

# MASLAN ASSOCIATES P.C.

Attorneys at Law

Robert F. Maslan, Jr.\*

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Carolyn M. Colangelo  
*Of Counsel*  
\*Also Admitted in New York

3 PARKLANDS DRIVE  
Suite 207  
DARIEN, CONNECTICUT 06820  
TELEPHONE (203) 656-3800  
FACSIMILE (203) 656-1624

*Legal Assistants*  
Elizabeth Wong  
Suzann C. Maslan

Writer's e-mail:  
maslan@maslanlaw.com

July 21, 2011

Hon. John Chiota, Chairperson  
Charter Revision Commission  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

**Re: Compliance with Charter Revision Statutes**

Dear Judge Chiota:

I write to review the actions of the Charter Revision Commission, and to confirm that the Commission has complied with the statutory procedures and deadlines. To that end, I have reviewed the minutes of the Town Council and Charter Revision Commission, and the applicable statutes. Based on my review, I have concluded that to date, all of the procedural requirements and deadlines have been met.

The process for revising a municipal charter is governed by Chapter 99 of the Connecticut General Statutes. The required actions, statutory references, deadlines, and compliance dates are set forth in the following table. For the convenience of the Town Council and other interested persons, the table includes deadlines for future required actions.

Required Action	Statutory Reference	Deadline	Compliance Date
Town Council (TC) votes by a 2/3 majority to create a Charter Revision Commission (CRC) [CGS 7-190]	None	None	Feb. 1, 2010
TC appoints members of CRC by simple majority	Within 30 days of TC vote to create CRC [CGS 7-190]	Mar. 3, 2010	Feb. 1, 2010, Mar. 1, 2010

Required Action	Statutory Reference	Deadline	Compliance Date
First Public Hearing held by CRC	Prior to beginning any substantive work [CGS 7-191(a)]	None	Apr. 22, 2010
Additional public hearings	Optional [CGS 7-191(a)]	None	None
Complete Draft Report	Date specified by TC, and not later than 16 months after from the date of its appointment <sup>1</sup>	Jul. 1, 2011	Apr. 20, 2011
Public Hearing on Draft Report	After completion of Draft Report and prior to submission to Town Clerk [CGS 7-191(a)]	May 27, 2011	Apr. 27, 2011
CRC to submit Draft Report to Town Clerk	Date specified by TC; not later than 16 months after appointment of CRC [CGS 7-190(b); 7-191(b)]	Jun. 1, 2011	May 2, 2011
TC to hold one or more public hearings on Draft Report	Last public hearing not later than 45 days after submission of Draft Report to Town Clerk [CGS 7-191(b)]	Jun. 21, 2011	May 23, 2011 (L&A) Jun. 6, 2011 (TC)

<sup>1</sup> The Town Council's February 1, 2010 action creating the Charter Revision Commission included some, but not all appointments to the CRC; the Town Council appointed the remaining members at the March 1, 2010 meeting. The minutes of the February 1, 2010 meeting do not specify clearly a deadline for the CRC to submit its draft report to the Town Council. During the Town Council's February 7, 2011 meeting, the Council set the deadline for June 1, 2011. (See Town Council Resolution TC23-47)

Required Action	Statutory Reference	Deadline	Compliance Date
TC to submit report to CRC with recommendations	Not later than 15 days after last public hearing held by TC [CGS 7-191(b)]	Jun. 21 2011	Jun. 21, 2011
CRC shall confer with TC	Within the 30 days following receipt of TC recommendations [CGS 7-191(c)]	Jul. 21, 2011	Jun. 13, 2011 Jun. 20, 2011 (CRC/L&A joint meetings) <sup>2</sup>
CRC to submit Final Report to TC and Town Clerk	Not later than 30 days after receiving TC recommendations [CGS 7-191(c)]	Jul. 21, 2011	Jul. 21, 2011
TC to approve Final Report, reject Final Report, or approve in part and reject in part Final Report	Not later than 15 days after receiving Final Report [CGS 7-191(d)]	Aug. 5, 2011	
TC to publish legal notice of proposed charter revisions or entire amended charter with notice that complete copy of charter is available from Town Clerk	Not later than 30 days after approval [CGS 7-191(d)] (assume full or partial approval on Aug. 1, 2011 [regular TC meeting])	Aug. 31, 2010	

<sup>2</sup> The Town Council sent the Draft Report back to the Charter Revision Commission with the recommendation that the Commission amend the report based on comments presented during the public hearings held by the Town Council and the Legislation and Administration Committee. During the 30-day conferring period, and in addition the joint meetings mentioned in the table, members of the Charter Revision Commission and the Town Council conferred during several Town Council and Legislative and Administrative Committee meetings. The Town Council also conveyed additional recommendations through votes and minutes during the 30-day conferring period.

Required Action	Statutory Reference	Deadline	Compliance Date
TC to decide whether to submit amendments to electorate at regular or special election	At least 60 days prior to a regular election and not more than 15 months prior to a special election [CGS 7-191(e) & 9-370]	Sep. 9, 2011	
TC to submit final proposed Charter revisions to Town Clerk	No specific deadline; suggest same deadline for decision to submit to electorate, and two weeks prior to deadline to file ballot questions with Secretary of the State (SOTS)	Sep. 9, 2011 (suggested)	
Town Clerk to file questions with SOTS	At least 45 days prior to election [CGS 9-369a]	Sep. 23, 2011 (Sep. 24 is a Sat.)	
Election (approval requires majority of votes cast at regular election)	First Tuesday after the first Monday in November	Nov. 8, 2011	Nov. 8, 2011
If approved, proposed Charter to take effect	30 days after approval by electorate, or such other date as set forth in Charter [CGS 7-191(f); Proposed Charter Ch. IX, § 7]	Dec. 8, 2011	
Approved Charter to be filed with SOTS	30 days after approval by electorate [CGS 7-191(g)]	Dec. 8, 2011	

If the Town Council approves the Final Report, in whole or in part, the must decide whether to present the approved revisions to the voters. The Town Council must then prepare the revisions for the ballot in the form of one or more questions. (CGS 7-191(f)) The questions must be in a form that will elicit "Yes"

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or “No” answers, and the requirements for preparing notice of the questions, the full text of the proposed revisions being submitted for vote, and explanatory text are set forth in CGS 9-369a and 9-369b.

With the delivery of the Final Report to the Town Clerk and to the Town Council, the Charter Revision Commission has completed its work. Accordingly, the Commission is no longer active, and should be considered as having been dissolved.

It should be kept in mind that pursuant to CGS 9-369b(a), explanatory text and any other information must be neutral, must be prepared by the Town Clerk, and must be reviewed by the Town Attorney. Use of state or municipal funds in the preparation or dissemination of material that advocates the approval or disapproval of any of the proposed revisions is prohibited, and may be subject to a civil penalty under CGS 9-369b(c).

We trust that the above information will assist the Town Council in its review and action on the Final Report. I will be happy to provide any additional information that the Town Council or any other Town official may request. Of course, please feel free to disseminate copies of this letter to any other Town officials.

Thank you for this opportunity to serve the Town of Trumbull.

Very truly yours,

Robert F. Maslan, Jr.

cc: Charter Revision Commission