

## Charge to the Charter Revision Commission

Section 1008 of the Town of Simsbury's Charter provides that "[t]he Board of Selectmen shall review the several provisions of this Charter from time to time as it deems such review to be in the best interest of the Town," and further that "[t]he amendment of this Charter may be initiated . . . by a two-thirds vote of the entire Board of Selectmen . . . ." Consistent with these provisions, on March 23, 2015 the Personnel Sub-Committee held a Public Hearing to receive comment from the public on the Town of Simsbury's form of government. At the Board of Selectmen meeting following the hearing, the Board of Selectmen voted to empower the Personnel Sub-Committee to develop recommendations for consideration by an appointed Charter Revision Commission (see, General Statutes § 7-190 (a) and (b)).

Based on information gathered by the Personnel Sub-Committee, including but not limited to information received at Public Hearing and areas for review identified by Town Staff, the Personnel Sub-Committee hereby recommends for adoption by the full Board of Selectmen the following areas and issues for review by an appointed Charter Revision Commission:

- **Form of Government:** Review the Town of Simsbury's form of government and make a recommendation concerning the appropriate form of government (recognizing that a wide range of options exists, including but not limited to First Selectman and Town Manager forms of government) for the Town. Any recommended changes to the Town's form of government should also include the impact of the recommended changes on:
  - Office terms and the election process;
  - Separation of powers; and
  - Any impact upon, and the integration of, other Boards and Commissions, especially the Board of Finance;
- **Duties of the First Selectman:** If the commission recommends no changes to the Town of Simsbury's form of government, recommend clarifications of the duties and responsibilities for First Selectman (See, Charter Section 502).
- **Identification of Town Officers:** Review and make recommendations concerning positions identified as Town Officers and the provisions applying to the selection and termination of these Officers as set forth in Charter Section 704.
- **Authority of Town Officers:** Review the scope of authority of Town Officers and make a recommendation concerning whether Town Officers should be allowed to execute contracts under their jurisdiction.
- **Budget Preparation and Budget Referendum:** Review the calendar for the budget preparation process and the scheduling of the budget referendum and make recommendations addressing the dates and timelines for budget public notices.
- **Content of Public Notices for the Budget:** Review and make recommendations concerning the required content for budget public notices.
- **Open Space Committee:** Review composition of the Open Space Committee (which is currently made up of representatives from Planning, Zoning, Conservation and an at-large member) with consideration of adding a member from the Culture, Parks and Recreation Commission.
- **Planning and Zoning:** Review and make a recommendation concerning the potential combination of the Planning and Zoning Commissions into one commission.

- Permanent Committees: Review the permanent committees provided for in Charter Section 601 and make recommendations concerning their continuation, replacement or elimination.
- Terms of Office: Review and make recommendations concerning the terms of the Board of Selectmen, the First Selectman and all Boards and Commissions (See, Charter Section 302).
- Gender Neutrality: Review and make recommendations concerning the adoption of gender-neutral titles for positions created by the Charter.

**Adopted by the Town of Simsbury Board of Selectmen on June 22, 2015**