CHARTER REVIEW COMMITTEE AGENDA
June 28, 2022 – 7:00 P.M.
Sandwich Town Hall – 130 Main Street

1. Convene Open Session Meeting in Auditorium

2. Introductions
   - Contact Information & Method
   - How Best to Exchange Information / Drafts
   - Town Distribution List?

3. Distribution of Background Information (Charge of Duties, Existing Town Charter, etc.)
   - Existing Charter Review Committee Language

4. Special Act Charter Method & Likely Town Meeting Timeframes

5. Summary of Open Meeting Law, Posting Requirements, Public Records Law
   - Drafting, Approval, & Submission of Minutes
   - Serial Conversations Prohibited
   - Remote Participation Capabilities

6. Town Counsel Involvement & Advice
   - Attendance at Upcoming Meeting
   - Contacts & Outreach
   - Review of Proposed Changes Amidst Review
   - Formatting of Drafts Leading to Town Meeting

7. Input to Committee
   - Guests to Invite for Future Input
   - Public Input – Periodic or Every Meeting?

8. Committee Organization – Can Be Decided at Future Meeting
   - Appointment of Chair, Vice Chair, Secretary
   - Need for Alternate Members?


10. Other Matters Not Reasonably Anticipated by the Committee

11. Public Comment

12. Closing Remarks

13. Adjournment

NEXT MEETING: To Be Determined...

[Signature]

TOWN CLERK
TOWN OF SANDWICH
JUN. 22, 2022
2 H 26 M P M