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Chapter III. The Town Council

Sec. 3.1 -The Council.

There shall be a Town Council consisting of nine members hereinafter referred to as the Council. No member of the Council shall hold any other office of profit under the government or -be employed by the Town of East Hartford except as permitted by law, nor shall the member during the term of office be appointed to any office of profit under the government of the Town.

Sec. 3.2 Presiding Officer and Clerk.

(a) With the Mayor presiding, the Town Council shall meet at seven thirty p.m. on the second Monday in November, 1969 and biennially thereafter, and shall choose one of its members to be Chairperson of said Council to preside at all meetings, but such office shall not deprive such Chairperson the right to vote on any question.

provided when such day is a federal or state holiday such meetings shall be held on the succeeding Tuesday

(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor provided if the Chairperson is unable to assume the Office of Mayor, the Vice Chairperson shall assume the Office of Mayor. If the Vice Chairperson is unable to assume the office, the Town Council shall elect one of its members to assume the Office of Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If a Council member assumes the powers and duties of the Mayor until the next biennial election, the Council member shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, the Deputy Mayor shall retain the right to vote as a Councillor.

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~~(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If the Deputy Mayor shall assume the powers and duties of the Mayor until the next biennial election, the Deputy shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, he or she shall retain his or her vote as a Councillor.~~

(c) Upon selection of a Chairperson, the Town Council shall elect one of its members to the office of Vice Chairperson who shall assume the Chairperson's duties in his or her absence including powers and duties of Deputy Mayor.

the chairperson's

(d) At such meeting, and biennially thereafter, the Council shall also select a Clerk of the Council who shall receive and transmit communications for the Council and shall keep the records of its meetings and transactions in accord with the provisions of this Charter, the Ordinances, and Rules of the Council and perform such other services for the Council as may by resolution be prescribed.

Sec. 3.3 Procedure.

(a) At the first meeting of the Town Council following each biennial town election said Council shall by resolution fix the time and place of its regular meetings, which shall be at least once each month, and provide for the calling of special meetings. The Chairperson shall have the power to call a special meeting of the Council at any time and shall call such meeting whenever requested

by one-third or more of the Councilors so to do. The call for each special meeting of the Council shall state the purposes of the meeting and shall be served upon or mailed to each Councilor at least twenty-four hours before the hour of said meeting; but the lack of a call or the insufficiency of the service thereof shall not invalidate any meeting of the Council at which all members shall be present. No business shall be acted upon at any special meeting except that concerning which notice of proposed action shall have been given in the call for the meeting. The Council shall by resolution determine its own rules of procedure.

(b) All meetings of the Council for the transaction of business shall be open to the public and the votes shall be recorded in accordance with law. Five members shall constitute a quorum. All ordinances and resolutions shall be confined to one subject which shall be clearly stated in the title.

(c) The Council shall keep for public inspection -minutes of all its proceedings, including all roll call votes, which shall be the official record of its proceedings. Said -minutes shall be maintained by the Clerk of the Council. The record so kept shall be authenticated for each meeting by the signature of the Chairperson or the Clerk or of both.

Sec. 3.4 -General Powers and Duties.

(a) The Town Council shall have the powers and duties which, on the effective date of this Charter (April 2, 1968) were conferred by law upon officers, boards and commissions of said town existing prior to such date except as otherwise specifically provided in this Charter. The legislative power of the town shall be vested exclusively in the Council, except as otherwise provided in section 3.10 of the Charter.

(b) The Council shall have the power to enact, amend or repeal ordinances not inconsistent with this Charter or the General Statutes of the state; to create or abolish, by ordinance, boards or commissions; to establish the rate of compensation for the members of the succeeding Town Council.

(c) The Council may contract for services and the use of the facilities of the United States or any federal agency, the State of Connecticut and any political subdivision thereof, or may, by agreement join with any such political subdivision to provide services and facilities. The Town Council may establish such rules and regulations by ordinance as it deems necessary in order to enable the Purchasing Agent to enter into regional purchasing agreements, retaining such controls as are required by this Charter. The Town Council shall not, however, commit the town to participation in any metropolitan or regional government, nor to any metropolitan, regional or municipal governmental body to which the town's control over its municipal service is transferred in whole or in part, regardless of the town's representation thereon, without prior approval by the voters at a referendum called for that purpose at a special or general election.

(d) The Council is authorized, in adopting ordinances, to incorporate any nationally recognized code, rules or regulations that have been printed in book form, or any code officially adopted by any administrative agency of the state, 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, there shall be maintained copies of such code, rules or regulations in the office of the Town Clerk for examination by the public, and there shall be available copies of such code, rules or regulations or portions thereof as are incorporated by reference in any ordinance for sale at cost to any member of the public.

(e) The Council may fix the penalty for the violation of any of the bylaws, ordinances, and enactments made by it in accordance with State law.

(f) The Council may, by resolution, regulate the internal operations of the boards, commissions

and offices which it fills by appointment, and fix the compensation of the Selectmen, the Registrars of Voters, and the officers and employees not in the classified service as hereinafter provided in this Charter. The Council shall establish, by ordinance, the qualifications of appointed officers and employees not in the classified service hereinafter provided.

(g) The Council may fix the charges, if any, to be made for services rendered by the town or the execution of powers vested in the town.

on access to, including the use as town property

(h) The Clerk shall refer a copy of each ordinance introduced to the Corporation Council for advice regarding the validity, legal effect, style, and form of the proposal, but such advice shall not be binding upon the Council.

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(g) The Council may fix the charges, if any, to be made for services rendered by the town or the execution of powers vested in the town.

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~~(h) The Clerk shall refer a copy of each ordinance introduced to the Corporation Council for advice regarding the validity, legal effect, style, and form of the proposal, but such advice shall not be binding upon the Council.~~

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Sec. 3.5 Public Hearing on and Publication of Ordinances.

At least one public hearing, notice of which shall be given at least five days in advance by publication in a newspaper having general circulation in the Town of East Hartford, and by posting a notice in a public place, shall be held by the Town Council before any ordinance shall be passed. Every ordinance (except bond ordinances); after passage, shall be assigned a serial number and shall become a part of the Town's Code of Ordinances. Upon final passage, the Town Clerk shall keep an updated Code of Ordinances in accordance with the General Statutes. Within ten days after final passage, all ordinances shall be published once in their entirety in a newspaper having general circulation within the town. Every ordinance, unless it shall specify a later date, shall become effective on the twenty-first day after such publication following its final passage.

eliminate parentheses add comma after "ordinance"

Sec. 3.6 -Emergency Ordinances.

