TOWN OF PUTNAM

CHARTER REVISION COMMISSION MEETING MINUTES

JUNE 22, 2016

TOPIC			DISCUSSION	ACTION/ RESOLUTION
PRESENT: **ABSENT:**			Chairman Tarr, Vice Chairman Benoit, Members Faucher, Garceau, Hayes, Noel-Johnson, Osbrey	
1.	**CALL TO ORDER**		Meeting called to order at 7:00 P.M. by Chairman Tarr	
2.	**APPROVAL OF MINUTES**	A.	**<u>May 25, 2016 Charter Revision Commission Meeting Minutes:</u>** ***Member Hayes made a motion to accept the minutes as presented. Member Garceau seconded the motion, which passed unanimously.***	
3.	**PUBLIC COMMENT**		**<u>Doug Taylor – 17 Pezanko Court</u>** Inquired about Chapter Nine (9) of the Charter that refers to the Special Service District and whether or not that was going to be looked at *Town Attorney St. Onge is checking with the Secretary of State on the legalities. May be advantageous to have a joint meeting with the District Authority to see what changes they would like to see* **<u>Gloria Marion – 27 Cloran Street</u>** Advised the Commission that the District Authority had looked through Chapter Nine (9) of the Charter and have some ideas. The time line for submitting recommended changes is needed a soon as possible. *Town Attorney St. Onge is also looking into the possibility of two separate Charters.* *Member Garceau referred the Commission to page 29 of the CCM Handout which talks about districts and revision processes*	Chapter Nine (9) to remain as a discussion point *Town Attorney St. Onge is checking with the Secretary of State on the legalities. May be advantageous to have a joint meeting with the District Authority to see what changes they would like to see* *Town Attorney St. Onge is also looking into the possibility of two separate Charters.*
4.	**CHARTER REVIEW CHAPTER 1**	**A.**	**<u>Chapter 1:</u>**	

			Motion made by Vice Chairman Benoit to approve Chapter One (1) in its entirety. Member Faucher seconded the motion, which passed unanimously.	
4.	**CHARTER REVIEW CHAPTER TWO**	**A.**	**<u>Section One – General:</u>** ***Motion made by Member Garceau to remove the Town Clerk from Chapter Two, Section 1c, and move that position to Chapter Five, Section One - Appointed Officers. Vice Chairman Benoit seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)*** ***Motion made by Member Garceau to include the election of three (3) alternates to the Board of Finance. Member Noel-Johnson seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER TWO**	**B.**	**<u>Section One Subset 2:</u>** ***Motion made by Member Faucher to approve Chapter Two, Section One, subset 2 as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER TWO**	**C.**	**<u>Section One Subset 3:</u>** Held open for further discussion	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
4.	**CHARTER REVIEW CHAPTER TWO**	**D.**	<u>Section Two - Minority Representation:</u> Held open for further discussion	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
4.	**CHARTER REVIEW**	**D.**	<u>Section Three – Voting Districts:</u>	

	CHAPTER TWO		***Motion made by Member Faucher to approve Chapter Two, Section Three as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER TWO**	**D.**	Section Four – Breaking a Tie: ***Motion made by Member Faucher to approve Chapter Two, Section Four as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER TWO**	**E.**	Section Five - Vacancies: Needs a vote during the July 27, 2016 Meeting	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
4.	**CHARTER REVIEW CHAPTER TWO**	**F.**	Section Six - Eligibility: ***Motion made by Member Faucher to approve Chapter Two, Section Six as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER TWO**	**G.**	Proposed Section Seven – Procedures for Removal of a Board Member for Cause:	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
4.	**CHARTER REVIEW CHAPTER THREE**	**A.**	Section One – Election and Qualification: ***Motion made by Vice Chairman Benoit to change the term of office for the Mayor from two (2) years to four (4) years. Member Faucher seconded the motion, which passed unanimously during the***	

			June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)	
4.	**CHARTER REVIEW CHAPTER THREE**	**B.**	Section Two – Duties: ***Motion made by Member Faucher to approve Chapter Three, Section Two as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER THREE**	**C.**	Section Three – Appointments and Terms: Held open for further discussion	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
4.	**CHARTER REVIEW CHAPTER THREE**	**D.**	Section Four – Administrative Assistant: ***Motion made by Vice Chairman Benoit to remove the Administrative Assistant from Chapter Three and move that position to Chapter Five, Section One - Appointed Officers. Member Garceau seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER THREE**	**E.**	Section Five – Oath of Office: ***Motion made by Member Faucher to approve Chapter Three, Section Two as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
4.	**CHARTER REVIEW CHAPTER FOUR**	**A.**	**Section One – Board of Selectmen:** Held open for further discussion	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda

		B.	**Section Two – Presiding Officer:** ***Motion made by Member Faucher to approve Chapter Four, Section Two with the following revision: changing the time from eight (8:00) o'clock p.m. to seven-thirty (7:30) o'clock p.m. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
		C.	**Section Three – Procedure:** ***Motion made by Member Hayes to approve Chapter Four, Section Three as presented. Vice Chairman Benoit seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
		D.	**Section Four – General Powers and Duties:** ***Motion made by Vice Chairman Benoit to approve Chapter Four, Section Four as presented. Member Faucher seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected***	
		E.	**Section Five – Publication of Ordinances:** No action taken	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
		F.	**Section Six – Emergency Ordinances:** No action taken	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
		G.	**Section Seven - Investigation:** No action taken	Denise Roireau to put on the July 27, 2016 Charter Revision Commission

