TOWN OF KILLINGLY CHARTER

General Charter of the Town of Killingly

Amendments adopted by referendum: November 5, 2013
Effective: December 5, 2013

Be it ordained by the Town Council of the Town of Killingly:

Section 1. That the Code of Ordinances, consisting of Chapters 1 to 15, each inclusive, is hereby adopted and enacted as the "Code of Ordinances, Town of Killingly, Connecticut"; and shall be treated and considered as a new and original comprehensive ordinance which shall supersede all other general and permanent ordinances passed by the Town Council on or before August 12, 1980, to the extent provided in Section 2 hereof.

Section 2. That all provisions of such Code shall be in full force and effect from and after the 30th day of December, 1981, and all ordinances of a general and permanent nature of the Town of Killingly, Connecticut, enacted on final passage on or before August 12, 1980, and not included in such Code or recognized and continued in force by reference therein are hereby repealed from and after the 30th day of December, 1981, except as hereinafter provided.

Section 3. That the repeal provided for in Section 2 hereof shall not affect any of the following:

(1) Any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of such Code;
(2) Any ordinance promising or guaranteeing the payment of money for the Town or authorizing the issuance of any bonds of the Town, or any evidence of the Town's indebtedness;
(3) Any contract or obligation assumed by the Town;
(4) Any right or franchise granted by the Town;
(5) Any ordinance dedicating, naming, establishing, locating, relocating, opening, paving, widening, vacating, etc., any street or public way or any park, playground or recreational facility;
(6) Any ordinance relating to specific public improvements or assessments therefore;
(7) Any ordinance establishing or prescribing grades for streets;
(8) Any appropriation ordinance or ordinance providing for the levying of taxes or for an annual budget;
(9) The Zoning regulations of the Town'
(10) Any ordinance relating to the investment of municipal funds;
(11) Any ordinance establishing the compensation for Town officers and employees;
(12) Any subdivision regulation and amendments thereto or any dedication or acceptance of any plat or subdivision in the Town;
(13) Any inland wetlands regulations of the Town;
(14) Any traffic regulation not inconsistent with this Code of Ordinances;
(15) The ordinance of November 27, 1956m establishing a fire district, as well as any other ordinance establishing a fire district;
(16) Any ordinance enacted after August 12, 1980.

The repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance which is repealed by this ordinance.

Section 4. The ordinances of the Town are substantively amended, revised or altered as follows:

(1) A new general provision chapter, to supersede corresponding provisions in the other ordinances of the Town, is adopted to read as follows:

(2) The Ordinance of May 8, 1939, adopting a uniform fiscal year is repealed.
(3) The Ordinance of August 9, 1937, establishing a board of finance, is repealed.
(4) The Ordinance of October 10, 1936, adopting a uniform fiscal year is repealed.
(5) The Ordinance of July 22, 1935, restricting hours of sale of Alcoholic Beverages, is revised so as to conform to the General Statutes section 30-91(a)(a)(1).
(6) The Ordinance of April 6, 1072, adding penalty provisions to the state building code adopted September 15, 1970, is repealed.
(7) The Ordinance of October 5, 1891, relating to the town burying ground, is repealed.
(8) The Ordinance of February 23, 1942, establishing World War II blackout regulations, is repealed.
(9) The Ordinance of May 12, 1953, creating the Fourth Voting District, is repealed.
(10) The Ordinance of June 12, 1947, relating to hours of elections is repealed.
(11) The Ordinance of October 4, 1943, providing for biennial elections, is repealed.
(12) The Ordinance of July 5, 1940, permitting roller skating at Wildwood Park, is repealed.
(13) The Ordinance of October 4, 1915, establishing peddler's license regulations, is repealed.
(14) The Ordinance of March 8, 1956, creating a planning commission, is repealed.
(15) The Ordinance of March 8, 1956, creating a redevelopment agency is repealed.
(16) The Ordinance of March 8, 1956, creating a Zoning Commission, is repealed.
(17) The Ordinance of March 8, 1956, as amended October 12, 1960, creating a zoning board of appeals, is repealed.
(18) The Ordinance of June 1, 1937, is revised to insert "of each year" in place of "1937" and "1938".

Section 5. Any person violating or failing to comply with any provision of said code or committing any act or omission to act declared to be a misdemeanor or unlawful, where no specific penalty is provided therefore, shall be punished by a fine of not more than one hundred dollars ($100.00)

Section 6. Any and all additions or amendments to such code, when passed in such form as to indicate the intention of the Town Council to make a the same a part thereof, shall be deemed to be incorporated in such Code so that reference to the "Coe of Ordinances, Town of Killingly," shall be understood and intended to include such additions and amendments.

Section 7. A copy of such Code shall be kept on file in the office of the Town Clerk, preserved in loose-leaf form, or in such other form as the Town Clerk may consider most expedient. It shall be the express duty of the Town Clerk or someone authorized by the Town Clerk to insert in their proper places all amendments or ordinances which indicate the intention of the Town Council to make the same a part of such Code when the same have been printed or reprinted in page form, and to extract from such Code all provisions which may be from time to time repealed by the Town Council. This copy of such Code shall be available for all persons desiring to examine the same and shall be considered the official Code of Ordinances of Killingly, and any copy of such Code certified by the Town Clerk shall be the official Code of Ordinances of Killingly at the date of such certification.

Section 8. In case of amendment of any section of such Code for which a penalty as provided in Section 1-9 of such Code shall apply to the section as amended; or in case of such amendment contains provision for which a penalty, other that the aforementioned general penalty, is provided in another section in the same chapter, the penalty so provided is such other

sections shall be held to relate to the section so amended, unless such penalty is specifically repealed therein.

Section 9. It shall be unlawful for any person firm or corporation in the Town to change or amend by additions or deletions, any part or portion of such code, or to insert or to delete pages, or portions thereof, or to alter or tamper with such Code in any manner whatsoever which will cause the law of the Town of Killingly to misrepresented thereby. Any person, firm or corporation violating this section shall be printed as provided in Section 5 of this ordinance.

Section 10. All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed, as of the operative date of this ordinance, but shall remain in full force and effect until such date.

Section 11. This ordinance shall become effective on December 30, 1981.

Section 12. The Town Clerk shall certify to the adoption of this ordinance and shall cause the same to be published once in the Norwich Bulletin, a newspaper of general circulation in the Town of Killingly.

APPROVED, October 13, 1981
REPRINTED, March 15, 2002
REPRINTED, October 1, 2004; EFFECTIVE DATE June 30, 2004

Mary Ellen Lannon,
Killingly Town Clerk

CHARTER[1]

Ch. I. Incorporation and General Powers, §§ 101--103
Ch. II. Elections, §§ 201--206
Ch. III. Elected Officers, §§ 301--303
Ch. IV. The Board of Education, §§ 401
Ch. V. The Town Council, §§ 501--510
Ch. VI. The Town Manager, §§ 601--603
Ch. VII. The Town Meeting, §§ 701, 702
Ch. VIII. Appointed Boards and Commissions, §§ 801--812
Ch. IX. Administrative Officers and Departmental, §§ 901--912
Ch. X. Finance and Taxation, §§ 1001--1014
Ch. XI. Town Employees Merit System and Retirement, §§ 1101--1105
Ch. XII. Transition and Miscellaneous Provisions, §§ 1201--1213

CHAPTER I. INCORPORATION AND GENERAL POWERS

Section 101 Incorporation

All the inhabitants dwelling within the territorial limits of the Town of Killingly, as heretofore constituted, shall continue to be a body politic and corporate under the name of "The Town of Killingly," hereinafter called "the Town," and as such shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by said Town and not inconsistent with the provisions of this Charter, the additional powers and privileges herein conferred and all powers and privileges conferred upon towns under the general laws of the State of Connecticut.

Section 102 Rights and Obligations

All property, both real and personal, all rights of action and rights of every description and all securities and liens in said Town as of the effective date of the Charter are continued. Nothing herein shall be construed to affect the right of said Town to collect any assessment, charge, debt, or lien. The Town shall continue to be liable for its debts and obligations. If any contract has been entered into by said Town prior to the effective date of this Charter, or any bond or undertaking has been given by or in favor of said Town which contains provisions that the same may be enforced by any officer or agency therein named, which is hereby abolished, such contracts, bonds, or undertakings shall continue in full force and effect. The powers conferred and the duties imposed with reference to the same upon any such office or agency shall, except as otherwise provided in this Charter, thereafter be exercised and discharged by the Manager of said Town.

