

## 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?
9. Future Meeting Schedule, Location, Time of Day, & Upcoming Topics
10. Other Matters Not Reasonably Anticipated by the Committee
11. Public Comment
12. Closing Remarks
13. Adjournment

**NEXT MEETING:** To Be Determined...



TOWN CLERK  
TOWN OF SANDWICH

JUN 22 2022

2 H 26 M PM  
RECEIVED & RECORDED