



CHARTER REVIEW COMMISSION

AGENDA

October 20, 2020

9:00 AM

- **CALL TO ORDER / ROLL CALL**

- **OLD BUSINESS**

Review and approve the Minutes of the meeting held October 6, 2020

Matters arising not addressed elsewhere:

- Town Attorney to advise on post / email challenge with particular reference to absentee ballots; give progress update on providing correct links for Article 2, including proof of identity and voting residence

- **NEW BUSINESS**

Discussion topic: Article III

Article III: revision

(See Meeting Pack papers prepared by William Sawyer and Peter Griswold; also “Topics for Discussion” pertaining to Article III)

Discussion topic: Article IV (time permitting)

- **ADJOURNMENT**

OGUNQUIT CHARTER REVIEW COMMISSION

**October 20, 2020
9:00 AM**

Supporting Documents and Discussion Papers

Discussion Document: Comments on Article III (William J Sawyer)

Discussion Document: Thoughts on Article III (Peter Griswold)

Discussion Document: Topics for Discussion at Future Meetings (recirculated – note specifically items relevant to Article III)

ARTICLE III

SELECT BOARD

The duty of the Select Board is to execute the will of the people, to manage Town affairs, to protect and maintain the assets of the Town and to provide leadership and oversight on issues of importance to the Town. **The Select Board serves as the Town's executive body.**

Section 301 COMPOSITION

The Select Board shall consist of five (5) members elected by voters of the Town, and shall constitute the Executive Branch of the Town government.

Section 302 QUALIFICATIONS AND ELIGIBILITY

Discussion Topic: should there be additional or more detailed qualifications?

- 302.1** Only registered voters of the Town shall be eligible to hold office on the Select Board.
- 302.2** Select Board members shall not hold any other compensated Town office or position of employment and shall not have contractual business relationships with the Town.
- 302.3** Candidates for office shall be nominated by the filing of nomination papers with the Town Clerk signed by not less than 25 nor more than 100 signatures of registered voters of Ogunquit.

Section 303 ELECTION AND TERM OF OFFICE

- 303.1** Select Board members shall be elected for a term to commence upon conclusion of the Annual Town Meeting **or Special Town Meeting**. Election shall be for a three (3) year term, unless elected to fill an unexpired term.
- 303.2** Each Select Board member shall serve until a successor is elected and **qualified.??**
Vacancies, which may occur, are covered in Section 309 of this Charter.

303.3 TERM LIMITS

Term limits shall be established for all elected members of the Town of Ogunquit Select Board. Term limits shall consist of two (2) consecutive terms. Limits shall include any term or portion of a term of office. An individual who is affected by the term limit restriction shall be eligible for election to Ogunquit Select Board once a one (1) year period has passed since the restriction took effect.

Section 304 COMPENSATION

- 304.1** Members of the Select Board shall each receive annual compensation for their services as approved at the Annual Town Meeting.
- 304.2** Members serving unexpired terms shall be paid on a prorated basis for time served.
- 304.3** The Town Treasurer shall make payment for all services under this Section annually after the Annual Town Meeting and only after completion of the **years'** service.
- 304.4** Members shall receive reimbursement for actual and authorized expenses incurred in the performance of the duties of office.

Section 305 INDUCTION INTO OFFICE

All elected Select Board members shall be sworn to the faithful discharge of their duties by the Town Clerk or Notary Public at the conclusion of the Annual or Special Town Meeting or as otherwise legally required.

