

# CHARTER

## Town of Middlebury Connecticut



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TOWN OF MIDDLEBURY

CHARTER

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CHAPTER I

INCORPORATION AND GENERAL POWERS

SECTION 101. INCORPORATION.

All the inhabitants dwelling within the territorial limits of the Town of Middlebury as heretofore constituted, shall continue to be a body politic and corporate under the name of “The Town of Middlebury”, 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 not inconsistent with the provisions of this Charter, the additional powers and privileges herein conferred and all powers and privileges conferred upon the Town under the general laws of the State.

SECTION 102. RIGHTS AND OBLIGATIONS.

All property, both real and personal, all rights of action and rights of every description and all securities and liens vested or inchoate in said Town as of the effective date of this Charter, are continued in said Town, and said Town shall continue to be liable for all debts and obligations of every kind for which said Town shall be liable on said date, whether accrued or not. Nothing herein shall be construed to affect the right of said Town to collect any assessment, charge, debt or lien. If any contract has been entered into by said Town prior to the effective date of this Charter or any bond undertaking has been given by or in favor of said Town which contains provisions that the same may be enforced by any commission, board, department or officer therein named, which is abolished by the provisions of this Charter, such contracts, bonds or undertakings shall be in no manner impaired but shall continue in full force and effect and the powers conferred and the duties imposed with reference to the same upon any such commission, board, department or officer shall, except as otherwise provided in this Charter, thereafter be exercised and discharged by the First Selectman of the said Town.

SECTION 103. GENERAL GRANT OF POWERS.

The Town shall have, in addition to the powers specifically granted by the Charter, all powers fairly implied in or incident to the powers expressly granted herein and all other powers incident to the management of the 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 Statutes 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 104. EXISTING LAWS AND ORDINANCES.

All general laws in their application to the Town and all ordinances and by-laws of the Town shall continue in full force and effect, except insofar as they are inconsistent with the provisions of this Charter. All special acts or parts of special acts relating to the Town of Middlebury inconsistent with the provisions of this Charter, are repealed.

CHAPTER II

OFFICERS AND ELECTIONS

SECTION 201. GENERAL.

Nominations and elections of federal and state officers, including Registrars of Voters, and of such elective Town officers, boards, commissions and authorities as are provided for in this Chapter shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote therefore, in the manner prescribed in the Constitution and the General Statutes and special laws of the State of Connecticut applicable to the Town. The election of Town officers shall be held biennially on the first Tuesday after the first Monday in November in the odd numbered years.

SECTION 202. ELECTED TOWN OFFICERS, BOARDS, COMMISSIONS AND AUTHORITIES.

The following officers and members of boards, commissions and authorities shall be elected for the terms herein specified commencing on the first Monday of December following their election, unless otherwise provided herein, to perform the duties prescribed in this Charter and in the General Statutes, including but not limited to the specific statutes herein referred to:

A. First Selectman and Board of Selectmen.

The First Selectman and two (2) other members of the Board of Selectmen shall be elected at the town election in the manner provided in Section 9-188 of the General Statutes for terms of two (2) years to perform the duties in Chapters III and IV of this Charter and Chapter 91 of the General Statutes except as modified in this Charter.

B. Town Clerk

The Town Clerk, who shall also be the Registrar of Vital Statistics, shall be elected at the Town election for a term of four (4) years to perform the duties prescribed in Chapter 92, Chapter 93 and Title IX of the General Statutes.

C. Tax Collector

The Tax Collector shall be elected at the Town election for a period of four (4) years to perform the duties prescribed in Chapter 204 of the General Statutes.

D. Treasurer

The Treasurer shall be elected at each Town election for a term of two (2) years.

E. Board of Finance

There shall be a Board of Finance having six (6) members and a panel of three (3) alternates to perform the duties prescribed in Chapter VII of this Charter and, to the extent not modified herein, the duties prescribed in Chapters 106 and 108 of the General Statutes. At each biennial election two (2) members shall be elected for terms of six (6) years on a rotating basis as terms expire. Alternates shall be appointed as set forth in Section 506.

CHAPTER II (Cont.)

SECTION 202. ELECTED TOWN OFFICERS, BOARDS, COMMISSIONS AND AUTHORITIES (CONT.).

F. Board of Police Commissioners

There shall be a Board of Police Commissioners consisting of five (5) members, elected for terms of four (4) years. Three (3) Commissioners are to be elected at the Town election next held after the effective date of this Charter and two (2) Commissioners at the Town election held next thereafter. Alternately thereafter Commissioners to succeed those whose terms expire. In addition to performing such duties and functions as are provided in the General Statutes, the Commissioners shall be responsible for recommending a person to the Board of Selectmen for appointment as Chief of Police. Such person shall have training and experience as specified in the position description on file with the Town Clerk.

G. Water Pollution Control Authority

There shall be a Water Pollution Control Authority consisting of five (5) members. At each biennial election two (2) members or three (3) members shall be elected for terms of four (4) years on a rotating basis as terms expire.

H. Library Directors

There shall be six (6) Library Directors. At each biennial election two (2) Directors shall be elected for terms of six (6) years on a rotating basis as terms expire. In addition to performing such duties and functions as are provided in the General Statutes, the Directors shall be responsible for recommending a person to the Board of Selectmen for appointment as Head Librarian. Such person shall have such training and experience as specified in the position description on file with the Town Clerk.

I. Board of Assessment Appeals

There shall be a Board of Assessment Appeals having three (3) members to perform the duties prescribed in Sections 12-110 through 12-117 of the General Statutes. At each biennial election one (1) member or two (2) members shall be elected for terms of four (4) years on a rotating basis as terms expire. When the number of members of the Board of Assessment Appeals to be elected is even, no person shall vote for more than one-half the number, and when the number to be elected is odd, no person shall vote for more than a bare majority.

J. Board of Assessors

There shall be a Board of Assessors having three (3) members. At each biennial election one (1) member or two (2) members shall be elected for terms of four (4) years on a rotating basis as terms expire. When the number of members of the Board of Assessors to be elected is even, no person shall vote for more than one-half the number, and when the number to be elected is odd, no person shall vote for more than a bare majority. In addition to performing the duties and functions as provided in the General Statutes, the members shall be responsible for recommending a person to the Board of Selectmen for appointment as Assessor whenever a vacancy occurs. Such person shall have such training and experience as specified in the position description on file with the Town Clerk.

CHAPTER II (Cont.)

SECTION 202. ELECTED TOWN OFFICERS, BOARDS, COMMISSIONS AND AUTHORITIES (CONT.).

K. Pomperaug Valley Water Authority

Three members shall be elected to the Pomperaug Valley Water Authority in the manner provided in 1969 Special Act No. 174 (Connecticut Special Acts Volume XXXIV, Page 194) and 1971 Special Act No. 72 to perform the duties prescribed in said Special Acts, i.e., one (1) member shall be elected at each biennial Town election for a term of six (6) years on a rotating basis.

SECTION 203. REGISTRARS OF VOTERS.

Two (2) Registrars of Voters shall be elected at the State Election next preceding the expiration of the term of office of the incumbents, each for a term of four (4) years commencing on the Wednesday after the first Monday of January succeeding their election to perform the duties prescribed in Title 9 of the General Statutes.

