

TOWN OF GRANBY CHARTER REVISION COMMISSION AGENDA

**MEETING ROOM
GRANBY TOWN HALL**

**REGULAR MEETING
Thursday, January 12, 2023
TIME: 6:30 P.M.**

Zoom Login Information on Page 2

Note: A public hearing will be held at 6:15 p.m. to receive citizen input and solicit feedback on the Granby Town Charter for the purposes of revision.

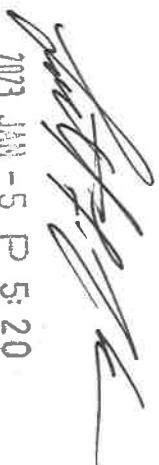
- 1. CALL MEETING TO ORDER**
- 2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS**

BE IT RESOLVED, that the Granby Town Charter Revision Commission hereby approves the Minutes of the Regular Charter Revision Commission meeting of November 28, 2022.

- 3. OLD BUSINESS**
 - A. Discussion Item: Review of Charter Revision Commission Timeline & Deadlines**
- 4. NEW BUSINESS**
 - A. Discussion Item: Review of Public Hearing**
- 5. PUBLIC INPUT**
- 6. ADJOURNMENT**

RECEIVED
TOWN CLERK
GRANBY, CT

2023 JAN - 5 PM 5:20



AGENDA

Regular Meeting – Charter Revision

Thursday, January 12, 2023

Town of Granby is inviting you to a scheduled Zoom meeting:

Topic: Charter Commission Meeting

Topic: Public Hearing/ Charter Revision Committee

Time: Jan 12, 2023 06:15 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88045728602?pwd=Q05xai80QUZRVHI4bldNbG41WG0yQT09>

Or dial in: +1 (929) 205-6099

Meeting ID: 880 4572 8602

Passcode: 944070

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CHARTER REVISION COMMISSION
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Members Present: Temporary Chairman Mark Lockwood
Commissioner Francis Brady
Commissioner Rebecca Brewer
Commissioner Anthony Cappelli
Commissioner Lynn Guelzow
Commissioner Terri-Ann Hahn
Commissioner Anthony McGovern
Commissioner Edward Ohannessian
Commissioner Benjamin Perron

Others Present: Erica P. Robertson, Town Manager
Scott A. Nolan, Town Clerk

I. CALL MEETING TO ORDER

Temporary Chairman, Mark Lockwood called the regular meeting of the Charter Revision Commission to order at 6:05 p.m.

II. PLEDGE OF ALLEGIANCE

Temporary Chairman, Mark Lockwood led members of the Charter Revision Commission in the Pledge of Allegiance.

III. ADOPTION OF MINUTES OF PREVIOUS MEETINGS

Temporary Chairman, Mark Lockwood reminded members of the Charter Revision Commission and members of the public that this being the first meeting of the Charter Revision Commission that there were no previous Charter Revision Commission meeting minutes to approve.

IV. UNFINISHED BUSINESS

No unfinished business took place.

V. NEW BUSINESS

A. Election of Charter Revision Commission Chairperson

Temporary Chairman, Mark Lockwood informed members of the Charter Revision Commission that a permanent Chairperson of the Charter Revision Commission should be voted on for the purposes

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of conducting the meetings. Temporary Chairman, Mark Lockwood opened the floor for nominations of a permanent Chairperson.

Commissioner Benjamin Perron moved for the adoption of the following nomination:

BE IT RESOLVED, that the Granby Charter Revision Commission hereby appoints Commissioner Edward Ohannessian as permanent Chairman of the Charter Revision Commission for the duration of the Charter Revision Commission period.

The motion was seconded by Commissioner Anthony Cappelli. After receiving no other nominations for Chairmanship of the Charter Revision Commission the motion passed by a unanimous voice vote (9/0/0) **MOTION CARRIES**.

At 6:07 p.m. after the motion carried, Temporary Chairman, Mark Lockwood stepped down as Temporary Chairman of the Charter Revision Commission, and Chairman Edward Ohannessian presided over the remainder of the meeting agenda.

B. Election of Charter Revision Commission Vice-Chairperson

Chairman Edward Ohannessian informed members of the Charter Revision Commission that a permanent Vice-Chairperson of the Charter Revision Commission should be voted on for the purposes of conducting the meetings in the absence of the Chairman. Chairman Edward Ohannessian opened the floor for nominations of a Vice-Chairperson.

Commissioner Anthony McGovern moved for the adoption of the following nomination:

BE IT RESOLVED, that the Granby Charter Revision Commission hereby appoints Commissioner Anthony McGovern as permanent Vice-Chairman of the Charter Revision Commission for the duration of the Charter Revision Commission period.

