

LEGAL NOTICE  
PUBLIC HEARING  
TOWN OF HEBRON

CHARTER REVISION COMMISSION

RECEIVED

2019 APR -4 A 10:24  
*Carla A. Thompson*  
HEBRON TOWN CLERK

The Charter Revision Commission has scheduled a Public Hearing to be held on Wednesday, April 17, 2019, at 7:00 p.m. in the Town Office Building Meeting Room. The purpose of this hearing is to solicit input on the first draft report on proposed amendments to the Town Charter.

Residents are encouraged to attend to provide feedback to the Charter Revision Commission. Copies of the recommended amendments to the Charter are available in the Town Clerk's Office and will be available at the meeting. The first draft report is also available for viewing at [www.hebronct.com](http://www.hebronct.com).

Scot Kauffman, Chairman  
Charter Revision Commission

# **TOWN CHARTER**

## **TOWN OF HEBRON, CONNECTICUT**

**APPROVED NOVEMBER 8, 1988**

**IMPLEMENTED NOVEMBER 21, 1989**

### **CHARTER AMENDMENTS**

**APPROVED NOVEMBER 5, 1996**

**EFFECTIVE NOVEMBER 19, 1996**

### **CHARTER AMENDMENTS**

**APPROVED NOVEMBER 4, 2003**

**EFFECTIVE NOVEMBER 18, 2003**

### **CHARTER AMENDMENTS**

**APPROVED NOVEMBER 3, 2009**

**EFFECTIVE NOVEMBER 17, 2009**

### **CHARTER AMENDMENTS**

**APPROVED NOVEMBER 4, 2014**

**EFFECTIVE NOVEMBER 18, 2014**

# TOWN OF HEBRON, CONNECTICUT

## TOWN CHARTER

### INDEX

#### Chapter I. Incorporation and General Powers

Sec. 101	Incorporation	Page 1
Sec. 102	Rights and Obligations	Page 1
Sec. 103	General Grant of Power	Page 1
Sec. 104	Effect of the Charter	Page 2
Sec. 105	Definitions	Page 2

#### Chapter II. Elections

Sec. 201	General	Page 3
Sec. 202	Federal and State Officers	Page 3
Sec. 203	Town Officers - General Election	Page 3
Sec. 204	The Regional Board of Education	Page 4
Sec. 205	Eligibility	Page 4
Sec. 206	Minority Representation	Page 5
Sec. 207	<del>Breaking a Tie Resolution</del>	Page 5
Sec. 208	Vacancies - Elective Office	Page 5
Sec. 209	Voting Districts	Page 6
Sec. 210	Board of Admission for Electors	Page 6

#### Chapter III. The Town Meeting

Sec. 301	General	Page 6
Sec. 302	Town Meeting Procedure	Page 6
<del>Sec. 303</del>	<del>Annual Town Budget Referendum</del>	<del>Page 7</del>
Sec. <del>304</del> <u>303</u>	Special Town Meetings	Page 7
Sec. <del>305</del> <u>304</u>	Petitioned Town Meetings	Page 8
Sec. <del>306</del> <u>305</u>	Panel of Moderators	Page 8

#### Chapter IV. Board of Selectmen

Sec. 401	Number of Selectmen	Page 9
Sec. 402	General Powers and Duties	Page 9
Sec. 403	Procedure	Page 10
Sec. 404	Public Hearing on and Publication of Ordinances	Page 11
Sec. 405	Power of Overrule-Ordinances Adopted by the Board of Selectmen	Page 11

Sec. 406	Public Emergencies	Page 12
Sec. 407	Emergency Ordinances	Page 12
Sec. 408	Coordination	Page 12
Sec. 409	Oath of Officers	Page 12

Chapter V. Board of Finance

Sec. 501	Number of Board of Finance Members	Page 13
Sec. 502	General Powers and Duties	Page 13
Sec. 503	Procedure	Page 13

Chapter VI. The Town Manager

Sec. 601	General	Page 14
Sec. 602	Duties	Page 15

Chapter VII. Appointed Officers, Boards, Commissions, Committees, Authorities and Agencies

Sec. 701	General	Page 16
Sec. 702	Eligibility	Page 16
Sec. 703	Vacancies	Page 16
Sec. 704	Minority Representation	Page 16
Sec. 705	Terms of Office	Page 17
Sec. 706	Appointed Town Boards	Page 17
Sec. 707	<u>Committees</u>	<u>Page XX</u>
<u>Sec. 708</u>	Alternates	Page 18
Sec. <del>708</del> <u>709</u>	Rules of Procedure	Page 18
Sec. <del>709</del> <u>710</u>	Removal for Cause	Page 18
Sec. <del>710</del> <u>711</u>	Resignation and Removal for Failure to Serve	Page 18

Chapter VIII. Administrative Officers, Department Heads and Employees

Sec. 801	General	Page 19
Sec. 802	Administrative Officers	Page 19
Sec. 803	Other Appointed Officials and Employees	Page 20
Sec. 804	Police Service	Page 20
Sec. 805	Appointment of Town Attorney	Page 20

Chapter IX. Finance, Budget and Taxation

Sec. 901	Fiscal Year	Page 21
Sec. 902	Duties on the Budget	Page 21
Sec. 903	The Annual Town Budget Referendum	Page 23
Sec. 904	Expenditures Before the Adoption of the Budget	Page 24
Sec. 905	Supplemental Appropriations	Page 24
Sec. 906	Expenditures and Accounting	Page 25

Sec. 907	Purchasing	Page 26
Sec. 908	Reserve Fund for Capital and Non-Recurring Expenditures	Page 26
Sec. 909	Emergency Appropriations	Page 26
Sec. 910	Borrowing	Page 27
Sec. 911	Annual Audit	Page 27
Sec. 912	Tax Bills	Page 27

#### Chapter X. Town Employee Policies

Sec. 1001	General	Page 28
Sec. 1002	Job Description	Page 28
Sec. 1003	Personnel Policies and Procedures	Page 28
Sec. 1004	Salaries	Page 28
Sec. 1005	Retirement	Page 29
Sec. 1006	<del>Official-Surety</del> Bonds <u>for Certain Officials-</u>	Page 29

#### Chapter XI. Code of Ethics

Sec. 1101	Persons Governed by this Code	Page 29
Sec. 1102	Purpose	Page 29
Sec. 1103	Definitions	Page 30
Sec. 1104	Conflicts of Interest	Page 30
Sec. 1105	Disclosure and Recusal	Page 31
Sec. 1106	Gifts	Page 32
Sec. 1107	Use of Town Assets	Page 32
Sec. 1108	Use of Confidential Information	Page 32

#### Chapter XII. Miscellaneous Provisions

Sec. 1201	Transfer of Powers	Page 32
Sec. 1202	Present Employees to Retain Positions	Page 33
Sec. 1203	Transfer of Records and Property	Page 33
Sec. 1204	Continuation of Appropriations and Town Funds	Page 33
Sec. 1205	Legal Proceedings	Page 33
Sec. 1206	Existing Laws and Ordinances	Page 34
Sec. 1207	Review and Amendment of Charter	Page 34
Sec. 1208	Saving Clause	Page 34
Sec. 1209	Resignations	Page 34
Sec. 1210	Effective Date	Page 34
Sec. 1211	Transition - Appointed Boards, Agencies, Commissions and Committees	Page 35
Sec. 1212	Notification Procedure for Public Hearing, Town Meeting and Annual Budget Referendum	Page 35

## Chapter I. INCORPORATION AND GENERAL POWERS

### Section 101. Incorporation

All of the inhabitants dwelling within the territorial limits of the Town of Hebron, as heretofore constituted, shall continue to be a body politic and corporate under the name of "The Town of Hebron", 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 Constitution and general laws-General Statutes 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 this Charter are continued. Nothing herein shall be construed to affect the rights of the 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 office or agency therein named which is hereby abolished or superseded by the creation herein of a new commission, board, agency or office to which are granted similar powers and jurisdiction, 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 office or agency, shall, except as otherwise provided in this Charter, hereinafter be exercised and discharged by the chief executive officer of said Town.

### Section 103. General Grant of Power

In addition to all of the powers granted to Towns under the Constitution and General Statutes of the State of Connecticut, or which may hereafter be conferred, the Town shall have all powers specifically granted by this Charter and all of the powers fairly implied in or incidental to the powers expressly granted, all powers conferred by the General Statutes, as amended, and 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 branch thereof, or any other body politic or corporate not expressly forbidden by the Constitution or General Statutes of the State of Connecticut. The enumeration of particular powers in this and any chapter of this Charter shall not be construed as limiting this general grant of power, but shall be considered as an addition thereto.