SECTION 204. JUSTICES OF THE PEACE.

No more than eighty-one (81) Justices of the Peace shall be chosen in the manner provided in Section 9-184 of the General Statutes with fifty-four (54) selected by the major political parties as defined in Section 9-372 of the General Statutes, and twenty-seven (27) to be selected from electors who shall make application for such position and who are not members of major political parties as set forth in Public Act 94-230 and by the means set forth therein. Each Justice of the Peace shall have a term of four (4) years commencing on the first Monday of January succeeding their nomination in accordance with Section 9-183b of the General Statutes.

SECTION 205. REGIONAL BOARD OF EDUCATION.

The Town shall elect as many members of the Board of Education of Regional School District #15 for such terms and on such system of rotation as prescribed by the General Statutes and the plan or plans governing such matters as are adopted pursuant to the General Statutes.

SECTION 206. TRANSITION OF ELECTED OFFICERS, BOARDS, COMMISSIONS AND AUTHORITIES.

All incumbent elected officers, board members, commission members and authority members shall continue to hold the office to which they were elected until their successors elected hereunder are qualified to succeed them.

SECTION 207. NOMINATION OF CANDIDATES.

Nomination of candidates for election to any Town office shall be made pursuant to the provisions of Part III of Chapter 153 of the General Statutes.

CHAPTER II (Cont.)

SECTION 208. COMPENSATION.

Members of the Board of Selectmen, the Town Clerk, Tax Collector, and the Treasurer shall receive such compensation as shall be provided in the budget. All other elected Town officers, board members and commissioners shall serve without compensation.

SECTION 209. MINORITY REPRESENTATION.

Minority representation on any appointive or elective commission, committee, board, agency or similar body of the Town shall be determined in accord with the provision of Section 9-167a of the General Statutes.

SECTION 210. ELIGIBILITY.

No person shall be eligible for election to any Town office, board or commission who is not at the time of election an elector of the Town. Any such person ceasing to be an elector of the Town shall thereupon cease to hold the elected office.

SECTION 211. BREAKING A TIE.

When any regular or special municipal election, primary election or referendum conducted pursuant to the provisions of this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of Section 9-332 of the General Statutes, to determine who shall be elected, or in the case of a question at referendum, whether it shall be accepted or rejected.

SECTION 212. VACANCIES.

Except as otherwise provided by the law of the State of Connecticut and with the exception of the provisions set forth in Section 302-b, any vacancy in any elective Town office, from whatever cause arising, shall be filled within ninety (90) days of such vacancy by appointment by the Board of Selectmen for the unexpired portion of the term of the person vacating office or until said office is assumed by a person elected at the next biennial election, whichever shall be sooner; provided that when the person vacating the office shall have been elected as a member of a political party, such vacancy shall be filled by a member of the same political party. The provisions of this Section shall not apply to vacancies on the Regional Board of Education.

SECTION 213. BOARD FOR ADMISSION OF ELECTORS.

The Town Clerk and the Registrars of Voters shall constitute the Board of Admission of Electors to perform the duties prescribed in Chapter 143 of the General Statutes subject to change of membership in accordance with the provisions of Section 9-15a of the General Statutes.

CHAPTER III

THE BOARD OF SELECTMEN

SECTION 301. COMPOSITION.

The Board of Selectmen shall consist of the First Selectman and two (2) other members who shall be elected from the Town at large at each regular Town election for the term of two (2) years as herein before provided.

SECTION 302. ORGANIZATION.

The newly elected Board of Selectmen shall meet in the Town Hall on the first Monday of December next following its election or as soon thereafter as may conveniently be. The meeting shall be called to order by the Town Clerk who shall administer the oath of office to all members. In the absence of the Town Clerk, the meeting may be called to order and the oath administered by any elector of Middlebury authorized by law to administer oaths. The newly elected First Selectman shall then assume the chair as permanent presiding officer of the Board. The Board shall adopt its own rules of procedure except as specifically provided in this Charter.

A. ACTING FIRST SELECTMAN.

At the first meeting of the Board of Selectmen after they assume office, the Board shall select an Acting First Selectman from the members of the Board of Selectmen. The Acting First Selectman shall fulfill the duties and responsibilities of the First Selectman, in the First Selectman's absence or disability.

B. DISABILITY OF FIRST SELECTMAN.

1. Notwithstanding the provisions of Section 212, whenever it is determined by the remaining members of the Board of Selectmen, that the First Selectman has been unable to discharge the powers and duties of this office for a period of forty-five (45) successive days immediately preceding, the Acting First Selectman shall assume the duties and responsibilities of the office of the First Selectman.

2. In the event that the remaining members of the Board of Selectmen determine within sixty (60) days thereafter that the elected First Selectman no longer is disabled, said First Selectman shall immediately resume the powers and duties of his office.

3. If the Board of Selectmen does not make such a determination within said sixty (60) days, they shall at the end of said sixty (60)-day period declare the office vacant and proceed to fill said vacancy in accordance with Section 9-222 of the General Statutes.

CHAPTER III (Cont.)

SECTION 303. MEETINGS.

The Board of Selectmen shall fix the time and place of its regular meetings and provide a method for calling special meetings. Emergency special meetings shall be held only as provided in Section 1-21 of the General Statutes. At any regular meeting, upon the affirmative vote of two-thirds of the members of the Board of Selectmen present and voting, any subsequent business not included in the agenda of such regular meeting may be considered and acted upon. Only business, notice of which has been included in the call for a special meeting, shall be acted upon at any special meeting. Two (2) members of the Board of Selectmen shall constitute a quorum for the transaction of business. The Board of Selectmen shall act by a majority vote of those present and voting except as otherwise provided in this Charter. The Board of Selectmen may hold an executive session as defined in Section 1-18a of the General Statutes upon an affirmative vote of two-thirds of the members of the Board present and voting taken at a public meeting and stating the reasons for such executive session. The Board shall keep for public inspection an official record of the meetings. The official record shall contain the rules of procedure of the Board.

SECTION 304. GENERAL POWERS AND DUTIES.

A. The Board of Selectmen shall have all the powers and duties hereinafter conferred upon the Selectmen and all those powers and duties conferred upon Boards of Selectmen by the Connecticut General Statutes, except as otherwise specifically provided in this Charter.

B. Except as otherwise provided in the Connecticut General Statutes or in this Charter, the Board of Selectmen shall oversee the administration of the Town and of the internal operation of boards, commissions, committees and offices which it fills by appointment.

C. The Board of Selectmen shall generally be responsible for coordinating the activities of all the agencies of the Town, and for keeping under review the present and future needs of the Town. The Board of Selectmen may by resolution or regulation require such reports from and joint meetings with boards, commissions, committees, authorities, and officers as may be useful to the Board of Selectmen in the performance of its duties.

D. The Board of Selectmen shall have the power to recommend to the Town Meeting the enactment, amendment, or repeal of an ordinance which is not inconsistent with the provisions of this Charter or the law of the State of Connecticut, the creation, consolidation, or abolition of boards, commissions, committees, authorities and offices which are not specifically authorized in this Charter.

