

**CHARTER REVISION COMMISSION MEETING**

**MAY 25, 2016**

**AT 7:00 P.M. IN THE PUTNAM MIDDLE SCHOOL AUDITORIUM**

**(Immediately Following Public Hearing)**

**AGENDA**

---

1. Call to Order by the Presiding Officer
2. Approval of Minutes
  - A. April 25, 2016 (Vote required)
3. Public Comment
4. Charter Review
  - A. Public Hearing Comments
  - B. Determine How to Move Forward
5. New Business
6. All other Business to Lawfully Come Before Such Meeting
7. Adjournment

**TOWN OF PUTNAM**

**CHARTER REVISION COMMISSION MEETING MINUTES**

**APRIL 27, 2016**

TOPIC	DISCUSSION	ACTION/ RESOLUTION
<p><b>PRESENT:</b></p> <p><b>ABSENT:</b></p>	<p>Mayor Falzarano, Town Administrator Cutler, Members Benoit, Faucher, Garceau, Hayes, Noel-Johnson, Osbrey, Tarr &amp; Town Attorney William St. Onge</p>	
<p>1.   <b>CALL TO ORDER</b></p>	<p>Meeting called to order at 7:00 P.M. by Mayor Falzarano</p>	
<p>2.   <b>INTRODUCTION OF MEMBERS</b></p>	<p>All in attendance introduced themselves</p>	
<p>3.   <b>CHARGE TO COMMISSION</b></p>	<p>A.   Town Attorney Bill St. Onge went over the Charge of the Commission (see attachment "A")</p>	
<p>4.   <b>CHARTER REVIEW PROCESS</b></p>	<p>A.   Town Attorney Bill St. Onge went over the Process by which the Charter can be revised. The Special Service District, East &amp; West Putnam Fire Districts are not part of the revision process. The Commission cannot make changes to:</p> <ol style="list-style-type: none"> <li>1. Tax Policy</li> <li>2. Elections</li> <li>3. Statutory Requirements</li> <li>4. Assessment &amp; Collection of taxes</li> <li>5. Voting Districts</li> </ol> <p>Once the Commission has completed their recommendations, they will be forwarded to the Board of Selectmen for further action.</p>	<p>Town Administrator Cutler will develop a timeline for the next meeting</p>
<p>5.   <b>DETERMINE MEETING SCHEDULE</b></p>	<p>A.   <b><i>Member Garceau made a motion setting the meeting schedule as the last Wednesday of the month at 7:00pm in the Daniel S. Rovero Selectmen Chambers (unless otherwise specified), with the exception of November, which will be the third Wednesday of the month (see attachment "B"). Member Faucher seconded the motion, which passed unanimously.</i></b></p>	

			<p><b>Member Garceau made a motion that the meetings will not last beyond 90 minutes each. Vice Chairman Benoit seconded the motion, which passed unanimously.</b></p> <p><b>Chairman Tarr made a motion to adopt the most recent version of Roberts Rules. Secretary Osbrey seconded the motion, which passed unanimously.</b></p> <p>Atty. St. Onge advised that the Commission cannot do any substantive work until the first Public Hearing is held. The Commission decided to schedule the first Public Hearing for Wednesday, May 25, 2016 @ 7:00pm in the Putnam Middle School Auditorium. The Commission's regular will follow at the close of the Public Hearing</p>	
6.	<b>ELECTION OF OFFICERS</b>	A.	<p><b>Member Benoit made a motion nominating Owen Tarr as Chairman. Member Noel-Johnson seconded the motion, which passed unanimously.</b></p> <p><b>Member Hayes made a motion nominating Peter Benoit as Vice Chairman. Member Garceau seconded the motion, which passed unanimously.</b></p> <p><b>Vice Chairman Benoit made a motion nominating Member Osbrey as Secretary. Member Noel-Johnson seconded the motion, which passed unanimously.</b></p>	
7.	<b>ADJOURNMENT</b>		<p><b>Vice Chairman Benoit made a motion to adjourn the Charter Revision Commission meeting at 7:36PM. Member Garceau seconded the motion, which passed unanimously.</b></p>	

Respectfully submitted,

---

Denise S. Roireau, Secretary  
 Charter Revision Commission

## MEMORANDUM

TO: Charter Revision Commission Members

FROM: Doug Cutler

DATE: April 20, 2016

RE: Organizational Meeting of Commission

---

Congratulations on your appointment to the Charter Revision Commission. Attached you will find the agenda for the first and organizational meeting of the Commission. Other attachments include:

- Town of Putnam Charter
- An informational packet on Charter Revision from the Connecticut Conference of Municipalities that include:
  - Basic Steps for Revising or Developing a Municipal Charter
  - Connecticut General Statutes pertaining to “Municipal Charters and Special Acts”
  - Various Research Reports on adopting and amending charters prepared by the Office of Legislative Research, Connecticut General Assembly
- Final Recommendations, adopted by the Board of Selectmen, developed by the Charter Revision Study Committee

Town Attorney St. Onge will be present to discuss in further detail the process the Commission must follow in fulfilling their duties. Many of the duties are subject to statutory deadlines.

We look forward to your involvement and service.

Should you have any questions before the meeting, please feel free to contact me at 860-963-6800 ext. 101 or email: [douglas.cutler@putnamct.us](mailto:douglas.cutler@putnamct.us)

## **Charter Revision Commission Dates for 2016:**

May 25, 2016 (4<sup>th</sup> Wednesday)  
Meeting to be held immediately following the Public Hearing  
in the Putnam Middle School Auditorium

June 22, 2016 (4<sup>th</sup> Wednesday)

July 27, 2016 (4<sup>th</sup> Wednesday)

August 24, 2016 (4<sup>th</sup> Wednesday)

September 28, 2016 (4<sup>th</sup> Wednesday)

October 26, 2016 (4<sup>th</sup> Wednesday)

November 16, 2016 (3<sup>rd</sup> Wednesday)

December 28, 2016 (4<sup>th</sup> Wednesday)

*All meetings are scheduled for 7:00 p.m. in the Daniel S. Rovero Selectmen  
Chambers at the Town Hall unless otherwise noted*

*Special meetings may be called with 24 hours notice on an As Needed basis*

*The 2016 meeting schedule was approved at the April 27, 2016  
Charter Revision Commission Meeting, at which a quorum was present.*