

CHARTER REVISION  
JUNE 2, 2015

Secretary Margaret West called the meeting to order at 7:40PM.

Roll Call: Margaret West, Ed Roman, Brett Olbrys and Maureen Stachowicz (phone).

Audience of Citizens: None

Acceptance of Minutes: May 5, 2015.

Motion by Brett to accept minutes as presented, seconded.

Motion carried: Unanimous

Unfinished Business:

Fire Commissioners: Section 8-10:

Brett moved to adopt the new wording as presented:

**Section 8-10 Fire Commissioners**

(A) Until such time as the Town Meeting enacts an ordinance establishing a Fire Commission and specifies the exact duties and responsibilities of the commission, the number of members and terms of office, as well as organizational structure of the Oxford Fire Department, the Board of Selectmen shall be the Fire Commission.

(B) The Board of Selectmen shall appoint the Chief from each company of the Oxford Fire Department to the Board of Chiefs as provided by ordinance. They shall appoint the Fire Police, and the Town Fire Marshal and Deputy Fire Marshal(s) who shall serve in accordance with Section 29-297 of the General Statutes.

Discussion:

Ed explained that at this point the Commissioners can not do anything until an ordinance is adopted. Discussion ensued regarding the ordinance and the new wording. The Fire Commissioners minutes show that there is no charge for them and they can not move forward the way it is now. Ed further explained he attended a meeting and the Fire Commissioners can not move forward with out an ordinance.

Motion Carried: Unanimous

Finance: Section 6-9B

Ed made a motion to adopt Section 6-9B as presented, seconded:

**(B) Requests for Additional Appropriations:**

(1) Additional appropriations are departmental requests to increase an existing budgeted line item with supplemental funds from outside the approved departmental budget, and may be funded from available funds within the approved town budget or from the general fund surplus balance.

(2) All departmental requests for additional appropriations shall be made in writing to the Board of Selectmen, and shall be approved in accordance with the provisions of Paragraph (D). Within fifteen (15) business days, the Board of Selectmen shall act upon such requests, and shall forward them, along with comments and their recommendations, to the Board of Finance for action. Such requests, along with Selectmen's recommendations, shall be detailed in the minutes of the Board of Selectmen's meeting and filed with the Town Clerk. The Board of Finance shall act upon such requests not later than 60 days after the Board of Selectmen approval. If action is not taken within 60 days after the Board of Selectmen approval the request shall be considered approved. For the purpose of this section action means to approve or disapprove. The Board of Finance shall require notice of its action, together with the reasons for its action, to be detailed in the minutes of its meeting. As provided in Section 2-5 of this Charter, results of their votes shall be filed in the office of the Town Clerk within forty-eight (48) hours.

Discussion: Margaret Explained that this was one of the items from the Board of Selectmen charter charge and this would help alleviate items being on the agenda for months at a time. There are unfinished business items on the Board of Finance agenda right now that have been on their agenda since December.

There being no other comments or discussion Margaret called for a vote on Section 6-9B

Motion Carried: Unanimous

Brett made a motion to adopt Section 6-9A as presented, seconded:

Finance: Section 6-9A Transfers:

**Section 6-9: Transfers, Additional Appropriations and Special Appropriations**

**(A) Requests for Transfers of Appropriations:**

(1) Transfers of appropriations are transfers of funds from one budgeted line item to another within an approved departmental budget.

(2) All departmental requests for transfers of appropriations shall be made in writing to the Board of Selectmen. Within fifteen (15) business days, the Board of Selectmen shall act upon such requests and shall forward them, along with comments and their recommendations, to the Board of Finance for action. Such requests, along with Selectmen's recommendations, shall be detailed in the minutes of the Board of Selectmen's meeting and filed with the Town Clerk.

*The Board of Finance shall act upon such requests not later than 60 days after the Board of Selectmen approval. If action is not taken within 60 days after the Board of Selectmen approval the request shall be considered approved. For the purpose of this section action means to approve or disapprove.* All requests for transfers of appropriations may be approved by the Board of Finance after a favorable recommendation by the Board of Selectmen. The Board of Finance shall require notice of its action, together with the reasons for its action, to be detailed in the minutes of its meeting. As provided in Section 2-5 of this Charter, results of their votes shall be filed in the office of the Town Clerk within forty-eight (48) hours.

Discussion: None

Motion Carried: Unanimous

**Board of Education Section 2-5 (A)**

Margaret presented new wording for this section and explained that right now according to FOI the BOE does not have to file at the town clerk's office, the charter says they do. There is no way to enforce them filing at Town Hall via State Statue. They are almost always behind in their filings at town hall. She further commented that no matter how hard she tries its battle to keep them up to date. They are also behind on their own web site.

Ed moved to accept the new wording as presented for section 2-5A, seconded.