E. The Board of Selectmen may, by resolutions, appoint special or temporary boards, commissions, or committees as it may from time to time deem necessary or advisable to the operation of Town government. In such event, such special or temporary boards, commissions or committees shall be deemed to terminate one (1) year after their creation, unless otherwise provided in the resolution creating such board, commission or committee.

CHAPTER III (Cont.)

Section 304. GENERAL POWERS AND DUTIES (CONT.)

F. Except as otherwise provided in this Charter or the law of the State of Connecticut, the Board of Selectmen shall have the sole power as follows:

- (1) To incur indebtedness in the name of the Town, and to provide for the due execution of contracts and evidences of indebtedness issued by the Town;
- (2) To sell or convey personal property of or for the Town; having a value not in excess of five thousand dollars (\$ 5,000.00) per item, with an aggregate for any fiscal year of five thousand dollars (\$ 5,000.00).
- (3) To institute, prosecute, defend or negotiate any legal action or proceeding by or against the Town;
- (4) To enter into contracts for any services and to purchase or contract to purchase any supplies, materials, equipment, and other commodities required by any Town agency;
- (5) To join with any political subdivisions to provide services and facilities in accordance with the applicable provisions of the Connecticut General Statutes.

G. The Board of Selectmen shall make rules and regulations relating to purchasing and bidding procedures for all town boards, agencies, authorities, committees, commissions and offices in consultation with same.

SECTION 305. EMERGENCY ORDINANCES.

If a majority of the Board of Selectmen shall find that an emergency exists in the Town affecting the public peace, health and safety, it shall be empowered to adopt rules, regulations, resolutions and ordinances setting forth the facts constituting the emergency, which shall become effective immediately upon the affirmative vote of not less than two (2) members of the Board, without public hearing or notice thereof. Every such emergency measure shall be repealed immediately upon the termination of the emergency and shall in any event automatically stand repealed at the termination of the 61st day following adoption thereof.

CHAPTER IV

THE FIRST SELECTMAN

SECTION 401. GENERAL.

The First Selectman shall be the full-time Chief Executive Officer and Chief Administrative Officer of the Town. The First Selectman shall be a voting and participating member of the Board of Selectman and shall preside at all meetings of the Board.

The First Selectman shall be an ex officio member of all boards, commissions, authorities and committees of the Town, without vote, but with all other privileges of membership and to receive all notices, agendas and minutes.

The First Selectman may assign and delegate duties to Selectmen and to officers responsible to him.

SECTION 402. DUTIES.

A. General.

The First Selectman shall have all the powers, duties and responsibilities conferred upon that office by the General Statutes, any Special Act, Ordinance, and this Charter, and all the powers necessary or incidental to the discharge of duties and responsibilities as set forth in this Charter.

B. Specific.

Under the general policy direction of the Board of Selectmen the First Selectman shall be responsible for:

1. Coordinating and supervising the administration of all boards, commissions, authorities, committees, departments, and offices of the Town, except those functions expressly reserved or delegated to them by law;
2. The execution and carrying out of all laws governing the Town, including ordinances, resolutions, policies and other actions voted by the Board of Selectmen or the Town Meeting;
3. A continuous review of the current and future needs of the Town, including financial needs and budget requirements, and in connection therewith can require reports and information to be submitted by any agency;
4. Entering into contracts or agreements with government agencies, corporations or others, subject to the approval of the Board of Selectmen and other limitations in this Charter and the law of the State of Connecticut;
5. Making recommendations to the Board of Selectmen and coordination and guidance of the Board in the discharge of all its duties and responsibilities.

SECTION 403. APPOINTIVE OFFICES.

The First Selectman shall review and recommend to the Board of Selectmen the names of candidates for appointment to offices, boards, commissions, authorities, agencies and committees required by this Charter.

## CHAPTER V

### APPOINTED BOARDS, COMMISSIONS AND COMMITTEES

#### SECTION 501. GENERAL.

In order to provide for the proper administration of the business of the Town, the boards, commissions and committees specified in this Chapter shall, except as otherwise provided herein, be appointed by the Board of Selectmen by a majority vote of the entire Board to perform the duties and functions herein provided or provided in the General Statutes, including but not limited to the provisions of the General Statutes referred to specifically herein.

#### SECTION 502. ELIGIBILITY.

Except as otherwise provided herein, all members of boards, commissions and committees shall be electors of the Town and shall have such qualifications as may be prescribed by the Board of Selectmen or by the General Statutes. Except as otherwise provided herein, if any such member shall cease to be an elector of the Town, such person shall thereupon cease to hold such membership.

#### SECTION 503. MINORITY REPRESENTATION.

Minority representation on any appointed board, commission, or other similar body of the Town shall be determined in accordance with the provisions of Section 9-167a of the General Statutes.

#### SECTION 504. REMOVALS.

Except as otherwise provided by law, the Board of Selectmen shall have the power to suspend by an affirmative vote of two (2) members and to remove for cause by an affirmative vote of three (3) members any person appointed to a position by the Board under this Chapter.

In addition to the above provision, any person appointed to a position by the Board of Selectmen under this Chapter who shall have six (6) consecutive unexcused absences from the meetings of the board, commission or committee to which they have been appointed, shall be deemed to have resigned from such position. The vacancy created by such resignation shall be filled in accordance with Section 505 of this Chapter.

#### SECTION 505. VACANCIES.

Any vacancy on any appointive board, committee or commission from whatever cause shall be filled by the authority who had the power to make the original appointments to such board, committee or commission. If the vacancy shall be on a board, committee or commission having fixed terms, such vacancy shall be filled for the unexpired portion of such term.

CHAPTER V (Cont.)

SECTION 506. APPOINTED BOARDS, COMMISSIONS AND COMMITTEES.

There shall be the following:

- A. Planning and Zoning Commission and Alternates, consisting of five (5) members and a panel of three (3) alternates appointed to perform the duties prescribed in Chapters 124 and 126 of the General Statutes. Members shall be appointed for terms of five (5) years on a rotating basis as terms expire. Alternates shall be appointed for terms of three (3) years on a rotating basis as terms expire.
- B. Zoning Board of Appeals and Alternates, consisting of five (5) members and a panel of three (3) alternates appointed to perform the duties prescribed in Section 8-6 through 8-7d of the General Statutes. Members and alternates shall be appointed for terms of five (5) years on a rotating basis as terms expire.
- C. Conservation Commission, consisting of seven (7) members. Members shall be appointed by the First Selectman for terms of four (4) years on a rotating basis as terms expire to perform the duties prescribed in Section 7-131a of the General Statutes.
- D. Water Commission, consisting of five (5) members appointed for term of five (5) years and each year one member shall be appointed for a five (5) year term on a rotating basis to perform their duties in accordance with Act No. 261 of the 1965 General Assembly and the Middlebury Ordinance.
- E. Parks and Recreation Commission, consisting of five (5) members. Members shall be appointed for terms of five (5) years on a rotating basis as terms expire to perform the duties prescribed in Section 7-129a of the General Statutes and such other duties as the Board of Selectmen may prescribe.
- F. Board of Finance Alternates, consisting of three (3) electors shall be appointed to serve terms of two (2) years on a rotating basis.
- G. Economic and Industrial Development Commission, consisting of seven (7) members and members shall be appointed for a term of five (5) years on a rotating basis as terms expire. The economic and Industrial Development Commission shall perform the duties prescribed in Section 7-136 of the General Statutes.
- H. Beautification Committee, consisting of twelve (12) members for terms of four (4) years on a rotating basis. The committee may conduct studies and implement plantings and improvements to beautify Middlebury, subject to approval by the Board of Selectmen.
- I. Retirement Plan Committee, consisting of three (3) members: a member of the Board of Finance, a Town Employee and an Elector of the Town appointed to serve the Board of Selectmen, in accordance with and subject to the provisions of the Town Ordinances and the General Statutes. These three (3) members shall be appointed for terms of three (3) years, one (1) each year on a rotating basis as terms of incumbents expire.

