

**Charter Review Committee**  
**Meeting Minutes**  
**December 8, 2010**

**Members Present:** Richard Bairam, Jim Gorton, Carol Granfield, Jim Levesque and Jim Sullivan

**Approval of Minutes:** Jim L. moved to approve the December 1, 2010 minutes as presented. The motion was seconded by Jim G and unanimously carried by voice vote.

**Update on Legal Questions**

Carol updated the committee on legal questions pertaining to the possible need for a Charter Commission as well as Charter change pertaining to the Police Commission. She reported that an elected Charter Commission would not be required unless a form of government change would be proposed such as changing to a Town Manager. The change in number of Town Councilors would simply be an amendment. Also, a Charter amendment may be necessary if the proposed legislation to abolish the Police Commission passed. An amendment to eliminate the Police Commission from the Charter would be necessary and transition could also be incorporated.

**Charter Review**

**Article 4 – Administration of Government**

- Section 4.1 - Change wording to “*a majority*” from “*five (5)*” due to proposed Town Council number change.
- Section 4.3 – Change “*five (5)*” to a “*majority*”.
- Jim G. noted he would like to have the Town Administrator approve items such as street signs and bond releases. Jim S. noted this might be possible by Town Council passing a resolution as listed in Section 4.5. Carol will verify if this authority can be approved with a resolution.
- Section 4.6 A – The committee discussed the term “officer” and did not understand who it referred to. Unless needed, it will be removed throughout the Charter. The third sentence shall reflect within 5 “*business days in writing request to schedule a hearing. Further, the Town Council must schedule a hearing within two regular Council meeting days and render a decision within 30 days of the hearing.*” Lastly, “*two-thirds (2/3) majority*” shall be added to the second to last sentence.
- Section 4.7 – In the second to last sentence of the first paragraph, “majority” should be changed to “*2/3 majority*”. The first sentence of the second paragraph, “*administrative officers or employees*” should be deleted and changed to “*department heads or town employees*” and after “chairman” should add “*in conjunction with the Town Administrator*”.
- Section 4.8 – Add after “agencies”, “*within their control*”.

- Section 4.9 – It was noted the s/he was missed in the gender-neutral correction. Carol will have Evelyn correct it.
- Section 4.9 and 4.10 – Carol will review if the appointment of Treasurer and Tax Collector can be made by the Town Administrator.
- Section 4.13 – Carol will re-draft the Town Attorney section to reflect the Town Administrator versus Manager. It will also reflect that either by Council direction or ***“through the Town Administrator direction will be provided”***.

#### Article 5 – Finance

- Section 5.2 – The RSA number shall be added as well as the Sewer Precinct.
- Section 5.4 C – The months shall be changed to reflect February and March due to the change in deliberative and election months.
- Section 5.4 F – This needs to be changed to the appropriate March date.
- Section 5.5 – Evelyn will be advised to correct the gender neutral “s/he”.
- Section 5.9 – Carol will verify the title for government accounting is accurate. “Seven years” will be change to ***“five years”*** so a bidding process will occur in a shorter time frame as the Town Administrator and Finance Director both recommend 5 years. Additionally, as a result of this change, the “six” years should change to ***“four”*** years.
- Section 5.13 – ***“The Administrative Code of the Charter”*** should be added to the last sentence.
- Section 5.14 – The words ***“other than money”*** should be deleted, as it is not necessary.

The next scheduled meeting is Wednesday, December 15<sup>th</sup> at 9:00 am at the Town Administrator’s office.

The committee discussed having upcoming meetings scheduled for December 29<sup>th</sup>, January 5<sup>th</sup>, January 19<sup>th</sup> and present a report to the Town Council on January 29<sup>th</sup>. The changes will be sent to legal for review prior to presenting to the Town Council.

Meeting adjourned at 11:15 am.

Respectfully submitted,

Carol M. Granfield, *ICMA-CM*  
Town Administrator