

**TOWN ADMINISTRATOR WORKGROUP**  
**JANUARY 23, 2023 AT 3:30 P.M.**  
**COUNCIL CHAMBER, NEWTOWN MUNICIPAL CENTER**  
**3 PRIMROSE STREET, NEWTOWN, CT**

*These minutes are subject to approval by the Work Group*

**MINUTES**

PRESENT: Pat Llodra, Bill Brimmer, Ned Simpson and Maureen Crick Owen

ALSO PRESENT: First Selectman Dan Rosenthal for the Charge discussion, and 1 member of the press

The meeting was called to order at 3:30 p.m. by Mrs. Crick Owen.

VOTER COMMENTS – None

**ACCEPTANCE OF MINUTES**

Mr. Brimmer moved to approve the minutes of January 9, 2023. Mr. Simpson seconded. All in favor and motion passes.

**OLD BUSINESS**

1. Work Group Charge: A draft Work Group Charge provided by First Selectman Rosenthal and other inclusions were discussed. First Selectman Rosenthal elaborated on the draft Charge. The work Group should not be constrained by the current Charter in making recommendations, but it is not expected that the Work Group would look to recommend charter changes. As discussed at the first meeting, it is expected that we would wrap up our work within 6 (six) months.  
Mrs. Llodra moved approval the Work Group Charter, Attachment A, Mr. Brimmer seconded. All in favor and motion passes.

**NEW BUSINESS**

1. Initial tasks
  - a. Mrs. Crick Owen will discuss with First Selectman Rosenthal Town Charter and State Statutes considerations related to positions/organizational structure for managing town operations.
  - b. Mrs. Llodra will draft descriptions of models for town government.
    - i. First Selectman
    - ii. First Selectman / Administrator
    - iii. First Selectman / Manager
    - iv. Manager / Council
    - v. Other

- c. Mr. Brimmer will contact Herb Rosenthal, a board member of Connecticut Conference of Municipalities (CCM), regarding resources CCM may have to assist the Work Group.
  - d. Mr. Simpson will compile an inventory of similar Connecticut towns. Identifying their form of government, top person, contact information, demographics, and finances. Glastonbury, South Windsor, Simsbury and Mansfield were identified as comparable towns.
2. Next Meeting

Following an every other Monday schedule, February, 20<sup>th</sup> meeting is Presidents Day. Since Town offices are closed that day, the meeting was moved to Tuesday February 21, 2023

VOTER COMMENTS – none

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,  
Ned Simpson

## **Attachment A**

### **Town of Newtown TOWN ADMINISTRATOR WORKGROUP CHARGE**

Review the present executive structure of Newtown's municipal government (First Selectman) and consider if alternatives would enhance the management, oversight and continuity of town government. The process should consider all options/forms of management, not simply a Town Administrator. It is possible your final recommendation will necessitate a Charter Revision process, however your efforts would be additive to that process so your work should not be limited to avoiding that.