

CHARTER ENFORCEMENT COMMISSION

Meeting Date: September 10, 2013

Meeting Location: Town Hall, Caucus Room

Meeting Time: 4 pm – 6 p.m.

Attendees from the Charter Enforcement Commission: Tina Trudel, Chair; Ann Maguire, Julia Perry, Members

1. This was the first meeting of the Charter Review Ad Hoc Committee. Two Members of the Charter Enforcement Commission were named to the Charter Review Ad Hoc Committee – Ann Maguire and Julia Perry. Tina Trudel was named as an alternate. All three attended for this the first meeting. This constitutes a quorum for the Charter Enforcement Commission and thereby necessitates these notes.
2. The Charter Review Committee – hereinafter the Committee – was convened by Doug Johnstone under his authority as Town Clerk with regard to a new Committee.
3. There was an introduction of the Members of the Committee. In addition to the members of the Charter Enforcement Commission named above and Doug Johnstone, they are: Judith Cicero, Thomas Coen, Marcy Feller (not present), David McGlothlin, Mark Phillips, Robert Speiser, Robert Vetrick, and Elizabeth Williams.
4. Tina Trudel discussed the role of the Charter Enforcement Commission, the reasons the Commission proposed the creation of the Committee to the Board of Selectmen (summarized in a document dated July 22, 2013), and her role as Alternate.
5. The Committee as a whole discussed further the reasons for the Charter Review, specifically:
 - a. The fact that the Charter has not been reviewed as a whole for twenty years;
 - b. The fact that technology changes that impact the processes discussed in the Charter are not reflected in the Charter;
 - c. The proposal to create a Town Planner position, which would be an addition to the Charter;
 - d. The lack of discussion in the Charter of Ad Hoc Committees;
 - e. And the need for general housekeeping with regard to the review of Committee roles.
6. There was also a discussion that the Charter needs to be made more readable to the general public – including definition of terms, clarification of references, and potential conflicts with the Town By-Laws.
7. There was an initial discussion of the Charter Review process – detailed in a handout provided by Doug Johnstone.
8. The Committee chose its Officers – Julia Perry as Chair, Mark Phillips as Vice Chair, and Doug Johnstone as Clerk to the Committee.

9. The Committee discussed potential next steps – including outreach to the Town Boards and Committees; public forums; consideration of best practices by other Towns that have undergone the Charter Review process.
10. The Committee decided to create an Introductory Letter to the Town Boards and Committees notifying them that the Committee has been formed and is meeting, that we are asking for their initial input at this time, and that we will be meeting with them to identify their concerns and recommendations in more detail in the future.
11. The Committee agreed to meet every Tuesday at 5 pm for the next three weeks and then to start meeting every other week on Tuesday at 5 pm.
12. The Committee also agreed to begin individual review of the Charter for discussion at the next meeting – covering the first ten pages (or four chapters) of the Charter.

Meeting adjourned at 5:15 pm.

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Secretary to the Charter Enforcement Commission: Julia L. Perry