

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



June 22, 2021

TOWN OF NEWTOWN

NOTICE OF PUBLIC HEARING

Notice is hereby given that there will be a Public Hearing at 7:00 PM on Wednesday, July 7th, 2021 in the Council Chambers of the Newtown Municipal Center, 3 Primrose Street, Newtown, Connecticut, to hear public comment on the possible enactment of the following proposed ordinance:

- Community Center Commission Ordinance

The text of the proposed ordinance follows.

If you are disabled, hearing impaired, require an interpreter or assistance to attend this meeting, contact the Office of the First Selectman, (203) 270-4201, at least forty-eight (48) hours prior to the meeting.

Ryan W. Knapp
Chairman, Ordinance Committee
Newtown Legislative Council

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.