



Town of Burlington

CHARTER REVIEW COMMITTEE MEETING MINUTES Monday, June 8, 2020 – Teleconference

1. Call Meeting to Order:

The meeting convened at 7:34 p.m., Monday, June 8, 2020. Present were: Dave Goshdigian, Chairman, Tony DiNicola, Vice Chairman, Toni Vosburgh, Secretary, Barry Faticoni and Laurie Gara, members, as well as Ginger Doherty and Jeff Vosburgh, alternates. First Selectman Ted Shafer was also in attendance.

2. Citizen Comment:

There was no citizen comment.

3. Acceptance of May 28, 2020 Meeting Minutes:

Motion made (BF), seconded (LG) and passed unanimously to add acceptance of May 28, 2020 meeting minutes to the agenda. Motion made (BF), seconded (TD) and passed unanimously to accept meeting minutes.

4. Section 7-7 Municipal Reserve Funds:

Vice Chairman Tony DiNicola and Toni Vosburgh drafted section 7-7 and some changes to section 7-8 for the committee to review as follows:

Section 7-7. Reserves.

A. Municipal Reserve Fund. Upon recommendation of the Board of Finance and the approval of the Annual Town Budget Meeting, a Municipal Reserve Fund for capital and nonrecurring expenses shall be established and used in accordance with the General Statutes. Upon the recommendation of the Board of Finance and the approval of the Annual Town Budget Meeting, there shall be paid into the Municipal Reserve Fund:

(1) moneys, as determined by the Board of Finance, transferred thereto from the general fund cash surplus available at the end of any fiscal year as a result of actual expenses being less than budgeted;

(2) moneys budgeted and approved at the Annual Town Meeting to be added to the Municipal Reserve Account;

(3) moneys raised by annual levy of a tax not to exceed two mills for the benefit of such fund, and for no other purpose, such tax to be levied and collected in the same manner and at the same time as the regular taxes of the Town;

All such moneys so accumulated

B. Named Reserves. Upon the recommendation of the Board of Finance and the approval at the Annual Town Budget Meeting, specific Named Reserve Fund(s) for anticipated expenditures for capital and nonrecurring expenses may be established. The purpose of each Named Reserved Fund shall be to reduce drastic increases and decreases in

requests for capital or nonrecurring expenditure funding. Upon the recommendation of the Board of Finance and approval at the Annual Town Budget Meeting, there shall be paid into specific Named Reserve Funds:

- 1) moneys, as determined by the Board of Finance, transferred thereto from the general fund cash surplus available at the end of any fiscal year as a result of actual expenses being less than budgeted;*
- 2) moneys budgeted and approved at the Annual Town Budget Meeting to be added to the Named Reserve Fund;*
- 3) moneys from the capital budget of the department that will incur the anticipated future expenditure.*

The Board of Finance is authorized to transfer moneys from a Named Reserve Fund to either the General Fund, the Municipal Reserve Fund, or another Named Reserve Fund so long as the moneys transferred are not restricted and the Board of Finance determines that the moneys were no longer needed in the transferor account.

The Board of Finance is authorized to close out a Named Reserve Fund it deems no longer needed and transfer any moneys therein to either the General Fund, the Municipal Reserve Fund, or another Named Reserve Fund.

Section 7-8. Expenditures and Accounting. No purchase of products and/ or services shall be made except upon the preapproval of the First Selectman or his authorized agents. ...

No board, commission, department, agency, officer or employee of the Town shall be authorized to involve the Town in any obligation to spend money for any purpose in excess of their approved budget until the matter has been approved by the Board of Finance.

Remove fourth paragraph.

Any appropriation...transfers from Contingency Expense Line Item, Municipal Reserve Fund, and Named Reserved Funds may be made..

For last paragraph, split into two paragraphs beginning with Any payment, Last sentence should it say "Charter" or "Chapter"?

As discussed by the committee, the following changes will be made to the draft before a vote on updated language is held.

- a. Remove duplicate sentence in both paragraphs, "Upon recommendation of the Board..."
- b. For the cash surplus language in bullet 1 of each paragraph remove "general fund."
- c. In municipal reserve paragraph add "Budget" before Town Meeting.
- d. In municipal reserve section bullet 3 as "as determined by the Board of Finance" after monies.
- e. For last paragraph of 7-8 change "chapter" to "Charter."

5. Section 5-10 Library Board of Directors:

The committee discussed if staggered terms should be specified to Library Board of Directors. Ginger Doherty did some research and believes there is a minimum number of members that must be on Library Board of Directors. Town attorney to confirm if there is a minimum of 9 members per state statute before the committee discusses any further changes to this section.

6. Section 2-1 Elections:

The committee discussed that municipal elections, according to state statute, should be on odd number year. The committee would like to double check this with Town Attorney since the committee thought it would be helpful if municipal elections could align with presidential ones to increase voter participation.

7. Old Business:

a. Section 5-20: Town Counsel – The committee discussed whether to add a provision in this section saying pre-approval is needed before engaging in Town Counsel. The committee unanimously decided this language was provided in section 7-8 that with updated draft changes requires pre-approval for any purchase of products or services.

b. Sections 5-21 through 5-23: Town Clerk, Tax Collector, and Assessor – Motion made (TD), seconded (LG) and passed unanimously to delete these three sections since these positions are part of the Collective Bargaining Agreement and can no longer be appointed by the Board.

c. Section 8-6B: Action Requiring a Town Meeting – The committee discussed changing the language to read “any resolution appropriating more than .1% in excess of the annual budget.”

d. Section 7-10: Auditors – The committee will discuss this item at next meeting.

8. Review of Timeline for Public Hearing on Draft Report:

The committee agreed to hold a special meeting next week to finalize any outstanding items. Dave to review all meeting minutes to identify the remaining outstanding items. The committee also discussed the best time to send questions/draft to the Town Attorney for review. With respect to keeping the timeline for public hearing, the committee felt it would be best to send after public hearing.

9. Adjourn:

Motion made (TD), seconded (BF) and passed unanimously to adjourn meeting at 9:18 PM.

Respectfully Submitted,

Toni Vosburgh
Secretary, Charter Review Committee