

CHARTER REVISION COMMISSION  
MOTIONS AMENDING THE CHARTER (DRAFT)

August 22, 2016

**MOTION 1:**

1-Motion to take a straw vote to decide if the Commissioners support a Council/Town Manager form of government.

October 17, 2016

**MOTION 2:**

To include the following language (Conflict of Interest Sec. 3.5.3): “Town employees and Board of Education employees cannot serve on the Town Council, the RTM, or the Board of Education.”

February 13, 2017

**MOTION 3:**

To “adopt as a recommendation of the Groton Charter Revision Commission report to the Town Council that the Charter of the Town of Groton be revised to incorporate a Board of Finance as an elected body of the Town of Groton and the elimination of the RTM upon approval of the revised Charter.”

**MOTION 4:**

Goal Setting, Budget Guidance, Improved Public Input

- Insert, as a second sentence in Section 5.2, **Election, Duties, Term of office and selection of Chairman; Performance of Chairman’s duties in hers/her absence**, “*The Council shall be the policy-setting body for the Town.*”
- Insert in Section 5.4.1, **General (Powers and Duties of the Town Council)**, “*Within 2 months of taking office, the Town Council shall develop, with public input, a prioritized set of goals with measurable outcomes for itself and the Manager to be achieved within its term of office. These shall include quantitative budget guidance.*”
- Insert in Section 7.2, **Powers and Duties (of the Town Manager)**, near end of the second paragraph “...shall prepare and submit to the Council an annual budget *reflecting the Council’s establish goals* and shall exercise such other powers...”
- Insert in second (now third) sentence of 9.1.1, **Annual Budget Preparation**, “...The Budget shall begin with a general summary of its contents, *shall specify how the budget corresponds to the Council’s established goals*, shall show in detail all estimated income...”
- Insert in 9.2, **Duties of the Town Manager on the Budget**, “..., a program or programs showing services, activities, ~~and~~ work accomplished, *and progress toward established Council goals, including any deviations from the Town Council’s stated budget goals*, during the current year...”
  - *The Town Manager shall provide on a quarterly basis, reports regarding*
    - *Expenditures*
    - *Revenue*
    - *General Fund Balance*

*...in a setting and format accessible to the general public.*

- At the beginning of Section 9.3 **Duties of the Council on the Budget**, insert, “Based on their knowledge of the electorate, the Council shall, by the 3<sup>rd</sup> week in January, provide quantitative guidance to the Manager and to the Board of Education on the budget.”

#### Agenda Setting

- Insert in 2<sup>nd</sup> paragraph of Section 5.2, **Election, Duties, Term of office and selection of Chairman; Performance of Chairman’s duties in hers/her absence** “The Mayor shall be responsible, in consultation with the Manager, for setting Council Agendas.”

#### Dismissal of the Town Manager

- In section 7.1.2, **Removal (of the Town Manager)** decrease the number of Councilors needed to dismiss the Town Manager from 7 to 6.

March 6, 2017

#### **Motion 5:**

##### 9.3 Budget Development Schedule

9.3.1 There will be an annual schedule for the development of the budget. The schedule will include the dates and locations where the public can participate as well as key milestone dates.

9.3.1.1 The Board of Finance and the Town Manager will collaborate on developing the schedule. Not later than October 30<sup>th</sup> the Board of Finance will communicate the schedule to the public, the Board of Education and Subdivisions.

March 6, 2017

#### **MOTION 6:**

##### 9.4 Town Council Budget Guidance

9.4.1 The Council shall provide annual budget guidance to the Town Manager and the Board of Finance not later than January 15.

#### **MOTION 7:**

9.4.1.1 Town Council budget guidance will identify and prioritize the functions, programs, initiatives and capital projects that should be funded, or not funded, for the upcoming year and may include an overall budget change expressed as a percent, in dollars or other measure.