CHAPTER V (Cont.)

SECTION 506. APPOINTED BOARDS, COMMISSIONS AND COMMITTEES (CONT.).

J. Commission on Aging, consisting of the Municipal Agent for the Elderly, and eight (8) members to study the needs of, and coordinate programs for, the aging. The Municipal Agent shall be appointed as required by Section 7-127b of the General Statutes. The remaining eight (8) members shall be appointed by the Board of Selectmen for two (2) year terms on a rotating basis as terms expire.

K. Constables, consisting of two (2) Constables appointed for a two (2) year term by the Board of Selectmen.

L. Greater Waterbury Cable Advisory Committee, consisting of three (3) local members appointed for a term of two (2) years to perform the duties as prescribed in Section 16-333 of the General Statutes. Two of the members shall be appointed by the First Selectman and the third appointed by the Regional Board of Education.

M. Greenway Committee, consisting of seven (7) members shall be appointed for a term of four (4) years on a rotating basis as terms expire to serve as an advisory body to the Parks and Recreation Commission on matters pertaining to the Greenway. The Director of Parks and Recreation shall be an ex officio.

N. Public Works Commission, consisting of seven (7) members appointed for terms of four (4) years on a rotating basis to perform their duties as required in Section 7-148 of the General Statutes.

CHAPTER VI

ADMINISTRATIVE DEPARTMENTS AND EMPLOYEES

SECTION 601. GENERAL.

The Board of Selectmen shall have the power to hire, establish the working conditions of, promote, discipline, suspend and dismiss all persons employed by the Town, either full or part time, except as otherwise specified in this Charter. Where policies and rules are adopted in accordance with Sections 603 and 604 hereof, said policies and rules shall be followed by the Board in the exercise of this power. The Board may delegate this power wholly or in part to the First Selectman or to the heads of departments.

SECTION 602. ADMINISTRATIVE EMPLOYEES.

There shall be the following Administrative Employees:

A. Assessor.

An Assessor who shall be Certified by the State of Connecticut and who need not be an elector of the Town shall be appointed to perform such duties and functions as are provided by the General Statutes for Assessors and as may be required from time to time by the Board of Selectmen.

B. Assistant Town Clerks.

The Town Clerk may, with the approval of the Board of Selectmen, appoint no more than three (3) Assistant Town Clerks and Registrars of Vital Statistics to perform such duties and functions as may be directed by the Town Clerk. Such Assistants shall have the powers and perform the duties of the Town Clerk in the absence or disability of the Town Clerk.

C. Building Official and Land Use Coordinator.

A Building Official and Land Use Coordinator having the qualifications required by Sections 29-261 and 29-262 of the General Statutes shall be appointed for a term of four years to perform such duties and functions as are provided in Part I of Chapter 541 of the General Statutes and the State Building Code. The Building Official and Land Use Coordinator need not be an elector of the Town.

D. Sanitarian.

A Sanitarian having the qualifications set forth in Chapter 395 of the General Statutes shall be appointed to perform such duties and functions as are prescribed in that chapter. The Sanitarian need not be an elector of the Town.

CHAPTER VI (Cont.)

SECTION 602. ADMINISTRATIVE EMPLOYEES (CONT.).

E. Health Director.

Unless the Town is a member of a Health District formed under Chapter 368f of the General Statutes, the Board of Selectmen shall appoint a Health Director having the qualifications prescribed in the General Statutes to perform such duties and functions as are provided by the General Statutes and Town Ordinance. Vacancies in the office of the Health Director shall be filled within thirty (30) days in the same manner as the original appointment. The Health Director may be removed by the Board of Selectmen subject to approval by the Commissioner of Health if required by the General Statutes. The Health Director need not be an elector of the Town.

F. Assistant Health Director.

An Assistant Health Director having the same qualifications as the Health Director may be appointed by the Health Director with the approval of the Board of Selectmen. He shall have the powers and perform the duties of the Health Director in the absence or disability of the Health Director. The Assistant Health Director need not be an elector of the Town.

G. Chief Financial Officer.

A Chief Financial Officer shall be appointed. Responsibilities include directing and supervising employees relating to the fiscal activities of the town, establishing proper accounting, reporting and control systems for revenues and expenditures of the town. In addition, the Chief Financial Officer will develop and administer financial control programs. The Chief Financial Officer need not be an elector of the town. Such person shall have such training and experience as specified in the position description on file with the Town Clerk.

H. Parks and Recreation Director.

A Recreation Director shall be appointed to plan and implement programs for town recreational activities and to manage the recreational facilities of the town. The Parks and Recreation Commission shall be responsible for recommending a person to the Board of Selectmen for appointment as Parks and Recreation Director. Such person shall have such training and experience as specified in the position description on file with the Town Clerk.

I. Fire Marshal.

A local Fire Marshal shall be appointed by the Board of Selectmen. The local Fire Marshal shall perform such duties and functions and have such powers as are provided by the General Statutes and such other duties and functions as may be required by the Board of Selectmen. Said Board may appoint such Deputy Fire Marshals as it shall deem necessary. No person shall be appointed local Fire Marshal or Deputy Fire Marshal unless he is certified as being qualified and eligible for such appointment by the State Fire Marshal. The Fire Marshal may be removed for cause pursuant to Sections 29-297, 29-299, and 29-300 of the General Statutes for the causes specified therein. The Local Fire Marshal need not be an elector of the Town.

CHAPTER VI (Cont.)

SECTION 602. ADMINISTRATIVE EMPLOYEES (CONT.).

J. Animal Control Officer.

An Animal Control Officer shall be appointed to perform such duties and functions as are provided in the General Statutes. The Animal Control Officer need not be elector of the Town.

K. Zoning Enforcement Officer.

The Planning and Zoning Commission shall appoint a qualified Zoning Enforcement Officer to serve at will of the Planning and Zoning Commission to exercise the powers and perform the duties and functions provided in the General Statutes and the regulations of the Planning and Zoning Commission.

L. Planning and Zoning Hearing Officer.

A Planning and Zoning Hearing Officer shall be appointed by the Board of Selectmen to hear and pass judgement on contested citations issued by the Zoning Enforcement Officer in accordance with the ordinance establishing citations and fines for zoning violations.

M. Conservation Enforcement Officer.

The Conservation Commission shall appoint an Enforcement Officer to serve at will to act for it in the enforcement of the Inland Wetlands regulations. The Conservation Officer shall exercise the powers and perform the duties and functions delegated by the Conservation Commission.

