

**CHARTER REVIEW COMMITTEE
ORGANIZATIONAL MEETING MINUTES
JANUARY 31, 2019**

5:30 PM – TOWN COUNCIL CHAMBERS, PORTSMOUTH TOWN HALL, 2200 EAST MAIN ROAD

Time 5:30

EMERGENCY EVACUATION PLAN

1. Roll Call and Introductions – There was the swearing in of the members of the committee who were present. The members went around the room and introduced themselves.
2. General Discussion – “How to Proceed” – Mr. Rainer briefly went over the Open Meetings Act required by the State. How would you like to set up your quorum? There 26 members of the committee and a simple majority would be 14 to hold a meeting. A rolling quorum was explained as to what you can and can not do. Agendas as well as minutes need to be posted on the Secretary of State’s Website. Agendas must be posted 48 business hours prior to a meeting. Weekends and holidays are not included in those hours. You have 35 days to post minutes with the State. If you do not have approved minutes in that time you should post the unapproved minutes and then replace them when you have the approved minutes. Minutes are required to contain the date, time, place of the meeting, any votes and any relevant information. The committee will need to decide how you want to proceed. Do you want to go section by section of the Charter or by an issue that has been brought to your attention? Do you want to form sub committees and divide the information and report back to the main group? Specialized answers regarding legal answers may be put forth to the Town Solicitor through to the Town Administrator’s office and then it will be passed on to the Solicitor.
3. Discussion / Action – Connie Harding, Ben Furriel and Mark Katzman’s names were put forth for Moderator. Connie Harding was sworn in as a member of the committee. A motion made by Jhodi Redlich, seconded by Nancy Zitka to appoint Connie Harding as Moderator. A list of meeting spaces as well as points of contact for each space will be provided to the committee. A schedule of when things need to be completed by will also be provided. Motion passed.
4. Discussion / Action – A motion to have the next meeting on February 28th at 6:30 PM in the Town Council Chambers was made by Paul Kesson, seconded by Nancy Zita. Motion passed. During the next meeting you will be electing a Chair, Vice Chair and a Secretary. Once that is done then the Secretary will start taking over the agendas and minutes. A simple majority will be used. Motion made by Roy Streit, seconded by John McDaid. Motion passed.

Motion to adjourn made by Jhodi Redlich, seconded by Paul Kesson. Motion passed.

Time: 6:30 PM


Jennifer M. West, Town Clerk