

Approved: 10/14/15

Charter Review Committee
Town of Jamestown, Rhode Island

Minutes of the September 23, 2015 Meeting

The meeting of the Jamestown Charter Review Committee was held at the Jamestown Town Hall, in the small Conference Room, 93 Narragansett Avenue, Jamestown, RI. The Vice Committee Chairman, James Rugh, called the meeting to order at 3:31 PM.

I. ROLL CALL

The Vice Chairman called the roll and noted the following members were present:

James Rugh, Co-Chairman
Anthony Antine
Blake A. Dickinson
John Pagano
Mary Lou Sanborn
Edward Gromada, Secretary

Mary E. Meagher and Arlene D. Petit were absent.

II. MINUTES

A motion was made by Blake Dickinson and seconded by John Pagano to accept the minutes from the meeting of September 9, 2015. Tony Antine, Blake Dickinson, Ed Gromada, John Pagano, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. Time of motion 3:37 PM.

Mary Lou Sanborn suggested a wording change to the minutes of August 26, 2015. In Section III, Old Business, paragraph B) a new sub-paragraph h. to be added with the wording "Section 211. Referred to the Town Solicitor for review." Time of motion 3:40 PM.

III. OLD BUSINESS

- A) The following Sections were reviewed by the Committee:
- a. Section 201. The Committee decided to reserve action on this Section until the October 14, 2015 Committee meeting.
 - b. Section 301. The Committee generally felt that this Section does not specifically identify the qualifications, i.e. education, work experience, etc., necessary for a

Town Administrator. Blake Dickinson will research Town Administrator qualification with the National Association of Town Administrators and report back at the October 14, 2015 meeting.

Additionally the Committee felt that this section should codify a specific candidate selection committee for the purpose of researching, interviewing and proposing final candidates for the position of Town Administrator.

- c. Section 302. Mary Lou Sanborn suggested a complete wording change to this section that would be consistent with a similar section in the Town of Smithfield's Charter. The new wording would be: "The Town Manager can be removed at the discretion of the Council, by vote of a majority of all members of the Council with or without a public hearing, as the Council in its discretion shall determine. There shall be no right of appeal from the decision of the Council." Blake Dickinson made a motion that was seconded by Mary Lou Sanborn to review the new wording. Tony Antine, Blake Dickinson, Ed Gromada, John Pagano, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. The Committee decided to reserve action on this Section until the October 14, 2015 Committee meeting.

Following this vote, John Pagano excused himself from the meeting for health reasons. A quorum remained as there were still five sitting members of the Committee.

- d. Sections 303 to 305 had no revisions necessary.
- e. Section 401. There was a discussion regarding the terminology of this section. The section's wording indicates that the Town Council will "establish town departments", when in fact that is the function of the Town Charter. Ed Gromada made a motion that was seconded by Blake Dickinson to remove the word "departments," from this section. Tony Antine, Blake Dickinson, Ed Gromada, Jim Rugh and Mary Lou Sanborn voted in favor of the motion.

The wording of the title of this section (Creation of departments) would need to be changed to compliment the content of the section. A motion was made by Ed Gromada and seconded by Mary Lou Sanborn to change the title of this section to "Creation of office and agencies". Tony Antine, Blake Dickinson, Ed Gromada, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. The Committee decided to reserve action on this Section until the October 14, 2015 Committee meeting.

- f. Section 402. The wording of this section suggests that the Town Council give "annual" consent to the Town Administrator to head or appoint heads of town departments, offices and agencies. In fact that authority need only be granted once to a new Town Administrator and it would automatically be renewed indefinitely. A motion was made by Mary Lou Sanborn and seconded by Blake Dickinson to remove the word "annual" from this section. Tony Antine, Blake Dickinson, Ed Gromada, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. The Committee decided to reserve action on this Section until the October 14, 2015 Committee meeting.
- g. Sections 403 had no revisions necessary.

- h. Section 404. Jim Rugh suggested the following change to this section: "There shall be a tax assessor with training and experience with regard to the duties required of the office who shall be nominated by the town administrator with the approval of the town council, and shall have those powers and perform those duties prescribed now and in the future by town ordinance, the constitution and laws of the state not inconsistent with this Charter. A motion was made by Ed Gromada and seconded by Blake Dickinson to review the new wording in this section. Tony Antine, Blake Dickinson, Ed Gromada, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. The Committee decided to reserve action on this Section until the October 14, 2015 Committee meeting.
- i. Section 405. Mary Lou Sanborn will research the need for including the words "members belonging to the same political party" in this section. She will report back to the Committee on October 14, 2015.
- j. Section 406. The Committee was concerned about the wording in this section, because the only true function of the Town Moderator is to officiate at the annual town financial meeting. The Committee decided to revisit this section after hearing from the Town Solicitor regarding Section 212.

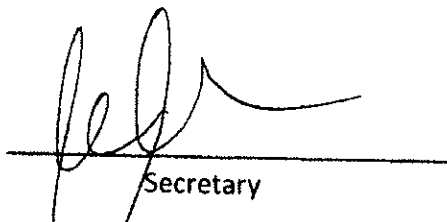
Section III, Old Business concluded at 5:07 PM.

IV. NEW BUSINESS

- A. The next meeting of the Committee will be held on October 14, 2015.
- B. For the next meeting, the Committee will consider:
 - i. Reviewing Section 407 and 423
- B. Mary Lou Sanborn open a discussion regarding the second meeting in November, which would be November 25th, the day before Thanksgiving – was this an effect date for the meeting. That opened a larger discussion about perhaps lengthening meetings in October, November and early December because the impact of the holiday season. The Committee decided to reserve action on this Section until the October 14, 2015 Committee meeting.

V. ADJOURNMENT

A motion was made by Mary Lou Sanborn, and seconded by Ed Gromada to adjourn the meeting. Anthony Antine, Blake Dickinson, Edward Gromada, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. The meeting adjourned at 5:15 PM.


Secretary