CHARTER REVISION COMMISSION
REGULAR MEETING
FEBRUARY 13, 2025
6:30 PM TOWN HALL, SCITICO ROOM

The full Charter Revision Commission Regular Meeting was recorded and is available on YouTube:
https://www.youtube.com/watch?v=s6DKI7jGG0Y

MEETING OPENING

- Meeting declared open at 6:30pm by Chairman Nelson

ROLL CALL

Commissioners	Present
Nikki Ann Price	Yes
Philip R. Dumond	Yes
Annemarie Nasuta	Yes
Thomas Cremona	Yes (6:43PM)*
Rob Anderson	Yes
Zachary P. Zannoni	Yes
Lewis S. Fiore	No
Lora Rae Anderson	Yes
Ken Nelson Jr.	Yes
Robert Cressotti	Yes
Michael Ludwick	Yes

**Commissioner Cremona notified the Commission he may be late prior to the meeting.*

Also in attendance:

- Sheila Bailey, Town Clerk
- Several audience members

Chairman Nelson: Welcomed Commissioner R. Anderson, as approved by the Town Council due to the resignation of a previous member.

APPROVAL OF MINUTES

Majority of Commissioners Consent

- Commissioner R. Anderson abstained

NEW BUSINESS

Chairman Nelson: Would entertain a motion to meet every Thursday to ensure we get our work done.
Commissioner Zannoni: Motion
Vice Chairman Cressotti: Second

Unanimous Consent

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CHARTER REVISIONS

Chapter 3: The Town Council

7(e) – Power of Initiative: Change “Registrar” to “Town Clerk”

Unanimous Consent

8 – Investigation: Adding the council’s ability to hire personnel they deem necessary to conduct investigations

Unanimous Consent to remove from consideration

- Removed as it should be addressed in Policies and Procedures

Chapter 4: The Town Manager

1(a) – Appointment and Removal: Change to allow a field of study closely related to Public Administration or equivalent experience as qualification.

- Commissioner L. Anderson: Request to confirm no college degree required.
- Commissioner Ludwick: Confirms. Suggests we change “shall” to “may” in the proposed change.
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Unanimous Consent

1(a) – Appointment and Removal: Change town residency to preference rather than requirement, based on previous rulings.

Unanimous Consent

3 – Duties: Grammatical change to neutral pronoun rather than “he”

Unanimous Consent

4 – Appointments: Question regarding Treasurer in the Charter

- Town Clerk Bailey: Confirmed we do have a team member who performs that function
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Unanimous Consent to Remove from Consideration

Chapter 5: Appointments by the Town Council and the Manager

2 – Planning & Zoning Commission: Designate the Town Council as the Zoning Authority

Commissioner Cremona Arrived

- Commissioner Zannoni: Recognizes this would be a significant change in workload for Town Council, but the voters would be able to directly elect individuals that make these decisions, and create more effective planning and development.
- Chairman Nelson: Our two bodies should be working together, but Council Members often feel they need to be overly cautious when considering addressing Planning and Zoning.
- Town Clerk Bailey: Confirmed she has done research regarding other towns, and West Hartford has a Planning Council.

- Chairman Nelson: Suggests tabling until we can speak with the Planning Director in more detail.

Unanimous Consent to Table

4 – Board of Assessment Appeals: Addition of two (2) alternate members

- Town Clerk Bailey: Confirmed they are still subject to minority representation laws.

Unanimous Consent

8(a) & (b) – Department of Finance: Update “Tax Collector” to “Collector of Revenue”

Unanimous Consent

8(c) – Department of Finance: Remove “except the Board of Education (BOE)”, pulling education expenses formally under one purchasing agent.

- Town Clerk Bailey: Confirms the Town follows a robust purchasing procedure.
- Commissioner Dumond: Commented this could increase purchasing power and save the Town money.
- Commissioner Ludwick: Questioned if we can require the BOE to follow the Generally Accepted Accounting Principles?
- Chairman Nelson: Reminds the Commission that purchasing is only one part of the process, and this may not discourage the BOE to overspend.
- Vice Chairman Cressotti: Remind that the BOE is their own entity.
- Commissioner Zannoni: Would like to hear from the Board of Education and Educators prior to deciding.
- Commissioner R. Anderson: Believes we this provision should remain the same. Commissioner L. Anderson: Expresses concern about requiring a centralized practice without going through the details. Comments in this system there are many ways to advance purchasing power and share contracts.

