

**Town of Portsmouth**  
**Charter Review Committee**  
**Meeting of March 28, 2012, 7:00 p.m.**  
**Location: Portsmouth Town Hall. Planning Board Room.**

**Agenda:**

- 1) **Secretary's Report; Minutes of prior meeting.**
- 2) **President's Report**

**Old Business**

- 1) **Discussion/Decision: Charter Section 9: Term limits for appointed members of the Planning Board and the Zoning Board.** (Submitted by Connie Harding).
- 2) **Discussion/Decision: Charter Section 506: Town Engineer** (Submitted by Allen Shers).
- 3) **Discussion/Decision: Charter Section 605: Parks and Recreation** (Submitted by Allen Shers).

**New Business**

- 5) **Charter Section (to be determined):** All Town Counsel and School Committee executive sessions shall be run and governed by Robert's Rule of Order.

**Reason for change:** Several School Committee and Town Counsel members have told me that they have participated in executive sessions during which guidance by Robert's Rules of Order would have been extremely helpful. (Submitted by Sal Carceller).

- 6) **Discussion/Decision** Article II (replace G or supplement G) with: Prior to development of the school and municipal budgets the president of the Town Council shall call a meeting of the Town Council and the School Committee to review the budget environment with respect to the financial conditions of the town, revenue and expenditure forecast and other relevant information in order to develop a coordinated budget. The Town Administrator and Superintendent of schools shall be required to develop an annual policy agreement on the allocation of projected revenue between the municipal government operations and those of the School Department. This consideration of all aspects of the economic factors and policy formulation will provide the guidance and rationale necessary to advance the budget process. (Submitted by Paul Ross and Joe Lorenz)
- 7) **Discussion/Decision** Article III 301. Replace the title of Town Administrator with Town Manager to more accurately reflect the duties and responsibilities of this office. (Submitted by Paul Ross and Joe Lorenz)
- 8) **Discussion/Decision** Article III 304H Portsmouth Annual Report: The Town Administrator shall publish an annual report that presents all aspects of Portsmouth town and school activities. The document should include, but not be confined to town and department budgets, performance, activities and progress related to schools, police, fire and public works, employee headcount by department, employee awards and citations. Progress on department consolidation, regionalization, volunteerism, committees and boards. The report is intended to communicate to the citizens of Portsmouth the 'state-of-the-town'. (Submitted by Paul Ross and Joe Lorenz)
- 9) **Discussion/Decision Article III 306a.** A professional negotiator shall be engaged in all contractual, collective bargaining activity. The contract negotiator will represent the taxpayer and be a part of the Town and School Department management teams responsible for labor contract negotiations. (Submitted by Paul Ross and Joe Lorenz)

The public is welcome to any meeting of the Town's boards or its committees. If communication assistance (reader/interpreters/caption) is needed or any other accommodation to ensure equal participation, please contact the Town Clerk's office at 683-2101 at least three (3) business days prior to the meeting.