

Foster Administrative Review Sub Committee
Benjamin Eddy Building, Foster RI
May 9, 2009 – 8:30 am

Roll call: Scott Bellem, Patricia Fountain, Robert Hohler, Robert Van Meter, Neal Whitelaw, Matthew Cook.

1.Meeting called to order 8:30 am.

2.Election of Officers

a. A motion by Mr. Van Meter to elect Patricia Fountain as Chair of Committee, seconded by Mr. Whitelaw.

Motion passed. 6-0-0

b. Chair, Mrs. Fountain, assumes control of meeting and asks for a motion to appoint vice chair. Mr. Van Meter motions to elect Mr. Holler as Vice Chair. Motion seconded by Mr. Whitelaw.

Motion passed. 6-0-0

c. Chair, Mrs. Fountain, asks for a motion to appoint Recording Secretary. Mr. Cook motions to elect Mr. Bellem as Recording Secretary. Motion seconded by Mr. Holler.

Motion passed. 6-0-0

3. Discussion – How to proceed with Administrative review. At this point Chair, Mrs. Fountain, opens to discussion on how to proceed. Mr. Whitelaw asks if we should adopt a set of rules of conduct. Discussion follows. It is proposed that the committee should adopt the “Roberts Rules of Conduct”. The chair asks for a motion to adopt rules of conduct. Mr. Holler so moves, and Mr. Van Meter seconds.

Motion passed. 6-0-0

Chair, Mrs. Fountain, asks for additional items for discussion. Mr. Whitelaw inquires in regards to adding a line item to the agenda for Concerned Citizens. Discussion follows. Chair asks for motion to add Concerned Citizens line item to agenda, Mr. Holler so moves, and Mr. Bellem seconds.

Motion passed. 6-0-0

Mr. Cook excuses himself from meeting at 8:40am.

Chair, Mrs. Fountain, asks for additional items for discussion. Mr. Whitelaw inquires about deadlines for additions to the agenda. Discussion follows. Chair asks for motion to have a 72-hour deadline prior to agenda being finalized put in place. Mr. Whitelaw so moves, Mr. Holler seconds.

Motion passed. 5-0-0

Chair, Mrs. Fountain, asks for additional items for discussion. Mr. Van Meter asks how the committee would like to proceed in regards to requests for public records. Discussion follows. Chair asks for a motion to appoint a single point of contact for all requests for public records and documentation. Mr. Holler motions to elect Mr. Whitelaw to this position, and Mr. Van Meter seconds.

Motion passed. 5-0-0

Continue discussion in regards to documentation and distribution of said documents to the members of the committee. The Secretary will be charged with assembling packets (with help of Helena McCullough and Mr. Whitelaw) for members and leaving them at a specific point of pick-up when necessary.

4. Agenda Items – Chair, Mrs. Fountain, asks for discussion on the proposed agenda for the next meeting. Discussion follows. Agenda items will be submitted to the Secretary and then Agenda will be posted in two locations, Paine School and Town Hall when finalized, as well as submitted to Secretary of State web site.

5. Date of Next Meeting – Chair, Mrs. Fountain, recognizes that we have a tentative schedule worked out for the next 4 meetings, the first of which will be held on May 16, 2009 at 9:00 am. Secretary will contact Town Hall in regards to available space for this meeting. Tentative schedule of meetings to follow: Monday May 18, 2009 at 4:00 pm location to TBD, Saturday May 30, 2009 at 9:00 am location TBD, Monday June 1, 2009 at 4:00 pm location TBD.

6. Adjournment – Chair, Mrs. Fountain, asks for a motion to adjourn, Mr. Holler so moves, and Mr. Van Meter Seconds. Meeting adjourns at 9:20 am.

Motion passed. 5-0-0