

1 **DRAFT DOCUMENT-SUBJECT TO APPROVAL**

2 **CHARTER REVISION COMMISSION**

3 **FEBRUARY 16, 2017 REGULAR MEETING**

4 **6:30 P.M.**

5 **WALLINGFORD TOWN HALL – ROOM 315**

6 **45 S. MAIN STREET**

7 **WALLINGFORD, CT**

8 **MINUTES**

9 **PRESENT:** Chairman Steve Knight; Vice-Chair Christina Tatta; Commissioners Bob Swick; Pat
10 Kohl; Jim Pyskaty; Jonathan Chappell; Mark Gingras; Sam Carmody; Tom Corrigan; Jim
11 Seichter; Corporation Counsel Janis Small.

12 **NOT PRESENT:** Commissioner Gina Morgenstein.

13 Chairman Knight called the Meeting to order at 6:30 p.m. and the Pledge of Allegiance was
14 recited.

15 **1. Approval of the Minutes of February 2, 2017**

16 Page 5, line 16, the first "removed" should be the "power to appoint"; Page 5, line 31-appears
17 to have a word missing ; Page 6, line 38, last sentence, should read "she would like to not
18 mention either since, once that it is in there, it has to stay in there, but removing one of these
19 positions is a cause for concern"; Page 7, line 35, the last word "appointed" should be
20 "appointment".

21 On page 5, line 1, should be "right to appeal to court"; Page 5, line 37, should say "and putting
22 the appoint and remove"; Page 1, line 28, should read "the next line in the Charter begins"; line
23 30 should be "mill rate" Page 2, line 26, first word "commission" should be "commissioners";
24 Page 5, line 33, should be "references an ordinance"; Page 5, should say the Atty. Small the
25 Council could do this by Ordinance".

26 **Motion: A motion by Vice-Chair Tatta seconded by Commissioner Kohl to accept the**
27 **February 2, 2017 Meeting Minutes as amended.**

28 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
29 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

30 **2. Review of recent memos/correspondence from the Law Department**

1 **Section 1: Land Use Board and Commission**

2 Chairman Knight said there is language that Atty. Small has drafted for the Commission's
3 consideration which will replace Chapter 4, Sections 2 and 5 which he said was reviewed at
4 the last meeting. Atty. Small noted Section A was approved by the Commission and based
5 on conversations, Sections B and C were added.

6 Mr. Chappell said he liked where the Land Use Boards and Commissions are located in the
7 Charter. He suggested having a generic establishment of the Planning Department and
8 having its own Chapter. He asked if the Commission agreed on putting in the Planner and
9 the Environmental Planner or leaving them both out. Mr. Seichter said B and C should be
10 included. He said having the Planning Dept. was discussed at the last meeting. Ms. Kohl said
11 if there is a consensus that both the Town Planner and the Environmental Planner should be
12 in the Charter, she was in favor of making its own chapter for the Planning Dept. and
13 putting both of these positions in the Planning Department. Ms. Kohl said this would make it
14 clear that the Environmental Planner comes under the Planning Department.

15 Chairman Knight asked Atty. Small who the Environmental Planners direct supervisor was.
16 Atty. Small pointed out the Town Planner does oversee some aspect of the Environmental
17 Planner's work. She noted the Environmental Planner serves the Inland Wetlands
18 Commission. She said she hasn't spoken to the Mayor about this since the last discussion,
19 but said she believed the position would still be under the Town Planner but would have to
20 be worked out.

21 Atty. Small said this would leave it open for the Mayor to decide, but that doesn't have to
22 be in the Charter. Chairman Knight noted the language is vague enough. Atty. Small said
23 the Personnel Dept. had no issue with a language change. She suggested this new chapter
24 go after the Building Dept. Vice-Chair Tatta said currently the Inland Wetlands Commission
25 is the Environmental Planner's supervisor. She said if the change is made to have the
26 Environmental Planner appointed by the Mayor, if in the future, it is desired to have that
27 position fall under the Town Planner, the wording is vague enough where this could be
28 done. She said she likes the way this is worded because it leaves it open enough for
29 flexibility to who her supervisor would be. She said she also agreed with putting in the Town
30 Planner.