March 13, 2017

**MOTION 8:**

9.4.1.1 Town Council budget guidance will identify and prioritize the functions, programs, initiatives and capital projects that should be funded, or not funded, for the upcoming year and will include an overall budget change expressed as a percent, in dollars or other measure.

**MOTION 9:**

To include “STAKEHOLDER” in the glossary with the definition to be defined later.

March 27, 2017

**MOTION 10:**

To approve the proposed Budget Process Outline dated 3-27-2017 with the existence of a budget referendum to be determined.

**Motion 11:**

To adopt an annual budget referendum for the Town of Groton

**Motion 12:**

To approve the definition of “stakeholder” to be included in the glossary of the Charter: “The term ‘stakeholder’ refers to anyone affected by or has a stake in Town of Groton government. This term includes: citizens, elected officials, management, employees and their representatives (whether unions or other agents).”

April 10, 2017

**Motion 13:**

To approve the following language for Section 9.4.1.2: “In preparing the annual budget guidance the Town Council will conduct strategic planning sessions involving Town staff and stakeholders from the community. The Town Council will hold at least one public hearing and may hold one or more budget workshops. The dates of such public hearings and budget workshops will be scheduled in accordance with Section 9.3.”

**Motion 14:**

To approve the following language in Section 9.4.1.3: “Members of the Board of Education and Subdivisions shall participate in the Town Council budget planning sessions.”

**Motion 15:**

To approve the following language in Section 9.4.1.4: “No later than November 20<sup>th</sup> the Board of Finance will assemble, from Town staff and other sources, and provide to the Town Council data on the current fiscal status of the Town and a forecast of pertinent financial indicators as well as their opinions on each.”

**Motion 16: (Changed “Chair of the Board of Education” by unanimous consent 4-24-17)**

To approve the following language of Section 9.5.1: “Based on the Council guidance and on a date set by the Town Manager but not later than February 1 of each year, each department, office, board, commission, committee and agency of the town, excepting the Chair of the Board of Education, shall submit to the Town Manager, in such form as the Town Manager may prescribe, its estimates of receipts and expenditures, including capital projects, for the ensuing fiscal year and projections for the following fiscal year. Each such department, office, board, commission, committee and agency shall be entitled to an opportunity to be heard by the Town Manager with respect to these estimates.”

April 24, 2017

**Motion 17:**

To approve the following language for Section 9.6.1:

9.6.1: “Not later than February 28 the Chair of the Board of Education shall submit to the Town Manager its estimates of receipts and expenditures, including Capital projects, for the next fiscal year and projections for the following fiscal year. Such estimates shall be in the form prescribed by the state board of education, plus such amplification as may be required by the Board of Finance.”

**Motion 18:**

To approve the following language for Section 9.7.1:

“Not later than February 28<sup>th</sup> the governing body of any political subdivision within the Town requesting town appropriations, shall submit to the Town Manager its estimates of receipts and expenditures, including capital projects, for the ensuing fiscal year and projections for the following fiscal year. Such estimates shall be in the form prescribed by the Council, plus such amplification as may be required by the Board of Finance.”

**Motion 19:**

To approve the following language for Section 9.8.1:

“Not later than March 1 the Town Manager shall present to the Board of Finance and the Town Council a proposed Town budget, in the general form and content described in Section 9.2, including recommendations of the amounts to be appropriated for the several departments, departmental functions, offices or agencies of the Town for the ensuing fiscal year, and projections for the following fiscal year for all items, as well as the requests of the Chair of the Board of Education and the Subdivisions.”

**Motion 20:**

To approve the following language for Section 9.8.2:

“The Manager’s proposed budget shall faithfully incorporate the guidance described in Section 9.4 except if deviations from the guidance are warranted, the Manager shall provide explanation for those cases.”

**Motion 21:**

To approve the proposed language for Section 9.8.4:

“The Town Manager shall recommend, and include in his proposed budget, those Capital projects to be undertaken during the ensuing fiscal year and the methods of financing the same in accordance with Section 9.2.2. All proposed Capital projects, regardless of the proposed method or source of funding, shall be included in the Budget.”

