

ARTICLE IX. ADMINISTRATIVE OFFICES,
AGENCIES AND EMPLOYEES

Section 9-1. Administrative Offices and Departments.

There shall be the following administrative offices and departments for the town: Assessor, Building Official, Canine Control Officer, Constables, Controller, Director of Civil Preparedness, Fire Department, Fire Marshals, Health Department, Public Services Department, Social Services Department, Town Attorney and Tree Warden.

The Board of Selectmen may recommend to the Town Meeting, pursuant to provisions of section 3-13 of this Charter, the creation of such additional administrative offices and departments as it from time to time may deem appropriate and necessary to the best interest of the town.

Section 9-2. Appointments and Eligibility.

Administrative officers and department heads shall be appointed in the manner as provided. Appointees of the First Selectman shall be appointed and may be removed in accordance with provisions of section 8-4 of this Charter. Except as provided in this Charter or by vote of the Town Meeting, no administrative officer or department head shall serve as a voting member on any regular town board during the term of office, and any such officer or department head elected to public office in the town shall, upon such election, forfeit the position to which the appointment had been made.

Section 9-3. Vacancies.

Any vacancy in an appointive office, from whatever cause arising, shall be filled by the appointing authority to such office. Persons appointed to fill vacancies in said administrative offices shall serve for the unexpired term vacated if such office has a fixed term, or shall serve for an indefinite term in the event no fixed term is provided for such office.

Section 9-4. Assessor.

An assessor shall be appointed by the First Selectman with the approval of the Board of Selectmen for a term not to exceed five (5) years.

The assessor shall be qualified by training and experience, and shall have been certified as a qualified tax assessor by the State of Connecticut.

Section 9-5. Building Official.

A Building Official shall be appointed by the First Selectman with the approval of the Board of Selectmen for a four-year term ending October 1.

The Building Official shall be qualified in accordance with the state building code and the General Statutes.

Section 9-6. Canine Control Officer.

A Canine Control Officer shall be appointed by the Chief of Police in accordance with guidelines established by the Board of Police Commissioners for a term of at least one (1) year.

The Canine Control Officer shall have the duties and powers prescribed by law.

Section 9-7. Constables.

The First Selectman, with the approval of the Board of Selectmen, shall appoint and may remove or replace the Constables, whose total number shall not exceed seven (7) for a two-year term. No more than five (5) Constables shall be from any one political party. The terms of office of such Constables shall begin on the second Tuesday of December following the regular town election.

Section 9-8. Controller

A Controller shall be appointed by the First Selectman, with the approval of the Board of Selectmen, for an indefinite term.

The Controller shall be qualified by training and experience in public or private finance. The Controller shall submit a monthly financial statement showing the amount of each appropriation and any transfers, encumbrances and expenditures therefrom to the Board of Selectmen and the Board of Finance, and shall have such other powers and duties as prescribed by town ordinance.

Section 9-9. Director of Civil Preparedness.

The First Selectman, with the approval of the Board of Selectmen, shall appoint a Director of Civil Preparedness who shall serve for a one-year term to July 1, subject to the provisions of the General Statutes, Title 28.

Section 9-10. Fire Department.

The Fire Department shall be responsible for the protection of life and property from fire and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety. There shall be a chief of the department who shall be appointed by the Board of Selectmen. The Board of Selectmen shall establish such rules and regulations, and appoint other officers as may be necessary for the operation of the department.

Section 9-11. Fire Marshals.

The Board of Selectmen shall appoint a Fire Marshal and such deputy Fire Marshals as may be necessary, who shall be certified by the state Fire Marshal as being qualified for the duties of this office, in accordance with Section 29-45a of the General Statutes. The Fire Marshal shall have the powers and duties prescribed by law.

Section 9-12. Health Department.

The First Selectman, with the approval of the Board of Selectmen, shall appoint in accordance with the provisions of Section 19-75 of the General Statutes, as amended, a Director of Health. The Director of Health shall meet the qualifications of the state Public Health Council, and shall have all the powers and duties of that office imposed and conferred by law.

The Director of Health shall serve for a four-year term expiring January 1.

Upon the recommendation of the Director of Health, the First Selectman, with the approval of the Board of Selectmen, shall appoint a Sanitarian for an indefinite term.

Section 9-13. Public Services Department.

The First Selectman with the approval of the Board of Selectmen shall appoint a Director of the Public Services Department who shall be responsible for the Highway Department, the Solid Waste Operation, and the maintenance of all town equipment and town buildings as assigned. The director shall serve for an indefinite term.

The Director of Public Services shall appoint and may remove all deputies, assistants or employees in the department, and in so doing shall be subject to such rules and regulations concerning town employees as may be adopted by the Board of Selectmen. (4)

Section 9-14. Social Services Department.

The First Selectman, with the approval of the Board of Selectmen, shall appoint a Director of Social Services for a term of one year, expiring January 1, who shall have such powers and duties as prescribed by law.

Section 9-15. Town Attorney.

The First Selectman, with the approval of the Board of Selectmen, shall appoint a town attorney or firm of attorneys to represent the town for a term of one year, expiring January 1. Said town attorney shall be an experienced attorney-at-law admitted to practice law in this state.

The town attorney shall furnish such legal services to the town, its officers and agencies as the Board of Selectmen may authorize, and shall be the legal advisor to such town officers or agencies in all matters affecting the town, and shall, upon written request, provide a written opinion on any question of law within a reasonable period of time. The Board of Selectmen may provide for the temporary employment of counsel other than or in addition to the town attorney.

It shall be the responsibility of the Board of Selectmen to insure that town boards and commissions have access to such legal services as are required for the proper interpretation and enforcement of the laws they administer. For such purposes, boards and commissions, within the limits of their appropriations, and with the approval of the Board of Selectmen, may employ specialized legal counsel.

Section 9-16. Tree Warden.

The First Selectman, with approval of the Board of Selectmen, shall appoint a tree warden, who shall serve a term of one year expiring January 1. The tree warden shall have the powers and duties prescribed by law.