

**NOTICE OF PROPOSED AMENDMENTS TO
TOWN OF SEYMOUR CHARTER**

CHAPTER 2. – ELECTED BOARDS

Section 2.1. - When elected.

- (a) State Elections. The following offices shall be filled at the State elections:

Judge of Probate (1)

~~Justices of the Peace (20)~~

Registrars of Voters (2)

- (b) Town Elections. The following boards shall be filled at the Town elections:

Board of Education (9)

Board of Finance (7)

Board of Finance Alternates (3)

Board of Library Directors (~~7~~9)

Board of Police Commissioners (5)

Board of Assessment Appeals~~Tax Review~~ (3)

Board of Selectmen (6)

First Selectman (1)

Board of Planning and Zoning (5)

CHAPTER 3. – ELECTIONS, GENERAL

Section 3.1. – State, national.

Nominations and elections of state and federal officers, Judge of Probate, ~~Justices of the Peace~~ and Registrars of Voters shall be conducted as prescribed by the Connecticut General Statutes. The Registrars of Voters shall prepare lists of electors qualified to vote therefore in the manner prescribed in the Constitution and the Connecticut General Statutes.

Section 3.4. – Vacancies in elected offices.

- (a) First Selectman and Board of Selectmen. A vacancy in the office of First Selectman shall be filled by the remaining members of the Board of Selectmen, who may choose within ~~thirty-fourty-five~~ (3045) days one (1) of their members or any other elector to fill the vacancy, provided the person selected shall be of the same political party as his predecessor. A vacancy in the Board of Selectmen shall be filled by the remaining members, who shall choose within ~~thirty forty five~~ (3045) days an elector of the same political party as his predecessor. If the remaining members of the Board of Selectmen fail to fill a vacancy in the office of the First Selectman or Selectmen

as herein proposed, the vacancy in the office of First Selectman or Selectmen shall be filled in the manner required by the Connecticut General Statutes provided that the vacancy is filled with a member of the same political party.

(b) Board of Education and Board of Finance. A vacancy occurring on the Board of Education and the Board of Finance shall be filled by vote of the remaining members of the board on which the vacancy occurs, provided the person selected shall be of the same political party as his predecessor, but if the vacancy is not filled within ~~thirty forty five (3045)~~ days from the time such office becomes vacant, the First Selectman shall within ~~thirty forty five (3045)~~ days thereafter, fill the vacancy by appointment from the same political party.

(c) Registrars of Voters. Any vacancy occurring in the office of the Registrars of Voters shall be filled by the Deputy Registrar who shall then appoint a new deputy from the same political party.

~~(d) Justices of the Peace. Any vacancy in the office of a Justice of the Peace shall be filled by the Town Committee of the appropriate political party, as provided by Connecticut General Statutes.~~

~~(e)(d)~~ Other Boards. Except as provided in (a), (b), (c) or (d) above, the First Selectman shall fill by administrative appointment any vacancy occurring on any elected Town board within ~~thirty forty five (3045)~~ days from the time the office becomes vacant. If the First Selectman does not fill the vacancy within ~~thirty forty five (3045)~~ days, the Board may then fill its own vacancy as soon as it is practical.

~~(f)(e)~~ Term of Appointment. An appointee to a vacancy on an elected board shall serve until a successor is duly elected at the next regular election and is qualified. The persons then elected to fill the unexpired term shall serve the remainder of the term.

~~(g)(f)~~ Party Affiliation. Any vacancy on an elected or appointed board shall be filled by the appointment of a member of the same political party as the person vacating such elected board. In the instance where an unaffiliated voter is elected to a party seat on a party line, and such unaffiliated voter creates a vacancy, said vacancy shall be filled by a member of the party on whose line the unaffiliated voter ran. In the instance where an unaffiliated voter was elected with no party affiliation and creates a vacancy then such vacancy shall be filled by an unaffiliated voter.

~~(h)(g)~~ Resignation. All resignations from any Town board shall be in writing and shall be submitted to the ~~Chairman and/or Secretary of the board from which the person is resigning with a copy to the Town Clerk and the~~ Town Clerk, who shall immediately forward a copy to the First Selectman. ~~First Selectman.~~ The First Selectman shall distribute the letter to the Chairman and/or Secretary of the Board from which the person is resigning. If the letter does not include a resignation date, the resignation shall be considered to be immediate.

Section 3.5. - Board for admission of electors.

The Town Clerk ~~of any assistants~~ and the Registrars of Voters ~~or any deputies~~ shall constitute the Board ~~for~~ of Admission of Electors in accordance with the provisions of Section 9-15a of the Connecticut General Statutes, as amended.

CHAPTER 4. – ORGANIZATION OF BOARDS AND COMPENSATION OF OFFICIALS

- (a) Except as otherwise provided in this Charter or Connecticut General Statutes, all boards authorized in this Charter shall meet on or before December 31 within forty five (45) days of taking office and shall elect a Chairman, Vice-Chairman and Secretary. The eChairman shall perform such duties as parliamentary usage may require or permit and appoint committees as may be necessary. The vVice-eChairman shall serve as acting chairman in the absence of the eChairman. The sSecretary, or its designee, shall record the minutes of all meetings and file copies with the Town Clerk. Regular meetings of all boards shall be held at such place and hour as the eChairman may designate.
- (b) The First Selectman or his designee shall be responsible for calling the organizational meeting of any newly created board or any board that has an entirely new membership.
- (c) The Chairman of all boards shall vote of record upon all issues before them unless disqualified for personal, financial or ethical interest.
- (d) The Chairman of each board or commission shall be responsible for conducting orientation sessions for newly appointed members to acquaint them with their duties and responsibilities. Where a board or commission is newly created or has an entirely new membership, or in the absence of a chairman, the First Selectman or his designee shall be responsible for conducting such session.
- (e) When requested by the First Selectman or Human Resources Manager, each board shall provide input regarding whether the Department is meeting its annual objectives, and shall provide any information relevant thereto.

(d)(f) _____

CHAPTER 5. - BOARD OF LIBRARY DIRECTORS

Section 5.1. – General powers and duties.

There shall be a Board of Library Directors consisting of seven nine (79) members who shall be elected for a term of four (4) years. The Board of Library Directors shall have such powers and duties now or hereafter conferred upon such boards by the Connecticut General Statutes.

The Board of Library Directors shall be responsible for the approval of the annual budget as developed by the Library Director, the review of service policies as proposed by the Library Director, management of the Library's endowment funds, and determination of the need for major building repairs or improvements and strategic planning.

The Board of Library directors shall cooperate with responsible community organizations that promote the library services of the Town and coordinate their activities with those of the library.

The minimal education requirement for the Head Librarian shall be a Masters of Library Science (MLS).

CHAPTER 6. – BOARD OF EDUCATION.

Section 6.2. – Recreational use of school property.

The Board of Education shall, to the fullest extent possible, make available to the town boards and commissions, property owned by the Town for current or future educational purposes, in order to provide the maximum use of said facilities for the townspeople, consistent with the Town's budget.

CHAPTER 7. – BOARD OF SELECTMEN

Section 7.2. – Specific powers and duties.

The Board of Selectmen, in addition to powers set forth elsewhere in this Charter or by the Connecticut General Statutes, shall have the following specific powers and duties:

- (a) Enact, amend or repeal ordinances consistent with Connecticut General Statutes or this Charter.
- (b) Create, amend and/or abolish by ordinance or resolution such boards, commissions, agencies, offices, departments ~~and~~, employee positions, ~~etc.~~ as are necessary to assure required and orderly disposition of Town business. No employee positions or appointed positions may be abolished without a hearing and a two-thirds (2/3) affirmative vote of the full Board of Selectmen. Any official affected by this process shall be given an opportunity to appear and be heard at that hearing.
- (c) Contract for receipt or provision of services and use of facilities of the United States, State of Connecticut or political subdivision thereof, and any regional body or authority.
- (d) Call Special Town Meetings as necessary for disposition of Town business.
- (e) Accept or abandon Town roads.
- (f) Administer in whole or part through the Finance Department the purchase of supplies, materials, equipment and other commodities required by Town boards and commissions, except the Board of Education.
- (g) Incur indebtedness in the name of the Town and provide for the due execution of contracts and evidence of indebtedness issued by the Town, subject to financial provisions set forth in Chapter 12.
- (h) Take, purchase, lease, sell or convey real estate or personal property, subject to the financial provisions set forth in Chapter 12.
- (i) Require any board including, but not limited to, the Water Pollution Control Authority, Board of Police Commissioners, Board of Education and the Board of Public Works to submit quarterly reports to it on the status of their operations and appear before it to explain same on a quarterly basis. The Board will schedule said appearances on its agenda.
- (j) The Meetings of the Board of Selectmen and all other Town ~~B~~boards and ~~C~~ommissions for the transaction of business shall be open to the public and they shall afford the public a reasonable opportunity to address the ~~B~~boards and ~~C~~ommissions with suggestions, petitions and complaints.