				Meeting Agenda
		H.	**Suggested Section Eight – Public Hearing on Ordinances:** No action taken	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
		I.	**Suggested Section Nine A –:** No action taken	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
		J.	**Suggested Section Nine B –:** No action taken	Denise Roireau to put on the July 27, 2016 Charter Revision Commission Meeting Agenda
5.	**ALL OTHER BUSINESS TO LAWFULLY COME BEFORE SUCH MEETING**		None	
6.	**ADJOURNMENT**		***Member Faucher made a motion to adjourn the Charter Revision Commission meeting at 8:40PM. Vice Chairman Benoit seconded the motion, which passed unanimously.***	

Respectfully submitted,

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Denise S. Roireau, Secretary
Charter Revision Commission

CURRENT LANGUAGE	PROPOSED CHANGES/DISCUSSION POINTS/ACTION REQUIRED/TAKEN	PROPOSED/APPROVED LANGUAGE
CHAPTER ONE		
WE, THE ELECTORS OF THE TOWN OF PUTNAM, PURSUANT TO THE PROVISIONS OF CHAPTER 99 OF THE GENERAL STATUTES, AS AMENDED, DO APPROVE THIS REVISION OF THE CHARTER OF THE CITY OF PUTNAM AND SO TO RENDER SUCH CHARTER EFFECTIVE AS THE CHARTER OF THE CONSOLIDATED TOWN AND CITY OF PUTNAM. **CHAPTER ONE – INCORPORATION AND GENERAL POWERS** Section 1 – Incorporation: All the inhabitants within the territorial limits of the City of Putnam and the Town of Putnam, as heretofore constituted, shall continue to be a body politic and corporate under the name of "The Town of Putnam", hereinafter called "the Town", and as such shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by said Town and City and not inconsistent with the provisions herein conferred and all powers or privileges conferred upon towns under the general law of the state of Connecticut. Section 2 – Rights & Obligations: All property, both real and personal, all rights of action and rights of every description and all securities and liens in said Town and City as of the effective date of this charter are continued. The Town shall be liable for the debts	***Motion made by Vice Chairman Benoit to approve Chapter One in its entirety. Member Faucher seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	WE, THE ELECTORS OF THE TOWN OF PUTNAM, PURSUANT TO THE PROVISIONS OF CHAPTER 99 OF THE GENERAL STATUTES, AS AMENDED, DO APPROVE THIS REVISION OF THE CHARTER OF THE CITY OF PUTNAM AND SO TO RENDER SUCH CHARTER EFFECTIVE AS THE CHARTER OF THE CONSOLIDATED TOWN AND CITY OF PUTNAM. **CHAPTER ONE – INCORPORATION AND GENERAL POWERS** Section 1 – Incorporation: All the inhabitants within the territorial limits of the City of Putnam and the Town of Putnam, as heretofore constituted, shall continue to be a body politic and corporate under the name of "The Town of Putnam", hereinafter called "the Town", and as such shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by said Town and City and not inconsistent with the provisions herein conferred and all powers or privileges conferred upon towns under the general law of the state of Connecticut. Section 2 – Rights & Obligations: All property, both real and personal, all rights of action and rights of every description and all securities and liens in said Town and City as of the effective date of this charter are continued. The Town shall be liable for the debts

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and obligations of said Town and City except as hereinafter provided. Nothing herein shall be construed to affect the right of the Town to collect an assessment, charge, debt, or lien. If any contract has been entered into by said Town or City prior to the effective date of this charter, or any bond or undertaking has been given by or in favor of said Town or City which contains provision that the same may be enforced by an office or agency therein named, which is abolished, such contracts, bonds, or undertakings shall continue in full force an defect in the Town. The power conferred and the duties imposed with reference to the same upon any office or agency shall, except as otherwise provided in this charter, thereafter be exercised and discharged by the Board of Selectmen of the Town. <u>Section 3 – General Grant of Powers:</u> In addition to all powers granted to towns under the constitution and general law, the Town shall have all powers expressly granted, and all other powers incident to the management of property, government, and affairs of the Town, including the power to enter into contracts with the United States or any federal agency, the State of Connecticut or any political subdivision thereof for services and the use of facilities, the exercise of which is not expressly forbidden by the constitution and general law of the State of Connecticut. The enumeration of particular powers in this and any other chapter of this charter shall not be construed as limiting this general grant of		and obligations of said Town and City except as hereinafter provided. Nothing herein shall be construed to affect the right of the Town to collect an assessment, charge, debt, or lien. If any contract has been entered into by said Town or City prior to the effective date of this charter, or any bond or undertaking has been given by or in favor of said Town or City which contains provision that the same may be enforced by an office or agency therein named, which is abolished, such contracts, bonds, or undertakings shall continue in full force an defect in the Town. The power conferred and the duties imposed with reference to the same upon any office or agency shall, except as otherwise provided in this charter, thereafter be exercised and discharged by the Board of Selectmen of the Town. <u>Section 3 – General Grant of Powers:</u> In addition to all powers granted to towns under the constitution and general law, the Town shall have all powers expressly granted, and all other powers incident to the management of property, government, and affairs of the Town, including the power to enter into contracts with the United States or any federal agency, the State of Connecticut or any political subdivision thereof for services and the use of facilities, the exercise of which is not expressly forbidden by the constitution and general law of the State of Connecticut. The enumeration of particular powers in this and any other chapter of this charter shall not be construed as limiting this general grant of

