



**APPROVED MINUTES  
CHARTER REVISION COMMISSION  
WEDNESDAY, OCTOBER 5, 2016  
BROOKFIELD SENIOR CENTER – 100 POCONO ROAD  
SENIOR CENTER CONFERENCE ROOM – 7:00 PM**

1. **Call to Order:** Chair Joni Park called the meeting to order at 7:08 PM with the following in attendance: **Present:** Chair J. Park; Vice Chair J. Friedrich; Commissioner M. Ferry (arrived at 7:22 PM); Commissioner R. Jaffe; Commissioner D. Dori; Commissioner T. Hand; Commissioner L. Donovan (arrived at 7:09 PM) *Motions and draft minutes prepared by E. Cole Prescott, from a recording of this meeting.*

*Commissioner Donovan arrived at 7:09 PM.*

2. **Public Comment:** There was no public comment. Mr. Saluga submitted correspondence for the record, which was noted.
3. **Announcements:** The Commission reviewed the September 1, 2016 public hearing draft minutes. **Vice Chair Friedrich moved to approve the revised minutes [of the September 1, 2016 Public Hearing], and Commissioner Hand seconded the motion. The motion carried, 6-0.**

Chair Park mentioned receipt of an email from Town Attorney Beecher regarding the question of conflict of interest, for the record.

*Commissioner Ferry arrived at 7:22 PM.*

4. **CRC member discussion of charged items:** Charges and topics are indicated in italics.
- a. *Consider correcting errors in the Charter that conflict with each other:* This item will be postponed, and reviewed holistically as the Commission moves forward.
  - b. *Consider a Charter change to allow for a capital referendum to be done in conjunction with the annual budget referendum without a 45-day wait. This would only apply for the annual budget referendum:* There was discussion about suggesting that capital referendum votes be done in November. This item will remain a priority, and the Board of Selectmen and Board of Finance will both be invited to an upcoming meeting for further discussion. There was mention that perhaps procedure, rather than the Charter, may be revised.
  - c. *Clarification of what items can be petitioned to a town meeting:* This is a priority item, and the Commission will seek legal opinion from Town Attorney Beecher.
  - d. *Consider eliminating offices that no longer exist:* Discussion of this item will be postponed.
  - e. *Clarify the standards, authority and jurisdiction of the Board of Ethics to the authority the Board has as defined by State statutes:* This item will also remain a priority, and the Commission will take time to research and review the statutes. Chair Park briefly reviewed the procedure currently followed by the Board of Ethics.
  - f. *Review budget transfers allowed to be made by the Board of Selectmen and Board of Finance. Consider 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 reallocation process: one part of the Charter gives them the right to reallocate unexpended funds but the other parts require a town meeting.* This item will remain a priority for the Commission to review and consider. The Commission will seek comments

and additional information from both the Board of Selectmen and Board of Finance. The question is to whether to allow the Board of Selectmen to transfer between accounts, and to raise the internal transfer amount to \$40,000 from the current \$20,000 amount. The question of replacing threshold amounts with percentages was also mentioned and briefly discussed. It was also mentioned that research should be done on other towns' charters. The Commission will investigate this matter as well as consult CCM.

- g. *Consider permanently appointing the Town Attorney as Parliamentarian at all town meetings:* This is currently a low priority for the Commission.
  - h. *Review updating special appropriation levels and time requirements for construction projects:* Additional clarification is needed for this topic, and will be requested. The Commission noted that this item may be discussed and considered in conjunction with item two (noted as item b. above).
  - i. *Consider increasing the number of members on the Library Board of Trustees to nine:* The Commission will invite the current Chair of the Library Board of Trustees to receive additional input.
  - j. *Consider making grammatical changes as needed for clarification:* The Commission will postpone discussion of this item until further review of the Charter document is complete.
  - k. *Any other matters that the Board of Selectmen may submit to the Charter Revision Commission:* There is no additional information at this point in the process.
  - l. *Hiring a town manager:* The Commission will continue to research this matter, which was brought before it during the September 1<sup>st</sup> public hearing. There was question as to what the results of a previous CRC vote were, that asked about the hiring of a town manager. It was also reiterated that the Town does not necessarily need to add the hiring of a town manager in the charter document to be able to hire one.
  - m. *Separate votes for the First Selectman from the Selectmen:* The Commission will consider this item, which was also brought before the Commission during the September 1<sup>st</sup> hearing. The purpose of this topic is to consider having separate votes for these positions, so the election process is done similarly to other elected offices in the Town.
  - n. *Put Selectmen remuneration into the budget process:* This item will be considered a low priority at this point.
  - o. *Extend Board of Selectmen to five members:* The Commission will commence research on this topic, and report back.
5. **Process moving forward:** The Commission indicated that they will continue to review the items above and will plan to invite others to future meetings, for clarification. Continued research will be done on topics, where indicated above.
6. **Possible Invitations:** The Commission will send invitations to the Board of Selectmen, Board of Finance, Town Attorney, Library Board of Trustees Chair, and A. Carolan of the Board of Ethics. The Board of Selectmen will be invited to the next meeting on October 17<sup>th</sup>.
7. **Other Business:** None.
8. **Public Comment:** There was no public comment at this time.
9. **Adjournment:** Chair Park made a motion to adjourn the meeting at 9:20 PM. Vice Chair Friedrich seconded the motion, and it carried unanimously.

\*The next Charter Revision Commission meeting will be held on Monday, October 17, 2016.\*