CHARTER REVIEW COMMITTEE VOTED MINUTES
Monday, November 17, 2020 – 3:00 p.m.

Members Present: Peter Clark, H. Carter Hunt; David Garrison; Judith Fenwick; Dan Shearer (joined at 3:36), Charles McCaffery

Chair’s statement of remote operating procedures and Other
Peter Clark called the meeting to order at 3:04 and took a roll call vote:
Peter Clark-present
David Garrison-present
Carter Hunt-present
Charles McCaffrey-present
Judy Fenwick-present

Maureen McIver, Recording Secretary-present

Hear Public Comment
None.

Discuss and Act on Minutes
Minutes of November 2, 2020
David Garrison moved to approve. Charles McCaffrey seconded. A roll call vote was taken. Vote was unanimous (5-0). Motion passed.

Review New Committee Emails and Documents
-Charlie Rader posed a question about the status of inactive Town committees. Peter Clark replied to Mr. Rader that the Select Board has the authority to create and eliminate all Town committees.
-Frank Duffy sent an email about the warrant language on the CRC 2021 amendments.

Discuss and Act on Charter Amendment Recommendations
•November 16 Town Meeting Actions
The Town Meeting failed to achieve a quorum at its November 15 meeting. The Moderator announced that Town Meeting would reconvene on January 25, 2021.
•Final report timing
The Committee consensus was that an “interim final” report should be submitted next month as planned. If there was a need to supplement that report later as actions are taken on the CRC proposed amendments, the Committee could augment the report.

Discuss and Act on Non-Charter Issues for Final Report

•Discuss and Act on Final Statement on Select Board Focus on Policy and Planning
The Committee discussed the most recent draft of the statement on “Select Board Agenda on Policy and Planning” (FR-D-2-a-V1). Additional language proposed by Charles McCaffrey on the alignment of policy with plans was added to the document by consensus. Language proposed
Discuss and Act on Revised Statement on Assessment of Future Challenges

The Committee discussed the draft statement on “Recommendations on Assessing Government Effectiveness” (FR-D-2-e-V1 Govt Effectiveness). Judy Fenwick proposed adding a recommendation that the Town appoint a community development director. Ms. Fenwick argued that doing so would improve the effectiveness of the Town government in significant ways. The Committee had an extended discussion about whether raising this issue at this late stage in the CRC process was appropriate. Carter Hunt argued that the views of appropriate Town officials would need to be heard and time given to related research of the idea before it would be timely for the Committee to make a recommendation. David Garrison argued that, in any case, the proposal was not relevant to the central idea of this statement that the community needs to convene a thorough consideration of the effectiveness of the Town’s government.

The Committee did agree that community development was a significant challenge before the Town. Indeed, the list of nine key challenges listed in this draft included “managing community development” as number 8.

To further stress that point, Charles McCaffrey moved to amend the language of this challenge to read ‘managing community development with an effective organizational structure’ and that this issue be moved to the top of the list of challenges. Carter Hunt seconded.

A roll call vote was taken. Vote was unanimous (6-0). Motion passed.

Drawing on the various suggestions presented during the discussion, Carter Hunt and David Garrison agreed to revise the statement for discussion at the next meeting.

Review Drafts of Components of Final Report

Report Statement and Appendix on Items Not undertaken/Rejected

The Committee discussed the proposed appendix listing the topics the CRC considered but on which it took no action or decided to set aside (FR-E-8-V1 List of Topics Not Moved Forward). Carter Hunt moved to accept the appendix as drafted. Dan Shearer seconded.

A roll call vote was taken. Vote was unanimous. Motion passed.

Appendix on Meetings and Primary Actions

The Committee reviewed the proposed appendix listing the dates and primary focus of all of the committee meetings since the CRC was convened (FR-E-2-V1 mtgs w: act.). Carter Hunt moved to accept the appendix. Dan Shearer seconded.

A roll call vote was taken. Vote was unanimous. Motion passed.

It was noted that there are additional meetings scheduled so the list will have additions eventually.

The Committee discussed the draft appendix listing all of the individuals interviewed by the CRC. The Committee expressed preference for the chronological ordering.
Carter Hunt moved to accept the appendix. Judy Fenwick seconded. A roll call vote was taken. Vote was unanimous (6-0). Motion passed.

The Committee considered the document “Charter Review Committee Public Survey Results”. Judy Fenwick asked to have latitude to make a few non-substantive changes while formatting the final report. 

It was moved and seconded that the document be approved as an appendix to the final report. The vote was in unanimous (6-0). Motion passed.

• Cover Letter
Peter Clark outlined the approach he proposed to take to the draft of the introductory section of the final report. He will send the draft out in a few days.

• Table of Contents
Judy Fenwick offered to format the final report draft once all of the segments have been approved.

Peter Clark proposed that the next committee meeting, set for December 1, would be focused on approving all remaining draft sections of the report. Toward that end, Mr. Clark said he would organize all of the report segments the Committee has considered into a single document for review on December 1. If the Committee okays the consolidated document, then Ms. Fenwick would then have two weeks to complete her formatting work so that at the committee’s December 15 report a vote could be taken on the final report in its entirety.

NEXT MEETINGS: • Tuesday, December 1, 2020 at 3:00 PM

Carter Hunt moved to adjourn at 5:02. Charles McCaffrey seconded. A roll call vote was taken. Vote was unanimous. Meeting adjourned.

Relevant Documents
FR-D-2-a-V1
FRAssessingGovEffectiv
FT-E-2-V1Meetings
FR-E-4 SumSurvey
FR-8-9V1ListTopicsNot