

TOWN OF BETHEL, CONNECTICUT PROPOSED AMENDMENTS TO CHARTER

Pursuant to Connecticut General Statutes §7-191, notice is hereby given of the following proposed amendments to the Charter for the Town of Bethel, Connecticut. The specific amendments are highlighted below in bold and italics. A complete copy of the Charter, including proposed amendments, is available in the Bethel Town Clerk's office, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, Connecticut, and a copy shall be mailed to any person who requests same. The proposed amendments were approved by the Board of Selectmen at its August 5, 2025 meeting.

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§ C2-5. Eligibility For Office.

A. No person shall be eligible for election to any town office who is not at the time of *their* his election a resident elector of said town, and any person ceasing to be a resident and elector of said town shall thereupon cease to hold elective office in the town.

B. No employee of the town may serve on any town agency, board or commission if such agency, board or commission exercises direct supervision or has responsibility for direct supervision over the employee. *Nor may any town employee of the town may serve on the Board of Finance, Planning and Zoning Commission, Zoning Board of Appeals, or Inland Wetlands Commission, except as an ex officio member as a result of membership on the Board of Selectmen. Nor may any employee of the town serve on the Planning and Zoning Commission except as authorized ex officio non-voting members as per the Connecticut General Statutes. In addition, members of the Board of Finance shall not concurrently serve on an elected or appointed municipal board or commission during their time in office.*

§ C3-2. Terms in Office.
The terms of office of all elected officers and board and commission members, including the Town Clerk, shall commence on the first Monday of December next succeeding their election. In no case shall the term of any elective town officer expire before the election and qualification of *his or her* their successor.
§ C3-3. Vacancies.

A. A. The Board of Selectmen shall fill by appointment a vacancy in an elective town office within sixty (60) days from the time that the Board receives notice of vacancy from the Town Clerk or within sixty (60) days of the effective date of the vacancy, whichever date is later, except as otherwise provided in this Charter. Any elected official of the Town desiring to resign from *his or her* their office, except the Town Clerk, shall submit *his or her* their written resignation to the Town Clerk; and in the case of the Town Clerk, to the Board of Selectmen. If such elected official is a member of a Board or Commission, a copy of the written notice of resignation shall be given by the elected official to the Chairman of the Board or Commission in addition to the Town Clerk which Chairman shall also notify the Town Clerk of such resignation forthwith. Upon receipt of a notice of resignation, the Town Clerk shall immediately notify the Board of Selectmen of such resignation by forwarding a true copy of the written notice of resignation to the Board of Selectmen. Any such resignation shall become effective and the elected office shall be vacant upon the date specified therein or, if no date is specified, upon the date it is received by the Town Clerk. If such vacancy has not been filled by the Board of Selectmen within said sixty (60) days, and the vacancy is of a member of a board or commission, *then; either the Board of Selectmen or the remaining members of such board or commission shall fill such vacancy. If the remaining members of such board or commission fill said vacancy, they shall do so by recommending said candidate to the Board of Selectmen for the Board of Selectmen's official appointment*

C. Vacancies on the Board of Selectmen, *except for a vacancy in the office of the First Selectman pursuant to § C5-4. B. (4) of this Charter*, shall be filled in the manner prescribed by the Connecticut General Statutes.

§ C3-4. Board of Selectmen.
A. There shall be a three-member Board of Selectmen consisting of a First Selectman and two (2) Selectmen, *ah each of whom shall be elected at the regular biennial town election for a term of four (4) years.*
§ C3-6. Board of Education.

The Board of Education shall consist of nine (9) members, each of whom is elected for a term of four (4) years. *The members shall serve overlapping terms.* The provisions of 1983 Public Act 401 are hereby adopted as follows: at each regular town election, each political party shall have the right to nominate as many persons to run for the Board of Education as there are vacancies on said board, and those names shall be placed upon the ballot; each elector may vote for the number of vacancies and the persons receiving the greatest number of votes shall be elected, except that when the number of members of any one political party who would be elected without regard to Section 9-167a of the Connecticut General Statutes exceeds the maximum number as determined by said Section 9-167a, then only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the next highest ranking candidates, not from such political party, shall be elected, up to the number of places to be filled in such election.

§ C3-12. Town Clerk.
Beginning with the regular town election in 2009-1 There shall be elected a Town Clerk who shall serve a four (4) year term. The Town Clerk shall be an officer of the town who shall have the powers and duties prescribed by law.

