

Attendance: Councilors Ruggiero, Belcher, Flockhart; Board of Health Chair Bill Schmidt, P5; FinCom Chair Karin Chavis, P2

- Call to order
- Councilor Ruggiero opens the meeting, recaps the last meeting and outlines potential steps forward, opens to public comment
- Chair Schmidt
 - The legality of this needs to be brought up with legal
 - Recaps an email sent to the subcommittee
 - Committees should choose their own chairs
 - Agendas and posting of meeting responsibilities should be spelled out a little more clearly
 - Annual Town report is usually due on the fiscal year calendar, not the annual year calendar – recommends doing the annual report on this schedule
 - “All accompanying documents” language related to meetings being posted is a little unwieldy
 - There should be a delineation between of what is required and what is suggested should exist
- Chair Chavis
 - Not every committee needs to give an annual report, only the policy making committees need to do that
- Councilor Belcher
 - These are all great points and there may also need to exist a secondary set of resources for committees that can be worked into this or live separately
 - Recaps substantive changes included in the current draft
- Councilor Flockhart recommends semantic changes to the tone of the letter
- Councilor Belcher
 - Reviews the receipt requested in the letter
 - Reviews non-substantive changes to the table of contents
- Councilor Flockhart recommends grammatical changes to the 4th page
- Councilor Belcher reviews the chair election process changed on this page as well
- Councilor Belcher reviews changes to the resignation section
- Councilor Belcher reviews the committee officers section
 - Schmidt points out that some committees must elect chairs at the start of the calendar year
 - Councilor Ruggiero recommends language to cover this
- Electing vice-chairs
 - Councilor Ruggiero recommends language to require a Vice Chair to be elected for policy making committees in order to keep government operations continuing
 - Anecdotes shared by Schmidt and Chavis to support said language
- Discussion regarding who can call a meeting under the Chair section

- Perhaps a meeting called without a Chair can be covered in a different section
- Councilor Belcher recaps non-substantive changes to the Conduct and Policies Section
- Councilor Belcher recaps changes to the Budget and Fundraising section to include language regarding that a fund must be established prior to accepting funds
- Councilor Belcher recaps changes to sexual harassment policy section and recommends that the Town Manager reviews this and provides any feedback
- Use of Town Equipment and Facilities
 - Schmidt recommends rewording the last sentence to read “town resources should only be used for committee work.”
- Annual Report section
 - Schmidt – recommends the committees report by July
 - Chavis recommends that the committee takes a closer look to see who is required to submit
 - Schmidt recommends that a report is required at least annually but then it is at the discretion of the Council to appear at a meeting
 - Discussion of when and how committees need to appear in front of the council and communicate to the Council
 - Councilor Belcher to connect with the Town Clerk to get a better understanding in this area before making a recommendation
- Remote meeting section
 - Councilor Flockhart – need to be clear about violating state law
 - Schmidt – believes that there is a fuller participation while allowing zoom options
- Guidelines for Conducting Meetings Section
 - Councilor Flockhart recommends additional clarifying language
 - Include “business hours”
 - Schmidt recaps his recommendation from the beginning of the meeting
- Posting meetings
 - Chavis – does Friday count even though Town Hall is closed?
 - Belcher – yes, has dealt with this during her time on the Airport Hazards Committee
- Councilor Flockhart makes non-substantive edit to the Executive Session section
- Councilor Flockhart makes non-substantive edit to the Public Hearings section
- Councilor Belcher – the appendices are not really for the Council to comment on but more so for the Town Manager.
- Motion from Belcher to send the revised draft as discussed tonight to the Town Manager and the Town Clerk for administrative review with a request for feedback to the subcommittee by January 17th
 - Seconded by Councilor Flockhart
 - Motion passes unanimously
- Motion to adjourn from Councilor Belcher, seconded by Councilor Flockhart, motion passes unanimously