

CHARTER COMMISSION FOR THE TOWN OF PROVINCETOWN

Meeting Minutes for May 24, 2016

Meeting held in the Auditorium of Town Hall

Present: Judith Cicero, Tom Coen, Michelle Crone-DeMarco, Steve Katsurinis, Julia Perry, Robert Speiser, Elizabeth Williams

Absent Excused: Marcy Feller, Robert Vetrick

The Meeting was called to order by the Chair at 11:05. There were no members of the Public attending.

The first discussion was of the Courtesy Guidelines, which had been drafted by Julia Perry and edited by Robert Vetrick. Members agreed to review them for the next Meeting, but there was some initial discussion about Item 8 - "Members will not discuss the business of the Commission outside of Commission Meetings...". Members wished to clarify that the intention was to prevent individual comments to the press or to official contacts, but that the Members were elected officials who owed a duty to the Public to receive their comments and to help the Public understand the role of the Commission. Further discussion addressed the restrictions of the Open Meeting Law and the limitations on small groups of Commission Members meeting for Commission business without appropriate notification (posted Agenda and Meeting times). It was also proposed to add something about Public Statements. The Courtesy Guidelines will be discussed further.

The Members discussed the planning for the Public Hearing, including the need to approve a Public Hearing Notice at the Meeting in order to meet deadlines in the law and imposed by the Banner publication limitations. The Members agreed to hold the Public Hearing on June 16 at 5 pm. The Members unanimously approved the draft Public Notice, which was submitted after the Meeting to the Town Clerk's Office by the Chair for submission to the Banner.

The Members began discussion of the Agenda for the Public Hearing. There was agreement to review the Timeline prepared by Tom Coen and distributed at the Meeting as a potential item on the Agenda. The Timeline includes date requirements in the law for initial and final Reports.

There was discussion of a proposed Budget - the Chair distributed a draft list of Budget items. Initial discussion regarded the need for a Secretary. The Chair shared that the Secretary under consideration was not available, but that both Elizabeth Verde and Doug Johnstone are researching potential Secretaries. We have adequate money in the budget to cover a Secretary for FY 2016. We need to submit a budget for FY 2017. In addition to the Secretary, budget items include mailings and printing costs once a draft Charter is ready for distribution, the cost of refreshments at Public Hearings, transcripts at Public Hearings, and advertising and outreach. A proposed Budget of \$5,000 for FY 17 was considered. Tom Coen volunteered to do additional work on a Budget.

A Meeting schedule of every other Monday at 1 pm in Caucus Hall was discussed and approved by those attending. The next Meeting will be Monday, June 6 at 1 pm.

The Minutes prepared by Doug Johnstone for the initial Meeting on May 10, 2016, were approved.

The Meeting adjourned at 12:15.