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power, but shall be considered as an addition thereto. <u>Section 4 – Rules of Construction:</u> In the construction of this charter and of all ordinances adopted hereunder, the following rules shall be considered: 1. All words and phrases shall be constructed and understood according to the common and approved usage of the language, but technical words and phrases and such phrases may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning 2. Every word in any Charter provision or ordinance importing the masculine gender shall apply to females as well as males and every word importing the singular number only shall extend and be applied to several persons or things as well as to one person or one thing and every word importing the plural number only shall extend and be applied to one person or thing as well as to several persons or things 3. The use of any verb in the present tense shall include the future where applicable 4. All words purporting to give a joint authority to three or more municipal officers or to other persons shall be construed as giving such authority to a majority of such officers or other		power, but shall be considered as an addition thereto. <u>Section 4 – Rules of Construction:</u> In the construction of this charter and of all ordinances adopted hereunder, the following rules shall be considered: 8. All words and phrases shall be constructed and understood according to the common and approved usage of the language, but technical words and phrases and such phrases may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning 9. Every word in any Charter provision or ordinance importing the masculine gender shall apply to females as well as males and every word importing the singular number only shall extend and be applied to several persons or things as well as to one person or one thing and every word importing the plural number only shall extend and be applied to one person or thing as well as to several persons or things 10. The use of any verb in the present tense shall include the future where applicable 11. All words purporting to give a joint authority to three or more municipal officers or to other persons shall be construed as giving such authority to a majority of such officers or other

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persons unless it shall otherwise be expressly declared in the provision giving the authority 5. Whenever a provision requires the head of a department or other officer of the municipality to do some act or perform some duty, it shall be construed to authorize subordinates to do the required act or perform the required duty unless the terms of the provision designate otherwise 6. The time with which an act is to be done as provided in any provision of this Charter or ordinance or in any order issued pursuant to any ordinance, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day be a Sunday or holiday it shall be excluded and when any such time is expressed in hours the whole of Sunday from midnight to midnight shall be excluded 7. Whatever any provision of this Charter imposes greater restrictions upon the subject matter than the general provision imposed by this Charter, the provision imposing the greater restriction or regulation shall be applicable <u>Section 5 – Definitions:</u> Words and phrases used in this Charter shall have the following meaning, unless otherwise specified: 1. <u>Ad-hoc Committee:</u> A portion of an agency charged with the duty of examining a special matter referred to it and reporting its findings to		persons unless it shall otherwise be expressly declared in the provision giving the authority 12. Whenever a provision requires the head of a department or other officer of the municipality to do some act or perform some duty, it shall be construed to authorize subordinates to do the required act or perform the required duty unless the terms of the provision designate otherwise 13. The time with which an act is to be done as provided in any provision of this Charter or ordinance or in any order issued pursuant to any ordinance, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day be a Sunday or holiday it shall be excluded and when any such time is expressed in hours the whole of Sunday from midnight to midnight shall be excluded 14. Whatever any provision of this Charter imposes greater restrictions upon the subject matter than the general provision imposed by this Charter, the provision imposing the greater restriction or regulation shall be applicable <u>Section 5 – Definitions:</u> Words and phrases used in this Charter shall have the following meaning, unless otherwise specified: 23. <u>Ad-hoc Committee:</u> A portion of an agency charged with the duty of examining a special matter referred to it and reporting its findings to

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the entire agency 2. Advice and Consent: Whenever the term "advice and consent" of the Board of Selectmen is used in this Charter, it shall be construed to mean an affirmative vote of the Board 3. Agency: Any elective or appointed board, commission, committee, authority or office 4. Board of Selectmen, Board: The words "Board of Selectmen" or "Board" shall mean the Board of Selectmen of the Town of Putnam, CT 5. Commission: An agency, duly appointed, empowered to perform certain acts or exercise certain jurisdiction 6. District: The Special Services District of the Town of Putnam, CT 7. Municipality: The word "municipality" or "municipal" shall be construed as the Town of Putnam including its Special Services District 8. Oath: The word "oath" shall be construed to include an affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the words "affirm" and "affirmed" shall be equivalent to the words "swear" or "sworn" 9. Ordinance: A local law of the Town, duly enacted, in accordance with powers granted in the Charter, and in a manner prescribed by this Charter and the general law of Connecticut, prescribing permanent rules of conduct or of government, affecting all the citizens of the town		the entire agency 24. Advice and Consent: Whenever the term "advice and consent" of the Board of Selectmen is used in this Charter, it shall be construed to mean an affirmative vote of the Board 25. Agency: Any elective or appointed board, commission, committee, authority or office 26. Board of Selectmen, Board: The words "Board of Selectmen" or "Board" shall mean the Board of Selectmen of the Town of Putnam, CT 27. Commission: An agency, duly appointed, empowered to perform certain acts or exercise certain jurisdiction 28. District: The Special Services District of the Town of Putnam, CT 29. Municipality: The word "municipality" or "municipal" shall be construed as the Town of Putnam including its Special Services District 30. Oath: The word "oath" shall be construed to include an affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the words "affirm" and "affirmed" shall be equivalent to the words "swear" or "sworn" 31. Ordinance: A local law of the Town, duly enacted, in accordance with powers granted in the Charter, and in a manner prescribed by this Charter and the general law of Connecticut, prescribing permanent rules of conduct or of government, affecting all the citizens of the town

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10. Person: The word "person" shall include a corporation, firm, partnership, association, organization, and any other group acting as a unit, as well as an individual 11. Qualified Voter: A person who is eligible to vote a Town or District Meetings as defined in the General Statutes of the State of Connecticut 12. Reasonable Time or Notice: Reasonable time or notice shall be deemed to mean only such time as may be necessary for the prompt performance of the act required 13. Regulation: A local law, duly enacted by an agency empowered to do so, prescribing permanent rules of conduct or of government affecting all citizens over which the enacting agency has jurisdiction 14. Resolution: An action, duly enacted by an agency empowered to do so, and of a temporary nature, of limited application or of a special character 15. Rule: An action, duly enacted by an agency or official empowered to do so, providing for the administration of the affairs of a department under the jurisdiction of said agency or official 16. State: The "state" or "this state" shall mean the State of Connecticut 17. Statutes: The general law of this state, being the General Statutes of the State of Connecticut 18. Standing Committee: A portion of any agency charged with the duty of dealing with all matters		32. Person: The word "person" shall include a corporation, firm, partnership, association, organization, and any other group acting as a unit, as well as an individual 33. Qualified Voter: A person who is eligible to vote a Town or District Meetings as defined in the General Statutes of the State of Connecticut 34. Reasonable Time or Notice: Reasonable time or notice shall be deemed to mean only such time as may be necessary for the prompt performance of the act required 35. Regulation: A local law, duly enacted by an agency empowered to do so, prescribing permanent rules of conduct or of government affecting all citizens over which the enacting agency has jurisdiction 36. Resolution: An action, duly enacted by an agency empowered to do so, and of a temporary nature, of limited application or of a special character 37. Rule: An action, duly enacted by an agency or official empowered to do so, providing for the administration of the affairs of a department under the jurisdiction of said agency or official 38. State: The "state" or "this state" shall mean the State of Connecticut 39. Statutes: The general law of this state, being the General Statutes of the State of Connecticut 40. Standing Committee: A portion of any agency charged with the duty of dealing with all matters

