



**APPROVED MINUTES**  
**Charter Revision Commission**  
**Brookfield Town Hall – Room 209**  
**February 1, 2017**  
**7:00 PM**

**Call to Order:** Chair Park called the meeting to order at 7:08 PM.

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

**Absent:** Vice Chair Friedrich

*Recording Secretary Emily Cole Prescott prepared the motions.*

**Public Comment:** The following resident addressed the Commission –

- Alice Carolan, Chair of the Board of Ethics thanked the Charter Revision Commission for the suggested revision of the Board of Ethics language.

**Approval of Minutes of January 14, 2017:** Commissioner Hand made a motion to approve the minutes [of the January 14, 2017 meeting]. Commissioner Ferry seconded the motion, and it carried unanimously, 6-0.

**Additional Dates in March:** Chair Park suggested that the Commission add at least one additional meeting date to their proposed schedule. The Commission agreed to the following meeting dates, and added March 6th:

- February 11<sup>th</sup>
- February 27<sup>th</sup>
- March 1<sup>st</sup>
- March 6<sup>th</sup>
- March 20<sup>th</sup>

**Discussion of Petition Items:** Chair Park stated that Town Attorney Tom Beecher was not able to attend this meeting, but he is planning to attend the February 11<sup>th</sup> meeting. **Commissioner Donovan moved to table the discussion of the petition items to the meeting on February 11<sup>th</sup>. Commissioner Hand seconded the motion.** *There was no vote on the motion, but there was no objection to the motion.*

**Discussion of last sentence of ethics statement:** The Commission reviewed the recent draft of this document. The title of the document will be changed from “Code of Ethics” to “Ethics”. Commissioner Hand suggested the following: “The Board of Ethics shall interpret the provisions of this Charter, and the Code of Ethics and any ambiguities therein.” The last sentence will be moved from section C10-1 to section C10-2a and revised as discussed. Commissioner Hand noted a missing period in the statement. The word “the” has been changed two times to “this” Charter. In section E, “Selectman” will be changed to “Selectmen”. Chair Park will re-issue the

revised document. Commissioner Jaffe questioned whether suggested revisions conflict with section C6-10d of the current Charter. The Commission agreed to the following language: “The Board of Ethics may retain counsel in accordance with this Charter to provide advice during its deliberations and to pursue enforcement of its recommendations.” The final sentence will remain as is. The Board will vote on the finalized document at their Saturday, February 11<sup>th</sup> meeting.

### **Survey Questions –**

**Do we want to do a survey?**

**How to present it?**

The Commission discussed the survey topic and questions. Commissioner Jaffe presented an overview of his draft of the survey. Commissioner Donovan volunteered to revise the survey document. When complete, this non-bonding survey will be distributed to the public.

**Discussion of presentation for our Town Meeting:** Commissioner Jaffe stated that he had compiled a draft of the public hearing presentation. The Commission will revise the presentation moving forward. Commissioners were asked to send their comments to Commissioner Jaffe before the next meeting.

*At this time, the Commission returned to discussion of the Ethics statement.*

**February Meeting Dates: 02/11 at the Senior Center; 02/27 at the Town Hall:** *This item was discussed earlier in the meeting.*

### **Other Business:**

- **Town Clerk Position:** Commissioner Dori noted that because the current Town Clerk plans to retire, there has been much discussion about the Town Clerk’s position. Currently, the Town Clerk’s position is elected for four years, but there has been some question as to whether the position may be appointed. Chair Park indicated that she had previously brought this question before the Charter Revision Commission. The Commission agreed not to pursue this matter at this time.
- Chair Park noted that Howard Lasser has sent an email for public comment as he was not able to attend this meeting. His proposal is to include the term “unexpended funds” in Section C8-5A. It was noted that Vice Chair Friedrich has started research on this matter, and the Commission will ask him to follow up on this comment.
- **Open Issues:** The Commission briefly reviewed all charges from the Board of Selectmen and from the public. The two open matters are petitions and appropriations. Vice Chair Friedrich is researching both topics.

**Public Comment:** No public comment.

**Adjournment: At 8:34 PM, Commissioner Donovan made a motion to adjourn. Commissioner Ferry seconded the motion, and it carried unanimously.**