An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after publication thereof as required in ~~Sec 3.5~~ Section 5 of this chapter and no public hearing or notice of public hearing shall be required for any public emergency ordinance. An emergency ordinance shall be effective for sixty days following passage.

Sec. 3.7 Investigation.

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The Town Council shall have the power to investigate any and all departments, offices and agencies of the town and for such purposes shall have the power to call witnesses to appear before the Council to testify on any matter under investigation. There shall be a committee of the Council on investigations and audits, including proportionate minority representation, and such committee shall employ a certified public accountant to develop under its direction a regular council audit program in addition to the independent audit and may employ such other investigatory services as it deems necessary. If any nonelective officer or employee of the town who, upon receipt of adequate notice and opportunity, fails to appear or refuses to testify when so called by the Council, such refusal or failure shall be deemed to be grounds for dismissal from said office or position.

Sec. 3.8- Relations to Administrative Service.

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Neither the Town Council nor any of its members shall direct or request the appointment of any -

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person to any office or employment, or direct or request the removal of any person from any office or employment which office or employment, by the provisions of this Charter, the Mayor or any of ~~his~~ ^{the mayor's} appointees are empowered to fill by appointment, provided the Mayor may seek advice from the Council regarding appointments and provided further the Council may prefer charges in writing against any officer or employee appointed by the Mayor in the manner hereinafter prescribed for the removal of officers and employees. The Council and its members shall deal with the Administrative Service solely through the Mayor and neither the Council nor any member thereof shall give orders to any of the subordinates of the Mayor either publicly or privately, provided a properly constituted meeting of the Council, which the Mayor has been invited to attend, may call before it any employee or officer for the purpose of investigation.

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Sec. 3.9 -Annual Audit.

The Town Council shall annually designate an independent public accountant to audit the books and accounts of the town in accordance with the provisions of the General Statutes, as amended. In addition to the annual audit, the Town Council shall obtain an audit of any nonrecurring project (except for single expenditures for goods or services) costing more than \$500,000.00, if no state or federal audit is required. The Town Council shall designate an independent public accountant to conduct such audit.

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Sec. 3.10 Approval of Ordinances and Appropriations by the Mayor.

(a) Every ordinance except an emergency ordinance shall, before it becomes effective, be certified to the Mayor for his approval. The Mayor shall, within five days of passage by the Town - Council, sign the proposed ordinance, if ~~he~~ ^{the mayor} approves it, whereupon, subject to the provisions of Section 3.5 of this chapter, it shall become effective. If ~~he~~ ^{the mayor} disapproves a proposed ordinance, ~~he~~ ^{the mayor} shall within five days return it to the Clerk of the Council with a statement of the reasons for ~~his~~ ^{the mayor's} disapproval which statement shall be transmitted by said Clerk to the Council at its next meeting. If the Council shall pass the proposed ordinance by an affirmative vote of at least six members within seven days after such ordinance has been received by the Council in meeting with the Mayor's disapproval, it shall become effective without his approval. If the Mayor does not return the proposed ordinance within the time required, it shall become effective without ~~his~~ ^{the mayor's} approval. The Mayor may disapprove or reduce any item or items in any appropriation, whereupon the approved portion of the appropriation shall become effective unless the disapproved or reduced portion thereof is passed by the Council over the Mayor's veto in the manner herein provided, in which case the entire appropriation shall become effective as finally passed.

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(just delete his or her)

(b) In computing the time periods specified in this Section, the period begins with the first day after Council approval and does not include Saturdays, Sundays and legal holidays.

Chapter IV. The Mayor

Sec. 4.1 Election and Qualification.

At each town election a Mayor shall be chosen by the electors of the town. Such Mayor shall serve for a term of two years and until a successor shall be elected and qualified and shall take office on the first Monday following the town election. The Mayor shall be the chief executive officer of the town and shall receive such compensation as shall by ordinance be fixed by the Town Council.

Sec. 4.2 Duties.

(a) The Mayor shall be directly responsible for the administration of all departments, agencies, and offices in charge of persons or boards appointed by him or her and shall supervise and direct the same. The Mayor shall also be the Director of Emergency Management.

(b) The Mayor shall appoint and may remove a Chief Administrative Officer to assist the Mayor with the day-to-day administration of all departments, agencies and offices of the Town. The Chief Administrative Officer shall be appointed based upon generally accepted professional experience, education, and qualifications as established by ordinance. The Chief Administrative Officer shall report solely to the Mayor, shall perform such duties and responsibilities as are assigned to them by the Mayor, and shall be responsible to the Mayor in the exercise of their powers and in the performance of their duties hereunder. The ability to assign responsibilities to a Chief Administrative Officer shall not abrogate the Mayor's responsibilities or rights under this Charter.

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(c) ~~The Mayor shall devote full time to the duties of the office. The Mayor shall hold no other office of profit under the government of the town, nor shall he or she the Mayor during the term for which he or she the Mayor is elected be appointed to any office of profit under the government of the town.~~ such position.

town government elected or appointed position for which such person is compensated or

(d) ~~The Mayor shall see that all laws and ordinances governing the town are faithfully executed; shall make periodic reports to the Town Council and may attend its meetings; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year an annual town report; shall recommend to the Council such measures as he or she may deem necessary or expedient; shall keep the Council fully advised as to the financial condition of the town; shall prepare and submit to the Council an annual budget as provided in Chapter VI of this Charter; and shall exercise such other powers and duties as may be authorized by ordinance or resolution of the Council not inconsistent with this Charter.~~

(e) ~~The Mayor shall have the power to enquire directly, or through a designated agent, into the activities of any organization spending town funds and to require complete disclosure of information, with persistent resistance to such request being grounds for dismissal.~~ Enquire

(f) ~~The Council shall not diminish by ordinance, vote or otherwise the powers and duties of the Mayor, except those powers and duties imposed on him or her them by the Council.~~ the mayor

(g) ~~The Mayor may at his or her their option become a contributing member of the town retirement system.~~

no need for this as it is in subsection (b).

Sec. 4.3 -Appointments and Terms.

(a) The Mayor ~~shall appoint and may remove the Chief Administrative Officer, shall appoint and may remove all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term~~

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of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.

(b) The Chiefs of the Police and Fire Departments shall be in the classified service and shall be appointed and serve under the merit system.

