

ARTICLE 4 - BOARD OF SELECTMEN

Section 4-1: Composition, Prohibitions, Salary

There shall be a Board of Selectmen consisting of three (3) members, one of whom shall be the First Selectman and two (2) of whom shall be Selectmen. No more than two (2) members of this Board shall be members of the same political party. Selectmen shall hold no other elective or appointive office under the government of the Town of Oxford, but they may hold advisory positions. Selectmen shall be compensated in such manner and amount as may be determined at the Annual Budget Meeting. The position of the First Selectman shall be considered a full time position and the position of the other two selectmen shall be considered part-time.

Section 4-2: Procedure and General Powers

(A) At its first meeting following each biennial town election, the Board of Selectmen shall fix the time and place of its regular meetings; provide a method for the calling of special meetings; designate which of the Selectmen shall be the Acting First Selectman to act in the place of the First Selectman in the event of his absence or disability; and by resolution determine its own rules of procedure. The First Selectman shall preside over meetings, and the Selectmen's designee shall serve as secretary to the Board of Selectmen. Regardless of the rules of procedure adopted, each of the Selectmen shall retain the ability to make a motion or offer a proposal which shall be considered by the Board without the necessity of a seconding motion.

(B) Agendas for regular meetings of the Board of Selectmen shall be filed in the Town Clerk's office not less than forty-eight (48) hours prior to each meeting. Additional items may be added at the meeting by consent of a majority of those Selectmen present.

(C) A special meeting of the Board of Selectmen may be called at any time by the First Selectman or any two Selectmen. The person or persons calling a special meeting shall do so in accordance with the procedure found in the Connecticut General Statutes, and shall give twenty-four (24) hours advance notice of such meeting to the other Selectmen. Emergency special meetings may be called in accordance with the provisions of Section 1-225(d) of the General Statutes. Special notice to the other Selectmen may be waived by written waiver signed by all members of the Board of Selectmen any time before or within thirty (30) days after the meeting for which such notice is being waived.

(D) All meetings of the Selectmen for the transaction of business shall be open to the public. The votes of each member shall be recorded at the session at which they occur, and reported in the minutes of said meeting. Minutes shall be taken and filed and votes shall be recorded and published in accordance with Section 2-5 of this charter. Two (2) members shall constitute a quorum, and no action or resolution except a vote to adjourn or fix the time and place of the next meeting shall be adopted without a quorum present.

(E) The Board of Selectmen shall be responsible for coordinating the activities of all the agencies of the Town; and they shall supervise the administration of the affairs of the Town except those matters which, according to this Charter, are exclusively committed to other boards or agencies.

(F) The Board of Selectmen shall prepare and have published the Annual Town Report, which shall be made available on the Town's municipal website and in the office of the Town Clerk by the fifteenth (15th) of January of each year. Not later than the first (1st) of September, each board, commission and office of the Town shall provide the Board of Selectmen with a written report of its activities for the previous fiscal year for inclusion in the Annual Town Report.

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Section 4-3: Special Powers and Duties

In addition to these general powers, and with the exception of the powers committed to the Board of Finance by this Charter, the Selectmen shall have the following powers, subject to the provisions of the Connecticut General Statutes and this Charter and within the confines of its budget:

- (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 take, receive, purchase, lease, sell or convey personal property of or for the Town;
- (3) To take, receive, purchase, lease, sell or convey real property of or for the Town with the non-binding recommendation of the Planning & Zoning Commission. The lease, sale or conveyance of real property shall require Town Meeting approval; and the sale of real property shall be in a manner and at a price established by the Town Meeting;
- (4) To institute, prosecute, defend or compromise any legal action or procedure by or against the Town;
- (5) 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, except for the Board of Finance with respect to the Town Audit as provided in Section 6-3 of this Charter. The Board of Selectmen may, by resolution or regulation, delegate its powers in this sub-section to any Town agency;
- (6) To employ staff with such powers, duties and responsibilities as it may deem desirable to carry out the duties and responsibilities of the Board of Selectmen within the confines of its budget;
- (7) With the approval of the Board of Finance, to issue notes in anticipation of tax collections payable within the current fiscal year or within the following fiscal year, and to issue bonds or other notes when authorized by a Town Meeting. In each instance, issuance shall be upon such terms and conditions as the Selectmen may approve; including, without limitation: the manner and form of issue and sale thereof; the date and rate of interest thereof; the designation of a bank or trust company to act as certifying or paying agent thereof; and the designation of the persons to sign such notes in the name of or on behalf of the Town;
- (8) To obtain and compile the budgets of the various boards, commissions and agencies of the town, excluding the Board of Education, and to present them to the Board of Finance with its recommendations in accordance with Section 6-5 of this Charter;
- (9) To review the current and projected administrative and fiscal needs of the Town and to develop and maintain a long-range comprehensive financial plan;
- (10) To abandon or discontinue Town roads, subject to Town Meeting approval;
- (11) To accept completed roads, provided that (A) the roads conform to the Standards of Road Construction Ordinance currently in effect in the Town and any other relevant ordinance enacted by the Town Meeting; and (B) written reports and recommendations by the Town Engineer and the Planning and Zoning Commission are on file with the Board of Selectmen. Roads that do not meet these conditions cannot be accepted. Acceptance of Town roads shall be in the exclusive jurisdiction of the Board of Selectmen. The effective date of acceptance shall be fifteen (15) days after approval by the Board of Selectmen.
- (12) To create any study or advisory commission or any other commission or agency which the Board of Selectmen may deem necessary for the proper functions of the Town. All appointments to non-elective boards, commissions and agencies of the Town shall be made by a majority vote of the Selectmen pursuant to the requirements of political party representation as set forth in Section 7-7 of this Charter;
- (13) To appoint Constables as provided by Section 8-15(C) of this Charter.

Section 4-4: Powers with Respect to Ordinances

The Board of Selectmen may propose, to a duly warned Town Meeting, ordinances on any matter which the Connecticut General Statutes authorize to be legislated by ordinance, and which in general would serve to aid in the preservation of the good order, health, welfare and safety of the Town, so long as they are consistent with the General Statutes and this Charter.

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Section 4-5: Powers with Respect to Emergencies

- (A) In the event that a state of emergency exists within the Town requiring immediate action to protect the health, safety and general welfare of its citizens, the First Selectman shall declare that such a state of emergency exists and shall publish such declaration by the most effective means available. He shall take such action as is deemed to be in the best interest of the Town, provided that the Board of Selectmen shall meet within forty-eight (48) hours, or as soon as possible, to ratify such action and to take such further action as may be required by this Charter.
- (B) Whenever deemed necessary, emergency appropriations as provided by Section 6-8 of this Charter may be made by a vote of not less than two-thirds (2/3) of the entire membership of the Board of Selectmen when the Board of Selectmen is acting pursuant to such declaration of a state of emergency.
- (C) On a declaration of a state of public emergency as defined in paragraph (A), the Board of Selectmen may enact ordinances to meet such emergency, consistent with the General Statutes and this Charter. Such emergency ordinances shall become effective once published by the most effective means available. They shall remain in effect for no more than sixty days and not beyond the duration of the emergency, unless ratified by a duly warned Town Meeting, and they may be repealed by vote of the Board of Selectmen or the Town Meeting.
- (D) A state of emergency shall terminate when declared, in writing, by the First Selectman, when so voted by the Board of Selectmen, or by vote of the Town Meeting.