Section 306 ORGANIZATIONAL MEETING

- 306.1** At the next regular meeting following the Annual Town Meeting, members of the newly constituted Select Board shall meet to elect, ~~by secret ballot,~~ a Chairperson and Vice Chairperson.
- 306.2** The positions of Chairperson and Vice Chairperson are offices of merit rather than seniority. The Select Board shall endeavor to elect officers whose previous work on the Select Board, or other Town boards or committees, indicates an ability to lead, manage and work toward consensus.
- 306.3** A member of the Select Board shall place in nomination him/herself or another Select Board member for the position of Chairperson of the Select Board. Each nomination requires a second. All members of the Select Board shall vote ~~by secret ballot~~ for one of the names placed in nomination for the position of Chairperson. ~~The name of the person for whom each member votes shall be written down on a piece of paper and handed by each Select Board member to the Town Clerk.~~ The Town Clerk shall count the votes and declare the person with a majority of the votes the winner of the election for the Chairperson of the Select Board.
- 306.4** The same procedure as in Article 306.3 shall be followed for the election of the Vice Chairperson of the Select Board.

306.5 Both the Chairperson and Vice Chairperson shall serve a term of one year.

Section 307 CHAIRPERSON

The Chairperson or, in his/her absence, the Vice Chairperson shall preside at all regular meetings of the Select Board and is responsible for the legal and orderly transaction of Select Board business at all regular and special meetings.

307.1 The Chairperson shall conduct impartial and orderly discussions and exercise his/her vote in Town affairs as a regular member of the Select Board. The Chairperson shall be recognized as head of Town government for all ceremonial purposes, and by the Governor for purposes of military law, but he/she shall have no regular administrative duties.

307.2 The Chairperson is responsible for calling special meetings of the Select Board when such meetings are warranted.

307.3 In the temporary absence or disability of the Chairperson and Vice Chairperson, the Select Board may elect, from among its members, a Chairperson pro tempore, who shall exercise all powers of the Chairperson during the temporary absence or disability of the Chairperson and Vice Chairperson.

307.4 The Select Board, after a public hearing, may replace the Chairperson and/or Vice Chairperson at any time, by a **secret ballot vote??** of four (4) members for a full Board and a majority vote if less than a full Board.

Section 308 MEETINGS AND VOTING

308.1 Meetings

A. The Select Board shall meet a minimum of once a month.

B. Meetings shall be conducted according to the most recent edition of **Robert's Rules of Order.??**

C. The Select Board may meet in executive session only upon the publicly recorded vote of three-fifths (3/5) of the members present and voting. A motion to go into executive session shall indicate the precise nature of the business of the executive session, and no other matter shall be considered in that particular executive session. Final action on any matter taken up in such closed sessions, except those matters which are permitted or required by law (**need a Link**) to be acted upon in closed sessions, shall not be taken by the Board until such matter is placed on the agenda of a regular or special meeting and voted upon thereafter.

- D. Except as noted in Section 308.1.C. above, all meetings and workshops of the Select Board shall be open to the public.
- E. All regularly scheduled Select Board meetings shall be televised on WOGT **to the extent possible**, and Select Board workshops shall also be televised on WOGT to the extent possible.

308.2 Quorum and Voting

- A. A quorum of the Select Board for the transaction of any business shall consist of at least three (3) members.
- B. Passage, adoption or enactment of any item shall require three (3) votes on the prevailing side.
- C. Each Select Board member in attendance shall vote on all issues and questions presented for a vote except when a valid conflict of interest or the appearance of a conflict of interest clearly exists, in which case, the member must disclose the interest and abstain. The record will show votes in favor, against and abstention.
- D. A member with a conflict of interest or the appearance of a conflict of interest shall disclose the interest and recuse him/herself and shall move to the public section area until such time as the matter involving the conflict of interest is closed and the Select Board is ready to move to the next item on the agenda. In no case shall an abstaining Select Board member participate in an official_capacity in discussion or deliberations regarding the matter as to which the member has abstained; however, such member may speak as a member of the public during that portion of the meeting when the public is being heard. **(What happens if someone else thinks there is a conflict of interest??)**

308.3 Record Keeping and Journal

- A. The Select Board shall keep accurate permanent records of its meetings and these records shall be maintained at the Town offices and/or on the Town website. Said records shall be available to the public.
- B. The Select Board shall also keep recordings of its meetings and these recordings shall be maintained at the Town offices for one year after the meetings. These recordings shall be available to the public.

