Mayor and Town Commissioners;

The Charter and Code Review Ad Hoc Committee was established by you with the objective to "[d]evelop recommendations for updating, clarifying, and otherwise improving both the Town Charter and the Code to enhance their interpretation, application, and relevance to current and future Town operations and services." Specific responsibilities included "[i]dentify sections of the Charter ... that are out-of-date, contradictory, or require a fresh assessment to ensure that interpretation and application of the provisions of the Charter ... are clear and consistent."

The CCRC met 7 times to review and discuss such issues related to the Town Charter, including a joint workshop with CCRC and Town Council. Our recommendations for amending the Charter are attached.

The 3 attached files contain the same set of recommendations - just presented in differing levels of detail. The first ("full track") explicitly shows all of the recommended changes as will be needed for actual amendment of the charter; the second ("simplified track") shows the more substantial changes but doesn't show (it has "accepted") a set of minor changes (identified at the beginning of the document, e.g., removal of gender bias) that are of an administrative or editorial nature to simplify the document for subsequent review by the Town Council; the third document ("clean") reads as if all the recommended amendments from the committee were accepted.

The guiding principle of much of the substantive changes being recommended by the CCRC was to ensure that the Charter clearly and uniformly supports a council-manager form of government. Past Charter amendments have been moving in this direction but often were spotty and left parallel sections in the Charter unchanged. And so, many of the recommended changes relate to removing contradictory language and clarifying intent regarding the roles and responsibilities of the Mayor, Town Council, individual Commissioners, and Town Manager.

As part of the formal hand-off from the CCRC to the Town Council, it would be highly useful to hold a joint workshop wherein the members of the Town Council could discuss the CCRC's recommendations with the committee.

Sincerely,

David King, Chair

Bill Galbraith, Vice Chair

Elaine Bole

Julie Johnson

Debbie Knight

Steve Montgomery

Jimmy O'Conor

Marcia Schieck