

**CHARTER REVIEW COMMITTEE FINAL MINUTES**

Monday, August 8, 2022 – 2:30 p.m.

Old Water Department Conference Room-- Town Hall  
59 Town Hall Square, Falmouth MA 02540

Members Present: Peter Clark; David Garrison; Judy Fenwick; Dan Shearer; Carter Hunt;  
Charles McCaffrey

**Open Meeting:** At 2:33 PM, Peter Clark called the meeting to order.

**Hear Public Comment:** None.

**Discuss and Act on Minutes from August 16, 2021**

**Dan Shearer moved to accept the minutes of December 6, 2021. David Garrison seconded. All in favor. Motion passed.**

**Review New Committee Emails and Documents:** None.

**Discuss and Act on Revisions/Edits to Convert the Interim Report into the CRC4 Final Report**

The committee reviewed proposed revision and edits, resolving many by consensus and voting on those that were a substantial change. Votes are listed below:

**Carter Hunt moved to accept Peter Clark's amendment on page 4 regarding the issue of the pandemic shutdown for meetings. David Garrison seconded. All in favor; motion passed.**

**Carter Hunt moved to include the 5 guest essays, that appeared in the Enterprise, as Appendix 10. David Garrison seconded. All in favor; motion passed.**

**Carter Hunt moved to include the addition of a nineteenth item in the 'Not moved forward' section. Charles McCaffrey seconded. All in favor; motion passed.**

**Carter Hunt moved to approve the final report as discussed. David Garrison seconded. All in favor; motion passed.**

**Review which ideas of the Interim Report have been considered/adopted by Town agencies and bodies and act on any desired follow-up actions through a cover letter or other means.**

The Committee agreed that the transmittal letter of the final report to the Select Board should be short and straightforward. There was agreement that the letter should include all of the dozen items the CRC has identified from its Interim Report recommendations that remained unaddressed, and that the twelve items would not be ranked as to priority. Chairman Clark proposed that he and Judy Fenwick be authorized to complete the editing of the final report.

**Carter Hunt moved to authorize Peter Clark and Judy Fenwick to prepare the final draft and transmittal letter as discussed. Dan Shearer seconded. All in favor; motion passed.**

Falmouth Charter Review Committee minutes of August 8, 2022 meeting

**Review the archiving plan and delegate any remaining steps.**

**Charles McCaffrey moved to delegate to the chair, vice-chair, and secretary resolution of management of CRC documents collected by Dan Shearer and any other material that may be relevant, in printed or electronic forms, all for submission to the Town Clerk for archiving. Judy Fenwick seconded. All in favor; motion passed.**

**Declare CRC4 Work Concluded and Permanently Adjourn**

**Charles McCaffrey moved to approve the 8/8/22 minutes in advance. Dan Shearer seconded. All in favor; motion passed.**

**At 4:45 Judy Fenwick moved to adjourn permanently. Carter Hunt seconded. All in favor; motion passed.**

Respectfully submitted

David Garrison  
Committee member and Secretary