[1] Editor's note – The charter of the Town is set out herein as adopted by the voters of the Town on November 4, 1969. Amendments have been worked into their proper places and are indicated by history notes in parentheses at the end of affected sections except the grammatical and gender neutral amendments adopted on November 3, 2009. The absence of a history note indicates that a section has not been amended since adoption of the charter in 1969.

Section 103 General Grant of Powers

In addition to all powers granted to towns under the Constitution and General Statutes, or which may hereafter be conferred, the Town shall have all powers specifically granted by this Charter and all powers fairly implied in or incident to the powers expressly granted, all powers conferred by special acts of the General Assembly not inconsistent with this Charter, and all other powers incident to the management of the property, government and affairs of the Town, including the power to enter into contracts with the United States Government or any agency thereof, the State of Connecticut or any agency or political subdivision thereof, or any other body politic or corporate not expressly forbidden by the Constitution and General Statutes of the State of Connecticut. The enumeration of particular powers in this and any other chapter of this Charter shall not be construed as limiting this general grant of power but shall be considered as an addition thereto.

CHAPTER II. ELECTIONS

Section 201 General

Nomination and election of federal and state officers and of such elected municipal officers, boards and commissions as are provided for in this Charter shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote therefore, in the manner prescribed in the Constitution and the General and Special Laws of the State of Connecticut applicable to the Town of Killingly. Where shall be held, biennially, a municipal election on the Tuesday after the first Monday of November of the odd numbered year. (Referendum(s) of 11-3-81)

Section 202 Voting Districts

The Town shall be divided into five (5) voting districts, the specific boundaries and designations to be determined by ordinance of the Town Council. The number of voting districts shall not be increased, nor the boundaries altered except by ordinance of the Town Council. The Town Council shall from time to time, but not less often than once every five (5) years, examine the population of the said voting districts and immediately thereafter make any such adjustments in the district lines as may be necessary in order to ensure that the number of persons in each of the five (5) districts will be substantially equally proportionate to the number of Councilors elected from each of the said districts. Any change in the boundaries of voting districts made within ninety (90) days prior to any election or primary shall not apply with respect to such election or primary. A suitable polling place in each district shall be provided as required by the General Statutes. All actions taken under the provisions of this Section of the Charter shall be in accordance with Sections 9-168 and 9-169 of the General Statutes, as amended. (Referendum(s) of 11-3-81)

Section 203 Eligibility

No person shall be eligible for election to any Town office who is not at the time of his or her election an elector of said Town and any person ceasing to be an elector of said Town shall thereupon cease to hold elective office in the Town. Any person elected to one of the five (5) voting district positions on the Town Council shall reside in the voting district, as prescribed in Section 202 of this Chapter, from which elected, and any member of the Town Council who shall

cease to be a resident of the district of his or her election shall thereupon cease to be a member of said Council. (Referendum(s) of 11-3-81; Referendum 11-5-13)

Section 204 Minority Representation

Minority representation on any elective or appointive board, commission, committee or similar body of the Town, except the Town Council, shall be determined in accordance with the provisions of Section 9-167a of the General Statutes, as amended. As provided in said Section, the maximum number of any such board, commission, committee or similar body who may be members of the same political party shall be as specified in the following table:

Column I *Total Membership*	*Column II* *Maximum From One Party*
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9	Two-thirds of total membership

Section 205 Breaking a Tie

When any regular or special municipal election, primary election or referendum conducted pursuant to the provisions of this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of Section 9-332 of the General Statutes, as amended, to determine who shall be elected, or in the case of a question at referendum, whether it shall be accepted or rejected.

Section 206 Vacancies

Any vacancy in any elective Town office, from whatever cause arising, shall be filled by appointment by the Town Council for the unexpired portion of the term or until the next regular election, as defined in Section 9-1 of the General Statutes, as amended, whichever shall first occur, except that any vacancy on the Board of Education shall be filled by the remaining members of such Board, in accordance with the provisions of Section 10-219 of the General Statutes, as amended. Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office. Any vacancy on the Town Council shall be filled in the manner provided herein, except that the person filling such vacancy in one of the five (5) voting districts shall also reside in the voting district from which the vacating member had been elected. Except as otherwise provided in this Charter, if there shall be a regular election, as defined in Section 9-1 of the General Statutes, as amended, before the expiration of the term of any office in which a vacancy occurs, such office shall be filled until said election by appointment as provided herein and subsequently by the election of a person to fill that office for the remaining portion of the term, such person to take office immediately upon his or her election. (Referendum(s) of 11-5-13)

CHAPTER III. ELECTED OFFICERS

Section 301 Powers and Duties

Except as otherwise provided in this Charter, all elected Town officers and members of the Board of Education shall have the powers and duties prescribed for such officers in the General Statutes and in this Charter.

Section 302 Election and Terms of Office: Town Elections

At municipal elections in November, there shall be elected the following officers: (a) five (5) members of the Town Council in accordance with the provisions of Section 202 and four (4) members of the Town Council elected at-large to serve for terms of two (2) years; (b) five (5) Constables, in accordance with Section 9-200 of the General Statutes, as amended, to serve for terms of two (2) years and who shall perform such duties as are prescribed in Chapter 95 of the General Statutes, as amended, for said officers. At such elections there shall be elected (c) three (3) members of the Board of Assessment Appeals, not more than two (2) of whom shall be members of the same political party, to serve for terms of four (4) years. Biennially and alternately, thereafter, there shall be elected one member and then two (2) members to such Board. Said Board shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by the General Statutes on Boards of Assessment Appeals. At said meeting to be held in 1983 there shall be elected (d) three (3) members of the Board of Education, two (2) for a term of four (4) years and one for a term of two (2) years to succeed those members whose terms then expire. At said meeting to be held in 1985 there shall be elected four (4) members of the Board of Education for a term of four (4) years to succeed those members whose terms then expire. At said meeting to be held in 1987 there shall be elected five (5) members of the Board of Education for a term of four (4) years to succeed those members whose terms then expire. Thereafter at each biennial election there shall be elected four (4) members for a term of four (4) years and in alternate biennial Town elections five (5) members for a term of four (4) years so that the Board of Education shall continue to consist of nine (9) members, each of whom shall be elected for a term of four (4) years. No political party shall nominate and no elector shall vote for more than three (3) of the members to be elected. The terms of office of all elected Town officers and members of the Board of Education shall, except as otherwise provided by law, or by the provisions of Section 1210 of this Charter, commence on the first Monday in December following their election and further provided that the terms of any and all elected Constables shall cease as of December 31, 2015. (Referendum(s) of 11-3-8; Referendum of 11-7-95; Referendum 11-5-13)

Section 303 Election and Terms of Office: State Elections[2]

At the state election to be held in 1970, and biennially thereafter, there shall be elected (a) two (2) Registrars of Voters, in accordance with Sections 9-190 and 9-190a of the General Statutes, as amended, and (b) twenty (20) Justices of the Peace, in accordance with Sections 9-183 and 9-184 of the General Statutes, as amended, such officers to serve for terms of two (2) years. At such election to be held in 1970, and quadrennial thereafter, there shall also be elected (c) a

[2] **Editor's note**—Section 303 has been rewritten by the editor in order to reflect the intent of an amendment, which passed at referendum on Nov. 7, 1995, to said section.

Judge of Probate, who shall serve for a term of four (4) years. Such officers shall perform those duties prescribed by the General Statutes for said offices.

CHAPTER IV. THE BOARD OF EDUCATION

Section 401 Powers and Duties

The Board of Education shall perform such duties and have such powers as are or may be imposed or vested by the General Statutes upon boards of education in the several towns, which statutes shall prevail over the provisions of this Charter in the event of any conflict.

