



# RTM RULES & ORDINANCES COMMITTEE

## Town of Branford

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

### SPECIAL MEETING - MINUTES

July 2, 2024, 6:00 PM

Meeting held via Zoom and recorded

*Paula E. Hentschel*  
BRANFORD TOWN CLERK

2024 JUL -3 P 12:39

RECEIVED

- Call to Order - Roll Call
  - a. Present – Reps Adelman, Dahill, Ingraham, Black, Anderson and Hentschel
  - b. Absent – Rep Bonenberger
  - c. Xofficio – First Selectman Cosgrove
  - d. RTM – Amore, Everson, Brooks
  
- 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. Revised draft ordinance and Attorney Aniscovlch's review were presented
  - b. The Committee concurred with the draft revisions made in response to the Town Attorney
  - c. The First Selectman reiterated his concerns about requiring a unanimous vote. The Committee remained in support of the unanimous requirement.
  - d. Motion to approve the draft as revised by Rep Ingraham, seconded by Rep Adelman and approved unanimously by the Committee
  
- 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)
To: 10150000-555110	Transfer to Capital Fund 700	\$12,500
<u>Capital Fund - Appropriation Increase</u>		
Increase: 70090000-490010	Transfer in	\$12,500
Increase: 70041130-533280-xxxxx	Consulting-Zoning Regulations Update	\$12,500

  - a. A clarifying communication by Town Planner Smith was read into the record.
  - b. Committee discussion indicated understanding and approval.

- c. Guest Rep Brooks asked about the PZC process involving a consultant to assist the Town Planner and PZC with an update of the Zoning Regulation basic standards. Clarification by Rep Hentschel noted that the consultant will be taking direction from the Town Planner and Commission. They will be assisting with the generation of draft revision language.
  - d. Motion to approve the draft as revised by Rep Black, seconded by Rep Adelman and approved unanimously by the Committee
- Adjourn

Attachment: Approved ordinance changing the position of Town Clerk from an elected position to an appointed position.

Respectfully Submitted  
Peter Hentschel  
Chair, RTM Rules & Ordinances Committee

(APPROVED BY R&O 7/2/24)

**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. Section 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**

Town Clerks appointed pursuant to this Chapter are subject to removal under C.G.S. 7-22.

**§ \_\_\_-9. 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.