

**Charter Revision Commission — Draft Minutes
Organizational Meeting
August 17, 2016 7pm
Room 209 Town Hall**

Meeting called to order at 7:09 pm

In attendance:

Commission members Loretta Donovan, Dottie Dori, Mark Ferry, Jerry Friedrich, Todd Hand, Ron Jaffe, Joni Park
Town Attorney Thomas Beecher

Motions made:

1. Dottie Dori moved, Loretta Donovan seconded a motion to nominate Joni Park Chair. Passed unanimously.
2. Ron Jaffe moved and Mark Ferry seconded a motion to nominate Jerry Friedrich Vice Chair. Passed unanimously.

Decisions made....by consensus

1. The committee will meet the 1st Thursday, and the 3rd Monday of each month at 7:00 pm in room 209 pending availability (other location to be reserved if necessary).
2. We will hold our required Public Hearing on Thursday, September 1, 2016 at 7:00 pm in room 133 pending availability (other location to be reserved if necessary).
3. We may ask the BOS to extend our first report date and asked Attorney Beecher to report on process.
4. We ask that Commission members have access to CCM as a resource.
5. Emily Prescott will be CRC's official Secretary.
6. We ask that the town web site's Charter Revision Commission page be updated – change title from Review to Revision, add Commission member names, etc.).
7. We ask that the town create a group e-mail (such as charter@brookfieldct.gov) for the Commission (for gathering information, getting minutes and notices, etc) that would bounce/deliver emails to all 7 Commission members – and that this be posted on the CRC page. We also ask that individual town email addresses be created for those who request it (list to follow).

8. We ask that the town make available (if possible) a digital storage area accessible to Commission members where pertinent documents can be stored and accessed.

Discussions:

1. Attorney Beecher gave an overview of the procedures we are to follow as a Commission. He talked about the time line and will make himself available for future meetings and discussions.
2. We reviewed the 11 charges given to the Commission by the BOS to be sure everyone was clear on what each item would be addressing,

Motion made by Loretta Donovan, seconded by Jerry Friedrich to adjourn at 8:02 pm. Passed unanimously.

Minutes submitted by Joni Park, Chair