

CHARTER REVISION COMMISSION
Regular Meeting
January 13, 2022
7:00 PM
Via Webex
Fairfield, CT

A regular meeting of the Charter Revision Commission was held at 7:00 p.m. on Thursday, January 13, 2022, via Webex in Fairfield, Connecticut.

A recording of the meeting can be found here:

<https://www.youtube.com/watch?v=XVYZB7QJtM>

DRAFT MINUTES

MEMBERS PRESENT: Bryan Cafferelli-Chair, Chris Brogan-Vice Chair, Pamela Iacono, John Mitola, John Wynne

OTHERS PRESENT: Attorney Steven Mednick, Town Attorney James Baldwin, CFO Jared Schmitt, BOF Chair Lori Charlton, former BOF Chair Jim Brown, RTM Moderator Mark McDermott, former Budget Director Linda Gardner, FairTV, members of the public.

MEMBERS ABSENT: Marlene Battista-Secretary, Jay Gross

- I. Call to Order: Chair Bryan Cafferelli called the meeting to order at 7:00pm.
- II. Roll Call/Pledge of Allegiance: Recording Secretary Pru O'Brien called the roll. Chair Cafferelli led the Pledge of Allegiance.
- III. Approval of Minutes: December 9, 2021. Commissioner Wynne moved approval of the minutes of December 9, 2021, as written. Commissioner Iacono seconded the motion. The motion carried unanimously.
- IV. Public Comment on Adopted Work Plan - not to exceed one hour (Published on Website). Chair Cafferelli thanked the public for their emails and talked about the proposed work plan that was made from the comments and suggestions from the public and elected officials. He then opened the meeting for public comment:
 - Sarah Roy-Chair, Fairfield Bicycle and Pedestrian Committee. The Bicycle and Pedestrian committee was formed in 2014 and is not in the charter currently because the charter hasn't been revised since 2006. She would like the committee to be part of the charter to be sure it stays active regardless of the town leadership.

- Kate Braun wanted to know if there would be another opportunity for public comment once the revision is proposed. Attorney Mednick confirmed that there will be another public hearing at the end of the process but before the final act of the charter. The public will be able to review the revision and comment at that time.

The next meeting that will have public comment will be on Thursday, February 24, 2022, at 7:00pm.

V. Panel Discussion and Commission Deliberations on Articles IV and XII – Budget Process, including Budget Appeals. Chair Cafferelli asked Attorney Mednick to introduce the panel he invited to inform the Commission of the current chapter procedures governing the budget process and any thoughts or ideas about improving the process, if any. Attorney Mednick introduced the panel members and informed the Commissioners that starting with the budget process was a good starting point because all of the major entities, The Board of Selectmen and the First Selectwoman, The Board of Finance and the Representative Town Meeting were involved. The speakers proceeded as follows:

- CFO Jared Schmitt presented the steps in getting from the department heads budget submissions to the finalized budget and setting the Mill Rate for the taxes. His full presentation can be listened to in the recording filed on the Town website.
- Linda Gardner, former town Budget Director from 1985-2020 and worked with eight different administrations. She reviewed the changes and evolution in the budget process.
 - She referred to Article X11, Section 12.3, Paragraph C which in part, states that the Board of Finance

“shall publish the final budget in a newspaper of general circulation in the Town not later than five days before the annual budget meeting.”

Since hardcopy newspapers are no longer the only means by which we communicate with the public, the town may consider publishing the budget on the Town’s website. This will also save on advertising/publishing costs.

- She also suggested switching the term final budget which appears twice in paragraph C to the board of finance recommended budget. The board of finance budget is not the final budget because the final budget is approved by the RTM at the annual budget meeting. Paragraph C would be changed to,

“publication of the board of finance recommended budget. After the public hearing referred to in paragraph B the board of finance shall hold a public meeting not later than one month before the annual budget meeting at which it shall consider all matters relating to the budget and shall publish its recommended budget on the town’s website not later than five days before the annual budget meeting”

- Ms. Gardner also asked the Commission to consider a change to section 12.2, paragraph B, the last sentence, *“the recommendation of the selectman shall be submitted to the board of finance not later than two months before the annual budget meeting”*. Ms. Gardner felt that this removes flexibility for BOF/BOS joint hearings, which has been done in the past. She suggested changing the sentence to the following:

“the recommendation of the selectman shall be submitted to the board of finance prior to the board of finance public budget executive session.”

Ms. Gardner feels that joint budget hearings would offer the same information on time and at the same time as opposed to having separate meetings for the separate Town bodies.

- BOF Chair Lori Charlton thought the current process works well but agreed there were many meetings not mandated by the charter. She thought that multiple meetings with different presenters were informative and helpful. A shortfall in the charter provisions is that there is no process in the charter for the Capital Budget. Some towns have adopted Capital Budget processes. Ms. Charlton felt that there is no transparency and that once a Capital Budget is approved, there is no follow-up or tracking as in an Operating Budget. The discipline of the regular budget process should also be put into Capital Planning. Ms. Charlton also prefers separate meetings as opposed to joint meetings as there might not be enough time to have a full discussion with everyone.
- Former BOF Chair and member Jim Brown said he has been through both processes, joint and separate meetings. Each board has slightly different perspectives. The BOS has a leadership view, BOF has financial perspective and long-term obligations and the RTM has a legislative perspective for the community. He feels the process for the Town’s type of government works. He agreed that the Capital Budget process needs to be better.
- RTM Moderator Mark McDermott thought the system works well with the current form of town government. How deliberations go depends on the balance of power. Repetitiveness of meetings can

be long, and he hears a lot of people asking the same questions. By the time it gets to the RTM, it is at the end of the process.

Attorney Mednick did acknowledge that most comparative towns to Fairfield have language in their charter for the Capital Budget. He will email the CRC the general language.

There was a discussion about the RTM's involvement with the budget prior to their hearing presentations and voting. It was suggested they form a subcommittee who will be involved in the budget process and inform the rest of the RTM prior to the vote. It was also suggested that the BOE have a specific date they would have to submit their budget to the First Selectperson as determined by the town and put into the charter. Meeting dates can be moved, but the budget must be finalized and in place as of July 1st of each year.

Chair Cafferelli urged everyone to submit thoughts on the charter and budget as soon as possible to keep the timeline for meetings and subjects of meetings.

VI. Counsel presentation of Reorganization Draft Charter

Attorney Mednick referred to his document of a consolidated and restructured charter. This document is also available online with the backup documents. He highlighted areas where it was suggested to review the article. He also grouped certain things together, so they aren't repeated throughout the document. Attorney Mednick consolidated all executive articles to the same section. At the bottom of each page, there are annotations and integrated some of the historical special acts.

Attorney Mednick also created categories so the public could see the breakdown of the process of the appointing authorities.

The next meeting is on Thursday, January 27 at 7:00pm.

VII. Adjourn.

Commissioner Wynne made a motion to adjourn. Commissioner Mitola seconded the motion. The meeting adjourned at 10:04pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary

Charter Revision Commission – Emails Received from 1/13/22 – 1/25/22

Rebecca Blondin rebeccablondin@gmail.com

Friday, January 21, 2022 at 4:39 PM

Town seal question

Hi I am writing to the Charter Review Commission to get more information about when/how the town seal will be discussed. It's a topic I wrote to our First Selectwoman about a year ago and she said it could only be changed through a town constitution change. I believe the current town seal is historically inaccurate and I think it reflects poorly on our town. Our town seal shouldn't present a whitewashed depiction of a loincloth covered indigenous person shaking hands with a fully clothed settler - it just isn't historically accurate in the context of the Pequot War and other history.

I'm not sure what your process plans are for this topic and whether you are scheduled to hear from any historians, such as someone from the Fairfield History Museum.

Thank you for information on this topic,
Rebecca Gordon Blondin
47 Stoneleigh Road

**CURRENT BUDGET PROVISIONS IN CHARTER
FOR DISCUSSION (1/27/2022)**

**ARTICLE X - BUDGET PROCEDURE AND RELATED
MATTERS**

§10.1. Date of annual budget meeting¹.

The RTM shall hold the annual budget meeting on the first Monday in May of each year. (“RTM Annual Budget Meeting^[s1]”).

§10.2. Review and recommendation by Board of Selectmen².

A. Submission of General Fund and Capital budgets to Selectmen³. All Town officers, boards, commissions, authorities, and departments of the Town entrusted with the expenditure of Town funds, including the Board of Education, shall submit to the First Selectman the items and ~~details~~ details of their respective general fund and capital budgets for the next fiscal year. on such forms and in a manner prescribed by the Board of Finance^[s2] (“Budget Estimates”). These Budget Estimates shall be submitted on or prior to a date designated by the First Selectman, which date shall be early enough for the Board of Selectmen to review, revise, compile and submit its recommendations to the Board of Finance as set forth in Section ~~12.2B~~ 10.2.B of this Charter^[s3].

