A. Open Meeting
At 4:03 Peter Clark called the meeting to order.

B. Hear General Public Comment
None offered.

C. Discuss and Act on Minutes from March 25, 2019
Carter Hunt moved to approve. David Garrison seconded. All in favor except Judy Fenwick abstained; motion passed.

D. Review New Committee Emails and Documents
No new emails.
Judy Fenwick reported that the Hermann Room has been booked from 5:00-7:30 on June 5th. She will contact FCTV about coverage.

E. Review Spring Town Meeting Report
Peter Clark presented the latest draft of the report. He will let the town moderator know the committee needs a few minutes to present at town meeting.

F. Discuss and Act on Preliminary Recommendations for Coordinating and Aligning Planning Processes; Charles McCaffrey
1. What are the preliminary recommendations and how do we vet them further?
Peter Clark explained that this work reflects comments made at the last meeting. A discussion included the following:
- Consideration of the role of the Board of Selectmen in adopting rules and regulations.
- There is no collection of regulations in one accessible place. It would be good to have them all in one place. They could be collected as part of a code book.
- Consideration of terms policy, procedures, rules, regulations.
- There should be rules and consequences for violation of regulations.
- The Board of Selectmen struggles with whether the policy of one Board of Selectmen is binding on another.
• Should it be specified to whom recommendations are made? In many instances, it can be assumed from the text. If it is done in one instance should it be done in all cases?
• Consideration of terms Capital Improvement Plan, long range plan, financial plan. What is long range?
The committee decided to take no action. Charles McCaffery will further refine the draft.

G. Discuss and Act on Preliminary Recommendations for Defining Appropriate Executive Authority for Efficient Management
1. What are the problems to solve?
2. What are the options to consider; pros and cons of each?
3. What are the preliminary recommendations and how to vet?
David Garrison examined questions 13, 14 and 22 from the Evolving List.

Question 13 regards the extent to which the Board of Selectmen has authority to adopt rules and regulations: should the Charter define broadly the power of the Board of Selectmen to adopt rules and regulations, through a defined system, to manage town business? (C3-2) For example, it has no authority to regulate behavior in town parks and so police may not write tickets for behavior. David Garrison explained that the options were to leave as is, create a bylaw or change the Charter. Comments included:

• We are trying to clean up the Charter and so a bylaw could decrease the clutter in the Charter.
• As a procedural matter, this would be best handled with a bylaw.
• An argument for dealing with this in the Charter is that such a regulation should be fairly permanent; a bylaw could be changed up to twice a year.
• If the issue is handled with a bylaw, it would allow for more flexibility.
• The change should be made somehow so the Board of Selectmen can have clearer, stronger authority so they can be more responsible.
The committee will seek more input from town officials and ponder further.

Question 14 addresses an annual event, the warrant article at spring town meeting which gives the Board of Selectmen authority to settle suits and claims against the town for one year: should the Board of Selectmen power to settle suits and claims be set in the Charter (C3-2)? David Garrison argued that it may be best to give the Board of Selectmen standing authority to do this. The authority could be capped financially or have other limitations. A bylaw or charter change could be used. As it stands now, the Board of Selectmen does not have unlimited power to settle claims and suits and needs to appeal to town meeting in some circumstances. The committee will consider the question further; no action was taken.

Question 22 should the Town manager have greater flexibility to act on his own or with the Board of Selectmen to create positions, reorganize them, and set salary ranges, eliminating Charter language complications but maintaining general budgetary parameters set by Town Meeting? (C5-3A, C5-4A, C5-5B(2), and C5-6A and B). David Garrison said that the committee could strike from the Charter the phrase ‘subject to town meeting’ and recommended that the committee do so. A discussion included the following:
• The town manager has existing authority to reorganize positions but it is inefficient in that s/he does not have authority to set the salary of a new position.
• The town manager has broad sweeping authority but can’t do this one thing.
• If the town meeting aspect were removed, it could be handled by the Board of Selectmen and there could be a discussion process.
• Town meeting can review at a level of detail that enhances the review process.
• The town manager is given authority to run this business. The Board of Selectmen will review this decision. It is micromanaging for the town meeting to review.

David Garrison moved to strike the words ‘subject to Town Meeting vote’ from C5-5B(2) in the Charter. Charles McCaffery seconded. All in favor except Judy Fenwick opposed; motion passed.

H. Work Sessions
   Work Session A
   • Various specific issues of terminology in the Charter were reviewed, and the committee discussed relocating the Definition section of the Charter from the end to the beginning.

   Work Session B:
   • Executive Authority and Committee Effectiveness: The committee divided into 2 work groups for 20 minutes to continue studying these areas

I. Report Progress: By-passed for lack of time.

J. Discuss New Business: None raised

K. Discuss Committee Procedures: The Chair raised the concern that there might not be enough time in scheduled meetings to complete the work before the July deadline. A request for most available Monday afternoons will be sent.

At 6:15 PM Carter Hunt moved to adjourn. Judy Fenwick seconded.

NEXT MEETING: Monday, April 22, 2019; 4:00 PM

Relevant Documents:
Minutes 3/26/19
Memo from Frank Duffy regarding Boards and Committees