

- See if there are any problems or changes, in Sections 1 through 3, in order to be up to date with current law and ask for clarification on the effective date, subsequent revisions, and if the editor's note is binding. If it is, then it would need to be amended.
- Ask if definitions in Appendix can or should be incorporated into the Charter.
- Review flow of Charter.
- Ask why defined terms, or titles of entities are lowercase. If they should be capitalized, the Commission will make these revisions. It has been added to the Editor's Note for the time being to capitalize defined terms.

5. Review of Changes from Prior Meeting:

Murphy commented that the following changes previously discussed had not been implemented into the current draft:

- All references to “the council” or “said council” were going to be changed to “the Town Council”.
- He explained that he did not intend for all of Section 3-5 to be removed, but to remove references to newspaper publication. He commented that there should still be 1 public hearing, and the notice of public hearing will be in accordance with Section 1-4.

Beausoleil commented that she appreciates Section 3-4 being broken into subsections to eliminate the run on sentence.

Liptrap commented that there was a reference to “the town”, and it was not capitalized.

Murphy suggested trying to adjust the language so that it lasts over time, should changes be made at the state level. He discussed Section 3-2 as it references the Town Council's election certification by the Town Clerk. He shared concerns that at some point in the future, the certifying party may not be the Town Clerk and felt the Charter should reference Connecticut General Statutes to stay current with laws as they change. The Committee discussed this and decided to leave it as is for now.

It was reminded that Section 4 will remain open until the Commission has the opportunity to hear from the Registrars and Town Clerk.

Taylor discussed the response from the attorney on the Commission's question regarding office of profit mentioned in Section 3-1. He stated that he can use the language the attorney suggested for this, or have the Commission provide their own suggestions based on the attorney's response. Resha questioned conflict of interest situations, but Beausoleil felt that the language as written by the attorney covers this and should be a nonissue.

Final Changes:

- Section 3-5 to read, “At least one public hearing notice of which you'll be given at least 10 days in advance, in accordance with Section 1-4.” The rest of the section will be maintained to how it was written in the original draft, except the comments about posting in the newspaper will be removed, and references made to Section 1-4.

- Taylor to review the Charter to ensure references to “the town council”, “the town”, and “the town manager” are all capitalized. It was noted that the “the” does not need to be capitalized.
- Taylor to edit the language in Section 3-1, to read as proposed by the attorney in his email response.
 - “During the term for which elected, no member of the Council shall hold any other office, elective or appointive, or employment in or under the town government. This does not include employment by the Board of Education.”

6. Review and Discussion of Charter Chapter V-Appointed Offices:

Beausoleil suggested swapping Chapters V and VI, so that ‘Town Manager becomes section V, and Appointive Offices becomes section VI for better flow.

The Commission was unanimously in favor of this change, and it will be reflected in the draft at the next meeting.

Section 5-1 General:

Beausoleil suggested to add a sentence in Section 5-1, to say “The Town Council appoints the Attorney, Auditors, and Finance Director.” Then have a sentence that states, “The town manager will appoint offices to implement or execute town business and responsibilities in accordance with approved appropriations, state and federal laws and regulations.” That way, the list of people is not needed.

Elsesser shared concerns, as when the Charter specifically lists a position; it requires the town to have that position. Otherwise, it could be removed from the budget by a vote at Town Meeting. Elsesser suggested keeping a list of the key positions.

Beausoleil was agreeable to listing things, but felt it should be simplified by listing positions appointed by the Town Council, and those appointed by the Town Manager, followed by a sentence that states “Job descriptions will be provided for all of these offices.” or “Job descriptions should be approved by the Town Council”. This simplifies and adds more flexibility to adapt as things change. Elsesser agreed and suggested that the language include that duties could be combined.

Murphy questioned if the Commission is looking to remove any positions from the Charter that are not required by State Statute. Beausoleil felt that anything not required by State Statute should be at the discretion of the Town Council, especially during budget deliberations. The Town Council should not be required to keep a position because it is in the Charter if the community does not support it.

