

## MEETING OF THE CHARTER COMMISSION

TUESDAY, MARCH 22, 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  
Michele Tourangeau

### 2.1 Minutes of Meeting – March 17, 2016

Minutes were accepted as written

### 3.0 APPOINTMENTS

### 4.0 ADMINISTRATIVE ITESM – OLD BUSINESS

#### 4.1 Article V – Financial Procedures

The Commission discussed the Financial Procedures recommendations that were made by the Treasurer and voted 5-0 to make the following changes:

- Section 504 – Paragraph 4 – ~~Remove Amounts may be transferred by the Select Board within a department as long as the approved total departmental budget amount is not exceeded. Transfers between departments (Warrant Articles) shall be allowed only as a final adjustment at the end of the fiscal year following a public hearing at a Select Board Meeting. This transfer is limited to an amount not to exceed Twenty Five Thousand Dollars (\$25,000) for any one department and not to exceed 1% (One Percent) of the total municipal operating budget for the departments overall. Amounts above these limits require approval at a Special Town Meeting. (STM 11/05/13)~~
- Section 504.1 – Add - *The Select Board shall have the authority to transfer appropriations between departments without exceeding the Town Meeting approved total budget. Such authority maybe exercised during the fiscal year or at the end of the fiscal year, subject to a public hearing before taking such a vote. This authority is limited to an aggregate of a \$25,000 transfer to any one department and total transfers between departments shall not exceed 1% of the total municipal operating budget for the departments overall.*

- Section 504.2 Add *The Select Board shall have the authority to determine that a Capital Improvement Project is completed or abandoned, and to transfer up to \$25,000 in excess funds to another approved Capital Improvement Project.*

*The transfer may be completed during the year or at year end. Transfer(s) to be capped at \$25,000 annually. Transfer(s) are subject to any restrictions on the use of the funds by the funding source and to a public hearing prior to completing the transfer.*

- Section 505.1 Add *Such borrowings shall include, but not be limited to:*
  - A. *General Obligation Bonds*
  - B. *General Obligation Bond Anticipation Notes*
  - C. *Revenue Anticipation Notes*
  - D. *Tax Anticipation Notes*
  - E. *Operating Leases and;*
  - F. *Capital Leases*
- This information shall be published in the Annual Report which shall be made available to the voters ~~within~~ **no less than** 90 days ~~of the close of the Town's Fiscal Year. Extensions to this time line due to mitigating circumstances may be voted by an affirmative vote of the Select Board. In any case, the Annual Report must be available to the public ninety (90) days prior to the Annual Town Meeting.~~
- *Upon acceptance of the audited Financial Statements by the Select Board, the Audited Financial Statement shall be made available to the public on the Town's website.*

The Commission again discussed the possibility of a Human Resource Director. The Commission all agreed that it was something that was needed. The issue was not voted on to move forward with a charter revision for this issue at this time.

## 5.0 ADMINISTRATIVE ITEMS - NEW BUSINESS

## 6.0 MISCELLANEOUS BUSINESS - ORAL & WRITTEN COMMUNICATIONS - FOLLOW-UP

## 7.0 ADJOURNMENT

Having no further business, the meeting adjourned at 4:10PM by a vote of 5-0

Respectfully submitted,

Cindy Douglass  
Secretary