

**Representative Town Meeting Coordinating Committee  
September 11, 2007**

**Present:** Charlie Mottinger (1), Joyce Girard (1), Richard Peterson (2), Walter St. Lawrence (2), Rose Sakach (2), Catherine Shuman (3), Virginia Betts (4), Charles Legg (6), Bart Steele (7), Chris Sweet (8), Don Bates (8), Chuck Beale (9)

Meeting called to order at 7:15 by B. Steele.

**Discussion re. M. Fisher's visit to RTM:** W. St. Lawrence will follow up and make sure risers are in place for town officials at Town Meeting. B. Steele will coordinate precinct signs. M. Fisher will attend several coordinating committee meetings during year to keep committee up to date.

W. St. Lawrence will present list of concerns to M. Fisher re. budget information.

Included will be:

- Number of full and part time positions being requested
- Are previous unfilled positions being filled
- Percent of increase in department's budget
- Stabilization balance
- Budget
- Inclusion of by-law copy if necessary – both original and revised edition
- Free cash
- Money in revolving funds
- Supporting information which is clear and easy to read

**RTM** will ask that meetings not be postponed in anticipation of change in state fundings.

**Storage:** RTM filing cabinet cannot be located. W. St. Lawrence will follow up with executor of J. Gormley's estate to see if it can be found – will report at next meeting.

**By-Law:** Executive minutes were discussed – which should go to Clerk's office. New by-law will state that all boards must submit copy of approved public meetings to Town Clerk within 15 days of next meeting. By-law will go to By-Law Study Committee, Town Counsel and Town Clerk. C. Sweet made motion, seconded by D. Bates that by-law be submitted to above groups. Passed unanimously.

**MIS:** C. Beale can now have direct access to put information on town website. He can also post files. He also distributed lists of email addresses of RTM members. C. Mottinger will follow up on reverse 911 calls to be made to RTM members. Only 3 members completed online survey. B. Steele will compile results of written survey for next meeting.

**Information Time Line:** V. Betts will add people to Town Hall list for calls re. Town Meeting books. Clerk of Finance Committee should call RTM members. B. Steele will

send letters to boards and committees requesting information by Oct. 1 for Town Meeting handouts.

**New Business:** W. St. Lawrence suggested a letter to Park Department praising pool work done for summer opening. Committee agreed it should be sent as a group but not from RTM Coordinating Comm.

C. Mottinger has received email from Golf Committee updating Coordinating Comm. on plans and what is currently happening. He will forward to committee members.

At October meeting committee will brainstorm ideas for goals.  
Meeting adjourned at 8:13 PM.

Next meeting will be Oct. 16.