

**Charter Revision  
Regular Meeting  
March 24, 2015**

**Secretary Margaret West opened the meeting at 7:30PM**

Present: Edward Roman, Brett Olbrys, Keith O'Hara, Maureen Stachowicz and Margaret West

**Audience of Citizens:**

Kathy Johnson thanked the members for serving on the committee.

**Acceptance of minutes:**

Public Hearing March 10, 2015:

Brett Olbrys made a motion to add the Assistant Treasurer under David Stocker, seconded.

Amendment: Carried Unanimous

Brett Olbrys moved to approve the public hearing minutes as amended, seconded.

Motion carried: unanimous

Organizational Minutes February 17, 2015:

Keith O'Hara moved to approve the February, 17 2015 minutes, seconded.

Motion carried: one abstention

Margaret passed out copies of the 2011 charter with the changes highlighted, also the tax collector charter revision that did not pass in 2010.

The committee went over the list of comments made at the public hearing:

### **Tax collector: elected or hired:**

The committee reviewed what was proposed by the last charter revision. Discussion ensued; consensus was that this revision was written well and may just need a little work. Margaret would talk to the current tax collector.

### **Treasurer and Assistant Treasurer:**

Margaret explained the jobs of the Treasurer per state statute and what some of the policies were in Oxford for both positions. After discussion the consensus was that we would invite the Treasurer and Assistant Treasurer to our next meeting to explain their role in our town government. Margaret will send out letters to each of them.

### **Board of Finance Alternates & Hiring procedures:**

There was no suggestion for alternates, so the committee agreed not to research alternates for the BOF. Article 9 covers personal procedures, 19-3 & 9-8 there is no need to look into hiring procedures, as these procedures are not part of the charter.

### **Board of Selectmen as the hiring authority and the role of the Board of Finance.**

The committee reviewed article 9 which clearly states that the Board of Selectmen is the hiring authority. The consensus was that the town of Oxford is Town Meeting form of Government, Board of Selectmen/Board of Finance. Margaret commented that the BOS are the policy makers and the BOF hold the purse strings. Brett commented that with town meeting form of Government and voter can come to a town meeting and lower any line item, it is the way this type of government works.

### **Appointed Administrated Assistant to the First Selectman**

Discussion ensued around this position being an appointed position and not hired or permanent as well as there not being a human resource position in town hall. One suggestion was to replace the administrative position with a part time human resource position to save the town on benefits and make it a permanent hired position. Brett and Maureen will research and come back to the committee with possible suggestions and information.

### **Land Use Enforcement Officers:**

The Statue is in conflict with the charter. Margaret commented that she has done some research and can not come up with a solution as of yet. She will approach the land use boards and asked Maureen if she would do some research on this as well. The problem lies that the Planning and Zoning ZEO position is a member of one of the unions in town hall.

### **Web Site Committee:**

Magaret explained that it seems like this committee is not working in today's world and maybe we need to explore a web site coordinator. Brett said he would review this.

### **Conservation Inland Wetlands Commissioners:**

Commissioners by statue have to be appointed; committee agreed there is no need for further discussion.

### **Board of Education Agendas and Minutes:**

Margaret explained that for years the BOE has been inconsistent in filing their agendas and minutes. Recently the BOE was behind a year in filing. The Town Clerk calls and sends memos to the chairman and it takes months to comply. FOI says they are not required to file here because they have their own full time office. The charter says every Board and commission has to file here. There is no recourse at the state level if they do not file here. The Town Clerk would like to have section 2-5 omit the BOE. Keith agreed to look at this.

### **Fire Commission:**

Discussion: Ed Roman explained that we have a charter that establishes a fire commission but no ordinance directing the charge. He had some ideas how to address this and it seems that there should not be a fire commission until there is an ordinance establishing its charge. Ed Roman will do the research on the fire commission.

### **Bidding Process 6-12D:**

Consider changes from quotes to sealed bids, Keith will research.

**Article 6 Finance:**

Discussion ensued around the BOF time frame for acting on requests. It was decided that the commission needed a little more insight as to what the BOS's ideas were on the original charge. Margaret will discuss with the BOS and ask them if they would like to attend another meeting to clarify. Margaret will research article 6 and come back with ideas.

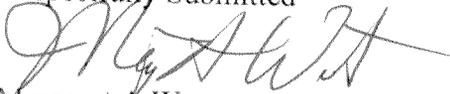
**Audience of Citizens II**

Kathy Johnsons commented that she had no problem with not having an administrative assistant; she further commented that the budget process goes to referendum and any one at the town meeting can lower a line item not just the BOF. The Treasurer position is very important for checks and balances. The Treasurer should remain elected and part of the process it's another pair of eyes. She also commented that she is not a fan or ordinances.

Motion to adjourn Keith O'Hara, seconded.

Meeting Adjourned at 8:55PM

Respectfully Submitted



Margaret A West,  
Secretary

MINUTES SUBJECT TO APPROVAL

15 MAR 27 PM 2:56  
TOWN CLERK  
Margaret A West