CHAPTER V. THE TOWN COUNCIL

Section 501 The Council

There shall be a Town Council consisting of nine (9) members, hereinafter referred to as the Council, the members of which shall initially be compensated at the rate of five hundred dollars ($500.00) per annum, such level of compensation to be reviewed from time to time by said Council and may be increased or decreased by a vote of at least six (6) members of the Council voting in favor of such an increase or decrease, but in no case shall the members of the Council at which time the new level of compensation shall have been approved be entitled to such new level of compensation during their current terms of office. Council members shall also be reimbursed by the Town for actual expenses incurred in the performance of official duties delegated by said Council. No member of the Council shall serve on any other regular board or commission during the term of office for which elected, nor shall any member of the Council, during such term and for two (2) years thereafter, be appointed to or hold any other salaried office or position of profit under the government of said Town.

Section 502 Presiding Officer and Organization

The Council shall meet at 8:00 p.m. on the first Monday in December following the election and biennially thereafter on the first Monday in December, for purposes of organization, and shall choose from among its members a Chairperson and a Vice-Chairperson of said Council, but such offices shall not deprive such Chairperson or Vice-Chairperson of their vote on any question. The Chairperson of the Council shall preside over all other meetings of the Council and perform such other duties consistent with the office as may be imposed by the Council. During the absence or disability of the Town Council Chairperson, his or her duties shall be performed by the Vice-Chairperson of the Council. In the event both the Town Council Chairperson and the Vice-Chairperson are absent or unable to perform their duties, such duties shall be performed during the period of such absence or disability by a member chosen by the Council. In the event of a vacancy on the Council, arising from whatever cause, said vacancy shall be filled by the appointment of an elector from the district represented by the vacating member by a majority vote of the entire membership of the Council in accordance with the provisions of Section 206 of this Charter. (Referendum(s) of 11-3-81)

Section 503 Secretary of the Council

The Council shall, by a majority vote of its entire membership, appoint a qualified person who is not a member of the Council to serve as Secretary of the Council. Said Secretary of the Council shall keep a public record of all proceedings of the Council, including all roll call votes which shall be the official record of its proceedings. The record so kept shall be authenticated for each meeting by the signature of the Chairperson. In the event of a temporary absence or disability, the Secretary shall appoint an acting secretary of the Council to keep said record of all proceedings of the Council during the period of such Secretary's absence or disability. The compensation of the Secretary shall be determined by the Council. (Referendum(s) of 11-7-95)

Section 504 Procedure

At the first meeting of the Council following each biennial Town election said Council shall by resolution fix the time and place of its regular monthly meeting and provide a method for the calling of special meetings, all such meetings to be held in accordance with the provisions of Section 1-211 of the General Statutes, as amended. The Chairperson of the Council shall file with the Town Clerk, not later than January thirty-first of each year, the schedule of regular meetings of such body for the ensuing year. The Council shall by resolution determine its own rules of procedure. All meetings of the Council for the transaction of business shall be open to the public when in session and shall afford to the electors of the Town an opportunity to address to the Council suggestions, petitions, and complaints. Such meetings shall be closed to the public when in executive session when so voted by a two-thirds (2/3) majority of the members of such body present and voting. The votes of all meetings shall be recorded as prescribed by Section 1-211 of the General Statutes, as amended. Five (5) members of the Council shall constitute a quorum. No ordinance shall be adopted by the Council by fewer than six (6) affirmative votes. Except as specifically otherwise provided in this Charter, any other action, including any resolution, may be adopted by an affirmative vote of a majority of those Council members present, provided said members present constitute a quorum. All ordinances and resolutions shall be confined to one subject which shall be clearly stated in the title. (Referendum(s) of 11-3-81)

Section 505 General Powers and Duties

The Council shall have all the powers and duties hereinafter conferred upon said Council, and all those powers and duties which, on the effective date of this Charter were conferred by law upon officers, boards and commissions of said Town existing immediately prior to such date except as otherwise specifically provided in this Charter. The legislative power of the Town shall be vested, except as otherwise specifically provided in this Charter, exclusively in the Council. Said Council shall have the power to enact, amend, or repeal ordinances not inconsistent with this Charter or the General Statutes; to create or abolish by ordinance, boards, commissions, departments and offices not specifically authorized in this Charter, provided further that nothing herein shall be construed to prohibit the Council from appointing by resolution special or temporary boards or commissions as it may from time to time deem necessary and appropriate to the operation of the Town government. The Council is authorized, in adopting ordinances to incorporate any nationally recognized code, rules or regulations which have been published, or any code officially adopted by any administrative agency of the state, or any portion thereof, by reference thereto in such ordinance; provided, upon adoption of any such ordinance wherein any

such code, rules or regulations or portions thereof have been incorporated by reference, there shall be maintained two (2) copies of such code, rules or regulations in the office of the Town Clerk for examination by the public. Said Council may fix the charges, if any, to be made for services rendered by the Town or for the execution of powers vested in the Town as provided in Chapter I of this Charter. (Referendum(s) of 11-3-81)

Section 506 Public Hearing On and Publication of Ordinances

Except as otherwise specifically provided in this Charter, no ordinance shall be acted upon by the Council pursuant to the provisions of this Chapter, or by the Town Meeting pursuant to the provisions of Chapter X of this Charter, until and unless one public hearing on such ordinance shall have been held by said Council. Notice of such public hearing shall be given at least five (5) days in advance by publication in a newspaper having a circulation in said Town of the complete proposed ordinance, and by posting a notice in a public place. Every ordinance after adoption, shall be filed with the Town Clerk, and recorded and compiled by the Town Clerk as required by law. Each ordinance shall be published once prior to Council approval in its entirety in a newspaper having circulation within the Town and only by ordinance title after such Council approval. Each ordinance, unless it shall specify a later date, shall become effective on the fifteenth (15th) day after its publication. (Amend. Of 11-6-73) (Referendum(s) of 11-3-81)

Section 507 Emergency Ordinances

An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately, after publication thereof as required in Section 506 of this Chapter and no public hearing or notice of public hearing shall be required for any public emergency ordinance. Every such emergency ordinance, including any amendments thereto, shall automatically stand repealed at the termination of the sixty-first day following final passage of said ordinance.

Section 508 Petition for Referendum on Ordinances

All ordinances adopted by the Council pursuant to the provisions of this Chapter, or by the Town Meeting pursuant to the provisions of Chapter X of this Charter, except emergency ordinances adopted in accordance with the provisions of Section 507 of this Charter, shall be subject to overrule by a special Town referendum as follows: If within fourteen (14) days after publication of any such ordinance, a petition conforming to the requirements of Section 7-9 of the General Statutes, as amended, and signed by not less than a number of resident electors determined from the latest official lists of the Registrars of Voters to be equal to at least fifteen (15) percent of the number of electors who shall have voted at the last regular Town election is filed with the Town Clerk requesting its reference to the Town voters at a special referendum, the effective date of such ordinance shall be suspended. Said petition shall be accompanied by affidavits signed and sworn to by each circulator as provided in said Section 7-9. The Town Clerk shall, within five (5) days after receipt of the last page of said petition, determine whether the petition and affidavits are sufficient as prescribed by law and if so, certify said petition to the Council. The Council shall then fix the time and place of such special referendum which shall be within thirty (30) days after the certification of the petition by the Town Clerk, and notice thereof shall be given in the manner provided by law for the calling of a Town referendum. An ordinance so referred shall take effect upon the conclusion of such referendum, unless a majority of those

persons voting thereon, such majority being equal to at least fifteen (15) percent of the qualified electors of the Town as determined from the latest official lists of the Registrars of Voters, shall have voted in favor of overruling such ordinance. (Amend. Of 11-6-73) (Referendum(s) of 11-3-81)

Section 509 Relations to Administrative Services

The Council and its members shall deal with the administrative services solely through the Town Manager and neither the Council nor any member thereof shall give orders to any of the subordinates of the Town Manager either publicly or privately, provided a properly constituted meeting of the Council, notice of which shall have been given to the Town Manager, may call before it any employee or officer for the purposes of information or investigation.

Section 510 Annual Audit

The Council shall annually designate a certified public accountant or firm of certified public accountants to audit the books and accounts of the Town in accordance with the provisions of Chapter 111 of the General Statutes, as amended.