B. Recommendations to Board of Finance⁴. The First Selectman shall review the ~~budgets~~ Budget Estimates of all Town officers, boards, commissions, authorities, and departments of the Town required to submit ~~budgets~~ such information, and shall submit the budgets with recommendations to the Board of Selectmen^[s4]. The Selectmen shall make recommendations to the Board of Finance regarding each budget reviewed by them. The recommendations of the Selectmen shall be submitted to the Board of Finance not later than two (2) months before the annual budget meeting. ~~RTM Annual Budget Meeting^[s5]~~ (“Proposed Executive Budget^[s6]”).

C. Variation of procedure⁵. The Board of Selectmen, with the approval of the Board of Finance, may modify and vary the budget submission process in the

¹ Recodification, 2022 modification and recodification of current Article XII, §12.1 (2006). Derived from Article XII, §12.1 of the 1997 Charter; and, Chapter III, §6 (second sentence) and Chapter XVII, §4 of the 1947 and 1956 Acts and 1975 Charter.

² Recodification of current Article XII, §12.2 (2006). Derived from Article XII, §12.2 of the 1997 Charter.

³ 2022 modification and recodification of current Article XII, §12.2.A (2006). Derived from Article XII, §12.2 of the 1997 Charter.

⁴ 2022 modification and recodification of current Article XII, §12.2.B (2006). Derived from Article XII, §12.2 of the 1997 Charter.

⁵ Recodification of current Article XII, §12.2.C (2006). Derived from Article XII, §12.2 of the 1997 Charter.

**CURRENT BUDGET PROVISIONS IN CHARTER
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interest of efficiency or in the event of special circumstances.

§10.3. Review and recommendation by Board of Finance⁶.

A. Submission of budgets to Board of Finance⁷. Each ~~budget~~^[S7] shall be in the form, and shall contain the details, required by the Board of Finance from time to time.

B. Public hearing by Board of Finance⁸. The Board of Finance shall hold a public hearing on the ~~budget~~^{Proposed Executive Budget} during the month of March in each year.

C. Publication of ~~final budget~~^{Board of Finance Revised Budget}^[S8]⁹. After the public hearing referred to in Paragraph B, the Board of Finance shall hold a public meeting not later than one (1) month before the ~~annual budget meeting~~^{RTM Annual Budget Meeting} at which it shall consider all matters relating to the ~~budget~~^{Proposed Executive Budget} and shall ~~publish the final budget~~^{provide public notice by publication as set forth in a newspaper}^{Section 1.4.C() of general circulation in the Town}^{this Charter} not later than five (5) days before the ~~annual budget meeting~~^{RTM Annual Budget Meeting}^[S9].

NOTE: DEFINED TERM “PUBLIC NOTICE” OR “PUBLICATION” IN ARTICLE I, SEC. 1.4.C¹⁰: “Public Notice” or “Publication” means a notice for matters other than public meetings or hearings, including the public inspection or availability of any documents or data, as may be required by this Charter or the General Statutes. In the event the requirement of the Charter is more stringent than the requirements of the General Statutes, the provisions of the Charter shall apply. Said Public Notice shall be specifically set forth in this Charter or may be governed by the requirements of the General Statutes. Public Notice shall be posted (1) in the Office of the Town Clerk and, in the discretion of the Town Clerk, any other public space or location in the Town Hall or any other public building, including the public library, in order to facilitate and assure sufficient disclosure to and access by the public; (2) on the Town web-site or through other electronic media by the Town Clerk; and, (3) only if required

⁶ Recodification of current Article XII, §12.3 (2006). Derived from Article XII, §12.3 of the 1997 Charter.

⁷ Recodification of current Article XII, §12.3.A (2006). Derived from Article XII, §12.3 of the 1997 Charter.

⁸ 2022 modification and recodification of current Article XII, §12.3.B (2006). Derived from Article XII, §12.3 of the 1997 Charter.

⁹ 2022 modification and recodification of current Article XII, §12.3.C (2006). Derived from Article XII, §12.3 of the 1997 Charter.

¹⁰ NEW (2022)

**CURRENT BUDGET PROVISIONS IN CHARTER
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by Law, by publication in a daily newspaper of general circulation distributed in the Town.

D. Recommendations to RTM¹¹. The Board of Finance shall make its budget recommendations ~~regarding the budget to~~ the RTM for consideration at the ~~annual budget meeting-RTM Annual Budget Meeting~~^[s10] (“Proposed Town Budget”).

E. Determination of property tax rate¹². After the ~~annual budget meeting~~^{RTM 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.

§10.4. Review and determination by the RTM¹³: Approved Annual Town Budget¹⁴_[s11].

The RTM may hold meetings to review the ~~budget~~^{Proposed Town Budget} as it determines necessary before the ~~annual budget meeting-RTM Annual Budget Meeting~~. At ~~the annual budget~~^{said} meeting, the RTM shall determine and approve the annual appropriations for the next fiscal year: (“Approved Annual Town Budget”).:

§10.5. Effect of referendum on the budget¹⁵.

Any item in the ~~budget~~^{Approved Annual Town Budget} referred to a referendum vote as provided in Article ~~XIII~~^{XI} 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 (5) days after the referendum vote.

§10.6. Appeals from the Board of Finance¹⁶.

¹¹ 2022 modification and recodification of current Article XII, §12.3.D (2006). Derived from Article XII, §12.3 of the 1997 Charter.

¹² 2022 modification and recodification of current Article XII, §12.3.E (2006). Derived from Article XII, §12.3 of the 1997 Charter.

¹³ Recodification of current Article XII, §12.4 (2006). Derived from Article XII, §12.4 of the 1997 Charter.

¹⁴ 2022 modification and recodification of current Article XII, §12.4 (2006). Derived from Article XII, §12.4 of the 1997 Charter.

¹⁵ Recodification 2022 modification and recodification of current Article XII, §12.5 (2006). Derived from Article XII, §12.5 of the 1997 Charter.

¹⁶ Recodification of current Article XII, §12.6 (2006). Derived from Article XII, §12.6 of the 1997 Charter.

**CURRENT BUDGET PROVISIONS IN CHARTER
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A. Appeals to RTM¹⁷. 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 ~~thesaid~~ Town officer, board, commission, authority, committee, or department for an appropriation of Town funds as part of the annual budget process 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 appeal¹⁸. The appeal shall be made in writing and shall be filed with the Town Clerk within ten (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 hearing¹⁹. Not later than the annual budget meeting date of the RTM 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 appeal²⁰. 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.

§10.7. Expenditure in excess of appropriation forbidden²¹.

¹⁷ 2022 modification and recodification of current Article XII, §12.6.A (2006). Derived from Article XII, §12.6 of the 1997 Charter.

¹⁸ Recodification of current Article XII, §12.6.B (2006). Derived from Article XII, §12.6 of the 1997 Charter.

¹⁹ 2022 modification and recodification of current Article XII, §12.6.C (2006). Derived from Article XII, §12.6 of the 1997 Charter.

²⁰ 2022 modification and recodification of current Article XII, §12.6.C (2006). Derived from Article XII, §12.6 of the 1997 Charter.

²¹ Recodification of current Article XII, §12.7 (2006). Derived from Article XII, §12.7 of the 1997 Charter.

CURRENT BUDGET PROVISIONS IN CHARTER FOR DISCUSSION (1/27/2022)

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.

§10.8. Purchasing authority²².

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.

§10.9. Bidding, requisition, and payment procedures²³.

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 III - LEGISLATIVE BRANCH

§3.6. Appeals from the Board of Finance²⁴.

The RTM shall have the power to hear and determine appeals from decisions of the Board of Finance as provided in Section ~~12~~10.6 of this Charter.

ARTICLE VI - ELECTED BOARDS AND COMMISSIONS

²² Recodification of current Article XII, §12.8 (2006). Derived from Chapter XXI of the 1947 Act; and further amended by §20 of the 1951 Act and affirmed by Chapter XXI of the 1956 Act and Chapter XVIII of the 1975 Charter. Derived from Article XII, §12.8 of the 1997 Charter.

²³ Recodification of current Article XII, §12.9 (2006). Derived from Chapter XVIII, §4 and §5 of the 1975 Charter and Article XII, §12.9 of the 1997 Charter.

²⁴ ~~Recodification~~ 2022 modification and recodification of current Article IV, §4.6 (2006). Modification of Chapter III, §13 of the 1947 and 1956 Acts and Chapter III, §12 of the 1975; see also, Modification of Chapter XVII, §5 of the 1947 and 1956 Acts and 1975 Charter; and Article IV, §4.6 of the 1997 Charter.

**CURRENT BUDGET PROVISIONS IN CHARTER
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§6.3. Board of Finance.

A. Composition²⁵. The Board of Finance shall consist of nine (9) voting members, no more than six (6) of whom shall be registered with the same political party, and the Board of Selectmen and the Fiscal Officer, ex officio, without vote.