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(c) In lieu of any appointment by the Mayor or any of his or her appointees to any office under his or her jurisdiction, the Mayor may, subject to the approval of the Council, perform the duties of any office under his or her jurisdiction, except those of the Town Treasurer, provided in case the Town Treasurer is absent or unable to act, the Mayor may countersign checks in accordance with the provisions of Chapter VI, Section 8 of this Charter.

Section 6.19 of the town charter - the mayor's

(d) The Mayor shall appoint, with the consent of the Council, the members of the Board of Tax Review, the Town Planning and Zoning Commission and the Zoning Board of Appeals at such times and for such terms as are prescribed in the statutes, this Charter, or ordinances. The Mayor shall in like manner appoint members of other commissions, committees, and boards created by the Council to administer programs or parts of programs and appoint individuals to represent the town on regional bodies.

(e) The Mayor may terminate any of these appointments made with consent of Council for persistent nonattendance at meetings. The Mayor may propose the termination of any of these appointments for cause and the termination shall be effective if a vote of Council upholds the sufficiency of the cause.

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(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods he or she the Mayor determines.

(g) The power to remove an officer or employee shall include, wherever it appears in this Charter, the power to suspend, either pending investigation or as a disciplinary penalty under the applicable standards.

The process for removal for persistent non-attendance or for cause shall be established by ordinance.

Chapter V. Offices and Departments

Sec. 5.1 -Corporation Counsel.

(a) The Mayor shall appoint, and may remove, a Corporation Counsel, who shall be an attorney of at least five years' practice in the State of Connecticut.

(b) The Corporation Counsel shall appear for and protect the rights of the town in all actions, suits or proceedings brought by or against it or any of its departments, officers, agencies, boards or commissions. The Corporation Counsel shall be the legal advisor of the Town Council, the Mayor, and all town officers, boards and commissions in all matters affecting the town and shall upon written request furnish them with a written opinion on any question of law involving their respective powers and duties.

(c) When a board or commission requests an opinion, the Corporation Counsel shall prepare a written opinion stating his or her best advice as to the legality, efficacy or validity of the actions or positions proposed by the board or commission requesting the opinion. In a final paragraph of the written opinion, the Corporation Counsel shall indicate whether the conclusion follows with substantial certainty from the applicable law or whether it simply represents ~~his or her~~ best judgment as to applicable law and that there is some degree of uncertainty in determining what a court will ultimately decide. In all cases where the Corporation Counsel has indicated in ~~his or her~~ written opinion that the conclusion follows with substantial certainty from applicable law, such written opinion will be binding upon the board or commission which requests such opinion. This subsection does not apply to opinions requested by the Town Council.

the Corporation Counsel

(d) Upon request ^a the Corporation Counsel shall prepare or approve forms of contract or other instruments to which the town is a party or in which it has an interest.

(e) The Corporation Counsel shall have power to appeal from orders, decisions and judgments and, subject to approval of the Council, to compromise or settle any claims by or against the town. The Corporation Counsel shall have such other powers and duties as may be prescribed by the Town Council.

(f) If in special circumstances or for any investigation under Chapter III, Section 7 -the Council deems it advisable, it, by resolution, may provide for the temporary employment of counsel other than the Corporation Counsel.

(g) The Corporation Counsel shall appoint, and may remove, ^{deemed} such part time assistant Corporation Counsels and temporary employees as ~~he or she~~ ^{deems} necessary. In addition, there shall be a full time Assistant Corporation Counsel who shall be a member of the classified service and subject to all of the provisions of Chapter VII of this Charter.

Sec. 5.2 -Town Clerk.

The Mayor shall appoint, and may remove, a Town Clerk, who shall have all powers and duties conferred or imposed by law on town clerks, who may act as Clerk of the Town Council if selected, and who shall have such other powers and duties as are prescribed in this Charter or by the Council. The Town Clerk shall appoint and remove, subject to such rules and regulations as may be adopted pursuant to the merit provisions of Chapter VII of this Charter all deputies, assistants or employees in the office. The Town Clerk shall receive a compensation fixed by the

Council and all fees collected by the office shall be paid into the town treasury. The Town Clerk may, at his or her ~~her~~ option, become a contributing member of the town retirement system.

Sec. 5.3 -Town Treasurer.

The Town Treasurer shall be Treasurer of town funds and school funds, and shall countersign all checks. ~~He or she~~ The Treasurer shall be responsible for the issuance of bonds authorized by the town, the payment of interest and principal obligations on debt of the town, the borrowing of money in anticipation of taxes, or other issuance of temporary notes, and all duties imposed by the General Statutes on the Treasurer of the town. The Town Treasurer shall also be agent of the town deposit fund. The Treasurer may at his or her ~~her~~ option become a contributing member of the town retirement system.

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Sec. 5.4 -Administrative Departments.

(a) There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police Department, a Fire Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, ~~a Department of Information Technology and a~~ Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.

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~~(b) Subject to Connecticut General Statutes, the Mayor shall have the authority (i) to appoint one individual to serve as the Director of one or more administrative Departments; and (ii) realign responsibilities between, merge, or rename administrative departments. Such appointments shall be communicated to the Town Council. Any realignments, mergers, or renaming of departments shall be approved by the Town Council.~~

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Sec. 5.5 -Department of Finance.

(a) The Department of Finance shall be responsible for the keeping of accounts and financial records, the assessment and collection of taxes, special assessments and other revenues, the control over expenditures and such other powers and duties as may be required by ordinance or resolution of the Town Council.

(b) The department shall in addition have responsibility ~~for developing applications of electronic data processing to town financial and operating information,~~ for the planning and placement of ~~for~~ insurance of the town's risks, and for the administration, including further planning, of the town retirement system.

(c) Accounts shall be kept by the Department of Finance showing the financial transactions for all departments and agencies of the town. Forms for such accounts shall be prescribed by the Director of Finance with the approval of the Mayor. Financial reports shall be prepared for each quarter and for each fiscal year and for such other periods as may be required by the Mayor.

Sec. 5.6- Director of Finance.

(a) Except as provided in Chapter IV, Section 3 of this Charter, the Mayor shall appoint and may remove a Director of Finance who shall have direct supervision over the Department of Finance and the administration of the financial affairs of the town. The Director of Finance shall exercise ~~his or her~~ powers and discharge ~~his or her~~ duties under the supervision of the Mayor. The Director of Finance shall appoint and may remove, subject to such rules and regulations as

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may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, a Tax Collector, an Assessor, a Purchasing Agent, and all other employees of the Department of Finance. Subject to the approval of the Mayor, the Director of Finance may perform the duties of any office under his or her ~~own~~ supervision and may consolidate one or more such offices under one person.

within the department

(b) The Tax Collector and the Assessor shall have the powers and duties imposed by law on such officers, and shall have such other powers and duties as the Council may prescribe.

