

Ryan Knapp, Chair
Chris Smith, Vice Chair
Judit DeStefano
Chris Eide
Jordana Bloom
Cathy Reiss

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TOWN OF NEWTOWN

Minutes of the Legislative Ordinance Committee Meeting

The Ordinance Committee met on Wednesday June 16th, 2021 in Meeting Room 3 of the Community Center and online via Google Meets. Mr. Knapp called the meeting to order at 7:05PM.

Present: Ms. Bloom, Mr. Eide, Mr. Knapp, Ms. Reiss, Mr. Lundquist and Community Center Committee Chair Kinga Walsh.

Absent: Ms. DeStefano, Mr. Smith

Minutes:

Ms. Reiss moved to approve the minutes of May 4th, 2021, Mr. Eide seconded. All in favor (4-0)

PUBLIC COMMENT:

None.

Old Business

Formalization of a permanent Community Center Commission

Mr. Knapp reviewed the language received from the Town Attorney. The Community Center Committee requested the \$100,000 approval threshold be lowered to \$50,000. Mr. Knapp reported he spoke with First Selectman Rosenthal and he did not take issue with the change.

Ms. Walsh spoke to the change and the motion of the Committee which felt \$100,000 was high, citing the importance of oversight and checks and balances.

Mr. Eide asked if the change was substantive.

Mr. Knapp said it was still a draft with no motion and only adjusted a numerical value and did not change any of the language as presented by the Town Attorney. He will confirm.

Ms. Reiss asked about the dates which were left TBD.

Mr. Knapp said they are dependent on implementation but should start with 2022. He updated the draft.

Mr. Reiss asked about the references left blank. These should reference the Charter and Code Book. The group discussed citing specific sections vs leaving the language broad, ultimately agreeing to leave it broad in the event of changes.

Mr. Eide moved to recommend the Legislative Council send the proposed Community Center Commission to Public Hearing as revised with the changes this evening. Ms. Bloom seconded. All in favor (4-0)

Ms. Walsh thanked the committee for their effort on this charge.

Voter Comment: None.

Mr. Eide moved to adjourn the meeting at 7:20PM. Ms. Bloom seconded. All in favor

Respectfully Submitted,

Ryan W. Knapp
Ordinance Committee Chairman

Establishment

The Legislative Council of the Town of Newtown, pursuant to the power granted to it in Chapter 5 of the Newtown Charter, does hereby authorize the establishment of a Community Center Commission, to be hereinafter known as the Newtown Community Center Commission, which shall consist of seven members to be appointed as hereinafter provided and whose purpose and duties shall be as follows.

Commission Members

A. The Commission shall consist of seven members who shall be appointed by the First Selectmen of the Town of Newtown with the approval of the Board of Selectmen and who shall serve without compensation.

B. The initial members of said Commission shall be appointed for the following terms: two members to service until December 31, 2021, two members to serve until December 31, 2022, two members to serve until December 31, 2023, and one member to serve until December 31, 2024; thereafter, the successive terms of members shall be for a period of four years.

C. The Board of Selectmen may remove any member for cause and shall fill all vacancies.

D. The Commission shall elect a Chairman and Co-Chair from its membership and shall adopt rules of procedure for its meetings not contrary to the terms of this article. Election of officers will take place annually each January.

Purpose/Duties

The purpose of the Newtown Community Center Commission is to oversee the Community Center's operations. Specifically:

A. To advise and support the Center's Director on areas related to membership, programming, rentals, capital improvement, fund raising, marketing, and strategic planning.

B. To oversee and approve the Community Center's annual budgets with monthly reviews, rate/fee changes, and other financial operations both short and long term to ensure the GE grant's original intent is followed.

Staff

A. Based on the recommendation of the Community Center Director, the First Selectman shall have sole authority to employ such staff as may be necessary to properly supervise, maintain, and develop those areas of the Center's programming, function, structures, and equipment, provided that the cost shall be kept within the funds available in the Community Center Special Revenue Fund.

All final staffing decisions to be approved by the First Selectman.

B. All staff employed at the community center shall be Town of Newtown employees and shall follow/adhere to all Town policies.

Finances

A. The funds available to the Community Center Commission from gifts or bequests, dues, fees, charges and other revenue sources shall be placed in the custody of the Financial Director of the Town of Newtown, to be held, administered and disbursed by the Financial Director as part of, and through, the Community Center Special Revenue Fund, as authorized by the Legislative Council on June 6, 2018.

B. The Community Center Commission shall review and approve the Community Center Director's proposed annual budget. Budget line-item authority is under the purview of the Director along with the Commission with Commission majority approval needed for undesignated/unanticipated costs/expenses including capital expenses above \$50,000.00. An annual budget will be submitted for inclusion in the Town's annual budget as an exhibit for presentation purposes.

C. All accounting procedures, purchases and/or disbursements shall be governed by Town of Newtown policies.

D. Dues, Fees, and Charges

The Community Center Commission with the recommendation of the Community Center Director shall establish all dues, fees and charges related to member and non-member usage of the facility and all its parts.

E. CIP Inclusion

Major capital repairs and/or improvements meeting the threshold for inclusion in the Town's CIP plan shall follow the CIP plan process as set forth in The Charter of the Town of Newtown and The Town of Newtown Code Book.

F. In the event that a situation arises that creates conflict between this document and the Town Charter, the Town Charter language shall govern.