

TOWN OF WESTMINSTER

Town Government Study Committee (TGSC)

Meeting Minutes for September 13, 2018

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

Members Absent: Roy Hughes, Wayne Walker

Others Present: Bernard Lynch, Peter Hechenbleikner

The meeting was called to order at 7:01 PM by the chairman.

A motion was made by Dan Bartkus to approve the minutes from the 23 May, 18 June, and 26 July 2018 meetings, and Dan Gilbreath seconded the motion. The motion passed unanimously and the minutes were approved. A motion was made by Dan Gilbreath to approve the minutes from the 13 August 2018 meeting, and Adam Collette seconded the motion. The motion passed unanimously and the minutes were approved. John Fairbanks motioned for approval of notes from community outreach information sessions on 21 August (10:00 AM), 21 August (2:00 PM), 21 August (6:00 PM), and 25 August 2018. Dan Bartkus seconded the motion and the motion passed unanimously.

The Committee met with Bernard Lynch and Peter Hechenbleikner of Community Paradigm Associates (CPA). Discussion primarily concerned the timing of linked activities regarding a town charter by special act of the legislature. John Fairbanks working with the Town Clerk to determine time by which a charter would need to pass through the legislature in order to appear on the town election ballot. Coordinating this information with members of state legislature who would be involved in shepherding a town charter through approval. Initial contact with state representatives identified a potential issue due to turnover around the time that a charter by special act would need to be approved, but suggested it should still be possible to navigate successfully.

Discussion ensued about submission of proposed town charter to Board of Selectmen or town counsel first with decision made that TGSC would first approach the Board of Selectmen seeking approval for review by town counsel. Additional feedback from the Board of Selectmen suggested careful consideration of the proposed town charter being a warrant item at a potential Fall town meeting (general) rather than a special town meeting specifically for the proposed town charter. TGSC considering that information with an additional eye to the needs of the legislature regarding availability of a town-approved charter for routing.

Conducted initial review of proposed town charter draft document and discussed initial implementation plan. CPA to revise documents with feedback from TGSC for second review at meeting on 27 September 2018.

Dan Bartkus made a motion to adjourn at 8:57 PM. Jon Wyman seconded the motion and it was unanimously approved.

Submitted by:

Adam L. Collette
Vice Chairman, Town Government Study Committee