

CHARTER REVISION COMMISSION
Regular Meeting
February 10, 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, February 10, 2022 via Webex

A recording of this meeting can be found here: https://www.youtube.com/watch?v=buYFhYQnM_E

DRAFT MINUTES

MEMBERS PRESENT: Chair Bryan Cafferelli, Vice Chair Chris Brogan, Secretary Marlene Battista, Jay Gross, Pamela Iacono, John Mitola, John Wynne

OTHERS PRESENT: Hon. James Pascarella, Scott Shanley, Newtown First Selectman Hon. Dan Rosenthal, Town Manager Enfield Hon. Ellen Zoppo-Sassu, New Britain City Treasurer Hon. Dan Salerno, Branford First Selectman Hon. Jamie Cosgrove, Attorney Steve Mednick, Town Attorney James Baldwin

- I. **CALL TO ORDER-** Chair Bryan Cafferelli called the meeting to order at 7:00pm.
- II. **ROLL CALL-**Recording Secretary Pru O'Brien took the roll call.
- III. **PLEDGE OF ALLEGIANCE-** Chair Bryan Cafferelli led the Pledge of Allegiance.
- IV. **Approval of Minutes from January 27, 2022 meeting**
Commissioner Brogan moved to approve the minutes of 1/27/22 as written. Commissioner Iacono seconded the motion.
The motion carried 6-0-1 (Commissioner Battista abstained)
- V. **Town Governance Issues: Representatives of Different Forms of Connecticut Municipal Governments**
 - a. **Mayor/Council: Hamden (Hon. James Pascarella)**
Former Hamden Mayor Pascarella was the Acting Mayor for two months and also served on the Board of Education. Hamden's form of government is Mayor/Council. They call themselves a town, but they are actually a city. Hamden is extraordinarily diverse. They haven't had a Board of Finance since 2008 and they are in the midst of a Charter revision
 - b. **Bristol (Hon. Ellen Zopp-Sassu)**
Hon. Ellen Zopp-Sassu is a former Mayor of Bristol and is now Town Manager of Enfield. Enfield is a Council/Manager form of government. Serving as Mayor, Hon. Zopp-Sassu had 25 Department Heads in her charge, the full budget and was the full-time municipal CEO, as well as ribbon cuttings and making other public appearances. As Town Manager in Enfield, Hon. Zopp-Sassu is in charge of municipal policies, creating a budget, but no political pieces. Enfield has a ceremonial mayor type with an 11 member Town Council and an at-large Council with district representation. They are not compensated and do not have offices at Town Hall. In Bristol there is a 6 member, 5 district Council. They are

a working Council and receive \$10,000.00 each. The Council members have voting roles and also serve as Liaisons to other groups and committees in town.

New Britain (Hon. Dan Salerno)

Hon. Dan Salerno has served in New Britain since 2013. He served 4 years as Majority Leader. Honorable Salerno is now the part-time treasurer in New Britain. New Britain is one of the largest cities in the state. It is densely populated with over 73,000 people in 13.3 square miles. Ultimately, what takes place in a charter revision is there is a variety of problems in a community. In 2013 when he started serving there was a deficit of \$30 million and now eight years later they have a surplus budget. New Britain has been known as the Beirut of politics and recently they had a Republican mayor who ran at age 26 in a predominantly Democratic community. She ran on a RUD caucus which is Republican, Unaffiliated, Democratic Caucus. There are 15 members in the council. Hon. Salerno was Majority Leader but there was no party majority as they believe in bipartisanship and that is still how the city operates. The Board of Finance is appointed by the Mayor who is a Strong Mayor and then approved by the Council. The budget is presented to the Council by the Mayor and the Council will either approve or reject the budget. There is a public hearing process but the Council has the final decision. In his opinion a town cannot present 8 to 10 items to be changed in its Charter because it is too many for the people to vote on and understand. Hon. Salerno feels that if there are too many items in the revision, the public will not show up to vote.

c. RTM: Branford – Hon. Jamie Cosgrove

Branford First Selectman Cosgrove worked for many years for his family construction company. He was on the Branford Board of Selectmen and RTM, transportation committee also. In 1958, the Charter revision went from a Town Meeting form of government to an RTM/Board of Selectmen form of government. The First Selectman has a two year term and the Board of Finance is appointed by the First Selectman. The RTM has 30 members within seven districts. There is Minority Representation on both the Board of Selectmen and the RTM. The RTM has five subcommittees that oversee various aspects of town government. The budget is developed by the First Selectman and Department Heads and then it is presented to the Board of Finance. There are public hearings regarding the budget, deliberations and then they make recommended budget that goes to the RTM. The RTM can cut or add items but they cannot exceed the dollar amount that the Board of Finance approved. The RTM then sends the adopted budget to the Board of Finance to set a Mill Rate. They do not have a referendum. The 30 member body acts as the Town. Any appropriation in excess of \$50,000 has a 15 day hold for Petition to Override.

Commissioner Mitola mentioned that the Branford form of government was similar to Fairfield. They are 30 person RTM that functions in subcommittees. First Selectman Cosgrove said the majority of the subcommittees have seven members. At a full meeting each Chair of a committee updates the full committee. Commissioner Mitola asked if subcommittees are in the charter. First Selectman Cosgrove said they are not in the charter but there is an ordinance and the ordinance has rules for the RTM as well. Commissioner Mitola had a general question for larger towns and legislative bodies and whether or not they have a staff or a budget. Hon. James Pascarella said Hamden's Legislative body doesn't receive salaries or compensation but there is a \$2,000.00 stipend. There are also two FT staffers, the Council Administrator and a Deputy Council Administrator and there is a \$6,000.00 stipend for the clerk. The stenographer attends meetings and the meetings are on video as well. The stenographer is paid.

d. Council/Manager: Manchester – Scott Shanley

Town Manager Shanley suggested looking at Groton's town government. They are a Council/Manager with a 42 member RTM. Mr. Shanley is an advocate for Manager/Council form of government and if done properly, it provides a level of stability. Whatever government is chosen for the town, invest the highest form in a single body for clarity on who makes decisions and who is responsible/accountable. The elected body will make most of the decisions. Policy and Capital Budget making remain a democratic process. Town Manager Shanley does not like the terms strong/weak Mayor.

e. Board of Selectman/Legislative Council: Newtown - First Selectman, Hon. Dan Rosenthal

First Selectman Rosenthal spoke about the history of his current town government which is a Selectman form of government having three members. In 1975 they eliminated the the Board of Finance through the Charter Revision and formed a Legislative of Council. The Council started with 19 members, but since 1980 reduced it to 12. (4 council members per district) They do have minority representation rules and the Council is the Chief Fiscal body for Newtown as well as ordinance makers. There was an interest in bringing back the Board of Finance as an advisory board rather than a voting on budget board. They vote on debt policy and budget growth and not on budget line items. In 2016 the Charter Revision took away the the Town Meeting and any item larger than \$1.5 million is voted on by the town. Board of Education items are voted on separately.

Commissioner Gross asked what the process was to establish spending limits. First Selectman Rosenthal said it is the equivalent of 1-2 mills or \$1.5 million. Commissioner Gross asked what the main benefits are to the type of government they have in Newtown. First Selectman Rosenthal said because of the number of people involved, it's more stable. There are three layers and they are better served with the Board of Finance.

Commissioner Mitola asked if the budget goes to the town of Newtown every year for approval. First Selectman Rosenthal said it does and it has been eight or nine years since the budget failed because spending is controlled. Commissioner Mitola also wanted to know if the Legislative Board had a staff or an office. First Selectman Rosenthal said that questions are asked through the chair of the board. Department head appointments are made by him unless otherwise stated in the charter. Any contract has to go through his Board of Selectmen. The Tax Collector and Tax Assessor go through the Board of Selectmen but the rest of the department heads are elected. First Selectman Rosenthal also said he appoints his own legal counsel that is ratified by his Legislative Council.

Vice Chair Brogan wanted to know why First Selectman Rosenthal was considering moving his government to a Town Manager. First Selectman Rosenthal said it's the political climate. He is the third generation of First Selectman in his family in Newtown. Fairfield County is over reliant on the corporate world. The Selectman terms are two years and the Town Manager can serve to retirement.

Commissioner Iacono wanted to know what the role of the Board of Selectman was in Newtown's government. First selectman Rosenthal said it varies day to day. They are not full-time employees, it is a part time job and there is no compensation. They do land acquisitions, special appropriations and money transfers between departments. The Board of Selectmen is also a check on the First Selectman.

Seeing as there were no additional Commissioners with questions, First Selectman Rosenthal said if anyone thought of something later on, they could email him through the Newtown website.

VI. **Next Steps**

Attorney Mednick will provide framework for discussion with different issues that have been raised. Attorney Mednick advised the Commission to let him know if there is additional information they would like to share.

Commissioner Iacono would like to have this conversation in public but without public comment, so the Commission can get through the framework and then the public can comment at the next meeting.

Attorney Mednick said they can accomplish a lot of restructuring with the Charter revision. The provision permits the Charter Revision Commission to make an explanatory text and it goes to the polling places.