B. Powers and duties²⁶. The Board of Finance shall appoint the outside auditors and shall have all of the powers and duties conferred by this Charter, by ordinance, and upon boards of finance generally by Chapter 106 of the General Statutes.

C. Clerk of the Board of Finance²⁷. The Board of Finance shall appoint a clerk and fix the clerk's salary. The clerk shall hold office at the pleasure of the Board of Finance. The clerk may be part time. The clerk shall:

(1) Keep minutes of Board meetings and be the custodian of its books, papers, and data relating to the conduct of its business;

(2) Be a certified or a licensed public accountant or otherwise have experience in the financial field; and

(3) Have the right to call upon all Town departments, boards, commissions, committees, authorities, and officers for such information as the clerk may reasonably require in connection with the duties of the clerk and responsibilities of the Board of Finance.

D. Assessment system²⁸ [S12]. The Board of Finance shall ~~install~~ monitor and ~~shall modernize from time to time a system by which equitable and just values of taxable property within~~ oversee the ~~Town may be ascertained. The system shall provide, among other things, for administration of and technology associated with the collection of data relating to each parcel of land and to each building within~~ assessment system in the Town and for town, in accordance with the arrangement of

²⁵ Recodification of current Article VIII, §8.3.A (2006). Derived from Chapter XVII, §1 of the 1947 and 1956 Acts and the 1975 Charter; and, Article VIII, §8.3.A of the 1997 Charter.

²⁶ Recodification of current Article VIII, §8.3.B (2006). Derived from Article VIII, §8.3.B of the 1997 Charter.

²⁷ Recodification of current Article VIII, §8.3.C (2006). Modification of Chapter XVII, §3 of the 1947 and 1956 Acts and the 1975 Charter; and Article VIII, §8.3.C of the 1997 Charter.

²⁸ 2022 Modification and Recodification of current Article VIII, §8.3.D (2006). Modification of Chapter XXII of the 1947 and 1956 Acts and Chapter XXIII of the 1975 Charter, which ratified Special Act No. 511 (1935); Special Act No. 270 (1939); and, Special Act No. 367 (1941); and, Article VIII, §8.3.D of the 1997 Charter.

CURRENT BUDGET PROVISIONS IN CHARTER FOR DISCUSSION (1/27/2022)

such data in convenient and practical form for provisions of the use of General Statutes pertaining to the Assessor method assessment. The system may provide for the preparation and upkeep of tax maps and land maps, in the discretion of the Board of Finance.

E. Approval of budgets²⁹. The Board of Finance shall approve the Town budget in the manner set forth in Article XII of this Charter.

ARTICLE XI - REFERENDA [S13]

§ 11.1. Petition and time for filing³⁰.

A. Effective date of certain RTM votes. Any vote of the RTM: (1) authorizing the expenditure for any specific purpose of \$150,000 or more³¹[S14]; or (2) for the issue of any bonds by the Town³²; or (3) the adoption, amendment, or repeal of an ordinance³³; 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 five (5%) percent of the electors of the Town according to the most recent computer printout available at the time of the action or vote on which a referendum is sought, and must contain the names and addresses of the signatories.

²⁹ Recodification of current Article VIII, §8.3.E (2006). Modification of Chapter XVII, §4 of the 1947 and 1956 Acts and the 1975 Charter; and, Derived from Article VIII, §8.3.E of the 1997 Charter.

³⁰ Recodification of current Article XIII, §13.1 (2006).

³¹ Recodification of current Article XIII, §13.1.A(1) (2006). Derived from Chapter III, §9 of the 1947 and 1956 Acts (\$25,000.00) and the 1975 Charter (\$50,000.00); and Article XIII, §13.1.A(i) of the 1997 Charter (\$150,000.00).

³² Recodification of current Article XIII, §13.1.A(2) (2006). Derived from Chapter III, §9 of the 1947 and 1956 Acts and the 1975 Charter; and, Article XIII, §13.1.A(ii) of the 1997 Charter.

³³ Recodification of current Article XIII, §13.1.A(3) (2006). Derived from Chapter III, §10 of the 1947 and 1957 Act and 1975 Charter; further amended by §10 of the 1951 Act; and Article XIII, §13.1.A(iii) of the 1997 Charter.

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D. Time and place of filing petitions. A petition requesting that a referendum be held must be filed at the office of the Town Clerk not later than the close of business on the 14th day after the adjournment of the meeting at which the vote was taken. If the fourteenth (14th) day is a day on which the Town Clerk's office is closed, the petition must be filed by the close of business on the next day that the Town Clerk's office is open.

E. Special requirements for petitions on appropriations and bond issues. All petitions for referendum on any action of the RTM with respect to any bond issue or any appropriation in the amount required for a referendum shall set forth each item as to which a vote is desired, with the amount of the item as approved by the RTM, and the amount to which the petitioners desire it to be decreased or increased. However, no increase shall be proposed in excess of the amount approved for the item in question by the Board of Finance or by the RTM on appeal from the Board of Finance.

§11.2. Manner of holding referendum³⁴.

A. Certification of Town Clerk. Upon the filing of a petition fulfilling the requirements of Section ~~13~~11.1 of this Charter, the Town Clerk shall certify that fact promptly to the Board of Selectmen.

B. Date of referendum. The Board of Selectmen shall call a special meeting of all electors of the Town to be held not less than twenty-one (21) days nor more than twenty-eight (28) days after the date of certification by the Town Clerk for the sole purpose of voting approval or disapproval of the question or questions presented in the referendum petition.

C. Voting hours and method. For any referendum, the polls shall be opened at twelve o'clock noon and shall be closed at eight o'clock (8:00 PM) in the evening, but the hours for voting may be increased at the discretion of the Board of Selectmen. Voting shall be by voting machine or printed ballot, at the discretion of the Board of Selectmen.

D. Ballots for referendum on ordinance. The ballot labels or ballots used in referenda concerning ordinances shall state the matter to be voted on in substantially the following form: "Shall the following action of the Representative Town Meeting held on (date of the meeting) be approved?" followed by a statement of the action questioned in substantially the same language and form set forth in the records of the RTM. The

³⁴ Recodification of current Article XIII, §13.2 (2006). Derived from Chapter III, §10 of the 1947 and 1956 Acts and 1975 Charter; further amended by §7 of the 1951 Act and; Article XIII, §13.2 of the 1997 Charter.

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voting machine or printed ballot shall provide means of voting "yes" or "no" on each question sopenented.

E. Ballots for referendum on appropriation and bond issue. Ballot labels or ballots used for referenda brought on appropriations and bond issues shall present separately each appropriation so referred in substantially one (1) of the following forms:

- (1) "Shall a special appropriation, etc. be approved?"; or
- (2) "Shall a special appropriation, etc. be (increased) (decreased) to the sum of \$_____?"; or
- (3) "Shall the following items contained in the annual town budget be approved?";
; or
- (4) "Shall the following items contained in the annual town budget be (increased) (decreased) to the sum of \$_____?"

F. Vote necessary to pass referenda³⁵. In order to reverse or modify the action taken by the RTM, the vote in favor of reversing or modifying the action must both:

- (1) Exceed twenty-five (25%) percent of the total number of electors of the Town eligible to vote as of the close of business on the day before the election; and
- (2) Constitute a majority of votes cast on the question.

³⁵ Recodification of current Article XIII, §13.2.F. Derived from Chapter III, §11 of the 1947 and 1956 Acts; Chapter III, 11 of the 1975 Charter; and Article XIII, §13.2.F of the 1997 Charter.

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #3 FORMS OF GOVERNMENT IN CONNECTICUT

TOWN GOVERNANCE ISSUES: PART I

Joe DeLong

Executive Director and CEO, Connecticut Conference of Municipalities
Former State House Majority Leader, West Virginia

Professor Gayle Alberda

Fairfield University galberda@fairfield.edu

Professor Gary Rose

Sacred Heart University roseg@sacredheart.edu

REQUIRED PROVISIONS OF A TOWN CHARTER: C.G.S. §7-193(a)

Legislative Body (§7-193(a)(1))

- (A) Town Meeting;
- (B) Representative Town Meeting;
- (C) Board of Selectmen, Council, Board of Directors, Board of Aldermen or Board of Burgesses; or
- (D) A combination of a Town Meeting or Representative Town Meeting and one of the bodies listed in subparagraph (C)¹.

Chief Executive Officer (§7-193(a)(2))

- (A) The First Selectman;
- (B) Chief administrative officer appointed by the board of selectmen;
- (C) Mayor elected by the electors of the municipality;
- (D) Warden elected by the electors of the borough;
- (E) Town, City or Borough Manager² appointed by the board of selectmen, the council, the board of directors, the board of aldermen or the board of burgesses; or,
- (F) Chief Administrative Officer appointed by the Mayor.

¹ In any combination, the body having the greater number of members shall have the power to adopt the annual budget and shall have such other powers as the charter prescribes, and the body having the lesser number of members shall have the power to adopt, amend and repeal ordinances, subject to any limitations imposed by the general statutes or by the charter. The number of members in any elective legislative body, the terms of office of such members and the method by which they are elected shall be prescribed by the charter.