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of a particular nature which may be referred to it 19. Town Meeting: A meeting of electors and qualified voters lawfully assembled in accordance with the Charter and the General Statutes 20. Town: The Town of Putnam, Connecticut 21. Week: The word "week" shall mean seven days 22. Year: The word "year" shall mean a calendar year, unless otherwise provided in this Charter Section Six – Section Headings: The underlined headings of the several section and subsections of this Charter are intended as mere captions to indicate the contents of the section or subsection and shall not be deemed or taken to be titles of such sections, nor as any part of the section or subsection, nor, unless expressly so provided, shall they be so deemed when any of such sections or subsections, including the headings, is amended		of a particular nature which may be referred to it 41. Town Meeting: A meeting of electors and qualified voters lawfully assembled in accordance with the Charter and the General Statutes 42. Town: The Town of Putnam, Connecticut 43. Week: The word "week" shall mean seven days 44. Year: The word "year" shall mean a calendar year, unless otherwise provided in this Charter Section Six – Section Headings: The underlined headings of the several section and subsections of this Charter are intended as mere captions to indicate the contents of the section or subsection and shall not be deemed or taken to be titles of such sections, nor as any part of the section or subsection, nor, unless expressly so provided, shall they be so deemed when any of such sections or subsections, including the headings, is amended

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	CHAPTER TWO	
CHAPTER TWO – ELECTIONS Section One – General: 1. The elected official of the Town shall be: a. Mayor (1) b. Selectmen (6) c. Town Clerk (1) d. Board of Education (9) e. Board of Finance (5) f. Board of Tax Review (3) g. Library Board of Directors (9)	***Motion made by Member Garceau to remove the Town Clerk from Chapter Two and move that position to Chapter Five, Section One - Appointed Officers. Vice Chairman Benoit seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)*** The election of 3 alternates to the Board of Finance were added by ordinance; Commission felt it best to include it in the Charter ***Motion made by Member Garceau to include the election of three (3) alternates to the Board of Finance. Member Noel-Johnson seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	**CHAPTER TWO – ELECTIONS** Section One – General: 1. The elected official of the Town shall be: a. Mayor (1) b. Selectmen (6) c. Board of Education (9) d. Board of Finance (5) e. Board of Finance Alternates (3) f. Board of Tax Review (3) g. Library Board of Directors (9)
2. Nomination and election of federal and state officers, including the registrars of voters and probate judges, and of such elective municipal officers, boards and commission as are provided for in the Charter shall be conducted, and the registrars of voters shall prepare lists of electors qualified to vote therefor, in the manner	***Motion made by Member Faucher to approve Chapter Two, Section Two as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	2. Nomination and election of federal and state officers, including the registrars of voters and probate judges, and of such elective municipal officers, boards and commission as are provided for in the Charter shall be conducted, and the registrars of voters shall prepare lists of electors qualified to vote therefor, in the manner

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prescribed in the constitution and general laws of the State of Connecticut		prescribed in the constitution and general laws of the State of Connecticut
3. A meeting of the electors of the Town of Putnam for the election of municipal officers shall be held on the first Tuesday after the first Monday in November in each odd-numbered year. At such meeting, there shall be elected (1) Mayor, (6) Selectmen, and (1) Town Clerk, all for terms of two (2) years. Also at such meeting to be held in 198_, there shall be elected one (1) member of the Board of Education for a term of four (4) years and two (2) members for terms of two (2) years. Alternately thereafter at each biennial election there shall be elected five (5) members and then four (4) members of the Board of Education for terms of four (4) years to succeed those whose terms expire. Also at such meeting to be held in 198_ there shall be elected two (2) members of the Board of Finance for terms of four (4) years and three (3) members for terms of two (2) years. (add Board of Finance Alternates) Alternately thereafter at each biennial election there shall be elected three (3) members and then two (2) members of the Board of Finance for terms of four (4) years to succeed those whose terms expire. Also at such meeting to be held in 198_, there shall be elected one (1) member of the Board of Tax Review for a term of four (4) years and two (2) members for terms of	Remove Town Clerk Change date, but put a footnote indicating the original date **Discussion points** • Should the term of the Selectmen change from 2 to 4 years and if so, should the election of Selectmen be staggered like the Boards of Finance and Education • Should one of the Selectmen be elected to serve as a voting member on the Board of Selectmen and the District Authority to help share information, cost savings etc? • Should a member of the District Authority be appointed to attend Board of Selectmen meetings • Should the District Authority appoint someone from the Board of Selectmen as a voting member *Town Attorney St. Onge will have to give an opinion on this – Town Administrator Cutler to discuss with Bill St. Onge* Held open for further discussion at the July 27, 2016 Charter Revision Commission Meeting	

