

CITY OF GROTON  
CHARTER REVISION COMMISSION  
MINUTES  
WEDNESDAY, APRIL 25, 2012

Council Chambers  
7:00 P.M.

Chairperson Dunbar-Rose called the meeting to order at 7:05 p.m.

1. ROLL CALL: S. Dunbar-Rose, A. Lavery, L. Luck, M. Kelly, B. Blaisdell, G. Fafard and F. Jennette (7:10) and P. Berns(7:55).  
Staff: D. Patrick  
Absent: R. Zuliani  
Guest: Mayor Marian Galbraith
  
2. APPROVAL OF MINUTES: April 11, 2012.  
Motion: B. Blaisdell  
Second: M. Kelly  
Decision: Approved
  
3. REPORT FROM CHAIRPERSON  
S. Dunbar-Rose said she and R. Zuliani worked for several hours on the updates combining the current Charter with the proposed language changes. She said they will all receive a clean copy that is color coded for the public hearing May 9th. She said if any members had any corrections from the last update to please forward them to her.
  
4. REPORT FROM SECRETARY  
None.
  
5. NEW BUSINESS  
S. Dunbar-Rose asked if members had any questions for the Mayor regarding the City Clerk's duties.  
M. Kelly asked how much time is spent on the duties of the Clerk.  
Mayor Galbraith distributed a research report from the State of Connecticut dated 2006 that detailed the Clerks duties, responsibilities and fee collection. She went over each section detailing which duties pertained to the City Clerk and which did not. She distributed the resolution the City Council approved in June 2011 that gives the City Clerk the option of working a 40 hour week by assuming duties for administrative work for certain commissions that previously were assigned to another employee. She said there was a Memorandum Of Understanding with the union to allow this. She said the employee already has duties that keep her very busy so in doing this it was helpful to both parties. She said the breakdown of the Clerk's hours is .55 for duties of the City Clerk and .45 for the administrative duties.

S. Dunbar-Rose asked if there was comp time for the Clerk for attending evening meetings.

Mayor Galbraith said that as an elected official there are no set hours.

S. Dunbar-Rose asked if this should be in the charter.

There was discussion on how much time is spent on the official duties of the City Clerk and the current description in the charter.

Further discussion on State Statutes regarding not having set hours for elected officials.

M. Kelly asked if they were being realistic in assuming this is a part time position.

Mayor Galbraith said the charter does not specify if the Mayor or City Clerk are part time or full time positions. She said the Mayor's position has evolved into a full time position over the years but feels there isn't enough for the Clerk to be full time.

There was discussion on the breakdown of the Clerk's hours and duties prior to the June 2011 resolution. Further discussion on the wording of the proposed vs current charter on the City Clerk's position.

B. Blaisdell asked if there was a time limit on the MOU.

Mayor Galbraith said there is no time limit however the work still belongs to the union.

B. Blaisdell asked if the charter would supersede the union description.

Mayor Galbraith said it could cause people to not approve the charter revision.

There was discussion on what they might do if the City Clerk's duties were increased or if a coverage secretary is hired and the commission duties were returned to the union employee.

The members of the commission thanked Mayor Galbraith for making herself available to answer their questions.

There was discussion to leave the City Clerk's position as is in the proposed charter.

S. Dunbar-Rose said updated color coded copies would be available for the members for the public hearing May 9<sup>th</sup>.

M. Kelly asked for some clarifications in Ethics regarding term limits.

Discussion as to the necessity of term limits and if it should be stated.

G. Fafard said she would work up some language pertaining to this and send it to S. Dunbar-Rose for them to discuss.

S. Dunbar-Rose said regarding the WPCA, if it is left as it is in the proposed charter it will continue to work just fine. She said they will have the City Attorney look at the proposed charter after they receive the City Council report.

They discussed the language regarding the Deputy Mayor or Councilor acting as Mayor only having 1 vote as a tie breaker.

M. Kelly asked for clarification on Article V, Section 4(current charter) Section 6 (proposed charter) regarding vacancies in commissions or boards. She said A and B say essentially the same thing so why have both.

After further discussion they decided they would change them to read as;

Appointments by Mayor and Council –A

Appointments by Mayor-B.

They discussed the next steps for the commission:

- Public Hearing May 9<sup>th</sup> to take comments from the public
- May 21<sup>st</sup> submit to the City Clerk for the Mayor and Council
- Commission will meet with Mayor and Council at a date to be determined
- City Council will have at least 1 public hearing
- City Council will submit any changes they feel are necessary

6. OLD BUSINESS

None.

7. ANY OTHER BUSINESS TO COME BEFORE THIS COMMISSION

None.

8. ADJOURNMENT

Motion: M. Kelly

Second: P. Berns

Meeting adjourned at 8:30 p.m.

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Lisa M. Luck, Secretary