308.4 Training

Select Board members shall receive training on boardsmanship, *Robert's Rules of Order??* and municipal governance as provided by the Maine Municipal Association and may participate in other training opportunities at Town expense and the Select Board's discretion.

Section 309 VACANCIES: FOREITURE OF OFFICE; FILLING VACANCIES

309.1 Vacancies

The office of a Select Board member shall become vacant upon:

failure to **qualify ????** for office within ten (10) days after written demand by the Town Clerk; non-acceptance; resignation; death; removal of ~~domicile~~ **residence** from the Town limits; removal in a manner authorized by law or this Charter; or forfeiture of office.

309.2 Forfeiture of Office

At any time during a term, a member shall forfeit office by an affirmative vote of at least three (3) Select Board Members for any of the following reasons:

- A.** Lack of any qualifications for the office as prescribed by this Town Charter or by State law.
- B.** Violation of any express prohibition of the Town Charter.
- C.** Conviction of a crime punishable by imprisonment for more than thirty (30) days, whether or not such imprisonment actually occurs. **(What is the basis of this clause??) Discussion Topic**
- D.** Member of the Select Board who has three (3) consecutive unexcused absences from that Select Board's Meetings (including regular and special meetings) or has been absent, without excuse, from twenty percent (20%) or more of the Select Board's regular and special meetings during the prior twelve (12) month period shall be deemed to have created a vacancy, resulting in the loss of membership on the Select Board and shall be replaced. The Recording Secretary **(who is this??)** shall be responsible for maintaining accurate attendance records. An absence shall be excused only by a majority vote of the remaining Members in attendance at the Meeting from which the Select Board Member is absent. The absent Select Board Member shall provide a reason for his/her absence to the Chairperson prior to the Meeting. The Chairperson shall share that reason with the other

Members in attendance.

309.3 Filling of Vacancies

- A.** If for any reason a vacancy occurs in the membership of the Select Board more than seventy (70) calendar days prior to the next Annual Town Meeting, the vacancy shall be filled at a Special Town Meeting for the unexpired portion of the term.

In the event such vacancy occurs less than seventy (70) calendar days prior to the next Annual Town Meeting, the vacancy is to be filled for the unexpired portion of the term at the next Annual Town Meeting. Any such special election shall be conducted in accordance with the statutes of the State of Maine. When an election is being held to fill an unexpired term at the same time as a general election to fill other Select Board positions, all positions shall be considered "At Large", with the candidates receiving the highest vote totals elected to the longest terms.

- B.** In the event of a tied election result, the Select Board shall schedule a special run-off election to be held within sixty (60) days.
- C.** In the event of multiple vacancies totaling three (3) or more at one time, a special election shall be called within thirty (30) calendar days. During the period prior to the special election, the Chairperson of the Planning Board, Chairperson of the Zoning Board of Appeals, and the Chairperson of the Board of Assessment Review successively shall serve on the Select Board to make a quorum.

Section 310 POWERS OF THE SELECT BOARD

The Select Board shall act as a unit settling all questions by formal vote in authorized meetings. Members must not act individually unless specific authority related to a particular duty has been delegated to them by the Select Board. A formal minority report may be issued by Select Board members voting in the minority. Without limitation, the Select Board shall have the power to:

- 310.1** Appoint and remove the Town Manager, Town Tax Collector, Town Attorney, Town Assessor or Certified Public Assessor, Auditor, Health Officer, and the Director of Emergency Management.

Discussion Topic: review duties of Select Board

- 310.2** Appoint, remove or provide for the election of such officials and members of boards, commissions and committees (**add to DEFINITIONS**) as ordinances and statutes may require. All appointments shall be in writing and signed by the Select Board. The Select Board shall have the power to remove for cause after notice and hearing those appointees over whom they have jurisdiction, to the extent required by state law and/or this

Charter. Forfeiture of office of an appointment to a board, commission or committee shall be governed by the provisions of **Section 803** of this Charter.

