

**REPRESENTATIVE TOWN MEETING
COORDINATING COMMITTEE
July 11, 2006**

Present: Charles Mottinger (1), Joyce Girard (1), Richard Peterson (2), Walter St. Lawrence (2), Catherine Shuman (3), Donald Pomes (4), Virginia Betts (4), Jay Maslen (6), Don Bates (8), Chuck Beale (9), Tom Richards (9)

Meeting called to order at 7:09 by Charles Mottinger.

Minutes: Minutes of March 7 and June 13 accepted.

Review of Accomplishments from 2005-2006: 1. Created format for New Member Orientation. 2. Created RTMCC page on Town Website. 3. Held Candidates' Forum Night for Board of Selectmen candidates. 4. Submitted 3 members to be on Study Committee for Elderly Housing By-Law review. 5. Discussed ways to better Town Meeting process. 6. Worked on clarifying role of RTM Coordinating Comm.

Discussion of June Town Meeting:

- Paperwork handed to members was poorly done.
- Members had too many recommendation books – weren't sure of which to reference.
- Line item numbers on budgets did not match.
- Town budget should be developed even though state hasn't finalized its budget.
- RTM members should submit questions on what further information is needed for articles.
- RTMCC should develop format for information – what do we want and how do we want to see it.
- Pre-town meeting should be held early and at the same time every year.

Members are asked to bring in ideas on how material should be presented so we can develop a standard format for town departments.

Webpage: A subcommittee consisting of Chuck Beale, Don Pomes and Tom Richards will work on developing the webpage further. Chuck will be liaison with Town Hall.

Goals: Suggested goals for the upcoming year were discussed. These will be firmed up at next meeting. Suggested goals:

- Develop standard format for departmental information to be given to RTM.
- Hold pre-town meeting.
- Hold candidates' night.
- Look at size of RTM and decide whether we should do anything about it.
- Create list of recommendations to help electees be better members.
- Survey members on how to improve RTM and become an enforcement vehicle.
- Decide on budget expenditures.
- Expansion of website.

- Come up with suggestions on how to store townwide meeting minutes so they are easily available.
- Look at enhancing audio system at TM so voters can understand all speakers.
- Suggest moderator speak more slowly and clearly especially when reading and explaining motions.

The next meeting will be August 1 at 7 PM. At that time we will discuss goals, standard format for information and this year's calendar.