

TOWN OF PUTNAM

CHARTER REVISION COMMISSION MEETING MINUTES

NOVEMBER 16, 2016

TOPIC		DISCUSSION		ACTION/ RESOLUTION
PRESENT:		Chairman Tarr, Vice Chairman Benoit, Members Faucher, Noel-Johnson, Osbrey & Town Attorney St. Onge		
ABSENT:		Members Garceau & Hayes - Excused		
1.	CALL TO ORDER	Meeting called to order at 7:07 P.M. by Chairman Tarr		
2.	APPROVAL OF MINUTES	A.	<p><u>October 26, 2016 Charter Revision Commission Meeting Minutes:</u></p> <p><i>Vice Chairman Benoit made a motion to accept the minutes as presented. Member Osbrey seconded the motion, which passed unanimously.</i></p>	
3.	PUBLIC COMMENT		None	
4.	CORRESPONDENCE	A.	None	
5.	CHARTER REVIEW	A.	<p><u>Review Charter with Tracked Changes:</u></p> <p><i>Vice Chairman Benoit made a motion to enact all changes. Member Faucher seconded the motion, which passed unanimously.</i></p>	
	CHARTER REVIEW	B.	<p><u>Consider the addition of a Conservation Commission to Chapter Six, Section Two:</u></p> <p><i>Member Faucher made a motion to add a Conservation Commission to Chapter Six, Section Two. Vice Chairman Benoit seconded the motion, which passed unanimously.</i></p>	
	CHARTER REVIEW	C.	<p><u>Consider Town Attorney St. Onge's Proposed Language regarding Appointive Official Arrested for a Crime to Chapter Six, Section Three:</u></p> <p><i>Member Faucher made a motion include the proposed language offered by Attorney St. Onge.</i></p>	

			<i>Member Noel-Johnson seconded the motion, which passed unanimously.</i>	
6.	ALL OTHER BUSINESS TO LAWFULLY COME BEFORE SUCH MEETING	A.	<u>2017 Meeting Schedule:</u> <i>Vice Chairman Benoit made a motion approving the proposed 2017 meeting schedule. Member Noel-Johnson seconded the motion, which passed unanimously.</i>	Denise to file the meeting schedule with the Town Clerk
7.	ADJOURNMENT		<i>Vice Chairman Benoit made a motion to adjourn the Charter Revision Commission meeting at 8:50PM. Member Noel-Johnson seconded the motion, which passed unanimously.</i>	

Respectfully submitted,

Denise S. Roireau, Secretary
 Charter Revision Commission

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 One – 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 Two – 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 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 and effect 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~~.

Section Three – General Grant of Powers: 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 power, but shall be considered as an addition thereto.

Section Four – Rules of Construction: 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 construed 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 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

Section Five – Definitions: Words and phrases used in this Charter shall have the following meaning, unless otherwise specified:

1. Ad-hoc Committee: A portion of an agency charged with the duty of examining a special matter referred to it and reporting its findings to 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 of Selectmen
3. Agency: Any elective or appointed ~~Board of Selectmen~~board, commission, committee, authority or office

4. Board of Selectmen: The words “Board of Selectmen” 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
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, as amended 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, as amended of the State of Connecticut
18. Standing Committee: A portion of any agency charged with the duty of dealing with all matters 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, as amended
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

CHAPTER TWO – ELECTIONS

Section One – General:

1. The elected official of the Town shall be:
 - a. Mayor (1)
 - b. Selectmen (6)
 - ~~e. Town Clerk (1)~~
 - ~~d. 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 ~~f~~ederal and State officers, including the ~~r~~egistrars of ~~v~~oters, ~~and~~ ~~p~~robate ~~j~~udges, and of such elective municipal officers, boards and commissions as are provided for in the Charter shall be conducted, and the ~~r~~egistrars of ~~v~~oters shall prepare lists of electors qualified to vote ~~therefor~~, in the manner 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 a terms of two~~ ~~four (24) 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 a~~At each ~~biennial~~Municipal 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. Alternately thereafter a~~At each ~~biennial~~Municipal 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~~

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~~one (1) member of the Board of Tax Review for a term of four (4) years and two (2) members for terms of two (2) years. Alternately thereafter a~~At each ~~biennial~~Municipal 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 a~~At each ~~biennial~~Municipal 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, a~~All elective municipal officers and agencies shall have the powers and duties prescribed by the General Statutes, as amended ~~unless otherwise provided for in this Charter.~~Charter.

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:

<u>Total Membership</u>	<u>Maximum from one party</u>
3	2
4	3
*5 Elected	4 This line will be removed
*5 Appointed	3
6	4
7	5
8	5
9	6 5
More than 9	2/3 of membership Simple majority

~~*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).~~

Section Three – Voting Districts: There shall continue to be two (2) voting districts as the same existed on the effective date of this Charter. ~~T and~~ the number of voting districts shall not be increased, ~~nor~~ 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, as amended. All action taken under the provisions of this section shall be in accordance with the General Statutes, as amended ~~as amended.~~

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 (7th) 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 ~~be~~ 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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Section Five – Vacancies: Any vacancy in any elective Town office, from whatever cause arising, shall be filled by appointment by the ~~Mayor, with the advice and consent of the~~ Board of Selectmen, for the unexpired portion of the term or until the next ~~biennialMunicipal~~ election, which ~~ever is shall be sooner. ;~~ ~~provided, that w~~hen the person vacating the office ~~shall have has~~ 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 (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, 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 is~~ a ~~biennialMunicipal-municipal~~ election before the expiration of the term of any office in which a vacancy occurs, ~~such office shall~~ the office will be filled until said election by appointment as provided herein. ~~and subsequently by t~~he 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 the~~ 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 the~~ election or appointment an elector of ~~said municipalitythe Town of Putnam. and a~~Any person ceasing to be an elector of ~~said municipalitythe Town of Putnam~~ shall ~~thereupon~~ cease to hold elective or appointive office in the municipality.

CHAPTER THREE – THE MAYOR

Section One – Election and Qualification: At each regular municipal election, the electors of the municipality shall choose a Mayor. ~~Such~~The Mayor shall serve for a term of ~~two (2)-four (4)~~ years and until ~~a his~~ successor ~~shall be is~~ elected and qualified and ~~shall~~ take office on the fourth (4th) Tuesday following the ~~Town-Municipal e~~Election. ~~He-The Mayor~~ 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-The Mayor~~ shall be an ex-officio member of all Town agencies, but without the power to vote.

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Section Two – Duties: The Mayor shall be directly responsible for the administration of all appointed Town departments, boards, agencies, offices, and persons. ~~He~~The Mayor 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 ~~R~~report; ~~shall~~ recommend to the Board of Selectmen such measures as ~~he~~the Mayor 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 budget as provided in this Charter and ~~shall~~ exercise such other powers and 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 the 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 of Selectmen, perform the duties of any offices under his jurisdiction, except those of the Town Treasurer.~~

~~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.~~

Section Five-Three – Oath of Office: The Mayor ~~shall, forthwith,~~ after the municipal election or appointment of any municipal officer of whom an oath is required by law, 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.

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 of Selectmen, 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 of Selectmen, the Mayor shall have the same duties and rights as any other member of the Board of Selectmen, including the right to vote on any question before the Board of Selectmen. No Selectman shall hold any other ~~office or~~ position of profit under the government of the Town of Putnam, nor shall be, 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 of said Town where said ~~office or~~ position was created during his/her term of office.

Section Two – Presiding Officer: With the Mayor presiding, the Board of Selectmen shall meet at ~~eight~~ seven thirty (7:30) o'clock p.m. on the fourth Tuesday following their municipal election, ~~and~~ biennially thereafter, and shall choose one of its members to ~~be~~ be Deputy Mayor, who shall retain the right to vote on any but such office shall not deprive such Deputy Mayor of his vote on any question(s). The Deputy Mayor shall exercise the powers and duties of the office of the Mayor in the absence, death, disability, or resignation of the Mayor ~~and until such time as~~ until the Board of Selectmen shall fill ~~the 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/she shall retain his vote as a Board of Selectmen member.

Section Three – Procedure: At the first meeting of the Board of Selectmen following each ~~biennial~~ Municipal municipal election ~~said the~~ Board ~~of Selectmen~~ 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 of Selectmen 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 the 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, as amended, upon Boards of Selectmen. The Board of Selectmen shall review the Mayor's budget and shall submit recommendations on ~~said the~~ 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 this Charter. Subject to the provisions of this Charter, said Board of Selectmen shall have the power to recommend to the Town Meeting the enactment, amendment, or repeal of ordinances not inconsistent with the Charter or the General Statutes, as amended, ~~of the State;~~ and to create or abolish, by resolution, ad-hoc agencies, and offices. The Board of Selectmen is authorized, in drafting ordinances to incorporate any nationally recognized code, rules or regulations that have been ~~printed in book form published,~~ or any portion thereof, by reference ~~thereto~~ in such ordinance; provided upon adoption of any such ordinances ~~wherein any such code, rules or regulations or portions thereof have been incorporated by reference,~~ there shall be maintained two (2) copies of such code, rules or regulations in the office of the Town Clerk for examination by the public. Said Board of Selectmen 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. ~~The Town Clerk shall, and recorded, compile compiled and published by him publish said ordinance~~ 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 this Charter or in the General Statutes, as amended.