310.3 Appoint any individual or committee to assist the Select Board with any aspect of Town government, e.g., long-range planning or **special projects**.

Discussion Topic: highlighted here because Select Board had no part in appointing or setting the salary of present Special Projects Manager when first hired despite wording in sections 310.3 and 310.4

310.4 Set the salary, subject to budget adoption, of those appointed by the Select Board.

310.5 Oversee, monitor and account for the appropriations and sign the Warrant certifying all disbursements of Town funds.

310.6 Prepare, or provide for the preparation of, the Warrant for the Annual and Special Town Meetings and the Annual Town Report.

310.7 Expend funds as authorized by the voters at the Annual Town Meeting or Special Town Meetings.

310.8 Enact, unless otherwise provided by State statute, **(need a Link)** ordinances to be effective for a maximum of ninety (90) calendar days to meet emergencies or contingencies. Such ordinances shall not be renewable and shall not become regular or permanent until adopted by vote at the Annual or Special Town Meeting.

310.9 Ensure compliance of all ordinances through its designated enforcement agents.

310.10 Provide for an independent annual audit.

Discussion Topic: clarify Select Board responsibilities for addressing auditor recommendations

310.11 Require a bond from a surety company for all persons trusted with the collection, custody or disbursement of any of the monies of the Town. The premiums on said bonds shall be paid by the Town.

310.12 Enter into and execute contracts on behalf of the Town concerning matters authorized by Town Charter, Town Meetings or State statutes. Designate the Town Manager to sign and execute contracts, in accordance with the Town's purchasing policies, with the exception of union contracts, on behalf of the Town by a vote of the Select Board.

The designation may be for an indefinite term contiguous with the Town Manager's term of office.

A written record of all action taken shall be signed by the Select Board and maintained by the Town Clerk.

The Select Board may by majority vote suspend or rescind the designation of the Town Manager to sign and execute contracts.

310.13 Authorize legal activity on behalf of the Town.

310.14 Adopt and abide by management, administrative and personnel policies.

310.15 Act on other powers or duties permitted by Maine State statutes.
[Need a Link](#)

310.16 The Select Board shall issue a Results of Annual Town Meeting Information packet each [January ???](#) updating the citizens of the Town on the Articles passed at the last Annual Town Meeting and any subsequent Special Town Meetings. This Report shall be the Information Packet mailed out prior to Annual Town Meeting and/or Special Town Meeting, if applicable, with the results and status of each article voted on at the Annual Town Meeting and any subsequent Special Town Meeting.

310.17 Adopt an annual budget and recommend it to the Town Meeting for approval.

310.18 Inquire into the conduct of any office, department or agency of the Town through the Town Manager and to conduct investigations as deemed necessary.

310.19 Provide oversight, liaison and leadership to the volunteer committees and advisory groups that serve at the Select Board's pleasure. No Select Board member shall serve as a voting member of a committee or advisory group.

310.20 Remove or suspend the Town Manager for cause, in accordance with the procedure outlined in Article 4, Section 407.

Section 311 PROHIBITIONS

311.1 Appointments and Removals

Neither the Select Board nor any of its members shall dictate the appointment or removal of any administrative officers or employees whom the Town Manager or other persons in authority are empowered to employ.

311.2 Interference with Administration

Discussion Topic: Duties of Select Board

Select Board members shall deal with Town officers and employees who are subject to the direction and supervision of the Town Manager, or other persons in authority, solely through the Town Manager. Select Board members shall not give orders to or influence any officer, employee or citizen of the Town either publicly or privately. **Definition: Town Officers**

Section 312 SELECT BOARD SHALL BE JUDGE OF ELECTIONS

- 312.1** The Select Board shall decide any disputes as to elections or the eligibility of those elected as **Municipal Officials.???** **Definition** It shall have the power to subpoena witnesses and require the production of records. The decision of the Select Board in any such case shall be subject to court review under appropriate Maine statutes, ~~hereafter referred to as the "Board" unless otherwise noted.~~

Ogunquit's Charter Review Commission – Article III

Suggestions for Consideration

Introduction

Eliminate the word “to” after first using it (“...Select Board is to execute...”).

