

**Charter Review Committee
Minutes
Meeting of October 20, 2015, 4:00 p.m.
Historic Meeting Room, Truro Town Hall**

A quorum of committee members was present: Gary Palmer, Bob Panessiti, Meg Royka, and Phil Smith. Committee members Brian Boyle, Amanda Reed, and Parker Small were absent. Also attending was Town Administrator Rae Ann Palmer.

Draft minutes of the September 18, 2015 meeting were accepted.

No member of the public was present for public comment.

Ms. Palmer made copies available of a letter dated October 15, 2015 from the Office of the (Massachusetts) Attorney General notifying the Board of Selectmen that the Attorney General finds no conflict between the town's charter amendments voted at Town Meeting on April 28, 2015 and the constitution and laws of the commonwealth.

Mr. Smith distributed a revised draft of proposed language for Chapter 4-2-10 and Chapter 5-4-3 as well as drafts for 5-4-2, 5-4-5, 6-3-1 and 6-5-1. The committee reviewed and discussed each of the proposed changes. In the case of 5-4-2 which deals with appointments made by the town administrator, it was agreed to add "unless otherwise specified in Massachusetts General Law" following "...shall appoint all Department Heads, which are those positions reporting directly to the Town Administrator". We also voted to move the content of 5-4-5 ("All appointments of Department heads made by the Town Administrator shall be subject to disapproval by a majority vote of the Board of Selectmen, provided that such a vote is taken prior to the date of the offer.") to 5-4-2, making this the last sentence in that section. Note: we had previously voted to change the wording of 5-4-5 so that the disapproval vote be taken prior to the date of the offer of employment. We voted that the list of department heads presently appearing under 5-4-5 be removed. Chapter 6 deals with Multi-member Bodies (both elected and appointed) and at our September 18 meeting we discussed the possibility of including a limitation of powers statement such as exists in Chapter 4 Section 5. As such we voted unanimously to accept the following: "Except as provided by Massachusetts Law, appointed and elected multi-member bodies shall access employees who are subject to the direction and control of the Town Administrator solely through the Town Administrator." We further voted to eliminate 6-4-2 which presently provides a listing of various boards and committees since any change to the list necessitates a charter change.

Mr. Panessiti distributed five proposed changes to "Chapter 7 - Financial Procedures" which have resulted from consultation with Ms. Palmer regarding the current financial planning workflow. The committee reviewed and discussed each of the proposed changes. The first suggestion was to remove subsection c3 under 7-1-2 which presently requires that the draft budget document "indicate major changes from the current fiscal year in financial policies together with the reasons for such changes". We voted unanimously to accept this proposal. We also accepted the addition of a fifth subsection (to be subsection "D") to 7-1-2 to read, "Changes to the preliminary budget by the budget task force shall be forwarded to the Board of Selectmen for review and recommendation on or before January 31st. The Board of Selectmen shall then forward any recommendations to the FINCOM by February 21st. With regard to "Section 2 – The Capital Improvement Plan", we unanimously accepted the recommendation to remove 7-2-1(d) "Estimated annual operating costs including maintenance for newly acquired or constructed facilities". We further voted unanimously to change the date in Section 7-2-3 that "the Board of Selectmen shall submit to the Finance Committee the capital improvement plan together with its recommendations" from January 15 to February 21st.

Action Items:

Mr. Smith to forward a Word document with the proposed changes to Ms. Palmer.

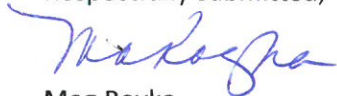
Mr. Panessiti to forward the proposed Chapter 7 recommendations to Ms. Palmer.

Ms. Palmer to forward all changes being recommended at this time by this committee to town counsel for review prior to the November 10 meeting with the Board of Selectmen.

Next meeting: not yet scheduled

Adjourned: 5:00 p.m.

Respectfully submitted,



Meg Royka
Clerk