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two (2) years. Alternately thereafter at each biennial election, there shall be elected two (2) members and then one (1) member of the Board of Tax Review for terms of four (4) years to succeed those whose terms expire. Also at such meeting to be held in 198_, there shall be elected three (3) members of the Library Board of Directors for terms of six (6) years, three (3) members for terms of four (4) years and three (3) members for terms of two (2) years. Alternately thereafter at each biennial election there shall be elected three (3) members of the library Board of Director for terms of six (6) years to succeed those whose terms expire. The terms of all municipal officers shall commence on the fourth Tuesday following their election and they shall hold office until their successors have been chosen and qualified. Except as otherwise provided in this Charter, all elective municipal officers and agencies shall have the powers and duties prescribed by the General Statutes. Section Two – Minority Representation: Minority representation on any elective or appointive agency or similar body of the municipality shall be as specified in the following table: **Total Membership** — **Maximum from one party** 3 — 2 4 — 3		

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*5 Elected 4 *5 Appointed 3 6 4 7 5 8 5 9 6 More than 9 2/3 of membership *Two different categories for total membership of five (5). First category – elected has maximum from one (1) party of four (4). Second category – appointed has a maximum from one party of three (3).	**Total Membership** / **Maximum from one party** 3 2 4 3 *5 Elected 3 *5 Appointed 3 6 4 7 4 8 5 9 5 More than 9 Simple Majority Held open for further discussion at the July 27, 2016 Charter Revision Commission Meeting	
Section Three – Voting Districts: There shall continue to be two (2) voting districts as the same existed on the effective date of this Charter and the number of voting districts shall not be increased, not the boundaries altered except by ordinance of the Town Meeting. No change in the boundaries of voting districts shall be made within ninety days prior to an election. A suitable polling place in each voting district shall be provided as required by the General Statutes. All action taken under the provisions of this section shall be in accordance with the General Statutes as amended.	***Motion made by Member Faucher to approve Chapter Two, Section Three as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	Section Three – Voting Districts: There shall continue to be two (2) voting districts as the same existed on the effective date of this Charter and the number of voting districts shall not be increased, not the boundaries altered except by ordinance of the Town Meeting. No change in the boundaries of voting districts shall be made within ninety days prior to an election. A suitable polling place in each voting district shall be provided as required by the General Statutes. All action taken under the provisions of this section shall be in accordance with the General Statutes as amended.

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Section Four – Breaking a Tie: When any regular or special municipal election, primary election or referendum conducted pursuant to this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of the General Statutes, as amended, to determine who shall be elected, or in the case of a questions at referendum, whether it shall be accepted or rejected. Said adjourned election shall be held on the seventh day after the election which resulted in a tie and shall be confined to the tied candidates or issues. Any voting machine, the returns from which are not subject to disagreement, may ne unlocked and used in said special election. If voting machines are not available in sufficient number, paper ballots may be used in place of or in conjunction with voting machines. Section Five – Vacancies: Any vacancy in any elective Town office, from whatever cause arising, shall be filled by appointment by the Board of Selectmen, for the unexpired portion of the term or until the next biennial election, which shall be sooner; provided, that when the person vacating the office shall have been elected as a member of a political party, such vacancy shall be filled by the appointment of a member of the same political party. If a vacancy in any office is not so filled within thirty	***Motion made by Member Faucher to approve Chapter Two, Section Two as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	Section Four – Breaking a Tie: When any regular or special municipal election, primary election or referendum conducted pursuant to this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of the General Statutes, as amended, to determine who shall be elected, or in the case of a questions at referendum, whether it shall be accepted or rejected. Said adjourned election shall be held on the seventh day after the election, which resulted in a tie and shall be confined to the tied candidates or issues. Any voting machine, the returns from which are not subject to disagreement, may ne unlocked and used in said special election. If voting machines are not available in sufficient number, paper ballots may be used in place of or in conjunction with voting machines.

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(30) days of its occurrence, the Town Clerk shall, within ten (10) days thereafter, notify the elective municipal officers enrolled in the same political party as the person who vacated the office, or all elective municipal officers, if such person who vacated the office was not enrolled with a political party, and it shall be filled by such elective municipal officers within sixty (60) days after its occurrence. If there shall be a biennial election before the expiration of the term of any office in which a vacancy occurs, such office shall be filled until said election by appointment as provided herein and subsequently by the election of a person to fill that office for the remaining portion of the term, and such person shall take office on the fourth Tuesday following his election.		
Section Six – Eligibility: Unless otherwise specified in the Charter, no person shall be eligible for election or appointment to any municipal office who is not at the time of his election or appointment an elector of said municipality and any person ceasing to be an elector of said municipality shall thereupon cease to hold elective or appointive office in the municipality.	***Motion made by Member Faucher to approve Chapter Two, Section Six as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	Section Six – Eligibility: Unless otherwise specified in the Charter, no person shall be eligible for election or appointment to any municipal office who is not at the time of his election or appointment an elector of said municipality and any person ceasing to be an elector of said municipality shall thereupon cease to hold elective or appointive office in the municipality.

