

**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.

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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).

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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.

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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.

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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.

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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.

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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 [§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: REVISED ACTION ITEM #3
ARTICLES II, III, IV, V, VI AND XI (APRIL 25, 2022)

ARTICLE II - ELECTED OFFICIALS AND ELECTIONS

§2.1. Application of General Statutes¹.

The General Statutes, as amended from time to time, relating to elections, including, without limitation, residency requirements and nomination of candidates, shall be applicable to all elections held in accordance with the provisions of this Charter. The nomination and elections of all Federal, State and Town elected officials shall be conducted as prescribed by the General Statutes and as further set forth in this Charter.

§2.2. Electors.

A. Eligibility to Vote². Each Elector of this State who shall reside within the limits of the Town upon the date of any election, and who shall be qualified to vote therein, shall be an Elector of the Town. All such Electors whose names are legally registered on the list of voters shall be entitled to vote at such elections.

B. Eligibility to serve as an Elected Town Official³. No person shall be eligible for nomination or election to office as an Elected Town Official who is not an Elector of the Town, in accordance with the General Statutes⁴.

C. Prepared Lists of Electors⁵. The Registrars of Voters shall prepare lists of Electors qualified to vote therefore, in the manner prescribed by the State Constitution, the General Statutes and any Special Acts applicable to the Town.

D. Effect of ceasing to be an Elector or Resident of a District: Vacancy; Exception.

¹ NEW (2022)

² NEW (2022). **Alternate provision in the event you want to use state statutes for nomination and election of candidates.**

³ 2022 recodification of current Article II, §2.1.A (2006). Derived from Chapter II, §3 of the 1947 and 1951 Acts; Chapter II, §7 of the 1956 Act; Chapter II, §3 of the 1975 Charter; and, Article II, §2.1.A of the 1997 and 2006 Charters.

⁴ **Comment of the 2022 Charter Revision Commission.** At the time of adoption, the applicable statute is C.G.S. §9-186.

⁵ NEW (2022).

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(1) **General Rule**⁶. If any Elected Town Official ceases to be an Elector of the Town, the office shall become vacant, including the position of district representative on the Representative Town Meeting⁷.

§2.3. Date of Elections and Terms of Office for Elected Offices.

A. Elected Town Officials⁸. The Elected Town Officials are^[S1]:

- (1) The First Selectperson;
- (2) Two (2) additional members of the Board of Selectmen;
- (3) Town Clerk;
- (4) Nine (9) members of the Board of Finance^[S2];
- (5) Nine (9) members of the Board of Education^[S3];
- (6) Seven (7) members of the Town Plan and Zoning Commission^[S4];
- (7) Three (3) alternate members of the Town Plan and Zoning Commission^[S5];
- (8) Five (5) members of the Zoning Board of Appeals^[S6];
- (9) Three (3) alternate members of the Zoning Board of Appeals^[S7];
- (10) Five (5) members of the Board of Assessment Appeals^[S8]; and,
- (11) Seven (7) Constables^[S9], who shall such powers and duties as set forth in the General Statutes⁹^[S10].

The Registrars of Voters are also considered to be Elected Officials. Justices of the Peace are also recognized by this Charter¹⁰.

B. Representative Town Meeting. There shall be up to thirty (30) members of the Representative Town Meeting^[S11], unless otherwise modified by the RTM as set forth in §____, below.

⁶ 2022 modification and recodification of current Article II, §2.1.B (2006). Derived from Chapter II, §3 of the 1947 and 1951 Acts; Chapter II, §7 of the 1956 Act; Chapter II, §3 of the 1975 Charter; and, Article II, §2.1.B of the 1997 and 2006 Charters.

⁷ 2022 recodification and consolidation of current Article IV, §4.2.D (2006).

⁸ NEW (2022).

⁹ Recodification of current Article VII, §7.2.A and B (2006)(Establishment and Powers and Duties Clauses).

¹⁰ Recodification of current Article VII, §7.2.A (2006)(Establishment Clause).

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ARTICLES II, III, IV, V, VI AND XI (APRIL 25, 2022)

C. Date of Town Elections and Term of Office¹¹. A meeting of the electors of the Town for the election of Elected Town Officials shall be held on the first (1st) Tuesday after the first (1st) Monday in November in each odd numbered year, as follows:

- (1) In November 2023, and in the odd numbered years thereafter, as the term of office shall fall:
 - (a) **First Selectperson** for a term of four (4) years¹²;
 - (b) Two (2) additional member of the **Board of Selectmen** for a term of four (4) years¹³;
 - (c) Twenty-seven (27) members of the **Representative Town Meeting**, for a term of two (2) years, as further set forth in Article III, §3.2.A¹⁴[S12][S13];
 - (d) **Town Clerk**, for a term of four (4) years¹⁵;
 - (e) Three (3) members of the **Board of Finance**, for a term of six (6) years, as further set forth in Article VI, §6.3.A¹⁶;
 - (f) Five (5) members of the **Board of Education**, for a term of four (4) years, as further set forth in in Article VI, §6.2.A¹⁷;
 - (g) Three (3) members of the **Town Plan and Zoning Commission** for a term of four (4) years, as further set forth in Article VI, §6.5.A¹⁸;
 - (h) One (1) member of the **Town Plan and Zoning Commission** for a term of two (2) years, as further set forth in Article VI, §6.5.A¹⁹;

¹¹ 2022 recodification of current Article II, §2.3.A (2006). Derived from Chapter II, §4 of the 1947 Act, which included a Monday election day. The November election dated was established in §4 of the 1951 Act and reconfirmed in Chapter II, §4 of the 1956 Acts and 1975 Charter and Article II, 2.3 A of the 1997 and 2006 Charters.

¹² 2022 recodification of current §1.4.A. and §2.3.C (2006). Note: The four-year term commenced in 2007.

¹³ 2022 recodification of current §1.4.A and §2.3.C (2006).. Note: The four-year term commenced in 2007.

¹⁴ 2022 recodification of current §1.4.A and §2.6.E (2006). Also, recodification of current Article II, §2.6.E (2006). Note: The term provisions were established in Chapter III, §3(c) of the 1947 and 1956 Acts and 1975 Charter. There was also a general provision for terms of office for elective officials in Chapter II, §5 of the 1947 and 1956 Acts and the Chapter.

¹⁵ 2022 recodification of current §1.4.A. and §2.3.C (2006). Note: The four-year term commenced in 2007.

¹⁶ 2022 recodification and clarification of current §1.4.A and §2.3.B (2006).

¹⁷ 2022 recodification and clarification of current §1.4.A and §2.3.C (2006).

¹⁸ 2022 recodification of current §1.4.A and §2.3.B (2006).

¹⁹ 2022 recodification of current §1.4.A and §2.3.B (2006).

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- (i) Three (3) members of the **Zoning Board of Appeals**, for a term of four (4) years, as further set forth in Article VI, §6.6.A²⁰;
- (j) One (1) member of the **Zoning Board of Appeals**, for a term of two (2) years, as further set forth in Article VI, §6.6.A²¹;
- (k) Two (2) members of the **Board of Assessment Appeals**, for a term of four (4) years, as further set forth in Article VI, §6.4.A²²; and,
- (l) Seven (7) **Constables**, for a term of two (2) years²³[S14].

(2) In November 2025, and in the odd numbered years thereafter, as the term of office shall fall:

- (a) Three (3) members of the **Board of Finance**, for a term of six (6) years, as further set forth in Article VI, §6.3.A²⁴;
- (b) Four (4) members of the **Board of Education**, for a term of four (4) years, as further set forth in in Article VI 6.2.A²⁵;
- (c) Three (3) members of the **Town Plan and Zoning Commission** for a term of four (4) years²⁶;
- (d) Three (3) alternate members of the **Town Plan and Zoning Commission**, for a term of four (4) years, as further set forth in Article VI, §6.5.A²⁷;
- (e) Two (2) members of the **Zoning Board of Appeals**, for a term of four (4) years, as further set forth in Article VI, §6.6.A²⁸;
- (f) Three (3) alternate members of the **Zoning Board of Appeals**, for a term of four (4) years, as further set forth in Article VI, §6.6.A²⁹;
- (g) Three (3) members of the **Board of Assessment Appeals**, for a term of four (4) years, as

²⁰ 2022 recodification of current §1.4.A and §2.3.C (2006)

²¹ 2022 recodification of current §1.4.A and §2.3.C (2006).

²² 2022 recodification of current §1.4.A and §2.3.C (2006).

²³ 2022 recodification of current §1.4.A and §2.3.B (2006).

²⁴ 2022 recodification and clarification of current §1.4.A and §2.3.B (2006).

²⁵ 2022 recodification and clarification of current §1.4.A and §2.3.C (2006).

²⁶ 2022 recodification of current §1.4.A and §2.3.B (2006).

²⁷ 2022 recodification of current §1.4.A and §2.3.C (2006).

²⁸ 2022 recodification of current §1.4.A and §2.3.C (2006).

²⁹ 2022 recodification of current §1.4.A and §2.3.C (2006).

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further set forth in Article VI, §6.4.A³⁰; and,

(h) All Elected Town Officials set forth in §2.3.B(1), above, who serve for a term of two (2) years³¹.

(3) In November 2027, and in the odd numbered years thereafter, as the term of office shall fall:

(a) Three (3) members of the **Board of Finance**, for a term of six (6) years, as further set forth in Article VI, §6.3.A³²; and,

(b) All Elected Town Officials set forth in §2.3.B(1), above, who serve for a term of two (2) or four (4) years³³[S15].

(4) **Terms of Justices of the Peace**³⁴. The forty-five (45) Justices of the Peace³⁵, nominated as provided in the General Statutes³⁶[S16],[S17][S18] serve a four (4) year term. They shall have such powers as set forth in the General Statutes³⁷.

(5) **State Election – Registrar of Voters**³⁸. The Registrars of Voters shall be elected at state elections every four (4) years beginning in 2008 as provided in the General Statutes and shall have such powers duties as set forth in the General Statutes³⁹.

D. Commencement Date of Terms of Elected Town Officials. Terms of office of all Elected Town Officials

³⁰ 2022 recodification of current §1.4.A and §2.3.C (2006).

³¹ NEW (2022).

³² 2022 recodification and clarification of current §1.4.A and §2.3.A.

³³ NEW (2022).

³⁴ 2022 recodification of current Article II, §2.3.E (2006); see also current Article VII 7.2.A (2006)(Establishment Clause). Derived from Chapter II, §1 of the 1947 Act, included 14 justices of the peace.

³⁵ Derived from Chapter II, §1 of the 1947 Act, included 14 justices of the peace.

³⁶ **Comment of the 2022 Charter Revision Commission.** At the time of adoption of the Charter, the applicable statutes are C.G.S. §9-183a, b and c and §9-444.

³⁷ 2022 recodification of current Article VII, 7.2.B (2006)(“Powers and Duties Clause”).

³⁸ 2022 recodification of current Article II, §2.3.F (2006)(first clause).

³⁹ **Comment of the 2022 Charter Revision Commission:** At the time of adoption of the Charter the Registrars of Voters is governed by C.G.S. 9-190 and 9-190a (state election cycle). Within Chapter 146; see, C.G.S. §9-164 et seq.)

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declared elected and qualified hereunder shall commence:

- (1) **Elected Town Officials, including the RTM⁴⁰**: On the third Monday in November and shall continue until their successors have been elected or otherwise chosen and qualified.
- (2) **State Office - Terms of Justices of the Peace⁴¹**. The term of office shall begin on the first Monday in January after their nomination.
- (3) **Terms of Registrars of Voters⁴²**. The Registrars of Voters shall serve a four (4) year term beginning on the Wednesday after the first Monday in January after their election.
- (4) **Registrars of Voters⁴³**. On the Wednesday after the first Monday in January after their election.

§2.4. Minority representation on elected boards and commissions^{[S19][S20]}.

A. Even number requirements⁴⁴. Except as provided below with respect to the Board of Education, when an even number of members of a board or commission is to be elected, no political party shall nominate, and no elector shall vote for, more than one-half (1/2) the number of persons to be elected.

B. Uneven number requirements⁴⁵. Except as provided below with respect to the Board of Education, when an uneven number of members of a board or commission is to be elected, no political party shall nominate, and no elector shall vote for, more than a bare majority of the number of persons to be elected.

C. Board of Education⁴⁶^[S21]. ~~Each political party may nominate, and each elector may vote for, the full number of candidates to be elected. In the event that more than two (2) candidates, in an election year when four (4) candidates~~

⁴⁰ 2022 recodification of current Article II, §2.3.D (2006).

⁴¹ 2022 recodification and modification of current Article II, §2.3.E (2006), in compliance with C.G.S. §9-183b.

⁴² 2022 recodification of current Article II, §2.3.F (2006)(second clause).

⁴³ 2022 recodification of current Article II, §2.3.F (2006)(second clause).

⁴⁴ 2022 recodification of current Article II, §2.2.A (2006). Derived from Article II, §2.2.A of the 1997 and 2006 Charters.

⁴⁵ 2022 recodification of current Article II, §2.2.B (2006). Derived from Article II, §2.2.B of the 1997 and 2006 Charters.

⁴⁶ 2022 recodification of current Article II, §2.2.C (2006). Derived from Article II, §2.2.C of the 2006 Charter.

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~~are to be elected, or more than three (3) candidates in a year when five (5) candidates are to be elected, receiving the highest number of votes belong to the same political party, the two (2) candidates of four (4), or the three (3) candidates of five (5), receiving the highest number of votes shall be declared elected and the two (2) candidates not of the same political party receiving the highest number of votes shall also be declared elected.~~

(1) As pertains to 2.3.B(1)(f)(s22). In an election where five (5) candidates shall be elected to the Board of education, the Electors shall vote for no more than three (3) candidates for the Board of Education. Each major or minor party, as defined by the General Statutes and petitioning candidates (if permitted by the General Statutes) may nominate up to three (3) candidates in each RTM District. Those three (3) candidates receiving the highest number of votes shall be elected.

(2) As pertains to 2.3.B(2)(b): In an election where four (4) candidates shall be elected to the Board of Education, the Electors shall vote for no more than three (3) candidates for the Board of Education. Each major or minor party, as defined by the General Statutes and petitioning candidates (if permitted by the General Statutes) may nominate up to three (3) candidates. Those three (3) candidates receiving the highest number of votes shall be elected. The final member shall be the candidate with the next highest number of votes, although such candidate shall not enable any party to elect more than three (3) seats in the election cycle.

§2.5. Single office requirement for Elected Town Officials⁴⁷.

No person shall be eligible to serve as an Elected Town Official, including membership on any elected board or commission, who is at the same time an elected RTM member, an elected or appointed Town officer, an elected state official, or a member of an elected board or commission or a permanent appointed board or commission. For purposes of this paragraph, the term "Town office" does not include Justices of the Peace or Constables, but does include members of the Board of Education.

§2.6. Vacancies in elected offices.

⁴⁷ 2022 recodification of current Article II, §2.1.C (2006). Derived from Article II, §2.1.C of the 1997 and 2006 Charters.

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A. Generally⁴⁸. Except as provided in §4.6 of this Charter with respect to the First Selectperson and Board of Selectmen, §2.6.E, below, with respect to the RTM, a vacancy in any elected Town office⁴⁹, including membership on elected Boards and Commissions, shall be filled by the Board of Selectman until the vacancy can be filled by election, as follows:

(1) The vacancy shall be filled at the next Town election if the vacancy occurs prior to the time in which nominations can be made under Chapter 146 of the General Statutes (C.G.S. § 9-164 et seq.). If the vacancy occurs after such time, it may be filled at the next general election for which nominations can be timely made, or at a special election if convened by the Board of Selectmen or upon application by electors as provided in Chapter 146 of the General Statutes (C.G.S. § 9-164 et seq.).

(2) Vacancies shall be filled for a term ending at the same time the vacating member's term would have expired.

(3) If the person vacating the office was elected as a member of a political party, the vacancy shall be filled during the period of appointment from the membership of the same political party.

B. Vacancies for Constables and Justices of the Peace⁵⁰[S23]. Vacancies in the offices of Constable and Justices of the Peace shall be filled in the manner set forth in the General Statutes.

C. Long-term illness or disability of First Selectperson⁵¹. In addition to the death or resignation of the First Selectperson, a vacancy shall exist in the office of First Selectperson, in the event the First Selectperson is unable to carry out the duties of office for a period of four (4) consecutive months, as certified at the end of that period by the remaining Selectmen to the Town Clerk. The vacancy shall exist from the date of such certification.

⁴⁸ 2022 recodification of current Article II, §2.5. Derived from Chapter II, §7 of the 1947 Act; further amended by §4 of the 1951 Act and Chapter II, §7 of the 1956 Act; Chapter II, §6 and Article II, 2.5 of the 1997 and 2006 Charters.

⁴⁹ 2022 recodification of current Article VII, 7.1.H. (2006). Derived from Article VII, §7.1.H of the 1997 Charter

⁵⁰ Recodification of current Article VII, §7.2.C (2006)(Vacancy Clause).

⁵¹ 2022 recodification of current Article VI, §6.3.A (2006). Derived from Article VI, §6.3.A of the 1997 Charter.

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D. Method of filling vacancies on the Board of Selectmen⁵². At any time a vacancy occurs on the Board of Selectmen, including First Selectman, a replacement, who shall be registered with the same political party as the person vacating the office, shall be designated by the remaining Selectmen. If the Selectmen designate one (1) of themselves to fill the vacancy, they shall designate another elector to fill the vacancy of Selectman so created. If the vacancy is not filled within thirty (30) days, the vacancy shall be filled in accordance with the procedure set forth in Chapter 146 of the General Statutes for filling vacancies in the office of selectman.

E. Resignation and vacancies on the RTM⁵³.

(1) Any member may resign by filing a written notice of resignation with the Town Clerk and such resignation shall take effect upon the date specified in the notice or, if none is specified, upon the date of filing.

