

TOWN OF PUTNAM

CHARTER REVISION COMMISSION MEETING MINUTES

AUGUST 24, 2016

| TOPIC | | DISCUSSION | | ACTION/ RESOLUTION |
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| PRESENT: | | Chairman Tarr, Vice Chairman Benoit, Members Hayes, Noel-Johnson, Osbrey | | |
| ABSENT: | | Member Faucher & Garceau - Excused | | |
| 1. | CALL TO ORDER | Meeting called to order at 7:00 P.M. by Chairman Tarr | | |
| 2. | APPROVAL OF MINUTES | A. | <p><u>July 27, 2016 Charter Revision Commission Meeting Minutes:</u></p> <p><i>Vice Chairman Benoit made a motion to accept the minutes as presented. Member Osbrey seconded the motion, which passed unanimously.</i></p> | |
| 3. | PUBLIC COMMENT | | None | |
| 4. | CORRESPONDENCE | A. | None | |
| 5. | CHARTER REVIEW CHAPTER THREE | A. | <p><u>Chapter 3, Section 3 Appointment and Terms (handout pages 16 & 17):</u></p> | Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration |
| 5. | CHARTER REVIEW CHAPTER FOUR | B. | <p><u>Chapter Four, Suggested Section Eight – Public Hearing on Ordinances (handout page 24):</u></p> <p><i>Motion made by Vice Chairman Benoit to approve Chapter Four, Section Five as presented. Member Hayes seconded the motion, which passed unanimously during the August 24, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)</i></p> | |
| 5. | CHARTER REVIEW CHAPTER FOUR | C. | <p><u>Chapter Four, Proposed Section Nine (1) – Petition to Town Meeting an Ordinance after it has been Published (handout pages 24 & 25):</u></p> | |

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| 5. | CHARTER REVIEW CHAPTER FOUR | D. | <p><u>Proposed Section Nine – Procedures for Removal of a Board Member for Cause:</u></p> <p><i>Member Garceau made a motion to strike the Proposed Section Nine. Vice Chairman Benoit seconded the motion which passed unanimously during the July 27, 2016 Charter Revision Commission Meeting (allowing for typos to be corrected)</i></p> | |
| 5. | CHARTER REVIEW CHAPTER FOUR | E. | <p><u>Chapter Four, Proposed Section Nine (2) – Overrule of Ordinance Procedure (handout pages 25-27):</u></p> <p><i>Member Osbrey made a motion to strike the Proposed Section Nine (2). Member Hayes seconded the motion which passed unanimously during the August 24, 2016 Charter Revision Commission Meeting</i></p> | |
| 5. | CHARTER REVIEW CHAPTER FIVE | F. | <p><u>Chapter Five, Section One - Appointive Officers (handout page 28):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> • Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration • Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | G. | <p><u>Chapter Five, Section Two – Powers and Duties (handout page 28):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> • Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration |

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| | | | | <ul style="list-style-type: none"> Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | H. | <p><u>Chapter Five, Section Three - Assistants (handout page 29):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | I. | <p><u>Chapter Five, Section Four - Appointment (handout page 29):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | J. | <p><u>Chapter Five, Section Five Term of Office (handout page 29):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration |

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| | | | | <ul style="list-style-type: none"> Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | K. | <p><u>Chapter Five, Section Six - Assessor (handout pages 29 & 30):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | L. | <p><u>Chapter Five, Section Seven - Treasurer (handout page 30):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | M. | <p><u>Chapter Five, Section Eight – Municipal Attorney (handout pages 30 & 31):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration |

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| | | | | <ul style="list-style-type: none"> Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | N. | <p><u>Chapter Five, Section Nine – Civil Preparedness Director (handout page 31):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | O. | <p><u>Chapter Five, Section Ten - Constables (handout pages 31 & 32):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | P. | <p><u>Chapter Five, Section Eleven – Dog Warden (handout page 32):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration |

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| | | | | <ul style="list-style-type: none"> Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 5. | CHARTER REVIEW CHAPTER FIVE | Q. | <p><u>Chapter Five, Section Twelve – Fire Marshal (handout pages 32 & 33):</u></p> <p>Item tabled until the September 28, 2016 Charter Revision Commission Meeting</p> | <ul style="list-style-type: none"> Town Administrator Cutler to work on this section and present a draft to the Commission for their review and consideration Denise Roireau to put on the September 28, 2016 Charter Revision Commission Meeting Agenda |
| 6. | ALL OTHER BUSINESS TO LAWFULLY COME BEFORE SUCH MEETING | | None | |
| 7. | ADJOURNMENT | | <p><i>Member Osbrey made a motion to adjourn the Charter Revision Commission meeting at 8:03PM. Member Knoel-Johnson seconded the motion, which passed unanimously.</i></p> | |

Respectfully submitted,

Denise S. Roireau, Secretary
 Charter Revision Commission