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	Held open for further discussion at the July 27, 2016 Charter Revision Commission Meeting	
	Add a Section Nine – Procedures for Removal of a Board Member for Cause (Elected/Appointed?) <u>Section Nine - Procedures for Removal of a Board Member for Cause:</u> The Board Chairperson shall place the proposed removal of the Board Member on the agenda of the Board of Selectmen. The Board Chairperson shall provide written notice to the Board Member whose removal is proposed of the reason for removal at least ten (10) days prior to the meeting of the Board of Selectmen. The Board Member shall be provided an opportunity to be heard at the Board of Selectmen Meeting. If the Board of Selectmen votes in favor of removal, the matter shall be voted upon at the monthly Full Board meeting immediately following the Board of Selectmen meeting where the vote was taken. The dismissal will then be moved to a Town Meeting vote. If the Town Meeting approves the removal, the Board Member shall be deemed removed, immediately after the vote. The Town Meeting Moderator shall notify the elected official who appointed the Board Member (and the Mayor) of the removal of the Board Member with a request to appoint a person to fil the unexpired term. a. A Board Member shall be removed for cause for any of the following reasons:	

CURRENT LANGUAGE	PROPOSED CHANGES/DISCUSSION POINTS/ACTION REQUIRED/TAKEN	PROPOSED/APPROVED LANGUAGE
	1. A felony conviction during the Board Member's term of service on the Board 2. Soliciting, receiving or accepting any remuneration in exchange for a vote on any item under consideration by the Board or any of its committees, subcommittees or task forces if there is a Department of Investigations or Conflicts of Interest Boar determination that a Board Member had solicited, received, or accepted remuneration 3. Intentional failure to declare a conflict of interest 4. Substantial lack of attendance at Board, committee, subcommittee and/or task force meetings *Town Attorney St. Onge will have to give an opinion on this – Town Administrator Cutler to discuss with Bill St. Onge* Held open for further discussion at the July 27, 2016 Charter Revision Commission Meeting	

CURRENT LANGUAGE	PROPOSED CHANGES/DISCUSSION POINTS/ACTION REQUIRED/TAKEN	PROPOSED/APPROVED LANGUAGE
	CHAPTER THREE	
CHAPTER THREE – THE MAYOR Section One – Election and Qualification: At each regular municipal election, the electors of the municipality shall choose a Mayor. Such Mayor shall serve for a term of two (2) years and until his successor shall be elected and qualified and shall take office on the fourth Tuesday following the Town election. He shall be the chief executive officer of such Town and shall receive such compensation as shall be fixed by the Board of Finance and the Town Meeting. He shall be an ex-officio member of all Town agencies, but without the power to vote.	***Motion made by Vice Chairman Benoit to change the term of office for the Mayor from two (2) years to four (4) years. Member Faucher seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	**CHAPTER THREE – THE MAYOR** Section One – Election and Qualification: At each regular municipal election, the electors of the municipality shall choose a Mayor. Such Mayor shall serve for a term of four (4) years and until his successor shall be elected and qualified and shall take office on the fourth Tuesday following the Town election. He shall be the chief executive officer of such Town and shall receive such compensation as shall be fixed by the Board of Finance and the Town Meeting. He shall be an ex-officio member of all Town agencies, but without the power to vote.
Section Two – Duties: The Mayor shall be directly responsible for the administration of all appointed Town departments, boards, agencies, offices and persons. He shall see that all laws and ordinances governing the municipality are faithfully executed; shall make periodic reports to the Town Board of Selectmen; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year, an annual Town report; shall recommend to the Board of Selectmen such measures as he may deem necessary or expedient; shall keep the Board of Selectmen fully advised as to the financial condition of the Town; shall prepare and submit to the Board of Selectmen and the Board of Finance an annual	***Motion made by Member Faucher to approve Chapter Three, Section Two as presented. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	Section Two – Duties: The Mayor shall be directly responsible for the administration of all appointed Town departments, boards, agencies, offices and persons. He shall see that all laws and ordinances governing the municipality are faithfully executed; shall make periodic reports to the Town Board of Selectmen; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year, an annual Town report; shall recommend to the Board of Selectmen such measures as he may deem necessary or expedient; shall keep the Board of Selectmen fully advised as to the financial condition of the Town; shall prepare and submit to the Board of Selectmen and the Board of Finance an annual

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budget as provided in this Charter and shall exercise such other powers an duties as may be authorized by ordinance or resolution not inconsistent with this Charter. The Town Meeting shall not diminish by ordinance, vote or otherwise the powers and duties of the Mayor, except those powers and duties imposed on him by the Town Meeting under the provisions of this section.		budget as provided in this Charter and shall exercise such other powers an duties as may be authorized by ordinance or resolution not inconsistent with this Charter. The Town Meeting shall not diminish by ordinance, vote or otherwise the powers and duties of the Mayor, except those powers and duties imposed on him by the Town Meeting under the provisions of this section.
Section Three – Appointments and Terms: The Mayor, with the advice and consent of the Board of Selectmen, shall appoint all department heads and other officers and employees of the Town, except as otherwise specifically provided by this Charter or except employees in the offices of elected officers or boards. Except as otherwise specifically provided in this Charter, the terms of all such appointees shall terminate on the same date as he term of the Mayor except such appointees shall continue to serve until their successors are appointed and qualified. In lieu of any appointment by the Mayor or any of his appointees to any office under his jurisdiction, the Mayor may, subject to the approval of the Board, perform the duties of any offices under his jurisdiction, except those of the Town Treasurer.	Discussion points: • Should a Civil Service System be added as protection for Appointed Officers (as it stands now, when a new Mayor comes in, all Appointed Officers do not have to be reappointed, nor is just cause required • In lieu of a Civil Service System, should some language be included to protect Appointed Officers from dismissal without cause *Town Administrator Cutler will provide examples of what other towns use as their Civil Service System/language* Held open for further discussion at the July 27, 2016 Charter Revision Commission Meeting	