² Any municipality having a manager as its chief executive officer may also have a mayor who shall be the presiding officer of its legislative body, shall be the ceremonial head of such municipality and shall have such other powers and duties as the charter prescribes. The powers, duties and term of office of the chief executive officer shall be those prescribed by the general statutes and he shall have such other powers and duties as the charter prescribes.

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #3 FORMS OF GOVERNMENT IN CONNECTICUT

Elected Officials									
Positions	Fairfield	Greenwich	Branford	Westport	Darrien	West Hartford	Hamden	Meriden	Bristol
1 st Selectwoman/Mayor [^]	Y	Y	Y	Y	Y	TM	Y [^]	M/TM	Y [^]
Board of Selectmen	Y	Y	Y	Y	Y	N	N	N	N
RTM/Council+	Y	Y	Y	Y ³	Y	Y+	Y+	Y+	Y+
Town Clerk	Y	Y	Y	N	Y	Y	Y	Y	N
Registrars of Voters	Y	Y	Y	Y	Y	Y	Y	Y	N
Constables	Y	Y	Y	N	Y	N	N	N	N
Board of Finance*/Board of Estimate~	Y*	Y~	N	Y*	Y*	N	N	N	N
Board of Assessment Appeals	Y	Y	Y	Y	Y	N	N	N	Y
Board of Education	Y	Y	Y	Y	Y	Y	Y	Y	Y
Zoning Board of Appeals	Y	N	N	Y	N	N	N	N	N
ZBA Alternates	Y	N	N	N	N	N	N	N	N
Town Plan and Zoning Commission	Y	N	N	Y	Y	N	N	N	N
TPZ Alternates	Y	N	N	N	N	N	N	N	N
Town Treasurer	N	Y	Y	N	Y	N	N	N	Y
Tax Collector	N	N	Y	N	Y	N	N	N	N

³ RTM Is nonpartisan in accordance with Special Act

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #3 FORMS OF GOVERNMENT IN CONNECTICUT

Forms of Government in Connecticut 2022 ⁴		
Municipality	Population	Form of Government
Bridgeport	148,654	M/C (4) ⁵
Stamford	135,470	M/C (4) ⁶
New Haven	134,023	M/C
Hartford	121,054	M/C (4) ⁷
Waterbury	114,403	M/C (4)
Norwalk	91,184	M/C
Danbury	86,518	M/C
New Britain	74,135	M/C
West Hartford	64,083	C/TM ⁸
Greenwich	63,518	S/RTM ⁹
Fairfield	61,512	S/RTM
Hamden	61,169	M/C
Meriden	60,850	C/TM
Bristol	60,833	M/C
Manchester	59,713	C/TM ¹⁰
West Haven	55,584	M/C
Stratford	52,355	M/C ¹¹
Milford	52,044	M/C
East Hartford	51,045	M/C
Middletown	47,717	M/C
Wallingford	44,396	M/C
Southington	43,501	C/TM
Enfield	42,142	C/TM

⁴ This chart does not include municipalities under 10,000 in population

⁵ Mayor/Council = M/C; 4 = Four-year term for CEO

⁶ Mayor/Board of Representatives/At-Large Board of Finance

⁷ Moved from City Manager

⁸ Council/Manager = C/TM

⁹ Selectmen/RTM = S/RTM

¹⁰ General Manager/Board of Directors

¹¹ Moved from TM

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #3 FORMS OF GOVERNMENT IN CONNECTICUT

Forms of Government in Connecticut 2022		
Municipality	Population	Form of Government
Shelton	40,869	M/C
Norwich	40,125	C/TM (4)
Groton	38,411	C/TM
Trumbull	36,827	S/C ¹²
Torrington	35,515	M/C
Glastonbury	35,159	C/TM
Naugatuck	31,519	M/C
Newington	30,536	C/TM
Vernon	30,215	M/C
Windsor	29,492	C/TM
Cheshire	28,733	C/TM
Branford	28,273	S/RTM
New Milford	28,115	M/C
East Haven	27,923	M/C
New London	26,966	M/C
Wethersfield	27,298	C/TM
Newtown	27,173	S/BoS/Council
Westport	27,141	S/RTM (4)
South Windsor	26,918	C/TM
Farmington	26,712	C/TM
Mansfield	25,892	C/TM
Ridgefield	25,033	S/Town Meeting
Simsbury	24,517	S/Town Meeting
Windham	24,425	S/Town Meeting
North Haven	24,253	S/Town Meeting
Watertown	22,105	C/TM
Guilford	22,073	S/Town Meeting
Bloomfield	21,535	C/TM
Darien	21,499	S/RTM
Rocky Hill	20,845	C/RTM
New Canaan	20,622	M/C

¹² Selectmen/Council = S/C

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #3
FORMS OF GOVERNMENT IN CONNECTICUT**

Forms of Government in Connecticut 2021		
Municipality	Population	Form of Government
Bethel	20,358	S/Town Meeting
Berlin	20,175	C/TM
Southbury	19,879	S/Town Meeting
Waterford	19,571	S/RTM
Avon	18,032	C/TM
Ansonia	18,918	M/C
Monroe	18,825	S/Town Meeting
East Lyme	18,693	S/Town Meeting
Wilton	18,503	S/Town Meeting
Montville	18,387	M/C (4)
Stonington	18,335	S/Town Meeting
Killingly	17,742	C/TM
Madison	17,691	S/Town Meeting
Brookfield	17,528	S/Town Meeting
Plainville	17,525	C/TM
Seymour	16,748	S/Town Meeting
Ellington	16,426	S/Town Meeting
Wolcott	16,142	M/C
Suffield	15,752	S/Town Meeting
Colchester	15,555	S/Town Meeting
Ledyard	15,413	M/C (4)
Plainfield	14,973	S/Town Meeting
Tolland	14,563	C/TM
Orange	14,280	S/Town Meeting
Cromwell	14,225	C/TM
New Fairfield	13,579	S/Town Meeting
North Branford	13,544	C/TM
Clinton	13,185	S/Town Meeting
East Hampton	12,717	C/TM
Oxford	12,706	S/Town Meeting
Windsor Locks	12,613	S/Town Meeting
Derby	12,325	M/C

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #3
FORMS OF GOVERNMENT IN CONNECTICUT**

Forms of Government in Connecticut 2022		
Municipality	Population	Form of Government
Coventry	12,235	C/TM
Plymouth	11,671	M/C
Stafford	11,472	S/Town Meeting
Griswold	11,402	S/Town Meeting
East Windsor	11,190	S/Town Meeting
Granby	10,903	
Old Saybrook	10,481	S/Town Meeting
Weston	10,354	S/Town Meeting
Somers	10,255	S/Town Meeting
Winchester	10,244	C/TM
Canton	10,124	S/Town Meeting
Prospect	9,401	M/C
Hebron	9,098	S/Town Meeting

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5:
CAPITAL BUDGET PROVISIONS**

CAPITAL BUDGET PROCESSES IN RTM MUNICIPALITIES IN CONNECTICUT 2021	
Municipality	Population
Greenwich (RTM)	62,587
Fairfield (RTM)	61,740
Branford (RTM)	28,020
Westport (RTM)	28,016
Darien (RTM)	21,742

GREENWICH CHARTER SEC. 21. – ANNUAL BUDGET AND OPERATIONS PLANS.

(a) **By Departments, Divisions and Officers.** The head of each department and division under the supervision and control of the Board of Education, the Board of Health, the Board of Human Services, the Board of Estimate and Taxation and the First Selectman and all other officers and boards of the Town shall annually prepare and submit to their supervising authority a proposed budget report and an operations plan presenting the proposed financial and operational plans for the ensuing fiscal year. The proposed budget shall be presented at such time, in such form and with such content as shall be prescribed by the Board of Estimate and Taxation and shall contain such additional information as is requested by the First Selectman or the Board of Estimate and Taxation. Such proposed budget shall include a detailed estimate of the amount of money which will be required to meet the obligations of the Town for such board, department, office or division to provide for its expenses for the ensuing fiscal year, **shall list capital requests separately from operating expenses and shall identify capital items that are anticipated to be requested within at least the next five fiscal years but are not being requested at the present time.** The operations plans shall set forth in such form as shall be prescribed by the First Selectman, a concise and comprehensive report of the administrative activities of the board, department, division or office showing services, activities and work accomplished during the current year and to be accomplished in the ensuing fiscal year. Such operations plans shall contain a table of organization for the agency preparing it and shall list any changes in personnel proposed in the budget request for the ensuing fiscal year.

