

MINUTES
RULES AND POLICIES COMMITTEE
Thursday, March 14, 2024 – 4:00 PM
HYBRID

Item 1. Call to Order. D. Hamill - Chair, called the meeting to order at 4:00 p.m.

Item 2. Roll Call. Don Hamill - Chair, Jonathan Anderson, Karin Shupe and Liam Gallagher, Assistant Town Manager.

Item 3. Approval Minutes – June 15, 2023. Motion by J. Anderson, seconded by K. Shupe, to move approval of the minutes from June 15, 2023.

Vote: 3 Yeas. Motion Passes.

D. Hamill, Chair, noted the agenda is lengthy, but felt that the Committee should be able to get through most of it. The Committee only has an hour or less and we do not want to rush things but the goal is to try to establish what we think is something we could move forward or act on and then what might require either dropping all together or consolidating or revisit it at another time.

Item 4. Discussion Items:

- **Review term limits on Committees/Boards.**

K. Shupe gave a brief background on this and why it was important to think about. Committee discussion ensued around the length of time someone serves on other communities

Motion by J. Anderson, seconded by K. Shupe, to move approval to amend the original recommendation to include three consecutive three year terms; as follows:

Chapter 302-A – the Committee/Board Manual that starting in January 1, 2024, committee/board members shall serve no more than three (3) consecutive three 3 year full terms of office and until your the vacancy is filled on all the committees/boards, with one year off before they an individual can apply to the same committee/board.

Vote: 3 Yeas.

- **Process on public comments at Town Council meeting.**

L. Gallagher spoke on this item and would bring back a recommendation for the Committee's review. Committee discussion ensued.

Motion by J. Anderson, seconded by K. Shupe, to have staff modify Section 202, to bring back to the Committee for consideration.

Vote: 3 yeas.

- **Planning Liaison to the Conservation Commission.**

K. Shupe gave an overview on why she felt that this was needed. Committee discussion ensued.

Motion by J. Anderson, seconded by K. Shupe, to move approval to amend Chapter 302A – the Committees/Boards Manual relating to the Organization and/or Membership of the Conservation Commission, as follows

The Conservation Commission shall consist of seven (7) members and two (2) alternate members appointed by the Town Council for three-year terms. Members whose terms expire shall continue to serve until their successors are appointed and qualified. ~~The Town Council may appoint one of its members to serve as a Council liaison to the commission~~ A representative from the Town Council and a representative from the Planning Board shall serve as Liaison and are non-voting members. The Town Manager or his/her designee shall serve as staff liaison to the Commission. Neither the Town Council liaison nor the Town Manager or his/her designee shall be a voting member of the Commission.

Vote: 3 Yeas.

D. Hamill, Chair, noted that the next two items are somewhat related, so they will be combined.

- **Notice for Agenda items to be filed with the Town Clerk.**
- **Notice Requirement for Workshop Materials Prior to Any Town Council Action**
There was Committee discussion around items not being available right away and the agenda(s) getting updated at the last minute. L. Gallagher added that in some cases, there is a wait on outside parties to get material to us. Further discussion around executive sessions and then Council taking action the same night, the Committee did not like this.

Motion by J. Anderson, seconded by K. Shupe, to move approval for staff to come up with recommendations based on the conversation at the meeting and coming up with a definition for workshop.

Vote: 3 yeas

- **Executive Session Requirements, Use by Committees and ground rules as to who can participate.** Committee discussion around whether Council members, other than Committee member can go into an executive session. After a lengthy discussion, L. Gallagher, Assistant Town Manager, would develop a memo and bring it back to the committee for review.
- **Charter or TC Policy amendment(s) to have two full voting members of the LRPC from the general public, outside the development community.** Discussion ensued around the membership. It was decided that this item would be carried forward, along with a few other topics.

Item 5. Future Agenda Items. Move current items to April agenda for further discussion.

Item 6. Public Comment. None at this time.

Item 7. Adjournment. Motion by K. Shupe, seconded by J. Anderson, to move approval to adjourn the meeting at 4:58 p.m.

Vote: 3 Yeas. Motion Passes.

Respectfully,

Yolande P. Justice
Town Clerk