June 13, 2011

Dear Charter Review Committee Members:

Congratulations on your appointment to the reconstituted Charter Review Committee, made by the Town Council at its May 16, 2011 regular meeting. Attached is a copy of the Committee Charge, which directs you to present your recommendation to the Council by July 27, 2011 for the following issues:

1. Annual budget adoption procedures
2. Recall of elected officials

As you have been given a short time to develop your recommendations, it is imperative you begin meeting as soon as possible. The Town Clerk’s Office is available to assist you when needed. We can supply information from other communities that have moved away from the Financial Town Meeting format.

As the Charter Review Committee was discharged on January 4, 2010, you will need to be sworn in. This can be done at the Town Clerk’s Office during regular hours or at your organizational meeting. Attached is the 2011 calendar to help you in choosing meeting dates. As you may remember, your meetings must be posted in compliance with the Open Meetings Statute.

Your task is at hand! Good luck, and thank you for your dedication to the Town of Jamestown.

 Attest:

 Cheryl A. Fernstrom, CMC

 Town Clerk

Attachments: Committee Charge

 Open Meetings Act