

## CHARTER COMMISSION FOR THE TOWN OF PROVINCETOWN

Meeting Minutes for November 14, 2016

Meeting held in the Judge Welsh Room, Town Hall

Present: Judith Cicero, Tom Coen, Michelle Crone-DeMarco, Marcy Feller, Julia Perry, Robert Speiser, Robert Vetrick, Elizabeth Williams

Absent Excused: Steve Katsurinis

The Meeting was called to order by the Chair at 1:06 pm.

1. Public Statements - none.
2. Status of Member Steve Katsurinis questioned. Chair will follow up.
3. Commission discussed need to submit a budget request for Fiscal Year 2017.
4. Commission discussed need to develop alternative/creative ways of reaching out to the Public.
5. Commission discussed status of individual assignments:
  - a. Chapter on Committees (Robert Speiser) - awaiting input from Committees. Decision to have a discussion of the Committees as a whole on November 21.
  - b. Board of Selectmen/Moderator (Judy Cicero and Michelle Crone-DeMarco) - finishing up one-on-one meetings. Proposed to discuss on November 28.
  - c. Town Manager (Robert Vetrick) - will circulate a draft on November 21 for discussion on November 28.
  - d. Chapter on Removals (Marcy Feller) - needs to meet with Town Clerk. Scheduled for discussion on December 5.
  - e. Town Meeting (Betty Williams and Julia Perry) - need to meet as a Subcommittee.
  - f. Public Safety (Julia Perry) - awaiting comment from Board of Fire Engineers and needs to interview DPW Chief.
  - g. Financial Timeline and Finance Department/Committee (Tom Coen) - Public Forum scheduled for December 14.
6. Commission reconfirmed its process to allow Public participation during the Meeting on certain topics.
7. Discussion on need to have provision in the Charter to allow appointing authority to move responsibilities from one Committee to another after restructuring.

8. Commission discussed further the future location of the provision in the Charter on removal of public employees and the need for an HR Department/Advisor. Chair will look at what is legally required and what other Towns are doing.
9. Chair raised need to expand Section in Chapter 1 regarding Charter to include guidance, enforcement, and review of the Charter.
10. Commission discussed how to request review by Legal Counsel. Chair shared form provided by Elizabeth Verde. Commission agreed to accumulate questions, rather than discuss each item individually with Town Counsel.
11. Commission discussed need to update Committee Handbook. Robert Speiser will discuss with the Town Clerk.
12. Commission discussed need to decide how to coordinate Charter and By-Laws - policy versus implementation.

Minutes for November 7, 2016, were accepted.

The Meeting adjourned at 2:15.