

## MEETING OF THE CHARTER COMMISSION

TUESDAY, FEBRUARY 2, 2016

### 1.0 WORKSHOP

### 2.0 CALL TO ORDER

The workshop was called to order at 3:00pm

Elected and appointed members in attendance:

Paul Breen

Cindy Douglass

Lesley Mathews

Chris Murphy, Town Clerk

Absent - Michele Tourangeau

### 2.1 Minutes of Meeting – January 26, 2014

Minutes were accepted as written

### 3.0 APPOINTMENTS

### 4.0 ADMINISTRATIVE ITEMS - OLD BUSINESS

#### 4.1 Article IV – Town Manager

#### 4.2 Article V – Financial Procedures

John Quartararo, Treasurer was in attendance to submit suggested changes to the Town Manager section and the Financial Procedures Section of the Charter.

The Commission reviewed John' suggestions as listed below

Section 210.12 - change this section to allow the Select Board to authorize the Town Manager to sign and enter into contracts on behalf of the Town. The Town Manager is currently doing this and a change to this section would make it a proper legal document. The concern is currently the Town Manager has no authority to sign the contracts and one or multiple contracts and/or agreements could be considered void. The commission discussed and voted 5-0 to make this change.

The Commission will discuss the proposed changes by the Treasurer at future meeting.

4.0 **MISCELLANEOUS BUSINESS - ORAL & WRITTEN COMMUNICATIONS - FOLLOW-UP**

5.0 **ADJOURNMENT**

Having no further business, the meeting was adjourned at 4:00pm by a vote of 5-0.

Respectfully submitted,

*Cindy Douglass*

Secretary