(2) Any vacancy in the office of RTM member from whatever cause arising shall be filled for the unexpired portion of the term at a special meeting of the members of the district in which the vacancy occurs, called for that purpose by the Town Clerk within thirty (30) days after the vacancy occurs, in accordance with the requirements under this Charter pertaining to Meeting Notice.

(3) If the person previously occupying the office which is vacant was elected as a nominee of a political party, the vacancy shall be filled by a person registered with the same political party.

(4) The Town Clerk shall cause Meeting Notice, as defined in this Charter, to be delivered to each member not less than three (3) days before the time set for the meeting.

(5) Such meeting shall elect its own chairman and clerk and shall vote by ballot. The election of a member as chairman or clerk shall not disqualify the member from voting.

(6) A majority of the remaining members from such district shall constitute a quorum, and a majority vote

⁵² 2022 recodification of current Article VI, §6.3.B (2006). Derived from Article VI, §6.3.B of the 1997 Charter. See also, **Cook-Littman v. Board of Selectmen of the Town of Fairfield**, 328 Conn. 758,778 (Conn. 2018) in which the Court held that this provision took precedence over the provisions of C.G.S. §9-222.

⁵³ 2022 recodification of current Article II, §2.6.G (2006). Derived from Chapter III, §7 of the 1947 and 1956 Acts and the 1975 Charter; and, Article II, §2.6.G of the 1997 Charter .

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of those present shall elect.

(7) Each of the remaining members, including the chairman and clerk of the meeting, shall have one (1) vote.

(8) If for any reason such vacancy is not filled within a thirty-day (30) period, the Town Clerk shall report such vacancy to the Moderator and the matter of filling such vacancy shall be placed on the call of the next regular RTM meeting.

(9) A majority vote of members of the RTM present and voting on such vacancy shall elect.

(10) The successful candidate shall be deemed a duly qualified member for the remainder of the unexpired portion of the term upon filing with the Town Clerk a certificate of his election signed by the chairman of such special meeting of the district or by the Moderator of the RTM.

F. Vacancies in the Office of Constable and Justice of the Peace⁵⁴. Vacancies in the offices of Constable and Justice of the Peace shall be filled in the manner prescribed in Chapter 146 of the General Statutes (C.G.S. § 9-164 et seq.).

G. Resigning from elected office⁵⁵. Any elected Town official, except the Town Clerk, may resign by submitting a written notice of resignation to the Town Clerk. The Town Clerk may resign by submitting a written notice of resignation to the Board of Selectmen^[S24]. The resignation shall become effective on the date specified in the notice of resignation or, if no date is specified, on the date the notice of resignation is submitted^[S25].

§2.7. Composition and Election of the Board of Selectpersons and First Selectperson⁵⁶.

A. There shall be a Board of Selectpersons which shall consist of the First Selectperson and two (2) other

⁵⁴ 2022 recodification of current Article VII, §7.2.C (2006). Derived from Article VII, §7.2.C of the 1997 Charter.

⁵⁵ 2022 recodification of current Article II, §2.4 (2006).

⁵⁶ 2022 recodification of current Article VI, §6.1.A (2006). Derived from Article VI, §6.1.A of the 1997 Charter.

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Selectmen, no more than two (2) of whom shall be registered with the same political party⁵⁷.

B. Each major or minor political party, as defined by the General Statutes, and petitioning candidates (if permitted by the General Statutes) may nominate not more than one (1) candidate for First Selectperson and not more than one (1) candidate for Selectperson. Candidates shall listed separately on the ballot⁵⁸.

C. Each Elector may vote for one (1) candidate for First Selectperson and no more than one (1) candidate for Selectman⁵⁹.

D. The candidate for First Selectperson receiving the highest number of votes shall be elected First Selectman. The two (2) of the remaining candidates, whether for First Selectperson or Selectperson, receiving the highest number of votes shall be elected to the two (2) remaining Selectperson positions⁶⁰.

E. If the minority party candidate receiving the most votes does not take office, then the other minority party candidate shall be deemed elected to the office⁶¹.

§2.8. Procedures for RTM elections⁶²[S26].

A. Nomination⁶³[S27].

(1) By a political party. The nomination of candidates as members of the RTM shall be in the same manner as provided for the nomination of Town officers in Chapter 153 of the General Statutes (C.G.S. § 9-372 et

⁵⁷ 2022 recodification of current Article VI, §6.1.A(1) (2006). Derived from Article VI, §6.1.A of the 1997 Charter.

⁵⁸ 2022 recodification of current Article VI, §6.1.A(2) (2006). Derived from Article VI, §6.1.A of the 1997 Charter.

⁵⁹ 2022 recodification of current Article VI, §6.1.A(3) (2006). Derived from Article VI, §6.1.A of the 1997 Charter.

⁶⁰ 2022 recodification of current Article VI, §6.1.A(4) (2006). Derived from Article VI, §6.1.A of the 1997 Charter.

⁶¹ 2022 recodification of current Article VI, §6.1.A(5) (2006). Derived from Article VI, §6.1.A of the 1997 Charter.

⁶² Derived from Chapter II, §1 and §4 of the 1947 and 1956 Acts and 1975 Charter. Note: At the time elective officers were nominated and elected as in the special act or, if silent, on the basis of the General Statutes.

⁶³ 2022 recodification of current Article II, §2.6.C (2006). Petition provision set forth in Chapter III, §5 of the 1947 and 1956 Acts and the 1975 Charter; and, Article II, §2.6.C of the 1997 Charter.

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seq.). No political party shall nominate more candidates for each district than the total number of members to which a district is entitled.

(2) By petition.

(a) Nomination of a candidate for the RTM may also be made by petition signed in ink on forms approved and provided by the Town Clerk. The petition shall be signed by not less than one (1%) percent of the electors in the district in which the candidate resides and filed with the Town Clerk not less than fifty-five (55) days prior to the election.

(b) No petition shall be valid in respect to any candidate whose written acceptance is not noted on or attached to the petition when filed.

(c) No signature on a petition shall be valid or counted if the signer thereof shall have signed other petitions on file with the Town Clerk for more than the number of candidates which a political party may nominate under this Charter for the district in which such signer resides.

(d) A petition may contain more than one (1) name but not more names than the number of candidates to which the district is entitled.

(3) The Town Clerk, within the time prescribed by Chapter 153 of the General Statutes (C.G.S. § 9-372 et seq.), shall certify and transmit the names of candidates duly nominated to the Secretary of the State.

B. Election⁶⁴.

(1) At each biennial election for the election of RTM members voting shall be governed by the provisions

⁶⁴ 2022 recodification of current Article II, §2.6.D (2006). Modification of Chapter III, §2 (fourth sentence) of the 1947 and 1956 Acts and Chapter III, §5 of the 1975 Charter: "The provisions of the general statutes relating to voting at elections, so far as the same are not inconsistent with this act, shall apply to all elections in the town under this act". The fifth sentence of §2 of the 1947 and 1956 Acts pertaining to certification of voters prior to an election is not in the current charter. There are also elaborate provisions §3 that do not appear in the current charter. Derived from Article II, §2.6.D of the 1997 Charter.

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of the General Statutes as to voting by ballots and voting machines, except as modified by this Charter.

(2) No elector shall vote for more than the total number of RTM members to be elected in the district in which the elector resides⁶⁵[S28].

(3) The number of candidates in each district equal to the number of RTM members for the district who have polled the highest number of votes shall be declared elected.

(4) The chief election moderator shall forthwith after a biennial election of RTM members, file in the Town Clerk's office a list of members elected, by districts, together with their respective addresses. The Town Clerk shall, upon receipt of such list, forthwith notify all members, in accordance with the notice requirements of this Charter⁶⁶[S29].

C. Procedures for tied elections⁶⁶.

(1) In case of a tie vote affecting the election of RTM members, the other newly elected and reelected members from the district in which the tie vote occurs shall by ballot determine which of the tied candidates shall serve as RTM member or members.

(2) The chief election moderator shall immediately after an election notify the Town Clerk of any and all tie votes, giving the names and addresses of the candidates affected.

(3) The Town Clerk shall forthwith call a meeting of the other newly elected and reelected members from the district or districts in which a tie vote occurs by causing a notice, in accordance with the notice requirements of this Charter, specifying the object, time and place thereof to each such member not less than three (3) days before the time set for the meeting⁶⁶[S30].

(4) 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

⁶⁵ 2022 modification of Chapter II, §1 of the 1947 Act.

⁶⁶ Recodification of current Article II, §2.6.F (2006). Note: Tie vote procedures established in Chapter III, §3(d) of the 1947 and 1956 Acts and the 1975 Charter; and, Article II, §2.6.F of the 1997 Charter .

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be affected by their reelection to their respective offices.

(5) 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.

(6) The member or members so chosen shall thereupon be deemed elected and qualified as an RTM member or members, subject to the right of the RTM to judge the election and qualification of members as set forth in §4.2.B of this Charter.

(7) If a tie vote occurs at such meeting the chairman and clerk shall forthwith certify same to the Town Clerk, and the matter of breaking such tie vote shall be placed on the call and voted upon by the RTM at its organizational meeting.

D. Eligibility for reelection⁶⁷. RTM members shall be eligible for reelection.

⁶⁷ Recodification of current Article II, §2.6.H (2006). Derived from Chapter III, 3(e) of the 1947 and 1956 Acts and 1975 Charter; and Article II, §2.6.H of the 1997 Charter.

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ARTICLE III – REPRESENTATIVE TOWN MEETING

§3.1. Legislative Power⁶⁸.

All legislative power of the Town, including the power to enact ordinances, shall be vested in the RTM, subject to referendum as provided by the terms of this Charter. The RTM shall constitute a continuing body. The RTM may delegate the power to implement or carry into effect any of the powers set forth in this Charter to any Town officer, board, or commission.

§3.2. Membership^[S31].

A. Districts and Basis of Representation⁶⁹.

(1) Districts.

(a) The members of the RTM shall be elected by districts⁷⁰.

(b) The voting districts of the Town, including the number of districts, for the election of RTM members shall be as established by ordinance adopted by the RTM⁷¹. District representation shall be subject to the provisions of the General Statutes pertaining to minority party representation⁷².

(c) The RTM shall consist of not more than thirty (30) members⁷³.

⁶⁸ 2022 recodification of current Article IV, §4.1.A (2006). Derived from Chapter III, §1 of the 1947 and 1956 Acts and the 1975 Charter; and, Article IV, §4.1.A of the 1997 Charter.

⁶⁹ NEW (2022). In lieu of current Article II, §2.6.A(1) (first sentence) of the 1947 Act and the 1956 Acts, which reads as follows: “The voting districts of the Town, including the number of districts, for the election of RTM members shall be as established by ordinance adopted by the RTM.” Further in lieu of current Article II, §2.6.A(3) (third sentence) of the 1947 Act and the 1956 Acts, which reads as follows: “The RTM shall consist of not more than 56 members.”

⁷⁰ Recodification of current Article II, §2.6.B(1) (2006). Derived from Article II, §2.6.B of the 1997 Charter.

⁷¹ 2022 recodification of Article II, §2 (first sentence) of the 1947 Act and the 1956 Acts.

⁷² NEW (2022)

⁷³ 2022 modification and recodification of Article II, §2.6.A(3).

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(d) A district representative on the Representative Town Meeting, upon election, be an Elector of the Town and a resident of the district from which elected, subject to the provisions of §3.2.A(1)(d), below⁷⁴,

(e) In the event a member of the Representative Town Meeting remains an Elector of the Town yet moves from the district from which the member was elected to serve, said member may continue to serve until the next election of RTM members⁷⁵.

(f) No elected or appointed Town official (excluding, however, members of advisory boards or commissions and building committees) shall be eligible to serve as a voting member of the RTM, and no voting member of the RTM shall hold any other elected or appointed Town office⁷⁶.

(2) Reapportionment of Voting Districts⁷⁷[S32]. After completion of the census of the United States and after any reapportionment of the State General Assembly Districts affecting the Town, voting districts of the Town shall be established by an ordinance proposed by a committee of the RTM composed of an equal number of members from each party such that the population deviation from the largest to the smallest voting district shall not exceed ten (10%) percent. The redistricting ordinance adopted by the RTM shall provide for an equal number of members from each district, and, to the extent practicable within the constraints of this Charter and State General Assembly redistricting, shall provide for districts that are located in only one State General Assembly District.

B. Ex-officio non-voting members of the RTM⁷⁸. The RTM shall consist of the elected RTM members. In

⁷⁴ 2022 modification and recodification of current Article II, §2.6.B(2) (2006). Derived from Article II, §2.6.B of the 1997 Charter.

⁷⁵ 2022 recodification and consolidation of current Article IV, §4.2.D (2006). Derived from Chapter II, §3 of the 1947 and 1956 Acts and 1975 Charter; and, Article IV, §4.2.D of the 1997 Charter. In addition, this provision, consolidates and recodifies current Article II, §2.6.B(2) (2006). Derived from Article II, §2.6.B of the 1997 Charter.

⁷⁶ 2022 recodification and modification of current Article II, §2.6.B(3) (2006). Derived from Article II, §2.6.B of the 1997 Charter. and Article IV, §4.2.C (2006). Derived from Article IV, §4.2.C of the 1997 Charter. Consolidates and replaces Article II, §2.6.B(3) (2006), which is derived from Article II, §2.6.B of the 1997 Charter, which reads as follows: "Each RTM member shall fulfill the eligibility requirements of 4.2.D at the time of election."

⁷⁷ 2022 recodification of Article II, §2.6.A(2) (second sentence) of the 1947 Act and the 1956 Acts.

⁷⁸ 2022 recodification of current Article IV, §4.2.A (2006) entitled "Composition." Ex officio status of was established in Chapter III, §4 of the 1947 and 1956 Acts and 1975 Charter; and, Article IV, §4.2.A of the 1997 Charter for the following: the three Selectmen; the Town Clerk; the Town Counsel; Chair of the Board of Education and the entire Board of Finance.

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addition, the First Selectperson, the Town Clerk, the Town Attorney, **any Assistant Town Attorneys**, the chairman of the Board of Education, and the members of the Board of Finance shall be ex officio members of the RTM without vote.

C. Right to vote⁷⁹. The right to vote at RTM meetings shall be limited to RTM members elected as provided in §2.3.B of this Charter.

D. Judge of qualification⁸⁰. The RTM shall be the judge of the election and qualifications of its members.

E. Compensation⁸¹. The RTM members as such shall receive no compensation.

§3.3. Annual meetings⁸², organization, and elections.

A. Date of organization meeting⁸³. An organization meeting of the RTM members shall be held on the fourth Monday in November in each **year**^[S33].

B. Election of Moderator: Duties⁸⁴. Each organization meeting shall elect, by a vote of the Majority of the RTM, a Moderator. The Moderator shall preside at all RTM meetings and shall hold office for a term of one (1) year and until a successor is elected and has qualified. The Moderator of the RTM shall:

⁷⁹ 2022 recodification of current Article IV, §4.1.B (2006). Derived from Chapter III, §1 of the 1947 and 1956 Acts and the 1975 Charter; and, Article IV, §4.1.B of the 1997 Charter..

⁸⁰ 2022 recodification of current Article IV, §4.2.B (2006). Derived from Chapter III, §4 of the 1947 and 1956 Acts and 1975 Charter; and, and, Article IV, §4.2.B of the 1997 Charter..

⁸¹ 2022 recodification of current Article IV, §4.2.E (2006). Derived from Chapter II, §4 of the 1947 and 1956 Acts and 1975 Charter; and, and, Article IV, §4.2.E of the 1997 Charter.

⁸² Note: There was an annual town meeting and budget meeting in Chapter III, §6 of the 1947 Act; further amended by §6 of the 1951 Special Act, as reaffirmed by Chapter II, §6 of the 1956 Act.

⁸³ 2022 recodification of current Article IV, §4.4.A (2006). Derived from Chapter III, §6 of the 1947 and 1956 Acts and 1975 Charter; and, Article IV, §4.4.A of the 1997 Charter.

⁸⁴ 2022 recodification and modification of current Article IV, §4.4.B (2006). Note: Chapter III, §3 and §4 of the 1947 and 1956 Acts and 1975 Charter refer to “presiding officer” and “moderator”. The election of the moderator was introduced to the charter in 1975. Derived from Article IV, §4.4.B of the 1997 Charter.

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(1) preside over all meetings of the RTM and perform such others duties consistent with the office as may be imposed by the RTM, but such Moderator shall not vote more than once on any question; and,

(2) Perform such duties consistent with the office or as may be imposed by a Majority Vote of the RTM.

C. Deputy Moderator⁸⁵. Each organization meeting shall elect, by a Majority Vote of the RTM, from among its voting members a Deputy Moderator who shall hold office for a term of one year and until a successor is elected and has qualified. In the event of inability of the Moderator to act, the Deputy shall have all the powers and duties of the Moderator.

D. Clerk⁸⁶. The Town Clerk or, in the event of the Town Clerk's absence, an Assistant Town Clerk, shall act as clerk of all RTM meetings.

E. Moderator Pro-tempore and Clerk Pro-tempore⁸⁷. In the absence of the Moderator and the Deputy Moderator, a Moderator Pro-Tempore may be elected, by a Majority Vote of the RTM. In the absence of the Town Clerk and an Assistant Town Clerk, a clerk pro-tempore of the meeting may be elected, by a Majority Vote of the RTM, by the meeting.

F. Rules and Committees of the RTM⁸⁸. The RTM shall have the power to adopt standing rules for the conduct of RTM meetings and the power to appoint such committees as it shall determine.

G. Parliamentarian⁸⁹. The Moderator may appoint a parliamentarian.

§3.4. Meetings of the RTM.

A. Quorum⁹⁰. A majority of the entire membership of the RTM shall constitute a quorum for doing business,

⁸⁵ 2022 recodification of current Article IV, §4.4.C (2006). Derived from Article IV, §4.4.C of the 1997 Charter.

⁸⁶ 2022 recodification of current Article IV, §4.4.D (2006). Derived from Article IV, §4.4.D of the 1997 Charter.

⁸⁷ 2022 recodification of current Article IV, §4.4.E (2006). Derived from Article IV, §4.4.E of the 1997 Charter.

