

Charter Committee Meeting October 15, 2013

Present: Pat Rice, Joan Perkins, and Tammy Perry. Absent: Cliff Wells and John Manter.

Since this group is a committee and formal minutes are not required, we decided to take notes.

Pat brought Glenburn and Winterport charters for review. Other towns were discussed, but it was decided to stick to similar towns. She also had an article from a 1992 issue of the Maine Townsman titled *Municipal Charters: A Comparative Analysis of 75 Maine Charters*.

Set Meeting Schedule

The group brought up the town calendar to minimize conflicts with other groups. We decided to meet once a month for the rest of the year on the first Wednesday at 6:30-8:00 p.m. The next meetings will be November 6 and December 4. In December, we will discuss going to twice a month on the first and third Wednesday starting in January if we feel it is necessary.

Review of Charter

Pat had questions regarding Codification and how there are processes there that are not being followed. Joan pointed out the overall gender language differences. How to review the charters of other towns was discussed, and the group thought that just reviewing sections of other town charters relevant to the section we were working on might be sufficient.

Items discussed in a preliminary manner:

- Requirement of the council to meet every month (calendar vs. 30 days)
- Recall process
- There is nothing in the charter about how to change the charter
- The charter calls for the Board of Appeals to act as the Citizen Personnel Advisory Committee, with no details about what this entails
- How some sections are related, such as Town Meeting and Budget

We discussed working on the charter section by section. Things that need work were Town Meetings, Committees, Budget (including the timeline of the budget committee), Financial Procedures, Town Manager and Personnel, Executive Sessions, and the Board of Appeals.

Plan for Review

Some sections are short and will require little work. Some sections have to be combined. The group decided to pick a section or sections for the next meeting. For the next meeting:

Section 00.01 GRANTS OF POWERS TO THE TOWN

Section 00.02 THE TOWN COUNCIL

Sections 00.02.01 through 00.02.08

Section 00.02.13 through 00.02.16

We will save the Ordinances section, Sections 00.02.09 through 00.02.12, for another meeting.

Suggestions are to review other charters for the Town Council section to provide suggestions for what changes should be made.

Packets will go out prior to each meeting including the agenda and any other relevant information. If anyone has any information they want all group members to have, such as other charters or articles, they can forward them to Tammy or the Town Manager to be included in the packets.