Section Six – Emergency Ordinances: An ordinance ~~S~~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 publication thereof as required in this 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.

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 of Selectmen to testify on any matter under investigation. ~~Any officer or employee of the Town who, upon receipt of adequate notice fails to appear or refuses to testify when so called by the Board of Selectmen shall be deemed to resign thereby from said office or position.~~

Section Eight – Public Hearing on Ordinances: ~~At least one public hearing, notice of which shall be given in the same manner as notices of Special Town Meetings, said notices shall be published at least five (5) days prior to the public hearing and shall be held by the Board of Selectmen before any ordinance may be passed at Town Meeting.~~

CHAPTER FIVE – APPOINTIVE OFFICERS

Section One – ~~Appointed Officers, General:~~ The Mayor shall appoint, and may, remove with the advice and consent of the Board of Selectmen, the administrative officers provided for in Section Two (2), and other officials and employees as provided for in Section Three (3). Said officers and officials shall have powers, duties, and responsibilities and shall be subject to such restrictions and limitations as prescribed with respect to such offices as provided for by the General Statutes, as amended, in ordinances, or other action of the legislative authority or in appropriate directions, from the Mayor and Board of Selectmen and except as otherwise provided by this Charter.

All officers shall receive such compensation as determined by the Board of Selectmen, subject to inclusion in the annual budget. The terms of all such officers, except as otherwise provided in the Charter, shall be set by the Board of Selectmen. Unless otherwise provided by the Selectmen, officers, department heads and employees need not be residents of the Town.

~~There shall be the following appointed officers of the Town:~~

~~A. — Assessor~~

~~B. — Municipal Attorney~~

~~C. — Director of Civil Preparedness~~

~~D. — Constables~~

~~E. — Dog Warden~~

~~F. — Fire Marshal~~

~~G. — Treasurer~~

~~H. Such other appointed Town officers whose office is created by an amendment of the Charter or by appropriate action of the legislative authority~~

Section Two – ~~Administrative Officers Powers and Duties:~~ Appointed Town officers shall have such powers, duties, and responsibilities and shall be subject to such restrictions and limitation as are prescribed with respect to such officers, in the General Statutes, as amended, in this Charter, in the ordinances, or other action of the legislative authority or in appropriate directions, from time to time, from the Mayor, the Board of Selectmen, and the respective supervisors of such officers.

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There shall be the following administrative officers:

- A. Director of Public Works shall be responsible for: highway division, water and sewer departments, and parks and grounds maintenance division
- B. Director of Economic and Community Development
- C. Director of Emergency Management
- D. Animal Control Officer
- E. Fire Marshal
- F. Recreation Director
- G. Building Official
- H. Zoning Enforcement Officer
- I. Town Administrator
 - 1. Duties the Town Administrator shall be directly responsible to the Mayor for the following duties and for such other duties as the Mayor may assign:
 - a. Carry out administrative policies and rules adopted by the Board of Selectmen and Mayor;
 - b. Supervise, coordinate and report on such programs, activities and operations of the town government as the Mayor shall designate,
 - c. Perform research and administrative planning functions, and study, analyze and recommend to the Mayor improvements in organization, procedures, and departmental operations which will contribute to greater efficiency and economy
 - d. Assist in the preparation of the annual budget document and recommend to the Mayor changes in departmental programs
 - e. Assist the Mayor in the presentation of the annual budget to the Board of Selectmen
 - f. Under the direction of the Mayor, administer the annual operating and capital budget
 - g. Control town purchases and inventories
 - h. Assist all elected and appointed boards, officers, authorities and commissions in the performance of their functions, as directed by the Mayor
 - i. Administer a merit system, should one exist, for classified employees, except as to appointments, discipline, suspension, or removal of employees
 - j. Recommend personnel action to the Mayor
 - 2. The Town Administrator shall serve as director head of any department or office or in any other position in the town government assigned by the Mayor. The Board of Selectmen shall not diminish by ordinance, vote or otherwise the duties or delegated powers of the Town Administrator

- J. Finance Director who shall have the following powers and duties together with such powers and duties as the Mayor and Board of Selectmen shall confer upon the Finance Director:
1. Direct supervision over the Finance Department and the administration of the financial affairs of the Town, including preparation of cash flow analyses and responsibility for the investment of Town funds. The Finance Department may consist of the Finance Director, the Treasurer, the Collector of Revenue, the Assessor, the Purchasing Agent, and such other employees as the Mayor and Board of Selectmen may determine
 2. Responsible for the keeping and maintaining of all Town accounts showing financial transactions of all departments and agencies of the Town, including the local Board of Education.
 3. Prepare the financial reports and submit the same to the Mayor, Town Administrator, Board of Selectmen, and Board of Finance.
 4. Assist the Mayor in the preparation of the annual Town Budget
 5. Responsible for the monthly reconciliation of all bank accounts and shall, subject to the approval of the Board of Finance, establish procedures for the purpose of internal auditing
 6. Maintain records of all fixed assets of the Town
- K. There shall be an appointed Assessor, Revenue Collector, and Treasurer under the director of the Finance Department

Section Three – ~~Assistants~~Other Appointed Officials and Employees: In the performance of their duties, appointed Town officers may engage such assistants whose positions have been approved by the Board of Selectmen, provided that the compensation of any such assistant to be paid by the Town shall be within the budgetary limits prescribed by the Board of Finance and the Town Meeting.

- A. The Mayor, by resolution, with the advice and consent of the Board of Selectmen, may appoint and remove such officials and employees as the needs of the Town require and as mandated by State Statutes to include regional partnerships and services, subject to budgetary appropriations.
- B. The Mayor, subject to the confirmation of the Board of Selectmen, may combine any of the positions provided for in Sections Two (2) and Three (3), provided that, in combining positions, an appointee is qualified to perform such assigned functions.

Section Four – Appointment of Municipal Attorney: Except as otherwise specifically provided in this Charter, all appointed officers of the Town shall be appointed by the Mayor, with the advice and consent of the Board of Selectmen, and in accordance with the provisions of this Charter. The Mayor, with the advice and consent of the Board of Selectmen, may appoint and remove the Municipal Attorney who shall be an attorney-at-law or a firm of attorneys-at-law admitted to practice in this State, who shall serve a two-year

term commencing on the fourth Tuesday following the municipal election. The Municipal Attorney shall appear for and protect the rights of the Town in all actions, suits, or proceedings brought by or against it or any officers, employees or agencies in all matters affecting the Town. The Municipal Attorney shall be the legal advisor to all municipal officers and agencies in all matters affecting the municipality and upon written request furnish them with a written opinion on any question of law involving their respective powers and duties. Upon request, prepare or approve forms of contracts or other instruments to which the municipality is a party or in which it has an interest. Have the power, with the approval of the Board or District Authority as the case may be, to compromise or settle any claims by or against the municipality. For all legal work performed for any agency not funded by general town taxation, the Municipal Attorney shall charge those agencies directly. Upon request of the Board of Selectmen, attend town meetings. Nothing in this section shall prevent the Selectmen from retaining Special Counsel when the needs of the Town or District so require.

Section Five – ~~Term of Office~~Official Bonds: ~~Except as otherwise specifically provided in the Charter all appointive officers shall hold office for a term of two (2) years and shall take office the fourth (4th) Tuesday after the biennial Municipal municipal election.~~ The Town Clerk, Treasurer, Collector of Revenues, Building Official, and such other municipal officers and employees as may be required to do so by the Board shall, before entering on their respective official duties, execute to the Town, in the form prescribed by the Board and approved by the Municipal Attorney, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Board, conditioned upon the honesty and/or faithful performance of such official duties. Nothing herein shall be construed to prevent the Board, if it deems it to be in the best interests of the municipality, from prescribing a name schedule bond, schedule position bond, or blanket bond, or from prescribing which departments, offices, agencies, boards, or commissions shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the Town or the District as the case may be.

Section Six – ~~Assessor~~Salaries: ~~The Assessor shall have the power and duties imposed by law on such officers and shall have such other powers and duties as this Charter or the Board of Selectmen may prescribe. The Assessor shall be appointed by the Board of Selectmen, shall serve without term, and may be removed by the Board of Selectmen. The Assessor need not be a resident of the Town of Putnam.~~ Salaries of all employees in the service of the Town shall be determined by the Mayor, with the advice and consent of the Board of Selectmen, in conformity with a systematic pay plan for the positions involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of the professional employees of the school system.