⁸⁸ 2022 recodification of current Article IV, §4.4.F (2006) (First clause). Derived from Article IV, §4.4.F of the 1997 Charter.

⁸⁹ NEW (2022)

⁹⁰ 2022 recodification of current Article IV, §4.3.A (2006) (First sentence). Modification of Chapter III, §4 of the 1947 and 1956 Act, which established

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provided that a smaller number may organize temporarily and may adjourn from time to time. No RTM meeting shall adjourn past the date of an election of RTM members.

B. Open Meetings⁹¹_[S34]. All RTM meetings shall be e public.

C. Regular meetings⁹². Regular RTM meetings shall be held at least once a month on a regular meeting_[S35] day decided upon by a Majority Vote of the RTM. However, if there is no business to be acted upon at a regular RTM meeting, the meeting may be dispensed with upon the direction of the Moderator to the Town Clerk who shall notify the RTM members and the public.

D. Special and Emergency Meetings⁹³. The Moderator shall have the authority to call special meetings and shall further call a special or emergency meeting whenever requested to do so, in writing, by the First Selectperson, Chair of the Board of Finance, or ten (10) members of the RTM. In addition, a special or emergency meeting shall be held within ten (10) days after the submission to the Town Clerk of a written petition for a meeting signed by one (1%) percent of the Electors of the Town.

E. Public Hearings. Notice⁹⁴. At least one (1) public hearing shall be held by the RTM or any committee thereof before any Ordinance shall be passed. Meeting Notice_[S36] of such public hearing shall be given, in accordance with the requirements of the General Statutes; or this Charter, if the standard is stricter.

F. Meeting Notice⁹⁵_[S37]. The Town Clerk shall notify all RTM members of the time and place at which each

a quorum as one-third of the members and 1975 Charter (which established a majority standard); and, Article IV, §4.3.A of the 1997 Charter.

⁹¹ 2022 recodification of current Article IV, §4.3.A (2006) (Second sentence). Modification of Chapter III, §4 of the 1947 and 1956 Act, which established a quorum as one-third of the members and 1975 Charter (which established a majority standard); and, Article IV, §4.3.A of the 1997 Charter.

⁹² 2022 minor modification and recodification of current Article IV, §4.3.B (2006). Regular meeting provision established in Chapter III, §4 of the 1947 and 1956 Acts. Further amended by §5 of the 1951 Special Act (“no business” provision) and Chapter III, §4 of the 1975 Charter; and, Article IV, §4.3.B of the 1997 Charter.

⁹³ 2022 modification and recodification of current Article IV, §4.3.C (2006). Special meeting provision contained in Chapter III, §4 of the 1947 and 1956 Acts, and 1975 Charter; and, Article IV, §4.3.C of the 1997 Charter.

⁹⁴ NEW (2022)

⁹⁵ 2022 recodification of current Article IV, §4.3.D (2006). Modification of Chapter III, §2 (third sentence) and §4 of the 1947 and 1956 Acts and

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regular or special RTM meeting is to be held, in accordance with the notice requirements of this Charter^[S38].

“Meeting (or Hearing) Notice⁹⁶” means a notice posted as required by the General Statutes, including posting of regular meetings with the Office of the Secretary of the State and the Town Clerk, as well the requirement pertaining to special and emergency meetings as well as public hearings, in the same manner as set forth in §____ (PUBLIC NOTICE) of this Charter and as may be established by Ordinance or written rules of the RTM or any Board or Commission insofar as such notice requirements are in accordance with the General Statutes. In addition to the above-referenced postings, the Town may post notices on its web-site or through other electronic media and, if practicable or otherwise required by Law, may be published in a daily newspaper of general circulation distributed in the Town. A Meeting Notice (including public hearings) shall state the time and place thereof and shall be published at a minimum in compliance with the General Statutes or by a more stringent requirement as may be set forth in this Charter. Meeting or Hearing Notice may also be governed by regulatory practices and procedures set forth in the General Statutes. The notice shall specify the purposes for which the meeting is to be held, which shall include any business of which the Town Clerk has been notified by the First Selectperson, chairman of the Board of Finance, or the Moderator, or which may be proposed in an Electors' or RTM members' petition⁹⁷..

“Public Notice” or “Publication⁹⁸” 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. It specifically includes matters where “publication” was required under the prior Charter or the General Statutes. Said Public Notice shall be specifically as set forth in this Charter, may be governed by the requirements of the General Statutes, or, in the event the requirement of the Charter is more stringent than the requirements of the General Statutes, by ordinance or written rules of a Board or Commission. Public Notice may be posted (1) in the Office of the Town Clerk and other public space or location in the Town Hall designated by the Town Clerk in order to assure sufficient disclosure to and access by the public; (2) in the central Town Library (and each branch of the Town Library); (3) on the Town web-site or through other electronic media by the Town Clerk; and, (4) if otherwise required by Law, by publication in a daily newspaper of general circulation distributed in the Town.

1975 Charter; and, Article IV, §4.3.D of the 1997 Charter.

⁹⁶ NEW (2022).

⁹⁷ The last sentence is a 2022 recodification of current Article IV, §4.3.D (2006). Modification of Chapter III, §2 (third sentence) and §4 of the 1947 and 1956 Acts and 1975 Charter; and, Article IV, §4.3.D of the 1997 Charter.

⁹⁸ NEW (2022).

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§3.5. Ordinances, Resolutions, Orders or Motions^[S39]:

A. Public Notice of Final Action⁹⁹^[S40]. The Town Clerk shall cause any action of the RTM adopting, amending, or repealing an ordinance to be published in proper summary form within one (1) week after the adjournment of the meeting at which such action was taken in accordance with the Public Notice provisions of this Charter^[S41]. The effective date of the ordinance or repeal shall be fourteen (14) days after the adjournment of the meeting at which it was passed or such later date as may have been set by the RTM at such meeting, unless a petition for referendum concerning the ordinance is filed as provided in §3.6 of this Article.

B. Publication and Posting of Adopted Legislation¹⁰⁰^[S42]. All legislation, after final passage, shall be given a serial number by the Clerk of the RTM and be recorded by the Town Clerk and shall be properly indexed. Within five (5) days after final passage, as provided in §3.5 of this Article, the Town Clerk shall transmit for publication on the Town website and notice that such legislation is on file in the Office of the Town Clerk and is available for examination^[S43].

§3.6 Petition for Overrule (Referendum)¹⁰¹^[S44].

A. Petition and time for filing¹⁰².

(1) Effective date of certain RTM votes. Any vote of the RTM: (1) authorizing the expenditure for any specific purpose of \$150,000 or more¹⁰³^[S45]; or (2) for the issue of any bonds by the Town¹⁰⁴; or (3) the adoption, amendment, or repeal of an ordinance¹⁰⁵; 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

⁹⁹ 2022 recodification of current Article IV, §4.5 (2006). Modification of Chapter III, §8 of the 1947 and 1956 Acts and 1975 Charter and Article IV, §4.5 of the 1997 Charter.

¹⁰⁰ NEW (2022)

¹⁰¹ Current Article XII.

¹⁰² 2022 recodification of current Article XIII, §13.1 (2006).

¹⁰³ 2022 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).

¹⁰⁴ 2022 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.

¹⁰⁵ 2022 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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and until it has been approved by referendum.

(2) 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.

(3) 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 voter enrollment list^[S46] available at the time of the action or vote on which a referendum is sought^[S47], and must contain the names and addresses of the signatories.

(4) 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 fourteenth (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.

(5) 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.

B. Manner of holding referendum¹⁰⁶.

(1) Certification of Town Clerk. Upon the filing of a petition fulfilling the requirements of §3.7.A of this Charter, the Town Clerk shall certify that fact promptly to the Board of Selectmen.

(2) Date of referendum. The Board of Selectmen shall call a special election^[S48] for all Electors of

¹⁰⁶ 2022 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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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.

(3) Voting hours and method. For any referendum, the polls shall be opened at twelve o'clock (12:00 P.M.) 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 or Town Clerks**^{[S49][S50]}. Voting shall be by voting machine or printed ballot, at the discretion of the Board of Selectmen.

(4) 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 voting machine or printed ballot shall provide means of voting "yes" or "no" on each question sopresented.

(5) 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:

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

(6) Vote necessary to pass referenda¹⁰⁷. In order to reverse or modify the action taken by the RTM, the vote in favor of reversing or modifying the action must both:

- (a) 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

¹⁰⁷ 2022 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.

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(b) Constitute a majority of votes cast on the question.

§3.7. Appeals from the Board of Finance¹⁰⁸.

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

§3.8. Powers Denied to the RTM¹⁰⁹.

The RTM shall not diminish by ordinance, vote or otherwise, the powers and duties vested in the First Selectperson by this Charter.

§3.9. Vacancies in the RTM¹¹⁰.

Any vacancy in the RTM shall be as set forth in Article II, §2.6.A of this Charter.

¹⁰⁸ 2022 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.

¹⁰⁹ NEW (2022).

¹¹⁰ NEW (2022).

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ARTICLE IV - BOARD OF SELECTPERSONS AND THE FIRST SELECTPERSON

§4.1. Executive Authority.

A. The Executive Branch¹¹¹. The executive branch of the Town government shall consist of the First Selectperson and the Board of Selectmen and the elected and appointed boards, commissions, Town officers, and employees set forth in **Article VI through Article X** of this Charter.

B. The First Selectperson¹¹². The First Selectperson shall be the chief executive officer of the Town as well as the town agent¹¹³ [SS1] and shall have the powers and duties vested in the office by this Charter and the General Statutes. The First Selectperson shall devote full time to the duties of the office¹¹⁴.

C. Election and Qualifications. The First Selectperson and Board of Selectmen shall be chosen by the Electors of the Town, as set forth in Article II, §2.3.A and B(1)(a) and §2.7¹¹⁵.

§4.2. The Board of Selectpersons.

A. Meetings¹¹⁶. The Selectmen shall hold their first meeting not later than the fourth (4th) Monday of November after their election. The First Selectman shall be chairman of the Board of Selectmen and shall preside over all of its meetings¹¹⁷. The Selectmen shall meet at least twice each month¹¹⁸.

¹¹¹ 2022 recodification of current Article V, §5.1 (2006). Derived from Article V, §5.1 of the 1997 Charter

¹¹² 2022 recodification of current Article VI, §6.2.A (2006). Derived from Article VI, §6.2A of the 1997 Charter.

¹¹³ 2022 recodification of current Article VI, §6.2.A(2) which is derived from Chapter IV, §3(d) of the 1947 and 1956 Acts; Chapter IV, §4 of the 1975 Charter; and, Article VI, §6.2A(1) and (2) of the 1997 Charter.

¹¹⁴ 2022 recodification of current Article VI, §6.2.A(1) which is derived from Chapter IV, §3(d) of the 1947 and 1956 Acts; Chapter IV, §4 of the 1975 Charter; and, Article VI, §6.2A(1) and (2) of the 1997 Charter.

¹¹⁵ NEW (2022)

¹¹⁶ 2022 recodification of current Article VI, §6.1.B (2006). Derived from Chapter IV, §2 of the 1947 and 1956 Acts and 1975 Charter; and, Article VI, §6.1.B of the 1997 Charter.

¹¹⁷ Derived from Chapter IV, §1 of the 1947 Act; further amended by §8 of the 1951 Act and affirmed by Chapter IV, §1 of the 1956 Act and the 1975 Charter; and, Article VI, §6.1.B of the 1997 Charter.

¹¹⁸ Derived from Chapter IV, §2 of the 1947 Act and 1956 Act.

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B. General powers and duties¹¹⁹. The executive authority of the Town shall be vested in the Board of Selectpersons, except to the extent such authority is expressly granted to the First Selectperson in this Charter. The Board of Selectpersons shall have the powers and duties vested in them by the General Statutes, except those expressly vested in the First Selectperson by this Charter or by ordinance. In particular:

(1) Contracts.

(a) All contracts to which the Town shall be a party shall be subject to approval of the Board of Selectpersons, except contracts, under the general fund, authorized to be made by or on behalf of the Board of Education¹²⁰.

(b) The Selectpersons shall have the power to delegate their authority to other Town officers, employees, and bodies where the contract would be for a duration of less than one (1) month and would involve an expenditure by or income to the Town of less than ten thousand (\$10,000) dollars¹²¹.

(c) This requirement of approval by the Board of Selectpersons shall not be construed to eliminate review by other persons or bodies where required by this Charter, by Ordinance, or by the General Statutes¹²²; including, but not limited to requesting for approval by a Majority Vote of the RTM, of any **contracts**_[S52]: (i) in excess of funds appropriated in any category of the Annual Town Budget; or, (ii) in excess of One Hundred Thousand (\$100,000.00) Dollars which are exempted from the competitive procurement and solicitation requirements of this Charter and any Ordinances or regulations adopted hereunder. The RTM is authorized to modify the threshold based upon the consumer price index or other like measure indexed for inflation or deflation. This provision shall not apply to emergency transactions, permitted by the General Statutes, this

¹¹⁹ 2022 recodification of current Article VI, §6.1.C (2006). Derived from Chapter IV, §3(a) and (c) of the 1947 Act and 1956 Act. Note: Subsection 3(b) of both Acts confers the authority of the Board of Sewer Commissioners upon the Board of Selectmen and the Department of Public Works as set forth under Special Act No. 222 (1929); see also, Chapter XXVI of the 1956 Special Act; Chapter IV, §3 and Chapter XXIV of the 1975 Charter; and, Article VI, §6.1.C of the 1997 Charter.

¹²⁰ 2022 recodification of current Article VI, §6.1.C(1) (2006)(first sentence).

¹²¹ 2022 recodification of current Article VI, §6.1.C(1) (2006)(second sentence).

¹²² 2022 recodification of current Article VI, §6.1.C(1) (2006)(fourth sentence).

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Charter or ordinance^[S53]; or, (iii).which contain a term which will either fall in multiple fiscal years; or, shall continue for a period longer than twelve (12) months^[S54]¹²³.

"Contracts" shall mean all contractual relations of the Town, including, without limitation, purchase contracts, lease contracts, and service contracts¹²⁴.

(2) Oversight of Appointees: Subpoena Authority¹²⁵[S55]. All Town officers, boards, commissions, and employees of the Town appointed by the Board of Selectpersons shall be responsible to them for the faithful performance of their respective duties and shall render a report to the Selectpersons whenever requested to do so. The Selectpersons shall have the 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.

(3) Budget Review and Recommendation¹²⁶. The Board of Selectpersons shall review 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.

(4) Appointment powers. The Board of Selectmen shall appoint

(a) Required by Charter¹²⁷: The Town officers, commissions, boards, and employees set forth in **Section 1.4.B(2) of this Charter** and any other directors or department heads for which no other appointment provision is made in this Charter.

(b) Required by General Statutes or Ordinance¹²⁸: The members of any other board,

¹²³ NEW (2022)(Items (i) – (iii).

¹²⁴ 2022 recodification of current Article VI, §6.1.C(1) (2006)(third sentence).

¹²⁵ 2022 recodification of current Article VI, §6.1.C(2) (2006)(First sentence). Modification of Chapter IV, §4 of the 1947, 1956 Acts and 1975 Charter; see also, Article VI, §6.1C.ii of the 1997 Charter; and, Article VI, §6.1.C(2) of the 2006 Charter . **Please note the Special Act authority to issue subpoenas.**

¹²⁶ 2022 recodification of current Article VI, §6.1.C(3) (2006).

¹²⁷ 2022 recodification of current Article VI, §6.1.D (2006) (first sentence). Derived from Chapter IV, §6 of the 1975 Charter; and, Article VI, §6.1.D of the 1997 Charter.

¹²⁸ 2022 recodification of current Article VI, §6.1.D (2006) (second sentence). Derived from Chapter IV, §6 of the 1975 Charter; and, Article VI, §6.1.D

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commission, or committee for which no other appointment provision is made in this Charter, or which is required by an ordinance or the General Statutes.

(c) Advisory boards, commissions, and committees¹²⁹. Such advisory boards, commissions, and committees as they deem necessary or useful from time to time to study and advise on any matters which are the concern of the Town.

(5) Membership on boards, commissions, and committees¹³⁰. Except as otherwise expressly provided in **Section 10.13 of this Charter**^[S56], each member of the Board of Selectmen shall be an ex officio member, without vote, on all town boards, commissions, and committees.

(6) Reorganization of departments¹³¹.

(a) Notwithstanding any provisions of this Charter, the Board of Selectmen may propose to the RTM a resolution which may alter the method of appointment to or organization of any Town office, department, board, commission, or agency of the Town, including combining or separating the duties of such individuals or bodies. The resolution will effect the change when enacted by the RTM in the form of an ordinance.

(b) The ability to make such changes by ordinance shall not apply to the Police Department, the Fire Department, the Board of Library Trustees, any elected Town office, elected Town officer, elected board or commission, and any other office or body where such change by ordinance is specifically prohibited by statute.

(c) If the duties of two (2) or more bodies or Town offices are combined or separated by ordinance, the existence, the method of appointment, the organization, powers, and duties of the prior Town

of the 1997 Charter.

¹²⁹ 2022 recodification of current Article VI, §6.1.E (2006). Modification of Chapter XXIV, §3 of the 1947 and 1956 Act; Chapter XXVI, 1 of the 1975 Charter; and, Article VI, §6.1.E of the 1997 Charter.

¹³⁰ 2022 recodification of current Article VI, §6.1.F (2006). Derived from Chapter IV, §6 of the 1975 Charter; and, Article VI, §6.1.F of the 1997 Charter.

¹³¹ 2022 recodification of current Article VI, §6.1.G (2006). Derived from Chapter II, 11 of the 1975 Charter and Article VI, §6.1.G of the 1997 Charter.

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offices or bodies shall cease as defined in this Charter and shall be as defined in the ordinance.

(d) The method of election to any Town office, board, commission, or agency of the Town may be changed by ordinance as set forth in **Section 6.1.G(1)** of this Charter if the method of election set forth in this Charter is or becomes improper, invalid, or ineffective because of a change in the law or an ambiguity in, or erroneous provision of, this Charter.

