

**TOWN OF PROVINCETOWN**  
**Charter Review Ad Hoc Committee**  
**MEETING MINUTES OF**  
**September 17, 2013**

**MEETING HELD IN THE CAUCUS HALL MEETING ROOM**

**Members Present:** Judith Cicero, Doug Johnstone, Ann Maguire, David McGlothlin, Julia Perry, Robert Speiser, Robert Vetrick, Elizabeth Williams.

**Members Absent:** Thomas Coen (excused), Marcy Feller (excused), Mark Phillips (excused).

**Others Present:** None

Chair Julia Perry called the meeting to order at 5:02 pm.

Minutes of the September 10, 2013 meeting were reviewed.

*Julia Perry moved to approve the meeting minutes of September 10, 2013, Ann Maguire seconded and it was so voted, 8-0-0.*

**Review of Mission:** Chair Julia Perry emphasized the need for committee members to remain neutral and objective in order for all to feel welcome regarding public input. Chair Julia Perry also said that she will maintain a master mark-up of the Charter as we progress through the document with committee recommendations, and also review for existing grammatical errors.

**Review of Introductory Letter to Board of Selectmen and Town Boards:** Chair Julia Perry distributed a draft letter for review, with the following comments made by members:

Ann Maguire – Selectmen should receive a cover letter explaining what we are doing accompanied with a sample letter that we are sending to town boards.

Doug Johnstone – Personalize each letter for each board.

Judith Cicero – The committee should have rules and regulations of each board, and any other authority that they may be operating under.

Julia Perry – Is a month sufficient time to expect a response? Consensus was yes. If a board needs more time to respond they can let us know.

Ann Maguire – Suggested language “We appreciate your response by \_\_\_\_\_ (and set a date in the letter).”

Ann Maguire – Draft two separate letters; one to boards listed in the Charter, and another to those boards not mentioned in the Charter specifically.

Judith Cicero – Recommended revising second paragraph by replacing first sentence with “We need your help in order to do our job in the best way possible.”

Robert Vetric – Provided additional examples; “we need to know if the \_\_\_\_\_ in the Charter relates to \_\_\_\_\_, and revise the letter accordingly.

Ann Maguire – Suggested revising item 3, second sentence by changing to “valued members of the community.”

Chair Julia Perry will re-draft the letter and bring back to committee at the next meeting.

**Discussion of First 10 Pages of the Charter:** The Committee went through each section highlighting areas that may need further attention and/or clarification, as follows:

### **Chapter 1, Section 1**

**1-1-3** Elizabeth Williams – Questioned the use of the word “liberally”.

**1-1-4** Robert Speiser – the phrase “jointly or in cooperation” – can they act individually?

### **Chapter 1, Section 2**

Robert Speiser – Questions the heading for the entire section. Either mistitled or misleading.

Thomas Coen – (*not in attendance, written comments submitted prior to meeting*) suggests adding a definition of “Public Hearing” to this section.

**1-2-2** Judith Cicero – Questioned term “Good Cause”, too vague?

**1-2-6** Robert Speiser proposed restructuring Section 2 to make it more organized, possibly divide into two sections. Also add an Authority section to relate how Charter impacts General By-Laws, etc.

### **Chapter 2, Section 1**

Robert Speiser highlighted Chapter to show organizational issues in that the Chapter discussed Town Meeting, but Town Meeting is not defined until later in the Charter.

Chair Julia Perry suggested adding the term “warrant” under definitions.

**2-1-7** Robert Speiser suggests modernizing language.

**2-1-8** Doug Johnstone suggests modernizing language.

**2-1-9** Robert Speiser highlights this section as an organizational question in that the Finance Committee Report is mentioned, but the Finance Committee itself has yet to be mentioned/defined. Suggested moving entire Chapter to appear after Town Board information.

### **Chapter 2, Section 2**

**2-2-1** Thomas Coen – (*not in attendance, written comments submitted prior to meeting*) Include Finance Committee and other boards here? Also suggests adding general guidelines for posting/advertising public hearing notices.

### **Chapter 2, Section 3**

**2-3-1** Thomas Coen – (*not in attendance, written comments submitted prior to meeting*) Questions date of Annual Town Meeting.

**2-3-6** Thomas Coen – (*not in attendance, written comments submitted prior to meeting*) What is the role of the Town Clerk?

**2-3-7** Ann Maguire – Specify as to who gets revised edition of **Town Meeting Time**.  
**2-3-12** Robert Vetrick – Needs to be clearer.

Discussion of the Charter ended at Chapter 2, Section 4, to be taken up at the next meeting.

**Next Steps:** Continued review of Charter beginning with Chapter 2, Section 4. Chair Julia Perry asked members to continue their review of the Charter with Chapters 5 and 6 and bring questions/suggestions to the next meeting.

Doug Johnstone to e-mail each member a board listing and Town Hall organizational chart.

**NEXT MEETING:** The next meeting will take place on September 24, 2013 at 5:00 P.M.

**ADJOURNMENT:** *Robert Vetrick moved to adjourn at 6:05 P.M. and it was so voted unanimously.*

Respectfully submitted,  
Doug Johnstone