CHAPTER VI. THE TOWN MANAGER

Section 601 Appointment and Removal

(a) The Council shall appoint for an indefinite term a Town Manager, hereinafter referred to as the Manager, who shall be the chief executive officer of the Town to serve at the pleasure of the Council and who shall be chosen exclusively on the basis of his or her executive and administrative qualifications, character, education, training and experience. At the time of his or her appointment, said Manager need not be a resident of the Town of Killingly or of the State of Connecticut. The Manager shall devote his or her full time to the duties of the office of Town Manager and, during his or her term of office, shall reside in said Town. The compensation of the Manager shall be fixed by the Council and shall not be decreased except at the beginning of a fiscal year of the Town by a vote of the Council taken at least one month prior to that date.

(b) The Manager may be removed by a vote of at least six (6) members of the Council voting in favor of such removal as herein provided. At least thirty (30) days before the proposed removal of the Manager, the Council shall adopt a resolution stating its intention to remove the Manager and the reasons therefore, a copy of which shall be served forthwith on the Manager who may, within ten (10) days, demand a public hearing in which event the Manager shall not be removed until such public hearing has been held. Upon the passage of such a resolution the Council may suspend said Manager from duty, provided the salary of said Manager shall continue until removed from office, and in the event of such removal, the Manager shall be given termination pay equivalent to one month's salary. Upon the suspension, removal, or resignation of the Manager, the Council may appoint an acting manager, who shall be a qualified administrative officer of the Town, to serve at the pleasure of the Council for not more than one hundred eighty (180) days. Said appointment may be extended for up to a maximum of two (2) 90-day periods, and each 90-day extension shall be authorized by the affirmative vote of six (6) members of the Council. Any action of the Council in removing the Manager shall be final. The

acting manager shall have none of the powers of appointment as are conferred upon the Manager in Section 603 of this Chapter. (Referendum(s) of 11-3-81; Referendum of 11-7-95)

Section 602 Duties

The Manager shall be directly responsible to the Council for the administration of all departments, agencies and offices in charge of persons or boards appointed by him or her and shall supervise and direct the same. The Manager shall see that all laws and ordinances governing the Town are faithfully executed; shall make periodic reports to the Council; shall attend its meetings with full rights of participation in its discussions but without a right to vote and may attend meetings of the Board of Education and other Town boards and commissions, but shall have no power to vote on any question under any circumstance; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year, an annual Town report; shall recommend to the Council such measures as he or she may deem necessary or expedient; shall in his or her capacity as Director of Finance as provided in Section 903 of this Charter, keep the Council fully advised as to the financial condition of the Town; shall prepare and submit to the Council an annual budget as provided in Chapter X of this Charter; shall exercise such other powers and perform such other duties as may be required of him or her by ordinance or resolution of the Council not inconsistent with this Charter. The Manager may, with the approval of the Council, enter into contracts or agreements with the United States Government or any agency thereof, the State of Connecticut or any agency or political subdivision thereof, or any other body politic or corporate. The Council shall not diminish by ordinance, vote or otherwise the powers and duties of the Manager, except those powers and duties imposed on the Manager by the Council under the provisions of this Section.

Section 603 Appointments and Terms

The Manager shall appoint, with the advice and consent of the Council and may remove, in accordance with the provisions of this Section with such provisions of the General Statutes as may apply to said appointments and removals, all department heads and other officers and employees of the Town except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards and officers and boards appointed by the Council. Any appointee of the Manager serving as head of a department, office, or agency, may be removed, for just cause, except as otherwise provided herein upon the recommendation of the Manager, by a vote of at least six (6) members of the Council voting in favor of such removal. No such appointee of the Manager shall be removed unless notice has been given in writing of the specific grounds for such dismissal and an opportunity to be heard in his or her own defense, personally or by counsel, at a public hearing before the Council. Such public hearing shall be held not less than five (5) nor more than ten (10) days after such notice of dismissal. The Manager may, subject to the approval of the Council, perform the duties of any office under his or her jurisdiction, except those of the Town Treasurer. The Manager may designate one of the Manager's appointees to serve as acting manager during the Manager's absence.

CHAPTER VII. THE TOWN MEETING

Section 701 Town Meetings

There shall be the following Town Meetings: (a) the Annual Town Meeting for the consideration of the budget shall be held on the first Monday of May or such other day in May as shall be determined by two-thirds (2/3) vote of the entire Council at such hour and at such place as the Council shall determine; (b) special Town Meetings shall be called by the Council when required pursuant to the provisions of Chapter X of this Charter in the manner provided by Chapter 90 of the General Statutes, as amended; (c) Special Town Meetings may also be called for any lawful purpose not inconsistent with the provisions of this Charter, by petition to the Council, which petition shall conform to the requirements of Section 7-9 of the General Statutes, as amended, and signed by not less than a number of resident electors determined from the latest official lists of the Registrar of Voters to be equal to at least fifteen (15) percent of the number of electors who shall have voted at the last regular Town election. All such Special Town Meetings shall be called by resolution of the Council fixing the time and place of said meeting. Any Town Meeting may be adjourned from time to time as the interest of the Town may require. (Amend. of 11-2-71) (Referendum(s) of 11-3-81; Referendum of 11-5-96; Referendum of 11-3-09)

Section 702 Procedure

All Town Meetings shall be called to order by the Chairperson of the Council, or in his or her absence, by the Town Clerk. A Moderator shall be elected and all business conducted in the manner now or hereafter provided by Chapter 90 of the General Statutes, as amended, except as otherwise provided in this Charter. The Town Clerk shall serve as clerk of all Town Meetings but in the Town Clerk's absence an acting clerk may be designated by the Moderator of the Meeting.

CHAPTER VIII. APPOINTED BOARDS AND COMMISSIONS

Section 801 General

There shall be the following regular Town boards and commissions appointed by the Council: A Planning and Zoning Commission; Water Pollution Control Authority; Inland Wetlands and Water Courses Commission; a Housing Authority; and a Board of Recreation. There shall also be such other regular or special boards and commissions as may from time to time be created by the Council. All members of such boards and commissions shall be appointed in accordance with Section 204 of this Charter and shall serve without compensation, except for the reimbursement of necessary expenses or as otherwise provided by law, and until their successors have been appointed and qualified. Such boards and commissions shall, except as otherwise provided in this Charter, have the powers and duties as are conferred or imposed by the General Statutes upon their respective offices. All meetings of such boards and commissions shall be recorded and said records on audiotape or other permanent media shall be filed with the Town Clerk. All such records shall be maintained at least two (2) years, or such longer period of time as required under any state law or regulation. (Referendum(s) of 11-3-81; Referendum of 11-7-95; Referendum 11-5-13)

Section 802 Eligibility

No person shall be eligible for appointment to any regular Town board or commission who is not at the time of his or her appointment an elector of said Town and any person ceasing to be an elector of said Town shall thereupon cease to hold appointive office in the Town. No elector of the Town shall serve upon more than one Town board or commission at any given time, provided that this limitation shall not apply to service on any special or temporary board or commission. (Referendum(s) of 11-3-81)

Section 803 Vacancies

Any vacancy on any appointed Town board or commission, from whatever cause arising, shall be filled by appointment by the appointing authority to such office for the unexpired portion of the term vacated. (Referendum(s) of 11-3-81)

Section 804 Planning and Zoning Commission

The Council shall appoint, in accordance with the provisions of Section 204 of this Charter, a Planning and Zoning Commission consisting of five (5) members, not more than four (4) of whom shall be members of the same political party, said members to serve for overlapping terms of three (3) years. Said Commission shall have all the powers and duties, not inconsistent with this Charter, as prescribed in Chapter 126 of the General Statutes, as amended. The three year length of terms shall not be applied in the case of individuals appointed to the Commission for initial five (5) year terms, but shall apply prospectively to new Commission appointees and reappointees. (Referendum(s) of 11-3-81; Referendum of 11-3-98)

Section 805(A) Housing Authority

The Council shall appoint in accordance with the provisions of Section 204 of this Charter a Housing Authority consisting of five (5) members, not more than four (4) of whom shall be members of the same political party, said members to serve for overlapping terms of three (3) years. Said Authority shall have all the powers and duties relating to housing imposed upon housing authorities by Chapter 128 of the 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. Said Authority 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 Council may prescribe. In the event of any conflict between the specific provisions of this Charter and the several federal government laws and regulations imposed upon local agencies with regard to housing such federal laws and regulations shall prevail. (Amend of 11-2-71) Referendum of 11-3-81; Referendum of 11-5-96)