May 08, 2017

**Motion 22:**

To approve the proposed language for Section 9.9.2:

“The Town Manager and representatives of the Board of Education and subdivisions shall be present at hearings on their respective budgets.”

**Motion 23:**

To approve the proposed language for Section 9.9.3:

“Following the aforementioned public hearing(s) the Board of Finance shall prepare its recommendations for the annual town budget and submit them to the Council for consideration not later than March 31. The submittal shall include their overall opinion on the budget and its consistency with Town fiscal policies. Also a statement accepting or rejecting any manager deviations from Town Council guidance.”

**Motion 24:**

To approve the proposed language for Section 9.10.1:

“On receipt of the budget recommended by the Board of Finance, the Council shall prepare the annual town budget. The Council’s proposed Budget need not be limited in total or in any particular by the recommendations of the Town Manager, the Board of Finance, the Superintendent of Schools, nor any political subdivision within the Town.”

**Motion 25:**

To approve the proposed language for Section 9.10.2:

“The Council shall, upon its completion of the town budget, but not later than April 15, hold a public hearing at which the public may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. At least five (5) days prior to the aforementioned public hearing, the Council shall cause sufficient copies of said budget estimates, indicating by description and dollar amounts all variations and departures from the recommendations of the Board of Finance, be made available for general distribution in the office of the Town Clerk and shall cause a copy of said estimates to be made available for download via the internet.”

**Motion 26:**

To approve the proposed language for Section 9.10.3:

“After the Council has considered the recommendations of the public hearing, the Council shall adopt a recommended annual town budget as described in Section 9.2 for the ensuing fiscal year. Such budget shall be adopted no later than April 30.”

May 22, 2017

**Motion 27:** "To review and adjust the budget process dates at a later meeting."

**Motion 28:**

To approve the proposed language for Sections 9.11.1 and 9.11.2:

9.11.1: "The Annual Budget Referendum shall be held on the third Tuesday in May for voting by voting machine by those eligible by law and this Charter to cast ballots for that purpose."

9.11.2: "No later than 10 days prior to the Annual Budget Referendum the Town Clerk shall publish the date of the referendum in a newspaper having circulation in the Town and by posting in such public place or places as the Council shall by ordinance prescribe."

**Motion 29:**

To approve the proposed language for Section 9.11.3:

"At least ten (10) days prior to the annual budget referendum, the Council shall cause a budget summary to be made available upon request in the office of the Town Clerk; shall cause a copy of said budget to be made available for download via the internet; and shall cause to be published in a newspaper having circulation in the Town, a summary of said proposed budget and also showing the amount proposed to be raised by taxation."

**Motion 30:**

To approve the proposed language for Section 9.11.4:

"The text of the Annual Budget Referendum shall provide for separate approval/disapproval of the Town Government Budget and the Board of Education budget as follows:

1. In favor of the proposed Town Government Budget of the Town of Groton for the fiscal year July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Yes.

No; the recommended budget is too high.

No; the recommended budget is too low.

2. In favor of the proposed Board of Education Budget of the Town of Groton for the fiscal year July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Yes.

No; the recommended budget is too high.

No; the recommended budget is too low."

**Motion 31:**

To approve the following language for Section 9.11.5:

If a majority of the votes cast in the referendum for each question are "Yes," the adopted budgets, Town and Board of Education, shall be deemed to be adopted and together shall constitute the approved Town Council budget for the ensuing fiscal year.

June 19, 2017

**Approved Motions:**

32: The annual Town and Board of Education budgets shall be approved by referendum with no limit to the number of referendums to do so.

33: In case a budget is not approved by June 30, the previous year's budget shall be adopted until a new budget is approved.

34: To keep the Town Council to the current structure: nine members elected at large.

35: That the term of the Town Council be four years staggered.

36: The Town Council shall vote on a Mayor who shall preside over Town Council meetings.