§4.3. Powers and Duties of the First Selectperson.

A. Executive Powers¹³². The day-to-day executive and management authority of the Town shall be vested in the First Selectperson. The First Selectperson shall have the powers and duties vested by Law.

B. Duties. The First Selectperson shall:

(1) Direct and supervise¹³³ the administration of all departments and officers¹³⁴ and shall be responsible for the administration of all the affairs of the Town in respect to such departments¹³⁵;

(2) Be responsible for the faithful execution of all laws, provisions of the Charter and ordinances governing the Town¹³⁶;

(3) Make periodic reports to the RTM and may attend and participate in RTM meetings, but shall have no vote¹³⁷;

¹³² 2022 recodification of current Article VI, §6.1.C (2006). Derived from Chapter IV, §3(a) and (c) of the 1947 Act and 1956 Act. Note: Subsection 3(b) of both Acts confers the authority of the Board of Sewer Commissioners upon the Board of Selectmen and the Department of Public Works as set forth under Special Act No. 222 (1929); see also, Chapter XXVI of the 1956 Special Act; Chapter IV, §3 and Chapter XXIV of the 1975 Charter; and, Article VI, §6.1.C of the 1997 Charter.

¹³³ NEW (2022)

¹³⁴ 2022 recodification of current Article VI, §6.2.A(3).

¹³⁵ NEW (2022).

¹³⁶ 2022 recodification of current Article VI, §6.2.A(4).

¹³⁷ 2022 recognition of current Article IV, §4.2.A (2006) entitled "Composition" which permits the First Selectperson to participate in RTM meetings .

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- (4)** Submit annually to the Board of Finance a proposed budget, including a capital budget^[S57] for the next fiscal year in accordance with the provisions of Article X of this Charter¹³⁸;
- (5)** Prepare and cause to be printed, or otherwise made available^[S58], an annual Town report within thirty (30) calendar days after the completion of the annual town audit, reflecting the growth, changes and status of the Town since the prior Annual Report¹³⁹;
- (6)** Select, appoint and hire Department Heads, except as otherwise provided for in this Charter or by the General Statutes¹⁴⁰;
- (7)** Investigate the availability of state and federal funds and grants on behalf of the Town and advise any of the Town's departments and Boards and Commissions with respect to obtaining said funds and grants, and periodically report to the RTM and Board of Finance^[S59]¹⁴¹;
- (8)** Act, or designate another, as the bargaining agent for the Town, with the exception of the Board of Education, in all labor and employment matters, including authority to retain the services of labor consultants and attorneys to assist in such matters¹⁴²;
- (9)** After the election of any Town official of whom an oath is required by law, cause the Town official to be sworn to the faithful discharge of the duties of office¹⁴³;
- (10)** Upon the request of any Selectman, inform the Board of Selectmen of the First Selectman's actions¹⁴⁴;
- (11)** Have the ability to delegate such authority as may be necessary to the Selectmen or to administrative

¹³⁸ 2022 recognition of current Article XII requirements of the First Selectperson.

¹³⁹ NEW (2022).

¹⁴⁰ 2022 recognition of current Article IX requirements of the First Selectperson.

¹⁴¹ NEW (2022).

¹⁴² NEW (2022). Pursuant to the Municipal Employee Relations Act under the General Statutes.

¹⁴³ 2022 recodification of current Article VI, §6.2.A(5).

¹⁴⁴ 2022 recodification of current Article VI, §6.2.A(6).

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assistants whose appointment may be authorized by the RTM¹⁴⁵[S60]; and

(12) Have the ability to convene the members of any or all departments, authorities, boards, commissions, and committees to review and coordinate activities and to plan operations of the Town government¹⁴⁶.

The First Selectperson shall have such additional powers and shall perform such other duties as may from time to time be required by Ordinance, provided that the same are not inconsistent with this Charter or the provisions of the Connecticut General Statutes.

C. Appointment powers¹⁴⁷.

(1) The First Selectperson shall appoint the Town officers, Boards and Commission, and employees set forth in Chapter VIII of the Charter, any others required by the General Statutes or by ordinance¹⁴⁸[S61] to be appointed by the First Selectperson and any other directors or department heads for which no other appointment provision is made in this Charter.

(2) All Town officers, Boards and Commissions and employees of the Town appointed solely by the First Selectperson shall be responsible to the First Selectperson for the faithful performance of their respective duties and shall report to the First Selectperson¹⁴⁹.

(3) Mediation and Resolution of Differences¹⁵⁰. The First Selectperson shall be responsible for the mediation and resolution of differences between boards, commissions, committees, agencies, authorities and other public bodies within the Town government relating to an interpretation of Town policies and procedures.

¹⁴⁵ 2022 recodification and modification of current Article VI, §6.2.A(7).

¹⁴⁶ 2022 recodification of current Article VI, §6.2.A(8).

¹⁴⁷ 2022 recodification of current Article VI, §6.2.B (2006). Derived from Article VI, §6.2B of the 1997 Charter. 2022 recodification and modification of current Article VI, §6.1.D (2006) (first sentence). Derived from Chapter IV, §6 of the 1975 Charter; and, Article VI, §6.1.D of the 1997 Charter.

¹⁴⁸ 2022 recodification and modification of current Article VI, §6.1.D (2006) (second sentence). Derived from Chapter IV, §6 of the 1975 Charter; and, Article VI, §6.1.D of the 1997 Charter.

¹⁴⁹ Derived from Chapter IV, §3(d) of the 1947 and 1956 Acts.

¹⁵⁰ NEW (2022).

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D. Designation of Acting First Selectperson¹⁵¹. Immediately upon taking office, the First Selectperson shall designate, in writing, to the Town Clerk the member of the Board of Selectpersons authorized to act as First Selectperson during the unavailability or temporary disability of the First Selectperson and during the period from the date a vacancy occurs until a successor First Selectperson takes office under the provisions of **§ . . of this Charter**. Such designation may be changed in writing from time to time.

E. Staff¹⁵². The First Selectperson may appoint a chief of **staff_[S62]** and administrative assistant, or equivalent positions for which the RTM shall appropriate sufficient **funds_[S63]**. In addition, the First Selectperson may employ such other staff necessary for the administration of official duties as the RTM may provide. All such assistants and staff shall be appointed by the First Selectperson and shall serve at the pleasure of the First Selectperson.

F. Chief Administrative Officer or Town Administrator¹⁵³. The budget shall provide for a **Chief Administrative Officer or Town Administrator**, who shall be the principal managerial aide to the First Selectperson and shall perform such duties as may be assigned by the First Selectperson. The **officer/administrator** shall be an unclassified employee of the Town and shall be appointed by and serve at the pleasure of the First **Selectperson_[S64]**. Said officer/administrator shall be appointed on the basis of substantial executive and administrative experience, qualifications and knowledge and such factors including, but not limited to, education, municipal and public experience, professional training, credentials, certifications, accreditations or **licenses_[S65]**, and executive and administrative qualifications, representing best practices for such municipal and government administrators, in accordance with standard set forth by organizations such as the Government Finance Officers Association, the International City/County Management Association, National League of Cities, National Academy of Public Administrators, the IBM Center for the Business of Government, International Public Management Association for Human Resources and other equivalent or successor organizations. Said qualifications shall be prepared by the Director of Human Resources, who shall also prequalify candidates for the position prior to interview by the First Selectperson.

The First Selectperson shall appoint, and the budget shall provide for, a Chief Operating Officer, who shall be the principal aide to the First Selectperson for the management of Town departments and agencies, and shall perform such duties as may be assigned by the First Selectperson. The chief operating officer shall be an unclassified employee of the town and serve at the pleasure of the First Selectperson. Said chief operating officer shall be appointed on the basis of substantial

¹⁵¹ 2022 recodification of current Article VI, §6.2.C (2006). Derived from Article VI, §6.2.C of the 1997 Charter.

¹⁵² NEW (2022).

¹⁵³ NEW (2022).

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executive and administrative experience, education, competencies, and credentials, all in the field of public administration, in accordance with the best practices recommended for local government management by organizations such as the Government Finance Officers Association, the International City/County Management Association, National League of Cities, National Academy of Public Administrators, the IBM Center for the Business of Government, International Public Management Association for Human resources and other equivalent or successor organizations^[S66].

§4.4. Compensation of executive branch members¹⁵⁴.

The members of all Boards and Commissions except the Board of Selectperson shall serve without compensation unless the RTM shall otherwise direct. Except as provided in this Charter or otherwise by law, the compensation of all Town officers shall be fixed by the Board of Selectpersons subject to the adoption of the Town Budget as provided in **Article XII of this Charter**.

§4.5. Official bonds¹⁵⁵_[S67].

The Town Clerk, Town Treasurer, Tax Collector, Building Official, and such other officers or officials as may be required to do so by the Board of Selectpersons shall, before entering upon their respective official duties, execute to the Town, in the form prescribed by the Town Attorney, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Selectpersons, conditioned upon the faithful performance of such official duties. Premiums for such bonds shall be paid by the Town.

§4.6. Regulations¹⁵⁶_[S68].

Any Town officer, board, or commission empowered to enact regulations under the provisions of the General Statutes or of this Charter shall hold at least one public hearing before the enactment of such regulations. Except as otherwise provided by statute, the time and place of such hearing together with a copy of the proposed regulations shall be published

¹⁵⁴ 2022 Recodification of current Article V, §5.2 (2006). Derived from Modification of Chapter II, §8 and Chapter IV, §5 of the 1947 Act and 1956 Act; Chapter II, §7 of the 1975 Charter and Article V, §5.2 of the 1997 Charter.

¹⁵⁵ 2022 recodification of current Article V, §5.3 (2006). Derived from Modification of Chapter II, §9 of the 1947 Act and 1956 Act; Chapter II, §9 of the 1975 Charter and Article V, §5.3 of the 1997 Charter.

¹⁵⁶ 2022 Recodification of current Article V, §5.4 (2006). Chapter XXVI, §8 of the 1975 Charter; and, Article V, §5.4 of the 1997 Charter.

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at least once not more than ten (10) nor less than five (5) days before the date set for such hearing.

Except as otherwise provided by statute, any such regulation shall be superseded by an ordinance adopted by the RTM affecting the same subject matter.

§4.6. Absence, Disability, Vacancy in the Office of First Selectperson.

Any vacancy in the Office of the First Selectperson shall be addressed as set forth in Article II, §2.6.D of this Charter.

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ARTICLE V – OTHER ELECTED OFFICERS

§ 5.1. Town Clerk¹⁵⁷.

A. Establishment and election¹⁵⁸. There shall be a town clerk elected at the times^[S69] and for the term set forth in §2.3.A and B(1)(d) of this Charter.

B. Powers and duties¹⁵⁹. The Town Clerk shall have the powers and duties prescribed by this Charter, by ordinance, and by the General Statutes. In particular, the Town Clerk shall:

(1) Devote full time to the duties of the office;

(2) Collect the fees or compensation provided by the General Statutes to be paid to the Town Clerk;

(3) Deposit all money required to be collected by the Town Clerk with the Town Treasurer^[S70], with whom the Town Clerk shall file a full statement of receipts at the time of each deposit; and

(4) Provide, as may be requested,^[S71] a receipt for all money received to the person from whom it was received.

C. Staffing¹⁶⁰. All expenses of the Town Clerk's office, including necessary clerical assistance and Assistant Town Clerks, shall be paid by the Town within the limit of the appropriation therefor.

D. Assistant Town Clerks¹⁶¹. The Town Clerk may appoint Assistant Town Clerks. Assistant Town Clerks shall be under the supervision of the Town Clerk and shall perform such duties as the Town Clerk specifies.

¹⁵⁷ Derived from Chapter VII of the 1947 and 1956 Acts and 1975 Charter.

¹⁵⁸ 2022 recodification of current Article VII, §7.1.A (2006). Derived from Article VII, §7.1.A of the 1997 Charter.

¹⁵⁹ 2022 recodification of current Article VII, §7.1.B (2006). Derived from Article VII, §7.1.B of the 1997 Charter.

¹⁶⁰ 2022 recodification of current Article VII, §7.1.C (2006). Derived from Article VII, §7.1.C of the 1997 Charter.

¹⁶¹ 2022 recodification of current Article VII, §7.1.D (2006). Derived from Article VII, §7.1.D of the 1997 Charter.

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E. Compensation¹⁶². In lieu of all fees and other compensation, the Town Clerk shall receive a salary fixed by the Board of Finance.

F. Ordinances and votes¹⁶³. The Town Clerk shall publish notice of action concerning ordinances in accordance with this Charter. All ordinances and RTM votes shall be recorded by the Town Clerk in records kept for the purpose.

G. Reports to Assessor and Tax Collector¹⁶⁴. The Town Clerk shall promptly file with the Assessor and Tax Collector a complete abstract of all deeds and conveyances of land or of personal property, or of certificates of intention to transfer personal property, placed in the custody of the Town Clerk for record.

H. Vacancy¹⁶⁵. As set forth in Article II, 2.5.A of this Charter.

§ 5.2. Other elected officers.

A. Establishment and election¹⁶⁶. There shall be seven (7) Constables¹⁶⁷_[S72] and forty-five (45) Justices of the Peace¹⁶⁸ elected or nominated in the manner and for the terms prescribed in §2.3.A and B of this Charter.

B. Powers and duties¹⁶⁹. Constables and Justices of the Peace shall have the powers and duties prescribed by the General Statutes for their respective offices.

Vacancies¹⁷⁰. As set forth in Article II, 2.5E. of this Charter.

¹⁶² 2022 recodification of current Article VII, §7.1.E (2006). Derived from Article VII, §7.1.E of the 1997 Charter.

¹⁶³ 2022 recodification of current Article VII, §7.1.F (2006). Derived from Article VII, §7.1.F of the 1997 Charter.

¹⁶⁴ 2022 recodification of current Article VII, §7.1.G (2006). Derived from Article VII, §7.1.G of the 1997 Charter.

¹⁶⁵ 2022 recodification and modification of current Article VII, §7.1.H (2006). Derived from Article VII, §7.1.H of the 1997 Charter.

¹⁶⁶ 2022 recodification of current Article VII, §7.2.A (2006). Derived from Article VII, §7.2.A of the 1997 Charter.

¹⁶⁷ Derived from of Chapter II, §1 of the 1947 and 1956 Acts and the 1975 Charter; and Article VII, §7.2.A of the 1997 Charter. Note: At all times since 1947 there have been 7 constables.

¹⁶⁸ Chapter II, §1 of the 1947 Act, included 14 justices of the peace; the number was raised to 18 in Chapter II, §1 of the 1956 Act; and then to 30 in Chapter II, §1 of the 1975 Charter; and them, 45 in Article VII, §7.2.A of the 1997 Charter.

¹⁶⁹ 2022 recodification of current Article VII, §7.2.B (2006). Derived from Article VII, §7.2.B of the 1997 Charter.

¹⁷⁰ 2022 recodification and modification of current Article VII, §7.2.C (2006). Derived from Article VII, §7.2.C of the 1997 Charter.

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ARTICLE VI - ELECTED BOARDS AND COMMISSIONS

§6.1. In General.

A. Establishment and election¹⁷¹. There shall be a Board of Education, Board of Finance, Board of Assessment Appeals, Town Plan and Zoning Commission, and Zoning Board of Appeals. The members of each board and commission shall be elected at the times and for the terms set forth in §2.3.A and B of this Charter.

B. Meetings¹⁷².

(1) All elected Boards and Commissions, except the Board of Assessment Appeals, shall hold at least ten (10) regular stated meetings a year^[S73] and shall give annual notice of such meetings as required by the General Statutes. Officers of each Board and Commission, except the RTM^[S74], ~~except the Board of Selectmen~~, shall be elected annually at an organization meeting so noticed with^[S75] the Town Clerk held in the month of December.

(2) Each elected Board and Commission shall keep an accurate record of all its official acts, votes, meetings, and proceedings and shall designate one of its members or its clerk to keep such record. The minutes and records of boards and commissions shall be public records and shall be open for public inspection at the office of the Town Clerk, or in the office, if any, of the department involved, during regular business hours¹⁷³.

(3) All regular meetings of elected Boards and Commissions shall be open to the public except for executive sessions permitted by the General Statutes, and all elected Boards and Commissions shall comply with state freedom of information laws¹⁷⁴.

(4) Robert's Rules of Order shall regulate the conduct of all meetings of elected Boards and Commissions unless a particular board or commission otherwise specifies.

¹⁷¹ 2022 recodification of current Article VIII, §8.1.A (2006). Derived from Article VIII, §8.1.A of the 1997 Charter.

¹⁷² 2022 recodification of current Article VIII, §8.1.B (2006). Derived from Article VIII, §8.1.B of the 1997 Charter.

¹⁷³ Modification of Chapter XXIV, §1 and §2 of the 1947 and 1956 Acts; and, Chapter XXVI, §2 of the 19675 Charter.

¹⁷⁴ Derived from Chapter II, §6 of the 1947 and 1956 Acts; and Chapter II, §5 of the 1975 Charter.

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C. Vacancies. A vacancy in the membership of any elected Board or Commission shall be filled in the manner prescribed in §2.6 of this Charter.

§6.2. Board of Education¹⁷⁵.

A. Composition¹⁷⁶. The Board of Education shall consist of nine (9) members, for staggered terms, as set forth in §2.3.B(1) and (2), above, no more than six (6) of whom shall be registered with the same political party^{[S76][S77]}.

B. Powers and duties¹⁷⁷. The Board of Education shall have all the powers and duties conferred on boards of education generally by Chapter 170 of the General Statutes.

§6.3. Board of Finance.

A. Composition¹⁷⁸. The Board of Finance shall consist of nine (9) voting members^[S78], for staggered terms, as set forth in §§2.3.B(1) through (3), above, 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 duties¹⁷⁹. 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 Finance¹⁸⁰. 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:

¹⁷⁵ Derived from Chapter XIX of the 1947 and 1956 Acts; and Chapter XX of the 1975 Charter.