Beausoleil continued that listing the positions, and who appoints them eliminates the need for all the different subsections in Chapter V. Elsesser felt that there was valuable information in the subsection that should remain.

Gallegos-Ramirez felt that having the subsections list the positions is easier for readability and transparency, which is important to Coventry residents.

Petro asked if all the positions listed are currently filled, or active in the town. Drumm explained that they all exist. There are some positions, like the Tree Warden, which is a standalone position. It is currently assigned to the Public Works Director. However, prior to that, this position was held by the DPW Superintendent, and before that it was held by regular citizens.

Gallegos-Ramirez followed up on a list of current staff positions, like department heads, etc., that was requested on and never received. The Commission requested this again for the Commission to view current positions to aid with the changing of names, along with a delineation of which positions are required by State Statute and which are controlled by ordinance.

Petro reminded that part of the charge of this Commission is to review and update town positions within the Charter. This directive is from the Town Council, so it seems the Council wants the Commission to go through this section thoroughly. It was clarified that the Director of Civil Defense is not referred to as the Director of Emergency Management. It was also clarified that there is no longer a Director of Health as there is the Eastern Highlands Health District.

Murphy mentioned that the Parks and Recreation Director is not currently included and questioned whether it should be in the Charter or not. Resha explained that there is no need to list every single position, only those that are required by State Statute. She agreed with adding language that Beausoleil mentioned before that allows the Town Manager or Town Council to create additional positions as deemed necessary or deemed appropriate within the budget.

Elsesser suggested asking the attorney if the State Statute has been legally updated, and if there are any positions now required by State Statute, that are not currently in Coventry's Charter.

The commission discussed the Council approving the pay plan under the Town Manager section. Elsesser reminded that if the pay plan is within the budget, there is no need to get further approval from the Town Council. Needing Town Council approval for pay rates slows down the hiring process, which leads to losing candidates.

Murphy was curious if the way the Charter is written now, has it ever caused any problems with hiring or losing candidates when a position is subject to Town Council approval. Elsesser stated that it could, but those positions are very limited. Some examples are the Police Chief and the Finance Director. Elsesser spoke on the importance of those positions that they require some sort of commitment. Drumm reminded that the biggest issue he has run into because of this is a delay in the start time for the position.

Liptrap questioned if the Town Council is involved in the hiring process. Drumm explained that, no, the Town Manager does it all and then brings the final candidate to the Town Council who votes yay or nay for their appointment.

Murphy clarified that positions listed that require Town Council approval, Town Clerk, Tax Collector, Assessor, Director of Civil Defense, etc. He questioned that some included in the list like Building Official, Canine Officer, or Tree Warden state Town Council approval is required but found it unnecessary. Elsesser noted he felt that these positions are more "legacy" positions, and it should be discussed with the Town Attorney. Beausoleil commented that in the specific subsections for these items, it references Town Manager, not Town Council, and found it to be conflicting.

Elsesser also noted that it seems as though Section 5-1 is mixing appointments to boards and commissions and town employment together, and they should be separated.

The following language was suggested for 5-1, “The Town Council shall, by majority vote of the Board, pursuant to Section 3-3, appoint persons to boards, commissions, and offices as may be established under the provisions of this Charter or by the general statutes” The Commission agreed.

Elsesser suggested having Drumm look into positions that can be removed, and those required by State Statute.

Beausoleil reiterated that it should be clarified that the Town Council appoints the Town Manager, the Attorney, and the Auditors. It should then be stated that all other positions are appointed by the Town Manager. Petro reminded that information about the Auditors is designated in Section 3-6; that states the Town Council is to select them annually.

The Commission had a lengthy discussion about whether Town Council approval of a Town Manager’s appointment was necessary. The Commission requested that Taylor make a note to revisit this once the Commission has more time to think it over, and more information is provided by the attorney.

Section 5-1A Competitive Exams:

Murphy commented that upon research, he found that the competitive exam language was outdated, and the wording should be changed to rely on the Town’s hiring and employment practices.