Unanimous Consent to Remove from Consideration

8(d) – Department of Finance: Update expenditure limit from $15,000 to $25,000 to be consistent with the State.

- Chairman Nelson: Town budgets are not at the same scale as the State budget.

Majority Consent to Remove from Consideration

- Commissioner L. Anderson abstained

9(a) – Public Works: Grammar, remove “a”
Unanimous Consent

10 – Department of Public Safety: Split into three (3) departments: Police, Fire, Emergency and Medical Services
Unanimous Consent to Remove from Consideration

10 – Public Safety: Disband the Director of Public Safety, lift Chiefs to Director level reporting directly to the town manager

- Commissioner Zannoni: Clarified Director of Public Safety is the town manager
- Vice Chairman Cressotti: Confirmed the Town Manager can appoint themselves and that’s what we have now.
- Chairman Nelson: Against Police Chief being public safety director

- Commissioner Zannoni: Would like to have insight from the Police Chief
- Commissioner Nasuta: Suggests the Town Manager's insight as well

Further discussions about Chain of Command and structure continue. The Commission sought consensus to agree to keep the section as it is and move forward, or to hold until we could bring in town staff for input:

Commissioners	Vote
Nikki Ann Price	Move Forward
Philip R. Dumond	Move Forward
Annemarie Nasuta	Move Forward
Thomas Cremona	Bring In
Rob Anderson	Move Forward
Zachary P. Zannoni	Bring In
Lewis S. Fiore	AB
Lora Rae Anderson	Bring In
Ken Nelson Jr.	Move Forward
Robert Cressotti	Move Forward
Michael Ludwick	Move Forward

Majority Consensus to Move Forward and let language remain as is

10 – Department of Public Safety: Move Animal Control under Police Department

Majority Consensus

- Commissioner Ludwick votes no, keep under public safety director

10(a) – Division of Police: Change Executive Officer to Commanding Officer

Unanimous Consent

10(a) – Division of Police: Suggestion to add we strongly prefer the Police Chief live in Enfield.

- Commissioner Ludwick: This is not addressed now so I do not see why we need to add it.

Unanimous Consent to Remove from Consideration

10a – Division of Police: Allow the Chief to suspend employees for 30 rather than 10 days without Public Safety Director approval. Additional discussion regarding removal of all disciplinary references from Charter.

- Commissioner Dumond: Is there a concern about 10 days without approval?
- Commissioner Zannoni: Do other Department heads have the right to do that?
- Commissioner L. Anderson: Cites that there are laws, regulations, case law, and often collective bargaining agreements that have protections.

Unanimous Consent to Remove from Consideration

10(a) – Division of Police: Add "and by as approved by the Town Manager" after "in accordance with the provisions relating to the merit system…"

Unanimous Consent to Remove from Consideration

10(f) – Division of Emergency Medical Services: Discuss removing references to disciplinary measures.

Unanimous Consent to Remove from Consideration

12 – Department of Libraries: Add “shall have charge of the senior center, recreation department, and the public libraries in town.

Unanimous Consent to Remove from Consideration

13 – Official Bonds: change “filed with the town clerk” to “Finance Director” to mirror current procedures.

Unanimous Consent

Chapter 6: Finance and Taxation

3(c) – Duties of the Manager on the Town Budget: Suggestion to discuss requirement to have actuals from the past five (5) or seven (7) fiscal years rather than one.

Unanimous Consent to change to five (5) years of actuals

4 – Duties of the Council on the Budget: Change the availability of budget information from five (5) to ten 10) days prior to the public hearing.

- Town Clerk Bailey: Reminded the Commission that what we have mirrors statute, and we had discussions about how tight the timelines are when we discussed Power of Initiative.
- Commissioner Ludwick: Can we do ten days electronically?
- Commissioner Zannoni: Suggested ten for electronic and five for physical copies.
- Chairman Nelson: Expressed concerns about misinformation if we do this too far ahead, as things are subject to change.

Further discussion about what information is shared at what time.

Commissioner Zannoni: Motion to continue to 8:45pm
Vice Chairman Cressotti: Second

Unanimous Consent to Continue to 8:45pm

Discussion regarding due dates and appropriate timeline continues

- Chairman Nelson: Suggested we pick up this further conversation when we begin next week.

ADJOURNMENT

Commissioner Nasuta: Motion to adjourn
Chairman Nelson: Second

Unanimous Consent to Adjourn

Meeting Adjourned at 8:38pm

Respectfully Submitted by:

Lora R. Anderson
Secretary
Enfield Charter Revision Commission