(c) The Purchasing Agent of the town shall purchase all supplies, materials, equipment and other commodities required by any department, agency, board or commission of the town ~~except the Board of Education, libraries and the Probate Court, on requisitions signed by the head of the department, office or agency or Chairman of the board or commission or responsible representative appointed by him or her.~~ Nothing herein contained shall be construed to prevent the town Purchasing Agent from serving as Purchasing Agent for the Board of Education, libraries or the Probate Court upon the request of the Board of Education, a Judge of such Court or the Director of Libraries. Purchases shall be made under such rules and regulations as may be established by the Council, provided, if any purchase or contract for purchasing, including a continuing order or contract for the purchase of the same commodity over a period of time involves the expenditure above the threshold limit established by the Town Council by ordinance, the Purchasing Agent, unless it shall be determined by the Council to be against the best interests of the town, shall invite sealed bids or proposals, giving ten days public notice thereof by publication at least once in a newspaper having circulation in the town and shall award the purchase or contract to the lowest bidder thereon, or may reject all such bids or proposals. All such sealed bids or proposals shall be opened publicly.

chair person

The Purchasing Agent

Sec. 5.7 - Director of Human Resources.

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The Mayor shall appoint and may remove the Human Resources Director. The Director shall have responsibility for administering the merit system provided for in this Charter, he or she shall initiate programs for the recruitment of the best available persons to fill vacant positions in the town service, for continued training and evaluation of the employees and officers, for employee relations generally, for assistance to department heads and the Mayor in dealing with organized employees, and for interpreting to the employees and potential employees the opportunities and terms of employment with the Town of East Hartford. The Director shall have a general responsibility for making employment with the town attractive to able people, productive and efficient, equitable in its relationships, fair in its opportunities, and personally satisfying. The Director shall, for these objectives, develop and propose to the Mayor, the Council, or both, from time to time changes in personnel policies. In addition to these duties and those following from Chapter VII, he or she may be assigned additional tasks by the Mayor or the Council. The Director shall appoint and remove subject to such rules and regulations as may be adopted pursuant to the merit provisions of Chapter VII of this Charter all assistants or employees in the office. The Director shall exercise his or her powers and discharge his or her duties under the supervision of the Mayor.

The Director

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Sec. 5.8 Department of Public Works.

The Director

The Department of Public Works shall have supervision and control of the maintenance of all town owned structures, except such structures as are under the control of the Board of Education, the planning, surveying, constructing and reconstructing, altering, paving, repairing, maintaining, cleaning, lighting and inspecting of highways, sidewalks and curbs, flood control, public and private storm drains, and other public improvements, town buildings, and the preservation, care and removal of trees within highways or public places, all engineering work of the town and the collection and disposal of garbage, rubbish and ash, provided that the inspection of sidewalks shall be a function of the Department of Inspections and Permits, and shall have such other powers and duties as the Town Council may prescribe. Any provision of this section to the contrary notwithstanding, the Department of Public Works may maintain and care for school buildings and grounds, but only if and to the extent and for the period requested by the Board of Education and approved by the Council, provided the costs are charged against the Board of Education's appropriations

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In accordance with the provisions of the council approval

Sec. 5.9 Director of Public Works.

Section 4.3

Except as provided in Chapter IV, Section 3 of this Charter, the Mayor shall appoint and may remove a Director of Public Works who shall be responsible for the efficiency, discipline, and good conduct of the department and who, in accordance with such rules and regulations as may be adopted pursuant to the merit system provisions contained in Chapter VII of this Charter, shall appoint and may remove such deputies, assistants and employees as he or she may deem necessary and shall prescribe their duties. The Director of Public Works shall exercise his or her powers and discharge his or her duties under the supervision of the Mayor. He or she The Director shall organize the work of the department in such manner as he or she they shall deem most economical and efficient. The Director of Public Works shall be the Tree Warden, and shall have all the powers and duties thereof as provided in the General Statutes, as amended.

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Sec. 5.10 Police Department.

The Police Department shall be responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, protection of rights of persons and property and enforcement of the laws of the state, and the ordinances of the town and all rules and regulations made in accordance therewith. All members of the department shall have the same powers and duties with respect to the service of criminal process and enforcement of criminal laws as are vested in police officers by the General Statutes, and all powers and duties imposed by law on constables except as otherwise provided by department rules and regulations.

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Sec. 5.11 Chief of Police.

Section 4.3

(a) Except as provided in Chapter IV, Section 3 of this Charter, the Mayor shall appoint and may remove subject to the provisions of the General Statutes, as amended, a Chief of Police who shall appoint and may remove, subject to such rules and regulations, as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, all other officers and employees of the Police Department including a Dog Warden whose powers and duties shall be as provided in the General Statutes, as amended. The Chief shall exercise his or her powers and discharge his or her duties under the supervision of the Mayor.

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(b)(a) The Chief of Police shall assign all members of the department to their respective posts, shifts,

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details, and duties. ~~He or she~~The Chief shall make rules and regulations concerning the operation of the department and the conduct of all officers and employees thereof. ~~He or she~~The Chief shall be responsible for the efficiency, discipline and good conduct of the department and for the care and custody of all property used by the department. Disobedience to the lawful orders, rules and regulations of the Chief shall be grounds for dismissal or for other appropriate disciplinary action.

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Sec. 5.12 Fire Department.

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The Fire Department shall be responsible for the protection of life and property within the town from fire and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety.

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Sec. 5.13 Fire Chief.

Section 4.3

(a) (a) Except as provided in ~~Chapter IV, Section 3~~ of this Charter, the Mayor shall appoint and may remove subject to the General Statutes, as amended, a Fire Chief who shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, all other officers and employees of the Fire Department as may be necessary. The Chief shall exercise his or her powers and discharge his or her ~~her~~ duties under the supervision of the Mayor.

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(b) (b) The Chief shall assign all members of the department to their respective posts, shifts, details and duties. The Chief shall make rules and regulations concerning the operation of the department and the conduct of all officers and employees thereof. The Chief shall be responsible for the efficiency, discipline and good conduct of the department and for the care and custody of all property used by the department. Disobedience to the lawful orders, rules and regulations of the Chief shall be grounds for dismissal or for other appropriate disciplinary action.

