



**DRAFT MINUTES**  
**Charter Revision Commission**  
**Brookfield Town Hall – Room 209**  
**Wednesday, November 2, 2016**  
**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; Commissioner Ron Jaffe; Commissioner Mark Ferry; Commissioner Dotti Dori; Commissioner Todd Hand; Commissioner Loretta Donovan (via conference speaker call)

**Absent:** Vice Chair Jerry Friedrich

**Also Present:** Town Attorney Tom Beecher; Alice Carolan for the Board of Ethics; Recording Secretary Emily Cole Prescott

*Loretta Donovan called into the meeting at 7:01 PM.*

2. Public Comment: No one was present.
3. Approval of the Minutes of the October 17, 2016 Meeting: **Commissioner Jaffe made a motion to approve the minutes of October 17, 2016. Commissioner Hand seconded the motion, and it carried unanimously.**
4. Discussion of the Topics of Our Charges from the BOS and the public hearing & Invited Guest Alice Carolan, Board of Ethics Chair – Chair Park introduced Alice Carolan to the Charter Revision Commission. Ms. Carolan presented the handout which she distributed, entitled “Brookfield Board of Ethics Summary, 2008 to October 2016”. Ms. Carolan discussed the history of the Brookfield Board of Ethics. She also explained the Connecticut General Statutes §7-148h. She noted CGS §1-82a, relevant to freedom of information requirements and exceptions. A. Carolan further clarified the Board’s review process. The Commission discussed the possibility of removing the header “conflict of interest” currently indicated in the Town’s Charter, and to have the Charter reflect back to the Code of Ethics, which is a current Town ordinance. The Commission thanked A. Carolan for her attendance at the meeting.
5. Individual Research from Commission Members: Commissioner Ferry has completed research, and has emailed this information to the Commissioners. This included a slide show and best practices guideline.
6. Other Business:
  - Proposed Board of Ethics language will be drafted based on this meeting’s discussion with A. Carolan.
  - 45-day waiting period for capital budget referendum: Atty. Beecher mentioned that the question was whether there could be an exception for capital budget

referendum to be done in conjunction with the annual referendum, and Atty. Beecher provided the Commission with his opinion.

- Ex-Officio Members: Clarification for this topic had been requested from Atty. Beecher. Commissioner Jaffe asked for further clarification as to a definition of an ex-officio member. Section 7-12A of the current Charter was briefly reviewed.
- Review updating special appropriation levels: Atty. Beecher reviewed the current process. Emergency appropriations (section 8-6 of the current Charter) were briefly discussed.
- Priorities moving forward were briefly discussed. At the next meeting, Commissioners Ferry and Donovan are scheduled to present their research to the Commission.
- Items that may be petitioned to a town meeting: Commissioner Hand asked Atty. Beecher about the process and what items may be petitioned to a town meeting.

7. Public Comment: There was no public comment at this time.

8. Adjournment: **Commissioner Jaffe made a motion to adjourn at 8:55 PM. Commissioner Hand seconded the motion, and it carried unanimously.**