**Section 104. Effect of the Charter**

This Charter shall be the organic law of the Town in the administration of local affairs. Special acts, ordinances, bylaws, rules, regulations and resolutions inconsistent with this Charter and superseded by it shall have no further force and effect after the effective date of this Charter. Other special acts affecting the Town and all ordinances, bylaws, rules, regulations and resolutions duly adopted and in force before the effective date of this Charter shall remain in full force and effect.

**Section 105. Definitions**

Whenever used in the context of this Charter, the following words and phrases shall have the following meanings:

- A. **Town Agency** shall mean all of the elected and appointed boards, agencies, commissions, authorities and committees of the Town, including the local Board of Education;
- B. **Supplemental Appropriation** shall mean an appropriation that is in addition to the total amount of the budget at any given point in time. It is not a transfer within or between departments;
- C. **Department** shall mean a unit of administration for budgetary purposes. There need not be a director of a department;
- D. **Town Officer** means a member of a Town Agency as defined in "A." above, those officers and employees enumerated in Section 802, and all elected officials;
- E. **Connecticut General Statutes** (C.G.S.) or **General Statutes** shall mean the Connecticut General Statutes, Revision of 1958 as the same may be revised from time to time;
- F. **Selectmen** (plural) shall mean the Board of Selectmen;
- G. **Masculine gender** shall include the feminine and the feminine shall include the masculine;
- H. **Singular** shall include the plural and the plural shall include the singular unless the context otherwise requires;
- I. **Day** shall mean a calendar day unless otherwise specified in the Town Charter.
- J. **Town Government Budget** is the total town budget less Hebron BOE budget and the RHAM Levy

## Chapter II. ELECTIONS

### Section 201. General

Nomination and election of federal and state officials and of such Town officers and Town Agencies as are provided for in this Charter, shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote therein, in the manner prescribed by law.

### Section 202. Federal and State Officers

Nominations and elections of federal and state officers, Registrars of Voters and Justices of the Peace shall be conducted as prescribed in the Connecticut General Statutes.

- A. At the regular state election held on November 8, 1992 and every four (4) years thereafter, there shall be elected two (2) Registrars of Voters, whose terms of office shall commence on the Wednesday after the first Monday in January following their election.
- B. Justices of the Peace shall be selected in the manner prescribed for in the General Statutes and by Town Ordinance.

### Section 203. Town Officers - General Election

- A. ~~At the biennial municipal election to be held on November 7, 1989, t~~here shall be elected a Board of Selectmen consisting of five (5) members each of whom shall serve four (4) year overlapping terms. ~~Whenever the number of members to be elected is even, each political party may nominate no more than three (3) members.~~
- B. ~~At the biennial municipal election to be held on November 7, 1989, there shall be elected a Board of Finance, consisting of six (6) members, each of whom shall serve four (4) year overlapping terms. Starting with the biennial municipal election to be held on November 3, 2015, t~~here shall be elected a Board of Finance, consisting of five (5) members, each of whom shall serve four (4) year overlapping terms.
- C. ~~At the biennial Town election held on November 7, 1989 and every four (4) years thereafter, t~~here shall be elected a Town Clerk, whose term of office shall be four (4) years and shall commence on the Wednesday after the first Monday in January following the Town election.
- D. ~~At the biennial town election held on November 7, 1989 and every four (4) years thereafter, t~~here shall be elected members to the following Town Agencies for the

terms specified herein. Except as otherwise provided in this Charter, such Town Agencies shall have powers and duties as are provided in the Connecticut General Statutes. Electors may vote for, and each political party may nominate, as many candidates as there are available seats to be filled on the following Town Agencies, specifically including the Board of Assessment Appeals and the Board of Education provided, however, that the election requirements of [C.G.S. § 9-204b](#) shall apply to the Board of Education:

1. A Board of Assessment Appeals, consisting of three (3) members, each of whom shall serve four (4) year overlapping terms;
  2. A Planning and Zoning Commission consisting of five (5) members and three (3) alternates, each of whom shall serve four (4) year overlapping terms;
  3. A Zoning Board of Appeals consisting of five (5) members and three (3) alternates, each of whom shall serve four (4) year overlapping terms;
  4. A Board of Education, hereinafter referred to as the "Local Board", consisting of seven (7) members, each of whom shall serve four (4) year overlapping terms;
- E. All terms of office, except as otherwise provided in this Charter, shall commence on the second Tuesday following the Town election. Elected Town officers shall hold office until their successors have been chosen and qualified.
- F. Elected officials, other than members of the Board of Selectmen, shall receive such compensation as may be approved in the annual budget. Reimbursement of expenses incurred by elected officials in performing official duties shall be authorized by the Board of Finance and subject to any appropriation in the annual budget. All fees collected by elected officials shall be remitted to the general fund.

**Section 204. The Regional Board of Education**

Members of the Regional Board of Education shall be elected [concurrent with municipal elections in the same manner as other Town officers](#). Said members shall serve four (4) year overlapping terms, commencing December 1<sup>st</sup> of the year in which elected. The Town shall elect members of the Regional District #8 Board of Education in the manner provided for by [C.G.S. § 10-46 \(a\) and \(c\)](#) as amended from time to time.

**Section 205. Eligibility**

No person shall be eligible for election to any Town office who is not, at the time of his election, an elector of said Town. Any person ceasing to be an elector of said Town shall thereupon cease to hold elective office in the Town. The resulting vacancy shall be filled pursuant to Section 208.

**Section 206. Minority Representation**

- A. Except as otherwise provided ~~by this section~~, minority representation on all Town Agencies, as defined in Section 105 of this Charter, shall be determined in accordance with the provisions of C.G.S. § 9-167a.
- B. Minority representation on the local Board of Education shall be determined by C.G.S. § 9-204b.
- C. Minority representation on the Regional Board of Education shall be determined pursuant to C.G.S. § 10-46 (c).

**Section 207. Breaking a Tie Resolution**

When any municipal election conducted pursuant to the provisions of this Charter results in a tie, with the consent of the tied candidates, the tie may be broken by the single toss of a coin by a third party agreeable to tied candidates. Otherwise, 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 C.G.S. § 9-332 to determine who shall be elected, or in the case of a question at referendum whether it shall be accepted or rejected. The provisions of this section shall not apply to questions at referendum under which the provisions of this Charter or the General Statutes require a minimum number of electors voting in favor of such questions for approval.

**Section 208. Vacancies - Elective Office**

- A. Any vacancy arising in any elective office or Town Agency shall be filled in accordance with this Section 208 following the date of notice to the Town Clerk and acceptance of any resignation or the determination by the Board of Selectmen of such vacancy. Any such appointment shall be made by vote of the Board of Selectmen and shall be for the unexpired portion of the term.
- B. In filling vacancies the Board of Selectmen shall solicit nominations for such vacancies from the political parties as well as from the general public. No appointment shall be made before thirty five (35) days after notification from the Board of Selectmen. The Board of Selectmen in filling vacancies shall have the final authority in deciding whom to appoint to fill any vacancy.

**Section 209. Voting Districts**

There shall continue to be one (1) voting district as existed on the effective date of this Charter. The Board of Selectmen shall have the authority to create additional voting districts as the needs of the Town may require, subject to the approval of the Town Meeting.

**Section 210. Board of Admission for Electors**

The Town Clerk, or any assistants, and the Registrars of Voter, or any deputies, shall constitute the Board of Admission for Electors in accordance with applicable General Statutes.

**Chapter III. THE TOWN MEETING**

**Section 301. General**

The Town Meeting shall have authority for final approval of those actions of the Town as hereinafter enumerated, and when considering such actions said meeting shall be deemed to be the legislative body of the Town. The Town Meeting shall also have legislative authority for all other matters not specifically enumerated hereinafter or enumerated in Section 402. All persons deemed to be eligible to vote in Town Meetings as prescribed in the General Statutes shall be eligible to vote in Town Meetings called pursuant to this Charter. Said voters shall be eligible to vote in special referenda called pursuant to this Charter. No Town Meeting shall be called except pursuant to Section ~~303~~, ~~303 304~~ and ~~304 305~~ of this Charter.

**Section 302. Town Meeting Procedure**

- A. All Town Meetings shall be called pursuant to C.G.S. § 7-3 by resolution of the Board of Selectmen, fixing the time and place of said meeting, notice of which shall be given at least five (5) days in advance by publication in a newspaper having a general circulation in the Town, and by posting a notice in a public place. All Town Meetings shall be called to order by the moderator selected to moderate said Town Meeting and all business shall be conducted pursuant to Section ~~306~~ 305 of this Charter. The Town Clerk shall serve as clerk of all Town Meetings, but in the absence of the Town Clerk, the moderator shall appoint a clerk of the meeting. Any Town Meeting may be recessed from time to time as the interests of the Town may require, and the moderator may entertain a motion to recess such meeting.
- B. All actions taken at Town Meetings shall be by a majority vote of those present and qualified to vote providing that a quorum is present equal to at least twenty five (25) of the electors of the Town as determined from the latest official list of the

Registrars of Voters. Immediately upon calling the meeting to order, the moderator shall ascertain if a quorum is in attendance. If a quorum is present the meeting shall proceed. If a quorum is not present, the moderator shall recess the meeting to the same day of the next following week.

