

CHARTER REVIEW COMMITTEE
November 25, 2019

COMMITTEE MEMBERS PRESENT: Peter Dunlop, Judith Whiteside, Jacqui Nichols, Robert Fichtenmayer, Nan Evans, MaryAnn Silva and Holli Van Nest

COMMITTEE MEMBERS ABSENT: Kim Shaver-Hood

Call meeting to order

Whiteside called the meeting to order at 6:30 p.m.

Roll call

Van Nest read the roll call of members present.

Approval of minutes

Fichtenmayer moved that the minutes from the November 4, 2019 meeting be approved, seconded by Nichols. Motion carried – 7-0-0.

New Business

Members agreed to break down the work of the Charter into categories, starting first with content and then focusing on the structure, language and presentation of the Charter. Members agreed that much of the Charter needs to be rewritten to make it clearer and more simply stated. Members further agreed that there is not a lot of content that needs to be changed. Members see the Charter as a moving document and it needs to be organized in a way that allows for future changes to fit easily into the new structure of the Charter.

Specific areas discussed –

- Charter summary is confusing and the articles don't always match what the actual article is.
- Members will need to address areas that are outdated and have changed over time to update them to current and future processes.
- Suggestion to create a bylaw subcommittee for codification and organizing of bylaws.
- As is seen more and more in academia, journalism and government, the language used in the Charter needs to be gender non-specific.
- Removing updates in bold and instead providing an updated hard copy record of every iteration of the Charter.
- Members need to work with IT to identify where to find documents and standardize moving more and more of them to the Web.
- Removing signatures and minority report.
- Members began reviewing and making changes to the content of the Charter, such changes to be voted on at a future meeting.

Nichols and Evans will work on an organization chart for all appointing authorities to be included in the Charter.

Van Nest will work on a list of gender non-specific language suggestions we could incorporate into the Charter.

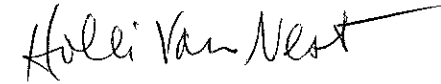
Any other business

Whiteside will bring a draft letter to the Board of Selectmen to the next meeting for members' approval.

Adjournment

Dunlop moved to adjourn, seconded by Silva. The meeting adjourned at 8:28 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Holli Van Nest". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Holli Van Nest

December 9, 2019