N. Town Counsel.

Town Counsel, who shall be an Attorney admitted to practice in the State of Connecticut, shall be appointed by the Board of Selectmen and the term shall be determined by the Board of Selectmen. Town Counsel need not be an elector of the Town. Town Counsel shall direct and be responsible for appearing and protecting the rights of the Town in all actions, suits or proceedings brought by or against it or any of its departments, officers, boards, commissions, authorities or committees. Town Counsel shall be the legal advisor to the Town Meeting, Board of Selectmen, the First Selectman, and all other Town officers, boards, commissions, authorities or committees in all matters affecting the Town and shall upon written request furnish them with written opinion on any questions of law involving their respective powers and duties and cooperate with them in the preparation of ordinances, resolutions or regulations as the case may be. Upon request Town Counsel shall prepare or approve forms of contracts or other instruments to which the Town is a party or in which it has an interest. Any officer, board, commission, authority or committee before requesting an opinion, ruling or other service from the Town Counsel, including without limitation the services specifically described herein, shall secure the approval of the First Selectman or the Board of Selectmen to do so. Town Counsel shall have power, with the approval of the Board of Selectmen (unless with respect to an appeal there shall not be time for such approval), to appeal from orders, decisions and judgements and to compromise or settle any claims by or against the Town. If in special circumstances or for any investigation, the Town Counsel deems it advisable, Town Counsel may request that the Board of Selectmen engage other attorneys in temporary employment. In lieu of a single attorney, the Board of Selectmen may appoint a firm of attorneys admitted to practice in Connecticut to be Town Counsel. Notwithstanding the above, any board, commission, authority or committee of the Town of Middlebury may apply to, and the Board of Selectmen may appoint, special counsel to represent such board, commission, authority or committee.

CHAPTER VI (Cont.)

SECTION 602. ADMINISTRATIVE EMPLOYEES (CONT.)

O. Other.

There shall be such other administrative employees as the Board of Selectmen shall determine from time to time by resolution or ordinance.

SECTION 603. POSITION DESCRIPTIONS AND RULES.

A. The First Selectman shall cause to have prepared:

1. A description of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The description may include offices and positions established by this Charter except elected offices.

2. A set of personnel rules which shall provide, among other things, for a probationary period of employment, hours of work, vacations, sick leaves and other leaves of absence, removals and such other rules as may be necessary to provide an adequate and systematic procedure for the administration of the personnel affairs of the Town. The Personnel Rules shall not apply to elected officers.

B. Such position descriptions and personnel rules and any amendments thereto which may from time to time be made by the First Selectman shall become effective upon being approved by resolution of the Board of Selectmen and filed by the First Selectman with the Town Clerk.

C. Copies of the Personnel Rules and any amendments thereto shall be distributed to all Town employees.

SECTION 604. PAY PLAN.

The First Selectman shall prepare a Pay Plan for all compensated offices and positions in the Town, whether elected or appointed, full or part time, salaried or hourly, and may prepare amendments thereto from time to time. The Board of Selectmen shall adopt or modify and adopt the Pay Plan and any amendments thereto. A copy of the Pay Plan and all amendments shall be furnished to the Board of Finance and filed with the Town Clerk after adoption. The salaries, wages or other compensation of all Town employees not set in accordance with Section 208 hereof, shall be set by the Board of Selectmen in conformity with the Pay Plan for the positions involved within the limits of the appropriations made therefor.

CHAPTER VI (Cont.)

SECTION 605. BONDS.

All officers and employees as may be required to do so by the Board of Selectmen or the General Statutes shall, before entering on their respective official duties, execute to the Town, in the form prescribed by the Selectmen and approved by Town Counsel, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Board of Selectmen, but not less than the amount required by the General Statutes for such officers or employees, conditioned upon the honest and/or 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 interests of the Town, from prescribing a name schedule bond, a schedule position bond or blanket bond, or from prescribing which departments, officers, boards, commissions, authorities or committees shall be covered by a specific type of the aforementioned bonds. Premium for such bonds shall be paid by the Town.

SECTION 606. RETIREMENT.

The provisions of the pension plan for the Town employees in force on the effective date of this Charter shall remain in full force and effect until such time as said plan is amended.

CHAPTER VII

FINANCE

SECTION 701. FISCAL YEAR.

The fiscal year of the Town shall begin on the first day of July and end on the 30th day of June.

SECTION 702. BUDGET PROCEDURE.

A. Department Heads.

On or before January 15 in each year each officer and the head of each office, board, commission, authority or committee of the Town, supported wholly or in part from Town funds, except the Regional Board of Education, shall file with the Board of Selectmen a detailed estimate of the expenditures to be made by that office, board, commission, authority or committee during the ensuing fiscal year, which estimate shall be deemed to be the budget request of such office, board, commission, authority or committee. An estimate of the expenditures to be made for the current fiscal year and the revenues, if any, other than property tax revenues, to be collected in the ensuing fiscal year by each such office, board, commission, authority or committee shall also be included.

B. Board of Selectmen's Duties.

The Board of Selectmen and the Chief Financial Officer shall review the budget requests. During or upon completion of the review, but no later than the February meeting of the Board of Finance, the Board of Selectmen shall meet with the Board of Finance to discuss recommended alterations or changes in said budget requests.

C. Board of Finance's Duties.

1. Beginning February 1st, the Board of Finance shall review with the head of each town supported office, board, commission, authority or committee, the budget request made and shall review any changes the Board of Selectmen has recommended.

2. By April 15th, the Board of Finance shall prepare a proposed budget which shall include the following:

a. An itemized statement of all expenditures for the preceding completed fiscal year.

b. An itemized statement of all appropriations for the current fiscal year and all estimated expenditures for the current fiscal year.

c. An itemized statement of proposed budget expenditures for the next fiscal year, which may include a contingency fund not exceeding two (2) per cent of the total estimated expenditures for the current fiscal year, including Middlebury's share of the Region 15 School District budget.

d. Estimates of revenue presenting an itemized statement of the receipts collected from all sources in the last completed fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, the receipts estimated to be collected during the current fiscal year, itemized estimates of the receipts other than the property tax to be collected in the ensuing year, an estimate of the amount which should be raised by local property taxation for such ensuing fiscal year and an estimate of the available surplus at the end of the fiscal year.

CHAPTER VII (Cont.)

SECTION 702. BUDGET PROCEDURE (CONT.).

3. By the 1st Thursday in May, the Board of Finance shall hold a public hearing on the proposed budget at which all persons shall have the opportunity to be heard regarding the appropriations proposed for the ensuing year. A legal notice shall be prepared for publication in a newspaper having a substantial circulation in the Town at least five (5) days prior to the said public hearing.

4. Immediately after such public hearing, the Board of Finance shall hold a meeting at which it shall consider the estimates presented and any other matters brought to its attention.

5. Copies of the budget to be presented to the Annual Budget Meeting shall be available in the Town Clerk's Office not later than one (1) week prior to said Meeting.

6. Following approval of the annual budget at the Town Meeting, the Board of Finance shall meet immediately and establish the tax rate on the taxable property of the Town for the next fiscal year.

D. Annual Budget Meeting.

The Budget shall be presented by the Board of Finance to the Annual Budget Meeting on the 4th Thursday in May and shall be adopted by majority vote of those present and voting at said meeting.