~~Section Seven — Treasurer: The Treasurer shall have the powers and duties imposed by law on such officers and shall have such other powers and duties as this Charter or the Board of Selectmen may prescribe. The Treasurer shall be appointed by the Board of Selectmen, shall serve without term, and may be removed by the Board of Selectmen. The Treasurer need not be a resident of the Town of Putnam.~~

~~Section Eight — Municipal Attorney: The Municipal Attorney shall be appointed by the Mayor with the advice and consent of the Board of Selectmen and be an attorney at law admitted to practice law in this State, and need not be a resident of the Town of Putnam. After obtaining approval from the Board of Selectmen or the District Authority, as the cause may be, he shall appear for and protect the rights of the municipality in all actions, suits, or proceedings brought by or against it or any of its officers, boards, commissions, or agencies. He shall be the legal advisor to all municipal officers and agencies in all matters affecting the municipality and shall upon written request furnish them with a written opinion on any question of law involving their respective powers and duties. Upon request, he shall prepare or approve forms of contracts or other instruments to which the municipality is a party or in which it has an interest. He shall have the power, with approval of the Board of Selectmen or District Authority as the case may be, to compromise or settle any claims by or against the municipality. For all legal work performed for any agency not funded by General Town taxation, the Municipal Attorney shall charge those agencies directly. Nothing in this section shall prevent the Board of Selectmen or the District Authority, as the case may be, from authorizing legal services other than the Municipal Attorney where it is in the best interest of the Town or District to do so.~~

~~Section Nine — Civil Preparedness Director: The Civil Preparedness Director shall be appointed by the Board of Selectmen and shall be a resident of the Town of Putnam. He shall be responsible for the planning and coordination of the survival activities of other agencies of the municipality during an emergency, and all other powers and duties inferred or imposed on civil defense organizations by law.~~

~~Section Ten — Constables: The Board of Selectmen shall determine the number of constables to be appointed, but in no case, shall there be more than sixteen (16) constables appointed. Such constables shall be appointed by the Board of Selectmen. All constables appointed in accordance with the provisions of this Section shall have such civil powers as are set forth in Section 7-89 of the General Statutes, as amended, and such other duties as shall be determined from time to time by the Board of Selectmen. All appointed constables shall be electors of the Town of Putnam and the Board of Selectmen shall have the right, with or without cause, to terminate the terms of any constable irrespective of the length of his or her appointment.~~

~~Section Eleven — Dog Warden: The Dog Warden shall be appointed by the Board of Selectmen and need not be a resident of the Town of Putnam. He shall be responsible for the control of canines within the municipality and shall have all powers and duties inferred or imposed on canine control officers by law.~~

~~Section Twelve – Fire Marshal: The Board of Selectmen shall appoint a Fire Marshal who shall have the powers and duties imposed by law on local fire marshals and shall have such other powers and duties as the Charter or the Board of Selectmen may prescribe. The Fire Marshal need not be a resident of the Town of Putnam.~~

CHAPTER SIX – ADMINISTRATIVE AGENCIES

~~Section One – Administrative AgenciesAppointive Agencies: All appointive agencies shall be established by ordinance or state statute and their members and alternates shall be appointed by the Mayor, with the advice and consent of the Board of Selectmen unless otherwise provided in this Chapter.~~

- ~~B. Only an elector of the Town shall be eligible for appointment to any agency, with the exception of the Building Code of Appeals. Any appointee ceasing to be an elector of the Town shall thereon cease to be a member of such agency.~~
- ~~C. Political composition of agencies (See Chapter Two, Section Two). Except as provided within this Charter, the composition of all agencies shall be in accordance with the requirements of the General Statutes relating to minority representation.~~
- ~~D. All agencies shall have the powers and duties granted or imposed upon such officials and agencies by the General Statutes, as amended, this Charter, and any applicable special act(s). In January of each year, unless otherwise provided by law, all agencies shall elect a Chairman, a Vice-Chairman, and a Secretary. All agencies shall make rules for the conduct of their meetings and the execution of their duties. Such rules and any amendments shall be filed with the Town Clerk and shall be public record~~
- ~~E. The term of appointment of each member of an appointed agency who is appointed after the effective date of this Charter shall be four years, if the term of appointment of a member filling a vacancy shall be for the remainder of the vacating member's term. All such members shall serve until their successor has been appointed and qualified.~~
- ~~F. Vacancies on appointive agencies~~
 - ~~1. All members of appointive agencies for which the Mayor, with the advice and consent of the Board of Selectmen, is the appointing authority must be electors of the Town of Putnam. Any member of an agency who ceases to be an elector of the Town shall automatically cease to be a member of such agency.~~
 - ~~2. The resignation of any agency member who has been appointed by the Mayor, with the advice and consent of the Board of Selectmen, prior to the end of such member's term shall be effective upon submission of a letter of resignation signed by such agency member to the Town Clerk.~~

G. The term of appointment for members of appointed agencies who serve by virtue of their position, as an elected official shall cease upon the members' vacating their elective office.

There shall be the following administrative agencies of the Town:

- ~~A. Building Code of Appeals~~
- ~~B. Economic Development Commission~~
- ~~C. Housing Authority~~
- ~~D. Inland Wetlands Commission~~
- ~~E. Jury Committee~~
- ~~F. Parks and Recreation Department~~
- ~~G. Planning Commission~~
- ~~H. Department of Public Works~~
- ~~I. Redevelopment Agency~~
- ~~J. Department of Revenue~~
- ~~K. Water and Sewer Department~~
- ~~L. Welfare Department~~
- ~~M. Zoning Commission~~
- ~~N. Zoning Board of Appeals~~

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Section Two – Eligibility Appointive: The following agencies have been created by ordinance or Charter and as of the effective date of this Charter, as amended, continue to exist. Such agencies can be modified or eliminated by ordinance.

- A. Aquifer Protection Agency
- B. Assessment Appeals, Board of
- C. Building Code Board of Appeals
- D. Committee to Study Needs of the Aging
- E. Economic Development Commission

F. Ethics Commission

G. Housing Authority

H. Inland Wetlands Commission

I. Planning Commission

J. Recreation Commission

K. Redevelopment Agency

L. Water Pollution Control Authority

1. There shall be a Water Pollution Control Authority (WPCA), which shall be the water pollution control authority of the Town and shall have all the powers of such an authority as provided by the General Statutes, as amended and the other administrative agencies of said State, which have powers to regulate such authorities, except as otherwise provided herein.
2. The Water Pollution Control Authority shall consist of five (5) members, at least one of whom shall reside within the District. The WPCA shall have supervision and control of all municipally owned water and sewer facilities. The Authority shall administer all laws, ordinances, and regulations, if any, governing the use of such facilities.
3. Except for a vote of the legislative body to the contrary, all costs, from whatever cause arising, shall be borne by the users of the system. The Authority shall determine the charges for the use of the sewer systems in accordance with the provision of Sec. 7-255 of the General Statutes, as amended, and shall follow the provisions of Sec. 7-239, as amended, in establishing the charges for the use of the water systems.
4. The Town of Putnam shall hold the NPDES plant permit. The Mayor, as chief executive officer of the Town, is responsible for oversight of the WPCA.
5. The WPCA may recommend the creation or abolition of all positions for said plants' operations and be responsible for determining necessary skill levels.
6. The WPCA shall have the power to negotiate for legal, financial, and other services as required.
7. The WPCA shall have the power to incur and approve expenditures and to revise budget line items during the fiscal year.
8. Additional responsibilities of the WPCA shall include but not be limited to rate setting, hiring of outside contractors and/or consultants including financial and specialized legal; development of plants' budgets, review of expenses; review of plants' operations; advising the Mayor's Office of any violations and complaints.
9. Wages, salaries, and benefits of all WPCA union and nonunion workers shall be determined by the Mayor and Board of Selectmen in concurrence with the WPCA.

M. Zoning Board of Appeals

N. Zoning Commission

Unless otherwise provided in the Chapter, no person shall be eligible for appointment to any municipal office who is not, at the time of his appointment, a resident of said municipality, and any person ceasing to be a resident of said municipality shall thereupon cease to hold appointive office in the municipality.

Section Three – General Powers and Procedures; Records; Compensation/Removals: Except as otherwise provided in this Charter, any appointed official, administrative member, or employee of a board or commission may be removed during a term of office on the recommendation of the Mayor, with the advice and consent of the Board of Selectmen, but only for good cause related to the performance of an official duty. Such person shall first be notified by registered mail of the intent to remove. Upon written request to the Mayor within fifteen (15) days from the receipt of the removal notice, be immediately given notice in writing of the specific grounds of removal. If requested in writing submitted to the Board of Selectmen within five (5) days from the receipt of such specific grounds, said official, board member, or employee may request a public or private hearing. The Board of Selectmen shall notify said official, board member, or employee in writing, setting forth the time and place for an opportunity to present a defense, personally or by counsel, to be held not less than five (5) or more than twenty (20) days, after receipt of such request for hearing. Following any hearing, the Board of Selectmen shall make a final determination whether or not to remove such official, member, or employee. Bill St. Onge to provide language protecting the Town, should someone be charged with a crime

- A. ~~Appointed Town agencies shall have such powers, duties and responsibilities and shall be subject to such restrictions and limitations as are prescribed with respect to such agencies in the General Statutes, as amended, in this Charter, in the ordinances or other action of the legislative authority or in appropriate directions, from time to time, from the Mayor, the Board of Selectmen and the respective supervisors of such agencies.~~
- B. ~~Except as otherwise provided by law, all agencies shall elect a Chairman, a Vice Chairman, and a Secretary in January of each year. All agencies shall make rules for the conduct of their meetings and the execution of their duties. Such rules and any amendments thereto shall be filed with the Town Clerk and shall be public record. Any vacancy in any of the officer's positions on any agency shall be filled by the majority vote of the member of such agency.~~
- C. ~~Copies of all minutes taken by such agency and the recorded vote of each member thereof on all issues shall be filed with the Town Clerk and with the Mayor within the time required by the General Statutes, as amended. The Town Clerk shall maintain files of such minutes, which shall be public record.~~
- D. ~~Agency members shall serve without compensation except that necessary expenses incurred in the performance of their duties shall be paid from an appropriation made for that purpose.~~

