

Charter Revision Commission – Email(s) Received from 4/5/22 – 5/4/22

Susan H suska456@yahoo.com

Monday, April 18, 2022 at 12:12 PM

Please leave the 40 RTM member, 10 District structure as is! The over 60,000 residents of Fairfield must have their voices heard thru each of the 10 District's representatives rather than a "chosen few" speaking on behalf of all. This is a no brainer!

Thank you.

Sent from my iPhone

John Waxman johnwaxman@me.com

Monday, April 18, 2022 at 7:33 PM

Recently there have been a series of letters to Patch re the CRC and It's charge - Charter revision. Letters should identify the writer such as Bill Gerber, former RTM member. I have asked in previous emails for writers to the CRC to identify any possible local government affiliation other than town resident. It is important for Fairfield residents to know how the writer came by his or her knowledge and position. At times I have questioned Ms Carpenter's reasoning on why the RTM questions the First Selectman. I also what is the basis for selecting Branford as a town "similar" to Fairfield. Our town is a commuter town relying on the train rather than a car to get to NYC, it has a larger population more in common with a city than Branford. It is important to have a RTM that is large enough(40 to 60 members) to represent the needs of the diverse community. The fact that it started as a town meeting usually in a church in which all residents could attend and vote on expenditures was very important. It then evolved to election of representatives of the town meeting which is also similar to the federal House of Representatives. We must uphold this form of equality in order to maintain a democracy. We need more representation, not less. It is also important to have a three person board of selectmen. The third person must represent the minority needs in budget items and May not be popular but courageous.

Carol Waxman
Resident

Sent from my iPhone

Ann Green anngreen203@gmail.com
Tuesday, April 19, 2022 at 9:05 AM

To our Charter Review Commission,

Please leave our 40-member, 10-district RTM structure alone. We should keep the RTM as is. It really allows for the many voices from all the diverse districts to be heard.

We are concerned about consolidating government power in fewer hands and diminishing opportunities for the non-"political class" to represent their neighborhoods.

Thank you,

Ann Green
--
Ann Green
203-913-2248

Richard Jacobs delaracom@aol.com
Monday, April 25, 2022 at 1:49 PM

-----Original Message-----

From: Richard Jacobs <delaracom@aol.com>
To: PO' Brien@fairfieldct.org <PO'Brien@fairfieldct.org>
Sent: Wed, Apr 20, 2022 12:34 pm
Subject: "Charter Revision Commission"

Mr. Charter Revision Chairman,

The following are some of my concerns with regards to changes to the charter.

- 1) Any time there is reduction in representation there is also reduction in democracy. By limiting the number of voices in the RTM, board of selectmen or any other board or commission, you will limit the number of ideas that will be heard, some of which might be wonderful ideas that never see the light of day. Consolidating power is always a bad idea. Look around the world and you can see what happens when powers consolidated. There is an old saying " power corrupts and absolute power corrupts absolutely"

- 2) TPZ : The TPZ commission should be broken into two commissions one would be planning and the other would be zoning. TPZ should be able to hiring their own attorney to defend their cases in court. Presently the attorney that defends the zoning cases is the town attorney who works for the first Selectmen. This situation gives the first Selectman a de facto veto effect over zoning. If the first Selectman does not like a zoning ruling and it is challenged in court, that first selectmen can tell the attorney not to rigorously defend the TPZ ruling.

Our town has function very well under our charter. This charter revision exercise seems to be an answer looking for a problem.

Richard Jacobs
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Delaracom@aol.com
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Judith Ewing jeewing8@outlook.com
Tuesday, April 26, 2022 at 9:04 AM

Thanks again for your thorough discussion on the many items of business before you. Things are winding down but several thoughts come to mind. I will share some of these at this time.

1. In trying to follow the Action Item reports I am a bit confused about the color coding. Could this be described at the top of each report? Which color for PROPOSED LANGUAGE; for CRC APPROVED NEW LANGUAGE; for items still up for discussion; for footnotes to be added; Etc??? I am trying my best to keep it all straight since day one; others are just getting engaged. Some description would be very helpful.
2. As you know, I am strongly in favor of 10 RTM districts, but prefer a 40 member RTM. I have heard suggestions for more committees, both standing and temporary. Such committees mean more work for more people. I am very disappointed that the Charter will state that the 10 districts will have 3 representatives each. With such a small number, how can it grow and develop beyond just being a "rubber stamp?"
3. I also do not agree with the decision to include this information regarding the 10/3 plan in the Charter. The legislative body should decide its own fate and not be bound by the Charter which is not reviewed that often. Since my involvement in the Town in 1971 there have been very few opportunities to propose Charter changes: 1986; 1992 (which failed to get on the ballot); 1997; 2006; and 2021-22. In addition, two attorneys have informed me that such language is contrary to state statute Sec. 9 – 169. Our Charter should not contradict any statute.
4. In addition, I strongly disagree with the decision to have minority party representation on the RTM. Since 1947 our Charter has included the following language as stated in Section 2.6. D. (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 elected." Elections should be won by those with the highest number of votes unless restricted by state statute. To do otherwise is undemocratic and unresponsive to the voting public. And be careful what you wish for because I anticipate that this practice will lead to "automatic election by nomination." Those districts which are least competitive will probably decide to nominate two candidates from the majority party, and one candidate from the minority party. I thought we were trying to avoid automatic elections.

5. I also oppose the notion of limiting an appointed employee to any period of time. Continuity has served us well. Successful employees should be able to serve until they choose to retire, or are dismissed for cause. I look forward to hearing more about Best Practices standards.
6. I favor standardizing terms of appointment to boards and commissions, and clarifying what happens when alternates move into full positions, and to volunteers who fill unexpired terms.
7. Is there some way that we can elect three Board of Education members to serve four year terms every two years? A transition page could be added (See page 53 of the current Charter). Former members have suggested returning to the six year term.
8. I do not see the necessity of adding any pages to the Charter to describe FOIA. The Town Clerk can offer guidance to the paid secretaries. This does not seem to be a pressing issue. Workshops and orientation meetings have been offered from time to time on FOIA and Robert's Rules.

Submitted by: Judy Ewing
98 Sasco Hill Terrace
Fairfield, CT 06824

Kgriffi1@optonline.net
Yesterday at 10:49 PM

Dear CRC Members –

I understand that Boards and Commissions are on your agenda for tomorrow evening. So I am resending the suggestions and requested clarifications I sent last November (see attached).

Additionally, I would like to make two requests.

First, that you find a way to make the appointment process more transparent and less political. Fairfield has approximately 400 Board and Commission members – almost as many members as there are employees. There needs to be a way to ensure that the Town is utilizing its valuable volunteer resources and that appointments aren't being used for political favors.

And second, that you sunset the specifics about individual Boards and Commissions to the Town Code for more thoughtful consideration at a later date, and leave only minimal, generic language in the Charter.

Sincerely,
Kathleen D. Griffin
15 Stonybrook Road

11/18/2021

Dear Charter Revision Commission Members –

I apologize for the tardiness of this e-mail but would appreciate your consideration of the following clarifications and recommendations regarding various issues related to boards and commissions currently in the Town Charter.

As background, I worked for the prior administration in the First Selectman's Office where one of my responsibilities was as Clerk for the Board of Selectmen. In that role I communicated regularly with board and commission chairs, appointees, department heads, and the selectmen to coordinate board and commission appointments. I was also the website manager and created most of the current web content related to our Town government and the appointment process. I have also served on the RTM and the Board of Assessment Appeals. I believe I have a solid understanding of the Town's boards and commissions and where clarification is needed and/or change could be beneficial.

I would also like to say that Fairfield's volunteer board and commission members devote a tremendous amount of time and effort to serving our residents, provide invaluable area expertise, and play a vital role in policy setting and the successful operation of our Town. I would ask you to do your due diligence before eliminating any of them. I do support moving the appointed boards and commissions out of the Charter and into the Town Code (sunset clause) where roles and responsibilities can be more easily modified and thoughtfully defined.

Sincerely,
Kathleen Griffin
15 Stonybrook Road

3.1.D Eligibility for Reappointment

Clarification Needed – Define successive full terms (vs. partial terms)

The Charter specifies term limits of 'two successive full terms' for appointed Boards and Commissions. But what is considered a 'full-term' (or conversely, what is a 'partial term') is not defined. The Town Clerk may be able to add more clarity in this area. But it's my understanding that a term is considered 'partial' when someone else served in the term for any length of time before the current member took over. And a term is considered 'full' when no one else has served in that term regardless of when the term started. So, for example, on a board with a 5-year term, that means a person could potentially serve for 14 years and 11 months if a member replaces someone who serves only two weeks. Conversely a person who serves only 6 months at the end of a 5-year term, but the seat went vacant for 4 and 1/2 years, that service would be considered a full term and the member would time out after having served 5 years and 6 months. That's almost a 10-year difference.