Section 302.1

We need to amplify the Qualifications and Eligibility of Select Board Members. For example, Article 401.1 provides an excellent list of qualifications for the Town Manager, particularly “character and executive leadership.” Furthermore, I suggest we include the qualities mentioned in Section 306.2 where the Select Board officers should demonstrate “an ability to lead, manage and work toward consensus.” Eligibility should include the word “domicile” in addition to “registered voters of the Town.”

Section 302.2

Clarify “position of employment” – I assume this means employment by the Town of Ogunquit; however, it could mean employment anywhere, as in John Daley. And, since Select Board members receive a small stipend (see Section 304.1), should the concept of “other compensated Town office or position of employment...” be modified?

Section 303.2

We should edit the last three words of the first sentence (“elected and qualified”) because why would a successor be elected and then qualified?

Section 305

Why are elected Select Board members sworn in at “the conclusion of the Annual or Special Town Meeting?” We currently vote during the “Annual Town Meeting,” and the new Select Board Members are not announced until the next day. Normally, the new Select Board Members are sworn in during the next Select Board Meeting that is normally not a “Special Town Meeting.”

Sections 306.1 and 306.2

I suggest we reverse the order of these two Sections since 306.2 describes the concept of “merit,” and the “ability to lead, manage and work toward consensus.” Logically, once these requirements are stated, describing how the election of officers would follow.

Section 306.1

Last July, the new Select Board did NOT vote for the Chairperson and Vice Chairperson by “secret ballot.” If we prefer to NOT have a secret ballot, let us reflect this in our Charter.

Section 306.3

This voting process, involving the Town Clerk, was not followed this past July. Therefore, we should discuss how the voting process will be conducted and amend the Charter accordingly.

Section 307.1

While the Select Board has its own Code of Ethics, the Chair does not always enforce this Code. An example this past September was when one “resident” criticized another by name. While the Chair said nothing, another Select Board Member interrupted the first “resident” and stopped her mid-sentence. For this reason, the Select Board’s Code of Ethics should be included in Article III. Furthermore, the Charter should include enforcement procedures so that everyone understands the Code.

Section 307.4

In the spirit of transparency, we should include a definition of “**cause**” that prompted the replacement of the Chairperson and/or Vice Chairperson.

Section 308.1.C

We should amend the first sentence to include situations where there are only four Select Board Members present.

Section 308.3.A

Should we define what “records” should be retained? Presumably, agendas, minutes, meeting packs and supporting documentation; however, a list might be more effective for archivists. Other committees, commissions and boards would appreciate having this definition applied Town wide for the sake of consistency.

Section 308.3.B

Why do we only retain recordings of Select Board meetings for one year? I believe this requirement was driven by limited electronic storage capacity. However, today we should retain them for a much longer period, if for no other reasons than to provide reliable evidence in the case of a legal dispute.

Section 308.4

I suggest we eliminate this section since Training requirements would be better served being included in the Select Board’s operating procedures.

Section 309.1

This Section needs to be clarified. In the history of Ogunquit, has the Town Clerk ever issued a written demand to remove a Select Board member? What does “non-acceptance” mean – by whom and concerning what? Removal of domicile – ah ha...there is the key word for voter registration – let us keep this word and use it elsewhere! How does the Charter describe the reasons for removal? I recommend we quote the Charter’s last revision (5 November 2019) that set the stage with the following language: “if the official has been convicted of a crime, the conduct of which occurred during the official’s term of office.” Why is “forfeiture of office” included in this Section when it is described in Section 309.2?