If a quorum is present at the recessed meeting, the meeting shall proceed. If a quorum is not present at the subsequent Town Meeting, all matters on the call of the Town Meeting shall revert to the Board of Selectmen who shall have final authority over such matters.

A Town Meeting vote on any matter on the call of the Town Meeting shall be by paper ballot if more than twenty percent (20%) of present and qualified voters vote to require that the matter on the call be decided by a paper ballot vote.

~~Section 303.~~ Annual Town Budget Referendum

~~The Annual Town Budget Referendum for the consideration of the budget shall be held on the first Tuesday after the first Monday of May in each year.~~

~~Section 304.~~ 303. Special Town Meetings

Special Town Meetings shall be called by the Board of Selectmen and shall follow Section 302 of this Charter for consideration of the following:

- A. The issuance of bonds and all other forms of financing, the terms of which are in excess of one (1) year;
- B. Any supplemental appropriation which exceeds one percent (.01) of the current year's Town Budget limit set forth in Section 905 B, excluding any bonds or notes issued subject to 910 D;
- C. With the exception of the acquisition of open space contained within a plan of subdivision approved by the Planning and Zoning Commission in accordance with Chapter 126 of the General Statutes, the acquisition or disposition of the fee title to real estate by the Town;
- D. The creation, consolidation, modification or abolition of any permanent Town Agency or department not otherwise provided for in this Charter, provided however, any newly created Town Agency or department shall come under the provisions contained in this Charter;
- E. Leases and lease options to which the Town, including the local Board of Education, is a party which involve a term or obligation in excess of one (~~1~~) year, excluding leases of personal property;

F. Any appropriation from the capital and non-recurring expense fund, not included in the annual budget, which exceeds one half of one percent (.005) of the current year's Town Government Budget, as defined in Section 105 ;

G. The acceptance of any federal, state or private grant which participation shall require the Town to contribute funds in excess of one half of one percent (.005) of the current year's Town Government Budget, as defined in Section 105, ~~excluding the local and regional Board of Education;~~

H. The discontinuance of Town roads;

I. Voting Districts

~~I.J~~ Such other matters or proposals as the Selectmen, in their discretion, shall deem of sufficient importance to be submitted to a Special Town Meeting, including recommendations by the Selectmen for the adoption, modification or repeal of any ordinance.

**Section ~~305~~ 304. Petitioned Town Meetings**

A. Two (2) percent of the electors of the Town, as determined by the latest official registry lists of the Registrars of Voters may, at any time, petition over their signature for a Special Town Meeting concerning such matters provided for in Section ~~304~~ 303 C (except for a petition to purchase property), Section ~~304~~ 303 D and Section ~~304-303~~H of this Charter. Any such proposal may be examined by the Town Attorney before being submitted to a Special Town Meeting. ~~He~~ The Town Attorney shall be authorized to correct the proposal for repetitions, illegalities and unconstitutional provisions, but ~~he~~ may not materially change its meaning or intent.

B. The Town Clerk shall, within seven (7) days of the receipt of the petition, report to the Selectmen whether the petition yields sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so notify the Selectmen who shall declare the petition invalid. If sufficient signatures are found, the Selectmen shall call a Special Town Meeting within thirty (30) days of such certification. The same procedures and requirements shall govern Petitioned Town Meetings as govern Special Town Meetings.

**Section ~~306~~ 305. Panel of Moderators**

A. There shall be a panel of Town Moderators, consisting of not more than four (4) members, no more than two (2) of whom shall be members of the same political party. The Panel of Moderators shall be appointed by the Board of Selectmen for a two (2) year term beginning on the first day of December of each Town election year. Each moderator shall be an elector of the Town and shall have a working

knowledge of Robert's Rules of Order as well as Chapter III~~7~~ of the Hebron Town Charter. Following their appointment, the Moderators shall meet to draft a common set of procedures to be used at all Town Meetings, using Robert's Rules of Order as a guideline. Periodically, the Panel of Moderators may meet to discuss, and as necessary, revise, add or delete provisions to the ~~Town Meeting~~ common set of procedures.

- B. Not less than five (5) days prior to any Town Meeting, the Board of Selectmen shall appoint one of the members of the Panel of Moderators to preside as moderator of the forthcoming Town Meeting and one to serve as an alternate moderator. The Selectmen shall exercise reasonable care in the selection of the moderators to avoid any conflict of interest. Prior to the Town Meeting the moderators may meet with the person or persons designated by the Town Manager to discuss procedures and conduct of the upcoming meeting. The Board of Selectmen shall appoint members of the Panel of Moderators on a rotational basis so that each shall act as moderator as nearly equal a number of times as possible. In the event that no Town Moderator is available the Board of Selectmen may appoint a qualified elector to serve as Special Moderator at a particular meeting.

## **Chapter IV. BOARD OF SELECTMEN**

### **Section 401. Number of Selectmen**

There shall be a Board of Selectmen consisting of five (5) members. The members shall serve without compensation except for the reimbursement of authorized expenses incurred in the performance of official duties. No more than three (3) members of such Board shall be members of the same political party.

### **Section 402. General Powers and Duties**

The Board of Selectmen shall have the powers and duties which, at the effective date of this Charter, were conferred by the Constitution and ~~g~~General laws-Statutes of the State on Boards of Selectmen and shall have such additional powers as shall enable them:

- A. To enact and amend ordinances not inconsistent with this Charter or the General Statutes and to repeal ordinances or amendments adopted under this section;
- B. To recommend to the Town Meeting the creation, consolidation, modification or abolition of Town Agencies and departments of the Town, provided that any such Town Agency or department created, consolidated, modified or abolished shall be bound by the provisions of this Charter;

- C. In adopting ordinances, to incorporate any nationally recognized code, rules or regulations or any portion thereof, by reference thereto in such ordinance; provided upon adoption of any such ordinance wherein such code, rules or regulations or portions thereof have been incorporated by reference, such code, rules or regulations shall be duly filed in the office of the Town Clerk for inspection and copying by the public at reasonable hours in lieu of publication in any newspaper;
- D. By resolution to regulate the internal procedure of agencies;
- E. To fix the charges, if any, to be made for services rendered by the Town;
- F. To ~~compile~~ prepare and have published the Annual Town Report;
- G. To accept roads on behalf of the Town, provided that any road so accepted (1) complies with planning and zoning regulations, (2) is certified by the Town Engineer as having been constructed in accordance with Town standards and (3) that proper deeds, which have been approved by the Town Attorney, are in the hands of the Board of Selectmen. Once acceptance is given, the Town Clerk shall be provided with a copy of the resolution accepting any road(s) and the deed(s) for inclusion with the land records of the Town;
- H. To make such appointments to local and regional agencies as are provided by law subject to the limitations of this Charter and any ordinances of the Town;
- I. To acquire or dispose of any interest in real estate by the Town less than a fee title;
- J. To lease personal property; and
- K. To authorize, apply for, accept and appropriate the proceeds from federal, state and other grants in aid or bequests for any Town purpose. All grant applications must be approved by the Board of Selectmen prior to submission.

**Section 403. Procedure**

At its first meeting, following each biennial Town Election, the Board of Selectmen shall fix a time and place of its regular meetings and provide a method for the calling of special meetings. At this meeting, the Board of Selectmen shall choose one of its members to be the Chairman. Also at this meeting, a Vice-Chairman shall be chosen who shall act in the absence or temporary disability of the Chairman. Nothing shall prohibit the Chairman or Vice-Chairman from being a full voting and participating member of the Board of Selectmen. ~~Also at this meeting, a Vice-Chairman shall be chosen who shall act in the absence or temporary disability of the Chairman.~~ The Board of Selectmen shall, by resolution, determine its own rules of procedure, except that each Selectman shall be able to make a motion or offer a proposal which shall be considered by the Board of Selectmen without the necessity of a seconding motion. All meetings of the Board of

Selectmen for the transaction of business shall be open to the public, except that the Board of Selectmen may stand in executive session whenever otherwise permitted or required by law. The votes of each member shall be recorded at the session at which they occur and reported in the minutes of such meeting. The majority of the entire Board of Selectmen shall constitute a quorum, and no ordinance, resolution, or action except a vote to adjourn or fix the time and place of the next meeting shall be adopted by less than a majority of the entire Board of Selectmen.