VII. **Adjourn**

Commissioner Iacono motioned to adjourn. Commissioner Battista seconded the motion. The meeting adjourned at 9:36pm.

Respectfully Submitted,

Pru O'Brien
Recording Secretary

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6

GOVERNANCE FRAMEWORK (2/24/2022)

FRAMEWORK OF DELIBERATIONS

- **What Are Your goals?**
 - Vibrant accountability structure: Delineation of responsibilities
 - Clear administrative operations: A mix of elected officials supplemented by professional management force
 - Planning tools: Multi-year capital budgeting, collective bargaining approaches and strategic planning mechanisms
 - Public access and participation: Robust comment and appointed service opportunities
 - Reduce complexity and byzantine organizational structures
 - What is a realistic approach for government reform?

- **First Selectwoman**
 - Sole Executive Authority? Role of Board of Selectmen?
 - Chief Administrative Officer
 - Appointment Authority and Relation to Boards and Commissions
 - Annual Report
 - Legislative recommendations to RTM
 - Absence, vacancy and succession

- **Legislative Authority of RTM**
 - Investigative and Audit Powers
 - No diminution of legislative authority by Ordinance
 - Assumption of legislative/historic special act authority of Board of Selectmen
 - Adoption of Legislation – Ordinances and Resolutions.
 - Approval Functions/Right of Rejection.

- **Composition of RTM**
 - Smaller more accountable legislative body: 15 members?
 - At-Large, subject to minority party representation or an odd number?
 - District representation (one member per district or odd-number multiple member districts, subject to minority party representation?)
 - Hybrid comprised of an at-large component and district representation

- **Organization of the RTM**
 - RTM President/Chair/Moderator as Presiding Officer?

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6 GOVERNANCE FRAMEWORK (2/24/2022)

- RTM Presiding Officer as elected representative of the legislative body, selected by all members of the RTM?
- **Term of Office: 2- years; or 4-year stagger (if hybrid)**
- **Special Meetings of RTM convened by 1st Selectwoman, members of the RTM and, Presiding Officer.**

The Legislative Body - C.G.S. §7-193(a)(1)

- | | |
|---|--|
| <ul style="list-style-type: none">● Town Meeting● Board of Selectmen, Council, Board of Directors, Board of Aldermen or Board of Burgesses | <ul style="list-style-type: none">● Representative Town Meeting● A combination of a Town Meeting or Representative Town Meeting and Council, Board of Directors, Board of Aldermen or Board of Burgesses ¹ |
|---|--|

Fairfield Representative Town Meeting – The Legislative Body

- Composition – up to 56 members – current 40 by Ordinance
- No Compensation
- Meeting Provisions
- Leadership: Moderator, Moderator Pro-tempore, Clerk and Clerk Pro-tempore
- Rules and Committee Structure
- Ordinance Authority, subject to referendum pursuant to petition to override
- Ordinances adopted by RTM supersede regulations adopted by officers, boards or commissions
- Appeals from Board of Finance

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6 GOVERNANCE FRAMEWORK (2/24/2022)

Chief Executive Officer - C.G.S. §7-193(a)(2)

- The First Selectman
- Mayor, elected by the electors of the municipality
- Town, City or Borough Manager¹ appointed by the board of selectmen, the council, the board of directors, the board of aldermen or the board of burgesses
- Chief Administrative Officer appointed by the Board of Selectman
- Warden elected by the electors of the borough
- Chief Administrative Officer appointed by the Mayor

Fairfield First Selectwoman – Chief Executive Officer

- Full time service
- Town agent and chief executive officers
- Direct the administration of all departments and officers
- Responsible for “faithful execution of all laws and ordinances governing the Town
- Responsible for causing “sworn” elected officials “to the faithful discharge of the duties of office”
- Informing the Board of Selectmen of her actions as requested by any member of the Board
- Ability to delegate authority to the Board of Selectmen or such administrative assistants whose appointment may be authorized by the RTM
- Ability to convene members of any department, authorities, boards , commissions and committees to review and coordinate activities and to plan operations of the Town
- Authority to appoint an Acting First Selectwoman
- Appointment authority as set forth in Charter
- All officers, commission, board and employees of Town appointed solely by the First Selectwoman are responsible for the “faithful performance of their respective duties and shall report to the First Selectwoman.”

¹ 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 #6

GOVERNANCE FRAMEWORK (2/24/2022)

Fairfield Board of Selectmen and Elected Boards and Commissions – Executive Branch

- Except for Board of Selectmen there shall be no compensation unless the RTM otherwise directs.
- Board of Selectmen possesses such powers as set forth by Charter or C.G.S.
- Leadership: First Selectwoman is the Chair
- Regulatory authority subject to ordinance (on “same subject matter”) approved by RTM (pertains to Board of Selectmen and all Boards and Commissions). There is a hearing requirement on the development of regulations.
- **General powers:** (1) Executive authority unless “expressly granted to the First Selectwoman” by the Charter; (2) Powers and duties vested in Board of Selectmen by the C.G.S., except those expressly vesting in the First Selectwoman by Charter or by ordinance
- **Specific Authority pertaining to Contracts:** (1) Approval by Board of Selectmen with exception of Board of Education contracts²; (2) Authority to delegate authority to for contracts less than one month in duration or expenditure of less than \$10,000. Contract authority does not “eliminate review by other persons or bodies where required by this Charter, by ordinance, or by the General Statutes”
- **Specific Authority pertaining to Officers, Boards, Commissions and Employees appointed by Board of Selectmen:** (1) “for the faithful performance of their respective duties” including a reporting obligation to the Selectmen whenever requested to do so; (2) power to investigate any and all Town offices, departments and agencies of the Town and for such purpose shall have the power to issue subpoenas.
- **Specific Authority pertaining to Budget: Review** of the budgets of all Town officers, commissions, boards, and departments of the Town and make such **recommendations** in connection with such budgets to the Board of Finance as they deem necessary.
- **Appointment Authority:** As set forth in Charter, required by the C.G.S. or Ordinances or advisory boards, commission and committees created by the Selectmen
- **Ex officio membership, without vote** on all boards, commission and committee, unless otherwise set forth in Charter.
- **Reorganizational authority** pertaining to modifying appointment or altering the organization of any office, department, board, commission or agency of the Town, subject to approval by the RTM in the form of an Ordinance³. Does not apply to the Police or Fire Departments, Library Board, any elected office, officer or board or commission; or, any office or body which is protected by C.G.S.

² General fund contracts as opposed to capital fund.

³ A significant authority: “Notwithstanding any provision of the Charter”. This provision is interesting in that it seems to override the Charter Revision process as set forth in the statutes. It does not appear to be a hold-over Special Act power. Query what authority exists for the enactment. It may be necessary to state that the reorganization cannot eliminate a service or function that is mandate and which exists in the Charter, only the method of delivering the service or function.

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6
GOVERNANCE FRAMEWORK (2/24/2022)**

| Executive Authority | | |
|--|---------------------------------------|--|
| Positions | Functions | Appointing Authority |
| Frist Selectman – Chief Executive | Full time administrator of operations | <ul style="list-style-type: none"> • Town Attorney • Assistant Town Attorney • Fiscal Officer • Controller • Town Treasurer • Director of Community and Economic Development • Director of Human and Social Services • Director of Public Works • Building Official • Director of Parks and Recreation • Purchasing Agent • Director of Human Resources • Conservation Commission/Alternates <li style="padding-left: 20px;">Approval upon Recommendation • Director of Health • Police Chief • Animal Control Officer • Fire Chief • Planning Director • Conservation Director • Town Librarian |
| Board of Selectmen – Executive Functions | Powers as vested by General Statutes | <ul style="list-style-type: none"> • Internal Auditors • Assessor • Tax Collector • Tree warden • Police Commission • Fire Commission • Police and Fire Retirement Board |

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6
GOVERNANCE FRAMEWORK (2/24/2022)**

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> • Board of Health • Parks and Recreation Commission • Board of Building Appeals • Flood and Erosion Control Board • Ethics Commission • Water Pollution Control Authority • Historic District Commission/Alternates • Human Services Commission • Golf Commission |
| Board of Education (E) [§6.2.B] | Statutory Functions, generally under Title 10 (Chapter 170) | Elect a Superintendent of Schools |
| Board of Finance (E) [§6.3.B] | Functions in accordance with those conferred upon non-charter municipalities as set forth in C.G.S. Title 7 (Chapter 106) as well as may be conferred by ordinance | Appoints Outside Auditor |
| Board of Assessment Appeals (E) [§6.4.B] | Functions in accord with C.G.S. §12-110 to 12-117 | None |
| Planning and Zoning Commission (E) [§6.5] | Functions in accordance with C.G.S. Title 8 (chapters 124 and 126) and 8.5.B(1) – (7) | <ul style="list-style-type: none"> • Appoints Planning Director with approval of First Selectwoman • May engage such employees and consultants required to carry out its functions |
| Zoning Board of Appeals/Alternates (E) [§6.6] | Powers conferred upon ZBAs by C.G.S. Title 8 (Chapter 124) | None |
| Conservation Commission [§8.2.C] | Conservation functions as set forth in Charter and Inland Wetland functions as set forth in C.G.S. Title 22a (Chapter 440) | <p>Appoints</p> <ul style="list-style-type: none"> • Conservation Director with approval of First Selectwoman; and, • Such employees or consultants it required to carry out its duties |
| Police Commission [§8.3.B] | Powers conferred upon non-charter municipalities as set forth in C.G.S. §7-276 and other administrative duties set forth in Charter | <p>Appoints</p> <ul style="list-style-type: none"> • Chief of Police; and, • Animal Control Officer with approval of First Selectwoman |