(b) **Review and Revision by First Selectman.** Upon completion of their review, and at such time as shall be prescribed by the First Selectman, such boards, departments, divisions and officers of the Town, shall submit such proposed budgets and operations plans to the First Selectman. The First Selectman shall review all proposed budgets received and shall make such revisions and modifications in such proposed budget as the First Selectman deems necessary or appropriate, except for the operations budget submitted by the Board of Education, and, unless requested by the Board of Estimate and Taxation, except with respect to fixed charges as proposed by the Board of Estimate and

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5: CAPITAL BUDGET PROVISIONS

Taxation. The First Selectman shall review all operations plans received and shall make such revisions and modifications in such operations plans as the First Selectman deems necessary or appropriate, except for those submitted by the Board of Education and the Board of Estimate and Taxation, and, with respect to those plans submitted by departments, boards or officers not under the supervision and control of the First Selectman, only after consultation with such department, board or officer affected. Revisions and modifications to such proposed budgets or operations plans by the First Selectman shall not be such as to prevent any Town officer or board from performing or exercising any power, duty or obligation specified or mandated by Town Charter or state statute. In connection with such reviews, the First Selectman shall (1) develop goals and objectives and establish priorities for spending for the ensuing fiscal year; **(2) establish priorities with respect to recommended capital spending for all Town agencies; and (3) develop a long-range capital spending plan.**

(c) **Submission to the Board of Estimate.** On or before December 1 in each year, or at such other time as the Board of Estimate and Taxation shall prescribe, the First Selectman, for and on behalf of said boards, departments, divisions and offices and the Board of Education, shall submit to the Board of Estimate and Taxation, with copies to the Budget Overview and Finance Committees of the Representative Town Meeting and such other Committees of the Representative Town Meeting as the Moderator may direct, such proposed budgets, as revised, with such comments as are appropriate, presenting the proposed financial plans for said boards, departments, divisions and offices for the ensuing fiscal year, including detailed estimates of the amount of money which will be required to provide for anticipated operating and **capital expenses for the ensuing fiscal year.** Such proposed budgets shall be in such form as the Board of Estimate and Taxation shall prescribe. Nothing in this section shall be construed as preventing any board or officer from submitting a request for addition to, or reinstatement of, any item omitted from, or deleted from its budget directly to the Board of Estimate and Taxation in accordance with procedures prescribed by said board.

(d) **Publication of Estimates.** The Board of Estimate and Taxation shall, on or before April 10 in each year, cause to be published in a newspaper published in the Town, a summary of such estimates.

(S.A. 347 § 13, 1921; as amended by S.A. 343 § 2, 1937; S.A. 444 § 16, 1939; S.A. 172 § 3, 1953; S.A. 71 § 8, 1955; RTM, 5/8/1961; RTM, 1/8/1962, 3/13/1972; Char. Rev. 11/4/1975, eff. 1/1/1978; RTM, 10/14/1980; RTM, 6/9/2003, approved at referendum 11/4/2003; RTM, 3/13/2017.)

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5:
CAPITAL BUDGET PROVISIONS**

BRANFORD CHARTER – NO PROVISIONS. ADDRESSED IN THE CAPITAL FUND ORDINANCE – RTM RULES & ORDINANCES COMMITTEE

Sec 47-4. Expiration of Funds.

(a) All appropriations for operating funds shall transfer to the undesignated general fund balance when the fiscal year for which they were appropriated is closed.

(b) All funds derived from sources other than the issuance of bonds, notes, or other obligations (such "bonds, notes, or other obligations, hereafter "bonded funds", appropriations for capital funds not derived from bonded funds hereafter "non-bonded funds") shall remain available for two fiscal years beyond the year in which appropriated, unless such time is extended by the Board of Finance and approved by the RTM. At the end of the third fiscal year after their appropriation, where legally possible, any unobligated funds will be transferred to the undesignated general fund, unless specifically extended by the Board of Finance and RTM.

Example: funds appropriated for or in year "x" shall expire and be transferred to the undesignated fund balance when year "x + 2" is closed out by the finance department, generally by September 30 following the end of the fiscal year on June30. If funds are appropriated on April1 of year x, those funds will expire when yearx+2 is closed out. If funds are appropriated in the annual budget for year X in May of the prior fiscal year, those funds will expire when year X+2 is closed out.

(c) All "bonded funds" remaining unobligated at six years after the fiscal year of their authorization shall expire unless those funds had financial activity in the past year, or unless such time is extended by the Board of Finance and approved by the RTM. At the end of the sixth fiscal year after their authorization, any unobligated funds shall be used to pay debt service or, if approved by the Board of Finance and RTM, reallocated to another project.

Example: Bonded funds authorized in year "x" shall expire and be used to pay down debt when year "x + 6" is closed out by the finance department, (generally by September 30 following the end of the fiscal year on June 30. If funds are authorized on April 1 of year "x", those funds shall expire and shall be used to pay debt service or, if approved by the Board of Finance and RTM, reallocated to another project when year "x + 6" is closed out.

(d) **Capital Projects Balance Report** - At least once per year on a recurring schedule to be established by the Finance Department a report will be generated listing the current balances for all of the Town's capital projects. The report

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5: CAPITAL BUDGET PROVISIONS

shall include the fund number, project number, project name, and current balance. The report will be posted on the Town website and accessible to the public. Nothing in this section shall preclude a request at any time for timely provision of this information.

WESTPORT CHARTER CHAPTER 14 – BUDGET

§C14-1. - Preparation.

The First Selectman shall require each department, office and agency of the Town supported wholly or partly by Town funds or for which a specific Town appropriation is made, except the Board of Education, to set forth in narrative or in such other prescribed form, a program or programs showing services, activities and work accomplished during the current year and to be accomplished in the ensuing year.

§C14-2. - Departmental Estimates.

Under the direction of the First Selectman, the Finance Director shall compile preliminary estimates for the annual operating budget and **the annual capital budget**. The heads of each department, office or agency of the Town, except the Board of Education, shall file with the Finance Director on prescribed forms detailed estimates of their expenditures and the revenues, other than tax revenue, to be collected thereby in the ensuing fiscal year and such information as may be required by the Board of Selectmen or the First Selectman.

§C14-3. - Budget Duties of First Selectman.

A. The First Selectman shall present to the Board of Finance an annual operating budget and an annual capital budget consisting of the following:

- (1) A budget message outlining the financial policy of the Town government.
- (2) Estimates of revenue.
- (3) Itemized estimates of expenditures, provided that the Selectman may offer recommendations on but may not make any adjustments in the budget submitted by the Board of Education for the ensuing fiscal year.
- (4) **Itemized annual capital budget for the ensuing fiscal year. Additional capital items for which information is not available at the time of the budget submission may be amended or added to the capital**

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5:
CAPITAL BUDGET PROVISIONS**

budget during the fiscal year. Appropriations for items in the capital budget shall only be approved as provided in the Charter.

(5) Such other information as may be required by the Board of Finance.

B. The First Selectman shall also annually present a program of proposed capital projects for the next 5 fiscal years. Such program shall be approved by the Board of Selectmen after consultation with the Town Planning and Zoning Commission. Estimates of the costs of such projects shall be submitted by each department, office and agency annually in the form and manner prescribed by the First Selectman.

§ C14-4. - Budget Duties of the Board of Finance.

A. The Board of Finance shall hold 1 or more public hearings at which time any elector or taxpayer shall have an opportunity to be heard regarding appropriations for the ensuing fiscal year.

(1) Following receipt of the First Selectman's budget, the Board of Finance shall cause sufficient copies of said estimates to be made available for general distribution in the office of the Town Clerk.

(2) At least 5 days prior to the first public hearing, the Board of Finance shall cause to be published, in a newspaper published in the Town of Westport or, if none is so published, in a newspaper having a substantial circulation in the Town, a notice of such public hearings and a summary of said proposed budget estimates and shall also show the amount to be raised by taxation. In determining the 5 days, the day of the notice and the day of the public hearing shall not be counted.

B. The Board of Finance shall, by resolution adopted by an affirmative vote of at least 4 members, approve a budget and file the same with the Town Clerk for submission to the Representative Town Meeting for its adoption. The budget, as approved by the Board of Finance, shall be published at least 10 days prior to the annual budget meeting of the Representative Town Meeting. In determining the 10 days, the day of the meeting shall not be counted. § C14-5. - Budget Duties of the Representative Town Meeting.

For provisions regarding the budget duties of the Representative Town Meeting, see Chapter 5, § C5-1, of this Charter.

§ C14-6. - Budget Duties of the Board of Education.

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In accordance with Section 10-222 of the General Statutes, the Board of Education shall prepare an itemized budget estimate and submit it to the Town. This itemized budget estimate shall be filed with the Finance Director on prescribed forms and shall include detailed estimates of expenditures and revenues, other than tax revenues, to be collected in the ensuing fiscal year and such information as may be required by the Board of Selectmen or the First Selectman, in accordance with Section 10-222 of the General Statutes.

DARIEN CHAPTER XI. FINANCE AND TAXATION

Sec. 39. Budget estimates; appropriations and tax rate.

