



**APPROVED MINUTES  
CHARTER REVISION COMMISSION  
BROOKFIELD TOWN HALL – ROOM 135  
MONDAY, MARCH 20, 2017  
7:00 PM**

**Call to Order:** Chair Park called the meeting to order at 7:00 PM.

**Present:** Chair Joni Park; Vice Chair Jerry Friedrich; Commissioner Loretta Donovan; Commissioner Mark Ferry; Commissioner Todd Hand; Commissioner Ron Jaffe

**Absent:** Commissioner Dotti Dori

**Also Present:** Recording Secretary Emily Cole Prescott

**Public Comment:** There was none.

**Approval of Minutes of February 27, 2017 and Public Hearing March 2, 2017:** The Commission reviewed both documents. Commissioner Donovan asked that her comment be added to the March 2<sup>nd</sup> public hearing minutes: “Commissioner Donovan stated that the Commission is looking for the ability to increase the number of people on the Board of Selectmen and Library Board to increase leadership within the Town.”

Commissioner Donovan noted, that at the bottom of the first page, Ms. Sturdevant may have mentioned the charge numbers in her comments.

**Vice Chair Friedrich made a motion to approve the minutes of February 27, 2017. Commissioner Hand seconded the motion, and it carried unanimously.**

**Commissioner Hand made a motion to approve the March 2, 2017 public hearing minutes with the one amendment as noted above [to add Commissioner Donovan’s comment]. Commissioner Jaffe seconded the motion, and it carried unanimously.**

**Vice Chair Friedrich moved that the survey under discussion is the first item under discussion. Commissioner Ferry seconded the motion, and it carried unanimously.**

**Announcements/Correspondence:** There was none.

**Other Meeting Dates Needed:** *This item will be tabled until the end of the meeting.*

**Discussion:**

- **New Request:** Chair Park explained the recently received recommendation from Mr. J. Fisher, Brookfield resident, to require ad-hoc committees to review proposed town expenditures over a certain amount. Vice Chair Friedrich requested that the minutes reflect that the Commission has received this recommendation. Commissioner Jaffe stated that he is not opposed to discussing another charge, but he thinks that the Charter has a clear description of the financial process. Commissioner Hand mentioned that there was no deadline by which the public could submit suggestions to the Commission.

**Commissioner Jaffe made a motion to consider Mr. Fisher’s request as a charge. Vice Chair Friedrich seconded the motion, and it carried, 4-2, with Chair Park, Commissioner Hand, Commissioner Jaffe, and Commissioner Ferry voting in favor of the motion. Commissioner Donovan and Vice Chair Friedrich voted in opposition of the motion.**

**Commissioner Jaffe made a motion to not bring this charge forward as a recommendation. Commissioner Hand seconded the motion, and it carried unanimously, 7-0.**

- **Survey:** Commissioner Donovan distributed the survey document. Commissioners discussed public reaction to the survey. The Commission reviewed responses to all survey questions.
- **Final Recommendations to the BOS:** Commissioner Donovan made specific recommendations for the presentation. Chair Park is scheduled to present the Commission’s recommendations at the April 3<sup>rd</sup> Board of Selectmen meeting. The Commission reviewed the presentation in detail:
  - **Charge 1:** *Consider correcting errors in the Charter that conflict with each other:* There is nothing to add to the rationale in the presentation.
  - **Charge 2:** *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 only apply for the annual budget referendum.* No change.
  - **Charge 3:** *Clarification of what items can be petitioned to a town meeting:* Commissioner Jaffe reviewed the reason for this charge. The Commission does not give the language for the referendum questions to the Board of Selectmen, but rather gives the Board of Selectmen their recommendations on the charges. The Commission reviewed the proposed language revisions. After discussion, Commissioner Hand volunteered to work on the wording with the Town Attorney. There would be four percent of electors to participate with the majority of them voting in favor for the item to pass. This will be similar to other sections of the Charter.
  - **Charge 4:** *Consider eliminating offices that no longer exist:* This is a housekeeping item.
  - **Charge 5:** *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 previously agreed unanimously to recommend the most recent revisions as discussed during previous meetings.
  - **Charge 6 (part one):** *Review budget transfers allowed to be made by the BOS and 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:* The Commission agreed unanimously at previous meetings to recommend this item.
  - **Charge 6 (part two):** *Clarify the reallocation process – one part of the charter gives them the right to reallocate unexpended funds but other parts require a town meeting:* The Commission will not recommend this item.
  - **Charge 7:** *Consider permanently appointing the Town Attorney as parliamentarian of all Town Meetings:* The Commission has agreed to not recommend a revision.
  - **Charge 8:** *Review updating Special Appropriation levels and time requirements for construction projects:* There is no change recommended, because this was covered under BOS charges 2 and 6.
  - **Charge 9:** *Consider increasing the number of members on Library Board of Trustees:* The Commission agreed unanimously to make this recommendation.
  - **Charge 10:** *Consider making grammatical changes as needed for clarification:* There is no change recommended, as this is a housekeeping matter.
  - **Public Request 1:** *Separation of votes of First Selectman and Selectmen – losing First Selectman candidates would only be eligible for the position they run for and would not be*

*included in the Selectmen vote:* The Commission unanimously brought this recommendation forward.

- **Public Request 2:** *Eliminate charter requirement to pay Selectmen a minimum salary – putting Selectmen remuneration into the budget process:* There was a recommendation to make no change.
- **Public Request 3:** *Increase the BOS to 5 members:* The Commission had unanimously agreed to bring this item forward.
- **Public Request 4:** *Establish minimum (10 days) before boards can appoint replacements:* The Commission agreed to recommend this revision.
- **Public Request 5:** *Establish Conservation Commissioners as salaried position:* The Commission recommended no change.
- **Public Request 6:** *Establish Town Manager position as a Charter required position.* Such a large change should be addressed separately from the other charges. This is a substantial change that requires its own research and discussion.
- **Public Request 7:** *Make the Town Clerk an appointed position.* The Commission has recommended no action.
- **Public Request 8:** *Clarify the Charter so that wide-scale transfers cannot be made early in the fiscal year.* The Commission had recommended this revision. The Commission re-reviewed this public request.
- **Public Request 9:** *Add the ability to restore individual line items at the Annual Town Meeting but only to levels approved by either the BOS or BOE.* The Commission had recommended this charge with the following rationale: “The Charter already allows reduction of individual line items at the Annual Town Meeting. The CRC felt this was worth bringing forward for public input on the ability to restore BOS/BOE approved requests as well.”

The Commission discussed the recommended charges, setting a prioritization schedule of the BOS charges 3, 5, 6a, and 9, as well as the public charges 1, 3, 4, 8, and 9.

*The Commission took a brief, five-minute recess from 8:40 to 8:45 PM to reset the recorder.*

The Commission determined a ranking system, agreeing to indicate to the Board of Selectmen the Commission’s highest-ranking priorities. Chair Park will draft the presentation, then send it to the Commission for their comments. Vice Chair Friedrich suggested eliminating the numbered system to instead focus on the language of each recommendation. The final report is due by April 3<sup>rd</sup>. The Board of Selectmen has thirty days to review the report.

Chair Park asked for comments of Commissioners.

**Other Business:** None.

**Public Comment:** None.

**Adjournment:** Commissioner Hand made a motion to adjourn the meeting at 9:19 PM. Vice Chair Friedrich seconded the motion, and it carried unanimously.