Ten (10) days prior to the 4th Thursday in May, a report on the proposed budget containing substantially the information required by Section 702-C-2 of this Charter, shall be prepared for publication in a newspaper having substantial circulation in the Town and be available as published for the annual Town Meeting.

Copies of the budget to be presented to the Annual Budget Meeting shall be available in the Town Clerk's Office not later than one (1) week prior to the 4th Thursday in May.

Following approval of the Annual Budget at the Annual Budget Meeting, the Board of Finance shall meet immediately and establish the mil rate on the taxable property of the Town for the next fiscal year.

Said Meeting shall have the power to decrease or delete any appropriation or item in any appropriation for the same purpose recommended by the Board of Finance. No appropriation shall be made exceeding in amount that for the same purpose recommended by the Board of Finance and no appropriation shall be made for any purpose not recommended by the Board of Finance.

In the event that the Annual Budget Meeting shall fail to adopt the Budget, the Meeting shall be adjourned for not over two (2) weeks and appropriate notice shall be given of the adjourned Meeting as provided in Section 903-D.

CHAPTER VII (Cont.)

SECTION 703. TRANSFERS AND ADDITIONAL APPROPRIATIONS.

A. Transfers without Town Meeting Action.

1. Transfers within Appropriation for a Department.

In the event that money is needed for any particular purpose in excess of the amount budgeted for such purpose and funds are available within the appropriations for such office, board, commission, authority or committee may with the approval of the Board of Finance transfer funds within the appropriation for such office, board, commission, authority or committee.

2. Transfers By Board of Finance.

In the event that money is needed by any office, board, commission, authority or committee in excess of the amount appropriated in the annual budget for such office, board, commission, authority or committee, or for a purpose for which there is no appropriation in the annual budget, such office, board, commission, authority or committee shall notify the First Selectman and shall apply to the Board of Finance for such additional funds as such office, board, commission, authority or committee shall deem needed. If the Board of Finance shall approve of such request, the Board of Finance may transfer funds from any unexpended appropriation or from the contingency fund to the appropriation for such office, board, commission, authority or committee, provided that no such transfers to any such office, board, commission, authority or committee shall in the aggregate during the fiscal year exceed three tenths of one percent (.003) of the total annual budget for the current fiscal year and provided further that before funds are transferred from the appropriation for an office, board, commission, authority or committee, said office, board, commission, authority or committee shall have been notified and not have objected to said transfer within 15 days after such notice.

B. Transfers and Appropriations Requiring Town Meeting Action.

In the event that money is needed by any office, board, commission, authority or committee in excess of the amount appropriated in the budget or for a purpose for which there is no appropriation in the annual budget and such need cannot be met by transfers under subsection A of this Section, or the Board of Finance has voted to recommend an additional appropriation rather than a transfer, the Town Meeting may vote to approve a transfer in an amount in excess of the amount authorized by Subsection A, or over the objection of the office, board, commission, authority or committee from whose appropriation the funds are to be transferred, or may vote to make an appropriation as an addition to the annual budget. The Town Meeting shall have the power to decrease or refuse to make any transfer or additional appropriation recommended by the Board of Finance, but may not approve a transfer or additional appropriation not recommended by the Board of Finance.

CHAPTER VII (Cont.)

Section 703. TRANSFERS AND ADDITIONAL APPROPRIATIONS (CONT.).

C. Emergency Appropriations.

In the event of any emergency threatening the lives, health or property of citizens or public property requiring an appropriation of such size as to require action by a Town Meeting under subsection B of this Section, and the circumstances are such that the delay in convening such a Town Meeting would further imperil the public interest, the Board of Finance may, at the request of the First Selectman, make such appropriation as it may deem necessary. Such appropriation must be approved at a Town Meeting within three (3) weeks of the end of the emergency.

The Board of Finance may make additional appropriations, not exceeding four thousand dollars (\$4,000.00), for the care of town poor without Town Meeting approval.

The First Selectman may expend a sum not to exceed one thousand dollars (\$ 1,000.00) or such greater amount as may be permitted by the General Statutes for any Town agency without Board of Finance or Town Meeting approval in cases of necessity connected with the repair of highways, bridges, sidewalks, water and sewer systems, and the care of the Town poor.

D. Source of Funds for Additional Appropriations.

Funds for any additional appropriations made by the Town Meeting or any emergency appropriations made by the Board of Finance or the First Selectman shall be drawn as directed by the Board of Finance from any available cash surplus or the Contingency Fund. If neither of these is available, funds may be borrowed.

SECTION 704. PURCHASES, EXPENDITURES AND ACCOUNTING.

A. No purchase shall be made by an office, board, commission, authority or committee except through the First Selectman or his designee.

B. No voucher, claim or charge against the Town shall be paid until the same has been audited by the Board of Selectmen and approved for correctness and validity. Checks shall be drawn for the payment of approved claims and shall be valid only when countersigned by the Treasurer and two (2) Selectmen.

C. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse.

D. Any payment made in violation of the provisions of this Charter shall be deemed illegal and each official authorizing or making such payment or taking part therein and each 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. No officer, board, commission, authority or committee of the Town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take part therein. Any violation of this subsection shall be cause for removal in accordance with the provisions of this Charter or, where applicable, the General Statutes.

CHAPTER VII (Cont.)

SECTION 705. BORROWING.

A. The Town by action of the Town Meeting upon the recommendation of the Board of Finance shall have the power to incur indebtedness by issuing its bonds or notes as provided by the General Statutes subject to the limitations thereof and the provisions of this Charter.

B. All notes or bonds issued by the Town shall be executed and delivered by the First Selectman and the Treasurer or such other officer as may be designated by the vote authorizing their issuance. Any vote of the Town Meeting authorizing the issuance of bonds or notes shall establish the maximum principal amount and latest date of maturity, but the establishment of the specific terms and conditions of the bonds or notes to be issued pursuant to such authorization shall be delegated by the Town Meeting to such officer or officers, board or commission as it may designate. Borrowing in amounts in excess of one hundred thousand dollars (\$ 100,000.00) or for a term in excess of one year shall be on the basis of written bids.

SECTION 706. TOWN REPORTS.

A. All officers, boards, commissions, authorities and committees, whether elected or appointed, shall file a written summary of their meetings, activities and actions for the preceding fiscal year with the Board of Finance and Board of Selectmen not later than September 15th.

B. The Board of Finance shall prepare and have published an annual town report which shall contain such reports and information as may be required by this Charter and the General Statutes and such reports and information as may be deemed appropriate by said Board.

SECTION 707. AUDITOR.

The Board of Finance, at least thirty (30) days prior to the end of each fiscal year, shall appoint an independent public accountant to audit the accounts of the Town for said fiscal year, and shall file said accountant's name with the Secretary of the Office of Policy and Management. The audit shall be conducted in accordance with the General Statutes.

CHAPTER VIII

STANDARDS OF CONDUCT

SECTION 801. CONFLICT OF INTEREST.

A. Definitions. The following definitions shall apply to this Section 801:

1. Conflict of Interest.

A conflict of interest shall be deemed to exist if any elected Officer, member of any board, commission, authority, committee or any Town employee shall have a financial or private interest, direct or indirect, in any purchase, contract, transaction, or decision involving such office, board, commission, authority, committee or employee of the Town.

