

MINUTES
TOWN OF DARIEN
REPRESENTATIVE TOWN MEETING
TOWN GOVERNMENT STRUCTURE AND
ADMINISTRATION COMMITTEE
PUBLIC HEARING
JULY 23, 2012

Attendees: Sarah Seelye (Chairman), Frank Kemp, Spencer McIlmurray, Lloyd Plehaty, Deepika Saksena, Cecelia Mundt

Call to Order: Mrs. Seelye called the meeting to order at 7:35 p.m.

Mrs. Seelye noted that the announcement of the meeting was published in the Darien News-Review and that its purpose was to receive the Public's comments on two proposed amendments to the Town Charter:

- Chapter III, Section 16 regarding the Town Administrator
- Chapter X regarding the Department of Social Services

Department of Social Services:

The Department and the Commission are to be renamed replacing Social Services with "Human Services".

The revisions to Sections 35 through 38 have been reviewed by the Department of Social Services, Commission of Social Services and legal counsel of Darien.

Revisions include:

- elimination of term limits for the commissioners (this was the only instance of term limits within the Charter)
- elimination of language associated with the start-up years of the commission

- elimination of language that deals with the specific scheduling of meetings
- description of the powers and duties of the department, consistent with current state and federal policies.
- Clarification of the procedures for accepting gifts.

Town Administrator:

This section of the Town Charter is found in Chapter III - Board of Selectmen, Section 16 - Administrative Officer

The current section, last amended in 1979 - 33 years ago - only briefly describes the duties of an administrative officer. Since that time, the responsibilities of the Town Administrator have become more extensive, and the general requirements of the office have become more complex.

The changes in the proposed revision will acknowledge the current complexities of the job, as well as the increased responsibilities.

The revised description of the duties of the Town Administrator now address:

- personnel and management functions
- the budget process
- serving as the assistant purchasing agent (the First Selectman is designated as the Town's official purchasing agent)
- administration and coordination of departments and agencies
- employee performance reviews
- other duties as assigned by the First Selectman

Section 1 remains much as the current text, Sections 2 through 5 are entirely new language, to describe the current situation.

There were no questions from the meeting's attendees.

Mrs. Seelye noted the two items could be on the September 24, 2012 RTM agenda.

Adjournment: Frank Kemp made a motion to adjourn, which was seconded by Spencer McIlmurray. The meeting was adjourned at 7:45 p.m by unanimous consent