**Section 404. Public Hearing on and Publication of Ordinances**

At least one public hearing, notice of which shall be given at least five (5) ~~business~~-days in advance by publication in a newspaper having a general circulation in the Town, ~~and~~ by posting a notice in a public place, shall be held by the Board of Selectmen before any ordinance shall be ~~passed by them~~ voted upon.

Every ordinance, after passage, shall be duly recorded by the Town Clerk and available for inspection and copying by the public during reasonable hours. Within ten (10) days after final passage, the text of each ordinance shall be published in summary form in a newspaper having circulation within the Town. Nothing herein shall prohibit the periodic codification or recodification of existing Town ordinances.

Every ordinance, unless it shall specify a later date, shall become effective on the twenty first (21<sup>st</sup>) day after such publication following its final passage except if overruled as provided in Section 405 of this Charter.

**Section 405. Power of Overrule-Ordinances Adopted by the Board of Selectmen**

All actions of the Board of Selectmen on ordinances, except emergency ordinances, shall be subject to overrule at a special referendum in the following manner:

- A. A petition must be filed with the Town Clerk within twenty (20) days after final action by the Board of Selectmen. Two (2) percent of the electors of the Town, as determined by the latest official registry lists of the Registrars of Voters, may file with the Town Clerk a petition, signed in ink or indelible pencil, requesting that such ordinance be submitted to the voters of the Town for special referendum.
- B. The Town Clerk shall, within seven (7) days of receipt of said petition, certify to the Selectmen as to whether the petition yielded sufficient valid signatures. If sufficient valid signatures are not found, the Clerk shall so inform the Selectmen who shall declare the petition invalid and the ordinance shall take effect on the following Monday. If sufficient valid signatures are found, the effective date of the ordinance shall be set aside and the Selectmen shall call a special referendum to be held within thirty (30) days of the certification of the petition.

- C. The ordinance shall stand approved unless a majority of those voting shall have voted in favor of overruling such ordinance, providing however that at least ten (10) percent of the voters of the Town shall have voted on the matter. Any ordinance not so overruled shall take effect on the day following the referendum.

**Section 406. Public Emergencies**

Whenever a public emergency exists or threatens to arise involving or threatening the lives, health, or property of the inhabitants of the Town or property of the Town, the Town Manager or his designee with the consent of the Chairman of the Board of Selectmen may declare a public emergency and shall have the power to mobilize, organize, and direct the forces of the Town and to call upon the forces of the Federal Government, the State of Connecticut and other political subdivisions. The Town Manager, or in his absence, the Chairman of the Board of Selectmen may summon, marshal, deputize or otherwise employ other persons to do whatever may be deemed necessary for the purpose of meeting the emergency. Spending to meet said public emergency shall be pursuant to Section 909 of this Charter. Emergency ordinances shall be enacted pursuant to Section 407 of this Charter.

**Section 407. Emergency Ordinances**

An ordinance adopted by the Board of Selectmen as a public emergency measure and stating the facts constituting such public emergency shall become effective immediately and shall be published in a newspaper having a general circulation in the Town and by posting a notice in a public place as soon as possible thereafter. No public hearing or notice of public hearing shall be required for any public emergency ordinance.

Every such emergency ordinance, unless repealed at an earlier time, including any amendment thereto, shall automatically stand repealed at the termination of the sixty first (61) day following passage of said ordinance, except that if the emergency continues the Board of Selectmen may continue said ordinance for an additional period not to exceed sixty (60) days.

**Section 408. Coordination**

The Board of Selectmen shall coordinate through the Town Manager the activities and operations of the Town government and from time to time may convene joint meetings of Town agencies for such purposes, and from time to time may require such reports or information to be submitted by the agencies as the Board of Selectmen may deem necessary for such purposes.

**Section 409. Oath of Officers**

The Selectmen shall forthwith, after the election or appointment of any Town officers of whom an oath is required by law, cause them to be sworn to a faithful discharge of their

respective duties by the Town Clerk. Notice of election or appointment shall be in written form indicating if the oath is needed, as well as the time and the location of the next regularly scheduled meeting of the appropriate group.

## Chapter V. BOARD OF FINANCE

### Section 501. Number of Board of Finance Members

There shall be a Board of Finance consisting of five (5) six (6) members effective until with the November 3, 2015, election, ~~after which time it will consist of five (5) members.~~ The members shall serve without compensation except for the reimbursement of authorized expenses incurred in the performance of official duties. No more than three (3) members of such Board shall be members of the same political party.

### Section 502. General Powers and Duties

The Board of Finance shall under the authority conferred by the Constitution and general laws-statutes of the State on Connecticut, Hebron Town Ordinances and have the following powers and duties as more specifically set forth in this Charter:

- A. Oversee the financial activity of the Town;
- B. Approve supplemental appropriations;
- C. Approve interdepartmental and intradepartmental transfers;
- D. Annually set ~~Set annually~~ revenue projections and prepare budgets for the General Government ~~and the Board of Education~~;
- E. Set the mill rate;
- F. Authorize borrowing;
- G. Call for public hearings as necessary;

### Section 503. Procedure

At its first meeting, following each biennial Town Election, the Board of Finance shall fix a time and place of its regular meetings and provide a method for the calling of special meetings. At this meeting, the Board of Finance shall choose one of its members to be the Chairman. Also at this meeting, a Vice-Chairman shall be chosen who shall act in the absence or temporary disability of the Chairman. Nothing shall prohibit the Chairman or Vice Chairman from being a full voting and participating member of the

Board of Finance. ~~Also at this meeting, a Vice-Chairman shall be chosen who shall act in the absence or temporary disability of the chairman.~~ All meetings of the Board of Finance for the transaction of business shall be open to the public. The majority of the entire Board of Finance shall constitute a quorum, and no action except a vote to adjourn or fix the time and place of the next meeting shall be adopted by less than a majority of the entire Board of Finance.

## Chapter VI. THE TOWN MANAGER

### Section 601. General

- A. The Town Manager shall be appointed by the Board of Selectmen after having been chosen exclusively on the basis of technical and administrative qualifications, character, education, training and experience. He shall be the Chief Executive and Chief Administrative Officer of the Town.

The appointment of the Town Manager shall require at least four (4) affirmative votes and it shall require at least four (4) affirmative votes to remove the Town Manager from office. The Town Manager shall not be required to reside in Town during his term of employment.

The Town Manager shall be responsible to the Board of Selectmen for the administration of all departments and agencies of the Town government except the local Board of Education and Town agencies whose head or whose members are elected by popular vote. He shall have the power to supervise, direct and control the operation of all departments and agencies under his jurisdiction. The Town Manager may designate one of the Administrative Officers to act on his behalf during any period of temporary absence or unavailability. The Town Manager shall have the right to attend all public meetings of the Board of Selectmen with full right to participate in all discussions but without the right to vote.

- B. The Town Manager may be removed by an affirmative vote of at least four (4) members of the Board of Selectmen, as herein provided. At least thirty (30) days before the proposed removal of the Town Manager, the Board of Selectmen shall adopt a resolution which shall state its intention to remove the Town Manager from office and the reasons for the removal. A copy of the resolution shall be served on the Town Manager within twenty four (24) hours of the passage of the resolution. Upon the passage of the resolution to remove the Town Manager from office, the Board of Selectmen may suspend the Town Manager from duty, provided the salary of the Town Manager shall continue until his removal from office. The Town Manager may, within ten (10) days, request a public hearing in which event the Town Manager shall not be removed until the public hearing has been held. At the public hearing, the Town Manager may be represented by legal counsel. At the

conclusion of the public hearing, the Board of Selectmen shall take final action on the removal of the Town Manager. Any action by the Board of Selectmen in removing the Town Manager shall be final. Upon suspension, removal or resignation of the Town Manager, the Board of Selectmen may appoint an Interim Town Manager, who shall serve at the pleasure of the Board of Selectmen for a period not to exceed ninety (90) days. In the event a permanent Town Manager has not been appointed within the ninety (90) day period, the Board of Selectmen is empowered to extend appointment of the Interim Town Manager for increments of thirty (30) days or until a permanent Town Manager has been appointed. The Interim Town Manager shall have only those powers granted by the Board of Selectmen.

**Section 602. Duties**

Except as otherwise provided by this Charter, the Town Manager shall have all the powers, duties and responsibilities conferred by law. In addition, he shall have all of the powers necessary or incidental to the discharge of his duties as set forth in this Charter.

