

# **TOWN OF WESTMINSTER**

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

### **Meeting Minutes for October 29, 2018**

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

Members Absent: Roy Hughes

Others Present: Bernard Lynch and Peter Hechenbleikner of Community Paradigm Associates (CPA)

The TGSC and CPA attended the October 29<sup>th</sup> meeting of the Board of Selectmen (BoS) which began at 6:00 PM. Here the committee presented a final report of its activities and recommendations, as well as a draft of a proposed Town Charter and Charter Transition Plan, to the BoS.

Following the completion of the TGSC's presentation portion of the BoS meeting, the TGSC and CPA relocated the Room 222 of the Town Hall to continue meeting at 7:30 PM.

The minutes from the September 27<sup>th</sup> meeting were reviewed and a revision was made. The minutes noted at start time of 7:00 PM for the November 27<sup>th</sup> meeting of the TGSC. This meeting start time was corrected to 6:30 PM in the minutes. A motion to approve this revision of the minutes was made by John Fairbanks and Adam Collette seconded the motion. The motion passed unanimously, and the revised minutes were approved.

The Committee discussed the questions and feedback received during the preceding BoS meeting regarding the final report, draft Charter, and draft Charter Transition Plan. The questions and feedback related to topics including: the proposed organizational chart for the town government, responsibilities/authorities of the proposed Town Manager, impacts of changing the selection process for certain roles from election to appointment, and communication of TGSC activities to and receipt of input from Westminster citizens.

The next two TGSC meetings are scheduled for November 7<sup>th</sup> at 7:00 PM and November 27<sup>th</sup> at 6:30 PM.

Dan Bartkus made a motion to adjourn at 8:00 PM. Jon Wyman 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.

Daniel K. Gilbreath  
Clerk, Town Government Study Committee