Additionally, if a person moves from an alternate position to full position and then back to alternate, they may be continually serving partial terms at each position and may never serve a single 'full term' as either an alternate or a full member.

If term limits are to remain, please define what is a full term and what is a partial term, keeping in mind that seats may remain vacant for long periods of time, and that members often move back and forth between being regular members and alternates. Or, since different boards have different term lengths, perhaps eligibility for reappointment should be based on years of service rather than terms.

Recommendation – Eliminate term limits for appointed boards

I recommend eliminating term limits on appointed boards and leaving it up to the appointing body to determine whether it is in the best interest of the Board and the Town to reappoint a member to an additional term and/or fresh blood is needed. There is tremendous institutional knowledge among our board and commission members. Having a person sit out for 'one year' (which is the current time a person has to be off to then be considered again) doesn't really make that much difference. If the appointment process can be de-politicized and improved (which I believe it can), then the process of re-evaluating a board's talent needs and the contributions of the member eligible for reappointment could be happening each time a term expires.

6.2B (2) – Appointment Powers of the First Selectman

Recommendation – Remove 'Commissions and Boards' from the list that report to the First Selectman

Section 6.2. (2) says that All Town officers, commissions, boards, and employees of the Town appointed solely by the First Selectman shall be responsible to the First Selectman for the faithful performance of their respective duties and shall report to the First Selectman. Does that mean the members of the Conservation Commission, the Economic Development Commission, the Parking Authority, the Housing Authority and any other Boards appointed solely by the First Selectman are responsible to the First Selectman? The Parking Authority and the Fairfield Housing Authority are not listed in the Charter or the Code but their board members are currently appointed by the First Selectman. I think these Boards, once appointed, should be independent and/or not responsible to the person or body that solely appointed them.

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10.2 – Bodies Appointed by the First Selectman

Recommendation – Have the Conservation Commission appointed by the Board of Selectmen

All appointed boards in the Charter, with the exception of the Conservation Commission, are Board of Selectmen or Board of Selectmen and RTM appointments. Why is the Conservation Commission solely appointed by the First Selectman? If it is required by state statute, can the statute be overridden by the Charter so the Conservation Commission is appointed by the Board of Selectmen not just the First Selectman? This is a significant and important commission in Fairfield.

10.2 and 10.4 – Appointed Boards and Commissions

Recommendation – Have the majority of Boards and Commissions Appointed by the RTM

I would like the Commission to consider the positive and de-politicizing effect it might have on Town government to have most of the Board and Commission members appointed by the RTM rather than by the First Selectman or the Board of Selectmen. It looks like most boards in Greenwich have candidates nominated by the BOS but are interviewed, reviewed, and ultimately appointed by the RTM. Some of Greenwich's boards (e.g. Flood and Erosion Control Board) are appointed solely by the RTM. The RTM has a standing Appointments Committee. These links provide some information on the process in Greenwich:

- [Appointment Process](#)
- [Flow Chart](#)
- [Selectmen's Nominations Advisory Committee](#)
- [RTM Appointments Committee](#)

Giving the RTM this responsibility would put the final word on the make-up of the Town's appointed boards in the hands of the people, rather than with a small, often partisan, Board of Selectmen or solely the First Selectman.

Article 10 - Appointment Date

Clarification Needed – **Add clarifying language about when an appointment can be made**

There is no language in the charter to say how early Board and Commission members can be appointed or reappointed. Can the First Selectman or Board of Selectmen appoint (or reappoint) Board and Commission members in early November before leaving office and/or before the members' terms have expired? Or must the appointment not occur until after the 4th Monday in November/the start of the new term? There have been questions about this as there's no language that says how much earlier than the start date of a term the appointment can be made.

8.4 Board of Assessment Appeals (BAA) Recommendation – Make this an Appointed Board

Due to the minority representation clause, when there are only two BAA members on the ballot (which happens every two years), whoever the parties nominate is elected. (Each party can only run one candidate, the public can only vote for one candidate, but two candidates win.) It also means the party

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balance on the Board can only change every four years. A similar situation happened with the Board of Education this year.

More importantly, it seems difficult for the parties to get candidates to run for this Board and the public largely doesn't pay attention to it in Town-wide races. Yet being an appeals board, it directly serves the public and its decisions can have a significant and direct impact on a property owner. The public and the Board may be better served by having the BAA appointed as is done in other Towns in CT (some have 3 members, 3 alternates). Some towns even have paid BAA members.

8.4 Zoning Board of Appeals (ZBA) Recommendation – Make this an Appointed Board

Similar to the BAA, it seems difficult for the political parties to get candidates to run for these positions and they are important ones in directly serving the public. The candidates receive minimal attention during election season. The public may be better served by having the ZBA members appointed rather than elected.

Article 10 – Harbor Management Commission

Clarification Needed – Define the Harbor Management Commission

Article 9 Section 9.11 references the Harbor Management Commission (HMC) multiple times but the HMC is in the Code not the Charter. Consider adding the HMC to the Charter (if the duties of the Director of Parks and Recreation remain in the Charter.) And if it HMC is added to the Charter then address the issue of short alternate terms/term limits on the HMC as alternate terms are only two years so alternates time out after four years due to term limits.

10.18 Golf Commission Terms

Recommendation – Change Golf Commission terms to begin 4th Monday in November; Eliminate the 1 term limit

The Golf Commission has term start dates of April 1 and a term limit of one term. I don't know if there's a specific reason why this Commission was set up differently than the others. But unless it's a compelling one I would recommend putting the Golf Commission in line with most other permanent charter Boards (2 full terms; terms begin in November). As it currently is defined, appointing leadership in December with April turnover can get complicated. Additionally, the application of the '65th day after the fourth Monday in November' clause in Section 3.3 doesn't make sense for this Commission. [The same situation occurs for FairTV Commission and the Town Facilities Commission in the Code which begin their terms in July].

The Ethics Commission is also a July appointment. There may be a specific reason why Ethics does not line up with all the other Boards. But perhaps changing the start date of the terms (and the length of them) should be considered as well.

10.7 Police and Fire Retirement Board

Recommendation – Change term limits to longer than 3 years.

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These terms are very short – three years. So board members time out after six years due to current term limits. Consider making these term lengths similar to those of the Employees Retirement Board or other boards – four or five years.

10.7 Police and Fire Retirement Board

Recommendation – Move the Board to the Town Code/same location as EMPRET and JRIB

Consider moving this Board to the Code so it is in the same location as the Employees Retirement Board and the Joint Retirement Investment Board (JRIB). Its members also sit on the JRIB so it may make sense to have all three boards defined in the same location.

10.1.4 – Roberts Rules

Clarification Needed – **What does ‘otherwise stipulates’ mean?**

10.1.4 says “Roberts Rules of Order shall regulate the conduct of all meetings of boards and commissions unless a particular board or commission **otherwise stipulates.**” Stipulates where and/or how? What process must a board go through, or what documents should it create, in order to modify the way it conducts its meetings? Does this refer to the RTM’s Rules to Regulate or a policies and procedures manual? Can rules be changed for just one meeting? It would be helpful to know how a board goes about stipulating a different set of rules.

Article XII Standards of Conduct

Recommendation – **Add language about Patronage**

To reduce the use of Board and Commission appointments as political favors, consider adding the following language:

Patronage. No public official or employee shall promise an appointment or the use of his or her influence to obtain an appointment to any position as reward for any political activity or contribution.

Recommendation – **Move the Standards of Conduct to the Town Code**

I’d like the Commission to consider what Ridgefield did in their last charter revision – move the

Standards of Conduct from the Charter to the Code once the RTM [passes the ordinance](#).

10.15 (B) of the Town Charter defines the powers and duties of the Ethics Commission and references the Standards of Conduct and the Code of Ethics. I don’t know when the Standards of Conduct were last updated but they are narrow, addressing primarily conflict of interest. And although the Charter references a Code of Ethics, no such ordinance has been passed and no Code of Ethics exists. If the Standards of Conduct remain in the Charter and the RTM decides to pass a Code of Ethics, then our ethical standards reside in two separate documents.

