

**TOWN OF BEDFORD
CHARTER COMMISSION MEETING MINUTES
December 7, 2023
10 Meetinghouse Road**

ROLL CALL: A meeting of the Bedford Charter Commission was held on Thursday, December 7, 2023, 10 Meetinghouse Road. Participating were Terry Wolf (Chair), Kelleigh Gleason (Vice Chair) and members: Susan Labrie, Jeff Kerr, Linda Camarota, Bryan Lord, and Matt McLaughlin. Also present was Town Manager Rick Sawyer. Members Paul Brock and Lori Radke were absent.

Chairwoman Wolf opened the meeting at 7:00 PM.

2. PLEDGE OF ALLEGIANCE – Led by Vice Chair Gleason.

3. PRELIMINARY REPORT AND PROPOSED CHARTER REVISIONS

Chairwoman Wolf stated they submitted a preliminary report to the Attorney General's Office, Attorney General, Secretary of State, and Department of Revenue Administration as per RSA. They received a letter, and the specific language was 'do not object to the proposed amendment of the Town Charter.' They were good to go. In the preliminary report, the next step was to make any modifications suggested, but there weren't any. Their next step was to file the final report with the municipal officers, the Town Council. They would accept it as a formality and get it on the ballot. She had a couple very minor changes to the preliminary report to make it the final version. She wanted to know if any of the other members had any that they could see and there were none. Chairwoman Wolf went through the changes.

Page 1

- Update the footer with the date they did it
- Change the name to 'Final Report'
- Update it to 10 meetings instead of 9.

Page 2

- Change 'attendees would be *more well informed*' to 'attendees would be *more informed*'.
- Change 'In 2023, a *petitioned article*' to 'In 2023, a *petitioned warrant article*'.

Page 6

- Update it from 9 to 10 meetings between April and December 2023.

Page 8 – Next Steps – Remove and move to what was done

- o October 3rd – filed the report
- o October 20th – received notice from the Attorney General
- o November 28th – received the endorsement that they didn't object
- o December 7th – fill in with whatever happens
- o Update & Resubmit by December 29, 2023 – **Delete**

Mr. Kerr stated that before 'Next Steps' there was a previous page and wanted to know if she was going to fill in today's meeting there as well. Chairwoman Wolf stated that the edit had the December 7th meeting.

Page 8 – Next Steps

- Informational Sessions – January – March

Chairwoman Wolf stated that if they were going to do any work as a Commission, she wanted to make sure that it's accurate and thought it made sense for a couple of them to do a BCTV show. They could talk through the report for people who didn't want to read it, highlight some of the presentations and be available for questions. Mr. McLaughlin thought if they could get it on BCTV that was as good as they were going to get as far as getting the word out. Vice Chair Gleason wanted to know if there was a way to link to the BCTV presentation on their Charter page off the Town's website and/or do it like a frequently asked questions section. She thought the report was self-explanatory, so they may not need that, but if they were going to do a piece on it, it would be nice to link it. Chairwoman Wolf thought if they wanted her to put together an FAQ, she could do that. She re-read it and tried to look at it objectively and felt it covered the questions that people would ask. She tried not to make it too cumbersome. Mr. McLaughlin thought if they did a show, they should get questions; put it on their website to submit questions prior to, so they could be answered during the show.

Chairwoman Wolf wanted to know if they would be able to get together to make any decisions if they needed to do an FAQ or any further information. Mr. Sawyer responded yes, but the only hesitation was he didn't remember the exact language the Town attorney told them about when they actually stop to exist. Whether it was after they file the final report or not. Chairwoman Wolf thought it was after the election; they exist up through the election. Mr. Sawyer stated then the Chair continued to have the power to call meetings. Chairwoman Wolf thought they could decide if they felt they needed to get back together to answer questions, if a more formal decision needed to be made.

Page 9

- They need to enter the proposed warrant article.

Chairwoman Wolf wanted them to review it to see if there were any changes they wanted to make. Vice Chair Gleason didn't think they could make changes. Mr. Sawyer stated that they couldn't make changes to the language of the sentence that starts with 'Shall', but they could make all the changes they wanted to the summary; that was just draft language that he put together. Commission members liked the language as is.

Mr. Sawyer wanted to know if they were going to insert the Attorney General's letter into the report. Chairwoman Wolf thought it was a good idea. They would put it in after the Town attorney's letter.

**MOTION by Mr. Lord to approve the preliminary report as discussed.
Seconded by Vice Chair Gleason. Vote taken – Motion Passed – 7-0.**

4. PUBLIC COMMENT – None

5. NEW BUSINESS – None

6. NEXT MEETING (if necessary)

a. January 4, 2024

Chairwoman Wolf didn't think there was any reason to keep that on the calendar. If they were going to meet again, it would be late January or February when people started understanding what was happening and ask questions.

Vice Chair Gleason wanted to know if they were going to discuss BCTV now or discuss it by email leading up to the election. Chairwoman Wolf stated that they shouldn't discuss it by email and wanted to know specifically what she meant. Vice Chair Gleason wanted to know if the Chairwoman wanted to designate representatives now to do a piece for BCTV if they weren't getting back together again. Chairwoman Wolf wanted to know if any of the Commission members wanted to do a BCTV show and there was no response. She was thinking it might be her and Mr. Brock or Vice Chair Gleason and Mr. Brock or Mr. Radke. Vice Chair Gleason stated that she didn't mind doing it. Chairwoman Wolf thought that Mr. Brock had done BCTV shows a lot. It wasn't in her head right now to think about what kind of format they were going to do. Vice Chair Gleason wanted to make sure they didn't drop the ball on it. Chairwoman Wolf stated that if they could think about scheduling it, maybe in mid-January.

Mr. McLaughlin thought maybe also an article in the Bedford Bulletin in the February timeframe. He would try and write it and Mr. Kerr stated that he would help him with that.

7. APPROVAL OF MINUTES

a. Regular Meeting – September 26, 2023

MOTION by Ms. Labrie to approve the minutes of the September 26, 2023 meeting. Seconded by Mr. Kerr. Vote taken –Motion Passed–7-0.

Mr. Sawyer stated that he had the completion of the final report on the tentative agenda for the Council meeting next week. There was no urgency to do that; they just had to file by January 15th. He wanted to know if the January 10th meeting would be better and if anyone from the Commission wanted to be there to present it or answer any questions. They didn't need to be; they could just submit it. Councilor Radke would be there. Chairwoman Wolf wanted to know the date of the December Council meeting and Mr. Sawyer stated the 13th. Mr. McLaughlin thought the sooner the better. Chairwoman Wolf stated that she would look at her calendar and if she can come, she will. Mr. McLaughlin and Vice Chair Gleason stated that they could go that night. Mr. Sawyer stated that he didn't need the final report tomorrow. Chairwoman Wolf stated that she already started a draft and could make the updates and get it to him by Monday morning. Mr. Sawyer confirmed that it was a 7 PM start with several agenda items before this item, so it may be 8 PM before this item would be taken up.

8. ADJOURNMENT

MOTION by Vice Chair Gleason to adjourn at 7:15 PM. Seconded by Mr. Lord. Vote taken – Motion Passed – 7-0.

Respectfully submitted,

Dawn Boufford