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(c) (c) The Mayor shall appoint and may remove subject to the rules and regulations adopted pursuant to the merit system provision of this Chapter VII of this Charter, the Fire Marshal in accord with this Charter. The Fire Chief shall assign the Fire Marshal his or her ~~her~~ respective posts, shifts, details and duties. The Fire Department shall have responsibility for the fire inspections and shall cooperate with the Zoning Enforcement Officer and the Department of Health and Social Services in the enforcement of the housing and fire codes.

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Sec. 5.14 Department of Development.

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The Mayor shall appoint and may remove the Director of Development. The Director of Development shall coordinate insofar as possible the planning and zoning activities, the renewal activities, and the capital planning activities of the town with the view of conserving desirable existing values and achieving economically, socially, and aesthetically desirable development in the town. It shall be a special duty to be aware of development opportunities arising from federal and state programs and to propose programs for the use of these opportunities in East Hartford. It shall be a further task to assemble and convey to representatives of business, industry, and land development interests' information for their East Hartford development decisions. The Director shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, such assistants and employees as may be necessary. ~~He or she~~The Director shall exercise his ~~his~~ powers and discharge his ~~his~~ ~~her~~ duties under the supervision of the Mayor.

the *of the Department*

~~supervision of the Mayor.~~

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Sec. 5.15 Planning and Zoning Commission.

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Upon the adoption of an appropriate ordinance, there shall be a combined Planning and Zoning Commission and the present separate commissions for these purposes shall be terminated.

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Sec. 5.16 Department of Health and Social Services.

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The Department of Health and Social Services shall be responsible for the administration of the public health and social service programs of the town. The Director of Health shall be the Director of Health and Social Services. The Mayor shall appoint and may remove the Director of Health in accordance with state law. The Director of Health and Social Services shall have all the powers and duties relating to the poor and defective and dependent persons vested by law in the selectmen of towns and shall also be director of public assistance. Further, the Director shall be responsible for the preservation and promotion of the public health and shall perform such functions and shall have such powers and duties as are imposed by law on directors of health and such other powers and duties as the council may prescribe. Subject to the General Statutes and in accordance with the merit system provided under Chapter VII of this charter, the Director may appoint and may remove assistants and employees.

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Sec. 5.17 Director of Libraries.

the Director of Libraries

~~(a) (a) The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. Upon the vacancy of the Director of Libraries by the person serving in such position on July 1, 2004, and whenever thereafter there is a vacancy in such position, The Mayor shall appoint and may remove the Director. He or she They shall be responsible for the development of library resources and library services to the town. He or she They shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.~~

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~~(b) (b) The Town Council may, by ordinance, create or abolish Commission on Culture and Fine Arts, which will act as a library board. a Library Board. The Board-Commission shall have the powers as established by ordinance and as set forth herein.~~

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~~(c) (c) The Commission library board shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The Commission Library Board shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.~~

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~~(d) (d) The Commission Library Board and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.~~

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Sec. 5.18 Department of Parks and Recreation.

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The Department of Parks and Recreation shall have custody over and develop and maintain the parks, playgrounds, and other recreation facilities of the town and shall develop and provide the recreation programs and services deemed needed in the town, and shall have such other powers and duties as the Town Council may prescribe.

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Sec. 5.19 Director of Parks and Recreation.

The Mayor shall appoint and may remove a Director of Parks and Recreation who shall be responsible for the efficiency, discipline and good conduct of the department and who, in accordance with such rules and regulations as may be adopted pursuant to the merit system provisions contained in Chapter VII of this Charter, shall appoint and may remove such deputies, assistants, and employees as may be deemed necessary and shall prescribe their duties. ~~He or she~~^{he} ~~The Director~~^{the} shall exercise ~~his or her~~^{the} powers and discharge ~~his or her~~^{the} duties under the supervision of the Mayor. The Director shall organize the work of the department in such manner as ~~he or she~~^{ed} shall deem most economical and efficient.

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Sec. 5.20 Department of Inspections and Permits.

The Department of Inspections and Permits shall have responsibility for the enforcement of all state and local laws, codes, regulations, and ordinances governing land use, the construction, alteration, or repair of, or the making of additions to, buildings or other structures, -and for the enforcement of the subdivision regulations, making the necessary inspections and, upon compliance, issuing the appropriate permits. The head of the department, or -a duly appointed designee, shall be the Zoning Enforcement Officer. The department shall have responsibility for the sidewalk inspections -performed by the town. The department shall cooperate with the Planning and Zoning Commission and the Director of Development and shall have responsibility for proposing improvements in the codes and ordinances it enforces and in the methods of enforcement. The department shall have such other responsibilities as the Council may prescribe.

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Sec. 5.21 Director of Inspections and Permits.

The Mayor shall appoint and may remove the Director of Inspections and Permits. The Director of the department shall be responsible for the efficiency, discipline, and good conduct of the department and shall exercise ~~his or her~~^{he} powers and discharge ~~his or her~~^{the} duties under the supervision of the Mayor. The Director shall appoint and may remove in accord with this Charter such deputies, assistants and employees as may be deemed necessary and shall prescribe their duties. The Director may call on law enforcement officers, prosecutors and the Corporation Counsel for assistance in enforcement of the laws and regulations under his or her charge.

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Sec. 5.22 Department of Youth Services.

(a) The Department of Youth Services shall be responsible for informing, educating and counseling the youth of East Hartford with regard to social issues. The Department shall also coordinate all activities of the various Town Departments involving youth activities and problems and train department personnel in handling youth problems.

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~~(a)~~ *Director of Youth Services* (b) Director of Youth Services. The Mayor shall appoint and may remove the Director of Youth Services. The Director of Youth Services shall administer the office and coordinate youth services under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, employees of the Department.

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Sec. 5.23 Department of Information Technology

(a) The Department of Information Technology shall be responsible for providing infrastructure, governance and functional support in all areas of information technology strategies and initiatives, for the Town of East Hartford.

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Director of Information Technology (b) ~~Director of Information Technology~~. The Mayor shall appoint and may remove the Director of Information Technology who shall be the town's Chief Information Officer. ~~The Director of Information Technology shall administer the office and coordinate information technology under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, assistants and employees of the Department.~~

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Sec. 5.243 Board of Zoning Appeals.