~~E. All resignations must be submitted in writing to the Town Clerk.~~

~~Section Four – Appointment Creation and Discontinuance of Offices and Agencies: The Board of Selectmen, by a majority vote of the entire Board, may create such temporary agencies and offices as it may determine are necessary for the general health, safety, and welfare of the Town and may prescribe their duties by resolution. Members need not be electors of the Town.~~

~~Except as otherwise specifically provided in this Charter, all appointed agencies of the Town shall be appointed by the Mayor, with the advice and consent of the Board of Selectmen and in accordance with the provisions of this Charter.~~

~~Section Five – Term of Office: Except as otherwise specifically provided in this Charter, all appointive agencies shall hold office for a term of four (4) years and shall take office the fourth (4th) Tuesday after the biennial Municipal municipal election.~~

~~Section Six – Creation and Discontinuance of Officers and Agencies: The Board of Selectmen, by a majority vote of the entire Board of Selectmen, may create such temporary agencies and offices as it may determine are necessary for the general health, safety, and welfare of the Town and may prescribe their duties by resolution. The Board of Selectmen, by a majority vote of the entire Board of Selectmen, may also discontinue any agency or office appointed under this section of the Charter, which it may deem no longer necessary or proper for such purposes. The Board of Selectmen may, by resolution, increase or decrease the membership of any agency or office created under this section.~~

~~Section Seven – Building Code Board of Appeals: The Building Code Board of Appeals shall consist of five (5) members who need not be residents of the Town of Putnam, appointed by the Board of Selectmen, for terms of five (5) years. As each member of the current commission's term expires, the Board of Selectmen shall appoint one (1) member to succeed the member whose term expired. The Building Code Board of Appeals shall receive from aggrieved persons appeals from decisions of the Building Official. The Building Code Board of Appeals shall follow procedures and shall render decision in accordance with the provisions of the General Statutes, as amended.~~

~~Section Eight – Economic Development Commission: Economic Development Commission shall consist of five (5) members appointed by the Board of Selectmen for terms of five (5) years. As each member of the current Commission's term expires, the Board of Selectmen shall appoint one (1) member to succeed the member whose term expired.~~

~~Section Nine – Redevelopment and Housing Authorities: The Redevelopment and Housing Authorities shall each consist of five (5) members appointed by the Board of Selectmen. As each member of the current Commission's terms expires, the Board of Selectmen shall appoint one (1) member to succeed the member whose term expired. Housing Authority members shall be appointed in accordance with Section 8-41 of the Connecticut General Statutes. The Redevelopment Agency shall have all the powers and duties~~

~~relating to redevelopment and urban renewal imposed upon redevelopment agencies by the General Statutes, as amended. It shall be the duty of the Housing Authority to supervise all public housing, to investigate and to conduct research on the condition of housing within the municipality, and to coordinate the activities of the various other municipal agencies, as they pertain to housing. Said agency shall serve as a liaison and coordinating body between the Town, District, State and federal agencies and private enterprise in order to provide adequate housing within the municipality and shall have such other powers and duties as the Board of Selectmen, upon the recommendation of the Mayor, may prescribe. The Redevelopment and Housing Authorities may each appoint and remove, by resolution, subject to such rules as may be adopted by the respective agencies pursuant to the provisions of this Charter, a director and such other officers and employees, as they require. Said directors shall have such powers and duties as their respective agencies may prescribe.~~

~~Section Ten — Inland Wetlands Commission: The Inland Wetlands Commission shall consist of five (5) members, appointed by the Board of Selectmen, for terms of five (5) years. As each member of the current Commission's term expires, the Board of Selectmen shall appoint one member to succeed the member whose term expired.~~

~~Section Eleven — Jury Committee: The Jury Committee shall consist of three (3) members appointed by the Board of Selectmen according to the General Statutes, as amended. They shall be responsible for preparing a list of qualified persons available to serve as jurors in the State Judicial System.~~

~~Section Twelve — Parks and Recreation Department:~~

- ~~A. The Parks and Recreation Commission shall consist of five (5) members appointed by the Board of Selectmen for terms of five (5) years. As each member of the current Commission's term expires, the Board of Selectmen shall appoint one member to succeed the member whose term expired.~~
- ~~B. The Parks and Recreation Commission shall have supervision and control of all municipally owned parks and recreation facilities. The Commission shall administer all laws, ordinances, and regulations, if any, governing the use of such facilities. The Commission shall be responsible for the development of programs of recreation for the people of the municipality~~
- ~~C. The Director of Parks and Recreation; powers and duties: The Board of Selectmen may appoint without term and may remove a Director of Parks and Recreation who shall be responsible for the efficiency, discipline, and good conduct of the department and who, in accordance with such rules as may be adopted by the Parks and Recreation Commission pursuant to the provisions of this Charter, shall appoint and may remove such employees as he may deem necessary and shall prescribe his duties under the supervision of the Commission. He shall organize the work of the department in such manner, as he shall deem most economical and efficient.~~

~~Section Thirteen — Planning Commission, Zoning Commission, Zoning Board of Appeals:~~

- ~~A. The Board of Selectmen shall appoint five (5) members each to a Planning Commission, a Zoning Commission, and a Zoning Board of Appeals, all in the manner, for the terms, and with the powers and duties as prescribed in the General Statutes, as amended.~~

~~B. Building Official: The Board of Selectmen shall appoint, without term and may remove, subject to such rules as may be adopted pursuant to this Charter, a Building Official. The Building Official shall be the enforcement officer of the Zoning Commission, shall administer all laws, ordinances, and regulations if any, governing the construction of buildings and other structures, including all plumbing, electrical, mechanical, gas and oil burner installation therein, and shall have such powers and duties as the Board of Selectmen may prescribe.~~

~~Section Fourteen — Department of Public Works: The Department of Public Works shall have supervision and control of the maintenance of all municipally owned structures, except such structures as are under the control of the Board of Education, the Housing Authority, the Water and Sewer Authority, or the Special Services District, and of the planning, surveying, constructing and reconstructing, altering, paving, repairing, maintaining, cleaning and inspecting of highways, sidewalks and curbs, public and private drains, and other public improvements, Town buildings, and the preservation, care and removal of trees within highways or public places, disposal of rubbish and ash. (Any provision of this section to the contrary notwithstanding, the Department of Public Works may maintain and care for buildings and grounds not under its jurisdiction, but only if and to the extent and for the period requested by the appropriate agency and approved by the Board of Selectmen. The costs incurred for such maintenance and care shall be charges against the appropriate agency's appropriations).~~

~~A. The Director of Public Works; powers and duties: The Board of Selectmen shall appoint without term and may remove a Director of Public Works who shall be responsible for the efficiency, discipline, and good conduct of the department and who, in accordance with such rules as may be adopted pursuant to the provisions of this Charter, shall appoint and may remove, with the approval of the Mayor, such employees as he may deem necessary and shall prescribe their duties. He shall exercise his powers and discharge his duties under the supervision of the Mayor. He shall organize the work of the department in such manner, as he shall deem most economical and efficient. He shall be the Municipal Tree Warden and shall all the powers and duties thereof as provided in the General Statues, as amended.~~

~~Section Fifteen — Department of Revenues: The Department of Revenues shall be responsible for collecting all monies due the Town, the District, and their agencies, transmitting an accounting of such transactions to the appropriate body, and promptly transferring monies collected to the Treasurer for deposit. (Any provision of this section to the contrary notwithstanding, the Department of Revenues may exercise its authority for legally constituted districts in the municipality not within its jurisdiction, but only if and to the extent and for the period requested by the appropriate district and approved by the Board of Selectmen. The costs incurred for such exercise of its authority shall be charged to and paid for by the appropriate district).~~

~~A. Collector of Revenues; powers and duties: The Board of Selectmen shall appoint without term and may remove a Collector of Revenues, who need not be a resident of the Town of Putnam, who shall have those powers and duties imposed by law on tax collectors. The Collector of Revenues shall be responsible for the efficiency, discipline, and good conduct of the department, shall appoint, and may remove with the approval of the Board of Selectmen, and subject to such rules~~

~~as may be adopted pursuant to the provisions of this Charter, all employees of the department. He shall have the power to make all rules relating to the administration of the department not inconsistent with the General Statutes, as amended or the ordinances of the Town. He shall have such other powers and duties as the Board of Selectmen may prescribe.~~

~~Section Sixteen—Water and Sewer Authority:~~

- ~~A. The Water and Sewer Authority shall consist of five (5) members appointed by the Board of Selectmen for terms of five (5) years. As each member of the current Commission's term expires, the Board of Selectmen shall appoint one (1) member to succeed the member whose term expired.~~
- ~~B. The Water and Sewer Authority shall have supervision and control of all municipally owned water and sewer facilities. The Authority shall administer all laws, ordinances, and regulations, if any, governing the use of such facilities. The Water and Sewer Authority shall be the Water Pollution Control Authority of the Town of Putnam.~~
- ~~C. Except by vote of the legislative body to the contrary, all costs, from whatever cause arising, shall be borne by the user of the system. The Authority shall determine the charges for the use of the sewer system in accordance with the provisions of Sec. 7-255 of the General Statutes, as amended,; and shall follow the provisions of Sec. 7-239 in establishing the charges for the use of the Water System.~~
- ~~D. The Director of Water and Sewer Department; powers and duties: The Water and Sewer Authority with the advice and consent of the Board of Selectmen may appoint without term and may remove a Director of the Water and Sewer Department who shall be responsible for the efficiency, discipline, and good conduct of the department, who need not be a resident of the Town of Putnam, and who, in accordance with such rules as may be adopted by the Water and Sewer Authority pursuant to the provisions of this Charter, shall appoint and may remove such employees as he may deem necessary and shall prescribe his duties under the supervision of the Authority. He shall organize the work of the department in such manner, as he shall deem most economical and efficient.~~