Section 309.2

Why isn’t Section 803 referenced here as it is in Section 310.2? To simplify our Charter, we should discuss forfeiture of office in only one Section and delete any duplicative descriptions.

Section 309.2.A

When Select Board members only have to have three qualifications (Sections 302.1 – 302.3 and perhaps Section 306.2), this Section is nearly useless, except for the reference to State Law. I suggest we replace this Section. We have to use the words “for cause,” and then define **cause** elsewhere in the Charter.

Section 309.2.C

“Conviction of a crime,” against whom?, with a penalty of “imprisonment for more than 30 days...” – frankly, this appears to be a cut and paste compromise that needs to be replaced by the Charter’s last revision (5 November 2019) that set the stage with the following language: “if the official has been convicted of a crime, the conduct of which occurred during the official’s term of office.” Furthermore, this Section(s) needs to cross reference Section 804.1.A that requires “a statement of the specific reason(s) why removal is desired.”

Section 309.3.A

Eliminate the typo between Select and Board.

Section 309.3.C

Question – why does the list of Chairpersons not include the Budget Review Committee?

Section 310.1

The Select Board may appoint the Town Manager; however, to remove the Town Manager is only possible if there is a legitimate **cause**. As we have seen with earlier Articles and Sections, we shall have to define **cause**. This will be a difficult assignment because a detailed definition will limit the Select Board’s ability to have less than precise reasons to remove the Town Manager. Granted, if the Town Manager’s contract is about to expire, that is a different situation not legally requiring a reason for not renewing the contract. Nevertheless, the voters will want to know why the Select Board is taking this action.

Out of curiosity, who is Ogunquit’s Tax Collector, Assessor, Health Officer and Director of Emergency Management? Do not all four report directly to the Town Manager? Perhaps the former CRC thought the Town Assessor was a contract firm similar to Vision Appraisal.

Several of the listed responsibilities are filled with contract workers, including the Town Attorney, Certified Public Assessor and Auditor. Therefore, do we really need to list all these positions? Instead, let’s keep it simple as in **Section 310.4** (those appointed by the Select Board).

Section 310.2

After commissions and committees, should we add Task Forces? Again, the word **cause** is used.

Section 310.5

When the Select Board signs the Warrant certifying all disbursements of Town funds, what is this Warrant? Certifying all Town disbursements is, presumably, a very long list.

Section 310.9

In reality, how can the Select Board actually “ensure compliance of all ordinances.” While I can understand why this is an important requirement, do the Select Board Members actually sign a statement? Do they have the equivalent of D & O Insurance protecting them?

Section 310.10

Is there a way to insist on a more robust, external annual audit of Ogunquit's finances? When one reads the current audit reports, the "auditors" severely limit their scope of opinion making their "statements" not very useful.

Section 310.12

Why are union contracts the exception? Does this mean that only the Select Board may sign union contracts?

The Town's purchasing policies seem to be criticized often. Not sure why since the Select Board is responsible for adopting and abiding by "management, administrative and personnel policies" (Article 310.14).

Is the requirement to have "a written record of all action taken" referencing just contracts?

Should the action by majority vote taken by the Select Board to suspend or rescind the Town Manager's ability to sign and execute contracts in reality require an explanation so that the voters will understand why this action was necessary?

Section 310.14

Who is responsible for maintaining a list of all management, administrative and personnel policies? For example, who is responsible for Human Resources, making sure every Town employee receives a performance appraisal every year? For example, why has the Town Manager's performance appraisal NOT been done on a timely basis earlier this year?

Section 310.16

The deadlines of this paragraph do not make sense. Why should it take seven months (the Annual Meeting early June) to the following January's deadline for the Select Board's information packet? Then, this packet, called a Report, has to be mailed (at what expense) to everyone prior to the next June's Annual Meeting, or one year after the start of these deadlines.