The motion was seconded by Commissioner Benjamin Perron. After receiving no other nominations for Vice-Chairmanship of the Charter Revision Commission the motion passed by a unanimous voice vote. (9/0/0) **MOTION CARRIES**.

C. Review of Charter Revision Commission Regular Meeting Schedule

Chairman Edward Ohannessian informed members of the Charter Revision Commission that a regular meeting schedule needed to be on file with the Town Clerk's office per Connecticut State General Statute and that the Charter Revision Commission needed to decide when their meetings would take place. After quite some discussion, the Charter Revision Commission agreed that their next meeting would take place on Thursday, January 12, 2023, at 6:30 p.m. in the Granby Town Hall

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Meeting room. The Charter Revision Commission further agreed that they would meet monthly on the 2nd Thursday at 6:30 p.m. and the 4th Wednesday at 6:00 p.m. of each month.

D. Review of Board of Selectmen Charge to Members of the Charter Revision Commission

First Selectmen Mark Fiorentino took an opportunity to thank members of the Charter Revision Commission for their service to the Town of Granby and their wiliness to help revise our Town Charter. First Selectmen Mark Fiorentino also informed members of the Charter Revision Commission that the Board of Selectmen was giving the charge to consider such revisions to the Granby Town Charter Commission as they deemed appropriate and to submit a report of their recommendations to the Board of Selectmen in sufficient time for the proposed charter revision question(s) to be placed on the November 7, 2023, Election Ballot; and in order to meet this schedule, a draft report will be due to the Board of Selectmen before May 20, 2023; and Charge the Charter Revision Commission to consider any matter deemed appropriate by the Commission to clarify or improve the Charter or to reflect changes in law or procedures which may have occurred since the last Charter revision.

E. Review of Charter Revision Commission Timeline & Deadlines

Chairman Edward Ohannessian reminded members of the Charter Revision Commission that several of the dates in the Charter Revision Commission were subject to change and some are not. Chairman Edward Ohannessian asked Scott Nolan, Town Clerk to help revise the Charter Revision Commission Timeline & Deadlines document and have it prepared for the next meeting as some of the dates have already been affected due to the setting of a regular meeting schedule.

Chairman Edward Ohannessian asked that the Town Staff send a memo to all Boards and Commissions to solicit feedback regarding recommendations and proposed changes to the Town Charter and respectfully requested that all feedback is due back to the Charter Revision Commission by Friday, January 20, 2023.

F. Resolution Setting a Time and Place for a Public Hearing to Receive Citizen Input on Charter Revision Items

Chairman Edward Ohannessian reminded members of the Charter Revision Commission that Connecticut General Statute requires that an initial public hearing be held to receive citizen input regarding the Town Charter.

Commissioner Lynn Guelzow moved for the adoption of the following nomination:

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BE IT RESOLVED, that the Granby Charter Revision Commission hereby sets Thursday, January 12, 2023, at 6:15 p.m. in the Town Hall Meeting Room of the Granby Town Hall, 15 North Granby Road, Connecticut as the time and place for a Public Hearing to receive citizen input and solicit feedback on the Granby Town Charter for the purposes of revision.

The motion was seconded by Commissioner Terri-Ann Hahn which passed by a unanimous voice vote. (9/0/0) **MOTION CARRIES.**

VI. PUBLIC INPUT FOR ITEMS ON THE AGENDA

No input was offered from the public.

VII. COMMUNICATION FROM THE CHAIRMAN

Chairman Edward Ohannessian reminded members of the Charter Revision Commission that reviewing the Town Charter is such an important task and that because it is a guiding document it needs to last at least the next ten (10) years and that he is hoping to work as a team with other members of the Charter Revision Commission and members of the public.

VIII. COMMUNICATION FROM THE COMMISSIONERS

No communication was offered.

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IX. ADJOURNMENT

There being no more business to come before the meeting, Commissioner Mark Lockwood made a motion to adjourn the regular Charter Revision Commission meeting at 7:06 p.m., which was seconded by Commissioner Terri-Ann Hahn and passed by a unanimous voice vote. (9/0/0)
MOTION CARRIES.

