

REPRESENTATIVE TOWN MEETING COORDINATING COMMITTEE  
December 5, 2006

Present: Charles Mottinger (1), Catherine Shuman (3), Donald Pomes (4), Virginia Betts (4), Jay Maslen (6), Chuck Beale (9), Tom Richards (9)

Meeting called to order at 7:23 PM by C. Mottinger.

**Meeting Minutes By-Law:** According to state law, minutes are required to be kept by all committees and boards. The law does not specify who shall keep them or where they should be stored.

Suggestions to be included in a proposed by-law:

- By-law should specify whether minutes should be in written or electronic form.
- Should they be under custodial care of Town Clerk?
- Time limit to submit to Town Clerk should be about 45 days.
- Stipulation should be made as to when executive session minutes can be released.

**Town Website:** Will be discussed further at next meeting. Discussion of maintenance of website pertained to who will maintain – school department, outside service? Other boards and departments need to be involved in backing improvement of website and a presentation should be made to Selectmen with ideas.

**New Member Orientation:** Materials to be printed for orientation include handbooks, FAQ's, by-laws, town meeting guide. These will be done professionally before orientation.

**Member Survey:** A 3 to 4 question survey will be developed to get insight from all RTM Members.

Next meeting will be January 9, 2007 at Town Hall. C. Mottinger will invite Max Gould to attend to discuss Minutes By-Law.

Meeting adjourned at 8:40 PM.