



RTM RULES & ORDINANCES COMMITTEE

Town of Branford

Adrian Bonenberger, Dan Adelman, Susan Dahill, Ray Ingraham, Peter Black, Trish Anderson
Peter Hentschel, Chair

SCHEDULED MEETING – WILL BE HELD VIA ZOOM

March 19, 2024, 7:00 PM

<https://us02web.zoom.us/j/81223930813?pwd=cFdSNkRKMExicTZHc0FLY2Vkcemg0dz09>
Meeting ID: 812 2393 0813, Passcode: 236513, Dial in: 1 646 558 8656

1. Call to Order
2. Roll Call
3. To consider, and if appropriate, approve an amendment to the Town Code, RTM Rules, E. Rule 4.5. Committee responsibilities (general) to clarify and coordinate long standing references to Reports and more recent requirements for Meeting Minutes. (proposal attached)
 - a. Report from Representative Black on possible alternative language for this amendment.
 - b. Discussion
4. To consider, and if appropriate, recommend the establishment of a Branford Harbor Management Commission as requested by the First Selectman.
 - a. Discussion of background and State enabling legislation
 - b. Establishment of a working group to research the issues, report back to the R&O, and possibly develop a draft ordinance for review.
5. Other Business
6. Adjourn

Attachments:

- Draft Amendment to “Town Code, RTM Rules, E. Rule 4.5. Committee responsibilities”
- Letter from the First Selectman recommending establishing a Harbor Commission

Respectfully Submitted
Peter Hentschel
Chair, RTM Rules & Ordinances Committee

Trish Anderson
BRANFORD TOWN CLERK

2024 MAR 14 A 11: 29

RECEIVED

BOARD OF SELECTMEN

BRANFORD, CONNECTICUT



JAMES B. COSGROVE
First Selectman

RAYMOND E. DUNBAR, JR.
ANGELA M. HIGGINS

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DATE: February 16, 2024
TO: Maryann Amore, RTM Moderator
FROM: James B. Cosgrove, First Selectman *J.C.*
RE: RTM Agenda

I respectfully request the RTM consider establishing a harbor management commission pursuant to CGS 22a-113k. Proper stewardship of Branford's navigable waterways is instrumental in order to maintain the economic, environmental and recreational vitality of these valuable natural resources.

Harbor Master Vincenzo Suppa and I look forward to the opportunity to discuss the merits of a harbor management commission.

Please place this item on the next agenda of the RTM for legislative approval. Thank you for your consideration.

Sec. 22a-113k. Harbor management commissions. (a) Any municipality having within its limits navigable waters as defined in subsection (b) of section 15-3a may establish by ordinance one or more harbor management commissions or may designate any existing board, commission, council, committee or other agency as a harbor management commission. Any harbor management commission established under this section may include one member representing each of the following: The planning commission, the zoning commission, or the combined planning and zoning commission, the conservation commission, shellfish commission and flood control board. The harbor master or deputy harbor master for the municipality shall be a nonvoting ex-officio member of any harbor management commission. The ordinance shall designate the area within the territorial limits of the municipality and below the mean high water that shall be within the jurisdiction of a commission and shall set forth the number of members of a commission, their method of selection, terms of office and procedure for filling any vacancy.

(b) Notwithstanding the provisions of the general statutes or any special act, if an existing municipal waterfront authority, municipal shellfish commission or municipal port authority is designated as a harbor management commission, the municipality may by ordinance increase the membership of such authority, commission or agency and may include one member representing each of the following: The planning commission, the zoning commission, or the combined planning and zoning commission, the conservation commission, shellfish commission and flood control board.

(c) Any two or more municipalities whose common boundaries lie within navigable waters, as defined in subsection (b) of section 15-3a, may by concurrent ordinances of their legislative bodies establish one or more harbor management commissions. Each such commission shall consist of an equal number of members from each municipality constituted pursuant to subsection (a) of this section. Any municipality that is a member of a commission may, by vote of its legislative body, elect to withdraw from a commission.

Proposed Amendment of § A236-4 Committees, E. Rule 4.5. Committee reports

C. Rule 4.3. Committee responsibilities (general).

(1) It shall be the function and responsibility of all standing or special committees to provide accurate and up-to-date information to the RTM in their assigned areas, to maintain contact with the appropriate elected and appointed officials of the Town, to consider and recommend action to the RTM on proposed and pending legislation affecting their assigned areas and to perform such other functions as may be assigned to them by the Moderator or RTM from time to time.

(2) It shall be the duty and responsibility of each standing or special committee to submit a report in accordance with Subsections D and E, to the RTM on each item referred to it for consideration, for the purpose of advising the RTM as to recommended action on such matters.

(3) Nothing in these rules shall be interpreted as to limit in any way the introduction of recommended legislation, motions or discussions by any RTM member or elector of the Town, in accordance with the Charter, on any subject of proper interest to the RTM.

(4) It shall be the duty and responsibility of each standing or special committee to choose a clerk who shall be responsible for taking the minutes of said committee meeting. The committee clerk shall prepare the minutes of each meeting and shall deliver said minutes to the Town Clerk not later than seven days after said meeting, or prior to the expected action by the full RTM. The minutes shall be posted on the Town's website. [Added 3-10-2021]

E. Rule 4.5. Committee reports.

(1) Content. A committee report shall contain the following information: members present, members voting affirmatively, recommendations for action by the RTM and other information deemed pertinent. A minority report or reports may be presented.

(2) Presentation. A written copy of the committee report shall be given the RTM Clerk before or during the meeting at which it is presented for, including it in the RTM records. At the request of the committee, a copy of the report will be sent to each member along with the call and agenda for the meeting at which the report is to be presented.

(3) Required committee reports may be conveyed in the form of a line-item in the committee's Meeting Minutes. If delivered as a part of the committee Meeting Minutes, the report line item shall include all of the information required by E. Rule 4.5.(1) and the Meeting Minutes shall be conveyed to the RTM Clerk as required by E. Rule 4.5.(2)