~~Section Seventeen—Welfare Office:~~ ~~The Welfare Office shall have all the powers and duties relating to the poor and dependent persons vested by law in the selectmen of towns.~~

- ~~A. Welfare Officer; powers and duties: the Board of Selectmen shall appoint without term and may remove a Welfare Officer who shall be the administrative head of the Welfare Office. The Welfare Officer shall be responsible for the efficiency, discipline, and good conduct of the office and shall appoint and may remove with the approval of the Mayor, and subject to such rules as may be adopted pursuant to the provision of this Charter, all employees of the office. He shall be in charge of the administration of all welfare activities of the municipality and shall be the director of public assistance for purposes of the General Statutes, as amended. He shall have the power to make all rules relating to the administration of the Welfare Office not inconsistent with the General Statutes, as amended or the ordinances of the Town. He shall have such other power and duties as the Board of Selectmen may prescribe.~~

~~Section Eighteen – Official Bonds: The Town Clerk, Treasurer, and Collector of Revenues, Building Inspector, and such other municipal officers and employees as may be required to do so by the Board of Selectmen shall, before entering on their respective official duties, execute to the Town, in the form prescribed by the Board of Selectmen and approved by the Municipal Attorney, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Board of Selectmen, conditioned upon honest and/or the faithful performance of such official duties. Nothing herein shall be construed to prevent the Board of Selectmen, if it deems it to be in the best interest of the municipality, from prescribing a name schedule bond, schedule position bond, or blanket bond, or from prescribing which department, offices, agencies, boards, or commissions shall be covered by a specific type of the aforementioned bonds. Premium for such bonds shall be paid by the Town or the District as the case may be.~~

~~Section Nineteen – Salaries: Salaries of all employees in the service of the Town shall be determined by the Board of Finance in conformity with a systematic pay plan for the positions involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of the professional employees of the school system.~~

CHAPTER SEVEN – FINANCE AND TAXATION

Section One – General Form of Budget Presentation: The Mayor shall require each department, office, or agency of the Town supported wholly or in part by Town funds, or for which a specific Town appropriation is made, including the Board of Education, to set forth, in narrative or such other form as the Mayor may prescribe, ~~a program(s) or programs~~ showing services, activities, and work accomplished during the current fiscal year and to be accomplished during the ensuing fiscal year. The fiscal year of the Town shall commence on the first day of July and end on the last day of June.

Section Two – Departmental Estimates: The Mayor shall compile preliminary estimates for the annual budget. The head of each department, office or agency of the Town as described in Section One (1) of this chapter, including the Board of Education, shall, by the first Wednesday in March, file with the Mayor on forms prescribed and provided by ~~the Mayor's Office him~~ a detailed estimate of the expenditures to be made by his department, office, or agency, including identifiable expenses incurred by the Town for any District or authority in the Town, and the revenue other than tax revenues, including reimbursements from any district or authority in the Town for which identifiable expenses are incurred by the Town, to be collected ~~thereby~~ in the ensuing fiscal year and such other information as may be required by the Mayor.

Section Three – Duties of the Mayor on the Budget: Not later than the fourth Wednesday in March, the Mayor shall present to the ~~Boards~~ of Selectmen and ~~to the Board of~~ Finance a budget consisting of:

- A. A budget message outlining the financial policy of the Town government and describing ~~in connection therewith~~ the important features of the budget plan indicating any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, and containing a clear general summary of its contents.

- B. Estimates of revenue, presenting in parallel columns the itemized receipts collected in the last fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year, estimates of the receipts, other than from the property tax, to be collected in the ensuing year, and an estimate of available surplus.
- C. Itemized estimates of expenditures, presenting in parallel columns the actual expenditures for each department, office, agency or activity for the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, and the Mayor's recommendations of the amounts to be appropriated for the ensuing fiscal year for all items, and such other information as may be required by the Board of Finance. The Mayor shall present reasons for his recommendations. The Board of Education shall have the same duties and follow the same form and procedure with respect to the budget of the Board of Education as required of the Mayor in Section Two (2) of this chapter for other departmental estimates. As part of the budget, the Mayor shall present a program, previously considered and acted upon by the Town Planning Commission in accordance with the General Statutes, as amended, concerning municipal improvements, of proposed capital projects for the ensuing fiscal year and for the five (5) fiscal years thereafter. Estimates of the costs of such projects shall be submitted by each department, office, or agency annually in the form and manner prescribed by the Mayor. The Mayor shall recommend to the Boards of Selectmen and ~~to the Board of Finance~~ those projects to be undertaken during the ensuing fiscal year and the method of financing the same.

Section Four – Duties of the Board of Selectmen on Budget: Not later than the second Wednesday in April, the Board of Selectmen shall present their recommendations on the Mayor's budget to the Board of Finance.

Section Five – Duties of the Board of Finance on Budget: The Board of Finance shall hold one (1) or more public hearings not later than twenty (20) days before the date of the annual budget meeting of the Town at which any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. Sufficient copies of the estimates from the Board of Education and the Board of Selectmen shall be made available for general distribution in the offices of the Town Clerk and ~~the Mayor~~ at least five (5) days prior to the Public Hearing. Following the receipt of the estimates from the Mayor, Board of Selectmen, and the Board of Education and the holding of the final such ~~Public Hearing(s) or hearings~~, the Board of Finance shall prepare a budget and shall recommend the same to the Annual ~~Budget-Town Meeting of the Town~~. Sufficient copies of said annual budget shall be made available for general distribution in the offices of the Town Clerk and ~~the Mayor~~, and at least five (5) days prior to said Annual ~~Budget-Town Meeting~~ the Board of Finance shall cause to be published in a newspaper having a circulation in the Town a summary of the proposed budget showing anticipated revenues by major sources and proposed expenditures by functions or departments in the same columnar form as prescribed for budget estimates in Section Three (3) of this chapter, and shall also show the amount to be raised by taxation. The budget shall become effective when approved by the Annual ~~Budget-Town Meeting~~ as

provided in this chapter and an official copy shall be filed with the Town Clerk. Within ten (10) days after the Annual ~~Budget-Town~~ Meeting, the Board of Finance shall fix the tax rate in mills, which shall be levied on taxable property in the Town for the ensuing fiscal year. The resolution adopting the budget may provide for appropriations by department or function, and such appropriations need not be in greater detail than to indicate the total appropriation for each department or function. The budget for the Board of Education and the General Government shall be approved separately. Should the Board of Finance fail to recommend and/or should the ~~Annual~~ Town Meeting fail to approve either portion of the budget at the ~~Annual budget-Town m~~Meeting as specified herein, expenditures for that portion of the budget shall be made in accordance with the General Statutes, as amended. Should the Board of Finance fail to fix the tax rate within the time required ~~herein~~, the tax rate shall be fixed by the Mayor. For the purposes of Chapters 108 and 111 of the General Statutes, as amended, the Board of Finance shall be deemed to be the budget-making authority and the legislative body of the Town and shall have all powers and duties contained in ~~said~~ Chapter 108 for the creation of a "Reserve Fund for Capital and Non-recurring Expenditures", and shall have the power to select the independent public accountant as provided in Chapter 111.

Section Six – Annual ~~Budget-Town~~ Meeting: The Annual Town Meeting for the consideration of the budget and the transaction of other business shall be held on a date set by ordinance and at such hour and at such place as the Board of Finance may determine. The annual budget may be petitioned to a referendum in the manner provided in the General Statutes, as amended.

Section Seven – Special Appropriation: Special appropriations, the amount of which shall not exceed Ten Thousand ~~Dollars~~ (\$10,000.00) ~~dollars~~ may be made upon the recommendation of the Board of Selectmen and approval of the Board of Finance, provided a public hearing, at which any elector or taxpayer shall have an opportunity to be heard, shall be held prior to making such appropriation. ~~N,~~ notice of ~~which the Public hearing shall~~ ~~Hearing shall~~ be given in a newspaper having circulation in the municipality not more than ten (10) days ~~nor~~ less than five (5) days prior to such hearing. Such hearing and notice of hearing may be waived if the Board of Finance, by an affirmative vote of at least four (4) of its members, shall decide that a delay in making the emergency appropriation would jeopardize the lives, health, or property of citizens. In the absence of sufficient general funds resources to meet such appropriation, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes, as amended and of this Charter, and may be determined by the Board of Finance.