¹⁷⁶ 2022 recodification and minor modification of current Article VIII, §8.2.A (2006). Derived from Article VIII, §8.2.A of the 1997 Charter.

¹⁷⁷ 2022 recodification of current Article VIII, §8.2.B (2006). Derived from Article VIII, §8.2.B of the 1997 Charter.

¹⁷⁸ 2022 recodification and minor modification 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. See also, Chapter II, §4(c) of the 1947 and 1956 Acts.

¹⁷⁹ 2022 recodification of current Article VIII, §8.3.B (2006). Derived from Article VIII, §8.3.B of the 1997 Charter.

¹⁸⁰ 2022 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.

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(1) Keep minutes of Board meetings and be the custodian of its records^[S79], papers, and data relating to the conduct of its business;

(2) Be a certified or a licensed public accountant or otherwise have credentials, licenses and or certification^[S80] and 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 System¹⁸¹[S81]. The Board of Finance shall monitor and oversee the administration of and technology associated with the assessment system in the town, in accordance with the provisions of the General Statutes pertaining to the 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^[S82].

E. Approval of budgets¹⁸². The Board of Finance shall approve the Town budget in the manner set forth in Article X of this Charter.

§6.4. Board of Assessment Appeals.

A. Composition¹⁸³. The Board of Assessment Appeals shall consist of five (5) members^[S83], for staggered terms as set forth in 2.3.B(1) and (2) and to be elected in accordance with Chapter 146 of the General Statutes (C.G.S. § 9-164 et seq^[S84]).

¹⁸¹ 2022 recodification and modification 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.

¹⁸² 2022 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.

¹⁸³ 2022 recodification and minor modification of current Article VIII, §8.4.A (2006). Derived from Article VIII, §8.4.A of the 1997 Charter.

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B. Powers and duties¹⁸⁴. The Board of Assessment Appeals shall have all the powers and duties conferred on boards of assessment appeals generally by §§ 12-110 to 12-117 of Chapter 203 of the General Statutes.

§6.5. Town Plan and Zoning Commission.

A. Composition¹⁸⁵. The Town Plan and Zoning Commission shall consist of seven (7) voting members, for staggered terms as set forth in §2.3.B(1) and (2), **no more than five (5) of whom shall be registered with the same political party**. There shall be three (3) alternate members of the Town Plan and Zoning Commission, **no more than two (2) of whom shall be registered with the same political party**^[S85].

B. Powers and duties¹⁸⁶. The Town Plan and Zoning Commission shall have all the powers and duties conferred by this Charter, by ordinance, and on zoning commissions and planning commissions generally by Chapter 124 and Chapter 126 of the General Statutes (C.G.S. §8-1 et seq. and §8-18 et seq.). In particular, the Town Plan and Zoning Commission shall:

- (1)** *Prepare, adopt, and amend a master plan for the development of the Town, or amend any master plan previously adopted¹⁸⁷;
- (2)** Have control over the subdivision of land¹⁸⁸;
- (3)** Make studies and recommendations on matters affecting health, recreation, traffic, and other needs of the Town dependent on, or related to, the master plan;

¹⁸⁴ 2022 Recodification of current Article VIII, §8.4.B (2006). Derived from Article VIII, §8.4.B of the 1997 Charter.

¹⁸⁵ 2022 recodification and minor modification of current Article VIII, §8.5.A (2006). Derived from Chapter XI, §1 of the 1947 Act, which established five members. The Board was expanded to seven members under the 1956 Act. The October election date was retained in §12 of the 1951 Act and reaffirmed by Chapter XI, §1 of the 1956 Act and the 1975 Charter; and, Article VIII, §8.5.A of the 1997 Charter.

¹⁸⁶ 2022 recodification of current Article VIII, §8.5.B (2006). Modification of Chapter XI, §2 of the 1947 Act. There was also an appeal to the court of common pleas in Chapter XI, §8 of the 1947 Act; further amended by §13 of the 1951 Act. The appeal to the court of common pleas was repealed by §14 of the 1951 Act. Reaffirmed by Chapter XI, §2 of the 1956 Act and the 1975 Charter; and, Article VIII, §8.5.B of the 1997 Charter..

¹⁸⁷ Replacement of Chapter XI, §3 of the 1947 Act and 1956 Act.

¹⁸⁸ Replacement of Chapter XI, §5 of the 1947 Act. At the time a definition of “subdivision” was included in Chapter XI, §7 of the 1947 Act, which was repealed by §14 of the 1951 Act, along with §5; as reaffirmed by Chapter XI of the 1956 Act.

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- (4) Consider and report upon the design, location, and relation to the master plan of all new public ways, buildings, bridges, and other public places and structures¹⁸⁹;
- (5) Consider and report upon the layout of new developments in the Town¹⁹⁰;
- (6) Make detailed plans for the improvement, reconditioning, or development of areas which in its judgment contain special problems or show a trend toward lower land values; and
- (7) Make such other studies, recommendations, and inclusions in the master plan as will in its judgment be beneficial to the Town¹⁹¹.

C. Appointment of Planning Director¹⁹². The Town Plan and Zoning Commission shall appoint a Planning Director who has been approved by the First Selectperson.

D. Other employees and consultants¹⁹³. The Town Plan and Zoning Commission may engage such employees and consultants as it requires to carry out its duties, including a zoning enforcement officer and assistants who, subject to the general supervision of the Planning Director, shall enforce all laws, ordinances, and regulations relating to zoning and planning, and shall have such other duties as the Town Plan and Zoning Commission or the Planning Director may prescribe.

§6.6. Zoning Board of Appeals¹⁹⁴.

A. Composition¹⁹⁵. The Zoning Board of Appeals shall consist of five (5) regular members, for staggered terms

¹⁸⁹ Replacement of Chapter XI, §6 of the 1947 Act; Chapter XI, §5 of the 1956 Act; and Chapter XI, §4 of the 1975 Charter.

¹⁹⁰ Replacement of Chapter XI, §4 of the 1947 and 1956 Acts and Chapter XI, §5 of the 1975 Charter.

¹⁹¹ Replacement of Chapter XI, §3 of the 1947 Act. §§ 2 and 3 of the 1947 Act were repealed by §15 and 16 of the 1951 Act.

¹⁹² 2022 recodification of current Article VIII, §8.5.C (2006). Derived from Article VIII, §8.5.C of the 1997 Charter.

¹⁹³ 2022 recodification of current Article VIII, §8.5.D (2006). Derived from Article VIII, §8.5.D of the 1997 Charter.

¹⁹⁴ Modification of Chapter XII of the 1947 and 1956 Acts and 1975 Charter.

¹⁹⁵ 2022 recodification and minor modification of current Article VIII, §8.6.A (2006). Derived from Article VIII, §8.6.A of the 1997 Charter. The

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as set forth in 2.3.B(1) and (2), no more than four (4) of whom shall be registered with the same political party¹⁹⁶_[S86], and three (3) alternates, no more than two (2) of whom shall be registered with the same political party.

B. Powers and duties¹⁹⁷. The Zoning Board of Appeals shall have the powers and duties conferred on zoning boards of appeals generally by §§ 8-5 to 8-7e of Chapter 124 of the General Statutes.

Additional Questions:

Comm. Mitola: Current Sec. 1.4 which lists appointments – terms need to be delineated. Serve at please of FS? Do they have a term? Should these positions have terms? Which positions are subject to CBAs?

Vice Chair Brogan: there should be an annual reporting requirement from Board and Commission Chairs to the FS and RTM

¹⁹⁶ The current “minority party” standard was not included in Chapter XII §2 of the 1947 and 1956 Acts: “Not more than three members of said board shall be members of the same political party.” The standard was increased to “four” in Article IX, §8.6.A of the 1997 Charter and has continued thereafter.

¹⁹⁷ 2022 Recodification of current Article VIII, §8.6.B (2006). Derived from Article VIII, §8.6.B of the 1997 Charter.

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ARTICLE VII - APPOINTED OFFICERS AND PERMANENT BOARDS AND COMMISSIONS IN GENERAL

§7.1. Eligibility for appointed Town office¹.

A. Elector requirement for Appointed Town Officials². No person not at the time an Elector of the Town shall be eligible for appointment to any appointed Board or Commission or to the office of Town Treasurer, Town Attorney, or Assistant Town Attorney. Persons serving as Chief of [Police\[s1\]](#) or Fire Chief must be or become an Elector of the Town within six (6) months after the time they take office.

B. Effect of ceasing to be an Elector³. If any appointed Town Officer required to be an elector of the Town or any member of an appointed board or commission ceases to be an elector of the Town, the office shall then become vacant.

C. Single office requirement for appointed office⁴. Except as otherwise provided in [Sections 10.7, 10.9, 10.10, and 10.13 of this Charter](#), no person shall be eligible to hold any appointed Town Office, including membership on any permanent appointed board or commission, who is at the same time an elected RTM member, an elected or appointed Town officer, an elected state official, or a member of an elected board or commission or permanent appointed board or commission. For purposes of this paragraph, the term "Town officer" does not include Justices of the Peace or Constables, but does include members of the Board of Education.

D. Eligibility for reappointment⁵. No person shall be appointed to more than two successive full terms on the same permanent appointed board or commission, but such person shall be eligible for reappointment after an interval of not less than one (1) year except as otherwise provided in [Sections 10.15, 10.17 and 10.18 of this Charter](#) with respect to the Ethics Commission, Board of Library Trustees, and Golf Commission, respectively, or by ordinance.

¹ Derived from Chapter II, §3 of the 1947 and 1956 Acts and 1975 Charter.

² 2022 recodification of current Article III, §3.1.A (2006). Derived from Article III, §3.1.A of the 1997 Charter.

³ 2022 recodification of current Article III, §3.1.B (2006). Derived from Article III, §3.1.B of the 1997 Charter.

⁴ 2022 recodification of current Article III, §3.1.C (2006). Derived from Article III, §3.1.C of the 1997 Charter.

⁵ 2022 recodification of current Article III, §3.1.D (2006). Modification of Article III, §3.1.DA of the 1997 Charter.

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§7.2. Minority representation on permanent appointed boards and commissions⁶.

No more than a bare majority of the members of a permanent appointed board or commission shall be members of the same political party. This shall not apply to persons required to serve on a particular board or commission by virtue of holding another position or office in the Town.

§7.3. Terms of office⁷.

Unless otherwise provided by ordinance and except for members of the Ethics Commission, whose terms shall commence on July 1, and the Golf Commission, whose terms commence April 1, the terms of office of all appointed Town officers and members of permanent appointed boards and commissions shall commence on the fourth (4th) Monday in November, and shall continue for the term set forth in **Section 1.4.B** of this Charter. However, in the event that there is a vacancy and the appointing authority does not appoint a new Town officer or member by the fourth (4th) Monday in November after an election, the former appointee shall serve as a continuing Town officer or member until either the appointing authority fills the vacancy or until the sixty-fifth (65th) day after the fourth (4th) Monday in November, whichever occurs first.

§7.4. Resigning from appointed office⁸.

Any appointed Town officer or member of a permanent appointed board or commission may resign by submitting a written notice of resignation to the Town Clerk. The resignation shall become effective on the date specified in the notice of resignation or, if no date is specified, on the date the notice of resignation is submitted.

§7.5. Vacancies in appointed office⁹.

Vacancies in appointed Town offices and membership on appointed boards and commissions shall be filled by the board, commission, or officer having the power to make the original appointment. Persons so appointed shall serve for the

⁶ 2022 recodification of current Article III, §3.2 (2006). Derived from Article III, §3.2 of the 1997 Charter.

⁷ 2022 recodification of current Article III, §3.3 (2006). Derived from Article III, §3.3 of the 1997 Charter.

⁸ 2022 recodification of current Article III, §3.4 (2006). Derived from Article III, §3.4 of the 1997 Charter.

⁹ 2022 recodification of current Article III, §3.5 (2006). Derived from Article III, §3.5 of the 1997 Charter.

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remainder of the term of the position vacated.

§7.6. Removal from appointed office for cause.

A. Board or Commission¹⁰. Any appointed Town officer or member of any appointed board or commission may, except as otherwise provided in the General Statutes or this Charter, be removed for cause by the appointing Town officer or board; provided, notice shall first be given in writing of the specific grounds for removal and the individual shall be given an opportunity to be heard in defense, alone or with counsel of the individual's choice, at a hearing before the appointing Town officer or board, held not more than ten (10) and not less than five (5) days after delivery of such notice. The hearing shall be held in accordance with the Freedom of Information Act (Chapter 14 of the General Statutes, C.G.S. §1-200 et seq.). Appeals may be taken where provided by statute.

B. Department Head or Director¹¹. Unless this Charter provides that a particular department head or director may be removed without cause, the Board of Selectmen by unanimous vote of all of its members shall have the power to remove for cause any department head, or any director appointed by a board or commission, provided notice and opportunity for a hearing before the Board of Selectmen be given as set forth in this **Section 3.6** of this Charter and such hearing is held in accordance with the Freedom of Information Act.

¹⁰ 2022 recodification of current Article III, §3.6.A (2006). Derived from Modification of Chapter II, §6 of the 1947 and 1956 Acts; Chapter II, §12 of the 1975 Charter; and, Article III, §3.6.A of the 1997 Charter.

¹¹ 2022 recodification of current Article III, §3.6.B (2006). Derived from Article III, §3.6.B of the 1997 Charter.

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ARTICLE VIII - APPOINTED OFFICERS

§8.1. Appointed Town Officers¹²_[S2].

There shall be the following appointed Town Officers as necessary:

A. Officers Appointed by the First Selectman¹³. The First Selectman shall appoint the Town Officers listed in Sections 8.2 through 8.12 of this Charter.

Town Attorney	Assistant Town Attorney
Fiscal Officer	Controller
Town Treasurer	Director of Community and Economic Development
Director of Public Works	Building Official
Director of Human and Social Services	Purchasing Agent
Director of Parks and Recreation	Director of Human Resources

B. Officers appointed by the Board of Selectmen¹⁴. The Board of Selectmen shall appoint the Town Officers listed in Sections 8.13 through 8.16 of this Charter.

Internal Auditors	Assessor
Tax Collector	Tree Warden

C. Officers appointed by other bodies¹⁵. The Town Officers hereunder shall be appointed by the bodies specified in Sections 8.17 through 8.23 of this Charter.

Director of Health	Chief of Police
Fire Chief	Planning Director

¹² 2022 recodification of current Article IX, §9.1 (2006). Derived from Article IX, §9.1 of the 1997 Charter.

¹³ 2022 recodification of current Article IX, §9.2 (2006). Derived from Article IX, §9.2 of the 1997 Charter.

¹⁴ 2022 recodification of current Article IX, §9.14 (2006). Derived from Article IX, §9.12 of the 1997 Charter.

¹⁵ 2022 recodification of current Article IX, §9.19 (2006). Derived from Article IX, §9.17 of the 1997 Charter.

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Animal Control Officer
Town Librarian

Conservation Director

Officers Appointed by the First Selectman

§8.2. Town Attorney¹⁶_[S3].

A. Appointment and qualifications. The Town Attorney shall be appointed by the First Selectman and shall be an attorney admitted to practice in the State who has practiced in the State for at least five (5) years. The Town Attorney may be removed by the First Selectman without cause.

B. Compensation. The Town Attorney shall receive the compensation approved by the Board of Selectmen within the appropriations made for the Town Attorney.

C. Duties. The Town Attorney shall:

(1) Be the legal advisor of, and counsel and attorney for, the Town and all Town departments and Town officials, providing all necessary legal services in matters relating to the Town's interests or the official powers and duties of the Town officials;

(2) Prepare or review all contracts and other instruments to which the Town is a party or in which it has an interest;

(3) Upon the request of the Board of Selectmen, or of any other Town officer, board, commission, or authority, give a written opinion on any question of law relating to the powers and duties of the officer or body making the request;

(4) Upon the direction of the Board of Selectmen, appear for the Town or any of its officers, boards, commissions, or authorities in any litigation or any other action brought by or against the Town or any Town officials; and

¹⁶ 2022 recodification of current Article IX, §9.3 (2006). Modification of Chapter VI of the 1947 Act; further amended by §9 of the 1951 Special Act and reaffirmed by Chapter VI of the 1956 Act and 1975 Charter.

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(5) Prosecute or defend, appeal from or defend appeals from, and make settlements of, litigation and claims, as the Board of Selectmen direct.

§8.3. Assistant Town Attorneys¹⁷[S4].

A. Number of positions and appointment. The Board of Selectmen, with the consent of the RTM, shall determine from time to time the number of Assistant Town Attorneys necessary to effectively carry out the legal business of the Town and shall increase or reduce the number of Assistant Town Attorney positions to the number determined to be necessary. The First Selectman may then appoint the Assistant Town Attorneys and may remove Assistant Town Attorneys without cause.

B. Qualifications. Each Assistant Town Attorney shall be an attorney admitted to practice in the State.

C. Duties. The Assistant Town Attorneys shall have the duties assigned to them by, and shall be under the supervision of, the Town Attorney.

§8.4. Fiscal Officer and Controller¹⁸[S5].

A. Appointment and qualifications. The Fiscal Officer shall be appointed by the First Selectman and shall be a certified or a licensed public accountant or otherwise have experience in the financial field.

B. Duties of the Fiscal Officer. The Fiscal Officer shall:

(1) Establish and supervise a central accounting and internal auditing system;

(2) Be responsible for, and conduct a continuously current accounting of, the financial activities of the Town, including the Board of education;

¹⁷ 2022 recodification of current Article IX, §9.4 (2006). Derived from Article IX, §9.4 of the 1997 Charter.

¹⁸ 2022 recodification of current Article IX, §9.5 (2006). Derived from Article IX, §9.5 of the 1997 Charter.

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(3) Audit, before payment, all payrolls, bills, invoices and claims drawn against the Town, including the Board of Education; and

(4) Countersign and approve each requisition to be paid by the Town.