§ C4-1. Composition.
B. No member of the Board of Selectmen serving *his* their term of office shall hold or be appointed to any other office in the government of the town except as hereinafter provided.

§ C4-4. Power to Enact Ordinances.
B. At least one (1) public hearing shall be held by the Board of Selectmen before the enactment of any proposed ordinance. Notice of a hearing shall be given by publication of the full text of the proposed ordinance in the form of a legal advertisement appearing in a newspaper having a general circulation in the town *or another medium consistent with the requirements of the Connecticut General Statutes*, not less than ten (10) days before the date of such hearing.

D. The synopsis of an ordinance as enacted and its effective date shall be published in the form of a legal advertisement appearing in a newspaper having a general circulation in the town *or another medium consistent with the requirements of the Connecticut General Statutes*. Notice shall be given within ten (10) days after enactment by the Board of Selectmen. Every ordinance, after enactment, shall be recorded by the Town Clerk in a book to be kept for that purpose. When substantial changes are made in an ordinance following the public hearing, the full text of such ordinance may be published at the discretion of the Board of Selectmen.

§ C4-5. Power to Enact Emergency Ordinances.
A. On a declaration by the Board of Selectmen that a state of public emergency exists endangering the lives, health or property of citizens, the Board of Selectmen may enact ordinances to meet such emergency. No public hearing shall be required for emergency ordinances. Emergency ordinances shall become effective immediately and shall be published in a newspaper having a general circulation in the town *or another medium consistent with the requirements of the Connecticut General Statutes* as soon as possible thereafter.

§ C4-7. Additional Powers.
E. The Board of Selectmen shall make such appointments as specified in this Charter. It shall fill vacancies in elective and *appointive appointed* offices as specified in this Charter.

§ C5-3. Delegation of Duties.
The First Selectman may assign and delegate *their-his* duties and powers to other Selectmen and to officers responsible to him or the Board of Selectmen.

§ C5-4. Acting First Selectman.
B. The Acting First Selectman shall have all the powers, duties and responsibilities listed in §§ C5-1, C5-2 and C5-3 of this Charter and shall serve:

(1) When so instructed in writing by the First Selectman to serve during *his* their temporary absence. The First Selectman shall notify the Town Clerk in writing of the effective date of this appointment.

(2) Automatically, in the event that the First Selectman shall be absent from *his* their office for more than thirty (30) days.

§ C6-1. Composition.
C. The Town Meeting shall be convened as the Annual Town *Budget* Meeting and Budget Referendum or as a Special Town Meeting. Special Town Meetings may be called by the Board of Selectmen when required under the terms of the Charter and in the manner provided by the Connecticut General Statutes.

§ C6-2. Procedure.
The official rules for procedure for any Town Meeting shall be Robert's Rules of Order. *The Town Clerk shall automatically serve as the secretary at a Town Meeting. In the event the Town Clerk is unable to attend a Town Meeting, the Town Clerk may recommend a clerk pro tempore to serve as the secretary, subject to their election at the Town Meeting.*

§ C6-3. Annual *Budget* Town Meeting.
A. Annual Town *Budget* Meeting.

(1) The Annual Town *Budget* Meeting shall be held on one (1) of the first *seven fourteen* (14 ~~7~~) days of April, at the discretion of the Board of Selectmen, with publications and notices required by law. *Except as otherwise provided by law, the Annual Town Meeting shall serve as the Town's budget meeting and may also include the transaction of business proper to come before such meeting.* The date for such meeting shall be scheduled by said Board by January 15th of each year.

(2) Said *bbudget m*Meeting shall have the power to reduce, or approve any portion of the proposed budget recommended by the Board of Finance pursuant to C10-2.F. for final approval by the Budget Referendum as hereinafter set forth.

(3) Said *bbudget m*Meeting shall not have the power to increase the proposed budget or any portion thereof, as approved, or deemed to have been approved by the Board of Finance.

(4) In the event that the *bbudget m*Meeting shall fail to approve the proposed budget for submission to the Budget Referendum at its first session, any portions so approved shall be deemed approved for any future sessions of the *bbudget m*Meeting prior to the Budget Referendum. In the event and to the extent that the *bbudget m*Meeting does not approve the proposed budget as submitted or revised, said *bbudget m*Meeting shall be recessed and reconvened the next business day, excluding Saturdays, Sundays and legal holidays, until the proposed budget is approved by the *bbudget m*Meeting.