I don’t believe it should be the work of the Commission (both in time and thought) to come up with the significant changes needed to make our Standards of Conduct more robust and applicable to today’s ethical challenges. I believe moving the Standards of Conduct out of the Charter and into the Code will provide the RTM the time, flexibility, and opportunity to make thoughtful modifications and improvements to whatever language is needed in our governing documents to better define the ethical standards we as a Town wish to hold our Town officials and employees to.

Tuesday May 3, 2022 at 8:23 PM
RTM Minority Representation

Dear Committee,

The Karageorge Family does not approve adding a minority party representation to the RTM. Are we going back to Segregation???? Are we not trying to keep unified??? I just read the "**Letter To The Editor: Fairfield Charter Revision Is Too Controversial**" and agree "This is not only undemocratic, but is contrary to the long-standing tradition that those elected to represent the people have received the highest number of votes. To allow minority representation is to disenfranchise a large number of citizens the right to choose their own representatives."

Respectfully,
Agnes Karageorge
Dimitrea Karageorge
Constantina Karageorge
John Karageorge
103 Brookside Drive
203-257-7655

Joy Karageorge
James Karageorge
296 Reef Road
203-767-2319

Carol Waxman cawaxman40@gmail.com

Wednesday, May 4, 2022 at 8:13 AM

Proposed CRC changes

Dear CRC members-

I have been watching the many well organized meetings of the CRC and cannot comprehend why with all the input from residents the Commission seems dead set on reducing the importantly strong legislative body of the Fairfield town government. If anything with such a diverse community, the Commission should retain the current membership of the RTM. This is the elected body which represents each and every resident or constituent. The Board of Selectmen is the executive body and it is important that the residents of Fairfield have district electors to whom they can direct their financial, environmental and social concerns in a timely manner before regular monthly meetings of the RTM.

Obviously this is a very difficult time in all our lives but it is made even more difficult by the lack of cooperation between Republicans and Democrats. The most beneficial government is achieved thru mediation and cooperation of members of both parties. Some of us are old enough to remember the "good old days" in local, state and federal government when representatives were proud to claim friendship with their opponents in government, when they could spend hours in heated battle over wants, mediate and go out to lunch together — or even play a game of cards to relax together.

We may not be getting back to those days but we should not be so quick to reduce the partisan RTM (which cannot be changed to non-partisan) but we can keep the districts and number of representatives. This is not Branford(the example used bob CRC) in diversity or numbers. we are a proud mixture of people and must keep the representation. We miss the Civics class of old and we need to educate the students and residents to understand where and why we presently have this form of government especially in New England. We might get more volunteers if the residents were educated. Another town, Westport,

invites the League of Women Voters into the public high school to provide a well-organized Civics class and Westporters have gotten many volunteers as a result within their government, which I strongly believe comes from an educated citizenry!! While talking to other towns about the running of their government, ask how they get such volunteers to run for office. Invite Westport LWV to come and explain their Civics class. I don't believe it costs the town of Westport any money as they use volunteers. Also, it is important to have the individual RTM committees study budget requests to discover and smartly support the requests and give a Committee report to the entire body when the request comes before it. If the RTM committees are in touch with the town departments and the residents, the knowledge will help build a better run community, based on mediation not party caucus!!

I have been told that the Commission was selected with one intention - to change the manner of government, possibly by reducing the number of selectmen, utilizing a town manager and a council, reducing the Representative Town Meeting membership. I question whether the Town of Fairfield residents have the education to vote knowledgeably on any of the possible recommendations and therefore we might be railroaded into a large mistake in a redo of our town government.

Most sincerely and respectfully,
Carol Waxman
Fairfield, CT

**FAIRFIELD CHARTER REVISION COMMISSION UPDATED ITEM #1:
BUDGET PROVISIONS IN CHARTER: ARTICLE XII (POST-4/25 MEETING)**

ARTICLE X - BUDGET PROCEDURE AND RELATED MATTERS

§10.1. The Budget Process¹.

A. Cooperation of Town Officials and Employees². The First Selectperson, Board of Selectpersons, Board of Finance, the Board of Education and RTM are required to work together, in good faith, throughout the year in order to develop and approve a Town budget which shall include all expected revenues and expenditures and, for the purposes of short- and long-term financial planning, include detailed estimates of revenues, capital expenses and operating expenses all as required by this Charter and any Ordinances pertaining thereto. Each of these Public Officials and employees of the Town are required to utilize best practices in the field of municipal and public finance, in order to comply with Law and with the generally accepted accounting principles (or such successor policies thereto) and shall embrace principles of accountability, transparency and outreach in order to expand public participation, engagement and trust in the budgetary process of the City.

B. Fiscal year³. The fiscal year of the Town shall commence on July 1 and conclude on June 30 unless otherwise set forth in the General Statutes.

C. Budget a public record: Public Inspection⁴. The entire budget, comprised of the general or operating budget and capital budget, shall be a public record in the office of the Town Clerk and shall be open to public inspection at other designated public facilities including libraries and schools, as may be determined by the First Selectperson, Board of Selectpersons, Board of Education or the RTM. Moreover, the First Selectperson shall provide access on-line through social media, the Town web-site and dashboards and email chains to community organizations and members of the public who request such information.

D. Public Engagement⁵. The First Selectperson, Board of Selectpersons, Board of Finance, Board of Education and RTM shall develop procedures designed to encourage public participation in the budget process.

¹ NEW (2022).

² NEW (2022).

³ NEW (2022).

⁴ NEW (2022).

⁵ NEW (2022).

**FAIRFIELD CHARTER REVISION COMMISSION UPDATED ITEM #1:
BUDGET PROVISIONS IN CHARTER: ARTICLE XII (POST-4/25 MEETING)**

E. Budget Calendar⁶. Not later than the second (2nd) Meeting of the Board of Selectpersons, in January of each year, the Chief Fiscal Officer or equivalent official responsible for the management of the budget process shall, in accordance with section 10.1.A of this Charter, cause to be published a budget calendar in order to inform the public of the significant requirements of the budget process, including but not limited to:

- (1) Submission of Budget Estimated by Submitting Parties, as set forth in section 10.3.A;
- (2) Date(s) of the Joint Review of the First Selectperson's Initial Recommendations by the Board of Selectperson, Board of Finance and RTM, as set forth in Section 10.3.B;
- (3) Recommendation of the Proposed Executive Budget to the Board of Finance, as set forth in section 10.4.A;
- (4) Date of the Public Hearing of the Board of Finance as set forth in section 10.5.B of this Charter;
- (5) Date of Adoption of the Proposed Town Budget as set forth in section 10.5.C of this Charter;
- (6) Date of Board of Finance meeting with RTM as set forth in section 10.5.D of this Charter;
- (7) Date of the Annual Budget Meeting and Final RTM Action on the Approved Annual Town Budget, as set forth in sections 10.2 and 10.6.B of this Chapter;
- (8) Proposed date of Board of Finance, as shall be set by the Board of Finance, determination of property tax rate as set forth in sections 10.5.E and 10.7 of this Charter.

§10.2. Date of annual budget meeting⁷.

The RTM shall hold the annual budget meeting on the second (2nd) Monday in May of each year ("RTM Annual Budget Meeting").

⁶ NEW (2022).

⁷ 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.

**FAIRFIELD CHARTER REVISION COMMISSION UPDATED ITEM #1:
BUDGET PROVISIONS IN CHARTER: ARTICLE XII (POST-4/25 MEETING)**

§10.3. Annual Budget Estimates.

A. Submission of General Fund and Capital Budget Estimates to the First Selectperson⁸. All Town Officers, Boards Commissions, Authorities and Departments of the Town, including the Board of Education (“Submitting Parties”), shall submit to the First Selectperson⁹:

(1) such items and details of their respective general fund and capital budgets for the next fiscal year¹⁰; and,

(2) any additional information which they possess (including, but not limited to, records, books, accounts, contracts, reports and other papers and documents as specified by the First Selectperson (“Budget Estimates”) all of which, in the judgment of the First Selectperson, are necessary to discharge the duties imposed upon the First Selectperson by this Charter.

Said Budget Estimates shall be submitted on or prior to a date designated by the First Selectperson, which date shall be early enough for the First Selectperson to review, revise, compile and transmit recommendations to the Board of Selectpersons, Board of Finance and RTM for purposes of a joint presentation with said Submitting Parties (“First Selectperson’s Recommendation”)¹¹.