Chapter 8. – First Selectman.

Section 8.3. - Officers of the ~~b~~Board of ~~s~~Selectmen.

At the first (1st) meeting of the Board of Selectmen after they assume office, the First Selectman shall select a Deputy First Selectman from among the members of the Board of Selectmen, being of the same political party as that of the First Selectman. The Deputy First Selectman shall fulfill the duties and responsibilities of the First Selectman in his absence or disability. The First Selectman shall also appoint a secretary from among the Board members.

CHAPTER 8A. - BOARD OF POLICE COMMISSIONERS

Section 8A.1. - Composition and general powers and duties.

The Board of Police Commissioners shall consist of five (5) members who shall be elected for a term of four (4) years, which terms shall be staggered. ~~Three (3) members will be elected in the 1995 Town Election and two (2) members will be administrative appointments of the First Selectman for two (2) years and will then run for the full four (4) year term in the 1997 Election at which time the election of members will be staggered.~~

The Board of Police Commissioners shall be responsible for the general management and supervision of the Police Department and for purchasing and maintenance of all Department property and equipment. The Board shall be the policy making unit and shall establish operational directives to be executed by the Chief of Police. It shall have the duties and powers as are conferred or imposed under the provisions of this Charter and the Connecticut General Statutes. It shall make the rules and regulation governing the department and all personnel, and shall fix the compensation of all officers, supervisors and employees, within the limitations and appropriations provided, subject to labor negotiations where required and to the approval of the Board of Finance. All drug seizure expenditures shall be approved by the Board of Police Commissioners.

Except if otherwise provided, the Board shall appoint all officers and other personnel in positions and grades established by the Board, giving consideration to the police experience, health and general qualifications of the candidates. The board may devise, order, administer or otherwise submit to all candidates written and oral tests to be considered with other criterion. They may also utilize outside testing procedures to help determine the most qualified candidate for filling a vacancy.

The Board of Police Commissioners shall fill the position of Chief from the most qualified ~~personnel holding the rank of Captain or higher~~ candidates. Personnel from the Seymour Police Department and from Police Departments other than Seymour shall be eligible for appointment to the position of Chief. ~~The current Chief will not be required to sign a contract.~~ The successors to the current Chief shall be required to sign a three (3) year contract which will detail the terms of employment. No successor Chief will be allowed to assume the position until he has signed such contract. Before assuming the office of Chief a potential appointee shall be subject to oral testing and evaluation by a competent, independent, outside authority appointed by the Board of Police Commissioners, pass a medical examination, and hold a minimum of a bachelor's degree in criminal justice or a related field, with advanced education an Associate Degree in Police Science or a Bachelor Degree in a related field, and/or training desirable. The candidate must have ten (10) years' service as a full time Police Officer and five (5) years' experience as a command level officer ~~in the rank of Sergeant or equivalent or higher.~~ The outside authority shall

~~submit the a minimum of three (3), but not to exceed ten (10), names of the top three (3) candidates to the Board of Police Commissioners who shall fill said position by appointment of the individual they deem most qualified.~~

The Board of Police Commissioners shall fill the position of Captain from the most qualified ~~candidate~~ personnel holding the rank of Lieutenant or higher. Personnel from the Seymour Police Department and from Police Departments other than Seymour shall be eligible for appointment to the position of Captain if they satisfy the requirements imposed by this section. Before assuming the office of Captain, a potential appointee shall be subject to oral testing and evaluation by a competent, independent, outside authority appointed by the Board of Police Commissioners, pass a medical examination, and hold a minimum of a bachelor's degree in criminal justice or a related field, with advanced education an Associates Degree in Police Science or a Bachelors Degree in a related field, and/or training desirable. The candidate must have ten (10) years' service as a full time Police Officer and five (5) years as a command level officer experience in the rank of Sergeant or equivalent or higher. The outside authority shall submit a minimum of three (3), but not to exceed ten (10), the names of the top three (3) candidates to the Board of Police Commissioners who shall fill said position by appointment of the individual they deem most qualified.

The Board of Police Commissioners shall fill the position of Lieutenant from the most qualified candidate ~~personnel holding the rank of Sergeant or Detective Sergeant~~. Personnel from the Seymour Police Department and from police departments other than Seymour shall be eligible for appointment to the position of Lieutenant if they satisfy the requirements imposed by this section. Before assuming the office of Lieutenant, a potential appointee shall be subject to oral testing and evaluation by a competent, independent, outside authority appointed by the Board of Police Commissioners, pass a medical examination, and hold a minimum of a bachelor's degree in criminal justice or a related field, with advanced education an Associates degree or higher in Police Science and/or training desirable. The candidate must have ten (10) years' experience as a full time police officer and five (5) years' experience in the rank of Sergeant or equivalent or higher. The outside authority shall submit a minimum of three (3), but not to exceed ten (10), names of the top three (3) candidates to the Board of Police Commissioners who shall fill said position by appointment of the individual they deem most qualified.

~~If the total number of police personnel from the Seymour Police Department who have applied for the position of Lieutenant and who have satisfied all of the above requirements shall total three (3) or more the Commission may not solicit applications from Police Departments other than Seymour.~~

~~If however, the total number of said applications from the Seymour Police Department is less than three (3) then the Commission may solicit applications from Police Departments other than Seymour.~~

All Police personnel having more than five (5) years' service as a full time Police Officer, having an Associate's Degree in Police Science or higher or actively pursuing such a degree with a minimum of fifty percent (50%) of acceptable credits toward an Associate's Degree will be eligible to take promotional examinations for higher rank.

The Board or its designee shall also have jurisdiction over the parking of vehicles upon all municipal streets and municipal parking lots within the Town, and may make regulations concerning the same and concerning vehicular traffic as far as shall not be inconsistent with the Connecticut General Statutes. The Police Commissioners shall have the responsibilities and authority of a parking authority as specified in the Connecticut General Statutes.

CHAPTER 8B. – Planning and Zoning Commission

Section 8.B.1- Planning and Zoning Commission.

There shall be a Planning and Zoning Commission consisting of five (5) members who shall be an administrative appointment of the First Selectman elected for a term of ~~two (2)~~ four (4) years. The Planning and Zoning Commission shall have ~~two (2)~~ three (3) alternates who are ~~aAdministratively~~ aAppointments and shall serve two (2) year terms. No member of the Commission and no alternate member shall be a paid employee of the Town of Seymour or be a member of the Zoning Board of Appeals. To keep the terms staggered: in 2013, two (2) members shall be Administrative Appointments of the First Selectman elected for a two (2) year term and two three (23) members shall be elected for a four (4) year term. In 2014, one (1) member shall be an Administrative Appointment of the First Selectman for a one (1) year term. In 2015, three (3) members shall be elected for a four (4) year term. Thereafter, members shall be elected for a four (4) year term.

~~Members and alternates currently serving four (4) year terms will be allowed to complete their terms. As to new terms: One (1) member shall be appointed to a two (2) year term running for two (2) years from November 17, 2004. Three (3) members shall be appointed for two (2) year terms commencing on November 17, 2005. One (1) member shall be appointed for a two (2) tear term commencing November 14, 2007.~~

~~Two (2) alternates shall be appointed to two (2) year terms commencing January 1, 2005. One (1) alternate shall be appointed to a two (2) year term commencing March 6, 2005.~~

A vacancy occurring on the Planning and Zoning commission shall be filled by a vote of the remaining members of the board, provided the person selected shall be of the same political party as his predecessor. If a vacancy is not filled within thirty (30) days from the time such office becomes vacant, the First Selectman shall within thirty (3) days thereafter fill the vacancy by appointment from the same political party.