37: The start of the terms of the Town Council shall be the first Tuesday following their election.

38: The Town Council shall appoint a Town Attorney, by majority vote, until their successor is appointed.

39: The Town Council shall issue an annual Town report.

40: The Town Council and Board of Finance shall keep a Journal of its proceedings, and publish the same, excepting such parts as in Executive Session; and the Yeas and Nays of the Members of each body shall be entered in the Journal by Member name.

41: The Board of Finance shall consist of seven members with a term of four-years staggered elected at-large.

42: The Chair of the Board of Finance shall be an ex-officio member of the Town Council.

43: The start term of the Board of Finance shall be the first Tuesday following their election.

44: The Board of Finance shall support all fiscal decisions of the Town Council by providing research and data and support the budget development process delineated in Chapter IX, included but not limited to the following:

- a. Develop the schedule for annual budget development
- b. Communicate annual budget development schedule to the citizens of Groton.
- c. Support the budget workshops with fiscal data including a five year financial forecast of spending and revenue.
- d. Provide input regarding the form of the Board of Education and Subdivision budgets

45: The Board of Finance shall provide critical analysis and visibility to the Town's public financial reports.

46: The Board of Finance shall keep a Journal of its proceedings, and publish the same, excepting such parts as in Executive Session; and the Yeas and Nays of the Members of each body shall be entered in the Journal by Member name.

47: Town Council members, after serving three consecutive terms, shall not be eligible for a fourth consecutive term.

48: Board of Finance members, after serving three consecutive terms, shall not be eligible for a fourth consecutive term.

~~49: The Town Clerk shall be appointed.~~ (This motion was reconsidered and voted down on 7-10-17)

July 10, 2017

Approved Motions:

49: The Town Council shall establish an Ethics Commission consisting of at least five members appointed by the Town Council.

50: That the Town Council and the Board of Finance shall have minority representation as per the Connecticut General Statutes Sec. 9-167a.

51: Town Council terms shall be staggered as follows: Nine (9) members shall be elected in November, 2019, four (4) for two (2) years and five (5) for four (4) years. Thereafter, members shall continue to be elected in the same staggered pattern for four (4) year terms.

52: That a Board of Finance member may resign by filing a written resignation with the Town Clerk, and such resignation shall take effect on the date of such filing unless a later date is specified.

53: That fifty (50) percent of the Board of Finance members entitled to vote shall constitute a quorum for doing business. All Board of Finance meetings shall be open to the public. The Board of Finance shall determine its own rules of procedure, which rules shall include provisions for petition by citizens.

54: The initial meeting of the Board of Finance shall be called by the Town Clerk, all other by the Chairman or in the Chairman's absence, the rules of the Board of Finance shall be followed.

55: That regular Board of Finance meetings shall be held at least once a month on a regular meeting day decided upon by the Board of Finance.



56: That no member of the Board of Finance shall be a member of the governing body of any political subdivision, employee of the Town or Board of Education. Members shall be resident electors of the Town.

57: That Board of Finance terms shall be staggered as follows: seven (7) members shall be elected in November 2019, three (3) for two (2) years and four (4) for four (4) years. Thereafter, members shall continue to be elected in the same staggered pattern for 4 year terms.

58: That under Section 8.2 Town Attorney, that the Town Attorney shall be the legal advisor to the Board of Finance and that the Chair of the Board of Finance may request a legal opinion from the Town Attorney.

59: That nothing contained in the Charter shall prohibit any member of the Board of Finance from exercising rights under the Freedom of Information (FOIA) as held by general citizens.

60: That the requirement that the Town Manager issue an annual report in Section 7.2 be eliminated.

**July 17, 2017**

Motion 61: To approve Section 9.11.6:

9.11.6 Should either budget fail to be approved by a majority of those voting thereon, the Council shall, within seven days after a failed referendum, recommend a revised budget for each rejected budget, which may be less or greater than the failed budget, as the Council shall deem appropriate based on the results of the referendum.