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There shall be a Zoning Board of Appeals with the members and alternates appointed by the Mayor, with the consent of Council, in accord with the General Statutes and ordinances of the town. It shall have the powers, duties and responsibilities prescribed by the statutes and ordinances.

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Sec. 5.254 Official Bonds.

The Mayor, Town Clerk, Director of Finance, *and* agent of the town deposit fund, Tax Collector, Director of Public Works, Director of Inspections and Permits, and such other officers and employees as may be required to do so by the Council shall, before entering on their respective official duties, execute to the town, in the form prescribed by the Council and approved by the Corporation Counsel, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Council, conditioned upon honesty *and* ~~for~~ the faithful performance of such official duties. Nothing herein shall be construed to prevent the Council, if it deems it to be in the best interests of the town, from prescribing a name schedule bond, schedule position bond or blanket bond, or from prescribing which departments, offices, 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.

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Sec. 5.265 ~~Salaries Compensation.~~

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~~Salaries Compensation~~ of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system. As used in this section, compensation includes salaries, health and retirement benefits, vacation, other leave and other benefits provided to directors, officers and employees.

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Sec. 5.276 Political Activity.

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No person holding a full time appointed position in the non-classified service of the town shall be required to make any contribution to the campaign funds of any political party or candidate for public office nor shall ~~he or she~~ they be required to take any part in the management, affairs or campaign of any political party.

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Chapter VI. Finance and Taxation

Sec. 6.1 General Form of Budget Presentation.

The town shall continue to operate on the Uniform Fiscal Year. The Mayor shall require each department, office or agency of the town supported wholly or in part by, town funds, or for which a specific town appropriation is made, including the Board of Education, to set forth, in narrative or such other form as the Mayor may prescribe, a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing year.

Sec. 6.2 Departmental Estimates.

The Mayor shall compile preliminary estimates for the annual budget. The head of each department, office or agency of the town as described in section 6.1 of this Chapter, including the Board of Education, shall, no later than January 5th of each year, file with the Mayor on forms prescribed and provided by ~~him or her~~ ^{the mayor} a detailed estimate of the expenditures to be made by the department, office or agency and the revenue other than tax revenues, to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or the Mayor.

Sec. 6.3 Duties of the Mayor on the Budget.

Not later than February 23rd of each year the Mayor shall present to the Council the next fiscal year's budget consisting of:

- (a) A budget message outlining the financial policy of the town government and describing in connection therewith the important features of the budget proposal indicating any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, and containing a clear general summary of its contents;
- (b) Estimates of revenue, presenting in parallel columns the itemized receipts collected in the last completed fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year, estimates of the receipts, other than from the property tax, to be collected in the ensuing fiscal year, and an estimate of available surplus;
- (c) Itemized estimates of expenditures, presenting in parallel columns the actual expenditures for each department, office, agency or activity of the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, and the Mayor's recommendations of the amounts, to be appropriated for the ensuing fiscal year for all items, and such other information as may be required by the Council. The Mayor shall present reasons for the recommendations. The Board of Education shall have the same duties and follow the same form and procedure with respect to the budget of the Board of Education as required by the Mayor in Section 2 of this Chapter for other departmental estimates. Estimates of the costs of capital programs shall be submitted by each department, office or agency annually in the form and manner prescribed by the Mayor. The Mayor shall recommend to the Council those capital projects to be undertaken during the ensuing fiscal year and the method financing the same. Those financed from certified unappropriated surplus and

6.2 Chapter

current revenue shall be unlimited in amount.

Sec. 6.4 Duties of the Council on the Budget.

(a) The Council shall hold one or more public hearings not later than March 11th at which any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. Following receipt of the estimates from the Mayor and the Board of Education, the Council shall cause sufficient copies of said estimates to be made available for general distribution in the office of the Town Clerk and, at least five days prior to the aforementioned public hearing, the Council shall cause to be published in a newspaper having circulation in the town a notice of such public hearing and a summary of said proposed budget estimates showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the same columnar form as prescribed for budget estimates in section 3 of this Chapter, and shall also show the amount to be raised by taxation.

Section 3.10 6.3 Charter

(b) Subject to the provisions of Section 10, Chapter II of this Charter, within ten days after holding the final such public hearing the Council shall adopt a budget and file the same with the Town Clerk. At the time when the Council shall finally adopt the budget, it shall also fix the tax rate in mills which shall be levied on the taxable property in the town for the ensuing fiscal year.

(c) Should the Council fail to adopt a budget within the specified ten days, the budget as presented by the Mayor in accordance with the provisions of Section 3 of this Chapter shall be deemed to have been finally adopted by said Council. The tax rate shall forthwith be fixed by the Mayor and thereafter expenditures shall be made in accordance with the budget so adopted. For the purposes of the General Statutes, as amended, the Council shall be deemed to be the budget making authority and the legislative body of the town and shall have all the powers and duties contained in said General Statutes for the creation of a "Reserve Fund for Capital and Nonrecurring Expenditures."

disapproval of

(d) Within five days following the adoption of the budget by the Town Council, the Mayor may veto or reduce any item or items in the budget, whereupon the approved and/or reduced portion of the budget shall become effective unless the Town Council, by an affirmative vote of no less than six members, shall override the vetoed or reduced portion of the budget within five days after the Mayor's veto. In the event of an override, the budget shall be effective as adopted by the Town Council. If the override fails, then the budget as presented by the Mayor in accordance with Section 6.3 shall be the adopted budget for the next fiscal year.

of this Charter

(e) Notwithstanding any other provision of this Charter, the Town Council may, subsequent to the adoption of the budget but prior to the beginning of the next fiscal year, amend the tax rate downward if additional revenues are committed to the town's budget for the next fiscal year. Such amended budget shall not be subject to budget referendum.

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Sec. 6.5 Budget Referendum

(a) A referendum on the annual town budget shall be called by the Town Council if the Town Clerk certifies that a petition requesting such referendum is: (1) on a form as prescribed by the Town Clerk that is in accordance with State law and as required in subsection (c) of this section; (2) filed with the Town Clerk within fifteen days of the final approval of the town budget; and (3) signed by qualified electors in a number of not less than fifteen percent of the total number of

electors in the town determined by the registrars of voters to be eligible to vote in the state or municipal election immediately preceding the vote on the annual town budget. The Town Clerk shall issue such certification or a determination that the petition does not comply with the provisions of this section within five days of the submission of such petition to the Town Clerk. If the Town Clerk issues such certification, the ~~Town~~ Council shall hold a meeting within four days of the issuance of the certification and call for a referendum on the annual town budget to be held not less than twenty days nor more than twenty-seven days from the date of such ~~Town~~ Council meeting.

