



**DRAFT MINUTES
CHARTER REVISION COMMISSION
JOINT MEETING WITH THE BOARD OF SELECTMEN
BROOKFIELD TOWN HALL – ROOM 209
MONDAY, OCTOBER 17, 2016
7:00 PM**

- 1) **Call to Order:** First Selectman Dunn called the special Board of Selectmen meeting to order at 7:03 PM. Chair Joni Park called the Charter Revision Commission meeting to order at 7:04 PM. *Please also see draft minutes of the October 17th special Board of Selectmen meeting.*
Present for the Charter Revision Commission: Chair Joni Park; Vice Chair Jerry Friedrich; Commissioner Ron Jaffe; Commissioner Todd Hand; Commissioner Mark Ferry; Commissioner Loretta Donovan; Commissioner Dotti Dori
Present for the Board of Selectmen: First Selectman Steve Dunn; Selectman Sue Slater
Also Present: Recording Secretary Emily Cole Prescott, for the Board of Selectmen and Charter Revision Commission

- 2) **Pledge of Allegiance:** The Pledge of Allegiance was recited.

Commissioner Donovan entered the meeting room at 7:09 PM.

- 3) **Joint discussion of Charter Revision topics with Charter Revision Commission:** The Commissions discussed the following topics, noted below in italics.
- *Parliamentarian:* The idea is to appoint a permanent parliamentarian to run all town meetings. Chair Park explained the CRC's prioritization process.
 - *Capital Budget 45-day waiting period:* Mr. Dunn explained the current process. The charge from the Board of Selectmen is for the CRC to consider removal of the 45-day waiting period, and to have the capital budget be prepared in conjunction with the operating budget.
 - *Question of transferring funds from one capital budget to another:* It was mentioned that discussions will be required with the Board of Finance relative to this topic. The timing process of approval of both the Boards of Selectmen and Finance were noted. Chair Park asked if the CRC should consider reviewing a change to require that budgets be complete by a certain date.
 - *Question of transferring funds intra-departmentally and/or inter-departmentally:* Mr. Dunn explained the current authority to move funds from one line in a Department's budget to another line in the same Department's budget. The Board of Finance has the authority to move funds from one Department to another, up to \$40,000. It was indicated that the language of the Charter has not kept current with the Town's annual operating budget, as the maximum amounts indicated do not fit the needs of a larger operating budget.
 - *Ethics Board:* Chair Park explained the process of the Ethics Board, and noted that all complaints brought before it are at least read and considered. There was question as to whether a complaint about an employee could be brought before the Ethics Board and/or the Human Resources Department. Mr. Dunn shared his definition of ethics. The importance of referencing state statute within the Town's Charter was also noted. Mr. Dunn mentioned other types of conflicts, beyond concerns of financial benefit.

- *Board of Selectmen Membership Increase to five-member Board:* The CRC explained to the BOS that the public had brought before the CRC a proposal to increase the Board of Selectmen from three to five members. The Commissioners discussed this proposal.
- *Election of the Selectmen and First Selectman:* Chair Park explained that the public had also brought before the CRC the topic of separating the election process for the Selectmen and the First Selectman. Selectman Slater cautioned the Commission to review all possible outcomes of such proposed change.
- *Town Manager:* This topic had also been brought before the CRC during the public hearing on September 1st. It was indicated that this proposal had not passed when brought before voters by a previous CRC and BOS.
- *Library Board Membership:* It was noted that the Library Board consistently has a quorum at their meetings. Mr. Dunn mentioned that he believes this topic to be non-controversial.

Mr. Dunn thanked the CRC for their work on these matters, and complimented the efforts to prioritize the topics.

- 4) **Board of Selectmen adjournment:** First Selectman Dunn made a motion to adjourn the [special Board of Selectmen] meeting at 7:53 PM. Selectman Slater seconded the motion, and it carried unanimously.
- 5) **Discussion of research done by CRC members:** Commissioners Donovan and Ferry have been compiling their research into a chart, with plans to present the final product at the November 21st CRC meeting.
- 6) **Approval of past minutes:**
 - a. September 19th amended minutes: Brief discussion. **Commissioner Donovan made a motion to approve the September 19th draft minutes, as revised. Vice Chair Friedrich seconded the motion, and it carried unanimously.**
 - b. October 5th draft minutes: Brief review. **Vice Chair Friedrich made a motion to approve the [October 5th draft minutes]. Commissioner Dori seconded the motion, and it carried unanimously.**
- 7) **Other Business:** The Commission discussed how it will proceed with the information discussed at this evening's meeting. There will be meetings dedicated to topics, listed in order below. Research will be presented by Commissioners Donovan and Ferry on November 21st.
 1. Library Board of Trustees and Board of Ethics will be discussed at the next meeting on November 2nd. (The topic of the Board of Ethics may encompass several meetings).
 2. Financial Matters will be discussed at a following meeting.
- 8) **Public Comment:** There was no public comment at this time.
- 9) **Adjournment:** Commissioner Ferry made a motion to adjourn the meeting at 8:45 PM. Commissioner Jaffe seconded the motion, and it carried unanimously.

The next Charter Revision Commission meeting is scheduled on Wednesday, November 2nd at 7:00 PM.