9.11.6.1 When adjusting appropriations in the Town budget the Council shall confer with the Town Manager. When adjusting appropriations in the Board of Education budget the Council shall confer with the Board of Education. In either case the Council shall request financial recommendations from the Board of Finance.

9.11.6.2 When adjusting appropriations, the Town Council shall not alter estimates of revenue except for omissions, clerical errors, or revisions of revenue to be received from the state.

9.11.6.3 The Town Council shall automatically submit the revised budget(s) to referendum 14 days following the date the initial budget referendum was defeated.

9.11.6.4 At least five (5) days prior to additional referendum on a revised budget, the Council shall publish only the details of the changes made to the previous budget using the same methods listed in section 9.11.3.

9.11.6.5 Prior to additional referendum on a revised budget, the Council shall hold at least one public hearing upon five days' legal notice.

9.11.6.6 Additional referenda, as required, will be held every other week on Tuesday thereafter until a budget is approved. Notice for subsequent referenda shall be advertised in a daily newspaper having a general circulation within the Town at least three (3) days prior to each such referendum.

9.11.6.7 In case a budget is not approved by June 30, the previous year's budget shall be adopted until a new budget is approved.

Motion 62: To approve Section 9.12  
Fixing the Tax Rate

9.12: Within three (3) business days after a new Budget is adopted in accordance with Section 9.11, the Council shall meet and, with due provision for estimated and uncollectible taxes, abatements and corrections, shall lay such tax on the last completed Grand List at a mill rate that shall be sufficient, with the income from other sources, to meet the estimated expenses of the Town for the next fiscal year.

Motion 63: To approve Section 9.13  
Failure to Adopt A Recommended Budget

9.13.1 Should the Board of Finance fail to submit budget recommendations to the Council by March 31, the Council shall proceed at that time to establish a recommended budget.

9.13.2 Should the Council fail to adopt a recommended budget by April 30, the Town and Board of Education budgets, as adjusted by the recommendations of the Board of Finance, shall be the recommended budget for the Annual Budget Referendum.

9.13.3 Should the Board of Finance fail to submit budget recommendations to the Council by March 31, and the Council fails to adopt a recommended budget by April 30, the budget estimates submitted by the Town Manager as described in Section 9.8.1. shall be the recommended budget.

Motion 64: To approve Section 9.14  
Effect of Adoption of Town Budget

9.14: The annual town budget adopted in accordance with the provisions of section 9.11, shall be deemed to constitute the appropriation for each item listed separately on the budget of each department, office, board, commission, committee, subdivision and agency and be the sum estimated in the budget to be expended by each such body, respectively, for such item. Following the adoption of a new budget in accordance with the provisions of section 9.11 the Council shall cause to be prepared and published the annual town budget.

Motion 65: To approve Section 9.15  
Reducing Approved Appropriations

9.15.1 Appropriations adopted in accordance with section 9.11 may be reduced during the fiscal year by the Council if either of the following two conditions is met;

9.15.1.1 By resolution of the Council that revenues estimated in the adopted budget have not been received or are not likely to be received and as a result an Emergency or Supplemental Appropriation is or may be required to maintain authorized spending levels.

9.15.1.2 The Manager certifies that reductions are needed, citing the consequences if not done.

9.15.2 When reducing appropriations in the Town budget the Council will confer with the Town Manager. When reducing appropriations in the Board of Education budget the Council will confer with the Board of Education. In either case the Council shall request financial recommendations from the Board of Finance. Reductions shall be approved by a two-thirds vote of the Council no later than 60 days after the conditions of 9.15.1.1 or 9.15.1.2 are established, provided that no such action shall be required if the conditions initiating the reduction should cease to exist during the 60 day period.

9.15.3 The Council shall hold at least one Public Hearing on items to be reduced.

9.15.4 When the reductions are approved by the Council the combined Town and Board of Education budgets shall be deemed to be adopted, and together including any Emergency and / or Supplemental appropriation, shall constitute the revised approved Town Council budget for the current fiscal year. When a budget is revised, upon its approval, the prior approved Town Council budget shall be deemed to be superseded.

