



Town of Burlington

CHARTER REVIEW COMMITTEE MEETING MINUTES Monday, February 24, 2020 – Burlington Town Hall

1. Call Meeting to Order:

The meeting convened at 7:30 p.m., Monday, February 24, 2020. Present were: Dave Goshdigian, Chairman, Tony DiNicola, Vice Chairman, Toni Vosburgh, Secretary, Barry Faticoni, member, and Ginger Doherty, JP Parente and Jeff Vosburgh, alternate members. Ginger Doherty sat for Laurie Gara and Jeff Vosburgh sat for other member. Also in attendance was First Selectman Ted Shafer.

2. Citizen Comment:

There was no citizen comment.

3. Acceptance of February 10, 2020 Meeting Minutes:

Motion made (TN), seconded (GD) and passed unanimously to accept meeting minutes with Jeff & Toni Vosburgh abstaining.

4. General Review of Charter Sections:

Chapter 5, Appointed Boards, Commissions and Officers – The committee discussed that Sections 5-21, 5-22, and 5-23 should be deleted since the board no longer appoints these town positions, they are part of the Collective Bargaining Unit.

Section 6-2. Compensation – The committee considered whether the First Selectman should recuse himself from compensation determination with the Board regarding his own compensation. In addition, the Town Clerk, Tax Collector, Assessor and employees of the Town language should be removed and potentially replaced with language specifying that the First Selectman, in consultation with the Board shall negotiate CBU agreements. Also suggested by the committee was to add this duty of the First Selectman to negotiate CBU agreements to section 4-2, First Selectman, under his powers and duties for clarification. The committee also discussed updating the language to list all paid positions not currently part of the Collective Bargaining Unit which are Town Treasurer, First Selectman, Director of Finance, Director of Highway, Director of Library, and any additional directors. Also suggested by the committee was to add the ability to create any new roles as deemed necessary to section 4-2, First Selectman. However, if level of role is supervisor or high level to potentially add language to the charter requesting a public meeting or other accountability measure. The committee will review what the practice is in other towns before drafting proposals.

Chapter 7 Finance and Taxation – The Board of Selectman suggested the entire section for review. The committee discussed several sections at the suggestion of Tony DiNicola, past Chairman of the Board of Finance.

Chapter 7 Section 7-2 Preliminary Budget Estimate – Tony DiNicola suggested the method of budget proposals should be zero based instead of previous year based, to require alternatives over a certain dollar amount and specific line item budgeting with more detail. Purpose would be accountability, efficiency and clarity. The committee discussed introduction of a standardized form all departments/boards would be required to use. Suggestion by committee was that form could be standardized by Board of Finance in consultation with Board. Consequence of not meeting certain criteria/ use of standardized form would be a default of last years budget amount.

Section 7-5 Duties of Board of Finance and Budget – The committee discussed altering language to accurately reflect the practice of preparing the budget for public hearing. The charter specifies that the Board of Finance prepares the budget proposals from the Board and Board of Education but does not make recommendations or changes until after the holding of the first public hearing. In practice, this is not the case. The Board of Finance reviews and revises the preliminary budget with recommendation of the Board. Suggestion to add a joint meeting of the Board and Board of Finance before public hearing. The committee felt it was important to give the Board of Finance more clarification and power in the process of preparing preliminary budget since the public elects these officials with the express intent of controlling expenditures.

Section 7-7 Municipal Reserve Fund – The committee discussed how there are multiple reserve funds such as fire, highway, etc in practice not just one as the Charter suggests. Suggestion is to change to plural reserve funds and specify how moneys are to be paid into each fund. There are best practice guidelines in the official town audit that the committee will review prior to drafting proposals.

5. New Business:

There was no new business.

6. Adjourn:

Motion made (GD), seconded (BF) and passed unanimously to adjourn meeting at 9:34PM.

Respectfully Submitted,

Toni Vosburgh
Secretary, Charter Review Committee