- (a) Annually, on the first Tuesday in March, the board of finance shall hold a meeting, at which there shall be submitted the following:
- (1) The board of education shall submit itemized estimates of the moneys necessary to be appropriated for the operation of the school system of said town for the fiscal year next ensuing, beginning the first of July annually, and at the same time shall submit to said board of finance for each such item the amount expended in the preceding fiscal year, the amount appropriated for the current fiscal year and the amount expended in the first six months of the current fiscal year.
 - (2) The board of selectmen shall submit itemized estimates of the moneys necessary to be appropriated for all other expenses of said town for the next ensuing year, beginning the first day of July annually, and at the same time shall submit to said board of finance for each such item the amount expended in the preceding fiscal year, the amount appropriated for the current fiscal year, and the amount expended in the first six months of the current fiscal year. Such estimates shall be published in a legal notice that complies with state law during the second week in March annually.
- (Amd. of 1-22-1973; Amd. of 9-28-2010(1))
- (b) At a meeting held on the second Tuesday in March annually, and at all adjournments thereof, the board of finance shall hear all parties who may desire to be heard relative to any such estimates. Said board, at said meeting or at any adjournment thereof, shall make appropriations for the expenses of the town for the year next ensuing, beginning the first day of July. Said board, in its discretion, may make appropriations for paying off any part of the debt of the town, to provide a fund for public improvements and to provide a contingent or emergency fund for expenses of the town not otherwise provided for and shall classify such appropriations under proper heads. Said board shall lay such tax upon the grand list of said town last completed as it shall deem necessary and may fix the time when such tax shall become

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due and payable. The contingent or emergency fund, when appropriated by the town, shall be disbursed only at the direction of the board of finance in its discretion, but said fund may not be used directly or indirectly for purposes of acquiring land or buildings without the approval of the representative town meeting.

- (c) Such appropriations and the rate of taxation fixed by the board shall be filed in the town clerk's office on or before the third Tuesday in April annually and legal notice shall be provided in accordance with state law during the fourth week in April annually.
- (d) Such appropriations and the rate of taxation fixed by said board shall be submitted by the board of selectmen to the next annual budget meeting. Such annual budget meeting may decrease the appropriations or any item thereof, or the rate of taxation fixed by the board of finance, but in no case shall it have the power to increase such appropriations or any item thereof or the rate of taxation. The rate of taxation so reported by said board shall be final and the appropriations recommended shall be the appropriations of the town for the ensuing year, beginning the first day of July, upon acceptance by the annual budget meeting unless such rate of taxation or such appropriations are decreased by such meeting, in which case the action of such meeting shall be final.
- (e) The total amount of appropriations for any one year shall not exceed the estimated income for that year, nor shall the board of selectmen or board of education, nor the town in any special meeting, vote to incur any liability or expense, by contract or otherwise, for which the town shall be responsible, in excess of the appropriations fixed by the board of finance as aforesaid.

(Amd. of 9-22-1986; Amd. of 9-28-2010(1))

Darien Charter Chapter XI Sec. 43. – Capital expenditure planning.

Not later than February first in each year, the first selectman shall submit to the board of selectmen an outline of the estimated capital expenditures of the town during the next six fiscal years. The board of selectmen shall consider such outline and shall submit to the board of finance, not later than March first in each year, a recommended budget of such capital expenditures including such recommendation as they desire as to the creation of a reserve therefor in the town budget for the ensuing fiscal year.

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CAPITAL BUDGET PROVISIONS**

CAPITAL BUDGET PROCESSES IN MUNICIPALITIES EQUIVALENT IN POPULATION IN CONNECTICUT 2021	
Municipality	Population
West Hartford (C/Mgr)	64,083
Fairfield (RTM)	61,740
Hamden (M/C)	61,169
Meriden (C/Mgr.)	60,850
Bristol (M/C)	60,833
Manchester (C/<gr.)	59,713

WEST HARTFORD CHARTER CHAPT. VII, SEC. 3(b)(2) (DUTIES OF THE MANAGER ON THE BUDGET)

Included in the financial plans for all town funds and activities for the ensuing year in the budget presentation the Town Manager shall “indicated in separate sections: (2) Proposed capital expenditures during the ensuing year, detailed for each fund by organization unit when practicable, and the proposed method of financing each such capital expenditure.”

WEST HARTFORD CHARTER CHAPT. VII, SEC. 3(b)(3) (DUTIES OF THE MANAGER ON THE BUDGET)

As part of the budget the manager shall present a program, previously considered and acted upon by the town plan and zoning commission in accordance with Connecticut General Statutes Section 8-24, as amended, of proposed capital projects for the ensuing fiscal year and for the five fiscal years thereafter. Estimates of the cost of such projects shall be submitted by each department, office or agency annually in the form and manner prescribed by the manager. The manager shall recommend to the council those projects to be undertaken during the ensuing fiscal year and the method of financing the same.

WEST HARTFORD CHARTER CHAPT. VII, SEC. 4 (DUTIES OF THE COUNCIL ON THE BUDGET)

For the purposes of Chapter 108 of the General Statutes, Revision of 1958, as amended, the council shall be deemed to be the budget-making authority and the legislative body of the town and shall have all the powers and duties contained in said Chapter 108 for the creation of a "Reserve Fund for Capital and Nonrecurring Expenditures."

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5:
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WEST HARTFORD CHARTER CHAPT. VII, SEC. 7(g) (EXPENDITURES AND ACCOUNTING)

Except for appropriations for capital improvements, whether financed from current revenues or from bond issues, all appropriations shall lapse at the end of the budget year to the extent that they shall not have been expended or lawfully encumbered. Appropriations for capital improvements shall automatically lapse when the project for which the funds were appropriated has been completed or no expenditures have been made against the appropriation for a period of three years, or the council shall abandon the project and transfer the funds by resolution either to the capital improvement reserve account or to another specific capital improvement appropriation. In no event shall funds appropriated for capital improvements be transferred or used for purposes other than capital improvements, and all monies received from the sale of capital assets shall be added to and become a part of the capital reserve account.

HAMDEN CHAPTER X: BUDGET

SECTION 10-1: FORMULATION AND SUBMISSION OF TOWN BUDGETARY REQUESTS.

A. Submission of Budgetary Request. Prior to the submission of the budget of the Mayor to the Council, each Department of the Town supported wholly or in part of Town funds, including the Board of Education, shall submit to the Mayor and the Director of Finance at such time in such form and containing such information as the Director of Finance may require, a budgetary request showing services, activities and work accomplished during the current fiscal year and to be accomplished during the ensuing fiscal year.

B. Contents of Budgetary Request. The budgetary request shall include a detailed estimate of the expenditures to be made by the Department, and the revenue, other than tax revenues, to be collected in the ensuing fiscal year and such other information as may be required by the Council, the Mayor, or the Director of Finance.

Forms provided by the Director of Finance for the itemized estimates of income and expenditures shall require no less than the following data:

- (1) an itemization of all proposed expenditures for services or administration to be provided, including manpower and monetary requirements.

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5:
CAPITAL BUDGET PROVISIONS**

(2) comparative figures for: (a) actual or estimated income, other than income from tax revenues, and expenditures for the current fiscal year; and, (b) Actual income, other than income from tax revenues, and expenditures for the preceding fiscal year, and proposed expenditures for current operations during the ensuing fiscal year.

SECTION 10-2: THE MAYOR, AND THE DIRECTOR OF FINANCE AND THE BUDGET.

A. Mayor Transmits Proposed Town Budget to the Legislative Council. Annually, not later than the eighteenth (18th) Day of March (“Budget Transmittal”), the Mayor, having reviewed or revised the budgetary requests outlined in §10-1 of this Charter, shall present to the Council a budget that shall provide a listing of all Town funds for the appropriate period(s) and a budget message that shall:

- (1) explain the budget both in fiscal terms and in terms of work programs;
- (2) outline the proposed financial policies of the Town government for the ensuing year;
- (3) describe the important features of the budget - including major changes from the current fiscal year;
- (4) summarize the Town's debt position; and,
- (5) include such other material as the Mayor deems desirable.

B. Contents of the Proposed Town Budget. The Proposed Town Budget shall show:

(1) estimates of revenue, presenting the itemized receipts collected in the preceding fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year, and estimates of the receipts to be collected in the ensuing fiscal year; and,

(2) itemized estimates of expenditures, presenting the actual expenditures for each Department for the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, and the requests of the several Departments for the ensuing fiscal year.

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #5:
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- (3) The contents of the Proposed Town Budget shall also contain:
- (a) an estimate of the available surplus or deficit, at the end of the current fiscal year;
 - (b) proposed expenditures for debt service for the ensuing fiscal year;
 - (c) the proposed property tax levy for the ensuing fiscal year;
 - (d) the recommendations of the Mayor and the Director of Finance of the amounts to be appropriated for the ensuing fiscal year for all items, including those of the Board of Education (as outlined in §9-2 of this Charter); and,
 - (e) such other information as the Council may require. The Mayor shall report to the Council the reason for all such recommendations.