31 Mr. Gingras asked if we would be requiring the Mayor to have a Town Planner in concept.
32 Chairman Knight said this is a "shall". Atty. Small noted there are statutory planning duties
33 required by the State. Mr. Gingras wondered if the word "may" should be used instead of
34 "shall" because he said he didn't like the idea of "you will have a Town Planner or "you will
35 have an Environmental Planner". He said he likes to give as much flexibility as possible to
36 the people who govern the Town. Mr. Seichter noted that with the Recreation Department,
37 it states "we shall". He said the Town has a Planning Department, and in this day and age,

1 you are going to have a Town Planner and noted it would be irresponsible not to have one.
2 He said he looks at it as not being the Mayor's Town Charter, but the Town's Charter and it
3 is important to have these positions in there and there will be more added to this and
4 believes a professional staff will be needed there. Chairman Knight said if there was
5 consistency in the document, he would lean in Mr. Seichter's direction. Atty. Small noted
6 that if there is a fiscal issue, and someone can't be appointed, this has been upheld by the
7 Courts. Ms. Kohl said to the extent that we "shall" have a Planning & Zoning Commission,
8 and we "shall" have a Planning Department and we have to do a Plan of Conservation and
9 Development, she didn't have a problem with "shall appoint" a Town Planner.

10 Chairman Knight entertained a motion at this time.

11 **Mr. Chappell: Motion to establish a Planning Department in a new stand alone**
12 **Chapter pursuant to Sections B & C of the attachment to Corporation Counsel's**
13 **February 15, 2017 memo. Ms. Kohl seconded the motion.**

14 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
15 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

16 **Department of Engineering – Sections 1 & 2**

17 Chairman Knight said there were some language changes on page 14, Chapter 10. Atty. Small
18 said she showed the language changes to the Town Engineer and said she didn't have a chance
19 to show this to the Mayor. She said she tried to clean up one or two sentences. She noted that
20 Certified Civil Engineer was changed to CT. Licensed Professional Engineer. She said she
21 changed some of the language in Section 2 from "Department of Public Works" to the "Town"
22 noting that it is broader. Atty. Small said she added "he shall promulgate the standards and
23 procedures related to the construction of public improvements".

24 Atty. Small said this is something the Town is in the process of developing a lot of policies and
25 requirements when contractors do work in the roads or someone goes to Planning & Zoning to
26 get approval for a subdivision, everything should be to a certain standard. She said it was
27 important this be put into the Charter so it is clear. Vice-Chair Tatta asked about the wording
28 "all of which shall be property of the Town" and whether this referred to the maps. Atty. Small
29 said she believed this wording wasn't necessary.

30 Chairman Knight entertained a motion at this time.

31 **Motion: Vice-Chair Tatta made a motion that we accept the changes for the Dept. of**
32 **Engineering as written in Atty. Small's memo dated February 15, 2017. Ms. Kohl**
33 **seconded the motion.**

34 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
35 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

1 **3. Review of undated draft of Town Charter containing changes made to date.**

2 Chairman Knight said this will be a page by page review. Mr. Chappell said he didn't think the
3 Commission had to go page by page and vote, we could by one vote, give discretion to Atty.
4 Small to change titles that are not substantive changes, i.e. table of contents, typographical
5 errors and could probably vote tonight. Atty. Small said the Commission would have the final
6 version in time for the Public Hearing.

7 Mr. Swick said he went through everything and tried to match all the changes done since the
8 first meeting and it did look 99% close. He said he didn't see a major change noting that
9 everything matched what the Commission went over.

10 Chairman Knight entertained a motion.

11 **Mr. Chappell: Motion that the Commission grant discretion to Corporation Counsel**
12 **to fix (if needed), numbering, typographical errors, grammatical errors of non-**
13 **substance, fix titles, fix the index and table of context. Mr. Gingras seconded the**
14 **motion.**

15 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
16 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

17 **Chapter 1: Incorporation & General Powers - No Changes**

18 **Chapter 2: Officers & Elections**

19 Ms. Kohl said on Section 1, the second line, since the two Justices of the Peace were removed,
20 she suggested putting the word "and" in front of two Justices, and put "and" in front of the
21 Registrar of Voters to read "and Representatives, Judge of Probate and two Registrar of
22 Voters". Chairman Knight said this is a grammatical change as a result of a previous change
23 already made.