C. Duties of the Controller. The Controller shall have the same qualifications as the Fiscal Officer and shall have the duties assigned by, and be under the supervision of, the Fiscal Officer. The Controller may countersign requisitions in the absence of the Fiscal Officer.

§8.5. Town Treasurer¹⁹_[S6].

A. Appointment and eligibility. The Town Treasurer shall be appointed by the First Selectman and may be removed by the First Selectman without cause. The Fiscal Officer may also serve as Town Treasurer. No person employed by or in the Purchasing Department may at the same time be Town Treasurer.

B. Duties. The Town Treasurer shall have the duties conferred on town treasurers by Chapter 94 of the General Statutes (C.G.S. § 7-79 et seq.) and shall serve as an ex officio member of the Board of Library Trustees. The Town Treasurer may be part-time.

§8.6. Director of Public Works²⁰_[S7].

A. Appointment and qualifications. The Director of Public Works shall be appointed by the First Selectman and shall be a professional engineer registered in the State.

B. Duties. The Director of Public Works shall:

(1) Administer and supervise the Department of Public Works;

¹⁹ 2022 recodification of current Article IX, §9.6 (2006). Derived from Article IX, §9.6 of the 1997 Charter.

²⁰ 2022 recodification of current Article IX, §9.7 (2006). Modification of Chapter IX of the 1947 Act and 1956 Act. Section 1 of the Act established the powers and duties of a Town Engineer as the director of the Department. Section 3 established the position of the Superintendent of Highways and Bridges. Section 4 addressed engineering issues; see, also Chapter IX of the 1975 Charter; and, Article IX, §9.7 of the 1997 Charter.

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- (2) Have charge and control of all buildings, materials, apparatus, equipment, and documents of the Department of Public Works;
- (3) Be chief technical advisor of the Town and all departments, except the Board of Education, in all matters concerning the physical development of the Town and the design, construction, and maintenance of its physical plant;
- (4) Be an ex officio member without vote of the Town Plan and Zoning Commission with respect to planning and of the Parks and Recreation Commission;
- (5) Have the ability to make and enforce reasonable rules and regulations not inconsistent with this Charter or the General Statutes necessary to efficiently exercise all powers and duties imposed on the Director of Public Works and the Department of Public Works;
- (6) At the request of the Selectmen, furnish technical advice reasonably required for the physical functioning of the Town or its government; and
- (7) Perform other reasonable and related duties as directed by the Selectmen.

C. Assistants. The Director of Public Works may request that the First Selectman engage superintendents and assistants to the Director of Public Works.

§8.7. Building Official²¹.

A. Appointment and term. The Building Official shall be appointed by the First Selectmen and shall serve for a term of four (4) years.

B. Number of Assistant Building Officials and Building Inspectors. The First Selectman and the Building Official shall determine from time to time the number of Assistant Building Officials and Building Inspectors necessary to

²¹ 2022 recodification of current Article IX, §9.8 (2006). Modification of Chapter X, §1 of the 1947 Act which established a Board of Building Commissioner (§§1-4); the position of Building Inspector (§5); and, Article IX, §9.8 (“Building Inspectors”) of the 1997 Charter.

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carry out the duties of the Building Department and, subject to appropriation, shall increase or decrease the number accordingly.

C. Duties.

(1) The Building Official and the Assistant Building Officials shall have the duties conferred by this Charter and on building officials generally by Chapter 541 of the General Statutes (C.G.S. § 29-250 et seq.).

(2) In particular, the Building Official and the Assistant Building Officials, under the supervision of the Building Official, shall:

(a) Inspect, supervise, regulate, and control the construction, reconstruction, altering, repairing, demolition, and removal of all structures within the Town;

(b) By diligent search and inspection, enforce all laws, ordinances, and regulations governing the construction of buildings and other structures;

(c) Enforce the provisions of the Town building code;

(d) Cooperate and coordinate with the Fire Marshal in inspecting structures and enforcing provisions of the Town building code where fire safety may be a factor; and

(e) Keep complete public records of all applications made to them and of all permits and certificates of approval or occupancy issued by them and any other records required under Chapter 541.

D. Building Inspectors²². Building Inspectors shall perform such duties as the Building Official shall assign within the scope permitted by law.

²² 2022 recodification of current Article IX, §9.8.D (2006). Modification of Chapter X, §6 of the 1947 and 1956 Acts; and, Article IX, §9.8.D of the 1997 Charter.

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§8.8. Purchasing Agent²³.

A. Appointment and qualifications. The Purchasing Agent shall be appointed by the First Selectman and shall have a background in business or purchasing and procurement.

B. Duties. The Purchasing Agent shall have the duties set forth in **Section 12.8** of this Charter and such other duties as may be prescribed by the First Selectman.

§8.9. Director of Human and Social Services²⁴.

A. Appointment and qualifications. The Director of Human and Social Services shall be appointed by the First Selectman and shall be trained in social services.

B. Duties. The Director of Human and Social Services shall:

- (1)** Administer and supervise a Department of Human Services;
- (2)** Prescribe the duties of subordinates and employees;
- (3)** Coordinate the work of the Department of Human Services with that of other government agencies, private social service organizations, and special commissions for service to the aging and disabled in the Town;
- (4)** Perform other duties prescribed by the Human Services Commission and the First Selectman; and
- (5)** Report to the First Selectman on matters of administration and operation and to the Human Services Commission on matters of policy.

²³ 2022 recodification of current Article IX, §9.9 (2006). Derived from Article IX, §9.9 of the 1997 Charter.

²⁴ 2022 recodification of current Article IX, §9.10 (2006). Derived from Article IX, §9.10 of the 1997 Charter (“Director of Human Services”).

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§8.10. Director of Parks and Recreation²⁵[S8].

A. Appointment and qualifications. The Director of Parks and Recreation shall be appointed by the First Selectmen and shall have such qualifications as may be established by the Parks and Recreation Commission.

B. Duties. The Director of Parks and Recreation shall:

(1) Administer and supervise the Parks and Recreation Department;

(2) Recommend policy to the Parks and Recreation Commission;

(3) Submit to the Parks and Recreation Commission plans for the development and maintenance of public cemeteries, parks, playgrounds, beaches, beach facilities, marina facilities, public gardens, and other recreational areas of the Town, except for areas and facilities under the control of the Board of Education, the Golf Commission, or the Harbor Management Commission;

(4) Submit to the Golf Commission, the Board of Education, and the Harbor Management Commission plans for the development and maintenance of recreational areas under the control of the Golf Commission, Board of Education, or the Harbor Management Commission.

(5) Submit to the Parks and Recreation Commission plans for recreation programs in the Town, except programs run by the Board of Education or the Golf Commission;

(6) Submit to the Golf Commission, the Board of Education, and the Harbor Management Commission plans for recreation programs of the Town involving facilities under the control of the Golf Commission, Board of Education, or the Harbor Management Commission.

(7) Implement the plans approved by the Parks and Recreation Commission;

(8) Coordinate the maintenance of parks and recreation facilities with the Department of Public Works

²⁵ 2022 recodification of current Article IX, §9.11 (2006). Derived from Article IX, §9.11 of the 1997 Charter.

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which shall supervise all maintenance and construction;

(9) Coordinate any recreational activities in Town open space areas with the Conservation Commission;

(10) Perform such other duties as directed by the Parks and Recreation Commission or the First Selectman;
and

(11) Report to the First Selectman on matters of administration and operation and to the Parks and Recreation Commission on matters of policy.

If the Golf Commission or Harbor Management Commission ceases to exist, reference to that Commission in this **Section 9.11.B** of this Charter shall be inoperative.

§8.11. Director of Community and Economic Development²⁶.

A. Appointment and supervision. The Director of Community and Economic Development shall be appointed by the First Selectman and shall report to the First Selectman and may be removed by the First Selectman without cause.

B. Duties. The Director of Community and Economic Development shall have such duties as determined by the First Selectman so as to manage and supervise policies and programs relating to economic development and affordable housing and any federal or state programs associated with such issues.

C. Liaison to Economic Development Commission and Affordable Housing Task Force. The Director of Community and Economic Development shall serve as a liaison to the Economic Development Commission and the First Selectman's Affordable Housing Task Force.

§8.12. Director of Human Resources²⁷.

A. Appointment and supervision. The Director of Human Resources shall be appointed by the First Selectman

²⁶ 2022 recodification of current Article IX, §9.12 (2006).

²⁷ 2022 recodification of current Article IX, §9.13 (2006).

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and shall report to the First Selectman.

B. Duties. The Director of Human Resources shall have such duties as determined by the First Selectman so as to manage and supervise policies and programs relating to all Town personnel practices, policies, and functions and all risk management functions associated with such issues.

Officers Appointed by the Board of Selectman

§8.13. Internal Auditor or Auditors²⁸.

A. Number. The Board of Selectmen shall appoint at least one (1) Internal Auditor and shall determine from time to time the number of Internal Auditors necessary to carry out the duties of the office and shall accordingly increase or decrease the number of Internal Auditors appointed.

B. Duties. The Internal Auditor or Auditors shall:

- (1) Monitor the departments, officers, employees, boards, and commissions of the Town for fiscal policy compliance;
- (2) Report on a regular basis to the Fiscal Officer; and
- (3) Make reports to the Board of Selectmen and the Board of Finance semi-annually and at any other times requested by either board.

§8.14. Assessor²⁹.

The Assessor shall be appointed by the Board of Selectmen and shall have the powers and duties conferred on assessors

²⁸ 2022 recodification of current Article IX, §9.15 (2006). Derived from Article IX, §9.13 of the 1997 Charter.

²⁹ 2022 recodification of current Article IX, §9.16 (2006). Modification of Chapter XVII, §6 and §8 of the 1947 and 1956 Acts and Chapter XVII, §6 and §7 of the 1975 Charter; and, Derived from Article IX, §9.14 of the 1997 Charter.

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generally by Chapter 203 of the General Statutes (C.G.S. § 12-40 et seq.), and, on request of the Board of Finance, shall report in writing concerning any matters pertaining to those duties. The Assessor shall have and maintain the certification required by § 12-40a of Chapter 203 of the General Statutes.

§8.15. Tax Collector³⁰.

A. Appointment and supervision. The Tax Collector shall be appointed by the Board of Selectman and shall act under the direction and control of the Fiscal Officer.

B. Duties. The Tax Collector shall have the powers and duties conferred in this Charter, by ordinance, and on tax collectors generally by Chapter 204 of the General Statutes (C.G.S. § 12-122 et seq.).

C. Delinquency list. The Tax Collector shall present annually, and at any other time the Board of Finance requires, a list of all amounts remaining unpaid on the rate bill for nine (9) months after becoming due. The list shall contain the name and address of each delinquent taxpayer, the amount of the tax, and, as a separate item, the interest and other charges due.

D. Accounting method^[S9]. The Tax Collector shall use the double entry system of accounting for keeping records approved by the State Commissioner of Revenue Services. However, the Tax Collector shall not be required to post collection of taxes and assessments in the tax book or tax rate bills.

E. Special exemption. Subject to the continuing approval of the State Commissioner of Revenue Services, any provisions of the General Statutes or of any special act inconsistent with this **Section 9.17** of this Charter shall not be applicable to the Town or the Tax Collector.

§8.16. Tree Warden³¹_[S10].

The Tree Warden shall be appointed by the Board of Selectmen and shall have a term of one (1) year. The Tree Warden

³⁰ 2022 recodification of current Article IX, §9.17 (2006). Modification of Chapter XVII, §7 and §8 of the 1947 and 1956 Acts and Chapter XVII, §8 of the 1975 Charter; and, Article IX, §9.15 of the 1997 Charter.

³¹ 2022 recodification of current Article IX, §9.18 (2006). Derived from Article IX, §9.16 of the 1997 Charter.

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shall have the powers and duties conferred by ordinance and on tree wardens generally by Chapter 451 of the General Statutes (C.G.S. §23-58 et seq.).

Officers appointed by other bodies.

§8.17. Director of Health³²[S11].

A. Appointment and term. The Director of Health shall be appointed by the Board of Health with the approval of the First Selectman and shall serve for a term of four (4) years.

B. Qualifications. The Director of Health shall be a licensed physician or otherwise shall possess the qualifications set forth in Chapter 368e of the General Statutes (C.G.S. §19a-200 et seq.).

C. Powers and duties. The Director of Health shall have the powers and the duties conferred by this Charter, by ordinance, and by the rules and regulations of the Board of Health, and on town directors of health generally by Chapter 368e of the General Statutes (C.G.S. §19a-200 et seq.) and state codes and regulations.

D. Supervision. The Director of Health shall report to the First Selectman on matters of administration and operation and to the Board of Health on matters of policy.

§8.18. Chief of Police³³[S12].

A. Appointment. The Chief of Police shall be appointed by the Police Commission, with the approval of the First Selectman, from among the three (3) highest scoring candidates who have passed a competitive examination for Chief of Police.

B. Powers and duties. The Chief of Police shall:

³² 2022 recodification of current Article IX, §9.20 (2006). Derived from Chapter VIII, §3 of the 1947 and 1956 Acts and 1975 Charter; and, Derived from Article IX, §9.18 of the 1997 Charter.

³³ 2022 recodification of current Article IX, §9.21 (2006). Derived from Article IX, §9.19 of the 1997 Charter.

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- (1) Be the executive officer of the Police Department;
- (2) Have authority to direct and control the conduct of all members and other employees of the Police Department; and
- (3) Keep all records required by law and by the Police Commission.

C. Departmental discipline. Subject to a contrary provision of a collective bargaining agreement, disobedience to the lawful orders of the Chief of Police shall be grounds for disciplinary action by the Police Commission. The Chief of Police shall have the power without consulting the Police Commission to impose fines of not more than two (2) days' pay or suspension of not more than one (1) week for disobedience to the Chief's lawful orders or for violations of the rules and regulations of the Police Department³⁴. The Chief of Police may recommend to the Police Commission that it take more severe disciplinary action.

D. Supervision. The Chief of Police shall report to the First Selectman on matters of administration and operation and to the Police Commission on matters of policy.

§8.19. Fire Chief³⁵[S13].

A. Appointment. The Fire Chief shall be appointed by the Fire Commission, with the approval of the First Selectman, from the three (3) highest scoring candidates who have passed a competitive examination for Fire Chief.

B. Powers and duties. The Fire Chief shall:

- (1) Be the executive officer of the Fire Department;
- (2) Have authority to direct and control the conduct of all members of the Fire Department; and
- (3) Keep the records required by law and by the Fire Commission.

³⁴ Derived from §3 of the 1945 Act; amended by §24 of the 1951 Act.

³⁵ 2022 recodification of current Article IX, §9.22 (2006). Derived from Article IX, §9.20 of the 1997 Charter.

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C. Departmental discipline. Subject to a contrary provision of a collective bargaining agreement, disobedience to lawful orders of the Fire Chief shall be grounds for disciplinary action by the Fire Commission. The Fire Chief shall have power without consulting the Fire Commission to impose fines of not more than two (2) days' pay or suspension for not more than one (1) week for disobedience to lawful orders or for violations of the rules and regulations of the Fire Department. The Fire Chief may recommend to the Fire Commission that it take more severe disciplinary action^[S14].

D. Supervision. The Fire Chief shall report to the First Selectman on matters of administration and operation and to the Fire Commission on matters of policy.

§8.20. Planning Director³⁶.

A. Appointment. The Planning Director shall be appointed by the Town Plan and Zoning Commission with the approval of the First Selectman.

B. Duties. The Planning Director shall have the duties prescribed by the Town Plan and Zoning Commission and the First Selectman.

C. Supervision. The Planning Director shall report to the First Selectman on matters of administration and operation and to the Town Plan and Zoning Commission on matters of policy.

§8.21. Animal Control Officer³⁷.

A. Appointment and supervision. The Animal Control Officer shall be appointed by the Police Commission and shall report to the Chief of Police.

B. Powers and duties. The Animal Control Officer shall have the powers and duties prescribed by the Police Commission and conferred on animal control officers generally by Chapter 435 of the General Statutes.

³⁶ 2022 recodification of current Article IX, §9.23 (2006). Derived from Article IX, §9.21 of the 1997 Charter.

³⁷ 2022 recodification of current Article IX, §9.24 (2006). Derived from Article IX, §9.22 of the 1997 Charter.

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§8.22. Conservation Director³⁸[S15].

A. Appointment. The Conservation Director shall be appointed by the Conservation Commission with the approval of the First Selectman.

B. Duties. The Conservation Director shall have the duties prescribed by the Conservation Commission and the First Selectman.

C. Supervision. The Conservation Director shall report to the First Selectman on matters of administration and operation and to the Conservation Commission on matters of policy.

§8.23. Town Librarian³⁹.

A. Appointment and qualifications. The Town Librarian shall be appointed by the Board of Library Trustees, with the approval of the First Selectman, and shall have such qualifications as may be required by the Board of Library Trustees.

B. Duties. The Town Librarian shall:

(1) Report to and have such duties as are defined by the Board of Library Trustees on matters of policy, and by the First Selectman on matters of administration.

(2) Manage and supervise policy, programs and personnel relating to all public town libraries.

(3) Have responsibilities as set forth by the Board of Library Trustees pursuant to Sections 10.17.C(5) and (6).

• New Departments:

○ Engineering Department.

³⁸ 2022 recodification of current Article IX, §9.25 (2006). Derived from Article IX, §9.23 of the 1997 Charter.

³⁹ 2022 recodification of current Article IX, §9.26 (2006).

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- **Solid Waste and Recycling Department.**

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**ARTICLE IX - SPECIFIC PERMANENT APPOINTED BOARDS, AUTHORITIES,
COMMISSIONS, AND DEPARTMENTS**

§9.1. Boards, Commissions and Authorities⁴⁰.

A. Permanent Bodies Appointed by the First Selectman⁴¹. The First Selectman shall appoint the members of the bodies listed in this sub-section and in Section 9.2 of this Charter in the numbers and for the terms set forth therein: Conservation Commission.

