CHARTER REVIEW COMMITTEE VOTED MINUTES
Monday, August 31, 2020 – 4:00 p.m.; ZOOM meeting

Members Present: Peter Clark, H. Carter Hunt; David Garrison; Judy Fenwick; Daniel H. Shearer; Charles McCaffrey

Chair’s statement of remote operating procedures and Other
Peter Clark called the meeting to order at 4:08 and took a roll call vote:
David Garrison-present
Carter Hunt-present
Daniel Shearer -present
Judy Fenwick-present
Charles McCaffrey-present

Hear Public Comment
None.

Discuss and Act on Minutes
Minutes of August 17, 2020
David Garrison moved to approve with a correction to clarify that all three roll call votes taken were unanimous. Carter Hunt seconded.
A roll call vote was taken on both the correction proposal and the minutes.
The vote was 5 yeas (Clark, Garrison, Fenwick, Hunt, and Shearer), no nays, and one abstention (McCaffrey). Motion passed 5-0-1.

Review Charter for Scrivener’s Errors and Other Issues; Article V and VI
Carter Hunt noted that C5-5C uses the term “collective bargaining agreements” while C5-5B uses the term “collective bargaining contracts”. Mr. Hunt asked which term was correct and whether clarifying these terms might fit into the “scrivener’s errors” process the committee was following. Peter Clark said he would raise the terminology question with Town Counsel Frank Duffy.

As the committee noted numerous instances where the word “town” was not capitalized even though the reference was clearly to the Town of Falmouth, Chairman Clark asked if the committee would prefer to ask that all uses of the word “town” be capitalized throughout the Charter. Committee members expressed support for the idea. Mr. Clark said he would consult with Mr. Duffy and Town Clerk Michael Palmer.

Carter Hunt noted that C8-3 (G) uses the term “capital projects” when discussing the Town’s budget. He asked if a more correct term might not be “capital expenditures”. Chairman Clark said he would investigate the question.

The Committee suspended its scrivener’s errors review at the end of C8-3 and will pick up the review at C8-4 at its next meeting.

Review Charter Amendment Recommendations for 2020 and 2021
The Committee reviewed the submission the Chairman sent the Select Board on August 28 of the CRC’s 2020 proposed charter amendments, and confirmed that the substance of the submission was accurate.

The Committee also reviewed the list of the possible amendments the CRC was holding for 2021 Select Board consideration.

**Discuss and Act on Non-Charter Issues for Final Report**
Chairman Clark noted that the Select Board and the Town Manager appeared to be moving ahead with consideration of improvements in the Town’s personnel administration. Mr. Clark asked the Committee if it might want to break out the section of the CRC’s draft non-charter amendment recommendations that deals with personnel management and send that along to the Board now. The consensus was in the affirmative. Mr. Clark said he would circulate just that section, formatted as a free-standing communication, and send it out prior to the next meeting.

For the next meeting, Dan Shearer said he would refine his proposal outlying the possible areas of delegation of the authority by the Board to other Town officials and/or governmental bodies.

Judy Fenwick said she will draft language for the Committee’s report that addresses the need to have Board policy decisions codified and made available on the Town’s webpage.

The Committee had a brief discussion of whether it felt its report should recommend that the Select Board consider the creation of an elected Charter Review Commission for the next charter review cycle in seven years. This approach would permit the Town to consider whether a change in the form of government might then be appropriate. Committee members on the idea offered differing views. The issue was put forward for further discussion at a subsequent meeting.

**Discuss and Act on Committee Procedures**
The Committee discussed its meeting schedule for the fall months. It was agreed that the Committee would meet on Tuesday, September 15 from 2-4PM and Tuesday, September 29 from 3-5PM. Options for October – November were discussed and will be finalized at the next committee meeting.

**At 5:35 David Garrison moved to adjourn. Carter Hunt seconded. A roll call vote was taken. Motion passed by unanimous vote.**

Relevant Documents

Minutes of 8/17.20

CRCWarrentRecs

CharAmendRecs

CRC Position Statement