
(EXTERNAL MESSAGE)RE: (EXTERNAL MESSAGE) Charter Revision Questions

From Richard P. Roberts <ROBERTS@halloransage.com>
Date Tue 1/6/2026 2:48 PM
To Alex Taylor <ataylor@coventry-ct.gov>
Cc James Drumm <jdrumm@coventry-ct.gov>

Alex –

Running through the offices listed in Section 5-1, I would say the town would have to have someone appointed to fill the position of town clerk, tax collector, assessor, building official, animal control officer, tree warden, chief of police, fire marshal, and treasurer. Statutes may allow some or all of the other positions to be held by an individual with a different role or title. For example, director of civil defense is an obsolete term and is probably generally referred to as the director of emergency services or something like that, and may also be the fire marshal. Human services administrator may be the agent for the elderly or director of social services or some other position. Towns would also need someone to be the building inspector, although they may be shared with other towns. Constables are not required for law enforcement if you have sworn police officers or others who are able to carry out those functions, other than serving delinquent tax warrants.

Please let me know if you have any other questions. Thanks very much.

Rich

From: Alex Taylor <ataylor@coventry-ct.gov>
Sent: Monday, January 5, 2026 10:39 PM
To: Richard P. Roberts <ROBERTS@halloransage.com>
Cc: James Drumm <jdrumm@coventry-ct.gov>
Subject: Re: (EXTERNAL MESSAGE)RE: Charter Revision Questions

Rich,
Thank you so much for the response. In reviewing the footage from the previous meeting, I wanted to ask a follow-up question. **Even though positions may not be required to be included in the charter by statute, which positions listed here are required to be filled in a municipality by statute?** As in, though it is not required for a Town Clerk to be listed in the charter, my understanding is every municipality must have a Town Clerk. Would it be possible to clarify which of the positions currently listed in the charter are required by statute in this way? Thank you so much for your time and assistance!

Sincerely,
Alexander Taylor
Special Projects Coordinator, Coventry, CT
ataylor@coventry-ct.gov
(860) 742-6324 Ext. 1256

From: Richard P. Roberts <ROBERTS@halloransage.com>
Sent: Sunday, January 4, 2026 1:25 PM
To: Alex Taylor <ataylor@coventry-ct.gov>
Cc: James Drumm <jdrumm@coventry-ct.gov>
Subject: (EXTERNAL MESSAGE)RE: Charter Revision Questions

Good afternoon - I have answered the questions below in bold. Please let me know if you or the Commission have any additional questions or concerns. Thanks very much.

Rich

From: Alex Taylor <ataylor@coventry-ct.gov>
Sent: Wednesday, December 31, 2025 3:38 PM
To: Richard P. Roberts <ROBERTS@halloransage.com>
Cc: James Drumm <jdrumm@coventry-ct.gov>
Subject: Re: Charter Revision Questions

Rich,
Hello! I wanted to send over a few questions from the most recent Charter Revision Commission meeting. I was hoping to get a response for by next Monday if possible. They are all related to Chapter 5:

- Chapter 5 lists a series of offices as well as rules around their appointment. There is an interest in reducing or consolidating these positions. Are there certain roles which need to be in the charter? Of the ones currently listed, which ones could be removed without issue? **The only specific office that must be in the charter is the town manager. Otherwise, the offices listed may be required by ordinance, statute or simply by appointment.**

- Currently, multiple positions require the Town Council to approve the appointments of the Town Manager. Is this, or any other similar process, required by statute? **No, this is a policy choice for the town to make. It is common for certain appointments, such as town clerk, fire chief and police chief, to either be approved by or consented to by the town council.**
- Are there any aspects of this section which may warrant updates in light of changes to statute from when last the Charter was revised? **The changes proposed in the previous charter revision are definitely worth consideration. Certain positions have had their names changed, e.g., civil defense and canine control, and others may have been transformed into regional agencies, e.g., director of health, and the dissolution of the Windham Regional Planning Agency.**
- Do you have any other recommendations for this section in line with best practices? **Again, I believe many of the changes proposed in the previous charter revision would be improvements over what currently exists. I am also curious whether the competitive examination process is still being used and whether it serves a valuable purpose in positions where independent certification by the state or other agency may exist in addition to whatever examination the town may use.**

Thank you so much for your time. I hope you and yours have a Happy New Year!

Sincerely,
Alexander Taylor
Special Projects Coordinator, Coventry, CT
ataylor@coventry-ct.gov
(860) 742-6324 Ext. 1256