Section Eight – Expenditures and Accounting:

- A. No expenditure of Town funds shall be made by any agency or office of the Town other than the Board of Education, except through the Board of Selectmen. The Board of Selectmen or their agent shall record the amount of authorized purchases and contracts for future purchases as encumbrances against the appropriation from which they are to be paid.
- B. No voucher, claim, or charge against the Town shall be paid until the same has been audited by the Board of Selectmen or their agent and approved by them for correctness and validity. Payment of all approved claims shall be authorized by the Board of Selectmen. All Town payments shall be by check signed by the Mayor and shall be valid when countersigned by the

Treasurer provided in the absence of either the Mayor or Treasurer a member of the Board of Selectmen. ~~– Should we add something for wire transfers or online payments?~~

- C. The Board of Selectmen shall prescribe the time ~~and manner at which and the manner~~ in which persons receiving money on account of the Town shall pay the same to the Town Treasurer.
- D. The several agencies and offices, of the Town shall not involve the Town in any obligation to spend money for any purpose in excess of the amount appropriated ~~therefor~~ until the matter has been approved by the Board of Selectmen and each order drawn upon, the Treasurer shall state the department, commission, ~~Board of Selectmen~~board, or office and the appropriation against which it is to be charged.
- E. Upon request transmitted by the Mayor, with the advice and consent of the Board of Selectmen, the Board of Finance may ~~by~~ resolution transfer any unencumbered appropriation, balance, or portion ~~thereof~~ from one agency or office to another. No transfer shall be made from any appropriations for debt service and other statutory charges.
- F. Appropriations for construction or for other permanent improvements, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned. ~~A~~, provided any such project shall be deemed to have been abandoned if three (3) fiscal years ~~shall~~ elapse without any expenditure from, or encumbrance of the appropriation, ~~therefor~~. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse.
- G. Every payment made in violation of the provisions of this Charter shall be deemed illegal, ~~and every~~ Officials authorizing or making such payment or taking part therein and every person receiving such payment or any part thereof shall be jointly and severally liable to the Town for the full amount so paid or received. If any officer or employee of the municipality ~~shall~~ knowingly incurs any obligation or ~~shall~~ authorizes, or makes any expenditure in violation of the provisions of this Charter or take any part therein, such action shall be cause for ~~his~~their removal.

Section Nine – Annual Audit: The Board of Finance shall annually designate an independent public accountant or firm of independent public accountants to audit the books and accounts of the municipality in accordance with the provisions of the General Statutes, as amended.

Section Ten – Purchasing: The Town shall adopt by ordinance procedures governing the solicitation of bids for municipal purchases. Said ordinance shall be applicable to all municipal agencies and offices.

Section Eleven – Borrowing: The municipality shall have the power to incur indebtedness by issuing its bonds or notes as provided by General Statutes, as amended subject to the limitations thereof and the provisions of this Charter.

Section Twelve – Contributions: The municipality shall ~~make no contribution~~not contribute to any organization or private corporation unless so authorized by the General Statutes, as amended, or certified by the Board of Selectmen as providing a necessary public service. No such contribution of more than Five Hundred (\$500.00) ~~D~~ollars shall be made to any such organization or corporation unless the Town is

represented on its Board by one (1) or more members nominated ~~thereto~~ by the Mayor, with the advice and consent of the Board of Selectmen. The Board of Selectmen may waive such right of representation.

Section Thirteen – Tax Bills: It shall be the duty of the Collector of Revenues to ~~mail-transmit according to law~~ to each taxpayer in the Town and the District a tax bill prepared in accordance with the provisions of the General Statutes, as amended.

Section Fourteen – Assessment and Collection of Taxes: Except as specifically provided in this Charter, the assessment of Town and District property for taxation and the collection of Town and District taxes and service charges shall be carried on by the Town Assessor and the Collector of Revenues as provided in the General Statutes, as amended. Taxes or service charges collected by the Collector of Revenues for the benefit of the District or the Water ~~and Sewer Pollution Control~~ Authority shall be deposited by the Town Treasurer and an accounting of such transactions shall promptly be made ~~by him~~ to the District and the Water ~~and Sewer Pollution Control~~ Authority. The cost of collecting taxes or service charges shall be borne by the proper district or authority.

Section Fifteen – Distribution of Tax Relief Funds: Funds received by the Town of Putnam for tax relief purposes shall be expended solely for services that are provided town wide.

CHAPTER EIGHT – THE TOWN MEETING

Section One – Annual and Special Meetings: An Annual Town Meeting for the consideration of the budget and the transaction of other Town business shall be held on a date set by ordinance. Special Town Meetings shall be called by the Board of Selectmen when required under the terms of this Charter and in the manner provided by the General Statutes, as amended. The Board of Selectmen shall convene a ~~s~~Special Town Meeting on petitions of fifty (50) qualified voters within twenty-one (21) days after receipt of such petition by the Town Clerk ~~of the Board of Selectmen~~. Any Town Meeting may be adjourned ~~from time to time~~ as the interests of the Town may require.

Section Two – Power of Referendum: By a petition signed by two hundred (200) or more electors of the Town, any item ~~(s) or items~~ on the call of a Town Meeting shall be submitted to a Referendum not less than seven (7) ~~or~~ more than fourteen (14) days thereafter on a date to be set by the Town Meeting or, if the Town Meeting does not set a date, by the Board of Town ~~Selectmen~~. Such petition shall be submitted to the Town Clerk not less than twenty-four (24) hours prior to the Town Meeting. Such Referendum shall be conducted under the provisions of the Connecticut General Statutes, Section 7-7.

Section Three – Procedure: All Town meetings shall be called to order by the Mayor or his designated representative. A Moderator shall be elected and all business conducted in the manner provided by Chapter 90 of the General Statutes, as amended, except as otherwise provided in the Charter. The Town Clerk shall serve as Clerk of all Town meetings, but in ~~his~~ the Clerk's absence, an acting Clerk may be designated by the meeting.

Section Four – When Action Taken by Town Meeting Required:

- A. Ordinances recommended for adoption by the Board of Selectmen; if the legislative body amends a recommended ordinance, such action shall not become effective until it has been reviewed by the Municipal Attorney and determined to be legal. If any changes are ~~deemed to be~~ legally required by the Municipal Attorney, he/she shall prepare and submit such recommended changes, which shall not change the intent of the amended ordinance, to the Board of Selectmen who shall then resubmit the ordinance, as amended, to the Town Meeting.
- B. The annual budget or any resolution making an appropriation of more than Ten Thousand (\$10,000.00) dollars, any sale of real estate or interest therein of the Town, and any purchase of real estate or interest therein. Such resolutions shall become effective only after they have been approved by the Board of Finance and adopted at a Town Meeting by a majority vote of the qualified voters present and voting at such meetings. The Town Meeting shall not act upon any proposal for the sale or purchase of such real estate or any interest therein, or the issuance of bonds or other borrowing except upon the recommendation of the Board of Finance, ~~nor~~ act upon any appropriation which has not been acted upon by the Board of Finance unless the same shall have been before the Board of Finance for sixty (60) days without action.
- C. With the exception of the annual budget, the Town Meeting may increase the amount of any appropriation above the amount recommended by the Board of Finance or make an appropriation not recommended by the Board of Finance, provided either such action shall require the affirmative vote of a two-thirds (2/3) majority of the qualified voters voting thereon, which majority shall consist of at least one hundred fifty (150) qualified voters. No Town Meeting shall increase the amount of any bond issue above the amount recommended by the Board of Finance.
- D. Approval by the Town Meeting shall be required to make effective any contract or agreement valued in excess of Fifty Thousand (\$50,000.00) per annum of the Board of Selectmen for services or use of facilities by or with other governments as provided in this Charter.
- E. The Board of Selectmen may ~~at its discretion~~ require any proposal it may deem of sufficient importance to be submitted to those entitled to vote by law at an Annual or Special Town Meeting called for such purpose and such proposal shall become effective only after it has been approved by a majority of the qualified voters of those voting at such meeting.
- F. After the same has been approved by the Board of Selectmen, any appropriation of two hundred and fifty thousand (\$250,000.00) dollars or more, with the exception of the annual budget, and any resolution authorizing the issuance of bonds or notes of two hundred fifty thousand (\$250,000.00) dollars or more shall be placed on the call of a Town Meeting and after completion of other business and after reasonable discussion on such appropriation or resolution the Moderator of such meeting shall adjourn the meeting to reconvene not less than seven (7) ~~nor~~ more than fourteen (14) days thereafter as provided in the General Statutes, as amended~~;~~, and such appropriation or resolution shall become effective only after it has been submitted to the persons qualified to vote in such meeting for a “yes” or “no” vote on the voting machines. At the closing of the polls, the Moderator shall cause the vote to be counted, and any such appropriation or

resolution mentioned in the immediately preceding sentence shall, if approved by a majority of those voting thereon, be deemed to be a vote of the Town Meeting.

- G. With the exception of the annual budget, any other item(s) ~~or items~~ on the call of any Town Meeting may, if the Board of Selectmen deems it advisable, be submitted to a vote on the voting machines in the same manner as aforesaid and, if approved by a majority of those voting thereon, shall be deemed to be a vote of the Town Meeting.

