

February 19, 2019

A Special Meeting of the Charter Revision Commission was held on Tuesday, February 19, 2019 at 6:45 p.m. in the 1st Floor Meeting Room, 111 North Main Street, Bristol, Connecticut. Present: Mayor Zoppo-Sassu temporarily served as Chair; Charter Revision Members FitzGerald, Kilby, Krampitz, Mace, Miller, and Roalf. Absent: Charter Revision Member Scotti.

The call of the meeting was presented:

*“Charter Revision Commission Members
Bristol, Connecticut*

SPECIAL MEETING NOTICE

There will be an organizational meeting of the Charter Revision Commission to be held on Tuesday, February 19, 2019 at 6:30 p.m. in the First Floor Meeting Room, 111 North Main Street, Bristol, Connecticut.

AGENDA

1. *To elect officers, and to take any action as necessary. (Note: The Commission should have a Chair, Vice-Chair, and Secretary.)*
2. *To discuss and establish a schedule of public hearings, meetings and times regarding the issuance of the draft report to the City Council by June 28, 2019, and to take any action as necessary.*
3. *To receive the recommendations directed by the City Council regarding:*
 - a. *To review the December, 2018 Charter amendments consolidating the ___ operations of the Water and Water Pollution Control Departments, and to consider any additional changes that are needed to clarify and remove any ambiguities as to the responsibility and oversight of these functions.*
 - b. *To review the provisions in Charter Secs. 45, 46A, and 46B applicable to:*
 - i. *The Police Department’s testing procedures and “weighting” given to elements of the promotion process, to determine whether any provisions have been superseded by contract and therefore should be removed from the Charter, and to propose other changes to better conform to modern-day best practices and methods;*
 - ii. *To review the division of responsibilities of oversight of the Police Department between the Police Chief and the Board of Police Commissioners, to determine whether the intent of any provisions are better served by the adoption of ordinances and therefore should be*

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removed from the Charter, and to propose other changes to better conform to modern-day best practices and methods;

iii. To review the job descriptions in the Charter pertaining to the Police Department's oversight structure, to determine whether any provisions have been superseded by contract and therefore should be removed from the Charter, and to propose other changes to better conform to modern-day best practices and methods.

4. *To review Sec. 12A which does not have each paragraph labeled with a letter a, b, c, and so forth. The last two paragraphs of this section reference subsection paragraphs a and b, but those subsections with letters need to be created.*
5. *To review Sec. 19 which refers to an alphabetical list of voters sent by the registrars of voters to the town clerk's office. The registrars do not forward a list because the town clerk's office is connected to CVRS which contains all voters.*
6. *To adjourn.*

*Per Mayor Ellen A. Zoppo-Sassu
DATED this 14th day of February, 2019."*

1. NOMINATION AND APPROVAL OF JON P. FITZGERALD AS CHARTER REVISION COMMISSION CHAIR.

On nomination of Member Kilby and seconded, it was unanimously voted: To elect Jon P. FitzGerald as the Chair of the Charter Revision Commission.

2. NOMINATION AND APPROVAL OF JONATHAN C. MACE AS CHARTER REVISION COMMISSION VICE-CHAIR.

On nomination of Member Kilby and seconded, it was unanimously voted: To elect Jonathan C. Mace as the Vice-Chair of the Charter Revision Commission.

3. NOMINATION AND APPROVAL OF MICHELE ANN ROALF AS CHARTER REVISION COMMISSION SECRETARY.

On nomination of Chair FitzGerald and seconded, it was unanimously voted: To elect Michele Ann Roalf as the Secretary of the Charter Revision Commission.

(Chair Jon FitzGerald took over the meeting as Chair beginning at 6:55 p.m. during this portion of the meeting.)

4. APPROVAL OF TENTATIVE MEETING SCHEDULE FOR 2019.

There was a brief discussion regarding the schedule of meetings.

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Chair FitzGerald suggested meeting every three weeks at 6:30 p.m. on a Tuesday with one exception for May 29 due to the Memorial Day weekend. He noted there should be an additional meeting on June 25 before the due date of the draft report.

On motion of Vice-Chair Mace and seconded, it was unanimously voted: To approve the tentative schedule of the Charter Revision Commission meeting dates.

5. DISCUSSION OF RECOMMENDATIONS DIRECTED BY CITY COUNCIL TO CHARTER REVISION COMMISSION.

Corporation Counsel Clift explained the reason for review of the amendments regarding the Water Department and Water Pollution Control changes from 2018.

Assistant Corporation Counsel Lacey clarified that the Comptroller had oversight for the financial matters of Water Pollution Control, but the Water Department was a separate enterprise fund.

Chair FitzGerald stated that Police Department revisions were considered in the past, but the union and Personnel Director could not agree on the language. He noted that stakeholders should agree on any changes.

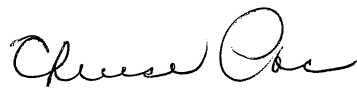
The recommendations directed by the City Council were outlined regarding:

- The December, 2018 Charter amendments consolidating the operations of the Water and Water Pollution Control Departments;
- Provisions in Charter Secs. 45, 46A, and 46B applicable to:
 1. The Police Department's testing procedures and "weighting" given to elements of the promotion process;
 2. The division of responsibilities of oversight of the Police Department between the Police Chief and the Board of Police Commissioners;
 3. The job descriptions in the Charter pertaining to the Police Department's oversight structure.
- Sec. 12A did not have each paragraph labeled with a letter a, b, and c, but they were referenced with letters in subsequent paragraphs.
- Sec. 19 referred to an alphabetical list of voters sent by the registrars of voters to the town clerk's office, but the registrars no longer forward a list.

6. ADJOURNMENT.

At 7:18 p.m., on motion of Member Kilby and seconded, it was unanimously voted: To adjourn.

ATTEST:



Therese Pac
Town & City Clerk