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6
GOVERNANCE FRAMEWORK (2/24/2022)**

| | | |
|---|--|---|
| Fire Commission [§8.4.B] | Powers conferred upon non-charter municipalities as set forth in C.G.S. §7-301 and other administrative duties set forth in Charter | Appoints Fire Chief with approval of First Selectwoman |
| Board of Health [§8.7.D(1) and (2)] | <ul style="list-style-type: none"> • may make and amend such reasonable rules for the promotion and preservation of the public health, health services in public schools, and sanitation as required, provided the same shall not be inconsistent with the General Statutes, the state public health code, other state departmental regulations, or the ordinances and public health code of the Town. • shall advise the Director of Health in all matters relating to public health, and health services in the schools of the Town, • shall appoint the school and Well Child Clinic medical advisors. | Appoints Director of Health with approval of First Selectwoman |
| Parks and Recreation Commission [§8.8.B] | <p>Policy-making body for the Parks and Recreation Department, shall</p> <ul style="list-style-type: none"> • together with the First Selectman supervise the Director of Parks and Recreation, and • assist in establishing requirements and qualifications for personnel needed for the Department. | None |
| Water Pollution Control Authority [§8.11.C] | As set forth in Charter and statutes | May employ such personnel as may be required for the performance of its functions |
| Human Services Commission [§8.14.B] | Policy-making body for the Department of Human Services as set forth in Charter | May employ such personnel as may be required for the performance of its functions |

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6 GOVERNANCE FRAMEWORK (2/24/2022)

| | | |
|-------------------------------------|-------------------------|--|
| Board of Library Trustees [§8.17.C] | As set forth in Charter | Appoints <ul style="list-style-type: none"> Town Librarian with approval of First Selectwoman; and, Assistant librarians, clerks and other employees |
|-------------------------------------|-------------------------|--|

| Elected Officials | | | | | | | | | |
|--|-----------|-----------|----------|----------------|--------|---------------|----------------|---------|----------------|
| Positions | Fairfield | Greenwich | Branford | Westport | Darien | 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 ⁴ | 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 |
| 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 |

⁴ RTM Is nonpartisan in accordance with Special Act

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6 GOVERNANCE FRAMEWORK (2/24/2022)

| COMPOSITION, ORGANIZATION AND TERMS OF OFFICE | | | | | |
|---|------------|----------------------|---|---|---|
| Municipality | Population | Form | Council Composition | Legislative Body Officers | Terms of Office |
| Bridgeport | 148,656 | M/C (4) ⁵ | 20 Members (10 Districts) | Mayor Presides ² Council President ³ Majority and Minority Leaders ⁴ | Mayor – 4 yrs. Council – 2 yrs. City Clerk – 4 yrs. |
| Stamford | 135,470 | M/C (4) ⁵ | 40 Members (20 Districts) | President ⁶ | Mayor and Board of representatives – 4 yrs. |
| New Haven | 134,023 | M/C | 30 Members and Ward | President, President Pro tempore and Third Officer ⁷ | Mayor and Alders – 2 yrs. |
| Hartford | 121,054 | M/C (4) ⁶ | 9 Members (At-large) | President ⁸ | Mayor and Common Council – 4 yrs. |
| Waterbury | 114,493 | M/C | 15 Members and Districts | President, President Pro tempore, Majority Leader and Minority Leader ⁹ | Mayor – 4yrs Board of Aldermen – 2yrs. |
| Norwalk | 91,164 | M/C | 15 Members 2 each from 5 Districts and 5 At-large ¹⁰ | Mayor Presides Council President ¹¹ | Mayor and Council – 2 yrs. |
| Danbury | 85,518 | M/C | 21 Members 2 each from 7 wards and 7 at-large ¹² | President ¹³ | Mayor and Council – 2 yrs. |
| New Britain | 74,135 | M/C | 15 members 2 each from 5 districts and 5 at-large ¹⁴ | Mayor presides President Pro Tempore ¹⁵ | Mayor and Common Council – 2 yrs. |
| West Hartford | 64,083 | C/TM ⁷ | 9 members at-large | Mayor/President of Council ¹⁶ | Council – 2 years |
| Greenwich | 63,518 | S/RTM ⁸ | 230 members from 12 districts ¹⁷ | Moderator | Selectmen ¹⁸ and RTM – 2 yrs. |

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

⁶ Moved from City Manager

⁷ Council/Manager = C/TM

⁸ Selectmen/RTM = S/RTM

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6 GOVERNANCE FRAMEWORK (2/24/2022)

| Municipality | Population | Form | Council Composition | Legislative Body Officers | Terms of Office |
|----------------------|------------|-------------------|---|---|---|
| FAIRFIELD | 61,512 | S/RTM | 40 members ^{9/} 10 districts | Moderator | Selectmen – 4 yrs. RTM – 2 yrs. |
| Hamden | 61,169 | M/C | 15 members – 9 Districts and 6 at- large | Council President | Mayor and Council – 2 yrs. |
| Bristol | 60,833 | M/C | 6 Council Members 2 each from 3 Districts + Mayor | Mayor Presides ¹⁹ | Mayor and Council – 2 yrs. |
| Meriden | 60,850 | C/TM | 12 members – 2 each from 4 areas and 4 at- large | Mayor Presides ²⁰ (separately elected) | Mayor – 2 years Council – 4 yrs. (split cycle) |
| Manchester | 59,713 | C/TM | 9 – Directors at- large | Chair (Mayor) and Vice Chair | Directors – 2 yrs. |
| West Haven | 55,854 | M/C | 13 members - 10 districts and 3 at- large ²¹ | Chair presides ²² Mayor attends ²³ . | Mayor and Council – 2 yrs. |
| Milford | 51,045 | M/C | 15 member – 5 districts 3 members from each district | Chair presides ²⁴ . | Mayor and Board of Aldermen 2 yrs. |
| Stratford | 53,355 | M/C ¹⁰ | 10 members by district ²⁵ | Chair and Chair Pro tempore ²⁶ | Mayor – 4 yrs. Council – 2 yrs. ²⁷ . Note: Chief Administrative Officer ²⁸ |
| East Hartford | 51,045 | M/C | 9 members, at- large ²⁹ | Chair (Deputy Mayor), and Vice Chair selected by members ³⁰ | Mayor and Council – 2 yrs. |
| Middletown | 47,717 | M/C/ | 12 members at- large | Mayor, Council President and President Pro-Tempore | Mayor and Council – 4 yrs. |
| Wallingford | 44,396 | M/C | 9 member, at- large | Chairperson and Vice Chairperson ³¹ | Mayor and Town Council – 2 yrs. |
| Southington | 43,501 | C/TM | 9 members | Chair and Vice Chair | Town Council – 2 yrs. |

⁹ Up to 56.

¹⁰ Moved from TM

**FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6
GOVERNANCE FRAMEWORK (2/24/2022)**

| Municipality | Population | Form | Council Composition | Legislative Body Officers | Terms of Office |
|--------------|------------|--------------------|--|--|--|
| Enfield | 42,142 | C/TM | 11 members 7 at-large and 1 for each of the four districts | Chair (Mayor) and Deputy Mayor | Council – 2 yrs. |
| Shelton | 40,869 | M/C | 8 members, two from each of 4 districts ³² | President and Vice President ³³³⁴ | Mayor and Board of Aldermen – 2 yrs. ³⁵ |
| Norwich | 40,125 | C/TM | Mayor and 6 Councilmembers at-large | Mayor presides and votes | Mayor – 4 yrs. ³⁶ . Council – 2 yrs. |
| Groton | 38,411 | C/RTM/ TM | 45 – RTM members by district 9 Council members at-large ³⁷ | Moderator of RTM Chair of Council (Mayor) | RTM and Council – 2 years |
| Trumbull | 36,827 | FS/C ¹¹ | 21 Council members 3 from each of 7 districts | Chair and Vice Chair | First Selectman and Council – 2 yrs. |
| Glastonbury | 35,159 | C/TM | 9 Council members at-large | Chair and Vice Chair | Council – 2 yrs. |
| Torrington | 35,515 | M/C | 6 members, at-large | Mayor presides and breaks tie ³⁸ | Mayor – 4 yrs. Council – 2 yrs. |
| Naugatuck | 31,519 | M/C | 9 burgesses, at-large ³⁹ | Mayor Presides and votes ⁴⁰ | Mayor and Board of Burgesses – 2 yrs. |

¹¹ 1st Selectmen/Council = S/C/

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #6 GOVERNANCE FRAMEWORK (2/24/2022)

| Municipality | Population | Form | Council Composition | Legislative Body Officers | Terms of Office |
|--------------|------------|--------------------------------------|---|---------------------------|--|
| Branford | 28,273 | S/RTM/Board of Finance ¹² | 3 Members of Board of Selectmen 30 RTM members by 7 Districts | Moderator | Selectmen and RTM – 2 yrs. |
| Newtown | 27,173 | S/TM | 3 – Selectmen 12-member Legislative Council 4 elected from each of 3 districts Town Meeting | Chair | Selectmen and Legislative Council – 2 yrs. |

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 **Bridgeport Chapter 5, Section 3:** No vote by Mayor to break a tie in election of city council president or adoption of an ordinance.