If a regular member of the Planning and Zoning Commission is absent or disqualified, the chairperson or acting chairperson shall designate an alternate to act in his place, choosing alternates in rotation so that they shall act in as nearly equal a number of times as possible. If an alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting. When seated, each alternate shall have all the powers and duties of a regular member.

The Planning and Zoning Commission may engage such employees as necessary for their respective work, and may contract with professional consultants within the limits of their budget appropriations.

The Planning and Zoning Commission shall appoint a Zoning Enforcement Officer who will not be a member of the Commission and who will enforce the zoning regulations of the Town. The scope of the duties of the Officer, his activities and compensation will be defined by an ordinance established in accordance with Section 7.5 of this Charter.

The Planning and Zoning Commission shall annually prepare and revise a five (5) year program of public improvements plan. It shall include estimates of the project costs to be undertaken in the ensuing fiscal year and in the projected five (5) year period. ~~It for the ensuing five (5) years and shall be submitted~~ annually to the Board of Selectmen for their ~~its~~ recommendations with estimates of the cost of such projects to be undertaken in the ensuing fiscal year and in the full five (5) year period.

CHAPTER 9. – APPOINTMENTS, GENERAL.

Section 9.1. - Administrative appointments.

The First Selectman shall be the appointing authority of the Town. An ~~a~~Administrative ~~a~~Appointment to a ~~B~~board ~~or Commission~~ shall be made by the First Selectman and approved by a majority of the full Board of Selectmen. Notice of appointments shall be made with regular or special agendas. No appointments can be made after the Town election until the new First Selectman is sworn in office, except for the interim appointments which will expire when the current First Selectman's term ends.

Section 9.3. - Vacancies on appointed boards.

- (a) Notice. In the event of a resignation, the individual resigning must submit his notice, in writing, to the Town Clerk, who shall immediately forward a copy to the First Selectman, chairman and/or secretary of the board from which he is resigning with a copy to the Town Clerk and the First Selectman. ~~The First Selectman shall distribute the letter to the Chairman and/or Secretary of the board from which the person is resigning. If the letter does not include a resignation date, the resignation shall be considered to be immediate.~~ All vacancies occurring by any other reason, such as death, and notices given by any other manner, such as oral notice, shall be verified and reported in writing by the chairman of the board to ~~the~~ Town Clerk, who shall immediately forward a copy to the First Selectman. ~~Town Clerk and the First Selectman.~~
- (b) Filling a Vacancy. Any vacancy in any appointive position on a Town board ~~or commission~~, from whatever cause arising, shall be filled by administrative appointment, but if the vacancy is not filled within thirty forty five (3045) days from the time such office becomes vacant, the board or commission may fill said vacancy by a majority vote of the total membership of said board ~~or commission~~. If said board ~~or commission~~ shall fail to fill said vacancy within thirty forty five (3045) days from the date on which it becomes legally empowered to do so, then the First Selectman may fill said vacancy by administrative appointment.
- (c) Term of Appointment. Persons appointed to fill vacancies in Town positions shall serve for the unexpired portion of the term vacated if such position has a fixed term or shall serve at the pleasure of the appointing authority in the event no fixed term is provided for such position.

CHAPTER 10. - APPOINTED BOARDS

Section 10.1. - List of appointed boards and terms of office.

There shall be the following appointive boards of the Town:

Section Board

- 10.4 Economic Development Commission
- 10.6 Board of Ethics
- 10.7 Board of Fire Commissioners
- 10.7.1 Fire Marshal's Department
- 10.7.2 Office of Emergency Medical Services
- 10.7.3 Emergency Medical Services Oversight Commission

- 10.8 Housing Authority
- 10.9 Inland-Wetlands Commission
- 10.10 Parks Commission
- ~~10.11 Planning and Zoning Commission~~
- 10.12 Recreation Commission
- 10.13 Board of Public Works
- 10.14 Water Pollution Control Authority
- 10.15 Committee on Aging
- 10.20 Zoning Board of Appeals
- 10.21 Sewer Use Rate Review Board
- 10.22 Redevelopment Agency
- 10.24 Conservation Commission
- 10.25 Culture and Arts Commission

8.B.1 Planning and Zoning Commission Alternates (2)

All terms shall be for two (2) years unless otherwise specified in this Charter or Connecticut General Statutes. Additional appointive boards may be created and duties specified upon the passage of an ordinance which will show the number of members, the appointing authority and the term of office. No member of any appointed board shall be employed by that board in a paid position. Boards may be discontinued by majority vote of the full Board of Selectmen, after a public hearing is held, if that Board feels it no longer is necessary or proper for such purposes, It may also, by ordinance, increase or decrease the membership of any appointed board ~~or commission~~.

No person shall serve on more than one (1) of the following ~~B~~boards: Planning and Zoning Commission; Zoning Board of Appeals; Inland-Wetland Commission; or~~and~~ the Conservation Commission. Persons now serving on more than one (1) such Board or Commission may serve until their terms expire.

Section 10.1.1. - List of appointed offices and terms of offices.

There shall be the following appointed offices of the Town:

Section Office

10.5 Engineer

10.16 First Selectman's Administrative Assistant

10.17 Town Counsel, Assistant Town Counsel

10.18 Town Meeting Moderators

10.19 Treasurer, Assistant Treasurer

10.23 Civil Defense Director

~~10.25 Building Inspector~~

~~10.26 Dog Warden~~

All terms shall be for two (2) years unless otherwise specified in this Charter or the Connecticut General Statutes. Additional appointive offices may be created and duties specified upon the passage of an ordinance providing for same.

Section 10.2. - General powers and duties.

All appointive Town boards shall have the powers and duties consistent with this Charter, conferred or imposed thereon by the Connecticut General Statutes, by this Charter, by ordinance or as may be prescribed by their respective appointing authority. Whenever possible the terms of office for appointees shall be staggered so entire boards or commissions are not replaced at one time.

If this Charter refers to a power "as provided by Connecticut General Statutes" and the applicable statute refers to the power "as provided by ordinance or Charter" or similar wording, the substantive provisions of this Charter shall take precedence.

Section 10.4. - Economic Development Commission.

There shall be an Economic Development Commission consisting of seven (7) members, who shall be Administrative Appointments of the First Selectman. The terms of members shall be three (3) years.

It shall have the powers, duties and responsibilities and shall be subject to the restrictions and limitations specified in the Connecticut General Statutes with respect to Economic Development Commissions as the same may, from time to time, be amended. In addition to such powers, the Commission shall conduct research into the economic conditions and trends in the Town, shall make recommendations to appropriate officials and agencies of the Town regarding action to improve its economic condition and development, shall seek to coordinate the activities and cooperate with unofficial bodies organized to promote such economic development and may advertise and may prepare, print and distribute books, maps, charts and pamphlets, which in its judgment will further its official purposes.

The Economic Development Commission shall, from time to time, make such recommendations as it deems appropriate to the Planning and Zoning Commission with respect to possible amendments to the

comprehensive Town plan or to the Zoning Regulations as they effect industrial and commercial developments. The Commission shall confer with similar commissions of the abutting towns in order to make recommendations with respect to the development of adequate roads, utility services and industrial sewage disposal in a manner consistent with that of other towns.

The Economic Development Commission shall foster and promote orderly commercial and industrial development in the Town and work with other Town agencies toward such ends.

Section 10.5. - Engineer.

The Engineer shall be an Administrative Appointment of the First Selectman. The Engineer shall be a qualified professional civil engineer registered to practice in the State of Connecticut in accordance with the provisions of Chapter 391 of the Connecticut General Statutes. He shall provide engineering services for all Town Boards. All requests for the services of the Engineer shall be coordinated and approved by the First Selectman. Residency within the Town of Seymour is not required for this position.

Section 10.6. - Board of Ethics.

There shall be a Code of Ethics governing the conduct of elected and appointed officials and employees of the Town, which the Board of Selectmen shall, by ordinance, provide. The Board of Ethics shall consist of two (2) Democrats, two (2) Republicans and one (1) Unaffiliated voter for a total of five (5) members, who shall be ~~an~~ Administrative aAppointments of the First Selectman and shall serve four (4) year terms.

The Board of Ethics shall be empowered to act on matters concerning ethical standards for officials and/or employees of the Town. It shall have its responsibilities further defined by ordinance and shall establish written procedures for the conduct of its hearings.

Section 10.7. - Board of Fire Commissioners.