Section Five – Power of Initiative:

- A. Subject to the provisions of this Chapter, no fewer than fifty (50) qualified voters of the Town, as determined from the latest official lists of the Registrars of Voters and the latest official Grand List, may at any time petition over their personal signatures for the enactment of any proposed lawful ordinance or by filing such petition, including the complete text of such ordinance, with the Town Clerk. The Board of Selectmen shall call a ~~s~~pecial ~~t~~own Meeting, to be held within thirty (30) days from the date of such filing. The call for such meeting shall ~~S~~tate the proposed ordinance in full and shall provide a “yes” or “no” vote as to its enactment. Provided that there is a quorum at such meeting of at least fifty (50) qualified voters, ~~then and~~ if a majority of the qualified voters, voting at such meeting, shall vote “yes”, then such ordinance shall take effect on the tenth (10th) day after publication.
- B. Any proposed ordinance shall be examined by the Municipal Attorney before being submitted to the Town Meeting. The Municipal Attorney is authorized to correct the form of such ordinance for the purpose of avoiding repetitions, illegalities, and unconstitutional provisions, and to assure accuracy in its text and references and clearness and preciseness in its phraseology, but not materially changing its meaning and effect.

Section Six – Repeal of Ordinance by Power of Referendum: The electors of the Town shall have the power to approve or reject at a referendum ~~as herein provided~~ any ordinance adopted by the Town Meeting, except an emergency ordinance adopted in accordance with the provisions of Section Six (6) Chapter Seven (7) of this Charter. Ordinances submitted to the Town Meeting by initiative petition as provided in Section Four (4) of this chapter and adopted by the Town Meeting shall be subject to a referendum in the same manner as other ordinances. Within twenty (20) days after the publication of any ordinance as provided in this Charter, which ordinance may be subject to referendum ~~as provided herein~~, a petition requesting that such ordinance be either repealed or submitted to a vote of the electors may be filed by any elector of the Town with the Town Clerk. Any such petition shall conform to the requirements of the General Statutes, as amended, except as provided herein. Said petition shall contain the full text of the ordinance to be repealed or submitted to referendum and shall be signed in ink or indelible pencil by qualified electors of the Town equal in number to at least two hundred (200) electors registered at the last regular municipal election. Said petition shall be accompanied by affidavits signed and sworn to by each circulator as provided in the General Statutes, as amended. The Town Clerk shall, within five (5) days after receipt of the last page of said petition ~~within the time provided herein~~, determine the petition and the affidavits to be sufficient in the manner prescribed in this Charter and certify said petition to the Mayor. Upon filing of such petition with the Town Clerk, the effective date of such ordinance shall be postponed if

necessary to the certification by said Clerk that the petition is not sufficient or to the certification of the results of such referendum. The question of repeal ~~thereof~~ shall be submitted to the electors at a referendum called by the Mayor-Board of Selectmen and held within thirty (30) days after the petition for referendum has been certified to the Mayor. A majority vote of the electors to repeal such ordinance shall not become effective unless a total of at least fifteen (15%) percent of the electors entitled to vote on the question shall have voted.

CHAPTER NINE – SPECIAL SERVICES DISTRICT

Section One – District Boundaries: All the inhabitants dwelling within the territorial limits of the City of Putnam, as heretofore constituted, shall be residents of the “Putnam Special Services District,” hereinafter called “the District” and as such may hold and exercise all powers and privileges consistent with the provisions of this Charter.

Section Two – Alteration of Boundaries, Notice Required: The boundaries of the District shall not be extended except in the following manner: upon the written petition of a majority of the qualified voters residing ~~without outside of~~ the District, requesting to be annexed as a part of the District and describing the limits of said contiguous territory to be annexed, the District Authority may, after a public hearing, notice of which shall be given at least five (5) days prior to such hearing by publication in a newspaper ~~published~~ having circulation in the Town, by vote annex the territory described in such petition to the District. Said vote shall take effect ten (10) days after its passage providing that upon petition of fifty (50) qualified voters of the District submitted to the Authority within said ten (10) day period, the effective date of such vote shall take effect immediately, if said meeting overturns the vote of the Authority, the vote of the Authority shall not take effect and shall be null and void. The vote of the District Authority annexing such territory to said district shall specify the boundaries of the territory annexed, and a copy of such vote, certified by the Town Clerk, shall ~~forthwith be~~ recorded in the land records of the Town and filed in the offices of the Assessor and ~~in the office of the~~ District.

Section Three – Rights and Obligations: All land and buildings ~~of the City of Putnam,~~ all machinery, equipment and supplies of the City of Putnam used in conjunction with functions exercised only within the District, and all current and intangible assets, securities, debts, and liens of the City of Putnam, as of the effective date of this Charter are transferred to and are continued in the District. All machinery, equipment and supplies of the City of Putnam not used in conjunction with functions exercised only within the District and all rights of action and rights of every description of the City of Putnam, except those expressly reserved to the District by this Charter, as of the effective date of this Charter are transferred to and are continued in the Town. Any land and buildings of the District used by the town shall not be sold by the Town, if abandoned by the Town for municipal ~~use~~; they shall revert to the custody and control of the District. If the District sells any such land and/or buildings, it shall apportion the proceeds from such sale in a fair and equitable manner between the original unaltered District and the Town based on the value of said land ~~and/or~~ buildings as of the effective date of this Charter and the subsequent capital investment of each party in the land ~~and/or~~ buildings so disposed of and the resultant proportional values shall be so equalized

as to reflect the passage of time. Nothing herein shall be construed to affect the right of the District to collect any assessment, charge, debt, or lien. The District shall reimburse the Town for all expenses identified by the Town as having been incurred by the Town on behalf of the District.

Section Four – Grant of Powers: The District shall have only those powers specifically granted by this Charter and all powers fairly implied in or incident to the powers expressly granted and all other powers incident to the use of and management of all its assets, and the government and affairs of the District, 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 the 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 power, but shall be considered as an addition thereto.

Section Five – District Authority: There shall be a Special Services District Authority elected in accordance with the provisions of Chapter Two (2) of this Charter substituting the word “District” for the word “Town” and the words “District Authority” for the words “Board of Selectmen” in applying said Chapter to the District, consisting of five (5) electors. Members of the Authority shall serve without compensation except for the reimbursement of actual expenses incurred in the performance of their official duties. No member of the District Authority shall hold any ~~office or~~ position of profit under the government of the District, nor shall ~~he the members~~, during the term of office for which ~~he they are~~ elected, and for two (2) years thereafter, be appointed to any ~~office or~~ position of profit under the government of said District where said ~~office or~~ position was created during his term of office.

Section Six – Term of Office: All members of the District authority shall hold office for a term of ~~two (2) four~~ (4) years and shall take office the first Monday in January following the ~~biennial Municipal~~ Town election.

Section Seven – Presiding Officer: The District Authority shall meet at ~~eight seven~~ o'clock (8:00) p.m. on the second Thursday in January ~~1984 following the Municipal Election, and biennially thereafter,~~ and shall choose one of its members to be Chairman of ~~said the~~ District Authority, but such office shall not deprive ~~such the~~ Chairman of his/~~her~~ vote on any question. ~~Such The~~ Chairman shall preside over all meetings of the District Authority and perform such other duties consistent with ~~his the~~ office as may be imposed by the District Authority. The Chairman ~~He~~ shall be recognized as the official head of the District for all ceremonial purposes, and for purposes of serving civil process. During ~~the Chairman's his~~ absence or disability, ~~his those~~ duties shall be performed by a member chosen by the District Authority, unless otherwise specified herein.

Section Eight – Procedure: At the first meeting of the District Authority following each ~~biennial Municipal~~ ~~Municipal~~ election, ~~said the~~ District Authority shall ~~by~~ resolution fix the time and place of its regular meetings and provide a method for the calling of special meetings. ~~The District Authority It~~ shall ~~be by~~ resolution, determine its own rules of procedure. All meetings of the District Authority 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. Three (3) members shall constitute a quorum, but no resolution, or vote, except a ~~ev~~ote to adjourn or to fix the time and place of the next meeting, shall be adopted without a quorum present. The District Authority shall keep for public inspection a journal of all its proceedings, including all roll call votes, which shall be the official record of its proceedings. ~~Said-The~~ journal shall be maintained by the Clerk of the District Authority. The record ~~so kept~~ shall be authenticated for each meeting by the signature of the Chairman, ~~or~~ Clerk or of both.

Section Nine – General Powers and Duties: The District Authority shall have the powers and duties which, on the effective date of this Charter, were conferred by law upon officers, boards, and commissions of said City applicable to the jurisdiction of the District over its assets, police ~~and fire~~ departments, ~~fire department~~, as herein defined, existing immediately prior to such date except as otherwise specifically provided in this Charter. ~~Said-The~~ District Authority shall have the power to enact, amend, or repeal rules and regulations not inconsistent with this Charter or the General Statutes, as amended, ~~of the State; and t~~he District Authority may contract for services and the use of facilities of the United States, ~~or any f~~ederal ~~a~~Agency, the State of Connecticut, or any political subdivision ~~thereof, or~~ may, by agreement, join with any such political subdivisions to provide services and facilities. All such contracts and agreements shall be ratified by a meeting of the District ~~Authority~~. The District Authority is authorized, in adopting regulations to incorporate any nationally recognized code, rules or regulations that have been ~~printed in book form published~~, or any code officially adopted by any administrative agency of the State or any portion thereof, by reference ~~thereto~~ in such regulation; provided, upon adoption of any such regulation wherein any such code, rules, or regulations or portion thereof have been incorporated by reference, there shall be maintained two (2) copies of such code, rules or regulations in the office of the District Clerk for examination by the public. Said District Authority may by resolution adopt rules governing the internal operation of departments over which it has jurisdiction, and fix the compensation of the officers and employees of the District. ~~Said-The~~ District Authority may fix the charges or cause a tax to be levied for services rendered by the District or for the execution of powers vested in the District as provided in this Charter.

