CHARTER REVIEW COMMITTEE VOTED MINUTES
Tuesday, September 29, 2020 – 3:00 p.m.

Members Present: Peter Clark, Carter Hunt; David Garrison; Judith Fenwick; Dan Shearer; Frank Duffy (joined at 4:25);
Absent: Charles McCaffrey

Peter Clark called the meeting to order at 3:02 and called the roll:
Peter Clark-present
David Garrison-present
Carter Hunt-present
Dan Shearer-present
Judy Fenwick-present
Maureen McIver, Recording Secretary-present

Hear Public Comment
None.

Discuss and Act on Minutes
Minutes of September 15, 2020
David Garrison moved to approve. Carter Hunt seconded.
A roll call vote was taken.
Peter Clark-aye
David Garrison-aye
Carter Hunt-aye
Judy Fenwick-aye
Dan Shearer -abstained
Motion passed.

Review New Committee Emails and Documents
Dan Shearer’s email regarding possible functions the Select Board might devote more time to will be discussed later in the meeting.

Discuss and Act on Next Steps on Charter Amendment Recommendations
•Article 5 on Warrant for Nov 2020
Peter Clark explained that the town manager as well as the Select Board were concerned with the final phrase in the proposed C3-3B regarding the Select Board’s role in the implementation of the Local Comprehensive Plan. The phrase in question is “and shall be responsible to fulfill the Plan as voted by Town Meeting”. The LCP is a long-term plan; the Board wants to have the flexibility to make decisions about near-term matters without having to formally amend the LCP, a cumbersome and extended process.

The CRC considered several options. Peter Clark advised the Committee that Charles McCaffery was supportive of a decision to propose at Town Meeting that the phrase be deleted
from the proposal. If the Committee agreed to propose the deletion, Peter Clark would offer that revision to Article 5 in time for the October 5 SB vote of Warrant article recommendations and explanations.

**Carter Hunt moved to delete the last phrase in C3-3B. Judy Fenwick seconded.**

A roll call vote was taken. The vote was unanimous (5-0). Motion passed.

• **Draft of Message to Town Meeting; content and approval**
The Committee discussed how best to provide Town Meeting members with information about the proposed charter amendments and what role the Select Board needed to play, if any, in the communication of that information. Frank Duffy commented that he felt the CRC had the authority to send information directly to Town Meeting members. Peter Clark will draft the statement on the reasons for proposing a revision to Article 5 and will confirm with the Select Board Chairperson and the Town Manager about the CRC’s plan to send information about the articles directly to Town Meeting Members.

Peter Clark and Dan Shearer will speak with the Recreation Committee about changes the CRC made regarding their concerns at their meeting on October 14th.

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

• **Discuss Statement on Delegation of Select Board Agenda Items to Foster Focus on Policy and Planning and Other Related Topics**
The Committee discussed the draft list of functions the CRC could recommend the Select Board delegate. Judy Fenwick volunteered to help the Chairman organize that list into a chart for inclusion in the report. The CRC looked at Dan Shearer’s list of topics that needed careful policy and planning consideration and agreed the general areas could be incorporated into the statement but not the specific subjects under them.

• **Consider Statement on Assessment of Future Challenges**
The Committee continued its discussion of the components of its planned final report. At the last meeting, David Garrison and Carter Hunt were asked to draft a short statement on the idea of urging the Falmouth community to organize a broad civic exchange about whether the current governmental arrangement adequately served the Town as it faced a variety of difficult challenges. The draft statement was reviewed. The Committee’s discussion stressed the need to be clear in the statement that the CRC was not making a recommendation to change the form of government, a topic not within the Committee’s brief under state law.

In conjunction with the discussion, Judy Fenwick suggested that the CRC recommend that the Town Meeting fund the position of Community Development Director. She argued that implementing this capacity would help improve the coordination of a number of key Town functions. Ms. Fenwick was invited to submit that idea to the CRC in writing for discussion at a future meeting.

**Discuss and Act on Committee Procedures**

Peter Clark raised with Frank Duffy the question of whether there is a difference between the use of the term “capital plan” and “capital program” in the current Charter? If there is no difference, would it be appropriate under the rubric of scrivener’s error corrections to go with one term?
Frank Duffy replied that he saw no difference between capital plan and capital program and thought moving to a single term was acceptable. He pointed out that the term “capital expenditures” as used in the Charter did describe a different function and needed to remain.

**Final Report Structure**
The Committee consensus was that the CRS’s work needed to be wrapped up by December.

David Garrison and Carter Hunt were asked to review the “Bucket 3” list of issues not considered for a charter amendment or for the list of “non-charter” steps the Town should take. Messrs. Garrison and Hunt were asked to report back on what items from that list might merit mention in the Committee’s final report.

At 4:59 the committee adjourned by consensus.

**NEXT MEETING**: •Tuesday, October 6 at 3:00 PM

Relevant Documents

Minutes of 9/15/20

Dan Shearer email

Draft email to Town Meeting members

Select Board Policy focus