(5) When the proposed budget has been approved, as submitted or revised, the *bbudget m*Meeting shall *automatically* be adjourned: *moving the proposed budget* for final vote and approval by the Budget Referendum.

B. Budget Referendum.
(1) The Budget Referendum shall be by machine vote not less than *seven (7) ten (10)* nor more than fifteen (15) days, excluding Saturdays, Sundays and legal holidays, from the date of approval by the *bbudget m*Meeting. *The bbudget m*Meeting shall set the date of the Budget Referendum *and the Board of Selectmen shall set the hours and designate the place for the Budget Referendum. Voting for the Budget Referendum shall occur at designated polling places between the hours of 6:00 AM and 8:00 PM.* Notice of the same shall be given in the manner provided by law.

(3) In addition to the vote on the proposed budget, the Budget Referendum shall also contain non-binding advisory questions as to whether or not each of the proposed Town Operating Budget and Board of Education Budget is "too high," or "too low."

C. Failure to Adopt.
(1) In the event that the majority of those voting who are entitled to vote in the Budget Referendum reject either the proposed Town Operating Budget, the Board of Education Budget, or both, the Board of Finance shall revise the rejected portion(s) of the budget and submit proposed revisions thereof to the *bbudget m*Meeting on the date and time as set by the Board of Finance within seven (7) days after said Budget Referendum. *The bbudget m*Meeting and any subsequent *bbudget m*Meetings as to such proposed revision(s) will be conducted in the same manner as set forth in § C6-3A herein until such time that the previously rejected portion(s) of the budget as revised shall be approved by the Budget Referendum. The Budget Referendum and any subsequent Budget Referendums will be conducted in the same manner as set forth in Section C6-3B herein until such time that the proposed budget shall be approved by the Budget Referendum.

§ C6-5. Petition for Overrule.
B. If, within fifteen (15) days of any action by the Town Meeting, except for the Annual Town *Budget* Meeting(s), a petition conforming to the general requirements of Section 7-9a of the Connecticut General Statutes, as amended, and signed in ink or indelible pencil by qualified electors of the town, equal in number to at least ten percent (10%) of the total electors of the town, as determined from the latest official lists of the Registrars of Voters, the effective date of such ordinance or action shall be suspended. If within fifteen (15) days of any vote taken at a budget referendum, a petition to overrule the Budget Referendum as set forth in § C6-3B, conforming to the general requirements of Section 7-9a of the Connecticut General Statutes, as amended, and signed in ink or indelible pencil by qualified electors of the town, equal in number to at least fifteen percent (15%) of the total electors in the town, as determined from the latest official lists of the Registrars of Voters, is filed with the Town Clerk requesting its reference to the town voters at a special referendum, the effective date of such, action shall be suspended.

E. The Board of Selectmen shall then fix the time and place of such special referendum which shall be held not less than *seven (7) ten (10)* nor more than *fourteen (14) fifteen (15)* days, *excluding Saturdays, Sundays, and legal after holidays, after* the certification of said petition, and notice thereof shall be given in the manner provided by law for the calling of a town referendum.

§ C6-8. Action Requiring Referendum.
Any proposed capital expenditure of one million dollars (\$1,000,000.) or more, *except capital utility projects that are funded exclusively through user fees, grants and/or loans*, shall be submitted to the persons qualified to vote thereon for a vote by voting machine, said vote to be conducted in accordance with terms of Section 7-7 and 7-9b of the Connecticut General Statutes. *Capital utility projects, as described herein, that have proposed capital expenditures of two million dollars (\$2,000,000.) or more shall be submitted to the persons qualified to vote thereon for a vote by voting machine in accordance with the above-described statutory sections.*

§ C7-1. Appointments by Board of Selectmen.
A. There shall be the following regular town boards and commissions, whose members shall be appointed by the Board of Selectmen: Parks and Recreation Commission; Public Utilities Commission; Library Board; Commission on Aging; Housing Authority; Economic Development Commission; Insurance and Pension Plan Commission; Youth Commission; Public Site and Building; Ethics Commission; and other boards and commissions that the Board of Selectmen may from time to time create, in accordance with the provisions of this Charter. The Board of Selectmen may, by ordinance, create, abolish or consolidate such other *appointive appointed* boards *and or* commissions and may likewise alter their powers and duties and change the number and terms of their members.

