

TOWN OF PUTNAM

CHARTER REVISION COMMISSION MEETING MINUTES

SEPTEMBER 28, 2016

TOPIC		DISCUSSION		ACTION/ RESOLUTION
PRESENT:		Chairman Tarr, Vice Chairman Benoit, Members Faucher, Hayes, Noel-Johnson, Osbrey		
ABSENT:		Member Garceau - Excused		
1.	CALL TO ORDER	Meeting called to order at 7:03 P.M. by Chairman Tarr		
2.	APPROVAL OF MINUTES	A.	<p><u>August 24, 2016 Charter Revision Commission Meeting Minutes:</u></p> <p><i>Vice Chairman Benoit made a motion to accept the minutes as presented. Member Faucher 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> <p><i>Vice Chairman Benoit made a motion to remove Chapter Three, Section Three in its entirety. Member Noel-Johnson seconded the motion, which passed unanimously.</i></p>	
	CHARTER REVIEW CHAPTER FIVE	B.	<p><u>Chapter Five, Section One - Appointive Officers (handout page 28):</u></p> <p><i>Vice Chairman Benoit made a motion to restate Chapter Five by striking the existing language in its entirety and substitute the language presented as revised. Member Noel-Johnson seconded the motion, which passed unanimously.</i></p>	
	CHARTER REVIEW CHAPTER FIVE	C.	<p><u>Chapter Five, Section Two – Powers and Duties (handout page 28):</u></p>	

			<i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	D.	<u>Chapter Five, Section Three - Assistants (handout page 29):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	E.	<u>Chapter Five, Section Four - Appointment (handout page 29):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	F.	<u>Chapter Five, Section Five Term of Office (handout page 29):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	G.	<u>Chapter Five, Section Six - Assessor (handout pages 29 & 30):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	H.	<u>Chapter Five, Section Seven - Treasurer (handout page 30):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	I.	<u>Chapter Five, Section Eight – Municipal Attorney (handout pages 30 & 31):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	J.	<u>Chapter Five, Section Nine – Civil Preparedness Director (handout page 31):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	K.	<u>Chapter Five, Section Ten - Constables (handout pages 31 & 32):</u> <i>See motion listed under 5B</i>	

	CHARTER REVIEW CHAPTER FIVE	L.	<u>Chapter Five, Section Eleven – Dog Warden (handout page 32):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER FIVE	M.	<u>Chapter Five, Section Twelve – Fire Marshal (handout pages 32 & 33):</u> <i>See motion listed under 5B</i>	
	CHARTER REVIEW CHAPTER SIX	N.	<u>Chapter Six, Section One – Administrative Agencies (handout pages 38-40):</u> <i>Vice Chairman Benoit made a motion to restate Chapter Six by striking the existing language in its entirety and substitute the language presented as revised. Member Hayes seconded the motion, which passed unanimously.</i>	
	CHARTER REVIEW CHAPTER SIX	O.	<u>Chapter Six, Section Two – Eligibility (handout pages 40-43):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	P.	<u>Chapter Six, Section Three – General Powers and Procedures, Records and Compensation (handout pages 43-44):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	Q.	<u>Chapter Six, Section Four - Appointment (handout page 44):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	R.	<u>Chapter Six, Section Five Term of Office (handout pages 44-45):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW	S.	<u>Chapter Six, Section Six – Creation and</u>	

	CHAPTER SIX		
	CHARTER REVIEW CHAPTER SIX	T. <u>Chapter Six, Section Seven – Building Code of Appeals (handout pages 45-46):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	U. <u>Chapter Six, Section Eight – Economic Development Commission (handout page 46):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	V. <u>Chapter Six, Section Nine – Redevelopment and Housing Authorities (handout pages 46-48):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	W. <u>Chapter Six, Section Ten – Inlands/Wetlands Commission (handout page 48):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	X. <u>Chapter Six, Section Eleven – Jury Committee (handout page 48):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	Y. <u>Chapter Six, Section Twelve – Parks and Recreation Department (handout pages 48-49):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	Z. <u>Chapter Six, Section Thirteen – Planning Commission, Zoning Commission and Zoning Board of Appeals (handout pages 49-50):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW	AA. <u>Chapter Six, Section Fourteen – Department of</u>	

	CHAPTER SIX		<u>Public Works (handout pages 50-51):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	BB.	<u>Chapter Six, Section Fifteen – Department of Revenue (handout pages 51-52):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	CC.	<u>Chapter Six, Section Sixteen – Water and Sewer Authority (handout pages 52-54):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SIX	DD.	<u>Chapter Six, Section Seventeen – Welfare Office (handout page 54):</u> <i>See motion listed under 5N</i>	
5.	CHARTER REVIEW CHAPTER SIX	EE.	<u>Chapter Six, Section Eighteen – Official Bonds (handout page 55):</u> <i>See motion listed under 5N</i>	
5.	CHARTER REVIEW CHAPTER SIX	FF.	<u>Chapter Six, Section Nineteen– Salaries (handout page 55):</u> <i>See motion listed under 5N</i>	
	CHARTER REVIEW CHAPTER SEVEN	GG.	<u>Chapter Seven, Section One – General Form of Budget Presentation (handout page 56):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	HH.	<u>Chapter Seven, Section Two – Department Estimate (handout page 56):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW	II.	<u>Chapter Seven, Section Three – Duties of the</u>	

	CHAPTER SEVEN	<u>Mayor on the Budget (handout pages 57-58):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	JJ. <u>Chapter Seven, Section Four - Duties of the Board of Selectmen on the Budget (handout page 58):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	KK. <u>Chapter Seven, Section Five - Duties of the Board of Finance on the Budget (handout pages 58-60):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	LL. <u>Chapter Seven, Section Six – Annual Budget Meeting (handout pages 60-61):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	MM. <u>Chapter Seven, Section Seven – Special Appropriation (handout page 61):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	NN. <u>Chapter Seven, Section Eight – Expenditures and Accounting (handout pages 61-63):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	OO. <u>Chapter Seven, Section Nine – Annual Audit (handout pages 63-64):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW	PP. <u>Chapter Seven, Section Ten – Purchasing (handout</u>	

	CHAPTER SEVEN		<u>page 64):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	QQ.	<u>Chapter Seven, Section Eleven – Borrowing (handout page 64):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	RR.	<u>Chapter Seven, Section Twelve – Contributions (handout page 64):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	SS.	<u>Chapter Seven, Section Thirteen – Tax Bills (handout pages 64-65):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	TT.	<u>Chapter Seven, Section Fourteen – Assessment and Collection of Tax Bills (handout page 65):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
	CHARTER REVIEW CHAPTER SEVEN	UU.	<u>Chapter Seven, Section Fifteen – Distribution of Tax Relief Funds (handout page 65):</u> Item tabled until the October 12, 2016 Special Charter Revision Commission Meeting	
6.	ALL OTHER BUSINESS TO LAWFULLY COME BEFORE SUCH MEETING		None	
7.	ADJOURNMENT		<i>Vice Chairman Benoit made a motion to adjourn</i>	

		<i>the Charter Revision Commission meeting at 8:03PM. Member Faucher seconded the motion, which passed unanimously.</i>	
--	--	--	--

Respectfully submitted,

Denise S. Roireau, Secretary
Charter Revision Commission