

Charter Review Advisory Committee
Charlestown Town Hall, Council Chambers
4540 S County Trail, Charlestown, RI 02813
April 6, 2023

Minutes

Call to Order: The meeting was called to order at 6:02 p.m. by Chair Catherine Graziano

Roll Call: Catherine Graziano (Chair), Laura Rom, Anne Mulhall, Deborah Carney (Council Ex-Officio), Jeffrey Allen (Acting Town Administrator), Margaret Hogan, Steven Stolle and Deputy Town Clerk Susan Shea

Discussion and potential action concerning the appointment of officers

Ms. Graziano asked the committee if anyone wanted to volunteer as vice chair. Ms. Rom accepted the role.

A motion was made by Ms. Hogan and seconded by Ms. Persson to appoint Laura Rom as Vice chair. Motion passed 5-0.

Discussion and potential action concerning an annual meeting calendar

Ms. Carney explained that the committee would need to give any changes to the Charter to the Town Council for consideration 60 days prior to the 2024 election.

Mr. Stolle said that he would like to see some workshops scheduled for public input.

Ms. Rom, who served as minutes keeper for the Charter Review Committee in Tiverton, RI, stated that they had invited all department heads to participate.

Chair Graziano noted that there is the annual Open Meetings Act (OMA) with our Town Solicitors which is scheduled for May 3rd at 6 p.m. Although Ms. Hogan and Ms. Graziano are attorneys, they are not attorneys for the Town of Charlestown. Ms. Hogan advised that there is a link to OMA on the Secretary of State's Office for those who may have questions.

Ms. Carney requested documentation from the former Charter Review Committees. Ms. Shea will bring copies to the next meeting.

Ms. Hogan suggested that a letter be sent to all department heads with the meeting dates.

Mr. Stolle inquired to Ms. Carney whether the Town Council had any suggestions. Ms. Carney stated that a change to the Charter was submitted to the Town Council in 2018, but the Council at that time did not take any action.

Chair Graziano asked the committee how often they would like to meet. All agreed that once a month was sufficient.

The committee will meet Wednesday, April 26th at 6 p.m. in the Council Chambers. A motion was made by Ms. Hogan and seconded by Mr. Stolle to meet the second Tuesday of the month beginning May 9, 2023 at 6:00 p.m.

Ms. Shea will send an email to all department heads with two questions:

- 1) In your experience, are there any changes to the Town of Charlestown's Charter that you would like to see considered? If so, please explain.
- 2) Are you aware of any local Town Charter's that you feel would be beneficial for the committee to obtain?

The deadline to respond was set for April 25, 2023.

A request for public comment will be placed in the next issue of the Pipeline.

With a motion from Ms. Hogan and second by Ms. Rom, the meeting adjourned at 6:36 p.m.
Motion passed 5-0.

Respectfully Submitted,

Drafted by Susan R. Shea, CMC

Amended by: Shirell G. Perry

Approved: June 13, 2023