



**APPROVED/AMENDED MINUTES
CHARTER REVISION COMMISSION
MONDAY, SEPTEMBER 19, 2016
BROOKFIELD TOWN HALL
ROOM 209 – 7:00 PM**

- 1. Call to Order:** Chair Joni Park called the meeting to order at 7:00 PM with the following in attendance:
Present: Chair Joni Park; Vice Chair Jerry Friedrich; Commissioner Mark Ferry; Commissioner Ron Jaffe; Commissioner Dotti Dori; Commissioner Todd Hand; Commissioner Loretta Donovan
Also Present: member(s) of the public; Recording Secretary Emily Cole Prescott

- 2. Public Comment:** Chair Park stated that public comment will be limited to three minutes unless there is someone present to bring forward an additional proposal, but it will not be extended much past the three-minute time period. The following resident addressed the Board:
 - *Rich Saluga of 32 Great Heron Lane*

- 3. Review items in our original charge to determine priorities:** Commissioner Dori shared how she had sorted the charges. To start, she lumped #1, #4 and #10 together in what she referred to as housekeeping items. Then she took a category for government structure, under town meeting & budget referendum: #3, #7, #6, #2. D. Dori had a financial category, which included the budget transfers and reallocation process: #6, #8. The last category was Ethics: #5. The Commission reviewed the items brought before them by residents at the September 1st hearing.

- 4. Review items presented at the public hearing and decide items to be added to our charge:** Chair Park noted the following items, which had been brought before the CRC at the September 1st public hearing:
 - Five-member Board of Selectmen
 - Separation of election process, whereby the losing First Selectman candidate would not be automatically considered for the other two selectmen positions
 - Consideration of four-year terms for First Selectman
 - How the Selectmen's salaries are delineated
 - Concern that the 45-day waiting period (one of the BOS charges) should not be revised
 - Proposal to weaken the Board of Ethics; proposal that the Board of Ethics should only use the town attorney; concern about money spent on previous Board of Ethics matters
 - Conflict of interest being considered not just financial interest, but also other types of personal and/or professional conflicts when appointed to Town Boards
 - Matters that are brought before the Board of Ethics to be relevant to the time period of which an elected official is serving
 - Reiteration of BOS charge to increase the Library Board of Trustees to nine members
 - Caution was urged about bringing too many topics to voters

The Commission agreed to ask for clarification from the BOS for several of their prescribed charges. The Commission agreed to review the Charter keeping in mind the possibility throughout their review to revise or clarify grammatical errors as needed.

Charges one, four and ten will be put aside and as the Charter is studied, these topics will be considered as the process moves forward.

Topics and charges below are indicated in italics.

Charge #2: The difference between the capital and operating budget was briefly discussed and clarified. A document compiled for the record entitled “Brookfield Referendums – except for annual operations budget votes” highlighted the history of how the capital and regular budgets have been approved. Commissioner Hand will commence research on dollar threshold amounts throughout the Charter, and report back to the Commission.

Clarification of what items can be petitioned to a town meeting – Town Attorney Beecher will be asked for clarification about this topic.

Consider eliminating offices that no longer exist – This item will be reviewed as the Commission moves forward. The need to bring only the most relevant topics to the voters was mentioned.

Clarify the standards, authority and jurisdiction of the Board of Ethics to the authority the Board has as defined by state statute: Chair Park briefly explained the process of the Board of Ethics. The statutes will be reviewed, and the importance of having the statutes referenced in the Charter document was indicated.

Review budget transfers allowed to be made by the BOS and BOF – Considering raising or eliminating the dollar amount the BOS and BOF could reallocate in a budget at any time before going to a town meeting for approval. Clarify the re-allocation process – one part of the Charter gives them the right to reallocate unexpended funds but other parts require a town meeting. The Commission discussed this topic, and considered the Town’s history.

Consider permanently appointing the Town Attorney as Parliamentarian of all Town Meetings – Additional information will be requested relevant to this topic.

Review updating special appropriation levels and time requirements for construction projects – Further clarification will be requested of charge #8.

Consider increasing the number of members on the Library Board of Trustees to nine: The Commission briefly reviewed this charge, and noted concerns.

Consider making grammatical changes as needed for clarification: The Commission unanimously agreed that this item will be discussed holistically, as the document is reviewed throughout the process.

Five-Member Board of Selectmen: Commissioner Hand suggested that the Commission research the Board of Selectmen of other Towns, with similar populations as Brookfield.

Hiring a Town Manager: It was noted that this suggestion has been brought before previous CRCs for consideration. Research will be done through CCM for additional information about towns which have town

managers. The Commission briefly discussed this topic, and there was mention that perhaps the Town already has the authority to hire a town manager, provided that it planned accordingly through the budget process.

Change the way the Town elects the Selectmen: The Commission agreed to review this topic, mentioning the method by which the current selectmen are elected.

Moving the salary of the selectmen into the budget: It was mentioned that perhaps the Board of Finance should be given the opportunity to review this recommendation to provide their input.

Four-year terms: Commissioner Donovan stated that this item needs to be reviewed.

R. Jaffe mentioned that there had been a couple of suggestions that the *Town Clerk be appointed not elected.*

The other suggestion was that the *Town Controller position be placed into the employ of the Board of Finance, Treasurer and Selectmen.* Currently, the Controller is an appointed position.

5. Assignments for research on charge items: Chair Park asked that each Commissioner research the topics discussed and come prepared for further discussion at the next meeting.

6. Change of meeting dates: Chair Park noted that Vice Chair Friedrich can no longer attend Thursday night meetings. The next meeting would now be on October 5th instead of October 6th. The Commission will now meet on the first Wednesday and the third Monday of the month.

7. Other Business: Vice Chair Friedrich made motion to accept the minutes of the August 17th meeting. Commissioner Hand seconded the motion, and it carried unanimously.

Commissioner Donovan made a motion to approve the minutes of the September 1, 2016 public hearing meeting. Commissioner Hand seconded the motion. No vote on the motion to approve the minutes. Vice Chair Friedrich made a motion to amend the September 1st, 2016 minutes. The Commission briefly reviewed the information that had been presented during the public comment section of the meeting, relative to the revision suggestions to the minutes. *R. Jaffe stated that he is abstaining from this discussion, as he was not present for the September 1, 2016 meeting.* **Commissioner Hand seconded the motion to amend the minutes. Chair Park called the vote to amend the minutes, which did not carry, 2-4-1, with Commissioner Ferry and Vice Chair Friedrich voting to amend the minutes, and Chair Park, Commissioner Donovan, Commissioner Dori, and Commissioner Hand voting to deny the motion to amend the minutes.**

8. Public Comment: The following resident addressed the Board:

- Mr. Saluga of 32 Great Heron Lane

9. Adjournment: Chair Park made a motion to adjourn the meeting at 9:16 PM. Vice Chair Friedrich seconded the motion, and it carried unanimously.