

## 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 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 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 if 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 be recorded in the land records of the Town and filed in the offices of the Assessor and District.

Section Three – Rights and Obligations: All land and buildings, 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, 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 work

"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 position of profit under the government of the District, nor shall the members, during the term of office for which they are elected, and for two (2) years thereafter, be appointed to any position of profit under the government of said District where said position was created during his term of office.

Section Six – Term of Office: Commencing with the 2019 Municipal election, members of the District Authority shall hold office for a term of four (4) years and shall take office the first Monday in January following the Municipal election.

Section Seven – Presiding Officer: The District Authority shall meet at seven o'clock (7:00) p.m. on the second Thursday in January following the Municipal election and shall choose one of its members to be Chairman of the District Authority, such office shall not deprive the Chairman of the right vote on any question. The Chairman shall preside over all meetings of the District Authority and perform such other duties consistent with the office as may be imposed by the District Authority. The Chairman 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 absence or disability, 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 Municipal Election, 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 shall 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 vote 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. The journal shall be maintained by the Clerk of the District Authority. The record shall be authenticated for each meeting by the signature of the Chairman, 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, as herein defined, existing immediately prior to such date except as otherwise specifically provided in this Charter. 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. The District Authority may contract for services and the use of facilities of the United States, any Federal Agency, the State of Connecticut, or any political subdivision 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 published, or any code officially adopted by any administrative agency of the State or any portion thereof, by reference 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. 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, 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 in the ensuing fiscal year. Such estimates shall be accompanied by a statement in narrative or such other form as the District Authority may prescribe, a program(s) 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), 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 offices of the Town and District Clerks, at least five (5) days prior to the Annual Budget Meeting and the

District Authority shall cause to be published in a newspaper having circulation in the 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 District 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 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 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; 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 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 Chief 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 other appropriate disciplinary action.