Section 805(B) Reserved

Section 806 Board of Recreation

The Council shall appoint in accordance with Section 204 of this Charter, five (5) members of the Board of Recreation to serve for terms of two (2) years. Thereafter, the Council shall

appoint, alternately, members to such Board. In addition to those members appointed by the Council, one member of the Council and one member of the Board of Education shall be appointed by such respective bodies to the Board of Recreation, said appointees to serve indefinite terms at the pleasure of the Council and Board of Education respectively and to have voting powers. The Town Manager shall also serve but shall have no power to vote under any circumstances. Said Board shall have all the powers and duties not inconsistent with this Charter, conferred or implied by the Town Council on recreation commissions and park commissions. (Amend. of 11-6-73) (Referendum(s) of 11-3-81)

Section 807 Reserved

(Jury Committee deleted – approved at Referendum 11-5-13)

Section 808 Zoning Board of Appeals

The provisions of the Town ordinance dated September 13, 1973, creating a Zoning Board of Appeals are hereby incorporated as part of this Charter. Said Board shall consist of five (5) regular members and three (3) alternate members who shall be electors of the Town and shall not be members of any other board or commission. Regular members of the Board shall be appointed by the Town Council for a term of three (3) years and annually the Town Council shall appoint one (1) member to such board, all as previously provided in conformity with Article 7 [of Appendix C, Zoning Regulations] of the Killingly Code of Ordinances. Said Board shall have all the powers and duties as set forth in Chapter 124 of the Connecticut General Statutes as amended. The purpose of this provision is to make the Zoning Board of Appeals a Town Charter agency and not to in any way, modify, amend, reduce, or change the existing Board, its powers and duties. (Referendum(s) of 11-7-95; Referendum of 11-5-96)

Section 809 Inland Wetlands and Watercourses Commission

There shall continue to be an Inland Wetlands and Watercourses Commission consisting of seven (7) members, not more than five (5) of whom shall be members of the same political party appointed by the Council to serve a term of three (3) years and two (2) alternates who shall serve terms of two (2) years. Said alternates shall have those powers and responsibilities of regular members at those times when a regular member is absent or unable to act for any reason. Said Commission shall have the responsibility to protect the wetlands and watercourses of the Town and shall exercise the powers authorized under Connecticut General Statutes Chapter 440, as amended. (Referendum(s) of 11-3-81)

Section 810 Water Pollution Control Authority

There shall continue to be a Water Pollution Control Authority consisting of five (5) members, not more than four (4) of whom shall be members of the same political party appointed by the Council to serve a term of three (3) years. Said Water Pollution Control Authority shall be an operating department of the Town, and the Superintendent of the Water Pollution Control Authority shall be appointed by the Town Manager with the advice and consent of the Water Pollution Control Authority and shall report to the Town Manager or his or her designee as to the day-to-day operation of the department. For all purposes of employment and personnel policies, the employees of the Water Pollution Control Authority shall be employees of the Town of Killingly.

(1) The Authority shall, in addition to its annual report, file its budget with the Town Manager for submission to the Town Council no later than the first day of April, which budget shall include a detailed estimate of the expenditures to be made by the Authority and the revenue to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or the Manager.

(2) The Council shall by resolution approve or reject such budget within fifty (50) days of receipt of the same. Should the budget be rejected by the Council, it shall be returned to the Authority together with a statement of the reason for the rejection. The Authority shall review the budget in light of the comments of the Council and shall resubmit the budget to the Council no later than five (5) days prior to the June meeting of the Council. The Council shall then approve the Authority's budget or amend and approve said budget. Should the Council fail to approve or amend and approve the last submitted budget by the close of the fiscal year, the last submitted budget shall be deemed to be approved by the Council.

Provided further that all functions regarding the issuance of bills and collection of revenues shall be performed by the Town Manager or his or her designee, and all funds shall be accounted for separately to the Authority in accordance with generally accepted municipal accounting principles. Said commission to exercise all of the powers and duties as set forth in Chapter 103 of the Connecticut General Statutes, as amended, except as specifically otherwise set forth herein. (Referendum(s) of 11-3-81; Referendum of 11-7-95; Referendum of 11-5-96)

Section 811 Removal

The Town Council shall have the power to remove any Council appointee for reasons of malfeasance, misfeasance or nonfeasance in the performance of the official duties of that office, or for excessive absences from commission meetings which for the purposes of this Section shall be defined as more than fifty percent (50%) of all regularly scheduled and special meetings in one calendar year. The Council shall act first by suspending said person by six (6) affirmative votes of the nine-member Council and by their serving said person with a copy of the resolution of suspension together with the reasons for the removal. If within ten (10) days after such notice said person shall file a request in writing with the Town Clerk for a public hearing, such a hearing shall be held by the Council at a time and place set by the Council not less than five (5) days nor more than ten (10) days after the filing of the request. At such hearing, the person may be represented by legal counsel. During the period of suspension, any such person shall not perform the duties of said office. If no hearing is requested within the designated timeframe, the person shall be declared removed from office. If a hearing is held, the Council shall, at its conclusion, vote by resolution to terminate the suspension and either restore the person to, or remove from said office. Such vote to remove shall require six (6) affirmative votes of the nine-member Council. Vacancies that result from removal action shall be filled in compliance with Section 803 of the Charter. (Referendum(s) of 11-3-81; Referendum of 11-3-98)

Section 812 Alternates

The Town Council may by ordinance make provisions for alternates or additional alternates for any or all regular or special Town boards and commissions. The numbers and terms of such alternates shall be as specified in the Council ordinance, which may, insofar as the Council

deems it appropriate, conform to any specific provisions of the General Statutes regarding the particular board of agency. (Referendum(s) of 11-7-95)

CHAPTER IX. ADMINISTRATIVE OFFICERS AND DEPARTMENTS

Section 901 Officers and Departments

There shall be the following administrative officers: Town Attorney; Director of Finance; Town Clerk; Town Treasurer; Tax Collector; Assessor; Director of Public Works; Director of Health; Director of Civil Preparedness, and such other officers as may be appointed to such administrative offices as may from time to time be created by ordinance of the Council. The Council may create, by ordinance, a police department, a fire department, and such other administrative departments as it from time to time deems appropriate and necessary to the best interests of the Town. All appointees to said offices shall serve for such terms as are hereinafter provided and until their successors have been appointed and qualified and no such appointee shall serve on any regular Town board or commission. Any appointee elected to public office in the Town shall, upon such election, forfeit the position to which he or she had been appointed. (Referendum(s) of 11-3-81; Referendum 11-5-13)

Section 902 Town Attorney

Each newly elected Town Council shall appoint a Town Attorney for a term of two (2) years or until a successor has been qualified, said appointment to be by resolution adopted at a meeting to be held not later than the fifteenth day of February following each biennial Town election. The Town Attorney shall be an attorney at law admitted to practice law in this State. He or she shall appear for and protect the rights of the Town in all actions, suits, or proceedings brought by or against it or any of its departments, offices, agencies, boards or commissions. He or she shall be the legal advisor of the Council, the Manager, and all Town officers, boards and commissions in all matters affecting the Town and shall upon written request furnish a written opinion on any question of law involving their respective powers and duties. Upon request the Town Attorney shall prepare or approve forms of contracts or other instruments to which the Town is a party or in which it has an interest. He or she shall have power, with the approval of the Council, to appeal from orders, decisions, and judgments and, subject to the approval of the Council, to compromise or settle any claims by or against the Town. If in special circumstances the Council deems it advisable, it, by resolution, may provide, in addition, for the temporary employment of counsel other than the Town Attorney. A vacancy, arising from whatever cause, in the office of Town Attorney shall be filled by appointment by the Council for the unexpired portion of the term vacated. (Referendum(s) 11-5-13)

Section 903 Director of Finance

(a) Powers and duties: The Manager may appoint and may remove with the advice and consent of Council in accordance with the provisions of Section 603 of this Charter a Director of Finance who shall serve for an indefinite term. The Director of Finance shall be responsible for the keeping of Town accounts and financial records, and the control over expenditures and such other powers and duties as may be required by ordinance or resolution of the Council or by direction of the Manager. The Director of Finance shall maintain the accounts showing the financial transactions for all departments and agencies of the Town and shall prescribe forms for

such accounts. The Director of Finance shall prepare financial reports and submit the same to the Manager or Council as may be required. The Manager may appoint the Director of Finance to serve as the Town Treasurer. Nothing herein provided shall be construed to prevent the Director of Finance from serving as the chief financial officer for the Board of Education.