The Town Manager:

- A. ~~He shall~~ Shall be responsible to the Board of Selectmen for the administration of all Town matters;
- B. ~~He shall~~ Shall be responsible for coordinating the administration of the departments, offices and agencies of the Town including all town employees as provided in Chapter ~~VII~~ VIII ADMINISTRATIVE OFFICERS, DEPARTMENT HEADS AND EMPLOYEES of this Charter;
- C. ~~He shall~~ Shall be responsible for carrying out the ordinances, resolutions, policies, and other actions of the Board of Selectmen and of the Town Meeting;
- D. ~~He shall~~ Shall be responsible for making a continuous review of the current and future needs of the Town, and in connection therewith, ~~he~~ may require reports and information to be submitted by any agency of the Town;
- E. ~~He shall~~ Shall periodically review all insurance coverage carried by the Town, including the local Board of Education, and shall recommend to the Board of Selectmen adjustments and improvements in such coverage;
- F. ~~He shall~~ Shall keep the Board of Selectmen informed of state and federal grant programs for which the Town may be eligible and shall assist the Board in applying for and implementing same;
- G. ~~He shall~~ Shall purchase, or cause to be purchased, subject to such rules and regulations as may be adopted by the Selectmen, all supplies, materials,

equipment and other commodities required by any Town Agency or Department; ~~office, board, agency or commission;~~ including the local Board of Education, to the extent said board shall authorize ~~him~~;

- H. ~~He may~~ May recommend to the Board of Selectmen such measures as ~~he shall~~ deemed ed necessary or expedient, and shall keep the Board of Selectmen fully advised as to the financial condition of the Town;
- I. ~~He shall~~ Shall exercise such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen, not inconsistent with this Charter;
- J. ~~The Town Manager may~~ May, in lieu of any appointment to any office under ~~his~~ their jurisdiction and subject to the approval of the Board of Selectmen, enter into contracts for the performance of services, or perform duties of any office under ~~his~~ their jurisdiction.

## **Chapter VII. APPOINTED OFFICERS, BOARDS, COMMISSIONS, COMMITTEES, AUTHORITIES AND AGENCIES**

### **Section 701.        General**

The members of boards, commissions, committees, authorities and agencies specified in this chapter, hereinafter referred to as "Town Boards", shall be appointed by the Board of Selectmen. Said Town Boards shall have such powers and duties as are prescribed for such by the General Statutes, except as otherwise specifically provided by this Charter.

### **Section 702.        Eligibility**

Except as otherwise provided herein, all members of Town Boards shall be electors of the Town and shall have such other qualifications as the Board of Selectmen may provide. Except as otherwise provided by vote of the Board of Selectmen, no member of any Town Board shall hold any other office in Town government. Members of Town Boards shall serve without compensation, except that just and ordinary expenses incurred by said members in the performance of their duties may be reimbursed, provided that such an appropriation has been authorized for that purpose.

### **Section 703.        Vacancies**

Any vacancy on any Town Board, irrespective of cause, shall be filled as soon as practical after the acceptance of any resignation or the determination of said vacancy by the Board of Selectmen, by vote of the Selectmen for the unexpired portion of said term. In filling vacancies, the Selectmen shall notify the political parties of any vacancy in

writing. ~~The political parties shall have thirty-five (35) days within which to suggest in writing or electronic means persons to fill such vacancy.~~—The Board of Selectmen shall have the final authority for filling vacancies.

**Section 704. Minority Representation**

Membership on Town Boards shall be in conformance with the minority representation requirements of C.G.S. § 9-167a.

**Section 705. Terms of Office**

The terms of all Town Board members shall commence on the first Monday in December, except as otherwise provided in this Charter. ~~All Town Board members shall continue in office until their successors have been duly appointed and have qualified.~~

**Section 706. Appointed Town Boards**

There shall be the following appointed Town Boards:

- A. A **Conservation Commission and Inland Wetlands Agency** consisting of five (5) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.
- B. A **Water Pollution Control Authority** consisting of five (5) members, each of whom shall serve four (4) year overlapping terms.
- C. A **Housing Authority** consisting of five (5) members, each of whom shall serve four (4) year overlapping terms.
- D. A **Parks and Recreation Commission** consisting of seven (7) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.
- E. A **Commission on Aging** consisting of seven (7) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.
- F. An **Economic Development Commission** consisting of five (5) members and two (2) alternate members, each of whom shall serve four (4) year overlapping terms.
- G. A **~~Tricentennial-Commemoration~~ Commission** consisting of not less than three (3) with a maximum of thirteen (13) members, each of whom shall serve four (4) year overlapping terms.
- H. An **Historic Properties Commission** consisting of five (5) regular members and three (3) alternate members, each of whom shall serve four (4) year overlapping terms.

I.        A **Douglas Library Board of Trustees** consisting of nine (9) regular members each of whom shall serve four (4) year overlapping terms.

J.        **Veteran's Advisory Board**

K.~~J.~~ Such other Town Boards as may be established by ordinance, whose function, composition and terms of members shall be prescribed in the establishing ordinance.

Section 707.       **Committees**

There shall be the following appointed Town Committees whose membership and charge shall be determined by the Board of Selectmen:

A.        **Green Committee**

B.        **Public Building Committee**

C.        **Open Space Land Acquisition Committee**

D.        **Capital Improvement Plan (CIP) Committee**

~~Section 707.~~ **708**        **Alternates**

The Board of Selectmen may provide for the appointment of alternates to the appointed boards delineated in Section 706 when deemed necessary, in accordance with Hebron Code Chapter 14, Article VIII, Section 14-15 Alternate Members.

~~Section 708.~~ **709**        **Rules of Procedure**

Each appointed Town Board shall, by resolution, determine its own rules of procedure, provided that all regular and special meetings shall be held in accordance with the applicable provisions of the General Statutes. Such rules of procedure shall be filed with the Office of the Town Clerk and with the Board of Selectmen. Amendments to rules of procedures may be made at any meeting, providing that such amendments are properly on the call of the meeting.

~~Section 709.~~ **710**        **Removal for Cause**

Any member of an appointed Town Board may be removed by the Board of Selectmen by an affirmative vote of three (3) members of the Board of Selectmen as provided herein:

A. The Board of Selectmen shall adopt a resolution to remove such member. The Board of Selectmen shall forthwith serve said member with a written statement, by

certified mail, to the last address of record, stating why the person should be removed from office.

- B. The member to be removed shall be given, within fifteen (15) days of such written notice, an opportunity for a hearing before the Board of Selectmen, at which hearing said member may appear with counsel. Any member requesting a hearing shall not be removed until such hearing has been held.
- C. The final decision with respect to such removal shall be made not later than fifteen (15) days following the close of said hearing. The decision of the Board of Selectmen in removing a member shall be final.

**Section ~~710-~~ 711 Resignation and Removal for Failure to Serve**

Any member of an appointed Town Agency-Board who, without good cause and timely notification to the Chairman, ~~or~~ Vice Chairman or Town Staff of the agency of the reasons for nonattendance, either fails to attend at least two-thirds of the regularly scheduled meetings of such agency during any twelve (12) consecutive months or fails to attend three (3) consecutive regularly scheduled meetings of the agency shall be deemed to have resigned his office. A record of the "excused" absence shall be so noted in the attendance section of the meeting minutes. It shall be the duty of the Chairman of the agency (or, in his absence or disability or where the Chairman's attendance is the concern, the Vice Chairman) to inform the Board of Selectmen of the vacancy; provided, however, that the failure to inform the Board of Selectmen of the vacancy as required by this Section 710 shall not affect such Town Agency-Board member's deemed resignation. Any such vacancy shall be filled pursuant to Section 703 of this Charter.

**Chapter VIII. ADMINISTRATIVE OFFICERS, DEPARTMENT HEADS  
AND EMPLOYEES**

**Section 801. General**

The Town Manager shall appoint, and may remove, subject to the confirmation of the Board of Selectmen, the administrative officers provided for in Section 802, and other officials and employees as provided for in Section 803. Said officers shall have powers and duties as are provided for such by the General Statutes, except as otherwise provided by this Charter.

All officers shall receive such compensation as determined by the Board of Selectmen, subject to inclusion in the annual budget. ~~The terms of all such officers, except as otherwise provided in the Charter, shall be set by the Board of Selectmen.~~ Unless otherwise provided by the Selectmen, officers, department heads and employees need not be residents of the Town.

