

Attendance: Councilors Ruggiero, Belcher, Flockhart; Council President Letterie, John Morgan, P4, Karin Chavis, P2

- Councilor Ruggiero – provides background on the handbook and suggests that we take a full scope approach
 - Asks Councilor Belcher to keep track of changes so that we can provide council with a full copy
- First page – letter
 - Belcher – we should have a request for a receipt (emailed to clerk)
 - Belcher – Could have a supplementary document for “committee chairs”
- Councilor Flockhart – we don’t want to duplicate work or violate anything that is already in the Charter
 - Councilor Ruggiero – we can be careful with how we word things so there is no tension
- Councilor Ruggiero Page 3 – Town website is wrong, needs to be fixed
- Councilor Flockhart – electing Chairs - thinks the committee should be able to choose their own chairs at the initial appointment
- Karin Chavis – thinks that in certain situations the committee chairs should be chosen by the TCP
- Council President Letterie – thinks the TCP should not elect chairs for policy making committees
 - Perhaps “when creating a new, non-policy board committee”
 - Councilor Ruggiero and Belcher agree with the sentiment
- Councilor Belcher – this brings up another point about bucketing our committees by type
 - Flockhart – this is in the version of the handbook that I am looking at
 - Recites what she is looking at
- Councilor Belcher – there is a section that mentions an interview of the council
 - TCP Letterie – we may want to have this say “may”
- Councilor Belcher – reappointment
 - Responsibility should be on the Committee member to email the TCP and ask to be reappointed (or not)
 - Councilor Ruggiero – this is something we should consider so that there isn’t a situation where we are looking for someone
- Councilor Ruggiero – resignation section
 - Councilor Ruggiero thinks this section is ok but there are minor non-substantive edits that need to be made
- *Committee Officer section*
 - *Chair/Vice Chair/Clerk*
- Staff support
 - Flockhart – for the committees that do not have staff support, we need to tell them where they go for help.
 - Belcher – reads her recommended language for this
 - Discussion of how paid staff are/should be hired to Clerk a committee

- Should Clerk be doing it?
 - Flockhart – committee chair recommends the person and the Clerk can hire them?
 - Letterie – the TM is the only one with hiring authority.
- Ruggiero – asks Councilor Belcher to update her draft and come to next meeting prepared to make a motion so we can all work off the same draft.
- Motion to adjourn by Councilor Belcher, Second by Councilor Flockhart, motion passes unanimously