B. Presentation before Joint Meetings of the Board of Selectpersons, Board of Finance and RTM¹². Following transmittal of the First Selectperson’s Recommendations, the Boards of Selectpersons, Board of Finance and RTM shall jointly meet with all Submitting Parties, including the Board of Education, in order to conduct a comprehensive review of the said Recommendations.

§10.4. Review and recommendation by Board of Selectpersons to the Board of Finance.

⁸ 2022 modification and recodification of current Article XII, §12.2,A (2006). Derived from Article XII, §12.2 of the 1997 Charter.

⁹ 2022 modification and recodification of current Article XII, §12.2,A (2006)(First sentence). Derived from Article XII, §12.2 of the 1997 Charter.

¹⁰ 2022 modification and recodification of current Article XII, §12.2,A (2006)(First sentence) setting forth the definition of Budget Estimate”. Derived from Article XII, §12.2 of the 1997 Charter.

¹¹ 2022 modification and recodification of current Article XII, §12.2,A (2006)(Second sentence). Derived from Article XII, §12.2 of the 1997 Charter.

¹² NEW (2022)

**FAIRFIELD CHARTER REVISION COMMISSION UPDATED ITEM #1:
BUDGET PROVISIONS IN CHARTER: ARTICLE XII (POST-4/25 MEETING)**

A. Proposed Executive Budget; Submission to Board of Finance¹³. Following the joint meetings, set forth in section 10.3.B, the Board of Selectpersons shall make recommendation of a Proposed Executive Budget to the Board of Finance, not later than the third (3rd) Monday of March. The Proposed Executive Budget shall be in the form, and shall contain the details, required by the Board of Finance from time to time¹⁴.

B. Variation of procedure¹⁵. The Board of Selectpersons, 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.

§10.5. Review and recommendation by Board of Finance.

A. Further examination¹⁶. The Board of Finance may hold meetings to review the Proposed Executive Budget as it determines necessary prior to the Public Hearing set forth in section 10.5.B of this Charter.

B. Public hearing by Board of Finance¹⁷. The Board of Finance shall hold a public hearing on the Proposed Executive Budget prior to the public meeting set forth in section 10.5.C of this Charter.

C. Proposed Town Budget: Submission to RTM¹⁸. After the public hearing as set forth in section 10.5.B of this Charter, above, the Board of Finance shall hold a public meeting not later than the third (3rd) Monday in April at which time it shall act upon all matters relating to the Proposed Executive Budget. Thereafter, the Board of Finance's Proposed Town Budget shall be submitted to the RTM.

D. Board of Finance recommendation of the Proposed Town Budget to RTM¹⁹. The Board of Finance shall present the Proposed Town Budget to the RTM for consideration at the RTM Annual Budget Meeting.

E. Determination of property tax rate²⁰. After the 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

¹³ 2022 modification and recodification of current Article XII, §12.2.B (2006). Derived from Article XII, §12.2 of the 1997 Charter.

¹⁴ 2022 Recodification of current Article XII, §12.3.A (2006). Derived from Article XII, §12.3 of the 1997 Charter.

¹⁵ 2022 Recodification of current Article XII, §12.2.C (2006). Derived from Article XII, §12.2 of the 1997 Charter.

¹⁶ NEW (2022).

¹⁷ 2022 modification and recodification of current Article XII, §12.3.B (2006). Derived from Article XII, §12.3 of the 1997 Charter.

¹⁸ 2022 modification and recodification of current Article XII, §12.3.C (2006). Derived from Article XII, §12.3 of the 1997 Charter.

¹⁹ 2022 modification and recodification of current Article XII, §12.3.D (2006). Derived from Article XII, §12.3 of the 1997 Charter.

²⁰ 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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next fiscal year, taking into account the provisions of section 10.7, below.

§10.6. Review and determination by the RTM: Approved Annual Town Budget.

A. RTM Deliberations and Further Examination²¹. The RTM may hold meetings, as it determines necessary before the Public Hearing set forth in section 10.6.C of this Charter and the Annual Budget Meeting.

B. The Approved Annual Town Budget²². At the Annual Meeting, the RTM shall act upon the Annual Town Budget for the next fiscal year:

§10.7. Effect of referendum on the budget²³.

Any item in the Approved Annual Town Budget referred to a referendum vote as provided in Article III, §3.6 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.

§10.8. Appeals from the Board of Finance.

A. Appeals to RTM²⁴. 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 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 appeal²⁵. 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,

²¹ 2022 modification and recodification of current Article XII, §12.4 (2006)(First sentence). Derived from Article XII, §12.4 of the 1997 Charter.

²² 2022 modification and recodification of current Article XII, §12.4 (2006)(Second sentence). Derived from Article XII, §12.4 of the 1997 Charter.

²³ 2022 modification and recodification of current Article XII, §12.5 (2006). Derived from Article XII, §12.5 of the 1997 Charter.

²⁴ 2022 modification and recodification of current Article XII, §12.6.A (2006). Derived from Article XII, §12.6 of the 1997 Charter.

²⁵ Recodification of current Article XII, §12.6.B (2006). Derived from Article XII, §12.6 of the 1997 Charter.

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commission, authority, committee or department making the appeal.

C. RTM hearing²⁶. Not later than the 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 appeal²⁷. 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.

§10.9. Expenditure in excess of appropriation forbidden²⁸.

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.

§10.10. Purchasing authority²⁹.

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 Selectpersons may prescribe,

²⁶ 2022 modification and recodification of current Article XII, §12.6.C (2006). Derived from Article XII, §12.6 of the 1997 Charter.

²⁷ 2022 modification and recodification of current Article XII, §12.6.C (2006). Derived from Article XII, §12.6 of the 1997 Charter.

²⁸ Recodification of current Article XII, §12.7 (2006). Derived from Article XII, §12.7 of the 1997 Charter.

²⁹ 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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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.

§10.11. Bidding, requisition, and payment procedures³⁰.

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.

³⁰ 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.

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~~**ARTICLE III – LEGISLATIVE BRANCH**~~

~~**§3.6. Appeals from the Board of Finance**³⁴.~~

~~The RTM shall have the power to hear and determine appeals from decisions of the Board of Finance as provided in Section 40.6 of this Charter.~~

~~**ARTICLE VI – ELECTED BOARDS AND COMMISSIONS**~~

~~**§6.3. Board of Finance.**~~

~~**A. Composition**³². 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 duties**³³. 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 Finance**³⁴. 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~~

³¹ 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.

³² 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.

³³ Recodification of current Article VIII, §8.3.B (2006). Derived from Article VIII, §8.3.B of the 1997 Charter.

³⁴ 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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~~(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 system**³⁵[S1]. 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.~~

~~**E. Approval of budgets**³⁶. The Board of Finance shall approve the Town budget in the manner set forth in Article XII of this Charter.~~

³⁵ 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.

³⁶ 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.

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ARTICLE X - BUDGET PROCEDURE AND RELATED MATTERS

§10.1. The Budget Process¹.

A. Cooperation of Town Officials and Employees². The First Selectperson, Board of Selectpersons, Board of Finance, the Board of Education and RTM are required to work together, in good faith, throughout the year in order to develop and approve a Town budget which shall include all expected revenues and expenditures and, for the purposes of short- and long-term financial planning, include detailed estimates of revenues, capital expenses and operating expenses all as required by this Charter and any Ordinances pertaining thereto. Each of these Public Officials and employees of the Town are required to utilize best practices in the field of municipal and public finance, in order to comply with Law and with the generally accepted accounting principles (or such successor policies thereto) and shall embrace principles of accountability, transparency and outreach in order to expand public participation, engagement and trust in the budgetary process of the City.

B. Fiscal year³. The fiscal year of the Town shall commence on July 1 and conclude on June 30 unless otherwise set forth in the General Statutes.

C. Budget a public record: Public Inspection⁴. The entire budget, comprised of the general or operating budget and capital budget, shall be a public record in the office of the Town Clerk and shall be open to public inspection at other designated public facilities including libraries and schools, as may be determined by the First Selectperson, Board of Selectpersons, Board of Education or the RTM. Moreover, the First Selectperson shall provide access on-line through social media, the Town web-site and dashboards and email chains to community organizations and members of the public who request such information.

D. Public Engagement⁵. The First Selectperson, Board of Selectpersons, Board of Finance, Board of Education and RTM shall develop procedures designed to encourage public participation in the budget process.

¹ NEW (2022).

² NEW (2022).

³ NEW (2022).

⁴ NEW (2022).

⁵ NEW (2022).