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Section Four – Administrative Assistant: The Mayor may appoint, with the advice and consent of the Board of Selectmen, and may remove without cause, an administrative assistant who shall be chosen on the basis of his administrative qualifications, character, education, training, and experience. At the time of his appointment, said administrative assistant need not be a resident of the Town of Putnam or of the State of Connecticut, but shall become a resident of the Town of Putnam within six (6) months of his appointment. He shall devote his full time to the duties of his office and shall receive such compensation as shall be fixed by the Board of Finance and the Town Meeting. Any administrative power or duty vested by this Charter in the Mayor may from time to time be delegated by him to the administrative assistant. Any such power or duty so delegated to the administrative assistant may be increased or diminished only by the Mayor. The delegation of any such power or duty may be terminated at will by the Mayor, but all acts of the administrative assistant pursuant to the delegation of such power or duty and performed prior to the termination thereof shall be and remain the acts of the Mayor.	***Motion made by Vice Chairman Benoit to remove the Administrative Assistant from Chapter Three and move that position to Chapter Five, Section One - Appointed Officers. Member Garceau seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	
Section Five – Oath of Office: The Mayor shall, forthwith, after the election or appointment of any municipal officer of whom an oath is required by law,	***Motion made by Member Faucher to approve Chapter Three, Section Five as presented. Member Hayes seconded the motion, which***	Section Five – Oath of Office: The Mayor shall, forthwith, after the election or appointment of any municipal officer of whom an oath is required by law,

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cause them to be sworn to a faithful discharge of their respective duties. Notice of election or appointment shall be in written form indicating if an oath is needed, as well as the time and location of the next regularly scheduled meetings of the appropriate group.	***passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	cause them to be sworn to a faithful discharge of their respective duties. Notice of election or appointment shall be in written form indicating if an oath is needed, as well as the time and location of the next regularly scheduled meetings of the appropriate group.

CURRENT LANGUAGE	PROPOSED CHANGES/DISCUSSION POINTS/ACTION REQUIRED/TAKEN	PROPOSED/APPROVED LANGUAGE
	CHAPTER FOUR – THE BOARD OF SELECTMEN	
CHAPTER FOUR – THE BOARD OF SELECTMEN Section One – The Board of Selectmen: There shall be a Board of Selectmen consisting of the Mayor and six (6) Selectmen, hereinafter referred to as the Board, who shall be compensated in such manner and amount as the Board of Finance and the Town Meeting shall determine. As a member of the Board, the Mayor shall have the same duties and rights as any other member of the Board, including the right to vote on any question before the Board. No Selectman shall hold any other office or position of profit under the government of the Town of Putnam, nor shall he, during the term of office for which he is elected, and for two (2) years thereafter, be appointed to any other office or position of profit under the government where said office or position was created during his term of office.	Discussion points: • Remove the words "office or" from the last sentence Held open for further discussion at the July 27, 2016 Charter Revision Commission Meeting	
Section Two – Presiding Officer: With the Mayor presiding, the Board of Selectmen shall meet at eight o'clock p.m. on the fourth Tuesday following their election, and biennially thereafter, and shall choose one of its members to by Deputy Mayor, but such office shall not deprive such Deputy Mayor of his vote on any questions. The Deputy Mayor shall exercise the powers and duties of the office of the Mayor in the absence, death, disability, or resignation	***Motion made by Member Faucher to approve Chapter Four, Section Two with the following revision: changing the time from eight (8:00) o'clock p.m. to seven-thirty (7:30) o'clock p.m. Member Hayes seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	Section Two – Presiding Officer: With the Mayor presiding, the Board of Selectmen shall meet at seven-thirty (7:30) o'clock p.m. on the fourth Tuesday following their election, and biennially thereafter, and shall choose one of its members to by Deputy Mayor, but such office shall not deprive such Deputy Mayor of his vote on any questions. The Deputy Mayor shall exercise the powers and duties of the office of the Mayor in the absence, death, disability, or

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of the Mayor and until such time as the Board of Selectmen shall fill said vacancy in accordance with the provisions of Sec. 9-222 of the General Statutes, as amended. During all periods when the Deputy Mayor exercises the powers and duties of Mayor, he shall retain his vote as a Board member.		resignation of the Mayor and until such time as the Board of Selectmen shall fill said vacancy in accordance with the provisions of Sec. 9-222 of the General Statutes, as amended. During all periods when the Deputy Mayor exercises the powers and duties of Mayor, he shall retain his vote as a Board member.
Section Three – Procedure: At the first meeting of the Board of Selectmen following each biennial municipal election said Board shall fix the time and place of their regular meetings. They shall by resolution, determine their own rules of procedure. All meetings of the Board for the transaction of business shall be open to the public and the votes shall be recorded as prescribed by the General Statutes, as amended. Four (4) members shall constitute a quorum, and no proposed ordinance, resolution, or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted without a quorum present.	***Motion made by Member Hayes to approve Chapter Four, Section Three as presented. Vice Chairman Benoit seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	Section Three – Procedure: At the first meeting of the Board of Selectmen following each biennial municipal election said Board shall fix the time and place of their regular meetings. They shall by resolution, determine their own rules of procedure. All meetings of the Board for the transaction of business shall be open to the public and the votes shall be recorded as prescribed by the General Statutes, as amended. Four (4) members shall constitute a quorum, and no proposed ordinance, resolution, or vote, except a vote to adjourn or to fix the time and place of the next meeting, shall be adopted without a quorum present.
Section Four – General Powers and Duties: Except as otherwise specifically provided in this Charter, the Board of Selectmen shall have the powers and duties, which at the effective date of this Charter were conferred by the Constitution and General Statutes upon Boards of Selectmen. The Board of Selectmen shall review the Mayor's budget and shall	***Motion made by Vice Chairman Benoit to approve Chapter Four, Section Four as presented. Member Faucher seconded the motion, which passed unanimously during the June 22, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)***	Section Four – General Powers and Duties: Except as otherwise specifically provided in this Charter, the Board of Selectmen shall have the powers and duties, which at the effective date of this Charter were conferred by the Constitution and General Statutes upon Boards of Selectmen. The Board of Selectmen shall review the Mayor's budget and shall