2. Financial Interest.

A financial interest shall be deemed to exist if any such officer, member or employee might, directly or indirectly, derive financial gain or suffer loss from any such purchase, contract, transaction or decision involving any such Town office, board, commission, authority or committee and shall also be deemed to exist if a business or professional enterprise in which the officer, employee, member or commissioner has any interest as owner, member, partner, officer, employee or stockholder or has any other form of participation will be affected by the outcome of the matter under consideration.

3. Private Interest.

A private interest shall be deemed to exist if any such officer, member or employee shall have an interest by reason of relationship within the fourth degree by blood or marriage, or close business relationship of prejudicial relationship with a person involved in any such contract, transaction or decision.

4. Material Conflict of Interest.

A conflict of interest shall be deemed to be material where a reasonable person would conclude that the financial or private interest is incompatible with the proper discharge of official duties or would tend to impair independence of judgement and action in the performance of official duties.

B. Disclosure of Conflict.

1. Any elected officer or Town employee who shall have a conflict of interest as defined herein shall disclose the interest causing such conflict in writing to the Board of Selectmen. Any elected or appointed member of any Town board or commission who shall have a conflict of interest shall disclose the interest causing such conflict to such board or commission.

CHAPTER VIII (Cont.)

SECTION 801. CONFLICT OF INTEREST (CONT.).

C. Determination of Materiality.

1. In the event that a disclosure or a claim of a conflict of interest with respect to a Town officer or employee has been made to the Board of Selectmen, it shall inquire into the facts of the matter and determine whether or not a conflict exists and if so, whether it is material.

2. In the event that a disclosure or a claim of a conflict of interest with respect to any member of a Town board, commission, authority or committee has been made to such board, commission, authority or committee, it shall forthwith determine by a majority of those members present, excluding the member whose interest is in question, whether or not a conflict exists and if so, whether it is material.

D. Disqualification.

If it has been determined that a material conflict of interest exists the officer, board, commission, authority or committee member or employee who has the conflict shall be disqualified from discussing or acting upon any matter encompassed by that conflict of interest. Any officer, board, commission, authority or committee member or employee may disqualify himself even though the conflict of interest has not been determined to be material.

E. Sanctions.

1. Any violation of Subsection B1 and D of this Section shall be grounds for removal of any such officer, board, commission, authority and committee member or employee pursuant to the provisions of this Charter or the General Statutes.

2. Any such violation shall render any purchase, contract or transaction affected thereby voidable by the authority which approved the purchase, contract, or transaction, and any such violation with respect to any decision of a board, commission, authority or committee shall be subject to such remedies as may be provided by law.

CHAPTER VIII (Cont.)

SECTION 802. CONCURRENT OFFICES.

A. No official or employee of the Town, full or part time, shall serve on any board, commission, authority or committee having the power to appoint or remove said official or employee, nor shall any board, commission, authority or committee appoint one of its members to any office over which it has a power of appointment.

B. Except as otherwise provided in this Charter, the First Selectman, the Selectmen, the Town Clerk, Tax Collector, and the Treasurer shall hold no other Town Office, and the provisions of Section 9-210 of the General Statutes concerning incompatible Town offices shall apply to the officers described therein.

C. Subject to the restrictions set forth in this Section 802 noting in this Charter shall prevent the appointment of the same person to more than one office, provided the duties of the offices to which he is appointed may, in the opinion of the Board of Selectmen, be satisfactorily fulfilled by one person, and provided further that inability to fulfill satisfactorily the duties of all offices to which he is appointed shall be cause for removal from any one or more of said offices pursuant to Section 505 hereof.

SECTION 803. MEETINGS.

Members and Alternates of all boards, commissions, authorities and committees are expected to attend all meetings of such boards, commissions, authorities and committees.

CHAPTER IX.

THE TOWN MEETING

SECTION 901. GENERAL.

The Town Meeting shall be the legislative body of the Town, except as specifically provided in this Charter. It may act upon all matters upon which a Town Meeting may act under the General Statutes and upon all matters appropriate for legislative action under the General Statutes. Eligibility to vote in Town Meetings and at any referendum held pursuant to the provisions of this Chapter shall be governed by Section 7-6 of the General Statutes. The term "voter" as used in this Charter means persons eligible to vote as set forth in said Section 7-6. All Regular and Special Town Meetings shall be called by the Board of Selectmen by a warning as provided by this Charter.

SECTION 902. MEETINGS.

A. Annual Budget Meeting.

The Annual Budget Meeting shall be held on the 4th Thursday in May each year and the budget for the ensuing fiscal year and any other items included in the warning shall be acted upon at said meeting.

B. Special Meetings.

Special Town Meetings may be called by the Board of Selectmen at any time for any proper purpose.

C. Petition for Special Meetings.

The Board of Selectmen shall call a special Town Meeting for any proper purpose upon the filing of a petition for such a meeting, provided:

- (1) All requirements of Sections 7-9 and 7-9a of the General Statutes shall be met;
- (2) each page of said petition shall contain or have annexed the full text of the resolution to be acted upon;  
and
- (3) said petition shall be signed by not less than twenty (or fifty if an ordinance so provides) of the voters of the Town.

Upon receipt of such a petition the Town Clerk shall determine whether the petitions meet the requirements of this subsection and, if so, shall so certify to the Board of Selectmen within five (5) days of receipt. Upon the receipt of such certification, the Board of Selectmen may, with the advice of Town Counsel, make minor revisions which clarify the text of the resolution and which are not inconsistent with its intent and do not affect the substance thereof, and the Board shall call a special Town Meeting for the consideration of the proposal to be held within twenty-one (21) days after the receipt of said petition by the Town Clerk.

CHAPTER IX (Cont.)

SECTION 903. PROCEDURE.

A. Notice.

The warning of each Town Meeting shall specify the objects for which such Meeting is to be held and shall be signed by the Selectmen or a majority thereof. Such warning shall be posted and published in a newspaper having circulation in the Town, such posting and publication to be at least five (5) days previous to holding the Meeting, including the day that notice is given and any Sunday and any legal holiday which may intervene between such posting and such publication and the day of holding such meeting, but not including the day of holding such meeting. All other requirements of Section 7-3 of the General Statutes must also be met.

B. Moderators.

The Board of Selectmen shall maintain a list of not less than three (3) electors who are familiar with standard parliamentary procedure and who are available to serve as moderators. Moderators of Town Meetings should be selected from this list.

C. Conduct of Meeting.

All Town Meetings shall be called to order by the moderator and all business shall be conducted in the manner provided by Chapter 90 of the General Statutes, except as otherwise provided in this Charter. The Town Clerk shall serve as clerk of all Town Meetings except an acting clerk shall be appointed by the moderator in the absence of the Town Clerk.

All actions of a Town Meeting shall be adopted by a majority vote of the qualified voters present and voting at the meeting, unless such action has been referred to a vote on the voting machine pursuant to Section 7-7 of the General Statutes. In the event that a machine vote is required, the moderator shall permit only discussion of the question and a vote setting the date for the referendum.

D. Adjournments.

Any Town Meeting may be adjourned one or more times to a specified date, but such adjourned meeting shall be warned in the same manner as the original meeting, except that the warning need not include any item upon which action was taken at the original or an adjourned meeting.

