

Town of Andover

Charter Revision Commission

Special Meeting Wednesday, June 22, 2016

Members present: Adrian Mandeville, Angela Montemagni, George Elliott, Ken Marcia, Steve Willard

1. Meeting called to order by First Selectman Bob Burbank at 7:05 pm

2. Public Comment: none

3. Election of Officers;

Chairman; moved & 2nd to elect Adrian Mandeville. nominations closed; Motion passed unanimously.

Vice-chairman; moved & 2nd to elect George Elliott. nominations closed; withdrawn  
moved & 2nd to elect Angela Montemagni. nominations closed; Motion passed unanimously.

Secretary; moved & 2nd to elect George Elliott. nominations closed; Motion passed unanimously.

4. Presentation by Attorney O'Brian

4.1. Qualifications for membership; no members disqualified, composition of Commission meets statutory requirements for representation.

5. Discuss Procedure and Establish Schedule of Public Hearings and Meetings

5.2. Moved by K. Marcia, 2nd S. Willard, to adopt Robert's Rules for conducting meetings. Motion passed unanimously.

5.3. Members not able to be present at a meeting may participate by teleconference; Attorney O'Brian will advise on eligibility to vote.

5.4. Schedule of meetings - adopted by consensus:

Thursday, June 30 6:00 pm Public Hearing, 6:30 or following Public Hearing,  
Commission meeting

Wednesday, July 6 6:00 pm Commission meeting

Monday, July 11 6:00 pm Public Hearing, 6:30 or following Public Hearing,  
Commission meeting.

Goal: submit draft revision to the Board of Selectman for consideration at the July regular meeting.

5.5 Attorney O'Brian will provide Chairman Mandeville some initial suggestions for meeting the goals of the revision process. These will be communicated to the Commission for review. Chairman Mandeville recommended reviewing the Charters adopted by Columbia and Hebron for relevant examples of town governance. The major items for consideration are: 1) amending the charter to add a Chief Administrative Officer (i.e., Town Manager) 2) reducing the size of the Board of Selectmen from 5 to 3.

6. Public Comment: none

7. Adjournment: Movement to adjourn by G. Elliott, 2nd S. Willard; Motion passed unanimously. Meeting adjourned at 7:35 pm

Respectfully submitted,

George Elliott

RECEIVED FOR RECORD

06-29-2016 @ 9:49 AM

Mildred Powers  
ASST. TOWN CLERK