Members present: Peter Clark, H. Carter Hunt; David Garrison; Judy Fenwick (joined at 2:35 PM); Charles McCaffrey

Chair’s statement of remote operating procedures and Other
Peter Clark called the meeting to order at 2:13 and took a roll call vote:
Peter Clark-present
David Garrison-present
Carter Hunt-present
Charles McCaffrey-present
Maureen McIver, Recording Secretary-present

Hear Public Comment
None.

Discuss and Act on Minutes
Minutes of August 31, 2020
David Garrison moved to approve. Carter Hunt seconded.
A roll call vote was taken. The vote was unanimous (4-0). Motion passed.

Review New Committee Emails and Documents
Only an email from Frank Duffy.

Discuss Next Steps for Charter Amendment Recommendations for 2020
• Discuss and Act on Planning Alignment Articles:
  Peter Clark reported that Pat Kerfoot, the Chairperson of the Planning Board, supports the CRC’s proposed Charter amendment language on aligning planning.
  Charles McCaffrey moved to approve these amendments with minor edits and send them to the Select Board. David Garrison seconded. A roll call vote was taken. The vote was unanimous (4-0). Motion passed.

• Review Draft of Explanation Language for 5 Articles:
The Committee briefly discussed the status of the CRC proposed amendment regarding “Appointed Town Governmental Bodies” (C7-10, 11, 12, 13 and C7-16).
  After review by the committee, Charles McCaffrey moved to approve the language of the amendment. David Garrison seconded. A roll call vote was taken. The vote was unanimous (4-0). Motion passed.

• Discuss and Act on a Remote Public Forum; Late October?
The committee consensus was that there would very likely be little public interest in the substance of the proposed amendments for the November 2020 warrant such that a formal public information session would be useful. Committee members noted that all five amendments were
presented as part of last year’s package and were available then for public discussion. Instead, Peter Clark will draft a cover letter to send to town meeting members that includes the proposed amendments with explanations. The letter would invite town meeting members with questions to contact him. He will present the draft at the next meeting.

Complete Review of Charter for Scrivener’s Errors and Other Issues:
The Committee completed its review for scrivener’s errors in the current Charter, resuming its review at C8-4 and finishing the document. Regarding C 8-10, the phrase “capital improvements program” is used rather than the phrase “capital improvements plan” used elsewhere in the document. It was unclear whether changing the word “program” to “plan” would qualify as a scrivener’s error. Peter Clark said he would consult with Town Counsel Duffy and Town Clerk Palmer.

**Discuss and Act on Non-Charter Issues for Final Report**

- **Discuss and Act on Fast Track for Committee Operations:**
  Peter Clark noted that the committee decided to share aspects of its draft report that touch on matters now being discussed by the Select Board and Town managers. The Chairman had circulated a draft of a letter to the Board and Town Manager with committee recommendations on the strengthening of support for governmental bodies. He asked committee members to review the document and send him any suggested changes.

  Chairman Clark had inquired of Town Counsel Frank Duffy of the extent to which the committee’s report could touch on the question of whether Falmouth should consider creating a Charter Review Commission in the future to look at form-of-government questions. Frank Duffy sent the Chairman an email saying that the committee is permitted to refer to the process of creating a commission but is not permitted to express a view on governmental form matters. David Garrison and Carter Hunter expressed interest in working on possible language for the report on this idea. Judy Fenwick said she would not support language that called for a commission. Peter Clark said he was also not sure he could support such an approach. Ms. Fenwick noted that the state law on the formation of charter commissions was quite detailed and the process set forth was fairly cumbersome. Mr. Garrison and Mr. Hunt said they would give the idea more thought. The Chairman said he would invite Frank Duffy to attend the next meeting to help clarify the boundaries on what the committee was permitted to propose.

- **Discuss Statement on Delegation of Select Board Agenda Items to Foster Focus on Policy and Planning and Other Related Topics:**
  The Committee returned to its earlier discussion of whether there are a set of relatively routine functions that the Committee thinks the Select Board should consider delegating to Town staff in order to free up time on the Board’s agenda for broader policy matters. Charles McCaffrey said he felt the reference in the Committee’s draft materials to the function of approving permits for “docks” was a mischaracterization. Rather, he said that the authority in question was a much broader responsibility to decide on a variety of activities along waterways and in wetlands, docks being only one such action. Mr. McCaffrey urged that the reference to “docks” be dropped.
The Chairman and Mr. McCaffrey referred to a recent Select Board meeting where about 2 ½ hours was taken to discuss a proposed dock. The discussion was poorly organized, and the Board lacked essential information about the issues posed by the proposal. For reasons that were not clear, the Town staff did not provide the needed background and data to assist the Board in its discussion. Mr. McCaffrey said he would draft language for the Committee’s report on the need for the Board to have proposals fully staffed out before they came to the Board’s agenda.

NEXT MEETINGS:
• Tuesday, September 29 at 3:00 PM

At 3:30 David Garrison moved to adjourn. Judy Fenwick seconded. A roll call vote was taken. The vote was unanimous (5-0). Motion passed. Meeting adjourned.

Relevant Documents
Email from Frank Duffy
8/31/20 Minutes
CRC Warrants rec Planning Board
GBOperationalPlan