

**Regular meeting of the Burrillville Charter Review Commission held Wednesday, August 31, 2009 at 7:00 P.M. in the Town Council Chambers, 105 Harrisville Main St., Harrisville for and within the Town of Burrillville.**

**MEMBERS PRESENT: Aaron Coutu, Gregory Degnan, Michael Keable, David Ketcham, Valerie Ann Leduc, David Marcotte, Kevin Menard, Leo Plouffe and Barbara Schouboe**

**MEMBERS ABSENT: None**

**1. VOTED to accept the minutes of the regular meeting held August 5, 2009 and dispense with the reading of said minutes.**

**Motion by David Marcotte, seconded by Aaron Coutu; the vote was unanimous by the eight members present.**

**Note: Michael Keable arrived at 7:05 P.M.**

**2. Unfinished Business: None**

**3. New Business:**

**CR-1 Review and discuss:**

- Open Meetings Act (OMA)**
- Rhode Island Code of Ethics**
- Access to Public Records Act (APRA)**

## **o Procedure for Access to Public Records in the Town of Burrillville**

**Provisions of the OMA, APRA and Code of Ethics were reviewed and discussed. No action was taken.**

### **CR-2 Report by David Ketcham**

- Budget**
- Administrative assistance; Consider and act on the appointment of an administrative assistant**

**David Ketcham reviewed the proposed budget, a copy of which is on file with the record of the minutes.**

**VOTED to accept as proposed.**

**Motion by Kevin Menard, seconded by Valerie Ann Leduc; the vote was unanimous.**

**Mr. Ketcham noted that the Town Manager would review applications and would forward the resumes of three applications for the Commission's consideration. Upon receipt of a recommendation from the Commission, the Manager would appoint. Mr. Ketcham suggested a subcommittee be assigned the task of reviewing candidates and submitting a recommendation to the Town Manager. Aaron Coutu, Valerie Ann Leduc, David Marcotte and Barbara Schouboe volunteered.**

**VOTED to adopt the slate.**

**Motion by Kevin Menard, seconded by Leo Plouffe; the vote was unanimous.**

**Valerie Ann Leduc was appointed Subcommittee Chair by David C. Ketcham, Commission Chair.**

**CR-3 Review, discuss and act on Charter Item Review Submission Form**

**Kevin Menard provided the Commission with a sample of a completed form and its function/usefulness were reviewed and discussed. The form as submitted was approved for elected officials and department heads. For others, the Commission decided to remove the last item (&#61551; Please check here if you do not wish to submit charter item(s) for consideration.) from Section 2.**

**VOTED to approve the form in the two versions that we discussed.**

**Motion by Barbara Schouboe, seconded by Leo Plouffe; the vote was unanimous.**

**CR-4 Review, discuss and act on four questions that failed in the 2004**

**The questions that failed in 2004 were discussed. It was suggested that these issues would most likely be brought before the Commission as it moves forward. No action was taken.**

**CR-5 Review, discuss and act on committee members' ideas for charter changes**

**There was discussion of issues that may be raised, including:**

- human resources**
- prohibition of discrimination based on gender identity or sexual orientation**
- filling vacancies on the town council or school committee**
- partisanship of school committee candidates**
- voter recall**
- compensation/benefits for elected officials**

**No action was taken.**

#### **4. Other discussion**

- The Commission agreed that the Chair would handle all communication with the press until recommendations had been presented to the Town Council.**
- The calendar for future meetings was reviewed. Mr. Ketcham will distribute the calendar, including dates to meet with various individuals (department heads, public, elected officials, etc.)**
- Correspondence to department heads and members of boards and commissions would be sent no later than September 4, 2009.**

#### **5. Items for future agenda**

**Discussion at the next meeting would include the Bargain Buyer advertisements, the budget, and the appointment of the clerk.**

**6. VOTED to adjourn at 8:12 P.M.**

**Motion by Barbara Schouboe, seconded by Leo Plouffe; the vote was unanimous.**

**The meeting was recorded.**

**Louise R. Phaneuf, Town Clerk**