

**Charter Review Committee August 25, 2020  
Meeting Minutes**

Members present: Larry Levine, Phil Adams, William Fonseca, Ralph Page, Jeff Bosworth, Tom Christensen, Marilyn Richards (alternate), Jeannie Quaglietti (non-voting), and Michael Kane (ex-officio, non-voting)

Absent – Andy Fraser; Marilyn, as alternate, will be voting.

The meeting was held by virtual participation (Zoom webinar) and was called to order by Chairman Larry Levine at 4:30 pm. It was noted that this meeting was being videotaped by ELCAT and that there were no audience members audiotaping.

The minutes of August 11, 2020 were reviewed and approved as written with a motion by Jeff, seconded by Phil, followed by a Roll Call vote: Larry – YES, Phil – YES, Bill – ABSTAIN, Ralph – YES, Jeff – YES, Tom – YES, and Marilyn – YES. Vote 6 in favor/1 Abstention

The minutes of August 18, 2020 were reviewed with the following corrections: 1) Page 3, paragraph 2, quote in second sentence should read, “Notwithstanding the above”. 2) Page 3, paragraph 3 should read, “The last sentence in section 6, paragraph 6”. 3) Page 3, last paragraph, “replace soul with sole”. 4) Page 4, middle of second paragraph, “replace to with too, and remind with remain”. 5) Also, page 4, second paragraph, 3<sup>rd</sup> from last sentence, “replace a public hearing with a public meeting” and add before the Town Council, the words “be approved by”. 6) Page 5, add sentence prior to adjourning that Tom Christenson joined the meeting at 5:25pm. Motion was made by Bill, seconded by Jeff to approve with amendments, minutes of August 18, 2020. Roll call vote - Larry – YES, Phil – YES, Bill – YES, Ralph – YES, Jeff – YES, Tom – abstain, and Marilyn – YES. Vote 6 in favor/1 Abstention

Chairman Larry Levine began the meeting with Article 2, Section 7. The committee confirmed that after a previous discussion of this section at the last meeting, the committee decided to revisit this again when discussing Article 3, section 2, Town Manager Powers and Duties. No change to Article 2, Section 7 at this time.

Discussion continued with proposed wording that would enable the adoption, in its entirety, of the Town Bylaw Recodification project, such wording to be added within Article 2, section 6. The committee reviewed language suggestions proposed by Ralph and Town Attorney, Jesse Belcher-Timme. The Town Charter currently requires that proposed bylaw changes be addressed as one subject only. The Recodification project, which combines all town bylaws and regulations into one document, if adopted as one entity, would violate current language in the Charter. Proposed language needs to address Recodification as a one-time project. Jeanne Quaglietti, Town Clerk, will discuss with Atty. Belcher-Timme, suggested language, a definition for Recodification, as well as the process for such adoption. Ralph suggested that perhaps the process would start with a public hearing for the Recodification Project, with subsections of the hearing to address more specifically, individual components (i.e. general bylaws, zoning bylaws, etc.). The consensus of the committee is to carve out a less-cumbersome process for a one-time Recodification process, addressing a specific event with no time limitations. Jeanne will reach out to Atty. Timme with this information.

Article 2, Section 8. Vacancy – Discussion continued regarding the established process for filling a Council vacancy. Jeff questioned why the Charter did not mention that a vacancy would be publicized. Historically, there have been two vacancies on the Council since the government change and with both times, there was public notice of the vacancy. A motion was made by Jeff with a second from Phil to place the following text after the first sentence of article 2, Section 8...Notice of said vacancy shall be published in a local publication and advertised on the Town’s website.

Roll call vote - Larry – YES, Phil – YES, Bill – YES, Ralph – YES, Jeff – YES, Tom – YES, and Marilyn – YES. Vote 7/0

Section 9. Access to Information – First paragraph establishes that the Town Council may make inquiries into the affairs of the Town and into the conduct and performance of any town department. Marilyn asked if the intent

was for the Town Council to be treated as a whole, or did this imply that individual Councilors could make inquiries. Mike, President of the Town Council, indicated that established protocol directs any comment pertaining to a Department Head, should flow through the Town Manager. Ralph suggested that a Councilor could conceivably ask a Department Head a question such as a resident would. Larry offered that the Councilors, as elected officials, still had the ability to stay involved with the workings of the Town, recognizing that the day to day operations were under the jurisdiction of the Town Manager. Jeff added that the Town Council was the governing body of the Town and that Councilors should be permitted to interact directly.

At this point, the meeting time ended and this subject will be continued at the next meeting.

The next meeting of the Charter Review Committee via ZOOM webinar is scheduled for September 8, 2020 at 3:45 PM.

Ralph made a motion to adjourn, seconded by Jeff and followed by a Roll Call vote: Larry – YES, Phil – YES, Bill – YES, Ralph – YES, Jeff – YES, Tom – YES, and Marilyn – YES. The meeting adjourned at 5:29 pm

Respectfully submitted,  
Marilyn M. Richards (alternate member)  
Recording clerk