

# **TOWN OF WESTMINSTER**

## **Town Government Study Committee (TGSC)**

### **Meeting Minutes for February 28, 2019**

Members Present: Adam Collette, John Fairbanks, Jon Wyman, Dan Gilbreath, Lisa Rocheleau, Wayne Walker

Members Absent: Roy Hughes, Dan Bartkus

The meeting was called to order at 7:00 PM by the chairman. A motion was made by Jon Wyman to approve the minutes from the January 10, 2019 meeting, and Lisa Rocheleau seconded the motion. The motion passed unanimously and the minutes were approved.

The Committee reviewed the most up-to-date draft of the proposed Town Charter. Revision focused primarily on addressing typographical and grammatical corrections, but also included corrections to some committee and commission references.

The Committee discussed plans for upcoming outreach and communication meetings with Town employees and citizens. Meeting dates are March 15<sup>th</sup> for Town employees, and March 23<sup>rd</sup> for citizens; agreed to by the Committee but need to confirm availability of locations. Also discussed were methods to ensure thorough advertising and communication of these meetings to get as many attendees as possible.

The Committee continued an ongoing conversation on preparations for the upcoming Town Meeting scheduled for April 2, 2019.

The next TGSC meetings are scheduled for March 15<sup>th</sup> at 10:00 AM and 12:00 PM, and March 23<sup>rd</sup> at 10:00 AM. Locations will be announced once confirmed.

Dan Gilbreath made a motion to adjourn at 8:10 PM. Adam Collette seconded the motion and it was unanimously approved.

Submitted by:

A handwritten signature in black ink, appearing to read "Daniel K. Gilbreath". The signature is fluid and cursive, with the first name "Daniel" and last name "Gilbreath" clearly legible, followed by a stylized "K." and "Gilbreath".

Daniel K. Gilbreath  
Clerk, Town Government Study Committee