The commission suggested removing the language included in Section 5-1A. Gallegos-Ramirez thought the title of section 5-1A should be changed to something along the line of ‘Eligible Candidates’, with language that states, “Eligible Candidates, will be hired in accordance with State Statues.” Then get rid of repetitive language in the subsections, because it will be in Section 5-1A.

After much discussion, the Commission proposed removing this section all together and add a sentence to the end of Section 5-1 that states, “All hiring and overall appointments will be in accordance with state and federal statutes.” The Commission was in agreement with this change.

Section 5-2 Terms of Office:

Elsesser suggested having the attorney look at this section. He shared concerns that someone who was terminated could technically continue to serve until their successor has been appointed. This could lead to unfavorable situations.

Drumm reminded that this is typically true for all boards and commissions. When a term expires, the person continues to serve until they are appointed to the position again, or someone else is appointed.

The Commission discussed terms of removal of appointed and elected positions. There is a policy to remove an appointed Board or Commission member, but there is nothing in State Statutes that allows for an elected official to be removed. Drumm stated that in other states he has worked in, the Governor had the ability to remove

elected officials. Drumm also reminded that Section 10-4 of this Charter has a section that discusses the removal of appointed officials.

The Commission had consensus to leave Section 5-2 as is.

Drumm suggested moving Subsection 5-7 Planning and Zoning to be Section 5-4 and moving everything down. This puts Planning and Zoning as a board first, instead of mixing it in with Town Staff positions.

Section 5-3 Vacancies:

Elsesser suggested changing the “Health Officer” to “Director of Health”.

Leave the rest of Section 5-3 as is.

Section 5-4 Town Clerk:

Title to remain the same and description to be simplified to reference CT General State Statute.

Drumm suggested striking the 2nd sentence that refers to fees collected.

Section 5-5 Town Treasurer:

Title to remain the same as per Statute.

The Committee discussed that the job description of the Finance Director clearly indicates that they shall perform the duties of a Town Treasurer. Leaving the title as is, allows for the town to have both a Town Treasurer and a Finance Director, if ever deemed necessary.

Section 5-6 Tax Collector:

Title to be changed to “Tax Collector (Collector of Revenue)”.

Section 5-7 Planning and Zoning Commission:

Title to remain the same.

The Commission suggested moving Planning and Zoning to be Section 5-4, to put a Board 1st and not mixed in with Town Positions. All remaining sections would be moved down 1. This was agreed upon unanimously.

Section 5-8 Director of Health:

Title to remain the same. Language to be added that states, “The Town Council shall appoint a Director of Health or join a Regional Health District pursuant to the provisions of CT General State Statutes”.

Section 5-9 Human Services Administrator:

Change title to “Director of Human Services”.

The Commission noted to revisit this section to see if it was necessary to be included in the Charter, if it was not required per State Statute.

Section 5-10 Town Attorney:

Title to remain the same.

Section 5-11 Assessor:

Title to remain the same.

Add language to include reference to the specific state statute.

Section 5-12 Director of Civil Defense:

Change title to “Director of Emergency Management”, as well as in the language within the section.

Section 5-13 Building Official:

Title to remain the same.

Section 5-14 Canine Control Officer:

Change title to “Animal Control Officer”.

Section 5-15 Tree Warden:

Title to remain the same, but legal opinion is being sought to confirm whether it is statutorily required.

Section 5-16 Chief of Police:

Title to remain the same.

Beausoleil noted that during budget discussions, there were some comments from residents that the town should switch to a Resident Trooper, over a full police department. She asked if the Chief of Police remains in the Charter, does that keep the need for a full PD.

Elsesser explained that the town could eliminate the department but still be required to have a Chief of Police. That person would then coordinate with the State Police.

Section 5-17 Fire Marshals:

Change title to “Fire Marshal”, as well as in the language within the section. Strike the last line of the section that reads, “If more than one (1) fire marshal is appointed, such appointments shall be exempt from the minority representation provisions of this Charter.”.