There shall be a Board of Fire Commissioners consisting of five (5) members who shall be aAdministrative aAppointments of the First Selectman for a term of three (3) years. One (1) member shall be appointed to the commission who is not a member of either Fire Company. One (1) member shall be appointed from a list of two (2) nominees elected by majority vote at a meeting called for such purpose and submitted by the Great Hill Hose Company. One (1) member shall be appointed from a list of two (2) nominees elected by majority vote at a meeting called for such purpose and submitted by the Citizens Engine Company. If two names are not submitted for these positions by either company, the First Selectmen may appoint the company's nominee from any fireman in that company who is in good standing. One (1) member who is nominated by the Great Hill Hose Company shall be appointed. One (1) member who is nominated by the Citizens Engine Company shall be appointed.

Section 10.7.3. - Emergency Medical Services Oversight Commission.

There shall be an Emergency Medical Services Oversight Commission of the Town of Seymour. The Commission shall consist of five (5) members, who must be residents of the Town of Seymour.

No members of the Emergency Medical Services provider may be a Commissioner. Members shall be ~~Administrative Appointments of the~~ appointed by the First Selectman and approved by the Board of Selectmen as executive appointments; the terms are with staggered terms. ~~Initial appointments shall be as follows: three (3) members shall be appointed for two (2) year terms, two (2) members shall be appointed for three (3) year terms. Thereafter, all appointments shall be for two (2) year terms.~~ The lead representative of the Emergency Medical Services provider shall serve as an ex-officio, non-voting member.

The Commission shall oversee and monitor Emergency Medical Services for the Town of Seymour, including negotiations of contracts with the Emergency Medical Services provider subject to the approval of the Board of Selectmen, Board of Finance and Town meeting, if appropriate.

The Commission shall develop and update the Town's long range Emergency Medical Services Plan and shall perform such other duties as required by the Town and by the General Statutes of the State of Connecticut concerning Emergency Medical Services matters. The Emergency Medical Services provider must submit quarterly financial reports to the Emergency Medical Services Oversight Commission. The Commission shall forward a copy of their submission to the Board of Selectmen.

Section 10.8. - Housing Authority.

There shall be a Housing Authority consisting of five (5) members who shall be ~~an~~ Administrative Appointments of the First Selectman for a term of four (4) years.

The Housing Authority shall have all the powers and duties relating to housing imposed upon Housing Authorities by Chapter 128 of the Connecticut General Statutes, as amended. It shall further be the duty of the Housing Authority to investigate and to conduct research on the condition of housing within the Town and to coordinate the activities of the various other municipal departments, agencies and authorities as they pertain to housing. It shall serve as a liaison and coordinating body between the Town and federal and state agencies and private enterprise in order to provide adequate housing within the Town and shall have such other powers and duties as the Board of Selectmen may prescribe.

The Housing Authority shall make available all minutes of its meetings in the Office of the Town Clerk within seven (7) working days after the meeting.

Section 10.9. - Inland-Wetlands Commission.

There shall be an Inland-Wetlands Commission consisting of five (5) members who shall be ~~an~~ Administrative Appointments of the First Selectman for a term of four (4) years. The Inland and Wetland Commission shall have two (2) alternates who shall also be Administrative Appointments of the First Selectman, and who shall serve two (2) year terms.

The Commission shall keep an index of all open areas, publicly or privately owned, including marshlands, swamps and other wetlands for the purpose of obtaining information on the proper use of such areas and may, from time to time recommend to the Planning and Zoning Commission plans and programs for the development and use of such areas. It may recommend acquisition of land and easements to the

Board of Selectmen for their approval and for action by the Town Meeting, and it may acquire these lands and easements in the name of the municipality and promulgate rules and regulations, including but not limited to, the establishment of reasonable charges for the use of such property for any of the purposes set forth in this section.

Section 10.10. - Parks Commission.

There shall be a Parks Commission consisting of five (5) members who shall be Administrative Appointments of the First Selectman. Said Commission shall have the powers, duties and responsibilities and shall be subject to the restrictions and limitations specified in the Connecticut General Statutes as amended. Members shall serve two (2) year terms.

~~The Parks Commission shall be responsible for the care and maintenance of all Town parks and shall use part time summer employees for park and playground maintenance to the fullest extent possible.~~

The Public Works Department shall furnish such equipment and personnel as requested by the Parks Commission and the Board of Education approved by the Board of Public Works. These ~~two (2) Boards~~ groups are to work cooperatively to provide the proper maintenance of the Town's parks, and municipal and school playing fields. The Parks Commission shall have the authority to allocate the playing fields and use of the park pavilions, with preference given to Board of Education activities.

Section 10.11. - Reserved

Section 10.12. - Recreation Commission.

There shall be a Recreation Commission consisting of seven (7) members who shall ~~be an~~ aAdministrative aAppointments of the First Selectman ~~serve two (2) year terms~~. Vacancies shall be filled by the First Selectman for the unexpired term only. All appointments, except to fill vacancies, shall be made to take effect January 1 of each year.

Pursuant to the policies and directives set by the Commission and under the direction of and supervision of the Recreation Director, the Recreation Department shall manage all recreation facilities under the Commission's control or placed under its jurisdiction, unless otherwise specifically provided in this Charter. The Commission shall provide oversight, and through the Recreation Director, organize and coordinate recreation activities as it deems necessary to meet the needs of the community. Activities shall be tailored to the needs of all age groups and should include both athletic and non-athletic activities. The Commission shall maximize the use of all recreation property in Town, including not only the facilities under its control, but also the parks and the schools; and the Commission shall coordinate with the Parks Commission and Board of Education with this regard. The Commission shall interact and assist with the coordination of recreation with other organizations within the community. The Commission shall be the policy making authority and shall establish defined objectives to be executed by the Recreation Director. The Commission shall regularly evaluate the scope of activities to assure they are organized public recreation of the highest standard and optimal value to the Town.

The Commission shall be responsible to interview applicants for all positions within the Department. With the exception of part-time seasonal help which it may hire on its own, the Commission shall furnish the names of the top three (3) candidates to the Board of Selectmen for its consideration. The Commission shall submit annually to the First Selectman an evaluation of the written objectives of the Recreation Director.

The Commission shall have the responsibility to approve the yearly budget proposed to the Board of Finance.

The Commission shall have the authority to charge for any recreation facility or program under its purview and it may charge an admission, registration, or participation fee. The Department shall issue permits for use of all property under the Commission's control, pursuant to policies established by the Commission.

Through the Recreation Director, the Commission shall maintain a record of all fees charged for use of recreation facilities and participation in recreation programs and shall submit all proceeds to the Department of Finance for deposit.

The Recreation Commission shall have the powers, duties and responsibilities and shall be subject to the restrictions and limitations specified in the Connecticut General Statutes, as amended. In addition to such power, duties and responsibilities, the Commission shall maintain a comprehensive recreation program and shall appoint staff as is needed.

Section 10.13. - Board of Public Works.

There shall be a Board of Public Works consisting of five (5) members who shall be ~~an~~ Administrative Appointments of the First Selectman ~~for a term of two (2) years~~. One (1) member of the Board of Public Works shall be a member of the Board of Selectmen.

The Board of Public Works shall be responsible for the general management and supervision of the Public Works Department and for purchasing and maintenance of all Department property and equipment. The Board shall have the responsibility to approve the yearly budget proposals submitted to the Board of Finance. The Public Works Board shall have the responsibility to submit and monitor and approve a five (5) year capital plan for the upkeep and replacement of equipment used in the Public Works Department. The Board must approve all Department financial line-item transfers throughout the fiscal year. The Board shall be the policy making body and shall establish operational directives to be executed by the Director of Public Works or managerial personnel. The Board shall have the duties and powers as are conferred or imposed under the provisions of this Charter. The Board shall make the rules and regulations governing the Department and personnel, and shall fix the compensation of all supervisors and employees within the Department, within the limitations and appropriations provided, subject to labor negotiations where required.

The Board shall be responsible for interviewing all applicants for new employment positions and make recommendations to the Board of Selectmen.

The Department of Public Works shall have the responsibility for the planning, surveying, construction and reconstruction, altering, paving, repairing, maintaining, cleaning, snow removal, inspecting and lighting of highways, bridges, sidewalks and curbs, public drains and other public improvements and buildings; and the preservation, care and removal of trees within the highways and public places, the collection and disposal of garbage, rubbish and ashes, and operating the transfer station and/or sanitary landfill, to the extent the Board of Selectmen shall determine those facilities and activities are within the responsibility of the Town.