³ **Bridgeport Chapter 5, Section 4:** At the beginning of each term of office the city council shall elect from among its members **one council member to be president of the city council** who shall serve for a term until November 30 of the next odd-numbered year or until the president of the council's successor has been elected. The president of the city council shall preside in the absence of the mayor, and when so presiding shall have a casting vote in case of a tie in addition to his/her vote as council member. In the absence of the mayor and the president of the city council at any meeting, the city council may choose one of its members to act as president for the occasion who, when so presiding, shall have a casting vote in case of a tie in addition to his/her vote as council member. In the event of the death, resignation or inability to act of the president of the city council, the council shall elect another president in his place.

⁴ **Bridgeport Chapter 5, Section 13.**

⁵ Mayor/Board of Representatives/At Large Board of Finance

⁶ **Stamford Charter Part 2, Sec. C2-10-10. – President:** “The Board of Representatives, at its Organization Meeting, shall elect from among its members its President to hold office for the term for which the Board was elected. The President shall preside at all meetings of the Board. In

¹² Board of Finance appointed by Board of Selectmen.

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the event of the President's absence, the members present may by majority vote elect a Chairperson of the meeting. The President or other Chairperson of the meeting shall have the same right to vote as any member of the Board (Referendum 11-3-1987)"; See also, **Sec. C2-10-11. - Removal of President:** "The President of the Board may be removed from the presidency by a vote of the majority of the entire Board at a Special Meeting duly called for the purpose";" and, **Stamford Charter Part 2 Sec. C2-10-3. - Funds for Investigation:** "The Board of Representatives shall have authority, by a two-thirds (2/3) vote of its entire membership, to incur any expenses which it deems necessary or advisable, in connection with any investigation authorized under Section C2-10-2 of this Charter. Expenses so incurred shall be paid by the Office of Administration on warrant issued by the Mayor and counter-signed by the Clerk of the Board of Representatives. The Board of Representatives may, by a two-thirds (2/3) vote of its entire membership, appropriate funds to cover expenses incurred pursuant to this Section without request for such appropriation by any officer of any department of the City, other than the Board of Representatives.

⁷ **New Haven Charter, Article IV, Section 2A.**

⁸ **Hartford Charter, Chapter IV, Sec. 4 (b) Election of council president.** Following the administration of the oath of office, the first order of business shall be to elect, by majority vote, from among the council's membership a presiding officer, who shall be designated the council president. The council president shall serve as such for two (2) years, and a member may be elected to an unlimited number of successive two-year terms as council president. The council shall fill any vacancy in the office of council president by election of a new council president, who shall serve for the remainder of the two-year term, from among its members. (1) *Powers and duties of the council president.* The council president shall preside over meetings of the council, without thereby losing the right to vote or to speak as a member of council, and shall have such other powers and obligations as may be assigned to the presiding officer by the council's rules, by ordinance, or by this Charter. (2) *Presiding officer pro tempore.* The council may provide in its rules for the designation of a member to preside in the absence of the council president and, if there is no such provision in the council rules, the council president shall designate a temporary presiding officer whenever the council president is absent from a council meeting. (3) *Succession to the office of mayor.* Subject to the applicable provisions of the General Statutes governing the filling of vacancies in municipal office, in the event that the position of mayor becomes vacant, the council president shall serve as mayor until the next regularly scheduled municipal general election, or, if not permitted by the General Statutes, for the remainder of the mayor's term. Upon succession to the office of mayor, the council president's position on the council shall be filled as provided in section 4(c)(2) of Chapter III of this Charter. (4) *Removal of the council president.* The council may remove the council president from the presidency at any time by a vote of six (6) members, at a special meeting duly called for that purpose. **Sec. 3 - Power of investigation.** The council, or any committee thereof when so authorized by the council, shall have power to investigate the official conduct of any department or agency of the city government or of any officer or employee thereof. For the purpose of conducting any such investigation and hearings relating to the removal of appointive or elective officers or employees, pursuant to section 3(a) of this chapter, above, any member of the council shall have power to administer oaths and the council or authorized committees thereof may compel the attendance of witnesses and require the production of books and papers. Any person who refuses to obey the subpoena of the council or an authorized committee thereof shall be fined not more than one hundred dollars (\$100.00) or imprisoned not more than thirty (30) days or both. The council may appropriate from available funds amounts necessary to cover expenses incurred pursuant to this section.

⁹ **Waterbury Charter, Sec. 3B-1 – Organization and Officers of the Board of Aldermen. Sec. 3A-1)1 Board to Investigate departments.** The Board shall have power to investigate all departments, officers and employees and to inquire into any charges that may be preferred, and shall have access to all records thereto appertaining.

¹⁰ **Norwalk Charter Sec. 1-2.1**

¹¹ **Norwalk Code of Ordinances, Sec. 1-196.**

¹² **Danbury Charter Section 2-2.**

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¹³ Danbury Charter Sec. 3-2, Section 3-14 INVESTIGATION. 15 The City Council, or any committee thereof duly appointed for the purpose of conducting an investigation pursuant to this section, which committee shall consist of not less than five (5) members, shall have power to investigate any and all offices and agencies of the City, and any organization spending City funds, and for such purposes shall have the power to call witnesses to appear to testify on any matter under investigation. If any officer, other than an elected officer, or employee of the City shall, after receipt of notice in writing, willfully fail or refuse to appear before the City Council or such duly appointed committee, or having appeared, shall refuse to testify or answer any question concerning the office or official duties of such officer or employee, or concerning the property, government or affairs of the City, his term or tenure of office or employment shall terminate and such office or employment shall be vacant provided, however such officer or employee shall be entitled to any further proceeding or hearing concerning dismissal as may be provided by law. The Council shall have the further power to require any office, agency, or other organization spending City funds to disclose information and account for the spending of such funds. Failure to comply with the Council's request shall be grounds for withholding the expenditure of further funds where not otherwise regulated by law.

¹⁴ New Britain Charter Sec. 3-3.

¹⁵ New Britain Charter Sec. 4-4.

¹⁶ West Hartford Chapter III Sec. 1. Chapter XIV, Sec 8 – Investigation of Public Officers. “The council shall have power to investigate all town officers, departments, commissions, bureaus or boards, and shall have access to all records and papers kept by each town officer, department, commission, bureau or board, and shall have power to compel the attendance of witnesses and the production of books, papers and other evidence at any meeting of the council or any committee thereof. At the request of the council, any judge may issue a *capias* for the appearance of witnesses and the production of books and papers.

¹⁷ **GREENWICH CHARTER ARTICLE 13. REPRESENTATIVE TOWN MEETING. Sec. 167. Representative Town Meeting; powers.** The Town of Greenwich shall have the capacity to act through and be bound by its Town Meeting members when acting in meeting assembled who shall, when convened from time to time as herein provided, constitute Representative Town Meetings. The Representative Town Meetings shall exercise exclusively, so far as will conform to the provisions of this Article, all powers vested in the Town, except as otherwise specifically provided by law. Action in conformity with all provisions of law now or hereafter applicable to the transaction of Town affairs in Town Meeting, shall, when taken by any Representative Town Meeting in accordance with the provisions of this Article, have the same force and effect as if such action had been taken in a Town Meeting open to all the voters of the Town as heretofore organized and conducted, except as specifically provided in this Article. Nothing in this Article shall be construed to confer upon the Representative Town Meeting any powers other than those vested in the Town Meeting prior to the creation of the Representative Town Meeting. (S.A. 154 § 8, 1933.). **Sec. 168. Ex officio members.** The following designated officers shall be Representative Town Meeting members ex officio: The Selectmen, the Town Clerk, the Town Attorney, the Chairman of the Board of Education and the members of the Board of Estimate and Taxation. Such ex officio members shall have all the rights and privileges of the elected members, except the right to vote. (S.A. 444 § 2, 1939; as amended by S.A. 341, 1953.). **Sec. 169. Members' qualifications; removal.** (a) The Representative Town Meeting members shall be the judges of the election and qualifications of their members. The members as such shall receive no compensation. No person holding any salaried office or position in the government of the Town or any department, division or office thereof shall be eligible for election as a member. No member of the Representative Town Meeting, except an ex officio member thereof, shall hold any such salaried office or position. (b) A Representative Town Meeting member who shall remove from the Town shall cease to be a Representative Town Meeting member and a Representative Town Meeting member who shall remove from the district from which he was elected to another district may serve until the next annual meeting for the election of Representative Town Meeting members. (S.A. 154 § 3, 1933; as amended by S.A. 444 § 1, 1939.). **Sec. 170. Tie votes for candidates; procedure.** (a) In case of a tie vote under any Section of this Article affecting the election of Town Meeting members, the other members from the district in which the tie vote may occur shall, by ballot, determine which of the tied candidates shall serve as Town Meeting member or members. The moderator of elections shall immediately after an election notify the Town Clerk of any and all such tie votes,