(b) Appointments: the Director of Finance may appoint and may remove any assistants and employees necessary to the operation of this office, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter XI of this Charter. For purposes of administrative coordination and direction, the offices of the Assessor and Tax Collector shall be considered divisions of the Finance Department.

(c) Purchasing: The Manager may appoint the Director of Finance to serve as the purchasing agent of the Town and as such the Director of Finance shall purchase all supplies, materials, equipment, and other commodities required by any department, agency, board or commission of the Town except the Board of Education, on requisitions signed by the head of the department, office or agency or Chairperson of the board or commission, or by a responsible representative of such department, office, board or commission. Nothing herein provided shall be construed to prevent the Town purchasing agent from serving as the purchasing agent for the Board of Education upon the request of such Board through its Chairperson. All purchases shall be made under such rules and regulations as may be established by the Council. (Referendum(s) of 11-3-81; Referendum of 11-7-95)

Section 904 Town Clerk

(a) Powers and Duties: The Manager shall appoint, with the advice and consent of the Council and may remove, in accordance with the provisions of Section 603 of this Charter, a Town Clerk who shall serve for an indefinite term. Said Clerk shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by the General Statutes on town clerks and shall have other powers and duties as may be prescribed by the Council. The Town Clerk shall receive a salary fixed by the Council and all fees collected by the Town Clerk shall be paid into the Town treasury. Nothing herein shall be construed to prohibit the Town Clerk from also serving as Town Treasurer or as Secretary of the Council.

(b) Appointments: The Town Clerk may appoint and remove, subject to the approval of the Manager and to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter XI of this Chapter all deputies, assistants, or employees in the Town Clerk's office.

Section 905 Town Treasurer; Tax Collector; Assessor

(a) Powers and Duties: The Manager shall appoint, with the advice and consent of the Council and may remove, in accordance with the provisions of Section 603 of this Charter, a Town Treasurer, Tax Collector, and Assessor, each of whom shall serve for indefinite terms. Such officers shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by the General Statutes on such offices, and shall have such other powers and duties as may be prescribed by the Council, provided the Town Treasurer shall, in addition, be the agent of the Town deposit fund but shall not, under any circumstances, also serve as the Tax Collector.

(b) Appointments: Such officers may appoint and remove, subject to the approval of the Manager and to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter XI of this Charter all deputies, assistants or employees in their respective offices.

Section 906 Director of Public Works

(a) Appointment; duties: The Manager shall appoint, with the advise and consent of the Council and may remove, in accordance with the provisions of Section 603 of this Charter, a Director of Public Works who shall serve for an indefinite term and who shall be responsible for the efficiency, discipline and good conduct of the public works operation of the Town.

(b) The Director of Public Works shall have supervision of the planning, surveying, construction, and reconstruction, altering, paving, repaving, maintaining, cleaning, lighting and inspecting of highways, sidewalks and curbs, bridges, public and private drains, and the maintenance of the refuse disposal area. The Director of Public Works shall have such other powers and duties, not inconsistent with this Charter or the General Statutes as may be prescribed by the Council.

(c) Appointment: The Director of Public Works shall appoint and may remove, subject to the approval of the Manager and to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter XI of this Charter any assistants and employees necessary to the maintenance of the public works operation. (Amend. of 11-2-71)

Section 907 Director of Health

(a) Powers and Duties: The Manager shall appoint, with the advice and consent of the Council and in accordance with the provisions of Section 19-74 of the General Statutes, as amended, and may remove, in accordance with the provisions of Section 603 of this Charter, a Director of Health who shall serve for an indefinite term and who shall be responsible for the preservation and promotion of the public health and shall perform such functions and shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by the General Statutes on directors of health, and shall have such other powers and duties as may be prescribed by the Council. The Director of Health shall enforce all laws, ordinances, rules and regulations with regard to the public health.

(b) Appointments: The Director of Health may appoint and remove, subject to the approval of the Manager, such assistants and employees as may be necessary to the operation of the Department of Health office, subject to the provisions of the General Statutes with regard to the same, and to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter XI of this Charter.

Section 908 Reserved

Deletion of Director of Social Services approved at Referendum 11-5-13)

Section 909 Director of Civil Preparedness

The Manager may appoint and may remove, in accordance with the provisions of Section 28-7 of the General Statutes, as amended, and the provisions of Section 603 of this Charter with the

advice and consent of the Council, a local Director of Civil Preparedness who shall serve for an indefinite term. Said Director of Civil Preparedness shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by Section 28-7 of the General Statutes, as amended, on local directors of civil preparedness, and shall have such other powers and duties as may be prescribed by the Council. (Referendum(s) of 11-3-81; 11-5-95)

Section 910 Reserved

Section 911 Official Bonds

The Manager, Town Clerk, Treasurer, Tax Collector, and such other officers and employees as may be required to do so by law or by the Council shall, before entering on their respective official duties, execute to the Town, in the form prescribed by the Council and approved by the Town Attorney, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Council, conditioned upon the faithful performance of such official duties. Nothing herein shall be construed to prevent the Council, if it deems it to be in the best interests of the Town, from prescribing a name schedule bond, schedule position bond or blanket bond for the purposes of this Section, or from prescribing which departments, offices, agencies, boards or commissions shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the Town.

Section 912 Salaries

The salaries, wages, or other compensation of all officers and all employees of the Town shall be determined by the Council, in conformity with a systematic pay plan for the positions involved as prepared and recommended by the Manager, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of the employees of the school system. The salaries, or other compensation of all elected officials of the Town shall, except as otherwise provided by law, be determined by the Council. For the purposes of Section 7-468(b) of the General Statutes, as amended, the Council shall have the sole authority to recognize the exclusive bargaining agent for any unit of Town employees.

CHAPTER X. FINANCE AND TAXATION

Section 1001 Fiscal Year

The fiscal year of the Town shall begin on the first day of July and shall end on the thirtieth day of June.

Section 1002 General Form of Budget Preparation

The Manager shall require each department, office and agency of the Town supported wholly or in part by Town funds, or for which a specific Town appropriation is made, including the Board of Education, to set forth in narrative or in such other form as the Manager may prescribe, a program or programs showing services, activities, and work accomplished during the current year and to be accomplished during the ensuing year.

Section 1003 Departmental Estimates

The Manager shall compile preliminary estimates for the annual budget. The heads of each department, office or agency of the Town as described in Section 1002 of this Chapter, including the Board of Education, shall, not later than the 15th day of March in each year, file with the Manager on forms prescribed and provided by the Manager a detailed estimate of the expenditures to be made by their department, office or agency and the revenue, other than tax revenues, to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or the Manager. (Referendum(s) of 11-3-81; 11-7-95)

Section 1004 Duties of the Manager on the Budget

Not later than the first day of April in each year, the Manager shall present to the Council a budget consisting of:

(a) a budget message outlining the financial policy of the Town government and describing in connection therewith the important features of the budget plan indicating any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, and containing a clear general summary of its contents.

(b) estimates of revenue, presenting in parallel columns the itemized receipts collected in the last completed fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year, estimates of the receipts, other than from the property tax, to be collected in the ensuing fiscal year, and an estimate of available surplus.

(c) itemized estimates of expenditures, presenting in parallel columns the actual expenditures for each department, office, agency or activity for the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, appropriations as proposed by the Manager for all items for the ensuing fiscal year, provided that the Manager may offer recommendations but may not make any adjustments in the budget submitted by the Board of Education for the ensuing fiscal year, and such other information as may be required by the Council. The Manager shall present reasons for all such proposals and recommendations.