The Department may use temporary full-time labor during the summer months to care for and maintain the Town parks and municipal and school fields as determined by the First Selectman.

Section 10.14. - Water Pollution Control Authority.

There shall be a Water Pollution Control Authority consisting of five (5) members who shall be Administrative Appointments of the First Selectman ~~an administrative appointment of the First Selectman~~ for a term of four (4) years.

The Water Pollution Control Authority shall be responsible for the proper care and control of the Town's sewer system. It shall have all the powers and duties outlined in the Connecticut General Statutes. ~~#~~The Authority shall work with the Sewer Use Rate Review Board in determining the fee it charges customers for the use of the sewers. Should a conflict arise between the Authority and the Sewer Use Rate Review Board the Board of Selectmen shall serve as the arbitrator and make a final decision.

The Authority shall prepare an annual operating budget covering the same fiscal year as the Town's General Fund. The budget shall be prepared on or before April 1 for the subsequent year beginning July 1, and shall be submitted to the Board of Selectmen for approval at the first Board of Selectman meeting held after May 1. The same budget shall be shared with the Board of Finance. The Board of Selectmen may approve or disapprove the budget. If the budget is not approved, the budget shall be revised by the Authority until the Board of Selectmen approval is obtained. The annual budget shall include expenses for depreciation on capital assets used in the sewer plant's operation as well as principal and interest costs on any debt issued in whole or in part for sewer operations or capital improvements to the sewer plant or other related items. Monthly financial reports showing a comparison between budgeted revenues and expenses and actual revenues and expenses for the month shall be submitted to the Board of Finance for review and monitoring each month. The annual budget shall be prepared in sufficient detail to provide the Boards of Selectmen and Finance meaningful information.

The fee, also known as the sewer rate, to be charged customers shall be based on the annual costs to operate the sewer facilities as determined by the Authority, and such fee/rate calculation will include depreciation expenses and costs for principal and interest on any sewer related debt service as defined above. The fee or rate shall be sufficient to cover the costs of debt and operations of the Authority. Customers shall be billed October 1 and April 1 for these charges.

Section 10.15. - Commission on Aging.

There shall be a Commission on Aging consisting of five (5) members who shall be an Administrative Appointments of the First Selectman for overlapping terms of two (2) years. To keep the terms staggered: in 2013, three (3) members shall be appointed for a two (2) year term and two (2) members shall be appointed for a four (4) year term. In 2015, three (3) members shall be appointed for a four (4) year term. Thereafter, members shall be appointed for a four (4) year term.

The Commission shall make a continuing study of the needs of the elderly of Seymour in relation to housing, welfare, health, recreation and other matters they may identify. It shall analyze the services for the aged provided by the community both by public and private agencies, in cooperation with state and other services to the fullest extent possible.

The Commission shall be responsible for the oversight of the general management and supervision of all activities, including the purchase and maintenance of all Senior Center property and equipment. It shall also develop and recommend a yearly budget proposal in conjunction with the Senior Citizens' Director, for submission to the First Selectman and Boards of Selectmen and Finance as required by Section 12.3 of this Charter.

The Commission shall encourage the participation of older residents at a Town provided Senior Center for social, educational, recreational, and cultural programs. The Senior Center may shall provide a handicapped equipped vehicle to transport senior citizens to medical, dental and therapy appointments, adult day care, shopping, and other special needs as determined by the Commission.

The Commission shall be the policy making authority and shall establish defined objectives to be executed by the Senior Citizens' Director. It shall be responsible for interviewing the applicants for all employment positions and shall furnish the names of the top three (3) candidates to the Board of Selectmen for their consideration and action. Through the Senior Citizens' Director, the Commission shall also maintain a record of annual dues and fees for membership in the Senior Center and will submit all proceeds to the Town's Finance Department for accountability purposes.

Section 10.16. - First Selectman's Administrative Assistant.

The First Selectman's Administrative Assistant shall be an administrative appointment of the First Selectman and shall serve at his direction until a successor has been appointed, during his term of office and shall perform such duties as the First Selectman may require. The First Selectman shall cause job descriptions to be prepared for this position.

Section 10.17. - Town Counsel and Assistant Town Counsel.

There shall be a Town Counsel who is an attorney-at-law, admitted to practice in the State of Connecticut. The Town Counsel and/or any Assistant Town Counsel shall be an administrative appointment of the First Selectman and shall serve at his discretion until a successor has been appointed, at a salary or fee schedule approved by the Board of Selectmen and the Board of Finance.

The Town Counsel shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against the Town or any of its officers and agencies before any court, tribunal, agency or other body wherein it is for the best interest of the Town to have legal representation.

The Town Counsel shall be legal advisor to the First Selectman and the Board of Selectmen, and as such advisor shall attend meetings of the Board of Selectmen, Town Meetings, Annual Town Meetings and other meetings as the First Selectman shall designate.

The Town Counsel shall review all proposed ordinances, contracts and other instruments submitted by the Board of Selectmen. He shall review in advance of all Town Meetings the matters to be presented at such meetings, and consult with the Board of Selectmen, as necessary, to assure the orderly disposition of the business of the meeting. Town Counsel shall have the power, with the approval of the Board of Selectmen, to compromise or settle any claims by or against the Town. Any other officer or the chairman of any other board may request that Town Counsel, upon approval by the First Selectman, appear at a meeting or render a written opinion on any matter concerning the Town. It shall be the responsibility of the First Selectman to insure that Town boards have access to such legal services as are required for the proper interpretation and enforcement of the laws they administer. For such purposes, boards and commissions, within the limits of their appropriations, may employ specialized legal counsel.

There may also be such Special Counsel as the Board of Selectmen may deem necessary. All such appointments shall be by administrative appointment for such areas, boards, cases, issues or meetings as the Board of Selectmen shall designate, and these counsel shall serve at the discretion of the Board of Selectmen until a successor has been appointed to assure orderly disposition of Town business.

Section 10.19. - Treasurer.

There shall be a Town Treasurer who shall be an ~~a~~Administrative ~~a~~Appointment of the First Selectman for a term of two (2) years or until the next Town election. The Treasurer shall be experienced in the financial field and should have formal accounting education and training. He should be knowledgeable in investment bankings. The Town Treasurer shall receive all monies belonging to the Town, pay such monies out on order of the proper authority and sign all Town checks. The Treasurer, who shall also serve as Agent of the Town Deposit Fund, shall have all the powers and duties ordered by the Connecticut General Statutes and such other duties as may be prescribed by the Board of Selectmen. The Town Treasurer shall be responsible for the proper investment of Town funds and shall not affix his signature to any checks unless the expenditure represented thereby has been legally incurred. The Treasurer shall receive, hold and invest any funds of the Town, including securities and other intangibles for which other provisions have not been made by the terms of a gift creating such a fund. The Treasurer shall accurately keep the records required by law. The Town Treasurer may not also hold the position of Finance Director.

The First Selectman may appoint an Assistant Treasurer, who, having taken the oath provided for Town Treasurer, shall, in the absence or disability of the Town Treasurer, perform all his duties. The Treasurer and Assistant Town Treasurer shall give bond to the Town, in accordance with Section 17.4 of this

Charter or Connecticut General Statutes as they apply, in such sum as such appointing authority orders with surety to their acceptance, conditioned for the faithful performance of the duties of his office.

Section 10.20. - Zoning Board of Appeals.

There shall be a Zoning Board of Appeals consisting of five (5) regular members and three (3) alternates who shall be ~~an~~ Administrative Appointments of the First Selectman for a term of four (4) years.

The Zoning Board of Appeals shall have the powers, duties and responsibilities and shall be subject to the restrictions and limitations of a Zoning Board of Appeals established under Chapter 124 of the Connecticut General Statutes as amended as to such powers, duties and responsibilities and subject to such restrictions and limitations as may, from time to time, be prescribed by the Seymour Zoning Ordinance.

No regular member of the Commission and no alternate member shall hold a paid municipal office or be a member of the Planning and Zoning Commission. No member or alternate member shall be a paid employee of the Town.

Section 10.21. - Sewer Use Rate Review Board.

