

**Essex Charter Review Committee Meeting Minutes
(Draft)**

Town of Essex Charter Review Committee
Draft Regular Meeting Minutes
Wednesday August 28, 2024

Charter Review Committee:

At Meeting: Charles Tabone, Bruce Post, Lorraine Zaloom, Margaret Smith, Dawn Hill-Fleury
(Ex-Officio)

Administration and Staff: Tammy Getchell – Assistant to the Manager

Others Present: At Meeting – None. On Zoom – Gina Halpin Barrett.

1. Call to Order

- a. Mr. Post called the Essex Charter Review Committee to order at 6:33 PM.

2. Agenda Additions/Changes

- a. No changes to the agenda.
- b. **Ms. Zaloom made a motion seconded by Ms. Smith to approve the Agenda for August 28, 2024. Motion passed 4-0.**

3. Approve Minutes

- a. **Ms. Zaloom made a motion seconded by Ms. Smith to approve the minutes for July 24, 2024. Motion passed 4-0.**

4. Public To Be Heard

- a. No public comments.

5. Business Items

- a. Library
 - i. § 117-401 (b) – the committee discussed whether or not we should remove this section as it just repeats statute.
 - ii. **Ms. Zaloom made a motion seconded by Mr. Tabone to remove this section from the charter. Motion passed 4-0.**
- b. Incapacity
 - i. Incapacity vs Inability – It is the recommendation of the committee that we switch back to using incapacity rather than inability. The Town Attorney will provide a legal definition of what incapacity is for the Charter.
- c. Moderator
 - i. It is the recommendation of the committee that the Town continue to use a Town Moderator as needed.
- d. Ordinances
 - i. § 117-301 (b) – Ms. Getchell will research what other municipalities are doing. In the event of no new findings, the committee suggests that the subchapter be reviewed by the Town Attorney. If there are no issues then it is the recommendation of the committee that the language be put into the Charter as written.
- e. Town Manager

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- i. § 117-402 (a) – Was improperly worded by mistake. Changed to read, “After consultation with the Selectboard the Town Manager shall appoint with approval of the Selectboard the...”
- f. Prohibitions
 - i. § 117-403 (b) – The committee recommends this language as it strengthens the subchapter.
- g. Cemetery Commissioner
 - i. We removed this from the Charter because the Selectboard already has the authorization to appoint to Commissions.
- h. Energy Coordinator
 - i. Leave language as is. This is the recommendation of the committee.
- i. Review draft of documents to be presented to Selectboard.
 - i. § 117-206 (b) - remove s from meetings.

6. Next Meeting

- a. The next meeting of the Essex Charter Review Committee is scheduled for Wednesday, September 19, 2024, 6:30 PM at Town of Essex 1st Floor Conference room.

7. Adjourn

- a. **Ms. Zaloom made a motion seconded by Ms. Smith to adjourn the meeting. Motion passed 4-0.**
- b. Meeting Adjourned 8:25 PM.

Respectfully Submitted,
Charles Tabone
Secretary