As part of the budget, the Manager shall present a program, previously considered and acted upon by the Town planning commission in accordance with Section 8-24 of the General Statutes, as amended, concerning municipal improvements, of proposed capital projects for the ensuing fiscal year and for the five (5) fiscal years thereafter. Estimates of the costs of such projects shall be submitted by each department, office and agency annually in the form and manner prescribed by the Manager. The Manager shall then recommend to the Council those projects to be undertaken during the ensuing fiscal year and the method of financing the same. (Referendum(s) of 11-3-81)

Section 1005 Duties of the Council on the Budget

The Council shall hold one or more public hearings not later than the fifteenth day of April in each year at which time any elector or taxpayer shall have an opportunity to be heard regarding appropriations for the ensuing fiscal year. Following receipt of the revenue and expenditure estimates for the ensuing fiscal year, the Council shall cause sufficient copies of said estimates to

be made available for general distribution in the office of the Town Clerk and, at least five (5) days prior to the first of the aforementioned public hearings, the Council shall cause to be published, in a newspaper having circulation in the Town, a notice of such public hearing and a summary of said proposed budget estimates showing anticipated revenues by major sources, and proposed expenditures by function or departments in the same columnar form as prescribed for budget estimates in Section 1004 of this Chapter, and shall also show the amount to be raised by taxation. The Council shall by resolution adopted by an affirmative vote of at least six (6) members and within ten (10) days after holding the final such public hearing, approve a budget and file the same with the Town Clerk for submission to the Town Meeting for its adoption. The budget, as approved by the Council, shall be published at least five (5) days prior to the Annual Town Meeting on such budget in the same manner as prescribed in this Section for purposes of publication prior to the Council's public hearing on said budget. The resolution of the Council approving the budget may provide for appropriations by department or function, and such appropriations need not be in greater detail than to indicate the total appropriation for each department or function. Should the Council fail to approve a budget within the specified ten (10) days, the budget as transmitted by the Manager in accordance with the provisions of Section 1004 of this Chapter shall be deemed to have been finally approved by said Council and the same shall be filed with the Town Clerk for submission to the Town Meeting for the purposes of final adoption. For the purposes of Chapters 108 and 111 of the General Statutes, as amended, the Council shall be deemed to be the budget-making authority and the legislative body of the Town and shall have all the powers conferred in said Chapters. (Referendum(s) of 11-3-81)

Section 1006 Duties of the Council on Other Financial Matters

In addition to the duties prescribed in Sections 1005, 1009, 1012 and 1013 of this Chapter, the Council shall have the power, by ordinance, to make appropriations supplemental to those provided in the annual budget not to exceed one percent of the immediately prior year's Town operating budget, excluding public school education for any specific purpose. The Council shall also have the power by ordinance to incur indebtedness not to exceed one-half of one percent of the immediately prior year's operating budget; excluding public school education for any specific purpose in order to finance said supplemental appropriations provided for in this Section. (Amend. of 11-6-73) (Referendum(s) of 11-3-81)

Section 1007 Duties of the Town Meeting on the Budget

The annual budget shall become effective only after it has been approved by said Council in accordance with the provisions of Section 1005 of this Chapter, and adopted as an ordinance at a Town Meeting, called and conducted under the provisions of Chapter VII of this Charter and of Chapter 90 of the General Statutes, as amended, by a machine vote by a majority of those persons eligible to vote pursuant to Section 7-6 of the General Statutes present and qualified to vote. The Annual Town Meeting shall consider the budget submitted by the Town Council, and may increase or decrease any appropriation contained therein. Following the conclusion of the Annual Town Meeting, said Meeting shall be adjourned to a machine vote not less than seven (7) nor more than fourteen (14) days thereafter on a date set by the Town Council. The machine vote shall take place at the normal polling places between 6:00 a.m. and 8:00 p.m. and be conducted in general in conformity with Chapter 90 of the Connecticut General Statutes, except as specifically modified herein. At said machine vote, there shall be an opportunity to vote "yes" for those in favor of the budget and "no" for those opposed to the budget, and each voter voting

"no" shall be encouraged to vote on separate non-binding advisory questions asking them: "Is the budget too high?" and "Is the budget too low?" The general government budget and educational budget shall be voted on separately, but there shall be no town budget until both budgets are adopted. However, should one (1) of the budgets be approved and the other not, further action shall only be on the portion of the budget not adopted. Should said machine vote fail to adopt either the general government budget, the educational budget or both, then the Annual Town Meeting shall be adjourned to the following Monday. At said Monday meeting(s), the budget shall be available for reasonable discussion only and said Meeting(s) shall be adjourned to a machine vote at the normal polling places between 6:00 a.m. and 8:00 p.m. on the eighth day following said Meeting(s). Said vote(s) to be conducted in the same manner as the initial machine vote provided herein. In the event that any relevant Monday or machine voting day shall fall on or immediately after a holiday, then the Annual Town Meeting shall be adjourned to the subsequent Monday. At each subsequent meeting, each budget shall be referred to a machine vote as specified above and neither budget shall be increased or decreased but only adopted or rejected. Any budget which has been rejected by a machine vote shall be considered in the interim by the Council, which in conjunction with the Manager, shall review the rejected budget and present it at a subsequent Monday Town Meeting for discussion and referral to a machine vote as specified above for adoption or rejection. If the budget has not been adopted after any such reconsideration meeting(s), the budget adopted for the then current fiscal year shall be deemed to be the temporary budget for the forthcoming year and a rate bill and expenditures may be made in accordance therewith, until such time as a new budget is adopted by machine vote. The Council shall, within ten (10) days following the adoption of the budget ordinance by machine vote, fix the tax rate in mills which shall be levied on the taxable property in the town for the ensuing fiscal year. The adoption of the budget ordinance by machine vote shall be deemed to constitute the appropriation to each department or, when so indicated in the budget, a major subdivision thereof and each office, board, commission and agency separately listed in the budget of the sum estimated to be expended by each such unit respectively. (Referendum(s) of 11-3-81; 11-7-95; 11-5-96; 11-3-09)

Section 1008 Duties of the Town Meeting on Other Financial Matters

In addition to the duties prescribed in Section 1007 of this Chapter, the Town Meeting shall have exclusive authority for final adoption of (a) ordinances authorizing appropriations supplemental to those provided in the annual budget in excess of one percent of the immediately prior year's Town operating budget, excluding public school education, for any specific purpose, provided however, nothing herein shall be construed to limit the exclusive authority of the Council regarding emergency appropriations pursuant to Section 1009 of this Chapter; (b) ordinances authorizing the issuance of bonds or notes or other borrowing of more than one-half of one percent of the immediately prior year's Town operating budget, excluding public school education; and, (c) ordinances authorizing the purchase or sale of any real estate or interest therein by the Town. Any such ordinance provided for in this Section shall become effective only after its approval by the Council and adoption at a Town Meeting, held in accordance with the provisions of Chapter VII of the Charter by a majority of those persons present and qualified to vote at such Meeting. Except that any easements which the Town Manager determines to be of less than five thousand dollars ($5,000.00) in value shall be authorized and approved by the Town Council and not require Town Meeting approval. All purchases and sales, regardless of

value, shall require Town Meeting approval. (Amend. of 11-6-73) (Referendum(s) of 11-3-81; 11-7-95)

Section 1009 Emergency Appropriations

For the purpose of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations, the total amount of which shall not exceed twenty-five thousand dollars ($25,000.00), may be made upon the recommendation of the Manager and by an affirmative vote of not less than six (6) members of the Council. In the absence of sufficient general fund resources to meet such appropriations, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes and of this Charter, as may be determined by the Council.

Section 1010 Tax Bills

It shall be the duty of the Tax Collector to mail each taxpayer a tax bill prepared in accordance with the provisions of Sections 12-130 and 12-131 of the General Statutes, as amended.

Section 1011 Assessment and Collection of Taxes

Except as otherwise specifically provided in this Charter, the assessment of property for taxation and the collection of taxes shall be carried on in accordance with the provisions of Chapters 203 and 204 of the General Statutes, as amended.

Section 1012 Expenditures and Accounting

(a) No purchase to be satisfied with Town funds shall be made by any department, board, commission, or officer of the Town other than the Board of Education and the probate court, except through the Manager acting as the purchasing agent. The Manager shall record the amount of authorized purchases and contracts for future purchases as encumbrances against the appropriations from which they are to be paid.