There shall be a Sewer Use Rate Review Board consisting of five (5) members who shall be ~~an~~ Administrative Appointments of the First Selectman for a term of four (4) years. The board shall work with and assist the Water Pollution Control Authority in establishing fair and equitable sewer use charges for the Town. No member of the Board shall also be a member of the Water Pollution Control Authority. The duties and responsibilities shall be identified in an ordinance established in accordance with Section 7.5 of this Charter.

Section 10.22. - Redevelopment Agency.

There shall be a Redevelopment Agency consisting of five (5) members who shall be ~~an~~ Administrative Appointments of the First Selectman for a term of five (5) years. The duties and responsibilities shall be identified in an ordinance established in accordance with Section 7.5 of this Charter.

Section 10.23. - Civil Defense Director.

There shall be a Civil Defense Director who shall be an Administrative Appointment of the First Selectman and shall serve for a term of four (4) years. His duties and responsibilities shall be identified in an ordinance established in accordance with Section 7.5 of this Charter.

Section 10.24. - Conservation Commission.

There shall be a Conservation Commission consisting of five (5) members whose terms will be four (4) years and will be Administrative Appointments of the First Selectman. This Commission shall have all the powers and duties, not inconsistent with this Charter, as are now or may hereafter be conferred upon such Commission by Section 7-131A of the Connecticut General Statutes.

The Commission may receive gifts of land in the name of the Municipality, subject to the approval of the Board of Selectmen and Planning and Zoning Commission, for any of its purposes and shall administer the same for such purposes, subject to the terms of the gift.

Section 10.25. – Culture and Arts Commission.

There shall be a Culture and Arts Commission consisting of seven (7) members whose terms will be two (2) years and will be Administrative Appointments of the First Selectman. This Commission shall be responsible for providing both affordable and no-cost entertainment for the residents of the Town of Seymour, and shall have oversight of the Strand Theater.

CHAPTER 11. - TOWN EMPLOYEES

Section 11.1. - Town Clerk, Tax Collector and Human Resources Manager.

The Town Clerk shall have all the powers and duties outlined in the Connecticut General Statutes. All fees collected by the Town Clerk in the performance of duties assigned shall be paid into the Town Treasury and the Town Clerk shall be compensated by salary.

The Tax Collector shall have all the powers and duties outlined in the Connecticut General Statutes.

The Human Resource Manager shall be responsible for the attraction, training, and assessment-, in conjunction with the heads of all applicable Departments, of Town employees, while also overseeing any and all organizational leadership and culture, and shall ensure legal compliance with all State and United States employment and labor laws. In any circumstance where Town employees desire and are legally authorized to hold a collective bargaining agreement, the Town Human Resource Manager shall also be present to serve as the Town's liaison with any and all Town employees' labor union representatives.

CHAPTER 12. - FINANCE AND TAXATION

Section 12.1. - Board of Finance.

There shall be a Board of Finance consisting of seven (7) members who shall be elected for a term of four (4) years. Except as otherwise specifically provided by this Charter, the Board of Finance shall have such powers and duties as are or may be imposed or vested by the Connecticut General Statutes upon Boards of Finance and shall perform all acts required of said Board by the Town or necessary to carry into effect the powers and duties imposed upon said Board of Finance by law. No regular member of the Board of Finance shall be employed by the Town of Seymour or serve on any other elected or permanent appointed Seymour board, or commission. A limit of one Board of Finance member may serve on each temporary appointed committee.

No less than four (4) members shall constitute a quorum and a majority, and a minimum of three (3) affirmative votes is necessary to pass a motion.

~~Vacancies on the Board of Finance shall be filled by the remaining members of the Board within (30) forty five (45) calendar days of creation of the vacancy with a member of the same political party. If the Board does not act to fill the vacancy within forty five (45) calendar days the First Selectman may make an administrative appointment to fill the position.~~

~~**Section 12.2. - General powers and duties.**~~

~~There shall be a Board of Finance consisting of seven (7) members who shall be elected for a term of four (4) years. Except as otherwise specifically provided by this Charter, the Board of Finance shall have such powers and duties as are or may be imposed or vested by the Connecticut General Statutes upon Boards of Finance and shall perform all acts required of said Board by the Town or necessary to carry into effect the powers and duties imposed upon said Board of Finance by law. No regular member of the Board of Finance shall serve on any other elected Seymour board or commission.~~

~~No less than four (4) members shall constitute a quorum and a majority, and a minimum of three (3) affirmative votes is necessary to pass a motion.~~

~~Vacancies on the Board of Finance shall be filled by the remaining members of the Board within forty five (45) calendar days of creation of the vacancy with a member of the same political party. If the Board does not act to fill the vacancy within forty five (45) calendar days the First Selectman may make an administrative appointment to fill the position.~~

Section 12.2. - General powers and duties.

The Board of Finance shall be the budget making authority of the Town and shall be responsible for:

- (a) The preparation of the budget for the following fiscal year and/or years.
- (b) The management and monitoring of the budget for the current fiscal year. The Board shall coordinate its efforts with the Finance Director, the Finance Department and the Board of Selectmen. The Board of Finance shall have access at all reasonable times to the records and books of account of the Town, Town-aided organizations, and of the Board of Education.
- (c) In conjunction with all other boards of the Town and with the direct assistance from the Finance Director, as well as the Board of Selectmen, the development of a long range financial plan for the Town.

Section 12.3. - Annual Town Meeting.

- (a) Budget preparations. The assessor shall complete a list of all taxable property in the Town existing as of the first (1st) day of October in each year and shall modify said list throughout the assessment year in accordance with the Connecticut General Statutes.

The fiscal year for the Town of Seymour shall run from July 1 of each year through to the ensuing June 30 of the next year.

The Board of ~~Assessment Appeals Tax Review~~ shall meet at least three (3) times in the month of ~~February~~ in the manner provided in Section 12-110 of the Connecticut General Statutes.

All Boards seeking an appropriation shall make their requests for the ensuing fiscal year not later than February 1st of each year by filing twelve (12) copies of the same with the Town Clerk who shall forward a copy to the First Selectman and Finance Director. The First Selectman shall review the budgets with the Finance Director and make such comments and recommendations to the Board of Finance as deemed appropriate. If a request is not filed, the First Selectman and Finance Director shall make their own best estimate of the needed appropriation.

The Board of Finance shall on or before ~~the 1st of April~~ 1 of each year file with the Town Clerk such appropriations as it recommends in the form of a proposed budget and proposed tax mill rate.

The Board of Selectmen shall call an annual Town Meeting no later than May 1st to recommend changes to the budget, revenues, debt service and legal obligations. There must be a quorum present during the annual Town Meeting in order for the budget to go to referendum. The Quorum necessary to transact business at the annual Town Meeting shall be fifty (50) persons qualified to vote at the meeting. At a duly called annual Town Meeting, the moderator may adjourn the meeting if a quorum is not present, and a majority of the Board of Selectmen may thereafter meet and forward the budget to a referendum vote at an adjourned Town Meeting. The purpose of this section is to permit the orderly process of business upon matters technically requiring annual Town Meeting action, but practically proving of insufficient public interest to obtain a quorum.

The Board of Finance shall set a tax mill rate for the ensuing fiscal year.

After adoption of a budget, special appropriations and transfers from one account to another needed for any purpose shall be made in the same manner provided by Chapter 106 of the Connecticut General Statutes. The grand list shall be completed in accordance with the Connecticut General Statutes.

The Town Budget calendar shall be subject to requirements of the Connecticut General Statutes insofar as any specific language of the Connecticut General Statutes supersedes the requirements of the local charter provisions.

- (b) Duties of the Board of Finance on the Budget. By the first Tuesday of ~~December~~ January of each ~~year~~ the Board of Finance shall send out budget request forms through the Finance Director to all Town Departments, Boards and Commissions to be returned no later than the third Tuesday of January ~~February 1st~~ of each year. No less than thirty (30) ~~forty-five (45)~~ days prior to the Annual Town Meeting, the Board of Finance shall determine the probable total income of the Town for the forthcoming year, along with any projected deficits with the assistance of the Finance Director. These figures shall include an estimate of all the funds from local, state and federal sources, which will or may be available to the Town. The Board of Finance shall afford each board an opportunity to be heard on their requests. It shall then revise the estimates as it deems necessary and prepare a proposed budget for consideration at a public hearing or hearings to be called no later than April 10th. Notice of such hearing shall be given by

publication in a newspaper having substantial circulation in the Town and the Town website at least ten (10) calendar days before such hearing. Printed copies of the proposed budget ~~should~~shall be available for review at the Office of the Town Clerk and Public Library for seventy-two (72) hours in advance of the hearing.

