

1. Pledge of allegiance
2. Role call
 - a. All nine members present
3. Handouts from Marilyn Contreas
 - a. M.G.L. Chapter 43b
 - b. Council Manager Sheet
 - c. City Council Composition
 - d. 18 months max for commission to reach decision
 - e. Done by May for 2010 ballot, also could be on Nov 2011 ballot
4. After the commission presents to the council
 - a. Council must accept for the ballot
 - b. Council could place it on Nov 2010 ballot if commission delivers in time
 - c. Council has no authority over the document presented by the commission (council cannot alter it in any way)
5. Dates
 - a. 10 month – preliminary report due 7/6/09 and final 9/8/09
 - b. 18 month – preliminary report due ? and final within 60 days.
6. Commission options
 - a. Amendments to existing charter; discrete changes, each amendment would be a ballot question
 - b. Revision; rewrite the current town charter (selectman, mayor, etc.), ballot vote on entire charter.
 - c. Town of 12,000+ can have a mayor
7. Cannot have more than one charter vote on a ballot at a time
 - a. Commission can only vote on one charter
8. Prohibited
 - a. State primary vote cannot be on the same day as town charter vote; home rule amendment restriction
 - b. Charter cannot define what a crime is
 - c. Charter cannot regulate (or deregulate) building codes, plumbing codes, etc.
 - d. Items of compelling state interest
9. Some items required to be in the town charter
 - a. Chief executive
 - b. Legislative
 - c. All elected officers
 - d. Initiative process and referendum process (i.e. citizens can change something they disagree with)
10. Motion to adopt Roberts Rules and Procedures
 - a. Motion - Richard Fitzgerald
 - b. Second – Dave Whitney
 - c. Yes - unanimous
11. Motion for the commission clerk (Eric Duda) to purchase a recording device
 - a. Motion – Richard Fitzgerald
 - b. Second – Ray Domey
 - c. Yes – unanimous
12. Discussion to setup a separate email for the commission

- a. Paul Burns suggests one access for all members via a shared password
- b. Paul Burns will explore the email options with the website manager
13. Open Meeting Law handout
 - a. All members acknowledged the opening meeting law
 - b. Members made aware of laws against gathering outside of meeting and what constitutes a meeting
14. Motion to record and televise public hearings when possible (not to exclude other meetings)
 - a. Motion – Dave Whitney
 - b. Second –
 - c. Yes – unanimous
15. Motion to have link on the town website and get an email address for the commission
 - a. Motion – Richard Fitzgerald
 - b. Second – Dave Whitney
 - c. Yes – unanimous
16. Discussion about the possibility of using “cards” in the local paper for survey purposes
17. The use of connect CTY
 - a. Notify when public hearings are being held
 - b. Notification for each village or town wide; undecided at this point
 - c. Possibly use CTY for survey purposes
 - d. Bring suggested survey questions to next meeting
18. Schedule for regular meetings
 - a. Jan 6, 09
 - b. Jan 20, 09
 - c. Feb 3, 09
 - d. Feb 17, 09
 - e. Mar 3, 09
 - f. Mar 24, 09
19. Discussion about time allotment for each person at public hearing. Three minute allowance, dependent upon crowd size, additional time at the end
20. Get letterhead for 12/9 hearing
21. Motion to adjourn
 - a. Motion – Dave Whitney
 - b. Second – Charles Abbate