



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke – Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Charter Revision – Public Hearing
2. **Date of submission:** April 18, 2012
3. **Date of Board Meeting:** April 23, 2012
4. **Individual or Entity making the submission:**

Thomas F. Cooke – Director of Administrative Services
5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
The Individual or Entity making the submission requests that the Board of Selectmen:

Set a public hearing on the Final Report and Recommendations of the Simsbury Charter Revision Commission on Monday, May 14, 2012 at 7:00 P.M.
6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Thomas F. Cooke – Director of Administrative Services
Robert DeCrescenzo – Town Counsel

7. **Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):**

The Charter Revision Commission filed its Final Report with the Town Clerk on April 2, 2012. The following is a summary of the process the Board of Selectmen and the Charter Revision Commission must follow from this point forward:

1. **Public Hearing:** The Board of Selectmen must hold at least one public hearing on the report. The last public hearing on the report must be "not later than 45 days" after the report was submitted to the Town Clerk. May 14, 2012 – the recommended date for the public hearing – falls within this timeframe.
 2. **Board of Selectmen Recommended Changes to Final Report:** No more than 15 days after the public hearing, the Board of Selectmen must submit its recommended changes to the Commission (on or before May 29, 2012). If the Board of Selectmen makes no recommendations, the report is final.
 3. **Conferring on Recommended Changes:** If the Board of Selectmen recommends changes, it must confer with the Commission on those changes.
 4. **Commission's Final Report:** The Commission must make its final report to the Board within 30 days of receiving the Board's recommendations (no later than June 28, 2012).
 5. **Board Approval or Rejection of Proposed Amended Charter:** Within 15 days of receiving the final report from the Commission, the Board "by a majority vote of the full membership" may approve or reject the proposed amended charter or "separate provisions thereof" (no later than July 13, 2012). The portion of the charter being amended must then be published in the newspaper within 30 days of approval (no later than Sunday, August 12, 2012).
 6. **Referendum:** If the Commission's final report is approved (in whole or in part), the Board must hold a referendum on the Commission's report within 15 months of approval. To place the final report on the November ballot, the Town Clerk must receive the Board of Selectmen's final action no later than Labor Day.
8. **Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):**
The following documents are included with this submission and attached hereto:

Draft Notice of Hearing