B. All members of such appointed boards *and or* commissions shall serve without compensation, except for reimbursement of necessary expenses, as authorized by the Board of Selectmen, or as otherwise provided by law, and until their successors have been appointed and qualified.

C. All members of *appointive appointed* boards and commissions shall be *qualified resident* electors of the town and *any person ceasing to be a resident and elector of said town shall vacate thereupon their position upon ceasing to be electors of the town hold the appointed position on the respective board or commission.*

§ C7-2. Terms of Office.
B. Any vacancy on any *appointive appointed* board or commission, from whatever cause arising, shall be filled by appointment by the Board of Selectmen for the unexpired portion of the term vacated, in accordance with the procedure established in Section C3-3 of this Charter. If such vacancy has not been filled by the Board of Selectmen within sixty (60) days, *either the Board of Selectmen or the remaining members of such board or commission shall fill such vacancy. If the remaining members of such board or commission fill said vacancy, they shall do so by recommending said candidate to the Board of Selectmen for the Board of Selectmen's official appointment.* Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office in the event that said person was affiliated with a political party.

§ C7-3. Minority Representation.
Minority representation on any *appointive appointed* board or commission shall be as follows: [no further amendments to this section]

§ C7-5. ~~(Reserved) Resignations and Removals.~~
A. *Any member of an appointed Board or Commission desiring to resign from their office shall submit their written resignation to the Town Clerk. A copy of the written notice of resignation shall also be given by the appointed member to the Chairman of the Board or Commission in addition to the Town Clerk, which Chairman shall also notify the Town Clerk of such resignation forthwith. Upon receipt of a notice of resignation, the Town Clerk shall immediately notify the Board of Selectmen of such resignation by forwarding a true copy of the written notice of resignation to the Board of Selectmen. Any such resignation shall become effective, and the appointed Board or Commission member shall be vacant upon the date specified therein or, if no date is specified, upon the date it is received by the Town Clerk. If such vacancy has not been filled by the Board of Selectmen within said sixty (60) days, and the vacancy is of a member of a board or commission, the Board of Selectmen or the remaining members of such board or commission shall fill such vacancy. If the remaining members of such board or commission fill said vacancy, they shall do so by recommending said candidate to the Board of Selectmen for the Board of Selectmen's official appointment.*

B. *Any member of an appointed Board or Commission may be removed from their position by the Board of Selectmen upon a finding of cause for their removal following a duly noticed public hearing before the Selectmen. The person affected by the potential removal shall be given notice of the public hearing and an opportunity to be heard. Notice shall be mailed to the last known address of the affected individual. Willful neglect of duty, the inability to serve, no longer qualified a resident elector, conviction of a felony and/or abandonment of office may constitute cause for removal. Additionally, the failure of the appointed member to attend three (3) consecutive scheduled regular meetings or one-half (1/2) of the board's yearly meetings, in the aggregate, without having given the Chairman of such board notice with justifiable reasons for such absences, may be deemed a cause for removal as well.*

§ C7-7. Parks and Recreation Commission.
A. The Board of Selectmen shall appoint, in accordance with the provisions of this Charter, a Parks and Recreation Commission consisting of seven (7) regular members, each of whom shall serve a term of four (4) years, and said terms shall overlap.

§ C7-11. Public Utilities Commission.
A. The Board of Selectmen shall appoint, in accordance with the provisions of this Charter, a Public Utilities Commission consisting of *five (5) seven (7)* members, three (3) of which shall be *from* the Board of Selectmen, *including the First Selectman.* The Commission members shall serve a two-year term. The terms of the Selectmen members shall run from the time that they take office: *The remaining four members shall be appointed by the Selectmen in accordance with Section C7-2A.*

§ C7-15. Insurance and Pension Plan Commission.
A. The Board of Selectmen shall appoint, in accordance with the provisions of this Charter, an Insurance and Pension Plan Commission consisting of five (5) members and two (2) ex officio members to serve as prescribed by ordinance dated June 10, 1982. *The members shall serve overlapping terms.*

§ C8-1. Officers and Departments.
A. There shall be the following administrative officers and departments for the Town of Bethel: *Comptroller Finance Director*, Tax Collector; Assessor; *Director of Civil Preparedness Emergency Management Director*, Director of Health; Fire Marshal; Building Official; Planning and Zoning Official; Town Counsel; *Police Department*, Town Engineer; and *Economic Development Director* along with the Department of Public Works; *Police Department and Department of Public Utilities.* The Board of Selectmen may recommend to the Town Meeting, pursuant to the provisions of this Charter, the creation of such additional administrative offices and departments as it from time to time may deem appropriate and necessary to the best interest of the town.