24 Mr. Seichter spoke about an article regarding the Wallingford Board of Education and staggered
25 terms which Wallingford doesn't have. Atty. Small said State Statute does talk about staggered
26 terms. Ms. Kohl noted this was already discussed by the Commission. Mr. Gingras suggested
27 making changes now and then pass the changes along to Atty. Small, pointing out her
28 Department may not catch the changes unless the Commission does. Mr. Seichter said if each
29 of us find a typo, we can send these changes to Atty. Small. Chairman Knight reiterated that
30 each of the Commission members independently have the chance to submit to Atty. Small, non-
31 substantive grammatical or punctuation changes that don't change the meaning of the
32 document.

33 Mr. Seichter asked in Section 3, where it talks about the name of the elector being placed on
34 the voting machines, whether this was discussed. Chairman Knight said this was discussed and

1 noted that in the Minutes, there didn't seem to be any indication that the Commission came to a
2 conclusion about this. He noted there are still machines, per se, but still have ballots that go
3 through the machine. Atty. Small noted that whether it is by machine or not, it is still a ballot.

4 Chairman Knight entertained a motion.

5 **Mr. Seichter: Motion that in Chapter 2, Section 3, Nominations of Candidates, the**
6 **words "voting machines" be removed and replace them with the word "ballot". Vice-**
7 **Chair Tatta seconded the motion.**

8 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
9 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

10 **Chapter 3 – Town Council**

11 Mr. Chappell noted that in Section 2, the sentence which begins with "each newly elected
12 Council shall, at its first Meeting or soon thereafter, elect from its own number, a Chairperson
13 and Vice-Chairperson who shall preside over all Meetings". He said the Chairperson shall
14 preside unless he or she is not there. He said he knows what the sentence means, but thinks
15 "who shall preside at all Meetings" refers back to two people. Atty. Small said she didn't see the
16 need to say this, stating everyone knows the Chairperson presides over the Meetings. Chairman
17 Knight asked if "who shall preside at all Meetings" should be eliminated. Atty. Small said this
18 would be the simplest way to do this, or she would have to reorganize it so that who presides
19 over the Meeting is directly related to the Chairperson.

20 **Mr. Chappell: Motion that Chapter 3, Section 2, the portion of the sentence**
21 **beginning: "each newly elected Council shall" the portion which states: "who shall**
22 **preside at all Meetings" be deleted. Ms. Kohl seconded the motion.**

23 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
24 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

25 Ms. Kohl asked in the same Section, with the sentence beginning "should the office of the
26 Mayor become vacant because of death, recall, permanent disability or resignation," if the
27 Mayor could be recalled. Atty. Small said the Mayor could not be recalled.

28 **Ms. Kohl: Motion to remove the word "recall". Mr. Chappell seconded the motion**

29 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
30 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

31 Ms. Kohl said in Section 4, under Procedure, noted "The Council shall keep for Public
32 Inspection, a journal which shall be the official record of the proceedings". She asked if a

1 journal was kept. Ms. Kohl asked about the sentence that followed. Atty. Small said the entire
2 sentence should be removed because it is antiquated.

3 **Ms. Kohl: Motion that in Chapter 3, Section 4, the last two sentences be removed,**
4 **beginning with the sentence: “The Council shall keep” and ending with “and of the**
5 **Clerk”. Mr. Chappell seconded the motion.**

6 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
7 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

8 Ms. Kohl noted that in Section 5, page 6, under General Powers and Duties, she said the 2009
9 Commission added under the Council’s Powers, the power to demolish and asked if this was
10 needed or was it understood. Atty. Small said she didn’t know if this was necessary. Mr.
11 Chappell noted in Section 8, half-way down, it states that “if the Council fails to adopt an
12 Ordinance, electors may adopt or reject the same at an election held within 90 days”. He said
13 he believed this should be an election or referendum. Atty. Small said she believed this could
14 be added and that is what was meant.