(b) No voucher, claim or charge against the Town shall be paid until the same has been audited by the Manager or the Manager's agent and approved by the Manager for correctness and validity. Payment of all approved claims shall be authorized by the Manager which authorization shall be valid when countersigned by the Treasurer, provided, in the absence or inability to act of either the Manager or the Treasurer, the Chairperson of the Council, may be authorized by said Council to substitute temporarily for either but not both of them.

(c) The Manager shall prescribe the time at which and the manner in which persons receiving money on account of the Town shall pay the same to the Town Treasurer.

(d) No expenditure and no commitment to make an expenditure shall be made, caused to be made, or authorized by any officer, agent or agency of the Town, or by any board or commission of the Town unless an appropriation shall have been made covering such expenditure or commitment in accordance with the provisions of this Charter.

(e) Each order drawn upon the Treasurer shall state the department, commission, board or officer and the appropriation against which it is to be charged.

(f) Upon the request of the Manager, the Council may, by resolution, transfer any unencumbered appropriation, balance or portion thereof from one department, commission, board or office to another. No transfer shall be made from any appropriations for debt service and other statutory charges.

(g) Appropriations for construction or for other permanent improvements, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three (3) fiscal years shall elapse without any expenditure from or encumbrance of the appropriation therefore. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the fiscal year shall lapse.

(h) Every payment made in violation of the provisions of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment or any part thereof shall be jointly and severally liable to the Town for the full amount so paid or received. If any officer or employee of the Town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take any part therein, such action shall be cause for removal.

Section 1013 Borrowing

The Town shall have the power to incur indebtedness by issuing its bonds or notes as provided by the General Statutes subject to the limitations thereof and the provisions of this Chapter. The issuance of bonds and notes shall be authorized by ordinance adopted in the same manner as provided in this Charter for the adoption of ordinances either by the Council or the Town Meeting, whichever applicable, in accordance with the provisions of Sections 1006 and 1008 of this Chapter.

Section 1014 Reserved[3]

CHAPTER XI. TOWN EMPLOYEES: MERIT SYSTEM AND RETIREMENT

Section 1101 Merit System

The Council may adopt an ordinance providing for the establishment of a merit system for Town employees. Such ordinances shall include the provisions of Section 1102 of this Chapter in addition to such other provisions as the Council may deem to be appropriate and necessary to said merit system. (Referendum(s) of 11-3-81)

Section 1102 The Classified Service

The classified service, if established by the Council under the provisions of Part I of Chapter 113 of the General Statutes, as amended, and of Section 1101 of this Chapter, shall include appointees to all positions now or hereafter created except the following: Persons appointed to fill vacancies in elective offices; members of Town boards and commissions; officers appointed by the Council; employees of the Board of Education; the Director of Finance, Town Clerk,

[3] **Editor's note**–Former § 1014, which pertained to contributions and was derived from an amendment adopted by referendum on November 2, 1971, was repealed by referendum held on November 3, 1981.

Town Treasurer, Tax Collector, Assessor, Director of Public Works, Director of Health, Welfare Officer, Director of Civil Defense, Canine Control Officer and any other appointee of the Manager serving as head of a department, office, or agency; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; and persons employed for a temporary period not exceeding six (6) months. It shall be the duty of the Manager to cause to be prepared a statement of the duties and responsibilities of each position in the classified service and of the minimum qualifications for appointment to such positions. These statements shall comprise the classification plan of the Town, which shall become effective upon approval by resolution of the Council and which may be amended, upon recommendation of the Manager by resolution of the Council. New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made by resolution of the Council upon the recommendation of the Manager. A pay plan for all positions in the classified service shall be similarly prepared and adopted and may be amended by resolution of the Council. The Manager shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the methods of holding competitive examinations, administration of the classification plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals and such other rules as may be necessary to provide an adequate and systematic procedure for the administration of the personnel affairs of the Town. Such rules and any amendments thereto shall become effective upon being approved by resolution of the Council and filed by the Manager with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.

Sections 1103, 1104 Reserved[4]

Section 1105 Retirement of Municipal Employees

The Council may provide by ordinance a system of retirement allowances for the Town's regular full-time paid employees and for contributions by employees and the Town to a fund from which such allowances shall be paid, and said Council may authorize the transfer of the management and investment of the Town's pension funds to any fiduciary institution chartered or licensed to operate in the State of Connecticut under the provisions of the General Statutes. The Town may enter into a contract with any insurance company authorized to do business in this state for the purpose of insuring the whole or any part of its retirement plan, may elect to participate in the Connecticut Municipal Employees' Retirement Fund, or elect to participate in the old age and survivors' insurance system under Title II of the Social Security Act, in accordance with the provisions of Part II of Chapter 113 of the General Statutes, as amended, or may elect any combination thereof. The Council may by ordinance provide for compulsory retirement as authorized or allowed by state and federal law and regulation. (Referendum(s) of 11-7-95)

[4] **Editor's note** – Former §§ 1103 and 1104, which pertained to temporary exemptions and political activity and were derived unamended from the charter adopted by referendum on November 4, 1969, were repealed by referendum held on November 3, 1981.

CHAPTER XII. TRANSITION AND MISCELLANEOUS PROVISIONS

Sections 1201, 1202 Reserved[5]

Section 1203 Conflicts of Interest

Any elected or appointed officer, any member of any board or commission, or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Council which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board or commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this Section shall be grounds for removal: Violation of this Section with the knowledge, expressed or implied, of any person or corporation participating in such contract, transaction or decision shall render the same voidable by the Council or by a court of competent jurisdiction.

Sections 1204-1207 Reserved[6]

Section 1208 Review and Amendment of Charter

The Council shall review the several provisions of this Charter from time to time as it deems such review to be in the best interests of the Town, but not less often than once every five (5) years. The amendment of this Charter may be initiated by (a) a two-thirds (2/3) vote of the entire Council or (b) by a petition signed by not less than ten (10%) percent of the electors of the Town as determined by the last completed registry list of the Town, such initiation in either instance to result in the appointment by the Council of a Charter Revision Commission, said Commission to consider any proposed amendments to the then existing Charter. Such proposed amendments shall not become effective until and unless the same shall have been approved by a majority of the Town electors voting thereon at a regular election or if approved by a majority equal to at least fifteen (15%) percent of the electors of the Town as determined by the last completed registry list of the Town at a special election. The provisions of Chapter 99 of the General Statutes, as amended, as may now or hereafter apply to the manner of amending said Charter shall prevail in the event of any conflict with the provisions of this Section of the Charter.

Section 1209 Saving Clause

If any Section or part of any Section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which said Section or part thereof so held invalid may appear, except to the extent that an entire Section

[5] **Editor's note**–Former §§ 1201 and 1202, which pertained to transfer of powers and present employees retaining their positions and were derived unamended from the charter adopted by referendum on November 4, 1969, were repealed by referendum held on November 3, 1981.

[6] **Editor's note**–Former §§ 1204 -- 1207, which pertained to transfer of records and property, continuation of appropriations and town funds, legal proceedings and existing laws and ordinances and were derived unamended from the charter adopted by referendum on November 4, 1969, were repealed by referendum held on November 3, 1981.

or part of a Section may be inseparably connected in meaning and effect with the Section or part of a Section to which such holding shall directly apply.

Sections 1210, 1211 Reserved[7]

Section 1212 Reserved

Section 1213 Effective date

This Charter became effective upon the approval of a majority of the Town electors voting hereon at the regular Town election held on the fourth day of November, 1969, in accordance with Chapter 99 of the General Statutes, as amended.

The amendments to this Charter adopted by referendum on November 3, 1981, became effective Dec. 3, 1981, in accordance with Chapter 99 of the General Statutes, as amended. (Referendum of 11-3-81)

The amendments to this Charter adopted by referendum on November 3, 2009, became effective December 3, 2009, in accordance with Chapter 99 of the General Statutes, as amended. (Referendum 11-3-09)

The amendments to this Charter adopted by referendum on November 5, 2013, became effective December 5, 2013, in accordance with Chapter 99 of the General Statues, as amended. (Referendum of 11-5-13)

[7] **Editor's note**–Former §§ 1210 and 1211, which pertained to special town election and transition committee and were derived unamended from the charter adopted by referendum on November 4, 1969, were repealed by referendum held on November 3, 1981.

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