C. Any administrative officer who is appointed to a position for which there exists a state certification shall either possess said certification or shall obtain the appropriate certification within one (1) year from the date of *his/her* their appointment or one (1) year from the effective date of this Subsection C. Said state certification will be in addition to those requirements as hereinafter set forth for each administrative office. Failure to obtain said state certification shall be deemed sufficient cause for dismissal, unless the appointing authority, for cause, grants the administrative officer an extension of time and/or waiver.

§ C8-2. Vacancies.
A. Any vacancy in any *appointive appointed* administrative office, from whatever cause arising, shall be filled by the appointing authority to such office. Persons appointed to fill vacancies in said administrative offices shall serve for the unexpired portion of the term vacated if such office has a fixed term, or shall serve an indefinite term in the event that no fixed term is provided for such office.

§ C8-3. Tax Collector.
A. The Board of Selectmen shall appoint, under the provisions of this Charter, a Tax Collector, who shall serve for an indefinite term. Said Tax Collector shall have the powers and duties, not inconsistent with the Charter, conferred or imposed by the Connecticut General Statutes on such officers and such other powers and duties as may be prescribed by the Board of Selectmen and local ordinances.

B. *The Tax Collector may be removed from office by the Board of Selectmen for good cause.*
§ C8-4. Assessor.
A. The Board of Finance shall appoint an Assessor who shall be qualified by training and experience and who shall serve for an indefinite term. Said Assessor shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by the Connecticut General Statutes on assessors and such other powers and duties as may be prescribed by the Board of Selectmen or by the Board of Finance.

B. *The Assessor may be removed from office by the Board of Selectmen or the Board of Finance for good cause, provided that such removal shall have the approval of a majority of the Board of Selectmen (2) and a majority of the full Board of Finance (4).*
§ C8-5. *Director of Civil Preparedness Emergency Management Director.*

A. The Board of Selectmen shall, in accordance with the provisions of Section 28-7 of the Connecticut General Statutes, as amended, appoint a local *Director of Civil Preparedness Emergency Management Director*, who shall serve a term of two (2) years. Said Director shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by said Connecticut General Statutes on local *Directors of Civil Preparedness Emergency Management Directors* and such other powers and duties as may be prescribed by the Board of Selectmen

B. *The Emergency Management Director may be removed from office by the Board of Selectmen for good cause.*
§ C8-6. Director of Health.
A. The Board of Selectmen shall, in accordance with the provisions of ~~Section 19a-200~~ of the Connecticut General Statutes, as amended, appoint a Director of Health, who shall serve for a term of four (4) years. Quadrennially thereafter, the Board of Selectmen shall appoint said Director of Health as provided herein. Said Director of Health shall have all the powers and duties, not inconsistent with this Charter, as conferred or imposed by said Connecticut General Statutes on local Directors of Health and such other powers and duties as may be prescribed by the Board of Selectmen and local ordinance.

B. The Director of Health shall appoint and may remove, each such action with the approval of the Board of Selectmen, a Town Sanitarian who shall serve for an indefinite term. Said Town Sanitarian shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by the Connecticut General Statutes on such officers and such other powers and duties as may be prescribed by the Director of Health or by the Board of Selectmen. *The Town Sanitarian may be removed from office by the Board of Selectmen for good cause.*

§ C8-7. Fire Marshal.
The Board of Selectmen shall, in accordance with this Charter and the Connecticut General Statutes, appoint a Fire Marshal for a term of four (4) years. The Board of Selectmen may appoint, for the same terms, Deputy Fire Marshals. The Fire Marshal or *his* their Deputy shall have all the powers and duties, not inconsistent with this Charter, conferred or imposed by the Connecticut General Statutes upon Fire Marshals and such other powers and duties as may be prescribed by the Board of Selectmen and local ordinance.

