

TOWN OF FAIRFIELD

CHARTER

Effective November 27, 2006

- D. Recommendations to RTM. The Board of Finance shall make its recommendations regarding the budget to the RTM at the annual budget meeting.
- E. Determination of property tax rate. After the annual budget meeting and receipt of the report on the grand list from the Board of Assessment Appeals, the Board of Finance shall determine the rate of property tax for the next fiscal year.

§ 12.4. Review and determination by the RTM.

The RTM may hold meetings to review the budget as it determines necessary before the annual budget meeting. At the annual budget meeting, the RTM shall determine the annual appropriations for the next fiscal year.

§ 12.5. Effect of referendum on the budget.

Any item in the budget referred to a referendum vote as provided in Article XIII of this Charter and disapproved shall be amended to accord with such vote. In the event of a referendum affecting any item contained in the annual Town budget, the time within which the Board of Finance shall determine the Town tax for the year following such appropriation shall be extended to five days after the referendum vote.

§ 12.6. Appeals from the Board of Finance.

- A. Appeals to RTM. Any Town officer, board, commission, authority, committee or department of the Town may appeal to the RTM from a vote of the Board of Finance to recommend a reduction in the amount of any request by the Town officer, board, commission, authority, committee, or department for an appropriation of Town funds as part of the annual budget or at another time in the fiscal year, or for a budget transfer. The Town officer, board, commission, authority, committee, or department may appeal to restore the entire amount originally requested or any part of such amount specified in the appeal.
- B. Method of appeal. The appeal shall be made in writing and shall be filed with the Town Clerk within 10 days after written notice of the vote of the Board of Finance shall have been received by the Town officer, board, commission, authority, committee or department making the appeal.
- C. RTM hearing. Not later than the annual budget meeting if the appeal is from a budget request, or the next regular meeting of the RTM after receiving an appeal from a vote of the Board of Finance in any other case, the RTM shall:
 - (1) Hold a hearing on such appeal, at which both the Board of Finance and the appellant shall be entitled to be heard;
 - (2) At the conclusion of the hearing, put the question of sustaining the appeal to a vote.
- D. Vote necessary to sustain appeal. If two-thirds or more of the total number of RTM members present and voting at such meeting shall vote to sustain the appeal, the requested appropriation or transfer shall be made without the recommendation of the Board of

Finance, subject, with respect to the appropriation, to referendum as provided in this Charter.

§ 12.7. Expenditure in excess of appropriation forbidden.

No Town officer, board, commission, authority, committee, or department shall expend any sum for any purpose in excess of the amount appropriated by the Town for such purpose unless such expenditure shall first be approved, and appropriate transfers in the budget made, by the Board of Finance.

§ 12.8. Purchasing authority.

The First Selectman and the Purchasing Agent, acting in conjunction, shall be the general purchasing authority of the Town. All supplies, materials, equipment, other commodities, contracts for public works or services, other than professional services, required by any department, office, agency, board, authority, or commission of the Town, including the Board of Education, shall be purchased by the purchasing authority on a requisition, in such form as the Selectmen may prescribe, signed by the head of the department, office, agency, or chairman of the authority, board, commission or committee. No purchase order shall be issued without the signature of the Purchasing Agent or, in the Purchasing Agent's absence, of the First Selectman.

§ 12.9. Bidding, requisition, and payment procedures.

The Board of Finance shall establish and may amend from time to time procedures and guidelines for bidding on purchases and contracts by the Town as well as procedures for departmental requisition and for payments.

ARTICLE XIII
Referenda

§ 13.1. Petition and time for filing.

- A. Effective date of certain RTM votes. Any vote of the RTM: (1) authorizing the expenditure for any specific purpose of \$150,000 or more; or (2) for the issue of any bonds by the Town; or (3) the adoption, amendment, or repeal of an ordinance; shall not be effective until the date for filing a referendum petition has passed. If within that time a petition for referendum is filed with the Town Clerk, the vote shall not be effective unless and until it has been approved by referendum.
- B. Petition forms. Upon the request of any elector, the Town Clerk shall promptly prepare petition forms, which shall be available to any elector at the office of the Town Clerk, setting forth the questions sought to be presented on a referendum ballot.
- C. Required number of signatures on petitions. To be effective, a petition for referendum must be signed by not less than 5% of the electors of the Town according to the most recent