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E. Budget Calendar⁶. Not later than the second (2nd) Meeting of the Board of Selectpersons, in January of each year, the Chief Fiscal Officer or equivalent official responsible for the management of the budget process shall, in accordance with section 10.1.A of this Charter, cause to be published a budget calendar in order to inform the public of the significant requirements of the budget process, including but not limited to:

- (1) Submission of Budget Estimated by Submitting Parties, as set forth in section 10.3.A;
- (2) Date(s) of the Joint Review of the First Selectperson's Initial Recommendations by the Board of Selectperson, Board of Finance and RTM, as set forth in Section 10.3.B;
- (3) Recommendation of the Proposed Executive Budget to the Board of Finance, as set forth in section 10.4.A;
- (4) Date of the Public Hearing of the Board of Finance as set forth in section 10.5.B of this Charter;
- (5) Date of Adoption of the Proposed Town Budget as set forth in section 10.5.C of this Charter;
- (6) Date of Board of Finance meeting with RTM as set forth in section 10.5.D of this Charter;
- (7) Date of the Annual Budget Meeting and Final RTM Action on the Approved Annual Town Budget, as set forth in sections 10.2 and 10.6.B of this Chapter;
- (8) Proposed date of Board of Finance, as shall be set by the Board of Finance, determination of property tax rate as set forth in sections 10.5.E and 10.7 of this Charter.

§10.2. Date of annual budget meeting⁷.

⁶ NEW (2022).

⁷ 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.

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The RTM shall hold the annual budget meeting on the firstsecond (2nd) Monday in May of each year (“RTM Annual Budget Meeting”).

~~§10.2. Review and recommendation by Board of Selectmen.~~

§10.3. Annual Budget Estimates.

A. Submission of General Fund and Capital ~~budgets~~Budget Estimates to ~~Selectmenthe First Selectperson~~⁸. All Town ~~officers, boards, commissions, authorities, Officers, Boards Commissions, Authorities~~ and ~~departments~~Departments of the Town ~~entrusted with the expenditure of Town funds~~, including the Board of Education, (“Submitting Parties”), shall submit to the First ~~Selectman the~~Selectperson⁹:

(1) such items and details of their respective general fund and capital ~~budgets~~ budgets for the next fiscal year ~~on such forms~~¹⁰; and in a manner prescribed,

(2) any additional information which they possess (including, but not limited to, records, books, accounts, contracts, reports and other papers and documents as specified by the ~~Board of Finance~~First Selectperson (“Budget Estimates”). ~~These~~) all of which, in the judgment of the First Selectperson, are necessary to discharge the duties imposed upon the First Selectperson by this Charter.

Said Budget Estimates shall be submitted on or prior to a date designated by the First ~~Selectman~~Selectperson, which date shall be early enough for the ~~Board of Selectmen~~First Selectperson to review, revise, compile and ~~submit itstransmit~~ recommendations to the Board of ~~Selectpersons, Board of Finance~~ asand RTM for purposes of a joint presentation with said Submitting Parties (“First Selectperson’s Recommendation”)¹¹.

⁸ 2022 modification and recodification of current Article XII, §12.2,A (2006). Derived from Article XII, §12.2 of the 1997 Charter.

⁹ 2022 modification and recodification of current Article XII, §12.2,A (2006)(First sentence). Derived from Article XII, §12.2 of the 1997 Charter.

¹⁰ 2022 modification and recodification of current Article XII, §12.2,A (2006)(First sentence) setting forth the definition of Budget Estimate”. Derived from Article XII, §12.2 of the 1997 Charter.

¹¹ 2022 modification and recodification of current Article XII, §12.2,A (2006)(Second sentence). Derived from Article XII, §12.2 of the 1997 Charter.

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B. Presentation before Joint Meetings of the Board of Selectpersons, Board of Finance and RTM¹². Following transmittal of the First Selectperson's Recommendations, the Boards of Selectpersons, Board of Finance and RTM shall jointly meet with all Submitting Parties, including the Board of Education, in order to conduct a comprehensive review of the said Recommendations.

§10.4. Review and recommendation by Board of Selectpersons to the Board of Finance.

A. Proposed Executive Budget; Submission to Board of Finance¹³. Following the joint meetings, set forth in ~~Section~~section 10.23.B of this Charter, ~~although,~~ the Board of Selectpersons shall make recommendation of a Proposed Executive Budget to the Board of Finance, not later than the third (3rd) Monday ~~in February~~ of March. The Proposed Executive Budget shall be in the form, and shall contain the details, required by the Board of Finance from time to time¹⁴.

~~**A. Recommendations to Board of Finance¹⁵.** The First Selectman shall review the Budget Estimates of all Town officers, boards, commissions, authorities, and departments of the Town required to submit such information, and shall submit the budgets with recommendations to the Board of Selectmen. 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 RTM Annual Budget Meeting ("Proposed Executive Budget").~~

B. Variation of procedure¹⁶. The Board of ~~Selectmen~~Selectpersons, 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.

§10.35. Review and recommendation by Board of Finance.

~~**A. Submission of budgets to Board of Finance¹⁷.** Each budget shall be in the form, and shall contain the~~

¹² NEW (2022)

¹³ 2022 modification and recodification of current Article XII, §12.2.B (2006). Derived from Article XII, §12.2 of the 1997 Charter.

¹⁴ 2022 Recodification of current Article XII, §12.3.A (2006). Derived from Article XII, §12.3 of the 1997 Charter.

¹⁵ ~~2022 modification and recodification of current Article XII, §12.2.B (2006). Derived from Article XII, §12.2 of the 1997 Charter.~~

¹⁶ 2022 Recodification of current Article XII, §12.2.C (2006). Derived from Article XII, §12.2 of the 1997 Charter.

¹⁷ ~~Recodification of current Article XII, §12.3.A (2006). Derived from Article XII, §12.3 of the 1997 Charter.~~

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~~details, required by the Board of Finance from time to time.~~

A. Further examination¹⁸. The Board of Finance may hold meetings to review the Proposed Executive Budget as it determines necessary prior to the Public Hearing set forth in section 10.5.B of this Charter.

C.B. Public hearing by Board of Finance¹⁹. The Board of Finance shall hold a public hearing on the Proposed Executive Budget ~~during~~prior to the ~~month of March~~public meeting set forth in ~~each year~~section 10.5.C of this Charter.

D.C. Publication of Board of Finance Revised Proposed Town Budget: Submission to RTM²⁰. After the public hearing ~~referred to as set forth~~ in ~~Paragraph B~~section 10.5.B of this Charter, above, the Board of Finance shall hold a public meeting not later than ~~one (1) month before the RTM Annual Budget Meeting~~the third (3rd) Monday in April at which time it shall ~~consider~~act upon all matters relating to the Proposed Executive Budget ~~and shall provide public notice by publication as set forth in Section 1.4.C() of this Charter not later than five (5) days before the RTM Annual~~. Thereafter, the Board of Finance's Proposed Town Budget Meetings shall be submitted to the RTM.

E.D. Recommendations Board of Finance recommendation of the Proposed Town Budget to RTM²¹. The Board of Finance shall ~~make its budget recommendations~~present the Proposed Town Budget to the RTM for consideration at the RTM Annual Budget Meeting ~~("Proposed Town Budget")~~.

F.E. Determination of property tax rate²². After the 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, taking into account the provisions of section 10.7, below.

§10.46. Review and determination by the RTM: Approved Annual Town Budget²³.

¹⁸ NEW (2022).

¹⁹ 2022 modification and recodification of current Article XII, §12.3.B (2006). Derived from Article XII, §12.3 of the 1997 Charter.

²⁰ 2022 modification and recodification of current Article XII, §12.3.C (2006). Derived from Article XII, §12.3 of the 1997 Charter.

²¹ 2022 modification and recodification of current Article XII, §12.3.D (2006). Derived from Article XII, §12.3 of the 1997 Charter.

²² 2022 modification and recodification of current Article XII, §12.3.E (2006). Derived from Article XII, §12.3 of the 1997 Charter.

²³ ~~2022 modification and recodification of current Article XII, §12.4 (2006). Derived from Article XII, §12.4 of the 1997 Charter.~~

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A. RTM Deliberations and Further Examination²⁴. The RTM may hold meetings ~~to review the Proposed Town Budget~~, as it determines necessary before the RTM Public Hearing set forth in section 10.6.C of this Charter and the Annual Budget Meeting.