§ C8-9. Department of Public Works.
There shall be a Department of Public Works, which shall have and encompass the powers and duties *of the Town Water Department, Town Department of Roads and Town Sewer Department and further powers and duties as the Board of Selectmen may grant said Department, including but not limited to, the maintenance of Town roads and fleet vehicles and the maintenance of Town buildings and further powers and duties as the Board of Selectmen may grant said Department.* The Board of Selectmen shall appoint a qualified person to be the Director of the Department of Public Works, who may also serve as the Town Engineer. Said Director shall be the administrative head of the Public Works Department and as such shall be responsible for the efficiency, discipline and good conduct of the public works operation of the town. The Director of Public Works shall organize the public works operation in such manner as *he or she* they shall deem most economical and efficient.

§ C8-11. Building Official.
B. The Building Official shall be qualified, possess those powers and administer *his/her* their duties as prescribed by Chapter 541 of the Connecticut General Statutes, as amended, and this Charter.

§ C8-13. *Comptroller Finance Director.*
A. The Board of Selectmen, after submission of information and recommendation from the Board of Finance, shall appoint a *Comptroller Finance Director* whose powers and duties are herein prescribed. Said *Comptroller Finance Director* shall be appointed for an indefinite term and shall be an Assistant Treasurer for the town. Said *Comptroller Finance Director* shall be a professional accountant *or comptroller Finance Director* and shall, by experience or education, have the necessary qualifications for the position of Town *Comptroller Finance Director*. Said *Comptroller Finance Director* shall be under the supervision of the First Selectman as the fiscal official of the town.

B. Powers and duties.
(1) The *Comptroller Finance Director* shall install, maintain and supervise the general accounting system for all departments, offices, boards, committees, commissions and agencies, except the Board of Education; prescribe the form of accounts to be kept by each department, office, board, committee, commission and agency of the town; keep separate accounts for the appropriations contained in the budget and encumber immediately with the amount of each purchase order, payroll or contract and maintain for each account a record of the amounts paid and remaining unpaid, all encumbrances and the unencumbered balance. *The Comptroller Finance Director* shall audit, before payment, all bills, invoices, payrolls and other evidence of claims, demands or charges against the town.

(2) He shall compile for the Board of Selectmen estimates for the budget and capital program and assist in the preparation of the annual budget document and recommend to the Board of Selectmen changes in Department programs and departmental estimates of revenue and expenditures; submit monthly to the Board of Selectmen and the Board of Finance a financial statement showing the amount of each appropriation and any transfers, encumbrances and expenditures therefrom and such other fiscal data as may be prescribed by the Board of Selectmen and/or the Board of Finance; and prepare for the Board of Selectmen and the Board of Finance periodic financial statements and reports of the town. *The Comptroller Finance Director* shall establish and supervise inventories wherever required.

C. Purchasing authority.
(1) The First Selectman and the *Comptroller Finance Director*, acting in conjunction, shall be the general purchasing authority of the town. All supplies, materials, equipment and other commodities required by any department, office, agency, board, committee or commission, except the Board of Education, shall be purchased by the purchasing authority on written requisition in such form and in such manner as the Board of Finance may prescribe, signed by the head of the department, office, agency or Chairman of the Board, committee or commission.

(3) No requisition for any purchase and no contract for public or other service shall be valid unless it bears the endorsement of the *Comptroller Finance Director* or, in *his* their absence, the endorsement of the First Selectman. *The Comptroller Finance Director* shall endorse a requisition or contract only after he has examined the same and found that it conforms to the requirements of this section and that there is a sufficient unencumbered balance on an applicable appropriation to pay the same. If, by making any contract or purchase, the budget allowance of the officer, department, commission, committee or board requesting the same shall be exceeded, the purchasing authority shall bring the request to the attention of the Board of Finance at its next meeting, and the Board of Finance may authorize such contract or purchase in accordance with and subject to the limitations of the Connecticut General Statutes, this Charter or other laws pertaining to this town.