CHAPTER VIII (Cont.)

SECTION 904. ACTIONS REQUIRING TOWN MEETINGS.

Action shall be taken at Town Meetings only when required by this Charter or by the General Statutes, including by not limited to the following actions:

A. Adoption of the annual budget, any resolution making an appropriation of more than the amount permitted in Section 703-A-2, any resolution to approve Emergency Appropriations made in accordance with Section 703-c, except as otherwise provided therein, or such other additional appropriations for which Town Meeting approval is required pursuant to Section 7-348 of the General Statutes.

B. The acceptance and discontinuance of Town roads.

C. Such authorizations or approvals as may be required by law for the Town's application for and/or participation in Federal or State revenue sharing or other fiscal assistance programs.

D. Re-division of the Town's voting districts.

E. Any matter deemed by the Board of Selectmen to be of sufficient importance to the Town.

F. To take, purchase, lease, sell or convey real property of or for the Town, said action having been recommended by the Board of Selectmen, except as otherwise provided by the law of the State of Connecticut.

G. Adoption of recommendations made in accordance with Section 304 D. Ordinances enacted at a Town Meeting shall become effective fifteen (15) days after publication thereof in some newspaper having a circulation in the Town. Upon a petition of not less than fifteen (15) percent of the electors of the Town filed with the Town Clerk within thirty (30) days after the publication of such ordinance, asking that the same be submitted to the voters of the Town at its next regular or special meeting, the ordinance shall be so submitted and in such event shall not become effective unless a majority of the voters voting at such meeting vote in favor thereof.

H. Approval of borrowing as provided in Section 705-B.

CHAPTER X

TRANSITION AND MISCELLANEOUS PROVISIONS

SECTION 1001. TRANSFER OF POWERS.

The functions provided for any office, board, commission, authority or committee under the General Statutes or special acts concerning the Town or any ordinance or regulation, in force at the time this Revised Charter shall take effect, shall be thereafter exercised by the office, board, commission, authority or committee upon which are imposed corresponding functions under the provisions of this Revised Charter. Any office, board, commission, authority or committee existing on the effective date of this Revised Charter and not provided for under this Revised Charter shall be abolished. Any office, board, commission, authority or committee abolished by this Revised Charter (where no provision has been made herein for the discontinuance of its function) shall continue in the performance of its function until provision shall be made for the performance of its functions by some other office, board, commission, authority or committee created under this Revised Charter and until the First Selectmen shall have notified the members of such abolished office, board, commission, authority or committee that their successors have qualified.

SECTION 1002. STATUS OF EMPLOYEES.

All employees of the Town on the effective date of this Revised Charter, whose positions are not abolished by the provisions of this Revised Charter, shall retain such positions pending action by the Selectmen or the appropriate officer charged by this Revised Charter with powers of appointment and removal. Any provision of law in force at the time this Revised Charter shall take effect, and not inconsistent with the provisions of this Revised Charter, in relation to personnel, shall continue in effect, until or unless amended or repealed in accordance with the provisions of this Revised Charter.

SECTION 1003. TRANSFER OF RECORDS AND PROPERTY.

All records, property and equipment whatsoever of any office, board, commission, authority or committee, or part thereof, all the powers and duties of which are assigned to any other office, board, commission, authority or committee by this Revised Charter shall be transferred and delivered intact to the office, board, commission, authority or committee to which such powers and duties are so assigned. If part of the powers and duties of any office, board, commission, authority or committee or part thereof are by this Revised Charter assigned to another office, board, commission, authority or committee all records, property and equipment relating exclusively thereto shall be transferred and delivered intact to the office, board, commission, authority or committee to which such powers and duties are so assigned.

SECTION 1004. CONTINUATION OF APPROPRIATIONS AND TOWN FUNDS.

All appropriations approved and in force and all funds, including special or reserve funds in the name of the Town, at the time of the adoption of this Revised Charter shall remain in full force and effect unless and until the same are amended, transferred or abolished by the Board of Finance under the provisions of this Revised Charter.

CHAPTER X (Cont.)

SECTION 1005. LEGAL PROCEEDINGS.

No action or proceeding, civil or criminal, pending on the effective date of this Revised Charter brought by or against the Town or any office, board, commission, authority or committee thereof, shall be affected or abated by the adoption of this Revised Charter or by anything herein contained; but all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any office, board, commission, authority or committee party thereto may be or under this Revised Charter be assigned or transferred to another office, board, commission, authority or committee, but in the event the same may be prosecuted or defended by the head of the office, board, commission, authority or committee having such functions, powers and duties assigned or transferred to it by or under this Revised Charter.

SECTION 1006. EXISTING LAWS AND ORDINANCES.

All general laws and special acts of the State of Connecticut applicable to the Town and all ordinances of the Town shall continue in full force and effect, except insofar as they are inconsistent with the provisions of this Revised Charter.

SECTION 1007. REVIEW AND AMENDMENT OF CHARTER.

The Board of Selectmen shall review the provisions of this Revised Charter from time to time but not less than once every five (5) years, and may appoint a Charter Revision Commission to review the Revised Charter and make recommendations for amendments, if any, if it deems such appointment to be in the best interests of the Town. This Revised Charter shall be amended in the manner prescribed by Section 7-188 of the General Statutes.

SECTION 1008. SAVING CLAUSE.

If any section or part of any section of this Revised Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Revised 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 1009. USAGE.

Whenever reference is made in this Revised Charter to the General Statutes, it is intended to mean the 1958 Revision of the General Statutes of the State of Connecticut as amended to date and as the same may be amended hereafter. Whenever the context so requires, the singular shall include the plural, and the plural shall include the singular.

CHAPTER X (Cont.)

SECTION 1010. NEW OFFICES OR POSITIONS.

A. Whenever a new office or position is created under this Revised Charter or any amendments hereto, such office or position shall be deemed to be vacant on the effective date of this Revised Charter or amendment and shall be filled by the officer, board, commission, authority or committee having the power to fill vacancies in said office in accordance with the terms hereof.

B. Where the term for an existing office, board, commission, authority or committee is stated herein as commencing at a date subsequent to the effective date of the amendment describing said term of office, the incumbent officers, members and commissioners, whether appointed or elected, and whether the office, board, commission, authority or committee was created pursuant to the General Statutes, by previous Charter provision or ordinance, shall serve until removed hereunder or until their successors have been elected or appointed and have qualified. Vacancies in any such existing office, board, commission, authority or committee shall be filled in accordance with the provisions of this Revised Charter.

SECTION 1011. RESIGNATION.

Whenever any officer, or member of any board, commission, authority or committee shall resign his position, he shall do so by letter filed with the Town Clerk who shall send copies thereof to the department head of such office, board, commission, authority or committee and the First Selectman. Any such resignation shall take effect on the date stated therein or, if no date is specified, upon filing.

SECTION 1012. PUBLIC'S RIGHT TO KNOW.

All Town boards, commissions, authorities and committees, whether established by this Revised Charter or created by ordinance or as a special and temporary committee of the Board of Selectmen, shall conduct their meetings and perform their duties in accordance with the provisions of the Connecticut Freedom of Information Act.

SECTION 1013. EFFECTIVE DATE.

This Revised Charter shall take effect on December 7, 2000.

