

## CHARTER COMMISSION FOR THE TOWN OF PROVINCETOWN

Meeting Minutes for October 3, 2016

Meeting held in the Judge Welsh Room of Town Hall

Present: Judith Cicero, Tom Coen, Michelle Crone-DeMarco, Julia Perry, Robert Speiser, Robert Vetrick, Elizabeth Williams

Absent Excused: Marcy Feller, Steve Katsurinis

The Meeting was called to order by the Chair at 1:05 pm.

1. Public Statements - none.
2. Tom Coen discussed changes to the Financial Timeline:
  - a. Moving Annual Town Meeting from April to May;
  - b. Moving Annual Town Election to third Tuesday in June;
  - c. Moving when Town Manager gives proposed Budget to the Board of Selectmen on the second Monday in January.
  - d. No change in the dates the Warrant opens and closes, but because of change in the Town Meeting date, closes 60 days, rather than 30 days, before Town Meeting.
  - e. Two weeks before the Town Meeting, the Town would publish a Voters' Guide - summaries of Articles, votes of Committees, Finance Committee recommendations to voters, and potential impacts of Town Meeting votes. Voters' Guide would be available on-line or hard copies in Town Hall. Warrant would still be published in Banner.
3. Tom discussed proposed draft of Finance Committee section. No change to size or terms, restriction on serving on other Boards, or general authority. Change - term would end on July 15, instead of at Election, because of the need to continue staff until the end of the fiscal year. On-going question about appointment and qualification of the Finance Committee. Proposal also adds that no Town employee can serve on the Finance Committee. Statement of duties of the Finance Committee added to Section, including discussion of transfer of funds - with limitations on funding a raise in salary or the creation of a new position.
4. Discussion about qualification for membership on a Board. Question whether qualifications need to be set for certain Boards - Finance Committee, Board of Health, Building Committee. Question whether each member of a Board should be required to be qualified when appointed, or is there an opportunity to have a new member who learns from more experienced members. Should these requirements be in the Charter for each Board or should there be something in the Charter that places the responsibility on the appointing authority.

5. Proposal by Robert Vetrick to have future Public Forum on appointment of Finance Committee to discuss alternatives used by other Towns. Options include:

- a. A multi-member body - including the Moderator - appoints.
- b. Moderator proposes appointments and Town Meeting approves slate.

6. Discussion of outstanding Board issues:

a. Absences by Board Members - current language should be clarified that it does not apply to elected Boards (whose members can only be removed by the Recall provision in Chapter 10). For appointed Boards, change to allow the Board to vote to remove Members who are not attending without excuse instead of removal being automatic.

b. Absences by Chair - current language is automatic removal. Should be changed to allow Board Members to vote whether he or she should continue as Chair.

c. Update 3-2-1 to allow for posting of Agenda on Town website two business days before meeting.

d. Do we want to limit how long anyone can serve as Chair?

e. Confirm - not establish - quorum requirement because quorum requirement is set in the Charter.

f. Prepare - not maintain - minutes, and file with Town Clerk for posting on Town website.

g. 3-3-1 requires use of Roberts Rules of Order. Do we need a training requirement? Are there other options than Roberts? Maybe a simplified version for use by Boards?

h. Only a registered voter of the Town of Provincetown can serve on an elected Board, a regulatory Board, or the Finance Committee.

i. Current Charter (3-4-2) states that a paid Town employee cannot serve on a Town Board where there is a direct conflict of interest. Need to refer to State Conflict of Interest laws.

j. Outstanding issue on matter of consecutive terms.

k. Need for guidelines on behavior of Board chairs.

l. Clarify definition of regulatory Boards. Current Charter address only six, should others be added.

7. Minutes for September 26, 2016, accepted.

8. Commission has approved proposed letters to Board of Selectmen.

9. Commission will be meeting every Monday, but not Columbus Day.

The Meeting adjourned at 2:21.