(4)(i) All agreements and contracts to be made or let for supplies to be furnished or work to be done, including professional services, to the Town of Bethel, including purchases of every description for the needs of all departments, officers, boards and committees of the town, including the Board of Education, shall, except as otherwise provided hereinafter stated, be publicly advertised for the purpose of receiving bids, provided that the several parts of the work necessary to be done or supplies, materials or articles to be furnished in connection with said contract or purchase shall together involve the expenditure of more than fifty thousand dollars (\$50,000). The procurement of professional services may be conducted through a Request for Qualifications procedure in which the Procurement Committee, as defined in C8-13c4ii, solicits professional service vendors by public advertisement to submit their qualifications, said Committee reviews such qualifications and thereafter invites vendors who are deemed to be qualified by the Procurement Committee to submit competitive fee proposals for the requested services. The provisions of this Section 8-13 shall not apply to the appointment of Town Attorneys by the Board of Selectmen as provided in Section 8-8.

For any and all purchases or procurements under this section, the use of purchasing cooperatives, a pooled type of cooperative arrangement, is authorized for use by the Town of Bethel, the Procurement Committee and/or the Board of Education in lieu of the above-described competitive bidding process in order to lower costs, so long as such use of a purchasing cooperative complies with the provisions of this Charter and the laws of the State of Connecticut. Any department, agency or board wishing to utilize a purchasing cooperative under this section shall first receive approval by the Board of Selectmen.

(4)(ii) Such advertisement shall invite bids for such agreements and contracts in a newspaper having a daily circulation in the Town of Bethel and, if deemed advisable, in other papers *or another medium consistent with the requirements of the Connecticut General Statutes*. The bids received upon such public advertisement shall be publicly opened at a hearing of the Procurement Committee, comprised of the First Selectman, the *Comptroller Finance Director* and Purchasing Agent, or their designee(s), or the Board of Education when such bids pertain to agreements and contracts to be entered into by said Board, the date of which shall be named in such public advertisement. The Procurement Committee shall review the bids and submit a recommendation to the Board of Selectmen. The contract or purchase shall be awarded to the lowest qualified bidder, provided that the Board of Selectmen or the Board of Education, as the case may be, shall have the discretion and power, in the public interest and for public economy, to reject any or all bids.

D. Availability. *The Comptroller Finance Director* shall be available to the Board of Education for advice and consultation as to the said Board's system and manner of fiscal accounting and shall perform periodic internal reviews.

E. *The Comptroller Finance Director* shall direct and control the operations and activities of the Tax Collector *and the Data Processing Department Information Technology Department all* in accordance with this Charter and town ordinances.

F. Additional duties. From time to time, the *Comptroller Finance Director* may be assigned additional duties and responsibilities as may be determined by the Board of Selectmen and the Board of Finance.

G. *Removal.* *The Comptroller Finance Director* may be removed from office by the Board of Selectmen for good cause, provided that such dismissal shall have the approval of a majority of the full Board of Finance.

§ C8-14. Department of Public Utilities.
There shall be a Department of Public Utilities, which shall have and encompass the powers and duties of the Town water and sewer department and further powers and duties as the Board of Selectmen may grant said Department. The Board of Selectmen shall appoint a qualified person, who shall also be licensed by the State of Connecticut as a Professional Engineer, to be the Director of Public Utilities. Said Director shall be the administrative head of the Public Utilities Department and as such shall be responsible for the efficiency, discipline and good conduct of the public utilities department's operation within the Town. The Director of Public Utilities shall organize the public utilities operation in such manner as they shall deem most economical and efficient.

§ C8-15. Department of Economic Development.
There may be a Department of Economic Development, which shall have and encompass the powers and duties of the Town to support and develop the business and industrial resources of the Town and such powers and duties as the Board of Selectmen may grant said Department. The Board of Selectmen shall appoint a qualified person, who shall serve as the Economic Development Director. Said Director shall be the administrative head of the Department of Economic Development and as such shall be responsible for the efficiency, discipline and good conduct of the department's operation within the Town.

§ C8-16. Information Technology Department.
There shall be an Information Technology Department, which shall have and encompass the powers and duties of the Town to support the Town's data processing and information technology needs and such powers and duties as the Board of Selectmen may grant said Department.

§ C9-1. General Board Procedure.
D. There shall be an opportunity for the public to speak at the start of all regular meetings of all elected and appointed boards, commissions and committees, *except for those regular meetings where any public hearings appear on the meeting agenda, and:* sSuch "Public Input" shall appear on the agendas thereof, the extent and duration of such public input to be in the reasonable discretion of the chairman.

