Minutes
Special Town Council Steering Committee Meeting
April 22, 2019
Town Hall Conference Room B

1. The meeting was called to order at 6:52 PM.
   Present: Jonathan Hand, Julie Blanchard, Joan Lewis, Matthew O’Brien (arrived 7:00 PM, Joan Lewis seated temporarily)
   Also present: John Elsesser, Town Manager

2. Acceptance of Minutes:
   Joan Lewis moved to accept the minutes of the February 25, 2019 Steering Committee meeting, seconded by Julie Blanchard. The motion carried with Julie Blanchard abstaining and all other members in favor.

3. Reports:
   Committee Chair – Jonathan Hand:
   Jonathan has an update from the CHS Walls Committee. He will share it at the Town Council meeting.

   Committee Members:
   John Elsesser reported that we have a final draft of the revised personnel rules document. It will be presented at the next Steering Committee meeting.

   Review: Boards and Commissions/Vacancies/Expiring Terms:
   The monthly reports were reviewed.

4. Resignations:
   A. Fire Transition Study Committee - Jodie Mitchell: Jonathan noted this resignation with regret and said it leaves a gap on the committee for Department 18 representation. Jodie was a north end representative. To his knowledge we received three statement of interest forms. Two are on tonight’s agenda but the third was not received in time. A recommendation is also supposed to come from the Board of Fire Officers. We received results from an email poll but not a specific recommendation.

5. Reappointments:
   A – C: CoventryVision: David Lamore, Sondra Astor Stave, Laura Stone: Matthew O’Brien moved to reappoint all three members, terms to expire 5/3/2022. The motion was seconded by Julie Blanchard and carried on unanimous vote.

6. Appointments:
   A. Results of an email poll to the Board of Fire Officers regarding potential appointments to the Fire Transition Study Committee were reviewed. It was noted that a specific recommendation is needed before action can be taken.

   B & C: Fire Transition Study Committee: Carilli, Dombkowski: Matthew O’Brien moved to table consideration of these appointments until more information is received from the Board of Fire Officers. The motion was seconded by Julie Blanchard and carried on unanimous vote. John said if the Steering Committee wishes, we can schedule another special meeting when we have the necessary information.
D. Parks & Recreation Commission Alternate – Carlson: Matthew O’Brien moved to recommend the appointment of Beverly Carlson as an alternate to the Parks & Recreation Commission, term to expire 1/1/2020. The motion was seconded by Julie Blanchard and carried on unanimous vote.

7. Consideration/Possible Action: Modifications To Ordinances: Inspection/Permit, Open Burning:
John Elsesser said that the documents included with the agenda packet were prepared by Fire Marshal Bud Meyers, who has offered to attend a Steering Committee meeting if requested. We have not had time to review the materials. We did state during the budget process that we are not increasing any fees. We have recommended in the past to have the fee schedule separately so we don’t have to have a public hearing to change fees, but historically our attorneys have always advised that the fee be imbedded in the ordinance. Currently there is no cost to apply for a burn permit but it does require staff time. There are a variety of issues with open burning, including public health concerns. Jonathan Hand moved to table consideration of this matter to the next regular Steering Committee meeting. The motion was seconded by Julie Blanchard and carried on unanimous vote.

8. Adjournment:
The meeting was adjourned at 7:18 PM on a motion by Matthew O’Brien, seconded by Julie Blanchard and unanimously approved.

Respectfully submitted,

Laura Stone
Town Council Clerk