Section 310.18

While this paragraph sounds reasonable, the separation of powers between the Select Board and the Town Manager becomes paper thin, except for the word "**through**" the Town Manager.

Section 310.19

Select Board Members' liaison responsibilities are critical, and yet their attendance at the various committees and advisory groups is not tracked. Perhaps this role needs to be re-examined.

Section 310.20

The word "**cause**" appears again. Bravo for the appropriate reference to Article 4, Section 407.

Section 311.1

While this limitation of Select Board Members' authority concerning administrative officers or employees is appropriate, we have seen Select Board Members applying pressure to the Town Manager to eliminate the Town's Project Manager on several occasions. This is why enforcing the Charter is critical.

Section 311.2

This interference with Administration sets the stage for Section 310.1. As stated earlier, does not the Town's Tax Collector, Assessor, Health Officer and Director of Emergency Management report to the Town Manager?

Section 312.1

In the last Section of Article III, using seven and one half pages, why should the Select Board be referred to hereafter "as the 'Board' unless otherwise noted"? Why not when the first reference to the Select Board is made in Section 101?

Peter Griswold – 13 October 2020

Topics for Discussion

Note: This paper is based on a document provided by William Sawyer and incorporates points raised by Commission members and members of the public. Points raised by more than one person are highlighted. Others may be added.

- 1) Article II Voter Qualification [also impacts Article VIII]
- 2) Article III section 302 additional / more detailed qualifications
- 3) Article III section 309.2 conviction of crime
- 4) Article III section 310.10 enhance role of external auditors; clarify Management and Select Board responsibilities for addressing recommendations
- 5) Article III section 310.3 and 310.4 Special Project Manager
- 6) Article III sections 311.2 / 310.1 – review duties of Select Board / Town Manager
- 7) Article IV section 402, interviews, questionnaire
- 8) Article IV section 402 clearly define roles of the SB and the TMSC – added 10/14/2020
- 9) Article IV section 405.5 removal of department head – notice and hearing
- 10) Article IV section 405.11 Financial report? response to questions?
- 11) Article IV section 405.14 grant applications approved by the Select Board
- 12) Article V section 504 taxation?
- 13) Article V section 506 audit report 90 days before Town Meeting
- 14) Article VIII general – which, if any, Boards / Committees / Commissions in addition to the Select Board and Budget Review Committee be subject to term limits? – added 10/14/2020
- 15) Article VIII section 801 Board of Assessment Review required by state statutes? Specify required Boards / Committees and clearly state which Boards preclude simultaneous membership of another Board.
- 16) Article VIII section 801.1 A.2.f include statement on ethics
- 17) Article VIII section 802.2 alternate terms end when?
- 18) Article VIII section 802.3.A.1 clarify procedure for filling vacancies on BRC
- 19) Article VIII section 803 appointed member forfeiture of office – not for a crime?
- 20) Article VIII section 804 Recall make consistent for all boards
- 21) Article VIII section 804.1 specific reason or specific crime?
- 22) Article VIII NEW SECTION establish Land Use Committee to oversee conservation and development of available land
- 23) NEW PROVISION: rules concerning number, design and placement of signs during political campaigns
- 24) NEW PROVISION: Code of Ethics for anyone dealing with the Town, including at the podium and online, consistent with the Code of Ethics for Boards & Committees
- 25) NEW PROVISION: Make job descriptions for all key positions available to public, and complete performance appraisals annually, each signed by the supervisor and employee
- 26) NEW PROVISION: Ensure Town poliicies / ordinances are available to the public electronically as well as in print

In addition:

- 27) Determine whether within the CRC's remit to look at municipal ordinances and correct discrepancies
- 28) Eliminate use of "Beautiful place by the sea" – it's an inaccurate translation
- 29) Ensure Charter is accessible to blind / partially sighted people
- 30) Re-think rule by Minority (Article II 205, 206, and 804.1.A)