E. *The official rules for procedure for any elected or appointed board or commission shall be Robert's Rules of Order.*

§ C9-3. Conflicts of Interest.
Any elected or appointed officer or employee of the town who has a direct or indirect financial interest in any contract, transaction or decision of any town board, commission or agency in which he is directly involved or may influence shall disclose that interest, in writing, to the Board of Selectmen, who shall record such disclosure upon the official record of its meetings. Violation of the provisions of this section by such officer shall be grounds for *his* their removal. Violation of this section with the knowledge, expressed or implied, of any person or corporation participating in such contract, transaction or decision shall render the same voidable by the Board of Selectmen or a court of competent jurisdiction.

§ C9-4. Merit System.
B. The classified system may include all officers and employees of the town, except the following: all elective officers and persons appointed to fill vacancies in elective offices; members of *appointive appointed* boards; persons employed or appointed to make or conduct a temporary study or investigation; persons employed for a temporary period not exceeding three (3) months; and professional employees of the Board of Education.

§ C10-2. Preparation of Budget.
E. The Board of Finance shall hold one (1) or more public hearings on the general town budget report not less than *seven (7) days or more than* fourteen (14) days before the Annual Town *Budget* Meeting. At the hearings, any person qualified to vote at the Annual Town *Budget* Meeting shall be heard.

F. The Board of Finance shall then revise the estimates as it deems desirable and prepare the recommended town budget, which may include a contingency fund not to exceed two percent (2%) of the total estimated expenditures for the current fiscal year and an appropriation to the fund for capital and nonrecurring expenditures. The recommended town budget shall separately set forth the Town Operating Budget and the Board of Education Budget. The recommended town budget shall also include estimates of the revenue to the town from all sources for the ensuing year, including taxes to be raised. The Board of Finance shall present the budget to the Annual Town *Budget* Meeting.

G. The Board of Finance shall make available copies of the town budget report in the office of the Town Clerk not less than ten (10) days before the public hearing and shall publish the town budget report in a newspaper having a general circulation in the town *or another medium consistent with the requirements of the Connecticut General Statutes*. It shall, before the Annual Town *Budget* Meeting, again publish the proposed town budget in a newspaper having a general circulation in the town *or another medium consistent with the requirements of the Connecticut General and Statutes*, and make available copies of the proposed town budget in the office of the Town Clerk.

A. All requests for special appropriations shall be made in writing to the Board of Selectmen, which shall forward such requests, together with the comments or recommendations of the Board of Selectmen, to the Board of Finance. The Board of Finance shall act on all requests for special appropriations and shall publish a notice of its action, together with the reasons for its action, in a newspaper having general circulation in the town *or another medium consistent with the requirements of the Connecticut General Statutes*.

§ C9-10. Salaries.
Following the adoption of said Charter revision effectuating the same, the Board of Finance shall set the annual salaries of the municipal officials including the Registrar of Voters, Town Treasurer, Town Clerk, Selectmen and First Selectman during the budgetary process preceding the next election for said respective offices and annually thereafter *during the budgetary process* during their terms.

§ C11-1. Transfer of Powers.
The powers which are conferred and the duties which are imposed upon any commission, board, department or office under the Connecticut General Statutes or any ordinance or regulation in force at the time this Charter shall take effect, if such commission, board, department or office is abolished by this Charter, shall be thereafter exercised and discharged by the commission, board, department or office upon which are imposed corresponding or like functions, powers and duties under the provisions of this Charter. All commissions, boards, departments or offices abolished by this Charter, whether elective *or appointive appointed*, shall continue in the performance of their duties until provisions shall have been made for the discontinuance of such commissions, boards, departments or offices and the performance of their duties by their commissions, boards, departments or offices created under this Charter and until the Town Clerk shall have notified the members of such commissions, boards, departments or offices as are abolished by this Charter that their successors have been qualified.

§ C11-11. Meetings.
All regularly scheduled and/or special meetings of elected and appointed boards and commissions shall take place at the Clifford J. Hurgin Municipal Center *or a town-owned facility accessible to members of the public. School facilities may be used when size and capacity of the meeting rooms are an issue. Additionally, the Bethel Public Library meeting rooms may be used for convenience and overflow purposes. Exceptions may be made for site inspections, made in the field for the Planning and Zoning Commission, Zoning Board of Appeals and Inland Wetlands Commission.*

Dated at Bethel, Connecticut this 5th day of August, 2025

Daniel E. Carter, First Selectman
Bryan Terzian, Selectman
Richard C. Straiton, Selectman