Section Ten – Preliminary Budget Estimates: It shall be the duty of the District Authority to compile preliminary estimates for the Annual District Budget. The head of each office or agency of the District supported wholly or in part from District funds, or for which a specific District appropriation is made, shall, at least one hundred ten (110) days before the end of the fiscal year, file with the District Authority on forms provided by it, a detailed estimate of the expenditures to be made by ~~departments, his~~ offices or agencies including reimbursement to the Town for identifiable expenses incurred by the Town for the District and the revenue, other than tax revenues, to be collected ~~thereby~~ in the ensuing fiscal year. Such estimates shall be accompanied by a ~~S~~statement ~~setting forth~~, in narrative or such other form as the District Authority may prescribe, a program(s) ~~or programs~~ showing services, activities, and work accomplished during the current fiscal year and ~~those~~ to be accomplished during the ensuing fiscal year.

Section Eleven – Duties of the District Authority on Budget; Annual District Budget Meeting: The District Authority shall hold one (1) or more public hearings, not later than thirty (30) days before the Annual District Budget Meeting, at which any District elector or taxpayer may have an opportunity to be heard regarding the appropriations for the ensuing fiscal year. Following the holding of such public hearing~~(s) or hearings,~~ the District Authority shall make such revisions in the budget estimates, as they deem desirable and shall recommend a budget to the Annual Budget Meeting of the District. Sufficient copies of the proposed budget shall be made available for general distribution in the office~~s~~ of the Town ~~and District~~ Clerks, at least five (5) days prior to ~~said the~~ Annual Budget Meeting ~~and~~ the District Authority shall cause to be published in a newspaper having circulation in the ~~District municipality~~ a summary of the District budget showing revenues by major sources and proposed expenditures by function or office in the same columnar form as prescribed for Town budget estimates this Charter and shall also show the amount to be raised by taxation. The budget shall become effective when approved by the Annual Budget Meeting. By a majority or those present and voting at such meeting, an amount of money less than that recommended may be appropriated. If not amended, the appropriations recommended by said District Authority shall be construed as having been appropriated. The annual budget may be petitioned to a referendum in the manner provided in the General Statutes, as amended. An official copy of the budget as finally approved shall be filed with the Town Clerk. Within ten (10) days after the Annual Budget Meeting, the District Authority shall by resolution fix the tax rate in mills, which shall be levied by the Town on the taxable property in the District for the ensuing fiscal year. For the purposes of creating a “Reserve Fund for Capital and Non-recurring Expenditures” as provided in the General Statutes, as amended, the District Authority shall be deemed to be the budget-making authority and the ~~d~~District ~~m~~Meeting shall be deemed to be the legislative body of the District.

Section Twelve – Police Department:

- A. The Police Department shall be responsible within the District for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, lighting of streets, protection of rights of persons and property and enforcement of the laws of the State, this Charter, the ordinances of the Town and all regulations made in accordance therewith. All members of the department, except clerical and other personnel without law enforcement responsibilities, shall have the same powers and duties with respect to the service of criminal process and enforcement of criminal laws as are vested in police officers by the General Statutes.
- B. Chief of Police – Powers and Duties: The District Authority shall appoint and may remove subject to the provisions of the General Statutes, as amended, a Chief of Police who shall appoint and may remove with the approval of the District Authority, and subject to such rules as may be adopted by the District Authority pursuant to the provisions of this Charter, all other officers and employees of the department. The Chief of Police shall assign all members of the department to their respective posts, shifts details, and duties. Consistent with policies adopted by the Authority, the Chief shall make rules concerning the operation ~~and conduct~~ of the department ~~and the conduct of the department~~ and for the care and custody of all property used by the department. Disobedience to the lawful orders and rules of the Chief shall be grounds for dismissal or ~~for~~ other appropriate disciplinary action.

Section Thirteen – fire Department: The Fire Department shall be responsible for the protection of life and property within the District from fire and for the enforcement of all laws, ordinances, and regulations relating to fire preventions and fire safety.

- A. Fire Chief – Powers and Duties: The District Authority shall appoint and may remove subject to the provisions of the General Statutes, as ~~amended, amended;~~ a Fire Chief who shall appoint and may remove subject to such rules as may be adopted by the District Authority pursuant to the provisions of this Charter, all other officers, and employees of the Fire Department. ~~The Fire Chief He~~ shall assign all members of the department to their respective posts, shifts details, and duties. Consistent with policies adopted by the Authority, the Chief shall make rules concerning the operation of the department and the conduct of all officers and employees thereof. ~~The ChiefHe~~ shall be responsible for the efficiency, discipline, and good conduct of the department and for the care and custody of all property used by the department. Disobedience to the lawful orders and rules of the Chief shall be grounds for dismissal or ~~for~~ other appropriate disciplinary action.

CHAPTER TEN – TRANSITION AND MISCELLANEOUS PROVISIONS

Section One – Transfer of Powers: The powers which are conferred and the duties which are imposed upon any office, agency, board or commission under the General Statutes, as amended, or special acts concerning the Town or City of Putnam or any ordinance or regulation, in force at the time this Charter shall take effect, if such office agency, Board of Selectmen, or commission is abolished by this Charter, shall be thereafter exercised and discharged by the office, agency, board or commission upon which are imposed corresponding or like functions, powers and duties under the provisions of this Charter. All offices, agencies, boards, and commissions abolished by this Charter shall continue in the performance of their duties until provisions ~~shall~~ have been made for the discontinuance of such offices, agencies, boards, or commissions ~~created~~ under this Charter and until the Town Clerk ~~shall have has~~ notified the members of such offices, agencies, boards, or commissions as are abolished that their successors ~~have~~ been qualified.

Section Two – Present Employees to Retain Positions: All persons holding permanent positions in the service of the Town or City on the effective date of this Charter shall retain such positions until promoted, transferred, reduced in rank, or removed in accordance with the provisions of this Charter. Any provision of law in force at the time this Charter shall take effect, and not inconsistent with the provisions of this Charter, in relation to personnel, appointment, ranks, grades, tenure of office, promotions, removal, pension and retirement rights, civil rights, or any other rights or privileges of employees of the Town or City or any office, department or agency ~~thereof~~, shall continue in effect, until or unless amended or repealed in accordance with the provisions of this Charter.

Section Three – Conflicts of Interest: Any elected or appointed officer or any employee of the municipality who has a financial interest, direct or indirect, in any contract, any transaction or any decision of any board or commission, to which the municipality is a party shall disclose that interest to the Board of Selectmen or

the District Authority, ~~as the case may be~~, who shall record such disclosure upon the official record of their meetings. Violation by any such officer or employee of the provisions of this section with the knowledge, express or implied, of any person or corporation participating in such contract, transaction, or decision shall render the same voidable by the Board of Selectmen, ~~the~~ District Authority or by a court of competent jurisdiction.

Section Four – Transfer of Records and Property: All records, property, and equipment ~~whatsoever~~ of any office, agency, board or commission or part thereof, all the powers and duties of which are assigned to any other office, agency, board, or commission or part thereof are by this Charter assigned to another office, agency, board or commission, all records, property, and equipment relating exclusively thereto shall be transferred and delivered intact to the office, agency, board or commission to which such powers and duties are so assigned.

Section Five – Legal Proceedings: No action or proceeding, civil or criminal, pending on the effective date of this Charter brought by or against the City or Town of Putnam or any office, agency, board, commission thereof, shall be affected or abated by the adoption of this Charter or by anything herein contained, but all such actions or proceedings may be continued notwithstanding the functions, powers, and duties of any office, agency, ~~Board of Selectmen~~board, or commission party thereto may by or under this Charter be assigned or transferred to another office, agency, board or commission, but in the event, the same may be prosecuted or defended by the head of the office, agency, board or commission to which such functions, powers, and duties have been assigned or transferred by or under this Charter.

Section Seven – Amendment of Charter: This Charter may be amended in the manner prescribed by law.

Section Eight – Saving Clause: If any section or part of any section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which said section or part thereof so held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.

Section Nine – Effective Date: The provisions of Chapter Two shall take effect on the first ~~biannual~~ ~~local~~ ~~Municipal E-~~election following the adoption of the amended Charter. All other provisions of this Charter shall take effect on January 1, 1986.

Charter Revision Commission Dates for 2017:

January 25, 2017 (4th Wednesday)

February 22, 2017 (4th Wednesday)

March 22, 2017 (4th Wednesday)

April 26, 2017 (4th Wednesday)

May 24, 2017 (4th Wednesday)

June 28, 2017 (4th Wednesday)

July 26, 2017 (4th Wednesday)

August 23, 2017 (4th Wednesday)

September 27, 2017 (4th Wednesday)

October 25, 2017 (4th Wednesday)

November 15, 2017 (3rd Wednesday)

December 27, 2017 (4th 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

Should the Board of Selectmen decide the charge and support of the Charter Revision Commission is no longer needed meetings from that date forward will be cancelled

The 2017 meeting schedule was approved at the November 16, 2016 Charter Revision Commission Meeting, at which a quorum was present.