

## MEMORANDUM

TO: Ordinance Committee  
FROM: Maureen O'Meara, Town Planner  
DATE: March 24, 2016  
SUBJECT: First draft, Board and Committee Ordinance

### Introduction

Enclosed is the *first* draft of an ordinance to **replace** the existing Board and Commission Ordinance. A wholesale replacement is recommended both for readability and to facilitate an efficient organization. If the committee prefers to revise the existing ordinance, the attached draft can be incorporated into the existing ordinance.

Please note this is a first draft. Some of the text, such as the description of some of the committees is more of a placeholder and will need revision. This draft has been circulated to the staff of the listed committees with a request to comment on the purpose and duties descriptions. I hope to have those comments for the Ordinance Committee meeting.

### Highlights of Draft

1. Overall organization. Does this reorganization reflect what the committee was hoping to accomplish? For example, a lot of the existing ordinance repeats the same language under each committee. This draft creates a section that applies to all committees.
2. Sec. 4-1-2 formally recognizes the work of the Appointments Committee. How much of the Appointments committee process do you want to enshrine in ordinance? How much do you want to leave as procedures (retaining flexibility)? Do you want to solicit feedback from the Appointments Committee?
3. Sec. 4-1-3. This is a new section that provides structure to vacancies.
4. Sec. 4-1-4. This section bridges the charter requirements for Trustees by making the Town Council the charter appointed trustees. In a later section, new *advisory* committees are created to absorb the existing committees.
5. Sec. 4-1-5 is intended to provide all committees with a generic bylaw without making each committee take on that task. These provisions apply to all committees. I would suggest that once the ordinance is at a final draft level, we solicit a review by the town attorney, especially to tighten language on conflicts.

6. Sec. 4-1-6 is a generic provision that avoids a lot of the repetition of the existing ordinance. You may want to discuss what responsibilities all committees should undertake.
7. Sec. 4-1-7 lists all standing committees. I have tried to use the existing Board and Commission Ordinance language as much as possible. The Ordinance Committee may want to focus if the format is acceptable. For committees that are added, I have drafted language, but this really needs review by the committees, staff and the Ordinance Committee.
8. Sec. 4-1-8 sets out the minimum required from the Town Council to create an ad hoc committee. This ordinance is formatted to exempt ad hoc committees from the goals/budget type committee requirements.

#### Next Steps

Based on the direction from the Ordinance Committee, revisions to the Conservation Ordinance and the Shooting Range Ordinance may also be needed.