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giving the names and addresses of the candidates affected. (b) The Town Clerk shall, within two (2) days of such notification by the moderator of elections, call a meeting of the other members from the district or districts in which a tie vote occurs by causing a notice specifying the object, time and place thereof to be mailed to each such member of the particular district not less than three (3) days nor more than five (5) days before the time set for the meeting. At such meeting a majority of the members from the particular district shall constitute a quorum, and they shall elect from among their number a chairman and a clerk whose right to vote at such meeting shall not be affected by their election to their respective offices. The chairman and clerk shall count the ballots and the person or persons receiving the highest number of votes shall be declared elected. The chairman and clerk shall forthwith make a certificate of the choice and file the same with the Town Clerk. (c) The member or members so chosen shall thereupon be deemed elected and qualified as a Town Meeting member or members, subject to the right of all the Town Meeting members to judge of the election and qualification of the members. (S.A. 154 § 2, 1933.). **Sec. 171. Resignations; vacancies.** (a) A Representative Town Meeting member may resign by filing a written resignation with the Town Clerk. Such resignation shall take effect on the date of such filing. (b) Any vacancy in the full number of Representative Town Meeting members from any district, whether arising from a failure of the registered voters thereof to elect, or from any other cause, may be filled by the remaining members of the district from among the registered voters thereof. (c) The Town Clerk shall call a special meeting of such district's members for the purpose of filling any vacancy and shall cause to be mailed to each such member, not less than five (5) days before the time set for the meeting, a notice specifying the object, time and place of the meeting. At such meeting, a majority of the members from such district shall constitute a quorum, and they shall elect from their number a chairman and a clerk whose right to vote at such meeting shall not be affected by their election to their respective offices. The choice to fill any vacancy shall be by ballot, and a majority of the votes cast shall be required for a choice. The chairman and clerk shall count the ballots and shall make a certificate of the choice and forthwith file the same with the Town Clerk, together with a written acceptance by the member or members so chosen. (d) The chosen member or members shall thereupon be deemed elected and qualified as a Representative Town Meeting member or members, subject to the right of all the Representative Town Meeting members to judge of the election and qualifications of the members. (S.A. 154 §§ 3, 6, 1933; as amended by RTM 10/28/2019.) **Sec. 172. Organization of Representative Town Meeting.** (a) The annual meeting of Representative Town Meeting members shall be held on the third Monday of January 1966, and biennially thereafter. The Representative Town Meeting members shall, at their first annual meeting and biennially thereafter, elect from among their number a Moderator, who shall act as moderator of all Representative Town Meetings. He shall hold office for a term of two (2) years and until his successor shall be elected and shall have qualified. A Moderator pro tempore may be elected by the Representative Town Meeting members from among their number who shall serve in the absence of the moderator. (b) The Town Clerk or the Assistant Town Clerk shall act as clerk of all Representative Town Meetings and, in the absence of both, a clerk pro tempore of the meeting shall be elected by the meeting. (S.A. 154 § 5, 1933; as amended by S.A. 217, 1947; RTM, 10/13/1964.). **Sec. 173. Meetings; procedure.** (a) The Moderator may call a meeting of the members at any time. The Moderator, and, in his absence or inability, the Town Clerk, shall call such meeting upon the request of the first Selectman or the Chairman of the Board of Estimate and Taxation or upon the application of twenty (20) registered voters of the Town to be held within sixty (60) days after receiving such application. The Town Clerk shall notify all Representative Town Meeting members of the time and place at which Representative Town Meetings are to be held. The notices shall be sent by mail at least five (5) days before the meeting and a copy of such notice shall be published in the newspapers published in the Town. Such notice shall specify the object for which the meeting is to be held. (b) One-third ($\frac{1}{3}$) of the Representative Town Meeting members shall constitute a quorum for doing business; but a smaller number may organize temporarily and may adjourn from time to time, but no Representative Town Meeting shall adjourn over the date of an election of Representative Town Meeting members. All Representative Town Meetings shall be public. (c) Subject to such conditions, rules and regulations as may be determined from time to time by the members of the Representative Town Meeting, any registered voter of the Town who is not a Representative Town Meeting member may speak at any Representative Town Meeting, but shall not vote. (S.A. 154 § 3, 1933; as amended by S.A. 607 § 8, 1951.). **Sec. 174. Referendum; requirements.** (a) A vote passed at any Representative Town Meeting approving any home rule

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action on which a referendum is not mandatory pursuant to any special act or charter provision conferring home rule on the Town or authorizing the expenditure of Twenty Thousand Dollars (\$20,000.00) or more or authorizing the issuance of any bonds by the Town or adopting a new ordinance, or amending an existing ordinance, shall not be operative until after the expiration of five (5) days, exclusive of Sundays and holidays, from the dissolution of the meeting. If, within such five (5) days, a petition, signed by not less than three percent (3%) of the registered voters of the Town, containing their names and addresses as they appear on the list of registered voters, shall be filed with the Selectmen, asking that the question or questions involved in such a vote be submitted to the registered voters of the Town at large, then the Selectmen, after the expiration of five (5) days, shall forthwith call a special meeting for the sole purpose of presenting to the registered voters at large the question or questions so involved. (b) The polls shall be opened at 2:00 P.M. and shall be closed not earlier than 8:00 P.M. All votes upon any questions so submitted shall be taken by ballot, and the check list shall be used in the several district meetings in the same manner as in the most recent preceding election; except that if the question or questions are submitted at an election, as that term is defined in Sec. 9-1 of the General Statutes, then the manner provided for such election shall be used. The questions so submitted shall be determined by a majority vote of the registered voters of the Town voting thereon, but no action of the Representative Town Meeting shall be reversed unless at least twenty-five percent (25%) of all the registered voters in the Town, shall vote to so reverse. (c) The questions so submitted shall be stated upon the ballot in substantially the same language and form in which they were stated when presented to such Representative Town Meeting by the Moderator, and as appears from the records of such meeting. If such petition shall not be filed within such period of five (5) days, the vote of the Representative Town Meeting shall become final, binding and effective upon the expiration of such period for all purposes. (S.A. 154 § 7, 1933; as amended by S.A. 377 § 5, 1955; S.A. 28 § 3, 1965; as amended by RTM, 12/13/76.) **Sec. 175. Referendum; appropriations.** (a) When a petition shall be filed asking for the submission to the voters of the Town, of any question as to the annual appropriations for the Town's expenditures for the ensuing year, such petition shall set forth each item of appropriation as to which a question is involved with the amount of the appropriation as approved by the Representative Town Meeting and the amount to which the petitioners desire it to be decreased or increased, provided such increase shall not be above the amount approved by the Board of Estimate and Taxation. A separate question shall be submitted to the voters on each such item of appropriation and shall call for an answer "Yes" or "No." The answer "No" shall mean the sustaining of the appropriation as fixed by the Town Meeting. The answer "Yes" shall mean the fixing of such appropriation at the figure suggested by the petitioners. (b) The annual appropriation as fixed by the Town Meeting shall be the appropriation for the ensuing year except as to those items upon which the referendum is called for and those items which on the referendum are answered "No" shall remain as fixed by such Town Meeting, and those items which on the referendum are answered "Yes" shall be changed in accordance with the referendum and the appropriation so fixed by the Representative Town Meeting and as so modified by such referendum shall be the appropriation for the ensuing year. (c) In the event that such right of referendum should be exercised, as above provided with respect to the action or actions of any Representative Town Meeting on the budget of the Town for the ensuing year, so that such action or actions of the Representative Town Meeting cannot be finally determined by May 25 in any year, then the time within which the Board of Estimate and Taxation shall lay the tax shall be extended to five (5) days after such referendum vote. (S.A. 154 § 7, 1933; as amended by RTM, 3/9/1970.)