Respectfully submitted & attested,



Scott A. Nolan
Town Clerk

Received for Record December 5, 2022
By SCOTT A. NOLAN, Town Clerk

CHARTER REVISION TIME-LINE

2022 - 2023

Step	Applicable Statute	Action Item	Suggested Date	Due On or Before	Notes / Clerk Recommendation
		ELECTION DAY		11/7/2023	
		TO BEGIN			
Step 1:	C.G.S. 7-188(b)	Proposal initiated by 2/3 vote of a resolution by the Board of Selectmen.		10/3/2022	When the vote is taken to form the commission this kicks off the timeline.
Step 2:	C.G.S. 7-190(a)	Appointment of Charter Revision commission within 30 days of Step 1. The appointing authority by resolution shall appoint a commission of not fewer than 5 but nor more than 15 electors.		11/2/2022	not more than 1/3 of whom may hold any other public office. 9-167a still applies.
		APPROVAL PROCESS - COMMISSION DEVELOPS & SUBMITS PROPOSALS			
Step 3:	C.G.S. 7-191 (a)	Public Hearing #1 - - The Charter Revision Commission shall hold at least two public hearings on the proposed charter, charter amendments or home rule ordinance amendments; one prior to the beginning of any substantive work on such charter and one after the draft report to the appointing authority has been completed, but not submitted.	Thursday, January 12, 2023		Charter Revision Public Hearing Prior to substantive work. Suggested dates 1/12/2023 at 6:15 p.m.
Step 4:	C.G.S. 7-191 (a)	Public Hearing # 2 - - The Charter Revision Commission shall hold at least two public hearings on the proposed charter, charter amendments or home rule ordinance amendments; one prior to the beginning of any substantive work on such charter and one after the draft report to the appointing authority has been completed, but not submitted.	Wednesday, April 26, 2023	5/20/2023	Charter Revision Public Hearing prior to submitting to Board of Selectmen. Suggested date 4/26/2022 or earlier at 6:15 p.m. Legal Notice to be Published 4/19/23.
		(AFTER 2ND PUBLIC HEARING) CHARTER REVISION DRAFT REPORT SENT TO TOWN CLERK WHO SHALL SUBMIT SUCH REPORT TO THE APPOINTING AUTHORITY	Thursday, May 11, 2023	5/12/2023	Approve Final Report and send to Town Clerk prior to BOS meeting. The Town Clerk will send the report to BOS and have it added as an agenda item for the BOS 5/15/23 meeting agenda.

CHARTER REVISION TIME-LINE 2022 - 2023

Step	Applicable Statute	Action Item	Suggested Date	Due On or Before	Notes / Clerk Recommendation
		CHARTER REVISION CHANGES / REPORT DUE TO THE BOARD OF SELECTMEN	Monday, May 15, 2023	5/20/2023	BOS Requested in their charge that the report be submitted back to them by 5/20/23. BOS Meeting in May is 5/15/2023.
Step 5:	C.G.S. 7-191 (b)	BOARD OF SELECTMEN TO HOLD PUBLIC HEARING The Board of Selectmen must hold at least one public hearing within 45 days of the Town Clerk receiving the Charter Commission's draft report.	Monday, June 5, 2023	6/26/2023	(Flexible Date -- But NO later than 6/24/2023). This should be done at 6:30 p.m. on June 5, 2023 just prior to the start of the BOS meeting. Legal Notice to be published 5/24/23.
Step 6:	C.G.S. 7-191 (b)	Board of Selectmen, within 15 days of last public hearing, recommends changes to the Charter Revision Commission. If no changes are recommended, the draft report becomes final after the 15th day.	Monday, June 19, 2023	6/20/2023	(Flexible Date -- But NO later than 6/20/23). Should be on the BOS meeting agenda for 6/19/2023.
	C.G.S. 7-191(c.)	Charter Revision Commission has 30 days to accept or reject recommended changes from the Board of Selectmen and issue its final report.	Thursday, July 13, 2023	7/20/2023	(Flexible Date -- But NO later than 7/20/2023).

Please Note: This timeline is for reference purposes only and in some instances, is subject to change as dates are selected. Dates in bold are not subject to change.

CHARTER REVISION TIME-LINE

2022 - 2023

Step	Applicable Statute	Action Item	Suggested Date	Due On or Before	Notes / Clerk Recommendation
Step 6:	C.G.S. 7-191(d)	Board of Selectmen, by majority vote, has 15 days after Commission's final report to do one of the following: a. approve the proposed changes in toto; b. approve the proposed changes in part; c. reject the proposed changes in toto; d. hold a referendum after submission of a petition for a referendum filed within 45 days after rejection of proposal. Referendum by petition is mandatory.	Monday, July 17, 2023	8/4/2023	Not later than thirty days after approval by the appointing authority or the certification of such a petition (1) the proposed charter shall be published in full at least once in a newspaper having a general circulation in the municipality, or (2) the portion of the charter or home rule ordinance being amended shall be published at least once in a newspaper having a general circulation in the municipality with a notice that a complete copy of the charter or home rule ordinance and amendment is available in the town clerk's office and that a copy shall be mailed to any person who requests a copy. The town clerk shall mail or otherwise provide such copy to any person who requests a copy.
Step 7:	C.G.S. 7-191(e.) & C.G.S. 7-191(f)	Board of Selectmen, after approval or petition is filed in accordance with Step 6d, must hold a referendum <u>within 15 months</u>, and determine whether the vote on the proposed revisions will be held at either: a. A regular election, in which case a simple majority voting in favor is sufficient for approval. b. A Special election, in which case, a majority equal to at least 15% of a the qualified voters, voting in favor is necessary for approval.			