**Board of Education Minutes**  
**2015**

**Section 2-5: Posting and Filing Requirements under the Freedom of Information Act**

(A) All meetings of every board, committee and commission shall be open to the public in accordance with the Connecticut Freedom of Information Act (Section 1-225 of the General Statutes, hereinafter FOIA), except for executive sessions as defined in subsection (6) of Section 1-200 of the General Statutes. All meeting notices, agendas, votes and minutes must be filed with the Town Clerk within the time limits prescribed for such actions by FOIA and which are specified in the following paragraphs, with the exception of the Board of Education which shall file all meeting notices, agendas, votes and minutes at the Board of Education Central office, within the time limits prescribed for such actions by FOIA and which are specified in the following paragraphs.

Motion Carried: Unanimous

Maureen moved to accept Section 2-5C as presented, seconded:

C - All Board of Education records shall be kept at the Board of Education's Central Office and must be available for public inspection at the Board of Education Central Office within forty eight (48) hours.

Discussion ensued regarding the suggestions made by both Margaret and Maureen:

Margaret presented adding the following to:

(C) The Clerk or Secretary of each board shall prepare, keep and maintain a record of the proceedings of all regular, special and emergency meetings. Minutes shall include the roll of those present, a description of the items of business discussed or transacted, a reference to all correspondence received, and the recorded vote of each member on all issues. In addition, the vote of each member upon any issue before a board must be reduced to writing and made available for public inspection in the Town Clerk's office within forty-eight (48) hours. Board of Education records shall be kept at the Board of Education Central office.

Ed made an amendment to the motion to add Margaret's wording, seconded;

Discussion ensued on the amendment on the definition of what a record pertains to in this wording.

Amendment carried: Unanimous

There being no other comments or suggestions Margaret Called for a vote on the motion:

Motion carried: Unanimous

Brett moved to adopt section 2-5D as presented by Margaret, seconded.

(D) Minutes of regular meetings must be filed in the office of the Town Clerk and on the Town's municipal website within seven (7) calendar days. Minutes of special meetings must be filed within seven (7) business days. Minutes of emergency meetings must state the reason for the emergency and must be filed within seventy-two (72) hours after the meeting. Minutes of the Board of Education regular meetings must be filed in the Board of Education Central office and on the Board of Education website within seven (7) calendar days. Minutes of special meetings must be filed within seven (7) business days. Minutes of emergency meetings must state the reason for the emergency and must be filed within seventy-two (72) hours after the meeting.

Discussion ensued regarding ways to amend section 2-5 C & D with the goal being that all BOE records shall be kept at the Board of Education Central Office the same way all other boards and commissions have to file their records at town hall. After a lengthy conversation it was decided that this would need further review for the next meeting.

Brett's motion and the second, was withdrawn.

Brett moved to adopt Section 6-12 D & E as presented, seconded.

(D) Purchasing and Bidding Procedures: Purchases by any office or agency of the Town, including the Board of Education, for supplies, materials, services, equipment and other budgeted purchases that are to become the property of the Town, shall be made under such rules and regulations as shall be established by the Board of Selectmen with the advice of the Board of Finance. The Boards of Selectmen, Finance and Education shall review and update said rules and regulations on a periodic basis to ensure they adequately reflect current economic conditions. All purchases referred to herein, including those made by the Board of Education except where mandated otherwise by state statute, and costing in excess of ten thousand dollars (\$10,000) shall be made on the basis of at least three sealed bids according to section 6-12 E of this charter. The Board of Selectmen, or where appropriate, the Board of Education, may: (1) reject any or all bids which they deem not to be in the best interest of the Town and, if necessary, request new bids; or (2) negotiate with anyone making a bid for terms and conditions deemed to be in the best interest of the Town. The Town Meeting may, by ordinance, adopt such other rules and regulations governing the purchasing procedures and bidding requirements of the Town as may be deemed appropriate.

(E) All bids in excess of \$10,000 must be sealed in envelopes addressed to the appropriate town office or agency. Bid envelopes

must clearly indicate the name and address of the bidder in the left hand corner of the envelope. Bids shall be typewritten, or handwritten in ink, bids submitted in pencil shall be rejected. Telephone, facsimile or email transmitted bids shall not be accepted. Bids received after the specified time and date of the bid opening shall not be considered.

Discussion ensued regarding the current wording and how it seems to be informal. This new wording will make it formal and spells out the procedure.


Motion Carried: Unanimous

New Business:

Report on charter assignments: Brett will bring his website ideas to the next meeting.

Review of list from Public Hearing & BOS Charge: All the public hearing comments have been reviewed as well as the BOS Charge. The BOS charge was not specific it was just a list.

Respectfully Submitted:

  
Margaret A West  
Secretary

15 JUN -5 PM 4:24  
TOWN CLERK  
Margaret A. West