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(b) If the majority of the votes at the referendum are in the affirmative and the total number of votes cast at the referendum are equal to at least twenty percent of the total number of electors in the town determined by the registrars of voters to be eligible to vote in the state or municipal election immediately preceding the vote on the annual town budget, the ~~Town~~ Council shall adopt a new budget in accordance with the results of such referendum and such budget shall be the annual town budget for the next fiscal year. No further referendum shall be permitted after the adoption of a new budget by the ~~Town~~ Council. If the referendum fails, the budget adopted pursuant to Section 6.4 of this Charter shall become the budget for the next fiscal year.

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(c) The petition for referendum on the annual town budget shall be of the following form and shall be approved by the Town Clerk in accordance with state law prior to circulation:

WARNING: ALL SIGNATURES SHALL BE IN INK

We, the undersigned electors of the Town of East Hartford, hereby present this petition requesting that the following question be referred to the voters at a referendum: "Shall the town council adopt a new annual town budget that is (insert the word "less" or "more") than the annual town budget adopted in accordance with Section 6.4 of the Town Charter on (date)." We certify that we are electors of the Town of East Hartford, residing at the addresses set opposite our names and that we have not signed this petition more than once.

SIGNATURE PRINTED NAME STREET ADDRESS

(d) Each petition page shall be signed by the circulator of such page and such circulator shall attest and state under penalties of false statement that each person whose name appears on the petition page has signed the same in the circulator's presence and is known to the circulator or has satisfactorily identified ~~himself or herself personally~~ to the circulator.

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Sec. 6.6 Emergency Appropriations.

For the purpose of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations may be made upon the recommendation of the Mayor and by a vote of not less than two-thirds of the entire membership of the Council, provided a public hearing, at which any elector or taxpayer of the town shall have an opportunity to be heard, shall be held prior to making such appropriation, notice of which hearing shall be given in a newspaper having circulation in the town not more than ten nor less than five days prior to such hearing. Such hearing and notice of hearing may be waived if the Council, by at least two-thirds of its entire membership, shall decide that a delay in making the emergency appropriation would

jeopardize the lives, health or property of its citizens. In the absence of an available unappropriated and unencumbered general fund cash balance to meet such appropriation, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes and of this Charter, as may be determined by the Council.

Sec. 6.7 Tax Bills.

It shall be the duty of the Tax Collector to mail to each taxpayer, at least seven days before the date when taxes are due and payable, a tax bill prepared and signed by the Director of Finance as rate maker from rate bills signed by the ~~Chairman~~ ^{Chairperson} of the Council in accord with the General Statutes.

Sec. 6.8 Assessment and Collection of Taxes.

Except as specifically provided in this Charter, the assessment of property for taxation and the collection of taxes shall be carried on as provided in the General Statutes of the state.

Sec. 6.9 Expenditures and Accounting.

(a) No purchase shall be made by any department, board, commission, or officer of the town other than the Board of Education, the libraries, and the Probate Court, except through the Purchasing Agent, provided that petty cash funds may be established and maintained by the Director of Finance with the approval of the Mayor, from which funds purchases or contractual service payments in modest amounts may be made, with records kept of the amount, purpose, and payee of each item as a basis for restoration of the funds. The Director of Finance shall record the amount of authorized purchases and contracts for future purchases as encumbrances against the appropriation from which they are to be paid.

(b) No voucher, claim or charge against the town shall be paid until the same has been audited by the Director of Finance or ~~his or her~~ ^{the Director} agent and approved by ~~him or her~~ ^{himself} for the correctness and validity. Checks shall be drawn by the Director of Finance for the payment of approved claims which shall be valid only when countersigned by the Treasurer. In the absence or inability to act of either the Director of Finance or Treasurer with respect to the above duty, the Mayor shall be authorized to substitute temporarily for either but not both of them.

(c) The Director of Finance shall prescribe the time at which and the manner in which persons receiving money on account of the town shall pay the same to the Town Treasurer.

(d) The several departments, commissions, officers and boards of the town shall not involve the town in any obligation to spend money for any purpose in excess of the amount appropriated therefore until the matter has been approved by the Council and each order drawn upon the Treasurer shall state the department, commission, board or officer and the appropriation against which it is to be charged. When any department, commission, board or officer shall desire to secure a transfer of funds in its or his or her appropriation from funds set apart for one specific purpose to another, before incurring any expenditure therefore, such department, commission, board or officer, with the approval of the Director of Finance, shall make application to the Mayor whose duty it shall be to examine ~~in~~ ^{into} the matter, and upon approval of the Mayor such transfer may be made and shall be reported to the Council.

(e) Upon the request of the Mayor, but only within the last three months of the fiscal year, the Council may by resolution transfer any unencumbered appropriation, balance or portion thereof from one department, commission, board or office to another. No transfer shall be made from any appropriations for debt service and other statutory charges.

(f) Additional appropriations over and above the total budget may be made from time to time by resolution of the Council, upon recommendation of the Mayor and certification from the Director of Finance that there is available an unappropriated and unencumbered general fund cash balance to meet such appropriations.

(g) Appropriations for construction or for other permanent improvement, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three fiscal years shall elapse without any expenditure from or encumbrance of the appropriation therefore. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse.

(h) Every payment made in violation of the provisions of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment of any thereof shall be jointly and severally liable to the town for the full amount so paid or received. If any officer or employee of the town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take any part therein, such action shall be cause for- removal.

Sec. 6.10 Borrowing.

The town shall have the power to incur indebtedness by issuing its bonds or notes as provided by General Statutes subject to the limitations thereof and the provisions of this section. The issuance of bonds and notes shall be authorized by resolution of the Council adopted in the same manner as provided in this Charter for the adoption of ordinances and shall include a referendum.

Chapter VII. Merit System

Sec. 7.1 Merit System Established.

All officers and employees in the classified service of the town as described in Section ~~2.6~~ shall be appointed or promoted on the basis of merit and in conformity with recognized principles of public personnel administration. The merit system shall be administered under the supervision of the Mayor by the Director of Human Resources. Until personnel policies have been adopted under this Chapter the ordinances presently in effect shall be operative.