C. Proposed Capital Expenditures. As a part of the annual Proposed Town Budget or as a separate report attached thereto, the Mayor shall present a program of proposed Capital Expenditures for the ensuing fiscal year and for five fiscal years thereafter. Estimates of the cost of such expenditures shall be submitted by each Department annually in the form and manner prescribed by the Mayor and the Director of Finance. The Mayor shall recommend to the Council those expenditures to be undertaken during the ensuing fiscal year and the method of financing the same.

D. Public Inspection. At the time of Budget Transmittal, the Mayor shall make available for public inspection in the Town Clerk's Office and the library system several copies of the Proposed Town Budget and all supportive material and supplements which are available to the Council, in accordance with the Public Notice provisions of this Charter.

SECTION 10-3: LEGISLATIVE ACTION ON THE PROPOSED TOWN BUDGET.

A. Public Hearing(s) on the Proposed Town Budget. Annually, the Council shall hold one or more public hearings not later than the first (1st) Day of May, at which any Elector or taxpayer may have an opportunity to be heard regarding the Proposed Town Budget.

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(1) Meeting Notice. On or before the twenty-fifth (25th) Day of April, the Council shall cause to be issued a Meeting Notice (including a general summary of the proposed budget) for one or more Public Hearings on the Proposed Town Budget.

(2) Public Inspection. In accordance with the Public Notice provisions of this Charter, the Council shall make available for general distribution to the public of the Town of Hamden, copies of the Proposed Town Budget including the Board of Education budget in detail, containing the Mayor's proposals regarding revenues and expenditures, the comparative figures for the current fiscal year, and the amount to be raised by taxation.

(3) Modification of the Proposed Budget. After the Public Hearing(s) on the Proposed Town Budget, the Council may add or increase programs or amounts and may delete or decrease programs or amounts, except that no items of expenditure required by Law or for debt service may be deleted or decreased.

B. Adoption of the Proposed Town Budget by the Legislative Council. Subject to the provisions of §10-4 of this Charter, the Council shall adopt the Proposed Town Budget not later than the seventeenth (17th) Day of May, and shall make the same available for public inspection in accordance with the Public Notice provisions of this Charter ("Adopted Town Budget").

(1) Establishment of the Tax Levy. At the time the Council adopts said budget, it may also at said time or such later date as the General Statutes may permit, fix the tax rate in mills, which shall be levied on the taxable property in the Town for the ensuing fiscal year.

(2) Failure to Adopt a Town Budget. Should the Council not have adopted a Town Budget within the allotted time, the Proposed Town Budget, as originally submitted by the Mayor, shall be deemed to have been adopted by the Council as the Town Budget Ordinance and the Mayor shall have the right to fix the tax rate and expenditures shall be made in accordance with the budget so adopted, subject to the provisions of §10-5 of this Charter.

(3) Lapsed Funds. Any portion of an annual appropriation unexpended and unencumbered at the close of a budget year shall lapse.

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SECTION 10-4: APPROVAL, VETO, ACCEPTANCE AND VETO OVERRIDE OF THE ADOPTED TOWN BUDGET.

A. Transmittal of Adopted Town Budget to Mayor. Annually, the Adopted Town Budget shall be transmitted to the Mayor by the Clerk of the Council within five (5) Days after Council action thereon, but not later than the twenty-second (22nd) Day of May, whichever is earlier.

(1) Mayoral Action. Not later than the first (1st) Day of June or within fifteen (15) Days after said transmittal (whichever is earlier), the Mayor shall (a) approve; (b) fail to take action; or (c) veto the Adopted Town Budget. Notwithstanding the foregoing, the Mayor's veto power shall not extend to appropriation items in the Town budget regarding debt service or the auditing of Town Books and accounts. In the event the Mayor fails to take action upon the Adopted Town Budget, the Town Clerk shall endorse such fact upon the official copy of said Town Budget Ordinance.

(2) Legislative Override of Mayoral Veto. The Adopted Town Budget vetoed by the Mayor shall be returned within the same fifteen (15) Days to the Clerk of the Council with a statement of the reasons for the veto.

(a) Following receipt of the Mayor's veto, but not later than the 10th day of June, any vetoed Adopted Town Budget, again approved by an affirmative vote of at least two-thirds (2/3^{rds}) of the Council present and voting at a meeting, shall become effective in accordance with this section at which time the Mayor shall have the right to fix the tax rate and expenditures shall be made in accordance with the budget so adopted, subject to the provisions of §10-5 of this Charter.

(b) In the event the Mayor's veto is sustained, the Proposed Town Budget, as originally submitted by the Mayor, shall be deemed to have been adopted by the Council as the Town Budget Ordinance and the Mayor shall have the right to fix the tax rate and expenditures shall be made in accordance with the budget so adopted, subject to the provisions of §10-5 of this Charter.

(3) Effective Date of Town Budget Ordinance. The Town Budget Ordinance shall become effective on the twenty-first (21st) Day after Public Notice of Final Action; subject to the provisions of §10-5 of this Charter.

(4) Public Notice. Public Notice of Final Action shall be provided within twenty-four (24) hours of Final Action.

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SECTION 10-5: PETITION FOR BUDGET OVERRULE.

A. The Town Budget Ordinance, except for fixing the tax rate, shall be subject to overrule. If within twenty (20) Days after Final Action on the budget as provided in §10-4 of this Charter, a petition signed by not less than fifteen (15%) percent of the Electors of the Town, as determined from the last official voting list, is filed with the Town Clerk requesting a referendum, the Council shall, at its next regular meeting, fix a time not more than thirty (30) days after such meeting for such election, which shall be called and held in the manner provided by the General Statutes.

(1) The Council may by a two-thirds (2/3rds) vote of those present and voting, add non binding referenda to be on the ballot of such election.

(2) The budget so referred to the Electors of the Town shall stand approved unless a majority of those voting thereon at such election shall have voted "no" and at least twenty-five (25%) percent of the Electors entitled to vote on the question shall have voted.

B. Temporary financing and spending shall be in accordance with the provisions of the General Statutes.

C. Failure of the Overrule. In the event the conditions set forth in §10-5.A (2) of this Charter are not achieved, the Final Action on the Adopted Town Budget shall be effective immediately as the Town Budget Ordinance, upon the certification of the election results.

D. Success of the Overrule. In the event the conditions set forth in §10-5.A (2) of this Charter are achieved, the Final Action on the Adopted Town Budget shall be null and void. Within fifteen (15) Days thereafter, the Legislative Council and the Mayor shall enact a Town Budget Ordinance in accordance with procedures which shall be established by Ordinance. The procedures shall include, at least one public hearing and, to the extent practicable, follow the process set forth in §§10-3 and 10-4 of this Charter along a compressed time-line; however, preserving the veto and override authority as herein set forth. Moreover, in formulating the Town Budget Ordinance, the Legislative Council and the Mayor shall take cognizance of the results of the budget overrule.

SECTION 10-6: FISCAL YEAR.

The fiscal year of the Town shall begin on the first (1st) Day of July and end on the thirtieth (30th) Day of June next following.

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SECTION 10-7: EXPENDITURES AND ACCOUNTING.

A. Purchases, Payments, Authorization, Receipt of Funds. The Role of the Director of Finance.

(1) No purchase shall be made on account of the Town except as prescribed by this Charter. The Director of Finance shall record the amount of authorized purchases and contracts for future purchases as encumbrances against the appropriation from which they are to be paid.

(2) No voucher, claim or charge against the Town shall be paid until the same has been audited and approved by the Director of Finance or the Director's agent for correctness and legality. Checks shall be drawn by the Director of Finance for the payment of approved claims.

(3) The Director of Finance shall prescribe the time at which and the manner in which persons receiving money on account of the Town shall pay the same to the Town.

(4) In the absence or inability of the Director of Finance to act with regard to the provisions of §10-7.A of this Charter, the Mayor may designate a person to temporarily act in place of the Director of Finance.

B. The several Departments, Commissions and Boards of the Town, including the Board of Education, shall not involve the Town in any obligation to spend money for any purpose in excess of the amount appropriated therefore until the matter has been approved and voted by the Council.

C. Each order drawn shall state the Department, Board or Commission or the appropriation against which it is to be charged.

D. General and Special Fund Transfers.

(1) **Intradepartmental Transfers.** On or before the first day of July each year, the Legislative Council shall establish, by Ordinance, an amount of appropriation and restrictions, if any, under the approved budget (general and special funds) which the Mayor or any Public Official of any Department, Commission, Board (except the Board of Education) designated by the Mayor, shall be authorized to transfer between line items within any Department, Commission or Board. Said transfers under this section shall not require approval by the Legislative Council unless the provisions of §10-7.D (1)(b) of this Charter shall apply.

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(a) Said Ordinance may establish individual and/or aggregate transfer limitations.

(b) No such transfer in excess of such authorized amount shall be implemented unless it shall be (i) by Order proposed by the Mayor or any Public Official of any Department, Commission or Board designated by the Mayor; and, (ii) approved by majority vote of the Legislative Council.

