsibilities</p> <p>The Town administrator shall be the Chief Administrative Officer of the Town of Ellington and is responsible to the Board of Selectmen for the supervision, direction, and administration of all departments, agencies, and offices listed in Chapter 10 of this charter. The Town Administrator may perform the duties of any officer under his or her authority, subject to the approval of the Board of Selectmen.</p> <p>The Town Administrator may, subject to the approval of the Board of Selectmen, appoint or remove any administrative officer, or town employees in accordance with the provisions of CGS, provisions of Chapter XII of this Charter, or other rules and regulations concerning town employees. (Excludes employees under the Board of Education)</p> <p>The Town Administrator may, with the approval of the Board of Selectmen, enter into contract or agreements with the United States government, or any agency thereof, with the State of Connecticut or any agency or political subdivision thereof, any person, body politic, or corporation.</p> <p>The Town Administrator shall be responsible to the Board of Selectmen for the functions called out in the Town of Ellington Position Description 108 as approved or amended by the Board of Selectmen. The Town Administrator shall work collaboratively with the First Selectman.</p> <p>REASON: To incorporate the Town Administrator into the town's organizational structure.</p> <p>AUTHORITY: CGS 7-188</p>
(10)	<p>SECTION 1109 EXPENDITURES AND ACCOUNTING</p> <p>(b) No voucher, claim, or charge against the town, except those against the Board of Education, shall be paid until the same has been audited by the Finance Officer and approved by him or her for correctness and validity. Payment of all claims against the Board of Education shall be authorized by the Superintendent of Schools or his or her agent. Payment of all approved claims against all other town accounts shall be authorized by the First Selectman. Said authorization shall be valid when countersigned by the Finance Officer acting as the Treasurer provided, in the absence or inability to act of the First Selectman or Finance Officer, <del>the</del> <b>Town Administrator</b> shall substitute temporarily for said First Selectman or Finance Officer.</p> <p>(f) Upon the recommendation and request of the Board of Selectmen, <del>during the last three (3) months of the fiscal year</del> the Board of Finance may, by resolution, transfer any unencumbered appropriation, balance, or portion thereof from one department, commission, board, or office to another provided, however, that this provision shall not apply to the Board of Education. No transfer shall be made from any appropriation for debt service and other statutory charges.</p> <p>REASON: To include the Town Administrator and allow the transfer of funds prior to the last 3 months of the fiscal year.</p>
(11)	<p>SECTION 1111 PURCHASING</p> <p>Purchases for the Town of Ellington, except the Board of Education and the Probate Court, shall be made under such rules and regulations as may be established by the Board of Selectmen. For any purchase <del>that exceeds the limits established in Ellington Ordinance 28-1,</del> the Finance Officer shall invite sealed bids unless the Board of Selectmen shall decide it to be against the</p>

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	<p>best interest of the town. The Finance Officer shall provide a minimum of ten (10) days public notice to potential bidders by publication at least once in a newspaper having circulation in the town. The Finance Officer shall, with the approval of the requesting board, commission, committee, or department, award the purchase or contract to the lowest responsible bidder thereon or may reject any or all such bids or proposals. All such sealed bids or proposals shall be opened publicly. For any purchase less than <b>the established limit</b> or such other amount required by law, the Finance Officer or his or her designee shall negotiate directly with prospective suppliers prior to the Finance Officer awarding the contract.</p> <p>REASON: To harmonize the Charter with the provisions of Ordinance 28-1 and Town of Ellington Purchasing and Financial Controls Policy as authorized by CGS 7-148v.          AUTHORITY: Section 604 of this Charter</p>
(12)	<p><b>SECTION 1205 SALARIES</b></p> <p>The Finance Officer shall prepare for the First Selectman <b>and the Town Administrator</b> a proposed standard, systematic schedule of pay for each class of positions in the classified service. The First Selectman <b>or the Town Administrator</b> shall submit the proposed pay plan to the Board of Selectmen with any changes he or she deems necessary and such proposed plan shall take effect when adopted by resolution of the Board of Selectmen. Amendments to the pay schedule may be adopted by the Board of Selectmen from time to time upon recommendation of the First Selectman <b>or Town Administrator</b>. For purposes of Chapter 113 of the General Statutes, as amended, the First Selectman <b>or Town Administrator</b> shall have the authority to recognize the exclusive bargaining agent for any unit of town employees and shall act as the bargaining agent for the town.</p> <p>REASON: To include the Town Administrator in the process.</p>
(13)	<p><b>SECTION 1010 DEPARTMENT OF PUBLIC WORKS</b></p> <p>The Board of Selectmen shall appoint a Director of Public Works, who shall possess such qualifications as are required for said office, and who shall serve for an indefinite term. <del>It shall be the duty of the Department of Public Works to maintain, repair, clean, and remove snow from all public streets and ways; maintain and operate storm sewers and other drains; care for and maintain all town buildings other than those under the jurisdiction of the Board of Education; the Department of Public Works shall have exclusive control of the care, maintenance and repair of the library building and physical facilities and the library grounds; coordinate the Recycling Program; prepare or supervise the preparation of plans and specifications for the construction or reconstruction of streets, sidewalks, curbs, gutters, storm sewers, drains, public buildings and other structures and construct or supervise the construction of the same, provided that nothing herein shall preclude the employment of engineers and architects on any such project, or the appointment of citizen advisory committees on the construction of school or other public building. Further duties of the Public Works Department shall be to care for parks, grassed areas in streets and public grounds; the Public Works Department shall maintain all athletic fields and public beaches including those under the jurisdiction of the Board of Education and the Parks and Recreation Commission; to plant and care for trees within the street line; to enforce the provisions of the building code, zoning ordinances, and ordinances imposing on owners of property obligations to construct and maintain sidewalks, curbs, gutters, storm sewers and drains; and perform such other duties as may be prescribed by the Board of Selectmen by ordinance.</del> Said <b>The</b> Department of Public Works may contract with the town Water Pollution</p>

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<p>Control Authority (WPCA) for the maintenance of the facilities and grounds which come under the jurisdiction of the Water Pollution Control Authority. <i>The Director of Public Works may be appointed as the WPCA Administrator and the salary portion for such duties shall be reimbursed to the Town by the WPCA.</i> The Director of Public Works shall <del>be the local appoint</del> a Tree Warden <i>and may appoint a Deputy Tree Warden.</i> The Director of Public Works shall serve as an ex-officio member of the Permanent Building Committee. He or she may organize the Public Works Department in such a manner as he or she shall deem most economical and efficient and may make and enforce such reasonable rules and regulations not inconsistent with the regulations of the General Statutes or the provision of this Charter, as may be necessary to exercise the powers and duties imposed on him or her by virtue of this provision of the Charter. He or she may delegate such powers to subordinate employees and shall have the authority to appoint and to remove, subject to the approval of the Board of Selectmen and such rules and regulations concerning town employees as may be adopted by the Board of Selectmen, all deputies, assistants or employees in this department.</p>
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