



**Town Council Charter  
Workshop Meeting  
February 28, 2022 at 5:15 PM  
In Person and via Zoom**

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**MINUTES**

Call the Town Council Meeting to order  
Pledge of Allegiance to the Flag

**ROLL CALL**

Acknowledgement of Quorum

**MEMBERS PRESENT:**

Councilor George Lehning | Councilor Rick Klein | Mayor Pro-Tem Ed Conroy | Mayor Martha MacFarlane

**MEMBERS ABSENT:**

Councilor Marie V. Gallelli

**STAFF PRESENT:**

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Rick Thomas, Police Chief | Morgan Cates, Public Works Director | James Southall, Public Utilities Supervisor (via ZOOM) | Tom Wilkes, Town Attorney (via Zoom)

**AGENDA APPROVAL/REVIEW**

Mayor MacFarlane asked the Town Councilors that were present if they were in agreement with the workshop's agenda and there was a consensus from the Town Councilors present that they were.

**OLD BUSINESS**

1. Discussion: **Charter Review Discussion**

Mayor MacFarlane introduced this topic. Mayor MacFarlane explained that she had incorporated the suggested changes to the charter amendments that were proposed during the first Town Council Charter Workshop. Mayor MacFarlane also stated that the one change from the workshop that she did not make was adding something about a contract for the Town Manager; this point could be covered by simply stating that the Town Council would decide on compensation. Mayor MacFarlane stated that she would go through the proposed charter and ensure that there is no overlap or confusion about the duties of the Mayor, Town Manager, and/or Town Clerk.

Sean O'Keefe, Town Administrator, stated that Mayor Pro-Tem Conroy had spoken to him about Section 8 (a) residency requirement for the Town Manager. Mr. O'Keefe suggested that no matter what residency requirements were added, a time frame after appointment should be added. This would give future Town Managers time to move. It was decided to remove this whole section and allow future Town Councils to

directly negotiate with their Town Managers on this issue, rather than this being laid out in the town's charter.

Mayor Pro-Tem Conroy brought up Section 7 (c) about financial reserves and budget. Mayor MacFarlane stated that the topic Mayor Pro-Tem Conroy brought up was not one of the things that the Council had decided that they wanted to change in the charter (namely type of government, going to a Council/Manger form of government and removing the Town's borrowing limits in the charter). Mayor MacFarlane stated that Mayor Pro-Tem Conroy's topic was outside of the scope that the Council was looking at that day.

Mayor Pro-Tem Conroy suggested that future charter changes should include the recommended 10 things that require Ordinances rather than Resolutions. Mayor Pro-Tem Conroy spoke about other future changes that Town Councils should look at the next time that they change the Town's Charter.

Mayor Pro-Tem Conroy also suggested that the council should incorporate section 2.06 from the model charter into the charter. This section is about appointments and removals. Mayor MacFarlane stated that she would work with Mr. O'Keefe to incorporate this.

Councilor Lehning brought up the section dealing with vacancies in the office of the Town Manager and, in the section in question, the Town Council was not allowed to permit a vacancy in the Town Manager position to continue longer than (3) months. Councilor Lehning suggested that they add a clause allowing for this to go longer if authorized by Town Council.

Mayor Pro-Tem Conroy also suggested that changes from model charter, section 2.05, Relations with the Town Manager, be incorporated into the Charter amendments. Town Administrator, Sean O'Keefe, suggested that a stricter version of Mayor Pro-Tem Conroy's suggestion was already in the current version of the amended Charter.

Mayor Pro-Tem Conroy also suggested that the removal of the Town Manager should require the majority of the total membership instead of just majority of quorum at a meeting.

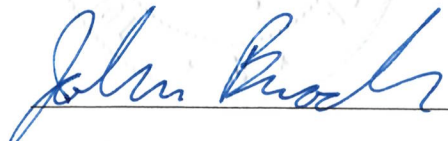
Town Attorney, Tom Wilkes, spoke about the removal provision of a Town Manager. Mr. Wilkes recommended that there was no real need to allow for a public hearing to remove a Town Manager. Consensus from the Town Councilors was to remove the provision allowing for a Public Hearing when removing a Town Manager. Also, the Councilors proposed adding a component about how the removal of a Town Manager would require an affirmative vote from the majority of total membership of the Town Council.

## **ADJOURNMENT**

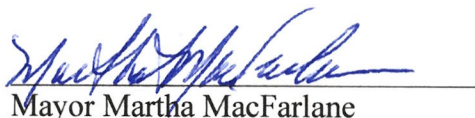
**There being no further business to discuss, a motion was made by Councilor Lehning to adjourn the meeting; Councilor Klein seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 5:50 p.m. | **Attendees: 22**

ATTEST:

A handwritten signature in blue ink, appearing to read "John Brock", written over a faint circular seal of the town.

John Brock, Town Clerk

A handwritten signature in blue ink, appearing to read "Martha MacFarlane", written over a horizontal line.

Mayor Martha MacFarlane