

TOWN COUNCIL WORKSHOP NOTES
Wednesday, July 30, 2014

The workshop began at 6:30pm.

ROLL CALL – ATTENDANCE

Adam Jennings, Nancy Comai, Donald Winterton, Robert Duhaime (6:42 pm), James Levesque, Susan Orr (6:32 pm), Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: David Ross, Todd Lizotte

DISCUSSION ITEMS (items needing motions will be on a future Town Council regular meeting agenda)

1. Town Council Rules of Procedures

- a. July Council Reorganization – 1st meeting in July add to rules of procedures:
 - o motion for indemnification
 - o motion for Chair to sign ancillary documents
 - o adopt Town Council Rules of Procedures
 - o Town Clerk swear-in all new Councilors as a group

- b. Nominations and Appointments for Boards/Committees
 - o invite applicants to Town Council meeting as scheduled appointment to state their interest in Board/Committee
 - o respective Board/Committee receive applications and make applicant recommendations

- c. Miscellaneous
 - o Boards/Committees meet once a year with Council as a scheduled appointment to provide overview of their activities and member attendance reports
 - o Reading file and Council Chair signed ancillary documents overview sheet to be attached to Town Council meeting minutes
 - o Town Council shall not recognize Councilor electronic methods for meeting participation, attendance, or quorum criteria
 - o Council seating shall be randomly alternated from meeting-to-meeting
 - o Council roll call votes shall be randomly alternated so that the last Councilor to make a motion is the first Councilor to vote on the next roll call
 - o Scheduled appointments shall be 15 minutes unless the Town Council votes to extend
 - o Non-public session – Council shall motion to exit non-public then motion to seal minutes

2. Administrative Code

- a. Municipal Records Committee – new draft Record Retention Policy
- b. Purchasing Procedures Section 5.5 – amended draft for new sections 5.5.3 Special Exceptions and 5.5.4 Emergency Procurements

3. Town Charter – 2015 ballot

- a. Section 3.2 Qualifications of Councilors – Council declare vacancy should be fiscal year vs. calendar year
- b. This item to be discussed at future Town Council meetings

4. Old Home Day September 20, 2014 – Town Council Booth = Volunteer schedule & suggested themes

5. Employee Appreciation Picnic October 10, 2014 = Volunteer schedule & suggested themes

6. Bulk Items – Council concensus if bulk items are in electronic format, no need to also have hard copy

7. Other

The workshop ended at 9:30 pm.

Respectfully Submitted,

Tiffany Verney
Recording Clerk