



Charter Review Committee

Meeting Minutes For 22 January 2020

1. Call To Order And Pledge Of Allegiance

The meeting was called to order at 7:29 pm. The pledge of allegiance was said.

Attendance: Charter Review Committee Members, Caroline Ahdab, Matt Jussaume (Vice Chair), John Ladik, Harvey Serreze, Bob Newton

Absent: Doug Adams (Chair), Ramona Reed (Clerk), Mike Tang, Marilyn Tremblay

Matt Jussaume filled in for the Chair, Doug Adams and John Ladik filled in for the Clerk, Ramona Reed

2. Acceptance Of Minutes

A motion was made by Bob Newton to approve the minutes but subsequently it was withdrawn since a quorum of members who attended the last meeting was not present.

3. Public Comments On The Agenda

None

4. Public Feedback Received

None

5. Discussion / Action Items

None

5.1. Continue Charter Review – Starting with Articles 5,6,7

The Committee recommended the following changes:

- Section 5-1 b: Delete “from time to time” and add after ...and submit “as needed”.
- Section 5-3 b: Delete entire section since a new Fire Chief has been hired.
- Section 5-5: Review the entire list for currency. Further, the Committee noted the need to define Committee, Commission, Board, etc. and whether some of the items listed in Section 5-5 are still needed, e.g. Fence Viewer.
- Section 5-4: Caroline Adhab recommended adding information about who is responsible for performing the duties outlined in Section 5-4 and if the information is in the Administrative code. She volunteered to see if Section 5-1a applies to Section 5-5
- Section 5-5: Harvey Sereze volunteered to develop a table listing the relevant committees and the information requested by Mr. MacLean (see Section 6 of the minutes below). Caroline Adhab suggested the listing retain the names of all boards for future reference.



Charter Review Committee

- Section 5-5 Third Paragraph: It was suggested that the word “consultation” be replaced with “partnership and approval”. The concern is that the Town Administrator’s decision may not be in the best interests of the Town.
- Section 6-1 and 6-2: Consistent use of “first” and “1st”
- Section 6-4 D ii: Replace “State Association of Finance Committees” with “Association of Town Finance Committees”.
- Section 6-5 e: Bob Newton had a question regarding the use of the word amendments. John Ladik stated that is in relation to Citizen Amendments at a Town meeting to change the budget line item values to something different than what was proposed.
- Section 6-1 through Section 6-6; John Ladik volunteered to review the dates in these sections in view of the Finance Committee and Town Administrator having adopted a new budget review process for FY’21.
- Section 6-7: John Ladik will review the role and responsibilities in the current plan for the revised Capital Planning Committee.
- Section 6-8: The Committee ended its review for the night at this section.

6. Other Matters Which Could Not Be Reasonably Anticipated 48 Hours Prior to Meeting

Prior to the meeting, Mr. MacLean discussed the need to add to the Charter information regarding committees, commission, etc. He would like to see a chart or table listing the number of members, the appointing authority, and the term of service. He stated that the Town does have an Access database containing committee information. The Committee also recommended addressing the future of the Charter Review Committee. Further, the Committee noted the need to define Committee, Commission, Board, etc. and whether some of the items listed in Section 5-5 are still needed, e.g. Fence Viewer.

7. Adjournment

The next meeting is scheduled for 12 February 2020. Matt Jussaume called for a motion to Adjourn. Bob Newton made a motion to adjourn, and this was seconded by Caroline Ahdab. By unanimous vote, the meeting adjourned at 8:50 PM.