



# RTM RULES & ORDINANCES COMMITTEE

## Town of Branford

Adrian Bonenberger, Dan Adelman, Susan Dahill, Ray Ingraham, Peter Black, Trish Anderson  
Peter Hentschel, Chair

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### SPECIAL MEETING

July 2, 2024, 6:00 PM

**Meeting will be held via Zoom**

<https://us02web.zoom.us/j/85425485106?pwd=Fcv7sX9xui8lZVJfr4b9aIT5Qzuelw.1>

Meeting ID: 854 2548 5106 Passcode: 838829 Phone: 646 558 8656

1. Call to Order - Roll Call
2. Approval of Meeting Minutes
3. To consider, and if appropriate, establish a Town Ordinance changing the position of Town Clerk from an elected position to an appointed position as requested by the First Selectman.

a. Draft ordinance attached

4. To consider and if appropriate, approve the following transfer request from the Town Planner for the Planning & Zoning budget for FY2024:

From: 10141130-533280	Consulting	(\$12,500)
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To: 10150000-555110	Transfer to Capital Fund 700	\$12,500
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**Capital Fund - Appropriation Increase**

Increase: 70090000-490010	Transfer in	\$12,500
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Increase: 70041130-533280-xxxxx	Consulting-Zoning Regulations Update	\$12,500
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5. Adjourn

Respectfully Submitted  
Peter Hentschel  
Chair, RTM Rules & Ordinances Committee

(DRAFT 6/18/24)

***AN ORDINANCE AUTHORIZING THE APPOINTMENT OF A TOWN  
CLERK FOR THE TOWN OF BRANFORD***

TOWN CODE, PART 1, CHAPTER 96

**§ \_\_\_ -1. Purpose of this Act**

The purpose of this Act is to provide stability and accountability within the administrative functions of the position of Town Clerk for the Town of Branford

**§ \_\_\_ -2. Authorization to Appoint**

Pursuant to C.G.S. Sections 7-16a and 9-185, the Board of Selectmen of Branford is hereby authorized and empowered to appoint a Town Clerk, who shall have all rights, powers, and duties conferred and imposed upon such Town Clerk under state law. Such appointment must be by unanimous vote of the Board of Selectmen.

**§ \_\_\_ -3. Notification of Appointment**

The Board of Selectmen shall, within ten days after such an appointment is made, file a notice of such appointment with the Secretary of the State, indicating the name and address of the person appointed, the date and method of such appointment and the law under which the appointment was made.

**§ \_\_\_ -4. Notification of Vacancy**

Within ten days after a vacancy occurs in the appointed office of Town Clerk, the first selectman of the town shall notify the Secretary of the State of such vacancy.

**§ \_\_\_ -5. Term and Qualifications**

The Town Clerk shall be appointed for a term of four (4) years. Prior to appointment, the Town Clerk shall be certified by the State of Connecticut pursuant to C.G.S., Sec. 7-22a., Certification Program for Town Clerks, and shall remain certified for the duration of his/her tenure. Failure to maintain certification may be cause for removal or non-reappointment.

**§ \_\_\_-6. Duties and Responsibilities**

The Town Clerk shall have all the responsibilities and duties prescribed in C.G.S., Chapter 92, Town Clerks

**§ \_\_\_-7. Performance of Duties**

In the performance of the duties required of the Town Clerk, the Town Clerk shall be responsible to the First Selectman, or his/her designee.

**§ \_\_\_-8. Removal**

It shall be cause for removal if a Town Clerk is guilty of misconduct, willful material neglect of duty or incompetence in the conduct of such Town Clerk's office. Removal shall be made in accordance with Connecticut General Statute §7-22.

**§ \_\_\_-9. Responsibilities of the Town of Branford**

The Town of Branford shall comply with all the municipal responsibilities prescribed in C.G.S., Chapter 92, Town Clerks

**§ \_\_\_-10. Effective Date; Effect of Enactment**

The Town Clerk in office on the effective date hereof shall continue in office until the expiration of the term for which he/she was elected. After said expiration, a Town Clerk appointed per this ordinance shall take and begin his or her first four-year term.