¹⁸ **GREENWICH CHARTER ARTICLE 15. SELECTMEN. Sec. 217. First Selectman; powers and duties.** (a) All administrative functions relative to police, fire, highways, sewers and other public works, building inspection, parks, recreation, law, human resources, parking services, fleet management, information technology and purchasing for such purposes, shall be divided, under the supervision and control of the First Selectman, among administrative departments which shall include the Department of Police, Fire, Public Works, Parks and Recreation, Law, Human Resources, Parking Services, and Fleet Management. The First Selectman shall have the supervision and control, and shall be responsible for the administration, of all the affairs of the Town in respect to such departments, and may fix and determine the internal organization of such departments, the number and kinds of offices and positions, the methods of procedure and, subject to appropriation as otherwise provided by law, the rates of compensation. (b) First Selectman and board of selectmen. The First Selectman shall be the chief executive officer of the town and the town agent and shall devote

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his full time to the duties of his office. The two selectmen other than the First Selectman who are elected as provided in this act shall, together with the First Selectman, constitute the board of selectmen. The First Selectman shall chair the board of selectmen. The First Selectman shall hold at least one meeting each month with the other selectmen for the purpose of keeping them generally informed of the business of the town. Upon five days' written notice to the First Selectman, either of the two selectmen may place an item on the agenda of a meeting, which item shall be germane to the duties and responsibilities of the board of selectmen. Minutes of such meetings shall be taken and made available for public inspection. The First Selectman shall designate one of the other selectmen to act in his place and stead during his absence. Such Selectman when so acting shall have all of the powers and duties of the First Selectman. (c) Compensation of First Selectman and selectmen. The First Selectman shall be paid a salary appropriate for the chief executive officer and town agent, and the other two selectmen shall be paid salaries commensurate with their duties and responsibilities, but the salary of each of the two selectmen shall be not less than ten percent (10%) of the salary of the First Selectman, subject to the approval of appropriations by the Representative Town Meeting pursuant to Section 23 of the Charter. Provision for such salaries shall be included in the budget report submitted annually by the First Selectman to the board of estimate and taxation. (S.A. 444 § 23, 1939; as amended by S.A. 71 § 1, 1955; RTM, 4/27/1970; RTM, 3/13/1972.) (Char. Rev. 11/4/1975, eff. 1/1/1978.) (RTM, 1/21/1985.) (Board of Selectmen 9/17/1997; RTM, 3/13/1995; RTM, 4/10/2006; RTM, 6/12/2006.). **Sec. 217A. Department of Human Resources; Director of Human Resources.** (a) There shall be a Department of Human Resources under the direction of a Director of Human Resources who shall be experienced in managing human resources functions necessary for the effective administration of employment functions and administration of the Town benefits program. (i) Subject to Section 223, the Director of Human Resources shall develop and implement personnel policies, procedures, rules and regulations for Town employees. (ii) Except for managerial, confidential, certified and instructional staff of the Board of Education, the Director of Human Resources shall administer all employment functions within the Town as an aide to the Town's appointing authorities. The Director of Human Resources and the Board of Education shall determine which Board of Education positions are managerial. The employment functions of the Director of Human Resources shall exclude the negotiation and administration of collective bargaining agreements and shall include, without limitation, the following functions: a. Recruitment; b. Employment eligibility determinations, testing and assessment; c. Administration of classification processes; d. Administration of the hiring process and procedures; e. Implementation of terms and conditions of employment as may be established from time to time through the collective bargaining process; f. Administration of employee performance review plans and recommendation of modifications to employee performance review plans or procedures; g. Administration of employee discipline and separation in accordance with collective bargaining agreements and Town personnel policies; h. Development of personnel training, employee development and retention processes; i. Maintenance of personnel records and documents; j. Compliance review as to all applicable laws in the area of personnel. (iii) The Board of Education shall be responsible for administration of all employment functions for managerial, confidential, certified and instructional staff of the Board of Education. (iv) Except for the Town's Retirement System, the Director of Human Resources shall administer the Town's benefits program and related budgets for all active and retired Town employees. (b) The Director of Human Resources shall be appointed and may be removed by the Board of Selectmen upon recommendations of the First Selectman as provided in Section 218. (c) Nothing contained in this section shall affect the powers of the Board of Estimate and Taxation under this Charter to administer the financial affairs and budget of the Town of Greenwich. (d) For the purposes of this section, "appointing authorities" shall include the First Selectman, the Board of Estimate and Taxation, the Board of Health, the Board of Human Services, the Planning and Zoning Commission, the Board of Education, the Retirement Board, the Conservation Commission, the Board of Nathaniel Witherell, the Boards of the Greenwich Library and the Perrot Memorial Libraries, the Inland Wetlands and Watercourses Agency, the Commission on Aging, the head of Town departments. (RTM, 6/12/2006; RTM, 3/13/2017.) Editor's note(s)—At RTM held on March 13, 2017, § 217B was redesignated as § 217A. **Sec. 218. Appointments; removals.** (a) The Board of Selectmen may, subject to the provisions of this Article, on the recommendation of the First Selectman, the provisions of Sections 226, 230, and 233 of the Charter notwithstanding, appoint and remove all heads of departments which are under the supervision and control of the First Selectman. The head of each department shall appoint

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and may remove subordinates in such department, except that any deputy department head so appointed shall be subject to the prior approval of the Board of Selectmen. All appointments and promotions to offices and employment in the administrative service of the Town under the supervision and control of the First Selectman and all measures for the control and regulation of employment therein shall be on the basis of merit and fitness.

(b) Any officer or employee appointed or employed in any such department under the provisions of this Article shall not hold office or employment for any definite term and may be removed from his office or employment whenever, in the judgment of the appointing authority, the public interest so requires, provided all provisions of law concerning the removal of members of the Police Department and of paid members of the Fire Department, including the chiefs of such departments, shall remain in full force and effect. (S.A. 444 § 24, 1939; as amended by S.A. 71 § 2, 1955; RTM, 3/13/1972.) (Char. Rev. 11/4/1975, eff. 1/1/1978.) (RTM, 1/21/1985. **Sec. 219. Failure of Representative Town Meeting to appoint.** In the event the Representative Town Meeting shall fail to elect or appoint any officer or the entire membership of any board, after nomination by the Selectmen as provided in this Article, further nominations shall be submitted within a reasonable time by the Selectmen and pending the election of any such entire board or boards, the members thereof elected, if a majority, shall have all the rights, privileges and duties and shall act with full authority as though the full board had been elected. (S.A. 444 § 39, 1939.). **Sec. 220. Salaries and compensation.** All officers and employees of the Town shall receive such salaries or other compensation as may be provided by law, or by ordinances and resolutions adopted in the same manner as provided by law for other expenditures of the Town. (S.A. 444 § 10, 1939.). **Sec. 221. Divisions and offices.** The work of each department shall be distributed among such divisions or offices as may be established by the boards or officers having the direction and control of such departments, except as otherwise provided by this Article. (S.A. 444 § 11, 1939.). **Sec. 222. Heads of offices and divisions.** Each office or division of any department shall be headed by an officer who shall have the direction and control of its affairs, subject to the direction and control of the head of the department and responsible to him or, in the case of the Finance Department, the Board of Estimate and Taxation. (S.A. 444 § 12, 1939.). **Sec. 223. Administrative regulations.** (a) The First Selectman, the Board of Estimate and Taxation, the Board of Health, the Board of Human Services, and the Board of Education may prescribe such general rules and regulations as they may, respectively, deem necessary or expedient for the conduct of the departments and staff under their respective direction and control, not inconsistent with this Article or Town personnel policies, and except as otherwise provided by law. (b) The head of each department may likewise prescribe such rules and regulations as he may deem necessary or expedient for the proper conduct of the department and for making effective the provisions of law not inconsistent with Town personnel policies or the general rules and regulations prescribed by such boards. (S.A. 444 § 13, 1939.) (Char. Rev. 11/4/1975, eff. 1/1/1978; RTM, 6/12/2006; RTM, 3/13/2017.) **Sec. 224. Reports required.** (a) All boards appointed by the Representative Town Meeting, and all elective officers except Constables, shall prepare and submit to the Representative Town Meeting an annual report of the operations of their several departments and offices. Such reports shall be compiled and published under the supervision of the Board of Estimate and Taxation. (b) The head of each department shall make to the board having the direction and control of such department an annual report of the operations thereof and may, at any time, be required to make any special reports concerning such department. (S.A. 444 § 14, 1939.). **Sec. 225. Bonds required.** The Town Treasurer, Comptroller, Tax Collector, Commissioner of Public Works, Commissioner of Human Services, and all other persons receiving or disbursing the Town's funds shall, except as otherwise provided by special enactment, each give to the Town, upon assuming office and before receiving any Town funds, a bond with a surety company of good standing as a surety thereon, approved as to their respective amounts and as to the respective sureties thereon by the Board of Estimate and Taxation, conditioned for the faithful discharge of the duties of the office of the official giving such bond. The Tax Collector shall give such bond before he receives any tax warrant. The premiums on such bonds shall be paid by the Town Treasurer upon order of the Selectmen. (S.A. 347 § 9, 1921; as amended by S.A. 71 § 3, 1955; RTM, 3/12/1972; RTM, 3/13/2017.). **Sec. 226. Office of Purchasing; procedure.** (a) There shall be an Office of Purchasing under the Purchasing Agent, who shall be appointed and removed by the Selectmen. With the exception of the services of officers and employees of the Town and professional services, all purchases shall be made and all services shall be secured through the Purchasing Agent and by such means and under such procedures as will, so far as practicable, insure competition and the

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lowest costs consistent with equal quality of goods and services. (b) The provisions hereof shall not apply to such purchases and services as may be excluded from the operation hereof by written direction of the Board of Education to the Purchasing Agent and Comptroller. (S.A. 444 § 36, 1939; as amended by S.A. 71 § 4, 1955; RTM, 3/13/1972.). **Sec. 227. Personal interest disclosure.** No purchase shall be made nor shall services, other than the services as officers and employees of the Town, be secured from any officer or employee of the Town, or from any partnership or corporation of which such officer or employee is a partner or officer, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the board or officer making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the board or officer making such purchase. (S.A. 444 § 37, 1939.). **Sec. 228. Contracts in triplicate.** All written contracts entered into by any party with the Town shall be made in triplicate. One (1) copy of such contracts shall be filed in the Office of the Comptroller. (S.A. 347 § 11, 1921.).