15 **Mr. Chappell: Motion to add the words “or referendum” so that it reads “electors**
16 **may adopt or reject the same at an election or referendum held within 90 days” in**
17 **Section 8 of Chapter 3. Vice-Chair Tatta seconded the motion.**

18 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
19 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

20 **Chapter 4**

21 Vice-Chair Tatta noted that in Section 1, she believed it should be “Land Use Boards &
22 Commissions not “Land Use Board & Commission”. This will be sent to Atty. Small for
23 correction. Ms. Kohl had a question on Section 2, Board of Assessment Appeals. She said it
24 reads “The Council at its first meeting in January shall appoint a Board of Assessment Appeals
25 consisting of three resident electors of the Town, no more than two of whom shall be members
26 of the same political party for terms of three years. Annually thereafter, the Council shall
27 appoint one member to succeed the member whose term expires”. She said if they all are
28 appointed at the same time, and all serving three years, how is there going to be an annual
29 vacancy.

30 Vice-Chair Tatta said she believed two of them are re-appointed within a month of each other.
31 Atty. Small said she would have to look into this. She said she believed it was a staggered term
32 and when it was changed, the language wasn’t cleaned up. Mr. Gingras maybe this should be
33 staggered three-year terms. Atty. Small said she will check. Vice-Chair Tatta said she didn’t
34 believe the terms were staggered now. Atty. Small said if they are not staggered, the sentence
35 could just be removed.

1 **Vice-Chair Tatta: Motion that under Board of Assessment Appeals, remove the**
2 **sentence which reads “annually thereafter, the Council shall appoint one member to**
3 **succeed the member whose term expires contingent upon Atty. Smalls review. Ms.**
4 **Kohl seconded the motion.**

5 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
6 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

7 **The Mayor**

8 Ms. Kohl said believed the Commission voted on Section 1, where it states “No change of Salary
9 shall be effective during the term of the incumbent Mayor,” and it was along gender lines to
10 read: “No changes of salary shall be effective during the current term of the Mayor.” Chairman
11 Knight said this was voted on but will be brought to Atty. Small’s attention for correction.

12 **Town Clerk**

13 Chairman Knight said asked Atty. Small if there could be language inserted into this document
14 that would make it such that the position would be exempt from unionization. Atty. Small said
15 this was not a confidential position and that everything the Town Clerk does is public and
16 doesn’t fall under that category. She said she spoke to the Personnel Dept. and noted the Union
17 would have the right to petition the State to have this position added to the Union and can’t be
18 controlled by the Charter.

19 **Dept. of Law**

20 Ms. Kohl said she was looking at this and wondered if the Commission should make under the
21 Chapter heading, a Section 1 that says “Dept. of Law” which encompasses the initial paragraph
22 and “A” “B” and “C” and make a Section 2 headed “Outside Counsel” and then put what is now
23 paragraph “D” under its own section. She noted Outside Counsel is not part of the Dept. of
24 Law. Atty. Small said this needs to be part of the section. She said this is an arrangement, and
25 is up to the Commission if they want to change this. She said she had no problem with the way
26 it is currently written.

27 Atty. Small said there may be a way to make everything consistent with each other. Ms. Kohl
28 said she wouldn’t want to put that effort into it to make everything consistent because some
29 things just are not going to be. Vice-Chair Tatta said formatting falls under this, so if the staff is
30 redoing this, it can be put in there and no one would have a problem.

31 **Dept. of Finance – No Changes.**

32 **Dept. of Public Works – No Changes.**

33 **Dept. of Engineering- No Changes**

1 **Dept. of Public Safety**

2 Mr. Seichter asked about the Emergency Management which states in the Charter that the
3 Director of Emergency Management shall appoint and can remove. He said he didn't know if
4 everything else the Director appoints he or she can remove. Chairman Knight noted there was
5 conversation at the last meeting about the consistency of appointed and remove. Atty. Small
6 said she believed she went through the document but missed this. She asked if the Commission
7 discussed why they had to be a resident elector. Chairman Knight said he wasn't aware this was
8 discussed.