(2) Interdepartmental Transfers.

(a) **Pertaining to the End of Fiscal Year.** The Legislative Council, by Order, may authorize the Director of Finance to make during the last ninety (90) Days of a fiscal year, interdepartmental transfers (general and special funds) in an amount that shall be established by the Legislative Council on or before the first day of July each year, by Ordinance.

(b) **Transfers of Unencumbered Appropriations.** The Council may by Order, upon the approval of the Mayor, transfer any unencumbered appropriations balance or portion thereof from one Department, Board or Commission to another.

(3) **Approved Transfers.** Each approved transfer shall be described in the monthly financial report prepared in accordance with §8-4.A(1)(d)(iv) of this Charter.

(4) **Prohibited Transfers.** No transfer shall be made from any appropriations for debt service and other statutory charges.

B. Additional Appropriations. Additional appropriations over and above the total budget may be made from time to time by amendment of the Budget Ordinance by the Council, upon recommendation of the Mayor and certification from the Director of Finance that there is available an unappropriated and unencumbered general fund cash balance to meet such appropriations.

C. Liability of Officials or Employees. If any Official or employee of the Town or the Board of Education shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take part therein, such action may be cause for removal as set forth in §3-10 of this Charter, civil action or both. In addition, the Town may, by vote of the Legislative Council, undertake to recover from such Official or employee, an amount equal to

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such obligation or expenditure so made.

SECTION 10-8: PUBLIC FUNDS AND FINANCE.

A. Issuance Authorized. The Town shall have the power to incur indebtedness by authorizing the issuance of its bonds and notes for such purposes, upon such terms and to such extent as is authorized by the General Statutes and any applicable Special Acts. Said power shall extend to general obligation bonds, bond anticipation notes, temporary notes, emergency bond issues, revenue anticipation notes, tax anticipation notes and other issuances permitted by the General Statutes and applicable Special Acts.

B. Procedures. The Legislative Council shall, by Ordinance, adopt procedures for the authorization, structure and timing of the issuance of bonds and notes for the purposes authorized by the General Statutes, applicable Special Acts and this Charter.

(1) Capital Project Bonds. The vote of the Legislative Council to approve the issuance of Capital Project Bonds shall be by an affirmative vote of two-thirds (2/3^{rds}) of all the members of the Council.

(2) Non-Capital Project Bonds. The vote of the Legislative Council to approve the issuance of Non-Capital Project Bonds shall be by an affirmative vote of two-thirds (2/3^{rds}) of all the members of the Council.

C. Approval of Mayor. Such bonds shall not be authorized unless in accordance with the provisions of §10-8.B (1) or (2), whichever is applicable and approved by the Mayor in accordance with the provisions of this Charter.

SECTION 10-9: REFERENDUM ON BORROWING OF FUNDS.

A. Debt Service Limitation.

(1) Capital Projects. Borrowing for capital projects that will cause the related debt service of the Town to exceed ten (10%) percent of the then current fiscal year's budget shall be submitted to binding referendum.

(2) Non-Capital Projects. Borrowing for non-capital projects that will cause the related debt service of the Town to exceed four (4%) percent of the then current fiscal year's budget shall be submitted to binding referendum.

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B. The referendum shall take place at the next general election or at a special election called for and held in the manner provided by the General Statutes.

C. Approval of the borrowing by the Council shall take place not less than sixty (60) Days prior to such election.

D. Any capital project that would cause the debt service of the Town to exceed ten (10%) percent of the current fiscal year's budget shall not be allowed to proceed past the design stage, and borrowing of funds shall not be allowed to proceed unless a majority of those voting thereof at such election shall have voted in favor thereof.

MERIDEN CHAPTER VIII: NO PROVISIONS IN THE CHARTER RE - CAPITALBUDGET PROCEDURES

MERIDEN CHAPTER VIII, SEC. C8-11(e): CAPITAL IMPROVEMENTS IN “EXPENDITURES AND ACCOUNTING”

Appropriation for construction or for other permanent improvements, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided that any such project shall be deemed to have been abandoned if three fiscal years shall elapse without any expenditure from or encumbrance of the appropriation therefor. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse.

BRISTOL: NO PROVISIONS IN THE CHARTER RE – CAPITAL BUDGET PROCEDURES

MANCHESTER: CHAPTER V, SEC. 5-2

(a) Preparation. [Amended by Sp. Act, Jan. Sess., 1957, Sp. No. 10, Sec. 2, 28 C.S.A. 11, approved 3-8-1957; amended by referendum 11-4-2008]. The General Manager shall prepare and, not less than 110 days prior to the beginning of each fiscal year, shall submit to the Board of Directors a tentative budget for the ensuing fiscal year and an explanatory budget message. Such tentative budget shall, where possible, include a statement of receipts during the last completed fiscal year, the receipts for the first six (6) months of the current fiscal year, an estimation of receipts for the entire fiscal year and an estimation of receipts during the ensuing fiscal year, all itemized in accordance with a classification approved by the Board of Directors. Such budget shall also, where possible, include a statement of the expenditures during the completed fiscal year, the expenditures during the six (6) months of the current fiscal year, an estimation of the expenditures

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for the entire current year, the appropriations requested and the recommendations of the General Manager, as itemized by departments and in accordance with a classification by object of expenditure approved by the Board of Directors. Said budget message shall state the reason for any material increase or decrease in the estimate for the coming year of any item of receipts or expenditures from that for the current fiscal year. The Board of Education and each office, department and agency of the Town which requires an appropriation shall, not later than February 14 of each year, submit to the General Manager a request for an appropriation for the ensuing year in accordance with a form prescribed by the General Manager and shall furnish the General Manager with such further information as to receipts and expenditures as he shall require. The request for an appropriation filed by the Board of Education with the General Manager shall be accompanied by a copy thereof for each member of the Board of Directors. Within three (3) days of filing the request for an appropriation, the Chair of the Board of Education may submit a letter to the General Manager requesting joint meeting of the two (2) Boards for the purpose of discussing the appropriation request of the Board of Education and the recommendations of the General Manager. If the Chair of the Board of Education requests this initial joint meeting, the joint meeting shall be held not later than five (5) days before the General Manager submits his tentative budget to the Board of Directors. Following the submittal of the General Manager's tentative budget, but not later than seven (7) days before the adoption of the final budget, a mandatory joint meeting of the two (2) Boards shall be held for the purpose of presenting and discussing the appropriation request of the Board of Education.

(b) Submission to Board of Directors. The Manager shall prepare and submit to the Board of Directors a six-year capital improvement program as part of the tentative budget.

(c) Contents. The capital improvement program shall include:

- (1)** A clear general summary of its contents;
- (2)** A list of all capital improvements for the Town including capital improvements of the Board of Education which are proposed to be undertaken during the six (6) fiscal years next ensuing with appropriate supporting information as to the necessity for such improvements;
- (3)** Cost estimates, methods of financing, and recommended time schedules for each such improvement; and
- (4)** The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

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The above information shall be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

(d) **Definition.** [Amended by referendum 11-8-1960; amended by referendum 10-5-1964; amended by referendum 11-5-1996]. For the purpose of this chapter, "capital improvement program" means a priority schedule of any and all necessary municipal capital improvements projected for a period of not less than six (6) years and so prepared as to show the general description, location and estimated cost of each individual capital improvement and including the proposed method of financing; "capital improvement" means a major improvement or betterment of a nonrecurring nature to the physical plant of the municipality as differentiated from ordinary repairs or maintenance of a recurring nature or the acquisition of any specific item of capital equipment.

WEST HARTFORD CHARTER CHAPT. VII, SEC. 5 (EMERGENCY APPROPRIATIONS)

For the purpose of meeting a public emergency threatening the public peace, life, health or property within the town, emergency appropriations, the total amount of which shall not exceed three percent of the current tax levy in any one fiscal year, may be made upon the recommendation of the manager and by a vote of not less than two-thirds of the entire membership of the council, provided a public hearing, at which any elector or taxpayer of the town shall have an opportunity to be heard, shall be held prior to making such appropriation, notice of which hearing shall be given in a newspaper having circulation in the town not more than ten (10) nor less than five (5) days prior to such hearing. Such hearing and notice of hearing may be waived if the council, by at least two-thirds of its entire membership, shall decide that a delay in making the emergency appropriation would jeopardize the public peace, life, health or property within the town. In the absence of an available unappropriated and unencumbered general fund cash balance to meet such appropriation, additional means of financing shall be provided in such manner, consistent with the provisions of the general statutes and of this charter, as may be determined by the council.

WEST HARTFORD CHARTER CHAPT. VII, SEC. 3(b)(3) (DUTIES OF THE SCHOOL SUPERINTENDENT ON THE BUDGET)

The superintendent of schools shall have the same duties and follow the same form and procedure with respect to his or her detailed estimate for the education department as required of the manager in Section 2 of this chapter for other departmental estimates.