A.B. The Approved Annual Town Budget²⁵. At ~~said meeting~~ the Annual Meeting, the RTM shall ~~determine and approve the annual appropriations~~ sact upon the Annual Town Budget for the next fiscal year ~~(“Approved Annual Town Budget”)~~.²⁶

§10.57. Effect of referendum on the budget²⁶.

Any item in the Approved Annual Town Budget referred to a referendum vote as provided in Article III, §3.~~7-16~~ 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.

§10.68. Appeals from the Board of Finance.

A. Appeals to RTM²⁷. 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 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 appeal²⁸. 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,

²⁴ 2022 modification and recodification of current Article XII, §12.4 (2006)(First sentence). Derived from Article XII, §12.4 of the 1997 Charter.

²⁵ 2022 modification and recodification of current Article XII, §12.4 (2006)(Second sentence). Derived from Article XII, §12.4 of the 1997 Charter.

²⁶ 2022 modification and recodification of current Article XII, §12.5 (2006). Derived from Article XII, §12.5 of the 1997 Charter.

²⁷ 2022 modification and recodification of current Article XII, §12.6.A (2006). Derived from Article XII, §12.6 of the 1997 Charter.

²⁸ Recodification of current Article XII, §12.6.B (2006). Derived from Article XII, §12.6 of the 1997 Charter.

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commission, authority, committee or department making the appeal.

C. RTM hearing²⁹. Not later than the 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 appeal³⁰. 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.

§10.79. Expenditure in excess of appropriation forbidden³¹.

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.

§10.810. Purchasing authority³².

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

²⁹ 2022 modification and recodification of current Article XII, §12.6.C (2006). Derived from Article XII, §12.6 of the 1997 Charter.

³⁰ 2022 modification and recodification of current Article XII, §12.6.C (2006). Derived from Article XII, §12.6 of the 1997 Charter.

³¹ Recodification of current Article XII, §12.7 (2006). Derived from Article XII, §12.7 of the 1997 Charter.

³² 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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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~~Selectpersons 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.

§10.911. Bidding, requisition, and payment procedures³³.

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.

³³ 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.

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~~ARTICLE III – LEGISLATIVE BRANCH~~

~~§3.6. Appeals from the Board of Finance³⁴.~~

~~The RTM shall have the power to hear and determine appeals from decisions of the Board of Finance as provided in Section 40.6 of this Charter.~~

~~ARTICLE VI – ELECTED BOARDS AND COMMISSIONS~~

~~§6.3. Board of Finance.~~

~~**A. Composition³⁵.** 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 duties³⁶.** 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 Finance³⁷.** 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;~~

³⁴ 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.

³⁵ 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.

³⁶ Recodification of current Article VIII, §8.3.B (2006). Derived from Article VIII, §8.3.B of the 1997 Charter.

³⁷ 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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~~(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 system**³⁸ [S1]. 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.~~

~~**E. Approval of budgets**³⁹. The Board of Finance shall approve the Town budget in the manner set forth in Article XII of this Charter.~~

³⁸ 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.

³⁹ 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.

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #10

ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

CITY OF STAMFORD

Stamford Sec. C5-10-1. - Directors. The City of Stamford shall have the following Directors:

- The Director of Legal Affairs (Corporation Counsel)
- The Director of Public Safety, Health and Welfare
- The Director of Operations
- The Director of Administration (S.A. No. 322, 1953; Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995)

Stamford Sec. C5-10-2. - Appointment. The Mayor shall appoint each Director and other administrative official set forth in this Charter or authorized by ordinance in accordance with the provisions of this Charter and shall submit each nomination to the Board of Representatives at its next regular meeting following such nomination. Pending action by the Board, each nominee shall perform duties and exercise the powers of the office for which nominated. In the event that the Board of Representatives rejects a nomination, the Mayor shall submit a new nomination to the Board of Representatives at its next regular meeting; provided that the Mayor may not submit the same name more than two times.

(a) Each Director shall serve at the pleasure of the Mayor and may be removed by the Mayor without cause shown.

(b) The Mayor, subject to the approval of the Board of Representatives, shall appoint the Chief of Police, the Chief of the Fire Department, the Superintendent of Parks and Recreation, and the Director of Health for terms not to exceed five (5) years. (Referendum 11-2-2004; Referendum 11-6-2012)

(c) There shall be such other administrative positions as may be established by ordinance. The Mayor shall make appointments to such other administrative positions, with the approval of the Board of Representatives for terms not more than five years. (Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995)

Stamford Division 3

The Office of Operations - Sec. C5-30-1 – Duties. The Director of Operations shall be the head of the Office of Operations and shall be responsible for the administration, supervision and performance of all municipal functions related to, but not necessarily limited to, public works, traffic, parks and recreation, planning, zoning and environmental protection. (Referendum 11-7-1995)

Stamford Division 4

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #10

ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

The Office of Public Safety, Health and Welfare – Sec. C5-40-1. Duties. The Director of Public Safety, Health and Community Services shall be the head of the Office of Public Safety, Health and Welfare and shall be responsible for the administration, supervision and performance of all municipal functions related to police, fire, health, social services, rescue, emergency medical service and emergency management and, unless otherwise provided by state or federal law, shall be responsible for the oversight of all municipal functions related to the abatement and management of environmental contamination. In doing so, the Director of Public Safety, Health and Welfare shall be responsible for the supervision of the activities of the Chief of Police and the Fire Chief, and, unless otherwise prohibited by state law, shall be responsible for the functions of the Fire Department and the Office of Emergency Management. The Director of Public Safety, Health and Welfare shall to the extent permitted by state law, also be responsible for the supervision of the activities of the Health Director

Stamford Division 5

The Office of Administration – Sec. C5-50-1. Duties. The Director of Administration shall be the head of the Office of Administration and shall be responsible for the administration, supervision and performance of all municipal functions related to, but not necessarily limited to, finance, tax assessment and collection, economic development and information technology.

- **Generally.** The Director of Administration shall be the chief fiscal officer of the City and shall perform accounting of all funds showing all financial transactions for all commissions, boards, departments, offices, agencies, authorities and other entities of the City except the Board of Education and cause internal audits to be performed as necessary. The Director of Administration shall have all the powers and duties conferred or imposed on Town Treasurers by the General Statutes, as amended, is authorized to administer oaths, and shall issue and market all bonds and invest and reinvest idle funds of the City. The Director of Administration shall be responsible for the preparation of the operating and capital budgets as provided in this Charter.
- **Organization.** The finance functions of the Office of Administration may be organized to provide for the following services as may be necessary for the accomplishment of the responsibilities of the Director of Administration:

Accounting	Treasury	Budgeting	Collections
Purchasing	Internal Audit	Grants	Central Services
Data Processing/Information Technology	Assessment	Economic Development	Such other activities as may be necessary for the effective operation of the Office of Administration

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #10

ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

TOWN OF STRATFORD

Stratford Sec. 5.1.1: The Chief Administrative Officer (CAO) shall be the chief administrative officer of the Town. As such, he or she shall possess, have and exercise the administrative powers as directed by the Mayor or Acting Mayor, except as otherwise limited by this Charter, state law and/or federal law. [Amended 11-4-2008]

Stratford Sec. 5.1.2: Appointment: The CAO shall be appointed and may be removed or suspended, with or without pay, by the Mayor. The qualifications of the CAO shall be a Master of Business Administration degree, Master of Public Administration degree, or such other education, general executive and administrative experience and ability as are necessary to perform the duties of the office. The CAO shall be appointed on the basis of such factors including, but not limited to, education, municipal and public experience, professional training, and executive and administrative qualifications, and shall be considered an “at will” employee. [Amended 11-4-2008].

Stratford Sec. 5.1.3: Conflicts of Interests. The CAO shall devote his or her entire time and business interest to the management of the town's affairs and shall not, during his or her term of office, be an employee of or perform any executive duty for any person, firm, corporation or institution other than the Town of Stratford.

Stratford Sec. 5.1.4: Powers and Duties. The Chief Administrative Officer shall have the powers and duties hereinafter enumerated and shall be directly responsible to the Mayor for the proper administration thereof:

- To recommend to the Mayor adoption of such measures as he or she may deem necessary or expedient;
- To assist the Mayor in the submission to the Council of the Annual Budget as by this Charter required;
- To perform such other duties as may be prescribed by this Charter or required of him or her by the Mayor;
- To assist the Mayor in all aspects of labor negotiations, personnel issues, financial management, and any other field of public administration commensurate with his or her knowledge and experience.