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submit recommendations on said budget to the Board of Finance. The legislative power of the Town shall be vested in the Town Meeting except as otherwise specifically provided in the Charter. Subject to the provision of this Charter, said Board shall have the power to recommend to the Town Meeting the enactment, amendment, or repeal of ordinances not inconsistent with this Charter or the General Statutes of the State; and to create or abolish, by resolution, ad-hoc agencies, and offices. The Board is authorized, in drafting ordinances to incorporate any nationally recognized code, rules or regulations or portions thereof that have been incorporated by reference, there shall be maintained two (2) copies of such codes, rules, or regulations in the office of the Town Clerk for examination by the public. Said Board may by resolution adopt rules governing the internal operations of appointed offices, agencies, and other departments. Said Board may fix the charges, if any, to be made for services rendered by the Town where such right to fix charges is not under the jurisdiction of another agency of the municipality or for the execution of powers vested in the Town as provided in this Charter.		submit recommendations on said budget to the Board of Finance. The legislative power of the Town shall be vested in the Town Meeting except as otherwise specifically provided in the Charter. Subject to the provision of this Charter, said Board shall have the power to recommend to the Town Meeting the enactment, amendment, or repeal of ordinances not inconsistent with this Charter or the General Statutes of the State; and to create or abolish, by resolution, ad-hoc agencies, and offices. The Board is authorized, in drafting ordinances to incorporate any nationally recognized code, rules or regulations or portions thereof that have been incorporated by reference, there shall be maintained two (2) copies of such codes, rules, or regulations in the office of the Town Clerk for examination by the public. Said Board may by resolution adopt rules governing the internal operations of appointed offices, agencies, and other departments. Said Board may fix the charges, if any, to be made for services rendered by the Town where such right to fix charges is not under the jurisdiction of another agency of the municipality or for the execution of powers vested in the Town as provided in this Charter.
Section Five – Publication of Ordinances: Every ordinance, after passage, shall be filed with the Town Clerk, and recorded, compiled and published by him	Meeting adjourned before this section was discussed. Discuss at the July 27, 2016 Charter Revision Commission Meeting	

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as required by law. Within ten (10) days after final passage, all ordinances shall be published once in their entirety in a newspaper having circulation within the Town. Every ordinance, unless it shall specify a later date, shall become effective on the twenty-first (21st) day after such publication following its final passage except as otherwise provided in the Charter or in the General Statutes.		
Section Six – Emergency Ordinances: An ordinance stated to be a public emergency measure may be adopted by the Board of Selectmen without Town Meeting approval. The ordinance stating the facts constituting such public emergency shall become effective immediately after the publication thereof as required in the chapter. Every such emergency ordinance including any amendments thereto, shall automatically stand repealed at the termination of the sixty-first (61st) day following final passage of said ordinance.	Meeting adjourned before this section was discussed. Discuss at the July 27, 2016 Charter Revision Commission Meeting	
Section Seven – Investigation: The Board of Selectmen shall have the power to investigate any and all offices and agencies of the Town and for such purposes shall have the power to call witnesses to appear before the Board to testify on any matter under investigation. Any officer or employee of the Town who, upon receipt of adequate notice fails to	Meeting adjourned before this section was discussed. Discuss at the July 27, 2016 Charter Revision Commission Meeting	

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appear or refuses to testify when so called by the Board shall be deemed to resign thereby from said office or position.		
	The Charter Revision Study Committee made the following suggestion (adopted): **Section Eight – Public Hearing on Ordinances:** At least one public hearing, notice of which shall be given in the same manner and notices of the town meeting and said notices shall be published at least five (5) days prior to the public hearing, shall be held by the Board of Selectmen before any ordinance may be passed at town meeting. Meeting adjourned before this section was discussed. Discuss at the July 27, 2016 Charter Revision Commission Meeting	
	The Charter Revision Study Committee made the following suggestion (rejected): Add a new Section 9: If within ten (10) days after the publication of the passage of an ordinance, a petition is filed with the Town Clerk requesting that the ordinance be submitted to Town Meeting and if the Clerk certifies to the Board of Selectmen that such petition has been validly signed by at least	

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	200 of the qualified voters of the Town as determined by the revised registry list last completed than the effective date of the ordinance shall be suspended. The Board shall call a Town Meeting, notice of the meeting shall be given in the same manner as notices of town meetings, and said notice shall be published at least five (5) days prior to the town meeting. The Town Meeting may vote to sustain the action of the Board, vote to nullify the Board's action or vote to submit the ordinance to a referendum to be held not less than (7) nor more than 14 days thereafter. Such referendum shall be conducted under the provisions of the Connecticut General Statutes, Section 7-7. If the town meeting sustains the Board's actions or fails to act on the Board's proposal, in accordance with this section, the ordinance will go into effect upon adjournment of the meeting. If the town meeting votes to nullify the Board's action, the ordinance is dead (based on Mansfield's charter)	
	The Charter Revision Study Committee made the following suggestion (after the first proposed Section Nine was rejected, a second one was proposed, which was also rejected): Add a new Section 9: All actions of the Board of Selectmen on ordinances, except emergency	

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	ordinances, shall be subject to overrule at a special referendum in the following manner: A. A petition must be filed within 20 days after final action by the Board of Selectmen. Two (2) percent of the electors of the Town, as determined by the latest official registry lists of the Registrars of Voters, may file with the Town Clerk a petition requesting that such ordinance be submitted to the voters of the Town for special referendum. B. The Town Clerk shall, within seven (7) days of receipt of said petition certify to the Selectmen as to whether the petition yielded sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so inform the Selectmen who shall declare the petition invalid and the ordinance shall take effect on the following Monday. If sufficient valid signatures are found, the effective date of the ordinance shall be set aside and the Selectmen shall call a special referendum to be held within 30 days of the certification of the petition. The ordinance shall stand approved unless a majority of those voting shall have voted in favor of overruling such ordinance; providing however, that at least ten percent (10%) of the voters of the	

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	Town shall have voted on the matter. Any ordinance not so overruled shall take effect on the day following the referendum. (Hebron Charter)	