B. Permanent Bodies Appointed by the Board of Selectmen⁴². The Board of Selectmen shall appoint the members of the bodies listed in this sub-section and in Sections 9.3 through 9.14 of this Charter in the numbers and for the terms set forth therein:

Police Commission and Department
Police and Fire Retirement Board
Board of Health and Public Health Dept.
Board of Building Appeals
Water Pollution Control Authority
Human Services Commission and Dept.

Fire Commission and Department
Department of Public Works
Parks and Recreation Commission
Flood and Erosion Control Board
Historic District Commission
Golf Commission

C. Permanent Bodies Appointed by the Board of Selectmen and Approved by RTM⁴³. The Board of Selectmen shall appoint the members of the body listed in this sub-section and in Sections 9.15 of this Charter in the numbers and for the terms set forth therein: Ethics Commission.

D. Permanent Self-Perpetuating Bodies approved by the Board of Selectmen⁴⁴. The Board of Selectmen shall approve the members of the body listed in this sub-section and in Sections 9.16 of this Charter in the numbers and

⁴⁰ 2022 recodification of current Article X, §10.1.A (2006). Derived from Article X, §10.1.A of the 1997 Charter.

⁴¹ 2022 recodification of current Article X, §10.2 (2006). Derived from Article X, §10.2 of the 1997 Charter.

⁴² 2022 recodification of current Article X, §10.4 (2006). Derived from Article X, §10.4 of the 1997 Charter.

⁴³ NEW (2022).

⁴⁴ NEW (2022).

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for the terms set forth therein: Board of Library Trustees.

E. Meetings⁴⁵.

(1) All appointed boards and commissions except the Ethics Commission and the Board of Building Appeals shall hold at least ten (10) regular stated meetings a year and shall give annual notice of such meetings as required by the General Statutes. The Ethics Commission and the Board of Building Appeals shall meet when they have business to transact. Officers of each board and commission shall be elected annually at an organization meeting so noticed by the Town Clerk held in the month of December. No person sitting on a board or commission at the designation of another board or commission may be elected an officer of the board or commission to which he or she has been designated.

(2) Each appointed board and commission shall keep an accurate record of all its official acts, votes, meetings, and proceedings and shall designate one (1) of its members or its clerk to keep such record. The minutes and records of such boards and commissions shall be public records and shall be open for public inspection at the office of the Town Clerk or of the department involved during regular business hours⁴⁶.

(3) All regular meetings of boards and commissions shall be open to the public except for executive sessions permitted by the General Statutes, and all appointed boards, and commissions, and committees shall comply with state freedom of information laws unless otherwise provided by statute⁴⁷.

(4) Robert's Rules of Order shall regulate the conduct of all meetings of boards and commissions unless a particular board or commission otherwise stipulates.

F. Vacancies⁴⁸. A vacancy in the membership of any permanent appointed authority, board, or commission shall be filled in the manner prescribed in **Section 3.5 of this Charter**.

⁴⁵ 2022 recodification of current Article X, §10.1.B (2006). Derived from Article X, §10.1.B of the 1997 Charter.

⁴⁶ Derived from Chapter XXIV, §2 of the 1947 and 1956 Special Acts; Chapter XXVI, §2 of the 1975 Charter.

⁴⁷ Derived from Chapter II, §6 of the 1947 and 1956 Acts.

⁴⁸ 2022 recodification of current Article X, §10.1.C (2006). Derived from Article X, §10.1.C of the 1997 Charter.

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Bodies appointed by the First Selectman.

§9.2. Conservation Commission⁴⁹_[S16].

A. Members and terms. The Conservation Commission shall consist of seven (7) members, not more than four (4) of whom shall be registered with the same political party, and three alternate members, not more than two (2) of whom shall be registered with the same political party. Both members and alternate members shall be appointed by the First Selectman for a term of five (5) years. Members' terms shall be staggered so that no more than two (2) members' terms expire in one (1) year. Alternate members' terms need not be staggered.

B. Powers and duties (Conservation Functions).

(1) The Conservation Commission shall have all of the powers and duties conferred by this Charter, by ordinance, and on conservation commissions generally by § 7-131a of Chapter 97 of the General Statutes.

(2) In order to carry out its powers, the Conservation Commission shall:

(a) Conserve, develop, supervise, and regulate natural resources, including water resources and open space land in the Town;

(b) Conduct investigations into the use and possible use of land in the Town;

(c) Keep an index of all open areas, publicly or privately owned, for the purpose of obtaining information on the proper use of such areas;

(d) Have the ability to recommend to appropriate agencies plans and programs for the development and use of open areas;

(e) Have the ability, as approved by the RTM, to acquire land and easements in the name of the Town and promulgate rules and regulations, including but not limited to the establishment of reasonable

⁴⁹ 2022 recodification of current Article X, §10.3 (2006). Derived from Article X, §10.3 of the 1997 Charter.

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charges for the use of land and easements, for any of its purposes; and

- (f) Have the ability to coordinate the activities of unofficial bodies organized for similar purposes.

C. Powers and duties (Inland Wetland Functions). The Conservation Commission shall have the powers and duties conferred by this Charter, by ordinance, and on inland wetlands and watercourses agencies generally by §§ 22a-42 to 22-44 of Chapter 440 of the General Statutes. In particular, the Commission shall:

- (1) Provide for the protection, preservation, maintenance and use of inland wetlands and watercourses, for their conservation, economic, aesthetic, recreational, and other public and private uses and values in order to provide to the citizens of the Town an orderly process to balance the need for the economic growth of the Town and the use of its land with the need to protect the environment and its natural resources;
- (2) Adopt, amend and promulgate such regulations as are necessary to protect and define the inland wetlands and watercourses;
- (3) Develop a comprehensive program in furtherance of its purposes;
- (4) Advise, consult and cooperate with other agencies of the Town, State and Federal governments;
- (5) Encourage and conduct studies and investigations and disseminate relevant information; and
- (6) Inventory and evaluate the inland wetlands and watercourses in such form as it deems best suited to effect its purposes.

D. Director and other employees or consultants. The Commission shall appoint a Director with the approval of the First Selectman. The Commission shall have the power to engage such employees or consultants as it requires to carry out its duties, including a wetlands administrator and assistants who, subject to the general supervision of the Director, shall enforce all laws, ordinances and regulations relating to matters over which it has jurisdiction and who shall have such other duties as the Commission or the Director may prescribe.

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Permanent bodies appointed by the Board of Selectmen.

§9.3. Police Commission and Department⁵⁰[S17].

A. Members and terms. The Police Commission shall consist of seven (7) members appointed by the Board of Selectmen, no more than four (4) of whom shall be registered with the same political party. Each member shall have a term of five (5) years with the terms staggered so that not more than two (2) terms expire in one (1) year.

B. Powers and duties. The Police Commission shall have the powers and duties conferred on police commissions generally by §7-276 of Chapter 104 of the General Statutes, except as those may be limited by this Charter. In particular, the Police Commission shall:

- (1) Have general management supervision of the Police Department of the Town and of all property and equipment used by or in connection with the operation of the department;
- (2) Make rules and regulations consistent with the General Statutes and this Charter for the governance of the Police Department and its personnel, and may prescribe penalties for violations of its rules and regulations;
- (3) Subject to the provisions in this Charter regarding appointment of the Chief of Police, have sole power to appoint and promote to all positions in the Police Department, which appointments and promotions shall be made on the basis of merit;
- (4) Determine the qualifications for each rank and grade in the Police Department; and
- (5) Within the appropriations made for that purpose determine the number of officers and other employees of the Police Department and of the several ranks and grades and their compensation.

C. Appointment of Acting Chief. During the absence or disability of the Chief of Police, the Police Commission may designate a member of the department as Acting Chief of Police to perform the duties of the Chief of Police.

⁵⁰ 2022 recodification of current Article X, §10.5 (2006). Derived from Chapter XIV of the 1947 Act, based upon §1 of Special Act No. 186 (1945); further amended by §23 of the 1951 Act and affirmed by Chapter XIV of the 1956 Act and the 1975 Charter; and, Article X, §10.5 of the 1997 Charter.

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D. Appointment of special officers. Special officers for the protection of specified private property and special traffic duty or for the preservation of peace may be appointed by the Commission under such rules and regulations as the Commission shall from time to time establish. Such officers shall serve at the pleasure of the Commission and in any event for terms not to exceed one (1) year unless re-appointed.

§9.4. Fire Commission and Department⁵¹[S18].

A. Members and terms. The Fire Commission shall consist of seven (7) members appointed by the Board of Selectmen, no more than four (4) of whom shall be members of the same political party. Each member shall have a term of five (5) years with the terms staggered so that no more than two terms expire in one (1) year.

B. Powers and duties[S19]. The Fire Commission shall have all the powers and duties conferred on fire commissions generally by §7-301 of Chapter 104 of the General Statutes, except as those may be limited by this Charter. In particular, the Fire Commission shall:

- (1) Have general management and supervision of the Fire Department of the Town and of all property and equipment used by or in connection with the operation of the department, including the hydrants used for fire purposes;
- (2) Make rules and regulations consistent with the General Statutes and this Charter for the governance of the Fire Department and its personnel, and may prescribe penalties for violations of its rules and regulations;
- (3) Subject to the provisions in this Charter regarding appointment of the Fire Chief, have sole power to appoint and promote to all positions in the department, and all appointments and promotions in the Fire Department shall be made on the basis of merit;
- (4) Determine the qualifications for each rank and grade in the Fire Department; and

⁵¹ 2022 recodification of current Article X, §10.6 (2006). Modification of Chapter XV of the 1947 and 1956 Acts and 1975 Charter. At the time the Commission membership was based upon the fire districts in town. Derived from Article X, §10.6 of the 1997 Charter.

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(5) Within the limits of the appropriations made for that purpose, determine the number of persons employed by the department and of the several ranks and grades and their compensation.

C. Appointment of Acting Fire Chief. During the absence or disability of the Fire Chief, the Commission may designate a member of the department as Acting Fire Chief to perform the duties of the Fire Chief.

§9.5. Police and Fire Retirement Board⁵².

A. Members and terms. The Police and Fire Retirement Board shall consist of seven (7) members: The First Selectman (who shall be Chairman), the Fiscal Officer, three (3) members appointed by the Board of Selectmen for a term of three (3) years, and one (1) member to serve for a period of one (1) year, to be elected by the members of the Fire Department and members of the Police Department, respectively. No more than two (2) of the three (3) members appointed by the Board of Selectmen shall be registered with one (1) political party and their terms shall be staggered so that not more than two (2) terms expire in one (1) year.

B. Powers and duties. The Police and Fire Retirement Board shall be the trustees of the retirement fund created under the existing police and fire retirement system for regular firefighters and police officers employed by the Town and shall have full control and management of the fund, with the power to invest and reinvest the same in accordance with the General Statutes respecting the investment of trust funds. The Police and Fire Retirement Board shall be responsible for assuring that the administration of the Police and Retirement plan is in strict accordance with the plan documents.

C. Annual report. On or before January 1 of each year, the Police and Fire Retirement Board shall file an annual report with the Board of Selectmen showing the financial condition of the police and fire retirement system as of the end of the last- completed fiscal year, including an actuarial evaluation of assets and liabilities, and setting forth such other facts, recommendations and data as may be of value to the members of the police and fire retirement system of the Town.

D. Changes in retirement system. Before any change in the police and fire retirement system negotiated under the General Statutes is submitted for consideration to the Board of Finance, and for action to the RTM, the First Selectman shall secure a written actuarial evaluation and report of such change.

⁵² 2022 recodification of current Article X, §10.7 (2006). Derived from Chapter XXI of the 1975 Charter and Article X, §10.7 of the 1997 Charter.

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§9.6. Department of Public Works⁵³[S20].

The Department of Public Works shall have all of the administrative powers and duties vested in the Town by this Charter or by the General Statutes with respect to the following functions of the Town:

A. The construction, reconstruction, care, maintenance, operation, altering, paving, repairing, draining, cleaning, snow clearance, lighting, and inspection of all public streets, highways, bridges, sidewalks, curbs, street signs, guide posts, dams, incinerators, dumps, water supply, sewerage systems, and other public improvements, and of all buildings and equipment owned or used by the Town, except school buildings and equipment, police and fire equipment, and buildings and equipment under the control of the Board of Library Trustees;

B. The removal of encroachments and, together with the Tree Warden, the planting, preservation, care and removal of trees, shrubs and other vegetation within highways, or public places, or on Town property;

C. The maintenance, care and improvement of, and construction work required in connection with, public cemeteries, parks, playgrounds, beaches, marina facilities, and recreational areas of the Town, as requested by the Selectmen, the Parks and Recreation Commission, the Conservation Commission, the Board of Education, or other bodies as may be designated by ordinance.

D. The custody of all maps of the Town not otherwise entrusted to any other department, commission, board, authority, or Town officer; and

E. The maintenance of maps or other records showing highways, building or veranda lines, street profiles, and plans and profiles of storm and sanitary sewers.

§9.7. Board of Health and Public Health Department⁵⁴[S21].

A. Members and terms of the Board of Health⁵⁵. The Board of Health shall consist of seven (7) members, five

⁵³ 2022 recodification of current Article X, §10.8 (2006). Derived from Article X, §8 of the 1997 Charter.

⁵⁴ 2022 recodification of current Article X, §10.9 (2006). Derived from Article X, §10.9 of the 1997 Charter.

⁵⁵ Derived from Chapter VIII, §1 of the 1947 Act; as further amended by §10 of the 1951 Act and reaffirmed by Chapter VIII, §1 of the 1956 Act and

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(5) of them appointed by the Board of Selectmen for four (4) year terms, one (1) designated by the Board of Education from its members, and one (1) designated by the Human Services Commission from its members. At least one (1) of the members so appointed shall be a physician. At least two (2) additional members shall be licensed health care professionals. Not more than three (3) of the members appointed by the Board of Selectmen shall be registered with the same political party and their terms shall be staggered so that no more than two (2) terms expire in one (1) year. The members designated by the Board of Education and by the Human Services Commission shall not serve beyond their tenure on the appointing bodies.

B. Organization^[§22]. The Board of Health shall be the general policy-making body for the Public Health Department and shall make all necessary rules and regulations for its administration.

C. Personnel⁵⁶. The Public Health Department shall consist of a Director of Health and such sanitarians, nurses, dental hygienists, secretaries, clerks and other personnel as may be necessary to operate the department, including such physicians as may be temporarily engaged from time to time.

D. Powers and duties.

(1) The Board of Health 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.

(2) The Board of Health shall advise the Director of Health in all matters relating to public health, and health services in the schools of the Town, and shall appoint the school and Well Child Clinic medical advisors.

§9.8. Parks and Recreation Commission⁵⁷.

the 1975 Charter.

⁵⁶ Derived from Chapter VIII, §2 of the 1947 Act and the 1956 Act.

⁵⁷ 2022 recodification of current Article X, §10.10 (2006). Derived from Chapter XIII of the 1947 and 1956 Acts and the Charter of 1975. At the time the Commission consisted of five members; as further amended by §17 of the 1951 Act. A Board of Recreation existed under Chapter XVI of the

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A. Members and terms.

(1) The Parks and Recreation Commission shall consist of nine (9) voting members, eight (8) of whom shall be appointed by the Board of Selectmen and one (1) of whom shall be a member of the Board of Education designated by the Board of Education to serve on the Parks and Recreation Commission. Notwithstanding **Section 3.2 of this Charter**, no more than five (5) of the members appointed by the Board of Selectman shall belong to the same political party. The Director of Parks and Recreation and the Director of Public Works shall serve on the Parks and Recreation Commission ex officio without vote.

(2) The term of office of the members appointed by the Board of Selectmen shall be five (5) years with terms staggered so that no more than two (2) members are appointed in any one year.

B. Powers and duties. The Parks and Recreation Commission shall be the policy-making body for the Parks and Recreation Department, shall together with the First Selectman supervise the Director of Parks and Recreation, and shall assist in establishing requirements and qualifications for personnel needed for the Department.

C. Department. The Parks and Recreation Department shall consist of a Director of Parks and Recreation and such other personnel as may be necessary to operate the department.

§9.9. Board of Building Appeals⁵⁸_[S23].

A. Members and terms. The Board of Building Appeals shall consist of five (5) members appointed by the Board of Selectmen, no more than three (3) of whom shall be registered with the same political party. The members shall have terms of five (5) years, which shall be staggered so that no more than one (1) term expires in one (1) year.

B. Qualifications. The members shall have the qualifications set forth in the State Building Code.

C. Powers and duties. The Board of Building Appeals shall have the powers and duties conferred on boards of

1947 Act and 1975 Charter; §1 was amended and §4 was repealed by §§18 and 19 of the 1951 Act. Chapter XVI, §2 remained in effect under the 1956 Act. Derived from Article X, §10.10 of the 1997 Charter.

⁵⁸ 2022 recodification of current Article X, §10.11 (2006). See, §2 of Chapter X of the 1947 Act (“Board of Building Commissioners”); further amended by §11 of the 1951 Act and reaffirmed by Chapter X of the 1956 Act and the 1975 Charter; and, Article X, §10.11 of the 1997 Charter.

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building appeals generally by § 29-266 of Chapter 541 of the General Statutes, including hearing appeals from the decisions of the Building Inspector.

§9.10. Flood and Erosion Control Board⁵⁹[S24].

A. Members and terms. The Flood and Erosion Control Board shall consist of five (5) members appointed by the Board of Selectmen, no more than three (3) of whom shall be registered with the same political party. The members shall have terms of five (5) years, which shall be staggered so that not more than one (1) term expires in one (1) year.

B. Powers and duties. The Flood and Erosion Control Board shall have the powers and duties conferred on flood and erosion control boards generally by §25-84 of Chapter 477 of the General Statutes.

C. Temporary members. If any member of the Board is disqualified from participating in any appraisal of damages or assessment of benefits, the remaining members of the Board shall appoint an elector as a temporary board member. The temporary board member shall have all of the powers and duties of the disqualified member, but only with respect to the matter as to which the member is disqualified.

§9.11. Water Pollution Control Authority⁶⁰.

