

**CHARTER REVISION COMMISSION SPECIAL MEETING**

**April 4, 2022**

**7:00 PM**

**Via Webex**

**Fairfield, CT**

A recording of this meeting can be found here: <https://www.youtube.com/watch?v=UtMBcBpru0Y>

**DRAFT MINUTES**

**MEMBERS PRESENT:** Bryan Cafferelli-Chair, Chris Brogan-Vice Chair, Marlene Battista-Secretary, Pamela Iacono, John Mitola, John Wynne

**MEMBERS ABSENT:** Jay Gross

**OTHERS PRESENT:** Attorney Steven Mednick, Attorney James Baldwin, members of the public

**I. CALL TO ORDER**

Chair Bryan Cafferelli called the meeting to order at 7:00pm.

**II. ROLL CALL**

Recording Secretary Pru O'Brien took the Roll.

**III. PLEDGE OF ALLEGIANCE**

Chair Cafferelli led the Pledge of Allegiance.

**IV. Meeting Topic:**

**Discuss and Finalize Governance Model – Action Item #3**

The Commission went over their comments and suggested changes to Articles and subsections regarding the document titled Action Item #3 that was part of the backup for 3/24/22. These items can be followed by accessing the recording link listed above. Attorney Mednick will draft an updated document to review.

**Discuss: Resignations and Vacancies – Action Item #2**

Commissioner Iacono expressed concerns from the Town Clerk; If the Board of Selectmen is dissolved, should the Town Clerk resign, to whom would she give notice. Also, after elections the Town Clerk notifies candidates of the results by email and not USPS. The Charter says people are notified by regular mail. That would need to be taken out. Commissioner Mitola asked about a Tie Break provision. After a discussion, Attorney Mednick said he will look into how other towns do it as well as look into the state statute. There was also discussion about the RTM districts, member numbers and proper representation as well as Department Heads qualifications and terms of service. All of which will be discussed at the next scheduled meeting.

**Discuss remaining CRC meeting schedule and coordinante with WorkPlan :**

**A. Final Review and Action Budget Issues – Action Item #1**

The Commission decided to meet at 6:00pm for the next meeting on Thursday, April 14 instead of 7:00pm and continue to review Action Items.

- B. Meeting Topic IV (4/14/2022): Department Issues; Qualifications, "For Cause" and Term of Office for Department Heads; Town Attorney; CFO; DPW/WPCA Alignment; Police Chief Residency
- C. Meeting Topic V (4/28/2022): Board of Education; Cooperation Provisions; Uniform Creation Standards

There was a discussion about extending the end date until late May. There will be another public hearing scheduled. The Commission added Monday, April 25, 2022 as a Special Meeting. Information regarding that meeting will be posted on the website.

V. **ADJOURN**

Chair Bryan Cafferelli adjourned the meeting at 10:38pm.

Respectfully submitted,

Pru O'Brien  
Recording Secretary