

TOWN OF PROVINCETOWN
Charter Review Ad Hoc Committee
MEETING MINUTES OF
September 10, 2013

MEETING HELD IN THE CAUCUS HALL MEETING ROOM

Members Present: Judith Cicero, Thomas Coen, Doug Johnstone, Ann Maguire, David McGlothlin, Julia Perry, Mark Phillips, Robert Speiser, Robert Vetrick, Elizabeth Williams, Tina Trudel.

Members Absent: Marcy Feller (excused).

Others Present: Scott Caldwell

Town Clerk Doug Johnstone convened the first meeting of the Charter Review Ad Hoc Committee at 4:00 P.M. and introduced the members of the Charter Review Ad Hoc Committee as follows: Judith Cicero, Thomas Coen, Marcy Feller, Doug Johnstone, Ann Maguire, David McGlothlin, Julia Perry, Mark Phillips, Robert Speiser, Robert Vetrick, Elizabeth Williams, and Tina Trudel, alternate.

Introductory statements from the Charter Enforcement Commission: Charter Enforcement Commission Chair Tina Trudel discussed the reasons for the Charter Enforcement Commission's request to the Board of Selectmen that a Charter Review Committee be formed and distributed the Charter Enforcement Commission's talking points used at a joint meeting with the Board of Selectmen at a meeting held on July 22, 2013 (attached).

Discussion of the Charter Review Ad Hoc Committee's Mission & Authority: Doug Johnstone distributed an informational guide created by the Massachusetts Department of Revenue entitled "Charting a Route for Charter Change" (attached) and summed up the review procedure as outlined in the guide as follows: The Charter Review Ad Hoc Committee brings its recommendations to the Board of Selectmen (Appointing Authority); the Board of Selectmen vote to place on Town Meeting warrant (either as presented or in part, as they so vote); approval at Town Meeting through Home Rule Petition is required. The Charter changes do not have to be approved by ballot in an Annual Town Election. As noted in the attachment, a by-product of the review committee may be to highlight related by-laws that may be in conflict with the Charter or need clarification based on the Charter.

A further discussion of the role of the committee and committee process ensued, including review of the present Town Charter; Outreach to other town boards and departments; Outreach to the public; and review of existing by-laws as they relate to the Charter.

Committee Organization – Election of officers: The role of the Chair was discussed and names were submitted and discussed for consideration.

Ann Maguire moved to nominate Julia Perry as Chair and Mark Phillips as Vice Chair, Judith Cicero seconded and it was so voted, 10-0-0.

Ann Maguire moved to nominate Doug Johnstone as Clerk, Julia Perry seconded and it was so voted, 10-0-0.

Continued Discussion of the Charter Review Ad Hoc Committee's Mission & Authority:

Robert Speiser pointed out that significant structural changes may need to occur in the document for clarity and ease of use. Thomas Coen suggested that the committee also look at Charters from other communities. Ann Maguire requested that a department and board listing be maintained to better organize and manage our outreach efforts. With the general agreement of the committee, Mark Phillips encapsulated the function of the committee as follows; Housekeeping; Modernize the language; Better organize the document within itself; Relate the Charter to the General by-laws.

First Steps: Chair Julia Perry asked members to review the first 10 pages of the existing Charter and bring their comments to the next meeting. Chair Julia Perry will also draft an introductory letter including a description of the committee, committee goals, and an invitation for input, to be brought back to the next meeting for review.

Determine Next Meeting and Meeting Schedule: It was decided that the committee will meet every Tuesday through September – September 17, 2013 and September 24, 2013 and then every other Tuesday beginning on October 1, 2013, with meetings to begin at 5:00 P.M. Meeting location to be determined based on room availability in Town Hall.

NEXT MEETING: The next meeting will take place on September 17, 2013 at 5:00 P.M.

ADJOURNMENT: *Julia Perry moved to adjourn at 5:15 P.M. and it was so voted unanimously.*

Respectfully submitted,
Doug Johnstone