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #10

ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

TOWN OF DARIEN

Darien Sec. 16(a) - Town administrator. The board of selectmen shall appoint the town administrator, who acts as chief administrative officer of the town and serves at the pleasure of said board. The town administrator shall have had training and experience in the administration and management of municipal government.

Darien Sec. 16(b) - Town administrator. The town administrator shall:

(1) Perform such duties as the board of selectmen may from time to time determine. These duties may include administrative and supervisory responsibilities within the authority of the board of selectmen and under the supervision of the first selectman in respect to any and all personnel and management functions provided for in the approved budget of said board, but reserving always to the board of selectmen the final responsibility for policy and for review of viewpoints which department heads and other members of the staff may desire to bring before the first selectman or the full board of selectmen.

(2) Prepare a preliminary annual budget request to include all estimated town expenditures not including expenditures of the board of education. Each department head and agency supported wholly or in part from town funds, or for which a specific town appropriation is made, shall file with the town administrator a detailed estimate of the expenditures to be made by that department or agency and the estimated revenue, other than tax revenues, to be collected by each in the ensuing fiscal year. This preliminary annual budget request shall be submitted to the town administrator for review and adjustment by the board of selectmen.

(3) Serve as assistant purchasing agent for the town and be responsible for administering and recommending amendments to ordinances and related regulations pertaining to procurement and purchasing.

(4) Administer and coordinate the operations of the departments and agencies under the authority of the board of selectmen.

(5) See that programs to evaluate employee performance are established and carried out, and make recommendations relating thereto to the board of selectmen for action.

(6) Carry out such other duties as the first selectman shall assign, where such duties will not conflict with duties assigned by law, to town agencies other than the office of first selectman.

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #10 ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

(Amd. of 9-24-1979; Amd. of 9-25-2012(2))

CITY OF NEW HAVEN

New Haven Article III, Sec. 2.A(2). The Mayor shall have power: To appoint as employees of the City, except as otherwise provided by this Charter, up to four (4) Coordinators, as set forth herein, and such Department Heads (and other officials as set forth in Article VI of this Charter) as may be designated by this Charter, Ordinance or other Law, subject to the provisions of Article VI. Said coordinators shall have professional qualifications in such fields as, but not limited to, community development, human services, public administration and public finance, to aid the Mayor in the carrying out of said Mayor's duties as chief executive and administrative officer of the City. Said qualifications shall be prepared in accordance with nationally accepted professional standards and best practices in the applicable field and shall be updated prior to the appointment of such Coordinator.

New Haven Article VI, Sec. 3. (1)(1) - The Appointment of Coordinators, Department Heads and Mayoral Department Appointees. *Subject to Approval by the Board of Alders:* The following Appointed Public Officials shall be appointed by the Mayor, subject to approval by the Board of Alders, as set forth in §1. A (3) of Article IV of this Charter: (a) ***the Coordinators as authorized by § 2.A(2) of Article III of this Charter, who shall serve under the direction of the Mayor and are removable at the pleasure of the Mayor;*** and, (b) Chief of Police and Fire Chief: who shall serve subject to the authority of the Mayor. The person in office as Chief of Police and Fire Chief on the effective date of this Charter shall hold office until a successor has been duly appointed and qualified.

CITY OF HARTFORD

Hartford Chapter V, Sec. 2(d). The Mayor shall appoint, subject to section 2(d) of Chapter IV of this Charter (approval by Common Council), ***the chief operating officer***, corporation counsel and the heads of all departments, except as otherwise provided in this Charter or collective bargaining agreement, and such other officers and employees of the city as this Charter or an ordinance of the council consistent therewith may provide. Following October 1 of the year in which there is a mayoral election a mayor shall be entitled to make appointments only for a temporary period ending no later than sixty (60) days following the commencement of the term of office of the new mayor. If the mayor is re-elected this limitation shall not apply after the election. The mayor shall have power to remove any appointee, except a member of the classified service. The mayor may suspend from duty for not more than thirty (30) days any such appointee pending final action.

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #10 ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

Hartford Chapter V, Sec. 3(b) – Chief Operating Officer. The budget shall provide for a chief operating officer, who shall be the principal managerial aide to the mayor and shall perform such duties as may be assigned by the mayor. The chief operating officer shall be an unclassified employee of the city and shall be appointed by and serve at the pleasure of the mayor. Said chief operating officer shall be appointed on the basis of substantial executive and administrative experience, qualifications and knowledge.

Hartford Chapter V, Sec. 3(c) – Residency of department heads and chief operating officer. The council may, by ordinance, establish standards for the residency of department heads and chief operating officer, subject to the requirements of the General Statutes. (Election of 11-5-02)

Hartford Chapter V, Sec. 4 – Temporary absence or disability. In the event that the mayor is temporarily absent or disabled and is, because of such absence or disability, unable to perform the duties of the mayor's office, the council president, or in the president's absence or disability, such member as the council shall designate, shall exercise the power of the mayor, except that until such absence or disability of the mayor has continued for thirty (30) days, the acting mayor shall not have power to appoint or remove officers or employees. The compensation for the acting mayor shall be determined by the council but shall in no event exceed in proportion the salary of the mayor. Absence from the city shall not constitute temporary absence in the event the mayor is in contact with the **chief operating officer** by electronic or voice communications. The council shall provide by ordinance a procedure for determining said absence or disability. (Election of 11-5-02).

CITY OF BRIDGEPORT

Bridgeport has a Chief Administrative Officer which is not included in the Charter; however, is referenced in the Ordinances.

Bridgeport Chapter 6, Sec. 1.

(a) There shall be a department of policy and management which shall be responsible for budget analysis, development and administration; operations planning and improvements; program performance evaluation and monitoring; management improvements for all boards, commissions and departments of the city; intergovernmental relations and such other functions as the mayor or the city council may, from time to time, assign to it.

(b) The head of the department shall be a director of policy and management who shall be appointed by and serve at the pleasure of the mayor. The director shall hold a degree in public administration or management, planning,

FAIRFIELD CHARTER REVISION COMMISSION BACKGROUND DOCUMENT #10 ALTERNATE APPROACHES TO CHIEF OPERATING OFFICER

business administration, government, political science, economics, finance or a similar field or shall possess an equivalent combination of education and experience. The director may, with the approval of the mayor, appoint a deputy director who shall serve at the pleasure of the director. The heads of the various units of the department of policy and management shall be appointed by the director of policy and management, with the approval of the mayor, and shall serve at the pleasure of the director.

(c) The director of policy and management shall be responsible for the general supervision of the operations and management of the several units of the department of policy and management. He/she shall advise and assist the mayor, the city council and the boards, commissions and departments of the city with respect to matters within the jurisdiction of the department of policy and management. The director shall be responsible for the preparation of the department's budget, the supervision of all employees of the department and the preparation of an annual report on the activities of the department of policy and management.

(d) The director of policy and management shall compile the operating and capital budgets for the mayor and shall advise and assist the mayor, the city council and the boards, commissions and departments of the city in matters relating to budget preparation, adoption and administration. The director shall have full power to require each city officer or employee to furnish all the information which they may possess, and to exhibit to all books, contracts, resolutions, reports and other papers and documents in his department or in their possession, requisite, in the director's opinion required to discharge the director's duties, and all city officers shall furnish and exhibit the same in such manner and form as may be prescribed by said director.

OTHER TOWNS

BRISTOL – No Town Administrator
NEW BRITAIN – Director of Finance, subject to merit system (Charter)
DANBURY – Director of Finance, subject to merit system (Charter)
WEST HAVEN – Finance Director, co-terminus with Mayor (Charter)
MILFORD – Director of Finance, appointed by Mayor (Charter)
EAST HARTFORD – appointed by Mayor, co-terminus with Mayor

§ 9.11. Director of Parks and Recreation.

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, **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.

§ 10.8. Department of Public Works.

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 **Town 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.**

CHARTER REVISION COMMISSION
Regular Meeting
March 24, 2022
7:00 PM
Via Webex
Fairfield, CT

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=3ZqnnZ1OJiE>

DRAFT MINUTES

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

OTHERS PRESENT: Attorney Steven Mednick, Town Attorney James Baldwin, FairTV, members of the public

I. CALL TO ORDER

Chair Bryan Cafferelli called the meeting to order at 7:02pm.

II. ROLL CALL

Recording Secretary Pru O'Brien took the roll.

III. PLEDGE OF ALLEGIANCE

Chair Cafferelli led the Pledge of Allegiance.