CHARTER REVISION TIME-LINE 2022 - 2023

Step	Applicable Statute	Action Item	Suggested Date	Due On or Before	Notes / Clerk Recommendation
Step 8:	C.G.S. 9-369(a)(b)	If the referendum is to be held according to Step 7a, the Town Clerk must submit the question(s) to be voted upon to the Secretary of the State at least 45 days prior to the election.	Friday, September 15, 2023	9/22/2023	QUESTIONS ON BALLOT. Last day for municipal clerk to file with Secretary of the State a statement setting forth the designation of each question to be voted on as it will appear on the voting machine, the date upon which the submitting action was taken, and a reference to the law under which such action was taken. (Sec. 9-369a)
Step 10:	Granby Town Charter Section 12-4 C.G.S. 9-371	AMENDMENT OF CHARTER. This Charter may be amended in the manner prescribed by the general statutes. The Board of Selectmen shall review the provisions of this Charter from time to time as it deems such review to be in the best interest of the Town, said review to be published as part of the annual Town report. The Board of Selectmen shall appoint a commission not later than ten years from the effective date of this Charter to review, and propose amendment to or revision of this Charter in the manner prescribed by the general statutes. Within 15 days after the election, the Town Clerk must notify the Secretary of State in writing of the vote.	Monday, October 16, 2023	10/16/2023	Send a review of changes to Betsy Mazzotta to be published in Annual Report? Is this done before or after the Charter Revision Changes are passed?
			Wednesday, November 22, 2023	11/22/2023	Revision Date 1/5/2023

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CHARTER REVISION TIME-LINE
2022 - 2023

Step	Applicable Statute	Action Item	Suggested Date	Due On or Before	Notes / Clerk Recommendation
Step 9:	C.G.S. 7-191(g)	Within 30 days after approval, the Town Clerk must file three certified copies of the changes with the Secretary of State.	Thursday, December 7, 2023	12/7/2023	

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TOWN OF GRANBY

MEMO

DATE: December 15, 2022

TO: Board & Commission Chairperson
FROM: Erica Robertson, Town Manager
CC: Scott Nolan, Town Clerk
RE: **SOLICITATION OF CHARTER REVISION FEEDBACK, COMMENTS, SUGGESTIONS, AND REVISION IDEAS**

As you may be aware, the Board of Selectmen has appointed a Charter Revision Commission for the purposes of reviewing our Town Charter. At their first meeting, the Charter Revision Commission has decided to meet on the 2nd Thursday at 6:30 p.m. and the 4th Wednesday at 6:00 p.m. of each month in the Town Hall Meeting Room. Meetings will be held both in person and via zoom as well as livestreamed on Granby Community TV (GCTV).

At this time, the Charter Revision Commission is soliciting feedback, comments, suggestions, and revision ideas from members of the community. They are also intentionally soliciting feedback from members of the various boards and commissions so that the Charter Revision Commission can begin creating a first draft of potential revision changes.

If you would like to submit feedback for possible changes to the Granby Town Charter on language specifically effecting the Board/ Commission you serve on, please email feedback to Charter@Granby-ct.gov no later than **Friday, January 20, 2023** so we can compile your feedback and share it with members of the Charter Revision Commission. Please be sure to be as specific as possible, including the Chapter & Section of the Charter you are providing feedback on.

If you have any questions, please do not hesitate to reach out to me.

Sincerely,

Erica Robertson
Town Manager

Enclosure: Charter Revision Commission Meeting Schedule
Granby Town Charter, Copy

CC: Democratic Town Committee, Chairperson
Republican Town Committee, Chairperson
Charter Revision Commission, Members

Agricultural Commission, Chairperson
Board of Assessment Appeals, Chairperson
Board of Education, Chairperson
Board of Finance, Chairperson
Commission on Aging, Chairperson
Conservation Commission, Chairperson
Development Commission, Chairperson
Inland Wetlands & Watercourses Commission, Chairperson
Library Board, Chairperson
Park & Recreation Commission, Chairperson
Planning & Zoning Commission, Chairperson
Town Moderator
Town Departments, Directors
Zoning Board of Appeals, Chairperson