

## **CHAPTER VII. THE TOWN MANAGER; DEPARTMENTS**

### **Sec. 7.1 Town Manager appointment and removal.**

#### *7.1.1 Appointment.*

The Council shall appoint a Town Manager who shall be the Chief Executive Officer of the Town to serve at the pleasure of the Council, and who shall be chosen exclusively on the basis of executive and administrative qualifications, character, education, training, and experience. The Town Manager shall devote full time to the duties of the office. At the time of the appointment, the Town Manager need not be a resident of the Town or the state, but during the tenure of office, the Town Manager shall reside within the Town. The compensation of the Town Manager shall be fixed by the Council. Compensation and terms of employment of the Town Manager shall be reduced to writing, reviewed by the Town Attorney and signed by both the Mayor and the prospective Town Manager on or before the date of hire.

#### *7.1.2 Removal.*

The Town Manager may be removed by a vote of at least seven (7) members of the Council as herein provided. At least thirty (30) days before the proposed removal of the Town Manager, the Council shall adopt a resolution stating its intention to remove him/her and the reasons therefor, a copy of which shall be served forthwith on the Town Manager who may, within ten (10) days, demand a public hearing, in which event the Town Manager shall not be removed until such public hearing has been held. Nothing herein is intended to require that the Council establish just cause for removal or otherwise to create a property and/or liberty right to continued employment in the position of Town Manager; the Town Manager serves at the pleasure of the Council. Upon the passage of such a resolution, the Council may suspend said Town Manager from duty, provided the salary of said Town Manager shall continue until his/her removal from office; and in the event of such removal, he/she shall be given termination pay equivalent to one month's salary or as set forth in the written terms of employment. Upon any such suspension, the Council may appoint an acting manager to serve at the pleasure of the Council. The action of the Council in removing the Town Manager shall be final.

#### *7.1.3 Acting Town Manager.*

The Town Manager shall designate in writing and file with the Town Clerk, a qualified officer of the Town who shall act as manager, except in matters of appointment and removal, during any temporary absence or disability of the Town Manager, and if the Town Manager is unable for any reason to make such designation, the Council may do so. No person shall serve as Acting Town Manager for more than four (4) consecutive weeks without the approval of the Council.

#### *7.1.4 Interim Town Manager.*

The Council may appoint an Interim Town Manager to serve at the pleasure of the Council during the period when the position of Town Manager is vacant for any cause. An Interim Town Manager appointed by the Council because of a vacancy in that office shall have the power, duties and responsibilities imposed by Charter on the office of the Town Manager, except that the Interim Town Manager may not exercise powers of appointment and removal without the consent of the Council.

### **Sec. 7.2 Powers and Duties.**

The Town Manager is the Chief Executive Officer of the Town and shall be directly responsible to the Council for the administration of all departments, agencies and offices in charge of persons appointed by the Town Manager and shall supervise and direct the same.

The Town Manager shall see that all laws and ordinances governing the Town are faithfully executed; shall make periodic reports to the Council and shall attend meetings with full right of participation in its discussions but without vote; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year, an annual town report, which report shall include all the information required by the CGS, and such other information as the Town Manager in his/her discretion deems advisable together with such information as the Council may direct be included in said annual report; shall recommend to the Council such measures as the Town Manager deems necessary or expedient; shall keep the Council fully advised as to the financial condition of the Town; shall prepare and submit to the Council an annual budget and shall exercise such other powers and perform such other duties as may be required of the Town Manager by ordinances or resolution of the Council not inconsistent with the Charter.

At the time of an emergency or disaster, the Town Manager shall expend the necessary funds to assure the smooth operation of town business and the health, safety and well-being of the Town and its residents, consistent with the Charter.

**Sec. 7.3 Appointment of Department Heads and Other Officers.**

The Town Manager shall appoint, and may remove, subject to the provisions of Chapter X of the Charter, all Department Heads and other Officers of the Town except as otherwise specifically provided for by the Charter and except for elected officers or elected Department Heads. In lieu of appointment of a specific Department Head, the Town Manager may, subject to the approval of the Council, perform the duties of any Department Head or officer subject to his/her jurisdiction except those of the Town Treasurer or Town Clerk.

**Sec. 7.4 Departments and Personnel.**

*7.4.1 Creation of Departments.*

The Council shall establish and may alter or dissolve town departments and offices consistent with the Charter and CGS, and may prescribe the functions of all departments, offices and agencies. Any action under this section shall require at least six (6) affirmative votes of the Council.

No function assigned by the Charter or CGS to a particular department, office or agency may be discontinued or assigned to any other unless the Charter or CGS specifically so provides.

*7.4.2 Department Personnel.*

The Town Manager, or Department Heads when delegated such authority by the Town Manager as to their respective departments, shall appoint, and may remove, subject to the provisions of Chapter X of the Charter, all personnel including, but not limited to, the Assessor, Town Treasurer, Collector of Taxes, and Library Director.

**Sec. 7.5 Appointments to Agencies, Authorities, Boards, Commissions and Committees.**

The Town Manager shall appoint, and may remove, subject to the provisions of Section 8.1, members to those ABC for which appointments he/she is responsible, consistent with CGS or as approved and directed by the Council.