**Section 802. Administrative Officers**

There shall be the following Town Administrative Officers:

- A. Director of Administrative Services
- B. Director of Planning and Development
- C. Director of Public Works
- D. Finance Director—~~who shall have the following powers and duties together with such powers and duties as the Town Manager and the Board of Selectmen shall confer upon him.;~~ He The Finance Director shall be the Town Treasurer and the agent of all Town funds and, except as otherwise provided by this Charter, shall have all the powers and duties prescribed for Town Treasurers by the General Statutes.
  - ~~1. He shall be the Town Treasurer and the agent of all Town funds and, except as otherwise provided by this Charter, shall have all the powers and duties prescribed for Town Treasurers by the General Statutes. He shall prepare cash flow analyses and shall be responsible for the investment of all Town funds;~~
  - ~~2. He shall be responsible for the keeping and maintaining all Town accounts showing financial transactions of all departments and agencies of the Town, including the local Board of Education;~~
  - ~~3. He shall prepare the financial reports and submit the same to the Town Manager;~~
  - ~~4. He shall assist the Town Manager in the preparation of the annual Town Budget;~~
  - ~~5. He shall be responsible for the monthly reconciliation of all bank accounts and shall, subject to the approval of the Board of Selectmen, establish procedures for the purpose of internal auditing;~~
  - ~~6. He shall maintain records of all fixed assets of the Town.~~

**Section 803. Other Appointed Officials and Employees**

- A. There shall be an appointed Assessor and Revenue Collector.
- B. The Town Manager, subject to the approval of the Board of Selectmen, may appoint and remove such officials and employees as the needs of the Town require and as mandated by State Statutes to include regional partnerships and services, subject to budgetary appropriations.

- C. The Town Manager, subject to the confirmation of the Board of Selectmen, may combine any of the positions provided for in Section 802 and 803, provided that in combining positions, an appointee is qualified to perform such assigned functions.

**Section 804. Police Service**

The Town Manager may utilize the services of the resident state trooper program supplemented with local police officers or constables or organize a local police department by ordinance.

**Section 805. Appointment of Town Attorney**

The Town Manager, subject to the approval of the Board of Selectmen, may appoint and remove the Town Attorney who shall be an attorney-at-law or a firm of attorneys-at-law admitted to practice in this State, who shall serve for a two (2) year term of office commencing on the second Tuesday following the Town election. He shall appear for and protect the rights of the Town in all actions, suits or proceedings brought by or against it or any officers, employees or agencies in all matters affecting the Town. He shall, upon written request of the Town Manager or Board of Selectmen, provide a written opinion to any official of the Town on any question of law involving their respective powers and duties. He shall, upon request of the Town Manager or the Board of Selectmen, prepare or approve forms or contracts or other instruments to which the Town is a party. He shall have the power, with the approval of the Board of Selectmen, to compromise and settle all claims by or against the Town. Upon request of the Selectmen he shall attend Town Meetings. Nothing in this section shall prevent the Selectmen from retaining Special Counsel when the needs of the Town so require. In actions brought against the Town which fall within the coverage of a liability insurance policy, the insurer will appoint counsel.

**Chapter IX. FINANCE, BUDGET AND TAXATION**

**Section 901. Fiscal Year**

The fiscal year of the Town shall begin on July 1 and end on June 30 of the following calendar year.

**Section 902. Duties on the Budget**

- A. ~~No later than October 15 the Board of Finance shall confer with the Board of Selectmen and the Board of Education to discuss the goals and objectives for the upcoming budget. The Board of Finance may suggest a target increase for expenditures for both the General Government and Board of Education budgets;~~

~~however, the target increases shall not be binding with respect to budget submittals.~~

**A. Prior to October 1 the Board of Finance will communicate to the Town Manager and the Superintendent of Hebron Public Schools in writing, a target for the following fiscal year budget. This target shall be non-binding in terms of preparation of the following year's budget preparation.**

**B. Prior to November 1 the Board of Finance shall confer with the Board of Selectmen and the Hebron Board of Education to discuss the goals and objectives for the upcoming projected budget.**

B. Agency and Department Heads. At least one-hundred fifty (150) days before the end of the fiscal year, the head of each department, office or agency of the Town, supported wholly or in part by Town funds, except the Regional Board of Education and the Local Board of Education, shall file with the Town Manager a detailed estimate of expenditures to be made by that department, office or agency and the revenues, other than property taxes, to be collected thereby in the ensuing fiscal year. Such estimates shall be accompanied by a statement setting forth the services, activities and work accomplished during the current year and planned for accomplishment for the ensuing fiscal year. The Local Board of Education budget must be submitted to the Town Manager by February 15.

C. Duties of the Town Manager. The Town Manager, with the assistance of the Finance Director, shall review the budget estimates with the heads of all Town supported departments, offices and agencies. Upon completion of the review and not later than one-hundred twenty days (120) days prior to the end of the fiscal year, the Town Manager shall present to the Board of Selectmen and the Board of Finance a proposed budget. In preparing the proposed budget, the Town Manager may add to, delete from or eliminate requests made by the various departments, offices and agencies, except that he may only comment and make recommendations on the budget requests of elected officials and the local Board of Education. The Town Manager shall include in the budget the estimated budget request of the Regional School District No. 8.

The proposed budget shall include:

1. A budget message describing the important features of the proposed Town budget indicating major changes from the current fiscal year, expenditures and revenues, together with the reasons for such changes and containing a summary of the budget contents.

2. Revenues, presenting in parallel columns, the itemized revenues collected in

the last completed fiscal year, the current year adopted budget~~estimates~~, estimated revenues to be collected during the current fiscal year and estimated revenues to be collected in the ensuing fiscal year.

3. Expenditures, presenting in ~~at least five (5)~~ parallel columns, the actual expenditures for each department, office or Town Agency supported wholly or in part by Town funds, including the local Board of Education and Regional School District No. 8., for the last completed fiscal year, the original current budget allocations, the estimated expenditures to be incurred during the current fiscal year, the request of each agency, office and department and recommendations of the amounts to be appropriated for the ensuing fiscal year by department. Additional budget detail shall be in a form approved by the Board of Selectmen. Nothing shall prohibit the inclusion of additional information in the budget document as may be deemed necessary.

4. A budget recommendation for those capital projects to be undertaken during the ensuing fiscal year and the method of financing those projects.

5. The Town Manager shall also include in his budget message ~~a program~~, with due regard to the Town of Hebron Plan of Conservation and Development, a proposed capital improvement plan for the next five (5) fiscal years following the next ensuing fiscal year, together with an estimate of the cost and the method of financing capital improvement plans.

6. At the time the Town Manager presents his budget to the Board of Selectmen and Board of Finance, a budget summary with absolute dollar amount, percent change, and budget details shall be made available to the taxpayers along with the budget review meeting schedule for the Board of Selectmen/Board of Finance budget meetings. The summary budget information shall also be provided in a press release legal notice in a newspaper with general circulation.

D. There shall be one or more Budget Review Meetings in March which shall be joint meetings of the Board of Selectmen and the Board of Finance. A quorum of at least one of the two Boards is required to conduct business.

E. Duties of the Board of Selectmen. The Board of Selectmen shall consider the budget estimates as submitted by the Town Manager and shall make such further revisions as the Board deems desirable, except that the Board may only make recommendations in the budgets prepared by other elected officers, elected Town agencies and the local Board of Education. Budget appropriations shall be at the department or general purpose level. The Board of Selectmen shall include in the budget the latest estimated budget of Regional School District No. 8. The Board of Selectmen shall submit its budget recommendations to the Board of Finance no later than ninety (90) days before the end of the fiscal year.

- F. Duties of the Board of Finance. The Board of Finance shall meet and prepare the revenue projections for the upcoming fiscal year revenue budget including the Capital Improvement Plan Budget. Budget appropriations shall be at the department or general purpose level. The Board of Finance shall prepare a budget that incorporates a recommended expenditure level for the General Government and Board of Education budgets. The Board of Selectmen and Board of Education shall make specific changes in their respective budgets as will bring them into conformity with the expenditure levels recommended by the Board of Finance. The Board of Finance shall hold a public hearing on their recommended budget not later than the third Tuesday in April. Within one week after the public hearing, the Board of Finance shall present a budget for vote by the Annual Budget Referendum.

**Section 903. The Annual Town Budget Referendum**

- A. The Town Budget and Capital Improvement Plan Budget shall be acted upon by a machine vote of all those persons qualified to vote, such machine vote to be conducted on the first Tuesday after the first Monday in May.

~~B. Mandatory Advisory Questions: There shall be mandatory advisory question(s) placed on the ballot to include:~~

~~1. Is the Town Budget (Excluding Hebron and RHAM Boards of Education Budgets) Too High or Too Low~~

~~2. Is the Hebron Board of Education Budget Too High or Too Low~~

~~and other Advisory Questions as the Board of Selectmen deem necessary.~~

~~CB.~~ If the budget is rejected by machine vote, the Board of Finance shall review the rejected budget, as the same may be revised, and present the same or revised budget to a subsequent machine vote to be held three weeks later. It is the intent that rejected budgets, as they may be revised, will be brought back every three (3) weeks for machine vote until the budget is passed.