9.15.5 Any budget approved in this section shall meet the requirements of section 9.2 and will have the effects described in Section 9.14.

Motion 66: To approve Section 9.16  
Emergency Appropriations

9.16.1 An "Emergency Appropriation" is an appropriation required for an unforeseen or extraordinary event or threat to the lives, health or property of citizens or the Town.

9.16.2 The Council may make Emergency appropriations not exceeding one-hundred thousand dollars (\$100,000) by a vote of not less than seven (7) members of the Council; provided a public hearing, at which any elector of the Town shall have an opportunity to be heard, shall be held prior to making such appropriations. Such hearing and notice of hearing may be waived if the Council by an affirmative vote of not less than eight (8) of its members shall decide that a delay in making the emergency appropriation would jeopardize the lives or health or property of citizens.

9.16.3 In addition to the above appropriation, the Council may also make an emergency appropriation for similar purposes not exceeding ten thousand dollars (\$10,000) without any such hearing and notice upon the affirmative vote of not less than six (6) of its members.

9.16.4 In the absence of an available unappropriated and unencumbered surplus in the general fund to meet such appropriations, additional means of financing shall be provided in such a manner, consistent with the provisions of the Connecticut General Statutes and of this Charter, as may be determined by the Council. The methods of financing may include, without limitation, issuing notes or bonds of the Town or laying a special tax on the Grand List last completed. The Finance Director shall prepare a Financial Impact Statement for requests for such financing methods.

Motion 67: To approve Sections 9.17 and 9.18

9.17 Tax Bills

9.17: It shall be the duty of the Tax Collector to prepare and mail to each taxpayer, before the date when taxes are due and payable, a tax bill the form of which shall be acceptable to the Commissioner of Revenue Services.

9.18 Assessment and Collection of Taxes

9.18: Except as specifically provided in the Charter, the assessment of property for taxation and the collection of taxes shall be carried on as provided in the Connecticut General Statutes.

Motion 68: To approve Section 9.19.1

Expenditures and Accounting

9.19.1 No purchase shall be made by any department, Agency, Board, Commission, or officer of the Town other than the Board of Education, the Probate Court, except through the Purchasing Agent and such purchases shall be made under such rules and regulations as may be established by the Council.

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

The Director of Finance shall record the amounts of authorized purchases and contracts for future purchases as encumbrances against the appropriation from which they are to be paid.

Motion 69: To approve Section 9.19.2

Approvals

9.19.2.1 *Restrictions on purchasing.* Purchases shall be made under such rules and regulations as may be established by the Council, subject to the provisions of Connecticut General Statutes. No contract, work order, purchase order or other authorization to spend money by any department, office, board, commission, committee or agency, except the board of education, shall be valid until it has been endorsed by the manager or purchasing agent to the effect that there is an unexpended and unencumbered balance of an appropriation applicable thereto sufficient to meet the estimated cost thereof, provided that the board of education shall set up its own system of budgetary control. It shall further be the duty of the manager or purchasing agent after endorsing such authorization to spend money to encumber immediately the appropriation in question with such estimated cost.

9.19.3 *Method of Making Payments.* The Director of Finance 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. No voucher, claim or charge against the Town shall be paid until the same has been audited by the Director of Finance or the Director's agent and approved by him/her for correctness and legality. Checks shall be drawn by the Director of Finance for the payment of approved claims which shall be valid only when countersigned by the Treasurer. The Council may make provision, by resolution, for other town officials, or town or Board of Education employees to sign and countersign checks in the absence or inability to act of either the Director of Finance or the Treasurer, or both, subject to such conditions as the Council may impose.

Motion 70: To approve Section 9.19.4  
Council Approval Before Exceeding Budgetary Item:

9.19.4: The several departments, commissions, officers and boards of the Town shall not involve the Town in any obligation to spend money for any purpose in excess of the amount appropriated therefor until the matter has been approved and voted by the Council.

