

**Charter Revision Committee  
Special Meeting  
11/12/2018**

**Minutes**

**1. Call to order** at 7:53 pm. Members present: Curtis Dowling, George Elliott, Dan Warren, and Dennis Williams.

**2. Public speakn/a**

**3. Approval of minutes October 22, 2018**

C. Dowling moved, G. Elliott 2nd to approve minutes of October 22, 2018. Approved as corrected 3-0; D. Warren abstained.

**4. Discussion and approval of proposed revisions**

**4.1** D. Williams reviewed timing and deadlines for completing draft revisions, hearings and submission of revisions. The Commission needs to hold a hearing by Dec 10 and submit draft revisions to the Town Clerk by Dec. 11.

**4.2** Motion by D. Williams, 2nd C. Dowling, to eliminate the offices of First Selectman and vice-First Selectman, and transfer executive powers in Section 502 to the Town Administrator. Approved unanimously.

**4.3** Motion by D. Warren, 2nd C. Dowling, to reduce size of Board of Finance to 5 members. Approved unanimously.

**4.4** Motion by D. Warren, 2nd G. Elliott, to eliminate the last sentence of section 401. Approved unanimously.

**4.5** G. Elliott moved, C. Dowling 2nd, to revise section 403 to provide for election of Chairperson and vice-Chairperson by Board of Selectmen. Approved unanimously.

**4.6** D. Williams moved, G. Elliott 2nd, to move the date of municipal elections to the Tuesday following the first Monday in November, and to specify 2 year terms for all elected boards and officers, except the Town Clerk and Board of Education to remain at 4 years.

D. Warren moved, C. Dowling 2nd, to amend the motion by making the office of Town Clerk appointed rather than elected, to take effect at the election 2023. This provision shall be a separate ballot question from other Charter revisions at referendum.

Motion to amend approved unanimously. Main motion approved unanimously.

**4.7** D. Warren moved, G. Elliott 2nd, to set the date of the Town Meeting for Budget to the first Saturday in May, and to allow both increases and reductions in the budget. Approved unanimously.

**4.8 D. Warren moved, C. Dowling 2nd, to revise Sections 802, 805, 807 and 809 as follows:**

**Section 802 – Duties on Budget**

Revise budget procedures to begin with Town Administrator, then to Board of Selectmen, then Board of Finance

**Section 805 – Supplemental Appropriations**

Revise transfer/supplemental appropriations language to make it more flexible to handle unanticipated costs and increase the threshold to 2% for supplemental appropriation to Town Meeting.

**Section 807 – Purchasing**

Delete CIP Committee references (not germane) and change procedures to be established by BOS and approved by BOF, implemented by Town Administrator.

**Section 809 – Emergency Appropriations**

Remove limits on emergency appropriations  
Approved unanimously.

**4.9 D. Williams moved, D. Warren 2nd, to amend section 606 as follows:**

"K. An Ethics Commission created according to the provisions of G.S. § 7-148h consisting of (3) electors, none of whom shall serve the town in any other capacity, either as an elected or appointed member of a commission or board or be town employees or employees of the town board of education.

The commission shall be vested with the power to investigate allegations of unethical conduct or corrupting influence or violations of Section 1003 of this charter. The Board of Selectman shall adopt a code of ethics outlining the role of the Ethics Commission, guidelines for ethical conduct, the process and procedures of enabling citizens to report concerns or complaints to the Ethics Commission, and any other procedures for resolving ethical issues including penalties for violations of the code of ethics." Approved unanimously.

**4.10 D. Warren moved, G. Elliott 2nd, to amend section 105 to add a definition of "appropriation".** Approved unanimously.

**4.11 G. Elliott moved, D. Warren 2nd, to delete section 402E and add section 412 to specify requirements for the Town Annual Report, to revise section 701E accordingly, and to revise section 811 to specify that the Audit Report shall be included as an amendment to the Annual Report.** Approved unanimously.

**5. Public speak n/a**

**6. Adjourn at 9:35 by consensus**

Respectfully submitted,  
George Elliott