~~DC.~~ The Board of Finance shall set the mill rate by June 15<sup>th</sup>. In the event that the budget is not adopted by June 15<sup>th</sup>, the Board of Finance shall set an interim mill rate as required to make necessary expenditures within the limits of appropriations specified in budgetary line items for the previous fiscal year and as necessary to fund any levy imposed upon the Town by the Regional School District. Once the budget is adopted and a mill rate set, any adjustments from the interim mill rate will be made in accordance with the direction of the Board of Finance.

**Section 904. Expenditures Before the Adoption of the Budget**

In the event that a budget has not been adopted by July 1 in any year, the Board of Finance may authorize expenditures and provide for the raising of necessary revenues pursuant to the provisions of C.G.S. § 7-405.

**Section 905. Supplemental Appropriations**

- A. Duties of the Board of Selectmen. In the event that a department or Town Agency shall require a supplemental appropriation, such requests shall be made in writing to the Town Manager. The Town Manager shall forward, with any comments or recommendations that he might have, said request to the Board of Selectmen. The Selectmen shall examine the request and shall, except for requests from the local Board of Education, have the power to approve or deny the request. If the Board of Selectmen shall approve the request, it shall submit said request to the Board of Finance with its recommendations. Any request from the local Board of Education shall be forwarded forthwith to the Board of Finance, except that the Board of Selectmen may comment on the request.
- B. Duties of the Board of Finance. Within thirty (30) days of receipt of a request for a supplemental appropriation the Board of Finance shall either approve or deny the request. The Board of Finance may hold a public hearing on the request. The Board of Finance shall be empowered to make supplemental appropriations up to and including an amount that cumulatively is equal to one percent (.01) of the current year's budget, excluding the amount appropriated to the Regional School district. All subsequent supplemental appropriations approved by the Board of Finance which exceed the cumulative one percent (.01) of the current year's budget, excluding the amount appropriated for the Regional School District, shall be submitted to a Special Town Meeting pursuant to the provisions of Section 304 B of this Charter.
- C. Source of Funding. Funding for supplemental appropriations may be provided from the following sources:
1. Any available—applicable uncommitted fund balance, not otherwise protected by Ordinance;
  2. Borrowing, provided that an amount so borrowed shall be repaid from the budget of the next ensuing fiscal year.
  3. Proceeds of federal or state grants, gifts, bequests and the like.

**Section 906.           Expenditures and Accounting**

A. No purchase shall be made by any agency except through the Town Manager or his designee. All purchasing shall be conducted according to purchasing policies adopted by the Board of Selectmen. This section shall not apply to the local Board of Education.

B. No voucher, claim or charge against the Town shall be paid until the same has been approved for correctness and validity by the department head or the person involved in said purchase and approved by the Finance Director or his designee. Checks for payment of approved claims shall be signed by the Finance Director and countersigned by the ~~Financial Administrator~~ Town Manager. In the absence or inability to act of either the Finance Director or the ~~Financial Administrator~~ Town Manager, ~~the Town Manager or~~ the Chairman of the Board of Selectmen shall act for the Finance Director or the ~~Financial Administrator~~ Town Manager, but not both.

**C.    Intradepartmental Transfer of Funds**

1. When an agency, excluding the local Board of Education, shall desire to transfer funds within its appropriation from the funds set apart for one purpose to another, such agency shall file a request with the Town Manager. The Town Manager shall examine the matter and shall have the power to approve requests up to and including a cumulative amount of \$2,000 for any one department, office or agency in any fiscal year.

2. Any amounts over the \$2,000 limit ~~and up to and including a limit of \$10,000~~ shall be reviewed by the Town Manager and forwarded to the Board of Selectmen, who shall have the power to approve or deny such requests.

AND

~~3. All requests which exceed the cumulative limit of \$10,000 shall be reviewed by the Town Manager and then the Board of Selectmen who shall forward such requests to the Board of Finance who shall have the power to approve or deny such requests.~~

All requests which exceed the cumulative limit of \$10,000 shall be reviewed by the Town Manager who shall forward such requests to the Board Finance who shall have the power to approve or deny such requests.

34. All transfers shall be reported in writing to the Board of Finance and the Board of Selectmen on a monthly basis.

**D. Interdepartmental Transfer of Funds**

The Town Manager through the Board of Selectmen may request, after April 1, that the Board of Finance transfer any unencumbered appropriation, balance or portion thereof, from one department, office or agency to another. The Board of Selectmen shall provide to the Board of Finance a statement certifying that the balance to be transferred is available for transfer from the department, office or agency from which such transfer is being made. Interdepartmental transfers shall be guided by Generally Accepted Accounting Principles (GAAP). This section shall not affect the local Board of Education which shall have the power to make its own transfers provided that such transfers are reported to the Board of Finance when so made.

**E. Illegal Payments**

Every payment made in violation of this Charter shall be deemed illegal and every official authorizing or making any such payment or taking part therein and every person knowingly receiving such payment or any part thereof, shall be jointly and severally liable to the Town for the full amount so paid or received. Any officer or employee who knowingly violates the provisions of this Charter shall be subject to disciplinary action up to and including termination.

**Section 907. Purchasing**

The Board of Selectmen, in consultation with the Board of Finance, shall be empowered to establish purchasing procedures to be followed by all Town departments, boards, agencies, except the local Board of Education.

**Section 908. Reserve Fund for Capital and Non-Recurring Expenditures**

There shall continue to be a reserve Fund for Capital and Non-Recurring Expenditures as the same existed on the effective date of this Charter.

**Section 909. Emergency Appropriations**

For the purpose of meeting a public emergency threatening the lives, health or property of the Town, its businesses or citizens, the Town Manager or in his absence the Chairman of the Board of Selectmen, shall be empowered to receive, coordinate, and facilitate a request for emergency appropriations. Said appropriations shall not exceed \$25,000-one percent (.01) of the current year's budget, excluding the amount appropriated for the Regional School District for any one occurrence and shall be acted upon by the Board of Selectmen. In the absence of sufficient general fund resources to meet such appropriations, additional means of financing may be provided in such manner as is consistent with the provisions of the General Statutes, as may be determined by the Board of Selectmen in consultation with the Board of Finance.

**Section 910. Borrowing**

- A. The Town shall have the power to incur indebtedness by issuing its notes or bonds as provided by the General Statutes and subject to the provisions of this Charter.
- B. The Board of Selectmen may, by resolution, recommend to the Board of Finance that the Town issue its bonds or notes for such specific purposes as the Selectmen shall deem to be in the best interests of the Town.
- C. The issuance of bonds and notes totaling up to but not exceeding ten (10) percent of the current year's tax levy for any single purpose in any one fiscal year may, after public hearing and approval of the Board of Finance, be authorized by vote of the Town Meeting pursuant to Chapter III. of this Charter.
- D. Any resolution approved by the Board of Finance authorizing the issuance of bonds or notes equal to ten (10) percent or more of the current year's tax levy shall be submitted for approval or rejection to a referendum vote at a regular or special election. The resolution shall stand approved if so voted by a majority of those voting thereon, provided that at least ten (10) percent of those electors (as defined in [C.G.S. § 9-1](#)) qualified to vote thereon shall have voted on the issue.

**Section 911. Annual Audit**

The Board of Finance shall annually designate an independent certified public accountant or firm of independent certified accountants to audit the books and accounts of the Town including the Hebron Board of Education in accordance with [C.G.S. § 7-391 through Section 7-397](#) inclusive.

**Section 912. Tax Bills**

The Revenue Collector shall cause to be mailed to each taxpayer a tax bill and shall collect such taxes in accordance with the provisions of the General Statutes, except that such taxes, together with interest, penalties and lien fees thereon, shall be deposited within four (4) business days of collection. Taxes shall be due and payable in such installments as shall be fixed by ordinance. The Revenue Collector shall prepare and submit such reports to the Town Manager, Finance Director or Board of Selectmen as may be prescribed.

## Chapter X. TOWN EMPLOYEE POLICIES

### Section 1001. General

The Town Manager shall prepare Personnel Policies and Procedures for personnel administration which he shall review annually. Such Personnel Policies and Procedures shall be subject to review and approval ~~of~~ by the Board of Selectmen at least once every four (4) years or more frequently as necessary. Said Personnel Policies and Procedures shall cover all employees of the Town, but shall not affect the following: elected officials and persons appointed to fill vacancies in elective offices; members of boards and commissions; employees of the Board of Education; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; and those under contract.

### Section 1002. Job Description

The Town Manager, subject to the approval of the Board of Selectmen, shall prepare a statement of the duties and responsibilities of each position covered by the Personnel Policies and Procedures and of the minimum qualifications for appointment to such position.