Sec. 229. Police Department; Commission. (a) The Town shall maintain a Police Department for the Town, which shall be under the supervision and control of the First Selectman. (b) The Board of Selectmen may make rules and regulations for the Police Department and for the discipline of the members of the police force. (S.A. 194 § 14, 1931; as amended by S.A. 435, 1937; S.A. 71 § 6, 1955.) (Char. Rev. 11/4/1975, eff. 1/1/1978.)

Sec. 230. Police Department personnel. (a) The Board of Selectmen may make an appointment to fill any vacancy in the office of the Chief of Police whenever it may occur. The Chief of Police may, subject to the approval of the First Selectman appoint members of the police force together with the officers thereof and fill any vacancies occurring therein, and promote or demote any member of the force, except that appointment of a deputy shall be subject to the prior approval of the Board of Selectman. (b) Each member of the Police Department and any officer thereof shall have power to serve warrants alleging the commission of any criminal offense and to arrest for crime within the limits of the Town. (c) The First Selectman may, after hearing, fine, suspend or expel any member of the Department who is found inefficient, not qualified for his duties, guilty of insubordination or breach of discipline or of the rules and regulations of the Department or conduct unbecoming an officer thereof. Any such members and officers who shall be removed may appeal from the decision of the First Selectman to the Court of Common Pleas. (d) No person shall be appointed a member of the Police Department unless he is of good moral character and habits and has not attained the thirty-first (31) anniversary of his birth and has passed such mental and physical examination as may be required by the First Selectman. (S.A. 194 § 14, 1931; as amended by S.A. 435, 1937; S.A. 71 § 6, 1955; RTM 3/13/1972.) (Char. Rev. 11/4/1975, eff. 1/1/1978.)

Sec. 231. Police Department; appointments of special officers. The Board of Selectmen may appoint or employ such number of Special Police Officers as they may deem necessary to preserve the public peace within the limits of the Town. Such Special Police Officers, during the time for which they shall be appointed, shall have all the powers which constables by law have to serve criminal process and make arrests for crime, and may be paid for their services by the Town. (S.A. 350, 1907; as amended by S.A. 71 § 7, 1955.) (Char. Rev. 11/4/1975, eff. 1/1/1978.)

Sec. 232. Police Department appropriations. Appropriations shall be made for the Police Department in the same manner as for the other departments of the Town and commitments against such appropriations shall be signed by the First Selectman. (S.A. 194 § 14, 1931; as amended by S.A. 71 § 6, 1955; RTM, 3/13/1972.) (Char. Rev. 11/4/1975, eff. 1/1/1978.)

Sec. 233. Fire Department; supervision. (a) The Town shall maintain a Fire Department for the Town, which shall be under the supervision and control of the First Selectman. The Board of Selectmen may make rules and regulations for the Fire Department and for the discipline of the members thereof. (b) The Board of Selectmen may make an appointment to fill any vacancy in the office of Fire Chief whenever it may occur. The Fire Chief, subject to the approval of the First Selectman, may appoint paid members of the Fire Department together with the paid officers thereof and fill vacancies occurring therein, and promote or demote any paid member of the Department, except that the appointment of a deputy shall be subject to the prior approval of the Board of Selectmen. (c) The First Selectman may, after hearing, fine, suspend or expel any paid member of the Department who is found inefficient, not qualified for his duties, guilty of insubordination or breach of discipline or of the rules and regulations of the Department or conduct unbecoming a member thereof. Any such member who is removed may appeal from the Selectmen to the Court of Common

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Pleas. (d) Appropriations shall be made for the Fire Department in the same manner as for the other departments of the Town and commitments against such appropriations shall be signed by the First Selectman. (S.A. 194 § 13, 1931; as amended by S.A. 71 § 5, 1955; RTM, 3/13/1972.) (Char. Rev. 11/4/1975, eff. 1/1/1978.). **Sec. 234. Special Fire Police; appointment.** (a) The Board of Selectmen may also appoint such Special Fire Police as they may deem necessary to act in conjunction with the Fire Department and under the general supervision of the Fire Chief and also to act as Special Police whenever their services may be required. The Board of Selectmen shall make such rules and regulations as may be necessary for the government, control and maintenance of the Special Fire Police. (b) Any provision of the General Statutes to the contrary notwithstanding, the Board of Selectmen may appoint as such Special Fire Police any non-resident of the State who is a member of the Banksville Independent Fire-Police Company, Incorporated. (S.A. 194 § 13, 1931; as amended by S.A. 71 § 5, 1955; S.A. 106, 1955.) (Char. Rev. 11/4/1975, eff. 1/1/1978.). **Sec. 235. Law Department.** (a) The head of the Law Department shall be the Town Attorney, who shall be an attorney at law, admitted to practice in all courts of the State, and who shall have practiced law in the State for at least five (5) years. He shall be the legal adviser of, and attorney and counsel for, the Town government and all departments and officers thereof, in matters relating to the Town's interests or their official powers and duties, and shall provide through the office organization all legal services required. The Town Attorney shall be charged with the prosecution of all legal actions for the collection of taxes and other debts and charges due the Town and for the enforcement of any forfeiture or penalty or any other right or claim of the Town or the restraint of any wrong or injury thereto. He shall, on request, prepare all ordinances, resolutions, contracts, bonds and other instruments in writing in which the Town is concerned. (b) No other Town official or other agent of the Town shall obligate the Town for legal services. No payment for legal services shall be made except through the Law Department from the appropriations therefor. (S.A. 444 § 35, 1939; as amended by RTM, 4/16/1974.). **Sec. 236. Traffic Authority; Town property.** The Board of Selectmen shall have the same authority with respect to the control of traffic and parking on any property owned by the Town or leased to it as it has with respect to the control of traffic and parking on the public highways in the Town. In the case of property exclusively under the control of any board or commission which is not subject to the administrative control of the First Selectman, such authority shall only be exercised with the consent of such board or commission. (S.A. 406 § 1, 1953.) (Char. Rev. 11/4/1975, eff. 1/1/1978.). **Sec. 237. Traffic Authority; private property.** The Board of Selectmen may, with the consent of the owner or owners, exercise authority over traffic and parking with respect to any property owned by the Housing Authority of the Town or by any other person. (S.A. 406 § 2, 1953.) (Char. Rev. 11/4/1975, eff. 1/1/1978.). **Sec. 238. Traffic Authority; penalties.** The Board of Selectmen, acting as the Police Commission, shall have authority by ordinance to provide that any person, firm or corporation violating any ordinance or by-law, or any rule or regulation adopted pursuant thereto, relating to traffic or parking in the Town, shall be fined such amount as may be specified therein, not exceeding One Hundred Dollars (\$100.00). In any case involving a vehicle parked in violation of any such prohibition or restriction of parking, a police officer or such other official sworn to perform such duties by the Board of Selectmen shall serve upon the operator of vehicle, by delivering to him personally, or by attaching to such vehicle, a notice of parking violation directing such operator to pay the fine authorized by ordinance, by-law, rule or regulation within such time as may be specified in such notice. When any person receives such notice, he may comply therewith and pay to the Town, at the Department of Parking Services, such sum as may be specified in such notice, and that no summons or warrant for arrest shall be issued for any such violation prior to the expiration of such period, nor thereafter, if such operator has complied with such notice and paid the sum within the period.