9 Atty. Small said Town can't tell someone where to live, but the Town has some authority to
10 make living in Town a requirement but there has to be a good reason and believed the
11 Emergency Management falls into that category. She said she wasn't sure why the person
12 would have to be an elector of the Town. Ms. Kohl asked if the Commission discussed that the
13 Mayor would probably appoint someone like the Police or Fire Chief to be the Director of
14 Emergency Management and is there a requirement they live in Town. Atty. Small said there is
15 no such requirement. Chairman Knight said that wording should be removed. Atty. Small
16 pointed out that on the State level, Emergency Management has become a big deal and would
17 make sense for this person to live as close to Wallingford as possible.

18 Mr. Seichter said if the Mayor is to appoint someone, there should be someone relatively close.

19 Chairman Knight entertained a motion.

20 **Ms. Kohl: Motion that in Chapter regarding Public Safety, under the Section**
21 **regarding Emergency Management, that we remove the words "any resident elector**
22 **of the Town to be" and replace it with the word "a" so that the sentence reads: "The**
23 **Mayor shall be Director of Emergency Management or shall appoint and may remove**
24 **a Director of Emergency Management." Mr. Chappell seconded the motion.**

25 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
26 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

27 **Building Department – No Changes**

28 **Education Health and Welfare**

29 Chairman Knight noted there is no Welfare and was taken out. Mr. Chappell suggested giving
30 the Dept. of Education and Dept. of Health separate chapters.

31 **Mr. Chappell: Motion to separate the Education Department and the Department of**
32 **Health so that each have a separate chapter. Vice-Chair Tatta seconded the motion.**

1 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
2 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

3 **Dept. of Parks and Recreation**

4 Mr. Chappell noted the paragraph regarding qualifications with the Director of Parks and
5 Recreation. Chairman Knight said this is part of a job description that doesn't necessarily belong
6 in a Town Charter. He said if we are being consistent, there are no qualifications listed in other
7 jobs in the Charter. Mr. Chappell said he has looked at the correct draft and stated his concerns
8 have been addressed. Chairman Knight asked the Commission if there was interest in removing
9 the sentence "who shall be professionally trained or experienced in the planning and
10 management of recreational activities." Vice-Chair Tatta said with the Engineer, some state
11 generic qualifications. Mr. Seichter and Vice-Chair Tatta said they had no problems keeping the
12 wording as is.

13 No Changes Made.

14 **Human Resources**

15 Ms. Kohl said the title of Section 1 should be changed to Dept. of Human Resources. This will
16 be brought to Atty. Small's attention. Ms. Kohl said in Section 4, Retirement of Municipal
17 Employees, she noted the paragraph was eliminated and a new one done but said she didn't
18 believe Section 4 heading should be eliminated.

19 **Public Utilities**

20 Mr. Seichter said on Section 4, page 23, the beginning of the fourth sentence talks about "and
21 relating to the Electrical Department." He said this should be the Electric Division. This change
22 will be sent to Atty. Small for correction.

23 **Finance and Taxation – No Changes**

24 **Classified Service**

25 Ms. Kohl pointed out that in Section 2, Dog Warden should be changed to Animal Control
26 Officer. This change will be sent to Atty. Small for correction.

27 **Ethics and Conflict of Interest**

28 Ms. Kohl said she brought this up at an earlier meeting and it was changed, but now wondered
29 if this was the correct thing to do. She said in what is now Section B, "Conflict of Interest",
30 second paragraph, where the word "or" was deleted and the words "of the" were put in front of
31 Agency for Commission or Board, she wondered if the person with the conflict is the Chairman.
32 She noted it states the sentence reads "there is a requirement that the Chairman advise the
33 rest of the Commission or Board" and wondered why the word "or" was in this. She wondered if

1 the Chairman has the conflict, will he disclose in writing to the rest of the members he has a
2 conflict. She said maybe this shouldn't have been changed. Chairman Knight said there has to
3 be a vehicle for the Chairman to declare to someone.