### Section 1003. Personnel Policies and Procedures

The Personnel Policies and Procedures shall provide, ~~among other things~~, for the method of holding competitive examinations, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absences, removals and such other rules as may be necessary to provide adequate and systematic procedures 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 Board of Selectmen and filed with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all Town employees.

### Section 1004. Salaries

The Town Manager shall submit annually a proposed pay schedule for those employees covered under Section 1001 of this Charter for approval by the Board of Selectmen. Said pay schedule shall be reviewed annually and amendments may be adopted by the Board of Selectmen from time to time upon recommendation of the Town Manager. For purpose of C.G.S. § 7-467 *et seq.*, as amended, the Town Manager shall have sole authority to recognize the exclusive bargaining agent for any unit of Town employees and shall act as the bargaining agent for the Town. Such contracts shall become effective upon approval by the Board of Selectmen.

**Section 1005. Retirement**

The Town shall provide a system of retirement benefits for regular full-time employees. The Town may operate its own retirement plan, may enter into a contract with any financial institution authorized to do business in this state, may elect to participate in the Connecticut Municipal Employees Retirement Plan, may elect to participate in the old age and survivor insurance system under the Federal Social Security Act or may choose any combination thereof.

**Section 1006. Official Surety Bonds for Certain Officials**

All officers and employees as may be required to do so by the Board of Selectmen shall, before assuming their respective official duties, execute to the Town, in the form prescribed by the Board of Selectmen and approved by the Town Attorney, and filed with the Town Clerk, a surety company bond in a penal sum to be fixed by the Board of Selectmen, conditioned upon the honest and faithful performance of such duties. Nothing herein shall be construed to prevent the Board of Selectmen, if it deems it to be in the best interests of the Town, from prescribing a name schedule bond, a schedule position bond or blanket bond, or from prescribing which departments, officers, 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.

**Chapter XI. CODE OF ETHICS**

**Section 1101. Persons Governed by this Code**

This code shall apply to all Town officials, officers and employees, whether elected and/or appointed, including members of boards, commissions, and committees, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as "persons governed by this code."

**Section 1102. Purpose**

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

Persons governed by this code ~~should~~shall strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron. This applies to all public behavior.

### **Section 1103. Definitions**

As used in this Chapter, the following listed words and phrases shall have these specific meanings:

- A. **Conflict of Interest:** A conflict between one's obligation to the public good and one's self-interest.
- B. **Financial Interest:** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.
- C. **Gift:** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However a gift shall not include political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.
- D. **Immediate Family:** Includes spouse/domestic partner, siblings ~~of either,~~ child(ren), parents, of persons governed by this code or the spouse/domestic partner and any individual residing in the same household.
- E. **Independent Contractor:** Any general contractor, subcontractor, consultant, person, firm, corporation, vendor or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.
- ~~F. **Gender:** Masculine shall include the feminine and the feminine shall include the masculine.~~
- G.F. **Personal Interest:** Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this code which is not equally available to the general public.
- ~~H. **Singular and Plural:** Singular shall include the plural and the plural shall include the singular unless the context otherwise requires.~~

**Section 1104. Conflicts of Interest**

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

**Section 1105. Disclosure and Recusal**

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the Town Clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town.

No person governed by this code shall appear on behalf of private interests before any agency of the Town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town, no former ~~public~~ employee or ~~public-Town~~ official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

**Section 1106.      Gifts**

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town provided it remains in the Town's possession.

**Section 1107.      Use of Town Assets**

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

**Section 1108.      Use of Confidential Information**

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.

**Chapter XII. MISCELLANEOUS PROVISIONS**

**Section 1201.      Transfer of Powers**

The powers which are conferred and the duties which are imposed upon any commission, board, agency, department or office under the General Statutes or any ordinance or regulation in force at the time this Charter shall take effect, if such commission, board, agency, department or office is abolished by this Charter or superseded by the creation herein of a new commission, board, agency, or office to which are granted similar powers and jurisdiction, shall be thereafter exercised and discharged by the commission, board, agency, department or office upon which are imposed corresponding or like functions,

powers and duties under the provisions of this Charter. All commissions, boards, agencies, departments or offices abolished by this Charter, whether elective or appointive, shall continue in the performance of their duties until provisions have been made for the discontinuance of such commissions, boards, agencies, departments or offices and the performance of their duties by other commissions, boards, agencies, departments or offices created under this Charter.

**Section 1202. Present Employees to Retain Positions**

All employees of the Town on the effective date of this Charter whose positions are not abolished by the provisions of this Charter, shall retain such positions pending action by the Board of Selectmen or the appropriate officer charged by this Charter with powers of appointment and removal. Any provisions of law in force at the time that this Charter shall take effect, and not inconsistent with the provisions of this Charter, in relation to personnel, appointments, ranks, grades, tenure of office, promotions, removals, pension and retirement rights, civil rights or any other rights or privileges of employees of the Town or any office, department or agency thereof, shall continue to be in effect, until or unless amended or repealed in accordance with the provisions of this Charter

**Section 1203. Transfer of Records and Property**

All records, property and equipment whatsoever of any commission, board, authority, department or office part thereof, all powers and duties which are assigned to any other commission, board, department or office by this Charter, shall be transferred and delivered intact forthwith to the commission, board, agency, department or office to which such powers and duties are so assigned. If part of the powers and duties of any commission, board, authority, department or office are by this Charter assigned to another commission, board, authority, department or office, all records, property and equipment relating exclusively thereto shall be transferred and delivered intact forthwith to the commission, board, authority, department or office to which such powers and duties are assigned.

**Section 1204. Continuation of Appropriations and Town Funds**

All appropriations approved and in force, and all funds, including special or reserve funds in the name of the Town, at the time of the adoption of this Charter, shall remain in full force and effect unless and until the same shall be amended, transferred or abolished by the Board of Selectmen under the provision of this Charter.

**Section 1205. Legal Proceedings**

No action or proceedings, civil or criminal, pending on the effective date of this Charter brought by or against the Town or any commission, board, authority, department or office thereof, shall be affected or abated by the adoption of this Charter or by anything herein contained; but all such actions or proceedings may be continued notwithstanding that

functions, powers and duties of any commission, board, authority, department or office which shall have been a party thereto may, by or under this Charter, be assigned or transferred to another commission, board, authority, department or the officer to which such functions, powers and duties have been assigned or transferred by or under this Charter.

**Section 1206. Existing Laws and Ordinances**

As of the effective date of this Charter, all general laws and special acts applying to the Town, all ordinances and bylaws of the Town, and all rules and regulations of commissions, boards, authorities, departments and agencies of the Town shall continue in force, except insofar as they are inconsistent with the provisions of this Charter or are repealed.

**Section 1207. Review and Amendment of Charter**

The Board of Selectmen shall review the several provisions of this Charter from time to time as it deems such review to be in the best interest of the Town, but at least once every five (5) years, said review to be filed with the Town Clerk, who shall publish notice of receipt of said report. Amendments to this Charter shall be in accordance with C.G.S. Chapter 99, as the same may be from time to time amended.

**Section 1208. 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 held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of the section to which such ruling shall directly apply.

**Section 1209. Resignations**

Any elected or appointed member of any board, agency, commission or similar body, who wishes to resign from office, shall do so in writing to the Town Clerk with a copy forwarded to the Chairman of the Board of Selectmen and the Chairman of said agency or similar body. Said resignation shall become effective upon acceptance by a vote of the Board of Selectmen. Resignation by the Town Clerk shall be filed with the Chairman of the Board of Selectmen. Vacancies shall be filled in accordance with Sections 208 and 703.

**Section 1210. Effective Date**

This Charter shall become effective upon the approval of a majority of the electors voting at a regular election on November 4, 2014-5, 2019 in accordance with the provisions of C.G.S. § 7-191, as amended, provided, however, no provision of this Charter shall be implemented until November 18, 2014 19, 2019.

**Section 1211.      Transition - Appointed Boards, Agencies, Commissions and Committees**

Except as otherwise provided in this Charter, appointed officials serving a specific term on the effective date of this Charter shall continue to serve until the expiration of the term, unless the office or position is abolished. As terms expire or are vacated, the Selectmen may, as necessary make appointments for a short term in order to achieve the regular rotation of appointments so as to provide that members of appointed boards serve four (4) year overlapping terms.

**Section 1212.      Notification Procedure for Public Hearing, Town Meeting and Annual Budget Referendum**

Notice for Public Hearing, Town Meeting, and Annual Town Budget Referendum shall be given at least five (5) days in advance by publication in a newspaper having a general circulation in the Town and by posting a notice in a public place, unless otherwise governed by State Statute.

