



**DRAFT MINUTES
CHARTER REVISION COMMISSION
BROOKFIELD TOWN HALL – ROOM 209
MONDAY, NOVEMBER 21, 2016
7:00 PM**

1. Call to Order: Chair Joni Park called the meeting to order at 7:02 PM with the following in attendance:
Present: Chair Joni Park; Vice Chair Jerry Friedrich; Commissioner Ron Jaffe; Commissioner Dotti Dori; Commissioner Todd Hand; Commissioner Loretta Donovan
Absent: Commissioner Mark Ferry
Also Present: Recording Secretary Emily Cole Prescott
2. Public Comment: None.
3. Approval of Minutes of the November 2, 2016 Meeting: The Commission reviewed the November 2nd draft minutes. **Commissioner Hand made a motion to approve the November 2nd minutes. Commissioner Jaffe seconded the motion, and it carried, with Vice Chair Friedrich abstaining.**
4. Ethics Preliminary Document: Chair Park distributed copies of the ethics document she had drafted based on discussion at the last Charter Revision Commission meeting. She indicated that Town Attorney Beecher had reviewed this preliminary document. Commissioner Hand suggested that the Commission research the matter of including town employees in the preliminary document. There was also discussion as to whether individual members or the Ethics Board has the authority to file a complaint. Chair Park agreed to work with Town Attorney Beecher on these matters. As the Commission reviewed the preliminary document, additional questions were discussed about sections of the document that are perhaps more appropriately considered procedure rather than policy. There was also limited discussion on the role of the Board of Ethics' recommendations to the Board of Selectmen.
5. Charges Listed and Assignments: Chair Park distributed a document outlining the initial topics from the Board of Selectmen and September public hearing. The topics are indicated below in italics.
 - *Consider correcting errors in the Charter that conflict with each other:* The Charter Revision Commission will continue to review the Charter, and recommend revisions where appropriate.
 - *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 apply for the annual budget referendum.* After brief discussion, the Commission indicated that no recommendation would be made.
 - *Clarification of what items can be petitioned at a town meeting:* After a brief discussion, the Commission agreed that further clarification is needed from Town Attorney Beecher.
 - *Consider eliminating offices that no longer exist:* The Commission agreed that if offices are found that no longer exist during the normal review process, the Commission will decide whether to recommend removal of the office(s).
 - *Review budget transfers allowed to be made by the Board of Selectmen (BOS) and Board of Finance (BOF). Consider raising or eliminating the dollar amount the BOS and the 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 the right to reallocate unexpended funds but the other parts require a town*

meeting. Chair Park indicated that she will re-circulate the original proposal, and E. Cole Prescott will send the draft minutes of the joint meeting with the Board of Selectmen for review of this discussion.

- *Clarify the standards, authority and jurisdiction of the Board of Ethics to the authority the Board has as defined by State statutes:* The Commission had discussed this item (above), and Chair Park will obtain additional information from the Town Attorney. Commissioner Hand will also research this matter.
 - *Consider permanently appointing the Town Attorney as Parliamentarian of all Town meetings:* The CRC has decided not to pursue this matter.
 - *Review updating special appropriation levels and the time requirements for construction projects:* The CRC has decided not to pursue this topic.
 - *Consider increasing the number of members on the Library Board of Trustees:* The CRC will pursue this topic.
 - *Consider making grammatical changes as needed for clarification:* This item will be considered as the CRC continues to review the Charter document.
 - *Any other matters that the Board of Selectmen may submit to the Charter Revision Commission:* No additional action is required relative to this topic at this time.
 - *Hire a town manager:* After additional discussion, the Commission decided not to move forward with this topic. Chair Park suggested the possibility of making a future recommendation to the BOS about this matter.
 - *Separate votes for First Selectman from the Selectmen:* Chair Park asked that the CRC research other Towns' Charters. Vice Chair Friedrich agreed to research this topic.
 - *Put Selectmen remuneration into the budget:* The Commission agreed to move forward with this topic.
 - *Extend the Board of Selectmen to five members:* This matter was discussed further.
6. Mark and Loretta Presentation and Discussion: *Commissioner Ferry had requested that this item be tabled until the next regularly scheduled meeting.*
7. Other Business, Announcements: Commissioner Jaffe noted the need to have a calendar to guide the Commission's next steps and timeline.

Vice Chair Friedrich noted that he will conference-call in to the January meetings.

The next CRC meetings are scheduled on December 7th and December 19th. Commissioners Ferry and Donovan will present their joint research at the December 7th meeting.

8. **Adjournment: At 9:10 PM, Vice Chair Friedrich made a motion to adjourn the meeting. Chair Park seconded the motion, and it carried unanimously.**