IV. Approval of Minutess from March 10, 2022 meeting

Commissioner Brogan made note that at the special 6:00pm meeting on 3/10/22, Chair Bryan Cafferelli was not present and Commissioner Brogan conducted the meeting,. Items 1 & 3, as well as attendance will need to be amended.

Commissioner Wynne made a motion to approve the minutes from the 6:00pm Special Meeting as amended and the minutes of the 7:00pm meeting as written. Commissioner Mitola seconded the motion. The motion carried unanimously.

V. A. Presentation of Governance Model by Counsel: Action Item #3

Attorney Mednick presented his document of Articles and Referendums which is located in the backup documents for this meeting. Attorney Mednick reviewed the document Charter proposed revisions by Article:

- Article II – Elected Officials and Elections
- Article III – Representative Town Meeting
- Article IV –The First Selectman (removing “Board of Selectman and”)
- Article V – Other Elected Officers
- Article VI – Elected Boards and Commissions

Chair Cafferelli suggested scheduling a special meeting to discuss this presentation. Attorney Mednick agreed and suggested bringing in leadership and RTM members. The tentative date for that Special Meeting is Monday, April 4, 2022 at 7:00pm.

Attorney Mednick also suggested reading through the document again and sending comments or views in email. Per FOIA, there will be no debate or response. He will put the ideas and concepts together for the next meeting. It will all be available for the public.

B. Discussion of Remaining Agenda: Comment Grid Update

Attorney Mednick will consult with Attorney Baldwin and the Board of Selectmen to set a date for the CRC to hand over the proposed document to them. As Attorney Mednick looked through the public emails, he asked the Commissioners to go through them and address the comments and suggestions.

Commissioner Iacono said she would like to remove the residency requirement from the Police/Fire Chiefs.

Commissioner Wynne said he is not in favor at this time to remove the residency clause for Police/Fire Chiefs. Commissioner Wynne would like it explored and better defined. Attorney Mednick suggested considering a waiver.

Chair Cafferelli asked the commission to make a list of decisions that need to be made on lesser issues and distribute them a week ahead of the next meeting so everyone is better prepared to make decisions.

VI. Next Steps

The next few weeks will be dealing with and determining the governance issue. Attorney Mednick will then have a Charter for the Commission very different from the Charter we have currently and easier to read.

There will be a Special Meeting on Monday, April 4, 2022 at 7:00pm.

The Commission members thanked Attorney Mednick for his hard work and for creating a great document that was reviewed today.

VII. Adjourn

Chair Cafferelli adjourned the meeting at 9:02pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary

CHARTER REVISION COMMISSION SPECIAL MEETING

April 4, 2022

7:00 PM

Via Webex

Fairfield, CT

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=UtMBcBpru0Y>

DRAFT MINUTES

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

MEMBERS ABSENT: Jay Gross

OTHERS PRESENT: Attorney Steven Mednick, Attorney James Baldwin, members of the public

I. CALL TO ORDER

Chair Bryan Cafferelli called the meeting to order at 7:00pm.

II. ROLL CALL

Recording Secretary Pru O'Brien took the Roll.

III. PLEDGE OF ALLEGIANCE

Chair Cafferelli led the Pledge of Allegiance.

IV. Meeting Topic:

Discuss and Finalize Governance Model – Action Item #3

The Commission went over their comments and suggested changes to Articles and subsections regarding the document titled Action Item #3 that was part of the backup for 3/24/22. These items can be followed by accessing the recording link listed above. Attorney Mednick will draft an updated document to review.

Discuss: Resignations and Vacancies – Action Item #2

Commissioner Iacono expressed concerns from the Town Clerk; If the Board of Selectmen is dissolved, should the Town Clerk resign, to whom would she give notice. Also, after elections the Town Clerk notifies candidates of the results by email and not USPS. The Charter says people are notified by regular mail. That would need to be taken out. Commissioner Mitola asked about a Tie Break provision. After a discussion, Attorney Mednick said he will look into how other towns do it as well as look into the state statute. There was also discussion about the RTM districts, member numbers and proper representation as well as Department Heads qualifications and terms of service. All of which will be discussed at the next scheduled meeting.

Discuss remaining CRC meeting schedule and coordinante with WorkPlan :

A. Final Review and Action Budget Issues – Action Item #1

The Commission decided to meet at 6:00pm for the next meeting on Thursday, April 14 instead of 7:00pm and continue to review Action Items.

- B. Meeting Topic IV (4/14/2022): Department Issues; Qualifications, "For Cause" and Term of Office for Department Heads; Town Attorney; CFO; DPW/WPCA Alignment; Police Chief Residency
- C. Meeting Topic V (4/28/2022): Board of Education; Cooperation Provisions; Uniform Creation Standards

There was a discussion about extending the end date until late May. There will be another public hearing scheduled. The Commission added Monday, April 25, 2022 as a Special Meeting. Information regarding that meeting will be posted on the website.

V. **ADJOURN**

Chair Bryan Cafferelli adjourned the meeting at 10:38pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary

CHARTER REVISION COMMISSION

Special Meeting

April 14, 2022

6:00 PM

Via Webex

Fairfield, CT

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

DRAFT MINUTES

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

MEMBERS ABSENT: Jay Gross

OTHERS PRESENT: Attorney Steven Mednick, Town Attorney James Baldwin, FairTV, members of the public

I. **CALL TO ORDER**

Chair Bryan Cafferelli called the meeting to order at 6:00pm.

II. **ROLL CALL**

Recording Secretary Pru O'Brien took the roll.

III. **PLEDGE OF ALLEGIANCE**

Chair Bryan Cafferelli led the Pledge of Allegiance.

IV. **Meeting Topics:**

Attorney Mednick said this is a critical period of time in the Charter Revision process. A public hearing will need to be set up. The charter process is a multitiered process. There have been many public comment sessions with local officials and there is an active log of public comments and discussions with public officials. The document he is presenting today is what he has heard from everyone during this process and what he has experienced doing Charter Revisions throughout the state. This should be something moving Fairfield into the future. This Commission has moved forward and has looked into the future for form of governments along with comparative data from other local governments. Action item 3 is designed to create a couple of steps forward from the system of today, to create balance with the rest of government and elected boards. There is greater accountability for a Chief Officer by the Board of Selectmen. Attorney Mednick went over procedures that would change without the Board of Selectmen and even with the changes, the First Selectperson would still not be a strong executive. It would not give that person more authority even though it is what people may think. The size of the legislative body is a significant issue. RTM communities have kept largely legislative bodies, but there needs to be a line of demarcation and defined powers of the RTM. The Commission needs to make decisions on whether or not to keep the Board of Selectmen. Nothing is written in stone and it can still change. Any decisions made today will help him move forward with the document.

Action Item #3 (include content of Action Item #2): Articles II – VI and XI (includes Minority Party Representation; Constables; Redistricting and Reapportionment; Governance impact on Budget process (Action Item #1)

There was a discussion regarding the size of the RTM, especially if the BOS was to be eliminated. Commissioners discussed different scenarios with reducing districts and keeping the size of the RTM between 20-30 members. Chair Bryan Cafferelli wanted to be sure the Commission wasn't making changes for the sake of making changes. Chair Cafferelli suggested keeping the BOS, incorporating a COA role, streamlining the budget process and reducing the size of the RTM. Commissioner Wynne made a motion to eliminate the BOS, move the legislative body to 15 members-10 districts, 1 member per district and 5 At-Large. Commissioner Iacono seconded the motion. After much discussion, Commissioner Wynne withdrew his motion. Chair Bryan Cafferelli suggested keeping the BOS, having a smaller RTM of 30 members and 10 districts, adding a CAO and redefining the BOS. Chair Cafferelli didn't make a formal motion so no vote was taken, but the other Commissioners agreed to this idea for Fairfield.

Attorney Mednick referred the Commission to background document #9 regarding minority representation and reviewed the rest of backup document #3.

Remainder of Calendar and Workplan

The Commissioners want to address the budget process at the next meeting. Attorney Mednick said he will prepare a document regarding the budget process for the next meeting.

The next two meetings are on April 25, 4:30pm and April 28, 7:00pm. Attorney Mednick will need to ask the BOS when they expect the draft of the Charter changes. Both the Board of Selectmen (BOS) and the Charter Revision Commission (CRC) still need to schedule a public hearing.

The next meeting is a Special meeting on Monday, April 25 at 4:30pm.

V. ADJOURN

Commissioner Wynne made a motion to adjourn. Commissioner Mitola seconded the motion. The meeting adjourned at 8:17pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary