

Charter Review Committee

Meeting Minutes

August 22, 2019

Town Hall, Town Administrator's Office

This meeting was the first for this committee and it was initially convened by the Town Administrator until a Chair person was elected. Before the meeting started, the Assistant Town Clerk conducted the Oath of Office process for those not already sworn in.

Attendance: Doug Adams, Caroline Ahdab, Phil Durno, Matthew Jussaume, John Ladik, Bob Newton, Ramona Reed, and Marilyn Tremblay, Absent: Michael Tang

Meeting called to order at 7:11 pm by Town Administrator (TA) Andrew MacLean

The TA discussed the overall purpose of the committee and answered some general 'housekeeping' questions. Members were instructed to take the Conflict of Interest training (the Oath of Office forms have the website listed.) Committee appointments are through June 30, 2021 but the committee can dissolve sooner, automatically, once a final report is given at a Town Meeting. The TA promised to follow-up on the process for committee recommendations to be adopted by the Town. (Town Meeting vote, ballot, State approval?) He then conducted a nomination process and vote for a committee chair.

Caroline Ahdab nominated Doug Adams to be the chairperson of the Charter Review Committee, seconded by Marilyn Tremblay. There were no further nominations, and by unanimous vote, Doug Adams was elected Chairperson.

The TA then turned over duties for running the meeting to the newly elected Chairperson.

The Chair conducted a nomination and vote for a vice-chairperson to manage meetings in the Chair's absence.

Doug Adams nominated Matthew Jussaume to be vice-chair. Seconded by Marilyn Tremblay. There were no other nominations, and by unanimous vote, Matthew Jussaume was elected vice-chair.

The Chair then conducted a nomination and vote for a clerk to take meeting minutes and post agendas in coordination with the Chair.

Ramona Reed nominated herself for Clerk, Seconded by Marilyn Tremblay. There were no other nominations, and by unanimous vote, Ramona Reed was elected clerk.

Ramona Reed asked if we could go around the table and introduce ourselves. The Chairperson then discussed next steps:

The group agreed to hold meetings on the following dates: 9/11/2019, 9/25/2019, 10/16/2019, 10/30/2019. The TA promised to make room reservations and to provide Ramona Reed with the minutes for this meeting and the process/format for future agendas and minutes.

The TA indicated that all could / should use town email for committee correspondence and would arrange for all members to have an email created and to provide instructions for accessing the email. He also reiterated that email is for meeting management (scheduling,

provision of documents, etc.) and cannot be used for deliberation among the group as that is a violation of Open Meeting Law.

A printed Charter was distributed and a page listing some suggested sections to review that have been noted to the TA previously, was also distributed. The committee discussed a review process and the chair suggested that an online forum – perhaps Google Docs or MS Word, or similar would be an appropriate ‘centralized’ area for changes and editing. This would also allow for the use of documentation version control features to track the changes.

The TA promised to elaborate further on some of the notes on that handout as they referenced sections but weren’t always clear on the issue to be reviewed.

John Ladik motioned to adjourn, seconded by Bob Newton and by unanimous vote the meeting adjourned at 8:15 pm.

Minutes created by Andrew MacLean

Minutes approved: September 11, 2019
Date

By a vote of 7 – accepted by Doug Adams, Caroline Ahdab, Matthew Jussaume, Bob Newton, Ramona Reed, Harvey Serreze, and Marilyn Tremblay

Abstained: Michael Tang

Absent: John Ladik