**TOWN OF NEWMARKET, NEW HAMPSHIRE**

**CHARTER COMMISSION**

**DECEMBER 19, 2013**

Commissioners present: Chair Clay Mitchell, (arriving at 7:09 p.m.), Vice Chair Phil Nazzaro, Toni Weinstein, John Badger, Leo Filion, Kevin Cyr

Excused: Secretary Chris Hawkins, Al Zink, Bruce Hawkins, Sr.

Vice Chair Nazzaro called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance. The Commissioners had received and reviewed the legal opinion from the Town Attorney, and he had approved all but the changes to Warrant Article 6 concerning the role of the Town Administrator. At the previous meeting the Commissioners had discussed adding more details to the synopsis of the changes. The Town Attorney agreed that the explanations of changes were still in compliance with state RSAs. As there were no further changes, a motion was made and seconded to accept Warrant Article 6 as written. The motion passed unanimously.

The final revisions to the town charter have to be given to the Town Council by December 31. The Commission discussed whether or not language could be changed in Warrant Articles at the deliberative session. The Commission would have to prepare informative materials for outreach sessions with various groups in town. (Chair Mitchell arrived at this point.) The Commission agreed that the first point would be to develop clear and succinct explanatory language that would be simple and easy for the public to access. The outreach material would include explanations of all 18 of the Warrant Articles.

 Commissioner Nazzaro agreed to prepare a PowerPoint presentation. Commissioner Weinstein agreed to begin work on the format of any handouts. Chair Mitchell read from the October minutes that listed the various committees and groups they had agreed to reach. The Commission agreed to meet in subcommittees to work on the format for each group. Chair Mitchell and Commissioner Chris Hawkins will work on the report to be finished by December 31. The Commission will meet in early January to determine who will make presentations to which group and when they will be made. Commissioner Filion agreed to present to NCDC and Commissioner Badger to the Planning Board on February 11. Commissioner Cyr will meet with the senior citizens group and Commissioner Nazzaro will present to the Town Council on January 22 and the NBA with the date to be determined. Commissioner Badger will make a presentation to the Moody Point Association on the February 13h. Any meeting with the town employees would have to be coordinated with Town Administrator Fournier and Commissioner Cyr agreed to meet with him. Commissioner Nazzaro agreed to meet with the Economic Development Committee with Commissioner Filion. Chair Mitchell will reach out to the Budget Committee and Commissioner Weinstein to the School Board and PTA.

 The Commission will next meet on Monday, January 6 at 7 PM to approve the PowerPoint and handout documents and update assignments and dates for Commissioners to meet with organizations.

Commissioner Nazzaro moved to adjourn and Commissioner Badger seconded motion. Motion carried unanimously and the meeting adjourned at 7:21 PM.

Respectfully submitted,

Ellen Adlington, Recording Secretary