Motion 71: To approve Section 9.19.5  
Transfer of Funds

9.19.5.1 Transfer of Funds Between Departments: Upon the request and certification that the transfer is necessary by the Town Manager, but only within the last three (3) months of the fiscal year, the Council may by resolution transfer any unencumbered appropriations, balance or portion thereof from one department, commission, board or office to another.

In no instance shall appropriations for debt service or other statutory charges be transferred to other purposes. Transfers of ten thousand dollars (\$10,000) or less can be made with the approval of the Board of Finance. Transfers of more than ten thousand dollars (\$10,000) shall require a recommendation from the Board of Finance and a resolution approving the transfer by the Town Council.

9.19.5.2 Transfer of Funds within a Department. Transfer of unencumbered funds from one item of a department budget to another item of the same budget require a recommendation from the Board of Finance and must be voted on and approved by the Council except that a transfer may be made by a department head with the approval of the manager and the Board of Finance subject to the following guidelines;

(1) Such transfers shall be limited to the amount of ten thousand dollars (\$10,000) for any single transfer.

(2) Transfers will not be made to purchase major pieces of equipment such as vehicles and machinery, or items specifically deleted by the council.

July 24, 2017

Motion 72: To approve Section 9.19.6: Supplemental Appropriations

9.19.6.1 A "Supplemental Appropriation" is any appropriation of funds made during a fiscal year that is additional to an adopted Town Budget, Board of Education Budget or capital project.

9.19.6.2 A request for a Supplemental Appropriation may be initiated by the Manager or by the Council. The request shall include an estimate of the funds required, the reasons therefore, a proposed method of financing, a recommendation of the Board of Finance and certification by the Director of Finance or his/her agent as approved by the Town Manager that there is available an unappropriated and unencumbered surplus in general fund to meet the request. If these conditions are met the Council may approve the Supplemental Appropriation by resolution.

9.19.6.3 If funding for the Supplemental Appropriation requires issuing notes or bonds of the Town the procedure outlined in Section 5.5.5.1 shall be followed."

Motion 73: To approve Section 9.19.7 Contingency Account:

Section 9.19.7 Contingency Account:

No expenditure may be charged to the contingency account, but the Council, after receiving a recommendation from the Board of Finance, may transfer funds in the contingency account to any other account.

Motion 74: To approve Section 9.19.8: Penalties for Violations:

Section 9.19.8: Penalties for Violations:

Every payment made in violation of the provision 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 or Board of Education shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of the Charter or take any part therein, such action shall be cause for his/her removal.

Motion 75: To approve Section 9.20 Contributions:

Section 9.20: Contributions:

The annual Budget may include contributions to organizations or private corporations which perform a public function that benefits the Town and/or its residents. Such organizations or private corporations shall properly account for the proposed spending of funds provided by the Town.

Motion 76: To approve Section 9.21: Annual Audit:

Section 9.21: Annual Audit:

The Council, with recommendation from the Board of Finance, shall annually designate an independent, certified public accountant or firm to audit the books and accounts of the Town as

required by the General Statutes. Said annual audit shall be accepted by the Council with the recommendation of the Board of Finance.

Motion 77: To approve Section 9.23 Borrowing:

Section 9.23 Borrowing:

The Town shall have the power to incur indebtedness by issuing its bonds or notes as provided by the Connecticut General Statutes subject to the limitations thereof and the provisions of this Section.

The issuance of bonds and notes shall be authorized by ordinance and if any such bond issue or issuance of notes, except notes in anticipation of taxes to be paid or other revenue to be received within the fiscal year in which issued, shall exceed when authorized the sum of seven hundred fifty thousand dollars (\$750,000) or which shall, when added to all other bond issues or issuance of notes previously authorized in the same fiscal year bring the total of such bond issues or issuance of notes authorized for that fiscal year to a sum in excess of seven hundred fifty thousand dollars (\$750,000), said bond issue or issuance of notes shall be approved by a referendum vote at any regular town, state or special election or at a referendum called for that purpose.