¹⁹ **Bristol Charter Sec. 16(a)**

²⁰ **Meriden Charter C4-2:** The Mayor shall be an ex officio member and the presiding officer of the City Council and shall call it to order. He/she shall not have a vote on any matter voted upon by the Council except that, in those situations in which the City Council vote results in a tie, the Mayor shall cast the tie-breaking vote. Notwithstanding the foregoing, the Mayor shall in no event have a vote on any zoning matter or on any matter related to the appointment, suspension or removal of the City Manager. The Mayor shall be recognized as the official head of the Town for ceremonial purposes and military purposes. He or she shall keep informed on City matters and may make reports and recommendations to the City Council

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and electors of the City on matters of legislative concern and general town policy. The Mayor may recommend and introduce such ordinances, resolutions, motions and other measures to the City Council as he/she may deem necessary or expedient. The Mayor may attend any meeting of any board, commission or other governmental body of the City and shall receive 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. The Mayor, as directed by the City Council, shall appoint such special subcommittees of the City Council as are required but shall in no way have the power to make appointments which are the responsibility of the City Council or Manager, except as provided in § **C3-3J**. The Mayor shall have the power to veto any ordinance, legislative resolution or appropriation adopted by the City Council by returning the same to the City Council within seven calendar days following the adoption of such ordinance, legislative resolution or appropriation with a veto statement in writing of his/her objection thereto. If the City Council by a vote of 2/3 of the entire membership at a special meeting or the next regularly scheduled meeting shall approve said ordinance, legislative resolution or appropriation, it shall thereupon be effective as so originally adopted. Notwithstanding the foregoing, the Mayor shall have no authority to veto any zoning matter or any matter related to the appointment, suspension or removal of the City Manager. The Mayor may affirmatively waive in writing his/her veto authority as to any individual matter voted upon by the City Council.

²¹ **West Haven Charter, Chapter II, Sec. 5.**

²² **West Haven Charter, Chapter IV, Sec. 2.**

²³ **West Haven Charter, Chapter III, Sec. 4(c).**

²⁴ **Milford Charter, Article III, Sec. 4 Board of Aldermen—Organization generally; chairman as acting Mayor in absence of same.**

[Referendum of 11-5-1963; Referendum of 11-8-1966] “The Board of Aldermen shall meet to organize on the second Tuesday following its election. It shall elect from its membership a chairman, who shall preside at all meetings of the Board of Aldermen. The Chairman of the Board of Aldermen shall have the powers and discharge the duties of the Mayor during the absence of the Mayor or when the Mayor is unable to perform the duties of his office.” See also, **Article II, Sec. 8 - Investigation of departments, etc; power of Board of Aldermen.** “The Board of Aldermen shall have the power to investigate any and all departments, offices and agencies of the City and for such purposes shall have the power to issue subpoenas. The Board of Aldermen may request any judge to issue a *capias* for the appearance of witnesses and production of books and papers”.

²⁵ **Stratford Charter Section 2.2.1.**

²⁶ **Stratford Charter Section 2.1.5 – Council Chair; See also, Section 2.2.15 - Power to Investigate and Procure Information.** “The Council shall have the power to investigate town affairs. In exercising this power, the Council shall have the power to require any town elected or appointed official, officer, director, department head, or employee to furnish the Council or its designee all information, contracts, reports, papers, documents, records, or other material which is in the possession of the elected or appointed official, officer, director, department head, or employee, and which, in the opinion of the Council is necessary to enable the Council to discharge the duties imposed upon it by this Charter, or to properly and completely investigate town affairs. It is hereby made a duty and obligation of all town elected or appointed officials, officers, directors, department heads, and employees to provide the Council with the requested information, contracts, reports, papers, documents, records, or other material when so required by the Council. Notwithstanding any other provision of this Charter, the Council shall have the right to appropriate funds, either by way of the budget or by special appropriation, to fund any costs and expenses which may, in the opinion of the Council, be necessary, proper and required to conduct the investigation or to procure any information, contracts, reports, papers, documents, records, or other material” [Amended 11-4-2008]. See also, **Section 1 1.2.5 – Mayoral duties:** “Attendance at Council meetings with full right of participation in the discussions and deliberation of the Council, but without the right to vote on ordinances and resolutions except in the event of a tie vote of 5-5” [Amended 11-4-2008].

²⁷ **Stratford Charter Section 32.1.A – Limits.** “Elected Councilmen for the Town of Stratford shall be limited to serving three two-year consecutive terms and elected members of the Planning Commission, Zoning Commission, Board of Zoning Appeals and the Board of Education shall be limited to one four-year term.”

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²⁸ **Stratford Charter Section 5.1.1 – Chief Administrative Officer:** “The Chief Administrative Officer (CAO) shall be the chief administrative officer of the Town. As such, he or she shall possess, have and exercise the administrative powers as directed by the Mayor or Acting Mayor, except as otherwise limited by this Charter, state law and/or federal law” [Amended 11-4-2008]. See also, **Section 5.1.2 - Appointment of Chief Administrative Officer.** “The CAO shall be appointed and may be removed or suspended, with or without pay, by the Mayor. The qualifications of the CAO shall be a Master of Business Administration degree, Master of Public Administration degree, or such other education, general executive and administrative experience and ability as are necessary to perform the duties of the office. The CAO shall be appointed on the basis of such factors including, but not limited to, education, municipal and public experience, professional training, and executive and administrative qualifications, and shall be considered an “at will” employee” [Amended 11-4-2008]; See also, **Section 5.1.3 - Conflicts of Interests:** “The CAO shall devote his or her entire time and business interest to the management of the town's affairs and shall not, during his or her term of office, be an employee of or perform any executive duty for any person, firm, corporation or institution other than the Town of Stratford” See also, **Section 5.1.4 - Powers and Duties:** “The Chief Administrative Officer shall have the powers and duties hereinafter enumerated and shall be directly responsible to the Mayor for the proper administration thereof: **1.** To recommend to the Mayor adoption of such measures as he or she may deem necessary or expedient; **2.** To assist the Mayor in the submission to the Council of the Annual Budget as by this Charter required; **3.** To perform such other duties as may be prescribed by this Charter or required of him or her by the Mayor; **4.** To assist the Mayor in all aspects of labor negotiations, personnel issues, financial management, and any other field of public administration commensurate with his or her knowledge and experience.”

²⁹ **East Hartford Charter Sec. 3.1.**

³⁰ **East Hartford Charter Sec. 3.2.** See also, Sec. **3.7 Investigation.** “The Town Council shall have the power to investigate any and all departments, offices and agencies of the town and for such purposes shall have the power to call witnesses to appear before the Council to testify on any matter under investigation. There shall be a committee of the Council on investigations and audits, including proportionate minority representation, and such committee shall employ a certified public accountant to develop under its direction a regular council audit program in addition to the independent audit and may employ such other investigatory services as it deems necessary. If any nonelective officer or employee of the town who, upon receipt of adequate notice and opportunity, fails to appear or refuses to testify when so called by the Council, such refusal or failure shall be deemed to be grounds for dismissal from said office or position.

³¹ **Wallingford Charter, Chapter IV, Sec. 2;** See also, Section 10. Investigation: “The Council, by a vote of at least three (3) members, shall have power to investigate any and all departments, offices and agencies of the town.” See also, **Chapter VII, Sec. 4. Hiring of Outside Counsel:** “**Outside attorneys may be employed(a) if participation in the matter by the Department of Law would constitute a violation of the code of professional conduct; (b) if the matter involves a dispute between departments, officers, agencies, boards or commissions of the town; (c) if the matter involves complex or highly specialized legal issues; or (d) if their employment is necessary to assure the timely prosecution or defense of the legal matter of the town. No agency, officer, employee, board, or commission of the town, while acting in an official capacity, shall employ an outside attorney without the prior approval of the Department of Law, except that the Council may, at its discretion, appoint outside counsel to represent the Council on its business.**”

³² **Shelton Charter, Sec. 2.4.1(b)**

³³ **Shelton Charter, Sec. 4.2.** See also, **Sec. 4.6. - Investigation.** “The Board and each committee of the Board granted such authority, shall have the power to investigate any matter concerning the City and the public interest and well-being and to call witnesses to appear before the Board to testify on any matter under investigation by the Board.”

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³⁴ [Wallingford Charter, Chapter IV, Sec. 2](#); See also, Section 10. Investigation: “The Council, by a vote of at least three (3) members, shall have power to investigate any and all departments, offices and agencies of the town.” See also, [Chapter VII, Sec. 4. Hiring of Outside Counsel](#): “**Outside attorneys may be employed(a) if participation in the matter by the Department of Law would constitute a violation of the code of professional conduct; (b) if the matter involves a dispute between departments, officers, agencies, boards or commissions of the town; (c) if the matter involves complex or highly specialized legal issues; or (d) if their employment is necessary to assure the timely prosecution or defense of the legal matter of the town. No agency, officer, employee, board, or commission of the town, while acting in an official capacity, shall employ an outside attorney without the prior approval of the Department of Law, except that the Council may, at its discretion, appoint outside counsel to represent the Council on its business.**”

³⁵ **Shelton Charter, Sec. 2.4.1(a) and (b)**

³⁶ Norwich – 2 term limit for Mayor Chapter V, Sec. 1(a)

³⁷ Exception under C.G.S. § 9-167a applies so there is no minority party representation on City Council. There is on the RT<

³⁸ **Torrington Charter, Sec. C4-2. Sec. C4-4 - Investigatory power.** “The Board of Councilmen may compel any City board, commission, committee, or any member thereof, or any City official or City employee to furnish it with any information or materials which would be of assistance to it in the performance of its functions.”

³⁹ **Naugatuck Charter, Sec. 6.1**

⁴⁰ **Naugatuck Charter, Sec. 11.**