The printed budget shall minimally show the following information:

- (1) A statement of estimated revenues to be received by the Town and a statement of the current last year's anticipated revenues.
- (2) All estimated expenditures for the next fiscal year.
- (3) Columns comparing last year's approved line item budgets with this year's recommended line item budgets, as well as intra-line transfers.
- (4) The Board of Education's budget in total, listing adjustments made by the Board of Finance on the bottom line, unless otherwise provided by the Connecticut General Statutes.
- (5) An appropriation, if desirable, for a capital reserve fund in an amount not to exceed one (1) percent of the total recommended expenditure for the fiscal year.
- (6) An estimate of the available cash surplus, or deficit, projected for the current fiscal year and other items as required by the Board of Finance.

After the public hearing or hearings are held, the Board of Finance shall approve a final budget for presentation to the Town Clerk at least five (5) days prior to the Annual Town Meeting. A copy shall also be filed in the Public Library at the same time.

The Annual Town Meeting shall be held not later than May 1st for the following purposes:

- a) To consider and recommend changes to the budget, revenues, debt service and all legal obligations. ~~Legal obligations shall include staffing of teacher at the level maintained as of September 1st of the prior year less any positions that do not have to be filled~~ include be any obligation conferred on the Town by Federal law, State law, Town Charter requirements and contractual obligations. The Finance Director of the Town and the Chief Financial Officer of the Seymour Public School System shall supply the Board of Finance each year with the specific legal obligations- no later than the third Tuesday of January.
- b) To consider and act upon such other business stated in the Call of the Meeting.

Each Board chairman shall have representation present at the annual Town Meeting ~~this meeting~~ to discuss that Board's activities and answer any questions that townspeople might have about budget requests.

The Annual Town Meeting shall have the power to decrease or delete any appropriation or item within an appropriation except those listed in section (a) above: revenues, debt service, and all legal obligations. No appropriation shall be made for any purpose not recommended by the Board of Finance.

The Board of Education's budget as recommended by the Board of Finance shall be considered as a single bottom line appropriation, unless Connecticut General Statutes provide otherwise. ~~If a Town Meeting or referendum vote does not approve the revenues, debt service and all legal obligations on or before June 15, only those aforesaid items last submitted by the Board of Finance will be considered to be adopted as part of the new budget effective on July 1st.~~

If the referendum vote at an adjourned Annual Town Meeting ~~shall reject~~s the budget or either part thereof the rejected portion shall be reconsidered by the Board of Finance within five (5) ~~calendar~~ business days. The duly called meeting shall be noticed in the local paper at the direction by ~~notice~~ of the Chairman of the Board of Finance without the necessity of a meeting of the Board of Finance, and public comments shall be allowed and shall be limited to budget recommendations and proposals for consideration by the Board of Finance during its deliberations. The Board shall then approve a revised budget or part thereof for presentation at a second referendum vote at an adjourned Annual Town Meeting. The Annual Town Meeting shall be adjourned to referendum by the Moderator. In case of further rejection this process shall be continued using ~~at the~~ five (5) calendar day period for reconsideration by the Board of Finance until a budget is adopted.

- (c) Adoption of the Budget. ~~Adoption of the budget, adoption of the general government and Board of Education budgets shall be by referendum vote at an adjourned Annual Town ~~Budget~~ Mmeeting held not less than seven (7) calendar days or more than eighteen (18) days thereafter. The referendum vote shall be by machine ballot. Prior to the Annual Town Meeting, the Board of Selectmen shall see that the budget is published in a newspaper having a substantial circulation in the Town, filed and copies made available through the Office of the Town Clerk. Line item breakdowns of expenditures used by the Board of Finance in determining its final budget shall also be made available to the Board of Selectmen and each Town board upon request.~~

Immediately after the annual budget is approved, the Board of Finance shall meet and lay a tax on the Grand List sufficient in addition to the other estimated yearly income of the Town, to pay the expenses and anticipated appropriations of the Town for the coming year, and also to absorb any deficit of the Town at the end of the preceding fiscal year.

Further referendum votes at subsequent adjourned Annual Town ~~Budget~~ Mmeetings, ~~if needed,~~ at the discretion of the Board of Finance shall be held not less than seven (7) or more than eighteen (18) calendar days after the prior adjourned Town Meeting referendum vote.

The questions to be voted on at such adjourned Town Meeting shall be presented on the ballot as follows:

- a. Shall the Town General Government Budget, as recommended by the Board of Finance of (dollar amount) for the fiscal year (specify year) be adopted?
- b. Shall the Board of Education Budget, as recommended by the Board of Finance, of (dollar amount) for the Town of Seymour for the fiscal year (specify year) be adopted?

The voters shall be given the option to vote either "Yes" or "No". If both budgets are rejected after revisions by the Board of Finance, both budgets shall be resubmitted to the ballot by the initial an adjourned Annual Town Meeting. In case of further rejections, the aforesaid process, under this section, shall be repeated until said budgets are accepted.

If only one of the aforesaid budgets passes, that budget shall be deemed to be approved. The budget question that is rejected shall be resubmitted to the ballot by an adjourned Annual Town Meeting after revision by the Board of Finance and resubmitted again after further rejection and further revision by the Board of Finance until said budgets isare accepted.

If the ~~complete~~ budget is not adopted by June 15~~th~~ the Town shall send out real estate tax bills based on the same taxation figures and adjusted mill rate of the prior fiscal year, which would include adjustments for the new revenues, debt service, and legal obligations for the next fiscal year, which begins on July 1~~st~~. After the complete budget is passed the balance of the real estate plus personal property and motor vehicle tax bills shall be sent out based on any increase~~change~~ brought about by referendum vote.

Absentee ballots will be available for the aforesaid adjourned Annual Town Meetings by referendum. Copies of all budgets and revised budgets shall be available at each polling place.

In the event that the general government and/or Board of Education budgets are not approved after repeated referendums but have been reduced to the point of meeting debt service and legal obligations, then the budget shall be deemed to have been adopted. The Board of Finance shall certify by a majority vote that such a budget has been adopted.

The Tax Collector shall then collect the tax in accordance with the Connecticut General Statutes. The Tax Collector shall keep the Board of Finance and the First Selectman informed monthly as to the progress of collections. Taxes of real property shall be due and payable in two installments. The first installment shall be due July 1~~st~~ and delinquent August 1~~st~~. The second installment shall be due January 1~~st~~ and delinquent February 1~~st~~.

Section 12.4. - Fiscal process.

The fiscal year of the Town shall begin on the first (1st) day of July and end on the thirtieth (30th) day of June. The accounts for the Town shall be maintained in accordance with the principles promulgated by the National Committee on Governmental Accounting. The Board of Finance shall review the budget monthly. It shall work closely with the Finance Department to assure that expenditures will be controlled and that the Town budget is not in an illegal deficit position at the end of the fiscal year. If a deficit does exist, the Board of Finance must make provisions to fund the shortage in the next fiscal year's budget.

- (a) Special Appropriations and Transfers. The Board of Education may, in accordance with Connecticut General Statutes transfer unexpended balances from one account to another within

their total line appropriations. No transfers can be made without the Board of Education's approval. The Board of Education shall inform the Board of Finance of each transfer made.

Other Town boards shall be permitted to transfer amounts between accounts in their budget with Board of Finance approval and without regard to the number of transfers, provided such transfers in the aggregate do not exceed the total bottom line budget approved by the Annual Town Meeting. Any board considering a transfer between line item accounts in their budget of an amount which exceeds the bottom line established by the Board of Finance and approved by Town Meeting action, shall make a written request to the Board of Selectmen for approval of such transfer. The Board of Selectmen shall forward the request with their recommendation and approval to the Board of Finance for action.

- (b) Supplemental Appropriations—Board of Selectmen and Board of Finance Action. All requests or supplemental appropriations by any board shall be made in writing to the Board of Selectmen. The Board of Selectmen shall submit such written requests along with any comments or recommendations and approval to the Board of Finance for action within thirty (30) calendar days of receipt of the same.