A. Members and terms. The Water Pollution Control Authority shall consist of seven (7) members, one (1) of whom shall be a member of the Board of Selectmen, and six (6) of whom shall be appointed by the Board of Selectmen. No more than four (4) of the members appointed by the Board of Selectmen shall be registered with the same political party. The members appointed by the Board of Selectmen shall have terms of four (4) years, which shall be staggered so that not more than two (2) terms expire in one (1) year. The Fiscal Officer shall be a member ex officio, without vote.

B. Organization and personnel. For purposes of this Charter, the Water Pollution Control Authority shall be deemed a commission except where any provision of this Charter of general application to commissions conflicts with a provision of the General Statutes concerning water pollution control authorities. The Water Pollution Control Authority may establish rules and adopt bylaws for the transaction of its business. The clerk of the Water Pollution Control Authority shall

⁵⁹ 2022 recodification of current Article X, §10.12 (2006). Derived from Article X, §10.12 of the 1997 Charter.

⁶⁰ 2022 recodification of current Article X, §10.13 (2006). Derived from Article X, §10.13 of the 1997 Charter.

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keep a record of its proceedings and shall be custodian of all books, papers and other documents of the WaterPollution Control Authority. The Water Pollution Control Authority may employ such personnel as may be required for the performance of its duties and may fix their compensation.

C. Powers and duties. The Water Pollution Control Authority shall have the power to:

(1) Plan, lay out, acquire, construct, reconstruct, equip, repair, maintain, supervise and manage and, through the Department of Public Works, operate a sewerage system;

(2) Acquire, by purchase, condemnation or otherwise, any real property or interest in real property which it shall determine to be necessary for use in connection with such sewerage system;

(3) Apportion and assess the whole or any part of the cost of acquiring, constructing or reconstructing any sewerage system or portion thereof upon the lands and buildings in the Town which, in its judgment, shall be especially benefited by the system (whether they abut on such system or not), and upon the owners of such lands and buildings and fix the time when such assessments shall be due and payable and provide that they may be paid in such number of substantially equal annual installments, not exceeding thirty (30), as it shall determine;

(4) Establish and from time to time revise just and equitable charges or rates for connection with and use of the sewerage system;

(5) Order any owner or occupant of any real estate to which the sewerage system is available to connect the drainage and sewerage thereof with the system and to disconnect, fill up and destroy any cesspool, privy vault, drain or other arrangement on such real estate for the reception of such drainage or sewerage; and

(6) Generally, to have and possess all of the powers and duties conferred upon water pollution control authorities by the General Statutes.

§9.12. Historic District Commission⁶¹.

⁶¹ 2022 recodification of current Article X, §10.14 (2006). Derived from Article X, §10.14 of the 1997 Charter.

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A. Members and terms. The Historic District Commission shall consist of five (5) members, no more than three (3) of whom shall be registered with the same political party, and three (3) alternate members, no more than two (2) of whom shall be registered with the same political party. Both members and alternate members shall be appointed by the Board of Selectmen, with the **advice and consent of the RTM**. Terms of membership shall be for five (5) years and shall be staggered so that no more than one (1) member's term and one (1) alternate member's term expires in each year.

B. Powers and duties. The Historic District Commission shall have the powers and duties conferred upon historic district commissions and historic properties commissions generally by Chapter 97a of the General Statutes (C.G.S. §7-147a et seq.).

§9.13. Human Services Commission and Department⁶²_[S25].

A. Members and terms. The Human Services Commission shall consist of nine (9) members appointed by the Board of Selectmen, not more than five (5) members of whom shall be registered with the same political party. Members shall have terms of four (4) years which shall be staggered so that no more than four (4) terms expire in one (1) year. The Human Services Commission shall have members representing the interests of the aging and the handicapped and may form its own committees with additional persons to assist and advise the Human Services Commission in matters which concern the conditions and needs of aging and of handicapped persons.

B. Powers and duties. The Human Services Commission shall be the policy-making body for the Department of Human Services.

C. Department of Human Services.

(1) Powers and duties. The Department of Human Services, together with the Board of Selectmen, shall have all the powers and duties relating to social services granted to and imposed upon towns by the General Statutes. The Department of Human Services shall act on behalf of the Town in all social service matters in conjunction with State and Federal agencies. Social service matters involving community health issues shall be coordinated with the Public Health Department.

⁶² 2022 recodification of current Article X, §10.16 (2006). Derived from Article X, §10.16 of the 1997 Charter.

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(2) **Acceptance and use of private donations.** The Department of Human Services shall have the power to accept on behalf of the Town donations of any kind to be used generally or specifically for its purposes and to carry out any specific wishes of a donor. The power to accept donations shall not be construed to eliminate the authority any other Town officer or body may have to review specific donations. All donated monies shall be delivered to the Town Treasurer to be maintained in a special account subject to the order of the Department of Human Services, in accordance with the terms of gift in each instance.

§9.14. Golf Commission⁶³.

A. Members and terms. The Golf Commission shall consist of seven (7) members appointed by the Board of Selectmen, no more than four (4) of whom shall be registered with same political party. Each member shall have a term of five (5) years, commencing April 1, with the terms staggered so that no more than two (2) terms expire in the same year. No member shall be eligible for reappointment to the Golf Commission for a period of five (5) years after the end of his or her term.

B. Powers and duties. The Golf Commission shall be the policy-making body for the Par 3 Golf Course and the H. Smith Richardson Golf Course. It shall have the following powers, subject to appropriation:

(1) To make, amend and repeal bylaws, rules and regulations relative to play, hours of operation, fees, charges, and all other decisions necessary for the successful operation of those courses;

(2) To fix and revise from time to time and to charge and collect fees, rents and other charges for the use of any golf course facilities on behalf of the Town in an amount sufficient to maintain operating and maintenance expenses.

⁶³ 2022 recodification of current Article X, §10.18 (2006). Derived from Article X, §10.18 of the 1997 Charter.

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§9.15. Ethics Commission⁶⁴[S26].

A. Members and terms.

(1) The Ethics Commission shall consist of five (5) members, appointed by unanimous vote of the Board of Selectmen and confirmed by a Majority Vote of the RTM. No more than three (3) members shall be registered with the same political party.

(2) Notice of appointment shall be served by the Board of Selectmen upon the Moderator of the RTM and the Town Clerk. A vote for approval or rejection of each person appointed shall be taken at an RTM meeting held more than ten (10) days after service of the notice on the Town Clerk. Failure to vote within sixty (60) days of the service on the Town Clerk shall be deemed to be approval and confirmation by the RTM. If any appointment is rejected by the RTM, the Board of Selectmen shall within twenty-one (21) days after the rejection notify the RTM Moderator and Town Clerk of further appointments to replace the rejected appointments. The RTM shall then vote on the new appointments. These too shall be deemed approved and confirmed if not voted upon within sixty (60) days of the notice.

(3) The terms shall commence on July 1. Terms of members shall be two (2) years and shall be staggered so that no more than three (3) terms expire in one (1) year. No member may serve more than the shorter of two (2) terms or one (1) term plus a partial term created by filling a vacancy for an unexpired term.

B. Powers and duties. The Ethics Commission shall:

(1) Receive complaints alleging violations of the Standards of Conductor any ordinance establishing a Code of Ethics for Town officials and employees;

(2) Upon sworn complaint or upon the vote of three (3) members, investigate the actions and conduct of elected and appointed Town officials, members of the RTM, and employees of the Town to determine whether there

⁶⁴ 2022 recodification of current Article X, §10.15 (2006). Derived from Article X, §10.15 of the 1997 Charter.

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is probable cause that aviolation has occurred of the Standards of Conduct or Code of Ethics;

(3) On its own motion issue general opinions and interpretations of theStandards of Conduct or the Code of Ethics;

(4) Upon the request of a principal officer of a department, or any member of a Town authority, board, commission, or committee, or any member of the RTM render an advisory opinion with respect to any specific relevant situation under the Standards of Conduct or Code of Ethics;

(5) Consider written requests for advisory opinions referred by a department head with respect to any problem submitted to the department head in writingby an employee in the department (whose name need not be disclosed to the Ethics Commission) concerning that employee's duties in relationship to the Standards of Conduct or Code of Ethics where the department head elects not to decide the issue within the department;

(6) Adopt such regulations as it deems advisable to assure procedures for the orderly and prompt performance of the Commission's duties;

(7) Upon a finding of probable cause initiate hearings to determine whether there has been a violation of the Standards of Conduct or Code of Ethics;

(8) Have the power to retain its own counsel, administer oaths, issue subpoenas and subpoenas *duces tecum* (enforceable upon application to the Superior Court) to compel the attendance of persons at hearings and the production of books, documents, records, and papers; and

(9) Upon finding of a violation of the Standards of Conduct or Code ofEthics, at its discretion, recommend appropriate disciplinary action to the Board ofSelectmen or appropriate department heads.

C. Procedure.

(1) On complaints.

(a) In any investigation to determine probable cause the Ethics Commission shall honor all requests

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for confidentiality, consistent with the requirements of State law. Unless a finding of probable cause is made or the individual against whom a complaint is filed requests it, complaints alleging a violation of the Standards of Conduct or Code of Ethics shall not be disclosed by the Ethics Commission.

(b) Any person accused of a violation shall have the right to appear and be heard by the Ethics Commission and to offer any information which may tend to show there is no probable cause to believe the person has violated any provision of the Standards of Conduct or the Code of Ethics.

(c) The Ethics Commission shall, not later than 10 days after the termination of its probable cause investigation, notify the complaining person and the person against whom the complaint was made that the investigation has been terminated and the results.

(d) At hearings after a finding of probable cause, the Ethics Commission shall afford the person accused the protection of due process consistent with that established for state agencies under the "Connecticut Uniform Administrative Procedures Act," including but not limited to the right to be represented by counsel, the right to call and examine witnesses, the right to the production of evidence by subpoena, the right to introduce exhibits, and the right to cross-examine opposing witnesses.

(e) In the absence of extraordinary circumstances, the hearing shall be held within 90 days of the initiation of the investigation. The Ethics Commission shall, not later than 30 days after the close of the hearing, publish its findings together with a memorandum of its reasons. Any recommendation for disciplinary action shall be contained in the findings.

(f) An individual directly involved or directly affected by the action taken as a result of the Ethics Commission's findings or recommendation may seek judicial review of such action and of the Ethics Commission's findings or recommendation unless the action taken was a referral of the matter to proper authorities for criminal prosecution.

(2) **On requests for advisory opinions.** Within forty-five (45) days from the receipt of a request for an advisory opinion, the Ethics Commission shall either render the opinion or advise as to when the opinion shall be rendered.

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D. Quorum. A quorum for the Ethics Commission shall be not less than four (4) members in attendance. All members who attended all hearings on the matter, and all members who certify that they have read or heard the entire transcript of the hearing they did not attend, shall be eligible to vote on the proposed Ethics Commission action. The Ethics Commission shall find no person in violation of any provision of the Standards of Conduct or Code of Ethics except upon the concurring vote of three-fourths (3/4^{ths}) of those members voting.

Self-Perpetuating Board Approved by Board of Selectmen

§9.16. Board of Library Trustees⁶⁵.

A. Members and terms. The Board of Library Trustees shall consist of the Town Treasurer, ex officio without vote, and six (6) trustees appointed in the following manner: Annually, the Board of Library Trustees, with the approval of the Board of Selectmen, shall appoint one trustee to serve for a term of six (6) years.

B. Vacancy and reappointment limitation. Any vacancy in the Board of Library Trustees, from any cause other than the expiration of a term, shall be filled for the remainder of the term by appointment by the remaining trustees, with the approval of the Board of Selectmen. No person who has served a full six (6) year term as trustee shall be eligible for reappointment to the Board of Library Trustees until after the lapse of one (1) year from the expiration of that person's term of office.

C. Powers and duties. The Board of Library Trustees shall:

- (1)** Manage, control, maintain, and operate all property of the Town devoted to library purposes, except such property as may be under the jurisdiction of the Board of Education;
- (2)** Establish and enforce reasonable fines and penalties for the violation of its rules and regulations;
- (3)** In addition to its free library services, have the ability to provide for the rental of books, periodicals, motion pictures, exhibits, or other library facilities;

⁶⁵ 2022 recodification of current Article X, §10.17 (2006). Derived from §1 of the 1949 Act and, further amended by §22 of the 1951 Act; and; Chapter XXV of the 1956 Special Act; Chapter XXII of the 1975 Charter; and, Article X, §10.17 of the 1997 Charter.

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- (4) Turn over money which may be collected in the enforcement of fines and penalties to the Town Treasurer;
- (5) Subject to appropriation, (a) appoint a Town Librarian with the approval of the First Selectman, and (b) appoint such assistant librarians, clerks, and other employees as may be necessary to maintain and operate the library facilities;
- (6) Determine the duties, terms of service, and the compensation of library employees; and
- (7) Purchase such books, periodicals, publications, materials and supplies as may be useful or necessary for the operation of the library facilities of the Town.

D. Acceptance and use of private donations.

(1) **Acceptance and use.** Subject to the provisions contained in this Charter and in the General Statutes, the Board of Library Trustees may accept any gift of property of any character upon any terms and conditions which the donor may prescribe and which may be acceptable to the Board of Library Trustees, provided no gift which imposes upon the Town an obligation to incur any expense in order to keep, use or maintain the gift may be accepted by the Board of Library Trustees unless it is approved by the RTM. The Board of Library Trustees may establish one (1) or more library funds with any of such property and shall have the exclusive control and management of, may hold title to, and may manage and invest and reinvest, the property in accordance with the laws of the State governing the investment of trust funds.

(2) **Management of funds.** Subject to the terms and conditions upon which any of such property or funds shall be held, the Board of Library Trustees shall transfer the gross income at least quarterly to the Town Treasurer to be expended by the Town for general library purposes or for such special purposes as may be required to comply with the terms and conditions of any gift. To the extent permitted by the terms and conditions upon which any of the property or funds may have been received, the Board of Library Trustees may transfer to the Town Treasurer the whole or any part of the principal of any library fund to be expended by the Town for general library purposes. Subject to appropriation, the Board of Library Trustees may employ such agents, experts, and other personnel as it may deem advisable in connection with the administration and management of any of such property or funds.

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NEW:

- Cemetery Commission to address the condition of the Old Burying Ground
- Citizens Commission (“Office of the People”).
- Diversity, Equity, Inclusion and Justice Officer and DEI Task Force or Commission to address issues of diversity and racial equity (create a racial equity subcommittee)
- Commission on Climate Change- with membership from the various land use boards and departments should be formed to address environmental sustainability
- The Bicycle & Pedestrian Committee in order to include a strengthened Complete Streets Policy in the Charter.

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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 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], although not later than the third (3rd) Monday in February^[S4].

B. Recommendations to Board of Finance⁴. The First Selectman shall review the 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[S5]. 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[S6] (“Proposed Executive Budget[S7]”).

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.

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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 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~~^[S8] 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_[S9]. 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}^[S10]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}^[S11].

D. Recommendations to RTM¹⁰. 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}^[S12] (“Proposed Town Budget”).

E. Determination of property tax rate¹¹. 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

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

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

¹¹ [2022 modification and recodification of current Article XII, §12.3.E \(2006\). Derived from Article XII, §12.3 of the 1997 Charter.](#)

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determine the rate of property tax for the next fiscal year.

§10.4. Review and determination by the RTM¹²: Approved Annual Town Budget¹³ ~~S13~~.

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 budget¹⁴.

Any item in the ~~budget~~Approved Annual Town Budget referred to a referendum vote as provided in Article III, ~~§3.7~~XXXXI 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 Finance¹⁵.

A. Appeals to RTM¹⁶. Any Town officer, board, commission, authority, committee or department of the Town may appeal to the RTM from a vote of the Board of Finance to recommend a reduction in the amount of any request by ~~the~~said 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 appeal¹⁷. The appeal shall be made in writing and shall be filed with the Town Clerk within

¹² ~~Recodification of current Article XII, §12.4 (2006). Derived from Article XII, §12.4 of the 1997 Charter.~~

¹³ 2022 modification and recodification of current Article XII, §12.4 (2006). Derived from Article XII, §12.4 of the 1997 Charter.

¹⁴ ~~Recodification~~ 2022 modification and recodification of current Article XII, §12.5 (2006). Derived from Article XII, §12.5 of the 1997 Charter.

¹⁵ ~~Recodification of current Article XII, §12.6 (2006). Derived from Article XII, §12.6 of the 1997 Charter.~~

¹⁶ 2022 modification and recodification of current Article XII, §12.6.A (2006). Derived from Article XII, §12.6 of the 1997 Charter.

¹⁷ Recodification of current Article XII, §12.6.B (2006). Derived from Article XII, §12.6 of the 1997 Charter.

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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 hearing¹⁸. 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 appeal¹⁹. 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 forbidden²⁰.

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 authority²¹.

The First Selectman and the Purchasing Agent, acting in conjunction, shall be the general purchasing authority of

¹⁸ [2022 modification and recodification of current Article XII, §12.6.C \(2006\). 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 Recodification of current Article XII, §12.7 (2006). Derived from Article XII, §12.7 of the 1997 Charter.

²¹ 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.

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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 procedures²².

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 Finance²³.

The RTM shall have the power to hear and determine appeals from decisions of the Board of Finance as provided in Section [1210.6](#) of this Charter.

ARTICLE VI - ELECTED BOARDS AND COMMISSIONS

§6.3. Board of Finance.

A. Composition²⁴. The Board of Finance shall consist of nine (9) voting members, no more than six (6)

²² 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.

²³ [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.

²⁴ 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,

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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 duties²⁵. 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 Finance²⁶. 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 system²⁷_[S14]. 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

Article VIII, §8.3.A of the 1997 Charter.

²⁵ Recodification of current Article VIII, §8.3.B (2006). Derived from Article VIII, §8.3.B of the 1997 Charter.

²⁶ 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.

²⁷ 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.

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accordance with the arrangement of 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 budgets²⁸. The Board of Finance shall approve the Town budget in the manner set forth in Article XII of this Charter.

²⁸ 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.