

**MINUTES
CHARTER REVISION COMMISSION
MAY 19, 2011**

1. Chairperson Bottinick called the meeting to order at **7:08 p.m.** with the following in attendance:

L. Caine, III	C. Herb, absent	<u>PRESS:</u>
M. Ciacciarella, absent	D. Hoff, absent	E. Gugliotti
D. Cronin	R. Neth	
B. Gregorio, absent	S. Poynton	

OTHERS:

None

RESIDENTS:

None

2. Chairperson Bottinick led the Charter Revision Commission (hereafter “CRC”) in the Pledge of Allegiance to the flag.
3. **VOTED:** Unanimously on a motion by R. Neth and seconded by S. Poynton that the CRC approve the minutes of the regular meeting of **March 31, 2011**. Each member received a copy for review.
4. Chairperson Bottinick asked L. Caine to report on the findings of the Elections Sub-Committee. L. Caine presented a summary of the matters discussed by members of the Elections Sub-Committee. L. Caine articulated the extensive research performed by D. Hoff on the subjects confronting the sub-committee and detailed the results of that research for the CRC. A discussion by the CRC of the matters presented by L. Caine took place.
5. In a brief roundtable discussion, CRC members gave concurring and differing opinions about the different topics being addressed by the CRC, including, but not limited to the Town Manager Form of Government, four (4) year term for the Office of Mayor, changing the Election Date and the Budget Referendum process.
6. R. Neth presented his opinion, which he based upon many years of service as a Burgess and as a member of the Finance Board, regarding why the Office of Mayor should be a four (4) year term.
7. R. Neth presented the Bid Procedure utilized by the City of Meriden, Connecticut which procedure is set forth below:

Local bidder procedure.

- A. For the purposes of this section, “City-based business” shall mean a business with its principal place of business located within the boundaries of the City of Meriden. A business shall not be considered a “City-based business” unless evidence satisfactory to the Department of Finance has been submitted with each bid by said business to establish that it has a bona fide principal place of business in the City of Meriden. Such evidence may include evidence of ownership or a long term lease of the real estate from which the principal

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place of business is operated or payment of property taxes on the personal property of the business.

- B. The Department of Finance shall determine the lowest responsible bidder in the following order:

(1). Any City-based business responsible bidder which has submitted a bid not more than 10% higher than the low bid, provided that such City-based business responsible bidder agrees to accept the award of the bid at the amount of the lowest bid. The acceptance shall be submitted in writing to the Department of Finance during the next business day following the opening of the bid. If more than one City-based business responsible bidder has submitted bids not more than 10% higher than the lowest bid and has agreed to accept the award of the bid at the amount of the lowest bid, the lowest responsible bidder shall be that one of the City-based business responsible bidders which has submitted the lowest bid. This subsection shall not apply in those instances where the bid requested involves a cooperative purchasing arrangement between the City of Meriden and other municipalities or the State of Connecticut.

R. Neth indicated that the City of Torrington has a similar provision in its Charter requiring a bid that is not more than 6% higher than the lowest bid and that the City of New London has such a provision in its Charter requiring a bid that is not more than 15% higher than the lowest bid. R. Neth suggested that Naugatuck adopt a not more than 15% requirement for a local bidder to be offered the award at the lowest responsible bid.

R. Neth suggested that the Town Clerk and the Tax Collector be appointive positions as opposed to the current practice of popular election of such offices.

8. It was determined the next meeting of the CRC would be held on June 9, 2011 at 7:00 p.m.
9. **VOTED:** Unanimously on a motion by R. Neth and seconded by S. Poynton to adjourn the meeting at 7:48 p.m.

Attest:

M. Leonard Caine, III
Secretary