Liptrap noted that he reads this section, as a Fire Marshal must be certified by the State Fire Marshal, and was curious how to deal with situations where a position must be appointed by another agency. Elsesser clarified that they are not appointed by another agency but certified. He added that this may be a question for legal counsel. It was agreed that this is noted in the job description that the candidate must be duly qualified.

Section 5-18 Constables:

Title to remain the same.

The Commission agreed to add Constables to the list of positions that the Town Council cannot fill in case of a vacancy.

The Commission had a lengthy discussion about changing the Charter to have the 2 Constable positions being Town Manager appointed positions, with Town Council approval, like other similar positions. Following the discussion, the Commission opted to leave it as is.

Chapter 5-Final Suggestions Summary:

- Swap Chapters V and VI. Chapter V and its related subsections will reference Town Manager and Chapter VI, and its subsections will reference Appointed Offices.
- Throughout the Appointed Offices chapter, indicate which positions are appointed by the Town Manager, and those that are appointed by the Town Council and indicate that the job descriptions are approved by the Town Council.
- Section 5-1, Add language that allows the Town Council to add or remove positions as deemed necessary or appropriate within the budget.
- Section 5-1, add a final sentence that states, “All hiring and overall appointments will be in accordance with state and federal statutes.”
- Section 5-1, change language to read, “The Town Council shall, by majority vote of the Board, pursuant to Section 3-3, appoint persons to boards, commissions, and offices as may be established under the provisions of this Charter or by the general statutes”.
- Section 5-1, Taylor to make a note to revisit the Town Council’s approval of Town Manager appointed positions.
- Section 5-1, look into the representative to the Windham Regional Planning Authority.
- Taylor to contact the Attorney to see if there are any positions that have been added to State Statute as a legal requirement, that need to be included in the Charter and remove any that are not required.
- Remove Section 5-1A from the Charter.
- Section 5-3, change “Health Officer” to “Director of Health”.
- Section 5-3, add Constables to the list of positions that the Town Council cannot fill in case of a vacancy.
- Section 5-4, Strike 2nd sentence, “All fees collected by the town clerk in the performance of the duties of any of the offices herein assigned shall be paid into the town treasury.”
- Section 5-4, change to be the Planning and Zoning Commission. Shift all other positions and titles down 1 section.
- Sections 5-4 through 5-18 change titles as indicated and ensure all titles are capitalized.
- Sections 5-4 through 5-18 strike all references to “among the 3 highest candidates” and remove the term “permanent status” where necessary
- Section 5-4 through 5-18, reference the State Statute where it applies, as it keeps the document clean and auto-updates if the statute changes.
- Section 5-8, Add language to the section that states, “The Town Council shall appoint a Director of Health, or join a Regional Health District pursuant to the provisions of CT General State Statutes”.

- Section 5-17, remove the last sentence that reads, “If more than one (1) fire marshal is appointed, such appointments shall be exempt from the minority representation provisions of this Charter.”.

Motion: I move to continue the remainder of the agenda to a following meeting.

By: Resha

Second: Gallegos-Ramirez

Discussion: None

Vote: Unanimously in favor

7. Review and Discussion of Charter Chapter VI-Town Manager:

8. Planning of Meetings and Discussion of Charter With Town Staff:

The Town Clerk and Registrars of Voters will be invited to the next meeting on January 7th, 2026.

The Finance Director and Collector of Revenue have been invited to the meeting on February 4th, 2026.

Taylor noted that he will continue to ask the Town Attorney about changes to the State Statutes that warrant additional changes to the Charter.

9. Other Business:

10. Adjournment:

Motion: I move to adjourn the meeting at 9:06 PM

By: Liptrap

Second: Murphy

The meeting was adjourned by unanimous vote at 9:06 PM.

Respectfully Submitted,

Nicole Archambault

Nicole Archambault, Minutes Clerk

PLEASE NOTE: These minutes are not official until approved by the Charter Revision Commission at the next Charter Revision Commission meeting. Please see the next Charter Revision Commission meeting minutes for approval or changes to these minutes.