



DRAFT MINUTES
Charter Revision Commission Regular Meeting
Monday, December 19, 2016
7:00 PM – Room 209

Chair Joni Park called the meeting to order at 7:03 PM.

Present: Chair Park; Commissioner Jaffe; Commissioner Donovan; Commissioner Ferry; Commissioner Hand

Absent: Vice Chair Friedrich; Commissioner Dori

Also Present: Town Attorney Beecher; Recording Secretary Cole Prescott

Public Comment: The following person addressed the Commission:

- Nelson Malwitz of 1 Great Heron Lane & Chair of the Brookfield WPCA spoke in favor of increasing the size of the Board of Selectmen from three to five members. He also urged the Committee to consider marketing options to better inform the public about the charges it will propose to the Board of Selectmen.

Approval of Minutes of November 21, 2016 and December 7, 2016:

November 21, 2016 Meeting Minutes – **Commissioner Jaffe made a motion to adopt the minutes [of the November 21, 2016 meeting]. Commissioner Hand seconded the motion, and it carried unanimously, with Chair Park, Commissioner Jaffe, Commissioner Donovan, Commissioner Hand, and Commissioner Ferry voting in favor of the motion.** Commissioner Jaffe indicated that the motions should note which Commissioners voted in favor, abstained, or voted against each motion. He asked that the minutes be amended accordingly. **Commissioner Jaffe made a motion to amend the [November 21, 2016] minutes as discussed. Commissioner Hand seconded the motion, and it carried unanimously, with Chair Park, Commissioner Jaffe, Commissioner Hand, Commissioner Donovan, and Commissioner Ferry voting in favor of the motion.** Commissioner Jaffe made motion to approve the minutes [of the November 21, 2016 meeting] as amended. Commissioner Hand seconded the motion, and it carried unanimously, with Chair Park, Commissioner Jaffe, Commissioner Hand, Commissioner Donovan, and Commissioner Ferry voting in favor of the motion.

December 7, 2016 Meeting Minutes – On page three; charge three – The spelling of “scrivener” should be corrected. *The draft minutes of the December 7th meeting will be discussed at the next meeting.*

Commissioner Jaffe asked that a meeting packet be sent at least 48 hours in advance of the meeting.

Announcements: Chair Park announced that the upcoming Saturday meetings (scheduled on January 14th and February 11th) will be held in the Senior Center.

Reports from Commissioners Hand and Park on revised Ethics statement: Chair Park distributed a revised ethics document. Commissioner Donovan asked questions of how the Ethics Board as opposed to the Town's Human Resources Department should handle employee-related matters. She also shared some of her research on this matter, which included discussions with Town personnel and review of the State's Code of Ethics for State employees. Atty. Beecher shared some history about the Ethics Board, and related that other towns include employees in ethics code provisions. He further detailed that the Ethics Board is not a substitute for human resources and/or personnel decisions, but is present to determine whether something truly constitutes an ethical violation. Atty. Beecher explained that at this point the current process has worked. Chair Park indicated that her preference is to vote on this matter when the full Commission is present, and the other Commissioners agreed. *This item will be added to the next agenda for additional input, when the full Commission is present.*

Informal votes on charges the Commission has discussed:

Library Board: Chair Park indicated that at some previous point, the Commissioners had informally agreed to pursue this revision, to increase Library Board of Trustees membership to nine commissioners. Chair Park also clarified that the Commission had determined that alternate members are not required on the Library Board. **Commissioner Donovan made a motion that the Library Board clause in the Charter about the Library Board of Trustees be increased to nine members. Commissioner Ferry seconded the motion, and it carried unanimously, with Chair Park, Commissioner Jaffe, Commissioner Hand, Commissioner Donovan, and Commissioner Ferry voting in favor of the motion.**

Salaries for Selectmen: Chair Park detailed that there had been a proposal that the salary for the Selectmen be determined as part of the budget process. Atty. Beecher clarified that the Charter currently only sets a minimum percentage (five percent of the First Selectman's salary). Commissioner Hand replied that he does not view this matter as a high-priority item. The question is whether to strike the language requiring the selectmen to be paid at least five percent of the first selectman's salary.

Conservation Suggestions: Chair Park explained that Conservation Commission Chair/Land Use Office Manager A. Dew had attended the previous meeting to discuss a suggestion from the Conservation Commission, to revise the Charter to include a part-time Conservation Director, to work in conjunction with the role of Wetlands Enforcement Officer. Chair Park, Commissioner Donovan and Commissioner Jaffe noted that input from the Board of Selectmen is necessary. The Commission informally agreed not to pursue this item as one of its Charter changes.

Budget transfers and dollar amounts: Commissioner Hand suggested that this item be the primary topic of discussion at the next meeting.

Other Charges: The Commission briefly discussed matters that may be petitioned to a town meeting. A previous incident was noted whereby residents attempted to petition for an item which could not be petitioned because of the way the Charter is currently written. Atty. Beecher indicated that he would need an idea of how the Commission would like to move forward with this topic before he may suggest appropriate language. Chair Park asked if it would perhaps be more clear to have one section within the Charter about petitions. Safeguards of the petition process were also discussed. Atty. Beecher agreed to research how other towns in the area handle petition process and send this information to the Commission. *The topic of what items may be petitioned to a town meeting will also be addressed at the upcoming meeting.*

Separation of Selectmen Votes: The process whereby selectmen are elected was discussed. Commissioner Donovan shared her research on this matter, about the many duties of the selectmen to attend various Town commission meetings as ex-officio members. *This item will be addressed at the next meeting.*

Other Business: The topic of training elected officials was briefly mentioned and discussed.

Public Comment: No one was present.

The next meeting is scheduled on January 4th. Commissioner Jaffe requested that the Town's IT Department be contacted to add Town Attorney Beecher to the email list.

Adjournment: Commissioner Hand made a motion to adjourn at 9:12 PM. Commissioner Jaffe seconded the motion, and it carried unanimously.