Any supplemental appropriation requested by a board may be acted upon by the Board of Selectmen and Board of Finance, without regard to the number of supplemental appropriations previously approved for that board, provided that the current request, when considered either by itself or when added to supplemental appropriations previously approved during the current fiscal year for the board, does not exceed \$50,000.00. The Board of Finance may make a supplementary appropriation to the requesting Town board of an amount not exceeding \$50,000.00 without the approval of a Town Meeting.

When the Town maintains a Reserve Fund for capital and nonrecurring expenditures in accordance with this Charter and/or Connecticut General Statutes, payments into and appropriations from the reserve fund shall be made only upon recommendations of the Board of Selectmen and the Board of Finance if the monies are used for the purpose for which they were collected. If the monies are not to be used for the purpose for which they were collected, then appropriations from the reserve fund shall be made upon recommendations from the Board of Selectmen, Board of Finance, and Town Meeting action regardless of the amount involved.

The Board of Finance may approve, lower, or reject but not increase the amount of any supplemental appropriation upon which it is acting. It shall act on all requests for supplemental appropriations and/or transfers within thirty (30) calendar days of receipt of such request.

The Board of Finance shall request that the Board of Selectmen call ~~pass on to~~ a Special Town Meeting for final action, supplemental appropriations exceeding \$50,000.00 and supplemental appropriations of less than \$50,000.00, if when added to supplemental appropriations previously approved in the current fiscal year for a particular board, they exceed \$50,000.00.

- (c) Supplemental Appropriations—Town Meeting Action. A Special Town Meeting may approve, lower or reject but cannot increase a supplemental appropriation properly brought before it. It

may make no appropriation or transfer of funds not recommended by the Board of Finance and the Board of Selectmen. The provisions of this section shall not be a limitation on the power of the Town to issue bonds or other obligations for appropriations or indebtedness in accordance with the Connecticut General Statutes and this Charter.

- (d) Emergency Appropriations. The Board of Selectmen, acting pursuant to a declaration of a state of emergency, shall be empowered to make appropriations for the purposes of meeting a public emergency threatening the lives, health or property of citizens, provided such appropriations shall receive a favorable vote of at least a majority of a quorum of the full Board of Selectmen. Emergency shall be restricted to "natural disasters" and other "unforeseen events." Written notification of such appropriations shall be given within forty-eight (48) hours to the Board of Finance and a copy thereof posted as required by law.
- (e) Capital Reserve Fund. There shall be a Capital Reserve fund for capital and nonrecurring expenditures, as provided for by the Board of Selectmen and the Board of Finance and approved at the Annual Town Meeting, ~~which shall be called the Capital Reserve Fund for the purposes of this Charter.~~ Said Fund shall be used for capital and nonrecurring expenditures for the planning, construction, reconstruction and/or the acquisition of any specific item of equipment. The Capital Reserve Fund may be discontinued upon the recommendation of the Board of Selectmen and the Board of Finance and upon approval at a Town Meeting called for such purpose. After the discontinuance, any balance in the fund shall be transferred to the General Fund of the Town.
- (f) Borrowing. The Town shall have the power to incur indebtedness by issuing its bonds or notes as provided by the Connecticut General Statutes. Borrowing in lieu of taxes shall be authorized only after it has been recommended by the Board of Selectmen and the Board of Finance, and approved at a Town Meeting by a majority vote of a quorum of those eligible to vote and voting.
- (g) Over Expenditures. No member of any board of the Town shall expend any funds or enter into any contract which would oblige the Town to expend funds in excess of its approved appropriation. If any member violates this provision and obligates the Town to expend funds in excess of its approved appropriation, except in payment of final judgments rendered against the Town, ~~that member~~ he may be liable in a civil action in the name of the Town as provided in the Connecticut General Statutes.
- (h) Long Range Financial Plan. The Board of Finance, with assistance of the Finance Director, as well as the Board of Selectmen, shall annually submit a long range financial plan for the Town covering the next five (5) year period. This plan is to serve as a guide for boards to follow when they prepare their budgets.

Section 12.5. - Annual audit.

The Board of Finance shall annually appoint an independent public accountant or firm of independent public accountants to audit the books and accounts of the Town as provided in the Connecticut General Statutes. The auditor may make recommendations for improvements in the method of keeping the Town records, but such recommendations shall not become effective until approved by the Board of Finance. The audit is to be received by the First Selectman and the Board of Finance no later than

December 31st of the year in which the previous fiscal year is completed. The Board of Selectmen may extend this date if extenuating circumstances prevail, and if the extension is approved by the State Tax Commissioner's Office. The auditor and Director of Finance shall assist the Town in preparing the extension form and shall have the extension request prepared for the submission to the Board of Selectmen for the Board's last meeting held in November following the June 30 year end under the audit. If approved by the Board of Selectmen, the extension shall be signed by the First Selectman, Chair of the Board of Finance, and the auditor; and the Finance Director shall submit the approved form to the State of Connecticut's Office of Policy and Management.

The Board of Finance may call for a special audit upon the change of administrations, the death, resignation or removal of a Town official, or in cases of suspected malfeasance.

CHAPTER 16. - TRANSITION AND OTHER PROVISIONS

Section 16.6. - Effective date.

The Charter of the Town of Seymour was adopted at the regular election on November 2nd, 1982 and implemented on January 1st, 1983. The amendments to this Charter shall become effective upon the approval of a majority of the Town Electors voting thereon at the regular election on November 6th~~nd~~, 201~~2~~04, in accordance with the provisions of Chapter 99 of the Connecticut General Statutes provided, however, no revision of this Charter shall be implemented until January 1st, 2013~~05~~.

Section 16.7. - Usage.

When the context so requires, the masculine gender shall include the feminine, and the singular shall include the plural, and vice-versa.

SUBPART B. - SPECIAL ACTS

Sec. 9. - Fiscal year established; meetings of board of tax review.

The fiscal year for the Town of Seymour shall be changed as follows: The current fiscal year, commencing August 11, 1940, shall terminate August 10, 1941. The fiscal period commencing August 11, 1941, shall terminate March 31, 1942. Thereafter, beginning April 1, 1942, the fiscal year of the Town shall commence April first of each year and expire the thirty-first day of March next succeeding. The tax lists filed during the month of October, 1941, with the board of assessors of said Town shall constitute the tax lists for the fiscal year beginning April 1, 1942, and expiring March 31, 1943. Meetings of the board of tax review during the month of February, 1942, shall constitute the meetings for relief from assessments for taxation for the period beginning April 1, 1942, and expiring March 31, 1943. Annually thereafter, the meetings of the board of tax review in February shall consider appeals taken from assessments on the list filed the preceding October, for assessment for taxation purposes for the fiscal year beginning on July April first next succeeding the date of the filing of such list.

Sec. 10. - Assessment date.

The assessment date for the assessment of property in said Town for taxation shall continue to be the first day of October in each year. Annually thereafter, the tax list filed during the month of October shall constitute one tax list for assessment to meet the Town expenses for the fiscal year beginning the succeeding ~~July~~ April-first.

~~Sec. 17. - Appointment of police personnel.~~

~~Said board [of police commissioners] shall appoint all personnel of the department, except the chief of said department, in the number and grades established by the board. In appointing police officers, the board shall give consideration to the police experience, general qualifications and to health and age of any candidate.~~

~~(Special Laws 1959, Act No. 100, § 6; Special Laws 1965, Act No. 308, § 3)~~

~~Sec. 18. - Regulation of parking, traffic.~~

~~Said board [of police commissioners] shall have jurisdiction within the Town over the parking of automobiles upon its streets and highways and may make regulations concerning the same and concerning traffic so far as the same shall not be inconsistent with the general statutes.~~

~~(Special Laws 1959, Act No. 100, § 7)~~

Sec. 24. - Maintenance of footbridge between Main and Humphrey Streets.

The footbridge over the tracks of MetroNorth ~~the New York, New Haven, and Hartford Railroad Company~~ and located between Main and Humphrey Streets in the Town of Seymour shall be maintained by the company maintaining the railroad tracks under said bridge.

A COMPLETE COPY OF THE CHARTER AND AMENDMENTS ARE AVAILABLE IN THE TOWN CLERK'S OFFICE.

A COPY WILL BE MAILED TO ANY PERSON WHO REQUESTS A COPY FROM THE TOWN CLERK.