4 Chairman Knight entertained a motion.

5 **Ms. Kohl: Motion to delete "of the" and put "or" back in. Vice-Chair Tatta seconded**
6 **the motion.**

7 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
8 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

9 Mr. Chappell pointed out that in Section D, Subsection 3, he was concerned that some if it may
10 be grammar. He said he wants to ensure that this is at the discretion of the Board of Ethics,
11 especially to investigate an alleged violation to receive a written complaint, or its own
12 complaint, and noted the word "investigate" is listed twice. He said he wants to make sure this
13 wording is not mandatory language and states to hold a hearing if necessary and not "shall hold
14 a hearing." Chairman Knight suggested moving "if necessary" from the end of the sentence to
15 "after and, if necessary, to hold a hearing to determine if a violation occurred."

16 **Vice-Chair Tatta: Motion that in the Ethics and Conflict of Interest Chapter, Section**
17 **D, Sub-Section 3, that the last sentence the phrase, "if necessary" is removed from**
18 **the end of the sentence, and inserted after "her request, and if necessary, to hold a**
19 **hearing and to determine whether a violation occurred. Mr. Chappell seconded the**
20 **motion.**

21 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
22 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

23 Ms. Kohl noted that in that same paragraph, the words "to investigate" are in there twice and
24 didn't make sense. She noted "as to receive written complaints signed under penalty of false
25 statement, to investigate such an alleged violation of this Charter, or the Code of Ethics upon its
26 receipt of a written complaint or its own complaint, to investigate to issue an advisory opinion,"
27 that "to investigate" should be removed.

28 Chairman Knight entertained a motion.

29 **Vice-Chair Tatta: Motion to remove the phrase "to investigate" after the words "its**
30 **own complaint." Ms. Kohl seconded the motion**

31 **Roll Call Vote: Swick-yes; Pyskaty-yes; Corrigan-yes; Gingras-yes; Kohl-yes;**
32 **Carmody-yes; Chappell-yes; Seichter-yes; Tatta-yes; Knight-yes**

33 **Transition and Miscellaneous Provisions**

1 Ms. Kohl said in the last section, which is currently numbered 9 and entitled "Pension Funds" at
2 the very end, the Dept. of Personnel and Pensions needs to be changed to Human Resources.
3 She asked if the phrase "not later than March 1, 1962" was needed. Atty. Small said this is an
4 historical section and wouldn't change this paragraph. Chairman Knight noted that Personnel
5 and Pensions should also not be changed if it is historical. Atty. Small said she didn't know if this
6 could come out in its entirety. Ms. Kohl said she was fine with leaving things alone.

7 Vice-Chair Tatta asked if these changes are adopted, would the last section be added before
8 the final copy is printed. Atty. Small said she didn't know if this had to be in the Charter. Atty.
9 Small said the introduction would be in the preface. Vice-Chair Tatta said she likes the history
10 of it, and having the vote totals. Atty. Small said this could be put in the end in the form of a
11 section. Chairman Knight said the preface is not officially part of the document from a legal
12 standpoint and would be written under the name of the Chairman.

13 The Commission decided to conduct the Public Hearing on March 15. Vice-Chair Tatta said this
14 won't be the final draft and didn't see a need to meet on what was done tonight. Atty. Small
15 said a Public Hearing has to be conducted after a draft report is completed, but not submitted
16 to the Council, which allows the Commission to change it one more time based upon public
17 comments. She said the end of April is the target completion date. Atty. Small suggested having
18 a Special Meeting agenda item after the public hearing on March 15, if the Commission needs to
19 discuss an item. Atty. Small said the Commission could still keep the April 6 meeting and that
20 would be the final meeting. The Commission agreed to this.

21

22 **Adjournment**

23 **Ms. Kohl made a motion to adjourn the Meeting at 8:25 p.m. Mr. Carmody seconded**
24 **the motion which passed unanimously.**

25

26 Respectfully submitted,

27 Cynthia Kleist

28 Recording Secretary

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