7.2 of this Chapter

Sec. 7.2 The Classified Service.

(a) The classified service shall include all appointees to all positions now or hereafter created except the following: Elective officers and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; the Chief Administrative Officer; the Director of Information Technology; the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.

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(b) It shall be the duty of the Mayor to cause to be prepared a statement of the duties and responsibilities of each position in the classified service and of the minimum qualifications for appointment to such positions. These statements shall comprise the classification plan of the town, which shall become effective upon approval by resolution of the Council and which may be amended, upon recommendation of the Mayor, by resolution of the Council. New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made, by resolution of the Council upon the recommendation of the Mayor.

~~(c) A pay plan for all positions in the classified service shall be similarly prepared, adopted and amended.~~

(c) Compensation for all positions in the classified service shall be determined in accordance with the provisions of section 5.26 of the Town Charter

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~~(d)~~ (d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, and probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk and the Town Council Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.

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(e) Any member of the classified service may be removed only for the good of the service and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the Director of Human Resources, who shall within ten days grant such hearing. ~~The Director of Human Resources Personnel Appeals Board, which shall within ten days grant such hearing. The Personnel Appeals Board shall make a public finding as~~

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to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.

~~the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.~~

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Sec. 7.3 Political Activity.

No person holding a position in the classified service of the town shall be required to make any contribution to the campaign funds of any political party or candidate for public office or take any part in the management, affairs, or campaign of any political party further than in the exercise of his or her rights as a citizen, to register as a member of a political party, to express any opinion and to vote. Violation by any such person of the provisions of this section shall be grounds for removal.

~~Sec. 7.4 Personnel Appeals Board.~~

~~(a) There shall be a Personnel Appeals Board, the number of members and terms of which shall be determined by ordinance. The Mayor shall appoint one-third of the members and the selection of the remainder shall be determined by ordinance.~~

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~~(b) When an employee brings a matter to the Board, the Board shall have the power to require officers and employees of the town to appear and give testimony and present evidence and may hear testimony from other sources.~~

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~~(c) The Board shall seek to assure that the employment system of the town is fair and equitable and serves the interests of the town while respecting the proper claims of the employees. The Board shall make findings and recommendations in individual cases brought before it and may make recommendations to the council or to the mayor for improvements in the employment system.~~

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Chapter VIII. Initiative and Referendum

Sec. 8.1 Initiative, Power and Scope.

The electors shall have the power to propose to the Council any ordinance or other measure, in accordance with this Chapter, except an ordinance or resolution appointing or removing officials, specifying the compensation or hours, of work of officials or employees.

Sec. 8.2 Initiative, Petition Procedure.

If the Council fails to adopt such ordinance or measure within sixty days after a petition making such a proposal has been filed with the Town Clerk, the electors may adopt or reject the same at the next regular election, provided such petition shall be substantially in the form prescribed in ~~Section 7 of this Chapter~~, and shall be in ink or indelible pencil, signed by not less than fifteen per cent of the electors as determined by the last completed registry list. The Town Clerk shall determine the sufficiency of the petition and, if said petition is found to be sufficient, shall certify it to the council within ten business days after receipt of the petition. No signature on such petition shall be valid unless it has been obtained within ninety days of the filing of the petition. There should be publication after the Town Council decides to submit for determination by the voters, not more than thirty days and not less than fifteen days before the date set for said referendum.

section 8.7 of this charter



Sec. 8.3 Referendum, Power and Scope.

The Town Council may, at its discretion, and by a majority vote, submit to the voters' local questions for their approval at a regular or special election. Prior to the taking of such action by the Town Council, the Council shall hold a public hearing on the matter or matters proposed and the date, time, place and subject of the public hearing shall be specified in a formal resolution of the Town Council. This section shall apply to bonding questions. There should be publication after the Town Council decides to submit for determination by the voters, not more than thirty days and not less than fifteen days before the date set for said referendum.



The electors shall have the power to approve or reject at a referendum as herein provided any ordinance or other measure passed by the Council except the following:

- (a) An ordinance or resolution appointing or removing officials, or specifying the compensation or hours of work of officials or employees;
- (b) An ordinance authorizing the issuance of bonds or notes which ordinance shall be subject to referendum only in accordance with Chapter VI, Section 9 of this Charter;
- (c) The town budget or substitute town budget;
- (d) The resolution establishing the tax rate, which resolution shall not be subject to referendum.

Section 6.10

Sec. 8.4 -Referendum, Petition Procedures, Suspension of Ordinance

Within thirty days after the enactment by the Council of any ordinance or other measure which is

Section 8.6 of this Charter

subject to referendum, a petition substantially in the form prescribed in Section 7 of this Chapter, and signed in ink or indelible pencil by not less than fifteen per-cent of the electors as determined by the last compiled registry list may be filed with the Town Clerk requesting that any such ordinance or other measure be either repealed or submitted to a vote of the electors. The Town Clerk shall determine the sufficiency of the petition and, if said petition is found to be sufficient, shall so certify to the Council with ten business days after receipt of the petition. If the Council fails to repeal such ordinance or other measure, the question shall be submitted to a referendum of the electors of the town conducted in accordance with the relevant General Statutes, at the next regular election following the date on which the Town Council takes its action. Upon the filing of a sufficient petition, the ordinance or measure shall remain without effect until the electors vote on the question as above provided.

Sec. 8.5 Initiative, Referendum Vote Required.

Any question placed before the voters under the procedures specified by this Chapter shall fail, unless approved by a majority of the electors voting thereon. If a vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.

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Sec. 8.6 Initiative and Referendum.

The form of petition for initiative or referendum shall be as follows:

WARNING: ALL SIGNATURES SHALL BE IN INK OR INDELIBLE PENCIL.

We, the undersigned electors of the Town of East Hartford, hereby present this petition (here insert the word "initiating" or the words "requesting the repeal of") the following ordinance (measure) (Here insert the text of the ordinance or measure) and we certify that we are electors of the Town of East Hartford residing at the addresses set opposite our names and that we have not signed this petition more than once.

Name Address

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Sec. 8.7 Form of Question.

The form of question for any ordinance or measure placed on the voting machines in accordance with the initiative and referendum provisions of this Chapter shall be as follows: Are you in favor of the ordinance (measure) or proposed ordinance (proposed measure) relating to (here insert brief description of the ordinance or measure and its intent)?

Sec. 8.8

The provisions of this section do not apply to charter adoption, revision or amendment which is prescribed by the Home Rule Act.