

**REPRESENTATIVE TOWN MEETING CO-ORDINATING COMMITTEE  
MEETING MINUTES, AUGUST 21, 2007**

**Present:** Don Bates (8), Ginny Betts (4), John Donohue (7), Joyce Girard (1), Paul Follett (5), Richard Peterson (2), Don Pomes (4), Tom Richards (9), Walter St. Lawrence (2), Bart Steele (7), Chris Sweet (8).

**Agenda Topics:** presented by Chair B. Steele.

**Item #1.** Request from the Chair for a volunteer to take minutes, in absence of Secretary C. Shuman. R. Peterson offers to take minutes.

**Item #2.** Meeting called to order @ 7:02PM/ Attendance taken.

**Item #3.** Approval of Meeting Minutes: Meeting Minutes of March 6, 20007 and June 12, 2007 were approved.

**Item #4.** Guest: Town Administrator Mark Fisher.

Mr. Fisher wanted to meet with the Coordinating Committee to gain input and direction concerning the information the Committee believes is needed to better inform the RTM body. He is interested in knowing what information could be better presented, what is missing and is what not needed. Mr. Fisher believes that a 'transparent budget presentation' is best for all. There was discussion on several important topics and how they might be more clearly explained or presented to the RTM body. New members often have a problem getting a handle on all the different issues. Many topics were discussed including: clarification of the CIP and it's format; presentation of the budget in a more historical context, comparing it to past budgets as well as projected budgets; to provide more statistics such as the number of town personnel and increases in personnel; to provide more information concerning negotiated contracts requiring RTM approval; and to improve how departments work with the Finance Committee to help expedite their review of the articles and hence provide their recommendations to the RTM in a more timely fashion.

Mr. Fisher was also asked for his input regarding the new seating arrangement for the RTM. He believes that using the large screen to present the budget would be very helpful and also suggested using a raised platform for the officials sitting down in front of the stage to improve their visibility.

Also in discussion regarding the town's website, Mr. Fisher does not believe that it needs to be redesigned, but that the existing needs to be used to it's full potential.

**Item#5.** Storage Space: B. Steele inquired into the location of the Coordinating Committee's filing cabinet and it's contents. He was informed that it had been taken to the home of the late Joyce Gormley, former Coordinating Committee member. This was done during her illness so that she could more easily access Committee records. Her house has been sold and it's contents dispersed. W. St. Lawrence offered to check with her executor to determine if he knows the whereabouts of the filing cabinet and records.

**Item #6.** By-Law Subcommittee: Walter St. Lawrence presented language suggested by the subcommittee to amend Article IV, Section 4 to clarify that it is to be the responsibility of the town clerk to keep as record, a copy of approved meeting minutes of all boards, committees and commissions. It was the consensus of the coordinating committee, that this safeguarding of the minutes as town records was important. There were questions, however, regarding the language and scope, such as, whether this would include executive session meetings. It was voted unanimously to continue discussion at the next meeting.

**Item # 7.** MIS Report: None presented. B. Steele would like to see updated minutes on Committee website as well as RTM members name, phone numbers and e-mail addresses.

**Item # 8.** Information Time Line Report: None presented.

**Item # 9.** Treasurer's Report: None presented.

**Item #10.** New Business: None presented.

**Item #11.** Old Business: None presented.

**Item #12.** Motion to Adjourn: Meeting adjourned @ 9:25 PM.