Motion 78: To approve the following Sections:

9.1 The fiscal year

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

9.2 The Budget

9.2.1 The Budget shall provide a complete financial plan of all town funds to be appropriated for the ensuing fiscal year and, except as required by CGS or this Charter, shall be in such form as the Council may require. The Budget shall begin with a general summary of its contents, shall specify how the budget corresponds to the Council's established goals, shall show in detail all estimated revenue, including the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged to show comparative figures for actual revenue and expenditures of the preceding fiscal year, estimated revenue and expenditures of the current fiscal year, estimates of revenue and requested budget for the next fiscal year and projections for the following fiscal year.

9.2.2 As part of the proposed Budget or as a separate report attached thereto, there shall be a program, previously considered and acted upon by the Town Planning Commission in accordance with the CGS, listing municipal improvements and proposed capital projects for the ensuing fiscal year and for the five (5) fiscal years thereafter.

Motion 79: To approve the following change to Section 3.6 Vacancies in Elective Office:

Section 3.6.1 General:

3.6.1 General

Any vacancy in any elective town office, except that of a member of the Board of Education, from whatever cause arising, shall be filled by appointment by the Council for the unexpired portion of the term or until the next biennial election, whichever shall be sooner. If there shall be a biennial election before the expiration of the term of office of any person appointed to an

elective office under the provisions of this section, such office shall be filled by the election of a person for the unexpired portion of the term; provided, when the person vacating the office has been elected as a member of a political party, such vacancy shall be filled by the appointment or election of a member of the same political party. If such vacancy is not so filled by the Council within forty-five (45) days from the time of its happening, the Board of Finance shall fill the same.

Motion 80: To approve the following recommendation:  
Section 9.19.9.7 (under Town Council)

That where this Charter requires that the Board of Finance provide a recommendation to the Town Council the following shall apply;

- a. The Town Council shall give the Board of Finance 10 business days' notice to provide such recommendation. If no recommendation is received in 10 business days the Town Council shall proceed as if the recommendation had been received.
- b. In time sensitive situations the 10 day period may be reduced by mutual consent and a majority vote of the Board of Finance.

Motion 81:

To amend the language of Section 5.2 (fourth paragraph) to the following language:

The Mayor's terms of office shall be identical to that of the Council which chooses the Mayor, except that, by a vote of at least six (6) members of the Council, the Mayor may be removed as Chairman of the Council and another member chosen to assume the duties and responsibilities of the Chairman.

Motion 82: To approve the following recommendation:

That the Board of Finance and its members shall not give orders to any subordinates of the Town Manager or of the Board of Education either publicly or privately. However, the Board of Finance may interface directly with the Town Manager, Finance Directors of the Town and Board of Education, or their designees, in accomplishing their duties.

Motion 83:

To approve adding the following language to the Preamble of the Charter:

In the spirit in which the founders of Groton joined themselves into one community and pledged their individual abilities to the service of their common needs, this charter establishes a town government that enables each generation's needs to be identified and met.

August 14, 2017

Motion 84:

To approve the following language for Section 9.8.3:

The Town Manager shall not act on the budget estimates of the Superintendent of Schools or the subdivisions. The Town Manager may provide comments on the budget estimates of the Superintendent of Schools and any political subdivision.



Motion 84:

To approve the following language for Section 9.9.1:

The Board of Finance shall hold one or more public hearings at least ten (10) days after budget submittals by the Town Manager, the Superintendent of Schools and the subdivisions, but no later than March 8, at which any elector may have an opportunity to be heard regarding appropriations for the ensuing fiscal year.

Motion 85:

To approve the following language for the beginning of Section 3.3.1:

A Board of Finance, hereafter referred to as the BOF, shall consist of (7) members, for a term of four (4) years;